HARVEST plus
Reaping success worldwide

Materials Management

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Inventory System

The HARVEST plus Inventory System automates the inventory system carried out at the estate/ factory stores. This system maintains the details of stores, items, fertilizers, receipt, issue and adjustment of stock materials. Inventory system produces all the desired reports required for monitoring and controlling of the system. HARVEST plus Inventory System facilitates multi stores under a particular administrative unit.

In this system multiple stores can be defined under a single administrative system. Items are grouped into different groups on the basis of their usage for better administrative purpose. Movement criteria for the items in different periods are defined, to store the items according to the season. In order to control the store wise stock of the items, the stock details of items are maintained in various stores of the administrative unit. This system provides the provision to view the quantity of items in the stock graphically.

Stores issue requisitions should be raised and sanctioned before issuing items from the store. To purchase items to the stores, purchase requisitions are to be raised and sanctioned. Damaged goods can be returned and the stocks are updated accordingly. Stock adjustments are done, to keep the system wise stock and the actual physical stock of items in the store tallied. The voucher details of this system can be posted to the General Ledger System based on various posting types on a daily basis.

Also different stock valuation methods such as First In First Out (FIFO), Last In First Out (LIFO), Daily Weighted Average etc. are introduced to calculate the value of the items in the stock. You can import data from other sources to this system and vice versa. Reports are included according to the end user requirements in this system. Independent settings for each store can be done through this system.

Main Features of Inventory System

The Inventory System automates the functions in a store. Issue and purchase of items, keeping stock of items, etc. are the main functions of this system.

The main features of this system are listed below:

1. This system maintains the details of stores which include the receipt, issue and adjustment of stock materials.

2. Facilitates multi stores under a particular administrative unit.

   ➢ This system helps you to define multiple stores that come under a single administrative unit. Parent stores as well as sub stores can be defined in this system.

3. **Item Classification:** Items in the store are categorized into various classes.

   ➢ All the items maintained in the store are categorized into various classes based on their use for better administration. Items grouped under a particular class have similar stock valuation method. Parent classes as well as sub classes can be defined in this system.

   ➢ There is the provision to specify the technical details, substitute items, external and internal lead time, manufacturing details, stock valuation type, movement type, etc. of the items.

4. Competent with the item unit conversion.

   ➢ You can specify the unit in which the items are to be measured while doing different transactions. This is to facilitate items received in one UOM can be issued in different UOMs and vice versa.

5. **Store Layout:** Provision for graphical representation of store layout.

   ➢ Storage layout of the items in different spaces in the stores, like the bays, bins, racks etc. can be viewed graphically through this system.

6. **Item Movement Criteria** can be specified.

   ➢ The movement type of item classes as well as items in the stores can be specified while defining the items or item classes. The movement types can be Fast Moving, Slow Moving or Non Moving.

7. **Item Stock Control Details** are maintained in various stores of the administrative unit, to control the store wise stock details, such as reorder level, maximum stock, economic order quantity etc.

8. **Reserve Items:** Possible to reserve items against stores issue requisitions for any future use.

> ➢ This will help the concerned authority to restrict the issue of those items that will be required later for a particular task or for some planned activity. This is done corresponding to a sanctioned SIR.

9. Item can defined as Batch or non Batch item.

10. **Goods Receipt Note** can be prepared when goods are received against the purchase orders for external purchases and for items received through issue/transfer/sales from other stores and direct delivery from suppliers (against PO from HO).

11. Capable of analyzing consumption register based on the multi analysis types and codes.

12. Once the invoice is received, if the rate is different from that of the GRN, the adjustment of the rate is done to stock automatically.

13. Provision to take print out of system stock and physical stock.

14. Physical verification of the stock in the stores is done.

> ➢ In this system the stock is verified periodically (quarterly/half yearly) or at the end of the financial year before closing the accounts. This is to ensure that the stock as per books is tallied with the physical count of stock in stores. The Internal auditors of the company will do this. When there is a difference is physical count and book count the difference is adjusted after getting sanction from the proper authority.

15. Stock adjustment and stock reconciliation can be done daily, weekly, monthly and yearly.

16. At any given point, we are able to view the stock level of any particular item, in the organization at its various stores, grouped according to the parent location.

17. **Stock Valuation** type is introduced.

> ➢ The stock valuation type can be specified, and the stock valuation of the items for the specified period and store, can be done through this system. The methods used are FIFO (First In First Out), LIFO, Daily Weighted Average and Standard Rate.

18. **Stores Wise Settings** are incorporated.

> ➢ General settings, administrative unit wise settings as well as store wise settings which are independent to one store can be done in this system.

19. **Query:** Provision to query on items and storage locations.

> ➢ Through this system you can search through the storage locations to find free spaces and also you can search for items having the specified technical specifications which are kept in different racks.

20. Stock details are journalized to book of accounts on doing the stock valuation. This is to be triggered from account posting screen.

21. Provision to do account posting through **Account Posting** screen on Online and Offline basis.

22. **Report Generation:** Various reports are incorporated in this system.

   ➢ Reports are included after analyzing the requirements of the end users. The reports such as Stock Ledger, Closing Balance Report, Item Movement Register, Item tracking Reporter order item report, Bin Card, Consumption Register, Item Class wise Report, Good Receipt note, Material Utilization report etc. are such reports.

   ➢ You can view item movement register based reports, that contains the movement details of the selected items corresponding to selected stores, movement details of an item corresponding to the selected store(s) and movement type, details of the items that are transferred to/from one store to another, etc. through this system.

Unit Contract System

The HARVEST plus Unit Contract System facilitates the functioning of the contractors working for a company or organization. The personal details and the areas of specialization of the contractors can be defined through this system. You can tag the specified contract type with the job groups, departments and related criteria. Rate list can be prepared for various contractors for a specified period. You can define the materials that can be used for the various job groups or job services through this system.

The job requests will be raised for various jobs or job services from the different departments of the company. A contract will be prepared for the sanctioned job or job service requests. The work progress is recorded for the sanctioned contracts and work progress certificate is prepared based on the work progresses recorded. Based on the work progress certificates, the payment advice note is created and payment is made to the contractors. The status for the contractors can also be recorded through this system. The penalty amounts which were kept on hold can be released for the contractors.

You can generate checklists, which gives you a complete list of all the details you had entered through the options of this system. Various other reports containing the contract details can also be generated through this system.

Main Features of Unit Contract System

This system facilitates the functioning of the contractors working for the company.

The major features of this system are:

1. The specialized area and contractor base of contractors can be specified through this system.

2. It is possible to tag the specified contract type with job groups, department and the related criteria. Depending on the mapping, you can easily identify the requirements of the contract.

3. A contract rate list can be created related to a job group or job service, for the specified contractors.

4. **Job / Service Request:** You can create a job / service request for various jobs or job services for different departments. You can sanction or close the job / service requests created.

5. The items required for a particular job or service can be tagged.

6. The *Contract Preparation* screen is used to prepare a contract, for a contractor based on the approved price list. The contract is prepared based on the sanctioned job / service requests.

   ➢ You can prepare contract for five different contract types.

   ➢ A contract can be created either based on the job request or without a job request.

   ➢ Contract can be defined based on the milestones and work progress certificate is generated based on achieved milestone.

   ➢ The details of additional charges, penalty, required materials and terms and conditions of the contract can be entered.

7. The *Work Progress* screen is used to enter the work progress details of the selected contract. The work .progress details of multiple job groups or jobs can be captured based on the selected contract. Payment to contractor is done based on the work progress certificate.

8. **Work Progress Certificate Preparation:** You can prepare a work progress certificate corresponding to the contract number for a particular date. You can sanction or cancel the work progress certificates created.

   ➢ This can be created only if the given job or mile stone has been completed for the specified contract.

   ➢ If there is any delay in completion of the work, you can set penalty. Penalty is of two types *With hold* and *Imposed*.

9. **Payment Advice Memo:** This can be generated based on work progress reports.

   ➢ While generating the payment advice memo, the payable invoice for the same will be generated in the HARVEST plus Account Payables and Account Receivables System and the corresponding voucher will be posted to the HARVEST plus General Ledger System.

   ➢ The payment for the contractor will be credited and the accounts related to the jobs will be debited in the HARVEST plus General Ledger System.

10. **Contractor Status Functionality:** This is introduced to update the status of the contractor based on certain criteria.

    ➢ The **Contractor Status** screen is used to generate the warning letter. The management can change the status of the contractor according to his performance.

    ➢ Management can either warn or ban the contractor. Banned contractors will not be available for any operations in this system.

11. The **Penalty Realisation** screen is used to release the penalties for the contractors which were kept on hold by the company. The amount payable to the contractor is kept on hold by the company when deviation in work completion date occurs. These amounts are released to the contractor by the company later.

12. **Report Generation:** Various reports are incorporated to the system such as Contract Register, Realized Contract Register, Outstanding Contract Register, Closed Contract, Contract Nearing Contract, Work Progress Certificate, Payment Advice Memo etc.

Purchase Order System

The HARVEST plus Purchase Order System facilitates the systematic processing of the purchase orders to the suppliers. After receiving material requisitions from various locations the system combines and sanctions the various purchase requisitions. After sanctioning the purchase requisition, tenders or quotations are called. The tenders are then evaluated and processed to prepare the price comparison statement and routine price list. The purchase order or contract is created through this system. Different purchase procedures (purchase types) are followed in purchase department to meet the requisitions coming from estates as well as departments.

The main intention of the package is to control the purchase of items in the company by inspecting the purchase requisitions and the tenders. This system receives invoices for the materials provided by suppliers. The purchase department prepares the purchase ledger on a monthly basis to credit the suppliers and sends it to finance department. The stock ledger and purchase ledger reconciliation is done in the purchase department through this system.

The system can generate all relevant reports and checklists which are necessary for evaluating various purchase order related details.

Main Features of Purchase Order System

The purchase order system facilitates the functioning of purchase department in the organization.

The main features of this system are listed below:

1. The different suppliers providing materials to the company can be defined and categorized, according to the type of material they supply.

2. You can define the items handled by the purchase department. The items can also be categorized based on their type or the department in which they are used. These items can be registered against corresponding suppliers.

3. This system enables to handle different types of purchase such as *Tender Based, Routine Price List, Repeat Order Purchase* and *Direct Purchase*. Purchase type can also be local or import.

4. You can set sanctioning authority for various documents and each authority is restricted to sanction limited transaction amounts specified in the system.

5. The purchases can be processed based on three types of material requests (MR): MR from estates, MR from departments and Memo from departments.

   ✓ The MR contains the details of the items with specifications, quantity required and stock available in estates.

   ✓ Departments raise memo in case of purchase of capital assets or high value items. A single memo can contain requests for more than one estate.

   ✓ In this system the available stock in warehouse and other estate stores can be displayed while approving the MR.

6. The purchase request can be generated within the system based on a material request and the purchase requests generated through the Inventory System are also available.

7. This system allows you to send enquiry to the suppliers based on the purchase request. Within the enquiry you can specify the details of suppliers and items to be purchased, based on an MR. Details such as delivery of items, terms & conditions and penalty can also be specified for each item.

8. The details of quotation or tenders send by the suppliers can be entered, based on the enquiry. In quotation you can specify the supplier's offers, discounts, additional charges and terms and conditions for each Item. With the help of tenders you are able to:

   ✓ Prepare the Price Comparison Statement and choose the best offer to follow the tender based purchase procedure.

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✓ Update the Routine Price List by preparing the price comparison statement from tenders.

9. Bid evaluation is done based on the criteria specified for the evaluation. Based on the evaluation results you can finalize the supplier.

10. Purchase order can created based on the finalized bid. This can be amended if required by the competent authority.

11. The supplier produces the invoice to the purchase department for the materials supplied in warehouse / estates. The invoices can be forwarded to the finance department after verifying it.

12. The performance evaluation of suppliers can be done for a specified period. The evaluation is based on the delayed days of supply and the number of purchase orders cancelled by the supplier. The suppliers can be tagged as *Good, Average* and *Poor* based on this.

13. Various reports can be generated through this system such as *Purchase Ledger Report, Local Management Report, Outstanding Purchase Orders Report, Delayed Purchase Order Report, Payment Advice* etc.