



PAKISTAN WAPDA – POWER WING

**STANDARD OPERATING
PROCEDURES**

FOR

Store Inventory System

(1st Edition) 2016

OFFICE OF GENERAL MANAGER FINANCE (POWER)

1. OBJECTIVE

These SOPs are aimed at to provide basic guidelines in a simplest way to users for performing operations of Store Inventory System effectively.

2. USER LEVELS

There are two user levels defined for each office:

(i) DATA ENTRY LEVEL

The users of this group are Value Ledger Keeper or Account Assistant or any other official deputed to make data entry in the system. Users of this level are restricted to make data entry only. They can INSERT, UPDATE, DELETE their data, and create item codes of 10 digits, able to view all type of lists & reports. These users can also change their passwords.

(ii) DATA POSTING LEVEL

The users of this group are B&AOs/AB&AOs. Users of this level are restricted to do data posting only. They are authorized to view/review the data entered by the users of data entry level and to post the same after confirmation. This type of user can view all types of reports, import chart of account from GL module such as Supplier, IOT & chargeable expense codes into store module. Users can also change their passwords and close financial year & period / month.

Note:

Please note that store receipt documents (i.e. SMB) will be entered/posted first & then store issue documents (i.e. MRS) will be entered/posted into the system.

3. Data Entry PROCEDURE

Data Entry will be done by Data Entry Level users, After data entry, printouts of the store transaction (i.e. SMB, MRS, SRS, SRN, RAN, IAN) will be generated and will be handed over to Data Posting Level user for review and check the correctness of entry on following accounts;

- Proper items added against Purchase order.
- Quantity, Rate & Value are correct and matched according to purchase order.
- Proper date has been applied.

If Data Posting Level user finds out any mistake which need any change in document he will direct the concerned entry level user of store to INSERT/UPDATE/DELETE the document accordingly.

After doing the desired changes he will take a fresh updated printouts and produce again to Data Posting Level user for confirmation who will sign these printouts after verification.

Once Correctness of data entry is confirmed, the Data Posting level user will login by using his user ID in Store Inventory Software, and will post all the documents entered by the Data Entry level user.

Before going towards the next month, the Data Posting Level user will close the financial period/month in the Store Inventory module (Except the month of the June) which will be closed on written direction of the office of GMF (P).

4. Item Coding Structure

The item code in Store Inventory comprises of ten numeric digits and four segments. The segments are

- | | |
|---|------------|
| 1. Group level – 2 digits | XX |
| 2. Control level / Sub Group Level – 4 digits | XXXX |
| 3. Sub Control level – 6 digits | XXXXXX |
| 4. Subsidiary item level– 10 digits | XXXXXXXXXX |

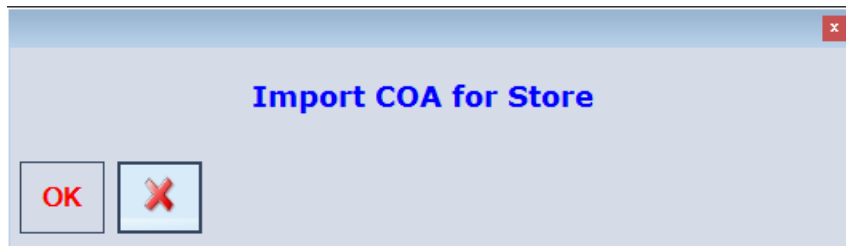
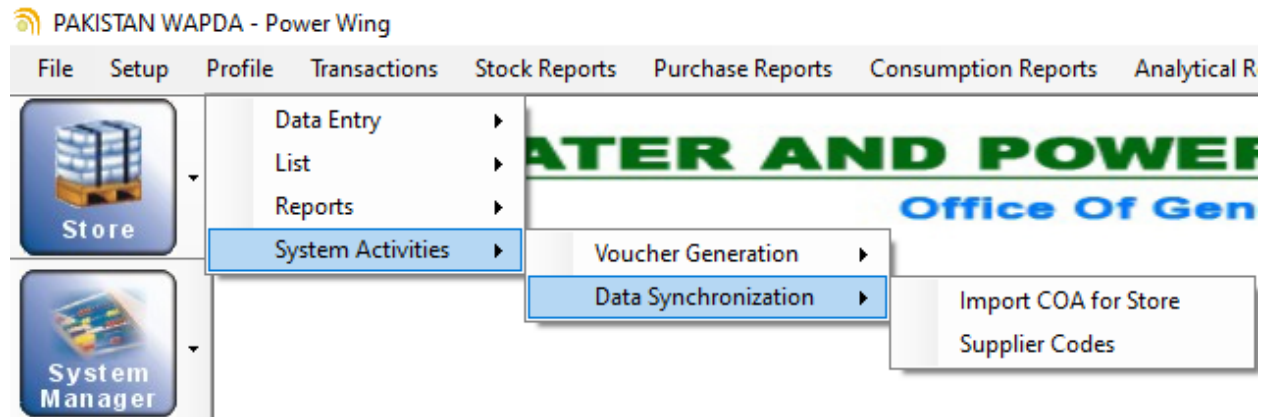
- The office of GM Hydel operation Lahore will be responsible to develop and maintain the unique “group level” and main “control level” stock codes to keep uniformity in stock coding throughout WAPDA Hydroelectric formations.
- The designated store officer of the respective hydroelectric formation will be responsible to develop a unique item code for “Sub Control level” & “Subsidiary item level” codes within the logical sequence of group and main control level stock codes developed by office of GM Hydel operation.

5. Import GL Chart of Account in Store

The Store Inventory Module is part of ERP System; therefore it will be closely coordinated with GL Module. Chart of account from GL Module which contains supplier, IOT & chargeable expense codes will be imported into Store Inventory Module.

The steps to import Chart of account from GL Module to Store Inventory Module:

- First step is to Import COA for Store from GL Module. Go to “System Activities” ->Data Synchronization -> “Import COA for Store” and click “OK”.



- When success message is appeared, go to “System Activities” -> “Data Synchronization” -> “Supplier Codes” and click “Ok”. This process will synchronize the suppliers from GL Module & Store Module.

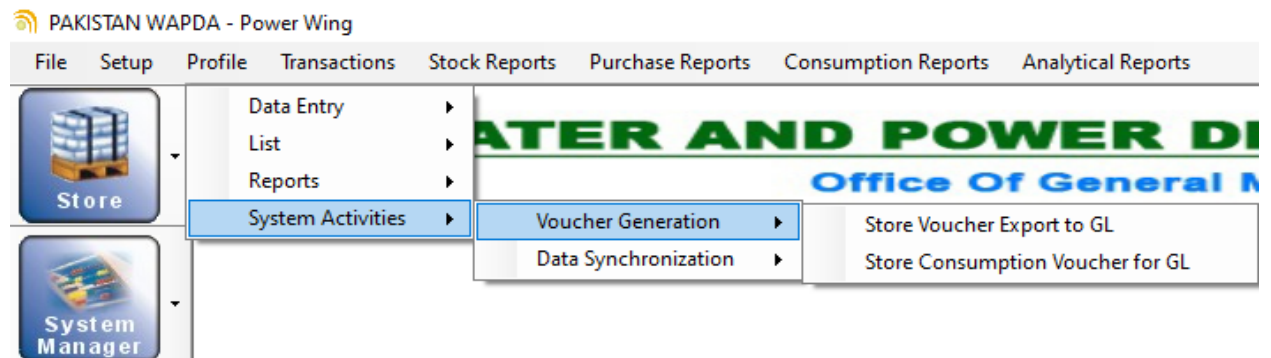


6. Generate Vouchers for GL Module

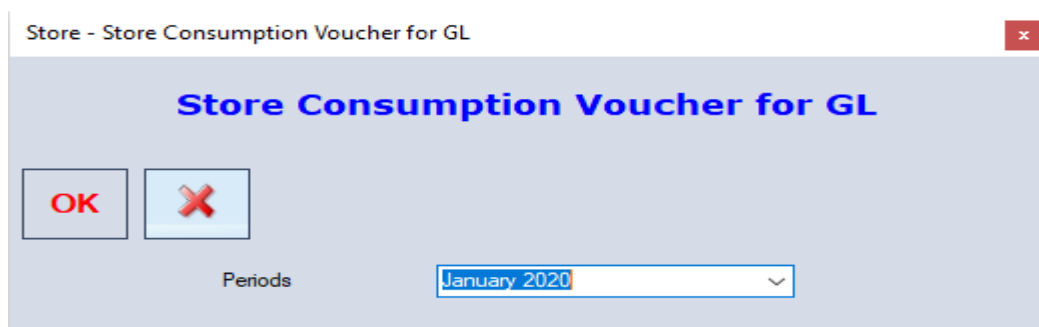
All types of Store Vouchers can be generated for GL Module from Store Inventory Module:

Follow these steps to generate vouchers for GL Module on Monthly basis:

- First step is to Export Purchase Vouchers from Store Inventory Module to GL Module. Go to “System Activities” ->“Voucher Generation” -> “Store Voucher Export to GL” and click “OK”.



- When success message is appeared, go to “System Activities” -> “Voucher Generation” -> “Store Consumption Voucher to GL” and click “Ok”. This process will generate consumption vouchers from Store to GL Module.



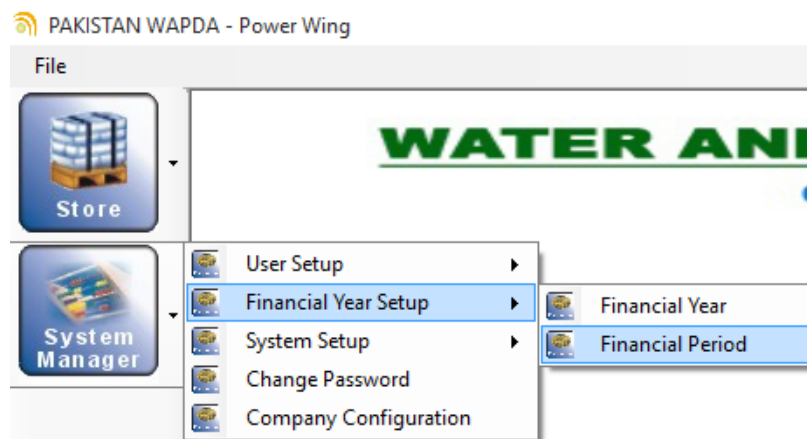
7. Period / Month Closing

This is also one of the important processes in the Store Inventory Module before submitting the final account of store in GL module; relevant posting level users are authorized to close the month or period of the Store Inventory Module. The user can not open the period or month after closing it. So it is important to check the following steps before closing the desired period or month.

- i. Post all the data of the Month and insure that no more documents are left to post in the concerned month.
- ii. “Un-posted documents” user can check un-posted documents which is use to check / verify about any unposted document left in relevant month / period. If un-posted filter shows blank data then it means all the document in selected month are posted and no more documents are to be posted.

The steps to close the month/ period are given below.

- Go to system manager then click on “Financial Year Setup” then click on “Financial Period”.



- After clicking on “Financial Period” a new window will open showing “Year Code” and Months of the Year with status. Select the desired Year code and then select the month.

Save Cancel || Exit

Year Code

X	Period Code	Period Description	Date From	Date To	Store Status
X	01	JULY 2016	01/07/2016	31/07/2016	Open
X	02	AUGUST 2016	01/08/2016	31/08/2016	Open
X	03	SEPTEMBER 2016	01/09/2016	30/09/2016	Open
X	04	OCTOBER 2016	01/10/2016	31/10/2016	Open
X	05	NOVEMBER 2016	01/11/2016	30/11/2016	Open
X	06	DECEMBER 2016	01/12/2016	31/12/2016	Open
X	07	JANUARY 2017	01/01/2017	31/01/2017	Open
X	08	FEBRUARY 2017	01/02/2017	28/02/2017	Open
X	09	MARCH 2017	01/03/2017	31/03/2017	Open
X	10	APRIL 2017	01/04/2017	30/04/2017	Open
X	11	MAY 2017	01/05/2017	31/05/2017	Open
X	12	JUNE 2017	01/06/2017	30/06/2017	Open

In “Store Status” select the “close” option of the required month and then click on “save” button and “Exit” the window. This process will close the month and no changes can be made in the closed month. The status of opening and closing of month will be shown on store documents print out.

8. Important Notes

- Capital assets like plant & machinery, equipment, vehicles, computers and furniture & fixture etc. received are recorded in the fixed asset register and not routed through the store.
- POL of transport vehicles is monitored through vehicle log book and receipt and consumption of the same is not routed through the store.
- Office supplies including stationery etc. shall not be routed through stores and no entry in this regard to be made in Store Inventory Module.
- All other material (petty or bulk) purchased for power house including POL for operational vehicles i.e. tractor, truck, dumper, fork lifter etc is to be routed through the store.

- Every store transaction should be made in appropriate month only (i.e. SMB of November 2016 is to be entered in Month of November 2016) and month is to be closed before starting entry of next month.
- All B&AOs/AB&AOs should ensure to close their respective months before 10th of every month and submit record to supervisory office accordingly.

END NOTE:

This document should be considered as a SOP, for operations of Store Inventory Module.

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