



PMC Cell – MM

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**Corporate Materials Management**

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**Circular No. 19/2015**

No: MAT/PMC/13(17)/2015

Dated: 13.05.2015

**Sub: Stock verification of Assets in ICE**

During the course of IT audit of the MM process, it has come to notice that in many cases while carrying out stock verification of the Assets, the last step i.e. processing of errors generated in the previous step is not being performed by the stock verifiers, which is resulting into the verification process remaining incomplete.

In view of the above, all concerned are advised to ensure that while performing stock verification of Assets, all steps **including the step no. 9 (processing of errors)** involved in verification process are completed as per the process guide enclosed for ready reference.

Above guidelines should be meticulously followed by all concerned.

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Distribution: (Through ONGC's intranet website 'ongcreports.net').

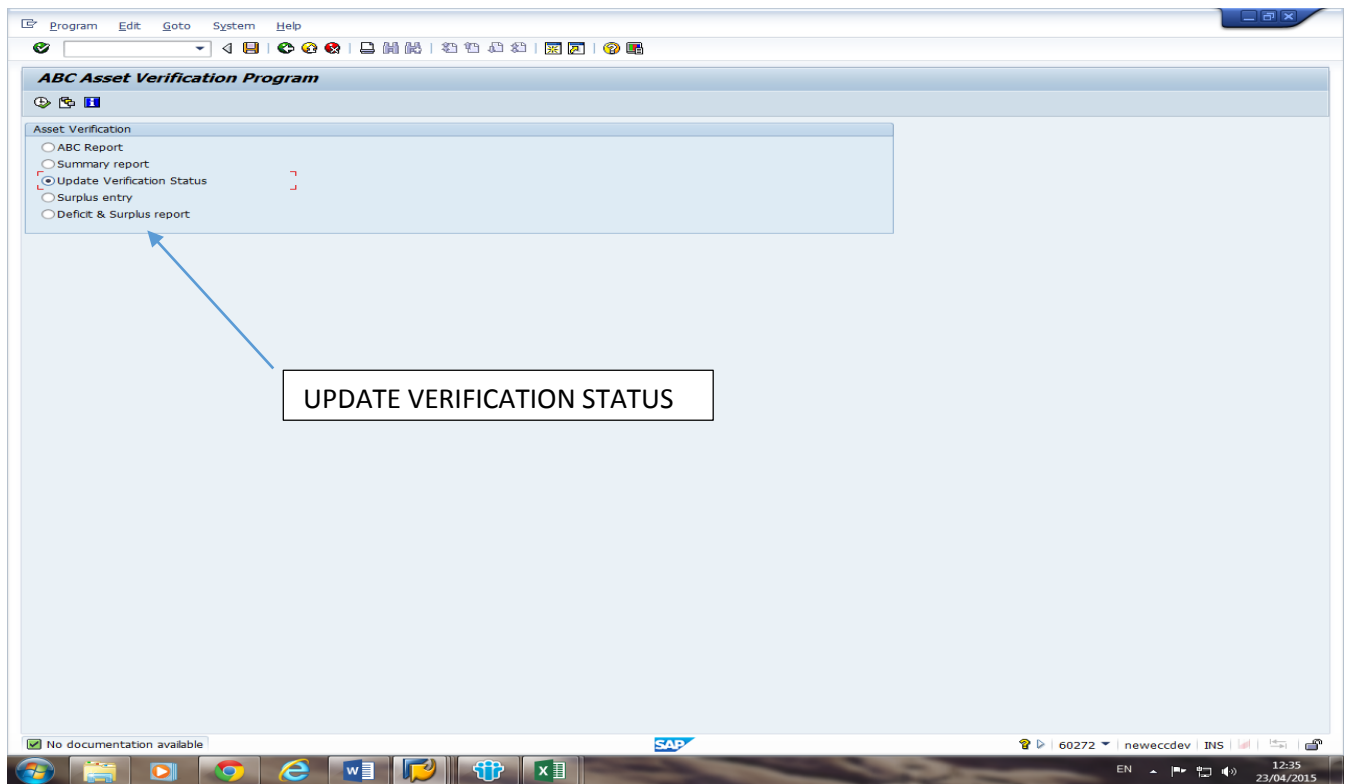
**All concerned may download the circular from the site. Hard copies are not distributed separately.**

Copy to:

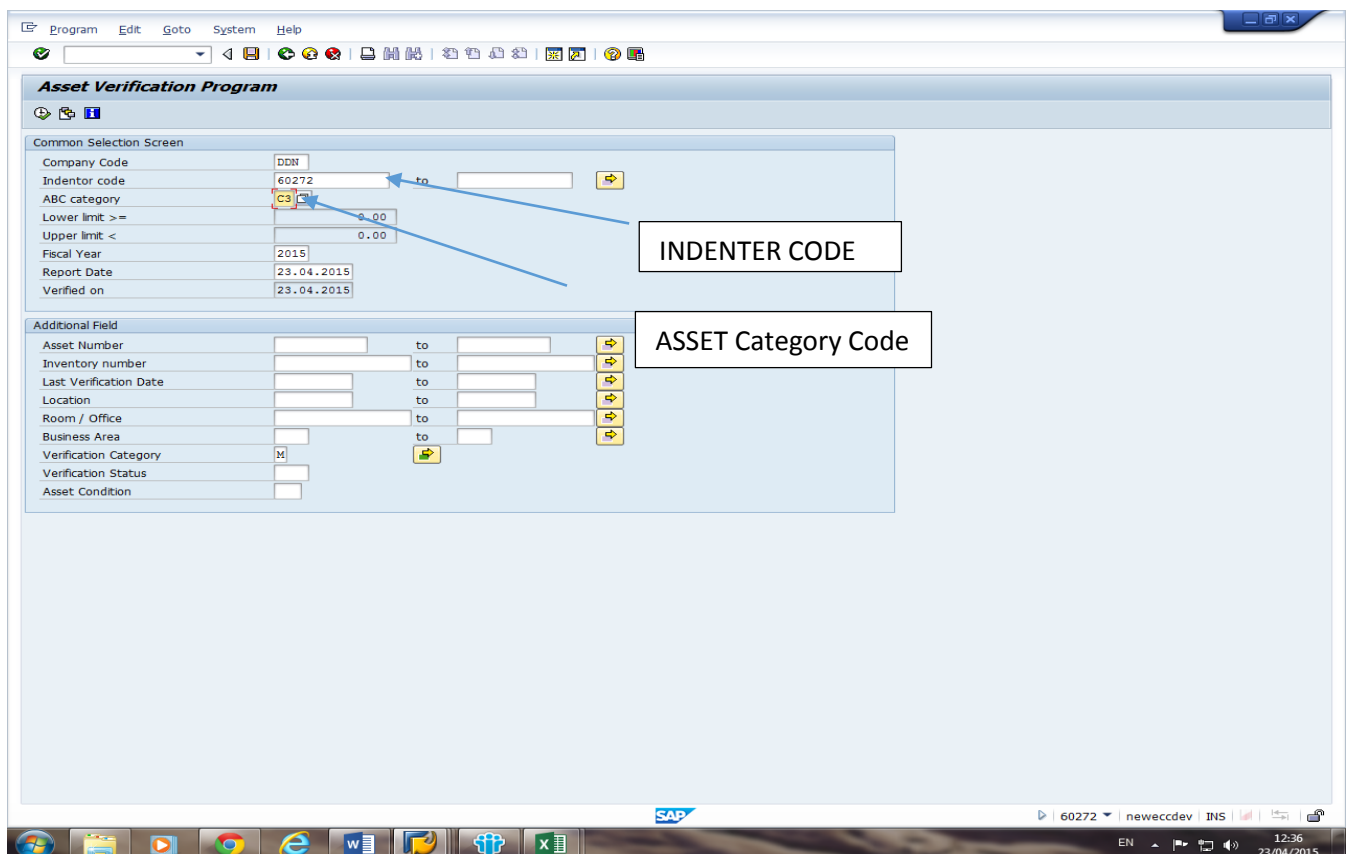
1. EO to CMD, ONGC, Jeevan Bharti Building, New Delhi.
2. CEA to Director (Finance) / Director (T&FS) / Director (Offshore) / Director (Onshore) / Director (HR) / Director (Exploration), ONGC, Jeevan Bharti Building, New Delhi.
3. CVO, ONGC, Jeevan Bharti Building, New Delhi.

## PROCESS DOCUMENT FOR STOCK VERIFICATION UPDATE IN SYSTEM.

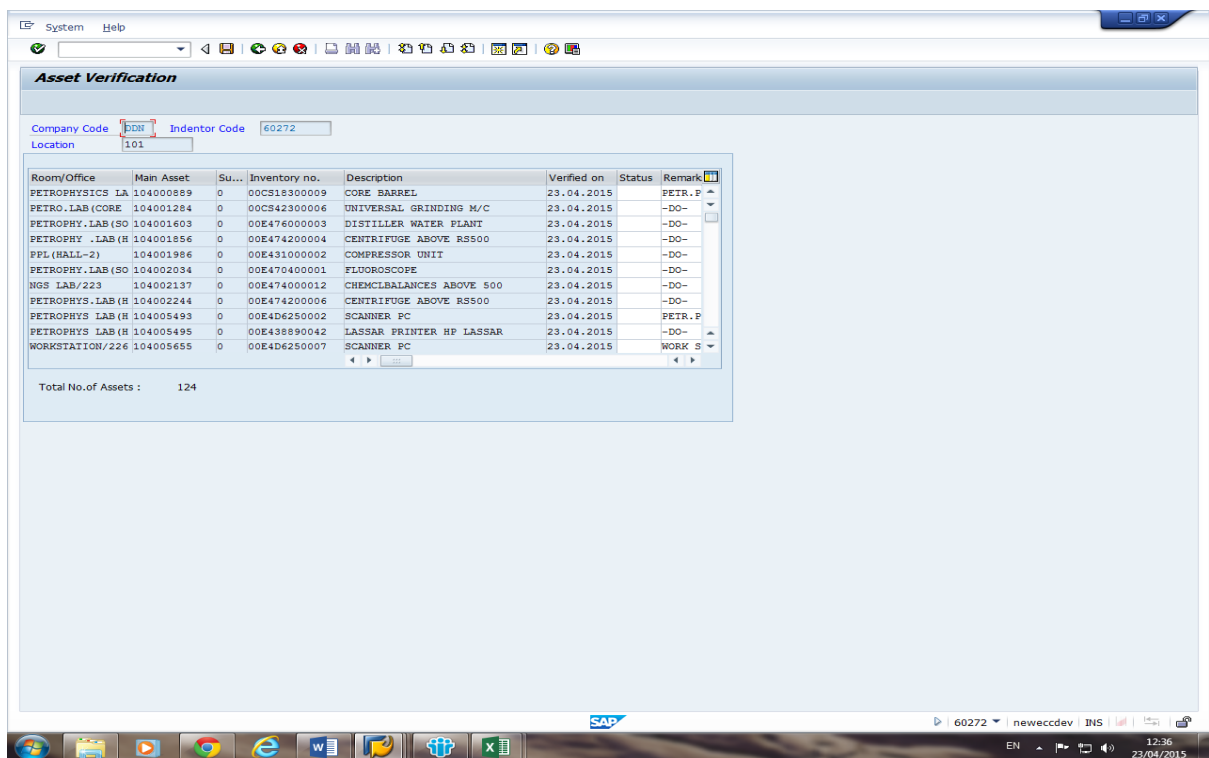
1. Open transaction for verification through T Code : ZFIVERIABC
2. Select node " Update Verification Status"



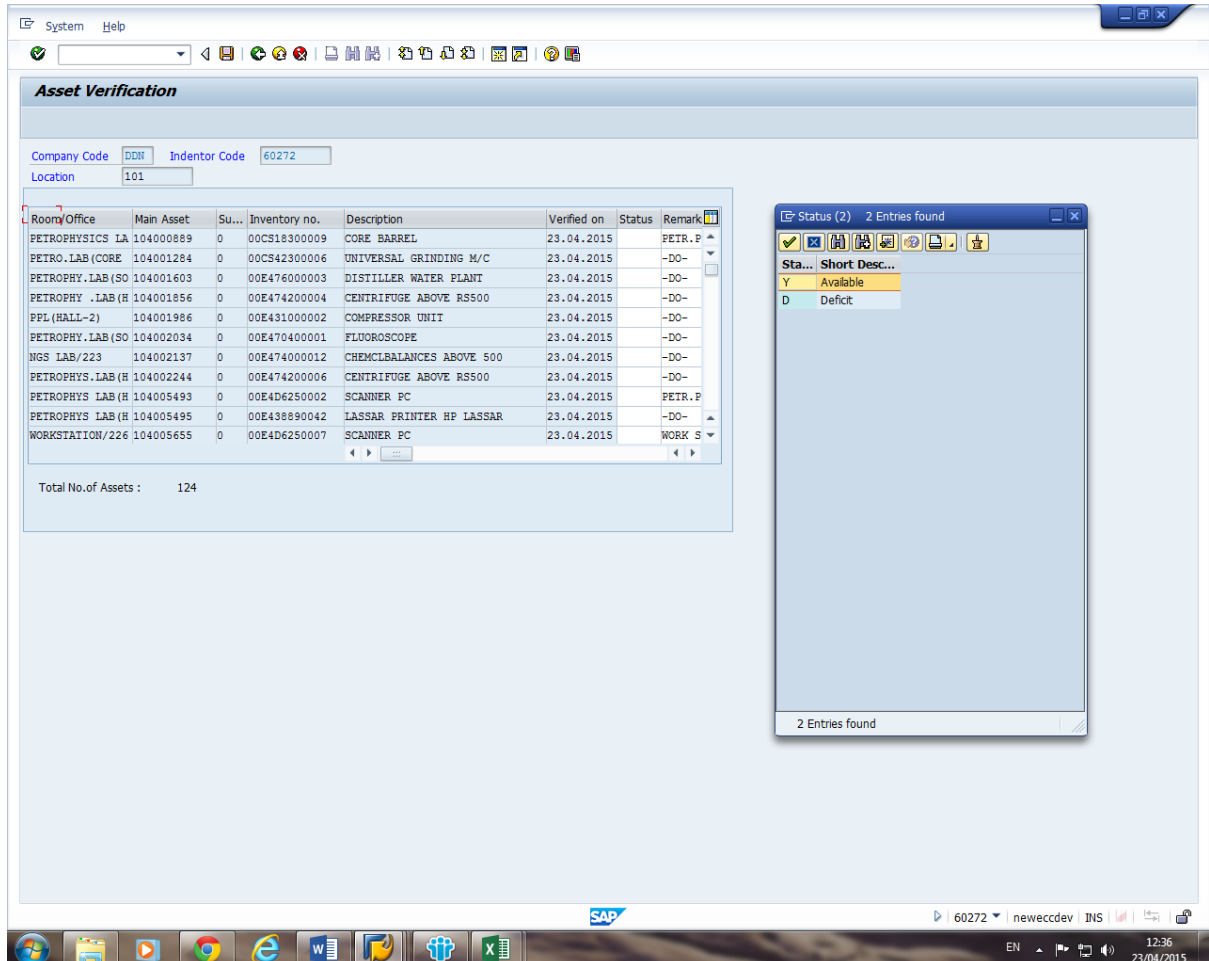
3. Enter Indenter code and category of asset to be verified:



4. List of assets for the indenter to be verified is displayed.



5. Verifier is required to update the status of the asset i.e Y= Available and D= Deficit in the sheet.



6. After updating the status the sheet needs to be SAVED.

The screenshot shows the SAP Asset Verification interface. At the top, there are input fields for Company Code (DDN), Indentor Code (60272), and Location (101). Below these is a table of assets with columns: Room/Office, Main Asset, Su..., Inventory no., Description, Verified on, Status, and Remark. A blue arrow points from a callout box labeled 'Save Icon' to the 'Save (Ctrl+S)' button in the top toolbar.

Room/Office	Main Asset	Su...	Inventory no.	Description	Verified on	Status	Remark
PETROPHYSICS LA	104000889	0	00CS18300009	CORE BARREL	23.04.2015	D	PETR. P
PETRO.LAB(CORE)	104001284	0	00CS42300006	UNIVERSAL GRINDING M/C	23.04.2015	Y	-DO-
PETROPHY.LAB(SO)	104001603	0	00E476000003	DISTILLER WATER PLANT	23.04.2015	Y	-DO-
PETROPHY.LAB(H)	104001856	0	00E474200004	CENTRIFUGE ABOVE RS500	23.04.2015	Y	-DO-
FPL(HALL-2)	104001986	0	00E431000002	COMPRESSOR UNIT	23.04.2015	Y	-DO-
PETROPHY.LAB(SO)	104002034	0	00E470400001	FLUOROSCOPE	23.04.2015	Y	-DO-
NGS LAB/223	104002137	0	00E474000012	CHEMCLBALANCES ABOVE 500	23.04.2015	D	-DO-
PETROPHYS.LAB(H)	104002244	0	00E474200006	CENTRIFUGE ABOVE RS500	23.04.2015	Y	-DO-
PETROPHYS LAB(H)	104005493	0	00E4D6250002	SCANNER PC	23.04.2015	Y	PETR. P
PETROPHYS LAB(H)	104005495	0	00E438890042	LASSAR PRINTER HP LASSAR	23.04.2015	D	-DO-
WORKSTATION/226	104005655	0	00E4D6250007	SCANNER PC	23.04.2015	Y	PRK S

Total No.of Assets : 124

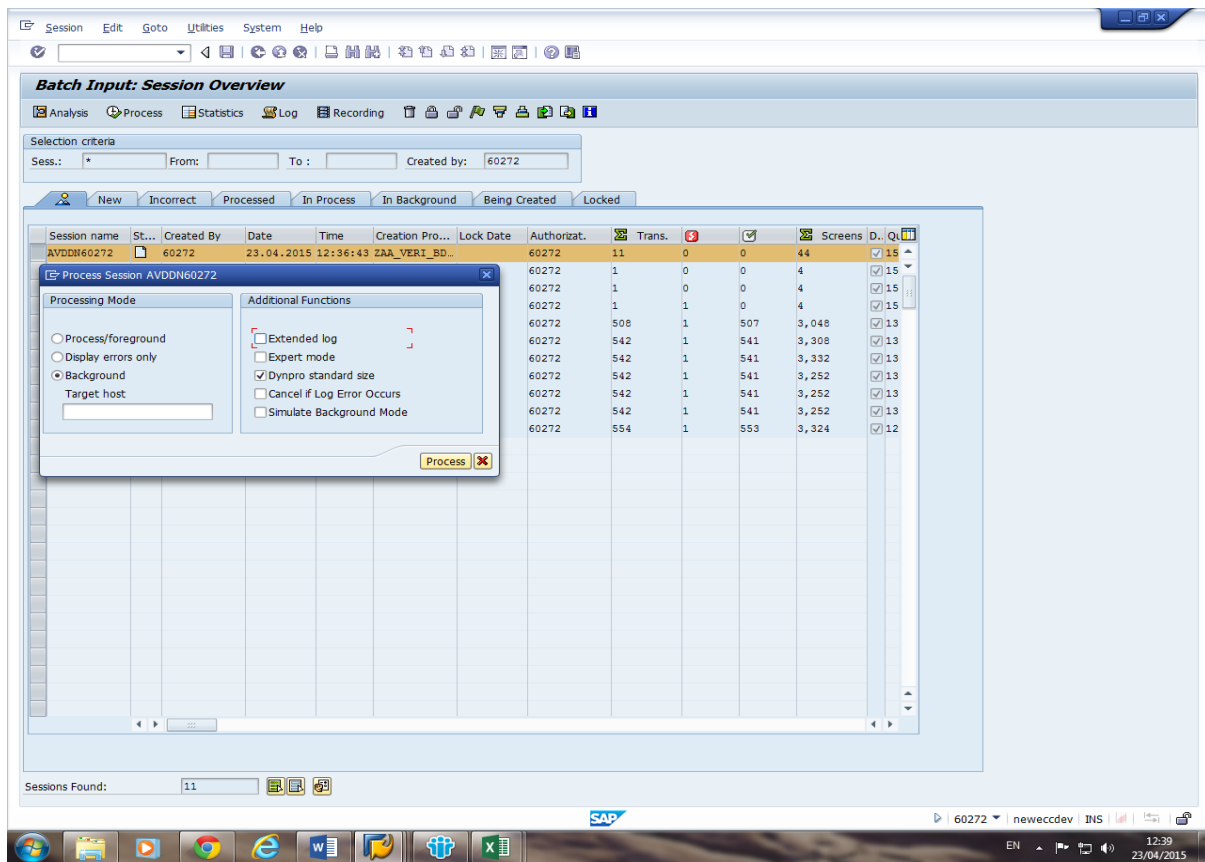
7. Open transaction SM35 and enter the indenter code in CREATED BY Cell. The system would show the transactions which had been processed by the Indenter.

The screenshot shows the SAP Batch Input: Session Overview screen. It features a 'Selection criteria' section with 'Sess.' and 'Created by: 60272'. Below this is a table of sessions with columns: Session name, St..., Created By, Date, Time, Creation Pro..., Lock Date, Authorizat., Trans., Screens, D., and Q. The 'Created By' column is filtered to show only sessions created by user 60272.

Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Trans.	Screens	D.	Q.
AVDDN60272		60272	23.04.2015	12:36:43	ZAA_VERI_BD...		60272	11	0	44	15
AVDDN60272		60272	26.03.2015	15:41:20	ZAA_VERI_BD...		60272	1	0	4	15
AVDDN60272		60272	26.03.2015	15:39:44	ZAA_VERI_BD...		60272	1	0	4	15
AVDDN60272		60272	26.03.2015	11:25:38	ZAA_VERI_BD...		60272	1	1	4	15
DDNSTRS60272		60272	28.01.2013	15:10:18	ZAA_STRVREG...		60272	508	1	507	13
DDNSTRS60272		60272	28.01.2013	14:39:37	ZAA_STRVREG...		60272	542	1	541	13
DDNSTRS60272		60272	28.01.2013	14:37:39	ZAA_STRVREG...		60272	542	1	541	13
DDNSTRS60272		60272	28.01.2013	11:50:06	ZAA_STRVREG...		60272	542	1	541	13
DDNSTRS60272		60272	28.01.2013	11:48:21	ZAA_STRVREG...		60272	542	1	541	13
DDNSTRS60272		60272	21.01.2013	16:10:26	ZAA_STRVREG...		60272	542	1	541	13
DDNSTRS60272		60272	14.12.2012	10:34:55	ZAA_STRVREG...		60272	554	1	553	12

Sessions Found: 11

- Process the session in background. The system would process all data and thereafter the indenter would need to come back to the transaction and check any errors in the session.



- Error in the session would be processed by selecting the session again and processing the transactions in foreground thereby clearing the errors as they appear on the screen.

