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Basic store keeping notes pdf

Storekeeping is a specialized and important material control function that deals mainly with materials and materials related to goods. The storer shall be responsible for protecting and storing materials and supplies in appropriate locations until required in production. It is a service function and the storer is in charge of storage. He is the superintendent of goods stored in the store and keeps records of all movements of materials. In fact, the warehouse is the link between the planning and the production department. Control of purchases must be plagued by effective control of shops in order to avoid losses due to damage, deterioration and negligence. The goals of warehouse management include handling and recording materials. This is the main goal of the warehouse: Efficient use of the available warehouse. Avoids over and under the storage of material. Efficient and economically receiving material, handling and issuing warehouses. Protection of goods from fire, loss, theft and obsolescence. Ensuring adequate and timely supply of warehouses on the basis of appropriate requirements and authorisation. Shop types Although there are different types of stores, production companies use them commonly. Basically, there are three types of trade as follows: Centralized trades Decentralised trades Centralized trades with sub-stores Centralized Trades: If there is only one trade to receive and issue materials to all departments of interest, such trade is called centralized trades. In this type of warehouse, all materials are stored in one place called central store. Materials are received and issued from one store department in centralized stores. This type of trade is used by most of the production company. The main objective of the centralized store is the purchase and release of all materials required by the entire department. Decentralized trades: This trade appeared due to disadvantages of centralized trades. It's just a reverse system of centralized trades. Under this system of trade, in each department, there should be an independent or separate trade. Each department must create a separate store to record the materials they need. This is not so popular because it required more installation costs and a separate store in each department. Centralized sub-shop: This store uses a system of advances in stores where each sub-store gets some starts. In a large organization, central trade is far from the manufacturing department and given which transport costs it increases. In order to reduce handling and transport costs, sub-storage is maintained in the vicinity of the production department and sub-stores are managed by central outlets. The sub-store obtains materials from the central store. The location of the Store Location is known as the location. So the location of the store means the place where the store is located. When choosing a place of trade, the department of purchase must be in various facts, because the location of the warehouse must be considered and the store should be divided into shelves, which should in the future be sub-divided into small premises. This space is used as a bin. Factors to consider for choosing the location of stores Should be placed in a central and safe place. It must be located near the production department. It must have sufficient space to store the purchase materials. It should be easily accessible to all other departments. It must be fitted with an adequate container and racks. Storer Storer is a person dedicated to the care of the store. He is in charge of business and is responsible for controlling the trade. Normally all major manufacturing concerns appoint a storer. He has an important role to play in the warehouse. The storer must have some technical knowledge and experience in the store routine. In addition, he should be trained, honest, loyal and accountable. He is also called the head of a store or warehouse superintendent. Duties and duties of the storer The storer should be responsible for the following functions: Replace damage and damage to goods Safety against loss, fire and accident Performance of the control function at work completed by protection against the consequences of unavailability of materials Recording and receiving materials in the warehouse Classification and codification of items that are received by the warehouse Prohibited unauthorized persons enter the warehouse Management management procedure or Warehouse routine After receiving materials by receipt or warehouse management department, the storer must carry out various work relating to the materials. This is known as a storage practice or store routine. Classification and codification of materials Recording of materials accepted Material issuance Classification and codification of materials Classification and codification of materials equipment rapid identification of materials in the warehouse when they are sent to production departments. All items in warehouses should be properly classified and codified. Goods and raw materials received in the warehouse must be scientifically classified and coded. Classification of materials According to the nature of material equipment in different groups of goods, materials are classified in such a way that the issue, storage and identification of materials are quickly and easily. So materials are first classified based on their nature and types. It can be defined as construction, consumables, spare parts, lubrication, etc. Codification of materials After classification of materials into different groups, they are codified again. Coding agents for entering numbers or distinguishing symbols for specific warehouse materials with quick arrangement arrangements to facilitate storage. A symbol assigned to a material known as a code. There are three methods of codifying materials: alphabetical: Alphabets are used especially to codify each group of materials. For example, in the case of B, C..... Numeric: Numbers are used to codify each item group. For example, 101, 102..... Alphanumeric: Both alphabets and numerical alphabets are used to codify each group of material. For example, A-101-102.... Recording of materials received after classification and cost of materials, the next step in the warehouse routine is the recording of materials received by the Department of Commerce. The following is two systems for recording material received in trade. Trash is a term used to symbolize a place or shelf or rack or pigeon-hole, or even a large room where materials are stored and a card attached to a trash can or tag hung there is known as a bin card. The bin card displays quantitative data about the receipt, issue, and balance of items in the bin. This tab also shows the maximum level, minimum level, and re-order level of materials. It helps the storer control the material. The bin card is used by the warehouse er to store a single quantitative e-mail for all items in the warehouse. Remember that it does not record the value of materials. The book store is maintained by a department with costs. This book displays information about the prices of the issued materials and the monetary value of each item in the stores. The warehouse ledger contains an account for each warehouse item and records receipts, problem, and balance in both quantity and value. Contains the name, part number of the item, and bin number. References: Koiral, Madhav et al., Principles of Accounting -XII, Buddha Prakashan, Kathmandu Shrestha, Dasharatha et al., Accountancy -XII, M.K. Prakashan, Kathmandu Bajracharya, Puskar, Principle of Accounting-XII, Asia Publication Pvt. Ltd., Kathmandu The following trade maintenance benefits help the Organization to receive, store and distribute materials & quickly.1. Provides the right place.2. It leads to a minimum investment in stocks.3. It leads to easy identification and specification of materials.4. Estimation of materials in anticipation.5. Material protection.6. Helps minimize accidents.7. Quality & Cost Enables continuous production.9. Reduces bad management.10. Other advantages.1. It provides the right place: In a modern warehouse, each item of material is kept in the right place, so it is easy to obtain at the time of need. If any material is not kept in the right place and is not available if necessary then the benefits of store retention are not fully derived.image source: veronicamade.files.wordpress.com.2. Leads to a minimum investment in stocks: Avoids material in shops, thus allowing the company to make more profitable use of working capital through a minimum inventory of investments.3. Leads to easy identification and specification of materials: Storage of the warehouse will allow easy identification and specification of materials in the warehouse. It will also help in the use of the oldest materials first based on the first in the first out. Provides suitable storage, equipment and scientific location storage rooms.4. Estimate materials in anticipation: Store retention is the link between purchase and production. Efficient and economical reception, handling and issuance of inventory items will save investment in inventory and further facilitate the ordering of the necessary materials. So choosing the right and right place and at the right time can be done for the future needs of the organization.5. Material protection: Effective storage process protects stored materials from damage, damage, theft, theft, unauthorized removal, etc.6. Helps minimize accidents: The right material storage system when properly put into different shelves, baskets and shelves (and not accidentally) will help minimize incidents.7. Quality & Cost: Modern age is the age of specialization. Quality goods are to be produced at lower and lower costs. Poor control and poor store management can result in the release of old, semi-obsolete materials to the factory, which would create a product quality problem. It also causes marketing problems for the company and in an extreme case can affect its reputation.8. Allows continuous production: The cessation of production operations is minimized by ensuring a continuous flow of materials needed for various jobs. Production plans will therefore not be dislocated and the promised delivery dates will therefore be accepted. The position of stocks is easily known, allowing timely replenishment of stocks of necessary items when stocks reach the minimum level.9. Reduces mismanagement: Regular analysis will be possible to control losses, waste, obsolescence and theft and to have updated information on material requirements. A good warehouse storage system will be useful in measuring, counting and weighing warehouse items.10. Other advantages: The storage of the warehouse also facilitates the identification of materials in the warehouse as a result of the application of the classification and codification system, with the result that there is no problem in the process of issuing the material to the appropriate department. Department.