**Draft**

**Opening Closing Balance for ER I & RG-1 maintenance.**

**Purpose-**

**Finalize the Closing Stock of Finished Goods & maintain the Base data for RG 1 & ER -1.**

**Scope-**

**RG 1 & ER -1 maintenance.**

**Responsibility-**

**For timely & proper compliance of RG-1 & ER I Report.**

**Procedure-**

1. Download the MB51 report for production confirmation with movements 101 for actual production, again separately download the MB51 report for Uploaded stock with movements 552 & 551 & consider the same in production, also for sales return receipt download the report with movement type 655 & consider the same in current month production.
2. For sales take the PIVOT report through ZEXCDAILY1 report material code wise & final the sales for the month.
3. For Captive consumption download the MB51 report with movement type 261, 262 & 102 & 201.
4. For closing balance ask to Plant accountant & Match the same with closing balance appears after the calculation of above reports.
5. Copy the last month opening closing balance file & consider the last month closing as opening for current month. Replace the figures in respected column’s as per finalizes above & calculate the closing balance as per formula & find out the differences between SAP closing balance if any.
6. If any differences found co-ordinate with dispatch – Production team & resolve the same.
7. Copy the Production details file, Opening closing file & ZEXCDAILY1 report & pest the same in RG-1 Excel Utility.
8. After posting the data in RG-1 excel utility file will generate the material code wise daily stock register.
9. Print & sign the same & file as statutory record.