

# User Guide

## 03. Inventory control Management and stores-CC-206-GRN Issue Note Purchase Invoice Authorizations 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

## Authorizations by CC (Stores and Inventory)

(Quick user Guide)

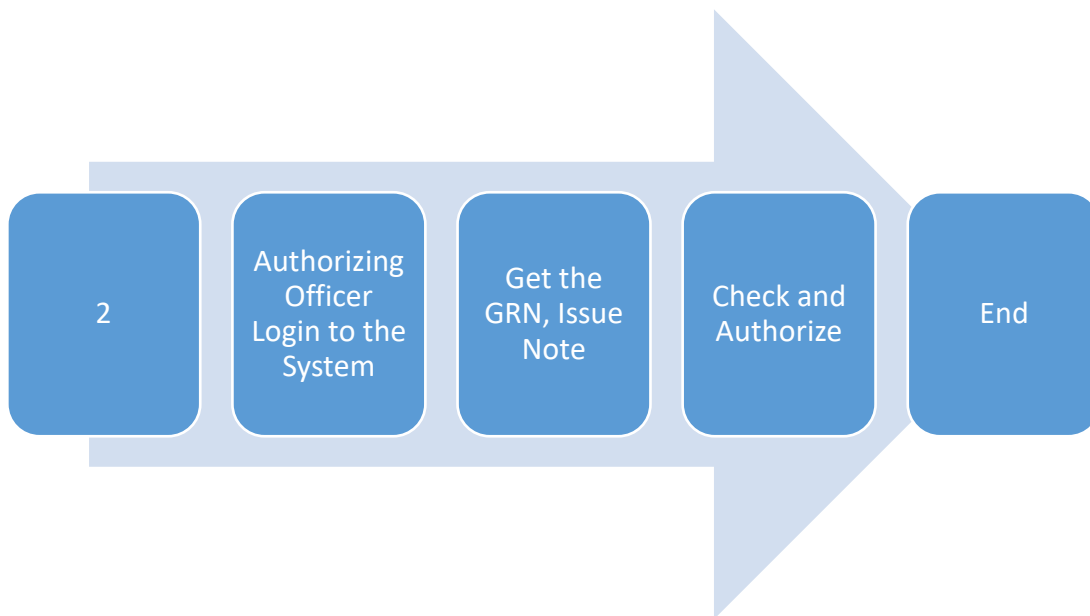


### Store Inventories

Inventories, Issuances,  
Transfers, Recommendation  
for Purchasing, Fuel

[READ MORE](#)

## 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



### 3. STEP 2: AUTHORIZE ISSUE NOTE

The screenshot shows a software interface with a sidebar on the left containing a menu. The 'Inventory' option is highlighted with a red box and a red number '1'. The main content area displays a grid of icons for 'Add', 'Edit', 'Authorize', and 'Cancel' under various categories like 'Issue Note', 'Sales Return', and 'Transfer Note'. The 'Authorize' icon under 'Issue Note' is highlighted with a red box and a red number '3' next to it.

1. Under the option inventory
2. Under the option Issue Note
3. Click the Authorize option

**ISSUE NOTE AUTHORIZE**

Search By  1

Search For  2

6

From  3

To  4

Show Unauthorized Records 5

Show Authorized Records

Select All

No Data Found

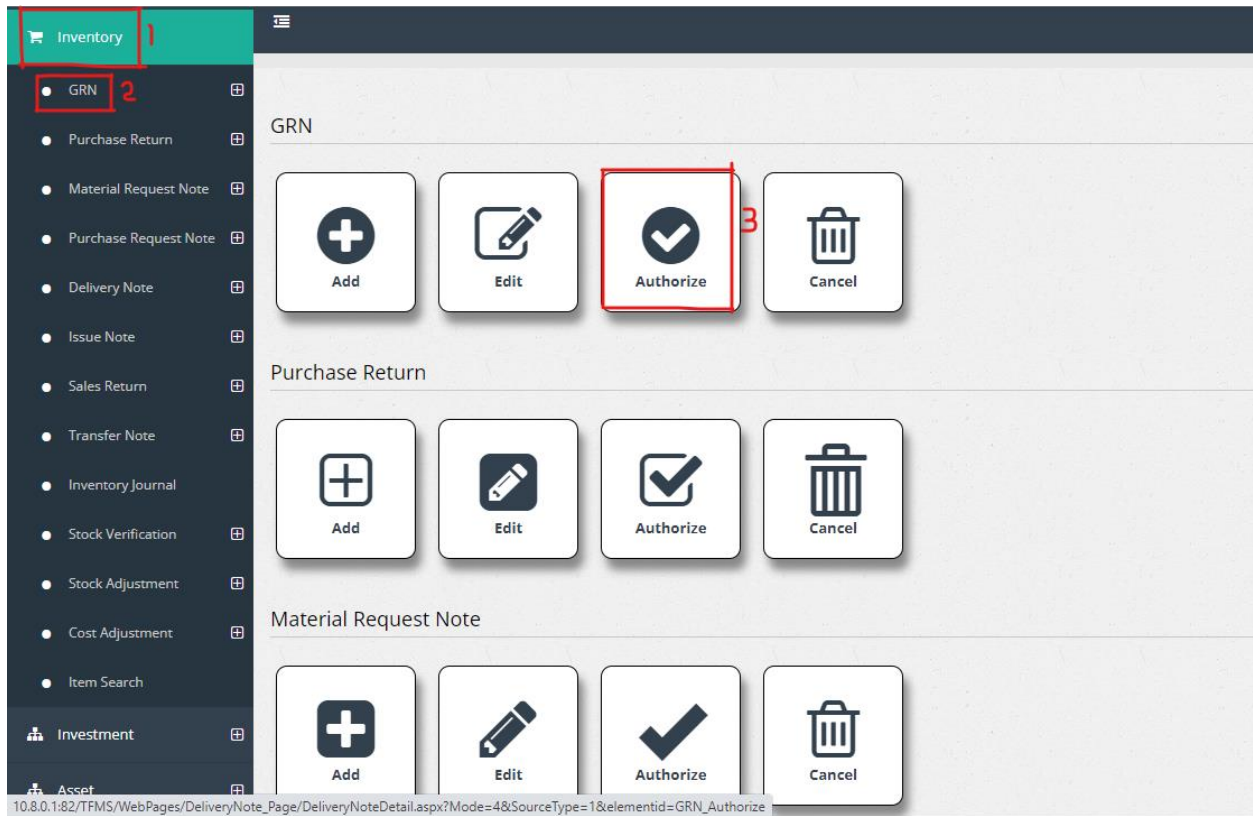
1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Put the tick on relevant option
6. Click to search issue notes
7. Click to select all issue notes

Printing Formats

Format\_ISN.rpt

1. Click to save authorized issue notes

## 4. STEP 3: AUTHORIZE GRNS



4. Under the option inventory
5. Under the option GRN
6. Click the Authorize option

**GOOD RECEIVED NOTE AUTHORIZE**

Search By

From  To

Location

Show Unauthorized Records  
 Show Authorized Records

Select All

No Data Found

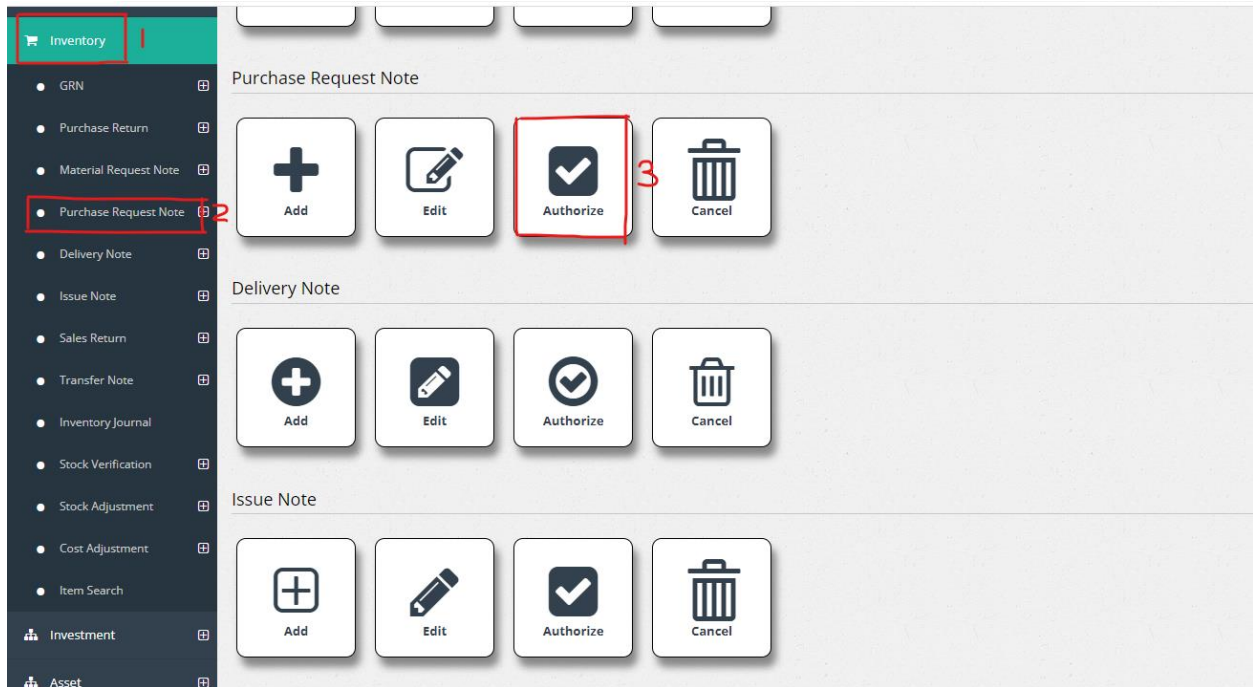
8. Search by : select a category to search issue notes
9. Search For : Enter the details to the relevant selected category
10. From : Select the date from which
11. To : Select the date to which
12. Location : Select the relevant location
13. Click to search GRNs
14. Put the tick on relevant option
15. Click to select all issue GRNs

Printing Formats

2. Click to save authorized GRNs



## 5. STEP 4: AUTHORIZE PURCHASE REQUEST NOTE



7. Under the option inventory
8. Under the option Purchase Request note
9. Click the Authorize option

PURCHASE REQUEST NOTE AUTHORIZE

Search By  1

Search For  2

5

From  3

To  4

Unauthorized 6

Authorized

Select All 7

No Data Found

16. Search by : select a category to search issue notes
17. Search For : Enter the details to the relevant selected category
18. From : Select the date from which
19. To : Select the date to which
20. Click to search GRNs
21. Put the tick on relevant option
22. Click to select all entered purchase request notes

Printing Formats

Format\_ISN.rpt

3. Click to save authorized purchase request notes