

Procedure to do Reconciliation

For Specific Period: DD1/MM1/YYYY1 to DD2/MM2/YYYY2

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 <https://hpgasweb.hpcl.co.in/ReportModule> 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:

The screenshot displays the 'SV Register' report page. The top navigation bar includes the HPGAS logo and the text 'DISTRIBUTOR & CONSUMER MANAGEMENT SYSTEM' and 'Hindustan Petroleum Corporation Limited'. A user profile section shows 'Welcome, RAVI ENTERPRISES', 'Role: RAVI ENTERPRISES', and 'Last Login: 9/14/2022 10:43:37 AM'. The main content area is titled 'Reports' and 'SV Register'. Under 'FETCH CRITERIA', there are three input fields: 'Start Date' (07-Jun-2022), 'End Date' (14-Sep-2022), and 'SV Type' (--- Select SV Type ---). There are 'Fetch' and 'Clear' buttons. Below this are two sections: 'REPORT DATA' and 'SUMMARY DATA', each with a downward arrow icon.

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.

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

The screenshot shows the 'SV Register' report page. The left sidebar contains a 'REPORTS' menu with various options. The main content area is titled 'Reports' and 'SV Register'. It features a 'FETCH CRITERIA' section with input fields for 'Start Date' (07-Jun-2022), 'End Date' (14-Sep-2022), and 'SV Type' (--- Select SV Type ---). Below this is a 'REPORT DATA' section with a 'SUMMARY DATA' table.

| PACKAGE CODE | QUANTITY | TOTAL AMOUNT | TYPE |
|------------------------------|----------|--------------|-----------|
| (149) 5 KG LPG CYLINDER(FTL) | 6 | 0 | Cylinder |
| (036) 14.2 KG LPG CYLINDER | 424 | 665280 | Cylinder |
| (064) 19 KG LPG CYLINDER | 6 | 10200 | Cylinder |
| (047) REGULATOR | 234 | 41430 | Regulator |
| (047) SC REGULATOR(FTL) | 5 | 0 | Regulator |

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

The screenshot shows the 'TV Register' report page. The left sidebar menu has 'TV Register' highlighted. The main content area is titled 'Reports' and 'TV Register'. It features a 'FETCH CRITERIA' section with input fields for 'Start Date' (07-Jun-2022), 'End Date' (14-Sep-2022), and 'TV Type' (--- Select SV Type ---). Below this is a 'REPORT DATA' section with a 'SUMMARY DATA' table.

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:

Start Date: 07-Jun-2022 End Date: 14-Sep-2022 TV Type: --- Select SV Type ---

Fetch Clear

REPORT DATA

SUMMARY DATA

| PACKAGE CODE | QUANTITY | TOTAL AMOUNT | TYPE |
|----------------------------|----------|--------------|-----------|
| (036) 14.2 KG LPG CYLINDER | 222 | 211830 | Cylinder |
| (047) REGULATOR | 117 | 11960 | Regulator |

Page: 1 of 6 Total No Of Records: 117

Export To Excel

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:

Start Date: 07-Jun-2022 End Date: 14-Sep-2022

Fetch Clear

REPORT DATA

RECIEPT SUMMARY DATA

| PACKAGE CODE | QUANTITY | TOTAL AMOUNT | TYPE |
|----------------------------|----------|--------------|-----------|
| (036) 14.2 KG LPG CYLINDER | 222 | 211830 | Cylinder |
| (047) REGULATOR | 117 | 11960 | Regulator |

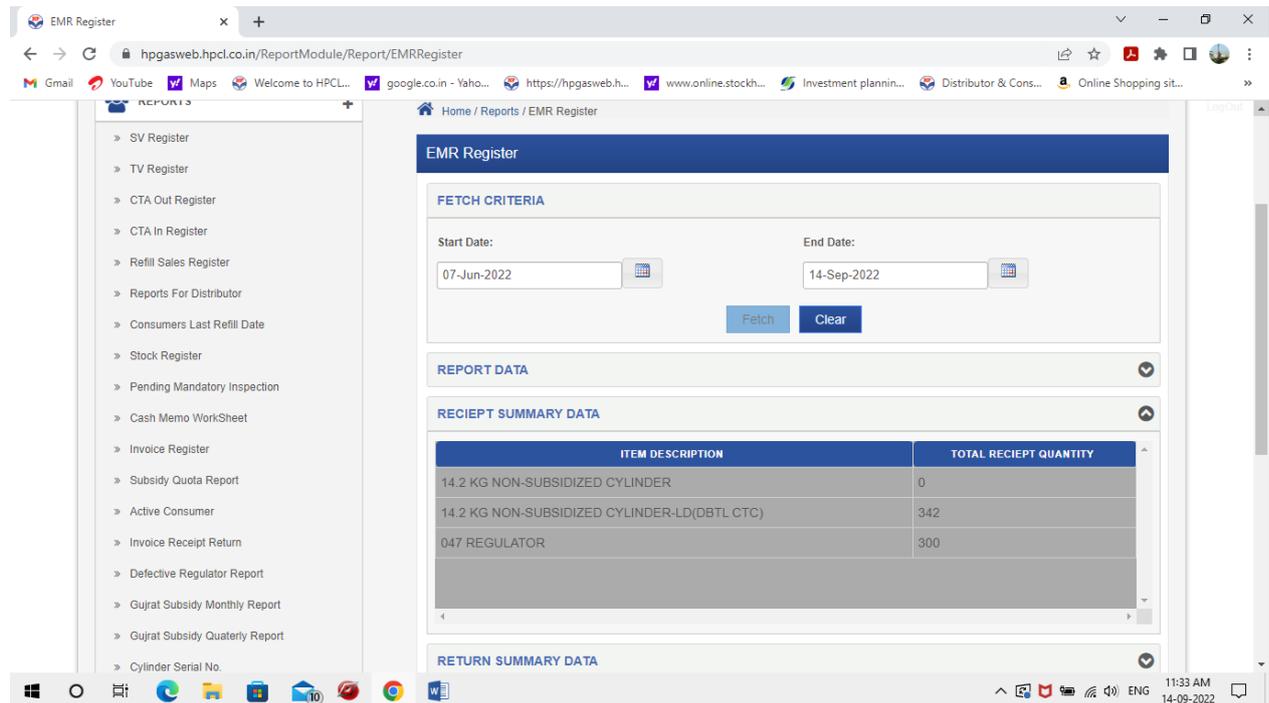
Page: 1 of 6 Total No Of Records: 117

Export To Excel

Enter Start & End dates.

Click on FETCH button.

Click on RECEIPT SUMMARY DATA button. A table with data will be displayed as shown in the following screen shot:



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 <https://hpgasweb.hpcl.co.in/DCMSCentralizationApp/Login/Views/LoginPageMain.aspx> 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.

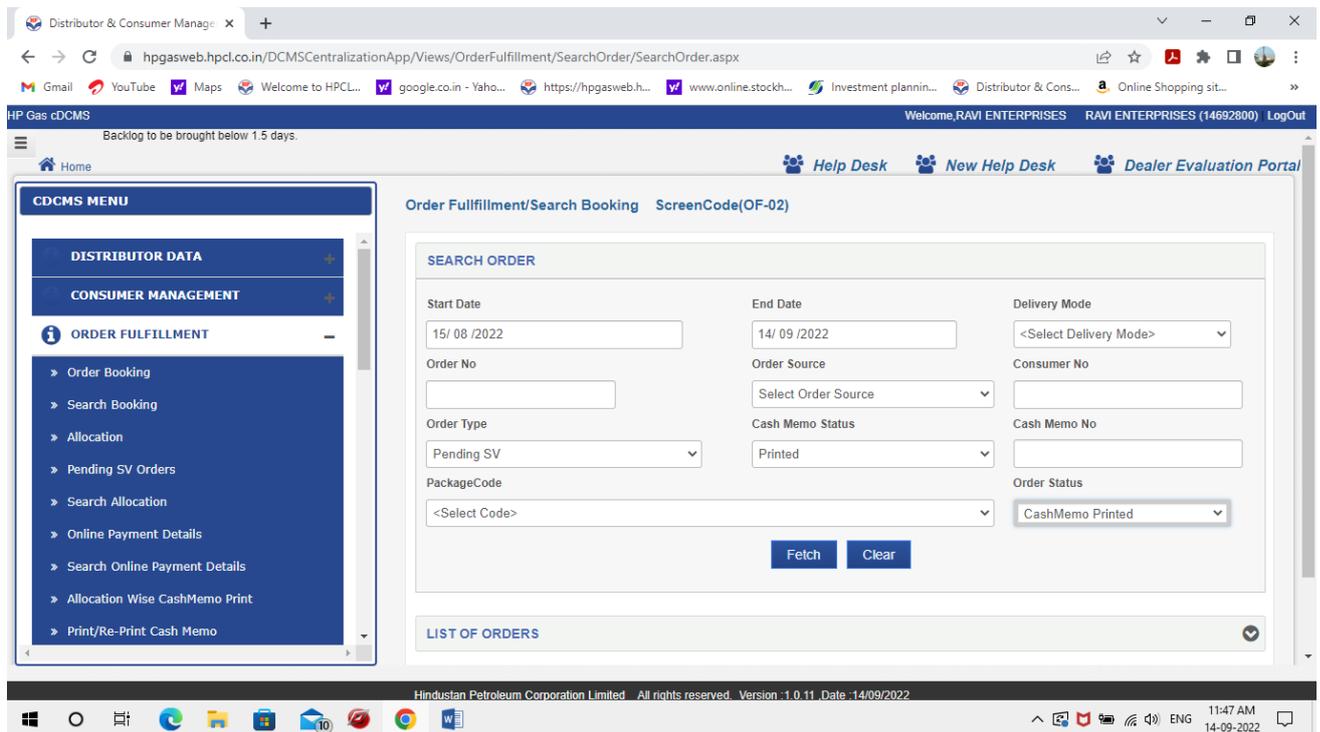
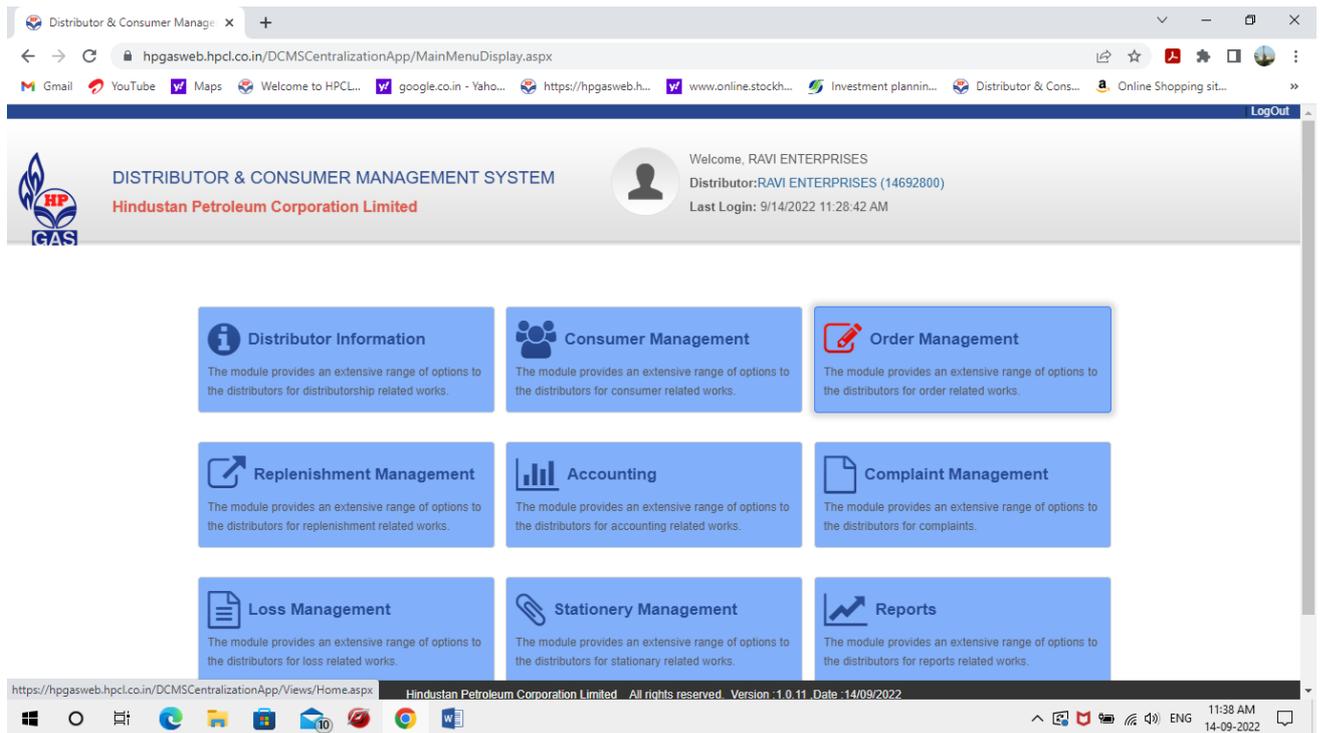
In the Search Order screen, enter Start & End dates (The difference can't exceed 30 days).

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:



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:

The screenshot shows the 'Search Order' screen in the HP Gas dDCMS application. The sidebar menu on the left is expanded to 'ORDER FULFILLMENT', with sub-items like 'Order Booking', 'Search Booking', 'Allocation', 'Pending SV Orders', etc. The main search area has the following filters:

- Order Type: Pending SV
- Cash Memo Status: Printed
- Cash Memo No: (empty)
- Package Code: <Select Code>
- Order Status: CashMemo Printed

Below the filters is a 'LIST OF ORDERS' table with the following data:

| CONSUMER NO. | CONSUMER NAME | CASH MEMO | CASH MEMO DATE | CASH MEMO CANCEL DATE | CASH MEMO STATUS | CANCELLATION REASON | DELIVERY MODE | IVR BOOKING DATE | ACTUAL DELIVERY DATE | ORDER QTY. | SUBS Y QTY |
|--------------|-------------------------|-----------|----------------|-----------------------|------------------|---------------------|---------------|------------------|----------------------|------------|------------|
| 674720 | Vinu TV | 1869519 | 11/09/2022 | | Printed | | Home | | | 1 | 1 |
| 674827 | Mr. RAKESH KUMAR ROSHAN | 1871319 | 13/09/2022 | | Printed | | Home | | | 2 | 0 |

Total Records: 2

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:

HP Gas cDCMS

Welcome RAVI ENTERPRISES RAVI ENTERPRISES (14692800) LogOut

Home Help Desk New Help Desk Dealer Evaluation Portal

Order Fulfillment/Search Booking ScreenCode(OF-02)

SEARCH ORDER

Start Date: 15/08/2022 End Date: 14/09/2022 Delivery Mode: <Select Delivery Mode>

Order No.: Order Source: Select Order Source Consumer No.: Cash Memo Status: <Select Cash Memo Status> Cash Memo No.: PackageCode: <Select Code> Order Status: Open

Fetch Clear

LIST OF ORDERS

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11:53 AM 14-09-2022

HP Gas cDCMS

Welcome RAVI ENTERPRISES RAVI ENTERPRISES (14692800) LogOut

Pending SV <Select Cash Memo Status> <Select Code> Order Status: Open

Fetch Clear

LIST OF ORDERS

| CONSUMER NO. | CONSUMER NAME | CASH MEMO | CASH MEMO DATE | CASH MEMO CANCEL DATE | CASH MEMO STATUS | CANCELLATION REASON | DELIVERY MODE | IVR BOOKING DATE | ACTUAL DELIVERY DATE | ORDER QTY. | SUBSIDY QTY. |
|--------------|----------------|-----------|----------------|-----------------------|------------------|---------------------|---------------|------------------|----------------------|------------|--------------|
| 674830 | Mr. ANURAG M N | | | | | | Home | | | 2 | 0 |

Previous 1 Next Export To Excel

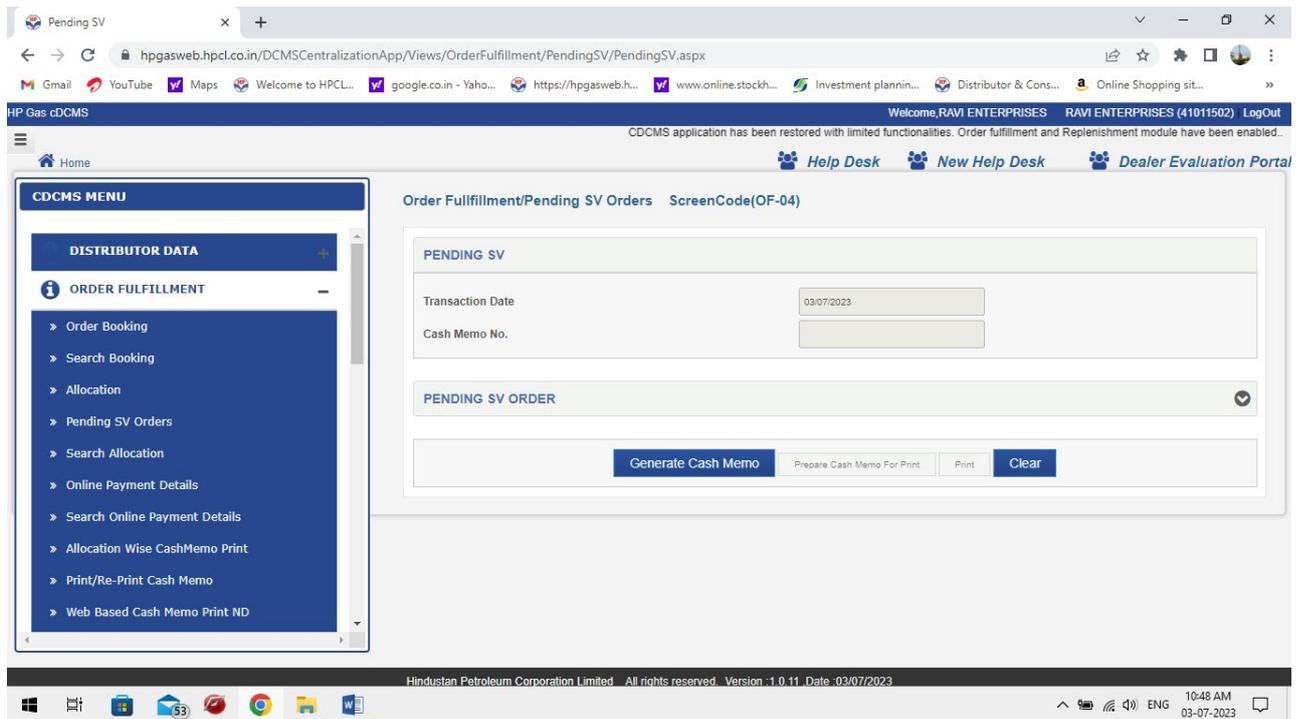
Total Records: 1

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11:55 AM 14-09-2022

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:



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.

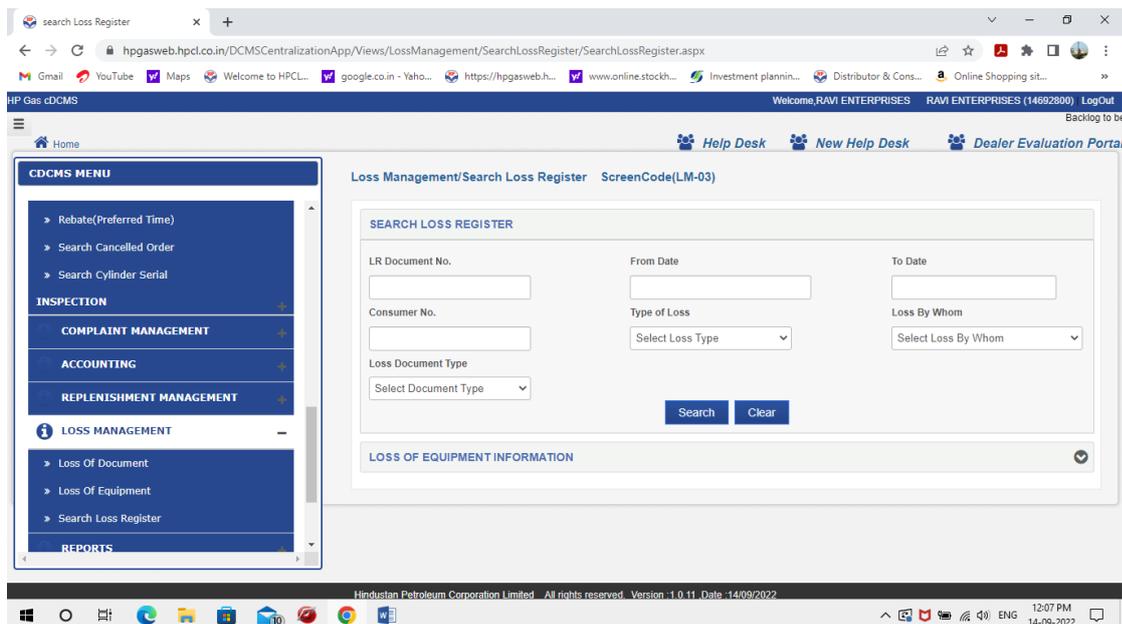
Populate the 4th row of the table shown in step 1.

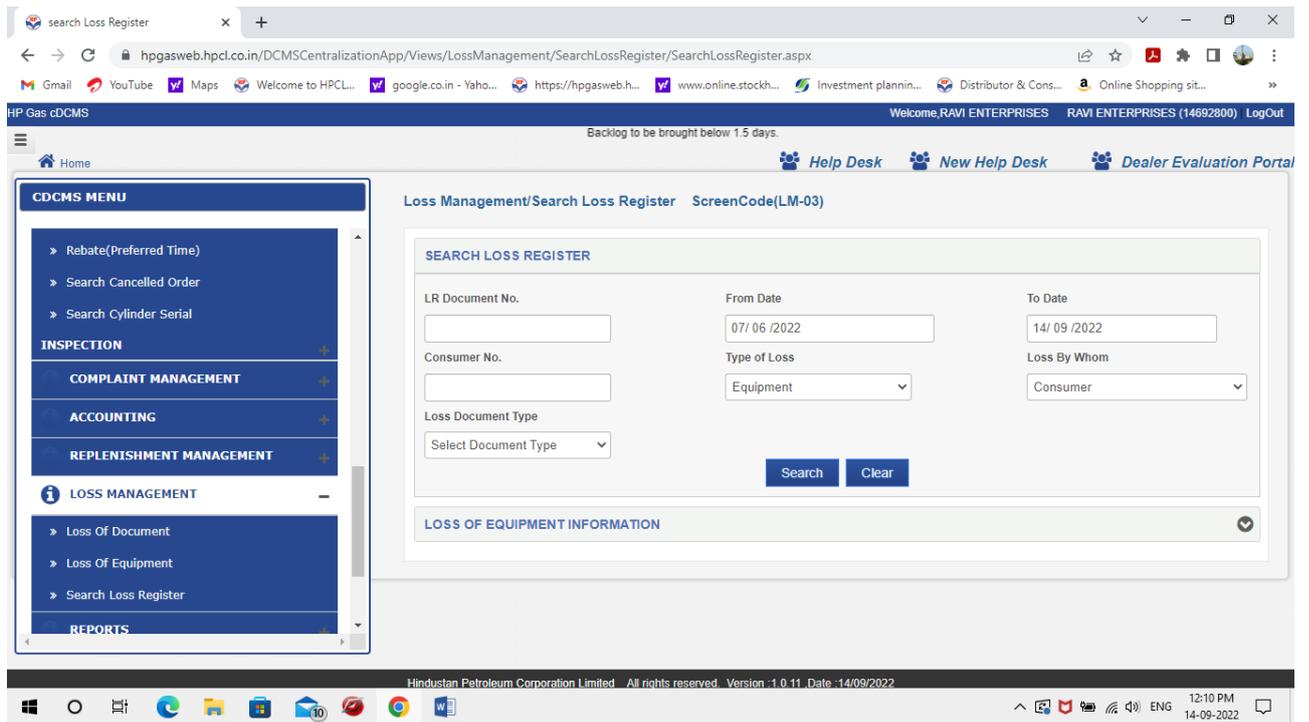
To get the data for the 5th row, click on INSPECTION in CDCMS under ORDER FULFILLMENT.

Click on Loss Management button.

Click on Search Loss Register button.

The following screen shot shows the process:





Enter Start & End dates.

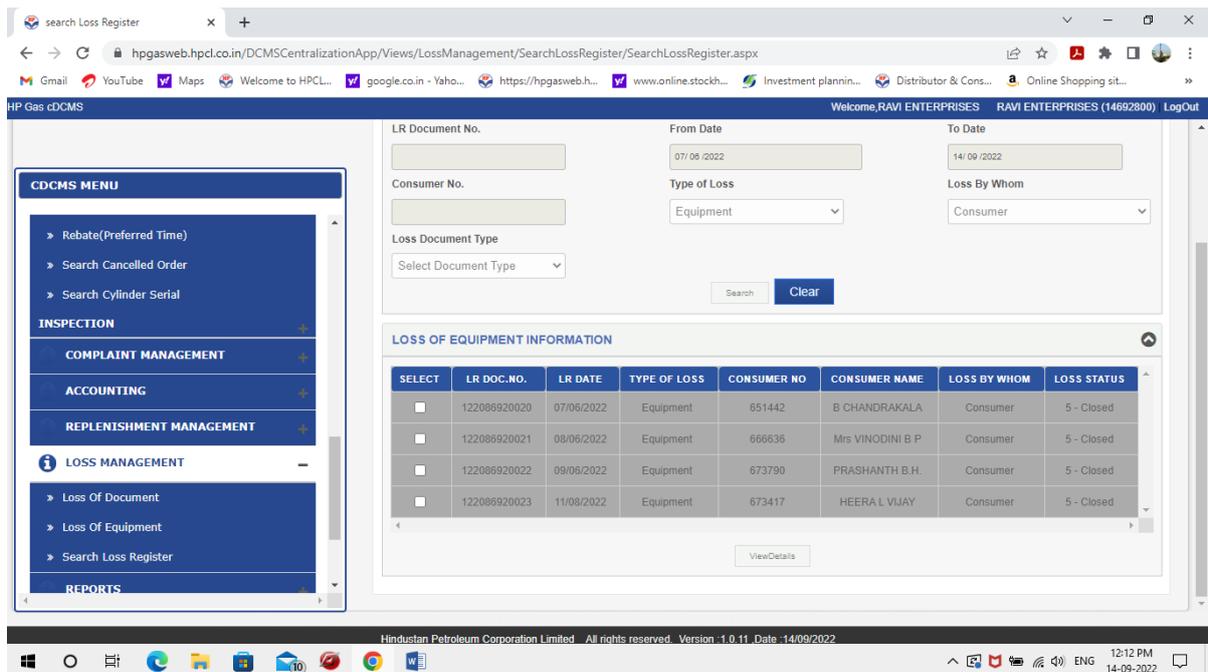
Under Type of Loss, select Equipment.

Under Loss By Whom, select Consumer

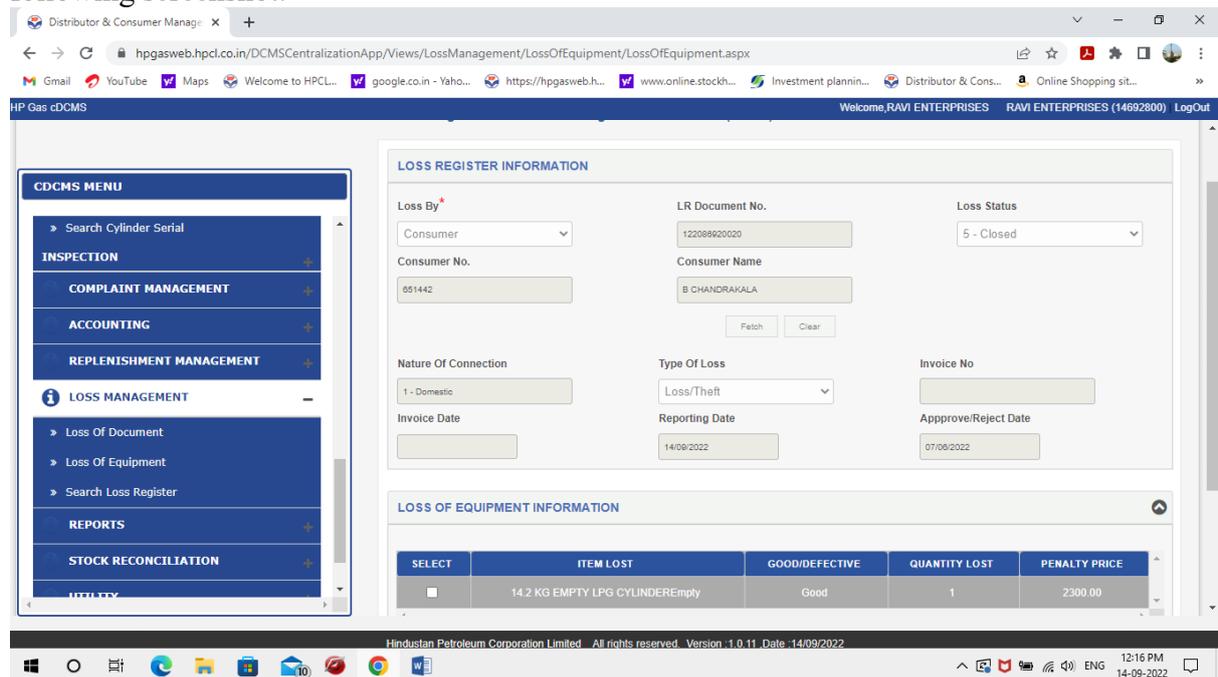
Click on Search Button.

Click on LOSS OF EQUIPMENT INFORMATION.

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



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



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.

| STOCK RECONCILIATION STATEMENT OF LPG DISTRIBUTOR | | | | |
|---|--|--|----------|----------|
| NAME OF THE DISTRIBUTOR: | | | | |
| Date of Reconciliation: | | From To | | |
| Sr. No | Description | 14.2kg | 13kg | Reg |
| AUTHORIZED FLOOR STOCK | | | | |
| 1 | Cash Receipt No. & Date: | | | |
| 2 | Cash Receipt No. & Date: | | | |
| 3 | Total (1+2) | | | |
| 4 | Physical Stock as per Visit stock Reconciliation: (Last inspection Date) | | | |
| 5 | Pending Installation of Previous period issued | | | |
| 6 | ADD EMRs/ Equipment | | | |
| 7 | received on account of (all | New Connections | | |
| 8 | figures should be only for the | DBC's | | |
| 9 | reconciliation period as | Replenishment of Floor Stock | | |
| 10 | mentioned above) | Equipment Received against additional FS | | |
| 11 | | TV-Out | | |
| 12 | | Imbalance due to loads from plant | | |
| 13 | | Reverse EMR | | |
| Total stock (A) (6+7+8+9+10+11+12) | | 0 | 0 | 0 |
| 14 | LESS: SVs made/ Equipment | | | |
| 15 | issued on account of (all figures | New Connections | | |
| 16 | should be only for the | DBC's | | |
| 17 | reconciliation period as | Reconnections: (TV-In) | | |
| 18 | | | | |
| Total (B) (14+15+16) | | 0 | 0 | 0 |
| 19 | Pending Installation as on Date | | | |
| 20 | Cylinders lost from customers for which write off EMRs to be made from PI | | | |
| 21 | Cylinders lost in distributors' shop/ godown, FIR lodged and payment vide. | | | |
| 22 | Cylinders confiscated by Plant/ Others | | | |
| Derived Stock (4-5+13-17+18-19-20-21) | | 0 | 0 | 0 |
| 23 | Physical Stock | | | |
| 24 Difference (23 - 22) | | 0 | 0 | 0 |

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.