

TEERTHANKER MAHAVEER UNIVERSITY



PURCHASE & WAREHOUSE MODULE

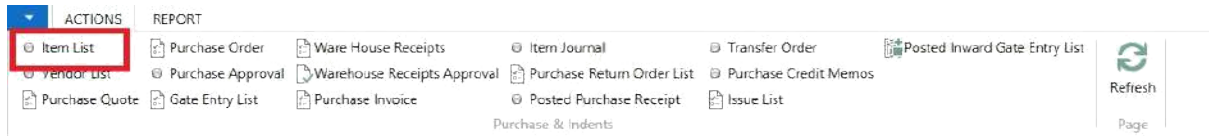
USER MANUAL

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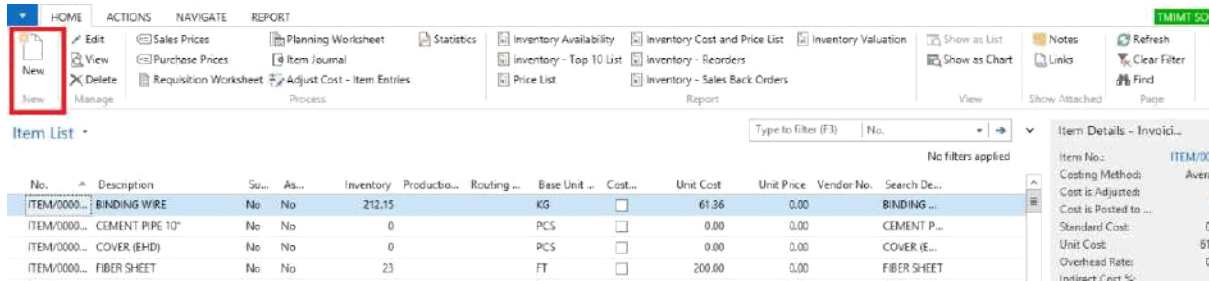
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1. CREATING ITEMS.

Step 1.



Step 2.



Step 3. Fill all the details.

Mandatory field to be filled.

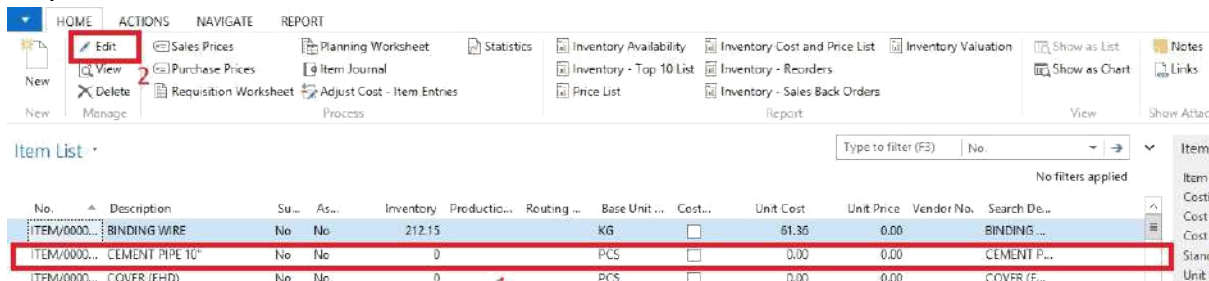
- The base unit of measure(General).
- Gen. prod. Posting group(Invoicing).

Step 4.Ok.

EDITING ITEMS.

Step 1.Items list.

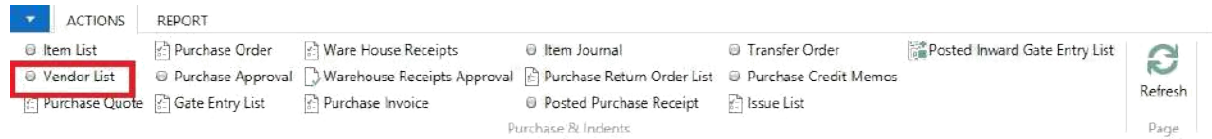
Step 2. Select item and edit.



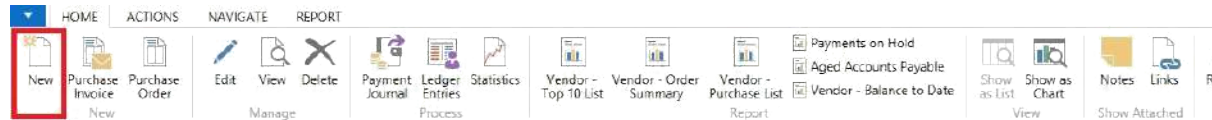
Step 3. Ok.

2. CREATING VENDOR LIST.

Step 1. Vendor list.



Step 2.New.



Vendor List

Type to filter (F3) | No. | No filters applied

No.	Name	Responsi...	Location ...	Phone No.	Contact	Search N...
VEN-00001	Al Makka Brick Filed					AL MAKKA...
VEN-00002	Amar Udyog,Delhi					AMAR UD...
VEN-00003	Bahubali Traders					BAHUBALI...
VEN-00004	Bhure Brick Field					BHURE BRI...

Step 3. Fill all the details.

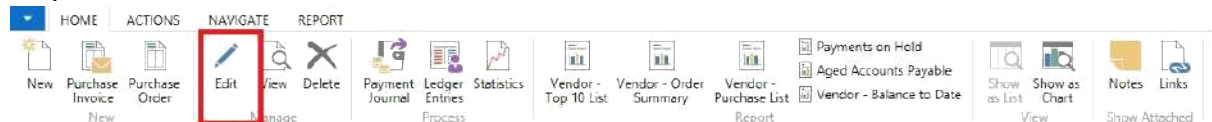
Mandatory field to be filled.

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

EDITING VENDOR LIST.

Step 1.Vendor list.

Step 2.Select vendor and edit vendor.



Vendor List

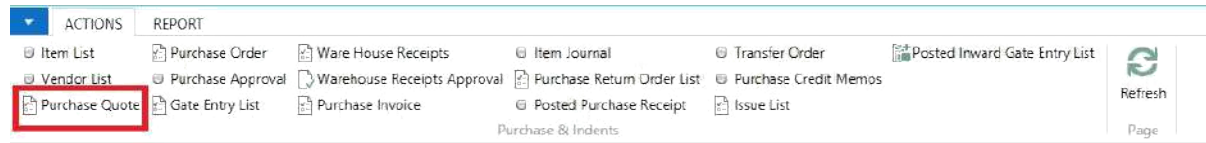
Type to filter (F3) | No. | No filters applied

No.	Name	Responsi...	Location ...	Phone No.	Contact	Search N...
VEN-00001	Al Makka Brick Filed					AL MAKKA...
VEN-00002	Amar Udyog,Delhi					AMAR UD...
VEN-00003	Bahubali Traders					BAHUBALI...

Step 3.Ok.

3. PURCHASE QUOTE.

Step 1.



The screenshot shows the Microsoft Dynamics NAV ribbon with the 'ACTIONS' tab selected. The 'Purchase Quote' option is highlighted with a red box. Other options visible include Item List, Vendor List, Purchase Order, Purchase Approval, Gate Entry List, Warehouse Receipts, Warehouse Receipts Approval, Purchase Invoice, Item Journal, Purchase Return Order List, Posted Purchase Receipt, Transfer Order, Purchase Credit Memos, Issue List, and Posted Inward Gate Entry List. A 'Refresh' button is also visible on the right.

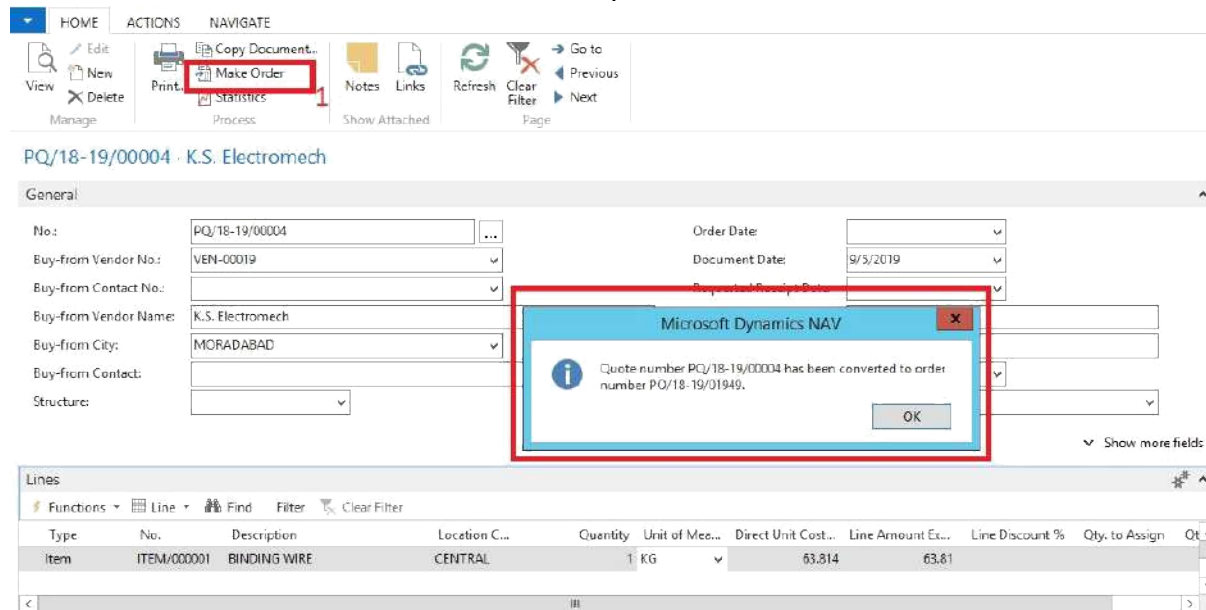
Step 2. New.

Step 3. Fill all details.

Step 4. Action → Release.

Step 5. Home → Make an order.

You can make an order from here or from the purchase order.



The screenshot shows the 'Purchase Quote' form in Microsoft Dynamics NAV. The 'General' tab is active, displaying fields for No., Buy-from Vendor No., Buy-from Contact No., Buy-from Vendor Name, Buy-from City, Buy-from Contact, and Structure. The 'No.' field is populated with 'PQ/18-19/00004'. The 'Buy-from Vendor Name' field is populated with 'K.S. Electromech'. The 'Buy-from City' field is populated with 'MORADABAD'. The 'Order Date' is set to '9/3/2019'. The 'Document Date' is also set to '9/3/2019'. The 'Make Order' button is highlighted with a red box. A confirmation message is displayed: 'Quote number PQ/18-19/00004 has been converted to order number PQ/18-19/01949.' The 'Lines' section shows a table with columns: Type, No., Description, Location C..., Quantity, Unit of Mee..., Direct Unit Cost..., Line Amount Ex..., Line Discount %, Qty. to Assign, and Qt. The table contains one line item: 'ITEM/000001 BINDING WIRE' with a quantity of '1 KG' and a line amount of '63.81'.

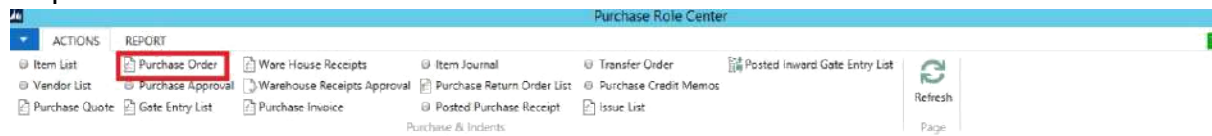
Type	No.	Description	Location C...	Quantity	Unit of Mee...	Direct Unit Cost...	Line Amount Ex...	Line Discount %	Qty. to Assign	Qt
item	ITEM/000001	BINDING WIRE	CENTRAL	1	KG	63.814	63.81			

Step 6. Ok.

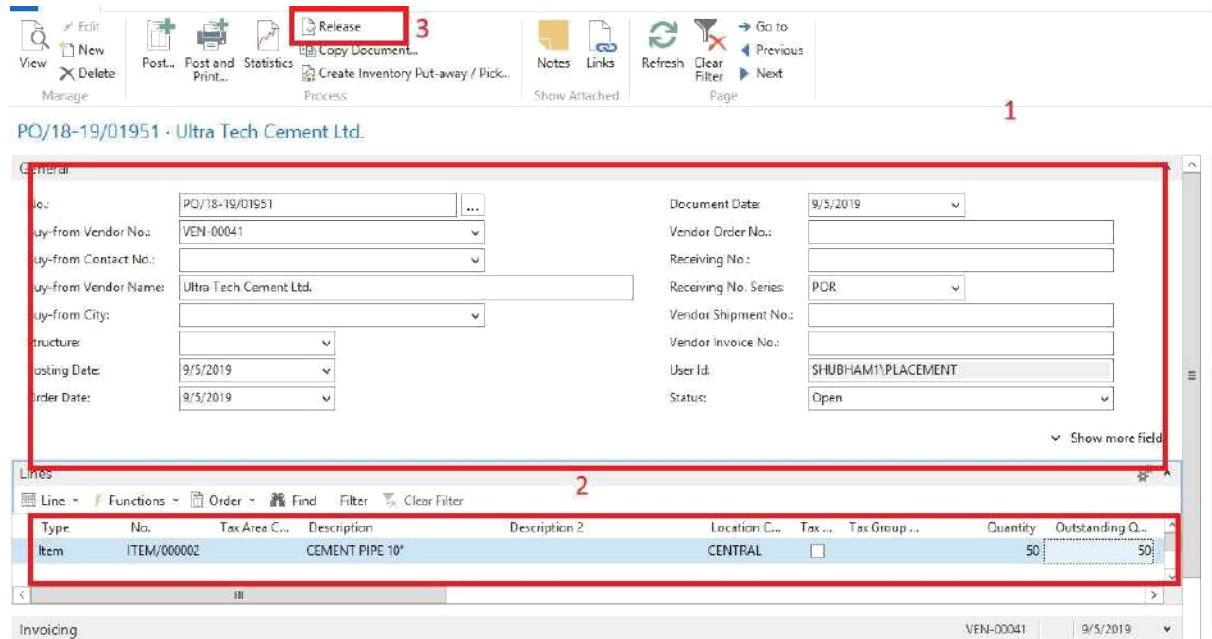
Step 7. Purchase order → Select purchase order no. → Home → Release.

4. PURCHASE ORDER.

Step 1.



Step 2. Fill all the details.

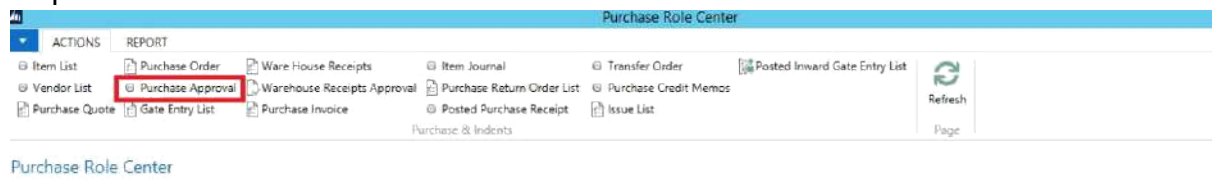


Step 3. Release.

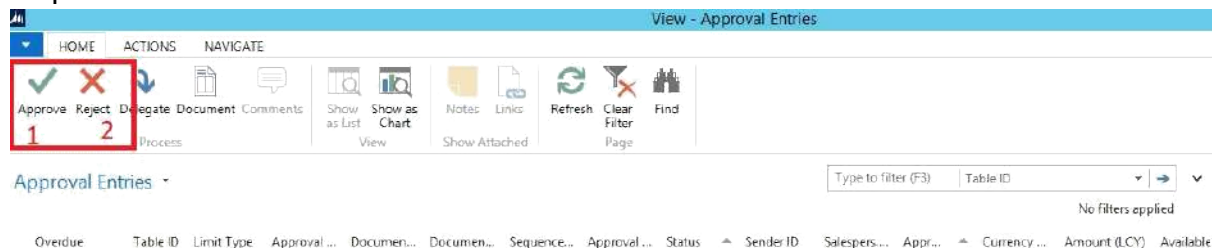
Step 4. Ok.

5. PURCHASE APPROVAL.

Step 1.



Step 3.



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

6.GATE ENTRY LIST.

Step 1.

Purchase Role Center

ACTIONS REPORT

Item List Purchase Order Ware House Receipts Item Journal Transfer Order Posted Inward Gate Entry List

Vendor List Purchase Approval Warehouse Receipts Approval Purchase Return Order List Purchase Credit Memos

Purchase Quot Gate Entry List Purchase Invoice Posted Purchase Receipt Issue List

Purchase & Indents

Refresh

Page

Step 2.New.

Step 3.Fill details and post.

New - Inward Gate Entry - GIN/18-19/02321

HOME ACTIONS

View Edit New Delete Post Notes Links Refresh Clear Filter Go to Previous Next

GIN/18-19/02321

General

No.: GIN/18-19/02321 User ID: SHUBHAM11.PLACEMENT

Vendor Id: VEN-00041 Posting Date: 9/5/2019

Vendor Name: Ultra Tech Cement Ltd. Posting Time: 1:21:09 PM

Station From: LR/RR No:

Document Date: 9/5/2019 LR/RR Date:

Document Time: 1:21:09 PM Vehicle No:

Inward Gate Entry SubForm

Challan No.	Challan Date	Source Type	Source No.	Remarks	Item No.	Item Description	Quantity	PO Quantity	Received Quant...
123	9/5/2019	Purchase Order	PO/18-19/01...		ITEM/0000...	CEMENT PIPE 10"	50.00	50.00	0.00

Select item

OK

Step 4.Note down this number.

New - Inward Gate Entry - GIN/18-19/02321

HOME ACTIONS

View Edit New Delete Post Notes Links Refresh Clear Filter Go to Previous Next

GIN/18-19/02321

General

No.: GIN/18-19/02321 User ID: SHUBHAM11.PLACEMENT

Vendor Id: VEN-00041 Posting Date: 9/5/2019

Vendor Name: Ultra Tech Cement Ltd. Posting Time: 1:21:09 PM

Station From: LR/RR No:

Document Date: 9/5/2019 LR/RR Date:

Document Time: 1:21:09 PM Vehicle No:

Inward Gate Entry SubForm

Challan No.	Challan Date	Source Type	Source No.	Remarks	Item No.	Item Description	Quantity	PO Quantity	Received Quant...
123	9/5/2019	Purchase Order	PO/18-19/01...		ITEM/0000...	CEMENT PIPE 10"	50.00	50.00	0.00

Microsoft Dynamics NAV

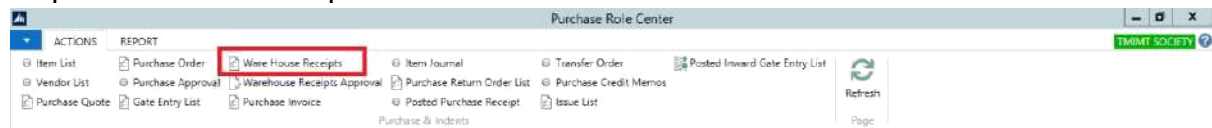
PGIN/18-19/02127

OK

Step 5.Ok.

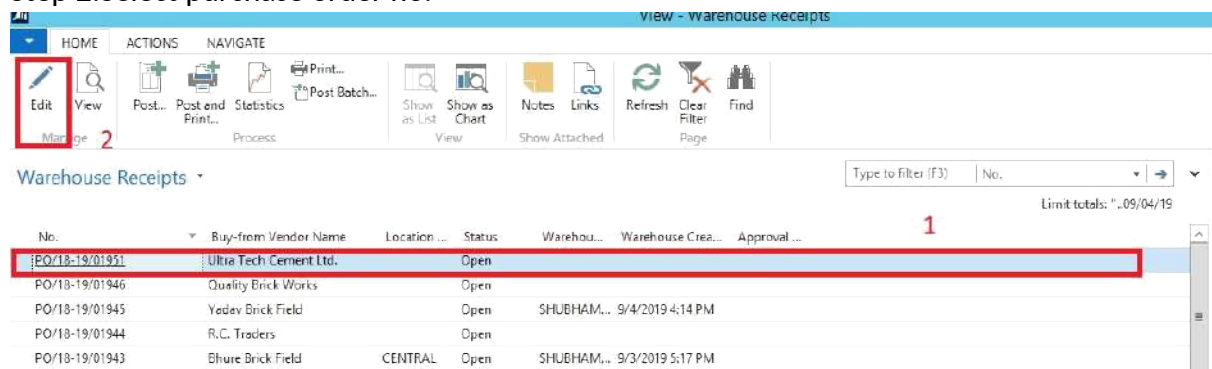
7.WAREHOUSE RECEIPTS.

Step 1. Warehouse receipt.

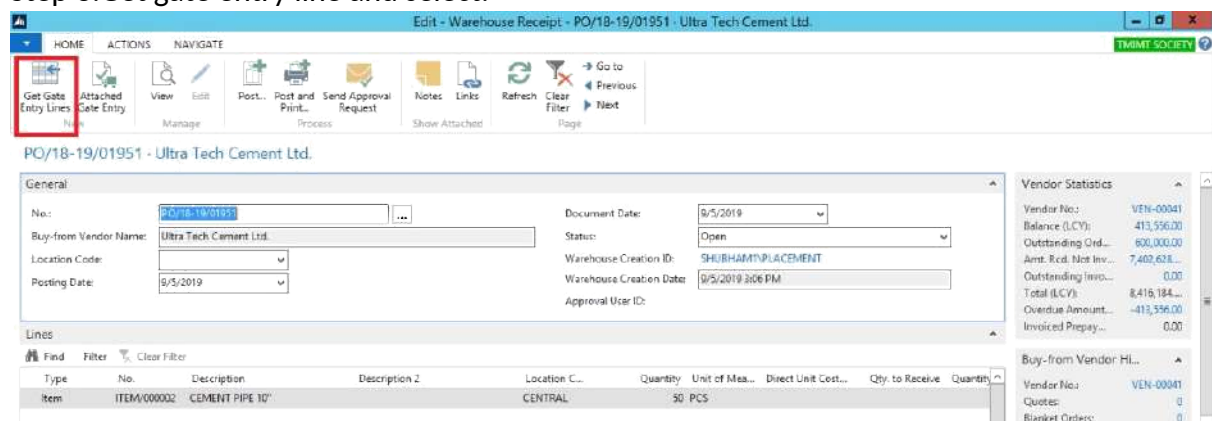


Purchase Role Center

Step 2.Select purchase order no.



Step 3.Get gate entry line and select.



Step 4.Post.

Step 5.Ok.

8.WAREHOUSE RECEIPTS APPROVAL.

Step 1.Warehouse receipts approval.

Step 2.Post.

9. PURCHASE INVOICE.

Step 1. Purchase invoice.

Step 2. New.

Step 3. Fill the details.

PI/18-19/0004 - Ultra Tech Cement Ltd.

Buy From Vendor No.: VTN/0041

Posting Date: 8/9/2019

Despatch Date: 8/9/2019

Vendor Invoice No.: 1845

Order Address Code: 1845

Assigned User ID: SHERHANT/PLAZEREST

Status: Open

Lines

Line	No.	Tax	Tax Group	Description	Location C...	Quantity	Unit of Meas...	Gen. Prod...	Direct Unit Cost...	Link...
1										

Shipping

Ship-to Name: Central

Ship-to Address:

Ship-to Address 2:

Ship-to Contact:

Transit Document:

Location Code: CENTRAL

Step 4. Ok.

10. ITEM JOURNAL.

Step 1. Item journal.

Step 2.

Purchase Role Center

ACTIONS REPORT

Item List Purchase Order Ware House Receipts Item Journal Transfer Order Posted Inward Gate Entry List

Vendor List Purchase Approval Warehouse Receipts Approval Purchase Return Order List Purchase Credit Memos

Purchase Quote Gate Entry List Purchase Invoice Posted Purchase Receipt Issue List

Refresh

Page

Purchase Role Center

Step 3. Select.

Item Journal

Batch Name: ANSB

Posting Date: 8/9/2019

Entry Type: Negative Adjmt.

Document: Purchase

Line No.: 0

Item No.: 0

Description: Purchase

College Code: 0

Department: 0.00

Location C...: 0.00

Quantity: 0.00

Unit of Meas...: 0.00

Unit Amount: 0.00

Amount: 0.00

11. PURCHASE ORDER RETURN.

Step 1. Purchase order return.

Step 2. New.

Step 3.

PR/18-19/00001 - Ultra Tech Cement Ltd.

No.: PR/18-19/00001 ...

Buy-from Vendor No.: VEN-00041

Buy-from Contact No.: ...

Buy-from Vendor Name: Ultra Tech Cement Ltd.

Buy-from Address: ...

Buy-from Address 2: ...

Buy-from Post Code: ...

Buy-from City: ...

Buy-from Contact: ...

No. of Archived Versions: 0

Structure: ...

Posting Date: 9/9/2019

Order Date: 9/9/2019

Document Date: 9/9/2019

Vendor Authorization No.: ...

Vendor Cr. Memo No.: ...

Return Shipment No.: ...

Order Address Code: ...

Purchaser Code: ...

Campaign No.: ...

Responsibility Center: ...

Assigned User ID: SHUBHAM\PLACEMENT

Status: Open

Lines

Type	No.	Description	Return Reas...	Location C...	Quantity	Unit of Mea...	Direct Unit Cost...	Line Amount Ex...	Line Discount %	Retur...
Item	ITEM/000002	CEMENT PIPE 10"		CENTRAL	50	PCS				

Step 4. Select ship/Invoice/ship invoice.

Step 5. Ok.

12. TRANSFER ORDER.

Step 1. Transfer order.

Step 2. New.

Step 3.

TR/16-17/00003

No.: TR/16-17/00003 ...

Posting Date: 1/4/2017

Transfer-from Code: HOSPITAL

Transfer-to Code: DENTAL

In-Transit Code: IN TRANSIT

Structure: ...

College Code: ...

Department Code: ...

Assigned User ID: ...

Status: Released

Lines

Item No.	Description	Quantity	Transfer Price	Amount	Reserved Qu...	Reserved Qu...	Reserved Qu...	Unit of Mea...	Qty. to Ship	Qu...
ITEM/003339		0.5	60.00	30.00				LTR		

Step 4. Select ship/receive.

Step 5. Ok.

13.INDENT CREATION.

Step 1.Login portal.

Step 2.Others→indent.

TMU TEERTHANKER MAHAVEER UNIVERSITY

PROFILE HRs OTHERS»

Profile

INDENT INDENT APPROVAL EVENT TRANSPORT REQUESTION

General

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 ID D002 LT DEPRATMEN Status Open

Issue Name LT DEPRATMEN

Indent Sub Form

No.	Name	Item No.	Description	Unit of Measure	Quantity
D002	LT DEPRATMEN				0

1 Add

No.	Name	Item No.	Description	Unit of Measure	Qty. for Requisition	
D002	LT DEPRATMEN	ITEM/000262	2 WAY SWITCH	PCS	1.00	Delete

2 Send For Approval

14.INDENT APPROVAL.

Step 1.Login the portal.

Step 2.Others→indent approval.

Step 3.View items.

PROFILE HRs OTHERS»

Indent Approval

From Date Till Date Status Processed for Approval Get

Search Data

Indent No.	Issue Date	Issue For	Status	Issue Id	Issue Name	Approve	Reject
ITMINID/18-19/04771	10 Sep 2019	Department	Processed for Approval	D002	LT DEPRATMEN		

Step 4.Approve/Rejection.

PROFILE HRs OTHERS

Indent Approval

From Date Till Date Status

Search Data

Indent No	Issue Date	Issue For	Status	Issue Id	Issue Name	Approve	Reject
ITMINID/18-19/04771	10 Sep 2019	Department	Processed for Approval	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

Issue Indent New View 2 Edit Reject Indent Process Notes Links Refresh Clear Filter Go to Previous Next

ITMINID/18-19/04771

General

No. ITMINID/18-19/04771 User Id:

Issue For: Department Issue All Items: ☐

Issue Date: 9/10/2019 Issue Id: D002 Status: Approved

Issues Subform

Find Filter Clear Filter

No.	Unit of Mea.	Location	Avl.Qty	Indent Quantity	Unit Cost	Total Amount	Rem.Qty	Issue Qty	Select	Remarks	Issued Qty	Post.
ITCH	PCS		0.00	1.00	20.00	0.00	1.00	1.00	☒		0.00	

16.POSTED PURCHASE RECEIPTS.

Step 1.Posted purchase receipts.

Step 2.View.

Posted Purchase Receipts -

Type to filter (F3) No. No filters applied

No.	Buy-from...	Buy-from Vendor Name	Location ...	No. Printed
PPR/16-17...	VEN-00497	Bishnoi Diagnostic Pvt. Ltd.	HOSPITAL	0
PPR/16-17...	VEN-00625	KAWATRA GASES	HOSPITAL	0
PPR/16-17...	VEN-00320	J.P. Jain & Co.	CENTRAL	0
PPR/16-17...	VEN-00145	Hartech Controls	CENTRAL	0
PPR/16-17...	VEN-00755	KAPOOR AGRICULTURE & ...	CENTRAL	0
PPR/16-17...	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	0
PPR/16-17...	VEN-00644	Ram Kumar & Son	HOSPITAL	0
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	0
PPR/16-17...	VEN-00568	Rajesh Surgical	HOSPITAL	0
PPR/16-17...	VEN-00590	Surgical & Medical Center	HOSPITAL	0
PPR/16-17...	VEN-00604	Yadav Medical Hall	HOSPITAL	0
PPR/16-17...	VEN-00758	NAMAN SURGICAL EQUIP...	HOSPITAL	0
PPR/16-17...	VEN-00532	Jugnu Medicos	HOSPITAL	0
PPR/16-17...	VEN-00532	Jugnu Medicos	HOSPITAL	0

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/15-17/...	VEN-00004	Bhure Brick Field	GHGJG		TMUNAVE...
PR/15-17/...	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 ▾

Type to filter (F3) Entry Type → No filters applied

Entry T...	No.	Document ...	Document ...	Location C...	Description	Item Description	LR/RR No.	LR/RR Date
Inward	PGIN/15-17/...	12/18/2016	3:29:27 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	3:34:37 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	3:54:15 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	3:56:00 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	3:57:17 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	3:58:58 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:00:09 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:01:13 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:02:55 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:04:20 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:05:44 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:07:30 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:17:02 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:18:39 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:19:45 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:20:40 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:21:53 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:22:43 PM	HOSPITAL				
Inward	PGIN/15-17/...	12/18/2016	4:23:30 PM	HOSPITAL				

OK

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.