MATERIAL MANAGEMENT SYSTEM

Product by

Idea Infinity IT Solutions Pvt Limited

idea matters...

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Purpose of the document

This document is generic user documentation. This documents briefs on the highlights of MMS (Material Management System) software application. All application modules are explained in terms of their features and how to use the same. The user can be familiar with application usage and features of MMS application referring to this document.

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Intended audience

This document is intended to employee of any corporate office who are into material management process.

What is MMS?

MMS is user friendly application software developed exclusively for CESC in terms of the Work Award No. CESC/SEE(Project)/EE(P3)/AEE(P)-7/2015-16/111 Dated 13th April 2016.

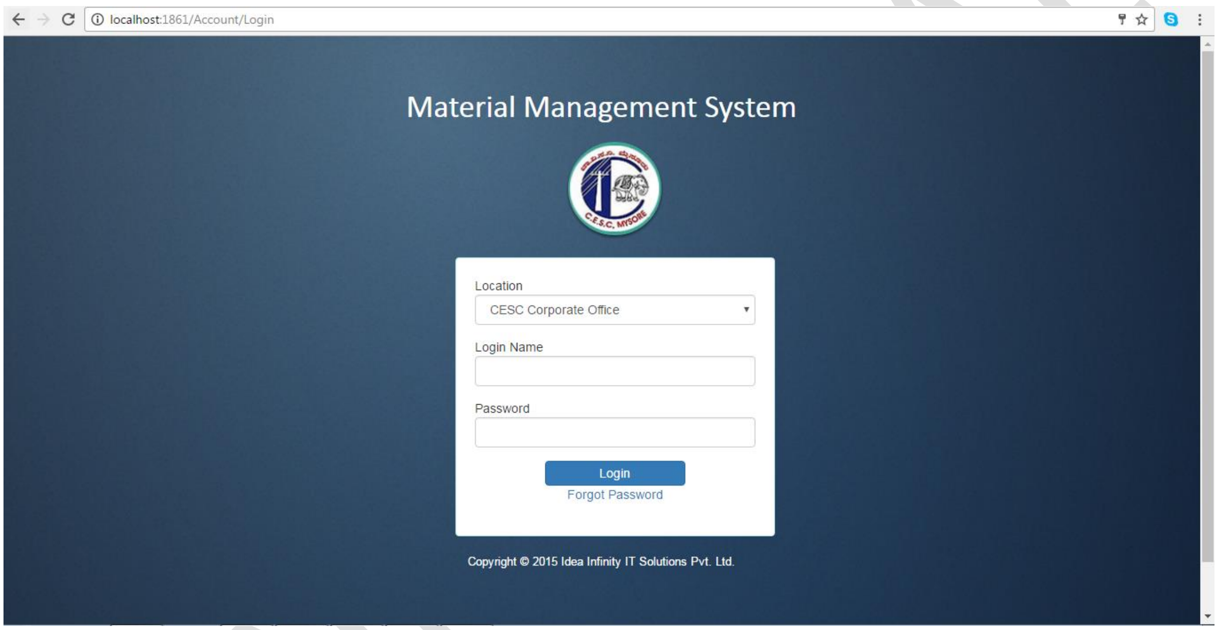
Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for developing projects. Effective materials management involves a complex set of interactions between processes, suppliers, inventory, and the data that links them all together. Provide users with the Web application that facilitate to maintaining proper records of the items used for the project, maintaining a consistent flow of items between stores periodically as per the requirement of the stores, and also helpful to avoid incorrect bills of materials, inaccurate cycle counts, un-reported scrap, shipping errors, receiving errors, and production reporting errors etc., MMS software is developed.

In the following pages, we will take you on a tour of the software, module by module so that the end user can comfortably use the MMS software with ease and reap the fruits of the software.

Login Screen:

In order to use the MMS software, one has to login to the system by entering his user name and password assigned by the administrator and then has to select location that the user belongs to. After first login it is advisable to change the password by the user for security purposes. Procedure for changing the password is explained later.

To login to the MMS click on the link provided in CESC website. Following screen is displayed, where in the user has to enter the required user name and password and has to select the location that the user belongs to. The user will be allowed to perform the roles defined to each person like creation of work order, editing the work order, approval etc.



On login to the software following screen is displayed

Software Modules:

Following 6 Main Modules are available in MMS:

1. Home
2. Masters
3. User Management
4. Procurement
5. Transaction
6. Inter Unit Transaction

1. Home:

As soon as a user logs into MMS, Home screen is shown by default. In this screen all vital information is shown for ready reference. (Screen shot – 1)

2. Masters

Following 17 Sub modules are available under Masters:

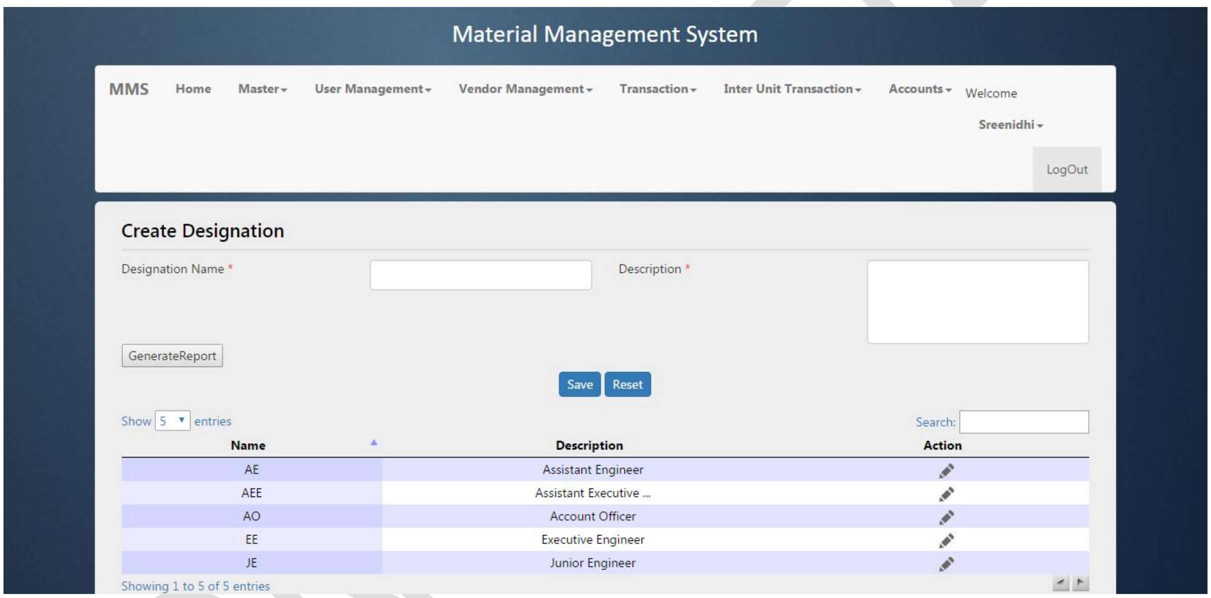
1. Designation
2. Role
3. Corporate Office
4. Zone
5. Circle
6. Division
7. Store
8. Sub Division
9. Section
10. Item Category
11. Item Master
12. Supplier Type
13. Schedule Rate Master
14. Store Stock Level.
15. Group
16. MRP Projects
17. Contractor

2.1 Designation:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the designation of officers working in CESC.

Steps to be followed for creating / updating Designation Master:

- Login: Admin
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Designation. Following screen is displayed showing the details of all the designations already created in the grid format.



- For creating New Designation, enter the Name of the Designation and Description of the designation in the appropriate text boxes provided against each field name.
- Now clik on "Save button" to save the data.
- A message "Saved Successfully" is displayed.
- Now click on OK button.
- In case one more new designation is to be created, repeat the above steps and save.
- New designations created are displayed in the grid.

Steps to be followed for modifying the designation master:

Note: Once any user has logged in and operated in the new designation, only description can be modified. Other wise both the fields can be modified and updated.

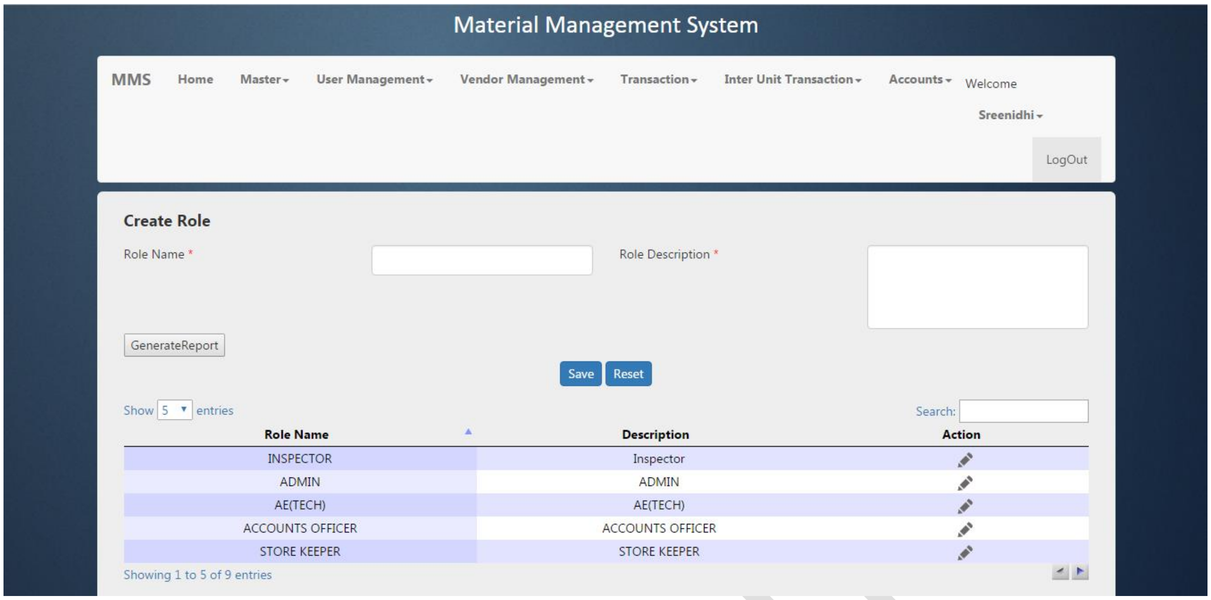
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Designation. Above screen shot is displayed showing the details of all the designations already created in the grid format.
- Click on “edit icon” in respect of the designation to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

2.2 Role Master

- Permission to use this master is vested with Admin only.
- This form is used to create / update the roles of officers working in CESC.

Steps to be followed for creating / updating Role Master:

- Login: Admin
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Role. Following screen is displayed showing the details of all the roles already created in the grid format.



- For creating New Role, enter the Name of the Role and Description of the role in the appropriate text boxes provided against each field name.
- Now clik on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.
- In case one more new roles is to be created, repeat the above steps and save.
- New roles created are displayed in the grid.

Steps to be followed for modifying the role master:

Note: Once any user has logged in and operated in the new role, only description can be modified. Other wise both the fields can be modified and updated.

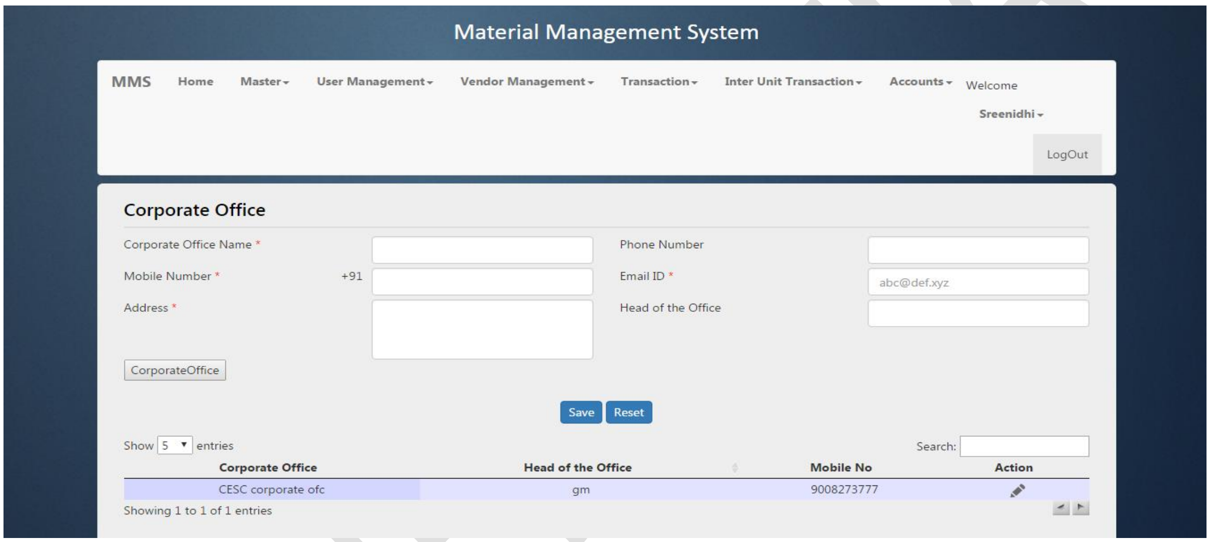
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Role. Above screen shot is displayed showing the details of all the roles already created in the grid format.
- Click on “edit icon” in respect of the role to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

2.3 Corporate Office:

- Permission to use this master is vested with Admin only.
- This form is used to create / update and capture the details of corporate office of CESC.

Steps to be followed to create new corporate office:

- Login: Admin
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Corporate Office. Following screen is displayed showing the details of already created Corporate Office in the grid format.



- For creating corporate office, enter the Corporate office name, email id, address, head of the office, mobile number and phone number of the Corporate office in the appropriate text boxes provided against each field name.
- Now clik on "Save button" to save the data.
- A message "Saved Successfully" is displayed.
- Now click on OK button.
- Corporate office is created are displayed in the grid.

Steps to be followed to modify the details of corporate office:

- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Corporate office. Above screen shot is displayed showing the details of Corporate office already created in the grid format.

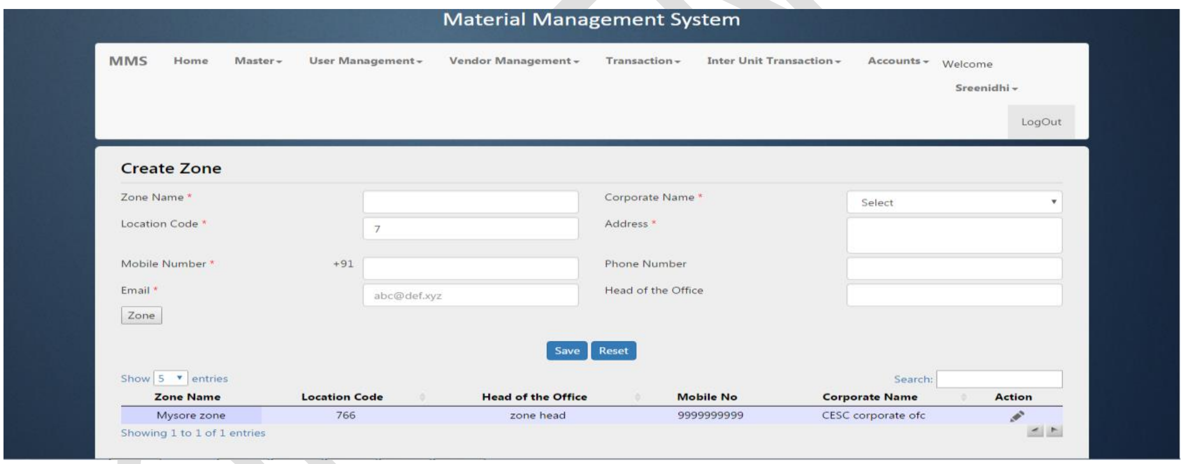
- Click on “edit icon” to edit the details of Corporate office.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

2.4 Zone:

This form is used to capture the details of existing / new zones which come under the CESC.

Steps to be followed to create new zone:

- Login: Admin
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Zone. Following screen is displayed showing the details of already created zones in the grid format.



- For creating New Zone, enter the Name of the Zone, Corporate office name in which Zone belongs to, 3-digit location code which starts from “7”, email id, address, head of the office, mobile number and phone number of the zone office in the appropriate text boxes provided against each field name.
- Now clik on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.
- In case one more new zones is to be created, repeat the above steps and save.
- Click on OK button and new zones created are displayed in the grid.

Steps to be followed for modifying the zone master:

Note: Once any user has logged in and operated in the zone, Zone name, Corporate office name and Location code cannot be modified. Except these all fields can be modified and updated.

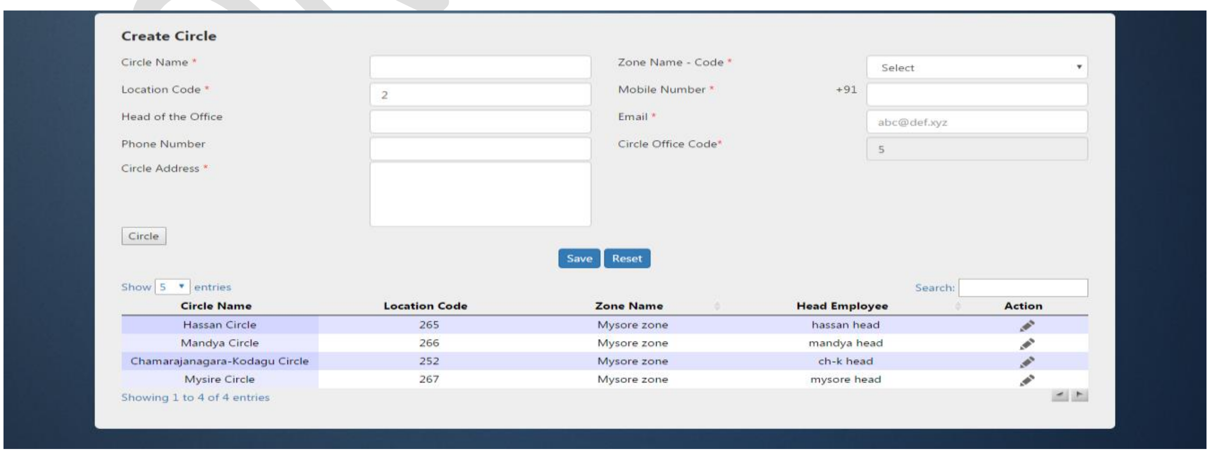
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Zone. Above screen shot is displayed showing the details of all the zones already created in the grid format.
- Click on “edit icon” in respect of the zone to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

2.5 Circle:

- This form is used to capture all the relevant details relating to existing circles in CESC.
- Same form can be used whenever new circles are formed.

Steps to be followed to create new Circle:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Circle”. Following screen is displayed showing the details of all circles already created in the grid format.



- For creating New Circle, enter the Name of the Zone, 3-digit location code which starts from "2", email id, address, head of the office, mobile number and phone number of the circle office in the appropriate text boxes provided against each field name.
- All the field names are self explanatory.
- In respect of field zone name-code, select the relevant zone name from the drop down.
- Based on the zone name-code, circle office code is automatically generated. After entry of all the details click on "Save" button.
- "Saved successfully" message is displayed confirming that the data is saved.
- Click on OK button and new circles created are displayed in the grid.

Steps to be followed for modifying the circle master:

Note: Once any user has logged in and operated in the circle, Circle name, Zone name- code ,Location code and circle office code *cannot be modified. Except these all fields can be modified and updated.*

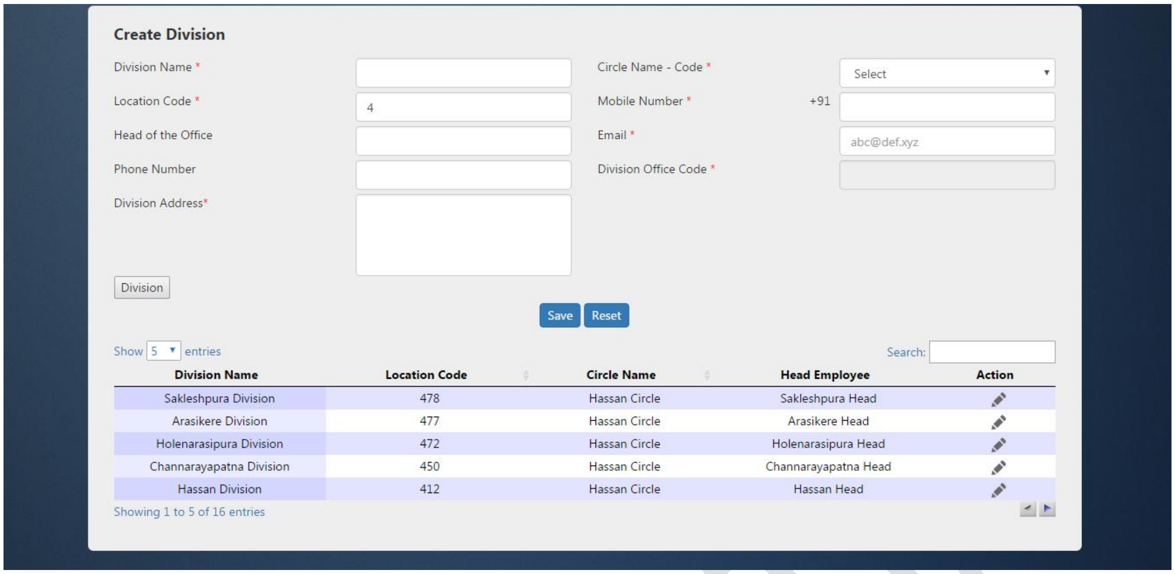
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Circle. Above screen shot is displayed showing the details of all the circles already created in the grid format.
- Click on "edit icon" in respect of the circle to be edited.
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.

2.6 Division:

- This form is used to capture all the relevant details relating to existing divisions in CESC.
- Same form can be used whenever new divisions are formed.

Steps to be followed to create new Division:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "Division". Following screen is displayed showing the details of all divisions already created in the grid format.



- All the field names are self explanatory.
- In order to create the new Division, enter relevant data against each field. In respect of circle name-code select the relevant data from the drop down provided.
- Based on the circle name-code, division office code is automatically generated.
- Location code should be of 3-digit, it must begin from "4".
- After entry of all the details click on "Save" button.
- "Saved successfully" message is displayed confirming that the data entered is saved.
- Click on OK button and new divisons created are displayed in the grid.

Steps to be followed for modifying the Division master:

Note: Once any user has logged in and operated in the divsion, Division name, Circle name- code ,Location code and division office code *cannot be modified. Except these all fields can be modified and updated.*

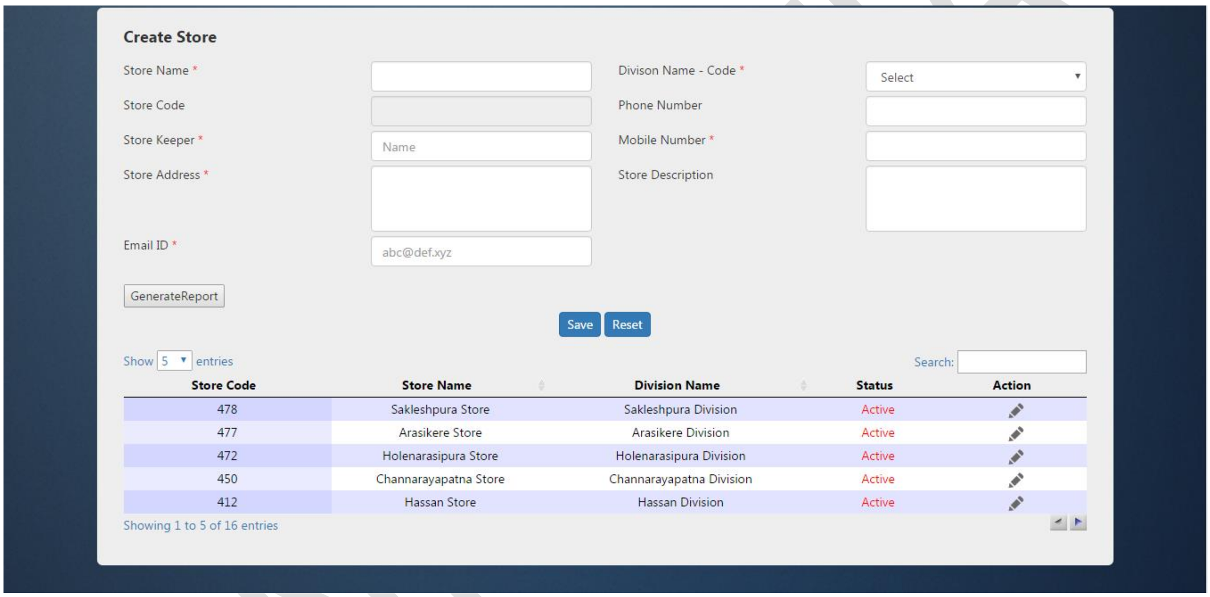
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Division. Above screen shot is displayed showing the details of all the division already created in the grid format.
- Click on "edit icon" in respect of the division to be edited.
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.

2.7 Store:

- This form is used to capture all the relevant details relating to existing stores in CESC.
- Same form can be used whenever new stores are formed.

Steps to be followed to create new Store:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "Store". Following screen is displayed showing the details of all stores already created in the grid format.



- All the field names are self explanatory.
- In order to create the new Store, enter relevant data against each field.
- In respect of division name-code select the relevant data from the drop down provided.
- Based on the division name-code, Store code is automatically generated.
- After entry of all the details click on "Save" button.
- "Saved successfully" message is displayed confirming that the data entered is saved.
- Click on OK button and new divisons created are displayed in the grid.

Steps to be followed for modifying the Store master:

Note: Once any user has logged in and operated in the store, Store name, Division name- code , and Store code cannot be modified. Except these all fields can be modified and updated.

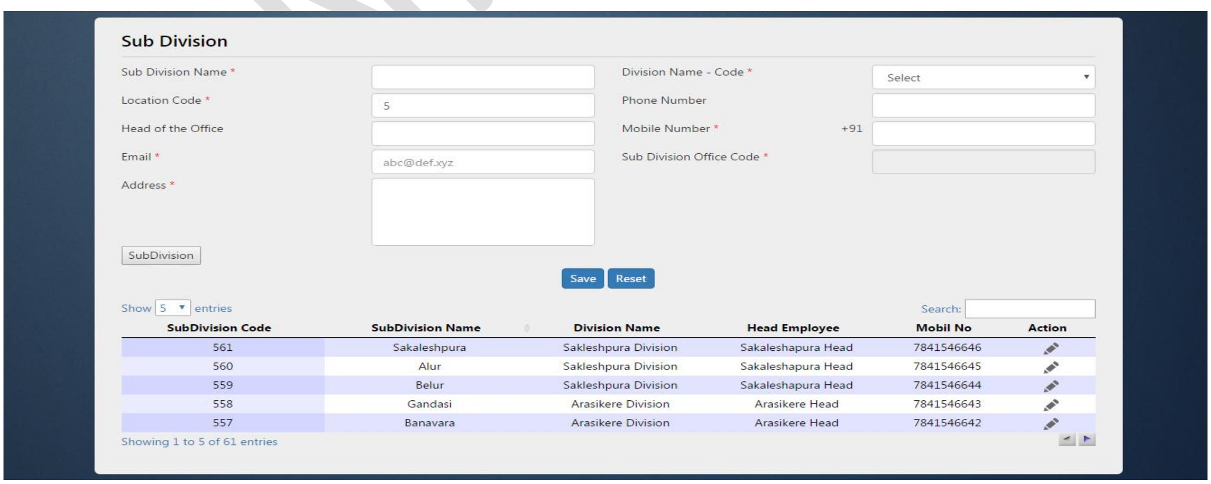
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Store. Above screen shot is displayed showing the details of all the stores already created in the grid format.
- Click on “edit icon” in respect of the store to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved

2.8 Sub Division

- This form is used to capture all the relevant details relating to existing sub divisions in CESC.
- Same form can be used whenever new sub divisions are formed.

Steps to be followed to create new Sub Division:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Sub Division”. Following screen is displayed showing the details of all stores already created in the grid format.



- All the field names are self explanatory.
- In order to create the new Sub Division, enter relevant data against each field. In respect of division name-code, select the relevant data from the drop down provided.
- Based on the division name-code, Subdivision Office code is automatically generated.
- Location code should be of 3-digit, it must begin from “5”.
- After entry of all the details click on “Save” button.
- “Saved successfully” message is displayed confirming that the data entered is saved.
- Click on OK button and new divisons created are displayed in the grid.

Steps to be followed for modifying the Sub Division master:

Note: Once any user has logged in and operated in the sub division, Sub Division name, Division name- code , Location code and Sub Division Office code cannot be modified. Except these all fields can be modified and updated.

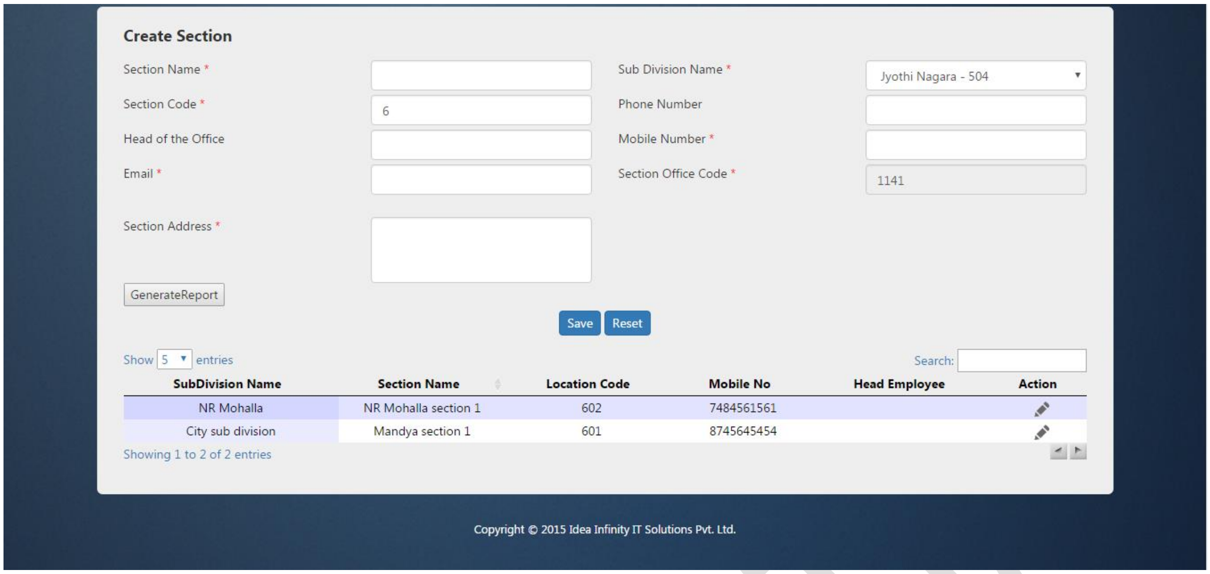
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Sub Division. Above screen shot is displayed showing the details of all the stores already created in the grid format.
- Click on “edit icon” in respect of the sub division to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.

2.9 Section

- This form is used to capture all the relevant details relating to existing sections in CESC.
- Same form can be used whenever new sections are formed.

Steps to be followed to create new Section:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Section”. Following screen is displayed showing the details of all stores already created in the grid format.



- All the field names are self explanatory.
- In order to create the new Section, enter relevant data against each field. In respect of Sub division name-code, select the relevant data from the drop down provided.
- Based on the Sub division name-code, Section Office code is automatically generated.
- Location code should be of 3-digit, it must begin from "6".
- After entry of all the details click on "Save" button.
- "Saved successfully" message is displayed confirming that the data entered is saved.
- Click on OK button and new divisons created are displayed in the grid.

Steps to be followed for modifying the Section master:

Note: Once any user has logged in and operated in the section, Section name, Sub Division name-code , Location code and Section Office code cannot be modified. Except these all fields can be modified and updated.

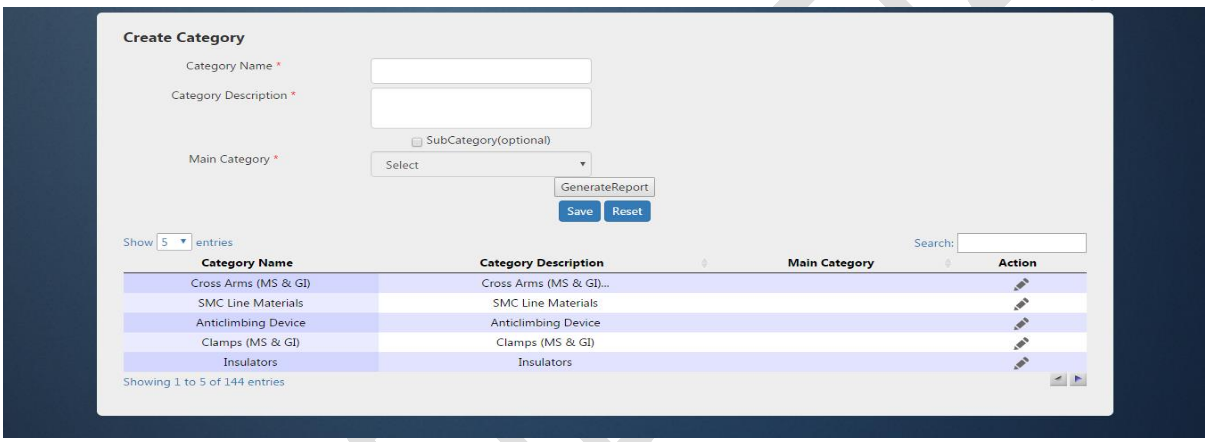
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Section. Above screen shot is displayed showing the details of all the stores already created in the grid format.
- Click on "edit icon" in respect of the section to be edited.
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.

2.10 Item Category:

In this master user can create the category to which the items belongs to, the user also can add the sub categories under the main category.

Steps to be followed to create the details of Item category:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Item Category”.
- Following screen is displayed listing all the Item categories already created.



As could be seen from the above screen shot, all the field names are self explanatory.

- User can create the particular item category along with description.
- After entry of all the details click on “Save” button.
- “Saved successfully” message is displayed confirming that the data entered is saved.
- Click on OK button and new item category created are displayed in the grid.
- In order to create sub category of any item category which are already created, the user has to check the checkbox provided with the title ”Subcategory (optional)”.Select the Item Category from the drop down list. Repeat the above steps.

Steps to be followed for modifying the Item category:

- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Item category. Above screen shot is displayed showing the details of all the item category already created in the grid format.
- Click on “edit icon” in respect of the item category to be edited.

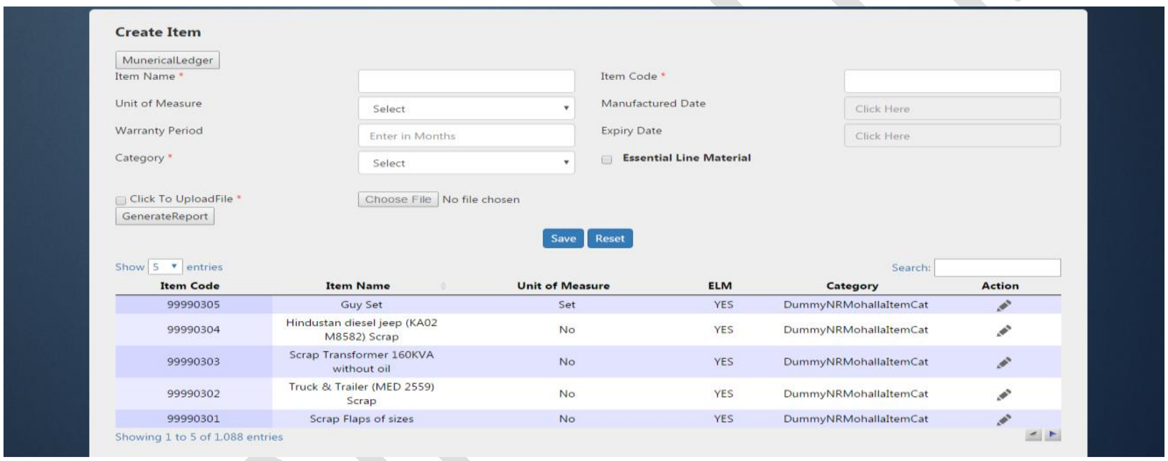
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved

2.11 Item Master

In this master user can create the new items and also user can modify the item details if necessary.

Steps to be followed to create the details of Item Master:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "Item Master".
- Following screen is displayed listing all the Item categories already created.



- As could be seen from the above screen shot, all the field names are self explanatory.
- User can create the item with unique item code. Enter the relevant data against each field.
- Click on the Essential Line Material check box, if the materials are countable.
- After entry of all the details click on "Save" button.
- "Saved successfully" message is displayed confirming that the data entered is saved.
- Click on OK button and new items created are displayed in the grid.
- Even user can create the items by uploading the excel sheet which contains the item details. In order to upload the excel sheet, please check the check box provided with the name "Click to Upload File" and click on "Save" button.

Steps to be followed for modifying the Item Master:

Note: Once any user has logged in and operated in the Item master, Item name and Item code cannot be modified. Except these all fields can be modified and updated.

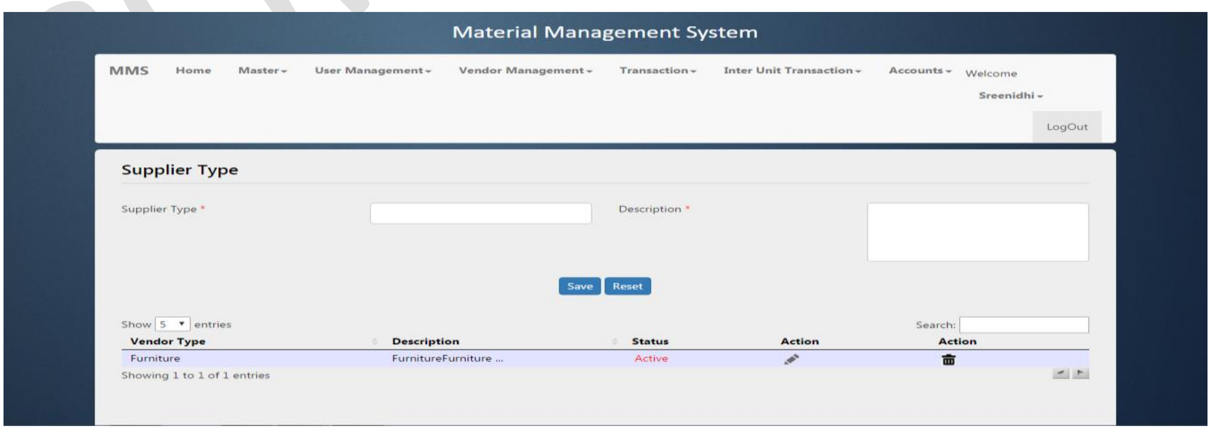
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Item Master. Above screen shot is displayed showing the details of all the items already created in the grid format.
- Click on “edit icon” in respect of the item to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.

2.12 Supplier Type

This form is used to create the type of the supplier from which the vendor CESC purchases the items.

Steps to be followed to create new Sub Division:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Supplier Type”. Following screen is displayed showing the details of all type of suppliers already created in the grid format.



- For creating new Supplier type, enter the type of the Supplier and Description of the Supplieer in the appropriate text boxes provided against each field name.
- Now clik on "Save button" to save the data.
- A message "Saved Successfully" is displayed.
- Now click on OK button.
- In case one more new supplier type is to be created, repeat the above steps and save.
- New supplier type created are displayed in the grid.

Steps to be followed for modifying the Supplier type:

- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Supplier type. Above screen shot is displayed showing the details of all the supplier type already created in the grid format.
- Click on "edit icon" in respect of the designation to be edited.
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on "Update" button.

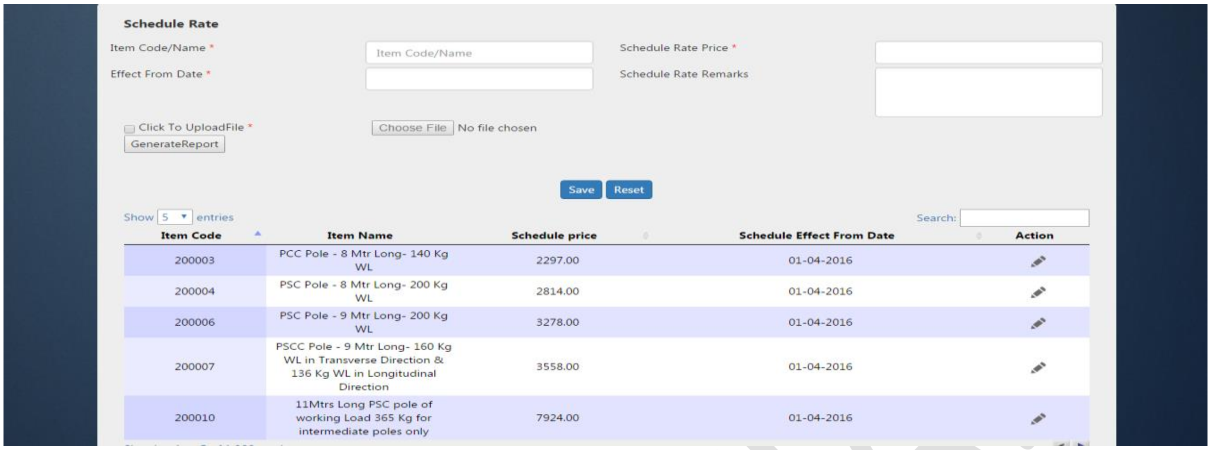
2.13 SR Master:

In this master user can create the cost for the items as per the present and also user can modify the item details if necessary.

Steps to be followed to create the details of SR Master:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "SR Master".

- Following screen is displayed listing all the Items and their price already created.



- As could be seen from the above screen shot, all the field names are self explanatory.
- Enter the relevant data against each field.
- After entry of all the details click on "Save" button.
- "Saved successfully" message is displayed confirming that the data entered is saved.
- Click on OK button and new items created are displayed in the grid.

  Even user can create the price of the items by uploading the excel sheet which contains the item name/code and price details. In order to upload the excel sheet, please check the check box provided with the name click on "Click to Upload File" and "Save" button.

Steps to be followed for modifying the SR Master:

Note: Once any user has logged in and operated in the SR master, Item name/code cannot be modified. Except these all fields can be modified and updated.

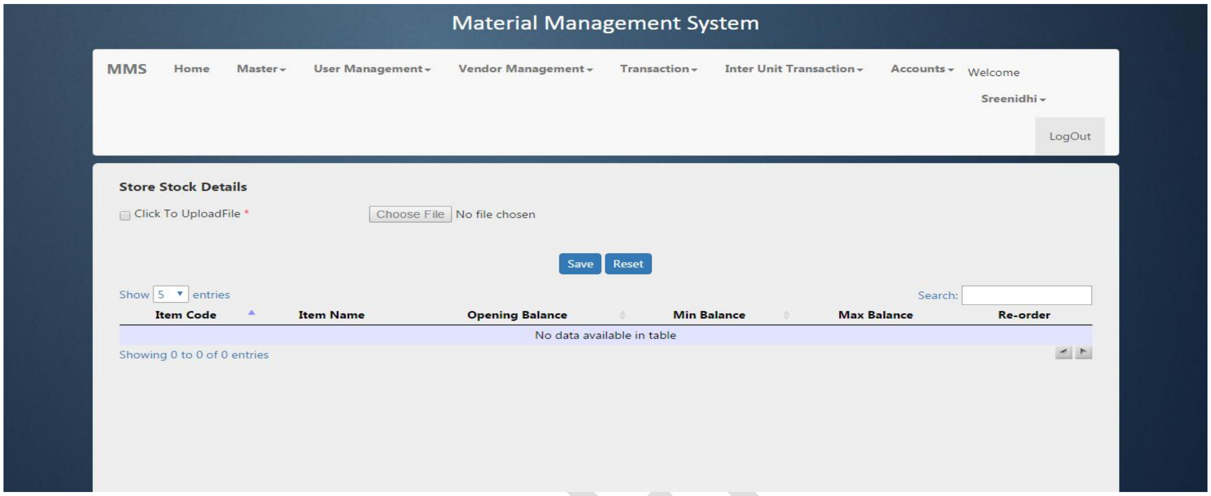
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on SR Master. Above screen shot is displayed showing the details of all the items and their price already created in the grid format.
- Click on "edit icon" in respect of the price of the item to be edited.
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.

2.14 Store Stock Level

In this master user can raise the requisition for the items, based on the re-order level of the items in the store.

Steps to be followed to create the details of Store Stock Level:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "Store Stock Level".
- Following screen is displayed listing all the Item details in the store already created.



- As could be seen from the above screen shot, there is no need to enter the data.
- User can create the store stock level by uploading the excel sheet which contains the details of items and their quantity. In order to upload the excel sheet, please check the check box provided with the name "click to upload file" and click on "Save" button.
- "Saved successfully" message is displayed confirming that the data entered is saved.
- Click on OK button and new items created are displayed in the grid.

Steps to be followed for modifying the Store Stock Level:

Note: Once any user has logged in and operated in the SR master, Item name/code cannot be modified. Except these all fields can be modified and updated.

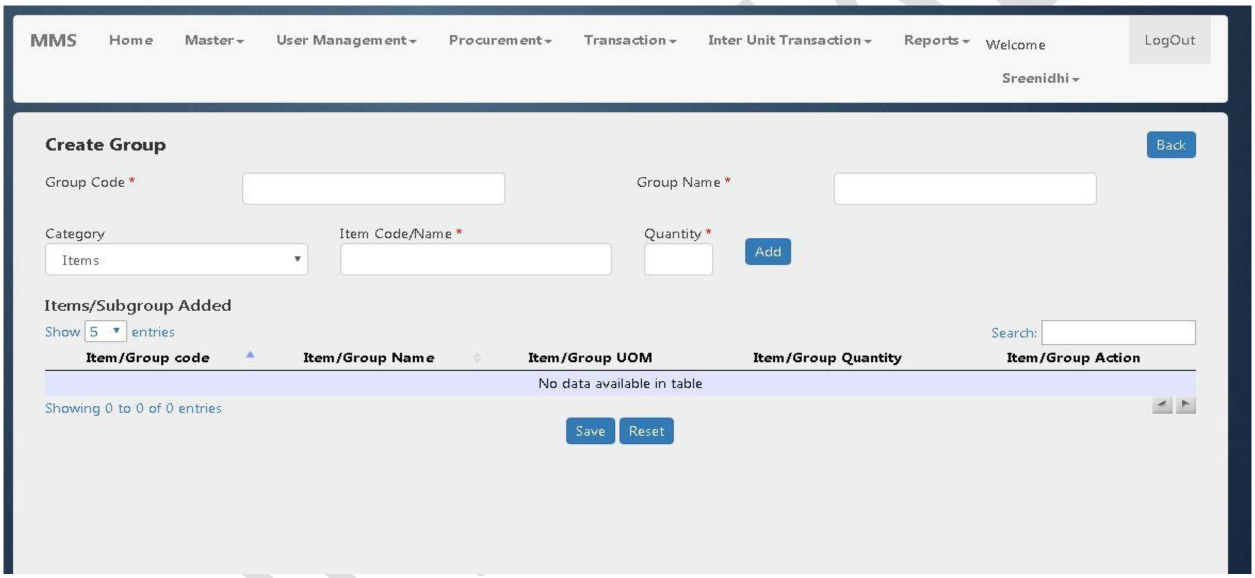
- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Store Stock Level. Above screen shot is displayed showing the details of all the items and their price already created in the grid format.
- Click on "edit icon" in respect of the price of the item to be edited.
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.

2.14 Group

In this master user can create the group of items, based on the items created in the item master

Steps to be followed to create the details of Group:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "Group".
- Click on New button to open creation page as shown in below screenshot



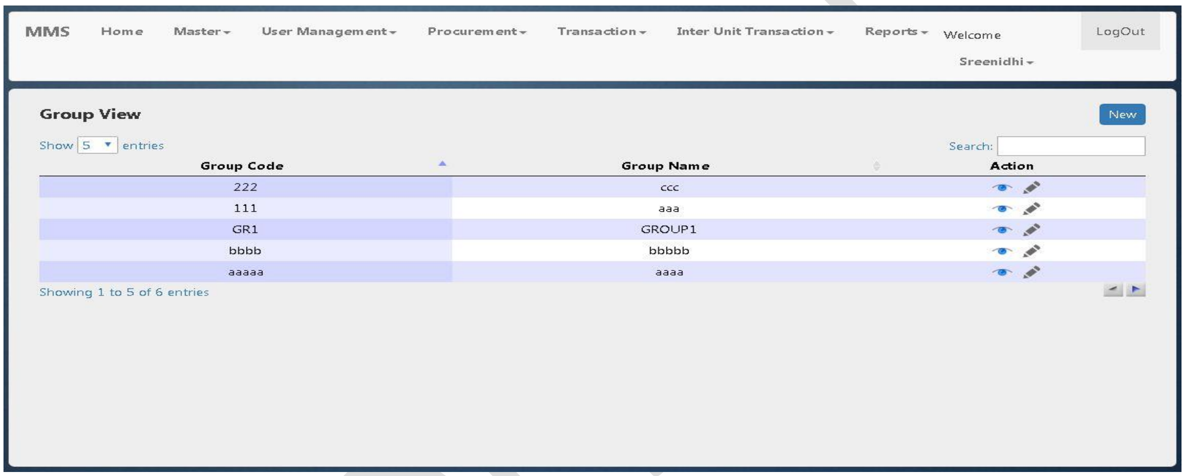
- Enter Group Code and Group Name fields
- Add the required items under created group
- For added item,delete and edit buttons are given in the grid as one can delete the added item clicking on delete button and can also edit the quantity of the item clicking on edit button
- Clickon save button

- "Saved successfully" message is displayed confirming that the data entered is saved.
- Click on OK button and new items created are displayed in the grid.

Steps to be followed for modifying the Group:

Note: At least one record should have been created

- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Group. Below screen shot is displayed showing the details of created group in the grid format.



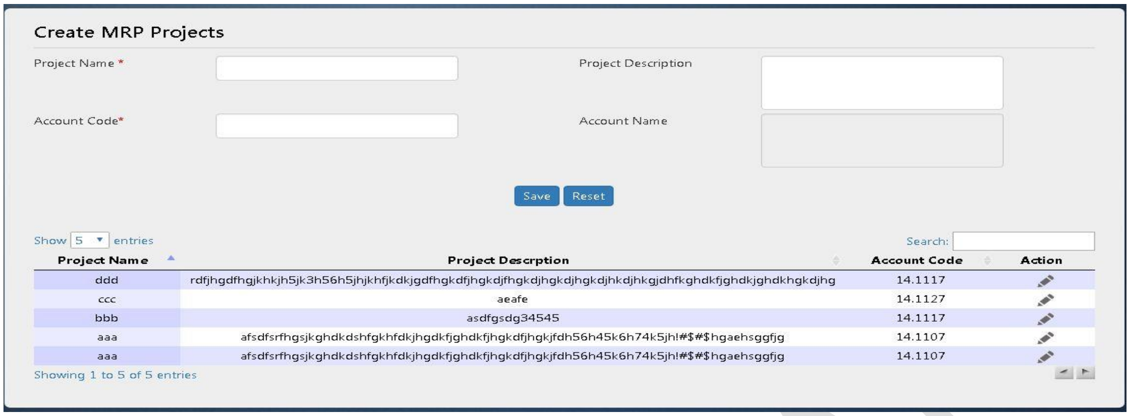
- Click on "edit icon" to open page
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.
- On clicking View button(Eye Image) can view the created details and not able to edit the same.

2.15 MRP Projects:

In this master user can create the project , which will be later used in the Procurement→Material Management Planning form

Steps to be followed to create the details of Project:

- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "Project".
- Creation page will get opened as shown in below screenshot

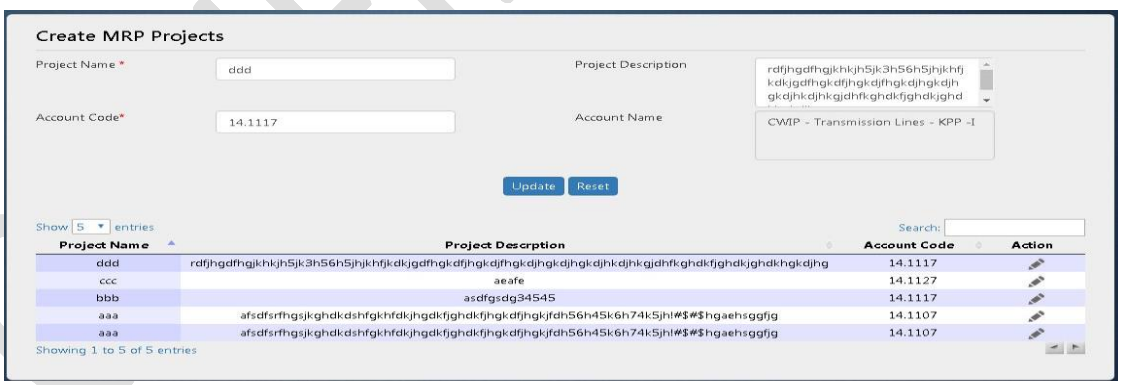


- Enter Project Name and Project Description fields and select Account Code field and Account Name field will get loaded automatically based on selected Account Code
- Clickon save button
- “Saved successfully” message is displayed confirming that the data entered is saved.

Steps to be followed for modifying the MRP Projects:

Note: At least one record should have been created

- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on MRP Projects. As shown in the below screenshot the details of created MRP Projects displayed in the grid format.



- Click on “edit icon”
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.

2.16 Contractor:

In this master user can create the Contractor details, which will be later used in the Procurement→Work Order form

Steps to be followed to create the details of Contractor:

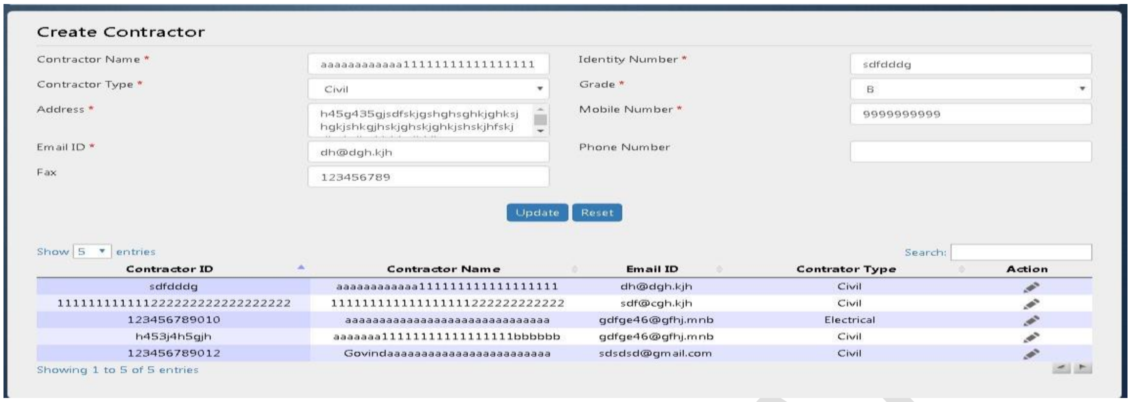
- Login: Admin
- Login to MMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "Contractor".
- Creation page will get opened as shown in below screenshot

- Enter/Select all the required fields with valid data
- Clickon save button
- "Saved successfully" message is displayed confirming that the data entered is saved.

Steps to be followed for modifying the Contractor:

Note: At least one record should have been created

- Login to MMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Contractor. As shown in the below screenshot the details of created Contractor displayed in the grid format.



- Click on "edit icon"
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.

2 User Management:

This module has following 4 different Sub modules

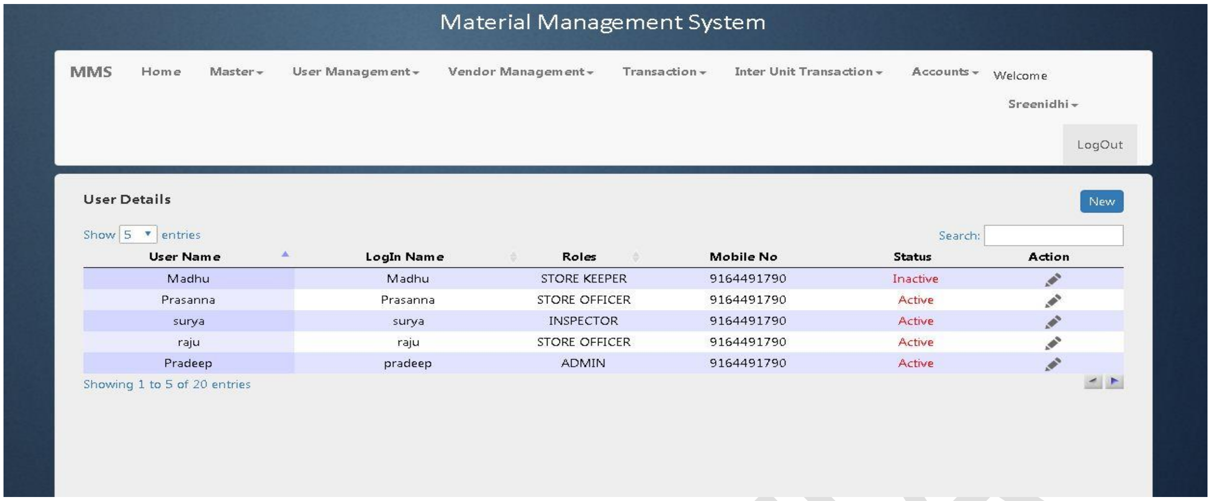
1. User Creation
2. Change Password
3. User Access Rights
4. Priority Role Mapping

2.1 User Creation:

- This form is used to create particular user so that authorized user can login to the application by using their created login name and password.
- Only authorized administrator can create the user.
- User is created based on his Office code and Location Code and based on the activities to be performed by him.
- Based on his access rights he can perform activities on MMS

Steps To Create User:

- Login: Admin
- Login to the MMS application as administrator.
- Click on "User Management" main module and click on "User Creation" sub module as User Creation main page will get opened.
- Following screen is displayed listing all the user details that are already created.



- Click on "New" button to open creation page.
- A blank screen is displayed for entering the details of the new user. The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by "red asterisk mark" is a mandatory field and the data has to be compulsorily entered.

- To generate Office Code and Location Code, desired Zone Name-Code, Circle Name-Code, Division Name-Code, Section Name-Code, Sub Division Name-Code need to be selected from the respected dropdown list.
- Reset Button: It is used to clear all the entered/added details.
- After entering all the data relating to the new user, click on "Save" button to save the record.
- On saving, a dialogue box is displayed stating that the record has been successfully saved.
- Click on OK button to go back to the entry screen.

Steps to Edit Created User:

- Created user details will be listed in the User Details page.
- To Edit: Click on pencil symbol given against the particular record and edit page will get opened.
- Make changes and click on “Update” button to update the changes and the same will be updated in the “User Details” page.

Steps to Inactivate/Reactivate Created User

By default created user status will be as “Active”

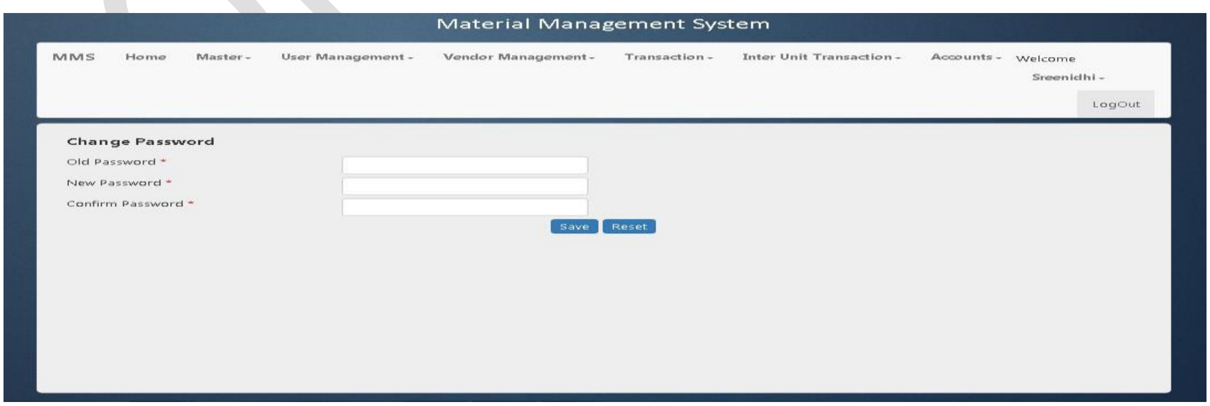
- **Inactivation:** To deactivate the particular user, click on “Active” text mentioned in the Status column and it will get changed as “Inactive”. Inactivated user is not allowed login to the application.
- **Reactivation:** To reactivate the deactivated user, click on “Inactive” text mentioned in the Status column and it will get changed as “Active”. Activated user is now allowed login to the application.

2.2 Change Password:

In this module the User can Change the Password. It is advisable that the user change his password from time to time for security reason.

Steps to Change Password

- Login: Admin
- Login to MMS application with username and password.
- Click on “User Management” main module and click on “Change Password” sub module and “Change Password” page will get opened as shown in the below screen shot.



- Now enter Old Password, then enter the new password and once again enter the same new password to the “Confirm Password” field.

- Note: Old Password and New Password are to be different and New Password and Confirm Password are to be same
- Now click on "Save" button for saving the new password. "Password changed successfully" message is displayed. Now click on OK button.
- Once the user logout from MMS application, he has to use the new password saved to login again.

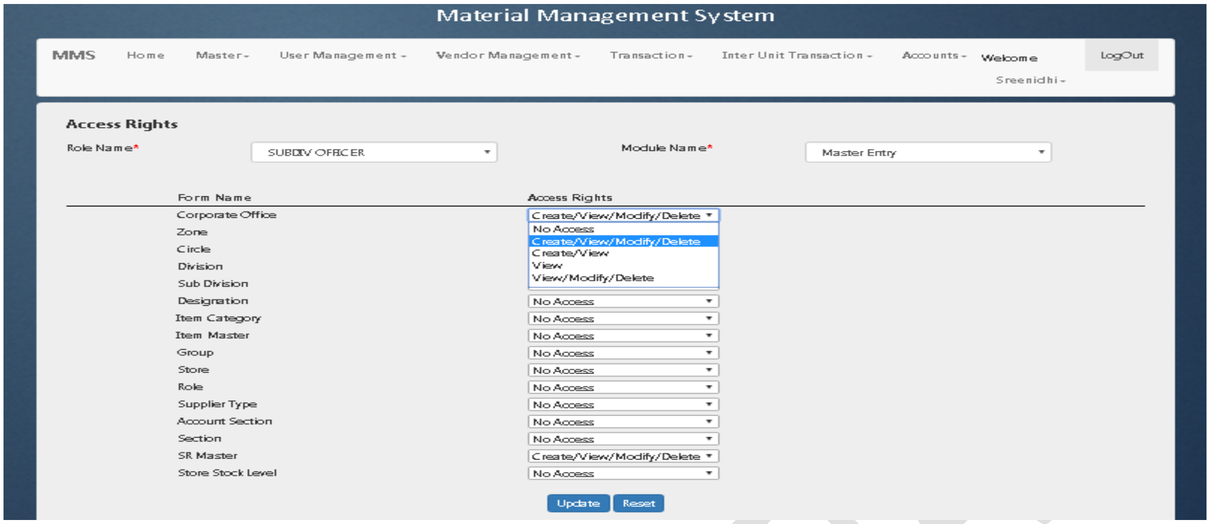
2.3 User Access Rights:

In this form, access rights will be assigned to the particular user based on Role and Module Name.

Steps To Give Access Rights:

- Login: Admin
- Login to the MMS application by using user name and password.
- Click on "User Management" main module and click on "Access Rights" sub module and Access Rights page will get opened.
- Select the particular "Role Name" and "Module Name" from their respective drop down list.

- Now one more list will be generated showing list of all sub modules of the particular selected Module Name and respective Access Rights text boxes with drop down list
- User can give rights to create, modify, Read only or all by selecting the checkbox.



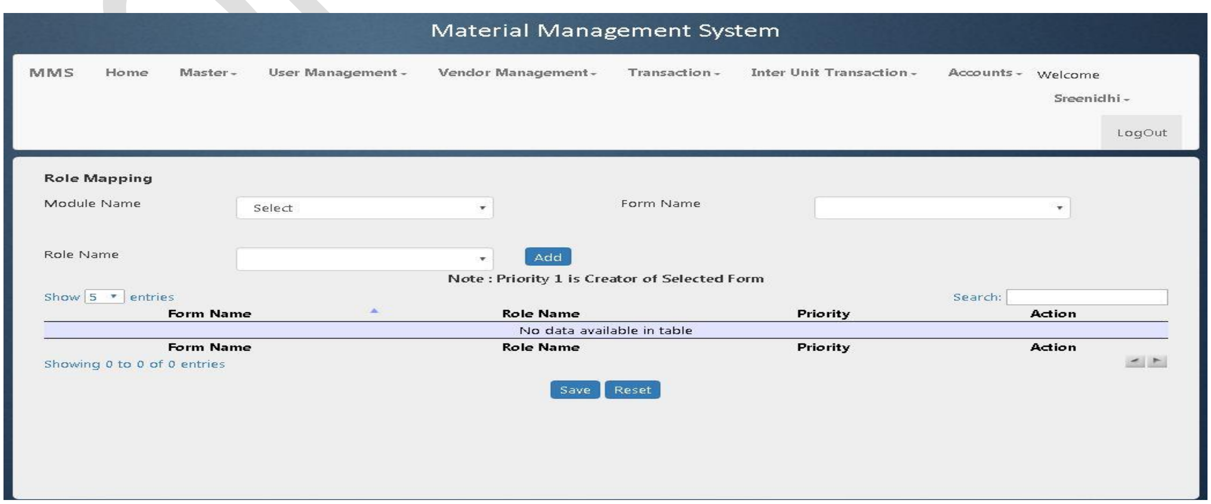
- ➢ After ensuring the entries made is correct click on “Update” button.
- ➢ “Access Rights Updated” message will be displayed confirming that the data is updated, click on “OK” button to return.

2.4 Priority Role Mapping:

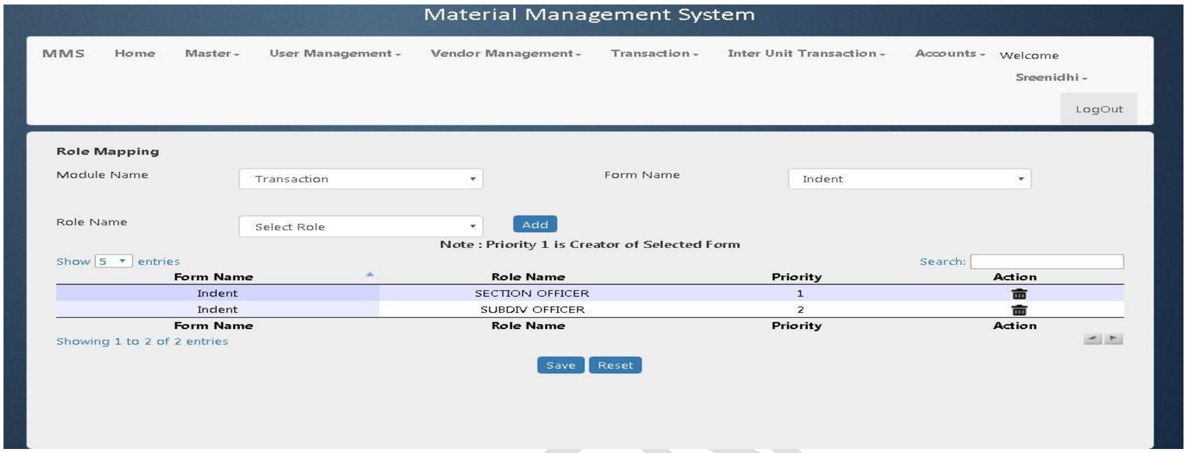
This form is used to assign priority to the user who has access rights for that particular module/form by the authorized administrator.

Steps To Assign Priority:

- Login: Admin
- ➢ Login to the MMS application by using user name and password.
- ➢ Click on “User Management” main module and click on “Priority Role Mapping” sub module and Priority Role mapping page will get opened.



- Select "Module Name", "Form Name" and "Role Name" from their respective drop down list
- Click on "Add" button.
- Then added form name and role name will be displayed along with the priority number say 1, 2 and delete button to delete the added details.



- Click on save button to save the same which displays successful message.
- Note: As user could seen the note in the page as "Priority 1 is Creator of Selected Form" states that by default Priority 1 represents Creator of that particular selected form

3 Procurement:

This main module contains following sub modules:

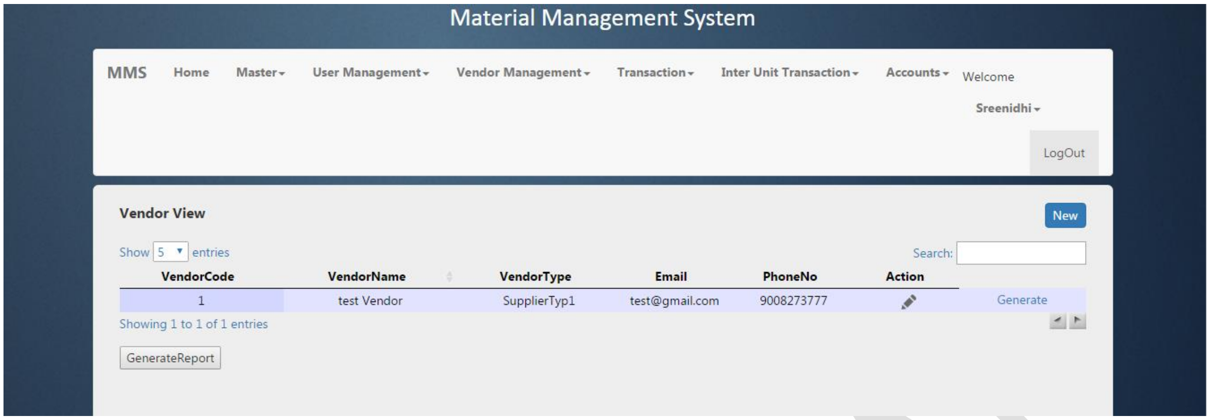
1. Vendor Management
2. Black List Vendor Items
3. Material Requirement Planning
4. Purchase Request
5. Purchase Order
6. Delivery Schedule
7. Inspection
8. Receipt of Material
9. Receipt of Material Accounting

3.1 Vendor Management:

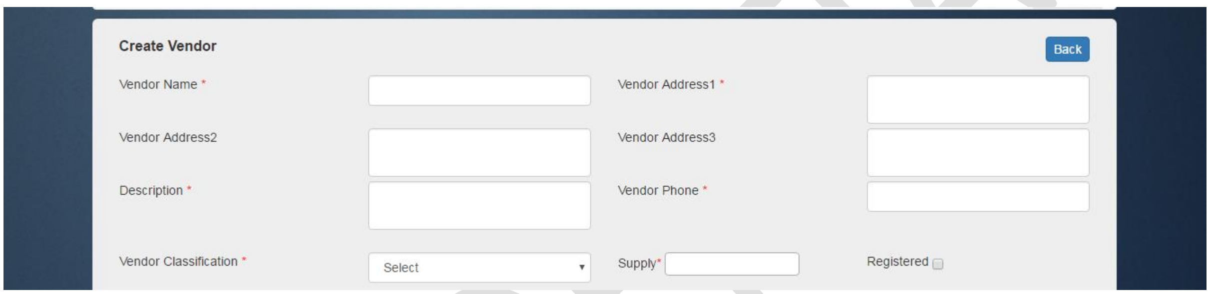
This form is used to create suppliers details by entering suppliers basic details and bank details.

Steps for Creating Vendor Management Form:

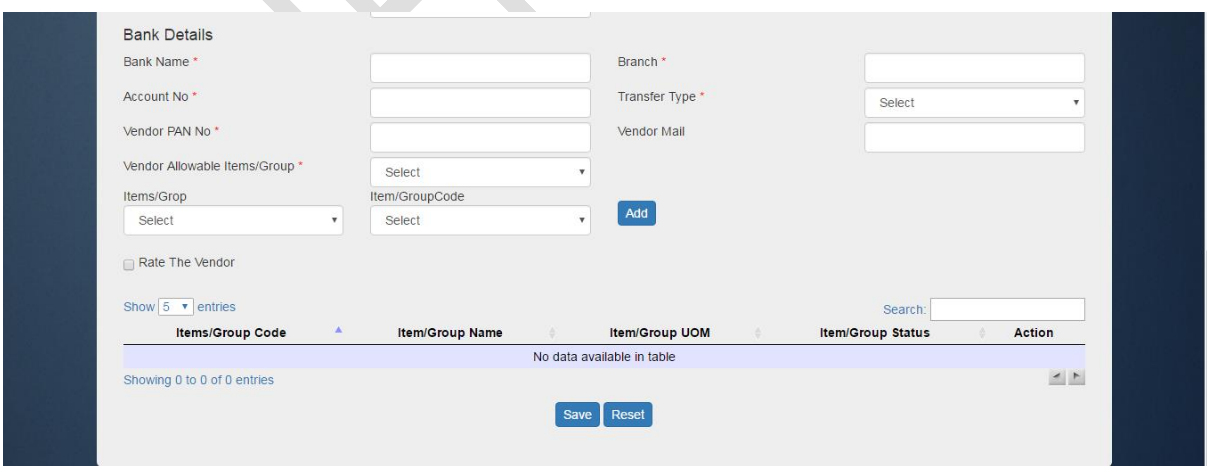
- Login to the MMS application by using user name and password.
- Click on "Procurement" main module and click on "Vendor Management" sub module and Vendor Management main page will get opened.



➢ Click on “New” button then “Create Vendor” page will get opened.



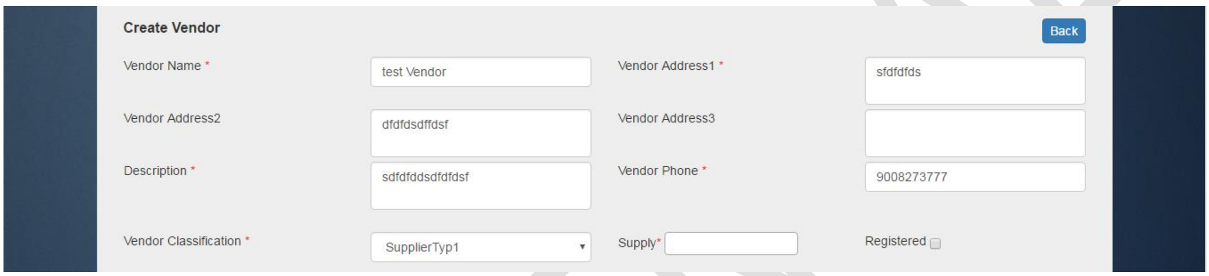
➢ A blank screen is displayed for entering the details of the new user .The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.



- Add the items by selecting “Items/Group” and “and “Item/Group Code” and click on “Add” button.
- Added items details will get displayed in the grid.
- Reset Button: It is used to clear all the entered/added details.
- Click on “Save” button to save the record.

Steps for Updating Created Vendor Management Form:

- Created/Saved record will get displayed in the “Vendor View” grid list.
- Click on Edit button (Pencil symbol) given against the particular record.
- “Create Vendor” page will get opened with the details of the vendor in the respective fields.



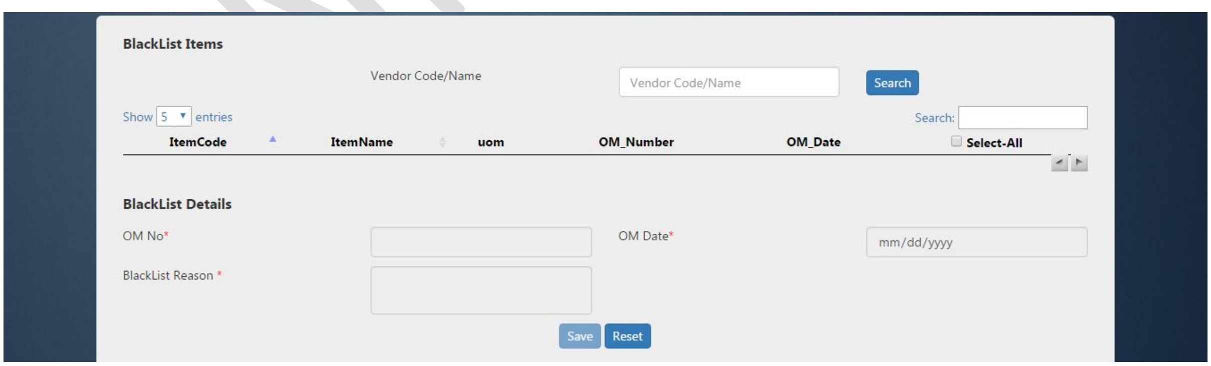
- Make changes and click on “Update” button and will get successful message for the same.

3.2 Blacklist Vendor Items:

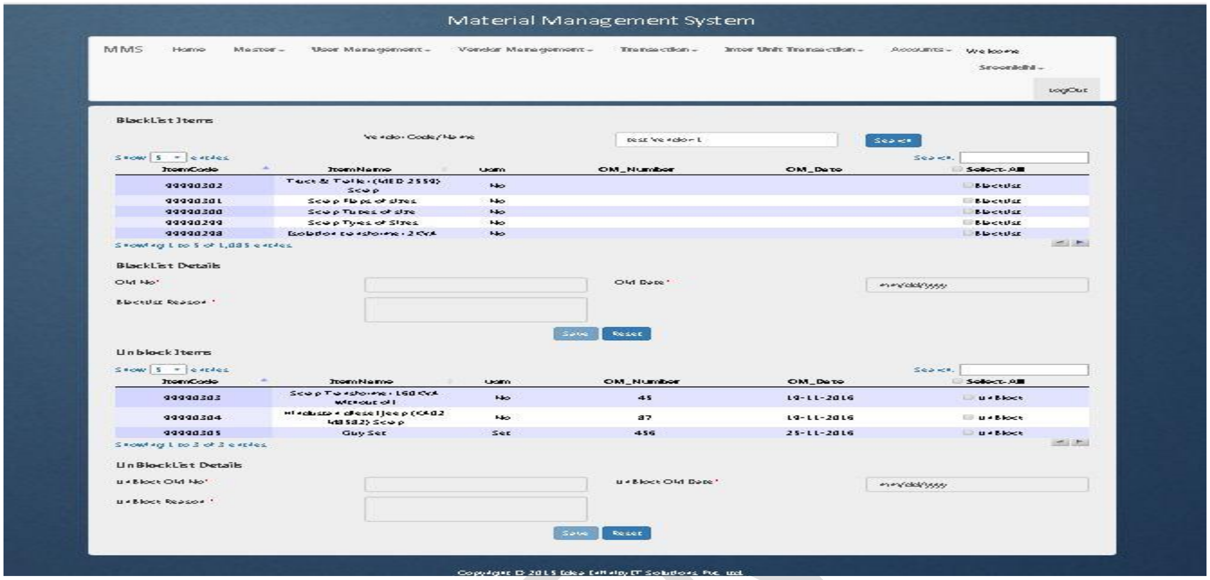
This form is used to block and unblock the particular items based on respective vendor details.

Steps for Black Listing Vendor Items:

- Login to the MMS application using user name and password.
- Click on “Vendor Management” main module and click on “Black List Vendor Items” sub module.



- Click on “Vendor Code/Name” field to select the respective vendor from the given drop down list, click on “Search” button.
- Then all the items under that selected vendor will get displayed in the grid.



- Select any desired items from the list clicking check box given against the particular item.

  Note: Multiple items can be black listed under single black list details.

- Enter the “Black details” fields and click on “Save” button.

Steps for Unblock Vendor Items:

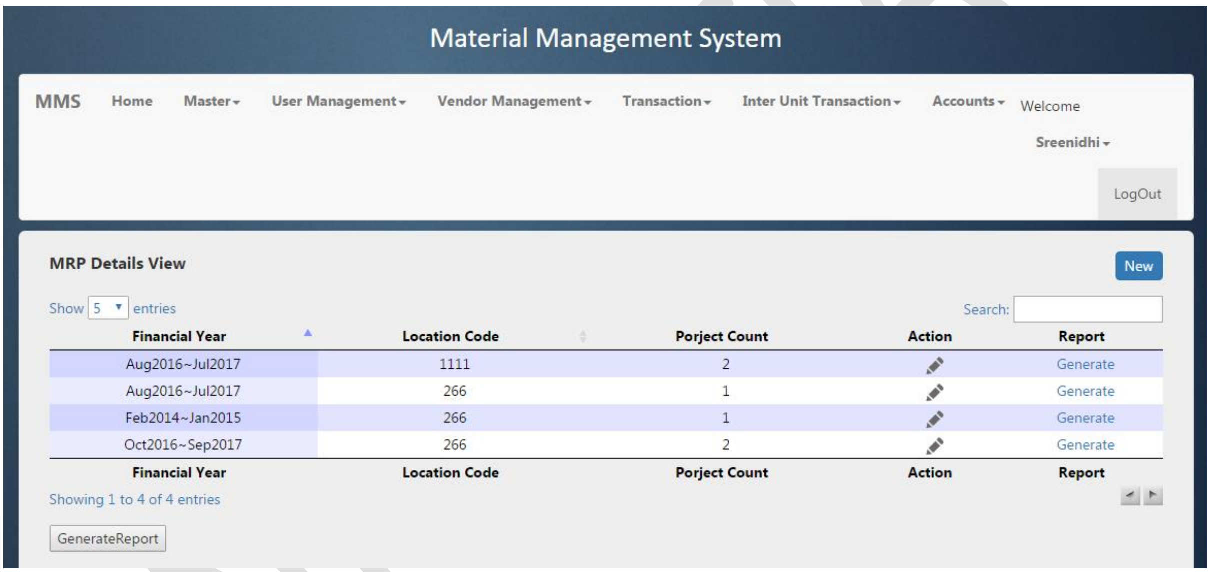
- Saved items details will get displayed in the “Unblock Items” grid list.
- Select any items to be unblocked by selecting the check box provide against the particular items in the grid list.
- Enter the “Unblock List Details” and click on “save” button to save the details which displays successful message.

3.3 Material Requirement Planning:

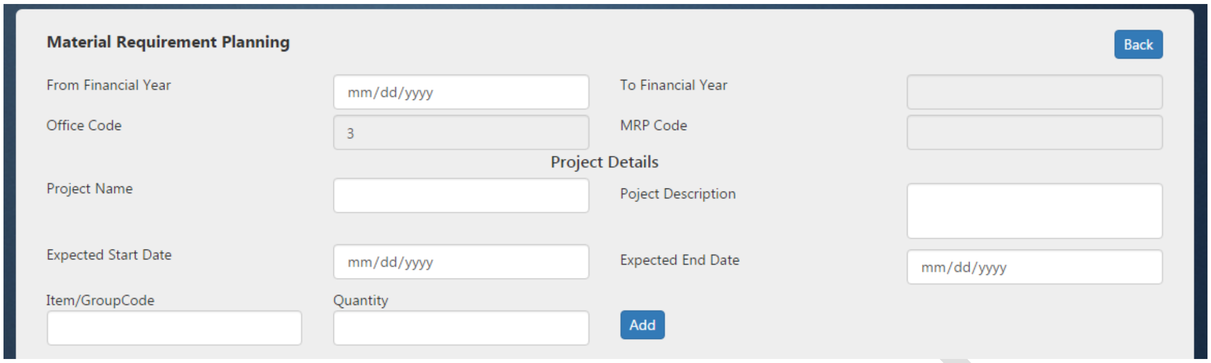
This form is used to provide the items required for all the estimated projects in the financial year and operated on by the user having the “Section Officer” role.

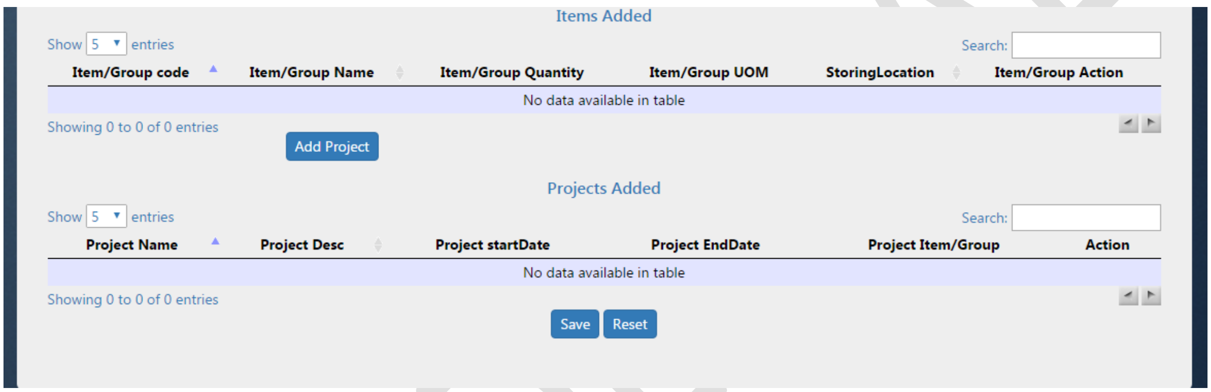
Steps for Creating Vendor Management Form:

- Login: Division AETECH(Creator)→Approvers: Division Store Officer→Division Officer→Circle AETECH→Circle EEO→Circle SEE→Zone AETECH→Zone SEEO→Zone CE→Corporate Office AGM→Corporate Office DGM→Corporate Office GM
- Login to the MMS application by using user name and password.
- Click on “Procurement” main module and click on “Material Requirement Planning” sub module Material Requirement Planning main page will get opened.



- Click on “New” button then “Material Requirement planning” page will get opened.
- A blank screen is displayed for entering the details of the new user .The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.





- Add the items by selecting "Item/Group Code" and click on "Add" button.
- Added items details will get displayed in the first grid.
- Added project details will get displayed in the second grid.
- Reset Button: It is used to clear all the entered/added details.
- Click on "Save" button to save the record.

Steps for Updating Created Material Requirement Planning Form:

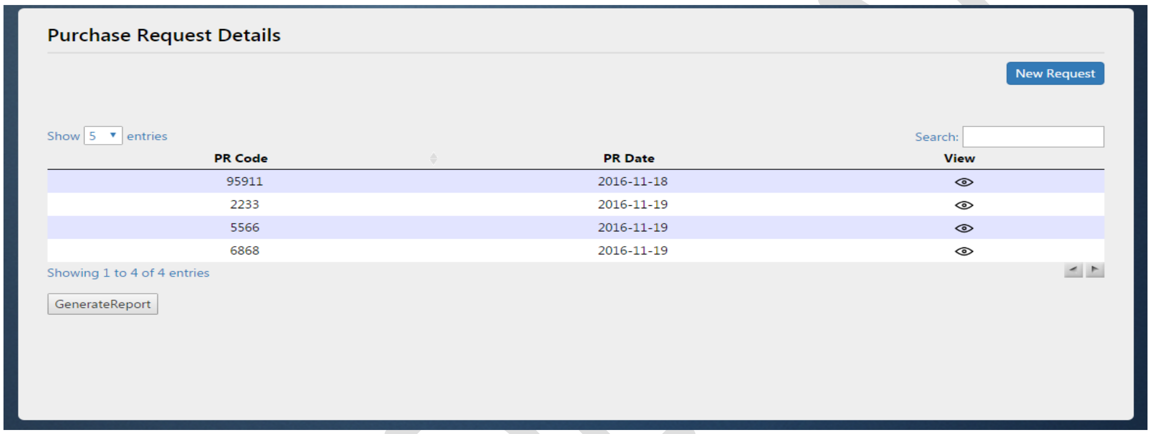
- Created/Saved record will get displayed in the "MRP Details View" grid list.
- Click on Edit button (Pencil symbol) given against the particular record.
- "Material Requirement planning" page will get opened with the details of the items and the project in the respective fields and the grids.
- Make necessary changes and click on "Update" button and will get successful message for the same.

3.4 Purchase Request:

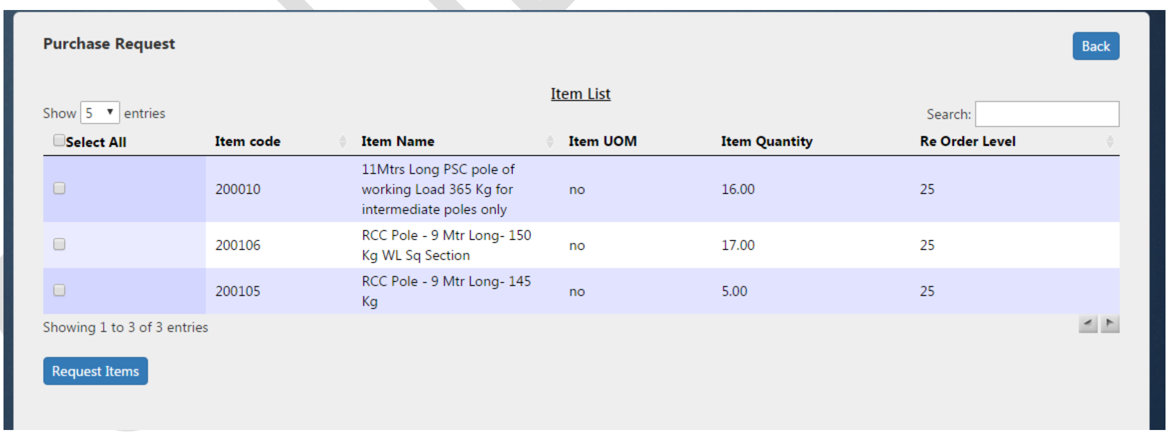
This form is operated on by the user having “Store Keeper” role. The user can raise the request for the items whose quantity is below the expected re-order level.

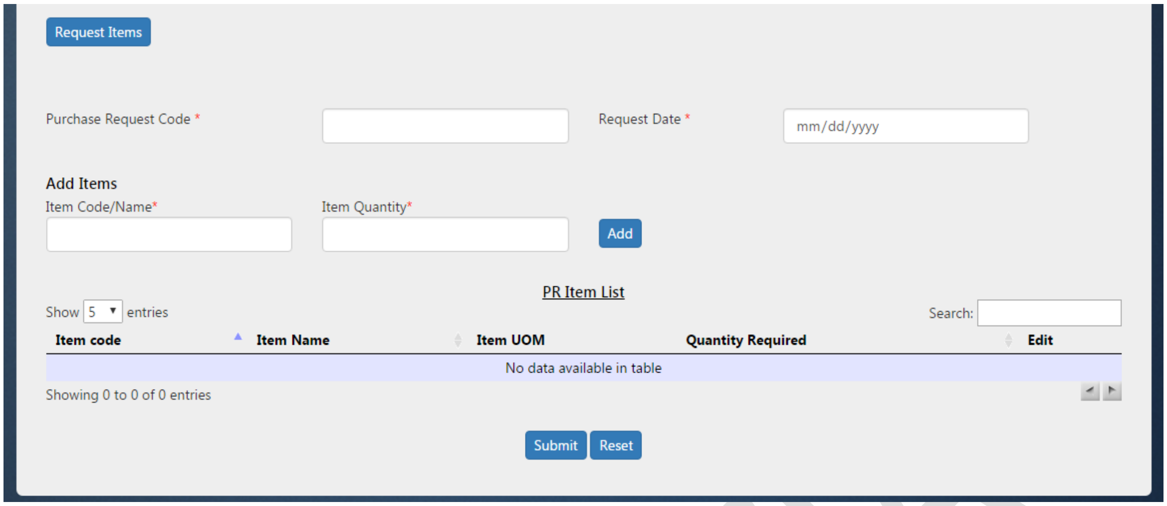
Steps for Creating Purchase Request Form:

- Login: Store Keeper(Creator)→Approvers:Store Officer→Division Officer
- Login to the MMS application by using user name and password.
- Click on “Procurement” main module and click on “Purchase Request” sub module Purchase Request details page will get opened.

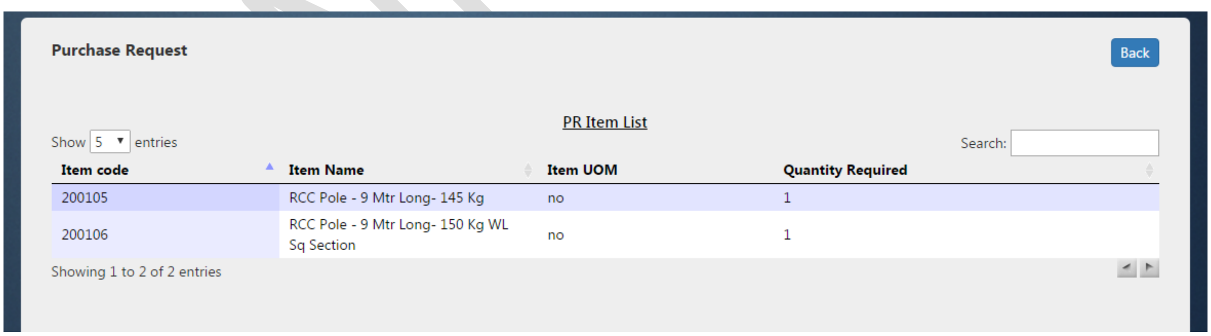


- Click on “New” button then “Purchase Request” page will get opened.





- A blank screen is displayed for entering the details purchase request .The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.
- Click on the checkbox in the grid for the items that are required to the store.
- Reset Button: It is used to clear all the entered/added details.
- Click on “Save” button to save the record.
- “Saved successfully” message is displayed confirming that the data is saved.
- The purchase request is sent for approval.
- Once the record gets approved then the same record can be viewed using “View” button (eye symbol) but it cannot be modified and it is shown in the below screen shot.



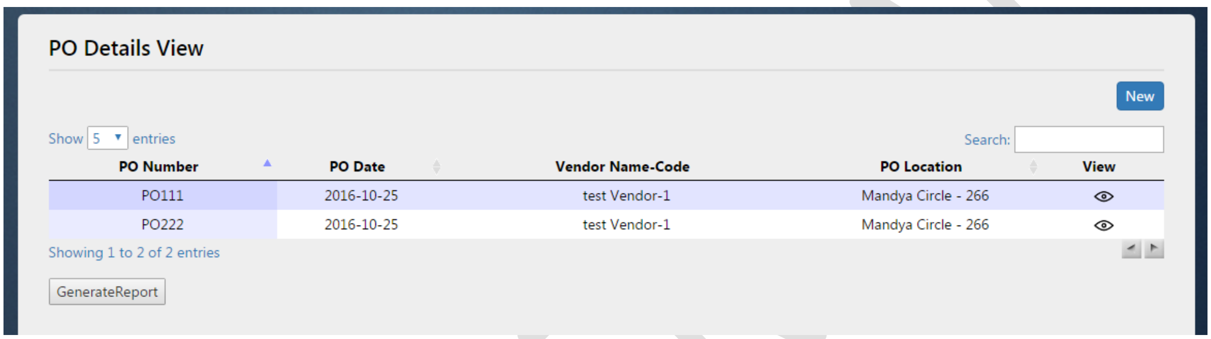
- Click on “back” button to navigate back to the view page.

3.5 Purchase Order:

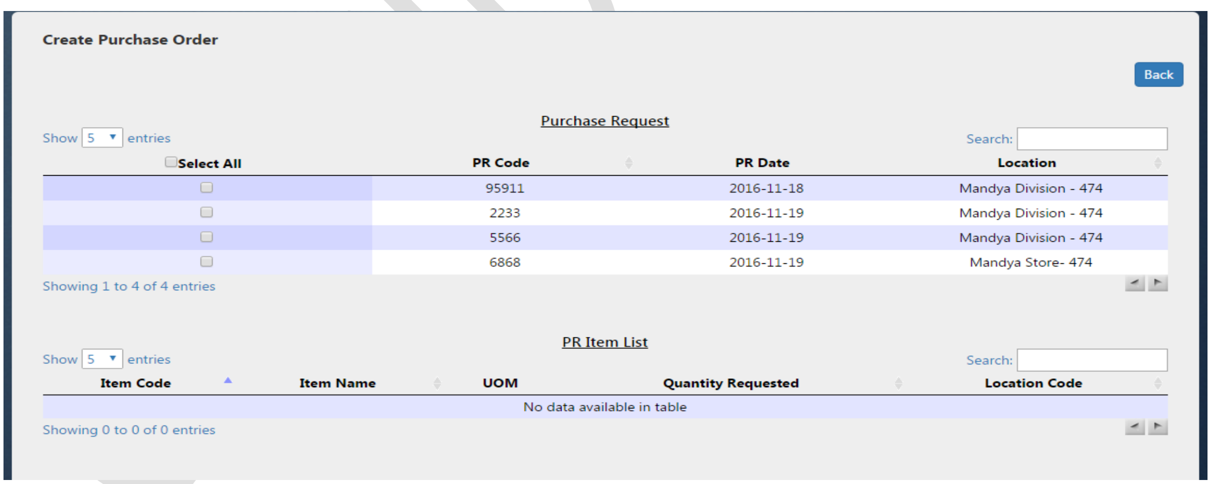
This form is operated on by the user having "Circle Officer" role. The user can provide the requested items or more than the requested items.

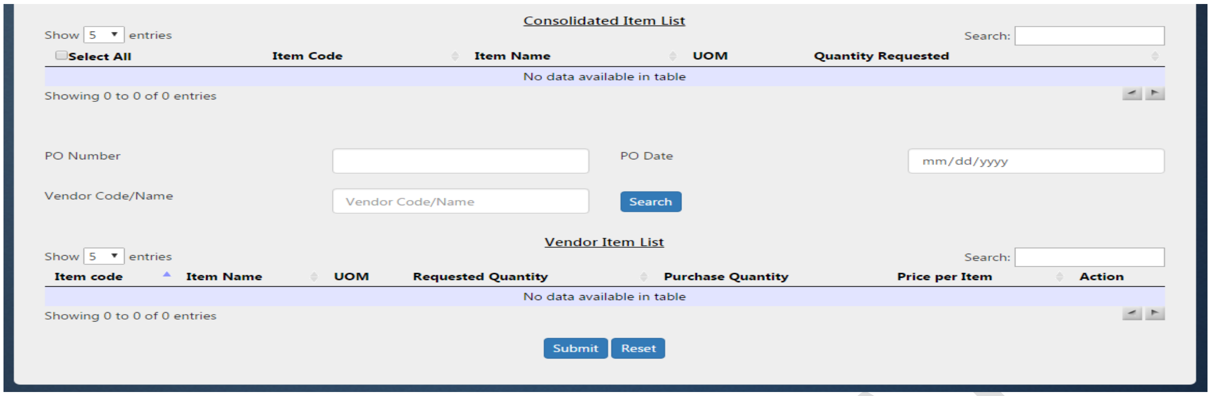
Steps for Creating Purchase Order Form:

- Login: JE/AE of Division Officer/Circle Officer/Zone Officer/CO(Creator)→Approver: EE/SE/GM
- Login to the MMS application by using user name and password.
- Click on "Procurement" main module and click on "Purchase Order" sub module Purchase Order details view page will get opened.



- Click on "New" button then "Create Purchase Order" page will get opened.





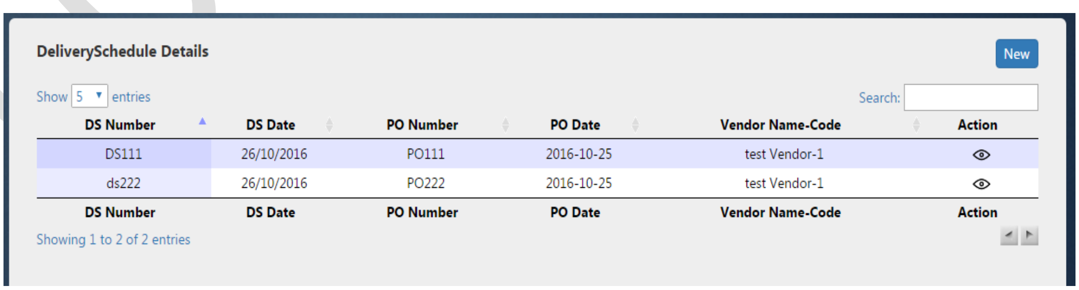
- A blank screen is displayed for entering the details purchase order .The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.
- Click on the checkbox in the “Purchase Request” grid for the items that are given to the store.
- Reset Button: It is used to clear all the entered/added details.
- Click on “Save” button to save the record.
- “Saved successfully” message is displayed confirming that the data is saved.

3.6 Delivery Schedule:

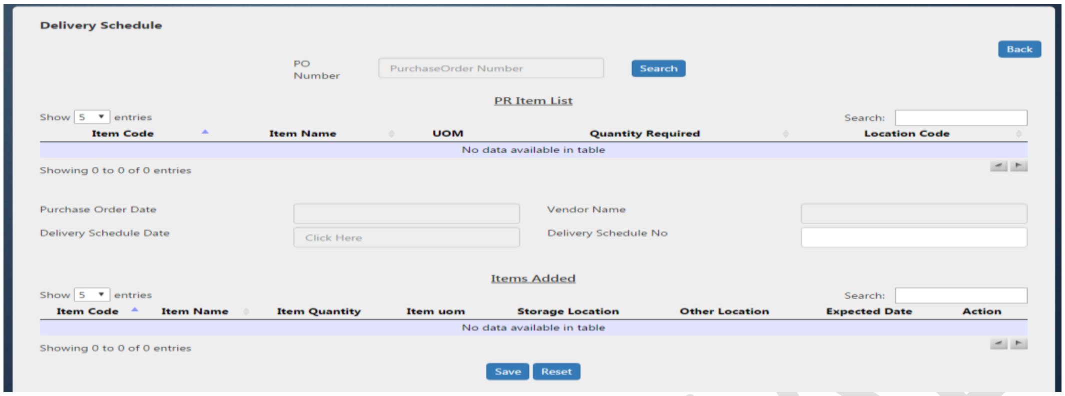
This form is operated on by the user having “Circle Officer” role. The user can provide the requested items or more than the requested items.

Steps for Creating Delivery Schedule Form:

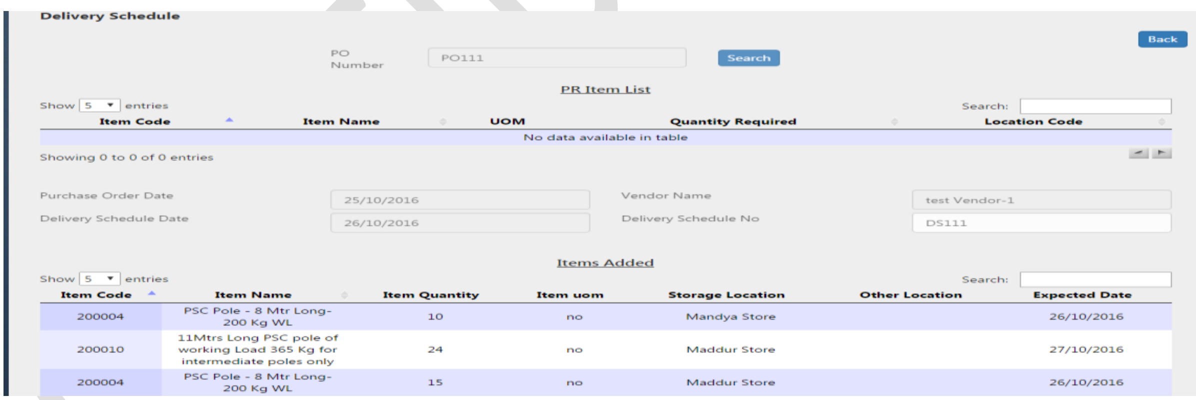
- Login to the MMS application by using user name and password.
- Click on “Procurement” main module and click on “Delivery Schedule” sub module delivery Schedule details view page will get opened.



- Click on “New” button then “Create Purchase Order” page will get opened.



- A blank screen is displayed along with the purchase order details for entering the delivery schedule details .The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.
- Click on the PO number drop down and select the Purchase Order number from the list.
- Reset Button: It is used to clear all the entered/added details.
- Click on “Save” button to save the record.
- “Saved successfully” message is displayed confirming that the data is saved.
- Once the record gets created then the same record can be viewed using “View” button (eye symbol) but it cannot be modified and it is shown in the below screen shot.



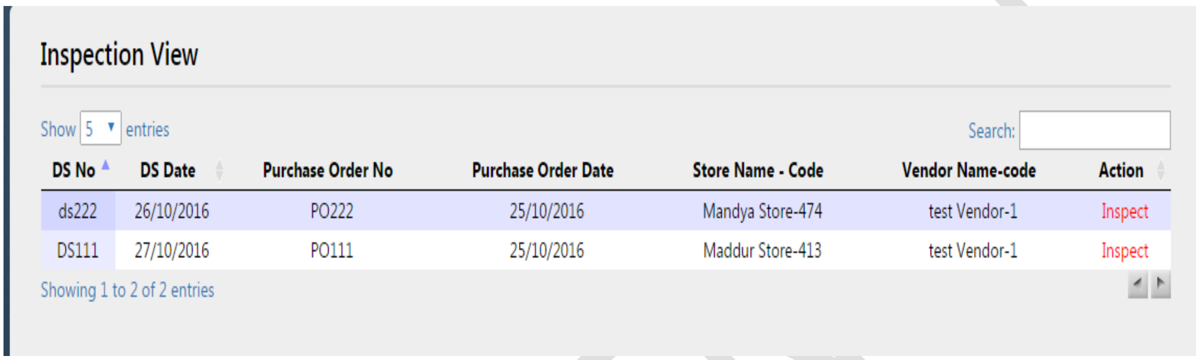
- Click on “back” button to navigate back to the view page.

3.7 Inspection:

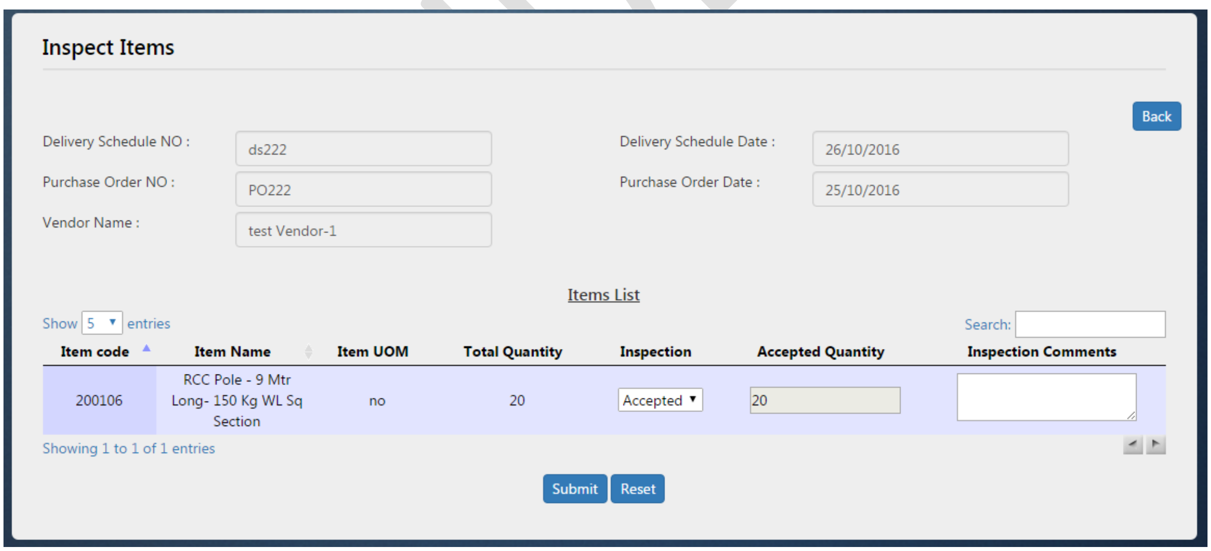
This form is operated on by the user having “Circle Officer” role. The user will inspect the issued items.

Steps for Creating Delivery Schedule Form:

- Login to the MMS application by using user name and password.
- Click on “Procurement” main module and click on “Inspection” sub module Inspection view page will get opened.



- Click on “Inspect” button then “Inspect Items” page will get opened.



- A screen is displayed along with the purchase order and delivery schedule details. The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.

- The user can either accept or reject the item and also update the quantity of the items.
- Reset Button: It is used to clear all the entered/added details.
- Click on "Submit" button to save the record.
- "Saved successfully" message is displayed confirming that the data is saved.

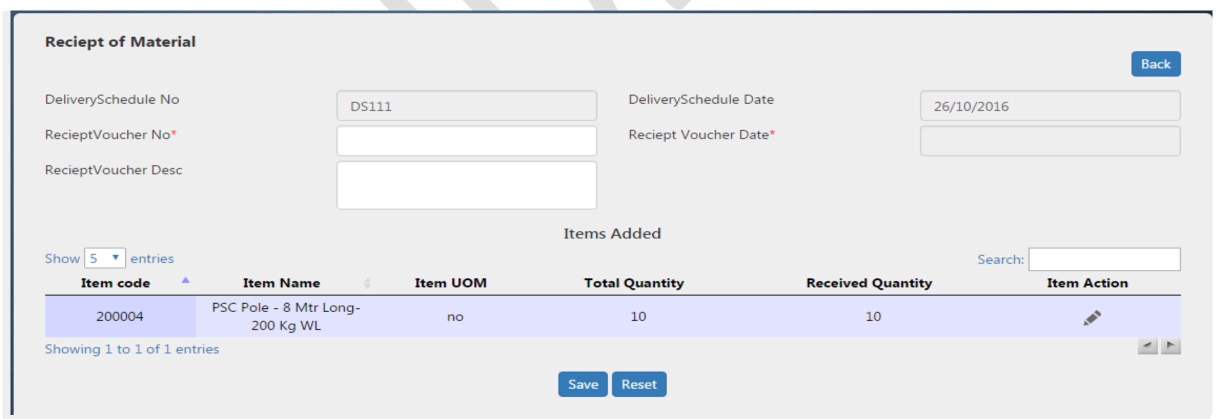
3.7 Receipt of Material:

This form is operated on by the user having "Circle Officer" role. The user will inspect the issued items.

Steps for Creating Delivery Schedule Form:

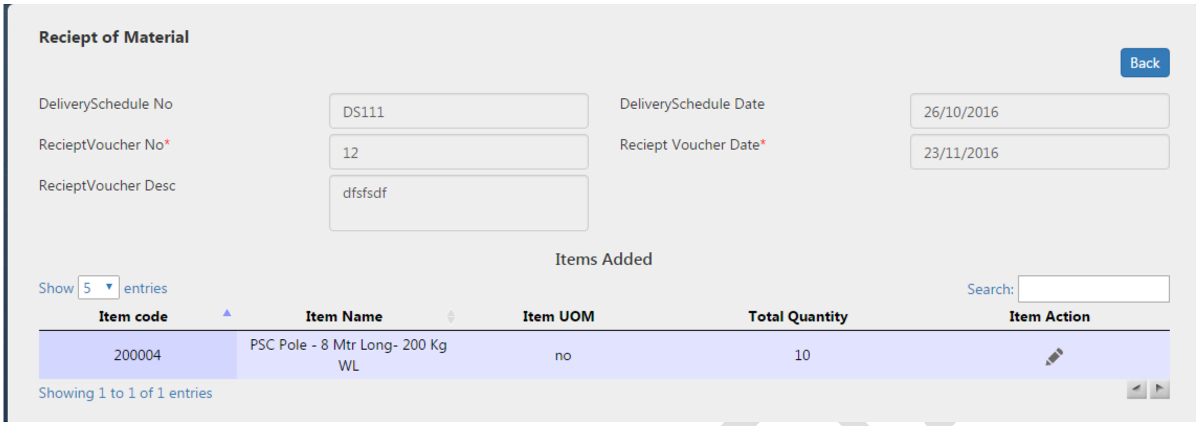
- Login to the MMS application by using user name and password.
- Click on "Procurement" main module and click on "Receipt of Material" sub module Inspection view page will get opened.

Click on "View and Approve" button then "Receipt of Material" page will get opened.



- A screen is displayed along with the delivery schedule details. The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by "red asterisk mark" is a mandatory field and the data has to be compulsorily entered.
- Reset Button: It is used to clear all the entered/added details.
- Click on "Submit" button to save the record.
- "Saved successfully" message is displayed confirming that the data is saved.

- Once the record gets created then the same record can be viewed using "View" button but it cannot be modified and it is shown in the below screen shot.



- Click on "back" button to navigate back to the view page

3.8 Receipt of Material Accounts:

This form is mainly used to edit/update the price

Steps To Create Receipt of Material Accounts:

- Login to the MMS application by using user name and password.
- Click on "Accounts" main module and click on "Receipt of Material Accounts" sub module where Receipt of Material Accounts page will get opened loading Deliver Schedule and Receipt Voucher details.
- Click on "Edit Item Price" text box provided for the each item in the grid and make changes and on editing item price then "total Amount" fields value also will get updated.
- Click on "Save" button to save the same.
- View Account: Once after saving the record then saved record will get displayed in the main page grid with "View Account" link.
- Clicking on "View Account" link page will get opened along with all the saved details to view the details.

4 Transaction

This main module contains the following sub modules:

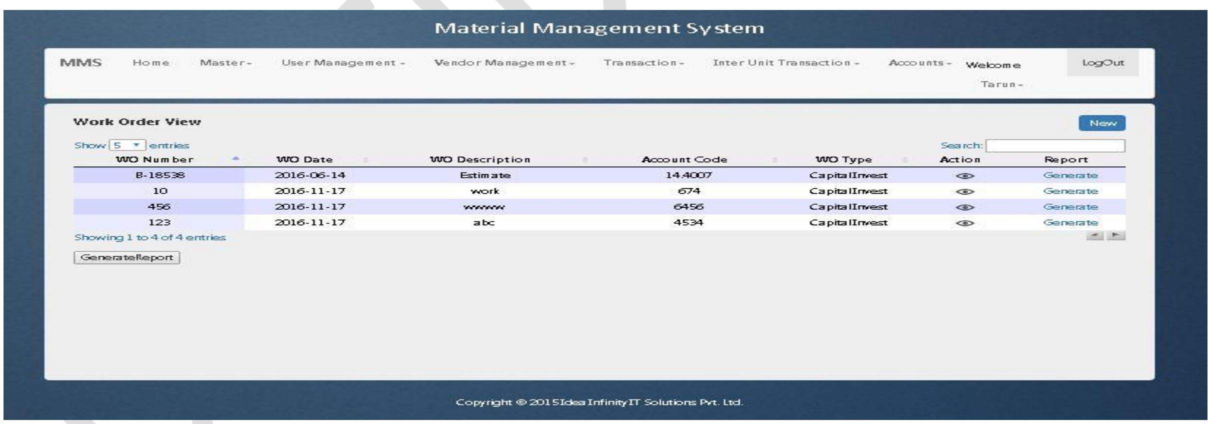
1. Work Order
2. Indent
3. Invoice
4. Invoice Accounting
5. Return Invoice
6. Return Invoice Accounting
7. Receipt Voucher on Return Invoice
8. Invoice Pricing
9. Return Invoice Pricing

4.1 Work Order:

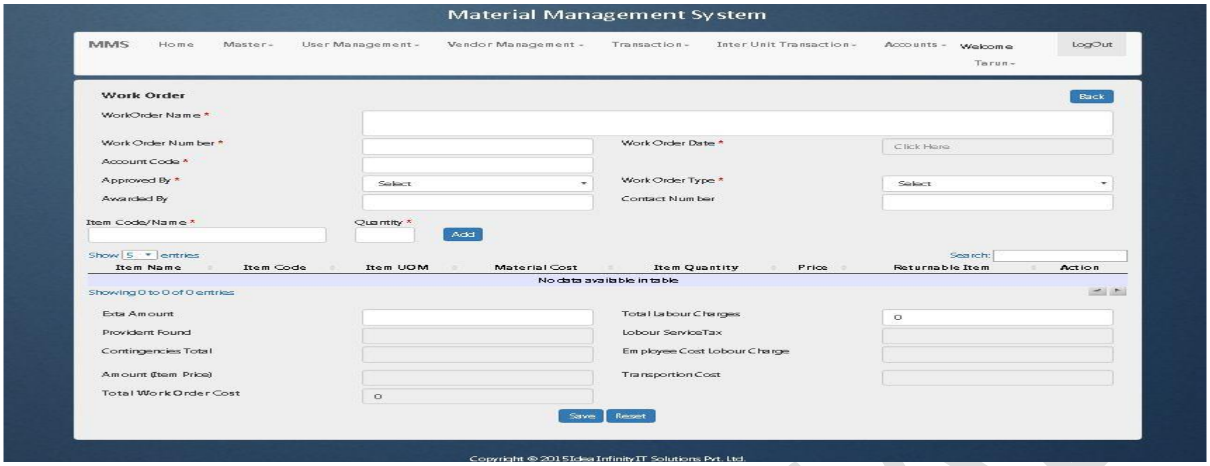
This form is mainly used to enter the details in order to requesting the necessary items from the store.

Steps to Create Work Order:

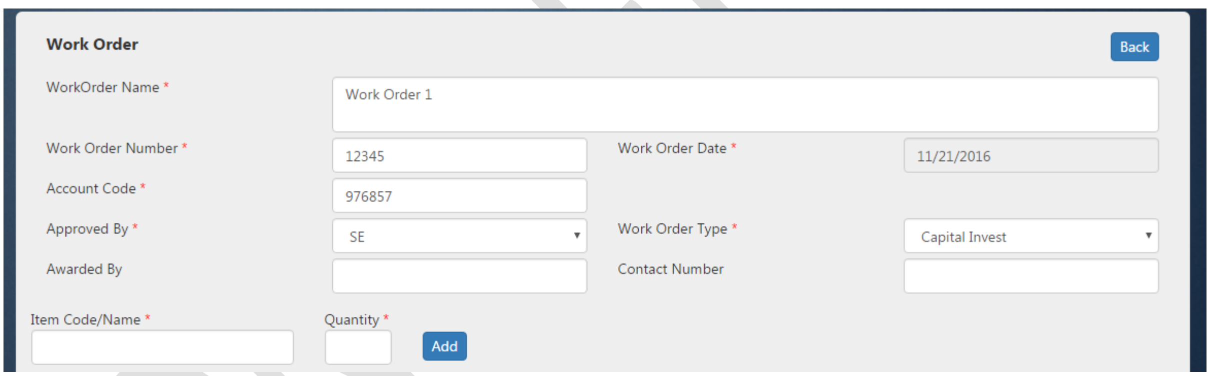
- Login: Section Officer(Creator)→Approver: Sub Division Officer
- Login to the MMS application using user name and password.
- Click on "Transaction" main module and click on "Work Order" sub module, Work Order page will get opened as shown in the below screen shot.

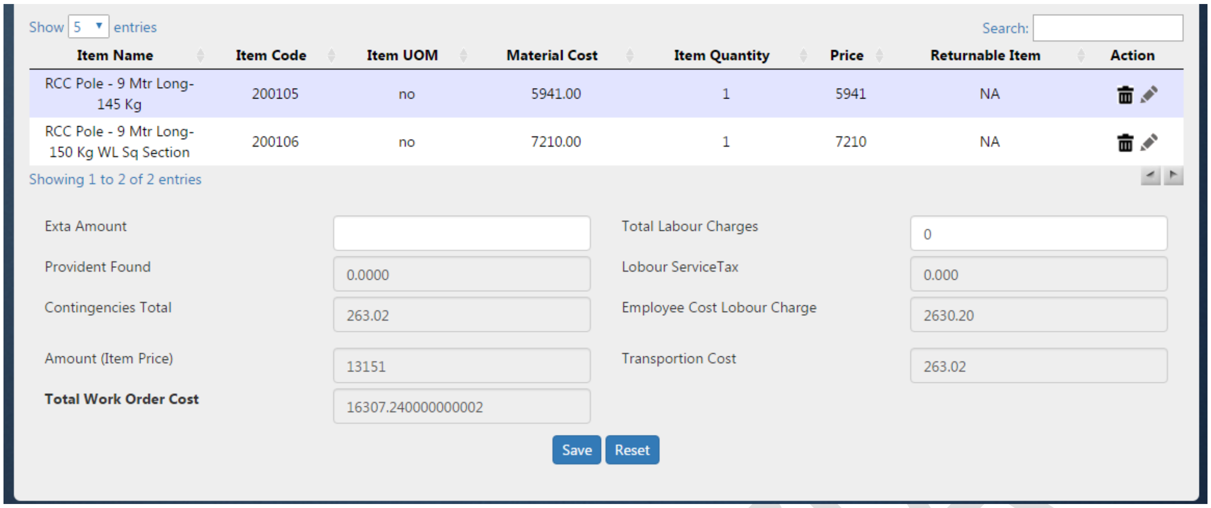


- Click on "New" button to open Work Order creation.



- A blank screen is displayed for entering the details of the new user .The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.
- Add the items by selecting “Item Code/Name” and click on “Add” button.
- Added items details will get displayed in the grid.





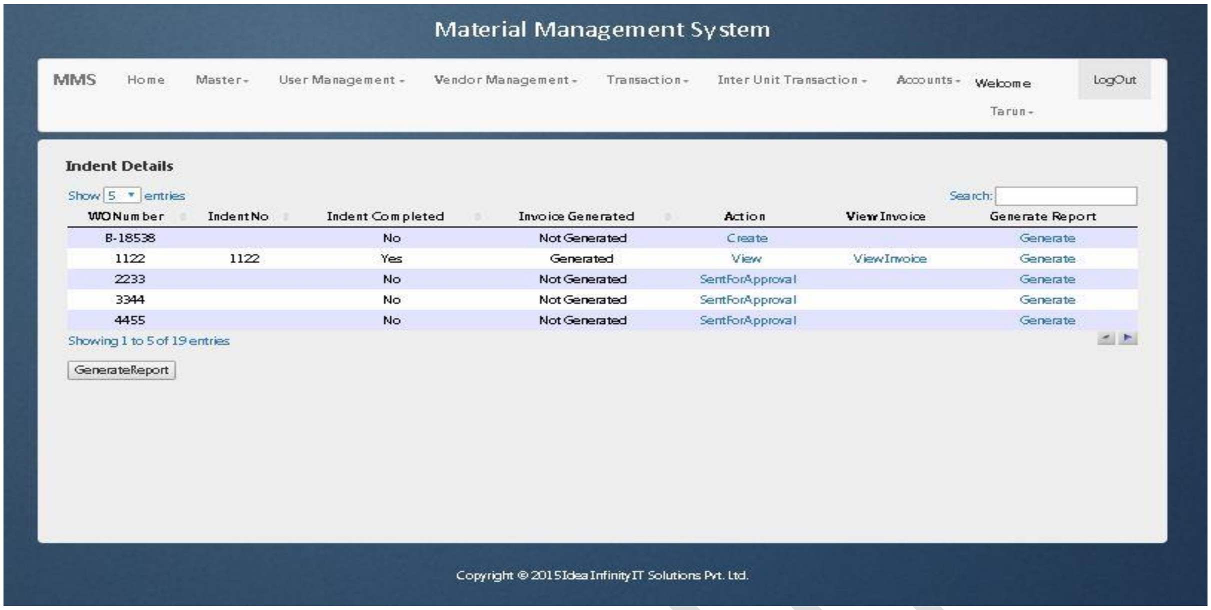
- Reset Button: It is used to clear all the entered/added details.
- Click on "Save" button to save the record.
- Saved record will be displayed in the main page grid along with the "Sent for Approval" link.
- On clicking the "Sent for Approval" link the page will get opened loading all the saved details.
- Approval: Once after saving the record then record will go to particular approver inbox in order to get approved.
- View: Once the record gets approved then the same record can be viewed using "View" button (eye symbol) but it cannot be modified.
- Once the record get approved it will go for the Indent page.
- Note:
    - Work Order Creation→"Work Order Type"→Tentative→Not allowed to add items in work order page rather items can be added in the Indent page.
    - Work Order Creation→"Work Order Type"→Dismantling→Once after work order done there will be no Indent and Invoice creation for this record it will directly go to Return Invoice creation.

4.2 Indent:

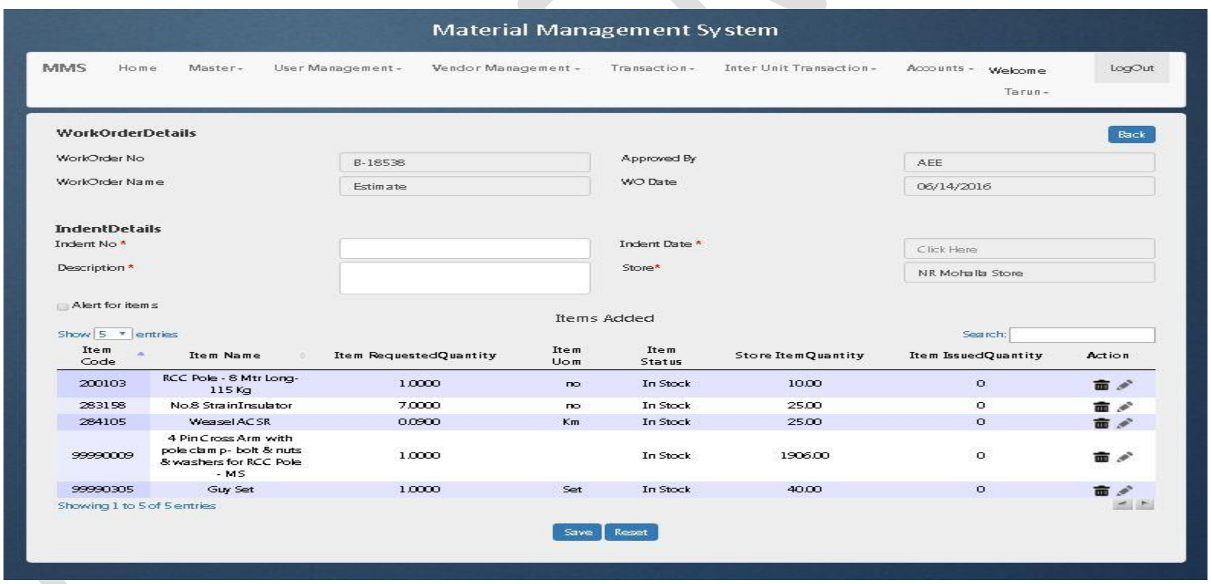
Once after work order done the same record will come for the indent creation.

Steps To Create Indent:

- Login: Section Officer(Creator)→Approver: Sub Division Officer
- Login to the MMS application using user name and password
- Click on "Transaction" main module and click on "Indent" sub module, Indent page will get opened as shown in the below screen shot.



- Click on “Create” button given against the particular record
- Indent creation page will get opened along with loading work order details.



- Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.
- Reset Button: It is used to clear all the entered/added details.
- Click on “Save” button to save the record.
- Saved record will be displayed in the main page grid along with the “Sent for Approval” link.
- On clicking the “Sent for Approval” link the page will get opened loading all the saved details.
- Approval: Once after saving the record then record will go to particular approver inbox in order to get approved.

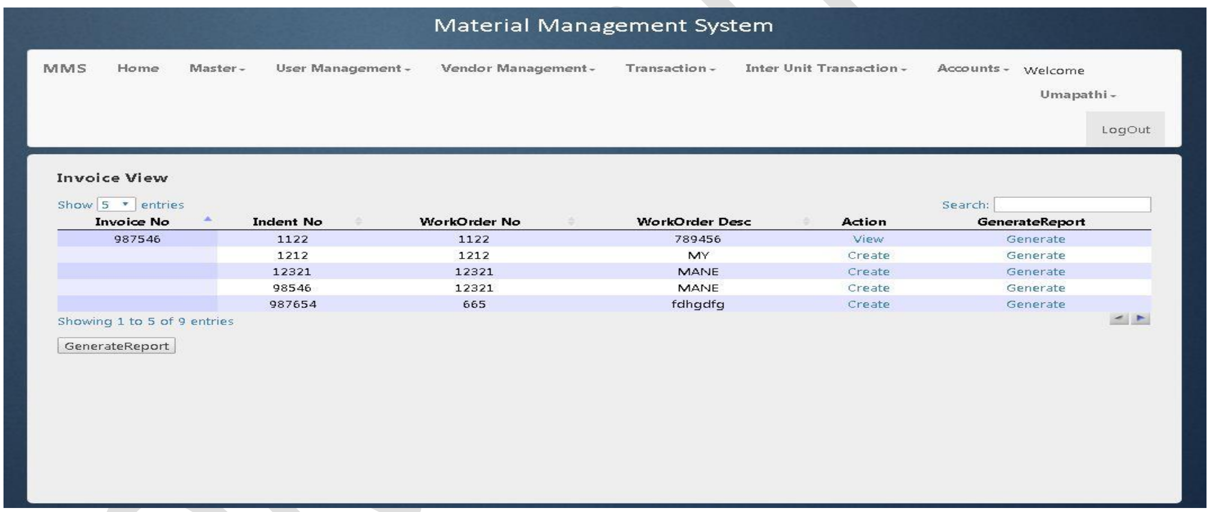
- View: Once the record gets approved then the same record can be viewed using "View" button (eye symbol) but it cannot be modified.
- Once the record gets approved it will go for the "Pseudo Indent" approval. (Store Officer)
- After pseudo indent then the record will get displayed in the "Invoice" page.

4.3 Invoice:

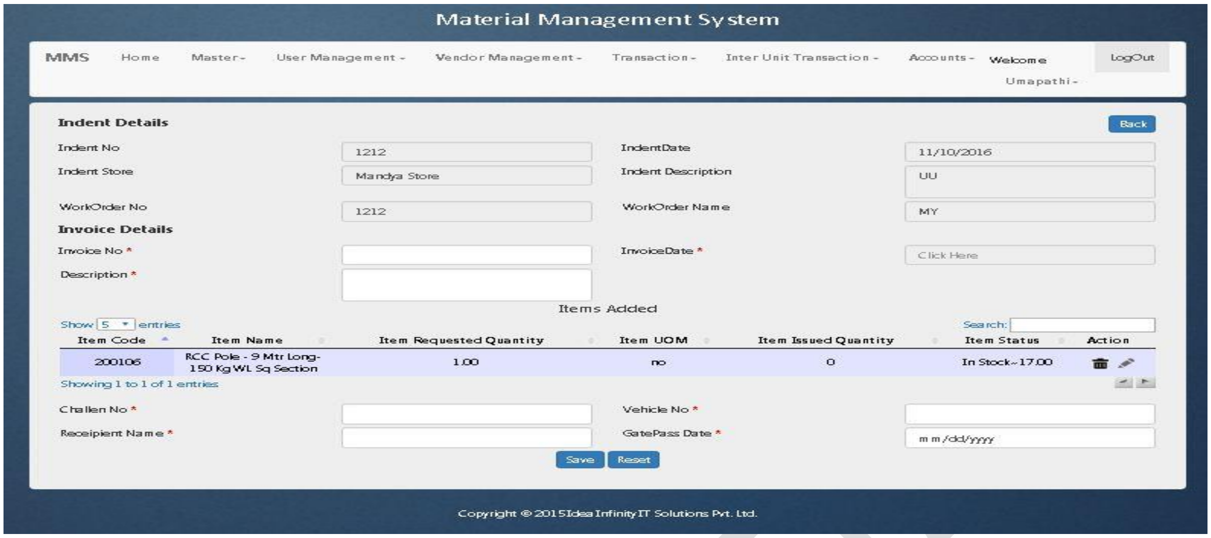
Once after "Pseudo Indent" approval is done, record will get displayed for the Invoice creation. This form is mainly used to enter details for issuing requested items and also includes transportation details

Steps To Create Invoice:

- Login: Store Keeper(Creator)
- Login to the MMS application using user name and password
- Click on "Transaction" main module and click on "Invoice" sub module, Invoice page will get opened.



- Click on "Create" button given against the particular record.
- Invoice creation page will get opened along with loading Indent details.



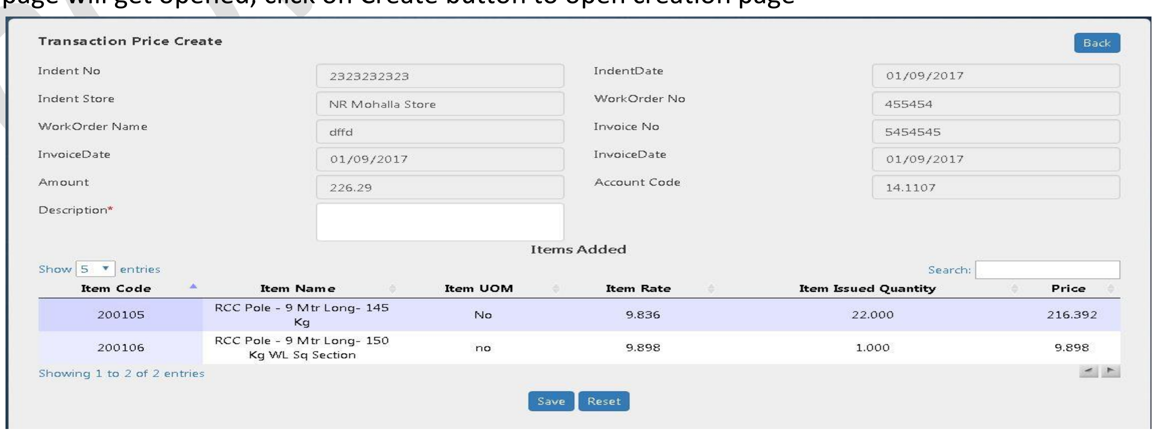
- Relevant data is entered in the text boxes provided against each field and field name followed by “red asterisk mark” is a mandatory field and the data has to be compulsorily entered.
- Reset Button: It is used to clear all the entered/added details.
- Click on “Save” button to save the record.
- View: Once the record gets approved then the same record can be viewed using “View” link but it cannot be modified.
- After Invoice creation then the record will get displayed in the “Return Invoice” page.

4.4 Invoice Pricing:

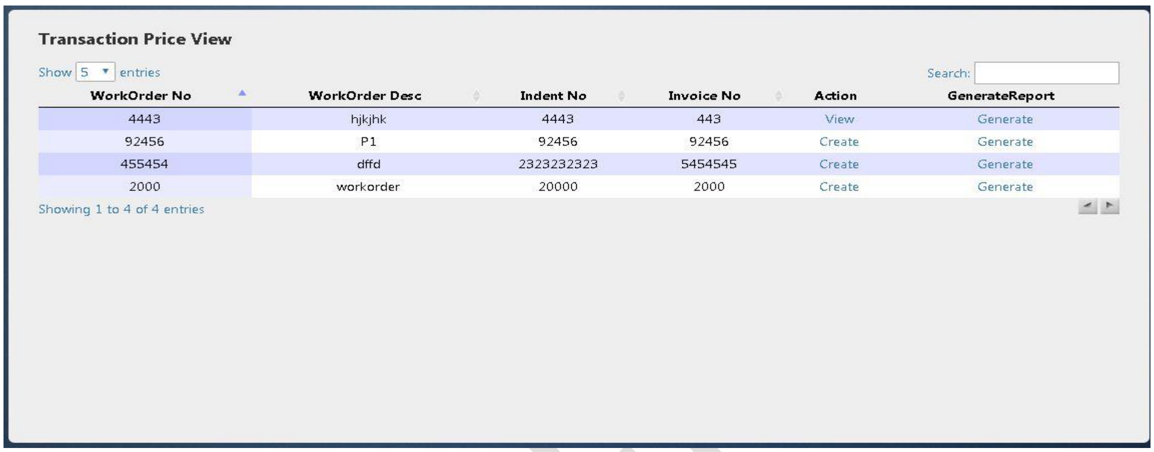
Once after Invoice is done then, this form is used to verify and approve the invoice pricing.

Steps to Create Invoice Pricing:

- Login: Pricing Assistant(Creator)
- Login to the MMS application using user name and password.
- Click on “Transaction” main module and click on “Invoice Pricing” sub module, Invoice Pricing page will get opened, click on Create button to open creation page



- Enter Description
- Click on “Save” button to save the record.
- “Saved successfully” message is displayed confirming that the data is saved.
- Reset Button: It is used to clear all the entered/added details.
- Once the record gets created then the same record can be viewed using “View” button but it cannot be modified and it is shown in the below screen shot.

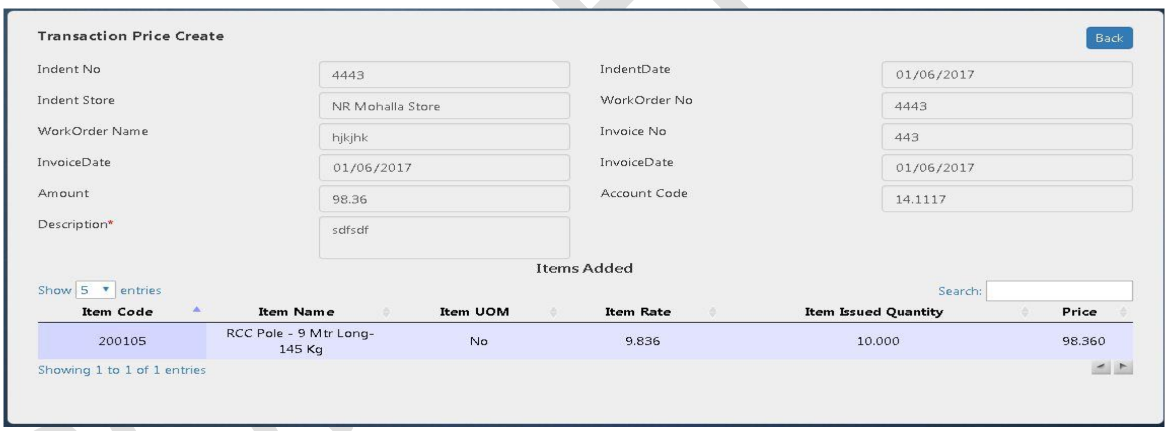


Transaction Price View

Show 5 entries Search:

WorkOrder No	WorkOrder Desc	Indent No	Invoice No	Action	GenerateReport
4443	hjkjhk	4443	443	View	Generate
92456	P1	92456	92456	Create	Generate
455454	dffd	2323232323	5454545	Create	Generate
2000	workorder	20000	2000	Create	Generate

Showing 1 to 4 of 4 entries



Transaction Price Create

Back

Indent No	4443	IndentDate	01/06/2017
Indent Store	NR Mohalla Store	WorkOrder No	4443
WorkOrder Name	hjkjhk	Invoice No	443
InvoiceDate	01/06/2017	InvoiceDate	01/06/2017
Amount	98.36	Account Code	14.1117
Description*	sdfsdf		

Items Added

Show 5 entries Search:

Item Code	Item Name	Item UOM	Item Rate	Item Issued Quantity	Price
200105	RCC Pole - 9 Mtr Long-145 Kg	No	9.836	10.000	98.360

Showing 1 to 1 of 1 entries

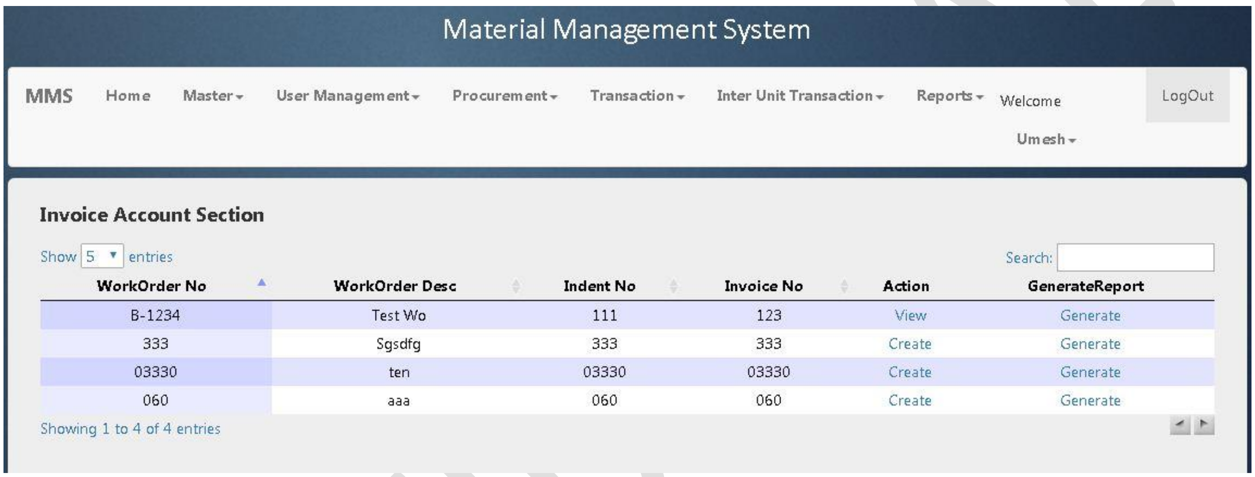
4.5 Invoice Accounting:

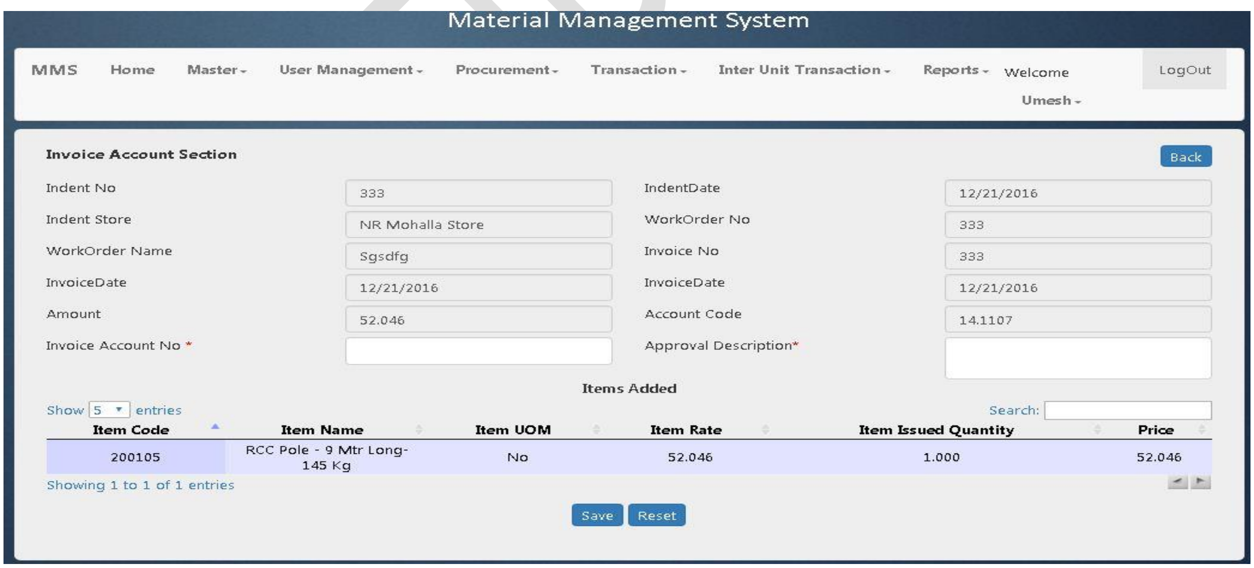
- This form is mainly used for entering details to maintain the accounting details for Invoice process
- Once after Invoice process done record will get displayed in this page

Steps To Create Invoice Accounting:

- Login: Cash Compiler(Creator)→Approvers: AAO→Account Officer
- Login to the application
- Click on “Accounts” main module and click on “Invoice Accounting” sub module where Invoice Accounting page will get opened

- Click on “Create Account” link then “Invoice Account Section” page will get opened loading all the necessary work order, Indent and Invoice details
- Enter “Invoice account No” and “Approval Description” mandatory fields and “account Code” field is optional
- Reset Button: On clicking “Reset” button all the entered details will get cleared
- Click on “Save” button to get saved displaying successful message
- View Account: Once after saving the record then saved record will get displayed in the main page grid with “View Account” link
- Clicking on “View Account” link page will get opened along with all the saved details to view the details



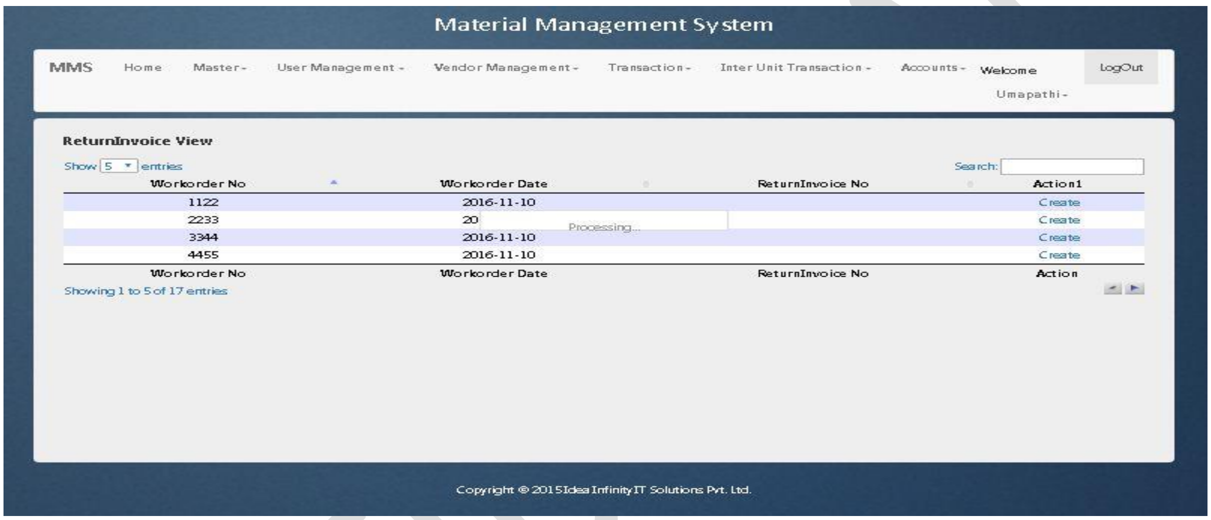


4.6 Return Invoice:

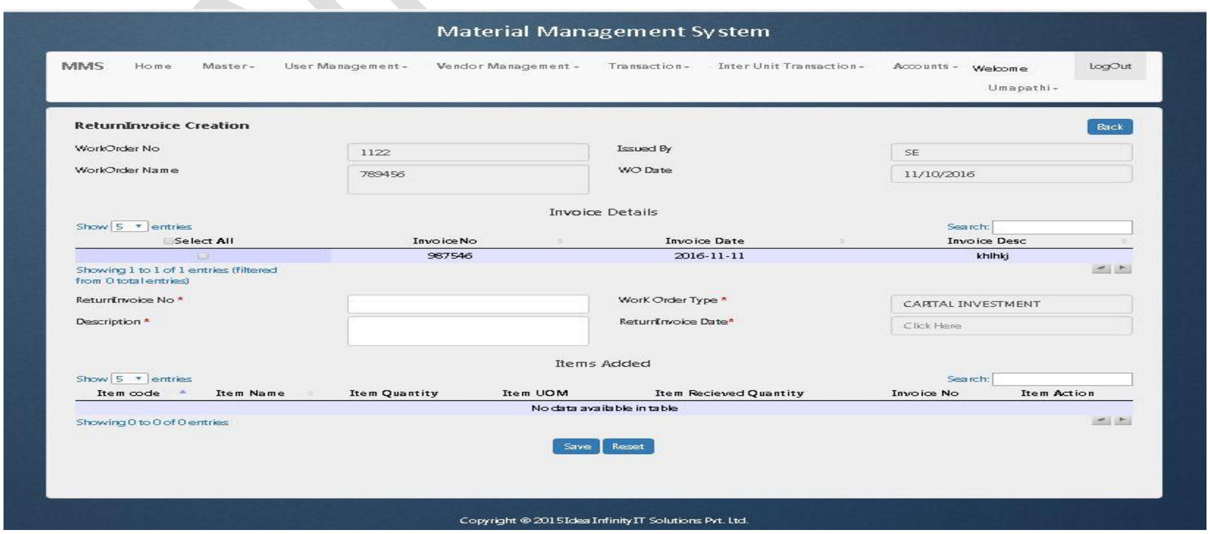
This form is mainly used to enter the invoice details on selecting some particular unused items to be returned to the store.

Steps to Create Return Invoice:

- Section Officer(Creator)→Approvers: Sub Division Officer
- Login to the MMS application using user name and password.
- Click on "Transaction" main module and click on "Return Invoice" sub module, Return Invoice page will get opened.



- Click on "Create" button given against the particular record.
- Return Invoice creation page will get opened along with loading work order details.



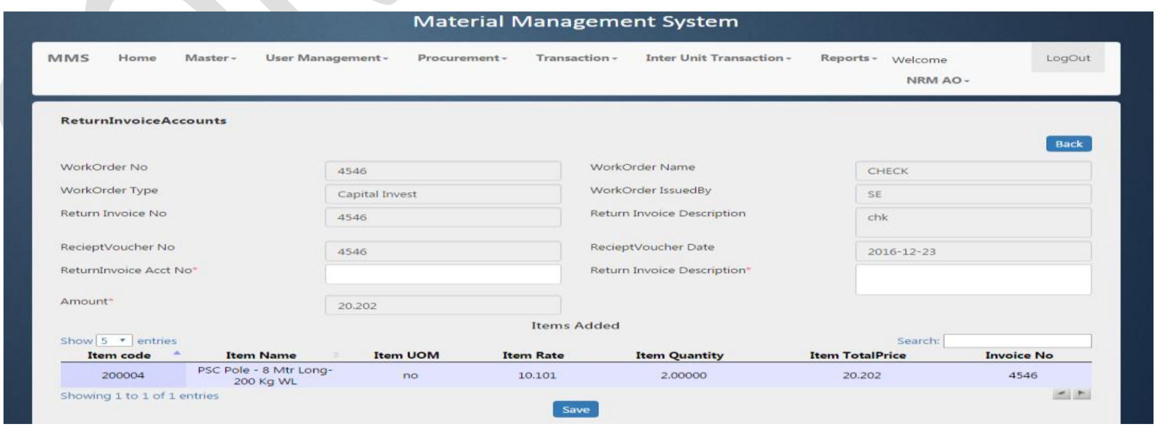
- Select the items to be returned from the given list clicking on check boxes. Relevant data is entered in the text boxes provided against each field and field name followed by "red asterisk mark" is a mandatory field and the data has to be compulsorily entered
- Reset Button: It is used to clear all the entered/added details
- Click on "Save" button to save the record
- Click on "View and Approve" button given against the particular record.
- Return Invoice creation page will get opened along with loading work order details.

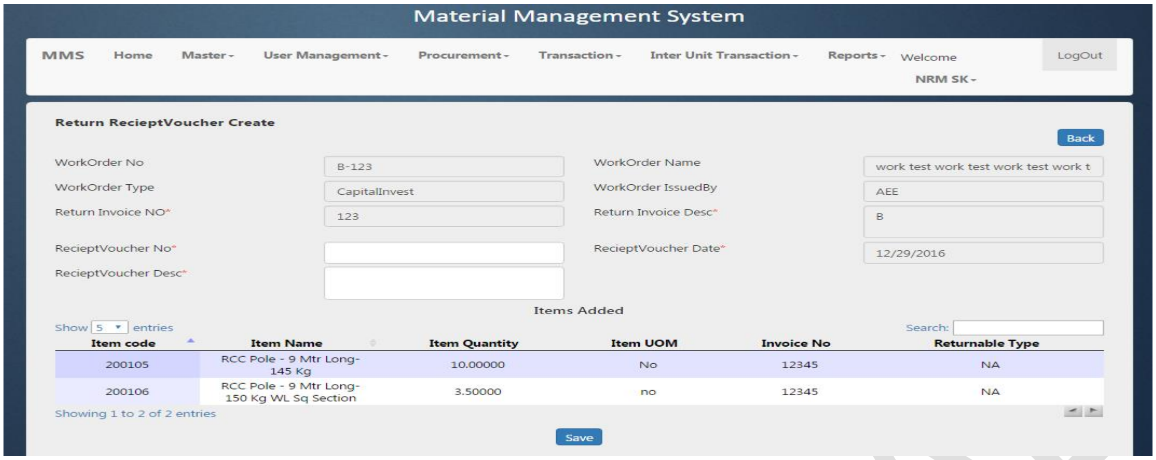
4.8 Receipt Voucher on Return Invoice:

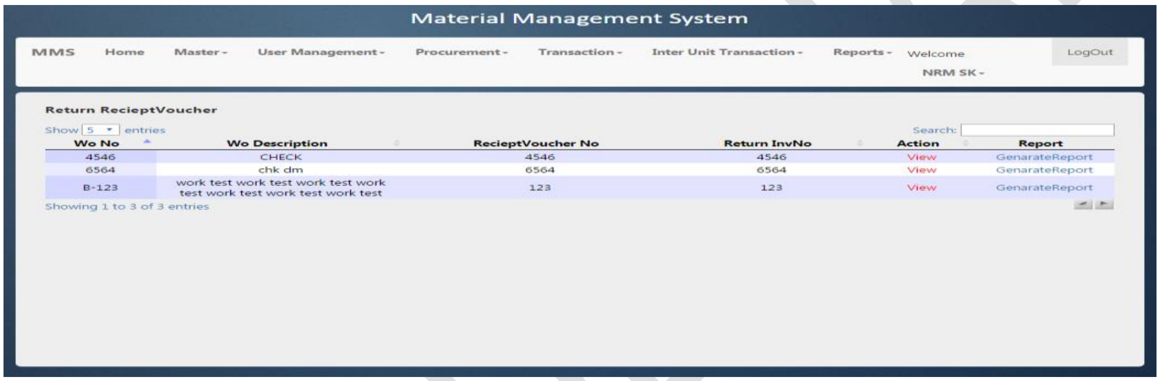
This form is used to enter the invoice details on selecting some particular unused items to be returned to the store.

Steps to Create Receipt Voucher on Return Invoice:

- Login: Store Keeper
- Login to the MMS application using user name and password.
- Click on "Transaction" main module and click on "Receipt Voucher on Return Invoice" sub module, Receipt Voucher on Return Invoice page will get opened.
- A screen is displayed along with the delivery schedule details. The field names are self explanatory. Relevant data is entered in the text boxes provided against each field and field name followed by "red asterisk mark" is a mandatory field and the data has to be compulsorily entered.
- Reset Button: It is used to clear all the entered/added details.
- Click on "Submit" button to save the record.
- "Saved successfully" message is displayed confirming that the data is saved.
- Once the record gets created then the same record can be viewed using "View" button but it cannot be modified and it is shown in the below screen shot.





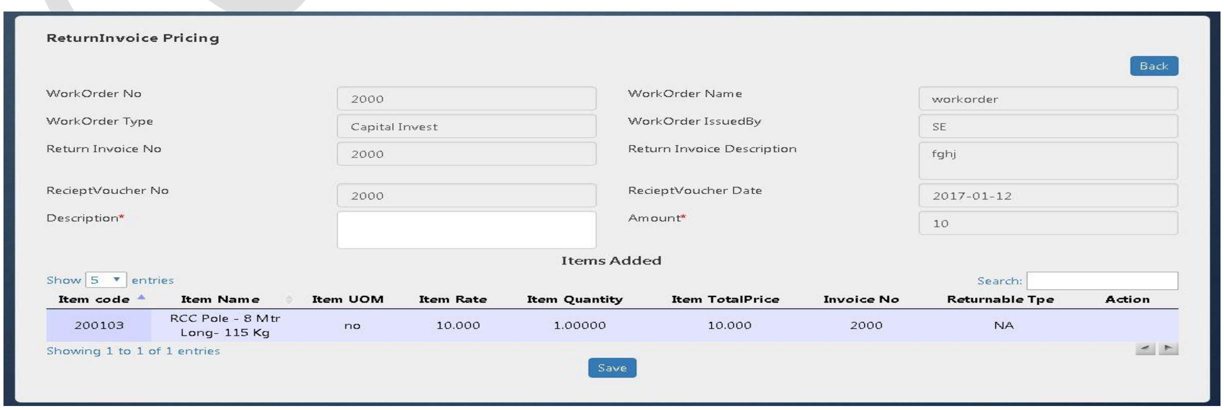


4.9 Return Invoice Pricing:

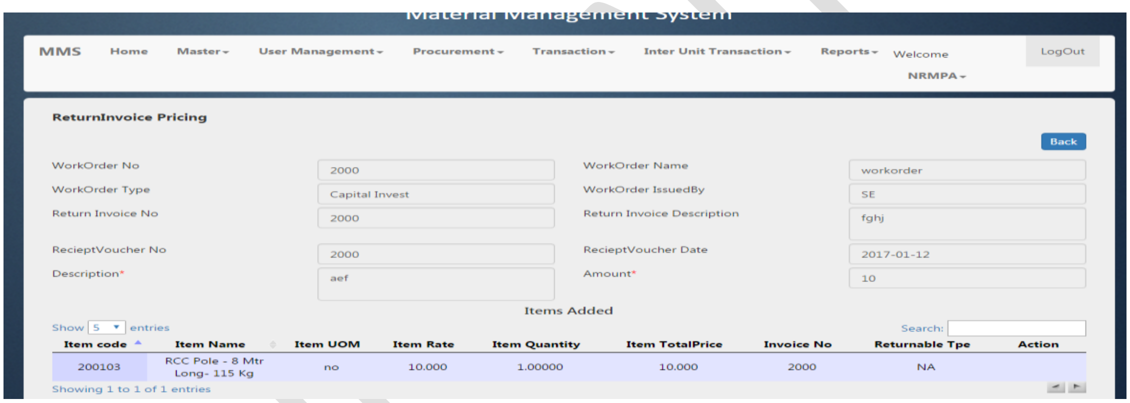
Once after Return Invoice is done then, this form is used to verify and approve the Return Invoice Pricing.

Steps to Create Return Invoice Pricing:

- Login: Pricing Assistant
- Login to the MMS application using user name and password.
- Click on “Transaction” main module and click on “Return Invoice Pricing” sub module, Return Invoice Pricing page will get opened, click on Create button to open creation page.



- Enter Description
- Click on “Save” button to save the record.
- “Saved successfully” message is displayed confirming that the data is saved.
- Once the record gets created then the same record can be viewed using “View” button but it cannot be modified and it is shown in the below screen shot.



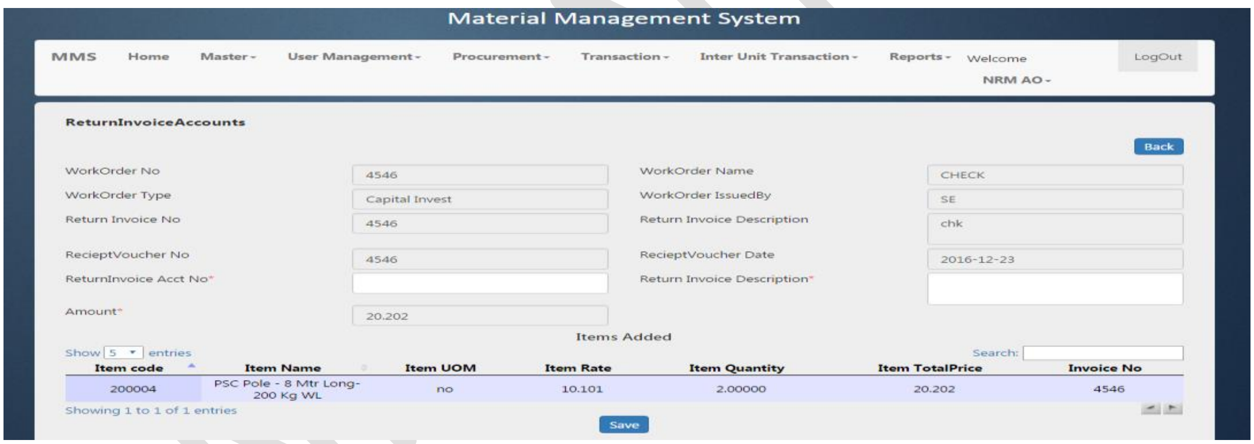
4.10 Return Invoice Account:

- This form is mainly used for entering details to maintain the accounting details for Return Invoice process
- Once after Return Invoice done record will get displayed in this form

Steps To Create Return Invoice Account:

- Login: Cash Compiler(Creator)→Approvers: AAO→Account Officer
- Login to the MMS application using user name and password.
- Click on “Transaction” main module and click on “Return Invoice Accounting” sub module where Return Invoice Accounting page will get opened.
- Click on “Create Account” link then “Return Invoice Account” page will get opened loading all the necessary work order, Indent and Invoice details
- Enter “Invoice account No” and “Approval Description” mandatory fields and “account Code” field is optional
- Reset Button: On clicking “Reset” button all the entered details will get cleared

- Click on "Save" button to get saved displaying successful message
- View Account: Once after saving the record then saved record will get displayed in the main page grid with "View Account" link
- Clicking on "View Account" link page will get opened along with all the saved details to view the details



5 Inter Unit Transaction

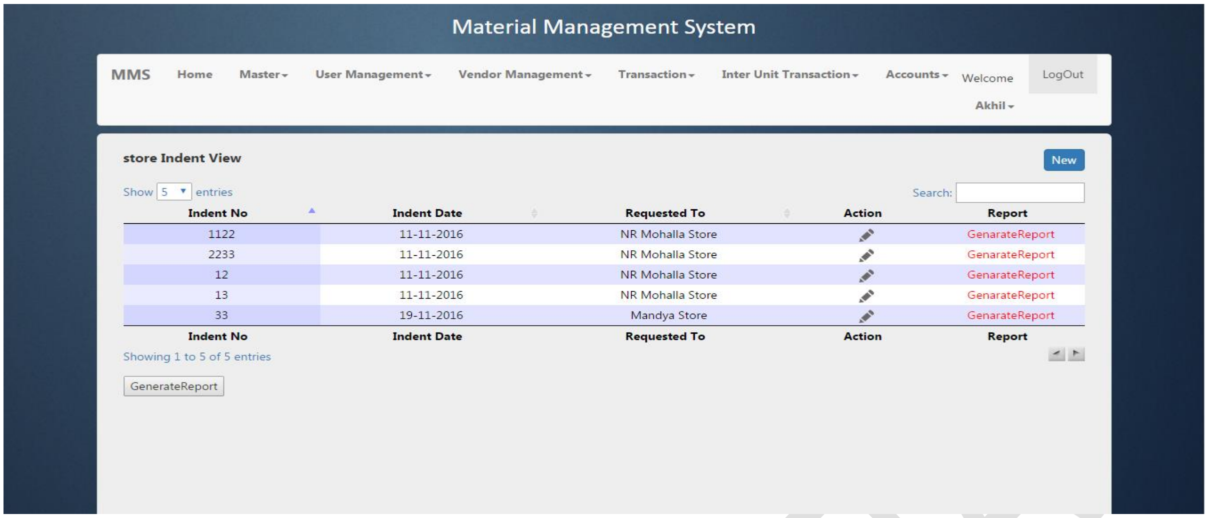
5.1 Store Indent:

This module can be operated on by the user having Store Keeper role.

Steps to be followed to requisition for required number of items from other store is initiated:

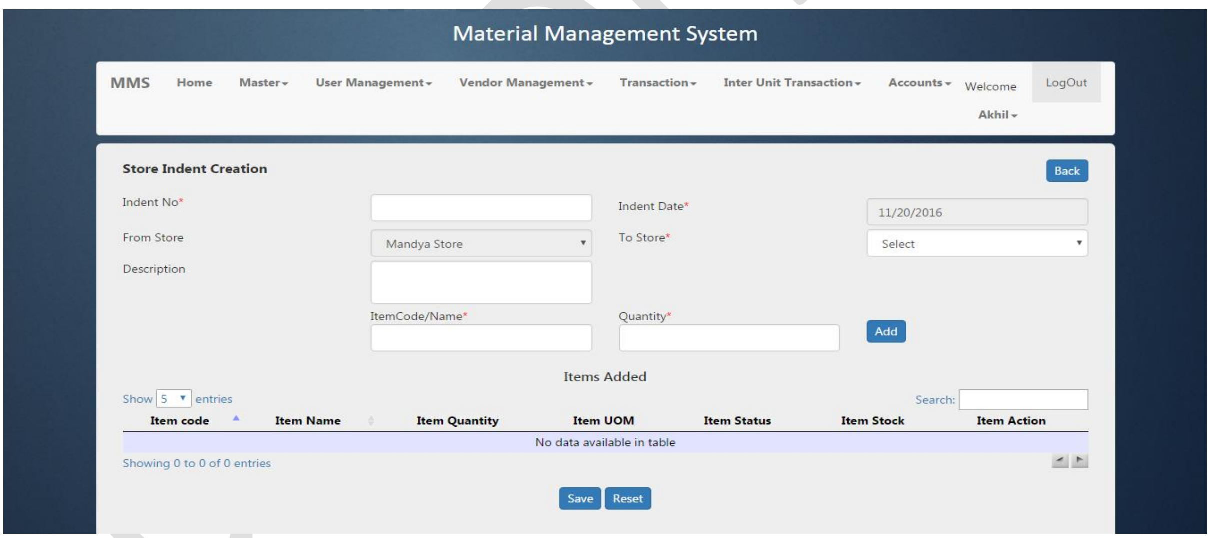
- Login: Store Keeper(Creator)→Approver: Store Officer
- Login to MMS with the user name and password.
- Click on Inter unit Transaction module provided panel.
- Sub modules under Inter store transfer are listed.
- Click on "Store Indent".

Following screen is displayed.



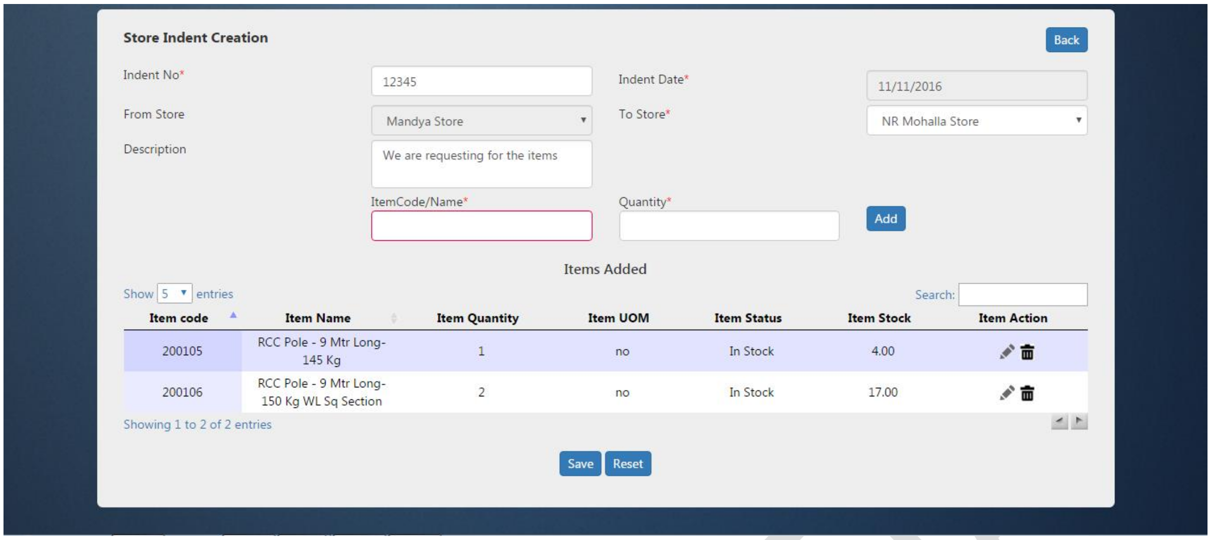
- The above screen shot contains a button by the name “New” and the grid which contains the details of the store indent which are already created.
- Now click on “New” button provided on the right hand top corner of the screen.

Following screen is displayed for entering the details of the new Store Indent.



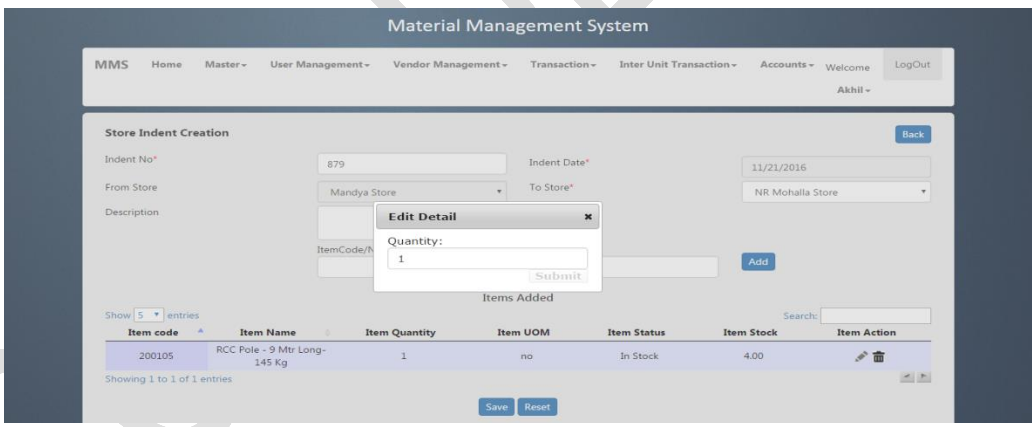
- As could be seen from the above screen shot, all the field names are self explanatory.
- To start with enter all the details of new Store Indent.
- Then select to store, required items (one at a time) from the dropdown.
- Enter quantity and click on the button “Add”.

A detail entered is shown in the grid at the bottom of the screen as shown below:



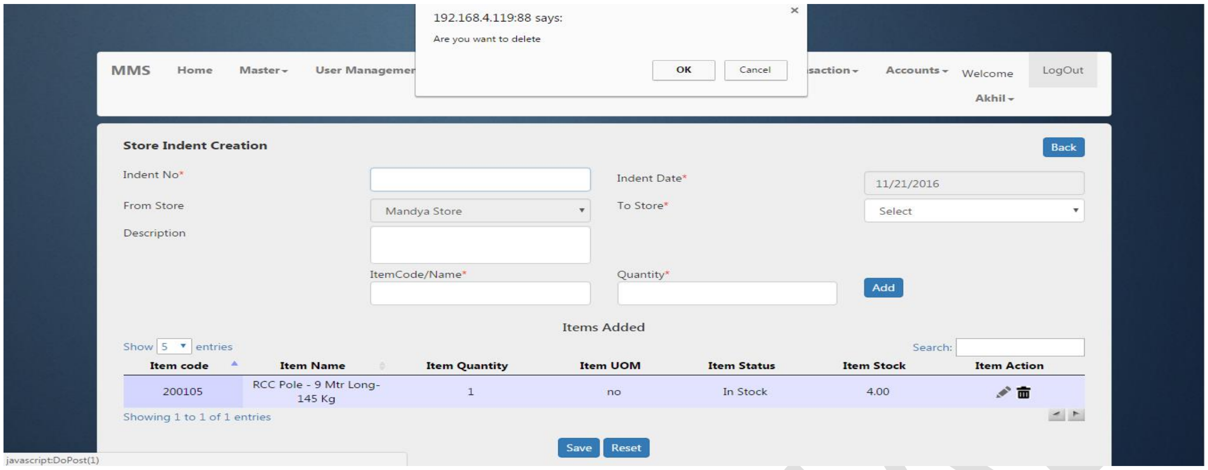
- As could be seen, all the details of items and quantity entered is displayed with the status of Item in to store.
- If the user enters the invalid Item quantity, the user can made the change by clicking on "edit" icon.

The Item quantity can be edited as follows



- After entering the valid item quantity, click on submit.
- If any wrong entries are made with respect to items, the user can delete the particular item change by clicking on "delete" icon.
- Click on "OK" to delete the item from the grid.
- "Delete successfully" message is displayed confirming that the data is deleted.

The following screen shot shows to delete an item with wrong details.



- After ensuring the entries made is correct click on "Save" button.
- "Saved successfully" message is displayed confirming that the data is saved.
- Click on "OK" button to return to view page.

5.2 Store Invoice:

This module can be operated on by the user having Store Keeper role with the approval of Store officer.

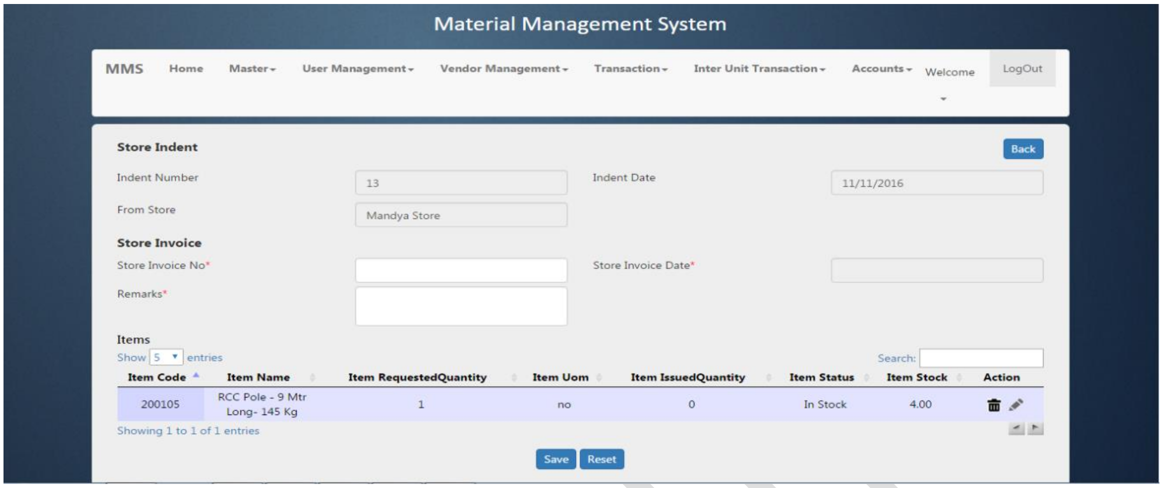
Steps to be followed to generate the Invoice for Selected Invoice:

- Login: Store Officer(Creator)→Approver: Store Keeper
- Login to MMS with the user name and password.
- Click on Inter unit transaction module.
- Sub modules under Inter store transfer are listed.
- Click on "Store Invoice".

Following screen is displayed.

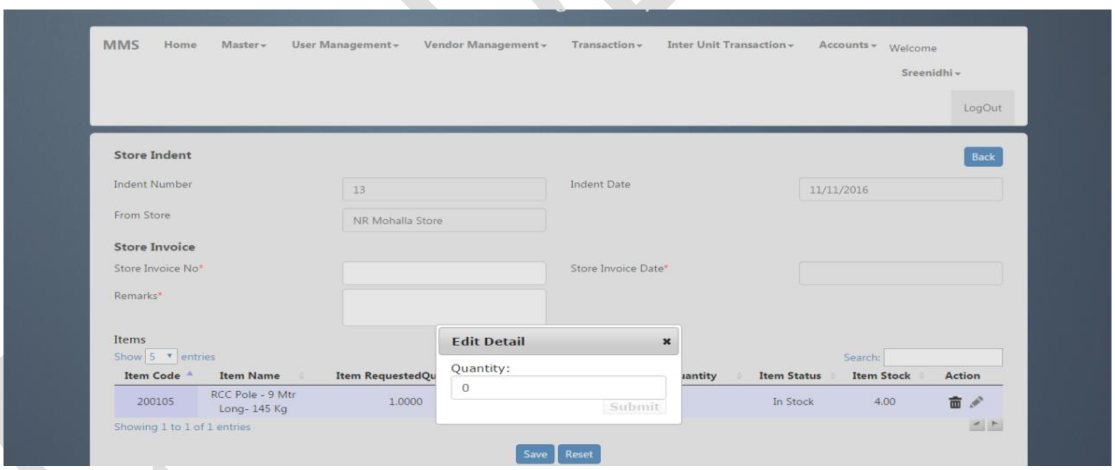
- The above screen shot contains the grid which contains the details of the store indent.
- If the store invoice is not created for the particular store indent, then "Action" column contain "Create" link with respect to that store indent.

- If the store invoice is already created for the particular store indent, then “Action” column contain “View” link with respect to that store indent.
- Click on “Create” button given against the particular record.

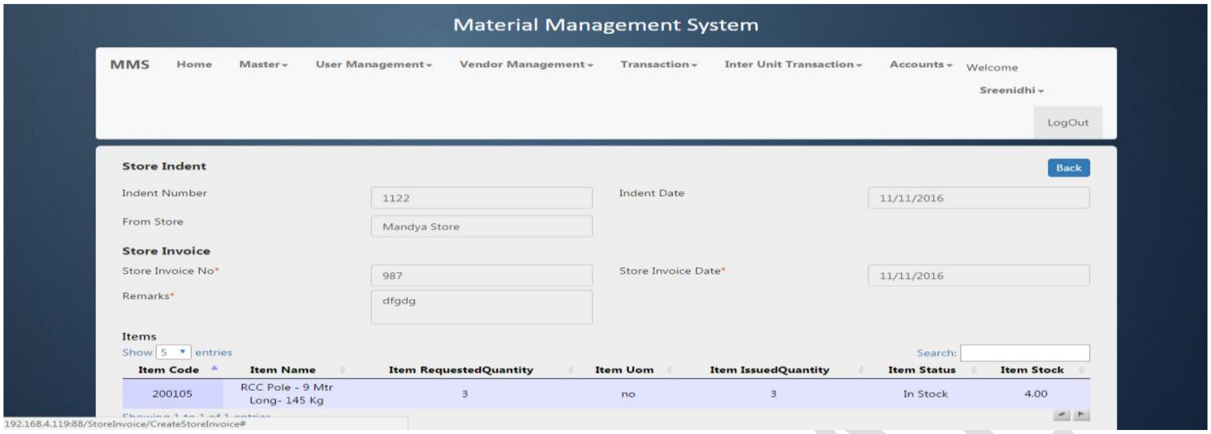


- As could be seen from the above screen shot, all the field names are self explanatory.
- To start with enter all the details of new Store Invoice.
- In order to provide the requested items, click on “edit” icon in the grid.

Following screen is displayed to enter quantity of the items.



- After ensuring all the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return to view page.
- Click on “View” it will show the fields below shown in snapshot but can’t create Invoice.



- Click on "back" button to navigate back to the view page.
- Following screen is displayed for entering the details Invoice gate pass.

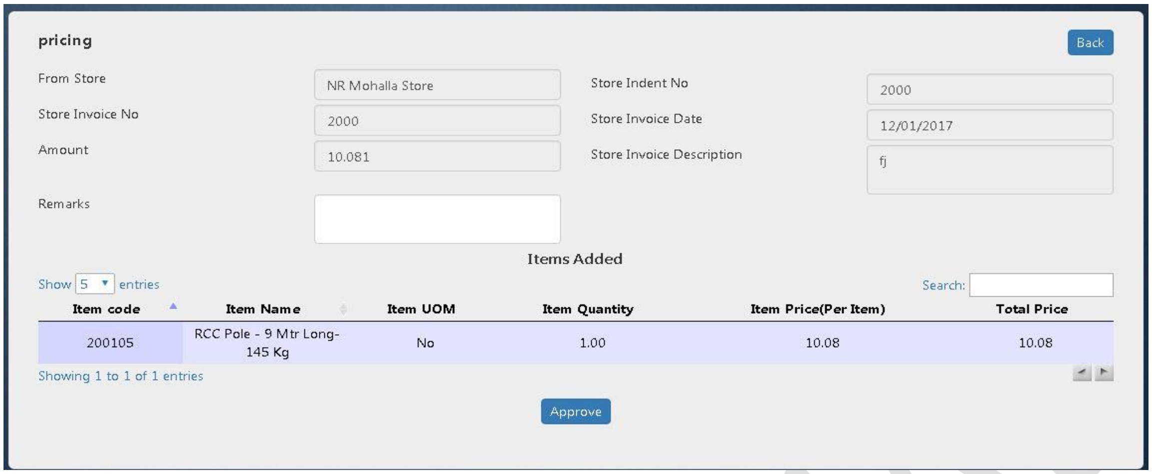
- As could be seen from the above screen shot, all the field names are self explanatory.
- To start with enter all the details to create Invoice gate pass.
- After ensuring the entries are made correct, and then click on "GatePass" button.
- "Invoice gate pass generated successfully" message is displayed confirming that the data is saved.
- Click on "OK" button to return to view page.

5.3 Store Invoice Pricing:

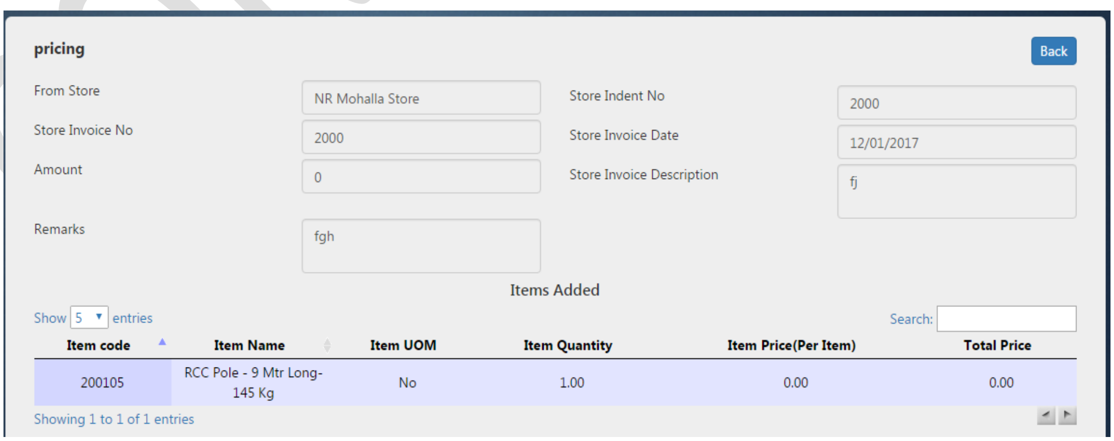
Once after Store Invoice is done then, this form is used to verify and approve the Store Invoice Pricing.

Steps to Create Store Invoice Pricing:

- Login: Pricing Assistant
- Login to the MMS application using user name and password.
- Click on "Inter Unit Transaction" main module and click on "Store Invoice Pricing" sub module, Store Invoice Pricing page will get opened, click on Create button to open creation page



- Enter Remarks
- Click on "Approve" button to save the record.
- "Approved Successfully" message is displayed confirming that the data is saved.
- Once the record gets approved then the same record can be viewed using "View" button but it cannot be modified and it is shown in the below screen shot.



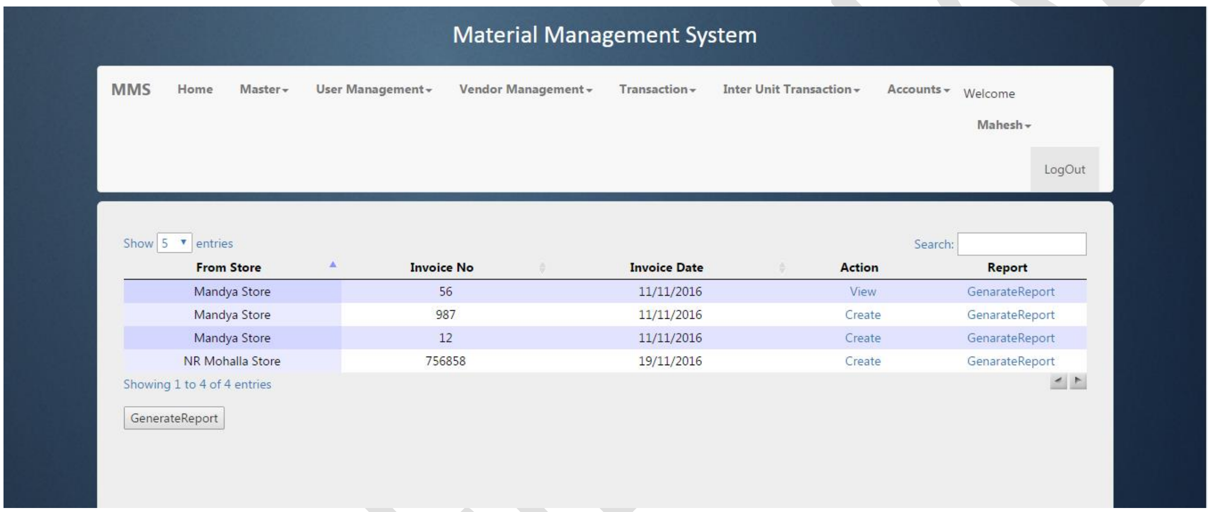
5.4 Advice of Transfer:

This module can be used fix the cost of the requested items and operated on by the user having Account officer role with the approval of Store officer.

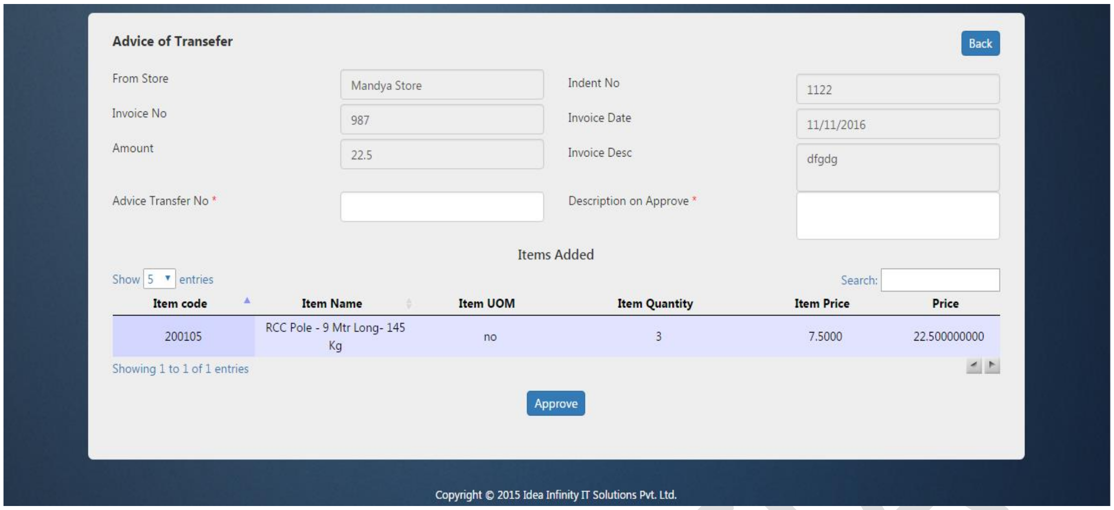
Steps to be followed to create the Advice of Transfer:

- Login: Cash Compiler(Creator)→Approvers: AAO→Account Officer
- Login to MMS with the user name and password.
- Click on Inter unit transaction module.
- Sub modules under Inter store transfer are listed.
- Click on “Advice of Transfer”.

Following screen is displayed.



- The above screen shot contains the grid which contains the details of the store invoice which are already created.
- If the advice of transfer is not created for the particular store invoice, then “Action” column contain “Create” link with respect to that store invoice.
- If the advice of transfer is already created for the particular store invoice, then “Action” column contain “View” link with respect to that store invoice.
- Click on “Create” button given against the particular record.



- As could be seen from the above screen shot, all the field names are self explanatory.
- To start with enter all the details of new advice of transfer.
- After ensuring the entries made is correct click on "Approve" button.
- "Saved successfully" message is displayed confirming that the data is saved.
- Click on "OK" button to return to view page.
- Click on "View" it will show the fields below shown in snapshot but can't create Advice of Transfer.
- Click on "back" button to navigate back to the view page.

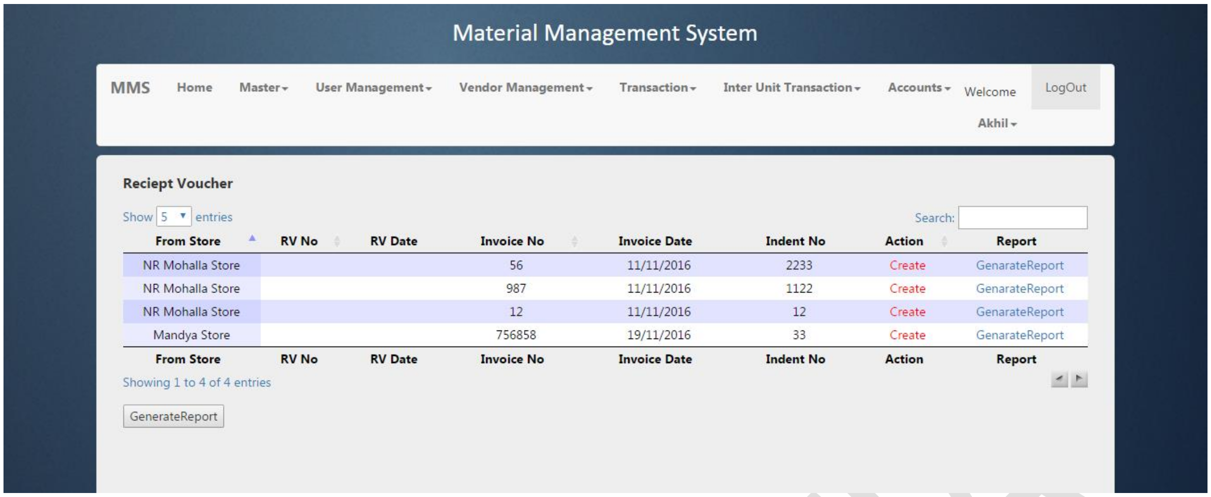
5.5 Receipt of Voucher:

This module receives the issued items from the opposite store, verify the provided items and can be operated on by the user having Store Keeper role.

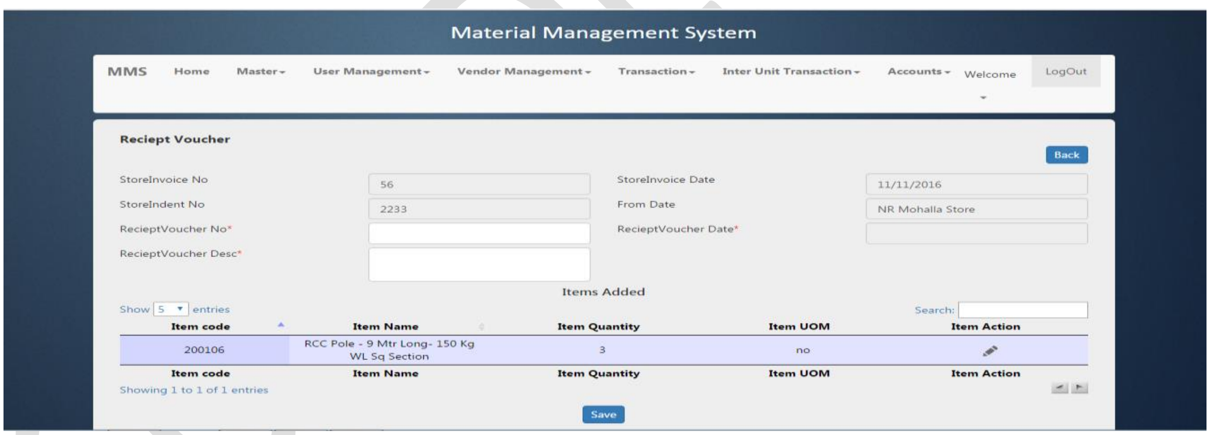
Steps to be followed to create the Receipt of Voucher:

- Login to MMS with the user name and password.
- Click on Inter unit transaction module.
- Sub modules under Inter store Transaction are listed.
- Click on "Receipt of Voucher".

Following screen is displayed.

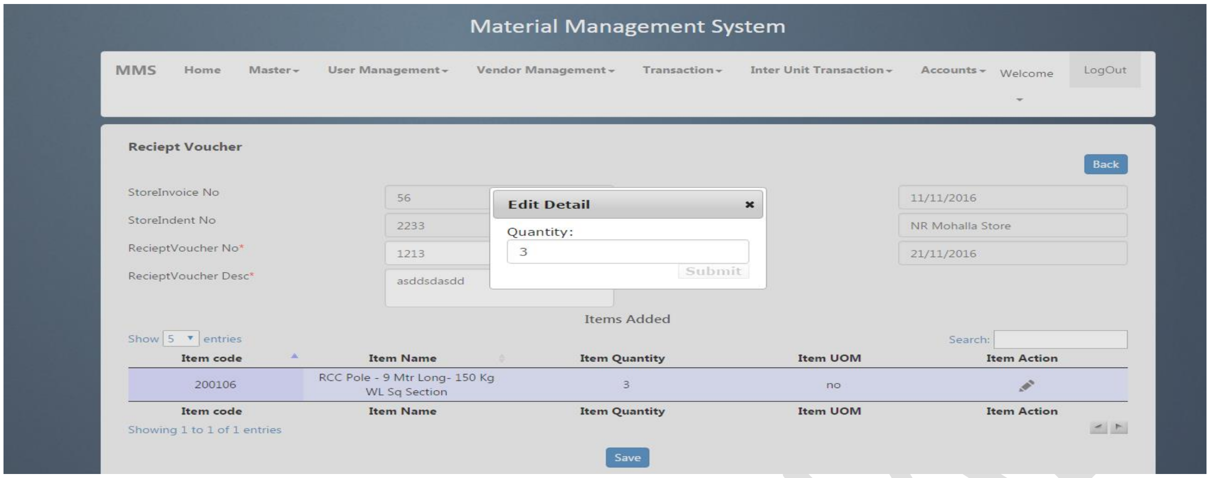


- The above screen shot contains the grid which contains the details of the invoice for which advice of transfer is done.
- If the receipt of voucher is not created for the particular store invoice, then “Action” column contain “Create” link with respect to that store invoice.
- If the receipt of voucher is already created for the particular store invoice, then “Action” column contain “View” link with respect to that store invoice.
- Click on “Create” link given against the particular record.

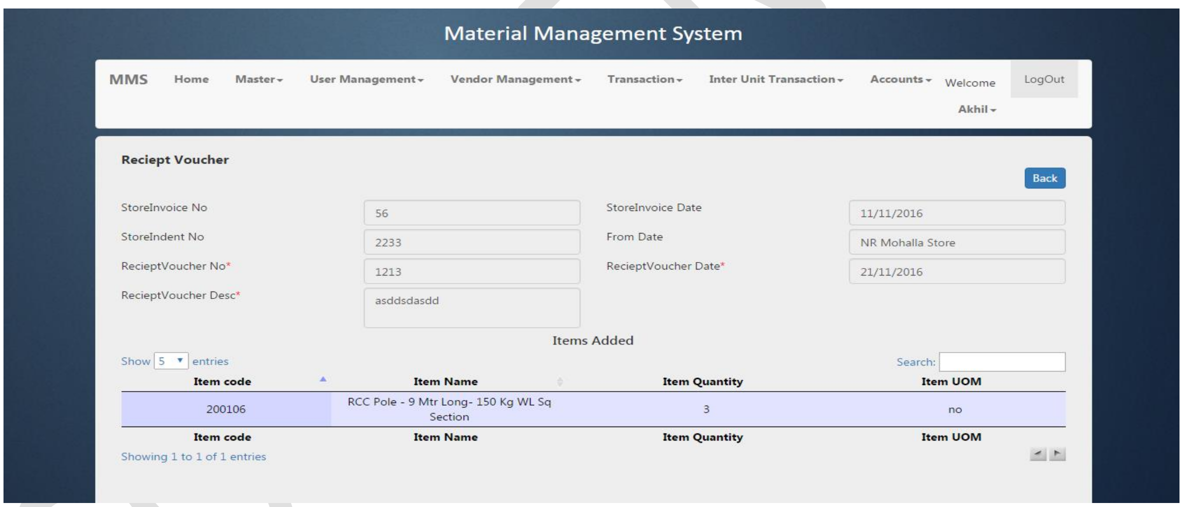


- As could be seen from the above screen shot, all the field names are self explanatory.
- To start with enter all the details of new Receipt of Voucher.
- In order to enter the quantity of the items issued, click on “edit” icon in the grid.

Following screen is displayed to enter quantity of the items issued from the opposite store.



➢ After ensuring all the entries made is correct click on “Save” button.
➢ “Saved successfully” message is displayed confirming that the data is saved.
➢ Click on “OK” button to return to view page.
➢ Click on “View” it will show the fields below shown in snapshot but can’t create receipt of Voucher.



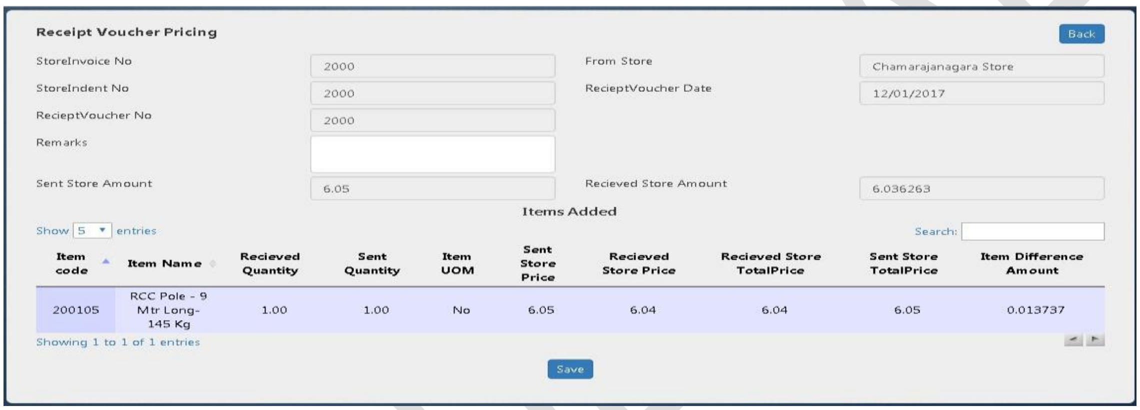
➢ Click on “back” button to navigate back to the view page.

5.6 Receipt of Voucher Pricing:

Once after Receipt of Voucher is done then, this form is used to verify and approve the Receipt of Voucher Pricing

Steps to Create Receipt of Voucher Pricing:

- Login: Pricing Assistant
- Login to the MMS application using user name and password.
- Click on "Inter Unit Transaction" main module and click on "Receipt of Voucher Pricing" sub module, Receipt of Voucher Pricing page will get opened, click on Create button to open creation page



- Enter Remarks
- Click on "Approve" button to save the record.
- "Approved Successfully" message is displayed confirming that the data is saved.
- Once the record gets approved then the same record can be viewed using "View" button but it cannot be modified and it is shown in the below screen shot.

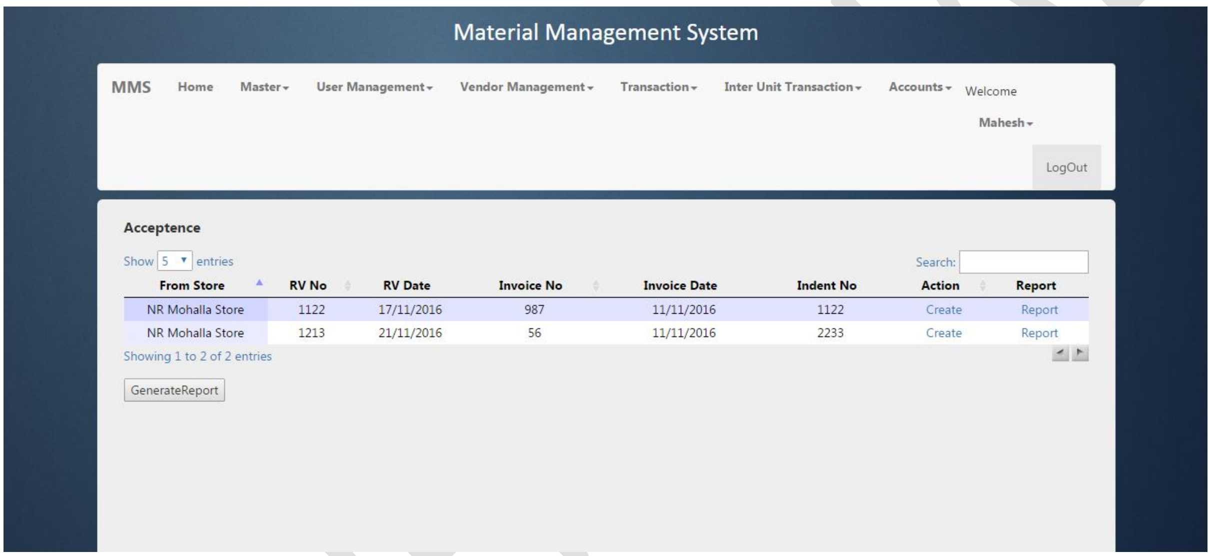
5.7 Acceptance:

This module can be operated on by the user having Account Officer Role to approve by cross checking the requested items and the issued items.

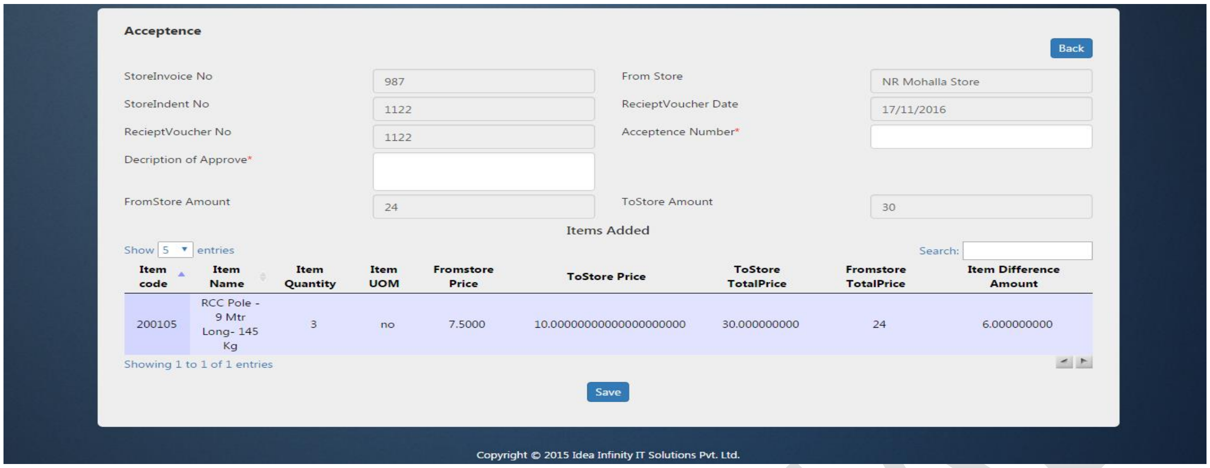
Steps to be followed to create the Acceptance:

- Login: Cash Compiler(Creator)→Approvers: AAO→Account Officer
- Login to MMS with the user name and password.
- Click on Inter unit Transaction module.
- Sub modules under Inter unit Transaction are listed.
- Click on “Acceptance”.

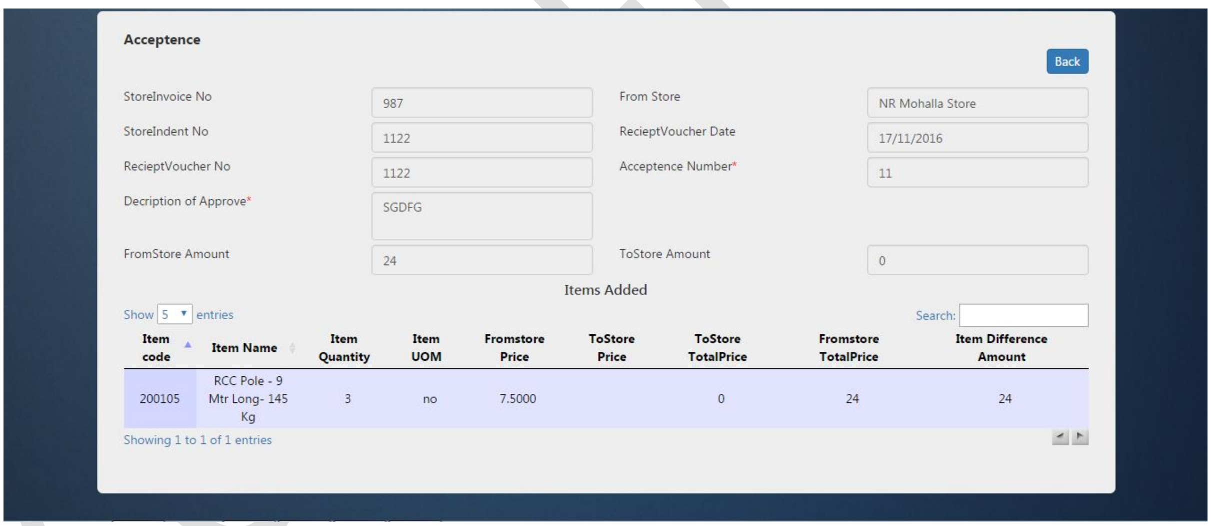
Following screen is displayed listing all the store invoice’s for which the receipt of voucher is done.



- The above screen shot contains the grid which contains the details of the invoice for which receipt of voucher is done.
- If the acceptance is not created for the particular store invoice, then “Action” column contain “Create” link with respect to that store invoice.
- If the acceptance is already created for the particular store invoice, then “Action” column contain “View” link with respect to that store invoice.
- Click on “Create” to create acceptance.



- As could be seen from the above screen shot, all the field names are self explanatory.
- To start with enter the details of new Acceptance.
- After ensuring all the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return to view page.
- Click on “View” it will show the fields below shown in snapshot but can’t create acceptance.



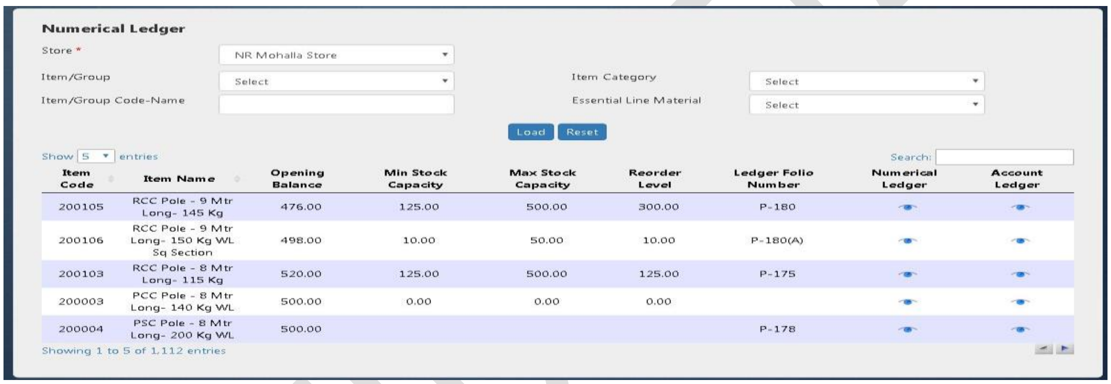
6 Reports

6.1 Transaction Ledger:

Once after a complete transaction that is after Invoice and Invoice Accounting respectively then, this form is used to track the details of the Items for the particular selected store.

Steps for Transaction Ledger:

- Login: Section Officer
- Login to the MMS application using user name and password.
- Click on "Reports" main module and click on "Transaction Ledger" sub module, Transaction Ledger page will get opened
- Select required store from the Store drop down list and click on Load button then all the item details got transacted in that particular store will get displayed as shown below



Numerical Ledger

Store *: NR Mohalla Store
Item/Group: Select
Item Category: Select
Item/Group Code-Name:
Essential Line Material: Select

Load Reset

Show 5 entries Search:

Item Code	Item Name	Opening Balance	Min Stock Capacity	Max Stock Capacity	Reorder Level	Ledger Folio Number	Numerical Ledger	Account Ledger
200105	RCC Pole - 9 Mtr Long- 145 Kg	476.00	125.00	500.00	300.00	P-180		
200106	RCC Pole - 9 Mtr Long- 150 Kg WL Sq Section	498.00	10.00	50.00	10.00	P-180(A)		
200103	RCC Pole - 8 Mtr Long- 115 Kg	520.00	125.00	500.00	125.00	P-175		
200003	PCC Pole - 8 Mtr Long- 140 Kg WL	500.00	0.00	0.00	0.00			
200004	PSC Pole - 8 Mtr Long- 200 Kg WL	500.00				P-178		

Showing 1 to 5 of 1,112 entries

- In order to track the details for the particular item then select/enter particular item/group details using Item/Group, Item Category and Item/Group Code-Name fields
- Essential Line Material: If the particular selected item/group is very essential then select this field as "Yes" or select as "No" as shown below

Numerical Ledger

Store *: Chamarajanagara Store
Item/Group: Items
Item Category: Line Supports (POLES)
Item/Group Code-Name: Enter Item Code/Item Name
Essential Line Material: Yes

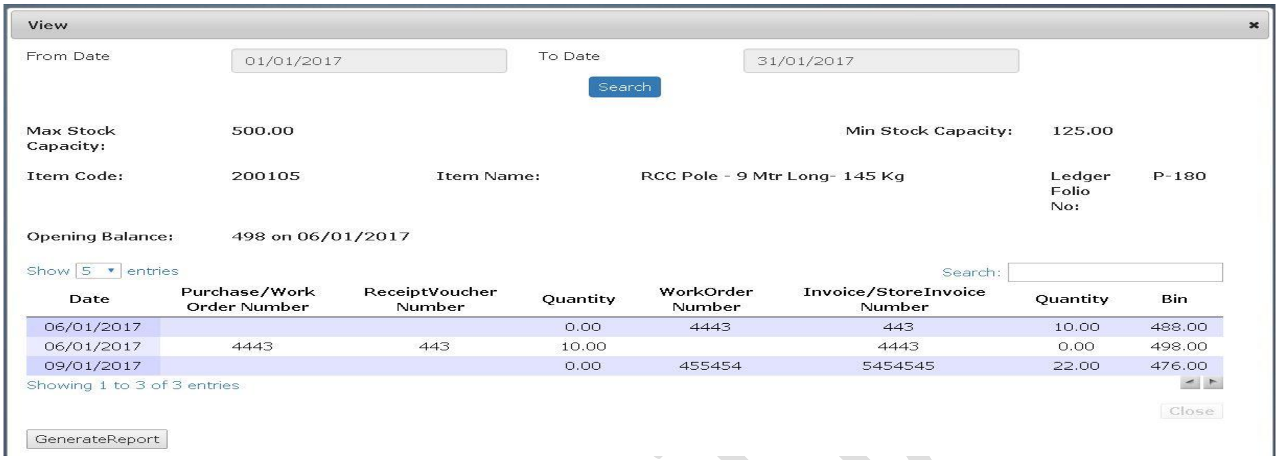
Load Reset

Show 5 entries Search:

Item Code	Item Name	Opening Balance	Min Stock Capacity	Max Stock Capacity	Reorder Level	Ledger Folio Number	Numerical Ledger	Account Ledger
200610	11Mtrs Long pole made of I Beam (MS) section size 175x85mm 19.5 Kg/ mtr	500.00	0.00	0.00	0.00			
200621	11Mtrs Long pole made of I Beam (MS) section size 200x100mm 25.9 Kg/mtr	500.00	0.00	0.00	0.00			
200514	Strut pole made of released MS Rail pole or Tubular pole along with clamp fish plate- bolts & nuts	500.00	0.00	0.00	0.00			
200010	11Mtrs Long PSC pole of working Load 365 Kg for intermediate poles only	500.00	0.00	0.00	0.00			
200107	RCC Pole - 9.5 Mtr Long- 350 Kg WL for 33kV Lines	500.00	0.00	0.00	0.00			

Showing 1 to 5 of 13 entries

- Precondition: Invoice should have been done; On clicking Numerical Ledger grid column view button(Eye Image) then particular view page will get opened along with all the details of the transacted item based on transaction date as shown below



View

From Date 01/01/2017 To Date 31/01/2017

Search

Max Stock Capacity: 500.00 Min Stock Capacity: 125.00

Item Code: 200105 Item Name: RCC Pole - 9 Mtr Long- 145 Kg Ledger Folio No: P-180

Opening Balance: 498 on 06/01/2017

Show 5 entries Search:

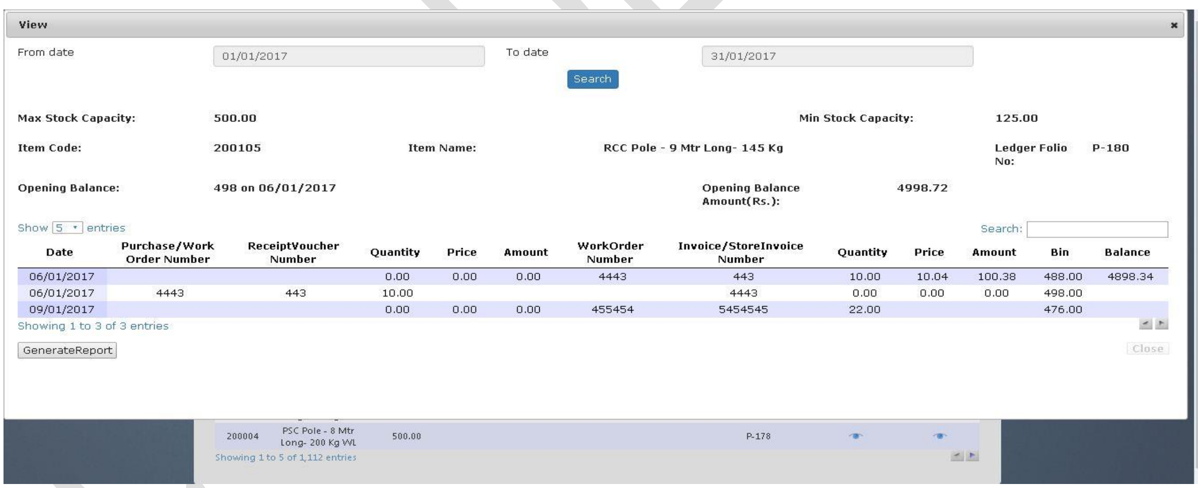
Date	Purchase/Work Order Number	ReceiptVoucher Number	Quantity	WorkOrder Number	Invoice/StoreInvoice Number	Quantity	Bin
06/01/2017			0.00	4443	443	10.00	488.00
06/01/2017	4443	443	10.00		4443	0.00	498.00
09/01/2017			0.00	455454	5454545	22.00	476.00

Showing 1 to 3 of 3 entries

Close

GenerateReport

- Generate Report: On clicking Generate Report then Stock Details in Store report will get generated
- Precondition: Invoice Accounting should have been done; On clicking Account Ledger grid column view button(Eye Image) then particular view page will get opened along with all the details of the transacted item based on transaction date as shown below



View

From date 01/01/2017 To date 31/01/2017

Search

Max Stock Capacity: 500.00 Min Stock Capacity: 125.00

Item Code: 200105 Item Name: RCC Pole - 9 Mtr Long- 145 Kg Ledger Folio No: P-180

Opening Balance: 498 on 06/01/2017 Opening Balance Amount(Rs.): 4998.72

Show 5 entries Search:

Date	Purchase/Work Order Number	ReceiptVoucher Number	Quantity	Price	Amount	WorkOrder Number	Invoice/StoreInvoice Number	Quantity	Price	Amount	Bin	Balance
06/01/2017			0.00	0.00	0.00	4443	443	10.00	10.04	100.38	488.00	4898.34
06/01/2017	4443	443	10.00				4443	0.00	0.00	0.00	498.00	
09/01/2017			0.00	0.00	0.00	455454	5454545	22.00			476.00	

Showing 1 to 3 of 3 entries

GenerateReport

Close

200004 PSC Pole - 8 Mtr Long- 200 Kg WL 500.00 P-178

Showing 1 to 5 of 1,112 entries

- From Date and To Date fields are provided to search for the particular transaction details based on the given date
- Generate Report: On clicking Generate Report then Pricing Ledger report will get generated

