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| IFMR RURAL FINANCE |
| Inventory Management |
|  |
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# Process Diagram



# Stage definition

|  |  |
| --- | --- |
| **Stage** | **Description** |
| Capture Inventory | In this stage, the Hub Manager will capture the inventory details at any point of time and click Submit. When the Head Office team generates report the current inventory will be visible across all the branches which can be sorted – Region wise/State wise/Spoke wise. The list of inventories is maintained in the master which can be modified. |
| Send Inventory | At this stage, the Head Office team will see the report and send the necessary documents required for each branch. This will follow the document tracking process for receiving the courier. HO team will generate a batch and the status is changed to intransit. |
| Inventory Status – Received by branch. | The Hub Manager once received the courier will login and update the status for the batch as Received. Then they update the capture inventory details screen with the old count+ new count received. |

# Stage-role access

|  |  |
| --- | --- |
| **Stage** | **Applicable Role** |
| Capture Inventory | Hub Manager |
| Send Inventory | MIS team/Head Office |
| Inventory Status – Received by branch | Hub Manager |

# Pre requisite for Inventory Management

## UI specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Section** | **Data Type** | **Attribute** | **Validations/Restrictions** | **Population logic** |
| Inventory list | Back end data | Text | Write |  | Master to be maintained |
| Inventory list codes –table id | Back end data | Numeric | Write |  | Master to be maintained |

## Screenshot

## Functional Requirements

1. A master table for inventory will be created in the DB. The below list of inventories will be added.

|  |
| --- |
| Term Loan - Secured |
| Term Loan - Unsecured |
| LOC - RFD - Secured |
| LOC - RFD - Unsecured |
| LOC - RFiD - Secured |
| LOC - RFiD - Unsecured |
| Guarantor Agreement |
| Hypothecation Agreement |
| Language Affidavit |
| PDC/ACH Envelopes |
| Marketing Brochures |
| PHS (Insurance) Forms |

1. It can be added/deleted/modified by Database admin.

# Capture Inventory Details /Inventory Available Screen.

## UI Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Section** | **Data Type** | **Attribute** | **Validations/Restrictions** | **Population logic** |
| Document types will be displayed | Inventory Details | Auto | Read |  | Based on master |
| No. of documents | Inventory Details | Numeric | Write | Max of 5 digits |  |

## Screenshots

* 1. To be prepared

## Functional Requirements

A ) Hub Manager logs in:

* 1. Capture inventory details tab is selected.
  2. All the document in the master will be displayed
  3. Hub Manager will enter the present count of no. of documents and save.

## Uploads

## Downloads

## Reports

A) Report on the number of inventories available in the branch at any point of time will be generated based on query to view for Head Office.

# 6. Send Inventory

## UI Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Section** | **Data Type** | **Attribute** | **Validations/Restrictions** | **Population logic** |
| Region | Inventory Details | Text | Write | Drop down | Based on region master |
| Branch Name | Inventory Details | Text | Write | All branches mapped to that region will get displayed | Based on branch master |
| Document list | Inventory Details | Text | Write | Drop down | Based on inventory master |
| No. of documents | Inventory Details | Numeric | Write | Max of 5 digits |  |
| POD number | Batch Details | Alphanumeric | Write |  |  |
| Courier date | Batch Details | Date | Write | Date >= Today date |  |
| Batch number | Batch details | Numeric | Auto | Has to be 7 digits – Unique across table |  |

## Screenshots

**to be prepared**

## Functional Requirements

* + - 1. MIS checks the report through email and initiates the transfer of inventories from Head Office to Branch.

1. Click on send Inventory tab.
2. Select the region from drop down. Hub/branch is linked to region.
3. All the branches linked to the region will be displayed.
4. Select the branch to which we need to send inventories.
5. Pick the document to be sent from drop down – Enter the number of count of documents.
6. Click on Add and add the next document to be sent.
7. Once all the documents are selected, click on button create batch.
8. Then a pop up can be generated, in which automatic batch number will be generated.
9. Other fields mentioned above will be displayed for details capture.
10. Click on Submit, then the batch status will be saved and status for the batch will be in transit.
11. These details can be viewed by Hub Manager and MIS team as a separate tab – batch in transit.

## Upload

## Download

## Reports

EOD report to be shared with batches in transit, batches received at branch.

# Inventory received by branch

## UI requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Section** | **Data Type** | **Attribute** | **Validations/Restrictions** | **Population logic** |
| Batch status | Inventory | Text | Write | Drop down – Received/In transit |  |

## Screenshots

## Functional requirements

1. Hub Manager log in
   1. Dashboard will show the inventory list under batches in transit.(from previous stage)
   2. Hub Manager clicks on the batch – Batches created and in transit for his branch is visible.
   3. Click on the batch number.
   4. Update the status as “Received” and save.
   5. If the batch is not received, it will keep showing in the queue. No action on those batches.
   6. Hub Manager will go to Capture Inventory details/Inventory Available screen – 2nd stage and add the document received by manual addition.
   7. Click on save in the 2nd stage.

## Uploads

## Downloads

## Reports