Procedure to do Reconciliation

For Specific Period: DD1/MM1/YYYY1 to DD2/MM2/YYY2

Step 1: Get the following data from the REPORT MODULE and CDCMS for the specific period:

Document Type	14.2 Kg	19 Kg	Regulators
SV Prepared			
TV Prepared			
EMR Received			
Pending Installation			
Loss of Equipment			

Step 2: To get the data required for the first three rows of the above table, open REPORT MODULE at <u>https://hpgasweb.hpcl.co.in/ReportModule</u> using login credentials.

This will take to the following page: hpgasweb.hpcl.co.in/ReportModule/Report/SVRegister. The screen shot of the page is as follows:

SV Register × +				~ - @ ×
← → C	Register		4	2 ★ 🖪 🌲 🖬 🤹 :
附 Gmail 🛷 YouTube 👿 Maps 🛞 Welcome to HPCL 👿 goo	gle.co.in - Yaho 😵 https://hpgasweb.h	. 😾 www.online.stockh 💋 Investment	plannin 😵 Distributor & Cons 🧯	Online Shopping sit »
DISTRIBUTOR & CONSUMER Hindustan Petroleum Corporation Li	MANAGEMENT SYSTEM	Welcome, RAVI ENTERF Role: RAVI ENTERPRIS Last Login: 9/14/2022 1	PRISES ES 0:43:37 AM	LogOut
 REPORTS + SV Register TV Register CTA Out Register 	Reports Home / Reports / SV Register SV Register FETCH CRITERIA			
CTA In Register Refill Sales Register Reports For Distributor Consumers Last Refill Date	Start Date: 07-Jun-2022	End Date: 14-Sep-2022	SV Type:	
» Stock Register » Pending Mandatory Inspection	REPORT DATA			٥
» Cash Memo WorkSheet	SUMMARY DATA			\odot
» Invoice Register				
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Enter Start & End dates.

Click on FETCH button.

Then click on SUMMARY DATA button.

Collect the data of 14.2 Kg cylinders, 19 Kg cylinders, and Regulator quantity from the table. Populate the first row of the table shown in step 1.

C hpgasweb.hpcl.co.in/ReportModu	Ile/Report/SVRegister			🖻 ★ 🔼	*	I
🛷 YouTube 👿 Maps 🛞 Welcome to HPi	CL 💅 google.co.in - Yaho 😵 https://hpgasweb.h 📝	www.online.stockh 🝠 Investmen	nt plannin 😵 Distributor &	Cons 🤱 Online Shopp	ing si	it
	Reports					
	+ Home / Reports / SV Register					
» SV Register						
» TV Register	SV Register					
» CTA Out Register	FETCH CRITERIA					
» CTA In Register	Start Date-	End Date:	SV Type:			
» Refill Sales Register	07 Jup 2022	14 Sop 2022	Select SV Type	~		
» Reports For Distributor	07-5017-2022	14-3ep-2022	Coloci ov Type			
» Consumers Last Refill Date		Fetch Clear				
» Stock Register	PEROPT DATA			6	2	
» Pending Mandatory Inspection	KEI OKT BAIA				•	
» Cash Memo WorkSheet	SUMMARY DATA			4	2	
» Invoice Register	PACKAGE CODE	QUANTITY	TOTAL AMOUNT	Түре		
» Subsidy Quota Report	(149) 5 KG LPG CYLINDER(FTL)	6	0	Cylinder		
» Active Consumer	(036) 14.2 KG LPG CYLINDER	424	665280	Cylinder		
» Invoice Receipt Return	(064) 19 KG LPG CYLINDER	6	10200	Cylinder		
» Defective Regulator Report	(047) REGULATOR	234	41430	Regulator		
	(047) SC REGULATOR(FTL)	5	0	Regulator		

The screen shot of the table having summary data is as follows:

Next, click on TV Register from left side menu as shown in the following screen shot:

→ C 🔒 hpgasweb.hpcl.co.in/ReportModule/Repor	t/TVRegister			ie 🛧 📕 🛸	•
DISTRIBUTOR & CONSUM Hindustan Petroleum Corporatio	ER MANAGEMENT SYSTEM	Welcome, UserName Role: DealerName Last Login: LastLogged	DnDate	C omine shopping she	Lo <u>c</u>
REPORTS SV Register TV Register	Reports Home / Reports / TV Register V Register				
CTA Out Register CTA In Register Refill Sales Register Reports For Distributor	FETCH CRITERIA Start Date: 07-Jun-2022	End Date: 14-Sep-2022	TV Type: Select SV Type	~	
Consumers Last Refill Date Stock Register Pending Mandatory Inspection Cash Memo WorkSheet	REPORT DATA			0	
» Invoice Register					

Enter Start & End dates.

Click on FETCH button.

Then click on SUMMARY DATA button. The table with the data is displayed as shown in the following screen shot:

→ C	port/TVRegister			🖻 🕁 🖊	* 🗆 🤹
āmail 🥏 YouTube 😾 Maps 😵 Welcome to HPCL	💅 google.co.in - Yaho 😵 https://hpgasweb.h 🏼	🛿 www.online.stockh 🚿 Investmer	nt plannin 😵 Distributor 8	Cons 🤱 Online Shoppin	ng sit
CONTINUES AND Refill Sales Register Reports For Distributor Consumers Last Refill Date	Start Date:	End Date: 14-Sep-2022 Fetch Clear	TV Type:		
» Stock Register » Pending Mandatory Inspection	REPORT DATA			C	>
» Cash Memo WorkSheet	SUMMARY DATA			G	>
» Invoice Register	PACKAGE CODE	QUANTITY	TOTAL AMOUNT	Түре	
» Subsidy Quota Report	(036) 14.2 KG LPG CYLINDER	222	211830	Cylinder	
» Active Consumer » Invoice Receipt Return » Defective Regulator Report	(047) REGULATOR	117	11960	Regulator	
 » Gujrat Subsidy Monthly Report » Gujrat Subsidy Quaterly Report 	A Page: 1	of 6 Tota	I No Of Records: 117	• •	
 » Cylinder Serial No. » Un Delivered Cash Memo 		Export To Excel			
» Ration Card Attidavit					

Collect the data of 14.2 Kg cylinders, 19 Kg cylinders, and Regulator quantity from the table. Populate the second row of the table shown in step 1.

Next, click on EMR Register from left side menu as shown in the following screen shot:

C hpgasweb.hpcl.co.in/ReportModule/R	eport/EMRRegister		🖻 🖈 📙 🛸 🕻	1
ail 🥠 YouTube 😾 Maps 😵 Welcome to HPCL	💅 google.co.in - Yaho 😵 https://hpgasweb.h 💅 www.o	nline.stockh 🝠 Investment plannin 😵 D	istributor & Cons 🧕 Online Shopping sit	
A				
DISTRIBUTOR & CONS	UMER MANAGEMENT SYSTEM			
GAS Hindustan Petroleum Corpo	ration Limited			
your friendly gas				
9	Reports			
REPORTS +	Ame / Reports / EMR Register			
» SV Register	EMD Dogistor			
» TV Register				
» CTA Out Register	FETCH CRITERIA			
» CTA In Register		5 10 /		
» Refill Sales Register	Stan Date:	End Date:		
» Reports For Distributor	07-Jun-2022	14-Sep-2022		
>> Consumers Last Refill Date		Fetch Clear		
Steel: Desister				
» Stock Register	REPORT DATA		•	
» Pending Mandatory Inspection				
	RECIEP I SUMMARY DATA		S	
» Cash Memo WorkSheet				

Enter Start & End dates. Click on FETCH button. Click on RECIEPT SUMMARY DATA button. A table with data will be displayed as shown in the following screen shot:

😂 EMR Regi	pister × +				\sim	-	٥	×
← → C	hpgasweb.hpcl.co.in/ReportModule/Report/	/EMRRegister		Ē	☆ <mark>と</mark>	• •	1 🧄	:
M Gmail 🧳	🔊 YouTube 🛛 Maps 😵 Welcome to HPCL 👥 g	google.co.in - Yaho 😵 https://hpgasweb.h 👿 www.on	line.stockh 🚿 Investment plannin	😴 Distributor & Cons 🧕 C	Inline Shopping	g sit		>>
	* REPORTS	A Home / Reports / EMR Register						ut
	» SV Register	EMP Dogistor						
	» TV Register	LINIX IXegister						
	» CTA Out Register	FETCH CRITERIA						- 1
	» CTA In Register	Start Date:	End Date:					- 1
	» Refill Sales Register	07 lup 2022	14 San 2022					
	» Reports For Distributor	01-301-2022	14-3ep-2022					
	» Consumers Last Refill Date		Fetch Clear					
	» Stock Register	REPORT DATA			Ø			- 1
	» Pending Mandatory Inspection				•			
	» Cash Memo WorkSheet	RECIEPT SUMMARY DATA			\odot			- 1
	» Invoice Register	ITEM DESCRIPT	ION	TOTAL RECIEPT QUANTIT	Y ^			. 1
	» Subsidy Quota Report	14.2 KG NON-SUBSIDIZED CYLINDER		0				
	» Active Consumer	14.2 KG NON-SUBSIDIZED CYLINDER-LD(D	BTL CTC)	342				
	» Invoice Receipt Return	047 REGULATOR		300				
	» Defective Regulator Report							
	» Gujrat Subsidy Monthly Report	4						
	» Gujrat Subsidy Quaterly Report							
	» Cylinder Serial No.	RETURN SUMMARY DATA			۲			-
• 0	🖽 💽 🦬 💼 🥋 🦉	o 📲		^ <table-cell> 🔰 🖮</table-cell>	<i>(</i> ∰ ⊈)) ENG	11:33	-2022	\Box

Collect the data of 14.2 cylinders and Regulator quantity received from plant against EMR from the table. Populate the third row of the table shown in step 1.

Log out of REPORT MODULE.

Step 3: To get the data for the 4th and 5th row of the table shown in step 1, login to CDCMS at <u>https://hpgasweb.hpcl.co.in/DCMSCentralizationApp/Login/Views/LoginPageMain.aspx</u> using login credentials.

Click on Sign In button.

You will be taken to the page shown in the following screen shot:

Click on Order Management button.

Click on ORDER FULFILLMENT button from the left side menu.

Click on Search Booking button.

In the Search Order screen, enter Start & End dates (The difference can't exceed 30 days).

Under Order Type, select Pending SV.

Under Cash Memo Status, select Printed.

Under Order Status, select Cash Memo Printed.

Following sequence of screen shots explain the whole process:



Distributor & Consumer Manage × +				~ -	٥
→ C	lization App/Views/OrderFulfillment/SearchOrder/SearchOrder.aspx		Ŕ	☆ 🛃 🗯 🔳	4
Gmail 🤣 YouTube 😾 Maps 😵 Welcome to Hi	CL <mark>v/</mark> google.co.in - Yaho 🎨 https://hpgasweb.h <mark>v/</mark> www.online.st	.ockh 🐠 Investment plannin 🤅	🐉 Distributor & Cons 🧕	Online Shopping sit	
s cDCMS Backlog to be brought below 1.5 days.		Welcome,	RAVI ENTERPRISES RAVI	ENTERPRISES (146928)	00)
M Home		皆 Help Desk 🛛 皆 N	ew Help Desk 🛛 😤	Dealer Evaluatio	n P
DCMS MENU	Order Fullfillment/Search Booking ScreenCode(Of	-02)			
DISTRIBUTOR DATA +	SEARCH ORDER				
CONSUMER MANAGEMENT +	Start Date E	nd Date	Delivery Mode		
ORDER FULFILLMENT	15/ 08 /2022	14/ 09 /2022	<select delivery<="" td=""><td>Mode> 🗸</td><td></td></select>	Mode> 🗸	
» Order Booking	Order No O	rder Source	Consumer No		
» Search Booking	Order Type	Select Order Source	Cash Mamo No		
» Allocation	Pending SV V	Printed	 Cush mento no V 		
» Pending SV Orders	PackageCode		Order Status		
» Search Allocation	<select code=""></select>		✓ CashMemo Prir	nted 🗸	
» Online Payment Details		Fetch Clear			
Search Online Payment Details Allocation Wise CachMome Brint					
Anocation wise Casimeno Print Print/Re-Print Cash Memo	- LIST OF ORDERS				0
	Lindusten Detrojourn Corneration Limited All-sector 100	nien -1.0.11. Data -1.4/00/2022			
0 🗄 👩 🍋 🖻 🐟		1011.1.0.11.Date.14/09/2022	∧ 🖾 M আ	(cd)) ENG 11:47 A	M

Click on FETCH button.

Scroll down to see the total records available for the 30 days period.

Click on LIST OF RECORDS.

A table with the data will be displayed as shown the following screen shot:

							Welc	ome,RAVI EN	TERPRISES	RAVI ENT	ERPRISES	(1469280
	Order Type				Ca	ish Memo S	tatus		Cash Mem	io No		
	Pending S	V		~	P	rinted		~				
CMS MENU	PackageCod	e							Order Stat	us		
<u>^</u>	<select co<="" td=""><td>de></td><td></td><td></td><td></td><td></td><td></td><td>~</td><td>CashMe</td><td>mo Printed</td><td></td><td>~</td></select>	de>						~	CashMe	mo Printed		~
DISTRIBUTOR DATA +						Fetch	Clear					
CONSUMER MANAGEMENT +												
ORDER FULFILLMENT _												
Order Booking	LIST OF O	RDERS										6
Search Booking		0000000000		CASH	CASH	CASH		0518450	IVR	ACTUAL	00050	
	NO.	NAME	MEMO	MEMO DATE	CANCE L DATE	MEMO STATUS	REASON	Y MODE	BOOKING DATE	DELIVER Y DATE	QTY.	Y QT1
Panding SV Orders												
	674720	Vinu I V	1869519	11/09/2022		Printed		Home			1	1
		Mr. Rakesh										
Online Payment Details	674827	KUMAR	1871319	13/09/2022		Printed		Home			2	0
Search Online Payment Details	4											•
Search Online Payment Details												

Collect the data of number of 14.2 Kg cylinders under Order Quantity. This quantity is for Printed Cash Memo.

Repeat the process for "Cash Memo Generated" for the same period.

Collect the data of number of 14.2 Kg cylinders under Order Quantity, if available.

To collect the data of number of 14.2 cylinders for which SVs are made but Cash Memos are not printed or not generated, select the following in the Search Order Screen:

Enter Start & End dates (The difference can't exceed 30 days)

Under Order Type, select Pending SV.

Do not select anything under Cash Memo Status.

Under Order Status, select OPEN.

Click on FETCH button.

Scroll down to see the total records available for the 30 days period.

Click on LIST OF RECORDS.

Collect the data of number of 14.2 Kg cylinders under Order Quantity.

Add all (Cash Memo Printed, Cash Memo Generated, and Open Cash Memos) the Order Quantities to get the number of 14.2 cylinders that are PENDING INSTALLATION for the given period.

Following screen shots explain the process:

S Distributor & Consumer Manage × +						\sim	-	٥	×
\leftrightarrow \rightarrow C $($ hpgasweb.hpcl.co.in/DCMSCentralization	hApp/Views/OrderFulfillment/SearchOrder/Sea	rchOrder.aspx			Ē	☆ 🦊	*	п 🍕) i
附 Gmail 🍠 YouTube 👿 Maps 😵 Welcome to HPCL 🚺	💋 google.co.in - Yaho 🍣 https://hpgasweb.h	y/ www.onlin	ne.stockh 🝠 Investment plannin	😍 Distri	butor & Cons 🧕	Online Sho	pping sit		**
HP Gas cDCMS			Welcom	ne,RAVI EN	TERPRISES RAVI	ENTERPRI	SES (146	92800)	LogOut
Home			🐮 Help Desk 🛛 😵	New He	lp Desk 🛛 😫	Dealer	Evalua	Backlo	ortal
CDCMS MENU	Order Fullfillment/Search Booking	ScreenCode	(OF-02)						
O DISTRIBUTOR DATA	SEARCH ORDER								
CONSUMER MANAGEMENT +	Start Date		End Date		Delivery Mode				
ORDER FULFILLMENT -	15/ 08 /2022		14/ 09 /2022		<select delivery<="" th=""><th>Mode></th><th></th><th>•</th><th></th></select>	Mode>		•	
» Order Booking	Order No		Order Source		Consumer No				
» Search Booking			Select Order Source	~					
» Allocation	Order Type		Cash Memo Status		Cash Memo No				
» Pending SV Orders	Pending SV	~	<select cash="" memo="" status=""></select>	~					
» Search Allocation	PackageCode				Order Status			_	
» Online Payment Details	<select code=""></select>			~	Open		~	1	
 » Search Online Payment Details 			Fetch Clear						
Allocation Wise CashMemo Print									
Print/Re-Print Cash Memo	LIST OF ORDERS							0	
									-
	Hindustan Petroleum Corporation Limited All r	ights reserved.	Version :1.0.11 ,Date :14/09/2022						
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:DCMS						-		-	Welcome,R	AVI ENTERPI	RISES RAN	I ENTERPI	RISES (146	92800)
		Pending S	V			~	<sele< th=""><th>ct Cash Memo Sta</th><th>tus></th><th>*</th><th></th><th></th><th></th><th></th></sele<>	ct Cash Memo Sta	tus>	*				
		PackageCoo	le							Ord	er Status			
CMS MENU		<select co<="" td=""><td>ode></td><td></td><td></td><td></td><td></td><td></td><td></td><td>♥ Op</td><td>en</td><td></td><td>*</td><td>-</td></select>	ode>							♥ Op	en		*	-
DISTRIBUTOR DATA 4	^						1	Fetch Clear						
CONSUMER MANAGEMENT														
ORDER FULFILLMENT -		LIST OF O	RDERS											٢
Order Booking			CONSUMER	CASH	CA SH MEMO	CASH MEMO	CASH MEMO		DELIVER	IVR BOOKING	ACTUAL DELIVER	ORDER	SUBSID	
Search Booking		NO.	NAME.	MEMO	DATE	L DATE	STATUS	REASON		DATE	Y DATE	Q (1).	1 411.	
Allocation														
Pending SV Orders		674830	Mr. ANURAG M						Home			2	0	
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 Search Online Payment Details 														
Allocation Wise CashMemo Print														
Print/Re-Print Cash Memo	•						_						Total Re	ecords:
	E.					Previor	ıs 1	Next	Export To	Excel				

Repeat the process for getting the data for another 30 day period until you reach the current date.

This data gives only the pending installation for the given period. There is a possibility of having Pending SVs that are prepared prior to the order dates considered above. To get the number of 14.2 cylinders for which the bills could not be generated is obtained by clicking on the button "Pending SV Orders". You will get the following screen shot:

🛛 Gmail YouTube 🔽 Maps 😵 Welcome to HPCL	💅 google.co.in - Yaho 🛞 https://hpgasweb.h 💅 www.o	nline.stockh 🍯 Investment plannin 😵 Distributor & Cons 🤱 On	line Shopping sit »
as cDCMS		Welcome, RAVI ENTERPRISES RAVI EN	TERPRISES (41011502) LogOu
A Home	CDCMS applicat	ion has been restored with limited functionalities. Order fulfilliment and Replenish	Dealer Evaluation Por
CDCMS MENU	Order Fullfillment/Pending SV Orders Screer	Code(OF-04)	
DISTRIBUTOR DATA	PENDING SV		
ORDER FULFILLMENT -	Transaction Date	03/07/2023	
» Order Booking	Cash Memo No.		
» Search Booking			
» Allocation	PENDING SV ORDER		0
» Pending SV Orders			
Search Allocation	Generate Cas	h Memo Prepare Cash Memo For Print Print Clear	
Search Online Payment Details Search Online Payment Details			
Allocation Wise CashMemo Print			
» Print/Re-Print Cash Memo			
» Web Based Cash Memo Print ND			

Click on the "PENDING SV ORDER" link to obtain the number of 14.2 Kg cylinders under this category. Add this to the previously obtained quantity under pending installation.

Populate the 4th row of the table shown in step 1.

To get the data for the 5^{th} row, click on INSPECTION in CDCMS under ORDER FULFILLMENT.

Click on Loss Management button.

Click on Search Loss Register button.

The following screen shot shows the process:

CDCMS		Welcome,	RAVI ENTERPRISES RAVI ENTERPRISES (14692800)
Home		🐸 Help Desk 🛛 🐸 I	Bai New Help Desk 🛛 🚰 Dealer Evaluation
CMS MENU	Loss Management/Search Loss F	Register ScreenCode(LM-03)	
 Rebate(Preferred Time) 	SEARCH LOSS REGISTER		
Search Cancelled Order Search Cylinder Serial	LR Document No.	From Date	To Date
ISPECTION +	Consumer No.	Type of Loss	Loss By Whom
COMPLAINT MANAGEMENT 🔶		Select Loss Type 🗸	Select Loss By Whom 🗸
ACCOUNTING	Loss Document Type		
REPLENISHMENT MANAGEMENT 🔶	Select Document Type V	Search Clear	
LOSS MANAGEMENT -			
 Loss Of Document 	LOSS OF EQUIPMENT INFORM	ATION	
Loss Of Equipment			
 Search Loss Register 			

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cDCMS		Welcome,R	AVI ENTERPRISES RAVI ENTERPRISES (1469280
	Backlog to be	brought below 1.5 days.	
r Home	Loss Management/Search Loss Regist	ter ScreenCode(LM-03)	ew Help Desk 👕 Dealer Evaluat
» Rebate(Preferred Time)	SEARCH LOSS REGISTER		
 Search Cancelled Order Search Cylinder Serial 	LR Document No.	From Date	To Date
NSPECTION	Consumer No.	07/ 06 /2022 Type of Loss	14/ 09 /2022 Loss By Whom
COMPLAINT MANAGEMENT +		Equipment ~	Consumer
ACCOUNTING	Loss Document Type		
REPLENISHMENT MANAGEMENT +	Select Document Type	Search Clear	
LOSS MANAGEMENT _			
Loss Of Document	LOSS OF EQUIPMENT INFORMATION		
Loss Of Equipment Search Loss Register			

Enter Start & End dates.

Under Type of Loss, select Equipment.

Under Loss By Whom, select Consumer

Click on Search Button.

Click on LOSS OF EQUIPMENT INFORMATION.

A list will be displayed with a checkbox in each row as shown in the following screen shot:

						Welcome, RAVI ENTER	RPRISES RAVI EN	TERPRISES (1469	92800
	LR Docum	ient No.		From Dat	te		To Date		
				07/ 08 /20	22		14/ 09 /2022		
CMS MENU	Consumer	No.		Type of L	.0\$\$		Loss By Whom		
				Equipm	ient	~	Consumer		~
Rebate(Preferred Time)	Loss Doct	ument Type							
Search Cancelled Order	Select D	ocument Type	~			_			
Search Cylinder Serial					Search Clear				
SPECTION +	1000.01								
COMPLAINT MANAGEMENT	LOSSOF	- EQUIPMENT INI	FORMATION						6
ACCOUNTING	SELECT	LR DOC.NO.	LR DATE	TYPE OF LOSS	CONSUMER NO	CONSUMER NAME	LOSS BY WHOM	LOSS STATUS	-
· · · · · · · · · · · · · · · · · · ·		122086920020	07/06/2022	Equipment	651442	B CHANDRAKALA	Consumer	5 - Closed	
REPLENISHMENT MANAGEMENT +		122086920021	08/06/2022	Equipment	666636	Mrs VINODINI B P	Consumer	5 - Closed	
LOSS MANAGEMENT –		122086920022	09/06/2022	Equipment	673790	PRASHANTH B.H.	Consumer	5 - Closed	
Loss Of Document		122086920023	11/08/2022	Equipment	673417	HEERA L VIJAY	Consumer	5 - Closed	
Loss Of Equipment	4								Þ
					ViewDetails				
Search Loss Register									

Select only one checkbox at a time and then click on View Details button as shown in the following screenshot.

iail 🛷 YouTube 🔽 Maps 😴 Welcome to HPCI	L <u>v</u> google.co.in - Yaho 😴	https://hpgasweb.h 💅 wv	ww.online.stockh 💋	Investment plannin	Ø Distributor	& Cons a	Online Shopp	ing sit
DCMS				Welcome	e,RAVI ENTERP	RISES RAV	I ENTERPRISE	S (1469280
	LOSS REGISTER	INFORMATION						
IMS MENU			LD Desument No.			Lass Status		
Search Cylinder Serial	Consumer		122008020020			5 - Closed		
SPECTION +	Consumer No.		Consumer Name			0 010300		
COMPLAINT MANAGEMENT	651442		B CHANDRAKALA					
ACCOUNTING +			Fetch	Clear				
REPLENISHMENT MANAGEMENT +	Nature Of Connectio	n	Type Of Loss		Invoice	No		
LOSS MANAGEMENT	1 - Domestic		Loss/Theft	~				
Loss Of Document	Invoice Date		Reporting Date		Apppro	ve/Reject Date	e	
Loss Of Equipment			14/09/2022		07/06/20	022		
Search Loss Register								4
REPORTS +	LUSS OF EQUIPN	IENTINFORMATION						4
STOCK RECONCILIATION +	SELECT	ITEM LOST		GOOD/DEFECTIVE	QUANTIT	Y LOST	PENALTY PI	RICE
	•							

Click on LOSS OF EQUIPMENT INFORMATION again.

It will display the description of item lost (14.2 Kg cylinder/ Regulator) as shown in the following screen shot.

Make a note of the item description.

Select the next checkbox and repeat the procedure. Continue repeating the procedure until all the checkboxes are viewed for the item description.

Add the number of cylinders and regulators from the list.

Populate 5th row of the table shown in step 1.

Now the table shown in step 1 is totally populated and ready for the reconciliation.

Step 4: You need the Reconciliation Form to carry out the procedure. This is an excel sheet which is self explanatory. Most of the data that is required to be filled in the form is available from the table of step 1. Derived stock would be calculated by the sheet. Enter the physical stock available with you. The sheet would calculate any difference between derived and physical stock available with you automatically. You may download the form by clicking at the link provided with the title "Reconciliation Form". The "Reconciliation Form" is shown in the following Figure:

Following data may be filled in the Reconciliation Form:

Item 4: Physical stock of equipment as per the last visit by SO.

	· · ·	D	U	0	E	r
1		STOCK RECON	DISTRIB	UTOR		
2	NAME OF	THE DISTRIBUTOR:				
3	Date of R	econciliation:		From To	,	
4	Sr. No	C	14.2kg	13kg	Reg	
5		AUTHORIZED FLOOR STOCK				
6	1	Cash Receipt No. & Date:				
7	2	Cash Receipt No. & Date:				
8	3	Total (1+2)				
э						
10	4	Physical Stock as per Visit stock	Reconcilation: (Last inspection Date)			
11						
12	5	Pending Installation of Previous p	period issued			
13						
14	6	ADD EMRs/ Equipment	New Connections			
15	7	received on account of (all	DBC:			
16	8	figures should be only for the	Replanishment of Floor Stock			
17	3	reconciliation period as	Equipment Received against additional FS	5		
18	10	mentioned above)	TV-Out			
13	11		Imbalance due to loads from plant			
20	12		Reverse EMR			
21	13	Total stock (A) (6+7+8+9+10+11+12)		0	0	0
22						
23	14	LESS: SVs made/ Equipment	New Connections			
24	15	issued on account of (all figures	DBCs			
25	16	should be only for the	Reconnections (TV-In)			
26		reconciliation period as				
27	17	Total (B) (14+15+16)		0	0	0
28						
23	18	Pending Installation as on Date				
30	19	Cylinders lost from customers fo	r which write off EMRs to be made from P			
31	20	Cylinders lost in distributors sho	pl godown, FIR lodged and payment vide.			
32	21	Cylinders confiscated by Plant? C	Others			
33						
34	22	Derived Stock (4-5+13-17+18-13-2	20-21]	0	0	0
35						
36	23	Physical Stock				
37						
38	24	Difference (23 - 22)		0	0	0
39						

Item 5: Pending installation as per the last visit by SO.

Item 6: EMR for equipment received by dealer since last visit by SO (Data from 3rd row of the table of step 1).

Item 10: TVs prepared for equipment since last visit by SO (Data from 2nd row of the table of step 1).

Item 14: SVs prepared for equipment since last visit by SO (Data from 1st row of the table of step 1).

Item 18: Pending installation of equipment as on date of current visit by SO (Data from 4th row of the table of step 1).

Item 19: Loss of equipment by the customer since last visit by SO (Data from 5th row of the table of step 1).

Item 23: Physical stock with you as on date of visit by SO.