



## ANNEXURE I

### BRIEF SYSTEM FUNCTIONALITY FOR a typical Construction/EPC company

The SYSTEM will support multiple divisions. The divisions could be projects or different line of businesses, etc. One can view profitability, trial, balance sheet, etc. at division level or company level.

The system will help company to monitor project-wise expenses and profitability with complete integration between different business functions. The system will provide functionality to define activity based costing for every project and then track actuals during execution. The costs can be defined and tracked at manpower, machine and material level. Indents raised at different project sites can be approved by designated people at HO or other location thus integrating the company seamlessly and ensuring complete control on operations. For e.g. when bills are to be paid by Accounts for contract laborers, there will be a document prepared by designated person in the project confirming receipt of services. Finance will do bill passing linking it with Service rendered or Material Receipt confirmation document and the rates and prices will automatically be taken from there. The designated person will also be able to view the budget for the particular activity in the project and the spent already done.

There will be complete material reconciliation which will ensure that any material movement will be done in the system which will enable the recipient to view the dispatches made to it and it will enable him to receive the material against Stock transfer thus ensuring on-line information on Asset and Material location and different projects. The system will also monitor the maintenance cost and materials used for different machines and their usage project-wise.

Assets are key to the business. Earth moving equipment owned by company needs to be monitored closely for following information:

- location
- movement between projects or central warehouse
- Maintenance Schedules
- maintenance cost
- downtime
- usage project-wise and activity-wise
- etc.

## A. SYSTEM COMPONENT

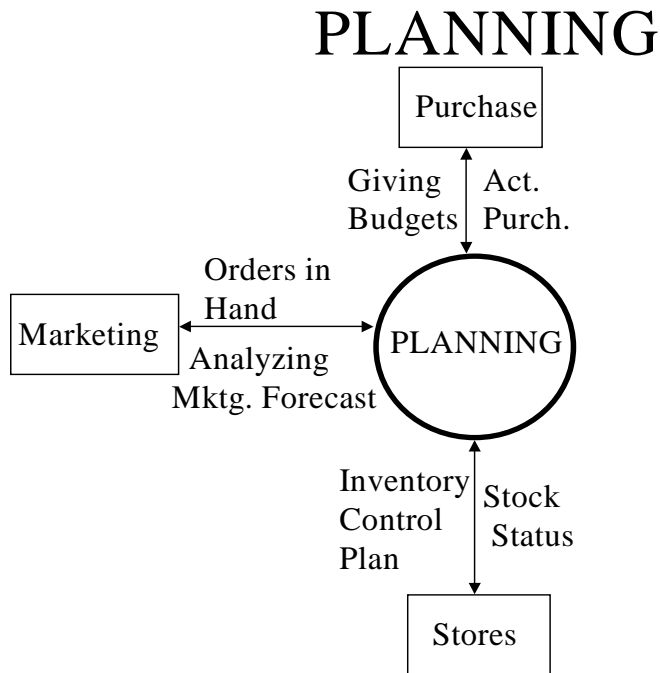
## BUDGET PLANNING

In this function, project budget planning will be carried-out. All kind of costs will be budgeted for. Within each cost-head further detail sub-head can be captured.

### Functions

- Project Budgeting
- Budget for project-wise costs
  - Consumable materials
  - Non-consumable material
  - Departmental Labour
  - Staff
  - Petty Expenses
  - Etc.

Further sub-categorization of above budgets



## **B. SYSTEM COMPONENT**

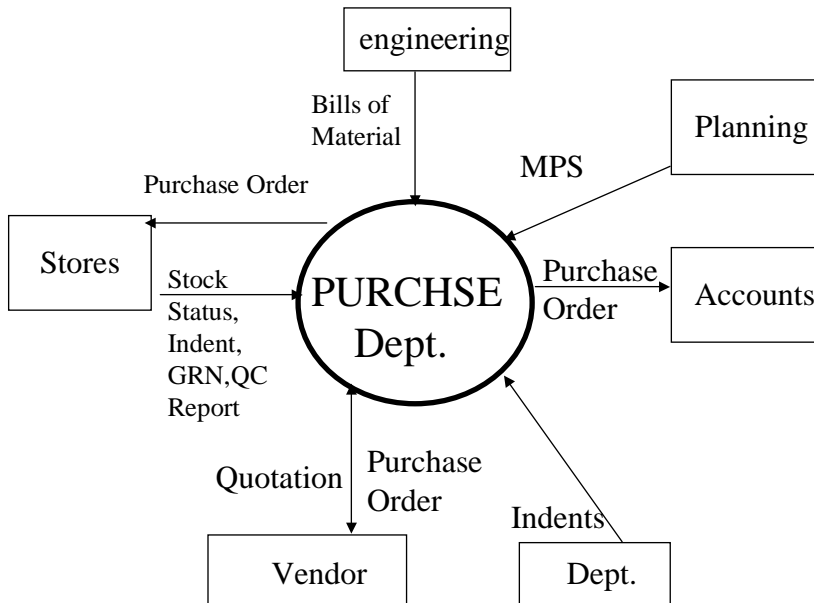
## **PURCHASE**

All Indents can be consolidated at item level. They can then be approved by designated authority. Purchase department can maintain supplier database and will invite quotations from suppliers when required. RFPs can be generated from the system. Comparative of different quotations can be generated from the system for an indent/product. Purchase Order will be approved on that basis. PO can be placed both from central office (HO) or local Project-office. Material is received against the PO. Inward quality control can be carried-out on the same basis. The Material receipts with all details are the basis for bill-passing.

### Functions

- Material Requirement from  
Projects/departments
- Indents from Department
- Consolidation of Indents
- Vendor enlisting (preferred, non-active  
suppliers etc.)
- Invite Quotations
- Analyse/Compare Quotations
- Place Orders
- Local, Import, Jobwork, service etc..
- Drawing of Items
- Monitor P.O. Status
  - Pending P.O's
  - Incomplete P.Os
  - Pending Indents
  - Pending RFQ's

# PURCHASE DEPARTMENT



## C. SYSTEM COMPONENT

## STORES

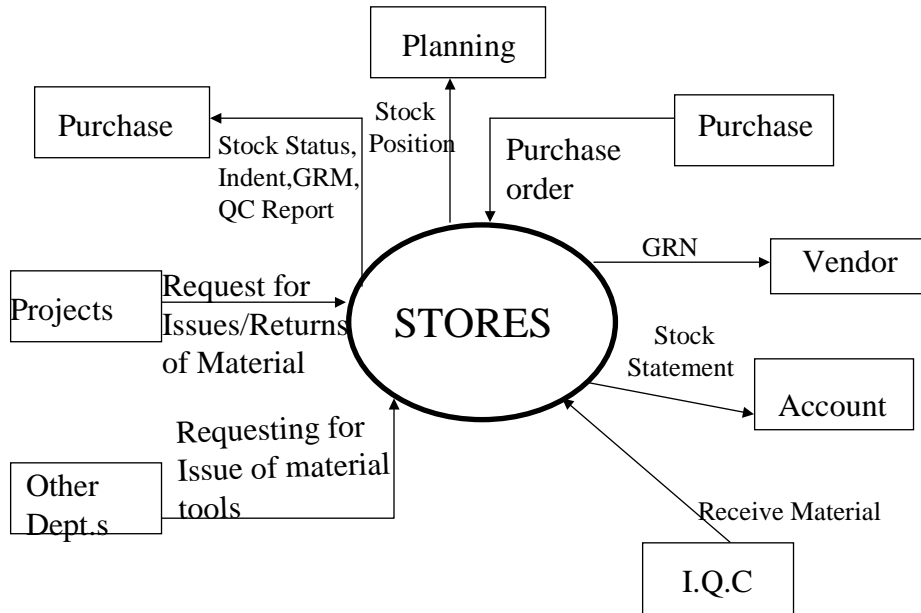
System allows multiple stores. Stores can be maintained at different project-sites. Management can have as-off moment status of inventory across the organization. Material consumption can be monitored project-wise and activity-wise. System will also do ageing of material.

### Functions

- Maintain multiple stores (including store at project site)
- Prepare MRN (Local, Import, Jobwork, stock transfer, sales return etc.)
- Issue Stores against requisitions
- Issue to employees and departments
- Cost center wise Issues
- Critical items and non-moving items
- Stock Ledger
- Material reconciliation

- Stock Transfers
- Location of item stored
- Multiple Stores & Sub-Stores
- Define reorder, minimum, critical levels
- Return from site
- Return from other departments
- Adjustment of Stocks due to Physical, damage etc.
- Extra Material Consumption
- Monitor consumables consumption project-wise (value and qty)
- Monitor Non-consumables usage (rented material/machines/etc.) project-wise

## INVENTORY



### D. SYSTEM COMPONENT

Functions

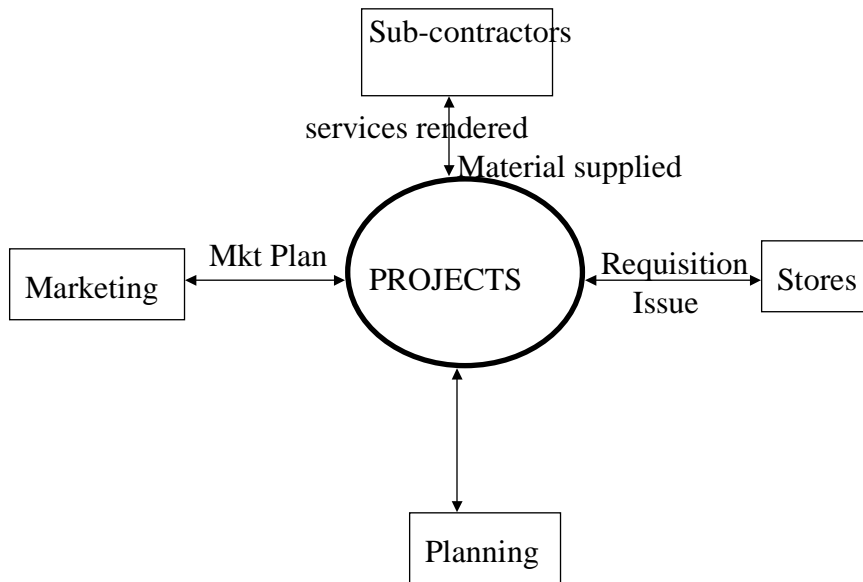
### PROJECTS

- Define Project-wise BOQs
- BOQ activity cost
  - Material
  - Man-power
  - Machine

Request material on cost-center/Activity basis/Phase (Chainage basis)

Receive material from Stores  
Rejections/Wastage  
Monitor Budgeted v/s actual costs project-wise

## PROJECTS



### E. SYSTEM COMPONENT

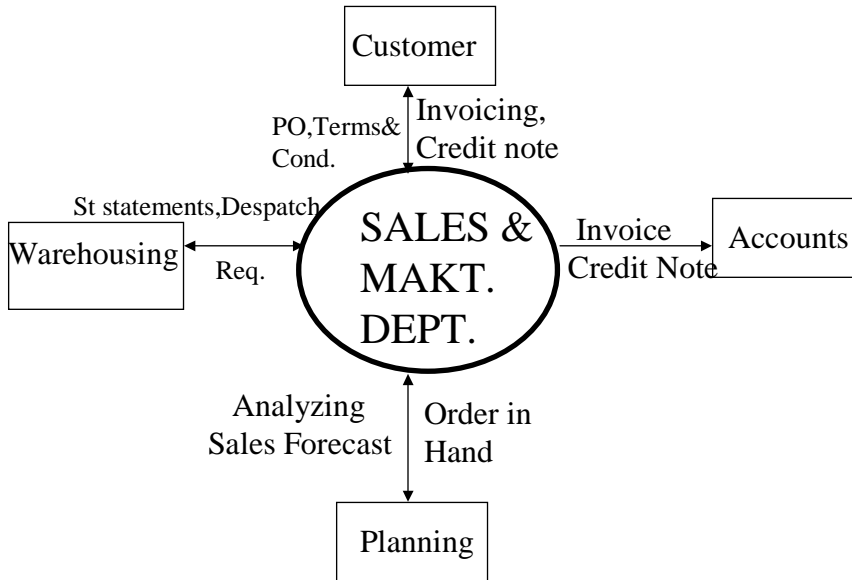
### Sales

#### Functions

Work Sheet for contract review  
Bill of Services (sub-services to be performed to achieve delivery of services)  
Receive Orders  
Process Orders  
ORDER Status  
Sale Status  
Customer details  
Price Master  
Analysis of Sales  
    service-wise  
    customer-wise

region-wise  
industry wise  
Invoicing

## SALES AND MARKETING



### F. SYSTEM COMPONENT

### SUB-CONTRACTING

Sub-contractor bill-passing is a major function. The system will track work done by sub-contractors and provide mechanism to handle and pass their bills as per their schedule.

#### Functions

- Sub Contractor Orders
- Track Material issued to sub-contractors
- Track Work-In-Progress of the Sub-contractor
- Raise Debit / Credit Note
- Inventory at Sub-contractors end
- Bill Passing

## **G. SYSTEM COMPONENT**

### **Finance & Accounts**

#### Functions

- Record Daily Transactions(Vouchers)
- Generate Books of Accounts
  - Cash Book
  - Bank Book
  - Journal Book
  - Sale/Purchase Books
  - Debit Note Book
  - Credit Note Book
- General Ledger
- Sub-Ledger
- Unit-wise trial balance
- Consolidated Trial
- Profit & Loss
- Accounts Receivables
- Accounts Payables
- M.I.S.
- Dr/Cr Notes

## **H. SYSTEM COMPONENT**

### **Asset Management**

This module will manage Machines and other Assets for the company. System will track usage and location of Assets at any time. It will also help to define maintenance schedules for each machine. Job-cards will be created for any maintenance/repair activity on the machine. There could be different kind of job cards like preventive maintenance, Breakdown or Developments. The system will help reduce downtime and improve efficiency and productivity of the machines.

#### Functions

- Define Assets
- Movement of Assets
- Location-wise Assets
- Create Maintenance Job Orders
- Different types of job-orders –
  - maintenance/breakdown/development
- Generate requisition to stores against job orders

Receive material  
Document job-orders details  
    Tools used  
    Problem solved if any (more for breakdown)  
    Detail of resolution  
Track use of assets project-wise activity-wise