

User Guide

03. Inventory control Management and stores-Mechanical Engineering-MA-211-Special Stores(GRN, Issue Notes) 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

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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

Mechanical Engineering Stores

(Quick user Guide)

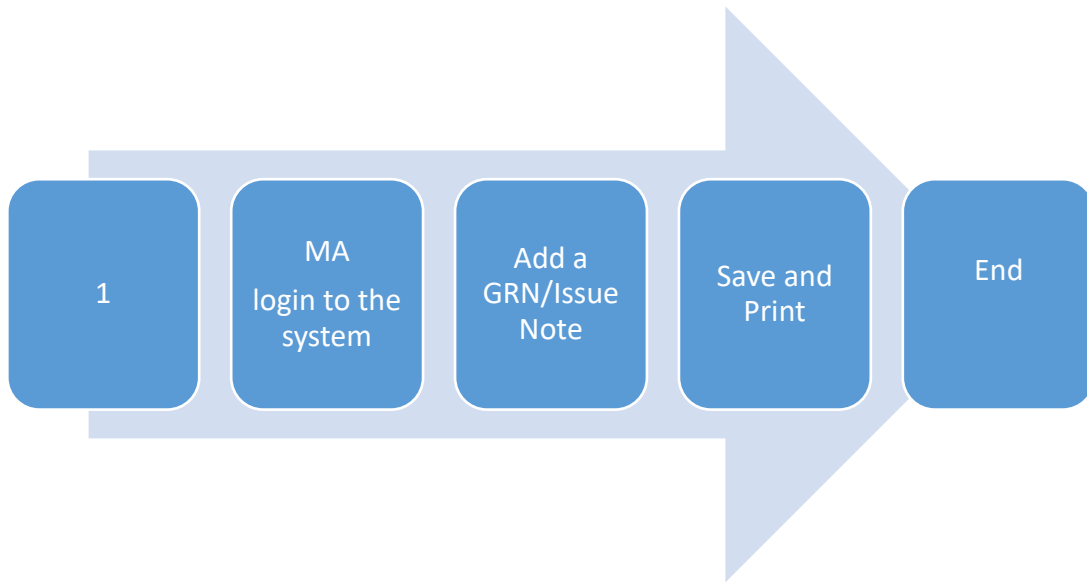


Store Inventories

Inventories, Issuances,
Transfers, Recommendation
for Purchasing, Fuel

[READ MORE](#)

3. THE PROCESS



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

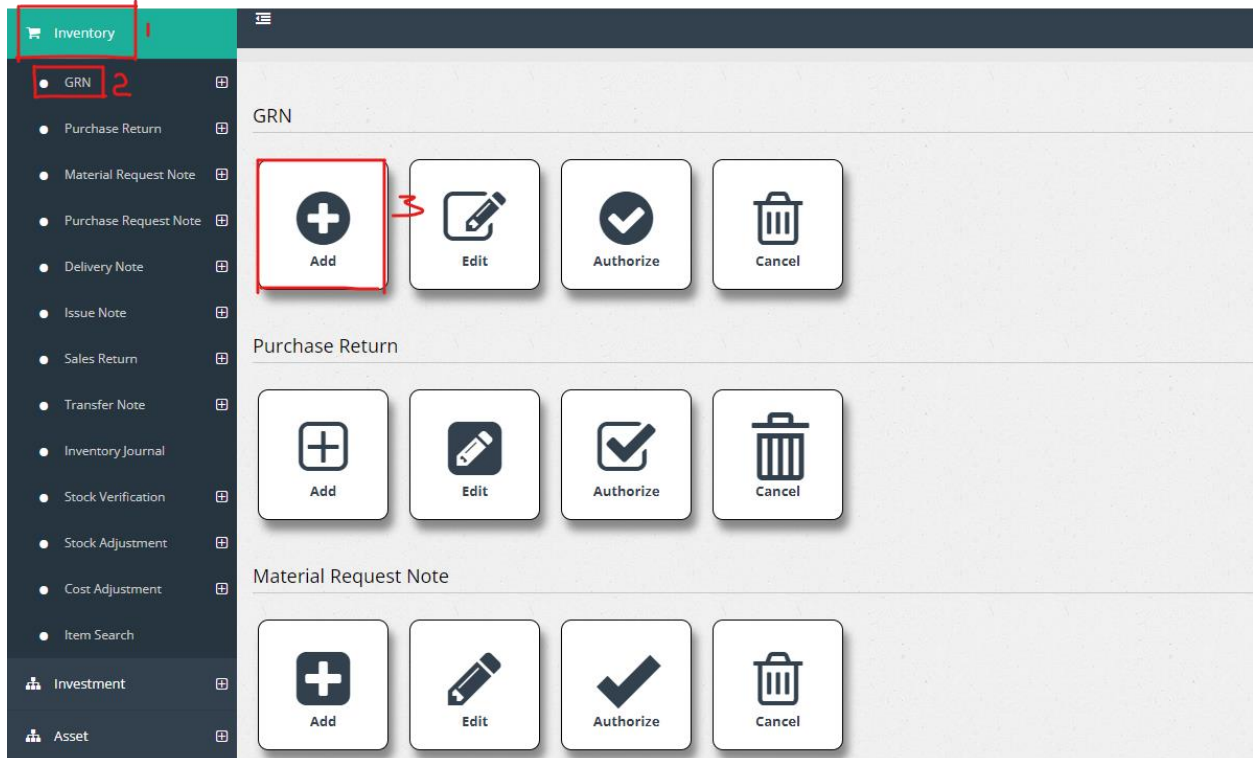
The screenshot shows a login form with the following elements:

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



GRNs

4. STEP 2: 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	<input type="button" value="Save"/> <input type="button" value="Print and Save"/> <input type="button" value="USE PO"/> <input type="button" value="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 (Mechanical engineering stores)
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 Recivable	Discount	Line No	Balance
>>				0.00	0.00	0.00	0.00	1	---

2 3

+ -

Barcode/ItemCode 4 Quantity 5 Unit Price 6

Total Discount 7 8

Print and Save 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 GRNs

Save 1

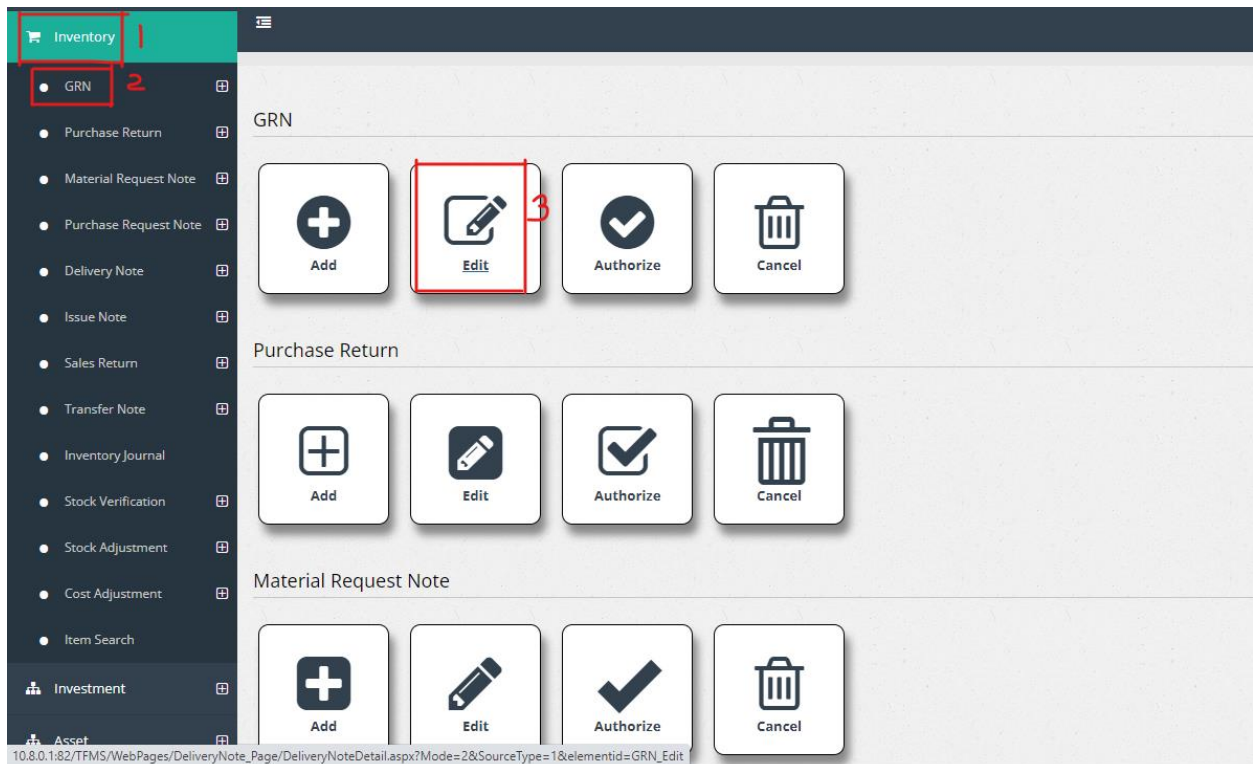
Print and Save 2

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

5. STEP 3: EDIT GRN



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

GOOD RECEIVED NOTE DETAIL

Search By 1 ID 2 Search For 6

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

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

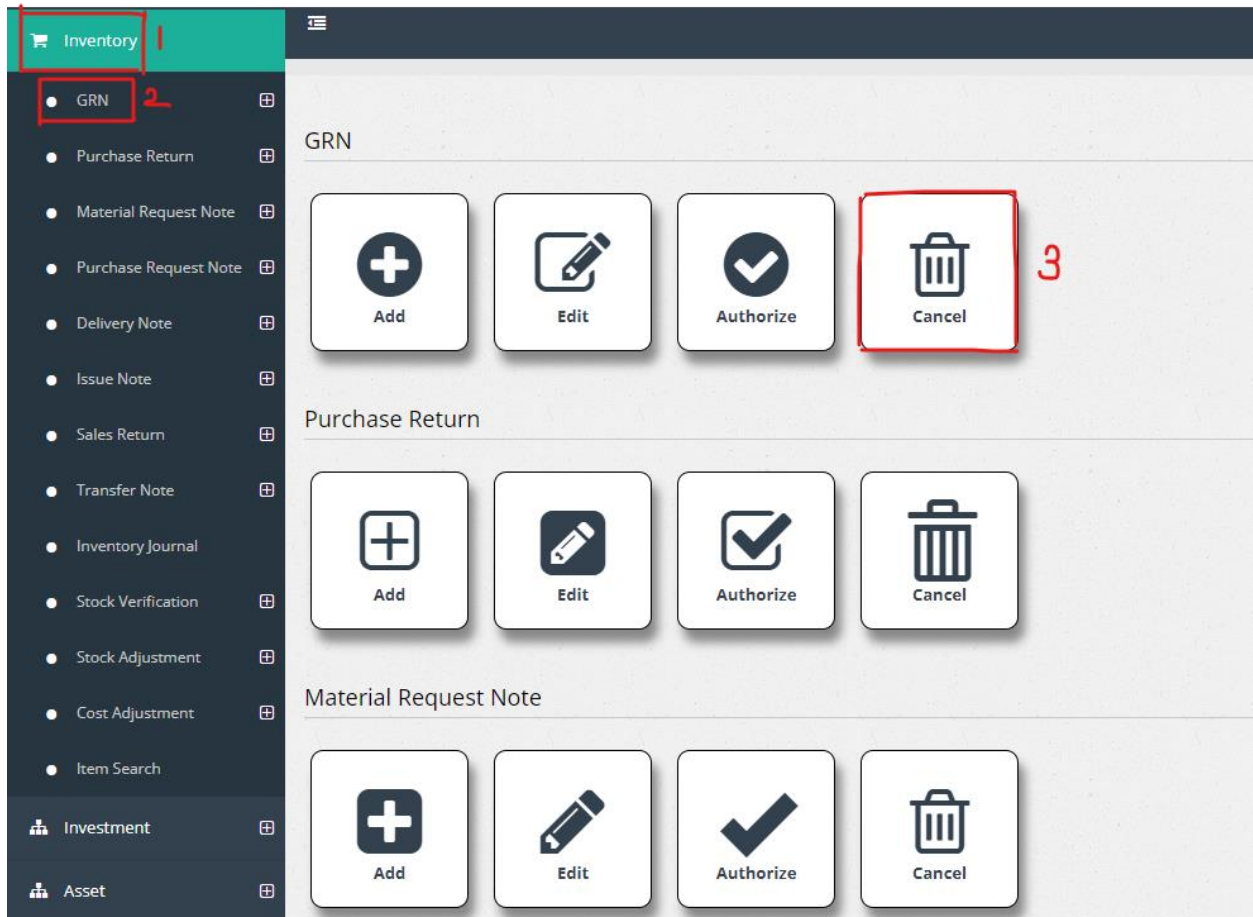
Save Exit

Printing Formats

Format_ISN.rpt


1. Click to save edited GRN

6. STEP 4: CANCEL GRNS




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

GOOD RECEIVED NOTE CANCEL

Search By  1 Search For 2 6

From 3 To 4

Location  5

Select All 7

No Data Found

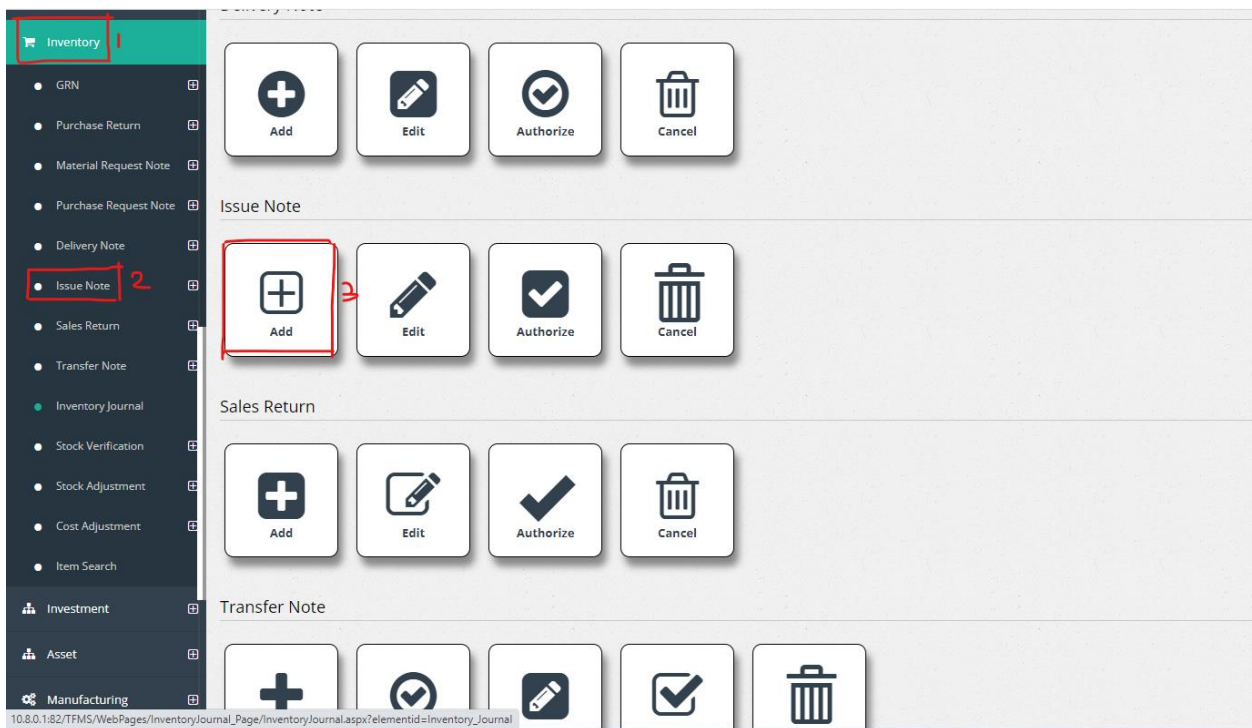
1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Location : Select the relevant location
6. Click to search GRNs
7. Click to select all GRNs



1. Click to save canceled GRNs

Issue Notes

7. 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		
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 Add Recieved person			

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 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

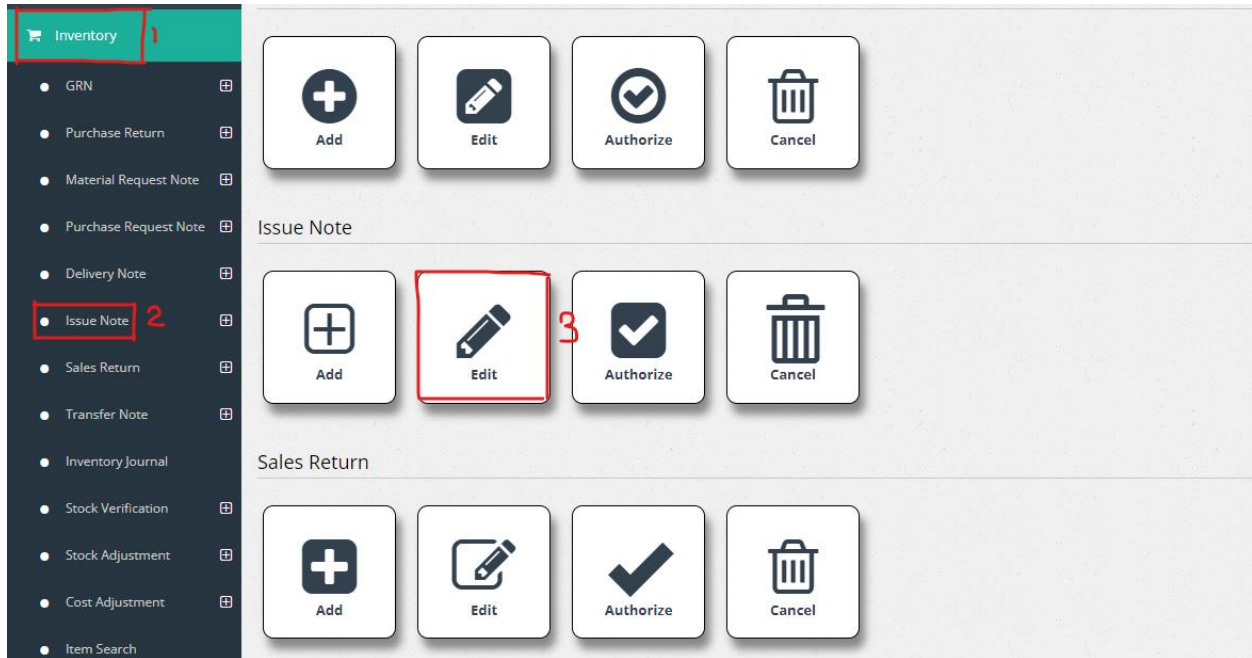
Total Discount 7 8
Print and Save Save

Printing Formats
 Format_GRN.rpt
 Format_GRN_CAASL.rpt
 Format_GRN_TVEC.rpt

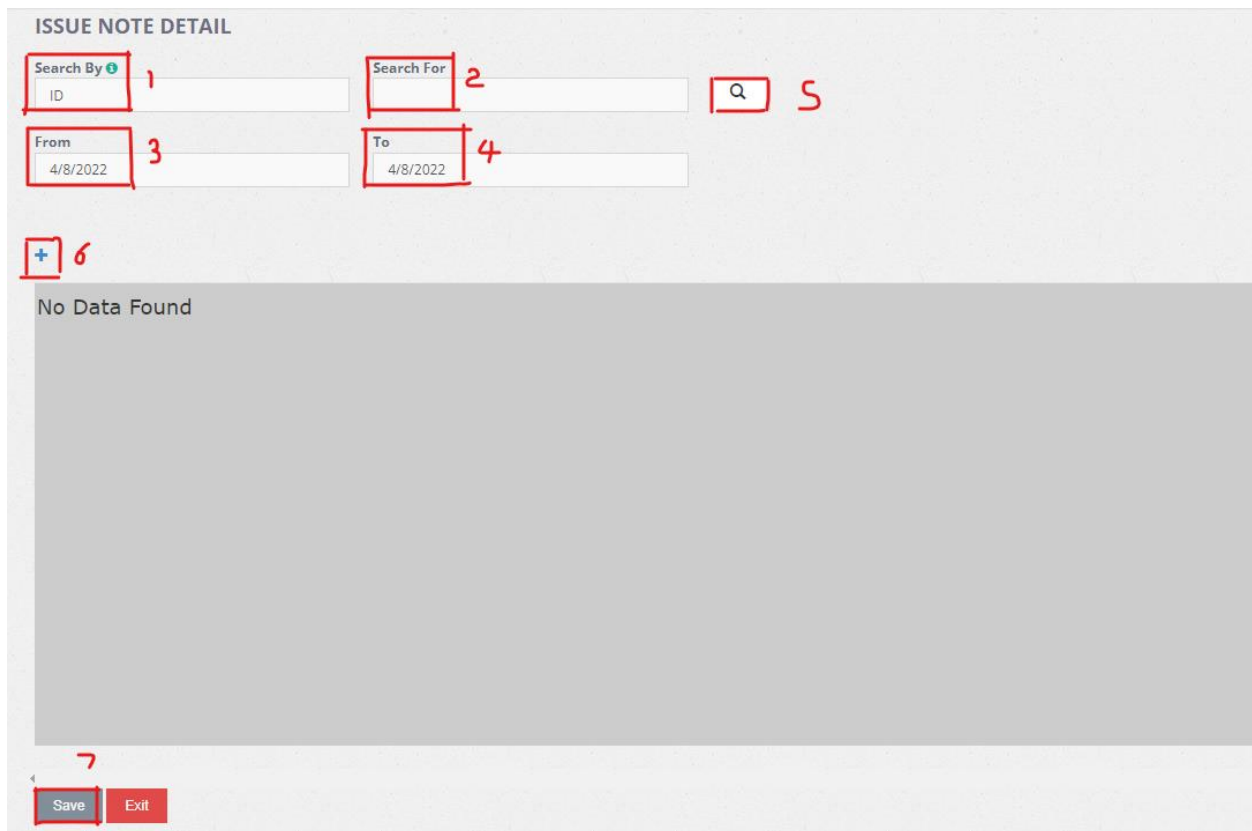
Total Price

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

8. STEP 6: EDIT ISSUE NOTES

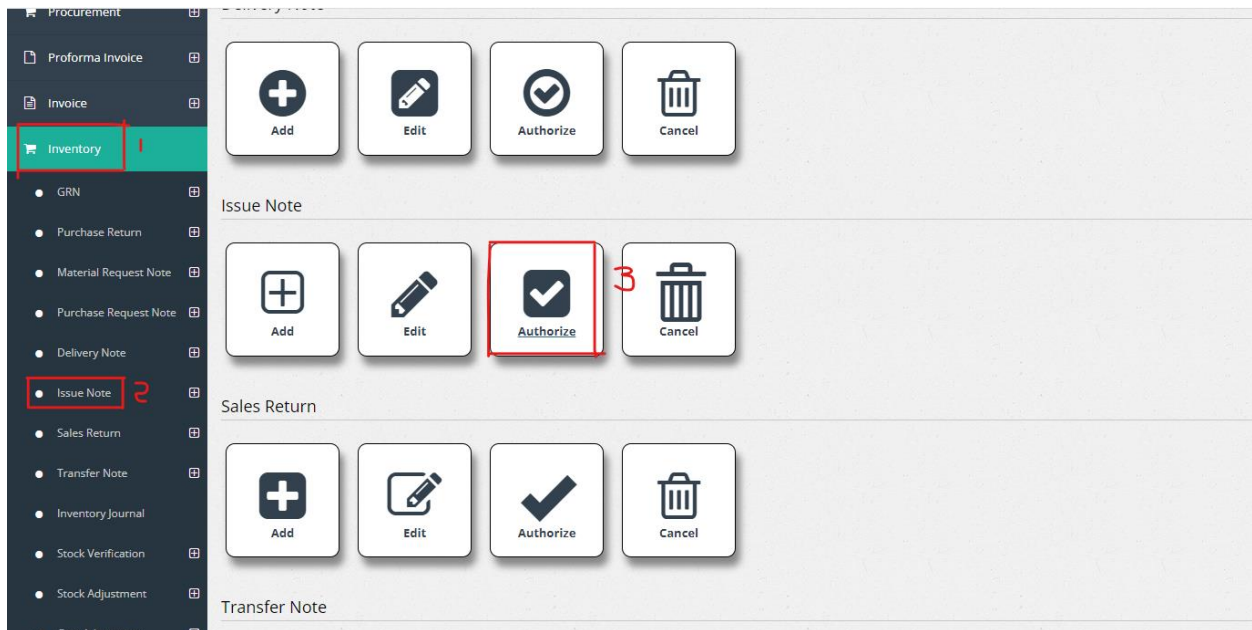


1. Under the option inventory
2. Under the option issue note
3. Click the Edit option



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 issue notes
6. Click to add a new issue note

9. 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 1

Search For 2

6

From 3

To 4

Show Unauthorized Records 5

Show Authorized Records

Select All

No Data Found

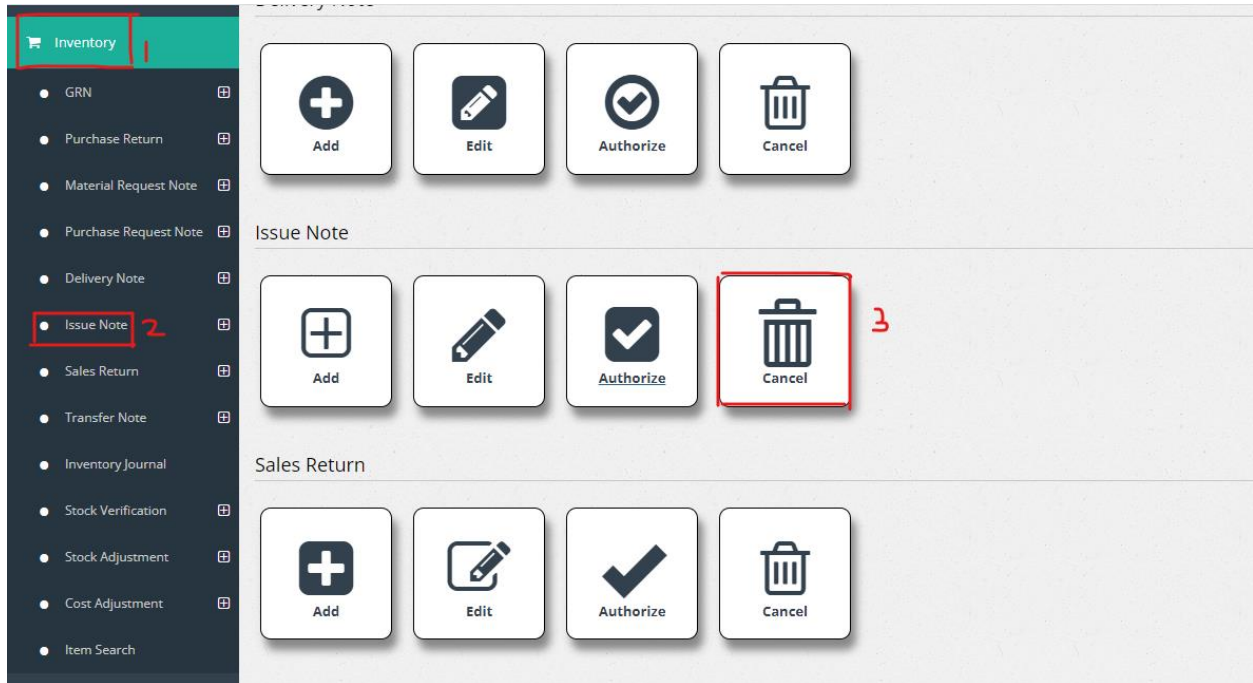
1. Search by : select a category to search issue notes
2. Search For : Enter the details to the relevant selected category
3. From : Select the date from which
4. To : Select the date to which
5. Put the tick on relevant option
6. Click to search issue notes
7. Click to select all issue notes

Printing Formats

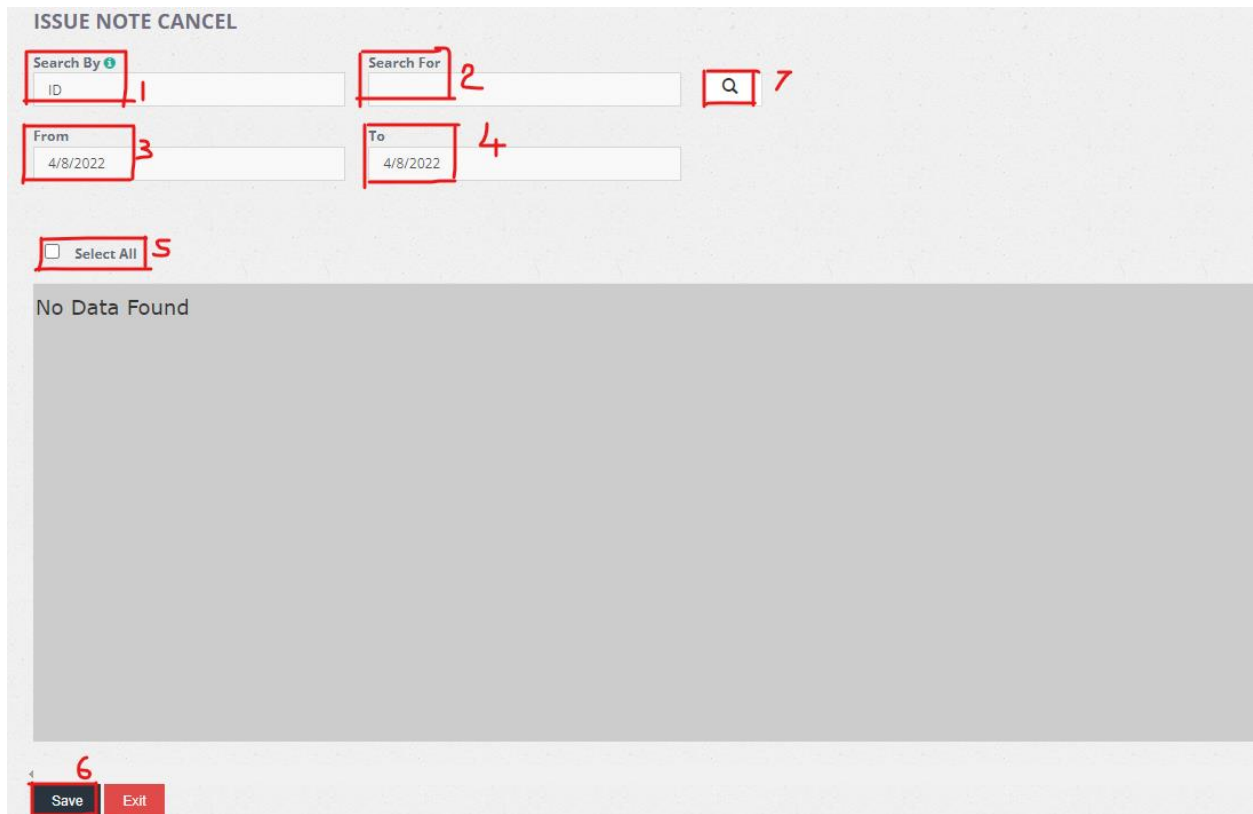
Format_ISN.rpt

2. Click to save authorized issue notes

10.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