

ANNUAL INVENTORY OF MATERIALS DISTRIBUTION CENTER (MDC)
ACCOUNT 1220.195 AND TELEPHONE COMPANY STOREROOM (TCS)
ACCOUNT 1220.194 MATERIAL

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1. GENERAL

- 1.01 This practice provides procedures to be used by Materials Distribution Center (MDC) and Telephone Company Storeroom (TCS) personnel for performing Annual Inventory of Account 1220.195 and Account 1220.194 material (respectively). The complete formal definition of both of these Accounts may be referenced in the Accounting Handbook Telephone Plant, Section V27.601.
- 1.02 This practice has been revised to include the Materials Distribution Center (MDC) and their Account 1220.195 in the Annual Inventory process.
- 1.03 The Uniform System of Accounts Rewrite (USOAR) Part 32.1220 requires inventories of material and supplies be taken during each calendar year. The recorded accountability for assets must be compared with existing assets and the appropriate action (inventory write-off/write-on) taken with respect to any Perpetual Inventory Record (PIR) differences.
- 1.04 As a result, each year, items stocked at the MDC and TCS's will be inventoried. The quantities inventoried will then be compared with the quantities posted to the PIR. An attempt will be made to reconcile any differences. For those differences which cannot be explained, a quantity and dollar adjustment will be made. The quantity adjustment represents the increase/decrease, whichever is applicable, required to bring the PIR quantity into agreement with the quantity inventoried. The dollar adjustment represents the associated increase/decrease in Account 1220.195 and Account 1220.194 investment as a result of the quantity adjustment.
- 1.05 During the actual inventory process, all warehouse operations will be temporarily suspended so that all material within the warehouse can be counted. These quantities are then input into the Southwestern Inventory Management System (SWIMS) for comparison with the current on-hand balances. Where discrepancies exist, the MDC/TCS personnel are given the opportunity to reconcile differences in the SWIMS balances before quantities are compared to the PIR. A sixty (60) day reconciliation period follows the actual inventory process to allow MDC/TCS personnel to update SWIMS balances on the Annual Inventory record when it is determined adjustments are required.
- 1.06 The responsibility for an accurate inventory with proper follow-up and reconciliation of all balances is shared by Procurement Operations, Procurement Logistics, Procurement Methods and Systems, Comptrollers, and Procurement Systems.

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2. RESPONSIBILITIES

- 2.01 This section provides information pertaining to the associated responsibilities related to performing Annual Inventory (A.I.) of Account 1220.195 and 1220.194.
- 2.02 The Procurement Systems A.I. Administrator is responsible for ensuring that the Annual Inventory System specifications and detail design are incorporated into the system for the successful processing of Annual Inventory. In addition, the Procurement Systems A.I. Administrator's responsibilities include the following:
- (a) Attend A.I. meetings as required to address A.I. requirements/enhancements.
 - (b) Disseminate specifications/enhancements to the Information Systems Organization (ISO) for coding and subsequent testing.
 - (c) Conduct System/Production tests as outlined in the Schedule For SWBT MDC/TCS Annual Inventory (Exhibit A).
 - (d) Ensure that all responsibilities designated "Systems" in the Schedule For SWBT MDC/TCS Annual Inventory (Exhibit A) are completed by the dates as noted on this document.
- 2.03 The MDC/TCS A.I. Administrator responsibilities include the following:
- (a) Schedule and conduct meetings as necessary for all Annual Inventory stakeholders.
 - (b) Publish minutes of these meetings and provide copies of minutes to meeting participants and all A.I. stakeholders.
 - (c) Develop, document, update as appropriate, and distribute copies of the Schedule For SWBT MDC/TCS Annual Inventory (Exhibit A). Ensure that all activities noted on this document are completed by the responsible person/organization by the scheduled dates.

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- (d) Compile, revise as necessary, and distribute to all Annual Inventory stakeholders, an Annual Inventory Contact List. This list should include the names and telephone numbers of Annual Inventory personnel from the following organizations:
 - (1) Procurement Systems
 - (2) Procurement Methods and Systems
 - (3) Materials Distribution Center (MDC) A.I. Coordinators
 - (4) Telephone Company Storeroom (TCS) A.I. Coordinators
 - (5) Information Systems Organization (ISO)
 - (6) St. Louis Data Center
 - (7) Comptrollers
- (e) Compile or revise, as necessary, and distribute a list of Annual Inventory System Enhancements to all A.I. stakeholders. Report on the status of each enhancement at each Annual Inventory meeting.
- (f) Coordinate the Annual Inventory Reconciliation process with Comptrollers and TCS Annual Inventory Coordinators. Ensure that all A.I. intransit claims are received from warehouse locations and passed on to Comptrollers for manual correction of the Perpetual Inventory Record (PIR).
- (g) Ensure that all activities are completed by the dates as noted on the Schedule for SWBT MDC/TCS Annual Inventory (Exhibit A).

2.04 The Materials Distribution Center (MDC) and the Telephone Company Storeroom (TCS) Annual Inventory Coordinators' responsibilities include the following:

- (a) Attend A.I. meetings as required to address A.I. requirements/enhancements pertaining to MDC/TCS operations.
- (b) Coordinate all activities associated with MDC/TCS functions and operations as outlined in the Schedule For SWBT MDC/TCS Annual Inventory (Exhibit A). Ensure that all activities are completed by the dates as noted on this document.
- (c) Ensure that copies of dirtied pick tickets on any intransit claims during Annual Inventory are sent to the MDC/TCS A.I. Administrator for manual PIR corrections.

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- (d) Investigate and reconcile inventory differences.
- (e) Cooperate with Comptrollers for reconciliation investigations for PIR adjustments.

2.05 Comptrollers responsibilities include the following:

- (a) Investigate SWIMS/PIR quantity differences and coordinate with the Local Purchasing Organization (LPO), MDC/TCS personnel, etc., to resolve differences.
- (b) Adjust the PIR accordingly to reflect adjustments required as a result of reconciliation investigations and findings and intransit claims.
- (c) Journalize final adjustments via the Procurement Logistics Accounting System (PLAS), and the Disk Oriented Property and Cost System (DOPAC).
- (d) Prepare final Statement of Account, Form SW-2501, for account 1220.XXX Inventory Differences no later than six (6) months following the inventory date. This statement is prepared by Comptrollers for final signature by the Vice President-Procurement.

3. SCHEDULE FOR SOUTHWESTERN BELL TELEPHONE MDC/TCS ANNUAL INVENTORY

- 3.01 MDC/TCS Annual Inventory of Accounts 1220.195/1220.194 Material is to be taken each year. This will normally occur on Thursday and Friday during the week which ends in a fiscal end of month cycle.
- 3.02 The "Schedule For MDC/TCS Annual Inventory" (Exhibit A) lists pertinent activities to be performed for the successful completion of MDC/TCS Annual Inventory of Accounts 1220.195/1220.194 Material. It is imperative that these activities be performed by and/or on the scheduled dates. Each MDC/TCS Annual Inventory Coordinator will be responsible for reporting any deviations from these activities to the MDC/TCS Annual Inventory Administrator.

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3.03 The "Schedule For MDC/TCS Annual Inventory" (Exhibit A) lists the following information:

- (a) TASK NUMBER
- (b) START DATE
- (c) END DATE
- (d) END TIME (A.M./P.M.-where applicable)
- (e) MDC/TCS LOCATION (where applicable)
- (f) RESPONSIBLE PERSON/ORGANIZATION
- (g) OPERATION/TASK

4. MDC/TCS PRE-INVENTORY ACTIVITIES

4.01 Prior to the actual Annual Inventory of MDC/TCS Accounts 1220.195/1220.194 Material, the MDC/TCSs have a number of activities and responsibilities to be completed. Each MDC/TCS Annual Inventory Coordinator will be responsible for the completion of the pre-inventory activities.

4.02 Six Weeks Prior to Annual Inventory

- (a) Determine the sort sequence for the Annual Inventory Count Sheets--JA670-001 (Exhibit B). The sort sequence selection will apply by dispatch zone. By the close of business one day prior to Annual Inventory, no changes can be made to the sort sequence for A. I. Count Sheets. Each MDC/TCS Annual Inventory Coordinator is responsible for reporting their sort sequence preference to the MDC/TCS Annual Inventory Administrator no later than three (3) weeks prior to Annual Inventory.

The three options available are as follows:

- (1) By Dispatch Zone, Aisle, Bin, Level & Item

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(2) By Dispatch Zone, Aisle, Level, Bin & Item

(3) By Description

- 4.03 Monday-Four Weeks Prior To Annual Inventory - Review all documents affecting Annual Inventory (open purchase orders, transfer receipts, vendor receipts, issue and transfer shipments, claims (MDC, TCS, field, vendor, etc.) Process all papers, where possible.
- 4.04 Last Work Day of Month Prior To Annual Inventory - Every attempt should be made by MDC/TCS Annual Inventory Coordinators to notify Inventory Management of required changes (item additions/deletions) to the SWIMS database as far in advance as possible prior to Annual Inventory.
- 4.05 Three Weeks Prior to Annual Inventory
- (a) Determine the number of unassigned audit numbers for each dispatch zone. These unassigned audit numbers will be utilized if items are found in the warehouse that do not appear on the Count Sheets. Each MDC/TCS Annual Inventory Coordinator will be responsible for reporting the desired number of unassigned audit numbers to the MDC/TCS Annual Inventory Administrator no later than three weeks prior to Annual Inventory.
 - (b) Determine the terminals at the MDC/TCS that are to be utilized for reconciliation input after Annual Inventory. Each MDC/TCS Annual Inventory Coordinator should notify the MDC/TCS Annual Inventory Administrator of the designated Annual Inventory reconciliation terminals (L-TERMS) no later than three weeks prior to Annual Inventory. Each warehouse location can specify up to two terminals to be used for reconciliation.
 - (c) Notify field users of the days the MDC/TCS will be closed for Annual Inventory, and the day the MDC/TCS will resume normal operations. (Vendors and carriers are notified by Inventory Management and the Transportation organizations.)

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- (d) Perform a physical verification of warehouse prime select, alternate (assigned and unassigned) locations and material, with locations and material shown on the Mechanized Locator System (MLS) All Bin Report By Location (Exhibit C). The locations and material should match the MLS report. If the material and location do not agree with the MLS report, a maintenance change is required to insure the material, location, and report agree. Refer to SWIMS Methods, Mechanized Locator System, TAB 10, for the detailed instructions for making changes to MLS.
- (e) Three weeks prior to Annual Inventory, all warehouse dispatch locations must be confirmed. Changes to dispatch zones after this time period must be approved by the MDC/TCS Annual Inventory Administrator prior to the actual changes.
- 4.06 Two Weeks Prior To Annual Inventory - Each MDC/TCS A.I. Coordinator should review the Inventory Request List Report--JA670-002 (Exhibit D). This report lists the items in Account 1220.195 and 1220.194 for each warehouse location that will be counted during Annual Inventory. This report will be system generated; any discrepancies should be reported to the MDC/TCS A.I. Administrator and/or Procurement Systems A.I. Administrator within five (5) working days after received. An updated Inventory Request List should be requested at this time if required.
- 4.07 One Week Prior To Annual Inventory - Each MDC/TCS A.I. Coordinator should review In-Transit, Return and Repair, Pack and Hold, and Emergency Stock (ES) reports, where applicable, for accuracy. If there are any discrepancies, Procurement Systems A.I. Administrator should be notified. Reports must be reviewed by the Monday prior to Annual Inventory.
- 4.08 Saturday Prior to Annual Inventory - Preliminary Count Sheets (Exhibit B) will be system generated and printed for each MDC/TCS location. Each MDC/TCS A.I. Coordinator is responsible for confirming receipt of these Count Sheets to the Procurement Systems A. I. Administrator by Monday. These Count Sheets will give the MDC/TCS A.I. Coordinators a pre-Annual Inventory picture of how the actual Count Sheets will be sorted by dispatch zone and the actual number of unassigned audit numbers that will be available for each dispatch zone during Annual Inventory.

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- 4.09 Monday Prior To Annual Inventory - Each MDC/TCS A.I. Coordinator should verify the Count Sheet sort sequence by dispatch zone, level, bin, aisle, and the number of unassigned audit numbers are correct. Report any discrepancies to the Procurement Systems A.I. Administrator and/or the MDC/TCS A.I. Administrator without delay.
- 4.10 Tuesday Prior To Annual Inventory - MDC/TCS A.I. Coordinators should review all papers affecting Annual Inventory. Ensure paperwork for all shipments, receipts, claims, etc., is processed, entered in SWIMS and is up-to-date.
- 4.11 Wednesday Prior To Annual Inventory
- (a) This is the last day to process OES and COES orders prior to MDC/TCS Annual Inventory. Emergency orders during Annual Inventory will require the user's third level approval.
 - (b) Each MDC/TCS will receive the final batch of SWIMS Material Requisition Pick Tickets to be processed this day. The next scheduled batch will be processed on the weekend following Annual Inventory.
 - (c) Wednesday is also the last day to receive shipments of material from Vendors and the Materials Distribution Center (MDC) for TCS stock replenishment. Each TCS A.I. Coordinator should ensure that all material is receipted into SWIMS and shelved as soon as possible before 5:00 p.m. Material physically received after 5:01 p.m. and through the completion of Annual Inventory should be treated as in-transit/not received material.
 - (d) The MDC/TCS A.I. Coordinators should ensure that all Accounts 1220.195 and 1220.194 material is stored and entered on the SWIMS Mechanized Locator System before 5 p.m. the evening prior to Annual Inventory. This will ensure that all material and associated storage locations are accounted for during the Annual Inventory process.
 - (e) An essential part of the pre-Annual Inventory process is the closing of all applicable open SWIMS inventory transactions on the last day of business prior to A.I. Where appropriate, all open transactions must be ship verified, transfer receipted, vendor receipted, claims adjusted, etc. The MDC/TCS A.I. Coordinator is responsible for the completion of these activities by 5 p.m. on the evening prior to Annual Inventory.

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- (1) If material has been selected and shipped from the warehouse, the pick ticket MUST be ship verified. In the instance where time did not permit an item to be shipped, the corresponding pick ticket line MUST be cancelled. A record of any orders which were cancelled should be kept and re-entered upon the completion of A.I.
- (2) If transferred material has been received and shelved at a warehouse prior to 5 p.m., the pick ticket MUST be transfer receipted. For those items which are still INTRANSIT to the warehouse, the corresponding pick ticket lines MUST remain open.

NOTE: The receiving warehouse location will be charged for those items which are intransit during A.I. Once A.I. has been completed and the intransit items are received at the warehouse, care must be taken to verify that the items/quantities appearing on the pick ticket have actually been received. If there is a discrepancy, refer to Section 9 of this practice for processing of A.I. intransit claims.

- (3) If material has been received from a vendor prior to 5 p.m. at a warehouse location and shelved, the Purchase Order MUST be receipted in SWIMS to ensure accurate system balances.
- (f) After all open transactions have been closed for all MDC/TCS's, RMQ 005 Shipment Verification and RMQ 011 Exception Receipting reports will be run at the St. Louis Data Center and printed at each warehouse location. Each MDC/TCS Annual Inventory Coordinator will be responsible for reviewing the Shipment Verification report to verify that all shipping transactions (issues) originating from the MDC/TCS have been closed. Likewise, the Exception Receipting report should be reviewed to verify that all material received and shelved has been receipted into the system. If open transactions exist, the MDC/TCS A.I. Coordinators should input any open transactions into SWIMS, and immediately contact the MDC/TCS Annual Inventory Administrator to run another RMQ 005 and RMQ 011. After these jobs have run and printed at the MDC/TCS, Shipment Verification and Exception Receipting Change reports should again be verified to ensure that all of the transactions have been closed. This process must be repeated until all transactions have been completed in all warehouse locations. The target for completing these activities is the evening prior to Annual Inventory by 6 p.m.

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(g) Annual Inventory Count Sheets (Exhibit B) will be produced the evening prior to Annual Inventory and should be available to each MDC/TCS by Thursday at 3:30 a.m.

5. PHYSICAL INVENTORY OF MDC/TCS ACCOUNTS 1220.195/1220.194 MATERIAL (INITIAL COUNTS)

5.01 The actual physical inventory can commence at each MDC/TCS when the Count Sheets (Exhibit B) have been printed. It is recommended that each MDC/TCS utilize two (2) or three (3) part paper to print the Annual Inventory count sheets. The originals can be utilized to complete the physical counts; the duplicates should be stored in a secure area at each warehouse location and be available for use in the event the original(s) are inadvertently destroyed, lost, etc. (The warehouse can use the third copy for recounting, where necessary.)

5.02 The count sheets (Exhibit B) will be sorted by dispatch zone and contain the following information:

- (a) Report Number (JA670-001)
- (b) Warehouse Location
- (c) Page Number
- (d) Run Date
- (e) Retention Period
- (f) SWBT Data Processing Center
- (g) Warehouse Dispatch Zone
- (h) Aisle
- (i) Bin-Audit Number
- (j) Bin Type (P=Prime, A=Alternate)
- (k) Item Description
- (l) High Investment Indicator (If applicable)
- (m) Nine (9) Digit Item Number
- (n) Material Type (MT)
- (o) Unit of Measure (UOM)
- (p) Count Quantity Line

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- 5.03 In addition to the above, the count sheets will include all of the following:
- (a) All Assigned Audit Numbers (all prime and alternate occupied/unoccupied bin locations)
 - (b) All Unassigned Audit Numbers (no associated bin)
 - (c) All Non-Stock Items
- 5.04 The Annual Inventory system will not allow count quantities to be entered for any Non-Stock Items. The count sheets will display asterisks (**) in the COUNT QTY field to identify these items. The ITEM ID field will have "NS-----" to identify Non-Stock items. Additional detailed information pertaining to the count sheets can be referenced in the SWIMS Annual Inventory Method.
- 5.05 Actual physical counts will be made for all bin/rack/items (Assigned & Unassigned) selected for the Annual Inventory count process. The original Annual Inventory count sheets should be distributed to the warehouse personnel designated to perform counts. It is of great importance for the MDC/TCS Annual Inventory Coordinator to keep abreast of the status of the counts during the inventory process--which count sheets in the warehouse are incomplete or complete.
- 5.06 The MDC/TCS Annual Inventory Coordinator should assign the count sheets to the warehouse personnel in such a manner that will afford maximum uniform tracking. Count sheets can be tracked by recording the dispatch zone, aisle, and page number of the count sheet to the corresponding warehouse person performing the actual physical count. This will afford the MDC/TCS Annual Inventory Coordinator the opportunity to know who is responsible in the warehouse for performing the count, and the status of the physical count (incomplete/complete).
- 5.07 Warehouse personnel should proceed to the dispatch zone, aisle, and bin/rack location indicated on the count sheet.
- 5.08 Compare the actual bin/rack location and the item description/number to the item indicated on the count sheet to be counted.
- 5.09 Perform the actual physical count of the item using the appropriate Unit of Measure (UOM) indicated on the count sheet.

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- 5.10 Enter the physical count of the item on the count sheet for the appropriate bin/rack. Also enter the initials of the counter next to the count quantity.
- 5.11 MDC/TCS personnel must write a count quantity on the count sheets for all assigned audit numbers, regardless of whether the bins are assigned or unassigned. (Unassigned bins listed on the count sheets should be populated with a count quantity of zero (0) when verified that nothing is in the bin location.) Count quantities and bin/rack/item corrections are to be noted on the count sheets prior to return to the warehouse office area for input into the Annual Inventory System.
- (a) If an item is found in a bin which is unassigned on the count sheet, the MDC/TCS personnel can either leave the item in its current location or move it to a new location. In either case the following things need to be done:
- (1) Note the Item ID on the count sheet in the corresponding bin location.
 - (2) Count the item and write the count quantity on the count sheet.
 - (3) (If the item was moved, zero should be written in the unassigned bin as the count quantity.)
- (b) If two items are found in a bin which shows only one item assignment on the count sheets and the MDC/TCS personnel wish to leave both items there, an unassigned audit number should be used in the following manner:
- (1) Write an unassigned audit number on the count sheet with the bin location.
 - (2) Write the Item ID on the count sheet next to the unassigned audit number.
 - (3) Count the item and write the quantity next to the Item ID.
- 5.12 When all bin/rack/items indicated on the count sheets have been counted, return the count sheet to the warehouse office area for input into the Annual Inventory System.

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- 5.13 MDC/TCS personnel should refer to the SWIMS Annual Inventory Method for detailed instructions of the input of count quantities into the SWIMS Annual Inventory System.
- 5.14 Once all initial count entries have been input, the MDC/TCS A.I. Coordinator should contact the Procurement Systems A.I. Administrator and/or the MDC/TCS A.I. Administrator for notification of completion of counts. The Procurement Systems A.I. Administrator will access Corporate Codes Table 922 to set the flag to run the Open Count BMP for each completed location and contact the St. Louis Data Center to begin processing.
- 5.16 After the Open Count BMP is run, two reports (Open Audit List Report (JA609-001)-Exhibit E and Audit Summary Report (JA609-002)-Exhibit F) will be produced at the MDC/TCS and should be reviewed by the MDC/TCS A.I. Coordinator.
- 5.17 The Open Audit List Report (Exhibit E) contains all of the missed initial counts and remaining open, unassigned Audit Numbers. (Unassigned Audit Numbers will be automatically closed at the end of Annual Inventory; the user will not enter any count quantities for these.) The MDC/TCS A.I. Coordinator should review this report to determine whether there were any missed counts. If Open Counts exist, MDC/TCS personnel should follow instructions as outlined in their SWIMS Annual Inventory Method. If the report indicates that all counts have been completed, the MDC/TCS A.I. Coordinator should call the Procurement Systems A.I. Administrator and/or the MDC/TCS A.I. Administrator to advise that the counts are complete at their location and the Value Difference BMP can be run.
- 5.18 The Audit Summary Report (Exhibit F) contains the items which were counted with the corresponding count quantities. MDC/TCS personnel can view items and count quantities printed in the same sequence as count sheets.

6. VALUE DIFFERENCE PARAMETERS/RECOUNT SHEET GENERATION

- 6.01 A value difference is calculated by the system after the initial counts are input and complete. It is based on the dollar amount value difference between the counted quantity and the SWIMS on-hand quantity.

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- 6.02 The Procurement Systems A.I. Administrator will access Corporate Codes Table 922 to set the flag to run the Value Difference BMP. After the Value Difference BMP is run, the Value Difference Report--JA645-001 (Exhibit G) will be printed at the MDC/TCS. This report displays item differences between the physical count and the on-hand value; items will be listed on the report in descending order from high value difference to zero value difference.
- 6.03 Each MDC/TCS A.I. Coordinator is responsible for reviewing the Value Difference report for their respective location and for notifying the MDC/TCS A.I. Administrator of receipt of the report.
- 6.04 The MDC/TCS A.I. Administrator will determine what low value difference parameter will be set in the Corporate Codes Table 922; recounts will be scheduled for all items that have a higher value difference than the low value difference parameter which was set. When a determination has been made, the same low value will be set for all TCS locations conducting Annual Inventory. The MDC will determine a low value difference parameter independent of the TCSs. The MDC/TCS A.I. Administrator will ensure that the parameter to be utilized will afford the maximum number of recounts, for the lowest dollar differences possible, within the time frame allotted to conduct Annual Inventory recounts.
- 6.05 After the low dollar value difference parameter has been determined, the Procurement Systems A.I. Administrator will set the flag in Corporate Codes Table 922 accordingly, and will contact the St. Louis Data Center to run the Recount BMP. Once the Recount BMP has processed, Recount Sheets--JA612-001 (Exhibit H) and the Recount List--JA612-002 (Exhibit I) will be produced at each MDC/TCS location conducting Annual Inventory.
- 6.06 Recount sheets will be sorted in dispatch zone sequence and display all bin locations (Prime and Alternates) for each item. An item will appear in the dispatch for its prime bin assignment and list all alternates, regardless of the dispatches. These recount sheets should be utilized by MDC/TCS personnel to record the actual physical recounts.
- 6.07 The Recount List captures all items for which a recount was scheduled and is sorted in the same sequence as recount sheets. This report is for reference only and should not be utilized for physical counting.

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7. PHYSICAL INVENTORY OF MDC/TCS ACCOUNTS 1220.195/1220.194 MATERIAL (RECOUNTS)

- 7.01 The actual physical inventory of recounts can begin at each MDC/TCS when the Recount Sheets have been printed. As with the Count Sheets, it is recommended that each MDC/TCS utilize two (2) or three (3) part paper to print the Annual Inventory Recount Sheets. The originals can be utilized to complete the physical recounts and the duplicates should be stored in a secure area at each location and be available for use in the event the original(s) are inadvertently destroyed, lost, etc.
- 7.02 Each MDC/TCS A.I. Coordinator should contact the Procurement Systems A.I. Administrator and/or the TCS A.I. Administrator as soon as the Recount Sheets have printed at their respective locations.
- 7.03 All items listed on the Recount Sheets are to be counted by the MDC/TCS warehouse personnel. The items to be recounted will carry the same audit number as was generated on the Count Sheets except that the letter "R" will populate the 8th position (character) of the audit number. A quantity must be input on the Recount Sheets for all Item ID's at each bin location. All bin locations for the item will be listed, beginning with the prime, followed by the alternate locations as appropriate.
- 7.04 The MDC/TCS A.I. Coordinator should assign Recount Sheets to MDC/TCS warehouse personnel in the same manner as prescribed with Count Sheets as outlined in Section 5 of this document. Once the Recount Sheets have been assigned to warehouse personnel, the physical recount of material may proceed and procedures followed as in accordance with the initial counts.
- 7.05 MDC/TCS personnel should refer to SWIMS Annual Inventory Method for detailed instructions of the input of recount quantities into the Annual Inventory System.
- 7.06 Once all recount entries have been input, the MDC/TCS A.I. Coordinator should contact the Procurement Systems A.I. Administrator and/or the MDC/TCS A.I. Administrator for notification of completion of recounts. The Procurement Systems A.I. Administrator will access Corporate Codes Table 922 to set the flag to run the Open Recount BMP for each completed location and contact the St. Louis Data Center to begin processing.

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- 7.07 After the Open Recount BMP is run, an Open Recount/Audit Summary Report--JA608-001 (Exhibit J) will be produced at each MDC/TCS location. This report should be utilized by each MDC/TCS A.I. Coordinator to ensure that those items flagged for recount have actually been recounted, input into the Annual Inventory System and/or cancelled. All items scheduled for recount will appear on the report, sorted in the same sequence as the original Recount Sheets. If any items have not been recounted (listed open on the report), the MDC/TCS Annual Inventory Coordinator should refer to the SWIMS Annual Inventory Method for completing open recounts. The Procurement Systems A.I. Administrator and/or the MDC/TCS A.I. Administrator should be notified immediately if open recounts exist. After the open recounts have been input into the system by MDC/TCS personnel, the Procurement Systems A.I. Administrator should be contacted to run another Open Recount BMP. This procedure will be repeated until all open recounts have been completed at all locations.
- 7.08 If there are no open recounts, The Open Recount/Audit Summary report will display the message "ALL RECOUNTS HAVE BEEN COMPLETED" at the end of the report. The MDC/TCS A.I. Coordinator should immediately contact the Procurement Systems A.I. Administrator and/or the MDC/TCS A.I. Administrator to advise that there are no open recounts.

8. FINAL VALUE DIFFERENCE AND BATCH PROCESSING

- 8.01 Once the MDC/TCS location(s) has completed all recounts and notified the Procurement Systems A.I. Administrator and/or the MDC/TCS A.I. Administrator, the Procurement Systems A.I. Administrator will access Corporate Codes Table 922 to set the flag to run the Final Value Difference BMP and contact the St. Louis Data Center to begin processing.
- 8.02 After the Final Value Difference BMP is run, an Annual Inventory Final Value Difference Report--JA645-001 (Exhibit K) will be produced at each MDC/TCS location. This report displays all items which have been counted and/or recounted and the value difference between the physical count and the on-hand value. Items will be listed in descending order from high value difference to

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zero value difference. The MDC/TCS locations can use this report to immediately identify high dollar value difference items and begin investigating discrepancies. This is the last report that is produced prior to the start of batch processing. Detailed information pertaining to the use and format of this report should be referenced in the SWIMS Annual Inventory Method.

- 8.03 Once all MDC/TCS locations have completed the recounts and the Annual Inventory Final Value Difference Report is generated, the St. Louis Data Center will begin batch processing and update the SWIMS live Production System balances from the Annual Inventory System. At this point, all of the computed quantities in the SWIMS databases prior to Annual Inventory will be re-set to match the ON-HAND (counted) Annual Inventory quantities.
- 8.04 After completion of this batch processing, a number of reports will be produced and printed at each MDC/TCS location. Detailed information pertaining to the use and format of these reports should be referenced in the SWIMS Annual Inventory Method. The reports produced after completion of this batch are as follows:

- (a) INTRANSIT QUANTITIES REPORT - JA655-001
- (b) EMERGENCY STOCK REPORT (WHERE APPLICABLE) - JA674-001
- (c) RETURN AND REPAIR REPORT (WHERE APPLICABLE) - JA673-001
- (d) PACK AND HOLD QUANTITIES REPORT (WHERE APPLICABLE) - JA656-001
- (e) ANNUAL INVENTORY ADJUSTMENTS - JA646-001
- (f) SYSTEM CLOSED AUDIT NUMBER REPORT - JA647-01
- (g) ANNUAL BALANCE ACCURACY REPORT - JA649-01
- (h) MLS UPDATES - JA663-002
- (i) MLS ACCURACY REPORT - JA662-001
- (j) ANNUAL INVENTORY REPORT - JA676-001

9. INTRANSIT CLAIMS

- 9.01 At the onset of Annual Inventory, there will very likely be material intransit from one warehouse location to another. The user should keep in mind that the intransit material will be charged to the receiving warehouse location on the Perpetual Inventory Record (PIR) upon completion of A.I. Because the material has not yet been received, the warehouse can not verify the items for count accuracy.

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- 9.02 After the completion of A.I. and upon receipt of the material which was intransit during A.I., the warehouse should do the following:
- (a) Compare the printed items/quantities (items/quantities which should have been shipped) as specified on the pick ticket and the Intransit Quantities Report (JA655-001) with the items/quantities actually received.
 - (b) If there is a discrepancy, dirty the pick ticket as per normal procedures. (Transfer receipt the material into SWIMS and file a claim, where applicable, using normal procedures.)
 - (c) Make a copy of the dirtied pick ticket and send it to the MDC/TCS A.I. Administrator. (The MDC/TCS A.I. Administrator is responsible for passing the information on to Comptrollers so that manual adjustments can be made to the PIR.)

10. RECONCILIATION

- 10.01 With the Annual Inventory databases having been applied to the "Live" SWIMS Production System, Computed and On-Hand quantities have been reset to match the Annual Inventory counted quantities.
- 10.02 The sixty (60) day reconciliation period for SWIMS now begins. During this time updates can be made to SWIMS to allow for reconciling of balances where errors were found. Each MDC/TCS A.I. Coordinator should ensure that all updates are closely coordinated with the MDC/TCS A.I. Administrator and Comptrollers in St. Louis.
- 10.03 The Reconcilement History Report--JA480-002 will be mailed to all TCS locations. This report can be used as a tool in the reconcilement process. It lists total quantities for all transactions which occurred during the last twelve (12) months for each item.
- 10.04 Each MDC/TCS A.I. Administrator should identify discrepancies through the use of the Annual Inventory Report, Reconcilement History Report, Count Sheets, and Recount Sheets (Annual Inventory IBI screens, etc.). Detailed information pertaining to the use and format of these reports may be referenced in the SWIMS Annual Inventory Method. The discrepancy identification process should begin immediately following Annual Inventory. This will ensure that no

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selecting activity, receipts processing, and/or shipment verification has occurred while the initial investigation is taking place. Attention should be directed first to high dollar discrepancies which may have resulted from incorrect counts as a result of packaging quantities, Unit Of Measure (UOM) changes, etc.

10.05 Once the high dollar discrepancies have been adjusted, a detailed explanation for each adjustment should be noted on the Annual Inventory Report for future reference. The reason for the adjustment should include the following information:

- (a) Date of adjustment
- (b) The quantity adjusted to
- (c) Reason for adjustment (i.e. incorrect count due to packaging, etc.)
- (d) The initials of the person performing the adjustment

10.06 During the sixty (60) day reconciliation period, an Annual Inventory Adjustment Report--JA646-001 (Exhibit L) will be generated. This report will be produced daily at each MDC/TCS and reflect only the previous days adjustments. If no adjustments were made on the previous day, the report will print with the message "NOTHING TO REPORT". Detailed information pertaining to the use and format of this report may be referenced in the SWIMS Annual Inventory Method.

10.07 Each MDC/TCS A.I. Coordinator will be responsible for reconciling differences as soon as possible after Annual Inventory and should have all adjustments complete by the date as indicated on the "Schedule of SWBT MDC/TCS Annual Inventory" (Exhibit A).

10.08 When all adjustments have been complete, The MDC/TCS A.I. Coordinator should contact the MDC/TCS A.I. Administrator with notification of completion.

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EXHIBIT A

SCHEDULE FOR SWBT MDC/TCS ANNUAL INVENTORY

UPDATED 01/16/89

SCHEDULE FOR SOUTHWESTERN BELL TCS/MDC 1989 ANNUAL INVENTORY

TASK NO.	START DATE	END DATE	END TIME	WAREHOUSE LOCATION	RESPONSIBLE PERSON/ORGANIZATION	OPERATION/TASK
1010	05/02/88	12/02/88		N/A	ISO/SYSTEMS TCS/MDC METHODS	COMPLETE ANNUAL INVENTORY SEMRS, SOFTWARE DEVELOPMENT & UNIT TEST.
1020	11/21/88	01/06/89		N/A	TCS/MDC METHODS	METHODS AND TRAINING DEVELOPMENT.
1030	12/05/88	12/30/88		N/A	ISO/SYSTEMS	SYSTEM TEST.
1040	01/03/89	01/06/89		N/A	ISO/DATA CENTER/SYSTEMS	DATA CENTER INSTALLATION TEST.
1050	01/03/89	03/10/89	AM	ALL	STAFF/INV.MGMT.	CAPRI AND SWIMS COMPARISON.
1060	01/09/89	02/23/89	PM	ALL	TCS/MDC A.I. ADMINISTRATOR	INFORM USERS OF INVENTORY THROUGH PROCUREMENT NEWS AND LETTERS TO STATES.
1070	01/06/89	02/22/89	PM	ALL	INV. MANAGEMENT	P.O. INSERTS WITH NOTIFICATION OF A.I. TO VENDORS.
1075	01/10/89	01/10/89		N/A	TCS/MDC A.I. ADMINISTRATOR	SEND COURTESY LETTER TO AUDITORS AS NOTIFICATION OF AI AT ALL LOCATIONS.
1076	01/10/89	01/13/89		N/A	TCS/MDC A.I. ADMINISTRATOR	SEND COURTESY LETTER TO VP/GMs AS NOTIFICATION OF AI AT ALL LOCATIONS.
1080	01/13/89	01/15/89	PM	OKLAHOMA CITY SAN ANTONIO	ISO/SYSTEMS DATA CENTER	PRODUCTION TEST - OKLAHOMA CITY, SAN ANTONIO
1090	01/16/89	01/27/89		OKC/SA	CORP.METHODS/ISO	PIR RECONCILIATION SYSTEM TEST.
1100	01/17/89	01/17/89	AM	ALL	TRANSPORTATION	CARRIER LETTER PREPARED ADVISING INVENTORY DATES.
1105	01/24/89	01/24/89	AM	ALL	TRANSPORTATION	MAIL LETTERS TO CARRIERS.

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EXHIBIT B

COUNT SHEET

(JA670-001)

AUDIT INIT		DESCRIPTION	COUNTED BY		UOM	COUNT	QTY
BIN-AUDIT #	B I		ITEM ID	MT/SEC LOC			
EJJ65B-E000158	P	CLOSURE CABLE XAGA 1600AA 017590225 01			EA	_____	
EJJ66B-E000159	P	WIRE STATION CSCH 24GA 100PR 700084817 01			* RE *	_____	
EJJ67B-E000160	P	SHEATH REPAIR WRSS 12IN 120/500 701058935 01		F	EA	_____	
EJJ68B-E000161	P	KIT REENTRY PRESS WRAP-A (PEAK-RK-A) 701058539 01			EA	_____	
EJJ69B-E000162	P	RIBBON BMD PLN 5LB SP CA 400260337 01			* SP *	_____	
EJJ70B-E000163	P	PLATE END 2B4-1E FR 701050965 01			EA	_____	

EJJ71B-E000164	P	FLAG WARNING H 18 CA8028 400144598 01			EA	_____	
EJJ72B-E000165	P	SHEATH REPAIR WRSS 12IN 60/300 701058943 01		F	EA	_____	
EJJ73B-E000166	P	BAG PAPER 12LB KRAFT (1 EACH) 401452818 01		S	EA	_____	
EJJ74B-E000167	P	CLOSURE,PEDCAP,RECLOSE REK-6 701055873 01			EA	_____	
EJJ75B-E000168	P	TARPAULIN B 12X15 CA7809 400279030 01			EA	_____	
EJJ76B-E000169	P	CASE REPEATER 809A2 700097207 01			EA	_____	

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EXHIBIT C

MLS ALL BIN REPORT BY LOCATION

RLS110R01 AS OF 05/19/99		SOUTHWESTERN BELL TELEPHONE MECHANIZED LOCATOR SYSTEM: ALL BIN REPORT BY LOCATION						RUN 05/19/89 AT 06:40 PAGE 1556			
LOCATION: T93 - SAN ANTONIO TCS											
BIN NUMBR	ITEM NUMBER	MAT TYPE	SECONDARY LOCATION	LOT NUMBER	BIN TYPE	HAZ MAT	ITEM DESCRIPTION	SAFETY-FIFO IND	DATE	LAST-MAINTENANCE DATE	TERMINAL
171K42	217535191	01			A	N	CLOSURE CABLE CPLG 6-IC-S#	N		05/18/89	LJAN620T
171K51	017535191	01			A	N	CLOSURE CABLE CPLG 6-IC-S#	N		03/29/89	TCSSAN03
171K52	217535191	01			A	N	CLOSURE CABLE CPLG 6-IC-S#	N		05/09/89	LJAN620T
1D1L01	700064124	01			P	N	CLOSURE CABLE MC10/49 25	N		02/14/89	LJAN600T
1D1L12	700034064	01			P	N	COUPLING HEAVY DUTY SCHEDULE 02 4 IN	N		22/02/89	LJAN600T
1D1L22	700090559	01			P	N	COVER ASSEM 2A2C 510	N		01/25/89	LJAN600T
1D1L31	102430395	01			A	N	BLOCK CONN 525A 50	N		04/29/89	TCSSAN03
1D1L32	700032559	01			A	N	COVER ASSEM 2A2C 510	N		03/29/89	LJAN600T
171L42	017535191	01			A	N	CLOSURE CABLE CPLG 6-IC-S#	N		05/09/89	TCSSAN03
171L52	017535191	01			A	N	CLOSURE CABLE CPLG 6-IC-S#	N		05/09/89	TCSSAN03
1D1M21	700034221	01			P	N	CLOSURE MC-12/40 E/W25/250	N		12/03/89	LJAN620T
1D1M12	700034213	01			P	N	CLOSURE MC-12/40 E/W 500	N		01/04/89	LJAN620T
1D1M22	701012361	01			P	N	CLOSURE MC-12/40, EMPTY	N		12/03/88	LJAN600T
1D1M32	NS0002990	01			P	N	TERM CA SPEC ASSEMBLY 523	N		03/29/89	LJAN620T
1D1M42	701012041	01			A	N	COUPLING PVC TYPE B/C SLIP STYLE 4 IN	N		04/10/89	TCSSAN03
1D1N00	701059003	01			P	N	CLOSURE CABLE IACA 550L B2.	N		03/29/89	LJAN600T
1D1O01	701053740	01			P	N	TOOL HAND MJLPI FOLD 9 1/2X9 1/4 WBT	N		03/21/89	LJAN600T
1D1O12	700000052	01			P	N	ANCHOR FOUNDATION T107-0214	N		02/15/89	LJAN600T
1D1O21					A					03/24/89	LJAN600T
1D1O22	700092919	01			P	N	PROTECTOR 3M 4488R 50SD	N		01/04/89	LJAN600T
1D1O23	700092901	01			P	N	PROTECTOR 3M 4499R-25SD	N		01/04/89	LJAN600T
1D1O32					A					04/19/89	LJAN600T
1D1O42					A					04/13/89	LJAN620T
1D1O52	103729190	01			A	N	WIRE STA H SPR 400FT*	V	N	05/10/89	LJAN620T

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EXHIBIT D

INVENTORY REQUEST LIST

(JA670-002)

REPORT- JA670-002		INVENTORY REQUEST LIST				PAGE- 1	
REF- SWBT DP CTR- SAINT LOUIS TEST		WHSE LOC: A00				RUN DATE- 02/11/89	
						RETENTION- 2 YEARS	
D Z	AISLE	BIN-AUDIT #	B I	MT/SEC LOC	ITEM ID	DESCRIPTION	UOM
A	AA	AAAAA -A000001	A	01	AAAAAAAAA	BILL OF MATRL CONTROL CARD-BEGIN ITEM	EA
A	AA	AAA1A -A000002	P	01	NS0001961	BINDER DIRECTORY 1500	EA
A	AA	AAA1B -A000003	P	01	NS0001962	BINDER DIRECTORY 2000	EA
A	AA	AAA2A -A000004	P	01	101165694	BACKBOARD 178 A 3	EA
A	AA	AAA3A -A000005	P	01	NS0001963	BINDER DIRECTORY 500	EA
A	AA	AAA3B -A000006	P	01	NS0001964	BINDER DIRECTORY 1000	EA
A	AA	AAA4A -A000007	P	01	104187158 *** HI INVESTMENT ***	UNIT COIN DIAL 61C2	EA
A	AB	AAB1A -A000008	P	01	400018206	BRACKET SIGN170 2 CA06726	EA
A	AB	AAB1B -A000009	P	01	400018214	BRACKET SIGN170 3 CA06726	EA
A	AB	AAB1C -A000010	P	01	400018222	BRACKET SIGN170 4 CA06726	EA
A	AB	AAB2A -A000011	A				—
A	AB	AAB3A -A000012	A				—
A	AB	AAB4A -A000013	A				—
A	AB	AAB4B -A000014	A				—
A	AC	AAC1A -A000015	A				—
A	AC	AAC1B -A000016	P	01	400318044	BRACKET SIGN CK20125 L3	EA
A	AC	AAC1C -A000017	A				—

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EXHIBIT E

OPEN AUDIT LIST REPORT

(JA609-001)

REPORT- JA609-001		OPEN AUDIT LIST REPORT				PAGE- 1		RUN DATE- 02/23/89 14:00:41	
REF- SWBT DP CTR- SAINT LOUIS TEST		WHSE LOC: A00				RETENTION- 2 YEARS			
WHSE LOC	BIN-AUDIT #	B I	MT/SEC LOC	ITEM ID	DESCRIPTION	UOM	HAT PLR	COUNT	QTY
A00	-A000269	A						-----	
A00	-A000270	A						-----	
A00	-A000271	A						-----	
A00	-A000272	A						-----	
A00	-A000273	A						-----	
A00	-A000274	A						-----	
A00	-A000275	A						-----	
A00	-A000276	A						-----	
A00	-A000277	A						-----	
A00	-A000278	A						-----	
A00	-A000279	A						-----	
A00	-A000280	A						-----	
A00	-A000281	A						-----	
A00	-A000282	A						-----	
A00	-A000283	A						-----	
A00	-A000284	A						-----	
A00	-A000285	A						-----	
A00	-A000286	A						-----	
A00	-A000287	A						-----	
A00	-A000288	A						-----	
A00	BA02D -B000052	P 01		524100146 TP410014	CIRCUIT CARD	EA	00C	-----	
A00	-B000504	A						-----	
A00	-B000505	A						-----	

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EXHIBIT F

AUDIT SUMMARY REPORT

(JA609-002)

REPORT- JA609-002
 REF-
 SWBT DP CTR- SAINT LOUIS TEST

AUDIT SUMMARY REPORT
 WHSE LOC: A00

PAGE- 1
 RUN DATE- 02/23/89 14:00:41
 RETENTION- 2 YEARS

WHSE LOC	BIN-AUDIT #	B I	MT/SEC LOC	ITEM ID	DESCRIPTION	UOM	MAT PLR	COUNT	QTY
A00	AAA2A	-A000004	P 01	101165694	BACKBOARD 178 A 3	EA	00T	0	
A00	AAA4A	-A000007	P 01	104187158	UNIT COIN DIAL 61C2	EA	00T	17	
A00	AAB1A	-A000008	P 01	400018206	BRACKET SIGN170 2 CA06726	EA	00T	7	
A00	AAB1B	-A000009	P 01	400018214	BRACKET SIGN170 3 CA06726	EA	00T	4	
A00	AAB1C	-A000010	P 01	400018222	BRACKET SIGN170 4 CA06726	EA	00T	9	
A00	AAB2A	-A000011	A					0	
A00	AAB3A	-A000012	A					0	
A00	AAB4A	-A000013	A					0	
A00	AAB4B	-A000014	A					0	
A00	AAC1A	-A000015	A					0	
A00	AAC1B	-A000016	P 01	400318044	BRACKET SIGN CK20125 L3	EA	00T	0	
A00	AAC1C	-A000017	A					0	
A00	AAC2A	-A000018	P 01	900307042	BLT SECURITY 5/16X18IN	EA	00T	26	
A00	AAC3A	-A000021	A					0	
A00	AAC3B	-A000022	A					0	
A00	AAD1A	-A000023	P 01	102419983	CHASSIS COIN 30B	EA	00T	0	
A00	AAD2A	-A000024	P 01	102419991	CHASSIS COIN 31A	EA	00T	0	
A00	AAD3A	-A000025	P 01	103560074	CHASSIS COIN 32B	EA	00T	30	
A00	AAE2A	-A000028	P 01	400130555	CONTROL LIGHT CK19261 L3	EA	00T	2	
A00	AAE2C	-A000029	P 01	402252498	CONTROL LIGHT CK19261 L5	EA	00T	0	
A00	AAE3C	-A000031	A					0	
A00	AAE4A	-A000032	A					0	
A00	AAF1A	-A000033	P 01	102279395	CHUTE 20 A	EA	00T	18	

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EXHIBIT G

ANNUAL INVENTORY VALUE DIFFERENCE REPORT

(JA645-001)

REPORT - JA645-001		ANNUAL INVENTORY VALUE DIFFERENCE REPORT				PAGE - 2			
REF - NONE		FOR WHSE LOC-A00				RUN DATE - 89/02/23			
DP CTR - SAINT LOUIS		TIME OF REPORT 18 59 2116				RETENTION - 2 YEARS			
D Z	BIN - AUDIT #	B I	MT/SEC LOC	ITEM-ID	DESCRIPTION	UOM	HAT PNR	TYPE DIFF	VALUE DIFFERENCE
D	DWC2A	D001190	P 01	701059073	CLOSURE,CABLE XAGA 1650 D4.	EA	00E	ONH	\$3,342.75+
B	BAP6A	B000078	P 01	701030306	DISPLAY LOGIC 2044	EA	00F	ONH	\$3,205.92-
A	ABA2A	A000084	P 01	103322632	UNIT COIN DIAL 60B1 44	EA	00T	ONH	\$2,799.60+
D	DVC1A	D001126	P 01	701059081	CLOSURE,CABLE XAGA 1650 D2.	EA	00E	ONH	\$2,582.00-
D	DHR2A	D000719	P 01	701054467	UNIT PROTECTOR 3B1E-W BLACK HOUSING F	EA	00K	ONH	\$2,413.25+
D	DUI1A	D001108	P 01	700071855	WIRE BDW 2/19 GRF 5000FT RE	*** RE ***	00K	ONH	\$2,336.58+
D	DFL08	D000409	P 01	017589318	CLOSURE CABLE XAGA 1600C4	EA	00E	ONH	\$2,006.03-
D	DVC2A	D001127	P 01	103291803	BLOCK TERMINAL 9A1 25W 25 FT	EA	00E	ONH	\$1,559.00-
D	DVH2B	D001162	P 01	700092927	PROTECTOR 3M 4488R-100SD	EA	00L	ONH	\$1,527.04+
D	DUC1A	D001066	P 01	103867701	WIRE BSW 2/22 C 800 FT0C	*** CO ***	00K	ONH	\$1,239.60+
D	DFL06	D000407	P 01	017589326	CLOSURE CABLE XAGA 1600B4	EA	00E	ONH	\$1,212.38+
B	BZB1A	B000478	P 01	701020836	STATION DISPLAY 53D710AAA	EA	00F	ONH	\$1,208.22-
D	DXK1A	D001314	P 01	700084254	CLOSURE CABLE UPC 12/48	EA	00E	ONH	\$1,183.56-
D	DGK2A	D000539	P 01	700096217	KIT PIECE OUT 22GA W/SD CONN	*** PK ***	00A	ONH	\$1,182.93+
D	DHB3A	D001184	P 01	700001985	COVER ASSEM 2B2A 515 P1	*** PK ***	00E	ONH	\$849.60+
D	DFL05	D000406	P 01	017586504	CLOSURE CABLE XAGA 1600B2	EA	00E	ONH	\$679.00+
D	DGJ3A	D000534	P 01	024223315	KIT PIECE-OUT 22GA PK6	*** PK ***	00A	ONH	\$665.55-
D	DOU72	D001347	P 01	701012916	CONDUIT PVC TYPE C 4IN 20FT	*** PC ***	00A	ONH	\$633.07-
B	BYE3A	B000394	P 01	701045668	PRINTER 9040-1M	EA	00F	ONH	\$597.01-
D	DDO4A	D000192	P 01	701028706	CONN 2 WIRE CLR SPLC FIL CART/72 (BX 5)	*** BX ***	00E	ONH	\$596.44+
B	BZB1B	B000479	P 01	701030322	STATION DISPLAY 2131	EA	00F	ONH	\$551.24+
D	DVC2B	D001128	P 01	700090533	SIGN BURIED CABLE W/AR TOLL FREE # 9X12	EA	00K	ONH	\$533.45-
D	DIP3A	D000931	P 01	700078223	ASSEMBLY BOND SWB FLOATING	EA	00E	ONH	\$529.65-
B	BYE3B	B000395	P 01	701047375	PRINTER 9030-1	EA	00F	ONH	\$492.54+
D	DHN3A	D000712	P 01	103257523	CONN 710S81 25 PK24	*** PK ***	00E	ONH	\$485.52-
D	DFL03	D000404	P 01	017586496	CLOSURE CABLE XAGA 1600A2	EA	00E	ONH	\$461.20-
D	DFJ1A	D000394	P 01	017586744	CONN SCOT LK UAL BX100	*** BX ***	00E	ONH	\$445.09-
D	DHR3A	D000721	P 01	701056483	UNIT PROTECTOR 4B1E-W BLACK HOUSING F	EA	00K	ONH	\$439.56-
D	DFI2A	D000393	P 01	701028631	CONN 2 WIRE FILLED CART/72 (5 PER BOX)	*** BX ***	00E	ONH	\$425.16-
D	DHK2A	D000697	P 01	700088719	BOLT SIGN 5/16 X 1 W/NUT & WASHERS	EA	00E	ONH	\$393.64+
B	BZAI1A	B000467	P 01	701013963	STATION DISPLAY 1222	EA	00F	ONH	\$385.43+
D	DIK3A	D000867	P 01	402176093	WIRE CONN CRS G 400 FT RE	*** RE ***	00K	ONH	\$366.00+
D	DUG3A	D001097	P 01	103719944	TERM CA NFA10A1 12	EA	00K	ONH	\$359.58-
D	DCJ1A	D000668	P 01	103627188	BLOCK CONN 625SA 50	EA	00H	ONH	\$354.62-
D	DHG3A	D001220	P 01	700019870	FORM FA SW6479	EA	00J	ONH	\$333.00-
D	DUC2A	D001067	P 01	700057987	PAPER STK 410 20 1 PLY	*** CT ***	00J	ONH	\$324.10-
D	DCF4B	D000052	P 01	103250307	BLOCK CONN 66B3-6	EA	00H	ONH	\$313.60+
D	DCP1A	D000089	P 01	103755443	BLOCK TERMINAL 9A1 10U 4 FT	EA	00E	ONH	\$311.60-
D	DIJ4A	D000861	P 01	103003968	UNIT PROTECTOR 11B2A B150	*** BX ***	00K	ONH	\$290.40+
A	AA11A	A000058	P 01	104084173	SET HAND G13 D03 2FT 8IN	EA	00T	ONH	\$280.26+
D	DVF1B	D001147	P 01	700001654	COVERALL TYBEK XX LARGE DISPOSABLE	EA	00E	ONH	\$278.25+
D	DXC1A	D001267	P 01	017585191	CLOSURE CABLE CPLG 6-IC-SW	EA	00E	ONH	\$251.46-
D	DFH4A	D000386	P 01	400719118	CLIP,CORD,B3-61 3/4IN	*** PK ***	00H	ONH	\$241.38+
A	AAH1B	A000049	P 01	700092323	SCREW P23F790 PK7	*** PK ***	00T	ONH	\$241.30+
D	DCE2A	D000501	P 01	700067929	IDENTIFIER TIP PARTY ANI-911	EA	00L	ONH	\$239.59+
D	DFL10	D000413	P 01	017589300	CLOSURE CABLE XAGA 1600D4	EA	00E	ONH	\$230.21+
B	BAN6B	B000044	P 01	017565680	PACK CIRCUIT REC 48233 LADS	EA	00C	ONH	\$229.90-

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EXHIBIT H
 RECOUNT SHEET
 (JA612-001)

REPORT- JA612-001		RECOUNT SHEETS		PAGE- 87	
REF- SWBT DP CTR- SAINT LOUIS TEST		WHSE LOC: A00		RUN DATE- 02/23/89	
				RETENTION- 2 YEARS	
AUDIT INIT: _____			COUNTED BY: _____		
BIN-AUDIT #	B I	DESCRIPTION ITEM ID	HT/SEC LOC	UOM	RECOUNT QTY
DUI1A -D001108R	P	WIRE BDW 2/19 GRF 5000FT RE 700071855 01		* RE *	_____
DUI2A -D001110R	A	WIRE BDW 2/19 GRF 5000FT RE 700071855 01		* RE *	_____
DUI4A -D001113R	A	WIRE BDW 2/19 GRF 5000FT RE 700071855 01		* RE *	_____
DUI4B -D001114R	A	WIRE BDW 2/19 GRF 5000FT RE 700071855 01		* RE *	_____
DUI1B -D001354R	A	WIRE BDW 2/19 GRF 5000FT RE 700071855 01		* RE *	_____
DUI1B -D001356R	A	WIRE BDW 2/19 GRF 5000FT RE 700071855 01		* RE *	_____

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EXHIBIT I

RECOUNT LIST

(JA612-002)

REPORT- JA612-002		RECOUNT LIST		PAGE- 1	
REF-		WHSE LOC: A00		RUN DATE- 02/23/89	
SNBT DP CTR- SAINT LOUIS TEST				RETENTION- 2 YEARS	
BIN-AUDIT #	B I	HT/SEC LOC	ITEM ID	DESCRIPTION	UOM
AAD3A -A000025R	P	01	103560074	CHASSIS COIN 32B	EA
AAE2C -A000029R	P	01	402252498	CONTROL LIGHT CK19261 L5	EA
AAG3B -A000043R	P	01	840155600	SCREW 840155600 (PK 4)	*** PK ***
AAH1B -A000049R	P	01	700092323	SCREW P23F790 PK7	*** PK ***
AAH3C -A000056R	P	01	103057824	SET HAND G 3AL 3 2FT 8IN	EA
AAI1A -A000058R	P	01	104084173	SET HAND G13 D03 2FT 8IN	EA
AAJ1A -A000064R	P	01	104214218	SET HAND G3AM-03 4FT 6IN	V34 EA
AAJ1B -A000065R	P	01	701054637	SET HAND G3AS-03 4FT 6IN	V34 EA
AAK3B -A000073R	P	01	103287538	SIGNAL 47A2	EA
ABA2A -A000084R	P	01	103322632	UNIT COIN DIAL 60B1 44	V36 EA
ABE3B -A000120R	P	01	700090541	DECAL MPD-6	EA
BAN6B -B000044R	P	01	017565680	PACK CIRCUIT REC 48233 LADS	EA
BAP6A -B000078R	P	01	701030306	DISPLAY LOGIC 2044	EA
BCV3F -B000358R	P	01	701033672	CABLE 07-0088-00 CBL-TCA-1.5/SS	EA
BYE3A -B000394R	P	01	701045668	PRINTER 9040-1M	EA
BYE3B -B000395R	P	01	701047375	PRINTER 9030-1	EA
BZA1A -B000467R	P	01	701013963	STATION DISPLAY 1222	EA
BZB1A -B000478R	P	01	701020836	STATION DISPLAY 53D710AAA	EA

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EXHIBIT J

OPEN RECOUNT/AUDIT SUMMARY REPORT

(JA608-001)

REPORT- JA608-001		OPEN RECOUNTS/ AUDIT SUMMARY		PAGE- 1		RUN DATE- 02/24/89 10:57:15	
REF- SNBT DP CTR- SAINT LOUIS TEST		WHSE LOC: A00		RETENTION- 2 YEARS			
ITEM ID	DESCRIPTION	HT/SEC LOC	BIN-AUDIT #	B I	UOM	RECOUNT QTY	AUDIT STATUS
103560074	CHASSIS COIN 32B	01	AAD3A -A000025	P	EA	30+	RECOUNTED
402252498	CONTROL LIGHT CK19261 L5	01	AAE2C -A000029	P	EA	0+	RECOUNTED
840155600	SCREW 840155600 (PK 4)	01	AAG3B -A000043	P	PK	217+	RECOUNTED
700092323	SCREW P23F790 PK7	01	AAH1B -A000049	P	PK	741+	RECOUNTED
103057824	SET HAND G 3AL 3 2FT 8IN	01	AAH3C -A000056	P	EA	10+	RECOUNTED
104084173	SET HAND G13 D03 2FT 8IN	01	AAI1A -A000058	P	EA	14+	RECOUNTED
104214218	SET HAND G3AM-03 4FT 6IN	V34 01	AAJ1A -A000064	P	EA	38+	RECOUNTED
701054637	SET HAND G3AS-03 4FT 6IN	V34 01	AAJ1B -A000065	P	EA	47+	RECOUNTED
103287538	SIGNAL 47A2	01	AAK3B -A000073	P	EA	21+	RECOUNTED
			AAK4B -A000075	A		30+	RECOUNTED
103322632	UNIT COIN DIAL 60B1 44	V36 01	ABA2A -A000084	P	EA	0+	RECOUNTED
700090541	DECAL MPD-6	01	ABE3B -A000120	P	EA	78+	RECOUNTED
017565680	PACK CIRCUIT REC 48233 LADS	01	BAN6B -B000044	P	EA	2+	RECOUNTED
701030306	DISPLAY LOGIC 2044	01	BAP6A -B000078	P	EA	4+	RECOUNTED
701033672	CABLE 07-0088-00 CBL-TCA-1.5/SS	01	BCV3F -B000358	P	EA	1+	RECOUNTED
701045668	PRINTER 9040-1M	01	BYE3A -B000394	P	EA	0+	RECOUNTED
701047375	PRINTER 9030-1	01	BYE3B -B000395	P	EA	2+	RECOUNTED
701013963	STATION DISPLAY 1222	01	BZA1A -B000467	P	EA	4+	RECOUNTED
701020836	STATION DISPLAY 53D710AAA	01	BZB1A -B000478	P	EA	4+	RECOUNTED
701030322	STATION DISPLAY 2131	01	BZB1B -B000479	P	EA	6+	RECOUNTED
400007183	BATTERY SOCKET TERMINAL 45V NEDA 205C	01	CQE5A -C000198	P	EA	67+	RECOUNTED
400973616	BATTERY MINI-SNAP TERM 9V NEDA 1602	01	CQF2B -C000205	P	EA	37+	RECOUNTED
103766630	ADAPTER 225A 50	01	DCB4A -D000027	P	EA	82+	RECOUNTED
103258307	BLOCK CONN 66B3-6	01	DCF4B -D000052	P	EA	22+	RECOUNTED

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EXHIBIT K

ANNUAL INVENTORY FINAL VALUE DIFFERENCE REPORT

(JA645-001)

REPORT - JA645-002		ANNUAL INVENTORY FINAL VALUE DIFFERENCE REPORT				PAGE - 2			
REF - NONE		FOR WHSE LOC-A00				RUN DATE - 89/02/24			
DP CTR - SAINT LOUIS		TIME OF REPORT 12 16 1108				RETENTION - 2 YEARS			
D Z	BIN - AUDIT #	B I	HT/SEC LOC	ITEM-ID	DESCRIPTION	UOM	HAT PNR	TYPE DIFF	VALUE DIFFERENCE
D	DHR2A	D000719	P 01	701056467	UNIT PROTECTOR 3B1E-W BLACK HOUSING F	EA	00K	ONH	\$2,413.25+
D	DUC1A	D001066	P 01	103867701	WIRE BSW 2/22 C 800 FTCO	*** CO ***	00K	ONH	\$1,239.60+
B	BZB1A	B000470	P 01	701020836	STATION DISPLAY 53D710AAA	EA	00F	ONH	\$1,208.22-
D	DGK2A	D000539	P 01	700096217	KIT PIECE OUT 22GA W/SD CONN	*** PK ***	00A	ONH	\$1,182.93+
D	DWB3A	D001184	P 01	700001985	COVER ASSEM 2B2A 515 P1	*** PK ***	00E	ONH	\$849.60+
A	AAH1B	A000049	P 01	700092323	SCREW P23F790 PK7	*** PK ***	00T	ONH	\$762.00+
D	DFL05	D000406	P 01	017586504	CLOSURE CABLE XAGA 1600B2	EA	00E	ONH	\$679.00+
D	DGJ3A	D000534	P 01	024223315	KIT PIECE-OUT 22GA PK6	*** PK ***	00A	ONH	\$665.55-
D	DOU2	D001347	P 01	701012916	CONDUIT PVC TYPE C 4IN 20FT	*** PC ***	00A	ONH	\$633.07-
B	BYE3A	B000394	P 01	701045668	PRINTER 9040-1M	EA	00F	ONH	\$597.01-
D	DDO4A	D000192	P 01	701028706	CONN 2 WIRE CLR SPLC FIL CART/72 (BX 5)	*** BX ***	00E	ONH	\$596.44+
B	BZB1B	B000479	P 01	701050322	STATION DISPLAY 2131	EA	00F	ONH	\$551.24+
D	DVC2B	D001126	P 01	700090533	SIGN BURIED CABLE W/AR TOLL FREE # 9X12	EA	00K	ONH	\$528.91-
D	DVC2A	D001127	P 01	105291803	BLOCK TERMINAL 9A1 25W 25 FT	EA	00E	ONH	\$498.88-
B	BYE3B	B000395	P 01	701047375	PRINTER 9030-1	EA	00F	ONH	\$492.54+
D	DHN3A	D000712	P 01	103257523	CONN 710SBI 25 PK24	*** PK ***	00E	ONH	\$485.52-
D	DFL03	D000404	P 01	017586496	CLOSURE CABLE XAGA 1600A2	EA	00E	ONH	\$461.20-
D	DFJ1A	D000394	P 01	017586744	CONN SCOT LK UAL BX100	*** BX ***	00E	ONH	\$445.09-
D	DHR3A	D000721	P 01	701056483	UNIT PROTECTOR 4B1E-W BLACK HOUSING F	EA	00K	ONH	\$439.56-
D	DFI2A	D000393	P 01	701028631	CONN 2 WIRE FILLED CART/72 (5 PER BOX)	*** BX ***	00E	ONH	\$425.16-
B	BZA1A	B000467	P 01	701013963	STATION DISPLAY 1222	EA	00F	ONH	\$385.43+
D	DHL2A	D000705	P 01	700085756	BOLT SIGN 5/16 X 2 1/4 (W/EXTRA WASHER)	EA	00E	ONH	\$379.17+
D	DUG3A	D001097	P 01	103719944	TERM CA NFA10A1 12	EA	00K	ONH	\$359.58-
D	DHG3A	D001220	P 01	700019870	FORM FA SW6479	EA	00J	ONH	\$333.00-
D	DUC2A	D001067	P 01	700057987	PAPER STK 410 20 1 PLY	*** CT ***	00J	ONH	\$324.10-
D	DCP1A	D000089	P 01	103755443	BLOCK TERMINAL 9A1 10U 4 FT	EA	00E	ONH	\$311.60-
D	DIJ4A	D000861	P 01	103003968	UNIT PROTECTOR 11B2A B150	*** BX ***	00K	ONH	\$290.40+
D	DVF1B	D001147	P 01	700001654	COVERALL TYBEK XX LARGE DISPOSABLE	EA	00E	ONH	\$278.25+
D	DXC1A	D001267	P 01	017585191	CLOSURE CABLE CPLG 6-IC-SW	EA	00E	ONH	\$251.46-
D	DGE2A	D000501	P 01	700067929	IDENTIFIER TIP PARTY ANI-911	EA	00L	ONH	\$239.59+
D	DFL10	D000413	P 01	017589300	CLOSURE CABLE XAGA 1600D4	EA	00E	ONH	\$230.21+
D	DDP1A	D000193	P 01	701028607	CONN 3 WIRE FILLED CART/56 (5 PER BOX)	*** BX ***	00E	ONH	\$223.02-
A	AAK3B	A000073	P 01	103287538	SIGNAL 47A2	EA	00T	ONH	\$222.08+
A	AAD3A	A000025	P 01	103560074	CHASSIS COIN 32B	EA	00T	ONH	\$210.74-
D	DIB1C	D000787	P 01	700076367	FORM SW 6200	EA	00J	ONH	\$210.00+
D	DHK4A	D000700	P 01	403485493	SIGN CABLE BUR D SW7238	EA	00K	ONH	\$194.25-
D	DCH2A	D000080	P 01	401382999	BLOCK CONNECTING R66C1 6P PROT	EA	00E	ONH	\$191.70+
D	DCG1A	D000055	P 01	101931269	BLOCK CONN 66M1 25	EA	00H	ONH	\$183.75+
A	ABE3B	A000120	P 01	700090541	DECAL MPD-6	EA	00T	ONH	\$181.17+
D	DWC1B	D001189	P 01	102599704	COVER ASSEM 2C2B 515	EA	00E	ONH	\$180.14+
A	AAJ1B	A000065	P 01	701054637	SET HAND G3AS-03 4FT 6IN	EA	00T	ONH	\$165.10-
A	AAJ1A	A000064	P 01	104214218	SET HAND G3AM-03 4FT 6IN	EA	00T	ONH	\$164.25+
D	DDT1A	D000208	P 01	701034910	FORM SW 3062	*** BS ***	00J	ONH	\$156.40+
D	DFL09	D000410	P 01	017586512	CLOSURE CABLE XAGA 1600D2	EA	00E	ONH	\$147.06+
A	AAE2C	A000029	P 01	402252498	CONTROL LIGHT CK19261 L5	EA	00T	ONH	\$143.68-
D	DUF2A	D001087	P 01	100746122	TERM CA NF10 12FT	EA	00K	ONH	\$131.76+
D	DXE1A	D001281	P 01	017583386	CLOSURE CABLE PED NCAD-6SW	EA	00E	ONH	\$127.92-

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EXHIBIT L

ANNUAL INVENTORY ADJUSTMENT REPORT

(JA646-001)

REPORT- JA646-001 REF- NONE SWBT DP CTR- SAINT LOUIS			ANNUAL INVENTORY ADJUSTMENTS WHSE LOC: A00				PAGE- 1 RUN DATE- 09/02/25 005805 RETENTION- 2 YEARS		
HT/SEC LOC	ITEM ID	DESCRIPTION	UOH	MAT PLR	PRICE	QUANTITY	VALUE	ADJUSTMENT TYPE	
01	017582719	UNIT PROT 2022-60-A BX100	V	BX 00K	72.02	1-	72.02-	70	
				BEGINNING		11	792.22		
				ENDING		10	720.20		
				ADJUSTED		1-	72.02-		
01	017583386	CLOSURE CABLE PED NCAD-6SW		EA 00E	31.98	4-	127.92-	70	
				BEGINNING		79	2526.42		
				ENDING		75	2398.50		
				ADJUSTED		4-	127.92-		
01	017583758	TIE CA STRIPED BLUE/W P50		PK 00K	0.72	8	5.76	30	
				BEGINNING		49	35.28		
				ENDING		57	41.04		
				ADJUSTED		8	5.76		
01	017583774	TIE CA STRIPED GR/WH PK50		PK 00K	0.40	10	4.00	30	
				BEGINNING		9	3.60		
				ENDING		19	7.60		
				ADJUSTED		10	4.00		
01	017583790	TIE CA STRIPED SL/WH PK50		PK 00K	0.64	18	11.52	30	
				BEGINNING		8	5.12		
				ENDING		26	16.64		
				ADJUSTED		18	11.52		
01	017583824	TIE CA STRIPED GR/RD PK50		PK 00K	0.81	3	2.43	30	
				BEGINNING		29	23.49		
				ENDING		32	25.92		
				ADJUSTED		3	2.43		
01	017583899	TIE CA STRIPED SL/BLK P50		PK 00K	0.64	3-	1.92-	70	
				BEGINNING		32	20.48		
				ENDING		29	18.56		
				ADJUSTED		3-	1.92-		
01	017583931	TIE CA STRIPED BR/Y PK50		PK 00K	0.95	1	0.95	30	
				BEGINNING		10	9.50		
				ENDING		11	10.45		
				ADJUSTED		1	0.95		

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