HARVEST *it*™
(Integrated Plantation Management Software)

Tea Features For The Estate

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Payroll System

The Payroll module of **Harvest** *it* is multifunctional. It looks after the salaries and wages of the Upper Tier and Lower Tier employees at the Unit Level. It also contains the details of the harvest, which is used to determine the productivity of both the Agricultural Unit and the individual employee. The system captures field-wise data so that the performance of individual fields can be compared for a grass root analysis of the reason for productivity or non-performance. For the Lower Tier, since the remuneration may be slab/task based, the system is capable of executing the complex calculations required to arrive at the wages to be disbursed.

The Payroll System handles the Attendance, Leave and Holidays and Issues besides Incentives and Benefits. The system also keeps track of the employees' personal details and history. From this module, journals are updated into the Accounts module.
The product features are briefly described below:

Transactions

1. Attendance

Attendance option facilitates the entry of all data in relation to an employee's attendance. This option capture details date wise, crop wise, division wise, category wise and employee wise. This also provides option for recording Lent labor details sitting on the Current locations (i.e. Labor received from other estate/divisions to current location/Divisions). This will help track the lent expenditure man-days and expenditure occurred from other locations.

The System has the option of entering data through data loggers or hand held terminals.

2. Plucking /Harvest Entry

Plucking/Task Entry option helps to enter the details of tasks or plucking made by employees in a day. This option capture employee wise quantity of crop harvested or task achieved for a particular job. The information is used for calculation of Pruning Bonus etc.

Task Master helps to set the task/Incentive calculation rules as per Kenyan Standards

3. Overtime

Overtime screen captures the time the employee worked in addition to the normal working hours. Overtime option can be used to enter the details of over-time work done by the employees. This screen also helps to track the overtime for more than one job or more than one type of overtime (OT Factor) on the same day. This option also provides the facility to track over-time occurred through lent labor jobs.

4. Leave

This captures the Leave details of an employee during the working days. System provides masters for creating different types of leave. (Sick leave, Annual leave, Advance leaves etc.). The User can also define the slab for each leave type. E.g. it can define the annual leave calculation conditions as per Kenyan rules. Transaction entries are validated according to conditions mentioned in the Leave masters

5. Differential /Acting Allowance

This helps to enter the details of an employee who acts for another employee of a higher grade or designation, in his absence. In such cases the acting employee shall be eligible for an acting allowance for the days of acting. System provides different options in calculating the allowance. This can either be the difference between the employee's basic pay and the minimum basic of the acting grade or can be a percentage increase in the employee's basic rate. There is another option to directly enter acting rate for the particular period.

6. Earning

Earnings option is used to enter the details of the earnings other than the earnings from daily attendance, leave or other activities. System provides masters for creating different types of earnings. It can also tag the expenditure codes for each earnings entry such as in Traveling Allowance, Rent Allowance, etc.)

7. Issue

Issue option helps to enter details of grain issued to the employees such as white maize, kerosene, etc. Issue masters facilitate the creation and set up of rate for the items (labour rate and staff rate). System automatically updates with the latest stock rate.

8. Loan

This captures the amount advanced to an employee and is recovered periodically from the employee along with a predetermined rate of interest, which could be reducing or flat rate. The Loan option helps to record details of amount lent together with details of recovery.

9. Recovery

Recovery refers to the amount recovered from the employee's salary such as Tools Deduction, Petty Cash Deduction, etc. The recoveries are done for deductions that are specified as Data Entry Enable in the Settings option of Deduction Master option. Deduction master helps to set the Priority level for each deduction. For certain deductions a constant amount may not be deductible periodically. In such cases, the Recovery option is used to enter the recovery amount for such deductions.

The System also provides for Statutory Deduction Settings & Deduction Slab Options which allows the User to make different settings required for Statutory Deduction such as NSSF, NHIF, PAYE, etc.)

Process

1 Calculation

Calculation option is used for computing the earnings of a particular category of employees during a specified period. This calculation process will be performed only after entering all the transactions and before generating Pay slips. The process calculates wages based on master criteria specified for jobs, deductions, task slab, incentive, etc.

2 Arrears Calculation

Arrears calculation option is used for re calculating the earnings of a particular category of employee during a specified period based on the revised wage rate. The calculation will derive the arrears figure for each employee by computing the difference of old net pay and new net pay. The system provides a separate option to define the calculation for terminated/discharged employees, if required.

Reports

1. Pay Slip

The Pay Slip or Salary Slip is the printout of the salary or wage that is to be given to an employee for a specified period, division or category. This also helps to print the reports based on the below criteria (Pay points)

   a. All Own employees

   b. Own employee paid at Own locations

   c. Employee Paid at own location from other Locations

   d. Own employee Paid through bank

2. Single line Pay slip

The Single Line Pay Slip option generates a report of the salary or wage in a single line format that is to be given to an employee for a specified period, division or category. This is a long slip in a single line. This is used as an office copy.

The report consists of details such as Employee number, Employee name, Work days, Plucking days, Plucking kgs, Plucking wage, Task wage, Bus fare, Leave days, Leave wages, Basic wages, Overtime hours, Overtime wage, Acting allowance, Division, Category, Division wise total, Grand total, etc.

3. Payment Voucher

The Payment Voucher report contains the record of salaries to be paid to the employees belonging to specified categories after the calculation. The report gives details such as Employee number, Name, Amount, Signature, Division, Category, along with the Category wise Total, Division wise Total, and Grand Total.

4. Denomination

The Denomination Report gives details of the denomination of the currencies to be given to employees.

The Denomination Report serves two purposes.

        a.   To advise the bank to withdraw cash in the correct denomination.

        b.   To facilitate disbursal of wages

5. Gratuity List

Gratuity is the amount paid to an employee by the Company when they are discharged (suspension, expire, resign or retire) from service. Gratuity is given to only those employees who have completed a specific number of years of service. The Gratuity report gives the details of the employees belonging to the specified division and category, who are eligible for gratuity for the period specified by the user. The report contains details like Serial number, Employee Number, Name, DOB, DOJ, Age, Service Years, Eligible Years, Gratuity Payable, Division, Category, Category wise total, Division wise total, Grand total, etc

6. Bank Payment Advice

The Bank Payment Advice option generates a report containing the details of the payment made to the employees belonging to the specified division and category through the specified bank. This report contains details like Account number, Employee number, Employee name, Amount, etc.

7. Exceptional Pay Statement

The Exceptional Pay Statement option generates a report containing the details of the employee whose net pay exceeds or is below the amount specified. This report contains details like Serial number, Employee number, Name, Net pay, etc for the selected division and category.

8. Pay Summary

The Pay Summary option generates a report containing a summary of the payment details of the employees belonging to a specific category or division for a given period. The report contains the Man-days and Gross earnings details like Category, Description, Factory, Total, etc and the Recovery and Net pay details.

9. Job Expense Statement

The Job Expense Statement gives the details of the expenditure incurred for each job i.e. man-days and money spent for each job. The report contains details like Job code, Description, Man days, Expenditure; Overtime hours, Overtime expenditure, Total expenditure, Lent expenditure out of total expenditure, Man days, Percentage on total expenditure, etc.

10. Journal Voucher

The Journal Voucher option generates a report containing all the financial details of the Payroll system for a particular period, for the specified division and category. The report contains details like Account head, Narration, Debit, Credit, etc. This also helps to track Lent labor

Send/Received expenditure transferred through Current account for each Location.

11. Recovery Statement

The Company recovers loans and advances from the salaries of the employees. The salaries are paid to the employees after deducting the recoveries from their wages and earnings. Sometimes the net pay of an employee reduces to a negative balance when many loans and advances are recovered. The details of the recoveries made from the employee and those employees having negative net pay can be viewed through the Recovery Statement / Negative Pay Report option.

The deduction wise report contains details like Serial number, Employee number, Name, Recovered amount, Deduction head, Deduction wise total, Grand total, etc. The employee wise report contains details like Employee number, Employee name, Account head, Brought forward amount, Payment amount, Receipt amount, Recovery amount, Recovered amount, Net carried forward amount, Carried forward amount, Employee wise total, Grand total, etc.

12. Over-time

The Over-time option allows the User to generate a report, which shows the details of over time wages paid to the employees for a selected period of a specific division and category.

The register wise overtime report contains details like Date, Hours, Rate, Jab, Expenditure, Division, Category, Employee number, Employee name, etc. The job wise overtime report contains details like Jab, Lent from/to division, Hours, OT wages, Lent hours (from division), Lent wage (from division), Lent hours (to division), Lent hours (to division), Lent wage (to division), Total OT hours, Total OT wages, Total expenditure, OT%, Division, Category, Crop, Division wise total, Grand total, etc.

13. Holiday Wages

The Holiday Wages report gives the statement of the number of holidays and holiday wages eligible to employees belonging to specified divisions and categories. This report contains details like Employee number, Name, Eligible days, Amount, Division, Category, etc

14. Cash Advance

The Cash Advance option generates a report containing the details of the advances eligible to employees belonging to a specified division and category, based on the number of days the employees worked. This report contains details like Serial number, Employee number, Name, Work days, Sick days, Total earnings, Advance taken, Advance eligible, Signature, Category, etc.

15. Annual Leave Register

The Annual Leave Register option generates a report containing the details of the leave taken by an employee belonging to the selected division and category, as on the specified period. This report contains details like Employee number, Employee name, Date of joining, Service year, Maximum leave, Leave period from, Leave period to, Annual leave taken, Advance leave taken, Annual balance leave, Advance balance leave, etc.

16. Loan Details

The Loan Details option generates a detailed report containing the details of the loans taken by an employee belonging to the specified division and category. This report contains details like Employee number, Name, Deduction description, Loan date, Principal amount, Number of installments, Interest amount, Closed, Interest type, Recovered amount, Recovered interest, Balance amount, Division, Category, etc.

17. Arrears Payslip

The Arrears Pay Slip or Salary Slip is the printout of the salary arrears that is to be paid to an employee for a specified period belonging to the selected division and category. This will provide information on his old net pay for the selected months and new net pay with details of earning and deductions as per the revised rate. And finally the difference of both net pays to show his arrears pay.

18. Arrear Pay – Denomination

The Denomination option allows you to generate denomination report for the easy payment of the salary arrears to the employees belonging to the selected division and category. This report contains details like Denomination name, Numbers, Amount, Division, Category, Total, Summary, Grand total, etc.

19. Arrears – Arrears P.A.Y.E Report

This Report helps to generate the Tax Deduction amount for the Arrears payment.. This report contains details like Serial number, Employee number, Employee name, Actual recovery, Arrears recovery, Difference, Grand total, etc.

Analytical Reports

20. Green Leaf Register

The Green Leaf Register option generates a report containing the details of green leaf plucked by each employee belonging to the selected division for the given period. This report contains details like Made tea, Period, to date, Field, Area in hectares, Green leaf to date, Pruning type, Rounds, etc.

21. Harvest Analysis

The Harvest Analysis option generates the report containing the harvest details of employees or divisions, quantity wise and man-days wise. This report contains details like Division, Category, Credit number, Name, Days, Plucking quantity, Average, Estate average, etc.

22. Job Order Analysis

The Job Order Analysis option is used to generate a report containing the details of the jobs allocated to the employees. This report is generated based on the details entered through Transactions/ Daily Job Allocation. This report displays the number of laborers allocated, actual number of laborers worked and the variance for each job. This report contains details like Short name, Jab description, Ordered, Actual, Variance, etc.

23. Daily Job Expense Statement

The Daily Jab Expenses option generates the report containing the details of expenses for each job for the specified period. This report contains details like Jab description, Man days, Expenditure, Overtime hours, etc.

24. Productivity Profile

The Productivity Profile gives details of the performance of employees belonging to specified divisions and categories, for task based or harvest jobs. This report contains details like Employee number, Name, details for the given slab, etc.

Attendance Records

25. Check Roll Book

The Check roll book generates a report containing the attendance details of the employees both category wise and division wise on a periodic basis. This report contains details like Employee Number, Name, Category, Division, Total Quantity, Total Attendance, etc.

26. Daily Attendance List

The Daily Attendance Checklist option is used to generate a report containing the attendance details of employees belonging to selected divisions and categories for the specified date. You can get the attendance details for the working division or the division where the payment is made. This report contains details like Serial number, Job, Division, Section, Employee number, Name, Full day or half day, Quantity, etc.

27. Attendance Details

The Attendance Details option generates a detailed report on the attendance of employees belonging to the specified division and category. This report contains details like Division Name, Category Name, Employee name, Employees general attendance, Cash attendance, general harvesting, Harvesting quantity, Category wise and Division wise Total Attendance, etc.

28. Attendance Summary

The Attendance Summary option generates a summarized report on the attendance of employees belonging to the specified division and category.

29. Attendance Summary – Job wise

The Attendance Summary-Job wise option generates a summarized report on the attendance of employees belonging to the specified division and category, in a job wise manner. This report contains details like Employee number, Name, Attendance, Quantity, Task quantity, Account name, Jab description, Division name, Category name, Category total, Division total, Jab total, Account total, Grand total, etc.

30. Attendance Record – Lent Labor Check List

The Lent Labor Attendance List option generates a report containing the attendance details of the employees belonging to the location logged in and working in any other location. This report also generates the attendance details of the employees working in the location logged in. This

(Company Confidential)

report contains details like Serial number, Job, Division, Field, F/H/D, Attendance date, Quantity, Total attendance, Total quantity, Lent division, Lent location, Division, Category, etc.

31. Lent Labor Overtime Check list

The Lent Labor Overtime List option generates a report containing the overtime details of the employees belonging to the location logged in and working in any other location. This report also generates the overtime details of the employees working in the location logged in. This report contains details like Serial number, Job, Division, Field, Overtime date, Overtime hours, Expenditure, Total, Lent division, Lent location, Division, Category, etc.

32. Multi Attendance List

The Multi Attendance List gives a report of job wise attendance of each employee belonging to the specified division and category. This report contains details like Employee, Date, Job, Field, Work type, Harvest item, Harvest mode, Quantity, Task quantity, F/H, Crop, Division, Category, Employee wise total, Total attendance, Grand total, etc.

33. Labor Distribution Reports

The Labor Distribution Chart generates the report containing the details of the jobs distributed among the laborers under division and category. This report contains details like Job, Division, Category, Account name, Days, Sub total, Division total, Man days total, etc.

34. NIL Attendance List

The Nil Attendance report gives the details of the employees belonging to the specified division and category, who are absent on all days for the specified period. This report contains details like Serial number, Employee number, Name, Category, etc.

35. Absenteeism (Based on Leave marked)

The Absenteeism (based on leave marked) option is used to generate a report, which contains the details of the employees, whose leave is considered as absent for the specified period. This report contains details like Employee name, Leave from, Leave to, Number of days, etc.

Statutory Reports

36. NSSF Returns

The NSSF Returns option generates a report containing the details of the NSSF deducted from the employees based on the deduction slab set for a specified division and category. This report contains details like Batch number, Employer number, Number of entries, Employee name, National ID, Fund membership, Amount, Standard contributions, Special contributions and penalties, Cash/cheque number, etc.

37. NSSF Schedule of Contribution

This report contains details like Employer's number, Employer name, Address, Employee name, Year, NSSF number, Value for each month, Totals, Remarks, Total for each month, etc.

38. Total Earnings

The Total Earnings option generates a report containing the details of the total earnings of a selected employee from a specified division and category, for a specified period. This report contains details like Employee number, Employee name, Year, Values for each month, Totals, Total value for each month, etc.

39. Statutory Reports –

The System is able to generate statutory reports which are designed in accordance with Kenyan Revenue Authority formats. Reports such as **P9, P9A, P10, P10A and P.A.Y.E Tax List** are available.

40. Accounts Updation

The Accounts updation option is used for updating the Gross Pay, Expenditure, Recovery and Net pay details of a particular category of employees in the Payroll System to the Financial Accounting System. This enables updation on a daily or monthly basis.

Financial Accounting System

The Accounts module of **Harvest** *it* takes care of every accounting need at the Estate Level. Besides regular accounting functions, the system offers features like Accounts grouping in 10 levels, and Unlimited number of Documents like Petty Cash, Cash On Hand and different bankbooks. The system allows for a provision for reconciliation of Bank, Debit/Credit note, Inter Location Documents.

The system allows a foolproof method to prevent manipulation of accounts. Users can be defined under Sanctioning authorities with the authority to sanction different amounts of money. **Harvest** *it* Accounts supports Multi- Location and Multi Currency requirements. The system also provides a Mini Budget as part of the same module. The module installed for the estates provides for cash accounting up to the Trial Balance. All transactions will eventually consolidate into the Consolidated Financial Accounting System at the corporate level.

The product features are briefly described below:

Transactions

1. Document Maintenance

The Document Maintenance option is used to enter the details of the transactions into documents created through the Document Master. Document Master helps to create different types of documents maintained at the corporate and unit levels such as Cash books, Bank books and different Journal books. This option is capable of handling foreign currency documents also. The system provides masters for setting up different foreign currencies in use and their daily currency rate.

2. Document Verification

The Document Verification option is used to scrutinize the details in the selected document before sanctioning. This option allows the User to make modifications to the transaction details entered in this document through Transactions/Document Maintenance.

3. Document Sanctioning

Document sanctioning option is used for sanctioning or rejecting a document after the verification of the documents using the Transaction/ Document Verification option. Sanctioning a document implies that the transactions in the document are to be approved by a sanctioning authority authorized to sanction documents. Rejection is the process by which the sanctioning authority rejects the transaction in the document.

4. Document Canceling

The Document Cancellation option is used for canceling the sanctioned vouchers. Cancelled vouchers will not be permanently removed but will only be marked as CANCELLED. The system

helps to define user sanctioning and canceling rights.

5. Bank Reconciliation

Bank Reconciliation is the process of adjusting the bank document balance with the balance statement sent from the bank. The Bank Reconciliation option allows the User to tally the entries in the Company's account book with that of the Bank's book. This option also allows new entries into the bankbooks.

6. Foreign Exchange Gain or Loss

This option helps to generate a report on Forex Gain or Loss at the month end for foreign currency documents based on Currency rate & transactions for a particular document.

<u>**Reports**</u>

1. Documents – Cash Book / Bank Book / Journals

The Cash option generates a report that contains the details of cash payments and cash receipts recorded in the cashbook. This report generates the details entered through Document Maintenance for the selected document and location. System can generate a location wise, consolidated or a summarized report. This report contains details such as Voucher number, Voucher date, Narration, Receipt, Payment, Balance, etc. The report also reflects foreign currency rate and transaction amount & balance in foreign currency for foreign currency documents

2. Documents - Debit & Credit Notes

Debit/Credit Note option is used to generate a report containing the details of the debit note or credit note transactions that have occurred in a specified period. This report contains Voucher Date, Voucher No, Narration, Debit, Credit and Balance.

3. General Ledger

The General Ledger option is used to generate a report, which gives the details of all the transactions posted to the selected accounts in the locations specified, during the specified period. System can generate a summarized as well as a detailed report.

This report contains details such as Voucher date, Voucher number, Particulars, Debit, Credit, Balance, etc.

4. Trial Balance

The Trial Balance option generates a report, which contains the debit and credit balances of various transaction entries, posted to different accounts in the specified locations, for a specified period. This report also contains the debit and credit opening balances and closing balances of various accounts. The report provides the option to generate Consolidated Trial Balance or Location wise balance. This report contains details such as Description, Opening balance debit, Opening balance credit, Transaction debit, Transaction credit, Closing balance debit, Closing balance credit, etc.

5. Sundry Creditor and Debtor Balance

This report helps to generate the information on updated Credit & debit balance as on date for each supplier.

6. Cheque Printing

This option used to print cheques for selected documents. The cheque will print with Payee/Payer information recorded from transaction entries. The report provides the option to select the Document and the Voucher Number.

7. Document Balance Statement

The Document Balance Statement option is used to generate a report containing the balances of all documents of the location logged in as on the specified date. The report displays the balances of bank documents and cash documents separately. The report

8. Bank Reconciliation Statement

The Bank Reconciliation Statement option is used to generate a report containing the bank reconciliation details as entered through Transaction/Reconciliation/Bank. This report generates the details for the specified location, bank, month and year. It also report contains details such as Voucher number, Cheque number, Cheque date, Cheque details, Cheque amount, etc.

9. Final Account Reports: -

 Trading & P/L, Balance Sheet & Cash Flow

The system provides a report builder tool to generate the Final Accounts reports. This tool will help the user to design his Final Accounts report to his format.

Budgeting System

The Budget module of **Harvest *it*** helps to prepare and maintain estimates of activities on the estate. The module considers the need for budgeting in four areas viz. Output Targets, Operation Expenditure Estimates, Sales Targets and Anticipation of Profitability.

Harvest *it* allows the User to estimate all expenditure and income in terms of three elements - Man, Material and Money on an activity wise and field wise bases. It also considers the cultivation activities to be happening in small geographical areas called fields. Hence, the estimate to be prepared is a detailed field-wise budget.

The system classifies operating expenditures into Variable and Fixed expenditure based on their nature and frequency of recurrence. Budget revision can be done either half-yearly or as desired.

The product features are briefly described below:

<u>Transactions</u>

1. Crop Projection

The Crop Projection option is used to predict the crop produced for the budgeted year. Crop Projection is done for each division. Crop Projection Wizard helps to generate a field wise and month wise crop projection from the available crop history. The wizard presents simple and understandable information regarding how to perform the crop projection.

For the Revised budget, Crop projection will provide the option to capture actual data for the actual period from other Modules (eg. Actual Crop from Production module), which helps to do the Revision of Crop based on actual figures.

2. Pruning Type

The Pruning Type option is used to define different types of pruning on the estate. The user can define other pruning details like the number of sanitized bushes and bushes to be pruned each day, frequency of pruning, etc.

3. Pruning Details & type Distribution

The Pruning Details & Type Distribution-Fields option is used to maintain the details of pruning done in a specified field belonging to a particular division, such as Last pruned period, whether to prune this year or not, Pruning Height, etc. It also allows the distribution of different pruning types within a field.

4. Pruning Program

The Pruning Program option is used for calculating the total man-days required for pruning and the total cost of pruning each month of the budget period. The system will calculate the cost based on Pre-defined Budget parameters. The option also calculates the man days required for knife sharpening, cost of knife sharpening, man days required for plucking path and cost of

plucking paths.

3. Weeding Program

The Weeding Program option is used to define different weeding programs that belong to either chemical weeding or manual weeding for the selected activities. It also helps to find the total man days required for weeding, the labor cost and total cost of weeding, corresponding to each division, for the selected period.

4. Fertilizer Program

Fertilizer Program option helps in the creation of a fertilizer program. The wizard permits application-based, yield based and manual generation of the Fertilizer program.

5. Plucking Program

The Plucking Program option is used to define different types of plucking programs. This helps to determine the total man days required for plucking, the labor cost, mandays required for plucking, cost for plucking, man days required for tipping, total plucking cost, etc, for the selected period.

6. Subordinate Staff Wage Program

The Subordinate Staff Wages option allows the user to Budget for Staff Salaries. The system will compute the current basic wage of each Staff from the Payroll system and from here, the user can give the percentage of increment or decrement to be made to the employees' salaries for each month and also modify the salaries.

7. Other Worksheets

The Other Work Sheets option is used to enter data for worksheets created through Worksheet definition Tool. Worksheet Definition tool allows the definition of user-build worksheets. Worksheet Definition defines different aspects in a worksheet like the variable title, formulae applied, printout type, etc. The operations that can be performed in the worksheet definition are addition, modification and deletion.

This worksheet entry screen is user friendly in the feeding of budget data. It provides options of Repeat, Copy, Distribution of rows, etc.

Reports

1. Crop Statement

Crop Statement option allows the generation of a report containing details of estate bought and inter plantation crops for the chosen budget period. The report contains details such as amount of green leaf produced, outturn percentage, amount of made tea produced and month percentage for Own crop, factory crop distribution details like Percentage, Amount of green leaf produced in the factory, etc for each month of the budget period. For Budget revision, the report will come with an additional column for actual figures.

2. Crop Projection

Crop Projection option is used to generate a field wise report containing the details of the crop projection per hectare for the budget period. This report is based on the entries made through Transactions/Crop Projection. It also contains details such as Division, Field, Mature Area, Crop projection for each month of the budget period, Estate average, Total, etc.

3. Crop History

The Crop History option is used to generate a report containing the history of the crops for the specified period and in the selected locations. This report generates details that have been entered through Tools/History Data. It contains details such as Division, Field, Green leaf, Outturn percentage, Made tea, etc for the specified period.

4. Weeding Program Summary

The Weeding Program Summary option is used to generate a summarized report on different weeding activities like chemical weeding, manual weeding, etc for the specified

months. This report contains details such as Item Description, Norms, Man days, Total estimated salary/wage costs for man days, Salary/wage costs for others, Total estimated material costs, Total estimated other costs, Total shillings, Item Total, etc. for the selected weeding program. For Budget revision, the report will come with an additional column for actual figures.

5. Weeding Program Detail

The Weeding Program Summary option is used to generate a detailed calendar report on different weeding activities like chemical weeding, manual weeding, etc for the specified months. This report contains the total weeding costs of the specified weeding program, for each of the specified months, Item description, Item total, etc.

6. Fertilizer Program Summary

The Fertilizer Program Summary option is used to generate a summarized report containing the details of different fertilizers application programs like MOP application NPK Application, Zinc/Urea, etc for the specified months. This report contains details such as Item Description, Norms, Man days, Total estimated salary/wage costs for man days, Salary/wage costs for others, Total estimated material costs, Total estimated other costs, Total shillings, Item Total, etc. for the selected fertilizer program. For Budget revision, the report will come with an additional column for actual figures.

7. Fertilizer Program details

The Fertilizer Program Summary option is used to generate detailed calendar report containing the details of different fertilizer activities like MOP application, NPK Application, Zinc/Urea, etc for the specified months. This report contains the total costs of the specified fertilizer program, for each of the specified months, Item Description, Item Total, Total cost, etc.

8. Pruning Program Summary

The Pruning Program Summary option is used to generate a summarized report containing the details of different Pruning activities like Own Labor Pruning cost and Contract Pruning cost for

the specified months. This report contains details such as Item Description, Norms, Man days, Total estimated salary/wage costs for man days, Salary/ wage costs for others, Total estimated material costs, Total estimated other costs, Total shillings, Item Total, etc. for the selected Pruning programs. For Budget revision, the report will come with an additional column for actual figures.

9. Pruning Program Details

The Pruning Program details option is used to generate a detailed calendar report containing the details of different Pruning activities like Own Labor Pruning cost and Contract Pruning cost for the specified months. This report contains the total costs of the specified Pruning program, for each of the specified months, Item Description, Item Total, Total cost, etc.

10. Plucking Program Summary

The Plucking Program Summary option is used to generate a summarized report containing the details of Check roll wages, Tipping man days and costs, Hail damage Man days and cost, Projected Green leaf and Made tea labor cost, for the specified months. This report contains details such as Item Description, Norms, Man days, Total estimated salary / wage costs for man days, Salary / wage costs for others, Total estimated material costs, Total estimated other costs, Total shillings, Item Total, etc. for the selected Plucking program. For Budget revision, the report will come with an additional column for actual figures.

11. Plucking Program Detail

The Plucking Program detail option is used to generate a detailed calendar report containing the details of Check roll wages, Tipping man days and costs, Hail damage man days & cost and Projected Green leaf and Made tea Labor cost for the specified months. This report contains the total costs of the specified Plucking programs, for each of the specified months, Item Description, Item Total, Total cost, etc.

12. Subordinate Staff Cost Summary

The Subordinate Staff Costs Summary option is used to generate a summarized report containing the details of the Budgeted staff wages for the specified months. This report contains details such as Category description, Norms, Man days, Total estimated salary/ wage costs for man days, Salary/wage costs for others, Total estimated material costs, Total estimated other costs, Total shillings, etc. For Budget revision, the report will come with an additional column for actual figures.

13. Subordinate Staff Cost Details

The Subordinate Staff Cost Details option is used to generate a detailed report containing the details of staff wages in a calendar order. This report contains the total salary of each employee, for each of the specified months, if an employee wise report is required. Otherwise, the report contains the total salaries of all employees of Staff category, for each of the specified months.

14. Cost of Production – Summary

The Summary option is used to generate a report containing the details of the cost of production of all the activities within the selected quarters for the selected division(s), in a

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summarized manner. This report contains details of quantity regarding monthly own crop, bought crop and inter plantation crop, Fixed expenditure, Variable expenditure, Revenue expenditure, etc. For Budget revision, the report will come with an additional column for actual figures.

15. Budget Summary

The Budget Summary option is used to generate the budget summary report that contains the expenditure details of all the activity groups, for the specified divisions. The budget summary report contains details such as Item description, Man days, Total estimate labor cost, Total estimate material cost, Total estimate other costs, Cost per month, Cost per kg, Cost per hectare, Total cost per kg, Total cost per hectare and Last year Budget Cost. For Budget revision, the report will come with an additional column for actual figures.

16. Man days Distribution Chart

Man days Distribution Chart option is used to generate a report containing the details of the man days allotted for different activities in selected divisions, for the specified quarter. This report consists of details such as Fixed expenditure, Variable expenditure, Total man days for permanent employees, Total man days for temporary employees, etc for each month of the specified period.

17. Material Distribution Chart

The Material Distribution Chart option is used to generate a report containing the details of the monthly estimated usage of materials for each activity based on either quantity or cost for the specified quarter. This report contains details such as Activities under fixed expenditure and variable expenditure, quantity or cost of materials used, etc for each month of the specified period.

18. Other Worksheets Summary

The Other Worksheets Summary option is used to generate a summarized Other worksheets report that contains the details regarding the work sheets based on the entries made through Other Worksheets for the specified months. This report contains details such as Item description, Norms, Man days, Total estimated salary/wage costs for man days, Salary/wage costs for others, Total estimated material costs, Total estimated other costs, Total shillings, Activity total, Activity group total, etc.

Inventory Management System

The Stores module of **Harvest *it*** is the Inventory Management System that can maintain stock at Unit Level and Sub Level. The system permits four types of Stock Valuation Methods viz. – Monthly and Daily Weighted Averages, FIFO and Monthly General rate. The user can define as many additional charges as is needed and they can be posted either to Stock or Account. Allowance can be maintained either Item-wise or Account-wise. Both Local Purchase and Head Office Purchase are possible. There is a provision for Sanctioning or Rejecting Issue and Purchase requisitions. An Automatic SIR closing is possible after a predefined number of days. The system allows both Scrap Sales and Differential Rate Issue.

Debit Notes and Credit notes can be generated by the System. Stock Adjustment can be done either for Value or for Quantity. The system can produce reorder warnings either at the start or through a report. The system is capable of generating all the required reports that are needed for monitoring and controlling the system. The system can generate a Budget Variance report, Pending LPO and Purchase Requisition report, ABC Analysis, Ageing Analysis and SIR status among several others. This module is linked to the Central Stores module that coordinates procurement of items after validating the stock position at all estate stores.

The product features are briefly described below:

Transactions

1. SIR/Stores Issue

The SIR/Stores Issue option is used for recording the details of requests for items and the issue of items from one location to another location. This option can be used to enter details of items and quantity of items required. Stores Issue Requisition is also referred to as SIR. This option helps to capture details each division and field wise. This will help to generate report on field wise stores expenditure. This Screen also provides an option for handling Consignment Stocks (Creating a GRN automatically for the requisition).

2. SIR Verification

The SIR Verification option is used to verify the stores issue requisitions that have been raised before they are referred for sanctioning.

3. SIR Sanctioning

The SIR Sanctioning option is used to sanction the SIRs corresponding to a selected location. The SIR Sanctioning screen will be enabled only after having checked the SIR Sanction Required option in the System tab of Tools/System Settings. When the SIR Sanction Required option is activated, the SIRs created will not be available for later transactions unless they are sanctioned using the SIR Sanctioning screen. Sanctioning can be done to the SIR either in its entirety or to part of it.

4. Purchase Requisition

The Purchase Requisition option is used to record the details of purchase requisitions (PR) raised from various locations. A purchase requisition can be issued against an SIR or without an SIR. Option is available to separate the requisition based on Revenue or Capital items. The PR can be transferred to the corporate office Order Processing System through Data transfer.

5. PR Sanctioning

The PR Sanctioning option will be enabled when the 'PR Sanction Required' option in the System tab of Tools/System Settings screen is activated. When the PR Sanction Required option is activated, the PRs created will not be available for later transactions unless they are sanctioned using the PR Sanctioning option. Purchase Requisitions can be sanctioned with the same quantity as in the PR or with a different quantity.

6. GRN

Goods Receipt Note option is used to enter the details of the items received at the location from where the PO was made. Head office POs are downloaded to Unit Stores through a Data Transfer Option. These items are checked with the PO and a Goods Receipt Note (GRN) is issued. A GRN can also be issued without a PO.

7. Supplier Invoice

The Supplier Invoice option is used to enter the details of invoices given by the suppliers. This option provides a link with the GRN Screen. This screen provides the option to generate both GRN-based or Non-GRN based invoices. The supplier invoice entries pass through the **Bills Management System** for the purpose of making payments against bills. Data Transfer facility is available for transferring supplier bill to the Bills Management System located at the corporate office.

8. Direct Item Issue

The Direct Item Issue option is used to record the details of issue of items that are consumed directly. These items are issued as soon as they are purchased. Consequently, there is no change in the stock level when these items are purchased or issued. Direct Item Issue is made against a Goods Receipt Note.

9. Issue Return

The Issue Return option is used for recording the details of goods that are returned after being issued or transferred. An Issue Return is a document that is issued from a division, when the Items that have been issued to that division are returned due to some reason.

10. Purchase Return

The Purchase Return option is used for recording the details of purchased goods that are being returned to the supplier. Purchase Return is a document that is issued when an item purchased and taken into stock has been returned to the supplier due to reasons of damage, inferior quality, specification mismatch, etc.

11. Stock Adjustments

Stock adjustments are done in order to account for unpredicted increases or decreases in the stock of items. The Stock Adjustment option is used for adjusting the stock in the system with the physical stock in the store so that they tally. Item wise stock adjustment is done through this option

12. Stock Verification

Stock Verification is the process of verifying the system quantity, actual quantity and values of items. If there is any variance in the values of items, that difference will be adjusted to the adjustment account selected.

Reports

1. Stores Requisition

The Stores Requisition option is used to generate a report of the quantity of items requested corresponding to the selected SIR numbers and the location. The report contains the details such as Serial Number, Index Number, Item, Unit, Location, Account, Budgeted Quantity, Requested Quantity, Issued Quantity, Balance Quantity and Remarks. The report generates details that have been entered through Transaction/SIR/ Stores Issues.

2. Stores Issue Note

The Stores Issue Note option is used to generate a report of the quantity of items issued corresponding to the selected issue numbers and the location. The report contains details such as Serial Number, To Location, Index Number, Item Description, Unit, Budgeted Quantity, Requested Quantity, Issued Quantity, Account, Activity, Stores Issue Number, From, Consumption Type, Date. The report generates details that have been entered through Transaction/SIR/Stores Issues.

3. Goods Received Note

The Goods Received Note option is used to generate a report which contains the details of the goods receipt notes. The report contains details such as Serial Number, Index Number, Item Description, Unit, Quantity, Value, Other Charge, Unit Value and Total. The report generates details that have been entered through Transaction/Goods Receipt Note.

4. Class Wise Stock

The Class Wise Stock option is used to generate a report containing the stock details of all the items of selected classes for a particular month and year or for a particular period, for the specified locations. The report contains details such as Classification, Opening, Receipts, Transfer Receipt, Issues, Transfer Issues, Sales and Closing.

5. Closing Stock

Closing stock is the stock that is available at the end of the month. The Closing Stock option is used to generate a report of the closing stock of the items under the specified classes for the month and year selected. The report contains details such as Item Description, Index Number, Quantity, Rate and Value.

6. Stock Statement

Stock Statement is a statement that analyzes the opening stock and closing stock of the items for a particular location and class. The Stock Statement option is used to generate the Stock Report from the time of purchase to the end of the financial year. This report contains details such as, Item, Unit, Opening Quantity, Receipt Quantity, Transfer Quantity, Issue Quantity, Closing Quantity and their values.

7. Stock Ledger

Stock ledger allows the User to understand the current position of the stock available in the store. The Stock Ledger option is used to generate the report of the stock available for a specified month/period. The report contains details such as Date, Description, Receipt Quantity, Rate, Value, Issue Quantity, Rate, Value, Balance Quantity, Rate, Value, GRN Issue Number, Issue Type, Location Total and Grand Total.

8. Detailed Material Consumption

The Detailed Material Consumption option is used to generate a report containing the details of the material that are consumed during a particular period in terms of quantity and value. This report contains details such as Date, Item Description, By Estate, By Division, Quantity, Amount, Account and Narration.

9. Bin Card

Bin Card option is used to generate a report containing the details of inflow and outflow of stock for a particular month or a particular period. Bin Card report gives the details of receipt and issue of items in terms of quantity and value. This report contains details like Date, Receipt, GRN Number, Quantity, Issue, SIN Number, Quantity, Stock Bal, SIR Number and Supplier/Account/Estate for the specified location and item.

10. Direct Purchase

The Direct Purchase option is used to generate a report of all the direct items purchased at the selected locations. The report generates details that have been entered through Transaction/Goods Receipt Note. The report contains details such as Date, GRN Number, Supplier, Details of GRN, Item Description, Quantity, Amount, Account Description and Location Total.

11. GRN Register

The GRN Register option is used to generate the report of all GRNs received within the selected estate for a specified month/period. A Goods Receipt Note is generated when the goods reach the stores from the supplier. This report generates details that have been entered through Transaction/Goods Receipt Note. It also contains details such as GRN Number, GRN Date, DC Number, Supplier Name, Item, Quantity, Value, Add charges and GRN value.

12. GRN without Invoice

The GRN without Invoice option is used to generate a report of all the GRNs generated without an invoice within the specified period. This report generates the details that have been entered through Transaction/Goods Receipt Note. It also contains details such as DN Number, GRN

Number, GRN Date and Amount.

13. Direct Issue Details

The Direct Issue Detail option is used to generate a report of all the direct items issued corresponding to the selected locations within the specified period. This report generates the details that have been entered through Transaction/Direct Item Issue. It also contains details such as Date, Issue Number, Item Description, Qty Issued, SIR Number, Quantity Requested, GRN Number, GRN Quantity, Amount, Account Description and Activity.

14. Purchase Register

The Purchase Register option is used to generate a report containing the details of purchases made from selected suppliers for a specified month/period. A purchase is made against a particular purchase order or a local purchase order. This report generates the details that have been entered through Transaction/Supplier Invoice. It contains details such as PR Date & Number, Supplier Name & Account, Supplier Invoice Date & Number, Lock & Pay Type, GRN Date & Number, Item Name, Amount, Account Name, Activity Name, Invoice Total and Grand Total.

15. Direct Consumption

The Direct Consumption option is used to generate the report of the direct items consumed for the specified period. This report generates details that have been entered through Transaction/Direct Item Issue. It also contains details such as Account Description, Item Description and Amount.

16. Reorder List

Reorder List option is used to generate the report containing details of the items whose quantities have fallen below the reorder level as set through Master/Item. The Report contains details such as Item Name, Quantity in Hand, Reorder Level, Reorder Quantity, Most Recent Price, Cost To Replenish, Class Total and Grand Total.

17. Stores Journal

The Stores Journal option is used to generate the report of all stores transactions within the selected locations for a specified month/period. This report contains details such as Date, Serial Number, Index Number, Item, Unit, Account, Dr Account, Cr Account and Narration.

18. Expenditure Summary

The Expenditure Summary option is used to generate the report of quantity and value of the items within the selected locations corresponding to the selected accounts for a specified period. The report contains details such as Account, Item Description, Quantity, Amount and Total – by selecting *Group By* as *Account*. The report contains details such as Item, Account, Quantity, Amount and Total by selecting *Group By* as *Item*. The report also contains details such as Item Description, Account, Quantity, Amount and Expenditure Total – by selecting *Group By* as *Summary*.

Process & Updation

1. Stock Valuation

The Stock Valuation option is used to perform the valuation of stock (User-defined Stock valuation method eg. Monthly average, FIFO, LIFO, etc.) as on the process date for each class of items. Stock valuation process can be run on a daily or monthly basis.

2. Accounts Posting

Posting option helps to update the daily transactions to the Financial Accounting System. The details of transactions such as GRN, Issues, GRN Returns, Issue Returns, Adjustment and Invoice will be updated to the Financial Accounting System. The Updation can be run on a daily or monthly basis. The System is able to generate Provisional journals in the case of daily updation.

Tea Nursery System

The Nursery module of **Harvest *it*** helps to define record and calculate the nursery aspects of a tea plantation. In this system, the nursery area is divided into beds. The seeds or clones are clubbed as batches and each batch is nursed through different growth stages before they attain maturity for the planting phase. The system also captures the different activities involved in the nurture and growth of the plants till the planting phase including the dates and batches of plants. The system generates reports that can keep track of the history of each individual batch.

The product features are briefly described below:

<u>**Transactions**</u>

1. Arrival:

The seedlings or cuttings are brought to the nursery from other estates, suppliers or any other source. When these seedlings or cuttings reach the nursery, the clone and its quantity are recorded. The Arrival option allows the entry of such details into the System.

2. Planting:

After the arrival of the planting material, they are placed in various beds for planting. The Planting option is used for defining the number of seedlings planted in each bed, the date of planting, the total number of seedlings planted, etc.

3. Transfer:

At the time of planting, the seedlings/cuttings are transferred to various beds according to their growth stage. The Transfer option contains the details of the clones that have been transferred from one bed to another. The planting material of one nursery can also be transferred to other nurseries.

4. Stage Transition:

When a seedling/cutting attains a certain growth stage, it is transferred to the next stage. The Stage Transition option is used for capturing the transition of clones of the same bed from one growth stage to another.

5. Damage or Death:

In certain circumstances, the seedlings/cuttings that have been set for planting may be damaged or dead. The Damage or Death option is used for recording the death or damage details.

6. Issue Requisition:

Issue Requisition option is used for recording the details of issue requests raised to a location or a third party, for the issue of specified clones.

7. Issue Requisition Sanctioning:

The Issue Requisition Sanctioning option is used for sanctioning the issue requests. Only those requisitions, which are sanctioned through this option, will be available for issue.

8. Issue:

After sanctioning the issue requisitions, plants are issued to the location that has sent the request. The Issue option is used to record the details of the plants issued to a particular location.

<u>Process</u>

1. Stock Process:

The Stock Process option is used to calculate the stock present in the nursery from the date specified to the current date.

2. Accounts Posting:

The Accounts Posting option allows the posting of expenses incurred for the transfer of plants to various nurseries and the expenses related to the issue of plants, to the **Harvest** *it* Financial Accounting System. All the expenses of transferring plants to other locations and issue will be updated to Accounts.

<u>Reports</u>

1. Stock Statement:

The Stock Statement option generates a report containing the details of the stock in the nursery for a specified period. The report can be generated in a summarized or a detailed manner. The report contains details like Batch, Clone, Opening balance, Receipt, Issue, Damage/death and Closing balance.

2. Bed wise Stock Statement:

Bed wise Stock Statement option generates a report which contains the details of the stock of plants in the nursery for the specified period, in a bed wise manner.

3. Clone wise Stock Statement:

Clone wise Stock Statement option generates a report containing the details of the stock of the plants on the basis of clones.

4. Season Detailed Statement:

Season Detailed Statement will provide a detailed season statement for the current financial year. This report contains details like Stock of the Tea bought forward, Received to date This season, Transferred in to date This season, Issued to date this season, Transferred out to date this season, Written off to date this season, Rejected plants carried forward, Good plants carried forward, Plants received for the current Month, Previous month and Current season, Deaths and plants written off for the current month, previously and current season, Deaths clonewise

containing the clone and number of plants, Plant issues for each estate for the current month, previously and current season, etc.

5. Nursery Upkeep Statement:

Nursery Upkeep Statement report will provide details of the various activities carried out along with the expenses incurred for the plants grown and stock balance with cost per plant.

6. Issue Register:

Issue Register option is used to generate a report containing the details of the issues of plants made to different locations or third parties.

7. Transfer Report:

Transfer Report option is used to generate a report containing all the details regarding the transfer of plants from one nursery to another.

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Factory Production System

The Production module of **Harvest *it*** facilitates recording and regulating the different processes and costs concerned with Tea Manufacture. It also helps to automate and thus simplifies all the functions of production and related aspects in an organization. The system produces all the desired reports required for monitoring and controlling the manufacturing process.

The product features are briefly described below:

1. Green Leaf Arrival:

The Green Leaf Arrival option is used in capturing all the details of green leaf that has arrived at the factory for processing. It records the leaf count in determining coarse and fine leaf for quality checks. It tracks leaf arrival time, vehicle details and field wise receipts and indicates field-factory weight differences, if any. The leaf can come from own estates and/or purchased from Out Growers. The System has the provision to calculate the rate for leaf purchased from Out growers. The System has the provision to interface with the Weighbridge System.

2. Withering:

The Withering option is used to enter details corresponding to the withering process in the Tea Factory.

3. Rolling:

The Rolling option is used to enter details of the Rolling process, carried out during Manufacture. The System has the provision for both Orthodox and CTC processes.

4. Fermentation:

The leaf that has gone through the rolling process is either batch fermented on the floor and/or passed through fermenting drums/CFMs. The System has the provision to record fermenting time, moisture percentages, temperature, etc.

5. Drying:

Drying is the process of firing the fermented tea 'dhool' to arrest fermentation and reduce moisture percentage of the Drier Mouth Tea to recommended levels. The System helps to keep track of the time taken, moisture content of the 'dhool', temperatures at different stages and quantity discharged at the end of the process.

6. Cleaning Extras:

Roof collection is the process in which the 'blow-out' from the Driers is manually collected from the roof periodically. The Cleaning Extras option can be used to record details regarding the same.

7. Temperature Readings:

The Temperature Readings option is used to record temperature of various dryers at different stages.

8. Sifting/Grading:

Sifting/Grading is the process by which the Drier mouth Tea is sifted into sized grades over steel meshes. The System captures the quantities of different tea grades obtained from the process, their recovery/out turn percentages, bulk balances, teas for reconditioning, refiring, tea waste, tea grades put in bins, teas packed and invoiced, Tea Waste, other issues, quality control, sampling, dispatches, etc.

9. Grade-wise Surplus:

The Grade–wise Surplus option is used to enter the details of surplus tea produced for each grade of tea during production.

10. Packing:

Packing is the process where the Made Tea is packed according to its grade. The Packing option is used to record the packing details of the Teas being packed. This helps to determine the net quantity being packed under the particular pack number.

11. Invoicing:

Invoicing is the process of preparing a temporary bill before dispatching the product. The Invoicing option is used to record invoice details of the item. An added feature is the Packing Invoice wise selection for raising Estate Invoice.

12. Dispatching:

Dispatching is the process where the Packed Graded Tea is transported from the Tea Factory to Consignees in different locations. The Dispatching option is used to enter the details of dispatches from the Factory.

13. Local Sale:

The product may be sometimes sold locally or issued 'free'. The Local Sale option is used to record the details of local sales of the teas. This helps to specify additional charges if any, other than the sale type, grade, packing details, etc.

14. Tea Waste Disposal:

The Tea Waste Disposal option is used to enter the details of the tea waste to be disposed after manufacture.

15. Transfer:

In case of inadequate facilities in estates or process down time, stocks are transferred to other estates for processing. The stocks could be in the form of green leaf, bulk tea or sifted tea. Transfer option is used to enter the details of such transfers.

16. Grade Conversion:

The tea produced will be of different grades. Grade conversion is the process of converting from one grade of tea to another. The Grade Conversion option is used to capture and maintain the details of all grade conversions in the factory.

17. Electricity and Diesel Consumption:

Electricity And Diesel Consumption option helps in recording details of electricity and firewood consumed during tea manufacture. The Electricity and Diesel Consumption option is used to enter the consumption details for generators used.

18. Machinery Breakdown:

Machinery Breakdown option is used to record all the details about machinery down time in the factory during manufacture.

19. Meteorology Readings:

The quality of tea also depends a lot on climatic conditions. Hence, a study of the climatic changes is essential during manufacture. The Meteorology Readings option is used to record information like humidity, rainfall and temperature of each section of the Estate.

20. Sub-Store Maintenance:

Sub Store Maintenance option keeps a record of the items received by the Production department. The Material Receipt option is used to enter the details of the materials received from the main stores. Consumption refers to the usage of material like fuel and oils that are required for the effective functioning of the machinery. The Consumption option helps to record the details of the process for which the material was used and for which machine and at what time.

The Damage/ Return option can be used to record details about those materials that arrived to the sub stores but were not used due to some damage or were returned to the main stores. This option helps you to record the date, material, its quantity and remarks on damage / return etc.

21. Stock Verification:

Stock verification refers to the comparison of stock maintained by the system with the actual stock. The Stock Verification option is used to correct mismatches between the actual stocks in hand and in records. Actuals are checked and entered after the auditors verify the stock.

Reports

1. Daily – Reports:

The Daily Report option is used to generate reports containing the details of the teas manufactured daily. Various daily reports are –

1. Manufacturing Report
2. Sorting and Tea Made
3. Production

4. Bin Card

2. Green Leaf:

The Green leaf option is used to generate reports containing the details of Green Leaf that has arrived. The Green Leaf Book helps to generate a statement of the own estate green leaf that is brought to the factory during the specified month or period. Bought Leaf/ Estate Leaf Comparison option generates a report containing the comparative details of green leaf bought from outside and green leaf from own estate.

2. Tea & Crop Report:

Tea & Crop Report is a statement that shows the quantity of Green Leaf, Made Tea, Outturn %, etc. during the specified period and previous year. This report contains details of Green Leaf Arrived, Green Leaf Manufactured, Made Tea, Tea Waste, Saleable Tea, Gross out Turn Percentage and Net Out Turn Percentage. Reports are given for the leaf arrived and tea made previously and to date. The Out turn % and tea waste % is also given in this report.

3. Details of Tea Manufactured:

Details of Tea Manufactured option is used to generate a summarized report containing the details of green leaf and made tea manufactured during a period along with the outturn percentage and tea waste.

This report contains details such as Date, Green leaf from Own estate, Green Leaf bought from other Estates, Total quantity of Green Leaf produced, Quantity of Made Tea manufactured from own estate, Inter Estate, Bought Tea, Outturn % and Total Quantity.

4. Inter Estate Production:

Inter Estate Production option allows the User to know the details of made tea produced in other factories using own crop or made tea produced in the factory with other estates' green leaf.

5. Packaging Register:

Packaging Register option is used to generate a report that shows grade wise packing details of various items for a specified period.

6. Grading:

The details of the various grades of tea produced daily can be generated as a report using the Grading option. The various reports under these options are:

1. Grading Register
2. Grade Wise Statement in Percentage
3. Grade Wise Dispatch
4. Surplus tea

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7. Bin Card:

This option is used to generate a report showing the details of loose tea or packed tea produced in the factory for a specified period.

8. Statutory Reports:

Various statutory reports like Green Leaf Return, Monthly Tea Return, Form-F, Monthly Cess – Production Return, etc. is available under this option.

9. Invoice summary:

Invoice Summary option is used to generate a report that gives the details of all invoices made during a specified period.

10. Fuel Stock:

The Fuel Stock report contains the quantity of the selected fuel received and consumed each day, for the selected month or period.

11. Material Stock:

The Material Stock contains stock details of items used for production.

12. Fuel Consumption:

The Fuel Consumption option produces a report that displays the quantity of the fuel consumed. It also displays the machine for which the fuel is consumed and the process stage during which the fuel is consumed.

13. Genset Efficiency:

The Genset Efficiency option is used to generate a report containing the efficiency details of various generators in the factory.

14. Field Vs Factory Wt Comparison:

Field Vs Factory Weight Comparison option helps to generate a report showing the comparison details of field weight of leaf arrived with that of factory weight.

Checklist

A checklist is a report that gives the details of all the records that were entered in a particular master or transaction. Checklists are generally used as an easy reference for the user to check the correctness of data entered. The list can be previewed in the screen and a printout of the same can be obtained.

1. Production Journal:

Production Journal option is used to generate the report containing the details of accounts posting from the production module.

Process

1. Monthly Green Leaf Purchase FA Posting:

The Monthly Green Leaf Purchase FA Posting option is used to perform the accounts posting for the green leaf purchases made by the Company.

2. Monthly Cess Journal FA Posting:

The Monthly Cess Journal FA Posting option is used to perform the accounts posting from the production module.

Fleet & Workshop System

The Fleet Management & Workshop module of **Harvest *it*** helps to define and record the functions of running vehicles and helps to record the workshop activities within the agricultural unit. It also helps to record the transport activities within the various locations. This system automates and thus simplifies all the functions of transport and workshop. It handles details such as Vehicle & Job Requisitions, Vehicle Allocation, Daily Log book, Fuel and Oil consumption, and many more.

Transactions

1. Daily Log Book

Daily Log Book option is used to record the vehicle usage details at various locations on a specified date. The User can also record the details of the trip and its purpose.

2 Fuel and Oil Consumption

Fuel and Oil Consumption option is used to record the details of the fuel and oil consumed by vehicles and machines in the workshop. Details such as name, quantity and value of the fuel or oil consumed are captured using this option.

3 Job Card

The Job Card option is used to record the details of the requests issued by managers or personnel from various locations to the workshop, for its services.

4 Job Card Sanctioning

The Job Card Sanctioning option is used to sanction the pending job cards. The details of the pending job cards will be displayed in the grid with the provision to sanction job cards.

5 Job Allocation

Requests are sent to the workshop for repair of assets from various locations. The Job Allocation option is used to record the details of jobs allocated, corresponding to the requisitions received from other locations. Employees as well as materials allotted for each job can be recorded using this option.

6 Job Completion

Job Completion option is used to record the date of completion when the allocated job is accomplished.

7 Job Card Completion Sanctioning

The Job Card Completion Sanctioning option is used to sanction the job cards for which the job has been completed.

8 Service Scheduling

Vehicles, machinery, etc have to undergo servicing after certain intervals of time. These services

are done periodically to ensure that the assets remain in running condition. The Service Scheduling option is used to schedule the servicing of various assets.

9 Gate Pass

Gate Pass option is used to enter the details of gate passes issued to various vehicles or machinery. The gate passes issued are mainly used for security purposes. They also help in determining the vehicles that have come in or gone out of a particular location.

10 Sub Store

This option is used to record the details of the requests for items that have come from various departments corresponding to a specified job card. The SIR option can be used to enter details of items and quantity of items required. The Receipt option is used to enter the details of the items that are received at the store. Items are received at the store after requisition has been raised corresponding to an SIR number.

The Material Return option is used to enter the details of the items that have been returned to the store due to defects or due to other reasons. Sometimes, the items purchased from the store may not be used or may be defective. Such items are returned back to the store.

Process

1 Distribution of Charges

Distribution of Charges option is used to divide all the charges related to the Workshop System among various activities/ accounts for a particular month of a year before performing accounts posting.

2 Accounts (FA) Posting

The FA Posting option allows the transfer of cost details from **Harvest *it*** Fleet Management System to **Harvest *it*** Accounts. The cost details are the details of expenses incurred.

Reports

1 Daily Log

Daily Log option helps in the generation of reports showing vehicle usage details at various locations.

2 Fuel & Oil Consumption

Fuel and Oil Consumption option allows the generation of reports showing fuel & oil consumed by the assets.

3 History of Asset

The History of Asset option generates the report of the individual history of the vehicles.

4 Machinery Register

The Machinery Register option generates the report of the machines used in the workshop for maintenance in the specified station.

5 Machine Wise Expenditure

Machine Wise Expenditure option helps in generating a report on the expenses incurred for the maintenance of machines.

6 Cost Analysis

Cost Analysis option helps in generating details of total expenditure incurred corresponding to the job cards.

7 Labour Cost

Labour Cost option helps in generating a report, which contains information about the cost incurred for labour corresponding to the job cards.

8 Operational Cost

The Operational Cost option is used to generate a report, which contains information about the operational cost corresponding to the job card.

9 Service Schedule

Service Schedule option is used to generate a report that contains the details of the services scheduled for the assets.

10 Performance Analysis

Performance Analysis option helps to generate a report on the performance of the selected assets.

11 Section – wise Todate Job Cost

Section-wise To-date Job Cost option helps to generate a report containing the details of the labour and material cost corresponding to the section.

12 Cost Distribution Statement

Cost Distribution Statement option generates a report on the charge distribution process for the assets.

13 Running Cost

Running Cost option generates a report on the running cost of the assets.

14 To – Date Running Cost of vehicles

To-Date Running Cost of vehicles option generates a report on the running cost of the vehicles.

Checklist

A Checklist is a report that gives a complete list of all the records that were entered in a particular master or through transaction. Checklists are generally used as an easy reference for the user to check the correctness of data entered.

1 Job Cost

The Job Cost option is used to generate the checklist of the job expenditure incurred at the

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locations.

2 Job Cost – Detail

Job Cost Detail option helps to generate a checklist of the expenses incurred for different jobs corresponding to the locations.

3 Vehicle Running Expenditure

Vehicle Running Expenditure report helps in generating a report on the running cost of the asset items.

4 Vehicle Running Accounts

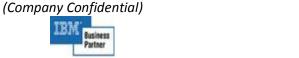Vehicle Running Accounts option helps in generating a report on vehicle wise running cost.

5 Monthly Comparison of Vehicles

Monthly Comparison of Vehicles option helps to generate a report containing the details of running cost of the selected vehicles for a month.

6 Existing Vehicle Utilization

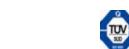Existing Vehicle Utilization option is used to generate a report, which contains details of vehicles utilized.

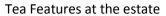*(Company Confidential)*

Management Information System

The MIS module is installed at the Estate/Group level and provides control over the estate to the Manager. It accepts data from all other packages at the Estate level and in addition accepts the input of meteorological details that affect the harvest. The idea of the system is to give all the relevant information to the manager, in order to do away with the wastage of resources in all forms. The Estate MIS also helps in the comparison of performance in order to isolate the root cause for lack of productivity and eliminate it and promote the reason for productivity. This helps significantly in bringing down the Cost of Production.

The different reports that can be extracted from the Management Information System are:

- Plucking Details and estimation

- Production report

- Field Details, Variance with Last Season and Budget

- Cost Of Production Last Year and Budgeted

- Yield Per Hectare Report

- Field Costing

- Meteorological Reports.

- Consumption

- Crop details

- Rain fall

- Labour strength

- Cost of Production (Estimate Vs Actuals, SMLY Vs Current Month, COP at anytime)

- Variance (Labour and Material, Estimate Vs Actual, Rolling estimates Vs Actual)

- SMLY Vs Current Month

- Labour Utilization

- Crop Variance

- Weight Comparison Statement

- Field Performance

- Crop and Yield statements

- Field history (Estate diary)

- Meteorology analysis

- Gradewise Dispatch
- Gradewise Production
- Fuel efficiency

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