

# Chemical Industry Profile



Certified  
Management  
Accountants



## Chemical Industry Benefits and ERP Features.

**Commercial International Group**

**(CIG)**



C.I.G  
المجموعة التجارية الدولية  
Commercial International Group

IFRS<sup>®</sup>

GAAP

Generally accepted accounting principles

# E<sub>RP</sub> Benefits and Features



INVOICES	
Ability to produce fixed or recurring billings based upon contract terms.	Ability to create revenue contracts.
Ability to produce manual invoices for non-recurring types of billing.	Ability to attach backup scanned or electronic documentation to an invoice.
Ability to create invoices based on multiple charge codes, fee types in multiple tiers.	Ability to create multiple payment schedules and billing cycles.
Ability to produce custom invoices.	Ability to construct and process periodic statements for every receivable.
Ability to accommodate memo or text fields for invoices or credit memos.	Ability to generate account statements for the following: Specific accounts Range of accounts within a department / agency Range of customers Delinquent accounts
Ability to generate consolidated statements for customers with multiple accounts.	Ability to maintain detail of un-billed charges.
Ability to produce ready-to-mail invoices prepared in accordance with governmental regulations and in the format required by reimbursing departments/agencies.	Ability to automatically generate grant reimbursement requests based on expenditures.
Ability to generate specific charge and fee types to the Assessor for addition to tax bills.	Ability to exclude / include billing detail data elements, allowable charges, and overhead on specific bills or all bills.
Ability to produce reconciliation statements showing beginning balance, charges, credits and payments, and a new balance.	Ability to correct and reprint invoices.
Ability to accommodate online cancellation and one step automatic reversals of invoice entries.	Ability to print a duplicate bill on request.



Ability to allow credit memos in batches or online.	Ability to apply specific credit memos to specific invoices and invoice line
Ability to store multiple user-defined dunning messages.	Ability to age receivables in user-defined schedules based on charge type, account, customer type, etc.
Ability to automatically write-off small discrepancies between the amount due and the amount received.	Ability to apply payments according to the following: Partial payments against individual line items on a receivable Overpayments against individual line items on a receivable Maintain open receivable until all items are satisfied
Ability to automatically apply interest charges and penalties based on established due dates.	Ability to define multiple delinquency and collection processes.
Ability to charge credit card fees.	Ability to change or waive the fee/receivable amount at specific security levels based on user-defined criteria.

#### RECEIPTS

Ability to accommodate multiple payments for an invoice.	Ability to accommodate single payments applied against multiple invoices.
Ability to accommodate partial payments on account.	Ability to accommodate payments in excess of or less than the bill rendered.
Ability to support multiple point of sale interfaces for cash receipting to the Treasurer.	Ability to post cash receipts.
Ability to track deferred revenue.	Ability to accommodate debits against customer accounts.
Ability to accommodate refunds.	Ability to support multiple reversal and collection processes for NSF checks.
Ability to accommodate online and phone bill payment.	Ability to apply charges for NSF checks.
Ability to generate and save multiple receipt types by department/division.	

REPORTING - QUERYING	
<p>Ability to generate a variance report by user or by department for: Lists of receipts for daily cash deposits Cash receipt registers or journals Daily bank deposits</p>	<p>Ability to develop ad-hoc and custom reports.</p>
<p>Ability to generate a monthly report of all revenue received by department.</p>	<p>Ability to drill-down to customer and receivable detail (i.e., date a check is received, purpose).</p>
<p>Ability to list receivables written off.</p>	<p>Ability to report on deferred revenue.</p>
<p>Ability to generate a variance report showing revenue accruals vs. actual collection.</p>	<p>Ability to generate the Company wide or department aging report.</p>
<p>Ability to generate a report of flagged customers who have issued a bad</p>	



# F eatures and A bility



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ASSETS REQUIREMENTS	
Ability to export queries to popular desktop applications (i.e., Microsoft Office)	Ability to access the customer master by customer name.
Ability to access the customer master by a portion of the customer name.	Ability to access the customer master by address.

ASSETS REQUIREMENTS	
Ability to comply with Egyptian Finance reporting requirements	Ability for purchasing module to automatically enter fixed asset data when fixed asset transaction criteria are met.
Ability to identify fixed assets by purchasing transaction line item, commodity code, or account coding.	Ability to enter the following asset categories: Land Land Improvements Buildings Building Improvements Leasehold improvements Equipment Furniture and fixtures "Other" monitored assets (I.e., computers, cameras) "High risk" assets (e.g., firearms) Vehicles Capitalized leases / lease purchase Construction in progress Roads Bridges
Ability to track and locate an item by: Asset Number Bar Code or Tag Number Description Grant number Serial number Component items Account number Location Road segment	
Ability to track and locate an item by: Asset Number - Bar Code or Tag Number Description - Grant number - Serial number Component items - Account number Location - Road segment	Ability to track asset sub-categories.

Fixed Assets	
Assigned or responsible individual Cost center Division ID number Block and Lot Number Acquisition date Acquisition Cost Incidental Acquisition Costs Purchase order number Cost of Improvements Betterments Valuation Depreciation Useful life Make or model of vehicle Vendor and/or vendor number	Ability to specify the location of an asset including: Building and room number Address Parcel Number Legal description Floor Plan Underground GIS Coordinates GPS Coordinates
Ability to provide bar code labeling and remote inventory entry.	Ability to track and maintain asset location history.
Ability to assign multiple owner departments.	Ability to automatically or manually assign specific or multiple item/asset number(s).
Ability to automatically create a record for each item purchased.	Ability to allow for on-line inquiry for each asset.
Ability to track the detailed cost of each item.	Ability to flag assets with disposal restrictions and display the restriction message for user handling
Ability to record insurance information including: Insurance company name Insurance company address Insurable value - Policy number - Policy period (term) Type of coverage - Liability limits Premium - Deductibles	Ability to identify assets by fund and budget center.





Fixed asset	
Ability to support asset numbers or track funding source.	Ability to track lease purchases.
Ability to assign and identify by multiple or mixed funding sources.	Ability to track warranty information.
Ability to attach an image of the asset to the record.	Ability to integrate or interface with GIS software (e.g. for sign inventory.)
Ability to maintain information about the condition of the asset (e.g., good, idle, obsolete and broken).	Ability to record assets into various acquisition categories (e.g., purchases, donations, construction projects, receipts from exercising the right of eminent domain and capital leases, urban renewal).
Ability to maintain accountability and reporting of fixed assets that have actually been granted to, or owned by, another entity. Ability to allow for parent/child relationships for assets (i.e., components).	Ability to track non-capitalized assets below the fixed asset threshold
Ability to allow the use of multiple depreciation methods.	Ability to automatically attach useful life and depreciation schedule to an asset based on asset category.
Ability to allocate depreciation to different cost-centers based on user-defined percentages.	Ability to permit differing first year conventions for depreciable assets to be used.
Ability to allow depreciation methods to be changed for an asset or group of assets, to depreciate the assets for the balance of the asset's useful life.	Ability to allow the useful life of an asset to change. Ability to allow some assets to be designated as non-depreciable (i.e., land).
Ability to track the status of an asset including, active, salvaged, sold, auctioned, recycled, surplus, deactivated, etc. with a record of each status change	Ability to automatically to generate a gain or loss transaction based on the changed status of the asset.
Ability to automatically create a receivable when an asset is surplus.	Ability to attach documentation of asset surplus authorization to the asset record.
Ability to transfer an asset between location, funds, budget center, etc.	Ability to generate a physical listing of all assets by budget center, location or other user-defined category.



QUERYING - REPORTING	
Ability to drill-down from any field within the Fixed Assets screen.	Ability to drill-down into other modules to provide purchase/payment detail (e.g., quote number, purchase order number, check number)
Ability to export queries to popular desktop applications (i.e., Microsoft Office).	Ability to create ad hoc queries and reports.
Ability to sort by or filter any field.	Ability to report all fixed asset balances.

## COST MANAGEMENT

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COST MANAGEMENT REQUIREMENTS GENERAL DESIGN	
<p>analyzes corporate costs related to:</p> <ul style="list-style-type: none"> <li>Overhead</li> <li>products</li> <li>manufacturing orders</li> </ul> <p>provides a variety of costing approaches such as:</p> <ul style="list-style-type: none"> <li>standard</li> <li>FIFO</li> <li>LIFO</li> <li>average</li> <li>Target</li> <li>activity-based costing (ABC)</li> </ul>	<p>The software should support the following functionality:</p> <ul style="list-style-type: none"> <li>cost data</li> <li>cost allocation definitions</li> <li>cost allocation process</li> <li>cost management</li> <li>cost and sales price calculation</li> <li>activity based costing (ABC)</li> <li>activity based cost tracing and tracking</li> <li>Product Costing</li> <li>Item Costing</li> <li>Cost types may be user-defined (unlimited)</li> </ul>
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<ul style="list-style-type: none"> <li>Factory and non-factory cost indicator includes factory costs from production models and non-factory costs from accounting expenses</li> <li>User-defined resource cost distribution percentage</li> <li>User-assigned resource costs</li> </ul>	<ul style="list-style-type: none"> <li>Frozen, budgeted, current, and simulated costing buckets (multiple costing buckets)</li> </ul> <hr/> <p>Fixed overhead/labor/material and variable overhead/labor/material expense classes</p>

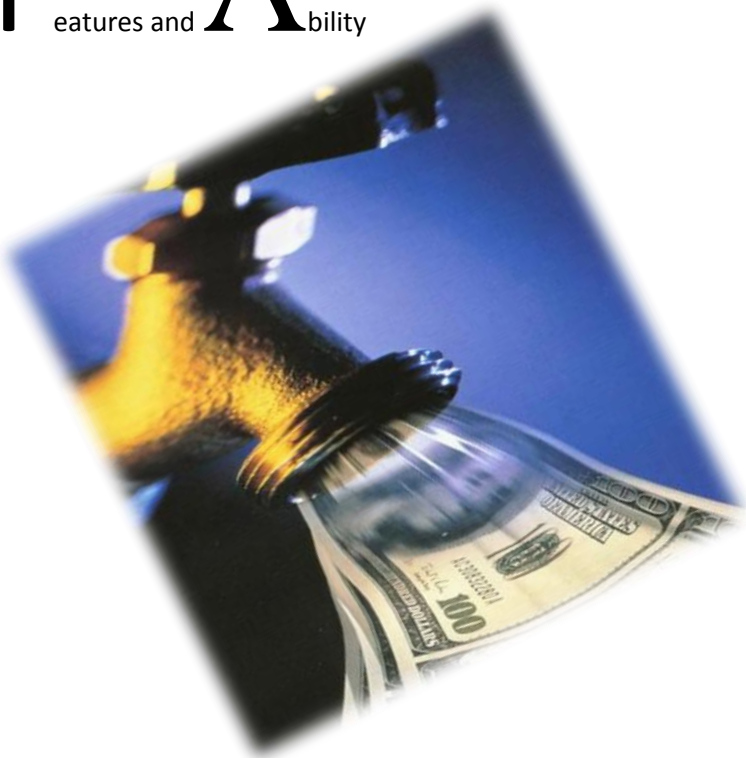
Fixed Asset	
Overhead assignment by material usage, energy usage, key ingredient, and machine time	<p><u>Material burden, duty, and freight rates</u></p> <p><u>Unlimited cost codes</u></p> <p>Item cost type comparisons include net difference by cost element and totals</p> <p><u>Item cost type incremental and accumulated costs</u></p> <p><u>Item's last cost rollup and rollover dates</u></p>
<p>Simulated what-if scenarios of the impact of cost changes</p> <p>On-line ad hoc roll-request against frozen and current costs</p> <p>Retain multiple cost versions for a given product</p> <p>Track fixed, variable, overhead, and other unknown costs by item</p> <p>Calculate dollar values based on non-financial entries for receipts and inventory write down and create the general ledger postings</p> <p>Budget variance analysis to be done by the system instead of off-line-system tracks a product cost budget</p>	<p>The ability to reuse inventory</p> <p>Handle multiple costing layers of inventory-both WIP and finished goods</p> <p>Assembly of kits (components contained within the kits need to be tracked as well as the assembled kits)</p> <p>Handle different kits that may contain the same components</p> <p>Returns to automatically post to finished goods (dollars and units)</p> <p>Specify that some returns go into inventory while others do not</p> <p>Cross reference table between the inventory system and the general ledger-currently using two different numbering systems-would allow automatic posting for receipts, transfers, and book to physical adjustments</p>
<p>Need to re-value or re-cost finished goods based on actual costs incurred (source of actual data a work in process system) and then post the variance to the general ledger</p>	<p>Value finished goods inventory using only the variable cost component and expensing the fixed cost component when the first item is shipped</p> <p>Real time upload and download from and to PC-based applications</p> <p>Identify and segregate bulk expense (MRO) items in BOM</p> <p>Support Purchase Costing criterias</p> <p>Provides Cost Accounting Variances and Analysis</p> <p>Multiple costing methods, including standard and actual costs, as well as lot costing.</p>

<p>Comprehensive “what if” analysis Cost Monitoring</p> <hr/> <p>Accumulate all material, resource, and direct burden costs relating to production Maintain a unique production detail record for every process associated with manufacturing a specific product</p> <hr/> <p>Obtain cost information for each resource and burden activity for an operation on a given routing Monitor material costs by vendor invoice or purchase order price at time of receipt</p> <hr/> <p>Allocate total acquisition prices to appropriate purchased items Perform actual unit cost calculation using any of four methods</p> <hr/> <p>Calculate actual product unit costs by item or lot Determine actual batch costs</p> <p>Cost Analysis</p> <hr/> <p>Post manufacturing variances during each accounting period</p> <hr/> <p>Cost and post all certified and closed production batches during a period</p> <hr/> <p>Cost and post all finished goods shipments during a period</p> <hr/> <p>Perform period revaluations of purchased and manufactured inventory following the final period cost update Post actual batch material and resource consumption to work-in-process inventory using actual period unit costs Reclassify manufacturing period expenses to product</p>	<p>Produce transaction analysis reports covering current and historical purchased material costs, resource and batch certification costs Compare actual to estimated costs</p> <hr/> <p>Compare current and historical standard to actual costs, budgeted to actual costs, and standard to budgeted costs Conduct extensive analysis that highlight key manufacturing cost indicators designated by local plant management Perform a variety of cost inquiries, including item cost and item cost variance summaries, and material inventory consumption analysis</p> <p>Inventory Valuation</p> <hr/> <p>Assign costs to all inventory elements using multiple cost methods Segregate raw materials, packaging, work-in-process, and finished goods by product code Maintain perpetual and summary-costed inventories Apply specific costs to specific inventories on a timely basis Post inventory transactions to appropriate subledgers and General Ledger Cost all period inventory consumption or transactions by inventory type and process, or post them according to pre-mapped inventory account designations</p>
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## CASH MANAGEMENT

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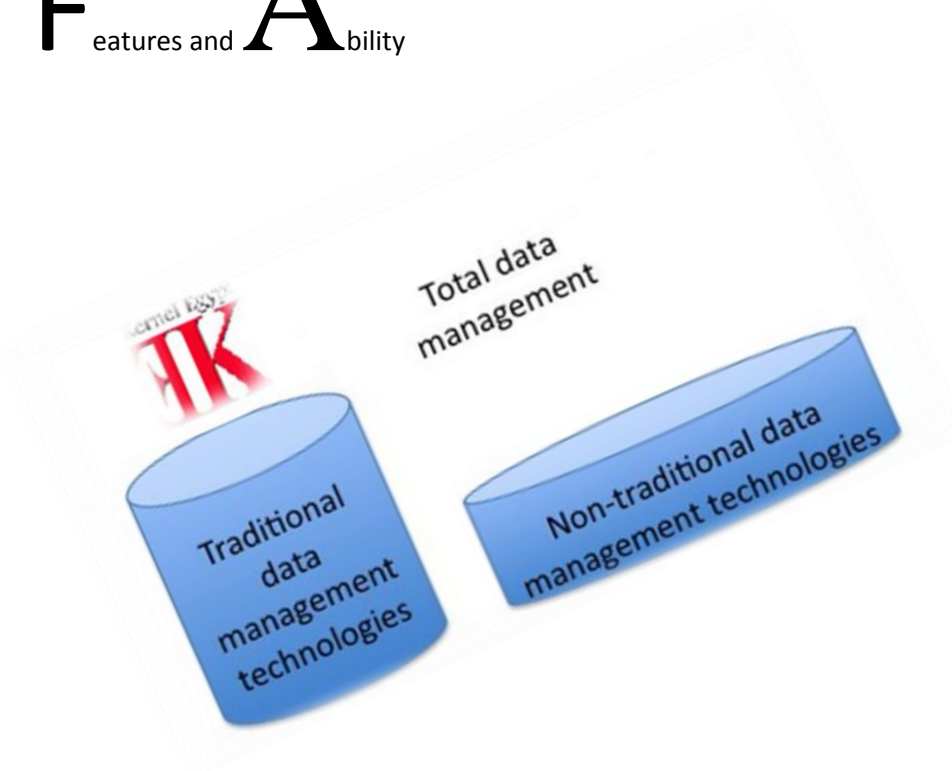


CASH MANAGEMENT REQUIREMENTS	
<p>Integrate with key applications:</p> <ul style="list-style-type: none"> <li>-General Ledger</li> <li>-Payables</li> <li>-Receivables</li> <li>-Order Management</li> <li>-Payroll</li> <li>-Projects</li> <li>-Purchasing</li> <li>-Sales</li> <li>-Treasury</li> </ul>	<p>Define cash forecast templates including:</p> <ul style="list-style-type: none"> <li>-Forecasting periods</li> <li>-Selection criteria for each source</li> <li>-Cash flows from internal ERP systems as well as external systems on local and remote databases</li> <li>-Business calendar</li> </ul>
<p>Forecasting View cash forecast results by transaction source, bank account or GL cash position Drill down to the details of summary cash flows Exclude transactions or add detail transactions to the forecast</p>	<p>Improve the accuracy of Company cash forecasts:</p> <ul style="list-style-type: none"> <li>-Forecast customer invoices using average payment days</li> <li>-Forecast sales orders by payment terms</li> <li>-Forecast purchase orders by payment terms</li> </ul>
<p>Cash Positioning balances net cash flow cash position View short term liquidity position CAM 3.08 ReGroup the cash position online CAM 3.09 position</p>	<p>Define cash position worksheets including:</p> <ul style="list-style-type: none"> <li>-Selection criteria for each source</li> <li>-Bank Account Balance Details</li> <li>-Intra-Day Activities</li> <li>-Cash flows from the internal ERP system as well as external systems on local and remote databases</li> <li>View cash position by currency or by bank account</li> <li>View the opening, target and projected closing bank account</li> <li>Drill down to the source transaction details</li> <li>Compare bank reported intra-day activities with system calculated</li> <li>Generate exposures in Treasury application for the difference</li> <li>Initiate inter-account funds transfers in Treasury application from the</li> <li>Generate balance gapping for any currency included in the cash</li> </ul>

## Bank Information Management

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Bank Information Management	
<p>Create custom scripts and mapping templates for loading user-defined formats</p> <hr/> <p>-Default amount differences as bank charges or error</p> <hr/> <p>-Automatically generate reconciliation accounting entries</p> <hr/> <p>-Automatically record foreign currency gains and losses</p> <hr/> <p>-Automatically reverse NSF or rejected receipts</p> <hr/> <p>Reconcile Payroll application checks and EFT payments</p>	<p>Set up XML software Gateway to receive and process bank statements in the IFX XML format using a secure internet connection.</p> <p>Record bank statements automatically or manually</p> <p>Correct bank statement open interface data online bank reconciliation</p> <p>Extensive integration with Payables and Receivables applications:</p> <ul style="list-style-type: none"> <li>-Clear payments and receipts prior to reconciliation</li> <li>-Automatically create miscellaneous transactions to record bank initiated activities</li> </ul>
<p>Reconcile Treasury application settlements by date and amount through the reconciliation open interface</p> <p>Reconcile correcting statement lines against error statement lines</p> <p>Customize to meet Company needs:</p> <ul style="list-style-type: none"> <li>-Reconciliation tolerance levels</li> <li>-Reconciliation processing options</li> <li>-Exception handling rules</li> <li>-Matching criteria for open interface transactions</li> </ul>	<p>Archive and purge:</p> <ul style="list-style-type: none"> <li>-Bank statement tables</li> <li>-Bank statement open interface tables</li> </ul> <p>Inquiries and Reports</p> <p>Run inquiries to review cash forecasts, reconciliation activities, and details of source transactions</p> <p>Related Data Sheets</p> <p>Treasury Application monitors and analyzes:</p> <ul style="list-style-type: none"> <li>-Cash holdings</li> <li>-Financial deals</li> <li>-Investment risks</li> </ul>

## PURCHASING GENERAL DESIGN

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PURCHASING GENERAL DESIGN	
Ability to support pre-encumbrance and encumbrance control for budgeted funds.	Ability to copy information from one process to another without re-keying (i.e., requisition to purchase order).
Ability to drill down to supporting documents within the purchasing system.	Ability to route and track electronic approvals.

PURCHASING -GENERAL DESIGN	
Ability to receive record and tabulate bids	Ability to process and track receipt of goods/services.
Ability to track vendor performance including delivery, complaints, and resolution.	Ability to track vendor performance based upon pre-defined measures.
Ability to establish and maintain purchase lead time standards.	Ability to record and maintain history of purchases, commodities, and volumes.
Ability to support workflow.	Ability to support commodity code (NIGP)/stock number.
Ability to capture and maintain buyer number.	Ability to assign buyer to commodity.
Ability to utilize the Internet for vendor communication.	Ability to support automatic entry into other modules, such as inventory and fixed assets from purchasing.



PURCHASING - GENERAL DESIGN	
Ability to maintain history of all purchasing processes including requisitions, bid/quotes, multiple types of purchases, and receiver information.	Ability to differentiate between service procurement transactions and commodity procurement transactions.
Ability for end-users to check expenditures to date against encumbrances and budgets and see results on-line in real time prior to processing an expenditure request.	Ability to support updating general ledger accounts for all procurement transactions.
Ability to look up real-time status of purchasing processes.	Ability to track last purchase date and amount for any item.
Ability to perform automated credit card billing.	Ability to attach scanned documents, such as vendor invoices.
Ability to support EDI or fax capabilities for purchase orders and other vendor/procurement functions.	Ability to analyze vendor quotations and make comparisons

#### VENDOR FILES

VENDOR FILES	
Ability to create master vendor files which interface with other modules. Ability to maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.	Ability to track vendors by performance / history, date added / deleted or inactivated and reason.
Ability to classify one-time vendors.	Ability to delete or deactivate vendor from vendor listing by date with reason. Historical data would be retained.

<p>Ability to rate vendor at each event point based on user-defined criteria for commodities as well as professional services.</p>	<p>Ability to have vendor numbers be system generated.</p>
<p>Ability to search vendor files from within purchasing processes (i.e. requisition and purchase order).</p>	<p>Ability to create vendor groupings for specific commodities, locations, etc.</p>
<p>Ability to maintain an accumulated purchase and payment history for each vendor in system.</p>	<p>Ability to maintain an online audit trail for changes to the vendor master</p>
<p>Ability to provide an enterprise-wide shared vendor file.</p> <hr/> <p>Ability to require mandatory vendor information be entered prior to creation of the vendor file.</p> <hr/> <p>Ability to support user-defined vendor types and classifications.</p> <hr/> <p>Ability to record and report on vendor performance data.</p> <hr/> <p>Ability to detect duplicate vendor information.</p> <hr/> <p>Ability to allow transactions with valid vendors only.</p> <hr/> <p>Ability to support a listing of deactivated vendors (vendors no longer accredited by the Company).</p> <hr/> <p>Ability to reject transactions/payments to deactivated vendors (vendors no longer accredited by the Company).</p> <hr/> <p>Ability to track various vendor classification codes for environmental, recycling, nuclear, etc.</p> <hr/> <p>Ability to allow the selective purge of vendors by user-defined criteria.</p>	<p>Ability of vendor file to contain the following data elements at a minimum:</p> <ul style="list-style-type: none"> <li>Parent/child relationships</li> <li>Designated "primary" vendor number</li> <li>Taxpayer Identification Numbers</li> <li>Vendor name</li> <li>Vendor phone &amp; fax numbers</li> <li>Multiple vendor addresses, including multiple "remit-to" addresses</li> <li>Vendor e-mail &amp; web site information</li> <li>Key vendor contacts</li> <li>Invoice dollar limit per vendor</li> <li>Default chart of accounts distribution</li> <li>Payment methods</li> <li>Payment Terms</li> <li>Delivery Terms</li> <li>Local Preference</li> <li>Independent Contractor (flag)</li> <li>Demographic information</li> <li>License Type (permit or registration)</li> <li>License Number</li> <li>Type of Company (e.g., corporation, partnership, etc.)</li> <li>Main commodity codes</li> </ul>

<p>Ability to maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria: Payment history Discounts taken Discounts lost Purchase price variances</p>	<p>Ability to search for a vendor by: Commodity code Taxpayer Identification Numbers Vendor Name Vendor Number Vendor Description</p>
<p>Ability to maintain the following "header" data elements in respect to procurement transactions: Origin of procurement request (i.e., Department contact information.) Requested by Date encumbered/pre-encumbered Date requested Date ordered Date filled Requested/scheduled delivery date's Shipping Address Delivery instructions (pick-up, ship to, other) Invoice Address Requisition Number Commodity code Vendor Name &amp; Address Vendor Number Vendor Tax Information Comment (text) field Work Order Number (for internal service requests and maintenance activities that are contracted out) Contract/Agreement Number Contract Type (e.g., fixed fee, time and materials) Total dollar amount per transaction</p>	<p>Ability to maintain separate competitive and non-competitive business processes.</p> <hr/> <p>Ability to maintain the following "line item" data elements on procurement transactions: Quantity requested Quantity issued Text field (to record reason for any difference between quantity requested and quantity ordered) Unit of measure Description of unit of measure Unit price Description Commodity code/number Freight/Shipping charges Tax Account codes</p> <hr/> <p>Ability to create negative numbers and zero in line items of purchase orders.</p> <hr/> <p>Ability to track petty cash expenditures, and establish controls / spending limits.</p>

## REQUISITION PROCESSING

REQUISITION PROCESSING	
Ability to electronically process stock, non-stock, multi-delivery, direct ship and blanket requisitions.	Ability to maintain multiple user-defined default requisition formats.
Ability to perform the following requisition functions online: Inquiry - Add - Change - Cancel - Delete	Ability to provide for multiple lines of input per individual requisition.
Ability to create and track all requisitions by: By date By requester By budget By commodity By user-defined field	Ability to pre-encumber requisition per line items and also assign project accounting data. Ability to prevent entering invalid account codes (i.e., fund, department/division, object, and/or project).
Ability for users to look up vendors based upon commodity code.	Ability to track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.
Ability to convert lines of requisitions to multiple purchase orders and different vendors. Ability to support the following types of bids: Advertised sealed bids Phone and fax quotes Written quotes Ability to flag requisitions based upon pre-defined criteria (price thresholds, etc.) to alert to the need for a bid/RFP/quote process. Ability to produce a list of potential vendors/bidders who provide the requested commodities based on the NIGP commodity coding system.	Ability to record the following minimum quote data: Order number (user-defined) License Type (permit or registration) License Number Vendor Name & Address Vendor contact person Vendor phone Vendor fax Contacted by Contact Date Dollar Amount Comment (text) field

<p>Ability to create bid mailing lists of vendors by specific commodities.</p> <hr/> <p>Ability to provide online entry of vendor bid responses.</p> <hr/> <p>Ability to use system tools to analyze bids by:</p> <p>Price</p> <p>Local Preference Price</p> <p>Quantity</p> <p>Availability</p> <p>Entire bid</p> <p>Single line item</p> <hr/> <p>Ability to track bid list / file by commodity code.</p>	<p>Ability to allow inquiry into entire bid or bid item by:</p> <p>Vendor name</p> <p>Vendor number</p> <p>Bid number</p> <p>Buyer</p> <p>Commodity Code</p> <hr/> <p>Ability to track Bid / RFP by:</p> <p>Awards</p> <p>Dollar amounts</p> <p>Vendor responses</p> <p>Buyer</p> <p>Commodity</p>
<p>Ability to track vendor bid list by:</p> <p>Vendor history</p> <p>Past awards</p> <p>Bid responses</p> <p>New vendors</p>	<p>Ability to produce documents for mailing to potential vendors/bidders (I.e., bid documents, addenda).</p>
<p>Ability to advertise bid information via the Internet.</p>	<p>Ability to download vendor catalog data from various formats including the Internet.</p>

## CONTRACT ADMINISTRATION

<p>Ability to convert awarded bid to approved contract.</p>	
<p>Ability to create and track blanket order contracts.</p>	<p>Ability to track vendor not-to-exceed variables.</p>
<p>Ability to create and track recurring contracts.</p>	<p>Ability to create user-defined contract releases.</p>
<p>Ability to encumber contracts per line items and also assign project accounting data.</p>	<p>Ability to track multiple encumbrances and payments against a single contract.</p>

Ability to allow user-defined encumbrance amounts each fiscal year for contracts spanning multiple fiscal years.	Ability to allow multiple contracts per vendor, multiple items per contract and multiple dates.
Ability to track service performance against a contract.	Ability to track various contract or wage rates (e.g., prevailing wage, living wage).
Ability to attach large volume documents to a contract.	Ability to evaluate vendor based on the following key user-weighted events: Delivery date Quantity return/defective items Billing problems Other user-defined events
Ability to review and print contract text.	Ability to track several purchases orders or other reference documents within a single contract.
Ability to close and reopen contracts across fiscal years.	Ability to support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).
Ability to track and report contract operations over several different periods or other user defined fiscal year.	Ability to record and track contract limits at user specified levels of detail over the life of the contract.



<p>Ability to maintain a transaction listing of all contract change orders including date and source.</p>	<p>Ability to encumber only a portion of a contract based on fiscal year.</p>
<p>Ability to download state, city and school contracts.</p>	<p>Ability to track and monitor contractor insurance certificates and flag insurance expiration dates.</p>
<p>Ability to automatically assign contract numbers to contracts.</p>	<p>Ability to automatically generate and assign bid and Request For Proposal (RFP) numbers to Bids and RFPs.</p>
<p>Ability to link contract numbers to bid and Request For Proposal (RFP) Numbers</p> <hr/> <p>Ability to view, online and in real-time, payments to/from contract parties.</p> <hr/> <p>Ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Contract compliance (based on compliance criteria as defined by users). Work completed to date Payment schedules &amp; payments made/received Timelines/deadline dates Contractor performance measures User-defined milestones &amp; thresholds</p> <hr/> <p>Ability to provide access to contract information on-line and in real time to central and remote users with appropriate security.</p>	<p>.</p> <p>Ability to store and maintain historical information in respect to all contracts, including but not limited to the following details: Dollar value Milestones Start/end and extension dates Expiration dates Date of the Company Board approval Status (text reference field) County Buyer (text reference field) Department Buyer (text reference field) Payment schedule &amp; adjustments Contingency amounts by % of contract or flat dollar amount Retention amount Associated Work Orders Associated Contract Performance Measures Vendor/customer information Contract number Contract Administrator's name, phone, fax numbers and email</p>

PURCHASE ORDER MANAGEMENT	
Ability to attach comments to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	Ability to calculate varying retainages, and perform adjustments based on contract milestones.
Ability to track retention to a holding account and release at contract close.	Ability to attach images (of contractual documents) to contract data files.
Ability to have multiple line items per purchase order with capability for one / multiple delivery schedules per line printed on purchase order.	Ability to assign a number to a purchase orders automatically.
Ability to create purchase orders from requisitions, bid/quotes and contracts.	Ability to process blanket purchase orders.
Ability to allow for standard or free form text at the header and line item level.	Ability to send purchase orders to vendors in the following formats: electronic data exchange, fax, e-mail or printed copy.
Ability to perform unit of measure conversion from purchased unit of measure to stocked / delivered unit of measure.	Ability to maintain original and revised promised ship dates, prices, open quantities and "ship via" information.
Ability to assign multiple general ledger account codings to purchase orders.	Ability to allow online and batch printing of purchase orders.
Ability to reprint hard copy of purchase orders and change orders when required.	Ability to automatically close a purchase order when all items are received and the final invoice is paid.

<p>Ability to carry over open purchase orders to the following fiscal year.</p>	<p>Ability to produce an open purchase order report listing all purchase orders by: Vendor name Vendor number Taxpayer Identification Numbers Purchase Order number Line item Description Quantity on order Quantity still open Buyer</p>
<p>Ability to automatically encumber final purchase order amount interfacing with the General Ledger component, track differences and totals and release differences back to remaining budget</p>	<p>Ability to allow annual automatic processing or renewal of on-going blanket purchase orders.</p>
<p>Ability to cancel and reissue replacement purchase orders.</p>	<p>Ability to automatically or manually close, cancel and/or adjust purchase orders without receiving merchandise, with proper security.</p>
<p>Ability to change purchase order item ordered by: Class Quantity Unit of measure Dollars Vendor Account codes</p>	<p>Ability to notify requesting agency of a change in a purchase order, including a change order or cancellation.</p>
<p>Ability for purchase order to specify multiple delivery locations.</p>	<p>Ability to allow one purchase order to be charged to multiple cost centers, accounts or budgets.</p>
<p>Ability to allow purchase order to be tracked and monitored by: Buyer Vendor Item</p>	

### Budget Amount

Budget Amount	
Ability to trigger fixed asset process by analyzing purchase and making a decision based upon the purchase price.	Ability to indicate and provide for manual or automatic purchase order or change order encumbrance.

### RECEIVING

RECEIVING	
Ability to automatically match vendor invoice, purchase order and purchase order receipt.	Ability to review vendors and outstanding purchase orders during the match process.
Ability to accommodate partial receipts.	Ability to trigger Accounts Payable process based upon receipt information.
Ability to detect and measure early / late and over / under shipments.	Ability to maintain discrepancy file by: Vendor Stock number Commodity Dates Purchase order number
Ability to override unmatched status with the proper security level.	Ability to manually flag purchases for fixed asset tables upon receipt of good.
Ability to audit receiving data by user id, date, time, etc.	Ability to flag received goods for entry into inventory by commodity code.

REPORTING QUERYING	
Ability to display and/or print any / all reports and screens.	Ability to track and report on requisition, purchase order and receiving information.
Ability to track or report on contract data.	Ability to track and report on bid transaction data
Ability to generate analysis reports of living wage or local vendor effects on contract pricing.	Ability for users to query all transactions for progress within the

Purchasing system

purchasing system	
Ability to report on purchase orders by user-defined dollar ranges.	Ability to report on purchase orders by demographic information.
Ability to produce the following reports: Requisition Report, which can be sorted by buyer, fund, agency Listing of total contract amounts and unencumbered contract amounts Open Purchase Orders Report Orders & Receipts Report Actual vs. Invoice Variance Report Mismatch report Purchase order and change order generation Contracts report Vendor performance/expenditure report Items Not Received Listing	

## Sales Management

Sales Management	
<p>encompasses a group of applications that automates the data entry process of customer orders and keeps track of the status of orders. It involves order entry, order tracing and status reporting, pricing, invoicing, etc. It also provides a basic functionality for lead tracking, customer information, quote processing, pricing &amp; rebates, etc.</p> <p>On-line Requirements</p>	<p>Accommodate an order type for a new order or quote</p> <hr/> <p>Accommodate a status field indicating either a quote or a customer order for a new order or quote</p> <hr/> <p>Create an order from a quote with a reference back to the quote, for a new order or quote</p>
<p>Create an order from only selected lines of the quote</p> <p>Decrease the amount quoted</p>	<p>Allow for customer account and sales order status on-line by customer name or number or by sales order number</p> <p>Process and print a special message or memo (at least 300 characters) on the following:</p>



Invoice Sales order or quote Bill of lading	
<p>Validate order dates/MRP dates Accommodate, primarily for the sales order, a customer requested ship date, a due date, and a company expected ship date Process change orders easily, "pegging" these change orders to the original sales order Change prices easily, including limiting price override capability so that only the sales manager can use it beyond a certain percent of list price Automatically change all the prices by a certain percent or dollar amount Override capability to the automatic pricing Accommodate multiple ship-to addresses for each bill-to address Link each sales order to the appropriate shipping facility (i.e. production facility, etc.)</p>	<p>Allow sorting and printing each of the booking, billing, backlog, and backorder reports by sales order number</p> <hr/> <p>Allow sorting and printing each of the booking, billing, backlog, and backorder reports by customer name</p> <hr/> <p>Allow sorting and printing each of the booking, billing, backlog, and backorder reports by customer code</p> <hr/> <p>Allow sorting and printing each of the booking, billing, backlog, and backorder reports by product category</p>
<p>Provide on-line order history file displaying past orders for the customer</p>	<p>Provide on-line invoice history file displaying past customer invoices</p>
<p>Allow for customer master file inquiry that displays the billing address for a customer</p>	<p>Allow for customer master file inquiry that displays the shipping address (multiple) for a customer</p>
<p>Allow for customer master file inquiry that displays the credit standing for a customer</p>	<p>Allow for customer master file inquiry that displays the billing and shipping terms for a customer</p>

<p>Allow for customer master file inquiry that displays the special instructions for a customer</p> <p>Support a competitive information system whereby competitive quotes are entered from the field and reported centrally. Provide a management summary report showing on-time shipments. Calculate split commissions automatically .Apply sales tax automatically .Create a backorder for under shipped or unshipped lines. Provide the ability to allocate inventory to customers based on a customer priority code in the customer master record. Quotes and sales orders are viewable by salespersons (direct or agent) that are involved (commission structure) Provide Reporting and Interfacing Requirements .Available-to-Promise (ATP) .Automated available-to-promise (ATP) is achieved by giving order takers access to inventory and capacity information, and in some cases even.vendor information, so that they are able to commit to reliable delivery dates while the customer is still on the phone. SR 5.00 Pricing and Discounting Pricing and discounting modules help automate the data entry process of customer orders and track the status of orders. It involves order entry, order tracing and status reporting, pricing, and invoicing. It also provides basic functionality for lead tracking, customer information, quote processing, and pricing and rebates.</p>	<p>Ranges from simple, off-the-shelf contact management solutions to high-</p> <hr/> <p>end interactive selling suites that combine sales, marketing, and executive information tools</p> <hr/> <p>include product configuration, quote and proposal management, and marketing encyclopedias</p> <hr/> <p>It's nice to include extended functions as:</p> <ul style="list-style-type: none"> <li>-complex pricing -promotions</li> <li>-commission plans -team selling</li> <li>-campaign management</li> </ul> <hr/> <p>It's nice to have capabilities for call centers/help desks, field service, forecasting, and analysis to meet the future growth of the Company to Enterprise-level with hundreds or even thousands of users.</p>
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## Inventory Module

Inventory Module	
Ability to establish, maintain, adjust and delete inventory stock item records in real time.	Ability to allow for electronic approval for receipts, issues, and other related inventory functions with appropriate security.
Ability to provide charge out stock withdrawn from inventory to the requesting department.	Ability to provide for multiple warehouses.
<p>Ability to maintain and track the following information for inventory items:</p> <ul style="list-style-type: none"> <li>Item description (short)</li> <li>Text description (long )</li> <li>Unit of measure</li> <li>Unit Cost</li> <li>Bulk Cost</li> <li>Average price (calculated value)</li> <li>Vendor number</li> <li>Primary Vendor Rank</li> <li>Min-Max Points</li> <li>Quantity on hand</li> <li>Quantity received on orders</li> <li>Ordered year-to-date</li> <li>Received year-to-date</li> <li>Issued current period</li> <li>Issued year-to-date</li> <li>Commodity code</li> <li>Sub Commodity Code</li> <li>Shelf Life or Expiration Date</li> <li>Text field for miscellaneous entry</li> </ul>	<p>Ability to update stock item data and maintain all the specific data for:</p> <ul style="list-style-type: none"> <li>Purchases</li> <li>Returns to stock</li> <li>Returns to supplier</li> <li>Adjustments</li> <li>Transfers</li> <li>Receipts</li> <li>Requisitions</li> <li>Backorders</li> <li>Defective or Damaged Parts Returned to Vendor</li> <li>Issuance of Inventory</li> <li>Surplus or Junk Items</li> <li>Recalls</li> </ul>
Ability to provide on-line stock catalogs.	Ability to accommodate a user-defined stock item table.
Ability to maintain an audit trail of all automatic inventory processes.	Ability to allow inventory to be classified by purchasing commodity code.
Ability to track expiration/spoil date by specific stock items.	Ability to track hazardous qualities of inventory items.

<p>Ability to track and produce a hard copy stock tag (bar code label) which includes the following information:</p> <ul style="list-style-type: none"> <li>Stock location</li> <li>Manufacturer's part number</li> <li>Manufacturer name</li> <li>Item number</li> <li>Unit of measure</li> <li>Issuing unit by location</li> <li>Cost</li> <li>Commodity Code</li> <li>Sub Commodity Code</li> <li>Reference Field (user defined)</li> <li>Part Number</li> <li>Other fields as defined by users</li> </ul>	<p>Ability to provide a variable length field to contain requirements for maintaining or servicing an item (i.e. expiration date of a stock item, unused item must be serviced if idle for x amount of time, etc.).</p>
<p>Ability to accommodate items with zero dollar value and/or zero quantity.</p>	<p>Ability to provide a multi-level location structure, to include:</p> <ul style="list-style-type: none"> <li>Building and Room warehouse (for example -central supply)</li> <li>Bin</li> <li>Required environmental conditions for the specific location</li> <li>Other fields as defined by users</li> </ul>
<p>Ability to charge parts to a specific fleet unit directly from the Inventory module with or without a supporting work or job order and with or without bar coding functionality.</p>	<p>Ability to indicate stock on hand by each location or multiple locations.</p>
<p>Ability to record transfer of inventory stock among locations.</p>	<p>Ability to allow users to specify a mark-up or overhead cost for each individual commodity code or item.</p>

Ability to allow users to specify a mark-up or overhead cost for each individual commodity code or item.	Ability to provide the following inventory costing methods: actual cost, moving average, LIFO and FIFO.
Ability to automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.	Ability to create issue tickets automatically with appropriate approval, based on electronic supply requisitions.
Ability to compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.	Ability to provide an automatic reorder process for all, or selected, stock items including electronic request and approval.
Ability to track item usage and provide automatic notification to appropriate user of all items under the minimum on-hand quantity or at the reorder point.	Ability to define, by item, the variables used in determining reorder points and reorder quantities.
Ability to provide for manual overrides of reorder points and reorder quantities.	Ability to automatically update inventory on-order information at the time that a requisition is created.
Ability to reverse, cancel, or reject any stock requisition.	Ability to provide on-line inventory adjustment capabilities with proper approval levels.
Ability to provide automatic cycle count scheduling.	Ability to select and sequence physical inventory and cycle count documents.
Ability to archive history information for stock items with a zero on-hand quantity and no activity over a user-defined time	Ability to sort and group inventory items by user selectable fields for display and printed reports.



period.	
Ability to archive and purge inactive inventory records based on user defined criteria.	

**BAR CODING**

Ability to provide a pre-defined interface to accept and interpret bar-coded data from receiving documents, cycle counts, and shipments	Ability to issue or receive material using bar-coding with a handheld device (or other mechanism)
Ability to recognize SKU and multiple commodity codes via bar-code	Ability to track issues, returns, surplus, sold, or work order material using bar code technology and make appropriate updates to inventory modules.
Ability to associate parts to work orders or job orders using bar code technology.	Ability to record bar code scans in real time.
Ability to scan and use manufacturer's bar code to update inventory receipts, issues, returns, surplus, sold or work order.	Ability to print bar code labels.

**PHYSICAL INVENTORY**

Ability to initiate physical inventory counts by building.	Ability to freeze inventory to prevent inventory action within the building.
Ability to print inventory worksheets by user selectable criteria.	Ability to enter inventory counts from the worksheets either manually or by bar code.
Ability to generate physical inventory discrepancy report.	Ability to automatically update inventory adjustments with appropriate approval and security.

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REPORTING QUERYING	
<p>Ability to produce the following reports by user selected criteria:</p> <ul style="list-style-type: none"> <li>Inventory stock catalog</li> <li>Inventory Count report</li> <li>Inventory Status report</li> <li>Departmental Charge Summary Report</li> <li>Cumulative purchases</li> <li>Usage year-to-date or user defined period</li> <li>Inventory by Bin Location</li> <li>Inventory Item List by user selected fields</li> </ul>	<p>Ability to produce ad hoc queries from any field within the inventory modules.</p> <hr/> <p>Ability to generate and print bin labels.</p> <hr/> <p>Ability to provide inventory detail and summary reports sequenced by location.</p>
<p>Ability to create physical inventory reports, including the following:</p> <ul style="list-style-type: none"> <li>Exception report of quantity variances</li> <li>Inventory value with value variance</li> </ul>	

MASTER PRODUCTION / SCHEDULING/PLANNING  
Master Scheduling module/Capacity Planning module

PRODUCTION REQUIREMENTS	
<p>Overall need is to capture future requirements in the shape of marketing plans for product production and historical information, to determine the annual production plan. This production plan will drive raw materials and packaging materials requirements Need on-demand reporting for finished goods stocks and formal centralized plan annual, quarterly, monthly planning capability Historical information for production, movement of item, stock of Finished Goods, stock of Raw material</p>	<p>Provide raw materials disposition report after incoming inspection Report for financial commitment for all open PO's for user defined period – grouped by currencies and converted into .E (Egyptian Pounds) Reports for shortages between production to meet sales needs Reports showing relationships between production, sales, raw materials, production capacities, packaging materials Need “what if” simulation environment, pertaining to raw materials, packaging materials and production capacity Data available for Performance report comparing plan vs. actuals for production, sales, and raw materials Need tool to analyze various types of data against other types of data to develop ad-hoc reports for performance analysis Report showing past performance for specific periods, and reasons why the plan was not met, i.e. lacking raw materials, sales soft, insufficient</p>
<p>Provide approved supplier report</p>	<p>production capacity Need to be able to convert the business plan and annual marketing plan into a purchasing, production and distribution plan Must have historical annual production data available for reference, including raw material used by item number, and total used for all products of raw material item System shall determine average scrap and yield rates by production process by finished good item, and adjust required raw materials</p>





requirements for purchasing

Provide data for ad-hoc reporting including:  
 -Affects of raw material retesting on duction  
 -In-process failure of materials and affects on finished goods  
 -Equipment failure and effects on finished goods  
 -Capacity planning with respect to unplanned priority customer orders

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 Provide the ability to master schedule finished good items recognizing:  
 -Sales Forecast  
 -Customer Orders  
 -Branch Warehouse Demand  
 -Available Inventory  
 -Safety Stock  
 -Current Production Orders

Generate reports for:  
 -Production capacity vs. Actual  
 -Monthly volume comparisons (text and graphic)  
 -Historical data, user defined periods  
 -Product group usage of facility resources  
 -Cumulative “Year to date” – aggregate in LE and item type

-Raw materials  
 -Packaging materials  
 -Finished goods  
 Raw materials requirements for shared ingredients across all item types  
 Total business needs for raw materials types shall be determined by accumulating all product needs  
 Provide for “on-the-fly” production planning adjustments for packaging changes or unavailable raw materials  
 Master Scheduling Finished Goods

Provide the ability to generate a branch warehouse replenishment report that for each item identifies:  
 -The Current On-Hand Inventory

Provide ability to calculate labor hour loads on work centers according to:  
 -Planned production orders



<ul style="list-style-type: none"> <li>-The Weeks of Remaining Inventory On Hand</li> <li>-The Reorder Quantity</li> <li>-The On Order Amount</li> </ul> <p>Report for Work in Process – total quantities by finished good items</p> <p>Capacity Requirements Planning</p>	<p>-Released production orders</p>
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<p>Provide ability to time phase the hour load by operation according to planned operation due dates</p>	<p>Provide summary load versus capacity report by department.</p>
<p>Provide detail load vs. capacity report by order within department. Forecasting</p>	<p>Provide ability to enter customer sales projections (units, LE) for existing items</p>
<p>Provide ability to enter sales projections (units, LE) for quotes that have been won for new items</p>	<p>Provide the ability to distinguish between quotes, existing items, and firm customer orders</p>

## MATERIAL REQUIREMENTS PLANNING (PRODUCTION PLANNING)

MATERIAL REQUIREMENTS PLANNING (PRODUCTION PLANNING)	
System shall provide a Material Requirements Planning (MRP) module allowing all Chemicals industry typical activities and actions	Provide the ability to generate weekly requirements for items designated as being under MRP control
<p>Provide the capability of protecting raw materials from being used in any other products other than that which it is called for</p> <p>-----</p> <p>Provide ability to drive purchasing to support minimum on-hand requirements by item number and finished goods product code</p> <p>-----</p> <p>Provide ability to override the master plan and allow flexibility for manual production order scheduling MRP shall drive material allocations by production orders on a consistent basis and allow for unplanned priority customer orders</p>	<p>Provide for unplanned production needs and determine shortages of materials for the remaining master production planned items module must tie purchased materials delivery dates to the production plan to allow production plans to be adjusted according to the critical item availability System shall calculate scrap rate by batch order System shall determine production yield percentages by batch order MRP shall share common information and material requirements for all purchasing groups Track and manage bulk production and subsequent packaging</p>



<p>----- Provide ability to produce a “re-packaging” process for closed batch records that can be traced through a new batch order or package order and will tie to the old batch record and expiration dates</p>	<p>processes across multiple finished goods product codes Manage annual, quarterly and monthly capacity plans for labor and equipment driven from the Master Production Plan Track and record the capacity realization (actual vs. plan) for process efficiency</p>
<p>----- Planning of Bulk Items (API) and Purchase Items ----- Provide the ability to exclude certain items from MRP control (e.g. Maintenance and Repair items)</p>	<p>Provide the ability to apply the following factors to material requirement calculations: -Yield (for API) Shrinkage or Scrap (for raw material and packaging items) Allow scrap to be computed using effectivity dating on the bill of material (recipe) and routing (process)</p>

<p>Provide the ability to plan and track outside processing steps (e.g. contract manufacturing) for a manufactured item ----- Provide the ability to apply one of the following lot sizing rules to an individual item: As Required Discrete (lot for lot)</p>	<p>Provide the ability to generate MRP plans across multiple product lines, production processes, and facilities Allow the user to define the following planning durations: Annually Quarterly Monthly Weekly Daily Accommodate both regenerative and net change MRP processing</p>
<p>Provide the following MRP exception messages to assist the planner with planned order quantities: Reschedule Date In/Out Decrease/Increase Planned Quantity Cancel Order (for firm or released orders)</p>	<p>Provide the ability to identify a planner code for each MRP planned item</p>
<p>Period Order Quantity Part Period Balancing Least Unit Cost Batch Order Quantity Economic Order Quantity</p>	<p>Provide the ability to apply the following order quantity modifiers to an individual item: Minimum Order Quantity Maximum Order Quantity Multiple Order Quantity</p>



<p>Provide the ability to generate MRP plans when the following events occur:</p>	<p>When a change occurs to certain fields on the item master (e.g., make/buy code, inventory order policy, planned lead times). When a change is made to a bill of material (formula). When an order is deleted. When an order due date is changed. When an order quantity changes. When inventory for an item is adjusted.</p>

<p>Provide ability to cross reference between production results and labor reporting for reconciliation of resource utilization</p>	<p>Provide for advance planning exceptions for material unavailability</p>
<p>Provide separate pick lists for BOM and routing needs – printing shall be configurable by product code Return to stores entry form shall be printed prior to transaction completion</p>	<p>Production receipts needed for multiple warehouse types ( Tenders /Export /Local /Samples</p>
<p>Provide ability for all reports to have a “comment” section System will be able to scan, or interface to a system that will scan documents, and retrieve documents in PDF format Must have the ability to provide for “conditional release” materials to be reflected as on-hand inventory</p>	<p>Provide ability to generate a planning action report that identifies exception conditions (potential shortages, past due order status, etc.) ----- Provide the ability to generate a single-level pegging report that identifies the detailed sources of all demand and supply for a item</p>



<p>Requirements Summary</p>	
<p>Provide ability to review historical sales and production for previous</p>	<p>Provide monthly allotment report for: Tender plan Local plan Export plan</p>
<p>Provide production “what-if” scenarios for: Raw materials /Equipment availability /Packaging Expiration date and shelf life /Required Reports: Monthly shortages – stock availability /Gross capacity requirements /Annual gross product requirements Quarterly requirements tender requirements Export requirements local requirements Samples requirement Packaging material requirements by batch order Raw material requirements by batch order</p>	

<p>Actual to plan production quantities including exception Sample production results Equipment capacity planning – over and under (quarterly, monthly, daily, 24hr production) Scrap report for materials, packaging, etc., by product Valuation report – transfer cost and profit from the Company to distribution for Local, Export, Tender products Required Reports: Production history - DWMY Each report must have a unique control number and date Daily report by product includes production counts, quantity run, load vs. capacity, transfer price (cost + profit margin of production), equipment used by work center, daily accountability of production to monthly plan, must include comment Capacity requirement plan needs to be manually adjusted for DWMY based on daily and monthly</p>	
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production accountability for under and over production amounts  
**Required Reports:**  
 History of raw materials used – daily, weekly, monthly, yearly (DWMY)  
 Inventory control history – DWMY  
 Stock movement history  
 Addendum pick list print for additional batch needs, manually entered .  
 Work order/batch closure report  
 Reconciliation report for each work order/batch  
 “Preparation diary”, “packaging diary” and reports for each work center  
 will produce the daily labor costs, even if the batch runs over several days

### PRODUCTION ORDER MANAGEMENT

#### PRODUCTION ORDER MANAGEMENT

Provide the following status for production batches:  
 Firm Released Hold Closed  
 Production batch records may be released to produce both the bulk and the finished good product. When this type of production batch order is released, print the following pick tickets:  
 Materials required to manufacture the product in bulk  
 Materials to package the finished product

Provide traceability of raw materials used in each production batch, tracked by internally assigned control number, and by lot number  
 Dispensing  
 Ability to identify multiple dispensing locations and trace raw material to the correct dispensing station  
 Inventory shall be allocated according to the material type:  
 Critical materials -by earliest expiration date  
 All others – by receipt date  
 Allow automated weigh scale entries of raw materials to be entered into the system as production issues





<p>Provide for liquid bulk dispensing to be entered into the system as production issues The system must be able to locate the actual physical material locations and adjust inventory quantities accurately, then indicate the next logical location for the next priority on-hand material – print pick list with all necessary locations for specific material to fill the requirement When the system generates pick lists for multiple production orders for the same finished product, the inventory location and on-hand quantities must be managed sequentially to indicate accurate locations and on-hand quantities for each material pick process by batch order</p>	<p>Provide capability to transfer or dispense an entire pick list to a staging area location that is protected from additional picking, in a single keystroke, by batch order number Provide capability to transfer a pick list material from the staging area to production in a single keystroke, by batch order Provide ability to distinguish between a production pick and a non-production pick</p>
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<p>Provide ability for electronic inventory request form use For a given pick list, all dispensing labels shall be printed upon transaction to a staging area, label quantity per item/lot/batch# shall be defined by the user Reconciliation</p>	<p>Provide monthly report for sales – total units sold by item number ----- ----</p>
<p>Provide ability to reconcile residual lot adjustments of raw material items at the time of dispensing The system must be capable of providing inventory reconciliation to accurately reflect true on-hand quantities at time of dispensing</p>	<p>Provide ability to assign Reason Codes for adjustments and force the use for all reconciliation activities Adjustment quantities and tolerances must be tied by product category and by item number  Reports required are: •Pick list format</p>



	<ul style="list-style-type: none"> <li>•Dispensing label</li> <li>•Out of specification item report with status of decision</li> <li>•Query for all locations for user defined quantity</li> <li>•Query for all locations with no transactions over a user defined period</li> <li>•Query for location by item</li> <li>•Query for item by location (bin)</li> <li>Query for receipt by document number</li> </ul>
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## SHOP FLOOR CONTROL

SHOP FLOOR CONTROL	
<p>Provide quality control check points at specific operation steps in the production batch Batch/ Operations -Tracking SF Capture time period (start and stop) of operation steps for each work center Capture start quantities of raw materials for the process and the product output quantity for each process step to calculate yield and scrap rates by work center Collect average filling weights for each product ingredient Monitor the capacity of work center against</p>	<p>Provide ability to input actual labor spent in setup and run at each step in a production order Labor usage shall be monitored for process efficiency ----- Provide a daily, weekly, monthly, yearly labor projection summary report by department that: Contains earned hours (reflecting actual and planned production orders) by operation. Reduces the total earned hours by the hours generated from the pieces reported complete at each operation step. -----</p>



current load, i.e. Track  
“plan” to “actual” to determine process  
efficiency  
Routing records shall be captured for each  
operation step for all  
processing lines Labor Tracking  
Calculate earned hours for each step in a  
production order

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### BILL OF MATERIAL AND ROUTING

Provide ability to structure bills of material for  
bulk and finished good items  
Provide the ability to add new bills of material on  
same-as-except basis

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Provide the ability to track changes to BOMs and  
control the versions  
through authorized security access

Routing  
(Formula)

Maintenance

Routings must define for each operation step:

Setup Hours

Labor Rate (units/time)

Provide the ability to make global bill of material  
changes (e.g. replace  
packaging item A with item B for all items that use item  
A)

Bill of material changes must be reflected throughout  
the system:

Scheduling (reflect changed production requirements)

Product costing (recalculate current costs)

Purchasing (reflect changed requirements for purchased  
material)

Engineering (track history of changes)

Provide the ability to view or print:

Indented Bill of Material

Single-Level Bill of Material





<p>Staff Size Machine Rate (units/time)</p>	<p>Where-Used Listing</p>
<p>Provide the ability to add routings on same-as-except basis Routing changes must be reflected throughout system: Scheduling (reflect changed labor requirements) Product costing (recalculate current costs) Engineering (track history of changes) Ability to designate all possible machines on routing for an item</p>	<p>Provide the ability to maintain the following information for an operation step in each routing: Set-up time Pieces per hour (e.g. cycles/hr) Ability to view or print a complete routing for a manufactured item. Include the following: Engineering Revision Number</p>
<p>Ability for routings to recognize a co-produced item.</p>	<p>Ability to maintain the following data for each work center:</p>
<p>Number of machines in work center Number of operators in work center Number of hours in each shift .Standard labor rate in work center .Fixed and variable overhead rate in work center .Provide version control through: Effective dates on components .Effective dates on routing steps .For each version change, provide fields for: Drawing or item number .Individual responsible Description of change</p>	<p>Ability to prevent production orders from being released due to a pending version change hold -----</p>

<p>Ability to prevent new purchase orders from being released due to a pending Change Control hold Pending version change report tracks open changes and highlights any non-approved changes Require a version change number and date for each revision Provide a listing of items in inventory that are on hold due to a version change</p>	
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## QUALITY MANAGEMENT REQUIREMENTS

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Defective or excess material return processing must update on-hand  
 Inspection required indicator by supplier and by item  
 Pre-inspection receipts registered as "inventory on hold"  
 On-line inquiry of inspection and material review board (MRB) queue  
 Quantity rejected  
 Reject reason codes  
 Open rejections report

responsibilities and view/edit functions  
 Specify testing protocol and instrument through test methods  
 Define quality test data types:  
 -Numeric Range -List of Test Values -Expression  
 -Numeric Range with Display Text -Text Range  
 Establish a sampling plan size and frequency  
 Specifications Management  
 Establish quality acceptance criteria for:  
 -Inventory (Item and Grade) -Lot Retesting -Work-In-



Corrective action creation and tracking  
 Reject status: no disposition, awaiting vendor approval  
 Rework status: waiting for rework manufacturing order  
 Use as is status: awaiting QA variance memo  
 Return-to-vendor status: awaiting shipment  
 Overall supplier quality, survey data and letters  
 Customer return file: awaiting disposition  
 Approved items substitution listing for each item  
 Return note printing  
 Return-to-vendor debit memo printing  
 Quality data on-line Quality Setup  
 Secure access to screens and data by Manager and Technician

Process  
 -Customers – Suppliers -Environmental Monitoring  
 Configure test and result decimal precision and reporting requirements  
 Simplify specifications creation using a base template and configuring overlays  
 Sampling and Analysis  
 Track the sample lifecycle—creation, storage, analysis, expiration, quantities  
 Automate creation of sample records  
 Drive sample analysis based on a specification to schedule tests  
 Retain samples in storage for archive and reserve sample testing needs  
 Reflect the sample quantity in on-hand balances

Results Entry and Evaluation  
 Replicate a test on a sample and record raw and calculated results  
 Record additional testing details:  
 -Tester -Lab -Instrument -Test Kit -Test Provider  
 Calculate result statistics across samples:  
 Mean – Median – Mode – High – Low -Range - Standard Deviation  
 Compare sample results against another spec for repurposing material  
 Associate results from a bulk sample to facilitate finished goods reporting



PREVENTIVE MAINTENANCE REQUIREMENTS

<p>Provide a calibration module that will allow scheduling of preventative maintenance and planned repair work Track parts consumed and re-order needs Track labor usage, including personnel names and hours</p>	<p>Provide for the capture of unscheduled future work</p>
<p>Provide for an “emergency” notification from any terminal in the production area to all maintenance department workstations with a priority alert</p>	<p>Ability to import Excel spreadsheet data and Access database data for use in scheduling and tracking purposes Maintenance and Repair inventory shall be kept logically separate from production inventory, and shall be searchable by description field(s) System shall provide ability to monitor multiple pieces of automated equipment, and shall capture and display: Equipment start Equipment stop Real time performance data for flow rates, electrical loads, temperatures</p>

<p>Provide for limits and alarm conditions to electronically alert maintenance department of utility breakdown (compressor, chiller)</p>	<p>Ability to define any number of budget scenarios. For each budget Ability to choose any combination of Organization,</p>
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PERSONNEL & PAYROLL

<p>Ability to setup unlimited user defined business groups that may contain organization units.</p>	<p>position, location, Grade. For each combination and for a certain budget year/period Ability</p>
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<p>-----</p> <p>Ability to define any number of organization units as a tree structure</p> <p>-----</p> <p>Ability to select if the organization unit can contain employees or not.</p> <p>-----</p> <p>Ability to define-for each organization unit-the default Location, Cost Center, Employer and Payroll Group</p>	<p>to define the following:</p> <p>Min salary Mid salary Max Salary Head Count</p> <p>-----</p> <p>Ability to setup unlimited jobs</p>
<p>Ability to setup unlimited job categories for reporting purpose</p>	<p>Ability to define any number of positions.</p>
<p>Ability to setup unlimited levels of grades</p>	<p>Ability to setup unlimited Graduations</p>
<p>Ability to setup user defined employee status, used for employee processing and statistics purpose</p>	<p>Ability to setup nationalities that they can use in employee profile to be used for statistics purposes.</p>

<p>Ability to handle employee profile by adding, deleting, changing and searching according to users' authorization setup. System can contain any number of payroll groups. Employees can belong to any payroll group and treated separately User Defined Pay-Codes</p>	<p>Ability to setup Cities that they can use in employee profile to be used for statistics purposes.</p> <p>-----</p> <p>Ability to build multi taxation methodologies (schema), for each schema, Ability to define formula of taxes.</p> <p>-----</p>
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Ability to include Pay-Code in cost allocation between different cost centers.  
User defined pay code frequency as recurring/none-recurring

Ability to define if the tax reconciliation should be based on monthly earning or yearly earning

Ability to build multi currencies and define the default one.

Ability to build multi insurance schemas. For each schema Ability to customize the values required by the country  
System supports basic salary and total salary with the ability to enable or disable which pay codes will be included in the total salary

User define calculation methods based on Amount, Hours, and Days  
Percentage calculated on Basic Salary, Total Salary, Bonus Salary, and Other Pay-Code.  
User defined factor for each Pay-Code  
For each Pay-Code Ability to define:  
If it is tax applicable or not.  
If it is part of the total tax Exempt  
The amount that is exempted from taxes (amount or percentage)  
If it is % from the Basic Salary  
Supports grossing up salary if the agreement is net salary  
Multi user defined Cost Centers to comply with organization chart  
of account and control the interface to back office systems.

Ability to build multi bank records to be used for reporting purposes  
System supports on-line-calculation  
System supports cost center allocation for each employee  
Transaction could be posted easily for certain or group of

Supports multi pay-run per each month  
System translates the personnel operations that effects the payroll into financial data such as vacations deductions, misconducts, benefits, external excel data, short and over from time-

Updates the variable insurance amount based on the following:  
Remaining of the current salary and previous year variable salary.  
Import data from Excel and updates employee finance



<p>keeping machines. Enables Payroll users to post a certain Pay-Code to all or specific criteria of employees. Enables Payroll users to post a certain amount to all or specific criteria of employees. Batch processing for Insurance Increase. The feature updates fixed insurance based on current salary components</p>	<p>related data. It creates the proper Change of Status Record Apply certain percentage to employees based on previous range of periods according to their actual working days.</p>
<p>Ability to apply Special Bonus in batches Interface to General Ledger (In cases when HR is offered separately)</p>	<p>Ability to integrate with other systems via ODBC or via exporting text file depends on the General Ledger setting.</p>

## VACATION MANAGEMENT

### VACATION MANAGEMENT

<p>Ability to setup vacation types, with different behavior and their effect on payroll.</p>	<p>Ability to setup multi vacation schemas including the yearly calendar to define the holidays</p>
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IFRS





Ability to add, delete and modify multi vacation records for each employee.	Ability to run the following batch processing: Post YTD vacation due to all employees Post current month vacation due to all employees
MISCONDUCT HANDLING	
MISCONDUCT HANDLING	
Ability to setup multi misconduct articles Misconduct System Setup On the system level, Ability to define the following: Max Fine amount % Of fine calculated on: Basic Salary Total Salary Bonus Salary Choose a Misconduct Pay-Code	Ability to post unlimited No. Of misconduct records for each employee CHANGE OF STATUS HANDLING
Ability to setup unlimited no. of status They can delete or modify	Ability to define the following: Change name from user predefined values Description Effective date Old value (the default is the current employee value) New value Document Management
Ability to setup unlimited No. of document categories.	Ability to setup unlimited Document Names. Each Document can belong to certain Document Category.

Ability to setup unlimited Document Names. Each Document can belong to certain Document Category.	Ability to add, delete or change unlimited No. of Document record for each employee.
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<p>Ability to fill the attendance sheet on daily or monthly basis via painting by user-defined vacation types.</p>	<p>Ability to do the following tasks: Choose a certain permitted departments. Work on the current or next month. Users of attendance sheet can do the following function depending on their security level: Save attendance sheet (line manager) Print attendance sheet (line manager) E-sign attendance sheet (department head) Compare the discrepancy between received attendance sheet from different departments and the stored vacation requests in the employee records (HR level). Submit attendance sheet thereby all the changes will override the stored vacation requests in the employee records. (HR level)</p>

TIME KEEPING

 IFRS<sup>®</sup>

**GAAP**  
Generally accepted accounting principles



<p>Ability to define any number of rules, for each rule Ability to define the following: Use time machine Default shift Post holiday &amp; day off Absence, Day-off, an Holiday vacation types Min and Max % for Over, Short and allowance with the payroll pay-code for each based one (Basic or Total or bonus salary) Fixed hours/shift in short and over</p>	<p>Ability to define any number of shifts. ----- Ability to do the following processes: Assign shifts to employees Manual time entry On-line monitoring Batch reading from machine</p>
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TRAINING

<p>TRAINING</p>	
<p>Ability to define resource types including: Name Category for each resource (room/ trainers, other)</p>	<p>Ability to define Trainers database including Basic data of trainer</p>
<p>Ability to define data base for unlimited training rooms</p>	<p>Ability to define database for terminology used to block a certain events</p>
<p>Ability to define database for training methods</p>	<p>Ability to define database for enrollment status including a mapping to standard status type (requested, placed, waitlisted, attended, cancelled)</p>
<p>Ability to define database for events status including a mapping to standard status type (planned, available, cancel, full, closed)</p>	<p>Ability to define database for training categories</p>
<p>Ability to define unlimited number of training activities (courses) Ability to block a resource.</p>	<p>Ability to add , change, delete (according to security level) each training activity BENEFIT</p>

TRAINING	
Ability to define any number of benefit items	Ability to define any number of eligibility profiles
Ability to define any number of options. So Ability to use the options in building the benefit plans.	Ability to define any number of plan types. So Ability to categorize the benefit plans into types.
Ability to define any number of benefit plans	<p>Ability to enroll, delete, change or close/open unlimited No. of benefit plans record for each employee.</p> <p>The user also can see the total credit, total debit and the balance of each benefit plan</p> <p>Enables Benefit users to post or delete certain ad hoc / recurring benefit items to all or specific criteria of employees.</p> <p>Enables Benefit users to get certain benefit items value from external excel sheet and post those amounts to all or specific .</p>