

User Guide

05.05 Inventory control Management and stores-MA-200-Stores and Inventory-Issue Note 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

Issue Notes (Stores and Inventory)

(Quick user Guide)

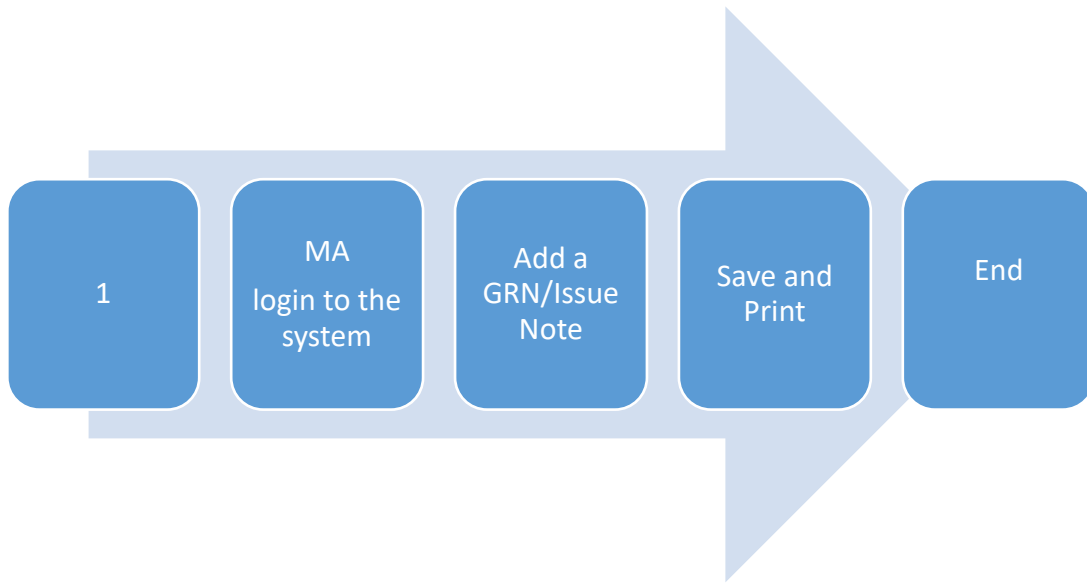


Store Inventories

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

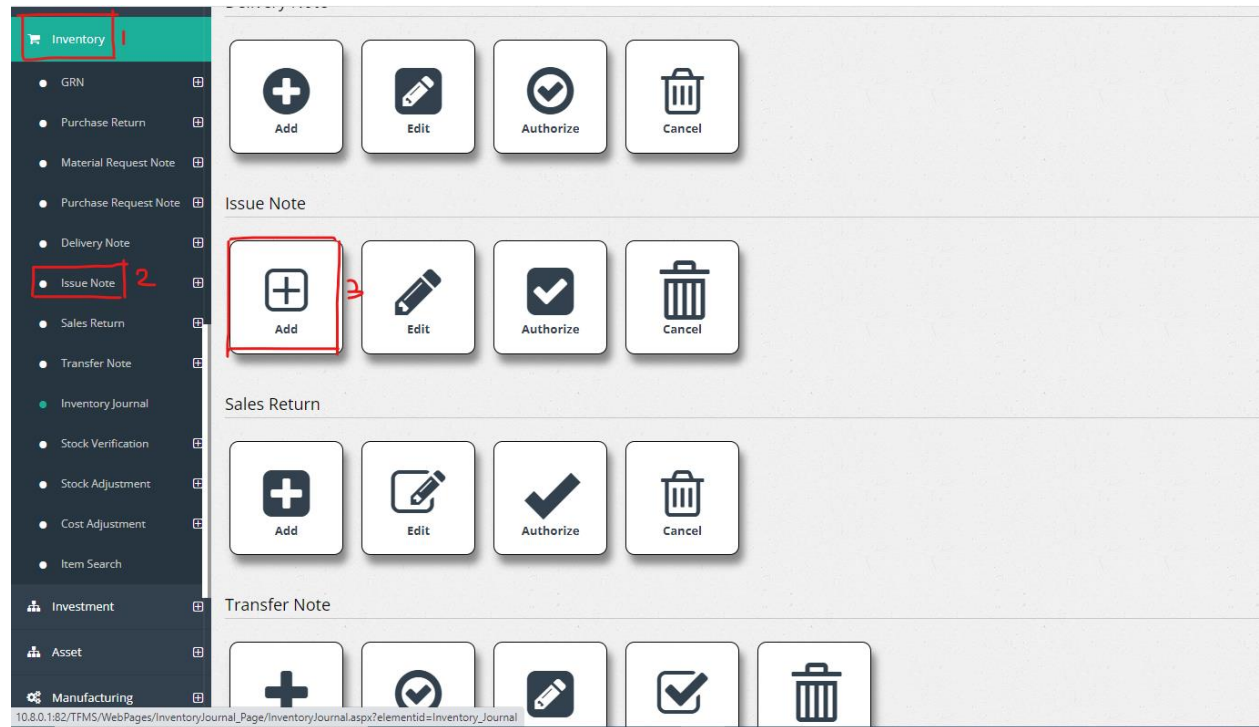
☐ Advanced Options

Log In



Issue Notes

4. STEP 5: ADD ISSUE NOTES



1. Under the option inventory
2. Under the option issue note
3. Click the Add option

ISSUE NOTE

Issue Note ID 2968	Entered Date 4/8/2022	Save Print and Save USE MRN Exit
Issue Note No 2441	Serial NO 2441	
Transaction Date 4/8/2022	Work Order No	
Description		
Store General Stores	Department Code <Select>	Account Code <Select>
Issued Location Municipal Engineering		
Related Asset		
Recieved By Add Recieved person		

1. Issue Note ID : ID is auto filled
2. Entered Date : Select the entered date
3. Issue Note No : Number is auto filled
4. Serial No. : Number is auto filled
5. Transaction Date : Date is auto filled
6. Work Order No : Enter the purchase order number
7. Description : Enter description if there
8. Store : Select the relevant store (Mechanical engineering stores)
9. Department code : Select the relevant department code
10. Account code : Select the relevant account code
11. Issued Location: Select the location (Mechanical engineering department)
12. Related asset : Enter the related asset
13. Received By : Enter the received user

Item Details | Summarize

Item	Batch	Description	Unit	Unit Price	Quantity/Free Quantity	Total Tax/Tax Recivable	Discount	Line No	Balance
>>				0.00	0.00	0.00	0.00	1	---
					0.00				

+ -

Barcode/ItemCode 4 Quantity 5 Unit Price 6

Total Discount 7

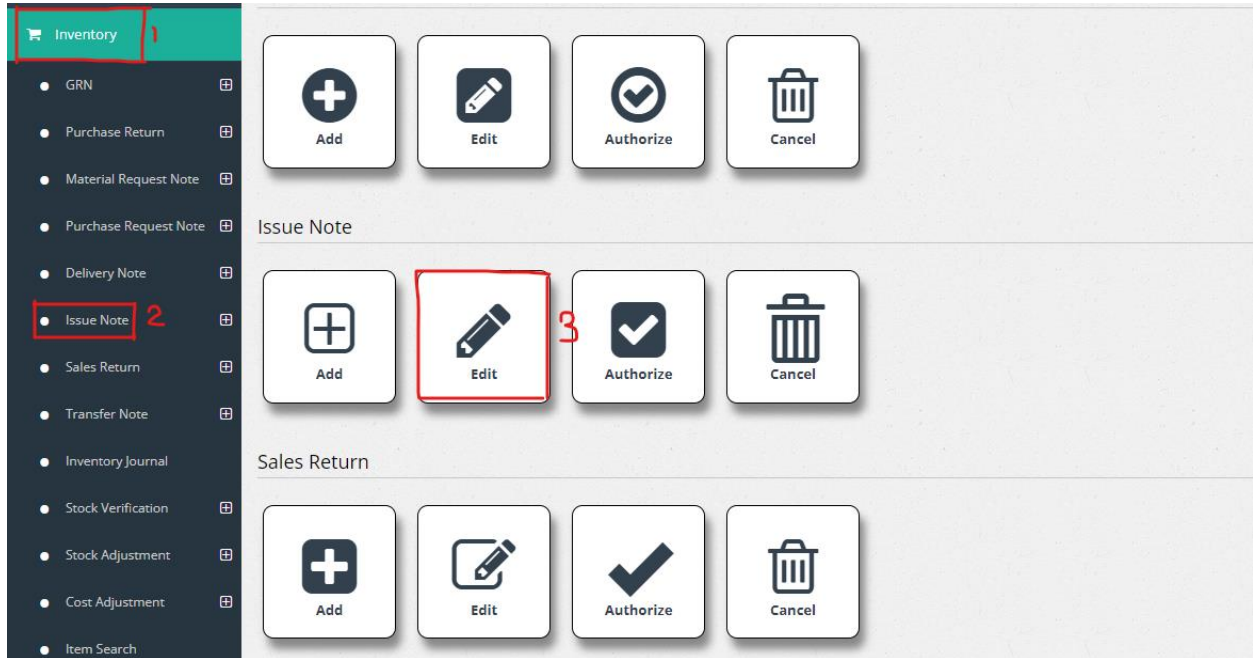
Print and Save 8 Save

Printing Formats
 Format_GRN.rpt
 Format_GRN_CAASL.rpt
 Format_GRN_TVEC.rpt

Total Price

1. Item details : Enter the relevant item details
2. Click to add new item row
3. Click to delete an item row
4. Barcode/ItemCode : Enter the relevant barcode or item code
5. Quantity : Enter the item quantity
6. Unit Price : Enter the unit price
7. Click to print and save item details
8. Click to save Issue Notes

5. STEP 6: EDIT ISSUE NOTES



1. Under the option inventory
2. Under the option issue note
3. Click the Edit option

ISSUE NOTE DETAIL

Search By 1 ID Search For 2 Q S

From 3 4/8/2022 To 4 4/8/2022

+ 6

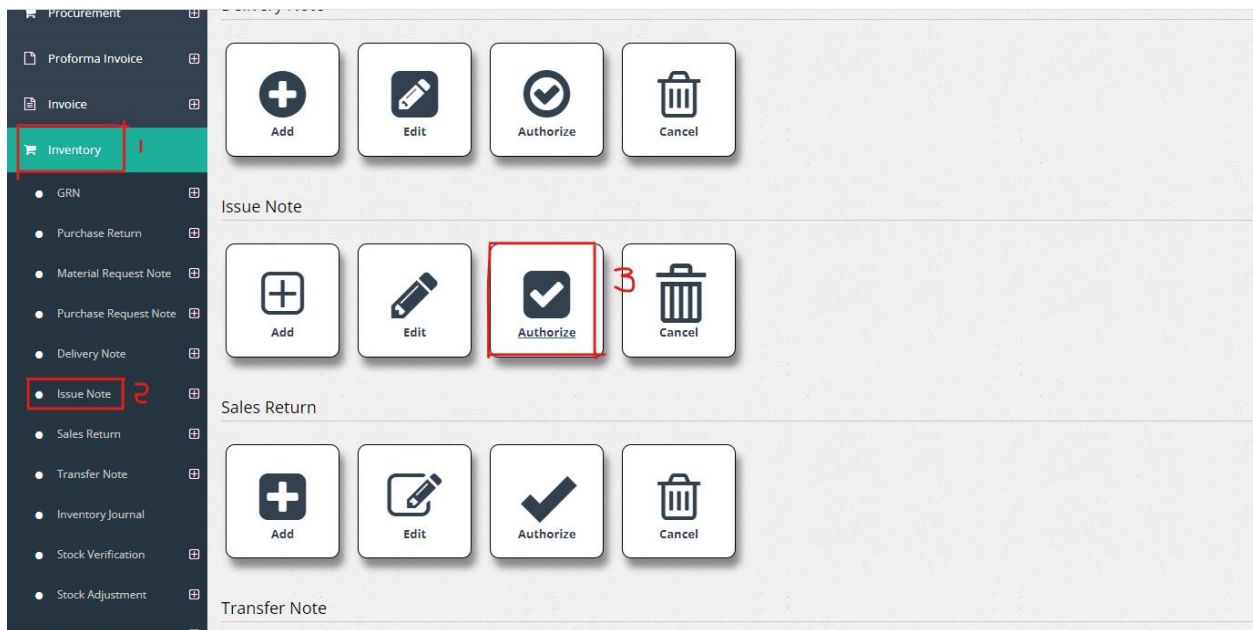
NO	Serial NO	Date	Payee	Description	View
2387	2387	02/03/2022	De	Issur number 31640	View
2388	2388	04/03/2022	K.D	Issue Number 26840	View
2389	2389	04/03/2022	K.D	Issue Number 26843	View
2390	2390	02/03/2022	De	Issue No: 33828	View
2391	2391	02/03/2022	De	Issue No: 25046	View
2392	2392	02/03/2022	De	Issue No: 21835	View
2393	2393	04/03/2022	Nil	Issue No: 32911	View
2394	2394	04/03/2022	Nil	Issue No: 34880	View

7

Save Exit

1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Click to search issue notes
6. Click to add a new issue note

6. STEP 7: AUTHORIZE ISSUE NOTE



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

ISSUE NOTE AUTHORIZE

Search By ID Search For

From 4/7/2022 To 4/7/2022

☒ Show Unauthorized Records ☐ Show Authorized Records

☐ Select All

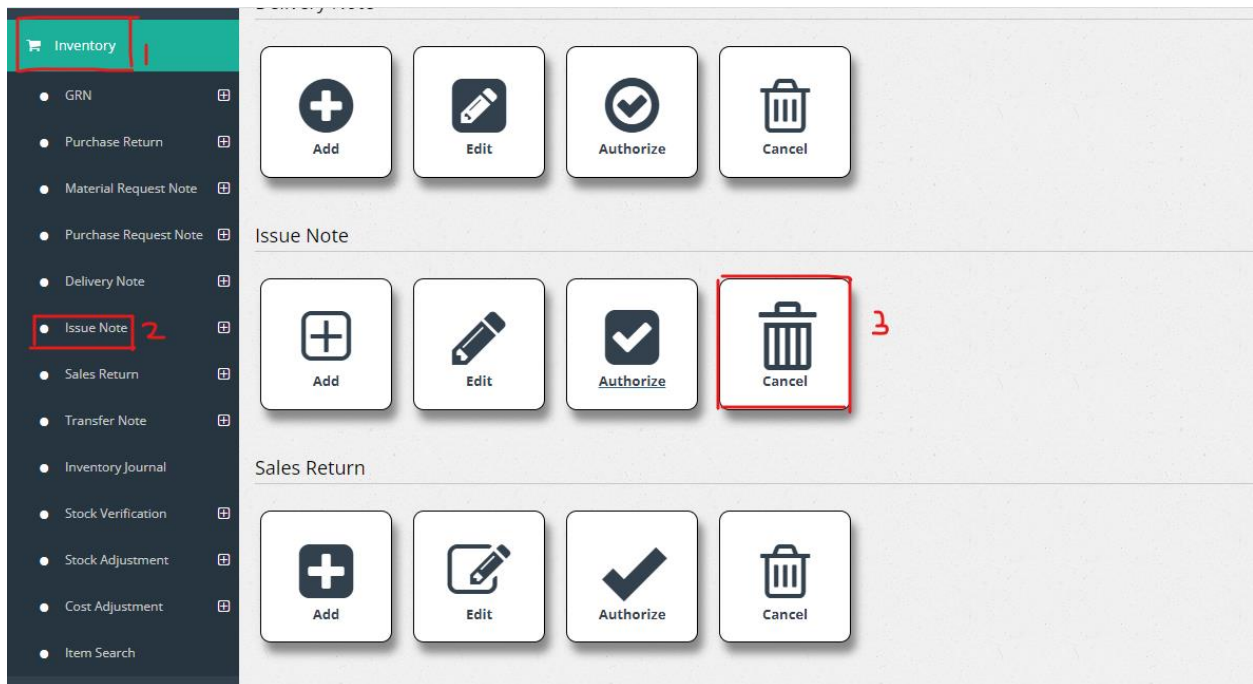
Select	ID	Serial NO	Date	Payee	Description	View
☐	2387	2387	02/03/2022	Def	Issur number 31640	View
☐	2388	2388	04/03/2022	K.D	Issue Number 26840	View
☐	2389	2389	04/03/2022	K.D	Issue Number 26843	View
☐	2390	2390	02/03/2022	Def	Issue No: 33828	View
☐	2391	2391	02/03/2022	Def	Issue No: 25046	View
☐	2392	2392	02/03/2022	Def	Issue No: 21835	View
☐	2393	2393	04/03/2022	Nlr	Issue No: 32911	View
☐	2394	2394	04/03/2022	Pub	Issue No: 24859	View
☐	2395	2395	04/03/2022	M.C	Issue No: 20265	View
☐	2396	2396	04/03/2022	Def	Issue No: 29803	View

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



1. Click to save authorized issue notes

7. STEP 8: CANCEL ISSUE NOTE



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

ISSUE NOTE CANCEL

Search By ① ①

Search For ② ② ⑦

From ③ ③

To ④ ④

☐ Select All ⑤

Select	ID	Serial NO	Date	Payee	Description	View
☐	2387	2387	02/03/2022	De	Issur number 31640	View
☐	2388	2388	04/03/2022	K.	Issue Number 26840	View
☐	2389	2389	04/03/2022	K.	Issue Number 26843	View
☐	2390	2390	02/03/2022	De	Issue No: 33828	View
☐	2391	2391	02/03/2022	De	Issue No: 25046	View
☐	2392	2392	02/03/2022	De	Issue No: 21835	View
☐	2393	2393	04/03/2022	Ni	Issue No: 32911	View
☐	2394	2394	04/03/2022	Pa	Issue No: 24859	View
☐	2395	2395	04/03/2022	M.	Issue No: 20265	View
☐	2396	2396	04/03/2022	De	Issue No: 29803	View

⑥

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