

FINANCIAL PARTNERS
Enterprise Resource Planning Software

Enterprise Edition



Executive Summary

An Enterprise Resource Planning (ERP) software collects, manages and distributes information across functional boundaries and helps break down information 'silos', those barriers that stand in the way of full interaction between production, materials, planning, engineering, finance and sales/marketing. The resulting higher quality, reduced time-to-market, lead-time management, optimum level inventory, higher productivity and lowered costs can help improve involved processes and increase sales and market share as well as margins.

ERP software eliminates repetitive processes and greatly reduces the need of manual input of data. This also streamlines business processes and makes it easier and more efficient for data generated through various inputs and transaction to process. Instead of having data distributed throughout a number of separate applications and databases, all information is kept at single location for data to be consistent and up-to-date. ERP software helps make reporting easier and more customizable. With improved reporting capabilities, complex data requests could be responded more easily. Users can also run their own reports without relying on help from IT or other work domains.

It's easier to provide improved customer service using an ERP software. Sales and customer service people can interact with customers with the help of more accurate and speedy access to customers' information and history. Having inter-module operability where a transaction originates from one desk or department, requiring update of same transaction by input of more data by another desk or department, can only be achieved through ERP system. This also facilitates in following workflow. Data updates on real-time basis because it is kept at a single location. It improves accuracy, consistency and security of data. Restrictions to data are also easy, specially in an environment when any originating transaction is passed for approval by one or more users. On the other hand management of user access rights is convenient and failsafe.

An ERP Software is easily scalable. That means adding new functionality to the system as the business needs change is easy. This could mean easy management of new processes, departments, and more. Perhaps the most precise argument in favor of ERP systems is that they reduce the complexity of a business and introduce a neatly designed system of workflows. This makes the entire human resource chain more efficient.

FINANCIALS.PARTNERS, the ERP software is entrenched with above considerations. Having inter-module integrated operability of all business domains with involved processes, FINANCIALS.PARTNERS is powered with:

- Best Practices
- Workflow Automation
- Electronic approval and signatures
- Automated e-mails and alerts relevant to workflow automation
- Paperless approach
- Real time
- System based audits and controls

All modules of FINANCIALS.PARTNERS are integrated and share common database(s). To avoid multiple database(s), a global setup and configuration is a part of FINANCIALS.PARTNERS, whereby commonly shared database(s) are first created before implementation of module(s) are initiated.

Integrated modules of **Financials.Partners** are as under:

- Financial Accounts with Report Writer feature
- Cheque Writing
- Sales & Receivables
- Purchase & Payables
- Inventory (Materials and Finished Goods)
- Import
- Export
- Fixed Assets Management
- Production and Material Planning
- Machine Maintenance Management

Defining users rights

Intrinsic security management provides ability to restrict or allow rights to add, edit, delete, print or view to any user or group of users. Features like automated email of purchase order to supplier or invoice to customer makes using Financials.Partners easy and enjoyable to users.

Financial Accounts

- Chart of Accounts
The hierarchy of chart of accounts is flexible and user defined. Option is available to classify any of the account as bank, cash, other, asset, liability, capital, revenue and expense.
- Cost Center, Sub Cost Center, Department & Nature of Expense
“I do not want to make a lengthy chart of account”. This is a concern of almost every financial controller. Financials.Partners helps you keep your chart of accounts concise. Concept of defining cost center, sub cost center, department & nature of expense at the transaction level at one hand keeps your Chart of Accounts short and on the other hand broadens your information accessibility.
- Limitless Bank, Cash Accounts & Journals
Account code may be defined for one or as many bank accounts as needed. Similar flexibility is also provided to cash accounts and journals.



- Voucher Templates

For any kind of voucher; bank payment, bank receipt, cash payment, cash receipt or journal, you may simply create a template. This is used for creating frequently used vouchers like lease rentals, salary and wages etc. where normally account codes and transaction nature (debit or credit) are not changed frequently. While making transactions the desired template may be selected reducing data entry time and chance of input error.

- Budget and Expense Comparison

Budget may be defined against any account code (expense or in some cases revenue targets also). Budget for any account may further be divided in cost center, sub cost center or department or any of these.

- Vouchers

Vouchers of bank payment, bank receipt, cash payment, cash receipt and journal are available with virtually unlimited numbers. While creating a voucher, already defined templates may be used.

- Electronic image attachment with voucher

Electronic images of invoices, proposals, agreements etc. may be attached with any of the voucher, eliminating any need to maintain physical files and ensuring authenticity of vouchers. Thus giving ease in auditing and approval.

- Drilldown Feature

Drilldown feature is available at trial balance and ledger.

- **Voucher Audit & Approval**
A created voucher gets ready for posting, subject to audit and approval. Every voucher has an electronic signature. On the other hand through pre-defined work-flow it is available for audit and then approval. Audit and approval is also done through electronic signature. At every level, system records details of auditor/approver.
- There is no restriction in preparing back dated voucher within the current and unclosed previous fiscal year.
- **Voucher Posting & Un-posting**
Voucher may be posted once it is approved. For any reason, some or all of the vouchers may be un-posted. User ID and time are tagged at the time of Posting.
- **Restricting a user to prepare Voucher for any Period**
User(s) may be restricted to prepare the voucher for a period on the basis of date range.
- **Year-end Process**
Once voucher entries of previous (unclosed) fiscal year are completed, audited and approved, a year-end process is executed. This disallows entries in closed fiscal year and creates the new fiscal year's opening balance.
- **Bank Reconciliation**
Bank reconciliation is very simple and adjustment vouchers for bank charges are automatically prepared on the basis of computed difference between bank statement and transactions as per Financial Accounts.

- Ledger, Trial Balance & Other Reports and Statements
- Notes to the P/L Statement & Balance Sheet
Using report writer function, Notes to the P/L statement and Balance Sheet are prepared. The format is user definable and flexible.
- P/L Statement & Balance Sheet
The format, sub totals and totals etc. is user definable through report writer function. P/L statement and Balance Sheet may be accessed any time with updated data considering real time working of modules.
- Report Writer
Report writer feature may be used for designing any report or statement by user(s) themselves. Any designed report may also be attached with the report menu as a permanent report.



Cheque Writing

- Withholding Tax Deduction
Rules for deduction of withholding tax are defined for auto deduction whenever required.
- Tax Exemptions
While deducting tax, system considers period for which exemption is applicable.
- Bank wise Cheque Leaves Inventory
System maintains cheque leaves inventory along with cancelled cheques.
- Cheque Printing
Cheque printing is automatic. Format of each type of cheque is definable.
- FBR Schedules
Schedule and statements as submitted to FBR are prepared automatically without any hassle.
- Bank Payment voucher
Bank payment vouchers on the basis of bank payment are generated automatically.



Sales & Receivables

- Sales Order
Sales orders originated on the basis of customer order keeps all respective data of customer, products, price, discounts etc.
- Delivery Order
Delivery order (D/O) is generated on the basis of sales order. System allows holding any of the product or its quantity while D/O is prepared against the sales order.
- Picking Slip
To facilitate warehouse, system generates picking slip on the basis of available stock, mentioning batch no. and quantity to be picked as per expiry date for each product.
- Delivery Challan
Delivery challan is made on the basis of picking slip. This also reduces chance of erroneous data entry.
- Automatic Invoicing
Invoices are generated automatically on the basis of delivery challans with sale tax invoice through an embedded intelligence, Truck Receipt (if dispatches are out of city) are also attached with the generated invoice.

- **Targets & Achievements**
Provision to define products sales targets and it's comparison with sales
- **E-mailing of Invoices to Customers**
Upon generation of invoices, system facilitates sending invoice to the customer through e-mail attached with commercial invoice, sales tax invoice and truck receipts (if any). Sending e-mail is a fully automatic process based on the e-mails address of the customer, which is a part of customer master data.
- **Receipt of Payments**
Payments may be received against invoice or on lump sum basis, adjusting outstanding invoices automatically. System also facilitates in receiving advance payments against future invoicing. Feature of automatic generation of payment receipts on the basis online payments data from bank.
- **Debit and Credit Notes**
Debit and credit notes may be prepared against invoice or any other claim.
- **Integration with Financial Accounts**
Invoice, debit note, credit note and payment receipt integrated with financial accounts instantly updates respective ledgers and customer ledgers are also updated automatically after each transactions. Journal Voucher or Bank Receipt vouchers are also automatically generated as per nature of transaction.



Purchase & Payables

- Purchase Request
Electronic purchase requests are approved by respective approval authority. There are three levels of approval authority. All approvals are made with electronic signatures and there is no need to print the purchase request. This considerably minimizes the time involved in preparation and approval of purchase request. Approving authority may reject any purchase request fully or partially or may amend the requested quantity of any item.
- Purchase Order
Making purchase order is very simple and made on the basis of approved purchase request. System fetches the historical rates of the item while purchase order is made. Purchase orders can be made only against approved purchase requests. Approved purchase orders are automatically e-mailed to supplier/vendor.
- Advance Payment to Supplier
If advance payment is to be made against any of the purchase order, its request mentioning relevant details is input and sent to audit department electronically. After due audit it is sent to Accounts Department again electronically. Advance payment request becomes available in cheque writing module to prepare cheque.
- Work Order
Work order generation is done through machine maintenance application following Engineering Work Request or Machine Work Request.

- Bills from Supplier/Vendor

Upon receiving bill from supplier its relevant information like bill no., date etc. is entered. System lists out all Purchase Orders of the supplier against which supply has been made and bill is not received. To eliminate any chance of error for processing received bill for release of payment, system checks validity of bill by matching its amount with value of items supplied. It considers cost factors like rate, sales tax, discount etc. and if not matches, intimates that bill can not be processed. Following the automated work-flow, bills are electronically received at Audit for onward processing and sending to Account for payment. Instantly, creditor account as well as respective control heads is also updated automatically. Finally all bills are paid through cheque writing module.

While cheque is prepared through Cheque Writing module, system automatically deducts withholding tax and adjusts advance, if any. Adjustment of advance payment may be overruled as per user discretion.

Inventory / Materials and Finished Goods

- ▶ **Raw Material & Packaging Material**

- Multiple Stock Locations
- Every item is defined with a uniquely assigned code with item name, detailed description, unit, origin, reorder quantity etc. Items record also consists of multi stock location with quantity of same item at various locations.

- Stock Receiving against Purchase Order
Items can be placed at multiple locations and made available for use for manufacturing or sales.
- Return of Items to Supplier
Received items may also be returned to respective supplier through a separate transaction generating Return Note No.
- Issuance of items against requisition
- Issuance of Material for Production
- Return of Items (Internal)
Items issued in excess may also be returned for maintaining accurate item inventory
- Gate Pass (Returnable and Non-Returnable)
- Damage, Short, Scrap and Excess
- Updated stock status for stock adjustment and maintain accurate inventory
- Physical Stocktaking
If physical stock taking is done and variation found, it can be recorded in the system.

▶ **Finished Goods**

- Transfer to finished goods stock
Once production is complete, products are transferred to finished goods stock for issuance againsts delivery challan
- Picking Slip
Picking slip is generated automatically on the basis of approved delivery order considering product batches and their expiry.
- Delivery Challan
Delivery challans are made on the basis of picking slip
- Invoice generation on the basis of delivery challan
Invoice generation is automatic

Import

- Indent

Indent for import items are made when import of any of the item is required. This has details like item, supplier, rate etc.

- Quotation and Response against Quotation

Quotations from suppliers are received and input accordingly. Purchase Order is made on the basis of approved quotation.

- Purchase Order

- Purchase Order Cancellation or Quantity Adjustment

- L/C or Bank Contract

- Amendments in L/C or Cancellation

- Shipment Advice

Upon receiving shipment advice, its applicable information is input. This allows monitoring of items receiving as per schedule

- Bank Advice

- Bills from Indenter & Other Service Providers

To maintain real time payables, system facilitates to process bills against various importation charges, crediting the service provider accounts and payable and debiting accounts related to importation cost.

Export

- Order
Giving a distinct no. to every order, relevant detail like payment terms, shipment terms, products with prices and other necessary details are recorded.
- Proforma invoice
- Packing list
- L/C or Bank Contract
- Comercial Invoice
- Customs invoice
- Receiving of Payment
- Rebate Document
- Sales Agent Commission
- Product Registration (Country wise)
- Export Target vs. Achievement



Production & material planning

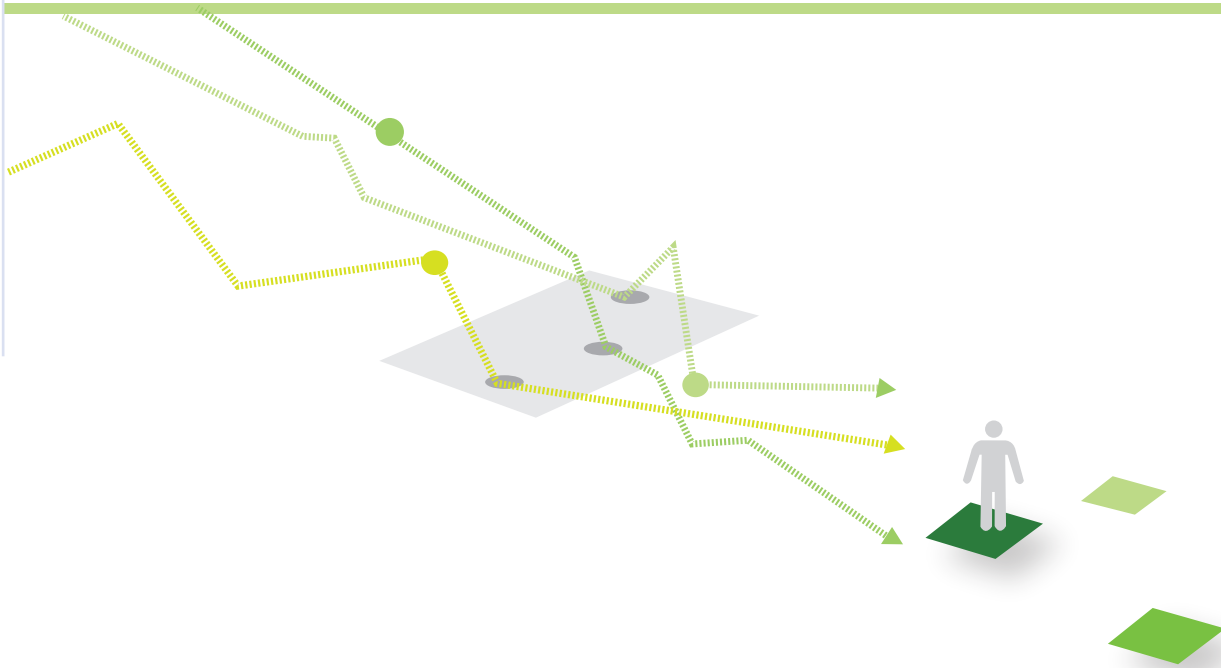
Production and Material Planning integrated with Inventory, Purchase/Payable, Imports and Sales Management modules covers management and monitoring of Material Planning on the basis of sales targets, coverage policies, lead time etc. Major workflows and features are narrated as follows:

- **Sales Target**
Monthly sales targets are uploaded through prescribed .xls sheet. This includes commercial sales, institutional sales, physician samples and export products.
- **Production Plan**
On the basis of uploaded sales targets and various other parameters and data from Purchase/Payable, Inventory and respective modules, a production plan is generated with the help of embedded algorithm. While production plan is generated, relevant data like finished good stock, quarantine stock, WIP, product shortage etc. is also considered.
- **Material Plan**
upon confirmation of production plan, material plan is generated as per predefined algorithm also considering bills of material (BOM) and other factors based on data.
- **Purchase Requests**
Purchase requests generate automatically upon confirmation of material plan. Purchase requests are approved following business processes of purchase and payables.

Machine Maintenance Management

- Requisition – Service
Service requisitions may be generated by any person within the company if authorized. This requisition is meant for acquiring maintenance services like repair of furniture/fixtures, paint work and similar type of services.
- Requisition – Engineering Work
Work request is made by user of any department as the case may be for replacement of parts in case of breakdowns or any other kind of maintenance. There are two kinds of work requests 1st engineering work request, which is normally made in case of plant or machine. While 2nd is service work request which may be made against any kind of maintenance work including furniture or fixtures.
- Electronic Approval of Requisitions
- Management of Quotations
- Electronic Approval of Quotation

- Purchase Requisitions
- Work Order
If approved request is for service, then respective data becomes available for generating work order automatically.
- Process Information Completion
When job for repair, parts replacement or service either through work order or purchase order is completed, maintenance/engineering department through system informs to the requestor.
- Work Completion Acknowledgment
When a maintenance or parts replacement against the request is done, requestor needs to acknowledge that job has been completed.
- Monthly and Yearly Maintenance Schedule
Monthly and yearly maintenance schedule are prepared and on the basis of this prior intimation of maintenance or parts replacement is intimated to engineering or maintenance department.



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