



SAVE MONEY.  
SAVE TIME.



TRADING ▶



## TRADING

## CONTENTS

<b>MODULES</b>	<b>PAGE NO.</b>
SALES	01
PURCHASE	01
GATE	02
RECEIPT STORE	02
DISPATCH ORDER	02
INVENTORY	03
EXCISE	03
ACCOUNTS	03
PAYROLL	03
MANAGEMENT CONSOLE	07
PURCHASE MIS	07
SALES MIS	07
INVENTORY MIS	08
ACCOUNT MIS	08
VAT MIS	08



## SALES

erPro SALES ORDER form showing fields for Order No, Date, Party Name, and various order details.

### SALES TRANSACTIONS

- SALES QUOTATION
- PENDING SALES QUOTATIONS FOR AUTHORISATION
- SALE RATE DIRECTORY
- PENDING SALE RATE DIRECTORY FOR AUTHORISATION
- SALES ORDER
- PENDING SO FOR AUTHORISATION
- PENDING SALES ORDERS
- SALES SCHEDULE
- PENDING SALES SCHEDULES
- PENDING REQUESTS FOR INVOICE
- INVOICE
- BAR CODE

### SALES REPORTS

- PRINT SALES QUOTATION
- PENDING SALES QUOTATIONS FOR AUTH REPORT
- PRINT SALES ORDER
- PENDING SO FOR AUTHORISATION REPORT
- PENDING SALES ORDERS REPORT
- PRINT SALES SCHEDULE
- PENDING SALES SCHEDULES REPORT
- PENDING REQUESTS FOR INVOICE REPORT
- PRINT INVOICE
- PRINT SRV
- PRINT SALES SCHEDULE
- PENDING SALES SCHEDULES REPORT
- PENDING REQUESTS FOR INVOICE REPORT
- PRINT INVOICE
- PRINT SRV

## PURCHASE

erPro PURCHASE ORDER form showing fields for Order No, Date, Party Name, and various purchase details.

- PURCHASE ORDER
- PENDING PO FOR AUTHORISATION
- PENDING PURCHASE ORDERS
- PURCHASE SCHEDULE
- PENDING PURCHASE SCHEDULE
- PENDING MRN FOR BILL CLEARING
- PENDING MRN FOR AUTHORISATION
- PENDING ITEMS FOR DEBIT NOTE
- DEBIT CREDIT NOTE
- PENDING DrCr NOTES FOR AUTHORISATION

### PURCHASE REPORTS

- PRINT REQUEST FOR QUOTATION
- PRINT PURCHASE QUOTATION
- PENDING QUOTATIONS FOR AUTH REPORT
- PRINT REQUISITION
- PENDING REQUISITIONS FOR AUTH REPORT
- PENDING REQUISITION REPORT
- PRINT PURCHASE ORDER
- PENDING PO FOR AUTH REPORT
- PENDING PURCHASE ORDERS REPORT
- PRINT PURCHASE SCHEDULE
- PENDING PURCHASE SCHEDULES REPORT
- PENDING MRN FOR BILL CLEARING REPORT
- PENDING MRN FOR AUTHORISATION REPORT
- PENDING ITEMS FOR DEBIT NOTE REPORT
- PRINT DEBIT CREDIT NOTE
- PENDING DrCr NOTES FOR AUTHORISATION REPORT

### PURCHASE TRANSACTIONS

- REQUEST FOR QUOTATION
- PURCHASE QUOTATION
- PENDING QUOTATIONS FOR AUTHORISATION
- PURCHASE RATE DIRECTORY
- PENDING RATE DIRECTORY FOR AUTHORISATION
- REQUISITION
- PENDING REQUISITION FOR AUTHORISATION
- PENDING REQUISITION

erPro GATE ENTRY form showing fields for Date, Party Name, and various gate entry details.

### GATE TRANSACTIONS

- GATE ENTRY
- PENDING GATE ENTRIES FOR PACKING CLEARANCE
- PENDING ITEMS FOR GATE OUT
- GATEOUT QUERY

### GATE REPORTS

- PRINT GATE ENTRY
- PENDING GATE ENTRIES FOR PACKING CLEARANCE REPORT
- PENDING ITEMS FOR GATE OUT REPORT
- PRINT GATE OUT QUERY
- GATE ENTRY TAG

## RECIPT STORE

erPro MATERIAL RECEIPT NOTE form showing fields for MRN Code, Date, Party Name, and various receipt details.

### RECIPT STORE TRANSACTIONS

- PENDING MRN FOR STORE
- MATERIAL RECEIPT NOTE
- PENDING MRN FOR QC
- RECIPT STORE REPORTS
- PENDING MRN FOR STORE REPORT
- PRINT MATERIAL RECEIPT NOTE
- PENDING MRN FOR QC REPORT

## DISPATCH STORE

erPro DISPATCH STORE form showing fields for Order No, Date, Party Name, and various dispatch details.

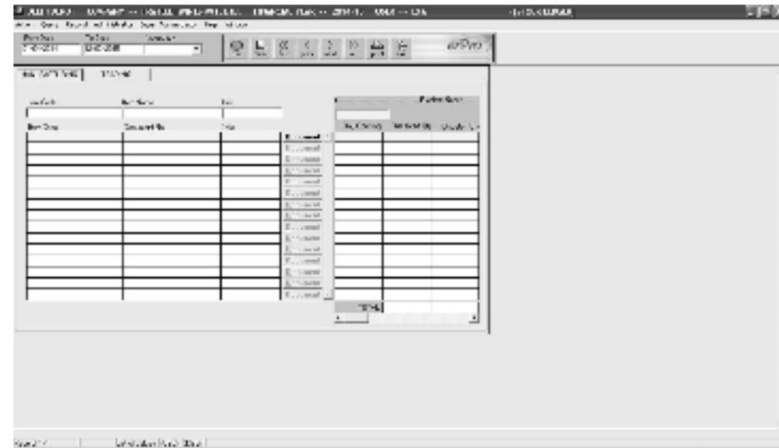
### DISPATCH STORE TRANSACTIONS

- PENDING ITEMS FOR PACKING
- PACKING SLIP
- PENDING PACKING FOR CLEARANCE
- PENDING ITEMS FOR DISPATCH
- DISPATCH REQUEST
- PENDING REQUESTS FOR GATE PASS
- GATE PASS
- PENDING RGP's
- PENDING RGP ENTRIES FOR CLEARING
- PENDING DISPATCH FOR CONFIRMATION
- MATERIAL RECEIPT CONFIRMATION
- STOCK TRANSFER

### DISPATCH STORE REPORTS

- PENDING ITEMS FOR PACKING REPORT
- PRINT PACKING SLIP
- PENDING ITEMS FOR DISPATCH REPORT
- PRINT DISPATCH REQUEST
- PENDING REQUESTS FOR GATE PASS REPORT
- PRINT GATE PASS
- PENDING RGP REPORT
- PENDING RGP ENTRIES FOR CLEARING REPORT
- PENDING DISPATCH FOR CONFIRMATION REPORT
- MATERIAL RECEIPT CONFIRMATION REPORT
- MATERIAL IDENTIFICATION TAG

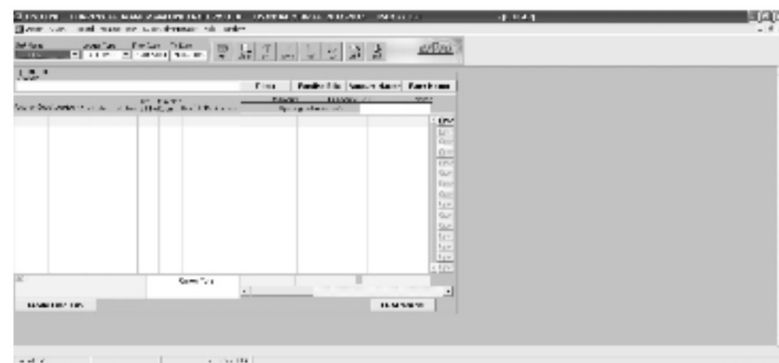
## INVENTORY



## EXCISE



## ACCOUNT



### ACCOUNT TRANSACTIONS

#### RECEIPT VOUCHER

- PAYMENT VOUCHER
- CONTRA VOUCHER
- JOURNAL VOUCHER
- TDS BILL CLEARING

### INVENTORY REPORTS

- PENDING REJECTIONS FOR DISPOSAL REPORT
- STOCK LEVELS REPORT
- CURRENT STOCK POSITION REPORT
- STOCK LEDGER REPORT
- STOCK VALUATION REPORT
- STOCK PHYSICAL VERIFICATION REPORT

### INVENTORY TRANSACTIONS

#### PENDING REJECTIONS FOR DISPOSAL

- STOCK LEVELS
- CURRENT STOCK POSITION
- STOCK LEDGER
- STOCK VALUATION
- STOCK PHYSICAL VERIFICATION
- PENDING ITEMS FOR SCRAP CONVERSION
- SCRAP SLIP

### EXCISE TRANSACTIONS

#### PENDING ITEMS FOR POSTING TO RG23D

- PROVISIONAL DEBITCREDIT ENTRY
- RG23D REGISTER
- EXCISE REPORTS
- PENDING ITEMS FOR POSTING TO RG23D REPORT
- PRINT RG23D REGISTER
- PRINT FORM 2

- PENDING MRN FOR ACCOUNTS
- PURCHASE VOUCHER
- SALES REJECTION VOUCHER
- RGP BILL CLEARING
- RECTIFIED PURCHASE RETURN VOUCHER
- RETURN OF SALES REJECTION VOUCHER
- BRANCH PURCHASE VOUCHER
- BRANCH REJECTION VOUCHER
- PENDING DR-CR NOTES FOR ACCOUNTS
- DEBIT CREDIT NOTE VOUCHER
- PENDING INVOICE FOR ACCOUNTS
- SALE VOUCHER
- PURCHASE RETURN VOUCHER
- BRANCH RETURN VOUCHER
- BRANCH SALE VOUCHER
- DIRECT VOUCHERS
- SUPPLEMENTARY BILLING
- PENDING SUPPLEMENTARY BILLS FOR ACCOUNTS

- SUPPLEMENTARY PURCHASE VOUCHER
- SUPPLEMENTARY SALE VOUCHER
- SUPPLEMENTARY BRANCH PURCHASE VOUCHER
- SUPPLEMENTARY BRANCH SALE VOUCHER
- PENDING VOUCHERS FOR AUTHORISATION
- PENDING VOUCHERS FOR PRINTING
- PROVISIONAL ENTRIES
- AUDIT TRAIL
- BULK PAYMENT
- BILL SETTLEMENT
- SETTLED BILL DETAIL
- AUTO RECEIPT SETTLEMENT
- BANK STATEMENT
- BANK RECONCILIATION
- PARTY STATEMENT
- PARTY RECONCILIATION
- FORM 38
- TDS FORMS
- PURCHASE TAX FORMS
- SALES TAX FORMS
- DAY BOOK
- LEDGER
- CASH BOOK
- BANK BOOK
- TRAIL BALANCE
- BALANCE SHEET SCHEDULES
- PROFIT AND LOSS ACCOUNT
- BALANCE SHEET
- CASH FLOW

## ACCOUNT REPORTS

- PRINT RECEIPT VOUCHER
- PRINT PAYMENT VOUCHER
- PRINT CONTRA VOUCHER
- PRINT JOURNAL VOUCHER
- PRINT SERVICE CHARGE BILL CLEARING
- PENDING MRN FOR ACCOUNTS REPORT
- PRINT PURCHASE VOUCHER
- PRINT SALES REJECTION VOUCHER
- PRINT RGP BILL CLEARING VOUCHER
- PRINT RECTIFIED PURCHASE RETURN VOUCHER
- PRINT RETURN OF SALES REJECTION VOUCHER
- PRINT BRANCH PURCHASE VOUCHER
- PRINT BRANCH REJECTION VOUCHER
- PENDING DR-CR NOTES FOR ACCOUNTS REPORT
- PRINT DEBIT CREDIT NOTE VOUCHER
- PENDING INVOICE FOR ACCOUNTS REPORT
- PRINT SALES VOUCHER
- PRINT PURCHASE RETURN VOUCHER
- PRINT BRANCH SALE VOUCHER
- PRINT BRANCH RETURN VOUCHER
- PRINT DIRECT VOUCHERS

- SUPPLEMENTARY BILLING REPORT
- PENDING SUPPLEMENTARY BILLS FOR ACCOUNTS REPORT
- PRINT SUPPLEMENTARY PURCHASE VOUCHER
- PRINT SUPPLEMENTARY SALE VOUCHER
- PRINT SUPPLEMENTARY BRANCH PURCHASE VOUCHER
- PRINT SUPPLEMENTARY BRANCH SALE VOUCHER
- PENDING VOUCHERS FOR AUTHORISATION REPORT
- PENDING VOUCHERS FOR PRINTING REPORT
- PRINT PROVISIONAL ENTRIES
- AUDIT TRAIL REPORT
- BULK PAYMENT REPORT
- BILL SETTLEMENT REPORT
- SETTLED BILL DETAIL REPORT
- PRINT BANK STATEMENT
- PRINT BANK RECONCILIATION
- PRINT PARTY STATEMENT
- PRINT PARTY RECONCILIATION
- FORM 38 REPORT
- WHT FORMS STATUS REPORT
- PURCHASE TAX FORMS REPORT
- SALES TAX FORMS REPORT
- PRINT DAY BOOK
- PRINT LEDGER
- PRINT CASH BOOK
- PRINT BANK BOOK
- TRAIL BALANCE REPORT
- PRINT BALANCE SHEET SCHEDULES
- PRINT PROFIT AND LOSS ACCOUNT
- PRINT BALANCE SHEET
- PRINT CASH FLOW

## PAYROLL

### PAYROLL TRANSACTIONS

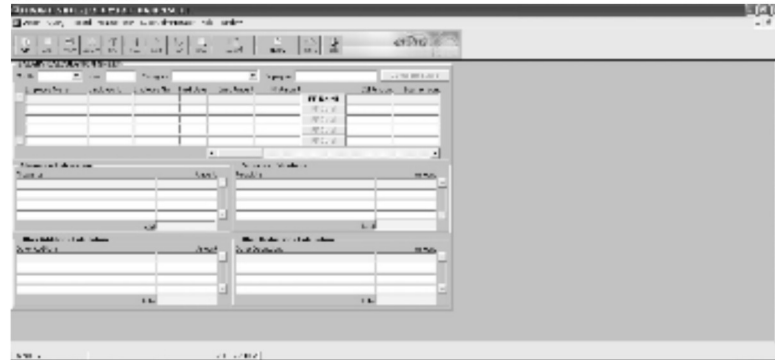
- EMPLOYEE DAILY ATTENDANCE SHEET
- EMPLOYEE PERIODIC ATTENDANCE SHEET
- LOAN AND ADVANCE DISBURSEMENT
- GRATUITY DISBURSEMENT
- BONUS DISBURSEMENT
- COMPUTATION SCREEN
- EMPLOYEE TAX EXEMPTION DETAIL
- EMPLOYEE TAX COMPUTATION
- OVERTIME CALCULATION SHEET
- INCENTIVE CALCULATION SHEET
- SALARY CALCULATION SHEET





*erPro*  
*Enterprisingly effective*

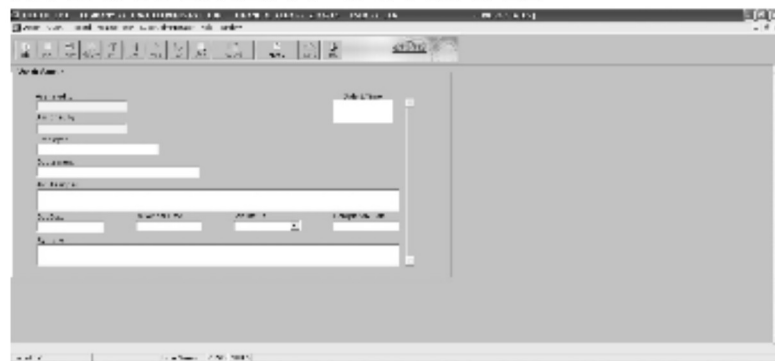
## PAYROLL



### PAYROLL REPORTS

- PRINT EMPLOYEE DAILY ATTENDANCE SHEET
- PRINT EMPLOYEE PERIODIC ATTENDANCE SHEET
  - PRINT LOAN AND ADVANCE DISBURSEMENT
  - PRINT GRATUITY DISBURSEMENT SCREEN
  - PRINT BONUS DISBURSEMENT SCREEN
  - PRINT EMPLOYEE TAX EXEMPTION DETAIL
  - PRINT EMPLOYEE TAX COMPUTATION
  - OVERTIME CALCULATION SHEET REPORT
  - INCENTIVE CALCULATION SHEET REPORT
  - PRINT SALARY SHEET
  - PRINT MUSTER ROLE

## MANAGEMENT CONSOLE



### MANAGEMENT CONSOLE TRANSACTIONS

- WORK STATUS FORM
- PENDING JOBS
  - DOCUMENT TRACKING
  - DOCUMENT AUDIT FORM
  - MANAGEMENT CONSOLE REPORTS
  - PENDING WORKS REPORT

## PURCHASE MIS



### PURCHASE MIS REPORTS

- PRINT SUPPLIER DATABASE
- PRINT PURCHASE REGISTER
  - PURCHASE SCHEDULE VS SUPPLY REPORT
  - PURCHASE RETURN REPORT

- CONFIRMATION OF PENDING PO REPORT
- DATE WISE MATERIAL RECEIPT REPORT
- ITEM WISE MATERIAL RECEIPT REPORT
- PRINT RATE LIST
- PRINT PURCHASE ORDER FOLLOW UP SHEET
- VENDOR RATING REPORT
- LIST OF SUPPLIERS PERFORMANCE LESS THAN 75
- MONTHLY ITEM WISE RATE ANALYSIS
- WEEKLY SUPPLY STATUS
- PENDING PO LIST VS DELIVERY SCHEDULE
- SCHEDULE VS SUPPLY (PARTY WISE)
- QUOTATION HISTORY REPORT
- PENDING QUOTATIONS
- MONTHLY PURCHASE REPORT
- PRINT FOLLOWUP SHEET
- PRINT COSTING SHEET

## SALES MIS



### SALES MIS REPORTS

- DAILY DISPATCH REPORT
- PACKING REPORT
- PRINT SALES REGISTER
- SALES QUOTATION HISTORY REPORT
- EXECUTIVE DETAILS
- EXECUTIVE WISE COMMISSION DETAILS

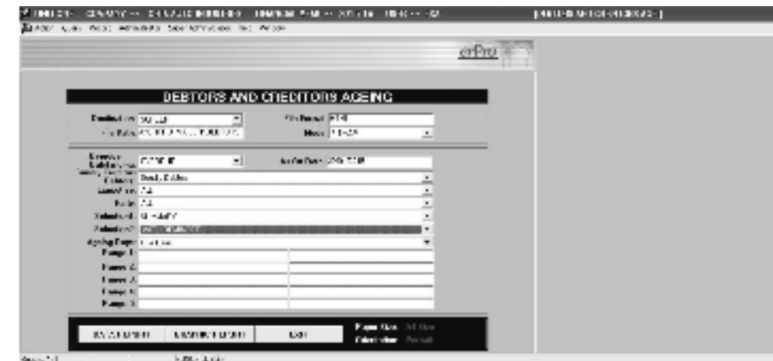
## INVENTORY MIS



### INVENTORY MIS REPORTS

- PRINT DISPATCH REGISTER
- MRN REJECTION DISPOSAL REPORT
  - PENDING MRN REJECTION DISPOSAL REPORT
  - PRINT MATERIAL STATUS BELOW MIN. LEVEL
  - PRINT RGP REGISTER
  - PRINT GATE ENTRY SUMMARY
  - ITEMS ABOVE MAXIMUM LEVEL
  - STOCK POSITION REPORT

## ACCOUNTS MIS



### ACCOUNTS MIS REPORTS

- PRINT PURCHASE TAX RETURN
- PRINT SALES TAX RETURN
  - DAILY FINANCIAL SUMMARY REPORT
  - PRINT PURCHASE BOOK
  - PRINT SALES BOOK
  - REJECTION CREDIT NOTE REPORT
  - Dr AND Cr AGEING REPORT

## VAT MIS



### VAT MIS REPORTS

- PRINT VAT LP3
- PRINT VAT LP7
  - PRINT VAT LP8
  - PRINT VAT LS2
  - PRINT VAT LS9
  - PRINT VAT LS10
  - PRINT VAT R1
  - PRINT VAT R2
  - PRINT FORM-I
  - PRINT PURCHASE TAX ANNEXURE
  - PRINT SALE TAX ANNEXURE
  - PRINT VAT SUMMARY



**Exainfotech**

(I) Private Limited  
Providing Solutions Since 1997

**Exainfotech(I) Pvt. Ltd.**

Tower-B2, # 1044 (10th Floor), Spaze iTech Park, Sec-49, Sohna Road, Gurgaon, 122018 (Haryana) INDIA  
Tel: +91-124-4874870 | E: [info@exainfotech.com](mailto:info@exainfotech.com) | W: [www.exainfotech.com](http://www.exainfotech.com)