V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HAND BOOK

PROCESSING WORKS IN MM MODULE

(HAND BOOK NO. QEDP007)

ISO 9001:2015

Issue No.1   Date: 02.01.2018

V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)

PROCESSING WORKS IN MAMANS MODULE
HAND BOOK NO. QEDP009

I N D E X

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INTEGRATED MANAGEMENT SYSTEM

REVISION SHEET

Document Name   :   Departmental Manual - Hand Book
                  Code   :   QEDP007

I. Issue Status :

Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	30.6.2003	Implementation of QMS in EDP (ISO:9001:2000)
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust.
4	4	03.02.2016	Change of Manual after ERP implementation
5	1	02.01.2018	Change of Manual after IMS implementation

II. Revision Status of Issue No.1   dated : 02.01.2018

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ABBREVIATIONS

BI	:	Business Intelligence
GRS	:	Goods Receipt Statement
MM	:	Materials Management

PROCESSING WORKS IN MM MODULE

Procedure	:	Month end processing works in generating Priced Stores Ledger in Materials Management System
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	DPO(HD)

Processing Procedure :

Step 1:

On the first working day of every month, check whether all the GRS pertaining to the previous month are posted. If any unposted Invoice documents pertaining to the previous month is found, inform the Cash Section to complete the document. If it is not possible to post some documents for some reason, just change the posting date for that documents to first date of current period. If any GRS is wrongly created and need to be deleted, Dealing Assistant inform EDP section and give the details of document number, date and the reason for deleting the GRS.

Step 2:

On the first working day of every month, check whether the Issue Indents pertaining to the previous month are posted. If any Indent is wrongly created and need to be deleted, Dealing Assistant inform EDP section and give the details of document number, date and the reason for deleting the Issue transaction.

Step 3:

After ensuring from the above mentioned sections that all the records are completed for previous months, start period opening process.

PROCESSING WORKS IN MM MODULE

Step 4:

Check the Opening Balance and Closing Balance in the Stores Transaction Abstract for its correctness.

Current Month's Opening Balance should be equal to the Previous Month's Closing Balance.

Current Month's Closing Balance = Op. Bal + ((plus adj)+Receipts)

– ((minus adj) + Issues))

Also check values in Finance ledger.

Step 5:

Priced Stores Ledger, Inventory Abstract and few other reports can be viewed through BI for checking Inventory quantity and value.

Troubleshooting in MM

Issues raised from Purchase Requisitons creation upto payment process i.e. errors faced by user department with full flow of Materials Management module are attended by EDP DPO concerned. Some major issues and Change Requests are being attended through consultation with L&T Infotech Ltd.