USER GUIDE

Microsoft Dynamics NAV

CRUSHER/ASPHALT PRODUCTION

Totalamber

Totalamber

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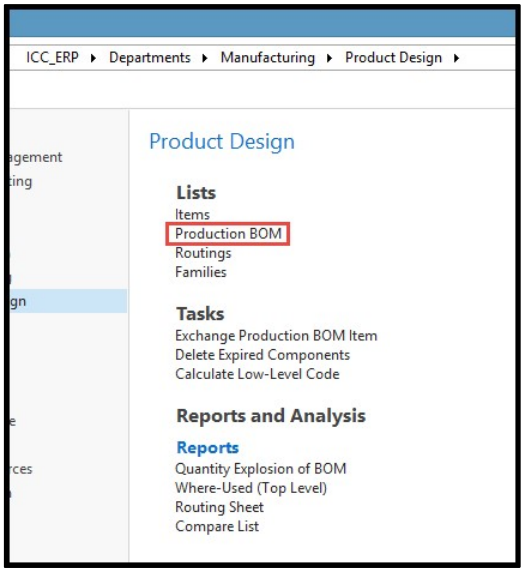
1 Master Data

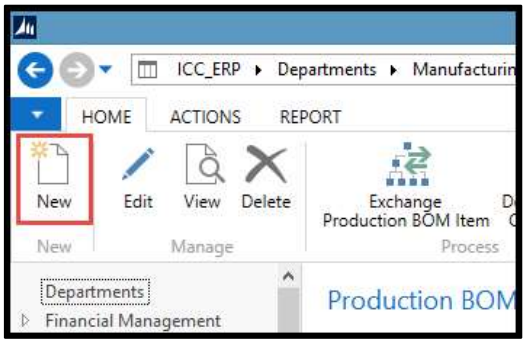
1.1 Production BOM

1.1.1 Creating Production BOM

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



2. Click “New” in the Ribbon.

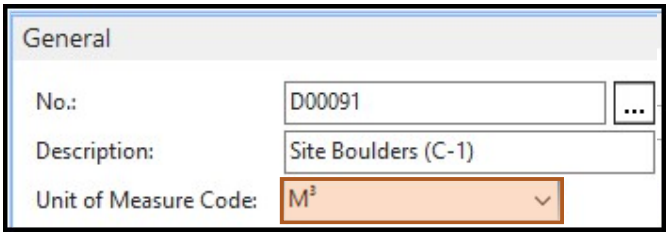


3. Select the Correct “No Series Code” by clicking the Assist Edit button.

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

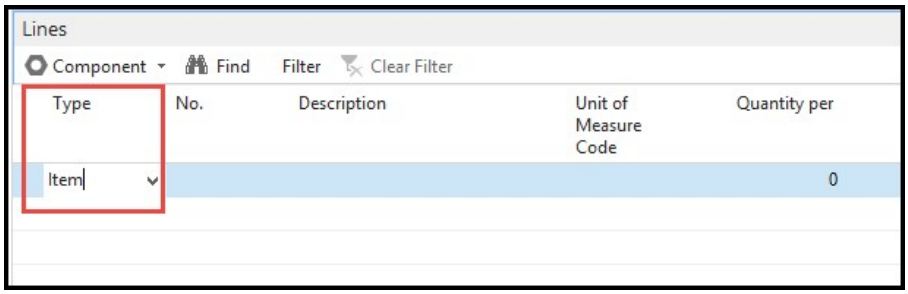
5. Type the “Description”.

6. Select the “Unit of Measure”.

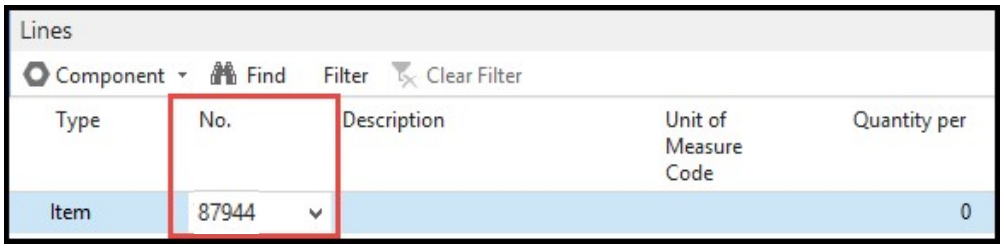


According to the above example, D00091 is the Production BOM which defines the components and their required quantities in order to produce 1 M³ of Site Boulders.

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

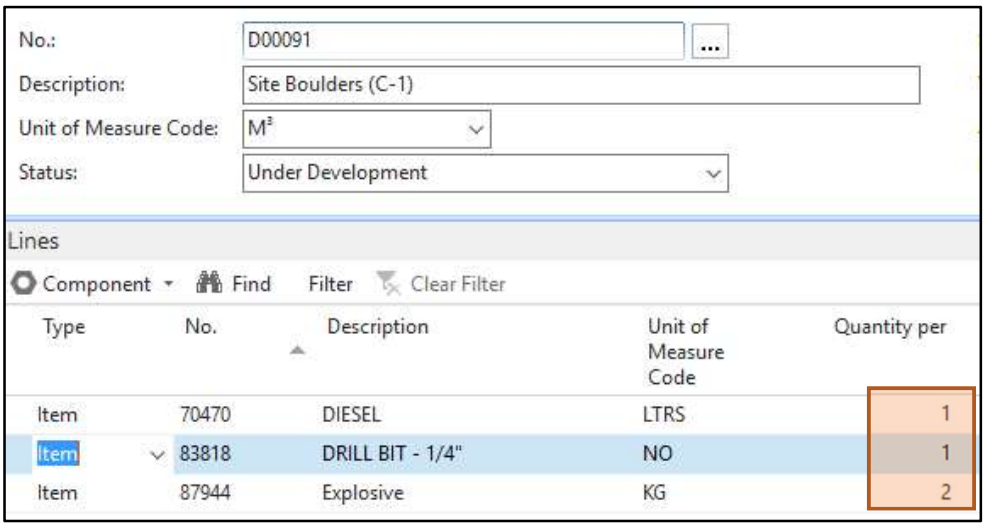


8. In “No” field select the relevant item no.

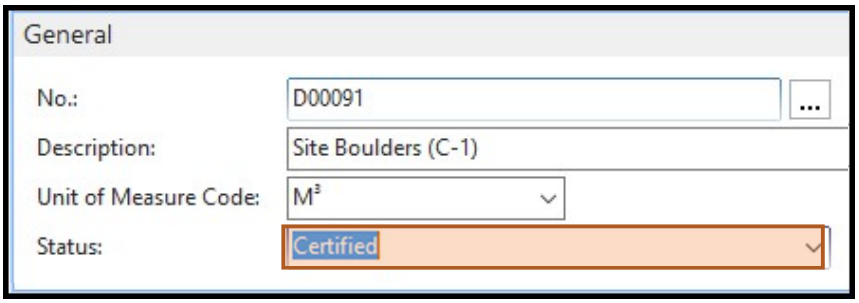


9. The “Description” and the “Unit of Measure” will be automatically generated. Change the Unit of Measure if required.

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



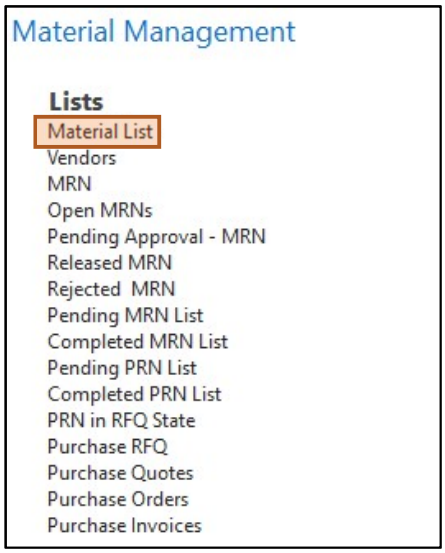
11. Go to the “General” tab and set the “status” to “Certified”.



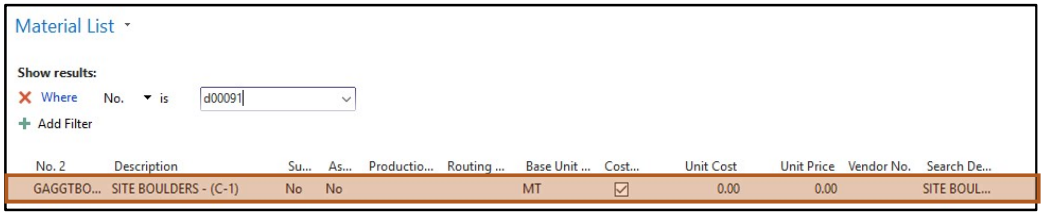
12. Click “OK” to close the Production BOM page.

1.1.2 Attaching a Production BOM to an Item Card.

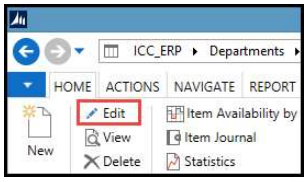
1. Navigate to Departments/projects/Material Management/Material List.



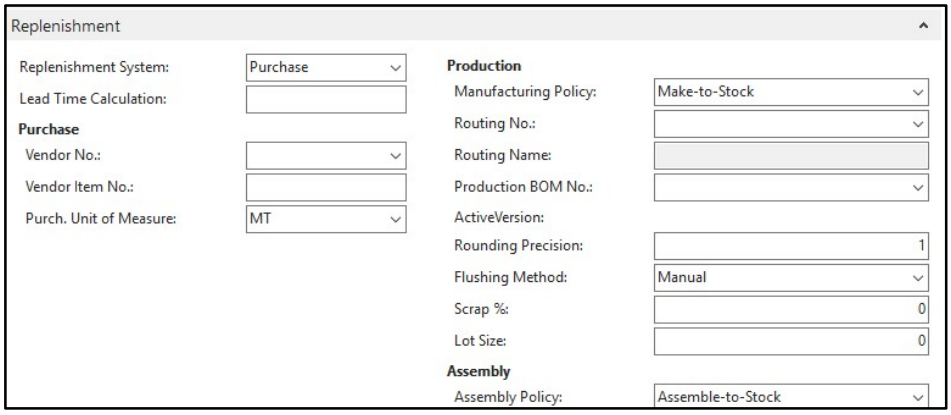
2. Select the relevant item.



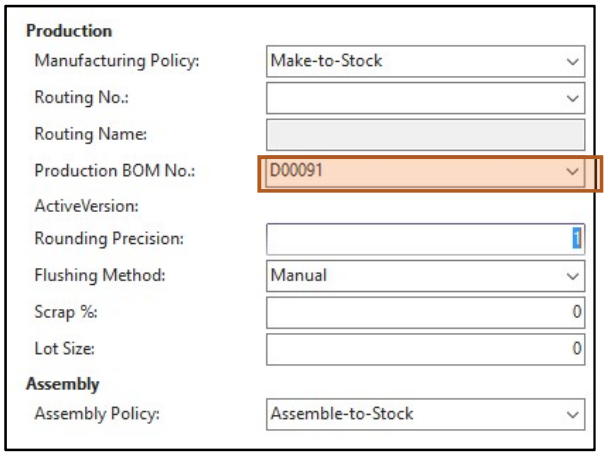
3. Click "Edit" on the Ribbon.



4. Go to the "Replenishment" tab of the Item Card.



5. On the "Production BOM No." field, select the relevant Production BOM.

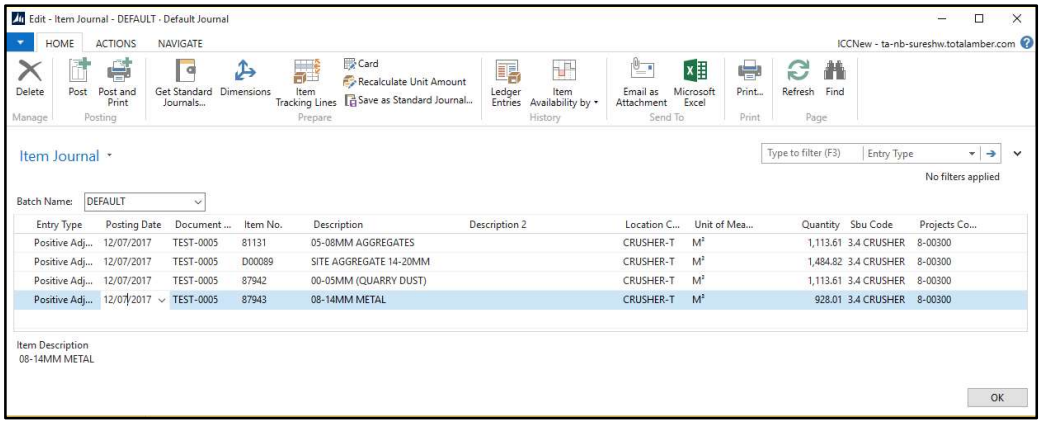


6. Click "OK" to close the Item Card page.

1.2 Creating the Standard Journal (Productions Norms)

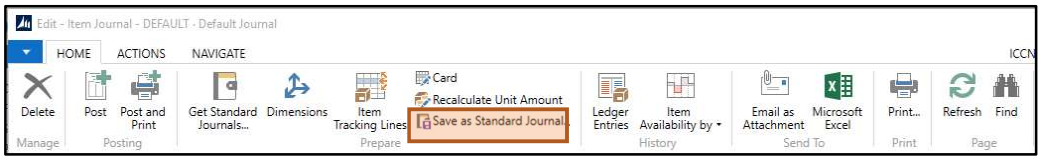
1. Navigate to Departments -> Warehouse -> Item Journal

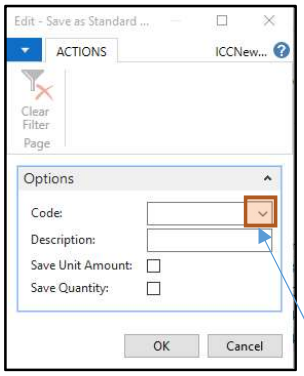
   Enter the data as shown



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

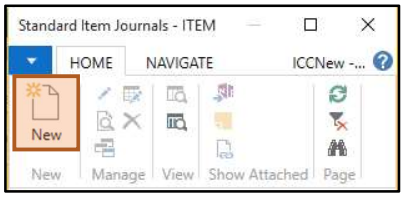
2. Click **Save as Standard Journal**



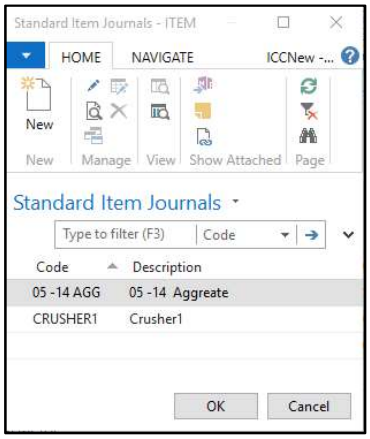


Click code

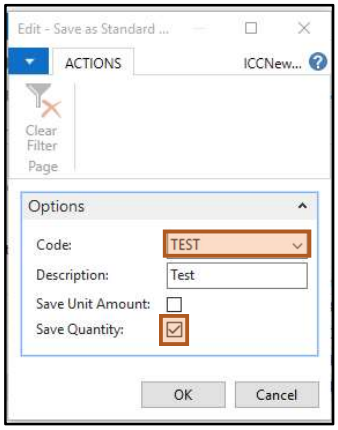
3. Click New



Enter a Code and a Description (as Shown)

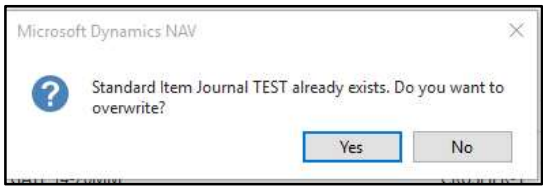


4. Select the required Code -> Click OK

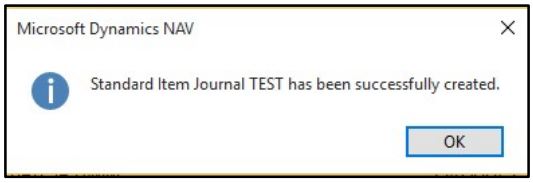


Click Save Quantity -> click ok

5. Click Yes to Confirm the message

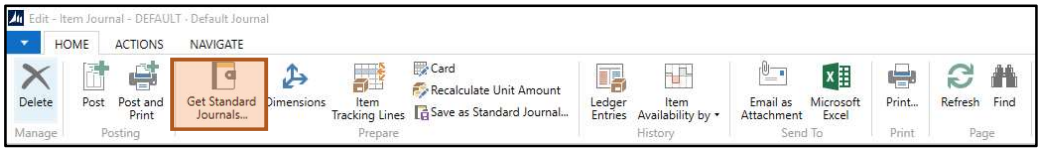


6. Upon creating the standard journal Confirmation message will be shown

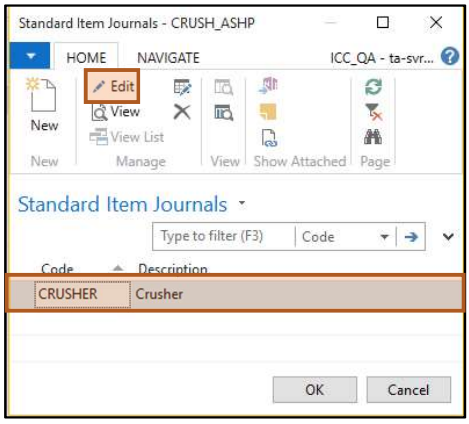


7. Update the Standard journal with Production Percentage

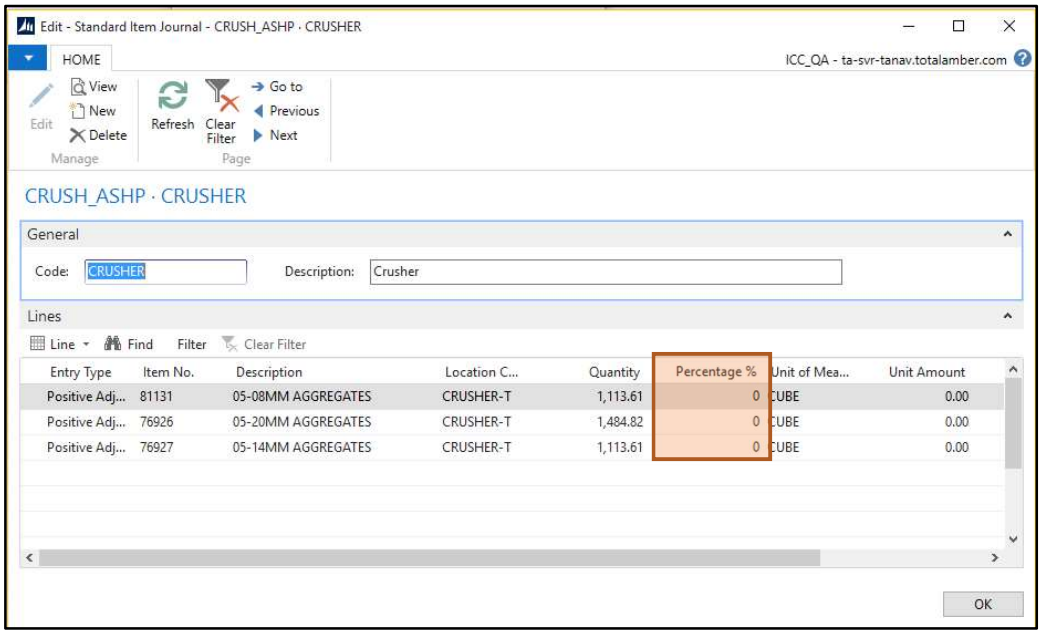
   Click -> **Get Standard journal**



   Select the Relevant Template -> Click Edit



   Enter the Required “Percentage %” each line wise



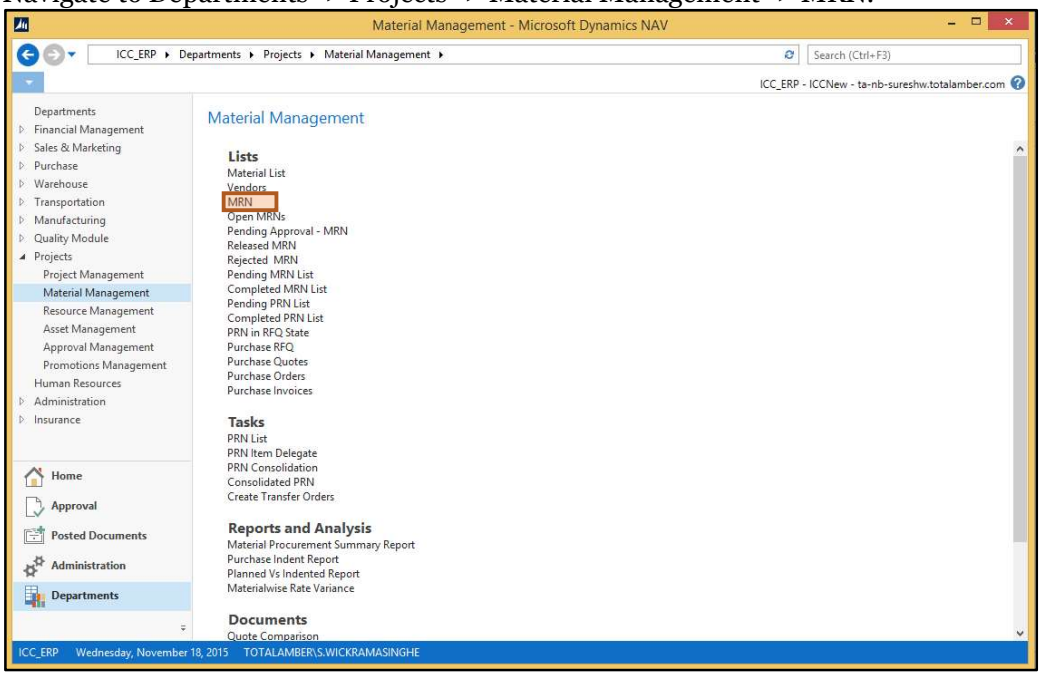
Note: - Entered Percentage need to be equal to 100 in the open template.

2 Internal Purchase Process

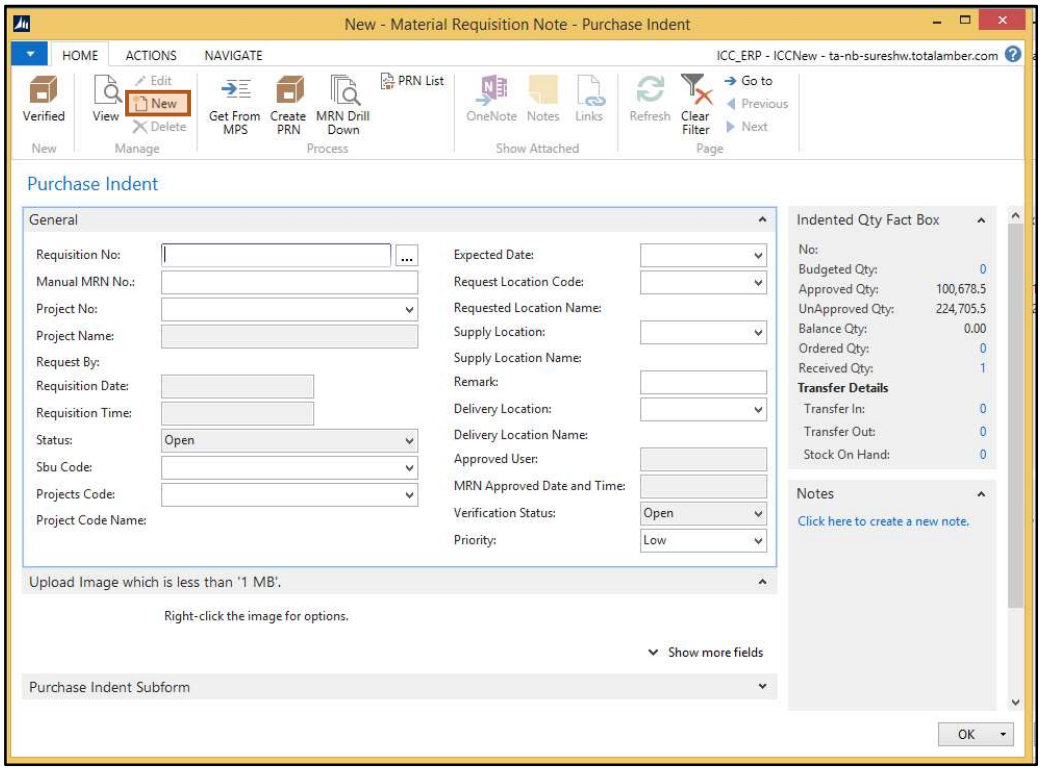
2.1 Through MRN

2.1.1 Create MRN

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



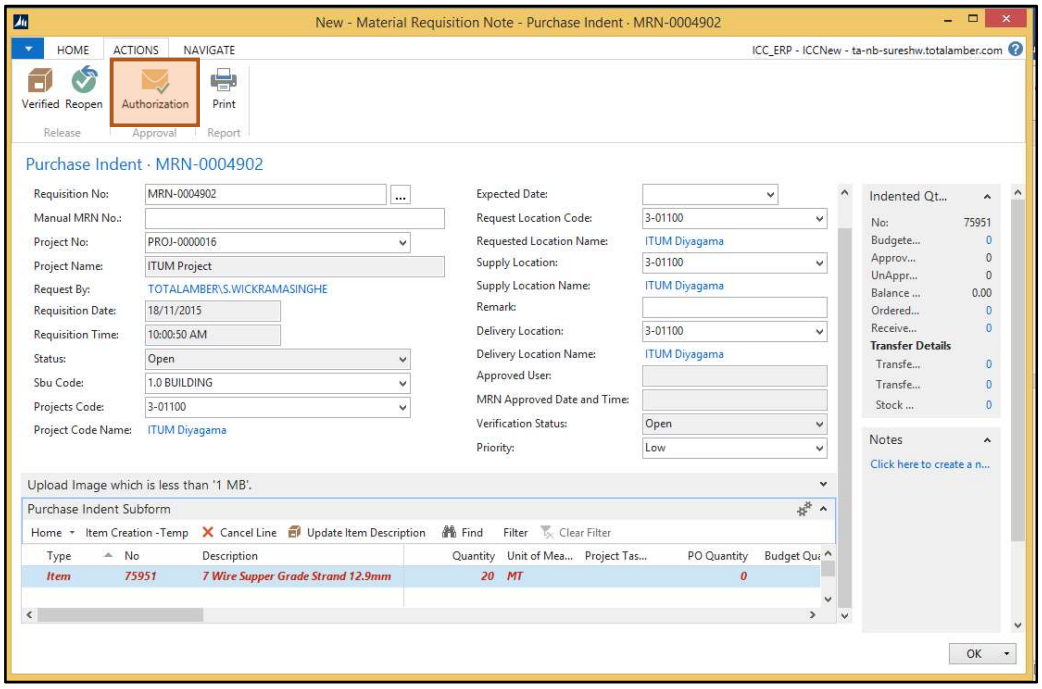
2. Click “New”



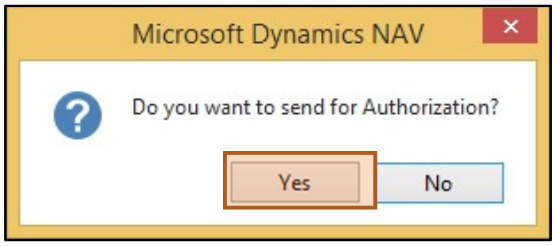
- Select the Following Fields (Mandatory Fields in the MRN)
    1. Project No
    2. Request Location Code
    3. Supply Location
    4. Delivery Location
    5. SBU Code
    6. Projects Code
    7. Item No
    8. Quantity

2.1.2 Sending MRN for Approval

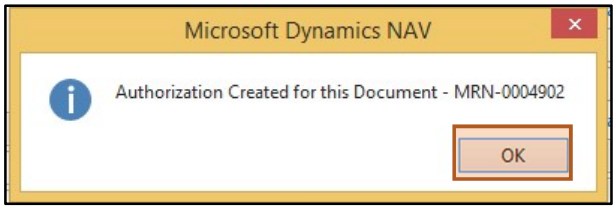
1. After inserting the item description line, the document should be sent for approval. Click “Authorization” in Actions ribbon bar.



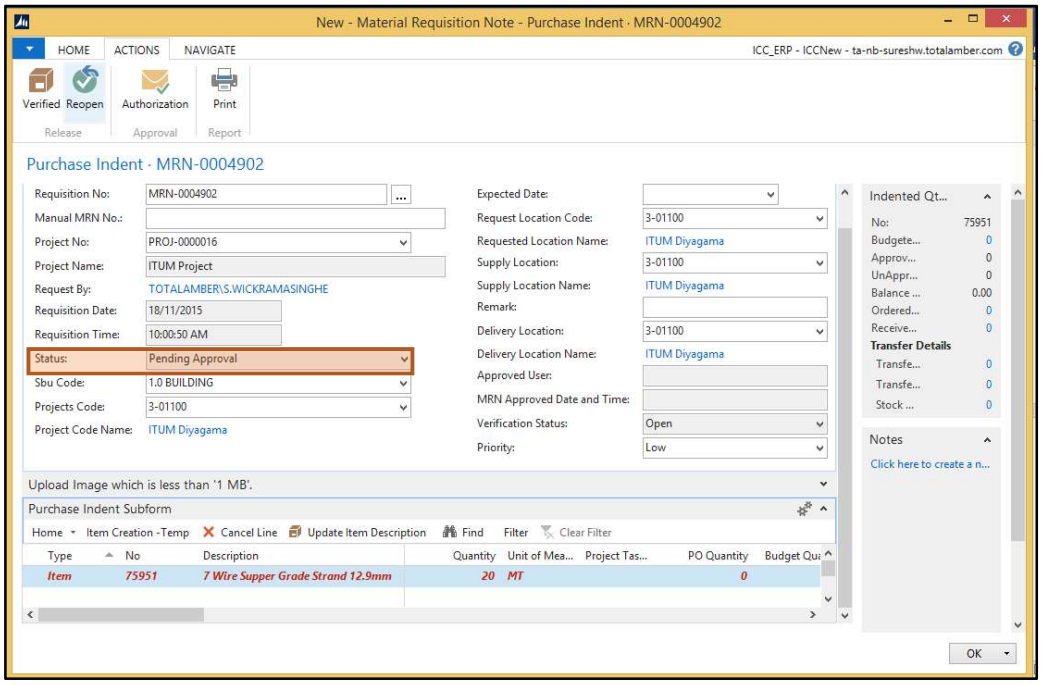
2. Click “Yes” in the confirmation message.



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

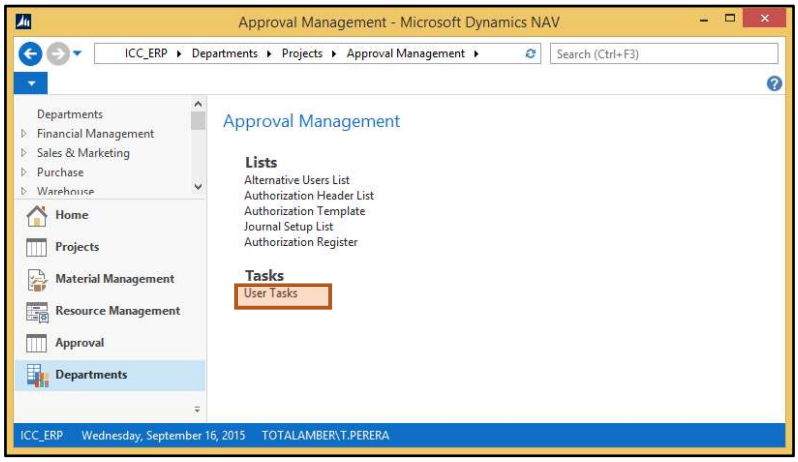


4. Status of the document will be changed to “Pending Approval”.

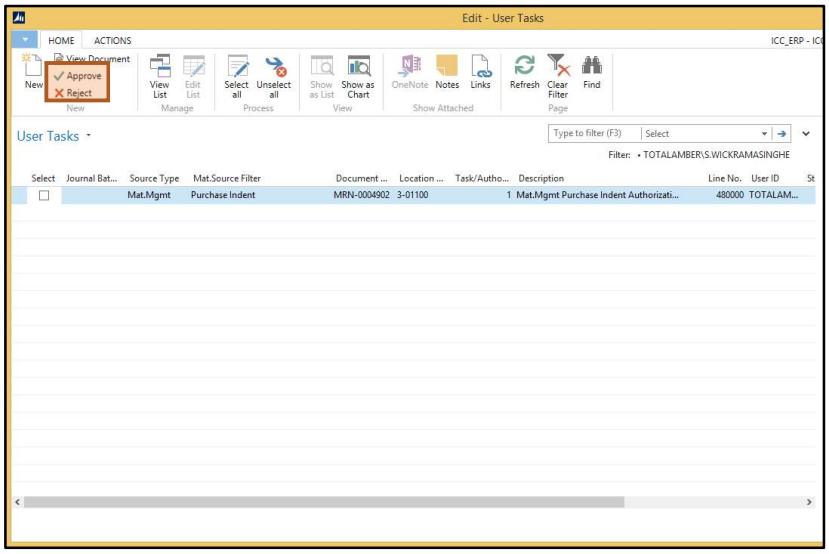


2.1.3 Approving MRN

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.

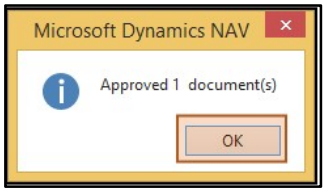


2. Authorized users can “Approve” or “Reject” the orders.

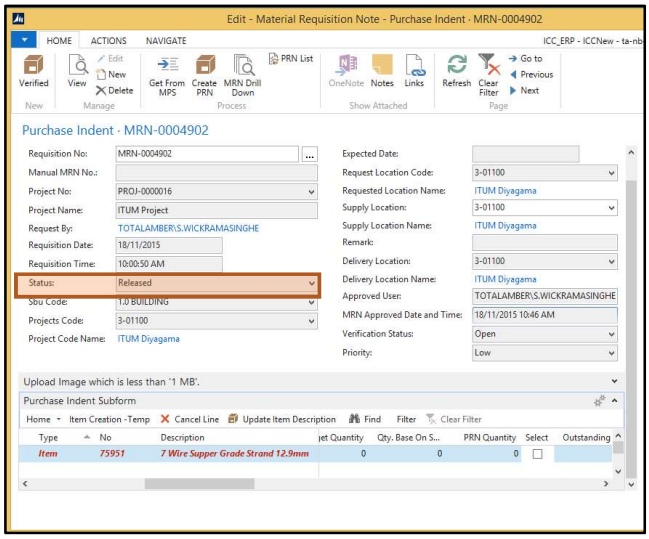


3. Click “Yes” for confirmation message.

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

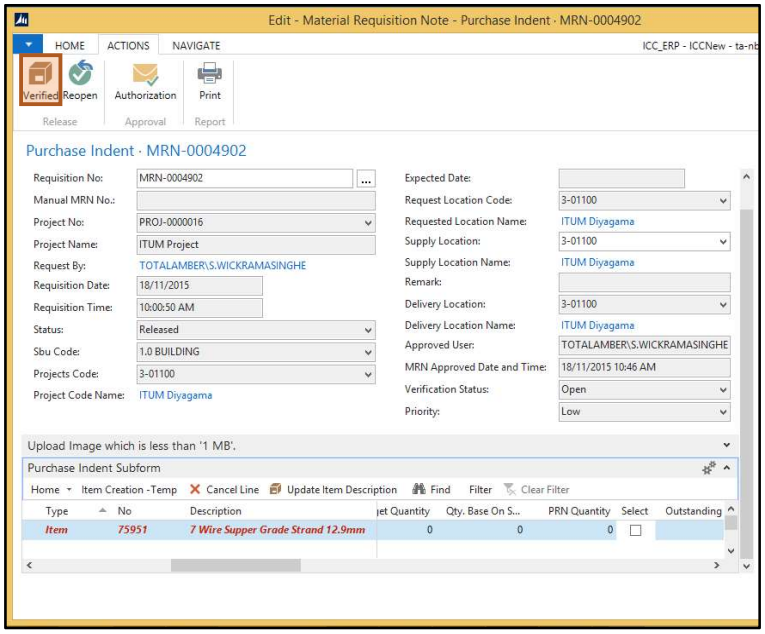


5. The status of the MRN will be changed to “Released”.

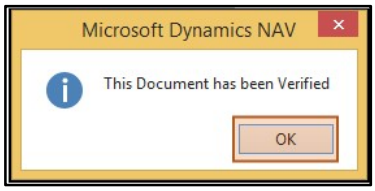


2.1.4 Verifying the MRN

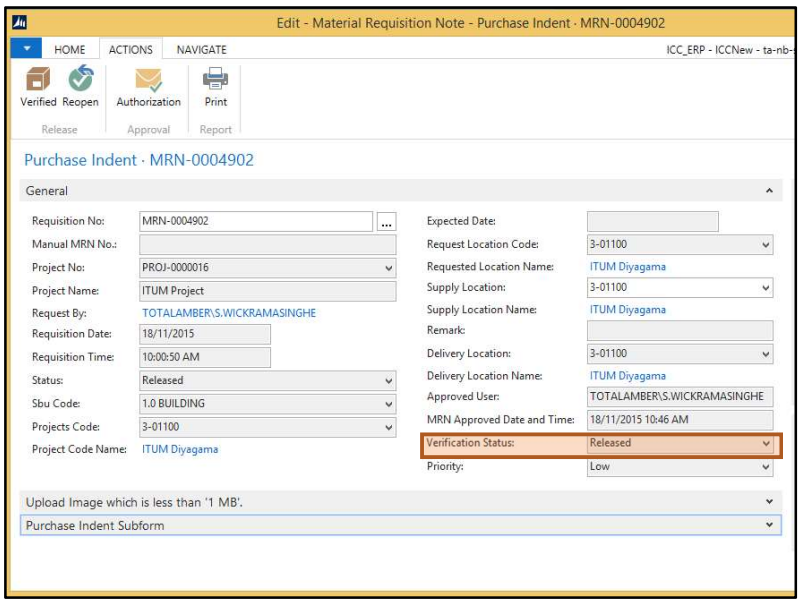
1. Click "Verified" in the Actions Tab of the ribbon bar. Only the Authorized Person has the Permission to Verify the MRN.



2. The Document will be verified.



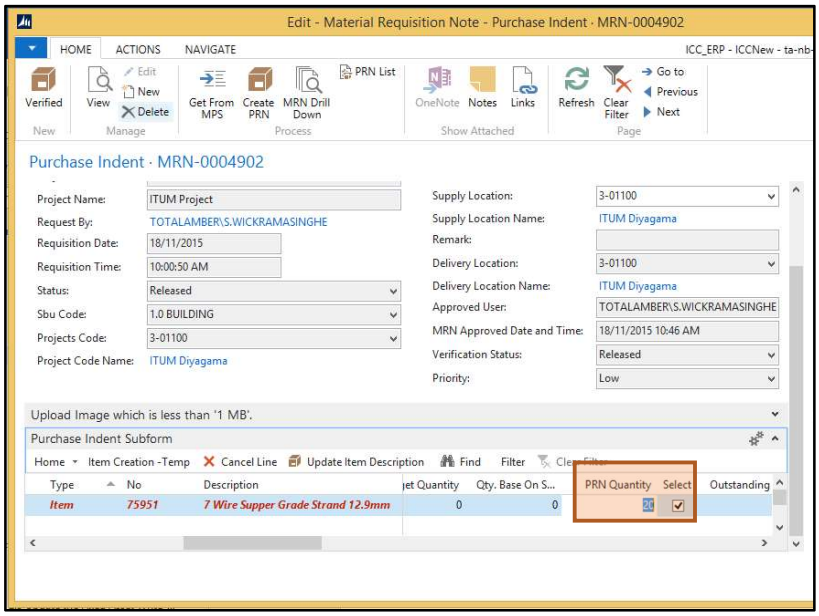
3. Verification status will be changed to "Released" from "Open".



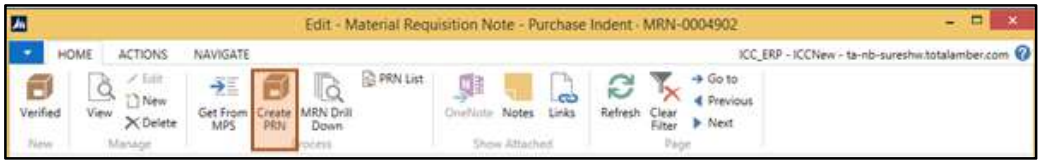
2.1.5 Creating Purchase Requisition Note (PRN)

1. Type the Qty Needed to Create a "PRN"

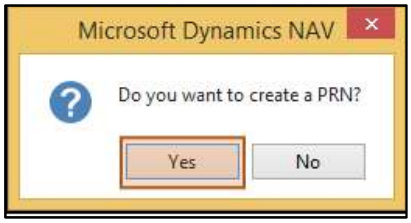
   Select the lines that should be transferred to "PRN".



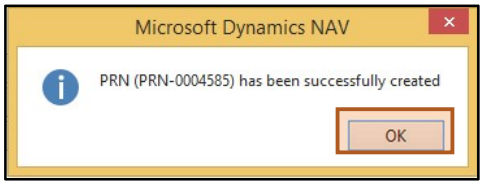
2. Click "Create PRN" in the Ribbon Bar.



3. Confirmation message will be displayed.

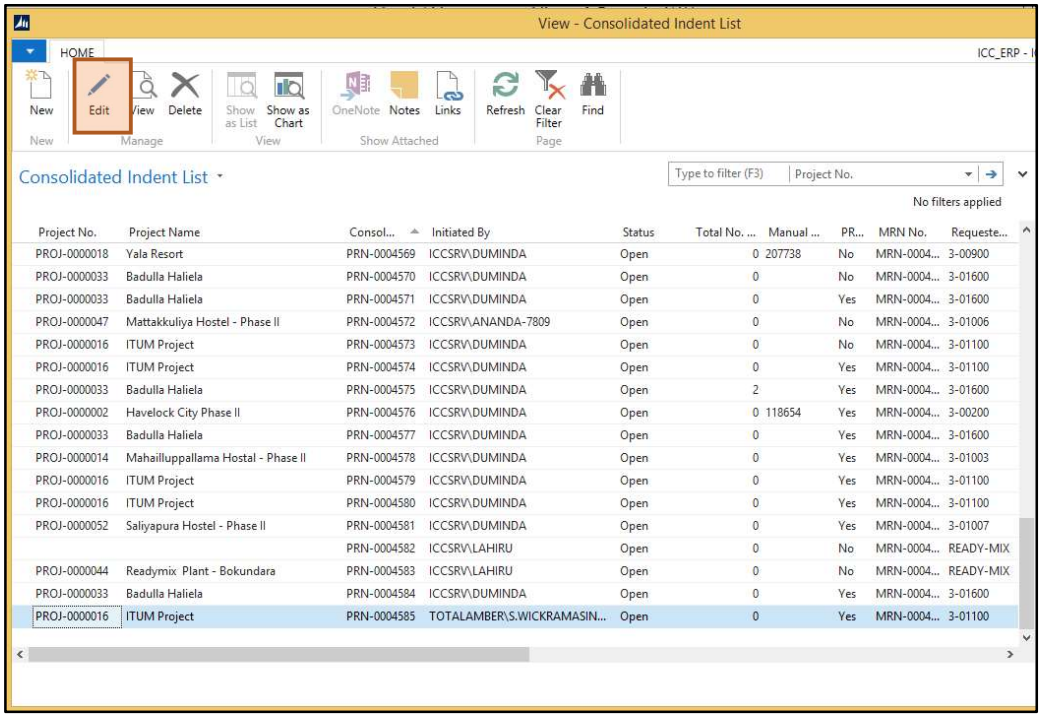


4. Verification message after creating the PRN will be displayed.

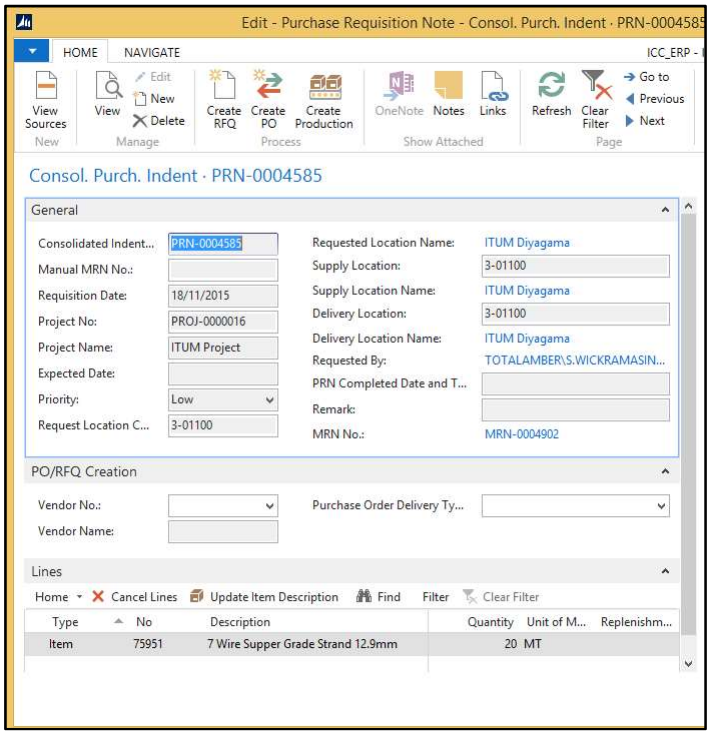


2.1.6 Creating Request for Quotes (RFQ) through PRN

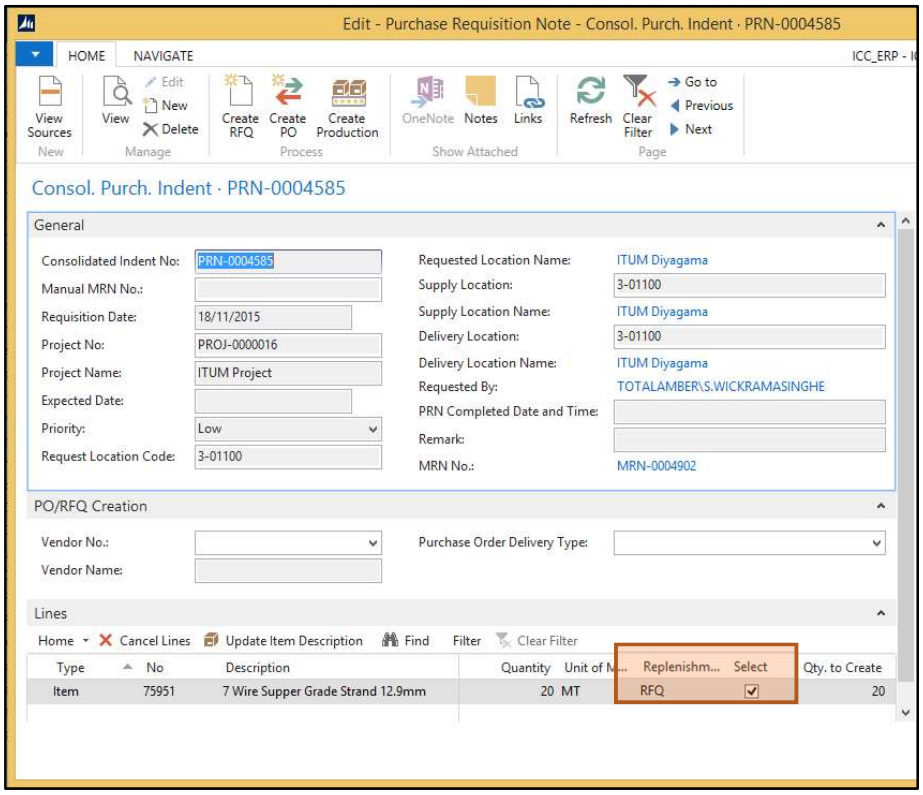
1. Navigate to Departments -> Projects -> Material Management-> PRN list and select the relevant PRN.



2. Click “Edit” or double click the selected line.

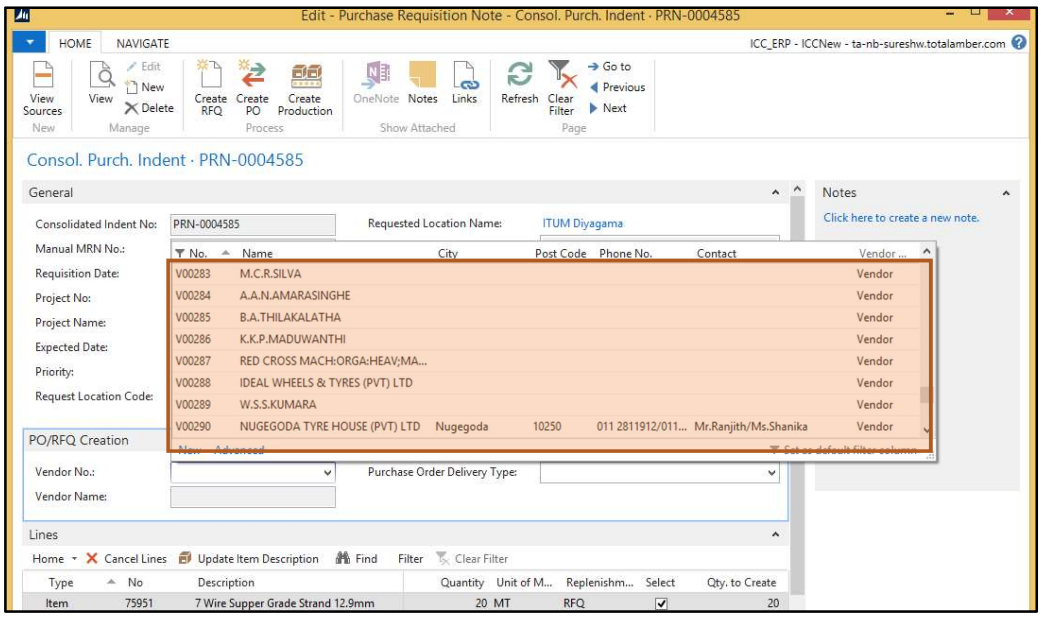


3. Select the line(s) to create RFQ and select the Replenishment Type as “RFQ”.

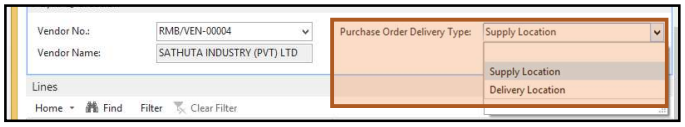


4. Select the vendor for the RFQ.

Note: Users can create multiple RFQs for different vendors.

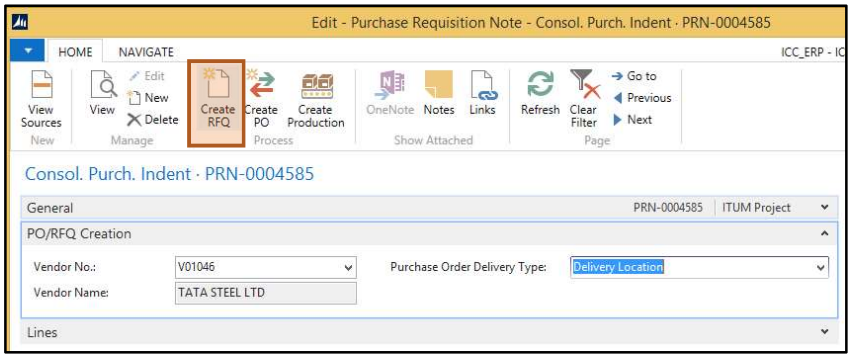


5. Select the Purchase Order Delivery Type as “Delivery Location” or “Supply Location”. (Based on Inventory Process)

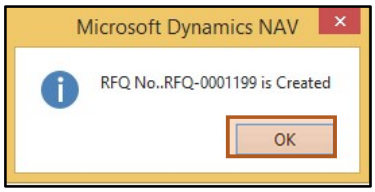


6. Click “Create RFQ” in Ribbon Bar.

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

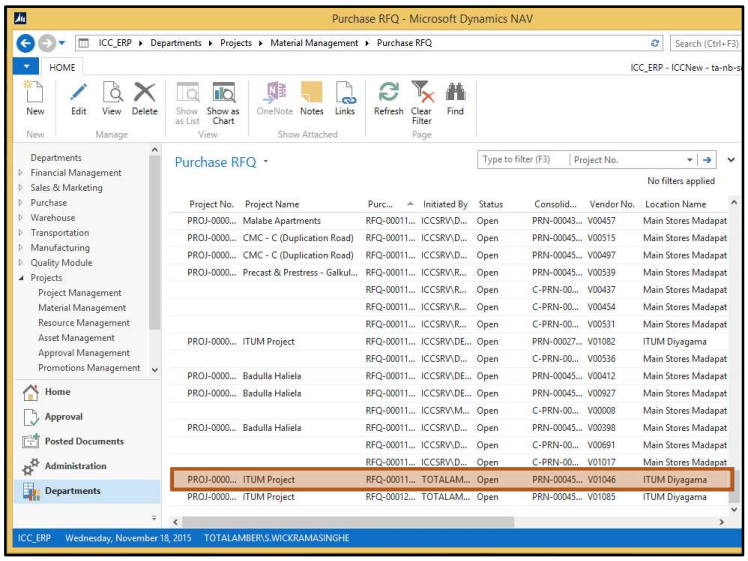


7. Verification message will be displayed with the RFQ number created in the system.

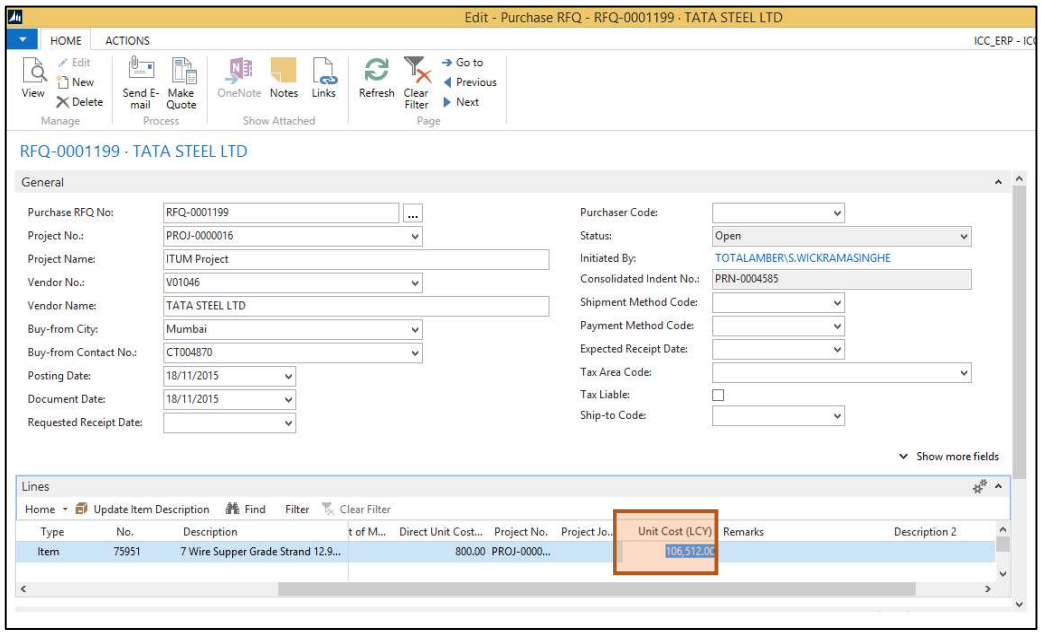


2.1.7 Entering quoted prices from vendors

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

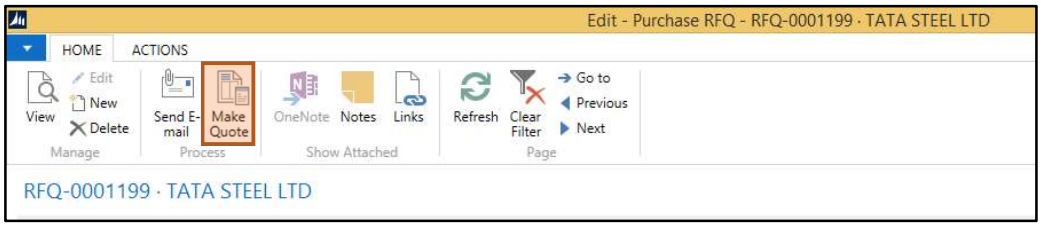


2. Open each purchase RFQ and insert the price quoted.

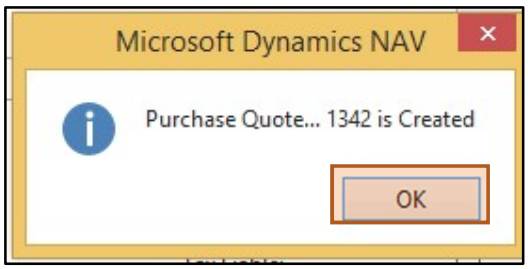


2.1.8 Converting RFQ to Purchase Quote

1. 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.

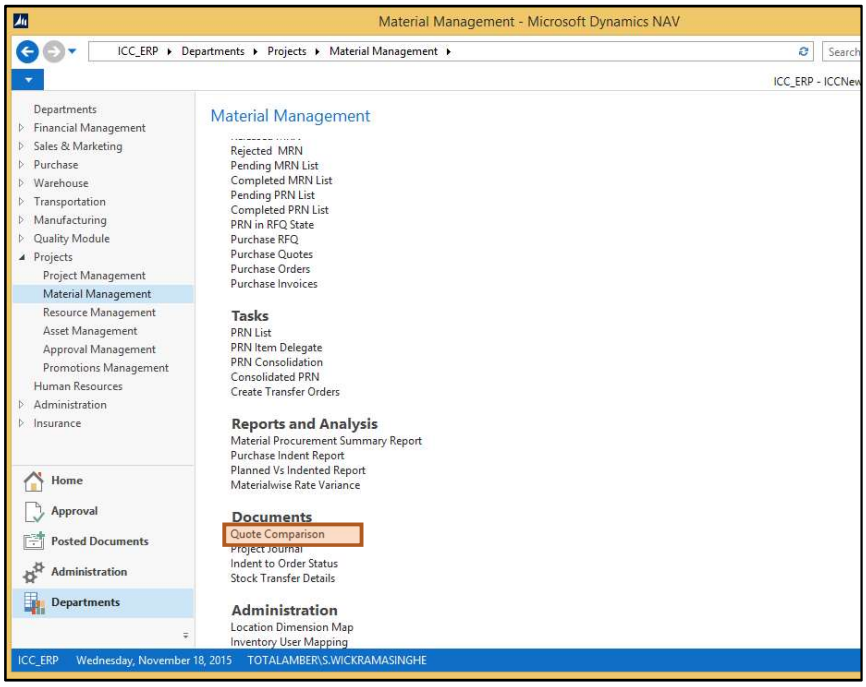


2. Verification message will be created with a new quote number assigned.

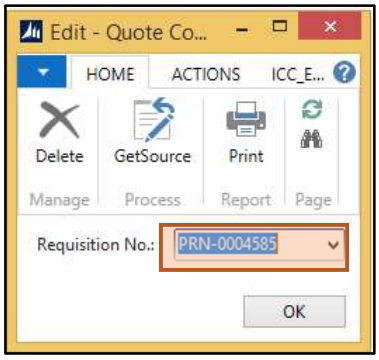


2.1.9 Comparing Purchase Quotes

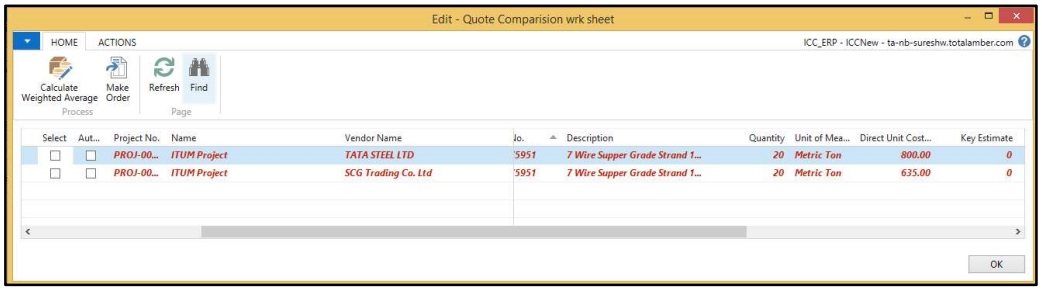
1. Navigate to "Departments -> Projects -> Material Management -> Document -> Quote Comparison.



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

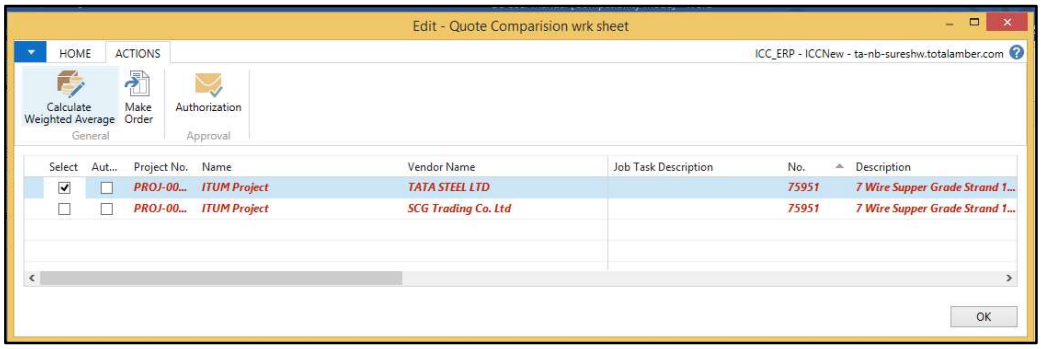


3. A summary of the quotes will be displayed.

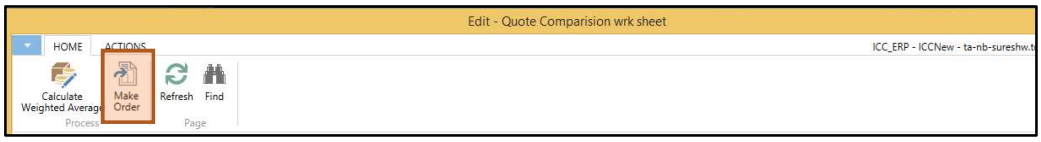


2.1.10 Selecting Items to be purchased through “Quote Comparison wrk sheet”.

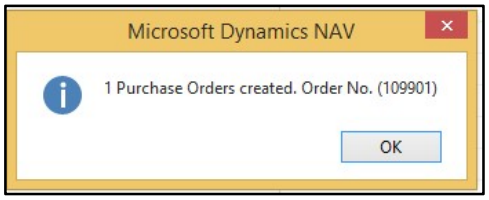
1. Navigate to the “Quote Comparison wrk sheet” and select the quote that needs to be converted to a purchase order.



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



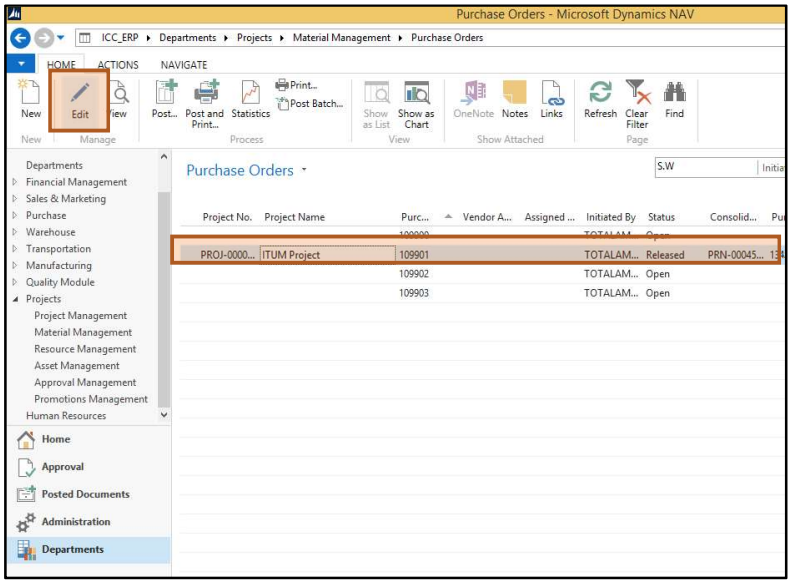
3. Verification message will be created with a new Purchase Order number assigned



2.1.11 Update the Dimension for Purchase Order

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

   Select the Relevant Purchase Order -> Edit



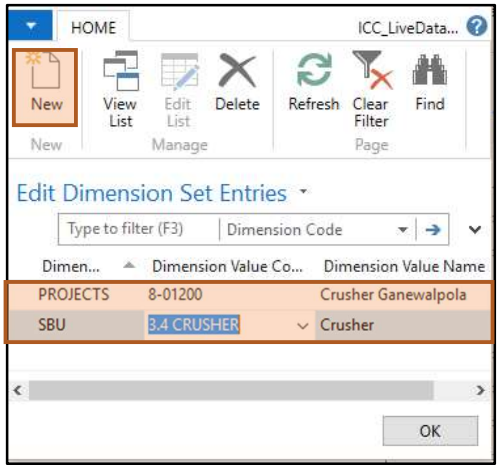
2. Need to Select the Dimension

   Go to Navigate Tab in the Ribbon

Click New

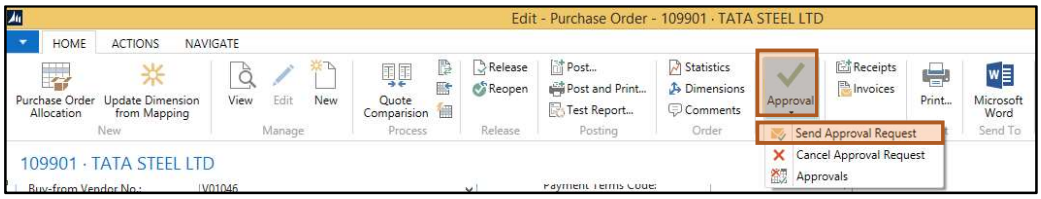
Select the Relevant SBU Code

Project Code

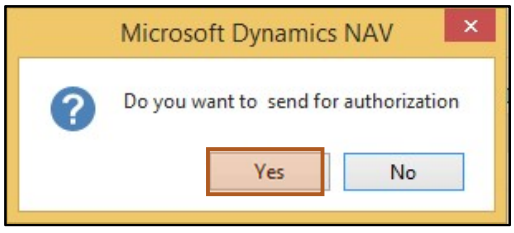


2.1.12 Sending Purchase Order for Approval

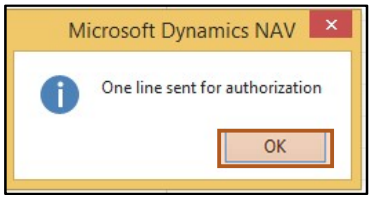
1. After the Purchase Order is created, the document should be sent for approval. Click "Send Approval Request" in the Home Tab of the Ribbon



2. Click "Yes" for confirmation message.

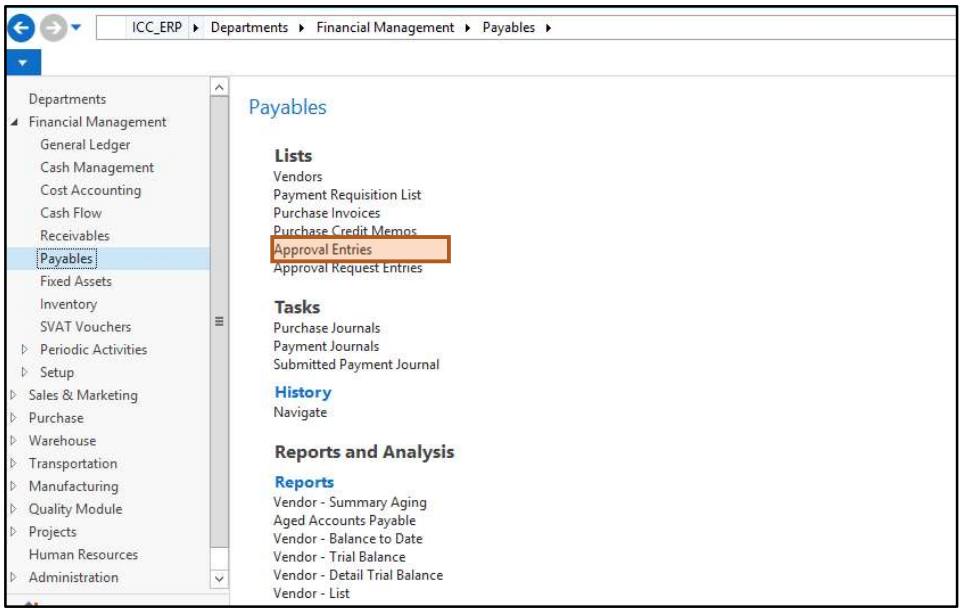


3. Confirmation message will be displayed after creating the approval entries.

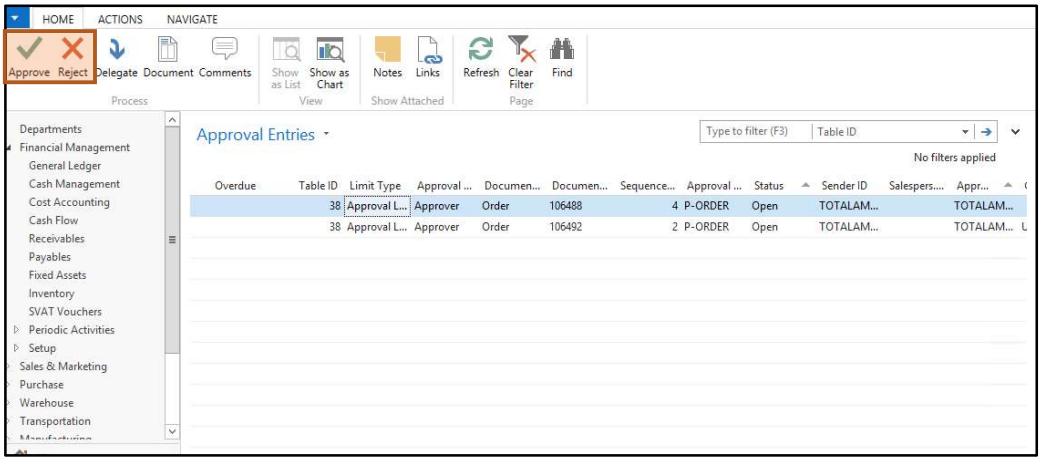


2.1.13 Approving the purchase Order

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.

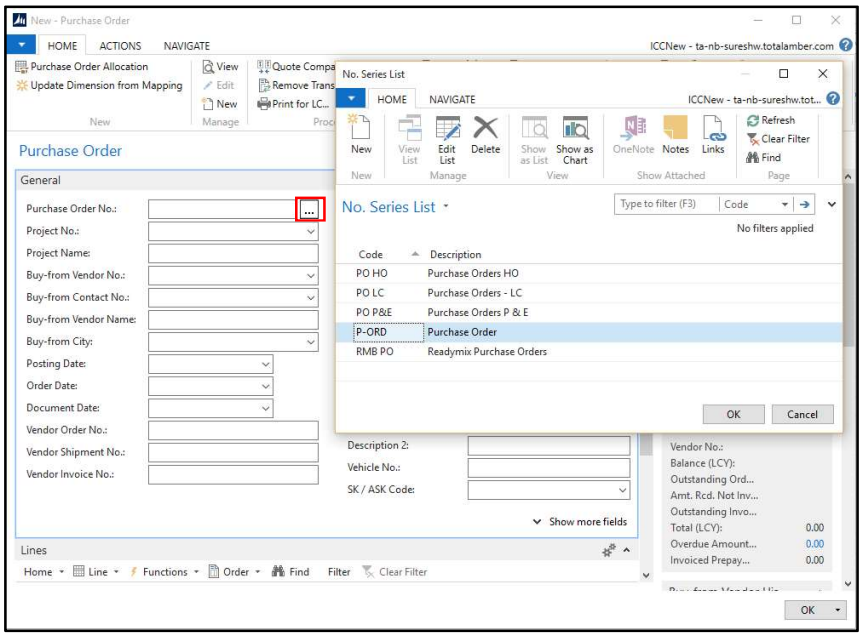


2.2 Direct Purchase Order

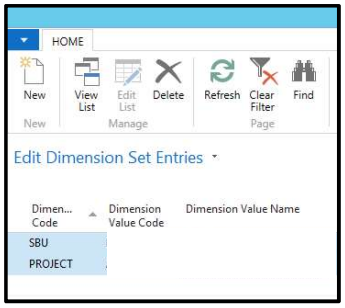
1. Navigate to Departments -> Projects -> Material Management -> Purchase Orders

   Click **New**

   Select the Relevant No Series



2. Enter dimensions for the purchase order.

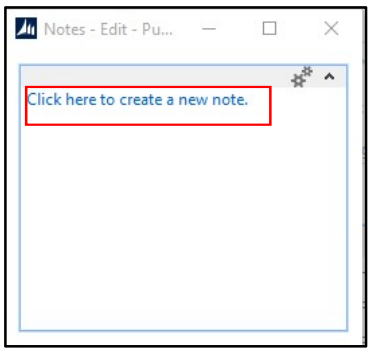


   Need to Enter the Required Details in the Purchase order

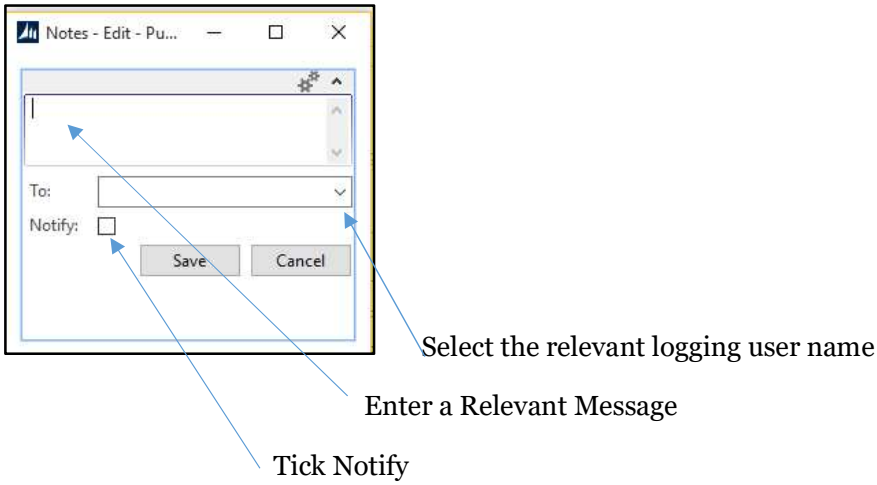
   And Need to go through the [Purchaisng Approval Process]

3 Notification send to SK

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

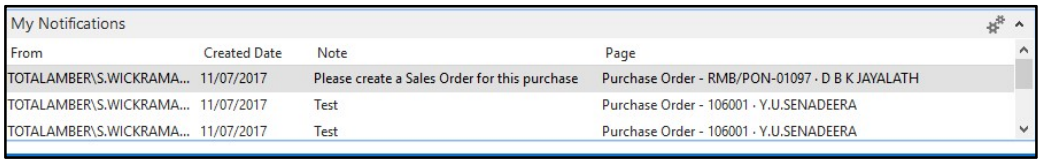


2. Enter the data as shown



Click **Save**.

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



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**.

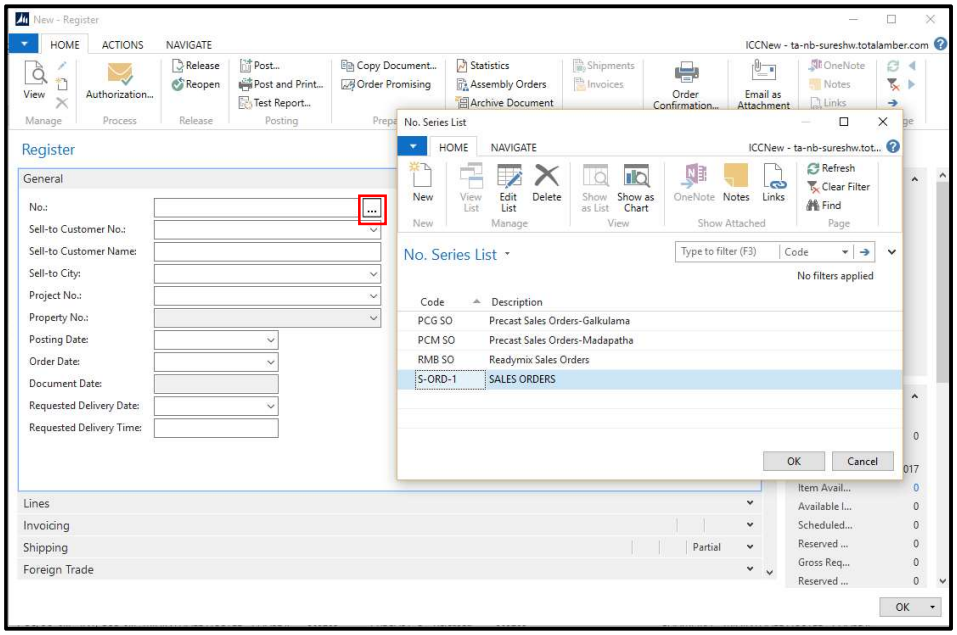
ITUM Project will be a **Customer** and **CRUSHER THUDUGALA** will be a **Vendor** (Supplier).

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

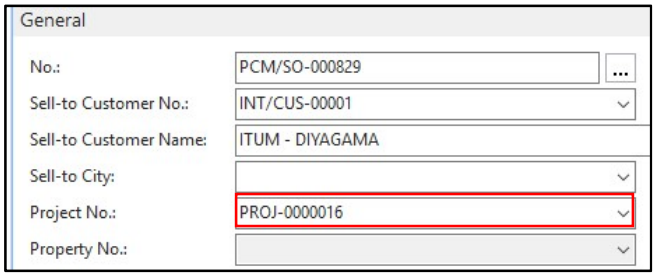
Customer No.	INT/CUS-00001
Customer Name	ITUM Projects
Gen. Bus. Posting Group	INTERNAL
Customer Posting Group	INTERNAL
Tax Liable	[ ] – No Tick.

Enter other information in the customer master card.

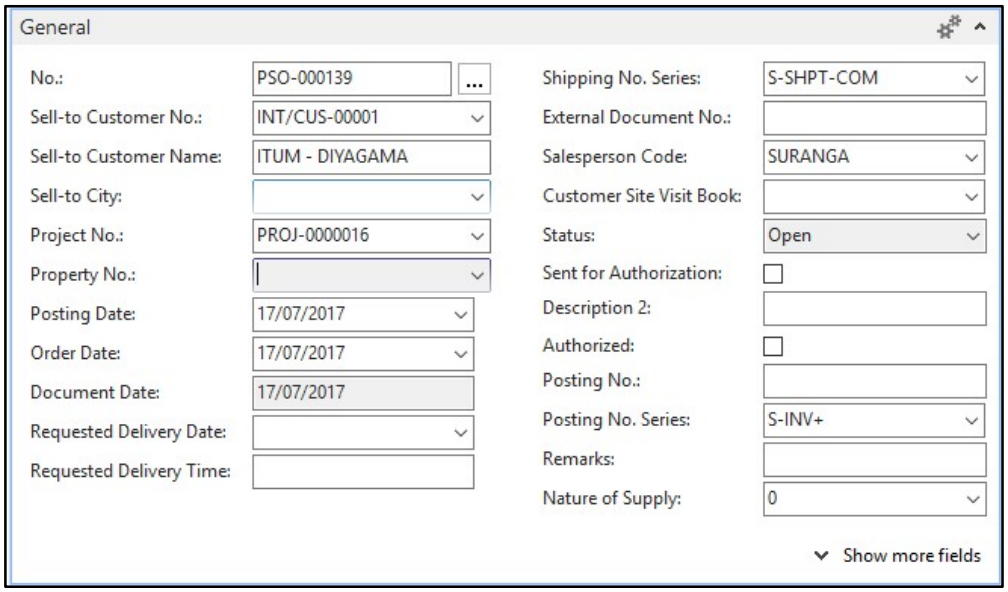
1. Select the Relevant No Series



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



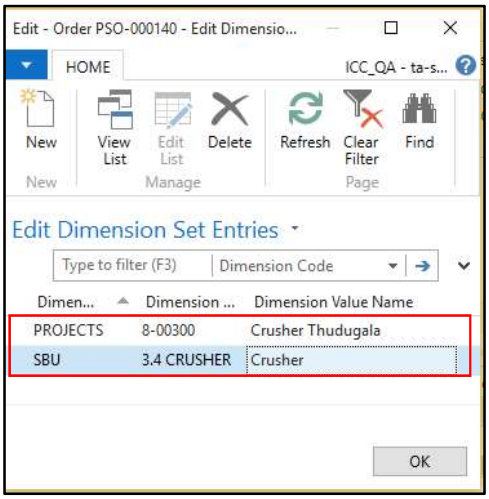
3. Update all other sales Order information in the header



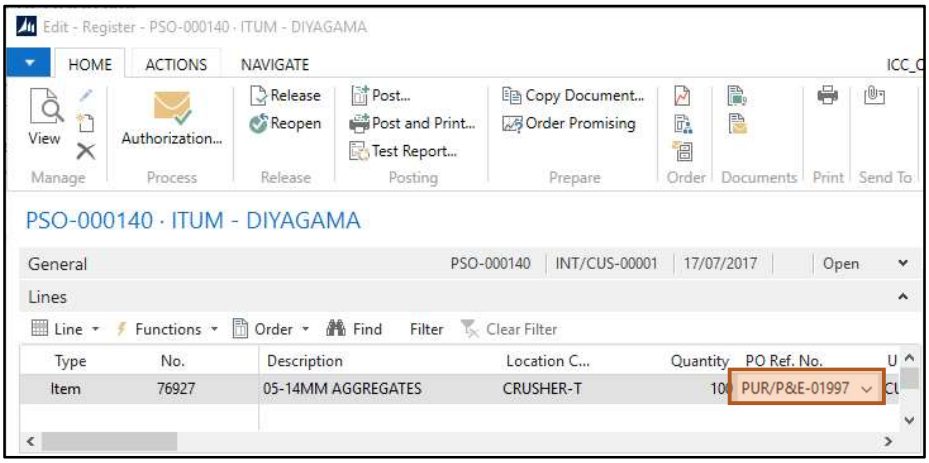
4. Update the Dimensions

Go to Navigate -> Dimensions

Change the SBU and Project Code as Shown



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



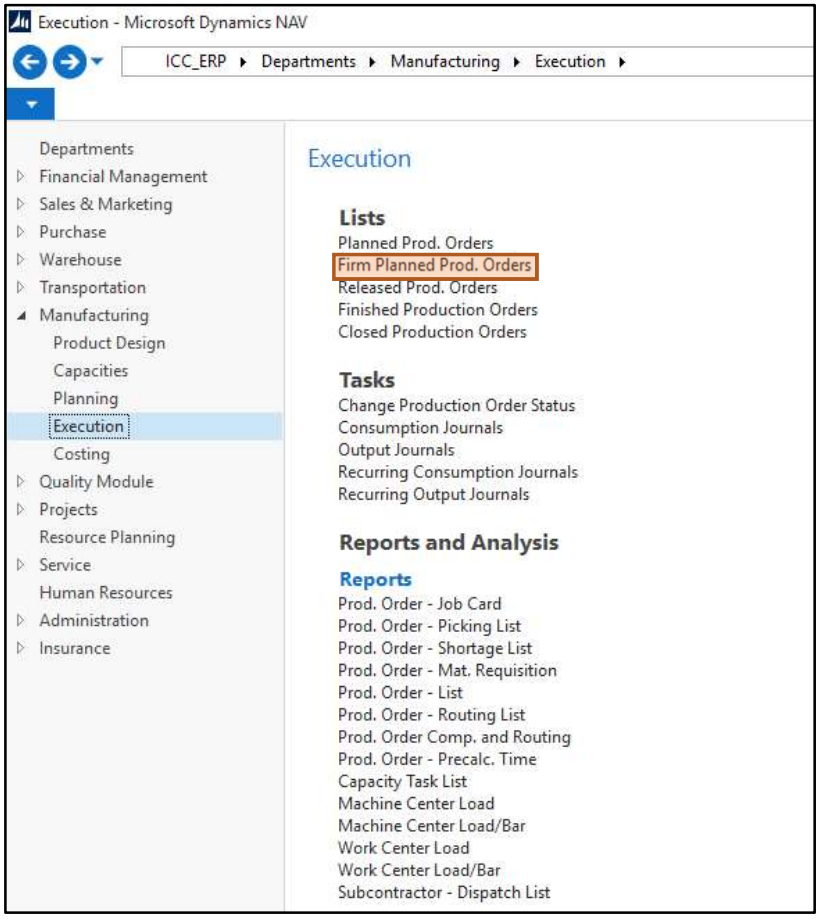
Need to Go through the Sales Approval Process.

3 Entering the Production

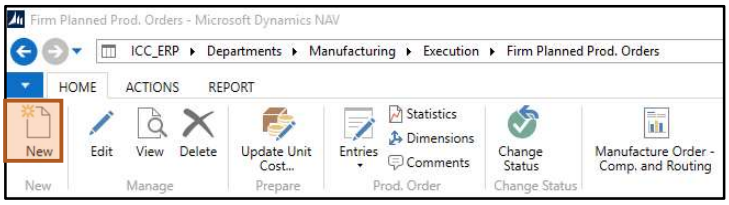
3.1 Production Order

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

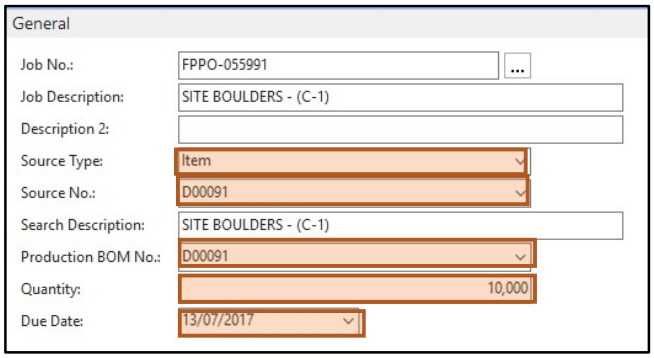
Source Type: - Should Be Item

Source No: - Select the Relevant Item

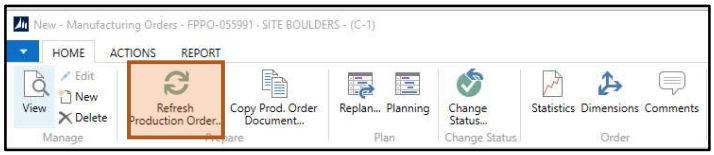
Production BOM No: - Select the relevant BOM

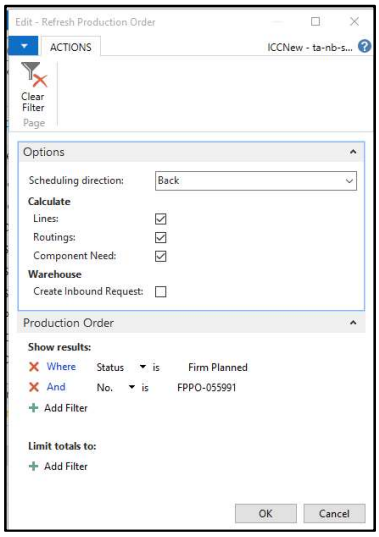
Quantity: - Enter the Required Quantity

Due Date: -Select a Relevant Date



Click Refresh Production Order

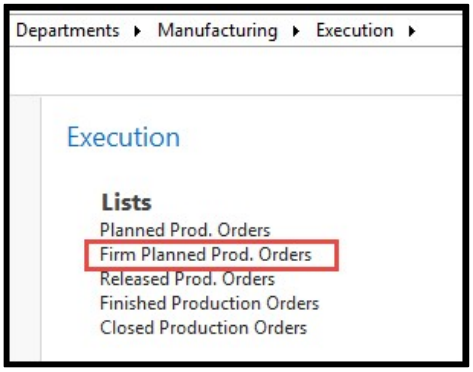




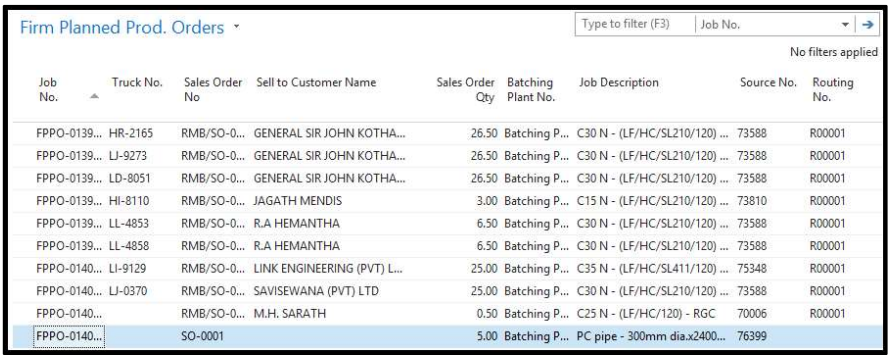
Click Ok

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

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

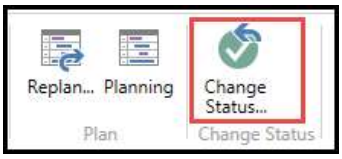


2. Select the relevant production order.

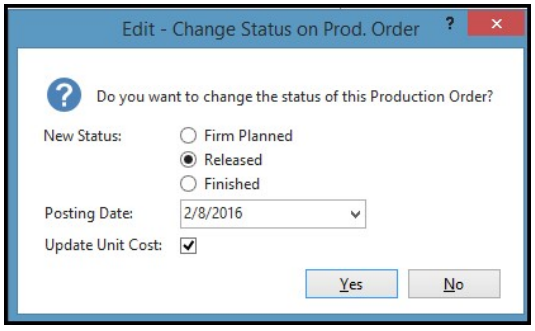


3. Click “Edit” on the Ribbon.

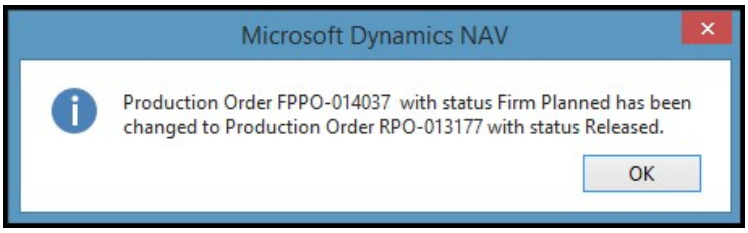
4. Click “Change Status” on the Ribbon.



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



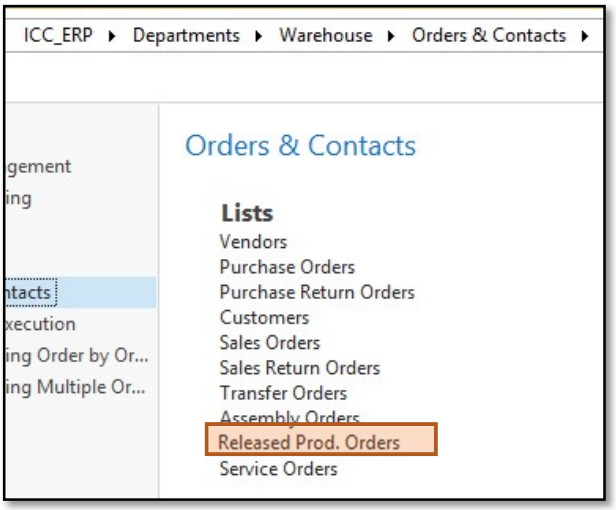
6. Click “Yes”. A message will appear indicating the successful conversion of the Firm Planned Production Order into a Released Production with the No. of the created Released Production Order.



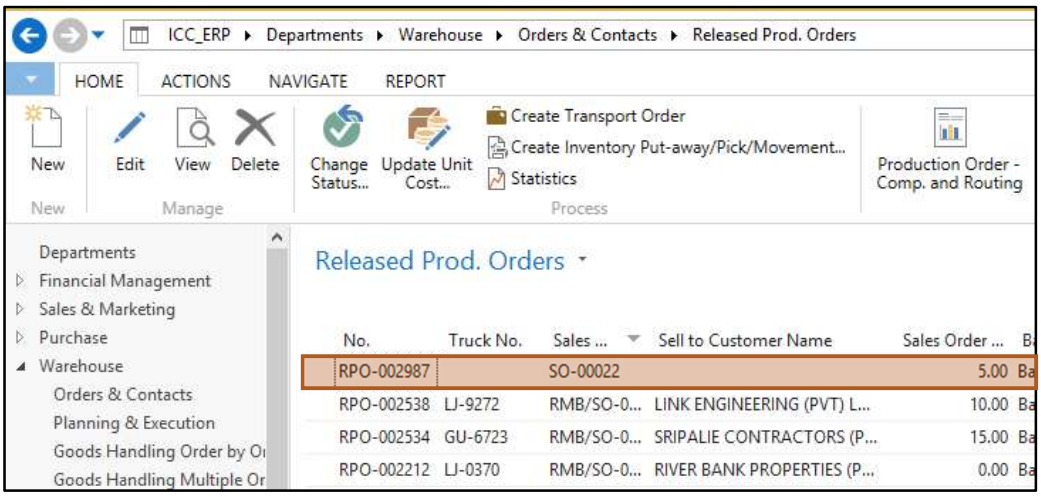
Click “OK”, relevant Firm Planned Production Order will be deleted.

3.1.3 Posting from a Production Journal

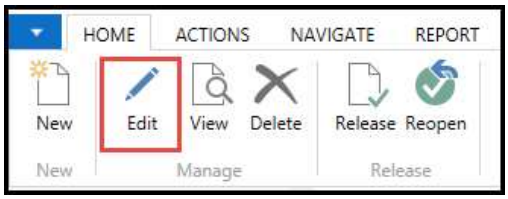
1. Navigate to Departments/ Warehouses/ Orders and Contracts/ Released Prod. Orders



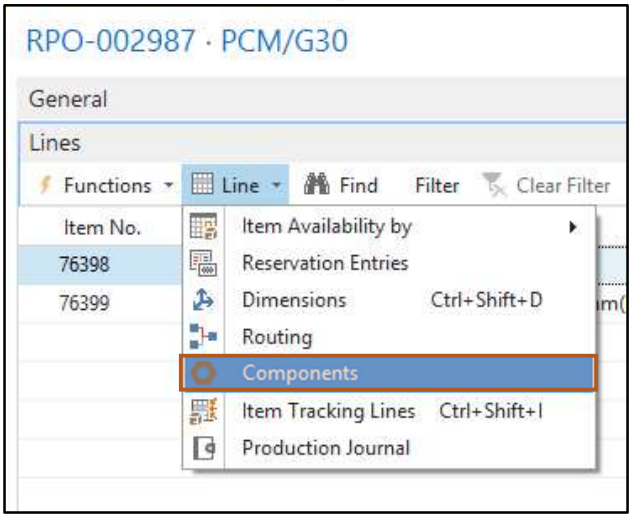
2. Select the relevant Released Production Order



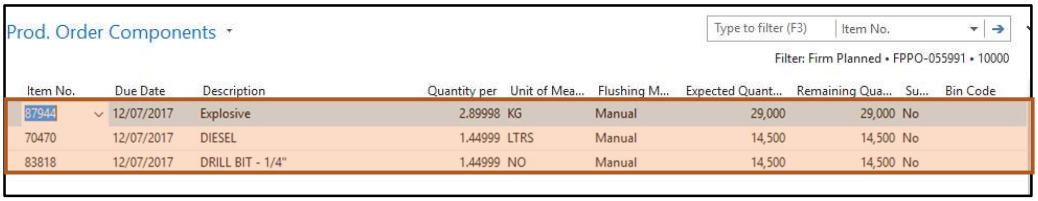
3. Click “Edit” on the Ribbon.



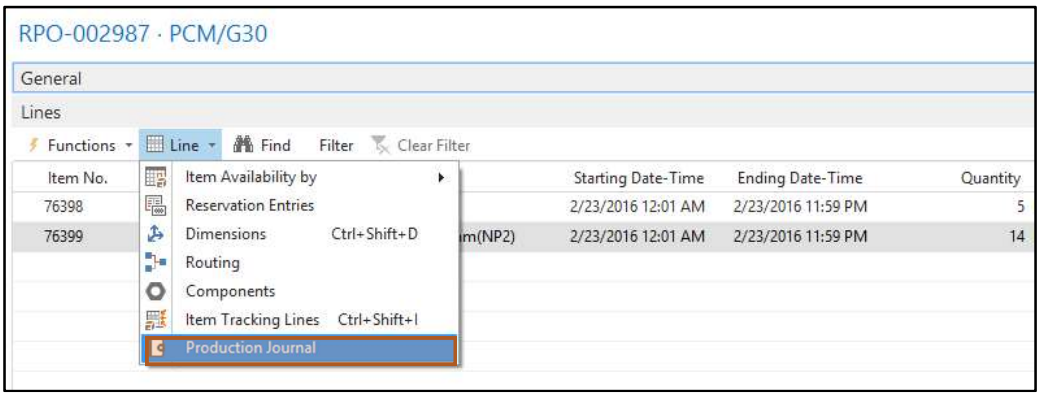
4. Select a line and click “Components” to view the components of each item



5. Add components and quantities if required

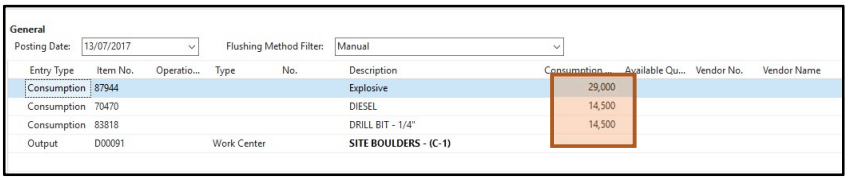


6. Select the line and click “Production Journal” in the Lines Tab

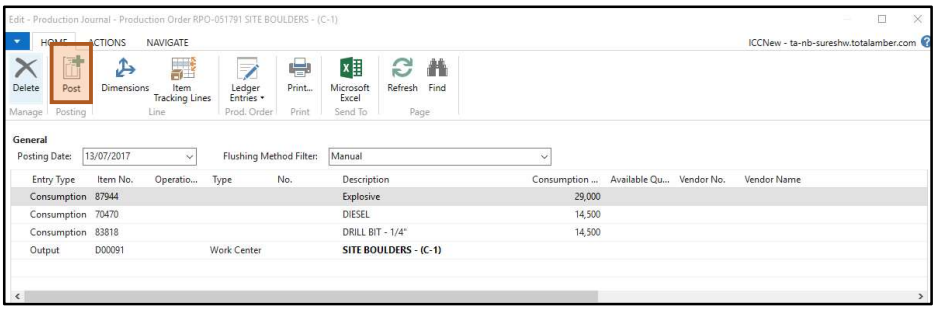


Note: If the production of an item depends on the production of another item, then the independent item needs to be produced before the dependent item.

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



8. Click “Post” after changes have been made

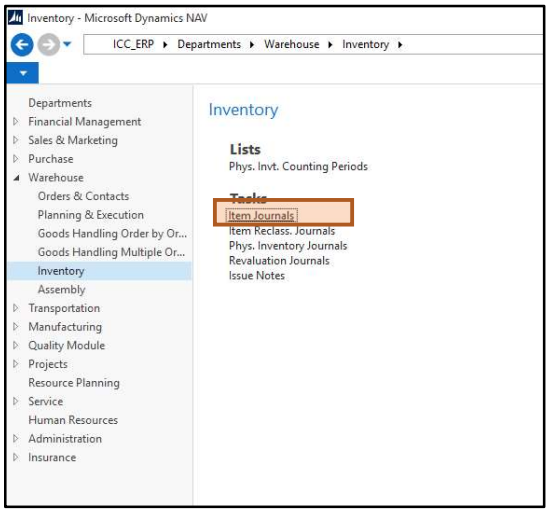


9. The released Production Order lines will be updated as shown below depending on the “Output Quantity”

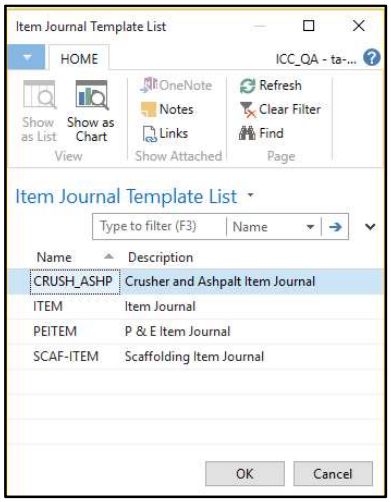
3.2 Standard Item Journal

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

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



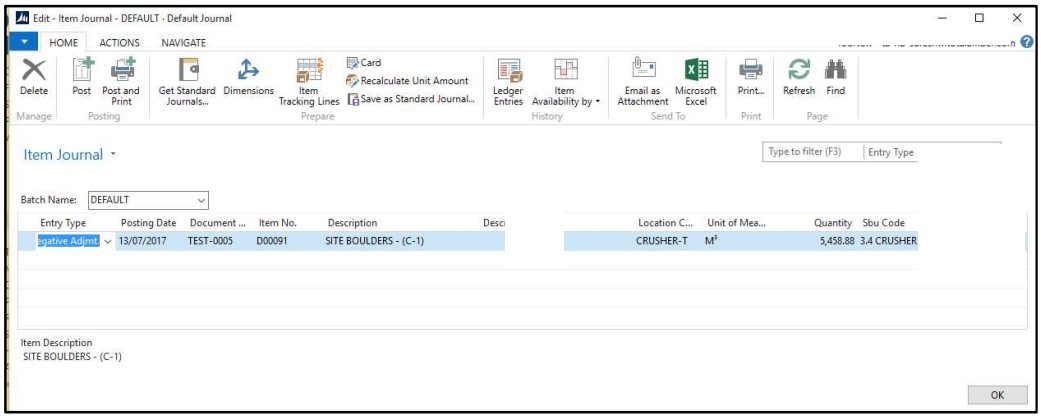
2. Select the Relevent Journal Template



Click OK

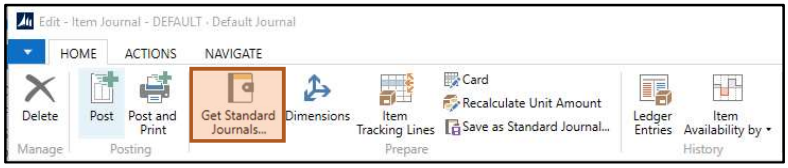
Enter outputs and consumptions for the production.

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

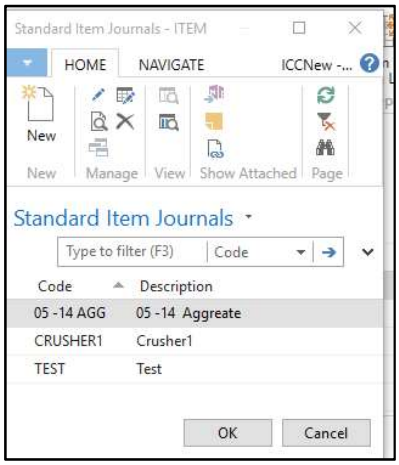


Posting Date	*Posting Date of the output and consumptions.*
Entry Type	*Entry type should be Positive Adjmt. for outputs and Negative Adjmt. For consumptions.*
Document No.	*Document No. will be automatically populated.*
Item No.	*Output or consumption Item code.*
Description	*Output or consumption Item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

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

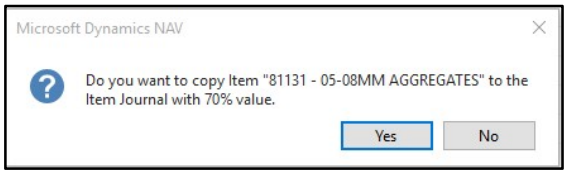


4. Select the Relevant Norm in Standard Journal Template



Click **OK**

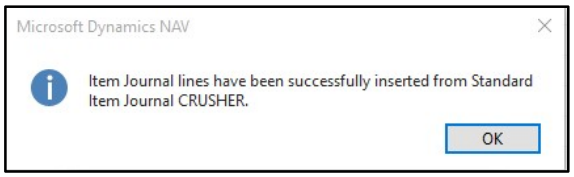
5. According to the Given Consumption Percentage in the Standard Journal Confirmation Message will appear for the all item's in the Standard journal.



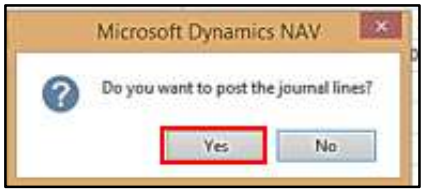
Click yes to confirm the Calculation

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.

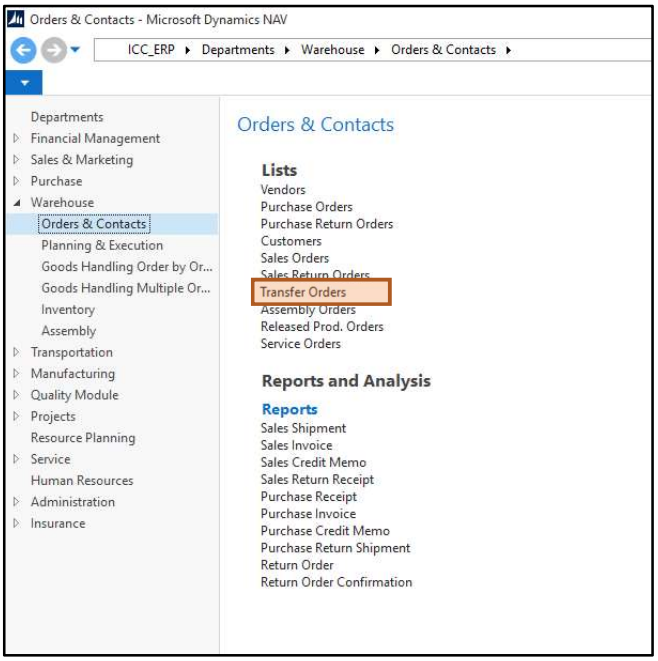


4 Inventory Transfer

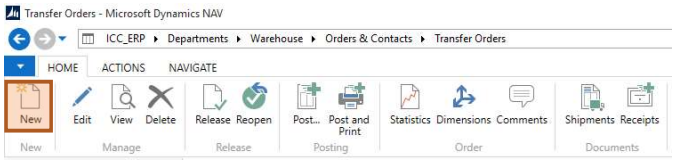
Inventory can be moved from one location to another location. This is handled through Dynamics NAV standard Transfer Order function. The transfer order can be created from the transfer-from or the transfer-to location. The transfer order contains information about the transfer-from and the transfer-to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

4.1 Creating Transfer Orders

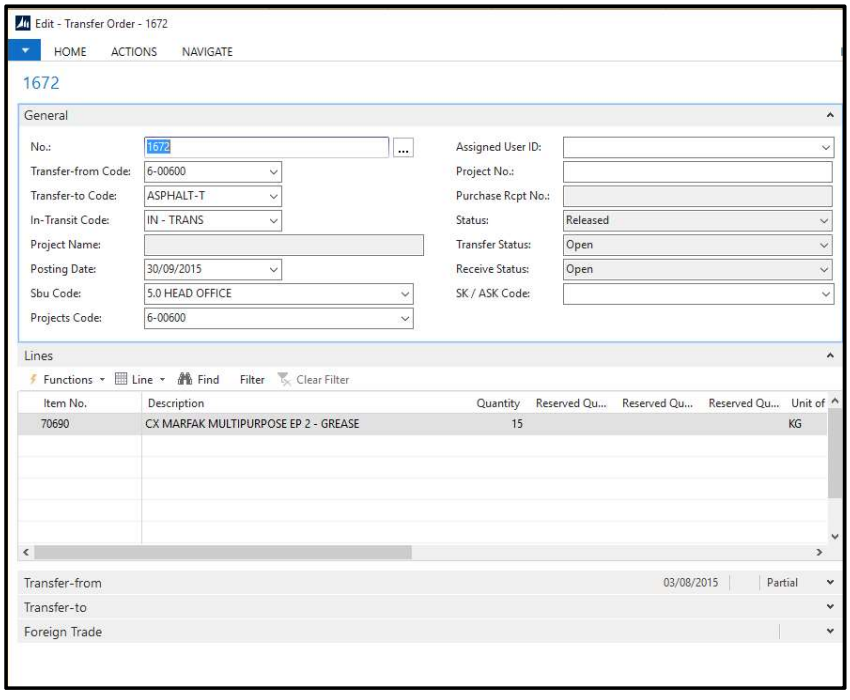
1. Navigate to **Departments > Warehouse > Planning & Execution > Transfer Orders.**



2. 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.



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



Transfer Order Header

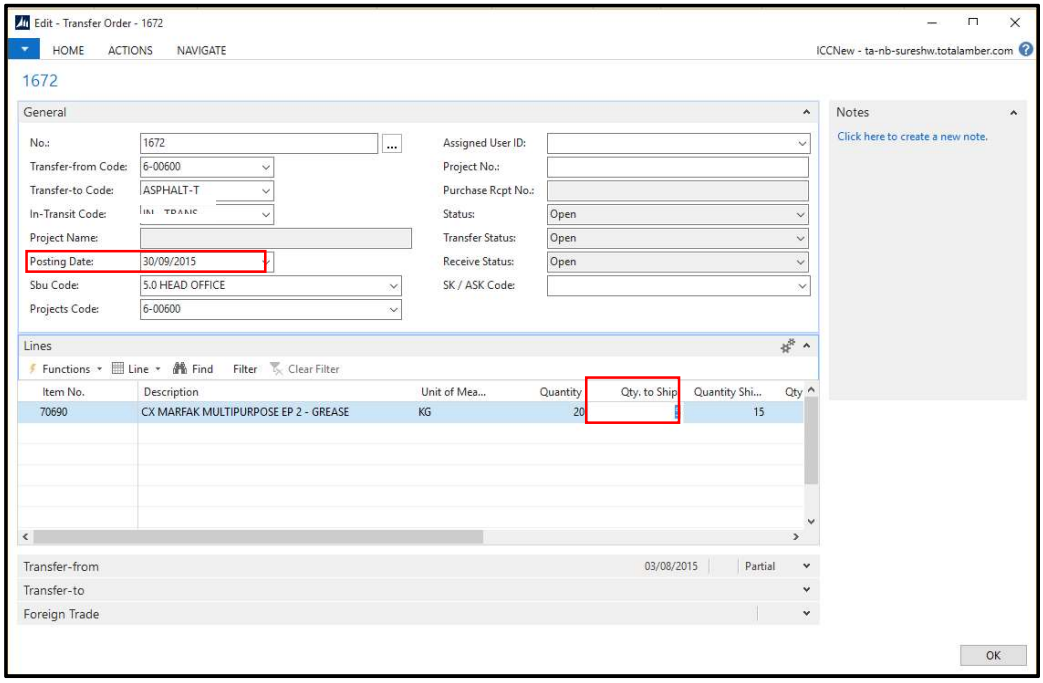
No.	Specifies the number of the item.
Transfer-from-Code	Inventory available location.
Transfer-to-Code	Inventory required location.
In-Transit Code	An In-transit Location code is required for inventory transfers.
Order Date	Transfer Order created date.
Posting Date	This date is updated when shipping (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

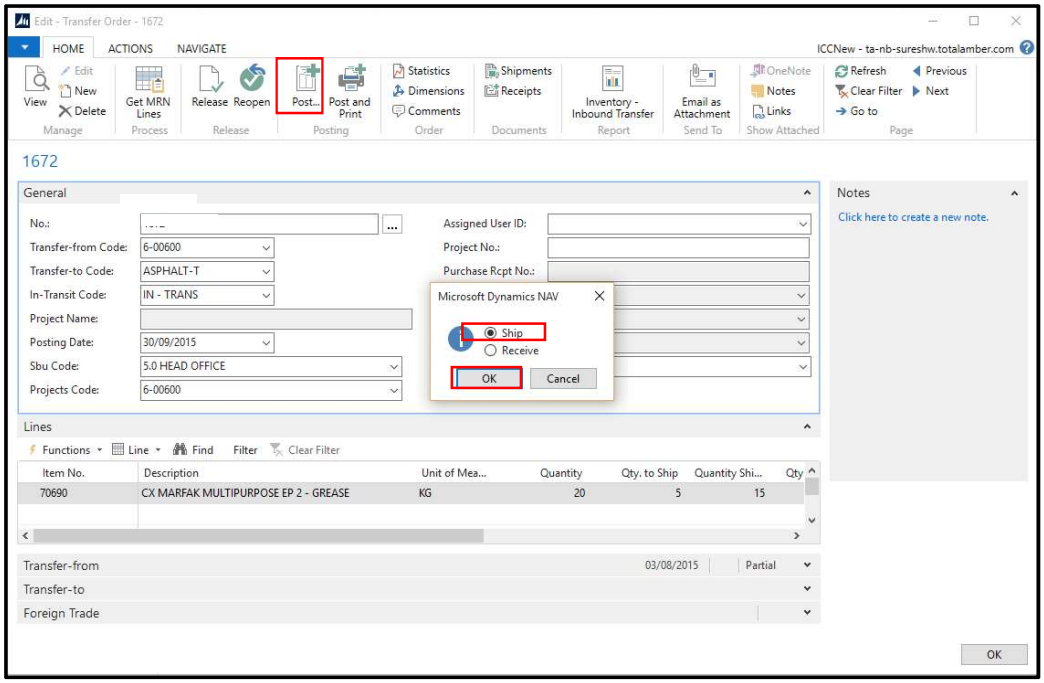
Item No.	Item No. to be transferred.
Description	Item Description (Auto-updated).
Quantity	Transfer quantity.
Unit of Measure	Transfer item unit of measure.
Qty. to Ship	When shipping/dispatching goods, dispatcher should update this.
Qty. Shipped	After posting shipment this column will be updated.
Qty.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

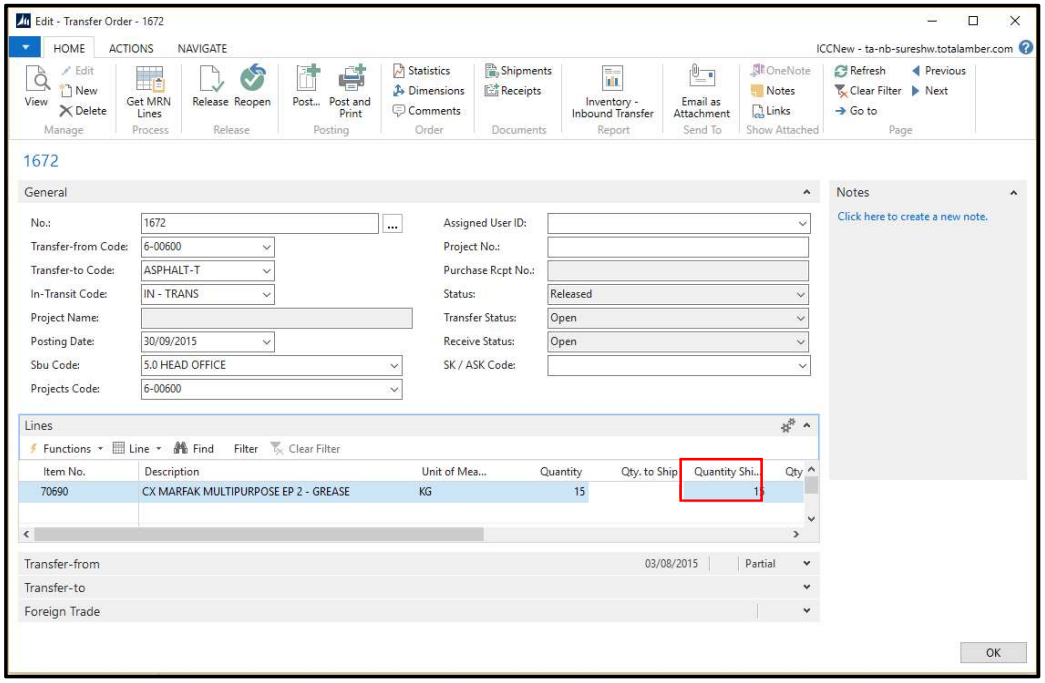
To dispatch goods against a transfer order, you should update dispatching quantity in **Qty. to Ship** column and **Posting Date** (Dispatch Date).



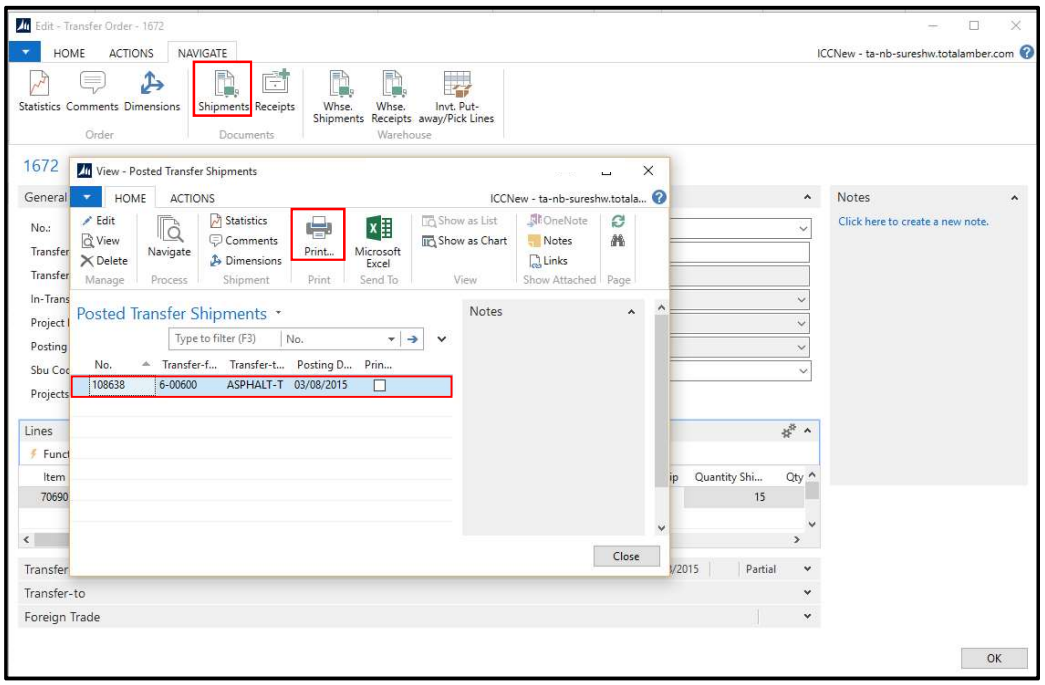
Then, you should **Post** the Transfer Order with selecting **Ship** option.



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.

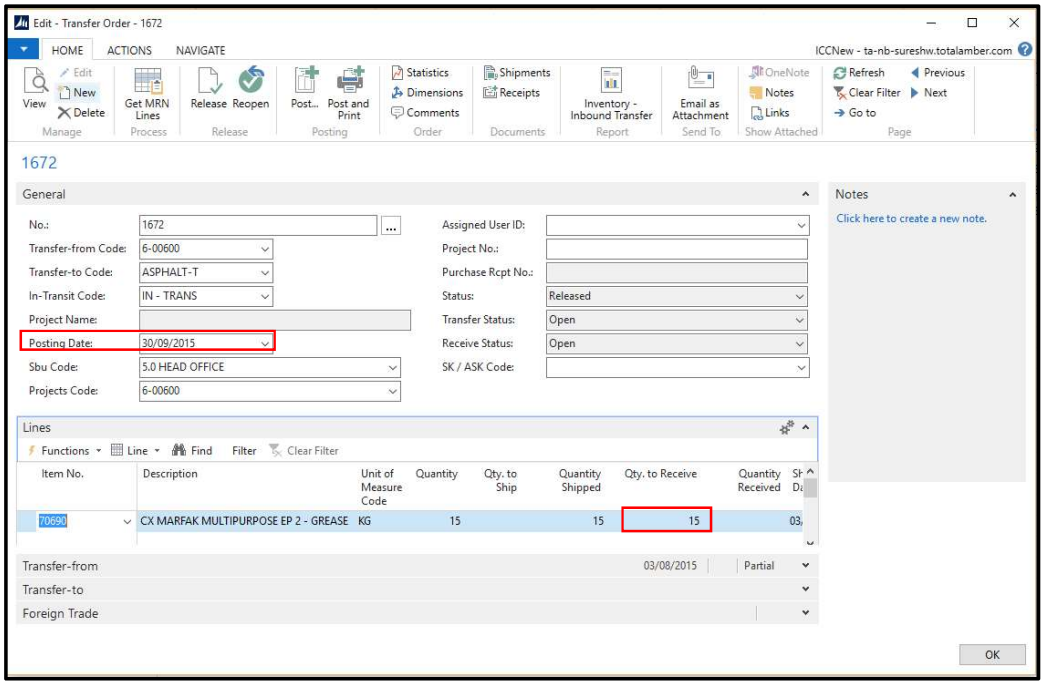


You can **View** or **Print** the Posted Transfer Shipment document.

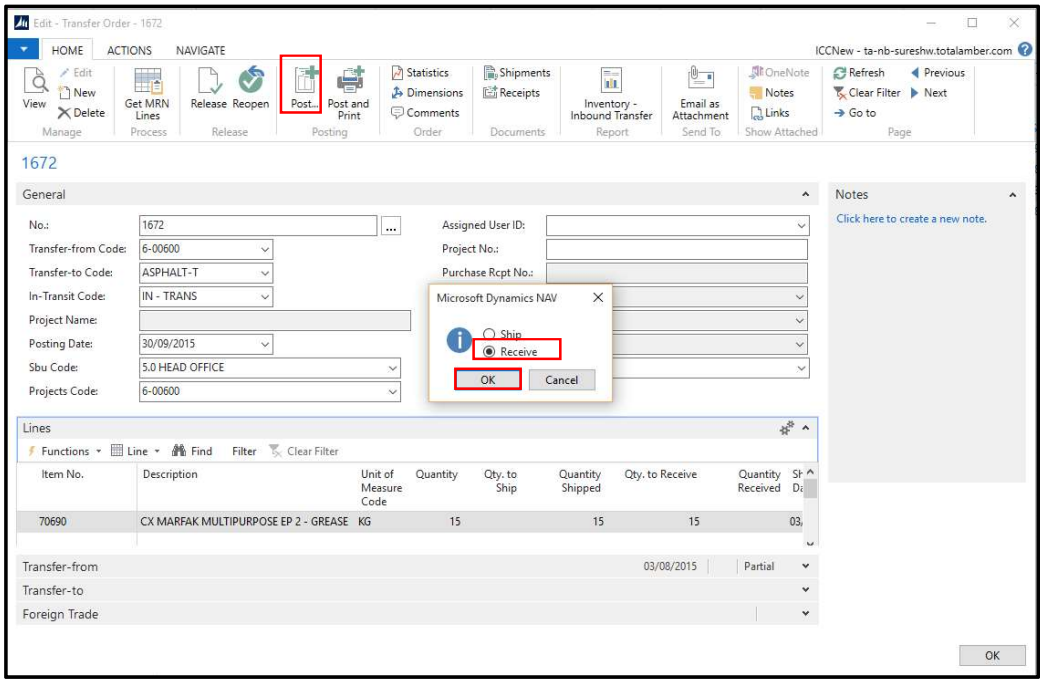
Posted Transfer Shipment documents can also be viewed or printed through navigating **Departments > Warehouse > Archive > Posted Transfer Shipment**.

4.3 Receiving Goods

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

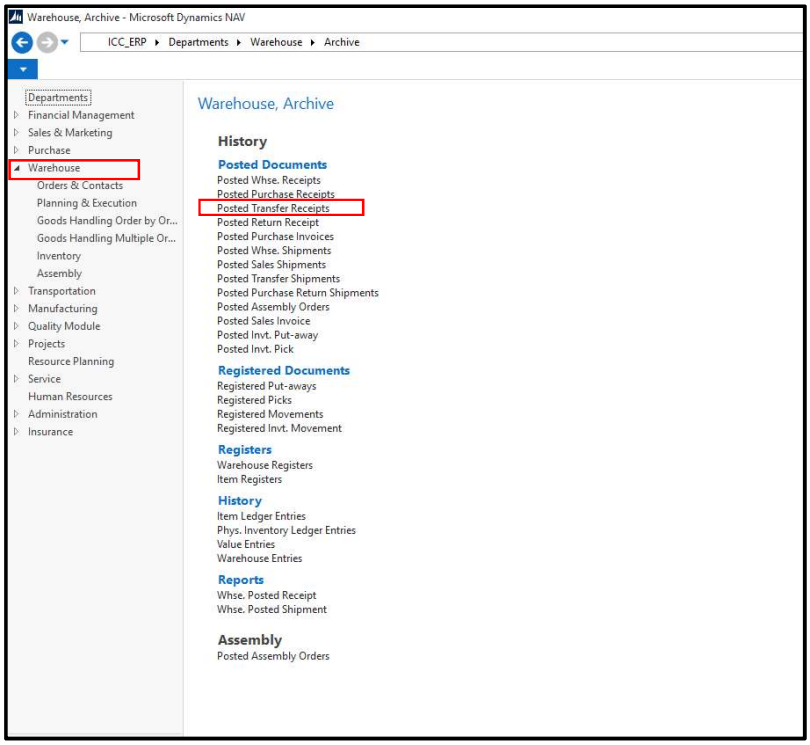


Then, you should **Post** the Transfer Order with selecting **Receive** option.



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

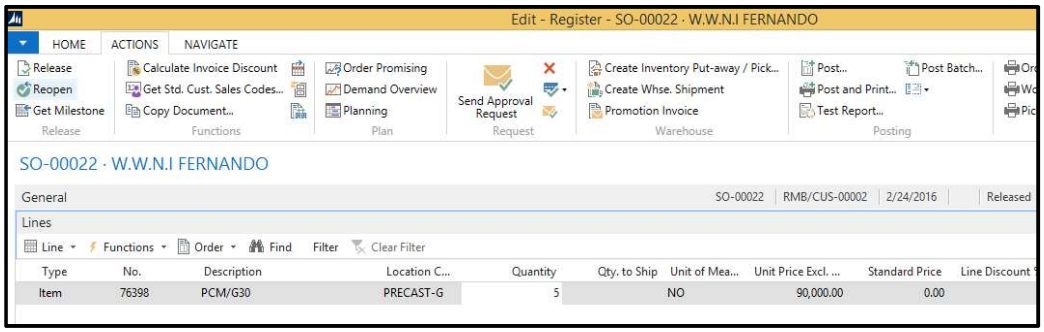
You can navigate to **Departments > Warehouse > Archive > Posted Transfer Receipt** and view or print the transfer receipt document.



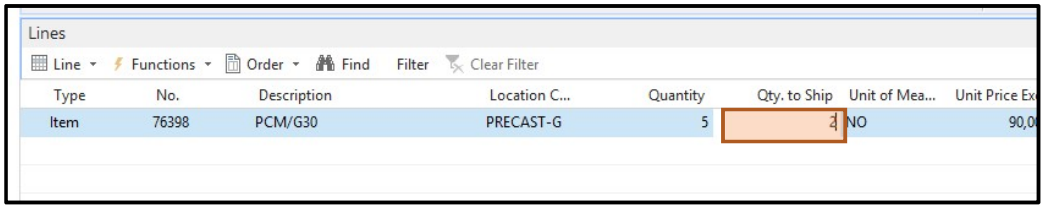
5 Internal Sales

5.1 Shipment and Invoice

1. Navigate to the Approved Sales Order

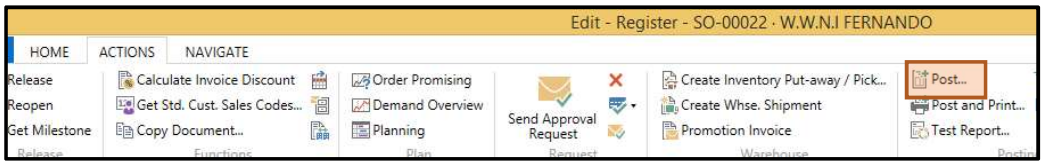


2. Enter the quantity produced to ship

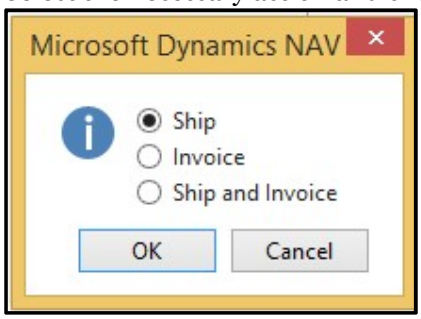


Note: Enter "Qty to Invoice" if you need to create a Sales Invoice

3. Click “Post” in the Actions Tab of the Ribbon



4. 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).

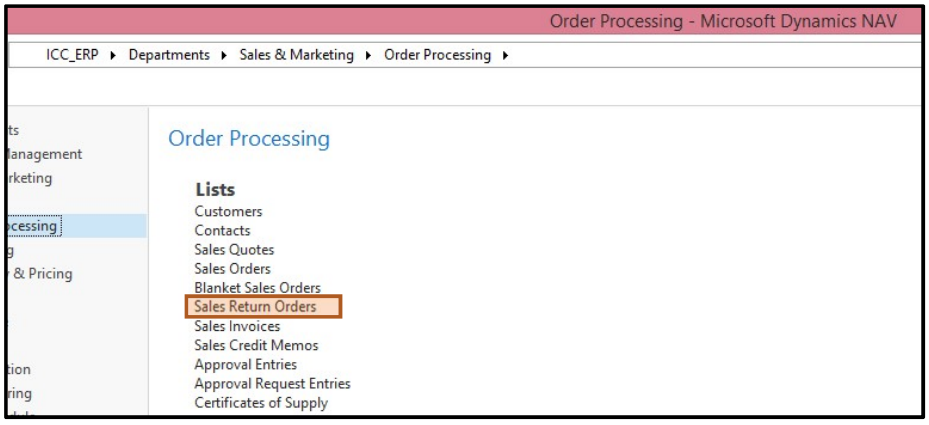
Posted Sales Shipment (Dispatch Note) can be printed through **Departments** -> **Sales and Marketing** -> **Archive** ->**Posted Sales Shipment**.

5.2 Clearing Debtor and Creditor Balances

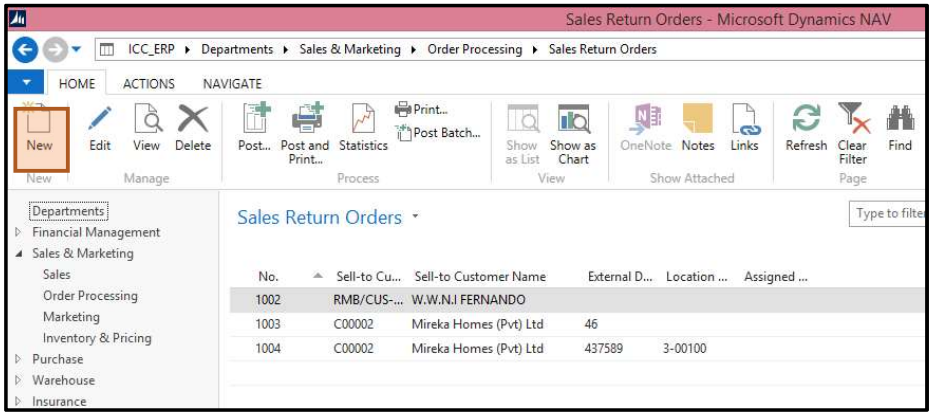
Finance Staff should Settle the Internal Debtor and Creditor

6 Sales Return Orders

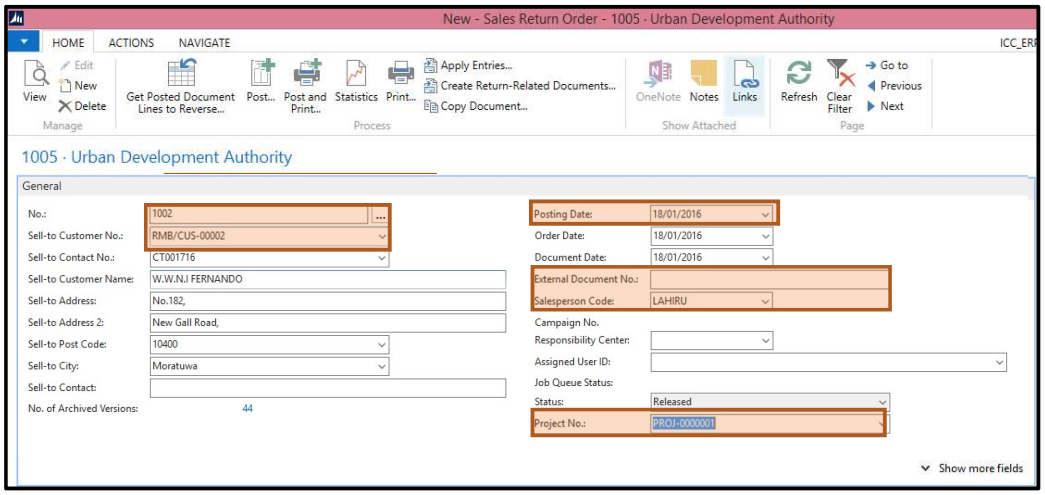
1. Navigate to Departments -> Sales & Marketing -> Order Processing-> Sales Return Orders

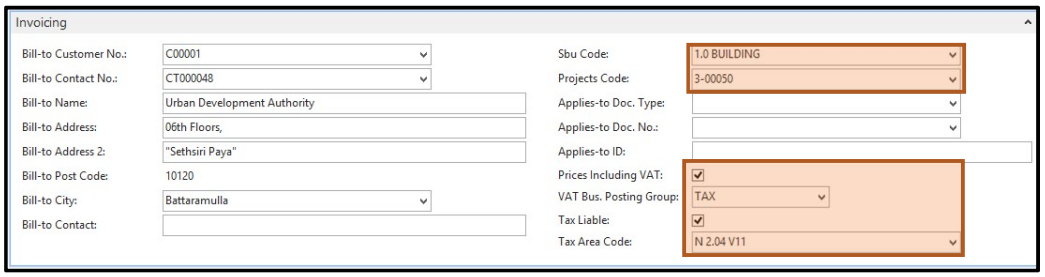


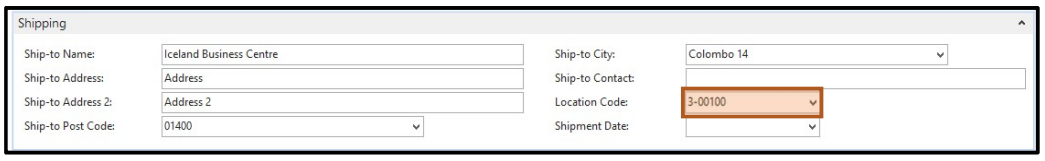
2. Click “New”



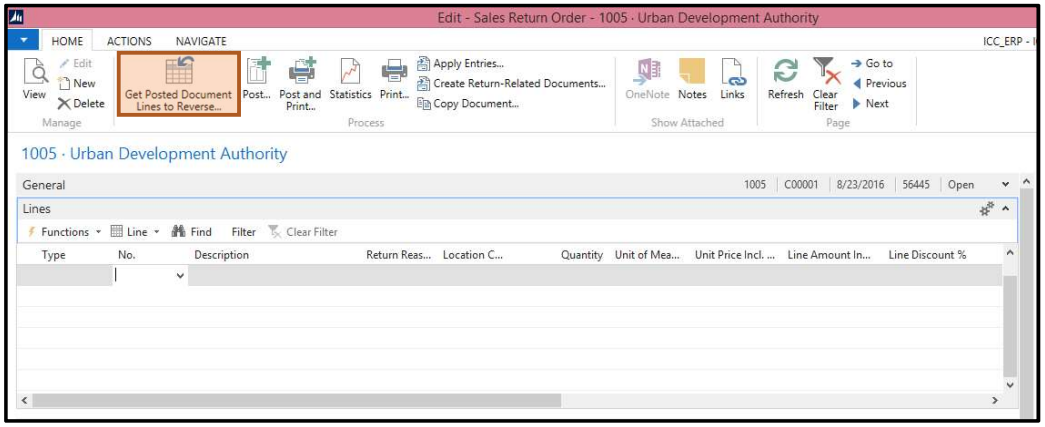
3. Enter the following details





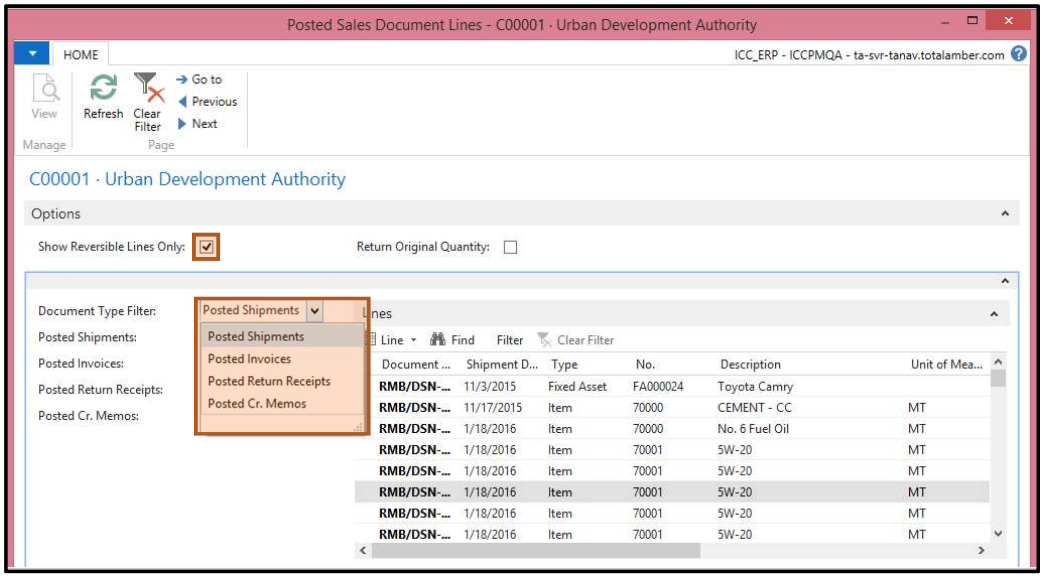


4. Click “Get Posted Document Lines to Reverse” to select the shipment lines

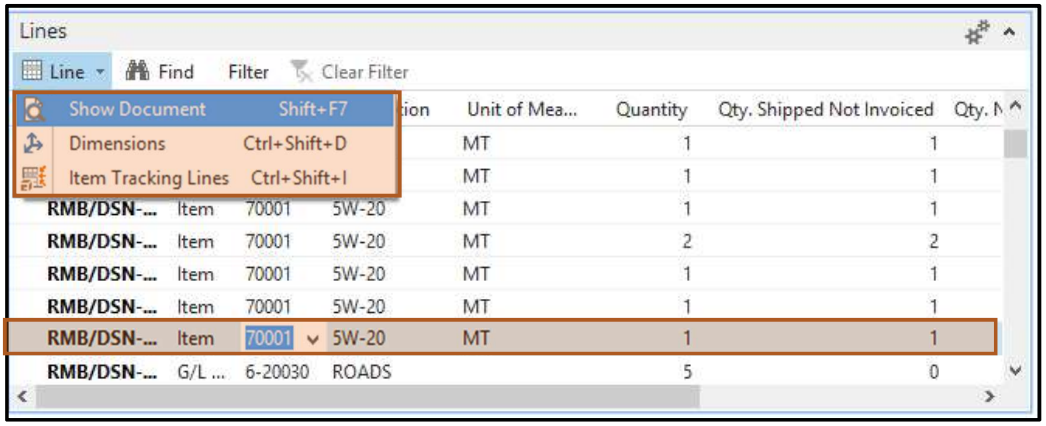


5. Select the following

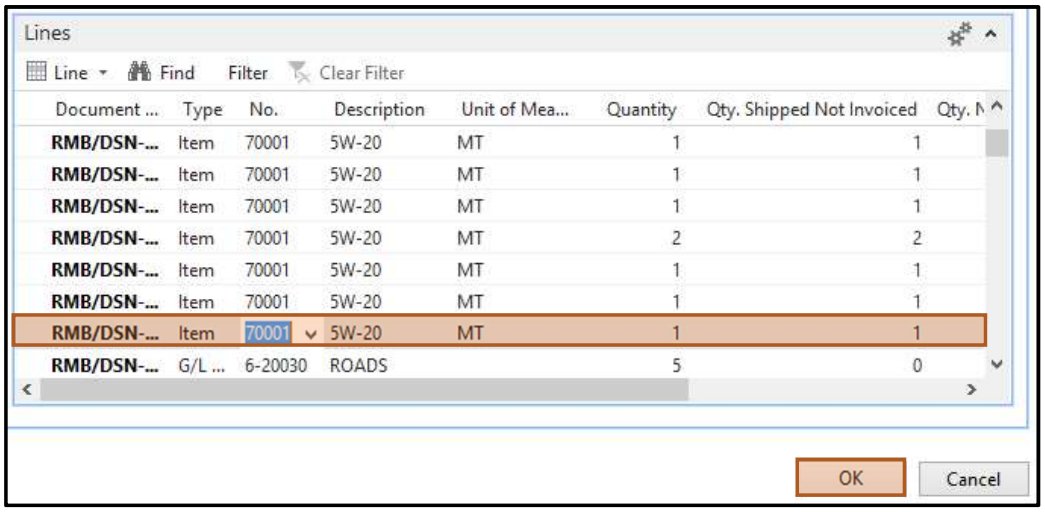
Note: Tick "Show Riversible Lines Only" and select "Posted Shipments" from the drop down



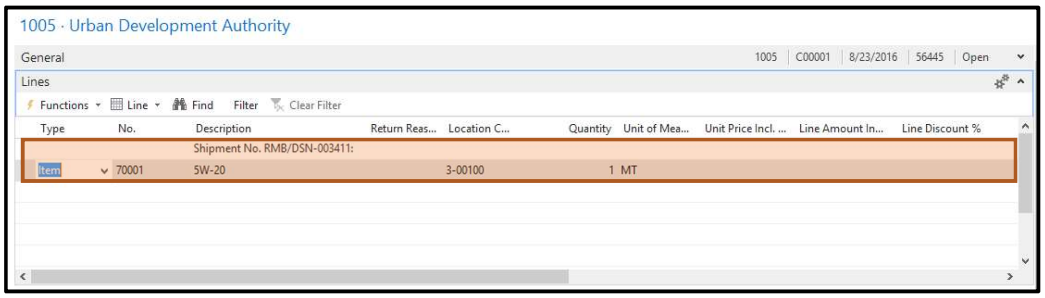
6. To view the Posted Sales Shipment, select the line and click "Line" and select



7. To obtain the posted Sales Shipment line, select the Sales Shipment Line and click "OK"



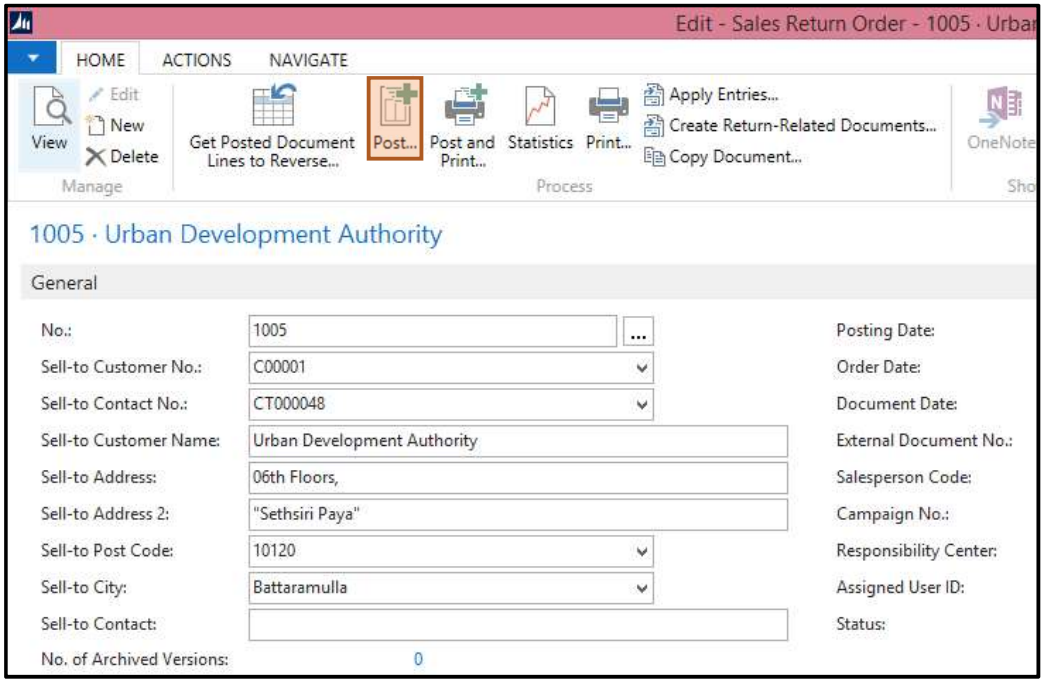
8. The line will be automatically inserted to the Sales Return Order Line



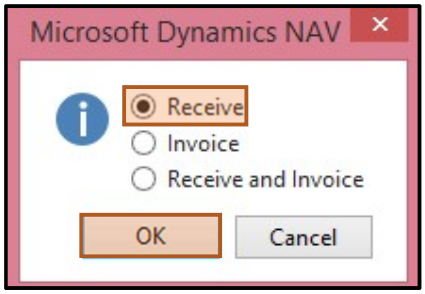
Note: - Check the Project No in Header and Line are same, since user will use the "Get Posted Document Lines to Reverse" function to get posted document, posted document project no will be copied to line in Sales Return order.

9. Enter the "Return Quantity to Receive"

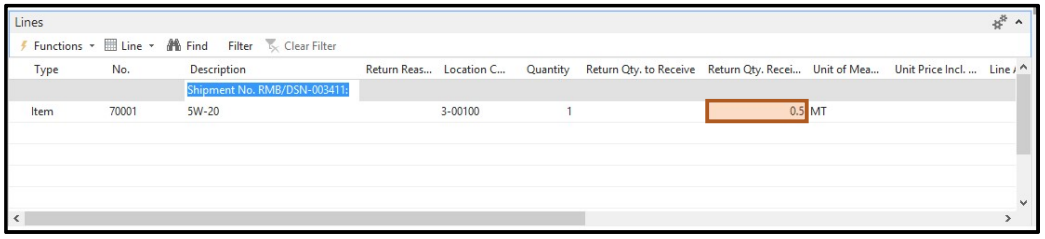
10. Click "Post"



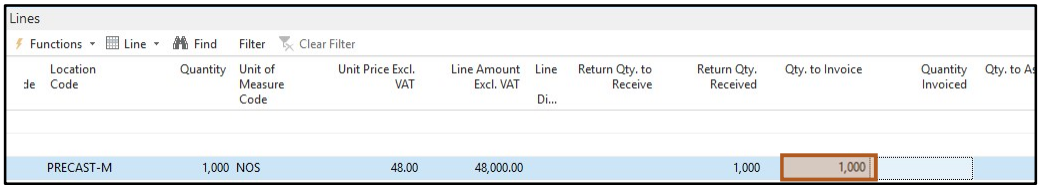
11. Select “Receive” and click “OK”



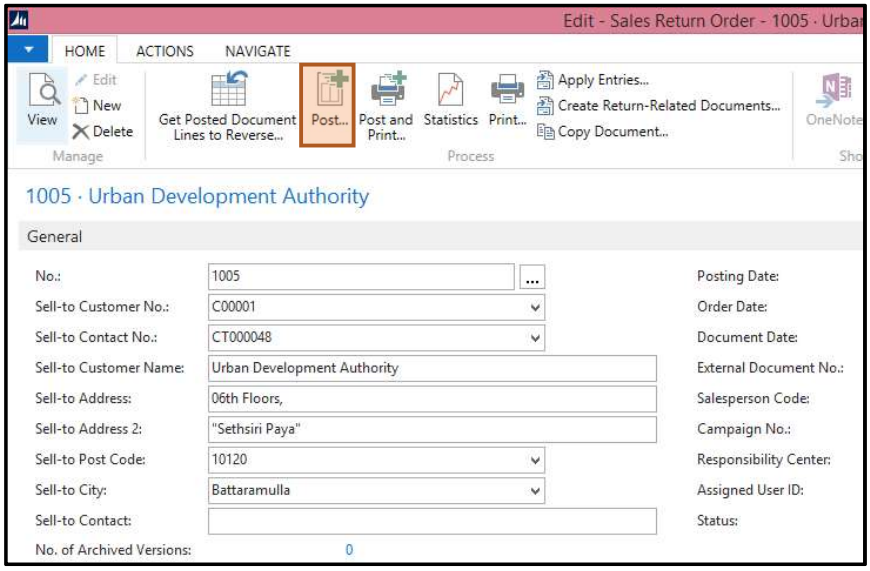
12. “Returned Qty Received” will be updated as shown below



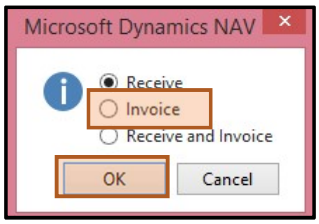
13. Enter the “Quantity to Invoice”



14. Click “Post”

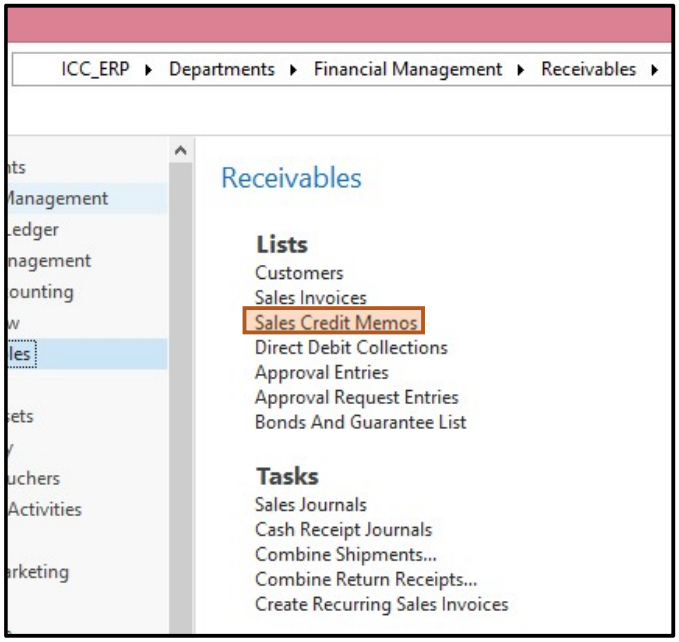


15. Select “Receive” and click “OK”

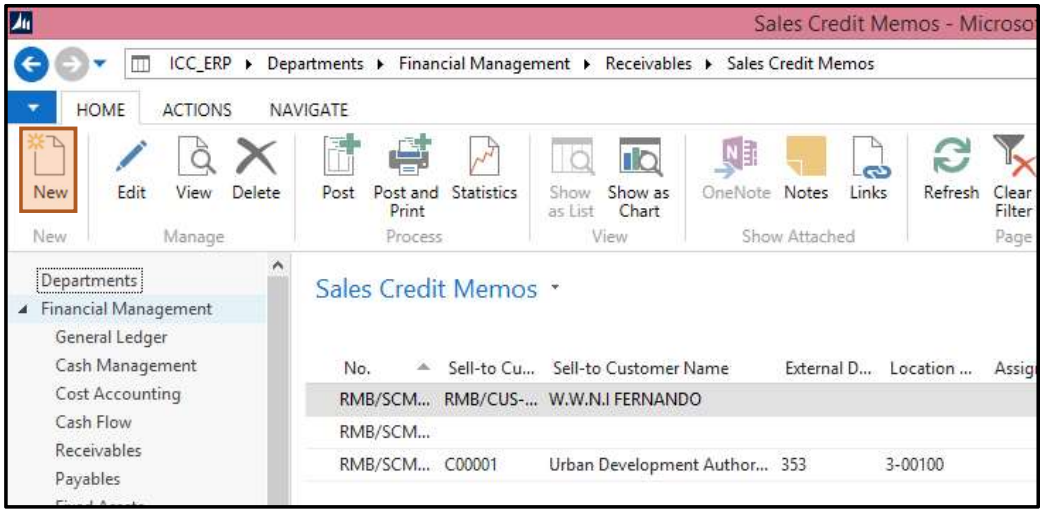


7 Sales Credit Memo

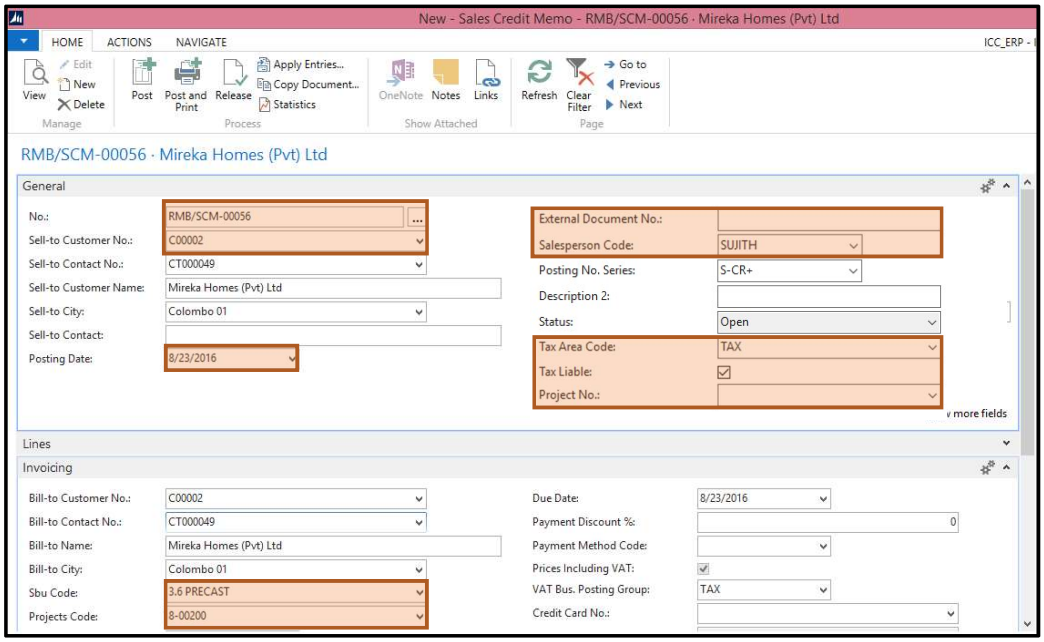
1. Navigate to Departments -> Financial Management -> Receivables -> Sales Credit Memos



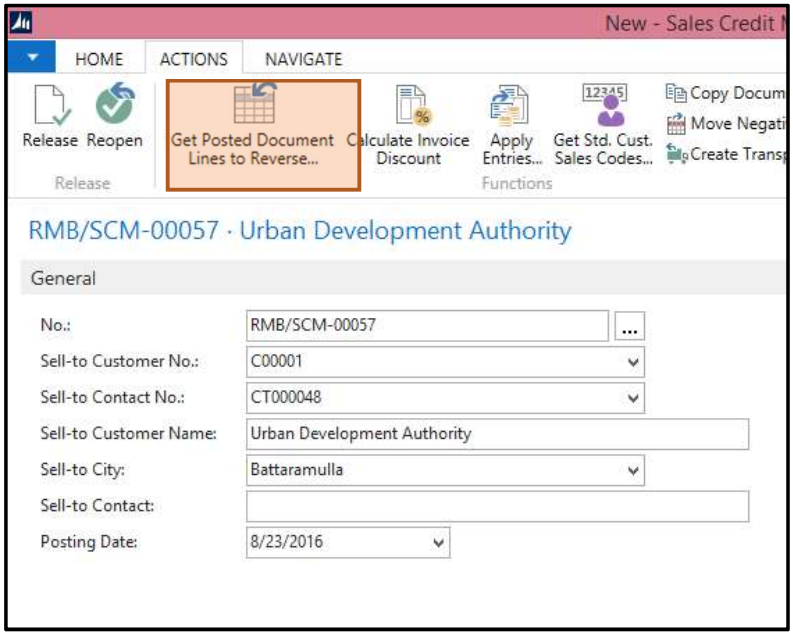
2. Click “New”



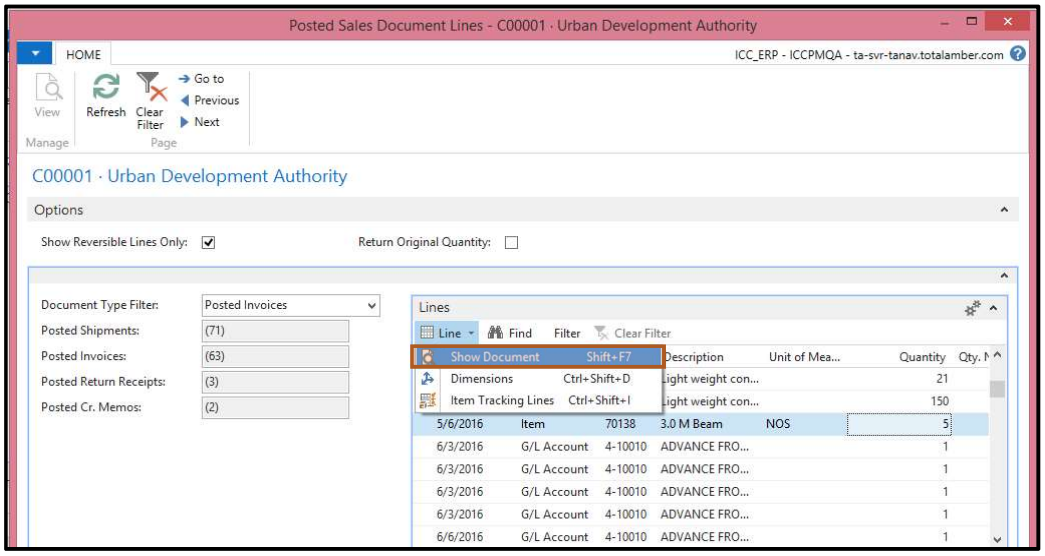
3. Enter the required parameters



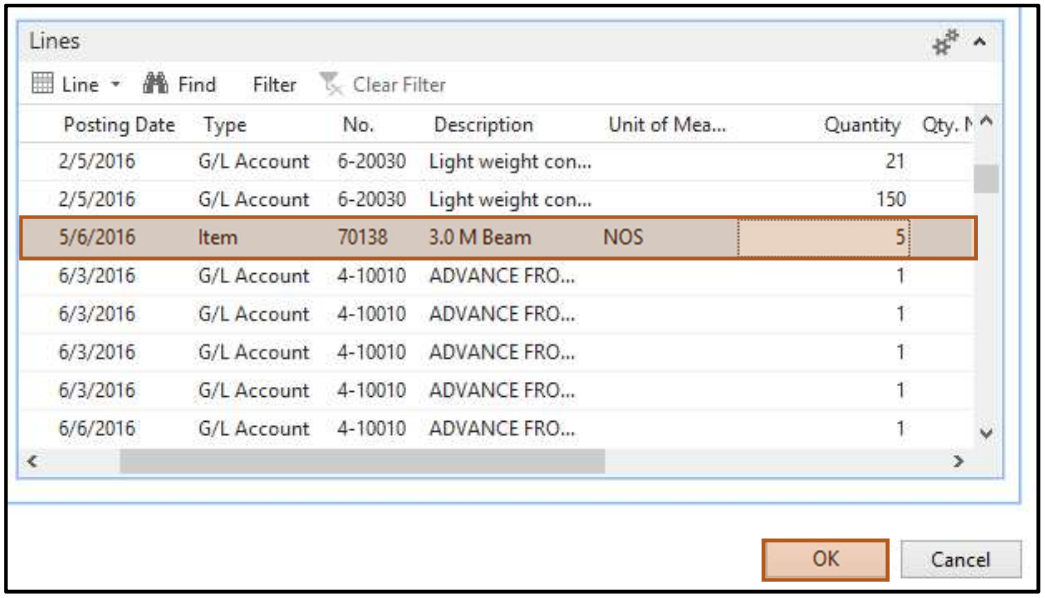
4. Click “Get Posted Document Lines to Reverse”



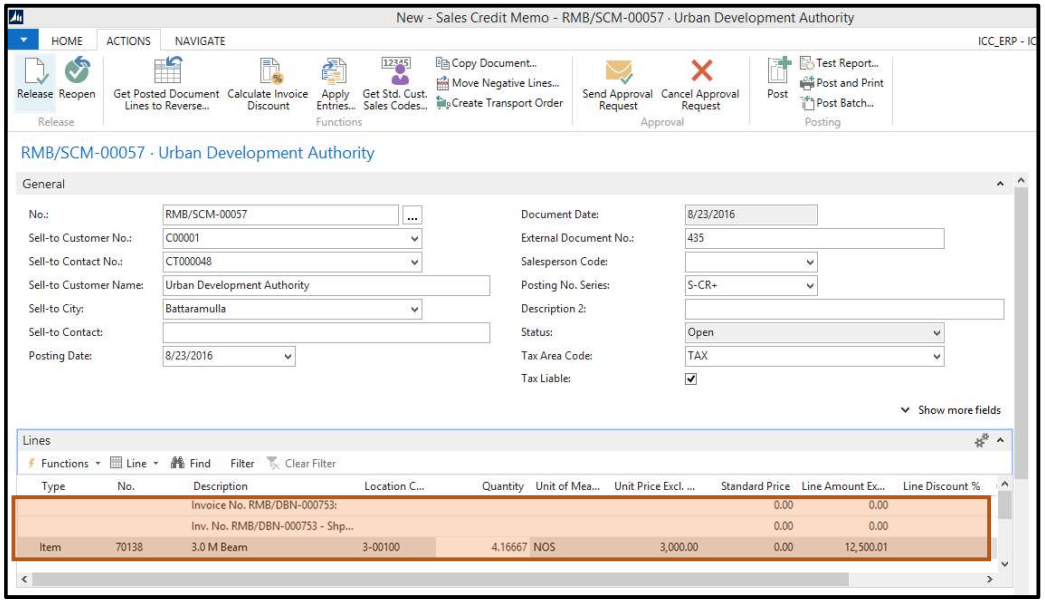
5. To view the posted Sales Invoice, select the line and click “Lines” and select “Show Document”



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

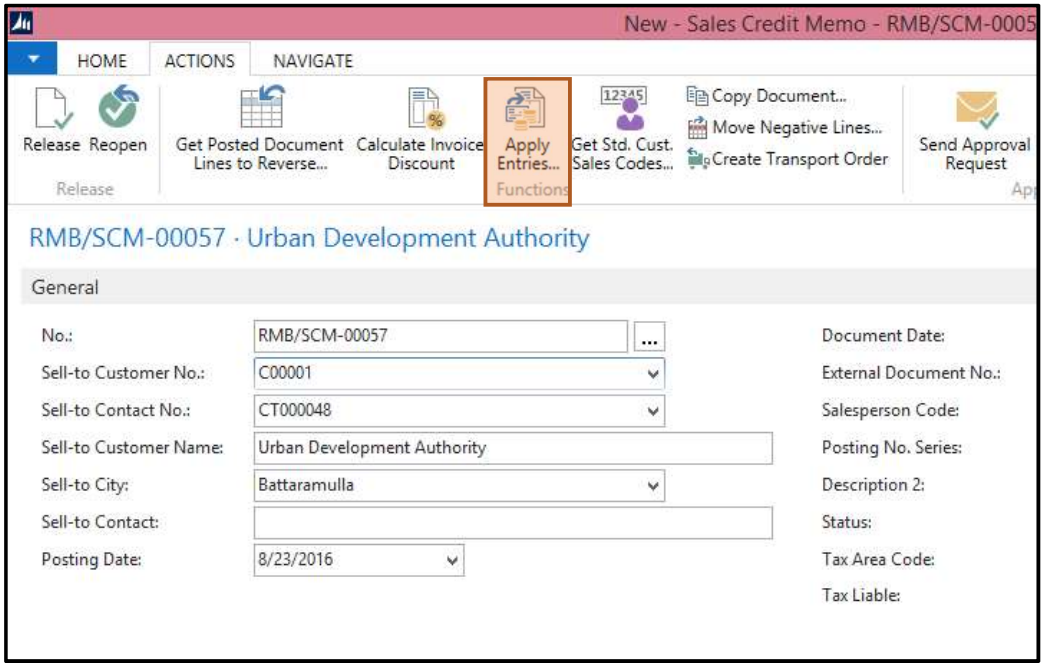


7. The line will be inserted to the Sales Credit Memo line



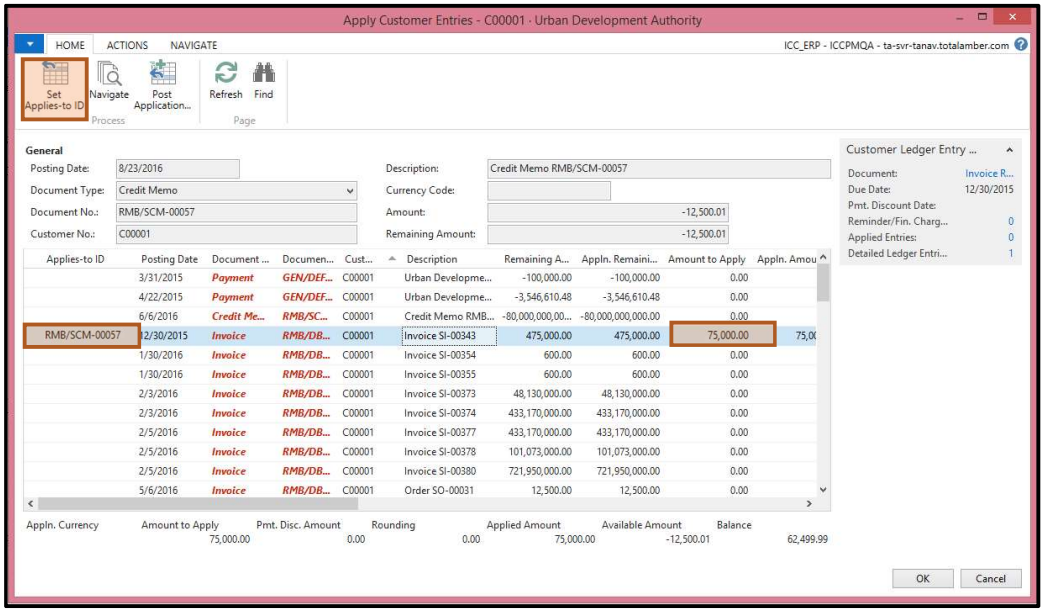
Note: - Check the Project No in Header and Line are same, since user will use the "Get Posted Document Lines to Reverse" function to get posted document, posted document project no will be copied to line in Sales Credit memo.

8. Click "Apply Entries"



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

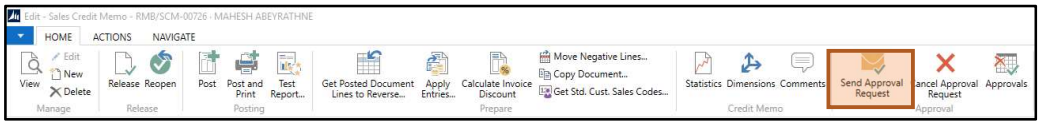
   Note: make sure "Applies to ID" is inserted. Enter the Amount returned.



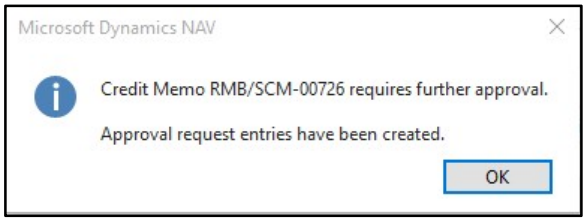
   Click **OK**

10. Send for Approval

    -> Click Send Approval Request

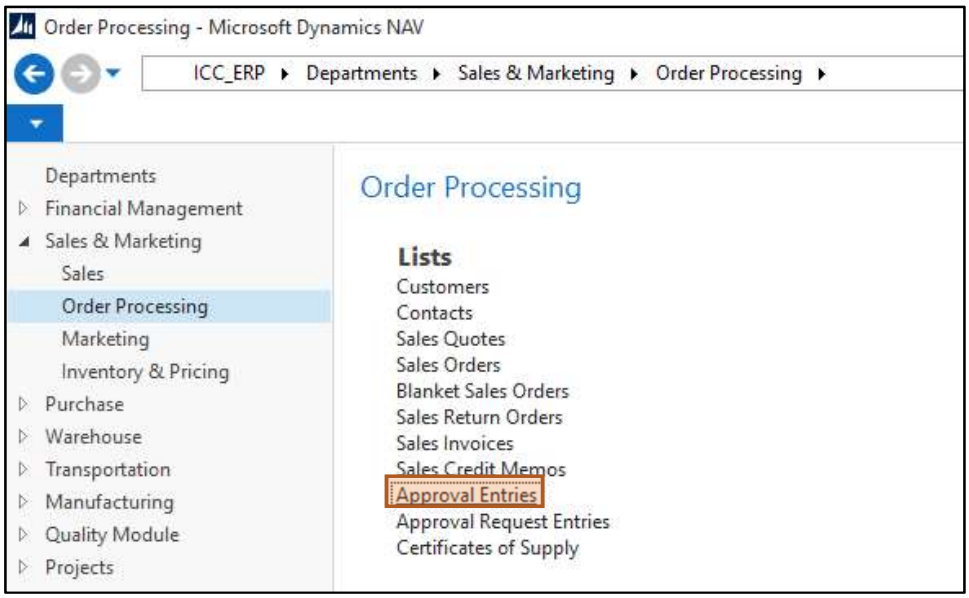


A Confirmation Message will be shown

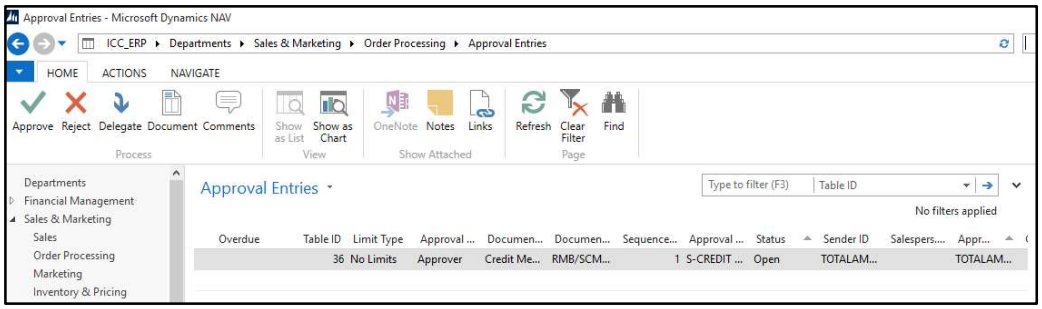


11. Authorized User can approve the Relevant Document

    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.

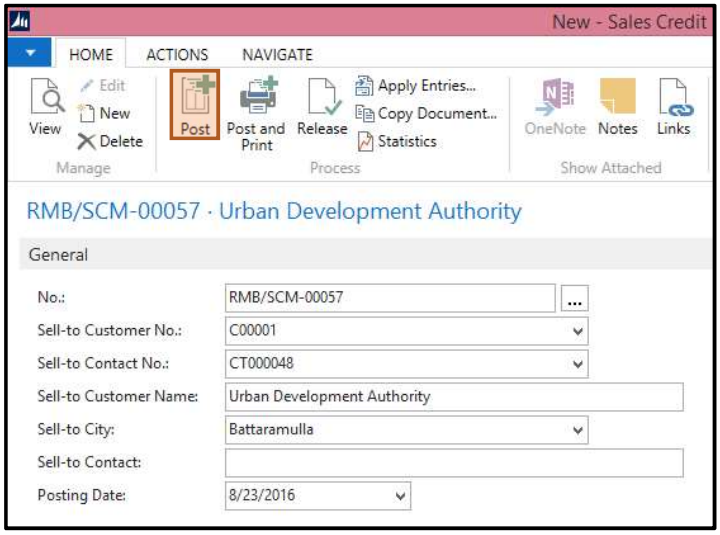


12. Select the Document

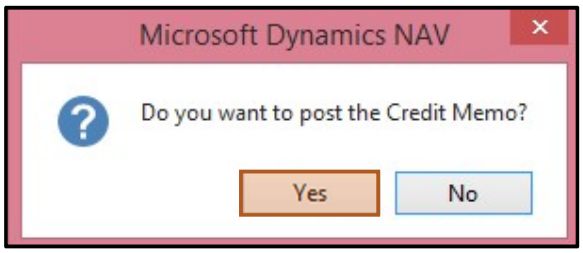


Click Approve / Reject

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



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



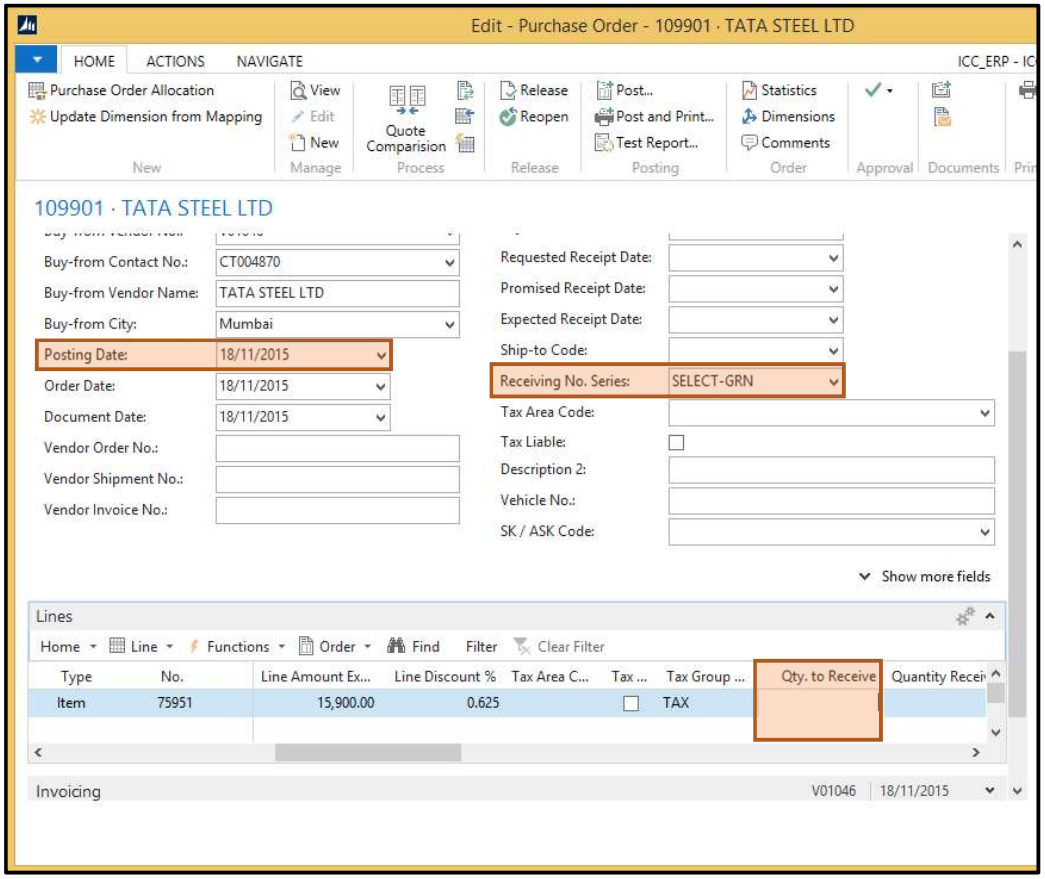
8 Create Goods Received Note

8.1 Creating the Goods Received Note

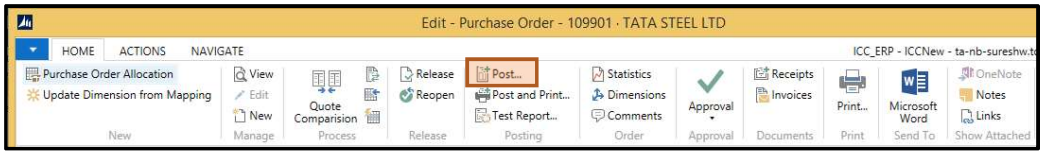
After Receiving the Material to site GRN Should Be Created Against the Received Qty. (This should be Created according to MRN Process)

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



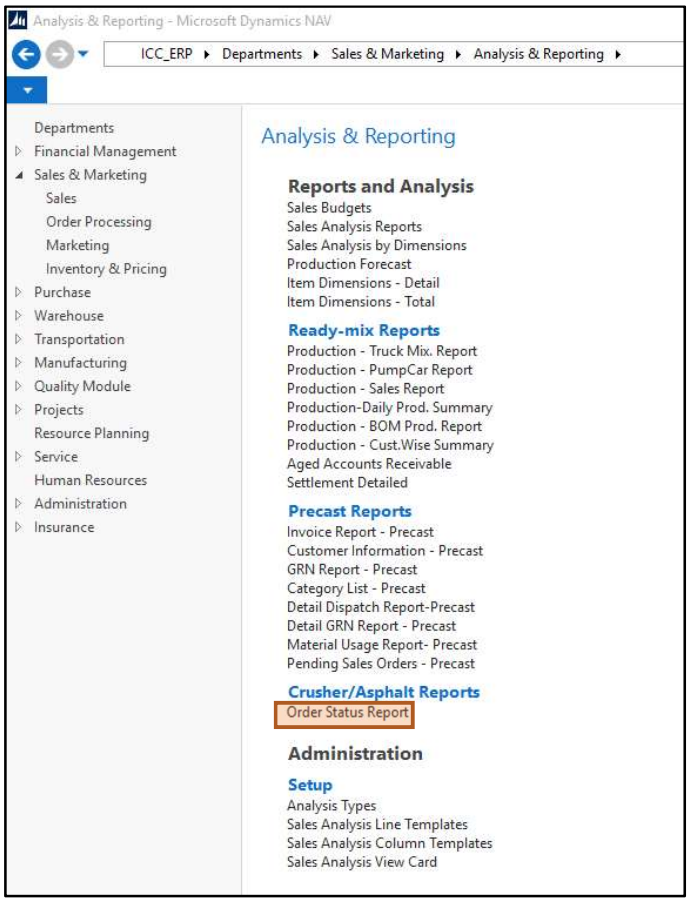
16. Select Receive and Click “OK”

Material ca be issued to Site/Production

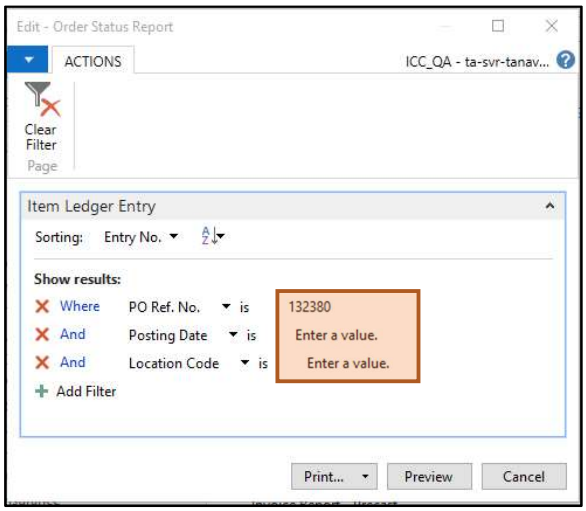
9 Reports

9.1 Order Status Report

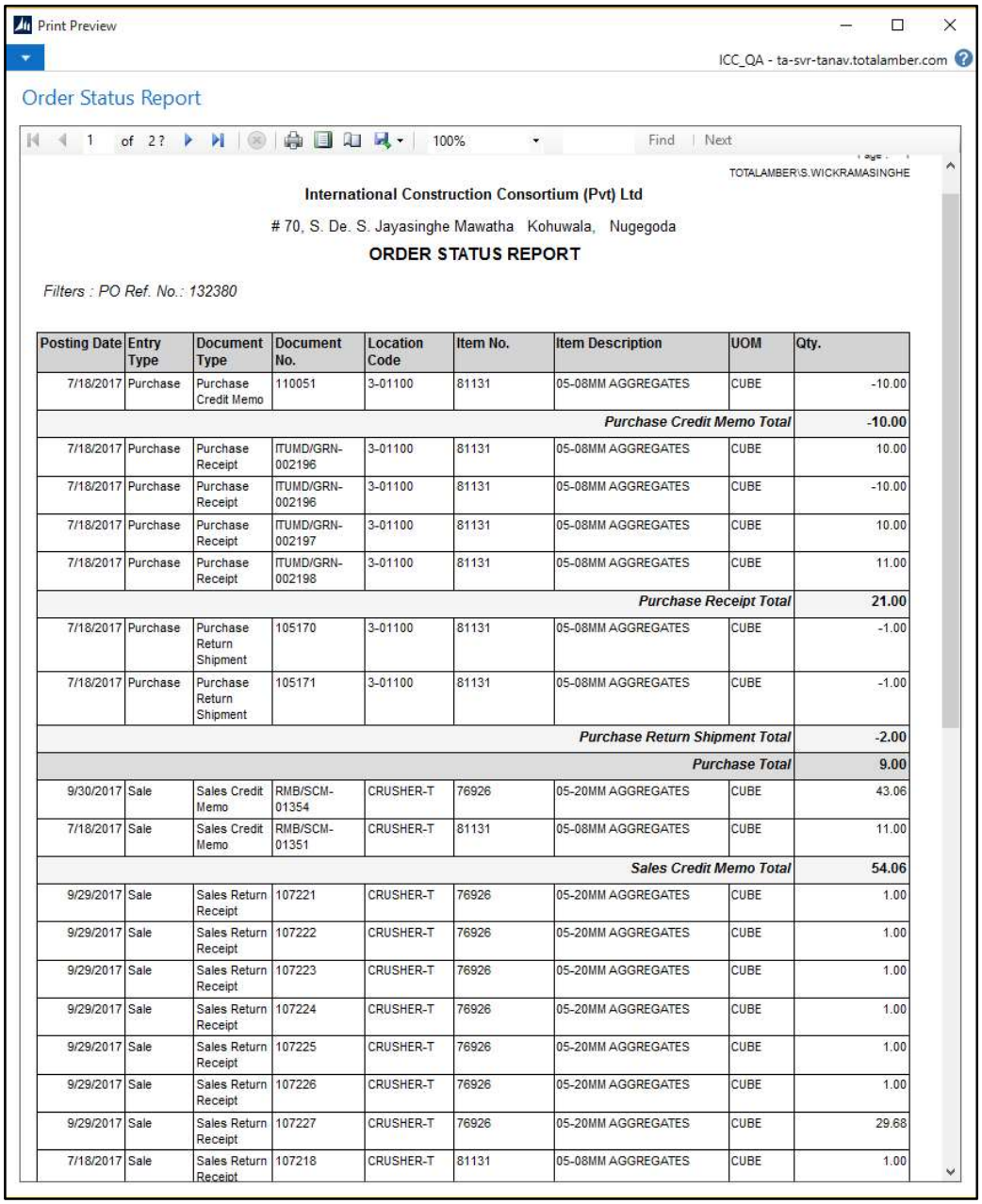
1. Navigate to Departments -> Sales & Marketing -> Analysis & Reporting-> Order Status Report



2. Enter the data as shown



Click Print/Preview



TOTALAMBER\S.WICKRAMASINGHE

International Construction Consortium (Pvt) Ltd

70, S. De. S. Jayasinghe Mawatha Kohuwala, Nugegoda

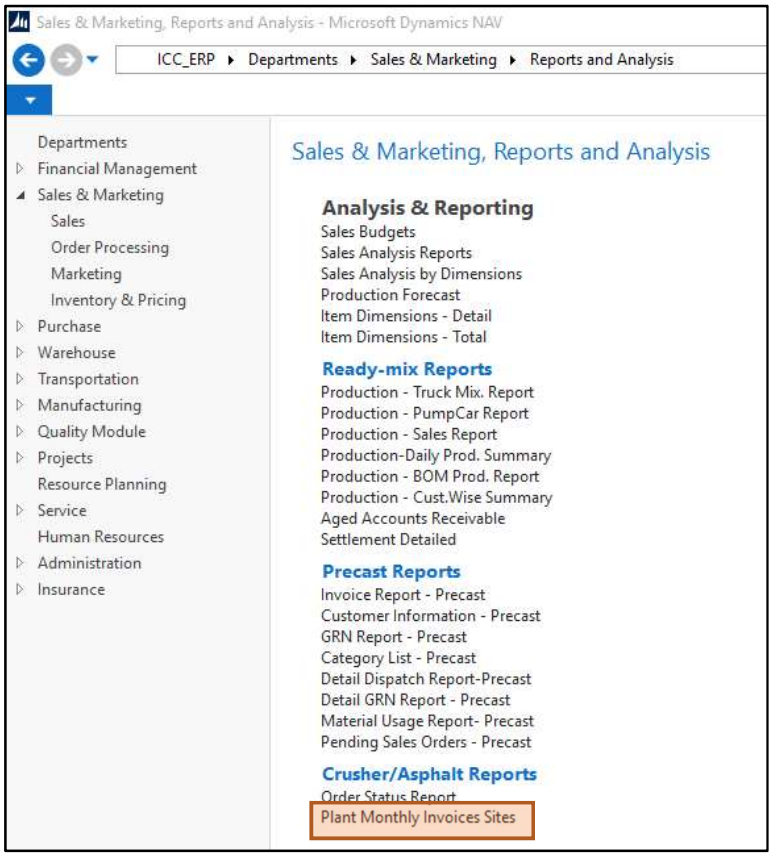
ORDER STATUS REPORT

Filters : PO Ref. No.: 132380

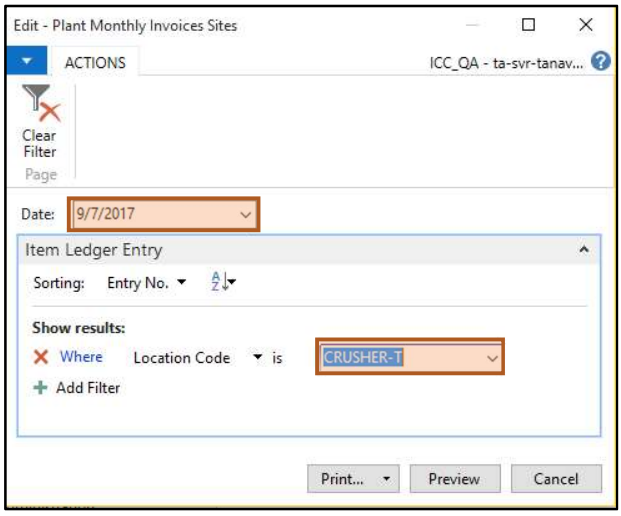
Posting Date	Entry Type	Document Type	Document No.	Location Code	Item No.	Item Description	UOM	Qty.
7/18/2017	Purchase	Purchase Credit Memo	110051	3-01100	81131	05-08MM AGGREGATES	CUBE	-10.00
							Purchase Credit Memo Total	**-10.00**
7/18/2017	Purchase	Purchase Receipt	ITUMD/GRN-002196	3-01100	81131	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

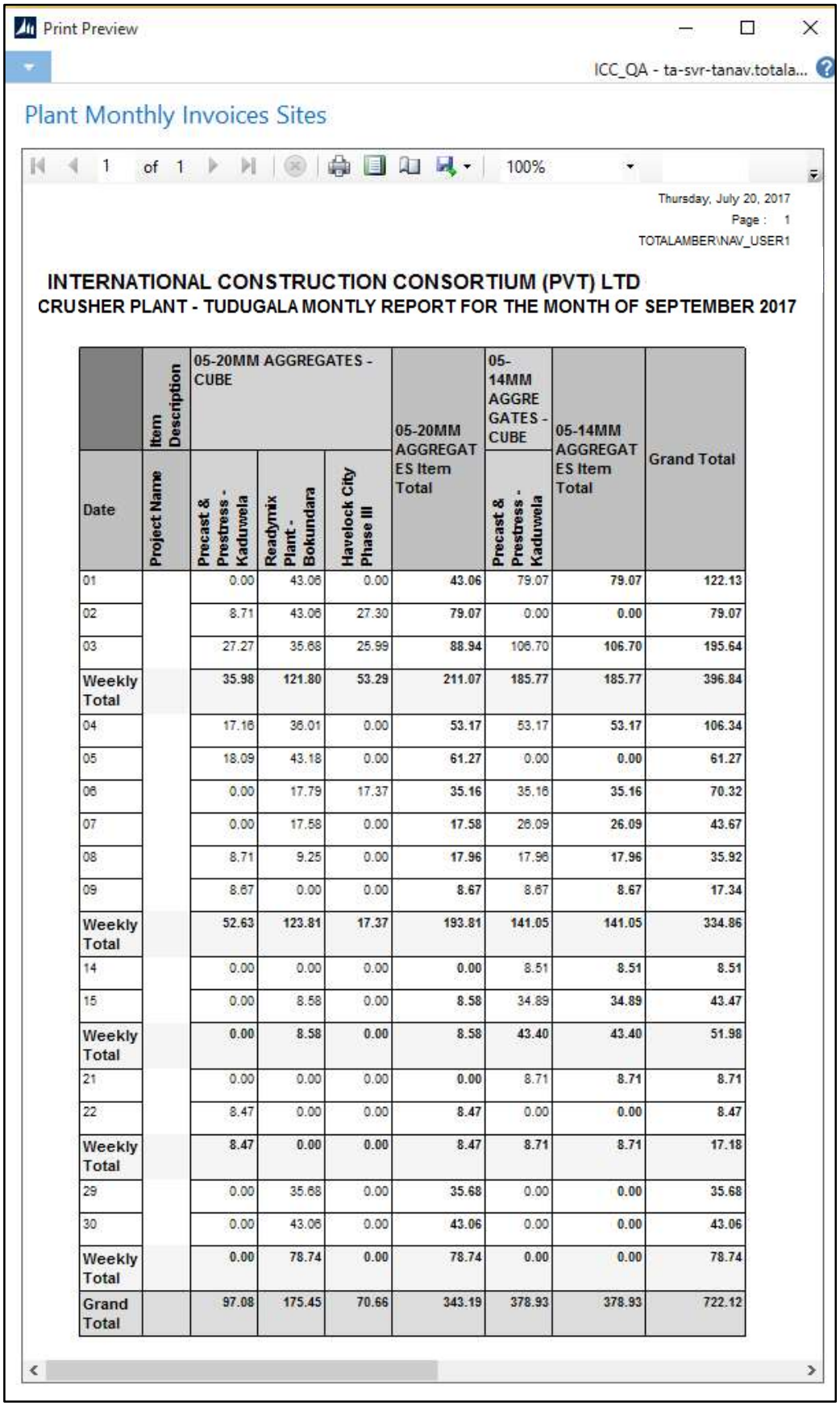
1. Navigate to Departments -> Sales & Marketing -> Analysis & Reporting-> Plant Monthly Invoices Sites



2. Enter the data as shown



Click Print/Preview



Print Preview

ICC_QA - ta-svr-tanav.totala...

Plant Monthly Invoices Sites

1 of 1 100%

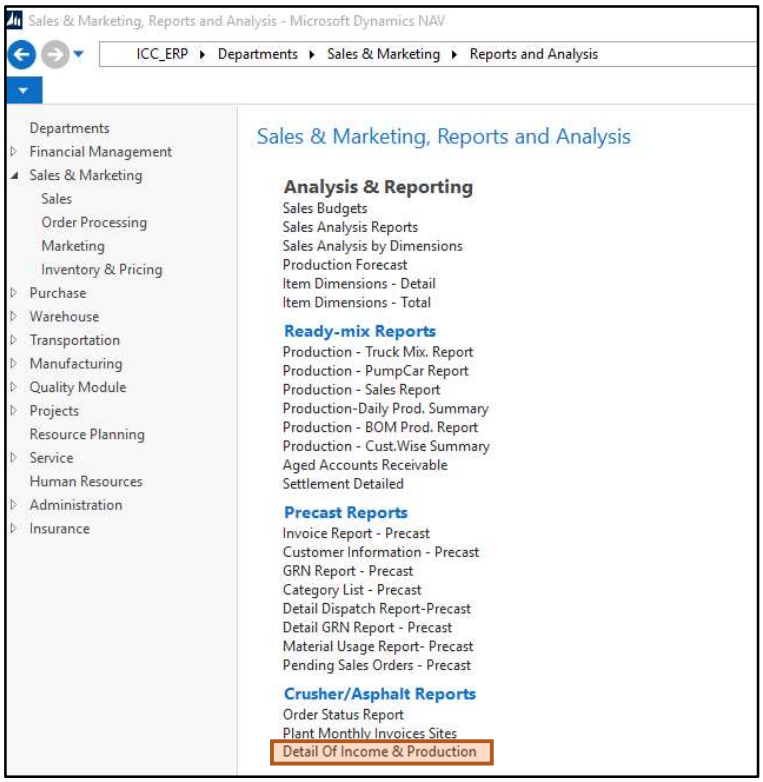
Thursday, July 20, 2017
Page : 1
TOTALAMBER\NAV_USER1

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

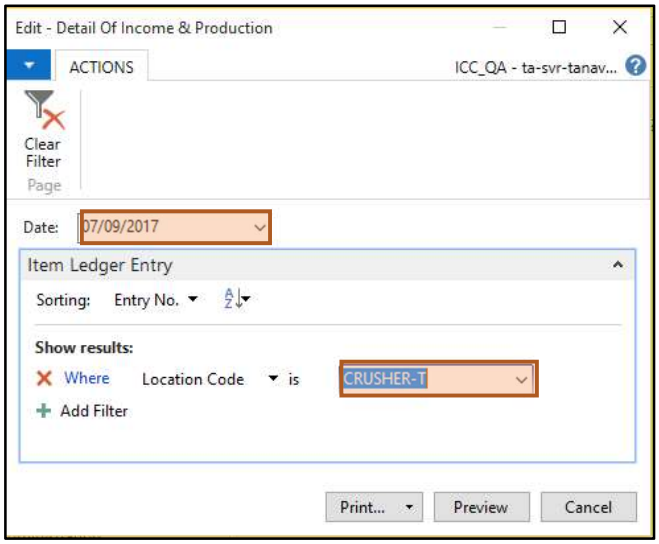
	Item Description	05-20MM AGGREGATES - CUBE			05-20MM AGGREGATES Item Total	05-14MM AGGREGATES - CUBE	05-14MM AGGREGATES Item Total	Grand Total
Date	Project Name	Precast & Prestress - Kaduwela	Readymix Plant - Bokundara	Havelock City Phase III		Precast & Prestress - Kaduwela		
01		0.00	43.06	0.00	43.06	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

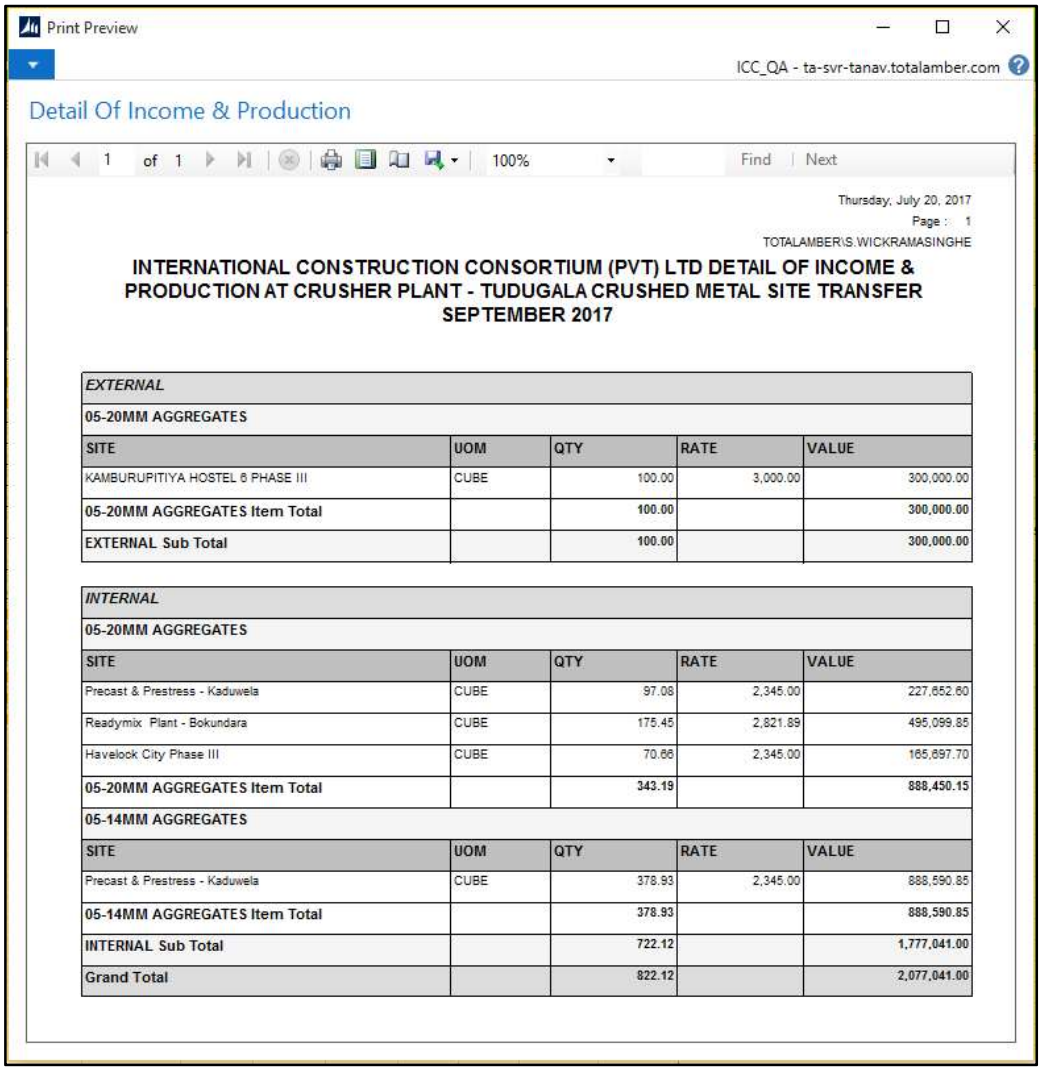
1. Navigate to Departments -> Sales & Marketing -> Analysis & Reporting-> Detail of Income & Production



2. Enter the Data as shown



Click Print/Preview



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 6 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**

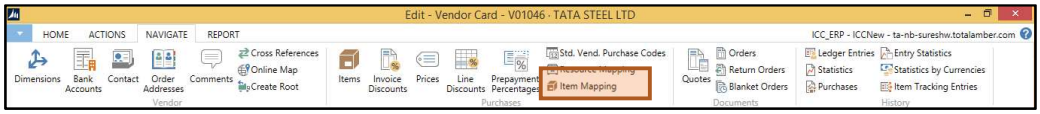
INTERNAL				
05-20MM AGGREGATES				
SITE	**UOM**	**QTY**	**RATE**	**VALUE**
Precast & Prestress - Kaduwela	CUBE	97.08	2,345.00	227,652.60
Readymix Plant - Bokundara	CUBE	175.45	2,821.89	495,099.85
Havelock City Phase III	CUBE	70.66	2,345.00	165,697.70
05-20MM AGGREGATES Item Total		**343.19**		**888,450.15**
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

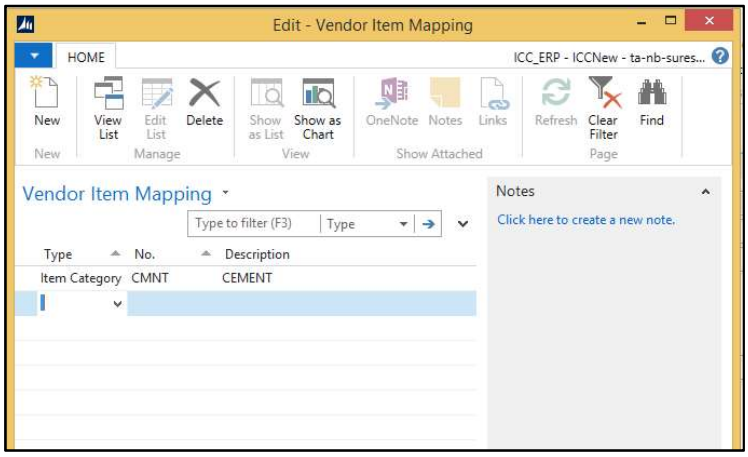
10.1 Map the Supplier to Item Category

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

   Click “Item Mapping” in the Ribbon Bar.



2. Map the Item Category to the Supplier



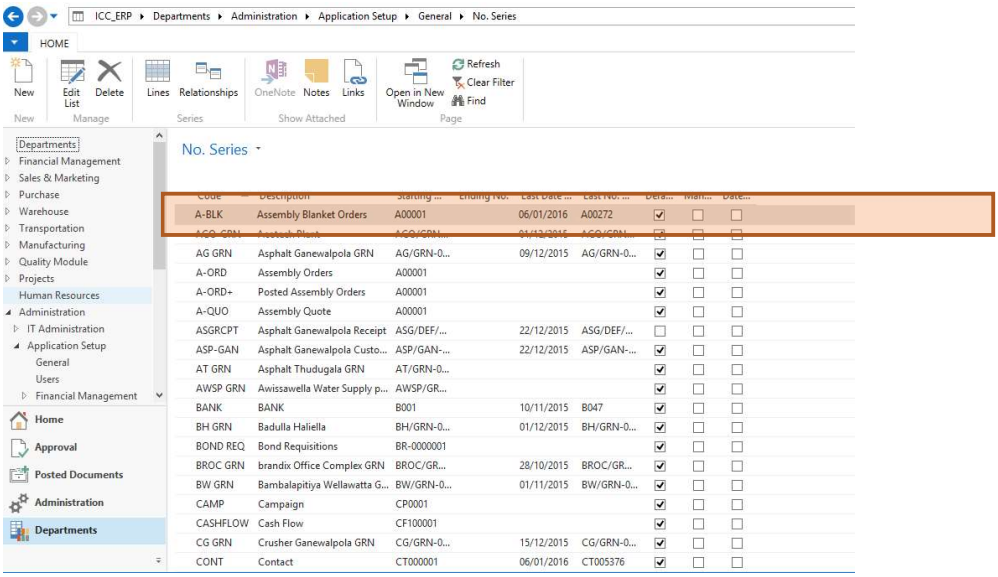
Select the Type – Item Category or Item

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

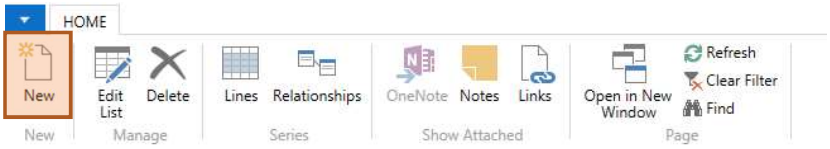
If the Type Item – Select the Item relevant item No

10.2 No Series Creation

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



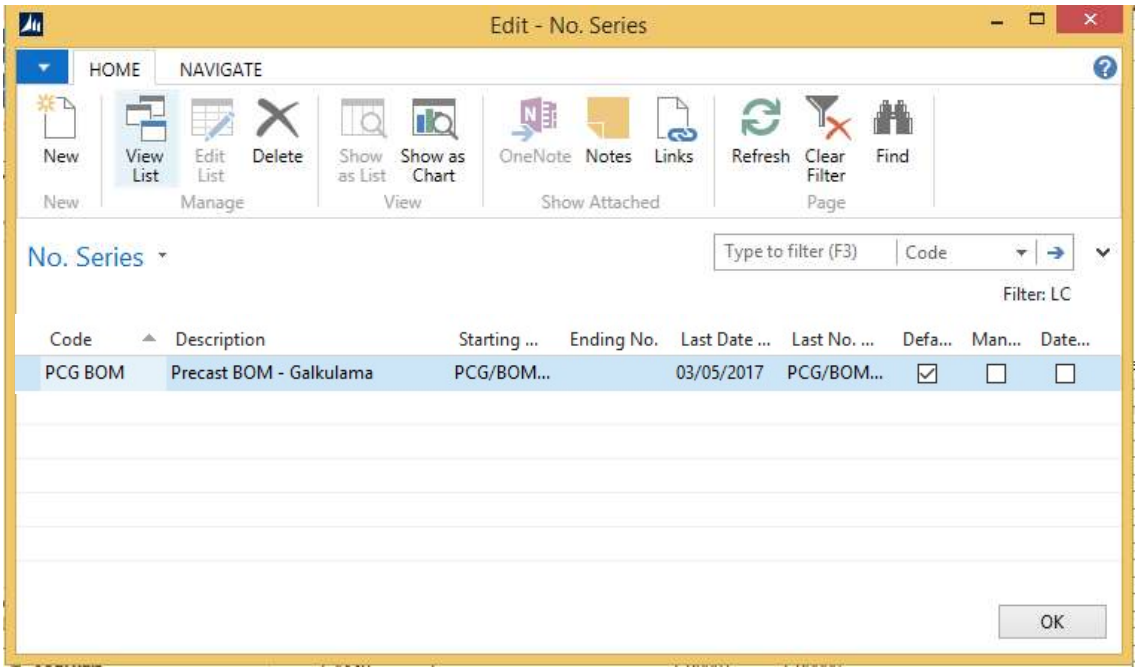
2. Click new



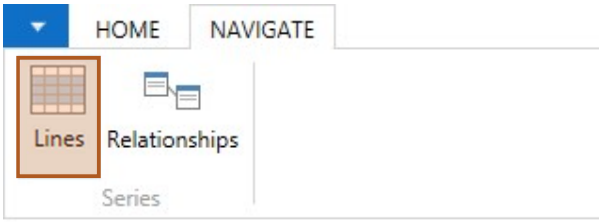
3. Type the Code as shown

Type the Related Description

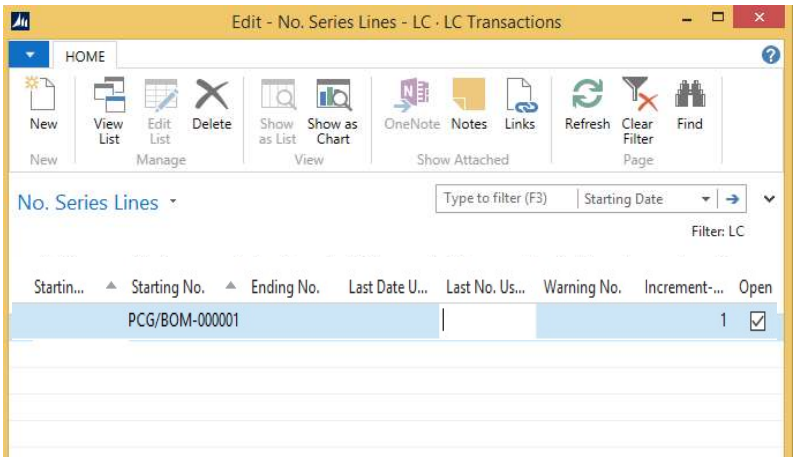
Click the Default no



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

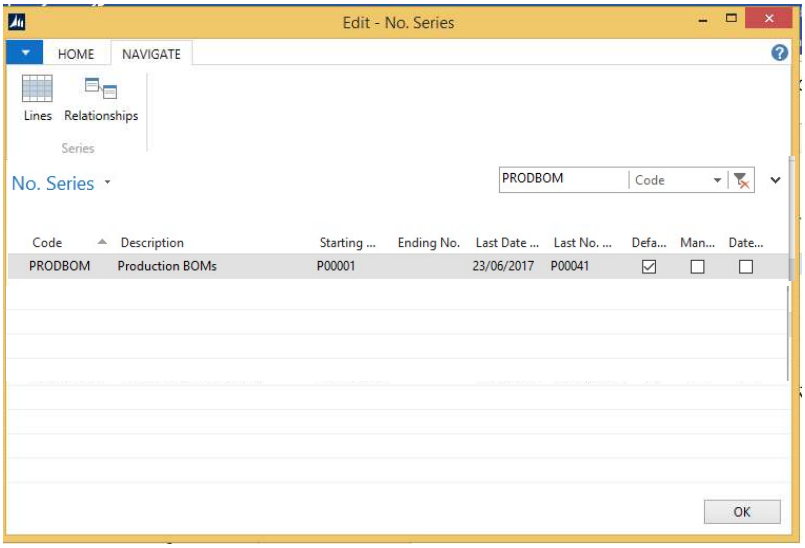


5. Enter the No Series as shown

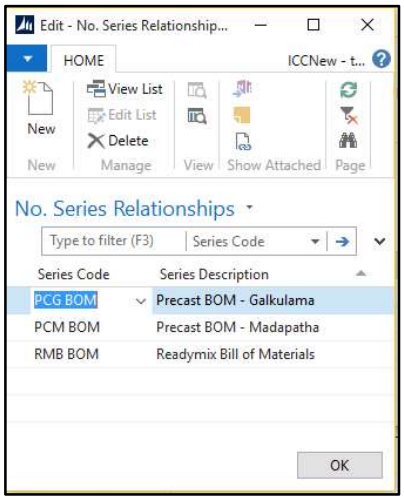


6. Give Relationship for the Created No Series with Production BOM

Select the “Vendor” No Series



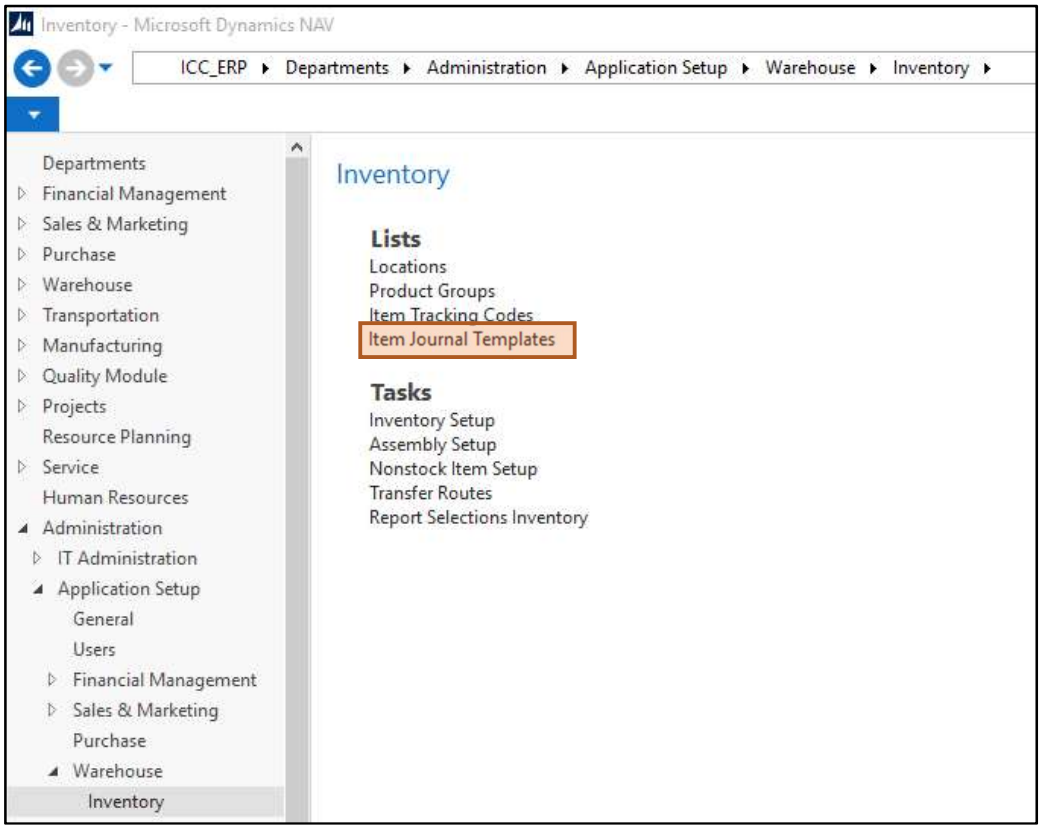
7. Go to Navigate from the ribbon -> Click Relationships. And add the “LC” no series



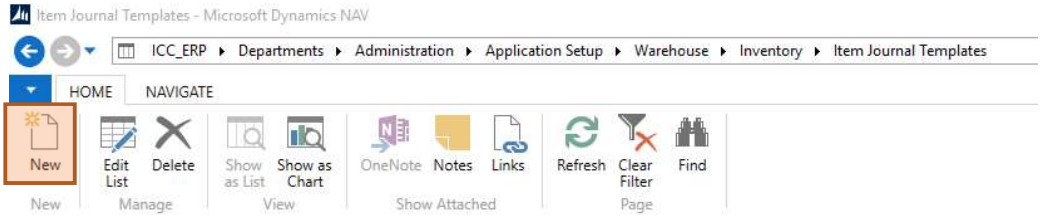
10.3 Item Journal Template

10.3.1 Creating the Template

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



2. Click **New**



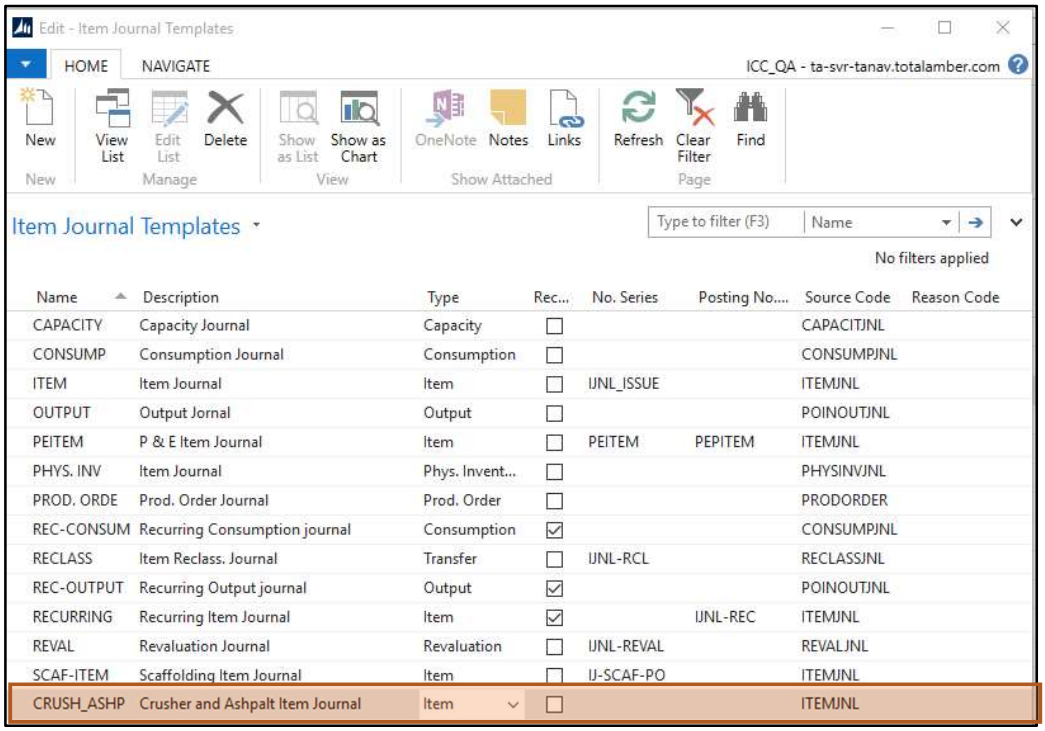
3. Enter the data as shown

   Name: - Enter Preferred name

   Description: - Enter Preferred description

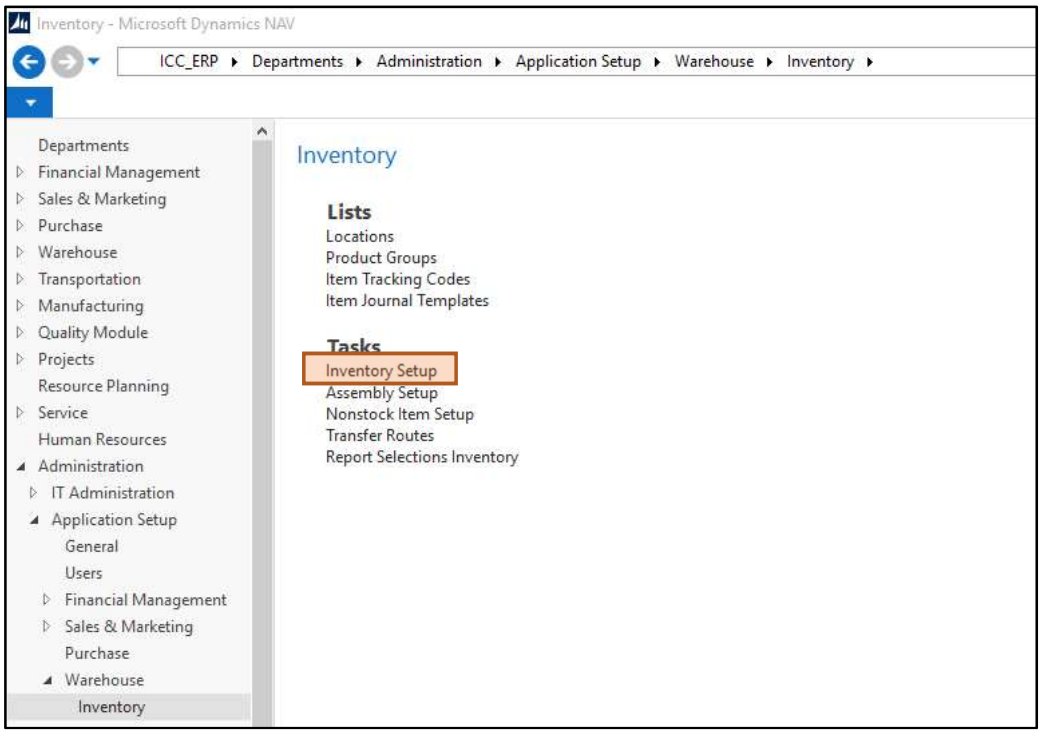
   Type: - Item

   No series: - Select a no Series

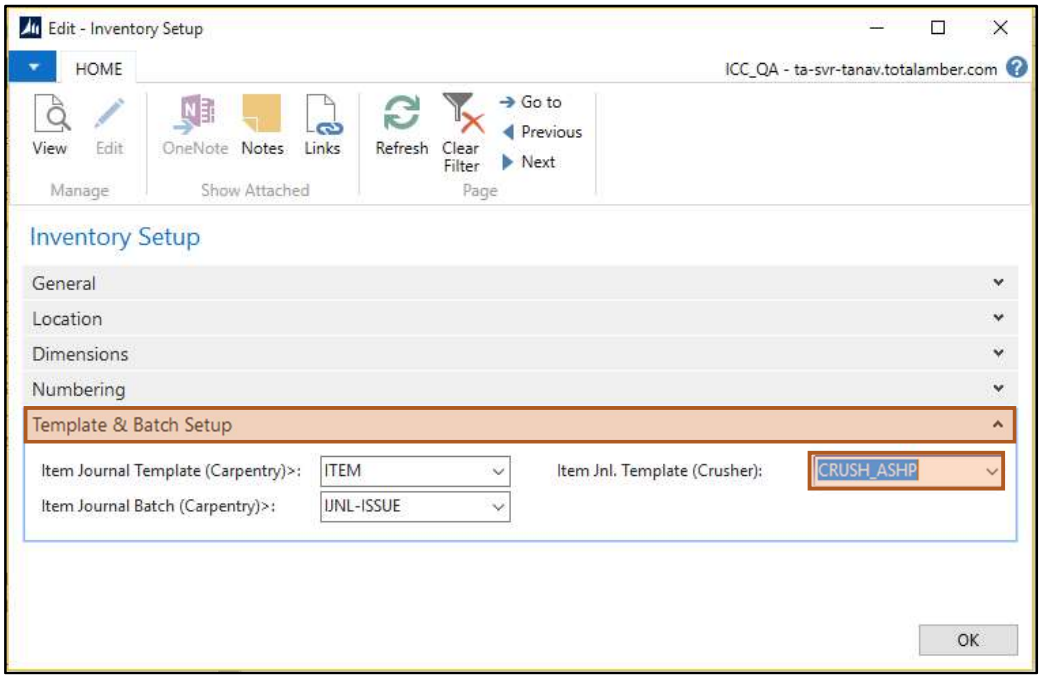


10.3.2 Assigning Created Template

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



2. Select the Relevant Template for Crusher/Asphalt


Edit - Inventory Setup
HOME
ICC_QA - ta-svr-tanav.totalamber.com
View
Edit
OneNote
Notes
Links
Refresh
Clear Filter
Go to
Previous
Next
Manage
Show Attached
Page
Inventory Setup
General
Location
Dimensions
Numbering
Template & Batch Setup
Item Journal Template (Carpentry)>:
ITEM
Item Journal Batch (Carpentry)>:
IJNL-ISSUE
Item Jnl. Template (Crusher):
CRUSH_ASHP
OK