

TYA Suite ERP Operations Manual

Section 1: Document Indexing and Citation Policy

Purpose

This manual serves as the single source of truth for all TYA Suite ERP operational procedures.

Knowledge Retrieval Policy

All answers provided by the TYA AI Assistant must be grounded in the text of this document. Any generated answer must include a specific citation to the corresponding document and page number to ensure auditability. (Page 1)

Revision History

Revision: 1.0

Date: 2025-12-15

Description: Initial release of core financial and procurement procedures.

Section 2: Financial Transaction Procedures

2.1 General Ledger (GL) Journal Entry Reversal

The ability to reverse a posted Journal Entry (JE) is restricted to specific Finance Managers only. Reversals are permitted only within the same fiscal quarter as the original posting.

1. Navigate to Finance Dashboard → GL Transactions (T-code F-02).
2. Locate the Journal Entry using Document Locator (Doc ID: 78B).
3. Verify eligibility via system validation.
4. Select Reverse Document (F-43).
5. Use reason code 05 or 06 only. Other codes require CFO approval. (Page 2).
6. Execute reversal. A negated JE is generated.

2.2 Account Receivable (A/R) Aging Report

Report Name: AR_AGING_STANDARD

Run Frequency: Daily at 08:00 AM IST

Access Reporting Module (T-code R-90), input Customer ID range (10 digits), use mandatory grouping 30-60-90+ days.

Section 3: Vendor and Procurement Management

3.1 Vendor Master Creation Policy

All new vendors must be created via Vendor Master Module (T-code V-01). Vendor Group AP-DOM for domestic, AP-INT for international vendors. (Page 3)

GSTIN is mandatory for domestic vendors. Default payment terms are NET-30.

Required Documents:

- Signed W-9 or equivalent
- GST Certificate
- Voided check or bank certificate

3.2 Inventory and Stock Valuation

All inventory is valued using the Weighted Average Cost (WAC) method. No other valuation method is permitted unless approved.