



Internal Order

This section describes how to Internal Orders are processed within the Inventory module of ProjectVIEW

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1 Introduction

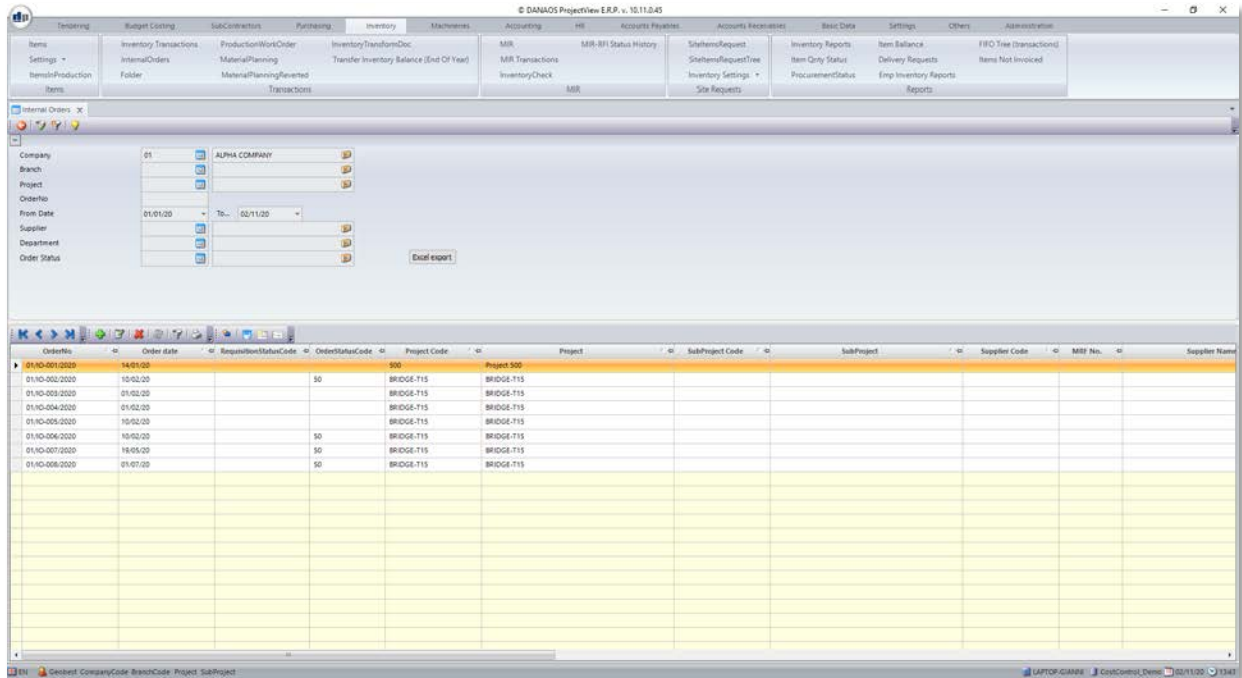
In ProjectVIEW, an Internal Order is used when an item has been requested from a site and needs to be sent from the store.

2 Internal Orders

To review the existing internal orders, the user has to navigate to:

“Inventory” > “Transactions” > “Internal Orders”

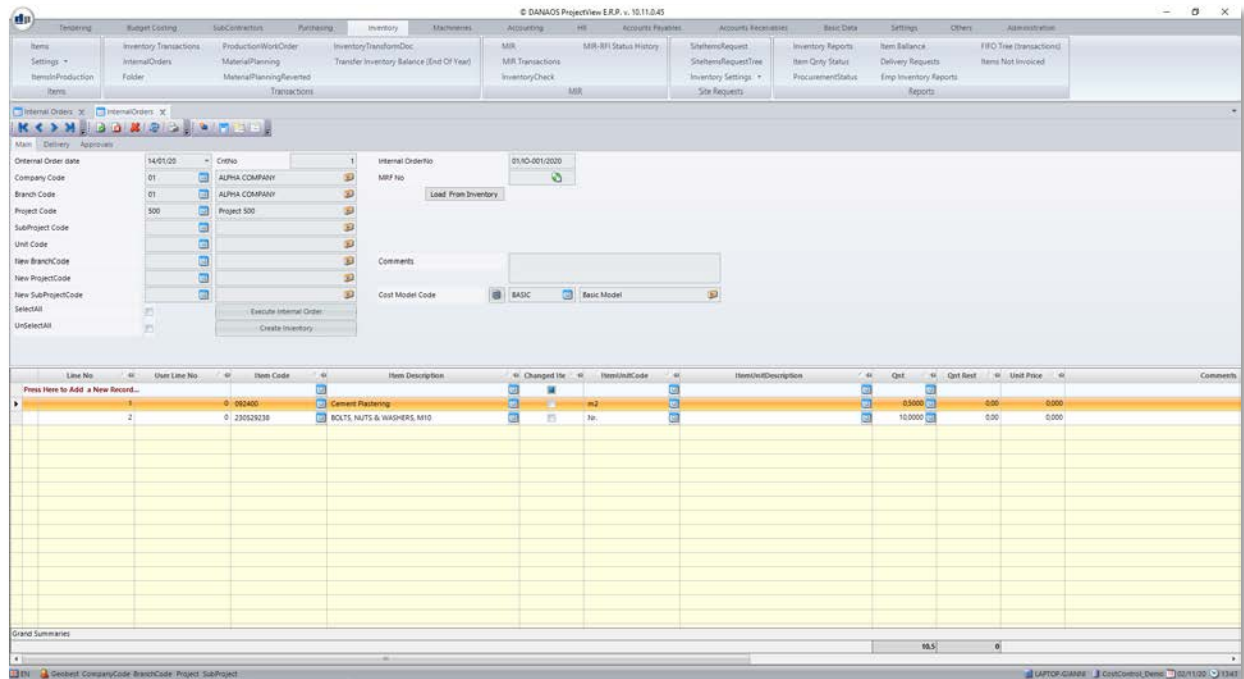
This will display an empty grid. By clicking on the *“Retrieve”* button, the grid is populated with all the internal orders:



This grid can be refined by using the parameters above it before retrieving data.

2.1 Creation of an Internal Order

When a user creates a new internal order, the internal order form is displayed:



The following fields are mandatory:

- ✓ Internal Order Date
- ✓ Company Code
- ✓ Branch Code
- ✓ Project Code

Having added the above, the user must save the Internal Order.

2.1.1 Adding Items

Having completed the previous step, the user can now start adding items to the internal order. This is done using the Grid at the bottom part of the form.

Having added the above, the user must save the SIR.

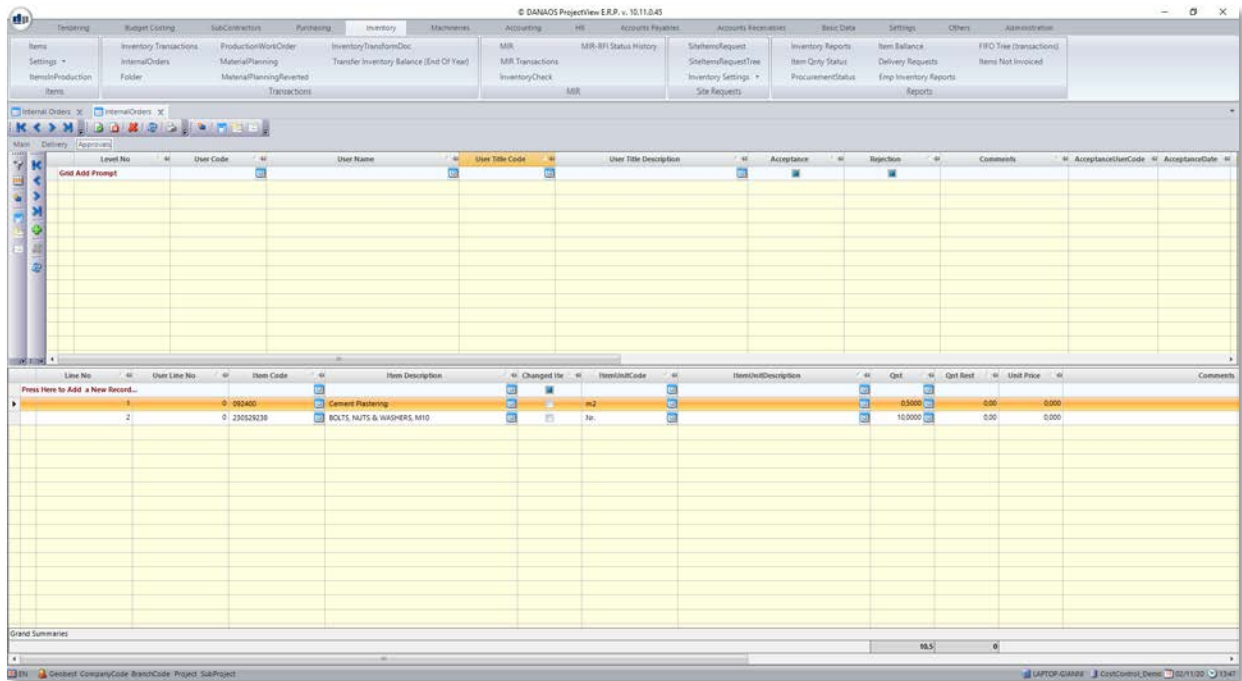
2.1.2 Delivery

It is possible to add delivery details to an internal order. This tab allows this to be done.

The screenshot displays the 'Internal Orders' window in the ProjectVIEW ERP system. The interface includes a top menu bar with categories such as 'Items', 'Inventory', 'Accounting', 'Accounts Receivables', 'Basic Data', 'Settings', 'Others', and 'Administrative'. Below the menu is a toolbar with navigation icons. The main area is divided into two sections: a left-hand panel for order details and a right-hand panel for financial and tax information. The left panel contains fields for 'Payment Type Code', 'Delivery Type Code', 'Delivery Place Code', 'Delivery Days', 'Delivery Date', 'Supplier Proposed Delivery Date', 'Delivery Responsible Person Code', and 'Due Delivery date'. The right panel includes fields for 'Vat category Code', 'Currency Code', '% Discount', 'Discount Amount', 'Subject', 'Suppl.Rate', 'Net Amount', and 'Total Amount'. At the bottom, a table lists the order items with columns for 'Line No', 'Chain Line No', 'Item Code', 'Item Description', 'Changed', 'Item Code', 'Item Description', 'Qty', 'Qty Best', 'Unit Price', and 'Comments'. The table contains two rows of data: Row 1 (Line No 1) for 'Cement Plastering' and Row 2 (Line No 2) for 'BOLTS, NUTS & WASHERS, M10'. A 'Grand Summaries' section at the bottom of the table shows a total quantity of 10.5.

2.1.3 Approvals

This tab allows user to approve or reject an internal order.



2.2 Creation of a Store Issue Voucher (SIV)

When the internal order has been approved, the user can click on the “*Execute Internal Order*” button, which will do the following:

- ✓ Lock the internal order
- ✓ Create the SIV

The SIV will now be listed when a user accesses the inventory transactions as explained in the Inventory manual.

2.3 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*”.



In case of any queries or support issues, please
contact us:

DANAOS Projects Software Solutions

Tamani Head Office - Office 1923

Business Bay

Dubai - UAE, P.O. Box 24051

Email: support@danaos-projects.com

Tel: +971 4 8714149