HARVEST plus
Reaping success worldwide

Financials

iSMART
BUSINESS SOLUTIONS

iSmart Business Solutions Pvt Ltd.
IT Park, Plot No. 16 A, 'B' Block,
Cochin Special Economic Zone,
Kakkanad, Kochi, Kerala, India
Ph: (91) - 484 – 2413181
FAX: (91) - 484- 2413243
E-mail: ibspl@ibspl.com
URL: www.ibspl.com

Microsoft
GOLD CERTIFIED
Partner

IBM Business Partner

TÜV SÜD
ISO 9001

Index

(Company Confidential)

General Ledger System

TheHARVEST plus General Ledger System is designed to take care of all the accounting needs of the organization.

Through this system, you can define the account groups and accounts. Similar types of accounts can be grouped under a single account group. The system allows you to enter opening balance of the accounts and you can also define the default analysis types and analysis codes of the accounts. The settings for the account initialization and account initialization process can be done. Unlimited number of books can be created and you can also define various journal batches for the books. The system allows you to define the general narrations, account narrations and sanctioning authorities. You can define the fiscal periods though this system. Foreign exchange calculation can also be done through this system.

The journal vouchers can be entered and you have also the provision for voucher sanctioning and voucher cancellation. The system also allows the batchwise sanctioning of the vouchers. Reverse and recurring templates can be generated. The operating period and fiscal period can be closed after entering all the transactions with in those periods. You can also make the necessary settings required for the system to function smoothly. You can change the process date and back processing is also allowed.

Main Features of General Ledger System

This system allows you to maintain accounts, general ledgers and journal vouchers related to business transactions. The major features of this system are described below:

1. **Chart of Accounts:** This section contains options, which help in defining various account groups and accounts. Similar accounts are grouped under a single account group. Several account groups can be grouped under a parent group.

   - The *Account Groups* screen is used to define such account groups under the parent account group. Predefined root level account grouping for Asset, Liability, Income and Expenditure is possible.

   - The *Account* screen is used to define the accounts under the account groups. All financial transactions are recorded in an account and all other systems of HARVEST plus are linked to the *General Ledger System* through an account created here.

   - Multiple levels of account groups in tree structure can be maintained using this system. Each account head can be mapped to any of these account groups, in this system.

2. **Accounting Locations:** Accounting locations are administrative units of the company where account statements are prepared.

   - The *Definition* screen is used to define such accounting locations.

   - The *Administrative Unit Mapping* screen is used to tag the accounting units to one or many administrative units. It is mandatory that all the administrative units must be tagged to one accounting unit.

   - The accounts defined through *Account* screen can be tagged to multiple accounting locations. The chart of accounts can be filtered based on the accounting locations.

3. **Opening Balance:** This section allows you to enter the opening balance details of accounts and analysis codes. The opening balance of a particular account can be distributed to different analysis type and analysis code based on the end user needs.

4. **Analysis Code:** Analysis of various expenditures based on multi dimension analysis types and analysis codes is possible.

5. **Distribution:** Distribution of account is the process in which the balance amount of an account is distributed among various other accounts. You can specify the accounts from which the balance amount are to be distributed and the percentage in which these accounts are to be distributed to other accounts through *General Charges Distribution Setting* screen. This system facilitates automatic distribution of amounts based of various user defined distribution criteria.

6. **Account Initialization:** Account Initialization is the process through which the balance amount of an account is initialized to zero. This section contains options that help you to define the necessary settings required for account initialization.

   • The *Initialization of Accounts* screen is used to define various account initialization settings. You can specify the accounts that are to be initialized and the frequency in which these accounts are to be initialized. You can also specify the accounts to transfer the balance amount of the account to be initialized.

   • The *Initialization Priority* screen is used to set the priority for the account initialization settings defined. The settings having the highest priority will be considered first, while initializing the accounts through Process > Initialization of Accounts and the accounts will be initialized accordingly.

7. **Inter Unit Accounting:** This screen is used to make the necessary settings required for posting the journal entry automatically, in the case of inter location transactions. Based on the accounting location selected, all the accounting locations will be populated in grid other than the selected accounting location, and the account can be tagged to the corresponding accounting units. This system is capable for auto inter accounting transfer and posting.

8. **Book:** Documents are books of accounts in which transactions of an account is maintained. The *Book* screen is used to define such documents. You can set the default currency, balancing account, backlog allowed days and default report format of the books through this option.

9. **Cost Allocation:** Allocation of cost into various user-defined analysis heads and the consolidations.

10. **Journal Voucher Template:** You can define journal voucher templates for common journals.

    • **Reversal / Recurring of Journals:** You can create recurring template for the recurring transactions and also a reverse journal template, if you want to make a reverse journal entry.

    • Provision to post journals atomically based on the frequency defined.

11. **Journal Batch:** It is possible to define various journal groups within a journal batch. The

purpose is to sanctions multiple journals as a batch. There will be provision to route the journal batches through approval workflow, and it will allow sanctioning the journal batches in multiple levels.

12. **Multiple Financial Periods:** Multiple financial periods and prior periods can remain open, even when operating a new period.

13. **Fiscal Period & Operating Period Closing:** You can close the fiscal period and operating period either by user intervention or by system.

14. **Data Transfer/Receive:** Provision to transfer/receive data from external data sources. This is to facilitate consolidation of accounts from various sites at Corporate and Head Office Levels.

15. **Report Generation:** Various types of checklists and reports can be generated. Apart from the general reports, various significant reports are incorporated to monitor the expenditures of the company, such as Trial Balance Exploitation, Multi Dimension Analysis report, Actual Vs Budget. You can view location wise and consolidated details in the reports.

Cash Book System

The HARVEST plus Cash Book System is designed for handling all the cash and bank related activities of the finance department. The Cash Book system forms the part of the financial accounting system. The Cash Book system is integrated with General Ledger system and all the transactions will be posted to the General Ledger.

The Cash Book system has the facility to prepare any number of cash and bank accounts. You can define the cheque series used for different transactions corresponding to the selected bank book. The denominations of the currency corresponding to the selected cash book can also be defined through this option. You can also define the exchange rate of the currencies corresponding to the specified date. The system allows you to define the standard narrations, and the sanctioning authorities.

The cash, bank and contra voucher can be entered and you also have provision for voucher sanctioning and voucher cancellation. The system also allows cheque allocation and cheque reallocation corresponding to the bank books. Special feature of the Cash Book system is that user can define templates such as standard or recurring template for cash and bank voucher. Bank reconciliation process can be done through this system. This system has provision for entering past cheques. The Cash Book system has the provision for cheque printing and bank transfer letter printing. The Cash Book system can integrate with online corporate banking system, if required.

The HARVEST plus Cash Book system will integrate and work closely with the *General Ledger* system and *Common Functional Administration (CFN)*.

(Company Confidential)

Main Features of Cash Book System

The cash and bank related activities of the organization can be maintained using this system.

The main features of this system are listed below:

1. Cash book system forms the part of the financial accounting system.

2. Books are documents in which transactions of an account is maintained. The **Book** option is used for defining cash and bank books of the company. Any number of cash and bank books can be defined using this option.

3. The **Cheque Series** screen is used to define the details of cheques that are available for the selected book.

4. Standard narration is a predefined description or comment regarding transactions that occur frequently in course of accounting. The **Standard Narration** option helps to save time besides keeping away with typing errors.

5. This system will allow defining the approval criteria based on the amount ranges and authorization.

6. You can print cheques and bank transfer notes through this system.

7. There is provision to notify/trigger concerned users based on business rules using the notification pop up message features.

8. Bank wise cheque series numbers can be maintained in this system.

9. Book wise denomination balance is maintained for the cash book.

10. Past cheque details can be entered which are significant at the time of commencement of the implementation.

11. Multiple accounting locations can be maintained.

12. Online cash book balance is available at the time of voucher preparation and sanctioning.

13. Allocation and reallocation of cheque numbers is possible in this system.

14. Provision to capture the post dated cheque(PDC) details related to book.

15. User defined rounding is possible for cash and bank books.

16. It is possible to enter vouchers transactions in home currency and foreign currency (multi currency feature).

17. Cash flow reports are provided in this system.

18. Foreign exchange revaluation is supported.

(Company Confidential)

Accounts Payables and Accounts Receivables System

The HARVEST plus Accounts Payables and Accounts Receivables system is designed to customize the activities related to the Payables and Receivables of the Company. The APAR system will be installed in Head Office and Units to take care of various Payable and Receivable transactions. At Head Office level, the APAR system will be integrated with Purchase, Department Contract, Warehouse, Sales and General Ledger systems. At the unit level, the APAR system will be integrated with Out-grower, Stores and General Ledger systems. System will have the provision to define the document categories, discount brackets, payment / retention schedules, scheduled payment to be made to the parties etc.

You can categorize the documents related to the payments and receivables transactions done in this system. It is possible to schedule the payments such as rent, insurance etc which is to be made periodically. The details discounts to be given to the suppliers or customers, details of the payments and retentions, etc. can also be defined through this system.

The details of payable invoices and receivable invoices can be entered, sanctioned and cancelled through this system. Payment Advice Notes can be generated for matured and immatured invoices. Payment can be made against advance payment requests and Pan generated. Details of receipts and credit debit notes can be entered. Adjustments / Clearing of bills can be performed through this system. You can also make the necessary settings required for the system to function smoothly. You can also enter the opening balance details of receivables, payables and VAT.

Main Features of Accounts Payables and Accounts Receivables System

The Accounts Payables and Accounts Receivables system is designed to customize the activities related to the payables and receivables of the company. The AP/AR system will be installed in Head Office and Units to take care of various payable and receivable, credit note and debit note transactions.

The main features in this system are:

1. All type of documents used in APAR system, such as debit notes, credit notes, payables and receivables are defined through the **Document Category** screen. All the particulars relevant to documents, such as whether sanctioning required, whether direct entry is possible etc., are also defined along with each document category.

2. Certain payments such as rent, insurance etc are to be made periodically. The **Scheduled Payments** screen is used to define such periodic payments to be made to the specified party. You can also define the period with in which payments are to be made and the frequency of payment. The details of accounts to which payments are to be done and the details of additional charges occurred for this scheduled payments can also be entered through this screen.

3. Provision to define the discount bracket for payable and receivable types. This facilitates in giving discount to the amounts for the payable and receivable invoices.

4. Opening balance for Payable and Receivable against a party can be entered. This is useful at the time of commencement of implementation.

5. Provision to define the Payment/Retention Schedule for various payment schedules or retention schedules. In addition to that one can define the days with in which the specified percentage of amount is to be paid or retained by the company.

6. This system keeps the track of the requests for advance payment to suppliers / contractors.

7. This system has the facility to sanction the advance payment requests.

8. Payable invoices are the invoices against which payment is to be made to the party. The **Payable Invoice Register** screen is used to enter the details of payable invoices received from suppliers or contractors. You can enter the invoice details, retention details, the details of account to which payment to be made, details of item for which payment is to be made, additional charges occurred for this payment etc. through this screen.

9. Retention percentage or amount for a particular material that the buyer wishes to retain, and pay later can be defined through this system.

10. This system has the facility to filter all payables bills with retention amount for a specified date and supplier / contractor.

11. This system also has the facility to approve the retention amount of payable bills.

12. The *Payment Run* screen is used to list the payable invoices, advance payment requests and debit credit notes generated with in the specified period, against which the payment advice notes can be prepared.

13. This system has the provision to prepare a payment advice prior to releasing money to suppliers.

14. This system has the provision to make payments for the payment advice notes generated. Payments are always done through a payment voucher. Thus, this process creates a payment voucher.

15. The *Receivable Invoice Register* screen is used to enter the details of receivable invoices issued to the customers. Receivable invoices are the invoices for which amount is to be received from the party. You can enter the invoice details, retention details, the details of account to which the amount received from the party is to be posted, details of product for which amount is to be received, additional charges occurred for this payment etc through this screen.

16. The *Receipt Generation* screen is used to generate the receipts for the specified customer from whom amount is to be received. The receipts can be generated for the receivable invoices, credit debit notes and the retained receivable amount corresponding to the specified supplier.

17. This system is competent with Debit Notes and Credit Notes which are used to make amount adjustments between company and suppliers / contractors/ customers. The Debit note and Credit note can be in form of issue and receive.

18. The *Adjustments* functionality is introduced to facilitate the adjustments between payables and receivables of the specified party. Also the adjustment is made taken into consideration the advances paid or received from the specified party.

19. **Ageing Analysis** is included that lists outstanding payables and receivables, on different age periods, as on a date. The ages are user defined and can be configured as per the end user requirement.

20. **Report Generation:** Various reports are incorporated to analyze the payable and receivable transactions such as Party Register, Ageing Analysis, PAN Report, Payment Register, Receipt Register, Today's Outstanding etc.

Budget System

The HARVEST plus Budget System helps to prepare and maintain estimates of activities involved in an agricultural business. This system allows the user to estimate all expenditures and incomes in terms of three elements - Man, Material and Money.

This system covers the budget preparation processes of plantations, factories and other operational units. Budget preparation includes the estimation of production targets, estimation of production cost and processing cost (direct and indirect) and computation of unit cost price (cost of production). This module will be implemented at the units and will be integrated to the consolidated budget system implemented at the head office.

Main Features of Budget System

The main features of this system are listed below:

1. The Budget System covers budget preparation process for estates, factories etc.

2. **User-Defined Assumptions:** Budget calculations involve many assumptions like inflation rate, allowance. Some of them are standard values and are system defined. User can also define assumptions.

   The system allows for importing the budget assumptions from HO to different locations.

3. **Budgeted Exchange Rates:** There is provision to budget the expenses based on foreign currencies. Budgeted exchange rates can be defined for different account groups.

4. **Budgeted Inputs:** This is used to do the entry for Budgeted values for different cost elements i.e. Labour cost, Material cost etc. There is provision to include the inflation rate, VAT% for Inventory items etc.

   • The system allows for importing the budget Inputs from HO to different locations.

5. **Budget Geographical Unit :** Here the user can enter the different properties such as Planting type, Area type, Area, Number of plants, Planting year etc for each Geographical unit for the Budgeted year.

6. **Crop Projection:** With the help of this system, the month wise and block wise crop projection can be done for various crops. Production targets in a plantation company are set either for the raw materials produced from the field or for the finished goods produced by processing the raw materials. There are options to prepare the production targets for either of these.

   • It is possible to capture the projected value for the whole year and also for the months in the budgeted period.

   • It is possible to generate projections for the lowest geographical regions in the estate such as fields or blocks.

   • Projection of raw materials and finished goods can be done either for the actual quantity or in terms of quantity per hectare ratio.

   • Depending on the nature of crop, there can be various scientific methods used for arriving estimated production.

7. **Employee salary** can be budgeted through this system including details like Grade-Level Pay, overtime, incentive etc.

(Company Confidential)

8. **Estimation of Expenses:** You can do the estate wise, Age-group wise, division wise and block wise estimation of costs and expenses through processing expenses. An account head in the chart of account can have one or more working templates to compute the budget. Also, the budget for an account head can be a summary of budgets for more than one analysis codes.

- Worksheet templates can be defined in a single location and can be transferred to different locations.

- The system allows for importing the worksheets created by the head office, as well as defining additional worksheets at the units.

9. **Distribution of Expenses:** The distribution of different expenses such as Transport Cost, Salary expenses, General Charges expenses, General Cost can be distributed to different activities and accounts. The distributed amounts can be nullified by setting the Clearing activity and account for each distribution

10. You can **Revise** an already prepared budget 'n' number of times, after finalizing the already prepared one. The comparison can be done by generating the Summary report for each version of Budget Revision.

11. You can generate **Activity wise Report** to view the expense incurred in each activity.

12. The **Budget Summary Report** is included with this system to analyze the total expenses budgeted for the financial period.

13. **Worksheet Reports** can be generated with graphs (Bar Chart, Doughnut Chart, Area Chart etc).

14. **Resource Requirement Report** can be generated which shows the requirement of man days or estimated quantity of various materials for the budget period.

15. **Budget Expenditure report** can be generated which shows the Cost of Production, i.e.:- Revenue Expenditure, Capital Expenditure, Third party Expenses, Factory Cost and Seedling Cost for the budget period.

16. **Work Plan report** can be generated which shows the Mandays and Expenses for different Cost elements for different activities used for Upkeep Programs.

Consolidated Budget System

The Consolidated Budget System of HARVEST plus helps to prepare and maintain estimates of activities involved in an agricultural business. HARVEST *it* considers the cultivation activities to be happening in small geographical areas called blocks. The estimate to be prepared is a detailed block wise or estate wise budget. The system classifies operating expenditures into variable and fixed expenditures based on their nature and frequency of recurrence.

This system allows you to prepare a number of draft budgets at the head office level. You can define the budgeted material prices, plantation structure, fertilizer applications at the blocks, work sheet templates, sales budget etc using this system. This system module provides features of exporting the consolidated budget data from head office to unit budgets. Units prepare the budget as per the guidelines given by the head office. On completion of budget preparations by the units, the unit budget data is imported to consolidated budget module in head office. The imported unit's budgets can get verified and would be finalized after making recommended corrections. The approved unit's budgets can be exported back to the unit level with edit locks to prevent further modifications. This system provides provision to finalize the consolidated budget after analyzing in detail. You can also revive budgets for the future months.

Features of Consolidated Budget System

The main features of this system are listed below:

1. This system helps the management to review budget details of various estates in a single report.

2. The Consolidated Budget System brings together all the unit budgets and produces one single budget, which can be called the company budget, for the specified financial period.

3. This system will be implemented at the Head Office and will be integrated to the unit budget systems through online or offline data transfer methods.

4. In the absence of an online distributed environment, the system will have the ability to import data through offline methods and still work as an integrated system.

5. This system also integrates with the Head Office modules providing data for generating comparison reports for the management.

6. This system will have a built-in feature of defining the worksheet templates. The worksheet definition feature can be used to define your own templates containing the necessary parameters and formulae for preparing the budget.

7. The system will allow the user to define budgeted exchange rates for various currencies for different budget periods as well as account groups.

8. This system provides options to define new geographical structure for a new budget period, without affecting the existing structure, which is being used for current financial year transactions.

9. You can define the budgeted material prices, user defined assumptions and average cost per manday for the budget period.

10. You can prepare budget for fertilizer applications for each block in every estate.

11. This system will have facilities to lock the budget to prevent the changes once the budgets are approved and finalized.

12. This system will also have the flexibility for revising the finalized budgets at any time by authorized users.

13. Finalized unit budgets can be extracted separately for each unit and exported to the unit budget systems.

14. You can generate *Man-day and Material Report* which gives the management a clear idea about the resource requirement for the budgeted year.

15. This system provides you with *Budget Expenditure Report* to analyze the cost incurred for

each unit of the crop products.

16. The *Heavy Equipment Usage Report* is included to show the expense and running units of various assets in different estates.

17. The *Production Report* help you to get the budgeted figures of crop processed and various products produced in different estates of the company.

18. The *Expense Report* is used to view the details of expense budgeted in various allocations and the control measures required.

19. This system provides you the report to analyze the factory cost (own crop & third party separately) budgeted.

Fixed Asset System

The HARVEST plus Fixed Asset System is used to record and maintain the details of assets in the organization. This system allows you to maintain the details of the depreciation based on the norms. Thus the system helps you to keep track of the exact value of asset belonging to an organization.

The asset maintenance, adjustment, transfer and disposal details are recorded through various options of this system. The work in progress details of assets can be recorded. After completion of work, the work in progress items will get added to asset register. The selling or written off details of assets can be recorded. The system will calculate the depreciation values of assets and will determine the asset book value. The land use rights of estate areas and the insurance details of assets can be entered. Revaluation of assets can be done as per company policies. Various journals related to various transactions will be posted to the HARVEST plus General Ledger System. Based on the various transaction entries periodical reports can also be generated through this system.

Main Features of Fixed Asset System

All capital items and projects are monitored and maintained by this system. This system tracks work in progress of assets until completion and capitalization

The main features of this system are listed below:

1. You can define a hierarchy of assets by categorizing them. You can also make depreciation settings for the asset categories.

2. The assets in the organization can be defined with their category, location, measurement unit, purchase details and depreciation details.

3. Acquisition of asset can be done after defining them. The acquired assets will get added to the asset register.

4. There is provision for transferring assets between locations. Transfer of items from one asset to another is also possible. The fixed asset register will get updated with the transfer details.

5. The disposal of assets can be done depending on the company policy. You can also enter the details of written off or sold assets.

   • The disposed / sold assets will be removed from the asset register where as the written off assets will continue to be in asset register with or without value.

6. The revaluation of assets can be done through this system, as per circumstances and government regulations.

7. The work in progress details of assets, that have not yet been commissioned, can be recorded through this system.

8. You can record the details of annual maintenance of assets, insurance details, land use rights of estate areas, through this system.

9. You can maintain the work in progress (WIP) to asset register on submission of work completion report.

10. You can make calculations for depreciation of assets, asset sub category and asset category based on the method of depreciation applicable.

11. It is possible to conduct physical verification of assets at locations once in a year before closing the year's accounts.

12. With the help of this system, you can determine the asset book value by reducing the accumulated depreciation from the asset cost.

13. This system allocates the total depreciation expense of the company to individual estates/units based on their production.

14. **Report Generation:** Various reports and checklists containing details of fixed assets can be generated.