OPERATION PROCEDURE FOR SALES INVENTORY MODULE

1.0 PURPOSE:

1.1 To provide an operation procedure for Sales Inventory Module in ERP.

2.0 SCOPE:

2.1 This procedure is applicable for Warehouse department for handling ERP system.

3.0 RESPONSIBILITIES:

3.1 Sales and marketing department is responsible to follow the procedure as detailed in this SOP.

3.2 Sales and marketing Head 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: 01/01/24

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 SOP for Sales Order Regular (SOR)

6.1.1 Specific Purpose

This process shall be used to create sales order which shall be used for invoicing.

6.1.1.1 To create Sales Order Regular

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin
Click on Sign in button

Step 2: Click on Sales Quotations and order and then click on transaction on header and choose Sales order-regular (SOR).

Step 3: Select location, year, series and then click on find.

Step 4: Find the sales order no. to get the previously completed SOR'S.

Step 5: Press new button to create a new entry.

Step 6: Fill the details like Customer, Consignee, GSTIN, customer order no. & date and marketing code.

Step 7: Enter item name, customer ordered qty., invoice qty. and define their basic rate, taxes and discounts in lower right side of the screen.

Step 8: Define extra info as applicable

Step 9: Click on save to save the created sales order.

Step 10: You can delete the transaction by pressing delete button.

Step 11: Modify to verify and authorize the order finally.

Step 12: To clear the SOR screen click on clear button

Step 13: To exit from SOR screen click on exit button

Step 14: To take print, click on print button and select desired layout ID.

6.2 SOP for Sales Order Regular (SOR) Amendment:

6.2.1 Specific Purpose:

This process shall be used to amend sales order for any correction which shall be used for invoicing.

6.2.1.1 To create Sales Order Regular Amendment:

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin
Click on Sign in button

Step 2: Click on Sales Quotations & Orders, then click on transactions on header and choose **Sales Order Regular. Amendment**

Step 3: Select location, year and series. Click on find then Select sales order no.

Step 4: Click on Amend button and choose pop up message as "Yes" to amend the existing Sales Order like

- Customer Order no. & Customer Order dated
- Customer Order qty.
- Marketing code
- Delivery from – Delivery till
- Other terms
- Other charges
- Basic Rate
- Tax details

Step 5: Click on other details to verify amendment details.

Step 6: Click on Amend notes to define amendment note.

Step 7: Tick on save button to save amended sales order.

Step 8: In display mode, click on authorize button to authorize the amended sales order.

Step 9: To clear the Sales order amendment screen click on clear button.

Step 10: To exit from Sales order amendment screen click on exit button.

Step 11: To take print, click on print button and select desired layout ID.

6.3 SOP for Invoice using price master rate (IPM):

6.3.1 Specific Purpose:

This process shall be used for invoicing without sales order.

6.3.1.1 To create Invoice using price master rate:

Step 1: Open Sales module
Select login into ERP
Put user ID, password and pin
Click on Sign in button

Step 2: Click on Sales inventory transactions and then click on transactions on header and choose Invoice using price master rate.

Step 3: Select location, year, series and then click on find.

Step 4: Select the Transaction no. to get the previously completed IPM'S

Step 5: Press new button to create a new entry.

Step 6: Fill the details like Customer, Consignee, Update GSTIN (If not defined), Customer order no. & dated in the upper left part of the screen.

Step 7: Enter the item name, Customer ordered qty. and select batch id. and define their basic rate, taxes and discounts in lower right side of the screen.

Step 8: Define delivery details, other charger as applicable

Step 9: Click on Invoice Details,
For export invoice: Select port code, shipping bill No. & date and Payment terms code
For domestic invoice: Select sales A/C code and Payment terms code

Step 10: Define extra info details as applicable

Step 11: Click on save to save the created sales invoice

Step 12: You can delete the transaction by pressing delete button.

Step 13: Modify to verify and press authorize button to authorize the IPM finally

Step 14: To clear the IPM screen click on clear button

Step 15: To exit from IPM screen click on exit button

Step 16: To take print, click on print button and select desired layout Id.

6.4 SOP for Invoice using sales order rate (ISO)

6.4.1 Specific Purpose

This process shall be used for invoicing against sales order

6.4.1.1 To create Invoice using sales order rate

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin

Click on Sign in button

Step 2: Click on Sales inventory transactions and then click on transactions on header and choose Invoice using sales rate.

Step 3: Select location, year, series and then click on find.

Step 4: Select the Transaction no to get the previously completed ISO'S

Step 5: Press new button to create a new entry.

Step 6: Fill the details like Customer, Consignee, Update GSTIN (If not defined), SO/Indent No., Customer order no. & dated in the upper left part of the screen.

Step 7: Enter the item name, Customer ordered qty. and select batch id. and define their basic rate, taxes and discounts in lower right side of the screen.

Step 8: Define delivery details, other charger as applicable

Step 9: Click on Invoice Details,
For export invoice:- Select port code, shipping bill No. & date and Payment terms code

Step 10: Define extra info details as applicable

Step 11: Click on save to save the created sales invoice

Step 12: You can delete the transaction by pressing delete button.

Step 13: Modify to verify and press authorize button to authorize the ISO finally

Step 14: To clear the ISO screen click on clear button

Step 15: To exit from ISO screen click on exit button

Step16: To take print, click on print button and select desired layout Id.

6.5 SOP for Sales return note (SRN):

6.5.1 Specific Purpose

This transaction shall be used to issue sales return note to the customer for the returned finished materials to raise credit note.

6.5.1.1 To create Sales return note

Step 1: Open Sales module
Select login into ERP
Put user ID, password and pin
Click on Sign in button

Step 2: Click on Sales inventory transactions and then click on transactions on header and choose Sales return note.

Step 3: Select location, year, series and then click on find.

Step 4: Select the SRN no to get the previously completed SRN'S

Step 5: Press new button to create a new entry.

Step 6: Fill the details like Customer, Consignee, Challan No. & date, GST reason, invoice No. in the upper left part of the screen.

Step 7: Enter the item name, Batch no, return qty. and select return reason for each item.

Step 8: Define delivery details, other charger and CRN voucher as applicable

Step 9: Define extra info details as applicable

Step 10: Click on save to save the created sales return note

Step 11: You can delete the transaction by pressing delete button.

Step 12: Modify to verify and press authorize button to authorize the SRN finally

Step 13: To clear the SRN screen click on clear button

Step 14: To exit from SRN screen click on exit button

Step 15: To take print, click on print button and select desired layout ID.

6.6 SOP for Finish Goods Inward (FGI):

6.6.1 Specific Purpose

This process shall be used to inward material from other location

6.6.1.1 To create Finish Goods Inward

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin
Click on Sign in button

Step 2: Click on Sales inventory transactions and then click on transactions on header and choose finished goods inward note (FGI).

Step 3: Select location, year, series and then click on find.

Step 4: Select the FGI no to get the previously completed FGI's.

Step 5: Press new button to create a new entry.

Step 6: Fill the details of location, tax invoice type and Id. in upper left part of the screen

Step 7: Enter the item name, Inward batch, receive cases and transfer qty. and define their basic rate, taxes and discounts in lower right side of the screen

Step 8: Click on costing details and define cost/unit rate to get total value.

Step 9: Define delivery details, value totals and bill booking as applicable

Step 10: Define extra info details as applicable

Step 11: Click on save to save the created inward transaction.

Step 12: You can delete the transaction by pressing delete button.

Step 13: Modify to verify and press authorize button to authorize the FGI finally

Step 14: To clear the FGI screen click on clear button

Step 15: To exit from FGI screen click on exit button

Step 16: To take print, click on print button and select desired layout Id.

6.7 SOP for Goods Receipt Note-Trading (GRT)

6.7.1 Specific Purpose

This transaction shall be used to raise Goods inward note for the received trading materials.

6.7.1.1 To create Goods Receipt Note-Trading

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin
Click on Sign in button

Step 2: Click on Sales inventory transactions and then click on transactions on header and choose Goods Receipt note-Trading (GRT).

Step 3: Select location, year, series and then click on find.

Step 4: Select the receipt no. to get the previously completed GRT'S

Step 5: Press new button to create a new entry.

Step 6: Fill the details of vendor, consignor, update GSTIN (if not defined), Vendor type, along with against PO in the upper left part of the screen.

Step7: Enter the item name, Batch Ref no, Del note qty. and define their Received, accepted, and rejected qty. in lower right side of the screen.

Step 8: Define batch details, Rate details and valuation of the goods as applicable

Step 9: Define delivery details, other billed charges, bill booking and overheads of the goods as applicable

Step 10: Click on save to save the created note.

Step 11: You can delete the transaction by pressing delete button.

Step 12: Modify to verify and press authorize button to authorize the GRT finally

Step 13: To clear the GRT screen click on clear button

Step 14: To exit from GRT screen click on exit button

Step15: To take print, click on print button and select desired layout Id.

6.8 SOP for Write Back Memo (WBK):

6.8.1 Specific Purpose:

This process shall be used in exceptional conditions where stocks need to add in the system to tally with the physical stock

6.8.1.1 To create Write Back Memo

Step 1: Open Sales module
Select login into ERP
Put user ID, password and pin
Click on Sign in button

Step 2: Click on Sales Inventory Transactions, then click on transactions on header and choose **Write Back Memo**

Step 3: Select Location, Year and Series. Click On New

Step 4: Define dated, select item Name and Batch No.

Step 5: Define Write Back Qty. and Reason

Step 6: Click on save button to save the created WBK

Step 7: You can delete the transaction by pressing delete button.

Step 8: Modify to verify and press authorize button to authorize the WBK finally

Step 9: To clear the WBK screen click on clear button

Step 10: To Exit from Write Back Memo (WBK) Screen Click on Exit Button

Step 11: To take print, click on print button and select desired layout Id.

6.9 SOP for Write Off Memo (WOF):

6.9.1 Specific Purpose

This process shall be used in exceptional conditions where stocks need to issue in the system to tally with the physical stock

6.9.1.1 To create Write Off Memo

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin
Click on Sign in button

Step 2: Click on Sales Inventory Transactions, then click on transactions on header and choose **Write Off Memo**

Step 3: Select Location, Year and Series. Click On New

Step 4: Define dated, select item Name and Batch No.

Step 5: Define Write Back Qty. and Reason

Step 6: Click on save button to save the created WOF

Step 7: You can delete the transaction by pressing delete button.

Step 8: Modify to verify and press authorize button to authorize the WOF finally

Step 9: To clear the WOF screen click on clear button

Step 10: To Exit from WOF Screen Click on Exit Button

Step 11: To take print, click on print button and select desired layout Id

6.10 SOP For Sales Stock Balance Query

6.10.1 Specific Purpose

This process shall be used to check store wise physical stock

6.10.1.1 To raise Sales Stock Balance Query

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin
Click on Sign in button

Step 2: Click on Queries then Click on **Sales Stock Balance Query**

Step 3: Select location, Sales division, stores, product group, item type, name etc.

Step 4: Click on Refresh button.

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

Batch wise Stock-> Gives provision to view and edit Batch wise stocks

Pending orders -> Gives provision to view and edit Pending orders.

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

6.11 SOP for Un-Authorization Work Bench

6.11.1 Specific Purpose

This process shall be used to unauthorized any authorize transaction

6.11.1.1 To raise un-authorization work bench

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin
Click on Sign in button

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.

6.13 Document Closing Work Bench:

6.13.1.1 Specific purpose:

This process is being used to close pending or wrong transaction

6.13.1.2 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.

6.14 SOP for Finish Goods Outward (FGO)

6.14.1 Specific Purpose

This process shall be used to transfer material to other location

6.14.1.1 To create Finish Goods Inward

Step 1: Open Sales module
Select login into ERP
Put user id, password and pin
Click on Sign in button

OPERATION PROCEDURE FOR SALES INVENTORY MODULE

Step 2: Click on Sales inventory transactions and then click on transactions on header and choose finished goods outward note (FGO).

Step 3: Select location, year, series and then click on Find button

Step 4: Select the FGO number to get the previously completed FGO,s

Step 5: Press new button to create a new entry.

Step 6: Enter the item name, transfer qty., batch number and define their basic rate, taxes and discounts in lower right side of the screen

Step 7: Define delivery details as applicable

Step 8: Click on save to save the created outward transaction

Step 9: You can delete the transaction by pressing delete button.

Step 10: Modify to verify and press authorize button to authorize the FGO finally

Step 11: To clear the FGO screen click on clear button

Step 12: To exit from FGO screen click on exit button

Step 13: To take print, click on print button and select desired layout Id.

7.0 ANNEXURES:

Nil

8.0 FORMATS:

Nil

9.0 ABBREVIATIONS:

Abbreviation	Full Form
SOR	Sale Order Regular
ISO	Invoice using sales order rates
IPM	Invoice using price master rate
SRN	Sales return note
FGI	Finished Goods inward Note
PO	Purchase Order
GRT	Goods Receipt Note for Trading
WBk	Write back memo
WOF	Write off memo