E-circular dt 19-March-2007
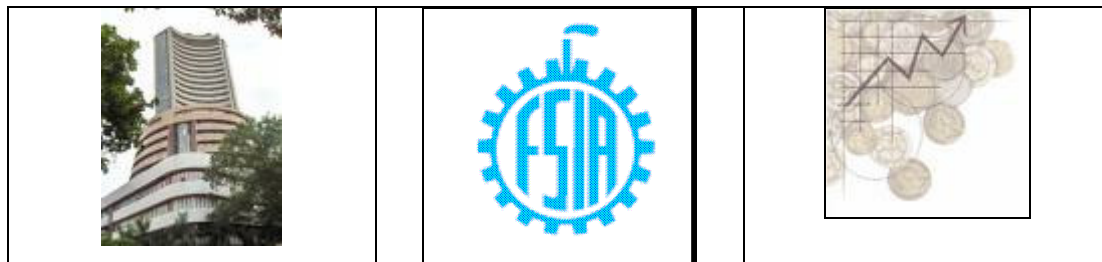
Dear Friends,

The Financial year 2006-07 is coming to a close very soon . (just next 12 days)

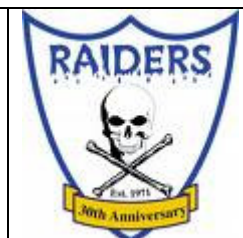| Important "Points to Remember " for all	
Important "Points to Remember " for all 1. This is the period of annual closure of books. 2. So, try to get all accounts reconciled, with all creditors (suppliers) and debtors (customers)	
3. If Possible, spare your Accounts (+ field + marketing +purchase) staff to go to the large vendor/customer accounts departments, and see that the **closing balance as per your balance sheet , is same as that shown by that party** in his books. The added benefit is that this way, you might get to know if he has put any Debit notes / credit note in his books, which you do not know / do not approve. You may even be able to get some payments soon due to this exercise.	
4. Ask your Accountant to get your Bank file And Check up, what Sales , Profits**, Current Ratio, you had promised to your Bank last year**. Check up, how much you have actually accomplished. If you had promised some Additional Share Capital or capital infusion. This is your last opportunity to do that now.	
5. Exporters, if you have old bills still outstanding, remember to File the "delay return to the RBI ", or if required to write off, pls take action, and file relevant forms, (for details, pls refer FSIA E-circular dt 23-12-2006)	Do a Quick check soon.
6. If you are a Pvt Ltd company, and have old Share application pending in your books for years, Clear it now.	
7. If your personal Household drawings are unorganized / not sufficient for last few months, do it now.	
8. If your pending Section 80 C savings, are still pending, pay that LIC, PPF, NSC now.	
9. **If your FSIA membership fees is overdue-Please Pay it now**	

February		March 2007				April
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Event Calender For Next 30 days

Date	Event
15-Mar-07	Advance Tax(income tax) : Last dt (100% of the year, to be paid by this date)
15-Mar-07	Fringe Benefit Tax : Last dt (100% of the year, to be paid by this date)
20-Mar-07	EPF month of Feb 07 (15th Mar + 5 days grace)
21-Mar-07	ESI month of Feb 07
27-Mar-07	Holiday - Ram Navami
31-Mar-07	Holiday - Mahavir Jayanti
31-Mar-07	Excise Duty : Last date for the year (Saturday)
31-Mar-07	Service Tax : Last date for the year (Saturday)
01-Apr-07	Holiday - Milad-Un-Nabi (Sunday)
06-Apr-07	Holiday - Good Friday

Also please note, there are a lot of holidays in the year end (24th March onwards)

We at FSIA bring to you another action points on the Excise front.

If your Excise payment was more than Rs 50 lac last year. (approx on a sale of Rs. 10crores, total excise is 1.60crores, say 1.00 crores is out of RG-23 Modvat, and 0.60 cr is from PLA) → Then you have deposit the money via Electronic mode only. And No TR-6 will be filled up in future. **Go, take a electronic internet based payment username, password based account** from a bank like SBI, PNB, ICICI immediately.

For queries, suggestions and feedback , you can e-mail us at :

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Advt. : Many Successful businesses are controlling their Business operations, Accounts, Purchase, Sales, Complaints, Collections, Taxation, Production, QA, ISO-9000/ ISO-14001 and TS-16949 processes on the Finsys ERP packages © MLG Infotech P Ltd 1992-2007.

Description of some Sales line Modules possible in the ERP

Finsys
Total Solutions !

Module	Subject	Details
Basic Invoicing and Despatch		
Despatch	Basic	Putting the customer PO, and Schedules . Making Invoices at HO, Basic sales registers, charts and Schedule v/s actual reports
Marketing Reports	Basic	Basic sales registers, charts MIS reports on Sales movements, Rising Sales, Dropping Sales, % analysis, Graphs, Category wise, party wise, item wise Reports
The value addition Modules		
Batch No. Control		Controlling the batch no system of finished goods. With date of manufacture, supervisor, Input details etc. Also facility to know , when this material is going to Expire.(and should not be used)
Truck control	Advanced	Gate out Gate pass, with invoice no wise, item details, for checking at the gate. Recording the distance of the customer factory, from our factory, computing the Truck's cartage bill, MIS on which trucks used more. Truck wise capacity utilisation.
Costing Dept	Basic	Product wise BOM based costing. Also back to back check possible using the Cost Centres, during voucher entry in finance, and during stores issue slips
Correspondense	External	Log of every mail, contracts, fax, minutes of meetings etc done with the customers
Projects	Time and Action	TNA - Time and Action Reporting. What tasks given to whom and what is the current status ? Which activities are in time v/s. in Delay (Yellow & Red Zone)
Sales to Finance	Advanced	Private (internal) reports, about profitability, or in US dollars // or the Parta System
Mis-MD	Advanced	M.I.S. for MD, Alerts & Graphs : for Senior Management , made you your specific requirements , according to order
Sales & Marketing Connected		
Pre-Sales	Pre-Sales	Sending Quotations, sending Marketing letters, Making a log of all e-mails, quotations, faxes and replies. Getting orders, and giving Order Acceptances. Proforma Invoices
Sales.	Insurance on Despatches	Rolling Cover plan with your Insurance company with a cover of say Rs. 10 crores for all shipments for next few weeks. Then, you have to inform the Insurance co of its utilisation, every day / week / month. This module does that work for you
Sales.	Dealer/Sales Incentive Plants	Give targets, monitor progress, compute incentive to Sales Team / Dealers / C & F etc. - based on Sales, or collection, or both. Could be Percentage/ per pc/ or graded
Post-Sales	Complaints.	Customer support & Complaints (Post Sales), keeping a log of complaints, action taken, and follow up, with reports available on various parameters. - basic - submission by

		Marketing, view by QC, Action by Production.
Service ,	Post sale support in case of machines	Putting the Service Request . Generation of Job sheet, Job Card, Estimate for Job, Confirmation of the customer ---- Generating Indent for material to stores --- Issue of material, and final costing v/s. Sale /service bill.
Sale of machine	Basic	Making Invoices , Delivery Note, Challan, Free Kit , Customised Congratulations letter , Form 21 etc
Sales	Services Billing	Booking of On-site complaints, with (service Requests) - billable v/s warranty billings, log of work done, Invoices of these services + visits.
Sales.	Export and Deemed Exports	Basic Export billing invoice, in foreign currency. Also its local currency invoice in Indian Rupees. Auto connected ARE-1 and ARE-3 annexures. Appropriate provision in the Excise returns and Sales Tax. Also the Packing list.
Sales.	J.I.T. & D.O.L.	Getting special DOL schedules from the customer, and making of invoices accordingly, example JCB etc
Sales.	Upload Softwares	Key softwares for upload of Despatch Data to your customer's ERP / Oracle Financials / Maruti's ERP , Hero Honda's SAP, M & M SAP, Finsys ERP etc
Sales.	Bar Coding	Printing of the bar codes on the invoice itself (Dot Printer). Or on a separate sheet (laser printer). Bar coding stickers for the packagings/products
Sales.	Customer SRV, PDIR	Sometimes the customer wants you to send a SRV and/or a PDIR , along side each invoice you are sending to him. We automate this
Marketing	Website Live updation	Using this module you can update your Own Website with the latest production / finance / sales / purchase / inventory status, as may be desired by the management. (no entry, only view, on the net)
Marketing	New Product Development	Product Development & R & D: Pre-Commercial prototype Development Control & Costing , Schedules , New Development Request and Authorisation

* Existing ERP customers may also Add the new modules , on special discounted rates.

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