Synergyze ERP Operational Manual for VJRIPL, KKCL & Scotts Garments

# Overview

This guide outlines the step-by-step operational workflow for Voygenes Retail India Pvt. Ltd. (VJRIPL) and Kewal Kiran Clothing Ltd. (KKCL), manufacturing through Scotts Garments Pvt. Ltd., within the Synergyze ERP system. All actions are mapped with responsible roles and corresponding Synergyze modules.

## Phase 1: User Setup & Access Control

1. Add company accounts for VJRIPL (Voygenes) and KKCL (Killer Jeans) → User Permissions → Add User → Super Admin  
2. Assign respective license models (Brand License) → User Permissions → Create Access → Super Admin  
3. Add Scotts Garments Pvt Ltd as Manufacturer License under CMP model → User Permissions → Add User, Create Access → Super Admin  
4. Map user roles: Finance Controller (Brand & Manufacturer), Procurement Manager (Brand), Warehouse Manager (Manufacturer), Sales Manager (Brand), Logistics Coordinator (Both), Tech Support (Synergyze)  
5. Complete KYC & onboarding communication (via Welcome Email Template) → Platform Operator

## Phase 2: Master Data Configuration

6. Add product master → Masters → Item Type, Item Sub Type, Item Details → Brand Admin  
7. Upload pricing logic → Masters → Item Price → Brand Admin, Finance Controller  
8. Define warehouses → Masters → Warehouse Type, Bin Creation → Warehouse Manager  
9. Add key vendors, suppliers → Contacts Module → Procurement Manager

## Phase 3: Procurement & Production

10. Brand raises Purchase Order to Scotts → Documents → Sales Quotation, Sales Order → Procurement Manager (Brand)  
11. Scotts Garments receives PO → confirms order → Documents → Purchase Order Receipt → Vendor Admin (Scotts)  
12. Scotts executes production → Planning → Production Ops1 to Ops5 → Production Manager (Scotts)  
13. Stage-wise WIP updates → Production WIP → Production Manager (Scotts)  
14. QC update post-production → Production Ops4 → QC Passed → QC Manager (Scotts)

## Phase 4: Inventory, Warehousing & Logistics

15. Move finished goods to warehouse bins → Warehousing → Bin Assignment, Item Receipt → Warehouse Manager (Scotts)  
16. Generate delivery challan → Stores → Final Items Receipt → Logistics Coordinator  
17. Initiate dispatch for VJRIPL, KKCL DCs → Logistics Module + API integrations → Logistics Coordinator

## Phase 5: Financials & Reconciliation

18. Scotts raises Purchase Invoice linked to PO → Documents → Purchase Invoice → Finance Controller (Scotts)  
19. Escrow-based payment process → Financials API → Payment Release → Finance Controller  
20. Automated reconciliation → ERP Systems → Financial Dashboard → Brand & Manufacturer Finance Teams

## Phase 6: Sales & Retail Operations

21. VJRIPL & KKCL update inventory allocation → ERP Systems → Inventory Allocation → Sales Manager  
22. Retail sales channels updated → Documents → Sales Invoice, Retail Store Management → Retail Store Manager  
23. Customer analytics & stock trends → Dashboard → Sales Reports → Sales Manager

## Phase 7: Compliance & Reporting

24. GST, KYC, Escrow compliance reports → ERP Systems → Compliance Dashboard → Super Admin, Tech Support  
25. Vendor/production audit trail logs → Transaction Execution Logs → Tech Support

## Unified Governance Flow Mapping

1. User Entry Point → VJRIPL, KKCL, Scotts accounts onboarded  
2. User Key Assignment → License & role allocation  
3. Transaction Execution & Logs → All POs, production, sales, financials logged  
4. ERP Governance Members → Scotts production team, Brand finance, procurement, sales  
5. Public User Portal → Commune Connect Retail Portal  
6. Tech Support & Compliance → Escalation matrix pre-configured

# Transaction Execution & Reconciliation Layer

This layer ensures real-time visibility, compliance, and traceability of every transaction within the ecosystem. The entire flow from procurement to customer delivery is recorded, governed, and auditable.  
  
Key Transaction Layers:  
  
1. \*\*Purchase Order Execution:\*\*  
 - Purchase Orders issued by VJRIPL & KKCL are logged in real-time.  
 - Scotts Garments receives, acknowledges, and confirms order acceptance.  
 - Smart contract triggers escrow pre-allocation and compliance flags.  
  
2. \*\*Production & WIP Tracking:\*\*  
 - Each production stage (Ops1 to Ops5) updates live in the Production WIP module.  
 - Quality Control (QC) status automatically triggers alerts for approvals or rework.  
  
3. \*\*Inventory & Warehouse Transaction Logs:\*\*  
 - Goods Receipt Notes (GRN), Bin assignments, and warehouse transfers are logged in sequence.  
 - Delivery challan creation and dispatch initiation recorded with timestamps and linked to logistics APIs.  
  
4. \*\*Financial Transaction Logging:\*\*  
 - Purchase Invoices, Escrow Fund Allocation, Payment Releases (via Razorpay, Payomatix) are all governed under automated financial APIs.  
 - Reconciliation dashboards reflect real-time financial settlement statuses for both brand and manufacturer accounts.  
  
5. \*\*Logistics & Delivery Execution:\*\*  
 - Dispatch details integrated with logistics partner APIs (E-Shipz), providing shipment tracking, SLA status, and delivery confirmation logs.  
  
6. \*\*Retail & Sales Transaction Layer:\*\*  
 - Inventory allocation and retail sale orders (via Commune Connect or physical stores) recorded.  
 - Sales invoices and stock movement logs integrated for full traceability.  
  
7. \*\*Compliance & Audit Logs:\*\*  
 - All transactional data—POs, production WIP, invoices, payments, logistics, sales—are automatically linked to Compliance & Audit Trail APIs.  
 - Immutable audit logs are generated and available for reporting and regulatory purposes.  
  
\*\*Summary Flow:\*\*  
  
1. Transaction Initiation (PO/Production) →  
2. Execution & Approval Stages (Production, QC, Logistics) →  
3. Financial Reconciliation & Payment →  
4. Delivery & Retail Execution →  
5. Compliance Confirmation & System Audit Logs.  
  
All transactions are tied to the \*\*User Key (Role)\*\* responsible for the action, ensuring accountability and real-time visibility across the operational layers.