

'TOPCOMM' Course [Commercial Management]

'TOPCOMM' Course [Commercial Management]

INPUT

SNO	Heading	Description	
1	General Set Up	System Configuration	
2	Create General Masters	Region(Country)	
3		Segment(State)	
4		Area(Station)	
5		Company Or Branch	
6		Company Linking	
7		Bank	
8		Customer/Vendor	
9		Tax Applicability	
10		Measurement Unit	
11		Currency	
12		Color	
13		Article Wise Color	
15	Create Plant Setup	Make	
16		Blow Room Line	
17		Machine Erection	
18		Machine Settings	
19	Create Fiber & Yarn Masters	Cotton Fiber	
20		Cotton Yarn	
21		Slub Yarn	Create Slub Parameter
22			Create Slub Code

OUTPUT

SNO	Heading	Description	Description
1	Create General Masters	Region	
2		Segment [State]	
3		Area [Station]	
4		Company Or Branch	
5		Company Linking	
6		Bank	
7		Customer / Vendor	
8		Tax Applicability	
9		Measurement Unit	
10		Currency	
11		Color	
12		Article Wise Color	
13	Create Plant Setup	Make	
14		Blow Room Line	
15		Machinery Erections	
16		Machinery Settings	
17	Create Fiber & Yarn Masters	Cotton Fiber	
18		Cotton Yarn	
19		Slub Yarn	Create Slub Parameter

INPUT

Costing & Production Planning			
SNO	Heading	Description	Description
1	Costing	Perquisite For Costing	Cotton Rate
2			Manufacturing Expenses
3			Waste Realization
4			Fixation Of Scrap And Bale Rate
5			Create Consumption Heads
6			Create Cost Centers
7			Create Monthly Assumptions For Contribution
8			Create Budgeted Production Norms
9			Create Budgeted Commercial Norms
10	Production Planning	Create Production Plan	

OUTPUT

List Of Output [Costing & Production Planning]		
SNO	Heading	Description
1	Prerequisite For Costing	Cotton Rate
2		Manufacturing Expenses
3		Waste Realization
4		Fixation Of Scrap And Bale Rate
6		Create Consumption Heads
7		Create Cost Centers
8		Create Monthly Assumptions For Contribution
9		Create Budgeted Production Norms
10		Create Budgeted Commercial Norms
11		Count Wise Contributions

**Marketing
INPUT**

Marketing Management		
SNO	Heading	Description
1	Create Contracts	Apply Tax Information
2		Create Payment Terms
3		Export & Domestic
4		Sample Sale
5		Second Quality And Alarm Material
6		Knitting Yarn
7	Create Production Orders	
8	Create Dispatch Instructions	

OUTPUT

List Of Output [Marketing Management]			
SNO			Description
1	Marketing	Create Contracts	Apply Tax Information
2			Create Payment Terms
3			Export & Domestic
4			Sample Sale
5			Second Quality & Alarm Material Sale
6			Knitting Yarn
7			Count / Contract Wise Detail
8			Delivery Schedule
9			View Contributions
10			Create Production Order
11			
12	Customer Management	Track Customer Information	Contract Details
13			Contract Wise Product Details
14			Proposal To Customer / Prospects
15			Contract Wise LC Details
16			Contract Wise Production Status
17			Contract Wise Dispatch Details
18			Invoice Wise Complaints
19			Complaint Response
20			Payments
21			Sale Returns
22			Ledgers
23			View Delay in Collection of Payments

Procurements

INPUT

Rawmaterials		
SNO	Heading	Description
1	Bill Of Materials	
2	Create Raw-Material Budget	
3	Bargains	Create Bargain
4		Amend Bargain
5	Create Bill Register R/M	
6	Enter Expenses Detail	
7	Prepare Material Receipt Report	
8	Issue (Rawmaterials)	
9	Create Credit/Debit Notes	

OUTPUT

List Of Output [Rawmaterials]				
SNO		Heading	Description	
1	Procurements		Bill Of Materials	
2			Create Raw-Material Budget	
3		Bargain		Create Bargain
4				Amend Bargain
5			Create Bill Register RM	
6			Enter Expense Details	
7			Prepare Material Receipt Report	
8			Issue Raw Material	
9			Create Credit / Debit Note	
10		Reports		Bargain Register
				View Stock
11				Stock Position
12				View Lot Wise Stock
				View Rawmaterials Stock As On
13				Monthly Purchase Summary
14			Inventory Statement	
15		Monthly Purchase Register		

INPUT

Store Materials					
SNO	Heading	Description	Description	Description	
1	Store Materials	Item Setup	Create Item Category		
2			Create Item Group		
3			Create OEM Specification		
4			Create Store Item		
5		User Department	View Indent		
6			View Requisition		
7		Store Purchase	Float Enquiry		
8			Quotation	Receive Quotation	
9				Prepare Comparison Chart	
10		Order Placement	Create Order		
11			Amend Order		
12			Make Follow Ups		
13		Store	Issue Store Material		
14			Create Material Receipt	Challan	
15				Bill Register	
16				Bill Of Entry	
17				Agent Invoice	
18			Create Physical Receipt		
19			Approve Material		
20			Issue Credit/Debit Notes [Store]		
21			Prepare MRR	Domestic/Import	
22				Utility/Services Bill	
23			Reject Material		
24			Gate Pass	Issue Gate Pass	
25				Receive Material Against R.G.P.	
26			Loaning	Issue Material On Loan	
27				Receive Material Against Loan	

OUTPUT

List Of Output [Stores]		
SNO	Heading	Description
1	Item Setup	Create Item Category
2		Create Item Group
3		Create OEM Specification
4		Create Store Item
5	User Department	View Indents
6		View Requisitions
7	Store Purchase	Float Enquiry
8	Quotation	Receive Quotation
9		Prepare Comparison Chart
10	Order Placement	Create Order
11		Amend Order
12		Make Follow-Ups
13	Store	Issue Store Material
14	Create Material Receipt	Challan
15		Bill Register
16		Bill Of Entry
17		Agent Invoice
18	Create Physical Receipt	
19	Approve Materials	
20	Issue Credit / Debit Notes [Store]	
21	Prepare MRR	Domestic / Import
22		Utility Services Bill
23	Reject Material	
24	Gate Pass	Issue Gate Pass
25		Receive Material Against RGP
26	Loaning	Issue Material On Loan
27		Receive Material Against Loan
28	Reports	Pending Indents
29		Consumption Statement
30		Store Consumption
31		Order Statement
32		Loan Register
33		Indent Statement
34		Closing Balance As On
35		Material Receipt Statement
36		Group / Item Wise Stock Consumption
37		Issue Register
38		Pending Enquiries
39		Gate Pass Register
40		Repairing Register
41		Stock Ledger
42		Level
43		Age Wise Stock Report

INPUT

Sales Management		
SNO	Heading	Description
1	Export Sale	Create LC
2		Create Export Packing List (Plant)
3		Create Export Invoice (Plant)
4		Create Export Packing List (Commercial)
5		Create Export Commercial Invoice
6		Create Foreign Agent Commission
7		Conduct Lead Time Analysis
8	Domestic Sale	Create DTA Packing List
9		Create DTA Invoice
10	Merchant Export	Organise Purchase Contract
11		Verify Purchase Bills
12		Create Merchant Commercial Packing List
13		Create Merchant Invoice
14	Deemed Export	Create Deemed Packing List
15		Create Export Invoice
16	Stock Transfer	Organize Contract For Stock Transfer
17		Create Commercial Packing List (Stock Transfer)
18		Create Commercial Invoice (Stock Transfer)
19	Sample Sale	Create Sample Packing List
20		Create Sample Invoice
21	Second Quality & Alarm Material Sale	Create Second Quality Packing List
22		Create Second Quality Invoice
23	Waste Sale	Organize Waste Contract
24		Issue Waste Dispatch Instruction
25		Create Waste Packing List
26		Create Waste Invoice
27	Rawmaterials Sale	Create Raw Material Packing List
28		Create Raw Material Invoice
29	Store Material Scrap Sale	Create Scrap Packing List
30		Create Scrap Invoice
31	Debit / Credit Notes	Issue Credit Note Towards Rate Difference
32		Issue Credit Note Against Sale Return
33		Issue Credit Note Towards Weight Difference
34		Issue Debit Note Against Rate Difference
35		Issue Debit Note Towards Weight Difference

OUTPUT

'TOPCOMM' Course [Commercial Management]

List Of Output [Sales]		
SNO	Heading	Description
1	Export Sale	Create LC
2		Create Export Packing List (Plant)
3		Create Gate Pass
4		Create Export Invoice (Plant)
5		Create Export Packing List (Commercial)
6		Create Export Commercial Invoice
7		Create Gate Pass
8		Certificate Of Origin
9		ARE-1
10		ARE-3
11		Create Foreign Agent Commission
12		Conduct Lead Time Analysis
13	Domestic Sale	Create DTA Packing List
14		Create DTA Invoice
15		Create Gate Pass
16	Merchant Export	Organize Purchase Contract
17		Verify Purchase Bills
18		Create Merchant Commercial Packing List
19		Create Merchant Invoice
20	Deemed Export	Create Deemed Packing List
21		Create Export Invoice
22	Stock Transfer	Organize Contract For Stock Transfer
23		Create Commercial Packing List (Stock Transfer)
24		Create Commercial Invoice (Stock Transfer)
25	Sample Sale	Create Sample Packing List
26		Create Sample Invoice
27	Second Quality & Alarm Material Sale	Create Second Quality Packing List
28		Create Second Quality Invoice
29	Waste Sale	Organize Waste Contract
30		Issue Waste Dispatch Instruction
31		Create Waste Packing List
32		Create Waste Invoice
33	Rawmaterials Sale	Create Raw Material Packing List
34		Create Raw Material Invoice
35	Store Material Scrap Sale	Create Scrap Packing List
36		Create Scrap Invoice
37	Debit / Credit Notes	Issue Credit Note Towards Rate Difference
38		Issue Credit Note Against Sale Return
39		Issue Credit Note Towards Weight Difference
40		Issue Debit Note Against Rate Difference
41		Issue Debit Note Towards Weight Difference

SNO	Heading	Description
42	Reports	Shipment Detail
43		Cancelled Contracts Review
44		Delay in Collection of Payments

'TOPCOMM' Course [Commercial Management]

45		Sales Status Domestic
46		Sales Status Export
47		Count Wise Export Sale
48		Count Wise DTA Sale
49		Country Wise Exports
51		DTA Dispatch Register
52		Waste Sales
53		Details of Pending Information from Accounts
54		Order & LC Status
55		Waste Dispatched
56		Shipment Tracking
57		DTA Sales Register
58		Export Sales Register
59		Deemed Export Dispatch
60		Pending Contract Register
61		Product Wise Waste Sale
62	Issue to Knitting	

Financial Management, Taxation & Excise Matter

INPUT

Financial Management			
SNO	Heading	Description	Description

'TOPCOMM' Course [Commercial Management]

1	Maintenance Of Account Books	Groups/Ledger Creation	Create Groups
2			Create Ledgers
3			View Chart Of Accounts
4			Prepare Schedule's for Balance Sheet
5		Create Vouchers	Cash Payment Voucher (CP)
6			Bank Payment Voucher (BP)
7			Cash Receipt Voucher (CR)
8			Bank Receipt Voucher (BR)
9			Journal Voucher (JV)
10			Contra Voucher (CV)
11		Debit / Credit Note	
12		Sale Vouchers	Export Sale (ES)
13			Merchant Sale (MS)
14			DTA Sale (DS)
15			Other Sale (OS)
16		Purchase Vouchers	Rawmaterial Purchase (RP)
17			Store Purchase (SP)
18		Select Pending Vouchers	Sales Voucher
19			Purchase Voucher
20			Pending Debit & Credit Note
21			Services & Utility Voucher
22			Create Document Negotiation Detail
23			Prepare Financial Expenses Budget
24			Rawmaterials Price & Qty Analysis
25			Conduct Sales Analysis
26	Tax Management		Sales Tax / VAT
27		Receive Forms	
28		Issue Forms	
29		TDS / TCS	Identify TDS/TCS Head
30	Asset Management	Create Asset Block	
31		Prepare Fixed Asset Register	
32	Finder	Document	
33		Party	

OUTPUT

List Of Output [Finance]			
SNO	Heading	Description	Description

'TOPCOMM' Course [Commercial Management]

1	Maintenance Of Account Books	Groups / Ledgers Creation	Create Groups		
2			Create Ledgers		
3			View Chart Of Accounts		
4			Prepare Schedule's for Balance Sheet		
5		Create Vouchers	Cash Payment Vouchers		
6			Bank Payment Voucher		
7			Cash Receipt Voucher		
8			Bank Receipt Voucher		
9			Journal Voucher		
10			Contra Voucher		
11			Debit / Credit Note		
12		Sale Voucher	Export Sale		
13			Merchant Sale		
14			DTA Sale		
15			Other Sale		
16		Purchase Voucher	Raw-Material Purchase		
17			Store Purchase		
18		Select Pending Vouchers	Sales Voucher		
19			Purchase Voucher		
20			Pending Debit & Credit Note		
21			Services & Utility Voucher		
22					
23			Create Document Negotiation Detail		
24			Prepare Financial Expenses Budget		
25					
26			Rawmaterials Price & Qty Analysis		
27					
28			Conduct Sales Analysis		
29					
30			Budget Financial Expenses	Budget Financial Expenses	
31					
32				Budget Report	
33			Tax Management	Sales Tax / VAT	Identify Forms
	Receive Forms				
	Issue Forms				
			TDS / TCS Heads	Identify TDS/TCS Head	
		Asset Management	Create Asset Block		
			Prepare Fixed Asset Register		
	SNO	Heading	Description	Description	
34		Finder	Document		
35			Party		

'TOPCOMM' Course [Commercial Management]

36	Reports	Accounts	Statistics	
37			Opening Balances [Ledgers]	
38			Ledger Summary	
39		Cash / Bank Book	Cash Book	
40			Daily Cash Book	
41			Bank Book	
42		Cash & Fund Flow	Cash Flow	
43			Bank Flow	
44		Day Book		
45		Depreciation	Depreciation as per Company Act	
46			Depreciation as per IT Act	
47		Trial Balance	Trial Balance	
48		Schedules	Schedules for Balance Sheet	
49		Profit & Loss	Profit & Loss A/c	
50			Profit & Loss A/c [For Schedule Balance Sheet]	
51		Balance Sheet	Balance Sheet	
52			Schedule Balance Sheet	
53		Insurance	Insurance Detail [Yarn]	
54			Insurance Detail [Rawmaterial] Cotton	
55		Sales Tax / VAT	VAT 18	
56			VAT 19 [Store]	
57			VAT 19 [Rawmaterials]	
58			VAT 23	
59			VAT 24 [Store]	
60			VAT 24 [Rawmaterials]	
61		Registers	Sales Tax Register [Store]	
62			Sales Tax Register [Rawmaterials]	
63		C' Form	C-Form Register	
64	Pending Bills Against Those C-Form to Be Issued			
65	Pending Bills Against Those C-Form to Be Received			
66	Rawmaterials Analysis	Rawmaterials Price & Qty Analysis		
67	Interest	Interest Detail (Purchase)		
68		Statement of TDS		

SNO	Heading	Description	Description	Description
------------	----------------	--------------------	--------------------	--------------------

'TOPCOMM' Course [Commercial Management]

69		Outstanding	Outstanding Customer Wise	
70			Outstanding Supplier Wise	
71			Outstanding of Export Bill Discounting	
72		Receivable & Payable	Receivable & Payable	

Excise Matter INPUT

Excise	
SNO	Heading / Description
1	Create Chapter Heading
2	Setup Excise Register
3	Create Opening Balances
4	Create Miscellaneous Entry
5	Prepare TR6 Challan
6	Create Service Tax Category
7	Prepare D3 Form

OUTPUT

SNO	Heading	Description
1	Excise	Create Chapter Heading
2		Setup Excise Register
3		Create Opening Balances
4		Create Miscellaneous Entry
5		Prepare TR6 Challan
6		Create Service Tax Category
7		Prepare D3 Form
8	Reports	RG1-Yarn
9		RG1-Waste
10		Form A
11		Personal Ledger Account [PLA]
12		Production Clearance Of Yarn
13		Production Clearance Of Waste
14		Yearly Sale
15		RG23 A-Part 1
16		RG23 A-Part 2
17		RG23 C-Part 1
18		RG23 C-Part 2
19		D 3 For Indigenous
20		D 3 For Capital Goods
21		Form ER 2
22		Form V
23		Service Tax Credit Register