



## TEAPAC – AN ERP FOR TEA PLANTATIONS LIST OF REPORTS

### PAYROLL SYSTEM

1. Employee Master Checklist
2. Wages Register
3. Ration Register
4. Ration Summary Report
5. Daily Kamjari for whole garden division wise
6. Daily Attendance Sheet
7. Activity Code wise attendance report for a particular period
8. Activity Master check list
9. Weekly/ Fortnightly Attendance checklist
10. Daily Control Sheet
11. Productive Mandays report
12. Unproductive Mandays report
13. Comparison of productive and unproductive for a period ( absolute and % wise)
14. Mandays account head wise in descending order
15. Summary of Work Force report for the garden today and todate
16. Leave Report
17. PF deduction report
18. PF Ledger
19. PF Form 1
20. Paybook Summary report
21. Coins Analysis
22. Daily Green Leaf Report
23. Pluckers Range Report to detect low productivity pluckers through the system.
24. Leave with Wages Register
25. Bonus Register
26. Census Book
27. Loan/Advance detailed report
28. Absenteeism Report
29. Number of days worked report
30. Housing Status report
31. Housing Master report
32. Sick Register
33. Welfare items issue report
34. Staff Salary Register
35. Staff Monthly Summary Report
36. Staff Ration Register
37. Staff DA/VDA Summary Report
38. Staff Attendance Report
39. Staff Leave Report
40. Staff LIC Report
41. Staff Loan /Advance Report

## **INVENTORY SYSTEM**

1. Requisition Checklist
2. Requisition for which Purchase Order (P.O.) not raised.
3. Requisition partially executed
4. Purchase Order date wise
5. Purchase Order checklist
6. Purchase Order print out
7. Purchase Order fully executed
8. Purchase Order partially executed
9. Stores Receipt Register (G.R.N)
10. GRN for which bill is pending report
11. Billing Terms Report
12. Issue Register
13. Bill Register
14. Stores Ledger
15. Item Stock Balance Report
16. Opening Stock Balance Report
17. Essential/ Fast Moving Items Report

## **FINANCIAL ACCOUNTING SYSTEM**

1. Payment / Receipt / Journal listing
2. Bank Bank
3. Cash Book
4. General Ledger
5. Sub Ledger
6. Expenditure listing of Cash & Bank Transactions
7. Trial Balance
8. 3M Expenditure of Accounts Statement ( for the month and todate)
9. Party Ledger – Detailed Transaction wise
10. Party Ledger - Summary
11. Cost Centre Ledger – Detailed transaction wise
12. Cost Centre Ledger - Summary
13. Bill by Bill Outstanding Balance Creditors Report
14. List of Account Head & Sub heads.

## **FIELD MODULE**

1. Sectional History year basis
2. Pruning Analysis
3. Pruning wise sectional chart
4. Pruning summary report
5. Division wise section master listing
6. Drainage status report
7. Annual Bush report Hectare wise
8. Daily green leaf report
9. Divisional weather report
10. Sectional yield report
11. Irrigation progress report
12. Nursery stock report
13. Nursery planting report
14. Nursery Issue to sections report
15. Arrived green leaf & Manufactured Tea details for factory

16. Sectional Yield History
17. Yearly Pruning wise Query
18. Yearly sectional uprooting Query
19. Yearly sectional query.

#### **MANUFACTURING MODULE**

1. Dryer Log book
2. Tea grade sorting Details
3. Unsorted Tea / Tea wastage report
4. Packed Tea details
5. Daily factory report
6. Invoice Register
7. Bought leaf Received report
8. Group garden leaf Received report
9. Reconciliation of Production Report
10. Actual green leaf and factory green leaf weighment report

#### **BUDGETING MODULE**

1. Month wise Allocation of Expenditure
2. Plucking Mandays Calculation Report
3. Budget Top sheet . Summary / Detail