WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - INTERNAL MOVEMENT

Contents

INTERNAL MOVEMENT

The warehouse staff has the provision to move/shift the stock placed in a stack to another incase the stack is not fit for storage. This process of shifting is called as Internal Movement.

(User – WHM)

Intra Godown Movement

1. Create Internal Movement

A. A warehouse can create an Internal movement by following the steps described below:

Internal Movement → Create Internal Movement

#		Stack	Commodity	Balance Bags	Madeup/Palla/Spillage Bags	Move Bags	Move Madeup/Palla/Spillage Bags
AARICSON							
1	☐	1A-4	WHEAT	1000	0		
IFFCO SONIPAT							
1	☐	1A-9	FERTILIZER	360	0		
FCI							
1	☐	1A-10	RICE (Non-Basmati)	3790	0		
FCI Moga							
1	☐	1A-6	RICE (Non-Basmati)	38	0		
LG Electronics							
1	☐	1A-12	WHEAT	50600	2		
SWARNA							
1	☐	1A-5	RICE (Non-Basmati)	2092	5		

B. The user will get details of the stock by selecting the following:

    a) Type

        i) Intra Godown (within godown)

ii) Inter Godown (Between Godown)
   b) Source Godown
C. Once the user enters the details and hits on the 'Get Detail' button, the system will display the list of stacks with their stock to choose from.
D. The user can select the desired stack by first clicking on the ✒ icon and then clicking on the checkbox for the respective row.
E. Then the user will enter the number of units and Palla/spillage/Made up they want to move under the 'Move Bags' and 'Move Madeup/Palla/Spillage bags' column.
F. Once done, the user will click on the 'Save & Next' button and confirm their action to proceed ahead.

G. On the next screen, the user will enter the required details like:
   a) Mode of transport
      i) **With Truck**
         (1) **Weighment Required - Yes**
            (a) For With Truck if the user selects weighment as 'Yes,' then user will perform weighment in the Gate In to Gate Out process recording weight through WCM or LWB. The

weight captured in the weighment process will move to the destination stack.

(b) The user will then enter the required details in the form and click on the submit button.

(c) Post confirming their action, an internal movement token will show up at the Gate-In screen.

(d) Gate In Screen

(i) The user will click on the next button to proceed ahead.

(ii) The user will enter the required details and click on the save button to proceed to the next step.

(iii) The user can click on the Gate-In history button to view the list of gate-ins that happened over a time.

(iv) The user can perform the following steps on the screen:

1. **Search:** By providing the from date and to date the user can search for a specific period.

2. **Print:** Clicking on the print icon will print the gate-in pass.

(e) Tare Weighment

(i) The user will select the resepective token from the Token number drop-down and hit the search button. This action will display the form fields to the user.

(ii) The user will select the weighbridge owner type and proceed with capturing the tare weight of the truck.

(iii) Once done, the user will save the details and proceed to the next step.

(iv) The user can click on the Weighment history button to view the list of weighments performed over a time.

(v) The user can perform the following steps on the screen:
1. **Search:** By providing the from date and to date the user can search for a specific period.

2. **Print:** Clicking on the print icon will print the weighment slip.

(f) Stack Out

(i) The user will select the main token and sub token from the provided drop-downs and hit the search button. This action will display the form fields.

(ii) The user will enter the requested details and proceed with saving the details.

(iii) The user can select multiple stacks for stack out by clicking on the 'Add More' button.

(iv) Once the details are saved, the user will proceed to the next space.

(g) Weighment

(i) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(ii) Then the user will proceed with entering the weighment details requested on the screen.

(iii) The user will click on the capture weight button and proceed with entering the gross weight of the truck. The system will auto-calculate the Net weight of the stock through the following formula:
Net Weight = Gross weight – Tare weight – (Empty gunny weight * number of bags)

(iv) Once the details are entered and saved, the user will proceed to the next step.

(h) Stacking

(i) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(ii) Then the user will proceed with entering the details requested on the screen.

Note: The user can select a different stack from the one selected at the time of creating the Internal movement.

(iii) Once the details are entered and saved, the user will proceed to the next step.

(i) Gate Out

(i) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(ii) Then the user will proceed with entering the details requested on the screen.

(iii) Once the details are entered and saved, the internal movement process is complete and the data is populated in the relevant reports & registers.

(2) Weighment Required - No

(a) For With truck movement if the user selects 'No,' then the average weight of the bags in the stack will move to the destination stack.

(b) The user will then enter the required details in the form and click on the submit button.

(c) Post confirming their action, an internal movement token will show up at the Gate-In screen.

(d) Gate In Screen

(i) The user will click on the next button to proceed ahead.

(ii) The user will enter the required details and click on the save button to proceed to the next step.

(iii) The user can click on the Gate-In history button to view the list of gate-ins that happened over a time.

(iv) The user can perform the following steps on the screen:

1. **Search:** By providing the from date and to date the user can search for a specific period.

2. **Print:** Clicking on the print icon will print the gate-in pass.

(e) Stack Out

(i) The user will select the main token and sub token from the provided drop-downs and hit the search button. This action will display the form fields.

(ii) The user will enter the requested details and proceed with saving the details.

(iii) The user can select multiple stacks for stack out by clicking on the 'Add More' button.

(iv) Once the details are saved, the user will proceed to the next space.

(f) Stacking

(i) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(ii) Then the user will proceed with entering the details requested on the screen.
Note: The user can select a different stack from the one selected at the time of creating the Internal movement.

(iii) Once the details are entered and saved, the user will proceed to the next step.

(g) Gate Out

(i) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(ii) Then the user will proceed with entering the details requested on the screen.

(iii) Once the details are entered and saved, the internal movement process is complete and the data is populated in the relevant reports & registers.

ii) Without Truck
(1) Weighment required - Yes

(a) For without truck movement if the user selects Weighment as 'Yes,' then the user can enter the weighment details by clicking on the 'Add Weighment Details' button.

(b) The user will enter the weight of 10% bags and 2% empty gunny weight in the spaces provided in the popup.

(c) The user can also reduce the number of bags for weighment by clicking on the 'Remove' button.

(d) Once the details are entered, the system will autocalculate the Average weight and Tital weight of stock and empty gunnies.

(e) Clicking on the 'Save & Close' button will save the details and the same will reflect in the weighment details.

(2) Weighment required - No

(a) For without truck movement if the user selects Weighment as 'NO,' then the average weight of the bags in the stack will move to the destination stack.

(3) The user will then proceed with entering the other details like:

(a) Destination compartment

(b) Stack type

(c) Destination stack number

(d) Reason for IM

(e) ACK/WHR Number (Multiple ACK selection is available)

(f) Quantity of Made / Palla / Spillage up to be transferred

(g) Quantity of Bags to be transferred (from each ACK selected)

H. Once all the details are entered the user can click on submit button to save the entry. The system will update all the relevant registers, i.e., Stock registers, stack wise register, and Internal Movement report.

Inter Godown Movement

1. Create Internal Movement

A. A warehouse can create an Internal movement by following the steps described below:

Internal Movement → Create Internal Movement

B. The user will get details of the stock by selecting the following:
   a) Type
      i) Intra Godown (within godown)
      ii) Inter Godown (Between Godown)
   b) Source Godown
C. Once the user enters the details and hits on the 'Get Detail' button, the system will display the list of stacks with their stock to choose from.
D. The user can select the desired stack by first clicking on the 🔲 icon and then clicking on the checkbox for the respective row.
E. Then the user will enter the number of units and Palla/spillage/Made up they want to move under the 'Move Bags' and 'Move Madeup/Palla/Spillage bags' column.
F. Once done, the user will click on the 'Save & Next' button and confirm their action to proceed ahead.

G. On the next screen, the user will enter the required details like:
  a) Mode of transport
    i) **With Truck**
      (1) Weighment Required - Yes
        (a) For With Truck if the user selects weighment as 'Yes,' then user will perform weighment in the Gate In to Gate Out process recording weight through WCM or LWB. The weight captured in the weighment process will move to the destination stack.

Warehouse> Stack Details

RICE 1A-6

Mode of Transfer*	Weighment Required*	Choose Destination godown*
With Truck	YES	2

Destination Compartment*	Stack type*	Destination Stack No*
2A	Full Stack	2A-3

Bags/Units*	Palla/Spillage/Madeup Bags*
38	

Reason*

Emptying the stack

Madeup, Palla & Spillage Bags*

Stack No	Available Madeup Bags (in particular stack)	Available Palla Bags (in particular stack)
1A-6	0	0

Available Spillage Bags (in particular stack)

0

Stacking Details*

	Bags	Madeup Bags	Palla Bags	Spillage Bags
2A-3	38	0	0	0

Submit

(b) The user will then enter the required details in the form and click on the submit button.

(c) Post confirming their action, an internal movement token will show up at the Gate-In screen.

(d) Gate In Screen

Gate In 27-07-2021

1 — 2 — 3 — 4 — 5 — 6
Gate In — Tare Weighment — Stack Out — Weighment — Stacking — Gate out

Showing 1-1 of 1 item.

S.No.	Depositor Name	Depositor Account No.	Commodity	Variety	Action
1	FCI Moga	2018/000041	RICE (Non-Basmati)	NON BASMATI	Next

(i) The user will click on the next button to proceed ahead.

(ii) The user will enter the required details and click on the save button to proceed to the next step.

(iii) The user can click on the Gate-In history button to view the list of gate-ins that happened over a time.

(iv) The user can perform the following steps on the screen:

1. **Search:** By providing the from date and to date the user can search for a specific period.

2. **Print:** Clicking on the print icon will print the gate-in pass.

(e) Tare Weighment

(i) The user will select the resepective token from the Token number drop-down and hit the search button. This action will display the form fields to the user.

(ii) The user will select the weighbridge owner type and proceed with capturing the tare weight of the truck.

(iii) Once done, the user will save the details and proceed to the next step.

(iv) The user can click on the Weighment history button to view the list of weighments performed over a time.

(v) The user can perform the following steps on the screen:
   3. **Search:** By providing the from date and to date the user can search for a specific period.

4. **Print:** Clicking on the print icon will print the weighment slip.

(f) Stack Out

(v) The user will select the main token and sub token from the provided drop-downs and hit the search button. This action will display the form fields.

(vi) The user will enter the requested details and proceed with saving the details.

(vii) The user can select multiple stacks for stack out by clicking on the 'Add More' button.

(viii) Once the details are saved, the user will proceed to the next space.

(g) Weighment

(v) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(vi) Then the user will proceed with entering the weighment details requested on the screen.

(vii) The user will click on the capture weight button and proceed with entering the gross weight of the truck. The system will auto-calculate the Net weight of the stock through the following formula:
Net Weight = Gross weight – Tare weight – (Empty gunny weight * number of bags)

(viii) Once the details are entered and saved, the user will proceed to the next step.

(h) Stacking

(iv)   The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(v) Then the user will proceed with entering the details requested on the screen.
Note: The user can select a different stack from the one selected at the time of creating the Internal movement.

(vi)   Once the details are entered and saved, the user will proceed to the next step.

(i) Gate Out

(i) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(ii) Then the user will proceed with entering the details requested on the screen.

(iii) Once the details are entered and saved, the internal movement process is complete and the data is populated in the relevant reports & registers.

(2) Weighment Required - No

(a) For With truck movement if the user selects 'No,' then the average weight of the bags in the stack will move to the destination stack.

(b) The user will then enter the required details in the form and click on the submit button.

(c) Post confirming their action, an internal movement token will show up at the Gate-In screen.

(d) Gate In Screen

Gate In 27-07-2021   Gate In History

1 — 2 — 3 — 4 — 5 — 6
Gate In   Tare Weighment   Stack Out   Weighment   Stacking   Gate out

Showing **1-1** of **1** item.

S.No.	Depositor Name	Depositor Account No.	Commodity	Variety	Action
1	FCI Moga	2018/000041	RICE (Non-Basmati)	NON BASMATI	Next

(i) The user will click on the next button to proceed ahead.

Gate In   Gate In History   Back

1 — 2 — 3 — 4 — 5 — 6
Gate In   Tare Weighment   Stack Out   Weighment   Stacking   Gate out

Depositor Name*	Gate In Date *	Gate In Time *
FCI Moga	27/07/2021	11:25 PM

Gate In Number*	Vehicle No.*	Driver Name *
Gate No.1	Enter Vehicle Number	Enter Name of Driver

Save   Cancel

(ii) The user will enter the required details and click on the save button to proceed to the next step.

(iii) The user can click on the Gate-In history button to view the list of gate-ins that happened over a time.

Issue Gate In History

27/07/2021   TO   28/07/2021   Search   Issue Gate In

Showing **1-1** of **1** item.

#	Depositor Name	Token Number	Gatepass Number	Vehicle Number	In Date	In Time	Actions
1	Fci Moga	270721/pb01ed2345/0001	AP0260296	pb01ed2345	27/07/2021	11:25 PM	🖨

(iv) The user can perform the following steps on the screen:

1. **Search:** By providing the from date and to date the user can search for a specific period.
2. **Print:** Clicking on the print icon will print the gate-in pass.

(e) Stack Out

(i) The user will select the main token and sub token from the provided drop-downs and hit the search button. This action will display the form fields.

(ii) The user will enter the requested details and proceed with saving the details.

(iii) The user can select multiple stacks for stack out by clicking on the 'Add More' button.

(iv) Once the details are saved, the user will proceed to the next space.

(f) Stacking

(i) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(ii) Then the user will proceed with entering the details requested on the screen.
Note: The user can select a different stack from the one selected at the time of creating the Internal movement.

(iii) Once the details are entered and saved, the user will proceed to the next step.

(g) Gate Out

(i) The user will select the token from the token number drop-down and hit the search button. This action will display the form fields.

(ii) Then the user will proceed with entering the details requested on the screen.

(iii) Once the details are entered and saved, the internal movement process is complete and the data is populated in the relevant reports & registers.

ii) Without Truck
(1) Weighment required – Yes

Warehouse > Stack Details

Back

RICE 1A-6

Mode of Transfer*	Weighment Required*	Choose Destination godown*
Without Truck	YES	2

Destination Compartment*	Stack type*	Destination Stack No*
2A	Full Stack	2A-3

Bags/Units*	Palla/Spillage/Madeup Bags*
38	

Add WCM Details

Avg Bags Weight	Avg Gunny Weight	Total Net Weight
0 KG	0 KG	0 KG

Reason*

Emptying the stack

Madeup, Palla & Spillage Bags*

Stack No	Available Madeup Bags (in particular stack)	Available Palla Bags (in particular stack)
1A-6	0	0

Available Spillage Bags (in particular stack)

0

2A-3

WHR/ACK No.	Madeup Bags To Be Transfered	Palla Bags To Be Transfered	Spillage Bags To Be Transfered
Nothing selected			

WHR/ACK No.	Available Bags (in particular stack)	Bags To Be Transfered

Submit

(a) For without truck movement if the user selects Weighment as 'Yes,' then the user can enter the weighment details by clicking on the 'Add Weighment Details' button.

Add WCM Weight ×

10% Bag Weight		
Sno	Weight (in KG)	Action
1		
2		Remove
3		Remove
4		Remove
5		Remove
6		Remove
Avg. Weight		0.00000 QTL
Total Weight		0.00000 QTL

2% of Empty Bag Weight		
Sno	Weight (in Grams)	Action
1		
2		Remove
3		Remove
4		Remove
Avg. Weight		0.000 KG
Total Weight		0.000 KG

Save & Close

(b) The user will enter the weight of 10% bags and 2% empty gunny weight in the spaces provided in the popup.

(c) The user can also reduce the number of bags for weighment by clicking on the 'Remove' button.

(d) Once the details are entered, the system will autocalculate the Average weight and Tital weight of stock and empty gunnies.

(e) Clicking on the 'Save & Close' button will save the details and the same will reflect in the weighment details.

(2) Weighment required - No

(a) For without truck movement if the user selects Weighment as 'NO,' then the average weight of the bags in the stack will move to the destination stack.

(3) The user will then proceed with entering the other details like:

(a) Destination compartment

(b) Stack type

(c) Destination stack number

(d) Reason for IM

(e) ACK/WHR Number (Multiple ACK selection is available)

(f) Quantity of Made / Palla / Spillage up to be transferred

(g) Quantity of Bags to be transferred (from each ACK selected)

H. Once all the details are entered the user can click on submit button to save the entry. The system will update all the relevant registers, i.e., Stock registers, stack wise register, and Internal Movement report.

2. Internal Movement Report

A. The user can view the list of internal movements performed in the warehouse through the internal movement report. To access the report the user can follow the below-mentioned steps:

Internal Movement >> Internal Movement Report

B. The user can view the report by entering the desired values in the search parameters. This will display the list of entries made between the selected dates.