



MATERIALS CONTROL

Year-End Closure

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Introduction

In Materials Control, year-end closure is confined to regular month-end closures by means of full inventories. Consequently, no additional actions are required.

Below, please, find main operational aspects of handling inventories in Materials Control.

Inasmuch as there is a must to ensure data safety in case of emergencies, it is recommended to backup data stored on Materials Control server, and especially that of Oracle DBMS database.

Inventories

1. Create full (entire) inventories in the system on all departments participating in stock takes. In MC, inventories are recommended to create well in advance, but no later than on the date when physical inventory checks are done.
2. Inventory time for all inventories is recommended to set as 'EOD', i.e. 23:59. It is assumed though, that real stock takes will take place either on the evening of a given date, or in the morning that follows.
3. In MC, inventory may remain open till next month-end. The program will not allow you to make another full inventory for a store, if there is an open full inventory already attached to it.
4. Future period booking documents will not impact the estimated stocks of an earlier date open inventory.
5. Documents booked by passed dates will have an impact on open inventory estimated stocks if the date of a booking document (either receipt or expense) is less or equal to open inventory date.
6. Until after inventory is closed, potential differences in it are not recorded, and are, therefore, not noted in current stock counts as of any date older than inventory date. Once inventory is closed, current stock counts get adjusted by the system for the amount of differences in this inventory.
7. Methods of closing items not entered in inventory – 'Reset' (Set not filled to zero) or 'Equivalent' (Set not filled to POT) – define method of processing goods for which user did not enter actual stocks. When closing inventory, such items actual stocks will be recorded as zero at 'Set not filled to zero', or equal estimated counts at 'Set not filled to POT'.



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8. Once actual stocks are added to the electronic inventory, there is a need to update the document (a respective button at the bottom of the list of inventory documents) and make analysis of the documents using 'Document Control' (Control Actions) – this is a check for any not booked documents related to the closing period.
9. Booking inventory documents:
 - a. Any closed inventory may not be cancelled or adjusted. Recommendation is not to close inventory unless the status of shortages and overages meets expectations.
 - b. Store period gets locked after inventory is closed, if 'Close Cost Center/Store on Stock Take' checkbox was selected in store settings.
 - c. If the above parameter was not selected, then the period will remain open, yet passed period document bookings will not affect current stocks, since their inventory real stocks are implicitly carried into the next date.
 - d. Materials Control technically allows you to keep inventory open until the next inventory, while current period bookings do not affect earlier date open inventory.

System Document Number Assignment

In Materials Control, issuing documents (transfer certificates, write-off paperwork, inventories) get numbers assigned by the system itself. In prefix of a document number, values change every month and year. For example, for a transfer, LA**1512**-00124 means that this document was created in December 2015. The next five digits indicate the ordinal number.

That is, over a month the system allows to create up to 100 thousand documents of a similar type.

The first document created in 2016, for example, will be assigned # LA**1601**-00001. Incidentally, document number does not refer to the date the document (operation) was created.

Thus, documents created in January 2016, yet in retrospect, will have LA**1601**-... prefix anyway.

Backups

Materials Control standard configuration implies Oracle database backups on a daily basis. Backups are kept on Materials Control server in D:\MC\MCV8DUMP\SAVEDUMP folder.

Backup are kept as individual zip/7z/rar files created daily.



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Recommendation is to periodically copy files from D:\MC\MCV8DUMP\SAVEDUMP onto external media.

In fact, we recommend, if possible, to backup all of D:\MC catalogue onto external media.