



ProjectVIEW^{ERP}

Cost Monitoring Solution

Inventory

This section describes the functionality of the Inventory module in ProjectVIEW

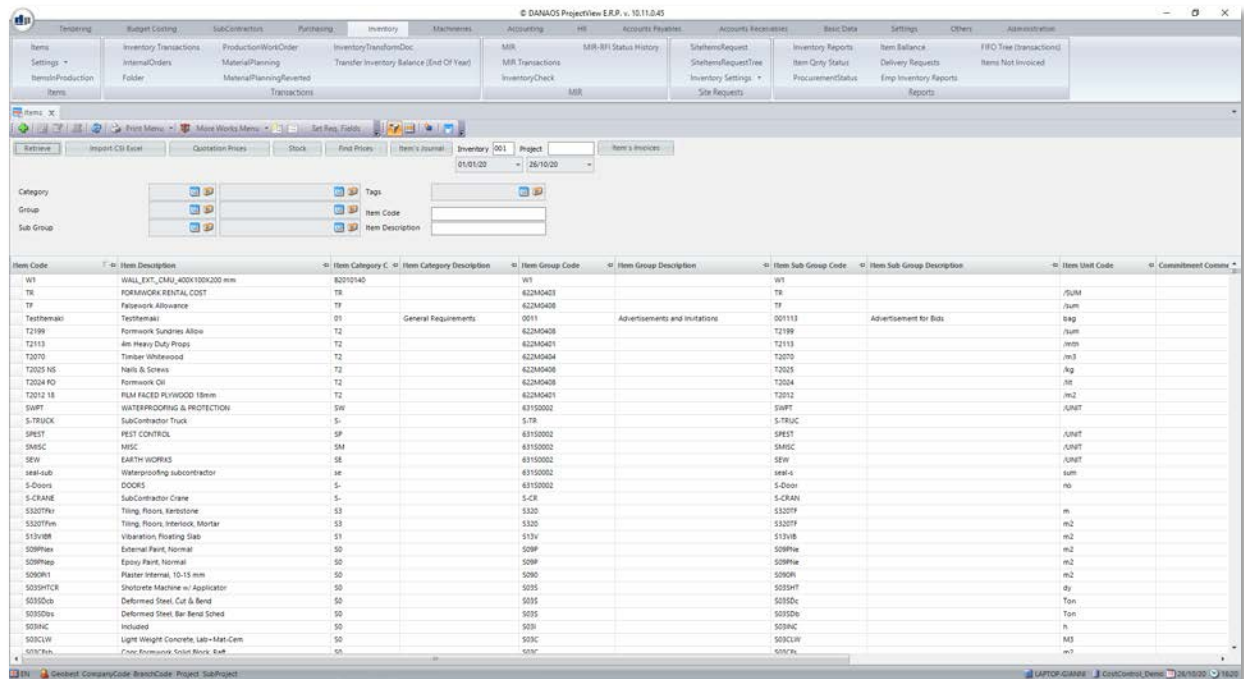
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1 Items

To view a list of the items, the user must navigate to:

“Inventory” > “Items” > “Items”



To search for items, the user can use the following parameters:

- ✓ Search by Category
- ✓ Search by Group/Sub Group
- ✓ Search by Tags
- ✓ Search by Item Code
- ✓ Search by Item Description

Clicking on the *“Retrieve”* button will populate the grid with all the items matching the parameters (if any parameters are set).

Editing or creating a new item will display the item form.

1.1 Item Form

Inventory Items are the basis of both the inventory and subcontractors module. There are two types of items: Materials and Work. Materials are supplied by suppliers while Work is procured by subcontractors. This distinction is made when the item is created.

1.1.1 Basic Data

This tab contains the item's basic information.

Mandatory fields are:

- ✓ Item Code
- ✓ Item Description
- ✓ Item Unit Code
- ✓ Material Work (to specify whether this is a material or a work/service)

The rest of the fields are optional but it is recommended that, in order for the item to be easily found and used throughout ProjectVIEW, they belong to categories, groups and subgroups by filling the following fields:

- ✓ Item Category Code
- ✓ Item Group Code
- ✓ Item Sub Group Code

The following fields are also very useful:

Supplier Code: This field denotes that this item is preferably ordered from this supplier.

Order from this Supplier: This field denotes that this item is **only** ordered from the aforementioned supplier.

Is Key Item: This field denotes that the delivery of this item will be used to calculate a BOQ line's progress.

Note

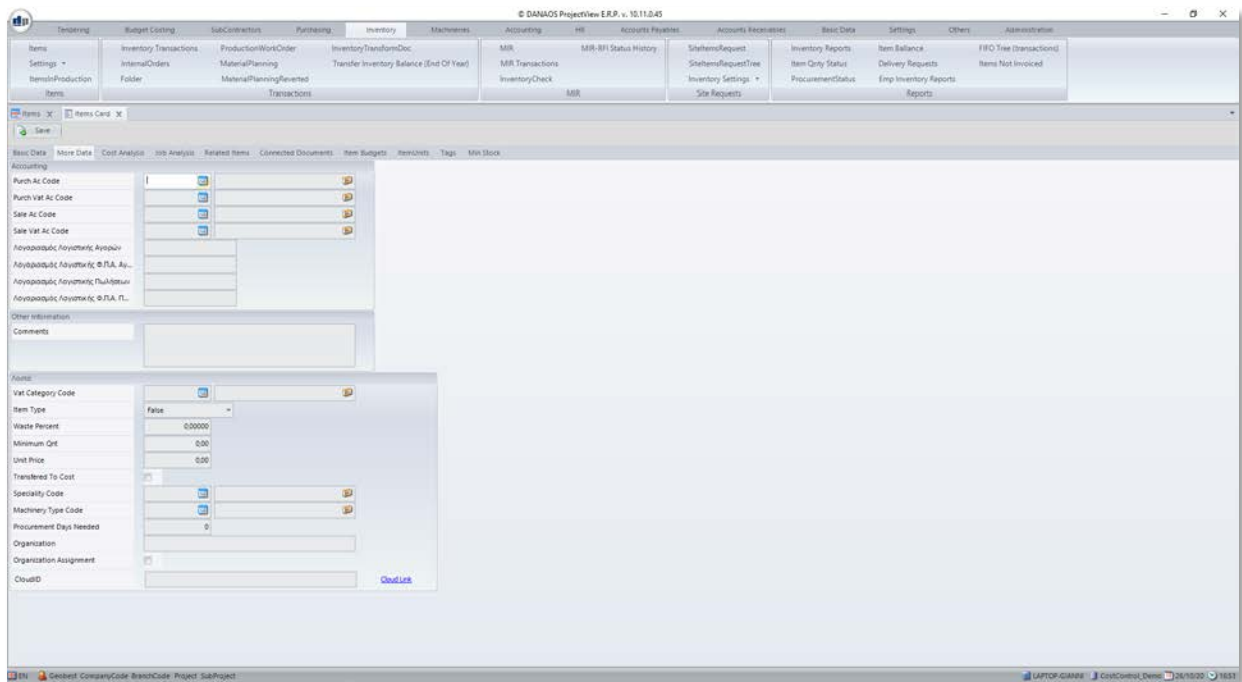
If a *“Supplier Code”* and *“Order from this Supplier”* are selected, the *“Unit Price”* in the *“More Data”* tab should also be available to make it possible for this item to ordered directly if needed.

1.1.2 More Data

This tab contains additional item information.

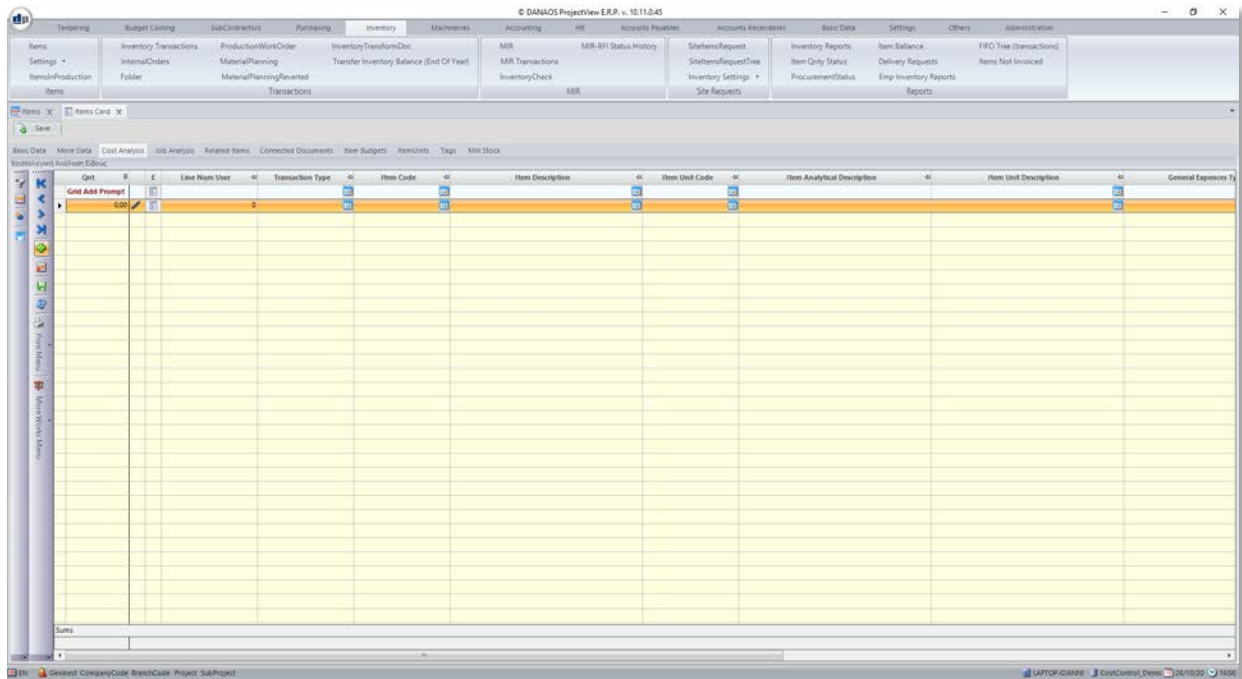
The recommended fields to fill in are:

- ✓ Waste Percent
- ✓ Minimum Quantity
- ✓ Unit Price



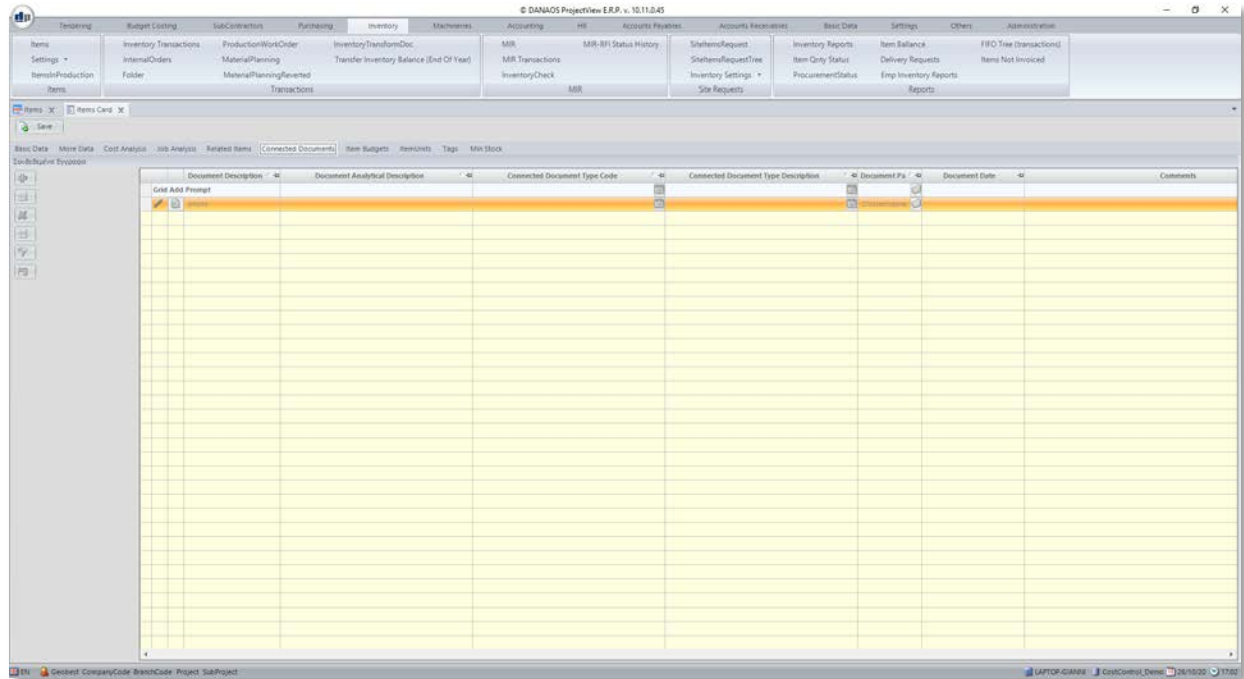
1.1.3 Cost Analysis

Some items may be comprised of several other items. This tab allows for this in-depth analysis to be used. By adding one or more items in this tab (along with their details e.g. Price, Quantity etc) the original item can be used as a kind of recipe.



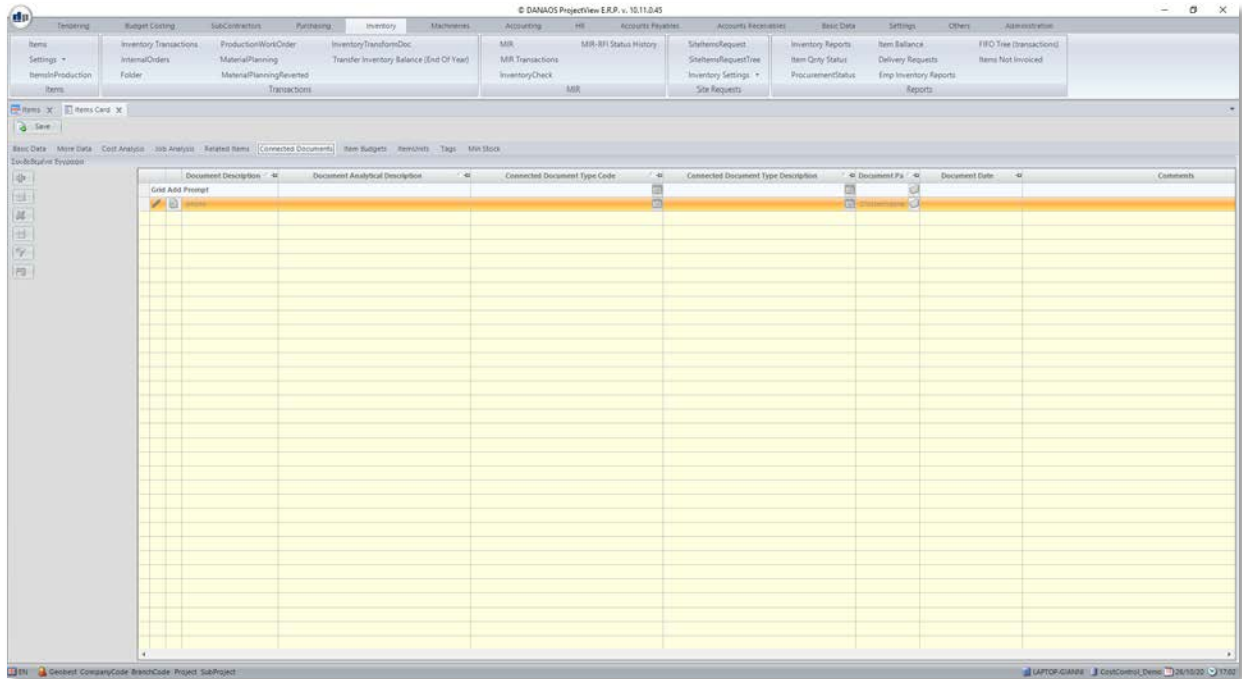
1.1.4 Related Items

It is possible to associate an item with one or more other similar items which can be used in case this item is unavailable. This tab allows for these related items to be associated with the item.



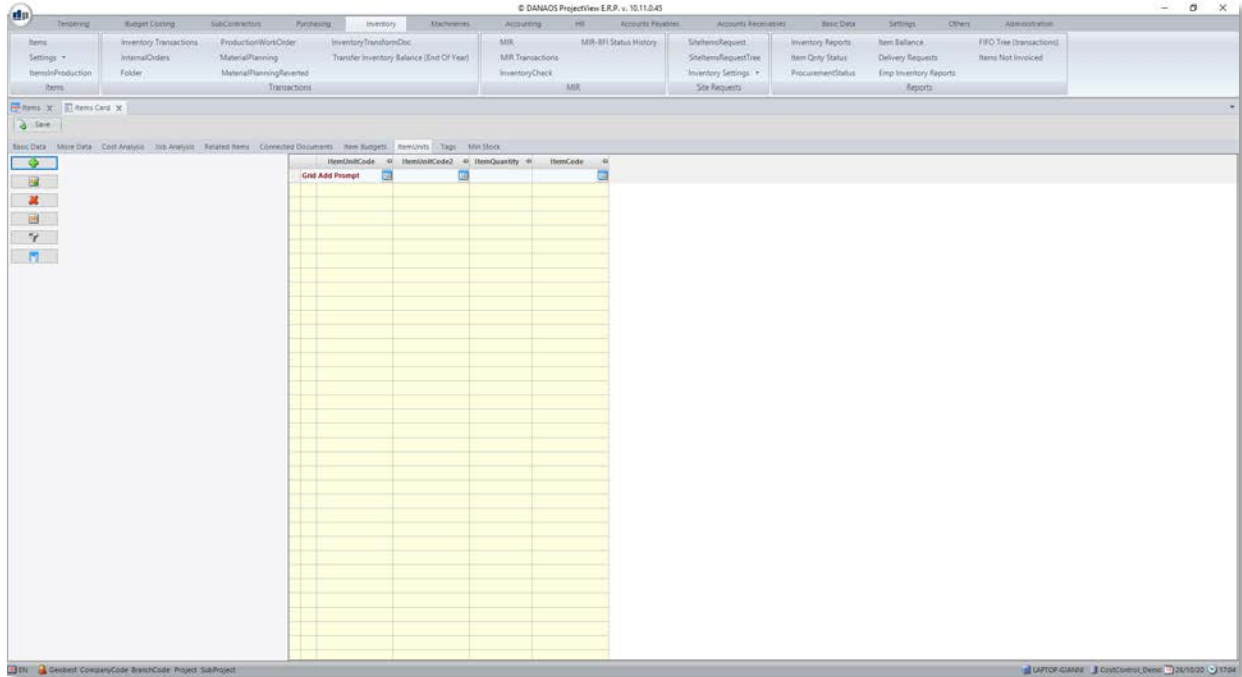
1.1.5 Connected Documents

It is possible to associate an item with one or more documents (e.g. Manuals). This tab allows for these documents to be associated with the item.



1.1.6 Item Units

It is possible to associate an item with more than one unit. This tab allows for these units to be associated with the item.

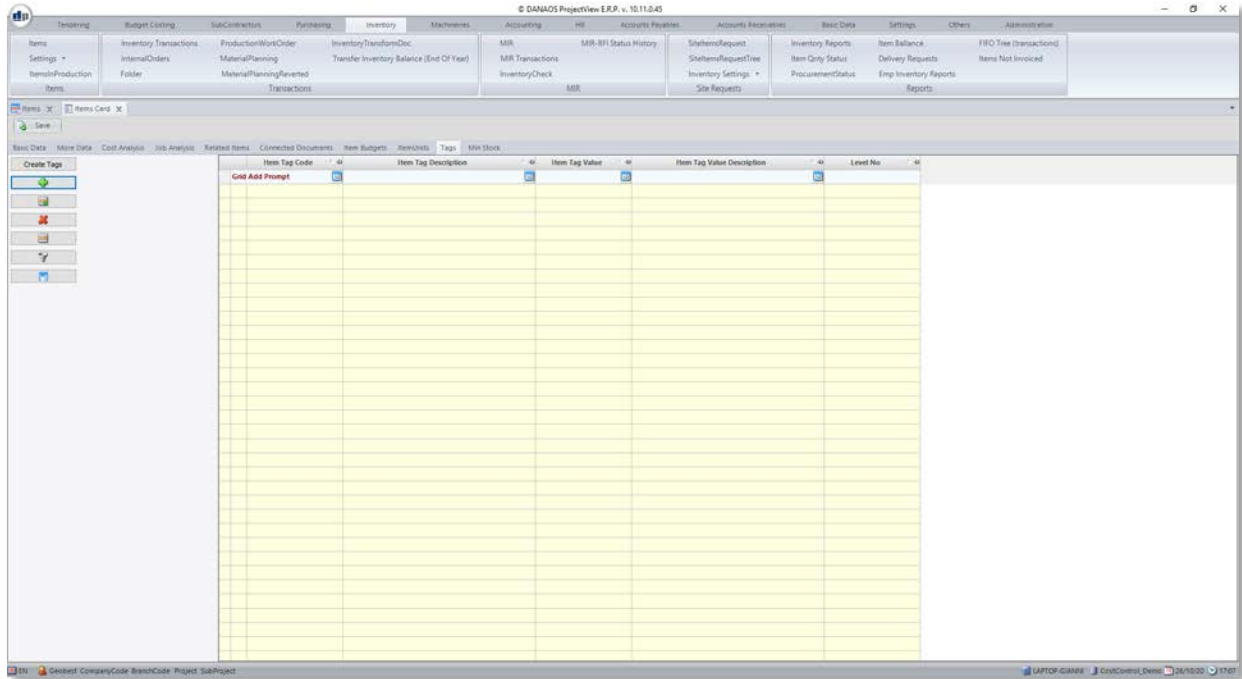


1.1.7 Tags

Items can have many properties that do not exist in the system. These properties might be useful for searching for items. It is possible to associate an item with multiple properties by using tags.

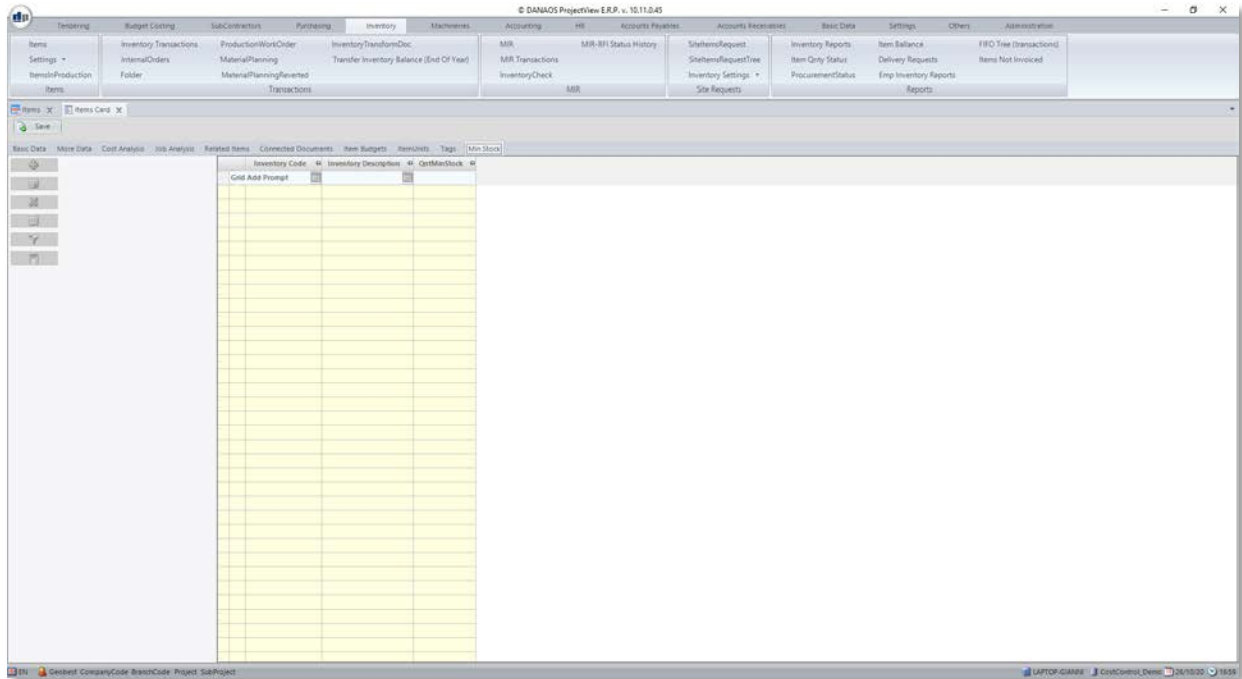
Tags have an “*Item Tag Code*” and an “*Item Tag Value*”. For example, the code could be “Color” and the value could be “Yellow”.

This tab allows for these tags to be associated with the item.



1.1.8 Min Stock

If a material has different minimum stock quantities per inventory. This tab allows for these multiple stocks to be associated with their respective inventories.



2 Inventory Transactions

Inventory transactions can be:

- ✓ Good Receive Notes (GRN)
 - When items are delivered in the store, the system produces a GRN, and updates the stock with the items. The storekeeper now has full control of the items in his store, and he is ready to reply to a site's request.
- ✓ Store Issue Slips (SIS)
 - Once the items are stored, the stock-keeper can control the pending requests of a site and prepare the SIS to export from his inventory and send the items to the site.
 - When a SIS is created, the cost is updated because the system now considers the items as consumed on site. It necessary for the cost controller to assign the appropriate cost codes to the SIS (except for those which have already been assigned).
- ✓ Good Receive Notes at Cost (GRN-C)
 - If items are not stored, but directly delivered to the site and consumed, it is not necessary for the items to go through the store. In this case, items are considered as added on the cost of the project and the cost manager must assign the proper cost codes.

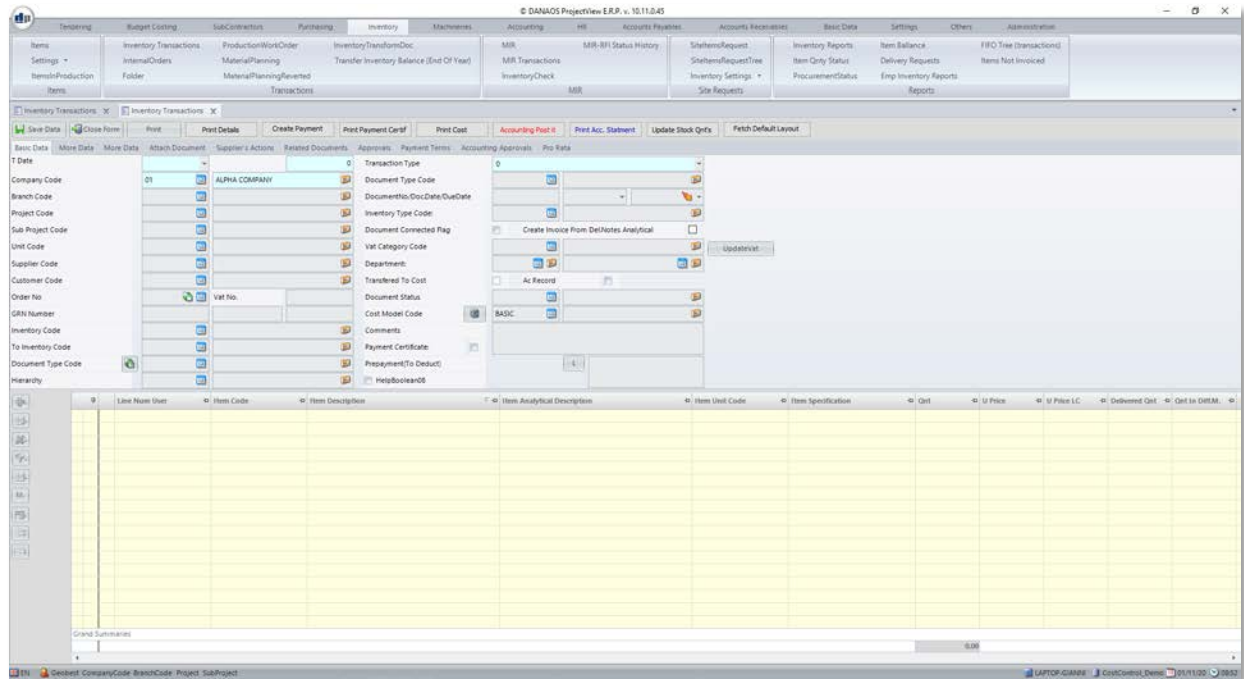
To view a list of inventory transactions, the user must navigate to:

"Inventory" > "Transactions" > "Inventory Transactions"

Date	Company Code	Project Code	Project Description	Supplier Code	Supplier Description	Document Type Code	Document Type Description	Document No	Order No
10/07/20	01					101	GRN (Goods Receipt Voucher)		
01/07/20	01	BRDGE-115	BRDGE-115	0019	M/S Unitech	101	GRN (Goods Receipt Voucher)	56	ORD/20/21
01/07/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	503	Supplier Invoice	77	ORD/20/21
01/07/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	101	GRN (Goods Receipt Voucher)	34	ORD/20/21
01/07/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	101	GRN (Goods Receipt Voucher)	35	ORD/20/21
01/07/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	503	Supplier Invoice	79	
01/07/20	01	BRDGE-115	BRDGE-115			102	SIV Store Issue Voucher - Export from Inventory to Cost		
15/06/20	01	BRDGE-115	BRDGE-115			101	GRN (Goods Receipt Voucher)		
07/06/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	101	GRN (Goods Receipt Voucher)	156	ORD/20/21
07/06/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	503	Supplier Invoice	78	ORD/20/21
07/06/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	101	GRN (Goods Receipt Voucher)	178	ORD/20/21
07/06/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	101	GRN (Goods Receipt Voucher)	190	ORD/20/21
07/06/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	503	Supplier Invoice	70	
07/06/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	101	GRN (Goods Receipt Voucher)	50	ORD/20/21
07/06/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	503	Supplier Invoice	81	ORD/20/21
07/06/20	01	BRDGE-115	BRDGE-115	0015	M/S Unitech	503	Supplier Invoice	67	
18/05/20	01	BRDGE-115	BRDGE-115			102	SIV Store Issue Voucher - Export from Inventory to Cost	SIS#BRDGE-115/20/27	
18/05/20	01	BRDGE-115	BRDGE-115			101	GRN (Goods Receipt Voucher)		
18/05/20	01	BRDGE-110	BRDGE-110	0010	Chiba Trading Company Ltd.	101	GRN (Goods Receipt Voucher)	76	ORD/20/16
18/05/20	01	BRDGE-110	BRDGE-110	0010	Chiba Trading Company Ltd.	503	Supplier Invoice	45	ORD/20/16
18/05/20	01	BRDGE-110	BRDGE-110	0010	Chiba Trading Company Ltd.	101	GRN (Goods Receipt Voucher)	56	ORD/20/16
18/05/20	01	BRDGE-110	BRDGE-110	0010	Chiba Trading Company Ltd.	503	Supplier Invoice	21	ORD/20/16
18/05/20	01	BRDGE-110	BRDGE-110	0010	Chiba Trading Company Ltd.	101	GRN (Goods Receipt Voucher)	77	ORD/20/16
18/05/20	01	BRDGE-110	BRDGE-110	0010	Chiba Trading Company Ltd.	503	Supplier Invoice	93	ORD/20/16
18/05/20	01	BRDGE-115	BRDGE-115	0020	M/S Unitech	101	GRN (Goods Receipt Voucher)	21	
18/05/20	01	BRDGE-115	BRDGE-115	0020	M/S Unitech	503	Supplier Invoice	133	
27/04/20	01	500	Project 500	0002	Contractor Services Co.	101	GRN (Goods Receipt Voucher)	70	ORD/20/12
27/04/20	01	500	Project 500	0002	Contractor Services Co.	503	Supplier Invoice	340	ORD/20/12
02/04/20	01	500	Project 500	0005	ARAMADA Company	101	GRN (Goods Receipt Voucher)	1	ORD/20/8
02/04/20	01	500	Project 500	0005	ARAMADA Company	503	Supplier Invoice	34	ORD/20/8

2.1 Create New Transaction

When a new transaction is created or an existing one is edited, the inventory Transaction Form is displayed:



The following fields are mandatory:

- ✓ T Date
- ✓ Company Code
- ✓ Branch Code
- ✓ Project Code
- ✓ Supplier Code
- ✓ Customer Code
- ✓ Inventory Code
- ✓ Transaction Type
- ✓ Document Type Code
- ✓ Document No./Do. Date/Due Date
- ✓ Inventory Type Code
- ✓ Department

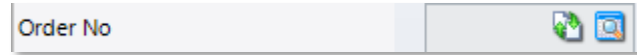
As previously mentioned, there are many types of documents. The reason for the existence of two different document types is that the system will produce different transactions for the different modules they will be used in.

Having completed the above, the user has to save the changes.

The next steps are to add entries in the transaction and then to edit them. There are three ways to do so:

2.1.1 Select from Order

The first way is to fetch items from a purchasing order. To do this, the user must click on the use the blue button as seen below.

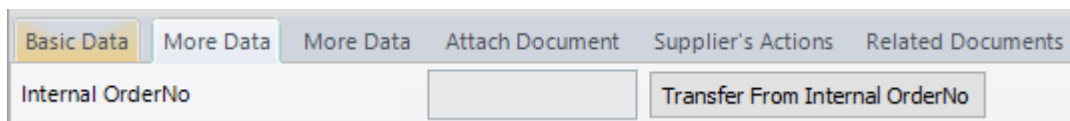


The system will display all available (finalized) orders for the user to select.

Having selected the appropriate order, the user must click on the green button as seen above.

2.1.2 Select from Internal Orders

If instead the users wants to create an inventory transaction from an existing internal order, they must navigate to the “More Data” tab, select an internal order number and click on the “Transfer From Internal OrderNo” button:



2.1.3 Manually add items

If none of the above is available, the user can still add items by using the grid functionality as in other grids.

Note

Internal order numbers can be either manually entered or they can be selected by clicking on the button inside the “Internal OrderNo” field.

After any of the first two methods above has been used, the transaction grid will be populated with the appropriate items. The user must change each item’s quantity (if needed) and then save.

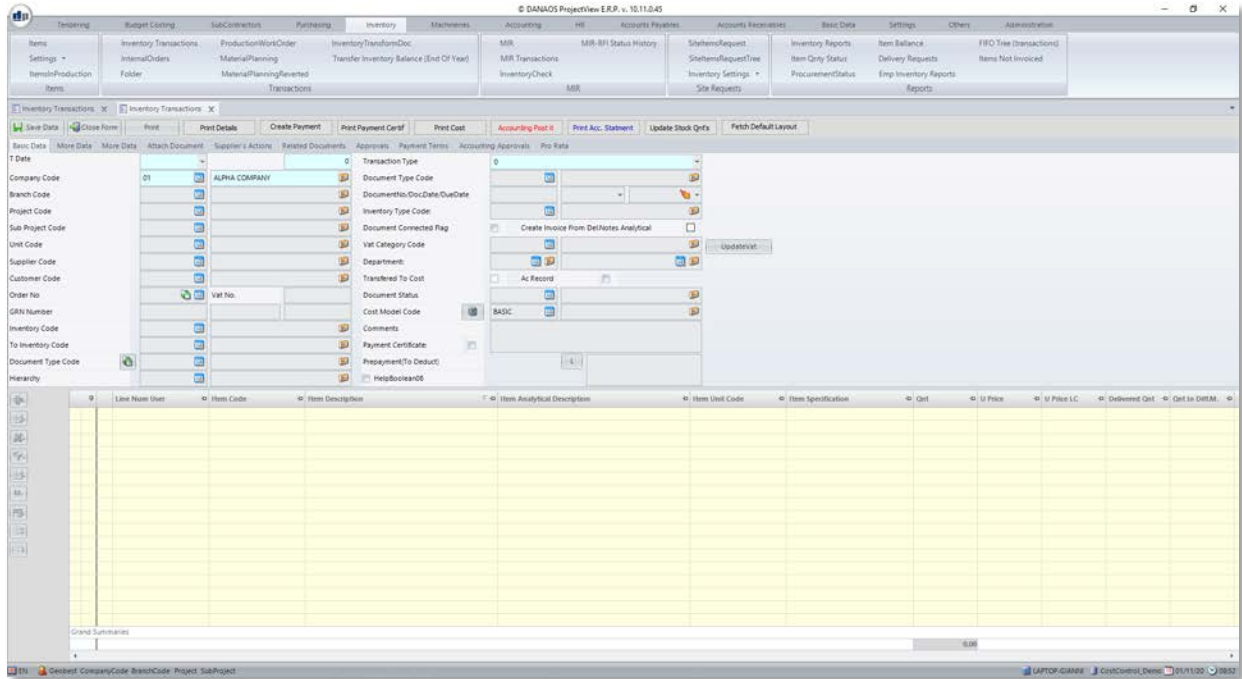
2.2 Transfer to Invoice

Having completed the above, the user has the option to transform an already existing document into an invoice. To do this, the user must be in the main Inventory Transaction grid, select a document and click on the “*Transform Doc.*” button. The system will automatically create a complete new document. The only remaining task is for the user to check for any further details and save.

+ Add Record Edit Record Delete Reco Duplicate R Filters Groups Grid Colum Transform Doc.					
T Date	Company Code	Project Code	Project Description	Supp	
10/07/20	01				
01/07/20	01	BRIDGE-T15	BRIDGE-T15		0015
01/07/20	01	BRIDGE-T15	BRIDGE-T15		0015
01/07/20	01	BRIDGE-T15	BRIDGE-T15		0015
01/07/20	01	BRIDGE-T15	BRIDGE-T15		0015
01/07/20	01	BRIDGE-T15	BRIDGE-T15		0015
01/07/20	01	BRIDGE-T15	BRIDGE-T15		0015
01/07/20	01	BRIDGE-T15	BRIDGE-T15		0015
15/06/20	01	BRIDGE-T15	BRIDGE-T15		
▶ 07/06/20	01	BRIDGE-T15	BRIDGE-T15		0015

2.3 Transfer many documents to one Invoice

Finally, the last option is to transfer many documents to one. To do so, a new document has to be created as explained above.

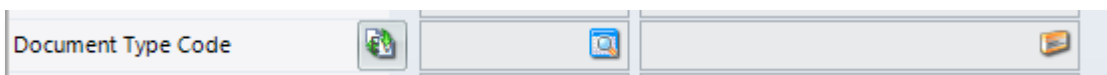


The following fields are mandatory:

- ✓ T Date
- ✓ Company Code
- ✓ Branch Code
- ✓ Project Code
- ✓ Supplier Code
- ✓ Customer Code
- ✓ Document Type Code
- ✓ Inventory Type Code
- ✓ Department

Having completed the above, the user has to save the changes.

The next step is to select the desired document types by pressing the blue button as seen below:



Finally, pressing the green button above which will select all documents fulfilling the parameters entered.

2.3.1 Related Documents

Clicking on the “*Related Documents*” tab will display the following grid:

Connected FI	Con	Connec	Conn	Connected	Connected D	Document Ty
<input type="checkbox"/>	2017	01	954	GRN	2017-11-23	
<input type="checkbox"/>	2018	01	80	GRN	2018-02-15	
<input type="checkbox"/>	2018	01	81	GRN	2018-02-12	
<input type="checkbox"/>	2018	01	82	GRN	2018-02-12	
<input type="checkbox"/>	2018	01	84	GRN	2018-02-12	
<input checked="" type="checkbox"/>	2018	01	85	GRN	2018-02-12	
<input type="checkbox"/>	2018	01	87	GRN	2018-02-12	
<input checked="" type="checkbox"/>	2018	01	89	GRN	2018-02-12	
<input type="checkbox"/>	2018	01	90	GRN	2018-01-18	
<input type="checkbox"/>	2018	01	91	GRN	2018-01-18	
<input type="checkbox"/>	2018	01	94	GRN	2018-01-18	
<input type="checkbox"/>	2018	01	95	GRN	2018-01-15	
Sums						

The user must select all the desired documents and save. By doing so, the bottom section of the form will be filled with the items from the previously selected documents. The items are grouped and summarized by code and quantity.

2.4 Site Item Request Interaction

If a new transaction is related to a Site Item Request, every time the user saves the transaction, the system updates the quantities of the Site Item Request and sends an email to the user (e.g. the store keeper) who needs to be informed of this change.

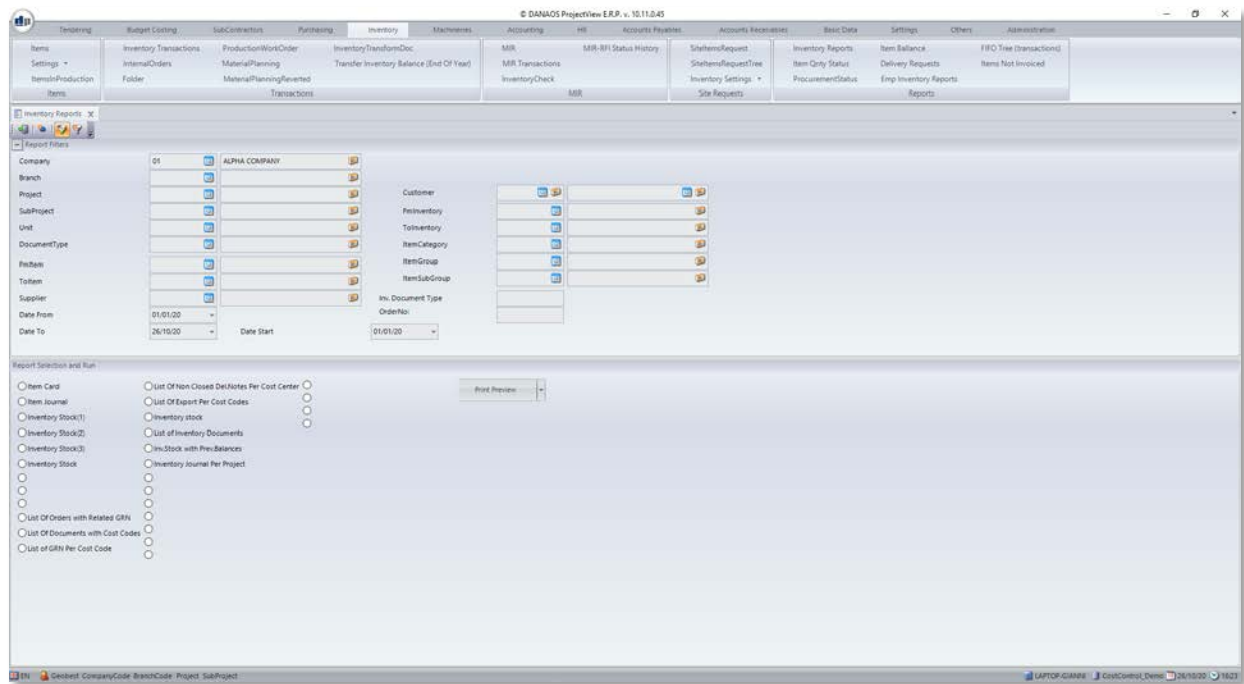
For more information on how the Site Item Request is managed, please See. Manual “*05 30 Site Item Request*”.

3 Inventory Reports

To view all available reports, the user has to navigate to:

“Inventory” > “Reports” > “Inventory Reports”

This will display the following form:



After providing the appropriate parameters the user can select a report and click on the *“Print Preview”* button to view it.

4 Appendix – Inventory Settings

There are various fields in the items, which use predefined codes. These are:

- ✓ Item Units
- ✓ Item Packet Units
- ✓ Item Categories
- ✓ Item Groups
- ✓ Item Sub Groups
- ✓ Item Vat Codes
- ✓ Item Tags
- ✓ Item Tags In Categories
- ✓ Item Tags Values
- ✓ Item Unit Relations

To view/add/edit the above, the user has to navigate to:

“Inventory” > “Items” > “Settings” > ...

and then choose the appropriate item from the list.



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