[Purpose: 1](#_Toc529342206)

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# Purpose:

To Create the Monthly Misc. Adjustment Sox file.

# Related Documents:

Syteline, Form, Export to File

# Responsible:

Approved by: Purchasing Manager, Planning Manager or Supply Chain Manager

Maintained by: Supply Chain Administrative Assistant

Carried out by: Supply Chain Administrative Assistant or Operations Administrative Assistant

# Rules:

1. Executed on the 1st Day of the New Fiscal Month in PCB, NC, Farm, Provo, NYS, and TMS

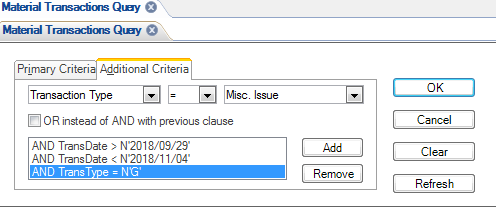
# Instructions:

1. **Open the Template called “Site Misc Adjustments YR-FM FMonth Template” found in:**

**R:\Supply Chain\Policy Deployment\SOX Compliance\Inventory\Evidence\Misc Adjustment Monthly Summary**

1. **Save File As: “Site” Misc Adjustments YY-MM “Month Name” Example: Depew Misc Adjustments 17-08 May in:**

**R:\Supply Chain\1SOX DOCUMENTS\Site\Inventory Adjustments**

1. **Open “Material Transactions Query” form in Syteline (Take screen shots of exports and save in the Template file)**
   1. **Go to the Additional Criteria tab and enter the following criteria**
      1. **Transaction Date > “Last day of the previous fiscal month”**
         1. **Click Add**
      2. **Transaction Date < “First day of the next fiscal month”**
      3. **Transaction Type = “Misc Issue”**
      4. **Hit Refresh**
   2. **After query is refreshed, Export to File Using: Form, Export To File.** 
      1. **Name your Export u:\”site” Misc Issue**
   3. **Once Export is Complete, Go back to the additional Criteria tab**
      1. **Select the “AND Trans Type = N’G’”**
      2. **Hit remove button**
      3. **In the first two Drop downs leave Transaction Type and the =**
      4. **Change the third drop down to Misc. Receipt and Click add**
   4. **After query is refreshed, Export to File Using: Form, Export To File.** 
      1. **Name your Export u:\”site” Misc Receipt**
      2. 
2. **In Excel, open both exports created in step 3 Changing Item to Text.**
   1. **Copy data from columns A-AD of your export files and paste them into the appropriate tabs (Misc Issue, Misc Receipt Tabs)**
3. **Make sure that the Formulas in AE-AG are copied down through all data in both tabs. (Misc Issue, Misc Receipt)**
4. **On the Misc Issue tab select all data by selecting cell A1 and Holding Ctrl.,Shift and Tapping Left Arrow and then the down Arrow and hit Ctrl C to Copy**
5. **Paste Date in the combined tab in Cell A2.** 
   1. **Make sure headers line up and delete Row 2**
6. **Repeat Step 6 using the Misc Receipt tab and Pasting this data at the bottom of the Combined all data**
   1. **Make sure headers line up and delete the header row you just pasted into this tab.**
7. **On the Misc Adjust Summary Tab:**
   1. **Update all Three Pivot tables by clicking inside each pivot table**
      1. **Go to Analyze**
      2. **Change Data source**
      3. **Select all data**
      4. **Hit Okay**
      5. **Go to Analyze**
      6. **Hit refresh**
8. **On the Combined Tab:**
   1. **Filter on column AF (Count if above $5000) for 1’s by unchecking the 0’s**
   2. **Copy all transaction numbers in column A**
   3. **Go to the Misc Adjust Summary tab**
      1. **Paste values starting in cell A32** 
         1. **Notes:**
            1. **To Paste values click on A32, right click, and select the icon 123)**
            2. **Insert more rows if needed**
   4. **Continuing on the Misc Adjust Summary Tab:**
      1. **Drag formula’s in C32-M32 down to the rest of the data**
      2. **Calculate**
         1. **Note: The number of Transaction numbers listed should match the Total number in the first pivot chart.**
9. **Save File.**
10. **Repeat for all sites listed in Rules, Listed above.**
11. **Once all Sites are Complete, Send out monthly E-mail.**
12. **Check to make sure all of last month’s files have been signed off.**
13. **If $ Value Threshold Changes for any Site, File save as Template, with the $ Amount of threshold & Site it pertains to and update necessary titles and formulas.**