1. **Purpose**

Purpose of this SOP is to set a criteria and procedure for data entry in case of each and every transaction regarding material arrival, issuance, dispatch and return e.t.c

1. **Scope**

Scope of this documented procedure is to fix and define protocols and way of working for cornered persons/department (store, pcc production, lmd production) in order to make any transaction via SAP either receiving or release of material or Finished Good products

1. **Responsibilities**

* Store department
* Production PCC
* Production LMD

1. **Procedure**

Data entry operation usually required for :-

* Material arrival
* Material issuance
* Finished Goods dispatch to store
* Finished goods dispatch to customer
* Sales return
* Store return
* Material transfer

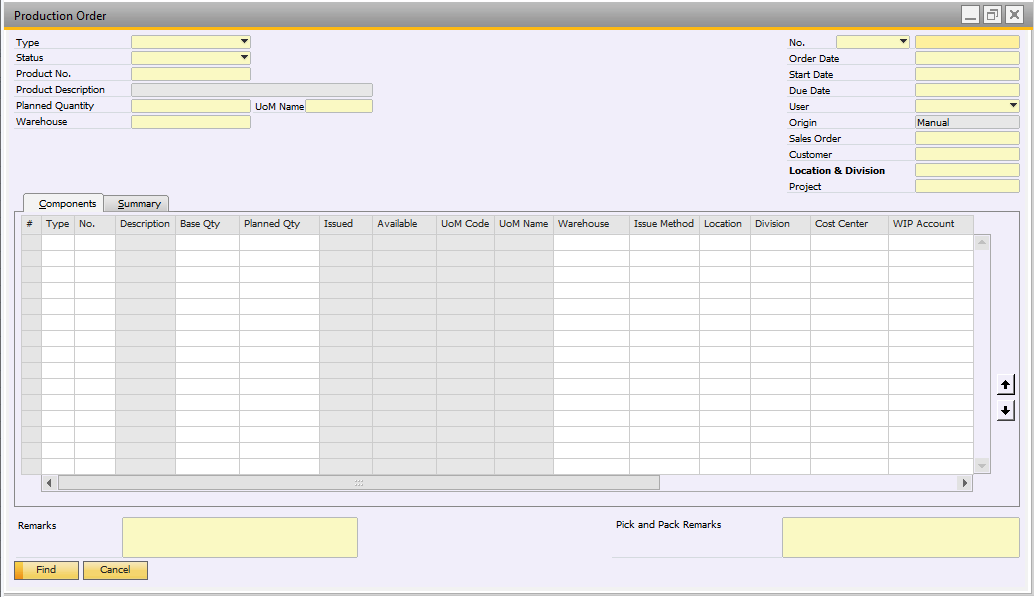
1. **Operational Steps**

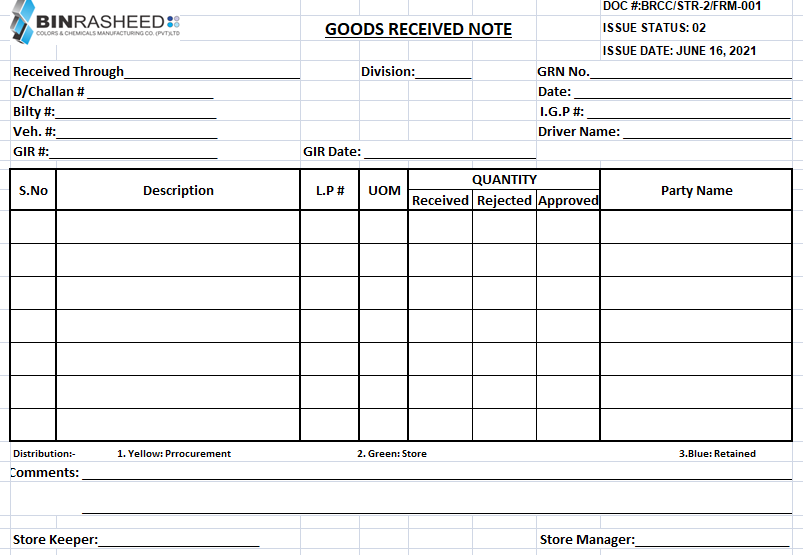
* Store department will add quantity of newly arrival material in concerned SAP stock on the basis of GRN
* Store department will debit quantity of concerned raw material from SAP stock on the basis of SIR (store issue requisite) for the production process
* Production departments will add their concerned daily production in to finished goods stock after completion of the grade
* Store department will debit quantity of concerned Finished Good for the existing SAP stock after delivering the material to different customer on the basis of OGP
* Store department is eligible and responsible for any further transaction in case of sales return, store return and stock transfer

1. **Precautions**

* Data entry operator should not made any unnecessary delay in entry and should double check the entries before finalizing reports
* Manual entries are only allowed when SAP is not in operation and pending entries must be done in SAP on most prior basis when the set up starts again

1. **Associate documents and records**

****

****