

Store and Purchase User-CSRV Creation

Overview

Store entry user can use purchase module for GRN(Goods Receipt Note) or CSRV(Central Store Receipt Voucher) creation when the items received.

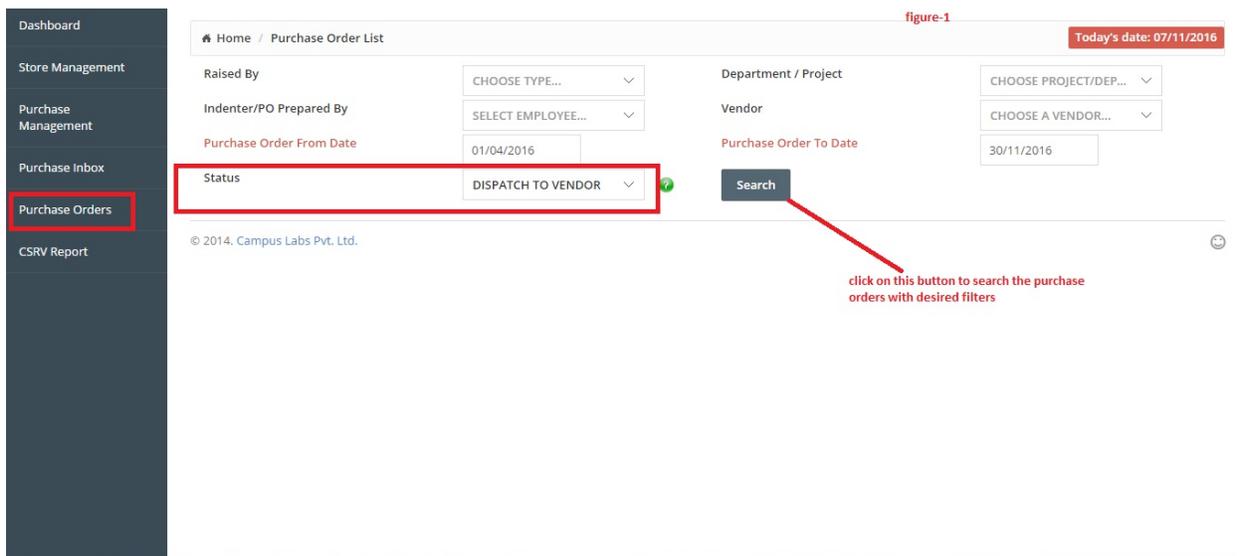
A “Goods Received Note(GRN)” is a receipt given to the supplier to confirm delivery or acceptance of goods by the customer. After the supplier receives this note, a payment invoice is sent to the customer.

Note: CSRV/GRN can only be created for the purchase orders which are with status of “Dispatch To Vendor”.

Steps for CSRV creation

Store entry can create CSRV/GRN by following these steps:

1. Login to CampusLabs ERP using your credentials.
2. Click on Purchase Orders menu from left menu pane.
3. Several search filters will be shown on the screen(Figure-1).
4. Select “Dispatch To Vendor” from status filter dropdown (Figure-1).
5. Click on “Search” button(Figure-1).



The screenshot displays the 'Purchase Order List' interface. On the left, a dark sidebar contains a menu with 'Purchase Orders' highlighted in a red box. The main content area features a search filter section with the following elements:

- Home / Purchase Order List** (breadcrumb)
- Today's date: 07/11/2016** (top right)
- Raised By**: CHOOSE TYPE... (dropdown)
- Indenter/PO Prepared By**: SELECT EMPLOYEE... (dropdown)
- Purchase Order From Date**: 01/04/2016 (text input)
- Department / Project**: CHOOSE PROJECT/DEP... (dropdown)
- Vendor**: CHOOSE A VENDOR... (dropdown)
- Purchase Order To Date**: 30/11/2016 (text input)
- Status**: DISPATCH TO VENDOR (dropdown, highlighted with a red box)
- Search** button (highlighted with a red box and a red arrow pointing to it)

A red arrow points from the 'Search' button to a red text box at the bottom right that reads: "click on this button to search the purchase orders with desired filters".

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- Click on the action button related to the purchase order for whom you want to create a CSRV .
- Select “create CSRV” option from the menu(figure-2).

figure-2

Today's date: 07/11/2016

Home / Purchase Order List

Raised By: CHOOSE TYPE...
 Indenter/PO Prepared By: SELECT EMPLOYEE...
 Purchase Order From Date: 01/04/2016
 Status: DISPATCH TO VENDOR

Department / Project: CHOOSE PROJECT/DEP...
 Vendor: CHOOSE A VENDOR...
 Purchase Order To Date: 30/11/2016

Search

Purchase Order Amounts in INR 42,822,295.79

#	Particulars	Order Date	Indenter Details	Order Location	Order Status	Order Amount	Action
1	NC-000079-BIO-15-16-PO-11 M/S. MODERN LAB INTERIOR NC-302-SBS-NP-M&E-15-16	24/05/2016	Dr.Pankaj Vidyadhar Alone Biological Sciences	D. Lingaraj	Dispatch to Vendor	INR 137,400.00	<ul style="list-style-type: none"> create csv Download PDF Email to Vendor Exemption Certificate
2	C-000122-12-R&D-NIS-5.03-0200-16-17-PO-28 M/s Pattanaik Scientific Supply Syndicate C-96-SCS-P-NOV-16-17-H	01/06/2016	Dr.Vadapalli Chandrashekar Chemical Sciences	Ranjan Das	Dispatch to Vendor	INR 40,736.00	

- Form for CSRV creation is opened (figure-CSRV Form).

Selected Item(s)

#1. NRS-003-1 NATURAL RUBBER SEPTA

2 Items @ 2950 (INR)

5900

Item wise Discount (INR)

0.00

Item wise Tax (INR)

0.00

Received Item (No.)

2

Damaged / Rejected Item (No.)

0

Please mention reason of rejec

#2. NRS-002-1 NATURAL RUBBER SEPTA

1 Items @ 2500 (INR)

2500

Item wise Discount (INR)

0.00

Item wise Tax (INR)

0.00

Received Item (No.)

1

Damaged / Rejected Item (No.)

0

Please mention reason of rejec

CENTRAL STORES RECEIPT VOUCHER Details

Figure-CSRV Form

Purchase Order of Dr. Sharanappa Nembenna [ADVANCED MATERIALS FOR DIFFERENT APPLICATIONS AND THEORETICAL STUDIES]

Vendor Name: M/s. Pankaj Trading Corporation

CSRV Date: 01/12/2016

DC No. DC Date: dd/mm/yyyy

Invoice No. Invoice Date: dd/mm/yyyy

Store: --SELECT--

Mode Of Transport Received: --SELECT--

Remarks: Please enter remarks if any!

Field limited to 500 characters.

- Store user needs to fill the details related to items received like number of items received, damaged items etc. in the form.
- Check the checkbox “Send to Indenter” for sending the csv request to the purchase indenter for approval, Enter the remarks(figure-3).
- Click on “send” button(figure-3).

<p>0.00 <input type="text"/> 0 <input type="text"/></p> <p>Item wise Tax (INR)</p> <p>0.00 <input type="text"/> <input type="text" value="Please mention reason of rejection"/></p>	<p>figure-3</p> <p><input checked="" type="checkbox"/> Create Liability</p> <p>During csv system will generate bill and send to accounts</p> <p>To whom you want to forward the bill: <input type="text" value="0023 - MR. DEEP..."/></p> <p>Company: NISER 2016-2017</p> <p>Cost Center: 12-R&D-NIS-5.04-02-MICROBES IMMUNITY-Harapriya Mahapatra</p>
<p>#4. 0030 700.112 Cell Culture Dish, 35mm, TC treated, 10 dishes per bag, 300 dishes per case</p> <p>2 Items @ 7500 (INR) <input type="text" value="15000"/> Received Item (No.) <input type="text" value="2"/></p> <p>Item wise Discount (INR) <input type="text" value="0.00"/> Damaged / Rejected Item (No.) <input type="text" value="0"/></p> <p>Item wise Tax (INR) <input type="text" value="0.00"/> <input type="text" value="Please mention reason of rejection"/></p>	
<p>#5. 0030 711.122 Cell culture flask T-75, with filter cap, TC treated, Sterile, non-cytotoxic, 16 bags x 5 flasks</p> <p>2 Items @ 13700 (INR) <input type="text" value="27400"/> Received Item (No.) <input type="text" value="2"/></p> <p>Item wise Discount (INR) <input type="text" value="0.00"/> Damaged / Rejected Item (No.) <input type="text" value="0"/></p> <p>Item wise Tax (INR) <input type="text" value="0.00"/> <input type="text" value="Please mention reason of rejection"/></p>	
<p>#6. 0030 127.714 Serological pipette 5ml individually wrapped sterile 4 bags X 100</p>	
<p>Upload relevant documents</p> <p><input type="radio"/> Installation <input type="radio"/> Warranty <input type="radio"/> Bank Guarantee(PBG) <input type="radio"/> Any Other</p>	
<p><input checked="" type="checkbox"/> Send to Indenter (Dr. Harapriya Mohapatra)</p> <p>PLEASE ENTER YOUR REMARKS <input type="text" value="please approve csv created"/></p> <p>Field limited to 500 characters.</p> <p>SEND → click on this button to send the csv to the indenter for approval</p>	

Now the CSV has been created and sent to the purchase indenter for approval/item inspection.