Synergyze ERP - Role-wise Daily Task Checklist (VJRIPL, KKCL, Scotts Garments)

# Daily Task Checklist

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| Role | Daily Tasks | Synergyze Module |
| Procurement Manager (Brand) | • Raise Purchase Orders • Coordinate with Scotts Garments • Approve Quotations | Sales Quotation, Sales Order |
| Vendor Admin (Scotts) | • Confirm PO Receipt • Coordinate with Production • Manage Vendor Master Data | Purchase Order, Contacts Module |
| Production Manager (Scotts) | • Update WIP Status • Oversee Production Ops1-Ops5 • QC Coordination | Production WIP, Planning |
| Warehouse Manager (Scotts) | • Assign Warehouse Bins • Update Item Receipts • Monitor Stock Movement | Warehousing, GRN, Bin Assignment |
| Sales Manager (Brand) | • Allocate Inventory • Track Sales Orders • Monitor Retail Stock | Inventory Allocation, Sales Invoice |
| Finance Controller (Both) | • Review Invoices • Monitor Escrow Fund Release • Reconciliation Dashboard Review | Financial Dashboard, Purchase Invoice |
| Logistics Coordinator | • Generate Challans • Dispatch Coordination • Track Delivery | Logistics Module, Stores |
| Tech Support | • Compliance Monitoring • User Escalation Handling • System Logs Maintenance | Compliance Dashboard, SynAdmin |