



Project – JBVNL  
ERP (SAP) Operating Procedure



Jharkhand Bijli Vitran Nigam Limited.

# Document of ERP (SAP) Standard Operating Procedure





**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



## ERP (SAP) SOP – Document Specifics

<b>Project:</b>	ERP Implementation at JBVNL	
<b>Client:</b>	Jharkhand Bijli Bitran Nigam Limited	
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<b>Version</b>	10	



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## **1. Preamble:**

**SAP implementation** (Systems, Applications & Products implementation) refers to the name of the German company SAP SE, and is the whole of processes that defines a method to implement the SAP ERP enterprise resource planning software in an organization. The SAP implementation method described in this entry is a generic method and not a specific implementation method as such. It is based on best practices and case studies from various literature sources and presents a collection of processes and products that make up a complete implementation method to allow any organization to plan and execute the implementation of SAP software.

JBVNL JBVNL is implementing SAP for the following Modules:

1. FI CO [Finance & Controlling]
2. MM [Materials Management]
3. PS [Project Systems]
4. HR [Human Capital Management]
5. FLM [File Lifecycle Management]
6. TRM [Treasury & Risk Management]
7. PO [Process Orchestration]
8. ABAP [Advanced Business Application Programming]
9. BASIS [Business Application Software Integration Solution]
10. ESS [Employee Self Service]
11. DMS [Document Management System]
12. BI [Business Intelligence]



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13. BO [Business Objects]

## **2. Objectives of ERP System Implementation:**

The following are some of the objectives of ERP Implementation for JBVNL:

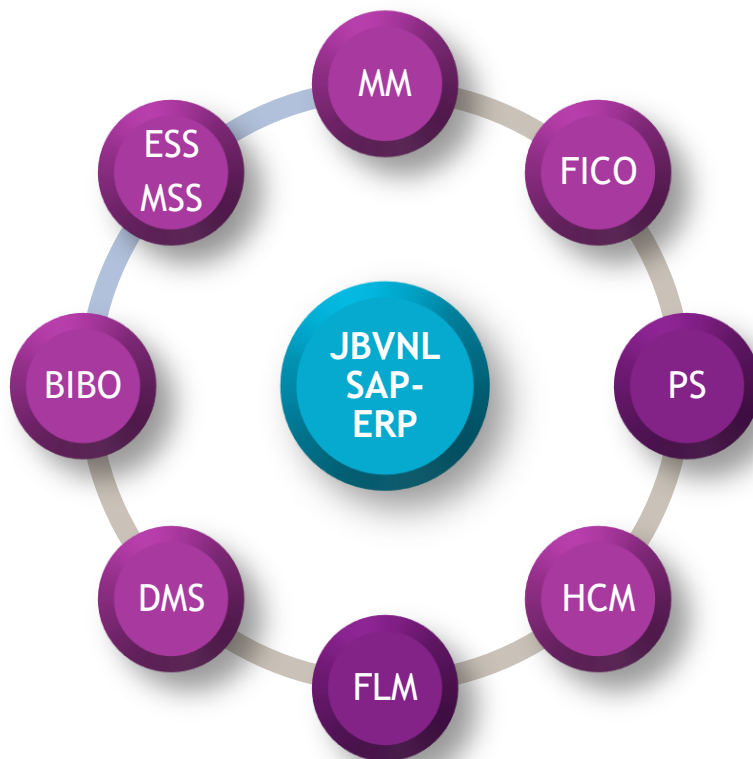
- Achieve Better financial management and faster financial reconciliation/financial statements
- Business Processes improvements and adoption of best business practices
- Cross functional integration of enterprise wide functions, Visibility & Transparency within departments.
- To manage business growth with optimum utilization of enterprise resources and productive deployment of human capital
- Improve Decision making through use of information and business analytics
- Managing extension of distribution network of JBVNL through efficient Project Management function
- Integrate all Major Business Processes across organization, under single ERP platform with minimum interfaces.
- Better Inventory planning and management.



### 3. JBVNL- Functional Areas:

SAP-ERP is business management software for integrated applications which includes below functionalities for JBVNL:

- File Lifecycle Management- Providing a simple and digitized solution for the movement of files.
- ESS/MSS – Deals with Employee Services and Management approval services.
- Human Resource & Payroll – Deals with information related to employee of an organization along with Payroll run for employees.
- Financial Accounting – Deals with Financial Transactions and data. (GL, AP, AR, Asset accounting, Trail Balance, Balance Sheet, P&L accounting statements).
- Material Management – Deals with the Procurement & Inventory activities.
- Project Systems – Deals with project/budget planning, monitoring, and control.





## 4. Module Details

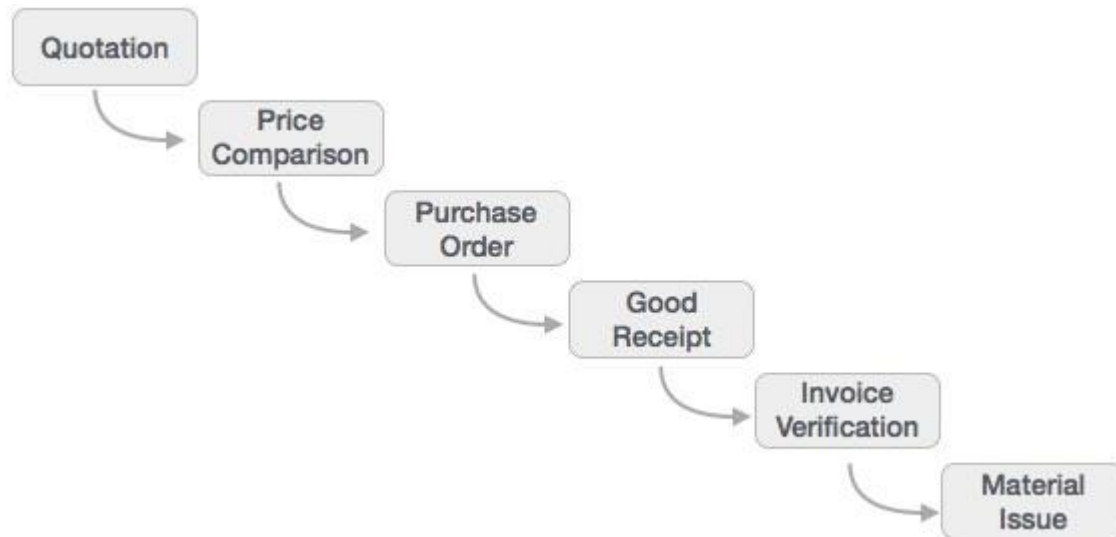
### 4.1 Material Management (MM)

Material Management deals with movement of materials via other modules like logistics, supply chain management, sales and delivery, warehouse management, production and planning.

The following are the submodule in MM:

- Material Planning
- Material Purchasing
- Inventory Management
- Vendor Evaluation
- Invoice Verification
- Statutory Requirements

The following is the procurement Process for MM:



### 4.2 Human Resource (HR)

The most important objective of master data administration in Human Resources is to enter employee-related data for administrative, time-recording, and payroll purposes.