

ERP FOR NEWSPAPER INDUSTRY

This software product comprises the following application modules...

- a) Circulation
- b) Advertisement
- c) Purchase
- d) Inventory
- e) Accounts
- f) Payroll (Optional)

The brief scope of individual modules is as follows...

a) Circulation Module

This module automates the complete workflow of the Circulation Department and is integrated with the Advertisement and Accounts Modules.

The Circulation Module maintains the details of individual Publications and the Advertisement Module shares the same data, thereby ensuring that changes made in respect of a Publication is centrally monitored and accessed across the Organization.

Likewise, all billing done by the Circulation module gets auto-posted in the Accounts Module to enable effective Debtors' Control.

The summary of the features of this module is...

Initial Setup

- Agent sub-module
 - a) Agent Name
 - b) Publication name which is being handled by the agent
 - c) Whether supposed to get City edition or Late City edition.
 - d) Number of copies being taken by the agent (including specifics on weekdays/holidays), besides keeping tab on Membership copy, complimentary copy, etc.
 - e) Security Deposit of the agent

- Publication sub-module
 - a) Publication Name
 - b) Whether Newspaper or Magazine
 - c) Language of Publication
 - d) Frequency of Publication
 - e) Last Date of Publication
 - f) Next Date of Publication

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- Subscriber sub-module
 - a) Subscriber Name
 - b) Detail Address
 - c) Whether supposed to get City edition or Late city edition
- Area Maintenance
 - a) Area name
 - b) Whether Rural or Urban
- Other Sub-modules
 - a) Print Order format of ABC standard Main group
 - b) Print Order format of ABC standard Sub group
 - c) Transportation Media Maintenance
 - d) State Maintenance
 - e) District Maintenance
 - f) Route Maintenance

Daily Transaction

- Print Order Generation
- Selective Print Order correction

Monthly Transaction

- Agent Bill Generation

Periodic Transaction

- Receipt From Agent/Subscriber.
- Security Receipt.
- Credit Note/Debit Note.

Reports:

- As Per ABC Standard Print Order Printing.
- Agent/Subscriber wise dispatch label Printing.
- Road Challan Printing depending upon different route.
- Agent wise bill printing.
- Delivery sheet printing.
- Agent/Subscriber Ledger.
- Consolidated ledger (Agent wise & Publication wise).
- Publication wise monthly Register
- District wise Publication Analysis.
- Collection Outstanding.
- Monthly Print order Summary.
- Security Deposit ledger.

ADVERTISEMENT MODULE

Particularly in this module it can take care of the complete Advertisement department also to certain extent it is integrated with Accounts module.

Accordingly like Circulation module whatever billing takes place at the Advertisement module it directly gets posted at the Accounts module. So it is very convenient to control Advertisement debtors.

The other features are briefly mentioned below...

Initial Setup

- Advertiser Maintenance having options
 - a) Advertiser name, Address & Billing Location
 - b) Region code as per MPR
 - c) Whether Advertiser belongs to Membership of INS or not
 - d) Commission Percentage
- Advertisement Rate with options...
 - a) For Newspaper
 - i) Publication name
 - ii) Whether rate is applicable for DAVP, DIPR or Commercial
 - iii) Whether rate is for Ear panel, Classified or Per Column centimeter
 - iv) Delivery charges for *Classified* printed matter
 - b) For Magazine
 - i) Publication name
 - ii) Position where advertisement to be printed (e.g. Inside quarter page ordinary, Back side cover page, Inside half page color, etc.)
 - iii) Rate
- Extra Charges Maintenance having options
 - a) Position description (e.g. Front page, Front page solus, Back Page, Back page solus, Island position, Other Guaranteed position, etc.)
 - b) Maximum Column Centimeter, Minimum Column Centimeter
 - c) Extra charge Percentage on Basic rate

- Advertiser location maintenance

- Branch maintenance

Daily Transaction

- Release Order Maintenance having options.

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- a) For single Ad material, there is provision to enter Release Order across different Publications with their detail specification. These Publication could be a Newspaper or a Magazine
 - b) In case of Newspaper it will ask for Publication Date, Advertisement Category, Special position (if any), Special page (if any), Page no, Column Centimeter and Remarks
 - c) In case of Magazine it will ask for Publication date, Advertisement Category and Remarks
- Bill Printing after Publishing of Ad Material
The system would generate a unique ID for every new Release Order. While printing the bill, the system would prompt for this ID and would display the bill for any on-screen modification before printing and finalizing
 - Receipt From Party
Payment Receipt option against bill from a party as well as On- Account. Payment could be received in any mode such as cash, bank, etc. The software would retrieve all unpaid bills and on-screen bills could be flagged for full or partial payment.
 - Credit Note/Debit Note

Reports

- Ad Publishing Schedule Date wise
- Publishing Confirmation Letter
- Acknowledgement Slip
- Dues Billing List
- Bill Register
- Advertiser Ledger
- Outstanding list
- Bill wise Outstanding
- Area wise Outstanding
- M.P.R. as per INS Standard as well as Floppy based

MULTI COMPANY ACCOUNTS MODULE

System Initialization

- Sub Ledger creation
- Debtor's/Creditor's Opening Balance creation
- Sub ledger wise Opening Balance creation
- Opening Trial Balance creation
- Opening Outstanding Bills creation

Initial Setup

- Chart of Accounts Maintenance
- Debtors' /Creditors' Maintenance
- Provisional Final Accounts group Maintenance

Daily Transaction

- Voucher Entry (Cash, Bank, Journal, Contra)
- Receipt from party
- Payment to Supplier
- Dr/Cr. Note
- On A/c Adjustment.

Reports

- Cash Book
- Bank Book
- Journal Book
- Trial Balance
- General Ledger
- Debtor's/Creditor's Ledger
- At a glance Debtor's/Creditor's Balance
- At a glance Accounts Balance
- Daily Cash/Bank balance Statement
- Receipt Register
- Payment Register

PAYROLL MODULE

System Initialization

- Payroll System Statistics Maintenance comprising...
 - a) Professional Tax Table
 - b) Employee's Provident Fund Contribution %
 - c) Employer's Provident Fund Contribution %
 - d) Employee's Pension Scheme Rate %
 - e) Employee's Pension fund on Employer's Contribution Rate %
 - f) Provident Fund Inspection Rate
 - g) Provident Fund Bar
 - h) A.D.M. Charges on Provident Fund.
 - i) D.L.I. Charges.
 - j) A.D.M. on D.L.I. Charges
 - k) Provident Fund maximum amount.
 - l) E.S.I. Contribution Rate %
 - m) E.S.I. Bar
 - n) Revenue Stamp Charges.
 - o) Casual Leave/Year.
 - p) Earn Leave/Year.
 - q) Medical Leave/Year.
 - r) Dearness Allowance Rate %
 - s) Fixed Dearness Allowance Rate %
 - t) Variable Additional Dearness Allowance Rate %
 - u) Adhoc Dearness Allowance Rate %
 - v) House Rent Allowance Rate %
 - w) House Building Loan Interest Rate %
 - x) City Allowance.

Initial Setup

- Department Maintenance

- Employee Detail Information Maintenance
 - a) Employee Name
 - b) Designation
 - c) Date of Joining
 - d) Father/Husband name
 - e) Belongs to Department
 - f) Basic Pay
 - g) P.F. Number
 - h) E.S.I. Number
 - i) Yearly Cumulative Balance of Various Additions & Deductions.
 - j) Yearly Cumulative Balance of Various Leaves.
 - k) Cumulative Balance of Provident Fund Details.

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Monthly Transaction

- Employee wise Monthly Additions/Deductions maintenance
 - a) Telephone charges
 - b) Extra H.R.A.
 - c) Conveyance
 - d) Books & Periodicals
 - e) Interim Special Pay
 - f) Others Addition
 - g) Income Tax
 - h) L.I.P., G.I.P., etc.
 - i) Others Deductions
 - j) Deduction against advance taken
 - k) Deduction against House Building Loan and Interest
 - l) Deduction against Festival Loan
 - m) Deduction against Interest free Loan
 - n) Deduction against P.F. Loan and Interest

- Employee wise Attendance maintenance
 - a) Casual Leave taken
 - b) Earned Leave taken
 - c) Medical Leave taken
 - d) Number of days absent
 - e) Number of days worked for Arrear

Month/Year End Processing

- Pay Slip Generation
- New Month Initialization
- Yearly Initialization

Reports

- Pay Slip.
- Salary Voucher.
- Salary Register.
- Monthly P.F. Statement.
- Monthly P. Tax Statement.
- Balance Leave Statement.
- Cumulative Pay Statement.
- Department wise Salary Statement.
- Income Tax Deduction Statement.
- Outstanding Advance/Loan Statement.
- Yearly Salary Analysis.
- Yearly Salary Card.
- Half Yearly E.S.I. Statement.
- Department wise P. Tax Statement.

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INVENTORY MODULE

System Initialization

- Opening balance for Supplier
- Opening Stock Item wise
- Outstanding Suppliers Bill

Initial Setup

- Supplier Maintenance (Imported, Indigenous, Local, etc.)
- Item Maintenance (News print, Ink, Consumable, etc.)
- Policy Maintenance for incoming transportation
- Transporter Maintenance
- Transporter wise Transporter Rate Maintenance
- Wastage Master

Daily Transaction

- Order Maintenance
- Intimation of Dispatch.
- Material Storing.
- Invoice Maintenance.
- Inward Freight Bills.
- Premium Maintenance.
- Payment against invoice.
- Payment against freight bill.
- Materials Issue for printing.

Reports

- Materials Storing
- Pipeline Status
- Insurance Declaration
- Premium Report
- Purchase Register
- Suppliers Ledger
- Item wise Stock Ledger
- Stock Status
- Payment register (Supplier)
- Payment register (Freight)
- Wastage Analysis
- Issue Register