ECAPS
(ENTERPRISE CONTROL AND PLANNING SYSTEM)

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Starting of ECAPS Software:

Double Click on the ECAPS ICON on your desktop as shown below.
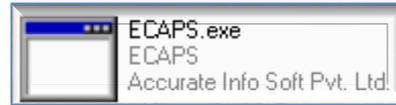
The following window of security check will appear on the screen. This window asks for user name & password.
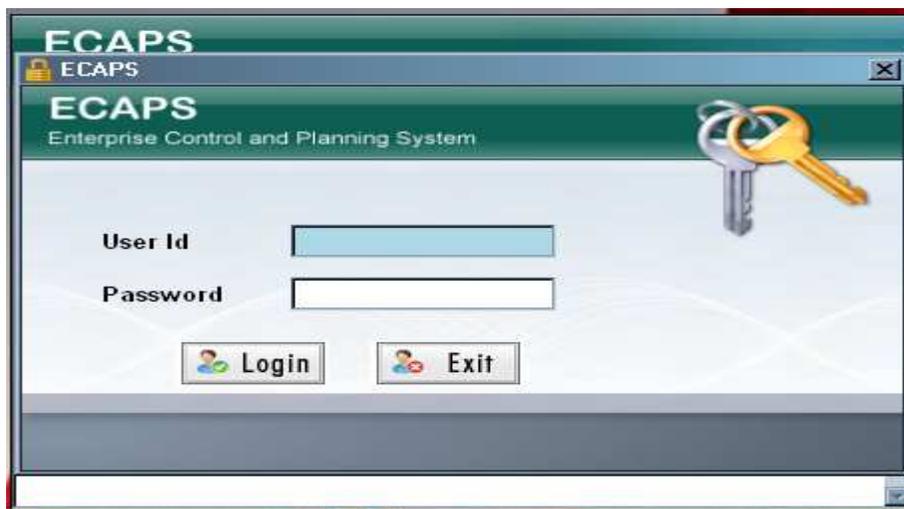
Enter the user name & corresponding password to start the software and press login button.

ECAPS CONTAINS.
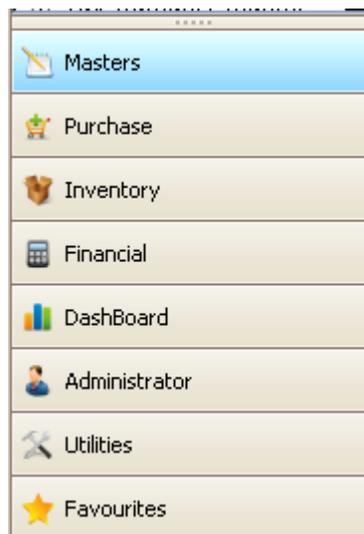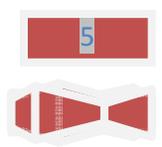
Masters

Masters

- Company
- Store
- Ledgers
- City
- State
- Country
- Freight Forward
- Scheme Master
- Department
- Vendor Category
- Vendor
- Agreement RateList
- Sales Zone Master
- Client
- Transport
- Manufacturer
- Inventory Unit
- ExciseCategory
- Item Masters
  - Generic
  - Group Attribute
  - Item Attribute
  - Item Classification
  - Item Type
  - Items
  - Items Group
  - Items Reorder Level
- Tax Category Master
  - Form
  - Tax Category
  - Service Tax Master
- SalesMan
- Zone
- District
- Service Master
- Currency
- Station Master
- Vendor Items

6
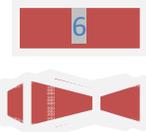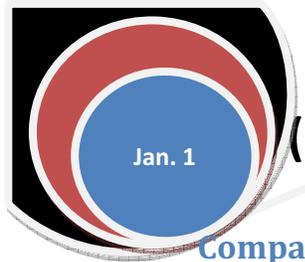
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Company: - From this screen we can define all information about the company.
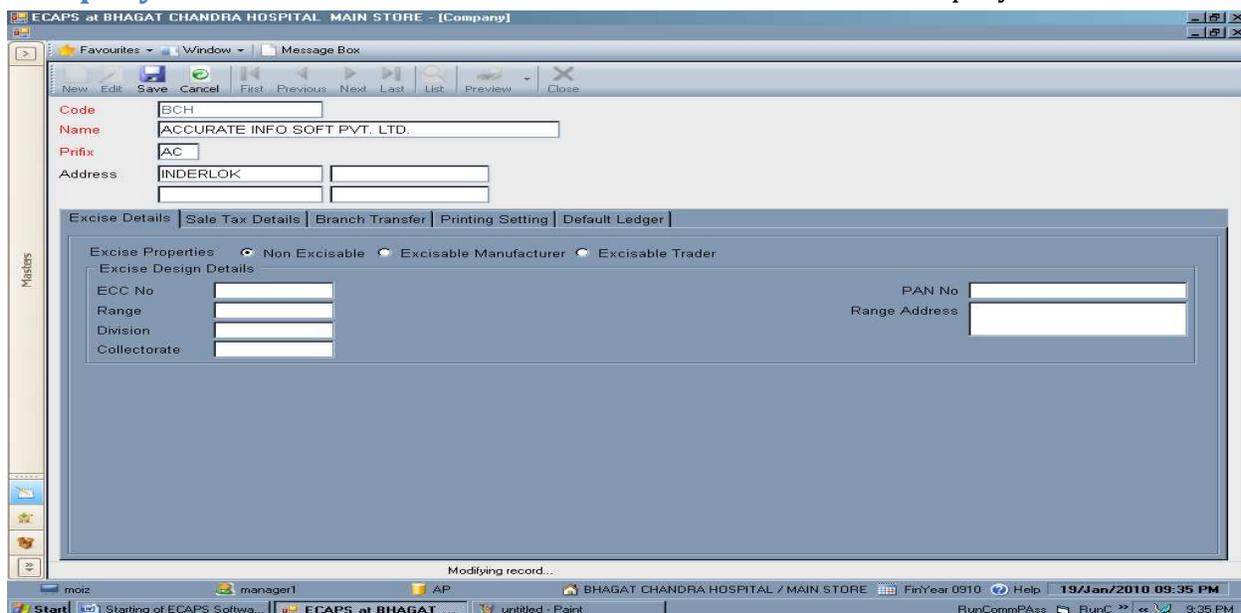
Store: - We have to create the Store. This will be done only first time. For this we select the Store from the Master Menu. From this screen we can create Multiple Stores as per Requirement. The store can be Main Store, OT Store, and Pharmacy Store or any Sub Store that can take items from the Main Store.
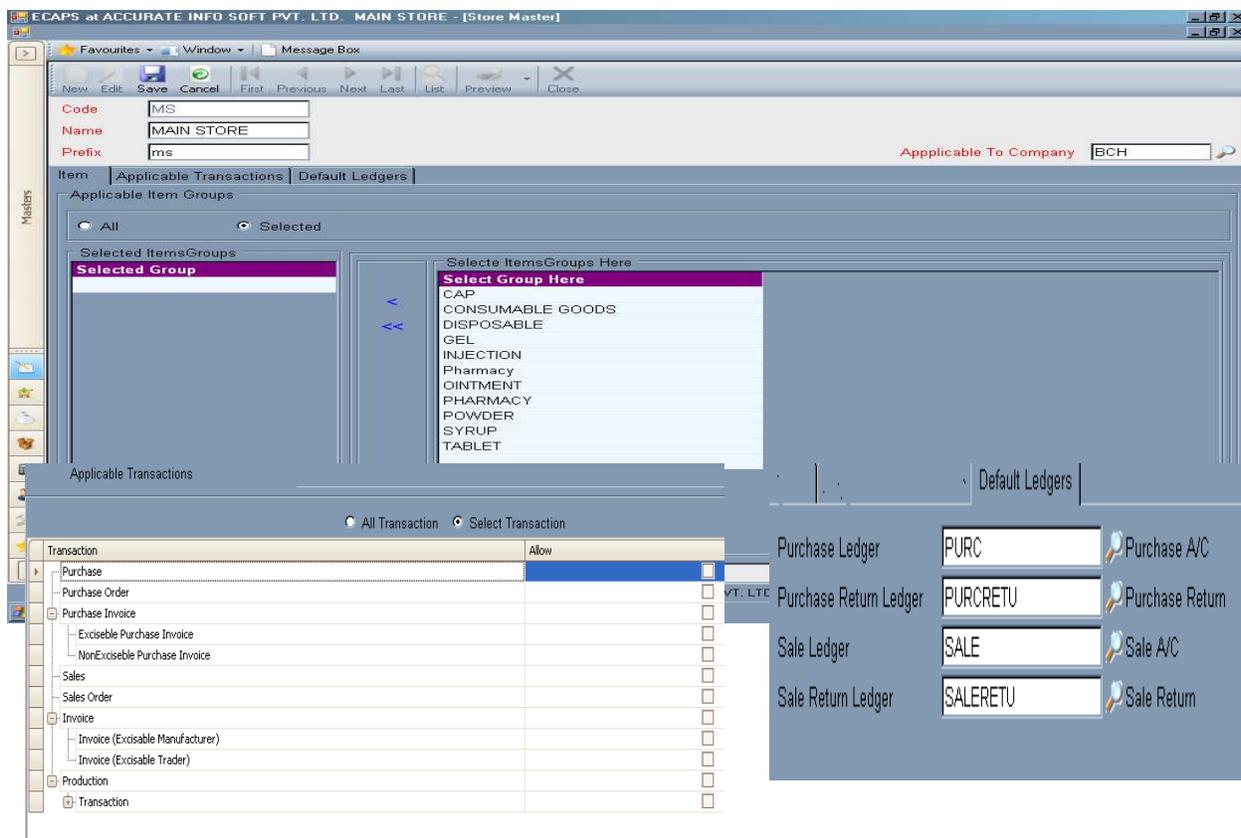
7
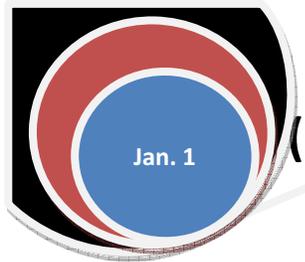
Ledger: - From this screen we can create ledgers. In this we have to enter the information of supplier or party from where we have to purchase goods or party to whom we sale the goods.

Choose the Sub group from this list & then click **OK** Button.
In this way we can create Ledger Group.

We can create all option from specific menu.

. City
State
Country
Freight Forward
Scheme Master
Department
Vendor Category

We can define multiple schemes from scheme master.

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Vendor:-From Vendor option we can define vendors and also set particular vendor applicable items, ledger, address, item groups which is applicable for vendor, applicable store, contact persons etc.

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Vendor

New	Edit	Save	Cancel	First	Previous	Next	Last	List	Preview		Close

Code [ ]

Name [ ]   Category [▾]

Ledger [ ]   ☐ Not In Use

- Address
- Vendor Agreement
- Item Group
- Applicable Stores
- Contact Person 1
  - Add Conatct Person
  - Delete Contact Person
  - Address

Address Line1 1 [ ]   Address Line3 [ ]
Address Line2 [ ]   Address Line4 [ ]

Country	N/A	Phone 1	
State	N/A	Phone 2	
City	N/A	Phone 3	
PIN		Mobile 1	
Web Site		Mobile 2	
Fax No		Mobile 3	
Service Tax No		CSTNO	
PANNO		LSTNO	
TINNO		Division	
ECC No		Commissionerate	
Range		Tax Category	

Adding new record...

Start | Starting of ECAP... | ECAPS at ACCU... | Ledgers | Vendor | Vendor | untitled - Paint | RunCommPAss | RunC » | « | 10:24 PM

- Agreement RateList
- Sales Zone Master
- Client
- Transport
- Manufacturer
- Inventory Unit
- ExciseCategory

Like another master we can create all option Shown in grid.

In this form, we enter the units which exists for the items in the store like BOT for Bottle,PCS for pieces.

- SalesMan
- Zone
- District
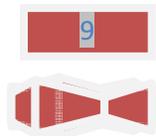- Service Master
- Currency
- Station Master
- Vendor Items
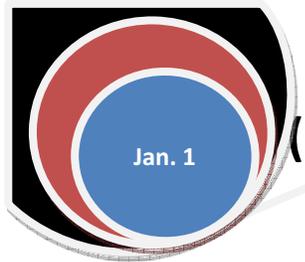- Bill Type
- Sales Type Master

ITEM MASTER

- Item Masters
  - Generic
  - Group Attribute
  - Item Attribute
  - Item Classification
  - Item Type
  - Items
  - Items Group
  - Items Reorder Level

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Generic Master:-In this form we enter different types of generic, which exists for the Tablet. Enter the code of the generic & then in the name field, enter the name of the generics.

Group Attributes: - From this option we can define in multiple levels of items attributes on behalf of size, color etc.

Item Attributes: - Like group attributes we can also define items.

Item Classification:-We can classify items.

Item Type: - we can define item type is it raw material or Finished goods.

Item Groups:- The next step is to create the Items Group. Like for Pharmacy Store, Item Group can be –
Capsules, Tablets, Syrup, and Injections etc.
For creating Group, first we have to click the *New* Button. Then we enter the code, name & tell whether it is the main group or not. If it is main group, enter Y otherwise enter N.
If we have to modify any group, then we click the Button *Edit* & then we can modify that group.
We can view the groups created by clicking the Button *back* or *next.*
If we have to delete any group that we don't require, then we press the *delete* Button.
You can also view a particular group by clicking the *list* button. The list of Groups opens in another window .We can define main groups, subgroups, Attributes, Numeric Attributes and mandatory fields for item.

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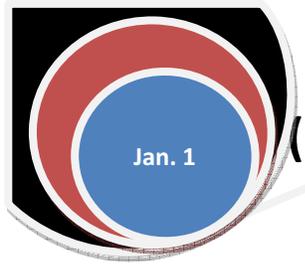
Item Master: - From item master we can set multiple level for single items like location wise, store wise. We can set prefer vendor etc.
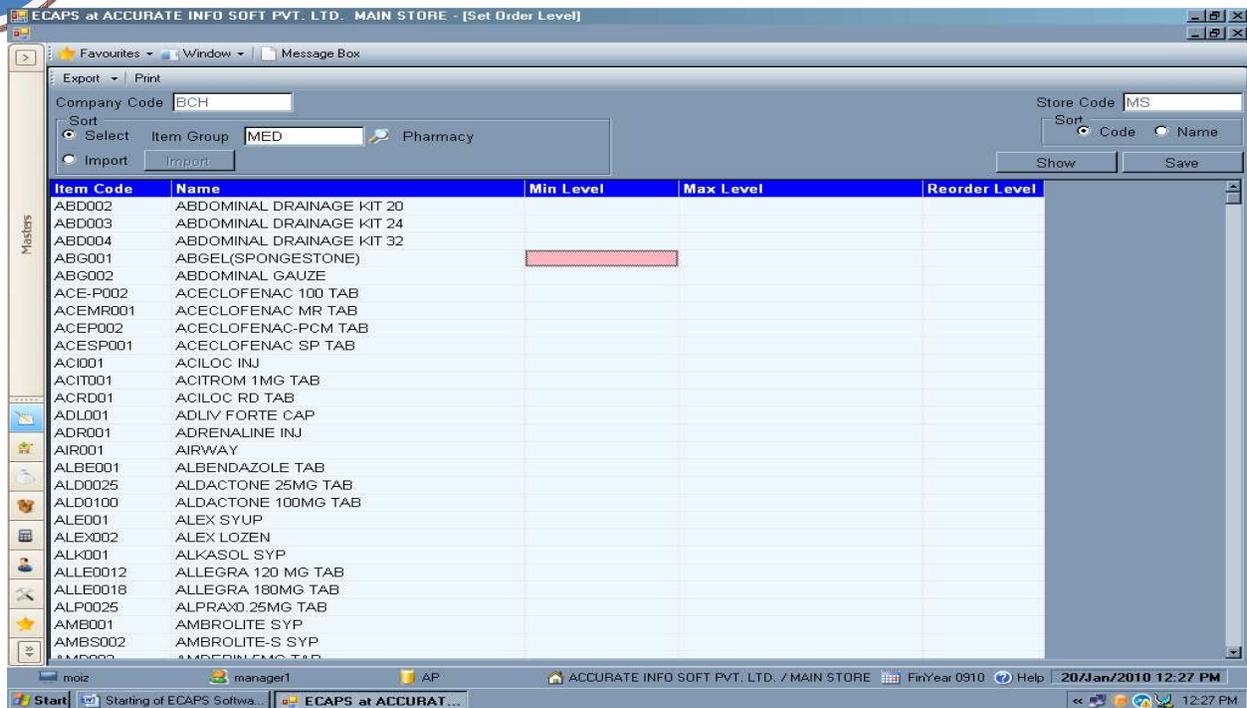

Item Reorder Lever: - If we want to maintain Reorder Level of the items, then first select the group in the Item Group field & click Show Button. It shows all of the items of that Group. Enter the Reorder Level Qty of the desired items for which we want to maintain Reorder Level. Now click the **OK** Button to save the Reorder Qty.
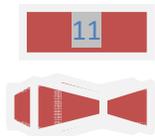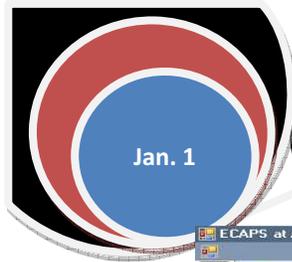
Tax Category Master

Tax Category Master
— Form
— Tax Category
— Service Tax Master

In this form, we enter the Name of the Sale Tax form.

We can define Forms(C-Form, D-Form etc.)Tax Master and service Tax Master from this option.

Tax Category:- In this form, we enter the Sale Tax category which will be applicable for the items in the Store like VAT 4% or VAT 12.5% or any other type of Sale Tax. We can make more than one Sale Tax Category.
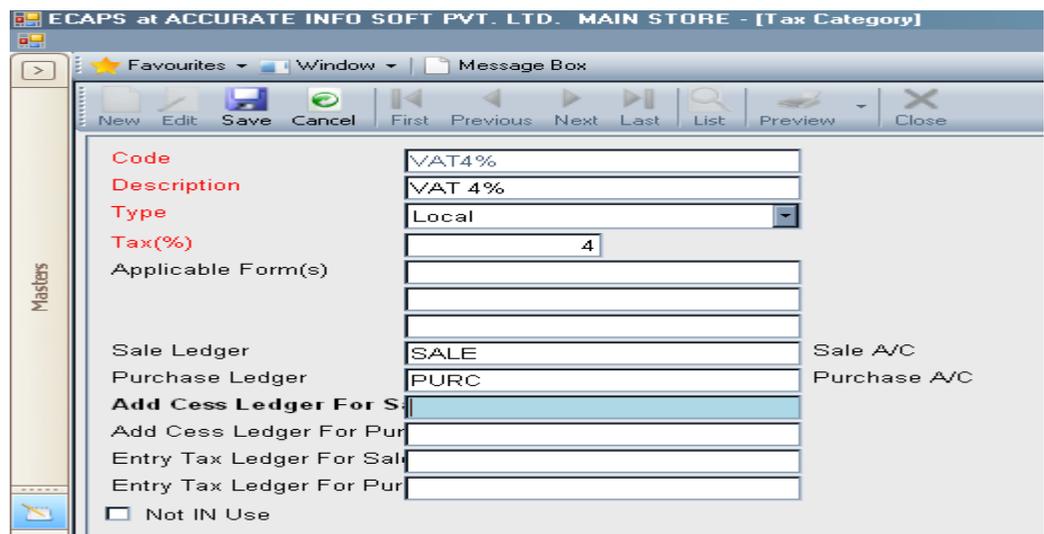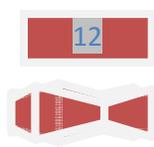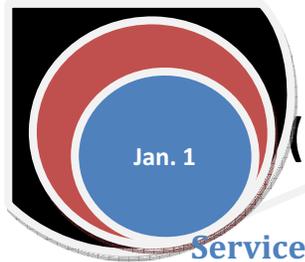
Service tax Master:-
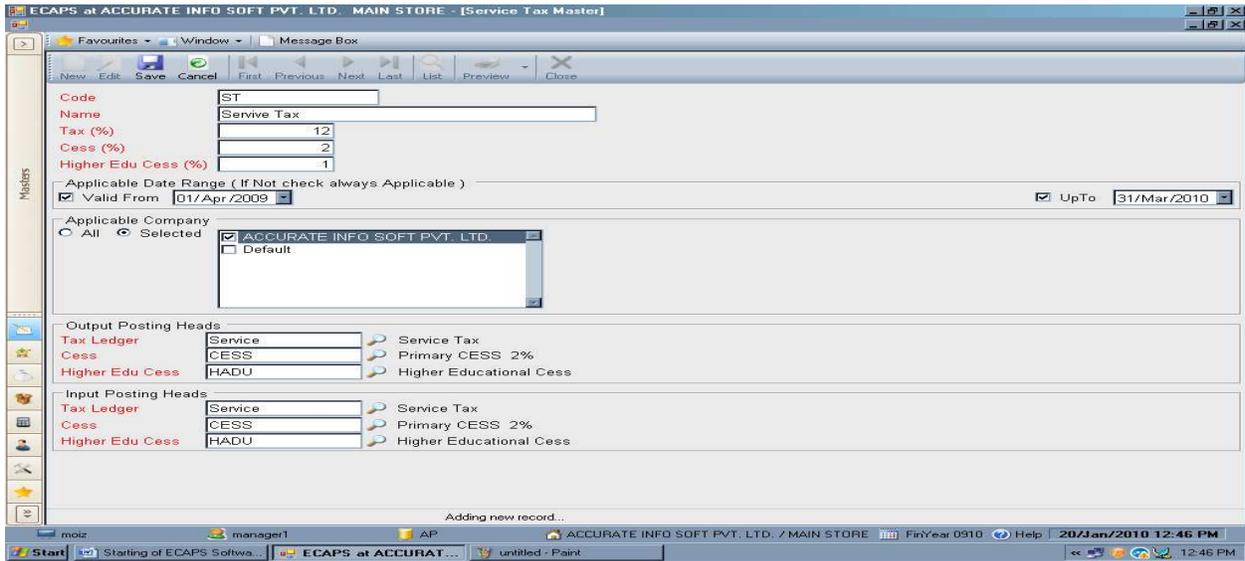
**That's All about Master Data, which we will feed only first time.**

Purchase:-

**Master**:- we can define master for purchase like Delivery Terms ,Payments Term and Shipment using particular option.

Transaction:-Contains different menus like

Transaction
- Request For Quotation
- Quotation
- Purchase Order
- Service Order Outward
- Branch Receive
- Purchase Invoice

Request for Quotation:-we create multiple request of quotation for purchase from this option.

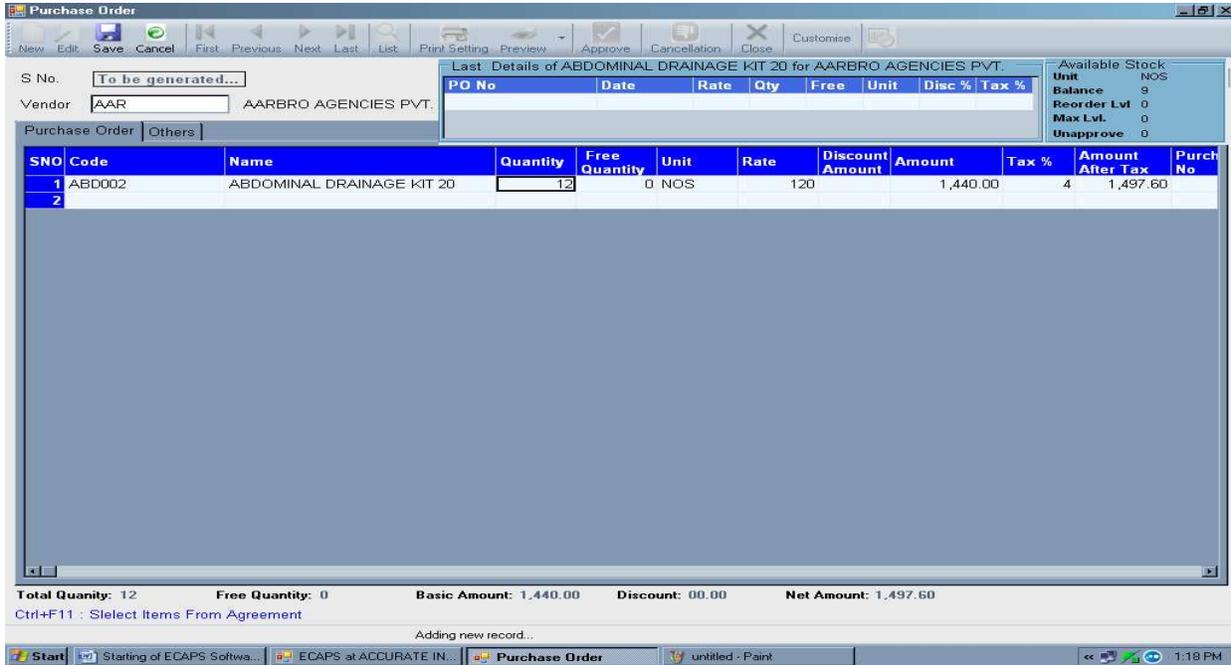**Quotation**:-From this screen we can make quotation for purchase against Quoted no or directly.
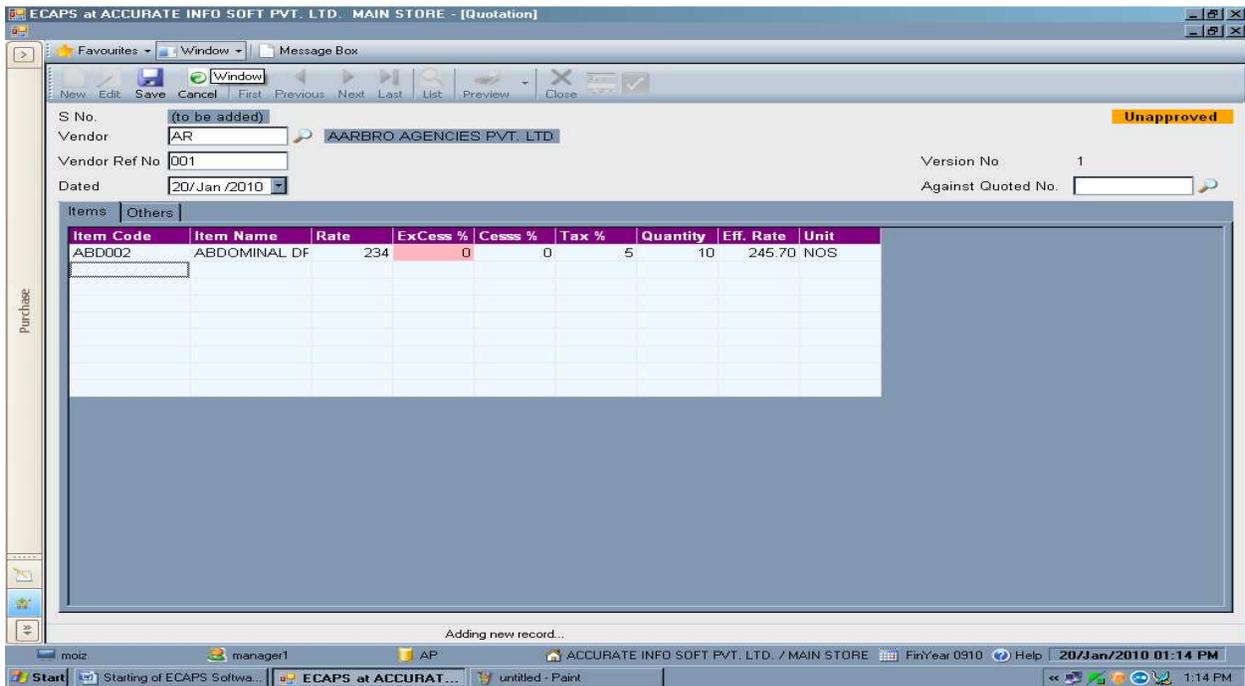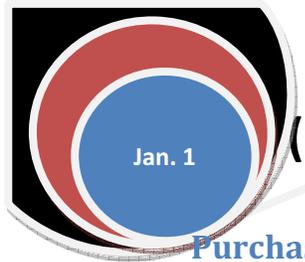
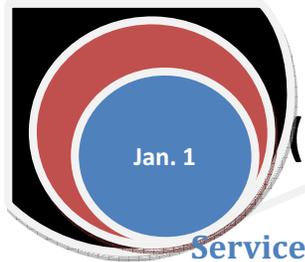**Purchase Order**: -using this option we can create purchase order for the vendor at the time of making purchase order system showing last two purchase details for particular items and also stock position.

In other s system ask for other details which are related to purchase like tax details, excise, delivery terms, insurance etc. we can define using this screen.
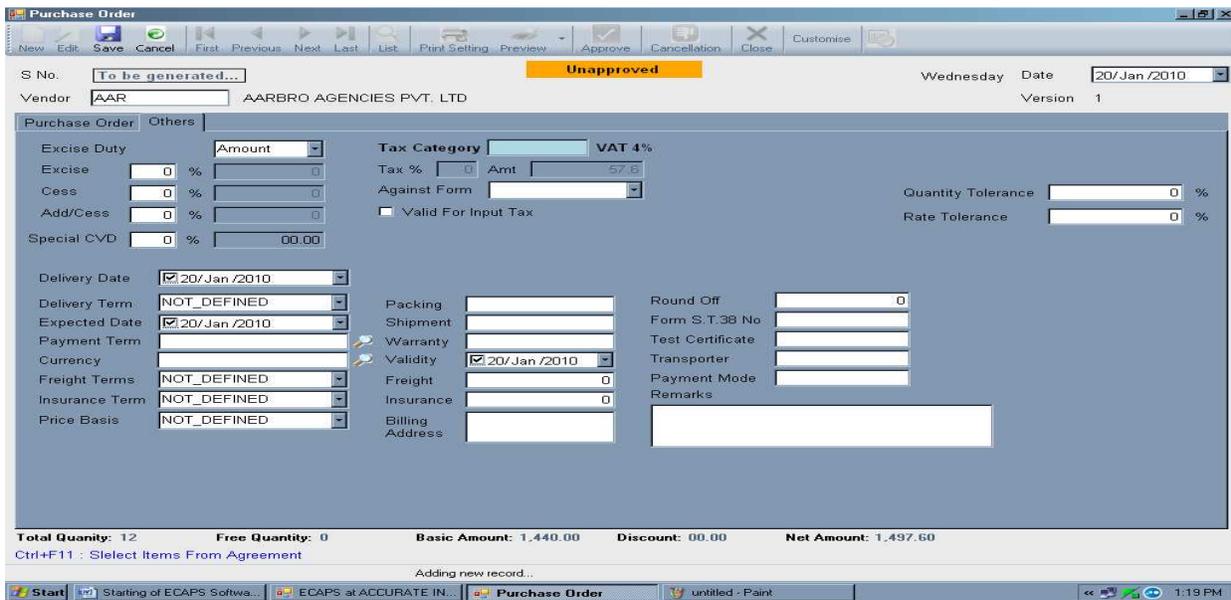
Service Outward:-we can make service order for outsource through this option.

Branch Receive: - we can receive goods from multiple branches from this option.

Purchase Invoice:- we can two types of Purchase Invoice

> Non-Exciseble Purchase Invoice
>
> Exciseble Purchase Invoice

 In this form, we do the purchase entry.
The bill no will be generated by S/w. Enter/Choose the supplier code. Enter the
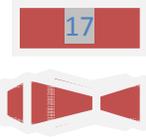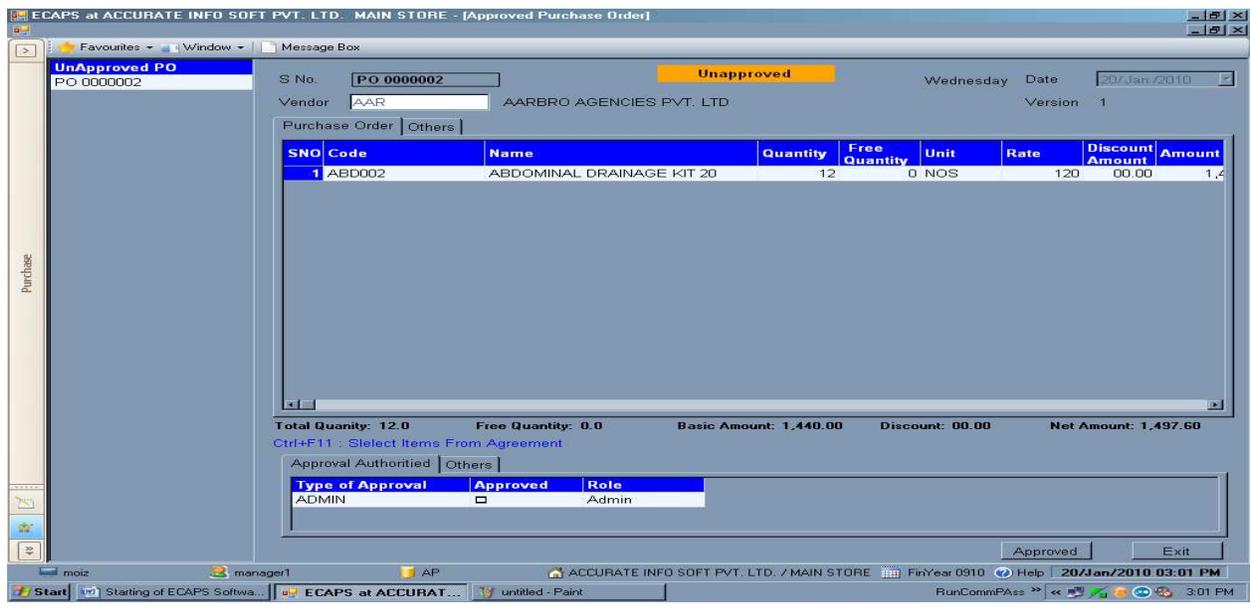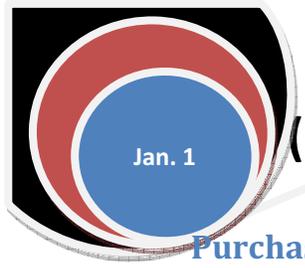Purchase returns A/c. Now enter the items, which will be returned to the supplier.

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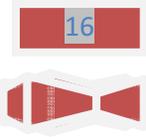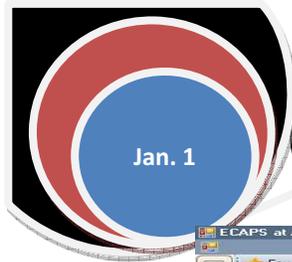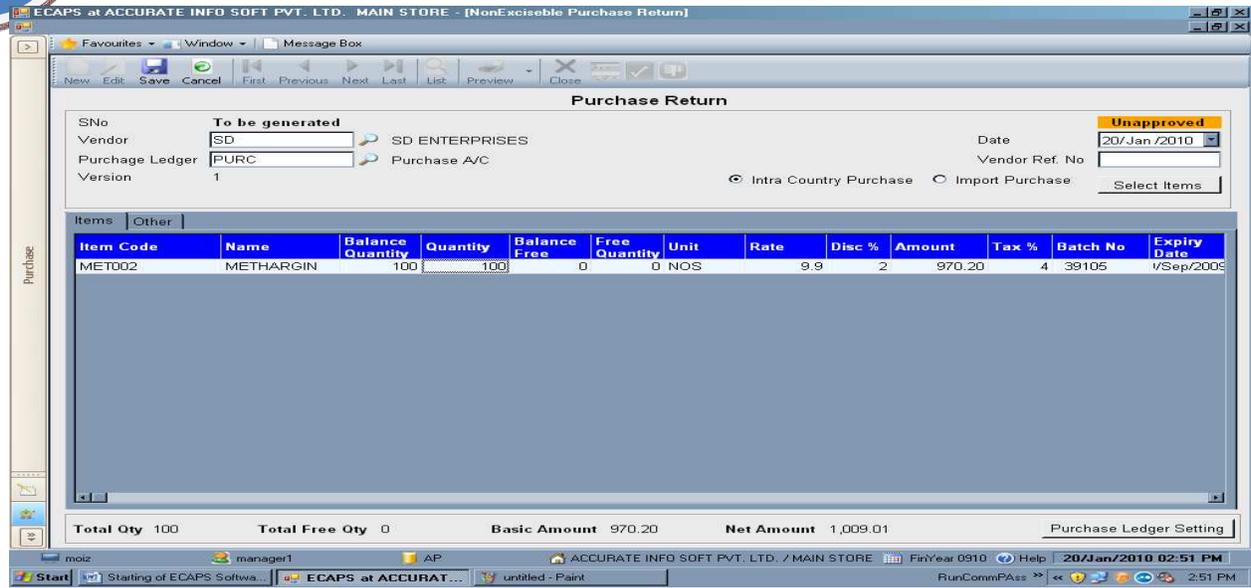
Pending Approvals:-we can approve document separately using approval Screen. We can also set multiple approval authorities for a single document.

Purchase Reports: - Here you can get all types of Purchase related reports. This gives you a clear picture of Purchase.

```
Purchase Report
    Pending Purchase Request
    Purchase Order Report
    Last Purchase Rate
    Purchase Register
    Purchase Return Register
    Purchase Statuary Information
        VAT Reports
            Haryana State
                LP-3
                LP-4
                LP-5
```
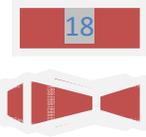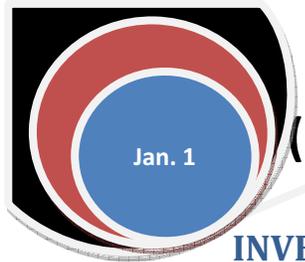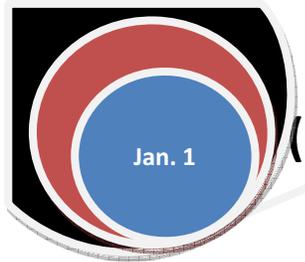
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INVENTORY:-Contains so many option which is shown in below.

Inventory

- Transaction
  - Indent From Department
  - Indent To Store
  - Issue To Department
  - Issue To Store
  - Issue Processed Items
  - Opening Balance
  - Modify Opening Balance
  - Received From Department
  - Received From Store
  - Good Receipt Note
  - GRN Rejection
  - Despatch
  - Purchase Request
  - Issue Against Indent
  - Department Consumption
  - Cancel Pending Purchase Request
  - Manual Stock Entry
  - Wastage/Expiry Dispose Off
  - Complete Indents
  - Despatch Return
- Pending Approval
  - Approve Indent From Department
  - Approve Indent To Store
  - Approve Issue To Department
  - Approve Issue To Store
  - Approve Receive From Department
  - Approve Receive From Store
  - Approve GRN
  - Approve GRN Rejection
  - Approve Despatch
  - Approve Purchase Request
  - Approve Department Consumption
  - Approve Manual Stock Entry
  - Approve Wastage/Expiry Dispose off
  - Approve Despatch Return
- Inventory Reports
  - Stock In Hand
  - Stock Movement
  - Stock Ledger
  - Despatch Details
  - Good Receipt Details
  - Stock Statement
  - View Approval Transactions
    - Approved Indent From Department
      - Approved Indent To Store
      - Approved Issue To Department
      - Approved Issue To Store
  - Pending Indents
  - Pending Receive
- Transaction Reports
  - Despatch Register
  - Issue To Store Report
  - Goods Receipt Report
  - Goods Rejection Report
  - Opening Balance Report
  - Items Requisition Report
  - Pending GRN Report
  - Items below Reorder Level
  - Purchase Sanction Sheet
  - Department Wise Issue Summary
  - Department Wise Detail Report
  - Department Consumption Report
  - Item Expiry Report
  - Item Activity Report
  - Item Reordering Report
  - ABC Analysis
  - Item Movement
- Inventory Statuary Information
  - Vat Report
    - UP State
      - 24 Annexure AB
  - Issue To Indoor Patient Register
  - Department Stock Report
- Excise Reports
  - Excise PLA Register
  - RG23D Register
  - Entry Book of Duty Credit(RG23A-II)
- All Pendings
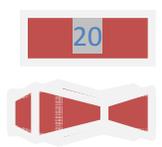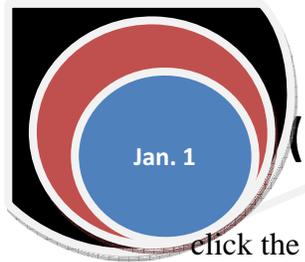- Issue to Indoor Patient
- Return From Indoor Patient

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Indent from Department: - In this form, we enter the items, which are indented to Store. Indent No. Will be generated by the Software & then select to which Store we have to issue the indent & then enter who issues the indent in the Indented By field.

Choose the Code from the list, which are required & then enter the qty. of items. At last, click the OK Button to save the entry.

Indent from Store: - In this form, we enter the items, which are indented, to Store. Indent No. Will be generated by the Software & then select to which Store we have to issue the indent & then enter who issues the indent in the Indented By field.

Choose the Code from the list, which are required & then enter the qty. of items. At last,

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click the OK Button to save the entry.

Issue to Department:-From this Screen we can issue goods to department through indent no. In this form, we will enter the items, which are issued, to department. Issue No. is generated by software. Choose the Department from the list to which items to be issued & then enter the name of the person who issues the items.

Enter/Choose the code of the items to be issued & the qty.

Note: - We have Approval Screen on Each an Every Screen but it is strongly recommended on right's
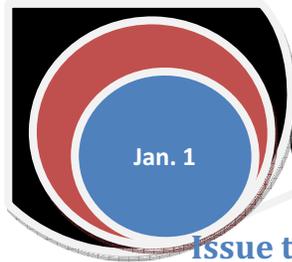
Issue to Store:- In this form, we make entry when we issue items to other Store. Issue No is generated by the s/w. Enter/Choose the store to whom items to be issued & in the Indented By field, enter the name of the person who issues the items. Then enter/ select the items to be issued to store.

Note:-we can issue goods without indent also it is on user permission

Issue Processed Items: - We can issue processed items for production from this screen through Job card or directly.
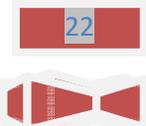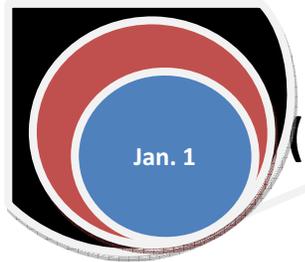
Opening Balance:-

This form is used to enter the Opening Stock of the items. This form is used only first time when we started the s/w & entering the stock of the items, which are present at that time. Simply choose groups of the items from the list whose opening stock is to be entered. Then Enter the Batch No, Expiry Date, Rate, Amount and Quantity of the items.
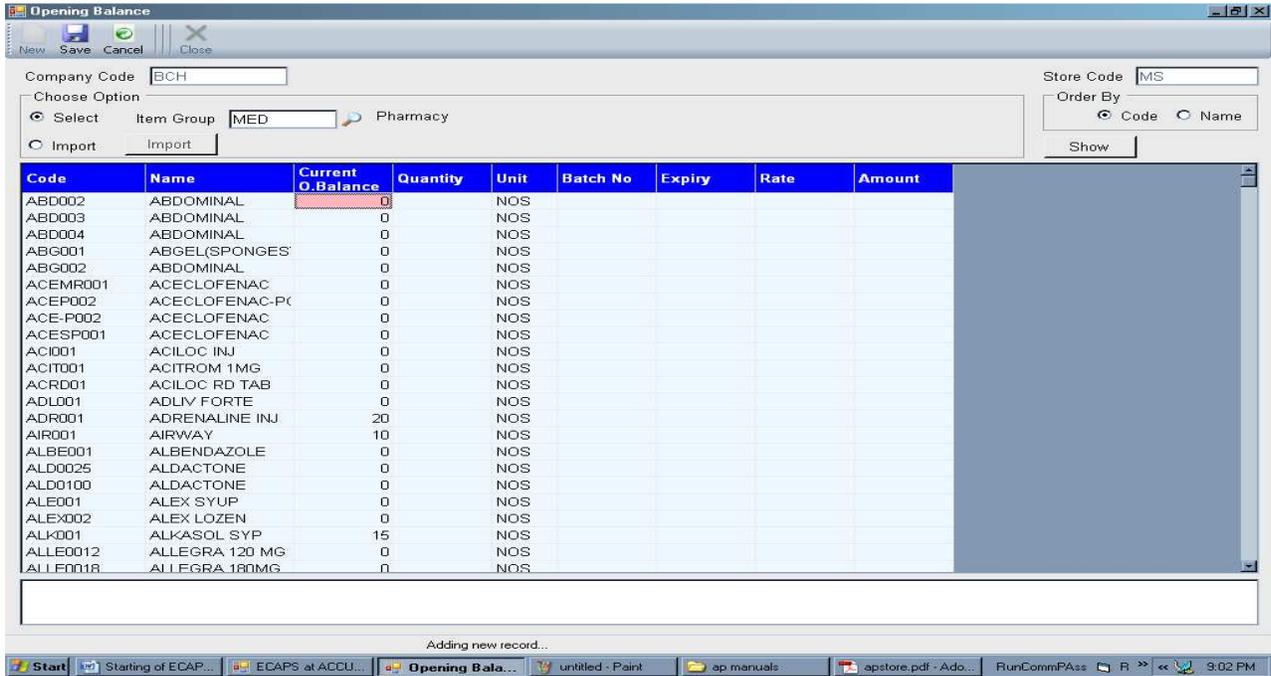
Modify Opening Balance:-
Sometimes there are situation that we have entered wrong Batch No or Expiry Date or Rate or Quantity of a particular item. In that case, enter/ choose the item, and then click the show Button. The item's information is displayed. Correct the information that is wrongly entered. We can modify opening balance using this option for the items.
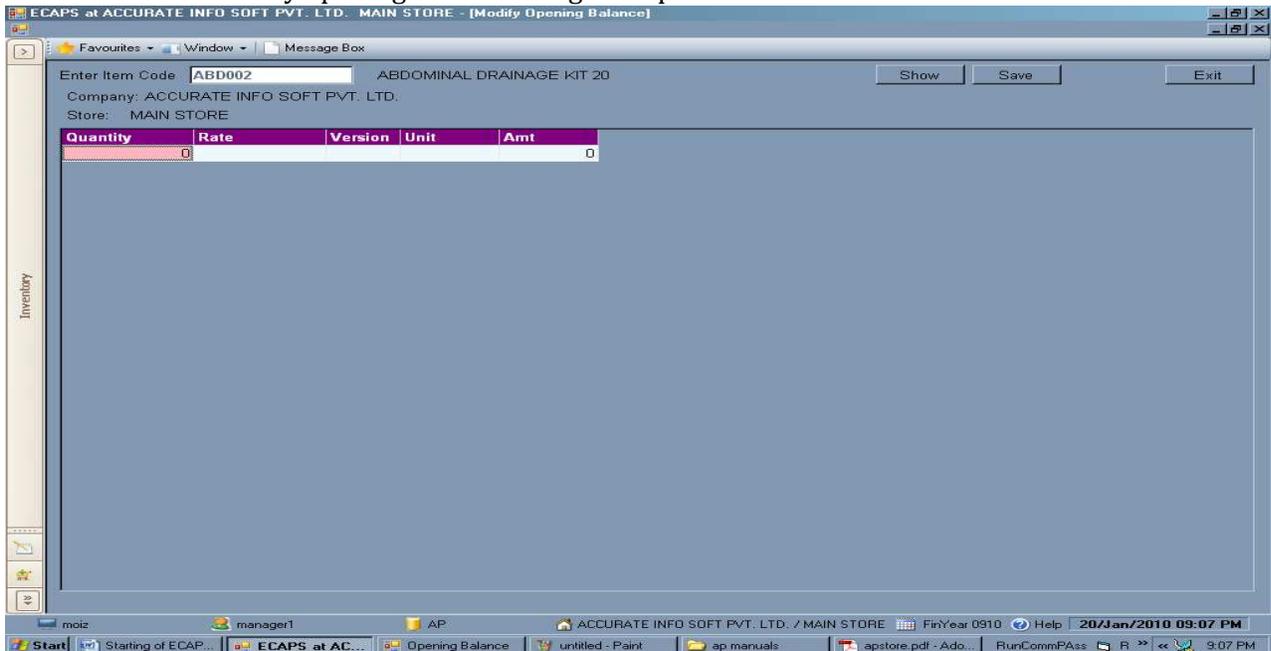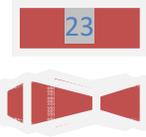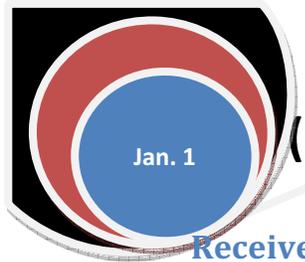
Receive from Department:- In this form, we enter the items, which are received, back from the Department. The Receive No. will be generated by S/w. Enter/ Choose the name of the Department from which we receive the items. Select issue No. & Click show pending.

Receive From Store:- We can receive from Store from this screen**,** which are received, from the Store. The issue no. will be generated by S/w. Enter/ Choose the name of the store from which we receive the items. Select Store. & Click show pending & select pending issue and press ok items will appear on receive screen save it.

Private & Confidencial
ACCURATE INFO SOFT PVT. LTD. | 201, Syndicate House, Inderlok, Delhi-35
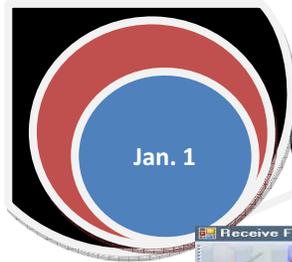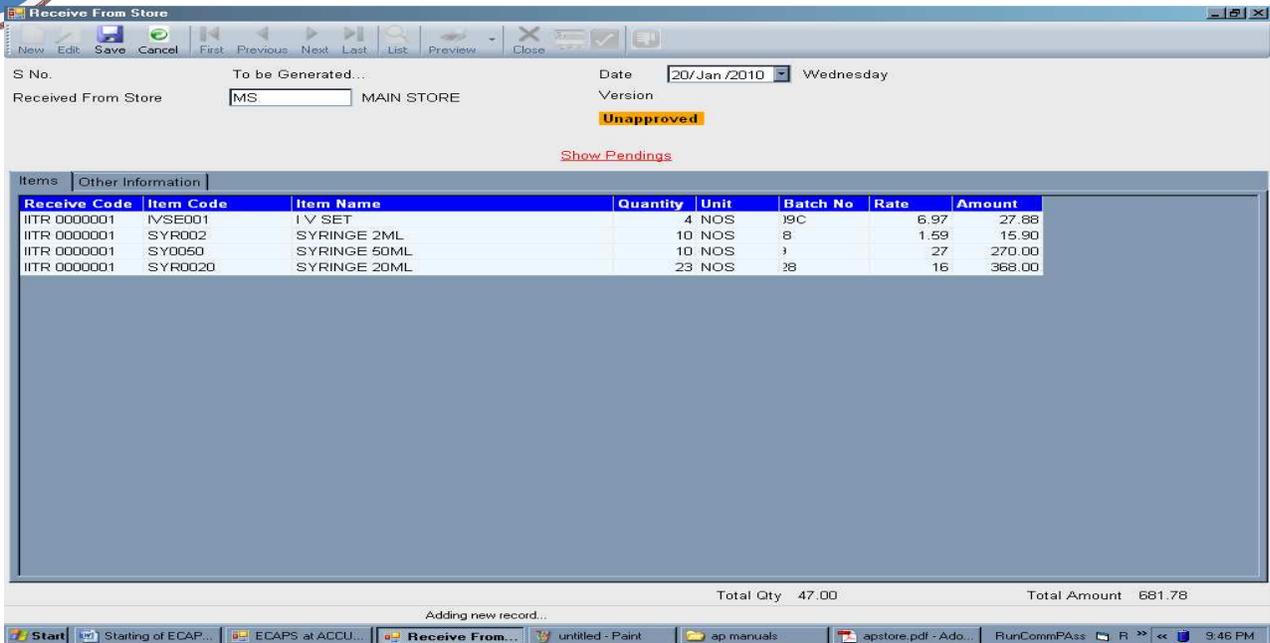
After approval it will be up in stock.

Good Receipt Note: - In this form, we do the Purchase entry i.e. the items, which we have purchased
from the vendor. The GRN No. Will be generated by the Software & then select the supplier code.
Enter the Bill no. Which is mentioned in the Supplier's Bill & then enter the Purchase A/c, Date & then enter the items, which are purchased.
We can also create direct Purchase Invoice from GRN pressing this Button.
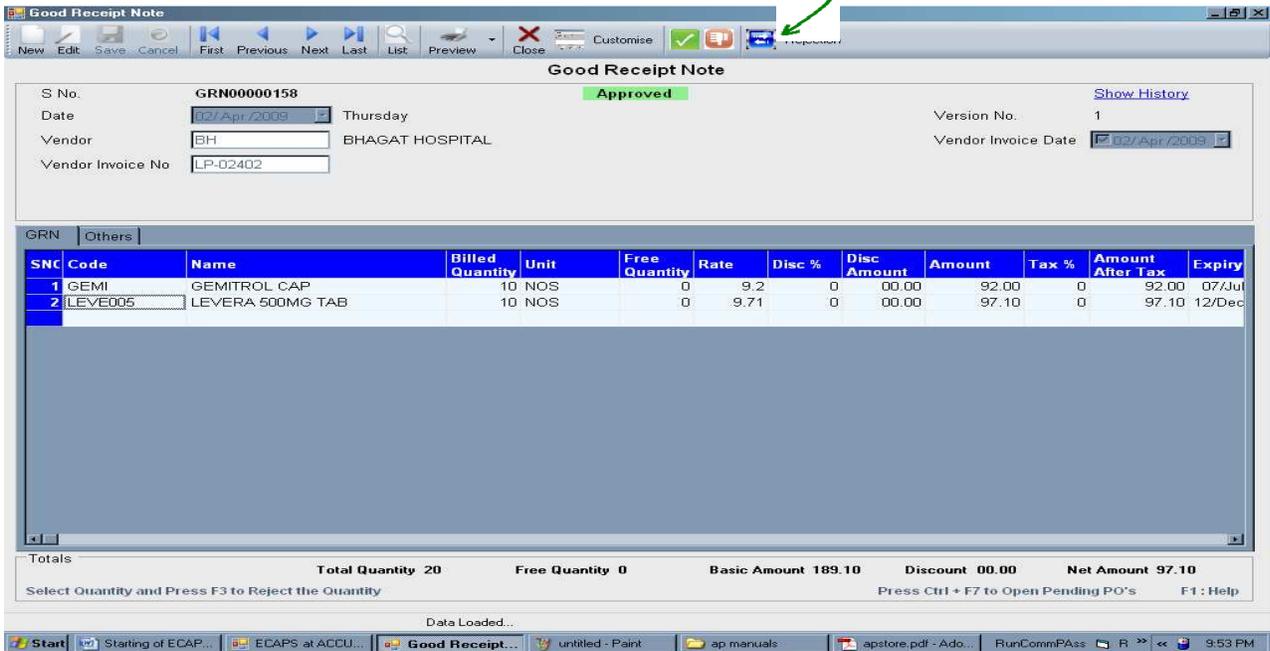
Note:-At GRN sreen there is some short cut controls for GRN
Ctrl+F7 for opening pending PO.
Select Quatity and Press F3 for Reject the Quantity.
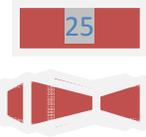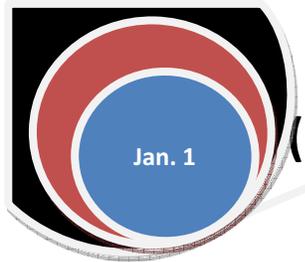
GRN Rejection: - We can reject items from this screen, choose/enter vendor and GRN No. Click on show and put rejected quantity after that save it and approve it.

Dispatch:-We can dispatch items to the client through sales order pressing ctrl+F7 or direct from Client agreement using dispatch option.

Purchase Request: - We can create purchase request for the purchase department using Purchase request option.

Issue Against Indent: - we can create issue direct using this option. Choose indent no. & by clicking create issue slip.

Department Consumption:-From this option Department can create own consumption against receive No.

Cancel Pending Purchase Request:- We can Cancel Pending Purchase Request from this screen using specific period by clicking show button all request will appear on screen select indent and   Mark as Complete.

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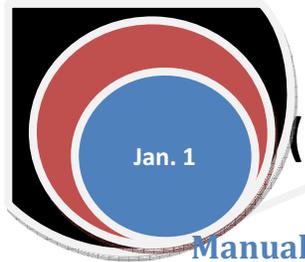
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Manual Stock Entry:-We can enter manually stock from this screen for particular company and store.

Wastage/Expiry Dispose Off:-We can dispose off expiry items from using Wastage/Expiry Dispose Off option.

Jan. 1

Complete Indent:- We can complete Indents using this option.

Dispatch Return:-We can take Dispatch back through Dispatch return.

Pending Approval: - We can Approve All Transaction Using Pending approval option which is listed below.

Inventory Reports: - Here you can get all types of Inventory related reports like Inventory reports, view approval Transactions Transaction Reports, Inventory Statuary Information, Excise Reports etc. This gives you a clear picture of Inventory.

```
Inventory Reports
    Stock In Hand
    Stock Movement
    Stock Ledger
    Despatch Details
    Good Receipt Details
    Stock Statement
    View Approval Transactions
        Approved Indent From Department
        Approved Indent To Store
        Approved Issue To Departmen
        Approved Issue To Store
    Pending Indents
    Pending Receive
    Transaction Reports
        Despatch Register
        Issue To Store Report
        Goods Receipt Report
        Goods Rejection Report
        Opening Balance Report
    Items Requisition Report
    Pending GRN Report
    Items below Reorder Level
    Purchase Sanction Sheet
    Department Wise Issue Summary
    Department Wise Detail Report
    Department Consumption Report
    Item Expiry Report
    Item Activity Report
    Item Reordering Report
    ABC Analysis
    Item Movement
    Inventory Statuary Information
        Vat Report
            UP State
                24 Annexure AB
    Issue To Indoor Patient Register
    Department Stock Report
Excise Reports
    Excise PLA Register
    RG23D Register
    Entry Book of Duty Credit(RG23A-II)
All Pendings
```

Issue to Indoor Patient: - Store people can direct issue goods to Admitted patient from this option. In this form, we enter the items, which are issued to a particular patient. The Sno will be generated by the S/w & then select the IPD No. of the patient to which items will be issued. Now enter the items which are issued to the patient.
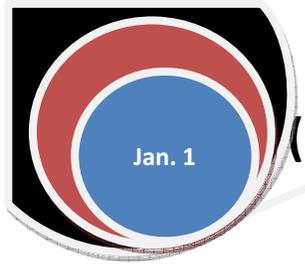

Return from Indoor Patient:- Sometimes there are situation when a patient refund some items. In that case, we use this form to take items from patient. Enter the IPD No. of the patient who refund the items & then click button "Click Here To Return Quantity". When you click this Button, a new window will open as shown below.

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Finance Management

Financial Master Contains–Ledger Group, Opening Balance, TDS Category, ocher Type, Cost Centre, Bank Master, PLA Opening and RG234 Opening.

Ledger group: - We create the ledger group from this form.
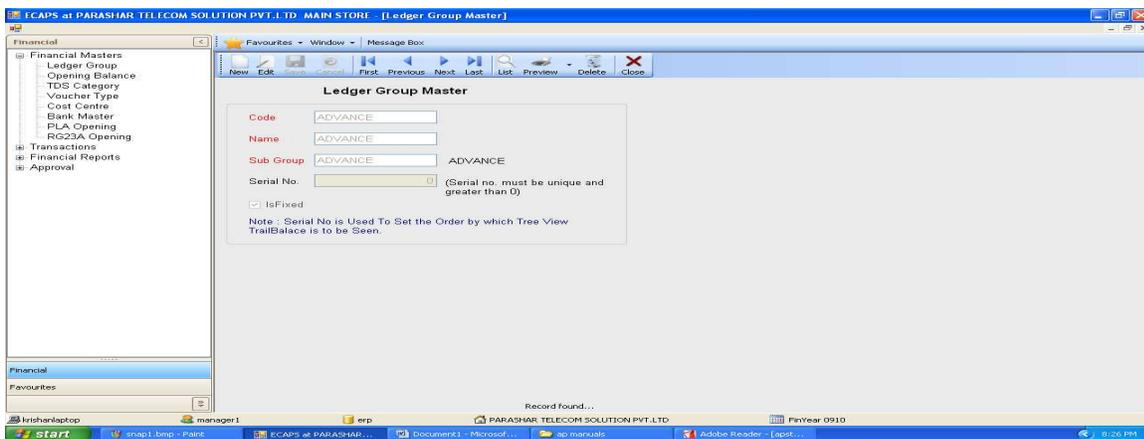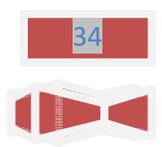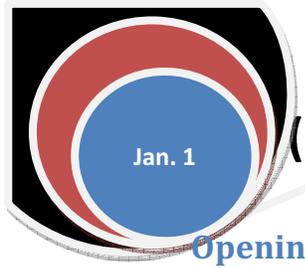
Opening Balance- This form is used to enter the Opening Balance

This form is used only first time when we started the s/w & entering the Balance which are present at that time. Simply choose all of the groups from the list whose opening Balance is to be entered.
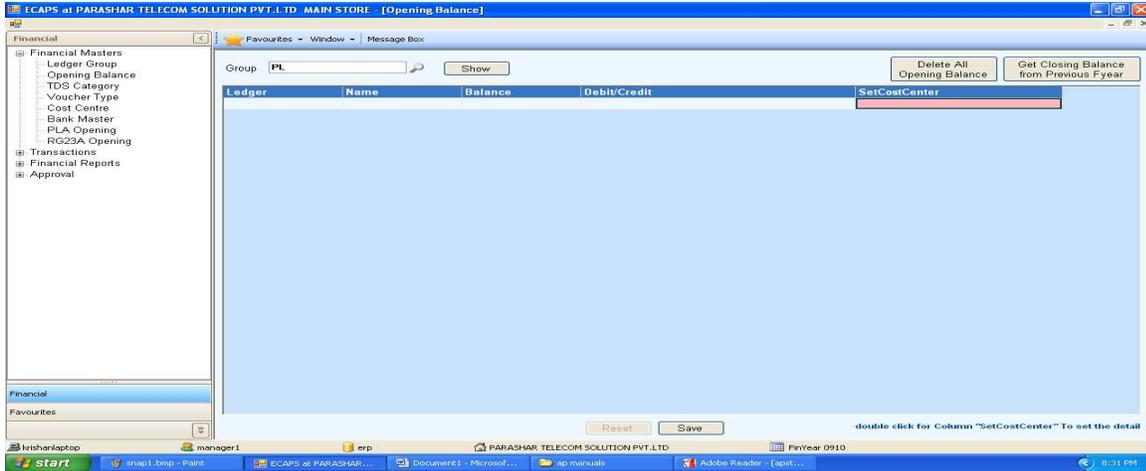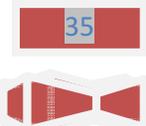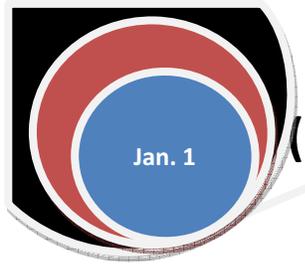

TDS Category Master: - This form is used to enter the TDS Category for the applicable company and also we can define effective date, To Date, TDS%, TDS Ledger etc.

Voucher type Master: - This form is used to enter the vouchers.
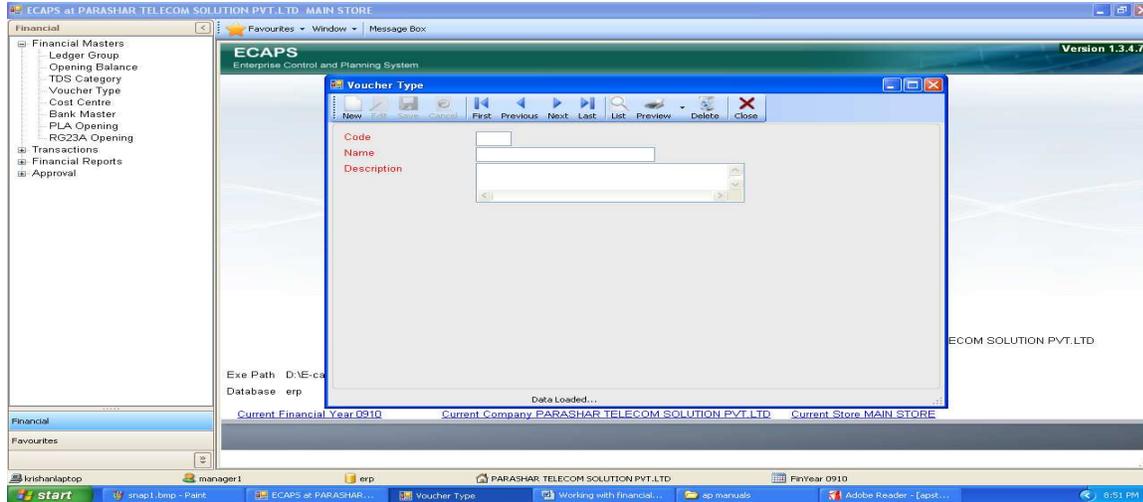
Cost Centre Master: - This form is used to enter all type of cost centre.

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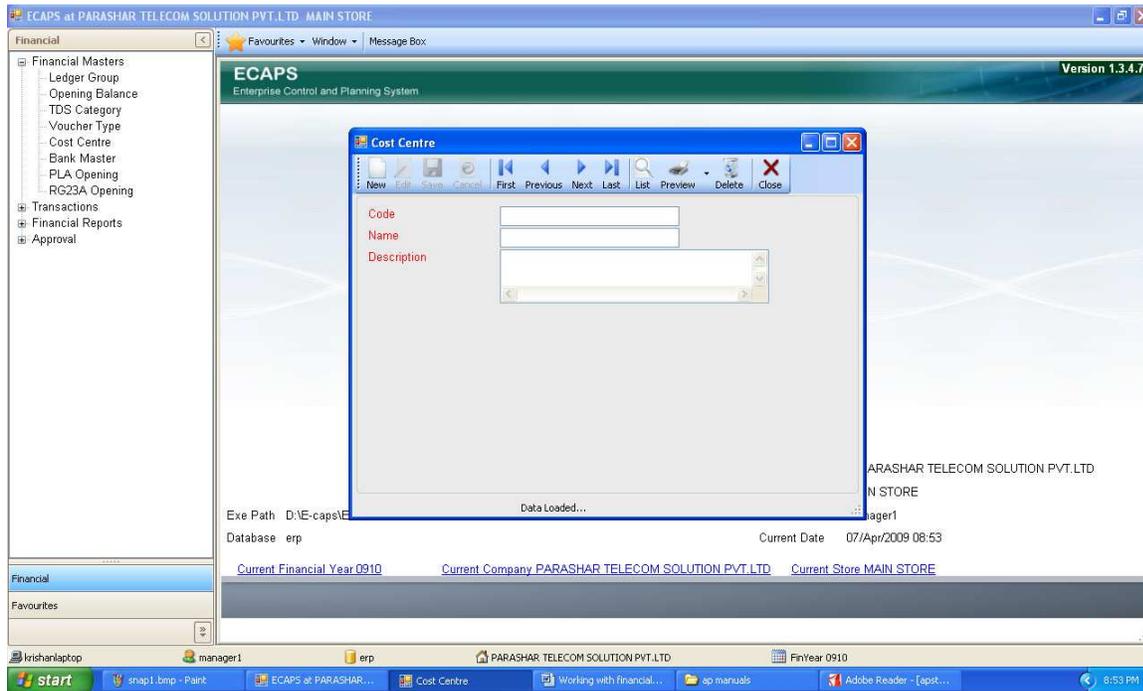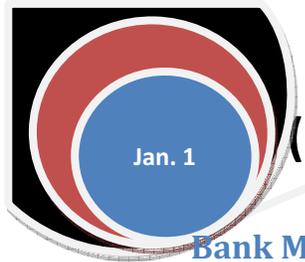
Bank Master: - This Form is used to enter all Banks.
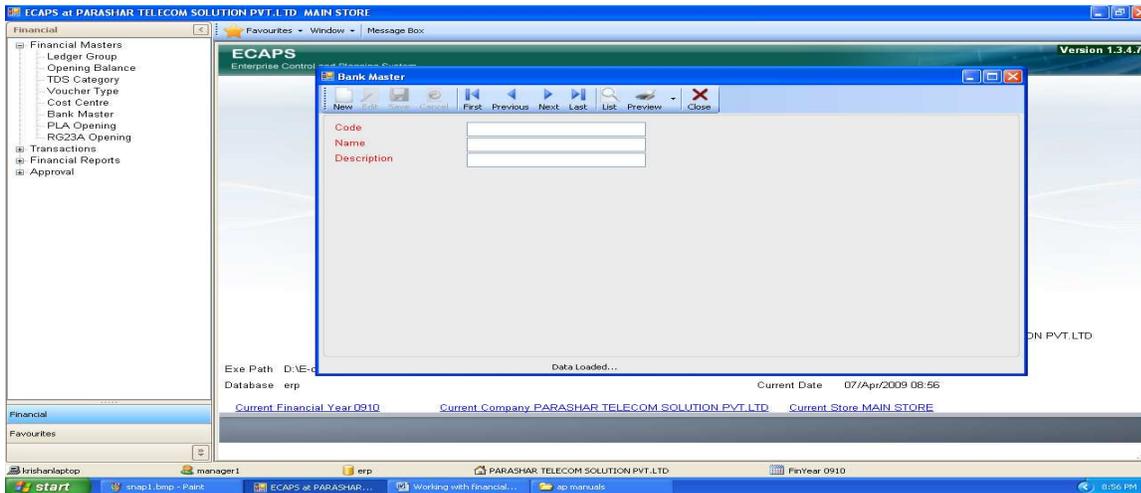
PLA Opening Master: - Through this form we can enter PLA Opening for the Selective Company.
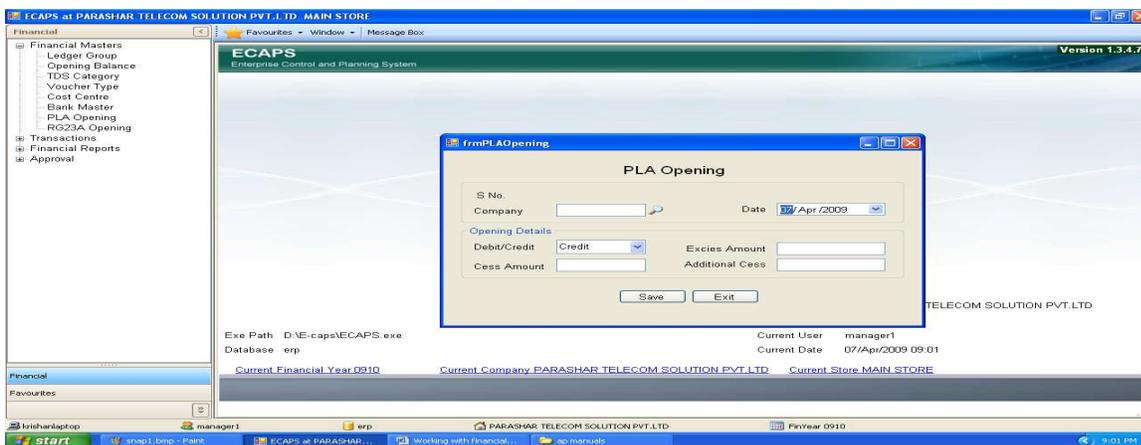
RG23A Opening Master: - Through this form we can enter RG23A Opening for the Selective Company.
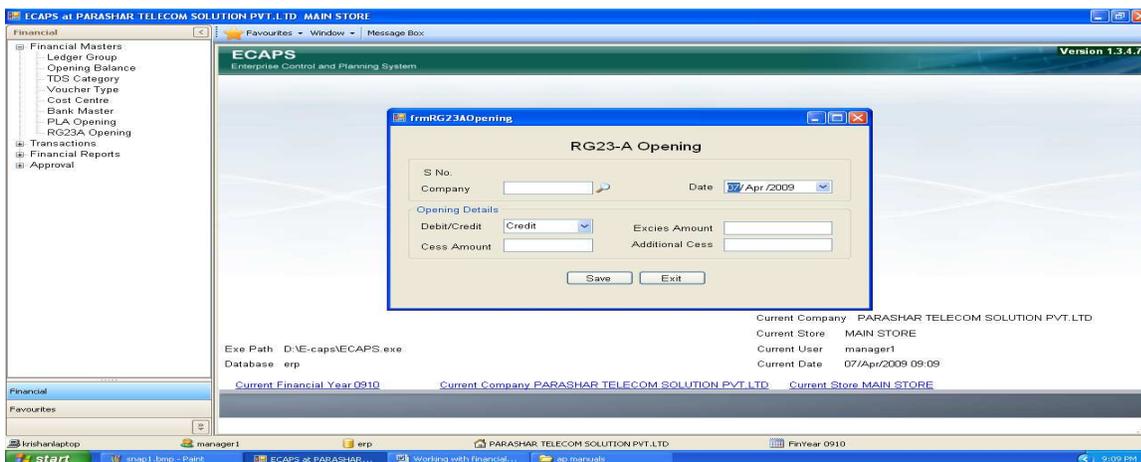
Private & Confidencial
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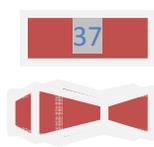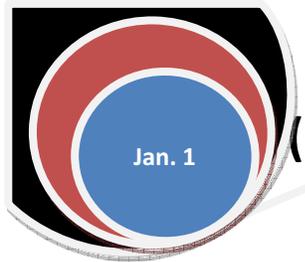
Transaction Menu: - Transaction contains voucher Entry, voucher with TDS, Bank receipt cash receipt, Bank Payment, Cash Payment, Payment to PLA, Bank Reconciliation PDC For Payment.
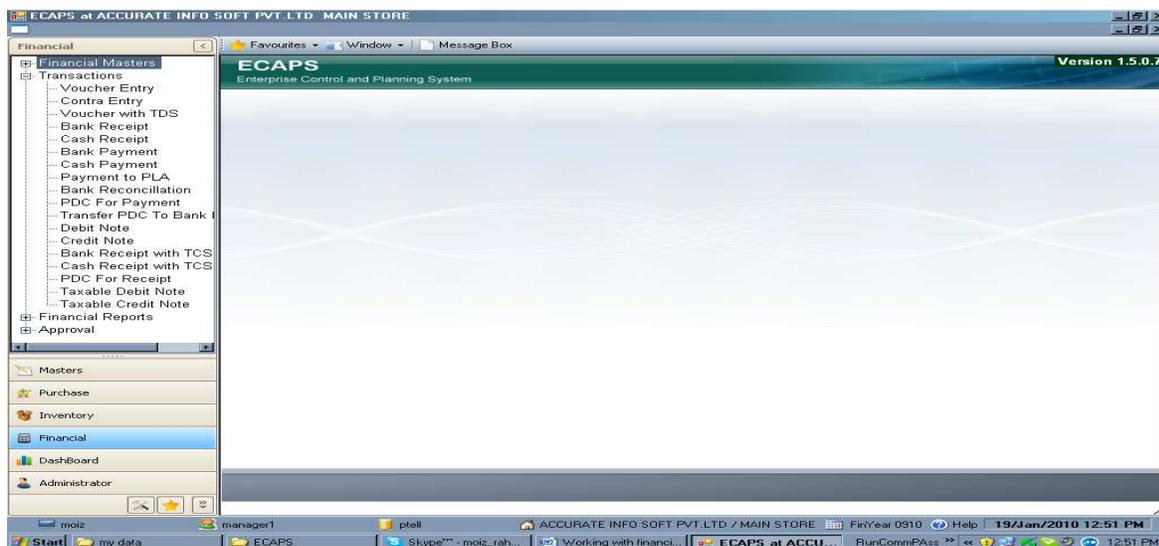
Voucher Entry: - This form is used to enter journal voucher for the selective company voucher code to be generated through the system.
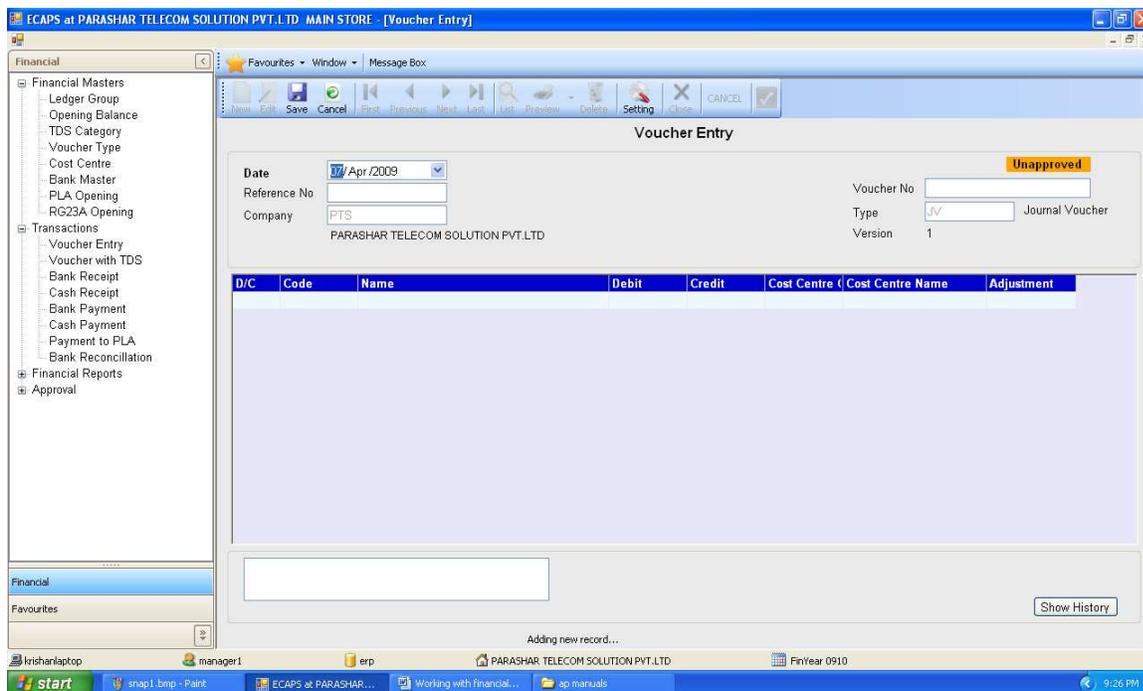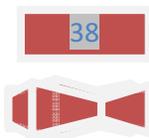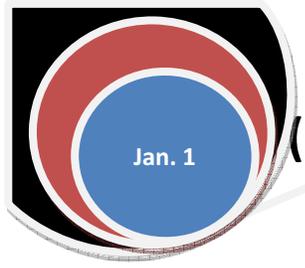
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Voucher with TDS: - This form is used to enter voucher with TDS and other charges.

Receipt: -we have two types of receipt entry.

1. Bank receipt.
2. Cash receipt.

1**. Bank Receipt**: - This form is used to enter Bank Receipt.

---
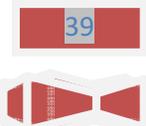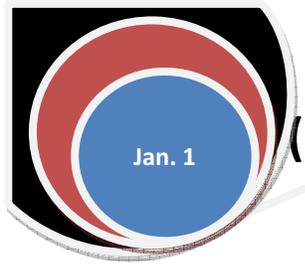
2. Cash Receipt: - This form is used to enter Cash receipt.

Payments: -we have two types of Payments entry.

3. Bank payments.
4. Cash payments.

1. Bank Entry(payment): - This form is used to enter Bank Payments.

Private & Confidencial
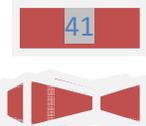**ACCURATE INFO SOFT PVT. LTD.** | 201, Syndicate House, Inderlok, Delhi-35

ECAPS
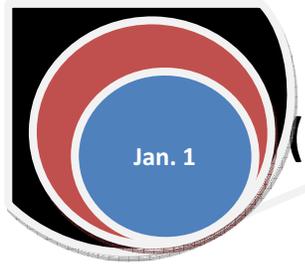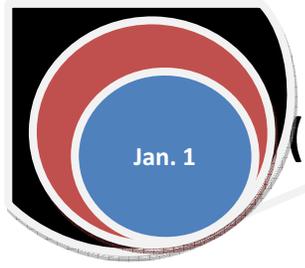# (ENTERPRISE CONTROL AND PLANNING SYSTEM)

Jan. 1
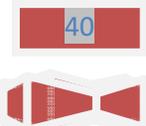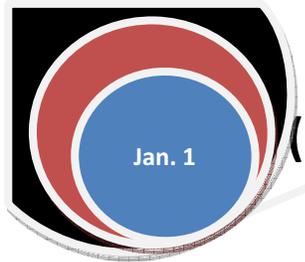
2. **Cash Entry (payment):** - This form is used to enter Cash Payments.

Payment to PLA: If company is excisable in that case we make entry for PLA through the Payment to PLA. Here we can mention all types of Excise.

Bank Reconciliation: - We can maintain the status and date of reconciliation of payment through this form here we can see status through selective option reconciled status and also we can make changes if it is credited or Bounced.
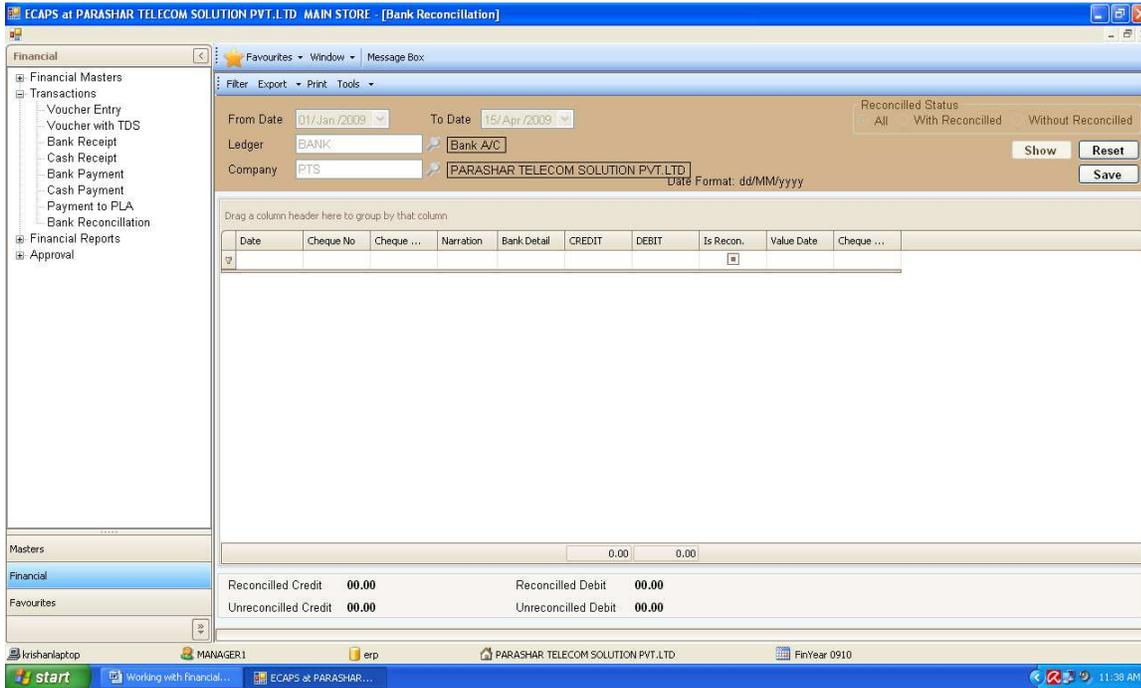
Note: - At all entry form we have option.

For new entry

For first record viewing

For make changes

For Previous record viewing

For save

For next record viewing

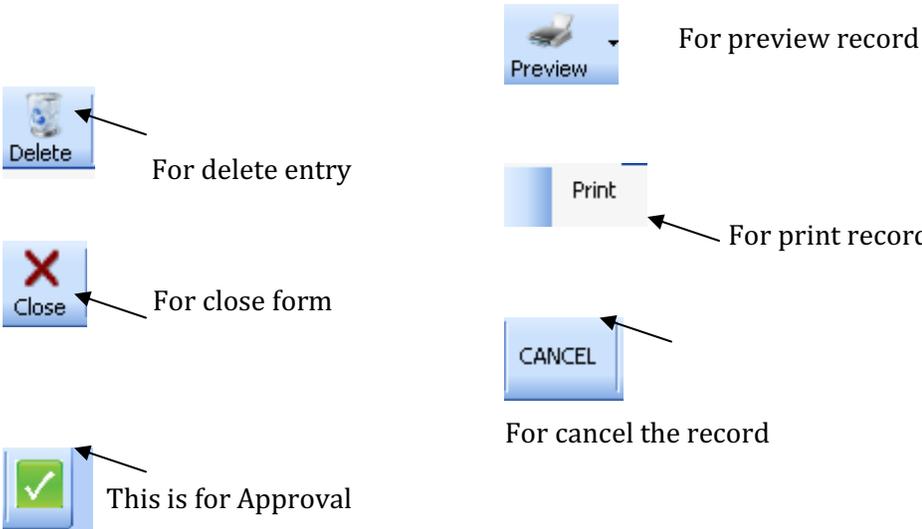For return back

For last record viewing

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For see all entry

For preview record

For delete entry

For print record

For close form

For cancel the record

This is for Approval
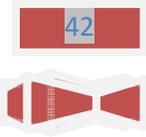
When we click on approval button this window will appear here we can approve all voucher etc.
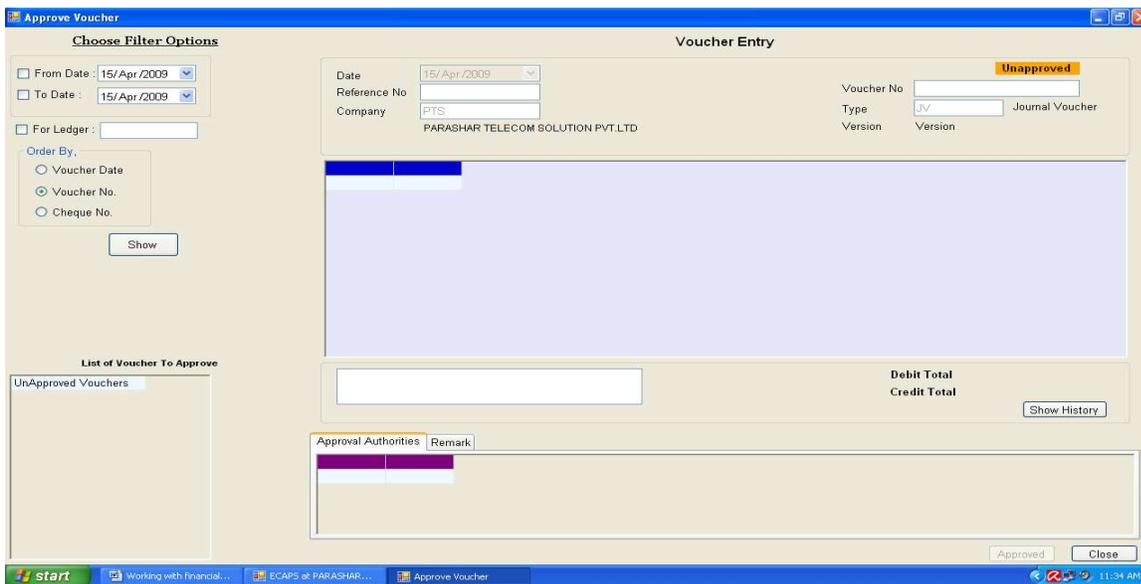
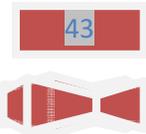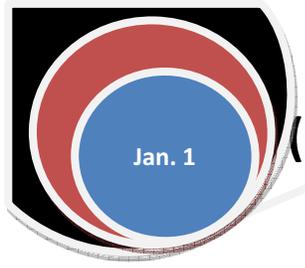At approval window we have filter option to choose date range, ledger, and order by after selection filter we can see all unapproved entry.

For printing setting
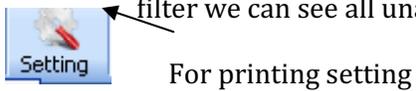
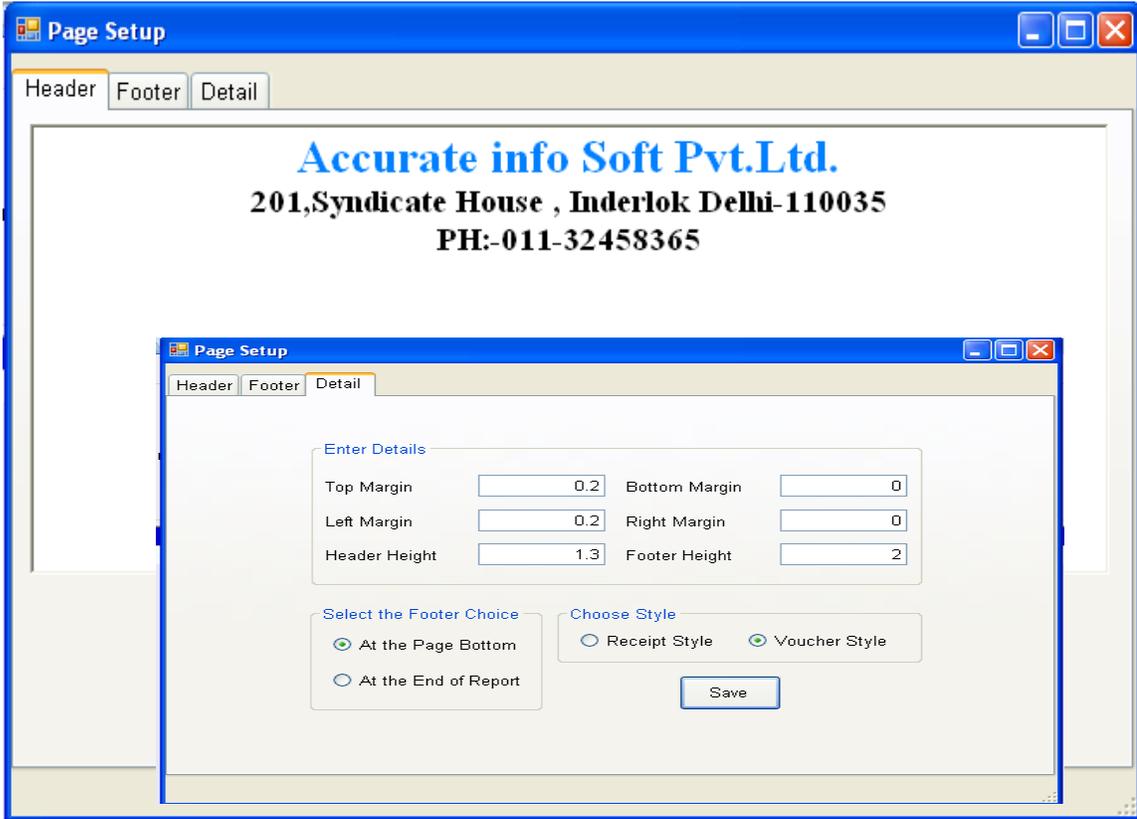When we select setting page setup window will appear here we can set header, Footer And details.

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Note: - We have printing setting at each on every screen.

Financial Reports: - Contains various type of reports

Financial Reports
- Ledger Analysis
- Cost Centre Analysis
- Transaction Summary
- Sale Register
- Purchase Register
- Forms Report
- Provisional RG23A-II
- Trial Balance
- Trading Accounts
- Profit Loss Accounts
- Balance Sheet
- Book Printing
  - Bank Book
- Outstanding Report
- TDS Register
- Trading With Profit & Loss Report
- Sales Margin Report
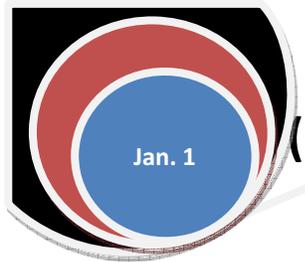
Ledger Analysis Report:-This form shows all ledgers on behalf of selective or combined company. Here we can analyze all type of ledger. We can also get ledger details through double click on selective ledger and get more details after double clicking on ledger details. System will shows particular purchase invoice, good receipt notes no. and purchase order no. for more filtration
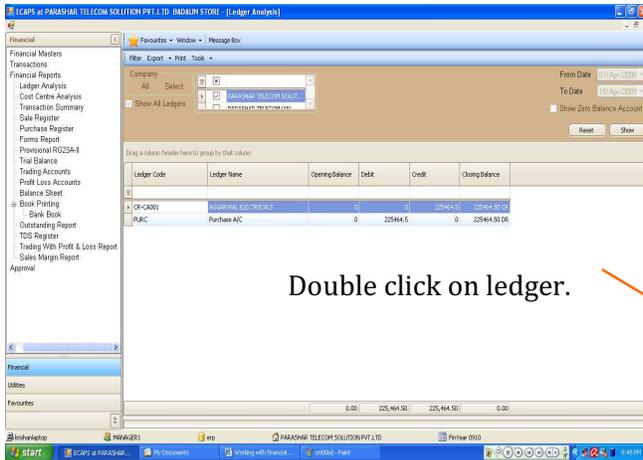
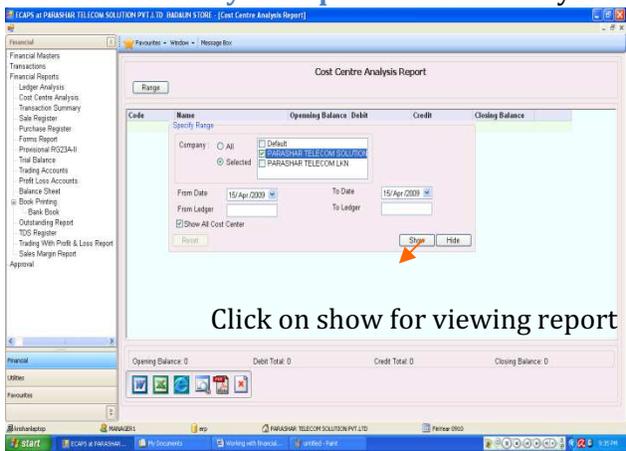Note:-we can export all reports in word,

Excel Html, PDF and Draft Printing

Double click on ledger.

This window will appear
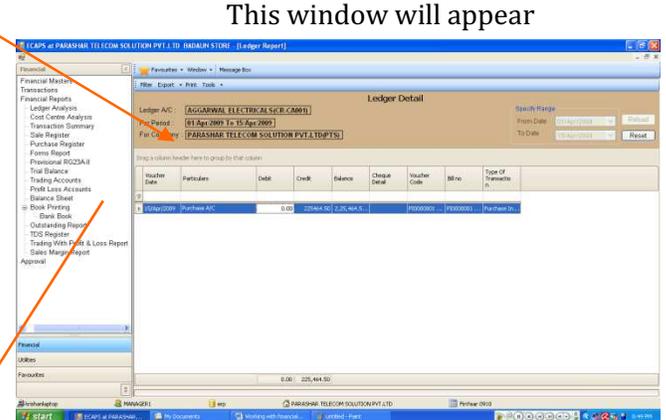
For more filtration double click on ledger detail
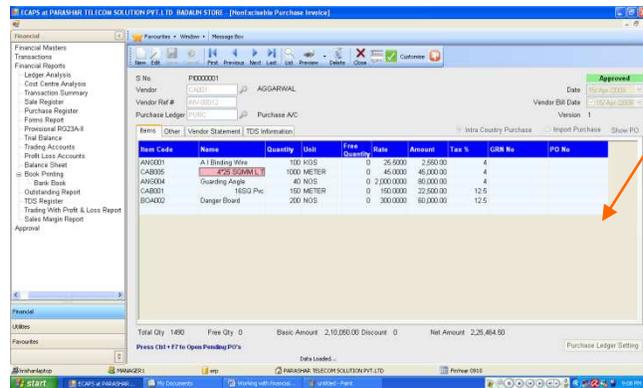
This window will appear

Cost Centre Analysis Report: - We can analyze cost centre through this form

Click on show for viewing report

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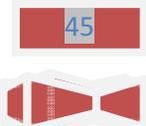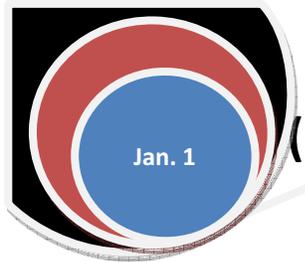
ECAPS
(ENTERPRISE CONTROL AND PLANNING SYSTEM)

We can analyze cost centre opening balance, debit, credit and closing balance.

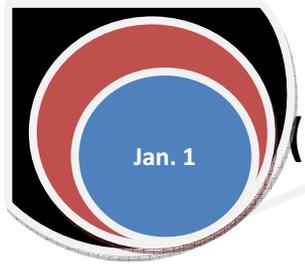**Transaction Summary Report**: - We can see summarized Transaction report from this form.

Double click on ledger
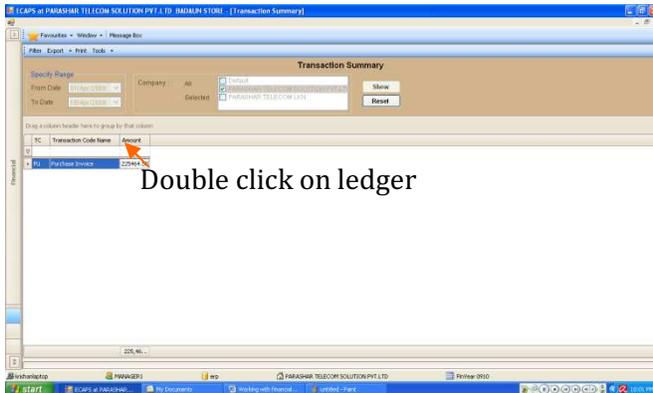
Note:-we have provision for more filtration

Through the double click on ledger like Ledger Analysis report

Transaction detail will appear.

Double click on details
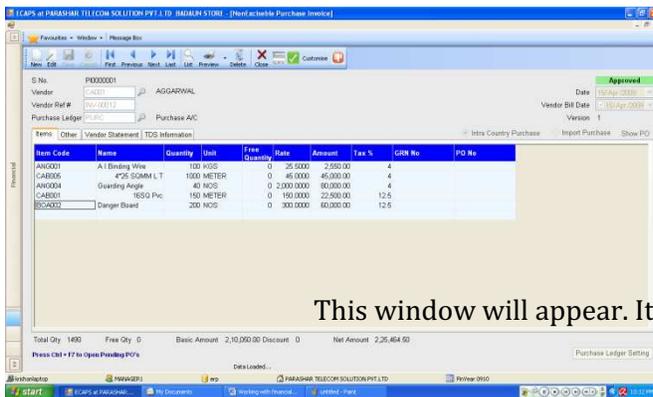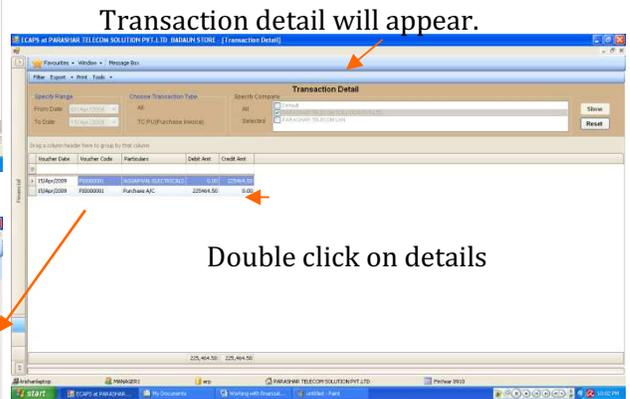
This window will appear. It shows purchase invoice details for the ledger.

Project Master contains

Machine Group

Machine

Labor Group

Labor

Component Category

Component

Project

Define Process

Machine Groups: We can define multiple machine groups through this screen and define sub groups for the machine.
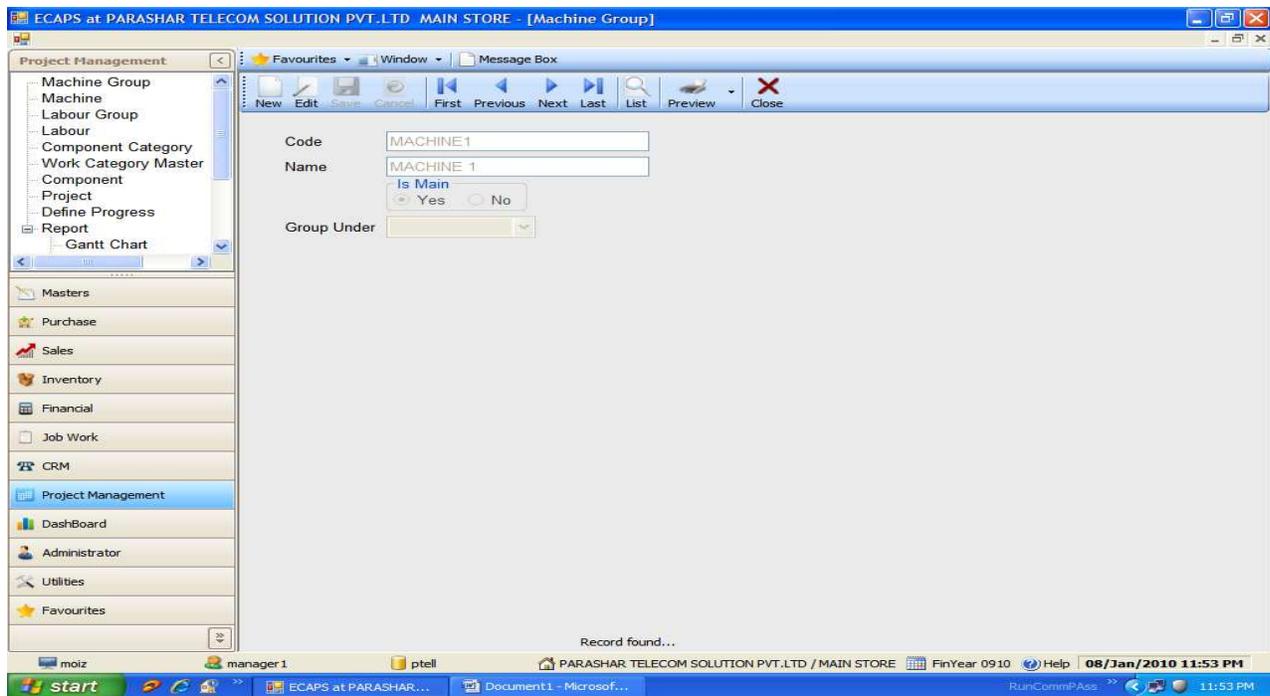
Machine: **we can define all machine categories through this option and also define for the sub machine level**

47
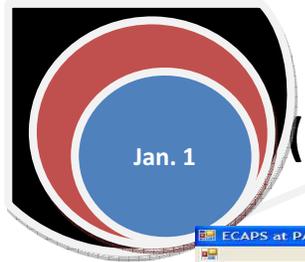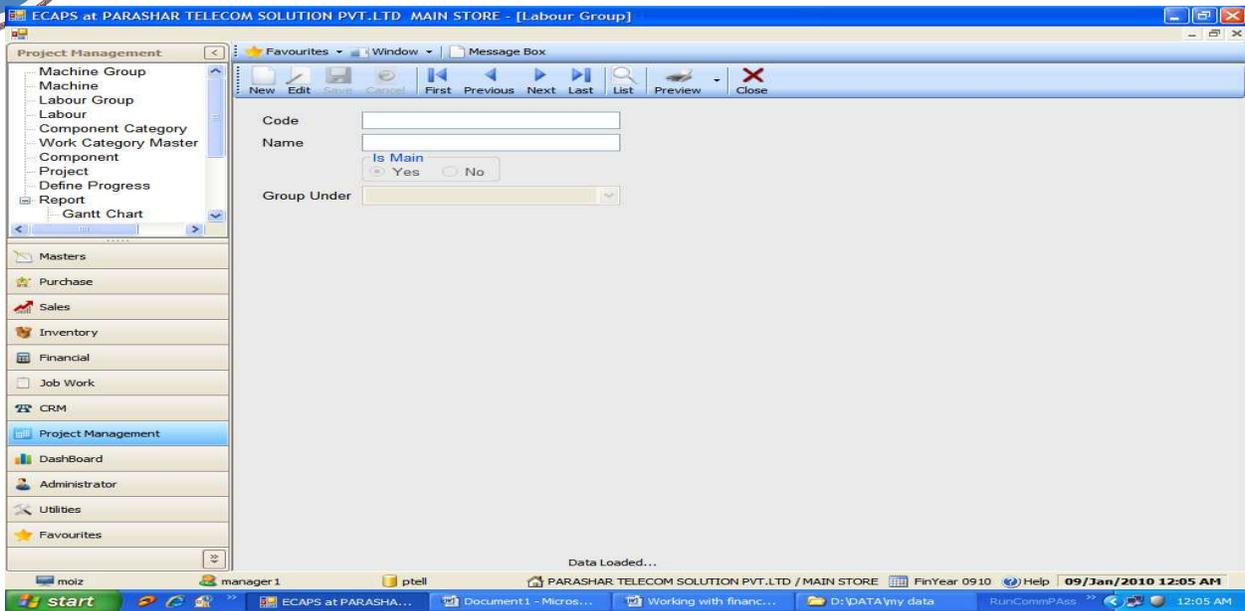
Labor Group: We can define multiple Labor groups through this screen and define sub groups for the Labor also.

48
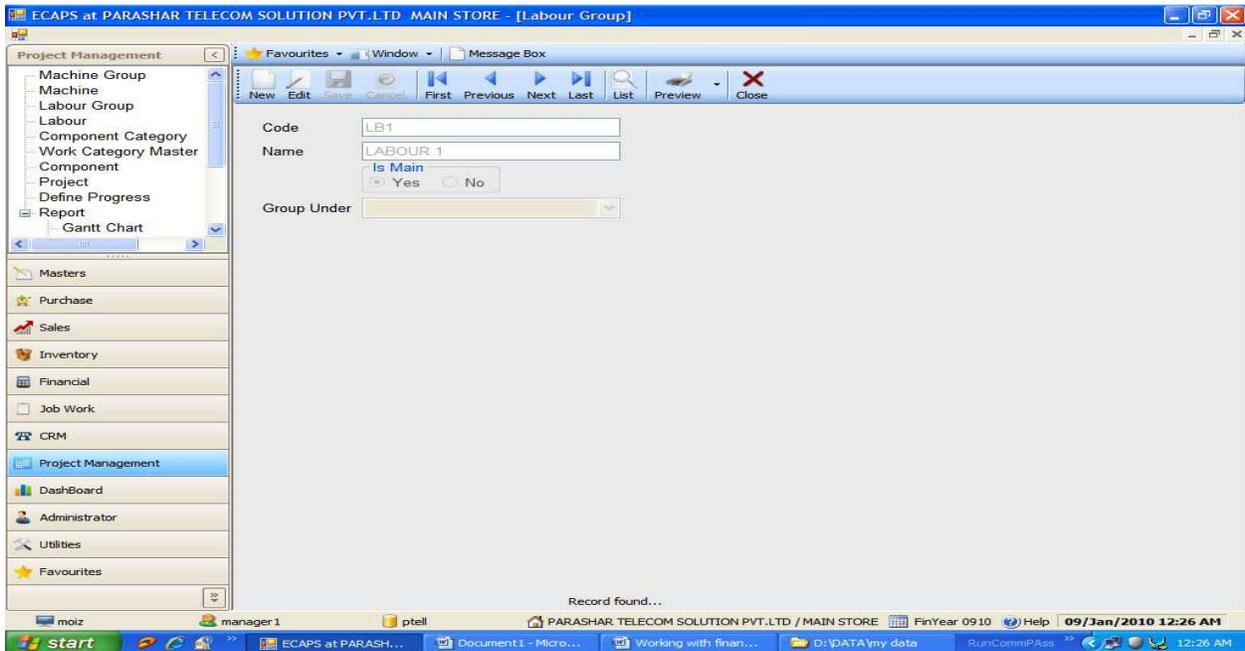
Labor: we can define all Labor categories from this option. We can define estimate costing through the date and time.
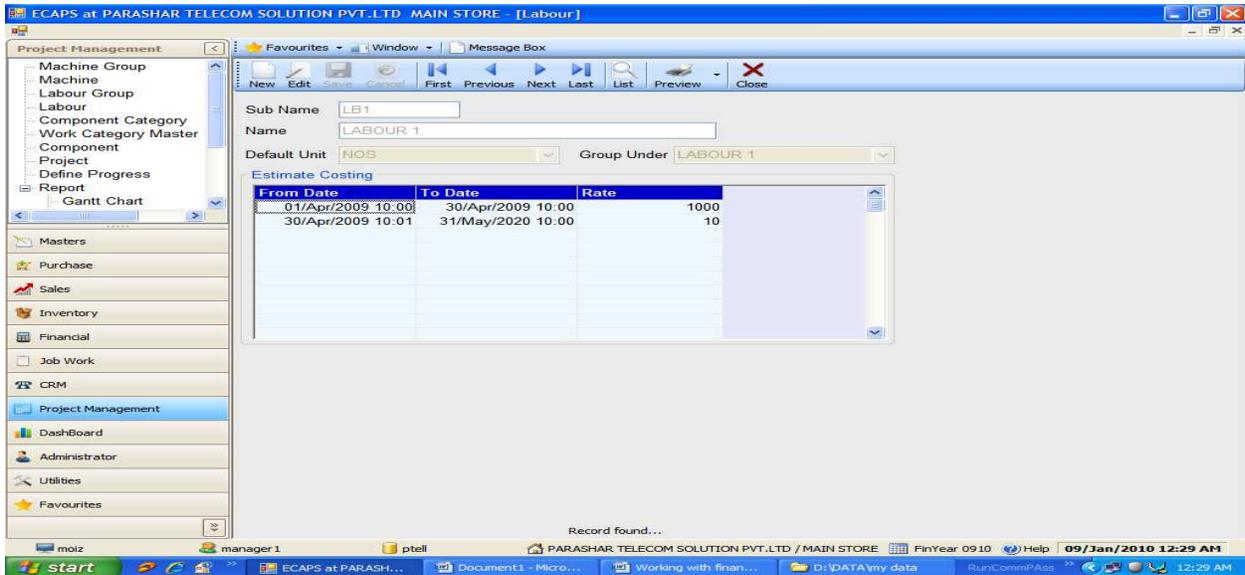
Component Category: we can define all work category from this screen.
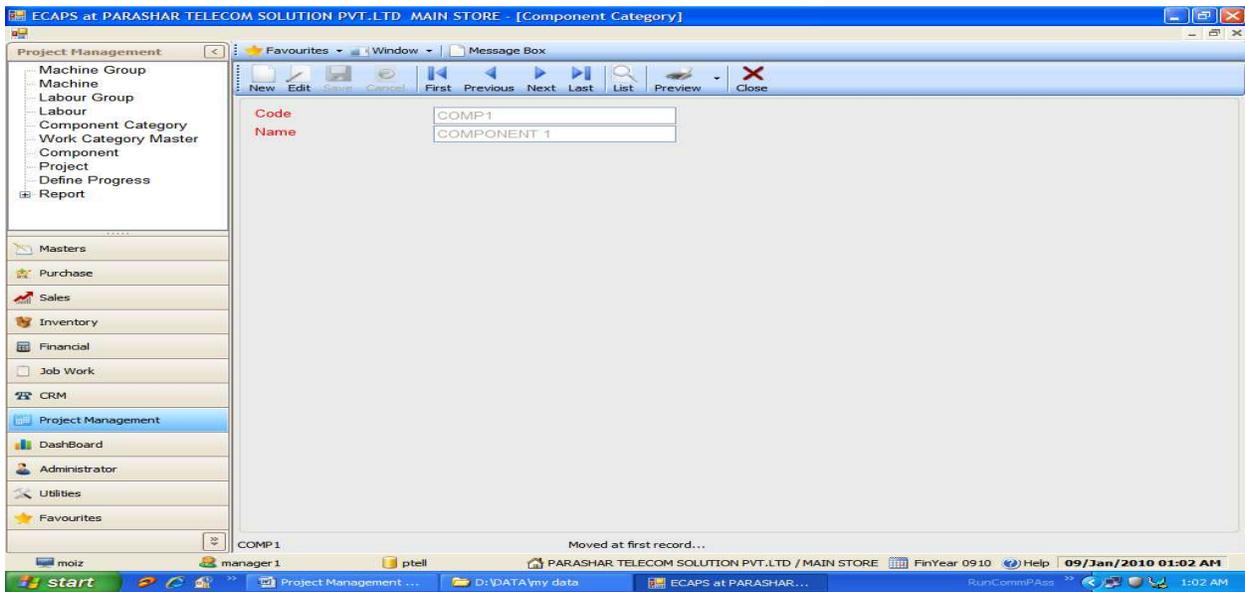
Work Category Master: From this screen we can define all types of Work Category
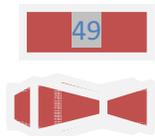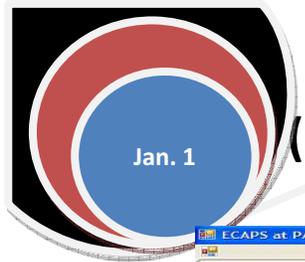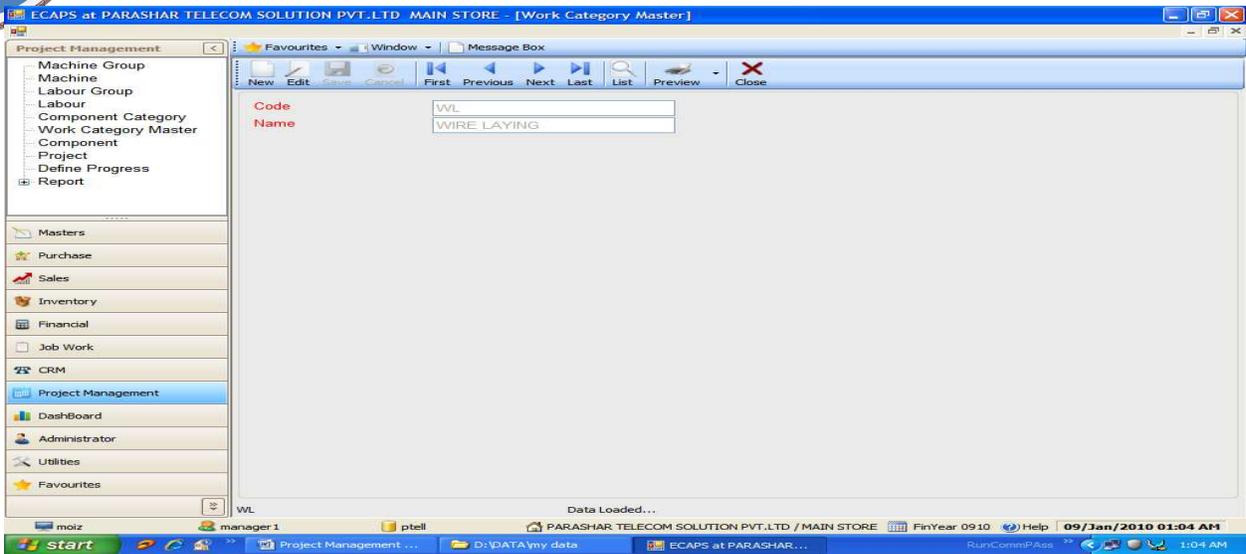
Project:

1. Additional Details

From this screen we can create projects, expected date, duration unit, expected end date, applicable company, applicable to client/vendor, P.O No., P.O.Date. Client ID, Zone etc.
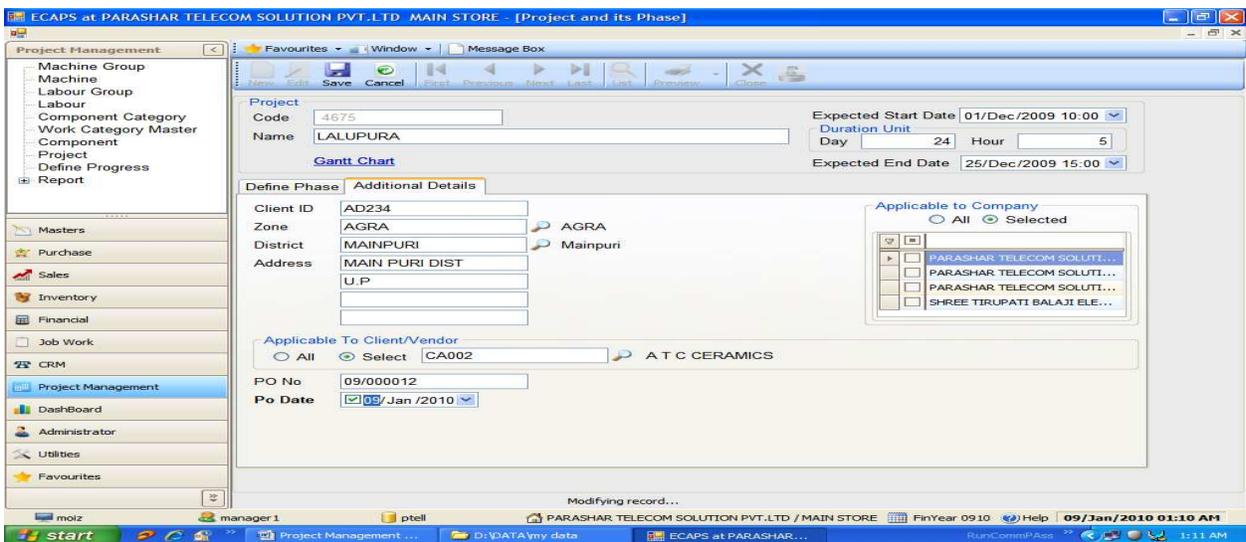
2. **Define Phase**: Through this option we can define all phases for the project which is related to the project .we can add more phase, new component, expected date and time etc. and also calculate estimate costing for the project.

50
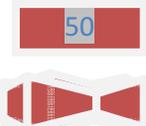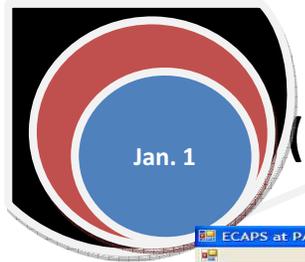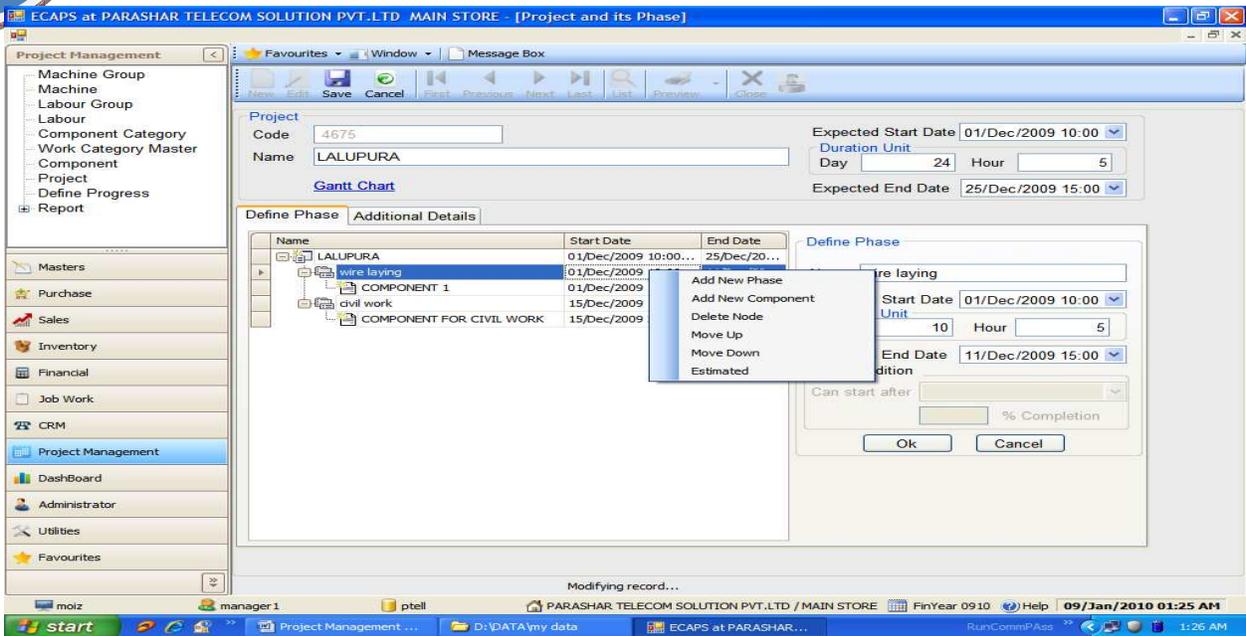
3. **Gantt Chart**: We can print Grant Chart for project.
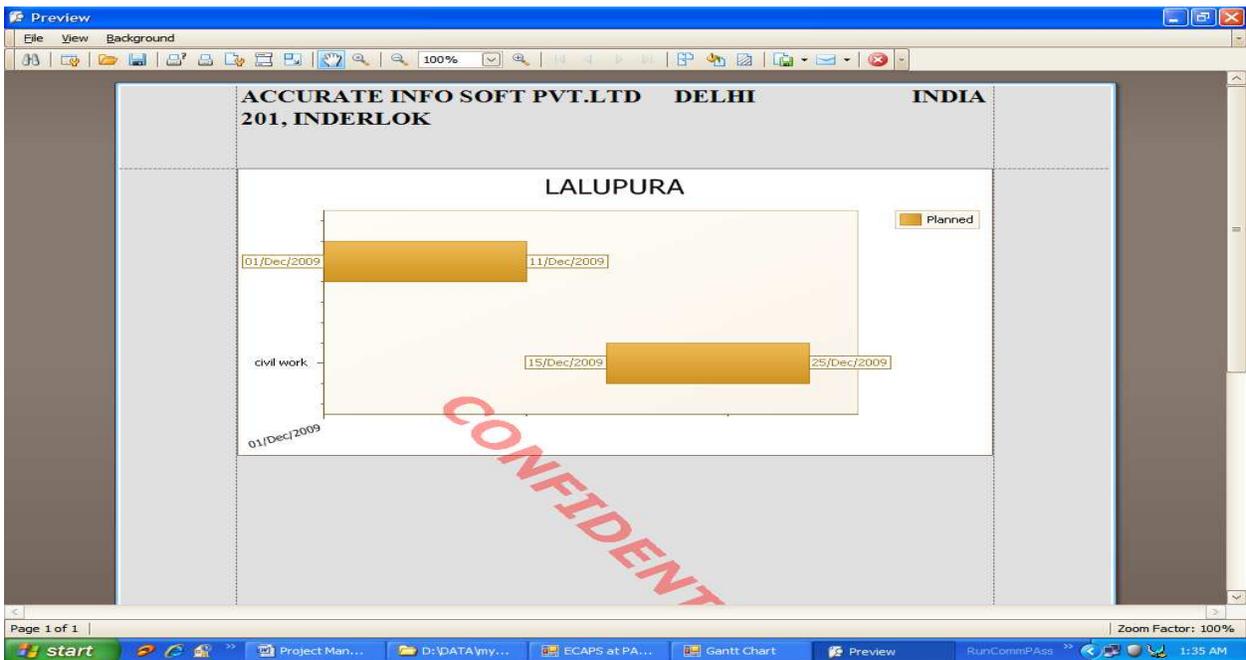
Define Progress: From this screen we can define work category and also we can mark status through the add option for each and every work component. See in picture below.
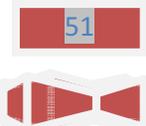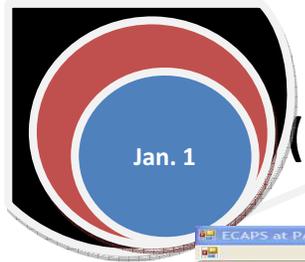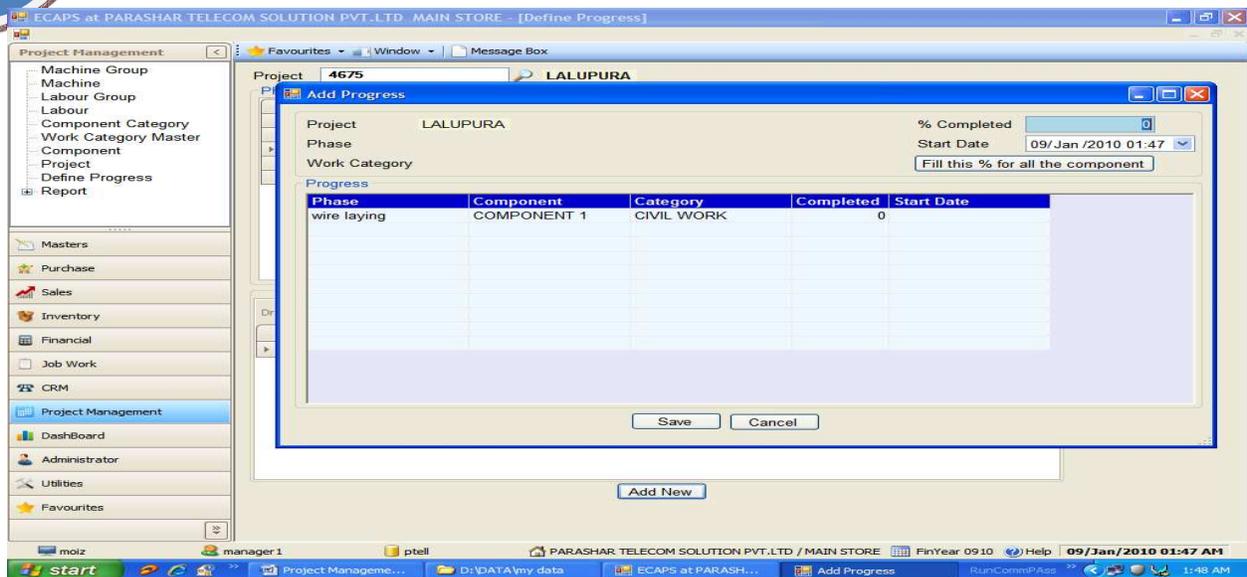
Project report.

1. **Gantt chart.**

2. **Project report.**

3. **Estimate report.**

4. **All project report.**

5. **Project Detail report.**

6. **Mark Project/Phases Complete.**

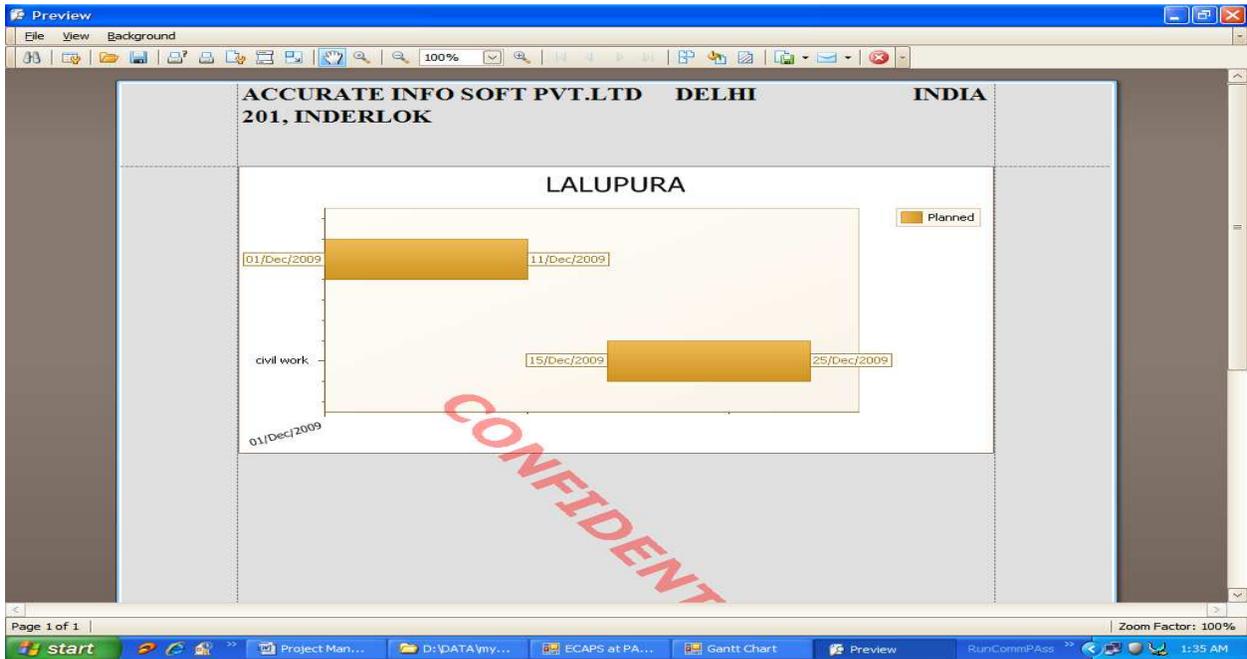7. **. Project Completion Status**

8. **Profitability Report.**
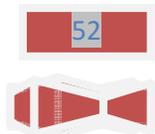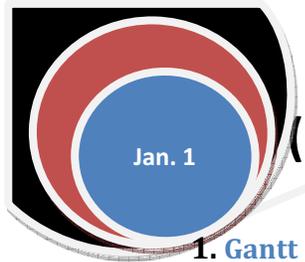
1. **Gantt Chart:** Gantt chart for Particular project.

3. **Estimate Report. We can see estimate for particular project.**

4. All Project Report. **We can see details for all project from this report.**

ECAPS at PARASHAR TELECOM SOLUTION PVT.LTD MAIN STORE - [All Project Report]

Code	Name	Start Date	End Date	Day	Hour
4675	LALUPURA	01/Dec/2009	25/Dec/2009	24	5
AKHA01	AKHA MUSTKIL	01/Jan/2009	22/Jan/2009	21	0
BEDA01	BADAGAON	01/Apr/2009	01/May/2010	395	6
BHRM01	Behrampur	01/Apr/2009	01/Apr/2009	0	0
BKAR01	BAKARKA	01/Apr/2009	01/Apr/2009	0	0
DEH114	INDRA NAGAR	09/Apr/2009	09/Apr/2009	0	0
DLLK41	BHANDARI	31/May/2009	31/May/2009	0	0
GUDN01	GUDHNI	09/Apr/2009	09/Apr/2009	0	0
KIST01	KAISTH	11/Apr/2009	11/Apr/2009	0	0
KSHP01	KESHPUR PARPUR	11/Apr/2009	11/Apr/2009	0	0
KSMI01	DUSMARI ABUNASR PUR URF KASHMIRI				
LAAD01	LADPUR	01/Apr/2009	01/Apr/2009	0	0
MAPR09	GOLE BAZAR	08/Apr/2009	08/Apr/2009	0	0
MJRI01	NAI NAGLI URF MAJRI	08/Apr/2009	08/Apr/2009	0	0
MTBH03	JAJAN PATTI	08/Apr/2009	08/Apr/2009	0	0
UMRP01	Umarpur	01/Apr/2009	01/Apr/2009	0	0
-	Biwar	25/Apr/2009	25/Apr/2009	0	0
BHOGPUR	BHOGPUR	31/Mar/2009	31/Mar/2009	0	0
1034	Behda Aisha (Near Jauli)				
1035	Belra				

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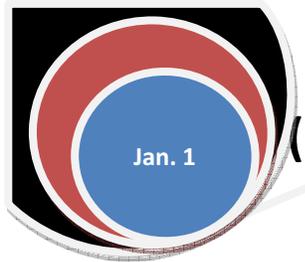
5. Project Detail report. We can find out detail transaction report for particular project through different tab click Like **Inventory, service, billing, purchase, Financial.**
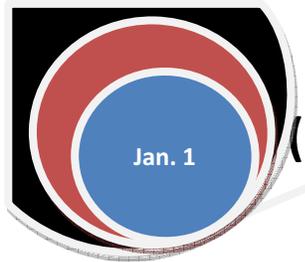

6. Project Completion : we can mark project as a complete.

7. Project Completion Status: We can see project status from this report.

9. Profitability Report. This report gives us exact profit for the project.

ADMINISTRATOR

User Applicable To Company :- From this option we can set applicable company for user who is applicable to login company suppose we have multiple company and user have right to switch only on one company so we can applied from this menu
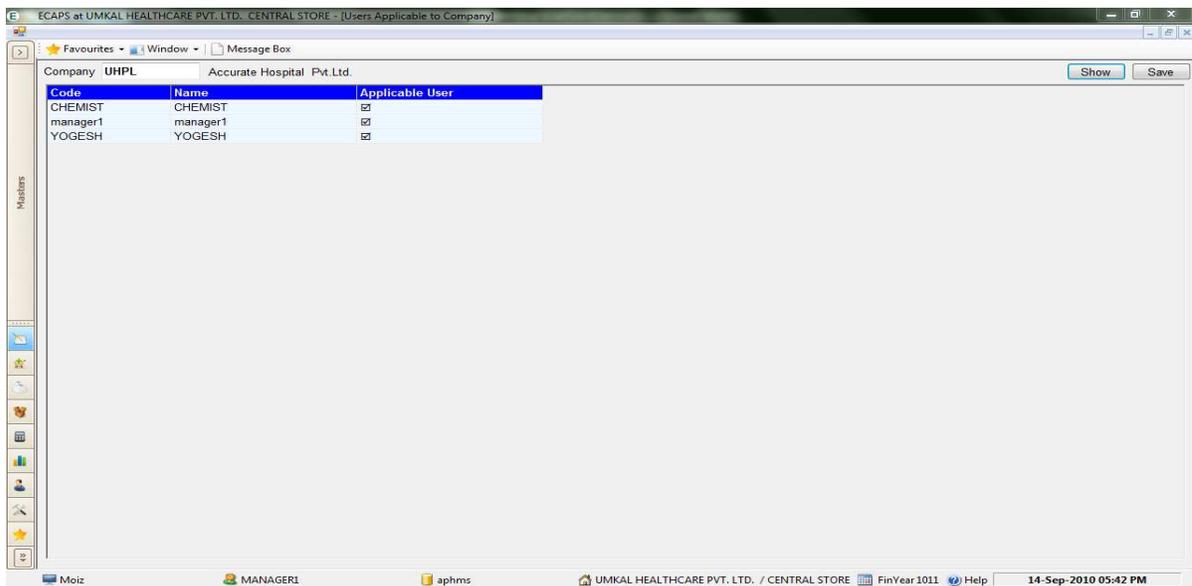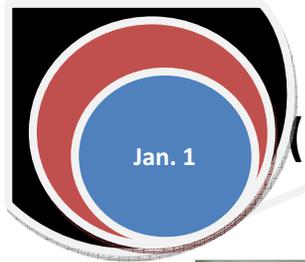

Open this option (user applicable to company)→Select company →Click on Show Button.
All users will appear on your screen check on box and save it.

User Applicable To Store: From this screen we can define user applicable for store it's same as applicable to company .
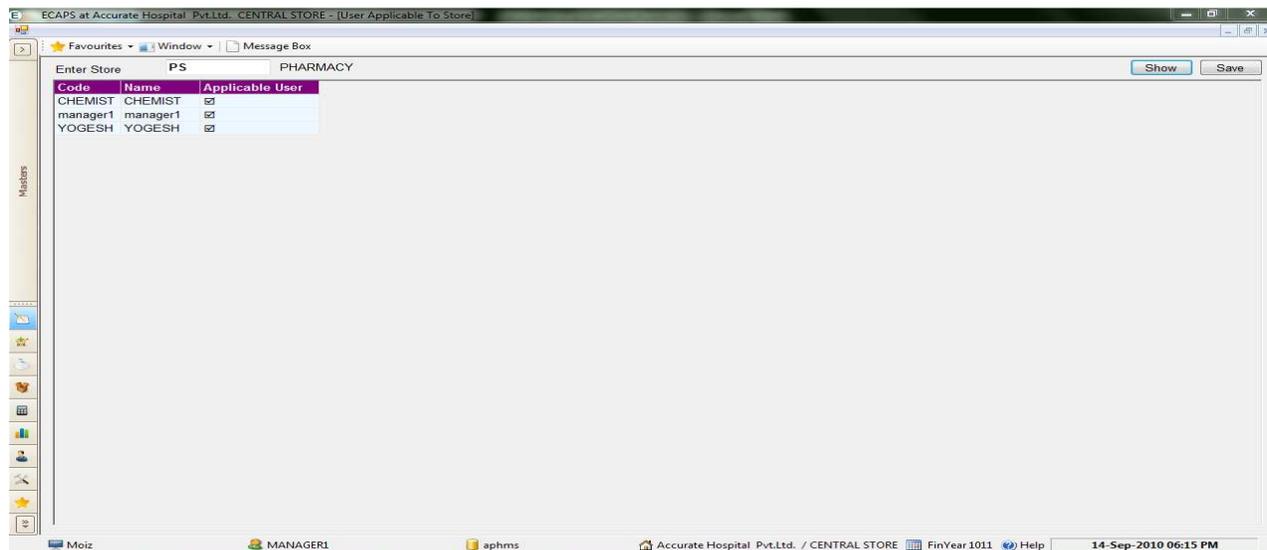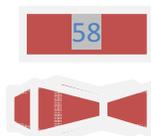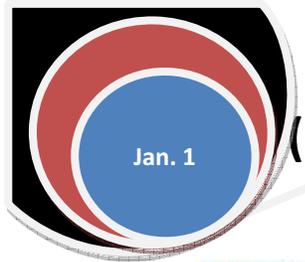
Set Default Company and Store for User: From this option we can set as default login company and store for user

Select user
|
Select Default Company
|
Select Default Store
|
Save
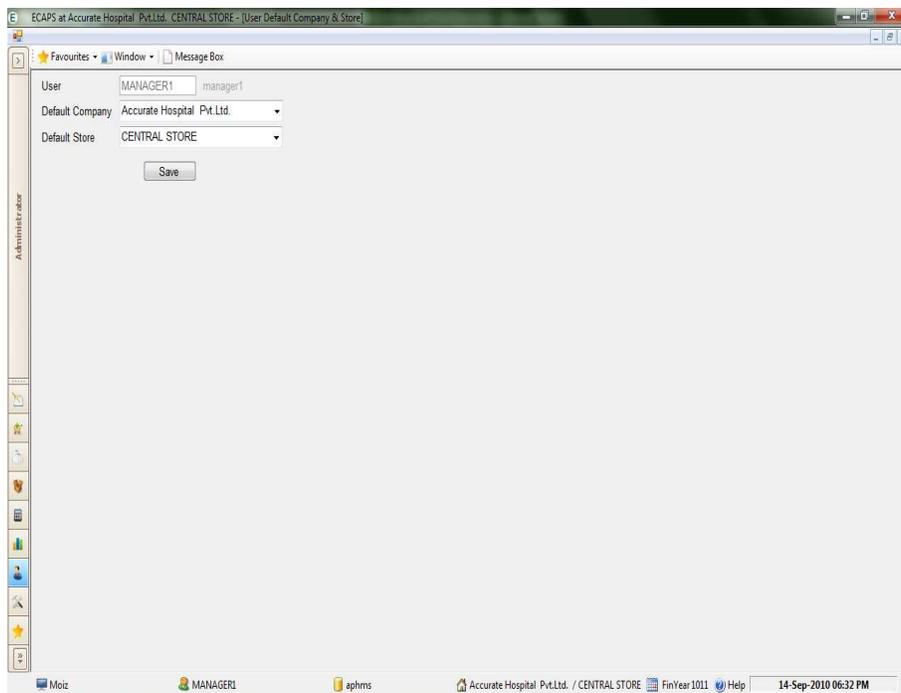
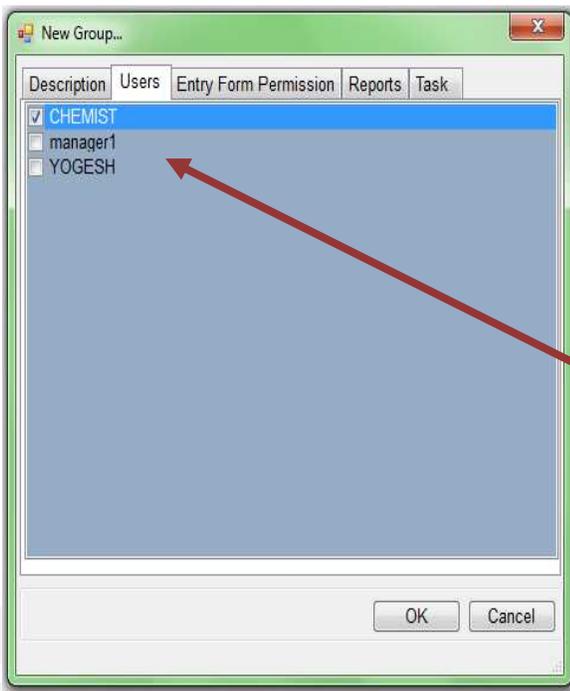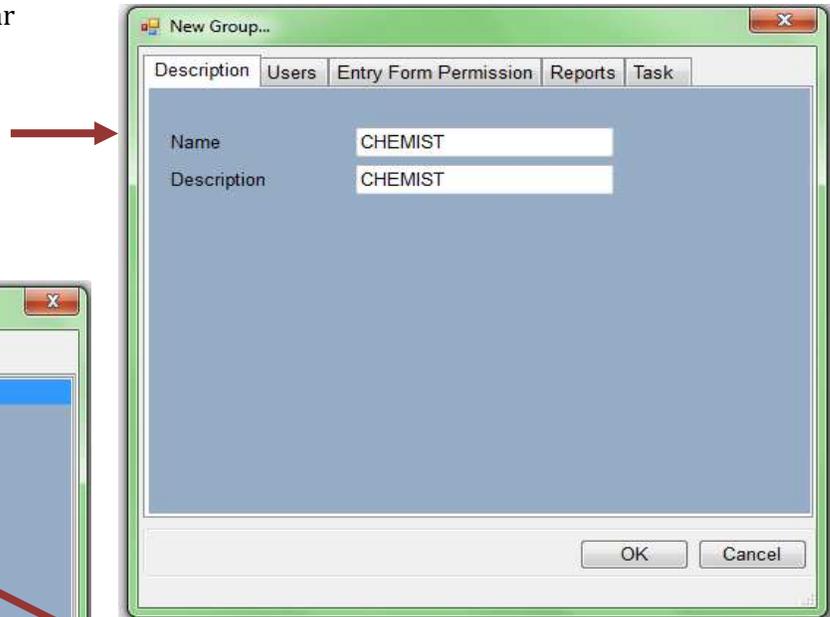### User & Groups: we can define security FOR USERS AND GROUP from this option.
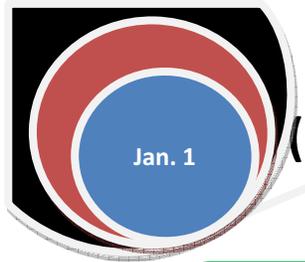
New groups: we can define new group just pressing right click on blank space see above in picture. This window will appear

Description : Here we can give the Name of Group and description.

Users: here we can mark which user is applicable for
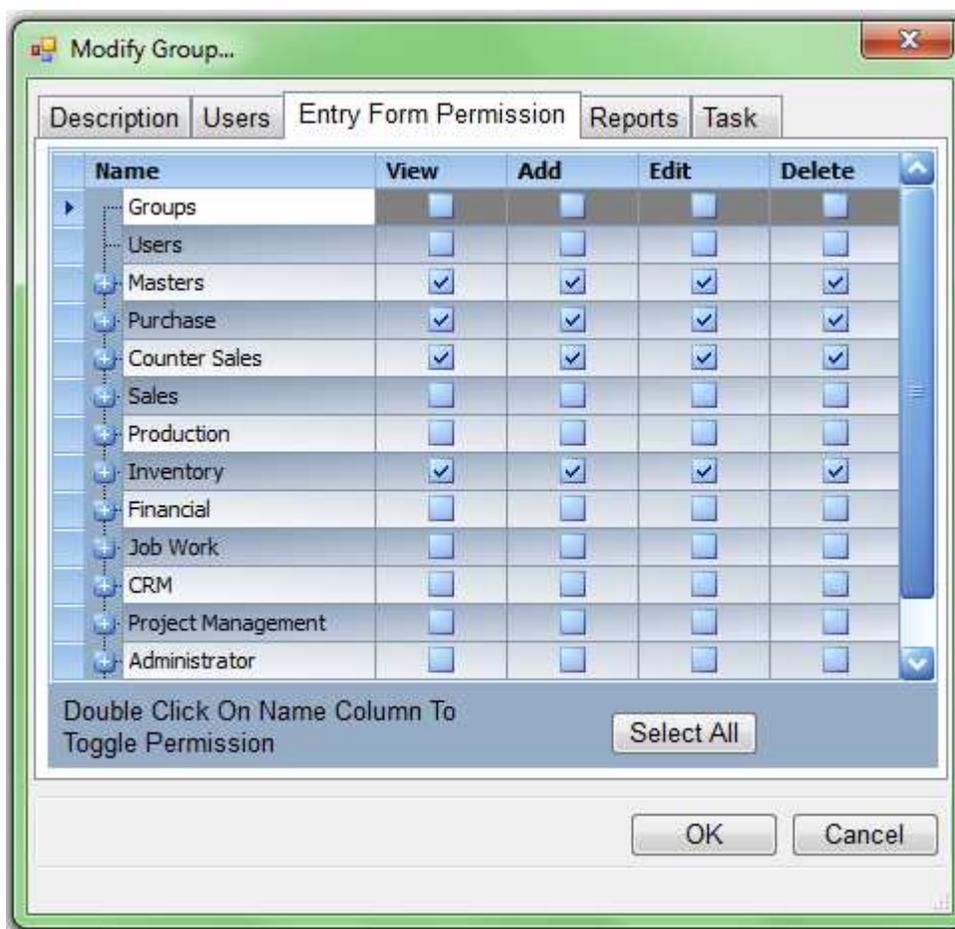
This group.

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Note: At the time of group creation we can't set entry permission .After making group and user selection save it and again **right click on this group it will ask for Modify grops and Delete Groups** . For set entry permission click on modify group and same as if you want delete then press Delete .
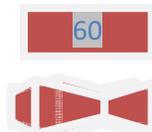
Modify Groups : we can set visualization of Menu for particular group and permission for View , Add, Edit **and Delete from this screen**
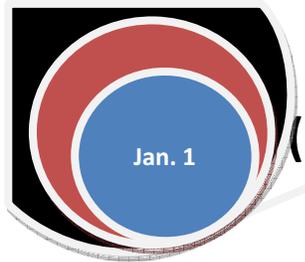

Reports : From this option we can set permission for report.

Private & Confidencial
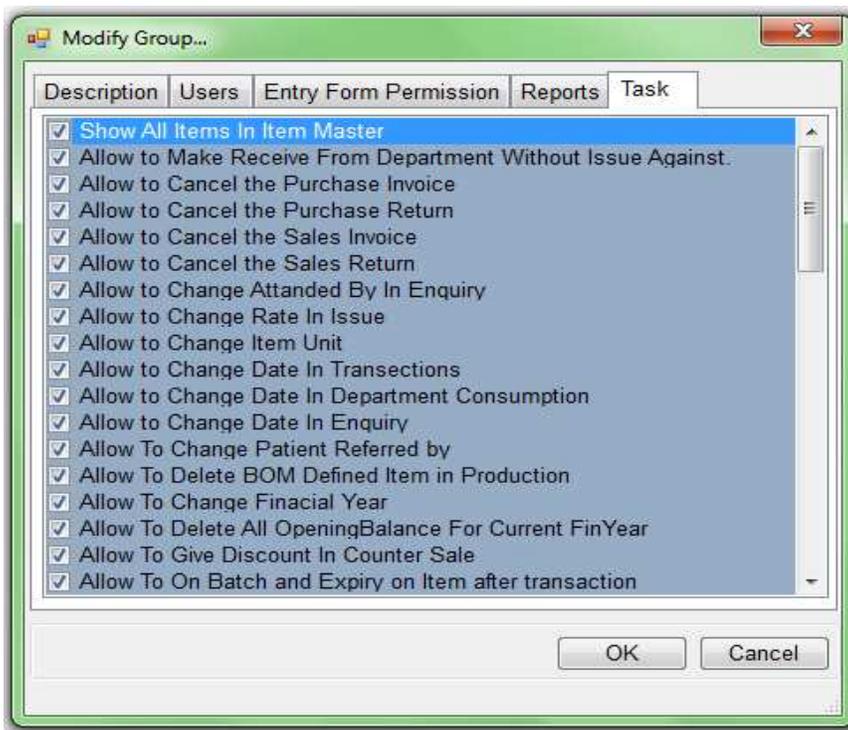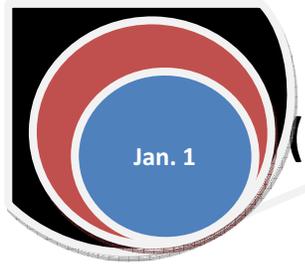ACCURATE INFO SOFT PVT. LTD. | 201, Syndicate House, Inderlok, Delhi-35

Task : we allow this group to perform this task from this screen. Is they have right to do this task or/not ?

New User:- we can create new user from this screen .

And also we set applicable group Here.
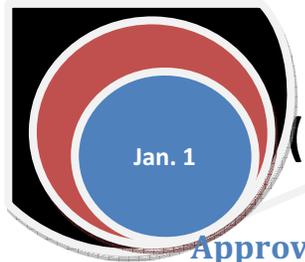
Approval Type: we can create approval types who is eligible for approve entry .
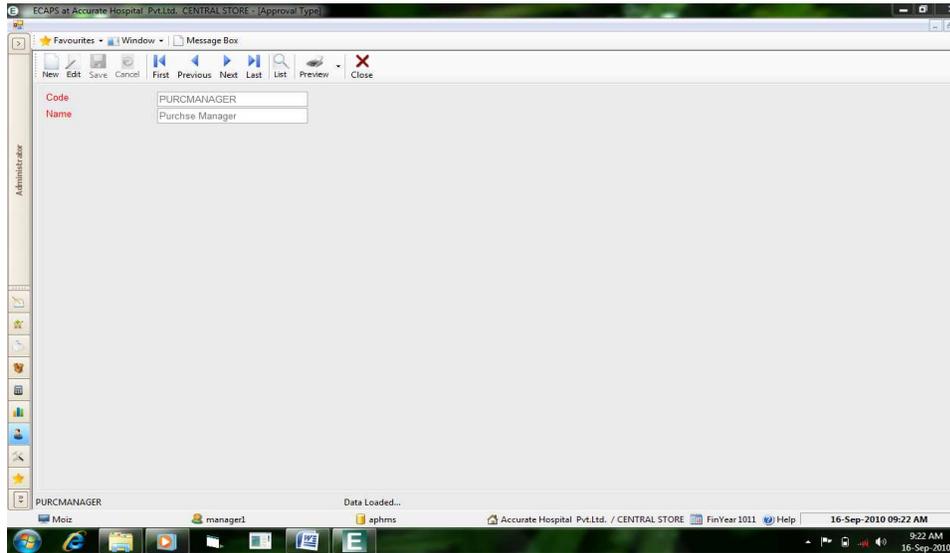
Approval Authorities:-From this screen we can set approval authorties for all transaction.

Select from approval Type from Approval Type

Click on Show Button →Add New Permission→
Approval type→group (who is applicable to approve)
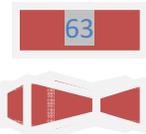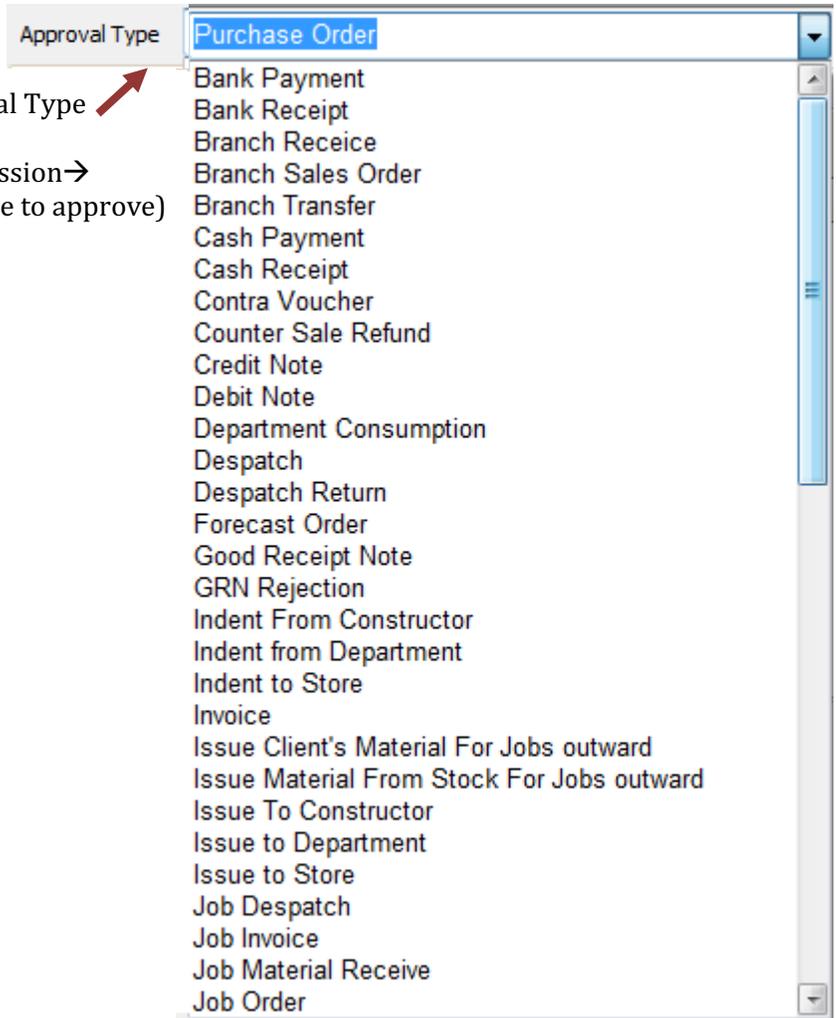
Daily Mail Sending : We can send these report status via mail from this screen
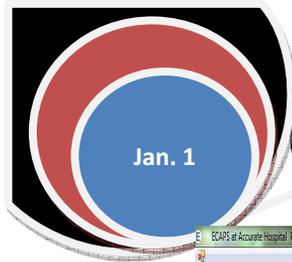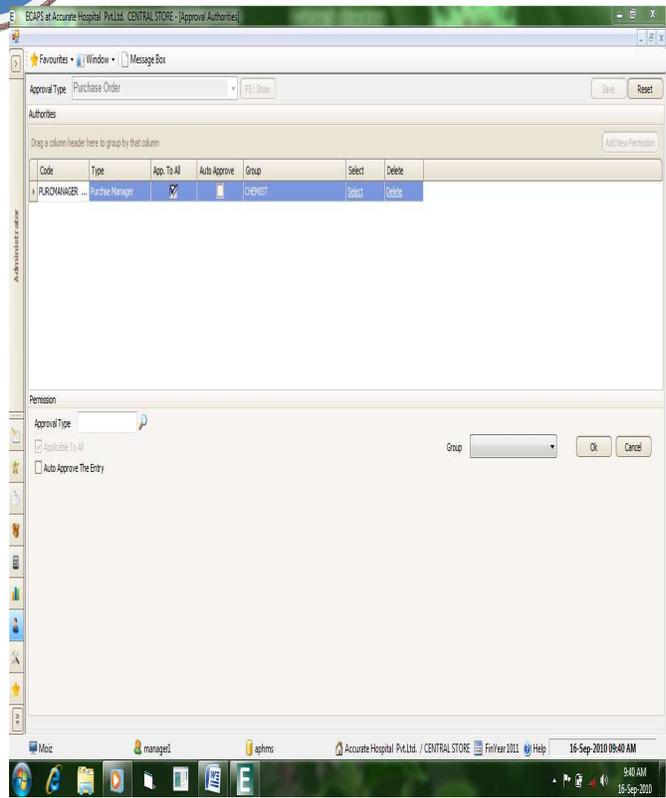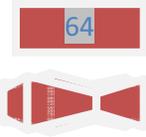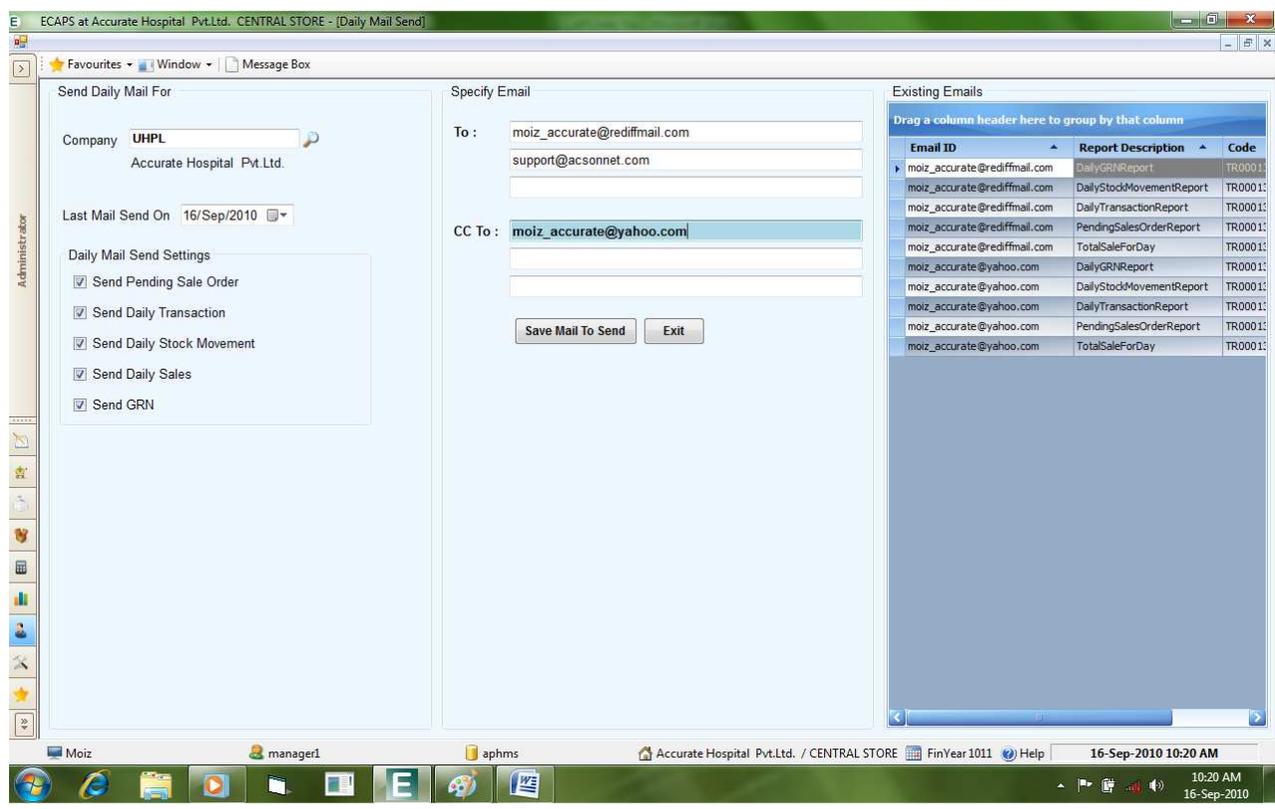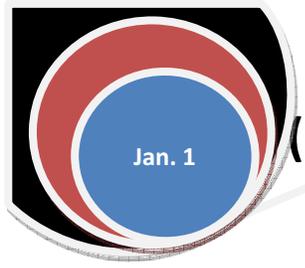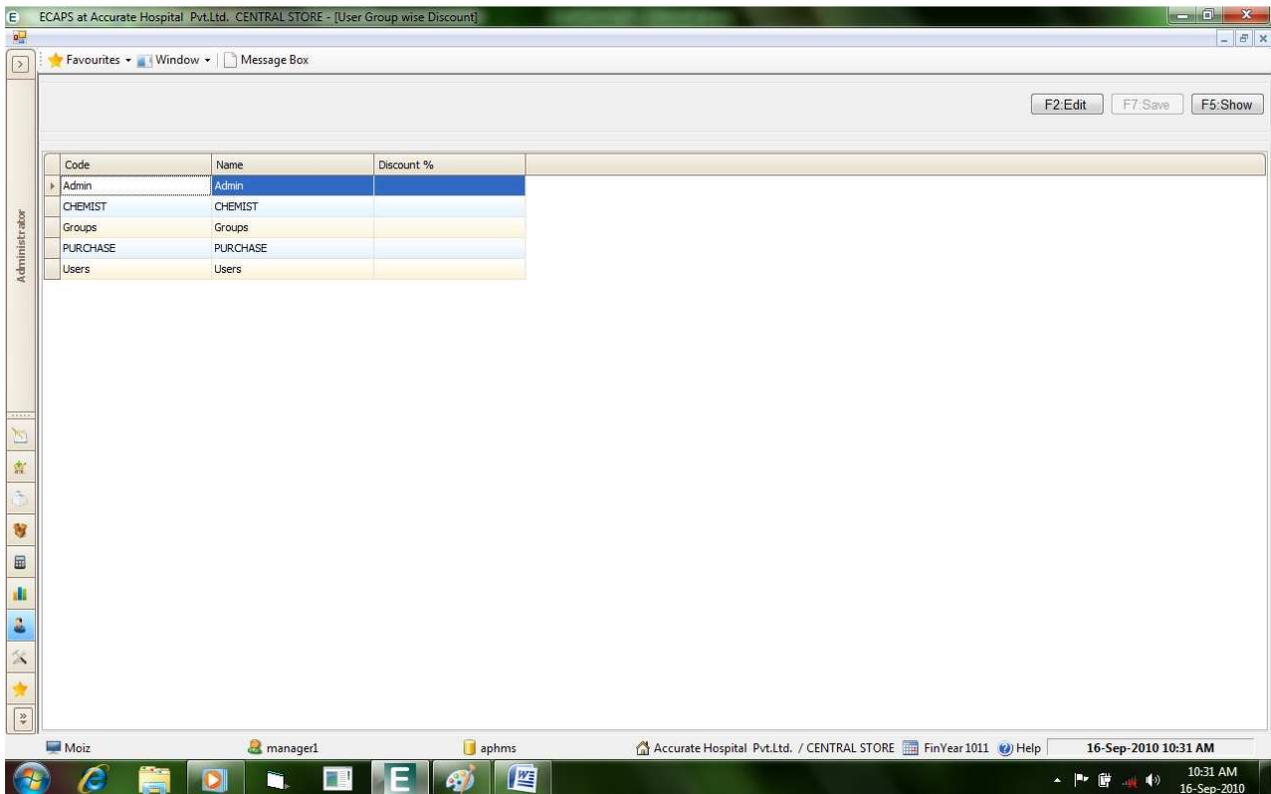

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ECAPS
(ENTERPRISE CONTROL AND PLANNING SYSTEM)

Set Stock Closing date: Here we can set stock closing date make sure once we lock the date no one will able to chane and modify data before this date .

Set Stock Closing Date

Lock The Data Before   01 / Jan / 2000 ▼

No one will able to change data before this date

F5:OK   Esc:Cancel

User Wise Group Discount: From this screen we can fix user group discount % .

Note : if we have multiple group and this group have bunch of users in that case disc.% will applicable to all users who is belongs to this group.

Code	Name	Discount %
Admin	Admin	
CHEMIST	CHEMIST	
Groups	Groups	
PURCHASE	PURCHASE	
Users	Users	

F2:Edit   F7:Save   F5:Show