

Teapac Millennium Edition



**The one stop ERP solution
for Tea Companies**

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Tea Estate Modules

- ✓ Payroll – both Labour and Staff including Rations, Census, Welfare, Provident Fund, Bonus, Leave with Wages, Kamjaris etc.
- ✓ Inventory
- ✓ Accounting
- ✓ Field
- ✓ Manufacturing
- ✓ Budgeting

Head Office Modules

- ✓ Tea Sales – Auction Sales, Consignment Sales, Private Sales.
- ✓ Purchases including Procurement for tea estates
- ✓ Accounting including integration of estate accounts in HO books
- ✓ MIS

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Advantages of Teapac

- **Integrated, single point** entry: updated automatically by the system to the different modules as needed. No duplication of data entry
- **Security** - password protected security system
- Ease of use – windows based, menu driven, no complex commands, real time software, all files exported to Word, Excel as needed
- **Reduction** in ration cost, **unproductive** mandays, tight control over labour and overall cost savings.
- Easy to customise and maintain – reports can be added as needed.
- Integrated with Head Office accounting and MIS systems
- Can be **connected to Head Office** through VSAT system or broadband internet
- Developed on the basis of **best industry practices** for the tea industry with efficient internal controls

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System Requirements

- Back-end:

Requires MS-Windows 2000/2003 Server or Win XP server & MS-SQL Server database

- The front-end, i.e., client application:

MS-Windows XP/Vista based, developed using MS-Visual Basic & uses Crystal Reports 8.0 to generate MIS reports

Features

- Modular, integrates multiple tiers of tea estates, encompasses all functional areas: Wages, Rations, Census, Welfare, Field, Manufacturing, Inventory, Accounting, Budgeting and MIS.
- Activity based cost codes & seamless integration enables the management to view every transaction and every activity
- enables tight control over security, reduces ghost labour, monitors unproductive mandays, reduces ration cost, results in substantial savings in cost of production.
- password protected security system available
- Quality MIS reporting provides best scope for planning & implementing policies at your Estate level.
- Developed on the basis of best industry practices for the tea industry.
- Value for money: [Teapac Millennium Edition](#) gives you best return on your investment in a very short period

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Payroll

This flexible module will run under rules & practices currently enforced in tea plantations. The special features of the module are as under:

- Flexibility in choosing wage period: 1) Weekly, 2) Fortnightly, and 3) Monthly for Daily Rated Staff and also flexibility in creating multiple pay books under different Divisions.
- System allows for transfer of workers from one Pay book to another.
- Advanced system of issuing and controlling food grain subsidy as under:
Allowance of Ration facility: providing Food Grains at Industry norms.
 - Flexibility of choosing entitled dependents of a worker from a detailed Relationship Master.
 - Flexibility of choosing Rate of Ration deduction either at subsidized rates or at Procurement Prices.
- Options have been provided for setting up different parameters to disburse and recover advances /Loans including PF advance to the Workers.
- Enhanced system of accounting for leave along with multiple options like Master Setup to identify different kinds of leave including application / Sanction option. Enhanced formula set up for labour & Staff separately for calculation of earnings during different leave periods. Accounting of leave separately for different types like casual, sick, maternity etc
- Options has been for detailed Census records including the following: Line wise – House wise – Family wise with House type & Number. Records of House repairs /maintenance.
- Leave with Wages and Bonus Computation - Provident Fund Forms 1 and 5.
- Payment of Sickness benefit in multiple ways like : As outdoor sick with / without payment. As indoor sick with sickness allowance and /Medical reimbursement/treatment.

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Payroll *Continued ...*

- Structured M I S reports (other than all Statutory and General reports) covering:
 - Management and proper deployment of existing workforce of the estate.
 - Performance analysis of the actual workforce & comparison with proposed deployment.
 - Analysis of activity wise man days deployed under different heads and also through comparison with the budget in terms of man days as well as cost.
 - Analysis of wage earnings activity wise / Pay-book wise / worker wise.
 - Pluckers performance reports

Sectional

- Multiple divisions and multiple sections under the divisions can be created.
- Detail records of multiple years (upto 100 Yrs. Is possible) sectional history including soil texture, shade status, drainage system, bush spacing, replanting etc. has been provided in the system for future planning & implementation of management policy.
- Section wise entry of leaf and mandays are permitted in the payroll module to obtain sectional crop, man days, pluckers productivity per section and other statistical data.
- Options have been provided to maintain detailed history about sectional activity like drainage, replanting, shade Planting, infilling, uprooting etc.
- Detailed module covering nursery activities like tea seeds/clones & shade trees, which are distributed to the sections, balances in stock of different types etc.
- Irrigation details and records also maintained.
- Sectional Reporting covers a gamut of MIS reports which can be configured with different parameters as set by the user e.g. Prune wise, Area wise, Age wise reporting for Green leaf, Yield etc. and also Section wise Yield as needed.
- Vacancy percentages per section can be input in the system.

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Manufacturing

- System allows manufacture of own leaf, bought leaf, other garden's leaf either together or separately.
- Monitoring of field weighment and factory weighment of green leaf and ascertainment of differences weighment wise can be recorded in the system and reported.
- Detailed information on drying, sorting, packing and dispatch.
- Comprehensive Daily Factory report has been included to cover key indicators regarding daily manufacture and reconciliation of production data
- Machine logbook system has been provided to record fuel consumption and for performance analysis of factory machines like dryer throughput.
- Invoicing of Teas also permitted.

Inventory

- Valuation of inventory under Weighted Average method.
- Option for multiple stores like main stores and division sub stores.
- Materials can be transferred from one store to another within the estate. Materials can also be given on loan/received back to/from other estates and recorded in the system.
- Detailed system of monitoring partly executed/ non-executed requisitions, non-receipt of materials against purchase orders (wholly or in part), non-receipt of bills against GRNs, etc.
- Cost Centre based issue of materials is possible to given detailed analysis of sectional costing as well as costs incurred by different items of machinery/transport etc.
- Auto updation from stores to accounts module for receipts and issues – no need to pass separate entries in accounts.

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Inventory *Continued ...*

- System ensures overall tight control over inventory and proper management of slow moving and non moving stock.
- Provision for acceptance of materials from Head Office and from Central Stores
- MIS reports brings in a system of cost effectiveness & savings through proper inventory management at the estate level.

Financial Accounting and Budgeting

- Flexible account coding system-works with existing account codes used by the estate.
- Integrated with other Modules and provides fully computerized integrated budgeting system with detailed workings.
- Option for entering multiple entries in a single voucher – Cash, Bank, Journal, Contra etc.
- Bill wise acceptance of Opening Balances for Sundry Creditors accounts ensures correctness and Integration with Inventory.
- Cost centre based reporting is possible to ascertain costs under different heads.
- M I S comparison with Budget has allowed implementation of budgetary control at the estate
- Generation of 3M Statement of monthly accounts and comparison of expenditure against the budget.

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List of Tea Estates using Teapac

- Kacharigaon Tea Estate
- Topia Tea Estate
- Kasojan Tea Estate
- Bokahola Tea Estate
- Letekoojan Tea Estate
- Boideha Tea Estate
- Abhoyajan Tea Estate
- Moheema Tea Estate
- Boloma Tea Estate
- Bosabari Tea Estate
- Rajabari Tea Estate
- Ramanugger Tea Estate
- Baghsong Tea Estate
- Mazengah Tea Estate
- Hatkola Tea Estate
- Soraipani Tea Estate

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Company Background

- RDG Systems set up in 1994 to provide IT solutions to its clients.
- Sister concern of Ray, Das and Gupta Chartered Accountants set up in 1987
- Have been providing specialized consulting, audit and systems advisory services for the **tea industry since 1989**

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Selected Clients and Assignments – 1989 to 2009

YEAR	CLIENT	ASSIGNMENT
1989-91	Mcleod Russel – Williamson Magor Group	Rationalisation of systems and procedures between the two groups on take over of Mcleod Russel/Makum-Namdang by Williamson Magor
1998-02	Duncans Industries Ltd	Complete maintenance and networking support for all systems in 12 estates Dooars and Darjeeling
2001-08	Rossel Tea Limited	Internal Auditors Assam gardens
1999	Temi Tea Estate Sikkim	Development of an Operations and Systems Manual
2005	M K Shah Tea Group	Due Diligence of Rossel Industries at the time of purchase of the tea estates from Hindustan Lever Ltd
2005-07	Dooteriah / Kalej Valley Tea Estates, Darjeeling	Implementation of Teapac ERP Software in Darjeeling
2005-07	Moheema Tea Estate Assam	Implementation of Teapac ERP Software in Assam
2008-09	Bokahola Tea Group Assam	Teapac software implementation in thirteen gardens of the group based in Jorhat Assam
2008-09	Manabarrie Tea Co Ltd	Teapac Software Implementaion in Kacharigaon T.E and Topia TE.

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