ProjectVIEW ERP

Cost Monitoring Solution

Internal Order

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

Table of Contents

1 Introduction

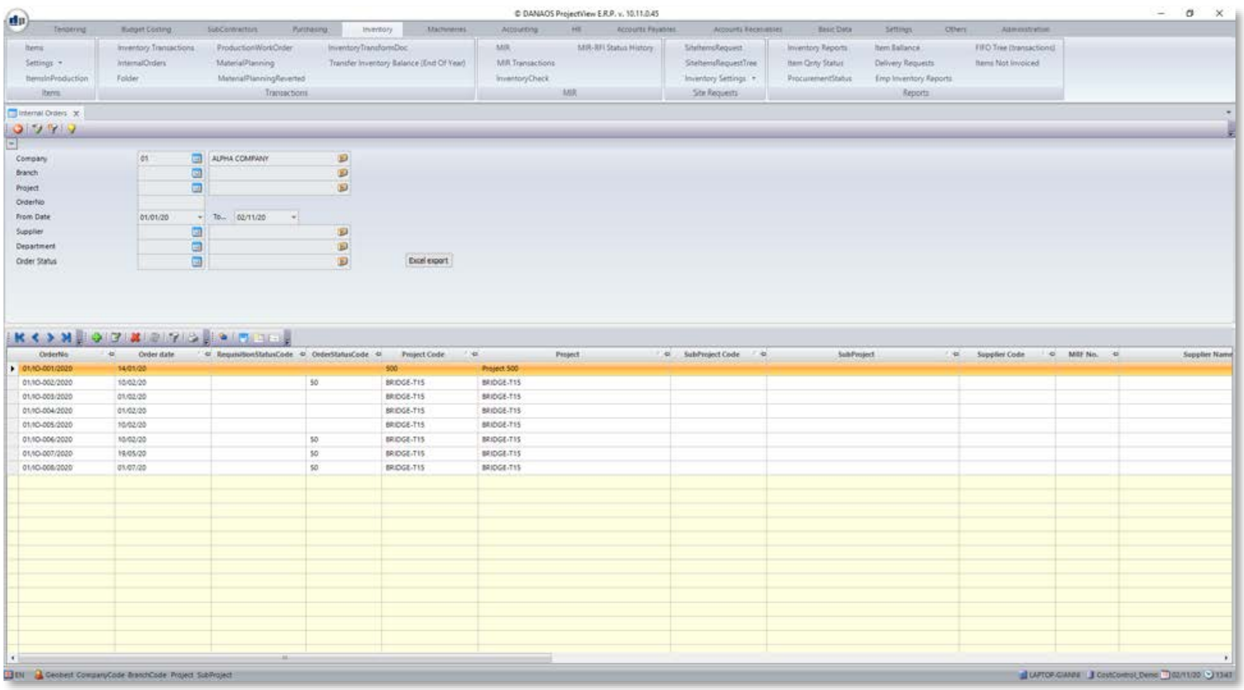
In ProjectVIEW, an Internal Order is used when an item has been requested from a site and needs to be sent from the store.

2 Internal Orders

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

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

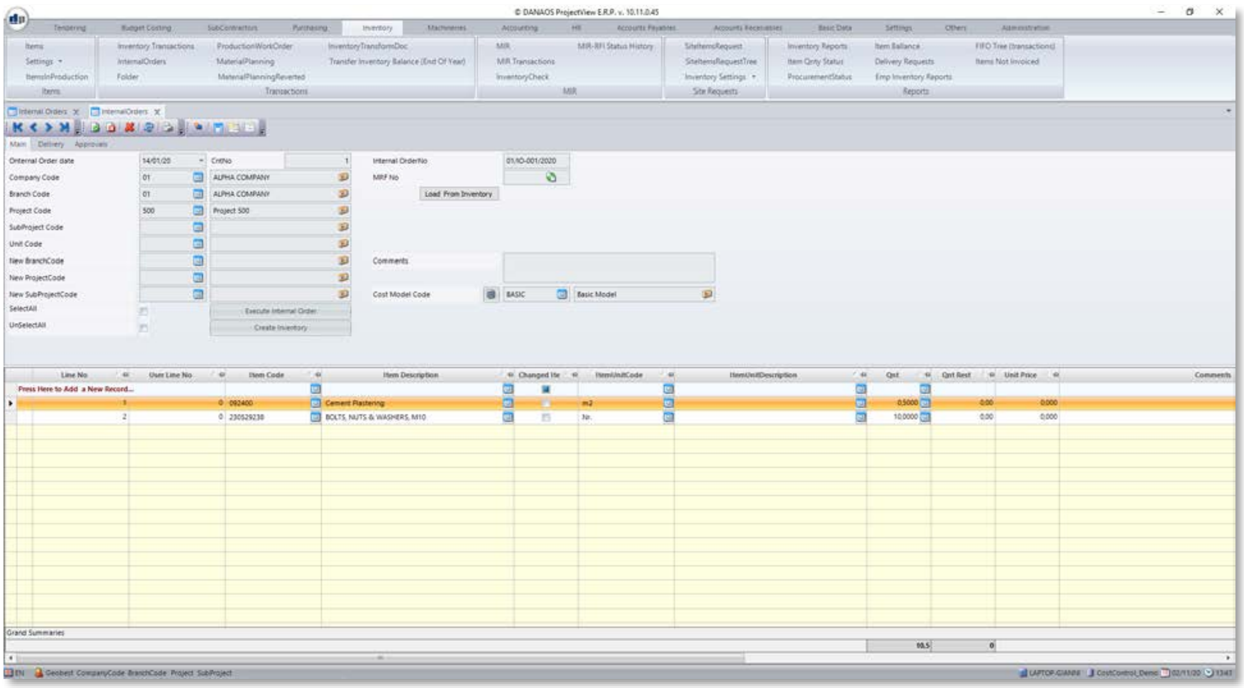
This will display an empty grid. By clicking on the “*Retrieve*” button, the grid is populated with all the internal orders:



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.

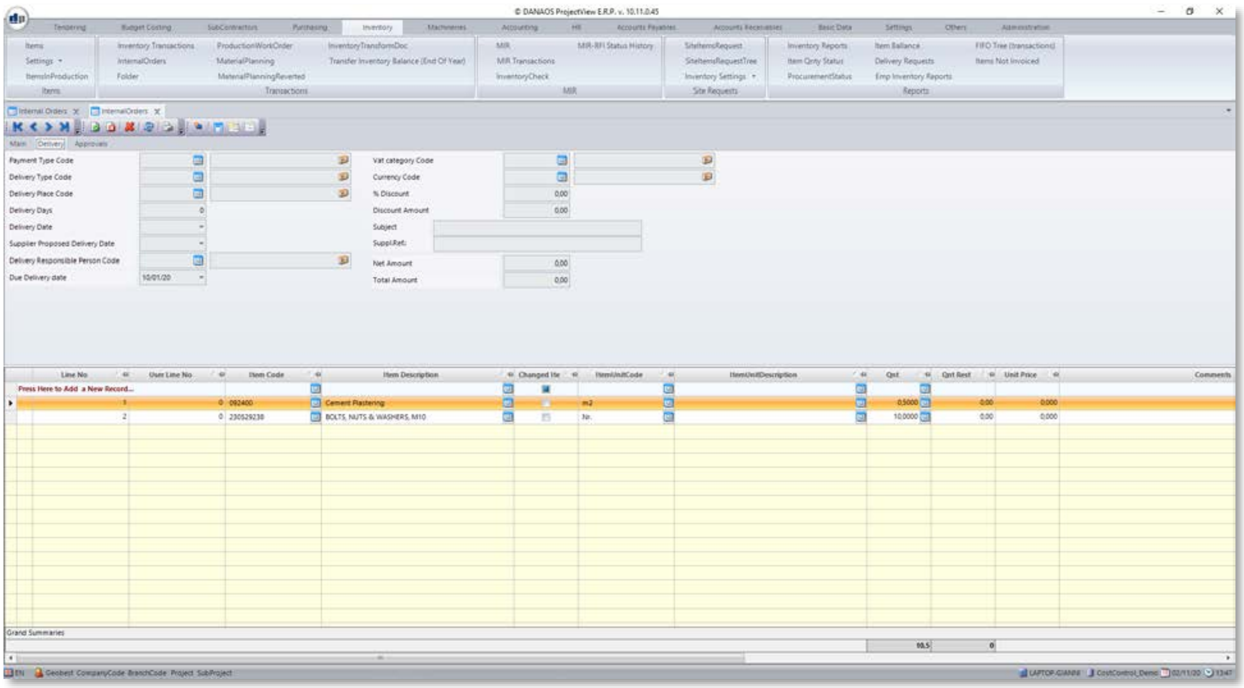
2.1.1 Adding Items

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.

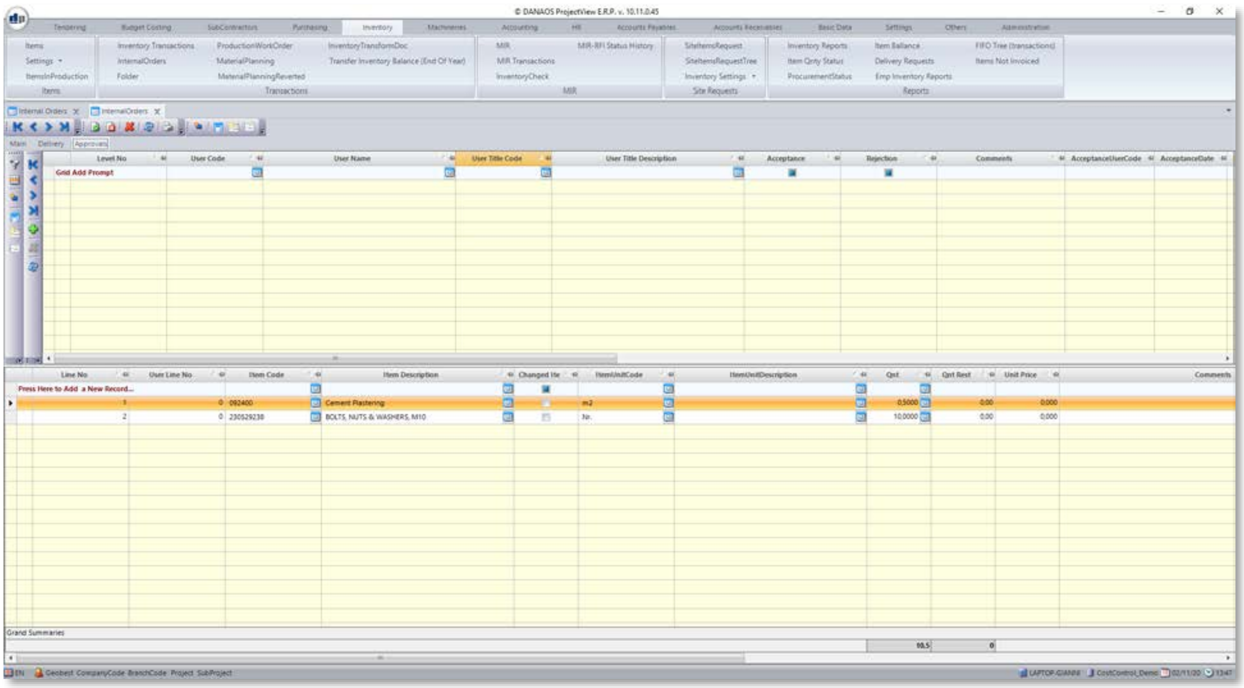
2.1.2 Delivery

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



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:

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