

User Guide

05.04 Inventory control Management and stores-MA-203-Stores and Inventory-reports

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
31-08-2025	3.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

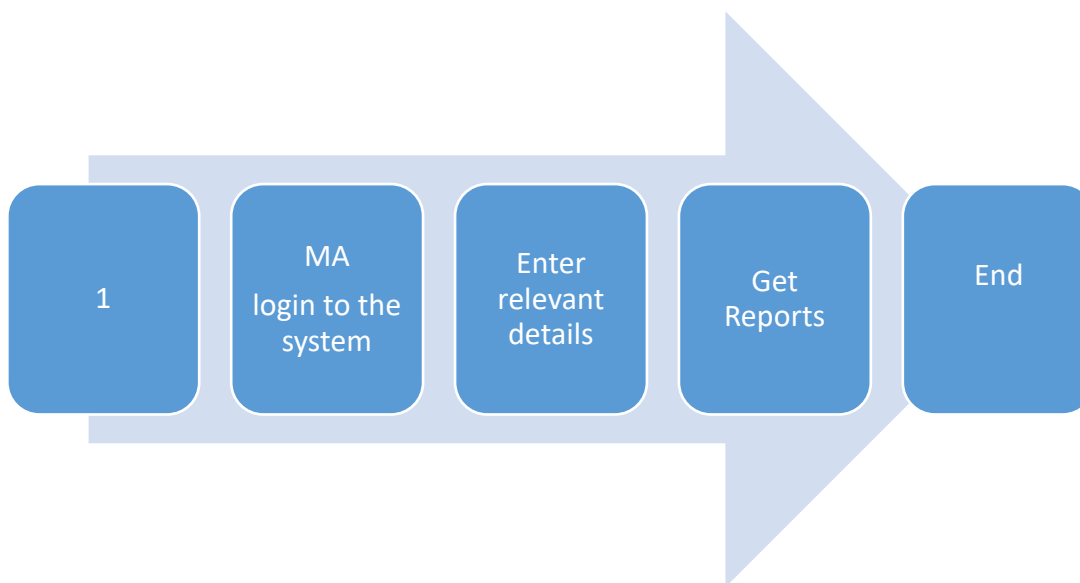
Dehiwala Mount Lavinia Municipal Council

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

Stores and Inventory Reports(for MA)

(Quick user Guide)

3. THE PROCESS

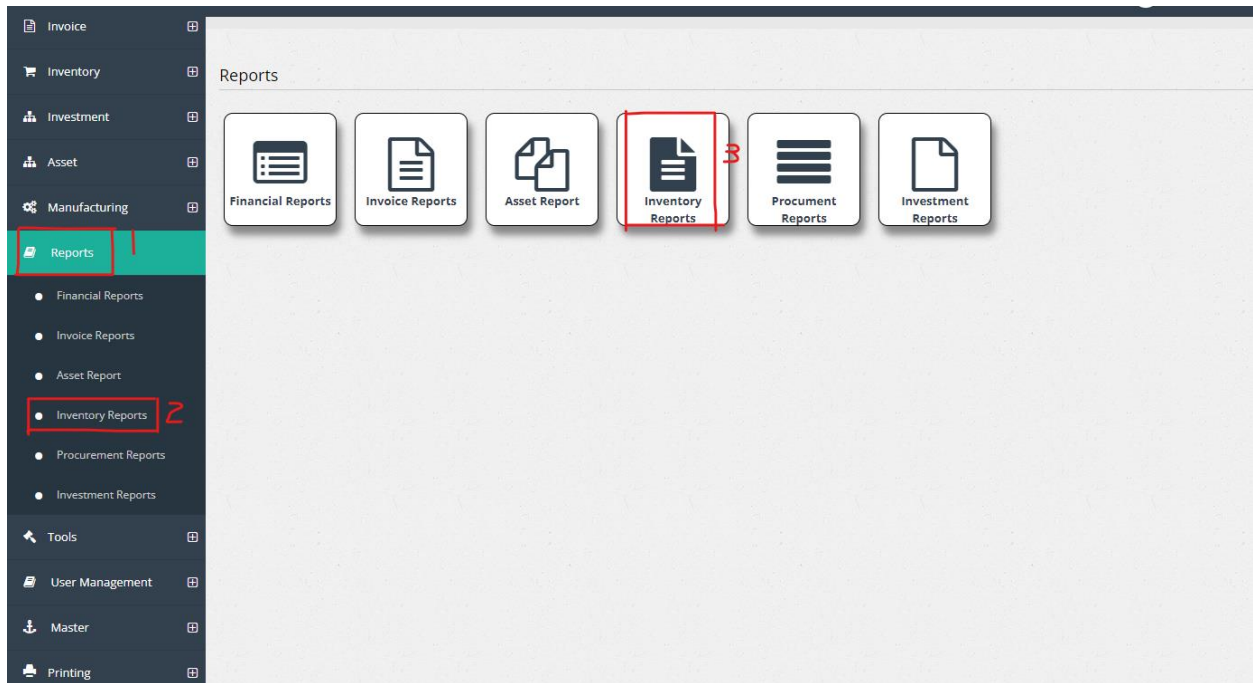


Step 1: Login using your user name and password to the system

Log In to your account

☐ Advanced Options





1. Under Reports option
2. Under Inventory Reports

4. STEP 2: ISSUE NOTE REPORT

Inventory Reports

- Sales
- Issue Note
 - Issue Note-DeptWise
 - Issue Note-DeptWise (Cross T
 - Issue Note-IssuedLocationWis
- Purchase
- Stock
- Manufacturing
- Reference Report
- Master Reports
- Other Reports
- Issued Materials for Asset Header
- Cost Calculation Report For Work

Summary Or Details

☒ Summary
☐ Details

☒ All Item Categories
☐ Selected Item Category

1:MOH

Store

☒ All Stores
☐ Selected Stores

Show Location By

☐ Name
☒ Code

From Date

3/9/2022

To Date

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

From Date

3/9/2022

To Date

4/8/2022

Main Heading :

Municipal Council

Sub Heading :

Dehiwal

View Report

Exit

PDF Format

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 3 :Ref-Issue Number	1,142.68	Not Authorized
2,426	2426	09-Mar-2022	G 14 :Ref-Issue No:	3,977.64	Not Authorized
2,431	2431	10-Mar-2022	N ne :Ref-issue order	94,500.00	Authorized
2,433	2433	11-Mar-2022	N ne :Ref-issue order	193,644.00	Authorized
2,439	2439	16-Mar-2022	N ne :Ref-issue order	422,550.00	Authorized
Department : 12 - Programme -1- Project -2 - Finance				2,446.00	
2,430	2430	10-Mar-2022	S N :Ref-Issue	664.00	Not Authorized
2,432	2432	11-Mar-2022	M N :Irangani :Ref-Issue	1,782.00	Not Authorized
Department : 31 - Programme -3- Project -1 - Administration				7,382.37	
2,434	2434	11-Mar-2022	D :Issue No: 34866	1,376.78	Not Authorized
2,436	2436	11-Mar-2022	D :Issue No: 34867	3,749.95	Not Authorized
2,437	2437	11-Mar-2022	D :Issue No: 33960	2,255.64	Not Authorized
Department : 32 - Programme -3- Project -2 -Preventive				109.50	
2,438	2438	14-Mar-2022	D :Issue number 8839	109.50	Not Authorized
Department : 41 - Programme -4- Project -1 - Administration				10,185.23	
2,423	2423	09-Mar-2022	D :Issue No: 28546	5,164.30	Not Authorized
2,424	2424	09-Mar-2022	D :Issue No: 28547	3,005.11	Not Authorized
2,435	2435	11-Mar-2022	D :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.N :Ref-Issue	21,445.95	Not Authorized

5. STEP 3: ISSUE NOTE-DEPTWISE REPORT

The screenshot shows the 'Inventory Reports' menu on the left and the 'Issue Note-DeptWise' report configuration screen on the right. Red boxes and numbers 1-7 highlight the steps for selecting the report and configuring filters.

- 1. Under inventory reports
- 2. Under Issue Note option
- 3. Select the Issue Note-DeptWise Report
- 4. Put the tick to select All Item Categories
- 5. Put the tick to select All Items
- 6. Put the tick to select All Stores
- 7. Put the tick to select All Departments

Additional configuration options include:

- Item Category: 1:MOH
- Items: All Items (selected), Selected Items
- Store: All Stores (selected), Selected Stores
- Departments: All Departments (selected), Selected Department
- Show Location By: Name, Code (selected)

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

The screenshot shows the report configuration screen with the following fields and options:

- From Date: 3/9/2022 (Step 1)
- To Date: 4/8/2022 (Step 2)
- Main Heading: Municipal Council
- Sub Heading: Dehiwal
- View Report (Step 3)
- Exit
- PDF Format (checked)

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
Item Code	Description	Date	Unit	Quantity	Unit Price	Total	
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
Item Code	Description	Date	Unit	Quantity	Unit Price	Total	
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
Item Code	Description	Date	Unit	Quantity	Unit Price	Total	
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
Item Code	Description	Date	Unit	Quantity	Unit Price	Total	
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
Item Code	Description	Date	Unit	Quantity	Unit Price	Total	
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	902.88 Not Authorized

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

The screenshot shows the software interface for generating an Issue Note-DeptWise (Cross Tab) Report. The interface is divided into several sections:

- Left Sidebar:** A tree view of reports. The path is: Inventory Reports > Sales > Issue Note > Issue Note-DeptWise (Cross Tab). Each step in the path is highlighted with a red box and a number (1, 2, 3).
- Main Area:** Selection options for the report.
 - Item Categories:** A radio button labeled "All Item Categories" is selected (highlighted with a red box and number 4). Below it is a dropdown menu showing "1:MOH".
 - Items:** A radio button labeled "All Items" is selected (highlighted with a red box and number 5). Below it is a dropdown menu.
 - Store:** A radio button labeled "All Stores" is selected (highlighted with a red box and number 6). Below it is a dropdown menu.
 - Departments:** A radio button labeled "All Departments" is selected (highlighted with a red box and number 7). Below it is a dropdown menu showing "<Select>".
- Bottom Section:** A section for date and location filters.
 - Show Location By:** A radio button labeled "Code" is selected (highlighted with a red box and number 1). Below it are two radio buttons: "Name" and "Code".
 - From Date:** A text box containing "3/9/2022" (highlighted with a red box and number 2).
 - To Date:** A text box containing "4/8/2022" (highlighted with a red box and number 3).
- Footer:** A section for report generation.
 - Main Heading:** A text box containing "Municipal Council".
 - Sub Heading:** A text box containing "Dehiwal".
 - Buttons:** "View Report" (highlighted with a red box and number 4) and "Exit".
 - PDF Format:** A checkbox labeled "PDF Format" is checked.

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

The screenshot shows the software interface for generating an Issue Note-DeptWise (Cross Tab) Report. The interface is divided into several sections:

- Left Sidebar:** A tree view of reports. The path is: Inventory Reports > Sales > Issue Note > Issue Note-DeptWise (Cross Tab). Each step in the path is highlighted with a red box and a number (1, 2, 3).
- Main Area:** Selection options for the report.
 - Item Categories:** A radio button labeled "All Item Categories" is selected (highlighted with a red box and number 4). Below it is a dropdown menu showing "1:MOH".
 - Items:** A radio button labeled "All Items" is selected (highlighted with a red box and number 5). Below it is a dropdown menu.
 - Store:** A radio button labeled "All Stores" is selected (highlighted with a red box and number 6). Below it is a dropdown menu.
 - Departments:** A radio button labeled "All Departments" is selected (highlighted with a red box and number 7). Below it is a dropdown menu showing "<Select>".
- Bottom Section:** A section for date and location filters.
 - Show Location By:** A radio button labeled "Code" is selected (highlighted with a red box and number 1). Below it are two radio buttons: "Name" and "Code".
 - From Date:** A text box containing "3/9/2022" (highlighted with a red box and number 2).
 - To Date:** A text box containing "4/8/2022" (highlighted with a red box and number 3).
- Footer:** A section for report generation.
 - Main Heading:** A text box containing "Municipal Council".
 - Sub Heading:** A text box containing "Dehiwal".
 - Buttons:** "View Report" (highlighted with a red box and number 4) and "Exit".
 - PDF Format:** A checkbox labeled "PDF Format" is checked.

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

3. To Date : Select the date to which
4. Click to view the report

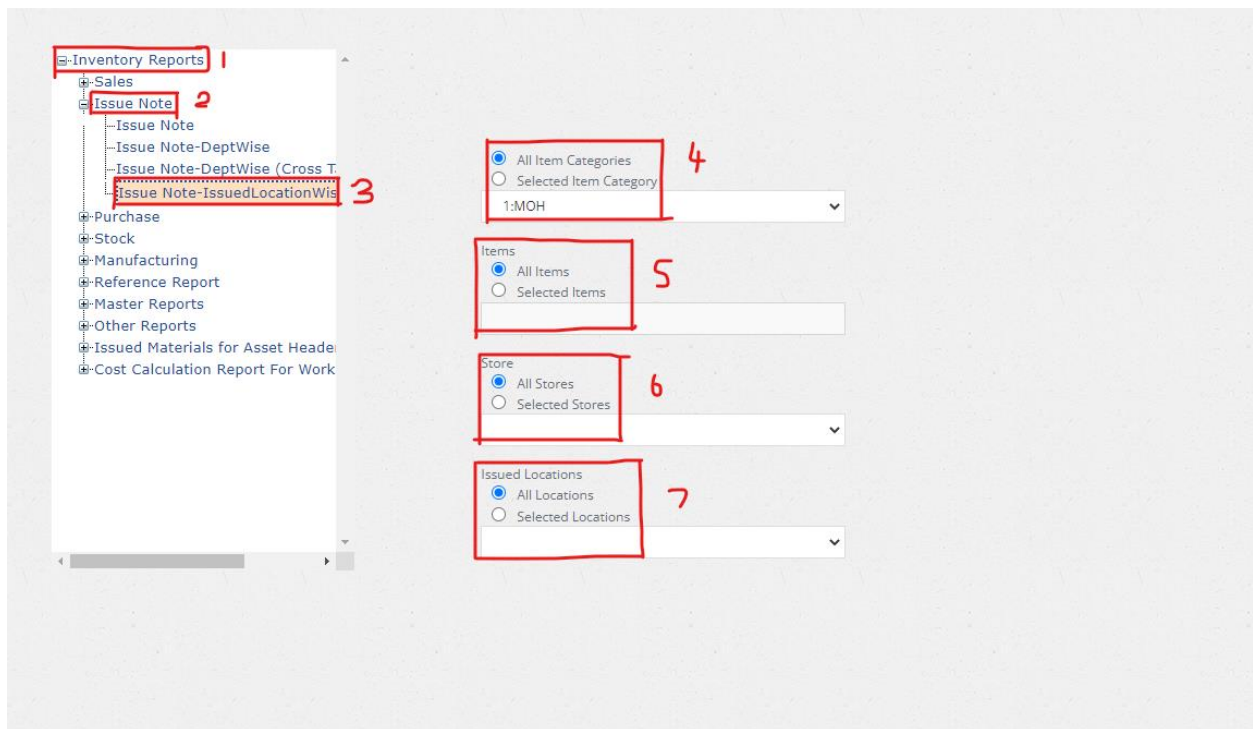
The report is viewed as follows

Municipal Council
Dehiwal
Issue Note Detail-Dept Wise

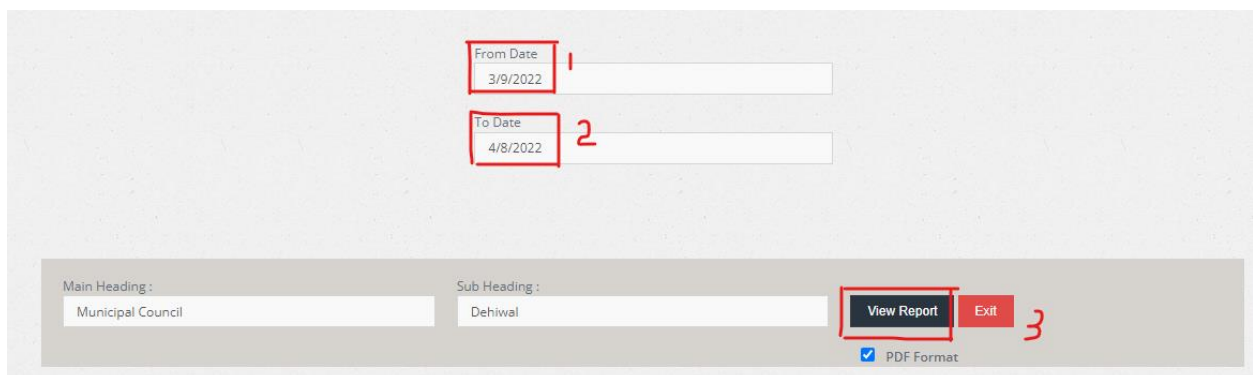
From Date: 09-Mar-2022 To Date: 08-Apr-2022 Location: All - Dept

		11 - Programme -1- Pro		12 - Programme -1- Pro		31 - Programme -3- Pro	
ST/P/B/03	Issue Order Books(General)[MRN-Qty 1]	1.00	262.68	0.00	0.00	0.00	0.00
ST/P/B/10	Stores Requisition Book[MRN-Qty 1]	0.00	0.00	0.00	0.00	0.00	0.00
ST/P/B/12	Cross Entry Book[MRN-Qty 1]	0.00	0.00	0.00	0.00	0.00	0.00
ST/P/F/02	Leave Application[MRN-Qty 100]	0.00	0.00	0.00	0.00	0.00	0.00
	Leave Application[MRN-Qty 50]	0.00	0.00	50.00	50.00	0.00	0.00
ST/P/F/03	Railway Warrant Application[MRN-Qty 100]	0.00	0.00	100.00	0.00	0.00	0.00
ST/P/L/04	Letter Heads (Large)[MRN-Qty 100]	0.00	0.00	100.00	176.00	0.00	0.00
	Letter Heads (Large)[MRN-Qty 500]	500.00	880.00	0.00	0.00	0.00	0.00
ST/P/N/02	Kaspersky Virus Guard[MRN-Qty 1]	0.00	0.00	1.00	1,782.00	0.00	0.00
ST/P/V/01	Vouchers (Internal)	0.00	0.00	0.00	0.00	0.00	0.00
	Vouchers (Internal)[MRN-Qty 200]	0.00	0.00	200.00	438.00	0.00	0.00
	Vouchers (Internal)[MRN-Qty 500]	0.00	0.00	0.00	0.00	0.00	0.00
ST/S/A/02/37	Duplo Ink 14L[MRN-Qty 20]	20.00	118,800.00	0.00	0.00	0.00	0.00
ST/S/A/02/38	Duplo Master Roll DRG 10[MRN-Qty 5]	5.00	74,844.00	0.00	0.00	0.00	0.00
ST/S/A/02/39	Toshiba2309P/2303A Toner[MRN-Qty 1]	0.00	0.00	0.00	0.00	0.00	0.00
ST/S/A/02/53	Duplo Ink 5450 DD[MRN-Qty 25]	25.00	233,550.00	0.00	0.00	0.00	0.00
ST/S/A/02/54	Duplo Master Roll 5450 DD[MRN-Qty 10]	10.00	189,000.00	0.00	0.00	0.00	0.00
	Duplo Master Roll 5450 DD[MRN-Qty 5]	5.00	94,500.00	0.00	0.00	0.00	0.00
ST/S/C/01	Carbon Paper S/Side	0.00	0.00	0.00	0.00	0.00	0.00

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

[illegible]

8. STEP 6: GRN REPORT

The screenshot shows a software interface for generating a GRN Report. On the left is a tree view of reports, and on the right are configuration options. Red boxes and numbers indicate the following steps:

- Inventory Reports** (1)
- Purchase** (2)
- GRN** (3)
- Summary Or Details** - Select **Summary** (4)
- All Customers** (5)
- All Stores** (6)
- Show Location By** - Select **Code** (7)

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

The screenshot shows the configuration for the report's date range and headings. Red boxes and numbers indicate the following steps:

- From Date** (1)
- To Date** (2)
- View Report** button (3)

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

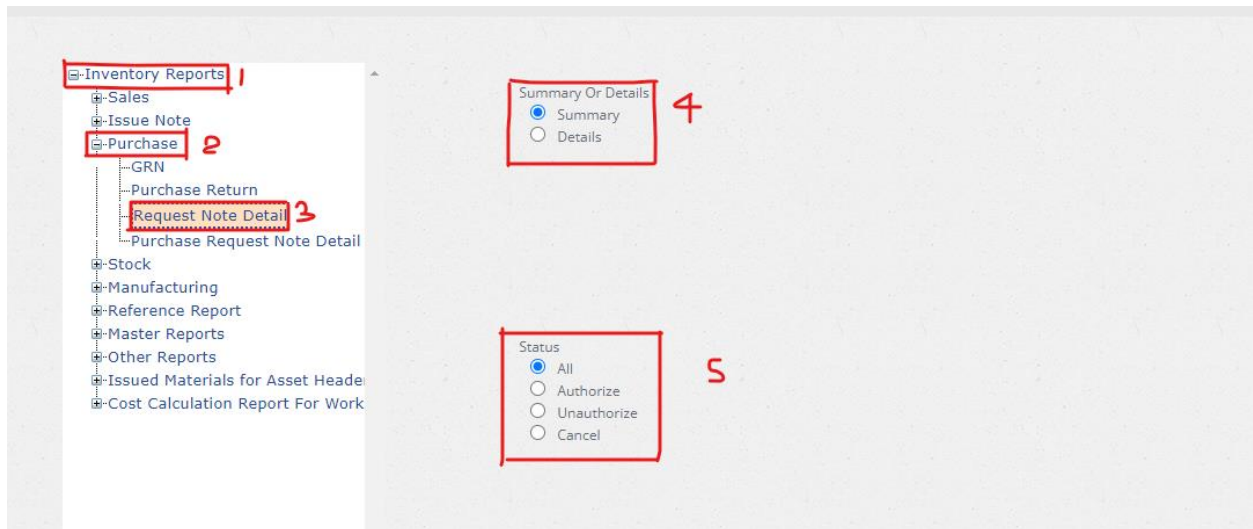
The report is viewed as follows

Municipal Council
Dehiwal
Goods Received Note Summary

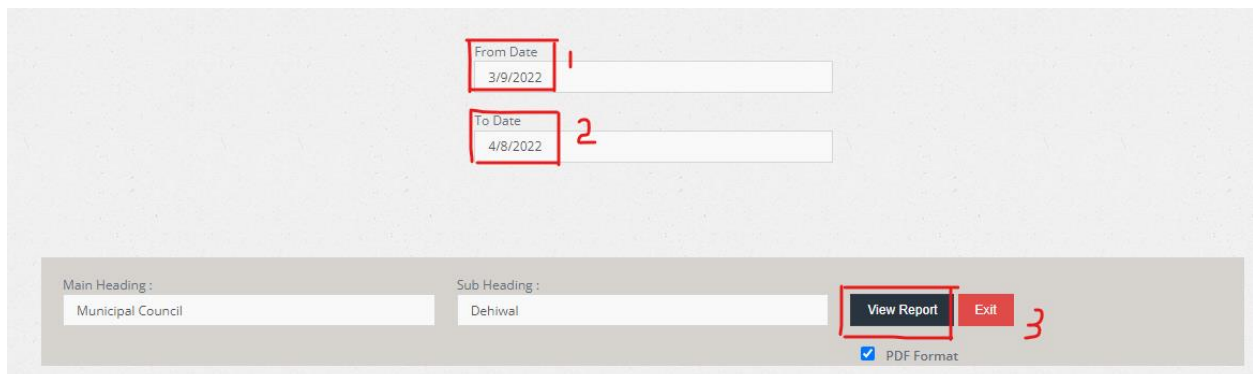
From Date: 09-Mar-2022 **To Date:** 08-Apr-2022 **Location-**

Serial No	GRN No.	Transaction Date	Supplier Name	Location	Total	Status
Department : 0 -					5,856,298.00	
312	312	09-Mar-2022	Cdany (Pvt) Ltd	1	193,644.00	Authorized
314	314	15-Mar-2022	Geon PLC	1	422,550.00	Authorized
338	338	21-Mar-2022	Saf-GRN 21848	TR	46,880.00	Not Authorized
342	342	21-Mar-2022	Giform	TR	381,570.00	Not Authorized
346	346	22-Mar-2022	Mologies (p No-21934	1	72,256.00	Authorized
347	347	22-Mar-2022	Mologies (p No-21935	1	104,500.00	Authorized
348	348	22-Mar-2022	Mologies (p No-21936	1	41,200.00	Authorized
350	350	15-Mar-2022	Rors (pvt) Ltd	TR	243,750.00	Not Authorized
358	358	24-Mar-2022	Laterials Co:Ref-GRN	TR	20,720.00	Not Authorized
361	361	24-Mar-2022	ALIENT (PVT) L3	TR	38,000.00	Not Authorized
363	363	23-Mar-2022	Laterials Co:Ref-GRN NO	TR	2,790,055.00	Not Authorized
365	365	25-Mar-2022	Oit) Ltd	1	62,640.00	Authorized
367	367	29-Mar-2022	swship :Ref-GRN	1	30,500.00	Authorized
368	368	22-Mar-2022	WIE LOGISTICS (P) N 2728	TR	550,240.00	Not Authorized
369	369	24-Mar-2022	Giform	TR	276,000.00	Not Authorized
370	370	31-Mar-2022	Saf-GRN 2730	TR	25,973.00	Not Authorized
371	371	01-Apr-2022	Oit) Ltd	1	187,920.00	Authorized
372	372	01-Apr-2022	Mologies (p No-21941	1	129,600.00	Authorized
373	373	01-Apr-2022	Mologies (p 21942	1	238,300.00	Authorized

9. STEP 7: REQUEST NOTE DETAIL REPORT

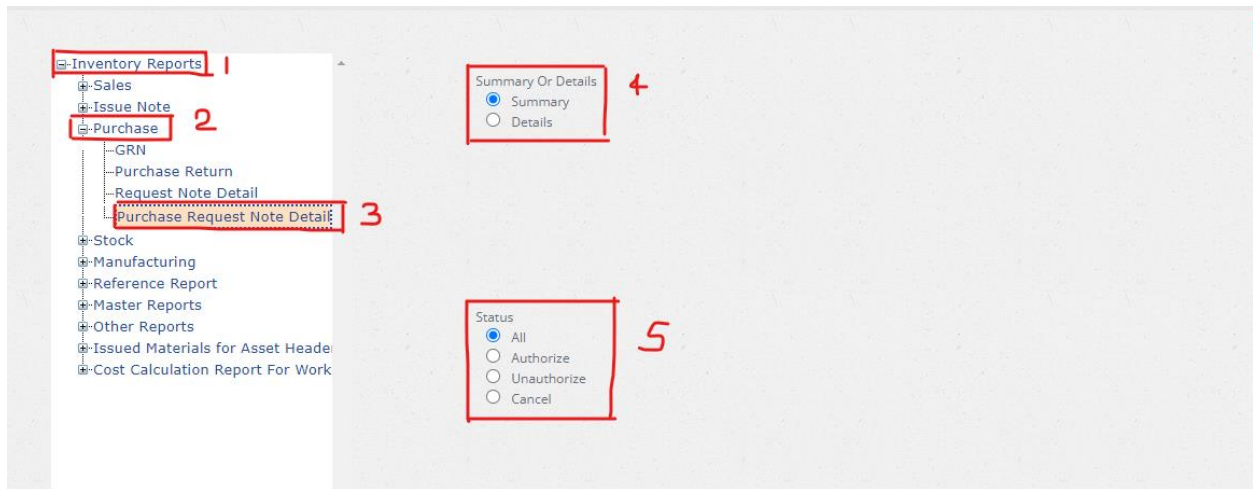


1. Under inventory reports
2. Under Purchase option
3. Select the Request Note Detail Report
4. Put the tick to select
5. Put the tick to select

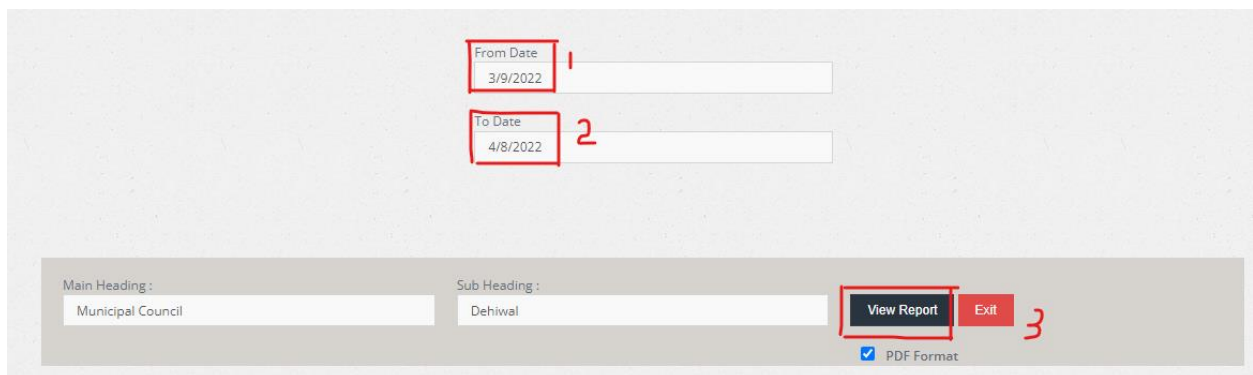


1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

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

The screenshot shows the 'Inventory Reports' menu on the left, with 'Bin Card' selected. To the right, there are two filter sections: 'Summary Or Details' with 'Summary' selected, and 'Status' with 'All' selected. Red boxes and numbers 1 through 5 indicate the steps for navigation and selection.

- 1. Inventory Reports
- 2. Stock
- 3. Bin Card
- 4. Summary
- 5. All

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

The screenshot shows the filter section for the Bin Card Report. It includes 'From Date' (3/9/2022) and 'To Date' (4/8/2022) fields. Below these are 'Main Heading' (Municipal Council) and 'Sub Heading' (Dehiwal) fields. At the bottom right, there are 'View Report' and 'Exit' buttons, with a 'PDF Format' checkbox checked. Red boxes and numbers 1 through 3 indicate the steps for date selection and viewing the report.

- 1. From Date
- 2. To Date
- 3. View Report

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

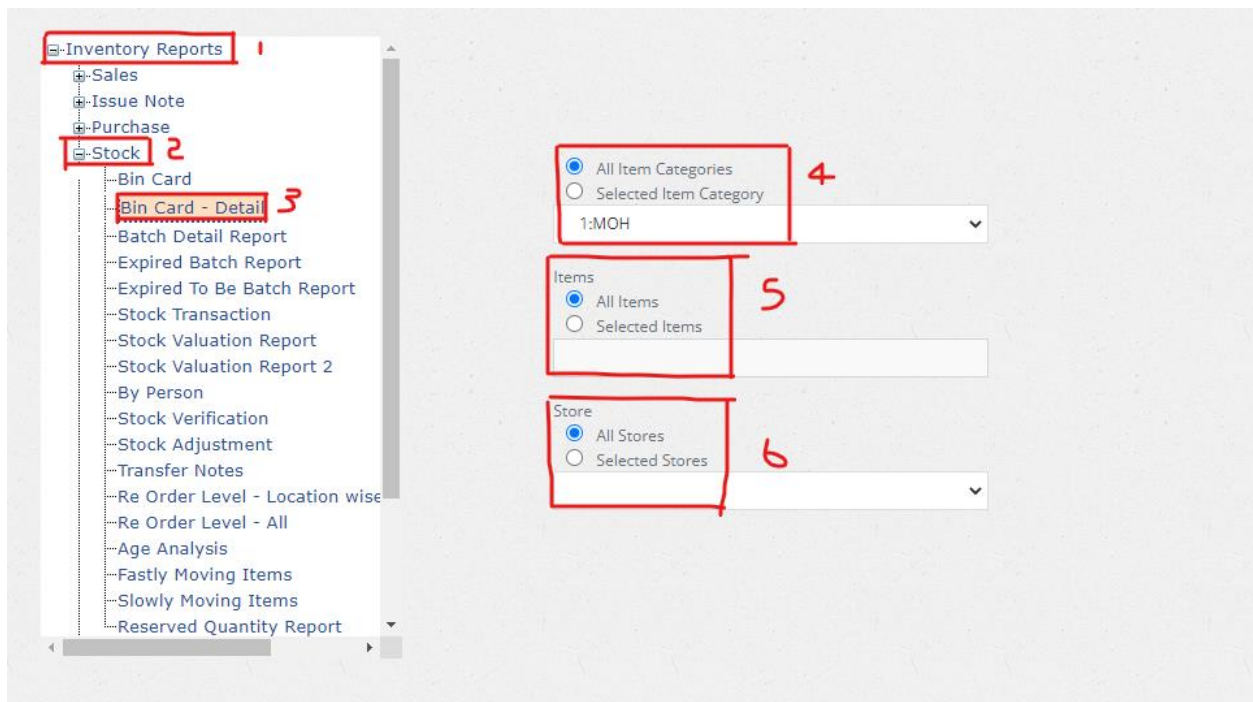
The report is viewed as follows

Municipal Council
Dehiwal
Bin Card Summary

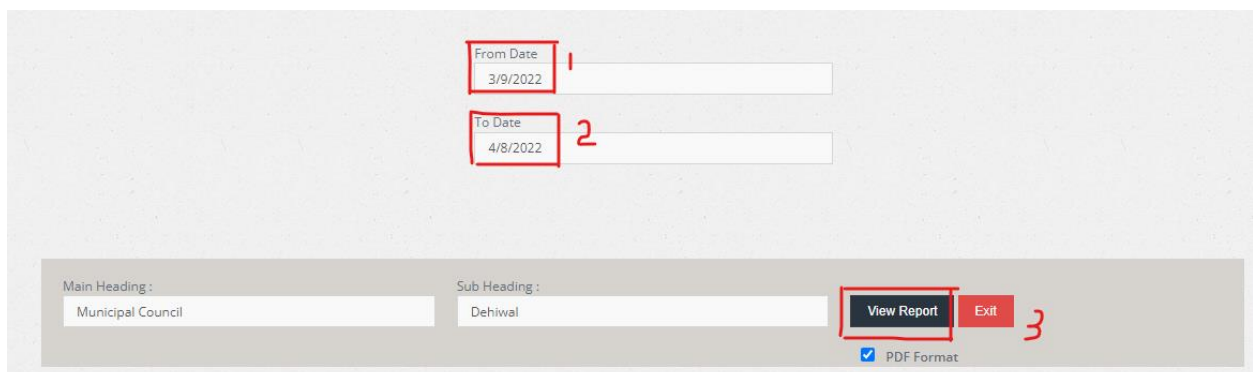
To Date: 08-Apr-2022

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
Location Code 1		Location General Stores					
Item Code	ST/P/B/03	Item	Issue Order Books(General)				
2,879	9-Mar-22	Not Authorized -Issue Note - 2420:General Stores11	No OF	-60.00	0.00	1.00	-61.00
Item Code	ST/P/B/10	Item	Stores Requisition Book				
2,881	9-Mar-22	Not Authorized -Issue Note - 2422:General Stores73	No OF	-1.00	0.00	1.00	-2.00
Item Code	ST/P/B/12	Item	Cross Entry Book				
2,881	9-Mar-22	Not Authorized -Issue Note - 2422:General Stores73	No OF	-5.00	0.00	1.00	-6.00
Item Code	ST/P/F/02	Item	Leave Application				
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
Item Code	ST/P/F/03	Item	Railway Warrant Application				
2,890	10-Mar-22	Not Authorized -Issue Note - 2430:General Stores12	No OF	0.00	0.00	100.00	-100.00
Item Code	ST/P/L/04	Item	Letter Heads (Large)				
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

The screenshot shows a software interface for generating a Batch-Detail Report. On the left is a tree menu under 'Inventory Reports'. The 'Stock' option is expanded, and 'Batch Detail Report' is selected. On the right, there are three input sections: 'Items' with radio buttons for 'All Items' (selected) and 'Selected Items'; 'Store' with radio buttons for 'All Stores' (selected) and 'Selected Stores'; and a 'To Date' field containing '4/8/2022'. Red boxes and numbers 1 through 6 highlight these specific elements.

1. Inventory Reports

2. Stock

3. Batch Detail Report

4. All Items

5. All Stores

6. To Date: 4/8/2022

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

The footer area contains two text input fields: 'Main Heading : Municipal Council' and 'Sub Heading : Dehiwal'. To the right are two buttons: 'View Report' (highlighted with a red box) and 'Exit'. Below these buttons is a checkbox labeled 'PDF Format' which is checked.

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
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 MODM/G/02</i>		<i>Item Gas L.P(77.kg/4</i>					
<i>Batch ID 805</i>							
2821	18-Feb-22	Authorized:GRN - 296:General Stores	No OF	0.00	35.00	0.00	35.00
<i>Item Code ST/P/B/03</i>		<i>Item Issue Order Book</i>					
<i>Batch ID 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		

The screenshot shows the 'Inventory Reports' menu on the left, with 'Stock' highlighted. The 'Expired Batch Report' is selected. On the right, the 'Items' section has 'All Items' selected, and the 'To Date' field is set to '4/8/2022'. The 'View Report' button is highlighted.

Inventory Reports

- Sales
- Issue Note
- Purchase
- Stock
- 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
- Slowly Moving Items
- Reserved Quantity Report

Items

- All Items
- Selected Items

To Date

4/8/2022

View Report

Exit

PDF Format

- The report is viewed as follows

Municipal Council
Dehiwal
Expired Batch Report

To Date: 4/8/2022

Batch No.	Batch Description	Item Code	Item Description	Quantity	Batch Expire Date
<i>Location :</i>					

The screenshot shows the 'Inventory Reports' menu on the left, with 'Expired To Be Batch Report' selected. To the right, the 'Items' filter is set to 'All Items' and the 'To Date' filter is set to '4/8/2022'. At the bottom, the 'Main Heading' is 'Municipal Council', the 'Sub Heading' is 'Dehiwal', and the 'View Report' button is highlighted. Red numbers 1 through 6 are placed over the following elements:

- Inventory Reports
- Stock
- Expired To Be Batch Report
- Items
- To Date
- View Report

- The report is viewed as follows

Municipal Council
Dehiwal
Expired To Be Batch Report

16.STEP 14: STOCK TRANSACTION REPORT

The screenshot shows the 'Inventory Reports' menu on the left, with 'Stock Transaction' highlighted. On the right, there are several configuration options: '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 indicate the steps for selecting the report and configuring the filters.

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 footer area contains a 'Main Heading' field with 'Municipal Council', a 'Sub Heading' field with 'Dehiwal', and two buttons: 'View Report' and 'Exit'. A 'PDF Format' checkbox is also present.

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	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

The screenshot shows a software interface for generating a Stock Valuation Report. On the left is a tree view of 'Inventory Reports' with 'Stock' expanded and 'Stock Valuation Report' selected. On the right are configuration options: 'Items' (radio buttons for 'All Items' and 'Selected Items'), 'Store' (radio buttons for 'All Stores' and 'Selected Stores'), and a 'To Date' date picker set to '4/8/2022'. Red boxes and numbers 1 through 6 highlight the navigation path and key settings.

1. Inventory Reports

2. Stock

3. Stock Valuation Report

4. Items

5. Store

6. To Date

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

The footer of the application shows the 'Main Heading' as 'Municipal Council' and the 'Sub Heading' as 'Dehiwal'. There are two buttons: 'View Report' and 'Exit'. The 'View Report' button is highlighted with a red box and a red number 1. Below the buttons is a checkbox for 'PDF Format' which is checked.

Main Heading : Municipal Council

Sub Heading : Dehiwal

View Report Exit

☒ PDF Format

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

The screenshot shows the 'Inventory Reports' menu on the left, with 'Stock' (2) and 'Stock Valuation Report 2' (3) highlighted. On the right, the 'Items' section (4) has 'All Items' selected, and the 'Store' section (5) has 'All Stores' selected. Below these, the 'From Date' (6) is set to 3/9/2022 and the 'To Date' (7) is set to 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

The footer contains a 'Main Heading' field with 'Municipal Council', a 'Sub Heading' field with 'Dehiwal', and a 'View Report' button (highlighted with a red box) next to an 'Exit' button. A 'PDF Format' checkbox is also present.

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	ALAYANGOO 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	Amazo Sheet - 15"	34.00	0.00	0.00	0.00	34.00	0.00
GB/B/2/04/02	Brush Paint 1"	0.00	0.00	0.00	0.00	15.00	0.00
GB/B/2/04/04	Brush Paint 2"	0.00	0.00	0.00	0.00	15.00	0.00
GB/B/2/04/05	Brush Paint 3"	0.00	0.00	0.00	0.00	15.00	0.00
GB/B/4/04/01	Bucket - GI	4.00	0.00	0.00	0.00	4.00	0.00
GB/C/01/01	Colas ER (CRS)	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/1/04/01	Concast	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 (Amazo)	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 - H - 4x4x6	0.00	48.00	0.00	0.00	48.00	0.00
GB/V/05/02	Iron Bar - H - 6x4x6	0.00	45.00	0.00	0.00	45.00	0.00
GB/V/05/03	Iron Bar - H - 2x4x6	0.00	11.00	0.00	0.00	11.00	0.00
GB/M/03/01	Memory 8x10	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/Whield 04 Lt	0.00	55.00	0.00	0.00	55.00	0.00
GB/P/01/05	Paint Emulsion W/Whield 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 Emulsion - White - 1l	0.00	0.00	0.00	0.00	60.00	0.00

19.STEP 17: STOCK BY PERSON REPORT

The screenshot shows the 'Inventory Reports' menu on the left and the 'Stock By Person' report configuration screen on the right. Red boxes and numbers 1-7 highlight the steps to generate the report:

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
7. Click to view the report

The configuration screen includes the following fields:

- Person: ☒ All Persons, ☐ Selected Persons
- From Date: 3/9/2022
- To Date: 4/8/2022
- Main Heading: Municipal Council
- Sub Heading: Dehiwal
- View Report button
- Exit button
- PDF Format checkbox (checked)

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	Quantiry	Unit
Item Code		Item		

20.STEP 18: STOCK VERIFICATION REPORT

The screenshot shows the 'Inventory Reports' menu on the left, with 'Stock' (2) expanded and 'Stock Verification' (3) selected. On the right, the 'Store' section (4) has 'All Stores' selected. Below it, the 'From Date' (5) is set to 3/9/2022 and the 'To Date' (6) is set to 4/8/2022. At the bottom, the 'Main Heading' is 'Municipal Council' and the 'Sub Heading' is 'Dehiwal'. The 'View Report' button (7) is highlighted, along with the 'Exit' button and the 'PDF Format' checkbox.

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 :		
Verification no :	Enter Date :	Transaction Date :
Dep Code :	Remarks :	Status :

21.STEP 19: STOCK ADJUSTMENT REPORT

The screenshot displays the 'Inventory Reports' menu on the left, where 'Stock' is selected (2) and 'Stock Adjustment' is highlighted (3). On the right, the 'Store' selection is set to 'All Stores' (4). The 'From Date' is set to '3/9/2022' (5) and the 'To Date' is set to '4/8/2022' (6). At the bottom, the 'Main Heading' is 'Municipal Council' and the 'Sub Heading' is 'Dehiwal'. The 'View Report' button is highlighted (7), and the 'PDF Format' checkbox is checked.

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

Inventory Reports

Sales

Issue Note

Purchase

Stock

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

Slowly Moving Items

Reserved Quantity Report

Summary Or Details

Summary

Details

From Date

3/9/2022

To Date

4/8/2022

Main Heading :

Municipal Council

Sub Heading :

Dehiwal

View Report

Exit

☒ PDF Format

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:

- Sidebar Menu:** Located on the left, it contains a tree view of reports. The 'Inventory Reports' section is expanded, and 'Stock' is selected. Within 'Stock', 'Transfer Notes' is highlighted. The 'Age Analysis' option is also visible and highlighted.
- Main Form Area:**
 - Store Selection:** A dropdown menu labeled 'Store' with two options: 'All Stores' (selected) and 'Selected Stores'.
 - Date Selection:** A date picker labeled 'To Date' with the date '4/8/2022' entered.
- Footer:**
 - Main Heading:** A text field containing 'Municipal Council'.
 - Sub Heading:** A text field containing 'Dehiwal'.
 - Action Buttons:** Two buttons labeled 'View Report' and 'Exit'.
 - PDF Format:** A checkbox labeled 'PDF Format' which is checked.

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	51,840.00

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 4

☒ All Stores
☐ Selected Stores

From Date 5
3/9/2022

To Date 6
4/8/2022

Main Heading :
Municipal Council

Sub Heading :
Dehiwal

View Report 7 Exit

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

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
 - 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** 3
 - Reserved Quantity Report

Store 4

☒ All Stores
☐ Selected Stores

From Date 5
3/9/2022

To Date 6
4/8/2022

Main Heading :
Municipal Council

Sub Heading :
Dehiwal

View Report 7 **Exit**

☒ PDF Format

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 displays the 'Production Batch Report' generation screen. On the left, a tree view under 'Inventory Reports' shows 'Production Batch' selected. The main form area includes a 'Specific No' field, a 'From Date' field set to 3/9/2022, and a 'To Date' field set to 4/8/2022. At the bottom, the 'Main Heading' is 'Municipal Council' and the 'Sub Heading' is 'Dehiwal'. There are 'View Report' and 'Exit' buttons, and a 'PDF Format' checkbox is checked.

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 left sidebar shows a tree view under 'Inventory Reports', with 'Reference Report' and its sub-item 'Material Request Note Reference' selected. The main area contains input fields for 'Specific No.', 'From Date' (3/9/2022), and 'To Date' (4/8/2022). At the bottom, the 'Main Heading' is set to 'Municipal Council' and the 'Sub Heading' is 'Dehiwal'. The 'View Report' button is highlighted, and the 'PDF Format' checkbox is checked.

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 displays the software interface for generating a Purchase Request Note Reference Report. The navigation menu on the left shows the following structure:

- Inventory Reports
 - Sales
 - Issue Note
 - Purchase
 - Stock
 - Manufacturing
 - Reference Report
 - Material Request Note Reference
 - Purchase Request Note Reference
 - 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
- From Date: 3/9/2022
- To Date: 4/8/2022

At the bottom, there are 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 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 Purchase Request Note Reference report				
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 displays the software interface for generating a Tender Note Reference Report. The interface is divided into a sidebar menu on the left and a main content area on the right.

Sidebar Menu:

- 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

Main Content Area:

- Specific No:** Input field for the specific number.
- From Date:** Input field with the date 3/9/2022.
- To Date:** Input field with the date 4/8/2022.
- Main Heading:** Input field with the text Municipal Council.
- Sub Heading:** Input field with the text Dehiwal.
- Buttons:** View Report (black button), Exit (red button).
- PDF Format:** Checkmark icon and text PDF Format.

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
Tender Note Reference report

From Date : 3/1/2022
 To Date : 3/30/2022

Tender No	Tender Date	Purchase Req Note	Quotation
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STEP 28: QUOTATION REFERENCE REPORT

The screenshot shows the software interface for generating a Quotation Reference Report. The sidebar menu on the left has 'Inventory Reports' expanded, and 'Reference Report' is selected. Under 'Reference Report', 'Quotation Reference' is highlighted. The main area contains input fields for 'Specific No', 'From Date' (3/9/2022), and 'To Date' (4/8/2022). At the bottom, there are 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 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

The screenshot shows the software interface for generating a Purchase Order Reference Report. The interface is divided into several sections:

- Sidebar Menu:** Located on the left, it contains a tree view of reports. 'Inventory Reports' is expanded, and 'Purchase Order Reference' is selected. Other options include Sales, Issue Note, Purchase, Stock, Manufacturing, Reference Report, Material Request Note Referer, Purchase Request Note Refere, Tender Note Reference, Quotation Reference, GRN Reference, Issue Note Reference, Purchase Invoice Reference, Transfer Note Reference, Master Reports, Other Reports, Issued Materials for Asset Head, and Cost Calculation Report For Work.
- Main Form:** Located on the right, it contains several input fields:
 - Specific No.:** A text field for entering a specific number.
 - From Date:** A date field with the value 3/9/2022.
 - To Date:** A date field with the value 4/8/2022.
- Footer:** At the bottom, there are fields for 'Main Heading' (Municipal Council) and 'Sub Heading' (Dehiwal). To the right of these fields are two buttons: 'View Report' and 'Exit'. A checkbox for 'PDF Format' is also present.

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 Purchase Order Reference report					
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 shows the software interface for generating a GRN Reference Report. The interface is divided into several sections:

- Sidebar Menu:** Located on the left, it contains a tree view of report categories. The following items are highlighted with red boxes and numbers:
 - Inventory Reports** (1)
 - Reference Report** (2)
 - GRN Reference** (3)
- Input Fields:** On the right side of the sidebar, there are three input fields:
 - Specific No** (4): A text input field for the specific report number.
 - From Date** (5): A date input field with the value "3/9/2022".
 - To Date** (6): A date input field with the value "4/8/2022".
- Footer:** At the bottom of the screen, there is a footer section with the following elements:
 - Main Heading:** A text input field containing "Municipal Council".
 - Sub Heading:** A text input field containing "Dehiwal".
 - Buttons:** Two buttons labeled "View Report" and "Exit".
 - 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 interface includes a sidebar menu, input fields for report details, and a footer with navigation buttons.

Sidebar Menu:

- 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 Head
 - Cost Calculation Report For Work

Input Fields:

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

Footer:

- Main Heading : Municipal Council
- Sub Heading : Dehiwal
- View Report (7)
- Exit
- PDF Format

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 sidebar menu, input fields for report details, and a footer with navigation buttons.

Sidebar Menu:

- 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 Heade
 - Cost Calculation Report For Work

Input Fields:

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

Footer:

- Main Heading: Municipal Council
- Sub Heading: Dehiwal
- 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 shows the software interface for generating a Transfer Note Reference Report. The interface includes a sidebar menu, input fields for report details, and a footer with navigation buttons.

Sidebar Menu:

- 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

Input Fields:

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

Footer:

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

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

Inventory Reports 1

- Sales
- Issue Note
- Purchase
- Stock
- Manufacturing
- Reference Report
- Master Reports 2
 - Item List 3
 - Item Account
 - Suppliers/Customers
- Other Reports
- Issued Materials for Asset Head
- Cost Calculation Report For Work

☒ All Item Categories 4
☐ Selected Item Category
1:MOH

☒ All Items 5
☐ Selected Items

Main Heading :
Municipal Council

Sub Heading :
Dehiwal

View Report

Exit

☒ PDF Format

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

Inventory Reports

- Sales
- Issue Note
- Purchase
- Stock
- Manufacturing
- Reference Report
- Master Reports
 - Item List
 - Item Account
 - Suppliers/Customers
- Other Reports
- Issued Materials for Asset Head
- Cost Calculation Report For Work

Items

☒ All Items

☐ Selected Items

Main Heading : Municipal Council

Sub Heading : Dehiwal

View Report Exit

☒ PDF Format

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			
BL/C / 31	7/067 Earth 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 Controll	Config	664000	Stores Debtors	Config
05.Debit Note		664000	Stores Debtors	Config			
06.Credit Invoice							
07.GRN		621000	General Stores	Config	664001	Purchase Controll	Config
08.Delivery Note							
09.Purchase Return							

STEP 36: SUPPLIERS/CUSTOMERS REPORT

The screenshot shows the software interface for generating a Suppliers/Customers Report. The sidebar menu on the left has 'Inventory Reports' expanded, and 'Master Reports' is selected. Under 'Master Reports', 'Item Account' is selected, and 'Suppliers/Customers' is highlighted. The main area shows a 'Payee Type' dropdown menu with options: '<-All-->', 'Active' (selected), 'Inactive', 'All', 'All date', and 'Selected Date'. Below this is a 'Key words' input field. At the bottom, there are fields for 'Main Heading' (Municipal Council) and 'Sub Heading' (Dehiwal), and a 'View Report' button. A 'PDF Format' checkbox is also present.

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