

# User Guide

## 03. Inventory control Management and stores-MA-200-Stores and Inventory-Issue Note Ver 2.0.0

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

# 2. TABLE OF CONTENTS

	Page No.
1. Revision History .....	2
2. TABLE OF CONTENTS.....	2
3. The Process .....	4
4. Step 5: Add Issue Notes .....	5
5. Step 6: Edit Issue Notes.....	8
6. Step 7: Authorize Issue Note.....	10
7. Step 8: Cancel Issue Note.....	11



# 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)

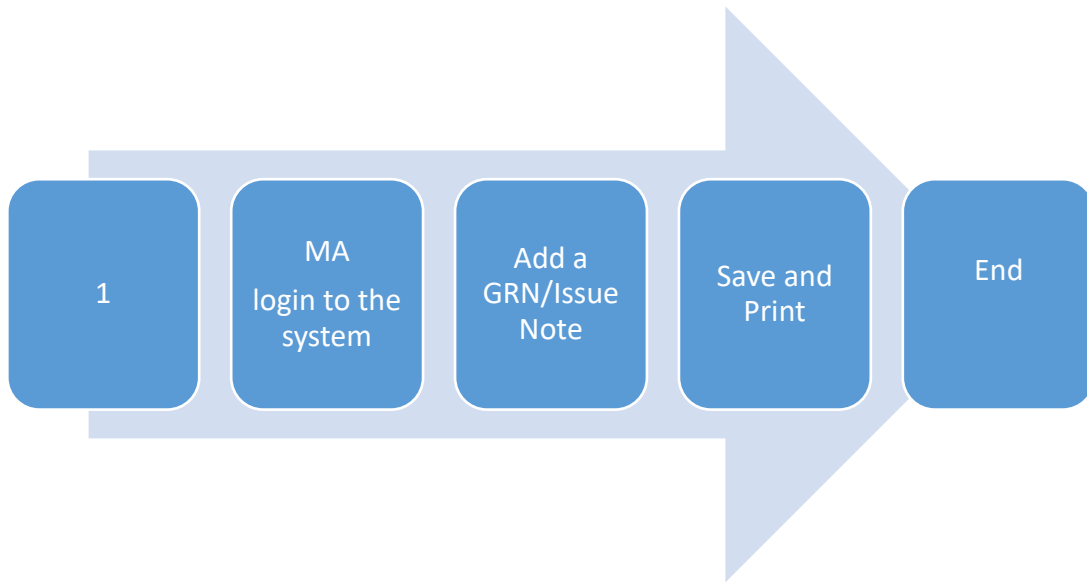


### Store Inventories

Inventories, Issuances,  
Transfers, Recommendation  
for Purchasing, Fuel

[READ MORE](#)

### 3. THE PROCESS



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

The screenshot shows a login interface with the following elements:

- Title: **Log In to your account**
- Input field: Username
- Input field: Password
- Dropdown menu: Advanced Options
- Button: Log In



## Issue Notes

### 4. STEP 5: ADD ISSUE NOTES

The screenshot displays a software interface for inventory management. On the left is a dark sidebar menu with the following items: Inventory (highlighted with a red box and '1'), GRN, Purchase Return, Material Request Note, Purchase Request Note, Delivery Note, Issue Note (highlighted with a red box and '2'), Sales Return, Transfer Note, Inventory Journal, Stock Verification, Stock Adjustment, Cost Adjustment, Item Search, Investment, Asset, and Manufacturing. The main content area shows four sections, each with a set of action buttons: 'Add', 'Edit', 'Authorize', and 'Cancel'. The 'Issue Note' section is the second one from the top, and its 'Add' button is highlighted with a red box and a red arrow. The 'Sales Return' section is the third one from the top, and the 'Transfer Note' section is the fourth one from the top. At the bottom of the interface, there is a URL: 10.8.0.1:82/TFMS/WebPages/InventoryJournal\_Page/InventoryJournal.aspx?elementid=Inventory\_Journal.

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		
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			
Received By <a href="#">Add Recieved person</a>			

Buttons: Save, Print and Save, USE MRN, Exit

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 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 8

Print and Save 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

The screenshot displays a software interface with a dark sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Inventory (highlighted with a red box and '1'), GRN, Purchase Return, Material Request Note, Purchase Request Note, Delivery Note, Issue Note (highlighted with a red box and '2'), Sales Return, Transfer Note, Inventory Journal, Stock Verification, Stock Adjustment, Cost Adjustment, and Item Search. The main content area is divided into three sections: 'Issue Note' and 'Sales Return'. Each section contains four buttons: 'Add' (plus icon), 'Edit' (pencil icon), 'Authorize' (checkmark icon), and 'Cancel' (trash icon). In the 'Issue Note' section, the 'Edit' button is highlighted with a red box and a '3'.

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



**ISSUE NOTE DETAIL**

Search By  1  Search For 2   S

From 3  To 4

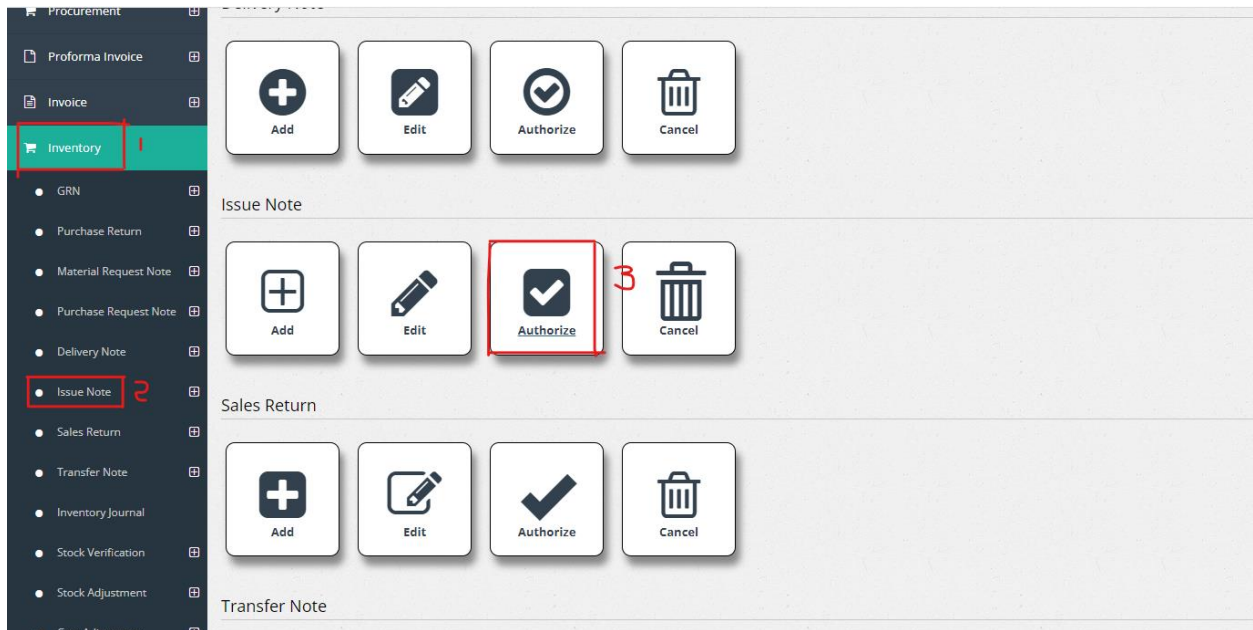
6

12345						
NO	Serial NO	Date	Payee		Description	View
2387	2387	02/03/2022	De		Issur number 31640	<input type="button" value="View"/>
2388	2388	04/03/2022	K.D		Issue Number 26840	<input type="button" value="View"/>
2389	2389	04/03/2022	K.D		Issue Number 26843	<input type="button" value="View"/>
2390	2390	02/03/2022	De		Issue No: 33828	<input type="button" value="View"/>
2391	2391	02/03/2022	De		Issue No: 25046	<input type="button" value="View"/>
2392	2392	02/03/2022	De		Issue No: 21835	<input type="button" value="View"/>
2393	2393	04/03/2022	Nil		Issue No: 32911	<input type="button" value="View"/>
2394	2394	04/03/2022	n		Issue No: 34000	<input type="button" value="View"/>

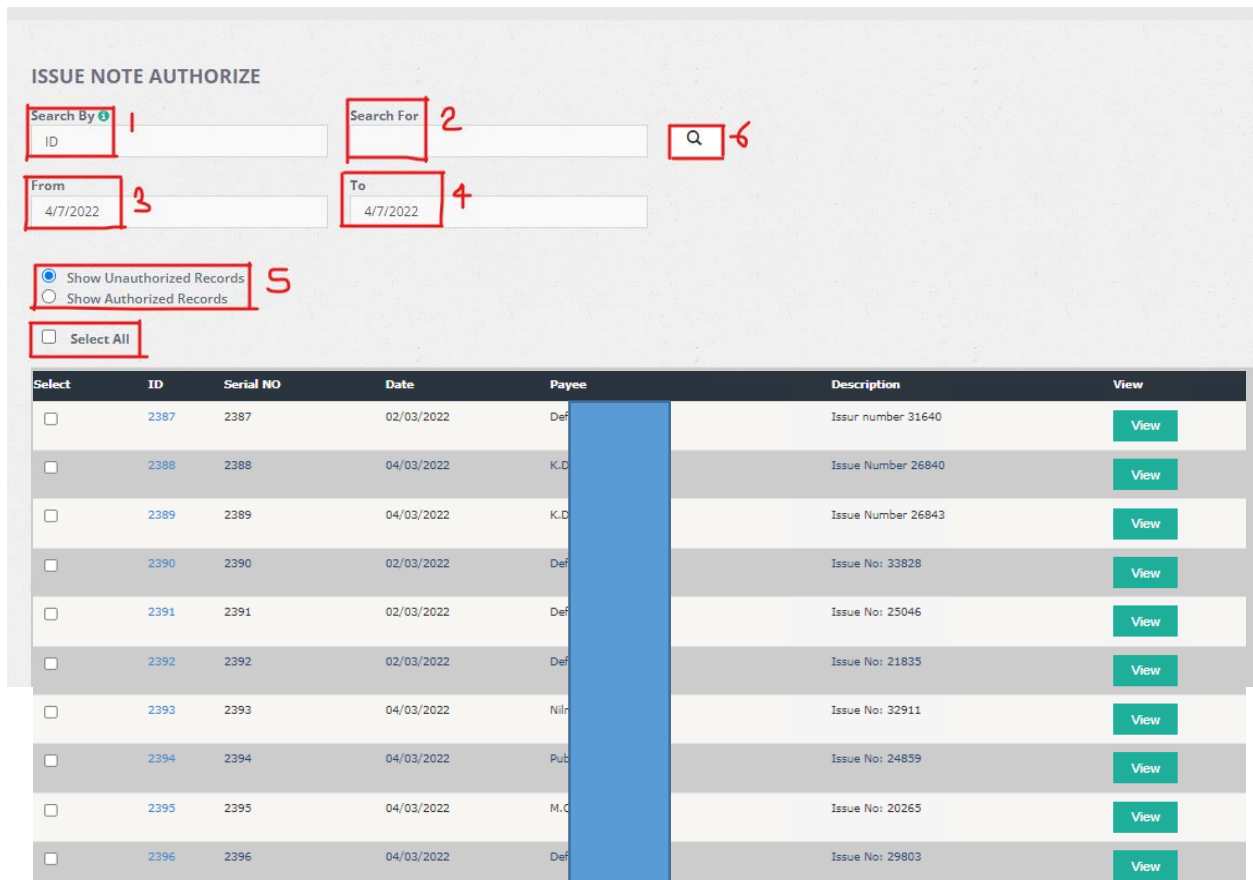
7

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

## 6. STEP 7: AUTHORIZE ISSUE NOTE



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

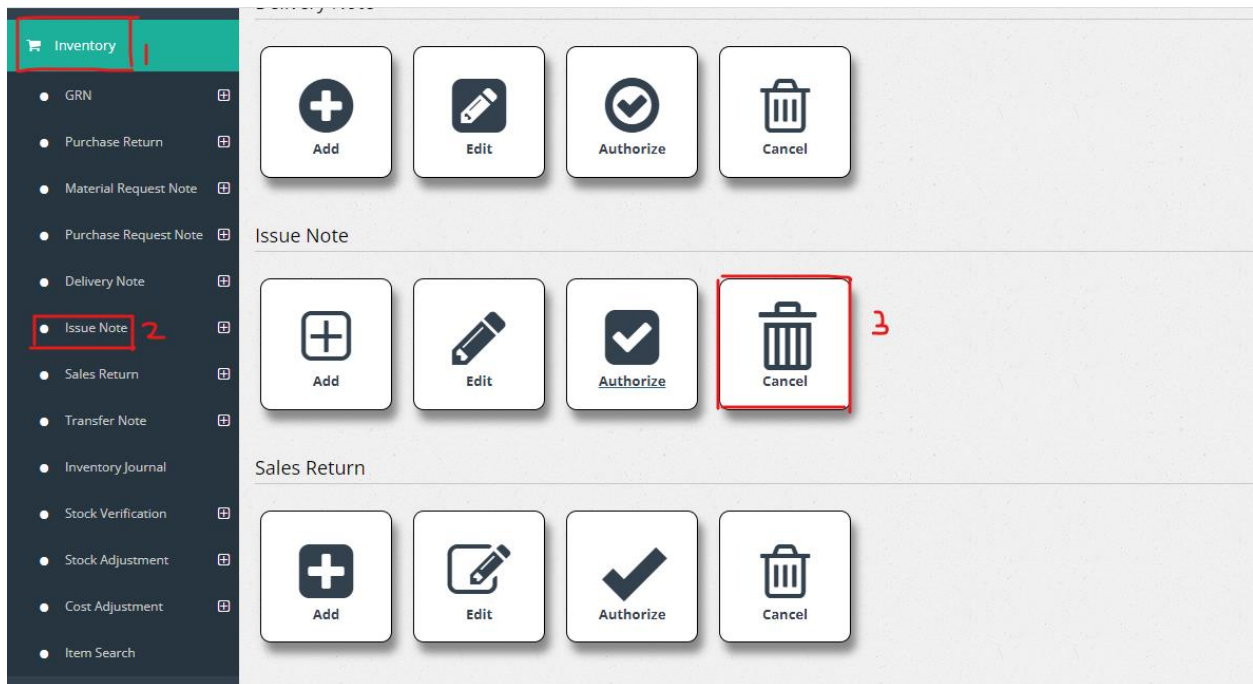


1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Put the tick on relevant option
6. Click to search issue notes
7. Click to select all issue notes or select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

From  To

Select All

Select	ID	Serial NO	Date	Payee	Description	View
<input type="checkbox"/>	2387	2387	02/03/2022	De	Issur number 31640	<input type="button" value="View"/>
<input type="checkbox"/>	2388	2388	04/03/2022	K.	Issue Number 26840	<input type="button" value="View"/>
<input type="checkbox"/>	2389	2389	04/03/2022	K.	Issue Number 26843	<input type="button" value="View"/>
<input type="checkbox"/>	2390	2390	02/03/2022	De	Issue No: 33828	<input type="button" value="View"/>
<input type="checkbox"/>	2391	2391	02/03/2022	De	Issue No: 25046	<input type="button" value="View"/>
<input type="checkbox"/>	2392	2392	02/03/2022	De	Issue No: 21835	<input type="button" value="View"/>
<input type="checkbox"/>	2393	2393	04/03/2022	Ni	Issue No: 32911	<input type="button" value="View"/>
<input type="checkbox"/>	2394	2394	04/03/2022	Pu	Issue No: 24859	<input type="button" value="View"/>
<input type="checkbox"/>	2395	2395	04/03/2022	M.	Issue No: 20265	<input type="button" value="View"/>
<input type="checkbox"/>	2396	2396	04/03/2022	De	Issue No: 29803	<input type="button" value="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 to select all
6. Click to save
7. Click to search issue notes