GLASS & MIRROR
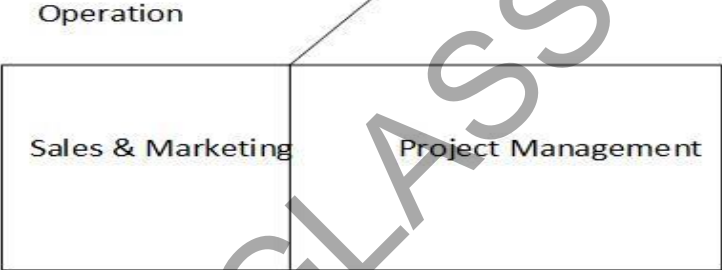
Business Requirements

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Backoffice

Operation

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│  Sales & Marketing │ Project Management│
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- Job Costing
- Costing & Financed Management
- Requisition Handling
- Account Receivable
- Account Payable (Purchase Order)
- Account Receivable
- Imports
- Business Intelligence (BI) (New)

GLASS & MIRROR BUSINESS REQUIREMENTS

Subdivision	Focus Area	Functions	Gap/Fit
Sales & Marketing		Once we put the sizes in the system the Square Meter of the Glass should pick by itself rather than Manual calculation in order to avoid inventory mistakes	
		Allow for 12 Number of sizes in narration in each Line Item	
		User wise discount control setup	
		Quotations prepared for customers should be converted to a Sales Docket (If a customer wants quantity, price or size to be changed it can still done in the system) it will save time & keep a track for the quotations.	
		Job Sheets should also be converted to a Sales Docket it will save time & a track for the job sheets (Requirements of Glass optimizer.)	
		When a Job Sheet is raised for different sizes of glass for a particular customer it should identify from which glass these sizes of glass should be cut.	
		It also should give in the Cutting format, identify the off cut & Scrap. At the same time automatically update the system. (Updating the Off Cut from the Cut size of Glass & adjusting the Scrap from the Cut Size)	
		System to print out the cutting diagram of the size of glass required from the targeted off cut or full sheet glass. - (Requirements of Glass optimizer.)	
		(Requirements of Aluminium frame designer) Once we enter the height and width of aluminium frame the software should calculate required aluminium lengths with sizes and required all materials.	
		System to have the capability to show stock in both sheets and off cuts.	
		Quotation should be amendable but every time amended should show an amended number.	
		Provision to convert the same quote into a Performa invoice if required by customer for advance payment or part payment.	
		MIS Report:	
		• Item wise sales	
		• Category wise sales	
		• Customer wise sales	
		• Sales person wise sales	
		• Product wise sales	
		• Location wise sales	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
Project Management process / Job Costing		• Branch wise sales	
		All MIS report currently available in GT should be available in new ERP system.	
		Aluminium, Glass & Hardware Take Outs is summarized from the Plan given by the Architect, Drawings given by the Customer or upon Site Measurements.	
		The Costing are done on Manuel Basis after Take outs are done taking into consideration material Cost (Including Glass, Aluminium Labour, Transport & any other Cost related to the Project).	
		Quotations are given to the Customers or Architects directly through hand delivery or fax or email.	
		A Job Account is created in order to Charge the Customer for 50 % Advance Deposit.	
		Materials are ordered from Overseas Suppliers, Locally Purchased or if we have the materials in stock we commence fabricating Aluminium frames & glass.	
		In order to issue Materials for Fabrication of the Aluminium, Job No is prepared for the customer in Job Cost Module, Customer in Job Cost Module. Once this is done Materials such as Aluminium, Extrusions, Silicone, Screws, Backing Seals, Glazing Rubber, Hinges etc are issued to the Fabricators through Job Transfer with reference to Job Sheet Numbers for Aluminium Frames to be worked on.	
		Frames to be worked on. Once the Frame is Completed Glass sizes are taken & Job Sheet is Raised & given to the Glass Cutters to Cut Accordingly.	
		Issued through Job Transfer with reference to the Job Sheet Numbers so that the glass can be glazed or taken to site with reference to the Job Sheet Numbers so that the Glass can be Glazed or taken to Site for Installation or Glazing.	
		At times the Glazed Frames with Glass when ready it is taken to the Site for Installation on Delivery Docket with the Reference to Issue Numbers (example S9087, S9054,S9087) upon completion of 70 % of work 30 % progress claim is charged. Upon Completion of 70 % of work 30 % Progress Claim is charged.	
		If there are some materials that are returned from a job a Job Return is made.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
	Required functionalities for Project Management	For every project we should be able to open or create a file which should have the following:	
		Costing sheet [which should allow us to select goods from the inventory item data base at cost and allow us to punch in items that are not on the data base but are required for that particular job].	
		Costing sheet should have the extension facility to calculate QUANTITY x unit price.	
		Costing sheet should give us a line to manually enter labour hours.	
		Costing sheet is able to add up all items and give us a mark-up slot in percentage that we will manually key in but the system should calculate. And then same for vat.	
		Once costing sheet is done. Using the same net / marked up price we should be able to create a quote. This should be a standard one with our terms and conditions.	
		Once job is accepted we should be able to open up a WIP so that materials / labour allocated to this job, time and again can be released using this with an issue slip.	
		At any stage we should be able to make an invoice to claim progress payment.	
		(Requirements of Aluminium frame designer) Aluminium Quotations to be done with Drawings.	
		This is we are pricing it on our Own on Site Measurement (Provision for Cad Drawings).	
		This is where we can attach Drawings with the specified Sizes on the quotation.	
		Possibility of System generated Delivery for Fabricated Frames to leave the Location to site were the Number of Frames Fitted will be Signed off by the Concerned People.	
		This will enable us to cross check with the Number of Frames Quoted in Comparison to what we have supplied.	
		If any Extra or Less Frames are Supplied then it will charged as variation.	
		After Completion of a particular job the Job Account for the Customer should be closed off to avoid further issue of the materials.	
		Job Returns should be returned with references to Delivery Number & Issue Numbers	
	Required functionalities	The unit of measurement conversion factor, conversion and the correlation of unit of measure of Stocking, purchasing and selling to rationalize and function properly, Sales: square meter, Stock: Sheet, Odder: Sheet	
		Dimension functionality of Glass sizes.	
		The requisition functionality and the flow of requisition for purchase order module.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		Item to be allocated to default location and transaction to be disallowed if item not allocated to a location.	
		The ready reports that are available should be EXCEL friendly.	
		The variances report within the stock take process should report on items with no count.	
		The system stock quantity at a location as well as the respective UOM should be displayed when doing a stock count entry or printed in the stock count sheet.	
		The stock item cost should not be visible or editable by those doing any IN transaction.	
		The stock item cost should not be available to anyone doing a transaction enquiry unless he has the privilege for the same.	
		Items that are remarked for deletion should not cause problem when the stock take variances are updated.	
		Should not allow amendments to any data entry document in the system not allow anyone to delete it once the document or entry is posted.	
		Reprint of Data entry documents should have an identifier that says it's a reprint.	
		Reprint, deletion, amendment privilege should not be allowed to all.	
		Set up of bar code scanning etc. in sales set up as well as to do stock takes.	
		Functionality or set up to allow users in-charge of the physical location and stocks to do only do inventory transaction that are relevant to and affect their location.	
		Stock Transfers should be kept in GIT for verification and then applied to the system at branch level by receiving officer.	
		Off cuts will be keyed in from job sheet.	
		Scrap to be key in and adjusted manually.	
		System to have the capability to show stock in both sheets and off cuts.	
		Every item to come into GM must be entered in the system as inventory and taken out as either invoice or shop supply.	
		Arrange provisions of the following in case of Breakage in the Container, Breakage in the Factory, Breakage on Transit, and Breakage on Job Site while Fitting & Scrap Adjustments.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		Provision to key in entries similar to those done in Outward register by security personnel.	
		This will be done only on clearance that will be within the system by a loading supervisor that all the goods are loaded on a truck for inter-branch delivery.	
	Reports Required	Inventory product wise report current month Vs History - Customer wise.	
		Similar MIS report currently in GT.	
Costing	Required New functionalities	Costing of products will differ for all branches depending on freight charges.	
		Cost should have security restrictions at user level i.e. all users should not be allowed to view costs.	
Requisitions / Current setup & Required New functionalities		When a Requisition is made on selection of item code a Pop screen should show stock balances for all locations for that particular item	
		On saving the requisition an alert means of email should be sent to the manager or director for approval depending on the access level set.	
		Requisitions should also be sent for expenses (non-stock codes).	
		Access should be set to either reject a requisition or proceed with ordering depending on approval.	
		Items shall be grouped according to the vendor.	
		Items shall be grouped according to the usual indent receiving location.	
		Items shall be grouped as local purchase or overseas purchase.	
		Items shall be grouped by vendor and the buyer (the person entrusted by the company to usually buy the set of items from a supplier).	
		Items can have single buyer or multiple buyers.	
		Requisition Screen form will be accessed within the program.	
		Requisition form shall be populated using the criteria local or overseas.	
		Form shall be populated according to the items supplied by the vendor.	
		Requisition shall be listed for purchase for a branch or for all branches.	
		Reorder quantities shall be recommended based on the following:	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		Lead time, monthly average sale quantity analysed or forecast or regression equation based projection, existing stock at branch.	
		The requisition will be generated by the buyer and flow to the inventory controller who will approve the reorder quantities as they are or amend them and forward it to the director for approval.	
		The director will approve and it will be forwarded to Purchase department for generating PO.	
		At requisition stage it may be asked whether the goods are for internal consumption, asset maintenance, general ledger type expense, non-stock item being purchased for a customer.	
	Requisition Procedure	The Stock purchase requisition must be issued by the buying location and must be directed to the Logistic Manager.	
		The requisition should be approved by one of the director available and should clearly state the followings:	
		Whether the Request for the stock purchase is made based on specific customer order. If so the customer order reference no must be stated.	
		Whether the Request for the stock purchase is made based on general stocking and selling trend. If so the following additional information must be stated:	
		The present stock level with the branch placing the order.	
		The present stock level with other branches.	
		The total stock level of an item.	
		The requisitions will be created using reordering process which will calculate the reorder quantities based on the regression equation, fitter curve or the reorder quantity based on the minimum/maximum stock quantity levels set up for items grouped under a supplier.	
		Multiple vendors set up should be available.	
		Once a trend line has been established for future sales, the system takes the current inventory holding and moves forward, subtracting expected sales and adding expected deliveries.	
		The period that the inventory requirements are being predicted for starts at the planned delivery time for the current purchase order (if one exists) to the expected delivery time for the next order. These dates are determined from the order cycle-time and the lead-time associated with the delivery method.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		As sales diminish the inventory holding, if the predicted holding falls below a nominated "minimum quantity" (which includes backorders), then the system suggests an order quantity that will be sufficient to restore inventory levels back up to the minimum quantity, as well as to cover expected sales to the end of the prediction period.	
		When the reorder process is run, the user can set a factor that will weight sales up or down from the average, within the 90% confidence interval. This factor is called the Sales Weighting, and can range from 0 to 100. By using this factor, the user can minimize the chance of stock outs (50-100), or can minimize the amount of inventory reordered (0-50).	
		Inventory to be managed at a warehouse and location level (suggested reorder quantities can be calculated at warehouse and location levels if applicable). Note: Reorder process run should be possible at a location level and warehouse level.	
		Purchase orders can only be created for stocking locations if item is allocated to that particular location.	
		The reorder process is run from the Process/Inventory menu. You define the parameters associated with the "run" before executing the process. This is a unique name given to the reorder 'run.' It can be up to 30 characters in length. You can re-call a previous reorder run using this name and edit, re-calculate, or re-print the run as many times as you like.	
		If the parameters of your reorder runs do not change, you can re-call a reorder name any time to process.	
		The system will re-calculate the suggested order quantities based on the current date, and applying the parameters associated with the run name.	
	Re-order Calendar	The calendar specified here will be used to determine the periods that the sales forecasting will be accumulated by daily periods prove to be the most accurate for making predictions, but this is but this is off-set with a performance penalty.	
		Weekly periods are a good compromise as monthly periods will rarely give the accuracy that is required.	
	Warehouse Option	You may select one of 2 pre-defined options here:	
		Company - select this option if you want to calculate reorder quantities for the whole company (all locations, all warehouses).	
		If selected, the "Location" will not be a report filtering option (it will disabled in the parameters table).	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		Warehouse Range – select this option if you want to calculate reorder quantities by warehouse, or range of warehouses. If selected, the "Location" will be a report filtering.	
		Requisition should be printed within copies.	
		Selection of requisition automatically enters the line item.	
		Access should be allowed to change request items and quantity based on approval.	
		Estimated Time of arrival can be entered but not mandatory.	
Purchase Orders	Functionalities	When a PO is made on selection of item code a Pop screen should show stock balances for all locations for that particular item.	
		Estimated Time Of arrival should be mandatory field.	
		Glass & Mirror – the Intercompany branch purchase order should be done in the system and also the receiving of stock transfers.	
		These transfers should be e-mailed rather than mailing through mail-bag manually and the original records can be kept at head office for reference.	
		The PO shall not be allowed to be amended under any circumstances.	
		Only one hard copy of the PO will come out as an automatic print either as hardcopy or PDF files out once the generated PO is saved.	
		The PO numbering system shall have functionality to differentiate PO by Branch (profit center) and local or overseas purchases.	
	Purchase order Procedure	Once the requisition is finalized, the system should prepare a list of available supplier and their comparative price statements where ever more than one party is available.	
		If the items being ordered are new, then obtain at least 3 quotes before it can start processing the purchase order.	
		In case of foreign suppliers at least 3 pro-forma should be obtained along with all the necessary details for transferring of money.	
		After the list is approved the purchase department should start preparing the purchase order in case of local supply or should liaison with the accounts department/director for the opening of Import L.C.	
		No L.C. should be opened up unless all the terms of the L.C. are agreed upon and credit period is negotiated	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		Wherever the credit period could not be negotiated, the imports department should inform this fact to the finance department beforehand.	
		It is necessary to charge a stipulated interest rate for the purpose of the costing on the total value when there is no credit period available and the supplier is compelled to give credit of 60 days in accordance with the trend of the market.	
		All L.C.'s opened by the company irrespective of the fact who opens it, must be informed to	
		the finance department within 2 working days of the date of opening of the L.C.	
		The copy of the L.C. application letter and L.C. confirmation letter must be submitted to the accounts department.	
		It is the duty of the accounts department to go through the L.C. clauses and figures to find out the L.C. opened are in tune with the requirement of the company and there does not exist any discrepancy prima facie.	
		Any discrepancy must be informed to the bank within 2 working	
		Any discrepancy must be informed to the bank within 2 working days from the date of receipt of the documents.	
		All the documents received by the accounts department should be signed and stamped of the date of receipt.	
		All the items information should be passed on by the logistic department to the inventory department immediately for the creation of the item code into the computer.	
	P.O Receipting	User selects the PO and cross checks the quantity supplied against the ordered quantity.	
		On selecting PO or shipment entry the item code and description should automatically come as line items on PO Receipt without the quantity or cost at which it is ordered.	
		User should just count the quantity supplied and enter against the item codes ordered or shipped.	
		Any item ordered from overseas supplier should not be received without doing shipment entry first.	
		All Receipt of the goods supplied by the vendor should be done on the basis of details in the PO.	
		The physical receiver and pre-designated keeper of goods shall do the receiving of goods at site.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		The confirmed goods receipt/inspection report shall flow to the goods costing and accounts payable user so that the latest cost can be updated Invoice, packing list, delivery note, must be forwarded to the accounts payable and costing department.	
		The Costing Department should within next two working day, must carry out the costing and hand over the same to the accounts payable department.	
		Added functionality is desired to deal with those items that are required to be supplied immediately to customer where the sales department cannot wait for the item costing to be updated.	
		The Accounts payable department must update the record of the party by crediting the party and debiting the purchase and stock once all the basic documents (Requisition Copy/Pro Forma Invoice/Invoice/Packing List/Delivery Note/Airway Bill/Bill of Lading/Custom Receipt/Freight Forwarder Receipt are made available to him/her).	
		However the entry to the book should not be stopped as long as Requisition Copy/Invoice/ Packing List/Delivery Note are made available to the department).	
		On Receipt of the Requisition Copy, the A/P department should verify that the requisition is properly approved by the director and the logistic manager before putting the same into the computer.	
		If either of the approvals are missing, the same should be brought to the notice of the Head of Accounts department immediately.	
		The A/P department should also verify that in case of imported items and local items of higher value the Performa invoice value and the actual invoice value does not deviate materially. If so the matter needs to be brought to the notice of the HOD immediately	
		The AP department should also inform the Accounts Head of any Outstanding to be cleared is pending with the supplier from whom the goods are ordered and whether the outstanding has already fallen due.	
		All the materials duly received by the Bulk Yard and the Branches directly must count he materials, check their quality and inspect for any damages before the same is booked into the physical stock.	
		No materials should be accepted without any documents.	
		Once the stock is booked into the computer they must confirm the stock booked into the store ledger correspond to the physical quantity of the stock.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		If for any reason they are unable to confirm the same, the detailed nature of discrepancy should immediately be known to the logistic department with a copy to the accounts by e mail.	
		A MRN must be raised in Triplicate detailing the description of the goods received, Packing List No/Delivery Note No, Gate Pass No/Reference of the Party from whom the goods are received/The mode of shipment/Vehicle No and status of the goods received.	
		If for any reason, the goods are rejected then materials rejection note must be raised in triplicate and send one copy to the accounts payable and logistic department.	
		The logistic department should immediately get in touch with the inventory department to update the stock register.	
		A/P department should immediately get in touch with the G/L and HOD for raising the debit note to the party.	
		If the goods are damaged during transit, the matter needs to be taken up by the accounts department with the insurance department and claim lodged immediately once the matter is informed to the department	
		One copy of the MRN must be sent to the A/P department, one copy of the MRN must be send to the Logistic Department and the last copy of the Document will remain with the bulk yard/branch receiving the same.	
		MRN Numbers will also be given against daily receipt register entries so that materials received in stores pending MRN preparation are known on day to day basis which should be under constant watch.	
		This will be ensured by strictly maintaining the Goods Inward Register that shall have entries of all incoming materials	
		No goods should be put up for sale or manufacturing unless the same is shown as receipt in the computer.	
		The computer should not allow any negative selling.	
	Reordering	Re-ordering to automatically flag up if reached at certain minimum level set at warehouse level	
	Required extra functionalities	Selling price should be based on FIFO basis	
		Price should also be based on Customer level.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		Individual customers can be given certain mark up from which their POS price will be derived.	
		For certain items option should be available if user discount will be allowed or not.	
		Stock transfers shall not have any information printed regarding the price of the item.	
		The cost price shall be updated across the servers for only overseas purchased items and not locally purchased items.	
		Locally purchased items may differ on the last cost for different branches.	
		Freight component to be included in the local purchase price at the time of receipt entry.	
		The last cost shall not change through a transfer of stock.	
	Reports Required- Multi-Locations	Warehouse will be controlled by warehouse controllers.	
		Users will have rights only to carry out inward and outward transaction of the warehouse in which they are working and those inward transfer transactions to their operational warehouse from the transit location only for those transfers for which they have sent the transfer request.	
		Similarly they shall be able to do outward transfer of only those items to the transit location of the requesting branch for which they have received the stock transfer request.	
		The control of such transactions shall be the originating transfer request or order both item wise, quantity wise, and location wise and user wise.	
		Any requisition made as goods transfer order shall be generated by the requesting warehouse user.	
		Recommendation for sending warehouse will be given by the system based on the minimum quantity a location is supposed to have and choices will be given.	
		The requester will choose the most convenient sending warehouse and send the request.	
		The request may or may not be entertained if not then the next preferred warehouse will be chosen	
		If yes then the transfer request will be converted to a transfer order and converted to a confirmed stock transfer.	
		Functionality to receive the stocks at location by the users in charge of that location only.	
	Reports Required	Drop shipment functionality required to cater to needs of customer who would like to pay and be invoiced for or order items that may not be in stock but will require direct delivery from supplier to customer and where the supplier will submit invoices for goods supplied only at the end of the month eg sales and supply/delivery of Sand-Gravel.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		A register similar to inward register where the security personnel will do an entry of all incoming goods whether from suppliers of goods that are undelivered that are returned	
Accounts Receivable	Current Green tree setup	**Customer Master** to have Customer Code, Customer Address, Payment Terms, Credit Limit for levels, Delivery Address – different from Customer address, customer type, customer branch level, discount level (default discount when invoicing), also shows customers balance period wise.	
	Invoice	All invoices from POS converts into AR invoice.	
		Auto numbering enabled.	
	Receipts	Receipts auto-numbering is based on selection of branch the receipt is posted to.	
		In receipts user can select the invoices on which the receipt is applied to and also can leave it unapplied for later application.	
		All Cash Receipts from POS converts into AR receipt.	
	Credit Notes	Credit Note auto-numbering is based on selection of branch the receipt is posted to.	
		In Credit Note entry user can select the invoices on which the credit is applied to and also can leave it unapplied for later application.	
		All returns from POS converts into AR Credit Note	
	Journals	Journals can be used to pass any adjustments that need to be done when period is closed or for any reason other transactions cannot be used.	
	Process	Option to apply any unapplied transactions	
		Option to hold or release invoices	
		Option to prepare bank deposits	
	Required New Functionalities	Customer master – to have business registration number field for credit customers. Process:	
		Option to hold/release a customer's account.	
		Similarly sales shall be user specific, terminal specific, item specific, location specific.	
		Items that are not taken by the customer themselves shall have pick list printed out.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		Pick list printout shall be used for loading and checking the loaded items after which invoice will be generated on the basis of the items checked in the pick list.	
		Invoice shall have the provision for entering the company vehicle number and the name of the driver taking it.	
		Credit sales transactions shall need the PO number to be entered for the account number specific to a customer.	
		The system shall give an alert if the PO number for the same customer is repeated, or the customer credit limit is exceeded.	
		Customer allocated to team or user for the profit centre.	
		Lay-buy	
		Customer Loyalty assurance.	
		Customer advance receiving and invoicing.	
		All functions currently available in RCM -NAV should be available for Glass and Mirror.	
	Reports Required	Audit Trail (daily, monthly, yearly) - customer wise, salesperson wise, branch wise.	
		Age Balance – Customer wise, Branch wise	
		Transaction listing (daily, monthly, yearly) – customer wise, salesperson wise, branch wise, transaction type wise.	
		Cash sale and account sale listing branch wise	
		Bank deposit reports	
		Tax summary report (daily, monthly, and yearly) – branch wise, transaction wise.	
		Customer detail listing.	
		Sales report (daily, monthly, yearly) – customer wise, branch wise, salesperson wise, item wise	
		Statements (daily, monthly, yearly) – customer wise, branch wise.	
		Overdue invoices – customer wise	
Accounts Payable & Imports	Current Green tree setup-Supplier Master	To have supplier code, supplier name, supplier address, supplier branch, supplier type (Local, Overseas), Payment Terms, default currency type, bank details.	
	Invoice	All invoices that are raised for item codes are to be raised by selecting the PO receipt of the item.	
		All invoice for general expenses are to be raised by selecting the PO.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		All invoices for which neither the PO nor a PO receipt is raised are directly punched by entering individual line item.	
		For general expenses and non-stock codes we should be able to enter quantities.	
		All invoices raised through PO receipts should show the corresponding PO on invoice.	
	Credit Notes	All credit notes are passed by punching in individual line items that credit has to be passed for.	
		All credit notes are to be passed by selecting the invoice and changing the quantities instead of punching the individual line items.	
	Payment entry	We select the cheque number manually and select the supplier invoices for which we are doing the payment.	
		Before creating any payment entries we should have a payment voucher entry option which will be sent through system for approval.	
		Upon approval then only payments should be created.	
		When payment selection is run there should be an option to change the invoice amount to be made in case of part payments.	
	Shipment Entry	Goods received from Overseas are shipped first to add on additional costing such as Duty (FOB Price), Clearance charge, freight etc.	
	Required New functionalities	On single shipment multiple invoice and multiple currency entries should be allowed.	
	Shipment Entry	Consolidated charges for different companies on a single shipment.	
		Duty charges to automatically assign to a particular item on the first shipment costing.	
		PO and PO receipt variance to automatically POP UP on raising an invoice.	
		Goods should not be sold until costing is done (overseas goods).	
		Variable duty calculation (CIF/FOB/CNF).	
		Duty calculation on rate, weight and value.	
		Order selection for additional charges on shipment entry	
		Shipment entry for GL and Non-Stock Codes.	
		Once stock is updated alert should be given to respective warehouses.	
		Cost to be updated automatically to all branches once shipment is updated.	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	
		Each additional charge during shipment entry should appear as separate line entry.	
		Together with receipt number PO number should appear while doing invoice entry.	
		Remittance generated should have Invoice reference and date, order reference and vendor bank account details	
		Item supplied in Tones and received in piece.	
		All functions currently available in RCM -NAV should be available for Glass and Mirror.	
	Reports Required	Vendor wise and currency wise purchases (monthly, yearly)	
		Vendor wise and currency wise payments (monthly, yearly)	
		Date wise, vendor wise, currency wise shipment entry report (Weekly, Monthly, Yearly)	
		Frequent vendor purchase details	
		Payment selection report	
		Remittance advice - should have Invoice reference and date, order reference and vendor bank account details.	
		Age Balance – period wise, supplier wise, currency wise	
		Transaction listing (daily, weekly, monthly, yearly) – transaction wise, supplier wise, currency wise	
		Audit trail – supplier wise, currency wise	
		Tax summary report	
		Purchase listing (daily, monthly, yearly) – supplier wise, currency wise.	
Imports		Multi-Currency functionality in NAV as they order goods from Overseas.	
		When they import goods, they not only have the Supplier cost of goods but also need to account for additional costs such as Freight and Duty. Currently in GT they enter these costs manually but they want the calculation of duty to be automated as they have the following formula for working out duty:	
		Duty is calculated on either:	
		Value: which is eg 27% of the value?	
		Weight: This is 0.40 cents per KG	
		When Ordering they also want the following to ensure that they utilize the container to be shipped to the maximum	

GLASS & MIRROR (CONT'D)

Subdivision	Focus Area	Functions	Gap/Fit
		They want to select the supplier and enter items:	
		The items duty can be based on amount and Weight.	
		They also want other standard things like ability to calculate exchange gain or loss for payments of overseas suppliers, and have functionality where they can maintain weekly exchange rates.	
		Reports example: Shipment report per month	
Finance Management		Similar to Current setup of Green tree and NAV.	
		General Ledger	
		Fixed Assets	
		Cash Management and Bank Reconciliation	
		Financial Management	
		Intercompany Postings	
		Multiple Currency	
		GL/Cash Management/Cost Accounting/Liquidity	
		All functions currently available in RCM -NAV should be available for Glass and Mirror.	
		Proper User Access Control mechanism	

GNM User Licensing Model for AX2012R3

GNM Back office

Branch	Function	System Name	License
LTK	Sales	_Priya Sales	Enterprise User
LTK	Production / Inv Clerk	_Sashi Production/Inventory	Enterprise User
Suva	Sales	_Ranjita Sales	Functional User
Suva	Job cost /Inventory	_Moshin Job/Inventory	Enterprise User
Suva	Job cost	_Shiyaz Job	Enterprise User
Suva	General Manager	_Janaka GM	Enterprise User
Suva	Sales	_Salesh Sales	Functional User
Suva	Inventory costing	_QS Costing	Functional User
LTK	Manager	_Riaz BM	Functional User
Suva	Manager	_Bal BM	Functional User
LTK	Manager	_Manager BM	Functional User
LTK	Inventory costing	_QS Costing	Functional User

Inventory: Transfer Inventory & View on Hand
Sales: Sales; Quotation; Sales invoicing and Credit Invoice
Production – View on Hand inventory and Production Transactions
Branch Manager – Overlooking Branch Activities
General Manager – Overlooking GNM Full Operation and KPIs

Summary – GNM Current Users

License	Count
Enterprise User	5
Functional User	7

Glass & Mirror MIS Reports

Report	Report Name
Customer Invoice	GM-001
Audit Trial	GM-002
Variance Report	GM-003
AP Batch Report	GM-004
Inv Batch	GM-005
Job Cost - Projects	GM-006

Note:
- **All the report formats are common for all companies.**
- **Individual company wise extracted MIS Reports should have the provision to access from any company.**
- **Reports highlighted in RED are currently maintained in excel**

GM-001

Customer Invoice

Location	Stock Code	Description	Qty	UOM

GM-002

A/C #	Reference	Batch	Branch	Supplier	Value Incl Tax	Tax Amount	Tax Rate	Tax Period

Audit Trial

GM-003

Variance Report

Process Date	Period End Date	Inventory Code	Description	Location	Cost	Expected Value	Counted value	Variance

```
Process Date:      30 June 2014, 11:46:38        GLASS & MIRROR                                                    Page   1
Period End Date: 30/6/2014
                                                 P. O. BOX 9                        BA
                                                 Stocktake Variance Report

                                                 GMLTKFINANCIALJUNE20

                                                                    <--------------------- Quantity -----
Inventory Cod        Description        Location              Cost   Expected    Counted   Variance    Dollar VariancPercent
10.38MMGREYLAMI      10.38mm GREY LAMINATED [LTKA            35.4531  117.6234   116.6773   -0.9461     -33.5422    -0.80
10MMCLR              FLOAT GLASS 10MM CLEAR  LTKA            25.9510   74.2896    76.9476    2.6580      68.9778     3.58
12.8MMCLRPLANT       GLASS 12.8mm CLEAR LAMINI TKA          108.5214  808.2862   810.1473    1.7611     191.1170    0.22
```

OK?
29/10/2014.

GM-004

AP Batch

Batch Number	Supplier Name	Purchase Order	Qty Received	Receipt Total	Batch Total

GLASS & MIRROR
Purchase Order Batch Edit List

Batch Number S 23863   Date   24 July 2014   Transaction Type   PO Receipt   Branch LT   Operator Priya

Reference Type Code	Supplier Description	Supplier Name	Subcode/Location	Purchase Order	Qty Received	Unit Price	Tax Amount	Value(Tax Excl)

Receipt Total   6 13   40.87

Batch Total   6 13   40.87

GM-005

Inventory Batch

Batch Number	Transaction Type	Stock code	Unit	Location	Qty	Batch Total

GLASS & MIRROR
Inventory Batch Edit Listing

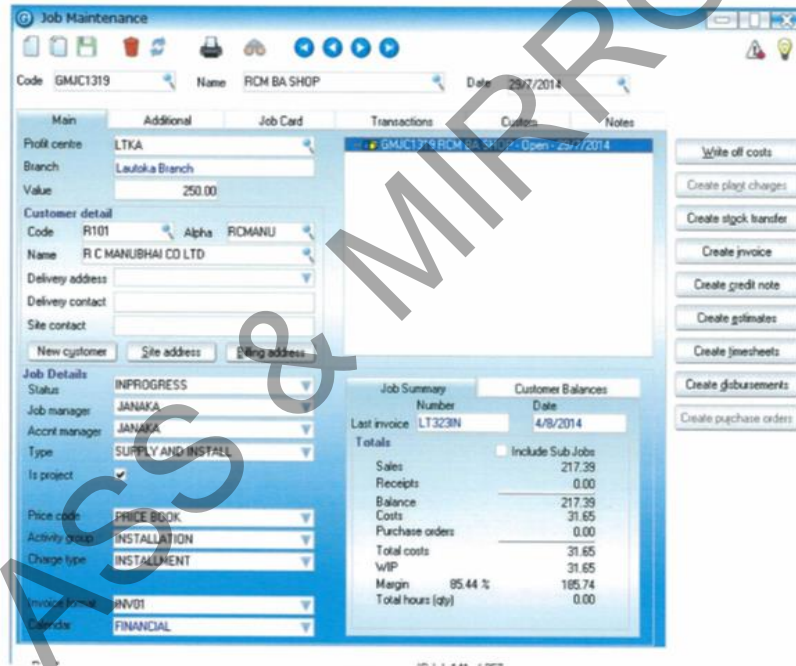Batch Number S 24048   Date 4/8/2014
Reference   Trans Type   Stock Code   Unit Location Price Level   Quantity Cost/Price   Discount   Net   Tax
                          Transaction Tree: Branch

Transaction Total   0.00   -1,584.64   -86.00

Batch Total   -8.0000   0.00   -1,584.84   -86.00

OK ?

29/10/2014

GM-006

Job Cost

Job Cost	Project Invoices	Job Cost #	Narration	Client	Total.

GLASS & MIRROR (FIJI) LTD
A TOUCH OF GLASS
A DIVISION OF THE APEX INDUSTRIES LTD

Customer Name	SPA Facilities
Customer Order No	TBA
Site	PBS
Job Description	Alluminium & glass work
Branch	SVA

JOB COST SHEET

Reference No.	JR-28072014/2
Job No.	tba
Date	
Quot	

No.	Code	Item Description	Material Cost at the planning stage			Actual Material Usage			Variance			Reason for Additional material Cost	Additional material Cost Approved by.
			Qty.	Rate	Cost	Qty.	Rate	Cost	Qty.	Rate	Cost		
		Materials - Glass- 50%t va		$	$		$	$		$	$		
1		6.38 translusion	32.0	31.50	1,008.0		-	-	-	-	-		
		Total Glass Cost			-			-			-		
		Materials - Alluminium- 50%t va		$	$		$	$		$	$		
1		GMA 38	12.0	140.40	1,684.80		-	-	-	-	-		
2		gma 39	6.0	135.53	813.15		-	-	-	-	-		
3		GMA 40	6.0	30.23	181.35		-	-	-	-	-		
4		gma 41	10.0	62.40	624.00		-	-	-	-	-		JR
5		gma 44	4.0	113.10	452.40		-	-	-	-	-		
6		gma 45	4.0	113.10	452.40								
7		gma 48	2.0	167.70	335.40								
8		gma 46	2.0	78.00	156.00								
9		gma 49	2.0	17.55	35.10								
		Total Alluminium Cost			2,236.65			-			-		
		Materials - Other-30%t VA		$	$		$	$		$	$		
1		door handles D	8.0	40.00	320.00		-	-	-	-	-		JR
2		Hindge	24.0	9.00	216.00		-	-	-	-	-		JR
3		SL Rubber-m	20.0	3.60	72.00								
4		Silicon	44.0	18.70	822.80								
5		Screw- 8x2'	300.0	1.12	336.00								
6		Door closer	8.0	42.00	336.00								
7		Screw- 10x3'- only supply	120.0	1.87	224.40								
		Total Other Material Cost			2,327.20			-			-		

No.	Code	Item Description	Labor Cost at the planning stage			Actual Labor Usage			Variance			Reason for Additional Labor Cost	Additional Labor Cost Approved by.
			Hrs.	Rate	Cost	Hrs.	Rate	Cost	Hrs.	Rate	Cost		

		Labor Cost		$	$		$	$		$	$		
	1	Day charge - Fabrication - 3 person x1units on (8 worker day)	192.0	4.80	921.60			-					JR
	2	Day charge -instalation - 4person x1units on (6 worker day)	256.0	4.80	1,228.80								
		Total Labor Cost			2,150.40			-					
		Transport Cost			120.00								
		Other consumable (rivets & scaffolding)			200.00								
		Sub-contracting			-								
		Total Initial Job Cost			7,034.25			-			-		
		Quotation Price VIP			14,000.00								
		Quotation Price VEP			11,900.00						11,900.00		
		Additional Price											
		Additional Price											
		Final Invoice Price											
		Initial Margin			4,865.75			-					
		Initial Mark-up %			69%			#DIV/0!					

Planning Signatures

.... Site Supervisor

.... Q/S

.... Branch Manager

.... GM

28072014

Job Completion Signatures

.... Site Supervisor

.... Q/S

.... Branch Manager

.... GM

.... Resident Director

Progress Claim