

BUSINESS AUTOMATION SYSTEM

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1. INTRODUCTION

E-Square's Business Automation System (BAS) is versatile software that offers robust and flexible features, with a very decent user interface. BAS has powerful capabilities that provide greater visibility into the content and processes that drive large and small organizations.

BAS enables your staff to keep up-to-the-minute records on all major aspects of the apparel business. A single click generates high-level summary view of your business process such as **purchase, sale, inventory, finance, human resources management** and many other more business processes like **costing, production & planning, quality control, taxation, documentation management etc.**

2. Objective

To get a high-level summary view of all your business process.

- To manage purchase process like purchase request, tender processing, quotation evolution; purchase order, invoice management, goods inspection etc.
- To manage sales process like enquiry management, marketing management, sales order management, goods delivery, sales invoicing etc.
- To manage inventory levels, total value of the stock available, stock batch processing, reserved stock, minimum and maximum level of raw materials etc.
- To manage finance process such as expense tracking and asset management, loan calculations, sales receivables, purchases payables, general ledger, inventory, job/project tracking, expenses, sales tax tracking and complete business reporting and financial statements.
- To manage human resource management such as Recruitment, Elaborate Employee Master, Employee Categories, Grades and other parameterization, Grade wise and Employee wise Salaries Statutory Deductions like Provident Fund and Employee Insurance, Regular and Adhoc Deductions, Salary Processing and Pay Slip Generation, Transfer Salary to Banks or Direct Payment, Loan & Advance etc.

3. AREA OF APPLICATION

Small and large scale business sectors like manufacturing and trading companies.

4. FEATURES & Advantages

1. **BAS** can run on desktop as well as on network. It can easily get converted into intranet environment.
2. **AUTOMATED** business system will reduce manpower in different processes and thus reduces manpower costing.
3. Completely integrated design and modeling environment for processes, rules and forms.
4. Comprehensive monitoring, reporting, analysis with graph.
5. Standards-based robust business system and human interfaces.
6. Truly windows based package that can handle multiple tasks simultaneously: For example, you can view your trial balance while posting a voucher.
7. Drill down Facility through out the Software.
8. Provides settings to make your own keyboard shortcuts.
9. Fully integrated maintenance console for backup, restore, import, export, etc.
10. Extensive views and queries that can be customize according to client's requirements.
11. Visual Reports with graphs that can be customize according to client's requirements.
12. Provides fast MS DOS based printing.
13. Connectivity to your favorite packages like Excel, Word, Notepad etc.
14. User/ Company and Module level access rights with encrypted passwords.
15. Address book (customer profile, vendor profile), calculator scheduler, reminder facility wherever it's require
16. Measurement conversion tools.
17. Master facilities to pre define most generalize features. Like terms and condition master, project master, item master, customer master, vendor master, area master, unit master etc.
18. **Barcode technology** can integrate for inventory as per client's requirement.
19. **BAS** front-end is made in visual basic.net/asp .net for intranet application and back-end is in Microsoft SQL server. But the backend can be easily converted into Microsoft Access for small scale sectors and Oracle for big scale sectors.

5. MODULES

PURCHASE MANAGEMENT

Procure right material at right time, from right place and at right prices. **BAS** gives real time status of material in hand and in pipeline.

Modules

1. Purchase Requisition
2. Vendor Management & Tender Processing
3. Quotation Entry, Evolution & Vendor Selection
4. Purchase Order/Contract Entry
5. Material Inwards (Purchase Inventory)
6. Material Inspection & Invoice Verification

Features

1. Elaborate Vendor Masters with Categorization
2. Vendor approval, Activation and de-activation
3. Supplier Item parameters
4. Consolidation of Purchase Indents
5. Supplier Quotations, Price Comparison
6. Purchase Orders management
7. Purchase Order printing through software
8. Supplier Invoice processing
9. Send Purchase Order by Email, Print or Fax
10. Standard Purchase Terms & Conditions
11. Re-inspection and Disposal of Rejected Material
12. Material Master / Vendor Master / Item Master
13. Inventory Parameter display at Purchase Order raising
14. Vendor performance and ranking
15. Document Search Engines
16. Standard Reporting based on purchase like date-wise purchase requisition, purchase order, purchase invoice, material ordered, material purchased etc.
17. Customize Purchase Reporting

SALES MANAGEMENT

Right from Prospect rising to Inquiry Management, Order Management, Price List Management to Collection of Invoices, Service Call Management. Handles order processing and invoicing of customers.

Modules

1. Inquiry Management and Quotation
 - Full information of inquiry
 - Inquiry Status (Pending, in progress, finalize, rejected with reason)
 - Search Engine for Inquiry
 - Status wise
 - Date wise
 - Area wise
 - Media/sales representative wise
 - Product wise
 - Total inquiry summary daily, weekly, monthly
 - Quotation printing (can formatted as per you requirement on your letter head)
 - Party wise/date wise quotation summary
 - Reminder of inquiry
2. Sales Order Entry
3. Sales Order Processing
4. Material Delivery
5. Invoice Management
6. Service Call Management (Customer Care): With Service Call Management the right technician gets assigned to the right job with the right material, preventing wasted time and travel.

Features

1. Sales Enquiry
2. Sales Quotation
3. Sales order receipt and acceptance
4. Sales order Scheduling
5. Order Status and Stock Status
6. Elaborate Customer and Prospect Master
7. Multi units of Measurement
8. Excise duty
9. Standard Charges on Invoice
10. Activation and de-activation of Customer
11. Auto pick up of Rates, Taxes and conditions at Sales Order stage
12. Re-correction of taxes at invoice stage in case of change
13. Sales Return
14. Sales Tax forms tracking

15. Customer ranking and history
16. Allocation or reservation of a particular material as per sales order and customer.
17. From Date and To Date reporting
18. Standard reports like sales enquiry, customer listing, order status, sales listing, sales analysis based on item, location, address and analysis codes, and user-defined reports on quotations, orders, invoices, etc.

INVENTORY MANAGEMENT

From generation of Item Master in a structured manner to indenting, receiving, issue and tracking of material in multiple stores. Managing inventory levels, total value of the stock available, stock batch processing and effective real-time reporting.

Modules

Raw Material Inventory

1. Product wise material divergence
2. Product wise raw material stock status
 - Ordered raw material
 - Arrived raw material
 - Inspected raw material
 - Reserved raw material
 - Min-Max level of raw material
3. Issue raw material to production department

Production Inventory (Optional – can customize as per your requirement on additional cost.)

1. Department or Process wise inventory
2. Process wise production quality report
3. Worker wise production quality report
4. Process wise production expected profit and actual profit and loss

Ready to sale product Inventory

1. Inspected and ready to sale product (Quality control optional)
2. Reservation of ready product
3. Min-Max (critical level) stock
4. Ready stock on hand

FINANCE AND ACCOUNTS

Complete capturing of Financial Data and real time reporting. Seamlessly integrated with other processes. BAS offers functionality in sales and receivables, purchases and payables, general ledger, inventory, expenses, sales tax tracking and complete business reporting and financial statements.

Features

1. Multiple Financial Entities and Periods
2. General Ledger and Sub Ledgers management
3. Credit note and debit note
4. Entity wise Multiple Open Periods
5. Excise (Manufacturing Tax) and Vat supported
6. What is pending - one click real time information
7. Project wise Cost report
8. Sales Tax Declaration forms tracking
9. Sales Tax and Excise - auto entries in General Ledger and Statutory Books
10. Service Tax
11. From and To Date Reporting
12. Ledger wise out standing report - view and print of ledger
13. Cash book and Bank Book
14. Balance Sheet, Profit & Lost and Trial Balance

HUMAN RESOURCE AND PAYROLL

BAS is powerful management software for streamlining and coordinating an organization's human resources department.

Features

1. Recruitment
2. Elaborate Employee Master
3. Statutory Deductions like Provident Fund and Employee Insurance
4. Regular and Adhoc Deductions
5. Salary Processing and Pay Slip Generation
6. Transfer Salary to Banks or Direct Payment
7. Loan & Advance
8. Training Sub Module (Optional)
9. Complete Statuary Reporting and Returns e.g. for PF and ESI
10. Bonus and Employee Gratuity Management

11. Events reporting
12. Time Management - Leaves, Overtime and Attendance
13. Transfer
14. Deputation
15. Promotion
16. Employee Attendance Report taking into consideration - Arrival report, Late coming report, Early going report, Missing swipes, Extra hours, Attendance sheet, Present report, Total Man-Days, Leave summary, Login logout detail report etc.
17. Employee Payroll Report taking into consideration - Annual statements, Attendance register, Bonus statement, ESIC Deduction, Late deduction, Leave Details, Leave Encashment, LIC Deduction Employee wise, Net salary (Bank) report, Net salary (Cash) report, Net salary (Loss of pay) report, Nil LIC deduction report, Nil PF loan deduction report, Overtime report, Pay slip report, PF reports, PF slip, Provident fund deduction, Provident fund loan deduction, Rent Deduction, Salary advance deduction, Salary register, TDS report, Transport deduction etc.

These are the generalize feature of E-Square's **BAS** (Business Automation software). There are many more features such as production & planning, costing, Taxes and Excise, Quality management and document management etc.

These features can be integrated with the above modules as per the client's requirement. i.e **BAS** has facility to integrate module with each other. For Example - production with inventory, taxes with account, quality with production etc.

With some additional cost different features can be integrated with different modules of BAS as per client's policy, work methodology, terms & conditions etc.

PRODUCTION AND PLANNING

Advance planning, co-ordination with sales, machine capacities and loading, derivative loading, bills of Material, production processes. This module is not generalized. We can customize as per your production and planning methodology and can attach with inventory and quality control module.

Features

1. Machine Groups
2. Elaborate Machine Master
3. Item wise Machine Capacities
4. Processes
5. Specification Sheets
6. Production Stages
7. Item Family wise planning and execution
8. Online MRP
9. Changed Plan - MRP handling
10. Machine Loading

11. Production Planning
12. Derivative Machine Loading
13. Tracking Orders
14. Machine Group wise standard break down reasons
15. Machine Break down monitoring
16. Machine Maintenance Calendar
17. Maintenance Tracking
18. Maintenance Costs
19. Efficiency Monitor
20. Production Stage Process / Material link
21. Search Engines

COSTING

Buildup of Standard and actual costs, Analyze department wise / cost center wise costs. Margins earned product wise, geographical area wise. This module is not generalized. We can customize as per your terms and condition and can attach with Purchase and Account module.

Features

1. Cost Centers
2. Cost Center Groups
3. Cost Heads
4. Resources
5. Cost Allocation Parameters
6. Purchase cost loading
7. Purchase Cost Monitoring
8. Material Consumption Areas
9. Additional cost of material allocation
10. Employee wise Cost Allocation
11. Configurable to book Purchase Variance on invoice booking
12. Cost Heads and links to Account Heads
13. Gross Margins - item & category wise
14. Gross Margins - Customer / Area wise
15. Department wise cost accumulation
16. Employee wise cost accumulation
17. Standard Costs and Variance
18. Batch Cost and Unit Cost
19. Cost allocation direct from finance voucher
20. Cost element debit and credit
21. Choice of Inventory valuation method

TAXES AND EXCISE

Meet your tax related obligations on manufacture as well as sales. User defined tax groups and tax rates. This module is not generalized. We can customize as per your terms and condition and can attach with purchase, sale and account module.

Tax module is used to prepare tax forms, schedules and worksheets that are required by federal and state regulations. Some other features that may be included are the integration of digitally "signed" capabilities, export to PDF formats, and frequent updates to tax law regulations.

Features

1. Excise Duty (Manufacturing Tax) Management
2. Standard Excise Duty Rates with effective Dates
3. Automatic Charge of Excise Duty in invoices and outward challans
4. Auto calculation of Excise Duty Liability
5. Stock maintenance under Excise Laws
6. Data transfer to Financial Books
7. MODVAT (Excise Duty paid on inputs) management
8. Excise returns to the Government
9. Sales Tax Group wise classification of Items
10. Sales Tax Group wise Tax rates
11. Optional automatic charge in the Sales Invoices
12. Different kinds for Sales for Tax Purposes
13. User defined multiple Sales Tax declaration forms
14. Pending Sales Tax declaration forms
15. Online updating of Financial Books with sales Tax related activities
16. Sales Tax return information
17. Service Tax

QUALITY MANAGEMENT (for ISO Standard we can customize)

BAS manages quality management of incoming, outgoing and in-process material. It gives specification sheets, SOP's and standardization of rejection reasons. This module is not generalized. We can customize as per your terms and condition and can attach with production, planning and inspection.

Features

1. User defined Quality Checks and Standard Reasons of rejection
2. Item wise QC check parameters
3. Production Specification Sheets
4. Packing Specifications with validity checks and integration with Items
5. Test Certificate Specifications and issuance
6. Standard Test Certificates with copy facility of previously defined Specifications
7. Size conversion option for different measurement systems
8. Receipt of Material from Supplier and Acceptance by QC from the total quantity
9. Re-inspection of Material
10. Quality checks on Customer Return
11. Option to mark quality must for critical items
12. Partial QC of a Store Receipt and its transfer for production / sale
13. Workflow and seamless integration with related Business Processes

DOCUMENTATION MANAGEMENT

BAS Document management software is utilized to organize, distribute, standardize and control the process of how documents are managed in a business environment. BAS Document management comes with features that can help you achieve many of your document management needs. With BAS document management in place it will allow you to manage a document life cycle from start to end. We can maintain document like contract, purchase order, invoice, quotation, proposal, receipt, technical documents and other important documents.

1. Controls who checks out and checks in a document
2. Provides a form of labeling to make it easy to reference documents
3. Search capabilities for documents.
4. Provides a form of a standard scheme for documents across the company
5. Can provide a central location for documents
6. Document scanning and storing (group wise and index wise)
7. 2D-Barcode integration