

User Guide

05.10 Inventory control Management and stores-MA-216-Electrical Store 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

Electrical Stores (Electrical Engineering)

(Quick user Guide)

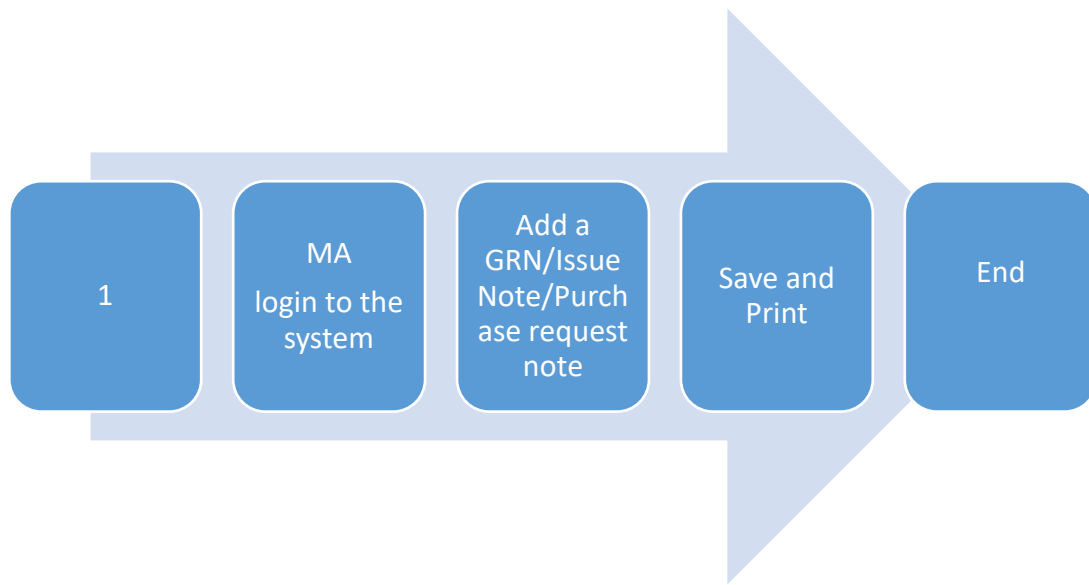


Store Inventories

Inventories, Issuances,
Transfers, Recommendation
for Purchasing, Fuel

[READ MORE](#)

THE PROCESS



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

Log In to your account

Username

Password

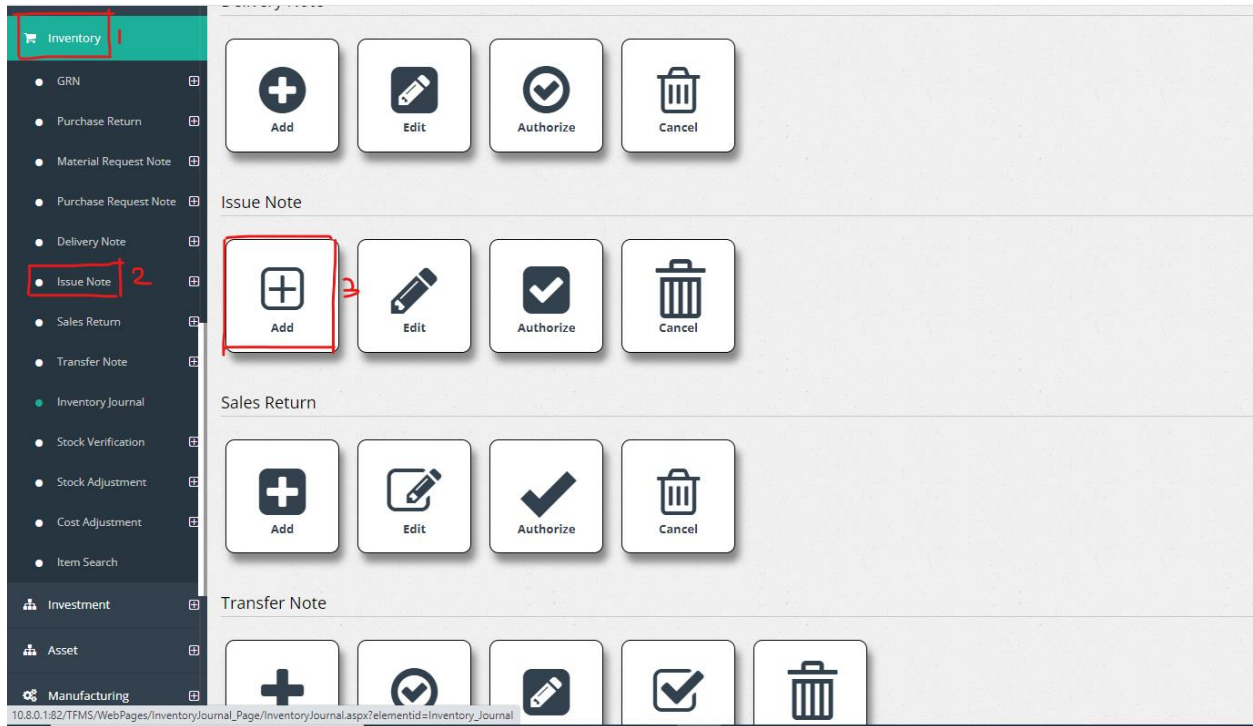
☐ Advanced Options

Log In



ISSUE NOTES

3. STEP 2: 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 (Electrical engineering stores)
9. Department code : Select the relevant department code
10. Account code : Select the relevant account code
11. Issued Location: Select the location (Electrical 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				

2 3

+ -

Barcode/ItemCode 4 Quantity 5 Unit Price 6

Total Discount 7

Print and Save 8 Save

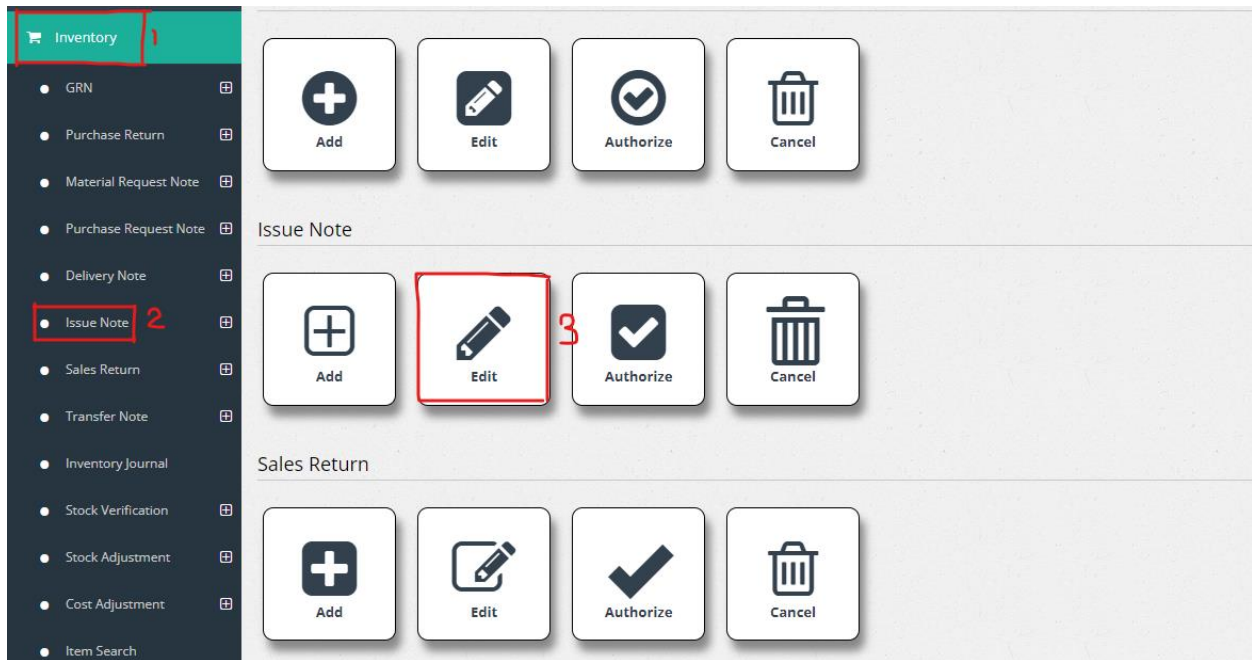
Total Price

Printing Formats

- Format_GRN.rpt
- Format_GRN_CAASL.rpt
- Format_GRN_TVEC.rpt

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 quatity
6. Unit Price : Enter the unit price
7. Click to print and save item details
8. Click to save Issue Notes

4. STEP 3: 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 S

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

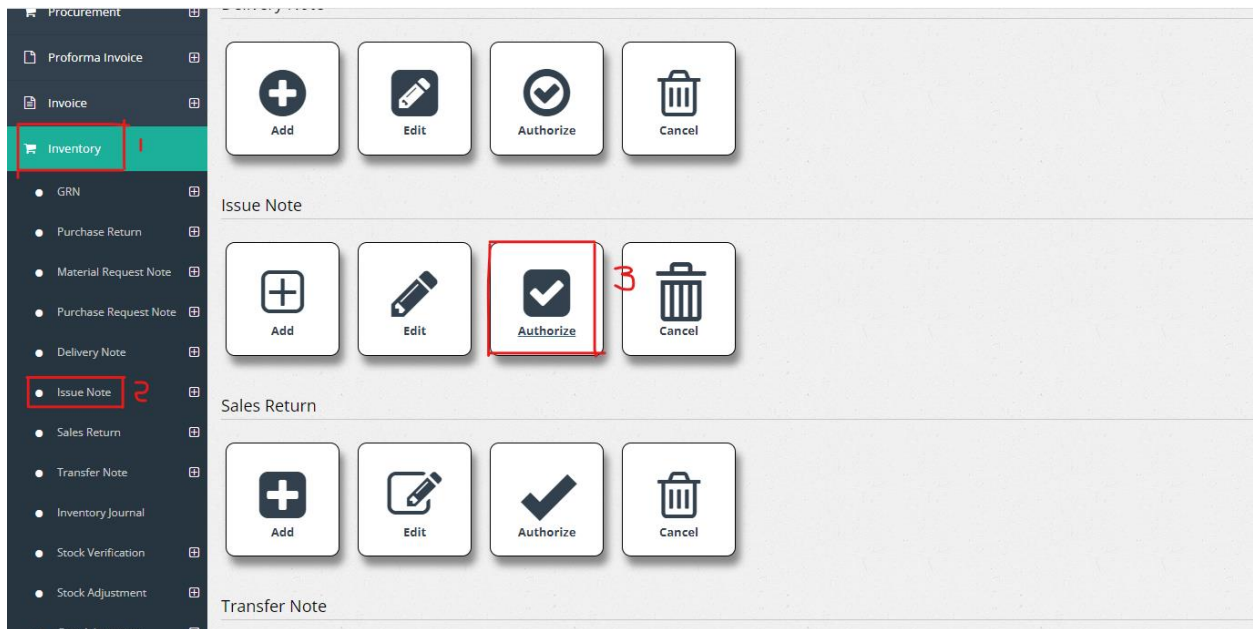
6

No Data Found

7

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

5. STEP 4: AUTHORIZE ISSUE NOTE



1. Under the option inventory
2. Under the option Issue Note

3. Click the Authorize option

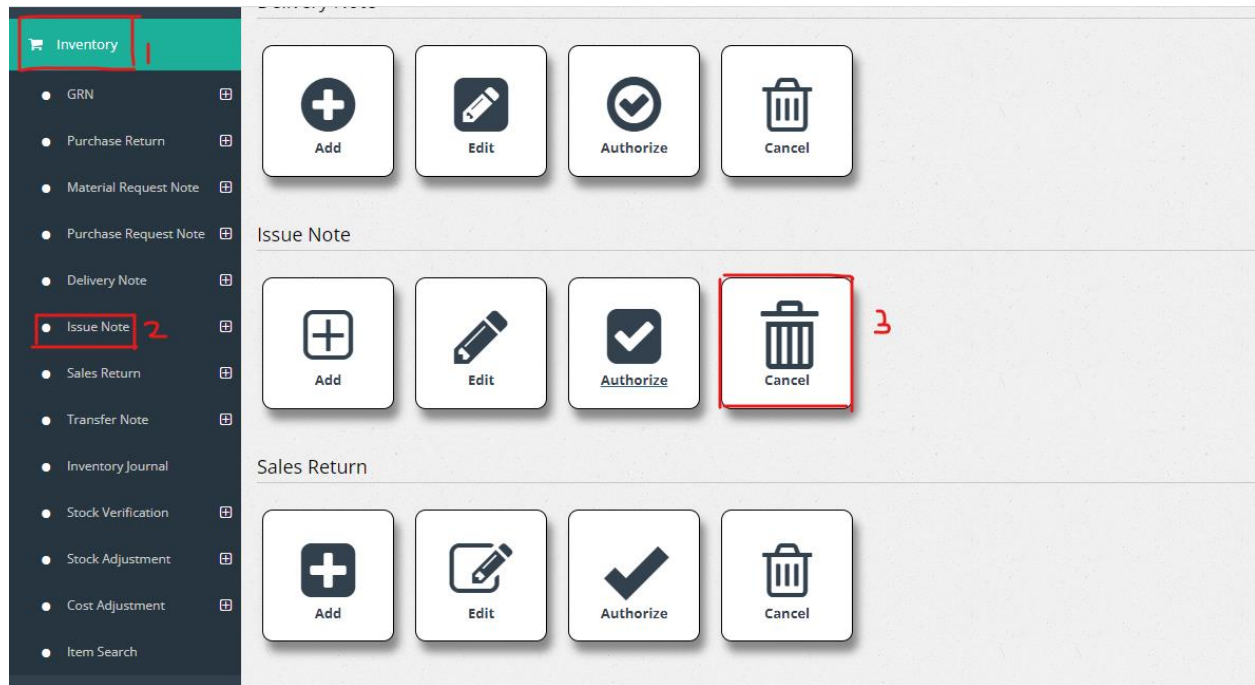
The screenshot shows the 'ISSUE NOTE AUTHORIZE' form. It includes a 'Search By' dropdown menu with 'ID' selected (annotated with a red box and '1'), a 'Search For' text input field (annotated with a red box and '2'), and a search button with a magnifying glass icon (annotated with a red box and '6'). Below these are 'From' and 'To' date pickers, both showing '4/7/2022' (annotated with red boxes and '3' and '4' respectively). There are two radio buttons: 'Show Unauthorized Records' (selected, annotated with a red box and '5') and 'Show Authorized Records'. At the bottom is a 'Select All' checkbox (annotated with a red box). The main content area below the form is a large grey rectangle with the text '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. Put the tick on relevant option
6. Click to search issue notes
7. Click to select all issue notes

The screenshot shows the bottom section of the application. It features a 'Save' button (annotated with a red box and '1') and an 'Exit' button. Below these is a 'Printing Formats' section with a dropdown menu showing 'Format_ISN.rpt'.

1. Click to save authorized issue notes

6. STEP 5: 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 ID 1

Search For 2

From 3 4/8/2022

To 4 4/8/2022

☐ Select All 5

No Data Found

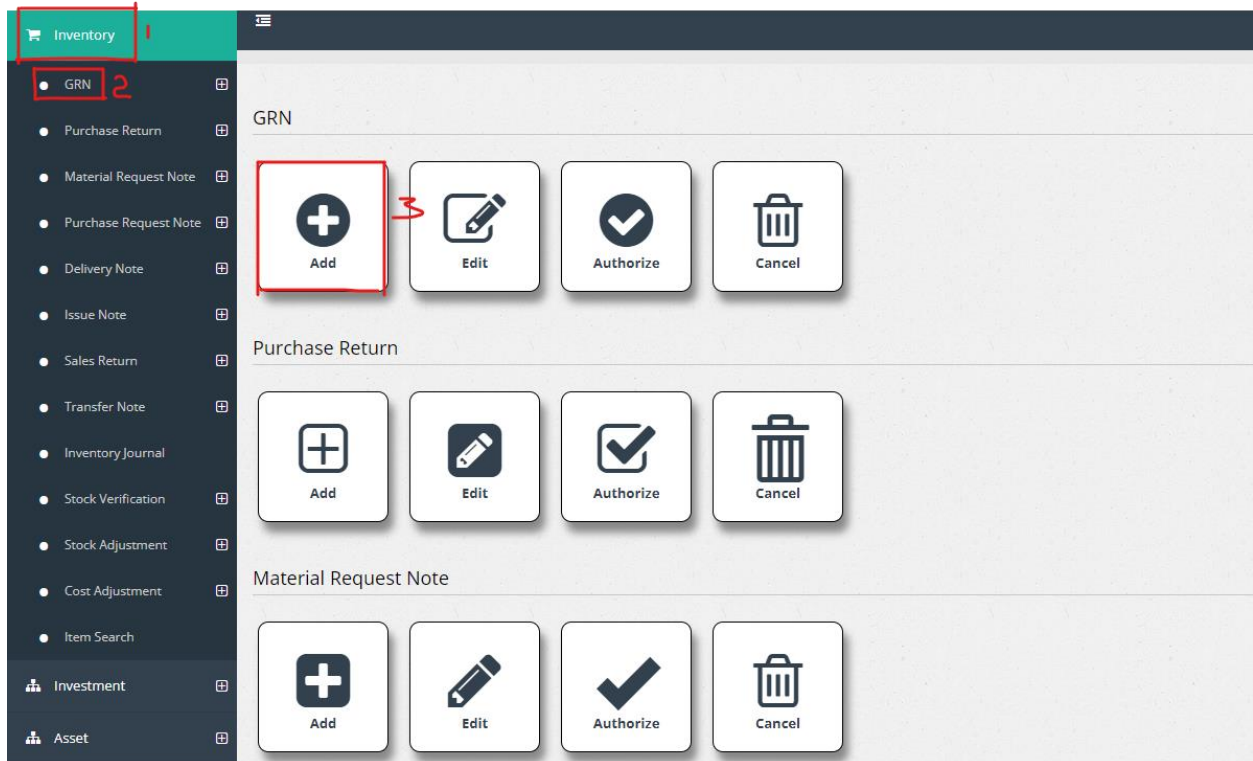
Save 6 Exit

7

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

GRNs

7. STEP 6: ADD GRN



1. Under the option inventory
2. Under the option GRN
3. Click the Add option

GOOD RECEIVED NOTE

GRN ID 2968	Entered Date 4/7/2022	Save Print and Save USE PO Exit
GRN No 380	Serial NO 380	
Transaction Date 4/7/2022	PO Number	
Description		
Store General Stores	Department Code <-Select->	
Parent Asset [To add components to an existing asset]		
Invoice No	Invoice Date	
Supplier Name Add Supplier		

1. GRN ID : ID is auto filled
2. Entered Date : Select the entered date
3. GRN No : Number is auto filled
4. Serial No. : Number is auto filled
5. Transaction Date : Date is auto filled
6. PO No : Enter the purchase order number
7. Description : Enter description if there
8. Store : Select the relevant store
9. Department code : Select the relevant department code
10. Parent Asset: Add the components to an existing asset
11. Invoice No : Enter the invoice number
12. Invoice date : Enter the invoice date
13. Supplier Name : Enter the supplier's name

Item Details | Summarize

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

2 3

+ -

Barcode/ItemCode 4 Quantity 5 Unit Price 6

Total Discount 7

Print and Save 7 Save 8

Total Price

Printing Formats

- Format_GRN.rpt
- Format_GRN_CAASL.rpt
- Format_GRN_TVEC.rpt

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 quatity
6. Unit Price : Enter the unit price
7. Click to print and save item details
8. Click to save GRNs

Save 1

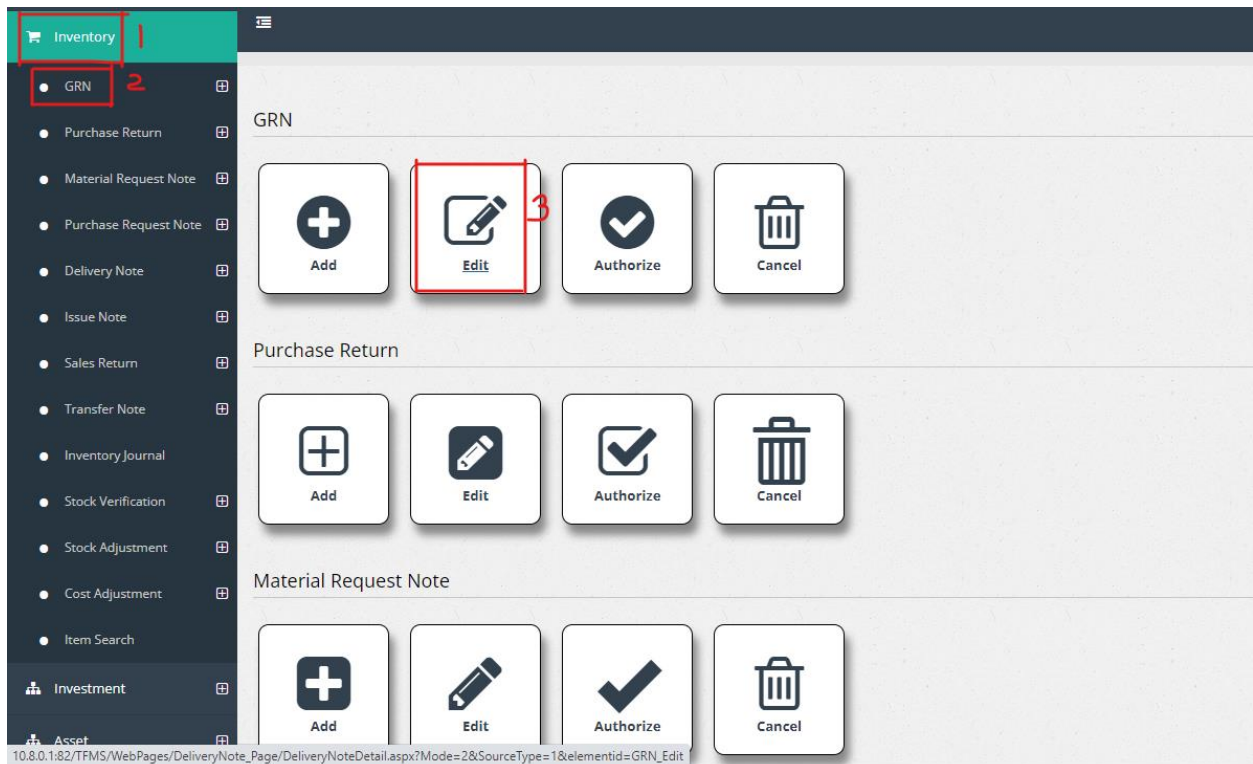
Print and Save 2

USE PO 3

Exit

1. Click to save the GRNs
2. Click to save and print the GRNs
3. Click to use purchase orders for GRNs

8. STEP 7: EDIT GRN



1. Under the option inventory
2. Under the option GRN
3. Click the Edit option

GOOD RECEIVED NOTE DETAIL

Search By 1 Search For 2 Q 6

From 3 To 4

Location 5 <-Select-->

+ 7

No Data Found

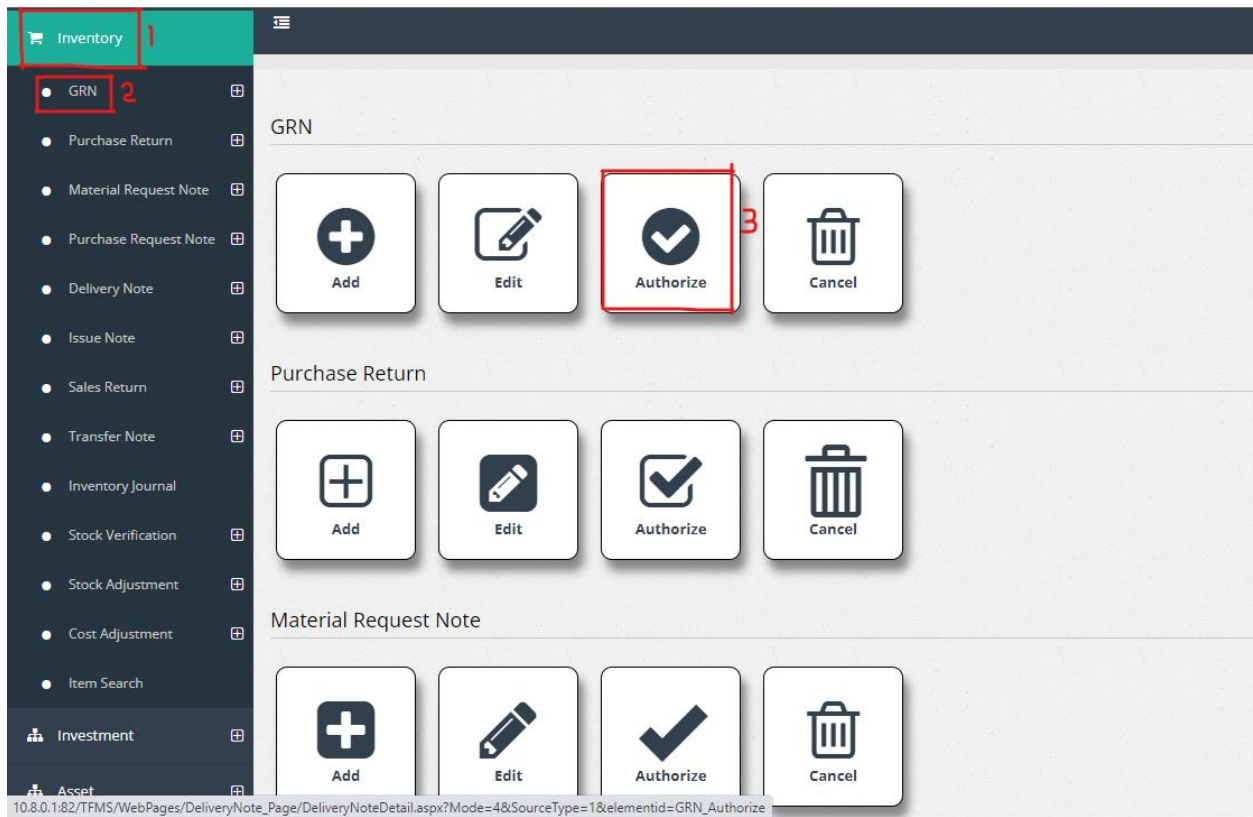
1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Location : Select the relevant location
6. Click to search GRNs
7. Click to add a new GRN

Save Exit

Printing Formats

1. Click to save edited GRN

9. STEP 8: AUTHORIZE GRNS



4. Under the option inventory
5. Under the option GRN
6. Click the Authorize option

GOOD RECEIVED NOTE AUTHORIZE

Search By 1 ID 2 Search For 3 4

From 3 4/7/2022 4 To 4 4/7/2022

Location 5 <-Select->

☒ Show Unauthorized Records 7
☐ Show Authorized Records

☐ Select All 8

No Data Found

8. Search by : select a category to search issue notes
9. Search For : Enter the details to the relevant selected category
10. From : Select the date from which
11. To : Select the date to which
12. Location : Select the relevant location
13. Click to search GRNs
14. Put the tick on relevant option
15. Click to select all issue GRNs

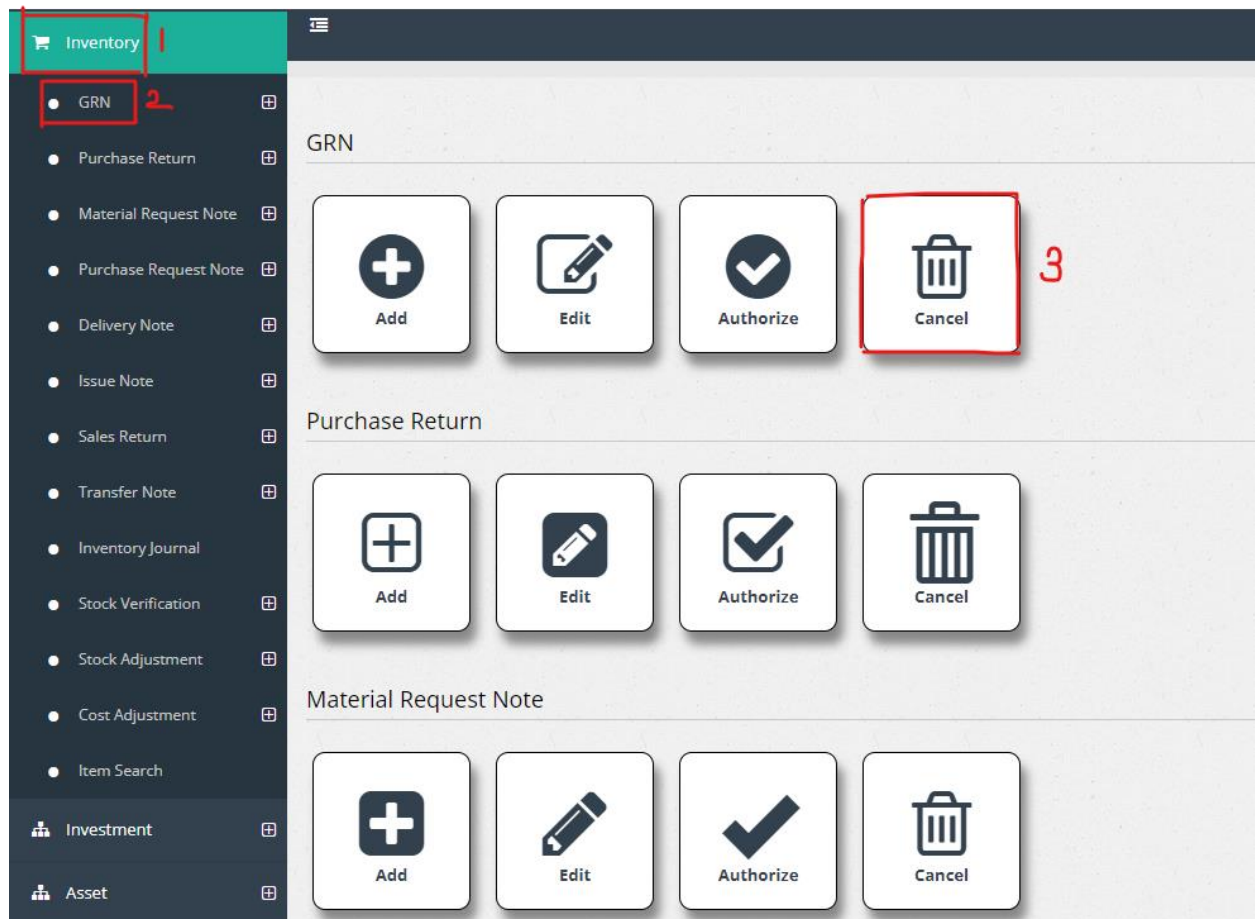
1 4 Save Exit

Printing Formats

Format_ISN.rpt

2. Click to save authorized GRNs

10.STEP 9: CANCEL GRNS



1. Under the option inventory
2. Under the option GRN
3. Click the Cancel option

GOOD RECEIVED NOTE CANCEL

Search By  1 ID

Search For 2

From 3 4/7/2022

To 4 4/7/2022

Location  5 <-Select->

☐ Select All 7

No Data Found

 6

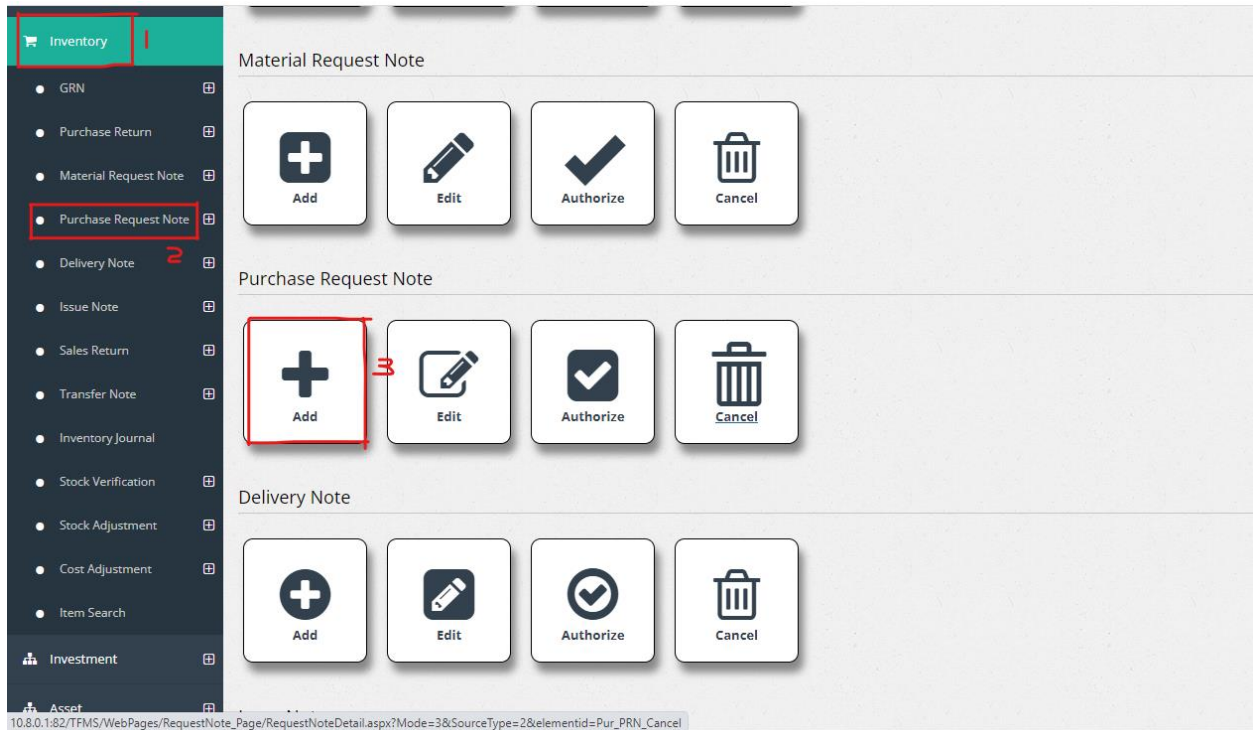
1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Location : Select the relevant location
6. Click to search GRNs
7. Click to select all GRNs



3. Click to save canceled GRNs

Purchase Request Notes

11.STEP 10: ADD PURCHASE REQUEST NOTE



4. Under the option inventory
5. Under the option Purchase Request note
6. 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			

14. ID : ID is auto filled
15. Entered Date : Select the entered date
16. Number : Number is auto filled
17. TransDate. : Enter the transfer date
18. Request By : Enter the user who requested
19. DueDate : Enter the due date
20. Description : Enter description if there
21. Department code : Select the relevant department code
22. Put the tick if want to ignore the tender process
23. Request Store : Select the store which requested

Details 1

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

2 3

+ -

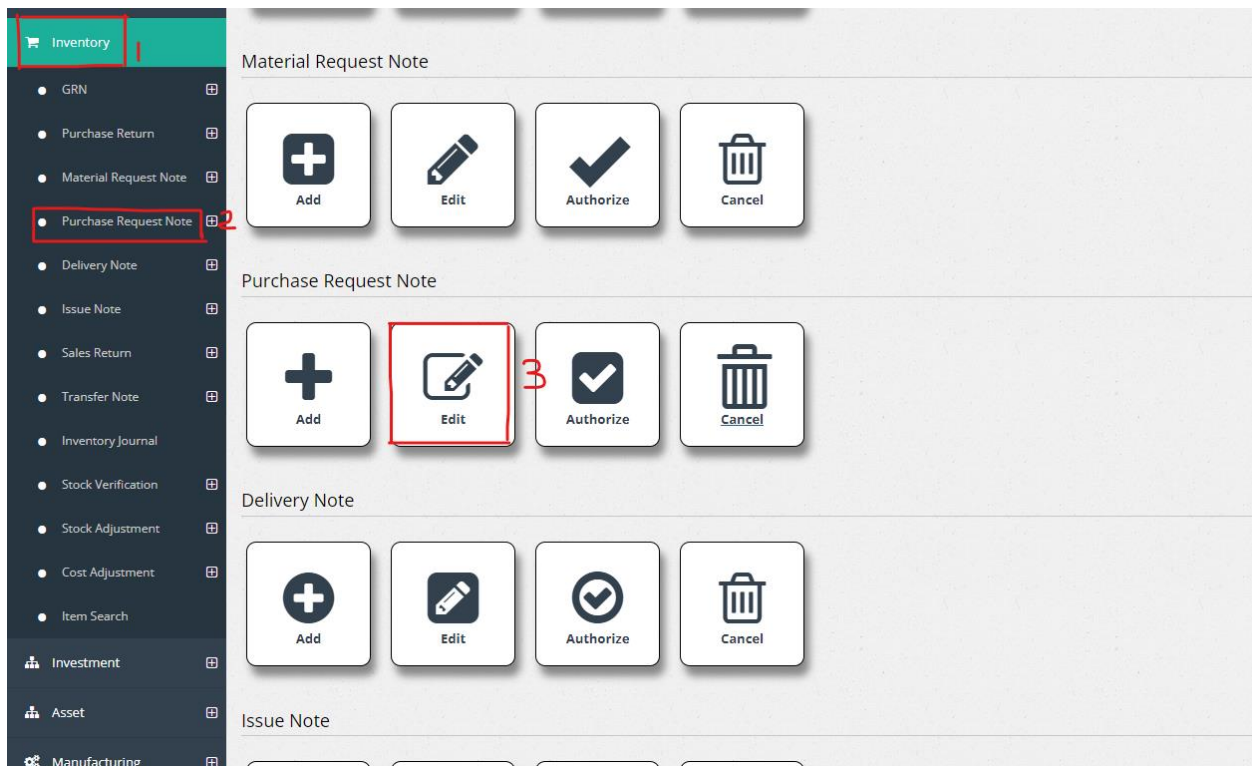
Format_RNP.rpt

9. Details : Enter the details of the items
10. Click to add new item row
11. Click to delete an item row



4. Click to save the purchase request notes
5. Click to save and print the purchase request notes
6. Click to use material request notes for purchase request notes

12.STEP 11: EDIT PURCHASE REQUEST NOTES



4. Under the option inventory
5. Under the option Purchase request note

6. Click the Edit option

PURCHASE REQUEST NOTE DETAIL

Search By ¹ ID Search For ² ⁵

From ³ 3/7/2022 To ⁴ 4/7/2022

⁶

No Data Found

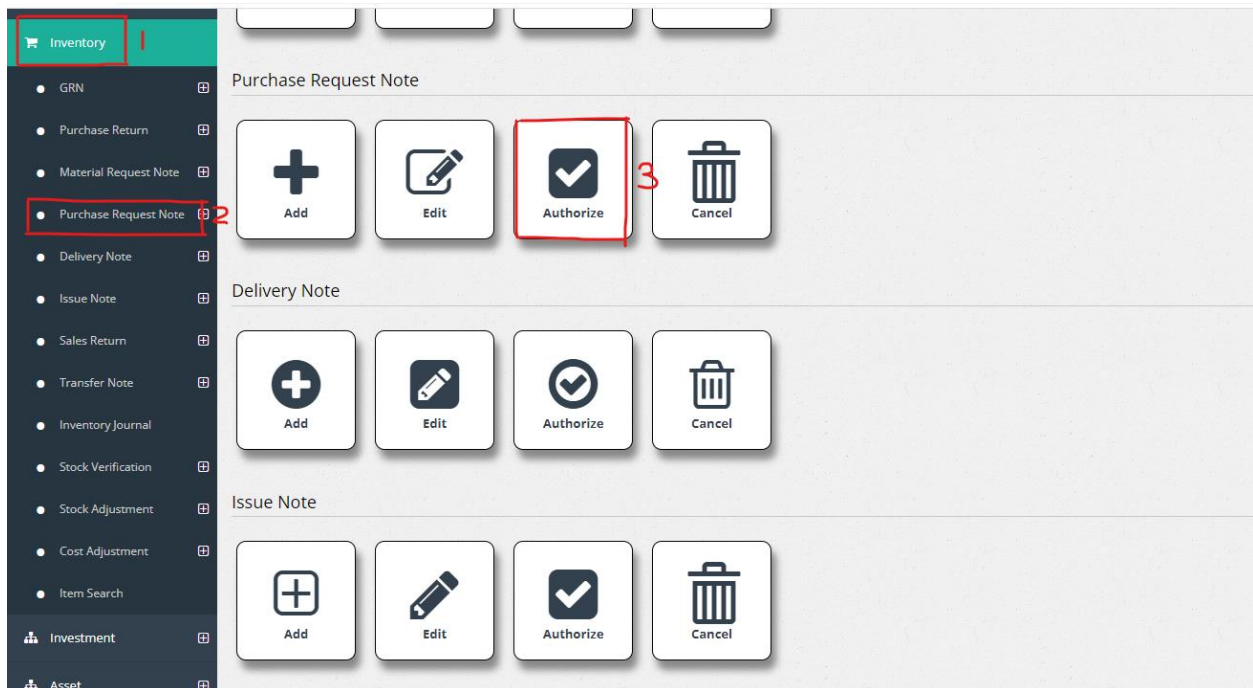
8. Search by : select a category to search issue notes
9. Search For : Enter the details to the relevant selected category
10. From : Select the date from which
11. To : Select the date to which
12. Click to search GRNs
13. Click to add a new GRN

Printing Formats

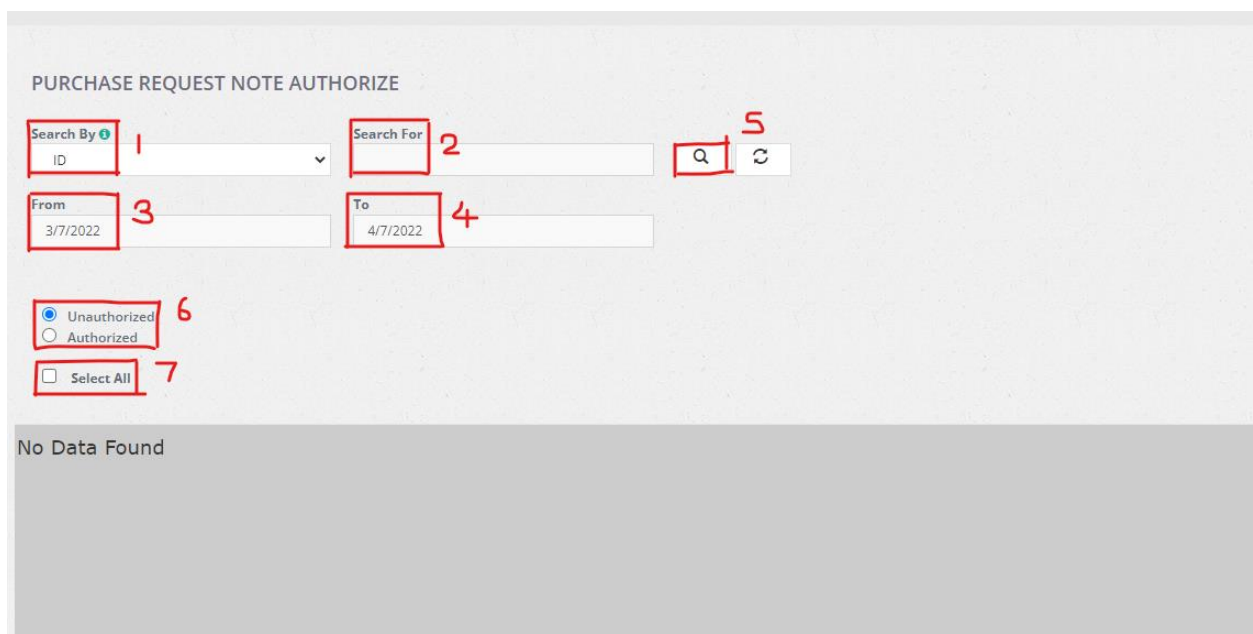
Format_ISN.rpt

2. Click to save edited purchase request note

13. STEP 12: AUTHORIZE PURCHASE REQUEST NOTE



7. Under the option inventory
8. Under the option Purchase Request note
9. Click the Authorize option

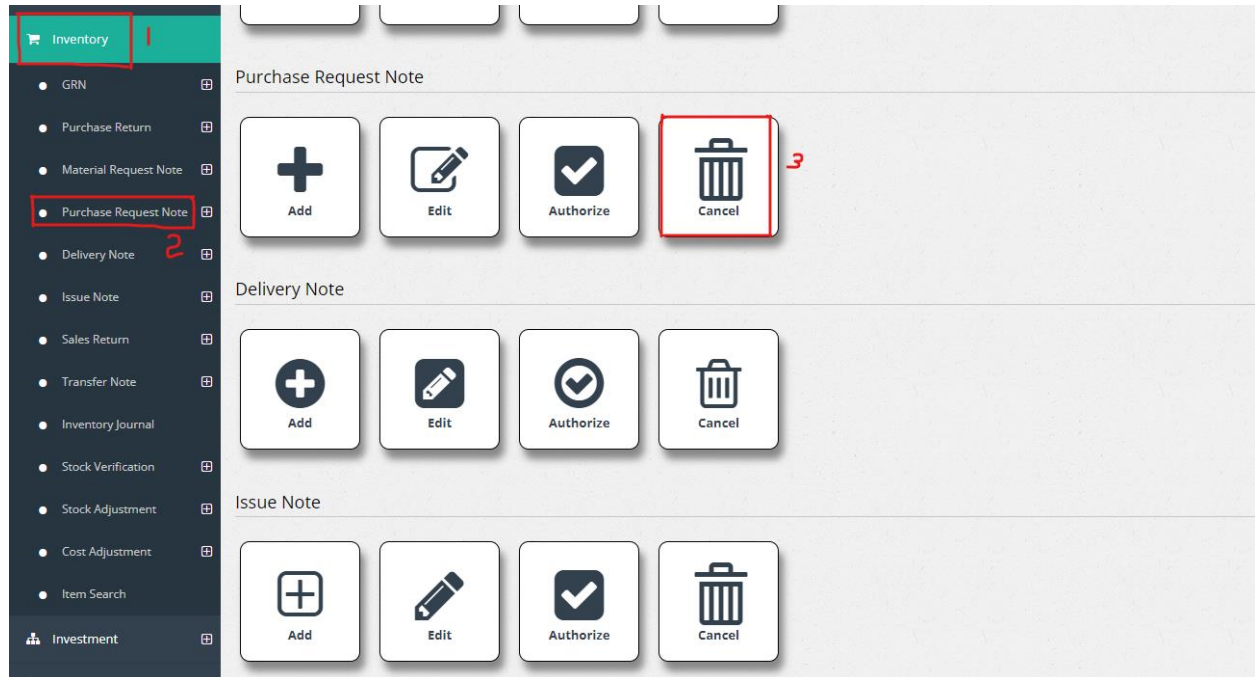


16. Search by : select a category to search issue notes
17. Search For : Enter the details to the relevant selected category
18. From : Select the date from which
19. To : Select the date to which
20. Click to search GRNs
21. Put the tick on relevant option
22. Click to select all entered purchase request notes



4. Click to save authorized purchase request notes

14.STEP 13: CANCEL GRNS



4. Under the option inventory
5. Under the option Purchase Request Note
6. Click the Cancel option

PURCHASE REQUEST NOTE CANCEL

Search By 1 ID 2 Search For 3 4 5

From 3 To 4

3/7/2022 4/7/2022

6 Select All

No Data Found

8. Search by : select a category to search issue notes
9. Search For : Enter the details to the relevant selected category
10. From : Select the date from which
11. To : Select the date to which
12. Click to search GRNs
13. Click to select all GRNs

4

Save Exit

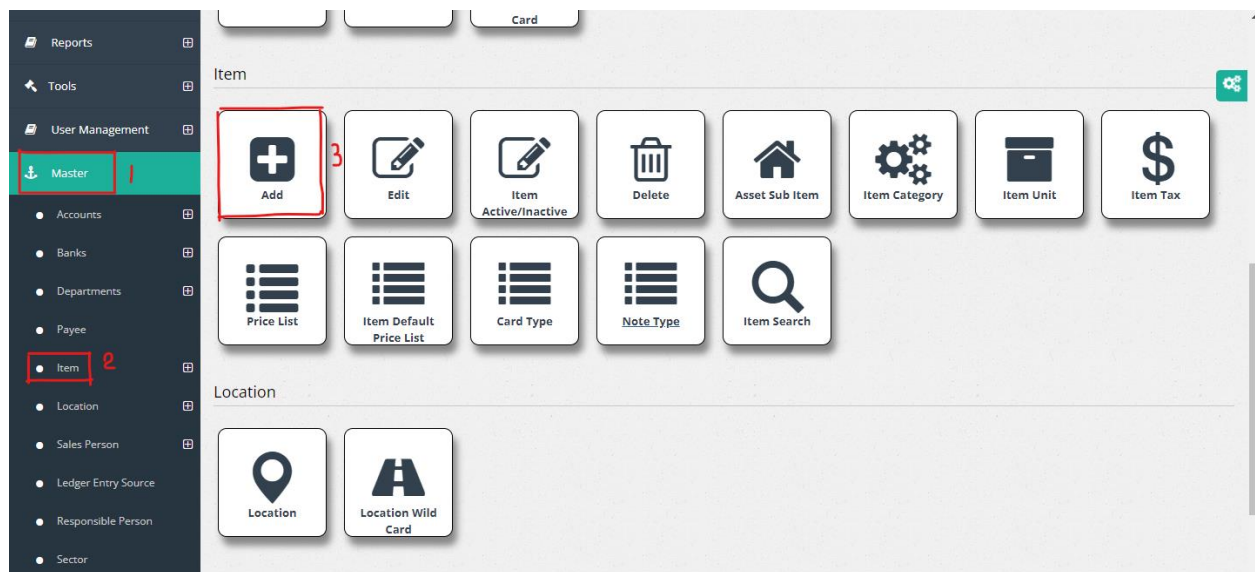
Printing Formats

Format_ISN.rpt

5. Click to save canceled GRNs

Add Items

15.STEP 14: 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

ITEM

Item Details

Item Type ⓘ

<-All->

Item Category ⓘ

1 : MOH

Bar Code

Item Code

GE/G/08/04

Item Name

Sale Price

0

Wholesale Price

0

Batch Price

Purchase Price

0

Cost Price

0

Market Price

0

Days To Be Expired

0

Item Unit ⓘ

15

Tax Type ⓘ

<-Select->

Lead Time

0

Max Quantity

0

Minimum Stock

0

ReOrder Level

0

Patent Item ⓘ

No. of unit for Patent Item

0

☐ Item Price Changeable

☒ Active

☐ Allowed Online Shopping

Lenght(cm)

Width(cm)

Height(cm)

Weight(kg)

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

