

User Guide

03. Inventory control Management and stores-MA-201-Stores and Inventory-GRN Ver 2.0.0

For

Supply, delivery, installation, Commissioning, Training
and Maintenance of Enterprise Resource Planning
System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

GRN (Stores and Inventory)

(Quick user Guide)

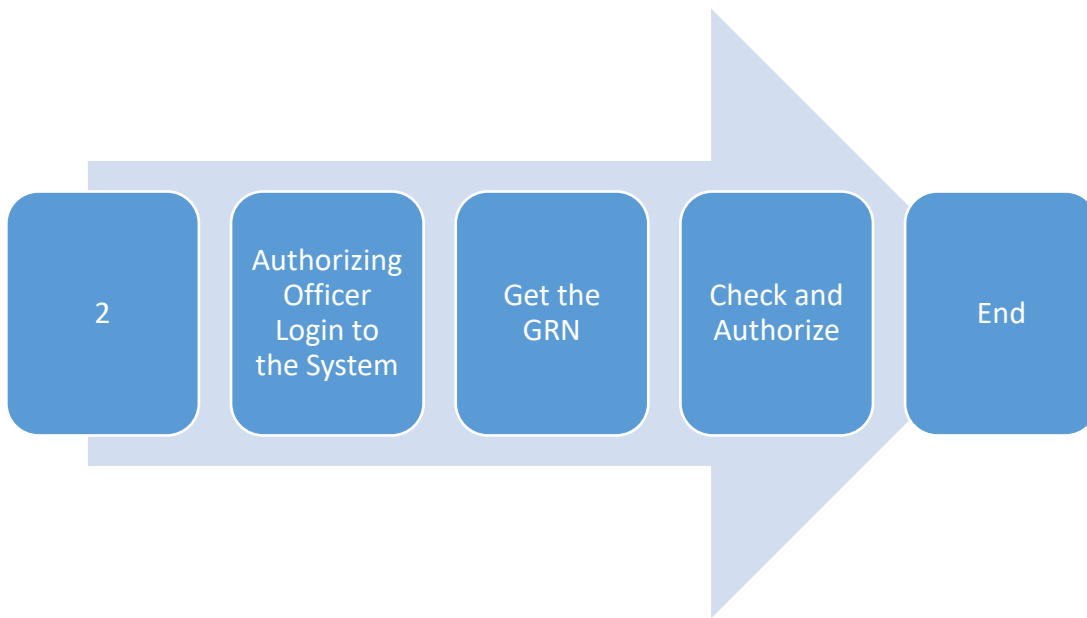
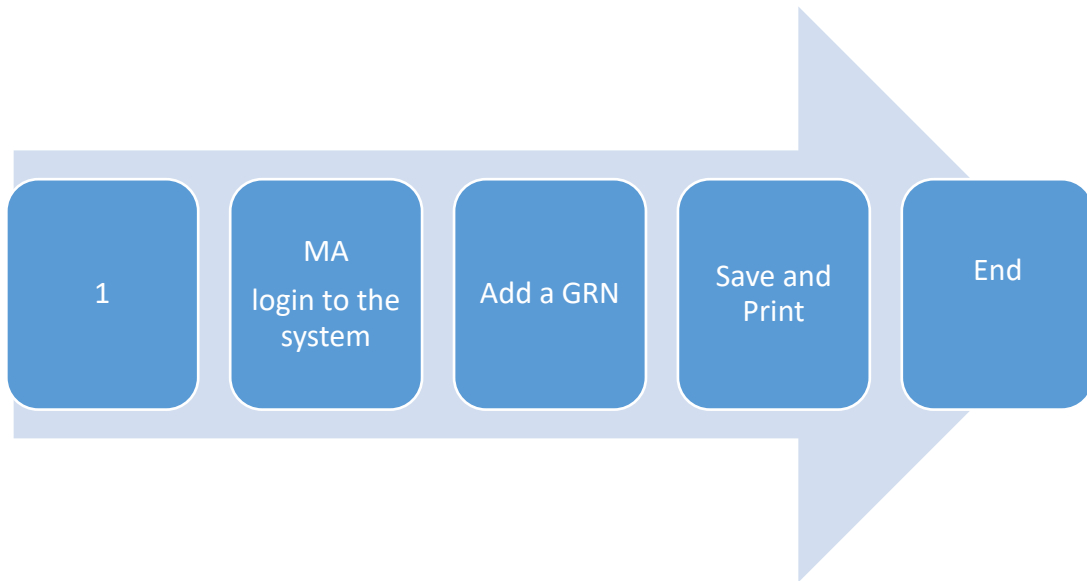


Store Inventories

Inventories, Issuances,
Transfers, Recommendation
for Purchasing, Fuel

[READ MORE](#)

3. THE PROCESS



Step 1: Login using your user name and password to the system

Log In to your account

Username

Password

Advanced Options

Log In



4. STEP 2: ADD GRN

Inventory

- GRN 2
- Purchase Return
- Material Request Note
- Purchase Request Note
- Delivery Note
- Issue Note
- Sales Return
- Transfer Note
- Inventory Journal
- Stock Verification
- Stock Adjustment
- Cost Adjustment
- Item Search
- Investment
- Asset

GRN

Add Edit Authorize Cancel

Purchase Return

Add Edit Authorize Cancel

Material Request Note

Add Edit Authorize Cancel

1. Under the option inventory

2. Under the option GRN
3. Click the Add option

GOOD RECEIVED NOTE

GRN ID 2980 1	Entered Date 4/21/2022 2	<input type="button" value="Save"/> <input type="button" value="Print and Save"/> <input type="button" value="USE PO"/> 14 <input type="button" value="Exit"/>
GRN No 384 3	Serial NO 384 4	
Transaction Date 4/21/2022 5	PO Number PO/2329/23 6	
Description Received stocks : lights 7		
Store 8 Stores - Electricity_main	Department Code 9 Programme -6- Project -2 -S	
Parent Asset [To add components to an existing asset] 10		
Invoice No 11	Invoice Date 12	
Supplier Name Add Supplier Emetsoft (pvt) Ltd 13		

1. GRN ID : ID is auto filled
2. Entered Date : Select the entered date
3. GRN No : Number is auto filled
4. Serial No. : Number is auto filled
5. Transaction Date : Date is auto filled
6. PO No : Enter the purchase order number
7. Description : Enter description if there
8. Store : Select the relevant store
9. Department code : Select the relevant department code
10. Parent Asset: if the item is an sub asset item, then select existing parent asset
11. Invoice No : Enter the invoice number if available
12. Invoice date : Enter the invoice date
13. Supplier Name : Enter the supplier's name
14. To retrieve the details click on "USE PO" button

Retrieve Purchase Orders:

268 268 **14** USE PO

Transaction Date: 12/31/2021 PO Number:

Description:

Store: General Stores Department Code: <-Select->

Parent Asset [To add components to an existing asset]:

Invoice No: Invoice Date:

Supplier Name: Add Supplier

Select All **17** 1/30/2020 **15** Search **16**

Select	ID	Number	Date	Item Code	Description	Quantity	UnitPrice	Department	Account	REFID_Details
<input checked="" type="checkbox"/> 18	10	10	22/09/2020	GE/S/29/02	Sheet Plywod 8x4x1/2(12m)	25 <input type="text" value="25"/> 19	2570.4000	0		18
<input type="checkbox"/>	10	10	22/09/2020	GE/S/29/06	Sheet Plywod 8x4x5/8(15m)	25 <input type="text" value="25"/>	2970.0000	0		19
<input checked="" type="checkbox"/>	10	10	22/09/2020	GE/S/29/07	Sheet Plywod 8x4x3/4(18m)	1 <input type="text" value="1"/>	3283.2000	0		20
<input checked="" type="checkbox"/>	11	11	24/09/2020	GR/P/03/01	Paint Anticorrosive 01lt-black	30 <input type="text" value="30"/>	585.0000	0		21
<input checked="" type="checkbox"/>	2	2	17/09/2020	GE/C/01/02	CRS 2001	50 <input type="text" value="50"/>	13590.0000	0		2
<input checked="" type="checkbox"/>	3	3	21/09/2020	Common	SOCKS	88	280.0000	0		3

20 Retrive **21** Cancel

Item Details **Summarize**

15. Change the date as required (PO dates)
16. Click on Search
17. Then grid will filled with PO details, Click Select all to select and retrieve all listed items to GRN
18. Select required items to be retrieved to the GRN
19. Change the quantity received if the supplier send less quantity
- 20.

Item Details | Summarize

Item	Batch	Description	Unit	Unit Price	Quantity/Free Quantity	Total Tax/Tax Recivable	Discount	Line No	Balance
>>				0.00	0.00	0.00	0.00	1	---
					0.00				

2 3

+ -

Barcode/ItemCode 4 Quantity 5 Unit Price 6

Total Discount 7 8

Print and Save Save

Total Price

Printing Formats

- Format_GRN.rpt
- Format_GRN_CAASL.rpt
- Format_GRN_TVEC.rpt

1. Item details : Enter the relevant item details
2. Click to add new item row
3. Click to delete an item row
4. Barcode/ItemCode : Enter the relevant barcode or item code
5. Quantity : Enter the item quantity
6. Unit Price : Enter the unit price
7. Click to print and save item details
8. Click to save GRNs

Save 1

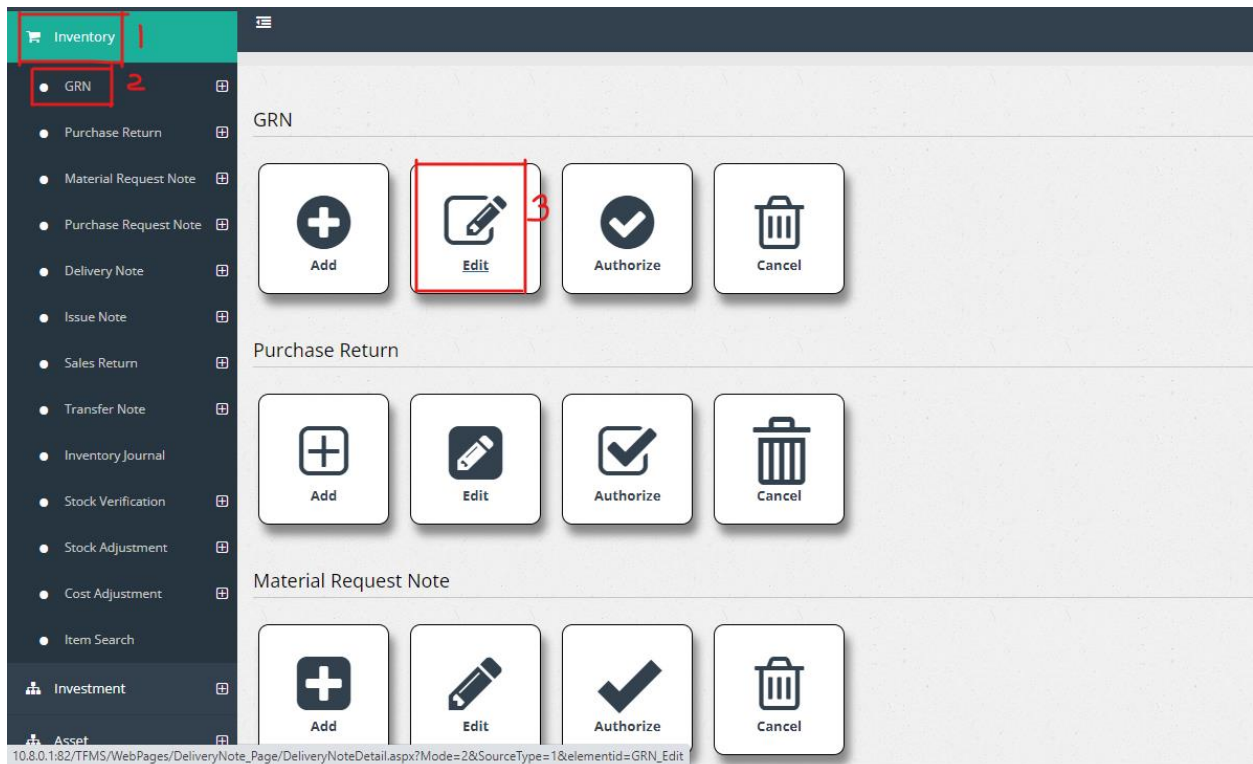
Print and Save 2

USE PO 3

Exit

1. Click to save the GRNs
2. Click to save and print the GRNs
3. Click to use purchase orders for GRNs

5. STEP 3: EDIT GRN



1. Under the option inventory
2. Under the option GRN
3. Click the Edit option

GOOD RECEIVED NOTE DETAIL

Search By 1 Search For 2 6

From 3 To 4

Location 5

7

NO	Serial NO	Date	Payee	Description	View
284	284	05/01/2022	Lan	2212	<input type="button" value="View"/>
285	285	04/01/2022	Lan	2213	<input type="button" value="View"/>
286	286	07/01/2022	Ash	2217	<input type="button" value="View"/>
287	287	04/01/2022	Ash	2218	<input type="button" value="View"/>
288	288	04/01/2022	Roy	2219	<input type="button" value="View"/>
289	289	27/01/2022	Roy	2220	<input type="button" value="View"/>

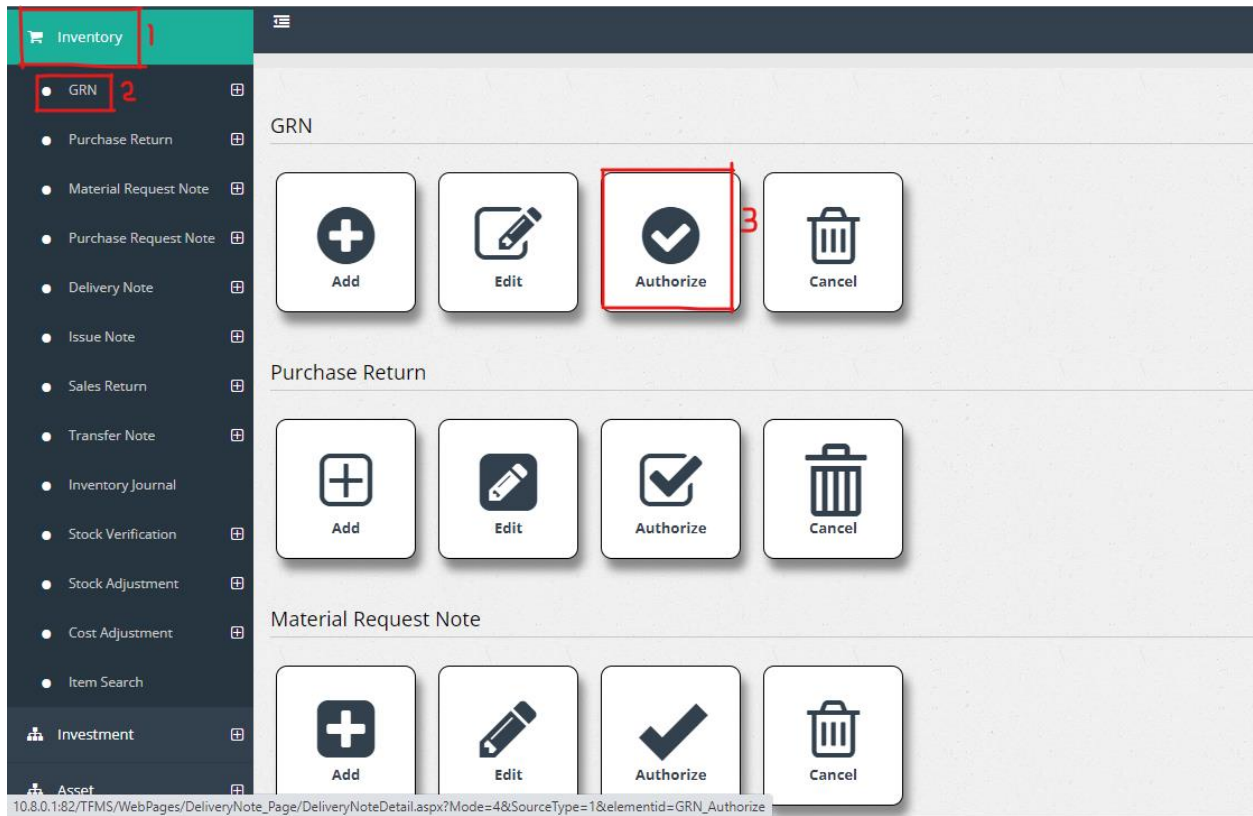
1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Location : Select the relevant location
6. Click to search GRNs
7. Click to add a new GRN

Printing Formats

Format_ISN.rpt

1. Click to save edited GRN

6. STEP 4: AUTHORIZE GRNS



1. Under the option inventory
2. Under the option GRN
3. Click the Authorize option

GOOD RECEIVED NOTE AUTHORIZE

Search By

From To

Location

Show Unauthorized Records
 Show Authorized Records

Select All

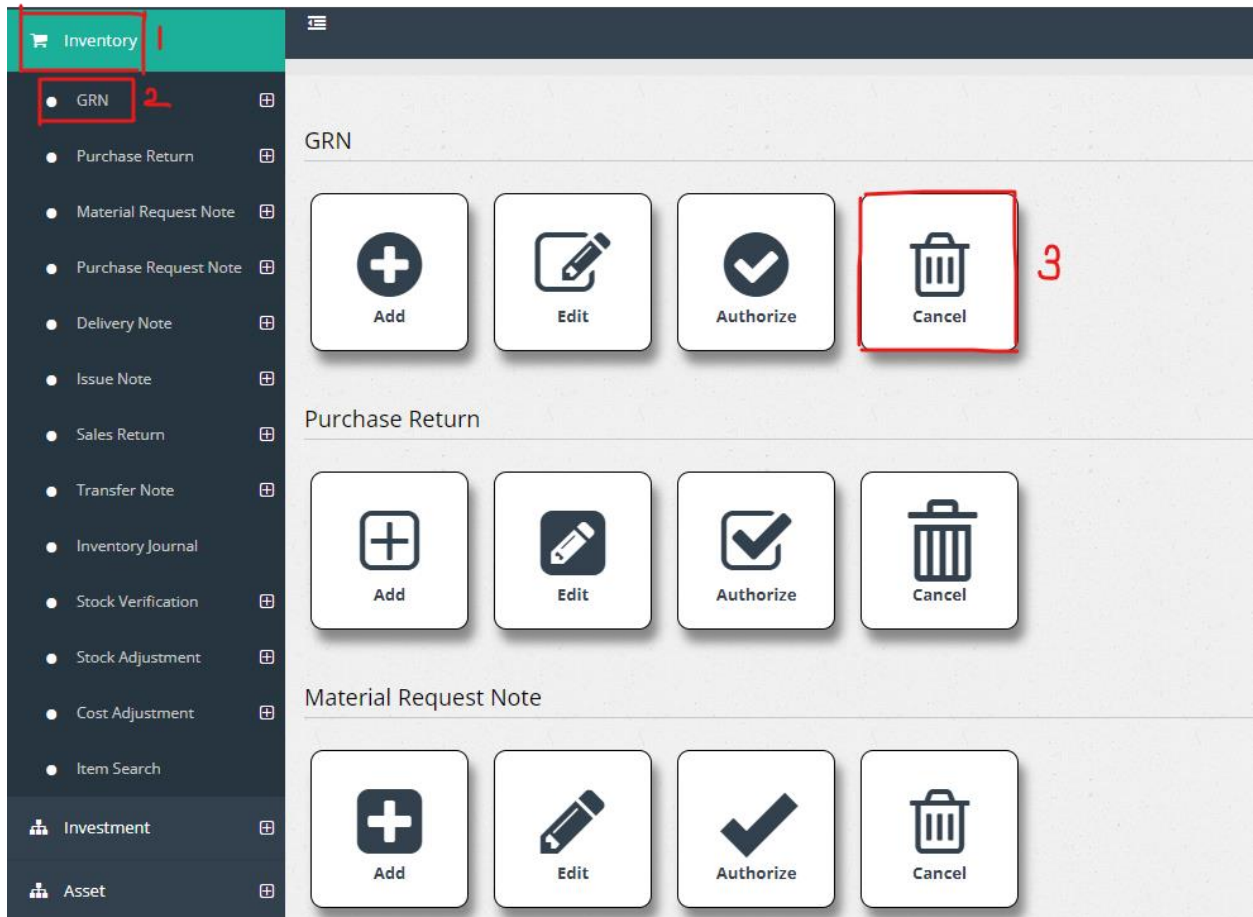
No Data Found

1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Location : Select the relevant location
6. Click to search GRNs
7. Put the tick on relevant option
8. Click to select all issue GRNs

Printing Formats

1. Click to save authorized GRNs

7. STEP 5: CANCEL GRNS



1. Under the option inventory
2. Under the option GRN
3. Click the Cancel option

GOOD RECEIVED NOTE CANCEL

Search By Search For

From To

Location

Select All

No Data Found

1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Location : Select the relevant location
6. Click to search GRNs
7. Click to select all GRNs

Printing Formats

2. Click to save canceled GRNs