

# Overview of ERP & Process Flow Details

## Introduction to ERP

Enterprise Resource Planning (ERP) is an integrated software solution that organizations use to manage and automate core business processes. ERP systems unify various functions such as finance, supply chain, manufacturing, human resources, and customer relationship management into a single cohesive system, ensuring real-time data sharing and streamlined operations.

## Key Features of ERP Systems

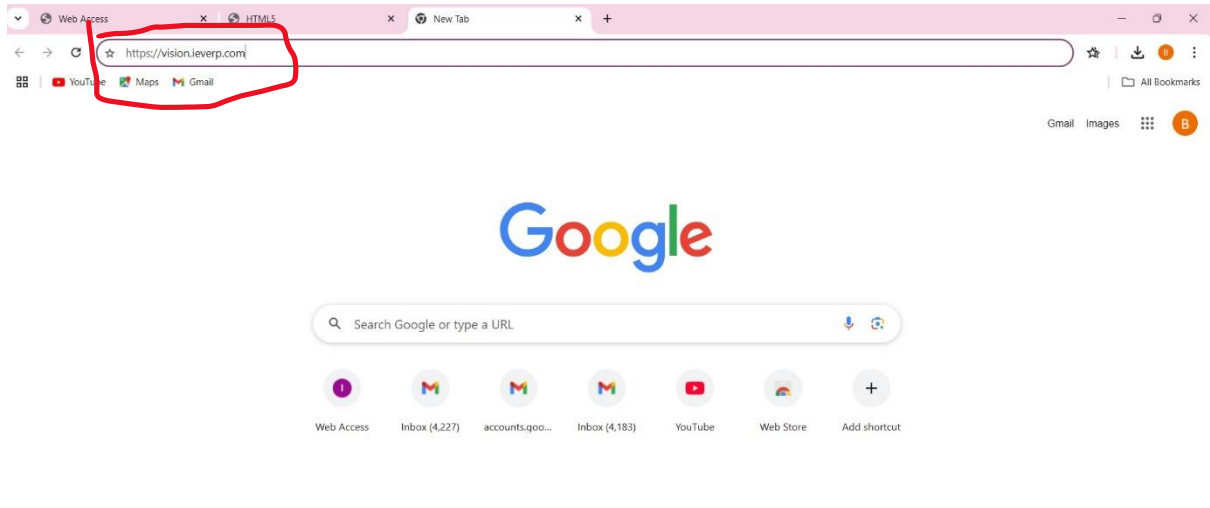
1. **Integration** - Combines different business processes into a single framework.
2. **Automation** - Reduces manual effort and improves accuracy.
3. **Real-time Data Access** - Provides up-to-date information for decision-making.
4. **Scalability** - Grows with the business to accommodate new processes.
5. **Customization** - Can be tailored to specific business needs.
6. **Reporting & Analytics** - Generates detailed reports for performance tracking.

## Benefits of ERP Implementation

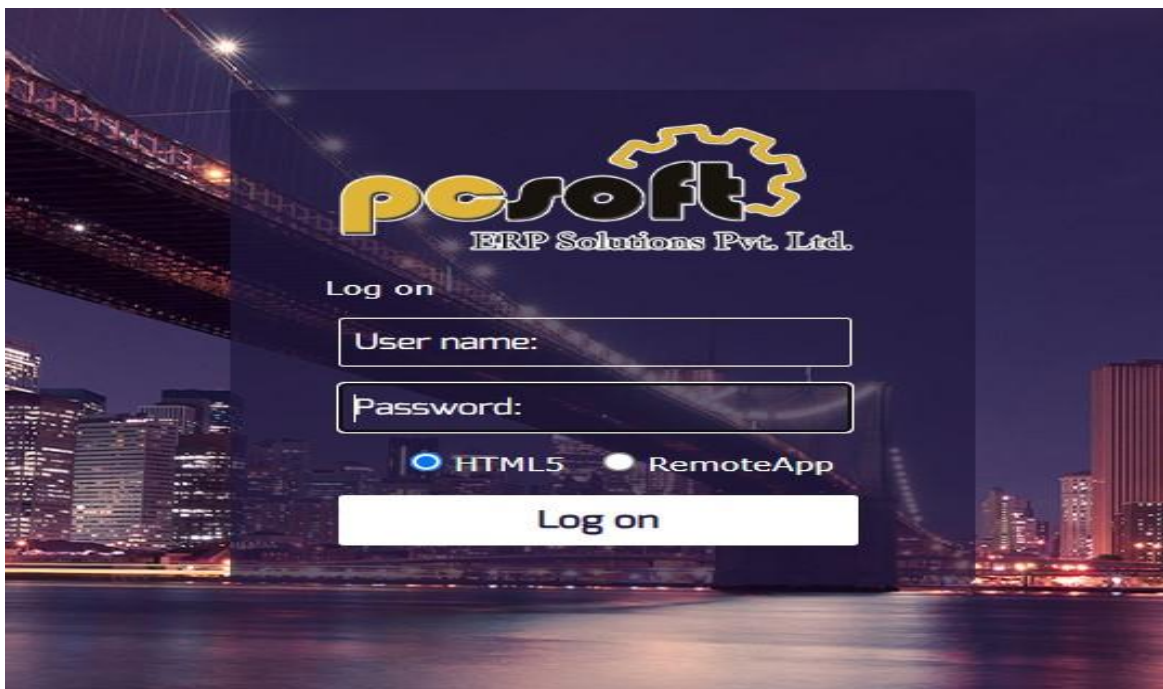
- **Increased Efficiency** - Automates repetitive tasks, reducing errors.
- **Improved Collaboration** - Enables seamless communication across departments.
- **Better Decision-Making** - Provides real-time insights for strategic planning.
- **Cost Savings** - Reduces operational costs by optimizing resource utilization.
- **Regulatory Compliance** - Ensures adherence to industry regulations and standards.

ERP

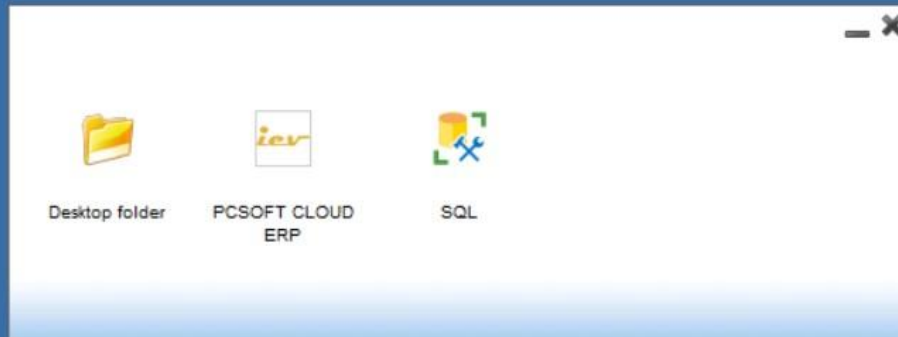
**Step 1** – Enter proper URL as shown in the screen below



**Step 2-** Enter proper user name and password on icon present on desktop

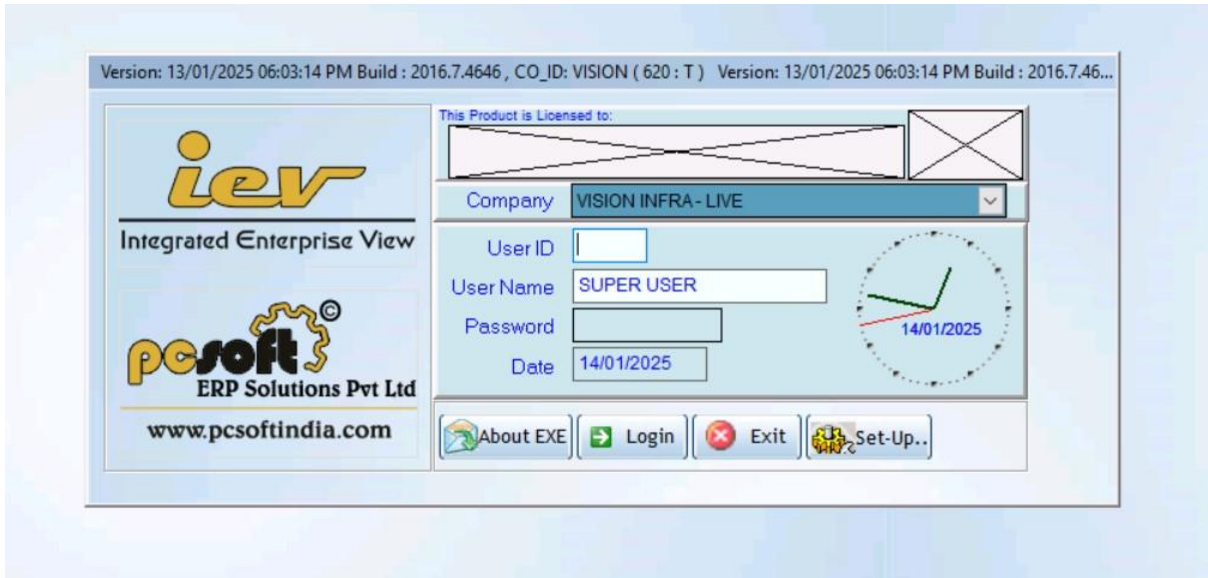


**Step 3-** ERP cloud selection (Select PC Soft cloud ERP)

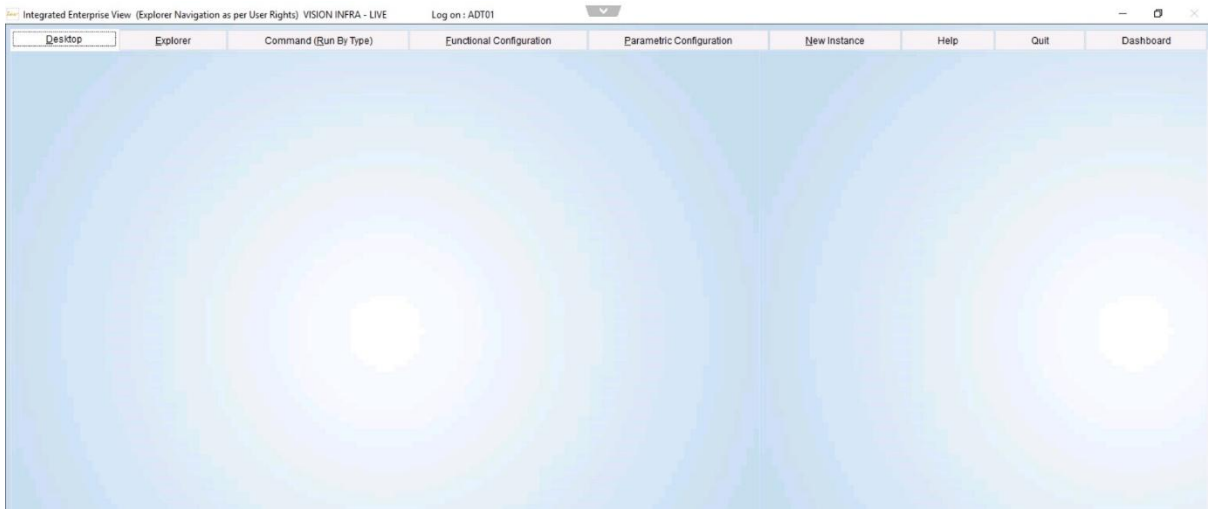


**Step 4-**

- 1) Select company (Vision infra-Live)
- 2) Enter user Id
- 3) Check your user's name
- 4) Enter password



**Step 5-** After login this desktop page will be visible



## ERP Shortcut Icons




1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

1- The Commit document button (floppy disk) saves the document you are working with, along with any changes you have made

- 2- Abort Document button it allows you to exit the transaction.
- 3- Last entered document button allows to visit previous transaction/ document you were working
- 4- To First document button helps to visit first transaction
- 5- To previous document button helps to visit previous transaction
- 6- To next document button helps to visit next transaction
- 7- To last document button helps to visit final transaction
- 8- Search specific document button
- 9- Add new document
- 10- Modify document
- 11- Remove (delete) document
- 12- Cancel the document
- 13- To specific line item (view only) give access to required line by entering correct line number
- 14- Display Day book (register)
- 15- Bal
- 16- On-line document (OLP) takes you to online printing option
- 17- Auxiliary
- 18- Change the document
- 19- Authorize the document
- 20- Fx
- 21- Quit (Exit /close)

## Search Options

 → Like search function allows users to find option that contain similar terms or phrases.  
E.g.- searching for vision will return results containing vision-paver, vision -milling and other terms related to vision.



→ '=' search function allows users to find option with the exact match.  
E.g.- searching for vision-ABC will return only the option vision-ABC from list of options.



→ '!= ' search function allows user to exclude results that contain the specific term or phrase.

E.g. – Search query"!= " 'vision-ABC '

This search would exclude anything related to vision -ABC and return result for other terms.



→ This function allows user to filter data by selecting entries where the value is equal to or greater than a specified threshold or another data set

e.g. -Data (5,10,3,15,8,20), threshold value =10

filtered result-(10,15,20)



→ Vice Versa of above function (i.e. equal or less data value)

## Overall Index

### 1) SOP for Rental Sale

- Enquiry

- Quotation
- Order
- Invoice

## 2) **SOP for Export Sales**

- Sales Order Trading(Export)
- Export Information
- Trading Sales Invoice
- OLP
- Export sales invoice accounting JV
- E-invoice and E-way bill generation

## 3) **SOP for Purchase**

- a) Purchase Requisition(PR)
  - Line item list
  - PR modification
  - Item stock information
- b) Purchase enquiry
- c) Purchase quotation
  - Purchase quotation comparison
  - Quotation Report
- d) Purchase Order (PO)
  - Select correct city at business location
  - Enter asset information
  - Select item code on line level
  - Tax component value inputs
  - System will calculate GST automatically
  - Po Amendment
- e) Goods Receipt Note (GRN)
  - Select GRN type
  - Business location
  - Modification
- f) GRN inspection
  - Filling line details
  - Under bin detail tab enter proper machine code
  - Modification
- g) Cash Purchases (DCR)
- h) Cash Purchases
- i) Issue
  - Select series properly
  - Site code selection
  - Machine code selection
- j) Service Order
- k) Purchase bill passing

l) Bank payment to vendor

#### 4) **SOP of Purchase- Trading**

- Trading purchase order
- Trading GRN
- Trading Bill passing
- Trading Purchase accounting JV

#### 5) **SOP Of Store**

a) GRN

- Path
- Description
- Select GRN type
- Business location
- Selecting order
- Itemwise receipt qty
- D-hook

b) Inspection

- Filling line details
- Under bin detail tab enter proper machine code
- Modification

c)Material transfer from store to site (W to W)

- Path
- Line item
- C-hook
- OLP

d)Material inward from store to site (W to W)

- Path
- Line item

e) Asset transfer (W to W)

- Path
- Line item
- C-hook
- OLP

f) DCR (consumption/issue)

- Path
- Line item
- Line-item details

g) Stock transfer from one asset to another asset

- Path
- Description
- Line item

- Line-item details

## 6) **SOP of Accounts & Finance**

- Purchase bill booking against GRN
- Expense booking
- Cash purchase
- Purchase credit note/Debit note (Manually)
- Payment to vendor (Bank/Cash/PDC)
- Normal (JV)
- Tax invoice
- Cash Sales
- Sales Dr Note/Cr Note
- Receipts
- Advance

## 7) **SOP of GST**

- GST-R1
- GST- R2
- GST-9
- GST-04
- GST-3B

## 8) **SOP For Master Creation**

- Vendor Creation
- Master creation for vendors having
  - ➔ multiple shipping or dispatch locations
- Debtor Creation
- Part creation
  - ➔ Steps

## 9) **SOP of P&M**

### a) Work Order

- Path
- WO punching
- Line item
- Wo amendment

### b) Project approval & planning

- Work breakdown structure

### c) Select log sheet option and tag machine

### d) Daily log sheet

- Steps

### e) Reports

- Steps
- Output

## 10) **SOP of P&M -2**

- Site survey
- Deployment note
- Dehire note
- Transfer checklist
- Internal work order

### **11) SOP of Fixed Asset Cycle**

A Master creation

- Steps

B PO creation

- Steps

C GRN

- Steps

D Inspection

E Installation Date

### **12) SOP OF Schedule Maintenance**

- Masters
- Transaction
- Report

