



TRAINING MANUAL ON STOCK MODULE

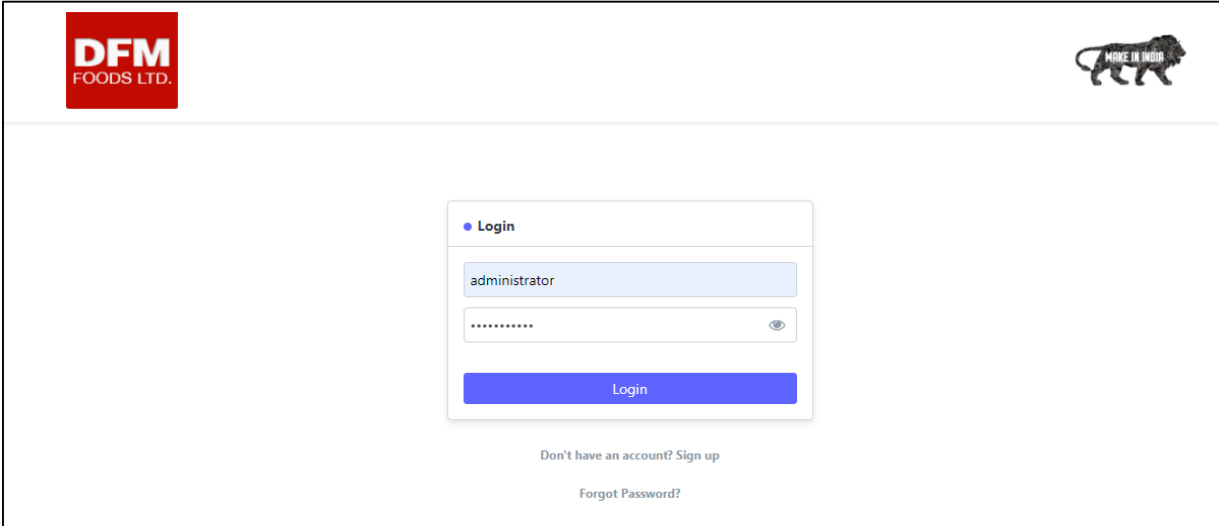


FEBRUARY 4, 2021

DFM FOODS LTD.
[Company address]

ERPNext System

- Login page of DFM Foods ERP Next system.



DFM FOODS LTD.

MAKE IN INDIA

• Login

administrator

.....

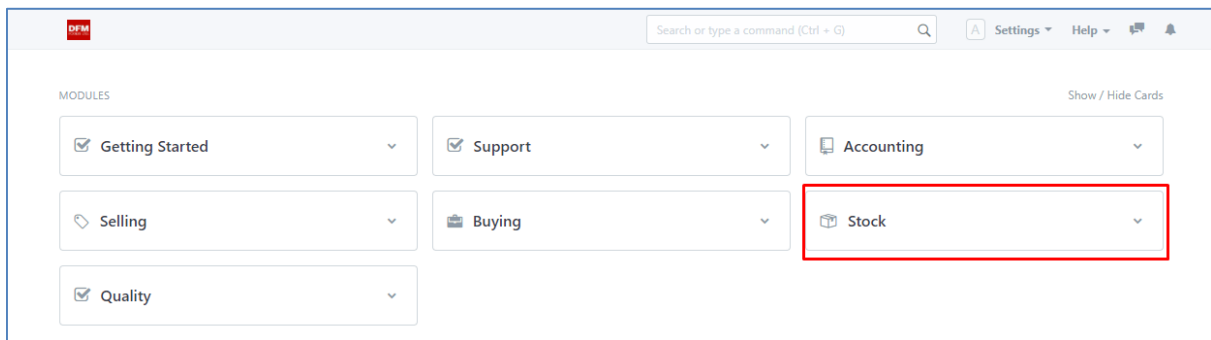
Login

Don't have an account? Sign up

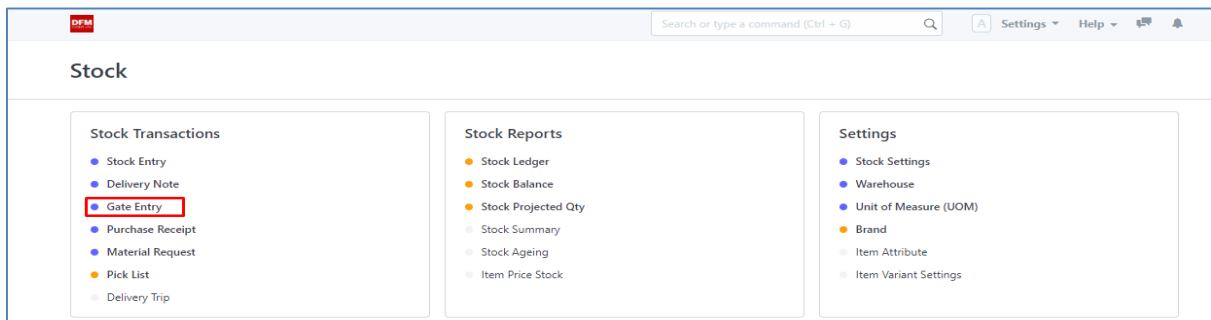
Forgot Password?

Gate Entry Process in Stock Module

- After logging in the ERPNext system below screen will appear for users. Purchase Department users can navigate to their system by clicking on “Stock” Module.



- On clicking “Stock” Module the following screen will appear. By clicking on “Gate Entry” user can enter the details when the vehicle arrives at the gate.



- On entering in gate entry screen user will click on “New” button.

DFM > Stock

Search or type a command (Ctrl + G)

Settings Help

Gate Entry

Menu Refresh **New**

Views
Reports

Name Supplier

- After clicking on new button user will land on the screen and will select “Gate Entry Type” as “Inward”.

DFM > Stock > Gate Entry

Search or type a command (Ctrl + G)

Settings Help

New Gate Entry 1 • Not Saved

Save

Date: 02-02-2021

Challan No

Supplier Bill No

Party Contact Person

Gate Entry Type: Inward (highlighted)

Transporter

Vehicle No

Party person Mobile

- User will fill all the details after selecting gate entry type and click on save.

DFM > Stock > Gate Entry

Search or type a command (Ctrl + G)

Settings Help

New Gate Entry 1 • Not Saved

Save

Date: 02-02-2021

Supplier: ADANI WILMAR LTD

Purchase Order: PO-DFLG-21-00016

Challan No: 1234

Supplier Bill No: 21324

Party Contact Person: sds

Gate Entry Type: Inward

In Time: 14:11:34

Transporter: abc

Vehicle No: 9xx

Party person Mobile: 98

- After clicking on save the following screen will appear and user can see the gate number generated: GE-00030.

DFM

Stock

Gate Entry

Search or type a command (Ctrl + G)

Q

Settings

Help

ADANI WILMAR LTD

GE-00030

Menu

Save

Comments

0

Assigned To

Assign +

Attachments

Attach File +

Tags

Add a tag --

Reviews

+

Shared With

+

Date

02-02-2021

Supplier

ADANI WILMAR LTD

Purchase Order

PO-DFLG-21-00016

Challan No

1234

Supplier Bill No

21324

Party Contact Person

sds

Gate Entry Type

Inward

In Time

14:11:34

Transporter

abc

transporter

Vehicle No

9xx

Party person Mobile

98

You edited this just now

Add a comment

Saved

x

- User can see the gate entry in "Gate Entry Screen".

DFM

Stock

Search or type a command (Ctrl + G)

Q

Settings

Help

Stock

Stock Transactions

- Stock Entry
- Delivery Note
- Gate Entry
- Purchase Receipt
- Material Request
- Pick List
- Delivery Trip

Stock Reports

- Stock Ledger
- Stock Balance
- Stock Projected Qty
- Stock Summary
- Stock Ageing
- Item Price Stock

Settings

- Stock Settings
- Warehouse
- Unit of Measure (UOM)
- Brand
- Item Attribute
- Item Variant Settings

DFM

Stock

Search or type a command (Ctrl + G)

Q

Settings

Help

Gate Entry

Menu

Refresh

New

Views

Reports

List

Kanban

Filter By

Assigned To

Name

Supplier

Add Filter

Last Modified On

Supplier

20 of 27

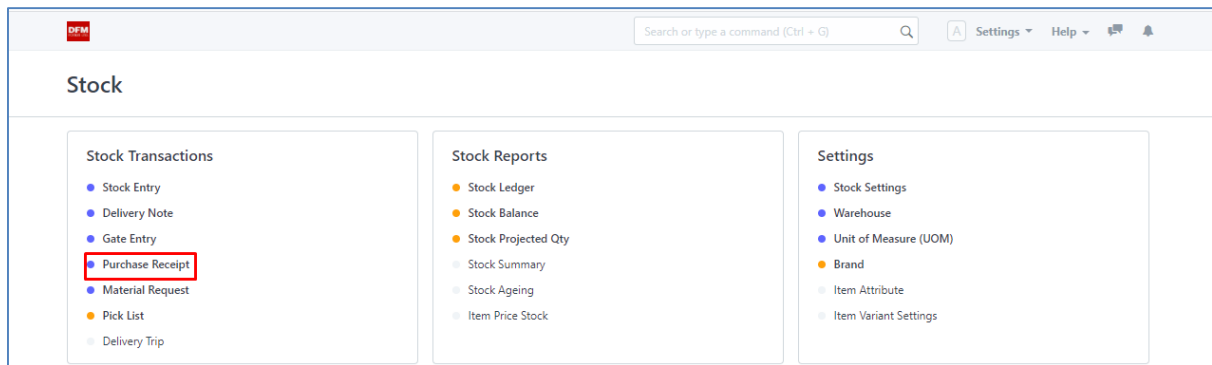
ADANI WILMAR LTD

GE-00030

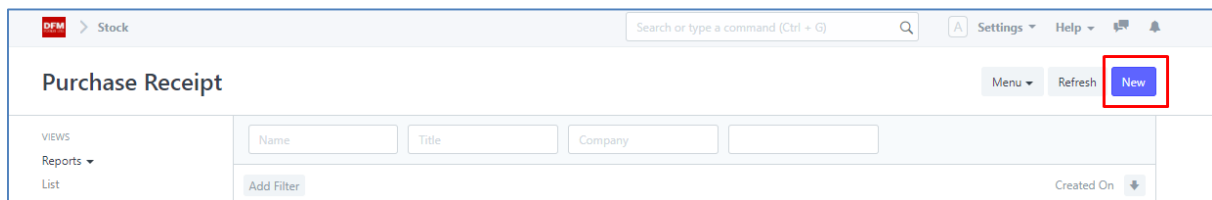
49 m

Purchase Receipt in Stock Module

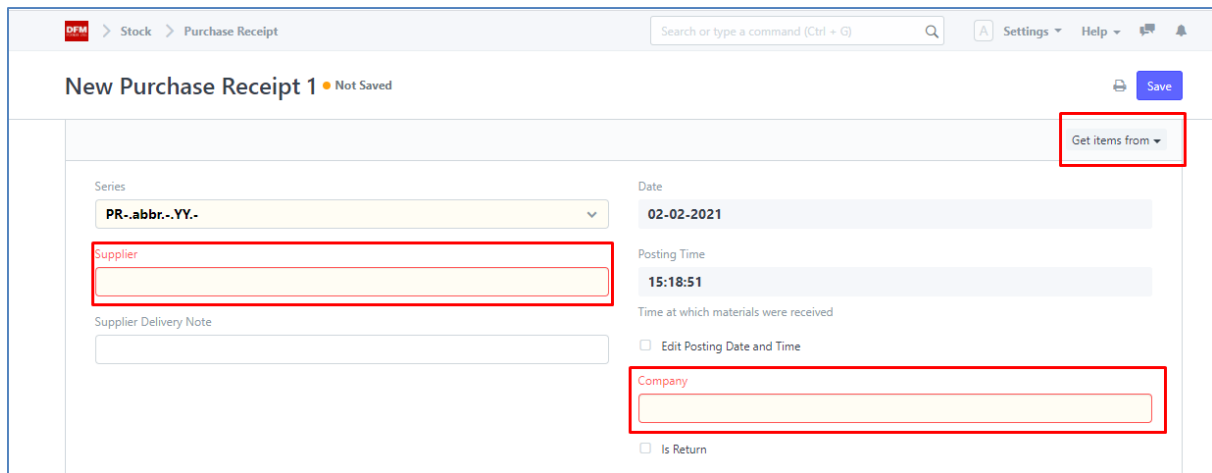
- User can record “Purchase Receipt” by following process.



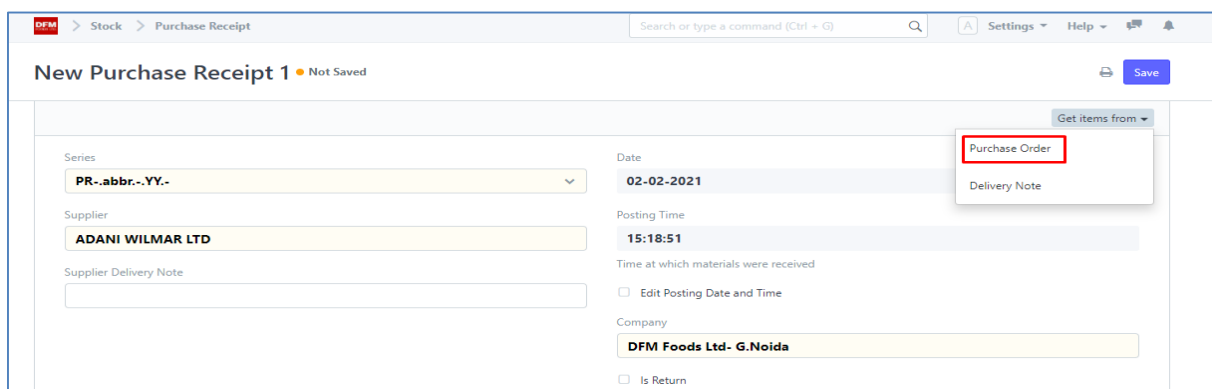
- User will click on “New” to create a purchase receipt.



- User have to add company name and supplier name and then click on “Get Items from”.



- Click on “Purchase Order”.



- User will select the relevant PO and click on “Get Item”.

The screenshot shows a 'Select Purchase Orders' dialog box. It has a search bar and a table with the following data:

Name	Supplier	Date
PO-DFLG-21-00003	ADANI WILMAR LTD	28-01-2021
<input checked="" type="checkbox"/> PO-DFLG-21-00016	ADANI WILMAR LTD	02-02-2021

The 'Get Items' button is highlighted with a red box.

- User will enter Gate entry number wherein all the details will be auto-populated.

The screenshot shows the 'GATE ENTRY DETAILS' form. The 'Gate Entry No' field is highlighted with a red box and contains the value 'GE-00030'. Other fields include Date (2021-02-02), Purchase Order (PO-DFLG-21-00016), In Time (14:11), Supplier Bill No (21324), Party Contact Person (sds), Transporter (abc), Vehicle No (9xx), and Party Person Mobile (98).

- In items section, User will have the option to:
 - Enter Inv Qty.
 - Enter Rate(sup)
 - Enter Rcvd Qty
- User will automatically see the difference between invoice quantity and received quantity i.e “Short Quantity”. (1400-1200=200)

The screenshot shows the 'Items' section with a table containing the following data:

Item Code	PO Qty	Inv Qty	Rate(Sup)	Rcvd Qty	Acc Qty	Rej Qty	Short Qty	Rate
1 RMPUL00381	1,500.000	1,400.000	90.00	1,200.000	1,200.000	0.000	200.000	90.00

The 'Short Qty' column is highlighted with a red box and contains the value 200.000. Below the table, there are summary fields for Total Quantity, Total Invoice Qty, Total Short Qty, Total Rejected Qty, Total Net Weight, Total (INR), Total Invoice Amount, Loaded Vehicle Weight, Empty Vehicle Weight, and Total Gross Weight.

- After filling the above details user will click on “Save”.

DFM > Stock > Purchase Receipt

Search or type a command (Ctrl + G)

Settings Help

New Purchase Receipt 1 ● Not Saved

Get items from

Series: PR..abbr..YY..

Date: 02-02-2021

Supplier: ADANI WILMAR LTD

Posting Time: 15:18:51

Supplier Delivery Note

Time at which materials were received

☐ Edit Posting Date and Time

Company: DFM Foods Ltd- G.Noida

☐ Is Return

- When clicked on save following pop-up will appear.

DFM > Stock > Purchase Receipt

Search or type a command (Ctrl + G)

Settings Help

New Purchase Receipt 1 ● Not Saved

Get items from

Save

Missing Fields Close

Mandatory fields required in table Items, Row 1

- Manufacturing Date

Items

	Item Code	PO Qty	Inv Qty	Rate(Sup)	Rcvd Qty	Acc Qty	Rej Qty	Short Qty	Rate
<input type="checkbox"/>	1 RMPUL00381: Moong Dal	1,500	1,400	₹ 90.00	1,200	1,200	0	200	₹ 90.00

Add Multiple Add Row

Download Upload

- User will enter manufacturing date in the given section.

Items

	Item Code	PO Qty	Inv Qty	Rate(Sup)	Rcvd Qty	Acc Qty	Rej Qty	Short Qty	Rate
<input type="checkbox"/>	1 RMPUL00381: Moong Dal	1,500	1,400	₹ 90.00	1,200	1,200	0	200	₹ 90.00

Add Multiple Add Row

Download Upload

- User will enter manufacturing date and expire date will be auto-populated based on the shelf life of the item in masters. Now the user will save purchase receipt.

Rate (INR)

₹ 90.00

Amount (INR)

₹ 1,08,000.00

Amount(Supplier)

1,26,000.00

Batch No

Manufacturing Date

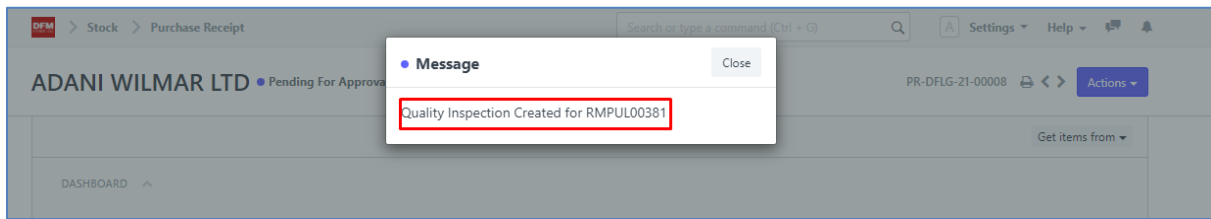
01-02-2021

Expiry Date

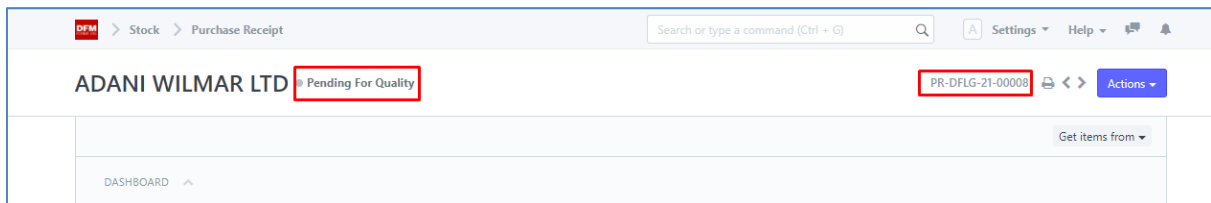
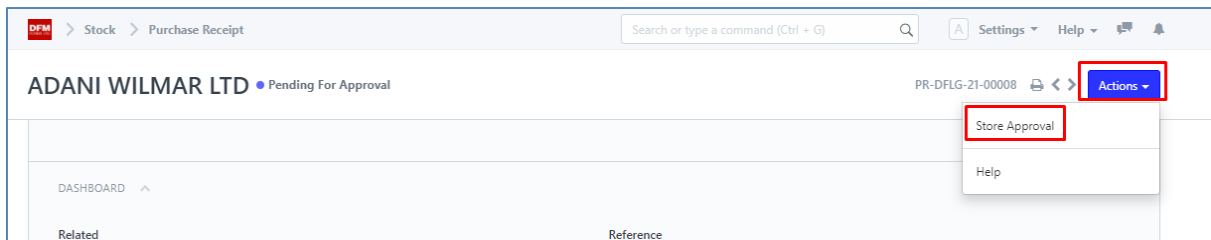
21-02-2021

☐ Is Free Item

- Upon saving the following screen appears wherein the quality inspection number has been generated and the process goes to quality control department.

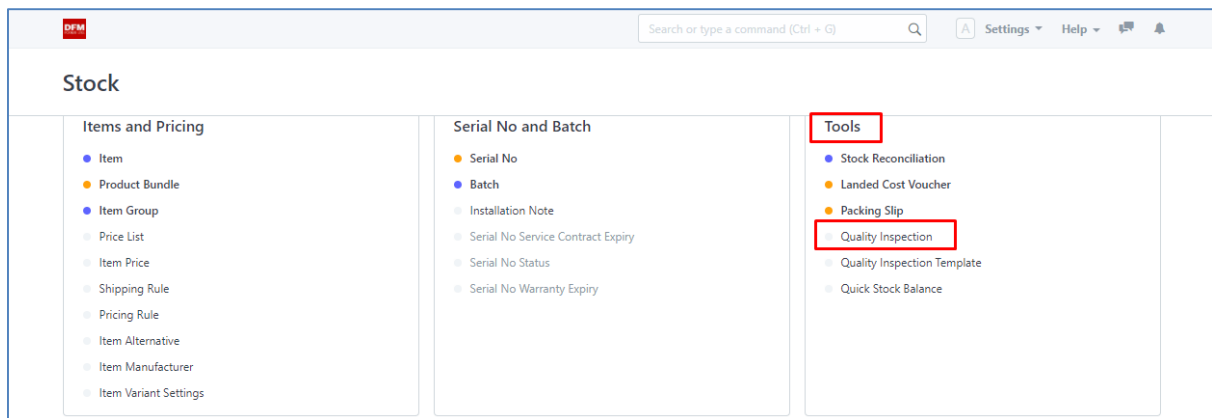


- User will click on Actions button and will approve the Request and status will change to pending for quality from pending for approval.

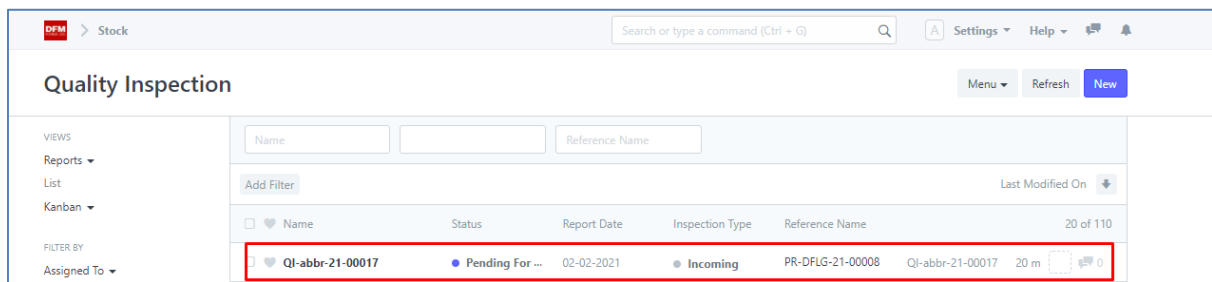


Quality Inspection Process In Stock Module

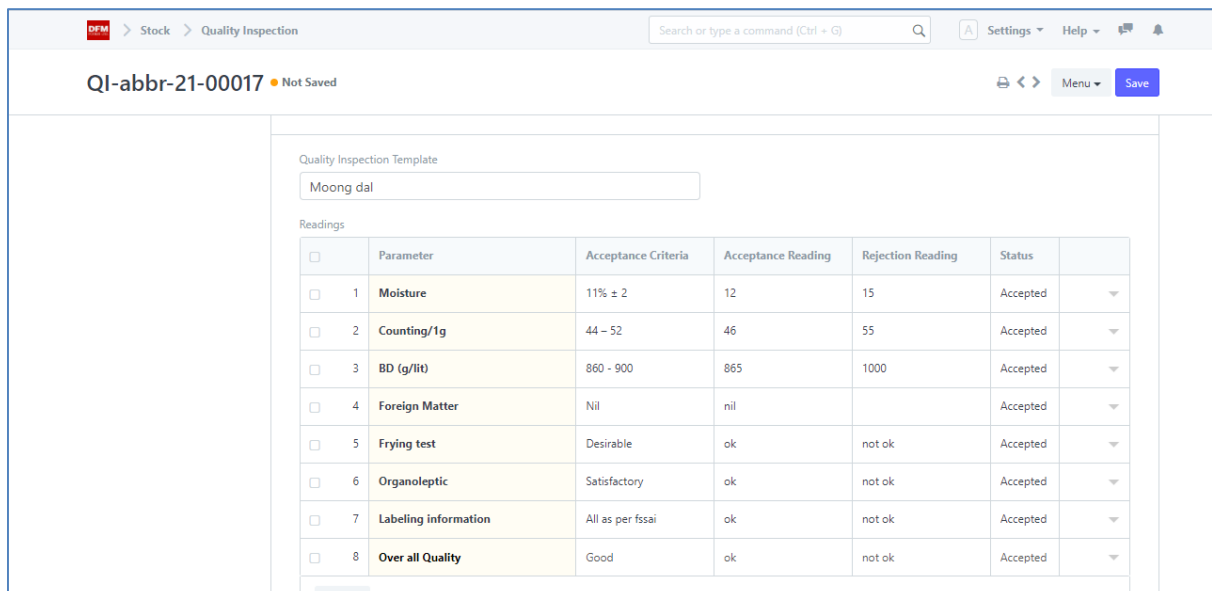
- Quality Department User will navigate to the purchase receipt pending for quality inspection through following process.



- User can see pending quality request in quality inspection screen.



- User will enter the details based on the criteria pre-defined.



- Quality inspector will reject the quantity if not found satisfactory and can add remarks as required.

DFM > Stock > Quality Inspection

Search or type a command (Ctrl + G)

Settings Help

QI-abbr-21-00017 • Not Saved

You created this 28 minutes ago

Acc Qty: 1,200

Sample Size: 0.000

Rejected Qty: 50.000

Status: Accepted

Inspected By: Administrator

Remarks: quality not as per standard.

Verified By:

Menu Save

- User will click on Save button.

DFM > Stock > Quality Inspection

Search or type a command (Ctrl + G)

Settings Help

QI-abbr-21-00017 • Not Saved

Comments: 0

Assigned To: Assign +

Attachments: Attach File +

Tags: Add a tag ...

Reviews: +

Abbr: DFLG

Report Date: 02-02-2021

Company: DFM Foods Ltd- G.Noida

Inspection Type: Incoming

Reference Type: Purchase Receipt

Reference Name: PR-DFLG-21-00008

Menu Save

- When the document is saved status will change to pending for approval and user will click on actions button to approve the document.

DFM > Stock > Quality Inspection

Search or type a command (Ctrl + G)

Settings Help

QI-abbr-21-00017 • Pending For Approval

Comments: 0

Assigned To: Assign +

Attachments: Attach File +

Tags: Add a tag ...

Reviews: +

Abbr: DFLG

Report Date: 02-02-2021

Company: DFM Foods Ltd- G.Noida

Inspection Type: Incoming

Reference Name: PR-DFLG-21-00008

Menu Actions

Approve

Help

- The status will change to approved from pending for approval.

DFM > Stock > Quality Inspection

Search or type a command (Ctrl + G)

Settings Help

QI-abbr-21-00017 • Approved

Comments: 0

Assigned To: Assign +

Attachments: Attach File +

Tags: Add a tag ...

Reviews: +

Abbr: DFLG

Report Date: 02-02-2021

Company: DFM Foods Ltd- G.Noida

Inspection Type: Incoming

Reference Name: PR-DFLG-21-00008

Menu Actions

DFM > Stock

Search or type a command (Ctrl + G)

Settings Help

Quality Inspection

Menu Refresh New

Views

Reports

List

Kanban

Name

Reference Name

Add Filter

Last Modified On

Name	Status	Report Date	Inspection Type	Reference Name	
<input type="checkbox"/> Name					20 of 110
<input type="checkbox"/> QI-abbr-21-00017	Approved	02-02-2021	Incoming	PR-DFLG-21-00008	QI-abbr-21-00017 2 m

Filter By

Assigned To

- When the quality request gets approved batch number is automatically generated.

Rate (INR)

₹ 90.00

Batch No

B-ADANI-00016

Amount (INR)

₹ 1,03,500.00

Manufacturing Date

01-02-2021

Amount(Supplier)

₹ 1,26,000.00

Expiry Date

21-02-2021

Is Free Item

- Upon quality approval, stock would be affected in stores ledger.

DFM > Stock

Search or type a command (Ctrl + G)

Settings Help

Purchase Receipt

Menu Refresh New

Views

Reports

List

Kanban

Name

Title

Company

Add Filter

Created On

Title	Status	Date	Grand Total	% Amount Billed	
<input type="checkbox"/> ADANI WILMAR LTD	Approved	02-02-2021	₹ 1,08,675.00		PR-DFLG-21-00008 5 h

Filter By

Assigned To

Items

<input type="checkbox"/>	Item Code	PO Qty	Inv Qty	Rate(Sup)	Rcvd Qty	Acc Qty	Rej Qty	Short Qty	Rate	
<input type="checkbox"/>	1 RMPUL00381: Moong Dal	1,500	1,400	₹ 90.00	1,200	1,150	50	200	₹ 90.00	▼

DFM > Stock

Search or type a command (Ctrl + G)

Settings Help

Stock Ledger

Menu Refresh

Set Chart

DFM Foods Ltd- G.Noida

02-01-2021

02-02-2021

Warehouse

RMPUL00381

Item Group

Batch No

Brand

Voucher #

Project

Include UOM

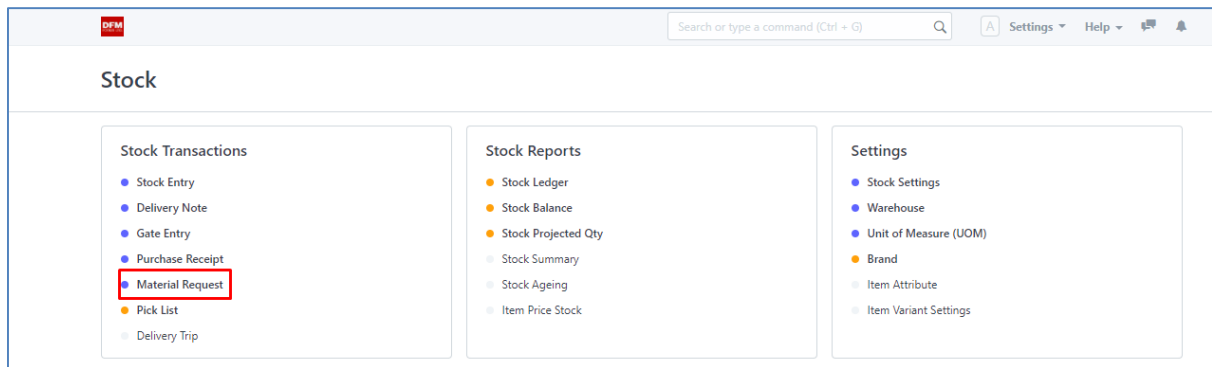
	Date	Item	Item Name	Item Group	Brand	Description	Warehouse	Stock UOM	Qty	Balance Qty
1	02-02-2021, ...	RMPUL00381: Moo...	Moong Dal	Raw Material		Moong Dal	Raw Material ...	Kg	1,150.00	1,150.000
2	02-02-2021, ...	RMPUL00381: Moo...	Moong Dal	Raw Material		Moong Dal	Rejection War...	Kg	50.000	50.000
Total									1,200.0	1,200.000

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

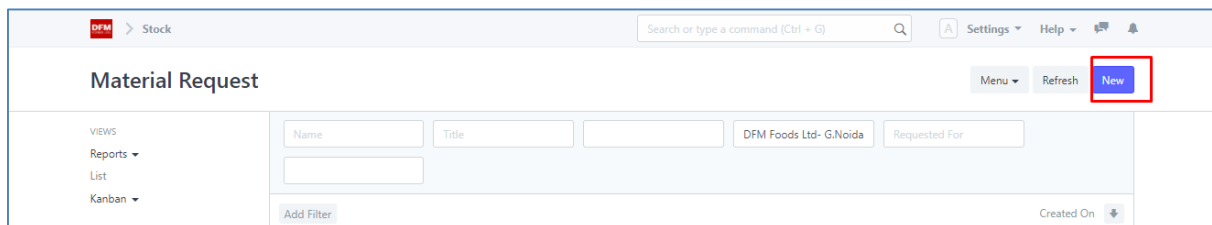
Execution Time: 0.008163 sec

Material Issue Process In Stock Module

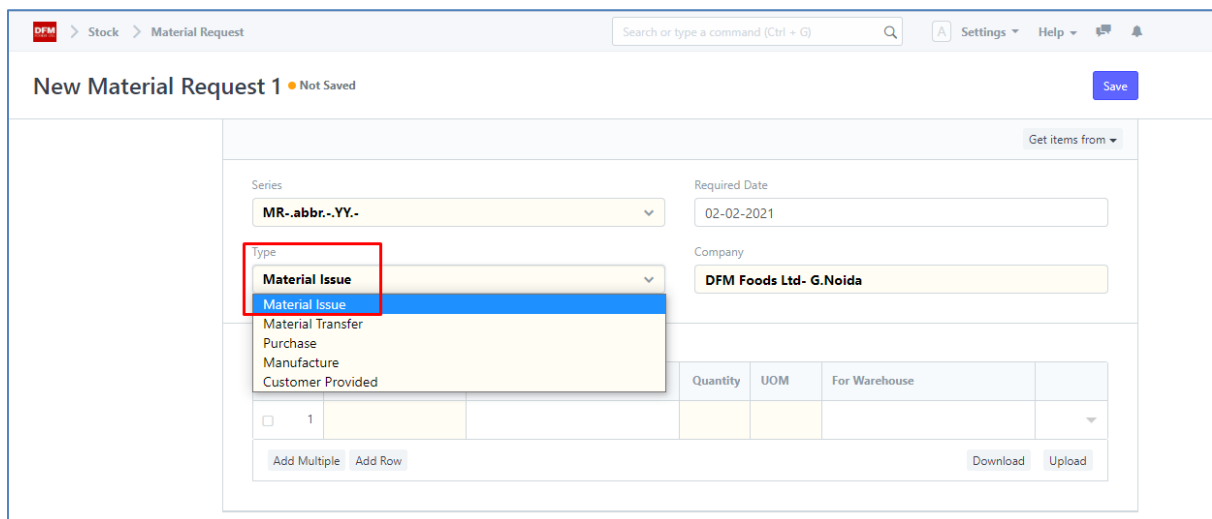
- User will navigate to material issue screen by following process:



- User will click on “New” button.



- User will select “Material issue” from dropdown.



- User will fill the details for raw material required and click on save.

DFM > Stock > Material Request

Search or type a command (Ctrl + G)

Settings Help

New Material Request 2 • Not Saved Save

Get items from

Series: **MR-.abbr.-.YY.-** Required Date: **04-02-2021**

Type: **Material Issue** Company: **DFM Foods Ltd- G.Noida**

Item Code	Item Name	Quantity	UOM	For Warehouse
1 RMPUL00381	Moong Dal	100.000	Kg	Raw Material -G.Noida - DFLG

Add Multiple Add Row Download Upload

DFM > Stock > Material Request

Search or type a command (Ctrl + G)

Settings Help

Material Issue Request for Moong Dal • Draft

MR-DFLG-21-00014 Menu Submit

Comments 0 Get items from

Confirm

Permanently Submit MR-DFLG-21-00014?

No Yes

- User will see the request in pending status till the stores user issues the material.

DFM > Stock > Material Request

Search or type a command (Ctrl + G)

Settings Help

Material Issue Request for Moong Dal • Pending

MR-DFLG-21-00014 Menu Cancel

Comments 0 Create Stop

Assigned To

- Navigate back to stock and click on stock entry for material issue.

Stock

Stock Transactions

- Stock Entry
- Delivery Note
- Gate Entry
- Purchase Receipt
- Material Request
- Pick List
- Delivery Trip

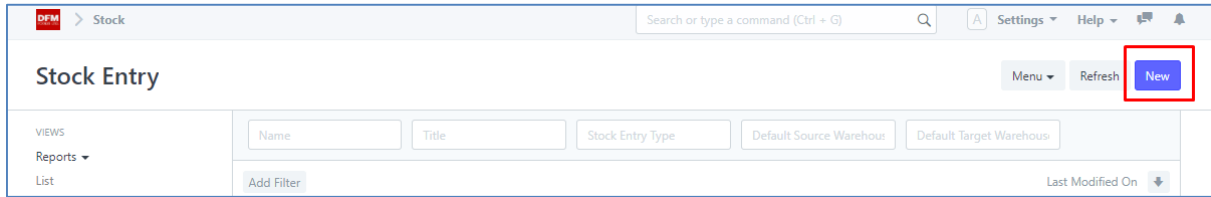
Stock Reports

- Stock Ledger
- Stock Balance
- Stock Projected Qty
- Stock Summary
- Stock Ageing
- Item Price Stock

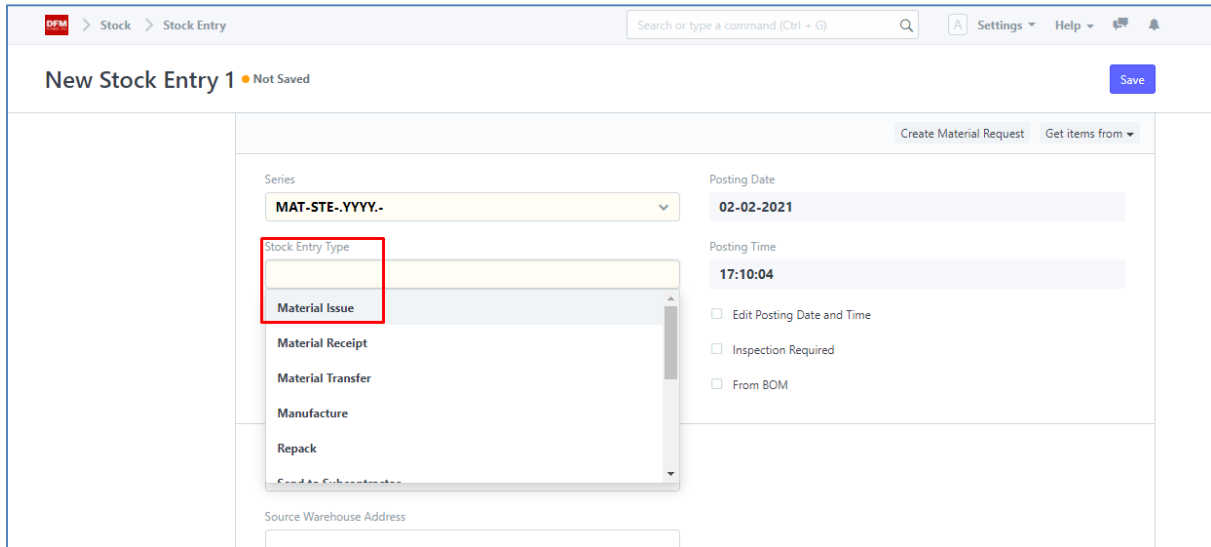
Settings

- Stock Settings
- Warehouse
- Unit of Measure (UOM)
- Brand
- Item Attribute
- Item Variant Settings

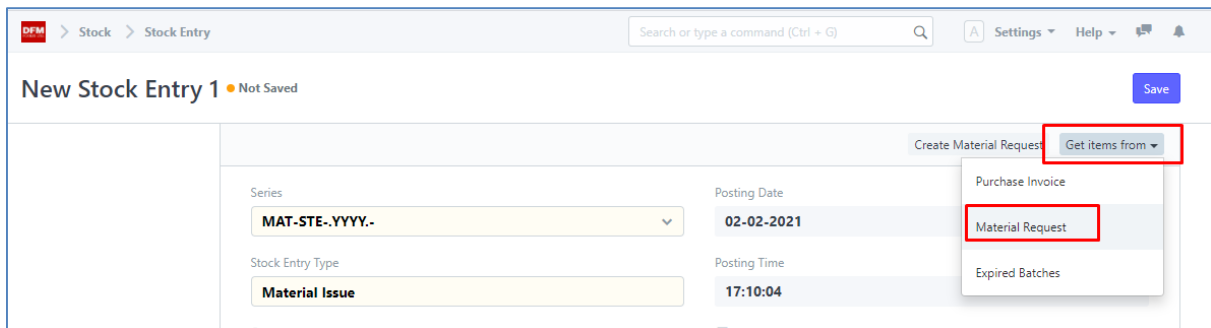
- User will click on new for material issue.



- User will select stock entry type as material issue.



- User will click on "Get Item from" button and select material request.



- Click on material request number and press get items button.

Select Material Requests

Make Material Request

Get Items

Search Term

Company

Date Range

DFM Foods Ltd- G.Noic

<input type="checkbox"/>	MR-DFLG-21-00002	DFM Foods Ltd- G.Noida	29-01-2021
<input type="checkbox"/>	MR-DFLG-21-00006	DFM Foods Ltd- G.Noida	01-02-2021
<input type="checkbox"/>	MR-DFLG-21-00010	DFM Foods Ltd- G.Noida	02-02-2021
<input type="checkbox"/>	MR-DFLG-21-00009	DFM Foods Ltd- G.Noida	02-02-2021
<input type="checkbox"/>	MR-DFLG-21-00013	DFM Foods Ltd- G.Noida	03-02-2021
<input type="checkbox"/>	MR-DFLG-21-00011	DFM Foods Ltd- G.Noida	03-02-2021
<input checked="" type="checkbox"/>	MR-DFLG-21-00014	DFM Foods Ltd- G.Noida	04-02-2021

Items

<input type="checkbox"/>	Source Warehouse	Target Warehouse	Item Code	Item Group	Qty	
<input type="checkbox"/>	1	Raw Material -G.Noid...	● RMPUL00381: Mo...	Raw Material	100	

Add Multiple

Add Row

Download

Upload

Update Rate and Availability

- User will click on save button.

DFM > Stock > Stock Entry

Search or type a command (Ctrl + G)

Settings Help

New Stock Entry 1 ● Not Saved

Save

Create Material Request

Get items from

Series

MAT-STE-.YYYY.-

Posting Date

02-02-2021

Stock Entry Type

Material Issue

Posting Time

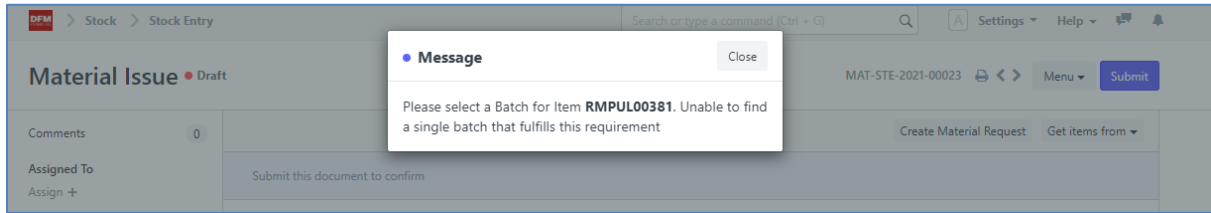
17:10:04

Company

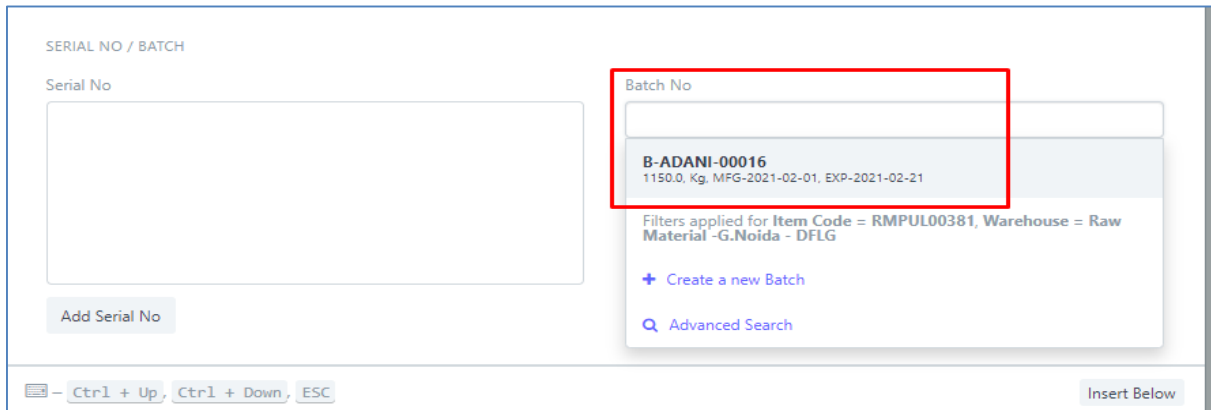
DFM Foods Ltd- G.Noida

☐ Edit Posting Date and Time
☐ Inspection Required
☐ From BOM

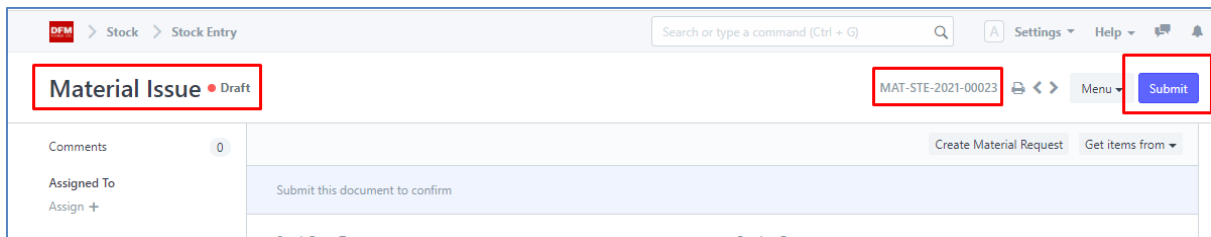
- On clicking save, below pop-up will appear.



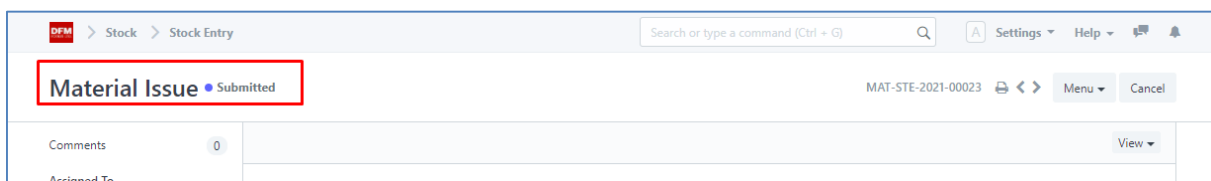
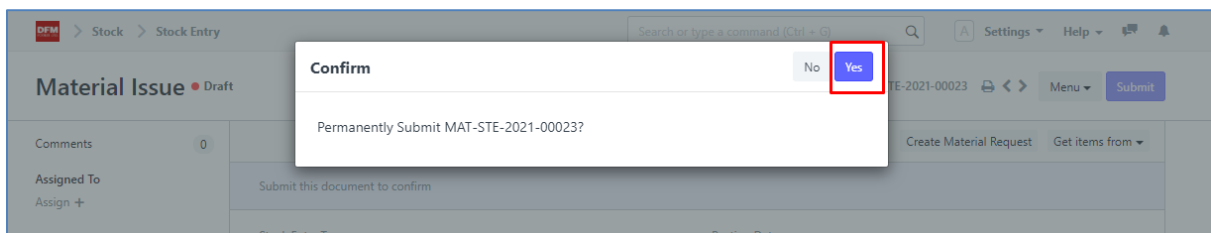
- User will enter the batch details from which the material is to be issued.



- After clicking on save, the user has to click on submit button.



- Click on "Yes".



- User can see in material request that material request has been issued.

DFM > Stock

Search or type a command (Ctrl + G)

Settings Help

Material Request

Menu Refresh New

VIEWS: Reports List Kanban

FILTER BY: Assigned To Created By Add Fields

Name Title DFM Foods Ltd- G.Noida Requested For

Add Filter Created On

Title	Status	Type	Company	16 of 16
Material Issue Request for Moong Da	Issued	Material Issue	DFM Foods Ltd- G.No...	MR-DFLG-21-00014 now

- User can see in stock ledger the movement in quantity of goods.

Stock Ledger

Menu Refresh

Set Chart

DFM Foods Ltd- G.Noida 01-01-2021 04-02-2021 Warehouse RMPUL00381

Item Group Batch No Brand Voucher # Project

Include UOM

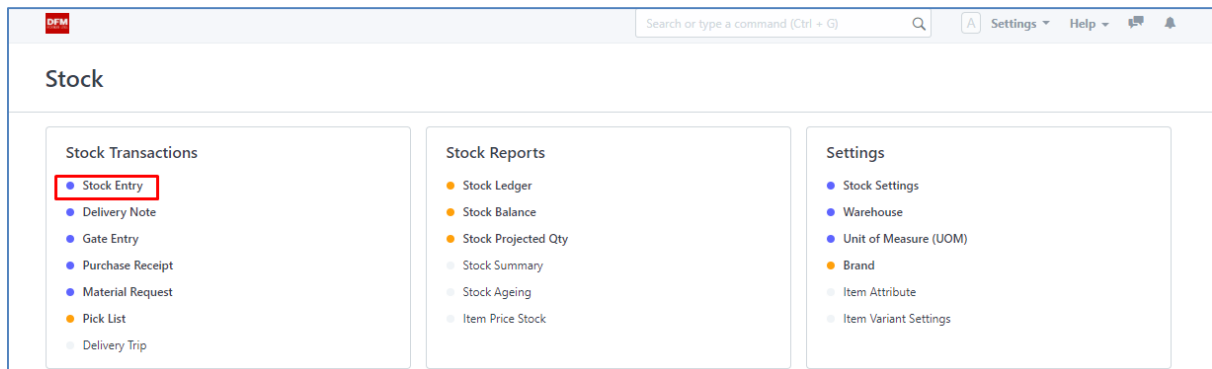
	Date	Item	Item Name	Item Group	Brand	Description	Warehouse	Stock UOM	Qty	Balance Qty
1	02-02-2021, ...	RMPUL00381: Moo...	Moong Dal	Raw Material		Moong Dal	Raw Material -...	Kg	1,150.00	1,150.000
2	02-02-2021, ...	RMPUL00381: Moo...	Moong Dal	Raw Material		Moong Dal	Rejection War...	Kg	50.000	50.000
3	02-02-2021, ...	RMPUL00381: Moo...	Moong Dal	Raw Material		Moong Dal	Raw Material -...	Kg	-300.00	850.000
4	04-02-2021, ...	RMPUL00381: Moo...	Moong Dal	Raw Material		Moong Dal	Raw Material -...	Kg	-100.00	750.000
Total									800.00	2,800.000

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

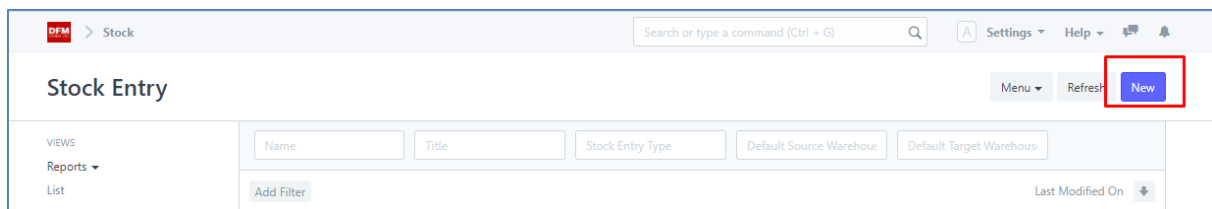
Execution Time: 0.010695 sec

Material Transfer Process in Stock Module

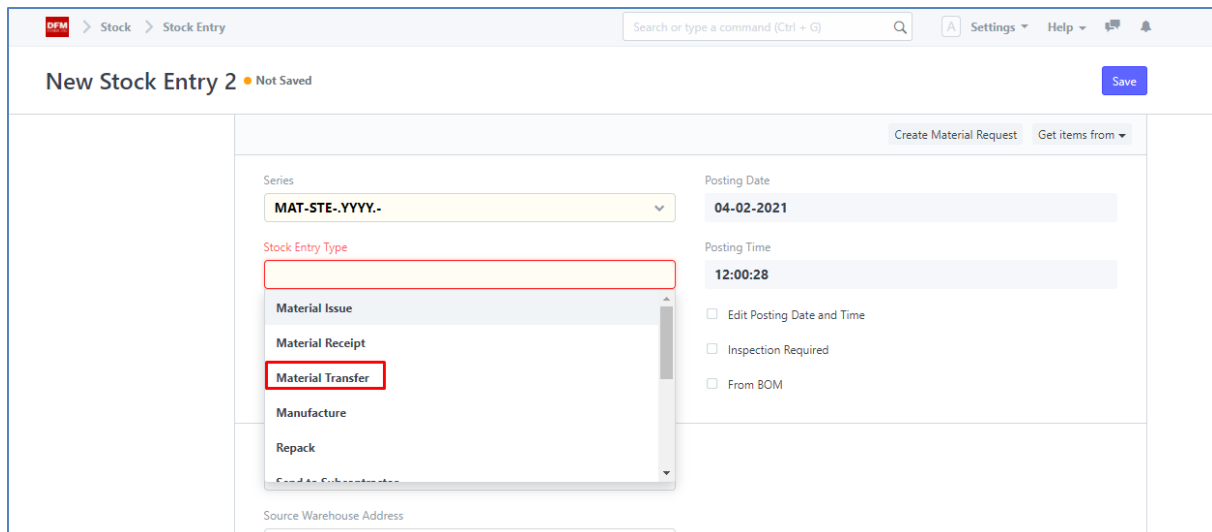
- Navigate back to stock in material request. User will click on “Stock Entry” button to transfer the material.



- User will click on “New” button.



- User will select material transfer request from dropdown.



- User will fill “Target Warehouse” field and the details of items to be transferred and click on save.

DFM > Stock > Stock Entry

Search or type a command (Ctrl + G)

Settings Help

New Stock Entry 2 • Not Saved

Save

Default Source Warehouse: Raw Material -G.Noida - DFLG

Default Target Warehouse: Rejection Warehouse-G.Noida - DFLG

Source Warehouse Address:

Target Warehouse Address:

Item	Source Warehouse	Target Warehouse	Item Code	Item Group	Qty	
<input type="checkbox"/>	1	Raw Material -G.Noida -	Rejection Warehouse-G.	RMPUL00381	Raw Material	75.000

Add Multiple Add Row item_code Download Upload

Update Rate and Availability

ADDITIONAL COSTS

- User will be asked to select the batch number.

DFM > Stock > Stock Entry

Search or type a command (Ctrl + G)

Settings Help

Material Transfer • Draft

Comments: 0

Assigned To:

Submit this document to confirm

MAT-STE-2021-00027

Menu Submit

Create Material Request Get items from

Message

Please select a Batch for Item RMPUL00381. Unable to find a single batch that fulfills this requirement

Close

DFM > Stock > Stock Entry

Search or type a command (Ctrl + G)

Settings Help

Material Transfer • Not Saved

Serial NO / BATCH

Serial No:

Batch No: B-ADANI-00016

Add Serial No

Ctrl + Up, Ctrl + Down, ESC

Insert Below

Save

- User will click on “Yes” to save the request.

Search or type a command (Ctrl + G)

Confirm

Permanently Submit MAT-STE-2021-00027?

No Yes

- On clicking submit, status will change to Submitted from draft.

DFM

> Stock > Stock Entry

Search or type a command (Ctrl + G)

Settings Help

Material Transfer

Submitted

MAT-STE-2021-00027

Menu Cancel

DFM

> Stock

Search or type a command (Ctrl + G)

Settings Help

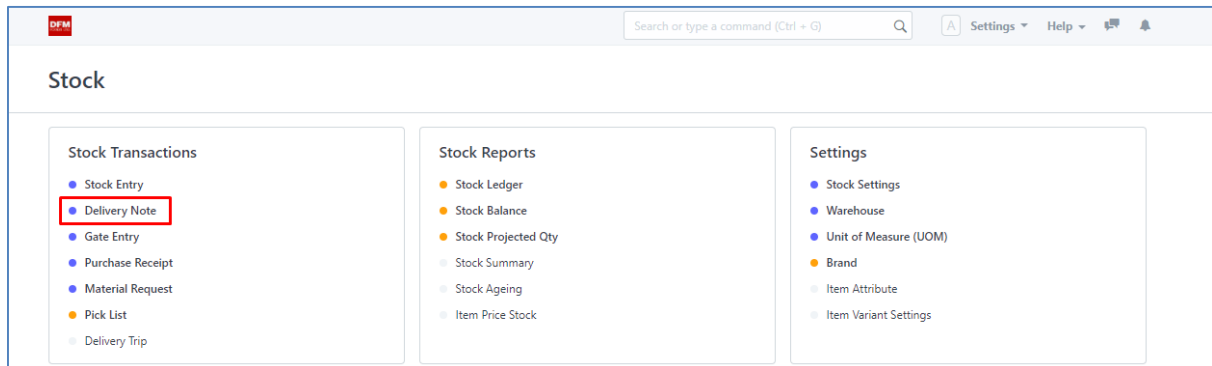
Stock Entry

Menu Refresh New

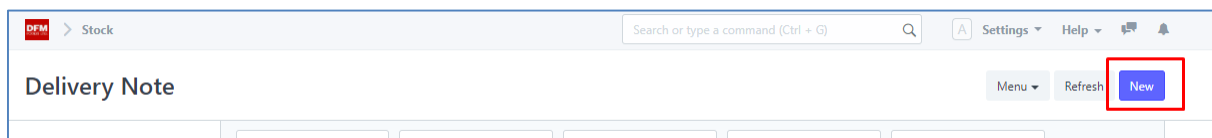
VIEWS Reports List Kanban	Name	Title	Stock Entry Type	Default Source Warehouse	Default Target Warehouse	Last Modified On	
	Add Filter					20 of 36	
	Title	Status	Stock Entry Ty...	Purpose	Default Sourc...	Default Target...	
FILTER BY Assigned To	Material Transfer	Submitted	Material Trans...	Material T...	Raw Material ...	Rejection War...	MAT-STE-2021-00027 2 m 0

Delivery Note Process in Stock Module

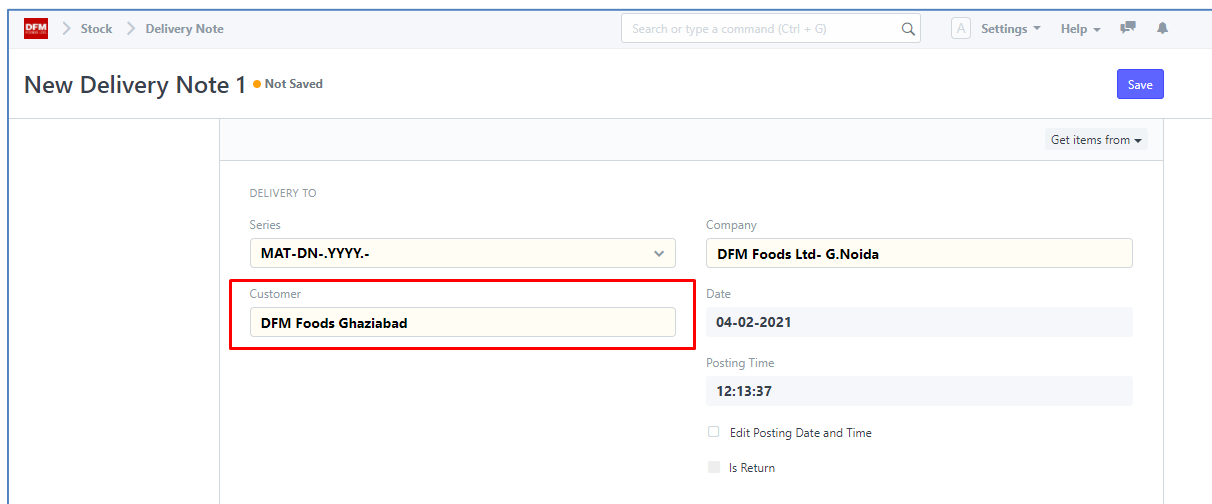
- User will click on “Delivery Note” button to proceed with the process.



- User will click on “New” to create a delivery note.



- User will enter the Customer details in field where material is to be sent.



- User will enter the item details and batch number and click on save.

DFM > Stock > Delivery Note

Search or type a command (Ctrl + G)

Settings Help

New Delivery Note 1 Not Saved

Save

	Item Code	Item Name	Quantity	UOM	Rate	Amount	Batch No	
<input type="checkbox"/>	1	RMPUL00381	Moong Dal	95.000	Kg	50.00	4,750.00	B-ADANI-00016

Add Multiple Add Row Download Upload

Total Quantity: 95

Total Net Weight: 0

Total (INR): ₹ 4,750.00

- User will see the status in draft and click on submit.

DFM > Stock > Delivery Note

Search or type a command (Ctrl + G)

Settings Help

DFM Foods Ghaziabad Draft

MAT-DN-2021-00013 Menu Submit

Confirm

Permanently Submit MAT-DN-2021-00013?

No Yes

- User can verify that status has been changed to "To Bill".

DFM > Stock > Delivery Note

Search or type a command (Ctrl + G)

Settings Help

DFM Foods Ghaziabad To Bill

MAT-DN-2021-00013 Menu Cancel

Comments: 0 Create View Status