

Pre Requirement: All Excess items list should be available under store data tab only.

Shortage/Excess list of every trade will contain either shortage or Ok in the remark column.

### Steps 1

Go to Purchase Record under Purchase details.

### Step 2

Select trade name and unit name and click on submit. All items are listed down

OLD NAME	STANDERED NAME	QUANTITY	REMARK	CLICK TO FILL DETAILS	CLICK TO FILL DETAILS
Air Conditioner 1.5 ton	Air Conditioner - Split - 1.5 Ton	1		<a href="#">Purchase</a>	DSR
Computer Chairs	Computer Chair (Armless Low Back Non Revolving)	8		<a href="#">Purchase</a>	
Computer Tables	Computer Table	8		<a href="#">Purchase</a>	
Crimping Tool for BNC	Crimping Tool - 7 in 1	14	Crimping tool for rj-45	<a href="#">Purchase</a>	DSR
WORKSTATION/NODES 2nd generation	Desktop Computer - Training	10		<a href="#">Purchase</a>	
CD / DVD Writer	External DVD Writer	1		<a href="#">Purchase</a>	
Fire extinguisher	Fire Extinguisher - Powder Type	1		<a href="#">Purchase</a>	
Instructor's Chair	Instructor/ Office Chair	1		<a href="#">Purchase</a>	
Instructor Table	Instructor/ Office Table	1		<a href="#">Purchase</a>	
Network Interface Card (Ethernet Card 10/100/1000 Mbps)	LAN Cards	2		<a href="#">Purchase</a>	
Printer	Printer	1		<a href="#">Purchase</a>	

### Step 3

Click on Purchase link to fill purchase details of respective item.

OLD NAME	STANDERED NAME	QUANTITY	REMARK	CLICK TO FILL DETAILS	CLICK TO FILL DETAILS
Air Conditioner 1.5 ton	Air Conditioner - Split - 1.5 Ton	1		<a href="#">Purchase</a>	DSR
Computer Chairs	Computer Chair (Armless Low Back Non Revolving)	8		<a href="#">Purchase</a>	
Computer Tables	Computer Table	8		<a href="#">Purchase</a>	
Crimping Tool for BNC	Crimping Tool - 7 in 1	14	Crimping tool for rj-45	<a href="#">Purchase</a>	DSR
WORKSTATION/NODES 2nd generation	Desktop Computer - Training	10		<a href="#">Purchase</a>	
CD / DVD Writer	External DVD Writer	1		<a href="#">Purchase</a>	
Fire extinguisher	Fire Extinguisher - Powder Type	1		<a href="#">Purchase</a>	
Instructor's Chair	Instructor/ Office Chair	1		<a href="#">Purchase</a>	
Instructor Table	Instructor/ Office Table	1		<a href="#">Purchase</a>	
Network Interface Card (Ethernet Card 10/100/1000 Mbps)	LAN Cards	2		<a href="#">Purchase</a>	
Printer	Printer	1		<a href="#">Purchase</a>	

## Step 4

Fill all the Purchase details

**Home** ▼

**Insert Information** ▼

- Incharge Name
- Trade Inventory
- Other than Syllabus
- Insert Store Data
- Office Data Availability

**Update Information** ▼

- Update Incharge Name
- Update Trade Data
- Update Store Data
- Update Office Data

**Purchase Details** ▼

- Purchase Records

**Reports** ▼

- Trade Inventory
- Store Inventory
- Office Inventory
- Excess/Shortage List

**Fill Purchase Details For -: Computer Chairs and Standerd Code is 505**

Available Quantity

Purchase Order Number

Purchase Order Date

Authority for Purchase Order  ▼

Name Of the Scheme  ▼

Supplier Name  ▼

Finacial Year  ▼

Quantity   ▼

Unit Rate

Bill Pass  ▼

Reson For Bill Not Pass  ▼

## Step 5

If Supplier Name not in List then click on  
Add supplier button

The screenshot shows a web application interface for adding purchase details. On the left is a sidebar menu with categories: Home, Insert Information, Update Information, Purchase Details, and Reports. The main content area is titled "Fill Purchase Details For -: Computer Chairs and Standard Code is 505". It contains several input fields and dropdown menus: Available Quantity (8), Purchase Order Number, Purchase Order Date, Authority for Purchase Order (Select Authority), Name Of the Scheme (Select Scheme), Supplier Name (Select Supplier), Financial Year (--Select Year--), Quantity (0) with a Select Unit dropdown, Unit Rate (0), Bill Pass (No), and Reason For Bill Not Pass (Installation not Done). A black "SAVE" button is at the bottom. A blue arrow callout points from the text above to the "Add Supplier" button next to the Supplier Name dropdown.

Home	▼
Insert Information	▼
Incharge Name	
Trade Inventory	
Other than Syllabus	
Insert Store Data	
Office Data Availability	
Update Information	▼
Update Incharge Name	
Update Trade Data	
Update Store Data	
Update Office Data	
Purchase Details	▼
Purchase Records	
Reports	▼
Trade Inventory	
Store Inventory	
Office Inventory	
Excess/Shortage List	

**Fill Purchase Details For -: Computer Chairs and Standard Code is 505**

Available Quantity

Purchase Order Number

Purchase Order Date

Authority for Purchase Order

Name Of the Scheme

Supplier Name

Financial Year

Quantity

Unit Rate

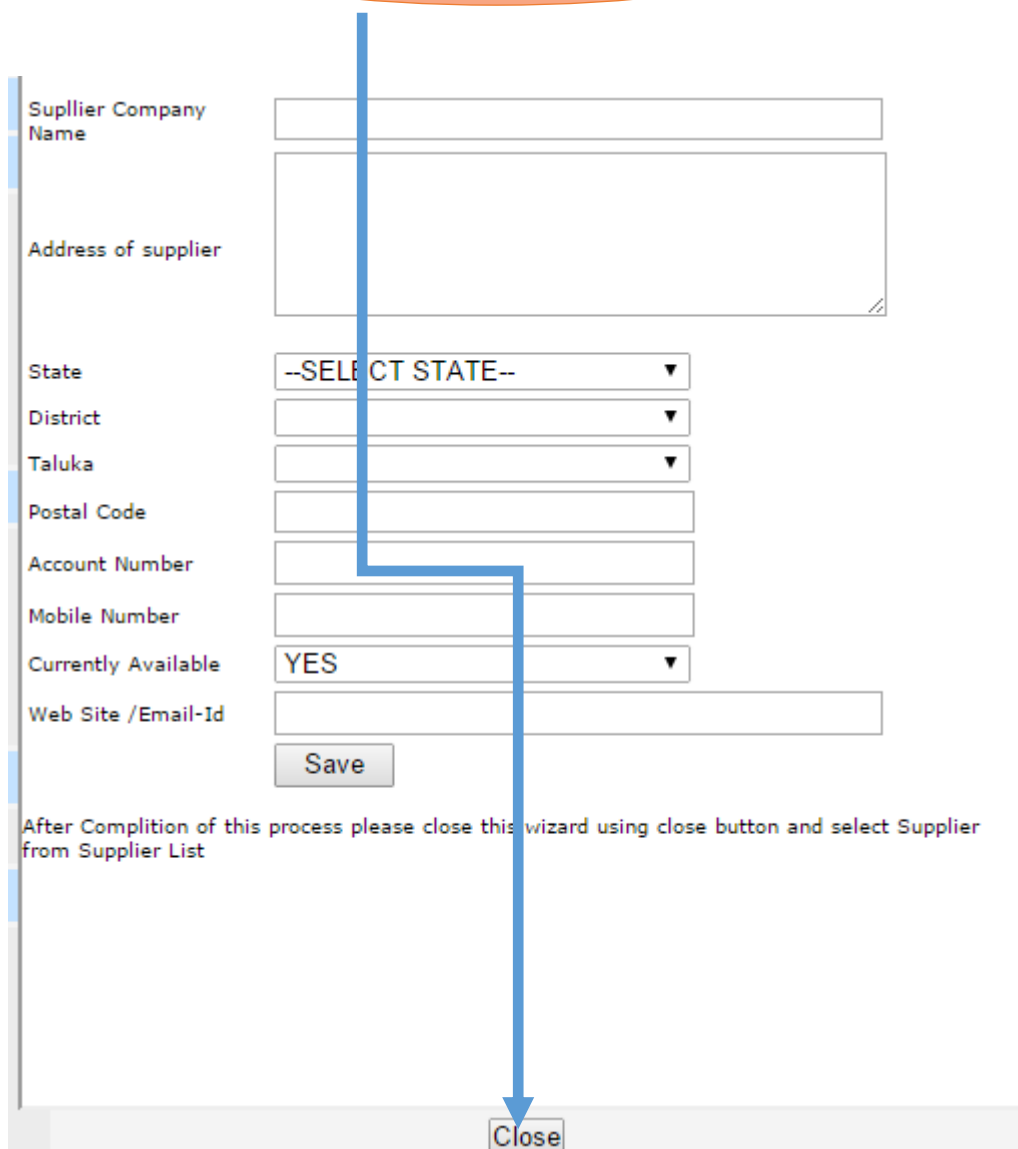
Bill Pass

Reason For Bill Not Pass

## Step 6

Fill all details of supplier

Currently Available indicate supplier currently available or not. After Completion click on closed button



The screenshot shows a web form for adding a supplier. The form fields are:

- Supplier Company Name: Text input field
- Address of supplier: Text area
- State: Dropdown menu with "--SELECT STATE--" selected
- District: Dropdown menu
- Taluka: Dropdown menu
- Postal Code: Text input field
- Account Number: Text input field
- Mobile Number: Text input field
- Currently Available: Dropdown menu with "YES" selected
- Web Site /Email-Id: Text input field

Below the fields is a "Save" button. At the bottom of the form is a "Close" button. A blue arrow originates from the "Close" button in the instructions above and points to the "Close" button in the form.

After Completion of this process please close this wizard using close button and select Supplier from Supplier List

Use supplier list to select supplier name

\*Do not add Supplier name if name is available in List.

\*Insert supplier name properly as per bill.

Step 7

Click on save button once data saved then it listed down at bottom.to fill DSR info Click on DSR link  
And delete information click on delete button but once click on delete button.

**Fill Purchase Details For -: Crimping Tool for BNC and Standerd Code is 541**

Available Quantity

Purchase Order Number

Purchase Order Date

Authority for Purchase Order

Name Of the Scheme

Supplier Name

Finacial Year

Quantity

Unit Rate

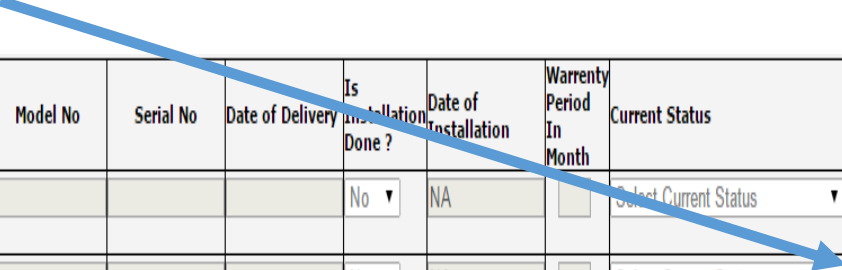
Bill Pass

Reson For Bill Not Pass

Finacial Year	Purchase Order No	Purchase Date	Item Name	Incharge Name	Quantity	Bill Pass			
2006	gvfdvgf	28-01-2015	Crimping Tool - 7 in 1	R.R.Samant	10	Yes	<a href="#">DSR</a>	<input type="checkbox"/>	Delete

Step 8

DSR Form will open Click on check box to update details.



Purchase Order No	Item Name	DSR No	Name of Manufacturer	Model No	Serial No	Date of Delivery	Is Installation Done ?	Date of Installation	Warrenty Period In Month	Current Status	Update
gvfdvgf	Crimping Tool - 7 in 1						No ▾	NA	<input type="checkbox"/>	Select Current Status ▾	Update
gvfdvgf	Crimping Tool - 7 in 1						No ▾	NA	<input type="checkbox"/>	Select Current Status ▾	Update
gvfdvgf	Crimping Tool - 7 in 1						No ▾	NA	<input type="checkbox"/>	Select Current Status ▾	Update
gvfdvgf	Crimping Tool - 7 in 1						No ▾	NA	<input type="checkbox"/>	Select Current Status ▾	Update
gvfdvgf	Crimping Tool - 7 in 1						No ▾	NA	<input type="checkbox"/>	Select Current Status ▾	Update
gvfdvgf	Crimping Tool - 7 in 1						No ▾	NA	<input type="checkbox"/>	Select Current Status ▾	Update

**Fill all the details of particular item and click on update to save it**