Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01
Produce : Preserve : Prosper

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - PHYSICAL VERIFICATION

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PHYSICAL VERIFICATION

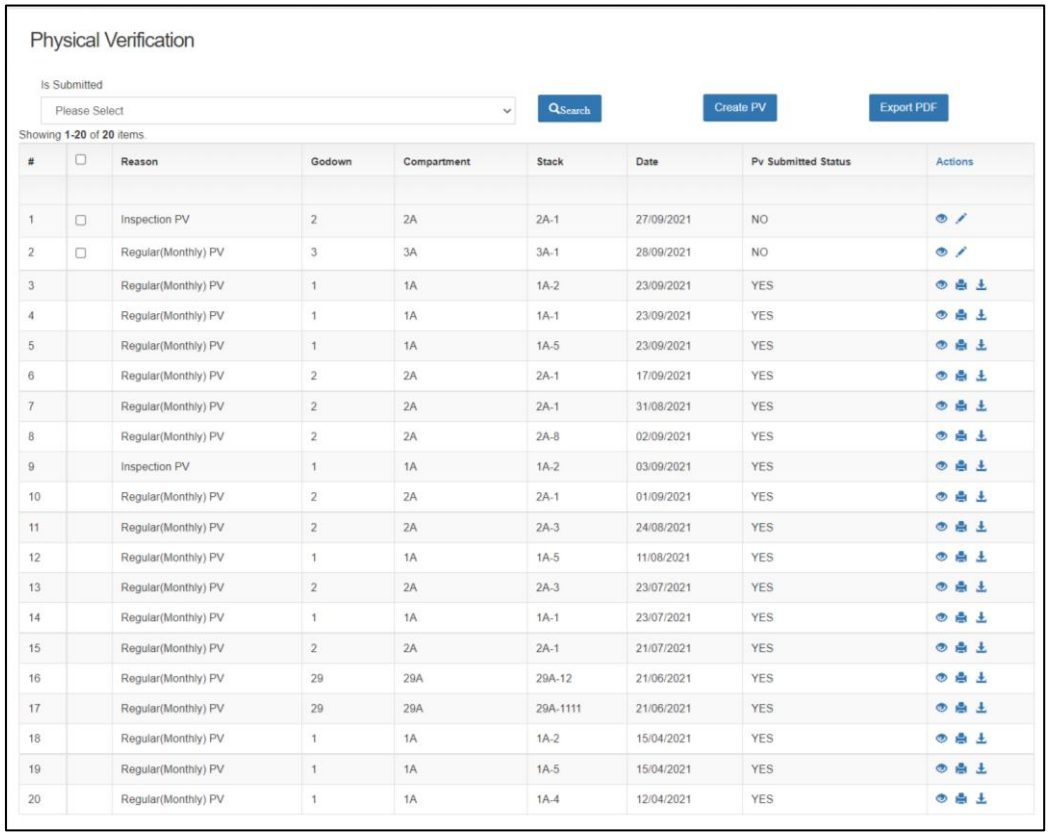
Each warehouse has surprise inspections in their premise to match the book balance with the actual physical stock. The process to conduct physical verification is described below

(User – WHM)

1. Record PV

a. The very first step in physical verification is to record it. The user can follow the below-mentioned steps to record a PV:

Physical Verification >> Record PV



#	Reason	Godown	Compartment	Stack	Date	Pv Submitted Status	Actions
1	Inspection PV	2	2A	2A-1	27/09/2021	NO	
2	Regular(Monthly) PV	3	3A	3A-1	28/09/2021	NO	
3	Regular(Monthly) PV	1	1A	1A-2	23/09/2021	YES	
4	Regular(Monthly) PV	1	1A	1A-1	23/09/2021	YES	
5	Regular(Monthly) PV	1	1A	1A-5	23/09/2021	YES	
6	Regular(Monthly) PV	2	2A	2A-1	17/09/2021	YES	
7	Regular(Monthly) PV	2	2A	2A-1	31/08/2021	YES	
8	Regular(Monthly) PV	2	2A	2A-8	02/09/2021	YES	
9	Inspection PV	1	1A	1A-2	03/09/2021	YES	
10	Regular(Monthly) PV	2	2A	2A-1	01/09/2021	YES	
11	Regular(Monthly) PV	2	2A	2A-3	24/08/2021	YES	
12	Regular(Monthly) PV	1	1A	1A-5	11/08/2021	YES	
13	Regular(Monthly) PV	2	2A	2A-3	23/07/2021	YES	
14	Regular(Monthly) PV	1	1A	1A-1	23/07/2021	YES	
15	Regular(Monthly) PV	2	2A	2A-1	21/07/2021	YES	
16	Regular(Monthly) PV	29	29A	29A-12	21/06/2021	YES	
17	Regular(Monthly) PV	29	29A	29A-1111	21/06/2021	YES	
18	Regular(Monthly) PV	1	1A	1A-2	15/04/2021	YES	
19	Regular(Monthly) PV	1	1A	1A-5	15/04/2021	YES	
20	Regular(Monthly) PV	1	1A	1A-4	12/04/2021	YES	

b. The WHM will land on the physical verification screen where he can view the list of all the PVs conducted till date.
c. The user can perform the search to segregate the submitted PV from the pending ones.
d. The user can also export the PV list in a PDF format.
e. The user can perform the following functions on the screen:

i. View: The user can view the book balance details of the respective stack by clicking on the ‘eye’ icon.

Reason	Regular(Monthly) PV
Godown	1
Compartment	1A
Stack	1A-2
Date	23/09/2021
Pv Submitted Status	YES
Depositor Name	FCI
Stack No	1A-2
Commodity	RICE (Non-Basmati)
Variety	NON BASMATI
No of Unit/Bags(Book Balance)	7500
Weight(Book Balance)	3750.0000
Spillage(Book Balance)	
Palla(Book Balance)	
Madeup(Book Balance)	

ii. Print: The user can print the details entered while creating a PV by clicking on the ‘Print’ icon.

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Physical Verification Report

Physical Verification Search Details

Reason	Godown	Compartment	Stack	Date
Regular(Monthly) PV	1	1A	1A-1	23-09-2021

Physical Verification Record

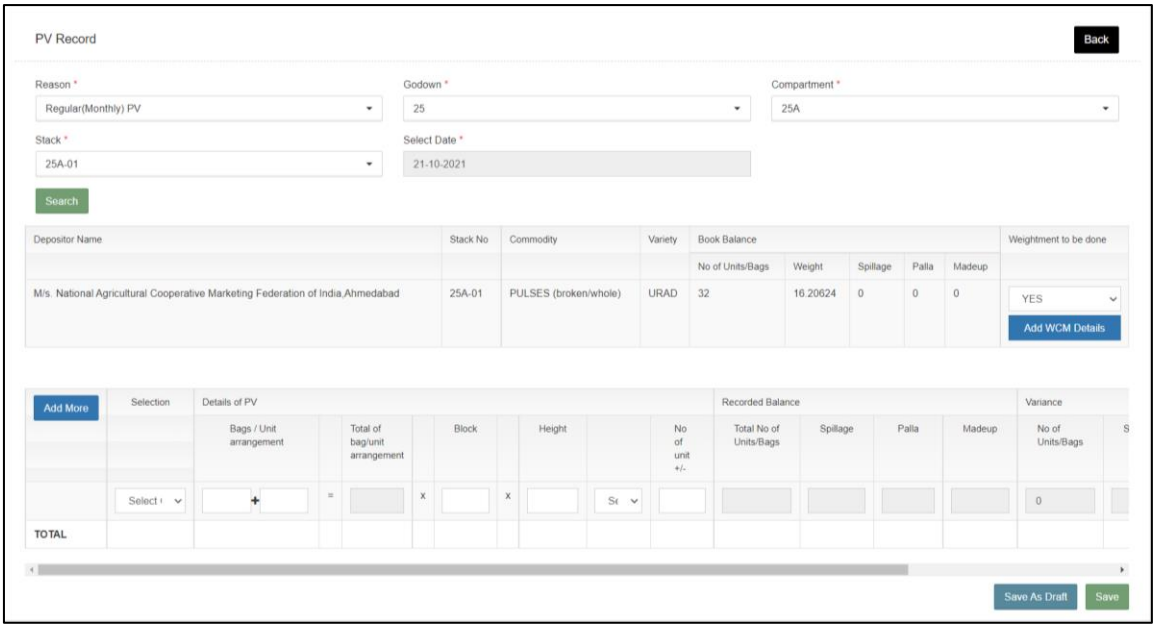
Depositor Name	Stack No	Commodity	Variety	Book Balance				
				No of Units/Bags	Weight	Spillage	Palla	Madeup
FCI	1A-1	RICE (Non-Basmati)	NON BASMATI	8000	4000.0000	0	0	0

Physical Verification Recording

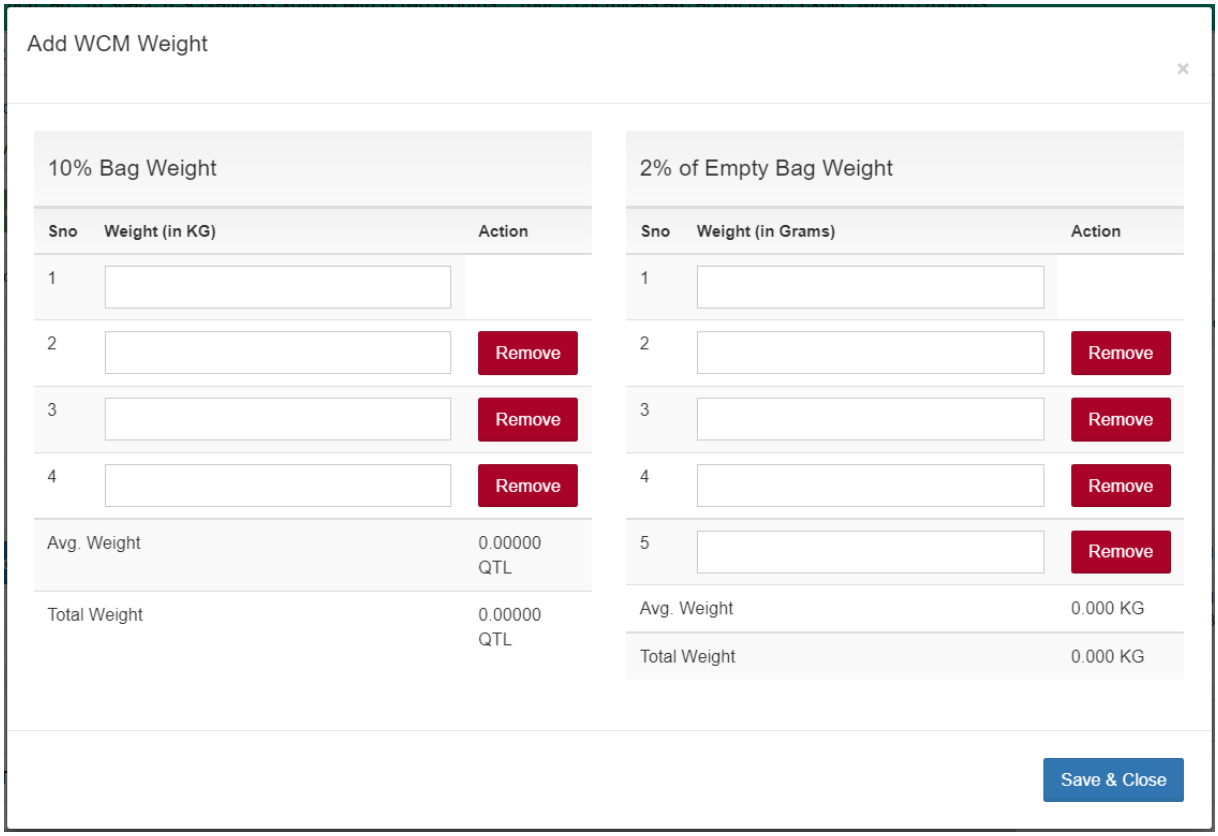
Selection	Bags/Unit arrangement(Details of PV)				Total of bag/unit arrangement(Details of PV)		Block (Details of PV)		Height (Details of PV)		No of unit +/-(Details of PV)	Total No of Units/Bags(Recorded Balance)	Spillage(Recorded Balance)	Palla(Recorded Balance)	Madeup(Recorded Balance)	No of Units/Bags(Variance)	Spillage(Variance)	Palla(Variance)	Madeup(Variance)	Reason for variance
MOTHER STOCK	20	+	12	=	32	x	5	x	22	+	0	3520	0	0	0	4480	0	0	0	
MOTHER STOCK	20	+	12	=	32	x	5	x	22	+	0	3520	0	0	0	960	0	0	0	
MOTHER STOCK	20	+	12	=	32	x	2	x	20	-	320	960	0	0	0	0	0	0	0	
Total												8000	0	0	0	0	0	0	0	

iii. Download: The user can download the PV recorded by clicking on the ‘download’ icon.

f. The user can click on the ‘Create PV’ button to record the physical verification process.



g. The system will redirect the user to the record PV screen where the user will proceed with search first.
h. The user will select the following parameters:
    i. Reason (Regular(monthly) PV, Inspection PV, Squad PV, Others)
    ii. Godown
    iii. Compartment
    iv. Stack
    v. Date (this is the PV conduction date)
i. On the click of the ‘Search’ button, the system will display the book balance of the selected date and a form to record the PV.
j. The user can perform the Weight check memo of the stock placed in the stack by selecting ‘Yes’ in the Weighment to be done dropdown.
k. The user will then click on the ‘Add WCM details’ button to record the WCM details.



l. The WCM is done for 10% of the mother stock. The user can also delete the additional rows by clicking on the ‘Remove’ button. Clicking on the ‘Save & Close’ button will save the details entered.

m. The user can also enter the details of the mother stock, spillage, palla bag, and made up in the provided space (by clicking on the add more button).

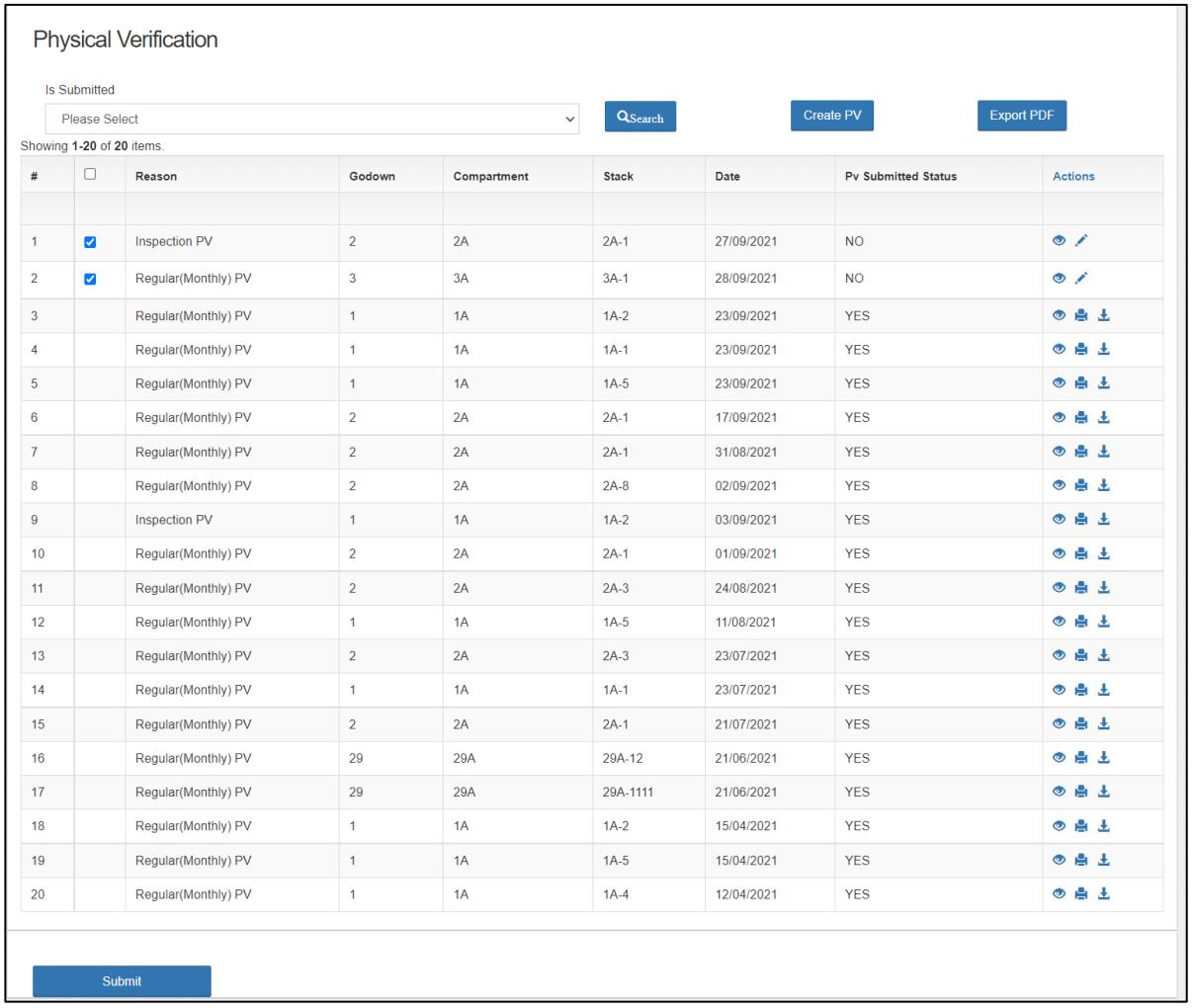
n. The user can save the details in two ways:

   i. Save: This will submit the details and the same will populate the details in the reports.

   ii. Save as draft: This action will temporarily save the details until further action is performed. The actions available to the user are:

      1. View: The user can view the book balance details of the respective stack by clicking on the ‘eye’ icon.
      2. Edit: The user can click on the edit button and make any changes in the details entered previously by the user.
      3. Submit: The user can submit the save as draft PVs by checking the checkboxes against the unsaved records and click on the submit button at the end of the page.

This action will save all the entries selected in the database and the same data will populate in the reports.

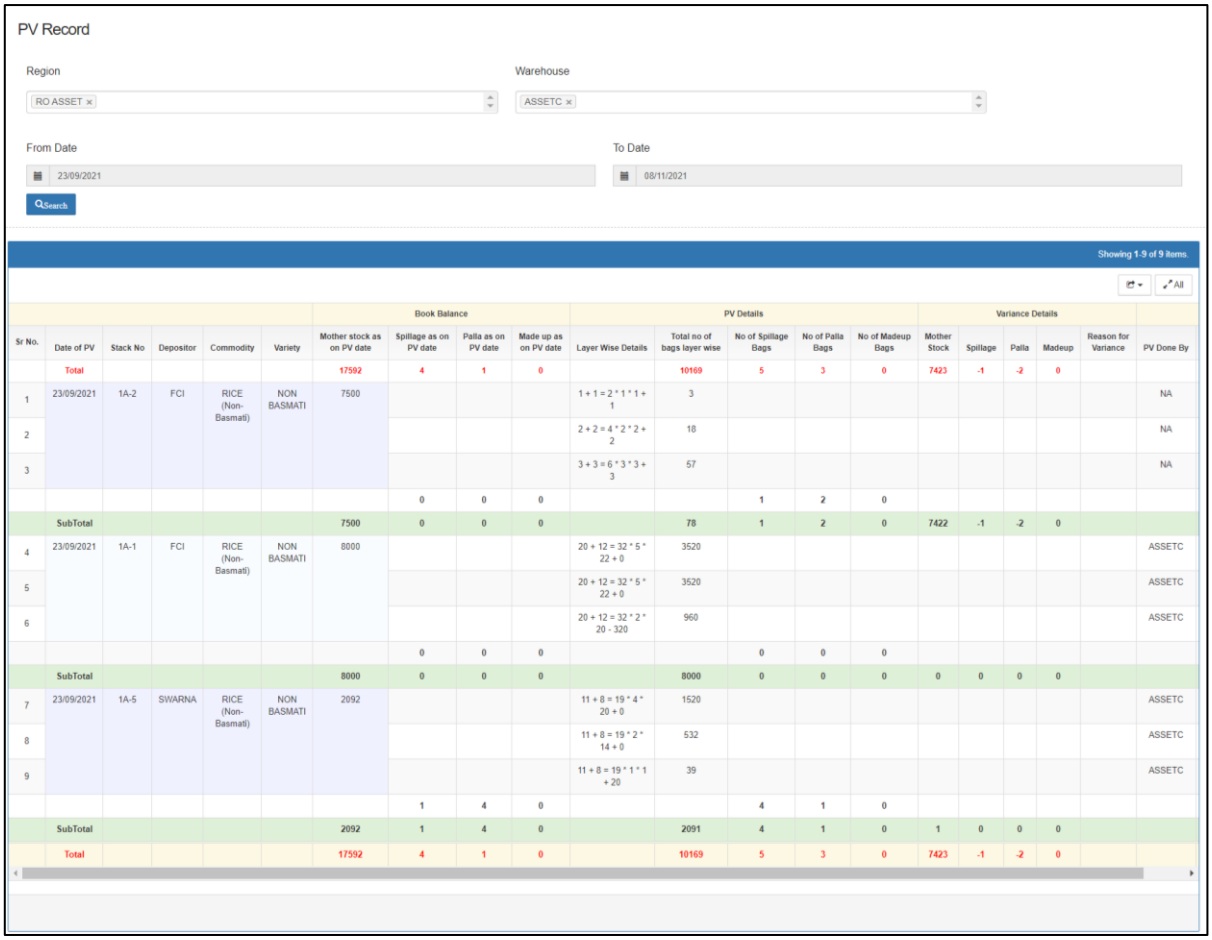


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7	Regular(Monthly) PV	2	2A	2A-1	31/08/2021	YES	
8	Regular(Monthly) PV	2	2A	2A-8	02/09/2021	YES	
9	Inspection PV	1	1A	1A-2	03/09/2021	YES	
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20	Regular(Monthly) PV	1	1A	1A-4	12/04/2021	YES	

2. PV Detail report

The warehouse can view the detailed report of all the PVs conducted in the respective warehouse through the PV detail report. The user can follow the below-mentioned steps to enter the same in the system:

Physical Verification >> PV Detail report



						Book Balance				PV Details					Variance Details					
Sr No.	Date of PV	Stack No	Depositor	Commodity	Variety	Mother stock as on PV date	Spillage as on PV date	Palla as on PV date	Made up as on PV date	Layer Wise Details	Total no of bags layer wise	No of Spillage Bags	No of Palla Bags	No of Madeup Bags	Mother Stock	Spillage	Palla	Madeup	Reason for Variance	PV Done By
	Total					17592	4	1	0		10169	5	3	0	7423	-1	-2	0		
1	23/09/2021	1A-2	FCI	RICE (Non-Basmati)	NON BASMATI	7500				1 + 1 = 2 * 1 * 1 + 1	3									NA
2										2 + 2 = 4 * 2 * 2 + 2	18									NA
3										3 + 3 = 6 * 3 * 3 + 3	57									NA
							0	0	0			1	2	0						
	SubTotal					7500	0	0	0		78	1	2	0	7422	-1	-2	0		
4	23/09/2021	1A-1	FCI	RICE (Non-Basmati)	NON BASMATI	8000				20 + 12 = 32 * 5 * 22 + 0	3520									ASSETC
5										20 + 12 = 32 * 5 * 22 + 0	3520									ASSETC
6										20 + 12 = 32 * 2 * 20 - 320	960									ASSETC
							0	0	0			0	0	0						
	SubTotal					8000	0	0	0		8000	0	0	0	0	0	0	0		
7	23/09/2021	1A-5	SWARNA	RICE (Non-Basmati)	NON BASMATI	2092				11 + 8 = 19 * 4 * 20 + 0	1520									ASSETC
8										11 + 8 = 19 * 2 * 14 + 0	532									ASSETC
9										11 + 8 = 19 * 1 * 1 + 20	39									ASSETC
							1	4	0			4	1	0						
	SubTotal					2092	1	4	0		2091	4	1	0	1	0	0	0		
	Total					17592	4	1	0		10169	5	3	0	7423	-1	-2	0		

a. The user will be redirected on the above provided screen where the user can view the report by selecting the from and to dates for the search criteria.

b. The user can perform the following functions on the report by clicking on the download button:

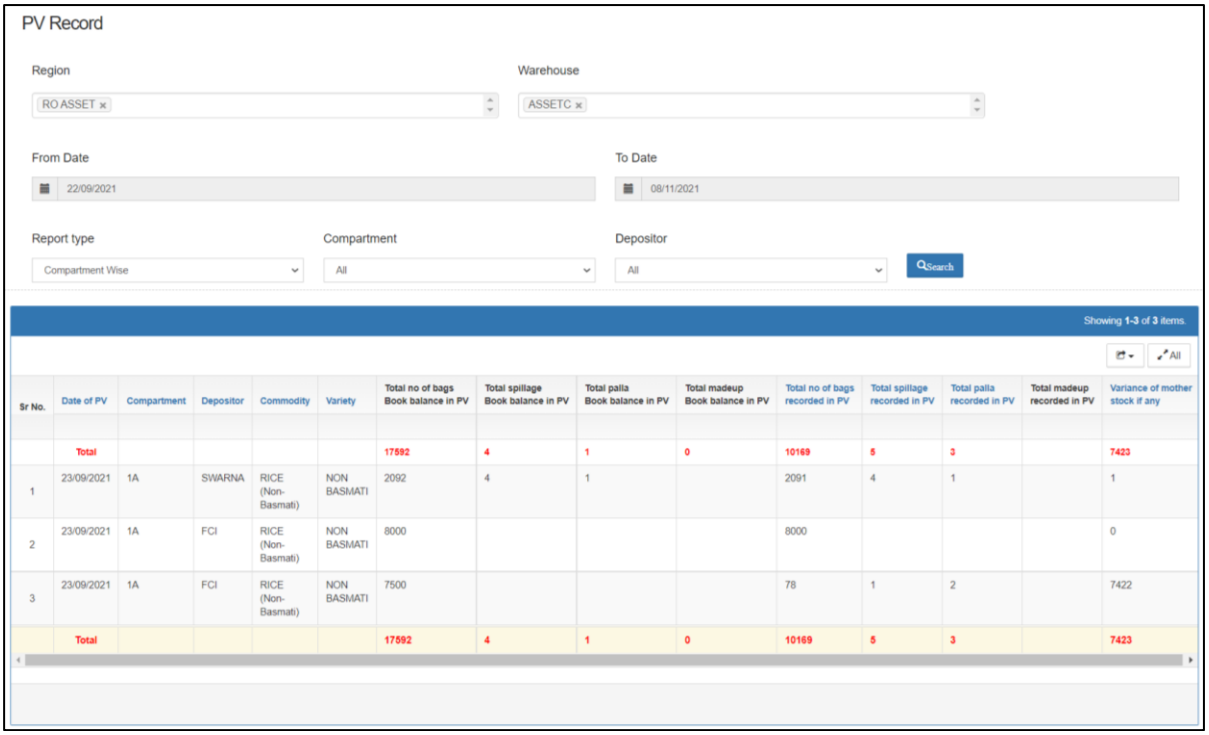
- **i.** Download as PDF
- **ii.** Download as excel

c. The user can click on the ‘All’ button to view all the records in a single page.

3. PV Summary report

The warehouse users can view the PV summary report by following the below-mentioned steps:

Physical Verification >> PV Summary report



Sr No.	Date of PV	Compartment	Depositor	Commodity	Variety	Total no of bags Book balance in PV	Total spillage Book balance in PV	Total palla Book balance in PV	Total madeup Book balance in PV	Total no of bags recorded in PV	Total spillage recorded in PV	Total palla recorded in PV	Total madeup recorded in PV	Variance of mother stock if any
	Total					17592	4	1	0	10169	5	3		7423
1	23/09/2021	1A	SWARNA	RICE (Non-Basmati)	NON BASMATI	2092	4	1		2091	4	1		1
2	23/09/2021	1A	FCI	RICE (Non-Basmati)	NON BASMATI	8000				8000				0
3	23/09/2021	1A	FCI	RICE (Non-Basmati)	NON BASMATI	7500				78	1	2		7422
	Total					17592	4	1	0	10169	5	3		7423

a. The user can perform a specific search by entering the
    i. From date
    ii. To date
    iii. Record type (Compartment wise or warehouse wise)
    iv. Compartment
    v. Depositor
b. The user can also print the report in PDF and excel format by clicking on the download button.
c. The user can click on the ‘All’ button to view all the records in a single page.