

EXCELLON 5.5

SERVICE | Spares Issue Process

QUICK START GUIDE V1.0



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INTRODUCTION

About This Guide

This document is a quick start guide for **Spares Issue** process of **Service** module in Excellon 5.5 for Kataria Automobile Private Limited application.

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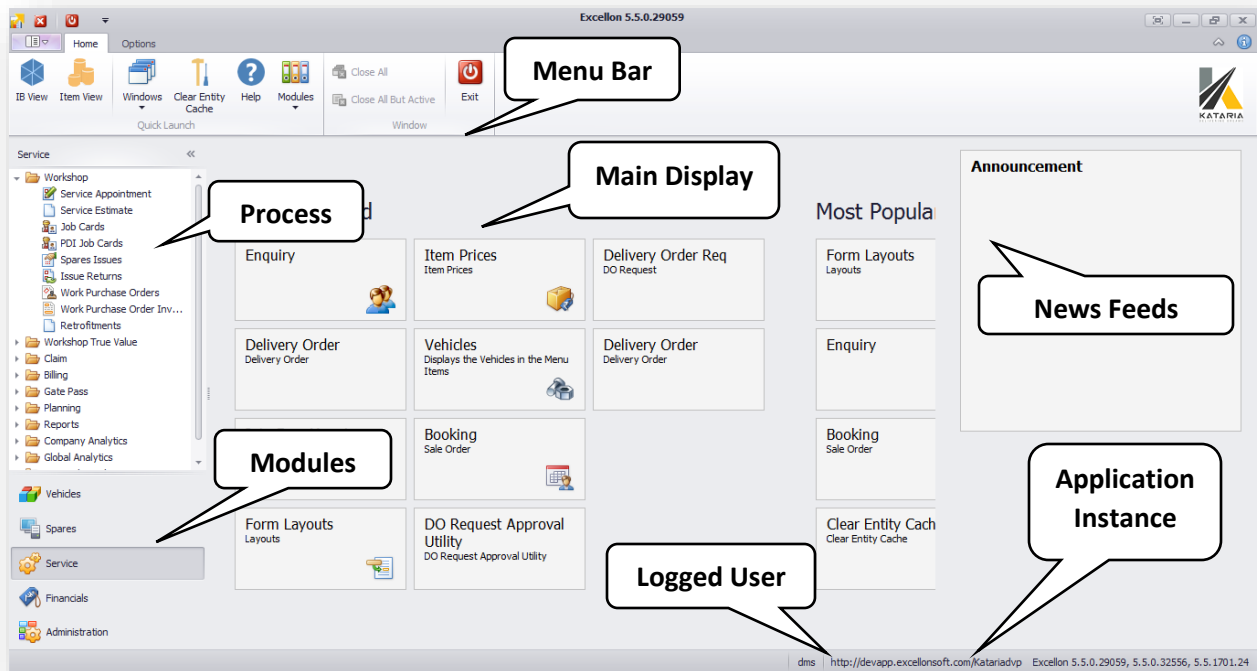
Phone

PRE-REQUISITES

To use the **Spares Issue** process, you must have:

- Excellon 5.5 application installed and configured. Refer to **Excellon 5.5 Installation and Application Overview** quick start guide for more details.

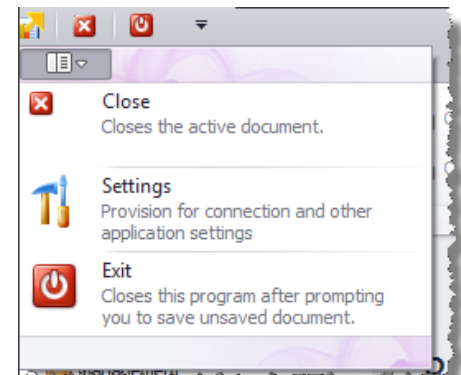
GENERAL

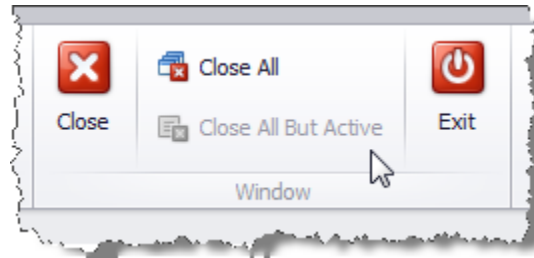
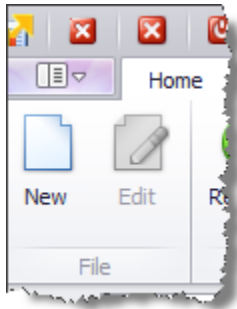


Menu Bar

This section displays controls change the view, quick access to function, print the document and so on. You can use the main menu to change application settings, to close the currently active document or to exit the application.

In the **File** menu, click **New** to create a new record. Click **Edit** to update the currently selected record.

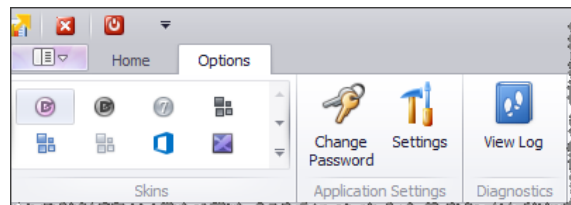




In the **Window** menu, click **Close** to close the currently open tab. Click **Close All** to close all the currently open tabs. Click **Close All But Active** to close all the tabs except the currently active tab. Click **Exit** to close the Excellon 5.5 application.

[Note] The application will prompt you to save any unsaved changes before closing a tab or exiting the application.

The Options menu tab enables you to change the application theme, update the application settings, change the log-in password or view the application log file.



[Note] The menu controls change as per the module and the currently selected process. Refer to the Excellon 5.5 User Guide for details of menu control for each window.

Footer

The application footer displays the user name of the currently logged-in user and the URL and version details of the current application instance.

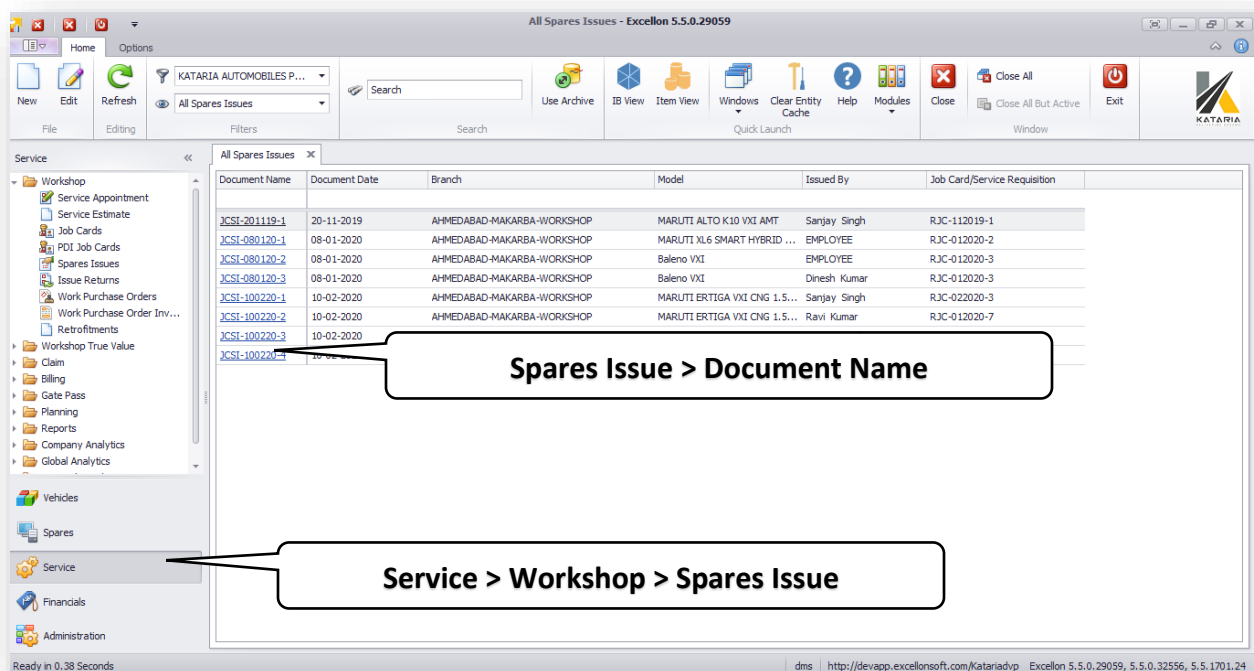
OVERVIEW

Spares issue is the process used to issue the part(s) taken in the job card during vehicle servicing. User require to set/enter the required qty in job card itself. Taking reference of this request user can issue the entered number of qty through spare issue process. Here the parent document for will be vehicle, on this selection the complete details will auto-populate in spare issue document. User require to enter the issue qty to process job card further.

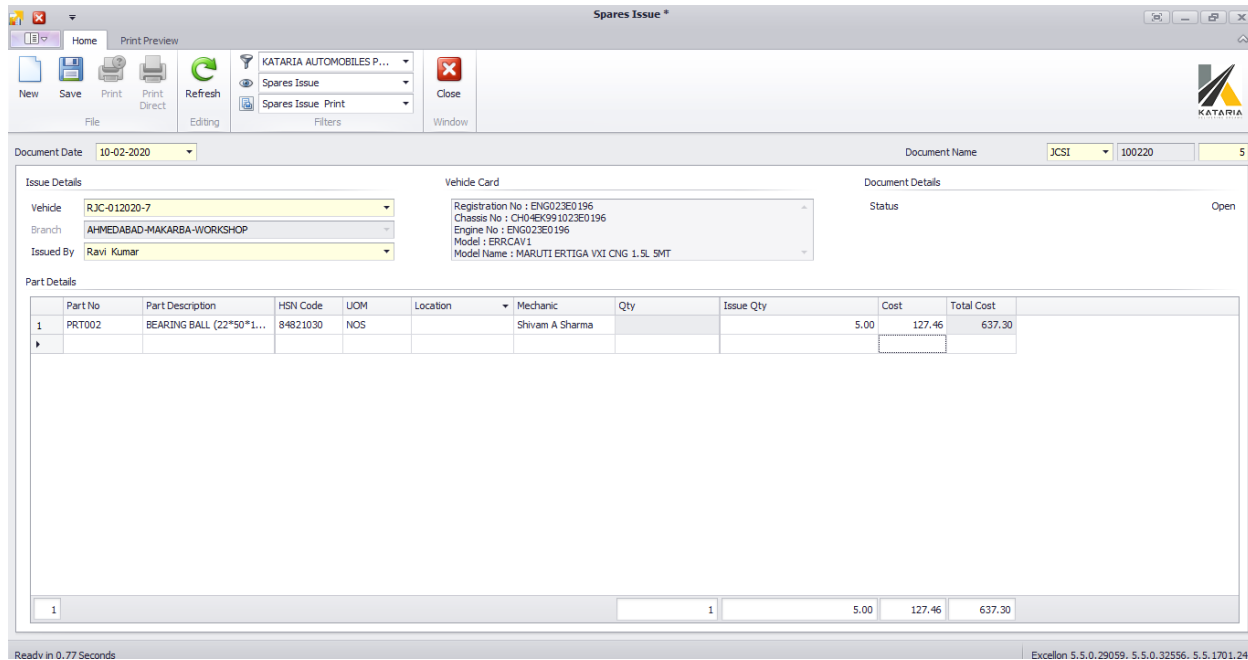
PROCESS FLOW

To access Spares Issue process:

- In the Excellon 5.5 application, go to **Service** module → **Workshop** → **Spares Issue**



User Interface (General)



The screenshot shows the 'Spares Issue *' application window. It includes a menu bar with options like Home, Print Preview, New, Save, Print, Print Direct, Refresh, and Close. Below the menu, there are dropdowns for 'KATARIA AUTOMOBILES P...', 'Spares Issue', and 'Spares Issue Print'. The main area is divided into sections: 'Issue Details' with fields for Vehicle (RJC-012020-7), Branch (AHMEDABAD-MAKARBA-WORKSHOP), and Issued By (Ravi Kumar); 'Vehicle Card' with fields for Registration No., Chassis No., Engine No., Model, and Model Name; 'Document Details' with fields for Document Name (JCSI), Document No. (100220), and Page (5); and a 'Part Details' table. The table has columns for Part No., Part Description, HSN Code, UOM, Location, Mechanic, Qty, Issue Qty, Cost, and Total Cost. The first row shows a part with Part No. PRT002, Part Description BEARING BALL (22*50*1..., HSN Code 84821030, UOM NOS, Location, Mechanic Shivam A Sharma, Qty 1, Issue Qty 1, Cost 5.00, and Total Cost 127.46. The status is 'Open'.

Field Description

Field	Description
Vehicle	Select vehicle to create spares issue.
Branch	Displays the name of branch where vehicle is servicing.
Issued By	Select the name of employee who is issuing the parts.
Vehicle Card	Displays the registration no., chassis no., engine no., model, model name.
Part No.	Displays the part no. taken in job card.
Part Description	Displays the part description taken in job card.
HSN Code	Displays the HSN code of part.
UOM	UOM of part will be Nos.
Location	Displays the location of part.
Mechanic	Displays/Select the name of mechanic.
Pending Qty	Displays the number of pending qty which is not yet issued.
Issued Qty	Enter the number of qty to issue.
Cost	Displays the cost of a part.

Total Cost	Displays the total cost of part(s).
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ABBREVIATIONS

Abbreviation	Description
UOM	Unit of Measurement
HSN	Harmonized System of Nomenclature
SAC	Services Accounting Code
GST	Goods and Service Tax
POS	Place of Supply
GSTIN	GST Identification Number
CGST	Central Goods & Services Tax
SGST	State Goods & Services Tax
IGST	Integrated Goods & Services Tax

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