

User Guide

05.09 Inventory control Management and stores-MA-204-Stores and Inventory- Purchase Request 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

2. TABLE OF CONTENTS

Page No.

1.	Revision History	2
2.	TABLE OF CONTENTS.....	2
3.	The Process	4
4.	Step 2: Add Purchase Request Note	5
5.	Step 3: Edit Purchase Request Notes.....	8
6.	Step 4: Authorize purchase request note	10
7.	Step 5: Cancel GRNs	12



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Purchase Request note (Stores and Inventory)

(Quick user Guide)

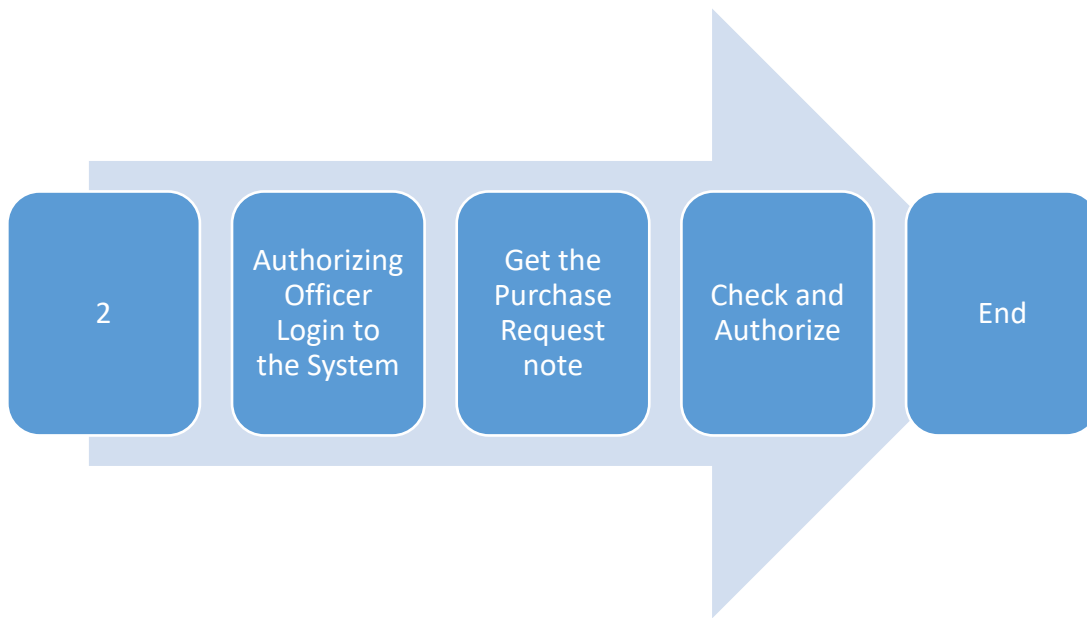
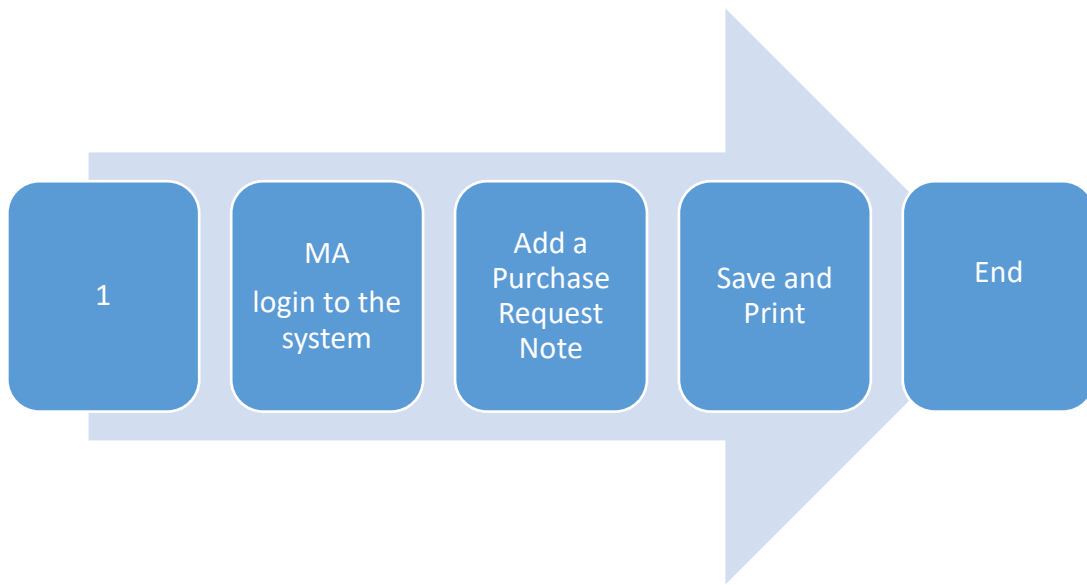


Store Inventories

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



4. STEP 2: ADD PURCHASE REQUEST NOTE

The screenshot shows the system interface with the following elements:

- Inventory Menu (Left):** A list of menu items including GRN, Purchase Return, Material Request Note, Purchase Request Note (highlighted with a red box and number 1), Delivery Note (with a red number 2), Issue Note, Sales Return, Transfer Note, Inventory Journal, Stock Verification, Stock Adjustment, Cost Adjustment, Item Search, and Investment.
- Main Area:** A section titled 'Material Request Note' with four buttons: Add, Edit, Authorize, and Cancel. Below this is a section titled 'Purchase Request Note' with four buttons: Add (highlighted with a red box and number 3), Edit, Authorize, and Cancel. At the bottom is a section titled 'Delivery Note' with four buttons: Add, Edit, Authorize, and Cancel.

10.8.0.1.82/TFMS/WebPages/RequestNote_Page/RequestNoteDetail.aspx?Mode=3&SourceType=2&elementid=Pur_PRN_Cancel

1. Under the option inventory
2. Under the option Purchase Request note
3. Click the Add option

PURCHASE REQUEST NOTE

ID 2116	1	EnterDate 4/7/2022	2	Save Print and Save USE MRN Exit
Number 1	3	TransDate 4/7/2022	4	
Request By	5	DueDate 4/7/2022	6	
Description	7	Department Code <-Select->	8	
Ignore Tender Process ☐	9			
Request Store Electricity_main	10			

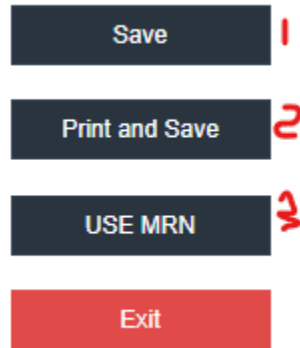
1. ID : ID is auto filled
2. Entered Date : Select the entered date
3. Number : Number is auto filled
4. TransDate. : Enter the transfer date
5. Request By : Enter the user who requested
6. DueDate : Enter the due date
7. Description : Enter description if there
8. Department code : Select the relevant department code
9. Put the tick if want to ignore the tender process
10. Request Store : Select the store which requested

Details

LineNo	Item	Description	Unit	Quantity	Bal. Qty
Select 1				0	0

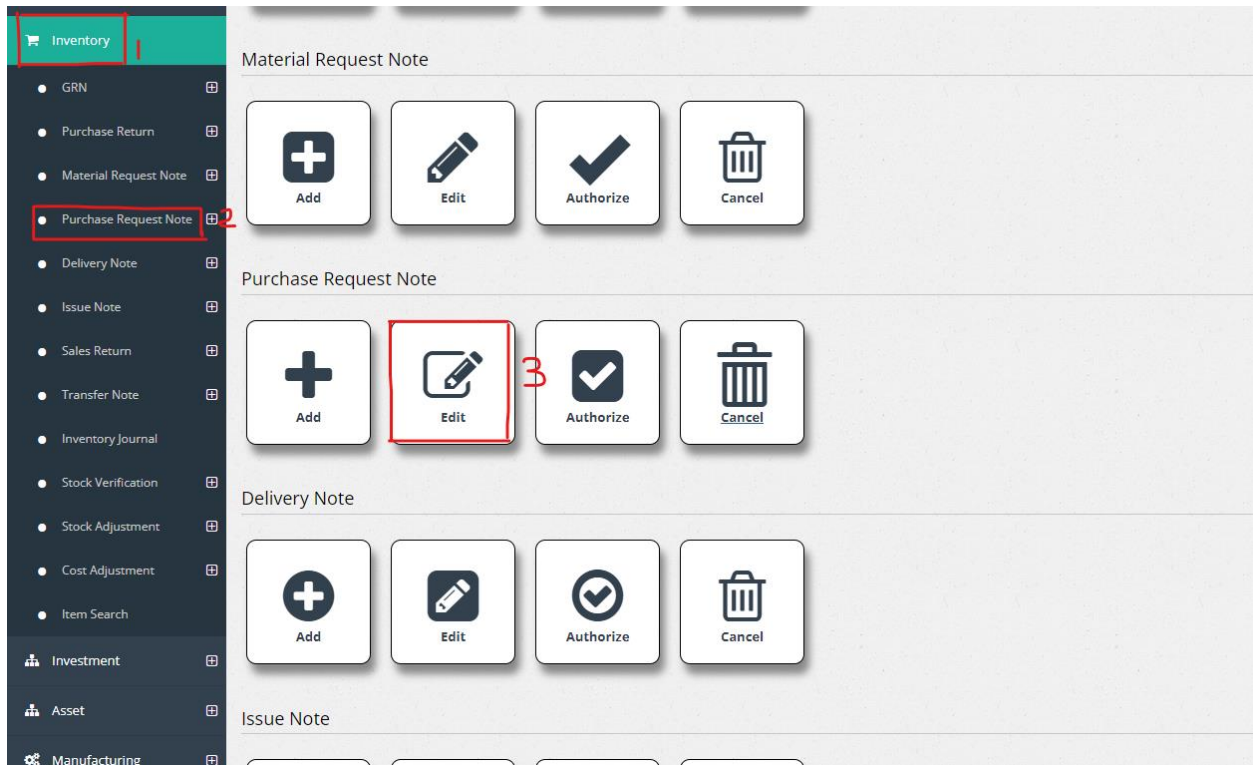
Format_RNP.rpt

1. Details : Enter the details of the items
2. Click to add new item row
3. Click to delete an item row

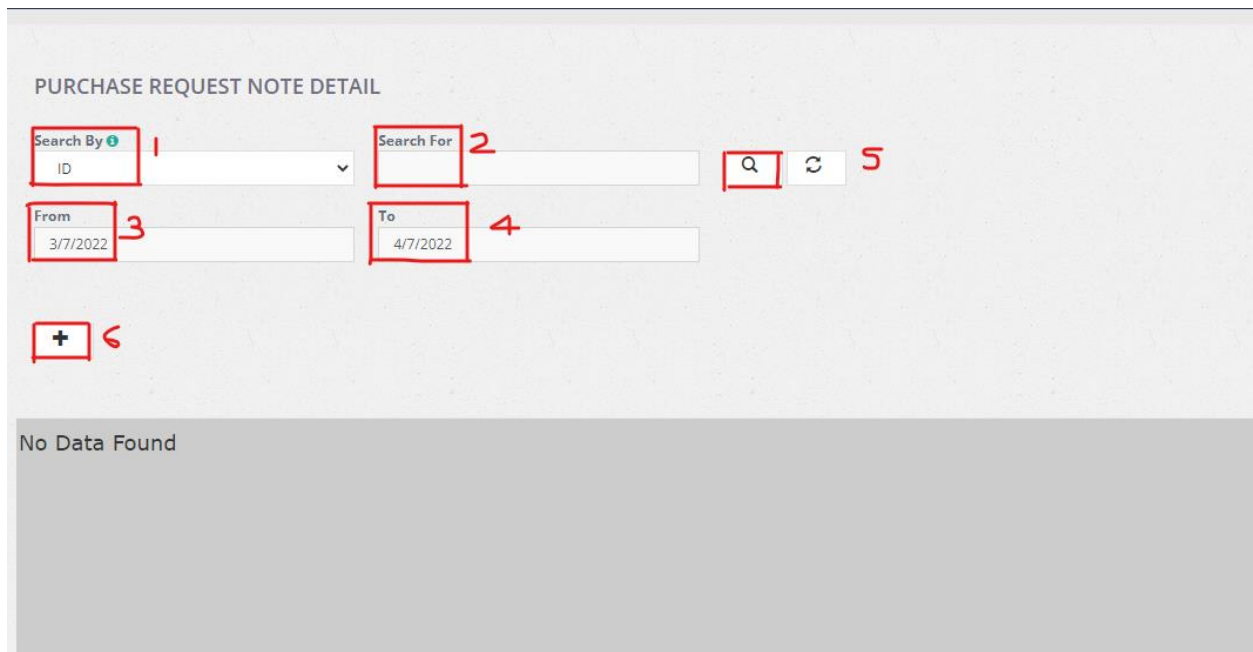


1. Click to save the purchase request notes
2. Click to save and print the purchase request notes
3. Click to use material request notes for purchase request notes

5. STEP 3: EDIT PURCHASE REQUEST NOTES



1. Under the option inventory
2. Under the option Purchase request note
3. Click the Edit option



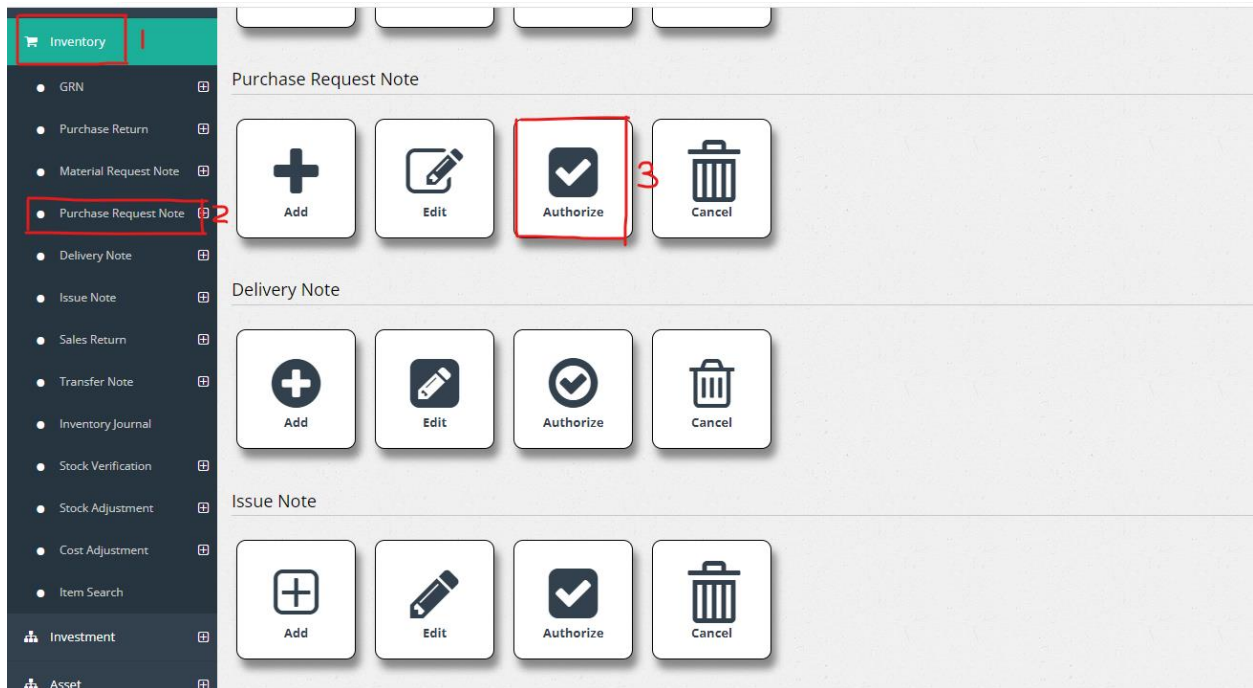
1. Search by : select a category to search issue notes

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 GRNs
6. Click to add a new GRN



1. Click to save edited purchase request note

6. STEP 4: AUTHORIZE PURCHASE REQUEST NOTE



1. Under the option inventory
2. Under the option Purchase Request note
3. Click the Authorize option

PURCHASE REQUEST NOTE AUTHORIZE

Search By

From To

☒ Unauthorized ☐ Authorized

☐ Select All

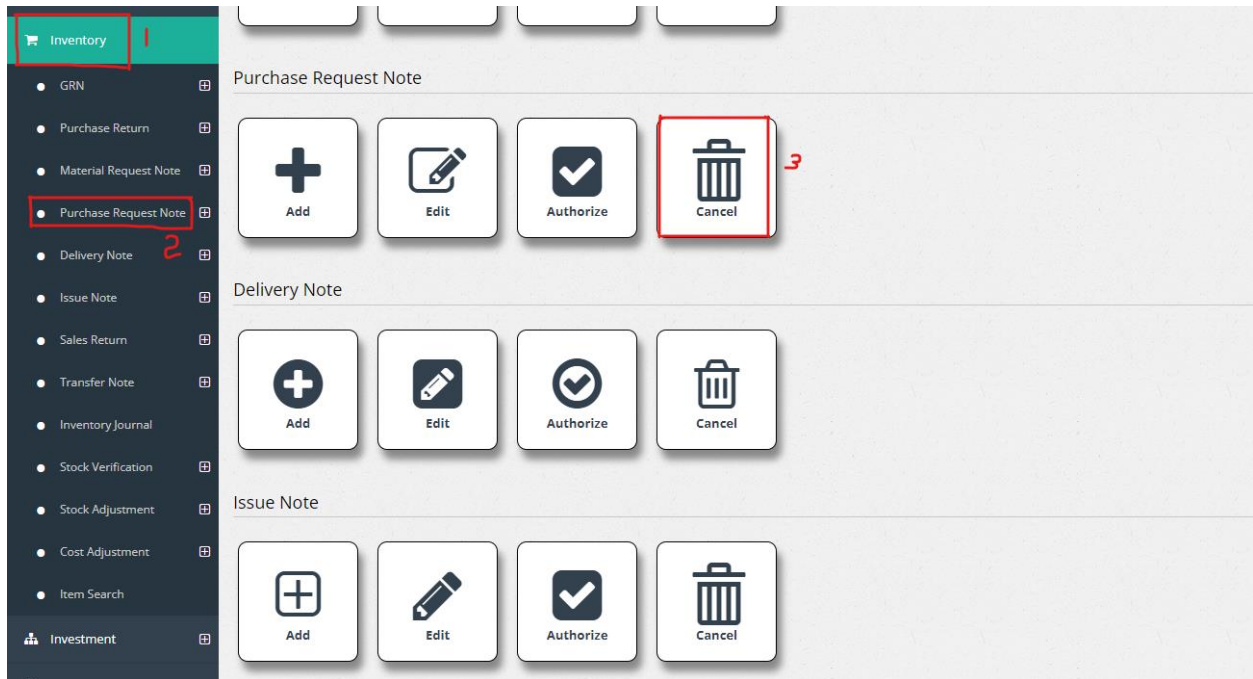
No Data Found

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

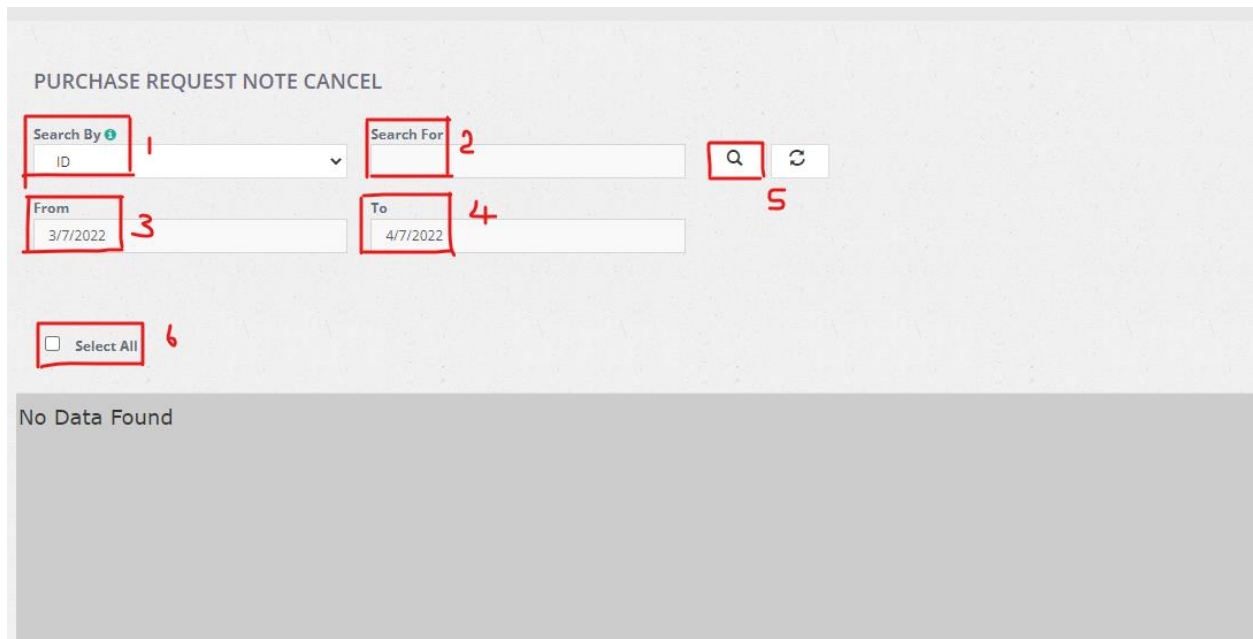


1. Click to save authorized purchase request notes

7. STEP 5: CANCEL GRNS



1. Under the option inventory
2. Under the option Purchase Request Note
3. Click the Cancel option



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 GRNs
6. Click to select all GRNs



2. Click to save canceled GRNs