

User Guide

03.02 Inventory control Management and stores-MA-202-Stores and Inventory-Add Item Ver 3.0.0

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
30-08-2025	3.0.0	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

Add Item (Stores and Inventory)

(Quick user Guide)

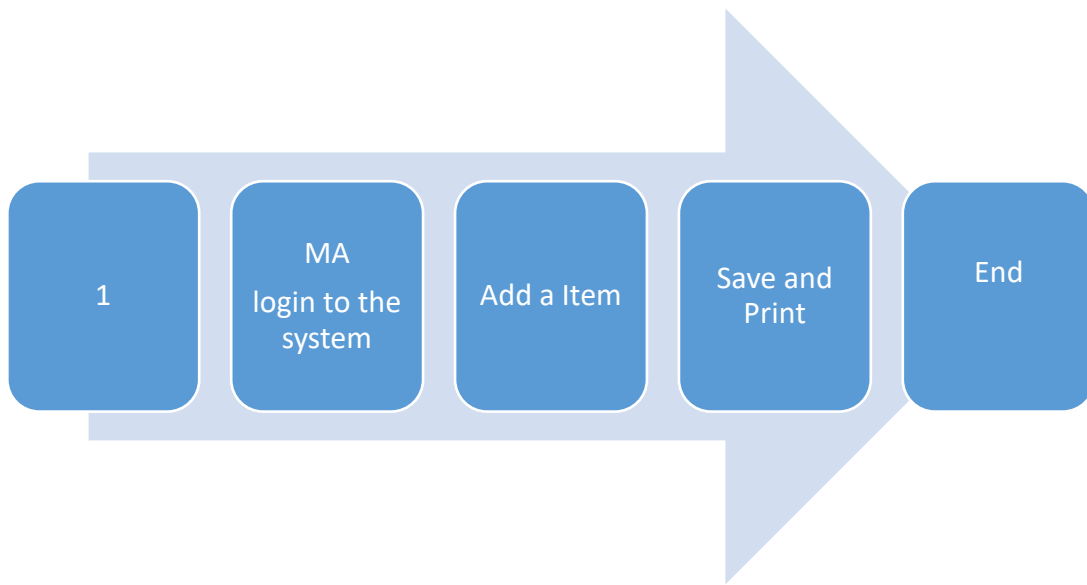


Store Inventories

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

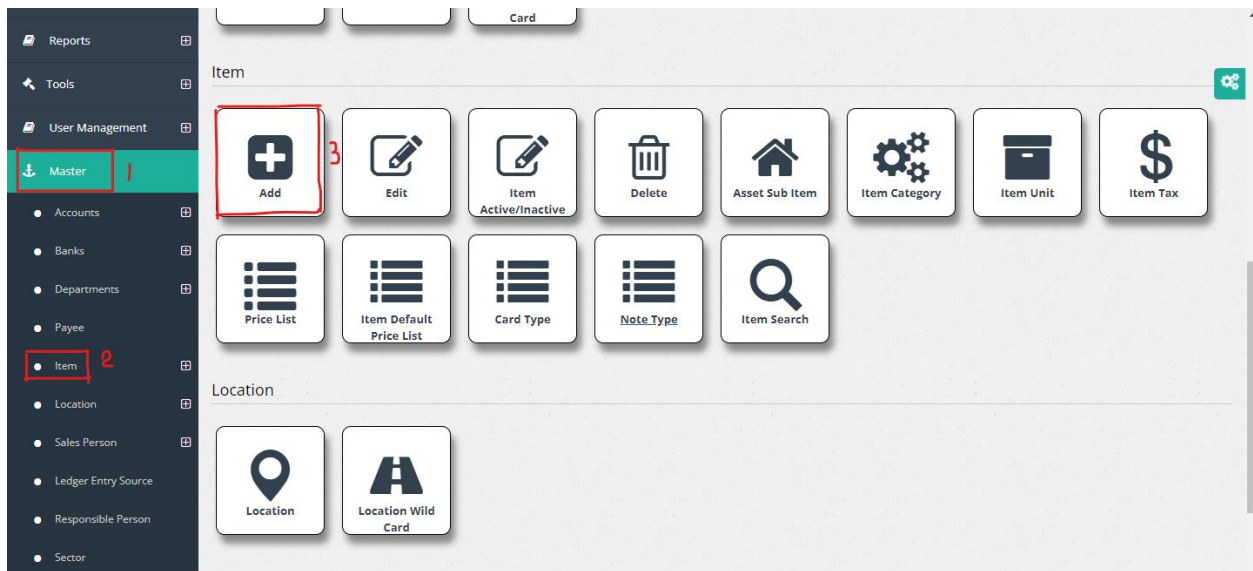
Password

☐ Advanced Options

Log In



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:

- Item Type**: Dropdown menu with '<-All-->' selected.
- Item Category**: Dropdown menu with '1 : MOH' selected.
- Bar Code**: Text input field.
- Item Code**: Text input field with 'GE/G/08/04' entered.
- Item Name**: Text input field.
- Sale Price**: Text input field with '0' entered.
- Wholesale Price**: Text input field with '0' entered.
- Batch Price**: Button.
- Purchase Price**: Text input field with '0' entered.
- Cost Price**: Text input field with '0' entered.
- Market Price**: Text input field with '0' entered.
- Days To Be Expired**: Text input field with '0' entered.
- Item Unit**: Dropdown menu with '15' selected.
- Tax Type**: Dropdown menu with '<-Select-->' selected.
- Lead Time**: Text input field with '0' entered.
- Max Quantity**: Text input field with '0' entered.
- Minimum Stock**: Text input field with '0' entered.
- ReOrder Level**: Text input field with '0' entered.
- Patent Item**: Text input field.
- No. of unit for Patent Item**: Text input field with '0' entered.
- Item Price Changeable**: Checkbox (unchecked).
- Active**: Checkbox (checked).
- Allowed Online Shopping**: Checkbox (unchecked).
- Lenght(cm)**: Text input field.
- Width(cm)**: Text input field.
- Height(cm)**: Text input field.
- Weight(kg)**: Text input field.

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

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