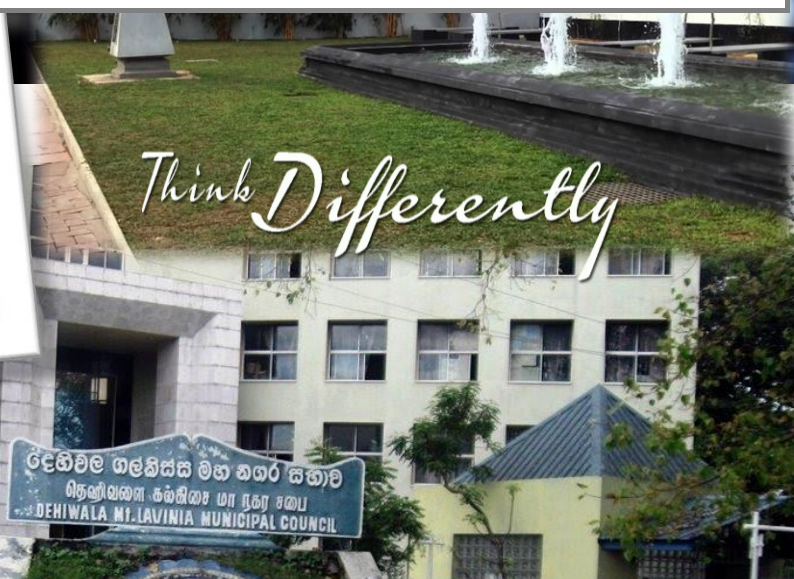


DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL OF SRI LANKA

**Supply, delivery, installation,
Commissioning, Training and Maintenance of
Enterprise Resource Planning System
(DMMC-ERP)**

User Manual – Procurement

Ver. 2.0.0



OF BUSINESS EXCELLENCE

EMETSOFT
Starts Happening

EMETSOFT Private Limited

293, 1st Floor, Galle Road

Colombo 03

 :0112-565 180



User Manual – Procurement Management

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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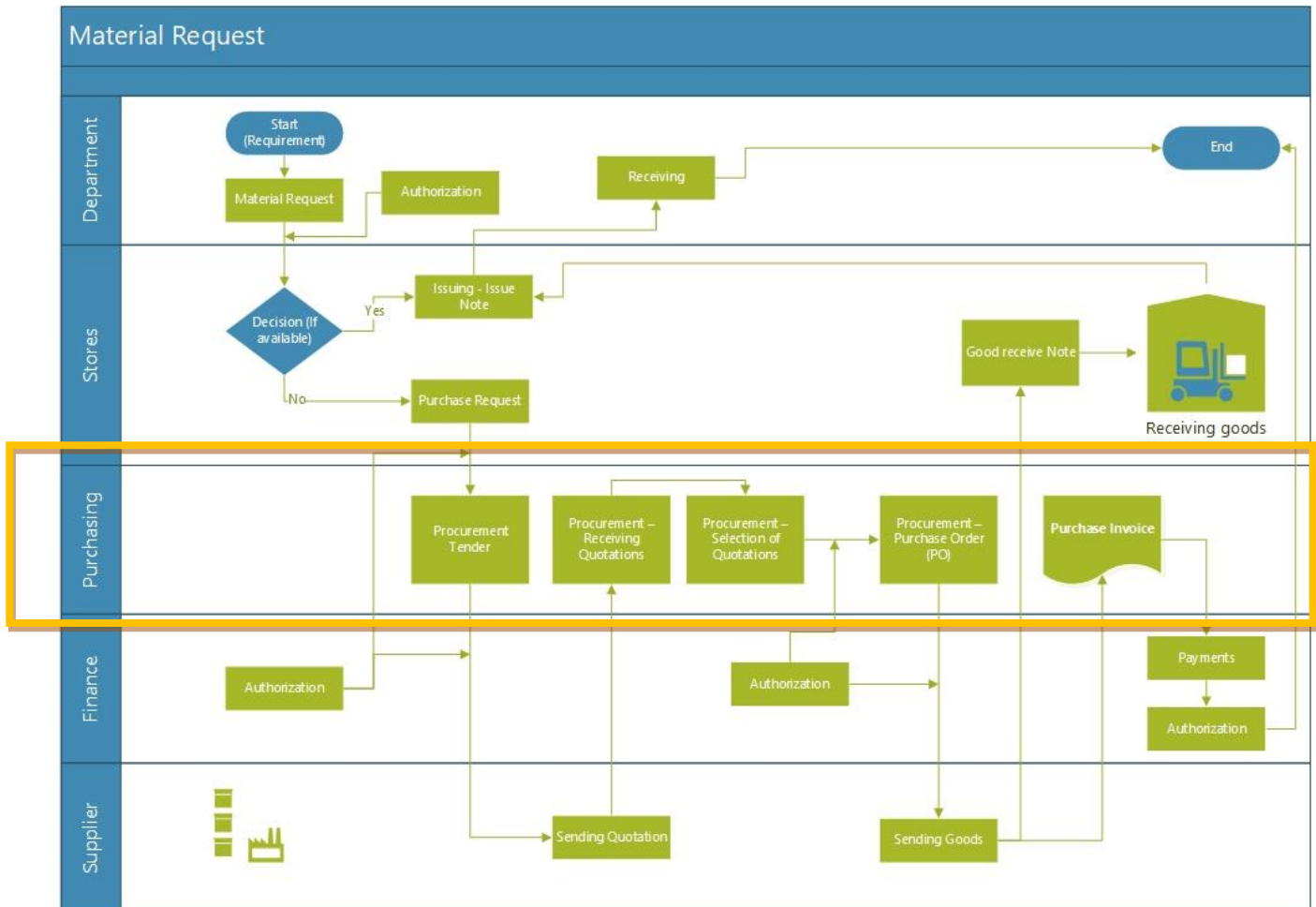
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3. PROCUREMENT MANAGEMENT

3.1. OVERVIEW

Procurement management module is reside in the purchasing horizontal lane of following workflow of the DMMC – ERP



3.2. Login to the system

Type the ERP URL in the address bar of any browser. Then you will get ERP Landing Page.







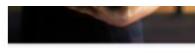









ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Good Afternoon!

Scroll down to the module list and select procurement management module

 <p>Valuation Management Property Valuation, Issuing Certificates READ MORE</p>	 <p>Waripanam Collection Waripanam related payment READ MORE</p>	 <p>Shop Rental Collection Shop rental payments READ MORE</p>	 <p>Trade License Collection Trade License payments READ MORE</p>	 <p>Trade Tax Collection Trade Tax payments READ MORE</p>
 <p>Shroff Payments Payments over the shroff counter READ MORE</p>	 <p>Miscellaneous Income Banners, bookings, Gully bowser, ... READ MORE</p>	 <p>Procurement Purchasing, tendering, quotation calling and process READ MORE</p>	 <p>Legal Department Maintenance of legal documents and references READ MORE</p>	 <p>Asset Management Assets, Reports, other functions READ MORE</p>
				



Log In to your account

Username

Password

Advanced Options

1. Then user will see the above login page
2. Type the user name provided in the User Name box
3. Type the password given in the password box
4. Then click on the Login button

Then the user will land on the main menu of the system. Select Procurement menu.

Emet FMS

Payments Vs Receipts
Payments Vs Receipts

Payments Vs Receipts (Current Year)
Payments Vs Receipts (Current Year)

Payments
2,301,039,887

Daily Sales
Daily Sales

No Of Bills 0	Total Sales 0.00
Total Cost 0.00	Gross Profit 0.00

Sales in Last 30 Days
Sales in Last 30 Days



3.3. *Features of the Procurement Module*

User can navigate the features through the main menu in the left hand side or using the Icons

Tender



Quotation



Quotation Selection



Purchase Order





Purchase Invoice



Manually Settle (Purchase)



Purchase Invoice Return

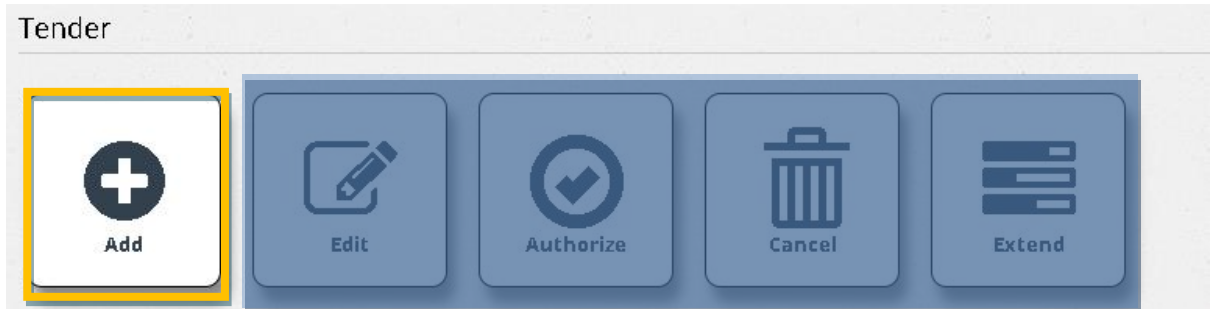




3.4. *Tender Process*

To use tender process there should be one or more Purchase Requests (PR) raised by a store. Starting a tender process without PR is not recommended for an ERP system. Raising a PR will be described in the user manual of Inventory module.

a. **Add a tender**



Click on the “ADD” button to add a tender, then user will see the following interface.

INVITATION FOR TENDER/QUOTATION

ID	Tender No	Save
2	2	
Start Date Time	End Date Time	Use RN
10/21/2021	10/21/2022	
Description	Bid Guaranty	Exit
Purchasing of Timber 2021		
Remarks		
DMMC/FN/SUP/TIMBER/2021		

1. ID is a unique number generated automatically by the system to identify each transaction.
2. Tender Number is generated automatically but user can change it as required (should be maintained a unique number)
3. Start date of the tender and the closing date, which is End date, should be provided. End date must be same or higher date than start date.
4. Provide suitable description in description box
5. If the tender is required Bid Guarantee, enter the guarantee amount in the Bid Guarantee box
6. In the remarks box, any relevant comment can be added.
7. Then click in USE RN button to retrieve Purchase Requests raised by the stores.



Start Date Time: 10/21/2021
End Date Time: 10/21/2022
Description: Purchasing of Timber 2021
Bid Guaranty:
Remarks: DMMC/FN/SUP/TIMBER/2021
11/3/2021
Search
Use RN
Exit

Select	ID	Req.Note No	Date	Description	Item	Unit	Quantity
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:A4 70GSM Packet	ST/S/P/11	No OF	250
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Dettol	MO/DM/D/01	No OF	1
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Duplo Master Roll 5450 DD	ST/S/A/02/54	No OF	10
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Duster	MO/DM/D/03	No OF	12
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Fase Mask	MO/DM/F/01	No OF	300
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Gum Bottle-Chemifix	ST/S/G/03	No OF	50
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Hand Sanitizer 500ml	MO/S/02/02	No OF	1
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Hand Sanitizer 500ml	MO/S/02/02	No OF	3
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Soap	MO/DM/S/02	No OF	22

- 8. Then user will see a date and the search button
- 9. Once the user clicks on Search button, all the Purchase requests in the system which are not used for a tender process, will be displayed in a grid.

<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Duplo Master Roll 5450 DD	ST/S/A/02/54	No OF	10
<input checked="" type="checkbox"/>	1536	1	03/12/2021	PR 1:Duster	MO/DM/D/03	No OF	12
<input checked="" type="checkbox"/>	1536	1	03/12/2021	PR 1:Fase Mask	MO/DM/F/01	No OF	300
<input checked="" type="checkbox"/>	1536	1	03/12/2021	PR 1:Gum Bottle-Chemifix	ST/S/G/03	No OF	50
<input checked="" type="checkbox"/>	1536	1	03/12/2021	PR 1:Hand Sanitizer 500ml	MO/S/02/02	No OF	1
<input type="checkbox"/>	1536	1	03/12/2021	PR 1:Hand Sanitizer 500ml	MO/S/02/02	No OF	3
<input checked="" type="checkbox"/>	1536	1	03/12/2021	PR 1:Soap	MO/DM/S/02	No OF	22

Retrieve Cancel

- 10. Then select the items to be included or purchased from this tender.
- 11. Then click on Retrieve button to add items to the Tender

Line No	Item	Description	Unit	Quantity	PRN ID
Select 3	MO/DM/D/03 : Duster	PR 1:Duster		12.0	1536
Select 4	MO/DM/F/01 : Fase Masl	PR 1:Fase Mask		300.	1536
Select 5	ST/S/G/03 : Gum Bottle-	PR 1:Gum Bottle-Chemifix		50.0	1536
Select 6	MO/S/02/02 : Hand Sani	PR 1:Hand Sanitizer 500ml		1.00	1536
Select 8	MO/DM/S/02 : Soap	PR 1:Soap		22.0	1536

Invited Supplier

Select 4800 : SALCO TRADING (PVT) LTD

Select 1711 : Nisha Roshia Industries

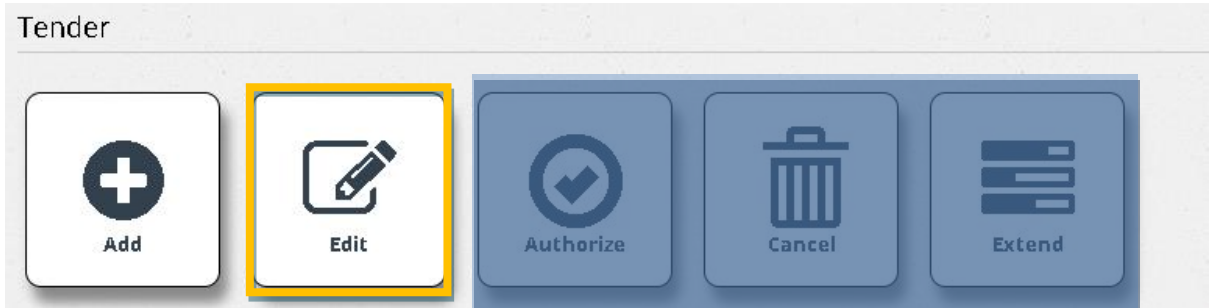
Select 4829 : Maga Timberland (pvt) Ltd

Select 2348 : Nishani Timber Stores

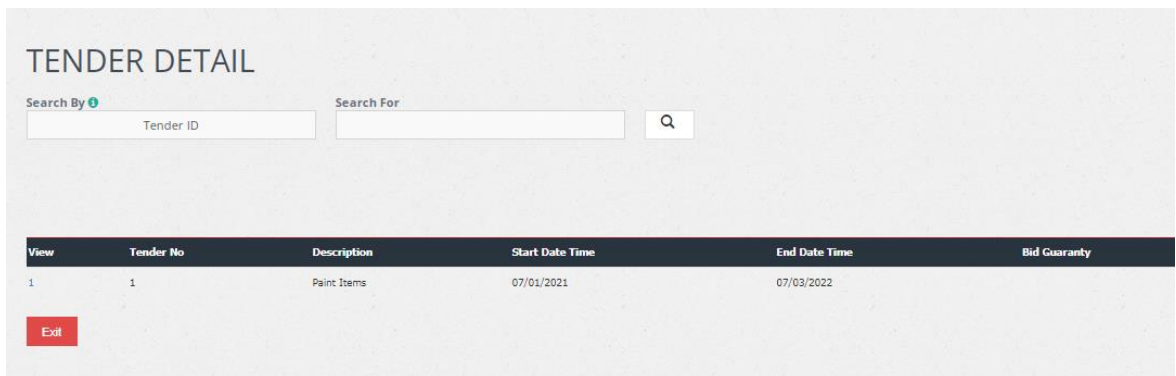


12. Include supplier from the supplier list to be sent invitation for this tender. Use [+] plus button to add more suppliers.
13. Finally click on the save button to save the tender

b. Edit a tender

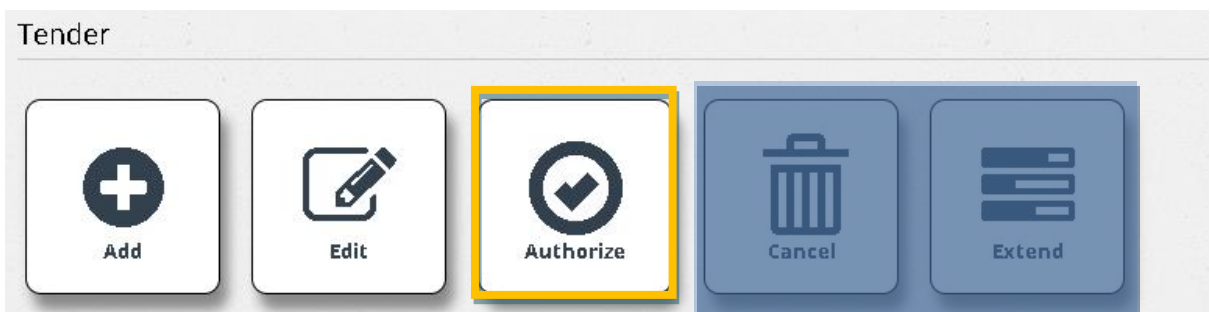


Click on the “Edit” button to edit a tender, then user will see the following interface.

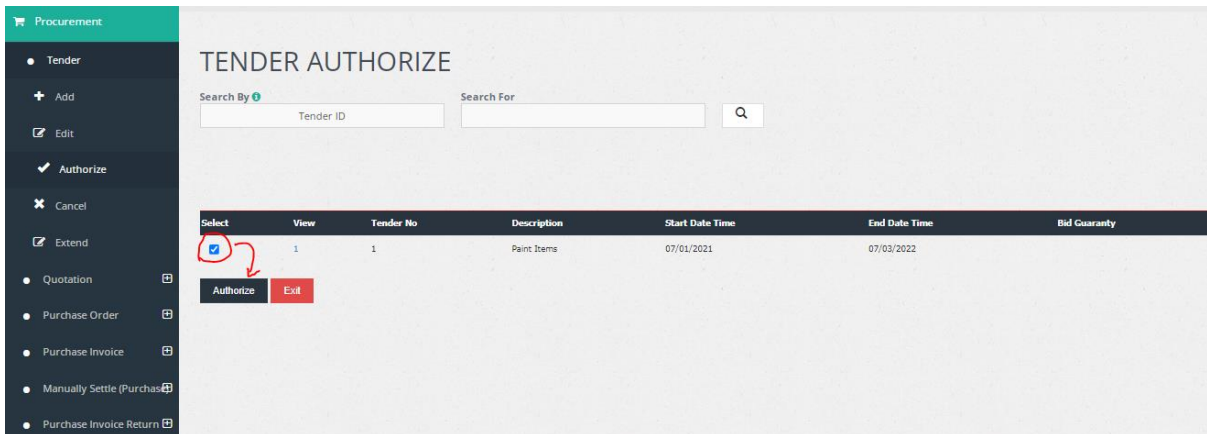


1. In the interface, there are facilities to filter the tenders
2. Click on the ID number in the View column to edit any existing tenders
3. Tenders can edit until the tender get authorized.

c. Authorize a tender

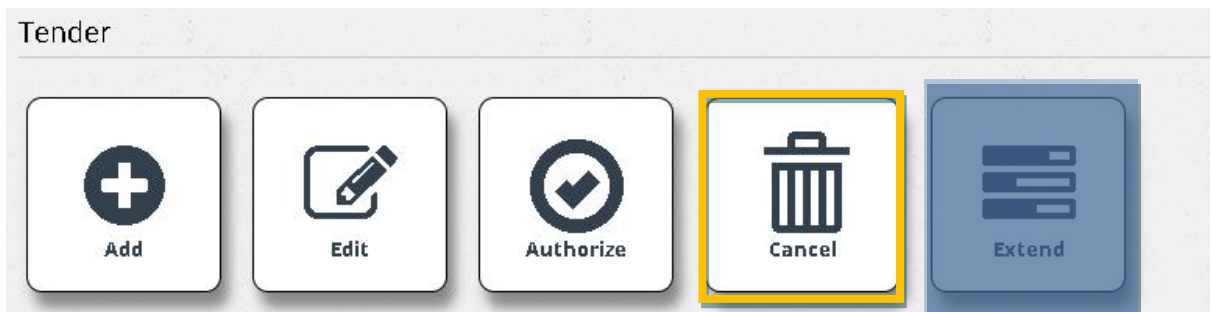


Click on the “Authorize” button to authorize a tender, then user will see the following interface.

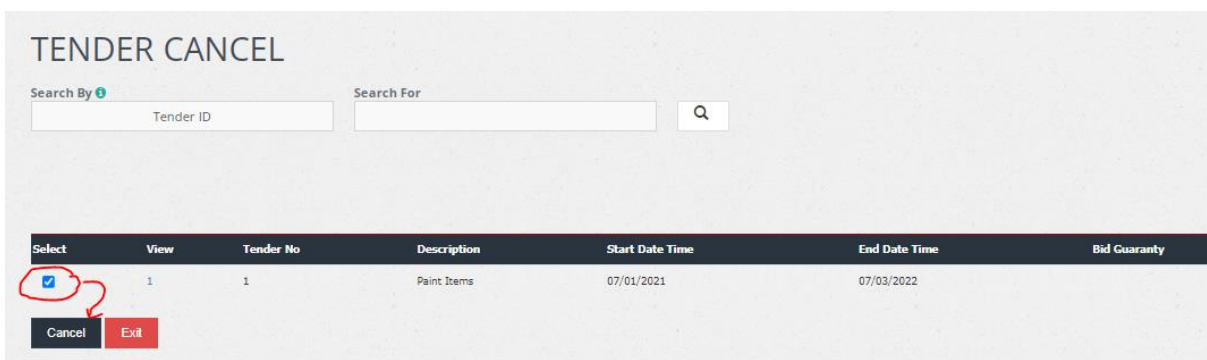


1. Tick on the Select box to authorize a tender
2. Then click on Authorize button to authorize it.
3. After authorization the tender is illegible for receiving Quotation from supplied

d. cancel a tender



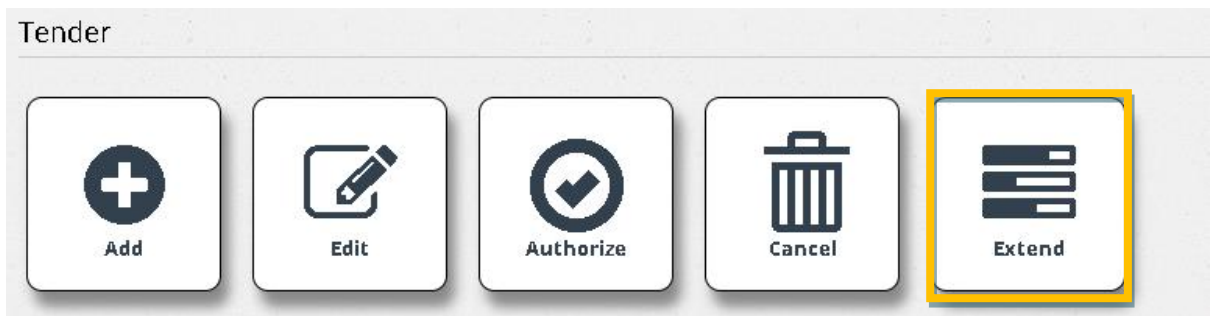
Click on the “cancel” button to cancel a tender, then user will see the following interface.



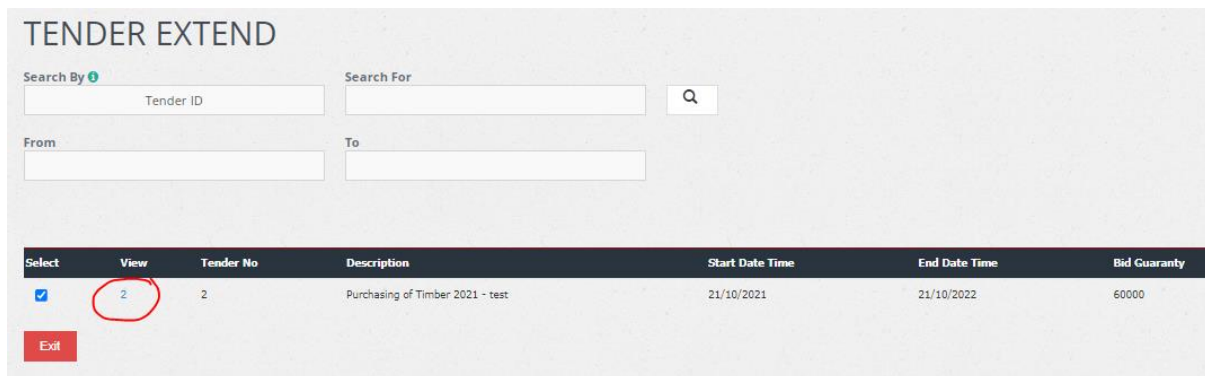
1. All authorized tenders will display here
2. Select the tender to be canceled.
3. Then click on cancel button to cancel the tender.



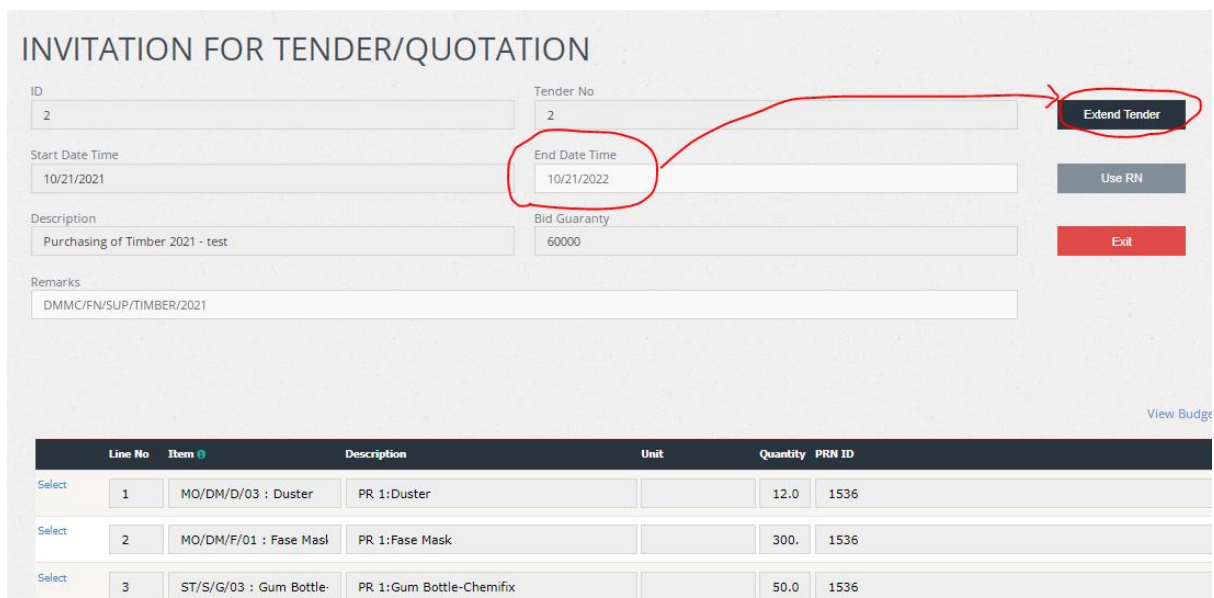
e. Extend a tender



Click on the “Extend” button to extend a tender, then user will see the following interface.



1. Click on the ID in the view column to extend the tender.



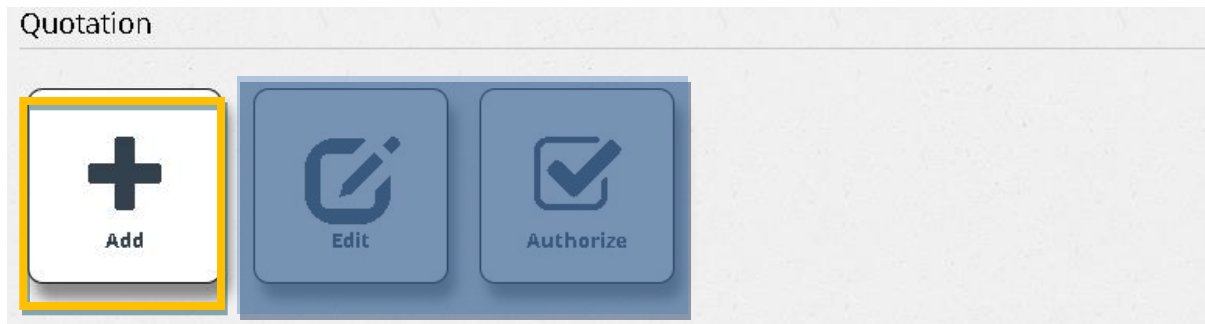
2. This tender cannot be edited but user will be able to change the end date.
3. Change the End date to future date and click on Extend Tender button to extend



3.5. Quotation Process

To use quotation process there should be one or more active tenders in the system. Opening a tender process is described in the previous section. All the quotations received from suppliers for the tender should be added using this interface.

a. Add a quotation



1. Go to Procurement menu or Icon set and then select Add icon
2. Then the following interface will be appeared.

QUOTATION

ID: 1, Number: 1, Save, Print and Save, Exit

EnterDate: 12/27/2021, Transaction Date: 12/27/2021

Customer Name: Hiru Construction And Suppliers, Due Date: 12/27/2021

Remark, Department Code: General (without vote)

Tender: 2: Purchasing of Timber 2021 - test, Exchange Rate

Details

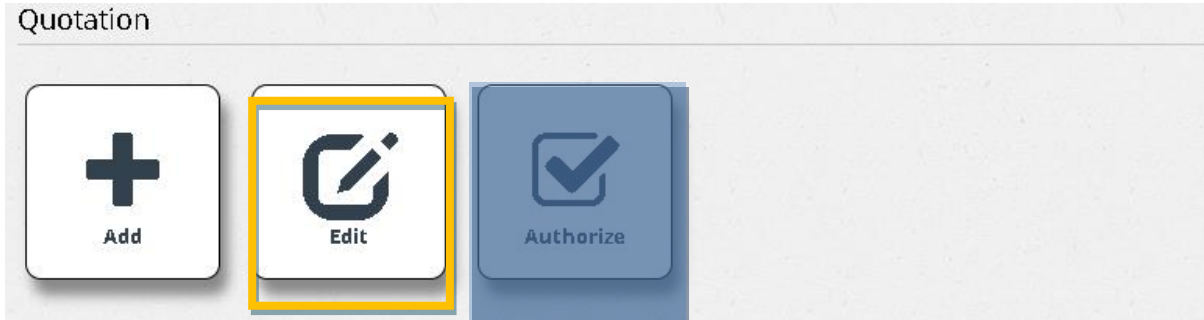
Line No	Item	Description	Quantity	Unit Price	Tax	Cal Tax	Amount
Select 1	MO/DM/D/03 : Duster	PR 1:Duster	12.0000	0.00	0.00	Cal Tax	0.00
Select 2	MO/DM/F/01 : Fase Mask	PR 1:Fase Mask	300.0000	0.00	0.00	Cal Tax	0.00
Select 3	ST/S/G/03 : Gum Bottle-Chemifix	PR 1:Gum Bottle-Chemifix	50.0000	0.00	0.00	Cal Tax	0.00
Select 4	MO/S/02/02 : Hand Sanitizer 500n	PR 1:Hand Sanitizer 500ml	1.0000	0.00	0.00	Cal Tax	0.00

1. Select the date quotation have received to the institute from the supplier
2. Select the due date
3. Select the supplier name from the list
4. Select correct Vote ledger from department list
5. Then select Tender related to this quotation
6. Then the all items tendered will be retrieved to the quotation. If the supplier not quote for certain items, user have to remove those items from the quotation.
7. Quoted value by the supplier should be entered in to the Amount field



8. Then click save button to save the quotation. Like this all the quotations received from suppliers for the selected tender must be added to the system in order to do the selection process (next step)

b. Edit a quotation



1. By clicking on Edit button, previously entered quotations can be edited for changes
2. Select the quotation to be edited

QUOTATION DETAIL

Search By: ID

Search For: [] [Q] 3

From: 12/5/2021 To: 1/5/2022 } 1

+ 4

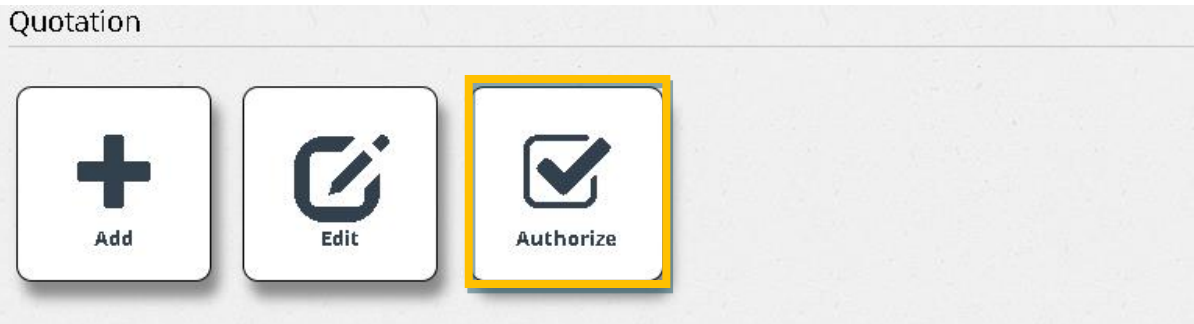
ID	Serial NO	Date	Payee	Description	Due Date
1 5	1	04/01/2022	Narah Stationers	DMMC	04/01/2022
2	2	04/01/2022	Dial Stationers	DMMC	04/01/2022

Buttons: Save, Exit

- 1,2) In a list user can search for quotation by giving invoice ID, number or date range
 - 3) Then click on search button to filter the list
 - 4) User will see the filtered list of quotations not yet authorized and which can be edited.
 - 5) click on the ID in front of the quotation to edit
3. Do the changes and save it by clicking on Save button



c. Quotation Authorize process



1. In the Quotation menu, select Authorize icon
2. This will take user to the following interface

QUOTATION AUTHORIZE

Search By 📄 ID ▼ Search For 🔍

From 12/5/2021 To 1/5/2022

Unauthorized
 Authorized

Select All

Select	Serial NO	Date	Payee	Description	Due Date
<input type="checkbox"/>	1	04/01/2022	Narah Stationers	DMMC	04/01/2022
<input type="checkbox"/>	2	04/01/2022	Dial Stationers	DMMC	04/01/2022

Save Exit

3. User will see the list of quotations to be authorized.
4. If the user need to filter the list, there are facilities like filtering by quotation numbers, and date ranges.
5. Select (tick) the quotation (s) required to be authorized and click in Save button

Select	Serial NO	Date	Payee	Description	Due Date
<input checked="" type="checkbox"/>	1	04/01/2022	Narah Stationers	DMMC	04/01/2022
<input checked="" type="checkbox"/>	2	04/01/2022	Dial Stationers	DMMC	04/01/2022

Save Exit

6. Selected quotations will be authorized and they are no longer be available for changes.

3.6. Quotation Selection Process

Quotation selection process is to select one or more quotation submitted by suppliers to proceed to the next level of Tender/Quotation process. To use quotation selection required quotations must be



authorized in the process. These selected quotation and prices will be available for the Purchase Ordering process.

Quotation Selection



a. Quotation Selection – Add

Quotation Selection Process

Tender No 1
3: Purchase of office materials 2

[View Budget](#)

[Save](#) [Exit](#)

1. Select the tender from the tender list (shows only the active tenders)
2. Then click on search
3. User will be able to see the quotations saved under the selected tender.

Quotation Selection Process

Tender No 1
3: Purchase of office materials

[View Budget](#)

Qua.No	Supplier	Line No	Item	Quantity	Description	Unit Price	Tax	Amount	Is Selected	Qty_ID
1	Narah Stationers	1	A4 70GSM Packet	4	Request for office materials:A4 70GSM Packet	1500.0000	0.0000	6000.0000	<input checked="" type="checkbox"/>	1
1	Narah Stationers	2	Duster	25	Request for office materials:Duster	250.0000	0.0000	6250.0000	<input type="checkbox"/>	2
1	Narah Stationers	3	Envelop-Print 9x4 (DMMC PRINT)	500	Request for office materials:Envelop-Print 9x4	2.0000	0.0000	1000.0000	<input checked="" type="checkbox"/>	3
1	Narah Stationers	4	Hand Sanitizer 500ml	2	Request for office materials:Hand Sanitizer 500ml	350.0000	0.0000	700.0000	<input checked="" type="checkbox"/>	4
1	Narah Stationers	5	Leave Application	50	Request for office materials:Leave Application	1.0000	0.0000	50.0000	<input checked="" type="checkbox"/>	5
1	Narah Stationers	6	Lexmark Toner 310/312	1	Request for office materials:Lexmark Toner 310/312	3500.0000	0.0000	3500.0000	<input type="checkbox"/>	6
1	Narah Stationers	7	Surgical Mask	150	Request for office materials:Surgical Mask	80.0000	0.0000	12000.0000	<input checked="" type="checkbox"/>	7
2	Dial Stationers	1	A4 70GSM Packet	4	Request for office materials:A4 70GSM Packet	1700.0000	0.0000	6800.0000	<input type="checkbox"/>	8
2	Dial Stationers	2	Duster	25	Request for office materials:Duster	250.0000	0.0000	6250.0000	<input checked="" type="checkbox"/>	9
2	Dial Stationers	3	Lexmark Toner 310/312	1	Request for office materials:Lexmark Toner 310/312	4800.0000	0.0000	4800.0000	<input checked="" type="checkbox"/>	10
2	Dial Stationers	4	Surgical Mask	150	Request for office materials:Surgical Mask	60.0000	0.0000	9000.0000	<input checked="" type="checkbox"/>	11

[Save](#) [Exit](#)

4. Supplier, item quoted, unit price quoted, etc., like details can be found in the interface for selection
5. Tick on the selected items and click on the Save button to complete the selection process
6. Selected quotations and suppliers will be visible for Purchase Order process.

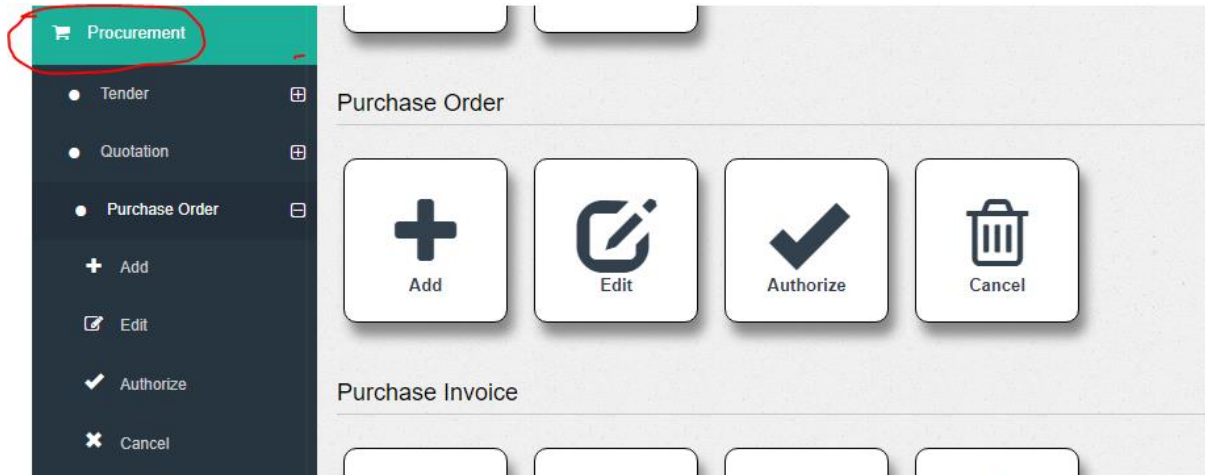


b. Quotation Selection – Edit

Selections can be edited until the process is over.

3.7. Purchase Order

Purchase Orders (PO) can be raised for the selected suppliers for purchasing goods. Multiple items can be included in a single PO.



a. Purchase Order- Add

1. Go to the Procurement menu and then select Purchase Order menu.
2. Then select Add icon

PURCHASE ORDER

ID: 105 Number: 105 Save

EnterDate: 1/5/2022 TransDate: 12/31/2021¹ Print and Save

Supplier Name Add: Narah Stationers² DueDate: 12/31/2021⁵ USE Quotation⁶

Description: ⁴ Exchange Rate: Use RN

Exit

Details View Budget

LineNo	Item	Description	Unit	Quantity	Unit Price	Tax	Cal Tax	Amount
Select 1				0	0.00	0.00	Cal Tax	0.00

Total Price:

Printing Formats

- Format_PO.rpt
- Format_PO_Agreement_CBS.rpt
- Format_PO_CBS - USD.rpt
- Format_PO_CBS.rpt

Activate Windows
Go to Settings to activate Windows.



3. In the interface select Transaction date correctly, then select Supplier name from the supplier list
4. Then enter Description for the Quotation
5. Then click on the User Quotation Button to get the selected quotation details for the selected supplier
6. Then user will get following interface

PURCHASE ORDER

ID: 105 Number: 105

EnterDate: 1/5/2022 TransDate: 12/31/2021 **USE Quotation**

Supplier Name: [Add](#) Narah Stationers DueDate: 12/31/2021 **Exit**

Description: Quotation No.: Exchange Rate:

Select All 11/30/2021 **Search**

Select	ID	Number	Date	Item Code	Description	Quantity	UnitPrice	Tax	DetailID
<input type="checkbox"/>	1	1	04/01/2022	MO/DM/D/03	Request for office materials:Duster	25	250.0000	0.0000	2
<input type="checkbox"/>	1	1	04/01/2022	ST/S/E/02	Request for office materials:Envelop-Print 9x4	500	2.0000	0.0000	3
<input type="checkbox"/>	1	1	04/01/2022	ST/S/A/02/28	Request for office materials:Lexmark Toner 310/312	1	3500.0000	0.0000	6
<input type="checkbox"/>	1	1	04/01/2022	MO/DM/F/01/1	Request for office materials:Surgical Mask	150	80.0000	0.0000	7

Retrieve **Cancel**

Details [View Budget](#)

7. Select Items you want to include in this Purchase Order
8. Then click on Retrieve button
9. Data will be retrieved to the Purchase Order as below



PURCHASE ORDER

ID 105	Number 105	
EnterDate 1/5/2022	TransDate 12/31/2021	
Supplier Name Add Narah Stationers	DueDate 12/31/2021	
Description	Quotation No. 1,	
	Exchange Rate	

Details

[View Budget](#)

LineNo	Item	Description	Unit	Quantity	Unit Price	Tax	Cal Tax	Amount
Select 0	MO/DM/D/03 : Duster	Request for office materi	No C	25	250.00	0.00	Cal Tax	6250.00
Select 0	ST/S/E/02 : Envelop-Pri	Request for office materi	No C	500	2.00	0.00	Cal Tax	1000.00
Select 0	ST/S/A/02/28 : Lexmar	Request for office materi	No C	1	3500.00	0.00	Cal Tax	3500.00
Select 0	MO/DM/F/01/1 : Surgic	Request for office materi	No C	150	80.00	0.00	Cal Tax	12000.00



Total Price

Printing Formats

- Format_PO.rpt
- Format_PO_Agreement_CBS.rpt
- Format_PO_CBS - USD.rpt
- Format_PO_CBS.rpt

Activate Windows
Go to Settings to activate Windows.

10. Then select appropriate PO format from the list (2) and click on Print an Save Button if required to get a print or just click on Save button to save the quotation for next process.

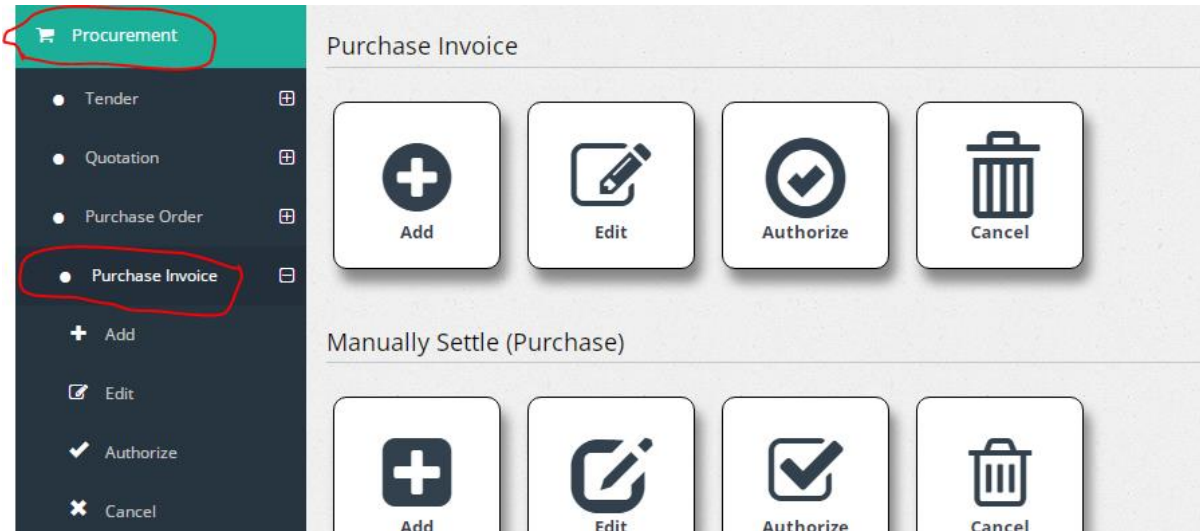
b. Purchase Order- Edit / Authorize / cancel

For Purchase Order, as mentioned in the other processes like Quotations Editing, authorization and cancelation can be done in similar way to do the required function.



3.8. *Purchase Invoice (supplier Invoice)*

Purchase invoice is the similar entry entering to the system to capture Supplier Invoice details. In the system by using the purchase invoice, a creditor's account will be maintained (Creditor list). So the creditor account must be defined and configured in this stage.



1. To enter Purchase Invoice, go to Procurement menu and then select Purchase Invoice menu.

c. Purchase Invoice- Add

2. Click on Add icon to add a purchase invoice
3. Select relevant department code from the list
4. Then select the supplier
5. Then click on the USE PO button
6. Then you will get the item list from the Purchase Order raised for the supplier
7. Then select what items the supplier has been sent us.
8. Then click on retrieve button to fill the Purchase Invoice.
9. Then the Purchase invoice can be saved using



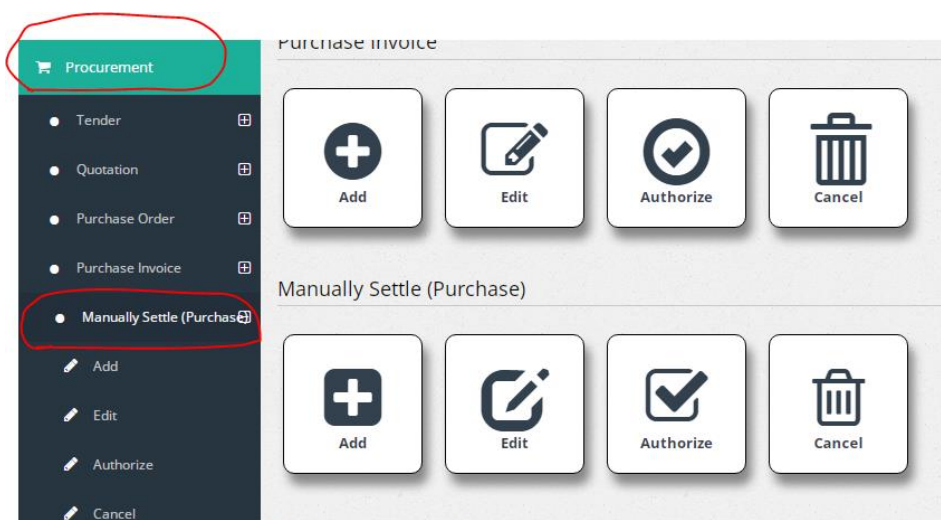
Select	ID	Number	Date	Item Code	Description	Quantity	UnitPrice	Tax	BatchID	Cost Price	Discount
<input type="checkbox"/>	105	105	31/12/2021	MO/DM/D/03	Request for office materials:Duster	25	250.0000	0.0000	0	0	0
<input type="checkbox"/>	105	105	31/12/2021	ST/S/E/02	Request for office materials:Envelop-Print 9x4	500	2.0000	0.0000	0	0	0
<input type="checkbox"/>	105	105	31/12/2021	ST/S/A/02/28	Request for office materials:Lexmark Toner 310/312	1	3500.0000	0.0000	0	0	0
<input type="checkbox"/>	105	105	31/12/2021	MO/DM/F/01/1	Request for office materials:Surgical Mask	150	80.0000	0.0000	0	0	0

d. Purchase Invoice- Edit / Authorize / Cancel

For Purchase invoice also, as mentioned in the other processes like Quotations Editing, authorization and cancelation can be done in similar way to do the require function.

3.9. Manual settlement (purchasing)

Manual Settlement Purchasing the process where user may need to settle purchase invoices manually without creating payment for the invoice. To do that go to Procurement menu and then go to Manual Settlement (purchasing) menu





e. Manual Settlement (Purchasing)- Add

1. Select Invoice from the list (purchase invoice must be authorized before use the invoice here)
2. Set the settlement date
3. Set the settlement Amount
4. Set remarks
5. Then click on Save button.

f. Manual Settlement (Purchasing)- Edit / Authorize / Cancel

For Purchase invoice manual settlement also, as mentioned in the other processes like Quotations Editing, authorization and cancelation can be done in similar way to do the require function.

3.10. Purchase Invoice Return

Purchase return is used to retune Purchases. This will reverse the purchases.

g. Purchase Invoice Return - Add



1. Go to Procurement menu and then go to Purchase Invoice Return menu
2. Then fill required fields
3. Then click on Retrieve Invoice button (1)

Invoice Date: 12/31/2021
Invoice Amount: 0.00
Debit Note No.: 1
Invoice Tax: 0.00
Total Discount: 0
Invoice Serial No.: 1
Sales By: Show All Add Sales Person
Department Code: <-Select->
Invoice Total Amount: 0.00
Remarks:
Remarks 2:
Supplier Name: Narah Stationers

Print and Save
Refer Invoice
Exit

Use Sales Orders
 Select All 11/30/2021 Invoice No. Search

Select	ID	Number	Date	Item Code	Description	Quantity	UnitPrice	Tax	BatchID	Cost Price	Discount
<input checked="" type="checkbox"/>	24681	1	31/12/2021	MO/DM/D/03	Request for office materials:Duster	25 25	250.0000	0.0000		0	0
<input type="checkbox"/>	24681	1	31/12/2021	ST/S/E/02	Request for office materials:Envelop-Print 9x4	500 500	2.0000	0.0000		0	0
<input checked="" type="checkbox"/>	24681	1	31/12/2021	ST/S/A/02/28	Request for office materials:Lexmark Toner 310/312	1 1	3500.0000	0.0000		0	0
<input type="checkbox"/>	24681	1	31/12/2021	MO/DM/F/01/1	Request for office materials:Surgical Mask	150 150	80.0000	0.0000		0	0

Retrieve Cancel

4. Then (2) the system will show the relevant invoices and items inside the invoice where the user will be able to even return a single item inside an invoice.
5. Select item or multiple items to be returned (3)
6. Then click on Retrieve button (4)



3.11. Reports

Various reports are available in the ERP system related to Procurement process. Go to the Reports menu and select Procurement Reports.

Then user will get the following report listing categorised into several functional levels

The screenshot shows the ERP interface for generating reports. On the left, a navigation menu has 'Reports' highlighted in green (1), and 'Procurement Reports' is selected (2). The main area displays a tree view of report categories (3). The 'Purchase' category is expanded, showing sub-items like 'Purchase Invoice - Summary', 'Purchase Invoice - Details', 'Purchase Return - Summary', 'Purchase Return - Details', 'Purchase Manual Settlement Report', and 'Purchase Invoice Settlement Report'. The 'Purchase Analysis' category is also expanded, showing sub-items like 'Purchase Analysis - By Item', 'Purchase Analysis - By Supplier', 'Age Analysis - By Supplier', 'Supplier Age Analysis - By Age', and 'Invoice Creditor List'. The 'Master Reports' category is expanded, showing 'Supplier List' and 'Item List'. The 'Other Reports' category is expanded, showing 'Supplier Analysis Reports', 'Supplier Payment List', 'Item Purchased List by Supplier', 'Item Quoted by Suppliers', and 'Supplier Supply Details'. The 'From Date' and 'To Date' fields are set to 1/5/2022 (4 and 5). The 'Main Heading' is 'Municipal Council' and 'Sub Heading' is 'Dehiwala'. The 'PDF Format' checkbox is checked. The 'View Report' button is circled in red (6).

For various reports there are parameters which can be used to further filtering of the selected report. After setting all that click on View Report (6) button to get the report. Reports are displayed in separate popup window. If the window is not appearing, please allow POPUP windows in browser settings.



Sample reports:

Municipal Council			
Dehiwala			
Tender Report			
Tender No :	3		
Description :	Purchase of office materials		
Start Date :	01-Jan-2022		
End Date :	22-Jan-2022		
Item	Item Description	Description	Quantity
ST/S/P/11	A4 70GSM Packet	Request for office materials:A4 70GSM Packet	4.00
MO/DM/D/03	Duster	Request for office materials:Duster	25.00
ST/S/E/02	Envelop-Print 9x4 (DMMC PRINT)	Request for office materials:Envelop-Print 9x4	500.00
MO/S/02/02	Hand Sanitizer 500ml	Request for office materials:Hand Sanitizer 500ml	2.00
ST/P/F/02	Leave Application	Request for office materials:Leave Application	50.00
ST/S/A/02/28	Lexmark Toner 310/312	Request for office materials:Lexmark Toner 310/312	1.00
MO/DM/F/01/1	Surgical Mask	Request for office materials:Surgical Mask	150.00

Municipal Council											
Dehiwala											
Item Quoted by Suppliers Report											
From Date :	1/5/2022										
To Date :	1/5/2022										
Item :	All										
Supplier	Created Date	Quotation No	Quotation Date	GRN No	GRN Date	PO No	PO Date	Purchased Value	Registered	Approved	Black Listed
Item Code : MO/DM/D/03 Item Description : Duster											
Narah Stationers	01/05/2022	1	1/4/2022 12:00			105	12/31/2021	250.00	Not Registered	Rejected	Accepted
Item Code : MO/DM/F/01/1 Item Description : Surgical Mask											
Narah Stationers	01/05/2022	1	1/4/2022 12:00			105	12/31/2021	80.00	Not Registered	Rejected	Accepted
Item Code : ST/S/A/02/28 Item Description : Lexmark Toner 310/312											
Narah Stationers	01/05/2022	1	1/4/2022 12:00			105	12/31/2021	3,500.00	Not Registered	Rejected	Accepted
Item Code : ST/S/E/02 Item Description : Envelop-Print 9x4 (DMMC PRINT)											
Narah Stationers	01/05/2022	1	1/4/2022 12:00			105	12/31/2021	2.00	Not Registered	Rejected	Accepted