ICC ERP SYSTEM

Inventory Process User Manual

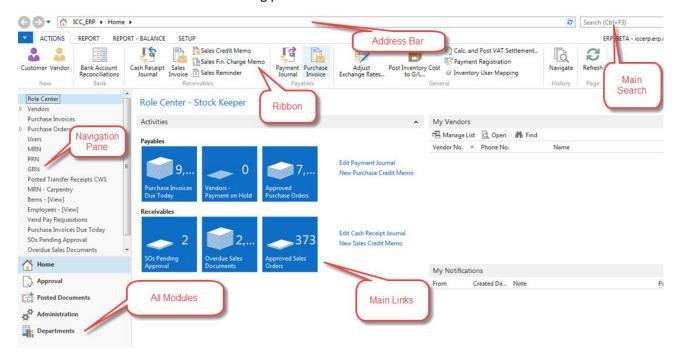
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1. Dynamics NAV Role Center

When you open ERP system you can view below screen it is called "role center". The Role Center is your main point of entry into Microsoft Dynamics NAV. You can use it to get an overview of the status of your day's work.

The Role Center can contain the following parts.



1.1 Main Search:

You can find any page, report, or view in your installation by using the Search field in the upper-right corner of the address bar.

When you start to type characters in the Search field, a drop-down list shows page names that contain the characters you type. The drop-down list changes as you type more characters, and you can select the correct page from the list when it is displayed. The second column in the drop-down list shows the navigation paths to the found pages.

Ex: typing mrn you can go to the MRN page

1.2 Address Bar:

Show your current path with in ERP system.

Ex: when you're in mrn page it shows path as "ICC_ERP/Departments/Projects/Material Management/MRN"

1.3 Navigation Pane:

You use the navigation pane to open list places. From a list place, you can open individual cards or documents. The navigation pane displays one menu at a time; you use the activity buttons at the bottom of the pane to change from one menu to another.

Home - The Home menu has been designed for your user role, and contains your Role Center, plus all of the list places that are most frequently used in your role.

Departments - From the Departments menu, you can access all of the areas of the application for which you have permissions. If you find a useful link in Departments, you can copy it to your Role Center or Home menu.

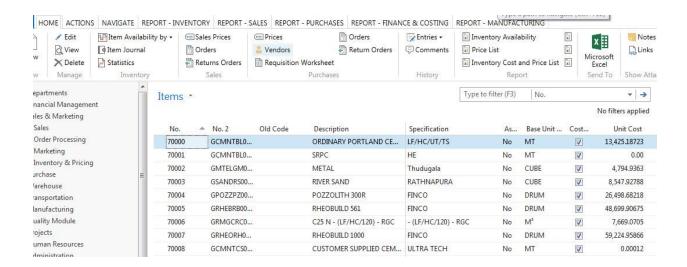
Ribbon:

The ribbon is organized into tabs and groups and contains actions that are important to the user in a given context. The ribbon is available from most page types, and it is visible by default in the Microsoft Dynamics NAV Windows client.

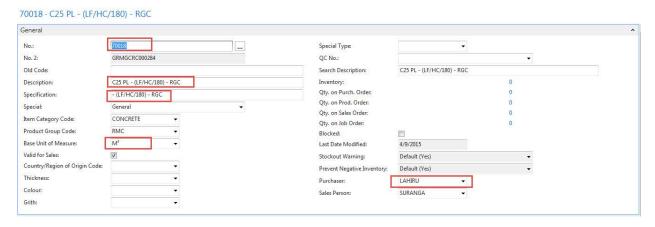
Use Ctrl+F1 to toggle between collapsing and expanding the ribbon. This creates more space for the current page to display. To expand the ribbon, use Ctrl+F1 again. To navigate in the ribbon, you can either use the mouse or keyboard shortcuts. Press the Alt key to display access keys in the ribbon. For more information,

2. Introduction to Item Master.

Item cards hold the master data required to plan, buy, store, assemble, produce, account, track, sell, and ship items.

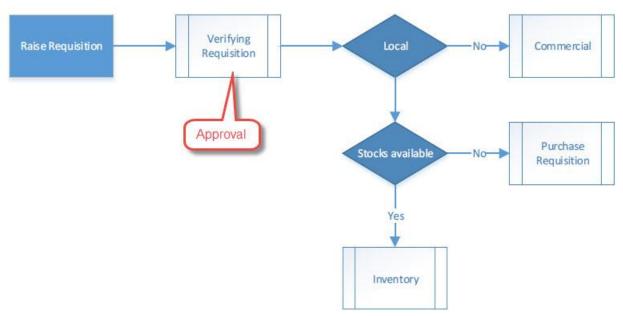


Item card contain many fields, No., Description, Specification, Base Unit of Measure and Purchaser is important.



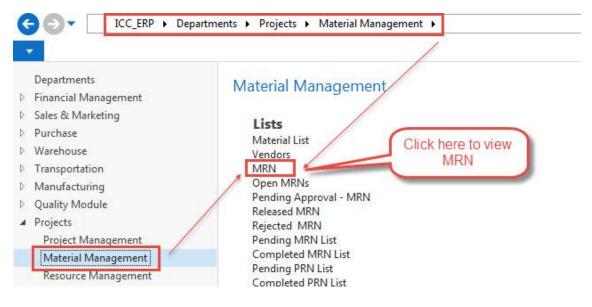
3. Material Requisition Note or MRN

Below diagram show MRN process;

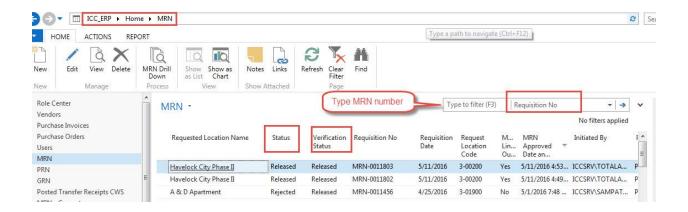


MRN documents have Open - > Pending Approval -> Released or Reject status

By typing search bar or going through Departments -> Projects -> Material Management -> MRN you can open MRN page.



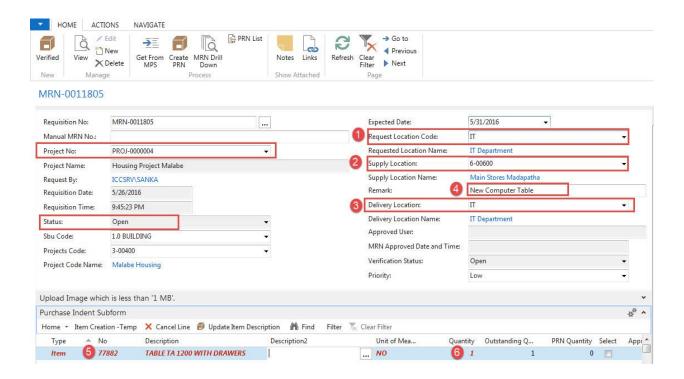
After opening MRN page you can view below screen,



Clicking on the "new" icon on ribbon you can create new MRN,

How to enter recursion "General" tab data?

- 1. Select Project No.
- 2. Enter material expected date
- 3. Request Location Code: it must be material ordering location.
- 4. **Supply Location Code**: it must be material **supply store** Ex: Main Stores, IT, HR, SCAF-MS.
- 5. **Delivery Location Code**: it must be material **delivering location** Ex: requesting location, Carpentry or Fabrication.
- 6. **Remarks** : enter short detail about MRN ex: Tyre for KQ-1234 car

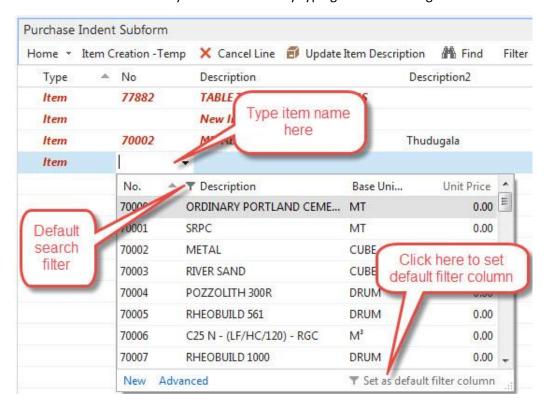


How to enter recursion "Purchase Indent Subform" tab data or items?

MRN-0011805 General Housing Project Malabe Upload Image which is less than '1 MB'. Purchase Indent Subform Home 🔻 Item Creation -Temp 🗶 Cancel Line 🎒 Update Item Description 👫 Find Filter 🖔 Clear Filter PRN QL Type Quantity Remarks Outstanding Q... 77882 TABLE TA 1200 WITH DRAWERS 2 1 for new IT executive Item NO 50 Item New Iron Item - Kg 50 for wall Item Thudugala CUBE 2 for wall 2

Above picture show how to enter item listed on the ERP system in line 1 also we have entered item that was not listed on the item master in line 2. Also you can change unit of measure of item if it is available on drop down list.

When click on the item list you can find item by typing default filtering column contents.

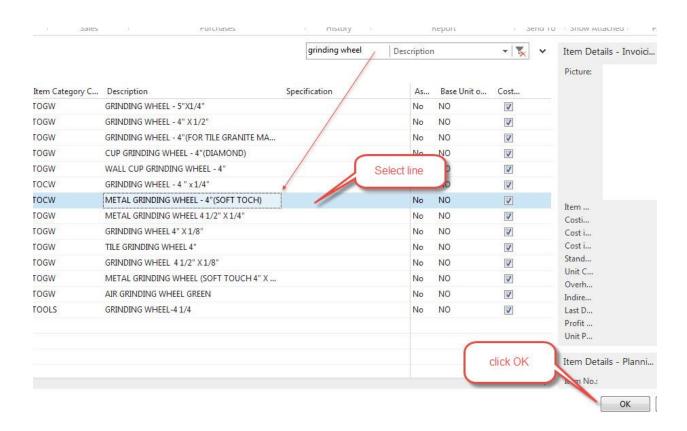


If item cannot find using above step you need click "Advanced" link and it will open item master, you need to check whether item is available by searching item Description and Specification as below screen.

To find part of text you can type @*item* and search it will show all the matching items containing that text.

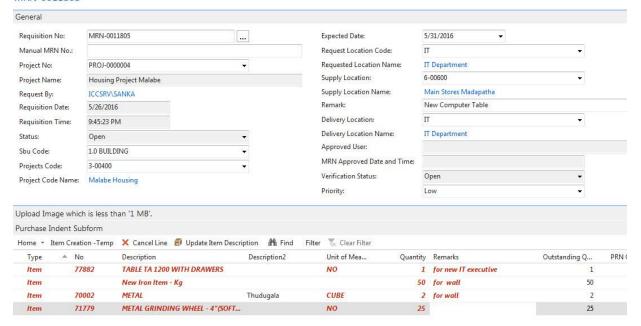


Finally selecting item line and clicking on the "ok" button to add item to the MRN line as below screen.

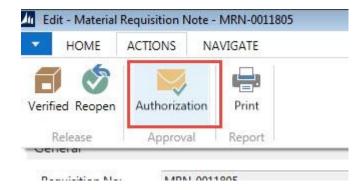


After entering all required fields you need to double check including all the locations, items, unit of measure and quantiles are correct.

MRN-0011805

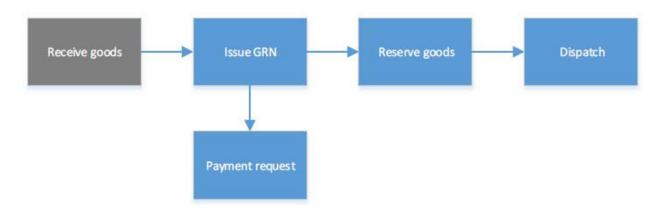


Finally, you can send MRN for approval by clicking on the Authorization button. Then status of the MRN will be change to "Pending Approval", after approving MRN by authorized officer MRN status change to "Released" state.



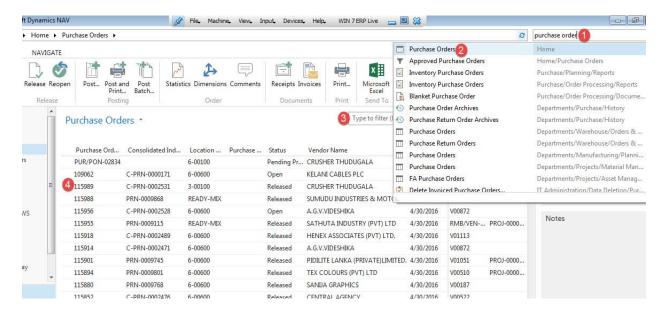
4. GRN or Posted Purchase Receipts

GRN Process



4.1 How to create GRN

Step 1: In the **Search** box, enter **Purchase Orders**, and then choose the related link.

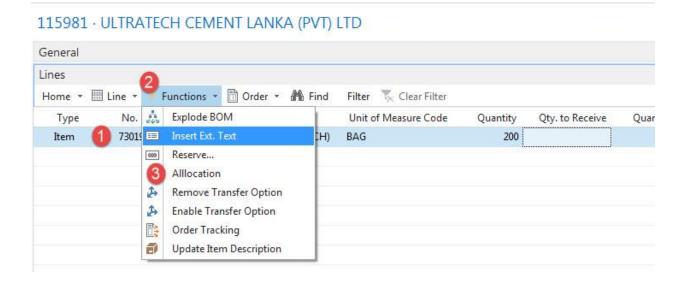


Purchase Order Allocation Release d View Quote Comparision Post... Statistics 🖆 Receipts w Post and Print... / Edit # Update Dimension from Mapping Remove Transfers in Line 🔚 **®** Reopen Dimensions Invoices Approval Print... Approval Microso Word New Print for LC... Test Report... Comments Manage 115989 · CRUSHER THUDUGALA General Purchase Order No.: 115989 Status: Released ICCSRV\TOTALAMBER Initiated By: Project No.: Location Code: Project Name: Payment Terms Code: Buy-from Vendor No.: INT/VEN-00001 Location Requested Receipt Date: Buy-from Contact No.: CT002396 number series CRUSHER THUDUGALA Promised Receipt Date: Buy-from Vendor Name: Buy-from City: Kalutara Expected Receipt Date: Ship-to Code: Posting Date: 5/11/2016 Invoice Number Receiving No. Series: SCAF-GRN 5/11/2016 Order Date: 5/11/2016 Tax Area Code Document Date: Tax Liable: Vendor Order No.: Description 2: Vendor Shipment No.: ſ Vehicle No.: Vendor Invoice No.: AWEGT SK / ASK Code: Show more fields

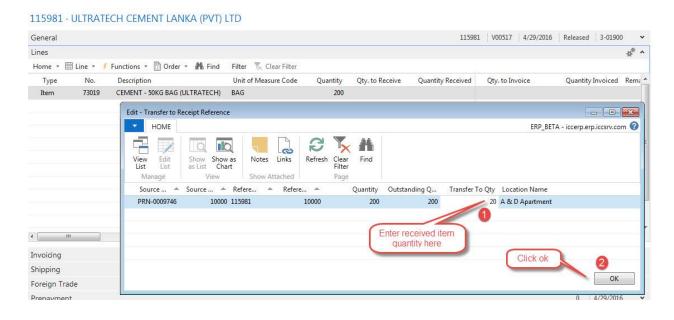
Step 2: Open the purchase order that you want to post using Purchase order number.

In the "General" tab of purchase order you need to enter **Vendor Shipment No, Vendor Invoice No. and Receiving number series**

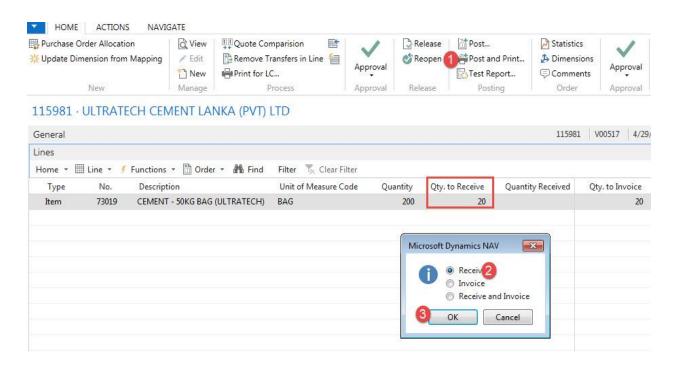
Step 3: Using "lines" tab you can enter receive item quantities, first you need to select relevant item line then you need to click Functions -> Allocation then system will open page.



Step 4: Enter received quantity to the "Transfer to Qty." filed and click Ok button.



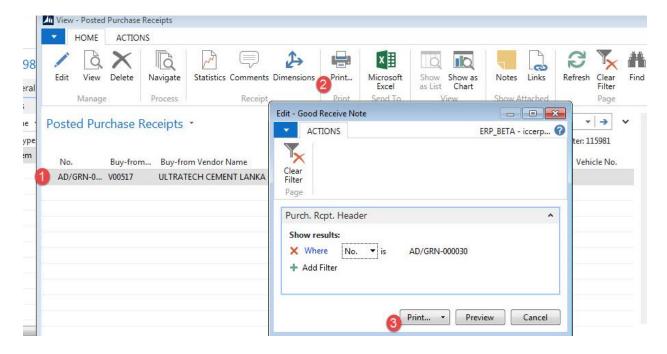
Step 5: After above step you need go to the **Actions** tab, in the **Posting** group, choose Post or Post and Print option, and then select "Receive" option and click on OK button.



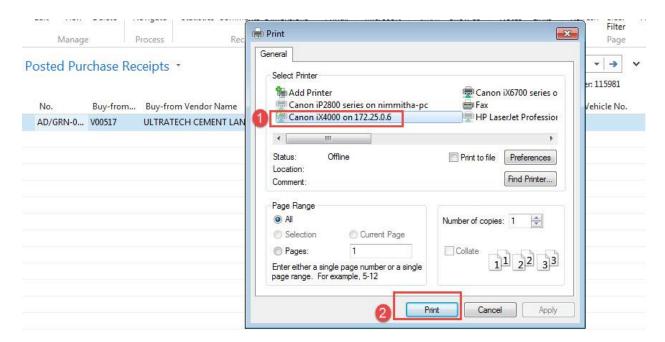
Step 6: After successfully posting items you can see your received items quantity on lines "Quantity Received" filed, in order to view receipt, you need, to go Navigate tab, in the **Order** group, choose **Receipts**.



After selecting relevant receipt, you can view it or print again,



Step 7: By selecting your printer and clicking on the Print button you can get print outs of the GRN.

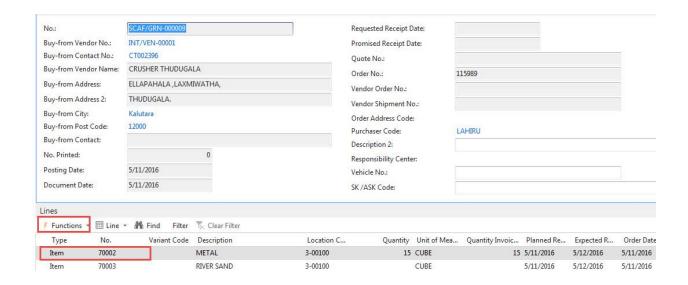


Note: If the order is fully posted and all items are invoiced, then the purchase order is deleted.

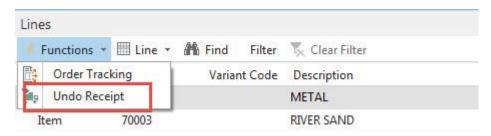
4.2 How to undo GRN

If you have made an incorrect quantity posting, that is, if you have made a purchase order with, for example, the wrong number of items and posted it has received but not invoiced, you can undo the posting.

Step 1: Open relevant GRN -> select item line -> click on Function it will open list menu.



Step 2: Click on "Undo Receipt".



Step 3: Click on Yes.



You can see reverse entry as (-) quantity.

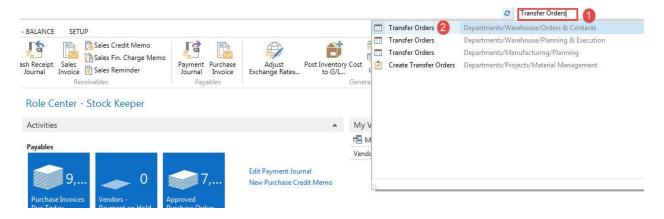
Type	No.	Variant Code	Description	Location C	Quantity	Unit of Mea	Quantity Invoic	Planned Re	Expec
Item	70000		ORDINARY PORTLAND CEMENT	READY-MIX	32.64	MT	32.64	4/26/2016	4/27/2
Item	70000		ORDINARY PORTLAND CEMENT	READY-MIX	-32.64	MT	-32,64	4/26/2016	4/27/2

5. Introduction to Transfer orders.

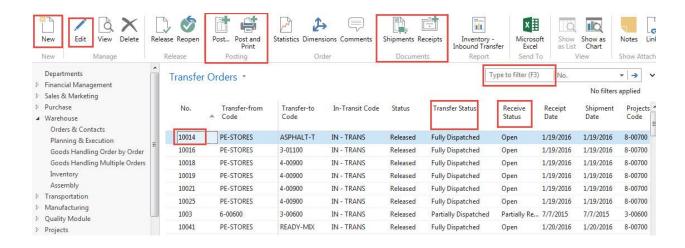
If you want to make a transfer between two locations, you create a transfer order.

5.1 How to create transfer order

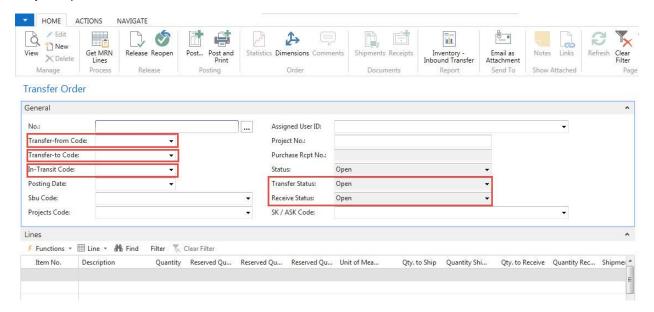
Step 1: In the Search box, enter "Transfer Orders", and then choose the related link.



Step 2: Click on the "New" button to create a transfer order.



Step 3: Open a new transfer order and auto fill in the No. field.

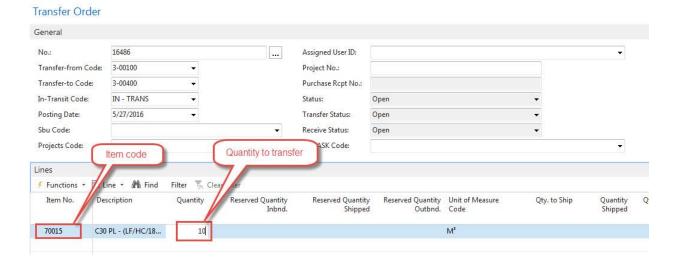


Step 4: Fill in the required field in header;

- ✓ Transfer-from Code field: Your location
- ✓ Transfer-to Code field:
- ✓ Fill in the In-Transit Code field.

Step 5: Fill in the required field in lines;

Item code and Quantity to transfer fields need to be fill as required

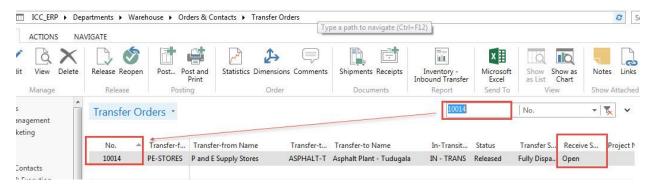


5.2 How to create transfer receipt

Step 1: In the Search box, enter "Transfer Orders", and then choose the related link.



Step 2: Search transfer order number from transfer order page.

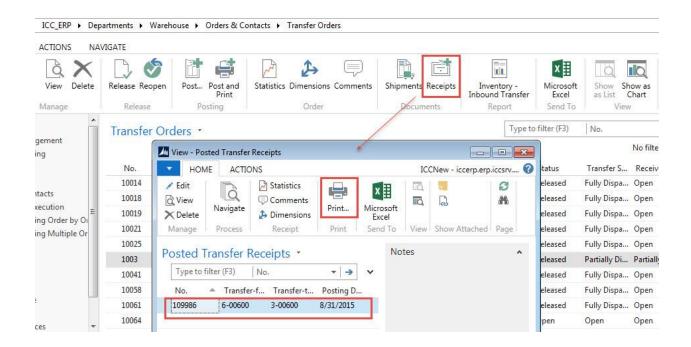


Select transfer order and click edit button from navigation pane.

Step 3: Enter lines "Qty. to Receive" and click on Post button and select "receive" option.

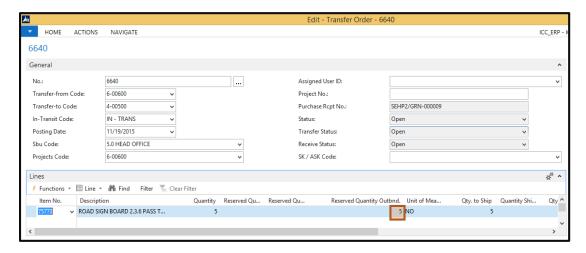


Step 4: After posting transfer order you can view posted receipt using below screen.

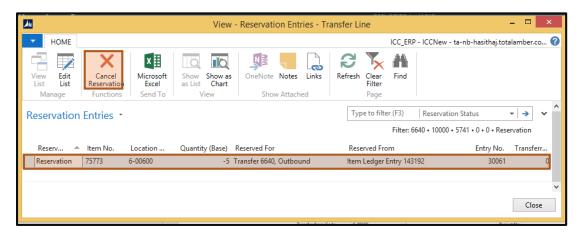


6 Reservation Cancellation.

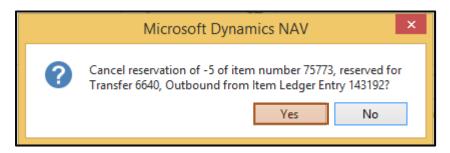
1. "Cancel Reservation" in the created transfer order. Single-click "Reserved Quantity Outbound"



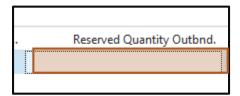
2. In the opened window, "Reservation Entries- Transfer lines", select a line and cancel the reservation entry



3. Click "OK" in the below message



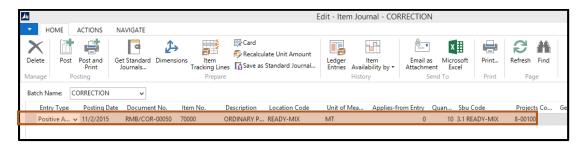
4. "Reserved Quantity Outbnd." in the Transfer order would be null



7 Return Goods Already Consumed

This process was used when Items have been consumed.

1. Navigate to the Item Journal and enter relevant information as shown below



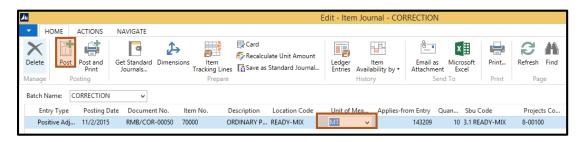
- Entry Type: Should be "Positive Adjustment" to add the quantity consumed previously.
- Sbu Code, Projects Code: Dimensions relating to the location selected.
- Quantity: Quantity that needs to be returned to the Vendor
- 2. Click the drop-down arrow in the "Applies-from Entry" field



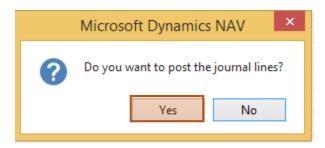
3. Select the "Negative Adjustment" entry previously posted and click "Ok"



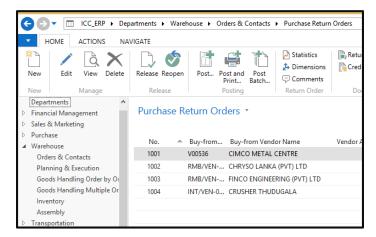
4. The Item Journal line will be updated as shown below. Click "Post" in the Ribbon



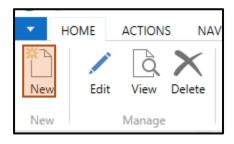
5. Click "Yes" in the message shown below



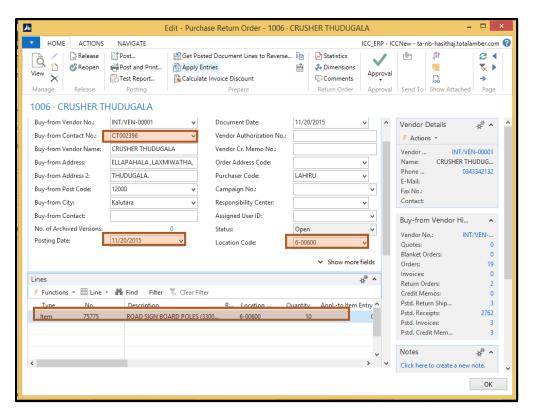
6. Navigate to Departments -> Warehouses -> Orders and Contracts -> Purchase Return Orders



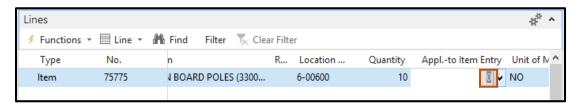
7. Click "New" in the Ribbon



8. Enter relevant Information



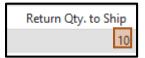
- No.: The Item No. that needs to be returned to the Vendor (Item entered in the Item Journal previously. Step 1).
- 9. Click "Appl.-to Item Entry" drop down



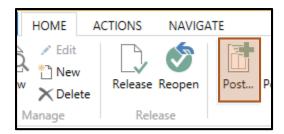
10. Select the line relating to the "Positive Adjustment" created.



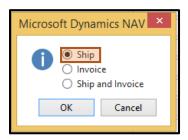
11. The "Return Quantity to Ship" in the Purchase Return Order line will be updated as shown below.



12. Click "Post" in the Ribbon



13. Select "Ship"



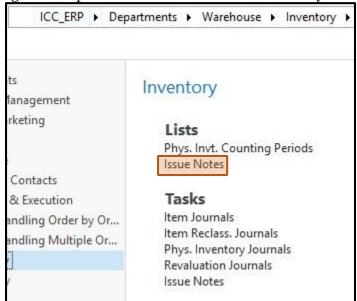
14. The Purchase Return Order line will be updated as shown below



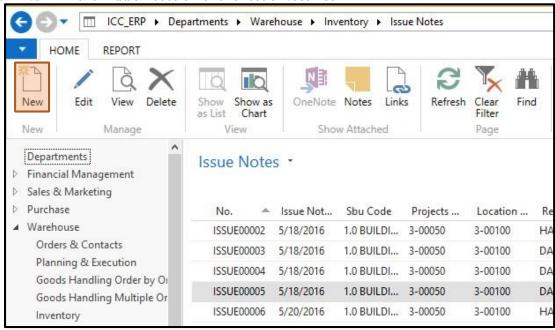
8 Introduction to Issue Note.

Here we explain how to perform an inventory issue based on the inventory. Using the following steps, you can perform this operation.

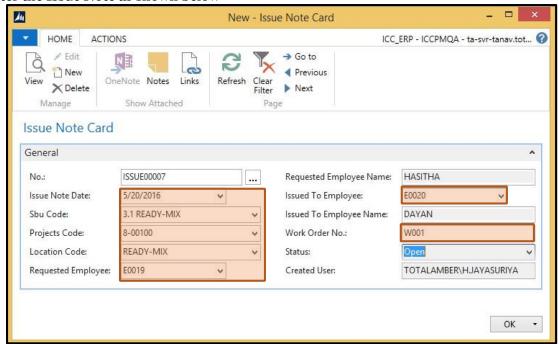
Navigate to Departments -> Warehouse -> Inventory



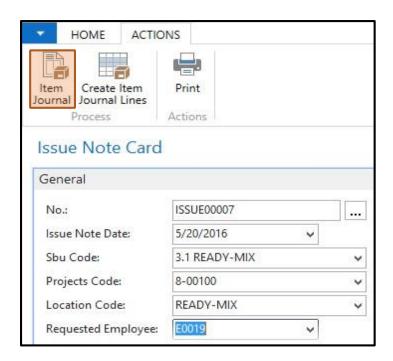
2. Click "New" in the Ribbon section of the Issue Note list



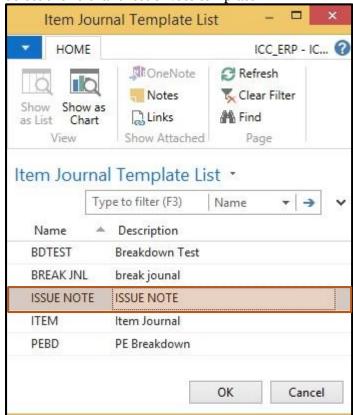
3. Enter the Issue Note as shown below



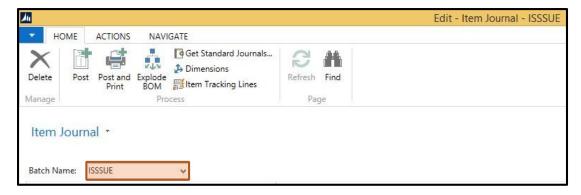
- No: Auto-generated as defined in the Inventory Setup.
- Requested Employee: Employee that requested the goods □ Issued to
 Employee: Employee to whom the items were issued □ Created User: User that created the Issue Note.
- 4. Click "Item Journal" in the Actions tab in the Ribbon Section



5. Select the relevant Issue Note template



6. Select the relevant Issue Note batch



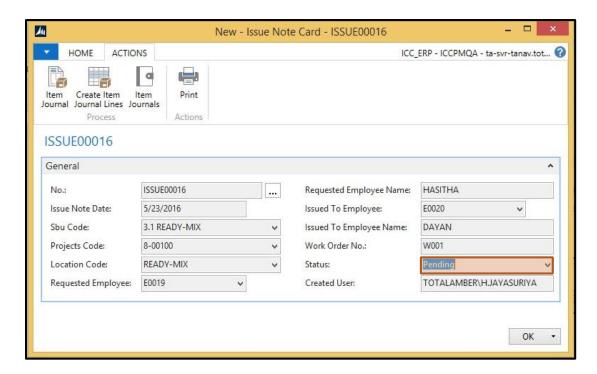
7. Enter the highlighted data first.



8. Click the line below (or "TAB" key) in order to generate the other fields.



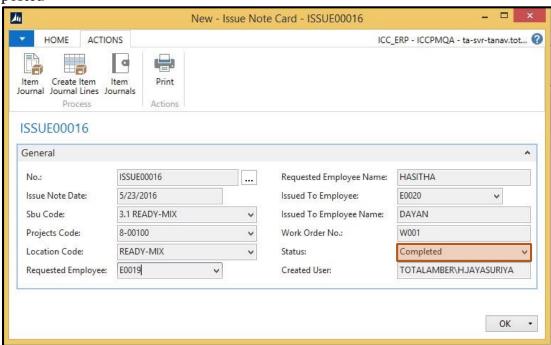
9. The status of the rate card would change to "Pending" when Item Journal lines have been entered



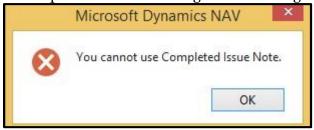
10. To post the Item Journal Lines, click "Post" in the Ribbon section of the Item Journal



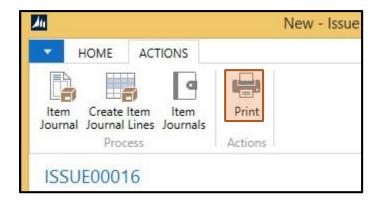
11. The status of the Issue Note would change to "Completed" when all the lines have been posted



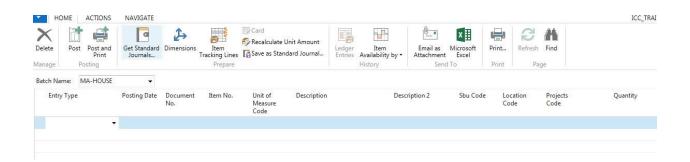
12. The User will be restricted to re-enter Item Journal Lines once the status changes to "Completed". The User will get the following message when he clicks "Item Journal"



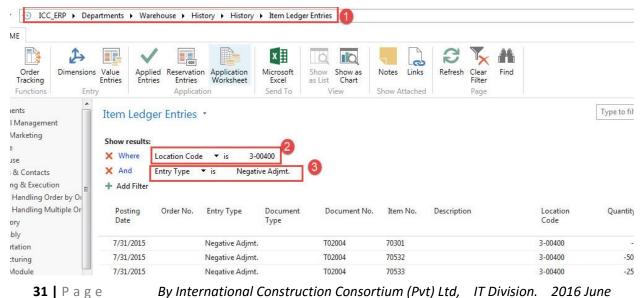
13. To print the Issue Note, click "Print" in the Ribbon section of the Issue Note.



After posting all items you will see blank screen



Step 08: View previously posted issue notes, by accessing item ledger entries you can view, posted issue notes.

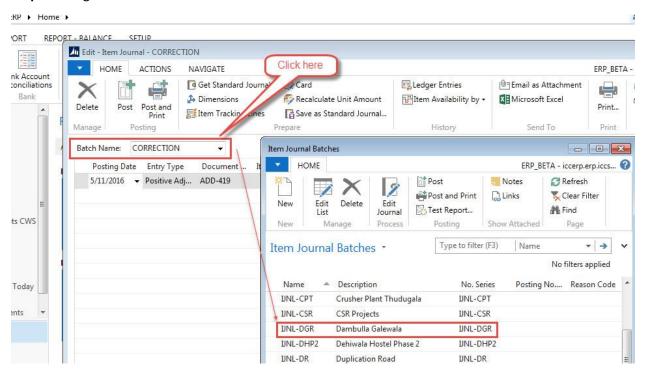


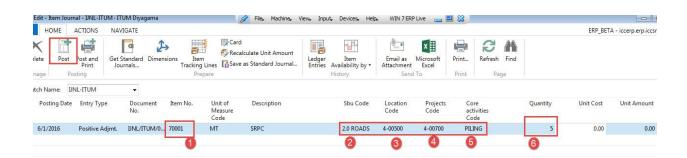
By International Construction Consortium (Pvt) Ltd, IT Division. 2016 June

9 How to Returned Site Issued items.

Here we explain how to create credit note for site issued materials.

Step 1: Navigate to the Item Journal and enter relevant information as shown below



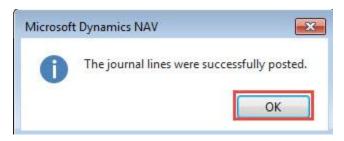


- Entry Type: Should be "Positive Adjustment" to add the quantity consumed previously.
- SBU Code, Projects Code and Dimensions relating to the location selected.
- Quantity: Quantity that needs to be returned to the Stock

Step 2: post the positive entry by click on "Yes" button.



After posting the lines you will show below message.



10 Returned items movements.

You can refer previously explained section **5.1** How to create transfer order for this function

Step 1: Create a new transfer order;

- ✓ Select Transfer-from Code field: **Your location**
- ✓ Transfer-to Code field: 6-00600 RT RETURNED ITEM
- ✓ Fill in the In-Transit Code field: **IN-TRANS**
- **Step 2:** In lines select related items and enter quantities.
- **Step 3:** Post and print transfer order -> send printed copy with items.

11 Scaffolding requisitions and transfers

System have facility to manage scaffolding requisitions (MRN) and site to site transfers.

11.1 How to create Scaffolding requisitions (MRN)

You can refer MRN creation guide from section 3.0

How to enter recursion "General" tab data?

 \checkmark Request Location Code : it must be material ordering Scaffolding location.

✓ Supply Location Code : it must be material supply store Ex: SCAF-MS.

✓ Delivery Location Code: it must be material delivering Scaffolding location.

✓ Remarks : scaffolding for building

11.2 How to create site to site transfers

You can refer section "5.0 Introduction to Transfer orders" to perform this operation. But you need to select locations as below;

- ✓ Transfer from Code as your location Scaffolding location. Ex: ITUM Scaffolding
- ✓ Transfer to code as your transferring site scaffolding location. Ex: A & D Scaffolding

Also when selecting an items, you need to select;

✓ Items beginning with "S" Ex: S00004

12 Material supply by client

System have facility to manage client supply materials.

12.1 How to create requisition (MRN for) client supply materials

You can refer MRN creation guide from section 3.0

How to enter recursion "General" tab data?

✓ Request Location Code: it must be material ordering location.

✓ Supply Location Code : it must be material supply store Ex: ITUM-MSC, A&D-MSC.

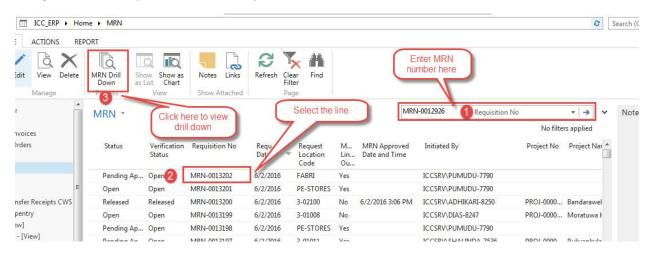
✓ Delivery Location Code: it must be material delivering location.

✓ Remarks : scaffolding for building

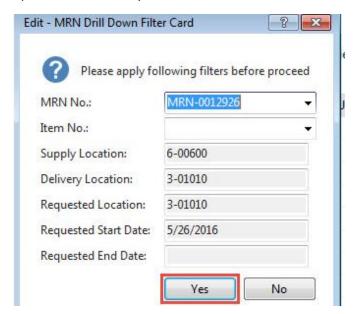
13 Reports

13.1 How to find Material Status - MRN Drill Down Report.

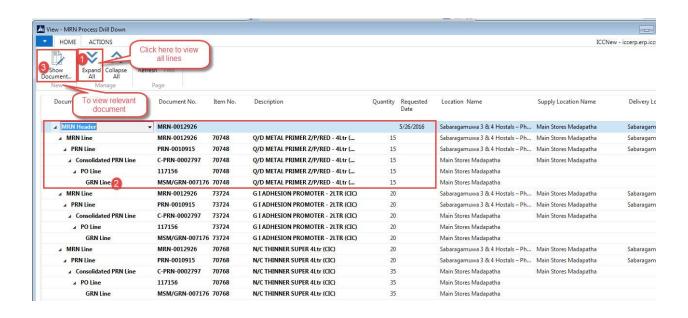
Using MRN number you can view this report,



After selecting or opening relevant MRN you need to click on the "MRN Drill Down" button. Then it will open a new window you need to click on "Yes" button to view report



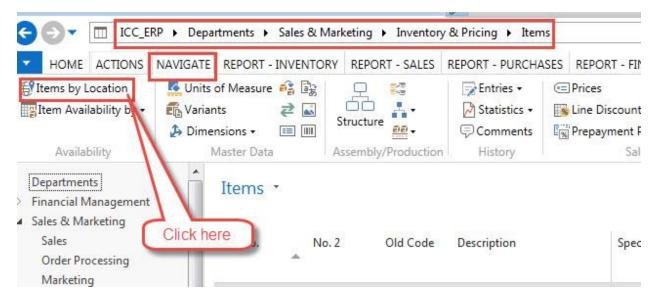
By clicking on the "Expand all" button you can view all MRN items status, by clicking on the relevant line you can view related document details.



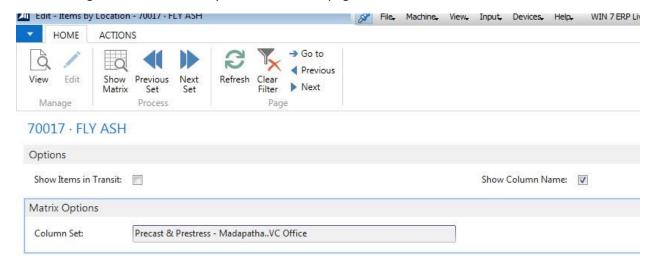
13.2 How to Check Location Inventory Balances.

By using below path you can view your location inventory

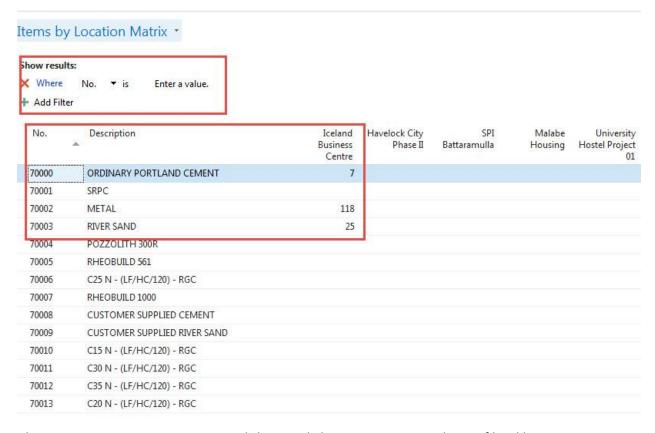
Items -> Navigate tab -> Items by Location



After clicking above mention link you can see below page,



You need untick "Show items in transit" then need to click show matrix button to view stock if you're not see your location you need to click "Next Set" or "Previous Set" buttons.

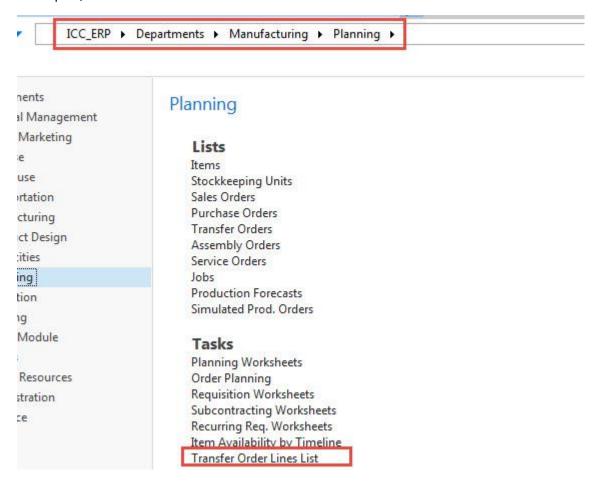


Above report you can export to spread sheet and also you can create advance filter like item category code wise filter.

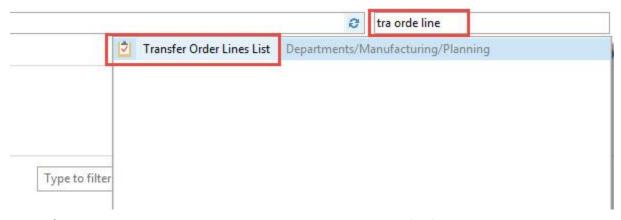
13.3 Transfer Order Line List Report

Using this report you can site requested purchased items delivery status;

By searching "Transfer Order Line List" or accessing Departments/Manufacturing/Planning you can view this report,



Searching for "Transfer Order Line List"



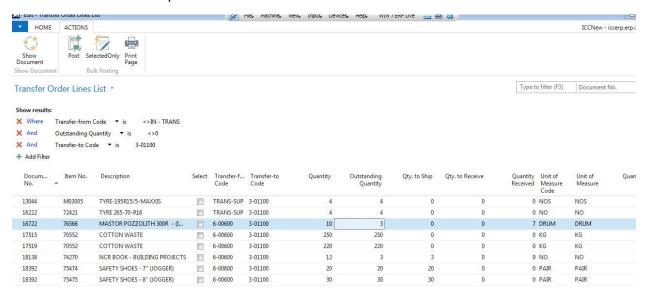
After clicking "Transfer Order Line List" you can see below page

You need enter;

Transfer from code = your item supply store

Outstanding quantity = <>0

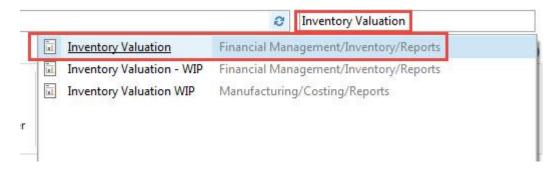
Transfer to code = your location



13.4 Inventory Valuation

Displays inventory valuation for selected items in your inventory. The report also shows information about the value of increases and decreases in inventory over a selected period.

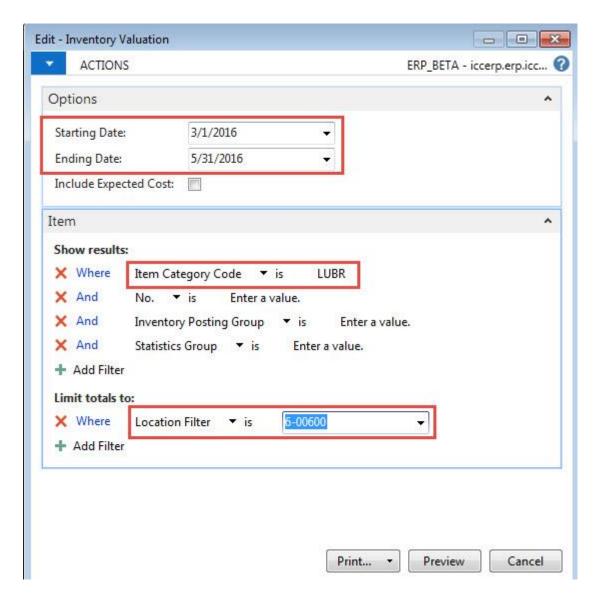
To view your location inventory items value you can use this report;



By accessing below path also you can view this report;

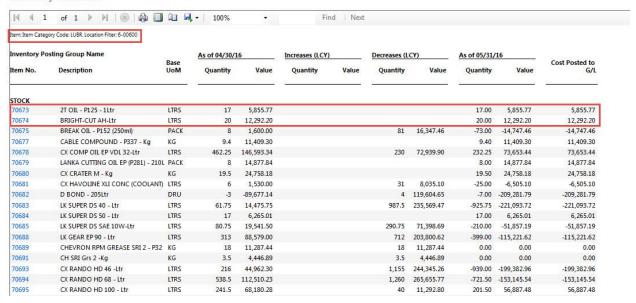


After that you need to select below filters to view report;



You can see report as below;

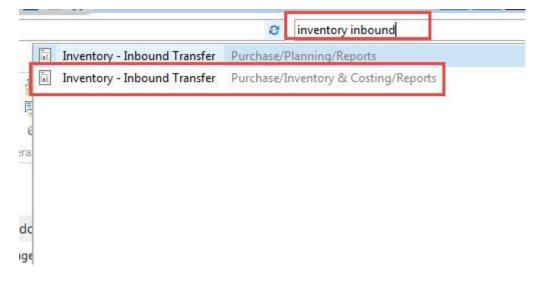
Inventory Valuation

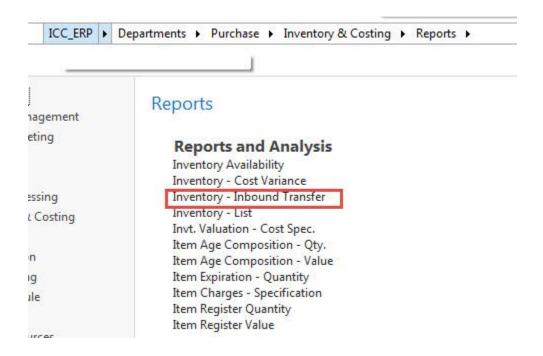


13.5 Inventory inbound transfer

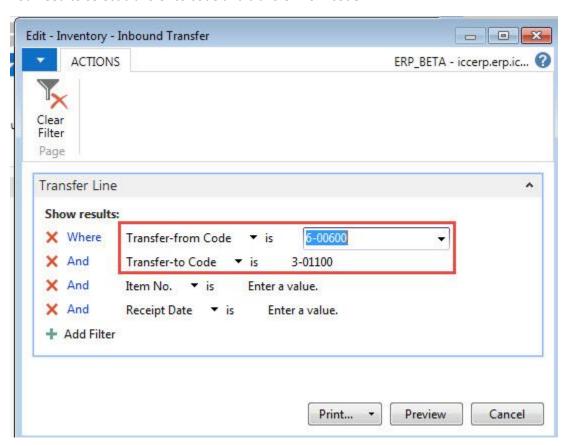
This report will show inbound transferring items details.

Using below options you can access the report.

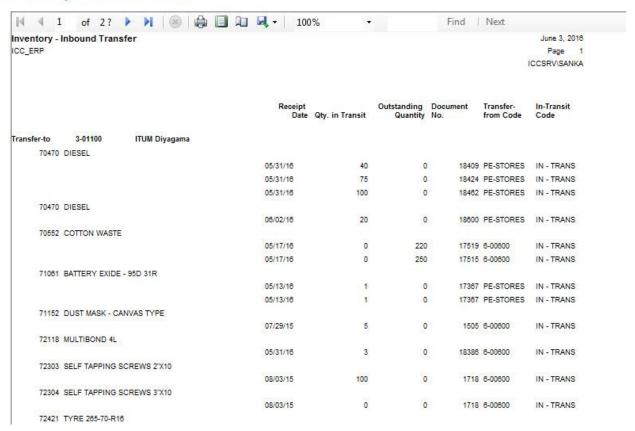




You need to select transfer to code and transfer from code.

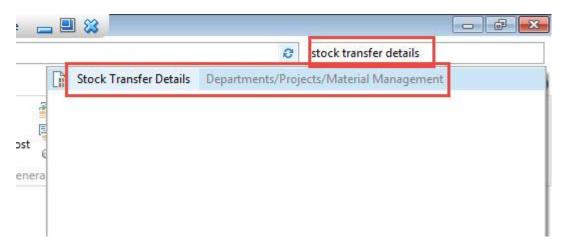


Inventory - Inbound Transfer



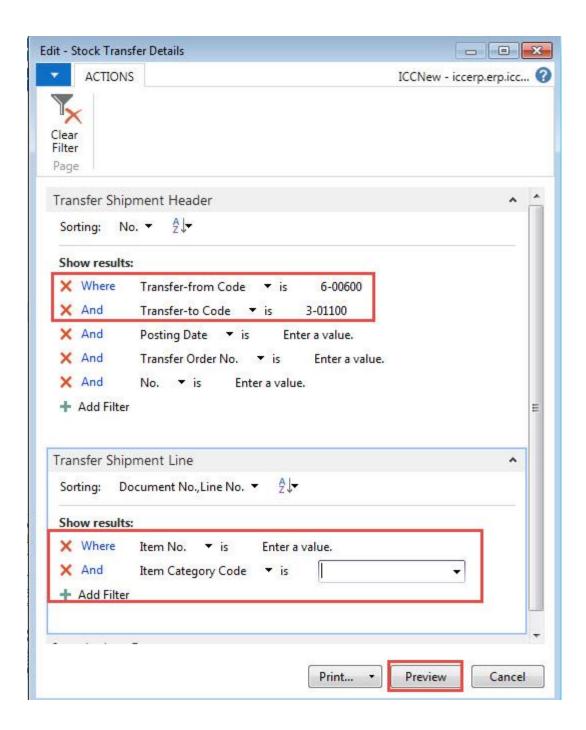
13.6 Stock Transfer Detail Report

To view transferred item details from main stores.



ICC_ERP ▶ Departments ▶ Projects ▶ Material Management ▶

Material Management agement eting Rejected MRN Pending MRN List Completed MRN List Pending PRN List Completed PRN List g PRN in RFQ State le Purchase RFQ Purchase Quotes Purchase Orders agement Purchase Invoices nagement anagement Tasks gement PRN List PRN Item Delegate anagement PRN Consolidation Management Consolidated PRN ırces Create Transfer Orders n Reports and Analysis Material Procurement Summary Report Purchase Indent Report Planned Vs Indented Report Materialwise Rate Variance Trace MRN From Transfer Documents Quote Comparison ocuments Project Journal Indent to Order Status ation Stock Transfer Details



You can filter this report results using above options and also can use another filtering values available;

Report details;

Stock Transfer Details

