PAKISTAN WAPDA – POWER WING

STANDARD OPERATING PROCEDURES

For

Store Inventory System

(2nd Edition) 2020

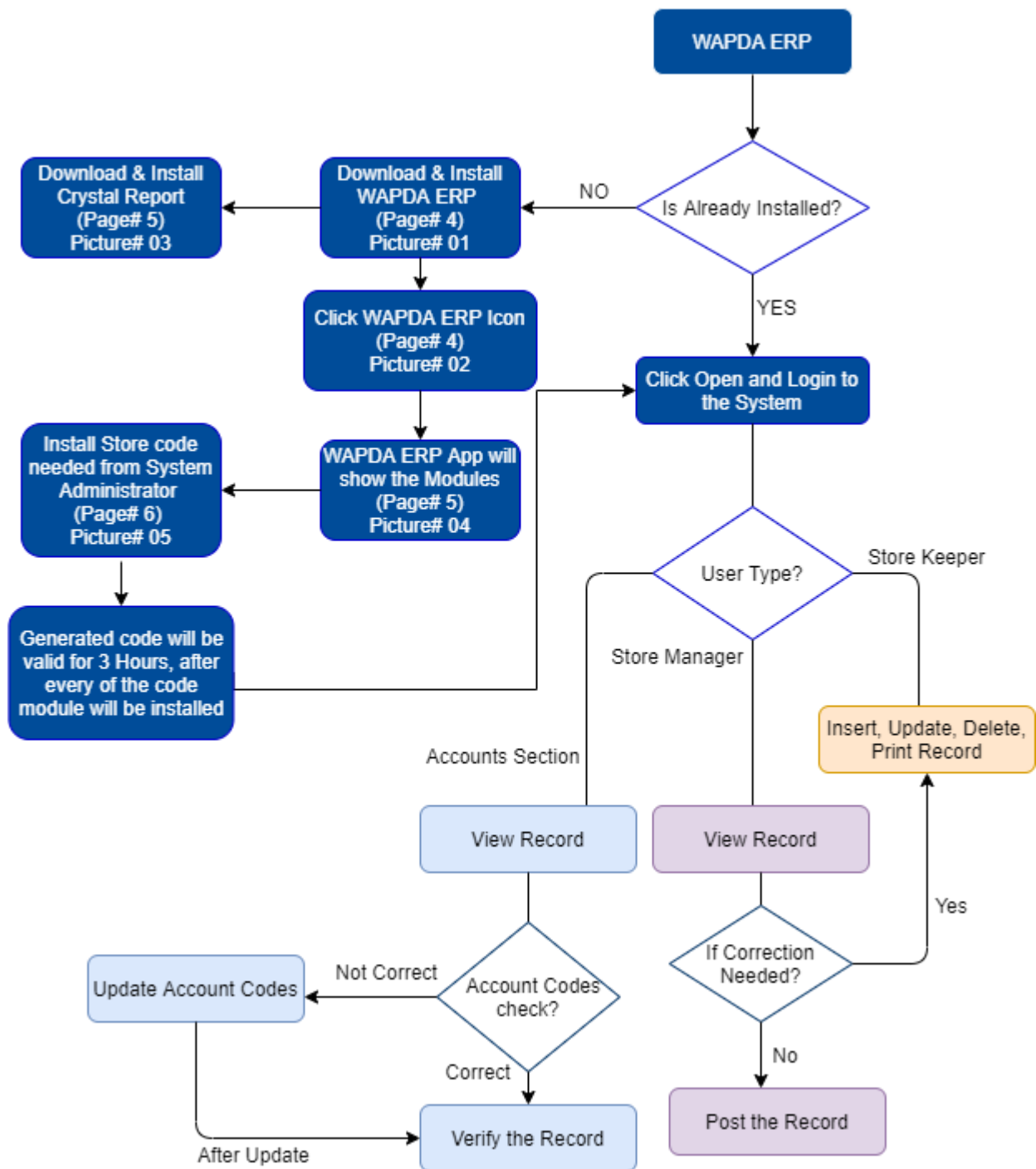**OFFICE OF GENERAL MANAGER FINANCE (POWER)**

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CHAPTER 1
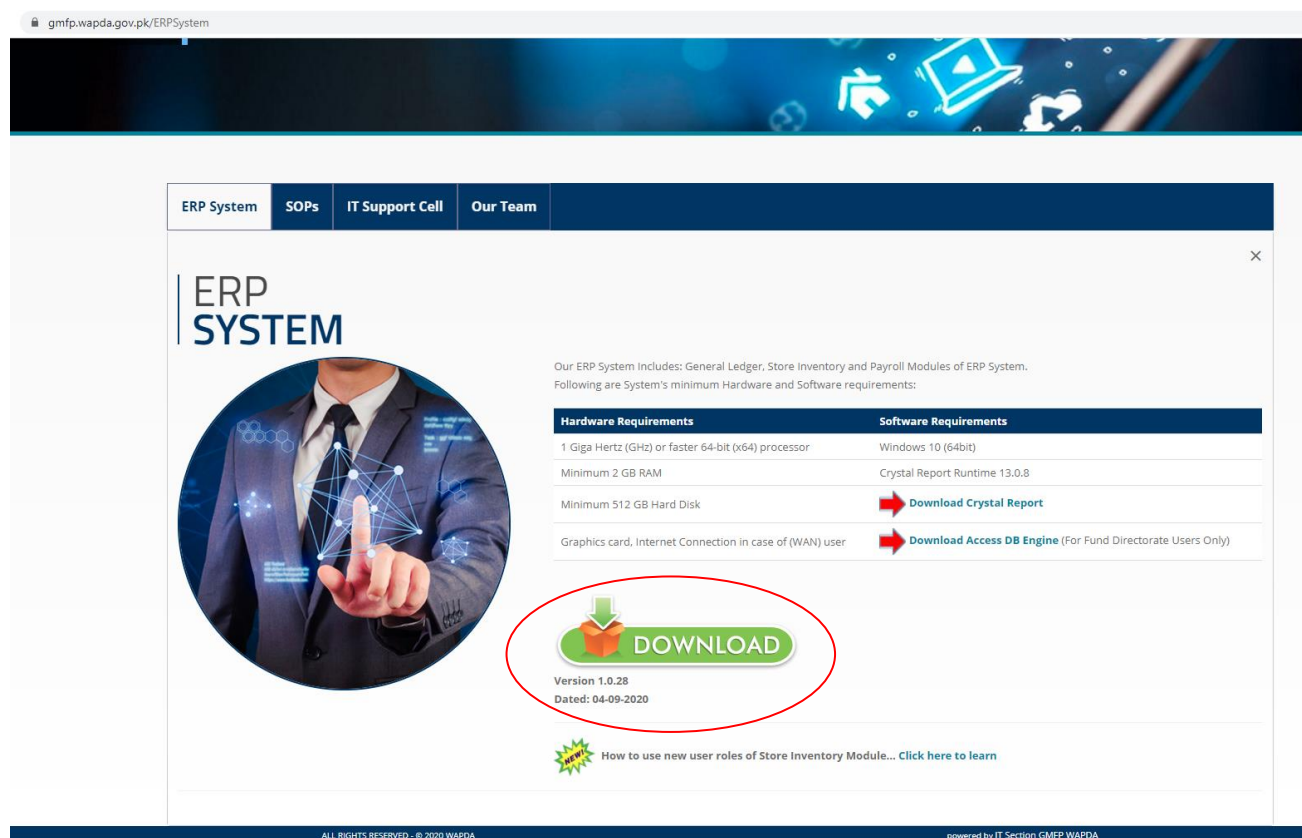## STORE INVENTORY SOP FLOW CHART

1. Store Inventory SOP Flow Chart

CHAPTER 2
WAPDA ERP INSTALLATION

2. WAPDA ERP Installation

To access Store Inventory System, User must have installed WAPDA ERP application on the computer (one-time Job).
To Install WAPDA ERP, users are advised to visit: https://gmfp.wapda.gov.pk/ERPSystem

Picture 01 (Image of Webpage to Download WAPDA ERP setup)

The webpage also contains instructions for installation i.e., Hardware and Software Requirements and for WAPDA ERP System setup users click over the download, as shown in the picture 01, and then install it.

Once WAPDA ERP setup is successfully installed then @ the desktop of computer the WAPDA ERP icon appears as shown in Picture 02.


Picture 02 (WAPDA ERP icon)

Store Inventory System generates various reports. Users are also advised to also install Crystal Reports. The webpage, as show in the Picture 03, contains the link to download crystal report necessary for Store Inventory System.
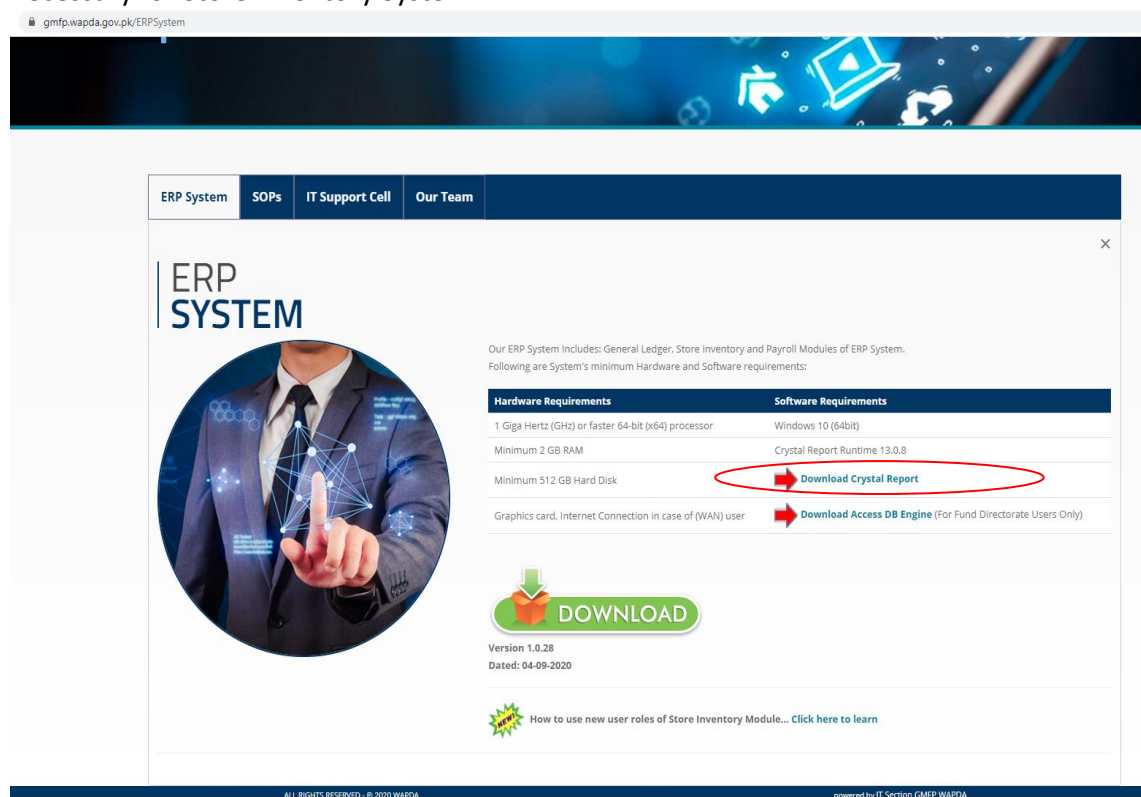
Picture 03 (Download Crystal Report)

When a user opens WAPDA ERP application by using icon placed at windows desktop, as shown in Picture 02, three modules of WAPDA ERP namely will be shown at left side of the application i.e., General Ledger (GL), Store Inventory and Payroll as shown in Picture 04.
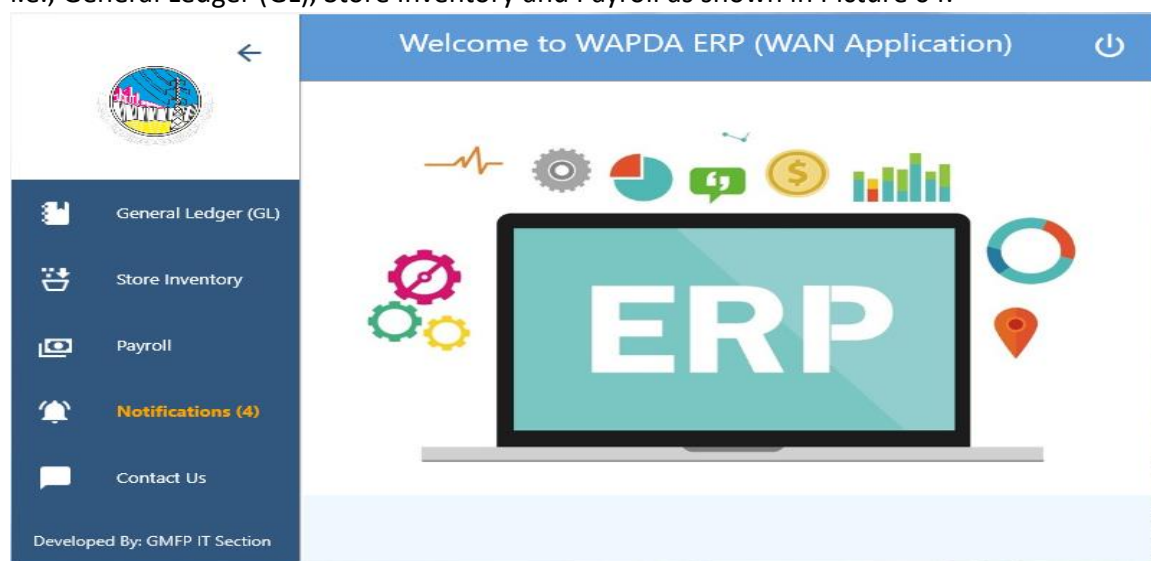

Picture 04 (WAPDA ERP Modules)

Concerned user will select the related module from the panel. Store Inventory user will click on Store Inventory to access this Module from WAPDA ERP.

First time user will be asked to generate the code after selecting relevant Store Inventory Office. Code Generation is necessary to complete the first-time installation of WAPDA ERP in system or on any computer where new Windows was just installed.

When user clicks on the Generate code, as shown in the Picture 05 timer will start for 03 hours. User must contact system administrator to get the code in the meantime and put the valid code complete installation.
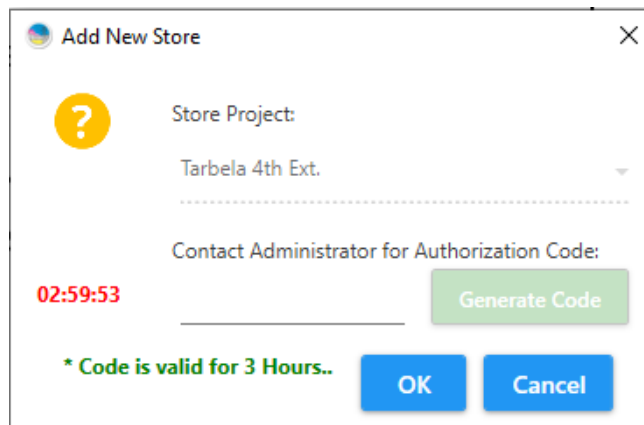
Picture 05 (Code Generation and Time Duration)

Above Picture 05, shows the start of timer set to 03 hours. User will have to contact System Administrator to get the code and click OK within due time otherwise code will be expired.

Once this is done, relevant Store Office will be installed and user can then proceed to open and use the Store Inventory System.

CHAPTER 3
OBJECTIVE

3.   Objective

This SOP is aimed at to provide basic guidelines in a simplest way to users for performing operations of Store Inventory System effectively.

CHAPTER 4
DEFINITION OF USER LEVELS

4. Definition of User Levels

There are three user levels defined for each office:

4.1. Data Entry Level

    a. Data Entry will be done by following:
- Store Keepers OR Value Ledger Keepers OR Account Assistants (In case no Store Keeper posted in relevant formation) OR any other official deputed / nominated by formation head.

    b. Users of this group are restricted to make data entry only.

    c. They can INSERT, UPDATE, DELETE their data.

    d. They can create item codes of 10 digits from 6-digit level code.
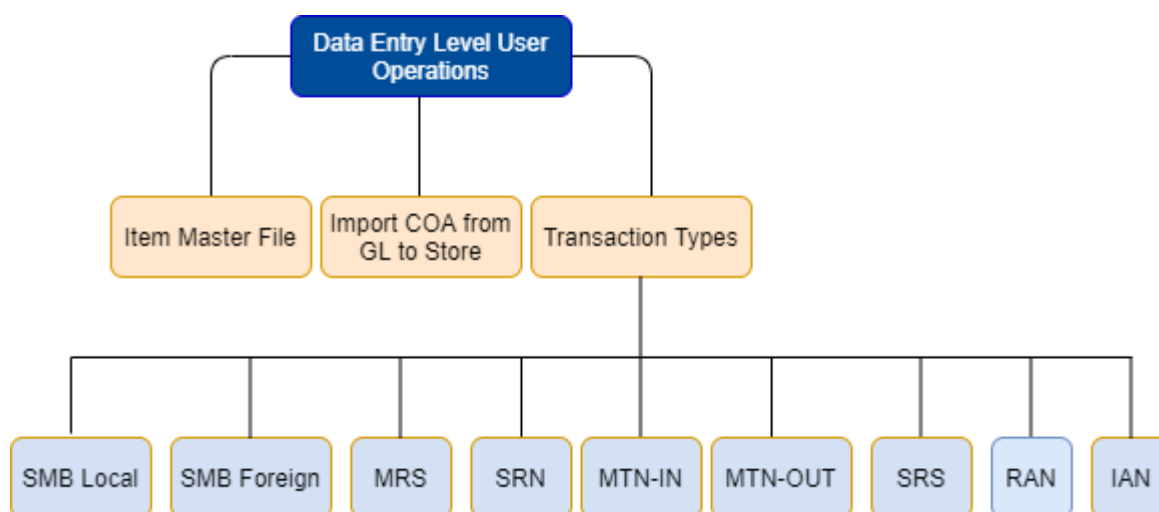
(Flow Chart of Data Entry Level User Operations)

4.1.1. Data Entry Level User Operations

Data Entry users will create Item Codes (If already not created) in Item Master File as shown in (Picture 06).

Picture 06 (Item Master File)

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

Item Master File:

Item Master File is used to enter following information of an Item:
   a. 10-digit Item Code
   b. Item Description
   c. Unit of measurement
   d. Item Specification
   e. Item Status (Active/In-Active)
   f. Old Code
   g. Item Type (Purchase Item / Left Over)
   h. Inventory Level and Location of Item

Import GL Chart of Account in Store:

As Store Inventory System 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 System, time to time.

The steps to import Chart of account from GL Module to Store Inventory System: (Picture 07)

- 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.
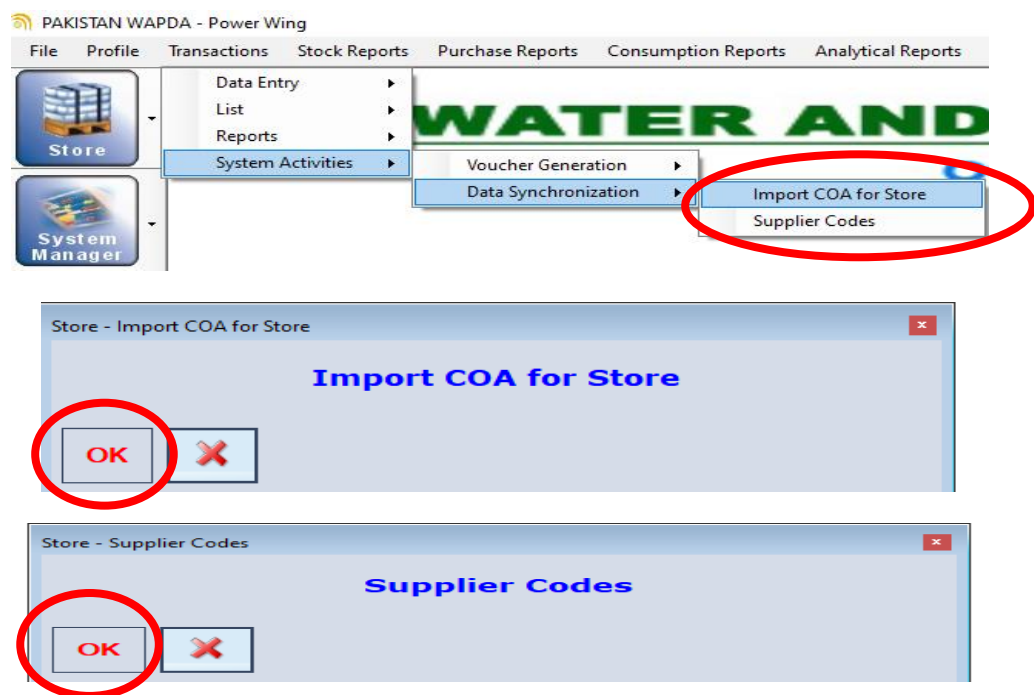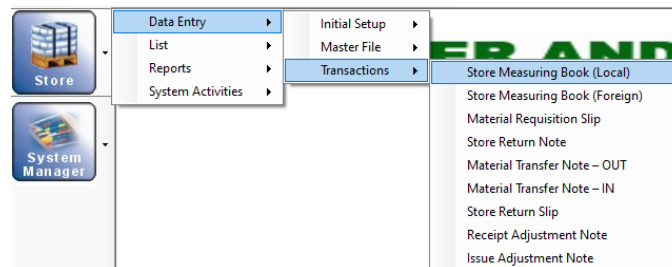

Picture 07 (Import COA for Store)

- Once above process completed, it will be synchronized chart of account codes of GL Module with Store Inventory System.

Store Transaction Types:

After opening Item codes, synchronizing GL Chart of Account codes, data entry user will create a Store Transaction Document by clicking any one transaction as shown below in Picture 08.

Picture 08 (Transaction Documents)

After clicking any of above document shown in Picture 08, will open Transaction Documents screen, e.g., as shown below in Pictures 8.1 to 8.9.

a. **Store Measuring Book (Local)**
   ▪ This document is used to record store local purchases / receipts of items which are purchased from local suppliers.

Picture 8.1 (SMB Local Document)

b. Store Measuring Book (Foreign)
- This document is used to record store foreign purchases / receipts of items which are purchased from foreign suppliers.

Picture 8.2 (SMB Foreign Document)

c. Material Requisition Slip
- This document is used to record issuance of items to different departments/offices of relevant formation.

Picture 8.3 (MRS Document)

d. Store Return Note
  ▪ This document is used to record return of new items to store, which were previously issued on MRS.

Picture 8.4 (SRN Document)

e. Material Transfer Note – OUT
  ▪ This document is used to record transfer of items to another warehouse.

Picture 8.5 (MTN-OUT Document)

f. **Material Transfer Note – IN**
- This document is used to record received items from another warehouse.

Picture 8.6 (MTN-IN Document)

g. **Store Return Slip**
- This document is used to record return of scrape material to store.

Picture 8.7 (SRS Document)

h. **Receipt Adjustment Note**
  ▪ This document is used to make adjustment/correction in item receipts entry.

Picture 8.8 (Receipt Adjustment Note Document)

i. **Issue Adjustment Note**
  ▪ This document is used to make adjustment/correction in item issuance entry.

Picture 8.9 (Issue Adjustment Note Document)

Data Entry user will prepare transaction document and take printouts of the store document and will hand over to Data Posting Level user (i.e., Store Officer/In-charge/Manager) for review and check the correctness of the document.

They can also edit/delete the document if directed by Store Officer/In-charge/Manager.

4.2. Data Posting Level

a. Data Posting will be done by following:
  - Store Managers OR Store Supervisor OR Store Officers OR any other officer designated in-charge of Store nominated by competent authority.

b. Users of this group are restricted to make data posting only (This will not include verification of document).

c. They can View Reports.
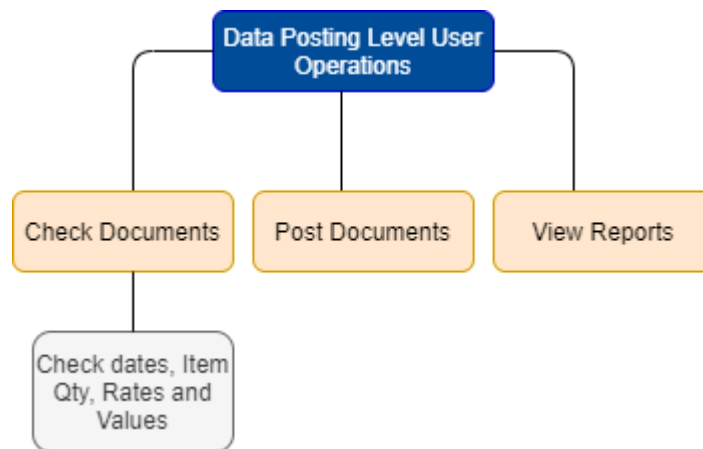
(Flow Chart of Data Posting Level User Operations)

4.2.1. Data Posting Level User Operations

Data Posting Level user will review and check the correctness of document on following accounts:

i. Proper items added against Purchase order.

ii. Quantity, Rate & Value are correct and matched according to purchase order.

iii. 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 print-outs and produce again to Data Posting Level user for confirmation who will sign these printouts after checking.

Once Correctness of data entry is confirmed, the Data Posting level user will post the document by clicking "Post" button, and then click "OK" button. (Picture 09)
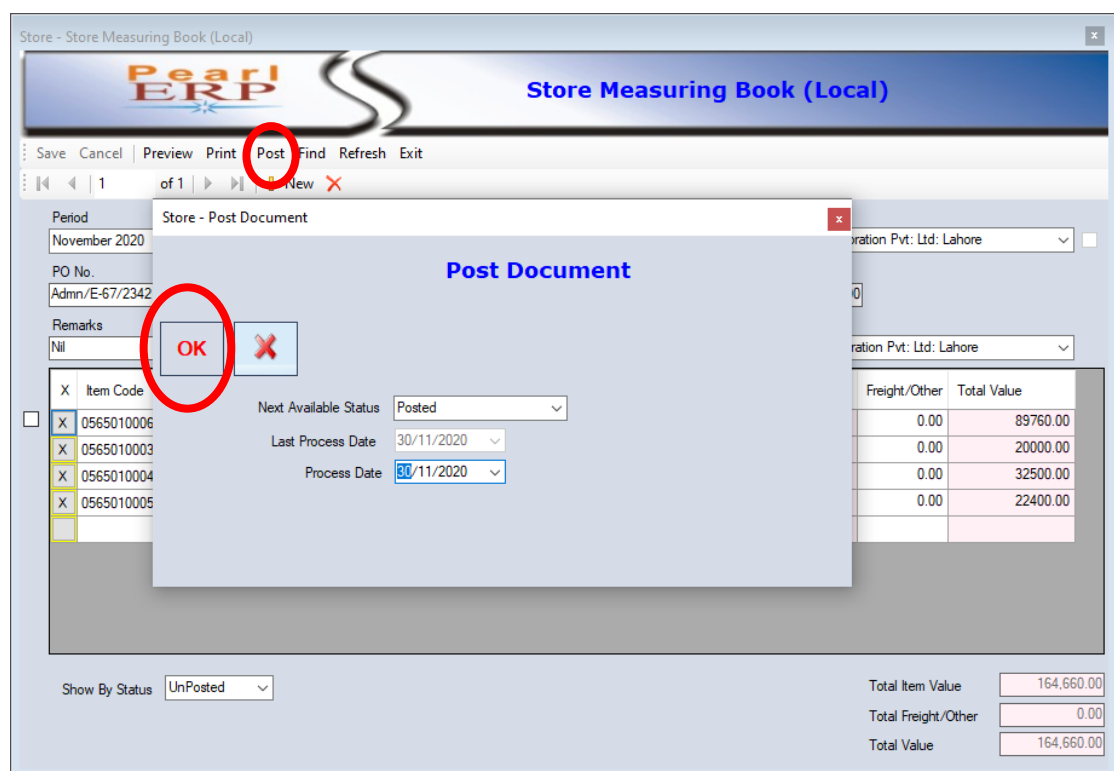
Picture 09 (Store Document Posting)

4.3. Data Verification Level

a. Data Verification will be done by following:
   - Accounts Officer OR Assistant Manager A&F OR Dy. Manager A&F.
b. Users of this group are restricted to data verification.
c. Data Verification includes following tasks:
   - Update following Account Codes after posting of a document:
     o **Supplier** Account Code
     o **GST** Account Code
     o **Expense / Chargeable** Account Code
     o **IOT** Account Code
   - Upon verification of documents i.e. (**SMB Local/Foreign, SRN, SRS, MTN-IN, MTN-OUT, Issue/Receipt Adjustment**) **Store Vouchers** for **General Ledger Module** will be generated automatically.
   - **Consumption Voucher** against **MRS** documents will be generated at month end in GL Module.
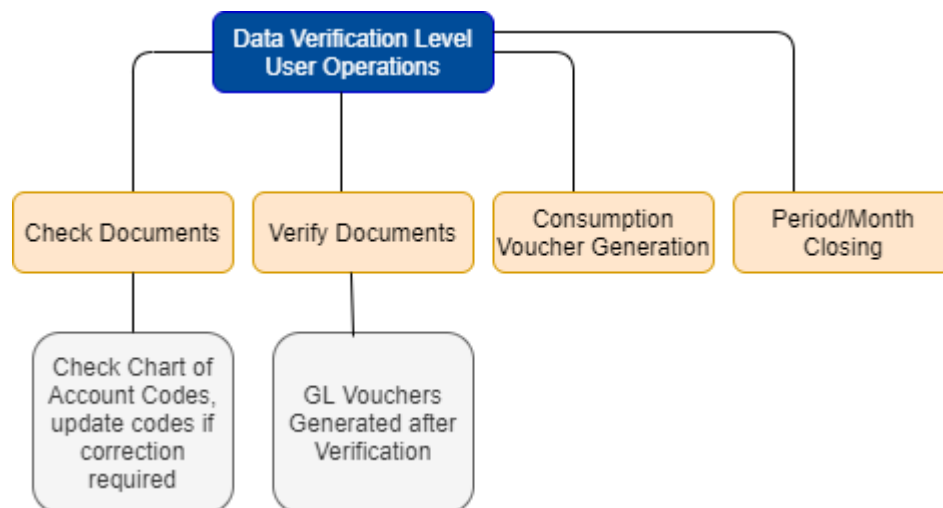
(Flow Chart of Data Verification Level User Operations)

4.3.1. Data Verification Level User Operations

Once a document is posted by Store Manager/In-charge, that document will be available for Verification by User of Accounts Section.

User of Accounts Section, will login to Store Inventory System, and will go to Store Document Screen and will do verification of documents on following points:

i. Supplier code is valid, if not they can update it.

ii. GST code is valid, if not they can update it.

iii. Chargeable expense code is valid, if not they can update it.

iv. IOT code for Material Transfer Note (IN/OUT) documents are valid, if not they can update it.

Once verification of document is confirmed, user can click on "Verify" button, to verify the document. (Picture 10)

As soon as successful verification message appears, it will generate relevant voucher in General Ledger Module of ERP System.

Picture 10 (Store Document Verification)

Following vouchers for General Ledger Module can generated from Store Inventory System:

Store Inventory Document	Name of Voucher in GL Module	Generation Method
Store Measuring Book – Local	Store Purchase Voucher	Document Verification
Store Measuring Book – Foreign	Store Foreign Purchase Voucher	Document Verification
Material Requisition Slip	Store Consumption Voucher	Exported at Month End
Store Return Slip	Store Return Slip Voucher	Document Verification
Material Transfer Note – IN	Store Transfer In Voucher	Document Verification
Material Transfer Note – OUT	Store Transfer Out Voucher	Document Verification
Store Return Note	Store Return Voucher	Document Verification
Receipt Adjustment Note	Store Receipt Adjustment Voucher	Document Verification
Issue Adjustment Note	Store Issue Adjustment Voucher	Document Verification

For Material Requisition Slip (MRS) documents, one Consumption voucher is generated, and it will be generated at every month end, by clicking "Voucher Generation" -> "Store Consumption Voucher for GL" -> Select "Month" and Click "OK". (Picture 11)
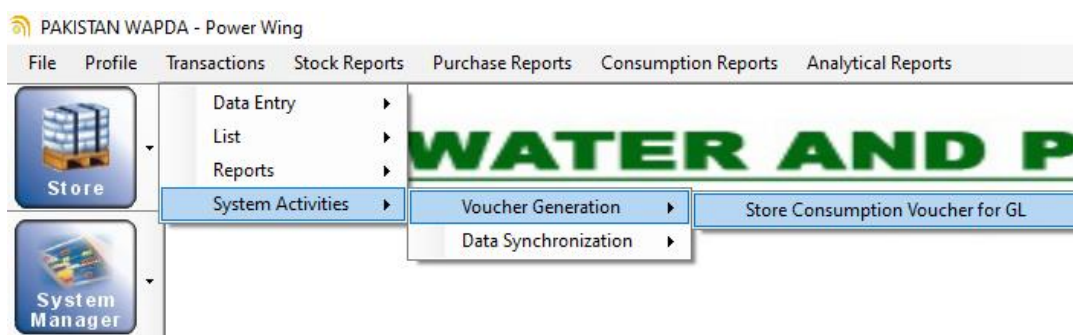
Picture 11 (Store Consumption Voucher Generation)

Period / Month Closing:

Data Verification level users are authorized to close the month or period of the Store Inventory System, they cannot 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. Verify all the data of the Month and ensure that no more documents are left to verify in the concerned month. The steps to close the month/period are shown below in Picture 13:

- 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.
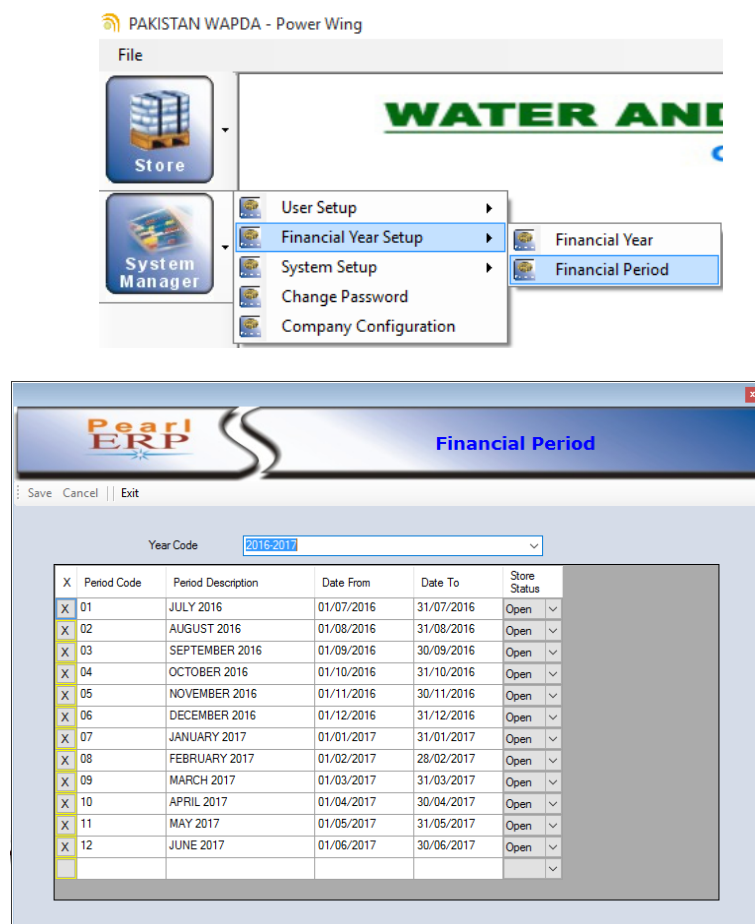
Picture 12 (Financial Period Month Closing)

ii. 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.

CHAPTER 5
STORE REPORTING

5. Store Reporting

Store Reporting will be available to following user levels:

1. Data Posting Level Users
2. Data Verification Level Users
3. Reporting Users OR Managers

Following types of reports available in Store Inventory System:

1. Stock Reports (Picture 12)

2. Purchase Reports (Picture 13)

3. Consumption Reports (Picture 14)

4. Analytical Reports (Picture 15)

5. Document Printout (Picture 16)
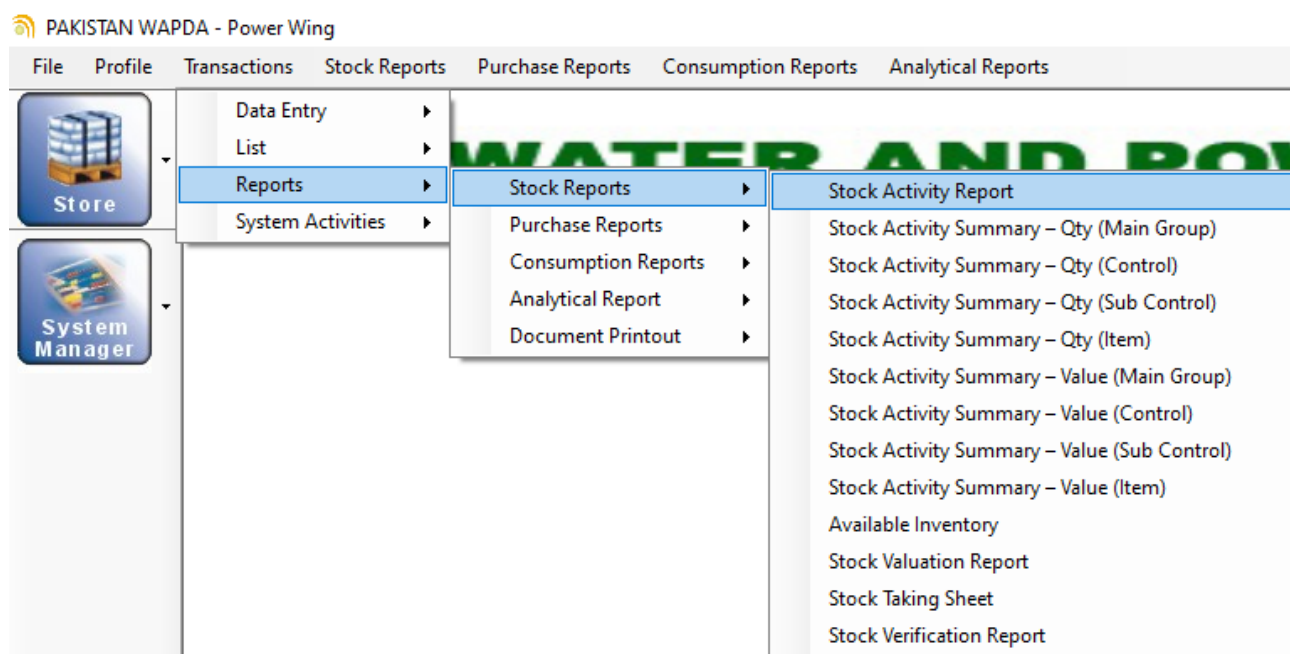
Picture 13 (Stock Reports)
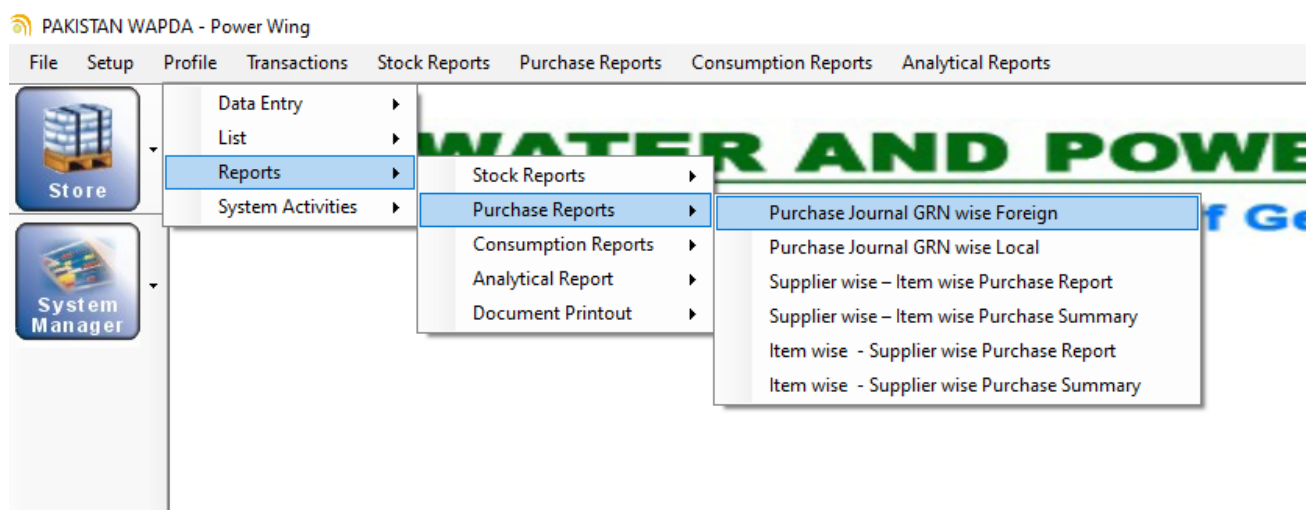
Picture 14 (Purchase Reports)

Picture 15 (Consumption Reports)

Picture 16 (Analytical Reports)

Picture 17 (Document Printout)

CHAPTER 6
IMPORTANT NOTES

6. Important Notes

6.1. 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.
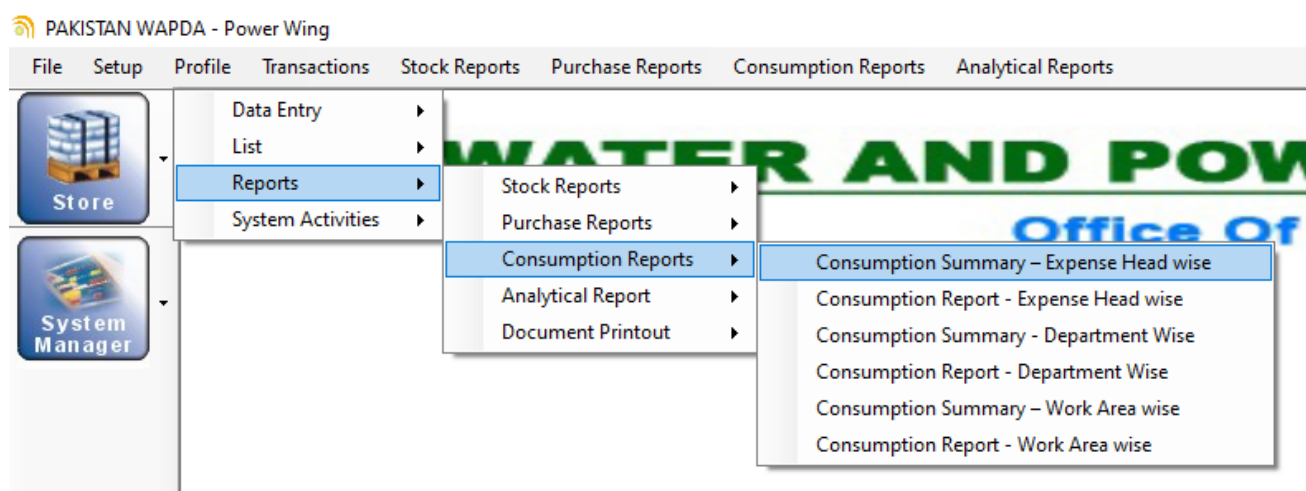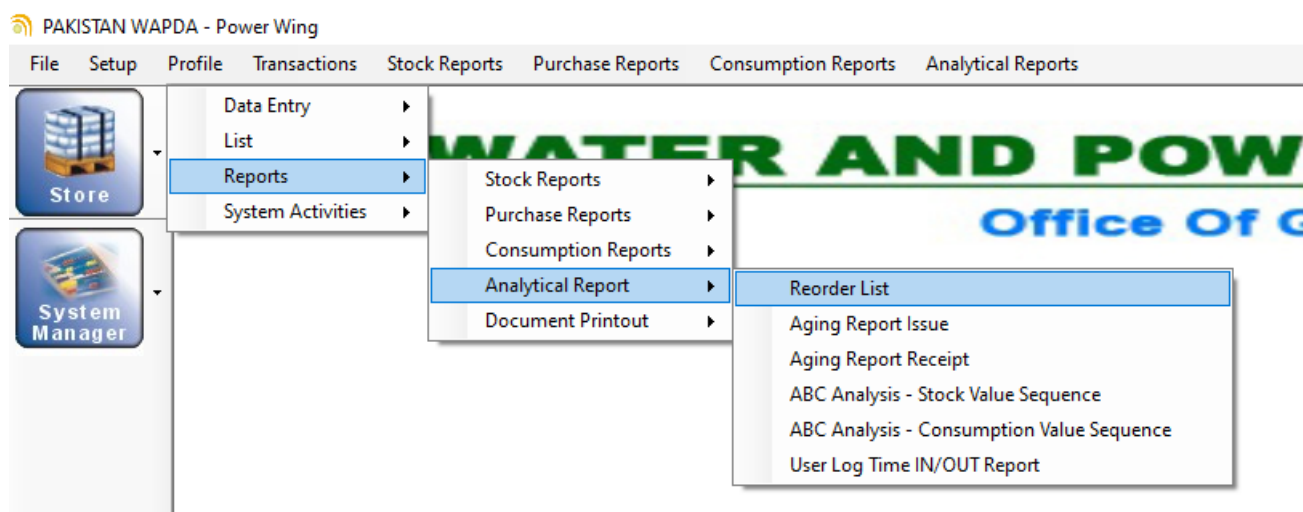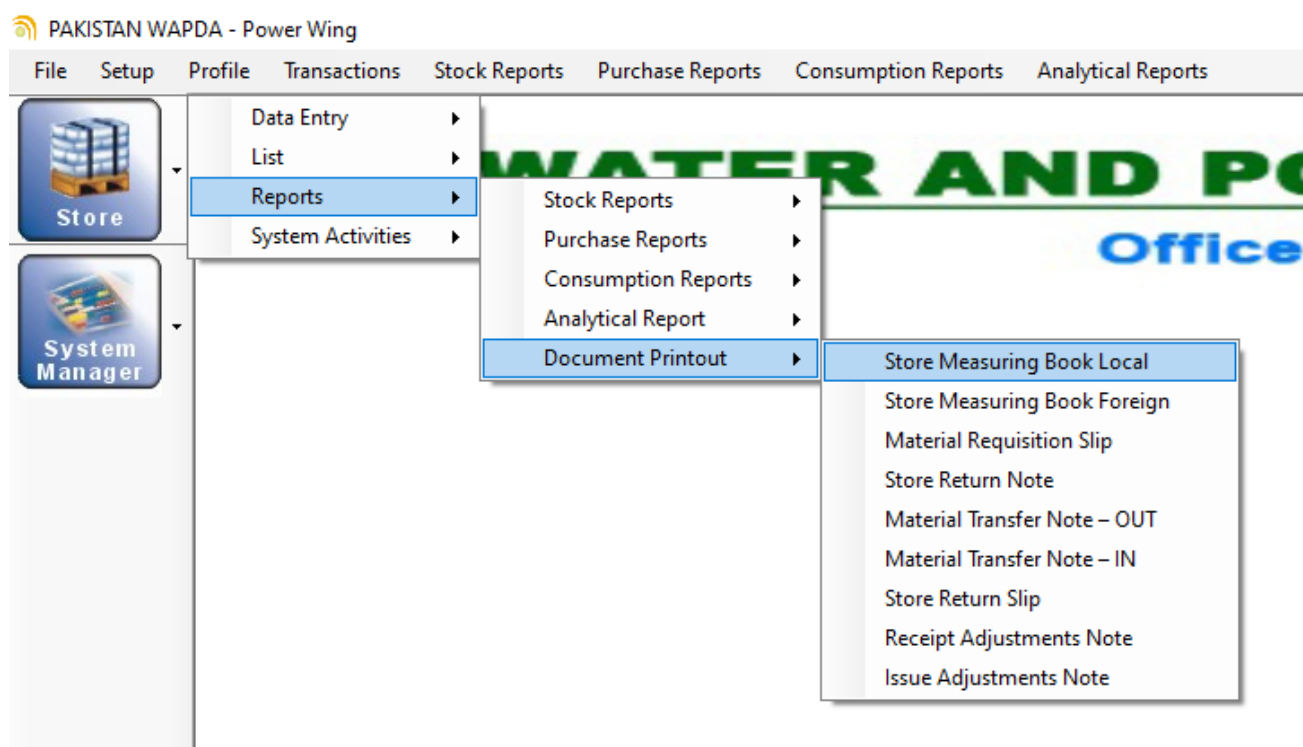
6.2. POL of transport vehicles is monitored through vehicle log book and receipt and consumption of the same is not routed through the store.

6.3. Office supplies including stationery etc. shall not be routed through stores and no entry in this regard to be made in Store Inventory System.

6.4. 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.

6.5. Every store transaction should be made in appropriate month only (i.e., SMB of November 2020 is to be entered in Month of November 2020) and month is to be closed before starting entry of next month.

6.6. A Store Inventory Document will be in **Draft Mode** at Data Entry and Data Posting Level, while **WAPDA Logo** and authentication of Document will be only after Verification by Accounts Section.

6.7. Accounts Section should ensure to close their respective months before 10th of every month and submit record to supervisory offices accordingly.

6.8. 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.

6.9. 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.

END NOTE:

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

Contact for any query:

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