Roles & Responsibilities Mapping in Organization

System Administrator: _____

He will be responsible for assigning different roles and privileges to different users. Usually he will be a senior or manager level person. He will decide what functional rights are assigned to which person.

Database Backups: _____

He will be responsible for making database backups. Usually he will be IT manager. He will take the backups from Candela utilities on defined schedule. He will also copy these backups on CD or DVD regularly.

System Configuration: _____

He will be responsible for setting up preference of the software. Usually he will be head of IT department. Based on the system configuration settings, system behavior and implementation of organizational policies will be determined. For example, system may or may not allow the sale of an item when its quantity becomes zero.

Product Definition: _____

He will be responsible for defining new products or inventory items in the system. He decides which new items belong to which department. Also he defines the product characteristics (attaches product attributes) which are then used while taking system reports and performing business analytics.

Purchase Orders: _____

He will be responsible for making purchase orders in the system. Usually this person is purchase manager who decides what to buy, when to buy, and from whom to buy.

Goods Receipt Notes: _____

He will be responsible for receiving goods from suppliers. Usually this person is warehouse in-charge. This person may or may not be able to view the cost price of the products.

GRN Cost Posting: _____

This person will be responsible for running the process of cost posting. This process locks the GRNs up to a certain date and cost price of the products is updated. Usually this person is from the accounts department.

Physical (Stock) Audit: _____

A person or team responsible for carrying out physical audits. Physical audits are conducted for warehouses and retail outlets.

Stock Transfer Notes: _____

He will be responsible for making stock transfer notes for movement of stock from one location to the other. Usually this is the transfer of stock from warehouse to retail outlets. However, stock is also moved between different retail outlets. Usually this person is supply chain manager.

Item Re-Order Levels: _____

He will be responsible for setting up re-order levels of inventory items. Usually this person is supply chain manager or the merchandizer.

Barcode Printing: _____

He will be responsible for printing of barcodes from the system. Usually this person is warehouse in-charge. Barcodes are printed when new batch of inventory items is received.

Barcode Pasting: _____

He will be responsible for getting the barcodes pasted on the inventory items. Usually this person is warehouse in-charge.

Retail Price Changes: _____

He will be responsible for change of selling price of the inventory items. Usually this person is merchandizing manager.

Setting up Discounts/Promotions: _____

He will be responsible for setting up planned promotions including seasonal and season-end discounts. Usually this person is merchandizing manager.

Supplier Payments: _____

He will be responsible for entry of payments made to the suppliers. Usually this person is from accounts department. In case of integrated GL, this function is not available in Candela.

Customer Receipts: _____

He will be responsible for entry of payments receipts from customers against the credit sales. Usually this person is shop manager because customer payments are received at retail outlets.