Store Keeping
Store Keeping

Developed by: Tech Mahindra Ltd
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1 Module Description

The Store Keeping, as part of EIMS facilitates acquisition of goods and its inventory.

The procurement of stationery, furniture, vehicle, etc. is made through direct purchases. For other goods the process of demand, indents is followed. The items are procured through NIT or on DG& D rates.

This module helps in preparation of indents, demand note and transfer of goods from one office to another.

2 Basic Definitions

**Store Keeping**: The Store Keeping is to receive, issue the material in the right quantities, at the right time to the right section/department.

**Stock Verification**: Stock Verification is the process of physically verifying the stock of items with respect to their storage record. It is also called as inventory.

**Receipt**: Material sent by any supplier after the security clearance comes to stores. Stores check the document carried by the carrier, known as Challan/Receipt against the copy of order demanded on the supplier/department by an organization.

**Indent No.**: An indent no. is given to articles when they are ordered.

**Invoice No.**: An invoice no. is a commercial document issued by a seller to a buyer, indicating the products, quantities, and agreed prices for products or services the seller has provided the buyer. An invoice indicates the sale transaction only.

**Bin Card**: It constitute the basic quantity record of stock, transaction, adequate, care should be taken for their proper maintenance and safe custody.
3 Process Diagram

The process diagram of the Store Keeping module is as follows:

Start

Procured Item

Receive Item

Store

Request For Issue of Items (Indent)

Present

Yes

Issue

No

Stop
Module Features

The key features of the module are listed below:

4.1 Security Feature

The module has login based permissions and access. It means one user can’t access or remove/update the information created by EIMS user. Also some of the screens or facilities in the modules are extended as per the roles.

**Note to the user:**

*Please do not share your login and password with other users.*

*Please update your passwords regularly.*

4.2 Master Data

The Master data is the key or basic information that needs to be entered into EIMS, the information may include registered store articles. These masters are defined as Category and Sub-Category of the article.

4.3 Search

EIMS gives search facilities for retrieval of data. On the search screen the user is required to enter key phrases to enable search. The various search screens available in Store Keeping modules are as follows:

- **Search Article Registered**: Facility to search registered article details on the basis of Article Category.
- **Search Registered Inventory**: Facility to search registered inventory details on the basis of article description, store type (Stock Material/Tools and Plants).
- **Search Inventory Transaction**: Facility to search the transaction (Issue/Received) record on basis of transaction type (Issued/Received).

4.4 Export Utilities:

EIMS provides facilities for:

- Exporting Stores Indent (Form 7) and Register of Indents (Form 7-A) to a pdf format.
- Exporting Bin Card (Form 8) to a pdf format.
- Exporting Goods Received Sheet (Form 8-A) related to Office/Vendor to a pdf format.
- Exporting Priced Stores Ledger (Form 12) of articles to a pdf format.
- Exporting Tools and Plant Issues Sheet (Form 14) and Receipts Sheet (Form 13) to a pdf format.
- Exporting summary of stock receipts (Form 9) to a pdf format.
- Exporting summary of indents (Form 10) to a pdf format.
- Exporting closing balance report of articles to a pdf format.
- Exporting verification and Auction report of articles to pdf format.
- Exporting the List of Vendors to a pdf format.
4.5 Hindi/English Support

The module has provision to switch between Hindi and English. For data entry forms, the data entry is possible in English only. The form fields can toggle between Hindi and English.

4.6 Article Master

There is provision to create the articles category and sub-category as masters of Stores.

4.7 Register Inventory

There is a facility to register the article details with related quantity available and distributed on date of registration with their order no. and price.

4.8 Inventory Transaction

There is a facility to issue/receive the articles related to their need & supply to an office.

4.9 Article Verification

There is facility to verify and investigate for maintaining the article details for an office.

4.10 Reporting Feature

4.10.1 Store Transaction Forms

Following Login Based Reports available in this module:

- **Stores Indent (Form 7)**: To keep the received articles detail of Stock Materials.
- **Register of Indents (Form 7A)**: To show the stock material detail of indents related to an indent no.
- **Bin Card (Form 8)**: To show the stock material detail according to bin card no of selected Sub-Category.
- **Goods Received Sheet (Form 8A)**: To keep the detailed information of received goods related to office/vendor.
- **Summary of Stock Receipt (Form 9)**: To keep the details of Stock Receipts (issued items) on monthly basis.
- **Summary of Indents (Form 10)**: To keep the details of indents (received items) on monthly basis.
- **Priced Stores Ledger (Form 12)**: To keep the transaction details of articles on monthly basis and transaction type.
- **Tools and Plants Receipts (Form 13)**: To keep the received transaction details of Tools and Plants articles on monthly basis.
- **Tools and Plants Issues Sheet**: To keep the issued transaction details of Tools and Plants articles on basis of indent.
- **Abstract Report**: To keep existing records of Store Keeping between two dates on basis of store type.
- **Closing Balance Report**: To keep balance information of Store Keeping between two dates on basis of store type.
- **Verification and Investigation**: To keep the details of items verification and investigation details of the articles between two dates.
- **Auction**: To keep the highest bidding price of article between two dates related to store type.
- **Census Report**: To keep the analytic information of records on basis of store type.

**Note to the user:**

The reports can be downloaded in pdf format for taking print outs or keeping office records.

## 5 Roles and Permissions

This module has role based access and permissions and the permissions for the screens are listed below for reference:

<table>
<thead>
<tr>
<th>Screen/Process Permission</th>
<th>Provisioned Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Masters</strong></td>
<td>Administrator</td>
</tr>
<tr>
<td>Article Category</td>
<td>Create, View, Remove</td>
</tr>
<tr>
<td>Article Sub-Category</td>
<td></td>
</tr>
<tr>
<td>Register Inventory</td>
<td>Create, View</td>
</tr>
<tr>
<td>Inventory Transaction</td>
<td>Create, View</td>
</tr>
<tr>
<td>(Issue &amp; Receive)</td>
<td></td>
</tr>
<tr>
<td>Article Verification</td>
<td>Create, View</td>
</tr>
<tr>
<td>Transaction Forms (Reports)</td>
<td>View</td>
</tr>
<tr>
<td>List of Vendors</td>
<td>View</td>
</tr>
</tbody>
</table>

**Note to the user:**

Please note that based on the user privileges some screens may or may not be visible.

## 6 How to Access Store Keeping Module

### 6.1 From EIMS Home Page

EIMS के अन्तर्गत Store Keeping Module Access करने के लिये निम्न steps का अनुसरण करें–

Address box में [www.mpwrd.gov.in](http://www.mpwrd.gov.in) type करें और enter button दबों। (In the address bar type [www.mpwrd.gov.in](http://www.mpwrd.gov.in) then press enter button to visit Water Resources Department's Web Site).
वर्तमान साल Portal का home page open हो जाता है। (Following home page of portal will be open)

Portal का home page पर Important Application Logins के अंतर्गत Store Keeping option पर click करें तथा login window में लॉग इड एंड पासवर्ड दान और “Login” button पर click करें। (Enter Login ID and Password then click on “Login” button.)

अब यह Portal का home page पर Latest Application के अंतर्गत Store Keeping option पर click करें निम्नलिखित screen open हो जाती है। Login ID एंड Password Enter करें एवं login button पर click करें।
6.2 Using a direct link

Click on this link to access module [https://eims1.mpwrd.gov.in/storekeeping/control/main](https://eims1.mpwrd.gov.in/storekeeping/control/main).

6.3 Role Based Screen Access

The roles in EIMS can be any of the following:

- Admin Role - Admin authorize to create/update/remove Articles.
- Data Entry Role – Inventory Transaction (Issue/Receive), Register Inventory, Verification and Auction and to generate the Store Keeping reports.
- Supervisory Role – Supervisory can view reports.

The various screens as per role are listed in the sections below.
6.3.1 Module Admin

The module admin role has access to the following screens:

6.3.1.1 Screen: Article Master

<table>
<thead>
<tr>
<th>Roles</th>
<th>Administrator</th>
<th>EE</th>
<th>SDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Create, Update, Remove, View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Permission</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Article Master Screen]

6.3.2 Data Entry Role (EE/SDO)

6.3.2.1 Screen: Register Inventory

<table>
<thead>
<tr>
<th>Roles</th>
<th>EE</th>
<th>SDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Create, Update, View</td>
<td>Create, Update, View</td>
</tr>
<tr>
<td>Permission</td>
<td>View</td>
<td>View</td>
</tr>
</tbody>
</table>

![Register Inventory Screen]
6.3.2.2 Screen: Add Details (Reserve Details of an Item)

<table>
<thead>
<tr>
<th>Roles</th>
<th>EE</th>
<th>SDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Add, Update, View</td>
<td>Add, Update, View</td>
</tr>
</tbody>
</table>

6.3.2.3 Screen: Inventory Transaction (Issue)

<table>
<thead>
<tr>
<th>Roles</th>
<th>EE</th>
<th>SDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Issue, View</td>
<td>Issue, View</td>
</tr>
</tbody>
</table>
6.3.2.4 Screen: Inventory Transaction (Receive)

<table>
<thead>
<tr>
<th>Roles</th>
<th>EE</th>
<th>SDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Receive, View</td>
<td>Receive, View</td>
</tr>
</tbody>
</table>
6.3.2.5 Screen: Verification

<table>
<thead>
<tr>
<th>Roles</th>
<th>EE</th>
<th>SDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Add, View</td>
<td>Add, View</td>
</tr>
<tr>
<td>Permission</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.3.2.5.1 Screen: Auction

<table>
<thead>
<tr>
<th>Roles</th>
<th>EE</th>
<th>SDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Add, View</td>
<td>Add, View</td>
</tr>
<tr>
<td>Permission</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.3.3 Monitoring Officer

6.3.3.1 Screen: Transaction Forms - Stores Indent (Form 7)

<table>
<thead>
<tr>
<th>Roles</th>
<th>EE</th>
<th>SDO</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Permission</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.3.3.2 Screen: List of Vendors

<table>
<thead>
<tr>
<th>Roles</th>
<th>EE</th>
<th>SDO</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Permission</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
</tbody>
</table>

7 Case Study

7.1 Steps in Store Keeping

1. Register Article Category
2. Register Article Sub-Category
3. Register Inventory
4. Inventory Transaction
5. Verification and Auction
6. Transaction Forms(Reports)
7. List of Vendors
7.1.1 **Article Category**

Primary Role: Administrator.

Operations:
1. Login as Administrator.
2. Select “Article Master” menu.
3. Click on “Add Article Category” button.
4. Fill all required fields of form.
5. To save the record Click on “Submit” button, a successful message ‘Article Category Added Successfully’.

On Submit, below screen is displayed.

For Sub Category, click on “Add/View Article Sub-Category” button.

click on “Remove” button, to remove the details.

7.1.2 **Article Sub-Category**

Primary Role: Administrator.

Operations:
1. Login as Administrator.
2. Click on “Add Article Sub Category” button.
3. Fill all required fields of form.
4. To save the details click on ‘Save’ button, a successful message “Article Sub-Category Added Successfully” is displayed.

On save, see the following screen.

On click “Remove” button, User can remove the details of Sub Category.

7.1.3 **Register Inventory**

Primary Role: Administrator, EE, SDO.

Operations:
1. Login as Administrator/EE/SDO.
2. Select “Main” menu.
3. Click on “Register Inventory” button.
4. Fill all required fields of form.
5. To save the details Click on ‘Save’ button, a successful message “Inventory Details Saved Successfully” is displayed.
On save, see the following screen.
On click "Remove" button, articles transaction details is removed.
On “Add Detail” button, see the screen. To provide the max limit and min limit of store, status information.

On click “Save”, it displays below screen.

7.1.4 Inventory Transaction

7.1.4.1 Inventory Transaction (Issued)

Primary Role: Administrator, EE, SDO.
Operations:
1. Login as Administrator/EE/SDO.
2. Select “Inventory Transaction” Menu
3. Click on “Inventory Transaction” button.
4. Select transaction type ‘Issue’.
5. Select Item Status ‘Available’, fill the required field.
6. To complete the transaction click on ‘Submit’ button, a successful message “Inventory Details Saved Successfully” is displayed.
To view the transaction details, click on “View Items” button.

On click “Add” or “Add Items/Articles” button, fill the required fields for another transaction with same official details and invoice, indent, head of account, bin card no. and article details.

After clicking on “Add Items/Articles” below screen is displayed.
On click “OK” button, a successful message “Inventory Details Saved Successfully” is displayed.
7.1.4.2 Inventory Transaction (Received)

Click on “Inventory Transaction” button, to complete the Receive transaction from other Office/Vendor.

Primary Role: Administrator, EE, SDO.

Operations:
1. Login as Administrator/EE/SDO.
2. Click on “Inventory Transaction” button.
3. Select transaction type ‘Receive’.
4. Select item Status ‘Available’/’New’, fill the required field.
5. To add the details click on ‘Submit’ button, a successful message “Inventory Details Saved Successfully” is displayed.
To add the details click on ‘Add Item” button.

For multiple receiving of articles, add it at same office.
To add more item click on Add button.

Click on “View Item”, to see the details of received articles details.

7.1.5 Article Verification
Primary Role: Administrator, EE, SDO.
Store Keeping

Operations:
1. Login as Administrator/EE/SDO.
2. Select “Article Verification” Menu.

On click Verification button, display below screen.

Click on ‘Save button, a successful message “Verification Details Saved Successfully.” is displayed.
Click on “Auction” button, see the following.

Click on “Save” button, a successful message displays “Auction Details Saved Successfully”.

The following occurred:
Verification Details Saved Successfully. [10002]
7.1.6 Store Transaction Forms

Primary Role: Administrator, EE, SDO.

Operations:
1. Login as Administrator/EE/SDO.
2. Click on “Store Transaction Form” menu.
3. It navigates to Report section.
4. Fill the required fields, Click on “Generate” button, to get Store Indents details.
5. Click on “PDF” icon button, to get the Store Indents details in PDF format.

To view “Register of Indents (Form 7-A)” click on “Register of Indents: Form 7-A” tab.
To view “Bin Card (Form 8)” click on “Bin Card: Form 8” tab.
To view “Goods Received Sheet (Form 8-A)” click on “Goods Received Sheet: Form 8-A” tab.
To view “Summary of Stock Receipts (Form 9)” click on “Summary of Stock Receipts: Form 9” tab.
To view “Summary of Indents (Form 10)” click on “Summary of Indents: Form 10” tab.
To view “Priced Stores Ledger (Form 12)” click on “Price Stores Ledger: Form 12” tab.
To view “Tools and Plant Receipts Sheet (Form 13)” click on “Tools and Plant Receipts Sheet: Form 13” tab.
To view “Tools and Plant Issues Sheet (Form 14)” click on “Tools and Plant Issues Sheet: Form 14” tab.
7.1.7 List of Vendors

Click on “List of Vendors” Menu, to get the information of Vendor details.

Primary Role: Administrator, EE, SDO.

Operations:
1. Login as Administrator/EE/SDO.
2. Click on “List of Vendors” menu.
3. It displays the registered vendor details.
4. Click on PDF icon button, to get the printable PDF format.

8 References

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Reference Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EIMS Task 1 – 4 Reports, TechM</td>
</tr>
<tr>
<td>2</td>
<td>MTR I – III, DHV</td>
</tr>
<tr>
<td>3</td>
<td>A Compilation of Technical Circulars for Irrigation Works in Madhya Pradesh, B.R. Banga.</td>
</tr>
<tr>
<td>4</td>
<td>Department Structure, Proposal Documents provided by WRD</td>
</tr>
<tr>
<td>5</td>
<td>Discussions and Minutes of Meetings from various discussions and suggestions.</td>
</tr>
<tr>
<td>6</td>
<td>Feedback received from online Trac <a href="http://mpwrd.gov.in/itmgmt">http://mpwrd.gov.in/itmgmt</a></td>
</tr>
<tr>
<td>7</td>
<td>SRS and Design Documents of the module.</td>
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</table>