Implementation of MIS & FMS In ICAR
(http://icarerp.iasri.res.in)
(http://iasri.res.in/misfms)

User Manual of ICAR ERP Solution
Version 1.0
Release August, 2013

Project Execution BY

Indian Agricultural Statistics Research Institute
Library Avenue, Pusa, New Delhi

ERP Solution Customised By : IBM India Pvt. Ltd.

Indian Council of Agricultural Research
STORES – USER MANUAL DOCUMENT
Implementation of Management Information System (MIS)
Including Financial Management System (FMS)
ICAR
Version: 1.0
Release August' 2013

Consultant: IBM

INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
LIBRARY AVENUE, PUSA, NEW DELHI – 110 012
www.iasri.res.in
2013
# Table of Contents

1 BUSINESS SCENARIOS FOR THIS USER MANUAL ................................................................................................................................................................................................... 4

1.1 KEY BUSINESS SCENARIOS ................................................................................................................................................................................................... 4

2 LOGGING INTO ICAR ERP ............................................................................................................................................................................................................... 5

3 ORGANIZATION HIERARCHY ......................................................................................................................................................................................................... 7

4 ITEM MASTER ................................................................................................................................................................................................................................. 9

4.1 ITEM CATEGORIZATION ...................................................................................................................................................................................................... 9

4.2 ITEM CODIFICATION .................................................................................................................................................................................................. 10

4.3 ITEM CREATION ........................................................................................................................................................................................................ 12

5 RECEIVING AND RECEIVING TRANSACTIONS ........................................................................................................................................................................................................ 22

5.1 RECEIVING AGAINST A PURCHASE ORDER .......................................................................................................................................................................................... 22

5.2 MODIFICATION OF TAXES AT THE TIME OF RECEIVING ........................................................................................................................................................................ 34

5.3 INSPECTION ..................................................................................................................................................................................................................... 43

5.4 RECEIVING LOT CONTROLLED ITEMS .................................................................................................................................................................................................. 49

5.5 DELIVERY ......................................................................................................................................................................................................................... 55

5.6 RECEIVING FROM FOREIGN VENDORS WITH LC DETAILS ..................................................................................................................................................................... 60

5.7 REJECTION OF STANDARD RECEIPT ........................................................................................................................................................................................... 67

6 RETURN TO VENDOR ........................................................................................................................................................................................................ 82

6.1 STANDARD RETURN TO VENDOR ............................................................................................................................................................................................ 84

6.2 RTV (RETURN TO VENDOR) OF REJECTED MATERIAL ........................................................................................................................................................................ 94

7 MISCELLANEOUS TRANSACTIONS ................................................................................................................................................................................................. 104

7.1 MATERIAL ISSUE TO EMPLOYEE .............................................................................................................................................................................................. 104

7.2 MATERIAL ISSUE TO PROJECT ............................................................................................................................................................................................ 110

NAVIGATION ➔ GO TO IARI STORES SECTION RESPONSIBILITY ➔ MATERIAL ISSUE ......................................................................................................................................................... 110

8 RUNNING INVENTORY REPORTS .................................................................................................................................................................................................. 114

9 INVENTORY PERIOD CLOSING ..................................................................................................................................................................................................... 118

9.1 PROCESS OVERVIEW ...................................................................................................................................................................................................... 118
## 1 Business Scenarios for this User Manual

### 1.1 Key Business Scenarios

<table>
<thead>
<tr>
<th>SL.</th>
<th>BUSINESS SCENARIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>INVENTORY ORGANIZATION STRUCTURE</td>
</tr>
<tr>
<td>2.</td>
<td>ITEM CATEGORIZATION &amp; CODIFICATION</td>
</tr>
<tr>
<td>3.</td>
<td>RECEIVING</td>
</tr>
<tr>
<td>4.</td>
<td>MATERIAL RETURN</td>
</tr>
<tr>
<td>5.</td>
<td>MATERIAL ISSUE</td>
</tr>
<tr>
<td>6.</td>
<td>MATERIAL ISSUE TO PROJECTS</td>
</tr>
<tr>
<td>7.</td>
<td>REPORTS AND BASE DOCUMENTS</td>
</tr>
<tr>
<td>8.</td>
<td>INVENTORY PERIOD CLOSING</td>
</tr>
</tbody>
</table>
## 2 Logging into ICAR ERP

### Navigation

- Open the link for the ICAR ERP
  - [http://icarerp.iasri.res.in](http://icarerp.iasri.res.in)
  - [http://iasri.res.in/misfms](http://iasri.res.in/misfms)
Enter the Username and Password as provided
3 Organization Hierarchy

Business Group

ICAR Business Group
Single ICAR Ledger

Operating Unit

ICAR HQ OU
NAARM OU
NDRI OU
IARI OU
CIFE OU
IVRI OU

Inventory Organization

Master Org (IMO)

ICAR HQ Inventory Org

IARI Inventory Org

CIFE Inventory Org

Sub Inventory

Agronomy
Store, Directorate
Plant Pathology
KVK’s
<table>
<thead>
<tr>
<th>Organization Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ICAR will have One Business Group, which will capture all the information related to employees &amp; ex-employees of ICAR.</td>
</tr>
<tr>
<td>• There will be single primary ledger for the financial transactions in ICAR</td>
</tr>
<tr>
<td>• Every Institute will represent a legal entity because every Institute prepares its own tax reports</td>
</tr>
<tr>
<td>• Every Institute will be defined as operating unit.</td>
</tr>
<tr>
<td>• An Inventory Organization represents an organization for which you track inventory transactions and balances. So every institute will be defined as Inventory org.</td>
</tr>
<tr>
<td>• All the divisions in the institutes having their respective stores will represent sub-inventory in the organization structure.</td>
</tr>
</tbody>
</table>
### 4 Item Master

#### 4.1 Item Categorization

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle</td>
<td>Two wheeler/Three wheeler/Four wheeler</td>
</tr>
</tbody>
</table>

**Item Categorization**

- A category is a logical classification of items that have similar characteristics. A category-set is a distinct grouping scheme and consists of categories. The flexibility of category sets allows users to report and inquire on items in a way that best suits their needs.

- The categorization would be done using two separate segments e.g. Family (Major) & Class (Minor)

- In addition to this, Items would be further categorized into three User Item Types:
  - Assets
  - Non-consumables
  - Consumables
4.2 Item Codification

- A single segment Item code would be assigned to item.
- This consists of a 10 digit alphanumeric code
- This single segment is broken down into four logical segments
- **Item Type**: First Alphabet would represent the Item type, whether the item is Asset/Consumable/Non-Consumable.
  - Asset $\rightarrow$ A
  - Consumables $\rightarrow$ C
  - Non-Consumable $\rightarrow$ N

- **Item Classification**: Second segment will have two Alpha codes & it would represent the classification of the items like EQE $\rightarrow$ Equipment, BUL $\rightarrow$ Buildings, VEH $\rightarrow$ Vehicles, FFE $\rightarrow$ Farm & Field Equipments etc.
**Product Specification**: Third segment will have three digit numeric code and it would represent the product classification of the items like two wheeler→01, three wheeler→02, four wheeler→03 etc.

**Serial No.:** Fourth segment will have four digit numeric codes and it would represent the serial no. of similar kind of items.

E.g. AVEH 01 0001

<table>
<thead>
<tr>
<th>A</th>
<th>(Assets→Type of Item)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VEH</td>
<td>(Vehicle &amp; Vessels→Classification of Item)</td>
</tr>
<tr>
<td>001</td>
<td>(Two Wheeler→Product Specification)</td>
</tr>
<tr>
<td>0001</td>
<td>(Serial no. →Serial No. similar kind of Items)</td>
</tr>
</tbody>
</table>

**Item Description**

- Each item would have its own item description field.
- This field will be used to give a descriptive overview of the item.
- This field will no be updatable for Non-Consumable/Inventory Items
- Every item will be attached to an Item Category
### 4.3 Item Creation

1. **Start**
2. **User Fills Item Entry Form**
3. **Authorized person approves IEF and send to central support team**
4. **Support team will check the duplicity of Item In Master Org.**
5. **If Item exists?**
   - **Create new Item in Mater Org**
   - **Yes**
     - **Item will be assigned to Inventory Org**
   - **No**
8. **User will be informed regarding item creation and assignment**
9. **End**
Process Description

- To eliminate duplication, Item creation will be a centralized process handled by centralized support team.
- Item creation to happen on ‘as and when required’ basis.
- Item Entry Request Form (IEF) would be available on institute website.
- Authorized person (at every institute) to fill up the form and send it across to the centralized system admin team
- The form would contain the information as:
  - Set up information: Item Code, Item Description, Unit of Measure, Item Status etc.
  - Item categorization information: Item Category, Item type etc.
- The central support team will check whether the item already exists in master org.
- If the item does not exist in the system, then central support team will create requested item in the system.
- The record will be saved after creating the item in the system.
- Item creation will be assigned for the respective Inventory Org.
- Centralized support team will inform the concerned person regarding the activation of supplier details in the system
- Once the new item is created, it will be assigned to the Inventory Organizations within the Operating unit (Institute) raising the item request. In case a separate Institute wants the same item, the support team would assign the same to it’s inventory organization
Navigation

• Go to Oracle Inventory -> Items -> Master Items
Oracle Process-Screenshots & Steps

- Select the Organization where to create the item.
- Select IARI – Indian Agricultural Research Institute

The Item Master form will open up
- Enter the Name of the Item.
- Enter the Description of the Item.
- There is a list of Tabs where the Item attributes need to be filled in.
Oracle Process-Screenshots & Steps

Enter Item Code

Enter Item Description

Oracle Stores – User Manual Version 1.0

Oracle Stores – User Training Manual Version 1.0
Once all Item attributes are filled in the different tabs, the Item needs to be assigned to Organizations.

Check the boxes where the item is to be assigned. All the items are to be assigned to the Item Master Organization (IMO) and to the Institute (Inventory Organization) depending on the item.
Now select an organization
Click the "Org Attributes" button at the bottom
Now modify the item attributes specific to the particular organization
- Once Item Master attributes and Organization attributes of an item are filled in, it needs to be assigned to the Item Category

- From the Menu select, Tools -> Categories
• The Category Assignment window opens.
• Click on the Categories Field and the “Item Categories” entry form opens.

Select the Category (Major) and the Subcategory (Minor) from the LOVs.
- Save the record.
- Now the item has been assigned to the Category and Sub-category specified.
5 Receiving and Receiving Transactions

5.1 Receiving against a Purchase Order

Process Map

START

Vendor supplies material to Stores

Material received at stores

Receipt Information like Qty Recd, Invoice No, Date etc entered in the receipt screen.

Inspection Required?

Material as per Norms

Material not as per Norms

For Rejected Material. Either Material is returned back or supplier is informed to re-fulfill PO

Lot Controlled item?

Yes

Allocate Lot Numbers

No

Deliver to Inventory

STOP

Accepted materials is recorded

For Rejected Material. Either Material is returned back or supplier is informed to re-fulfill PO
### Process Steps
- Supplier delivers material to the warehouse/stores
- Stores department would check material physically and check all documents received along with material.
- Materials will be received at the stores and Stores Officer would make Receipt Entry in system.
- Post that Materials will be inspected and accepted/rejected based on the Inspection results. Inspection Results would be captured in system.
- For lot control items, lot numbers would be allocated to the items.
- After Inspection materials will delivered to appropriate Sub-inventory/ Divisions
- At the time of receiving the materials, receiver will have the flexibility to update the tax details if required.

### Oracle Process
- For making a receipt an approved purchase order is required.
- Supplier has to provide invoice for the supply before making a receipt.
- A new receipt is created for a purchase order. Quantity of goods being received and other receipt details are entered.
- Taxes wherever required can be claimed while making a receipt.
- For direct delivery items, goods are directly received and delivered to inventory
- For other items, goods are received and then delivered to inventory
- For “Inspection Required” items, goods are inspected and accepted before delivering to inventory
- For lot control items, lot numbers are allocated to the items.
• All the taxes enter in PO will default while making a receipt, however the receiver will have an option to modify it as per supplier’s invoice.

• System generated Material Received Note will be generated.

• At the time of invoicing, for matching invoice following two options will the there:
  1. Two-Way: Purchase order and invoice quantities must match within tolerance before the corresponding invoice can be paid. When procurement happen from a Foreign Vendor through Letter of Credit process.
  2. Four-Way: Purchase order, receipt, Inspection and invoice quantities must match within tolerance before the corresponding invoice can be paid.
• Navigate to Enter Receipts

• Click on “Open”
• Select the correct Organization – 156          IARI-Indian Agricultural Research Institute

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>156</td>
<td>IARI - Indian Agricultural Research Institute</td>
</tr>
<tr>
<td>552</td>
<td>IASRI - Indian Agricultural Statistics Research Institute</td>
</tr>
<tr>
<td>IMO</td>
<td>Item Master Organization</td>
</tr>
</tbody>
</table>
The following window opens

- Click the “New” button to make a new receipt
- The *Find Expected Receipt* window opens
- Query the Purchase Order for which the Receipt needs to be made
- Select the Source Type as Supplier
- Enter the Purchase order for which a receipt needs to be made
- Click the “Find” button
• The Receipt Header and the Receipt Form will open up.
• Click on DFF; enter the Challan/Invoice No. and Challan/Invoice Date.
Oracle Process Screenshots & Steps

- Go to the Receipts from
- Check the Check Box on the left
- Now click on save icon in the Tool Bar to Save the Record.
Oracle Process-Screenshots & Steps

- Once record is saved the receipt gets created and the receipt number is generated by the system.
- Note down the Receipt Number, which appears in the Receipt Field in the header.
• Modifying taxes at the time of receiving
• Taxes can be modified, added, deleted at the time of receiving
• Navigate to Receiving -> Receipts localized
• Query for the receipt in the *Find Expected Receipt* window. Enter the receipt number and press the “Find” button
• The following screen opens
• Press the “Tax” button
<table>
<thead>
<tr>
<th>Oracle Process-Screenshots &amp; Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Close the form</td>
</tr>
<tr>
<td>• A popup message will be displayed, asking the user to commit and create accounting entries</td>
</tr>
<tr>
<td>• Click on &quot;Yes&quot;</td>
</tr>
</tbody>
</table>

![Popup Message](image)
### 5.2 Modification of Taxes at the time of receiving

<table>
<thead>
<tr>
<th>Steps</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Create a Purchase Order</td>
</tr>
<tr>
<td></td>
<td>• Add taxes to the purchase order</td>
</tr>
<tr>
<td></td>
<td>• Save and approve the purchase order</td>
</tr>
<tr>
<td></td>
<td>• Create a receipt as explained earlier</td>
</tr>
<tr>
<td></td>
<td>• After saving the receipt form, a receipt number gets generated</td>
</tr>
<tr>
<td></td>
<td>• Close the form and the Receipts India Localization form opens</td>
</tr>
<tr>
<td></td>
<td>• Click on the Tax button</td>
</tr>
<tr>
<td></td>
<td>• The Taxes window screen opens up</td>
</tr>
<tr>
<td></td>
<td>• Change taxes as required</td>
</tr>
<tr>
<td></td>
<td>• Click on Apply</td>
</tr>
<tr>
<td></td>
<td>• Save the taxes</td>
</tr>
<tr>
<td></td>
<td>• Close the window</td>
</tr>
</tbody>
</table>
Oracle Stores – User Training Manual Version 1.0

Oracle Process-Screenshots & Steps

- Create a Purchase Order

![Purchase Order Screen]

- Institute: IARI - Indian Agriculture
- PO: 156124007/13
- Supplier: LG Electronics India Pvt Ltd
- Ship-To: IARI (M), New Delhi
- Purchasing Officer: Mr. Ravi Singh
- Status: Incomplete
- Contact: Parekh, Ketan
- Site: GREATER NOIDA
- Bill-To: IARI (M), New Delhi
- Currency: INR
- Total: 45.00
- Quantity: 20

Lines

<table>
<thead>
<tr>
<th>Num</th>
<th>Type</th>
<th>Item</th>
<th>Rev</th>
<th>Job</th>
<th>Category</th>
<th>Description</th>
<th>UOM</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Goods</td>
<td>NACI001001</td>
<td></td>
<td></td>
<td>Non-Consumable</td>
<td>Acid 1/5 Ltr bottle</td>
<td>Each</td>
<td>3</td>
<td>15</td>
</tr>
</tbody>
</table>

Item: NACI001001 Acid 1/5 Ltr bottle

Catalog...  Currency...  Terms  Shipments  Approve...
- Add taxes to the purchase order
- Save and Approve the purchase order

![Oracle Stores - User Manual Version 1.0](image)

**Purchase Orders**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Tax Name</th>
<th>Tax Type</th>
<th>Precedence</th>
<th>Rate</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VAT-10%</td>
<td>VAT</td>
<td>0</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Excise Duty-12.8%</td>
<td>EXCISE</td>
<td>1</td>
<td></td>
<td>12.8</td>
</tr>
</tbody>
</table>

Inclusive Tax: 0.00
Exclusive Tax: 0.00

*Oracle Stores – User Training Manual Version 1.0*
• Create a receipt by clicking on New Button (as explained earlier)
• After saving the receipt form, a receipt number gets generated
• Close the form and the Receipts India Localization form opens
• Click on the Tax button
- Click on Apply
- Save the Taxes
- Close the window
- Click on “Yes”
5.3 Inspection

Navigation

- Navigate to Receiving Transactions

Oracle Process-Screenshots & Steps

- Click on the “Open” button
Select the required Organization – IARI- Indian Agricultural Research Institute

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>156</td>
<td>IARI - Indian Agricultural Research Institute</td>
</tr>
<tr>
<td>552</td>
<td>IASRI - Indian Agricultural Statistics Research Institute</td>
</tr>
<tr>
<td>IMO</td>
<td>Item Master Organization</td>
</tr>
</tbody>
</table>
- The “Find Receiving Transactions Window” opens
- Query for your receipt using the Receipt Number or any other parameters displayed below.
- Click on Find
If an item requires inspection it will be shown in the "Inspection field".

Click on the "Inspect" button.
Oracle Process-Screenshots & Steps

- The Inspection Details Window opens up
- In the Status mention if the goods are to be accepted or rejected
- Enter the quantity to be accepted after the inspection
- Enter the date of acceptance
- Press “OK”
- Inspection is now complete.
- The inspection field shows the status as “Accepted – Inspection”
5.4 Receiving Lot Controlled Items

Navigation

- Navigate to Receiving Transactions

Oracle Process-Screenshots & Steps

- Click on the “Open” button
- Select the Required Organization – IARI- Indian Agricultural Research Institute
The “Find Receiving Transactions Window” opens
Query for your receipt using the Receipt Number or any other parameters displayed below.
Click on Find
Oracle Process-Screenshots & Steps

- Open a receipt which an item is Lot Controlled or Serial Controlled.
- Complete Inspection as explained above
- Press the “Lot-Serial” button.
Oracle Process-Screenshots & Steps

- The Lot Entry Window Opens
- Select a Lot Number from the LOV
- In the quantity field, enter the size of the Lot

If the Item is only a Lot controlled item, click the “Done” button.
- The Lot number allocation is now complete.
- Save and Commit the receiving Transactions.
Oracle Process-Screenshots & Steps

Operating Unit: IARI - Indian Agricultural Research Institute
Supplier: M/s NCCF
Description: Acid 1/5 ltr bottle
Destination: DIRECTORAT
Header Receiver Note: 
Shipment Receiver Note: 
Receipt: 15612500110
Order: 15612400696
Parent Type: 
Inspection: Accepted - Inspection
Current Location: 
Hazard Class: 
Lot-Serial
Cascade
Express
Inspect
5.5 Delivery

Navigation

- Navigate to Receiving Transactions

Oracle Process-Screenshots & Steps

- Click on the “Open” button
Select the required Organization 156: IARI - Indian Agricultural Research Institute.
- The “Find Receiving Transactions Window” opens
- Query for your receipt using the Receipt Number or any other parameters displayed below.

- Click on Find
- The “Receiving Transactions Form” opens
- Check the Box on the left.
- Select a sub-inventory where to deliver the goods to.

- Save the record.
- Delivery to the Site/Store is complete
### 5.6 Receiving from Foreign Vendors with LC Details

<table>
<thead>
<tr>
<th>Steps</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create a Purchase orders with LC Number (Letter of Credit), for this kind of Purchase Order “Match Approval Option” would change to “2-way” &amp; “Invoice Match Option” would change to “Purchase Order” automatically.</td>
<td></td>
</tr>
<tr>
<td>• Save and approve the PO</td>
<td></td>
</tr>
<tr>
<td>• Create a new receipt as explained above.</td>
<td></td>
</tr>
<tr>
<td>• In the Receipts Form, Note that the &quot;Destination&quot; field is Inventory</td>
<td></td>
</tr>
<tr>
<td>• Fill in the DFF at the time of creating the receipt with Invoice/Challan No. &amp; Invoice/Challan Date as explained earlier</td>
<td></td>
</tr>
<tr>
<td>• Enter the Sub inventory where to deliver.</td>
<td></td>
</tr>
<tr>
<td>• If the item is a lot controlled item, enter the lot number</td>
<td></td>
</tr>
<tr>
<td>• Save the Receipt</td>
<td></td>
</tr>
<tr>
<td>• The receipt gets created and the goods are also delivered to the inventory</td>
<td></td>
</tr>
</tbody>
</table>
Create a Purchase orders with LC Number (Letter of Credit), for this kind of Purchase Order “Match Approval Option” would change to “2-way” & “Invoice Match Option” would change to “Purchase Order” automatically.
- Save and approve the Purchase Order
Create a new receipt for a given Purchase Order (In detail explained earlier).
- Fill in the DFF at the time of creating the receipt with Invoice/Challan No. & Invoice/Challan Date as explained earlier.
Select the line and enter the quantity.
- Save the Receipt
### 5.7 Rejection of Standard Receipt

<table>
<thead>
<tr>
<th>Steps</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create Purchase Order. The Purchase order should be of an item which is &quot;Inspection Required&quot;</td>
<td></td>
</tr>
<tr>
<td>• To start, check the inventory</td>
<td></td>
</tr>
<tr>
<td>• Navigate to Receipts India.</td>
<td></td>
</tr>
<tr>
<td>• Query for the receipt and open the Receipts form.</td>
<td></td>
</tr>
<tr>
<td>• Enter receipt data and save the receipt</td>
<td></td>
</tr>
<tr>
<td>• Click on the &quot;Inspect&quot; button.</td>
<td></td>
</tr>
<tr>
<td>• Enter the quantity to reject</td>
<td></td>
</tr>
<tr>
<td>• Press OK</td>
<td></td>
</tr>
<tr>
<td>• Save the Record</td>
<td></td>
</tr>
<tr>
<td>• Navigate back to &quot;Receiving Transactions&quot;</td>
<td></td>
</tr>
<tr>
<td>• Two lines will be displayed, one for the rejected quantity and one for the remaining quantity</td>
<td></td>
</tr>
<tr>
<td>• Accept the quantity that passes inspection</td>
<td></td>
</tr>
<tr>
<td>• Allocate Lot number to the goods.</td>
<td></td>
</tr>
<tr>
<td>• Save the record</td>
<td></td>
</tr>
<tr>
<td>• The item would be added into the inventory and can be checked in the inventory</td>
<td></td>
</tr>
</tbody>
</table>
Oracle Process

Screenshots & Steps

Create Purchase Order. The Purchase order should be of an item which is "Inspection Required"
- Check the quantity in the stores. (Navigate -> On Hand Quantity)
- Enter the Stores & Item Code
- Click On Find Button
- Check the quantity in the stores.
- Navigate to Receipts India.
- Query for the receipt and open the Receipts form.
- Enter receipt data and save the receipt
<table>
<thead>
<tr>
<th>Operating Unit</th>
<th>LG Electronics India Pvt Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Item Description</td>
<td>Acid 1/5 ltr bottle</td>
</tr>
<tr>
<td>Destination</td>
<td>IARI (M), New Delhi....</td>
</tr>
<tr>
<td>Header Receiver Note</td>
<td></td>
</tr>
<tr>
<td>Shipment Receiver Note</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Type</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order</td>
<td>15612400726</td>
</tr>
<tr>
<td>Due Date</td>
<td>15-APR-2013 00:00</td>
</tr>
<tr>
<td>Hazard</td>
<td></td>
</tr>
<tr>
<td>UN Number</td>
<td></td>
</tr>
<tr>
<td>Routing</td>
<td>Inspection Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lines</th>
<th>Details</th>
<th>Currency</th>
<th>Order Information</th>
<th>Outside Services</th>
<th>Shipment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary</td>
<td>Quantity UOM</td>
<td>Quantity UOM</td>
<td>Destination Type</td>
<td>Item</td>
<td>Rev</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Each</td>
<td>Receiving</td>
<td>NAC1001001</td>
<td></td>
</tr>
</tbody>
</table>

[Image of user interface with focus on the Receipts module showing input fields for Quantity, UOM, Receiving, Item, and Description.]
- Click on the "Inspect" button.
- Enter the quantity to reject
- Press OK
- Save the Record
- Navigate back to "Receiving Transactions"
- Two lines will be displayed, one for the rejected quantity and one for the remaining quantity
- Accept the quantity that passes inspection
- Allocate Lot number to the goods.
- Save the record

![Lot Entry Screen]

<table>
<thead>
<tr>
<th>Parent Lot Number</th>
<th>Lot Number</th>
<th>Expiration Date</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>201 00000 000123</td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity Available</th>
<th>Secondary Quantity Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity On Hand</th>
<th>Secondary Quantity On Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
• The item would be added into the Stores and can be checked.
6 Return to Vendor

Process Map

- Start
- Query for the receipt number
- Enter the quantity
- Transact (Return to Vendor)
- Stop

Process Overview Description
- Goods will be sent by vendor to Buyer’s organizations warehouse
- Goods will be received and delivered at the Buyer’s organizations warehouse
- In case of defective goods are rejected during Inspection would be returned to vendor
- In the RTV screen of Oracle, query for the receipt number
- Enter the quantity to be returned
- Transact. Goods would be returned in the system.
| Oracle Process | • In the RTV screen of Oracle, query for the receipt number  
|               | • Enter the quantity to be returned |
6.1 Standard Return to Vendor

**Navigation**

- Navigate to *Return to Vendor*

**Oracle Process-Screenshots & Steps**

- Click the “Open” button
• Select the correct Organization – IARI- Indian Agricultural Research Institute

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>156</td>
<td>IARI - Indian Agricultural Research Institute</td>
</tr>
<tr>
<td>562</td>
<td>IASRI - Indian Agricultural Statistics Research Institute</td>
</tr>
<tr>
<td>IMO</td>
<td>Item Master Organization</td>
</tr>
</tbody>
</table>
- The Find Returns window opens.
- Click on "New"

- Enter the receipt number and click on "Find"
• The "receiving return" window opens with the details such as item, supplier, quantity, purchase order number etc populating
• In the quantity field, enter the quantity that needs to be returned
• In the Return to field, enter "Supplier"
• If the item is a lot controlled item, then in the "Receiving Returns" form, the Lot-Serial button will be enabled.
• Click on the Lot-Serial button.
• The Lot Entry form will open.
• Click on the "Lot" field. The Lot number would be generated automatically.
• In the quantity field enter the quantity to be returned.
• Press the Done button.

---

**Oracle Process Screenshots & Steps:**

- If the item is a lot controlled item, then in the "Receiving Returns" form, the Lot-Serial button will be enabled.
- Click on the Lot-Serial button.
- The Lot Entry form will open.
- Click on the "Lot" field. The Lot number would be generated automatically.
- In the quantity field enter the quantity to be returned.
- Press the Done button.

---

**Lot Entry (150)**

- **Item:** NAC1000001
- **UOM:** Ea
- **Quantity:** 2
- **Lot Quantity Entered:**
- **Secondary UOM:**
- **Secondary Quantity:**
- **Secondary Lot Quantity Entered:**
- **Parent Lot Number:**
- **Lot Number:** 201 00000 500123
- **Expiration Date:**
- **Secondary Quantity Available:**
- **Secondary Quantity On-Hand:**
- **Generate Parent:**
- **Generate Lot:**
- **Serial:**
- **Cancel:**
- **Done:**
- Save the return receipt form and then close it
Against each tax entry, click on the Rate field.

- Click on apply and save the record
- The return to vendor will be complete. The Inventory will be depleted
### 6.2 RTV (Return To Vendor) of Rejected Material

**Navigation**
- Navigate to Return to Vendor

**Oracle Process-Screenshots & Steps**
- Click on “Open”
### Oracle Process-Screenshots & Steps

- The Select Organization window opens.
- Select the appropriate organization and click "OK"

![Select Organization Window](image)

- The Find Returns window opens. Click on "New"
- Enter the receipt number for which some quantity had been rejected and click on "Find".

![Find Returns Window](image)
Oracle Process - Screenshots & Steps

- The receiving return window opens showing two separate lines for goods that were accepted at the time of receiving and one for goods that were rejected at the time of receiving.
- One line is for performing RTV from the inventory and one line is for performing RTV from rejected goods.
- Select the later.
• The Parent Type for this line shows as “Reject”
• Perform RTV of this line the same way as explained above
• No need to select lot / serial in this case
### Oracle Stores - User Manual Version 1.0

#### Receipts India Localization (ICAR2021 (INR):INR) - JAI PO REC, [New]

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Account Description</th>
<th>Accounted Debit</th>
<th>Accounted Credit</th>
<th>Entered Currency</th>
<th>Entered Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Receipt</td>
<td>156.000.0000.122501.00000.00</td>
<td>50.60</td>
<td>INR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Receipt</td>
<td>156.000.0000.202001.00000.00</td>
<td>25.30</td>
<td>INR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Receipt</td>
<td>156.000.0000.122501.00000.00</td>
<td>25.30</td>
<td>INR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Receipt</td>
<td>156.000.0000.202001.00000.00</td>
<td>50.60</td>
<td>INR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Once RTV is performed, query the same receipt for performing new RTV
- The second line would have gone for performing RTV
7 Miscellaneous Transactions

7.1 Material Issue to Employee

**Navigation**

- Go to IARI Stores Section Responsibility ➔ Material Issue

**Oracle Process-Screenshots & Steps**

![Oracle Process-Screenshots 
and Steps](image-url)
• Navigate to Material Issue
• Click on “Open”

Oracle Process-Screenshots & Steps

• Select the correct Organization (IARI- Indian Agricultural Research Institute)

![Organization Selection Screenshot]

• The Material Issue Form Opens
• In the “Type” field, press Ctrl L
For performing a material issue, select the choice from the list accordingly.
Press OK
In the Miscellaneous Transactions Form, click on “Transaction Lines” button
Oracle Process - Screenshots & Steps

- Select an item which to transact (issue)
- Select the sub-inventory/Stores from where to transact (issue)
- Enter the Lot Number
- Enter the quantity which to transact (issue)
- Click on DFF and enter the Employee name to whom going to issue the item
- Save the Record.

[Image of Material Issue screen with details filled in]
7.2 Material Issue to Project

Navigation → Go to IARI Stores Section Responsibility → Material Issue

**Oracle Process Screenshots & Steps**

- **Material Issue**
  - Perform Miscellaneous Transactions
    - Requisition/Indent Creation
    - Requisition/Indent Inquiry
    - Requisition/Indent Summary
    - Purchase Order Inquiry
    - Purchase Order Summary
    - Receipts Creation
    - Return to Vendor
    - Receiving Transactions
    - Corrections
    - Receiving Transactions Inquiry Form
    - On Hand Quantity
    - Inter-Division Transfer
    - Inter-Institute Transfer
    - **Material Issue**
      - Material Distributions Inquiry
      - Transactions Inquiry
      - Pending Transactions Inquiry
      - Notifications
For performing a material issue to project, select the type accordingly in the Miscellaneous Transactions Form.

Click on “Transaction Lines” button.
Select an item which to transact (Issue to Project)
Select the sub-inventory from where to transact (Issue to Project)
Select the Lot No. of the item which to transact (Issue to Project)
Enter the Quantity of the Item
• Select the Source Project from the LOV (List of Values).
• Select the Major & Minor Category from the given list of values.
• Enter the Institute Name.
• Click on DFF and enter the employee name to whom going to issue the item for a given project.
• Save the Record.
8 Running Inventory Reports

Navigation

- From the toolbar menu at the top, select View ➔ Request
- Click on "Submit a new Request"
- Select "Single Request" and click "OK"
What type of request do you want to run?

- **Single Request**
  This allows you to submit an individual request.

- **Request Set**
  This allows you to submit a pre-defined set of requests.

[Buttons: OK, Cancel]
Oracle Process-Screenshots & Steps

- Enter the report name and the parameters as per following

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>PARAMETERS &amp; EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAR Material Issue Report</td>
<td>• Institute Name:</td>
</tr>
<tr>
<td></td>
<td>• Item From:</td>
</tr>
<tr>
<td></td>
<td>• Items To:</td>
</tr>
<tr>
<td></td>
<td>• Division From:</td>
</tr>
<tr>
<td></td>
<td>• Division To:</td>
</tr>
<tr>
<td></td>
<td>• Transaction Date From</td>
</tr>
<tr>
<td></td>
<td>• Transaction Date To:</td>
</tr>
<tr>
<td></td>
<td>• Material Issue to Employee</td>
</tr>
<tr>
<td>ICAR Receipt Register Report</td>
<td>• Institute Name:</td>
</tr>
<tr>
<td></td>
<td>• Purchase Order/Rate Agreement Number:</td>
</tr>
<tr>
<td></td>
<td>• Release Number:</td>
</tr>
<tr>
<td></td>
<td>• Buyer Name:</td>
</tr>
<tr>
<td></td>
<td>• Creation From Date:</td>
</tr>
<tr>
<td></td>
<td>• Creation To Date:</td>
</tr>
</tbody>
</table>
9 Inventory Period Closing

9.1 Process Overview

Process Map

- Transfer both Revenue and Capex items to General Ledger.
- Import entries from Inventory into the GL.
- Post Journal Voucher entries into GL
- All pending transactions (receiving & unprocessed material) are to be reviewed.
- Review and reconcile pending transactions
- The reconciled Inventory period is closed. The inventory period once closed cannot be reopened.
- The Inventory Period for next month is opened on the last business day of current month
### Navigation

- Go to Oracle Inventory -> Accounting Close Cycle -> Inventory Accounting Periods

### Oracle Process-Screenshots & Steps

- Click the “Open” button
- Select the correct Organization – IARI – Indian Agricultural Research Institute.
- The list of accounting periods open up.
- Select the period to close and click the “Change Status” button

![Inventory Accounting Periods](image)

<table>
<thead>
<tr>
<th>Status</th>
<th>Period</th>
<th>Num</th>
<th>Year</th>
<th>From</th>
<th>To</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future</td>
<td>DEC-13</td>
<td>9</td>
<td>2014</td>
<td>01-DEC-2013</td>
<td>31-DEC-2013</td>
<td></td>
</tr>
<tr>
<td>Future</td>
<td>NOV-13</td>
<td>8</td>
<td>2014</td>
<td>01-NOV-2013</td>
<td>30-NOV-2013</td>
<td></td>
</tr>
<tr>
<td>Future</td>
<td>OCT-13</td>
<td>7</td>
<td>2014</td>
<td>01-OCT-2013</td>
<td>31-OCT-2013</td>
<td></td>
</tr>
<tr>
<td>Future</td>
<td>SEP-13</td>
<td>6</td>
<td>2014</td>
<td>01-SEP-2013</td>
<td>30-SEP-2013</td>
<td></td>
</tr>
<tr>
<td>Future</td>
<td>AUG-13</td>
<td>5</td>
<td>2014</td>
<td>01-AUG-2013</td>
<td>31-AUG-2013</td>
<td></td>
</tr>
<tr>
<td>Future</td>
<td>JUL-13</td>
<td>4</td>
<td>2014</td>
<td>01-JUL-2013</td>
<td>31-JUL-2013</td>
<td></td>
</tr>
<tr>
<td>Future</td>
<td>JUN-13</td>
<td>3</td>
<td>2014</td>
<td>01-JUN-2013</td>
<td>30-JUN-2013</td>
<td></td>
</tr>
<tr>
<td>Future</td>
<td>MAY-13</td>
<td>2</td>
<td>2014</td>
<td>01-MAY-2013</td>
<td>31-MAY-2013</td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>APR-13</td>
<td>1</td>
<td>2014</td>
<td>01-APR-2013</td>
<td>30-APR-2013</td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>MAR-13</td>
<td>12</td>
<td>2013</td>
<td>01-MAR-2013</td>
<td>31-MAR-2013</td>
<td></td>
</tr>
</tbody>
</table>
- Check on the “Close” button and click on “Ok”
- To view pending transactions, click on the “Pending” button.
- The list of pending transactions gets displayed.