Product Masters Related

- ***Ensure control of the Masters are in hands only of a single person with a competent backup person.***
- The name of the output SKU should be in the specified format only.
    - The format is – "Sub-Group name" – "(Size)" "Selling UOM pack type" "(Selling UOM Avg. Wt.)" "(Selling UOM)" as and when applicable.
    - E.g.:

Corrected Output SKU Names	Sub Group / Input Name	Selling UOM Pack Type	Selling UOM	Selling UOM Avg. Weight (Kg) per Unit
Brinjal - Kateri (Small) Tray (250 Gm)	Brinjal – Kateri	Tray	Pc	0.25
Brinjal - Bharta - Green Wrap (1 Pc)	Brinjal - Bharta - Green	Wrap	Pc	0.35

- In cases where no value is entered insert a ' 0 ' (zero, the number) and not ' – '.
- In case of not applicability of any Customer wise code enter ' ~ '. Don't leave the cell blank. For e.g. SARL EAN code, Easy day Code, etc.
- Ensure that the uniqueness and consistency of the 'RO and RI' codes are maintained.
- Any updates in any sheet of the master are also carried out in other sheets of the master as well immediately. For e.g. any new product updated should be updated in all the other sheets simultaneously.
- Ensure that there are no duplicates in masters before and after updates. (you can check this by using Conditional formatting or run a duplicate check for the data).
- Do not delete any product names or codes even if it is not in regular use. This hampers the historical data analysis when the product code was being used.

Client Masters Related

- Ensure there are no blanks in the required columns.
- Where indents of SARL are pulled from GoFrugal sheets, ensure that the names of the customers match perfectly as in the client master's column 'SARL Outlet Name'. This is a case sensitive item.

Stock Statement maintenance

- The closing stock of the previous day should match with the opening stock of the next day. (Unless there is any damage to the stock and it is recorded).
- To ensure the above the file used for the previous day's closing stock should be copied and saved as next day's opening stock file and be used further.
- A check has to be maintained while entering the rates for the products.
- Generally found mistakes include -
    - Stock quantity is entered but the corresponding rate is not entered.

- Rate entered is not in correspondence to the related UOM (e.g. For 500 gm SKU, rate of 1 kg is punched).
- Change in rates of opening stock and closing stock of a particular SKU in absence of any purchase or transfers.

Modified CropIn Report related

- Ensure all the relevant data required for our analysis is available in the Modified CropIn reports.
- In case of any manual entries ensure consistency of the products and column names.

Production Report related:

- In cases where there are transfer in and transfer out, ensure that the relevant values are also entered.

Daily running of Exceptional reports and relevant corrections:

- Various Exception reports are provided to ensure that the key differences and common mistakes are highlighted and corrections are made thereto daily.
- For accurate real time data input for PowerBI dashboards, it is necessary for the concerned staff to resolve these exceptional reports daily and ensure clean data flows out through their hands without any time lag.