OPERATIONAL PROCEDURE FOR SETUP MODULE

1.0 PURPOSE:

1.1 To provide an operational procedure for Setup module in ERP software.

2.0 SCOPE:

2.1 This procedure is applicable for IT, PU, QC, PR, WH department for handling Setup module.

3.0 RESPONSIBILITIES:

3.1 PU department is responsible to create the vendor masters for RM / PM. Also PU department is responsible to create Vendor Item Catalog, Manufacturer and bought out Item wise Approved Manufacturers

3.2 QA department is responsible to create the codes for RM, PM, Intermediate codes and finished goods.

3.3 QC department is responsible to create QC related activities like QC standards, Item's QC Specification, Common QC properties etc.

3.4 PR department is responsible to create production related activities like Production stages, Production stage wise activities, Bill of process definition etc.

3.5 IT department is responsible for the procedure as detailed in this SOP except vendor master creation. IT is responsible to create the vendor master for engineering department.

3.6 IT / QA / PU / QC / PR department heads are responsible to provide the training and compliance to this SOP

4.0 REFERENCES:

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

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 SOP for Item Types:

6.1.1 Specific Purpose:

This transaction shall be used to define various item type as per requirement.

6.1.1.1 To create Item type

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Item Setup, then Click on Masters on Header and then Click on **Item Types**

Step 3: Click on Modify

Step 4: Define access rights for each code from create/modify rights option.

Step 5: To close the unused code, select the code and tick on Closed.

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

6.2 SOP for Item Sub-types:

6.2.1 Specific Purpose:

This transaction shall be used to define various item subtype for each item type as per requirement.

6.2.1.1 To create Item subtype

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Item Setup, then Click on Masters on Header and then Click on **Item Sub-types**

Step 3: Click on Find and Select Item type.

Step 4: Click on modify and then add button in footer.

Step 5: Define item sub type code and description.

Step 6: Define desired attributes available for each item sub type code.

Step 7: To close the unused item sub-type code, select the item sub-type code and tick on closed

Step 8: To clear the screen, click on clear button.

Step 9: To exit from the screen, click on exit.

6.3 SOP for Item Master:

6.3.1 Specific Purpose:

This transaction shall be used to create RM / PM / Consumables / Miscellaneous Intermediate codes/ FG code

6.3.1.1 To create Item subtype

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Items setup, then Click on Masters on Header and then click item master.

Step 3: To create new item master click on new button and type Item Code as per SOP, Refer **SOP No. XXXXXXX** for coding of RM / PM / Consumables / IM / FG

Step 4: Select applicable item type, sub type, GS Indicator and HSN/SAC code from the drop down.

Step 5: Define Item name, short name and pharmacopeia name

Step 6: Select unit of measure and issuing unit from drop down

Step 7: Define conversion factor for (UOM/Issuing unit) & UOM/UQC, drawing reference, standard assay/strength, shelf life (months), QC required, Active ingredient, Mfg. location/name required, Mfg. Date Applicable, Mfg. MMYY Applicable, Expiry Date Applicable, Expiry MMYY Applicable.

Step 8: Tick bought – out for RM /PM/trading item/consumable, miscellaneous item codes, imported (If required).

Step 9: Save the transaction.

Step 10: To modify the transaction, click Find and enter the item code, click modify button and make the required changes and save the transaction.

Step 11: For FG code creation, Follow step no. 1 to 7

Step 12: Tick manufactured, sold and exported. Define product type, sale division and product group.

Step 13: Click Sales Item details and enter the details as applicable.

Step 14: Click Export details and define the details as applicable.

Step 15: Click Item's specification and define excise tariff no and customs tariff no. (Optional)

Step 16: Define other details for the created item (as applicable)

Step 17: Obsolete item shall be closed by clicking the closed button given at the bottom of the screen

6.4 Purchase Groups:

6.4.1 Specific Purpose:

This transaction shall be used to bifurcate each purchase

6.4.1.1 To create Purchase Groups

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Purchase Setup, then click on General on Header, and then Click on **purchase Groups.**

Step 3: Click on Modify and footer add button.

Step 4: Define purchase group code and name.

Step 5: Define standard payment terms details and Standard PO terms details as applicable.

Step 6: To close the unused purchase group code and name, select the purchase group code and name and tick on Closed

Step 7: To exit from the screen, click on exit.

6.5 SOP for Location/Item Type/Sub-Type wise Purchase Groups

6.5.1 Specific Purpose:

This transaction shall be used to define purchase group for selected location, selected item type and selected item sub type

6.5.1.1 To create Location/Item Type/Sub-Type wise Purchase Groups

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Purchase Setup, then click on General on Header, and then Click on **Location/Item Type/Sub-Type wise Purchase Groups.**

Step 3: Select location, click on New and select item type

Step 4: Modify and click on footer add button.

Step 5: Select Item sub type and purchase group from the list.

Step 6: To close the unused Item sub type, select the Item sub type and tick on Closed.

Step 7: To clear the screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.6 SOP for PO Standard Terms:

6.6.1 Specific Purpose:

This transaction shall be used to define standard terms which shall be used while raising PO

6.6.1.1 To create PO Standard Terms:

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Purchase Setup, then click on Pricing on Header, and then click on **PO Standard Terms**

Step 3: Modify and click on footer add button.

Step 4: Define PO term code and Standard terms & conditions for each PO Term code

Step 5: To close the unused PO term code, select the PO term code and tick on Closed

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

Step 7: To clear the screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.7 SOP for Manufactures Masters:

6.7.1 Specific Purpose:

This transaction shall be used to create manufacturer of RM and PM

6.7.1.1 To create Manufactures Masters

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

Step 2: Click on **Purchase Setup**, then click on **Manufacturers on header** and then Click on Manufacturers.

Step 3: Click on modify button and click on add button in the footer to enter the manufacturers name as new entry.

Step 4: Enter other details like manufacturers address and then click on save.

6.8 SOP for Bought – Out Item wise Approved Manufacturer

6.8.1 Specific Purpose

This transaction shall be used to map manufacturer with item

6.8.1.1 To create bought – Out Item wise Approved Manufacturer

Step1: Open Setup module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on **Purchase Setup**, then click on **Manufacturers on header** and then Click on **Bought-out Item Wise Approved Manufacturers.**

Step 3: To add new manufacturer for new item code,
Click on new button and select new item code by clicking on search by name option.
Then type initial letter of the item.

Step 4: Now select manufacturer name.

Step 5: To add additional manufacturer for the same item code, click on add button.
And select the manufacturer, save the transaction

Step 6: To delete any unused manufacturer, click on delete button.

Step 7: To go to the top page, click on PgUp.

Step 8: To go to the bottom page, click PgDn.

Step 9: To close any unused manufacturer for selected item, click on close button.

Step 10: Save the data.

Step 11: To clear the screen, click on clear button.

Step 12: To modify anything, first find the item code and click on modify button.

Step 13: To go to last page, click on last button.

Step 14: To go to first page, click on first button.

Step 15: To exit from the screen, click on exit button.

6.9 SOP for QC Analysts:

6.9.1 Specific Purpose:

This process shall be used to define QC analysts and also to rights shall be distributed for sampling and analysis against each analysts.

6.9.1.1 To create QC Analysts

Step1: Login to Quality control module
Select login into ERP
Put user ID, password and pin
Click on login button

Step2: Click on **QC Setup**, then click on **Masters on header** and then Click on **Analysts**

Step3: Click on Find and select required QC group.

Step4: Click on Modify.

Step5: Click on footer Add and Define 1) code 2) Q.C Analyst name 3) Designation.

Step6: Define Sampling, QC analysis and Microbiological test against each code.

Step7: To save the transaction, click on save button.

Step8: If any analyst resigned from plant II, analyst shall be closed by clicking the closed button.

Step9: To exit from Analyst screen, click on exit button.

6.10 SOP for QC Standards:

6.10.1 Specific Purpose
This transaction shall be used to define different pharmacopoeia as required

6.10.1.1 To create QC Standards

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on QC Setup, then Click on Masters on Header, and then Click on **QC Standards.**

Step 3: Modify and click on footer add button.

Step 4: Define QC standard code and QC standard name.

Step 5: To close the unused QC standard code, select the QC standard code and tick on Closed.

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

6.11 SOP for QC Properties Groups:

6.11.1 Specific Purpose:
This process shall be used to analyze QC sub test under a common test head.

6.11.1.1 To raise QC Properties Group:

Step 1: Login to Quality control module.

Step 2: Click on QC Setup, then Click on Masters on Header, and then Click on **QC Properties Groups**

Step 3: Click on Modify to modify the details of already defined QC properties groups.

Step 4: Click on Add to define new QC properties groups, enter the group code and Properties groups description.

Step 5: To save, click on save button.

Step 6: To delete any QC Properties Groups, select the one which you want to delete and click on Delete button at footer level.

Step 7: To exit from QC Properties Groups screen click on exit button.

6.12 SOP for Common QC Properties

6.12.1 Specific Purpose

6.12.1.1 To raise Common QC Properties

Step 1: Login to Quality control module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on QC Setup, then Click on Masters on Header, and then Click on Common QC Properties

Step 3: To add new common QC properties click on Modify and click on footer add button and define property name.

Step 4: Select property group code for each Property name [If applicable].

Step 5: Define Property result [Measurable then click unit (If applicable) or subjective] against each Property name.

Step 6: Save the data.

Step 7: Unused common QC properties shall be closed by clicking the closed button.

Step 8: To exit from common QC properties screen, click on exit button.

6.13 Item's QC Specification

6.13.1 Specific Purpose

This process shall be used to define item wise test specification

6.13.1.1 To raise Item's QC Specification

Step 1: Login to Quality control module.

Step 2: Click on QC Setup, then Click on Masters on Header, and then Click on **Item's QC Specification**

Eg: RM- 11000240, PM- 21006820

Step 3: Select item code and define below particulars as applicable:
- Generic name (Eg.: Product name)
- QC standard (Eg.: Method reference)
- Define spec ref. no. and dated
- Define supersedes and dated (If applicable)

- Tick on homogeneous sample testing
- Sample size value
- Tick on Reduce sample quantity from stock
- Define conversion factor [Applicable for change in unit. For example: Litre-> ml, Kgs->Gms etc]
- Tick on Microbiology test [If applicable for FG, RM, PM]
- Define Formulation assay details [If applicable RM]
- Tick on test valid for limited period and define validity period [As applicable]

Step 4: Click on test details and Select QC property name.

- Define STP details and Property result against each QC property name.

Step 5: If any test made obsolete, shall be closed by clicking the closed button.

Step 6: Revision &Authorization details, Tick on Revised by, checked by and authorized by button.

Step 7: Save the transaction.

Step 8: To clear the Item's QC specification screen, click on clear button.

Step 9: To exit from Item's QC Specification screen, click on exit button.

6.14 SOP for Production Centers:

6.14.1 Specific Purpose

This transaction shall be used to define product line

6.14.1.1 To create Production Centers

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Production Setup, then click on Production facilities on Header, and then Click on **Production Centers.**

Step 3: Modify and click on footer add button.

Step 4: Define code, production center name and standard costing rates for each code [As applicable].

Step 5: To close the unused code, select the code and tick on Closed.

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

6.15 SOP for Production Stages:

6.15.1 Specific Purpose

This transaction shall be used to create different production stages as per product line

6.15.1.1 To create Production Stages

Step 1: Open Setup Module
Select login into ERP
Put user id, password and pin
Click on login button

Step 2: Click on Production Setup, then click on Production Facilities on Header, and then Click on **Production Stages.**

Step 3: Modify and click on footer add button.

Step 4: Define sequence No., stage code, description and Packaging stage[Y/N].

Step 5: To close the unused stage code, select the stage code and tick on Closed.

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

6.16 SOP for Production Stage Wise Activities:

6.16.1 Specific Purpose

This transaction shall be used to define production activities for specific production stage

6.16.1.1 To create Production Stage Wise Activities

Step1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Production Setup, then click on Production Facilities on Header, and then Click on **Production Stage Wise Activities.**

Step 3: Select Production Centre code, Click on New button and select Production stage code.

Step 4: Modify and click on footer add button.

Step 5: Define Activity code and activity description.

Step 6: Define standard costing rates (In Rs.) for each activity code [If applicable].

Step 7: To close the unused Activity code, select the Activity code and tick on Closed.

Step 8: To clear from the screen, click on clear.

Step 9: To exit from the screen, click on exit.

6.17 SOP For Bill of Process Definition

6.17.1 Specific Purpose: This process is being used to create bill of material

6.17.1.1 To create bill of process:

Step 1: Open Production module
Select login into ERP
Enter user ID, password and pin
Click on login button

Step 2: Click on Production Setup, then click on Production Facilities on Header, and then Click on Bill of Process Definition.

Step 3: Select Location and then Click On New.

Step 4: Select B.O.P Product Code.

Step 5: Define

- Standard Batch Qty.
- Master Formula No. & dated
- Supersedes No. & dated
- Product licence no.

Step 6: Select stage code (Eg. Mixing) and Def. Prod. Center, Define No. of Splits as 1.

Step 7: Click on Alternative Output Products. Select output product name. To add additional Output product name, click on add button in the footer.

Step 8: Select Output Type and define Practical Yield.

Step 9: Click on input items and Select item name and required qty.

Step 10: Click on footer add button to add new item. To delete unwanted item name, click on delete button.

Step 11: Based on the potency calculation metnioned in batch record, Click Adjust API quantity based on Assay and Loss on dry for the API material. [Optional]

Step 12: Add the adjust material item code and quantity. Click the Adjust excipient quantity for change in active ingredient quantity. [Optional]

Step 13: If actual assay for the API material reported as more than 100% should be considred as 100% wherever applicable. Click Do not adjust active ingredient quantity if act.assay> std.assay available in input items for blend. [Optional]

Step 14: Select stage code (Like compression, Inspection and packing) and Def. Prod. Center, Define No. of Splits as 1.

Step 15: Follow the procedure from Step 7 to 10.

Step 16: For every stage activity, Click on production activities. Select production centre, activity code and machine code. Tick RM/PM input required, In-process Input required, Output expected as applicable.

Step 17: Click save button to save the transaction.

Step 18: If any discontinuation of the product, Click on closed button for closing a BOP.

Step 19: To clear from Bill of Process Definition screen click on clear button.

Step 20: To exit from Bill of Process Definition screen click on exit button.

6.18 SOP for Vendor master

6.18.1 Specific Purpose

This transaction shall be used to create vendor from which materials shall be procured

6.18.1.1 To create Vendor master

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Purchase setup and then click on Vendors on Header, choose vendor master.

Step 3: Enter the location code and click on new to create the new entry.

Step 4: Define vendor No. manually.
Define vendor No. in the format **"XNNNNN"**

Where,

"X" Denotes the first letter of the vendor name
"NNNNN" Denotes the five digit serial number.

Step5: Define manually vendor's details like name, short name, payee, vendor type, update GSTIN No. & Composition dealer, factory/warehouse address, office address, contact details, payment mode details and TDS details.

Step 6: Define Consignor details of the given vendor as applicable

Step 7: To close the unused vendor code,
In modified mode, click on close button after selecting the vendor code

Step 8: Click on Operate Under. Select operating location, purchase group, sundry creditor's account name

Step 9: Define payment term after clicking apply special terms for this vendor, define credit period and days from [Optional]

Step 10: To close any unused operating location, click on closed button

Step 11: To add another operating location, click on add button and continue the same process as defined earlier

Step 12: To delete any unused operating location, select the specific operating location code and click on delete button

Step 13: Click on miscellaneous details. Define delivery details, FD details and for reference as applicable

Step 14: Click on other details and define other details of the vendor as applicable

Step 15: Save the data

Step 16: To delete the vendor, click on delete button

Step 17: To modify details of the vendor, click on modify, make changes and save the data

Step 18: To clear the data, click on clear button

Step 19: To find existing vendor, click on find button.
To search vendor by name, click on search by name and type initial letter of the vendor name

Step 20: To exit from vendor master, click on exit button

6.19 SOP for Customer Master

6.19.1 Specific Purpose

This process shall be used to create new customer which shall be used for invoicing.

6.19.1.1 To create Customer Master

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 Setup, then click on Customers on Header, and then Click on Costumer master

Step 3: Select location code. Click on new

Step 4: Define customer no., costumer name, short name and payee. Select costumer type

Step 5: Define PAN No., Sales type, Export type and GSTIN as applicable.

Step 6: Define address details, communication details, delivery details, Customer's Bank details, consignee details and miscellaneous details as applicable

Step 7: Click on Operate under and select sales location, sales division and sundry debtors A/C Name

Step 8: Select marketing group and define credit limit as applicable.

Step 9: Define special Invoice terms and special terms/overdue control as applicable.

Step 10: Tick closed button if require to close the selected sales location

Step11: Click on other details and define other details of customer as applicable and click on Ok

Step 12: Click on Save

Step 13: Unused Customer master can be closed by clicking the closed button

Step 14: To clear the customer data, click on clear button

Step 15: To exit from Customer master screen click on exit button

6.20 Sop for Sales division

6.20.1 Specific Purpose

This transaction shall be used to bifurcate the division wise sales

6.20.1.1 To create Sales division

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on **Sales setup** then Click on **Marketing setup** on header and then Click on **Sales Division**

Step 3: Modify and click on footer add button

Step 4: Define code and Sales division name.

Step 5: Define Standard Payment Terms, Standard credit limit and Overdue Control for each code [As applicable]

Step 6: To close the unused code, select the code and tick on Closed.

Step 7: To exit from the screen, click on exit

6.21 Sop for Standard Payment Terms

6.21.1 Specific Purpose

This transaction shall be used to create payment terms which shall be utilized while raising PO

6.21.1.1 To create Standard Payment Terms

Step 1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on General Setup, then click on Miscellaneous Setup on Header, and then Click on **Standard Payment Terms**.

Step 3: Modify and click on footer add button.

Step 4: Define Payment terms code and Payment terms.

Step 5: To close the unused Payment terms code, select the Payment terms code and tick on Closed.

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

6.22 SOP for Stores:

6.22.1 Specific Purpose:

This transaction shall be used to create different stores associated with the manufacturing and distribution process.

6.22.1.1 To create Stores

Step1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step 2: Click on Organization Setup, then Click on Organization Structure on Header, and then Click on **Stores.**

Step 3: Click on Find and select location code and click on footer add button.

Step 4: Define code and store name.

Step 5: Define Store type, allowed storage item types, sales stock type and other attributes.

Step 6: To close the unused code, select the code and tick on Closed.

Step 7: To clear the screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.23 SOP for HSN and SAC Codes Master (Single Entry)

6.23.1 Specific Purpose

This transaction shall be used to crate single entry HSN/SAC code

6.23.1.1 To create HSN and SAC Codes Master (Single Entry)

Step1: Open Setup Module
Select login into ERP
Put user id, password and pin
Click on login button

Step 2: Click on Item Setup, then click on Masters on header, and then Click on **HSN and SAC Codes Master (Single Entry).**

Step 3: Select GS Indicator as applicable and click on New and define HSN/SAC code HSN

Step 4: Define description and select UQC from drop down

Step 5: Define exempt details as required

Step 6: Define rate details like IGST rate, CGST rate, SGST rate and Cess rate

Step 7: Define revere charge as applicable

Step 8: Tick the closed button to close obsolete HSN/SAC code.

6.24 SOP for User Management Preference:

6.24.1 Specific Purpose

This transaction shall be used to control user's account which shall be applicable to all associated organizations.

6.24.1.1 To define User Management Preference

Step1: Open Setup Module
Select login into ERP
Put user ID, password and pin
Click on login button

Step2: Click on General Setup, then click on Preferences on Header, then click on User Management Preferences, and then Modify and then Click on **User Management Preference**

Step 3: Define User Management Preferences.

Step 4: Save the data

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
IT	Information Technology
ERP	Enterprise Resource Planning
PU	Purchase
QC	Quality Control
WH	Warehouse
PR	Production
RM	Raw Material
PM	Packing Material

9.0 CHANGE HISTORY:

Change Control no.	Version	Reason for Changes
NA	00	NEW