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CHAPTER-1 GRN

A. GRN (Goods Receipt Note)

Goods Receipt Note (GRN) means the goods receipting are the process used to inform the organization those quantities of goods or services have received as an outcome of placing an order with a dealer.

Functions of GRN:

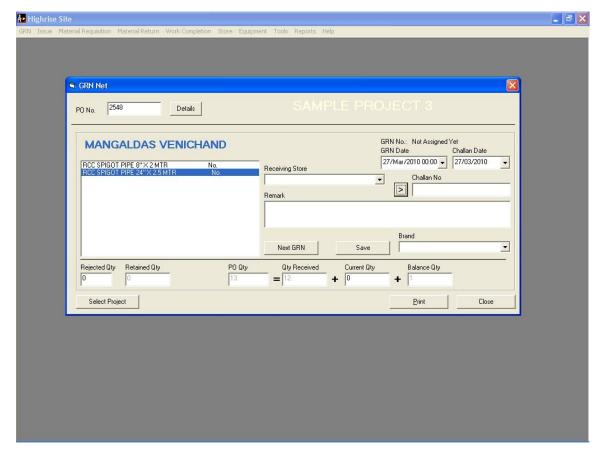
- Receipts can be for either part delivery or full delivery of the ordered quantity.
- Receipts are a system record of Date, Quantity & Receiving Store.
- > Stock records are updated where store applicable.
- > Purchase bill processing procedures are enabling.

Three different ways to create GRN, which can use possibly through the H2K software, which are applicable in different conditions, described as follow:

G.1 GRN Net

For this type of GRN we will need to know the 'PO Number' that has risen in earlier stage. [Refer information of PO]

[#] IDH_GRNNET



Path: H2K Site/GRN/GRN Net

Required Fields:

The fields that require an entry for goods receipting are:

- 1. Purchase order: Order number relating to the goods received.
- 2. Document date: Date of delivery
- 3. GRN date: Default date for goods receipt document
- 4. Storage location: The store where the goods are received and held for issue
- 5. Quantity: Quantity of goods being receives.

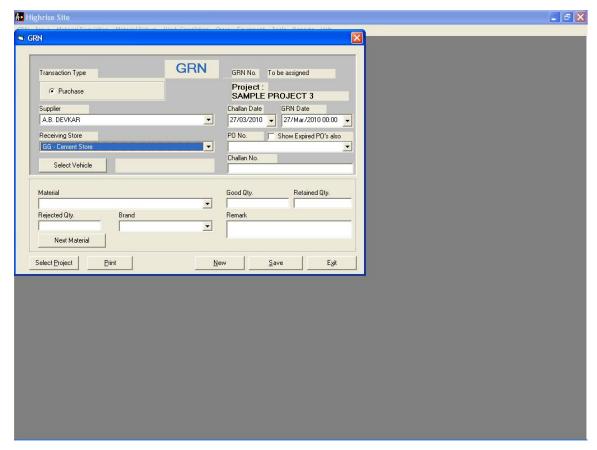
To prepare GRN Net,

- Step 1 Select Project.
- Step 2 Enter 'PO Number' in 'PO NO.' window
- Step 3 Click on 'Details' button. After clicking 'Details' button all the material belonging to this PO will get displayed in window below it.
- Step 4 Select that material from 'Displayed list of material' in window for which you wish to make GRN. It shows detail like [i.e. Rejected Qty, PO Qty, Qty Received, Current Qty, Balance Qty, and Retained Qty.] which gets display automatically in below windows.
- Step 5 Enter the Current GRN Quantity of that material in 'Current Qty' window.
- Step 6 Enter Chalan No in 'Chalan No.' window.
- Step 7 Enter Vehicle no.
- Step 8 Select proper 'Brand' of that material.
- Step 9 Select Proper 'Receiving store'
- Step 10 Select 'GRN Date' & 'Chalan Date'

Step 11 Click 'Save' button to save this GRN entry. Step 12 Click 'Next GRN' to make GRN of next material.

B. GRN

This type of GRN is use only if the person not knowing the 'PO Number' that has risen in earlier stage.



Path: H2K Site/GRN/GRN

To prepare GRN:

- Step 13 Select Project.
- Step 14 Select Supplier from 'Supplier window'.
- Step 15 Select Proper 'PO number'.
- Step 16 Select material from 'Material' window against which GRN is prepared.
- Step 17 Enter the current GRN quantity of that material in 'Good Qty' window & defective/rejected Qty. in 'Rejected Qty'.
- Step 18 Enter Chalan number in 'Chalan No' window.
- Step 19 Enter Vehicle no.
- Step 20 Select proper Brand of that material.
- Step 21 Select proper 'Receiving store'.
- Step 22 Select 'GRN Date' & 'Chalan Date'
- Step 23 Click 'Save' Button to save this GRN entry.
- Step 24 Click 'Next GRN' to do GRN of next material.

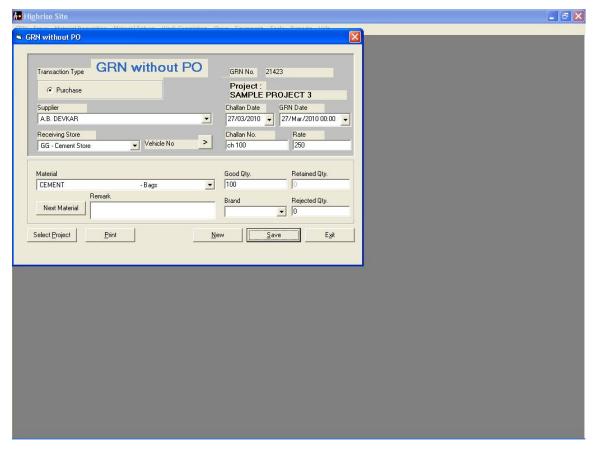
[#] IDH_GRN2

C. GRN without PO

This enables us to buy a material without PO. This type of GRN is useful for entering 'Opening Balance' in stock of store.

To prepare GRN without PO:

- Step 25 Select Project.
- Step 26 Select Supplier from 'Supplier window'.
- Step 27 Select material from 'Material' window against which GRN is prepared.
- Step 28 Enter the Current GRN, Quantity of that material in 'Good Qty' window & defective/rejected Qty. in 'Rejected Qty'.
- Step 29 Enter Chalan No in 'Chalan No' window.



Path: H2K Site/GRN/GRN W/O PO

- Step 30 Enter Vehicle no.
- Step 31 Select proper Brand of that material.
- Step 32 Select Proper 'Receiving store'
- Step 33 Select 'GRN Date' & 'Chalan Date'
- Step 34 Enter Net Rate of that material.
- Step 35 Click 'Save' Button save this GRN entry.

[#] IDH_GRNWITOUTPO

Step 36 Click 'Next GRN' to make GRN of next material.

D. GRN Contractor

Certain Materials like fabricated grills, polished bars etc are given to contractor for skilled jobs against a WO. These materials are taken in stock from GRN-Contractor. For other materials, which are received from contractors at site like helmets, etc are also taken back to stock from this option.

To prepare GRN Contractor

- Step 1 Select Project
- Step 2 Select contractor from which material received.
- Step 3 Select WO No. which is optional.
- Step 4 Select material.
- Step 5 Select proper Brand of that material.
- Step 6 Enter the Current GRN Quantity of that material in 'Good Qty' window & defective/rejected Qty. in 'Rejected Qty'.
- Step 7 Enter challan No in 'Challan No' window.



Path: H2K Site/GRN/GRN CONTRACTOR

[#] IDH_GRNCONTRACTOR

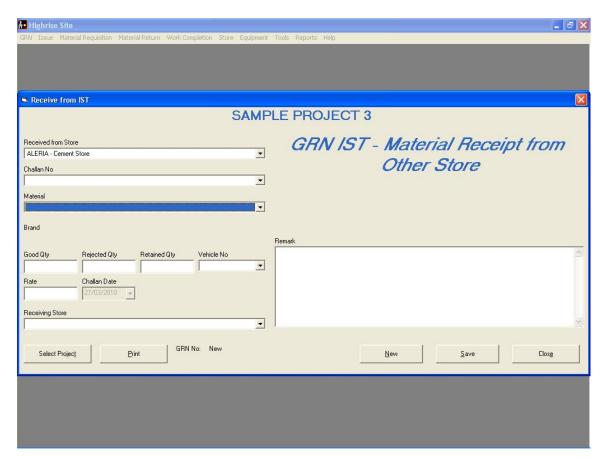
- Step 8 Select Proper 'Receiving store' Step 9 Select 'Chalan Date'
- Step 10 Enter Net Rate of that material.
- Step 11 Select Vehicle no., enter remark.
- Step 12 Click 'Save' Button save this GRN entry. Step 13 Click 'Next GRN' to make GRN of next material.

E. GRN IST

This is inter store transfer transactions receipt note. When a material transferred from one store to another store across the project, with this option its receipt note is generated and material qty is added to stock. For making GRN IST, can be made against Issue to IST only.

To prepare GRN IST

- Step 1 Select project
- Step 2 Select store from which material is transferd.
- Step 3 Select chalan No.
- Step 4 Select particular material.
- Step 5 Enter Good Qty.
- Step 6 Enter the GRN Quantity of that material in 'Good Qty' window & defective/rejected Qty. in 'Rejected Qty'.



Path: H2K Site/GRN/GRN IST

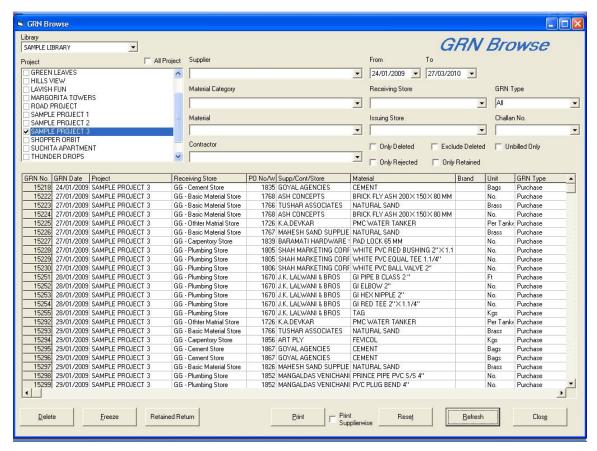
- Step 7 Select Vehicle No. and enter remark.
- Step 8 Select receiving store

[#] IDH_GRNLIST

F.

***GRN Browse**

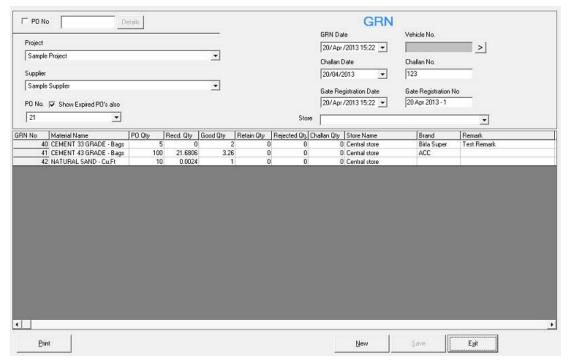
This form used to review the existing GRNs. There are various ways to sort out the GRNs.



Path: H2K Site/GRN/GRN Browse

[#] IDH_GRNBROWSE

G.a) GRN Version 2:



Path: H2K Site/GRN/GRN Version 2/GRN Version 2

Required Fields:

The fields that require an entry for goods receipting are:

- 6. Purchase order: Order number relating to the goods received.
- 7. Document date: Date of delivery
- 8. GRN date: Default date for goods receipt document
- 9. Storage location: The store where the goods are received and held for issue
- 10. Quantity: Quantity of goods being receives.
- 11. Gate Registration No and Date: Gate Registration No and Date.

To prepare GRN Version 2,

- Step 37 Select Project or PO No using check box
- Step 38 Enter 'PO Number' in 'PO NO.' window
- Step 39 Click on 'Details' button. After clicking 'Details' button all the material belonging to this PO will get displayed in window below it.
- Step 40 Select that material from 'Displayed list of material' in window for which you wish to make GRN. It shows detail like [i.e. Rejected Qty, PO Qty, Qty Received, Current Qty, Balance Qty, and Retained Qty.] which gets display automatically in below windows.
- Step 41 Enter the Current GRN Quantity of that material in 'Current Qty' window.
- Step 42 Enter Chalan No in 'Chalan No.' window.

[#] IDH_VERSION2

Step 43 Select Vehicle no.

Step 44 Select proper 'Brand' of that material.

Step 45 Select Proper 'Receiving store'

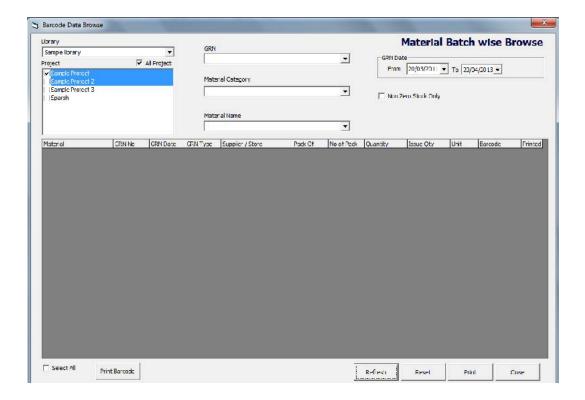
Step 46 Select 'GRN Date' & 'Challan Date'

Step 47 Enter Gate Registration No & date

Step 48 Click 'Save' button to save this GRN entry.

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G .b) Material Browse (Barcode):



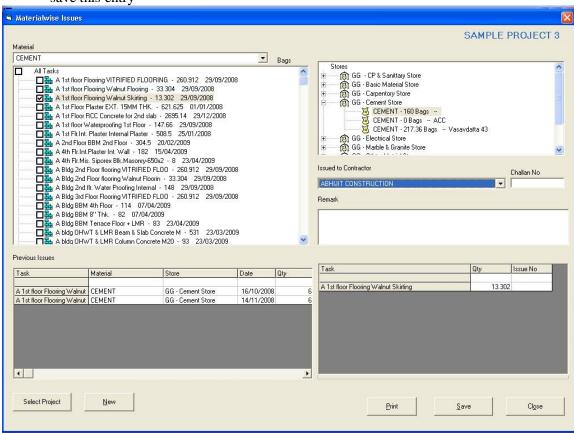
A. Issue

Estimated Material Issue

This includes issuing material to those task for which material consumption estimated & taken in to task.

Issue procedure,

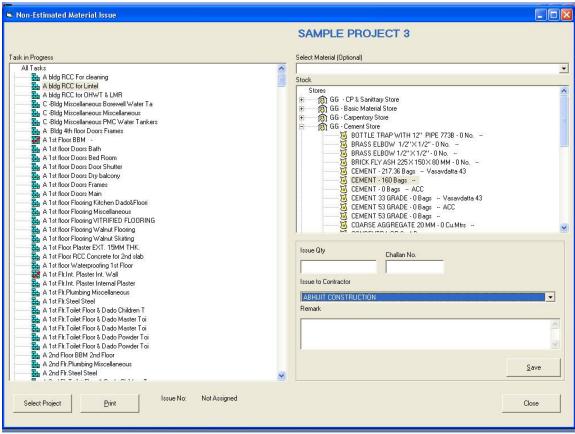
- 1. Select project
- 2. Select Material, which you wish to Issue.
- 3. Select Issuing store.
- 4. Select particular task., we can select multiple tasks at a time.
- 5. Select contractor to which material is issued.
- 6. Enter remark.
- 7. Edit the material quantity to your desire one & click on 'Save' button to save this entry



Path: H2K Site/Issue/Estimated Material Issue

[#] IDH_ESTIMATEDMATERIAL

B. Non-estimates Material Issue



Path: H2K Site/Issue/Non-Estimated Material Issue

For Non-Estimated material issue,

- Step 1 Select Project.
- Step 2 Select TASK from WBS.
- Step 3 Select Material, which you wish to Issue. It is optional.
- Step 3 Click on store & select the proper material from selected store.
- Step 4 Enter current Issue quantity.
- Step 5 Select contractor to which material is issued, enter remark.
- Step 6 click save button to save it.

IDH_NONESTMATISSUE

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C. Material Issue

For Material Issue,

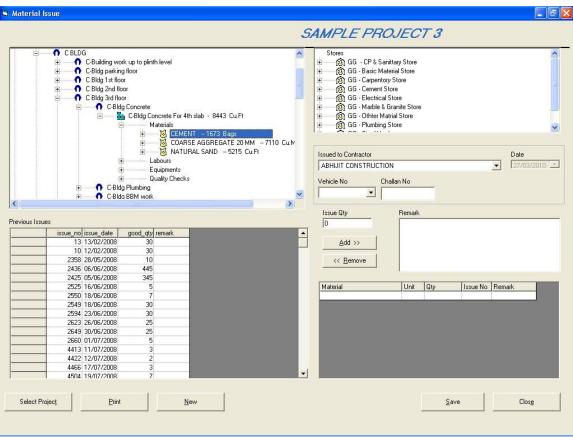
Step 1 Select project.

Step 2 Select task from WBS, select material for particular task.

Step 3 Click on store & select the proper material from selected store.

Step 4 Select contractor to which material is issued, enter remark . Select vehicle no.

Step 5 Enter current Issue quantity.



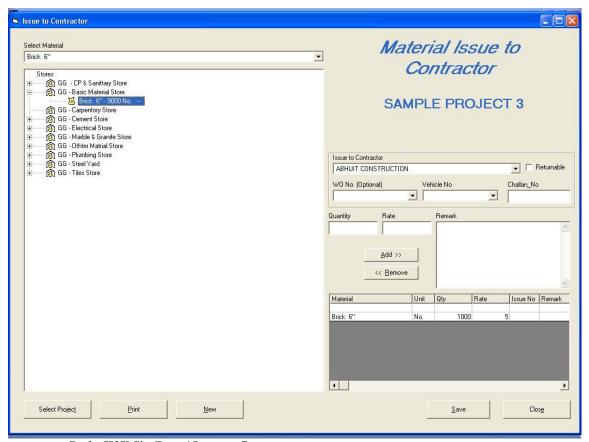
Path: H2K Site/Issue/ Issue

- Step 6 Click on Add, here we can add multiple materials in below list also we can Remove from list. So we can make multiple material entry under same Challan No.
- Step 7 click save button to save it

[#] IDH_MATERIALISSUE

D. Issue To Contractor

- Step 1 Select Project.
- Step 2 Select Material, which you wish to Issue to contractor.
- Step 3 Click on store & select the proper material from selected store.
- Step 4 Select contractor, WO No(Optional) and vehicle no.
- Step 5 Enter issue Qty, rate and remark.
- Step 6 Click on Add, here we can add multiple materials in below list also we can Remove from list. So we can make multiple material entry under same Challan No.
- Step 7 click save button to save it



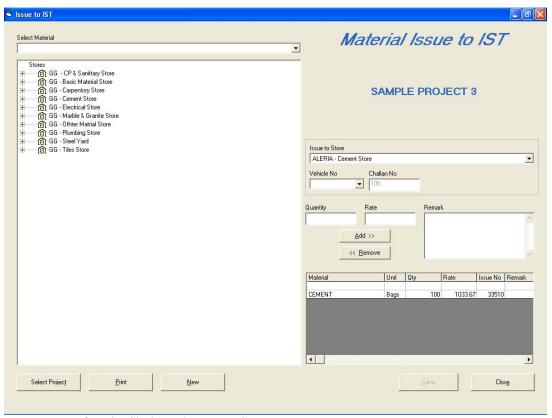
Path: H2K Site/Issue/ Issue to Contractor

^{*} IDH_ISSUETOCONTRACT

E. Issue To IST

Material Issue for Inter store transfer.

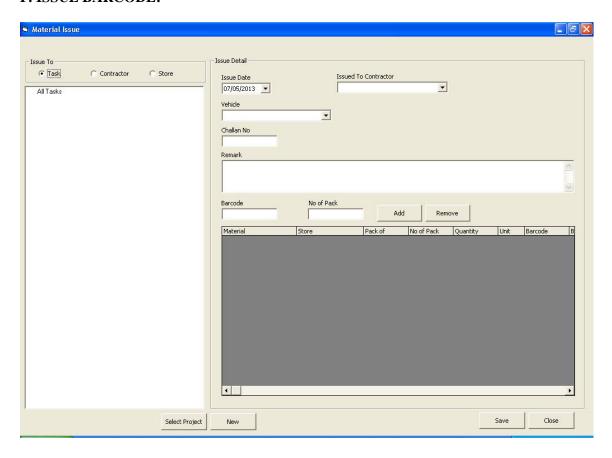
- Step 1 Select Project.
- Step 2 Select Material, which you wish to Issue to contractor.
- Step 3 Click on store & select the proper material from selected store.
- Step 4 Select Store to which we issue material and vehicle no.
- Step 5 Enter issue Qty, rate and remark.
- Step 6 Click on Add, here we can add multiple materials in below list also we can Remove from list. Therefore, we can make multiple material entry under same Challan No.
- Step 7 click save button to save it



Path: H2K Site/Issue/ Issue to IST

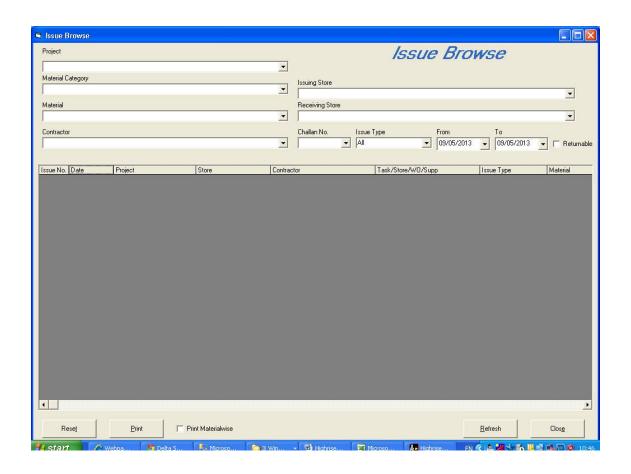
[#] IDH_ISSUETOIST

F. ISSUE BARCODE:



[#] IDH_BARCODE

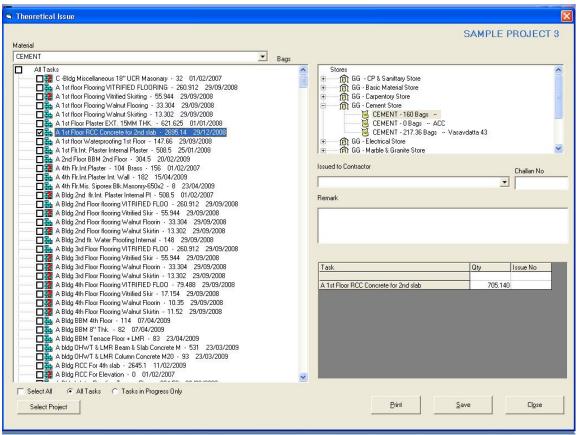
G. ISSUE BROWSE:



[#] IDH_ISSUEBROW

H. Theoretical Issue

- Step 1 Select project
- Step 2 Select Material, which you wish to Issue.
- Step 3 Select Issuing store.
- Step 4 Select particular task., we can select multiple tasks at a time.
- Step 5 Select contractor to which material is issued.
- Step 6 Enter remark.
- Step 7 Edit the material quantity to your desire one & click on 'Save' button to save this entry



Path: H2K Site/Issue/ Theoretical issue

_

[#] IDH_THEOISSUE

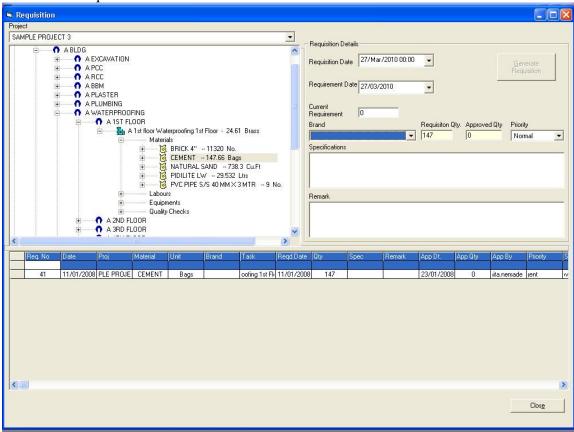
CHAPTER-3 MATERIAL REQUISTION

#

A. Task wise Requisition

To define task wise requisition:

- Step 1 Select Project.
- Step 2 Select Task for which we wish to raise requisition from total WBS of that selected project.
- Step 3 Open the Material below it & select the particular material for which we wish to raise requisition.



Path: H2K Site/Material Requisitions/Task wise Requisition

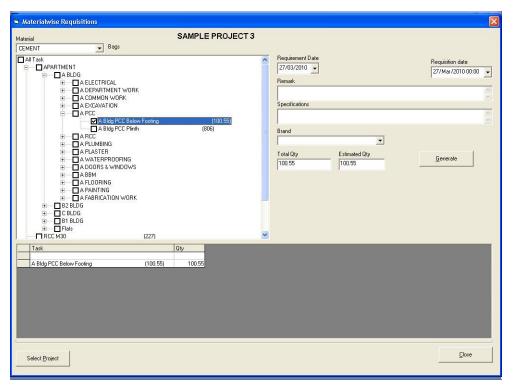
- Step 4 Fill the current required quantity of that material.
- Step 5 Select Requisition Date.
- Step 6 Select Requirement Date [must be ahead of requisition date or at least equal to requisition date].
- Step 7 Select the Priority, as it is Normal/Urgent.
- Step 8 Put the Remarks / specification, if any.
- Step 9 Select the Brand.
- Step 10 Click on Generate Requisition to see the details as in table below.

_

[#] IDH_TASKWISEREQ

B. Material Requisition

We can use this method for a particular material, which is used, for different tasks. As if one particular material is required for 3-4 different tasks, so we can make a single requisition for that material.



Path: H2K Site/Material Requisitions/Material Requisition

To make Material Requisition,

- Step 1 Select Project.
- Step 2 Select Material.
- Step 3 After selecting material screen, it will display whole WBS of that project.
- Step 4 Select Task from tree view shown in left window [ensure that there is no further + makes for that task] to raise requisition. As we select such task, the table below it shows details of task like name of task & quantity. The quantity of such task is editable & we can select it as requisition quantity. Here we can raise requisition of multiple tasks at time.
- Step 5 Select the Requisition date.
- Step 6 Select Requirement date. [Must be ahead of requisition date or atlest equal to requisition date]
- Step 7 Type any Specification/Remark required.
- Step 8 Click on Generate.

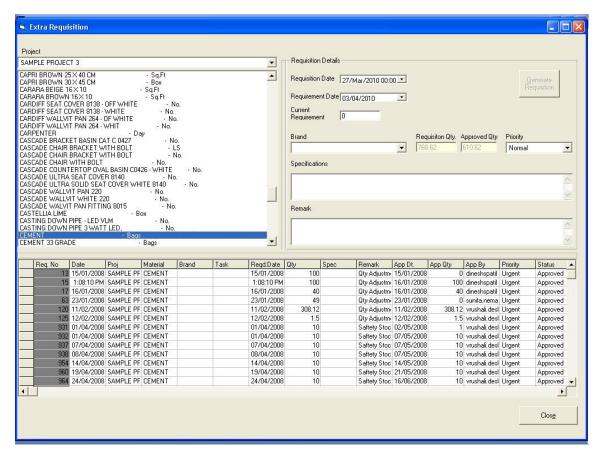
This requisition can proceed further to Purchase Module for its approval.

.,

[#] IDH_MATREQUI

C. Extra Requisition

Making a requisition for non-estimated materials, we can use the 'Extra requisition'; e.g. curing pipes. Such materials, which are use, for repairing and maintenance work, for this purpose task defining is not advisable.



Path: H2K Site/Material Requisitions/Extra Requisition

Extra material cost directly affects Total Project cost.

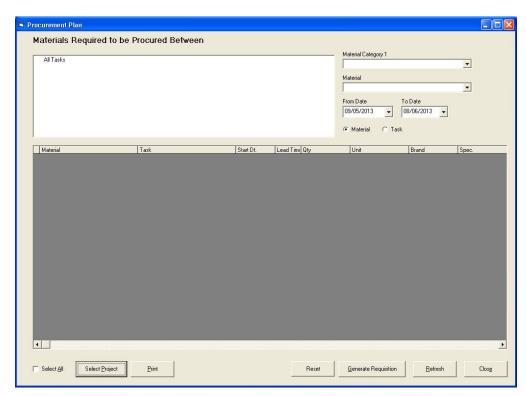
To make Extra Requisition,

- Step 1 Select Project.
- Step 2 Select Material, which is required.
- Step 3 Select the requisition and requirement date.
- Step 4 Place the current require quantity & check the priority.
- Step 5 Type any specifications/Remarks applicable.
- Step 6 Select Brand.
- Step 7 Click on 'Generate Requisition'

_

[#] IDH_EXTRAREQ

***D. Procurement Plan:**



Path: H2K Site/Material Requisitions/Procurement Plan

E. Easy Requisition

The name itself gives information of this type of requisition.

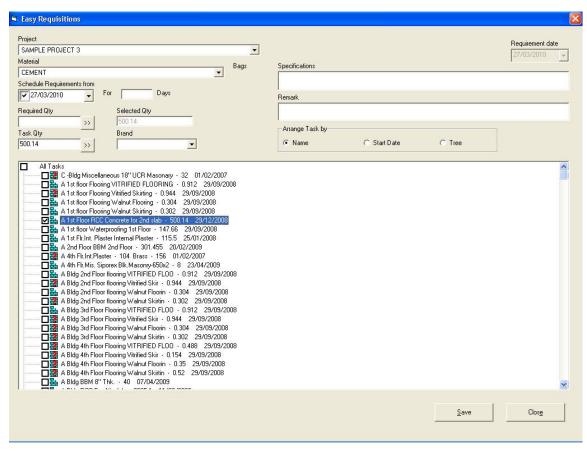
To make Easy Requisition,

- Step 1 Select the Project.
- Step 2 Select material for which we wish to raise requisition, the table below it shows all tasks along with its estimated quantity & scheduled start date.

 If we update schedule of WBS in Engineering Module & select date from which we wish to find requirement & period in term of days. It will display only those tasks whose start dates lays between these periods.
- Step 3 In required quantity window, enter the quantity, which we wanted to procure.
- Step 4 From 'Arrange Task' select a) Name b) Start Date c) Tree.
 - a) Name This option used for the Alphabetical sequence of all Tasks of that project.
 - b) Start Date: This option used to make the tasks sequence in start date wise (Ascending).
- c) Tree: This option used for the make sequence as per the WBS Structure. (Engineering Module)

[#] IDH PROCPLAN

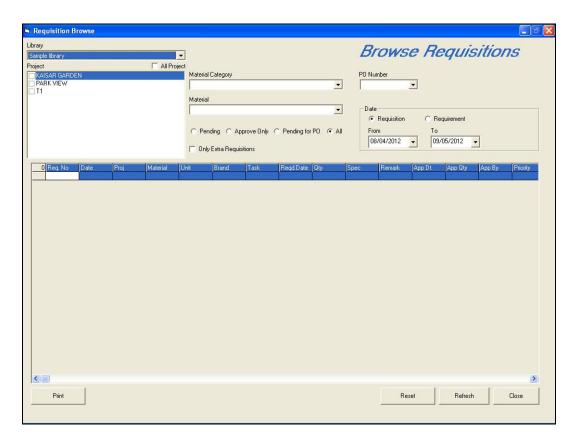
[#] IDH_EASYREQ



Path: H2K Site/Material Requisitions/Easy Requisition

- Step 5 Click on arrow near 'required quantity window' to send it to selected quantity. As we click on this arrow, selected quantity of such material will automatically adjust against the tasks below it.
- Step 6 Type any Specification/Remark required.
- Step 7 Click on SAVE button.

F. Requisition Browse -



Path: H2K Site/Material Requisition/ Requisition Browse

Requisition browse report is useful for getting total information about requisition in specific, project name, material, task, required date, required quantity, any specification or remarks, approved date, etc. by using the filters like date range, Material Category, Material, Requisition Status, PO Number, date etc.

[#] IDH_REQBROWSE

CHAPTER-4 MATERIAL RETURN

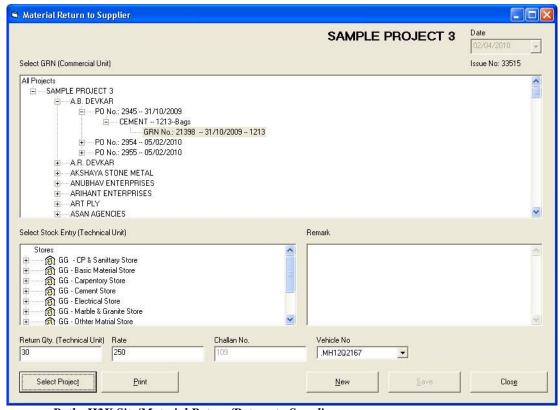
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A. Material Return To Supplier

Materials that are returned to supplier due to any of reason are handled in Highrise with Material Return Note. After making material return note one effect will take place on stock (i.e. Stock will get reduced by return quantity) and in other effect a debit note will be raised against that supplier in accounts. Before generation of debit note purchase a/c linking part must be completed.

Material Return Note:

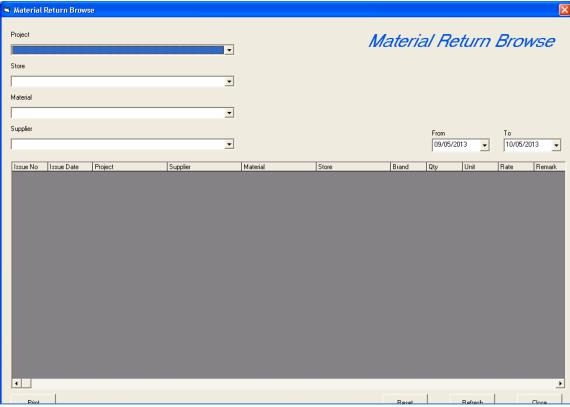
- Step 1 Select project.
- Step 2 Select GRN from which we are going to return material to supplier.
- Step 3 Select Store.
- Step 4 Enter return qty, remark, select vehicle no.
- Step 5 Click on save.



Path: H2K Site/Material Return/Return to Supplier

[#] IDH_MATRETURNTOSUPP

B.1 Good Qty Return



Path: H2K Site/Material Return/ Material Return Browse/Good qty Return

 * IDH_MATRETBROW

B.2 Rejected Material Return

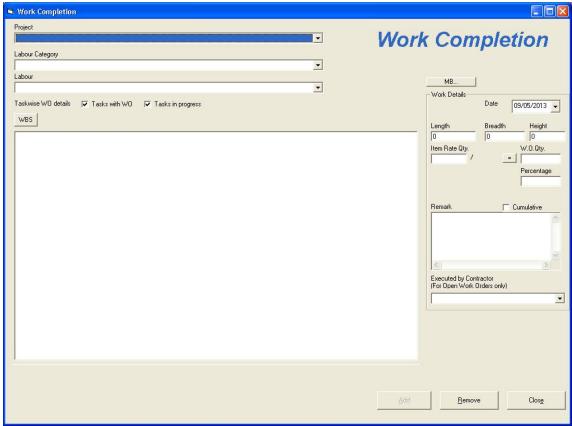


Path: H2K Site/Material Return Browse /Rejected material return

This is used to return rejected material.

IDH_REJECTEDMATERIALRET

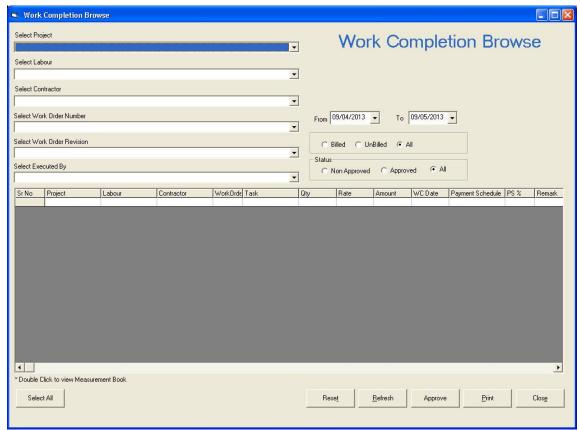
A. WORK COMPLETION



Path: H2K Site/Work Completion/ Work Completion

[#] IDH_WRKCOMP

B. WORK COMPLETION BROWSE

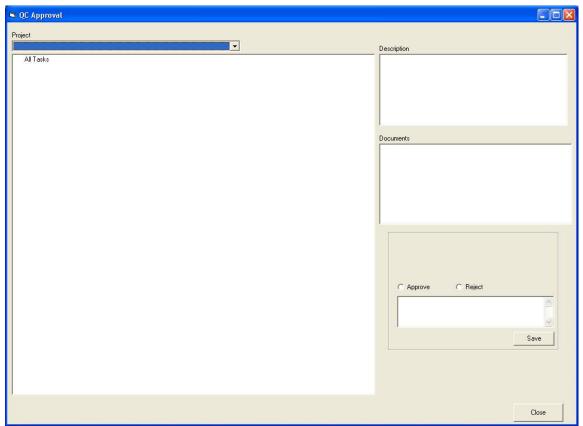


Path: H2K Site/Work Completion/ Work Completion Browse

_

[#] IDH_WRKCOMPBROW

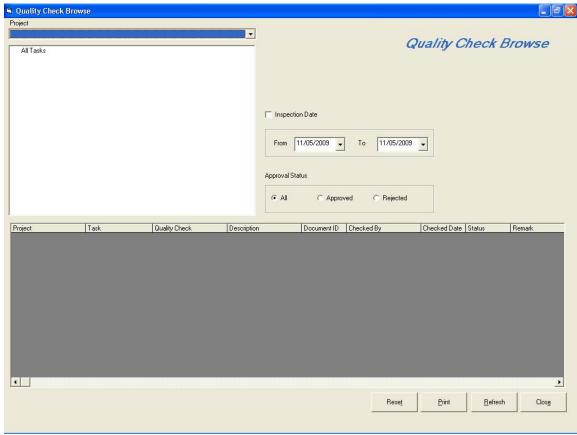
C. QUALITY CHECKS



Path: H2K Site/Work Completion/ Quality Checks

[#] IDH_QUALITYCHK

D. QUALITY CHECKS BROWSE:



Path: H2K Site/Work Completion/ Quality Check Browse

IDH_QUALITYCHKBROW

E. ENGINEERING TOOLS



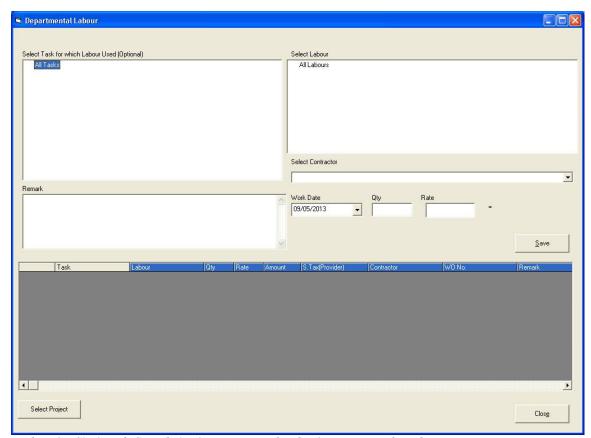
Path: H2K Site/Work Completion/ Engineering Tools

[#] IDH_ENGTOOL

F. DEPARTMENTAL LABOUR

#

F.1 Departmental Work

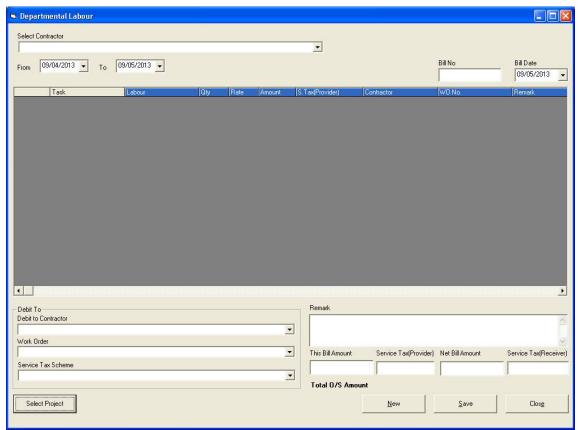


Path: H2K Site/Work Completion/ Departmental Labor/Departmental work

[#] IDH_DEPTWRK

#

F.2 Departmental Labor

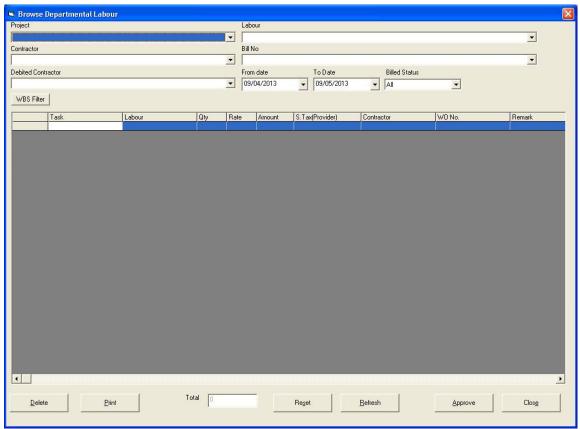


Path: H2K Site/Work Completion/ Departmental Labor/Departmental Labor

-

[#] IDH_DEPTBILL

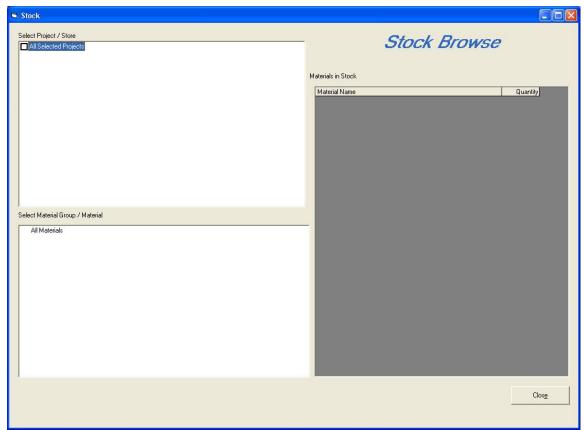
F.3 Browse Departmental Labor



Path: H2K Site/Work Completion/ Departmental Labor/Departmental Labor Browse

[#] IDH_BROWDEPTLAB

A. STOCK BROWSE



Path: H2K Site/Store/Stock Browse

[#] IDH_STOCKBROW

B. IST

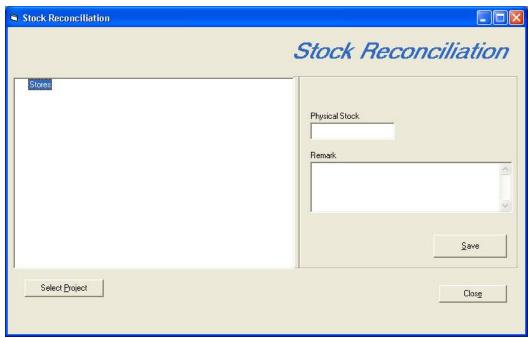


Path: H2K Site/Store/IST

C. STOCK RECONCILATION

C.1 Reconciliation:

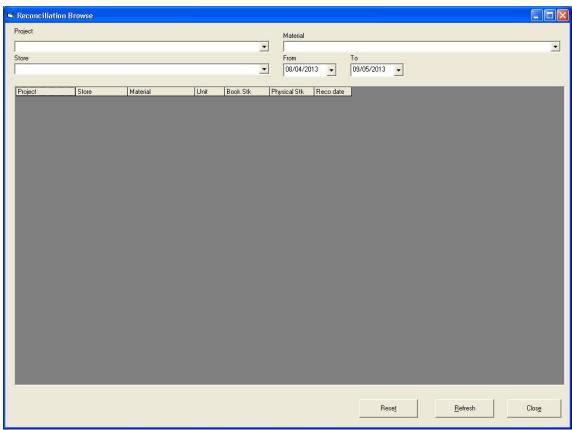
[#] IDH_IST # IDH_REC



Path: H2K Site/Stock Reconciliation/Reconciliation

C.2 Reconciliation Browse:

IDH_RECBROW



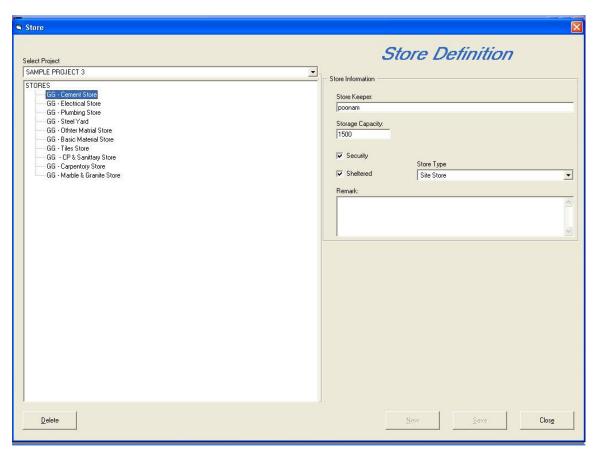
Path: H2K Site/Stock Reconciliation/Reconciliation Browse

D. STORE:

D.1 Store Define

To define Store:

- Step 1 Select project & click on 'Stores'.
- Step 2 Click 'New" button to add new store & rename it as per requirement.



Path: H2K Site/Store/Store/Define Store

- Step 3 Fill the details like Name of storekeeper, storage capacity of store, type of store, whether stores have security/shelter & Click 'Save' button to save it.
- Step 4 Addition or renaming of store type can do by using 'Store Type' window.

D.2 Store Type

IDH_STOREDEF

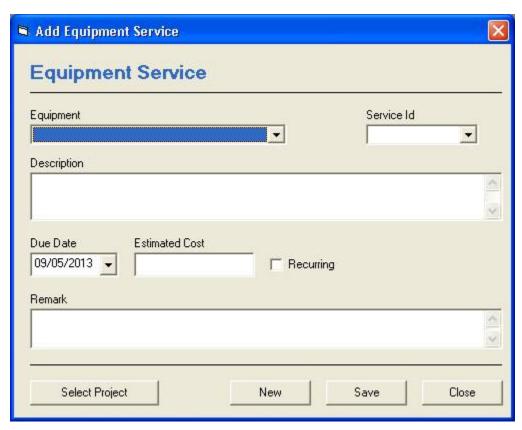
IDH_STORETYPE



Path: H2K Site/Store/Store/ Store Type

CHAPTER-7 EQUIPMENT

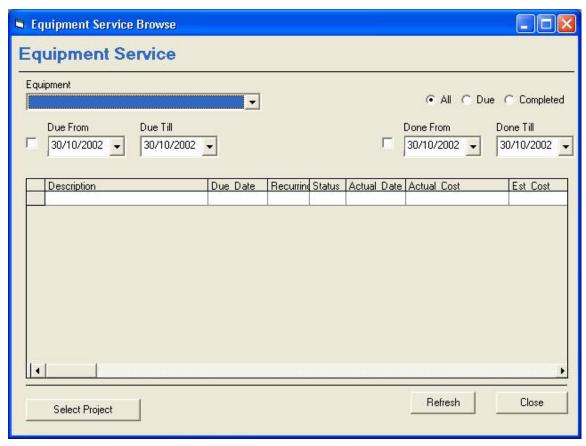
A. EQUIPMENT SERVICE



Path: H2K Site/Equipment/Equipment Service

[#] IDH_EQUIP

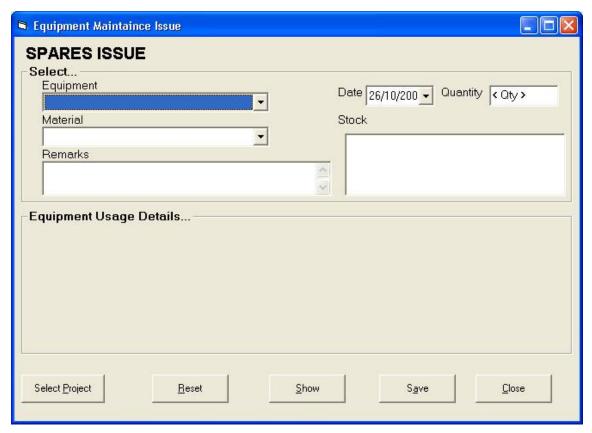
B. EQUIPMENT SERVICE BROWSE



Path: H2K Site/Equipment/Equipment Service Browse

[#] IDH_EQUIPBROW

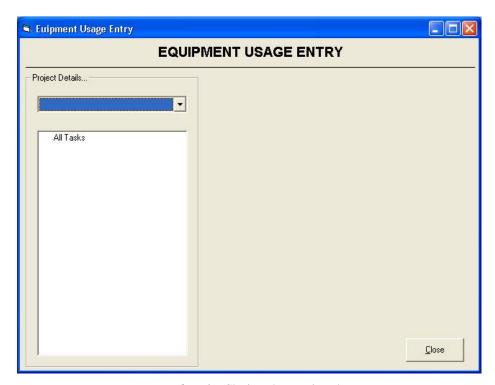
C. EQUIPMENT SPARES ISSUE



Path: H2K Site/Equipment/Equipment Spare Issue

[#] IDH_EQUIPSPAREISSUE

D. EQUIPMENT USAGE



Path: H2K Site/Equipment/Equipment Usage

[#] IDH_EQUIPUSAGE

CHAPTER-8 TOOLS

A. Purchase Control

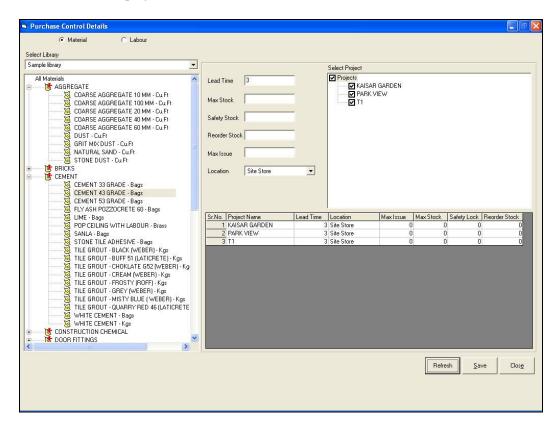
This window provides you to have project wise various controls of particular material and Labor:
1) Maximum Issue Quantity 2) Maximum Stock 3) Safety Stock 4) Reorder Level 5) Inspection Lead Time 6) Location of Storage.

These controls can assign to each material. There is facility to set different control for different project.

To set Purchase Control.

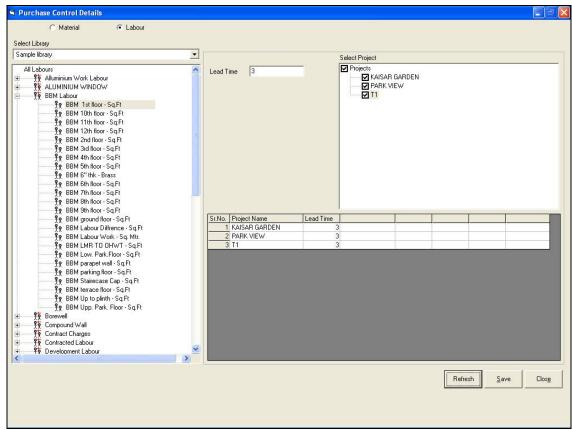
- Step 1 Select desired from 'Material Library'.
- Step 2 Select particular material and corresponding project(s).
- Step 3 Fill the details i.e. Max Issue Qty, Max Stock, Safety Stock, Reorder Stock, Inspection lead time, Location.

Select proper project for which you wish to set these control & click 'Save' button to set the control to selected project



Path: H2K Site/Tools/Purchase Control/ Material

[#] IDH_PURCHCTRL

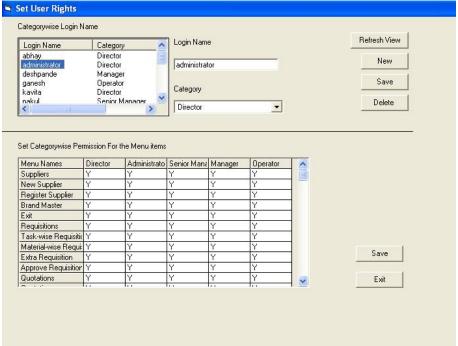


Path: H2K Site/Tools/Purchase Control/ Labor

#

B. Assigning User Rights

D.1 Set User Rights



Path: H2K Purchase/Tools/Set User Rights

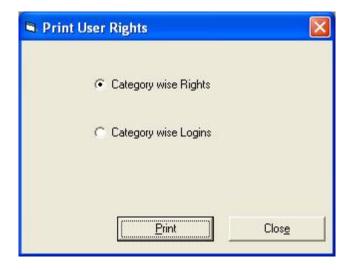
In every organization each person has some roles and responsibilities, accordingly to different category levels created. Lower level of users restricted with some of data which sensitive and handled by higher authority person.

Provision for this as given by creating logins, category wise and then disable or enable particular menu as per the tasks performed by the user.

- Step 1 Click on Tools then select Set Users Right.
- Step 2 To add new login, click on **New** button then type the Login Name of the user.
- Step 3 Select the desired category provided i.e. Director, manager, Operator etc.
- Step 4 Select the menus which you wish to deactivate for the user and then below that, categories select "N' and then click on **Save** button.

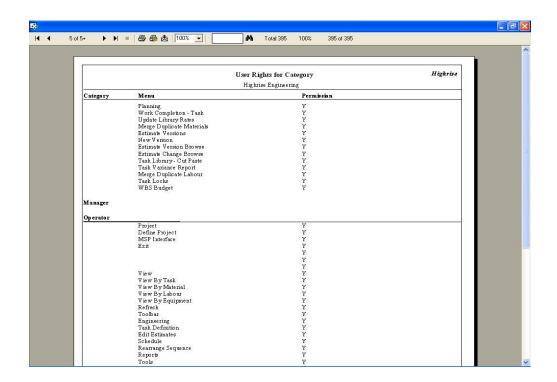
IDH_ASSIGNUSERRIGHT

D.2 Print User Rights



Path: H2K Engineering/ Set User Rights /Print User Rights

IDH_PRINTUR



This report shows details of user rights assign to the each menu and sub menu as per the User's Category.

CHAPTER-9 REPORTS

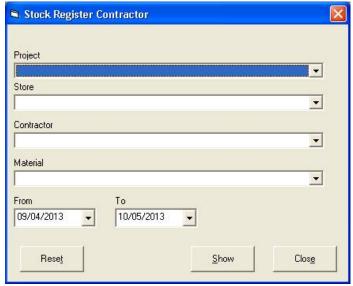
#

A. Stock register Report



Path: H2K Site/Reports/Stock Register Report

B. Contractor material Browse



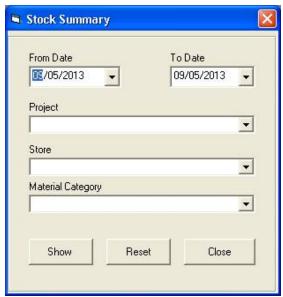
Path: H2K Site/Reports/Stock Register Contractor

This report shows material qty. received and issued by contractor in given

[#] IDH_STOCKREGRPT # IDH_CONTRACTMATBROW

#

C. Stock Summary Report



Path: H2K Site/Reports/Stock Summary

This report shows opening balance , closing balance , total received and total Issued qty of materials in given date range.

[#] IDH_STOCKSUMMRPT

#

D. Material Reconciliation Report



Path: H2K Site/Reports/Material Reconciliation

This report shows total GRN qty , total Issue qty of materials in given date Range . Total GRN qty divided into its various types (GRN supplier, GRN contractor ,GRN IST) also Total issue qty divided into (Issue to task, Issue to contractor, issue to IST)

,,

[#] IDH_MATRERPT

RELEASE NOTE

	Work completion - Category Filter
12.1.24	Requisition should not be allowed to raise against materials to be
	supplied by contractor
	Update help file
	New Procurement plan form -
	Add new work completion browse form with print and WO selection
	At departmental browse should show labors as per project/lib.
12.1.29	Selection
	Physical reconciliation does not allow 0 qty
	Purchase Control – New form
	Purchase Control - Screen Updated & new field added as "Labor"
	Requisition Browse - New field 'PO No'
	Stock Register Report - Stock Ageing
	Select Project Screen - Enlarge the screen (Width)
12.1.38	Set User Rights - Form is modified and make it full screen
12.1.40	Setting rights for extra issue in Estimated issue and the regular Issue
	are done
	Report - Stock Ageing - Date selection option is removed.
	Exe is made compatible for SQL 2012
	Added Feature of Barcode generation on new GRN (Version 2)
	Added Issue from Barcode
14.0.1	Added New feature of Issue from central store with configuration
14.0.1	(Estimated Issue/ Non Estimated Issue / Issue)
	Material Reconciliation Report added material category filter.(Optional)
	Stock summary report added material category filter (Optional)
	New Screen of 'Requisition Browse'
14.0.6	New 'GRN Version 2' Updated
14.0.8	Work Completion - WBS selection option should be properly aligned
	below labor name
	The 'Help File' updated
14.0.12	Estimated Material Issue - Provide the option of WBS selection
11.0.12	Work Completion - Provide the option of WBS selection
14.0.13	Dept bill browse - new columns to Grid (Service Tax Scheme,
	Contractor organization type, service tax receiver, Voucher No, ST
	Voucher No
	In GRN version 2 – new combo box from Store (to set default store for
	all materials in grid)

[#] IDH_RELEASE