

Guidelines For Using of New Store Inventory Module Features

Following changes in user roles are being incorporated in Store Inventory Module:

- **Data Entry Role**

1. Data Entry will be done by following:
 - Store Keepers.
 - Value Ledger Keepers.
 - Account Assistants.
 - Or any other official deputed to make data entry in the system
2. Users of this group are restricted to make data entry only.
3. They can INSERT, UPDATE, DELETE their data, and create item codes of 10 digits.

- **Data Posting Role**

1. Data Posting will be done by following:
 - Store Managers
 - Store Supervisor
 - Store Officers
 - Or any other officer designated in-charge of Store.
2. Users of this group are restricted to make data posting only.
3. View Reports.

- **Data Verification Role**

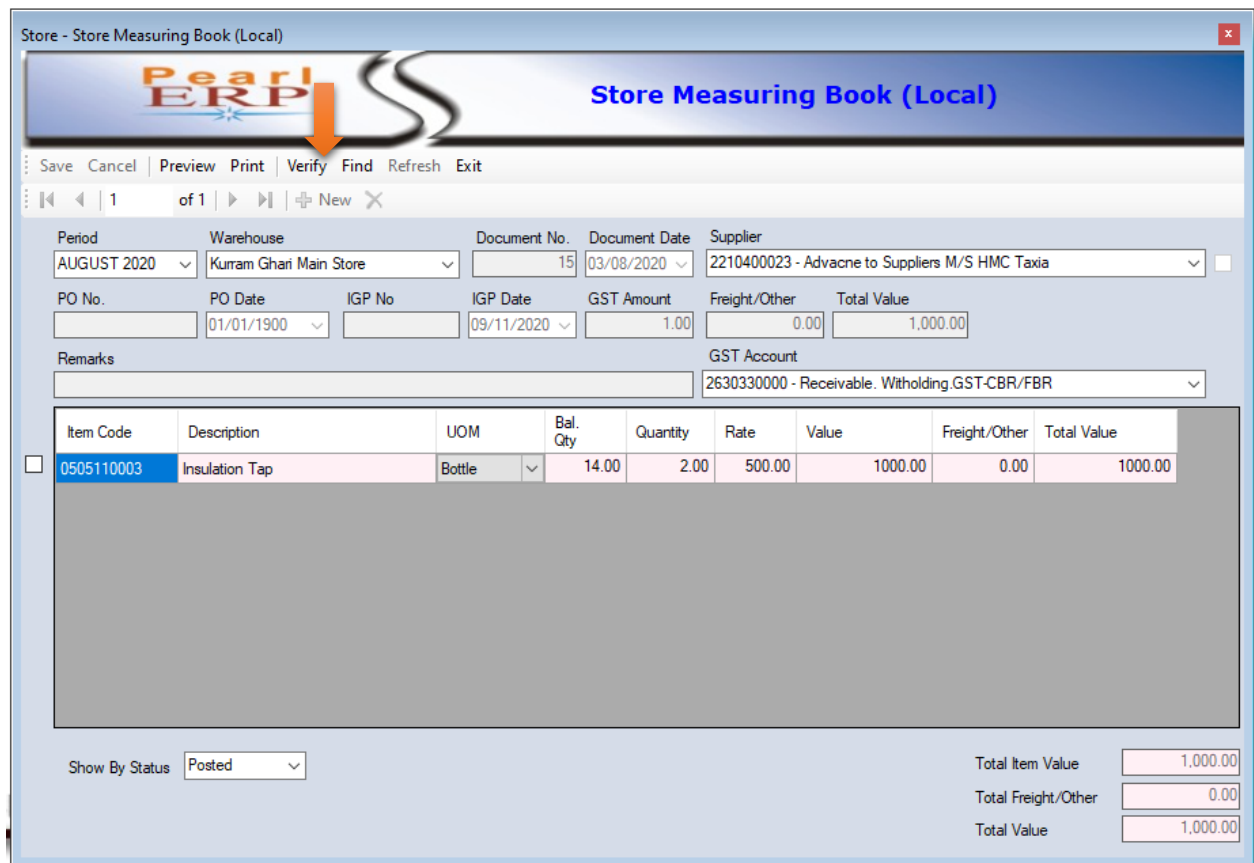
1. Data Verification will be done by following:
 - Accounts Officer
 - Assistant Manager A&F
 - Dy. Manager A&F
2. Users of this group are restricted to data verification.
3. Users can update following Account Codes after posting of a document:
 - **Supplier** Account Code
 - **GST** Account Code
 - **Expense / Chargeable** Account Code
 - **IOT** Account Code
4. Upon verification of documents i.e. (**SMB Local/Foreign, SRN, SRS, MTN-IN, MTN-OUT, Issue/Receipt Adjustment**) **Store Voucher** for **General Ledger Module** will be generated automatically.
5. At month-end Users can generate **Consumption Voucher** of **MRS** documents for General Ledger Module.

Important Note:

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

Step by Step Method for Data Verification by Accounts Section:

1. Open Transaction Document Screen:



Store - Store Measuring Book (Local)

Pearl ERP Store Measuring Book (Local)

Save Cancel Preview Print Verify Find Refresh Exit

1 of 1 New X

Period: AUGUST 2020 Warehouse: Kurram Ghari Main Store Document No.: 15 Document Date: 03/08/2020 Supplier: 2210400023 - Advacne to Suppliers M/S HMC Taxia

PO No.: PO Date: 01/01/1900 IGP No.: IGP Date: 09/11/2020 GST Amount: 1.00 Freight/Other: 0.00 Total Value: 1,000.00

Remarks: GST Account: 2630330000 - Receivable. Withholding GST-CBR/FBR

Item Code	Description	UOM	Bal. Qty	Quantity	Rate	Value	Freight/Other	Total Value
0505110003	Insulation Tap	Bottle	14.00	2.00	500.00	1000.00	0.00	1000.00

Show By Status: Posted

Total Item Value: 1,000.00
Total Freight/Other: 0.00
Total Value: 1,000.00

2. Click on “**Verify**” button, if you think Supplier Account or GST Account is correct. You can update it by selecting relevant account code from dropdown.
3. Click on “**OK**” button to confirm verification.
4. After Success Message, it will generate voucher for this document in General Ledger Module.

Need Further Help? Contact Here:

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