**IMPLEMENTATION CHECKLIST& UNDERTAKING- INVENTORY MANAGEMENT\***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Attended (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My User id is working (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have checked the software functionality with sample/live Data (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All the points to be verified by Module In-charge/School Authority.**

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| **Check list** | **Status (Y/N)** | **Implementation Consultant’s Remarks** |
| Stores Created along with in-charges |  |  |
| Requisition approval process defined |  |  |
| PO approval process defined |  |  |
| Configuration according to new and old inventory. Either school is using FIFO process or not. |  |  |
| Linked with financial management |  |  |
| Item type created |  |  |
| Measurement type defined |  |  |
| Vendors and locations updated |  |  |
| Items kit updated(If Applicable) |  |  |
| Sale receipt cancellation process defined |  |  |
| Item data ported(if Applicable) |  |  |
| GRN process defined(If Applicable) |  |  |
| Auto no. Scheme of requisition, purchase order, sale item, issue item, GRN etc. Defined |  |  |
| Flow of requisition along approval process defined. |  |  |
| Purchase order generation process along with approval explained |  |  |
| GRN process explained |  |  |
| Format of requisition, purchase order, issue item, sale item, invoice, GRN etc. Finalized? |  |  |
| Voucher creation against GRN explained |  |  |
| Stock register view explained along with reports |  |  |
| Issue item reports explained |  |  |
| Sale item reports explained |  |  |
| Issue/Sale report of student and employee explained |  |  |
| Stock adjustment part explained |  |  |
| Discard item part explained |  |  |
| Proper training of the module given |  |  |

**Remarks by Module in charge (also mention if issue/requirements):**

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**Remarks by Implementation Consultant:**

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**DISCUSSION POINTS**

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**Signature of Implementation Consultant School Seal**