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

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--------------------------------------------------------------------
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
```

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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

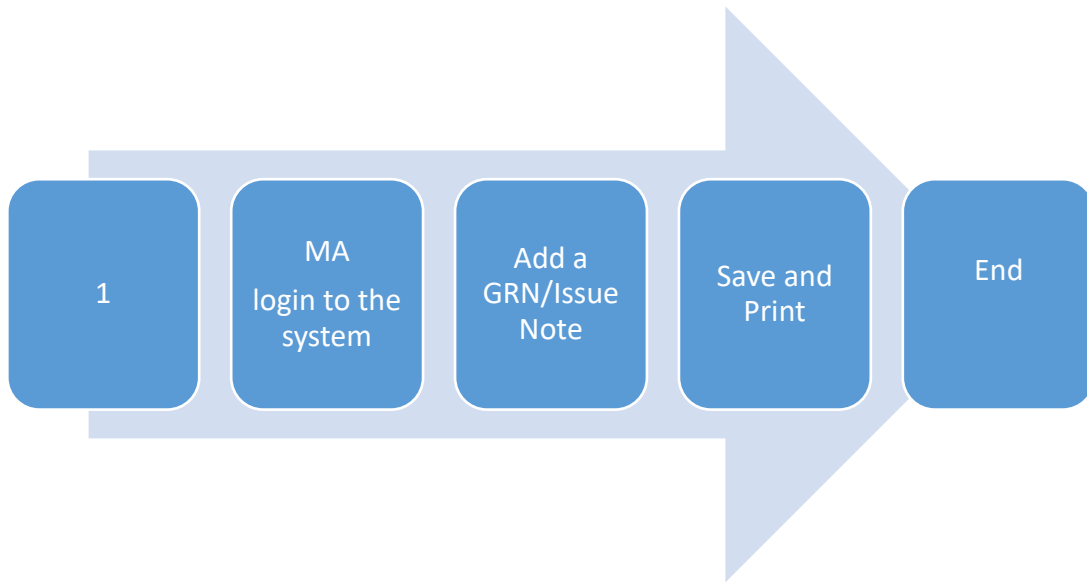# Issue Notes (Stores and Inventory)

(Quick user Guide)

Store Inventories

Inventories, Issuances, Transfers, Recomendation for Purchasing, Fuel

READ MORE

3. THE PROCESS

| 1 | MA login to the system | Add a GRN/Issue Note | Save and Print | End |

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

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

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
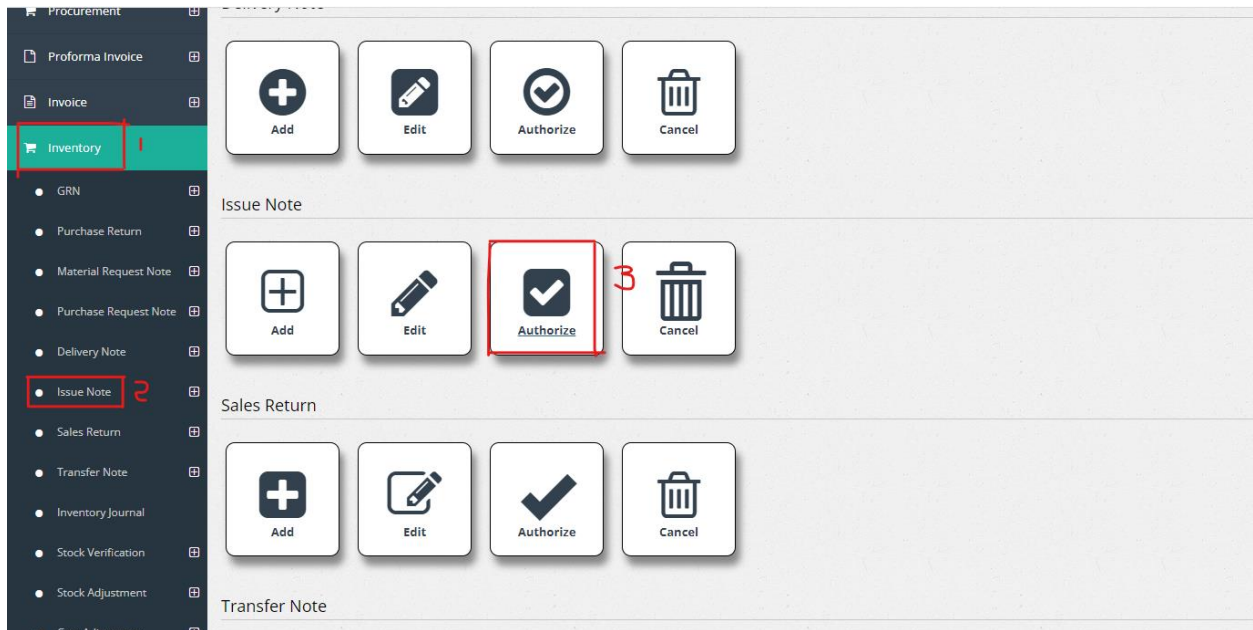
Search By ⓘ 1
ID

Search For 2

🔍 S

From 3
4/8/2022

To 4
4/8/2022

+ 6

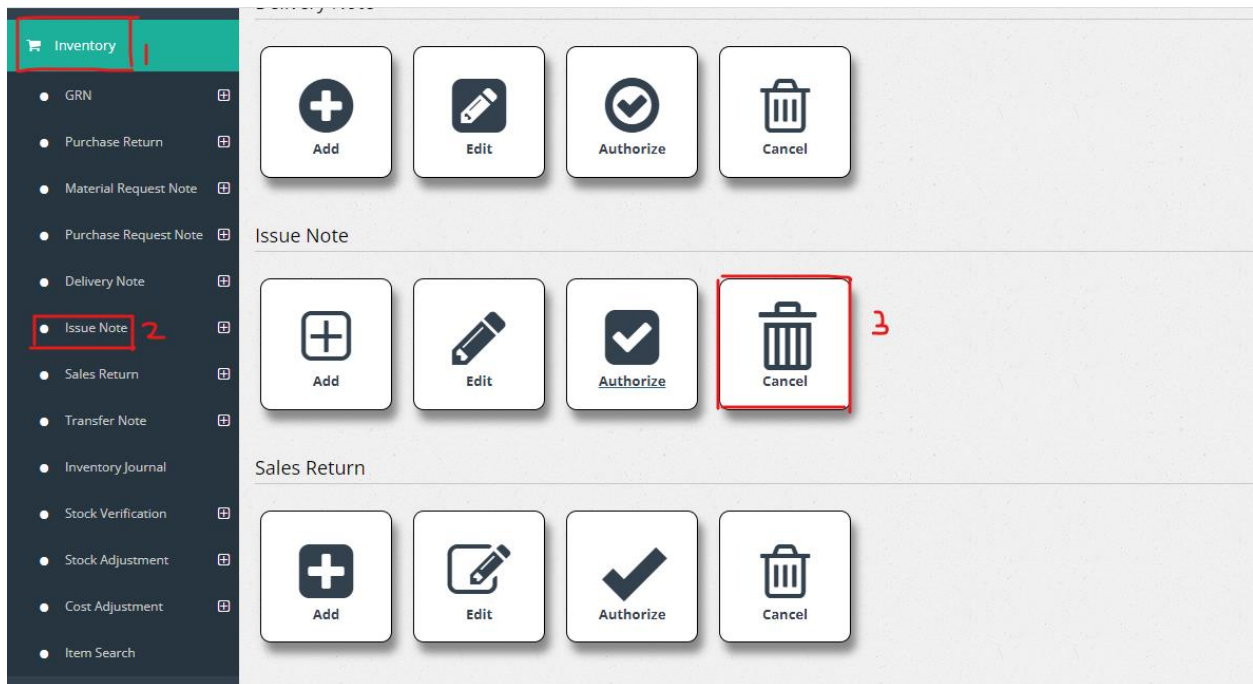|				12345		
NO	Serial NO	Date	Payee		Description	View
2387	2387	02/03/2022	De		Issur number 31640	View
2388	2388	04/03/2022	K.D		Issue Number 26840	View
2389	2389	04/03/2022	K.D		Issue Number 26843	View
2390	2390	02/03/2022	De		Issue No: 33828	View
2391	2391	02/03/2022	De		Issue No: 25046	View
2392	2392	02/03/2022	De		Issue No: 21835	View
2393	2393	04/03/2022	Nil		Issue No: 32911	View
2394	2394	04/03/2022	D.A		Issue No: 34050	

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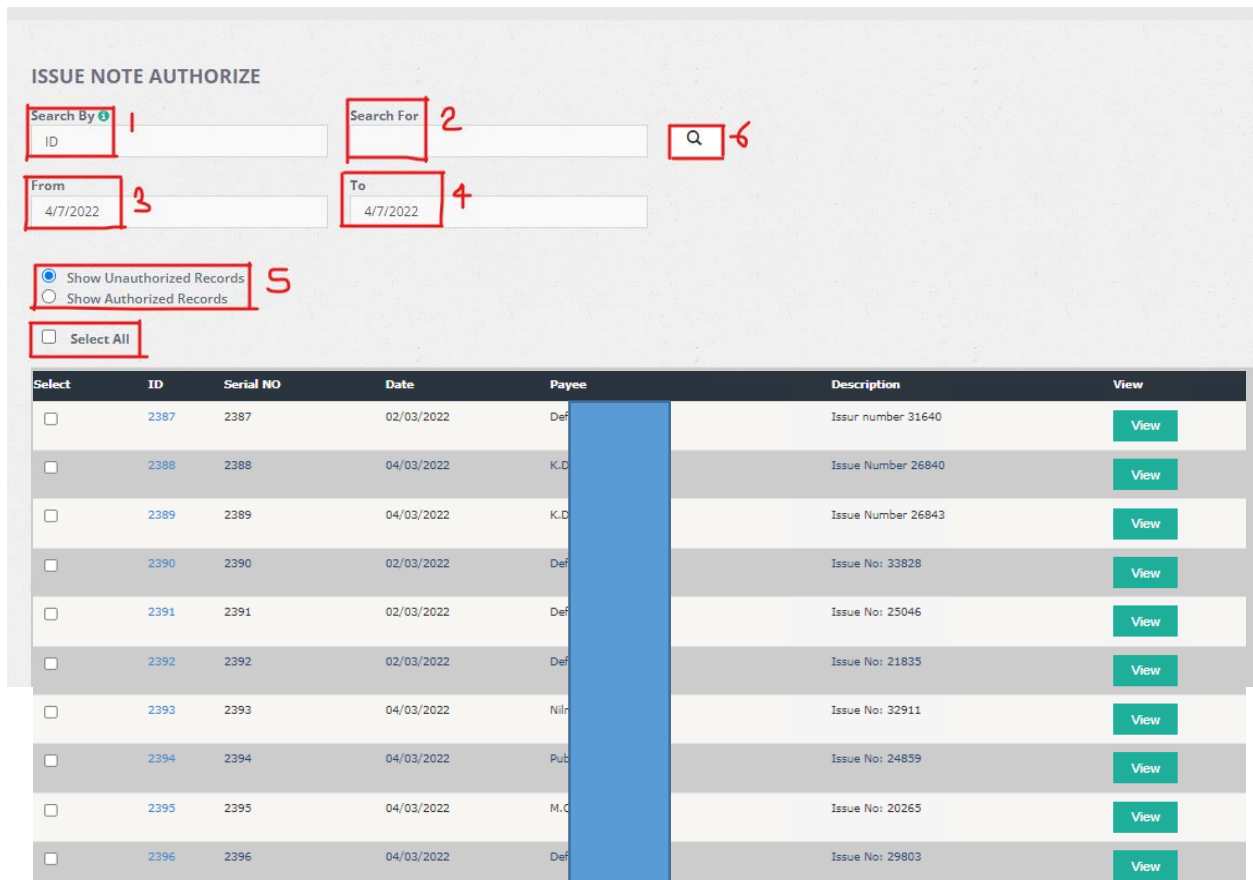
1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Put the tick on relevant option
6. Click to search issue notes
7. Click to select all issue notes or select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

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