

Features of Tea Garden Software

March 2006

Introduction

The objective of this system is to assist the personnel of the garden in their day to day tasks. This software generates several reports to assist the management of the garden. This software will also pass data to the head office, which can be included in the office part of Simplesoft Tea and several reports will be generated.

The software will help users, to identify several cost centres in the garden, to make budgets for those cost centres and to optimise cost parameters and maximize the productivity of the garden. This software will provide all sorts of MIS reports to the management in order to utilize existing manpower in the best possible way.

Provision of census data of the Labour and their dependents may help the management to calculate certain entitlement quantities.

Business Logic

Each garden is divided into several divisions and each division is divided into several sections and nurseries. Those sections and nurseries will be treated as independent cost centers with respect to the garden. Factories, Bungalows and Hospitals will be treated as separate cost centers.

Usually gardens receive money from head office and spend it for producing tea. The expense areas are

1. Plucking
2. Other Jobs
3. Purchase
4. Salary & Wage
5. Other Cost [Account payment vouchers]

1. Plucking

Main cost involved is Labour wage. This wage varies person to person depending on the quantity of leaf plucked. Several materials may be issued from store and cost per unit of those materials should be considered. All these costs will together be treated as plucking cost.

2. Other Jobs

The other job is not a single job like plucking but it means all other jobs excluding plucking. These jobs may be carried by Labours in sections, nurseries, factories and bungalows.

Main cost involved is Labour wage. This wage varies person to person depending on the amount of time he/she worked. Several materials may be issued from store and cost per unit of those materials should be considered. All these costs will together be treated as other job cost.

3. Purchase

Purchase is of two types. One is head office purchase and the other is local or garden purchase. There are three types of calculation modes at the time of material receive in store they are,

1. First in First Out
2. Last in First Out
3. Average.

Depending on this price basis the cost of materials are decided and cost is generated at the time of issue from store.

4. Salary & Wage

Staff Salary

Pay slips are issued to all staff at the end of the month and the cost is treated as administrative cost.

Weekly Labour Wage

Depending on the job done by the labours in a week the wage is given.

5. Other Cost

Other cost comes from accounts. These costs include Electricity Bills, Several Tax payments, Several Administrative expenses, Minor Cash expenses etc.

Structure of the system

The system will be divided into following main modules

1. Master Module
2. Transaction Module
3. Reports Module

The Master Module will have the following sub modules

- a) Create Garden History
- b) Create Division [includes Sections, Nurseries, Bungalows, Factories and Hospital]
- c) Create fixed and other expenditure accounts
- d) Create other job wage table
- e) Create plucking wage table [Normal and Average]
- f) Create Item Master [Categories, Sub Categories and Items]
- g) Create Tea Grade Master
- h) Create salary-based employee master
- i) Create daily-based Labour master
- j) Create supplier master
- k) Create other account master.

Create Garden History

In this interface the user will enter the following details of the garden:

This program will only take one record. The Add button will only work if there is no data in the garden history database. If the database is empty the software will not accept any data in any other interface.

- a) Name of the garden
- b) Postal Address
- c) Name of the Parent Company
- d) Address of Head Office
- e) Location: This will hold a group of information e.g. Position of the garden, Nearest city and railway station etc.
- f) Name of the garden manager
- g) Salary of the Manager
- h) Allowance
- i) Other Financial Benefits

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- j) Expected Increment
 - k) Virgin land available for further plantation
 - l) Green leaf plucked last three years
 - m) Made Tea for last three years
 - n) Estimated Green leaf to be plucked current year
 - o) Green leaf plucked till date this year
 - p) Conversion factor from green leaf to made tea.
 - q) Estimated total made tea current year
 - r) Estimated complimentary made tea current year
 - s) Estimated waste of made tea current year
 - t) Estimated sample of made tea current year
 - u) Made Tea till date this year
 - v) Estimated area under plucking
 - w) Estimated young tea [up to 3 years]
 - x) Extension of Plantation
 - y) Estimated yield per hectore.
 - z) Last 3 years plucker average [i.e. per person green leaf plucked]

There will be several tables, which will be updated from this interface. The table structures are given below:

Month wise Man days and Expenditure Budget

- a) Name of the month
- b) Total days [No. of days]
- c) Weekly Holidays [No. of days]
- d) Unpaid Holidays [No. of days]
- e) Paid Holidays [No. of days]
- f) Total working days [No. of days]
- g) Budgeted Man days
- h) Budgeted Expenditure
- i) Last year Actual Man days
- j) Last year Actual Expenditure

Month wise Plucking and Production Detail

- a) Name of the month
- b) Budgeted Green leaf Plucked
- c) Budgeted Tea Made
- d) Last year Actual Green leaf Plucked
- e) Last year Actual Tea Made

List of all paid holidays in the current year [date wise]

The idea is that any Labour, who has worked in the previous day as well as next day of this paid holiday, is entitled to get the wage on that day.

- a) Name of the Month
- b) Date of the holiday
- c) Purpose of holiday

List of all Unpaid holidays in the current year [date wise including weekly holidays]

- a) Name of the Month
- b) Date of the holiday
- c) Purpose of holiday

List of Assistant managers and other management staffs and their salary structure.

- a) Name of the Person
- b) Designation
- c) Date of joining
- d) Years of experience
- e) Per month Salary for the current year
- f) Estimated allowance
- g) Expected increments

Create Division

Each division can have multiple Sections and Nurseries, one or more Factories and Bungalows. If any expenses involves from any source in any of these cost centers then the total cost will be affected.

Inputs for Division

Division Name

- a) Name of the manager
- b) Total area of the division
- c) Last year total green leaf yield
- d) Last three years pruning information
This will contain three fields, they are
 - 1. Type of pruning [M.P., L.P., F.F.P., D.S.K., M.S.K. and U.P.]
 - 2. Area in hector
 - 3. Percentage

A total of the field area and percentage should be calculated.

Related Inputs

Inputs for sections:

Section Name

- a) Soil type [the pH value]
- b) Percentage of Type of land
 - 1. % of Plato type land
 - 2. % of flat type land
 - 3. % of other type landThe total should be 100.
- c) Total area in Hector
- d) No. of Bushes
- e) Last three years pruning type year wise.
- f) Current year pruning type
Type of pruning will be predefined in the system. They are
M.P., L.P., F.F.P., D.S.K., M.S.K. and U.P.
- g) Plucking information [till date (current year and from the beginning)]
- h) Cost information [till date (current year and from the beginning)]
- i) Current year budget (estimated cost)

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- j) Opening Cost [i.e. expenses till date in current year]
 - k) Last 3 years cost in the section
 - l) Last 3 years plucking info. in the section
 - m) Percentage of Tree less than five years
 - n) Percentage of Tree between five to twenty five years
 - o) Percentage of Tree above twenty five years

Inputs for Nurseries:

- a) Nursery Id
- b) Nursery Name
- c) Nursery Type [Seed & Clone]
- d) No. of Plants planted
- e) No. of 6 inch plants
- f) No. of 9 inch plants
- g) No. of 15 inch and above plants
- h) Current year budget (estimated cost)
- i) Opening Cost [i.e. expenses till date in current year]
- j) Last 3 years cost in the nursery

Nursery Transaction file

- a) Nursery Id
- b) Name of Plants
- c) Volume of Plants
- d) No. of 6 inch plants
- e) No. of 9 inch plants
- f) No. of 15 inch and above plants

Inputs for Bungalows:

Bungalow Name

- a) Name of the person occupying
- b) Position of the person
- c) Name of division
- d) Current year budget (estimated cost)
- e) Opening Cost [i.e. expenses till date in current year]
- f) Last 3 years cost in the bungalow

Create Factory

Inputs for factory

- a) Name of the factory
- b) Name of division
- c) Name of manager
- d) Current year budget (estimated cost)
- e) Opening Cost [i.e. expenses till date in current year]
- f) Last 3 years cost in the factory

Related inputs

- a) Name of machine
- b) Date of installation
- c) Purpose of installation
- d) Running cost per unit time / per shift
- e) Depreciation calculation [related inputs]
- f) Replacement calculation [related inputs]
- g) Rate of Failure [down time and related inputs]

Create Hospital

- a) Name of hospital
- b) Name of the Doctor
- c) Name of division
- d) Cost information [till date (current year and from the beginning)]
- e) Current year budget (estimated cost)
- f) Opening Cost [i.e. expenses till date in current year]
- g) Last 3 years cost in the hospital

Create fixed and other expenditure accounts

This interface will have two level tree structure. The first level will take fixed expenditure account groups like UPKEEP OF MATURE TEA or NURSERIES & SEED BARIE etc.

And the second level will have normal expenditure accounts like CULTIVATION or PRUNING etc.

The first level items should be marked as capital or revenue. All entries from this interface should go to account master.

At the time of installation we shall feed the groups and sub groups with a set of data. These data can not be deleted. The user can change their prompts and can also create new groups or sub groups.

Create other job wage table

At the time of installation we will feed a set of jobs with a tag, these jobs can not be deleted, may be their prompts can be modified by the user. The user can also create new jobs.

This master file will contain following inputs

- a) Job code
- b) Job name
- c) Type of job
A check box will appear denoting the job is related with sections, if so then the following thumb rule will be applicable.
- d) The wage thumb rules
In this the user will fill a number of unit field which is applicable for Adult quarter, half, full and Adolescent quarter, half, full attendance
The idea is when the Labour wise daily wage is fed the computer will know the volume of work done in terms of that unit of measurement.
This may not be applicable for all jobs
- e) Related expenditure account [should be picked from the above mentioned tree]
- f) Adult quarter, half, full and Adolescent quarter, half, full attendance
- g) Estimated Man Days for current year
- h) Estimated cost for current year
- i) Opening expenses till date in current year

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- j) Opening man days till date in current year
 - k) Last year expenses
 - l) Last year man days
 - m) Incentive applicable

Create plucking wage table [Normal and Average]

The software will consider four types of plucking modes

1. Normal Plucking
2. Quarter day Average Plucking
3. Half Day Average Plucking
4. Full Day Average Plucking

For normal plucking the following will be attendance inputs

1. Adult Full
2. Adult Half
3. Adult Quarter
4. Adolescent Full
5. Adolescent Half
6. Adolescent Quarter

For quarter, half and full average plucking modes the inputs will be as per the following logic:

There will be no quarter, half or full attendance parameters. At the time of the entry the user will select the quantity in kg. and after that the kg. plucked will be entered.

For example when the standard is set to 5 kg. then the wage amount for

- a) 1 kg will be 5.37
- b) 2 kg will be 10.16
- c) 3 kg will be 12.40 and so on.

Unit of Measurement Master

- a) Unit of Measurement Code
- b) Unit of Measurement Name

Create Item Master [Categories, Sub Categories and Items]

The item master interface will have a tree of three levels. The first level will have the item category, second level will have item sub category and the third level is item.

The item master table will contain the following information

- a) Item Code
- b) Item Name
- c) Sub Category reference
- d) Unit of Measurement
- e) Last year consumption
- f) Estimated consumption current year
- g) Consumption till date current year
- h) Opening Stock in hand
- i) Opening value of the item
- j) Description of usage
- k) Calculation Mode [FIFO/LIFO and Average]

l) Type of item [Three predefined types : Fertilizer, Chemical, Other]

If **fertilizer type** is selected a check box field is active denoting if it is a mandatory type of fertilizer. If so then three numeric fields are available for inputs. They are arranged in the manner.

Lower bound No. of kg of yield [made tea per hector]

Upper bound No. of kg of yield [made tea per hector]

No. of unit of consumption

If **Chemical type** is selected the following input should be provided.

Average No. of units required per hector.

Create Tea Grade Master

- a) Tea grade code
- b) Tea grade description
- c) Last three years production history

Create salary-based employee master

- a) Employee P. F. No.
- b) Name of the employee
- c) Date of joining
- d) Approximate age on date of joining
- e) Total P.F. contribution till date
- f) P.F. Advance if any
- g) Cash advance if any
- h) Ration card no.
- i) Ration entitlement quantity

Create Salary-based employees dependent database

- a) Serial No.
- b) Name of dependent
- c) Age of dependent
- d) Relation
- e) Ration Card No.

Create daily-based Labour master

- a) Labour P.F. No.
- b) Labour Name
- c) Sex
- d) Age Status [Adult/Adolescent]
- e) Date of joining
- f) Approximate age of date of joining
- g) Total P.F. contribution till date
- h) P.F. Advance till date
- i) Cash Advance till date
- j) Ration Card No.
- k) Ration entitlement quantity
- l) Job Status [Permanent/Casual]

m) P.F. applicable

Create daily-based Labour dependent database

- a) Serial No.
- b) Name of dependent
- c) Age of dependent
- d) Relation
- e) Ration Card No.

Create supplier master

- a) Supplier Code
- b) Supplier Name
- c) Supplier Address
- d) Phone No.
- e) Fax No.
- f) Location [Local/H.O.]
- g) Excise Registration No.
- h) Opening Balance

Create other account master

- a) Internal account code
- b) Account name
- c) Under Group [the group database will be provided with the system]
- d) Current year opening balance
- e) Current year estimated expenses in case of expenditure account
- f) Last year closing balance

Master Relationship tables

These relationship tables will be used for estimation

- a) Section wise Job wise Wage and Man days table [Plucking included]
- b) Nursery wise Job wise Wage and Man days table [Plucking excluded]
- c) Factory wise Job wise Wage and Man days table [Plucking excluded]
- d) Bungalow wise Job wise Wage and Man days table [Plucking excluded]

Transaction Entries

The following are the interfaces which will be used for day to day transaction. Since plucking has been treated differently from other jobs, the daily Labour wage inputs will be fed separately.

1. Daily Plucking Entry

Before getting in the interface the user will have to feed the following information

- 1. Date of Entry
- 2. Name of division [will be selected from a popup]
- 3. Type of plucking [normal or average]
- 4. If average is selected the user should feed the no. of kg.

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- a) PF Number of the Labour
This system will consider the existence of a Labour only once. After the P.F. No. is given the system will check if the Labour has worked in any other job in that division or in any other division for that day including plucking. If it finds the existence of that Labour an error message will be generated.
 - b) Attendance status (Quarter/Half/Full Attendance).
 - c) Name of the Section (Division wise Section Name to be picked).
 - d) Quantity Plucked. [No. of Kg. Plucked]
 - e) Payable Amount. [Picked up from master, depending upon the mode of plucking]
 - f) Paid Amount. [Initially Payable & Paid amount will be same the user can change and the Paid amount if necessary with a proper narration]
 - g) Narration [This field is mandatory in case if the Paid Amount is different from Payable amount otherwise optional]

In the plucking interface there will be a tab page with four tabs. In the first tab the user will feed the plucking information and in the second tab the user will feed section wise summary of area covered. This second tab page will only contain a table which will have three columns. The first column is serial, the second column will show all section names and this column is non editable and the third column will contain an editable field of type numeric double ["9999.999"] where the user can feed the area covered in that section in that days plucking. The third tab will be for Tip Plucking. This page will contain a table with four columns. The column contents will be as follows:

1. Section Name [For the division only]
2. Area covered [should not be more than the total area of the section]
3. No. of Labours worked
4. Quantity of Green leaf plucked

There will be a numeric field at the bottom of the table. In this field the user will feed the total amount paid for this job.

The fourth tab page will be for Thika Labours. This tab page will contain a table with four columns. The column contents will be as follows:

1. Section Name [For the division only]
2. Area covered [should not be more than the total area of the section]
3. No. of Labours worked
4. Quantity of Green leaf plucked

There will be a numeric field at the bottom of the table. In this field the user will feed the total amount paid for this job.

2. Daily Other Job Entry

Before getting in the interface the user will have to feed the following information

1. Date of Entry
 2. Name of division [will be selected from a popup]
- a) PF Number.
This system will consider the existence of a Labour only once. After the P.F. No. is given the system will check if the Labour has worked in any other job in that division or in any other division for that day including plucking. If it finds the existence of that Labour an error message will be generated.
 - b) Attendance status (Half / Full Attendance).
 - c) Location (Section/Nursery/Factory/Bungalow/Hospital where worked).

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- d) Job Code (Worked in which Job)
 - e) Payable Amount.
 - f) Paid Amount.
 - g) Narration

This interface will also have a tab page. In the first tab page the user will feed all job and wage related information and in the second tab page the user will define location wise material consumption. The second tab page will have a table with four columns. The columns are as follows:

1. Serial No.
2. Location [Section/Nursery]
3. Item Name [List of store items]
4. Quantity Consumed

The idea is at the time of issue from store only division reference is available in Issue Slip. The system will pick up items from Issue Slip and match with this file, to calculate the section wise cost.

3. PF Advance Entry

- a) Voucher No.
- b) Voucher Date.
- c) PF No.
- d) Name of Labour
- e) Amount Paid.

4. PF Advance Refund Entry

- a) Voucher No.
- b) Voucher Date.
- c) PF No.
- d) Name of Labour
- e) Amount Due.
- f) Amount Refunded.

5. Cash Advance Entry

- a) Voucher No.
- b) Voucher Date.
- c) PF No.
- d) Name of Labour
- e) Amount Paid.

6. Cash Advance Refund Entry

- a) Voucher No.
- b) Voucher Date.
- c) PF No.
- d) Name of Labour
- e) Amount Due.
- f) Amount Refunded.

Store Transaction

7. Receive of Items in Store

Through this voucher the user will receive items in store. The voucher will have several information which are as follows:

- a) Receipt No.
- b) Received Date.
- c) Supplier Reference
- d) Document No.
- e) Document Date
- f) Supplier's Bill No.
- g) Supplier Bill Date.
- h) Carrier
- i) Credit Note No.
- j) Credit Note Date
- k) Delivery Charges.
- l) Discount Allowed.
- m) Freight Charges.
- n) Forwarding Charges
- o) Handling Charges
- p) Misc. Charges.
- q) Purchase Order No.
- r) Purchase Date
- s) C.S.T. No.
- t) Sales Tax
- u) Total Amount to be paid
- v) Balance Amount (Reducing after adjustment while payment in accounts)
- w) Party Code (Supplier's Account Code)
- x) Bill Type [Local or Head Office]
- y) Narration

The voucher will contain a table

- a) Item Code
- b) Item Name [Picked up from the master]
- c) Unit of Measurement. [Picked up from the master]
- d) Rate of Item Received. [Depending on the calculation mode specified in the master]
- e) Quantity Received.

9. Issue of Items from Store

Through this voucher the user will issue items from store. The voucher will have several information which are as follows:

- a) Issue Voucher No.
- b) Date
- c) Requisition Slip No.
- d) Narration

The voucher will contain a table

- a) Item Code
- b) Item Name [Picked up from the master]
- c) Unit of Measurement. [Picked up from the master]
- d) Division (Issued to which division)
- e) Account Code (On which account the item is issued)
- f) Account Name [Picked up from the master]
- g) Quantity at hand [Picked up from the master]
- h) Rate of Issue [Picked up from the master]
- i) Quantity Issued.

Production & Dispatch Module

- 1. Packing
 - a) Invoice No.
 - b) Invoice Date
 - c) Grade of Tea
 - d) Lot No
 - e) Chest From
 - f) Chest To
 - g) Weight Per Chest
 - h) Tare Weight

- 2. Gate Pass
 - a) Gate Pass No.
 - b) Gate Pass Date
 - c) To Client
 - d) To Broker
 - e) To Warehouse
 - f) To Location
 - g) Auction
 - h) Carrier
 - i) Insured Value

The fields from (c) to (e) should have a master reference. Corresponding masters will be provided with the system.

Print Module

There are three types printing.

- 1. Listings
- 2. Print outs
- 3. Reports

Listings

All the master files will have a print facility. The system will generate list of all entities related to a specific master file.

Apart from master listings there will be a provision of printing check lists. The check list program will accept a date and division reference, with respect to that date the check list will be printed.

1. Labours in Plucking statement

This statement will print

1. Labour P.F. No.
2. Labour Name
3. Sex
4. Age Status [Adult/Adolescent]
5. Attendance type [Quarter/Half/Full]
6. Section Name
7. No. of Kg. Plucked
8. Amount to be Paid

At the end of the report a section wise summary will be printed.

2. Labours in Other Jobs Statement

This statement will print

1. Labour P.F. No.
2. Labour Name
3. Sex
4. Age Status [Adult/Adolescent]
5. Attendance type [Quarter/Half/Full]
6. Section Name
7. Name of the work
8. Amount to be Paid

At the end of the report a section wise job wise summary will be printed.

3. Job wise Man days and wage

1. Name of Job
2. Total no. of men at work for that day
3. Total no. of women at work for that day
4. Total no. of Adolescent at work for that day
5. Total no. of man days consumed for that day
6. Total no. of man days consumed till date
7. Total no. of man days consumed last year
8. Estimated man days consumption for this year
9. Total amount of wage consumed for that day
10. Total amount of wage consumed till date
11. Total amount of wage consumed last year
12. Estimated wage consumption this year

This report can be taken against a division or for the entire garden.

4. Job wise Section wise Man days and wage

1. Name of the section
2. Total no. of man days consumed for that day
3. Total no. of man days consumed till date
4. Total no. of man days consumed last year
5. Total no. of man days consumed till date
6. Estimated man days current year
7. Total amount of wage consumed for that day

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8. Total amount of wage consumed till date
 9. Estimated wage for current year
 10. Total amount of wage consumed last year

5. Job wise Nursery wise Man days and wage

1. Name of the Nursery
2. Total no. of man days consumed for that day
3. Total no. of man days consumed till date
4. Total no. of man days consumed last year
5. Total no. of man days consumed till date
6. Estimated man days current year
7. Total amount of wage consumed for that day
8. Total amount of wage consumed till date
9. Estimated wage for current year
10. Total amount of wage consumed last year

6. Job wise Man days and wage in Factory

1. Name of Job
2. Total no. of man days consumed for that day
3. Total no. of man days consumed till date
4. Total no. of man days consumed last year
5. Estimated man days consumption for this year
6. Total amount of wage consumed for that day
7. Total amount of wage consumed till date
8. Total amount of wage consumed last year
9. Estimated wage consumption this year

7. Section wise Green leaf yield

1. Name of the section
2. Total man days consumed for that day for plucking
3. Total hecter covered for plucking
4. Green leaf yield for that day
5. Green leaf yield per hecter
6. Green leaf yield per plucker
7. Green leaf yield till date
8. Estimated Green leaf this year.
9. Last year total green leaf yield from the section

8. Section wise Man days and wage

1. Name of the section
2. Total man days consumed for that day for all jobs
3. Total man days consumed till date
4. Estimated man days consumption current year
5. Last year total man days consumption
6. Wage consumption for that day
7. Total wage consumption till date
8. Estimated wage consumption current year

9. Absent Summary as on Date

1. P.F. No of the Labour
2. Name of the Labour
3. Sex (Male / Female)
4. Job status [Permanent/Casual]
5. Age status [Adult/Adolescent]

10. General Wage Statement (For the Wage Week)

- a) P.F. No. Of Labour
- b) Labour Name
- c) Sex of Labour (Male/Female)
- d) Age (Adult / Adolescent)
- e) Job Status (Permanent / Casual)
- f) Wage Payable for each day in the wage week (Max 8 day week)
- g) Incentive (If the Labour worked in any incentive applicable Job for each day of the wage week.)
- h) Gross Pay of the Labour
- i) P.F. Contribution for that week by the Labour.
- j) Ration deduction amount for the Labour for that week.
- k) P.F. Advance refund adjusted while preparing wage sheet.
- l) Net payable for each Labour.

In the summary it has

- Total wage for All Male Adult
- Total wage for All Male Adolescent
- Total wage for All Male
- Total wage for All Female Adult
- Total wage for All Female Adolescent
- Total wage for All Female
- Total Wage for All Labour in the wage week.

11. Daily Job Statement (Plucking & Other Job)

- a) P.F. No. of the Labour
- b) Name of the Labour
- c) Attendance (Half / Full / Quarter)
- d) No. Of Kg. Plucked. (For Plucking)
- e) Amount Payable for the Job
- f) Amount Paid for the Job.

In the Summary there is Total No. Of Kg Leaf Plucked, and Total Amount payable to all Labour.

12. P.F. Advance Due List (Till Date)

- a) P.F. No. of the Labour
- b) Name of the Labour
- c) Sex (Male / Female)
- d) Age Status (Adult / Adolescent)
- e) Job Status (Permanent / Casual)
- f) Total Amount of Advance taken against P.F.

13. Periodic Ration Register (Depending on Percentage of food)

- a) Ration Card No.
- b) P.F. No. of the Ration Card Holder.
- c) Name of the Ration Card Holder.
- d) Ration Entitlement Quantity of the Labour according to Labour Master.
- e) No. Of Days worked in the wage week (Depending on this Ration will be given.)
- f) Total Ration Deduction of the week in Rs.
- g) Quantity (Kg.) of Rice given to the Labour for that week
- h) Quantity (Kg.) of Wheat given to the Labour for that week

In the Summary there is ..

- Total Ration Deduction for All Labours
- Total (Kg.s) Rice given to all Labours
- Total (Kg.s) Wheat given to all Labours

14. Store Item Ledger

- a) Item category. (Fixed)
- b) Item Name. (Fixed)
- c) Item Unit of measurement. (Fixed)
- d) Date (Multiple)
- e) Opening Balance (Quantity, Rate, Value). (Multiple)
- f) Receipt (Receipt No., Quantity, Rate, Value). (Multiple)
- g) Issue (Issue No., Quantity, Rate, Value). (Multiple)
- h) Closing Balance (Quantity, Rate, Value). (Multiple)

There are several reports regarding store and accounts. A general listing is provided in this document.

1. Division wise Item Consumption Detail
2. Account wise Consumption Summary (Periodic Report, Account Code wise)
3. Item Group Head wise Received and Consumption Summary Report (Periodic Report for all Item Group)
4. Account wise Consumption Details (Periodic Report for a Particular Account Code)
5. Item Category wise Receive and consumption Summary report. (Periodic Report for a particular Item Group)
6. Day wise Item ledger (First in First Out Method) (Periodic Report for a particular Item)
7. Day wise Item ledger (Last in First Out Method) (Periodic Report for a particular Item)
8. Day wise Item ledger (Average Method) (Periodic Report for a particular Item)
9. Supplier Outstanding Bills
10. Cash Book
11. Account Ledgers
12. Expenditure Statement