

User Guide

03. Inventory control Management and stores-MA-203-Stores and Inventory-reports 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)

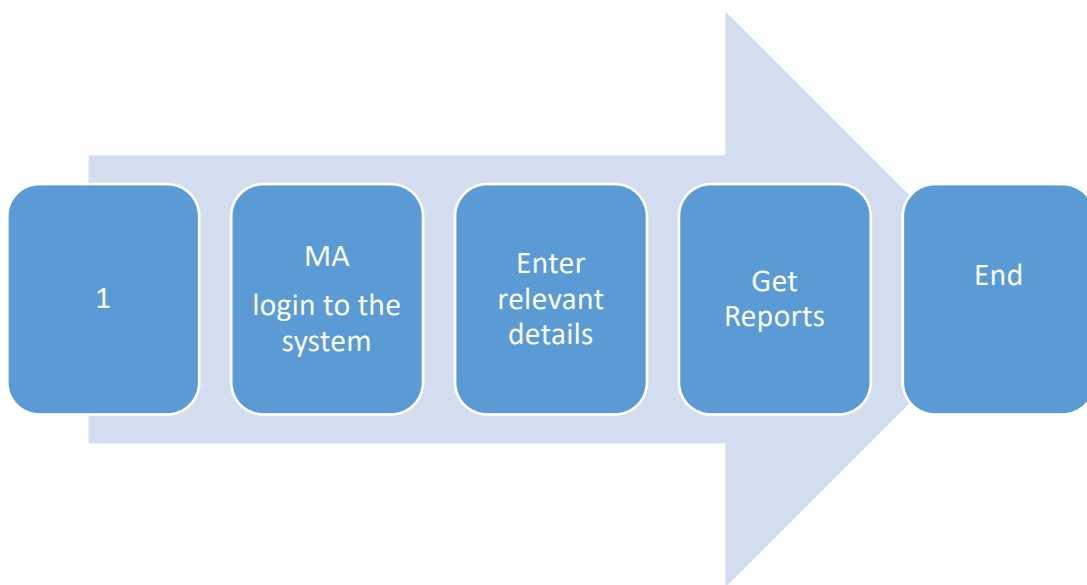
Dehiwala Mount Lavinia Municipal Council

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

Stores and Inventory Reports(for MA)

(Quick user Guide)

3. THE PROCESS

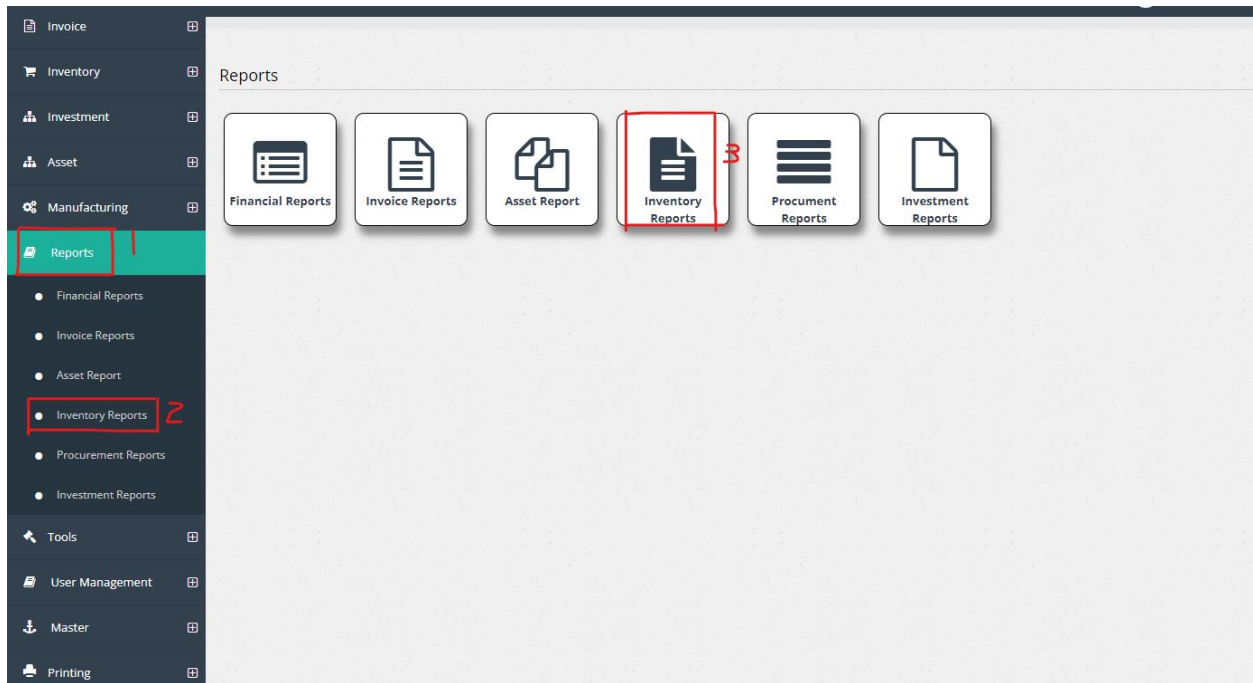


Step 1: Login using your user name and password to the system

Log In to your account

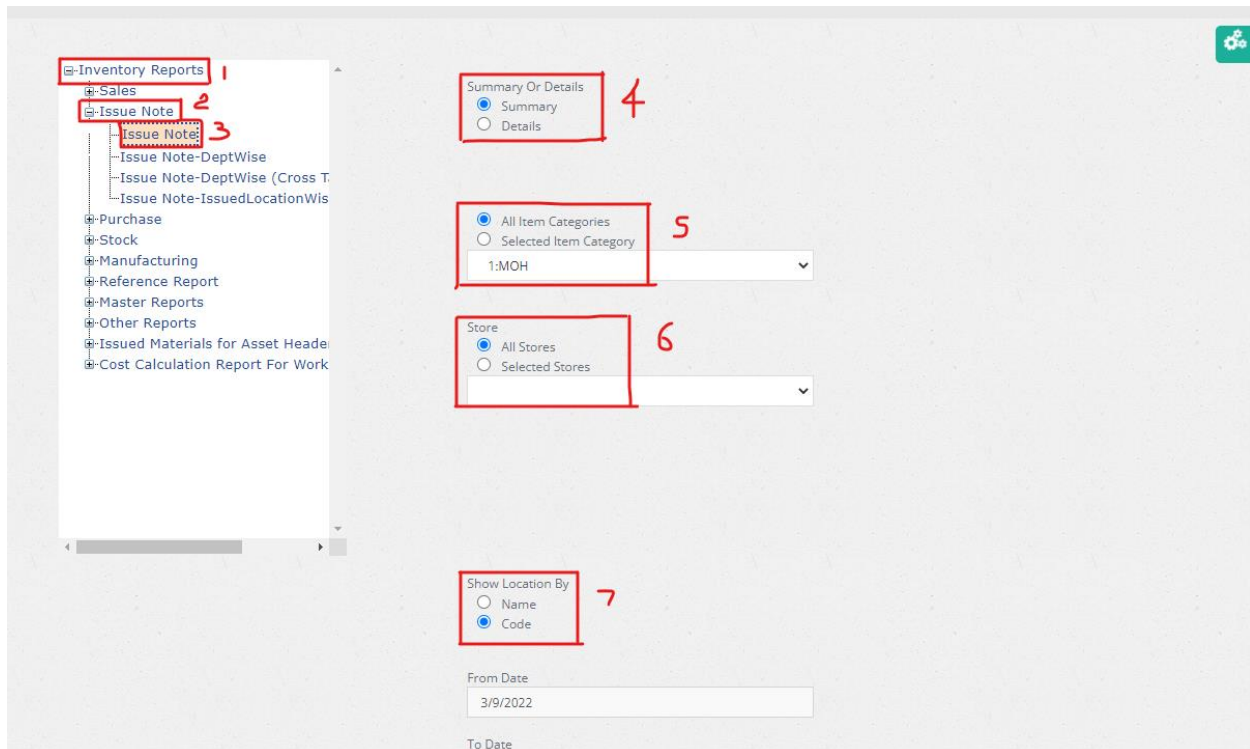
Advanced Options



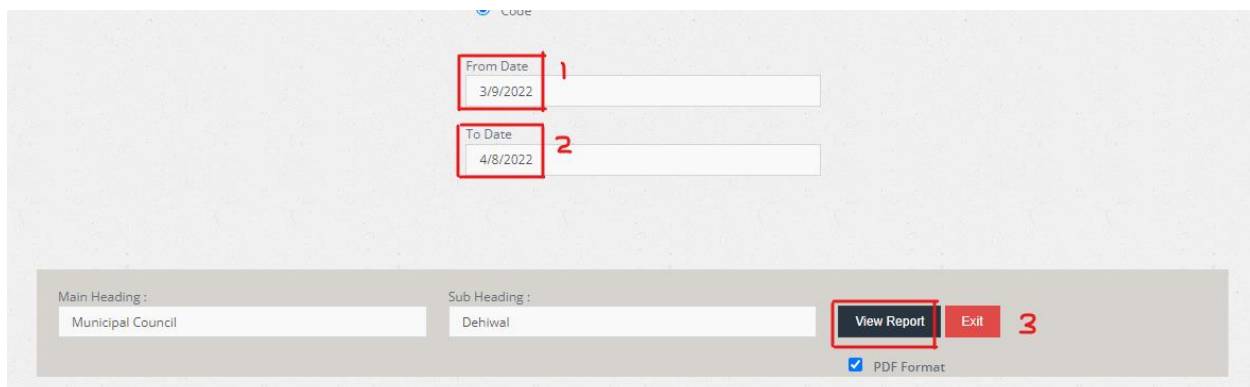


1. Under Reports option
2. Under Inventory Reports

4. STEP 2: ISSUE NOTE REPORT



1. Under inventory reports
2. Under Issue Note option
3. Select the Issue Note Report
4. Put the tick to select
5. Put the tick to select
6. Put the tick to select
7. Put the tick to select



1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

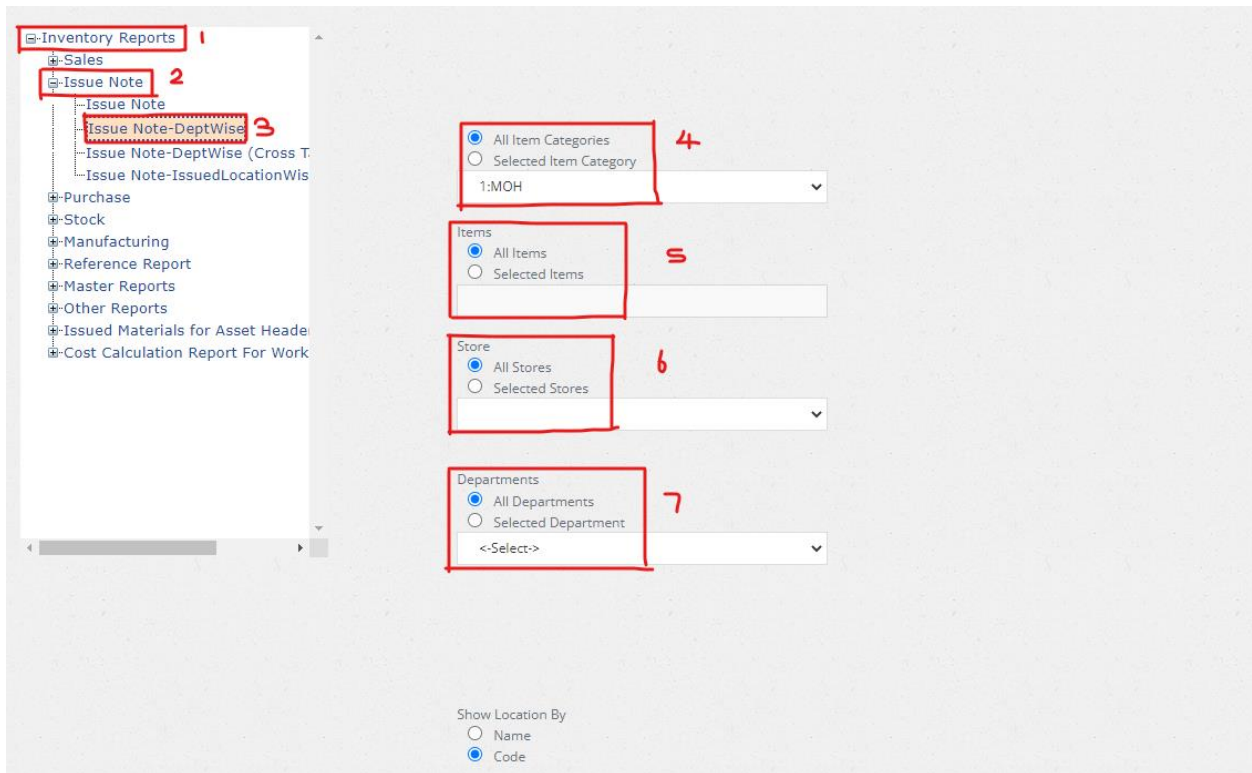
The report is viewed as follows

Municipal Council
Dehiwal
Issue Note Summary

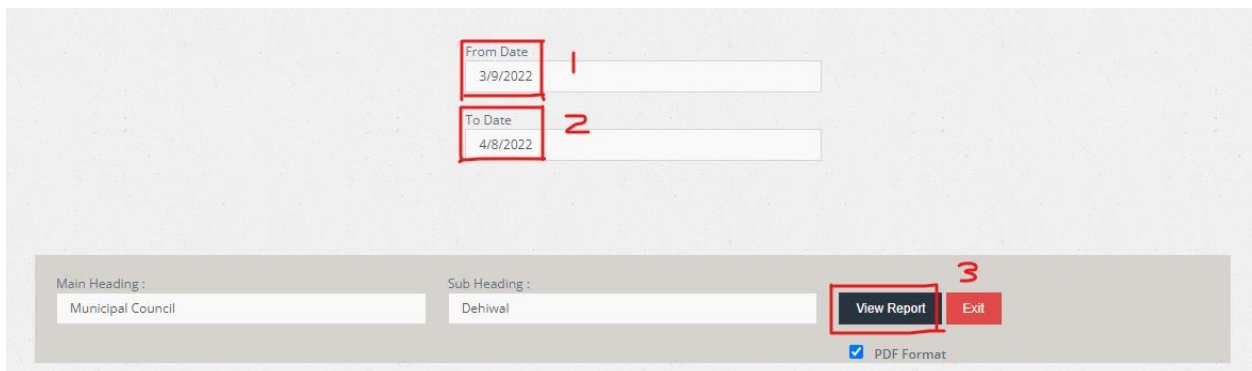
From Date: 09-Mar-2022 **To Date:** 08-Apr-2022

Serial No	Transaction Date	Customer OR Supplier	Location	Total	Status
Department : 11 - Programme -1- Project -1 - Administration				715,814.32	
2,420	2420	09-Mar-2022	L. [REDACTED] :Ref-Issue Number	1,142.68	Not Authorized
2,426	2426	09-Mar-2022	G. [REDACTED] :Ref-Issue No:	3,977.64	Not Authorized
2,431	2431	10-Mar-2022	N. [REDACTED] :Ref-issue order	94,500.00	Authorized
2,433	2433	11-Mar-2022	N. [REDACTED] :Ref-issue order	193,644.00	Authorized
2,439	2439	16-Mar-2022	N. [REDACTED] :Ref-issue order	422,550.00	Authorized
Department : 12 - Programme -1- Project -2 - Finance				2,446.00	
2,430	2430	10-Mar-2022	S. [REDACTED] :Ref-Issue	664.00	Not Authorized
2,432	2432	11-Mar-2022	M. [REDACTED] :Ref-Issue	1,782.00	Not Authorized
Department : 31 - Programme -3- Project -1 - Administration				7,382.37	
2,434	2434	11-Mar-2022	D. [REDACTED] :Issue No: 34866	1,376.78	Not Authorized
2,436	2436	11-Mar-2022	D. [REDACTED] :Issue No: 34867	3,749.95	Not Authorized
2,437	2437	11-Mar-2022	D. [REDACTED] :Issue No: 33960	2,255.64	Not Authorized
Department : 32 - Programme -3- Project -2 -Preventive				109.50	
2,438	2438	14-Mar-2022	D. [REDACTED] :Issue number 8839	109.50	Not Authorized
Department : 41 - Programme -4- Project -1 - Administration				10,185.23	
2,423	2423	09-Mar-2022	D. [REDACTED] :Issue No: 28546	5,164.30	Not Authorized
2,424	2424	09-Mar-2022	D. [REDACTED] :Issue No: 28547	3,005.11	Not Authorized
2,435	2435	11-Mar-2022	D. [REDACTED] :Issue No: 33192	2,015.82	Not Authorized
Department : 42 - Programme -4- Project -2 - Town Planning				21,445.95	
2,425	2425	09-Mar-2022	J.K. [REDACTED] :Ref-Issue	21,445.95	Not Authorized

5. STEP 3: ISSUE NOTE-DEPTWISE REPORT



1. Under inventory reports
2. Under Issue Note option
3. Select the Issue Note-DeptWise Report
4. Put the tick to select
5. Put the tick to select
6. Put the tick to select
7. Put the tick to select



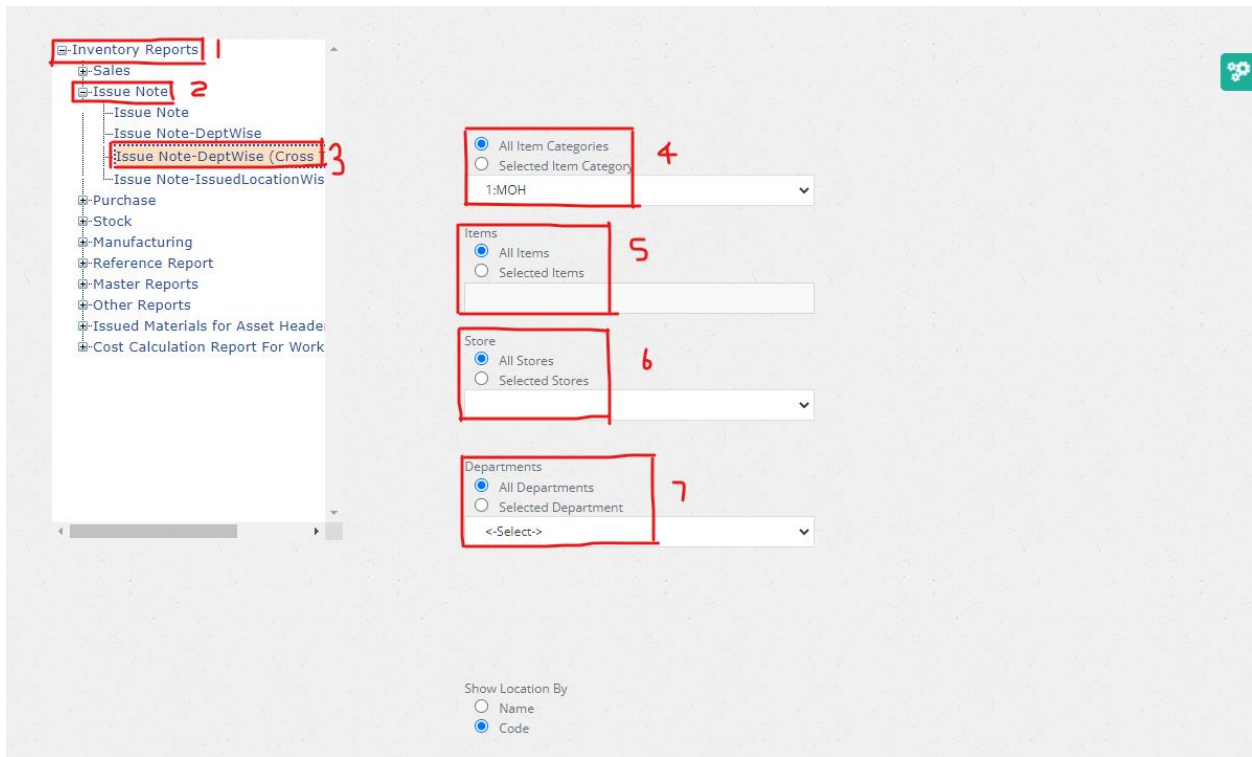
1. From Date : Select the date from which
2. To Date : Select the date to which

3. Click to view the report

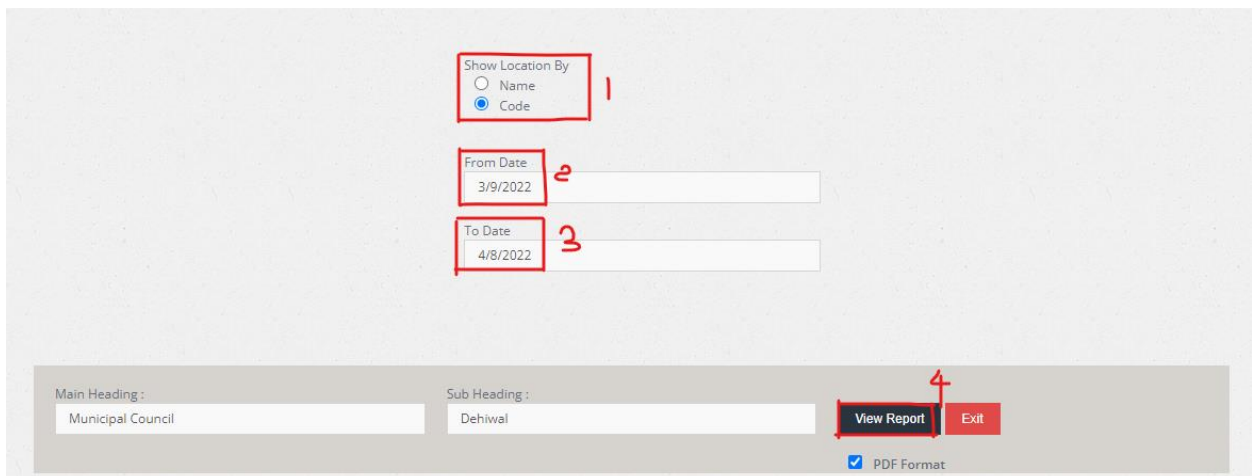
The report is viewed as follows

Municipal Council								
Dehiwal								
Issue Note Detail-Dept Wise								
From Date: 09-Mar-2022		To Date: 08-Apr-2022		Location : All - Dept				
Department : 11 - Programme -1- Project -1 - Administration							715,814.32	
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>		
ST/P/B/03	Issue Order Books(General)[MRN-Qty 1]	09-Mar-2022	2420	No OF	1.00	262.68	262.68	Not Authorized
ST/P/L/04	Letter Heads (Large)[MRN-Qty 500]	09-Mar-2022	2420	No OF	500.00	1.76	880.00	Not Authorized
ST/S/E/02	Envelop-Print 9x4 (DMMC PRINT) [MRN-Qty 50]	09-Mar-2022	2426	No OF	50.00	3.44	172.00	Not Authorized
ST/S/P/07	Paper Photocopy A4[MRN-Qty 4]	09-Mar-2022	2426	No OF	4.00	749.99	2,999.96	Not Authorized
ST/S/P/12	Blue Pen-Ballpoint[MRN-Qty 10]	09-Mar-2022	2426	No OF	10.00	12.42	124.20	Not Authorized
ST/S/P/12	Red Pen-Ballpoint[MRN-Qty 10]	09-Mar-2022	2426	No OF	10.00	12.42	124.20	Not Authorized
ST/S/R/03	Register 3 QR CR 120 Pages[MRN-Qty 4]	09-Mar-2022	2426	No OF	4.00	139.32	557.28	Not Authorized
ST/S/A/02/54	Duplo Master Roll 5450 DD[MRN-Qty 5]	10-Mar-2022	2431	No OF	5.00	18,900.00	94,500.00	Authorized
ST/S/A/02/38	Duplo Master Roll DRG 10[MRN-Qty 5]	11-Mar-2022	2433	No OF	5.00	14,968.80	74,844.00	Authorized
ST/S/A/02/37	Duplo Ink 14L[MRN-Qty 20]	11-Mar-2022	2433	No OF	20.00	5,940.00	118,800.00	Authorized
ST/S/A/02/53	Duplo Ink 5450 DD[MRN-Qty 25]	16-Mar-2022	2439	No OF	25.00	9,342.00	233,550.00	Authorized
ST/S/A/02/54	Duplo Master Roll 5450 DD[MRN-Qty 10]	16-Mar-2022	2439	No OF	10.00	18,900.00	189,000.00	Authorized
Department : 12 - Programme -1- Project -2 - Finance							2,446.00	
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>		
ST/P/F/02	Leave Application[MRN-Qty 50]	10-Mar-2022	2430	No OF	50.00	1.00	50.00	Not Authorized
ST/P/F/03	Railway Warrant Application[MRN-Qty 100]	10-Mar-2022	2430	No OF	100.00	0	0.00	Not Authorized
ST/P/L/04	Letter Heads (Large)[MRN-Qty 100]	10-Mar-2022	2430	No OF	100.00	1.76	176.00	Not Authorized
ST/P/V/01	Vouchers (Internal)[MRN-Qty 200]	10-Mar-2022	2430	No OF	200.00	2.19	438.00	Not Authorized
ST/P/N/02	Kaspersky Virus Guard[MRN-Qty 1]	11-Mar-2022	2432	No OF	1.00	1,782.00	1,782.00	Not Authorized
Department : 31 - Programme -3- Project -1 - Administration							7,382.37	
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>		
ST/S/E/06	9*4 Envelop (Non print)	11-Mar-2022	2434	No OF	100.00	1.62	162.00	Not Authorized
ST/S/I/02	Ink -Pad	11-Mar-2022	2434	No OF	2.00	113.40	226.80	Not Authorized
ST/S/P/01	Paper Typing -Half Sheet	11-Mar-2022	2434	No OF	2.00	459.00	918.00	Not Authorized
ST/S/C/05	Cello Tape 1"	11-Mar-2022	2434	No OF	2.00	34.99	69.98	Not Authorized
4/8/2022	12:28:43PM			1				
ST/S/P/07	Paper Photocopy A4	11-Mar-2022	2436	No OF	5.00	749.99	3,749.95	Not Authorized
ST/S/P/12	Pen-Ballpoint	11-Mar-2022	2437	No OF	5.00	12.42	62.10	Not Authorized
ST/S/F/06	Magazine Holders	11-Mar-2022	2437	No OF	6.00	270.00	1,620.00	Not Authorized
ST/S/F/01	File Covers-Ordinary (DMMC PRINT)	11-Mar-2022	2437	No OF	5.00	24.42	122.10	Not Authorized
ST/S/R/05	Register 5 QR CR 200 Pages	11-Mar-2022	2437	No OF	2.00	225.72	451.44	Not Authorized
Department : 32 - Programme -3- Project -2 -Preventive							109.50	
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>		
ST/P/V/01	Vouchers (Internal)	14-Mar-2022	2438	No OF	50.00	2.19	109.50	Not Authorized
Department : 41 - Programme -4- Project -1 - Administration							10,185.23	
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>		
ST/S/P/07	Paper Photocopy A4	09-Mar-2022	2423	No OF	4.00	749.99	2,999.96	Not Authorized
ST/S/P/01	Paper Typing -Half Sheet	09-Mar-2022	2423	No OF	2.00	459.00	918.00	Not Authorized
ST/S/P/12	Pen-Ballpoint	09-Mar-2022	2423	No OF	65.00	12.42	807.30	Not Authorized
ST/S/E/02	Envelop-Print 9x4 (DMMC PRINT)	09-Mar-2022	2423	No OF	100.00	3.44	344.00	Not Authorized
ST/S/P/03	Paper Pins	09-Mar-2022	2423	No OF	4.00	23.76	95.04	Not Authorized
ST/S/R/05	Register 5 QR CR 200 Pages	09-Mar-2022	2424	No OF	4.00	225.72	907.88	Not Authorized

6. STEP 4: ISSUE NOTE-DEPTWISE (CROSS TAB) REPORT

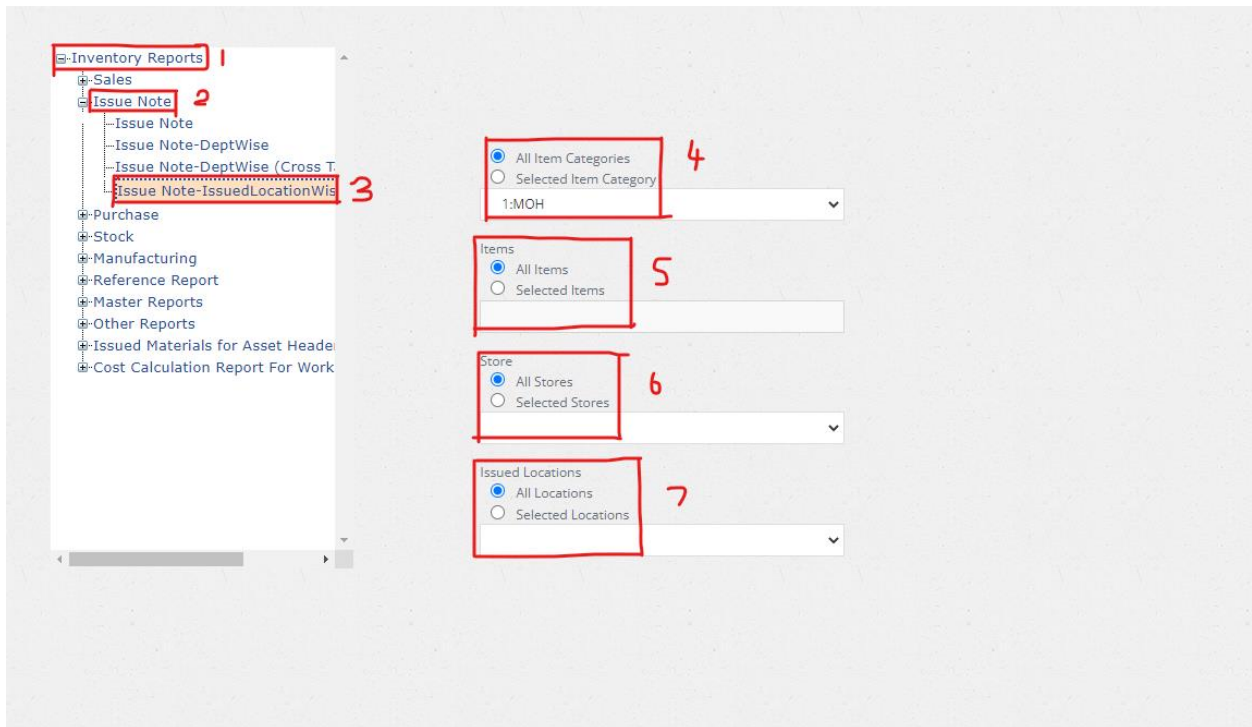


1. Under inventory reports
2. Under Issue Note option
3. Select the Issue Note-DeptWise(Cross Tab) Report
4. Put the tick to select
5. Put the tick to select
6. Put the tick to select
7. Put the tick to select

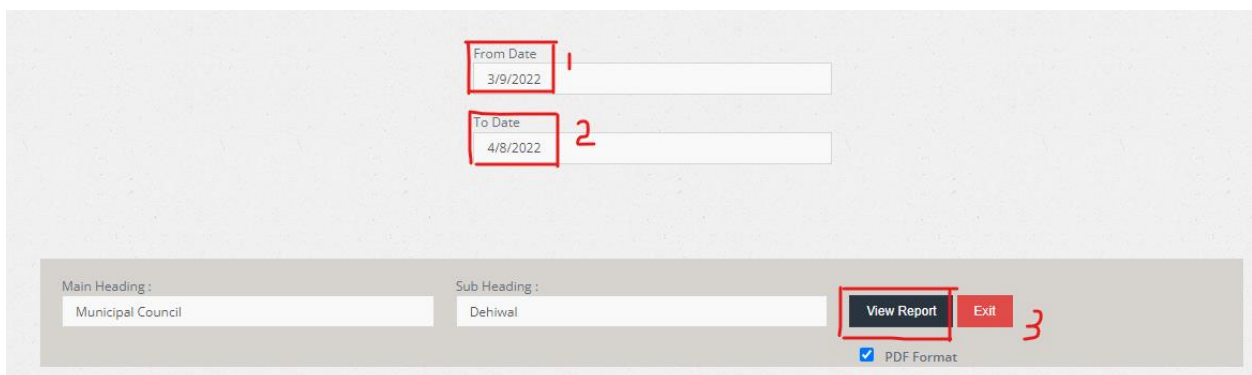


1. Put the tick to select
2. From Date : Select the date from which

7. STEP 5: ISSUE NOTE-ISSUED LOCATION WISE REPORT



1. Under inventory reports
2. Under Issue Note option
3. Select the Issue Note-Issued location Wise Report
4. Put the tick to select
5. Put the tick to select
6. Put the tick to select
7. Put the tick to select



1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

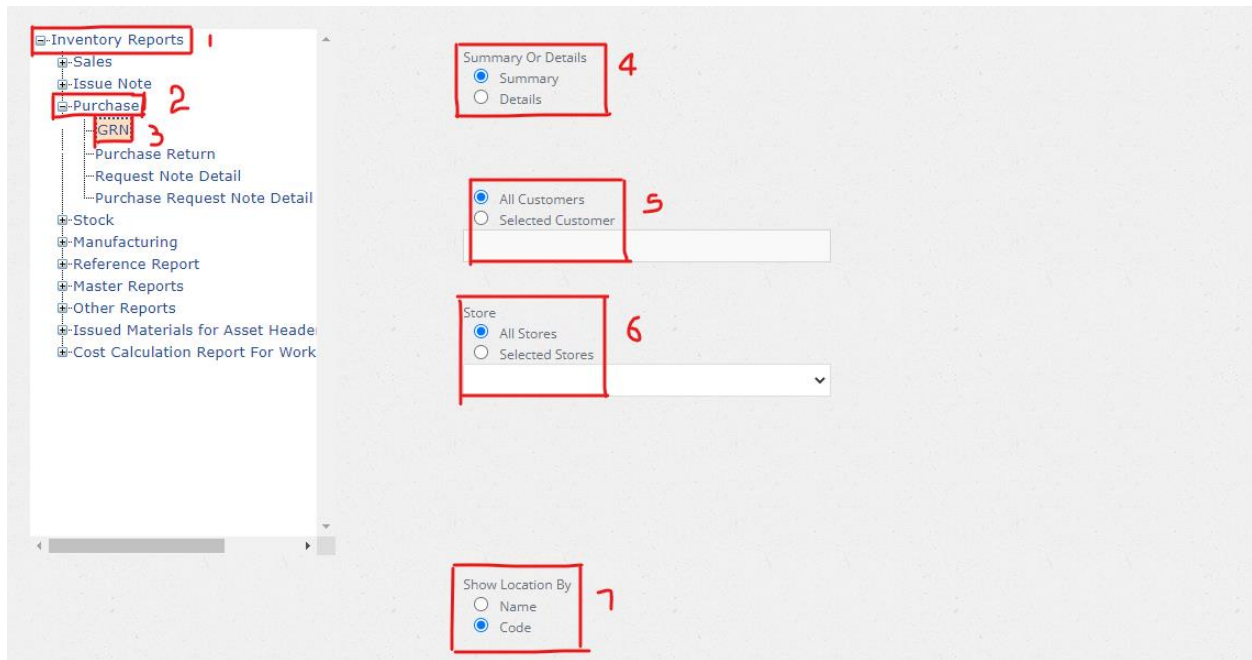
The report is viewed as follows

Municipal Council
Dehiwal
Issue Note Detail-Location Wise

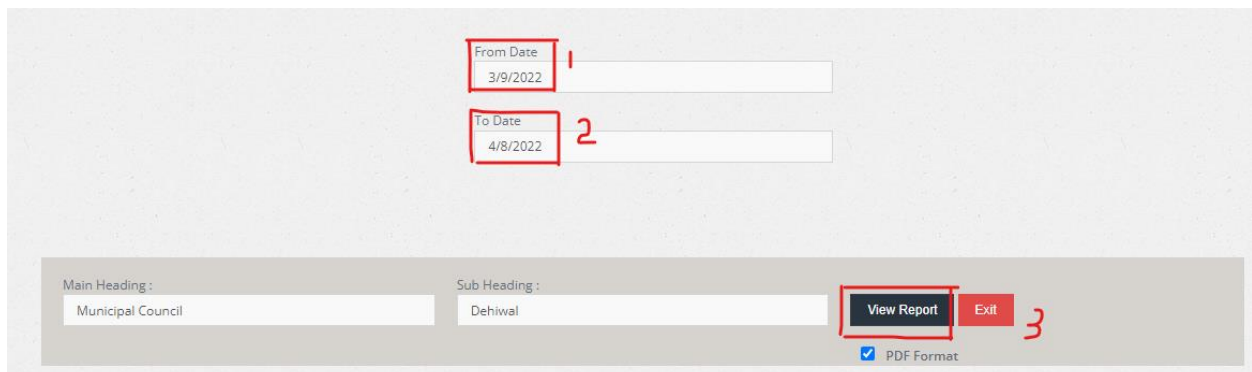
From Date: 09-Mar-2022 **To Date:** 08-Apr-2022 **Location:** All - Issued Location

Location : Community Development								
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Issue No.:</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amt.</u>	<u>Status</u>
ST/S/A/02/39	Toshiba2309P/2303A Toner[MRN-Qty 1]	21-Mar-2022	2440	No OF	1.00	17,172.00	17,172.00	Authorized
Location Total :					-1.00		17,172.00	
Location : Establishment (Administrative)								
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Issue No.:</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amt.</u>	<u>Status</u>
ST/S/A/02/54	Duplo Master Roll 5450 DD[MRN-Qty 5]	10-Mar-2022	2431	No OF	5.00	18,900.00	94,500.00	Authorized
ST/S/A/02/38	Duplo Master Roll DRG 10[MRN-Qty 5]	11-Mar-2022	2433	No OF	5.00	14,968.80	74,844.00	Authorized
ST/S/A/02/37	Duplo Ink 14L[MRN-Qty 20]	11-Mar-2022	2433	No OF	20.00	5,940.00	118,800.00	Authorized
ST/S/A/02/53	Duplo Ink 5450 DD[MRN-Qty 25]	16-Mar-2022	2439	No OF	25.00	9,342.00	233,550.00	Authorized
ST/S/A/02/54	Duplo Master Roll 5450 DD[MRN-Qty 10]	16-Mar-2022	2439	No OF	10.00	18,900.00	189,000.00	Authorized
Location Total :					-65.00		710,694.00	
Location : Finance								
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Issue No.:</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amt.</u>	<u>Status</u>
ST/P/F/02	Leave Application[MRN-Qty 50]	10-Mar-2022	2430	No OF	50.00	1.00	50.00	Not Authorized
ST/P/F/03	Railway Warrant Application[MRN-Qty 100]	10-Mar-2022	2430	No OF	100.00	0	0.00	Not Authorized
ST/P/L/04	Letter Heads (Large)[MRN-Qty 100]	10-Mar-2022	2430	No OF	100.00	1.76	176.00	Not Authorized
ST/P/V/01	Vouchers (Internal)[MRN-Qty 200]	10-Mar-2022	2430	No OF	200.00	2.19	438.00	Not Authorized
ST/P/N/02	Kaspersky Virus Guard[MRN-Qty 1]	11-Mar-2022	2432	No OF	1.00	1,782.00	1,782.00	Not Authorized
Location Total :					-451.00		2,446.00	
Location : Health								
<u>Item Code</u>	<u>Description</u>	<u>Date</u>	<u>Issue No.:</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amt.</u>	<u>Status</u>
ST/S/E/06	9*4 Envelop (Non print)	11-Mar-2022	2434	No OF	100.00	1.62	162.00	Not Authorized
ST/S/L/02	Ink -Pad	11-Mar-2022	2434	No OF	2.00	113.40	226.80	Not Authorized
ST/S/P/01	Paper Typing -Half Sheet	11-Mar-2022	2434	No OF	2.00	459.00	918.00	Not Authorized
ST/S/C/05	Cello Tape 1"	11-Mar-2022	2434	No OF	2.00	34.99	69.98	Not Authorized
ST/S/P/07	Paper Photocopy A4	11-Mar-2022	2436	No OF	5.00	749.99	3,749.95	Not Authorized
ST/S/P/12	Pen-Ballpoint	11-Mar-2022	2437	No OF	5.00	12.42	62.10	Not Authorized
ST/S/F/06	Magazine Holders	11-Mar-2022	2437	No OF	6.00	270.00	1,620.00	Not Authorized
ST/S/F/01	File Covers-Ordinary (DMMC PRINT)	11-Mar-2022	2437	No OF	5.00	24.42	122.10	Not Authorized
4/8/2022	12:30:06PM							1

8. STEP 6: GRN REPORT



1. Under inventory reports
2. Under Purchase option
3. Select the GRN Report
4. Put the tick to select
5. Put the tick to select
6. Put the tick to select
7. Put the tick to select



1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

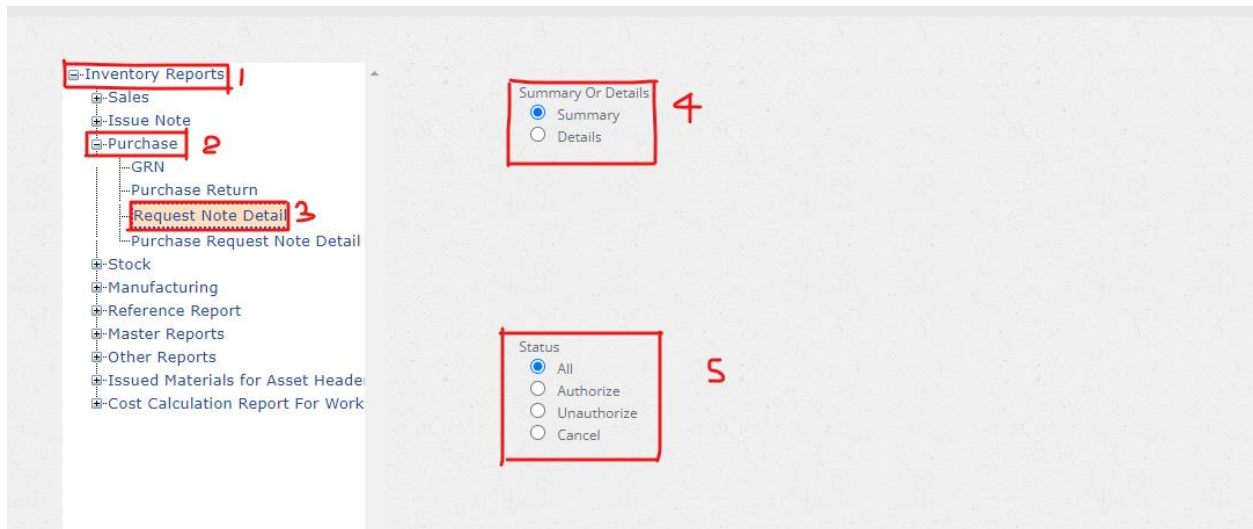
The report is viewed as follows

Municipal Council
Dehiwal
Goods Received Note Summary

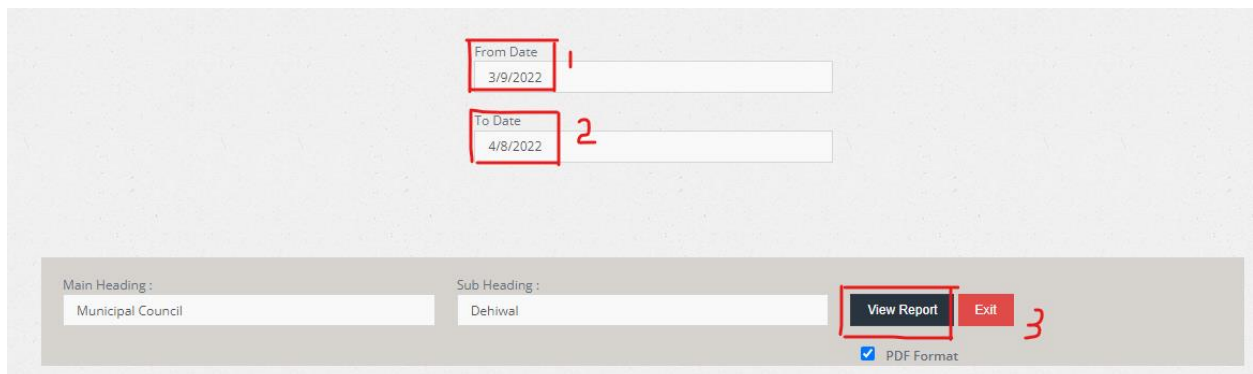
From Date: 09-Mar-2022 To Date: 08-Apr-2022 Location-

Serial No	GRN No.	Transaction Date	Supplier Name	Location	Total	Status
Department : 0 -					5,856,298.00	
312	312	09-Mar-2022	Cd :R any (Pvt) Ltd	1	193,644.00	Authorized
314	314	15-Mar-2022	Ge :R n PLC	1	422,550.00	Authorized
338	338	21-Mar-2022	Sa f-GRN 21848	TR	46,880.00	Not Authorized
342	342	21-Mar-2022	Gi :R form	TR	381,570.00	Not Authorized
346	346	22-Mar-2022	M (p ologies No-21934	1	72,256.00	Authorized
347	347	22-Mar-2022	M (p ologies No-21935	1	104,500.00	Authorized
348	348	22-Mar-2022	M (p ologies No-21936	1	41,200.00	Authorized
350	350	15-Mar-2022	Ro :R ors (pvt) Ltd	TR	243,750.00	Not Authorized
358	358	24-Mar-2022	La Co :Ref-GRN	TR	20,720.00	Not Authorized
361	361	24-Mar-2022	At LT IENT (PVT) 3	TR	38,000.00	Not Authorized
363	363	23-Mar-2022	La Co :Ref-GRN NO	TR	2,790,055.00	Not Authorized
365	365	25-Mar-2022	Of :R t) Ltd 7	1	62,640.00	Authorized
367	367	29-Mar-2022	sw Ne hip :Ref-GRN	1	30,500.00	Authorized
368	368	22-Mar-2022	W (P NE LOGISTICS N 2728	TR	550,240.00	Not Authorized
369	369	24-Mar-2022	Gi :R form 29	TR	276,000.00	Not Authorized
370	370	31-Mar-2022	Sa f-GRN 2730	TR	25,973.00	Not Authorized
371	371	01-Apr-2022	Of :R t) Ltd 0	1	187,920.00	Authorized
372	372	01-Apr-2022	M (p ologies No-21941	1	129,600.00	Authorized
373	373	01-Apr-2022	M (p ologies 21942	1	238,300.00	Authorized

9. STEP 7: REQUEST NOTE DETAIL REPORT

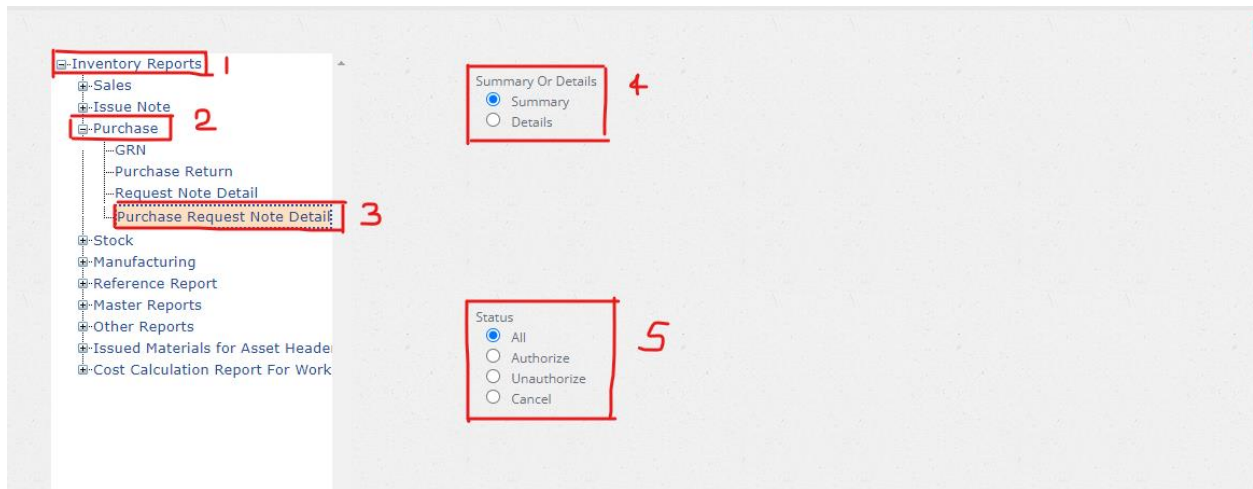


1. Under inventory reports
2. Under Purchase option
3. Select the Request Note Detail Report
4. Put the tick to select
5. Put the tick to select

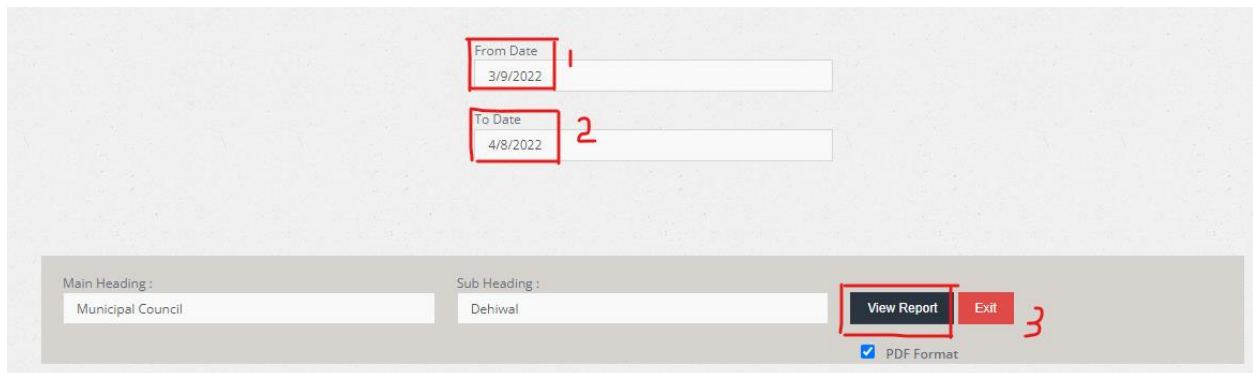


1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

10.STEP 8: PURCHASE REQUEST NOTE DETAIL REPORT



1. Under inventory reports
2. Under Purchase option
3. Select the Request Note Detail Report
4. Put the tick to select
5. Put the tick to select



4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

Municipal Council
Dehiwal
Request Note Summary - All

From Date: 09-Mar-2022

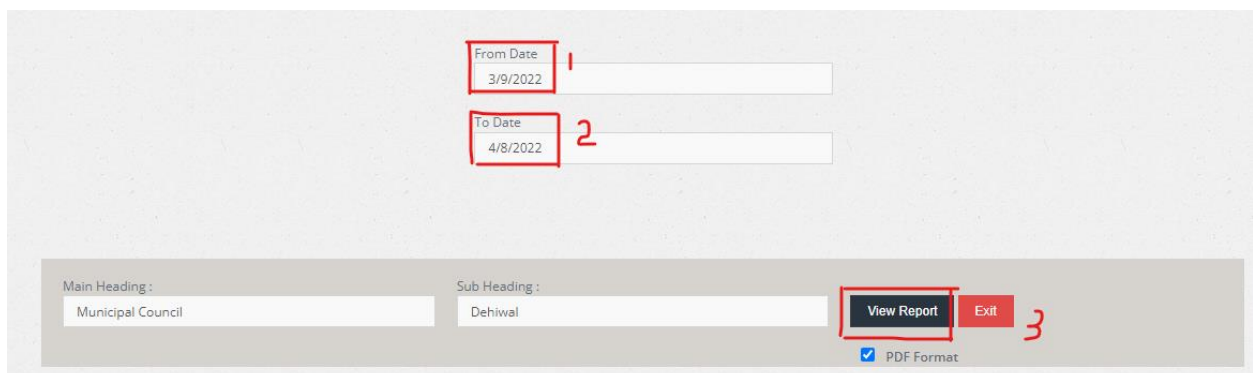
To Date: 08-Apr-2022

Number	Date	Description	Due Date
1974	09-Mar-2022	Legal Department - 14324	09-Mar-2022
1975	09-Mar-2022	meeting branch 26411	09-Mar-2022
1976	09-Mar-2022	SPORTS - 36558	09-Mar-2022
1977	09-Mar-2022	Legal Department - 14326	09-Mar-2022
1978	09-Mar-2022	ME-Planing	09-Mar-2022
1979	09-Mar-2022	32968 security	09-Mar-2022
1980	09-Mar-2022	ME-Planing 2	09-Mar-2022
1981	09-Mar-2022	32967 security	09-Mar-2022
1982	09-Mar-2022	38353	09-Mar-2022
1983	09-Mar-2022	38354	09-Mar-2022
1984	09-Mar-2022	sport - 36559	09-Mar-2022
1985	09-Mar-2022	sport - 36560	09-Mar-2022
1986	11-Mar-2022	meeting branch 26412	11-Mar-2022
1987	11-Mar-2022	27323	11-Mar-2022
1988	11-Mar-2022	Book Keeping Branch 31541	11-Mar-2022
1989	11-Mar-2022	meeting branch 7926	11-Mar-2022
1990	14-Mar-2022	31248	14-Mar-2022
1991	14-Mar-2022	commissioner office -33884	14-Mar-2022
1992	15-Mar-2022	Municipal engineering - ISSUE ORDER NO -20117	15-Mar-2022

11.STEP 9: BIN CARD REPORT



1. Under inventory reports
2. Under Stock option
3. Select the Bin card Report
4. Put the tick to select
5. Put the tick to select



1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

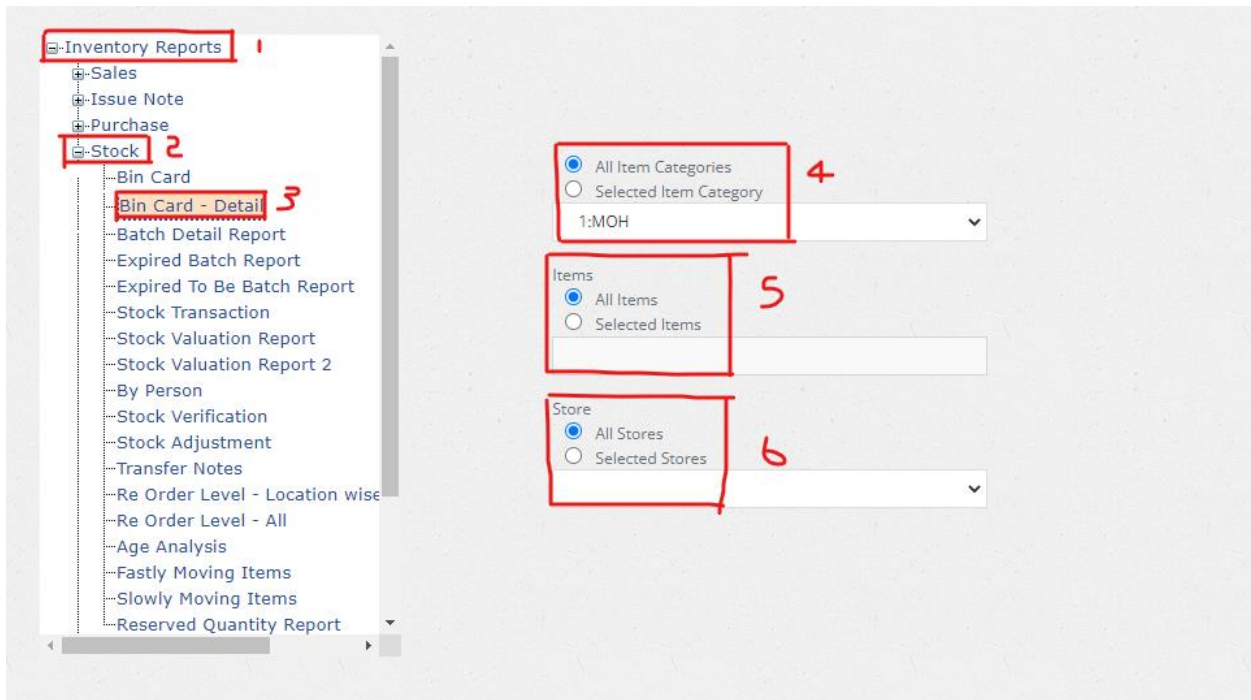
The report is viewed as follows

Municipal Council
Dehiwal
Bin Card Summary

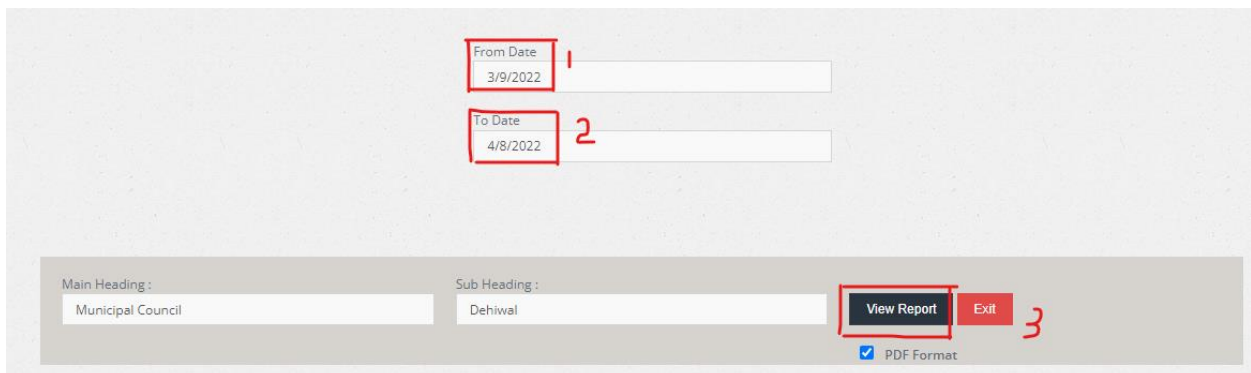
To Date: 08-Apr-2022

Item Code	Item Description	Unit	Quantity
Location Code 1	Location General Stores		
MO/DM/G/02	Gas L.P(77.kg/40kg)	No OF	35.00
ST/P/B/03	Issue Order Books(General)	No OF	-61.00
ST/P/B/06	Loan Account Issue Note(LAIN)	No OF	-1.00
ST/P/B/07	Loan Account Issue Note(LARN)	No OF	-1.00
ST/P/B/09	Railway Warrant Book	No OF	-1.00
ST/P/B/10	Stores Requisition Book	No OF	-2.00
ST/P/B/12	Cross Entry Book	No OF	-6.00
ST/P/D/02	Desk Calender	No OF	2.00
ST/P/D/05	Out Ward Register	No OF	-8.00
ST/P/D/06	Inward Register	No OF	-2.00
ST/P/D/08	Name Post Register	No OF	-13.00
ST/P/F/01	Traveling Claim Forms	No OF	-50.00
ST/P/F/02	Leave Application	No OF	-2,030.00
ST/P/F/03	Railway Warrant Application	No OF	-100.00
ST/P/L/01	Vote Ledger	No OF	-3.00
ST/P/L/02	Inventory Book	No OF	-3.00
ST/P/L/04	Letter Heads (Large)	No OF	-3,680.00
ST/P/N/02	Kaspersky Virus Guard	No OF	-2.00
ST/P/N/1	CC-10-Loan Book	Nos	-60.00
ST/P/R/01	Leave Registers	No OF	-1.00
ST/P/R/02	Attendance Registers	No OF	-15.00
ST/P/V/01	Vouchers (Internal)	No OF	-4,800.00
ST/P/V/03	Vouchers (Advance)	No OF	-100.00

12.STEP 10: BIN CARD-DETAIL REPORT



1. Under inventory reports
2. Under Stock option
3. Select the Bin card-Detail Report
4. Put the tick to select
5. Put the tick to select
6. Put the tick to select



1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

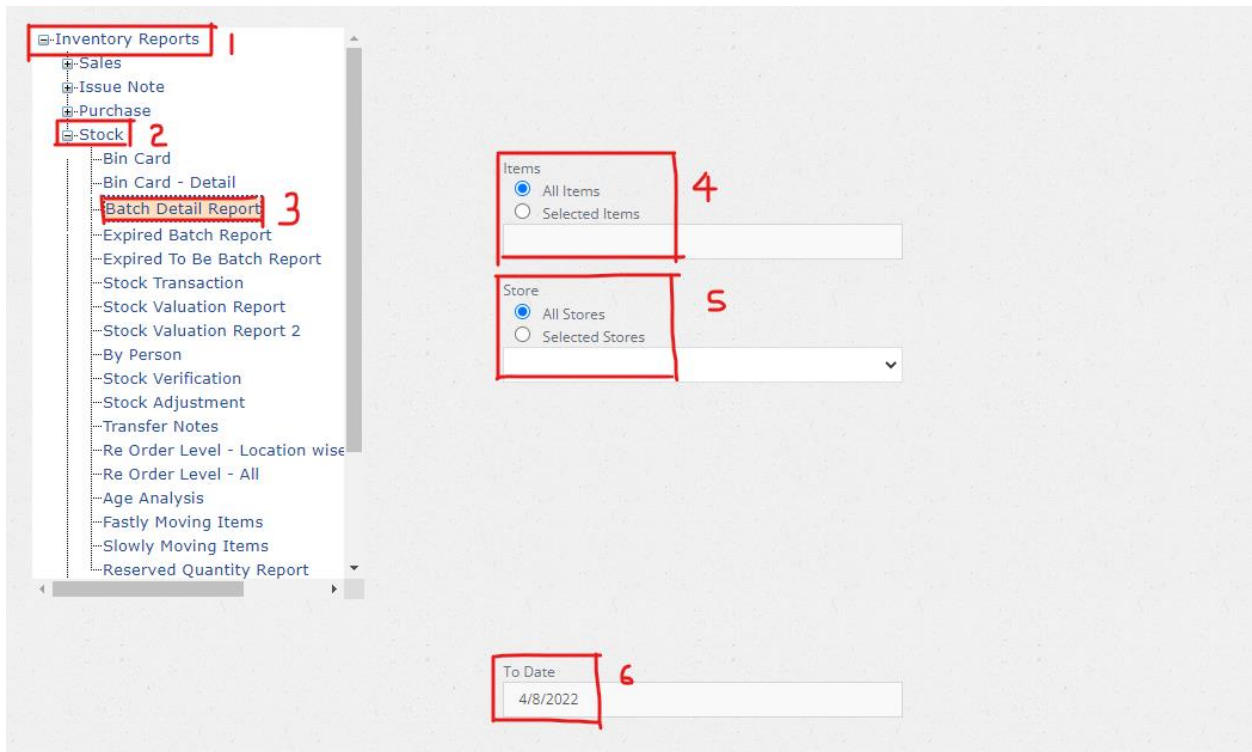
The report is viewed as follows

Municipal Council
Dehiwal
Bin Card Detail

From Date: 09-Mar-2022
To Date: 08-Apr-2022

ID	Date	Status	Unit	Opening Bal	Received	Issued	Balance
<i>Location Code 1</i>		<i>Location General Stores</i>					
<i>Item Code ST/P/B/03</i>		<i>Item Issue Order Books(General)</i>					
2,879	9-Mar-22	Not Authorized -Issue Note - 2420:General Stores11	No OF	-60.00	0.00	1.00	-61.00
<i>Item Code ST/P/B/10</i>		<i>Item Stores Requisition Book</i>					
2,881	9-Mar-22	Not Authorized -Issue Note - 2422:General Stores73	No OF	-1.00	0.00	1.00	-2.00
<i>Item Code ST/P/B/12</i>		<i>Item Cross Entry Book</i>					
2,881	9-Mar-22	Not Authorized -Issue Note - 2422:General Stores73	No OF	-5.00	0.00	1.00	-6.00
<i>Item Code ST/P/F/02</i>		<i>Item Leave Application</i>					
2,880	9-Mar-22	Not Authorized -Issue Note - 2421:General Stores73	No OF	-1,880.00	0.00	100.00	-1,980.00
2,890	10-Mar-22	Not Authorized -Issue Note - 2430:General Stores12	No OF	-1,980.00	0.00	50.00	-2,030.00
<i>Item Code ST/P/F/03</i>		<i>Item Railway Warrant Application</i>					
2,890	10-Mar-22	Not Authorized -Issue Note - 2430:General Stores12	No OF	0.00	0.00	100.00	-100.00
<i>Item Code ST/P/L/04</i>		<i>Item Letter Heads (Large)</i>					
2,879	9-Mar-22	Not Authorized -Issue Note - 2420:General Stores11	No OF	-2,980.00	0.00	500.00	-3,480.00
2,881	9-Mar-22	Not Authorized -Issue Note - 2422:General Stores73	No OF	-3,480.00	0.00	100.00	-3,580.00
2,890	10-Mar-22	Not Authorized -Issue Note - 2430:General Stores12	No OF	-3,580.00	0.00	100.00	-3,680.00
4/8/2022	12:34:01PM						1

13.STEP 11: BATCH-DETAIL REPORT



1. Under inventory reports
2. Under Stock option
3. Select the Batch-Detail Report
4. Put the tick to select
5. Put the tick to select
6. To Date : Select the date to which



1. Click to view the report

The report is viewed as follows

**Municipal Council
Dehiwal
Batch Detail Report**

To Date: 08-Apr-2022

ID	Date	Status	Unit	Opening Bal	Received	Issued	Balance
<i>Location Code 1</i>		<i>Location General Stores</i>					
<i>Item Code</i>	<i>MODMG/02</i>	<i>Item</i>	<i>Gas L.P[77.kg/4</i>				
<i>Batch ID</i>	<i>805</i>						
2821	18-Feb-22	Authorized:GRN - 296:General Stores	No OF	0.00	35.00	0.00	35.00
<i>Item Code</i>		<i>ST/P/B/03</i>	<i>Item</i>	<i>Issue Order Book</i>			
<i>Batch ID</i>	<i>207</i>						
2564	7-Jan-22	Authorized:Issue Note - 2149:General Stores11	No OF	0.00	0.00	2.00	-2.00
2569	7-Jan-22	Authorized:Issue Note - 2154:General Stores63	No OF	-2.00	0.00	3.00	-5.00
2581	7-Jan-22	Authorized:Issue Note - 2166:General Stores30	No OF	-5.00	0.00	1.00	-6.00
2582	7-Jan-22	Authorized:Issue Note - 2167:General Stores30	No OF	-6.00	0.00	1.00	-7.00
2583	7-Jan-22	Authorized:Issue Note - 2168:General Stores30	No OF	-7.00	0.00	2.00	-9.00
2589	19-Jan-22	Authorized:Issue Note - 2173:General Stores30	No OF	-9.00	0.00	1.00	-10.00
2590	19-Jan-22	Authorized:Issue Note - 2174:General Stores41	No OF	-10.00	0.00	1.00	-11.00
2608	21-Jan-22	Authorized:Issue Note - 2182:General Stores31	No OF	-11.00	0.00	1.00	-12.00
2613	26-Jan-22	Authorized:Issue Note - 2187:General Stores73	No OF	-14.00	0.00	1.00	-15.00
2623	24-Jan-22	Authorized:Issue Note - 2197:General Stores12	No OF	-12.00	0.00	2.00	-14.00
2749	3-Feb-22	Authorized:Issue Note - 2323:General Stores35	No OF	-15.00	0.00	2.00	-17.00
2750	3-Feb-22	Authorized:Issue Note - 2324:General Stores35	No OF	-17.00	0.00	2.00	-19.00
4/8/2022	12:34:55PM						1

14.STEP 12: EXPIRED BATCH REPORT

The screenshot shows the software interface for generating an Expired Batch Report. The navigation tree on the left is expanded to 'Inventory Reports' (1), then 'Stock' (2), and finally 'Expired Batch Report' (3). The 'Items' section has 'All Items' selected (4). The 'To Date' field is set to '4/8/2022' (5). The 'View Report' button (6) is highlighted. The main heading is 'Municipal Council' and the sub heading is 'Dehiwal'. The 'PDF Format' checkbox is checked.

1. Under inventory reports
2. Under Stock option
3. Select the Expired Batch Report
4. Put the tick to select
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

Municipal Council
Dehiwal
Expired Batch Report

To Date: 4/8/2022

Batch No.	Batch Date	Batch Description	Item Code	Item Description	Quantity	Batch Expire Date
Location :						

15.STEP 13: EXPIRED TO- BE BATCH REPORT

The screenshot shows the software interface for generating an 'Expired To-Be Batch Report'. The interface includes a navigation menu on the left, a main heading and sub-heading section, and a 'View Report' button. Red boxes and numbers 1 through 6 highlight the steps:

1. Under inventory reports
2. Under Stock option
3. Select the Expired To-Be Batch Report
4. Put the tick to select
5. To Date : Select the date to which
6. Click to view the report

1. Under inventory reports
2. Under Stock option
3. Select the Expired To-Be Batch Report
4. Put the tick to select
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

Municipal Council
Dehiwal
Expired To Be Batch Report

To Date: 4/8/2022

Batch No.	Batch Date	Batch Description	Item Code	Item Description	Quantity	Batch Expire Date
Location :						

16.STEP 14: STOCK TRANSACTION REPORT

The screenshot shows the configuration interface for the Stock Transaction Report. On the left is a tree view under 'Inventory Reports' with 'Stock Transaction' selected. On the right are several form fields: 'Summary Or Details' with 'Summary' selected, 'Items' with 'All Items' selected, 'Store' with 'All Stores' selected, 'From Date' set to 3/9/2022, and 'To Date' set to 4/8/2022. Red boxes and numbers 1 through 8 highlight the key steps in the configuration process.

1. Under inventory reports
2. Under Stock option
3. Select the Stock transaction Report
4. Put the tick to select
5. Put the tick to select
6. Put the tick to select
7. From Date : Select the date from which
8. To Date : Select the date to which

The report header section contains the following elements:

- Main Heading : Municipal Council
- Sub Heading : Dehwal
- Buttons: View Report (highlighted with a red box), Exit
- Checkbox: PDF Format

1. Click to view the report

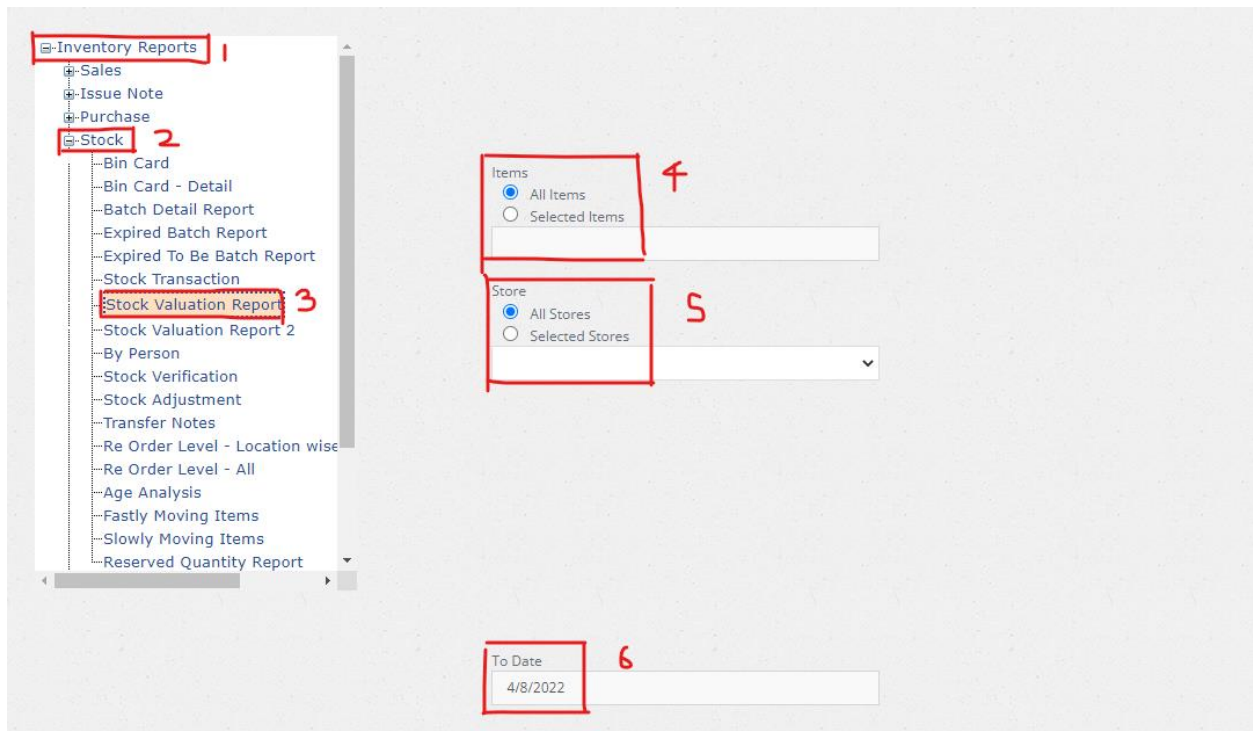
The report is viewed as follows

Municipal Council
Dehiwal
Stock Transaction Summary

From Date: 09-Mar-2022 **To Date:** 08-Apr-2022

Item Code	Item Description	Unit	Balanced Quantity
Location Code 1	Location General Stores		
ST/P/D/01	Call up Diaries	No OF	0
ST/P/L/04	Letter Heads (Large)	No OF	-750
ST/S/C/05	Cello Tape 1"	No OF	-34
ST/S/F/01	File Cover-Ordinary (DMMC PRINT)	No OF	3,711
ST/S/F/10	Fasteners	No OF	-50
ST/S/P/03	Paper Pins	No OF	-14
ST/S/P/14	Paper Computer (9.5"X11")	No OF	-5
ST/S/R/10	Red Tape	No OF	-25
ST/S/E/05	Envelop (Non Print) 6x3½	No OF	-150
ST/S/A/02/37	Duplo Ink 14L	No OF	0
ST/S/A/02/50	Canon HP 202 Y	No OF	1
ST/P/N/1	CC-10-Loan Book	Nos	-60
MO/DM/G/02	Gas L.P(77.kg/40kg)	No OF	35
ST/P/B/03	Issue Order Books(General)	No OF	-3
ST/P/B/03	Issue Order Books(General)	No OF	-58
ST/P/B/06	Loan Account Issue Note(LAIN)	No OF	-1
ST/P/B/07	Loan Account Issue Note(LARN)	No OF	-1
ST/P/B/09	Railway Warrant Book	No OF	-1
ST/P/B/10	Stores Requisition Book	No OF	-1
ST/P/B/10	Stores Requisition Book	No OF	-1

17.STEP 15: STOCK VALUATION REPORT



1. Under inventory reports
2. Under Stock option
3. Select the Stock valuation Report
4. Put the tick to select
5. Put the tick to select
6. To Date : Select the date to which



1. Click to view the report

The report is viewed a follows

Municipal Council
Dehiwal
Stock Valuation Report

To Date: 08-Apr-2022

Item Code	Item Description	Unit	Quantity	Unit Price	Total
GE/A/01/01	ALAVANGOO 4" [862] : 21 Mar 2022	No OF	2.00	3,381.00	6,762.00
GE/A/04/01	Interlockings [838] : 07 Mar 2022	Nos	5,000.00	51.63	258,174.00
GE/A/05/04	Amano Sheet - 15" [846] : 18 Mar 2022	Nos	34.00	12,950.00	440,300.00
GE/B/26/02	Brush Paint 1" [939] : 04 Apr 2022	No OF	15.00	183.75	2,756.25
GE/B/26/04	Brush Paint 2" [948] : 04 Apr 2022	No OF	15.00	575.00	8,625.00
GE/B/26/05	Brush Paint 3" [940] : 04 Apr 2022	No OF	15.00	423.75	6,356.25
GE/B/40/01	Bucket - GI [865] : 21 Mar 2022	No OF	4.00	785.00	3,140.00
GE/C/01/01	Colas ER (CSSI) [899] : 22 Mar 2022	No OF	25.00	18,786.60	469,665.00
GE/C/01/02	CRS 2001 [816] : 03 Mar 2022	No OF	25.00	18,786.60	469,665.00
GE/C/01/02	CRS 2001 [836] : 05 Mar 2022	No OF	25.00	18,786.60	469,665.00
GE/C/01/02	CRS 2001 [898] : 22 Mar 2022	No OF	25.00	18,786.60	469,665.00
GE/C/16/01	Cement [913] : 25 Mar 2022	No OF	50.00	1,860.00	93,000.00
GE/C/16/01	Cement [852] : 21 Mar 2022	No OF	50.00	1,385.00	69,250.00
GE/C/16/01	Cement [853] : 21 Mar 2022	No OF	50.00	1,385.00	69,250.00
GE/C/16/01	Cement [857] : 21 Mar 2022	No OF	25.00	1,385.00	34,625.00
GE/C/16/01	Cement [868] : 21 Mar 2022	No OF	25.00	1,385.00	34,625.00
GE/G/05/02	Glass Plain [855] : 21 Mar 2022	No OF	24.00	11,477.00	275,448.00
GE/G/08/01	Gutters (Amano) [847] : 18 Mar 2022	No OF	40.00	450.00	18,000.00
GE/G/08/02	Gutters Down Pipe [848] : 18 Mar 2022	No OF	50.00	450.00	22,500.00

18.STEP 16: STOCK VALUATION REPORT 2

Inventory Reports 1

- Sales
- Issue Note
- Purchase
- Stock 2
 - Bin Card
 - Bin Card - Detail
 - Batch Detail Report
 - Expired Batch Report
 - Expired To Be Batch Report
 - Stock Transaction
 - Stock Valuation Report
 - Stock Valuation Report 2 3
 - By Person
 - Stock Verification
 - Stock Adjustment
 - Transfer Notes
 - Re Order Level - Location wise
 - Re Order Level - All
 - Age Analysis
 - Fastly Moving Items
 - Slowly Moving Items
 - Reserved Quantity Report

Items 4

All Items
 Selected Items

Store 5

All Stores
 Selected Stores

From Date 6
3/9/2022

To Date 7
4/8/2022

1. Under inventory reports
2. Under Stock option
3. Select the Stock Valuation Report 2
4. Put the tick to select
5. Put the tick to select
6. From Date : Select the date from which
7. To Date : Select the date to which

Main Heading : Municipal Council

Sub Heading : Dehiwal

View Report Exit

PDF Format

1. Click to view the report

The report is viewed as follows

Municipal Council
Dehiwal
Stock Valuation Report

To Date: 3/31/2022 12:00:0

		01. Opening Balance	02. Purchased Within Period	03. MAR 2022	04. Total Units Issued	05. Balance Units	06. Cost of Issued
GB/A/01/01	ALAVANGOO 4"	2.00	0.00	0.00	0.00	2.00	0.00
GB/A/04/01	Interlockings	5,000.00	0.00	0.00	0.00	5,000.00	0.00
GB/A/05/04	Asano Sheet - 15"	34.00	0.00	0.00	0.00	34.00	0.00
GB/B/2/02	Brush Paint 1"	0.00	0.00	0.00	0.00	15.00	0.00
GB/B/2/04	Brush Paint 2"	0.00	0.00	0.00	0.00	15.00	0.00
GB/B/2/05	Brush Paint 3"	0.00	0.00	0.00	0.00	15.00	0.00
GB/B/4/01	Bucket - GI	4.00	0.00	0.00	0.00	4.00	0.00
GB/C/01/01	Colas ER (CSR)	0.00	25.00	0.00	0.00	25.00	0.00
GB/C/01/02	CRS 2001	50.00	25.00	0.00	0.00	75.00	0.00
GB/C/1/01	Cement	150.00	50.00	0.00	0.00	200.00	0.00
GB/G/05/02	Glass Plain	24.00	0.00	0.00	0.00	24.00	0.00
GB/G/06/01	Gutters (Asano)	40.00	0.00	0.00	0.00	40.00	0.00
GB/G/06/02	Gutters Down Pipe	50.00	0.00	0.00	0.00	50.00	0.00
GB/G/06/03	Gutter Bracket	20.00	0.00	0.00	0.00	20.00	0.00
GB/H/09/01	Hammer Ball Pain	2.00	0.00	0.00	0.00	2.00	0.00
GB/V/03/04	Flat Iron - 3/4"	75.00	0.00	0.00	0.00	75.00	0.00
GB/V/03/12	Iron - Square (Box Bar) - 2x2x2	0.00	45.00	0.00	0.00	45.00	0.00
GB/V/03/13	Iron Square - 3/4 x 3/4 x 2mm	13.00	0.00	0.00	0.00	13.00	0.00
GB/V/05/01	Iron Bar - E - 4x4x6	0.00	48.00	0.00	0.00	48.00	0.00
GB/V/05/02	Iron Bar - E - 6x4x6	0.00	45.00	0.00	0.00	45.00	0.00
GB/V/05/03	Iron Bar - E - 2x4x6	0.00	11.00	0.00	0.00	11.00	0.00
GB/M/03/01	Memory R210	8.00	0.00	0.00	0.00	8.00	0.00
GB/M/06/01	Metal 1/2"	34.44	9.84	0.00	0.00	44.28	0.00
GB/M/06/02	Metal 3/4"	4.92	9.84	0.00	0.00	14.76	0.00
GB/M/06/04	Metal 1 1/2"	59.04	4.92	0.00	0.00	63.96	0.00
GB/M/06/09	Mix Metal (ABC)	44.28	0.00	0.00	0.00	44.28	0.00
GB/P/01/04	Paint Emulsion W/Sheild 04 Lt	0.00	55.00	0.00	0.00	55.00	0.00
GB/P/01/05	Paint Emulsion W/Sheild White 0	0.00	15.00	0.00	0.00	43.00	0.00
GB/P/01/05A	Paint Emulsion White - 4l	0.00	0.00	0.00	0.00	70.00	0.00
GB/P/02/01	Paint Emulsi - White - 1l	0.00	0.00	0.00	0.00	60.00	0.00

19.STEP 17: STOCK BY PERSON REPORT

The screenshot displays the 'Inventory Reports' menu on the left, with 'Stock' (2) and 'By Person' (3) highlighted. The main form area contains a 'Person' dropdown (4) set to 'All Persons', 'From Date' (5) as 3/9/2022, and 'To Date' (6) as 4/8/2022. The bottom section includes 'Main Heading' (Municipal Council), 'Sub Heading' (Dehiwal), a 'View Report' button (7), an 'Exit' button, and a 'PDF Format' checkbox.

1. Under inventory reports
2. Under Stock option
3. Select the By Person Report
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

Municipal Council
Dehiwal
Issued Report

From Date: 01-Mar-2022 **To Date:** 31-Mar-2022

ID	Date	Status	Quantity	Unit
<i>Item Code</i>		<i>Item</i>		

20.STEP 18: STOCK VERIFICATION REPORT

The screenshot shows the 'Inventory Reports' menu with 'Stock' selected (1). Under 'Stock', 'Stock Verification' is highlighted (2). The 'Store' section has 'All Stores' selected (3) and a dropdown menu (4). The 'From Date' field is set to 3/9/2022 (5) and the 'To Date' field is set to 4/8/2022 (6). At the bottom, the 'View Report' button is highlighted (7).

Main Heading : Municipal Council Sub Heading : Dehiwal

PDF Format

1. Under inventory reports
2. Under Stock option

3. Select the Stock verification Report
4. Put the tick to select
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council Dehiwal		
Stock Verification Report		
From : 01-Mar-2022	To : 31-Mar-2022	
<u>Item Description</u>	<u>Quantity</u>	
Location :		
<i>Verification no :</i>	<i>Enter Date :</i>	<i>Transaction Date :</i>
<i>Dep Code :</i>	<i>Remarks :</i>	<i>Status :</i>

21.STEP 19: STOCK ADJUSTMENT REPORT

The screenshot shows a software interface for generating a Stock Adjustment Report. On the left is a tree view under 'Inventory Reports' with 'Stock' (2) expanded to show 'Stock Adjustment' (3). On the right, a 'Store' dropdown menu has 'All Stores' selected (4). Below are 'From Date' (5) and 'To Date' (6) fields with dates 3/9/2022 and 4/8/2022. At the bottom, 'Main Heading' is 'Municipal Council' and 'Sub Heading' is 'Dehiwal'. A 'View Report' button (7) and 'Exit' button are visible, along with a 'PDF Format' checkbox.

1. Under inventory reports
2. Under Stock option
3. Select the Stock Adjustment Report
4. Put the tick to select
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

**Municipal Council
Dehiwal**
Stock Adjustment Report

Authorized						
Transaction Date :		3/8/2022	Department :		12	
Stock Adjustment No :		142	Location :		1	
Stock Adjustment Serial No :		142	Description :		Correcting The Balances According To The Old Budget & The Pricing	
Item	Description	Unit	Unit Price	Quantity	Cost Price	
ST/S/G/03	Gum Bottle-Chemifix	No OF	300.00	1.00	300.00	
ST/S/E/06	9*4 Envelop (Non print)	No OF	2.14	100.00	214.00	
ST/S/E/05	Envelop (Non Print) 6x3½	No OF	0.85	(100.00)	(85.00)	
ST/S/G/02	Gum Bottle-Small Clear	No OF	59.40	(1.00)	(59.40)	
ST/S/P/12	Pen-Ballpoint	No OF	12.42	(2.00)	(24.84)	
					344.76	
Total Authorized					344.76	

22.STEP 20: TRANSFER NOTES REPORT

The screenshot shows a software interface for generating a report. On the left, a tree view under 'Inventory Reports' has 'Stock' expanded, and 'Transfer Notes' is selected. To the right, there are several input fields and buttons:

- Summary Or Details:** A box with radio buttons for 'Summary' (selected) and 'Details'.
- From Date:** A text box containing '3/9/2022'.
- To Date:** A text box containing '4/8/2022'.
- Footer:**
 - Main Heading: Municipal Council
 - Sub Heading: Dehiwal
 - Buttons: View Report, Exit
 - Checkbox: PDF Format (checked)

1. Under inventory reports
2. Under Stock option
3. Select the Transfer Notes Report
4. Put the tick to select
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council				
Dehiwal				
Transfer Note Summary				
From Date: 01-Mar-2022		To Date: 31-Mar-2022		
Trans Note No.	Date	From Location	To Location	Status

23.STEP 21: AGE ANALYSIS REPORT

The screenshot shows the software interface for generating an Age Analysis Report. The interface is divided into several sections:

- Navigation Menu (Left):** A list of reports under the 'Inventory Reports' category. The 'Stock' option is selected, and the 'Age Analysis' option is highlighted with a red box and the number 3.
- Main Form Area:**
 - A radio button selection for 'Store' type: 'All Stores' (selected) and 'Selected Stores'. A red box highlights this area with the number 4.
 - A 'To Date' field containing '4/8/2022', highlighted with a red box and the number 5.
- Footer:** A section containing 'Main Heading' (Municipal Council) and 'Sub Heading' (Dehiwal). A red box highlights the 'View Report' and 'Exit' buttons with the number 6. A 'PDF Format' checkbox is also present.

1. Under inventory reports
2. Under Stock option
3. Select the Age Analysis Report
4. Put the tick to select
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

Municipal Council					
Dehiwal					
Age Analysis For Inventory					
To Date: 31-Mar-2022					
Item Code	Item Description	Batch Date	Batch Number	Balance Qty.	Total Cost Price
1. Below 30 Days					
General Stores					2718548.00
ST/P/N/02	Kaspersky Virus Guard	03/10/2022	842	5	15,390.00
ST/S/A/02/20	Canon NPG 28 Toner	03/22/2022	892	3	30,456.00
ST/S/A/02/28	Lexmark Toner 310/312	03/29/2022	922	2	30,500.00
ST/S/A/02/36	HP Laser Jet 17A Toner	03/22/2022	895	2	41,200.00
ST/S/A/02/47	Canon HP 202 A Black	03/22/2022	893	2	41,800.00
ST/S/A/02/47	Canon HP 202 A Black	03/22/2022	894	5	104,500.00
ST/S/A/02/52	Brother TN - 3448 / 3478 Tr	03/25/2022	919	2	62,640.00
ST/S/A/02/57	TN 456 Black Toner	03/02/2022	812	2	62,640.00
ST/S/A/02/58	BROTHER TN 456 CYAN	03/02/2022	813	1	61,840.00

24. STEP 22: FASTLY MOVING ITEMS REPORT

Inventory Reports

- Sales
- Issue Note
- Purchase
- Stock 2
 - Bin Card
 - Bin Card - Detail
 - Batch Detail Report
 - Expired Batch Report
 - Expired To Be Batch Report
 - Stock Transaction
 - Stock Valuation Report
 - Stock Valuation Report 2
 - By Person
 - Stock Verification
 - Stock Adjustment
 - Transfer Notes
 - Re Order Level - Location wise
 - Re Order Level - All
 - Age Analysis
 - Fastly Moving Items 3
 - Slowly Moving Items
 - Reserved Quantity Report

Store: All Stores Selected Stores 4

From Date: 3/9/2022 5

To Date: 4/8/2022 6

Main Heading: Municipal Council

Sub Heading: Dehiwal

7

1. Under inventory reports

2. Under Stock option
3. Select the Fastly Moving Items Report
4. Put the tick to select
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council			
Dehiwal			
Fastly Moving Items			
Location	All Locations		
From Date	3/1/2022		
To Date	3/31/2022		
Item Code	Item Description	Unit	Total Quantity
ST/S/T/01	Tage File	No OF	2,100.00
ST/S/E/02	Envelop-Print 9x4 (DMMC PRINT)	No OF	1,250.00
ST/S/F/01	File Cover-Ordinary (DMMC PRINT)	No OF	855.00
ST/P/V/01	Vouchers (Internal)	No OF	850.00
ST/S/P/12	Pen-Ballpoint	No OF	844.00
ST/P/L/04	Letter Heads (Large)	No OF	750.00
ST/S/E/04	Envelop-Print 10x15 (DMMC PRINT)	No OF	650.00
ST/S/M/11	Minute Sheet	No OF	600.00
ST/P/F/02	Leave Application	No OF	250.00
ST/P/F/03	Railway Warrant Application	No OF	100.00
ST/S/E/06	9*4 Envelop (Non print)	No OF	100.00

STEP 23: SLOWLY MOVING ITEMS REPORT

The screenshot shows the following elements:

- 1. Inventory Reports**: The main menu category.
- 2. Stock**: The sub-menu category.
- 3. Slowly Moving Items**: The specific report selected.
- 4. Store**: A dropdown menu with All Stores selected.
- 5. From Date**: A date field containing 3/9/2022.
- 6. To Date**: A date field containing 4/8/2022.
- 7. View Report**: A button to generate the report.

At the bottom, the Main Heading is 'Municipal Council' and the Sub Heading is 'Dehiwal'. There is also a 'PDF Format' checkbox which is checked.

1. Under inventory reports
2. Under Stock option

3. Select the slowly Moving Items Report
4. Put the tick to select
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council			
Dehiwal			
Slowly Moving Items			
Location	All Locations		
From Date	3/1/2022		
To Date	3/31/2022		
Item Code	Item Description	Unit	Total Quantity
ST/P/B/10	Stores Requisition Book	No OF	1.00
ST/P/B/12	Cross Entry Book	No OF	1.00
ST/P/N/02	Kaspersky Virus Guard	No OF	1.00
ST/S/A/02/39	Toshiba2309P/2303A Toner	No OF	1.00
ST/S/A/02/46	Canon Cartridge 052	No OF	1.00
ST/S/A/02/47	Canon HP 202 & Blank	No OF	1.00

STEP 24: PRODUCTION BATCH REPORT

The screenshot shows the 'Production Batch' report interface. On the left, a navigation tree is visible with 'Inventory Reports' (1) expanded to show 'Manufacturing' (2), which is further expanded to 'Production Batch' (3). The main area contains a 'Specific No' field (4), a 'From Date' field with '3/9/2022' (5), and a 'To Date' field with '4/8/2022' (6). At the bottom, there are 'Main Heading' and 'Sub Heading' fields both containing 'Municipal Council' and 'Dehiwal' respectively, and 'View Report' (7) and 'Exit' buttons. A 'PDF Format' checkbox is also present.

1. Under inventory reports
2. Under Stock option

3. Select the Production Batch Report
4. Put the tick to select
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council Dehiwal Production Batch				
From: 3/1/2022		To: 3/30/2022		Batch No : All
Number	Item Code	Description	Quantity	Cost
				Total Cost:

STEP 25: MATERIAL REQUEST NOTE REFERENCE REPORT

The screenshot displays the software interface for generating a Material Request Note Reference Report. The interface is divided into several sections:

- Navigation Tree (Left):** A tree view under 'Inventory Reports' is expanded to 'Reference Report', with 'Material Request Note Reference' selected. Red boxes and numbers 1, 2, and 3 highlight the 'Inventory Reports', 'Reference Report', and 'Material Request Note Reference' options respectively.
- Input Fields (Right):** Three input fields are present: 'Specific No' (with a red box and number 4), 'From Date' (containing '3/9/2022', with a red box and number 5), and 'To Date' (containing '4/8/2022', with a red box and number 6).
- Footer (Bottom):** Contains 'Main Heading' (Municipal Council) and 'Sub Heading' (Dehiwal) fields. To the right are 'View Report' and 'Exit' buttons (with a red box and number 7), and a 'PDF Format' checkbox.

1. Under inventory reports
2. Under Reference Report option

3. Select the Material Request Note Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council Dehiwal			
Material Request Note Reference report			
From Date :	3/1/2022		
To Date :	3/30/2022		
MRN No	MRN Date	Purchase Request	Issue Note
1922	3/2/2022		
1923	3/2/2022		2412 - 3/3/2022
1924	3/2/2022		
1925	3/2/2022		
1926	3/2/2022		2399 - 3/4/2022
1927	3/3/2022		

STEP 26: PURCHASE REQUEST NOTE REFERENCE REPORT

The screenshot shows the following elements:

- Navigation Menu (Left):** A tree view under 'Inventory Reports' with 'Reference Report' selected. The 'Purchase Request Note Reference' option is highlighted with a red box and the number 3.
- Input Fields (Center):**
 - 'Specific No' field with a red box and the number 4.
 - 'From Date' field with the value '3/9/2022' and a red box with the number 5.
 - 'To Date' field with the value '4/8/2022' and a red box with the number 6.
- Form Fields (Bottom):**
 - 'Main Heading' field with the value 'Municipal Council'.
 - 'Sub Heading' field with the value 'Dehiwal'.
 - 'View Report' button (highlighted with a red box and the number 7) and 'Exit' button.
 - 'PDF Format' checkbox (checked).

1. Under inventory reports

2. Under Reference Report option
3. Select the Purchase Request Note Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council Dehiwal				
<u>Purchase Request Note Reference report</u>				
From Date :	3/1/2022			
To Date :	3/30/2022			
PRN No	PRN Date	Material Req Note	Tender	Purchase Order

STEP 27: TENDER NOTE REFERENCE REPORT

The screenshot shows the software interface for generating a Tender Note Reference Report. The navigation tree on the left is expanded to show the 'Reference Report' option, which is further expanded to show 'Tender Note Reference'. The form on the right has the following fields:

- Specific No**: A text input field with a red box around it and the number 4 next to it.
- From Date**: A date input field with the value '3/9/2022' and a red box around it and the number 5 next to it.
- To Date**: A date input field with the value '4/8/2022' and a red box around it and the number 6 next to it.

At the bottom of the interface, there are two text input fields: 'Main Heading' with the value 'Municipal Council' and 'Sub Heading' with the value 'Dehiwal'. To the right of these fields are two buttons: 'View Report' (highlighted with a red box and the number 7) and 'Exit'. A 'PDF Format' checkbox is also visible at the bottom right.

1. Under inventory reports

2. Under Reference Report option
3. Select the Tender Note Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council			
Dehiwal			
<u>Tender Note Reference report</u>			
From Date : 3/1/2022			
To Date : 3/30/2022			
Tender No	Tender Date	Purchase Req Note	Quotation

STEP 28: QUOTATION REFERENCE REPORT

The screenshot shows the following elements:

- Navigation Tree (Left):**
 - Inventory Reports (1)
 - Sales
 - Issue Note
 - Purchase
 - Stock
 - Manufacturing
 - Reference Report (2)
 - Material Request Note Refer
 - Purchase Request Note Refer
 - Tender Note Reference
 - Quotation Reference (3)
 - Purchase Order Reference
 - GRN Reference
 - Issue Note Reference
 - Purchase Invoice Reference
 - Transfer Note Reference
 - Master Reports
 - Other Reports
 - Issued Materials for Asset Header
 - Cost Calculation Report For Work
- Input Fields (Right):**
 - Specific No (4)
 - From Date: 3/9/2022 (5)
 - To Date: 4/8/2022 (6)
- Footer (Bottom):**
 - Main Heading: Municipal Council
 - Sub Heading: Dehiwal
 - View Report (7) / Exit
 - PDF Format (checked)

1. Under inventory reports

2. Under Reference Report option
3. Select the Quotation Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council Dehiwal Quotation Reference report			
From Date :	3/1/2022		
To Date :	3/30/2022		
Quotation No	Quotation Date	Tender Note	Purchase Order

STEP 29: PURCHASE ORDER REFERENCE REPORT

1. Inventory Reports

2. Reference Report

3. Purchase Order Reference

4. Specific No.

5. From Date: 3/9/2022

6. To Date: 4/8/2022

7. View Report

Main Heading : Municipal Council

Sub Heading : Dehiwal

PDF Format

1. Under inventory reports

2. Under Reference Report option
3. Select the Quotation Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council					
Dehiwal					
<u>Purchase Order Reference report</u>					
From Date : 3/1/2022					
To Date : 3/30/2022					
PO No	PO Date	Quotation	Purchase Req	GRN	Purchase Inv

STEP 30: GRN REFERENCE REPORT

The screenshot displays the software interface for generating a GRN Reference Report. The interface is divided into several sections:

- Navigation Tree (Left):** A tree view showing the hierarchy of reports. 'Inventory Reports' is expanded to show 'Reference Report', which is further expanded to show 'GRN Reference'.
- Input Fields (Right):**
 - Specific No:** A text input field with a red box around it and the number '4' next to it.
 - From Date:** A date input field with a red box around it, containing '3/9/2022' and the number '5' next to it.
 - To Date:** A date input field with a red box around it, containing '4/8/2022' and the number '6' next to it.
- Bottom Section:**
 - Main Heading:** A text input field containing 'Municipal Council'.
 - Sub Heading:** A text input field containing 'Dehiwal'.
 - Buttons:** 'View Report' and 'Exit' buttons, with a red box around the 'View Report' button and the number '7' next to it.
 - PDF Format:** A checkbox labeled 'PDF Format' which is checked.

1. Under inventory reports
2. Under Reference Report option
3. Select the GRN Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council Dehiwal GRN Reference report		
From Date :	3/1/2022	
To Date :	3/30/2022	
GRN No	GRN Date	Purchase Order
299	3/2/2022	
300	3/2/2022	
301	3/2/2022	
303	3/3/2022	
310	3/7/2022	
312	3/9/2022	

STEP 31: ISSUE NOTE REFERENCE REPORT

The screenshot shows the software interface for generating an Issue Note Reference Report. The navigation tree on the left is expanded to show the following structure:

- Inventory Reports (1)
 - Sales
 - Issue Note
 - Purchase
 - Stock
 - Manufacturing
 - Reference Report (2)
 - Material Request Note Refer
 - Purchase Request Note Refer
 - Tender Note Reference
 - Quotation Reference
 - Purchase Order Reference
 - GRN Reference
 - Issue Note Reference (3)
 - Purchase Invoice Reference
 - Transfer Note Reference
 - Master Reports
 - Other Reports
 - Issued Materials for Asset Heade
 - Cost Calculation Report For Work

On the right side of the interface, there are three input fields:

- Specific No (4)
- From Date (5) with the value 3/9/2022
- To Date (6) with the value 4/8/2022

At the bottom of the interface, there are two input fields for the report heading:

- Main Heading : Municipal Council
- Sub Heading : Dehiwal

Below these fields are two buttons: View Report (7) and Exit. At the bottom right, there is a checkbox for PDF Format, which is checked.

1. Under inventory reports
2. Under Reference Report option
3. Select the GRN Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council Dehiwal Issue Note Reference report		
From Date :	3/1/2022	
To Date :	3/30/2022	
Issue Note No	Issue Note Date	Material Req Note
2387	3/2/2022	
2388	3/4/2022	1918 - 2/25/2022
2389	3/4/2022	1953 - 3/4/2022
2390	3/2/2022	
2391	3/2/2022	

STEP 32: PURCHASE INVOICE REFERENCE REFERENCE REPORT

The screenshot shows the software interface for generating a Purchase Invoice Reference Report. The interface includes a navigation tree on the left, a main input area, and a footer section.

Navigation Tree (Left):

- Inventory Reports
 - Sales
 - Issue Note
 - Purchase
 - Stock
 - Manufacturing
 - Reference Report **1**
 - Material Request Note Referen
 - Purchase Request Note Refere
 - Tender Note Reference
 - Quotation Reference
 - Purchase Order Reference
 - GRN Reference
 - Issue Note Reference
 - Purchase Invoice Reference **3**
 - Transfer Note Reference
 - Master Reports
 - Other Reports
 - Issued Materials for Asset Heade
 - Cost Calculation Report For Work

Main Input Area:

- Specific No **4**
- From Date **5**: 3/9/2022
- To Date **6**: 4/8/2022

Footer Section:

- Main Heading: Municipal Council
- Sub Heading: Dehiwal
- Buttons: View Report, Exit
- PDF Format:

1. Under inventory reports
2. Under Reference Report option
3. Select the Purchase Invoice Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed follows

Municipal Council Dehiwal Purchase Invoice Reference report			
From Date :	3/1/2022		
To Date :	3/30/2022		
Purch Inv No	Purch Inv Date	Purchase Order	Voucher
2388	3/4/2022		
2389	3/4/2022		
2390	3/2/2022		
2391	3/2/2022		

STEP 33: TRANSFER NOTE REFERENCE REFERENCE REPORT

The screenshot displays the software interface for generating a Transfer Note Reference Report. The navigation tree on the left shows the following structure:

- Inventory Reports
 - Sales
 - Issue Note
 - Purchase
 - Stock
 - Manufacturing
 - Reference Report
 - Material Request Note Referen
 - Purchase Request Note Refere
 - Tender Note Reference
 - Quotation Reference
 - Purchase Order Reference
 - GRN Reference
 - Issue Note Reference
 - Purchase Invoice Reference
 - Transfer Note Reference
 - Master Reports
 - Other Reports
 - Issued Materials for Asset Head
 - Cost Calculation Report For Work

The main area contains the following input fields:

- Specific No: 4
- From Date: 3/9/2022
- To Date: 4/8/2022

At the bottom, the interface shows the following fields and buttons:

- Main Heading: Municipal Council
- Sub Heading: Dehiwal
- View Report
- Exit
- PDF Format (checked)

1. Under inventory reports
2. Under Reference Report option
3. Select the Transfer Note Reference Report
4. Enter the number
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Municipal Council Dehiwal Transfer Note Reference report		
From Date : 3/1/2022		
To Date : 3/30/2022		
Trans.Note No	Trans.Note Date	MRN No

STEP 34: ITEM LIST REPORT

The screenshot displays the software interface for generating an Item List Report. On the left, a navigation menu is shown with 'Inventory Reports' expanded. The 'Reference Report' option is selected, and 'Item List' is highlighted. On the right, there are two radio button options: 'All Item Categories' (selected) and 'Selected Item Category' (with a dropdown menu showing '1:MOH'). Below that, another set of radio buttons shows 'All Items' (selected) and 'Selected Items'. At the bottom, there are input fields for 'Main Heading' (Municipal Council) and 'Sub Heading' (Dehiwal), along with 'View Report' and 'Exit' buttons. A 'PDF Format' checkbox is also present.

1. Under inventory reports
2. Under Master Report option
3. Select the Item List Report
4. Put the tick to select an option
5. Put the tick to select an option
6. Click to view the report

The report is viewed as follows

Municipal Council

Dehiwal

Item List

Item Code	Description	Type	Unit	Default Purchase Price	Default Sales Price	Whole Sales Price	Item Reorder Level	Current Balance	Status
Category : 1									
GE/C/15/06A	C CHANNEL	CONSUMABLE	15	0.00	0.00	0.00	0.00		active
GE/G/08/03	Gutter Bracket	CONSUMABLE	No OF	0.00	0.00	0.00	0.00	20.00	active
MO/DM/A/01	Assorted Item	CONSUMABLE	No OF	0.00	0.00	0.00	0.00		active
MO/DM/A/04/01	FACE SHIELD	CONSUMABLE	No OF	0.00	0.00	0.00	0.00		active
MO/DM/B/01	Brush Mob	CONSUMABLE	No OF	0.00	0.00	0.00	0.00		active

STEP 35: ITEM ACCOUNT REPORT

The screenshot displays the software interface for generating an Item Account Report. On the left, a navigation tree shows the path: **Inventory Reports** (1) > **Master Reports** (2) > **Item Account** (3). A dialog box in the center has the 'All Items' radio button selected (4). At the bottom, the 'Main Heading' is set to 'Municipal Council' and the 'Sub Heading' is 'Dehiwal'. The 'View Report' button (5) is highlighted, and the 'PDF Format' checkbox is checked.

1. Under inventory reports
2. Under Master Report option
3. Select the Item Account Report
4. Put the tick to select an option
5. Click to view the report

The report is viewed as follows

**Municipal Council
Dehiwal
Item Account**

Debit Account				Credit Account			
BLAC / 31	7/067 Birth Wire mm wire	Account Code	Account Name	From	Account Code	Account Name	From
01.Sales Invoice							
02.Cash Invoice							
03.Online Payment Invoice							
04.Purchase Invoice		664001	Purchase Control	Config	664000	Stores Debtors	Config
05.Debit Note		664000	Stores Debtors	Config			
06.Credit Invoice							
07.GRN		621000	General Stores	Config	664001	Purchase Control	Config
08.Delivery Note							
09.Purchase Return							

STEP 36: SUPPLIERS/CUSTOMERS REPORT

The screenshot shows the following elements:

- 1:** Inventory Reports menu
- 2:** Master Reports sub-menu
- 3:** Suppliers/Customers report option
- 4:** Payee Type dropdown menu with 'Active' selected
- 5:** View Report button

At the bottom, the Main Heading is 'Municipal Council' and the Sub Heading is 'Dehiwal'. There is a checked box for 'PDF Format'.

1. Under inventory reports
2. Under Master Report option
3. Select the Suppliers/Customers Report

4. Put the tick to select an option
5. Click to view the report

The report is viewed as follows

**Municipal Council
Dehiwal
Payee List**

Payee Index	Payee Name	Payee Address	Telephone	Creation Date
4223	De			6/9/2021
4853	MI			11/1/2021
	DH	RYA		
	SA			
2350	A I			11/24/2020
5367	A K			2/1/2022
2349	A U			11/24/2020
4120	A v	vt) Ltd		5/6/2021
741	A.A			10/8/2021
740	A.A			3/15/2022
3081	A.D			2/1/2021
3184	A.C			2/9/2021
2811	A.C			1/25/2021