TEERTHANKER MAHAVEER UNIVERSITY



PURCHASE & WAREHOUSE MODULE

USER MANUAL

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1. CREATING ITEMS.

ACTIONS	REPORT					
© Item List ⊙ vendor List 🕄 Purchase Quote	Purchase Order Purchase Approval	Ware House Receipts Warehouse Receipts Approval Purchase Invoice	 Item Journal Purchase Return Order List Posted Purchase Receipt 	Transfer Order Purchase Credit Memos State	Posted Inward Gate Entry List	C Refresh
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Step 2.

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Step 3. Fill all the details. Mandatory field to be filled.

- a. The base unit of measure(General).
- b. Gen. prod. Posting group(Invoicing).

Step 4.Ok.

EDITING ITEMS.

Step 1.Items list.

Step 2. Select item and edit.

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Step 3. Ok.

2. CREATING VENDOR LIST.

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E Purchase Quote	🚰 Gate Entry List	Purchase Invoice	Posted Purchase Receipt	🖹 Issue List		Ketresh
		Pt	urchase & Indents			Page

Purchase Role Center

Step 2.New.

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Step 3. Fill all the details.

Mandatory field to be filled.

- a. Tax liable. (Invoicing).
- b. Gen. Bus. Posting group. (Invoicing).
- c. VAT Bus. Posting group. (Invoicing).

EDITING VENDOR LIST.

Step 1.Vendor list.

Step 2.Select vendor and edit vendor.

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Step 3.Ok.

3.PURCHASE QUOTE.

Step 1.							
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Step 6.Ok.

Step 7. Purchase order \rightarrow Select purchase order no.- \rightarrow Home- \rightarrow Release.

4.PURCHASE ORDER.

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Step 3.Release. Step 4.Ok.

5.PURCHASE APPROVAL.

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- a. Approve: for approval.
- b. Reject: for rejection and document will reopen in a purchase order.

6.GATE ENTRY LIST.

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Step 5.Ok.

7.WAREHOUSE RECEIPTS.

Step 1. Warehouse receipt.

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Step 4.Post. Step 5.Ok.

8.WAREHOUSE RECEIPTS APPROVAL.

Step 1.Warehouse receipts approval. Step 2.Post.

9.PURCHASE INVOICE.

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and the Taxa		V					12
of the Record Lines	6 B					1	-
Manager (1)							1410
man a					- 10	THE SHOT	
printain							14
Ship-to-Markei	Sentral		Big-to Compact:				
ikip ta Address			Timit Document	Charles and		-	
	191		Constant Collins	CONTRACTOR			

Step 4.Ok.

10.ITEM JOURNAL. Step 1.Item journal. Step 2.

11				Purchase Role Cente	er	
ACTIONS	REPORT					
 Item List Vendor List 	Purchase Order	Ware House Receipts	B Item Journal	 Transfer Order Purchase Credit Memos 	Posted Inward Gate Entry List	3
Purchase Quote	🔄 Gate Entry List	Purchase Invoice	Posted Purchase Receipt	🖹 Issue List		Refresh
		P	urchase & Indents			Page

Purchase Role Center

Step 3.Select.	
----------------	--

HOME 4	CTIONS NAVIGATE							10	AIMT SOCIETY
kete Post	Post and Explode Get Sta Zrint BOM Journ Proces	Print Print Indard Item Tracking Lin	Refresh Find Page	1					
tch Name: AN	iSB ¥								
Posting Date	Entry Type	Document Line No.	 Item No. Description 	C	ollege Code Depart	tmen Location C	Quantity Unit of Mea	Unit Amount	Amour
9/9/2019	Negative Adjmt. 💗		0				0	0.00	0.
	Purchase	1							
	Sale								
	Positive Adjmt.								
	Negative Adjmt.								

11.PURCHASE ORDER RETURN.

Step 1. Purch	nase order return.				
Step 2.New.					
step 3.					
View Kanage	sted Documen s to Reverse	Apply Entries Copy Document Release 3	Notes Links Refresh	Clear Filter Page	1
PRV 18-19/00001	Unita rech cement Ltd.				
No.:	PR/18-19/00001		Order Date:	9/9/2019	
Buy-from Vendor No.:	VEN-00041	¥	Vocument Date:	9/9/2019	
Buy-from Contact No.	Then Toule Constanting	~	Vendor Authorization No.		
Buy-from vendor Name:	DRia Lech Cement Ltd.		Vendor Cr. Memo No.:	r	
Buy-from Address			Return Shipment No.:	72	
Buy-from Address 2:			Order Address Code:	¥	
Buy-from Post Code:		<u> </u>	Purchaser Code:	~	
Buy-from City:		×	Campaign No.:		¥
Buy-from Contact			Responsibility Center:	¥	
No. of Atchived Versions:	U.		Assigned User ID:	SHUBHAMI\PLACEMENT	
Posting Date:	9/9/2019		Status:	Open	~
					✓ Show more fields
Lines					***
🕴 Functions 🖛 🛄 Line	- 🎢 Find 🛛 Filter 📡 Clear Filter				
Type No.	Description	Return Reas Location C	Quantity Unit of Me	a Direct Unit Cost Line Amount Ex	Line Discount % Retur
	Inv. No. PPI/18-19/0000 - Rcpt				
Item ITEM/00	0002 CEMENT PIPE 10"	V CENTRAL	50 PCS		~
6	.III.				and the second sec

Step 4.Select ship/Invoice/ship invoice. Step 5.Ok.

12.TRANSFER ORDER.

Step 1.Tranfer order.							
Step 2.New.							
Step 3.	_						
View Delete Marage	2 Inventory - Inbound Transi Report	Notes Links fer	Refresh Clear Previ Filter Next	o ous			
TR/16-17/00003 3						1	
General No.: TR/16-17/00003 Transfer-from Code: HOSPITAL Transit Code: DENTAL In-Transit Code: IN TRANSIT Structure: Lines Exercise and Exercise Code: Comparison of the Code:		Posting Date: College Code: Department Code Assigned User ID: Status:	1/4/2017	۲		¥	•
Functions * and time * and Find Finder & Clearn tem No. Description ITEM/003339	Quantity 0.5	Transfer Price 60.00	Amount Reserved Qu 30,00	Reserved Qu Reserve	d Qu Unit of Mea LTR	Qty. to Ship	Qu î
<	81						×
Iranster-trom					1/25/201	/ Parcial	
Transfer-to							*

Step 4.Select ship/receive. Step 5.Ok.

13.INDENT CREATION.

Step 1.Login portal. Step 2.Others→indent.



ROFILE HR.					
Profile	(RE)SNI				
TOME	INDER APOROVAL				
	100901				
General	TRANSPORT REGULATION				
Faculty No.		Card No		Title	MR
Name		Search Name		Gender	Male
Branch Code	TMUS	College Code	TMUS	Department Code	
Emp. Type	NON-TEACH	Emp. Status	Not Confirm		

Step 3.Create new indent. Step 4.Fill details and add.

General							Back for Details
Indent No	ITMINID/18-19/04771		Issue Date	10 Sep 2019			
Issue For	Department •		User ID	TMU00110			
issue i D	D0021T DEPRATMEN *		Status	Open •			
issue Name	LT DEPRATMENT						
Indent Sub	Form						
la_	Name	Item No	Descriptio	n		Unit of Measu	re Quantity
No. D002	Name LT DEPRATMENT	ltem No	Descriptio	n		Unit of Measu	re Quantity 0
lo. D002	Name LT DEPRATMENT	Item No	Descriptio	n 	Oto Sa Tanandian	Unit of Measu	re Quantity 0 1 Add

14.INDENT APPROVAL.

Step 1.Login the portal.Step 2.Others→indent approval.Step 3.View items.

PROFILE HR»	OTHERS					
Indent Approval						
	From Date	TIII Date	Status Processed	d for Approval *	Get	
Search Data	From Date	Till Date	Status Processed	d for Approval *	Get	
Search Data	From Date	tissue For	Status Processed	d for Approval *	Get Issue Name	

Step 4.Approve/Rejection.

Indent Approv	al						
	From Date	Till Date	Status Processe	d for Approval 🔻	Get		
Search Data							
Indent No	Issue Date	Issue For	Status	Issue id	Issue Name		
TMINE9/18-19/04771	10 Sep 2019	10.Sep 2019 Department		D002	LT DEPRATMENT	Approve	Reject

15.ISSUE LIST.

Issue list contains indent created by the employee/department from the portal. Step 1.Issue list.

Step 2. Tick select

HOME	ACTIONS									TMIMT SOCIETY
ssue ndent Now	ew Edit Reject Indent Manage Process	Notes Links	Refresh Clear Filter Filter	Go to Previous Next						
TMINID/	18-19/04771									
General										9
Nos	ITMINID/18-19/04771])	Jser Idi						
Issue For:	Department		v 1	ssue All Item 📋						
Issue Date:	9/10/2019		1	ssue id: 0002						
			1	Appro	wed		×	1		
sues Subfo	orm									*
Find F	ilter 🕺 Clear Filter								1	
n	Linit of Mea	Location	Avl. Qty	Indent Quantity	Unit Cost	Total Amount	Rem.Qty	Issue City Select	Remarks	Issued Qty Post
ITCH	PCS		0.00	1.00	20.00	0.00	1.00	1.00		0.00
1									-	

16.POSTED PURCHASE RECEIPTS.

Step 1.Posted purchase receipts. Step 2.View.

Posted Purchase Receipts ~ Type to filter (F3) No. * * * No filters applied · Buy-from... Buy-from Vendor Name Location ... No. Printed No. PPR/16-17., VEN-00497 Bishnoi Diagnostic Pvt. Ltd. HOSPITAL 0 PPR/16-17... VEN-00695 KAWATRA GASES HOSPITAL 0 PPR/15-17,... VEN-00320 J.P. Jain & Co. CENTRAL 0 PPR/15-17... VEN-00145 Hartech Controls CENTRAL 0 PPR/16-17... VEN-00755 KAPOOR AGRICULTURE & ... CENTRAL 0 PPR/15-17... VEN-00424 R.K. Electricals CENTRAL 0 PPR/16-17... VEN-00757 ONE TIME VENDOR CENTRAL 0 PPR/16-17... VEN-00432 Vireat Enterprises CENTRAL 0 PPR/16-17... VEN-00695 KAWATRA GASES HOSPITAL 0 PPR/16-17... VEN-00314 Jai Ambay Traders HOSPITAL PPR/16-17... VEN-00644 Ram Kumar & Son HOSPITAL PPR/16-17... VEN-00749 KHANDELWAL RASSI BHAN... HOSPITAL 0 PPR/16-17., VEN-00604 Yadav Medical Hall HOSPITAL 0 PPR/16-17... VEN-00590. Surgical & Medical Center HOSPITAL ñ PPR/16-17... VEN-00568 Rajesh Surgical HOSPITAL PPR/16-17... VEN-00590 Surgical & Medical Center HOSPITAL 0 PPR/16-17... VEN-00504 Vadav Medical Hall HOSPITAL 0 PPR/15-17... VEN-00758 NAMAN SURGICAL EQUIP... HOSPITAL 0 PPR/16-17... VEN-00532 Jugnu Medicos HOSPITAL Ū PPR/16-17., VEN-00532 Jugnu Medicos HOSPITAL C

17.PURCHASE RETURN ORDER LIST.

Step 1.Purchase return order list. Step 2.View.

Purchase Return Orders	Type to Filter (F3)	No,		¥		
					Limit totals: "09/09/19	
No. 🍝 Buy-from Buy-from Vendor Name	Vendor A Location	Assigned				
PR/16-17/ VEN-00004 Bhure Brick Field	GHGJJG	TMUNAVE				
PR/16-17/ VEN-00585 S.R. Enterprises		TMUNAVE				
PR/18-19/ VEN-00041 Ultra Tech Cement Ltd.	CENTRAL	SHUBHAM				

18.POSTED INWARD GATE ENTRY LIST.

Step 1.Posted inward gate entry list. Step 2.View

Posted Inward Gate Entry List •

							No filters applied		
Entry T	No. 🔺	Document	Document	Location C	Description	Item Description	LR/RR No.	LR/RR Date	~
Inward	PGIN/16-17/	12/18/2016	3:29:27 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	3:34:37 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	3:54:15 PM	HOSPITAL					=
Inward	PGIN/15-17/	12/18/2016	3:56:00 PM	HOSPITAL					
Inward	PG(N/15-17/	12/18/2016	3:57:17 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	3:58:58 PM	HOSPITAL					
Inward	PG(N/15-17/	12/18/2016	4:00:09 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:01:13 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:02:55 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:04:20 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:05:44 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:07:30 PM	HOSPITAL					
Inward	PGIN/15-17/	12/18/2016	4:17:02 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:18:39 PM	HOSPITAL					
Inward	P6IN/15-17/	12/18/2016	4:19:45 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:20:40 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:21:53 PM	HOSPITAL					
Inward	PGIN/16-17/	12/18/2016	4:22:43 PM	HOSPITAL					
Incorrect	DGIN/15-17/	12/18/2016	A 23, 30, DNA	HACINI					~
								OK	

Typeto filter (F3) | Entry Type 🔹 🔺 🗸

19.REPORTS.

1.Purchase order. 2.Indent list. 3.Inventory ledger report. 4.Inventory levels report. 5.Expectation report minimum. 6.Expectation report maximum. 7.Stock statement report. 8.Pending purchase order. 9.Inward register report. 10.Daily issue report. 11.Pending indent report. 12. Vendor wise supplies report. 13. Item wise supplies report. 14.Posted register report. 15.Inventory ageing report. 16. Warehouse receipts register.