

eVarsity[®]

Purchase Module

User Manual

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I. Introduction

Preface

The Purchase process across many organizations continues to be the traditional, paper based, labor intensive practice of procurement, invoice processing, routing and approvals making it a highly inefficient and cumbersome process.

The lack of an automated solution results in inefficiencies and delays in purchase requisition, purchase order placement and delays in payment processing. Numerous hand offs and approval processes reduce productivity across the organization. A prolonged cycle time also implies higher associated risks and costs. Request for Quotation and bidding/negotiation process steps have not yet been automated in many companies.

E-Varsity enhances efficiency and streamlines processes through hi-end automation. Configurable workflow as per client needs once configured, the process is frozen and employees have to rigidly comply with the process.

II Purchase Master

1. Unit Of Measurement (UOM) Class

1.1. Intended Audience

System administrator.

1.2. Usage

This centralized master interface records unit of measurement class common for all the institutions.

1.3. Menu Access

Main Menu >> Purchase Masters >> UOM Class.

1.4. Dependency

none

The screenshot shows a web interface for creating a Unit of Measurement Class. At the top, there is a blue header with the text 'Unit of Measurement Class'. Below the header, there is a form with a label 'Enter Unit of Measurement Class :'. The input field contains the text 'Length'. To the right of the input field, there is a blue oval labeled 'Step 1'. Below the input field, there are three buttons: 'Save', 'View', and 'Refresh'. The 'Save' button is highlighted with a blue oval labeled 'Step 2'.

Figure 1.1

1.5. To make a **new entry** follow these steps,

Step1: *enter unit of measurement class required to create.*

Step2: *click “save” button to complete unit of measurement class creation.*

1.6. To **view and modify** existing UOM Class follow these steps

Step1: *Click “View” button, page would load with all unit of measurement class as shown in figure 1.2.*

Step2: *Select the UOM class to be modified. We can able to modify only if it can able to edit.*

Step3: *Modify the UOM class.*

Step4: *Click on the button “Update” to save the modified UOM class name.*

Unit of Measurement Class		
Enter Unit of Measurement Class : <input type="text"/>		
<input type="button" value="Update"/> <input type="button" value="Refresh"/>		
Sl.No	Unit of Measurement Class	Can Edit?
1.	Length	No
2.	Base	No
3.	Kilogram	No
4.	Kg	Yes
5.	Litre	No
6.	nos	Yes

Figure 1.2

2. Unit Of Measurement (UOM)

2.1. Intended Audience

System administrator.

2.2. Usage

This centralized master interface records unit of measurement common for all the institutions.

2.3. Menu Access

Main Menu >> Purchase Masters >> UOM.

2.4. Dependency

UOM Class

Unit of Measurement Master	
Unit of Measurement Class	<input type="text"/> ▼
Unit of Measurement	<input type="text"/>
Conversion Rate	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	

Figure 2.1

2.5. To make a **new entry** follow these steps,

Step1: *select unit of measurement class.*

Step2: *enter the unit of measurement name.*

Step3: *enter conversion rate.*

Step4: *click “save” button to complete unit of measurement entry.*

2.6. To **view** existing unit of measurement these steps

Step1: *click “view” button, page would load with all unit of measurements.
as shown in figure 2.2.*

Step2: *click “Back” button, initial page would load are shown in figure 2.1.*

Sl.No.	Unit of Measurement Class	Unit of Measurement	Conversion Rate	Can Edit?
1.	Roll	1	1.00000	No
2.	Kg	Bag	2.00000	No
3.	Book	Book	1.00000	No
4.	Box	Box	1.00000	No
5.	Bundle	Bundles	1.00000	No

Figure 2.2

2.7. To **modify** existing unit of measurement follow these steps.

Step1: *click “view/Modify” button.*

Step2: *page would load with all unit of measurement available as shown in figure 2.2.*

Step3: *click a unit of measurement in list to select it for modification.*

Step4: *modify required fields to be modified.*

Step5: *click “modify” button to complete unit of measurement modification.*

3. Tax Master

3.1. Intended Audience

System administrator.

3.2. Usage

This centralized master interface records tax common for all the institutions.

3.3. Menu Access

Main Menu >> Purchase Masters >> Tax Master.

3.4. Dependency

None

The screenshot shows the 'Tax Master' interface. At the top is a blue header with the text 'Tax Master'. Below the header is a light blue area containing a 'Tax Name' label and a text input box. A blue oval labeled 'Step 2' is drawn around the text input box. Below this is a row of three buttons: 'New', 'View', and 'Refresh'. A blue oval labeled 'Step 1' is drawn around the 'New' button. Below the buttons is a light blue area containing two sections of instructions. The first section is titled '::**New Tax**' and contains two numbered steps: '1. Click "New" button then type "Tax Name" in text box' and '2. Click "Save" button to save new Tax.'. The second section is titled '::**View or Modify Tax**' and contains two numbered steps: '1. Click "view" to list all the available Taxes.' and '2. Click any Tax to Edit, then give new value and then click "Update".'

Figure 3.1

3.5. To make a **new entry** follow these steps,

Step1: *Click on the button “New” to be created tax newly.*

Step2: *enter tax name required to create.*

Step2: *click “save” button to complete tax entry.*

3.6. To **view and modify the** existing tax follow these steps

Step1: *click “view” button, page would load with all tax*

as shown in figure 3.2.

Step2: *Select the tax to be modified.*

Step3: *Modify the tax.*

Step4: *Click on the button “Update” to save the modified tax.*

The screenshot shows the 'Tax Master' interface. At the top, there is a blue header with the text 'Tax Master'. Below the header, there is a text box labeled 'Tax Name' containing the value 'VAT'. Underneath is a table with three columns: 'Sl. No', 'Tax Name', and 'Can Edit?'. The table contains one row with the values '1', 'VAT', and 'Yes'. Below the table are three buttons: 'New', 'Update', and 'Refresh'. At the bottom, there are two sections of instructions: '::New Tax' and '::View or Modify Tax', each followed by a numbered list of steps.

Sl. No	Tax Name	Can Edit?
1	VAT	Yes

::New Tax
 1. Click "New" button then type 'Tax Name' in text box
 2. Click "Save" button to save new Tax.

::View or Modify Tax
 1. Click 'view' to list all the available Taxes.
 2. Click any Tax to Edit, then give new value and then click 'Update'.

Figure 3.2

4. Division Type Master

4.1. Intended Audience

System administrator.

4.2. Usage

This centralized master interface records tax common for all the institutions.

4.3. Menu Access

Main Menu >> Purchase Masters >> Division Type Master.

4.4. Dependency

None

4.5. To make a **new entry** follow these steps,

Step1: enter division type name required to create.

Step2: click "save" button to complete division name.

The screenshot shows the 'Division Type Master' interface. At the top, there is a blue header with the text 'Division Type Master'. Below the header, there is a text box labeled 'Division Type Name' which is currently empty. Underneath the text box are three buttons: 'Save', 'View', and 'Refresh'.

Figure 4.1

4.6. To **view/modify** existing division types follow these steps

Step1: click “view” button, page would load with all division type name as shown in figure 4.2.

Step2: Select the division type to be modified.

Step3: Modify the division type name.

Step4: Click on the button “Update” to save the modified division type name.

Division Type Master		
Division Type Name	<input type="text"/>	
<input type="button" value="Refresh"/>		
Sl.No.	Division Type Name	Can Edit?
1.	Academic	Yes
2.	Non Academic	Yes

Figure 4.2

5. Division Master

5.1. Intended Audience

System administrator.

5.2. Usage

This centralized master interface records tax common for all the institutions.

5.3. Menu Access

Main Menu >> Purchase Masters >> Division Master.

5.4. Dependency

None

Division Master	
Select Division Type	<input type="text"/> ▼
Division Name	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	

Figure 5.1

5.5. To make a **new entry** follow these steps,

Step1: *select division type*

Step2: *enter division name.*

Step3: *click “save” button to save the division name.*

5.6. To **view/modify** existing division follow these steps

Step1: *click “view” button, page would load with all division name as shown in figure 5.2.*

Step2: *Select division name to be modified.*

Step3: *Modify the division name.*

Step4: *Click on the button “Update” to update the division name.*

The screenshot shows a web interface titled "Division Master". It contains a form with two input fields: "Select Division Type" (a dropdown menu) and "Division Name" (a text box). Below the form is a "Refresh" button. At the bottom, there is a table with the following data:

Sl.No.	Division Type Name	Division Name	Can Edit?
1.	Non Academic	ADMINISTRATION	Yes

Figure 5.2

6. Product Type Master

6.1. Intended Audience

System administrator.

6.2. Usage

This centralized master interface records product type classification common for all the institutions.

6.3. Menu Access

Main Menu >> Purchase Masters >> Product Type Master.

6.4. Dependency

None

The screenshot shows a form titled "Product Types/Category" with the following fields and controls:

- Product Type Name:** A text input field, highlighted as Step 1.
- Product Type Code:** A text input field, highlighted as Step 2.
- Parent Product Type:** A dropdown menu, highlighted as Step 3.
- Unit Of Measurement:** A dropdown menu.
- Category:** Radio buttons for "Product" (selected) and "Service", highlighted as Step 4.
- Buttons:** "Save", "View/Modify", and "Cancel".

Below the form is a table showing existing product types:

Product Type Name	Product Type Code	Category
<input checked="" type="checkbox"/> A/c Spare		Product
<input type="checkbox"/> Animal Feed and Bedding Materials		Product

Figure 6.1.

6.5. To make a **new entry** follow these steps,

Step1: *enter product type name required to create.*

Step2: *enter the product type code (if any) available.*

Step3: *if required, select parent product type under which new product type is to be created.*

Step4: *if required, select unit of measurement for the entered product type.*

Step5: *select appropriate account head under which product type to be created.*

Step6: *click "save" button to complete product type entry.*

6.6. To **view** existing product types follow these steps

Step1: *click "view" button, list would appear with all product type as shown in figure 6.2.*

Product Type Name	Product Type Code	Category
<input checked="" type="checkbox"/> A/c Spare		Product
<input type="checkbox"/> Animal Feed and Bedding Materials		Product
<input checked="" type="checkbox"/> Annual Maintanance Contract		Product
<input checked="" type="checkbox"/> Boards		Product
<input type="checkbox"/> Carpentry items		Product
<input checked="" type="checkbox"/> Chemicals		Product
<input checked="" type="checkbox"/> Computer Accessories		Product

Figure 6.2

6.7. To **modify** existing product type follow these steps.

Step1: click “view” button.

Step2: a list would appear will all product type available as shown in figure 6.2.

Step3: click a product type in list to select it for modification.

Step4: modify required fields to be modified.

Step5: click “modify” button to complete product type modification.

7. Product Master

7.1. Intended Audience

Purchase Requestor and System Administrator.

7.2. Usage

This interface enables users to create new product into e-Varsity.

7.3. Menu Access

Main Menu >> Purchase Masters >> Product Master.

7.4. Dependency

Product Type Master, Unit of Measurement

The screenshot shows the 'Product Master' form with the following fields and steps highlighted:

- Step 1:** Product Type * (COMPUTERS AND ACCESSORIES)
- Step 2:** Product Name *
- Step 3:** Product Code
- Step 4:** Unit Of Measurement *
- Step 5:** Specifications
- Step 6:** Save button

Below the form is a table listing existing product types:

Product Type Name	Product Name	Product Code	UOM	Can Modify?	Obsolete
COMPUTERS AND ACCESSORIES	05A - TONNER -NEW		Nos	No	Obsolete
COMPUTERS AND ACCESSORIES	05A Compatible Toner		Nos	No	Obsolete

Figure 7.1

7.5. To make a **new entry** follow these steps,

Step1: select product type from the drop-down list.

Step2: *enter product name to be created.*

Step3: *if any, enter product code.*

Step4: *select unit of measure for the product.*

Step5: *if any, enter specifications for the product.*

Step6: *click “save” button to complete product master entry.*

7.6. To **view** existing products follow these steps

Step1: *select a product type from product type.*

Step2: *click “view” button, list would appear with products available under selected product type as shown in figure 7.1.*

7.7. To **modify** existing product types follow these steps

Step1: *select a product type from product type list.*

Step2: *click “view” button.*

Step3: *a list would appear will all products available under selected product type as shown in figure 7.1.*

Step4: *click a product in list to select it for modification.*

Step5: *modify required fields to be modified.*

Step6: *click “modify” button to complete product modification.*

7.8. To **obsolete** the selected product follow these steps,

Step1: *Click on the button “Obsolete” to obsolete the selected product. After completed this entry, it will not be shown in the interface purchase request.*

8. Office-wise Products

8.1. Intended Audience

Purchase Requestor and System Administrator.

8.2. Usage

This interface enables users to create link between product and office and product and accounts to user who access to respective offices. Only products linked with offices would be listed in all purchase flow i.e. purchase requisition, stock list etc.

8.3. Menu Access

Main Menu >> Purchase Masters>>Product Masters >> Office wise Products and Product Accounts Linkage

8.4. Dependency

Product Master, office wise account sub heads and asset prefix.

Figure 8.1.

8.5. To make a **new entry** follow these steps,

Step1: *select product type in which products to be linked is available.*

Step2: *select product(s) to be linked with office.*

Step3: *click “save” button to complete link of product to office.*

8.6. To **view** existing office wise products follow these steps

Step1: *click “view” button, list would appear with available products linked to the login office as shown in figure 8.2.*

Sl. No	Product Name	Product Code
1	10 x 12 x 1 – 60GSM COMPUTER SHEET	
2	10 x 12 x 1 – 70GSM COMPUTER SHEET	
3	10 x 12 x 1 – 80GSM COMPUTER SHEET	
4	10 x 12 x 2 – 60GSM COMPUTER SHEET	
5	10 1/2 x 4 1/2 BROWN COVER	

Figure 8.2.

8.7. To link the products with accounts follow these steps in the below as in the figure 8.3.

Step 1: *Select the product type*

Step 2: *Select the products to be linked.*

Step 3: *Select the product category*

Step4: *If select the product category as asset, then selects the asset prefix.*

Step5: *Select the account head.*

Step6: *Select the account sub head to be linked the selected products.*

Step7: Click on the “Save” button save the details.

Product Accounts Linkage										
Office Name *	LOYOLA COLLEGE (AUTONOMOUS)									
Product Type *	BOOKS									
<table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Product Name</th> <th>Product Code</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Bible</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>MENTARING NOTE BOOK</td> <td></td> </tr> </tbody> </table>		<input checked="" type="checkbox"/>	Product Name	Product Code	<input checked="" type="checkbox"/>	Bible		<input checked="" type="checkbox"/>	MENTARING NOTE BOOK	
<input checked="" type="checkbox"/>	Product Name	Product Code								
<input checked="" type="checkbox"/>	Bible									
<input checked="" type="checkbox"/>	MENTARING NOTE BOOK									
Product Category *	<input type="radio"/> Asset <input checked="" type="radio"/> Consumables									
Asset Prefix *										
Account Head *	Purchase Accounts									
Account Sub Head *	Books Purchase									
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>										

Figure 8.3.

8.8. To **modify** products Accounts Linkage follow these steps

Step1: Click on “view” button, list would appear with available products linked to the login office as shown in figure 8.4.

Step2: click “Modify” button to edit product account linkage product details as in the figure 8.5.

Step3: select appropriate product category for the product to be updated.

Step4: select appropriate account head for the product to be updated.

Step5: select appropriate account sub head the product to be updated.

Step6: select appropriate asset prefix name, if product category is asset.

Step7: click “save” button to complete office wise product modifications.

Product Name		bible		Search			
Sl. No	Product Name	Product Code	Product Category	Asset Prefix Name	Account Head	Account Sub Head	
1	Bible		Consumables		Purchase Accounts	Books Purchase	Modify

Figure 8.4.

Product Name		<input type="text" value="bible"/>	Search				
Sl. No	Product Name	Product Code	Product Category	Asset Prefix Name	Account Head	Account Sub Head	
1	Bible		Consumables		Purchase Accounts	Books Purchase	Save Cancel

Figure 8.5.

9. Supplier Master (Client Master)

9.1. Intended Audience

Purchase Manager and System Administrator.

9.2. Usage

This interface enables users to create new supplier and account sub head into e-Varsity.

9.3. Menu Access

Main Menu >> Purchase Masters >> Supplier Master.

9.4. Dependency

None.

SUPPLIER MASTER			
Supplier Name *	Mr. <input type="text"/>	Step 1	
Address *	<input type="text"/>		Step 2
Pin Code	<input type="text"/>	Contact Number	<input type="text"/>
Fax Number	<input type="text"/>	Email ID	<input type="text"/>
URL	<input type="text"/>	TAN Number	<input type="text"/>
PAN Number	<input type="text"/>	TIN Number	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Cancel"/>			

Figure 9.1

9.5. To make a **new entry** follow these steps,

Step1: Select the salutation and *enter the supplier first name.*

Step2: Enter the address of the supplier.

Step3: Enter pin code, contact number, fax number, email id, URL, TAN number, PAN number and TIN number.

Step4: click “save” button to complete supplier master entry.

9.6. To **view/modify** the existing suppliers follow these steps

Step1: click “view/modify” button, new interface would appear as shown in figure 9.2.

Step2: Select the supplier to modify the details as in the figure 9.3. And then follow the step 9.5. Then click the button “Modify” to save the supplier details.

Step3: click “Back” button, initial page would load are shown in figure 9.1.

SL.No		Supplier Name	Address	Pin Code
1	M/s	Alagappa Tea Stall	13/7,West Namachivayapuram, Choolaimedu, Chennai - 600094	600094
2	M/s	ALPHA INFOTECH	No. 225, 3rd Floor, Habibullah Road T. Nagar Chennai	600017
3	M/s	Antariksh Enterprises (HCL)		
4	M/s	Arya Omnitalk Radio Trunking Services Pvt. Ltd.	Chateau Dâ€™™ Ampa, 4th Floor, Old No.110, New No.37 Nelson Manickam Road, Aminjikarai, Chennai â€™ 600029.	600029

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Figure 9.2

SUPPLIER MASTER	
Supplier Name *	M/S <input type="text" value="A Team Computers"/>
Address *	<input type="text" value="122, S.K.S Buildings, Prunduai Road, Erode- 638011"/>
Pin Code	<input type="text"/>
Contact Number	<input type="text" value="MOB:9842985566 ,LAN"/>
Fax Number	<input type="text" value="0424- 4270969"/>
Email ID	<input type="text" value="sami@ateamcs.in"/>
URL	<input type="text"/>
TAN Number	<input type="text"/>
PAN Number	<input type="text"/>
TIN Number	<input type="text"/>
<input type="button" value="Modify"/> <input type="button" value="Cancel"/>	

Figure 9.3

10. Office-wise Suppliers

10.1. Intended Audience

Purchase Manager and System Administrator.

10.2. Usage

This interface enables users to create link between supplier and office. Only suppliers linked with offices would be listed in all purchase flow i.e. quotation received, purchase order etc.

10.3. Menu Access

Main Menu >> Purchase Masters >> Office wise Suppliers.

10.4. Dependency

Supplier Master and office wise account sub heads.

OFFICE WISE SUPPLIERS LINKAGE		
	Supplier Name	Address
<input checked="" type="checkbox"/>	ALPHA INFOTECH	No. 225, 3rd Floor, Habibullah Road T. Nagar Chennai
<input checked="" type="checkbox"/>	ARYA OMNITALK WIRELES SOLUTIONS PVT LTD	`CHATEAU D` AMPA 4TH FLR,OLD NO 110 NEW NO 37 NELSON MANICKAM ROAD . AMINJIKARI,CHENNAI -600 029
<input checked="" type="checkbox"/>	Connectwell Technologies Pvt Ltd	No.32, Meenakshi Vila Dr. Subburayan Nagar 8th Street, Kodambakkam Chennai
<input checked="" type="checkbox"/>	EFEN TECHNOLOGIES	New No. 15, (Old No.9), Dhanasekaran Street, Kodambakkam, Chennai
<input type="checkbox"/>	K.P. TRADERS	No. D/4, North Giriappa Road T. Nagar Chennai

Figure 10.1

10.5. To make a **new entry** follow these steps,

Step1: select supplier(s) to be linked with login office.

Step2: click “save” button to complete link of supplier to office.

10.6. To **view** existing office wise suppliers follow these steps

Step1: click “view” button, list would appear with available suppliers linked to login office as shown in figure 10.2.

SL.No.	Supplier Name
1	Alagappa Tea Stall
2	Antariksh Enterprises (HCL)
3	Arya Omnitalk Radio Trunking Services Pvt. Ltd.
4	B.GANDHI Interior Work
5	CALLIDAI MOTOR WORKS
6	ELECRTICALS N ELECTRICALS
7	FUTURE BUSINESSTECH INDIA PVT LTD
8	Houtham Spray Painting

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Figure 10.2

11. Supplier Accounts Linkage

11.1 Intended Audience

Purchase Manager and System Administrator.

11.2 Usage

This interface enables users to create link between supplier and sub heads.

Only suppliers linked with offices would be listed in all purchase flow i.e. quotation received, purchase order etc.

11.3 Menu Access

Main Menu >> Purchase Masters >> Suppliers accounts linkage

11.4 Dependency

Supplier Master and office wise account sub heads.

11.5. To configure the supplier with accounts follow these steps as in the figure 11.1.

Step 1: Select the suppliers to be linked with accounts.

Step 2: Select the account head

Step 3: Select the account sub head.

Step4: Click on the save button to save the supplier with account details.

Supplier Accounts Linkage									
Office Name *	COLLEGE (AUTONOMOUS)								
	<table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Supplier Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>M/s Alagappa Tea Stall</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>M/s Antariksh Enterprises (HCL)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>M/s Arya Omnitalk Radio Trunking Services Pvt. Ltd.</td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	Supplier Name	<input checked="" type="checkbox"/>	M/s Alagappa Tea Stall	<input checked="" type="checkbox"/>	M/s Antariksh Enterprises (HCL)	<input checked="" type="checkbox"/>	M/s Arya Omnitalk Radio Trunking Services Pvt. Ltd.
<input checked="" type="checkbox"/>	Supplier Name								
<input checked="" type="checkbox"/>	M/s Alagappa Tea Stall								
<input checked="" type="checkbox"/>	M/s Antariksh Enterprises (HCL)								
<input checked="" type="checkbox"/>	M/s Arya Omnitalk Radio Trunking Services Pvt. Ltd.								
Account Head *	Sundry Creditors								
Account Sub Head *	Suppliers								
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>									

Figure 11.1

11.6. To **view** existing suppliers follow these steps.

Step1: Click on the button “view” to view the supplier with account ledger details as in the figure 11.2.

Sl. No	Supplier Name	Account Head	Account Sub Head
1	M/s Alagappa Tea Stall	Sundry Creditors	Suppliers
2	M/s Antariksh Enterprises (HCL)	Sundry Creditors	Suppliers
3	M/s Arya Omnitalk Radio Trunking Services Pvt. Ltd.	Sundry Creditors	Suppliers
4	M/s B.GANDHI Interior Work	Sundry Creditors	Suppliers
5	M/s CALLIDAI MOTOR WORKS	Sundry Creditors	Suppliers
6	M/s ELECRTICALS N ELECTRICALS	Sundry Creditors	Suppliers

Figure 11.2

12. Supplier Contacts

12.1. Intended Audience

Purchase Manager and System Administrator.

12.2. Usage

This interface enables users to create a client's personal details.

12.3. Menu Access

Main Menu >> Purchase Masters >>Supplier Contacts

12.4. Dependency

None.

Client's Contact Persons Details - Data Entry	
Client Name	Alagappa Tea Stall Step 1 ▼*
Contact Person's Name	Alagappan*
Designation	Chariman Step 2
Telephone No. - Office	0442661248
Fax No.	
Email	
Mobile	9867123214
Step 3 Save View/Modify Refresh	

Figure 12.1

12.5. To Add the supplier contacts for the selected supplier follow these steps as in the figure 12.1.

Step1: Select the supplier.

Step2: Enter the contact person details for the selected supplier.

Step3: Click on the “Save” button save the contact details of the selected supplier.

12.6. To **modify** existing client's details follow these steps

Step1: *Click on the button “View/Modify, new interface would appear as shown in figure 12.2.*

Step2: *Select the supplier's contact to be modified, then screen would appear as in the figure 12.3.*

Step3: *Modify the contact details of the selected supplier.*

Step4: *Click on the button “Modify” to save the contacts of the supplier.*

[Alagappa Tea Stall] Client's Contact Persons View						
Sl.no	Contact Name	Designation	Telephone (Office)	Moblie	Fax	Mail - Id
1.	Alagappan	Chariman	0442661248	9867123214		

[Back](#)

Figure 12.2

Client's Contact Persons Details - Data Entry	
Client Name	Alagappa Tea Stall <input type="button" value="v"/>
Contact Person's Name	Alagappan *
Designation	Chariman
Telephone No. - Office	0442661248
Fax No.	
Email	
Mobile	9867123214
<input type="button" value="Save"/> <input type="button" value="Modify"/> <input type="button" value="Cancel"/>	

. Figure 12.3

13. Supplier wise Products

13.1. Intended Audience

Purchase Manager and System Administrator.

13.2. Usage

This interface used to create a link between supplier and their products.

13.3. Menu Access

Main Menu >> Purchase Masters >> Supplier wise Products.

13.4. Dependency

Product Master, Supplier Master

Supplier Wise Products		
Supplier Name	INIYA ENTERPRISES Step 1	
<input type="checkbox"/>	Product Name	Product Code
<input checked="" type="checkbox"/>	05A - TONNER -NEW	
<input checked="" type="checkbox"/>	05A Compatible Toner Step 2	
<input type="checkbox"/>	06A 1P Isoleter	
<input type="checkbox"/>	1.0sq mmm Wire - Orbit/Polycab	
<input type="checkbox"/>	1.5 sqmmm Wire - Orbit/Polycab Step 4	

Step 4 Save View Refresh

Figure 13.1

Product Name	Product Code
05A - TONNER -NEW	
05A Compatible Toner	
ACID	
CLEANING POWDER	
FLOOR CLEANER	
HARPIC 500ML	
ROOM SPRAY	
SOAP OIL	
WASH PASSION BALL	

Figure 13.2

13.5. To **Add/view** the products to the selected supplier follow these steps as shown in figure 13.1.

Step1: *Select the supplier from the drop-down list.*

Step2: *Select the products to be linked to the supplier.*

Step3: *Click on the button “Save” to save the selected products to the selected supplier.*

Step4: *Click on the button “View” to view the products for the selected supplier wise as in the figure 13.2.*

14. Product Installation

14.1. Intended Audience

System administrator.

14.2. Usage

This is used to add opening stock entry in each department/division wise.

14.3. Menu Access

Main Menu >> Purchase Masters >> Product Installation.

14.4. Dependency

Product Master and Division Master

Product Installation				
Division *	<input type="text" value="(SSC) COMMERCE"/> Step 1			
Product Type *	<input type="text" value="BOOKS"/> Step 2			
Product Installation Date *	<input type="text" value="01-04-2013"/> Step 3			
Product Description	Quantity	Amount/Unit	Total Amount	Step4
Bible	0.0	0.00	0.00	<input type="button" value="Add"/>
MENTARING NOTE BOOK	0.0	0.00	0.00	<input type="button" value="Add"/>

Figure 14.1

14.5. To make a **Opening stock entry** follow these steps,

Step1: Select the division from the drop-down list.

Step2: Select the product type from drop-down list.

Step3: Select the product installation date.

Step4: Click on the button “Add” to add the stock for the selected product. And the enter quantity and price per unit. Then click on the button “Save” to save the stock.

15. Asset Location

15.1. Intended Audience

System administrator.

15.2. Usage

This is used to create the asset location in the Asset location master

15.3. Menu Access

Main Menu >> Purchase Masters >> Asset Location Master.

15.4. Dependency

None

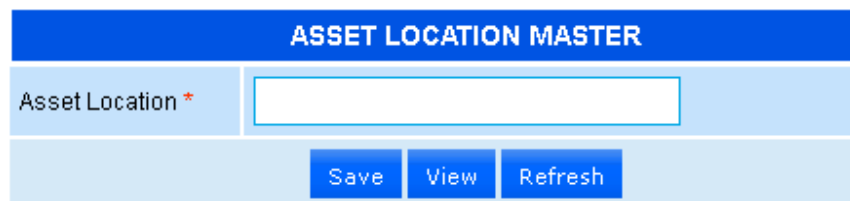


Figure 15.1

15.5. To make a **new entry** follow these steps,

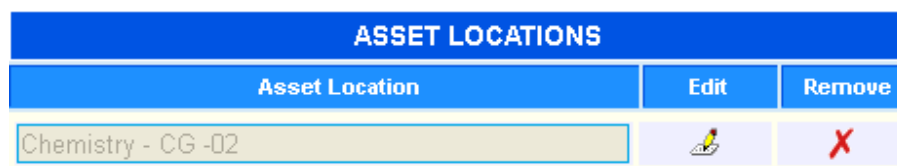
Step1: *Enter asset location name required to create.*

Step2: *click “save” button to complete location entry.*

15.6. To **view** existing location follow these steps

Step1: *click “view” button, page would load with all location as shown in figure 15.2.*

Step2: *click “Back” button, initial page would load are shown in figure 15.1.*





Asset Location	Edit	Remove
Chemistry - CG -02		

Figure 15.2

Step3: Click on the edit icon to edit the selected asset location. Modify the asset location, and then press tab key to save the modified asset location.

Step4: Click on the remove icon to remove the selected asset location.

16. Asset Installation (Asset Creation)

16.1. Intended Audience

Purchase Requestor and System Administrator.

16.2. Usage

This interface is used to create asset for the selected office, division, and asset location.

16.3. Menu Access

Purchase Transaction>>Asset Register

16.4. Dependency

Asset Location, Product Master, Division Master

ASSET CREATION							
Office*	INSTITUTE OF SCIENCE TECHNOLOGY AN						
Division*	ACCOUNTS						
Location*	Administration						
Asset List							
Sl.No	Product Name*	Asset Code*	Asset Received Date*	Purchase Value*	Current Value	Warrenty Upto	Remarks
1	1/2" G.I. ELBOW	5	12-01-2013	42	52	12-01-2013	test1
Product Name*	Asset Code*	Asset Received Date*	Purchase Value	Current Value*	Warrenty Upto	Description	
		12-01-2013	0	0	12-01-2013	0	
<input type="checkbox"/> Create Multiple Copies for same product <div style="text-align: center;"> <input type="button" value="Add To List"/> </div>							
Purchase Total 42.00				Current Total 52.00			
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Asset Abstract View"/> <input type="button" value="Refresh"/>							

Figure 16.1

16.4. To create asset follow these steps,

Step1: *Select the office name.*

Step2: *Select the division.*

Step3: *Select the asset location*

Step4: *Select the product to be created asset. And then enter the asset code, received date, current value, warranty and remarks. Then click on the button “Add to List” to add the asset to the list. If need to create asset for the selected same product, check on the checkbox “Create Multiple Copies for same product”.*

Step5: After added the products, Click on the “Save” button to register assets from the list to the selected office, division and asset location.

Step6: Click on the button “View” then screen would appear as in the figure 16.2.

Step7: Click on the button “Asset Abstract View” then screen would appear as in figure 16.3.

ASSET REGISTER					
Asset Register of ADVANCED ZOOLOGY / ADVANCED ZOOLOGY DEPNT STOCK					
Product Name	Asset Code	Received Date	Asset Description	Purchase Value	Current Value
40w patti	LC-TL-	04-Mar-2013	TUBE LIGHT	1.00	1.00
40w patti	LC-TL-	04-Mar-2013	TUBE LIGHT	1.00	1.00
40w patti	LC-TL-	04-Mar-2013	TUBE LIGHT	1.00	1.00
40w patti	LC-TL-	04-Mar-2013	TUBE LIGHT	1.00	1.00
40w patti	LC-TL-	04-Mar-2013	TUBE LIGHT	1.00	1.00

Figure 16.2

ASSET REGISTER - ABSTRACT				
Department : ADVANCED ZOOLOGY / ADVANCED ZOOLOGY DEPNT STOCK				
SL.No.	Product Name	Total Quantity	Purchase Value	Current Value
1	40w patti	6	6.00	6.00
2	AUDIO SYSTEM	2	2.00	2.00
3	Camera	1	1.00	1.00
4	COMPUTER	2	2.00	2.00
5	Computer Table	3	3.00	3.00
6	Fan 900 MM	8	8.00	8.00
7	File Cupboard	11	11.00	11.00
8	FRIDGE	2	2.00	2.00

Figure 16.3

III Purchase Transactions

17. Workflow Engine

17.1. Intended Audience

System Administrator

17.2. Usage

This interface controls the flow of purchase request and purchase order. This ensures the workflow automation suggested by the management.

17.3. Menu Access

Main Menu >>Administration >> Workflow Engine.

17.4. Dependency

None.

Work Flow Engine				
Select Menu Interface	Purchase Request ▼ *			
Select User	Bruno Fernando ▼ *			
Select Authorization Level	<input checked="" type="radio"/> Entry <input type="radio"/> Interim Check <input type="radio"/> Approval			
	Forwarding Employees	Designation	Division	Interface Name
	<input type="checkbox"/> Administrator	System Admin	ERP Admin	Purchase Request Approval
	<input checked="" type="checkbox"/> Albert William S.J	Secretary	Secretary Office	Purchase Request Approval
	<input type="checkbox"/> Albin Fleming. T	Head of the Department	ADVANCED ZOOLOGY	Purchase Request Approval
	<input type="checkbox"/> Albones Raj .S	Vice Principal	SOCIOLOGY	Purchase Request Approval
	<input type="checkbox"/> Alston Rozario	CO-ORDINATOR	COMMERCE	Purchase Request Approval
Save View Refresh				

Figure 17.1

17.5. To make a new entry follow these steps,

Step1: select interface from menu interface to which work flow is to be simulated.

Step2: select user to whom workflow control is to be enabled.

Step3: *select employee’s authorization level whether to be considered entry, interim check or approval.*

Step4: *select employee(s) to whom workflow can be forwarded.*

Step5: *click “Save” button to register the workflow control.*

17.6. To make a modify follow these steps,

Step1: *Select menu interface and user to whom workflow control is to be modified.*

Step2: *Popup message would appear for confirmation on modification.*

Step4: *On confirmation, it would display the existing workflow with forwarding employees.*

Step5: *Modify the existing workflow.*

Step7: *Click on “Modify” button to complete workflow control modification.*

SI No	Division	Menu Interface Name	User Name	Authorization Level	Forwarding Users
1	(SSC) FRENCH	Purchase Request	Durgadevi. P.S Asst. Professor (SSC) FRENCH	Entry	Rebecca George Associate Professor FOREIGN LANGUAGE
2	(SSC) M.L.T	Purchase Request	Ambrose.T CO-ORDINATOR (SSC) M.L.T	Interim Check	Albert William S.J Secretary Secretary Office
3	(SSC) VIS.COMM.	Purchase Request	Chinnappan. L Asst. Professor (SSC) VIS.COMM.	Entry	Henry Maria Victor Asst. Professor VISUAL COMMUNICATION
4	ADVANCED ZOOLOGY	Purchase Request	John William Associate Professor ADVANCED ZOOLOGY	Entry	Albert William S.J Secretary Secretary Office

Figure 17.2

17.6. To **view** existing course follow these steps,

Step1: *Click on the “View” button, to list would appear with all available work flows as in the figure 17.2.*

18. Purchase Indent Period

18.1. Intended Audience

System Administrator

18.2. Usage

This interface is used to create purchase indent period. This purchase indent period is implemented in purchase request.

18.3. Menu Access

Main Menu >>Transaction >> Purchase Indent Period.

18.4. Dependency

Product Type Master.

Purchase Indent Period Master	
Purchase Indent Period*	Purchase 2013-2014
From Date*	01-04-2013
To Date*	31-03-2014
	<input type="checkbox"/> Product Type
	<input type="checkbox"/> 12w cfl
	<input type="checkbox"/> 2*36 Box type fitting
	<input type="checkbox"/> 40w patti
	<input checked="" type="checkbox"/> AMC
	<input checked="" type="checkbox"/> BOOKS
	<input type="checkbox"/> BROWN SHEET
	<input checked="" type="checkbox"/> COMPUTERS AND ACCESSORIES
	<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>

Figure 18.1

18.5. To create a purchase indent period follows these steps,

Step1: Enter the purchase indent period name.

Step2: Select the date range.

Step3: Select the product types to be purchased on this selected date range.

Step4: Click on the “Save” button to create a purchase indent period newly.

18.5. To View/modify the purchase indent periods follow these steps,

Step1: Click on the button “View’ to view the purchase indent periods. Then screen would appear as in the figure 18.2.

Step2: Select the purchase indent period to be modified. Then screen would appear as in the figure 18.1.

Step3: You can edit the purchase indent period name, date range and select/deselect the product types.

Step4: Click on the button “Modify” to modify the purchase indent period details.

Purchase Indent Period View			
S. No	Purchase Indent	From Date	To Date
1	General Purchase 2011-12	14-03-2012	31-03-2012
2	Purchase 2012-2013	01-04-2012	31-03-2013
3	Purchase 2013-2014	01-04-2013	31-03-2014

Figure 18.2

19. Purchase Request

19.1. Intended Audience

Purchase Requestor and System Administrator

19.2. Usage

This interface is used to raise a purchase requisition in e-Varsity ERP.

19.3. Menu Access

Main Menu >>Transaction >> Purchase Request.

19.4. Dependency

Purchase indent Period Master.

19.5. To create a purchase request follows these steps,

Step1: Enter the valid purchase requisition date, by default it would display current date.

Step2: Select the purchase indent period.

Step3: Click on the button “Add Product Details” to add the products to the list. Then screen would appear as in the figure 19.2.

Purchase Requisition							
Purchase Requisition Code *	LOY-PR/Apr/013-14/00001						
Purchase Requisition Date *	02-04-2013						
Purchase Requisition Period *	Purchase 2013-2014						
Purchase Requisition Details							
S.No.	Product / Service	Quantity	Price / Unit	Unit	Lead Time	Expected Receiving Date	Specifications
1	05A - TONNER -NEW	1.00	0.00	Nos	1 day(s)	3-4-2013	<input type="checkbox"/>
2	05A Compatible Toner	1.00	0.00	Nos	1 day(s)	3-4-2013	<input type="checkbox"/>
Add Product Details							
Requesting Division *	ERP Admin						
Delivery Address *	ERP Section						
Remarks	for HP printer						
Forwarding Employee *	Administrator						
Save Refresh							

Figure 19.1

Product/Service *	103 TONER REFILL	<input type="checkbox"/> List all Products
Quantity (Unit) *	1 Nos	View Product Availability
Price/Unit *	0	
Lead Time *	1 (in days)	
Expected Receiving Date *	3-4-2013	
Specifications		
Add To List Close		

Figure 19.2

and then follow these steps to add the products,

1. Select the product from the drop-down list

2. *Enter quantity as per the unit of measurement. If required, click the link “view product availability”, would appear available products for all office.*
3. *Enter the price per unit.*
4. *Enter lead-time and expected receiving date.*
5. *Select the expected received date.*
6. *Enter the product specification.*
7. *Click on the button “Add to List” to add the list.*

And repeat these steps to add more products.

Step4: Select the requesting division. Default user’s division loaded.

Step5: Enter the delivery address

Step6: Enter the remarks.

Step7: If one or more the forwarding users found, we can able to select the forwarding users.

Otherwise we won’t able to select the forwarding users.

Step8: Click on the button “Save” to save the purchase request entry. This purchase request is automatically forwarded to the forwarded user.

20. Purchase Request Modification

20.1. Intended Audience

Purchase Requestor.

20.2. Usage

This interface is used to modify the purchase requisition made by purchase requestor before approval of his purchase request.

20.3. Menu Access

Main Menu >>Transaction >> Purchase Request Modification.

20.4. Dependency

Purchase Request.

Purchase Request Modification						
Purchase Requisition List						
Period	Request Code	Date	Office	Division	Request by	Remarks
General Purchase 2011-12	LOY-PR/Mar/011-12/00034	30-03-2012	COLLEGE (AUTONOMOUS)	ERP Admin	Administrator	
General Purchase 2011-12	LOY-PR/Mar/011-12/00035	30-03-2012	COLLEGE (AUTONOMOUS)	ERP Admin	Administrator	

Figure 20.1

20.5. To modify the purchase request follows these steps,

Step1: Select the purchase request in the figure 20.1. Then screen would appear as in the figure 20.2.

Step2: User can able to add/remove the products of the selected purchase request. If need to add more products , click on the button “Add Product Details”. If the user wants to change the requested quantity, remove the product in the list, and then add that product with details.

Step3: Click on the button “Save’ to modify the purchase request.

Purchase Request Modification								
Purchase Requisition Code *	LOY-PR/Mar/011-12/00034							
Purchase Requisition Date *	30-03-2012							
Purchase Requisition Period *	General Purchase 2011-12							
Purchase Requisition Details								
S.No.	Product / Service	Quantity	Price / Unit	Unit	Lead Time	Expected Receiving Date	Specifications	
1	A4 JK COPIER PAPER	10.00	0.00	Nos	1 day(s)	31-03-2012		<input type="checkbox"/>
2	A4 B2B COPIER PAPER	15.00	0.00	Nos	1 day(s)	31-03-2012		<input type="checkbox"/>
Add Product Details								
Requesting Division *	ERP Admin							
Delivery Address *	ADMINISTRATION							
Remarks								
<input type="button" value="Save"/> <input type="button" value="Refresh"/>								

Figure 20.2

21. Purchase Request Approval

21.1. Intended Audience

Secretary, Principal, Dean, Director and Purchase Department.

21.2. Usage

This interface is used to approve purchase requisition raised by the departments.

21.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Requisition Approval.

21.4. Dependency

Purchase Requisition.

Purchase Requisition Approval							
Purchase Requisition List							
<input type="checkbox"/>	Period	Request Code	Date	Office	Division	Request by	Remarks
<input type="checkbox"/>	General Purchase 2011-12	LOY-PR/Mar/011-12/00034	30-03-2012	COLLEGE (AUTONOMOUS)	ERP Admin	Mr. Administrator	
<input type="checkbox"/>	General Purchase 2011-12	LOY-PR/Mar/011-12/00035	30-03-2012	COLLEGE (AUTONOMOUS)	ERP Admin	Mr. Administrator	

[Approve Selected](#)

Figure 21.1.

21.5. To make a **purchase request approval** follow these steps,

Step1: List shows the purchase requisition awaiting for approval.

Step2: Select the purchase request by individually approve or reject or modify the quantity.

Then screen would appear as 21.2. And then follow the steps in the below,

1. Enter the approval comments or rejected comments.
2. If needs to forward this purchase request for any user, select the check box “Send back”. And then select the user to forward this purchase request.
3. Click on the button “Approve” to approve this purchase request if required.
4. Click on the button “Reject” to reject the purchase request if required.
5. Click on the button “Back” would let user to view purchase requisition list awaiting for approval.

Step3: *If need to approve the multiple purchase requests, select the purchase requests to be approved. And then click on the button “Approve Selected” to approve those purchase requests.*

Purchase Requisition Approval										
Purchase Requisition Code	LOY-PR/Mar/011-12/00034									
Requested Division	ERP Admin									
Remarks										
Request History	Date	Sender	Designation	Division	Status	Receiver	Remarks			
	30-Mar-2012 04:34	Mr. Administrator	System Admin	ERP Admin	Data entry	Mr. Administrator				
	09-Feb-2013 11:04	Mr. Administrator	System Admin	ERP Admin	Data entry - Modified	Mr. Administrator				
Approval Comments	<input type="text"/> (Maximum of 1000 characters)									
<input type="checkbox"/> Send Back										
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Back"/>										
Purchase Requisition Details										
S.No	Product Description	Quantity	Price / Unit	UOM	Lead Time (in days)	Expected Receiving Date	Specification	Qty in Hand	Remarks of Sanctioning Authority	
1	A4 B2B COPIER PAPER	15.00	0.00	Nos	1	31-03-2012		0	<input type="text" value="adgfhjdsa"/>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>
2	A4 JK COPIER PAPER	10.00	0.00	Nos	1	31-03-2012		0	<input type="text"/>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>

Figure 21.2.

22. Stock Transfer from Request

22.1. Intended Audience

Purchase Department.

22.2. Usage

This interface is used to transfer the available stocks to the departments based on their purchase requests.

22.3. Menu Access

Main Menu >>Purchase Transactions >>Stock Transfer Request.

22.4. Dependency

Purchase Requisition Approval.

22.5. To make stock transfer follow these steps as in the figure 22.1.

Step1: Select date range.

Step2: Select the purchase request from the drop-down list.

Step3: Select the check box to be transferred the selected item (If stock is available only shown

check box, otherwise won't). And then enter the processed quantity. Repeat this step for all products, if necessary.

Step4: Click on the button “Stock Transfer Request” to transfer the stock to the selected division.

Stock Transfer for Purchase Request						
From Date*	02-03-2013		To Date*	08-04-2013		
Request Period*	COLLEGE (AUTONOMOUS)-ADVANCED ZOOLOGY		Refresh			
Product List						
<input type="checkbox"/>	S.No	Product Name	Specification	Current Stock	Requested Quantity	Processed Quantity
<input type="checkbox"/>	1	16A2*1 Socket	Jf 07 Socket and top,4*4 Sheet	12.0000	1.00	<input type="text"/>
<input type="checkbox"/>	2	40W Tube	jf 7, jf 3,staff room 2 Approval Remarks: Louis (electrician) should check and do the needful immediately.	1.0000	15.00	<input type="text"/>
<input type="checkbox"/>	3	6A1way Switch		25.0000	4.00	<input type="text"/>
<input type="checkbox"/>	4	6A2*1 Socket	12*4 box -1no	12.0000	4.00	<input type="text"/>
	5	cushion chair	Staff use Approval Remarks: Dr. Albin Fleming may like to meet me on this.	0.0000	4.00	<input type="text"/>
Stock Transfer Request						

Figure 22.1

23. Purchase Initiation for Request

23.1. Intended Audience

Purchase Department.

23.2. Usage

This interface is used to initiate the purchase requests made by various departments.

23.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Initiation from Request.

23.4. Dependency

Purchase Requisition Approval.

Purchase Initiation from Request			
From Date*	03-04-2013	To Date*	08-04-2013
Request Period*	Purchase 2013-2014 [01-04-2013 - 31-03-2014]		Refresh
Approved Requests			
<input type="checkbox"/>	Division	Purchase Request	Date
<input type="checkbox"/>	LISSTAR	LOY-PR/Apr/13-14/00009	03-04-2013
<input type="checkbox"/>	OFFICE - SHIFT 1	LOY-PR/Apr/13-14/00004	03-04-2013
<input type="checkbox"/>	OVERTIME CHARGES	LOY-PR/Apr/13-14/00003	03-04-2013
<input type="checkbox"/>	PRINCIPAL OFFICE	LOY-PR/Apr/13-14/00002	03-04-2013
<input type="checkbox"/>	RCDA	LOY-PR/Apr/13-14/00008	03-04-2013
<input type="checkbox"/>	School of Entomology	LOY-PR/Apr/13-14/00006	03-04-2013
<input type="checkbox"/>	SIFE	LOY-PR/Apr/13-14/00007	03-04-2013
<input type="checkbox"/>	Vice Principal Shift I	LOY-PR/Apr/13-14/00012	04-04-2013
List Products			

Figure 23.1

23.5. To initiate the purchase requests follows these steps,

Step1: *Select the date range.*

Step2: *Select the purchase indent period from the drop-down list.*

Step3: *Select the purchase requests from the list.*

Step4: *Click on the button “List Products” to list the products. Then screen would appear as in the figure 23.2.*

Step5: *Select the products from the list to be initiated for purchase.*

Step6: *Click on the button “Initiate Purchase” to initiate those selected products for purchase.*

Purchase Initiation from Request

From Date*	03-04-2013	To Date*	03-04-2013
Request Period*	Purchase 2013-2014 [01-04-2013 - 31-03-2014] Refresh		

Product List																							
<input type="checkbox"/>	S.No	Product Name	Quantity To Purchase		Division Count																		
<input type="checkbox"/>	1	12 A TONER REFILL	1.00		1																		
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #d3d3d3;"> <th>Division</th> <th>Pur.Req.Code</th> <th>Pur.Req.Date</th> <th>Remarks</th> <th>Dead line</th> <th>Approved Qty</th> <th>Qty in Process</th> <th>Qty to Purchase</th> </tr> </thead> <tbody> <tr> <td>PRINCIPAL OFFICE</td> <td>LOY-PR/Apr/13-14 /00002</td> <td>03-Apr-2013</td> <td></td> <td>04-Apr-2013</td> <td style="text-align: right;">1.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">1.0</td> </tr> </tbody> </table>								Division	Pur.Req.Code	Pur.Req.Date	Remarks	Dead line	Approved Qty	Qty in Process	Qty to Purchase	PRINCIPAL OFFICE	LOY-PR/Apr/13-14 /00002	03-Apr-2013		04-Apr-2013	1.00	0.00	1.0
Division	Pur.Req.Code	Pur.Req.Date	Remarks	Dead line	Approved Qty	Qty in Process	Qty to Purchase																
PRINCIPAL OFFICE	LOY-PR/Apr/13-14 /00002	03-Apr-2013		04-Apr-2013	1.00	0.00	1.0																
<input type="checkbox"/>	2	A4 BROWN COVER	25.00		1																		
<input type="checkbox"/>	3	UNIBALL PEN ALL COLOUR	12.00		1																		

Initiate Purchase

Figure 23.2

24. Send Quotation to Suppliers

24.1. Intended Audience

Purchase Department.

24.2. Usage

This interface is used to initiate the purchase requests made by various departments.

24.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Initiation from Request.

24.4. Dependency

Purchase Initiation for Request.

24.5. To send Quotation to suppliers follow these steps,

Step1: Select the quotation from the list. And then screen would appear as in the figure 24.2.

Step2: Add the suppliers from the drop-down list.

Step3: Enter the message to those selected supplier.

Step4: Select the products to be sent to the suppliers.

Step5: Click on the button “Send Mail” to send the mail to the selected suppliers.

Send Quotation To Suppliers					
Quotation Ref No	Quotation Date	Opening Authority	Type	Divisions	Remarks
LOY-TR/Apr/012-13/00003	26-Apr-2012	Administrator	Purchase 2012-2013	PU-LC TWINNING	Multiple Requests
LOY-TR/Apr/012-13/00002	20-Apr-2012	Rajasekar A	Purchase 2012-2013	ADVANCED ZOOLOGY	Multiple Requests
LOY-TR/Apr/012-13/00001	18-Apr-2012	Rajasekar A	Purchase 2012-2013	ERP Admin	Multiple Requests

Figure 24.1

Send Quotation To Suppliers																							
<table border="1"> <thead> <tr> <th colspan="2">Quotation Details</th> </tr> </thead> <tbody> <tr> <td>Quotation Ref No</td> <td>LOY-TR/Apr/012-13/00002</td> </tr> <tr> <td>Quotation Date</td> <td>20-Apr-2012</td> </tr> <tr> <td>Opening Authority</td> <td>Rajasekar A</td> </tr> <tr> <td>Purchase Req. Period</td> <td>Purchase 2012-2013</td> </tr> <tr> <td>Division(s) Requested</td> <td>ADVANCED ZOOLOGY</td> </tr> </tbody> </table>	Quotation Details		Quotation Ref No	LOY-TR/Apr/012-13/00002	Quotation Date	20-Apr-2012	Opening Authority	Rajasekar A	Purchase Req. Period	Purchase 2012-2013	Division(s) Requested	ADVANCED ZOOLOGY	<table border="1"> <tr> <td>Select Supplier</td> <td> <input type="text"/> M/s K.P. TRADERS M/s Connectwell Technologies Pvt Ltd </td> </tr> <tr> <td>Subject</td> <td>Quotation Ref. No.LOY-TR/Apr/012-13/00002</td> </tr> <tr> <td>Message</td> <td>Multiple Requests</td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Send Mail"/> <input type="button" value="Refresh"/> <input type="button" value="Back"/> </td> </tr> <tr> <td>Already sent to supplier</td> <td>None</td> </tr> </table>	Select Supplier	<input type="text"/> M/s K.P. TRADERS M/s Connectwell Technologies Pvt Ltd	Subject	Quotation Ref. No.LOY-TR/Apr/012-13/00002	Message	Multiple Requests	<input type="button" value="Send Mail"/> <input type="button" value="Refresh"/> <input type="button" value="Back"/>		Already sent to supplier	None
Quotation Details																							
Quotation Ref No	LOY-TR/Apr/012-13/00002																						
Quotation Date	20-Apr-2012																						
Opening Authority	Rajasekar A																						
Purchase Req. Period	Purchase 2012-2013																						
Division(s) Requested	ADVANCED ZOOLOGY																						
Select Supplier	<input type="text"/> M/s K.P. TRADERS M/s Connectwell Technologies Pvt Ltd																						
Subject	Quotation Ref. No.LOY-TR/Apr/012-13/00002																						
Message	Multiple Requests																						
<input type="button" value="Send Mail"/> <input type="button" value="Refresh"/> <input type="button" value="Back"/>																							
Already sent to supplier	None																						

Product List						
S.No.	<input checked="" type="checkbox"/>	Product Name	Quantity	Unit	Remarks	Details
1	<input checked="" type="checkbox"/>	Lab Specimen - Cockroaches	1.00	Nos	Frogs and cockroaches	View
2	<input checked="" type="checkbox"/>	Lab Specimen - Frogs	1.00	Nos	Frogs and Chironomus	View
3	<input checked="" type="checkbox"/>	Lab Specimens - Shark	1.00	Nos		View

Figure 24.2

25. Supplier Rate Contract

25.1. Intended Audience

Purchase Department.

25.2. Usage

This interface is used configure the rate, tax and discount for the products in supplier wise.

25.3. Menu Access

Main Menu >>Purchase Transactions >>Supplier Rate Contract.

25.4. Dependency

Supplier Wise Products.

25.5. To configure the supplier wise rate contract follows these steps,

Step1: *Select the supplier from the drop-down list.*

Step2: *Select the product to be configured the rate, discount and tax.*

Step3: *Click on the button “Save” to save the details for the selected products.*

25.6. To view the supplier wise rate contract follow these steps,

Step1: *Select the supplier from the drop-down list.*

Step2: *Click on the button “View” to view the supplier wise rate contract details as in the figure 25.2.*

Supplier Contract Entry					
Supplier Name	vinoth				
Product Name	Product Code	Rate/unit	Discount / unit	Tax Details	
<input type="checkbox"/> 1/2" PVC Pipe 15 kg		10.00	0.50	Add Tax (1)	
<input type="checkbox"/> 1/2" BALL VALVE *(LEADER)		0	0	Add Tax (0)	

Save View Refresh

Record Inserted Successfully...

Figure 25.1

Client Name		: vinoth	
Address		: chennai 6000002	
Contact No.		: 980007657	

Sl.No	Product Name	Product Code	Unit	Amount Per Unit	Discount Per Unit(%)	Tax Details(%)			Net Amount Per Unit
						SERVICE TAX	VAT	Vat14	
1.	1/2" PVC Pipe 15 kg		Nos	10.00	0.50	1.20	0	0	10.07

Close

Figure 25.2

26. Quotation Received Details

26.1. Intended Audience

Purchase department.

26.2. Usage

This interface is used to register the price details for the quotation received from the supplier.

26.3. Menu Access

Main Menu >>Purchase Transactions >> Quotation Received Details.

26.4. Dependency

Purchase Initiation for Request.

Quotation Received Details					
Quotation List					
Quotation Ref No	Quotation Date	Opening Authority	Type	Divisions	Remarks
LOY-TR/Apr/012-13/00003	26-Apr-2012	Administrator	Purchase 2012-2013	PU-LC TWINNING	Multiple Requests
LOY-TR/Apr/012-13/00002	20-Apr-2012	Rajasekar A	Purchase 2012-2013	ADVANCED ZOOLOGY	Multiple Requests
LOY-TR/Apr/012-13/00001	18-Apr-2012	Rajasekar A	Purchase 2012-2013	ERP Admin	Multiple Requests

Figure 26.1

Quotation Received Details									
Quotation Received Date	08-04-2013			Quotation Details					
Supplier Name	M/s INIYA ENTERPRISES			Quotation Ref No	LOY-TR/Apr/012-13/00003				
Supplier Ref No	1243124			Quotation Date	26-Apr-2012				
Terms & Conditions	Goods should be in good condition Entered 33 of 1000 characters.			Purchase Req. Period	Purchase 2012-2013				
				Division(s) Requested	PU-LC TWINNING				
				Remarks	Multiple Requests				
Suppliers Quoted									
Product List									
<input type="checkbox"/>	Product Name	Remarks	Quantity	Unit	Rate/unit	Discount / unit	Add Tax	Add Extra Charges	Total Amount
<input checked="" type="checkbox"/>	A4 COPY POWER COPIER PAPER		3.00	Nos	300.00	2.00	Tax (0)	Extra (0)	882.00
Total No. of Products:			3	Gross Total:					882.00
Overall Additional Charges Description								Overall Additional Charges Amount	
								.00	
								Round Off:	
								-2.00	
								Grand Total:	
								880.00	
<input type="button" value="Save"/> <input type="button" value="Refresh"/> <input type="button" value="Back"/>									

Figure 26.2

26.5. To make a **new entry** follow these steps,

Step1: *click on the quotation list from the figure 26.1 and then screen would be listed.*

(Refer Figure 26.2)

Step1a: *select supplier.*

Step1b: *enter supplier reference number.*

Step1c: *if any, enter terms and conditions.*

Step1d: *check on the product from the product list.*

Step 1e: *enter rate per unit, discount per unit and tax details for the selected product.*

(The price details for the selected supplier would appear, if pre-quotation entry completed. Refer 25.5.)

Step 1f: *if required, enter description, amount and round off.*

Step 1g: *click “save” button to save the quotation received details for the selected supplier.*

27. Quotation Received Modification

27.1. Intended Audience

Purchase department.

27.2. Usage

This interface is used to modify the quotation received details for the selected quotation and supplier.

27.3. Menu Access

Main Menu >>Purchase Transactions >> Quotation Received Modification.

27.4. Dependency

Purchase Initiation for Request.

Quotation Received Modification					
Quotation Received List					
Quotation Ref No	Quotation Date	Opening Authority	Type	Divisions	Remarks
LOY-TR/Apr/012-13/00001	18-Apr-2012	Rajasekar A	Purchase 2012-2013	ERP Admin	Multiple Requests

Figure 27.1

27.5. To make a **new entry** follow these steps,

Step1: *click on the quotation list from the figure 27.1 and then screen would be listed.*

(Refer Figure 27.2)

Step1a: *select supplier.*

Step1b: *modify supplier reference number if required.*

Step1c: *modify if any, enter terms and conditions.*

Step1d: *check on the product from the product list.*

Step 1e: *modify rate per unit, discount per unit and tax details for the selected product.*

(The price details for the selected supplier would appear, if pre-quotation entry completed. Refer 25.5.)

Step 1f: *if required, enter description, amount and round off.*

Step 1g: *click “Modify” button to modify the quotation received details for the selected supplier.*

Quotation Received Modification										
Quotation Received Date	08-04-2013			Quotation Details						
Supplier Name	M/s INIYA ENTERPRISES			Quotation Ref No	LOY-TR/Apr/012-13/00001					
Supplier Ref No	124			Quotation Date	18-Apr-2012					
Terms & Conditions	100 % payment			Purchase Req. Period	Purchase 2012-2013					
				Division(s) Requested	ERP Admin					
				Remarks	Multiple Requests					
Suppliers Quoted										
1. M/s INIYA ENTERPRISES										
2. M/s NEW BURMA PAPER AND STATIONERY STORES										
Product List										
<input type="checkbox"/>	Product Name	Remarks	Quantity	Unit	Rate/unit	Discount / unit	Add Tax	Add Extra Charges	Total Amount	
<input checked="" type="checkbox"/>	53A - TONNER -NEW		1.00	Nos	400.00	0.00	Tax (1)	Extra 0	458.00	
Total No. of Products:			1						Gross Total:	458.00
Overall Additional Charges Description					Overall Additional Charges Amount					
									Round Off:	
								Grand Total:	458.00	
<input type="button" value="Modify"/> <input type="button" value="Refresh"/> <input type="button" value="Back"/>										

Figure 27.2

28. Quotation Attachment

28.1. Intended Audience

Purchase Department.

28.2. Usage

This interface is used to attach the scanned copy from the supplier quotation documents .

28.3. Menu Access

Main Menu >>Purchase Transactions >>Quotation Attachment.

28.4. Dependency

Quotation Received Details.

S.No.	Quotation Date	Quotation Ref No	Supplier Name	Files Attached	Attach New File
1	08-04-2013	LOY-TR/Apr/012-13/00002	Antariksh Enterprises (HCL)	0	

Attachment:

Figure 28.1

28.5. To attach a file follow these steps,

Step1: *Select the date range*

Step2: *Click on the button “Generate” to generate the quotation received details from the selected date range.*

Step3: *Click on the icon, to attach file for the selected quotation. And click on the button “Browse” to browse the file. If need to add more files, repeat this step.*

29. Quotation Finalization

29.1. Intended Audience

Purchase Department.

29.2. Usage

This interface is used to finalize the quotations, by finalizing a bidder, forward them to purchase department to approve the quotations.

29.3. Menu Access

Main Menu >>Purchase Transactions >>Quotation Finalization.

29.4. Dependency

Quotation Received Details.

Quotation Finalization					
Quotation / Tender List					
Quotation Ref No	Quotation Date	Type	Venue	Opening Authority	Remarks
LOY-TR/Apr/012-13/00004	26-Apr-2012	Purchase 2012-2013		Administrator	Multiple Requests
LOY-TR/Apr/012-13/00002	20-Apr-2012	Purchase 2012-2013		Rajasekar A	Multiple Requests
LOY-TR/Apr/012-13/00001	18-Apr-2012	Purchase 2012-2013		Rajasekar A	Multiple Requests

Figure 29.1

29.5. To **make quotation finalization**, follow these steps,

Step 1: List of Quotations waiting for approval will be listed (*as shown in Figure 29.1*)

Step 2: To select a quotation click on respective row with reference to quotation reference number, quotation date etc. On selection, quotation received details with comparative figures on various suppliers as well as products would be listed as show in figure 29.2.

Step3: If any, enter approval remarks and click “approve” button.

Step4: if need to forward this quotation, check “Send Back” and select forwarding employee. And then click on “Forward” button the forwarded user.

Quotation Bid Approval Details										
Supplier Quotation List						Quotation Details				
	Quotation Received Date	Supplier Name	Overall Additional	Round off	Amount Quoted	Terms & Conditions				
<input type="radio"/>	18-Apr-2012	M/s INIYA ENTERPRISES	0.00	0.00	458.00	100 % payment				
<input type="radio"/>	18-Apr-2012	M/s NEW BURMA PAPER AND STATIONERY STORES	0.00	0.00	400.75	50% payment				
Approval Remarks		<input type="text"/>								
<input type="checkbox"/> Send Back <input type="button" value="Approve"/> <input type="button" value="Refresh"/> <input type="button" value="Exit"/>										
Sl. No	Product Name	Quantity	Unit	Supplier	Enter Qty	Rate / Unit	Discount / Unit	Tax / Unit	Extra Charges	Total Amount
1	53A - TONNER -NEW	1.00	Nos	<input type="checkbox"/> M/s INIYA ENTERPRISES ()	<input type="text" value="1.00"/>	<input type="text" value="400.00"/>	<input type="text" value="0.00"/>	<input type="text" value="(1)"/>	<input type="text" value="0"/>	<input type="text" value="458.00"/>
				<input type="checkbox"/> M/s NEW BURMA PAPER AND STATIONERY STORES ()	<input type="text" value="1.00"/>	<input type="text" value="350.00"/>	<input type="text" value="0.00"/>	<input type="text" value="(1)"/>	<input type="text" value="0"/>	<input type="text" value="400.75"/>
Total Entered Qty					<input type="text" value="0.00"/>					

Figure 29.2

30. Quotation Approval

30.1. Intended Audience

Dean, Purchase Department.

30.2. Usage

This interface is used to approve the quotations

30.3. Menu Access

Main Menu >>Purchase Transactions >>Quotation Approval.

30.4. Dependency

Quotation Finalization.

Quotation Finalization					
Quotation / Tender List					
Quotation Ref No	Quotation Date	Type	Venue	Opening Authority	Remarks
/Nov/012-13/00176	21-Nov-2012	Nov 2012 - Copier Items		Stores	Multiple Requests
/Nov/012-13/00175	21-Nov-2012	Nov 2012 - Printer Toner		Stores	Multiple Requests
/Nov/012-13/00171	21-Nov-2012	Networking items		Stores	Multiple Requests
/Nov/012-13/00169	21-Nov-2012	Nov 2012 - Electrical		Stores	Multiple Requests
/Nov/012-13/00165	21-Nov-2012	Nov 2012 - AC Spare		Stores	Multiple Requests
/Nov/012-13/00164	21-Nov-2012	Nov 2012 - Computer items		Stores	Multiple Requests
/Nov/012-13/00157	21-Nov-2012	Oct 2012- Copier Access		Maria Diana.L	Multiple Requests
/Nov/012-13/00145	14-Nov-2012	Electrical - LBS URG		Stores	Multiple Requests

Figure 30.1.

30.5. To approve quotation follow these steps,

Step 1: List of Quotations waiting for approval will be listed (*as shown in Figure 30.1*)

Step 2: To select a quotation click on respective row with reference to quotation reference number, quotation date etc. On selection, quotation received details with comparative figures on various suppliers as well as products would be listed as shown in figure 30.2.

Step3: If any, enter approval remarks.

Step4: Check on send back and select send back employee the click on “Send Back” button to complete interim approval.

Step5: click “Approve” button to complete quotation approval.

Step6: click “View Purchase Flow Details” to view the flow are shown in figure 30.3.

Quotation Interim Check Approval Details										
									Previous	Next
Quotation Ref No	Open Date Time	Forwarded By		Forwarded To		Sending Employee Remarks				
SRMEC(K)-TR/Mar /08-09/00118	04-03-2009 04:03:28	Fipl Purchase		FIPL ACADEMY		-				
Product List										
Product Name	Required Qty	Unit	Supplier	Quantity	Amount Quoted	Discount/ Unit	Tax %/ Unit	Extra Charges	Status	
1. Dotmatrix	1.00	Nos	AB Samuel	1.00	22.00	2.00	0.00	0.00	Interim Approval	

Figure 30.2

31. Purchase Order Generation

Two provisions for generating purchase order,

- 31.1. Quotation purchase order generation and
- 31.2. Direct Purchase Order generation.

31.1. Quotation purchase order generation

31.1.1. Intended Audience

Purchase Officer.

31.1.2. Usage

This interface enables users to generate purchase order for the approved quotation.

31.1.3. Menu Access

Main Menu >> Purchase Transactions >> Purchase Order

31.1.4. Dependency

Quotation Approval

Quotation Purchase Order Generation			
Quotation Bidder Approval List			
Quotation Ref No	Quotation Received Date	Supplier Name	Quotation Description
LOY-TR/Apr/012-13 /00002	08-Apr-2013	M/s Antariksh Enterprises (HCL)	Test

Figure 31.1.1

31.1.5. To generate **purchase order for the quotation**, follow these steps,

Step1: *Quotations waiting for purchase order generation are listed as shown in Fig 31.1.1.*

Step2: *Click the required quotation; it will open another page which was shown in Fig: 31.1.2.*

Also the selected supplier of the quotation is displayed. Selected quotation details are displayed in the upper right and the products with amount quoted list are displayed in the bottom.

Step3: *Enter delivery address.*

Step4: *Enter payment terms.*

Step5: *Enter Purchase terms.*

Step6: *Enter Purchase Order note and Copy to.*

Step7: *Enter deadline date for each product listed.*

Step8: *Click “Generate Order” button, to generate the purchase order for the quotation selected.*

Step9: *Click “Back” button, to load the initial page as shown in figure 31.1.1.*

Quotation Purchase Order Generation									
Purchase Order Ref No					Tender Details				
LOY-PUR/Apr/13-14/00001 *					Tender Ref No		LOY-TR/Apr/012-13/00002		
Purchase Order Date					Tender/Quotation Received Date		08-Apr-2013		
Type					Terms & Conditions		Test		
PURCHASE ORDER					Tender Venue				
Supplier Name					Remarks		Multiple Requests		
M/s Antariksh Enterprises (HCL)									
Delivery Address									
Nungambakkam Chennai - 600034									
Payment Terms									
Purchase Terms									
Purchase Order Note									
Copy To									
Product List									
Product Name	Ordered Quantity	Unit	Rate/unit	Discount %/unit	Tax %/unit	Extra Charges	Total Cost	Deadline Date	Remarks
Lab Specimen - Cockroaches	1.0	Nos	100.0	0.0	0.0	0.0	100.00	08-04-2013	Frogs and cockroaches
Lab Specimen - Frogs	1.0	Nos	100.0	0.0	0.0	0.0	100.00	08-04-2013	Frogs and Chironomus
Lab Specimens - Shark	1.0	Nos	100.0	0.0	0.0	0.0	100.00	08-04-2013	
Total Amount							300.00		
<input type="button" value="Generate Order"/> <input type="button" value="Refresh"/> <input type="button" value="Back"/>									

Figure 31.1.2

PURCHASE ORDER								
Supplier Details :				P.O. No. : LOY-PUR/Apr/13-14/00001				
M/s Antariksh Enterprises (HCL)				Date : 08-Apr-2013				
Supplier Reference No. : 1321				Invoice To : COLLEGE (AUTONOMOUS)				
Quotation Received on : 08-Apr-2013				Delivery At : Nungambakkam				
Contact Person :				Chennai - 600034				
Sl No	Description	Qty	Unit	Price /Unit [Rs.]	Discount /Unit[%]	Tax /Unit [%]	Extra Charges	Total Price [Rs.]
1	Lab Specimen - Frogs (Frogs and Chironomus)	1.00	Nos	100.00	0.00	0	0	100.00
2	Lab Specimen - Cockroaches (Frogs and cockroaches)	1.00	Nos	100.00	0.00	0	0	100.00
3	Lab Specimens - Shark	1.00	Nos	100.00	0.00	0	0	100.00
							Gross Total	300.00
							Total Purchase Amount	300.00
Purchase Order Generated By: Administrator								
Acknowledged By							COLLEGE (AUTONOMOUS)	
Supplier Seal, Signature & Date							Authorised Signature & Date	
COPY TO:								

Figure 31.1.3

30.2. Direct Purchase Order generation

31.2.1. Intended Audience

Purchase Officer.

31.2.2. Usage

This interface enables users to generate purchase order for the approved purchase requisition.

31.2.3. Menu Access

Main Menu >> Purchase Transactions >> Direct Purchase Order

31.2.4. Dependency

Purchase Requisition Approval

Direct Purchase		
Purchase Requisition Approval List		
Purchase Requisition Code	Purchase Requisition Date	Requesting Division
LOY-PR/Mar/011-12/00007	17-Mar-2012	COLLEGE OFFICE
LOY-PR/Mar/011-12/00010	19-Mar-2012	LIBRARY
LOY-PR/Mar/011-12/00011	21-Mar-2012	STATISTICS
LOY-PR/Mar/011-12/00018	27-Mar-2012	ECONOMICS
LOY-PR/Mar/011-12/00019	27-Mar-2012	SOCIAL WORK

Figure 31.2.1

Direct Purchase										
Purchase Requisition Details										
Purchase Requisition Date:		11-Feb-2008		Purchase Requisition Code:		PR/Feb/07-08/00027				
Purchase Order Ref No		R/Feb/07-08*								
Purchase Order Date		13 February 2008								
Supplier Name		▼*								
Delivery Address		Accounts								
Payment Terms				Purchase Terms						
Purchase Order Note				Copy To						
Product List										
Product Name	Required Quantity	Quantity In Process	Ordering Quantity	Unit	Price/unit	Discount(%) /unit	Tax Details	Total Cost	Deadline Date	Specification
<input type="checkbox"/> wires 999	100.00	75.00	25.00	Nos			Add Tax (0)		11 February 2008	
<input type="button" value="Generate Order"/> <input type="button" value="Refresh"/> <input type="button" value="Back"/>										

Figure 31.2.2

31.2.5. To generate **direct purchase order**, follow these steps,

Step1: Purchase Requisition approval list are listed as shown in Fig: 31.2.1.

Step2: When click on a row, it will display the page as shown in Fig: 31.2.2.

Step3: Purchase requisition details such as requisition date and requisition code are displayed in the top of the page.

Step4: *Reference no for purchase order is automatically generated.*

Step5: *Select the supplier to whom the products are to be purchased.*

Step6: *Enter delivery address.*

Step7: *Enter payment terms.*

Step8: *Enter Purchase terms.*

Step9: *Enter Purchase Order note and Copy to.*

Step10: *Enter deadline date for each product listed.*

Step11: *Click Generate Order button, to generate the purchase order for the purchase requisition selected.*

Step12: *Click Back button, to load the initial page as shown in figure 31.2.1.*

32.PO Attachment

32.1. Intended Audience

Purchase Department.

32.2. Usage

This interface is used to attach the scanned copy from the supplier purchase order documents.

32.3. Menu Access

Main Menu >>Purchase Transactions >>PO Attachment.

32.4. Dependency

Purchase Order Generation.

The screenshot displays the 'Purchase Order Details' interface. At the top, there are two date input fields: 'From Date*' with the value '01-03-2013' and 'To Date*' with the value '11-04-2013'. Below these are 'Generate' and 'Refresh' buttons. A table lists purchase order details with columns: S.No., PO Date, PO Ref No, Supplier Name, Files Attached, and Attach New File. The table contains one row with the following data: S.No. 1, PO Date 08-Apr-2013, PO Ref No LOY-PUR/Apr/13-14/00001, Supplier Name M/s Antariksh Enterprises (HCL), Files Attached 0, and Attach New File (with a paperclip icon). Below the table is an 'Attachment:' field with a 'Browse...' button and a 'Close' button.

S.No.	PO Date	PO Ref No	Supplier Name	Files Attached	Attach New File
1	08-Apr-2013	LOY-PUR/Apr/13-14/00001	M/s Antariksh Enterprises (HCL)	0	

Figure 32.1

32.5. To attach a file follow these steps,

Step1: *Select the date range*

Step2: Click on the button “Generate” to generate the quotation received details from the selected date range.

Step3: Click on the icon, to attach file for the selected quotation. And click on the button “Browse” to browse the file. If need to add more files, repeat this step.

33. Gate Pass Generation

33.1. Intended Audience

Purchase Department.

33.2. Usage

This interface is used to generate gate pass for the purchase order.

33.3. Menu Access

Main Menu >>Purchase Transactions >> Gate Pass Generation.

33.4. Dependency

Quotation/Direct Purchase Order.

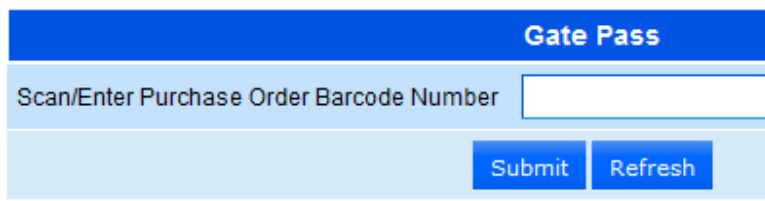


Figure 32.1

33.5. To make a **new entry** follow these steps

Step1: *enter purchase order number.*

Step2: *click on “Submit” button to list purchase order details are shown in figure 32.2.*

Purchase Order Details	
Supplier	Gemini Communication Ltd ,
Purchase Order Ref.No	PUR/Oct/07-08/00001
Purchase Order Date	26-Oct-2007
Vehicle Number	<input type="text"/>
Invoice Number	<input type="text"/>
Received By	<input type="text"/>
Remarks	<input type="text"/>
<input type="button" value="Generate Gate Pass"/>	

Figure 33.2.

Step3: if any enter vehicle number, enter invoice number, enter received by and remarks.

Step4: click on “Generate Gate Pass” to complete gate pass generation.

34. Goods Receipt Note (GRN)

Following are the two different ways to generate GRN,

34.1. GRN without Gate pass.

34.2. GRN from Gate Pass.

34.1. Goods Receipt Note (GRN without Gate pass)

34.1.1. Intended Audience

Purchase Department, Stores In-charge and Head of the Department.

34.1.2. Usage

This interface is used to record details when goods received from the supplier.

34.1.3. Menu Access

Main Menu >>Purchase Transactions >> Goods Receipt Note.

34.1.4. Dependency

Purchase Order.

Goods Received Note				
Purchase Order List				
From Date*	<input type="text" value="19-12-2012"/>	To Date*	<input type="text" value="10-01-2013"/>	
Product Name	<input type="text" value="192pgs Long Size Ruled Note"/>	Supplier Name	<input type="text" value="All Supplier"/>	
<input type="button" value="Go"/>		<input type="button" value="Refresh"/>		
Supplier	Purchase Order Code	Purchase Order Date	Contact Person	Mode of Purchase
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
M/s Vee Two Info Solutions	in/012-13/00176	03-Jan-2013	Sampath.S-Purchase Manager(PURCHASE)	Tender Purchase

Figure 34.1.1

34.1.5. To select the purchase order, follow these steps,

Step1: *enter from date and to date in which purchase order was issued.*

Step2: *optional filter, select products/goods received.*

Step3: *optional filter, select supplier name from whom goods received.*

Step4: *click “Go” button to view various purchase order list falling in the selected criteria.*

Step5: *select purchase order from list to which goods were delivered.*

Goods Received Note												
											* Mandatory	
Grn Code	SRMEC(K)-GRN/Mar/08-09/0009 *											
Grn Date	05 March 2009											
Invoice No												
Invoice Date	05 March 2009											
Delivery Order No												
Gate Pass Ref												
Receiving Division	Administration											
GRN Remarks												
Purchase Order Details												
Purchase Order Code	SRMEC(K)-PUR/Mar/08-09/00166											
Purchase Order Date	04-Mar-2009											
Supplier Name	Arunagiri Systems Last name											
Purchase Terms												
Payment Terms												
Product List												
	Product Name	Ordered Quantity	Received Quantity	Receiving Quantity *	Unit	Price/unit *	Discount(%) /unit	Tax(%) /unit	Extra Amount	Warranty Months *	Total Amount	
<input type="checkbox"/>	PRINTER-10g	110.00	100.00	10.00	Nos	10000.00	0.00	Tax (0)	0			
<input type="checkbox"/>	PRINTER-11i	220.00	200.00	20.00	Nos	15000.00	0.00	Tax (0)	0			
Total quantity:												
Total Amount:												
Overall Additional Charges												
Description							Amount					
							0.0					
										Round Off:	0.0	
											Grand Total:	
<input type="button" value="Save"/> <input type="button" value="Refresh"/> <input type="button" value="Back"/>												

Figure 34.1.2

34.1.6. To make entry of goods received follow these steps,

Step1: Enter invoice number, invoice date and delivery order number of goods received.

Step2: Select receiving division from the list.

Step3: Select the products received and user have option to change receiving quantity, price as received in bill and discount %.

Step4: enter the warranty in months.

Step5: click “save” button to complete the goods received process.

34.2. GRN from Gate Pass

34.2.1. Intended Audience

Purchase Department, Stores In-charge and Head of the Department.

34.2.2. Usage

This interface is used to record details when goods received from the supplier.

34.2.3. Menu Access

Main Menu >>Purchase Transactions >> Goods Received Note.

34.2.4. Dependency

Gate Pass.

Goods Received Note									
Gate Pass Details									
* Mandatory									
From Date	:	05	March	2009 (DD/Month/YYYY)*	To Date	:	05	March	2009 (DD/Month/YYYY)*
<input type="button" value="Generate"/> <input type="button" value="Refresh"/>									
Date	Gate Pass Ref.No	Supplier Name	Purchase Order Ref.No	Remarks					
05-Mar-2009 14:46	3P/Mar/08-09/00008	Gemini Communication Ltd ,	PUR/Oct/07-08/00001						
05-Mar-2009 15:17	GP/Mar/08-09/00009	Gemini Communication Ltd ,	PUR/Oct/07-08/00001						
05-Mar-2009 15:18	3P/Mar/08-09/00010	Gemini Communication Ltd ,	PUR/Oct/07-08/00001						
05-Mar-2009 15:53	3P/Mar/08-09/00011	Arunagiri Systems Last name	PUR/Mar/08-09/00166	1865					

Figure 34.2.1

34.2.7. To select gate pass follow these steps,

Step1: *enter from date and to date in which gate pass was generated.*

Step2: *click “Generate” button to view gate pass list falling in the selected criteria.*

Step3: *select gate pass from list.*

Step4: *It would display page as shown in Figure 34.2.1.*

34.2.8. To make entry of goods received follow these steps,

Step1: *Enter invoice number, invoice date and delivery order number of goods received.*

Step2: *Select receiving division from the list.*

Step3: Select the products received and user have option to change receiving quantity, price as received in bill and discount %.

Step4: enter the warranty in months.

Step5: click “save” button to complete the goods received process.

35.GRN Attachment

35.1. Intended Audience

Purchase Department.

35.2. Usage

This interface is used to attach the scanned copy from the supplier invoice and other documents.

35.3. Menu Access

Main Menu >>Purchase Transactions >>GRN Attachment.

35.4. Dependency

Goods Received Note.

GRN Details						
From Date*		11-04-2013	To Date*		11-04-2013	
Generate			Refresh			
S.No.	GRN Date	PO Ref No	GRN Ref No	Supplier Name	Files Attached	Attach New File
1	11-Apr-2013	LOY-PUR/Apr13-14/00002	LOY-GRN/Apr13-14/00001	M/s Alagappa Tea Stall	0	

Attachment:

Figure 35.1

35.5. To attach a file follow these steps,

Step1: *Select the date range*

Step2: *Click on the button “Generate” to generate the quotation received details from the selected date range.*

Step3: *Click on the icon, to attach file for the selected quotation. And click on the button “Browse” to browse the file. If need to add more files, repeat this step.*

36. Stock Conversion

36.1. Intended Audience

Purchase Department.

36.2. Usage

This interface is used to convert the stock into a separate stock.

36.3. Menu Access

Main Menu >>Purchase Transactions >>Stock Conversion.

36.4. Dependency

Goods Received Note.

The screenshot shows a web-based form titled "Stock Conversion". The form has a blue header bar with the title. Below the header, there are several input fields and dropdown menus. The fields are: "Conversion Date*" with a date picker showing "11-01-2013"; "Product Name*" with a dropdown menu; "Product Batch*" with a dropdown menu; "Quantity to be Convert*" with a text input field; "Convert Product*" with a dropdown menu; "Quantity Received*" with a text input field; "Cost Price / Unit*" with a text input field containing "0"; "Selling Price / Unit*" with a text input field; and "Tax Percentage / Unit*" with a text input field. At the bottom right of the form, there are two buttons: "Save" and "Refresh".

Figure 36.1

36.5. To convert the stock follows these steps,

- Step1: *Select the conversion date*
- Step2: *Select the product from the drop-down list.*
- Step3: *Select the stock from the drop-down list.*
- Step4: *Enter the quantity to be converted.*
- Step5: *Select the product converted to from the drop-down list.*
- Step6: *Enter the cost price per unit.*
- Step7: *Enter the selling price per unit.*
- Step8: *Enter the tax percentage per unit.*
- Step9: *Click on the “Save” button to save the stock.*

37. Goods Issue

37.1. Intended Audience

Purchase Department

37.2. Usage

This interface is used to issue the goods into requested division.

37.3. Menu Access

Main Menu >> Purchase Transactions >> Goods Issue.

37.4. Dependency

Goods Receipt Note.

Goods Issue				
Goods Issue Ref No*	LOY-GI/Apr/13-14/00001			
Goods Issue Date*	15-04-2013			
Requesting Office*	COLLEGE (AUTONOMOUS)			
Requesting Division*	ENGLISH			
Remarks				
Product Name	Total Qty Available	Unit	Total Qty to Issue	
<input checked="" type="checkbox"/> CHALK BOX WHITE	10.0000	Nos	10	
Requisition Code	Required Quantity	Quantity Issued	Quantity to Issue	
<input checked="" type="checkbox"/> LOY-PR/Mar/012-13/01317	10.00	0	10.0	
Save		Refresh		

Figure 38.1

38.5. To make a **new entry** follow these steps,

Step1: *enter goods issue date.*

Step2: *select requesting office.*

Step3: *select requesting division, product list would appear.*

Step4: *if any, enter remarks.*

Step4: *select product.*

Step5: User can enter number of quantity to issue. Quantity should not be less than 1 and quantity cannot be greater than required quantity

Step6: *click “save” button to complete the goods issue process.*

39.Posting to Accounts

39.1. Intended Audience

Accounts Officer.

39.2. Usage

This interface enables users to post Purchase Order Journal for the amount entered to the accounts module.

39.3. Menu Access

Main Menu >> Purchase Transactions >> Posting to Accounts

39.4. Dependency

Goods Received Note.

Purchase Journal Posting						
Supplier Name	Alagappa Tea Stall					
Narration	Stationary Purchase					
GRN Details						
	Invoice Date	Invoice No	Invoice Amount	Delivery Order No	Grn Date	Grn Code
<input checked="" type="checkbox"/>	11-Apr-2013	12321	1000.00	12321	11-Apr-2013	LOY-GRN/Apr13-14/00001
Calculate TDS	<input type="checkbox"/>					
<input type="button" value="OK"/> <input type="button" value="Refresh"/>						

Figure 39.1.

39.5. To Post the Purchased amount to accounts, follow these steps,

Step1: *Select supplier name, it lists goods received notes.*

Step2: *enter narration.*

Step3: *select goods received note.*

Step6: *click on link to view the Goods Received Note details.*

Step7: *click “ok” button, it loads the page as shown in Fig: 39.2.*

PURCHASE JOURNAL VOUCHER

Date: 11 April 2013 (DD/Month/YYYY)*

	Particulars	Debit (in Rupees)	Credit (in Rupees)
Cr	Alagappa Tea Stall		1000.00
Dr	Stationaries	1000.00	
Total:		1000.00	1000.00

Narration: Stationary Purchase

Save Back

Figure 39.2

Step8. Click 'save' button, to complete the journal posting details.

Step9: click 'Back' button, initial page would load are shown in figure 39.1.

40. Consumable Spent

40.1. Intended Audience

Purchase department, department coordinators.

40.2. Usage

This interface enables users to enter the consumable products in quantity. After completed this entry, and then automatically reduced stock for entered products of the selected division.

40.3. Menu Access

Main Menu >> Purchase Transactions >> Consumable Spent

40.4. Dependency

Goods Issue.

Consumable Spent				
Office Name*	COLLEGE (AUTONOMOUS)			
Division Name*	ENGLISH			
Spent Date*	17-03-2013			
Remarks	-			
Product Name*	Current Stock	Unit	Quantity*	Action
<input type="text"/>			<input type="text"/>	<input type="button" value="Add To List"/>
Item Details				
Product Name	Quantity	Unit	Remove	
103 TONER REFILL	1	Nos	<input type="button" value="X"/>	
<input type="button" value="Save"/> <input type="button" value="Refresh"/>				

Figure 40.1

40.5. To make consumables spent entry follows these steps,

Step1: *Select division name*

Step2: *Select the spent date.*

Step3: *Enter the remarks.*

Step4: *Select the product from the drop-down list.*

Step5: *Enter the quantity.*

Step6: *Click on the button “Add To List” to add the selected product into the list. If add more than one products, repeat the steps from 4 to 6.*

Step7: *Click on the button “Save” to save the product consumable details.*

41. Stock Transfer Request

41.1. Intended Audience

Purchase department, department coordinators.

41.2. Usage

This interface enables users to make stock transfer request for their department to the other departments.

41.3. Menu Access

Main Menu >> Purchase Transactions >> Stock Transfer Request

41.4. Dependency

Goods Issue.

Stock Transfer Request				
Requesting Office	COLLEGE (AUTONOMOUS) *			
Requesting Division	ERP Admin *			
Transfer Request Ref No	LOY-STR/Apr/13-14/00001 *			
Transfer Request Date	16	April	2013	*
Request Receive Office	COLLEGE (AUTONOMOUS) ▼ *			
Request Receive Division	ENGLISH ▼ *			
Remarks	-			
Forwarding Employee *	Administrator [System Admin] ▼			

COLLEGE (AUTONOMOUS) Office - Stock List				
SI No	Product Name	Unit	Qty available	Qty to issue
1	103 TONER REFILL	Nos	1.0000	<input type="text" value="1"/>
2	Book Self - Steel	Nos	6.0000	<input type="text" value="2"/>
3	Bubble Top	Nos	1.0000	<input type="text" value="1"/>

Figure 41.1

41.5. To make stock transfer request follows these steps,

Step1: *Select the transfer request date.*

Step2: *Select the requested office from the drop-down list.*

Step3: *Select the requested division from the drop-down list.*

Step4: *Enter the remarks.*

Step5: *Select forwarding employee.*

Step6: *Enter the quantity to be transferred in corresponding products.*

Step7: *Click on the button “Save” to save the stock transfer request.*

42. Stock Transfer Request Approval

42.1. Intended Audience

Department coordinators.

42.2. Usage

This interface enables users to approve the stock transfer request by received department.

42.3. Menu Access

Main Menu >> Purchase Transactions >> Stock Transfer Request Approval

42.4. Dependency

Stock Transfer Request.

42.5. To make stock transfer request approval follows these steps,

Step1: List of transfer requests waiting for approval will be listed (as shown in Figure 42.1)

Step2: Click on the button “View” to view the transfer request details for the selected stock transfer request (as shown in figure 42.2).

Step3: Click on the button “Approve” to approve the stock transfer request.

Step4: Click on the button “Reject” to reject the stock transfer request.

Transfer Request Approval							
Transfer Requisition List							
Transfer Req. Code	Request Date	Requesting Division	Receiving Division	Requested User	Forwarded to	Remarks	
LOY-STR/Apr/13-14/00001	16-04-2013	ERP Admin	ENGLISH	Administrator	Administrator	-	Approve Reject View

Figure 42.1

Transfer Request Details			
Transfer Request Code: LOY-STR/Apr/13-14/00001			
Sl No	Product Name	Quantity	X
1	103 TONER REFILL	1.00	Nos
2	Book Self- Steel	2.00	Nos
3	Bubble Top	1.00	Nos
4	Computer Table	1.00	Nos

Figure 42.2

43. Stock Transfer

43.1. Intended Audience

Department coordinators.

43.2. Usage

This interface enables users to transfer the stock to the requested department.

43.3. Menu Access

Main Menu >> Purchase Transactions >> Stock Transfer

43.4. Dependency

Stock Transfer Request Approval.

43.5. To make stock transfer follows these steps,

Step1: List of transfer requests waiting for approval will be listed (as shown in Figure 43.1)

Step2: Selected stock transfer request (as shown in figure 43.2).

Step3: Select the transfer date.

Step4: Enter the remarks.

Step5: Select the transferred products from the list.

Step6: Click on the button “Save” to transfer the stock.

Stock Transfer						
Transfer Requisition Approval List						
Transfer Req. Code	Request Date	Requesting Division	Receiving Division	Requested User	Approved By	Remarks
LOY-STR/Apr13-14/00001	16-04-2013	ERP Admin	ENGLISH	Administrator	Administrator	-

Figure 43.1

Stock Transfer					
Transferring Office	COLLEGE (AUTONOMOUS)				
Transferring Division	ENGLISH				
Transfer Ref No	LOY-ST/Apr/13-14/00002 *				
Transfer Date	17	April	▼	2013	*
Transfer To Office	COLLEGE (AUTONOMOUS)				
Transfer To Division	ERP Admin				
Remarks	-				
Transfer Request Details					
SI No	Product Name	Requested Quantity	UOM	Available Quantity	
1	103 TONER REFILL	1.00	Nos	1.0000	<input checked="" type="checkbox"/>
2	Book Self - Steel	2.00	Nos	6.0000	<input checked="" type="checkbox"/>
3	Bubble Top	1.00	Nos	1.0000	<input checked="" type="checkbox"/>
4	Computer Table	1.00	Nos	2.0000	<input checked="" type="checkbox"/>
		Save		Back	

Figure 43.2

44. Stock Transfer Acknowledge

44.1. Intended Audience

Department coordinators.

44.2. Usage

This interface enables users to acknowledge the stock transfer by the requested department.

44.3. Menu Access

Main Menu >> Purchase Transactions >> Stock Transfer Acknowledge

44.4. Dependency

Stock Transfer.

44.5. To acknowledge the stock transfer follows these steps,

- Step1: List of transfer requests waiting for approval will be listed (as shown in Figure 44.1)
- Step2: Click on the button “View” to view the transfer details of the selected transfer request. (as shown in figure 44.2).
- Step3: Click on the button “Approve” to approve that stock transfer.
- Step4: Click on the button “Reject” to reject the stock transfer request.

Stock Transfer Acknowledge							
Transfer List							
Transfer Ref. No	Transfer Date	Issuing Division	Receiving Division	Remarks	Transfer Req. Ref. Code	Request Approved By	
LOY-ST/Apr13-14/00002	17-04-2013	ENGLISH	ERP Admin	-	LOY-STR/Apr13-14/00001	Administrator	Approve Reject View

Figure 44.1

Transfer Details				
Transfer Ref. Code: LOY-ST/Apr13-14/00002				
Sl No	Product Name	Quantity	Amount / Unit	Net Total
1	103 TONER REFILL	1.00 Nos	787.5000	787.50
2	Computer Table	1.00 Nos	1889.2500	1889.25
3	Book Self- Steel	2.00 Nos	6930.0000	13860.00
4	Bubble Top	1.00 Nos	231.0000	231.00
Total (Rs.)		5.0		16767.75

Figure 44.2

45. Purchase Return

45.1. Intended Audience

Purchase Department.

45.2. Usage

This interface is used to return the goods to the supplier.

45.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Return.

45.4. Dependency

Goods Issue.

Purchase Return							
Purchase Return Reference No	:	SRMEC-PURT/Feb/07-08/00001					
Purchase Return Date	:	13	February	2008	(DD/Month/YYYY)		
Purchase Return Remarks	:						
Supplier Name *	:	Aarthy Book House					
<input checked="" type="checkbox"/>	Product Name	Grn Code	Grn Date	Received Qty	Issued Qty	Already Returned Qty	Returned Qty
<input checked="" type="checkbox"/>	Aluminium ROD	GRN/Jan/07-08/00012	30-01-2008	40.0	0.0	0.0	30
				Save	Refresh		

Figure 45.1.

45.5. To make a **new entry** follow these steps,

Step1: *if any, enter purchase return remarks.*

Step2: *select supplier name.*

Step3: *select product, enter quantity to be returned.*

Step4: *click “save” button to save the purchase return entry.*

46. Purchase Return Approval

46.1. Intended Audience

Purchase Department.

46.2. Usage

This interface is used to approve the purchase return into e-Varsity.

46.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Return Approval.

46.4. Dependency

Purchase Return.

Purchase Return Approval			
Purchase Return List			
Purchase Return Ref No	Return Date	Return Remarks	
SRMEC-PURT/Feb/07-08/00001	13-02-2008		<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="View"/>

Figure 46.1

46.5. To Approve the Purchase Return follow these steps,

Step1: *click “approve” button to approve the purchase return.*

Step2: *click “reject” button to reject purchase return.*

Step3: *click “view” button to view the purchase return details refer figure 46.2*

Purchase Return Details	
Purchase Return Ref No	: SRMEC-PURT/Feb/07-08/00001
Product Name	Returned Quantity
Aluminium ROD	30.00
<input type="button" value="Back"/>	

Figure 46.2

47. Purchase Request Cancellation

47.1. Intended Audience

Purchase Officer.

47.2. Usage

This interface has the provision to cancel the generated purchase request.

47.3. Menu Access

Main Menu >> Purchase Transactions >> Cancellation>> Purchase Request Cancellation.

47.4. Dependency

Purchase Request.

Request Date	Purchase Requisition Code	Request Division	Reason for Close	Manual Close
04-Apr-2013	LOY-PR/Apr13-14/00012	Vice Principal Shift I		Manual Close
03-Apr-2013	LOY-PR/Apr13-14/00009	LISSTAR	Wrongly entered Entered 15 of 1000 characters.	Manual Close

Figure 47.1

47.5 To cancel the purchase requisition, follow these steps,

Step1: *Enter From date and To date, default current date*

Step2: *Click ‘Generate’ button, it would list purchase requisition generated for the specified period.*

Step3: *optional filters, select purchase request code.*

Step4: *Click on purchase requisition to view purchase requisition product details are shown in figure 47.2.*

Step5: *if any, enter reason for close.*

Step6: Click 'Manual Close' button, to cancel the purchase requisition.

Purchase Requisition							
Purchase Requisition Code	:	<input type="text" value="LOY-PR/Apr13-14/00009"/>					
Purchase Requisition Date	:	<input type="text" value="03-Apr-2013"/>					
Requesting Division	:	<input type="text" value="LISSTAR"/>					
Purchase Requisition Details							
Sl. No	Product / Service	Quantity			Lead Time in Days	Expected Receiving Date	Specification
		Requested	Unit	Processed			
1	16A Multi Pin Socket	1.00	Nos	1.00	1	04-Apr-2013	To fix Socket with wire to connect Computer and Xerox Machine.
Delivery Address	:	<input type="text" value="LISSTAR"/>					
Remarks	:	<input type="text"/>					
<input type="button" value="Close"/>							
Other Details							
Purchase Requested By	:	Maria Joseph Mahalingam SJ					
Purchase Request Approved By	:	Albert William S.J					

Figure 47.2

48. Quotation Cancellation

48.1. Intended Audience

Purchase Officer.

48.2. Usage

This interface has the provision to cancel the Quotations.

48.3. Menu Access

Main Menu >> Purchase Transactions >> Quotation Cancellation.

48.4. Dependency

Quotation Initiation/Quotation Received/Quotation Finalization /Quotation Approval.

48.5. To cancel the quotation, follow these steps,

Step1: *Enter From date and To date, default current date*

Step2: *Click 'Generate' button, it would list quotations generated for the specified period.*

Step3: *optional filters, select quotation reference number, authority.*

Step4: Click on quotation to view quotation details are shown in figure: 48.2.

Step5: if any, enter reason.

Step6: Click ‘Manual Close’ button, to cancel the quotation.

Manual Close of Quotation				
From Date*	01-04-2013	To Date*	17-04-2013	
Generate		Refresh		
Quotation Date	Quotation Reference No	Authority	Status	Reason
17-Apr-2013	LOY-TR/Apr/13-14/00001	Administrator	Quotation Initiation	wrongly generated Entered 17 of 1000 characters.
				Manual Close

Figure 48.1

Quotation Details																															
Quotation Ref No	LOY-TR/Apr/13-14/00001	Quotation Opening Date and Time	17-Apr-2013 / 01:14 PM																												
Quotation Date	17-Apr-2013	Quotation Closing Date and Time	17-Apr-2013 / 01:14 PM																												
Opening Authority	Administrator	Quotation Venue																													
Quotation Status	Quotation Initiation	Quotation Remarks	Multiple Requests																												
<table border="1"> <thead> <tr> <th colspan="4">Quotation Details</th> </tr> <tr> <th>Sl. No</th> <th>Product Name</th> <th>Quantity</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A4 JK COPIER PAPER</td> <td>4.00</td> <td>Nos</td> </tr> <tr> <td>2</td> <td>BOX FILE STEEL CLIP</td> <td>12.00</td> <td>Nos</td> </tr> <tr> <td>3</td> <td>CAT-5 NETWORKING CABLE BOX</td> <td>1.00</td> <td>Nos</td> </tr> <tr> <td>4</td> <td>SIGNATURE PEN ALL COLOUR</td> <td>8.00</td> <td>Nos</td> </tr> <tr> <td>5</td> <td>VOUCHER BOX FILE</td> <td>24.00</td> <td>Nos</td> </tr> </tbody> </table>				Quotation Details				Sl. No	Product Name	Quantity	Unit	1	A4 JK COPIER PAPER	4.00	Nos	2	BOX FILE STEEL CLIP	12.00	Nos	3	CAT-5 NETWORKING CABLE BOX	1.00	Nos	4	SIGNATURE PEN ALL COLOUR	8.00	Nos	5	VOUCHER BOX FILE	24.00	Nos
Quotation Details																															
Sl. No	Product Name	Quantity	Unit																												
1	A4 JK COPIER PAPER	4.00	Nos																												
2	BOX FILE STEEL CLIP	12.00	Nos																												
3	CAT-5 NETWORKING CABLE BOX	1.00	Nos																												
4	SIGNATURE PEN ALL COLOUR	8.00	Nos																												
5	VOUCHER BOX FILE	24.00	Nos																												

Figure 48.2

49. Purchase Order Cancellation

49.1. Intended Audience

Purchase Officer.

49.2. Usage

This interface has the provision to cancel the generated purchase order.

49.3. Menu Access

Main Menu >> Purchase Transactions >> Purchase Order Cancellation.

49.4. Dependency

Purchase Order.

Purchase Order Cancellation						
Purchase Order Date	Purchase Order Code	Supplier Name	Delivery Address	Purchase Terms	Payment Terms	Purchase Mode
17-Mar-2012	LOY-PUR/Mar/011-12/00072	M/s INIYA ENTERPRISES	COMPUTER SCIENCE NON TEACHING			Direct Purchase
21-Jun-2012	LOY-PUR/Jun/012-13/00023	M/s ELECRTICALS N ELECTRICALS	Secretary Office			Direct Purchase
25-Jun-2012	LOY-PUR/Jun/012-13/00038	M/s B.GANDHI Interior Work	Server Room			Direct Purchase
29-Jun-2012	LOY-PUR/Jun/012-13/00040	M/s NEW BURMA PAPER AND STATIONERY STORES	ENGLISH			Direct Purchase
03-Jul-2012	LOY-PUR/Jul/012-13/00047	M/s SETHIA INFOTECH	English			Direct Purchase

Figure 49.1

Purchase Order Cancellation									
Purchase Order Ref. No.		LOY-PUR/Mar/011-12/00072							
Purchase order Date		17-Mar-2012							
Supplier Name		M/s INIYA ENTERPRISES							
Delivery Address		COMPUTER SCIENCE NON TEACHING							
Payment Terms									
Purchase Terms									
Purchase Order Note									
Copy To									
<input type="checkbox"/>	Product Name	Ordered Quantity	Received Quantity	Already Canceled Quantity	Cancel Quantity	Price / Unit	Tax (%) / Unit	Discount / Unit	
<input type="checkbox"/>	Lab Specimen - Cockroaches	1.00	0	0	1.00	100.00	0	0.00	
<input type="checkbox"/>	Lab Specimen - Frogs	1.00	0	0	1.00	100.00	0	0.00	
<input type="checkbox"/>	Lab Specimens - Shark	1.00	0	0	1.00	100.00	0	0.00	
					Cancel Purchase Order	Back			

Figure 49.2

49.5. To cancel the generated purchase order, follow these steps,

Step1: Purchase order generated for the quotations are listed as shown in figure 49.1.

Step2: Click 'View' button to view the product details of the selected purchase order. The

purchase order product details are shown in fig: 49.2

Step3: Select the products to be canceled.

Step4: Click ‘Cancel Purchase Order’ button, to cancel the purchase order selected.

50. GRN Cancellation

50.1. Intended Audience

Purchase Officer.

50.2. Usage

This interface has the provision to cancel the goods received note.

50.3. Menu Access

Main Menu >> Purchase Transactions >> GRN Cancellation.

50.4. Dependency

Goods Receipt Note.

Goods Receipt Note (GRN) Cancellation				
From Date*	<input type="text" value="01-04-2013"/>	To Date*	<input type="text" value="17-04-2013"/>	
<input type="button" value="Generate"/>		<input type="button" value="Refresh"/>		
GRN Date	GRN Code	Supplier	Status	
11-Apr-2013	LOY-GRN/Apr/13-14/00001	M/s Alagappa Tea Stall	Data Entry	<input type="button" value="Cancel"/>
15-Apr-2013	LOY-GRN/Apr/13-14/00002	M/s Arya Omnitalk Radio Trunking Services Pvt. Ltd.	Data Entry	<input type="button" value="Cancel"/>

Figure 50.1

50.2. To cancel the GRN, follow these steps,

Step1: *Enter From date and To date, default current date*

Step2: *Click ‘Generate’ button, it would list goods receipt notes generated for the specified period.*

Step3: *optional filters, select GRN code, suppliers, status.*

Step4: *Click on GRN to view GRN details are shown in figure: 50.2*

Step5: *Click ‘Cancel’ button, to cancel the GRN.*

Goods Receipt Note (GRN) Details																Print
GRN Code		LOY-GRN/Apr13-14/00001				Invoice No		12321								
GRN Date		11-Apr-2013				Invoice Date		11-Apr-2013								
Supplier Name		M/s Alagappa Tea Stall				Purchase Order Code		LOY-PUR/Apr13-14/00002								
GRN Status		Data Entry				Purchase Order Date		11-Apr-2013								
GRN Remarks		-				Gate Pass Ref		14312								
Goods Receipt Note (GRN) - Product List																
SI No	Product Name	Quantity Received	Unit	Price/Unit	Value	Discount (%)Unit	Discount Amount	Gross	Deduction before tax	Addition before tax	Gross Taxable	Tax (%)Unit	Tax Amount	Extra Charges	Total Amount	Qty Issued
1	HP 12A TONER CARTRIDGES	1.00	Nos	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0	0.00	0.00	1,000.00	0
					Total	1,000.00		0.00	1,000.00	0.00	0.00		0.00	0.00	1,000.00	
															Grand Total	1,000.00

Figure 50.2

51. Goods Issue Cancellation

51.1. Intended Audience

Purchase Officer.

51.2. Usage

This interface has the provision to cancel the goods issue.

51.3. Menu Access

Main Menu >> Purchase Transactions >> Stock Issue Cancellation.

51.4. Dependency

Goods Issue.

Goods Issue Cancellation					
From Date*	<input type="text" value="15-12-2012"/>	To Date*	<input type="text" value="10-01-2013"/>		
		<input type="button" value="Generate"/>	<input type="button" value="Refresh"/>		
Date	Goods Issue Code	From Divisions	To Divisions		
28-Dec-2012	/Dec/012-13/00099	STORES	COMPUTER SCIENCE (UG & PG)	<input type="button" value="Cancel"/>	

Figure 51.1

51.5. To cancel the Goods Issue, follow these steps,

Step1: *Enter From date and To date, default current date*

Step2: *Click ‘Generate’ button, it would list goods issues generated for the specified period.*

Step3: *optional filters, select from divisions, to divisions.*

Step4: *Click on one row to view goods issue details are shown in figure: 51.2.*

Step5: *Click ‘Cancel’ button, to cancel the goods issue.*

Goods Issue Details View					Print
Goods Issue Code	I/Dec/012-13/00099	Goods Issue Date	28-Dec-2012		
Issuing Division	STORES	Receiving Division	COMPUTER SCIENCE (UG & PG)		
Remarks					
Goods Issue Product List					
SL. No	Product Name	Quantity Issued	Unit	Net Amount	
1	CD RW (MOSEER BEAR)	3.00	Nos	145.50	
2	Card Reader (Multi Pin)	2.00	Nos	174.60	
3	HP Laserjet 1022 - 12A Black - Refill	1.00	Nos	549.99	
Grand total:				870.09	
GRN Code	RN/Nov/012-13/00048,		RN/Nov/012-13/00064,		

Figure 51.2

52. Consumable Spent Cancellation

52.1. Intended Audience

Purchase Officer.

52.2. Usage

This interface has the provision to cancel the goods issue.

52.3. Menu Access

Main Menu >> Purchase Transactions >> Consumable Spent Cancellation.

52.4. Dependency

Consumable Spent.

52.5. To cancel the Consumable Spent, follow these steps,

Step1: *Enter From date and To date, default current date*

Step2: *Click ‘Generate’ button, it would list consumable spent details generated for the specified period.*

Step3: *Click on the button ‘View’ to view the consumable spent details.*

Step4: *Click on the button ‘Cancel’ button, to cancel the consumable spent.*

Consumable Spent Cancellation					
From Date*	01-01-2013	To Date*	10-01-2013		
Generate			Refresh		
Sl. No	Spent Date	Division Name	Remarks	Cancel	View
1	03-Jan-2013	ADMINISTRATION		Yes	View
		Product Name	Quantity	Unit Price	Total Amount
		Cotton Roll	20.00	20.00	400.00
		Cotton Roll	10.00	20.00	600.00

Figure 52.1

IV. Purchase Reports

53. Purchase Requisition Report

53.1. Intended Audience

All Users

53.2. Usage

This interface is used to list purchase requisition list and purchase requisition details for a specified period for login user.

53.3. Menu Access

Main Menu >>Purchase Reports >>Purchase Requisition Report.

53.4. Dependency

Purchase Requisition.

Purchase Request Report				
From Date*	<input type="text" value="02-04-2013"/>		To Date*	<input type="text" value="02-04-2013"/>
<input type="button" value="Generate"/>		<input type="button" value="Refresh"/>		
Request Date	Purchase Requisition Code	Request Division	Product Type	Status
	<input type="text"/>	<input type="text"/>		<input type="text"/>
02-Apr-2013	LOY-PR/Apr/13-14/00001	LISSTAR	STATIONERY	Final Approval
02-Apr-2013	LOY-PR/Apr/13-14/00001	LISSTAR	Service - Venue	Final Approval
02-Apr-2013	LOY-PR/Apr/13-14/00001	LISSTAR	REPAIRS	Final Approval
02-Apr-2013	LOY-PR/Apr/13-14/00001	LISSTAR	PRINTING	Final Approval

Figure 53.1

53.5. To view the Purchase Requisitions follow these steps,

Step1: Enter “From Date” and “To Date”, by default current date.

Step2: Click “Generate” button, this would list all purchase requisitions generated in the period.

Step3: To view further details of purchase requisition as shown in figure 53.2 click on row Respective to purchase requisition code and requesting division etc.

Purchase Request					
Purchase Requisition Code	PR/Feb/07-08/00125				
Purchase Requisition Date	12-Feb-2008				
Requested Division	IT				
S.No.	Product / Service	Quantity Requested	Leading Days	Due On	Specification
1	CELLO TAPE	3.00 Nos	5	12-Feb-2008	
2	Record Sheets	80000.00 Nos	5	12-Feb-2008	
3	CHALK PIECE	10.00 Box	5	12-Feb-2008	
Delivery Address	IT VEC				
Remarks					
Final Approval				Requested By	

Figure 53.2

54. Purchase Request Report All

54.1. Intended Audience

All Users

54.2. Usage

This interface is used to list purchase requisition list and purchase requisition details for a specified period for all users.

54.3. Menu Access

Main Menu >>Purchase Reports >>Purchase Requisition Report – Over All.

54.4. Dependency

Purchase Requisition.

54.5. To view the Purchase Requisitions follow these steps,

Step1: Enter “From Date” and “To Date”, by default current date.

Step2: Click “Generate” button, this would list all purchase requisitions generated in the period.

Step3: To view further details of purchase requisition as shown in figure 54.2 click on row Respective to purchase requisition code and requesting division etc.

Purchase Request Report				
From Date*	02-04-2013	To Date*	02-04-2013	
Generate		Refresh		
Request Date	Purchase Requisition Code	Request Division	Product Type	Status
	<input type="text"/>	<input type="text"/>		<input type="text"/>
02-Apr-2013	LOY-PR/Apr/13-14/00001	LISSTAR	STATIONERY	Final Approval
02-Apr-2013	LOY-PR/Apr/13-14/00001	LISSTAR	Service - Venue	Final Approval
02-Apr-2013	LOY-PR/Apr/13-14/00001	LISSTAR	REPAIRS	Final Approval
02-Apr-2013	LOY-PR/Apr/13-14/00001	LISSTAR	PRINTING	Final Approval

Figure 54.1

Purchase Requisition											
Purchase Requisition Code	LOY-PR/Apr/13-14/00001										
Purchase Requisition Date	02-Apr-2013										
Originating User	Mr. Victor Ashok Kumar. G										
Requesting Division	LISSTAR										
Purchase Requisition Details											
S.No	Code	Product Name/ Service	Quantity					Price Per Unit	Lead Time in Days	Expected Receiving Date	Specification
			Requested	Approved	Unit	Processed	Received				
1		CAT-5 NETWORKING CABLE BOX	1.00	1.00	Nos	1.00	0	0.00	1	03-Apr-2013	
Delivery Address		LISSTAR									
Remarks		<input type="text"/>									
										Print	
										Close	
Other Details											
Date	Sender	Designation	Division	Status	Remarks						
02-Apr-2013 09:52	Mr. Victor Ashok Kumar. G	Research Assistant	LISSTAR	Data entry	To fix 15 Amps Switch for our new Xerox machine. (Urgent)						
02-Apr-2013 03:43	Rev. Fr. Albert William S.J	Asst. Professor	SOCIOLOGY	Final Approval	Approved						
Quotation Reference No.	LOY-TR/Apr/13-14/00001										

Figure 54.2

55. Purchase Request Consolidation Report

55.1. Intended Audience

All Users

55.2. Usage

This interface is used to consolidate purchase requests in product wise and optionally division wise .

55.3. Menu Access

Main Menu >>Purchase Reports >>Purchase Request Consolidation Report.

55.4. Dependency

Purchase Requisition.

55.5. To view the Purchase Requisitions follow these steps,

Step1: Select the approval employee, if required to display division wise request quantity, check “Display Division wise Request Quantity”. And then display the purchase requests to be approved by the selected employee.

Step2: Select the purchase requests to be consolidated.

Step3: Click on the button “Consolidate Print” to view the consolidate details for the selected purchase requests as in the figure 55.2.

Purchase Request Consolidate Report							
		<input type="checkbox"/> Display Division wise Request Quantity					
Select Approval Employee		Administrator					Refresh
Purchase Requisition List							
<input checked="" type="checkbox"/>	Period	Request Code	Date	Office	Division	Request by	Remarks
<input checked="" type="checkbox"/>	General Purchase 2011-12	LOY-PR/Mar/011-12/00034	30-03-2012	COLLEGE (AUTONOMOUS)	ERP Admin	Administrator	
<input checked="" type="checkbox"/>	General Purchase 2011-12	LOY-PR/Mar/011-12/00035	30-03-2012	COLLEGE (AUTONOMOUS)	ERP Admin	Administrator	
Consolidated Print							

Figure 55.1

COLLEGE (AUTONOMOUS)				
Purchase Requisition Consolidated Report				
Code :		for the Month of : May 2013		
S.No.	Product Name	Stock in Hand	Quantity	Unit
STATIONERY				
1	A4 B2B COPIER PAPER	Nil	15.00	Nos
2	A4 JK COPIER PAPER	Nil	22.00	Nos

Figure 55.2

56. Quotation Report

56.1. Intended Audience

All Users

56.2. Usage

This interface is used to view Quotation list and quotation details report.

56.3. Menu Access

Main Menu >>Purchase Reports >>Quotation Report.

56.4. Dependency

Quotation Received Details.

Quotation Report			
From Date*	17-04-2013	To Date*	17-04-2013
Generate		Refresh	
Quotation Date	Quotation Reference No	Authority	Status
17-Apr-2013	LOY-TR/Apr13-14/00001	Administrator	Quotation Initiation

Figure 56.1

56.5. To view Quotation Report follow these steps

Step1: *enter quotation from date and to date, by default current date.*

Step2: *click on “Generate” button, it would lists quotations generated in the specified period.*

Step3: *optional filters, select quotation reference number, authority, status.*

Step4: *click on quotation to view quotation details. It would display as shown in figure 56.2*

Quotation Details				Print																												
Quotation Ref No	LOY-TR/Apr/13-14/00001	Quotation Opening Date and Time	17-Apr-2013 / 01:14 PM																													
Quotation Date	17-Apr-2013	Quotation Closing Date and Time	17-Apr-2013 / 01:14 PM																													
Opening Authority	Administrator	Quotation Venue																														
Quotation Status	Quotation Initiation	Quotation Remarks	Multiple Requests																													
<table border="1"> <thead> <tr> <th colspan="4">Quotation Details</th> </tr> <tr> <th>Sl.No</th> <th>Product Name</th> <th>Quantity</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A4 JK COPIER PAPER</td> <td>4.00</td> <td>Nos</td> </tr> <tr> <td>2</td> <td>BOX FILE STEEL CLIP</td> <td>12.00</td> <td>Nos</td> </tr> <tr> <td>3</td> <td>CAT-5 NETWORKING CABLE BOX</td> <td>1.00</td> <td>Nos</td> </tr> <tr> <td>4</td> <td>SIGNATURE PEN ALL COLOUR</td> <td>8.00</td> <td>Nos</td> </tr> <tr> <td>5</td> <td>VOUCHER BOX FILE</td> <td>24.00</td> <td>Nos</td> </tr> </tbody> </table>					Quotation Details				Sl.No	Product Name	Quantity	Unit	1	A4 JK COPIER PAPER	4.00	Nos	2	BOX FILE STEEL CLIP	12.00	Nos	3	CAT-5 NETWORKING CABLE BOX	1.00	Nos	4	SIGNATURE PEN ALL COLOUR	8.00	Nos	5	VOUCHER BOX FILE	24.00	Nos
Quotation Details																																
Sl.No	Product Name	Quantity	Unit																													
1	A4 JK COPIER PAPER	4.00	Nos																													
2	BOX FILE STEEL CLIP	12.00	Nos																													
3	CAT-5 NETWORKING CABLE BOX	1.00	Nos																													
4	SIGNATURE PEN ALL COLOUR	8.00	Nos																													
5	VOUCHER BOX FILE	24.00	Nos																													

Figure 56.2

57. Comparative Statement

57.1. Intended Audience

All Users

57.2. Usage

This interface is used to generate comparative statement from quotations received.

57.3. Menu Access

Main Menu >>Purchase Reports >>Comparative Statement.

57.4. Dependency

Quotation Received Details.

57.5. To view the Comparative Statement, follow these steps,

Step1: List of quotations received would be listed as shown in figure 57.1.

Step2: Comparative statement would be listed as shown in figure 57.2. On clicking a row respective to quotation reference number and department etc.

Comparative Statement					
Quotation List					
Department	Quotation Ref No	Quotation Date	Venue	Opening Authority	Remarks of Authority
Administration	EEC-TR/Apr/08-09 /00002	30-Apr-2008	College	Venkataramana G	-
Administration	SH-TR/Apr/08-09 /00009	17-Apr-2008	Office	Ramakrishna Raju	
Administration	SH-TR/Feb/07-08 /00001	17-Feb-2008		Thiru. Ravi	
Administration	SH-TR/Mar/07-08 /00034	19-Mar-2008	OFFICE	Ramakrishna Raju	

Figure 57.1

Faculty of Engineering and Technology, Delhi									
Department Of Administration									
Comparative Statement									
Quotation Ref No : EEC-TR/Apr/08-09/00002									
Detail									
Sl. No	Product Name	Quantity	Unit	Supplier Name	Rate/Unit	Discount(%) /Unit	Tax(%) /Unit	Extra Charges	Total Amount
1	Accounts receipt book	50.00	Nos	ABC Graphics	38.50	0.00	0	0	1925.00
Overall Summary									
Supplier Name		Description	Overall Additional Amount		Roundoff Amount	Amount Quoted			
ABC Graphics		-	0.0		0.0	1925.00			
for Faculty of Engineering and Technology, Delhi									
Printed On : 4-3-2009 17:18:57									
Authorised Signatory									
Print					Back				

Figure 57.2

58. Purchase Order Report

58.1. Intended Audience

All Users

58.2. Usage

This interface is used to view purchase order list and purchase order details.

58.3. Menu Access

Main Menu >>Purchase Reports >>Purchase Order Report.

58.4. Dependency

Purchase Order.

Purchase Order Report							
From Date*	22-02-2012		To Date*	10-01-2013			
				Generate	Refresh		
Order Date	Purchase Order Code	Type	Supplier	Status	Purchase Amount	HTML View	Print PDF
	All Request		All Supplier	All Status			
02-Jan-2013	/012-13/00172	PURCHASE ORDER	M/S-Bharathi Mart Private Limited	Issued	600.00	HTML	PDF

Figure 58.1

58.5. To view purchase order report, follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on “Generate” button, to list purchase orders generated in the specified period.*

Step3: *click on one row to view purchase order details are shown in figure 58.2*

Contact Name	Ashok Kumar -				Purchase Order Date	02-Jan-2013		
Purchase Order Details								
S.No	Product / Service	Due On	Quantity	Price/Unit	Discount/Unit	Extra Charges	Total Price	Remarks
1	House Keeping:Acid	02-Jan-2013	20.00	11.50	0.00	0	230.00	
2	House Keeping:Ala Bleach 200ml	02-Jan-2013	10.00	22.00	0.00	0	220.00	
3	House Keeping:Camy Urinal Cubus	02-Jan-2013	20.00	5.00	0.00	0	100.00	
4	House Keeping:Coconut Oil Pkt	02-Jan-2013	10.00	5.00	0.00	0	50.00	
Gross Total							600.00	
Grand Total							600.00	
Purchase Terms								
Payment Terms	Immediate Payment after delivery							
Delivery Address	Pallavaram Chennai							
								View History Close
Other Details								
Purchase Order Generated By : Administrator								
Purchase Requisition Code : 12-13/00250					GRN Reference No :			
Quotation Reference No : 112-13/00214					Goods Issue No :			
Purchase Order Reference No : /012-13/00172					Voucher No :			

Figure 58.2

59. Gate Pass Report

59.1. Intended Audience

All Users

59.2. Usage

This interface is used to view Gate Pass list and Gate Pass details list.

59.3. Menu Access

Main Menu >>Purchase Reports >>Gate Pass Report.

59.4. Dependency

Gate Pass Generation.

59.5. To view Gate Pass Note follows these steps

Step1: enter from date and to date, by default current date.

Step2: click on “Generate” Button to list gate pass generated in the specified period.

Step3: click on one row to view gate pass details are shown in figure 59.2

Gate Pass Report									
* Mandatory									
From Date :	05	March	2009	(DD/Month/YYYY)*	To Date :	06	March	2009	(DD/Month/YYYY)*
<input type="button" value="Generate"/> <input type="button" value="Refresh"/>									
Date / Time	Gate Pass Ref.No	Supplier Name	Purchase Order Ref.No	Remarks					
05-Mar-2009 14:46	3P/Mar/08-09/00008	Gemini Communication Ltd ,	PUR/Oct/07-08/00001						
05-Mar-2009 15:17	3P/Mar/08-09/00009	Gemini Communication Ltd ,	PUR/Oct/07-08/00001						
05-Mar-2009 15:18	3P/Mar/08-09/00010	Gemini Communication Ltd ,	PUR/Oct/07-08/00001						
05-Mar-2009 15:53	3P/Mar/08-09/00011	Arunagiri Systems Last name	SRMEC(K)-PUR/Mar/08-09/00166	1865					

Figure 59.1

Faculty of Engineering and Technology, Delhi (University)	
GATE PASS	
Ref.No	: K)-GP/Mar/08-09/00011
In Date/Time	: 06/03/2009 10.40
Purchase Order No	: (K)-PUR/Mar/08-09/00166
Supplier Name	: Arunagiri Systems Last name
Vehicle Number	: 1865
Invoice Number	: 1865
Received By	: 1865
Remarks	: 1865
Store In Charge / Supervisor Name & Sign	Generated By : Fipl Purchase

Figure 59.2

60. Goods Received Note (GRN) Report

Two Provisions to view GRN Report

60.1. Goods Received Note(GRN) Report

60.2 GRN – Product wise

60.1 Goods Received Note(GRN) Report

60.1.1. Intended Audience

All Users

60.1.2. Usage

This interface is used to view Goods received list and goods received details list.

60.1.3. Menu Access

Main Menu >>Purchase Reports >>GRN Report.

60.1.4. Dependency

Goods Received Note.

Goods Receipt Note (GRN) Report				
From Date*	08-02-2012	To Date*	10-01-2013	
Generate		Refresh		
GRN Date	GRN Code	Supplier	Attachments	Status
	All GRN	All Supplier		All Status
06-Aug-2012	J/Aug/012-13/00001	M/S Globe Electricals Company	0	Data Entry

Figure 60.1.1

60.1.5. To view Goods Receipt Note, follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on “Generate” Button to list goods received notes generated in the specified period.*

Step3: *optional filters, select grn code, supplier, status.*

Step4: *click on one row to view goods received details are shown in figure 60.2.*

60.2 GRN - Product Wise

60.2.1. Intended Audience

All Users

60.2.2. Usage

This interface is used to view goods received details list.

60.2.3. Menu Access

Main Menu >>Purchase Reports >>GRN – Product wise.

60.2.4. Dependency

Goods Received Note.

Goods Receipt Note (GRN) Details									
GRN Code	J/Aug/012-13/00001			Invoice No	7606				
GRN Date	06-Aug-2012			Invoice Date	04-Aug-2012				
Supplier Name	M/S Globe Electricals Company			Purchase Order Code	J/Aug/012-13/00009				
GRN Status	Data Entry			Purchase Order Date	06-Aug-2012				
GRN Remarks				Gate Pass Ref	001				
Goods Receipt Note (GRN) - Product List									
Sl No	Product Name	Quantity Received	Unit	Price/Unit	Discount (%) / Unit	Tax (%) / unit	Extra Charges	Total Amount	Qty Issued
1	E Type 25W Bulb - Whirlpool	2.00	Nos	25.00	0.00	14.50	0	57.25	0
2	Fridge Relay LMS - 043 230 V/50HZ Whirlpool	1.00	Nos	175.00	0.00	14.50	0	200.38	0
3	Pin Type Bulb 25 Wats - Godrej	2.00	Nos	25.00	0.00	14.50	0	57.25	0
4	Rely KCU - 12, 230 V/50Hz Box Type - Goodrej	1.00	Nos	225.00	0.00	14.50	0	257.63	0
								Gross Total	572.51
								Grand Total	572.51

Figure 60.1.2

60.2.5. To view GRN – Product Wise details, follow these steps

Step1: enter from date and to date, by default current date.

Step2: if required, select product name, supplier name.

Step3: click on “Generate” Button to list goods received notes generated in the specified period for the selected product, supplier.

Step5: click on one row to view goods received details are shown in figure 60.1.2.

GRN Report - Product Wise											
From Date: 05 March 2009 (DD/Month/YYYY)*											* Mandatory
To Date: 05 March 2009 (DD/Month/YYYY)*											
Product Name: PRINTER-10g						Supplier Name: Access Computer Data Corp. ACDC					
Generate						Refresh					
SL No	Date	Product Name	Quantity Received	Unit	Price/Unit	Discount (%) / Unit	Tax (%) / unit	Extra Charges	Total Amount (In Rs.)	Supplier	Status
1	05-Mar-2009	PRINTER-10g	20.00	Nos	10000.00	0.00	0.00	0	2,00,000.00	Access Computer Data Corp. ACDC	Data Entry
Total			20.0						2,00,000.00		

Figure 60.2.3

61. Goods Issue Report

Two Provisions to view Goods Issue Report

61.1 Goods Issue Report

61.2. Goods Issue – Product wise

61.1. Goods Issue Report

61.1.1. Intended Audience

All Users.

61.1.2. Usage

This interface is used to view goods issue and goods issue details list.

61.1.3. Menu Access

Main Menu >>Purchase Reports >>Goods Issue Report.

61.1.4. Dependency

Goods Issue

Goods Issue Report					
From Date*	27-12-2012	To Date*	10-01-2013		
Report Type*	Abstract	Product Name	All Products		
From Division	All Divisions	To Division	All Divisions		
<input type="button" value="Generate"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>					
	SI No	From Division	To Division	Amount (in Rs.)	Quantity
	1	ADMINISTRATION	ADMINISTRATION	750.00	35.00
	Total			750.00	35.0

Figure 61.1.1

61.1.5. To view Goods Issue Details follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on “Generate” button, it would list goods issues.*

Step3: *select from divisions and to divisions to filter goods issues.*

Step4: *click on one row to view goods issue details, it would appear as shown in figure.*

Goods Issue Report								
Sl No	Date	Product Name	Quantity	Unit	Amount (in Rs.)	From Division	To Division	Remarks
1	03-Jan-2013	Babadge Roll	5.00	Nos	150.00	ADMINISTRATION	ADMINISTRATION	
2	03-Jan-2013	Cotton Roll	30.00	Nos	600.00	ADMINISTRATION	ADMINISTRATION	
Total			35.0		750.00			

Figure 61.1.2

61.2. Goods Issue – Product wise

61.2.1. Intended Audience

All Users.

61.2.2. Usage

This interface is used to view goods issue details list.

61.2.3. Menu Access

Main Menu >>Purchase Reports >>Goods Issue- Product wise.

61.2.4. Dependency

Goods Issue

61.2.5. To view Goods Issue Details follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *if required, select product name, from division, to division.*

Step2: *click on “Generate” button, it would list goods issue details.*

SI No	Date	Product Name	Quantity	Unit	Amount (in Rs.)	From Division	To Division	Remarks
1	05-Mar-2009	PRINTER-10g	110.00	Nos	11,00,000.00	Computer Science	Biotech	
Total			110.0		11,00,000.00			

Figure 61.2.1

62. Stock Report

62.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department.

62.2. Usage

This interface is used to view stock list and stock details list.

62.3. Menu Access

Main Menu >>Purchase Reports >>Stock Report.

62.4. Dependency

Goods Received Note, Goods Issue

Figure 62.1

62.5. To view stock details follow these steps,

Step1: *enter from date and to date, by default current date.*

Step2: *click on “Generate” button to view stock details.*

Step3: *select division to filter division wise stock details, then would appear as in the figure*

62.3. *If select all divisions, then screen would appear as in the figure 62.2.*

Step4: click on one row, it would list product wise stock details.

Step5: We can able to view the stock in and stock details if stock in or stock out found respectively as in the figure 62.4 and 62.5.

STOCK ABSTRACT - DIVISIONS								
From 17-Apr-2013 To 17-Apr-2013								
Division	Available Qty				Amount			
	Opening Stock	Stock In	Stock Out	Closing Stock	Opening Balance	Stock In	Stock Out	Closing Balance
(SSC) M.L.T	2.0000	0	0	2.0000	1,995.00	0.00	0.00	1,995.00
Betram Hall	16.0000	0	0	16.0000	3,090.05	0.00	0.00	3,090.05
BURSAR OFFICE	138.0000	0	0	138.0000	27,591.43	0.00	0.00	27,591.43
CHEMISTRY	246.0000	0	0	246.0000	14,650.70	0.00	0.00	14,650.70

Figure 62.2

STOCK REGISTER								
From 17-Apr-2013 To 17-Apr-2013								
CHEMISTRY								
Product Name	Available Quantity				Amount			
	Opening Stock	Stock In	Stock Out	Closing Stock	Opening Balance	Stock In	Stock Out	Closing Balance
COMPUTERS AND ACCESSORIES								
DVD	15.0000	0.0000	0.0000	15.0000	94.5000	0.0000	0.0000	94.5000
Total	15.0000	0.0000	0.0000	15.0000	94.5000	0.0000	0.0000	94.5000
ELECTRICAL ITEMS								
40W Tube	3.0000	0.0000	0.0000	3.0000	137.4000	0.0000	0.0000	137.4000
9 VOLT MIC BATTERY	15.0000	0.0000	0.0000	15.0000	300.3000	0.0000	0.0000	300.3000
A/C METAL BOX	1.0000	0.0000	0.0000	1.0000	738.5300	0.0000	0.0000	738.5300
JUNCTION BOX WITH 5 MTR WIRE	2.0000	0.0000	0.0000	2.0000	1,345.3800	0.0000	0.0000	1,345.3800
Total	21.0000	0.0000	0.0000	21.0000	2,521.6100	0.0000	0.0000	2,521.6100
FURNITURE ITEMS								
Rolling Chair	1.0000	0.0000	0.0000	1.0000	3,664.0000	0.0000	0.0000	3,664.0000

Figure 62.3

Stock Out Details							
PRODUCT NAME : Book Self - Steel							
Sl. No.	Transaction Date	Transaction Ref. No.	Transaction Type	Remarks	Amount / Unit	Quantity	Value
1	17-Apr-2013	LOY-STI/Apr/13-14/00002	Stock Transfer (ERP Admin)	-	6,930.0000	2.0000	13,860.00
						2.0000	13,860.0000

Figure 62.4

Stock In Details							
PRODUCT NAME : Book Self - Steel							
Sl. No	Transaction Date	Transaction Ref. No.	Transaction Type	Remarks	Amount / Unit	Quantity	Value
DIVISION NAME: ERP Admin							
1	17-Apr-2013	LOY-ST/Apr/13-14/00002	Stock Transfer	-	6,930.0000	2.0000	13,860.00
						2.0000	13,860.0000

Figure 62.5

63. Stock Movement Report

63.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department.

63.2. Usage

This interface is used to view stock movement details between various departments.

63.3. Menu Access

Main Menu >>Purchase Reports >>Stock Movement Report.

63.4. Dependency

Stock Transfer Acknowledge

Stock Movement Report			
From Date*	01-04-2013	To Date*	17-04-2013
From Division		To Division	
Generate		Refresh	
Stock Movement Report			
Sl. No	From Division	To Division	Amount (in Rs.)
1	ENGLISH	ERP Admin	16,767.75
2	MAINTENANCE	PRINCIPAL OFFICE	693.00
Total			17,460.75

Figure 63.1

63.5. To View the stock movement report follows these steps,

Step1: *Select the date range.*

Step2: *Select from division, if required to filter from division wise.*

Step3: *Select to division, if required to filter to division wise.*

Step4: *Click on the button “Generate” to view the stock movement details between various departments.*

64. Stock Transfer Report

64.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department.

64.2. Usage

This interface is used to view stock transfer details between various departments.

64.3. Menu Access

Main Menu >>Purchase Reports >>Stock Transfer Report.

64.4. Dependency

Stock Transfer

Stock Transfer Report									
From Date*	01-04-2013			To Date*	18-04-2013				
Receiving Office	All Office			Receiving Division	All Division				
Generate					Refresh				
Sl.No	Stock Transfer					Remarks	Total Amount (Rs.)	Status	Report
	Date	Reference No.	To Office	From Division	To Division				
1	17-Apr-2013	LOY-ST/Apr13-14 /00001	COLLEGE (AUTONOMOUS)	MAINTENANCE	PRINCIPAL OFFICE		693.00	In Transit	Print
2	17-Apr-2013	LOY-ST/Apr13-14 /00002	COLLEGE (AUTONOMOUS)	ENGLISH	ERP Admin	-	16767.75	Acknowledged	Print
Total Amount (Rs.)							17,460.7500		

Figure 64.1

64.5. To view the stock transfer report follows these steps,

Step1: *Select the date range*

Step2: *Select the office name if required.*

Step3: *Select the receiving division if required.*

Step4: *Click on the button “Generate” to view the stock transfer details.*

65. Purchase Journal Report

65.1. Intended Audience

All Users

65.2. Usage

This interface is used to view purchase journal list and purchase journal details list.

65.3. Menu Access

Main Menu >>Purchase Reports >>Purchase Journal.

65.4. Dependency

Purchase Journal.

Purchase Journal Report					
From Date*	01-04-2013		To Date*	18-04-2013	
Generate			Refresh		
Purchase Journal Details					
Sl No	Voucher Date	Voucher No	Narration	Amount	Details
1	11-Apr-2013	1	Stationary Purchase	1,000.00	View
2	15-Apr-2013	1	Stationary Purchase	196.00	View
Total Amount :				1,196.00	

Figure 65.1

65.5. To view Goods Receipt Note, follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on “Generate” Button to list purchase journal details generated in the specified period.*

Step3: *click on one row to view voucher details as shown in figure 65.2.*

Step4: *click “view” button to view purchase journal details are shown in figure 65.3.*

Voucher View									
In the book of: COLLEGE (AUTONOMOUS)									
Voucher Type: Purchase Voucher No.: 1			Date: 11-04-2013 Thursday						
Sl. No.	Particulars	Dr	Cr						
1	To Alagappa Tea Stall		1,000.00						
	<table border="1"> <thead> <tr> <th colspan="3">Bill adjustment details</th> </tr> </thead> <tbody> <tr> <td>New Ref</td> <td>12321/2013-04-11</td> <td>1000.00 Cr</td> </tr> </tbody> </table>	Bill adjustment details			New Ref	12321/2013-04-11	1000.00 Cr		
Bill adjustment details									
New Ref	12321/2013-04-11	1000.00 Cr							
2	By Stationaries	1,000.00							
Total		1,000.00	1,000.00						
Narration: Stationary Purchase									
Transaction Id : 213789 Author : Administrator [System Admin]									
		Copy	Modify	Print					
		Journal Print	Back						

Figure 65.2

Journal Detail View				
Journal Posting Date	: 11-Apr-2013			
Supplier Name	: Alagappa Tea Stall			
Amount	: 1,000.00			
Narration	: Stationary Purchase			
GRN Details				
GRN Code	GRN Date	Invoice No	Invoice Date	Amount
LOY-GRN/Apr/13-14/00001	11-Apr-2013	12321	11-Apr-2013	1,000.00
Total Amount				1,000.00

Figure 65.3