

User Guide

03. Inventory control Management and stores-MA-202-Stores and Inventory-Add Item 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

2. TABLE OF CONTENTS

Page No.

1. Revision History	2
2. TABLE OF CONTENTS.....	2
3. The Process	4
4. Step 2: Add Item	5



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Add Item (Stores and Inventory)

(Quick user Guide)

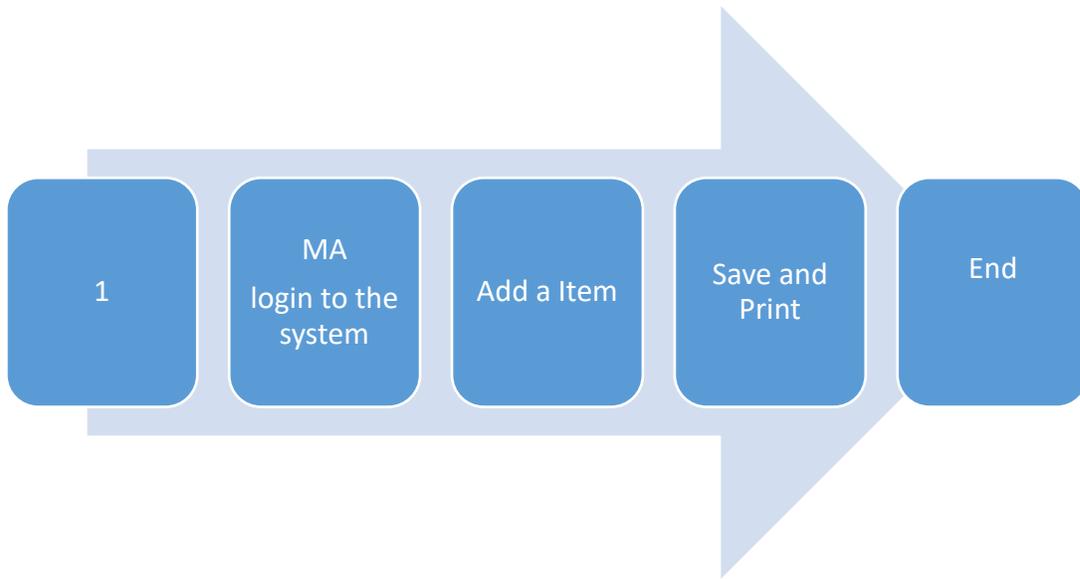


Store Inventories

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

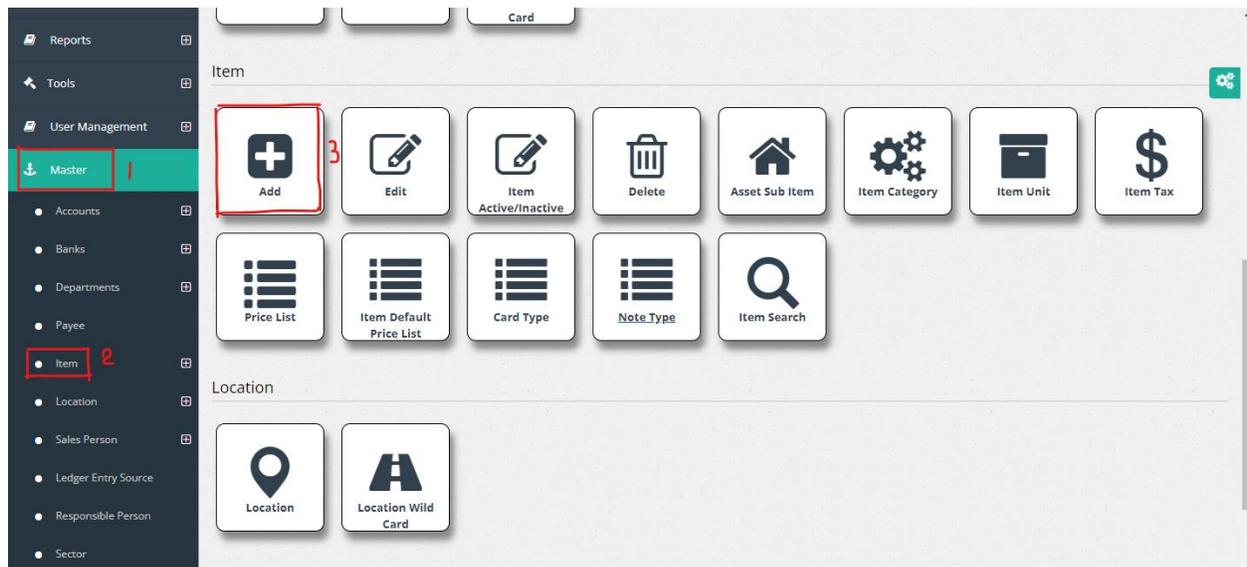
Username

Password

Advanced Options



4. STEP 2: ADD ITEM



1. Under the option Master
2. Under the option Item
3. Click the Add option

Fill the relevant details of the item which is going to add

The screenshot shows the 'ITEM' form with the following fields and values:

- Item Type: <-All->
- Item Category: 1 : MOH
- Bar Code: (empty)
- Item Code: GE/G/08/04
- Item Name: (empty)
- Sale Price: 0
- Wholesale Price: 0
- Batch Price: (button)
- Purchase Price: 0
- Cost Price: 0
- Market Price: 0
- Days To Be Expired: 0
- Item Unit: 15
- Tax Type: <-Select->
- Lead Time: 0
- Max Quantity: 0
- Minimum Stock: 0
- ReOrder Level: 0
- Patent Item: (empty)
- No. of unit for Patent Item: 0
- Item Price Changeable:
- Active:
- Allowed Online Shopping:
- Lenght(cm): (empty)
- Width(cm): (empty)
- Height(cm): (empty)
- Weight(kg): (empty)

1. Select the Item Type from the list

Item Type ?

Buying and Selling ▼

- <-All->
- Buying and Selling
- Service Sales
- CONSUMABLE
- Fixed Asset
- Sales Item
- Raw Materials
- Finish Good
- Service Purchase
- Basic Materials
- Overheads
- Tax
- Discount**
- Service Internal
- Gift Voucher
- Credit sale settle

2. Then select the Item Categories

Item Category ?

1 : MOH ▼

- 1 : MOH**
- 2 : STATIONARY & PRINTED
- 3 : ELECTRICITY
- 5 : WATER WORKS
- 6 : GENERAL
- 13 : Office equipment
- 14 : Toner Cartridge
- 15 : UNIFORMS

3. Barcode
4. Item Code : sample MO/DM/C/01
5. Item Name : Cane Basket Small
6. Other details can be added as required.
7. Even photos of items can be uploaded

Click 'Save' button to add a new item

Lenght(cm)

Width(cm)

Height(cm)

Weight(kg)

Short Description

Long Description

Assign Tax

Remove Tax

Discounts

Save

Exit

