



HIGH LEVEL DESIGN (HLD) SIGN-OFF

Authorization Memorandum

This form is to sign-off completion of the Design Phase for **CAMPUS MANAGEMENT SOFTWARE AT WORLD SKILL CENTER (WSC)**.

World Skill Centre (WSC) acknowledges receipt of the deliverables as part of the Design Phase through the submission of this document.

| | |
|--------------|---|
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| MODULE OWNER | Mr. Chandan Kumar |

WSC AUTHORITY NAME AND SIGNATURE

SOUL AUTHORITY NAME AND SIGNATURE

High Level Design (HLD)
Of
Procurement & Inventory Management module
For Implementation of
Campus Management Software
at
World Skill Center (WSC)



**Sustainable Outreach And Universal
Leadership (SOUL) Limited**

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Project Control

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1 Introduction

The World Skill Center (WSC) is a premier advanced skill training institute established by the Government of Odisha, Skill Development and Technical Education Department, through the Odisha Skill Development Authority (OSDA). The WSC will impart advanced skill training in eight trades from engineering and service sectors. WSC caters primarily to induct the best talent from ITIs and Polytechnics and training them to become globally employable in emerging areas such as "Industry 4.0". WSC is housed in a state-of-the-art, 18-storey, air-conditioned building with nearly half a million square feet of space in the heart of the capital city of Bhubaneswar.

With the implementation of campus management software for WSC the goal is to streamline the operations and functions of the campus by integrating various processes, such as admissions, course registration, academic progress tracking, and financial management, HRMS, Procurement and Inventory management, etc into a unified system. The implementation also aims at providing a user-friendly interface for all stakeholders, making it easier for them to access the necessary information and complete their tasks with ease. The modules to be covered during the implementation of the software include:

| | |
|------------------------------------|-------------------------------|
| Students Management Modules | Infrastructure Management |
| Academic System | Finance and Accounting System |
| Procurement & Inventory Management | Training and Placement |
| Human Resources Management System | Application Integration |

1.1 Background

The Web Based Campus Management Application at World Skill Centre (WSC) application is required by WSC for the smooth operation of all departments / support functions with on-line delivery of services to all stakeholders.

The project aims to create a mechanism to provide the basis for evolution of an IT enabled state of the art workflow automation system in a planned manner.

1.2 Scope and Purpose of the document

The design documents track the necessary information required to effectively define architecture and system design in order to give the development team guidance on the architecture of the system to be developed. Its intended audience is the project manager, project team, and development team. Some portions of this document, such as the user interface (UI), may be shared with the client/user, and other stakeholders whose input/approval into the UI is needed.

This document covers all the functional requirements of the Procurement & Inventory management module, which includes the Buying, Stock and Asset module. The document describes requirements for Items, Suppliers, Warehouses, and other master screens which will be used for various transactions throughout the ERP system for Procurement, Stock and Assets.

The scope of Procurement and Inventory module

- Purchase Requisitions
- Stores & Inventory Management
- Receipt, verification & acceptance of goods
- Stock entry
- Issue of goods to sections / departments
- Invoice entry transfer to accounts/Directorate
- Stock Register
- Fixed assets Register
- Sectional Indent Register
- Sectional Stock Register
- Scraps / Obsolete Items management

- Stores & Inventory Management
- Items management

1.3 Assumptions

The assumptions are listed as follows:

- The required hardware and software requirements will be provided.
- Data loading to be handled by WSC.
- All external entities will provide their interface for application integration.

1.4 Dependencies

The ERP system will be dependant on external interfaces for integration services. The following are a few external interfaces:

- Payment Gateway
- Communication channels such as – Email, SMS, WhatsApp
- Microsoft 365
- Biometric System
- Website

1.5 Current IT Environment

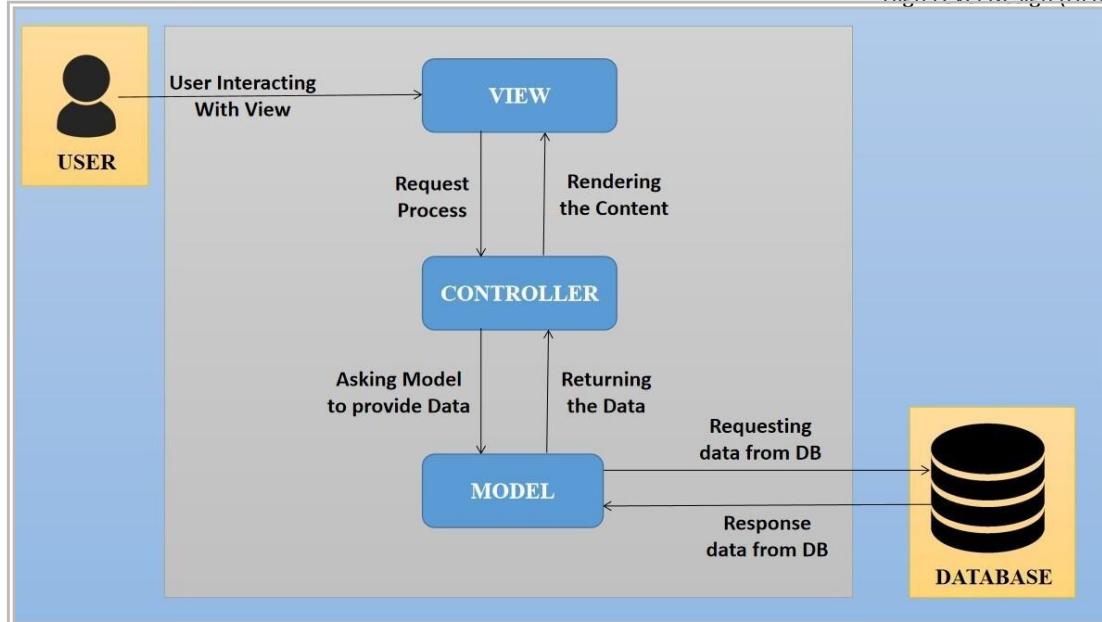
| Hardware Requirements | Software Requirements |
|--|------------------------------------|
| Processor: Intel CPU with at least 8 cores | Operating System: Ubuntu 22.04 LTS |
| RAM: 16 GB to 32 GB | Web Server: Nginx |
| Storage: A minimum of 160 GB SSD | Database server: MariaDB |
| Network: 1 Gbps | Python: 3.10 or later |

1.6 Document Structure

The following sections are part of this document:

- Business goals, objectives, and requirements
- Understand business context and interactions.
- Conceptual design
- Overall system context
- Understand use-case and scenarios.
- Define implementation

1.7 Required System Architecture



The proposed design is an architectural pattern that separates an application into three main logical components: The **Model**, the **View** and the **Controller**. Each of these components are built to handle specific development aspects of the application like:

- The model component corresponds to all the data-related logic that the user works with. This can represent either the data that is being transferred between the View and Controller components or any other business logic-related data.
- The View component is used for all the UI logic of the application. It generates a user interface for the user
- The controller is the component that enables the interconnection between the views and the model, so it acts as an intermediary.

1.8 Interoperability Framework

Frappe is a full stack, batteries-included, web framework written in Python and JavaScript with MariaDB as the database. It is pretty generic and can be used to build database-driven apps with an elegant and consistent UI.



1.9 Technical Decision Summary



1.10 Architectural Risks & Mitigation

| Risks | Recommendation |
|--|--|
| Inability to provide the required hardware resources (Server) for installation of the ERP product | The issue should be brought up during cadence meetings, and the OCAC/WSC IT team should assure timely availability of the required server |
| Unavailability of API for third party integration | The project timeline schedule needs to be shared with third parties to avoid the delay in integration. Also, inclusion of external teams to meet timelines |
| The number of users accessing the application exceeds its limit (as specified in the proposal document), leading to performance issues | WSC leadership team to ensure the scalability of the hardware / software resources |
| End Users of the application unavailable for the training to be provided by SOUL | SOUL to inform WSC Stakeholders on training plan in advance and engage early for training |

1.11 Reference

| SI No. | Document Name |
|--------|--|
| 1 | SRS for Infrastructure Project Plan and Monitoring |
| | |

2 Enterprise Architecture Framework (Business Architecture)

2.1 Business Drivers

The following points motivate the business efficacy of Campus Management Software at World Skill Center (WSC) system:

- Integrate the various functions such as Admission, Academics, Examination, Training & Placement, HRMS, Procurement, Finance into a single platform which can be customized as per user requirements
- Implement a common framework for the system and sub systems.
- Provide a web-based application for the users to interact with the system with role-based access and a consistent look and feel

2.2 Business Concerns

Campus Management Software At World Skill Center application is designed to address the following concerns:

Student Management: To help the students / trainers manage the student's admission activities, starting from initial communication to course enrollment.

Financial Management: Managing finances is a fundamental concern for businesses. This includes budgeting, cash flow management, ledger maintenance, balance sheet,etc

Employee Engagement: Attracting, retaining, and engaging skilled and motivated employees is critical. Human resources concern also include training, performance management

Procurement management: The source-to-settle process. It encompasses the evaluation, selection, and creation of formal contractual agreements as well as managing the company's ongoing supplier relationships.

2.3 Business Goals

The goal is to implement a web-based Campus Management Application System for efficient internal functioning of the World Skill Center (WSC) with on-line delivery of services to each stakeholder of WSC supported by a suitable, robust, secure, and reliable system.

2.4 Business Value Chain

The ERP system's business value chain typically encompasses the following key components:

Procurement Management: This includes the processes related to sourcing and acquiring raw materials, goods, or services required for the organization's operations. The ERP system streamlines procurement activities, such as supplier management, purchase requisitions, purchase orders, and inventory management, leading to cost savings and better supply chain management.

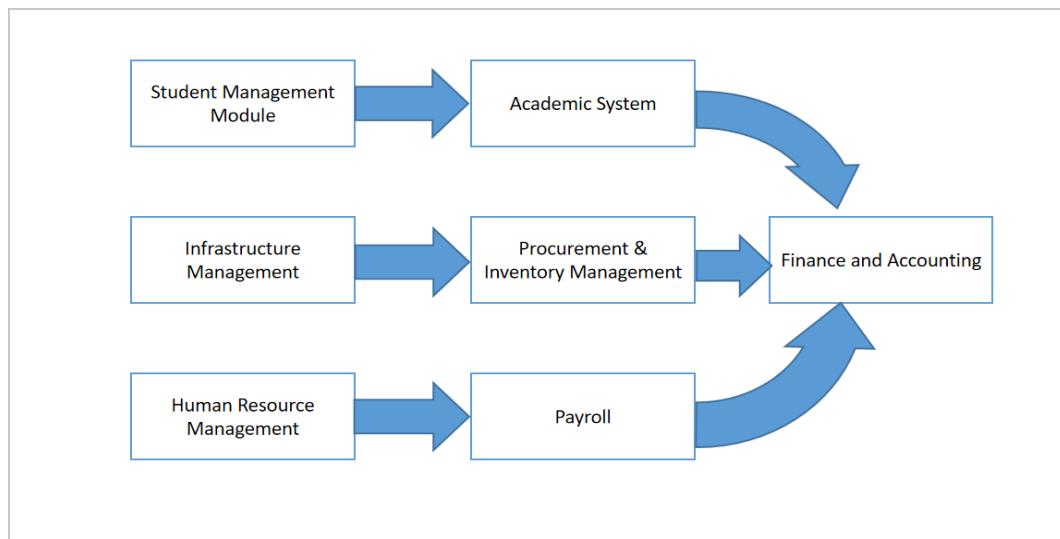
Production/Operations Management: The ERP system facilitates the planning, scheduling, and execution of production processes. It optimizes resource allocation, tracks work progress, manages bills of materials, and monitors production costs to enhance overall operational efficiency and quality.

Inventory Management: The ERP system enables real-time tracking of inventory levels, stock movements, and stock outs. It helps in maintaining optimal inventory levels, reducing carrying costs, and ensuring timely availability of products.

Financial Management: ERP systems centralize financial data and automate accounting, financial reporting, budgeting, and financial analysis. This streamlines financial processes, enhances accuracy, and provides management with a clear financial overview for better decision-making.

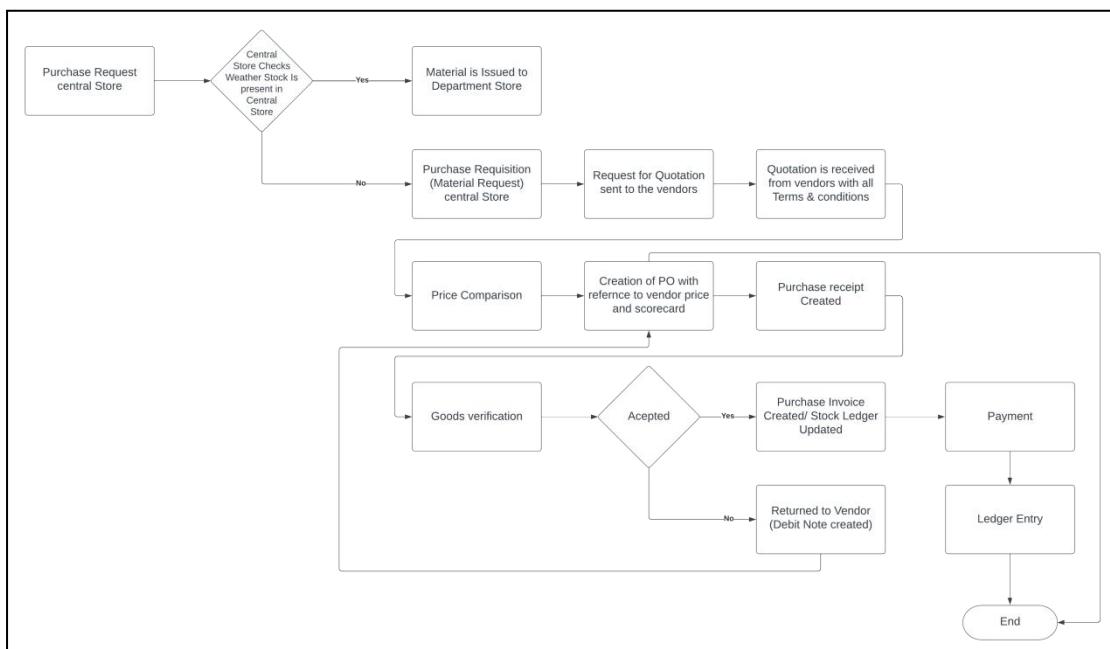
Human Resources Management: ERP systems handle various HR functions, including payroll, employee records, recruitment, performance management, and training. This leads to streamlined HR processes, improved workforce management, and enhanced employee satisfaction.

2.5 Business Context Diagram

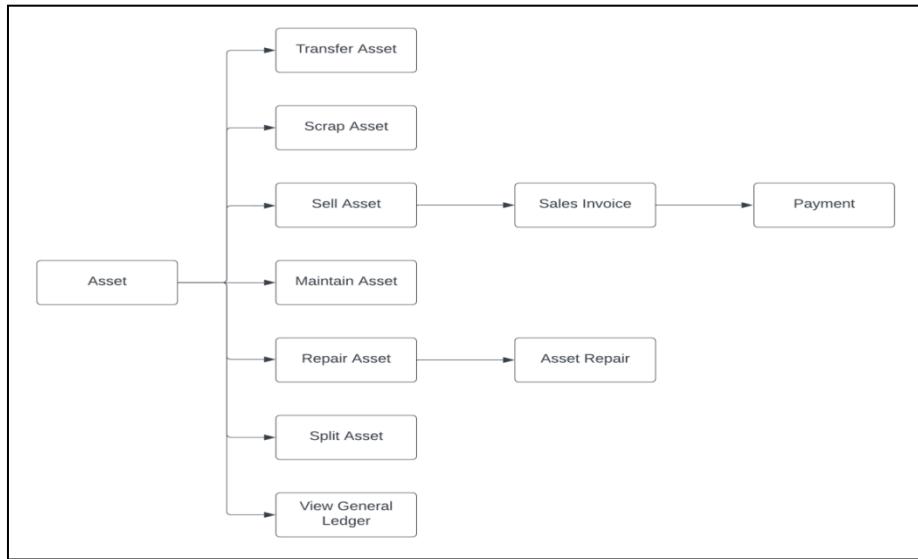


2.6 Business Process Flow

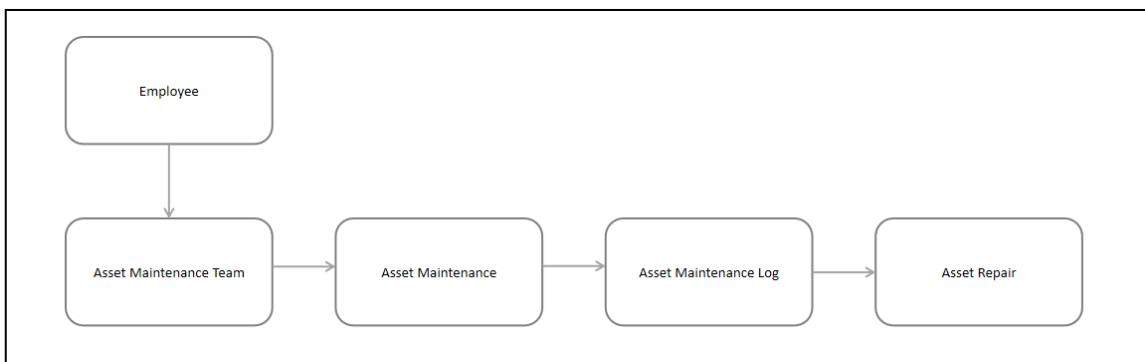
2.6.1 Procurement and Inventory management



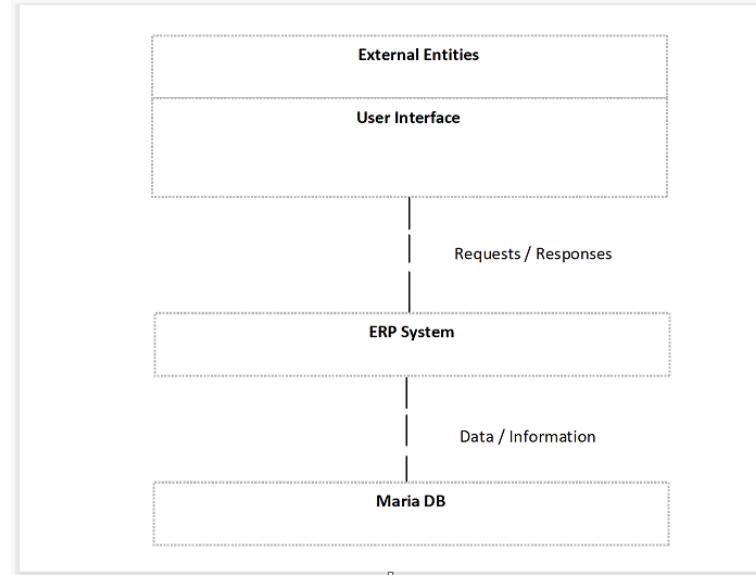
2.6.2 Asset Management



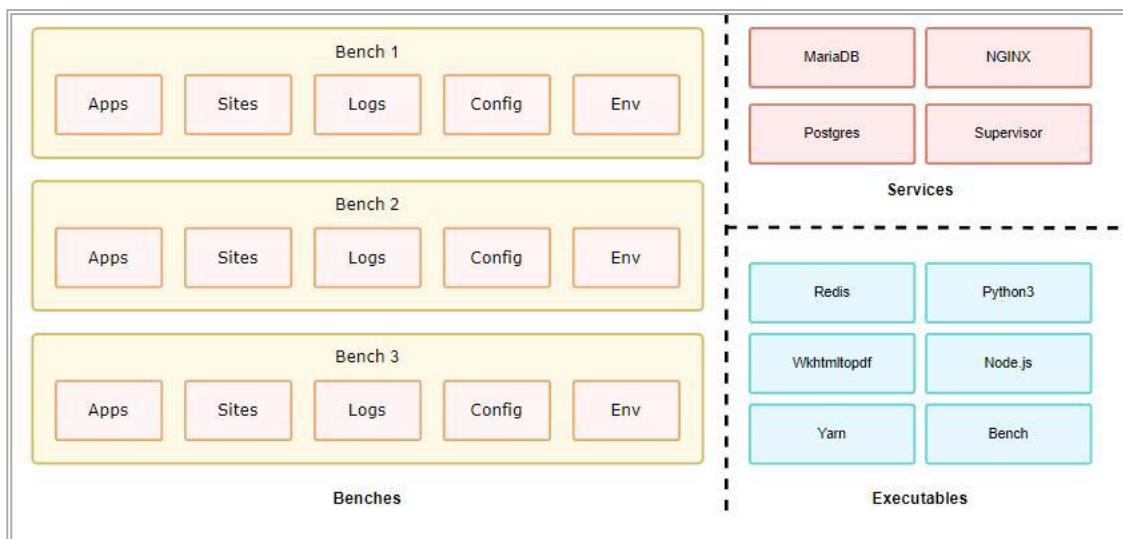
2.6.3 Asset Repair



2.6.4 System Context Diagram



2.7 Conceptual Architecture



A single bench can host multiple combinations of sites and apps. For the most part, having a single bench works for hosting hundreds of sites that depend on the same versions of said app, given you've scaled up the workers. You can host multiple versions of the application on the same server by creating multiple benches parallelly. The following diagram hints to the system dependencies and how they are used.

3 Architecture Views

3.1 Item

Item can be a product, or a service offered by your company. The term Item is also applicable to raw materials or components of products yet to be produced.

3.1.1 Use Case Diagram

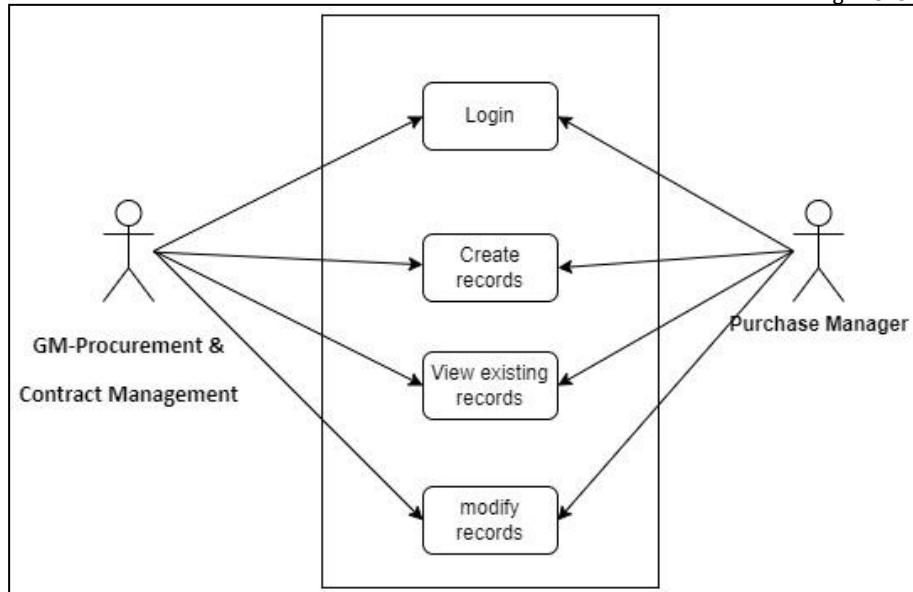


Figure : Item Use case diagram

3.1.2 Design of Workflow

- Design workflow is not applicable to this screen as records in this are created by only one role and are not sent to users with other roles for approval or modification.

3.1.3 Validations

The data entered on this page will undergo a 2-step validation (I.e. client side and server side validation).

The following validation is done on client side:

- Mandatory checks for fields: Item code, Item group, UOM, Supplier
- Auto generate Item Code

The following Processes button will appear after the form is saved:

- View:
 - Stock Balance
 - Stock Ledger
 - Stock Projected Quantity
- Action
 - Publish on website
 - Add/ Edit Pieces
- Duplicate

Client Side Validation

Client-side validation refers to the process of validating user input directly on the client's web browser before saving it to the server for further processing. Following are some client-side validations done for Item screen.

- Fetching of Employee Details:**

- Declare a function that is triggered when the "item group" field in the "Item" form is changed. The function takes an argument "frm"
- Declare a variable named "group" and initialize it as an empty string.
- Extract the first four characters from the "item group" field of the current form document (cur_frm.doc.item_group) and convert them to uppercase. Assign the result to the "group" variable
- Set the value of the "item_code" field in the form to the value of the "group" variable.
- Refresh the "item_code" field to update its display
- End of the function

Notification

1. Notification to be sent to Procurement department before 30 days of a product expiry date/ Warranty period to expire
 - i. Retrieve a list of items along with their item codes, item names, creation dates, and warranty periods from the "Item" table.
 - ii. For each item in the item list, do the following:
 - a) Get the creation date of the item
 - b) Convert the creation date from date and time format to date format.
 - c) If the item's warranty period is not None:
 - i. Convert the warranty period to an integer.
 - ii. Calculate the warranty end date by adding the warranty period in days to the creation date
 - iii. Get the current date
 - iv. Calculate the difference between the warranty end date and the current date!
 - v. Convert the date difference to an integer representing the number of days
 - vi. If the date difference is equal to 30 or the date difference is less than or equal to 30 and greater than 0:
 - a) Call the function "item_expiry" with the item details as parameters which contains recipients, Subject of email, body of message as parameter for sending email

2. Notification to be sent to Procurement department if any Item has reached the defined the Safety stock level.
 - i. Retrieve a list of items and their safety stock from the "Item" table.
 - ii. For each item in the item list, do the following:
 - a) Get the item code.
 - b) Retrieve the sum of the actual quantities from the "Stock Ledger Entry" table for the current item
 - c) Store the remaining stock value in a variable.
 - d) If the remaining stock value is not None:
 - i. Check if the remaining stock is less than or equal to the safety stock for the item
 - ii. If the condition is true, call the function "safety_stock_reach_notification" with the item details as parameters which contains recipients, Subject of email, body of message as parameter for sending email

3.1.4 Field List:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|--------------------|------------|------------|--|-----------|---|----------------------------------|
| Details(Tab Break) | | | | | | |
| 1 | Item Code | Text Field | User will give input (Validation logic will change) | Yes | Item code will generate automatically. according to the Item Group (ex : If item group name is Stationary then name should be STAT-0001) | |
| 2 | Item Name | Text Field | User will give input | | | |
| 3 | Item Group | Link | Value will be fetched from Item Group list,User will select any one. | Yes | | |
| 4 | HSN/SAC | Link | User will give input | | Harmonized System of Nomenclature (HSN) and Service Accounting Code (SAC) for GST. These numbers are defined by the government and different Items fall | |

| | | | | | | |
|----|-------------------------|----------|--|-----|---|--|
| | | | | | under different codes. New HSN codes can be added if not present in the list. | |
| 5 | Is Non-GST | Checkbox | User will check the checkbox for an item that is not covered under GST. Eg: petrol. | | | |
| 6 | Default Unit of Measure | Link | Link with UOM | Yes | This is the default measuring unit that you will use for your product. It could be Nos, Kgs, Meters, etc. | |
| 7 | Disabled | Checkbox | If you disable an Item, it cannot be selected in any transaction. | | | |
| 8 | Maintain Stock | Checkbox | If you are maintaining stock of this Item in your Inventory, then it will make a stock ledger entry for each transaction of this item when checkbox is checked. Ensure to keep this option unchecked when creating a non-stock Item or a service. | | | |
| 9 | Opening Stock | Number | Opening Stock is the amount and value of materials that a company has available for sale or use at the beginning of an accounting period. | | | |
| 10 | Valuation Rate | Currency | Valuation Rate of an item is calculated based on the total expense incurred to make the product available for sale like freight, labour, cost of raw materials, etc. | | | |
| 11 | Standard Rate | Currency | When creating an Item, entering a value for this field will automatically create an Item Price at the back-end. In this case, | | | |

| | | | | | | |
|------------------------------|-------------------------------------|-------------|---|--|--|--|
| | | | the Item Price is created from any transactions with the Item. This will be fetched in Purchase Orders and Purchase Invoices and other transactions for that Item. | | | |
| 12 | Is Fixed Asset | Checkbox | Tick this checkbox if this item is a company Asset. | | | |
| 13 | Auto Create Assets on Purchase | Checkbox | If Item is a Company Asset, tick this checkbox if you want to auto create assets while purchasing this item through Purchase Cycle. | | | |
| 14 | Create Grouped Asset | Checkbox | Tick this checkbox if user want to create in a group | | | |
| 15 | Asset Category | Link | Link with asset category this field fetch when "Is Fixed Asset" is checked. | | | |
| 16 | Asset Naming Series | Dropdown | Only one option given for naming Series (ACC-ASS-.YYYY.-). When asset will auto create on that time it help. This field fetch when "Auto Create Assets on Purchase" is checked. | | | |
| 17 | Over Delivery/Receipt Allowance (%) | Number | User will give Input | | | |
| 18 | Over Billing Allowance (%) | Number | User will give Input | | | |
| 19 | Description | Text Editor | Here user can able to mention brief detail about Item | | | |
| 20 | Brand | Link | Link with Brand, If you have more than one brand save them under Brand and pre-select them while filling a New Item. | | | |
| Inventory (Tab Break) | | | | | | |

| | | | | | | |
|----|-------------------------------|-------------|--|--|--|--|
| 21 | Shelf Life In Days | Number | This is for a product Batch. The number of days after which product batch will be unusable. | | | |
| 22 | End of Life | Date Picker | For a single item/product, the date after which it'll be completely unusable. That is, the item will be unusable in transactions and manufacturing | | | |
| 23 | Default Material Request Type | Dropdown | When you create a new Material Request for this item, the field set here will be selected by default in the new Material Request. This is also known as an 'indent'. | | | |
| 24 | Valuation Method | Dropdown | Select the Valuation Method whether FIFO, LIFO or Moving Average. | | | |
| 25 | Warranty Period (in days) | Text Field | A warranty period is a time period in which a purchased product may be returned or exchanged. | | | |
| 26 | Weight Per Unit | Number | The actual weight per unit of the item. | | | |
| 27 | Weight UOM | Link | Link with UOM, The Unit of Measure for the item. This can be Nos, Kilo, etc. The Weight UoM which you use internally can be different from the purchase UoM. | | | |
| 28 | Allow Negative Stock | Checkbox | When checked the item will be allowed to go negative even if negative stock is disabled from Stock Settings. This is useful if you don't want to enable negative stock on high value items but few select low value items are allowed to go negative for few | | | |

| | | | | | | |
|----|----------------------------------|----------|--|--|------------------------------|--|
| | | | days. | | | |
| 29 | Barcodes | Table | Barcodes can be recorded in Items to quickly scan and add them in transactions. In the Barcodes table you can add an Item's barcode for scanning. | | This table is describe below | |
| 30 | Reorder level based on Warehouse | Table | When the stock of an item dips under a certain quantity, you can set an automatic reorder under 'Auto Reorder' section. This should be enabled in Stock Settings. This will raise a Material Request for the Item. The user with roles Purchase Manager and Stock Manager will be notified when the Material Request is created. | | This table is describe below | |
| 31 | UOMs | Table | You can add alternate UoMs for an Item. If the default UoM in which you sell is numbers (NoS) but you receive it in Kilos, you can set an additional UoM with an appropriate conversion factor | | This table is describe below | |
| 32 | Has Batch No | Checkbox | Options for batch number, expiry date, and retaining sample stock will be revealed on ticking this checkbox. You cannot activate this if there is any pre-existing transaction for this item. If this is disabled, you'll have to enter the serial numbers manually for every transaction. | | | |
| 33 | Automatically Create New Batch | Checkbox | If the batch number is not mentioned in transactions, then they will be | | | |

| | | | | | | |
|-------------------------------|----------------------|------------|---|--|------------------------------|--|
| | | | automatically created according to a format like AAAA.00001. If you always want to manually create a batch number for this item, leave this field blank. This setting will override 'Naming Series Prefix' in Stock Settings. Batch numbers can be set to be generated automatically if you manufacture the items or can be entered manually if it comes from an external manufacturer. | | | |
| 34 | Batch Number Series | Text Field | Prefix that'll be applied to batch numbers. If you set 5x1SCR, then the first batch will be named like 5x1SCR00001 on first transaction/manufacture. | | | |
| 35 | Has Expiry Date | Checkbox | If you tick this, the batch number will be created according to the expiry date. The expiry dates can be set in the 'Batch' master. | | | |
| 36 | Max Sample Quantity | Number | User will give input | | | |
| 37 | Has Serial No | Checkbox | This is similar to Batch Number Series, it'll be created when you make transactions/manufacture. | | | |
| 38 | Serial Number Series | Text Field | If you set Serial Number Series as AA, then on the first transaction a serial number like AA00001 will be created. | | | |
| Accounting (Tab Break) | | | | | | |
| 39 | Item Defaults | Table | In this Table, you can define | | This table is describe below | |

| | | | | | | |
|-------------------------------|-----------------------------------|----------|---|--|------------------------------|--|
| | | | Company-wide transaction-related defaults for this Item. | | | |
| Purchasing (Tab Break) | | | | | | |
| 40 | Default Purchase Unit of Measure | Link | Link with UOM, that will be used in Purchase transactions. | | | |
| 41 | Minimum Order Qty | Number | The minimum quantity required for purchase transactions like Purchase Orders. If set, the system will not let you proceed with the purchase transaction if the item quantity in the purchase transaction is lesser than the quantity set in this field. | | | |
| 42 | Safety Stock | Number | “Safety Stock” is used in the report “Itemwise Recommended Reorder Level”. Based on Safety Stock, average daily consumption and the lead time, the system suggests Reorder Level of an item. | | | |
| 43 | Allow Purchase | Checkbox | User will tick then it allow you to purchase | | | |
| 44 | Last Purchase Rate | Number | The rate at which you last purchased this item using a Purchase Invoice will be displayed here. Before Purchase Invoice field will be not visible. | | | |
| 47 | Delivered by Supplier (Drop Ship) | Checkbox | If the item is delivered directly by the supplier to the customer, tick this checkbox. | | | |
| 48 | Supplier Items | Table | Track Item Code defined by the Suppliers for this Item. In the Purchase transactions, on selecting an Item, a | | This table is describe below | |

| | | | | | | |
|----------------------------|-------------------------------------|----------|---|--|-------------------------------|--|
| | | | Supplier Part No. will be fetched as well for the Supplier's reference. | | | |
| 49 | Enable Deferred Expense | Checkbox | You can enable deferred expense from the item. Once you tick the checkbox, you'll see options to set the Deferred Expense Account and the number of months through which the revenue/expense is deferred. | | | |
| 50 | Deferred Expense Account | Link | Link with Account | | | |
| 51 | No of Months (Expense) | Number | User will give Input | | | |
| 52 | Country of Origin | Link | Link with Country, The country from which you're sourcing the item. | | | |
| Tax (Tab Break) | | | | | | |
| 54 | Taxes | Table | Here user will mention default Tax | | This table is described below | |
| Quality (Tab Break) | | | | | | |
| 55 | Inspection Required before Purchase | Checkbox | If an inspection is mandatory before the item is purchased, i.e., before you generate Purchase Receipt, tick this checkbox. | | | |
| 56 | Quality Inspection Template | Link | If a Quality Inspection is prepared for this Item, then this template of criteria will automatically be updated in the Quality Inspection table of the Quality Inspection | | | |
| 57 | Inspection Required before Delivery | Checkbox | If an inspection is required at the time of delivery from your Supplier is mandatory for this Item, tick this checkbox. | | | |
| 58 | View | Button | Stock Ledger: On click of this button | | | |

| | | | | | | |
|--|-----------|--------|---|--|--|--|
| | | | you will be able to see the stock ledger | | | |
| | | | Stock Balance: On click of this button you will be able to see the stock balance | | | |
| | Duplicate | Button | On click of this button you can create a duplicate item with the same details as existing | | | |

Barcodes (Child Table)

| | Field Label | Field Type | Validation/Action | Mandatory | Remarks | R/N/D |
|---|--------------|------------|---|-----------|---------|-------|
| 1 | Barcode | Text Field | User will give input according to Barcode Type. If User select EAN then it will give 13 digit number and If user select UPS-A then it will give 12 digit number. | Yes | | |
| 2 | Barcode Type | Dropdown | Two option are given but user will select any one :- ➤ EAN ➤ UPS-A | | | |
| 3 | UOM | Link | Value will fetched from UOM and user will select any one, the standardized measurement unit used to count stock items and to express them as specific quantities. | | | |

Reorder level based on Warehouse (Child Table)

| | Field Label | Field Type | Validation/Action | Mandatory | Remarks | R/N/D |
|---|------------------|------------|--|-----------|---------|-------|
| 1 | Check in (group) | Link | Value will fetch from Warehouse and user will select any one, In which group warehouses to check the quantity of the item. | | | |
| 2 | Request for | Link | Value will fetch from Warehouse and user will select any one, In Which warehouse to stock the item reorder. | Yes | | |
| 3 | Re-order Level | Number | User will give Input and When this quantity is reached, the reorder will be triggered. Re-order | Yes | | |

| | | | | | | |
|---|-----------------------|----------|---|-----|--|--|
| | | | level can be determined based on the lead time and the average daily consumption. | | | |
| 4 | Re-order Qty | Number | User will give input. The number of units to be reordered so that the sum of ordering cost and holding cost is at its minimum. The re-order quantity is based on the 'Minimum Order Qty' specified by the supplier and many other factors | | | |
| 5 | Material Request Type | Dropdown | ➤ Purchase ➤ Transfer ➤ Material Issue (User will select any one of them) | Yes | | |

UOM Conversion Detail (Child Table)

| | Field Label | Field Type | Validation/Action | Mandatory | Remarks | R/N/D |
|---|-------------------|------------|--|-----------|---------|-------|
| 1 | UOM | Link | Value will fetched from UOM and user will select any one | | | |
| 2 | Conversion Factor | Number | User will give input | | | |

Item Details (Child Table)

| | Field Label | Field Type | Validation/Action | Mandatory | Remarks | R/N/D |
|---|----------------------------|------------|---|-----------|---------|-------|
| 1 | Company | Link | Value will fetched from Company. Default data will fetched but user can able to change. | Yes | | |
| 2 | Default Warehouse | Link | Value will fetched from Warehouse. Default data will fetched but user can able to change. | | | |
| 3 | Default Price List | Link | Value will fetched from Price List and user will select any one | | | |
| 4 | Default Discount Account | Link | Value will fetched from Account and user will select any one | | | |
| 5 | Default Buying Cost Center | Link | Value will fetch from Cost Center and user will select any one | | | |
| 6 | Default Supplier | Link | Value will fetch from Supplier and | | | |

| | | | | | | |
|---|-----------------------------|------|--|--|--|--|
| | | | user will select any one | | | |
| 7 | Default Expense Account | Link | Value will fetch from Account and user will select any one | | | |
| 8 | Default Provisional Account | Link | Value will fetch from Account and user will select any one | | | |

Supplier Items (Child Table)

| | Field Label | Field Type | Validation/Action | Mandatory | Remarks | R/N/D |
|---|----------------------|------------|---|-----------|---------|-------|
| 1 | Supplier | Link | Value will fetch from Supplier and user will select any one | Yes | | |
| 2 | Supplier Part Number | Text Field | User will give input | | | |

Taxes (Child Table)

| | Field Label | Field Type | Validation/Action | Mandatory | Remarks | R/N/D |
|---|-------------------|-------------|--|-----------|---------|-------|
| 1 | Item Tax Template | Link | Value will fetch from Item Tax Template and user will select any one | Yes | | |
| 2 | Tax Category | Link | Value will fetched from Tax Category and user will select any one | | | |
| 3 | Valid From | Date Picker | User will give date | | | |
| 4 | Minimum Net Rate | Number | User will give input | | | |
| 5 | Maximum Net Rate | Number | User will give input | | | |

3.1.5 Processes After Form Submission

After data entered in Item form is saved, the following processes take place:

I. View:

a) Stock Balance:

Make a custom button that would redirect to the query report Stock Balance when clicked.

b) Stock Ledger:

Make a custom button that would redirect to the query report Stock Ledger when clicked.

II. Duplicate:

- Add a custom button labeled "Duplicate" to the form (frm)

- When the "Duplicate" button is clicked, do the following:

- Create a new_item variable by making a copy of the current document (frm.doc) using the frappe.model.copy_doc() function
- Check if the item name of the new_item is the same as the item code. If it is, set the item name to null to avoid a "copy paste" error
- Check if either the item code or description of the new_item is the same as the description. If either of them is, set the description to null
- Set the route to the "Item" form page for the duplicated item (new_item.name)

3.1.6 Process Flow:

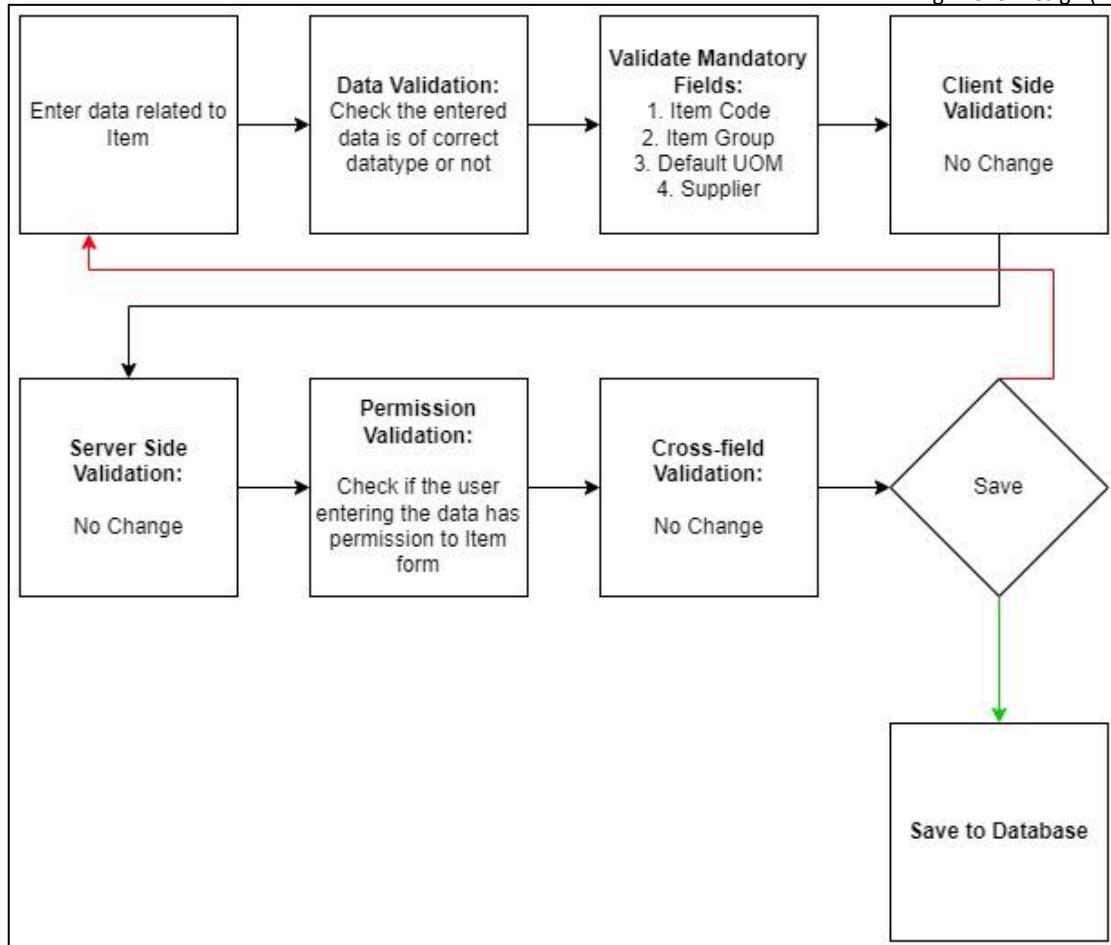


Figure : Item Validation Flow

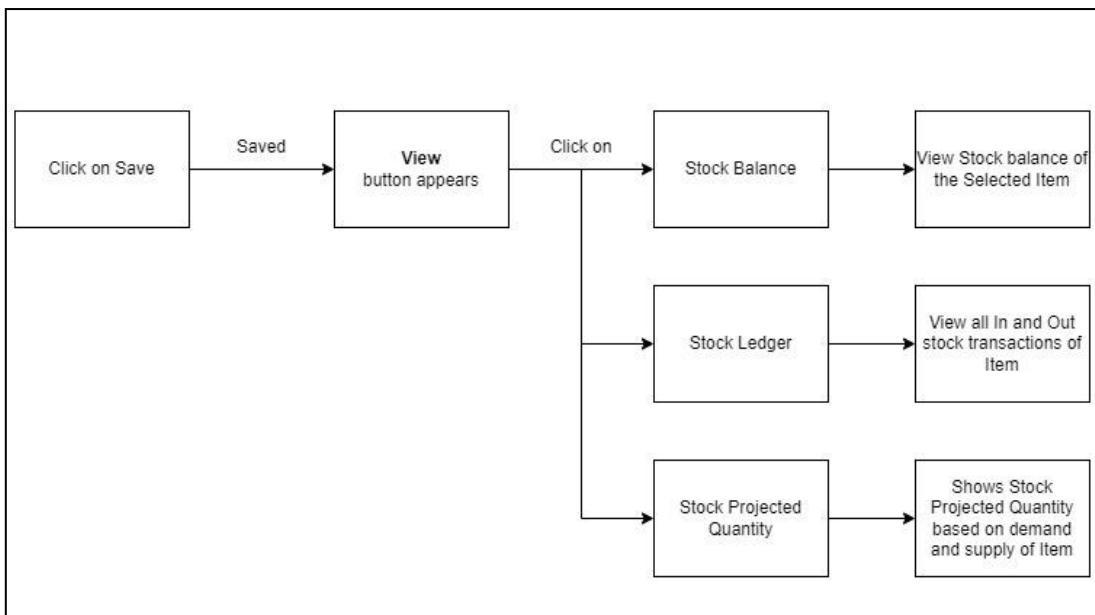


Figure : View Button Flow

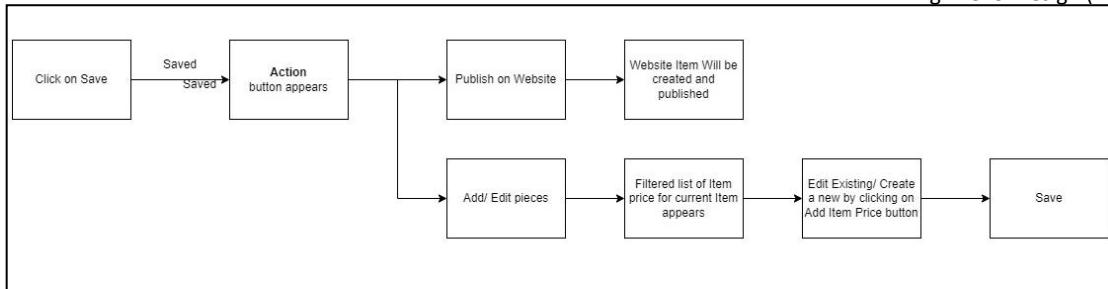


Figure : Action button Flow

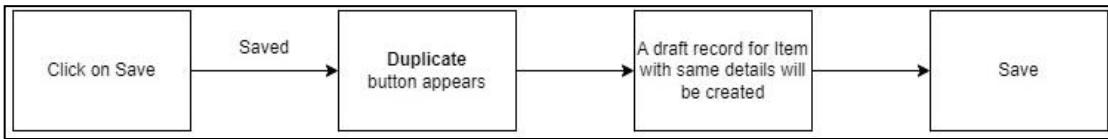


Figure : Duplicate button Flow

3.1.7 Pre-requisites and Dependency

- Item Group
- Warehouse
- Unit of Measure

3.2 Item Price

Item Price is the record in which you can log the buying rate of an item.

3.2.1 Use Case Diagram

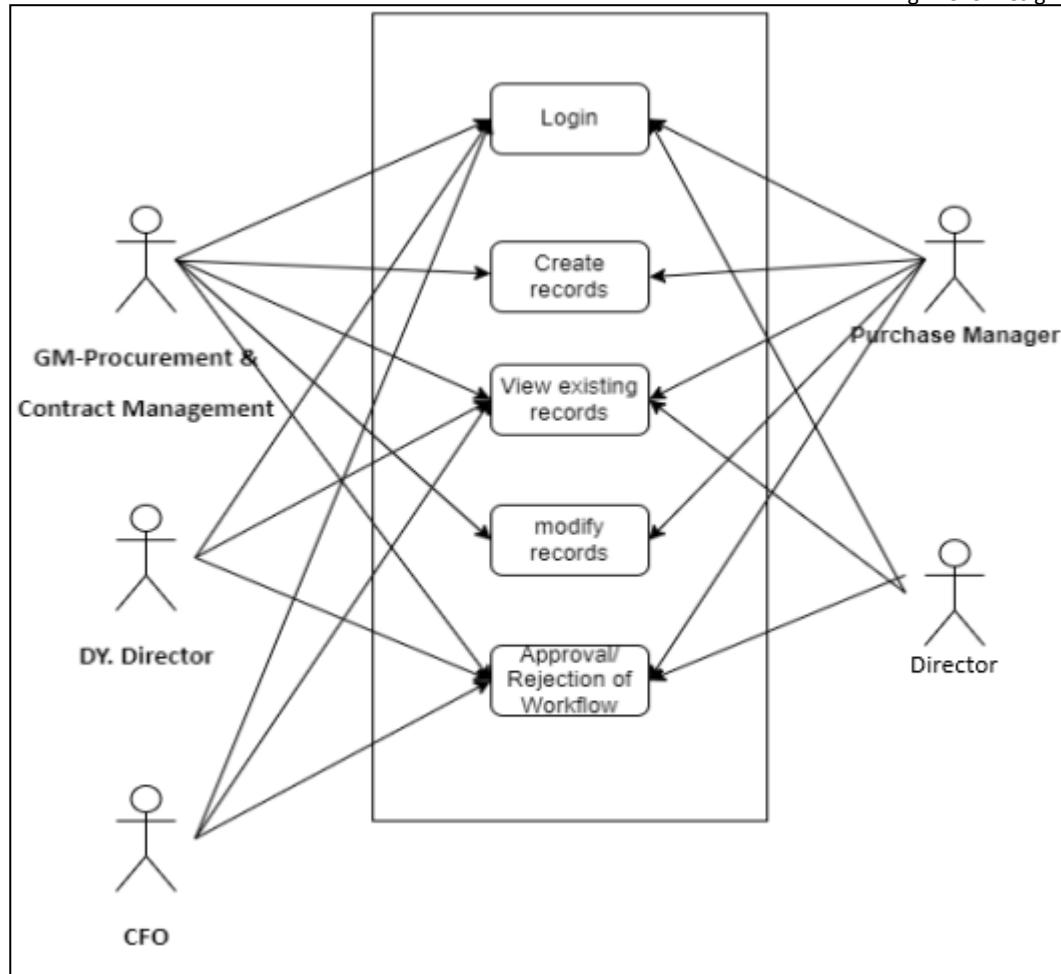


Figure : Item Price Use case diagram

3.2.2 Design of Workflow

Design of Workflow

Create a new workflow named "Item Price Empanelled Workflow" for the Item Price Screen.
Configure the workflow with the following stages:

Stage 1:

Purchase Manager creates a new entry for Item Price of Empanelment items.

Stage 2:

This change in price will be verified and either be approved or rejected by GM- Procurement and Inventory management.

Stage 3:

If Approved by GM- Procurement and Contract Management, the workflow will go to Dy. Director for Approval.

Stage 4:

After Approval from Dy. Director the next stage of workflow will be verification by Director

Stage 5:

The last stage of this workflow is by CFO who if approves the Change in Empanelment price will be submitted and an email to the supplier of the Item will be send.

3.2.3 Validations

Client Side Validation:

The following validation is done on client side:

- I. **Mandatory checks for fields:** Item code, Price List and rate

Server Side Validation:

- Not Applicable

Notification:

- This section is not applicable since there is no notifications to be triggered.

3.2.4 Field List:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|----|------------------|------------------------|---|-----------|---------|----------------------------------|
| 1 | Item Code | Link | Value will fetch from Item Code and user will select any one | Yes | | |
| 2 | UOM | Link | Value will fetch from UOM and user will select any one | | | |
| 3 | Packing Unit | Number | User will give Input | | | |
| 4 | Item Name | Text Field (Read Only) | After selecting the Item Code , this value will be auto filled. | | | |
| 5 | Brand | Link (Read Only) | After selecting the Item Code , this value will be auto filled. | | | |
| 6 | Item Description | Text (Read Only) | After selecting the Item Code, this value will be auto filled. | | | |
| 7 | Price List | Link | Value will fetch from Price List and user will select any one | Yes | | |
| 8 | Customer | Link | This field will visible when Price List data selected, and value will fetched from Customer List and user will select any one | | | |
| 9 | Supplier | Link | This field will visible when Price List data selected, and value will fetched from Supplier List and user will select any one | | | |
| 10 | Batch No | Link | Value will fetch from Batch and user will select any one | | | |
| 11 | Buying | Checkbox (Read Only) | After selecting the Price List, this value will be auto tick or un-tick accordingly. | | | |
| 13 | Currency | Link (Read Only) | After selecting the Price List, this value will be auto filled. | | | |

| | | | | | | |
|----|-------------------|-------------|----------------------|-----|--|--|
| 14 | Rate | Currency | User will give input | Yes | | |
| 15 | Valid From | Date Picker | User will give date | | | |
| 16 | Lead Time in days | Number | User will give input | | | |
| 17 | Valid Upto | Date Picker | User will give date | | | |
| 18 | Note | Text | User will give input | | | |

| Action Button | Description |
|---------------|---|
| Approved | On clicking Approved, the status in the form will be updated to Approve. The higher authority will only be able to approve. |
| Rejected | On clicking Rejected, the status in the form will be updated to rejected. The higher authority will only be able to reject. |

3.2.5 Processes After Form Submission

- Price Empanelment workflow will be active.
- Notification for Price change of Empanelment Items will be sent to their respective vendor.

3.2.6 Process Flow:

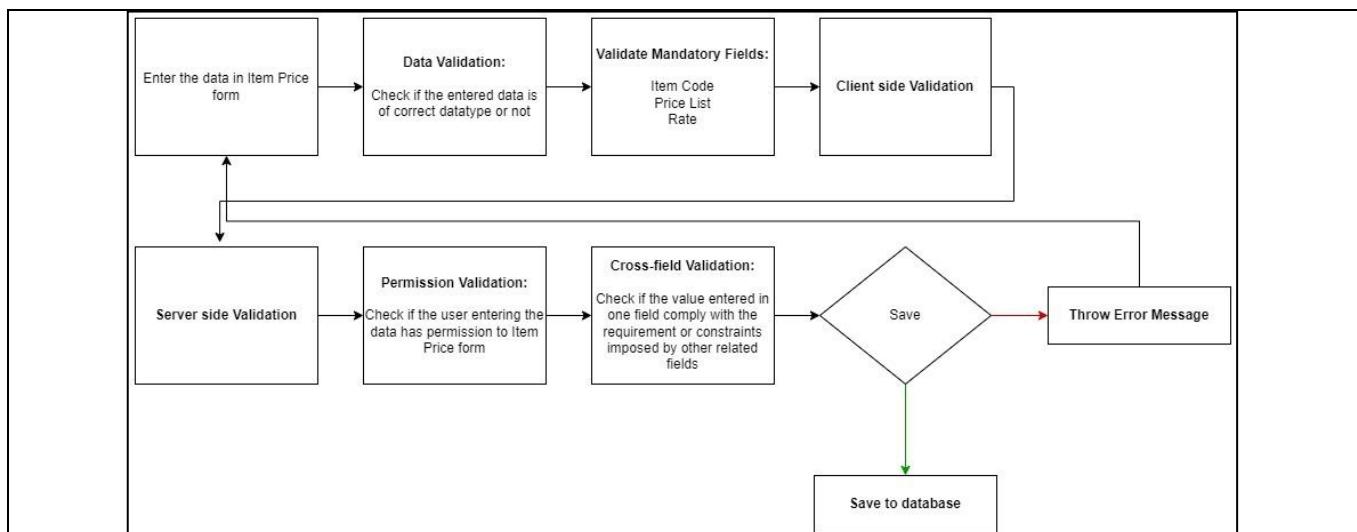


Figure : Item Price Flow

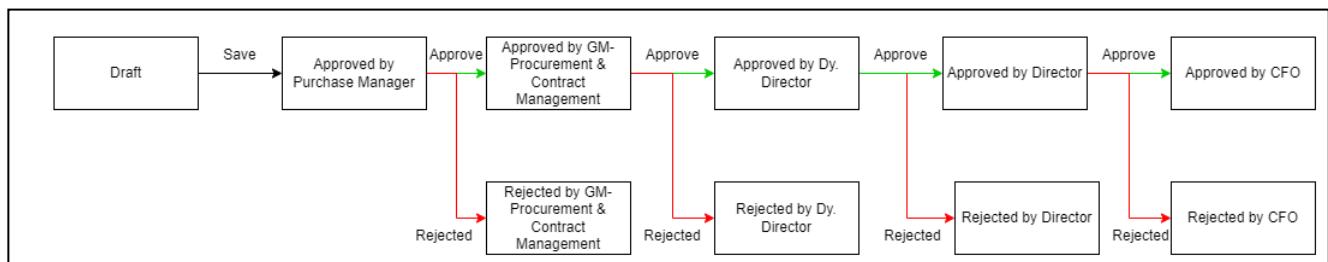


Figure: Item Price Empanelment Workflow Flow

3.2.7 Pre-requisites and Dependency

- Item Price List

3.3 Purchase Requisition

A Purchase requisition is a simple document identifying a requirement of a set of Items (products or services) for a particular reason.

3.3.1 Use Case Diagram

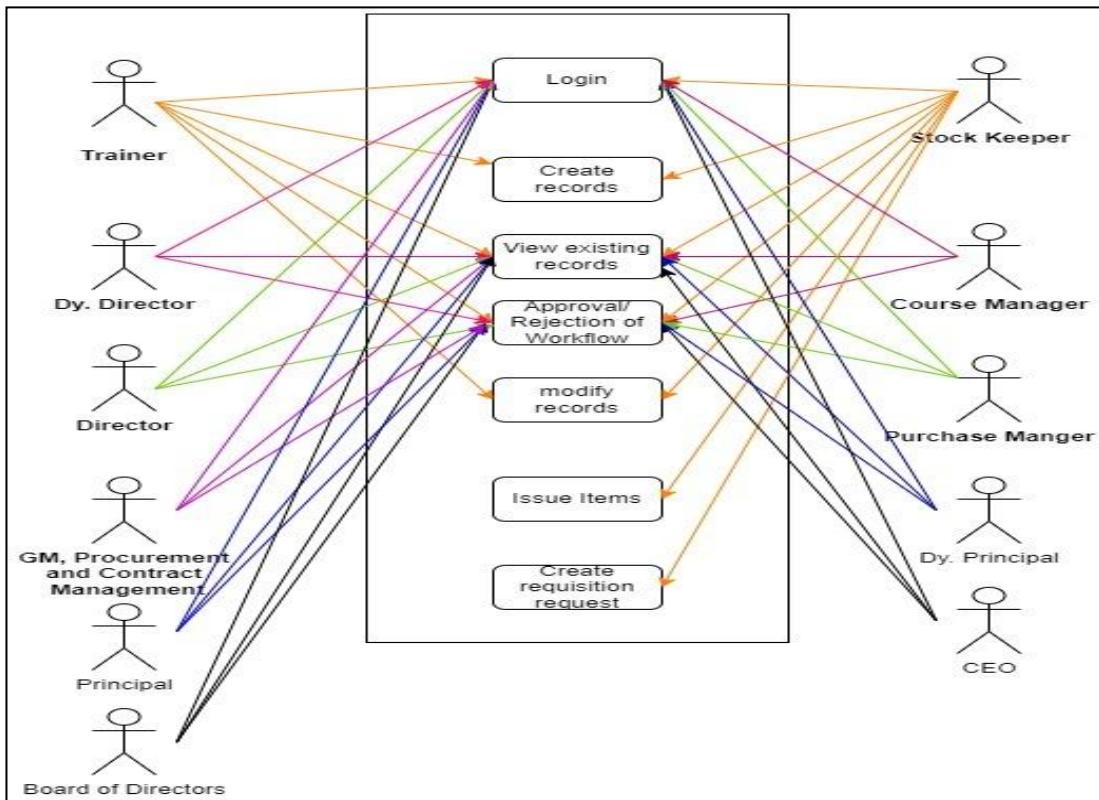


Figure : Purchase requisition Use case diagram

3.3.2 Design of Workflow

Create a new workflow named "Purchase requisition Workflow" for the Purchase requisition Screen. This workflow will be triggered when purpose is Purchase.

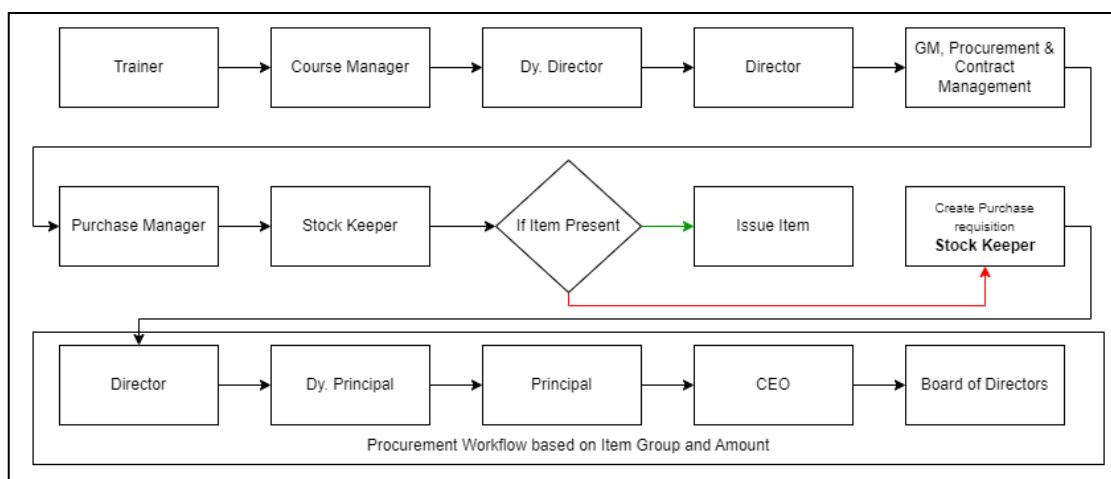


Figure : Purchase requisition Workflow

If the Purpose for material_request_type is Material Transfer or Material Issue the approval steps will be:

1. Trainer
2. Course Manager
3. Dy. Director
4. Director
5. GM, Procurement and Contract Management
6. Purchase Manager
7. Stock Keeper

Stock Keeper will check for Stock in store and if present will issue to the department else it will create requisition by following criteria:

Criteria A1: Get Item Group from Item code, and If Item Group = Furniture/Computers/
Laptops/Printers/electronic items

- Stock Keeper will create the requisition request and sent to Principal for Approval
- After Principal Approves the requisition, it will be sent to Chief Executive Officer for Approval

Criteria A2: Get Item Group from Item code, and If Item Group = training/teaching / learning materials / IEC materials

- Stock Keeper will create the requisition request and sent to Director if the net value of the item requested for is Upto 25000
- Stock Keeper will create the requisition request and sent to Dy Principal if the net value of the item requested for is between 25000 and 50000.
- Stock Keeper will create the requisition request and sent to Principal if the net value of the item requested for is between 50000 and 100000.
- Stock Keeper will create the requisition request and sent to Chief Executive Officer if the net value of the item requested for is more than 100000.

Criteria A3: Get Item Group from Item code, and If Item Group = office stationery & computer stationery

- Stock Keeper will create the requisition request and sent to Director if the net value of the item requested for is Upto 25000
- Stock Keeper will create the requisition request and sent to Dy Principal if the net value of the item requested for is between 25000 and 50000
- Stock Keeper will create the requisition request and sent to Principal if the net value of the item requested for is between 50000 and 100000
- Stock Keeper will create the requisition request and sent to Chief Executive Officer if the net value of the item requested for is more than 100000

Criteria A4: Get Item Group from Item code, and If Item Group = services like Security/Gardening/Catering/Hostel/Transport

- Stock Keeper will create the requisition request and sent to Director if the net value of the item requested for is Upto 100000
- Stock Keeper will create the requisition request and sent to Dy Principal if the net value of the item requested for is between 100000 and 300000.
- Stock Keeper will create the requisition request and sent to Principal if the net value of the item requested for is beyond 300000.

Criteria B1: Get Item Group from Item code, and If Item Group = estimates of construction/repairs and interior designing.

- Stock Keeper will create the requisition request and sent to Board of Directors for approval of any amount

Criteria C1: Get Item Group from Item code, and If Item Group = Consultancy/Auditor/Service Providers/Security/ and all other agency.

- Stock Keeper will create the requisition request and sent to Principal for approval of amount upto 10 Lakh
- Stock Keeper will create the requisition request and sent to Chief Executive Officer for approval of amount from 10 Lakh to 1 crore.
- Stock Keeper will create the requisition request and sent to Board of Directors for approval of any amount above 1 crore.

Criteria F1: Get Item Group from Item code, and If Item Group = Telephone/ Internet/ Electricity& Water bill payment

- Stock Keeper will create the requisition request and sent to Dy. Principal for approval.

Criteria F2: Get Item Group from Item code, and If Item Group = AMC of Lifts/ HVAC/ Computers/ Copiers/ Fax/ AC/ Furniture etc.

- Stock Keeper will create the requisition request and sent to Director for approval of amount upto 20000
- Stock Keeper will create the requisition request and sent to Dy. Principal for approval of amount from 20000 to 50000
- Stock Keeper will create the requisition request and sent to Principal for approval of amount from 50000 upto 5 Lakh
- Stock Keeper will create the requisition request and sent to Chief Executive Officer for approval of amount from 5 lakh to 50 Lakh
- Stock Keeper will create the requisition request and sent to Board of Directors for approval of any amount above 50 lakh

Criteria F3: Get Item Group from Item code, and If Item Group = Sanction of expenditure on training/ workshop/ exposure/ mobilization/ campaign/ events etc.

- Stock Keeper will create the requisition request and sent to Director for approval of amount upto 50000
- Stock Keeper will create the requisition request and sent to Dy. Principal for approval of amount from 50000 to 1 Lakh
- Stock Keeper will create the requisition request and sent to Principal for approval of amount from 1 Lakh upto 5 Lakh.
- Stock Keeper will create the requisition request and sent to Chief Executive Officer for approval of amount over 5 lakh.

Criteria F4: Get Item Group from Item code, and If Item Group = Sanction of Payment towards hiring of monthly vehicles (All vehicles)

- Stock Keeper will create the requisition request and sent to Director for approval of amount upto 50000
- Stock Keeper will create the requisition request and sent to Dy. Principal for approval of amount upto 1 Lakh
- After approval from Dy. Principal the form is sent to Principal for approval
- After approval from Principal the form is sent to Chief Executive Officer for approval

Criteria F5: Get Item Group from Item code, and If Item Group = Payment towards Advertisement/ Publication Expenses

- Stock Keeper will create the requisition request and sent to Director for approval of amount upto 50000
- Stock Keeper will create the requisition request and sent to Dy. Principal for approval of amount upto 1 Lakh
- After approval from Dy. Principal the form is sent to Principal for approval
- After approval from Principal the form is sent to Chief Executive Officer for approval

Criteria F6: Get Item Group from Item code, and If Item Group = AMC of Lifts/ HVAC/ Computers/ Copiers/ Fax/ AC/ Furniture etc.

- Stock Keeper will create the requisition request and sent to Director for approval of amount upto 20000
- Stock Keeper will create the requisition request and sent to Dy. Principal for approval of amount from 20000 to 50000
- After approval from Dy. Principal the form is sent to Principal for approval
- After approval from Principal the form is sent to Chief Executive Officer for approval

Criteria F8: Get Item Group from Item code, and If Item Group = Any other expenditure not categorized above

- Stock Keeper will create the requisition request and sent to Principal for approval
- After approval from Principal the form is sent to Chief Executive Officer for approval

3.3.3 Validations

Client Side Validation:

Client-side validation refers to the process of validating user input directly on the client's web browser before saving it to the server for further processing.

The following validations are done on client side for Floor Screen:

- Mandatory checks for fields : Purchase, Transaction date, Item code, required by, UOM

Server-Side Validation:

Server-side validation refers to the process of validating user input on the server to ensure data integrity, security, and adherence to business rules before accepting or processing the information.

Not Applicable.

Notification:

- Email should be sent based on workflow for requisition to necessary authority for approval of department-wise requisition
- Once approved by the department head, an email to be sent to the Central store every-time a new requisition is raised
- A receiving email from the receiving department will be sent to the central store upon accepting the required item

3.3.4 Field List:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|---------------------------|------------------------------|-------------|---|-----------|-------------------------------|----------------------------------|
| Details(Tab Break) | | | | | | |
| 1 | Series | Dropdown | MAT-MR-.YYYY.-(User will not able to change) | | | |
| 2 | Purpose | Dropdown | ➤ Purchase ➤ Material Transfer ➤ Material Issue | | | |
| 4 | Company | Link | Value will fetch from Company and user will select any one | | | |
| 5 | Transaction Date | Date Picker | Date fill fetch auto but user can able to change | | | |
| 6 | Required By | Date Picker | User will give date | | | |
| 7 | Scan Barcode | Text Field | User will give input. By Reader or camera user will also give input | | | |
| 8 | Set Source Warehouse | Link | When select Material Transfer in Purpose Field then this field will be visible, and Value will fetched from Warehouse and user will select any one. | | | |
| 9 | Set Target Warehouse | Link | Value will fetch from Warehouse and user will select any one | | | |
| 10 | Items | Table | | Yes | This table is described below | |
| Terms(Tab Break) | | | | | | |
| 11 | Terms | Link | Value will fetch from "Terms and Conditions" and user will select any one | | | |
| 12 | Terms and Conditions Content | Text Editor | User will give Input | | | |

| | More Info(Tab Break) | | | | |
|----|----------------------|-----------------------|--|--|--|
| 13 | Status | Dropdown(Read Only) | > Draft > Submitted > Hold > Cancelled > Pending > Partially Ordered (Data will fetch automatically) | | |
| 14 | % Ordered | Percent | This field will be visible when Purchase will be completed | | |
| 15 | Transfer Status | Dropdown | > Not Started > In Transit > Completed (Data will fetch automatically) | | |
| 16 | % Received | Percent | This field will be visible when Purchase will be completed | | |
| 17 | Letter Head | Link | Value will fetched from Letter Head and user will select any one | | |
| 18 | Print Heading | Link | Value will fetched from Printing Head and user will select any one | | |
| 19 | Create | Purchase Order | On click of this button you will be able to create purchase order for the Purchase Requisition | | |
| 20 | | Request for Quotation | On click of this button you will be able to create request for quotation for the Purchase Requisition | | |
| 21 | | Supplier Quotation | On click of this button you will be able to create supplier quotation for the Purchase Requisition | | |
| 22 | Stop | | On click of this button you will be able to stop and close Purchase Requisition | | |

Items (Child Table)

| | Field Label | Field Type | Validation/Action | Mandatory | Remarks | R/N/D |
|---|-------------|------------------|--|-----------|---------|-------|
| 1 | Item Code | Link | Value will fetched from Item and user will select any one | Yes | | |
| 2 | Item Name | Text Field | Value will fetch when user will give Item Code field input but user can edit | | | |
| 3 | Required By | Date Picker | User will give date | Yes | | |
| 4 | Description | Text Editor | Value will fetch when user will give Item Code field input but user can edit | Yes | | |
| 5 | HSN/SAC | Text Field | Value will fetch when user will give Item Code field input but user can edit | | | |
| 6 | Is Non GST | Checkbox | If checked then GST is not applicable | | | |
| 7 | Item Group | Link (Read Only) | Value will fetch when user will give Item Code field | | | |

| | | | | | | |
|----|-----------------------|----------------------|---|-----|--|--|
| | | | input | | | |
| 8 | Brand | Link (Read Only) | Value will fetch when user will give Item Code field input | | | |
| 9 | Quantity | Number | Value will fetch when user will give Item Code field input but user can edit | Yes | | |
| 10 | Stock UOM | Link (Read Only) | Value will fetch when user will give Item Code field input | Yes | | |
| 11 | Source Warehouse | Link | Value will link from Warehouse; Value will fetch when user will give Item Code field input but user can edit | | | |
| 12 | Target Warehouse | Link | Value will fetch when user will give Item Code field input but user can edit | | | |
| 13 | UOM | Link | Value will fetch when user will give Item Code field input but user can edit | Yes | | |
| 14 | UOM Conversion Factor | Number | Value will fetch when user will give Item Code field input but user can edit | Yes | | |
| 15 | Stock Qty | Number (Read Only) | Value will fetch when user will give Item Code field input also it will change when edit Quantity field data | | | |
| 16 | Min Order Qty | Number (Read Only) | Value will fetch when user will give Item Code field input | | | |
| 17 | Projected Qty | Number (Read Only) | Value will fetch when user will give Item Code field input | | | |
| 18 | Actual Qty | Number (Read Only) | Value will fetch when user will give Item Code field input | | | |
| 19 | Completed Qty | Number (Read Only) | Value will fetch when user will give Item Code field input | | | |
| 20 | Received Qty | Number (Read Only) | Value will fetch when user will give Item Code field input | | | |
| 21 | Rate | Currency | Value will fetch when user will give Item Code field input but user can edit | | | |
| 22 | Amount | Currency (Read Only) | Value will fetch when user will give Item Code field input also it will change when edit Quantity and Rate field data | | | |

3.3.5 Processes After Form Submission

- Not Applicable

3.3.6 Process Flow:

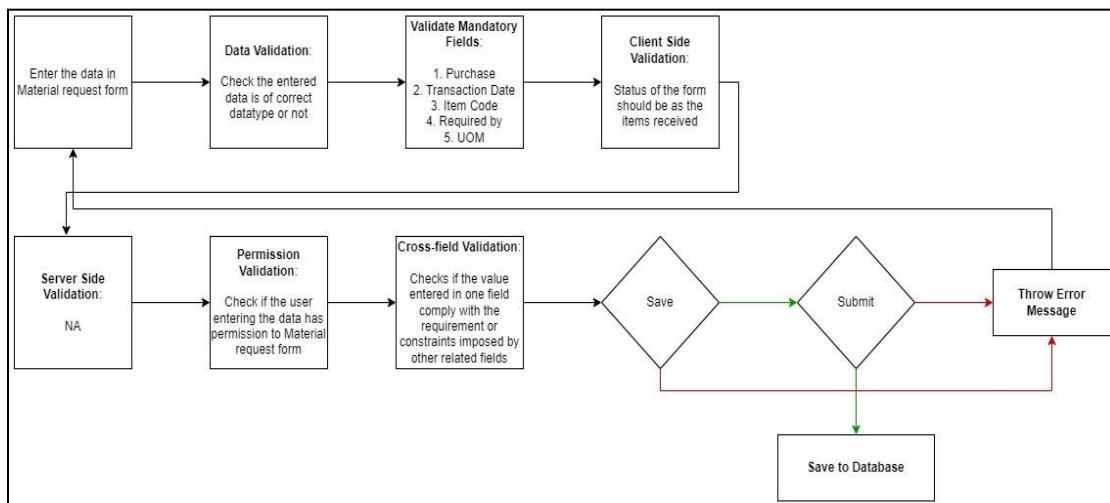


Figure : Purchase Requisition Process Flow

3.3.7 Pre-requisites and Dependency

- Supplier
- Item
- UOM
- Company

3.4 L1 Vendor Selection report

L1 Vendor selection report is a report which shows a view of all the supplier quotation received against a quotation released. Thus making the process of Vendor selection process easier.

3.4.1 Use Case Diagram

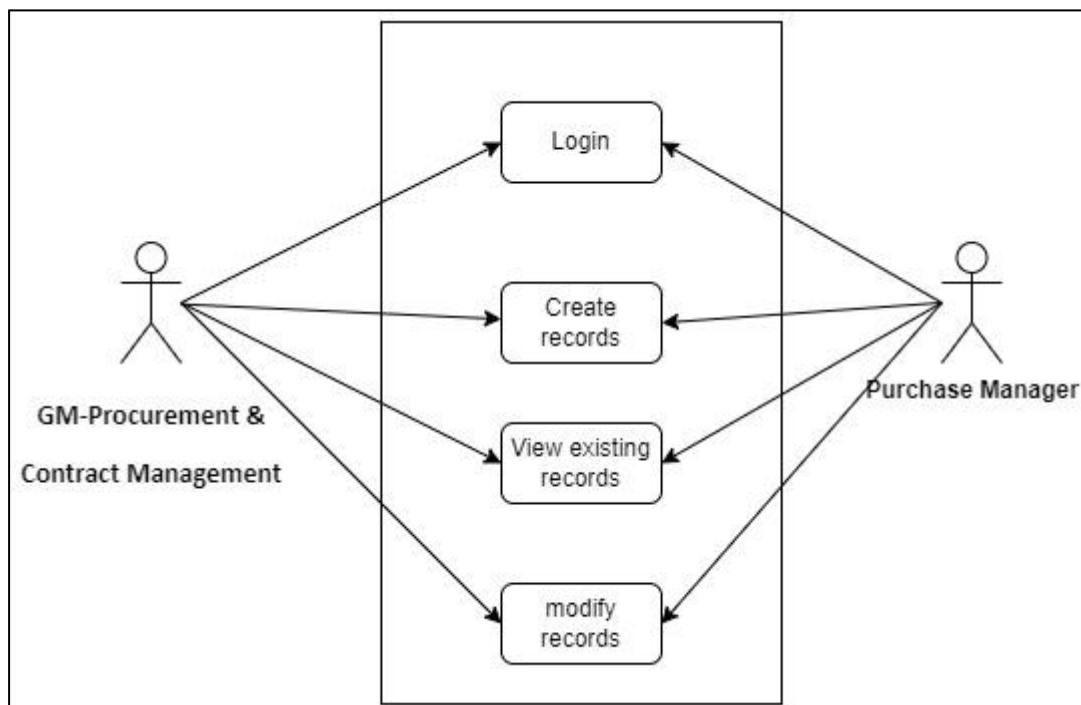


Figure : Vendor selection report Use case diagram

3.4.2 Design of Workflow

- Not Applicable

3.4.3 Validations

Validations

The data entered on this page will undergo a 2 step validation (I.e. client side and server side validation).

The following validation is done on client side:

- I. Fields creation for Filters for Supplier, From Date, To date, Status, Item Code

The following validation is done on server side before save:

- I. Get data
- II. Get Column

After successful validation check from both client-side and server-side the result in the reports will be shown to user based on the filter that they have set.

Client Side Validation

Client-side validation refers to the process of validating user input directly on the client's web browser before saving it to the server for further processing. The following are some client side validations done for vendor selection report.

- **Field creation for Supplier, From Date, To date, Status, Item Code :**

Under filters assign fieldname, label, fieldtype, width, reqd and values for each of the filter values you want

Server Side Validation

Server-side validation refers to the process of validating user input on the server to ensure data integrity, security, and adherence to business rules before accepting or processing the information. Following are some server side validations done for vendor selection report.

- **Get_data**

- i. Get value passed in filter for From date, To date
- ii. Write a query to get all supplier quotation between from date and to_date
- iii. If value for Item code, Supplier and status is provided pass that too while fetching records.
- iv. Return the data fetched through execution of query

- **Get_columns**

- i. Pass values for label, fieldname, fieldtype, options and width of the column to be created
- ii. The columns that will be created for Item code, Item name, quantity, Supplier, rate, taxes and charges, Grand total as:
- iii. If the length of the head_name list is not equal to 0:

- 1.1. For each element t in the item_name list:
 - 1.1. Set the label variable as t
 - 1.2. Create a new dictionary called columns_add
 - 1.3. Set the value of the "label" key in columns_add as the string "%s" % (label)
 - 1.4. Set the value of the "fieldname" key in columns_add as the string "%s" % (label)
 - 1.5. Set the value of the "fieldtype" key in columns_add as "Data"
 - 1.6. Set the value of the "width" key in columns_add as 180
 - 1.7. Append columns_add to the columns list

- iv. Return the columns value to create all columns

Notification:

- This section is not applicable since there is no notifications to be triggered.

3.4.4 Field List:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|----|-------------------|------------|---|-----------|---------|----------------------------------|
| 1 | Supplier | Text Field | | | | N |
| 2 | Date | Date | | | | N |
| 3 | Valid Till | Date | | | | N |
| 4 | Status | Select | Submitted Expired | | | N |
| 5 | Item Code | Link | Values will be fetched from Item form | | | N |
| 6 | Item Name | Text field | | | | N |
| 7 | Item group | Link | Values will be fetched from Item Group form | | | N |
| 8 | Quantity | Text | | | | N |
| 9 | UOM | Text | | | | N |
| 10 | Discount | Float | | | | N |
| 11 | Rate | Float | | | | N |
| 12 | Amount | Float | | | | N |
| 13 | Weight | Float | | | | N |
| 14 | Taxes and Charges | Float | | | | N |
| 15 | Grand Total | Float | | | | N |

3.4.5 Filters:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|----|------------|------------|---|-----------|---------|----------------------------------|
| 1 | Supplier | Text Field | | | | N |
| 2 | Date | Date | | | | N |
| 3 | Valid Till | Date | | | | N |
| 4 | Status | Select | Submitted Expired | | | N |
| 5 | Item Code | Link | Values will be fetched from Item form | | | N |
| 6 | Item Name | Text field | | | | N |
| 7 | Item group | Link | Values will be fetched from Item Group form | | | N |
| 8 | Quantity | Text | | | | N |
| 9 | UOM | Text | | | | N |
| 10 | Discount | Float | | | | N |
| 11 | Rate | Float | | | | N |
| 12 | Amount | Float | | | | N |
| 13 | Weight | Float | | | | N |

| | | | | | | |
|----|-------------------|-------|--|--|--|---|
| 14 | Taxes and Charges | Float | | | | N |
| 15 | Grand Total | Float | | | | N |

3.4.6 Processes After Form Submission

- Not Applicable

3.4.7 Process Flow:

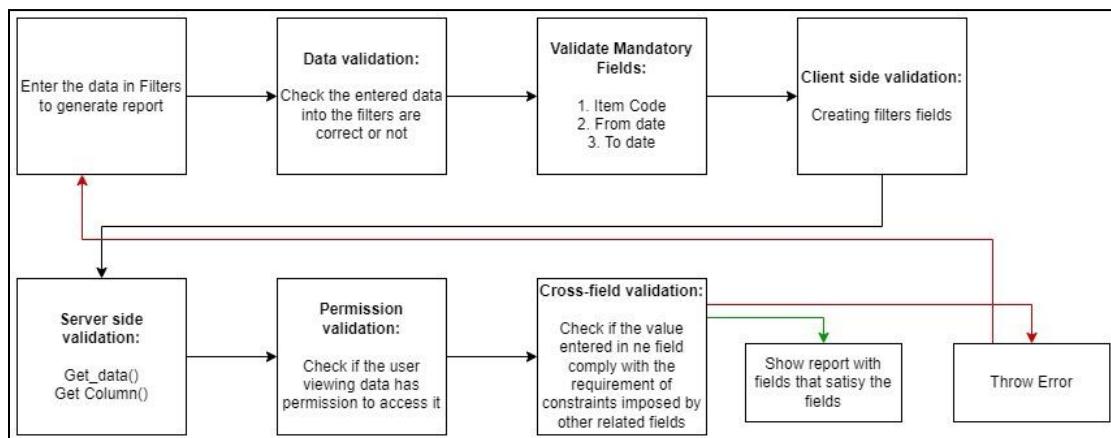


Figure : Vendor selection report Process Flow

3.4.8 Pre-requisites and Dependency

- Item
- Item group
- Supplier
- UOM
- Purchase Requisition
- Quotation
- Supplier Quotation

3.5 Empanelled Price Change report

Empanelled price change report is a report which shows change in price of Empanelled Items.

3.5.1 Use Case Diagram

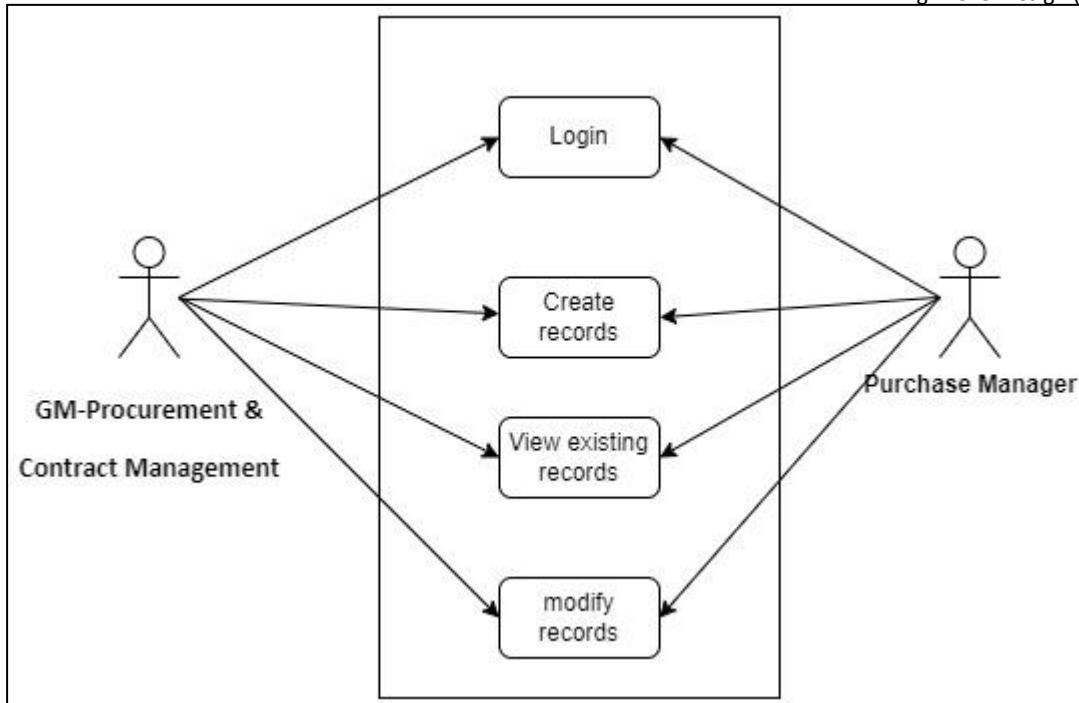


Figure : Empanelled Price Change report Use case diagram

3.5.2 Design of Workflow

- Not Applicable

3.5.3 Validations

The data entered on this page will undergo a 2 step validation (I.e. client side and server side validation).

The following validation is done on client side:

- I. Fields creation for Filters for Supplier, From Date, To date, Item Code

The following validation is done on server side before save:

- I. Get data
- II. Get Column

After successful validation check from both client-side and server-side the result in the reports will be shown to user based on the filter that they have set.

Client-Side Validation

Client-side validation refers to the process of validating user input directly on the client's web browser before saving it to the server for further processing. The following are some client side validations done for vendor selection report.

- **Field creation for Supplier, From Date, To date, Item Code :**

Under filters assign fieldname, label, fieldtype, width, reqd and values for each of the filter values you want

Server Side Validation

Server-side validation refers to the process of validating user input on the server to ensure data integrity, security, and adherence to business rules before accepting or processing the information. Following are some server side validations done for vendor selection report.

- **Get_data**

- i. Get value passed in filter for From date, To date

- ii. Write a query to get all price list between from date and to_date
- iii. If value for Item code, Supplier is provided pass that too while fetching records
- iv. Return the data fetched through execution of query

- **Get_columns**

- i. Pass values for label, fieldname, fieldtype, options and width of the column to be created
- ii. Return the columns value to create all columns

Notification:

- This section is not applicable since there is no notifications to be triggered

3.5.4 Field List:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|----|------------|------------|---|-----------|---------|----------------------------------|
| 1 | Item Code | Link | Values will be fetched from Item form | Y | | N |
| 2 | Item Name | Text field | | | | N |
| 3 | Price List | Link | | | | N |
| 4 | Rate | Select | | | | N |
| 5 | Currency | Float | Values will be fetched from Currency form | | | N |
| 6 | Supplier | Link | Values will be fetched from Supplier form | | | N |
| 7 | From Date | Date | | Y | | N |
| 8 | To date | Date | | Y | | N |

3.5.5 Filters:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|----|------------|------------|---|-----------|---------|----------------------------------|
| 1 | Item Code | Link | Values will be fetched from Item form | | | N |
| 2 | Item Name | Text field | | | | N |
| 3 | Price List | Link | | | | N |
| 4 | Supplier | Link | Values will be fetched from Supplier form | | | |

3.5.6 Processes After Form Submission

- Not Applicable

3.5.7 Process Flow:

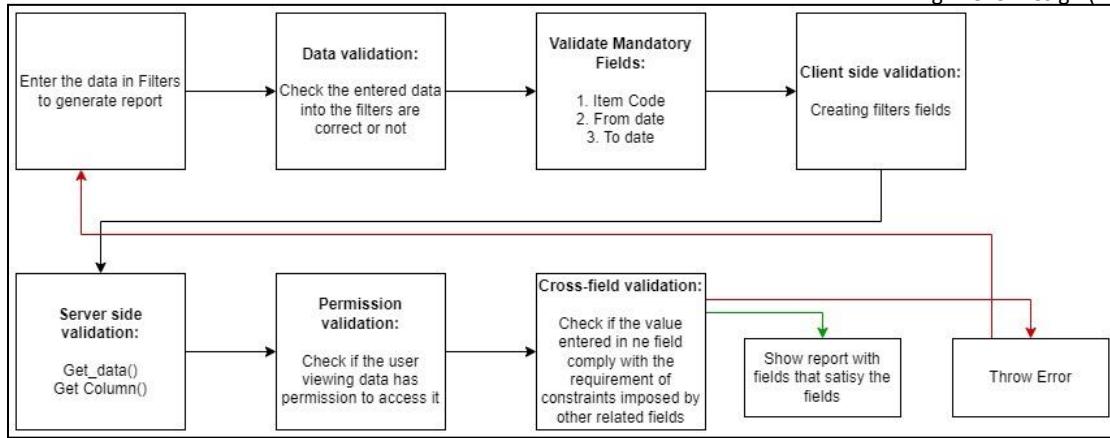


Figure : Empanelled Price Change report Process Flow

3.5.8 Pre-requisites and Dependency

- Item
- Item group
- Item price
- Supplier

3.6 Asset report

Asset report is a report which shows list and details of all Assets.

3.6.1 Use Case Diagram

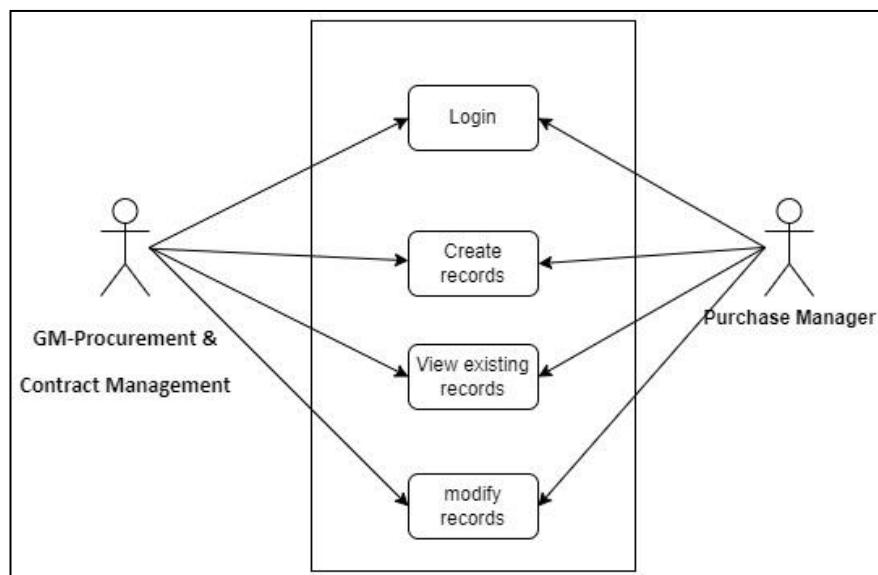


Figure: Asset report Use Case Diagram

3.6.2 Design of Workflow

- Not Applicable

3.6.3 Validations

The data entered on this page will undergo a 2 step validation (I.e. client side and server side validation).

The following validation is done on client side:

- I. Fields creation for Filters for Item Code, Item name, Asset owner, Location, Department and status

The following validation is done on server side before save:

- I. Get data
- II. Get Column

After successful validation check from both client-side and server-side the result in the reports will be shown to user based on the filter that they have set.

Client Side Validation

Client-side validation refers to the process of validating user input directly on the client's web browser before saving it to the server for further processing. Following are some client side validations done for vendor selection report.

- **Field creation for Supplier, From Date, To date, Item Code :**

Under filters assign fieldname, label, fieldtype, width, reqd and values for each of the filter values you want

Server Side Validation

Server-side validation refers to the process of validating user input on the server to ensure data integrity, security, and adherence to business rules before accepting or processing the information. Following are some server-side validations done for vendor selection report.

- **Get_data**

- i. Get value passed in filter for From date, To date
- ii. Write a query to get all necessary fields from Asset table
- iii. Return the data fetched through execution of query

- **Get_columns**

- i. Pass values for label, fieldname, fieldtype, options and width of the column to be created
- ii. Return the columns value to create all columns

Notification:

- This section is not applicable since there is no notifications to be triggered

3.6.4 Field List:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|----|-------------|------------|--|-----------|---------|----------------------------------|
| 1 | Company | Link | Values will be fetched from Item form | | | N |
| 2 | Item Code | Link | Values will fetch values from Item form | | | N |
| 3 | Item Name | Text field | | | | N |
| 4 | Asset Owner | Select | Company Supplier Customer | | | N |
| 5 | Location | Link | Values will be fetched from Location form | | | N |
| 6 | Custodian | Link | Values will be fetched from Custodian form | | | N |
| 7 | Department | Link | Values will be fetched from | | | N |

| | | | | | | |
|----|------------------------------------|------------|--|--|--|---|
| | | | Department form | | | |
| 8 | Cost Center | Link | Values will be fetched from Cost center form | | | N |
| 9 | Gross Purchase Amount | Date | | | | N |
| 10 | Available-for-use Date | Date | | | | N |
| 11 | Purchase Date | Date | | | | N |
| 12 | Finance Book | Link | Values will be fetched from Finance Book form | | | N |
| 13 | Depreciation Method | Select | Straight Double Declining Balance Written down value Manual | | | N |
| 14 | Total Number of Depreciation's | Text field | | | | N |
| 15 | Frequency of Depreciation (Months) | Text field | | | | N |
| 16 | Depreciation Posting Date | Date | | | | N |
| 17 | Policy number | Text field | | | | N |
| 18 | Insurer | Text field | | | | N |
| 19 | Insured value | Text field | | | | N |
| 20 | Insurance Start Date | Date | | | | N |
| 21 | Insurance End Date | Date | | | | N |
| 22 | Status | Select | Draft Submitted Partially Depreciated Fully Depreciated Sold Scrapped In Maintenance Out of Order Issue Receipt Capitalized Decapitalized | | | N |

3.6.5 Filters:

| ID | Label | Type | Validation/Action | Mandatory | Remarks | R= Rename N= New D= Delete |
|----|-----------|------|---|-----------|---------|----------------------------------|
| 1 | Item Code | Link | Values will fetch values from Item form | | | N |

| | | | | | | |
|---|-------------|------------|--|--|--|---|
| 2 | Item Name | Text field | | | | N |
| 3 | Asset Owner | Select | Company Supplier Customer | | | N |
| 4 | Location | Link | Values will be fetched from Location form | | | N |
| 5 | Department | Link | Values will be fetched from Department form | | | N |
| 6 | Status | Select | Draft Submitted Partially Depreciated Fully Depreciated Sold Scrapped In Maintenance Out of Order Issue Receipt Capitalized Decapitalized | | | N |

3.6.6 Processes After Form Submission

- Not Applicable

3.6.7 Process Flow:

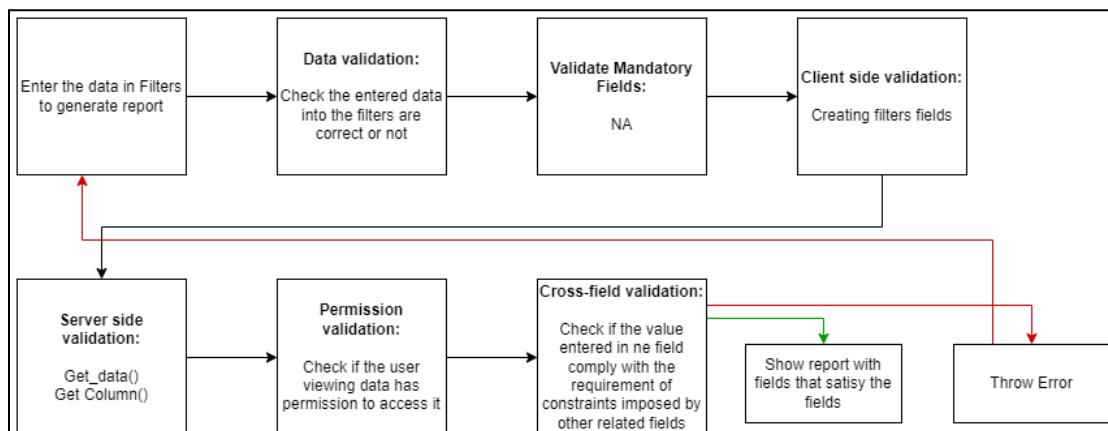


Figure : Asset report Process Flow

3.6.8 Pre-requisites and Dependency

- Item
- Asset
- Department
- Supplier
- Custodian
- Finance Book

4 Tools And Technologies

This section explains the tools that are used to build this design document

- Draw.io - it is an online tool used to develop the flowcharts used in this document.
- WPS office - it is a text editor that has been used to write and assemble this document.

5 Non-Functional Requirements

5.1 Performance

Specify performance requirements, including response times, transaction throughput, and system scalability.

5.2 Reliability

Define the reliability requirements, such as availability, fault tolerance, and disaster recovery

5.3 Usability

Describe usability requirements, including user-friendly interfaces, clear error messages, and intuitive workflows

5.4 Compatibility

Specify compatibility requirements with different operating systems, web browsers, and devices

5.5 Security

Security requirements, including authentication, access control, data encryption, and secure communication protocols.

- Authentication: The system will provide robust and secure authentication mechanisms to ensure that only authorized users can access the system and its resources
- Authorization: The system will enforce access controls to restrict users' actions based on their roles and privileges, ensuring that users can only access the resources they are authorized to use
- Data Encryption: Sensitive data, both at rest and in transit, will be encrypted to protect it from unauthorized access or interception.
- Secure Communication: Secure communication protocols (e.g., HTTPS, TLS) should be used to protect data exchanged between clients and servers.

5.6 Compliance

Specify any legal or regulatory compliance requirements, such as GDPR, PCI DSS, or other industry-specific standards.

5.7 Documentation

Describe the documentation requirements, including user manuals, developer guides, and API documentation.

5.8 Security: User access and authorization

The screens and the data in them is made secure by creating roles with different permissions and then assigning those roles the appropriate users. For this screen, following are the roles and their corresponding permissions:

Item

| ID | Role | Select | Read | Write | Create | Delete | Submit | Cancel | Amend |
|----|--------------------------------------|--------|------|-------|--------|--------|--------|--------|-------|
| 1 | GM-Procurement & Contract Management | Yes | Yes | Yes | Yes | Yes | NA | NA | NA |
| 2 | Purchase Manager | Yes | Yes | Yes | Yes | Yes | NA | NA | NA |

Item Price

| ID | Role | Select | Read | Write | Create | Delete | Submit | Cancel | Amend |
|----|--------------------------------------|--------|------|-------|--------|--------|--------|--------|-------|
| 1. | GM-Procurement & Contract Management | Yes | Yes | Yes | Yes | Yes | NA | NA | NA |
| 2. | Purchase Manager | Yes | Yes | Yes | Yes | Yes | NA | NA | NA |
| 3. | Dy. Director | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 4. | Principal | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 5. | CFO | Yes | Yes | NA | NA | NA | NA | NA | NA |

Purchase Requisition

| ID | Role | Select | Read | Write | Create | Delete | Submit | Cancel | Amend |
|-----|--------------------------------------|--------|------|-------|--------|--------|--------|--------|-------|
| 1. | GM-Procurement & Contract Management | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 2. | Purchase Manager | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 3. | Trainer | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 4. | Stock Keeper | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 5. | Course Manager | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 6. | Dy. Director | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 7. | Director | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 8. | Dy, Principal | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 9. | Principal | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 10. | CEO | Yes | Yes | NA | NA | NA | NA | NA | NA |

| | | | | | | | | | |
|-----|-------------------|-----|-----|----|----|----|----|----|----|
| 11. | Broad Of Director | Yes | Yes | NA | NA | NA | NA | NA | NA |
|-----|-------------------|-----|-----|----|----|----|----|----|----|

L1 Vendor Selection report

| ID | Role | Select | Read | Write | Create | Delete | Submit | Cancel | Amend |
|----|---------------------------------------|--------|------|-------|--------|--------|--------|--------|-------|
| 1. | GM- Procurement & Contract Management | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 2. | Purchase Manager | Yes | Yes | NA | NA | NA | NA | NA | NA |

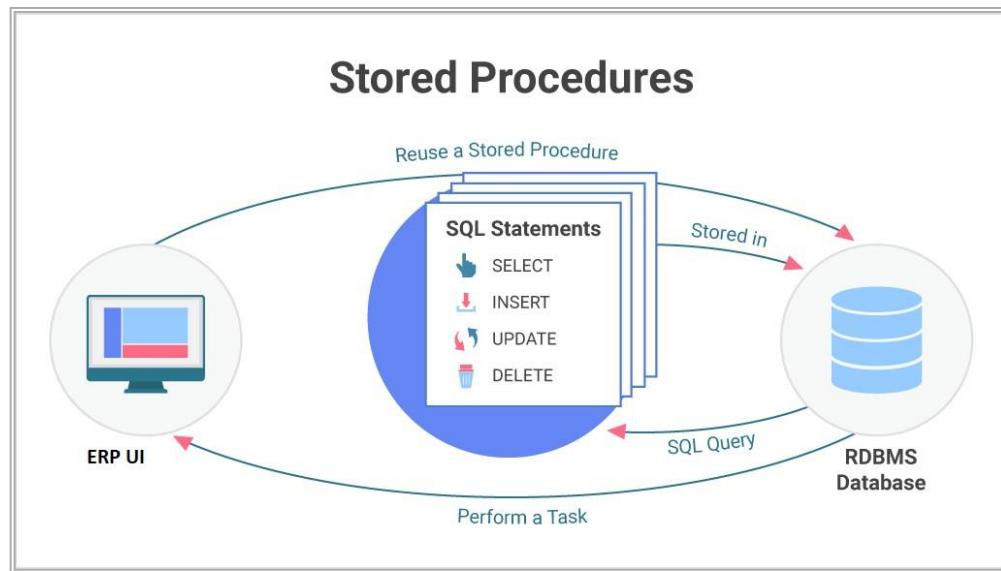
Empanelled price Change report

| ID | Role | Select | Read | Write | Create | Delete | Submit | Cancel | Amend |
|----|---------------------------------------|--------|------|-------|--------|--------|--------|--------|-------|
| 1. | GM- Procurement & Contract Management | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 2. | Purchase Manager | Yes | Yes | NA | NA | NA | NA | NA | NA |

Asset report

| ID | Role | Select | Read | Write | Create | Delete | Submit | Cancel | Amend |
|----|---------------------------------------|--------|------|-------|--------|--------|--------|--------|-------|
| 1. | GM- Procurement & Contract Management | Yes | Yes | NA | NA | NA | NA | NA | NA |
| 2. | Purchase Manager | Yes | Yes | NA | NA | NA | NA | NA | NA |

6 Database Design



Prototype

7 Prototype

The screen samples that have been derived based on the requirements gathered from the users / SME's of the **Project Plan Monitoring** module

7.1 Item Group

General Settings

- Item Group Name * (Input field)
- Parent Item Group (Input field)
- Is Group
Only leaf nodes are allowed in transaction

Defaults

| No. | Company * | Default Store | Default Price List |
|-----|-----------|---------------|--------------------|
| | | | |

Item Tax

| Taxes | No. | Item Tax Template * | Tax Category | Valid From | Minimum Net Rate | Maximum Net Rate |
|-------|-----|---------------------|--------------|------------|------------------|------------------|
| | | | | | | |

Authorization for Requisition

| No. | Authority | From Amount | Full Power |
|-----|-----------|-------------|------------|
| | | | |

Buttons: Item Group Tree, , SAVE

Figure : Item Group

7.2 Item

Details

| | |
|---|--|
| Item Name | <input type="checkbox"/> Disabled |
| Item Group * | <input checked="" type="checkbox"/> Maintain Stock |
| Default Unit of Measure * | Opening Stock |
| Nos | Valuation Rate |
| Standard Rate | |
| <input type="checkbox"/> Is Fixed Asset | |

Description ▾

Buttons: View, Actions, Duplicate, , SAVE

Details **Inventory** Accounting Purchasing Tax Quality

Inventory Settings

| | |
|---|---|
| Shelf Life In Days | Warranty Period (in days) |
| <input type="text"/> | <input type="text"/> |
| End of Life | Weight Per Unit |
| <input type="text" value="31-12-2099"/> | <input type="text"/> |
| Default Material Request Type | Weight UOM |
| <input type="text" value="Purchase"/> | <input type="text"/> |
| Valuation Method | <input type="checkbox"/> Allow Negative Stock |
| <input type="text"/> | <input type="text"/> |

Barcodes

| Barcodes | | | Barcode Type | UOM | |
|-------------------------|--|--|--------------|-----|--|
| No Data | | | | | |
| Add Row | | | | | |

Auto re-order ^

| Reorder level based on Warehouse | | Will also apply for variants unless overridden | | | | |
|----------------------------------|-----|--|---------------|------------------|--------------|-------------------------|
| <input type="checkbox"/> | No. | Check In (group) | Request for * | Re-order Level * | Re-order Qty | Material Request Type * |
| No Data | | | | | | |
| Add Row | | | | | | |

Units of Measure ^

| UOMs | | | Conversion Factor | |
|------------------------------|--|--|-------------------|--|
| Will also apply for variants | | | | |
| No Data | | | | |

[Add Row](#)**Serial Nos and Batches** ^

Has Batch No Has Serial No

Details Inventory **Accounting** Purchasing Tax Quality

| Item Defaults | | | Default Store | Default Price List | |
|-------------------------|--|--|---------------|--------------------|--|
| No Data | | | | | |
| Add Row | | | | | |

Details Inventory Accounting **Purchasing** Tax Quality

Default Purchase Unit of Measure

Minimum Order Qty

 Minimum quantity should be as per Stock UOM

Safety Stock

Allow Purchase

Supplier Details ^

| | Supplier * | Date of Empanelment | Attachment | ⋮ |
|---------|------------|---------------------|------------|---|
| No Data | | | | |

Add Row

Details Inventory Accounting Purchasing **Tax** Quality

Taxes
 Will also apply for variants

| <input type="checkbox"/> | No. | Item Tax Template * | Tax Category | Valid From | Minimum Net Rate | Maximum Net Rate | ⋮ |
|--------------------------|-----|---------------------|--------------|------------|------------------|------------------|---|
| No Data | | | | | | | |

Add Row

Details Inventory Accounting Purchasing Tax **Quality**

Inspection Required before Purchase

Quality Inspection Template

Inspection Required before Delivery

Figure : Item

7.3 Item Price

≡ New Item Price • Not Saved SAVE

| | |
|--|---|
| Item Code * | <input type="text" value="1002"/> → |
| UOM | <input type="text"/> |
| Packing Unit | <input type="text" value="0"/> |
| Quantity that must be bought or sold per UOM | |
| Price List | |
| Price List * | <input type="text"/> |
| <input type="checkbox"/> Buying | |
| Batch No | <input type="text"/> |
| Currency | <input type="text" value="INR"/> |
| Rate * | <input type="text"/> |
| Valid From | <input type="text" value="21-07-2023"/> |
| Valid Upto | <input type="text"/> |

Note

This screenshot shows a large, empty rectangular input field with a thin black border, intended for notes or additional information.

Figure : Item Price

7.4 Price List

This screenshot displays a form titled "New Price List" with the status "Not Saved". It includes fields for "Price List Name" (with a required asterisk), "Currency" (set to "INR"), and checkboxes for "Buying" and "Price Not UOM Dependent". On the right, there is a section titled "Applicable for Countries" with a table header "Country" and a "No Data" message.

Figure : Price List

7.5 Supplier

This screenshot shows a form titled "New Supplier" with the status "Not Saved". It features several sections: "Details" (Supplier Name, Supplier Group, Country, Supplier Type, Is Transporter), "Defaults" (Supplier Email ID, Price List, Billing Currency, Default Payment Terms Template, Default Company Bank Account), "Internal Supplier" (Is Internal Supplier, Represents Company), and "More Information" (Supplier Details, Website, Print Language). A note at the bottom states: "Statutory info and other general information about your Supplier".

The screenshot displays the High Level Design (HLD) interface for supplier setup, divided into three main sections:

- Tax Tab:** Contains fields for Tax ID, Tax Category, Tax Withholding Category, GSTIN / UIN, PAN, and GST Category (set to Unregistered).
- Contact & Address Tab:** Contains fields for Supplier Primary Contact and Supplier Primary Address, both with a note about reselecting after save.
- Accounting Tab:** Contains a table for Accounts, showing columns for checkbox, No., Company*, Account, and a delete icon. It shows "No Data".

At the bottom of each section, there are navigation links: Details, Tax, Contact & Address, Accounting, and Settings.

Figure : Supplier

7.6 Supplier Group

The screenshot shows the "New Supplier Group" creation form with the following fields:

- Supplier Group Name * (input field)
- Parent Supplier Group (input field)
- Is Group (checkbox)
- Credit Limit ▾ (button)
- Default Payment Terms Template (input field)
- SAVE button (top right)

A note at the top left indicates "Not Saved".

Figure : Supplier Group

7.7 Quality Inspection Template

| No. | Parameter * | Acceptance Criteria Value | Numeric | Minimum Value | Maximum Value | <input type="button" value="Edit"/> |
|-----|-------------|---------------------------|---------|---------------|---------------|-------------------------------------|
| 1 | | 0.000 | 0.000 | 0.000 | 0.000 | <input type="button" value="Edit"/> |

Figure : Quality Inspection Template

7.8 Quality Inspection Parameter

Figure : Quality Inspection Parameter

7.9 Purchase Requisition

| No. | Item Code * | Required By * | Quantity * | Target Store | UOM * | <input type="button" value="Edit"/> |
|-----|-------------|---------------|------------|--------------|-------|-------------------------------------|
| 1 | | | 0.000 | | | <input type="button" value="Edit"/> |

New Purchase Requisition • Not Saved
Get Items From:
...
SAVE

Details
Terms
More Info

Printing Details
^

Letter Head

Print Heading

Figure : Purchase Requisition

7.10 Request for Quotation

Figure : Request for Quotation

7.11 Supplier Quotation

New Supplier Quotation • Not Saved

Get Items From : Tools : ... SAVE

| Details | | Address & Contact | | Terms | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------------|-------------------|--|---|--------------|---|-----------------------------|-------------|----------------|-------|--------------|--------------|---|--------------------------|---|--------------|--|----|--------|--------|-----------------------------|--|--|--|--|---|--|--|--|
| Series * | PUR-SQTN-YYYY.- | Status * | Draft | Date * | 21-07-2023 | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplier * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Valid Till | 21-08-2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quotation Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Currency and Price List ▾ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Items | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th> <th>No.</th> <th>Item Code *</th> <th>Quantity *</th> <th>UOM *</th> <th>Rate (INR)</th> <th>Amount (INR)</th> <th>⋮</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td></td> <td>0</td> <td></td> <td>₹ 0.00</td> <td>₹ 0.00</td> <td><input type="button"/> Edit</td> </tr> <tr> <td colspan="4"><input type="button"/> Add Multiple <input type="button"/> Add Row</td> <td colspan="3"><input type="button"/> Download <input type="button"/> Upload</td> </tr> </tbody> </table> | | | | | | | No. | Item Code * | Quantity * | UOM * | Rate (INR) | Amount (INR) | ⋮ | <input type="checkbox"/> | 1 | | 0 | | ₹ 0.00 | ₹ 0.00 | <input type="button"/> Edit | <input type="button"/> Add Multiple <input type="button"/> Add Row | | | | <input type="button"/> Download <input type="button"/> Upload | | | |
| | No. | Item Code * | Quantity * | UOM * | Rate (INR) | Amount (INR) | ⋮ | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 1 | | 0 | | ₹ 0.00 | ₹ 0.00 | <input type="button"/> Edit | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button"/> Add Multiple <input type="button"/> Add Row | | | | <input type="button"/> Download <input type="button"/> Upload | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Quantity | 0 | | | | | Total (INR) | ₹ 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| Taxes and Charges | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tax Category | Shipping Rule | | | Incoterm | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purchase Taxes and Charges Template | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 % Charge | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th> <th>No.</th> <th>Type *</th> <th>Account Head *</th> <th>Rate</th> <th>Amount (INR)</th> <th>Total (INR)</th> <th>⋮</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>On Net Total</td> <td>Expenses Included In Valuation - SO...</td> <td>18</td> <td>₹ 0.00</td> <td>₹ 0.00</td> <td><input type="button"/> Edit</td> </tr> <tr> <td colspan="7"><input type="button"/> Add Row</td> </tr> </tbody> </table> | | | | | | | No. | Type * | Account Head * | Rate | Amount (INR) | Total (INR) | ⋮ | <input type="checkbox"/> | 1 | On Net Total | Expenses Included In Valuation - SO... | 18 | ₹ 0.00 | ₹ 0.00 | <input type="button"/> Edit | <input type="button"/> Add Row | | | | | | | |
| | No. | Type * | Account Head * | Rate | Amount (INR) | Total (INR) | ⋮ | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 1 | On Net Total | Expenses Included In Valuation - SO... | 18 | ₹ 0.00 | ₹ 0.00 | <input type="button"/> Edit | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button"/> Add Row | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Taxes and Charges Added (INR) | ₹ 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Taxes and Charges Deducted (INR) | ₹ 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Taxes and Charges Deducted (INR) | ₹ 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Total Taxes and Charges (INR) | ₹ 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| Additional Discount ▾ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apply Additional Discount On | Grand Total | | | Additional Discount Percentage | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button"/> Grand Total | | | | <input type="button"/> Additional Discount Percentage | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Additional Discount Amount (INR) | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | <input type="button"/> Additional Discount Amount (INR) | | | | | | | | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Grand Total (INR) | ₹ 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Rounding Adjustment (INR) | ₹ 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Rounded Total (INR) | ₹ 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | <input type="checkbox"/> Disable Rounded Total | | | | | | | | | | | | | | | | | | | | | | | |
| Details | | Address & Contact | | Terms | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplier Address | | | Contact Person | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure : Supplier Quotation

7.12 Purchase Order

New Purchase Order • Not Saved

Get Items From : Tools : ... SAVE

Details
Address & Contact
Terms
More Info

Series *

Date *

Apply Tax Withholding Amount

Supplier *

Required By

Accounting Dimensions ▾

Currency and Price List ▾

Items

Scan Barcode
Set Target Store

| | No. | Item Code * | Required By * | Quantity * | UOM * | Rate (INR) | Amount (INR) | ⋮ |
|--------------------------|-----|-------------|---------------|------------|-------|------------|--------------|-------------------------------------|
| <input type="checkbox"/> | 1 | | | 0 | | ₹ 0.00 | ₹ 0.00 | <input type="button" value="Edit"/> |

Add Multiple
Add Row
Download
Upload

Total Quantity
Total (INR)

Taxes and Charges

Tax Category
Shipping Rule
Incoterm

Purchase Taxes and Charges Template

18 % Charge

Purchase Taxes and Charges

| | No. | Type * | Account Head * | Rate | Amount (INR) | Total (INR) | ⋮ |
|--------------------------|-----|--------------|--|------|--------------|-------------|-------------------------------------|
| <input type="checkbox"/> | 1 | On Net Total | Expenses Included in Valuation - SO... | 18 | ₹ 0.00 | ₹ 0.00 | <input type="button" value="Edit"/> |

Add Row

Total Taxes and Charges (INR)

₹ 0.00

Totals

Grand Total (INR)

₹ 0.00

Rounding Adjustment (INR)

₹ 0.00

Totals

| | |
|--|--------|
| Grand Total (INR) | ₹ 0.00 |
| Rounding Adjustment (INR) | ₹ 0.00 |
| Rounded Total (INR) | ₹ 0.00 |
| <input type="checkbox"/> Disable Rounded Total | |
| Advance Paid | ₹ 0.00 |

Additional Discount ^

| | | | |
|------------------------------|--|----------------------------------|----------------------|
| Apply Additional Discount On | <input type="text" value="Grand Total"/> | Additional Discount Percentage | <input type="text"/> |
| | | Additional Discount Amount (INR) | <input type="text"/> |

Details Address & Contact Terms More Info

Supplier Address

| | |
|------------------|------------------|
| Supplier Address | Supplier Contact |
|------------------|------------------|

Shipping Address

Shipping Address

Company Billing Address

Company Billing Address

[Details](#) [Address & Contact](#) [Terms](#) [More Info](#)

Payment Terms

Payment Terms Template

Payment Schedule

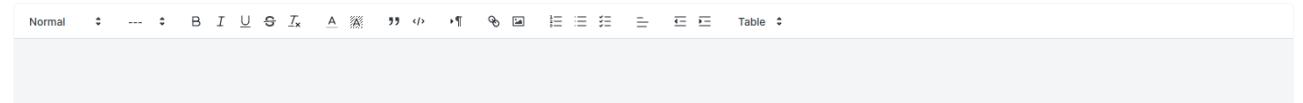
| <input type="checkbox"/> | No. | Payment Term | Description | Due Date * | | Invoice Portion | Payment Amount * | <input checked="" type="radio"/> |
|--------------------------|-----|--------------|-------------|---|---------|-----------------|------------------|----------------------------------|
| | | | |  | No Data | | | |

Add Row

[Terms & Conditions](#)

Terms

[Terms and Conditions](#)



Details Address & Contact Terms More Info

Order Status ^

Status *
Draft

Printing Settings ^

Letter Head
Journal Entry Letter Head

Print Heading

Group same items

Auto Repeat ^

From Date

To Date

Additional Info ^

Is Internal Supplier

Figure : Purchase Order

7.13 Purchase Receipt

New Purchase Receipt • Not Saved

Get Items From :

Details Address & Contact Terms More Info Connections

Series *
MAT-PRE-YYYY-

Date *
21-07-2023

Apply Putaway Rule

Supplier *

Posting Time *
14:29:09

Edit Posting Date and Time

Is Return

Accounting Dimensions ^

Currency and Price List ^

Items

Scan Barcode

Accepted Store

Rejected Store

Is Subcontracted

| No. | Item Code * | Accepted Qua... | Rejected Quan... | Rate | Amount | Purchase Order | <input type="button"/> |
|-----|-------------|-----------------|------------------|--------|--------|----------------|---|
| 1 | | 0 | 0 | ₹ 0.00 | ₹ 0.00 | | <input type="button"/> <input type="button"/> |

Add Multiple Add Row Download Upload

Items

| No. | Item Code * | Accepted Qua... | Rejected Quan... | Rate | Amount | Purchase Order | <input type="button"/> |
|-----|-------------|-----------------|------------------|--------|--------|----------------|---|
| 1 | | 0 | 0 | ₹ 0.00 | ₹ 0.00 | | <input type="button"/> <input type="button"/> |

Add Multiple Add Row Download Upload

Total Quantity

Total (INR)

Taxes and Charges

Tax Category

Shipping Rule

Incoterm

Purchase Taxes and Charges Template

18 % Charge

Purchase Taxes and Charges

| No. | Type * | Account Head * | Rate | Amount (INR) | Total (INR) | <input type="button"/> |
|-----|--------------|--|------|--------------|-------------|---|
| 1 | On Net Total | Expenses Included In Valuation - SO... | 18 | ₹ 0.00 | ₹ 0.00 | <input type="button"/> <input type="button"/> |

Add Row

Taxes and Charges Added (INR)

Taxes and Charges Deducted (INR)

Taxes and Charges Deducted (INR)
₹ 0.00

Total Taxes and Charges (INR)
₹ 0.00

Totals

Grand Total (INR)
₹ 0.00

Rounding Adjustment (INR)
₹ 0.00

Rounded Total (INR)
₹ 0.00

Disable Rounded Total

Additional Discount ▾

Apply Additional Discount On
Grand Total

Additional Discount Percentage

Additional Discount Amount (INR)

Figure : Purchase Receipt

7.14 Purchase Invoice

New Purchase Invoice • Not Saved

Details

Series * PINV-YY- Date * 21-07-2023

Supplier *

Posting Time 14:22:15

Is Paid Is Return (Debit Note)
 Apply Tax Withholding Amount Is Reverse Charge
 Edit Posting Date and Time

Due Date

Supplier Invoice

Supplier Invoice No

Supplier Invoice Date

Accounting Dimensions

Cost Center Branch

Currency and Price List

Currency INR

Price List Standard Buying

Ignore Pricing Rule

Items

Scan Barcode

Update Stock Is Subcontracted

| No. | Item | Accepted Qty * | Rate (INR) * | Amount (INR) * | <input type="checkbox"/> |
|-----|------|----------------|--------------|----------------|-------------------------------|
| 1 | | 0 | ₹ 0.00 | ₹ 0.00 | <input type="checkbox"/> Edit |

Add Multiple Add Row Download Upload

Total Quantity 0 Total (INR) ₹ 0.00

| | | | | | | | | | |
|--|---------------|-----------------|--|----------------------------------|------------------|------------------|----------------|-----------------|--|
| Tax Category | Shipping Rule | Incoterm | | | | | | | |
| Purchase Taxes and Charges Template | | | | | | | | | |
| 18 % Charge | | | | | | | | | |
| Purchase Taxes and Charges | | | | | | | | | |
| <input type="checkbox"/> | No. | Type * | Account Head * | Rate | Amount (INR) | Total (INR) | | | |
| <input type="checkbox"/> | 1 | On Net Total | Expenses Included In Valuation - SO... | 18 | ₹ 0.00 | ₹ 0.00 | | | |
| Add Row | | | | | | | | | |
| Taxes and Charges Added (INR) ₹ 0.00 | | | | | | | | | |
| Taxes and Charges Deducted (INR) ₹ 0.00 | | | | | | | | | |
| Total Taxes and Charges (INR) ₹ 0.00 | | | | | | | | | |
| Totals | | | | | | | | | |
| Grand Total (INR) ₹ 0.00 | | | | | | | | | |
| Rounding Adjustment (INR) ₹ 0.00 | | | | | | | | | |
| Rounded Total (INR) ₹ 0.00 | | | | | | | | | |
| Total Advance (INR) ₹ 0.00 | | | | | | | | | |
| Additional Discount ^ | | | | | | | | | |
| Apply Additional Discount On Grand Total | | | | Additional Discount Percentage | | | | | |
| | | | | Additional Discount Amount (INR) | | | | | |
| Details Payments Address & Contact Terms More Info | | | | | | | | | |
| Advance Payments ^ | | | | | | | | | |
| <input type="checkbox"/> Set Advances and Allocate (FIFO) | | | | | | | | | |
| Get Advances Paid | | | | | | | | | |
| Advances | | | | | | | | | |
| <input type="checkbox"/> | No. | Reference Na... | Remarks | Advance Amo... | Allocated Amo... | Reference Exc... | Reference Type | Exchange Gal... | |
| No Data | | | | | | | | | |
| Add Row | | | | | | | | | |
| Write Off ^ | | | | | | | | | |
| Write Off Amount (INR) | | | | | | | | | |

| | | | | |
|---------------------------------|--------------------------|---------------------------------------|-----------------------|---------------------------|
| Details | Payments | Address & Contact | Terms | More Info |
| Supplier Address | | | | |
| Select Supplier Address | | | Contact Person | |
| Company Shipping Address | | | | |
| Select Shipping Address | | | | |
| Company Billing Address | | | | |
| Select Billing Address | | | | |

Details Payments Address & Contact **Terms** More Info

Payment Terms

Payment Terms Template

Payment Schedule

| No. | Payment Term | Description | Due Date * | Invoice Portion | Payment Amount * | ⋮ |
|-----|--------------|-------------|---|-----------------|------------------|---|
| | | |  | No Data | | |

[Add Row](#)

Terms and Conditions

Terms

Terms and Conditions

Normal --- B I U S I_x A ₹ ‘’ <> ¶ § ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ Table ⋮

Details Payments Address & Contact Terms **More Info**

Status

Status

Draft

Accounting Details

Credit To *

Creditors - SOUL

Subscription

From Date

Start date of current invoice's period

To Date

End date of current invoice's period

Print Settings

Letter Head

Journal Entry Letter Head

Group same items

Print Heading

Hold Invoice

Hold Invoice

Reason For Putting On Hold

Release Date

Once set, this invoice will be on hold till the set date

Additional Info

Is Internal Supplier

Remarks

Figure : Purchase Invoice

7.15 Stock Entry

New Stock Entry • Not Saved

Details Items Accounting Dimensions Other Info

Series * Posting Date

Stock Entry Type *

Posting Time
 Edit Posting Date and Time
 Inspection Required

Items

Items

| No. | Source Warehouse | Target Warehouse | Item Code * | Qty * | Basic Rate (as per Stock UOM) | <input type="button" value="Edit"/> |
|----------------------------|------------------|------------------|-------------|-------|-------------------------------|-------------------------------------|
| <input type="checkbox"/> 1 | | | | 0.000 | ₹ 0.00 | <input type="button" value="Edit"/> |

Accounting Dimensions

Address

Project

Other Info

Print Heading

Letter Head

More Information

Is Opening

About Us Team Member

Remarks

Branch

Figure : Stock Entry

7.16 Stock Balance

| Stock Balance | | | | | | | | | | | | | Create Card | Download Report | Set Chart | ... | REBUILD | | | | | | | | | | | | |
|--|----------------|---------------------|--|----------------|--|-------------|---|-------------|-----------------------------------|--------|------------------------------------|---------|-----------------------------|---------------------------------|---------------------------|---------------------|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| <input type="text" value="SOUL Limited"/> | | | <input type="text" value="21-06-2023"/> | | <input type="text" value="21-07-2023"/> | | <input type="text" value="Item Group"/> | | <input type="text" value="Item"/> | | <input type="text" value="Store"/> | | | | | | | | | | | | | | | | | | |
| <input type="text" value="Store Type"/> | | | <input type="text" value="Include UOM"/> | | <input type="checkbox"/> Show Variant Attributes | | <input type="checkbox"/> Show Stock Ageing Data | | | | | | | | | | | | | | | | | | | | | | |
| • This report was generated just now. To get the updated report, click on Rebuild. See all past reports. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Item | Item Name | Item Group | Store | Stock U... | Balance Qty | Balance V... | Opening ... | Opening Val... | In Qty | In Value | Out Qty | Out Va... | Valuatio... | Reorde... | Reorde... | Company | | | | | | | | | | | | |
| 1 | 12346: Iph... | Iphone 12 Apple | All Item Gro... | Stores - SO... | Nos | 97.000 | ₹ 48,42,404.0 | 97.000 | ₹ 48,42,404.05 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 49,921.69 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |
| 2 | Hp Notebook | Hp Notebook | Products | Finished Go... | Nos | 49.000 | ₹ 29,40,000.0 | 49.000 | ₹ 29,40,000.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 60,000.00 | 1.000 | 100.000 | SOUL Limited | | | | | | | | | | | | |
| 3 | 12346: Iph... | Iphone 12 Apple | All Item Gro... | Finished Go... | Nos | 101.000 | ₹ 50,49,899.0 | 101.000 | ₹ 50,49,899.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 49,999.00 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |
| 4 | HP Desktop | HP Desktop | Products | Stores - SO... | Nos | 9.000 | ₹ 3,84,000.0 | 9.000 | ₹ 3,84,000.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 42,666.67 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |
| 5 | 827424: M... | Mango | All Item Gro... | Stores - SO... | Nos | 100.000 | ₹ 40,000.00 | 100.000 | ₹ 40,000.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 400.00 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |
| 6 | 827424: M... | Mango | All Item Gro... | Finished Go... | Nos | 100.000 | ₹ 40,000.00 | 100.000 | ₹ 40,000.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 400.00 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |
| 7 | 1002: Haus... | Hauser Blue Pen | Office statio... | Stores - SO... | Nos | 1,088.000 | ₹ 8,380.00 | 1,088.000 | ₹ 8,380.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 7.70 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |
| 8 | 1003: Butte... | Butterflow Blue pen | Office statio... | Stores - SO... | Nos | 20.000 | ₹ 100.00 | 20.000 | ₹ 100.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 5.00 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |
| 9 | 1002: Haus... | Hauser Blue Pen | Office statio... | Finished Go... | Nos | 102.000 | ₹ 1,085.28 | 102.000 | ₹ 1,085.28 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 10.64 | 10.000 | 100.000 | SOUL Limited | | | | | | | | | | | | |
| 10 | Al: Aluminium | Aluminium | Raw Material | Stores - SO... | Nos | 20.000 | ₹ 115.00 | 20.000 | ₹ 115.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 5.75 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |
| 11 | Hp Notebook | Hp Notebook | Products | Stores - SO... | Nos | 50.000 | ₹ 30,00,000.0 | 50.000 | ₹ 30,00,000.00 | 0.000 | 0.000 | 0.000 | 0.000 | ₹ 60,000.00 | 0.000 | 0.000 | SOUL Limited | | | | | | | | | | | | |

Figure : Stock Balance

7.17 Stock Ledger

| Stock Ledger | | | | | | | | | | | | | Create Card | Set Chart | ... | REBUILD | | | | | | | | | | | | | |
|---|----------------------|----------------|---|-----|---|--------|--|--------------------|--|------------------|---|---------------|-----------------------------|---------------------------|---------------------|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <input type="text" value="SOUL Limited"/> | | | <input type="text" value="01-02-2023"/> | | <input type="text" value="21-07-2023"/> | | <input type="text" value="All Warehouses - SOUL"/> | | <input type="text" value="Item"/> | | <input type="text" value="Item Group"/> | | | | | | | | | | | | | | | | | | |
| <input type="text" value="Batch No"/> | | | <input type="text" value="Brand"/> | | <input type="text" value="Voucher #"/> | | <input type="text" value="Project"/> | | <input type="text" value="Include UOM"/> | | | | | | | | | | | | | | | | | | | | |
| Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 19-02-2023 23:56:... | 12346: Iph... | Iphone 12 A... | Nos | 1.000 | 0.000 | 1.000 | MAT-PRE-2023-00... | Stores - SOUL | All Item Gro... | Apple | ₹ 1,09,999.00 | ₹ 1,09,999.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 2 | 20-02-2023 00:44:... | Hp Notebook | Hp Notebook | Nos | 1.000 | 0.000 | 1.000 | MAT-STE-2023-00... | Goods In Transit - S... | Products | Hp Notebook | ₹ 60,000.00 | ₹ 60,000.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 3 | 20-02-2023 00:48:... | 12346: Iph... | Iphone 12 A... | Nos | 0.000 | -1.000 | 0.000 | MAT-DN-2023-00... | Stores - SOUL | All Item Gro... | Apple | ₹ 49,999.00 | ₹ 1,09,999.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 4 | 20-02-2023 01:23:... | Hp Notebook | Hp Notebook | Nos | 0.000 | 0.000 | 1.000 | MAT-RECO-2023-0... | Finished Goods - S... | Products | Hp Notebook | ₹ 0.00 | ₹ 60,000.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 5 | 22-02-2023 11:00:... | 12346: Iph... | Iphone 12 A... | Nos | 1.000 | 0.000 | 1.000 | MAT-PRE-2023-00... | Finished Goods - S... | All Item Gro... | Apple | ₹ 49,999.00 | ₹ 49,999.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 6 | 22-02-2023 13:00:... | HP Desktop | HP Desktop | Nos | 6.000 | 0.000 | 6.000 | MAT-STE-2023-00... | Stores - SOUL | Products | MyPET Product | ₹ 60,000.00 | ₹ 60,000.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 7 | 22-02-2023 14:52:... | Hp Notebook | Hp Notebook | Nos | 0.000 | -1.000 | 0.000 | MAT-STE-2023-00... | Goods In Transit - S... | Products | Hp Notebook | ₹ 0.00 | ₹ 60,000.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 8 | 22-02-2023 14:53:... | Hp Notebook | Hp Notebook | Nos | 0.000 | -1.000 | 0.000 | ACC-ASC-2023-00... | Finished Goods - S... | Products | Hp Notebook | ₹ 0.00 | ₹ 60,000.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 9 | 23-02-2023 15:27:... | 827424: M... | Mango | Nos | 100.000 | 0.000 | 100.000 | MAT-PRE-2023-00... | Stores - SOUL | All Item Gro... | Mango | ₹ 400.00 | ₹ 400.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 10 | 23-02-2023 16:46:... | 827424: M... | Mango | Nos | 100.000 | 0.000 | 100.000 | MAT-STE-2023-00... | Finished Goods - S... | All Item Gro... | Mango | ₹ 400.00 | ₹ 400.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 11 | 27-02-2023 09:57:... | 12346: Iph... | Iphone 12 A... | Nos | 100.000 | 0.000 | 101.000 | MAT-STE-2023-00... | Finished Goods - S... | All Item Gro... | Apple | ₹ 49,999.00 | ₹ 49,999.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 12 | 27-02-2023 09:57:... | 12346: Iph... | Iphone 12 A... | Nos | 100.000 | 0.000 | 100.000 | MAT-STE-2023-00... | Stores - SOUL | All Item Gro... | Apple | ₹ 49,999.00 | ₹ 49,999.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 13 | 27-02-2023 11:08:... | 12346: Iph... | Iphone 12 A... | Nos | 0.000 | -1.000 | 99.000 | DN-23-00002 | Stores - SOUL | All Item Gro... | Apple | ₹ 49,999.00 | ₹ 49,999.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 14 | 27-02-2023 13:14:... | 1002: Haus... | Hauser Blue... | Nos | 20.000 | 0.000 | 20.000 | MAT-STE-2023-00... | Stores - SOUL | Office statio... | Hauser Blue Pen | ₹ 5.00 | ₹ 5.00 | ₹ 1 | | | | | | | | | | | | | | | |
| 15 | 27-02-2023 14:27:... | 1003: Butte... | Butterflow ... | Nos | 20.000 | 0.000 | 20.000 | MAT-STE-2023-00... | Stores - SOUL | Office statio... | Butterflow Blue pen | ₹ 5.00 | ₹ 5.00 | ₹ 1 | | | | | | | | | | | | | | | |

Figure : Stock Ledger

7.18 Stock Summary

Total Stock Summary

| Store | | SOUL Limited | | |
|-------|-----------------------|--------------|---------------------|-------------|
| | Store | Item | Description | Current Qty |
| 1 | Finished Goods - S... | 1002 | Hauser Blue Pen | 102.000 |
| 2 | Finished Goods - S... | 12346 | Apple | 101.000 |
| 3 | Finished Goods - S... | 827424 | Mango | 100.000 |
| 4 | Finished Goods - S... | HP Desktop | Product | 100.000 |
| 5 | Finished Goods - S... | Hp Notebook | Hp Notebook | 49.000 |
| 6 | Finished Goods - S... | Item-001 | Office Chair | 1.000 |
| 7 | Stores - SOUL | 1002 | Hauser Blue Pen | 1,088.000 |
| 8 | Stores - SOUL | 1003 | Butterflow Blue pen | 20.000 |
| 9 | Stores - SOUL | 1005 | Hauser Blue Pen | 1.000 |
| 10 | Stores - SOUL | 12346 | Apple | 97.000 |
| 11 | Stores - SOUL | 827424 | Mango | 100.000 |
| 12 | Stores - SOUL | AI | Aluminium | 20.000 |
| 13 | Stores - SOUL | Bk_001 | MES Book | 10.000 |
| 14 | Stores - SOUL | HP Desktop | Product | 9.000 |
| 15 | Stores - SOUL | Hp Notebook | Hp Notebook | 50.000 |
| 16 | Stores - SOUL | Item-001 | Office Chair | 56.000 |

Figure : Stock Summary

7.19 Stock Setting

| | | | | |
|---|--|---------------------|----------------|---------------|
| Defaults | Stock Validations | Serial & Batch Item | Stock Planning | Stock Closing |
| Item Defaults | | | | |
| Item Naming By | Default Warehouse | | | |
| Item Code | Stores - SOUL | | | |
| Default Item Group | Sample Retention Warehouse | | | |
| Default Stock UOM | Default Valuation Method | | | |
| Nos | FIFO | | | |
| Price List Defaults | | | | |
| <input checked="" type="checkbox"/> Auto Insert Item Price If Missing | <input type="checkbox"/> Update Existing Price List Rate | | | |

Defaults Stock Validations Serial & Batch Item Stock Planning Stock Closing

Stock Transactions Settings

Over Delivery/Receipt Allowance (%) The percentage you are allowed to receive or deliver more against the quantity ordered. For example, if you have ordered 100 units, and your Allowance is 10%, then you are allowed to receive 110 units.

Over Transfer Allowance The percentage you are allowed to transfer more against the quantity ordered. For example, if you have ordered 100 units, and your Allowance is 10%, then you are allowed transfer 110 units.

Role Allowed to Over Deliver/Receive Users with this role are allowed to over deliver/receive against orders above the allowance percentage

Allow Negative Stock
 Show Barcode Field In Stock Transactions
 Convert Item Description to Clean HTML in Transactions

Quality Inspection Settings

Action If Quality Inspection Is Not Submitted

Action If Quality Inspection Is Rejected

Defaults Stock Validations **Serial & Batch Item** Stock Planning Stock Closing

Serial & Batch Item Settings

Automatically Set Serial Nos Based on FIFO
 Set Qty in Transactions Based on Serial No Input

Disable Serial No And Batch Selector
 Have Default Naming Series for Batch ID?

Defaults Stock Validations Serial & Batch Item **Stock Planning** Stock Closing

Auto Material Request

Raise Material Request When Stock Reaches Re-order Level
 Notify by Email on Creation of Automatic Material Request

Inter Warehouse Transfer Settings

Allow Material Transfer from Delivery Note to Sales Invoice
 Allow Material Transfer from Purchase Receipt to Purchase Invoice

Defaults Stock Validations Serial & Batch Item Stock Planning **Stock Closing**

Control Historical Stock Transactions

Stock Frozen Upto No stock transactions can be created or modified before this date.

Freeze Stocks Older Than (Days) Stock transactions that are older than the mentioned days cannot be modified.

Role Allowed to Create/Edit Back-dated Transactions If mentioned, the system will allow only the users with this Role to create or modify any stock transaction earlier than the latest stock transaction for a specific item and warehouse. If set as blank, it allows all users to create/edit back-dated transactions.

Figure : Stock Setting

7.20 Asset

New Asset • Not Saved SAVE

| | |
|---|---|
| <p>Company * <input type="text" value="SOUL Limited"/></p> <p>Item Code * <input type="text"/></p> <p>Asset Owner <input type="text"/></p> <p><input type="checkbox"/> Is Existing Asset</p> <p>Accounting Dimensions <input type="button" value="^"/></p> <p>Address <input type="text"/></p> <p>Cost Center <input type="text"/></p> | <p>Naming Series <input type="text" value="ACC-ASS-YYYY-."/></p> <p>Asset Name * <input type="text"/></p> <p>Location * <input type="text"/></p> <p>Custodian <input type="text"/></p> <p>Department <input type="text"/></p> |
|---|---|

Purchase Details ^

Purchase Receipt *

Purchase Invoice *

Available-for-use Date *

Depreciation ^

Calculate Depreciation

Insurance details ^

Policy number

Insurer

Insured value

Insurance Start Date

Insurance End Date

Comprehensive Insurance

Maintenance

Maintenance Required
 Check if Asset requires Preventive Maintenance or Calibration

Other Details ^

Status

 Draft

Booked Fixed Asset

Figure : Asset

7.21 Location

New Location • Not Saved SAVE

Location Name *

Is Group

Parent Location

Location Details

Latitude

Longitude

Figure : Location

7.22 Asset Category

New Asset Category • Not Saved **SAVE**

Asset Category Name *

Depreciation Options

Enable Capital Work in Progress Accounting

Finance Book Detail

Finance Books

| No. | Finance Book | Depreciation Method * | Total Number of Depreciations * | Frequency of Depreciation (Month...) | Depreciation Posting Date | <input type="button" value="Edit"/> |
|---------|--------------|-----------------------|---------------------------------|--------------------------------------|---------------------------|-------------------------------------|
| No Data | | | | | | |

Add Row

Accounts

Accounts

| No. | Company * | Fixed Asset Account * | Accumulated Depreciation Account | Depreciation Expense Account | Capital Work In Progress Account | <input type="button" value="Edit"/> |
|-----|--------------|-----------------------|----------------------------------|------------------------------|----------------------------------|-------------------------------------|
| 1 | SOUL Limited | | | | | <input type="button" value="Edit"/> |

Add Row

Figure : Asset Category

7.23 Asset Movement

New Asset Movement • Not Saved **SAVE**

Company * SOUL Limited

Transaction Date *

Purpose * Asia/Kolkata

Assets

| No. | Asset * | Source Location | From Employee | Target Location | To Employee | <input type="button" value="Edit"/> |
|-----|---------|-----------------|---------------|-----------------|-------------|-------------------------------------|
| 1 | | | | | | <input type="button" value="Edit"/> |

Add Row

Reference ^

Reference Document Type

Reference Document Name

Figure : Asset Movement

7.24 Asset Maintenance Team

New Asset Maintenance Team • Not Saved **SAVE**

Maintenance Team Name *

Company * SOUL Limited

Maintenance Manager

Team

Maintenance Team Members

| No. | Team Member * | Full Name | Maintenance Role * | <input type="button" value="Edit"/> |
|-----|---------------|-----------|--------------------|-------------------------------------|
| 1 | | | | <input type="button" value="Edit"/> |

Add Row

Figure : Asset Maintenance Team

7.25 Asset Maintenance

New Asset Maintenance • Not Saved SAVE

| Asset Name * | | | | | | | | | | | | | | | | | |
|---|--------------------|----------------------|---------------|-----------|--------------------|--|---------------|-----------|---------------|------|---|---------|--|--|--|--|--|
| Company * | SOUL Limited | | | | | | | | | | | | | | | | |
| Maintenance Team * | | | | | | | | | | | | | | | | | |
| Tasks | | | | | | | | | | | | | | | | | |
| Maintenance Tasks <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">No.</th> <th style="text-align: center; padding: 2px;">Maintenance Task *</th> <th style="text-align: center; padding: 2px;">Maintenance Status *</th> <th style="text-align: center; padding: 2px;">Periodicity *</th> <th style="text-align: center; padding: 2px;">Assign To</th> <th style="text-align: center; padding: 2px;">Next Due Date</th> <th style="text-align: right; padding: 2px;">Edit</th> </tr> </thead> <tbody> <tr> <td style="text-align: left; padding: 2px;">1</td> <td style="text-align: center; padding: 2px;">Planned</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; padding: 2px;"><input type="button" value="Add Row"/></td> </tr> </tbody> </table> | | | | No. | Maintenance Task * | Maintenance Status * | Periodicity * | Assign To | Next Due Date | Edit | 1 | Planned | | | | | <input type="button" value="Add Row"/> |
| No. | Maintenance Task * | Maintenance Status * | Periodicity * | Assign To | Next Due Date | Edit | | | | | | | | | | | |
| 1 | Planned | | | | | <input type="button" value="Add Row"/> | | | | | | | | | | | |

Figure : Asset Maintenance

7.26 Asset Maintenance Log

| | |
|--|----------------------|
| Asset Maintenance | Item Code |
| ACC-ASS-2023-00007 | 5589 |
| Asset Name | Item Name |
| ACC-ASS-2023-00007 | Printer |
| Maintenance Details | |
| Task | Maintenance Status * |
| 0f90e62026 | Completed |
| Task Name | Assign To |
| Check for ink | Aniket Dash |
| Maintenance Type | Due Date |
| Preventive Maintenance | 04-05-2023 |
| Periodicity | Completion Date |
| Weekly | 28-04-2023 |
| <input type="checkbox"/> Has Certificate | |
| Actions performed | |
| Normal <input type="button" value="---"/> <input type="button" value="B"/> <input type="button" value="I"/> <input type="button" value="U"/> <input type="button" value="S"/> <input type="button" value="Tx"/> <input type="button" value="A"/> <input type="button" value="X"/> <input type="button" value=","/> <input type="button" value="</>"/> <input type="button" value="!"/> <input type="button" value="Q"/> <input type="button" value="T"/> <input type="button" value="E"/> <input type="button" value="Table"/> | |

Figure : Asset Maintenance Log

7.27 Asset Repair

New Asset Repair • Not Saved SAVE

| | |
|--------------------------------|------------------|
| Asset * | Series * |
| | ACC-ASR-YYYY- |
| Company | |
| SOUL Limited | |
| Repair Details | |
| Failure Date * | |
| Asia/Kolkata | |
| Accounting Dimensions ^ | |
| Address | Project |
| | |
| Cost Center | |
| Accounting Details | |
| Repair Cost | Purchase Invoice |
| 0.00 | |

| Description | Actions performed |
|-------------------|-------------------|
| Error Description | |

Figure : Asset repair

7.28 Serial Number

New Serial No • Not Saved SAVE

Serial No *

Item Code *

Sales Order

Purchase / Manufacture Details

Supplier

Delivery Details

Customer

Warranty / AMC Details

Warranty Expiry Date

AMC Expiry Date

More Information

Serial No Details

Normal --- B I U Ω Tx A ⌘ , </> ¶ ✖ ✖ ✖ ✖ ✖ ✖ Table ✖

Company *

Work Order

Figure : Serial number

7.29 Batch Number

Disabled Use Batch-wise Valuation

Batch Details

Batch ID *

Item *

Manufacturing Date

Batch Description

Batch UOM Nos

Expiry Date

Figure : Batch number

7.30 Store

Is Group

Warehouse Detail

Warehouse Name *

Store Type

Parent Warehouse

Default In-Transit Warehouse

Account

If blank, parent Warehouse Account or company default will be considered in transactions

Company * SOUL Limited

Disabled

Warehouse Contact Info

Phone No

Mobile No

Address Line 1

Address Line 2

City

State

PIN

Figure : Store

7.31 Unit of Measure (UOM)

Enabled

UOM Name *

Must be Whole Number
Check this to disallow fractions. (for Nos)

Figure : Unit of Measure

7.32 Purchase Taxes and charges Template

New Purchase Taxes and Charges Template • Not Saved SAVE

| Title * | <input type="text" value="SOUL Limited"/> | | | | |
|--|---|----------------|------|--------|-------|
| <input type="checkbox"/> Default | | | | | |
| <input type="checkbox"/> Disabled | | | | | |
| Purchase Taxes and Charges | | | | | |
| No. | Type * | Account Head * | Rate | Amount | Total |
|  No Data | | | | | |
| Add Row | | | | | |

Figure : Purchase Taxes and Charges Template

7.33 Tax Category

New Tax Category • Not Saved

Title *

Source State

Disabled

Is Inter State

Is Reverse Charge

SAVE

Figure : Tax category

7.34 Terms and Conditions Template

New Terms and Conditions • Not Saved SAVE

Title *

Disabled

Applicable Modules

Hostel

Buying

HR

Terms and Conditions

Normal

Figure : Terms and Conditions Template

7.35 Buying Setting

| Naming Series and Price Defaults | Transaction Settings | Subcontracting Settings |
|---|---|-------------------------|
| Supplier Naming By <input type="text" value="Supplier Name"/> | Action If Same Rate Is Not Maintained * <input type="text" value="Stop"/> | |
| Default Supplier Group <input type="text"/> | Configure the action to stop the transaction or just warn if the same rate is not maintained. | |
| Default Buying Price List <input type="text" value="Standard Buying"/> | Role Allowed to Override Stop Action <input type="text"/> | |

Naming Series and Price Defaults **Transaction Settings** Subcontracting Settings

Is Purchase Order Required for Purchase Invoice & Receipt Creation?
No

Is Purchase Receipt Required for Purchase Invoice Creation?
No

Maintain Same Rate Throughout the Purchase Cycle
 Allow Item To Be Added Multiple Times in a Transaction
 Bill for Rejected Quantity in Purchase Invoice
 Disable Last Purchase Rate

Over Transfer Allowance (%)
0.00

Percentage you are allowed to transfer more against the quantity ordered. For example: If you have ordered 100 units, and your Allowance is 10% then you are allowed to transfer 110 units.

Figure : Buying setting

7.36 Payment Terms Template

New Payment Terms Template • Not Saved

Template Name

Allocate Payment Based On Payment Terms
If this checkbox is checked, paid amount will be splitted and allocated as per the amounts in payment schedule against each payment term

| | No. | Payment Term | Description | Invoice Portion (%) * | Due Date Based On * | Credit Days | <input type="button" value="Edit"/> |
|--|-----|--------------|-------------|-----------------------|---------------------------|-------------|-------------------------------------|
| | 1 | | | 0.000 | Day(s) after invoice date | 0 | <input type="button" value="Edit"/> |

Add Row

Figure : Payment Terms Template

7.37 Tax Withholding Category

New Tax Withholding Category • Not Saved

Name *

Category Details

Category Name

Consider Entire Party Ledger Amount
Even invoices with apply tax withholding unchecked will be considered for checking cumulative threshold breach

Only Deduct Tax On Excess Amount
Tax will be withheld only for amount exceeding the cumulative threshold

Tax Withholding Rates

Rates

| | No. | From Date * | To Date * | Tax Withhold... | Single Transaction Threshold | Cumulative Transaction Threshold | <input type="button" value="Edit"/> |
|--|-----|-------------|-----------|-----------------|------------------------------|----------------------------------|-------------------------------------|
| | 1 | | | 0.000 | 0.000 | 0.000 | <input type="button" value="Edit"/> |

Add Row

Account Details

Accounts

| | No. | Company * | Account * | <input type="button" value="Edit"/> |
|--|-----|--------------|-----------|-------------------------------------|
| | 1 | SOUL Limited | | <input type="button" value="Edit"/> |

Add Row

Figure : Tax Withholding category

7.38 L1 Vendor selection report

| L1 Vendor Selection | | | | | | | | | | |
|---------------------|------------|----------------------|-----------------------|------------------|------------|-----------|---------------------------|---------------------|-------------------|----------|
| Supplier | | 01-01-2023 | | 21-07-2023 | | Status | | Item Code | | |
| | Supplier | Purchase Requisition | Request for Quotation | Transaction Date | Valid Till | Status | Item Code | Item Name | Item group | Quantity |
| 1 | Sukalyan | MAT-MR-2023-00024 | PUR-RFQ-2023-00013 | 25-03-2023 | 25-04-2023 | Expired | STO-ITEM-2023-00001 | STO-ITEM-2023-00001 | Consumable | 500.00 |
| 2 | Sukalyan | MAT-MR-2023-00059 | PUR-RFQ-2023-00020 | 07-07-2023 | 07-08-2023 | Submitted | 1002: Hauser Blue Pen | Hauser Blue Pen | Office stationary | 50.00 |
| 3 | Sukalyan | MAT-MR-2023-00059 | PUR-RFQ-2023-00020 | 07-07-2023 | 07-08-2023 | Submitted | 1003: Butterflow Blue pen | Butterflow Blue pen | Office stationary | 50.00 |
| 4 | Green Soul | MAT-MR-2023-00059 | PUR-RFQ-2023-00020 | 07-07-2023 | 07-08-2023 | Submitted | 1002: Hauser Blue Pen | Hauser Blue Pen | Office stationary | 50.00 |
| 5 | Green Soul | MAT-MR-2023-00059 | PUR-RFQ-2023-00020 | 07-07-2023 | 07-08-2023 | Submitted | 1003: Butterflow Blue pen | Butterflow Blue pen | Office stationary | 50.00 |
| 6 | Sukalyan | MAT-MR-2023-00039 | PUR-RFQ-2023-00019 | 11-04-2023 | 11-05-2023 | Expired | STP.001: Big stapler | Big stapler | Stapler | 10.00 |
| 7 | Green Soul | MAT-MR-2023-00039 | PUR-RFQ-2023-00019 | 11-04-2023 | 11-05-2023 | Expired | STP.001: Big stapler | Big stapler | Stapler | 10.00 |
| 8 | Green Soul | MAT-MR-2023-00037 | PUR-RFQ-2023-00018 | 05-04-2023 | 05-05-2023 | Expired | Camera: Web Cam | Web Cam | Products | 3.00 |
| 9 | Green Soul | MAT-MR-2023-00036 | PUR-RFQ-2023-00017 | 04-04-2023 | 04-05-2023 | Expired | Table: ADS Table | ADS Table | Products | 2.00 |
| 10 | Green Soul | MAT-MR-2023-00035 | PUR-RFQ-2023-00016 | 04-04-2023 | 04-05-2023 | Expired | Chair: Adiko Chair | Adiko Chair | Products | 10.00 |
| 11 | Green Soul | MAT-MR-2023-00031 | PUR-RFQ-2023-00015 | 04-04-2023 | 04-05-2023 | Expired | Item-001: Office Chair | Office Chair | Products | 50.00 |
| 12 | Green Soul | MAT-MR-2023-00031 | | 04-04-2023 | 04-05-2023 | Expired | Item-001: Office Chair | Office Chair | Products | 50.00 |
| 13 | Sukalyan | MAT-MR-2023-00030 | PUR-RFQ-2023-00014 | 04-04-2023 | 04-05-2023 | Expired | Item-001: Office Chair | Office Chair | Products | 1.00 |
| 14 | Green Soul | MAT-MR-2023-00030 | PUR-RFQ-2023-00014 | 04-04-2023 | 04-05-2023 | Expired | Item-001: Office Chair | Office Chair | Products | 1.00 |
| 15 | Green Soul | MAT-MR-2023-00022 | PUR-RFQ-2023-00012 | 24-03-2023 | 24-04-2023 | Expired | Item-001: Office Chair | Office Chair | Products | 5.00 |
| 16 | Subhjit | MAT-MR-2023-00020 | PUR-RFQ-2023-00011 | 24-03-2023 | 24-04-2023 | Expired | 12346: Iphone 12 Apple | Iphone 12 Apple | All Item Groups | 1.00 |

Figure : L1 Vendor selection report

7.39 Asset Summary report

| Asset Report | | | | | | | | | | | |
|--------------|--------------|--------------------|-------------|-----------------------|----------|-------------|--------------|-------------|---------------------|-----------------------|---------------|
| Item Code | | Item Name | | Asset Owner | | Location | | Department | | Status | |
| Company | Item Code | Item Name | Status | Asset Owner | Location | Custodian | Department | Cost Center | Gross Purchase A... | Available-for-use ... | Purchase Date |
| 1 | SOUL Limited | 242424: Hp Product | Hp Product | Cancelled | Company | | | Main - SOUL | 50000 | 20-02-2023 | 20-02-2023 |
| 2 | SOUL Limited | 242424: Hp Product | Hp Product | Cancelled | Company | | | Main - SOUL | 50000 | 20-02-2023 | 20-02-2023 |
| 3 | SOUL Limited | 242424: Hp Product | Hp Product | Submitted | | SOUL Office | | Main - SOUL | 50000 | 21-02-2023 | 21-02-2023 |
| 4 | SOUL Limited | 242424: Hp Product | Hp Product | Submitted | Company | SOUL Office | HR-EMP-00002 | Accounts | Main - SOUL | 50000 | 28-02-2023 |
| 5 | SOUL Limited | Lenevo | Lenevo | Out of Order | Company | | | Main - SOUL | 60000 | 22-02-2023 | 27-02-2023 |
| 6 | SOUL Limited | Lenevo | Lenevo | Partially Depreciated | Company | SOUL Office | HR-EMP-00009 | Purchase | Main - SOUL | 54000 | 27-02-2023 |
| 7 | SOUL Limited | 5580: Printer | Printer | Capitalized | Supplier | | HR-EMP-00003 | Accounts | Main - SOUL | 250000 | 04-03-2023 |
| 8 | SOUL Limited | 5580: Printer | Printer | Scrapped | Supplier | Delhi | HR-EMP-00003 | Accounts | Main - SOUL | 250005 | 04-03-2023 |
| 9 | SOUL Limited | Lenevo | Lenevo | Sold | | | | Main - SOUL | 54000 | 26-03-2023 | 22-02-2023 |
| 10 | SOUL Limited | Chair: Adiko Chair | Adiko Chair | Submitted | | SOUL Office | | Main - SOUL | 5000 | 04-04-2023 | 04-04-2023 |
| 11 | SOUL Limited | Table: ADS Table | ADS Table | Draft | | SOUL Office | | | 5000 | | 04-04-2023 |
| 12 | SOUL Limited | Table: ADS Table | ADS Table | Draft | | SOUL Office | | | 5000 | | 04-04-2023 |
| 13 | SOUL Limited | Camera: Web Cam | Web Cam | Partially Depreciated | | | HR-EMP-00001 | Main - SOUL | 10000 | 06-04-2023 | 05-04-2023 |
| 14 | SOUL Limited | Camera: Web Cam | Web Cam | Partially Depreciated | Company | SOUL Office | | | 10000 | 05-04-2023 | 05-04-2023 |
| 15 | SOUL Limited | Camera: Web Cam | Web Cam | Partially Depreciated | Company | SOUL Office | | | 10000 | 05-04-2023 | 05-04-2023 |
| 16 | SOUL Limited | Camera: Web Cam | Web Cam | Partially Depreciated | Company | | HR-EMP-00001 | | 20000 | 05-04-2023 | 05-04-2023 |

Figure : Asset Summary report

7.40 Price Empanelled report

| Price Empanelled Report | | | | | | | |
|-------------------------|-----------|------------|------------------|-------------|----------|------------|---------|
| FURN-0001 | | Item Name | | Price List | | Supplier | |
| Item Code | Item Name | Price List | Rate | Currency | Supplier | From Date | To Date |
| 1 | FURN-0001 | HP Laptop | Standard Buying | ₹ 55,499.00 | INR | 05-09-2023 | |
| 2 | FURN-0001 | HP Laptop | Standard Selling | ₹ 54,999.00 | INR | 04-09-2023 | |

Figure : Item Price Impalement report

8 Definitions and Acronyms

The following table explains the terms and abbreviations used in the document:

| Abbreviation | Description |
|--------------|--|
| HLD | High Level Design |
| LLD | Low Level Design |
| API | Application Programming interface |
| NA | Not Applicable |
| ERP | Enterprise Resource Planning |
| HRMS | Human Resource Management System |
| GDPR | General Data Protection Regulation |
| PCI DSS | Payment Card Industry Data Security Standard |

9 Deployment Description

- Application Name: Campus Management Application At World Skill Center (WSC)
- Deployment Environment: Production
- Server Information: IP address:117.250.67.19, domain name:erp.worldskillcenter.org, hosting provider: OCAC
- Deployment Date: 13-06-2023
- Database Information: MariaDB 10.6.*, Installed on the same server as the Application