

USER GUIDE

 **Microsoft Dynamics NAV**
CRUSHER/ASPHALT PRODUCTION



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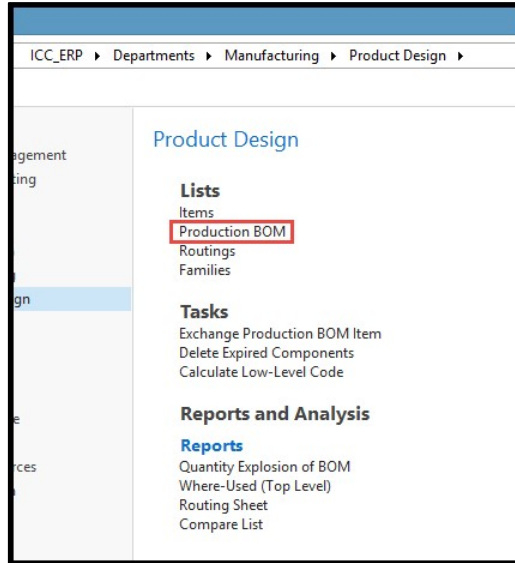
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1 Master Data

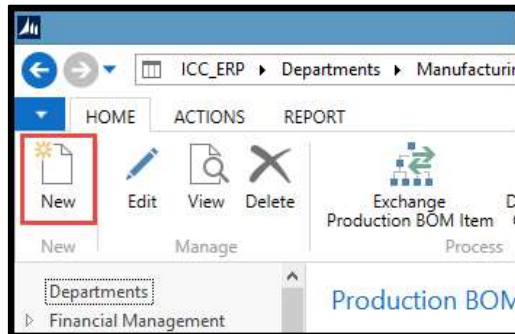
1.1 Production BOM

1.1.1 Creating Production BOM

1. Navigate to Departments/Manufacturing/Product Design/Production BOM.



2. Click “New” in the Ribbon.



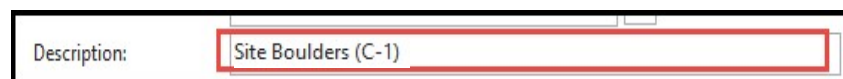
3. Select the Correct “No Series Code” by clicking the Assist Edit button.



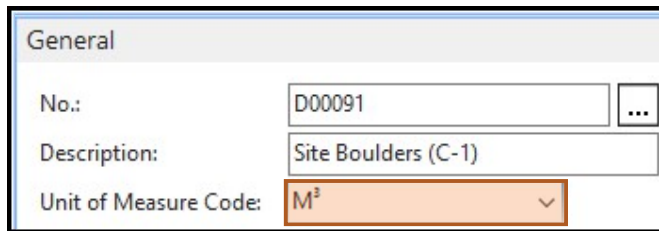
4. The “Production BOM No” will be automatically generated.



5. Type the “Description”.

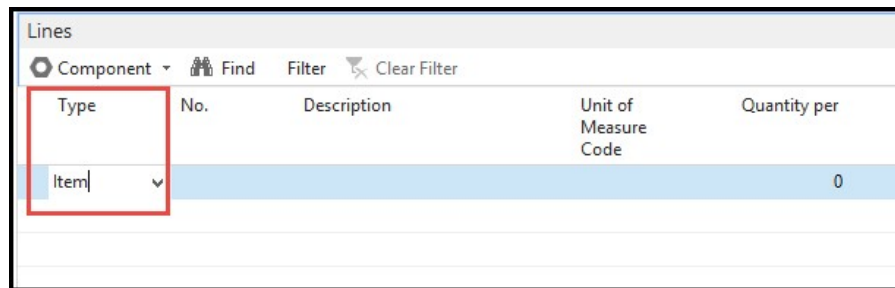


- Select the “Unit of Measure”.



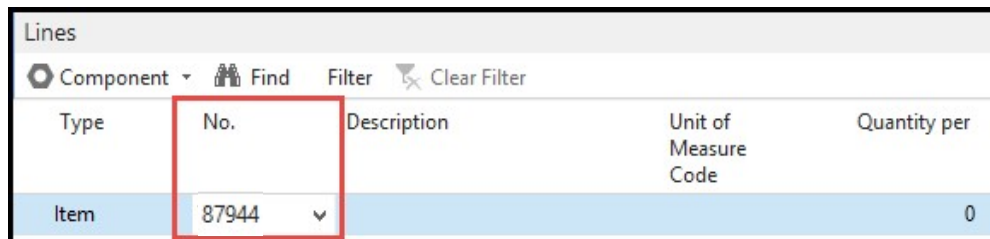
According to the above example, D00091 is the Production BOM which defines the components and their required quantities in order to produce 1 M³ of Site Boulders.

- Go to the “Lines” tab to define the components and their required quantities.
Select the “Type” as “Item”.



Type	No.	Description	Unit of Measure Code	Quantity per
Item				0

- In “No” field select the relevant item no.



Type	No.	Description	Unit of Measure Code	Quantity per
Item	87944			0

- The “Description” and the “Unit of Measure” will be automatically generated.
Change the Unit of Measure if required.

Type	No.	Description	Unit of Measure Code
Item	87944	Explosive	KG

10. Type the required quantity value in the “Quantity per” field.

No.: D00091
 Description: Site Boulders (C-1)
 Unit of Measure Code: M³
 Status: Under Development

Lines

Component Find Filter Clear Filter

Type	No.	Description	Unit of Measure Code	Quantity per
Item	70470	DIESEL	LTRS	1
Item	83818	DRILL BIT - 1/4"	NO	1
Item	87944	Explosive	KG	2

11. Go to the “General” tab and set the “status” to “Certified”.

General

No.: D00091
 Description: Site Boulders (C-1)
 Unit of Measure Code: M³
 Status: Certified

12. Click “OK” to close the Production BOM page.

1.1.2 Attaching a Production BOM to an Item Card.

1. Navigate to Departments/projects/Material Management/Material List.

Material Management

Lists

- Material List
- Vendors
- MRN
- Open MRNs
- Pending Approval - MRN
- Released MRN
- Rejected MRN
- Pending MRN List
- Completed MRN List
- Pending PRN List
- Completed PRN List
- PRN in RFQ State
- Purchase RFQ
- Purchase Quotes
- Purchase Orders
- Purchase Invoices

2. Select the relevant item.

Material List

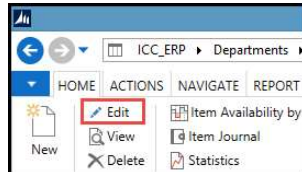
Show results:

Where No. is d00091

+ Add Filter

No. 2	Description	Su...	As...	Productio...	Routing ...	Base Unit ...	Cost...	Unit Cost	Unit Price	Vendor No.	Search De...
GAGGTBO...	SITE BOULDERS - (C-1)	No	No			MT	<input checked="" type="checkbox"/>	0.00	0.00		SITE BOUL...

3. Click “Edit” on the Ribbon.



4. Go to the “Replenishment” tab of the Item Card.

Replenishment

Replenishment System: Purchase

Lead Time Calculation:

Purchase

Vendor No.:

Vendor Item No.:

Purch. Unit of Measure: MT

Production

Manufacturing Policy: Make-to-Stock

Routing No.:

Routing Name:

Production BOM No.:

ActiveVersion:

Rounding Precision: 1

Flushing Method: Manual

Scrap %: 0

Lot Size: 0

Assembly

Assembly Policy: Assemble-to-Stock

5. On the “Production BOM No.” field, select the relevant Production BOM.

Production

Manufacturing Policy: Make-to-Stock

Routing No.:

Routing Name:

Production BOM No.: D00091

ActiveVersion:

Rounding Precision: 1

Flushing Method: Manual

Scrap %: 0

Lot Size: 0

Assembly

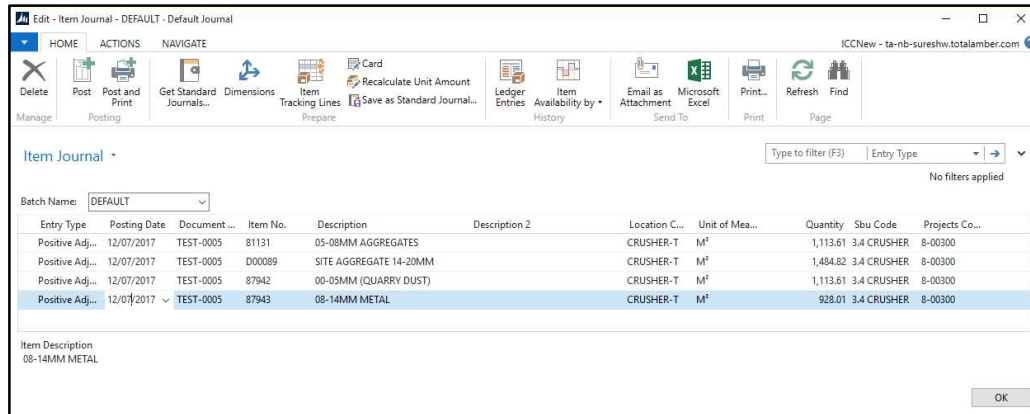
Assembly Policy: Assemble-to-Stock

6. Click “OK” to close the Item Card page.

1.2 Creating the Standard Journal (Productions Norms)

1. Navigate to Departments -> Warehouse -> Item Journal

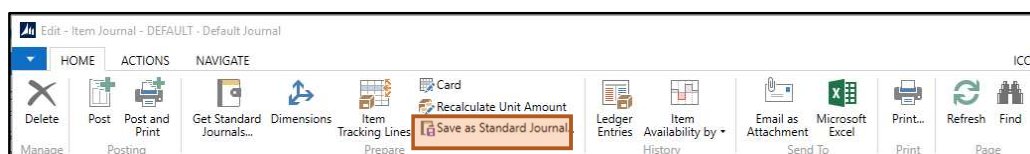
Enter the data as shown

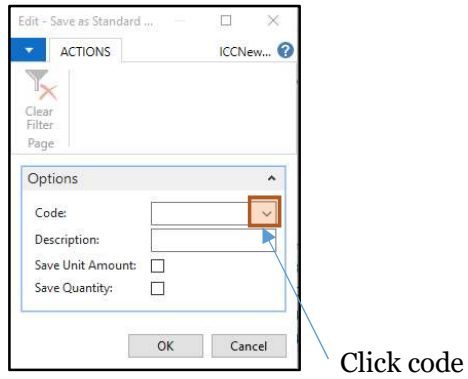


Entry Type	Posting Date	Document No.	Item No.	Description	Description 2	Location Code	Unit of Measure	Quantity	Sbu Code	Projects Code
Positive Adj...	12/07/2017	TEST-0005	81131	05-08MM AGGREGATES		CRUSHER-T	M ³	1,113.61	3.4 CRUSHER	8-00300
Positive Adj...	12/07/2017	TEST-0005	D00089	SITE AGGREGATE 14-20MM		CRUSHER-T	M ³	1,484.82	3.4 CRUSHER	8-00300
Positive Adj...	12/07/2017	TEST-0005	87942	00-05MM (QUARRY DUST)		CRUSHER-T	M ³	1,113.61	3.4 CRUSHER	8-00300
Positive Adj...	12/07/2017	TEST-0005	87943	08-14MM METAL		CRUSHER-T	M ³	928.01	3.4 CRUSHER	8-00300

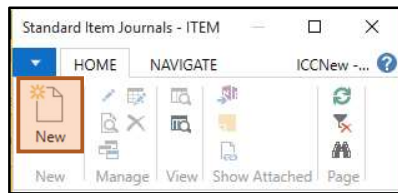
<i>Posting Date</i>	<i>Posting Date of the output and consumptions.</i>
<i>Entry Type</i>	<i>Entry type should be Positive Adjmt. for outputs and Negative Adjmt. For consumptions.</i>
<i>Document No.</i>	<i>Document No. will be automatically populated.</i>
<i>Item No.</i>	<i>Output or consumption Item code.</i>
<i>Description</i>	<i>Output or consumption Item description.</i>
<i>Location Code</i>	<i>Output or consumption inventory location.</i>
<i>Quantity</i>	<i>Output or consumption qty.</i>
<i>Unit of Measure Code</i>	<i>Output or consumption item's Base Unit of Measure.</i>
<i>Unit Cost</i>	<i>Unit cost is automatically picked from the system (Standard/FIFO/LIFO... basis). Adjust the Unit cost as Required.</i>
<i>Amount</i>	<i>Line amount = Unit Cost x Qty.</i>
<i>SBU code</i>	<i>Select the relevant Sbu code</i>
<i>Project Code</i>	<i>Select the relevant Project code</i>

2. Click **Save as Standard Journal**

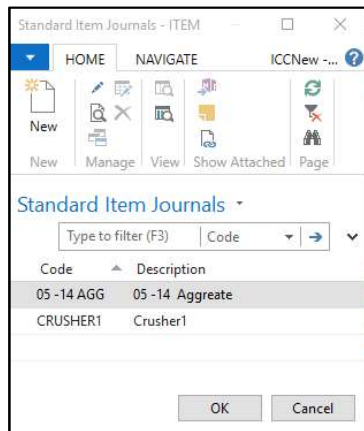




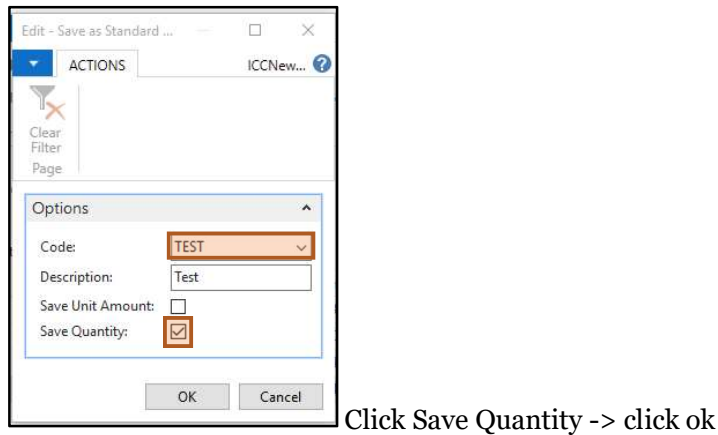
3. Click New



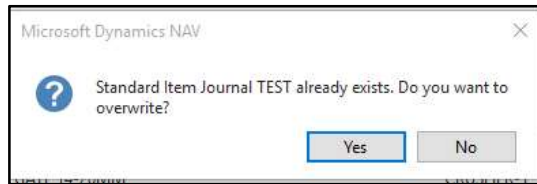
Enter a Code and a Description (as Shown)



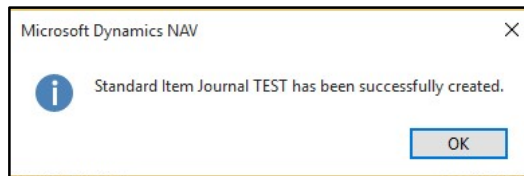
4. Select the required Code -> Click OK



5. Click Yes to Confirm the message

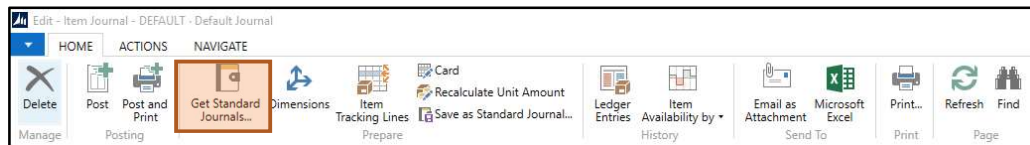


6. Upon creating the standard journal Confirmation message will be shown

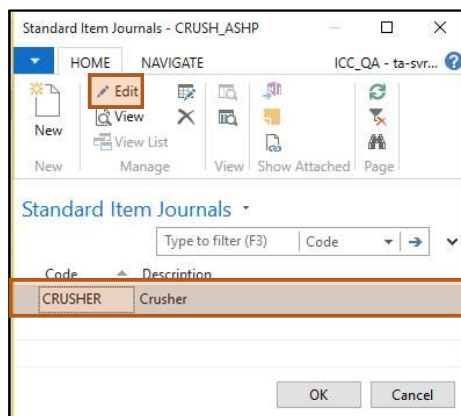


7. Update the Standard journal with Production Percentage

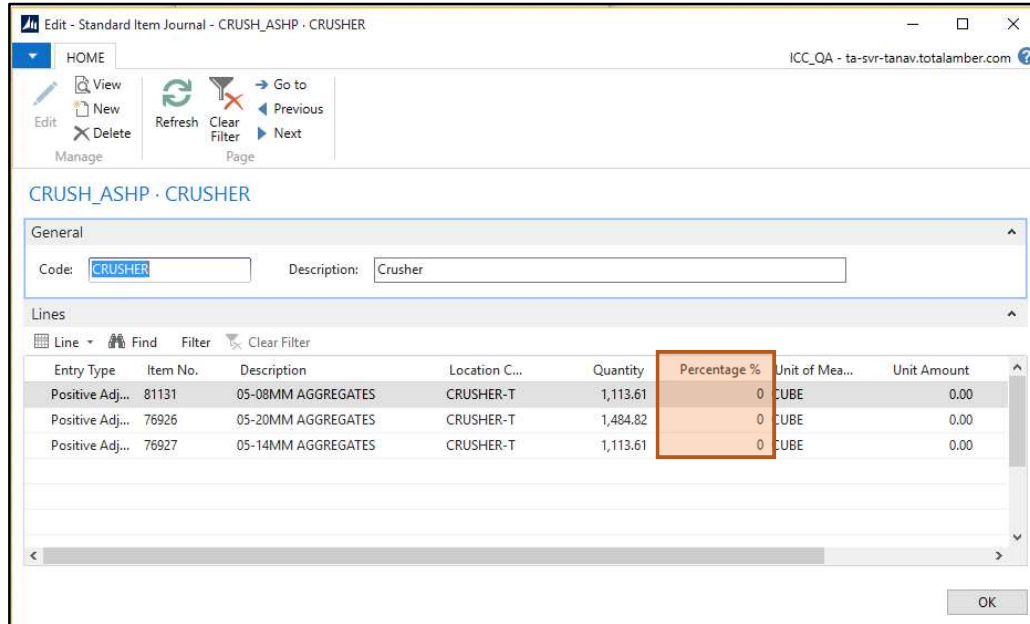
Click -> **Get Standard journal**



Select the Relevant Template -> Click Edit



Enter the Required “Percentage %” each line wise



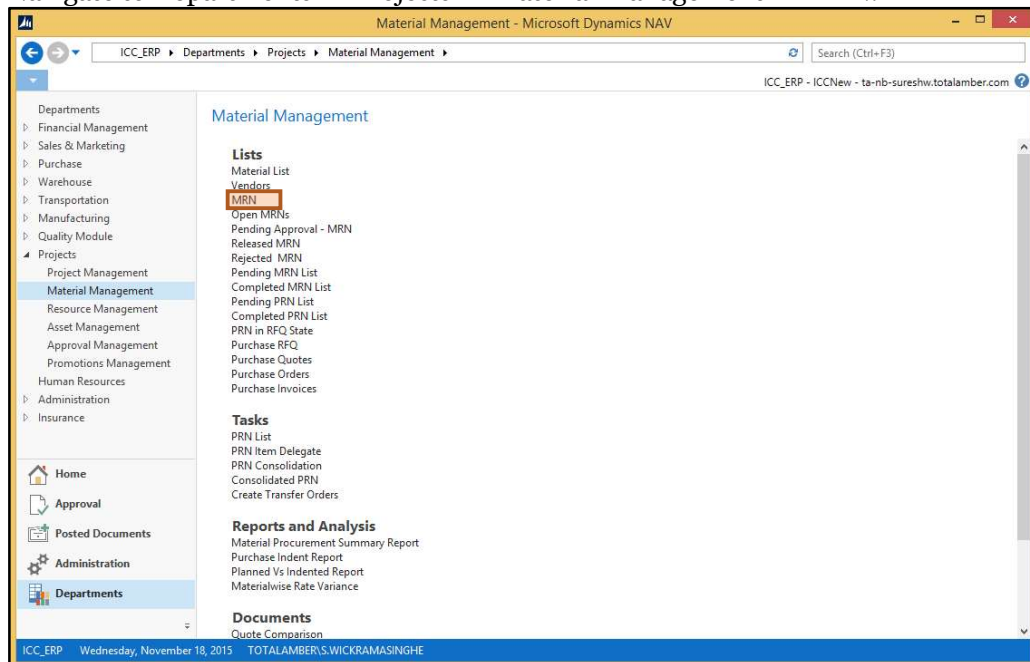
Note: - Entered Percentage need to be equal to 100 in the open template.

2 Internal Purchase Process

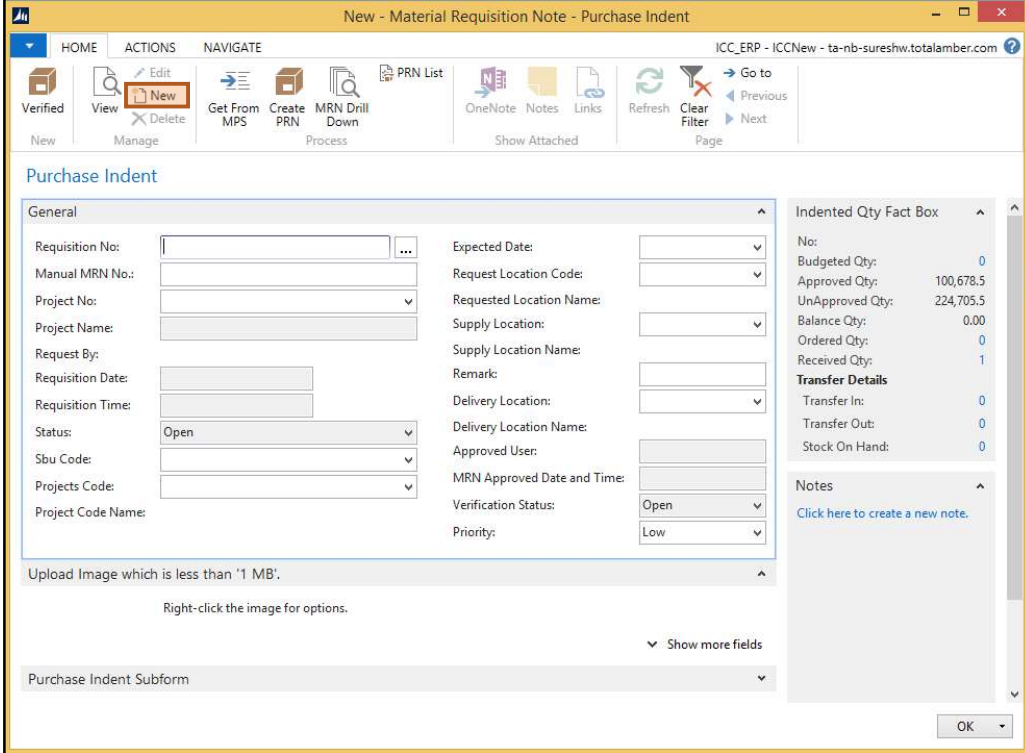
2.1 Through MRN

2.1.1 Create MRN

1. Navigate to Departments -> Projects -> Material Management -> MRN.



2. Click "New"

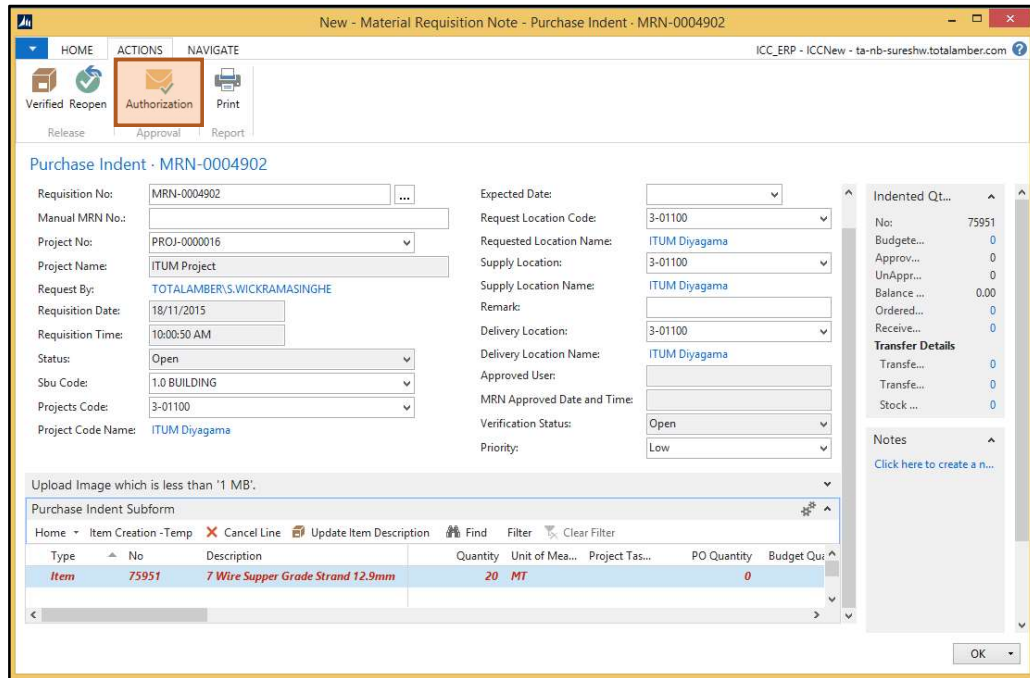


- Select the Following Fields (Mandatory Fields in the MRN)

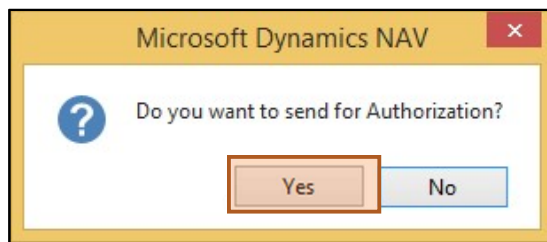
1. Project No
2. Request Location Code
3. Supply Location
4. Delivery Location
5. SBU Code
6. Projects Code
7. Item No
8. Quantity

2.1.2 Sending MRN for Approval

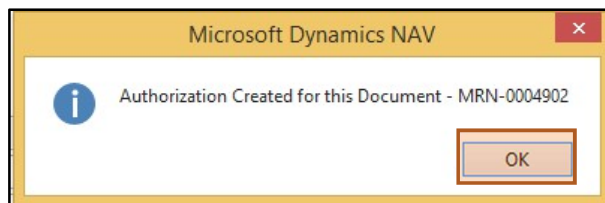
1. After inserting the item description line, the document should be sent for approval. Click "Authorization" in Actions ribbon bar.



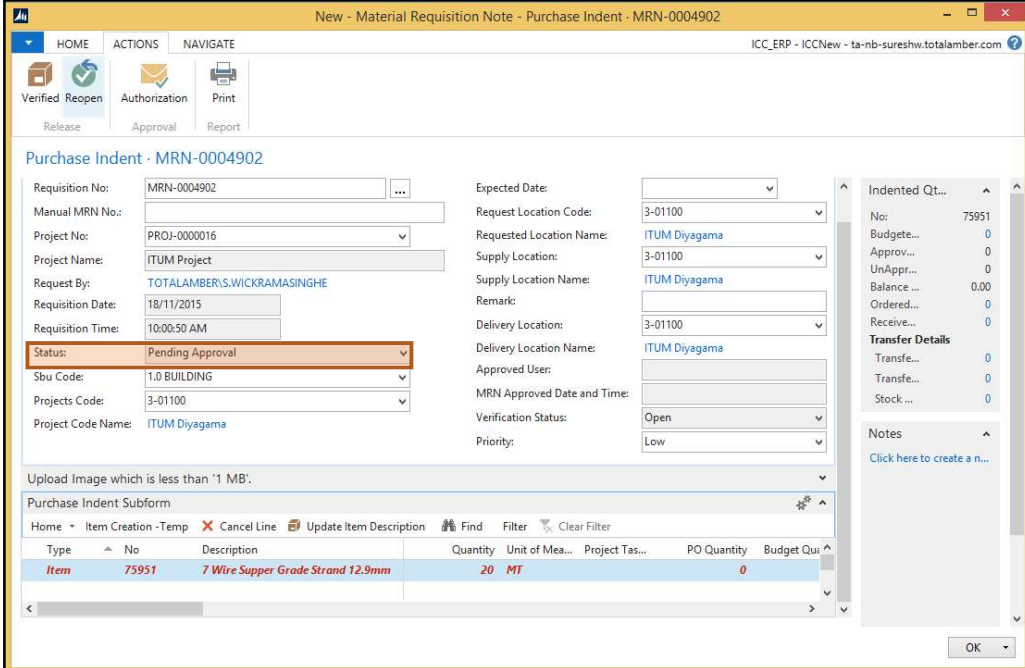
2. Click “Yes” in the confirmation message.



3. A Confirmation message will be displayed after creating the approval entries.

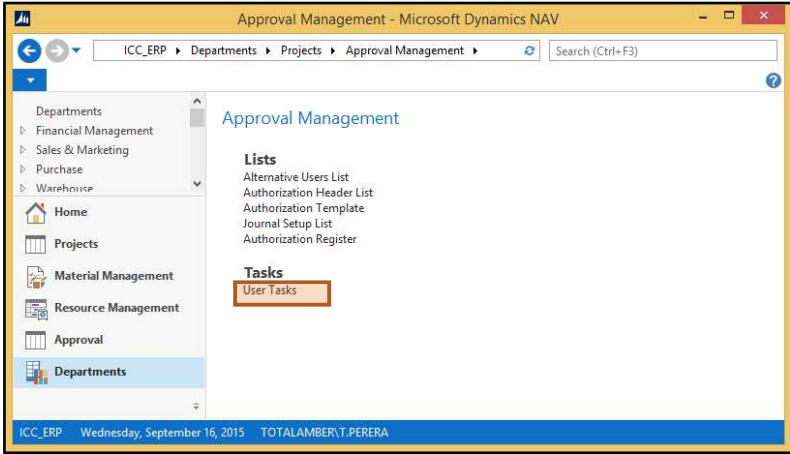


4. Status of the document will be changed to “Pending Approval”.

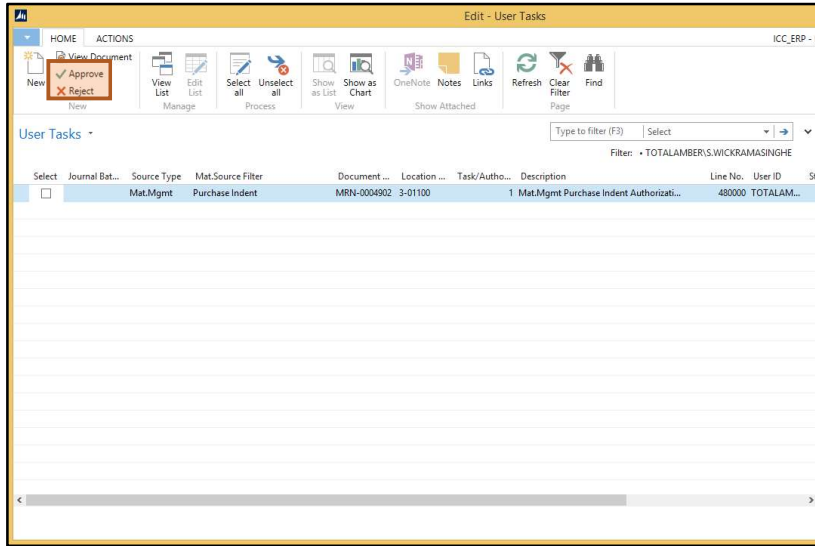


2.1.3 Approving MRN

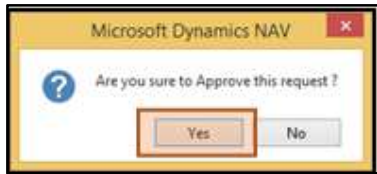
1. Navigate to Departments -> Projects -> Approval Management -> User tasks to view the approval request entry. Only the entries open for the logged in user will be displayed.



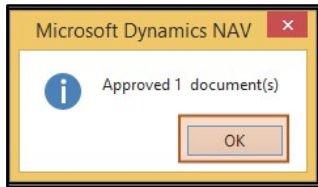
2. Authorized users can “Approve” or “Reject” the orders.



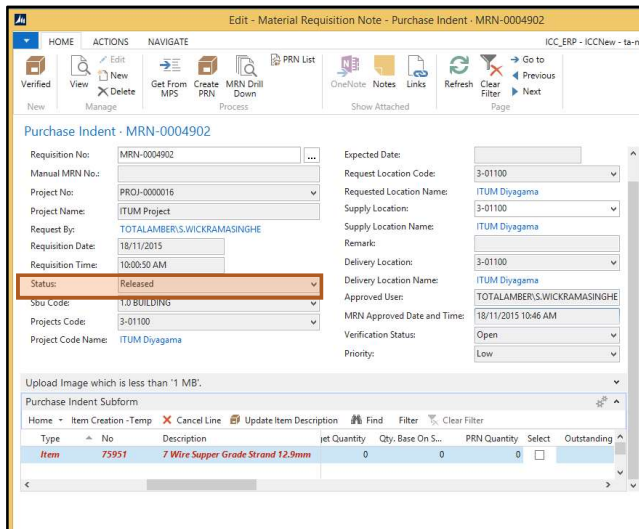
3. Click “Yes” for confirmation message.



4. Confirmation of the approval will be displayed. Click “Ok”.

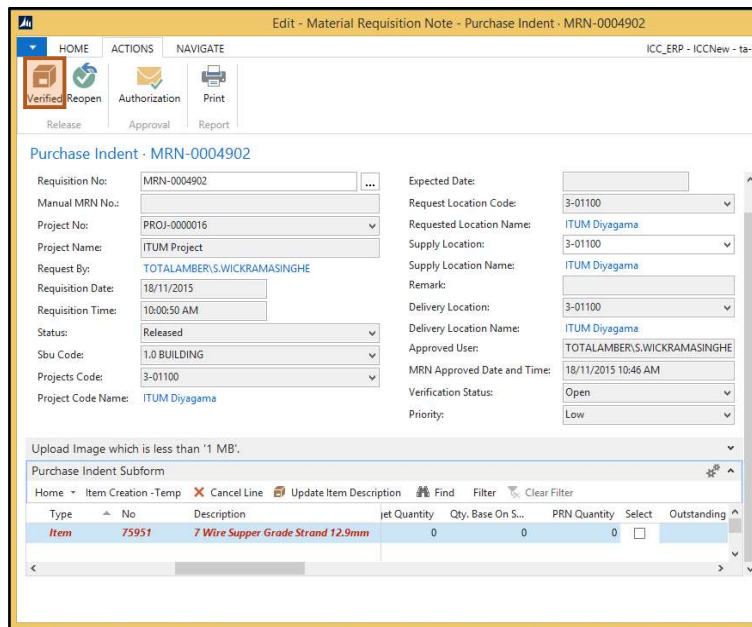


5. The status of the MRN will be changed to “Released”.



2.1.4 Verifying the MRN

1. Click “Verified” in the Actions Tab of the ribbon bar. Only the Authorized Person has the Permission to Verify the MRN.



Microsoft Dynamics NAV - Edit - Material Requisition Note - Purchase Indent - MRN-0004902

HOME ACTIONS NAVIGATE

Verified Reopen Authorization Print

Release Approval Report

Purchase Indent - MRN-0004902

Requestion No: MRN-0004902 Expected Date: []

Manual MRN No: [] Request Location Code: 3-01100

Project No: PROJ-0000016 Requested Location Name: ITUM Diyagama

Project Name: ITUM Project Supply Location: 3-01100

Request By: TOTALAMBER,S.WICKRAMASINGHE Supply Location Name: ITUM Diyagama

Requestion Date: 18/11/2015 Remark: []

Requestion Time: 10:00:50 AM Delivery Location: 3-01100

Status: Released Delivery Location Name: ITUM Diyagama

Sbu Code: 1.0 BUILDING Approved User: TOTALAMBER,S.WICKRAMASINGHE

Projects Code: 3-01100 MRN Approved Date and Time: 18/11/2015 10:46 AM

Project Code Name: ITUM Diyagama Verification Status: Open

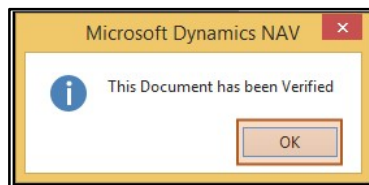
Priority: Low

Upload Image which is less than '1 MB': []

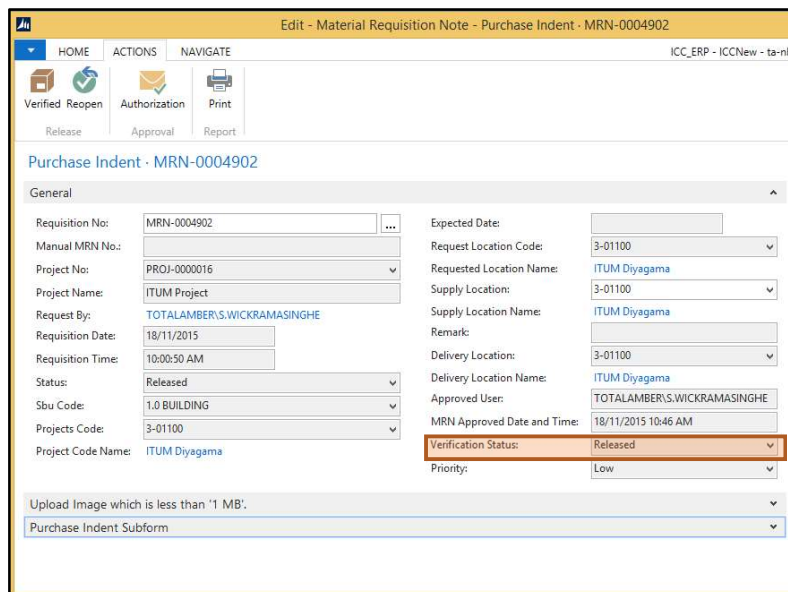
Purchase Indent Subform

Type	No	Description	Item Quantity	Qty. Base On S...	PRN Quantity	Select	Outstanding
Item	75951	7 Wire Supper Grade Strand 12.9mm	0	0	0	<input type="checkbox"/>	

2. The Document will be verified.



3. Verification status will be changed to “Released” from “Open”.



Microsoft Dynamics NAV - Edit - Material Requisition Note - Purchase Indent - MRN-0004902

HOME ACTIONS NAVIGATE

Verified Reopen Authorization Print

Release Approval Report

Purchase Indent - MRN-0004902

General

Requestion No: MRN-0004902 Expected Date: []

Manual MRN No: [] Request Location Code: 3-01100

Project No: PROJ-0000016 Requested Location Name: ITUM Diyagama

Project Name: ITUM Project Supply Location: 3-01100

Request By: TOTALAMBER,S.WICKRAMASINGHE Supply Location Name: ITUM Diyagama

Requestion Date: 18/11/2015 Remark: []

Requestion Time: 10:00:50 AM Delivery Location: 3-01100

Status: Released Delivery Location Name: ITUM Diyagama

Sbu Code: 1.0 BUILDING Approved User: TOTALAMBER,S.WICKRAMASINGHE

Projects Code: 3-01100 MRN Approved Date and Time: 18/11/2015 10:46 AM

Project Code Name: ITUM Diyagama Verification Status: Released

Priority: Low

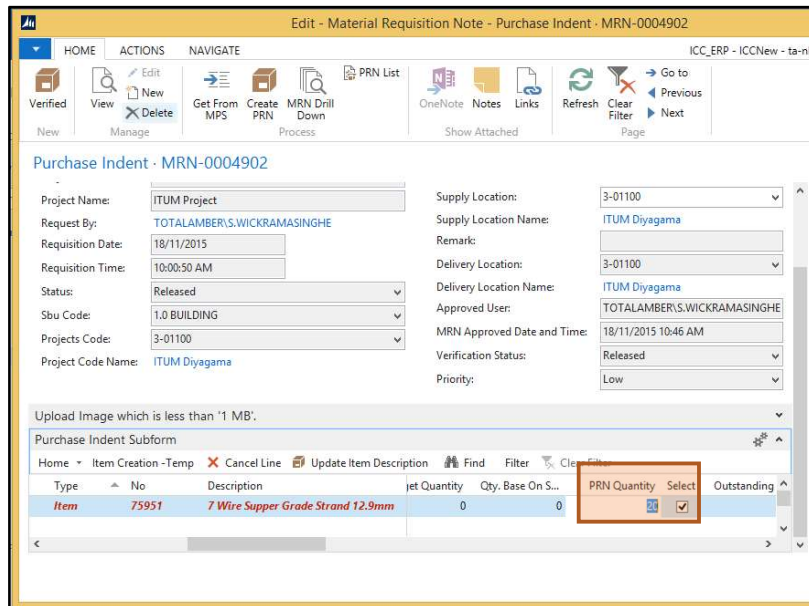
Upload Image which is less than '1 MB': []

Purchase Indent Subform

2.1.5 Creating Purchase Requisition Note (PRN)

1. Type the Qty Needed to Create a “PRN”

Select the lines that should be transferred to “PRN”.



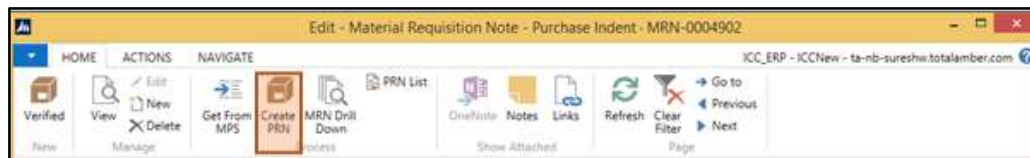
Microsoft Dynamics NAV window: Edit - Material Requisition Note - Purchase Indent - MRN-0004902

Project Name: ITUM Project
 Request By: TOTALAMBER.S.WICKRAMASINGHE
 Requisition Date: 18/11/2015
 Requisition Time: 10:00:50 AM
 Status: Released
 Sbu Code: 1.0 BUILDING
 Projects Code: 3-01100
 Project Code Name: ITUM Diyagama

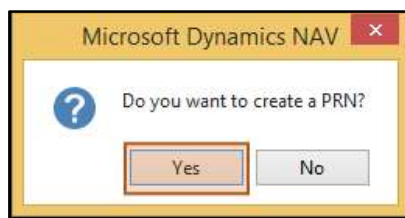
Supply Location: 3-01100
 Supply Location Name: ITUM Diyagama
 Remark:
 Delivery Location: 3-01100
 Delivery Location Name: ITUM Diyagama
 Approved User: TOTALAMBER.S.WICKRAMASINGHE
 MRN Approved Date and Time: 18/11/2015 10:46 AM
 Verification Status: Released
 Priority: Low

Type	No	Description	Item Quantity	Qty. Base On S...	PRN Quantity	Select	Outstanding
Item	75951	7 Wire Supper Grade Strand 12.9mm	0	0	0	<input checked="" type="checkbox"/>	

2. Click “Create PRN” in the Ribbon Bar.



3. Confirmation message will be displayed.

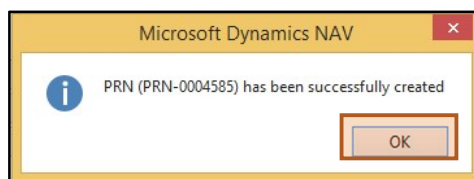


Microsoft Dynamics NAV

Do you want to create a PRN?

Yes No

4. Verification message after creating the PRN will be displayed.



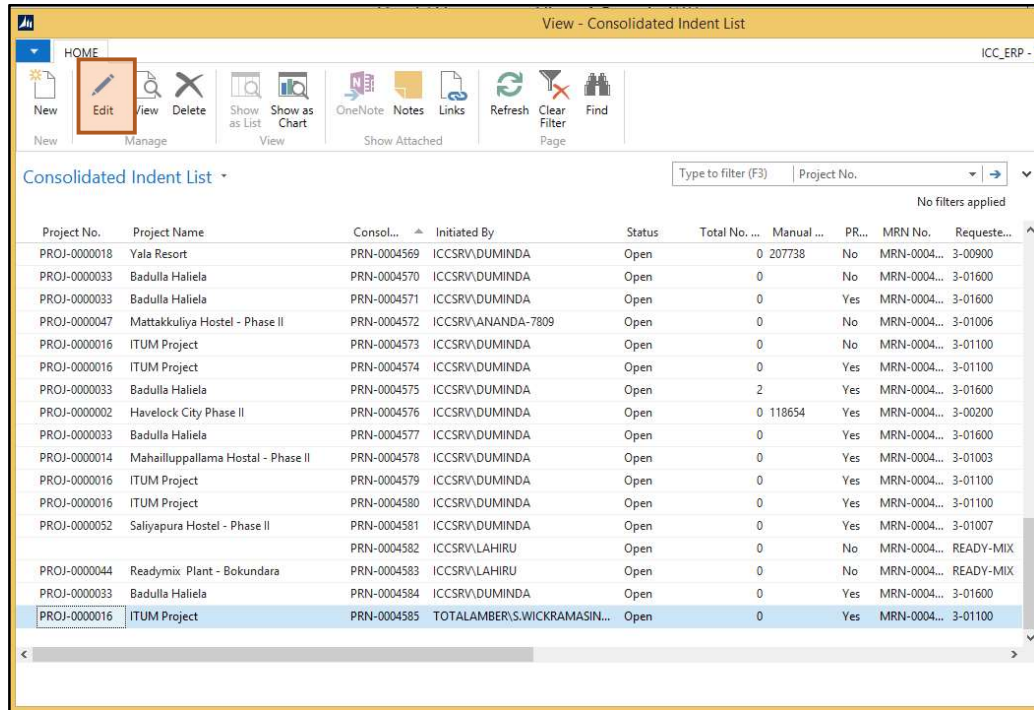
Microsoft Dynamics NAV

PRN (PRN-0004585) has been successfully created

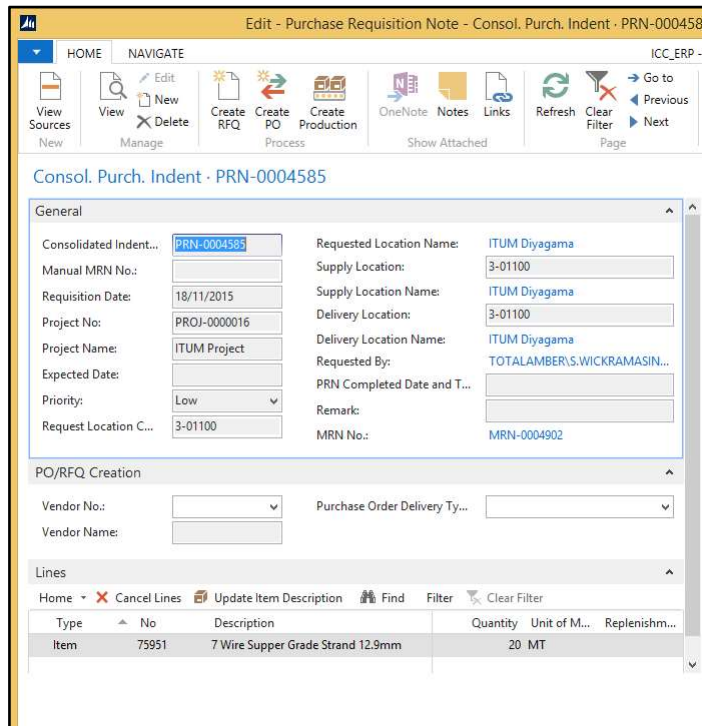
OK

2.1.6 Creating Request for Quotes (RFQ) through PRN

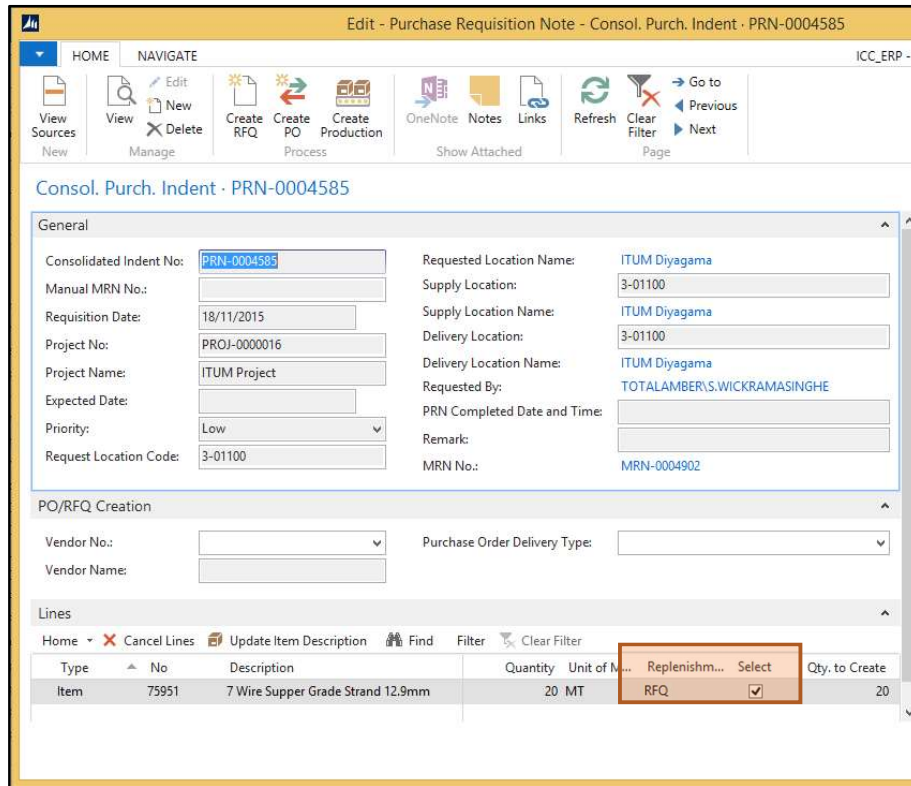
1. Navigate to Departments -> Projects -> Material Management-> PRN list and select the relevant PRN.



2. Click "Edit" or double click the selected line.



3. Select the line(s) to create RFQ and select the Replenishment Type as “RFQ”.



Consol. Purch. Indent · PRN-0004585

General

Consolidated Indent No.: PRN-0004585 Requested Location Name: ITUM Diyagama
 Manual MRN No.: Supply Location: 3-01100
 Requisition Date: 18/11/2015 Supply Location Name: ITUM Diyagama
 Project No.: PROJ-0000016 Delivery Location: 3-01100
 Project Name: ITUM Project Delivery Location Name: ITUM Diyagama
 Expected Date: Requested By: TOTALAMBER'S.WICKRAMASINGHE
 Priority: Low PRN Completed Date and Time:
 Request Location Code: 3-01100 Remark:
 MRN No.: MRN-0004902

PO/RFQ Creation

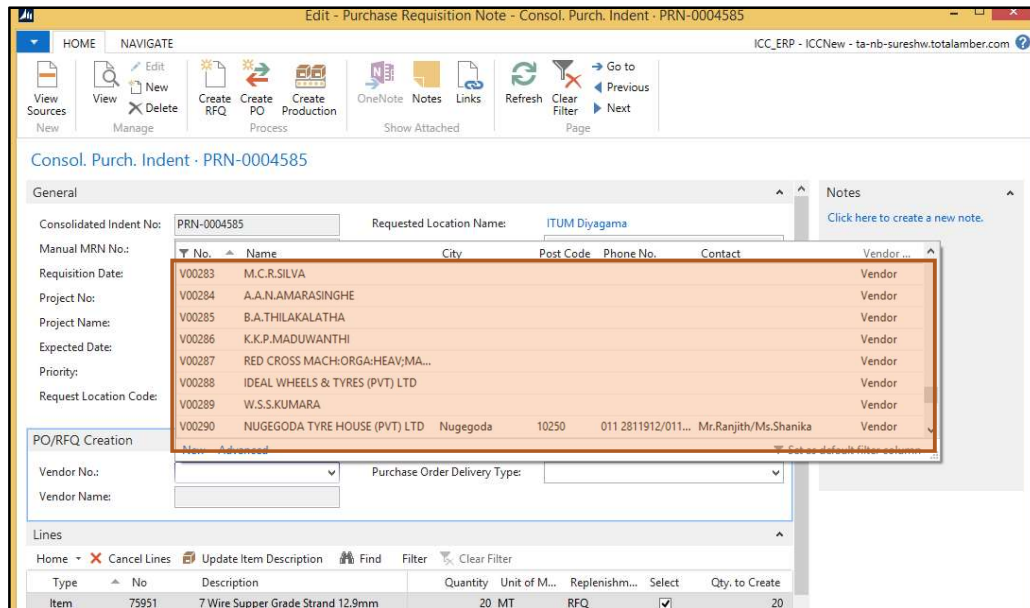
Vendor No.: Purchase Order Delivery Type:
 Vendor Name:

Lines

Type	No	Description	Quantity	Unit of M...	Replenishm...	Select	Qty. to Create
Item	75951	7 Wire Supper Grade Strand 12.9mm	20	MT	RFQ	<input checked="" type="checkbox"/>	20

4. Select the vendor for the RFQ.

Note: Users can create multiple RFQs for different vendors.



Consol. Purch. Indent · PRN-0004585

General

Consolidated Indent No.: PRN-0004585 Requested Location Name: ITUM Diyagama
 Manual MRN No.:
 Requisition Date:
 Project No.:
 Project Name:
 Expected Date:
 Priority:
 Request Location Code:

Notes

Click here to create a new note.

No.	Name	City	Post Code	Phone No.	Contact	Vendor ...
V00283	M.C.R.SILVA					Vendor
V00284	A.A.N.AMARASINGHE					Vendor
V00285	B.A.THILAKALATHA					Vendor
V00286	K.K.P.MADUWANTHI					Vendor
V00287	RED CROSS MACH:ORGA:HEAV;MA...					Vendor
V00288	IDEAL WHEELS & TYRES (PVT) LTD					Vendor
V00289	W.S.S.KUMARA					Vendor
V00290	NUGEGODA TYRE HOUSE (PVT) LTD	Nugegoda	10250	011 2811912/011...	Mr.Ranjith/Ms.Shanika	Vendor

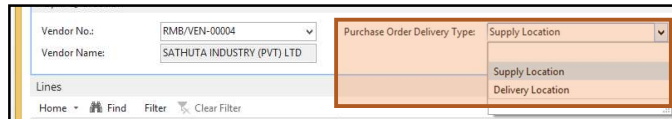
PO/RFQ Creation

Vendor No.: Purchase Order Delivery Type:
 Vendor Name:

Lines

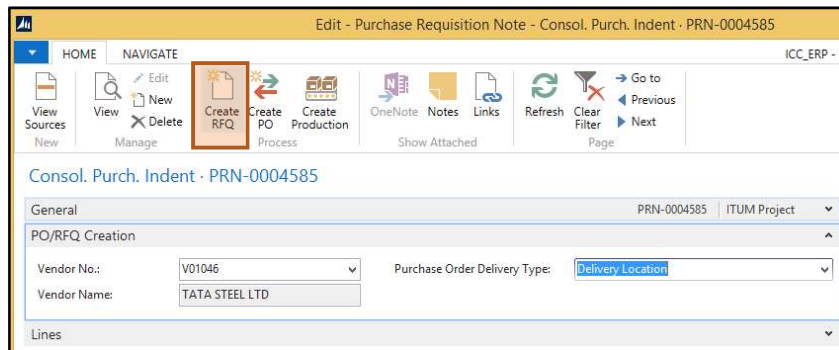
Type	No	Description	Quantity	Unit of M...	Replenishm...	Select	Qty. to Create
Item	75951	7 Wire Supper Grade Strand 12.9mm	20	MT	RFQ	<input checked="" type="checkbox"/>	20

- Select the Purchase Order Delivery Type as “Delivery Location” or “Supply Location”.
(Based on Inventory Process)

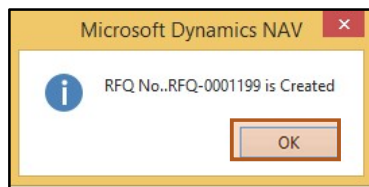


- Click “Create RFQ” in Ribbon Bar.

- Note: If RFQs are not required, a direct purchase order can be created by clicking “Create PO” located in the Ribbon Bar.*

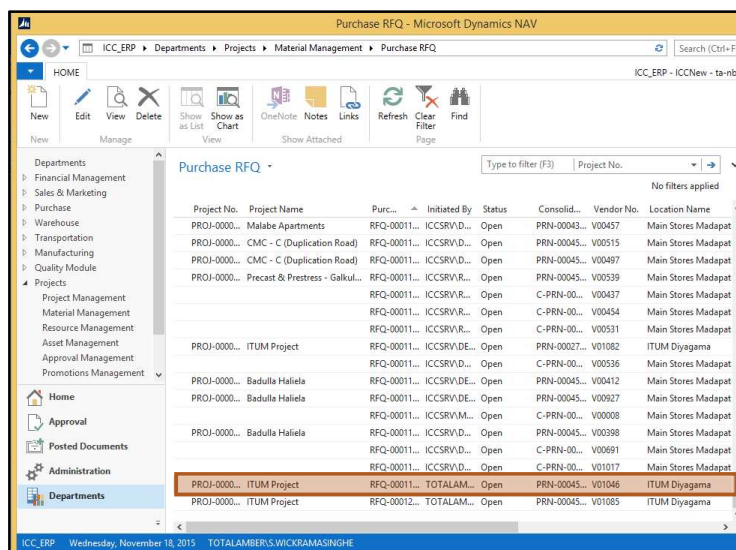


- Verification message will be displayed with the RFQ number created in the system.

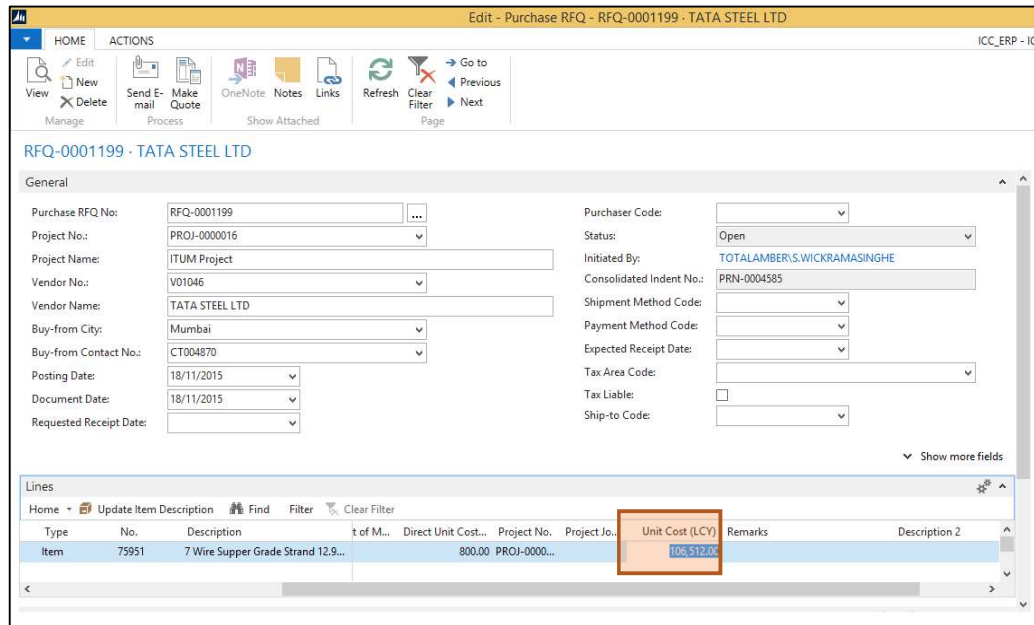


2.1.7 Entering quoted prices from vendors

- Navigate to purchase RFQs through Departments -> Projects -> Material Management -> Purchase RFQ.



- Open each purchase RFQ and insert the price quoted.



RFQ-0001199 - TATA STEEL LTD

General

Purchase RFQ No.: RFQ-0001199
 Project No.: PROJ-0000016
 Project Name: ITUM Project
 Vendor No.: V01046
 Vendor Name: TATA STEEL LTD
 Buy-from City: Mumbai
 Buy-from Contact No.: CT004870
 Posting Date: 18/11/2015
 Document Date: 18/11/2015
 Requested Receipt Date:

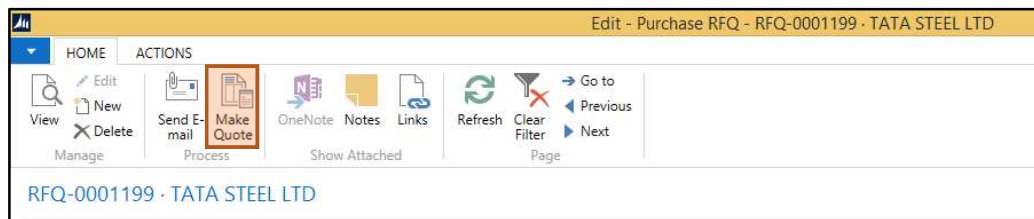
Purchaser Code:
 Status: Open
 Initiated By: TOTALAMBER,S.WICKRAMASINGHE
 Consolidated Indent No.: PRN-0004585
 Shipment Method Code:
 Payment Method Code:
 Expected Receipt Date:
 Tax Area Code:
 Tax Liabile:
 Ship-to Code:

Lines

Type	No.	Description	t of M...	Direct Unit Cost...	Project No.	Project Jo.	Unit Cost (LCY)	Remarks	Description 2
Item	75951	7 Wire Supper Grade Strand 12.9...		800.00	PROJ-0000...		106,512.00		

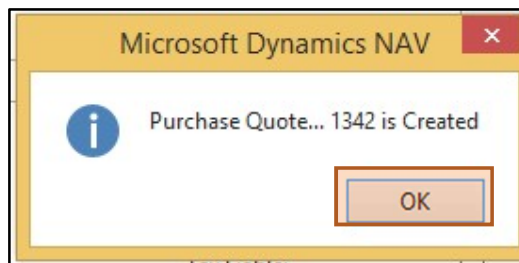
2.1.8 Converting RFQ to Purchase Quote

- Navigate to Purchase RFQs created against a PRN and Click “Make Quote” in the Ribbon Bar. Continue this step for the number of quotes to be created.



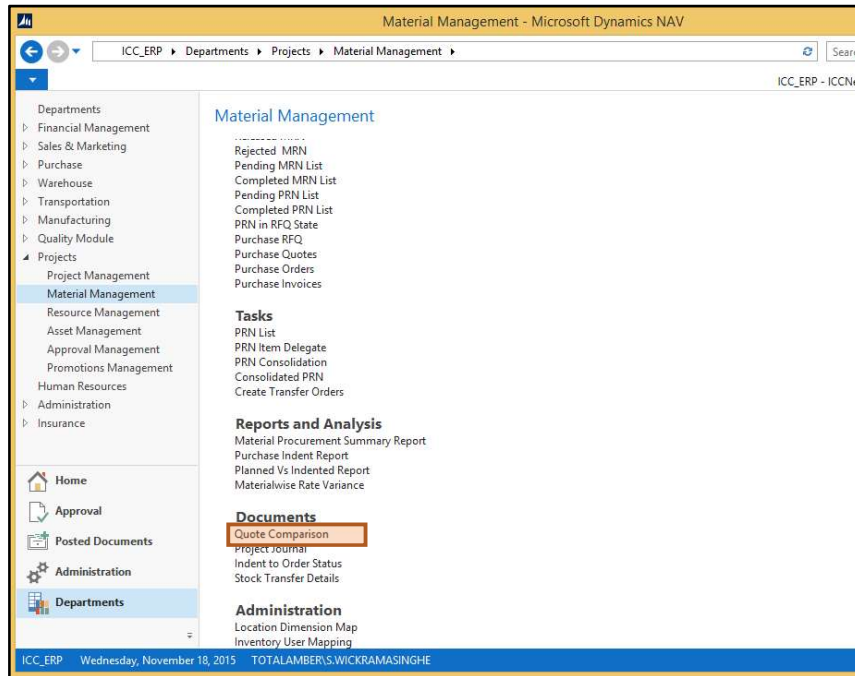
RFQ-0001199 - TATA STEEL LTD

- Verification message will be created with a new quote number assigned.

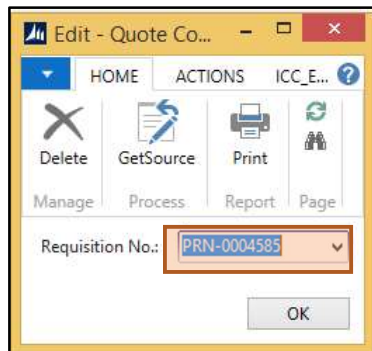


2.1.9 Comparing Purchase Quotes

- Navigate to “Departments -> Projects -> Material Management -> Document -> Quote Comparison.



2. Select the PRN number from the selection page and click “Get Source” in the Ribbon bar.

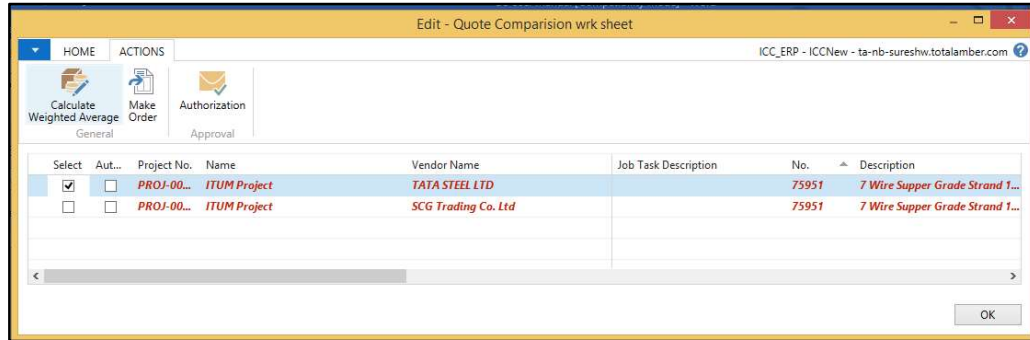


3. A summary of the quotes will be displayed.

Select	Aut.	Project No.	Name	Vendor Name	Jo.	Description	Quantity	Unit of Mea.	Direct Unit Cost...	Key Estimate
<input type="checkbox"/>	<input type="checkbox"/>	PROJ-00...	ITUM Project	TATA STEEL LTD	5951	7 Wire Supper Grade Strand 1...	20	Metric Ton	800.00	0
<input type="checkbox"/>	<input type="checkbox"/>	PROJ-00...	ITUM Project	SCG Trading Co. Ltd	5951	7 Wire Supper Grade Strand 1...	20	Metric Ton	635.00	0

2.1.10 Selecting Items to be purchased through “Quote Comparison wrk sheet”.

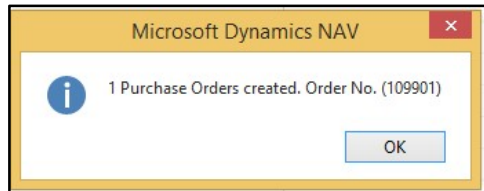
1. Navigate to the “Quote Comparison wrk sheet” and select the quote that needs to be converted to a purchase order.



2. Click “Make Order” in the Ribbon Bar.



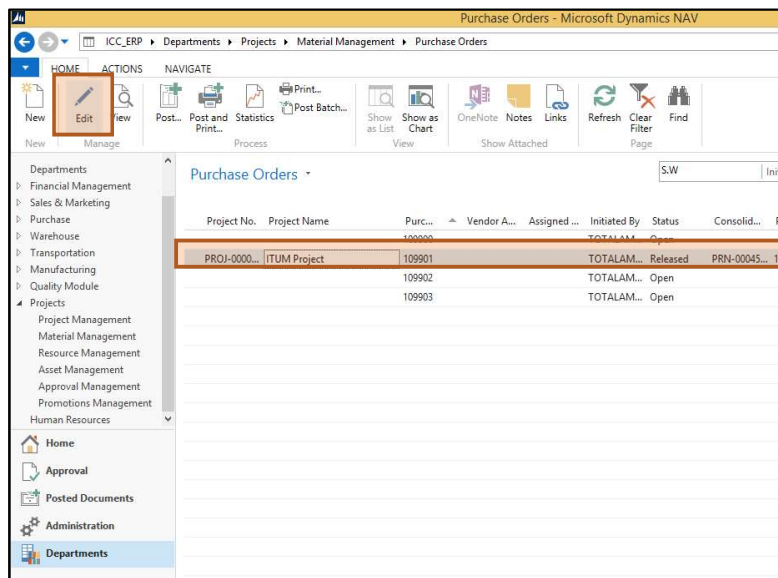
3. Verification message will be created with a new Purchase Order number assigned



2.1.11 Update the Dimension for Purchase Order

1. Navigate to Departments -> Projects -> Material Management -> Purchase Orders

Select the Relevant Purchase Order -> Edit



2. Need to Select the Dimension

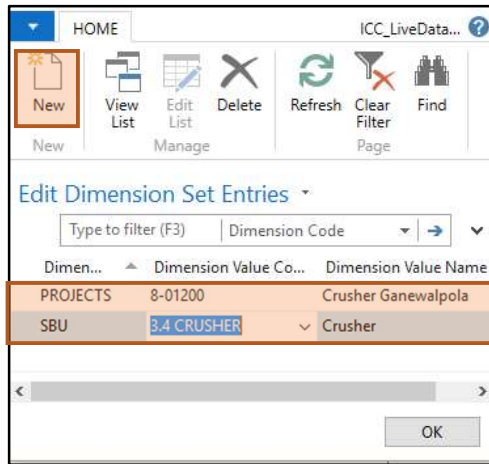
Go to Navigate Tab in the Ribbon



Click New

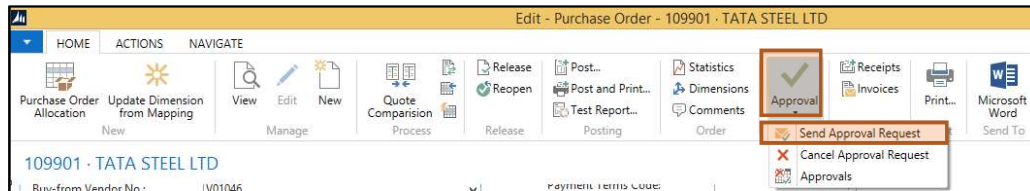
Select the Relevant SBU Code

Project Code

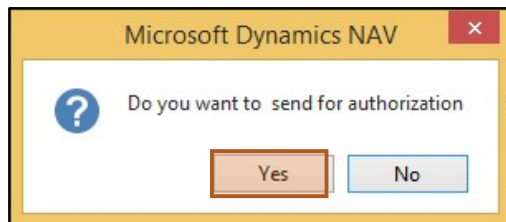


2.1.12 Sending Purchase Order for Approval

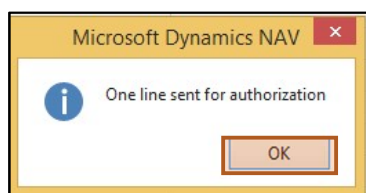
1. After the Purchase Order is created, the document should be sent for approval. Click “Send Approval Request” in the Home Tab of the Ribbon



2. Click “Yes” for confirmation message.

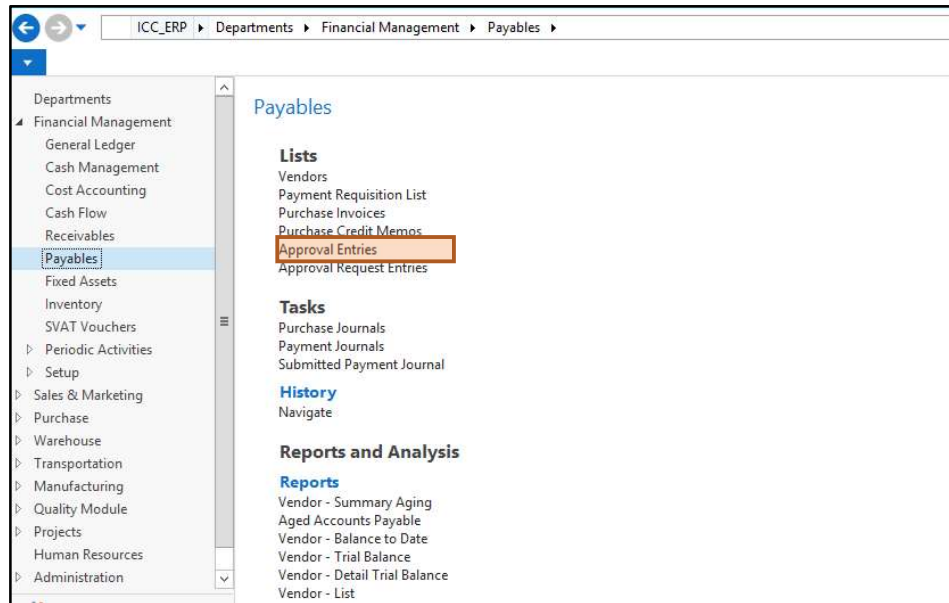


3. Confirmation message will be displayed after creating the approval entries.

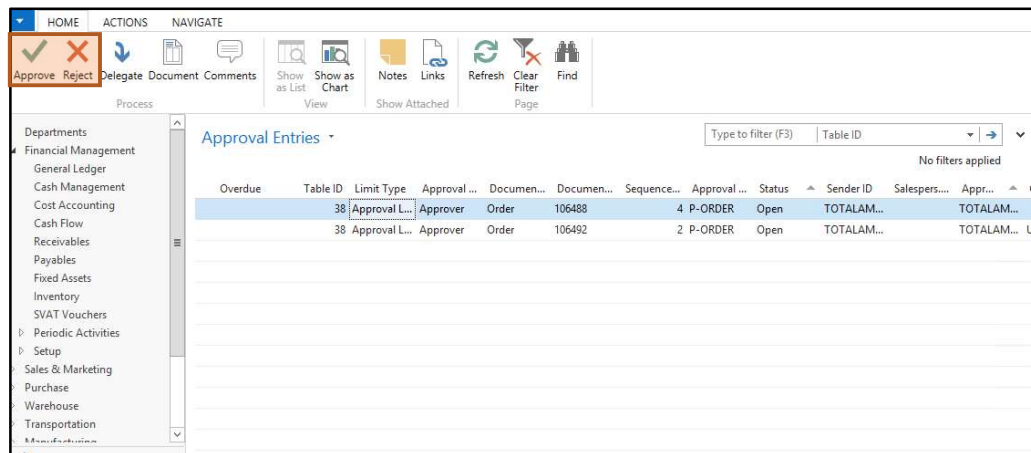


2.1.13 Approving the purchase Order

1. Navigate to Departments -> Departments -> Financial Management -> Payables -> Approval Entries to view the approval request entry. Only the entries open for the logged in user will be displayed.



2. Authorized users can “Approve” or “Reject” the Approval Requests.

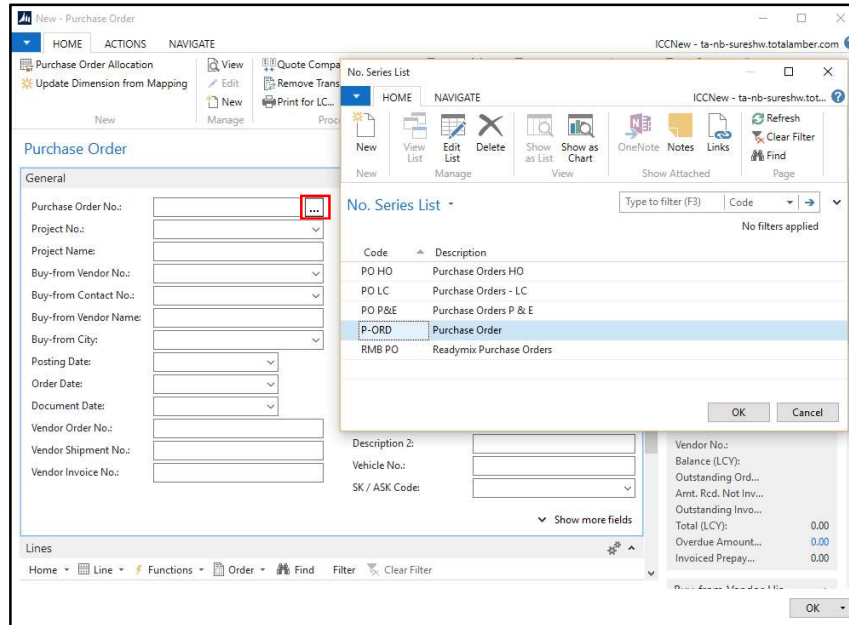


2.2 Direct Purchase Order

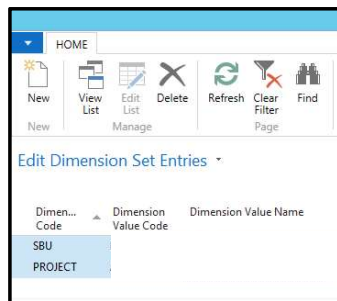
1. Navigate to Departments -> Projects -> Material Management -> Purchase Orders

Click **New**

Select the Relevant No Series



2. Enter dimensions for the purchase order.

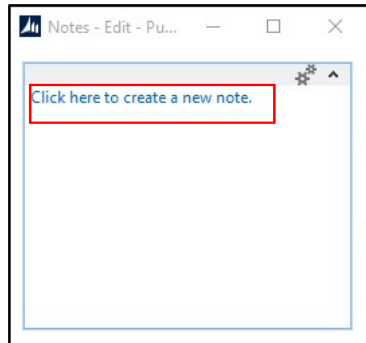


Need to Enter the Required Details in the Purchase order

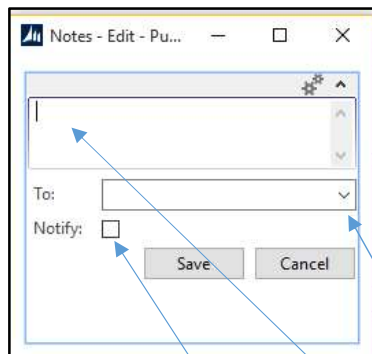
And Need to go through the [Purchasing Approval Process](#)

3 Notification send to SK

1. In the Purchase Order Page Click **Notes** in the ribbon



2. Enter the data as shown



Select the relevant logging user name

Enter a Relevant Message

Tick Notify

Click **Save**.

3. SK user logging role center, under My Notification can see the Notification send from site user

From	Created Date	Note	Page
TOTALAMBER\S.WICKRAMA...	11/07/2017	Please create a Sales Order for this purchase	Purchase Order - RMB/PON-01097 · D B K JAYALATH
TOTALAMBER\S.WICKRAMA...	11/07/2017	Test	Purchase Order - 106001 · Y.U.SENADEERA
TOTALAMBER\S.WICKRAMA...	11/07/2017	Test	Purchase Order - 106001 · Y.U.SENADEERA

4. Double click the Notification line; Relevant Purchase order will be opened.

4 Creating an Internal Sales Order

Internal sales orders should be created for inter department stock transfers when there is a profit required.

Below example shows how an **Asphalt** item produced at **CRUSHER THUDUGALA** and sold to **ITUM Project**.

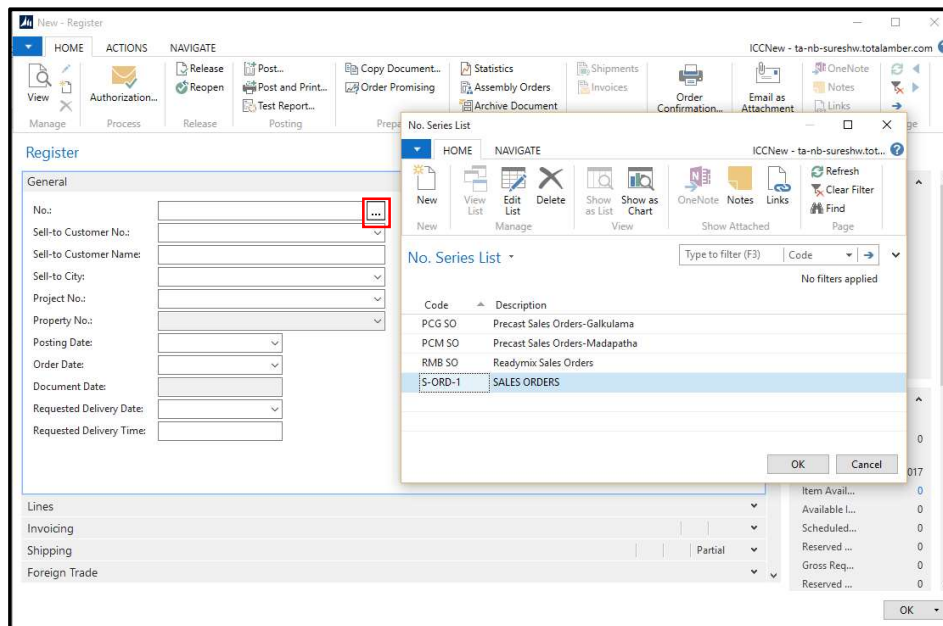
ITUM Project will be a **Customer** and **CRUSHER THUDUGALA** will be a **Vendor** (Supplier).

- Create **Internal Customer** master for Site (**ITUM Project**).

Customer No.	INT/CUS-00001
Customer Name	ITUM Projects
Gen. Bus. Posting Group	INTERNAL
Customer Posting Group	INTERNAL
Tax Liable	[] – No Tick.

Enter other information in the customer master card.

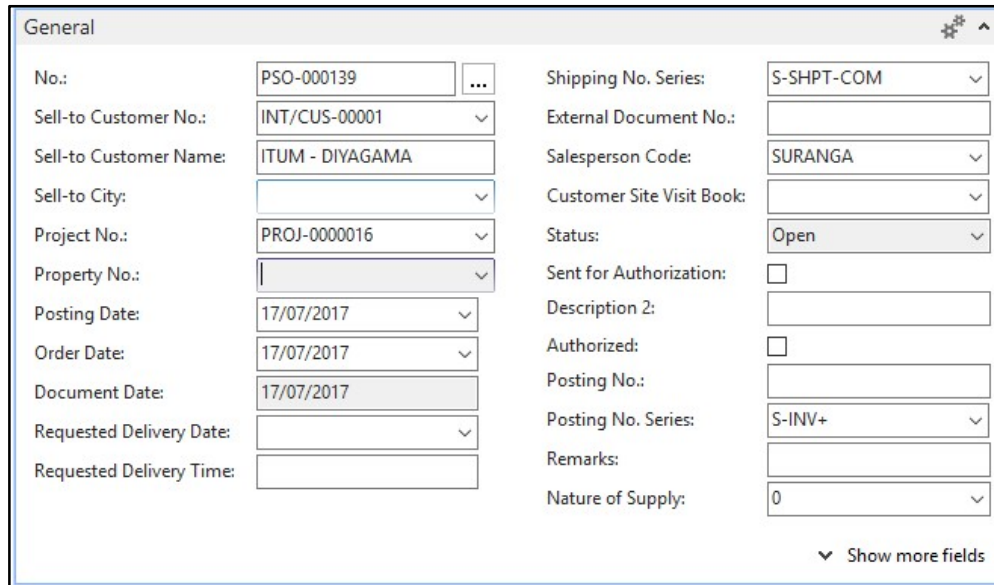
1. Select the Relevant No Series



2. Select the Project No (Need to Select the Customer Project No. Ex: - ITUM,...)

General	
No.:	PCM/SO-000829
Sell-to Customer No.:	INT/CUS-00001
Sell-to Customer Name:	ITUM - DIYAGAMA
Sell-to City:	
Project No.:	PROJ-0000016
Property No.:	

3. Update all other sales Order information in the header

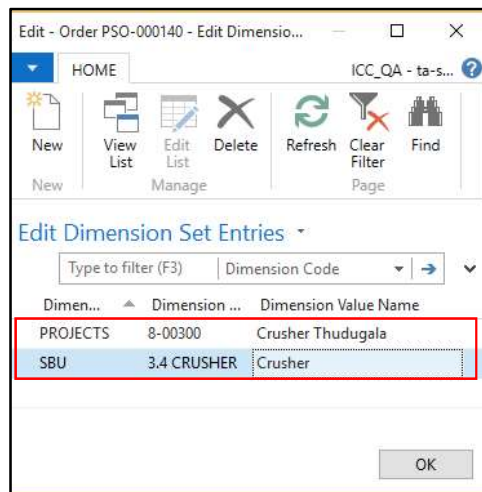


4. Update the Dimensions

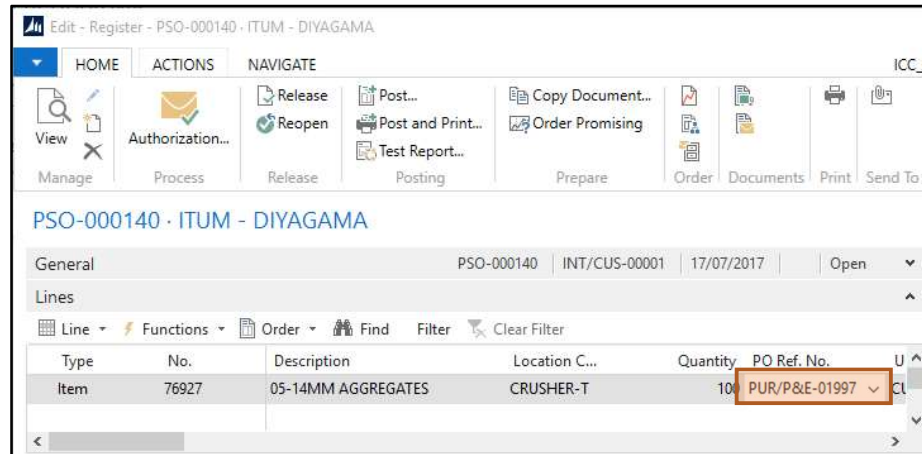
Go to Navigate -> Dimensions



Change the SBU and Project Code as Shown



5. In the Line Tab Need to select the PO Ref. No



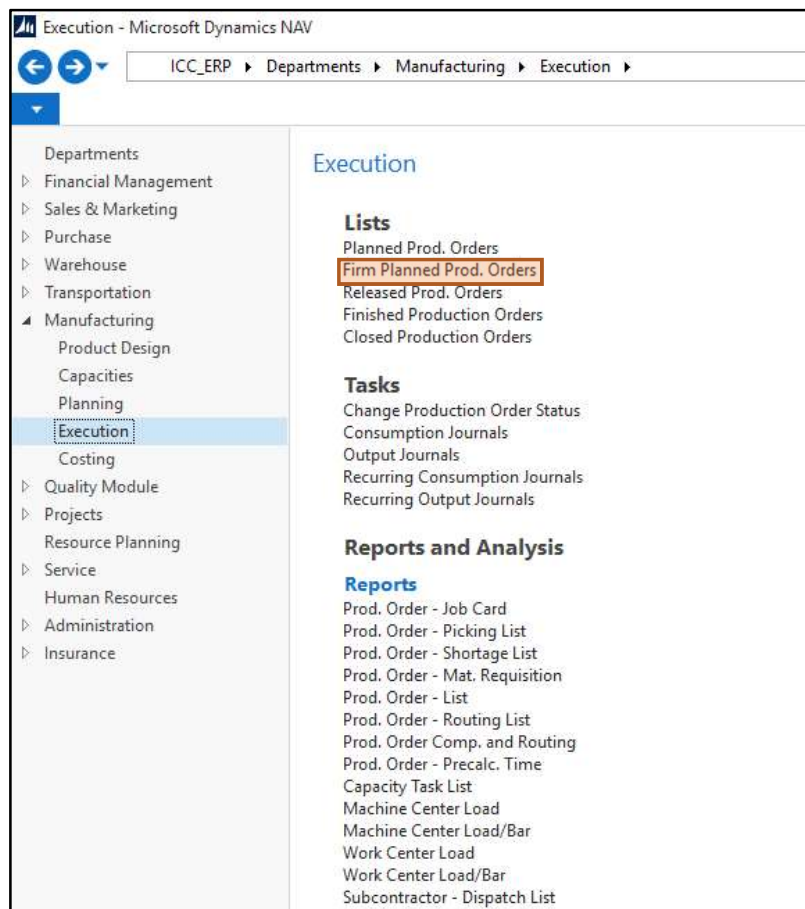
Need to Go through the Sales Approval Process.

3 Entering the Production

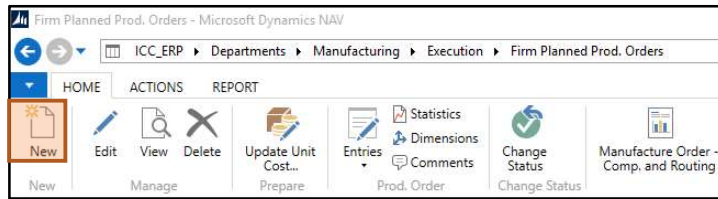
3.1 Production Order

3.1.1 Creating a Firm Planned Production Order

1. Navigate to Departments -> Manufacturing -> Firm planned Production Orders



2. Click New



3. Enter the data as shown

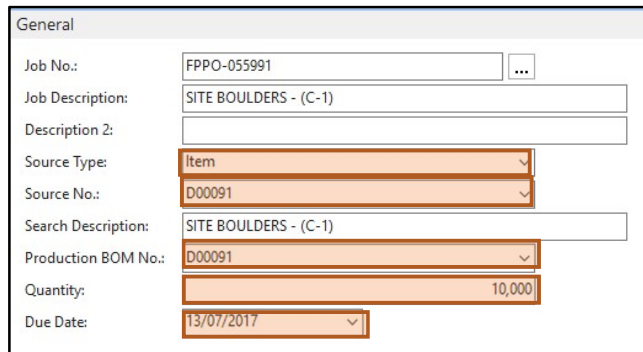
Source Type: - Should Be Item

Source No: - Select the Relevant Item

Production BOM No: - Select the relevant BOM

Quantity: - Enter the Required Quantity

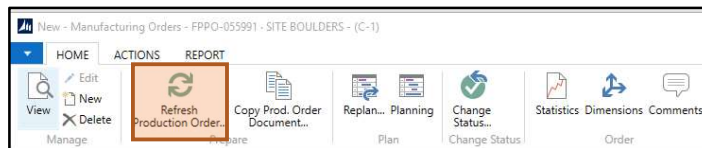
Due Date: -Select a Relevant Date

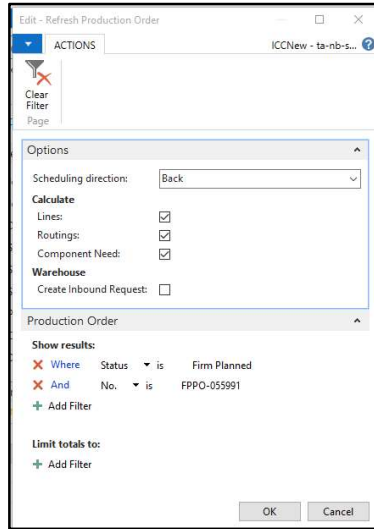


The screenshot shows the 'General' tab of a new Manufacturing Order. The following fields are filled with data, with red boxes highlighting the dropdown menus for Source Type, Source No., Production BOM No., and Due Date:

Job No.:	FPPO-055991
Job Description:	SITE BOULDERS - (C-1)
Description 2:	
Source Type:	Item
Source No.:	D00091
Search Description:	SITE BOULDERS - (C-1)
Production BOM No.:	D00091
Quantity:	10,000
Due Date:	13/07/2017

Click Refresh Production Order

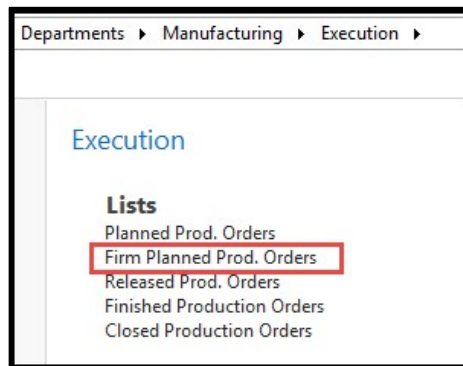




Click Ok

3.1.2 Converting a Firm Planned Production Order into a Released Production Order.

1. Navigate to Departments/Manufacturing/Execution/Firm Planned Prod. Orders.



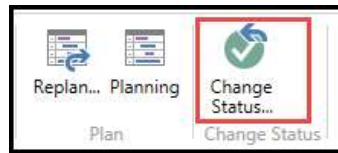
2. Select the relevant production order.

Firm Planned Prod. Orders								
Job No.	Truck No.	Sales Order No	Sell to Customer Name	Sales Order Qty	Batching Plant No.	Job Description	Source No.	Routing No.
FPPO-0139...	HR-2165	RMB/SO-0...	GENERAL SIR JOHN KOTHA...	26.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0139...	LJ-9273	RMB/SO-0...	GENERAL SIR JOHN KOTHA...	26.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0139...	LD-8051	RMB/SO-0...	GENERAL SIR JOHN KOTHA...	26.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0139...	HI-8110	RMB/SO-0...	JAGATH MENDIS	3.00	Batching P...	C15 N - (LF/HC/SL210/120) ...	73810	R00001
FPPO-0139...	LL-4853	RMB/SO-0...	R.A HEMANTHA	6.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0139...	LL-4858	RMB/SO-0...	R.A HEMANTHA	6.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0140...	LJ-9129	RMB/SO-0...	LINK ENGINEERING (PVT) L...	25.00	Batching P...	C35 N - (LF/HC/SL411/120) ...	75348	R00001
FPPO-0140...	LJ-0370	RMB/SO-0...	SAVISEWANA (PVT) LTD	25.00	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0140...		RMB/SO-0...	M.H. SARATH	0.50	Batching P...	C25 N - (LF/HC/120) - RGC	70006	R00001
FPPO-0140...		SO-0001		5.00	Batching P...	PC pipe - 300mm dia.x2400...	76399	

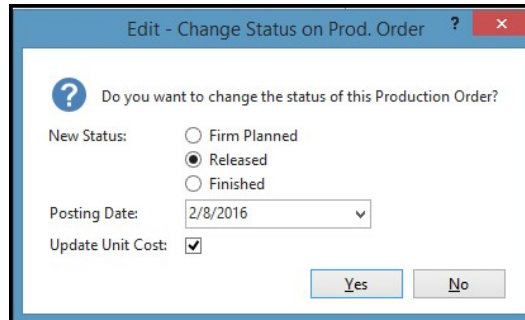
3. Click "Edit" on the Ribbon.



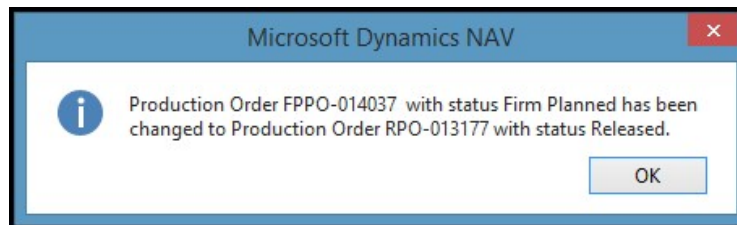
- Click “Change Status” on the Ribbon.



- Select “Released” as the “New Status” and select the Posting Date.



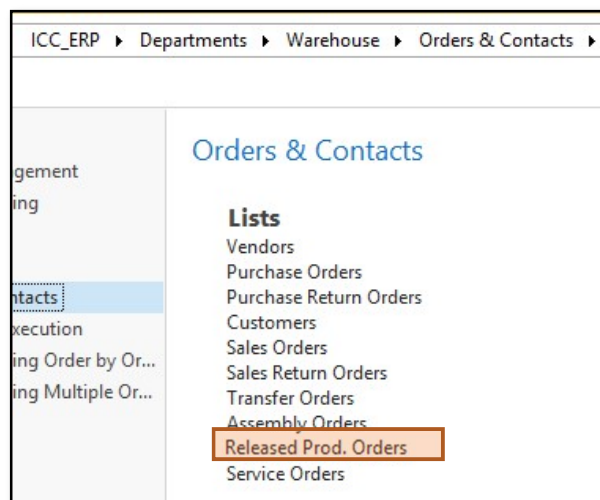
- Click “Yes”. A message will appear indicating the successful conversion of the Firm Planned Production Order into a Released Production with the No. of the created Released Production Order.



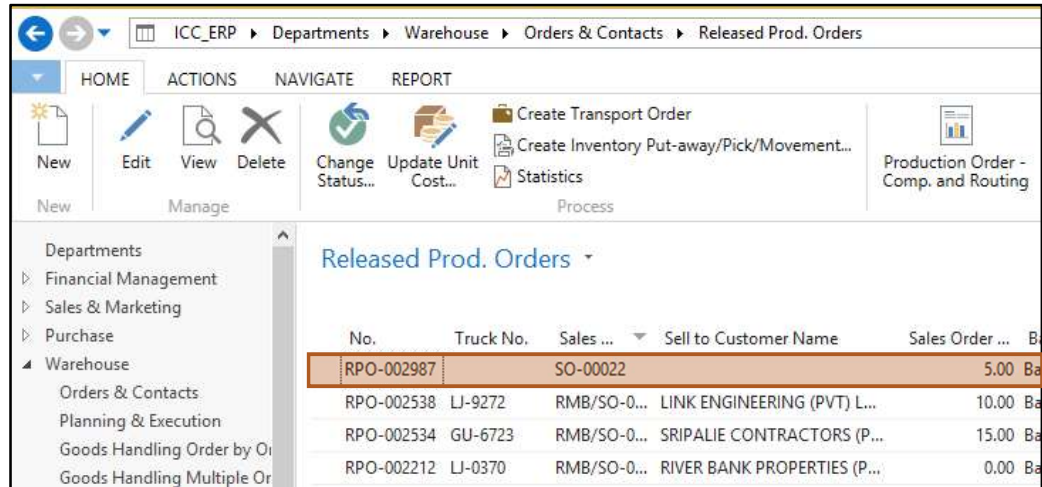
Click “OK”, relevant Firm Planned Production Order will be deleted.

3.1.3 Posting from a Production Journal

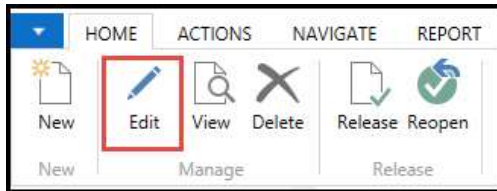
- Navigate to Departments/ Warehouses/ Orders and Contracts/ Released Prod. Orders



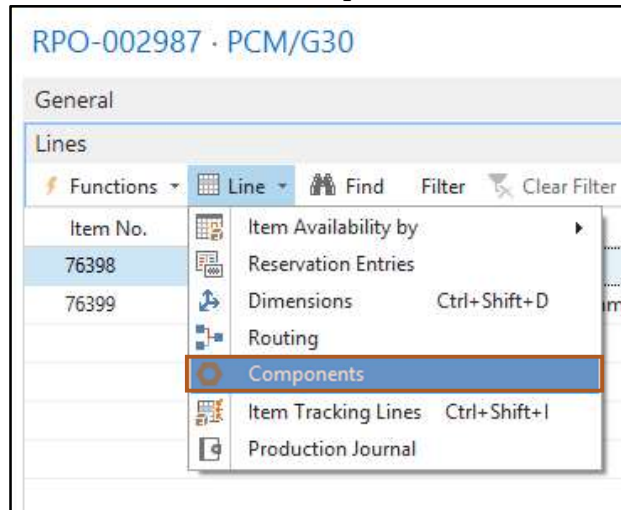
2. Select the relevant Released Production Order



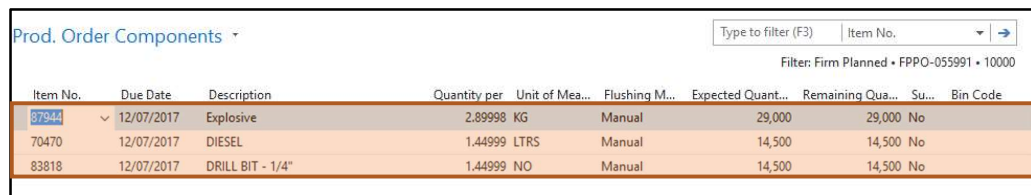
3. Click "Edit" on the Ribbon.



4. Select a line and click "Components" to view the components of each item



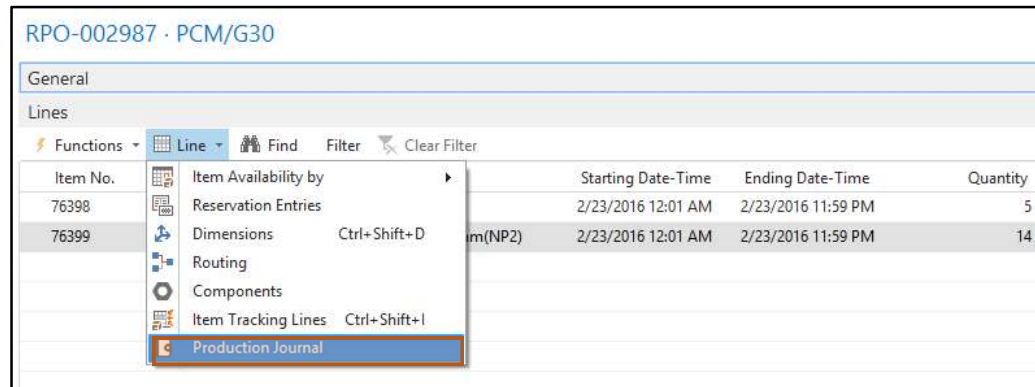
5. Add components and quantities if required



The screenshot shows the 'Prod. Order Components' window. The filter is set to 'Firm Planned · FPPO-055991 · 10000'. The table lists components with columns: Item No., Due Date, Description, Quantity per, Unit of Mea..., Flushing M..., Expected Quant..., Remaining Qua..., Su..., and Bin Code.

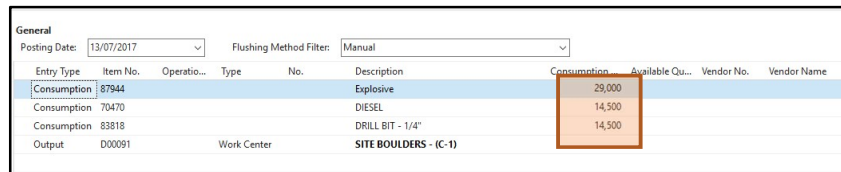
Item No.	Due Date	Description	Quantity per	Unit of Mea...	Flushing M...	Expected Quant...	Remaining Qua...	Su...	Bin Code
87944	12/07/2017	Explosive	2.89998	KG	Manual	29,000	29,000	No	
70470	12/07/2017	DIESEL	1.44999	LTRS	Manual	14,500	14,500	No	
83818	12/07/2017	DRILL BIT - 1/4"	1.44999	NO	Manual	14,500	14,500	No	

- Select the line and click “Production Journal” in the Lines Tab

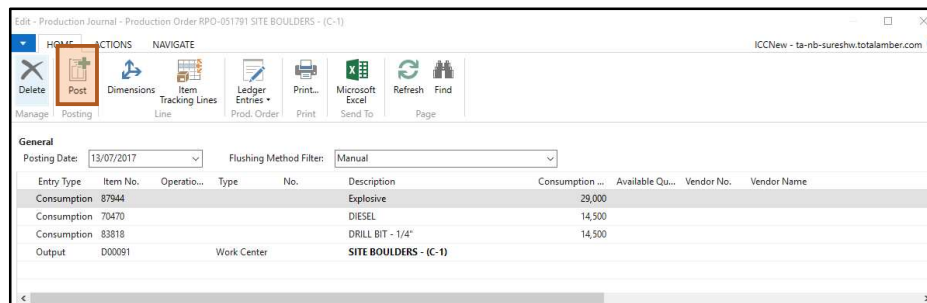


Note: If the production of an item depends on the production of another item, then the independent item needs to be produced before the dependent item.

- Change the “Quantities consumed” of each item and change the “Output Quantity” as required



- Click “Post” after changes have been made

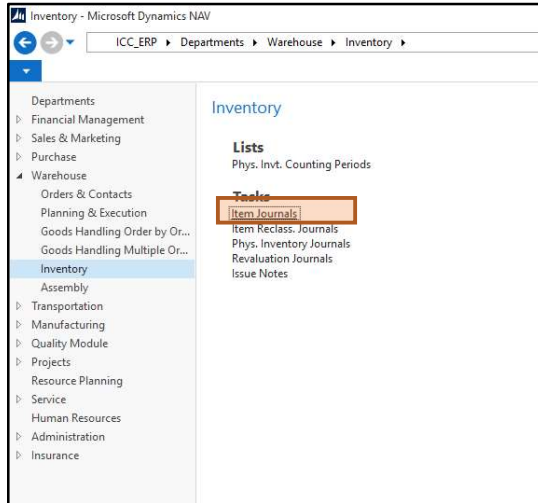


- The released Production Order lines will be updated as shown below depending on the “Output Quantity”

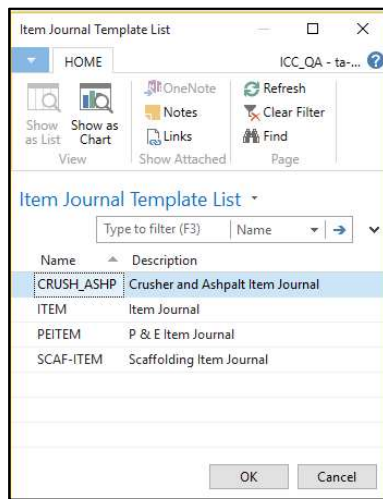
3.2 Standard Item Journal

Standard Item Journal is used for entering outputs and consumption entries.

- Navigate to Departments -> Warehouse -> Item Journal



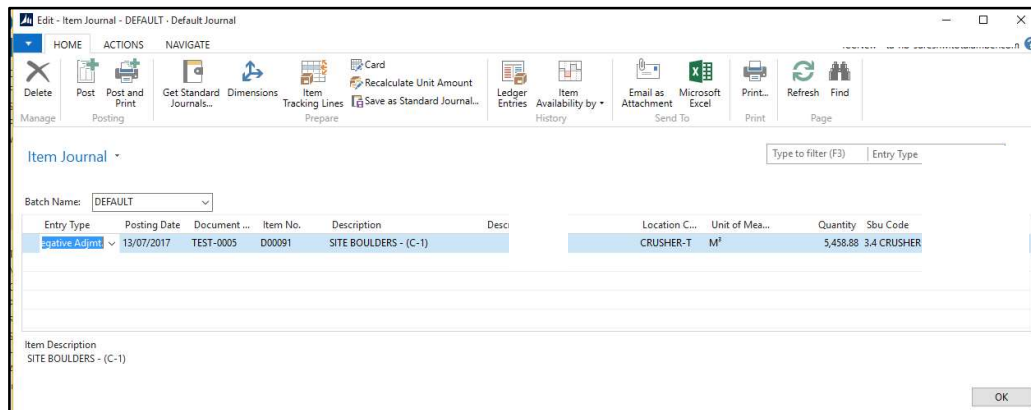
2. Select the Relevant Journal Template



Click OK

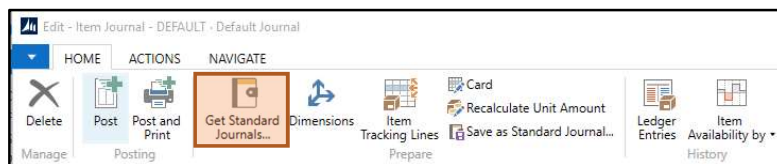
Enter outputs and consumptions for the production.

Outputs should be entered as *Positive Adjustment* and consumptions should be entered as *Negative Adjustment*.

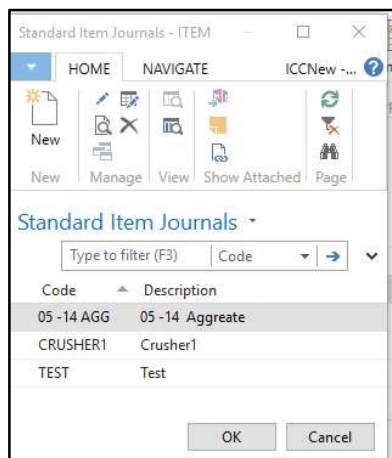


<i>Posting Date</i>	<i>Posting Date of the output and consumptions.</i>
<i>Entry Type</i>	<i>Entry type should be Positive Adjmt. for outputs and Negative Adjmt. For consumptions.</i>
<i>Document No.</i>	<i>Document No. will be automatically populated.</i>
<i>Item No.</i>	<i>Output or consumption Item code.</i>
<i>Description</i>	<i>Output or consumption Item description.</i>
<i>Location Code</i>	<i>Output or consumption inventory location.</i>
<i>Quantity</i>	<i>Output or consumption qty.</i>
<i>Unit of Measure Code</i>	<i>Output or consumption item's Base Unit of Measure.</i>
<i>Unit Cost</i>	<i>Unit cost is automatically picked from the system (Standard/FIFO/LIFO... basis). Adjust the Unit cost as Required.</i>
<i>Amount</i>	<i>Line amount = Unit Cost x Qty.</i>
<i>SBU code</i>	<i>Select the relevant Sbu code</i>
<i>Project Code</i>	<i>Select the relevant Project code</i>

3. After entering output and consumption items, -> Click **Get Standard Journals**

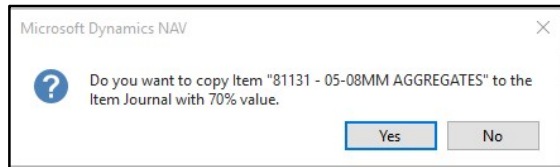


4. Select the Relevant Norm in Standard Journal Template



Click **OK**

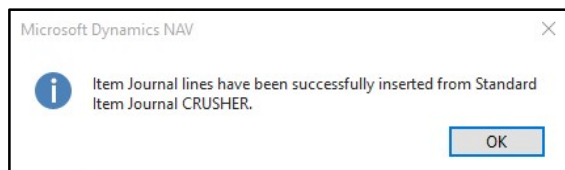
5. According to the Given Consumption Percentage in the Standard Journal Confirmation Message will appear for the all item's in the Standard journal.



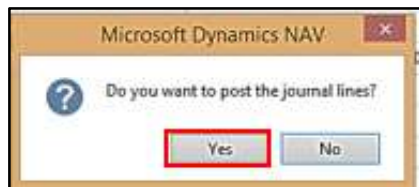
Click yes to confirm the Calculation

Note: - only the confirmed Item/s will be calculated with the given percentage. Other item/s without Percentage entered, will be copied along with the entered quantity.

Confirmation Message will given after completing the task.



you can post the journal by clicking **Post** button and then click **Yes** to confirm.

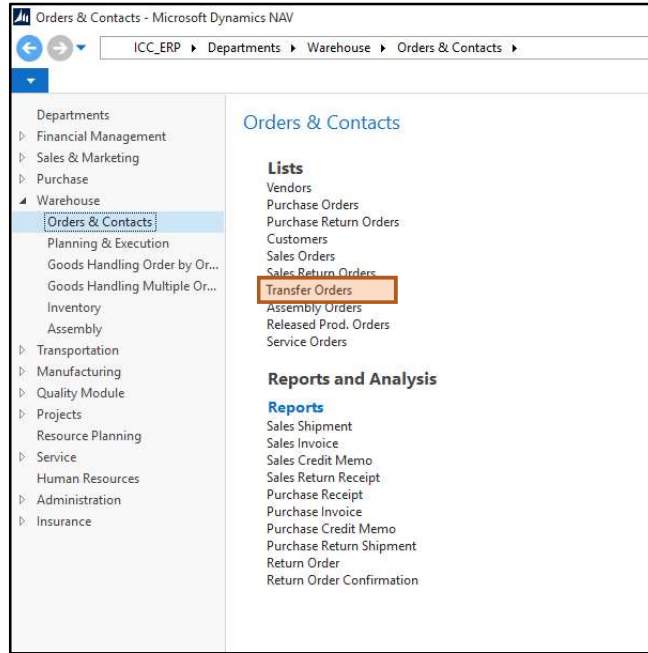


4 Inventory Transfer

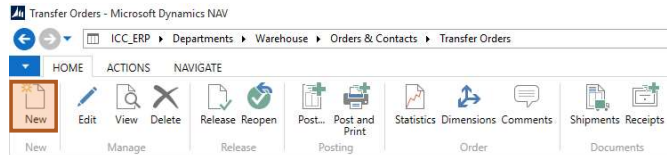
Inventory can be moved from one location to another location. This is handled through Dynamics NAV standard Transfer Order function. The transfer order can be created from the transfer-from or the transfer-to location. The transfer order contains information about the transfer-from and the transfer-to location, and the dates connected to the shipping and receiving of the order.

4.1 Creating Transfer Orders

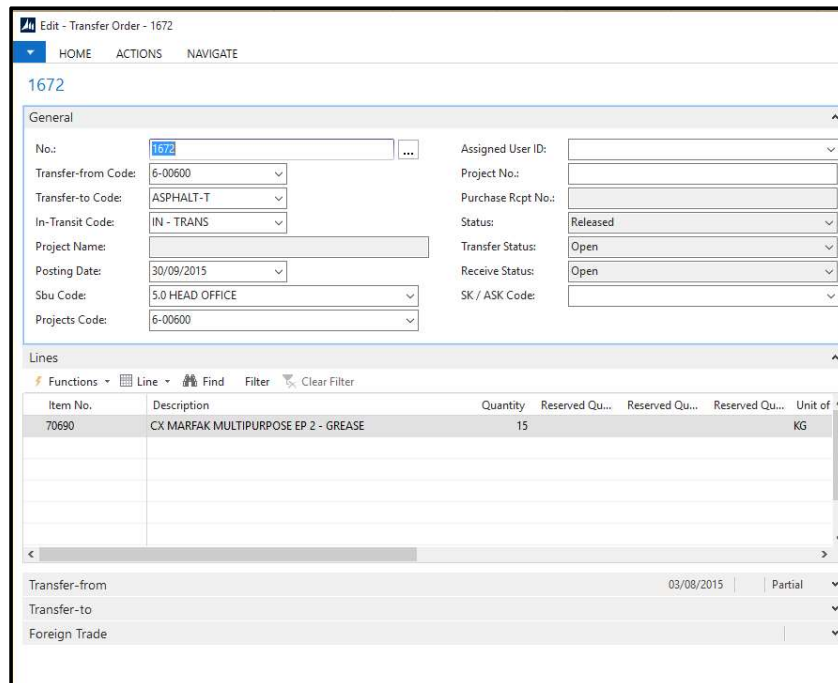
1. Navigate to **Departments > Warehouse > Planning & Execution > Transfer Orders.**



- Once you click on the above menu, a list of pending Transfer Orders will be displayed. You should click on the **New** button to create a Transfer Order.



- Once you click on the **New** button a Transfer Order will be created, you can enter inventory transfer information as follows:



Transfer Order Header

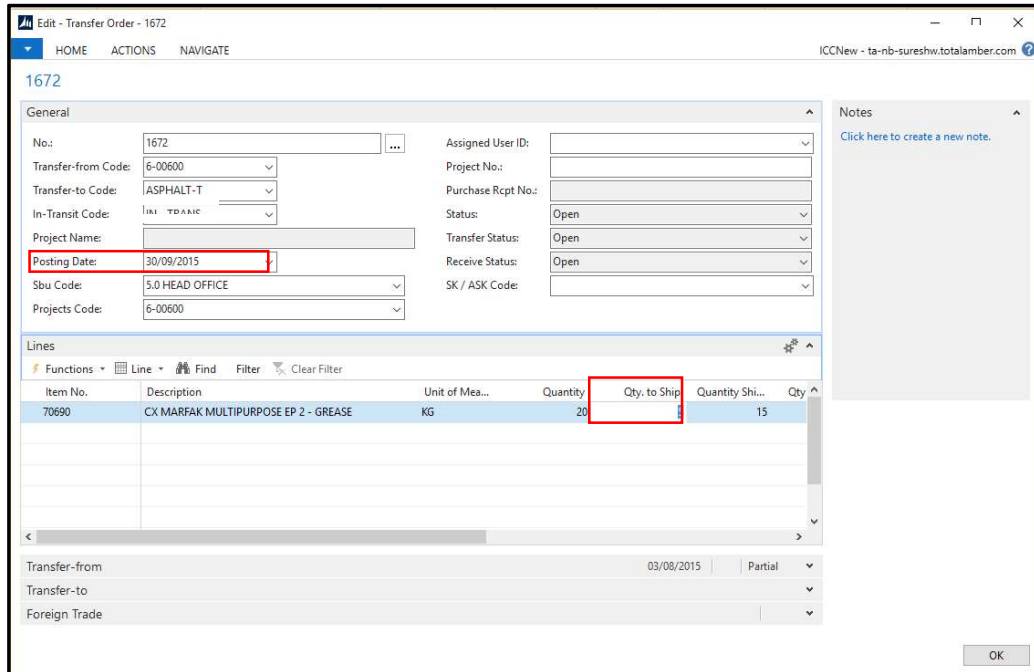
No.	Specifies the number of the item.
Transfer-from-Code	Inventory available location.
Transfer-to-Code	Inventory required location.
In-Transit Code	An In-transit Location code is required for inventory transfers.
Order Date	Transfer Order created date.
Posting Date	This date is updated when shipping (dispatching) and receiving goods.
SBU Code	First level dimension (Road, Plant etc.) – Dimension value of the inventory required location.
Project Code	Second level dimension (Project name, Plant name etc.) – Dimension value of the inventory required location.
Status	Available options are Open and Released.

Transfer Order Line

Item No.	Item No. to be transferred.
Description	Item Description (Auto-updated).
Quantity	Transfer quantity.
Unit of Measure	Transfer item unit of measure.
Qty. to Ship	When shipping/dispatching goods, dispatcher should update this.
Qty. Shipped	After posting shipment this column will be updated.
Qty. to Receive	When receiving goods, receiver should update this.
Qty. Received	After posting receipt (GRN) this column will be updated.

4.2 Shipping/Dispatching Goods

To dispatch goods against a transfer order, you should update dispatching quantity in **Qty. to Ship** column and **Posting Date** (Dispatch Date).



1672

General

No.: 1672
 Transfer-from Code: 6-00600
 Transfer-to Code: ASPHALT-T
 In-Transit Code: IN - TRANS
 Project Name:
 Posting Date: 30/09/2015
 Sbu Code: 5.0 HEAD OFFICE
 Projects Code: 6-00600

Assigned User ID:
 Project No.:
 Purchase Rcpt No.:
 Status: Open
 Transfer Status: Open
 Receive Status: Open
 SK / ASK Code:

Notes
 Click here to create a new note.

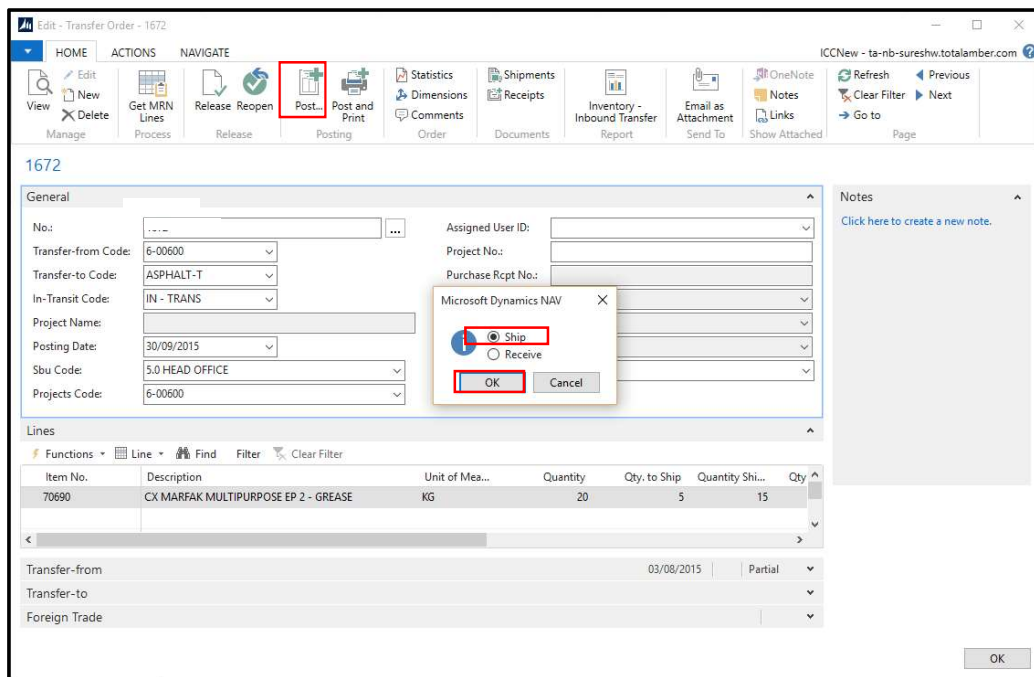
Lines

Item No.	Description	Unit of Mea...	Quantity	Qty. to Ship	Quantity Shi...	Qty
70690	CX MARFAK MULTIPURPOSE EP 2 - GREASE	KG	20	15		

Transfer-from: 03/08/2015 | Partial
 Transfer-to:
 Foreign Trade

OK

Then, you should **Post** the Transfer Order with selecting **Ship** option.



1672

General

No.:
 Transfer-from Code: 6-00600
 Transfer-to Code: ASPHALT-T
 In-Transit Code: IN - TRANS
 Project Name:
 Posting Date: 30/09/2015
 Sbu Code: 5.0 HEAD OFFICE
 Projects Code: 6-00600

Assigned User ID:
 Project No.:
 Purchase Rcpt No.:
 Status: Open
 Transfer Status: Open
 Receive Status: Open
 SK / ASK Code:

Notes
 Click here to create a new note.

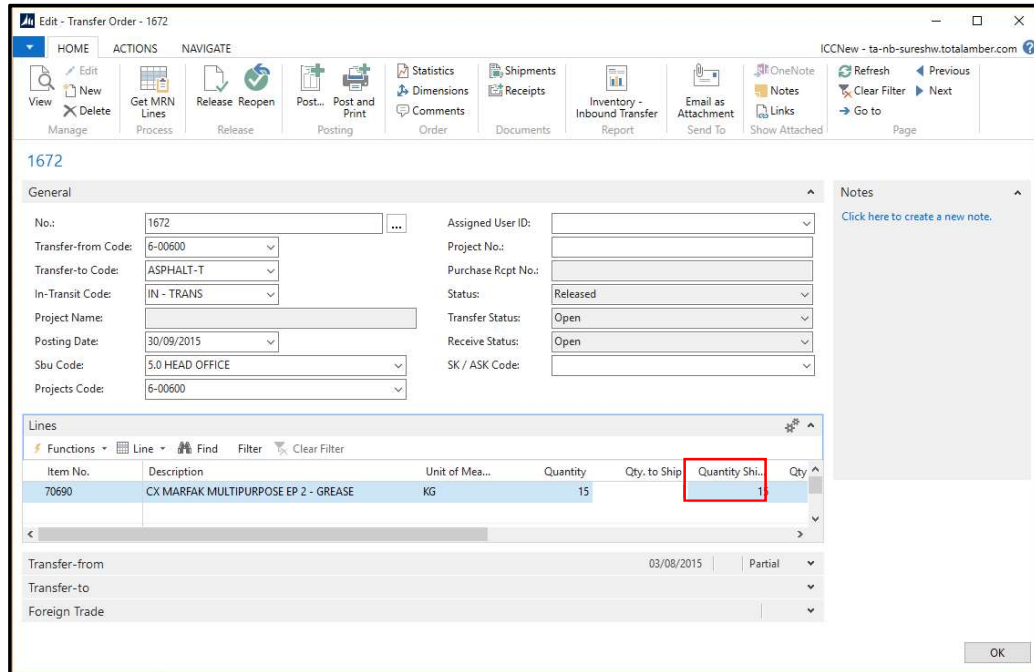
Lines

Item No.	Description	Unit of Mea...	Quantity	Qty. to Ship	Quantity Shi...	Qty
70690	CX MARFAK MULTIPURPOSE EP 2 - GREASE	KG	20	5	15	

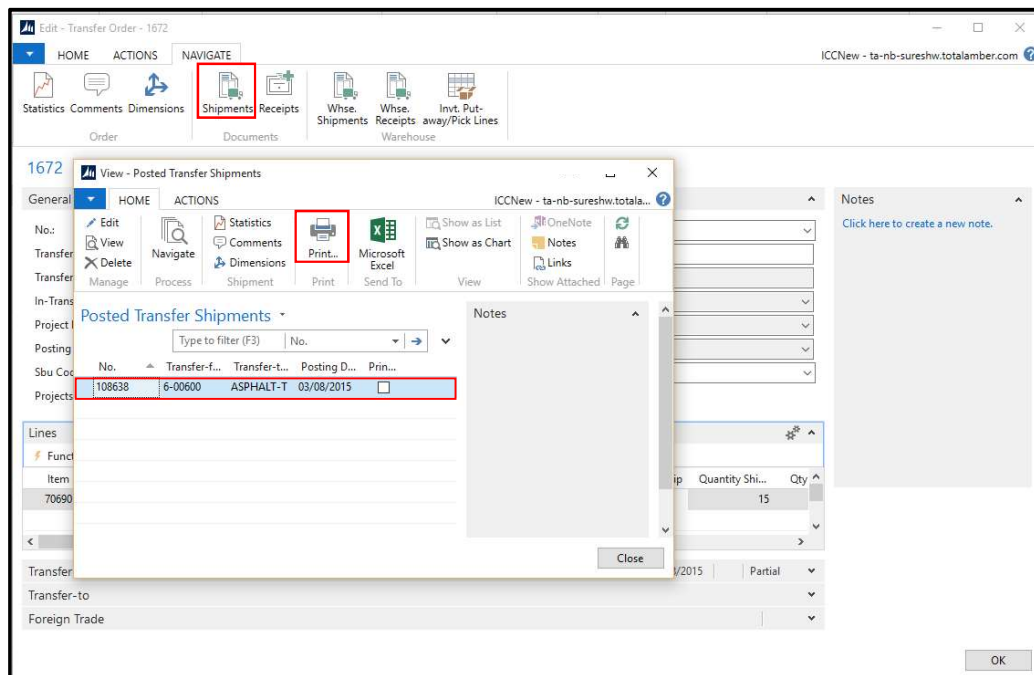
Transfer-from: 03/08/2015 | Partial
 Transfer-to:
 Foreign Trade

OK

After posting **Quantity Shipped** column will be updated.



A shipment/dispatch documents will also be generated. This can be viewed by clicking **Shipments** button in the Transfer Order.

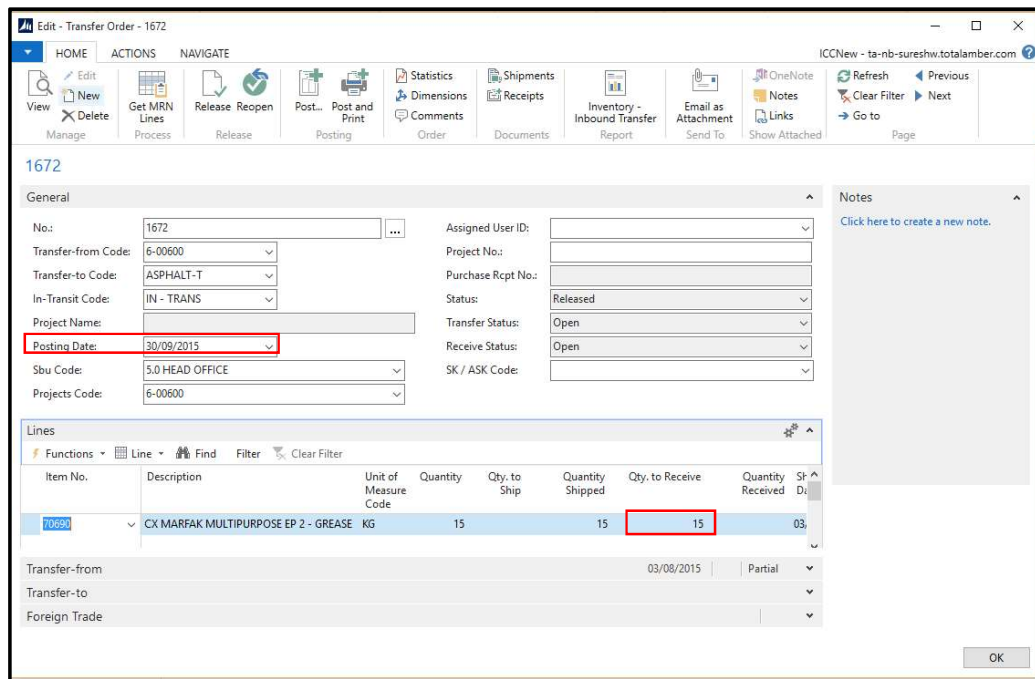


You can **View** or **Print** the Posted Transfer Shipment document.

Posted Transfer Shipment documents can also be viewed or printed through navigating **Departments > Warehouse > Archive > Posted Transfer Shipment**.

4.3 Receiving Goods

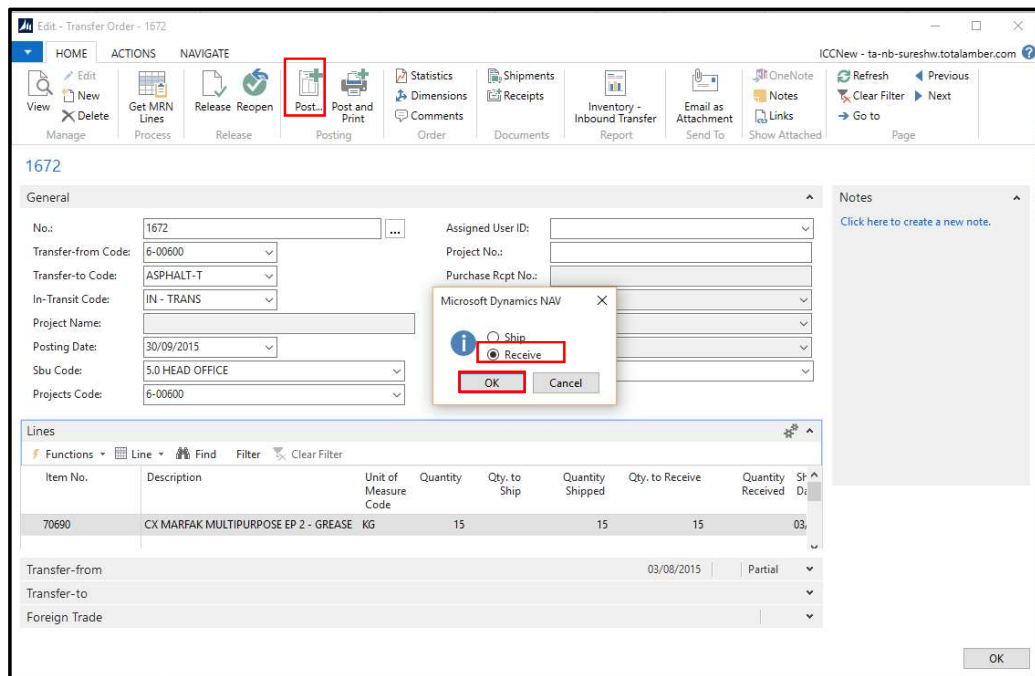
To receiving goods against a transfer order, you should update receiving quantity in **Qty. to Receive** column and **Posting Date**.



The screenshot shows the 'Edit - Transfer Order - 1672' window. The 'Posting Date' field is highlighted with a red box and set to 30/09/2015. The 'Qty. to Receive' field in the 'Lines' table is also highlighted with a red box and set to 15. The 'Post...' button in the 'Posting' group of the ribbon is also highlighted with a red box.

Item No.	Description	Unit of Measure Code	Quantity	Qty. to Ship	Quantity Shipped	Qty. to Receive	Quantity Received	St. Di.
70690	CX MARFAK MULTIPURPOSE EP 2 - GREASE	KG	15		15	15		03

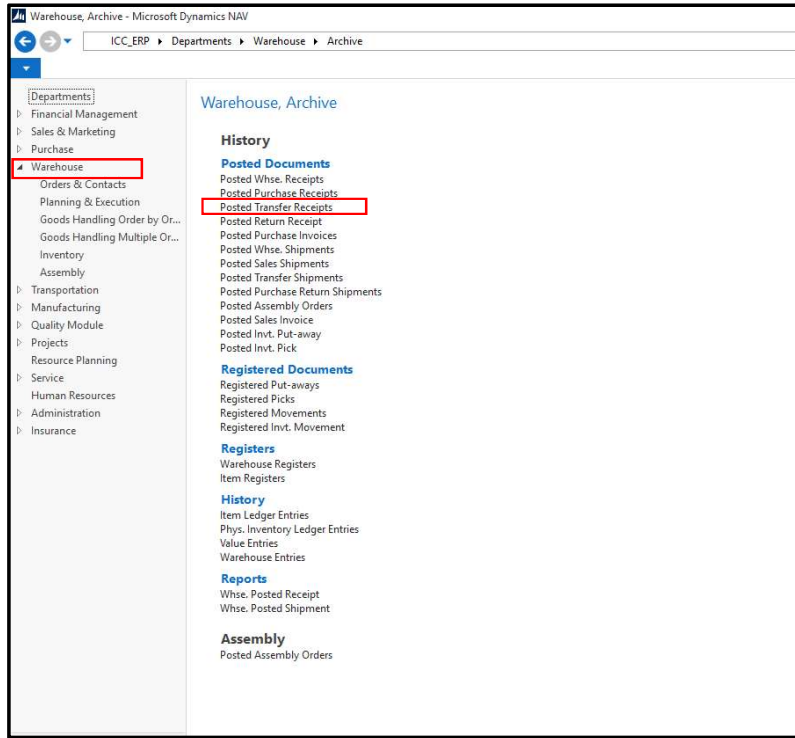
Then, you should **Post** the Transfer Order with selecting **Receive** option.



The screenshot shows the 'Edit - Transfer Order - 1672' window with the 'Post...' button highlighted. A dialog box titled 'Microsoft Dynamics NAV' is open, showing the 'Receive' option selected with a red box. The 'Posting Date' field is also highlighted with a red box.

When the full/Partially Qty is received, **Posted Transfer Receipt** document will be created in the system.

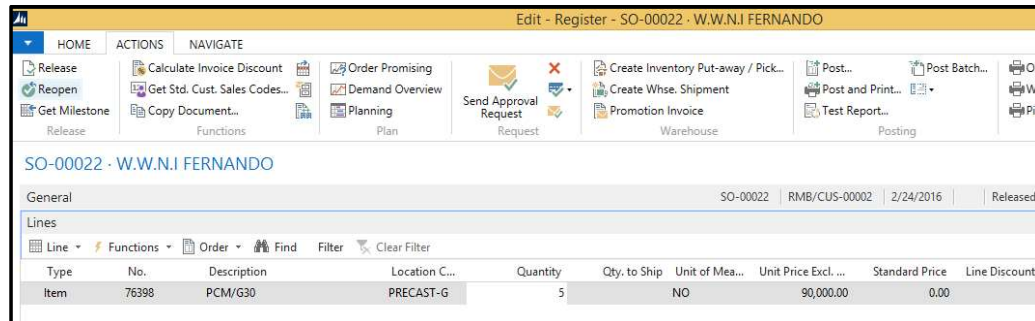
You can navigate to **Departments > Warehouse > Archive > Posted Transfer Receipt** and view or print the transfer receipt document.



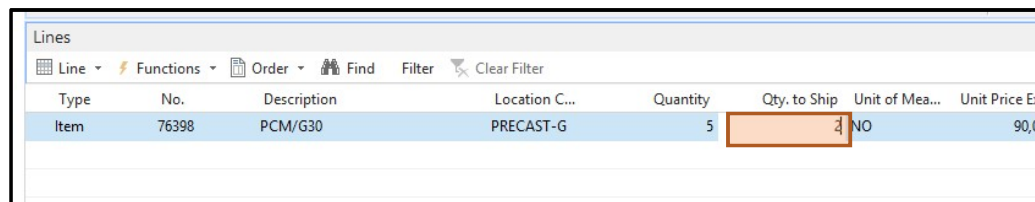
5 Internal Sales

5.1 Shipment and Invoice

1. Navigate to the Approved Sales Order

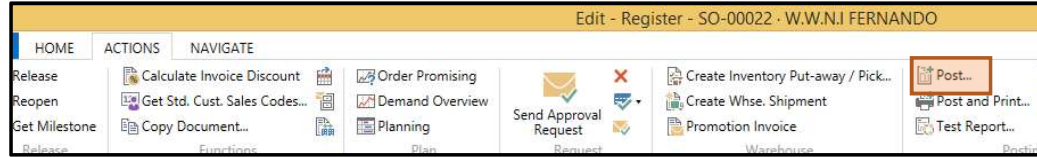


2. Enter the quantity produced to ship

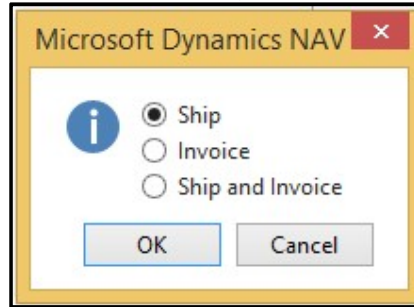


Note: Enter "Qty to Invoice" if you need to create a Sales Invoice

- Click “Post” in the Actions Tab of the Ribbon



- Select the necessary action and click “OK”



Note: “Qty to Invoice” should be entered in the line before invoicing. The User can first Ship the goods and Invoice later or perform both actions at once (Ship and Invoice).

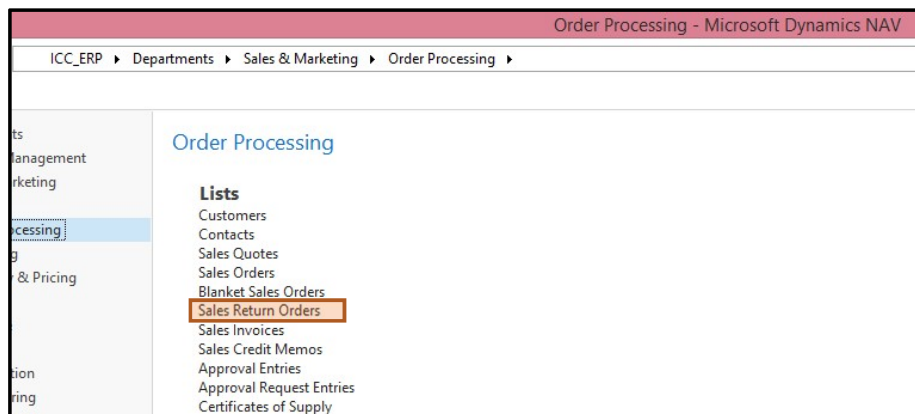
Posted Sales Shipment (Dispatch Note) can be printed through **Departments -> Sales and Marketing -> Archive ->Posted Sales Shipment.**

5.2 Clearing Debtor and Creditor Balances

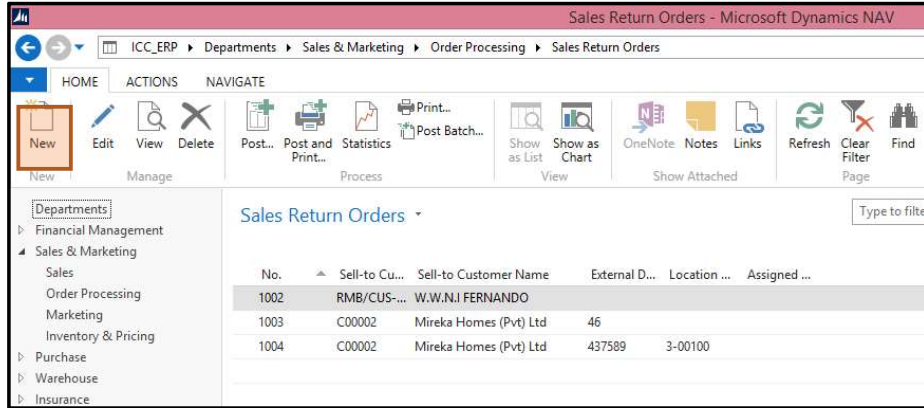
Finance Staff should Settle the Internal Debtor and Creditor

6 Sales Return Orders

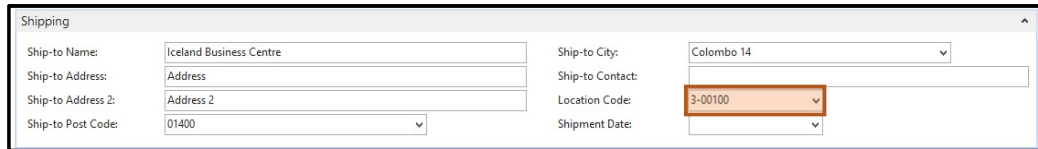
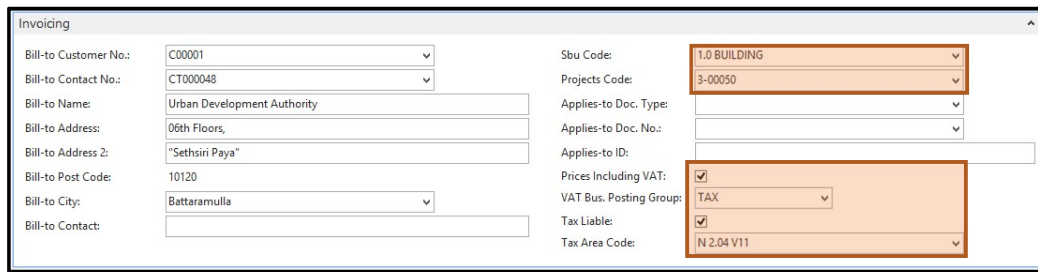
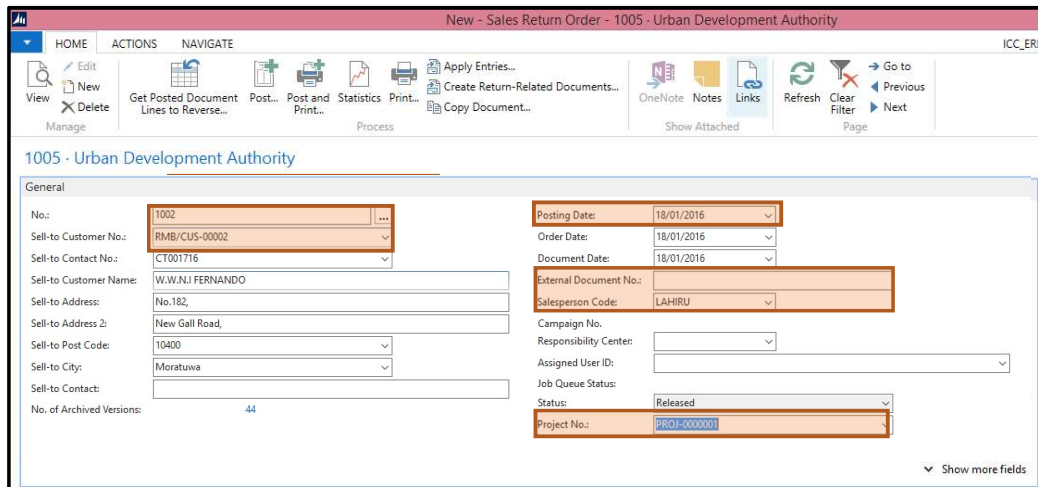
- Navigate to Departments -> Sales & Marketing -> Order Processing-> Sales Return Orders



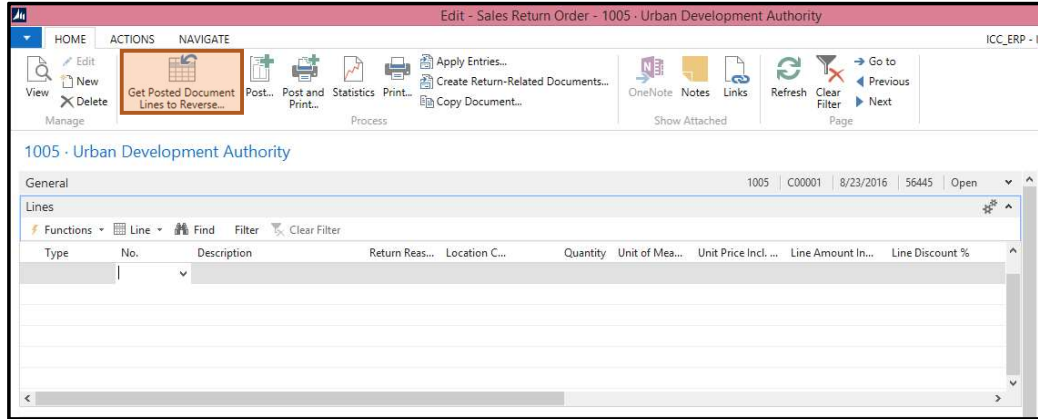
- Click “New”



3. Enter the following details

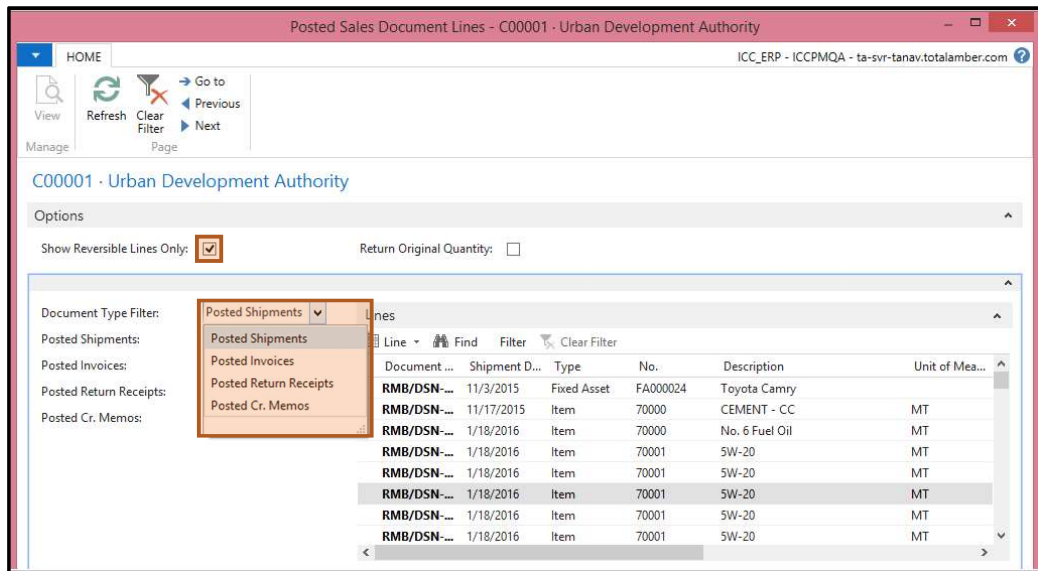


4. Click "Get Posted Document Lines to Reverse" to select the shipment lines

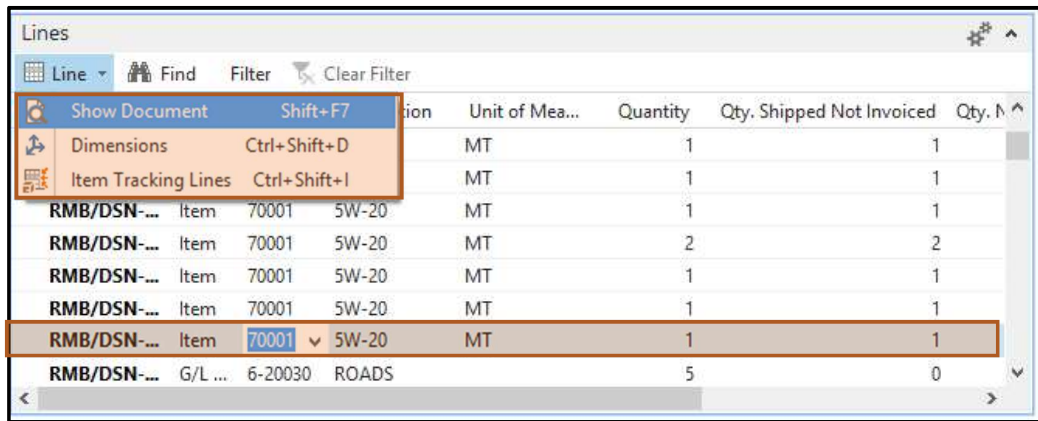


5. Select the following

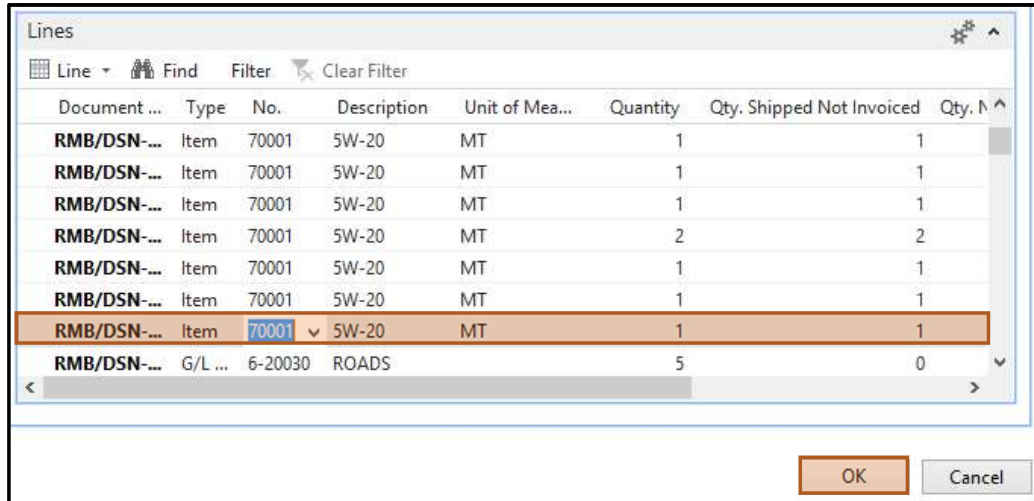
Note: Tick "Show Reversible Lines Only" and select "Posted Shipments" from the drop down



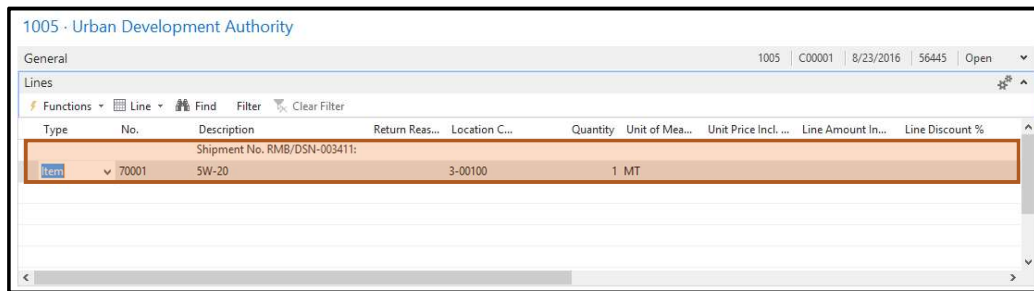
6. To view the Posted Sales Shipment, select the line and click "Line" and select



- To obtain the posted Sales Shipment line, select the Sales Shipment Line and click “OK”

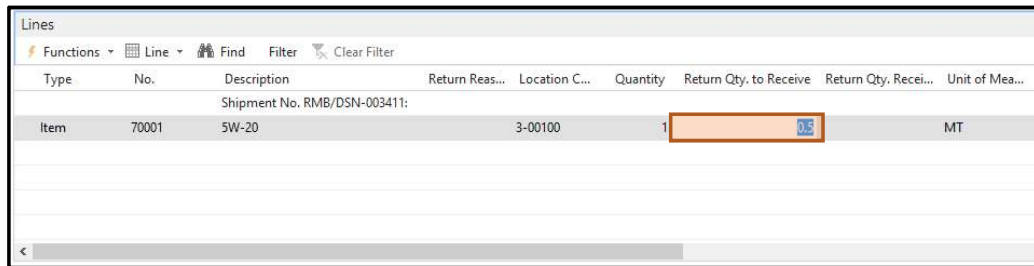


- The line will be automatically inserted to the Sales Return Order Line



Note: - Check the Project No in Header and Line are same, since user will use the “Get Posted Document Lines to Reverse” function to get posted document, posted document project no will be copied to line in Sales Return order.

- Enter the “Return Quantity to Receive”



- Click “Post”

Edit - Sales Return Order - 1005 · Urban

HOME ACTIONS NAVIGATE

View Edit New Delete Manage

Get Posted Document Lines to Reverse... Post... Post and Print... Statistics Print... Process

Apply Entries... Create Return-Related Documents... Copy Document...

1005 · Urban Development Authority

General

No.: 1005 Posting Date:

Sell-to Customer No.: C00001 Order Date:

Sell-to Contact No.: CT000048 Document Date:

Sell-to Customer Name: Urban Development Authority External Document No.:

Sell-to Address: 06th Floors, Salesperson Code:

Sell-to Address 2: "Sethsiri Paya" Campaign No.:

Sell-to Post Code: 10120 Responsibility Center:

Sell-to City: Battaramulla Assigned User ID:

Sell-to Contact: Status:

No. of Archived Versions: 0

11. Select "Receive" and click "OK"

Microsoft Dynamics NAV

Receive

Invoice

Receive and Invoice

OK Cancel

12. "Returned Qty Received" will be updated as shown below

Lines

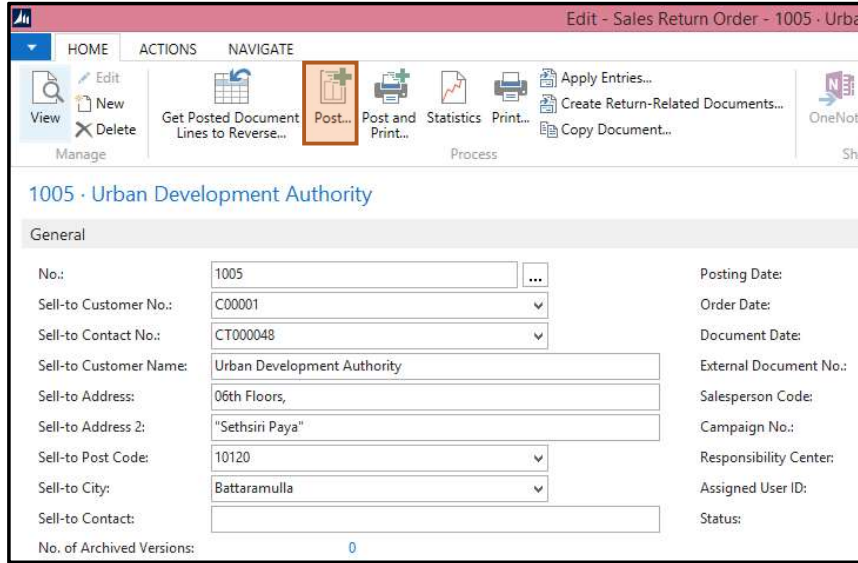
Type	No.	Description	Return Reas...	Location C...	Quantity	Return Qty. to Receive	Return Qty. Recei...	Unit of Mea...	Unit Price Incl. ...	Line / ^
Item	70001	5W-20		3-00100	1		0.5	MT		

13. Enter the "Quantity to Invoice"

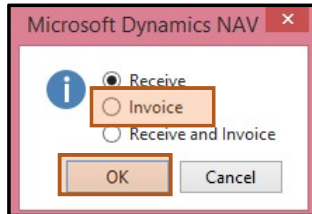
Lines

Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Di...	Return Qty. to Receive	Return Qty. Received	Qty. to Invoice	Quantity Invoiced	Qty. to A...
PRECAST-M	1,000	NOS	48.00	48,000.00			1,000	1,000		

14. Click "Post"

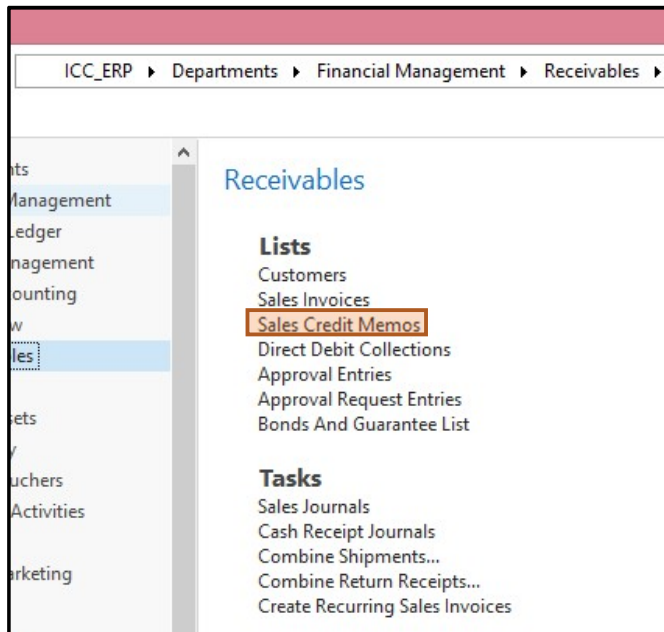


15. Select “Receive” and click “OK”

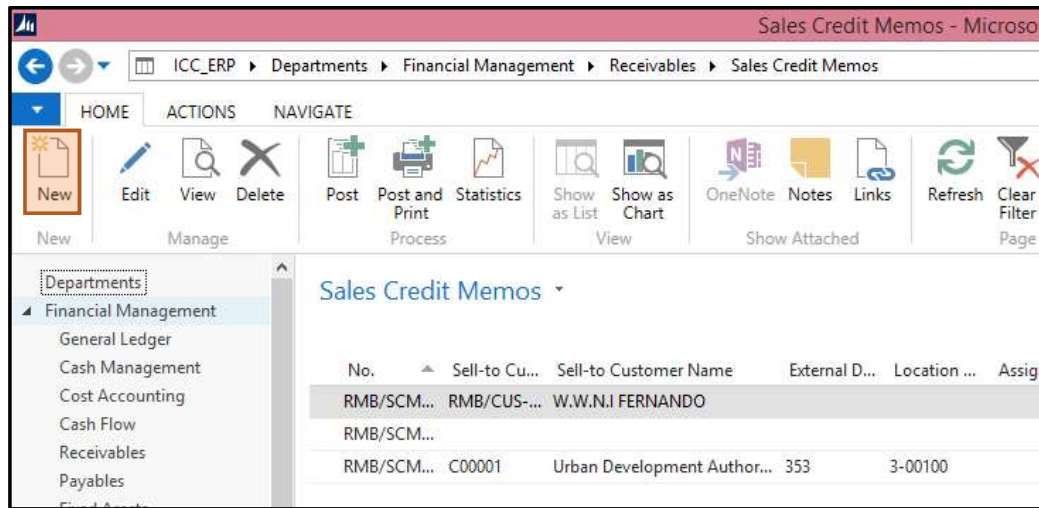


7 Sales Credit Memo

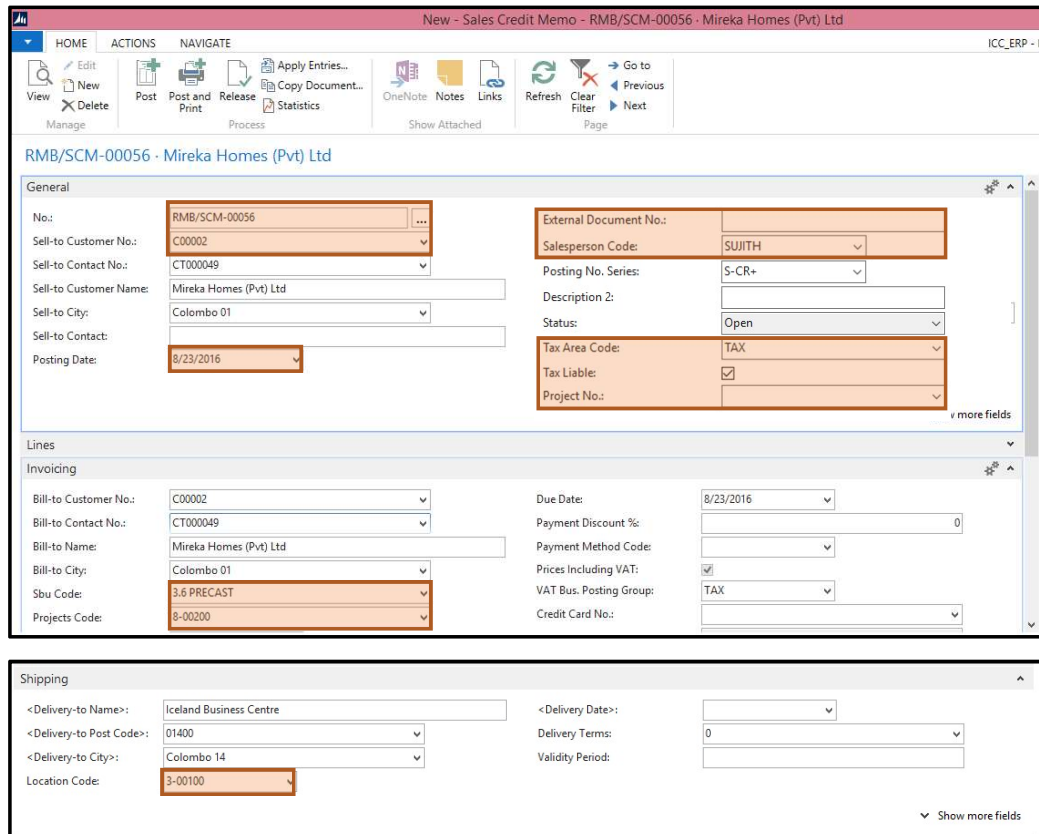
1. Navigate to Departments -> Financial Management -> Receivables -> Sales Credit Memos



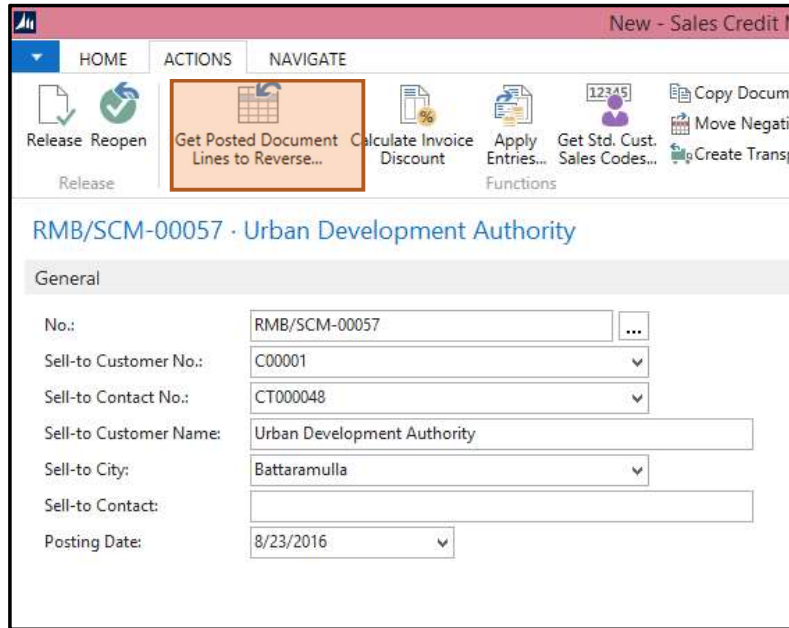
2. Click “New”



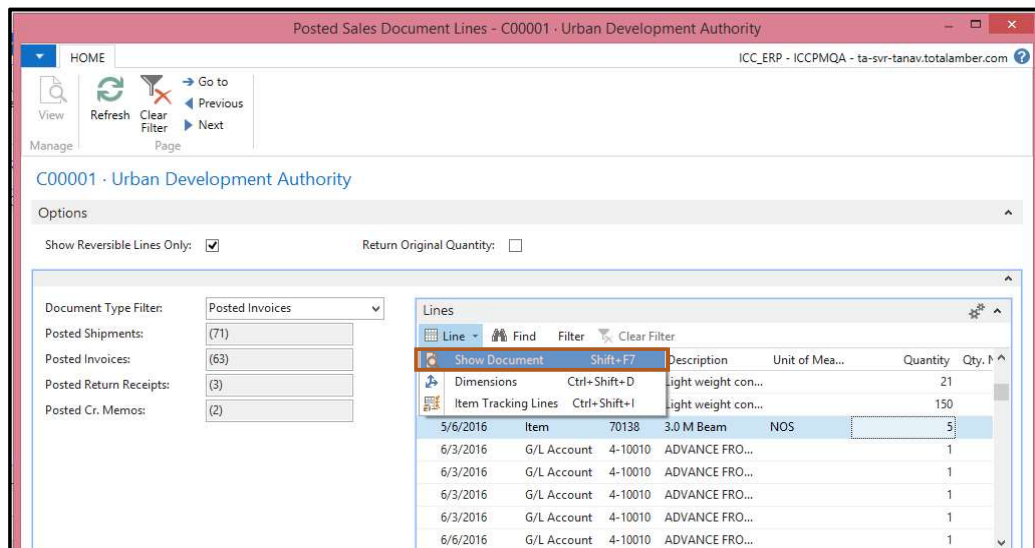
3. Enter the required parameters



4. Click “Get Posted Document Lines to Reverse”



- To view the posted Sales Invoice, select the line and click “Lines” and select “Show Document”



- To obtain the posted Sales Invoice lines, select the line and click “OK”

Posting Date	Type	No.	Description	Unit of Mea...	Quantity	Qty. M
2/5/2016	G/L Account	6-20030	Light weight con...		21	
2/5/2016	G/L Account	6-20030	Light weight con...		150	
5/6/2016	Item	70138	3.0 M Beam	NOS	5	
6/3/2016	G/L Account	4-10010	ADVANCE FRO...		1	
6/3/2016	G/L Account	4-10010	ADVANCE FRO...		1	
6/3/2016	G/L Account	4-10010	ADVANCE FRO...		1	
6/3/2016	G/L Account	4-10010	ADVANCE FRO...		1	
6/6/2016	G/L Account	4-10010	ADVANCE FRO...		1	

OK Cancel

7. The line will be inserted to the Sales Credit Memo line

New - Sales Credit Memo - RMB/SCM-00057 - Urban Development Authority

Release Reopen Get Posted Document Lines to Reverse... Calculate Invoice Discount Apply Entries... Get Std. Cust. Sales Codes... Move Negative Lines... Create Transport Order Send Approval Request Cancel Approval Request Post Post and Print Post Batch...

RMB/SCM-00057 - Urban Development Authority

General

No.: RMB/SCM-00057 Document Date: 8/23/2016

Sell-to Customer No.: C00001 External Document No.: 435

Sell-to Contact No.: CT000048 Salesperson Code:

Sell-to Customer Name: Urban Development Authority Posting No. Series: S-CR+

Sell-to City: Battaramulla Description 2:

Sell-to Contact: Status: Open

Posting Date: 8/23/2016 Tax Area Code: TAX

Tax Liab:

Show more fields

Type	No.	Description	Location C...	Quantity	Unit of Mea...	Unit Price Excl. ...	Standard Price	Line Amount Ex...	Line Discount %
		Invoice No. RMB/DBN-000753:					0.00	0.00	
		Inv. No. RMB/DBN-000753 - Shp...					0.00	0.00	
Item	70138	3.0 M Beam	3-00100	4.16667	NOS	3,000.00	0.00	12,500.01	

Note: - Check the Project No in Header and Line are same, since user will use the "Get Posted Document Lines to Reverse" function to get posted document, posted document project no will be copied to line in Sales Credit memo.

8. Click "Apply Entries"

New - Sales Credit Memo - RMB/SCM-0005

HOME ACTIONS NAVIGATE

Release Reopen Get Posted Document Lines to Reverse... Calculate Invoice Discount Apply Entries... Functions Get Std. Cust. Sales Codes... Copy Document... Move Negative Lines... Create Transport Order Send Approval Request

RMB/SCM-00057 - Urban Development Authority

General

No.: RMB/SCM-00057 Document Date:

Sell-to Customer No.: C00001 External Document No.:

Sell-to Contact No.: CT000048 Salesperson Code:

Sell-to Customer Name: Urban Development Authority Posting No. Series:

Sell-to City: Battaramulla Description 2:

Sell-to Contact: Status:

Posting Date: 8/23/2016 Tax Area Code:

Tax Liable:

9. Select the Posted Sales Invoice line and enter the Amount. Click “Set Applies-to-ID” and click “OK”

Note: make sure “Applies to ID” is inserted. Enter the Amount returned.

Apply Customer Entries - C00001 - Urban Development Authority

HOME ACTIONS NAVIGATE

Set Applies-to ID Navigate Post Application... Refresh Find

Process Page

General

Posting Date: 8/23/2016 Description: Credit Memo RMB/SCM-00057

Document Type: Credit Memo Currency Code:

Document No.: RMB/SCM-00057 Amount: -12,500.01

Customer No.: C00001 Remaining Amount: -12,500.01

Applies-to ID	Posting Date	Document ...	Documen...	Cust...	Description	Remaining A...	Appln. Remaini...	Amount to Apply	Appln. Amou
	3/31/2015	Payment	GEN/DEF...	C00001	Urban Developme...	-100,000.00	-100,000.00	0.00	
	4/22/2015	Payment	GEN/DEF...	C00001	Urban Developme...	-3,546,610.48	-3,546,610.48	0.00	
	6/6/2016	Credit Me...	RMB/SC...	C00001	Credit Memo RMB...	-80,000,000.00	-80,000,000.00	0.00	
RMB/SCM-00057	12/30/2015	Invoice	RMB/DB...	C00001	Invoice SI-00343	475,000.00	475,000.00	75,000.00	75,00
	1/30/2016	Invoice	RMB/DB...	C00001	Invoice SI-00354	600.00	600.00	0.00	
	1/30/2016	Invoice	RMB/DB...	C00001	Invoice SI-00355	600.00	600.00	0.00	
	2/3/2016	Invoice	RMB/DB...	C00001	Invoice SI-00373	48,130,000.00	48,130,000.00	0.00	
	2/3/2016	Invoice	RMB/DB...	C00001	Invoice SI-00374	433,170,000.00	433,170,000.00	0.00	
	2/5/2016	Invoice	RMB/DB...	C00001	Invoice SI-00377	433,170,000.00	433,170,000.00	0.00	
	2/5/2016	Invoice	RMB/DB...	C00001	Invoice SI-00378	101,073,000.00	101,073,000.00	0.00	
	2/5/2016	Invoice	RMB/DB...	C00001	Invoice SI-00380	721,950,000.00	721,950,000.00	0.00	
	5/6/2016	Invoice	RMB/DB...	C00001	Order SO-00031	12,500.00	12,500.00	0.00	

Appln. Currency Amount to Apply Pmt. Disc. Amount Rounding Applied Amount Available Amount Balance

75,000.00 0.00 0.00 75,000.00 -12,500.01 62,499.99

Customer Ledger Entry ...

Document: Invoice R...

Due Date: 12/30/2015

Pmt. Discount Date: 0

Reminder/Fin. Charg... 0

Applied Entries: 0

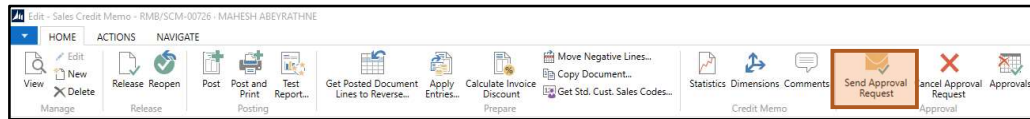
Detailed Ledger Entri... 1

OK Cancel

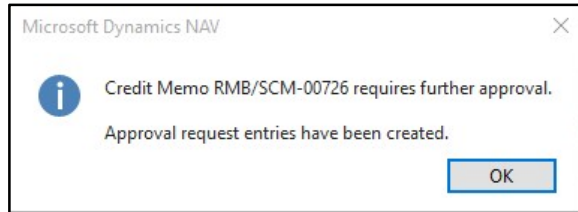
Click **OK**

10. Send for Approval

-> Click Send Approval Request

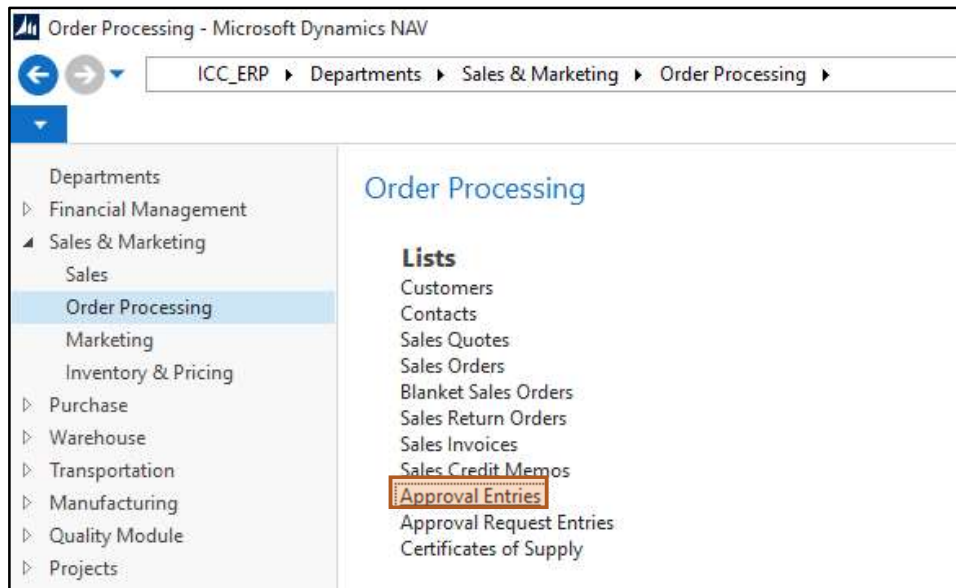


A Confirmation Message will be shown

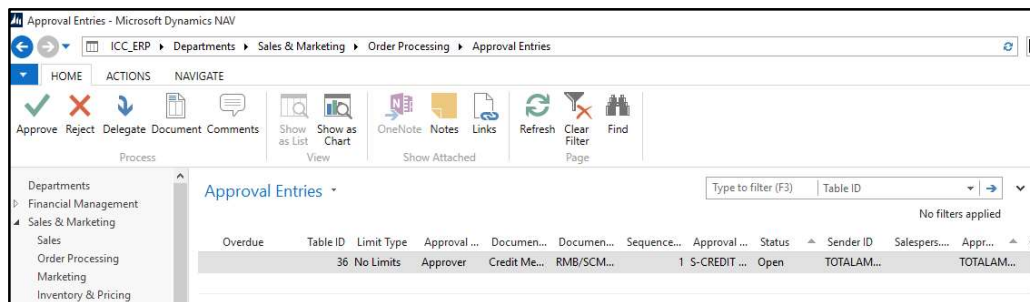


11. Authorized User can approve the Relevant Document

Navigate to Departments -> Sales & Marketing -> Order Processing -> Approval Entries to view the approval request entry. Only the entries open for the logged in user will be displayed.

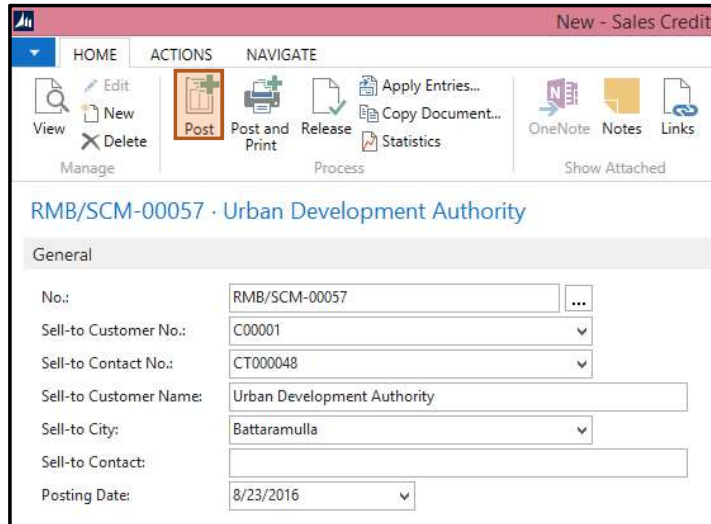


12. Select the Document

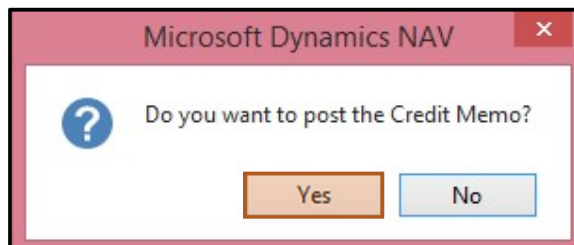


Click Approve / Reject

13. After the document is Approved -> Click “Post”



14. Click “Yes”. The Credit Memo will be posted



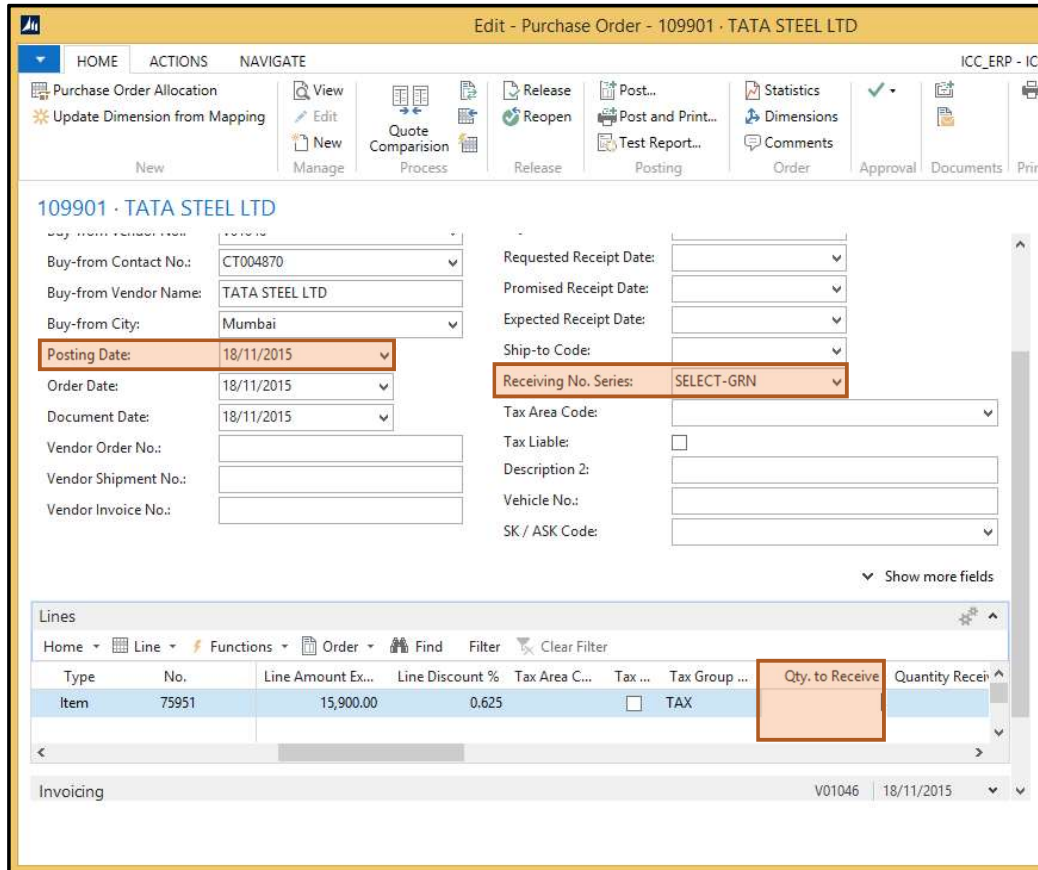
8 Create Goods Received Note

8.1 Creating the Goods Received Note

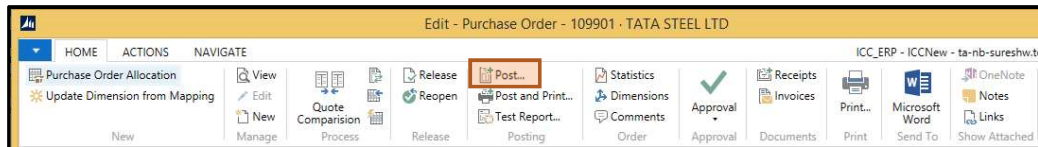
After Receiving the Material to site GRN Should Be Created Against the Received Qty.
(This should be Created according to MRN Process)

Navigate to Departments -> Projects -> Material Management -> Purchase Orders -> Edit

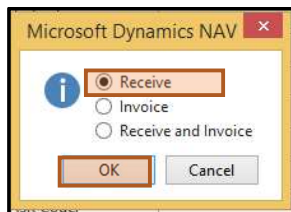
- Select the Receiving No Series
- Type the Qty received to site
- Type the Material Received date on Posting Date



15. Click “Post” in the ribbon



16. Select Receive and Click “OK”

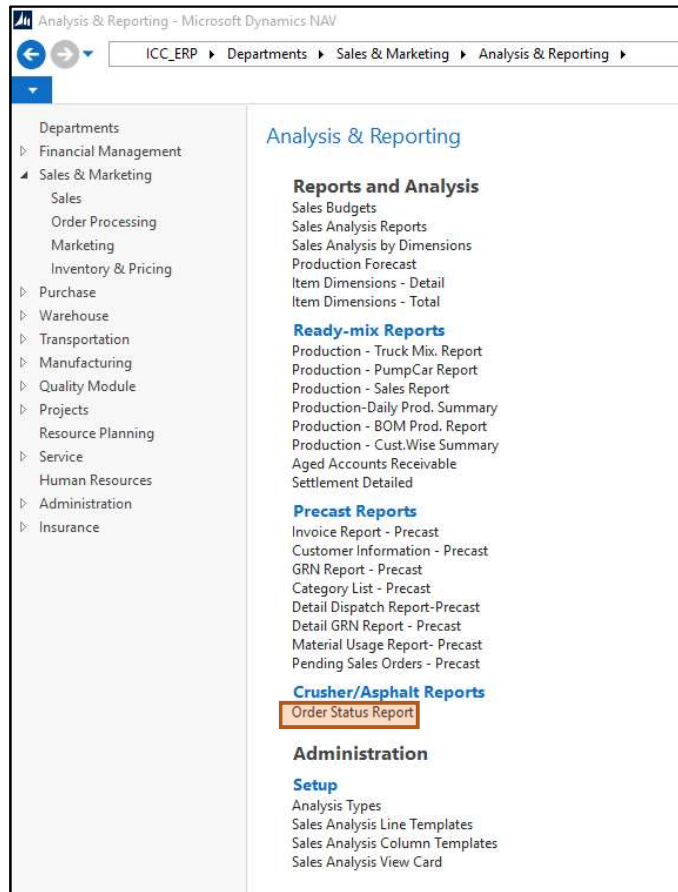


Material can be issued to Site/Production

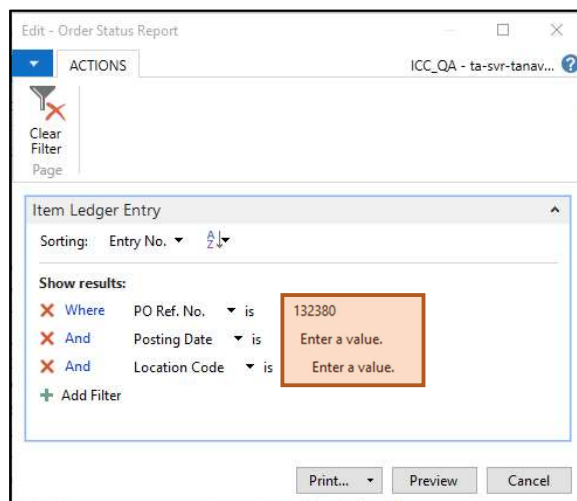
9 Reports

9.1 Order Status Report

1. Navigate to Departments -> Sales & Marketing -> Analysis & Reporting-> Order Status Report



2. Enter the data as shown



Click Print/Preview

Print Preview ICC_QA - ta-svr-tanav.totalamber.com

Order Status Report

International Construction Consortium (Pvt) Ltd
70, S. De. S. Jayasinghe Mawatha, Kohuwala, Nugegoda

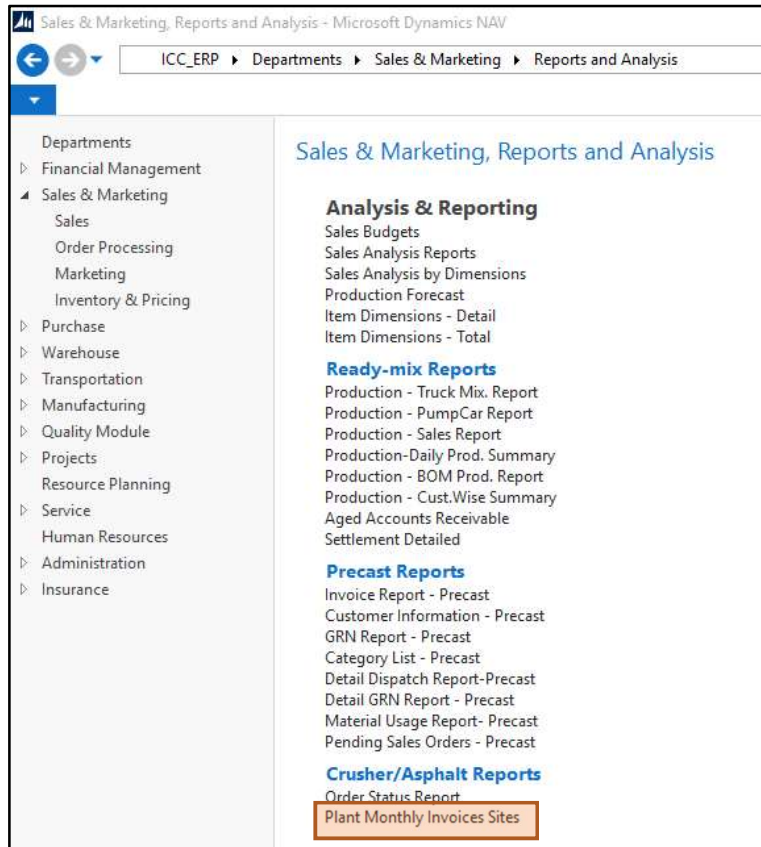
ORDER STATUS REPORT

Filters : PO Ref. No. : 132380

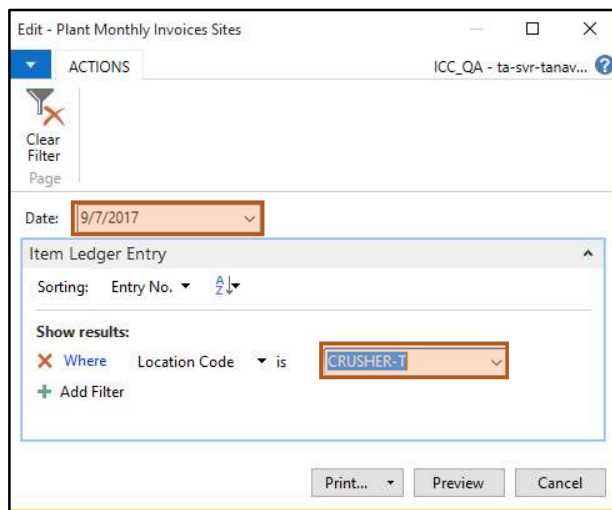
Posting Date	Entry Type	Document Type	Document No.	Location Code	Item No.	Item Description	UOM	Qty.
7/18/2017	Purchase	Purchase Credit Memo	110051	3-01100	81131	05-08MM AGGREGATES	CUBE	-10.00
Purchase Credit Memo Total								-10.00
7/18/2017	Purchase	Purchase Receipt	ITUMD/GRN-002196	3-01100	81131	05-08MM AGGREGATES	CUBE	10.00
7/18/2017	Purchase	Purchase Receipt	ITUMD/GRN-002196	3-01100	81131	05-08MM AGGREGATES	CUBE	-10.00
7/18/2017	Purchase	Purchase Receipt	ITUMD/GRN-002197	3-01100	81131	05-08MM AGGREGATES	CUBE	10.00
7/18/2017	Purchase	Purchase Receipt	ITUMD/GRN-002198	3-01100	81131	05-08MM AGGREGATES	CUBE	11.00
Purchase Receipt Total								21.00
7/18/2017	Purchase	Purchase Return Shipment	105170	3-01100	81131	05-08MM AGGREGATES	CUBE	-1.00
7/18/2017	Purchase	Purchase Return Shipment	105171	3-01100	81131	05-08MM AGGREGATES	CUBE	-1.00
Purchase Return Shipment Total								-2.00
Purchase Total								9.00
9/30/2017	Sale	Sales Credit Memo	RMB/SCM-01354	CRUSHER-T	76926	05-20MM AGGREGATES	CUBE	43.06
7/18/2017	Sale	Sales Credit Memo	RMB/SCM-01351	CRUSHER-T	81131	05-08MM AGGREGATES	CUBE	11.00
Sales Credit Memo Total								54.06
9/29/2017	Sale	Sales Return Receipt	107221	CRUSHER-T	76926	05-20MM AGGREGATES	CUBE	1.00
9/29/2017	Sale	Sales Return Receipt	107222	CRUSHER-T	76926	05-20MM AGGREGATES	CUBE	1.00
9/29/2017	Sale	Sales Return Receipt	107223	CRUSHER-T	76926	05-20MM AGGREGATES	CUBE	1.00
9/29/2017	Sale	Sales Return Receipt	107224	CRUSHER-T	76926	05-20MM AGGREGATES	CUBE	1.00
9/29/2017	Sale	Sales Return Receipt	107225	CRUSHER-T	76926	05-20MM AGGREGATES	CUBE	1.00
9/29/2017	Sale	Sales Return Receipt	107226	CRUSHER-T	76926	05-20MM AGGREGATES	CUBE	1.00
9/29/2017	Sale	Sales Return Receipt	107227	CRUSHER-T	76926	05-20MM AGGREGATES	CUBE	29.68
7/18/2017	Sale	Sales Return Receipt	107218	CRUSHER-T	81131	05-08MM AGGREGATES	CUBE	1.00

9.2 Plant Monthly Invoices to Site

1. Navigate to Departments -> Sales & Marketing -> Analysis & Reporting-> Plant Monthly Invoices Sites



2. Enter the data as shown



Click Print/Preview

Print Preview ICC_QA - ta-svr-tanav.totala...

Plant Monthly Invoices Sites

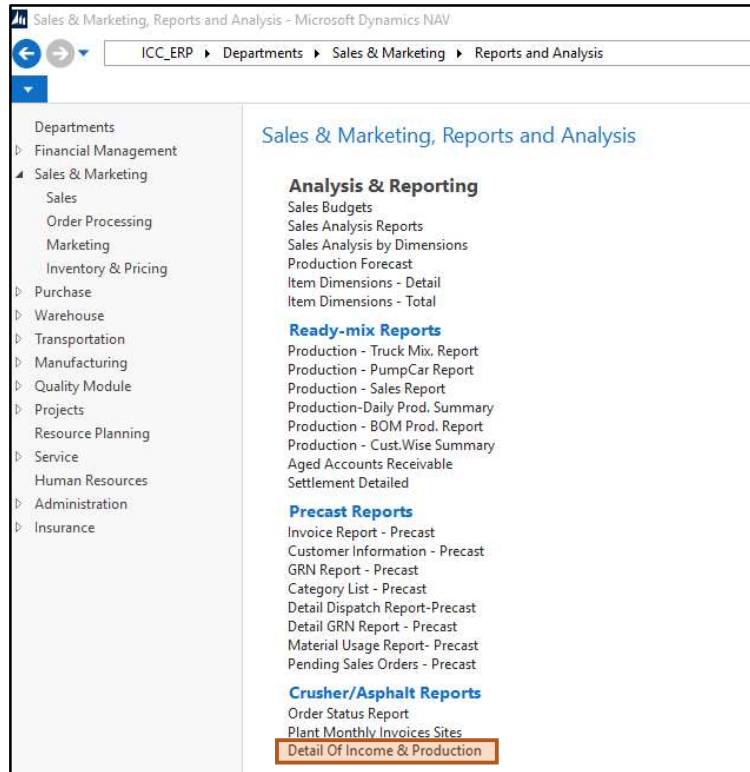
Thursday, July 20, 2017
Page : 1
TOTALAMBER\NAV_USER1

INTERNATIONAL CONSTRUCTION CONSORTIUM (PVT) LTD
CRUSHER PLANT - TUDUGALA MONTLY REPORT FOR THE MONTH OF SEPTEMBER 2017

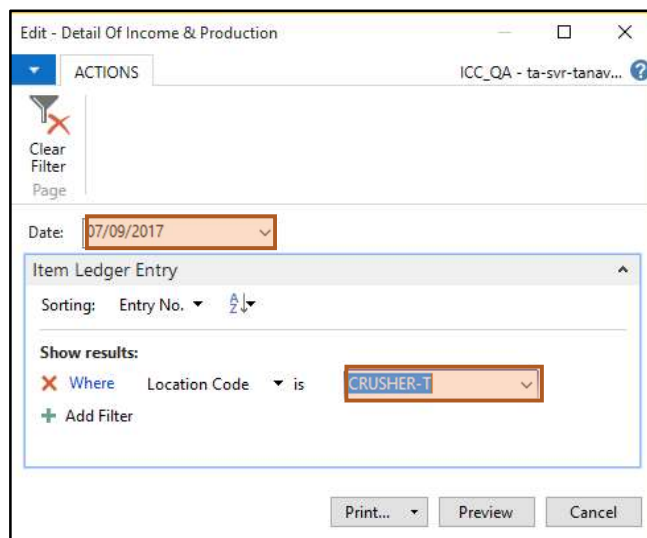
Date	Project Name	05-20MM AGGREGATES - CUBE			05-20MM AGGREGATES Item Total	05-14MM AGGREGATES - CUBE		Grand Total
		Precast & Prestress - Kaduwela	Ready mix Plant - Bokundara	Havelock City Phase III		Precast & Prestress - Kaduwela	05-14MM AGGREGATES Item Total	
01		0.00	43.06	0.00	43.06	79.07	79.07	122.13
02		8.71	43.06	27.30	79.07	0.00	0.00	79.07
03		27.27	35.68	25.99	88.94	106.70	106.70	195.64
Weekly Total		35.98	121.80	53.29	211.07	185.77	185.77	396.84
04		17.16	36.01	0.00	53.17	53.17	53.17	106.34
05		18.09	43.18	0.00	61.27	0.00	0.00	61.27
06		0.00	17.79	17.37	35.16	35.16	35.16	70.32
07		0.00	17.58	0.00	17.58	26.09	26.09	43.67
08		8.71	9.25	0.00	17.96	17.96	17.96	35.92
09		8.67	0.00	0.00	8.67	8.67	8.67	17.34
Weekly Total		52.63	123.81	17.37	193.81	141.05	141.05	334.86
14		0.00	0.00	0.00	0.00	8.51	8.51	8.51
15		0.00	8.58	0.00	8.58	34.89	34.89	43.47
Weekly Total		0.00	8.58	0.00	8.58	43.40	43.40	51.98
21		0.00	0.00	0.00	0.00	8.71	8.71	8.71
22		8.47	0.00	0.00	8.47	0.00	0.00	8.47
Weekly Total		8.47	0.00	0.00	8.47	8.71	8.71	17.18
29		0.00	35.68	0.00	35.68	0.00	0.00	35.68
30		0.00	43.06	0.00	43.06	0.00	0.00	43.06
Weekly Total		0.00	78.74	0.00	78.74	0.00	0.00	78.74
Grand Total		97.08	175.45	70.66	343.19	378.93	378.93	722.12

9.3 Detail of Income & Production

1. Navigate to Departments -> Sales & Marketing -> Analysis & Reporting-> Detail of Income & Production



2. Enter the Data as shown



Click Print/Preview

Print Preview ICC_QA - ta-svr-tanav.totalamber.com

Detail Of Income & Production

Thursday, July 20, 2017
Page : 1
TOTALAMBER/S.WICKRAMASINGHE

INTERNATIONAL CONSTRUCTION CONSORTIUM (PVT) LTD DETAIL OF INCOME & PRODUCTION AT CRUSHER PLANT - TUDUGALA CRUSHED METAL SITE TRANSFER SEPTEMBER 2017

EXTERNAL				
05-20MM AGGREGATES				
SITE	UOM	QTY	RATE	VALUE
KAMBURUPITIYA HOSTEL 8 PHASE III	CUBE	100.00	3,000.00	300,000.00
05-20MM AGGREGATES Item Total			100.00	300,000.00
EXTERNAL Sub Total			100.00	300,000.00

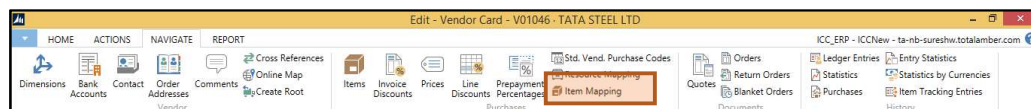
INTERNAL				
05-20MM AGGREGATES				
SITE	UOM	QTY	RATE	VALUE
Precast & Prestress - Kaduwela	CUBE	97.08	2,345.00	227,662.80
Readymix Plant - Bokundara	CUBE	175.45	2,821.89	495,099.85
Havelock City Phase III	CUBE	70.66	2,345.00	165,897.70
05-20MM AGGREGATES Item Total			343.19	888,450.15
05-14MM AGGREGATES				
SITE	UOM	QTY	RATE	VALUE
Precast & Prestress - Kaduwela	CUBE	378.93	2,345.00	888,590.85
05-14MM AGGREGATES Item Total			378.93	888,590.85
INTERNAL Sub Total			722.12	1,777,041.00
Grand Total			822.12	2,077,041.00

10 Administration

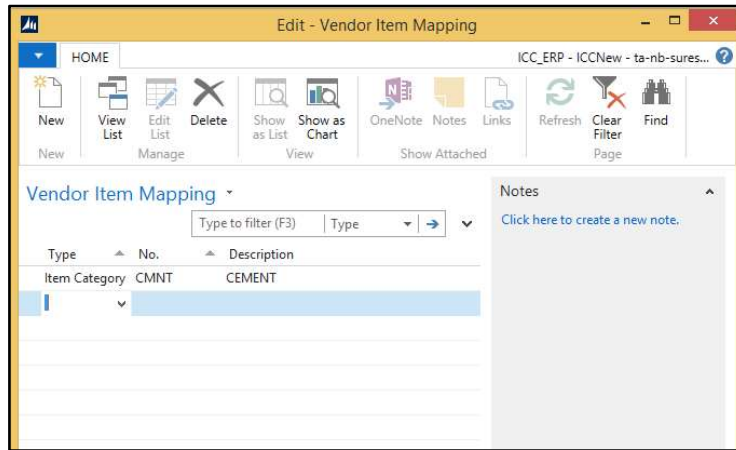
10.1 Map the Supplier to Item Category

1. Navigate to Departments -> Projects -> Material Management-> Vendors

Click "Item Mapping" in the Ribbon Bar.



2. Map the Item Category to the Supplier



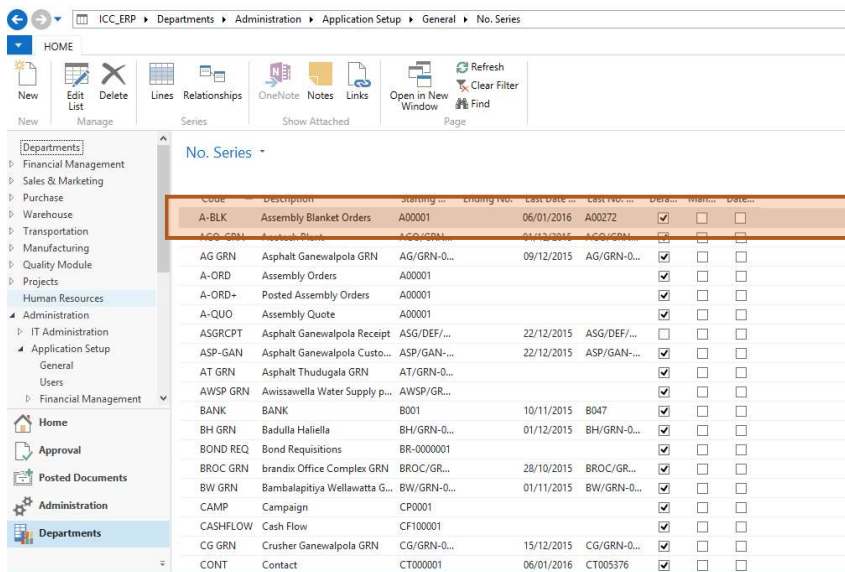
Select the Type – Item Category or Item

Select No – If the Type Item Category - Select the Relevant Category for the Item,

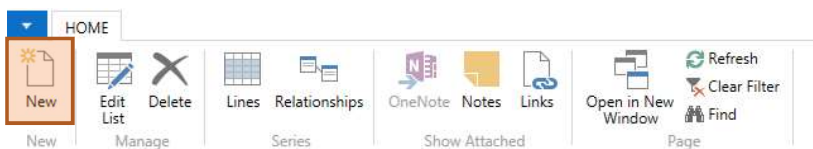
If the Type Item – Select the Item relevant item No

10.2 No Series Creation

1. Navigate to Departments -> Administration -> Application Setup ->General -> No. Series



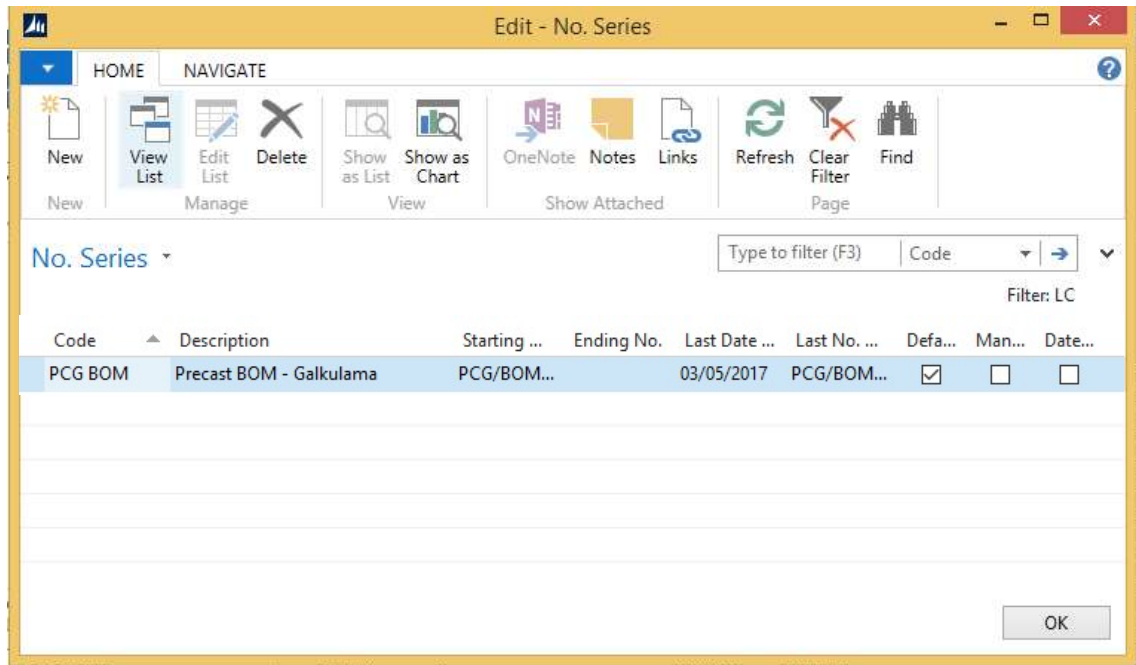
2. Click new



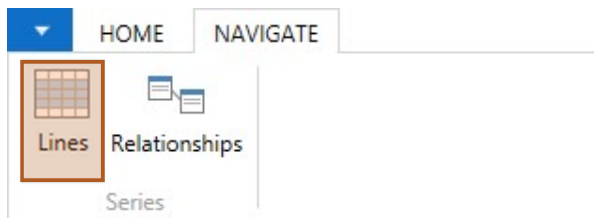
3. Type the Code as shown

Type the Related Description

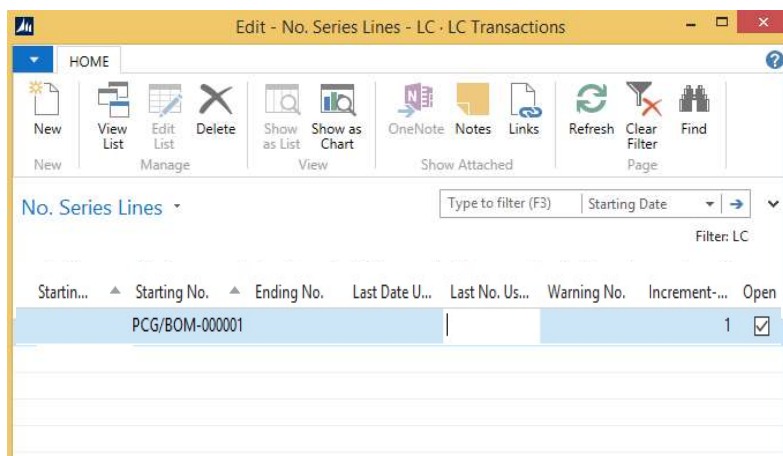
Click the Default no



4. Go to Navigate in the Ribbon -> Click Lines

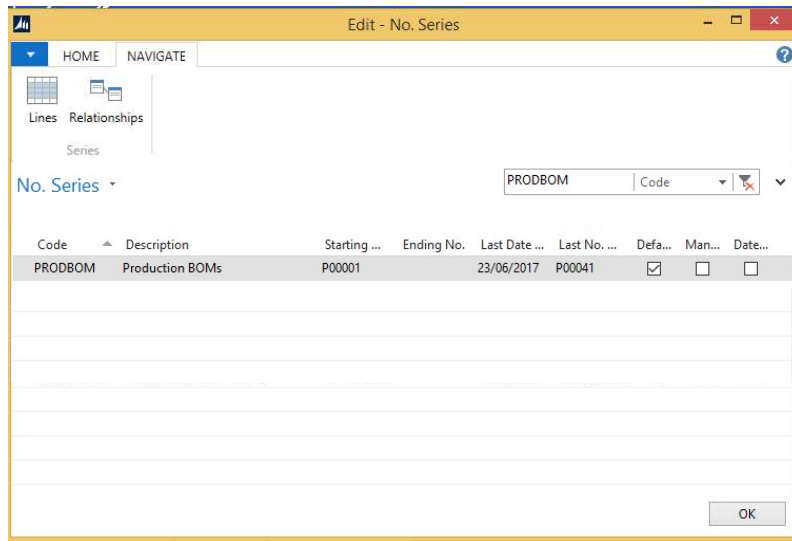


5. Enter the No Series as shown

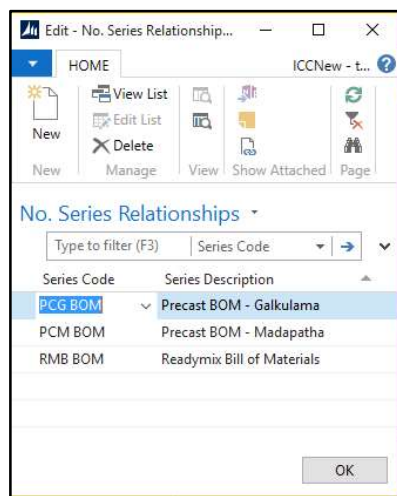


6. Give Relationship for the Created No Series with Production BOM

Select the “Vendor” No Series



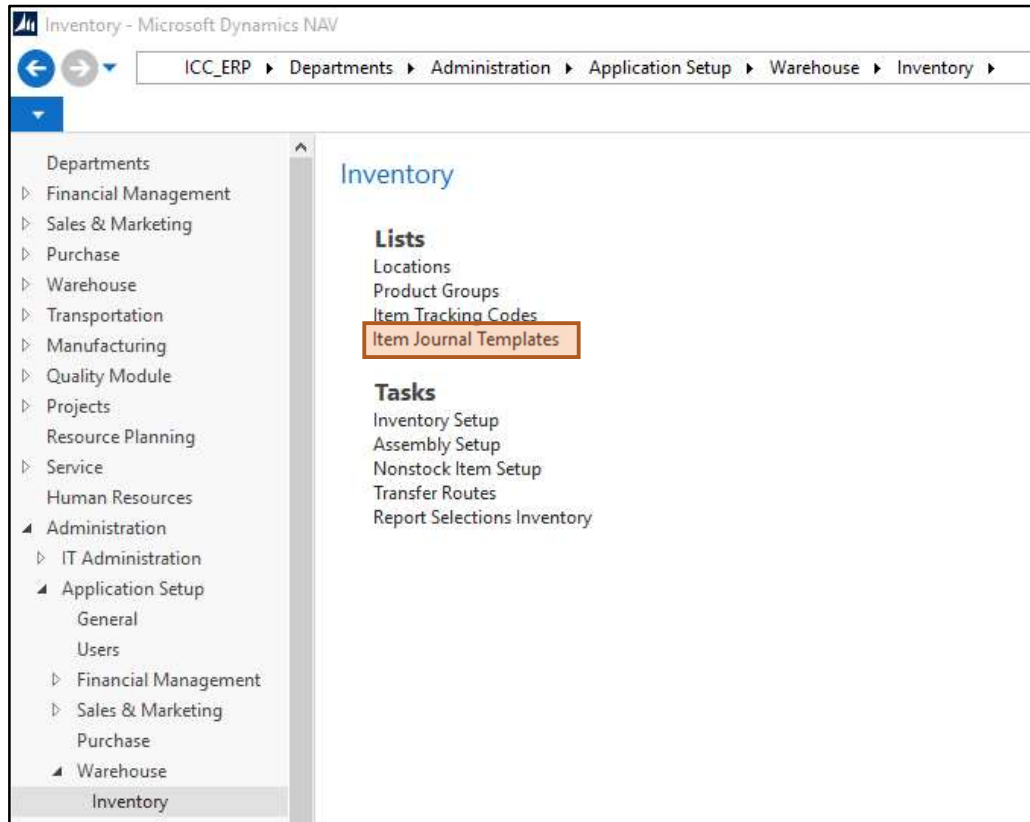
7. Go to Navigate from the ribbon -> Click Relationships. And add the “LC” no series



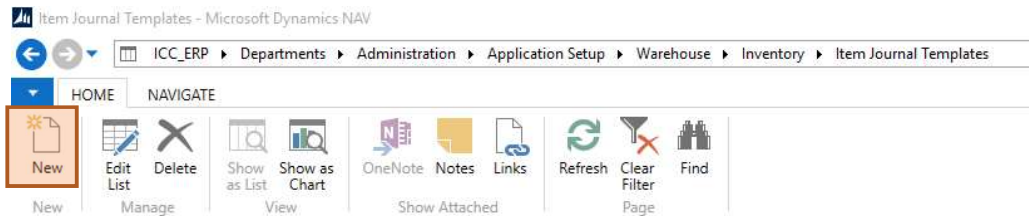
10.3 Item Journal Template

10.3.1 Creating the Template

1. Navigate to Departments -> Administration -> Application Setup -> Warehouse -> Inventory



2. Click New



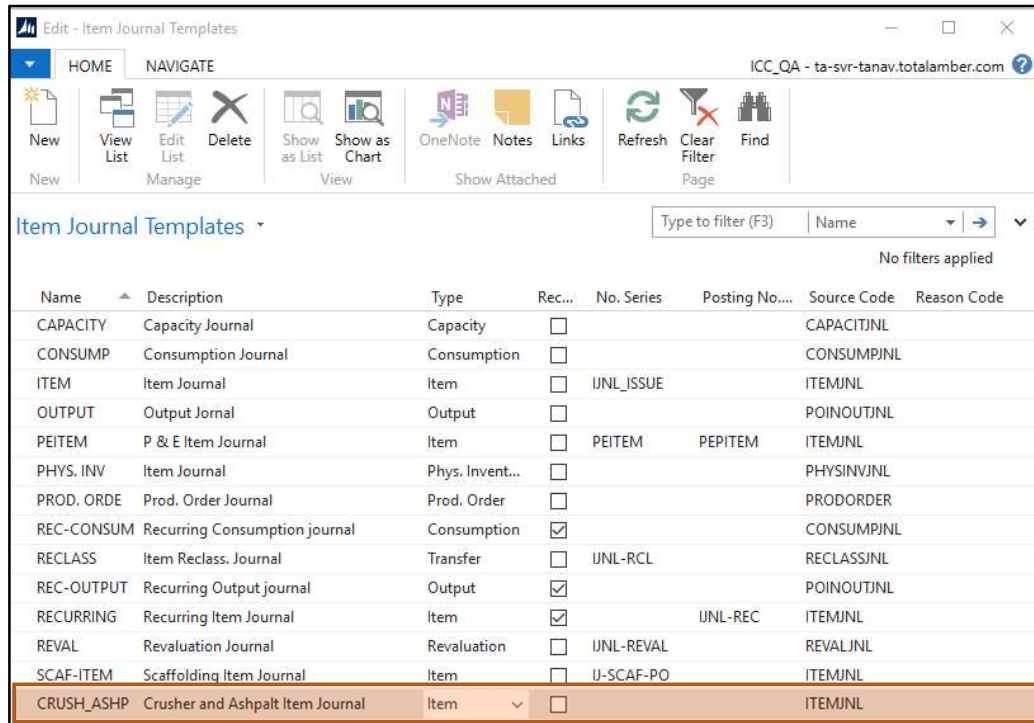
3. Enter the data as shown

Name: - Enter Preferred name

Description: - Enter Preferred description

Type: - Item

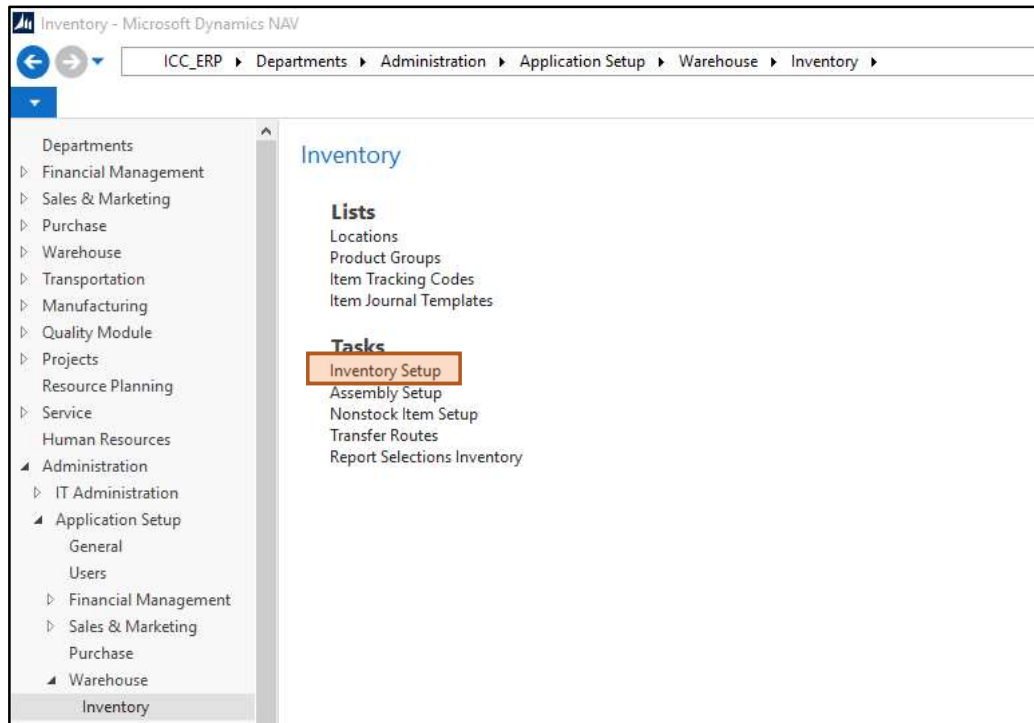
No series: - Select a no Series



Name	Description	Type	Rec...	No. Series	Posting No....	Source Code	Reason Code
CAPACITY	Capacity Journal	Capacity	<input type="checkbox"/>			CAPACITJNL	
CONSUMP	Consumption Journal	Consumption	<input type="checkbox"/>			CONSUMPJNL	
ITEM	Item Journal	Item	<input type="checkbox"/>	IJNL_ISSUE		ITEMJNL	
OUTPUT	Output Journal	Output	<input type="checkbox"/>			POINOUTJNL	
PEITEM	P & E Item Journal	Item	<input type="checkbox"/>	PEITEM	PEPITEM	ITEMJNL	
PHYS. INV	Item Journal	Phys. Invent...	<input type="checkbox"/>			PHYSINVJNL	
PROD. ORDE	Prod. Order Journal	Prod. Order	<input type="checkbox"/>			PROORDER	
REC-CONSUM	Recurring Consumption journal	Consumption	<input checked="" type="checkbox"/>			CONSUMPJNL	
RECLASS	Item Reclass. Journal	Transfer	<input type="checkbox"/>	IJNL-RCL		RECLASSJNL	
REC-OUTPUT	Recurring Output journal	Output	<input checked="" type="checkbox"/>			POINOUTJNL	
RECURRING	Recurring Item Journal	Item	<input checked="" type="checkbox"/>		IJNL-REC	ITEMJNL	
REVAL	Revaluation Journal	Revaluation	<input type="checkbox"/>	IJNL-REVAL		REVALJNL	
SCAF-ITEM	Scaffolding Item Journal	Item	<input type="checkbox"/>	IJ-SCAF-PO		ITEMJNL	
CRUSH_ASHP	Crusher and Asphalt Item Journal	Item	<input type="checkbox"/>			ITEMJNL	

10.3.2 Assigning Created Template

1. Navigate to Departments -> Administration -> Application Setup -> Warehouse -> Inventory -> Inventory Setup



2. Select the Relevant Template for Crusher/Asphalt

Edit - Inventory Setup ICC_QA - ta-svr-tanav.totalamber.com

HOME

View Edit OneNote Notes Links Refresh Clear Filter Page

Go to Previous Next

Inventory Setup

- General
- Location
- Dimensions
- Numbering
- Template & Batch Setup**

Item Journal Template (Carpentry):	ITEM	Item Jnl. Template (Crusher):	CRUSH_ASHP
Item Journal Batch (Carpentry):	JNL-ISSUE		

OK