



Operational Procedure for Production Module

1.0 PURPOSE:

1.1 To provide an operation procedure for Production Module in ERP software.

2.0 SCOPE:

2.1 This procedure is applicable for Production and QA department for handling ERP system.

3.0 RESPONSIBILITIES:

3.1 Production department is responsible to follow the procedure detailed in this SOP.

3.2 QA department is responsible to Production batch order, Open completed batches procedure as detailed in this SOP.

3.3 Production and QA Head /designee is responsible to provide training and ensure compliance to the SOP.

4.0 REFERENCES:

4.1 ERP Systems,
Version No.:- erp2024
Application build No.:, DB build No.:-,
Release Date: 01/12/2024

5.0 DEFINITIONS:

5.1 **Enterprise Resource Planning:** Is a process by which a company (often a manufacturer) manages and integrates the important parts of its business. An ERP management information system integrates areas such as planning, purchasing, inventory, sales, marketing, finance and human resources.

6.0 PROCEDURE:

6.1 Batch Generation

6.1.1 Production Batch Order

6.1.1.1 Specific Purpose: This process is being used to generate batch number manually for particular batch size.

6.1.1.2 To raise Production Batch order

Step 1: Login to production module.

Step 2: Click on Batch manufacturing and then Click on Production Batch Order.

Step 3: Location will be displayed. Select BOP Product. Click on New.

Step 4: Define Batch no. manually.

Step 5: Press Tab button in key board and press Yes if you want to auto load required qty. as per batch size from BOP. "New transaction added the print document" will be displayed. Click No to change batch size.

Step 6: Verify the each batch record for Blend sample analysis. If Blend test is skipped for the batch, remove the tick mark in QC test required available in stage wise output details button. Otherwise proceed with Blend sample for QC testing.

Step 7: Click on output details and check QC required against each output products.

Step 8: To save the transaction, click save button.



Operational Procedure for Production Module

Step 9: Define production start date and Expiry month/year will generate automatically.

Step10: To clear the Production batch order, click on clear button.

Step11: To exit from Production Batch Order screen click on exit button.

6.2 Material Requisition

6.2.1 Store Requisition from Production (SRP)

6.2.1.1 Specific Purpose: This process is being used to raise requisition for material required for a specific batch.

6.2.1.2 To raise Store Requisition from Production:

Step 1: Login to production module.

Step 2: Click on Requisitions, then click Stores Requisition from Production (SRP).

Step 3: After location is displayed enter year & series. Click on New.

Step 4: Select Batch of and Batch No.

Step 5: Now click on issue criterion, select specific stage, stage name, batch reference, output product and item type.

Step 6: Click on load button “Would you like to reload items for the given criteria” will be displayed. Click Yes. Verify the item details against the concern batch record.

Step 7: Tick on verify and authorize and save the Transaction.

Step 8: To take print, click on print button and select layout id as required.

Step 9: To clear from Store Requisition from Production screen click on clear button.

Step 10: To exit from Store Requisition from Production screen click on exit button.

6.2.2 Store Requisition from Other Department (SRD)

6.2.2.1 Specific Purpose:

This process is being used to raise requisition for material required other than production batch

6.2.2.2 To raise Store Requisition from Other Department:

Step 1: Login to production module.

Step 2: Click on Requisitions then Click on store requisition from other department.

Step 3: Select location, year & series. Click on New button.

Step 4: Select item name, define required qty. & due date.

Step 5: To add additional item name, click on footer add button.

Step 6: To delete unwanted item name, click on footer delete button.

Step 7: Click on verified and authorize and save the transaction.

Step 8: To take print, click on print and select desired layout.



Operational Procedure for Production Module

Step 9: To clear from the SRD screen, click on clear button.

Step 10: To exit from the SRD screen, click on exit button.

6.3 Batch Log Entry:

6.3.1 Production Batch Activity Log

6.3.1.1 Specific Purpose:

- This process is being used to make stage wise production log entry for specific batch.

6.3.1.2 To create Production Batch Log Entry

Step 1: Login to production module.

Step 2: Click on Batch manufacturing then Click on activity logs and click Batch Production Activity Log.

Step 3: After Location is displayed, B.O.P Product & Batch Id. Click on New.

Step 4: Select stage code (Blending, Compression, Coating / Inspection, Packing)

Step 5: Enter Date, select Shift, Start Time & End Time will be auto generated.

Step 6: Select activity code, machine code and select Run in machine status. Utilized time will be auto generated. Enter employee name.

Step 7: Click on RM/PM Inputs and load RM or PM from the assist option.

Step 8: Ensure in process input entry.

Step 9: Click on output and select output product name, define produced qty., define containers, net wt. & tare wt. if required.

Step 10: Click On Save

Step 11: After completion of every stage activity, Production personnel shall take the printout of test request form for Manufacturing and Test request form for Packing in the print slips / labels series mentioned as per pt.no. 6.4.1.2

Step 12: To clear from Batch Production Activity Log screen click on clear button.

Step 13: To exit from Batch Production Activity Log screen click on exit button.

6.4 QC Intimation from Production:

6.4.1 QC Intimations for Testing of Production Batch

6.4.1.1 Specific Purpose:

This process shall be used to send QC intimation for test of production batches.

6.4.1.2 To raise QC Intimation for Production Batch

Step 1: Login to production module.

Step 2: Go to Batch manufacturing.



Operational Procedure for Production Module

Step 3: Click on Miscellaneous on header and choose **QC Intimation for testing of Production Batch.**

Step 4: Add location, Year, series, to add new entry or click find to search a particular entries.

Step 5: After clicking New, select Item name & Batch Ref. No.

Step 6: Enter No. of slips & primary standard and click on save.

Step 7: Once verified click on authorize button to authorize the document.

Step 8: To delete an entire entry click delete in the header section.

Step 9: To print the document click on print button and select desired layout to take print

Step 10: To clear from Open completed batches screen click on clear button.

Step 11: To exit from Open completed batches screen click on exit button.

6.5 Return of Excess Material after Packing:

6.5.1 Material Return from Production

6.5.1.1 Specific Purpose:

This transaction shall be used to return the excess packing materials from production to warehouse.

6.5.1.2 To raise material return from Production

Step 1: Login to production module.

Step 2: Click on Store Transaction -> Material Return from Production.

Step 3: After location is displayed enter year and series. Click on New.

Step 4: Define Dated, Prod. Centre, Batch of, Batch No. and Issue Note#.

Step 5: Select Item Name, Batch Id. & return reason. Define Return Qty.

Step 6: Verify, Authorize and save the transaction.

Step 7: To clear from Material Return from Production screen click on clear button.

Step 8: To exit from Material Return from Production screen click on exit button.

6.7 Material Transfer from Production

6.7.1 Production Transfer Note (PTN)

6.7.1.1 Specific Purpose: This transaction is used to transfer finished product to BSR

6.7.1.2 To raise Intermediate Production Transfer Note

Step 1: Login to production module.

Step 2: Click on Store Transaction, then click on Production Transfer Note.

Step 3: After location is displayed enter year and series. Click on New.

Step 4: Date will be auto generated. Select Prod. Centre & Item Name. Item code will be auto generated.



Operational Procedure for Production Module

Step 5: Select the desired Batch ref. no. and the Transfer qty. will be auto generated.

Step 6: Enter the Transfer quantity by mentioning no. of full shippers in cases and loose case quantity

Step 7: Click Extra info, enter packing size and Export PO No.(If any)

Step 8: Verify, authorize and save the transaction.

Step 9: To take print of Product transfer note (PTN), Click print and select layout id as required.

Step10: To clear from Production Transfer Note screen click on clear button.

Step11: To exit from Production Transfer Note screen click on exit button

6.8 Opening of closed batches:

6.8.1 Open Completed Batches

6.8.1.1 Specific Purpose:

This process shall be used in exceptional conditions where any correction is required in the batch after batch is closed. Only QA can open a closed batches.

6.8.1.2 To Open Completed Batches

Step 1: Login to production module.

Step 2: Go to Batch manufacturing.

Step 3: Click on Batch Order on header and choose Open completed batches.

Step 4: Enter location, BOP production and click on Find.

Step 5: Choose the Batch number from the drop down and wait till the information is loaded.

Step 6: If in case if some information needs to be modified, Click on modify and make changes of **Batch Completed as "N"** and then click on save.

Step 7: To clear from Open completed batches screen click on clear button.

Step 8: To exit from Open completed batches screen click on exit button.

6.9 SOP for Batch Query:

6.9.1 Location wise Production Query

6.9.1.1 Specific Purpose: This process shall be used to check location wise production batch status

6.9.1.2 To generate batch query details

Step 1: Login to production module.

Step 2: Click on Queries then Click on Location wise Production Query

Step 3: Select location & BOP product code.



Operational Procedure for Production Module

Step 4: Select batches [Batches Pending Completion, Batches Pending Costing, Between Batch Dates, Completed Between and All batches]. Click on Refresh button.

Step 5: Now for a particular selected Batch No., you can check the batch status. Click on below given button to know the status.

View/Edit Prod. Bt. -> Gives provision to view and edit Production Batch Order.

Batch Release -> Gives provision to view and edit Production Batch Release.

Show Requisitions -> Gives provision to view and edit Store Requisition From Production.

Show Issues -> Gives provision to view and edit Material Issue to Production.

Show Outputs -> Gives provision to view AR No. and output qty.

Show Prod. Trfs -> Gives provision to view and edit Intermediate Material Transfer Note and Production Transfer Note.

Batch Costing -> Gives provision to view and edit Production Batch Costing

Step 6: To exit from the screen, click on Exit button.

6.9.2 Production Batches Release Query:

6.9.2.1 Specific Purpose: This process shall be used to check location wise production batch release status

6.9.2.2 To generate batch query details

Step 1: Login to production module.

Step 2: Click on Queries then Click on Production Batches Release Query

Step 3: Select location & select All in show records.

Step 4: Click on Refresh button.

Step 5: Click on below given button to know the status.

View Batch release details -> Gives provision to view and edit Batch release details

Release batch -> Gives provision to view and edit Production Batch Release.

Step 6: To exit from the screen, click on Exit button.

6.10 Un-Authorization of authorized transaction

6.10.1 Un-authorization Work Bench

6.10.1.1 Specific purpose:

This process is being used to unauthorize any authorized transaction

6.10.1.2 To unauthorize any authorized transaction:

Step 1: Login to production module.



Operational Procedure for Production Module

Step 2: Click on Authorization and Auditing, and then Click on Un-authorization Work Bench.

Step 3: Select location, year, type and series. Click on Refresh button.

Step 4: Now click on below given buttons to check functionalities.

View/Edit Transaction -> Gives provision to view and edit transaction as per selection in type and series.

Mark as unauthorized -> Gives provision to unauthorized the transaction as per selection in type and series.

Unauthorized all -> Gives provision to unauthorized all the transactions as per selection in type and series.

Step 5: To exit from the screen, click on Exit button.

6.11 Closing of Pending or Wrong Transaction

6.11.1 Document Closing Work Bench

6.11.1.1 Specific purpose:

This process is being used to close pending or wrong transaction

6.11.1.2 To close any transaction:

Step 1: Login to Mfg. Inventory module.

Step 2: Click on Authorization and Auditing, and then Click on Document closing Work Bench.

Step 3: Select location, year, type and series. Click on Refresh button.

Step 4: Now click on below given buttons to check functionalities.

View/Edit Transaction -> Gives provision to view and edit transaction as per selection in type and series.

Mark as Closed -> Gives provision to close the selected transaction as per selection in type and series.

Mark as Open -> Gives provision to open the selected closed transaction as per selection in type and series.

Close all -> Gives provision to close all the transactions as per selection in type and series.

Step 5: To exit from the screen, click on Exit button.

6.12 Modification required in any transaction, click modify button, mention the reason for change, modify the transaction and save the transaction by clicking the save button.

7.0 ATTACHMENTS:

7.1 NA

8.0 ABBREVIATIONS:

Abbreviation	Full Form
SOP(s)	Standard Operating Procedure(s)
No.	Number
QA	Quality Assurance
qty.	Quantity
NA	Not applicable
PR	Production



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

Operational Procedure for Production Module

ERP	Enterprise Resource Planning
BOP	Bill of Process Definition
SRP	Store Requisition from Production
SRD	Store Requisition from Other Department
MRP	Material Return from Production
IMT	Intermediate Material Transfer Note
PTN	Production Transfer Note
BSR	Bonded Store Room

9.0 CHANGE HISTORY:

Change control no.	Version	Reason for Changes
NA	00	NEW