



HARVEST *it*<sup>™</sup>  
(Integrated Plantation Management Software)

## *WAREHOUSE FEATURES*

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## WAREHOUSE SYSTEM

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The Warehouse module of **Harvest it™** covers the all activities in the warehouse from the time teas arrive from different sources, stock monitoring and control, sampling and blending. It carries out various processing operations for the Buyer and Producer. Processing of Buyer Tea includes various stages like collecting the Purchased tea from various warehouses according to the delivery order issued by the brokers, generating shipment list, producing release instructions, blending of the purchased teas, etc. The system also takes care of dispatches from the warehouse to their sale destinations including invoicing.

The following important functions are the highlights of this module:

1. Delivery Order
2. Loading Instruction
3. Inward Tally
4. Damage Details
5. Sample Request & Recharge
6. Sample Release & Local Delivery
7. Sample Tipping (Input / Output)
8. Printing Program (Allocation of Tea for Sale)
9. Validation Report
10. Sale Confirmation
11. Ownership Transfer
12. Tea Transfer Advice & Delivery
13. Release Instruction
14. Local Delivery
15. Cutting Sieving Input / Output.
16. Blending
17. Tea Shipment
18. Outward Tally (For Shipment of Teas) / Short Shipped Teas
19. Special Works

### List Of Available Reports in Warehouse Module

1. Transaction based Reports
  - Arrival Advice
  - Incomplete Inward Tally
  - Warehouse Warrant
  - Weight Note
  - Blend Statement

- Container Packing List
- Missing Teas on Shipment List

## 2. Stock Reports

- Tea Arrival Report
- Warehouse Stock
- Client/Warehouse throughput Report
- Stock Report By Auction Blend Statement
- Uncommitted Stocks
- Committed Stocks For Auction/Private Sale
- Uncollected Buyer Tea
- Delivery Order Report
- Loading Instruction by Auction / Client
- Auction Catalog
- Samples Listing
- Local Delivery Report
- Release Instruction
- Inward Tally Report
- Auction Sale Confirmations
- Shipment List
- Shipment Summary
- Private Sale Teas.

## 3. Management Reports

- Warehouse Summary
- Agent Summary
- Garden Summary
- Warehouse Movement
- Agent Movement
- Warehouse Utilization
- Warehouse Stock Layout
- Inward Tally / Outward Tally Details
- Blend Report
- Average Stock Days (Local Delivery / Shipment / Blending)
- Blend Chop Analysis

### Value Added Feature

External files sent by a client from any other system can be downloaded into the **Harvest it™**. The Data Down Load option is available for this purpose. The user can download delivery orders, ownership transfer documents and blending instructions.

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## TRADING SYSTEM

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The Trading module of **Harvest it™** takes care of all dispatches of packed tea stocks from the warehouses to sales destinations such as auction centers and other market-defined outlets. All marketing and sales operations are covered in this module to a large extent. It records information at all the stages of sales operation from arrival of tea through offer, catalogue, and sales up to the receipt of payment.

The following important functions are the highlights of this module:

1. Contract
2. Contract amendment
3. Trial Blend
4. Write-off/on On Blend
5. Packing
6. Shipping Instruction
7. Invoice

### List Of Available Reports in Trading Module

- Payment Report
- Payable Report
- Sales Contract Report
- Contract for Clients
- Age of Tea Stocks
- Straight line tea stock
- Blended tea sales
- Stock list
- History of Stock line
- Adjustment report
- Blend Sheet
- Packed Stock
- Blend Balance
- Shipping Instruction
- Tea Purchase Register
- Blends against a contract
- Blend sheet with cost
- Blend balance details
- Stock report
- Blend Summary report
- Blend Balance report

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## PRODUCTION PLANNING

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The Production Planning module of **Harvest it™** helps to prepare and maintain estimates of activities pertaining to all operations in the Warehouse. 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 department wise bases.

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 following important functions are the highlights of this module:

1. Production Projection
2. Subordinate Staff Wage Program
3. Other Worksheets

### List Of Available Reports in the Production Planning Module

- Subordinate Staff Cost Summary
- Subordinate Staff Cost Details
- Cost of Production – Summary
- Budget Summary
- Man days Distribution Chart
- Material Distribution Chart
- Other Worksheets Summary

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## PROCUREMENT SYSTEM

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The Procurement module of **Harvest it™** is designed to keep track of the consumable in- flow, purchase procedures and inventory control management. The stock items required are mainly utilized for warehousing operations like, blending, shipment, re-bagging or re-packing, and packaging of damaged goods. Some of the major consumables include paper sacks (large or small), pallets, sampling bags (large or small), marking brushes, cello Tape, glue paste, markers, jute bags, karachi clips, slip sheets, sewing thread, etc. For all these, a pre-set Minimum Order Level is tracked.

The following important functions are the highlights of this module:

1. Local Purchase Order
2. Goods Received Note
3. Stock Requisition Note
4. Goods Issue Note
5. Goods Return List
6. Stock Approval List
7. Goods Consumption Note

### List Of Available Reports in the Procurement Module

- Consolidated Consumables Stock
  - Client Wise
  - Company
- Client Consumable Report
  - Client Wise
  - Warehouse wise
- Returned Goods
  - Item Movement
  - Consumables Consumption
  - Vendor wise Transactions

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## FREIGHT / SHIPPING SYSTEM

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The Freight or Shipping module of **Harvest it™** carries out all the process activities related to document preparation of export and import teas from Kenya. Various Customs related documents like C63, C36, Tea board documents, etc are generated by this module.

The following important functions are the highlights of this module:

1. Regular Import Initiation
2. C63 for Entry through Malaba Border
3. Shipping Instruction
4. Export Initiation
5. Group SI Invoices
6. Commercial Invoice
7. Tea Board Document
8. Shipping Application & Confirmation
9. Customs Process\C63 Form
10. Customs Process\Bond Commit
11. Customs Process\C36 Form
12. Customs Process\Bond Cancellation
13. Stage Tracking
14. Charges

### List Of Available Reports in the Freight/Shipping Module

- Bond List
- Daily Turn over Report
- Monthly Turnover Report
- Customer Utilization Report Expired Entries Report
- Entire Bond List
- Stage Tracking
- Port Bills
- Final Invoice
- Bill Of Lading

### Value Added Features

The user can down load and transfer the data from an external file to **Harvest it™**. The Down Load option is used to down load external files containing Shipping Instructions to **Harvest it™**.

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## STAFF PAYROLL SYSTEM

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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. 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 following important functions are the highlights of this module:

1. Attendance
  2. Overtime
  3. Leave
  4. Differential /Acting Allowance
  5. Earning
  6. Issue
  7. Loan
  8. Recovery
- Process  
Calculation  
Arrears Calculation

### List Of Available Reports in the Staff Payroll Module

- Pay Slip
- Single line Pay slip
- Payment Voucher
- Denomination
- Gratuity List
- Bank Payment Advice
- Exceptional Pay Statement
- Pay Summary
- Job Expense Statement
- Journal Voucher
- Recovery Statement

- Over-time
- Holiday Wages
- Cash Advance
- Annual Leave Register
- Loan Details
- Arrears Pay slip
- Arrear Pay – Denomination
- Arrears – Arrears P.A.Y.E Report

#### **Analytical Reports**

- Job Order Analysis
- Daily Job Expense Statement
- Productivity Profile

#### **Attendance Records**

- Check Roll Book
- Daily Attendance List
- Attendance Details
- Attendance Summary
- Attendance Summary – Job wise
- Attendance Record – Lent Labor Check List
- Lent Labor Overtime Check list
- Multi Attendance List
- Labor Distribution Reports
- NIL Attendance List
- Absenteeism (Based on Leave marked)

#### **Statutory Reports**

- NSSF Returns
- NSSF Schedule of Contribution
- Total Earnings

#### **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.

#### **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. Updation will handle the Lent labor expenditure separately which will pass through current accounts of transferred locations.

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## FINANCIAL ACCOUNTING SYSTEM

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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 following important functions are the highlights of this module:

1. Document Maintenance
2. Document Verification
3. Document Sanctioning
4. Document Canceling
5. Bank Reconciliation
6. Foreign Exchange Gain or Loss

### List Of Available Reports in the Financial Accounting Module

- Documents – Cash Book / Bank Book / Journals
- Documents - Debit & Credit Notes
- General Ledger
- Trial Balance
- Sundry Creditor and Debtor Balance
- Cheque Printing
- Document Balance Statement
- Bank Reconciliation Statement

### Final Account Reports

- Trading & P/L, Balance Sheet & Cash Flow

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## BILLS MANAGEMENT SYSTEM

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Bills Management module of **Harvest it™** is a system that is capable of automating all the tedious processes involved in the processing of payables and receivables in an organization. It keeps track of all the supplier invoices and related documents, creditors & debtors' balances right from their generation to the final payment or receipt. In general the bills could be broadly classified as Payables and Receivables. The system allows the flexibility for defining different Bill Categories, Ageing of Bills, General Payment Terms, supplier wise payment terms, additional charges and linking them to account heads.

The following important functions are the highlights of this module:

1. Advance Receipt
2. Advance Payment
3. Receivables
4. Payables
5. Bills Sanctioning
6. Adjustments
7. PAN Generation
8. PAN Cancel
9. Receipts
10. Payment
11. Payment Cancel

### List Of Available Reports in the Bills Management Module

- Checklist for the Transactions
- Advance Receipt & Payments
- Receivables & Payables
- Adjustments
- PAN Generation
- PAN Cancel
- Receipts
- Payments
- Bill Register
- Additional Charges Register
- Unsanctioned Bill Register
- Sanctioned Bill Register



- Receivables
- Payables
- Term Wise Payables
- Unpaid Invoices
- Unassigned Advances Reports
- Advance Adjustment Register
- PAN Report
- Payment Advice
- Outstanding (Detailed)
- Outstanding (Summary)
- Ageing Analysis (Ageing Bracket Wise)
- Ageing Analysis (Supplier Wise)
- VAT Summary
- Statement of Accounts
- Sales Ledger Control Account
- Debit Ratio Report
- Discount Summary Report

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## FIXED ASSETS

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The following important functions are the highlights of this module:

1. Asset Addition
2. Invoice
3. Work in Progress & Capitalization
4. Forex Gain or Loss
5. Revaluation of Assets
6. AMC Register
7. AMC Renewal
8. AMC Revision
9. Maintenance
10. Asset Transfer
11. Asset Disposal
12. Depreciation Rate – Category wise /Asset wise /Item wise

List Of Available Reports in the Fixed Assets Module

- Depreciation Summary
- Disposal Details
- AMC Register
- Asset Schedule
- WIP

**Process**

- Depreciation Calculation

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## CLIENT LIST

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### **Kenya Tea Development Agency (KTDA)**

Chai Warehousing Ltd  
Chai Trading Ltd

### **Unilever Group of Companies, UK**

Unilever Tea Kenya Ltd.

### **James Finlay Group of companies, UK**

James Finlay, Bangladesh  
James Finlay, Kenya  
James Finlay, Mombassa  
Finlay Flowers, Kenya

### **Cargil Group, Indonesia**

PT Asiatic Jambi, Indonesia  
PT Harapan, Kalimantan, Indonesia  
Cargil Kenya Limited, Kenya

### **Socfinco Group, Belgium**

PT Socfindo, Indonesia  
Okumo Oil Palm, Nigeria

### **Sameer Group**

Sasini Tea & Coffee Limited Kenya

### **Tata Group, India**

Tata Tea Limited, India  
Tata Coffee Limited, India

### **Apeejay Group, India**

AFT Industries Limited  
Empire & Singlo Tea Limited

### **Carsons Group, Srilanka**

PT Agro Indomas, Indonesia  
PT Agro Bukith, Indonesia



Agro Hope Sdn. Bhd, Malaysia  
East Usambara Tea Company Ltd, Tanzania  
Parry agro Industries Limited, India  
Hapugastenne Plantations Ltd., SriLanka  
Udapussellawa Plantations Ltd. , SriLanka  
Kahawatte Plantations Limited, SriLanka  
Horana Plantations Limited, Srilanka  
Watawala Plantations Limited, Srilanka  
Eastern Produce Kenya Ltd, Kenya  
Mbaraki Port Warehouses (Kenya) Limited  
IJM Plantations Sdn. Bhd, Malaysia  
Mastermind Tobacco Ltd, Kenya  
Tamburlaine Wines, Australia  
Mason Winery, Australia



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## CLIENT TESTIMONIALS

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1. "iSmart Business Solutions personnel attached to the clusters were withdrawn **within two months of the implementation timetables.**"

"**HARVEST it™** was audited in August 1999. The report was very encouraging and consequently, the SAL pay roll was discontinued at the end of September and the new payroll was relocated to the respective units at the end of the month and the September wages were paid on **HARVEST it™** without any hitches"

"Customer tailored security and control features in place. **HARVEST it™** has demonstrated **incredible strengths** in the area"

**BBK NEWS LETTER**  
January 2001

2. "Wish to mention that **all the modules** of this package (**HARVEST it™**) are working satisfactorily"

**R.A.D.R. Ramanayake**  
Financial Controller  
James Finlay

3. " Watawala Plantation Limited engaged the services of iSmart Business Solutions, India to do a software installation for the use of its plantations and Head Office. So far, the installation has been successful especially in the Head Office where the **efficiency** after implementation, **has increased tremendously.**"

**V. Govindsamy**  
Managing Director  
Watawala Plantation Ltd

4. "Package has aided us in analyzing overtime costs, factory workers out turn and also plucker's productivity. This in turn has translated into **substantial savings** for the company."

**K.A. Somaya**  
Managing Director  
Sasini Tea and Coffee Ltd