

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - PHYSICAL VERIFICATION

Table of Contents

PHYS	SICAL VERIFICATION	. 3
	ser – WHM)	
	Record PV	
	PV Detail report	
	PV Summary report	

PHYSICAL VERIFICATION

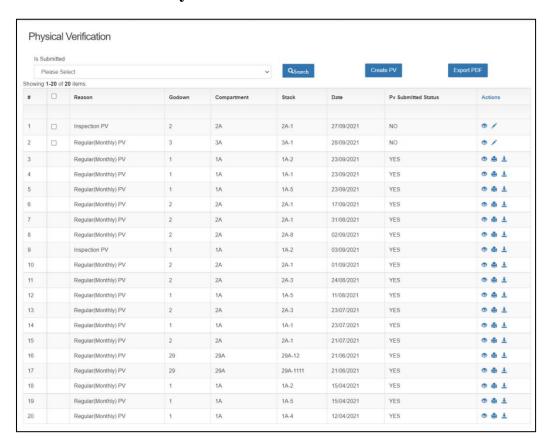
Each warehouse has surprise inspections in their premise to match the book balance with the actual physical stock. The process to conduct physical verification is described below

(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

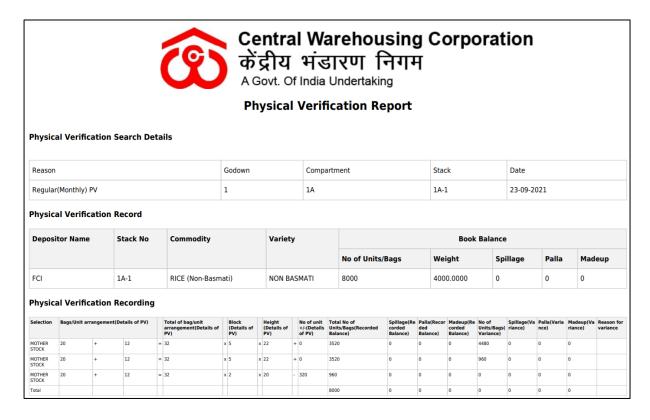


- b. The WHM will land on the physical verification screen where he can view the list of all the PVs conducted till date.
- c. The user can perform the search to segregate the submitted PV from the pending ones.
- d. The user can also export the PV list in a PDF format.
- e. The user can perform the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

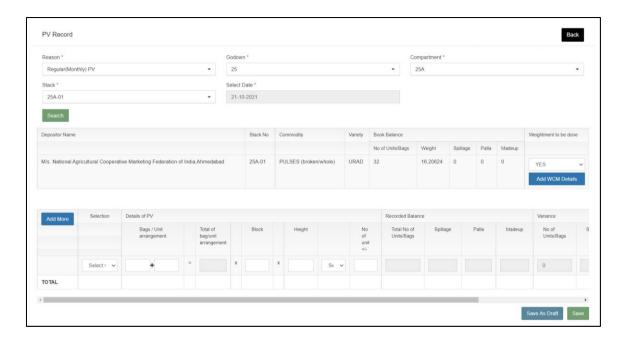
i. View: The user can view the book balance details of the respective stack by clicking on the 'eye' icon.

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)	

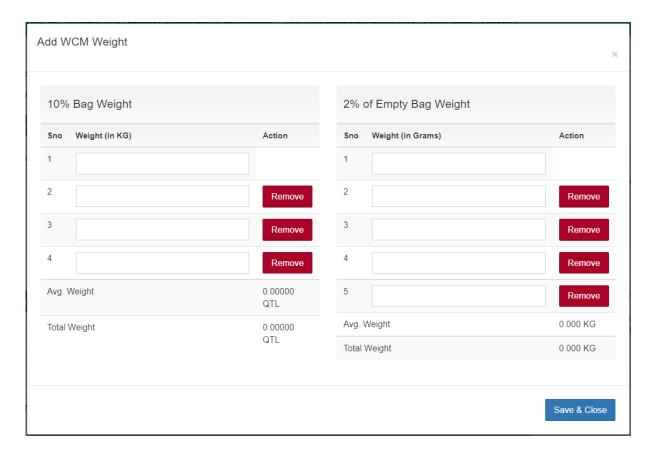
ii. Print: The user can print the details entered while creating a PV by clicking on the 'Print' icon.



- 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.

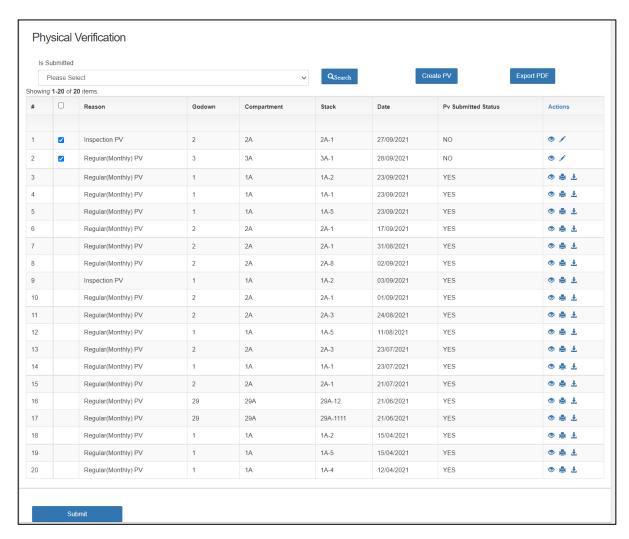


- g. The system will redirect the user to the record PV screen where the user will proceed with search first.
- h. The user will select the following parameters:
 - i. Reason (Regular(monthly) PV, Inspection PV, Squad PV, Others)
 - ii. Godown
 - iii. Compartment
 - iv. Stack
 - v. Date (this is the 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.



- 1. 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.

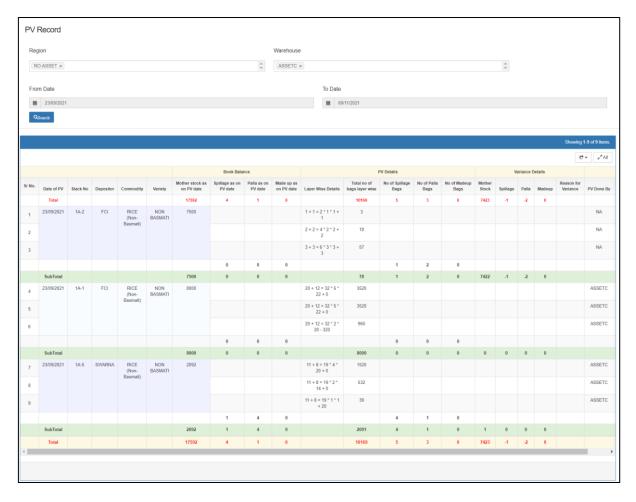
This action will save all the entries selected in the database and the same data will populate in the reports.



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

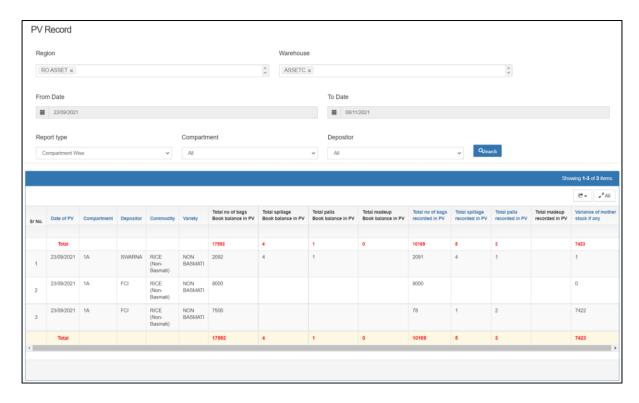


- **a.** The user will be redirected on the above provided screen where the user can view the report by selecting the from and to dates for the search criteria.
- **b.** The user can perform the following functions on the report by clicking on the download button:
 - i. Download as PDF
 - ii. Download 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



- 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.