



q-ERP

Information Sheet
Version 2.0

1. OVERVIEW

1.1 General System Features

This lists the general features of the system regardless of what module is accessed.

- Architecture
 - Client/Server Technology using robust SQL back-end.
 - Multi-user and Network Ready
 - Designed and tested for enterprise-strength transaction processing
 - On-line entry, update, delete and inquiry of transactions
 - Real Time Processing and Updating
 - Optional Module for Text Message Enabling the system (see SMS- Short Messaging Service module).
- User Interface
 - Windows-based interface allows a user-friendly experience
 - Easy to use menus and toolbar icons with shortcut function keys
 - User can use keyboard mouse, or a combination of both.
 - User customizable toolbar allows personalized icons to be created for frequently used transactions and reports.
 - Powerful search facility makes locating a particular record from voluminous data an easy task.
- Reporting
 - Comprehensive set of reports in each module
 - Option to generate reports for screen viewing, printing, print preview, or for extraction to file (Excel and formatted PSR file).
 - Reports have intuitive parameters (filters) to limit the report to desired information.
 - Flexible report printing options like printer setup, page range printing, and multiple copies printing.
- Security
 - Security system providing different access levels down to individual users
 - Each individual user can be assigned restricted program access like read, write and print privileges.
 - Automatic lock-out of users with consecutive invalid password attempts prevent hackers from getting into the system
- Audit Trail
 - Audit trails can be done on login, logout, open, create, edit, approve, delete, and print access. This will show what the user did, when and on what terminal.
 - Audit trail program allows easy filtering for easy investigation of data.
 - Audit trail can be turned on or off for total security control.
 - Know who is currently logged on in the system across the network.
 - Check on what your users have worked on and monitor their productivity.

The following are the features of each module included in the system:

1.1.1 Accounts Receivable Module

- Maintenance/Look-up Windows

The following are the maintenance windows in the module. These allow for flexible look-ups and settings within the module.

 - Bank (with address, contact information and cash-in-bank account)
 - Bank Accounts (with account no., currency, balance, cash-in-bank account linked with G/L module)
 - Credit Term (with due days, discount on prompt payments)
 - Check Types (the type of checks and the days of clearing, used during check deposit transaction).
 - Currency Codes
 - Exchange Rates (with effective date)
 - Reason Codes (used for DM and CM)
 - Tax Codes (with Tax Percent)

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- Customer Type (used to classify customers)
 - Contact Type (for the Contact Persons within the Entity Maintenance)
 - Collection Area
 - Entity Code
 - o Address, Phone No., Fax, E-mail, VAT and default currency
 - o Entity can either be a supplier or a customer or both.
 - o Multiple Contact Information per Entity. This allows you to enter different people within the Entity in your Contact Information. Contact Information includes Name, Contact Type, Designation and Contact Numbers.
 - o Customer Information includes Shipping Address (can have multiple ship to address), Billing Address, Collection Address, Credit Terms, Credit Limit, Price List, Collection Area and others.
 - o Visit Schedule can be maintained per entity. This is used to indicate the days when collection or visits can be made (example for this entity collection is made only every Fridays).
 - Approving Officer (is used for the on-line approval of forms within the module)
 - Module Settings
 - o Customizes the behavior of each and every form in the module. Example, CM needs to be approved before printed then it is posted. The order of this can be modified on the module settings.
 - Transactions

The following are the transaction processing done within the module:

 - Bulk Sales Invoice (Recording of Invoices – used only if there is no Sales and Distribution Module)
 - Payment Receipt
 - o Recording of Official Receipt or Payments made by the Customer.
 - o Accepts Cash, Check (multiple checks), and non-cash payments
 - o Applications are made to apply a payment to a particular Invoice.
 - o Tax Withheld At Source (TWAS/Creditable Withholding Tax) can also be recorded at this point. A TWAS code must be specified (ex., Top 1,000 Companies 1%). TWAS recorded at this point needs to be cleared when the Certificate is received from the Customer.
 - Credit Memo
 - Debit Memo
 - Offset of Unapplied Transactions
 - o During Payment Receipt, advances made by customer can also be accepted. This is later on applied using this transaction
 - Check Deposit Transaction
 - Check Returns Transaction
 - TWAS Clearing/TWAS Reversal Transaction
 - Bank Reconciliation transaction
 - o Used to record other transactions that affect bank balances. This may include Bank Charges, Interest, Taxes, Etc.
 - Comprehensive Reports
 - Outstanding Receivable
 - Summary of Receivables
 - Summarized Aged Receivables
 - Aged Receivable
 - Aged Receivable Graph
 - Projected Collections Report
 - Payment Aging Analysis
 - Jumping Payments
 - Customer Listing
 - Customer Statement of Account
 - Pending Unapplied Transactions
 - Collection Schedule
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- Dunning Message
- Output Tax Report
- Credit Limit Report
- Bank Account Report
- Foreign Exchange Gain/Loss Report
- Summary of Bulk Sales Invoice
- Summary List of Sales
- Payments Reports
- CM/DM Reports
- Check Reports
 - o Summary of Checks Received
 - o Summary of Checks for Deposit
 - o Summary of Bounced Checks
 - o Generated Debit Memos from Returned Checks
 - o Summary of Checks Deposited
 - o Summary of Checks Returned
- TWAS/Creditable Tax Withheld Reports
 - o Summary of TWAS Entries
 - o Pending TWAS Deductions
 - o Summary of TWAS Clearing
 - o Summary of TWAS Reversal
- Bank Reconciliation Reports

1.1.2 Accounts Payable Module

- Maintenance/Look-up Windows

The following are the maintenance windows in the module. These allow for flexible look-ups and settings within the module.

 - Currency (Shared with the other Modules)
 - Exchange Rate (Shared with the other Modules)
 - Check Type (Shared with the other Modules)
 - Payment Charges
 - Petty Cash Fund
 - o Allows for multiple petty cash within the company
 - o Has minimum and maximum funds needed for replenishment as well as balance of the petty cash fund
 - Supplier Type
 - Contact Type (Shared with the other Modules)
 - Collection Area (Shared with the other Modules)
 - Entity (Shared with the other Modules)
 - Bank (Shared with the other Modules)
 - Bank Accounts (Shared with the other Modules)
 - Credit Term (Shared with the other Modules)
 - Reason (Shared with the other Modules)
 - Salesman (Shared with the other Modules)
 - Tax (Shared with the other Modules)
 - Approving Office
 - Module Settings
- Transaction Processing

The following are the transaction processing done within the module:

 - Bulk Invoice Receipt/Invoice Receipt (used to Record the Invoice of the Supplier)
 - AP Voucher
 - Payment Voucher
 - o Allows for different types of payments (cash, check, bank transfer or non-cash)
 - o Payment amount is applied to the supplier's document.

- Allows for TWAS/Creditable Withholding Tax to be deducted during preparation of Payment Voucher
- Payment Voucher Disbursement (records the actual disbursement of the prepared Payment Voucher)
- Offset Unapplied Transaction (used to offset advances made to suppliers)
- Credit Memo
- Debit Memo
- TWAS Certificate Issuance
- Petty Cash Fund Replenishment
- Petty Cash Voucher
- Petty Cash Voucher Disbursement
- Petty Cash Voucher Liquidation
- Petty Cash Fund Reconciliation
- Bank Reconciliation
- Offset AR with AP
 - This transaction allows for Offsetting of AR with AP for entities that are both customers and suppliers
- Comprehensive Reports
 - Outstanding Payables
 - Projected Payments
 - Aged Payables
 - Supplier Ledger
 - Supplier Listing
 - Issued Checks
 - Summary of Payables
 - Pending Unapplied Transactions
 - Input Tax Report
 - Bank Account Report
 - Invoice/APV Reports
 - Payment Reports
 - CM/DM Reports
 - TWAS Issuance Reports
 - Petty Cash Reports
 - Petty Cash Funds Below Minimum Balance
 - Summary of Petty Cash Replenishment
 - Summary of Petty Cash Vouchers
 - Summary of Petty Cash Liquidations
 - Summary of Petty Cash Reconciliation
 - Summary of Petty Cash Fund Transaction
 - Summary of Petty Cash Charges
 - Bank Reconciliation Reports
 - Offset AR with AP Reports

1.1.3 General Ledger Module

- Maintenance/Look-up Windows

The following are the maintenance windows in the module. These allow for flexible look-ups and settings within the module.

 - GL Accounts (GUI tree view for inputting Chart of Accounts)
 - Subsidiary Accounts
 - GL Book
 - Allows the flexible creation of the different books
 - Columns are customized by the user (example, user defines column 1 to become the CASH account)
 - Fiscal Calendar

- User defined fiscal calendar
- This will become the basis of all of the G/L transactions as well as reports
- Budget Code
- Ad Hoc Report Template
 - This is a customizable report where the user can define columns
 - The basis of the columns are G/L Accounts and values can either be the beginning balance, ending balance, debit or credit or net change.
 - User can also indicate if values are to be added or subtracted.
 - Cash Flow Reports are usually created using the Ad Hoc Report Template
- Balance Sheet Template
 - Balance Sheet Report is Template driven.
 - This way, users can define different templates for different usage.
 - Layout for one template may differ from the other template.
 - Example, you may opt to create a Balance Sheet Template for Upper Management and another for Accountants Use. The Balance Sheet for Upper Management may already be summarized according to the needs of the Upper Management.
- Income Statement Template
 - Allows for different layout depending on different usage.
- Recurring Journal Voucher
- GL Account Mapping
- GL Book Mapping
- Approving Officer
- Module Settings
- Transaction Processing

The following are the transaction processing done within the module:

 - Journal Voucher
 - Includes transaction date, book codes, GL Accounts for debit and credit transaction
 - JV must be posted to finalize the transaction
 - JV Approval
 - Journal Voucher Extraction
 - Used to extract entries automatically generated by the different modules (example, AR and AP modules).
 - Journal Voucher Posting
 - Budget Preparation
 - Manual entry of the Budget for a given budget code.
- Comprehensive Reports
 - Ad Hoc Report
 - Users must specify the Template to use.
 - Can be comparative for unlimited number of periods.
 - Balance Sheet Report
 - Users must specify the Template to use.
 - Can be comparative for unlimited number of periods.
 - Income Statement Report
 - Users must specify the Template to use.
 - Can be comparative for unlimited number of periods.
 - User can also opt to compare versus a given Budget Code
 - GL Book Reports
 - Transaction Register
 - Subsidiary Report

1.1.4 Sales & Distribution Module

- Maintenance/Look-up Windows

The following are the maintenance windows in the module. These allow for flexible look-ups and settings within the module.

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- Class (2 levels of classification for the items of the company)
 - Brand
 - Unit of Measure
 - Unit of Measure Conversion
 - Location Codes
 - Priority Code
 - Item
 - o Includes Item Description, Item Type, Class, Sub-Class, Brand, Standard Keeping Unit
 - o Purchasing Unit of Measure, Selling Unit of Measure, Min Maintaining Quantity,
 - o Maximum Inventory Quantity, Minimum Order Quantity, Reorder Point,
 - o Standard Batch Quantity (for Job Orders), Standard Order Multiple,
 - o Purchasing Lead Time and Standard Cost
 - Item Type (user can specify GL Inventory Account to use for the item type)
 - Package Type
 - Currency
 - Price List Type (can define multiple price lists with currency code)
 - Customer Type (shared with other modules)
 - Order Type
 - o Can define different flow(s) of information for the given order type so as to customize the flow of data
 - o The following are the customizable flow of data:
 - ⇒ Sales Order – Sales Invoice
 - ⇒ Sales Order – Delivery Receipt
 - ⇒ Sales Order – Delivery Receipt – Sales Invoice
 - ⇒ Sales Order – Pick Activity – Sales Invoice
 - ⇒ Sales Order – Pick Activity – Delivery Receipt
 - ⇒ Sales Order – Pick Activity – Delivery Receipt – Sales Invoice
 - Credit Term (shared with other modules)
 - Tax (shared with other modules)
 - Entity (shared with other modules)
 - Reason (shared with other modules)
 - Territory (shared with other modules)
 - Ship Via
 - Approving Officer
 - Module Settings
 - Transaction Processing

The following are the transaction processing done within the module:

 - Item Price List Update
 - o Price List has effective date and is specified per Price List Type
 - Quotation
 - o Multi-currency
 - o Ship Via, FOB Point, Other Charges
 - o Items Quoted with price from item price list
 - o Can create Sales Order from the items in the quotation
 - Sales Order
 - o Starting point of the Sales Cycle in the Sales and Distribution module
 - o Three Levels of Header Discount Percentages
 - o Items Discount Percentages
 - o Sales can be Tax Inclusive or Not. Tax Code must be specified
 - Pick List
 - o Starting point of the picking cycle
 - o Items ordered through the Sales Order are printed in the Pick List
 - o Pick Lists are to be given to warehouse personnel for actual goods preparation.
 - o Can Pick from multiple locations/warehouses using different Pick Lists
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- Pick Activity
 - o Records the actual items picked or withdrawn from the warehouse
 - o Deducts Inventory accordingly
 - o Automatic UM conversion
 - o References Pick List Number
 - Pick Returns
 - o Used to return items picked during pick activity
 - o References Pick Activity Number
 - Delivery Receipt
 - o References Sales Order (Many to Many Relationship)
 - o Can include only Picked Items (depending on Order type)
 - Packing List
 - o Generate Carton/Packing Details
 - o References Delivery Receipt Number
 - Sales Invoice
 - o References Sales Order Number (Many to Many Relationship)
 - o Linked with Accounts Receivable Module
 - Sales Return
 - o Linked with Accounts Receivable Module
 - o Increases Stock on Hand of the items returned
 - Comprehensive Reports
 - Summary of Sales Transactions
 - Sales Graph
 - Sales Mix
 - Summary List of Sales
 - Detailed List of Sales
 - Summarized Daily Sales Margin
 - Detailed Daily Sales Margin
 - Sales Report By Item
 - Best Selling Item
 - Item Sales Margin
 - Summarized Sales By Salesperson
 - Sales Report By Salesperson
 - Item Sales By Salesperson
 - Customer Sales Ranking
 - Customer Listing
 - Customer Pricing History
 - Customer Last Purchase Report
 - Price List
 - Price List History
 - Available Inventory for Sale
 - Item Price List Update Reports
 - Sales Order Reports
 - o Summary of Sales Order
 - o Pending Sales Order Summary
 - o Pending Sales Order Items
 - Picking Reports
 - o Pending Items for Pick List
 - o Summary of Pick Lists
 - o Pending Pick Lists
 - o Summary of Pending Pick Items
 - o Summary of Pick Activities
 - o Summary of Picked Items
 - o Summary of Picked Returns
-

- Delivery Receipt Reports
 - o Pending Items for Delivery
 - o Summary of Items for Delivery
 - o Summary of Delivery Receipts
 - o Detailed Summary of Delivery Receipts
 - o Summary of DR Items
 - o Pending Delivery Receipts
- Sales Invoice Reports
 - o Pending Items of Invoicing
 - o Summary of Sales Invoice
 - o Summary of Invoice Items
- Packing List Reports
- Sales Return Reports

1.1.5 Purchasing & Inventory Module

- Maintenance/Look-up Windows

The following are the maintenance windows in the module. These allow for flexible look-ups and settings within the module.

- Class (shared with other modules)
- Brand (shared with other modules)
- Unit of Measure (shared with other modules)
- Unit of Measure Conversion (shared with other modules)
- Location Codes (shared with other modules)
- Priority Code (shared with other modules)
- Item (shared with other modules)
- Item Type (shared with other modules)
- Bank (shared with other modules)
- Charge (shared with other modules)
- Currency (shared with other modules)
- Exchange Rate (shared with other modules)
- Department
- Issuance Type
- Entity (shared with other modules)
- Credit Term (shared with other modules)
- Item UM Conversion
 - o Can specify UM conversion for a particular item
 - o These are for cases where the particular item has a different conversion (example, 1 pallet for item A is 200 pieces while 1 pallet for another item is only 100 pcs)
- Supplier Item UM Conversion
 - o Can specify UM conversion for a particular item sold by a particular supplier.
- Approving Officer
- Module Settings

- Transaction Processing

The following are the transaction processing done within the module:

- Purchase Requisition
- Purchase Order
- Receiving
- Miscellaneous Receiving
 - o Used to receive items without a reference purchase order.
- Purchase Return
- Materials Requisition
- Materials Issuance
- Materials Return
- Miscellaneous Issuance

- Transfer Order
- Transfer Receipt
- Physical Count Adjustment
 - o Used to record physical count
 - o Two types of Adjustment: Absolute and Relative
- Comprehensive Reports
 - Stock Status Report
 - Stock Card Report
 - Items Below Minimum Maintaining Quantity
 - Negative Inventory Report
 - Items Last Received Date
 - Negative Adjustment Report
 - Supplier Listing
 - Purchase Requisition Reports
 - o Summary of Purchase Requisitions
 - o Pending Purchase Requisitions
 - Purchase Order Report
 - o Summary of Purchase Order
 - o Pending Purchase Order
 - Receiving Report
 - Purchase Return Reports
 - Materials Request Reports
 - Materials Issuance Reports
 - Physical Adjustment Reports
 - Transfer Reports
 - o Summary of Transfer Orders
 - o Pending Transfer Orders
 - o Summary of Transfer Receipts
 - o Summary of Received Transfer Items

2. IT FRAMEWORK

2.1. Development Platform

The System is developed using a Client/Server setup. The client application is developed using Powerbuilder™, a Rapid Application Development tool. The back-end or the server can be any of the listed Relational Database Management System (RDBMS).

2.2. Software Requirements

Listed below are the minimum software requirements for the computerization. These requirements are not part of this proposal and should be obtained separately. QCD can provide you with these products or you can acquire them from other vendors.

Server Requirements

- Operating System
 1. Microsoft Windows 2003 Server (*recommended*, for network implementation), the number of connection licenses depends on the actual number of network users.
 2. Or, any Operating System that will support an RDBMS and has networking capability.
 - RDBMS (Relational Database Management System)
 1. Or, Microsoft SQL Server 2005 or higher (*recommended*, for network implementation), the number of licenses depends on the actual number of network users.
 2. Or, any RDBMS that will run on the selected Operating System and is ODBC (Open Database Connectivity) compliant.
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Workstation Requirements

- Operating System
 1. Microsoft Windows 95, 98, ME, XP (recommended).
 2. Or, Microsoft Windows NT Workstation.

2.3. Hardware Requirements

Listed below are the suggested minimum hardware requirements for the computerization. These requirements are not part of this proposal and should be obtained separately.

Server Requirements

- Pentium IV or better processor
- 256MB RAM
- 20GB Hard Disk
- SVGA Monitor
- Networking peripherals (for multi-user setup)
- 28.8Kbps Modem
- Backup device
- Printer (can be shared by other workstations in the network)
- UPS

Workstation Requirements (number of units will depend on the number of users)

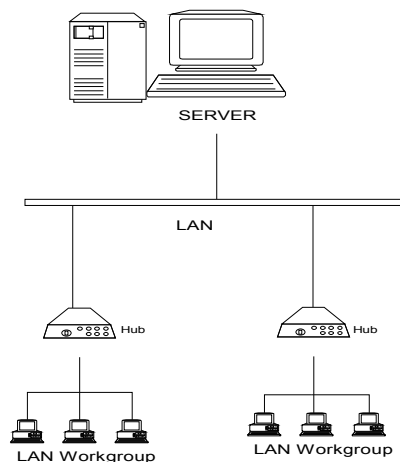
- Pentium PC
- 128MB RAM
- 20GB Hard Disk
- SVGA Monitor
- Networking peripherals (for multi-user setup)
- Printer (can be shared by other workstations in the network)

2.4. Network Design

The network infrastructure for the system will depend on the number of users who will access the system. It will also depend on the physical proximity of the users to the Server.

The actual technology to be used will still depend on the final requirement specifications that will be defined after further data analysis.

Preliminary network design schematics is illustrated as follows:



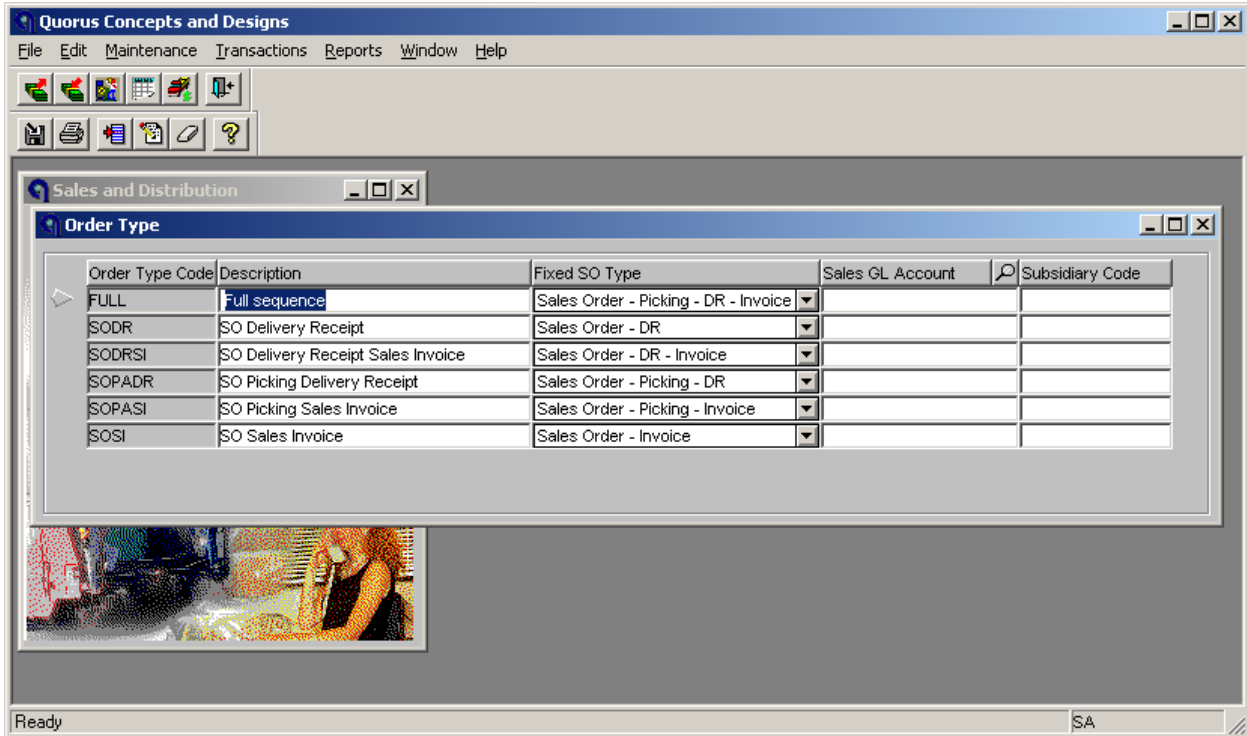


Figure 1. Order Type – Allows user to define the sequence of events for the Sales Process.

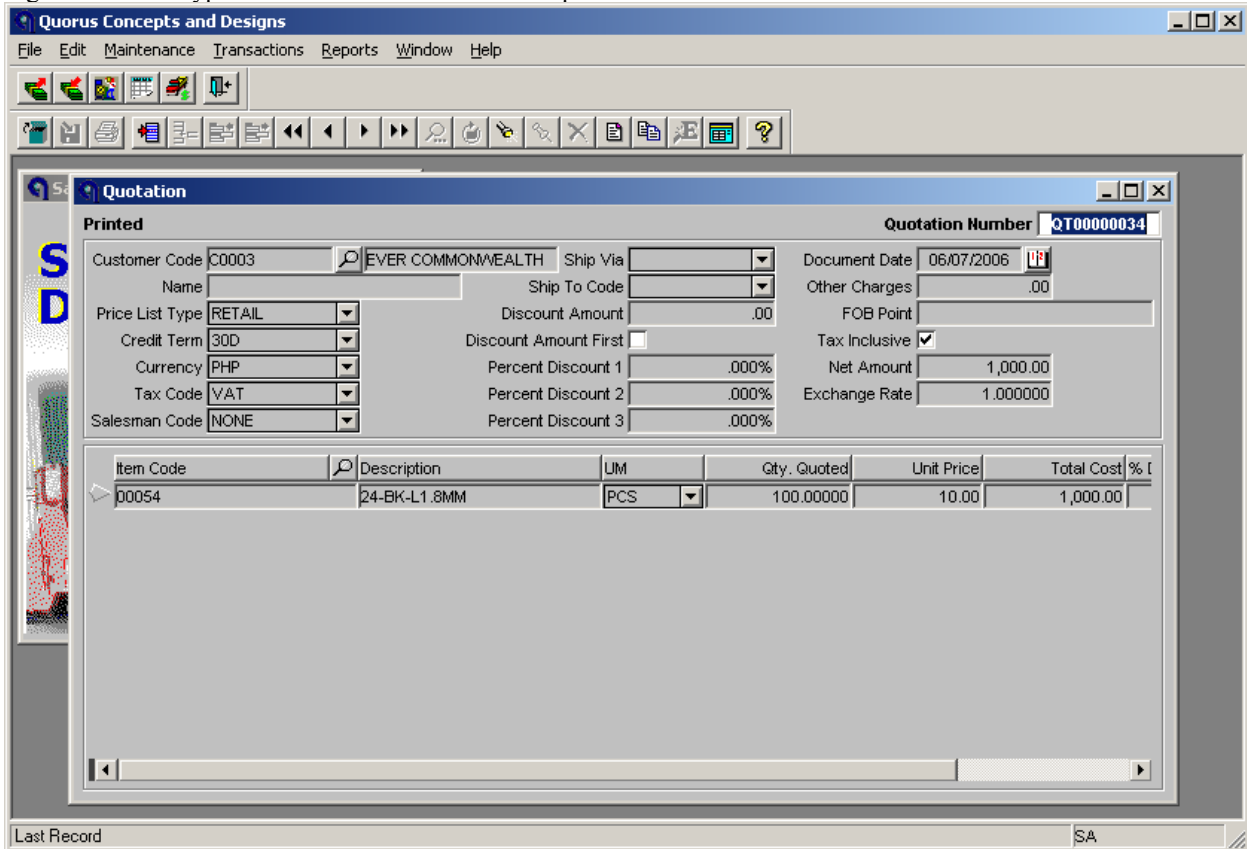


Figure 2. Quotation Window – Allows tracking of quotations issued to customers.

Open **Sales Order Number**

Customer Code: C0052 Ship Via: HARBOR Document Date: 06/09/2006

Name: METRO GAISANO AYALA Discount Amount: .00 FOB Point:

Credit Term: 30D Discount Amount First: Tax Inclusive:

Currency: PHP Percent Discount 1: .000% Order Type: SODRSI

Tax Code: VAT Percent Discount 2: .000% Net Amount: 11,000.00

Salesman Code: EDD Percent Discount 3: .000%

Ship To Code: Other Charges: .00

Item Code	Description	UM	Qty. Ordered	Unit Price	Total Cost	% T
00010	0-BK-L1.6MM	PCS	100.00000	10.00	1,000.00	
00014	2-BK-13MM	PCS	1,000.00000	10.00	10,000.00	

Ready SA

Figure 3. Sales Order Entry

Posted **Pick Activity Number** PA00000081

Ref. Pick List No. PL00000092 Ref. S.O. No. SO00000114 Document Date 06/07/2006

Location Code 3RDSTREET Picked By SA

Item Code	Description	UM	Qty. to Pick	Actual Qty. Picked
30001	BK-60-THREAD	PCS	10.00000	10.00000

Last Record SA

Figure 4. Pick Activity Transaction – Allows warehouse to indicate actual items picked.

Quorus Concepts and Designs

File Edit Maintenance Transactions Reports Window Help

Delivery Receipt

Cancelled **Delivery Receipt Number** DR00000009

Customer Code: C0003	Ship Via: []	Document Date: 06/07/2006
Name: EVER COMMONWEALTH	Location: 3RDSTREET	FOB Point: []
Credit Term: 30D	Discount Amount: .00	Other Charges: .00
Currency: PHP	Discount Amount First: <input type="checkbox"/>	Tax Inclusive: <input checked="" type="checkbox"/>
Tax Code: VAT	Percent Discount 1: .000%	Order Type: SODRSI
Salesman Code: NONE	Percent Discount 2: .000%	Net Amount: 1,000.00
Ship To Code: []	Percent Discount 3: .000%	

Item Code	Description	UM	Gty. Delivered	Unit Price	Total Cost	% I
00054	24-BK-L1.8MM	PCS	100.00000	10.00	1,000.00	

View: Tabular

Last Record SA

Figure 5. Delivery Receipt – Indicates Actual items delivered. If pick activity is required then only items picked can be included in the DR.

Quorus Concepts and Designs

File Edit Maintenance Transactions Reports Window Help

Packing List

Open **Packing List Number** []

Ref. Doc. Type: Sales Invoice	Customer Code: C0003	Document Date: 06/09/2006
Ref. Doc. No.: S100000091	Name: EVER COMMONWEALTH	Re-Issued: No
Ship To Code: []		

No.	Package Type	Gross Weight	Net Weight	Weight UM	Volume	Volume UM	Case Markings
1	CARTON	1,000.00000	10.00000	KLS	1,000.00000	SGM	Carton number 1: For Ever Commonw

Item Code	Item Description	UM	Quantity Packed
00012	0-BK-L1.8MM	PCS	30.00000

Ready SA

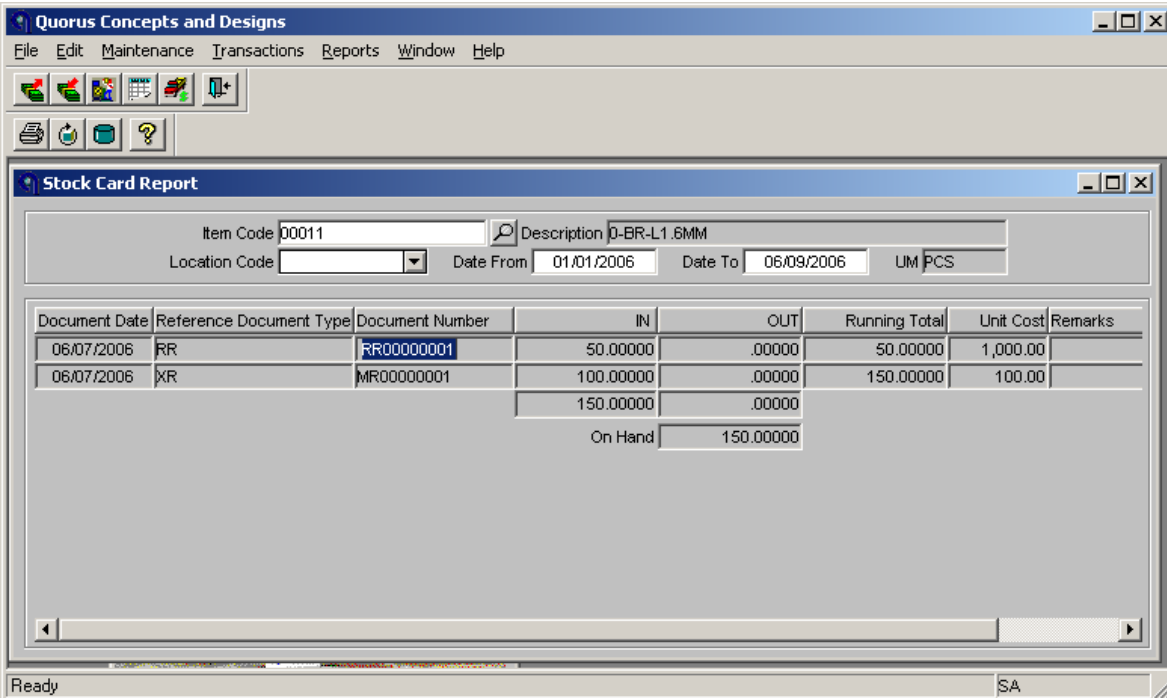


Figure 7. Stock Card Report – Shows the In and Out movement of an item on all locations or for a warehouse.

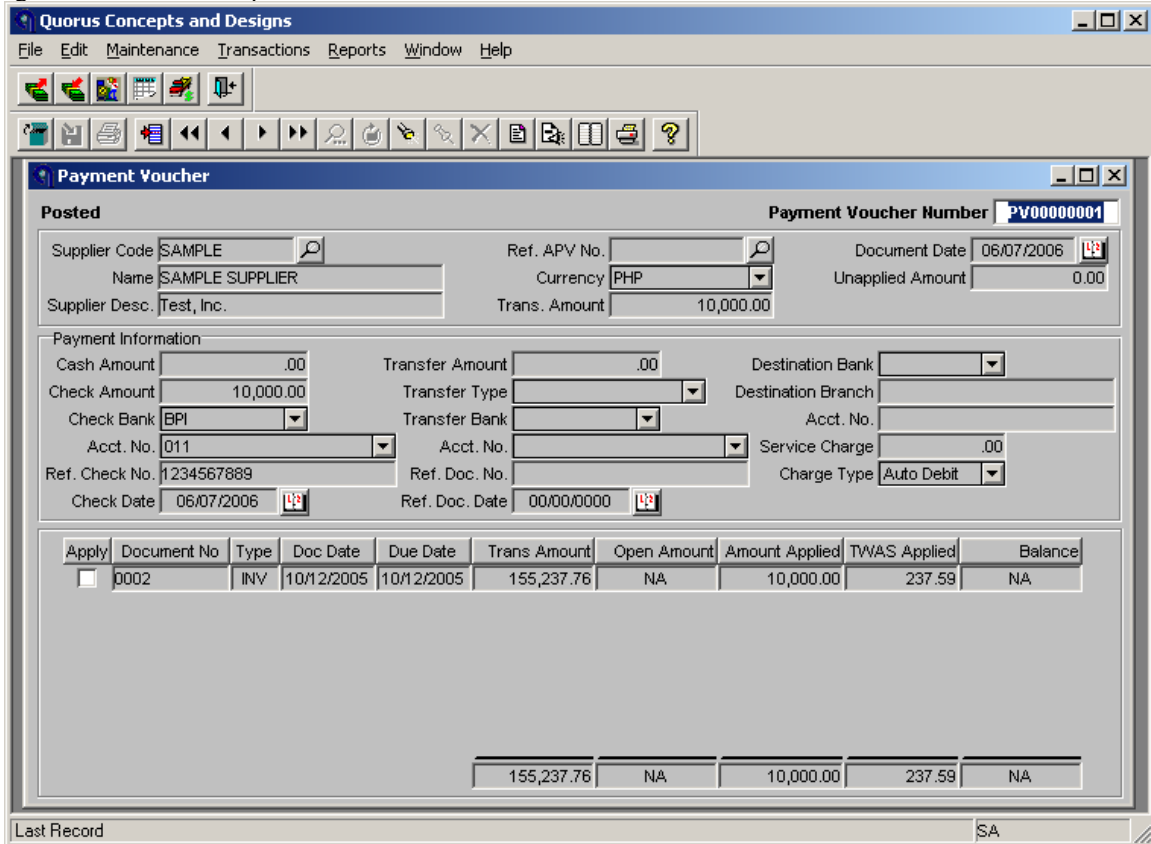


Figure 8. Payment Voucher Window – Can indicate check and bank account information

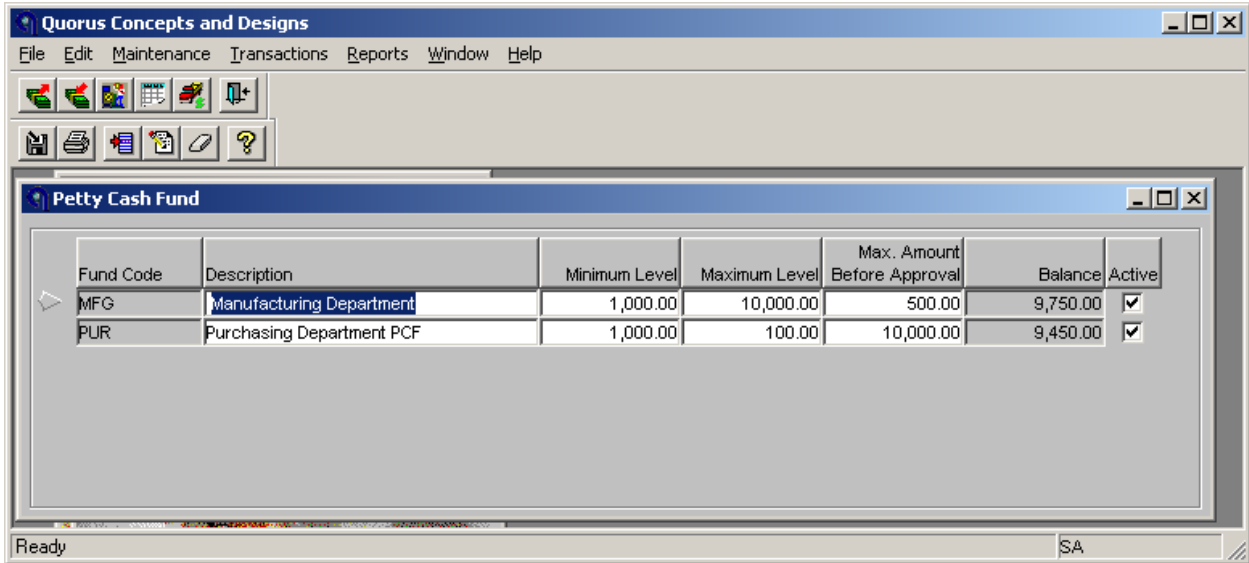


Figure 9. Petty Cash Fund – Allows user to define multiple funds with different balances and levels.

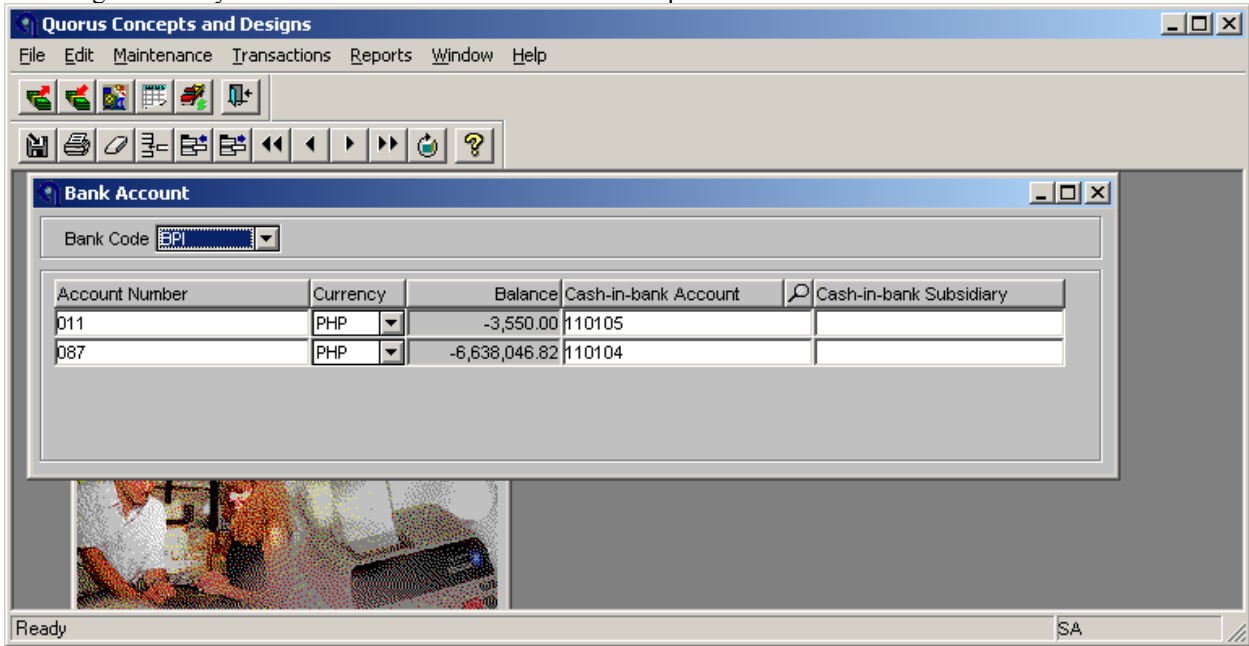


Figure 10. Bank Account – Allows user to define the different bank accounts of the company. Each can have its own GL Account (which refers to the Chart of Accounts).

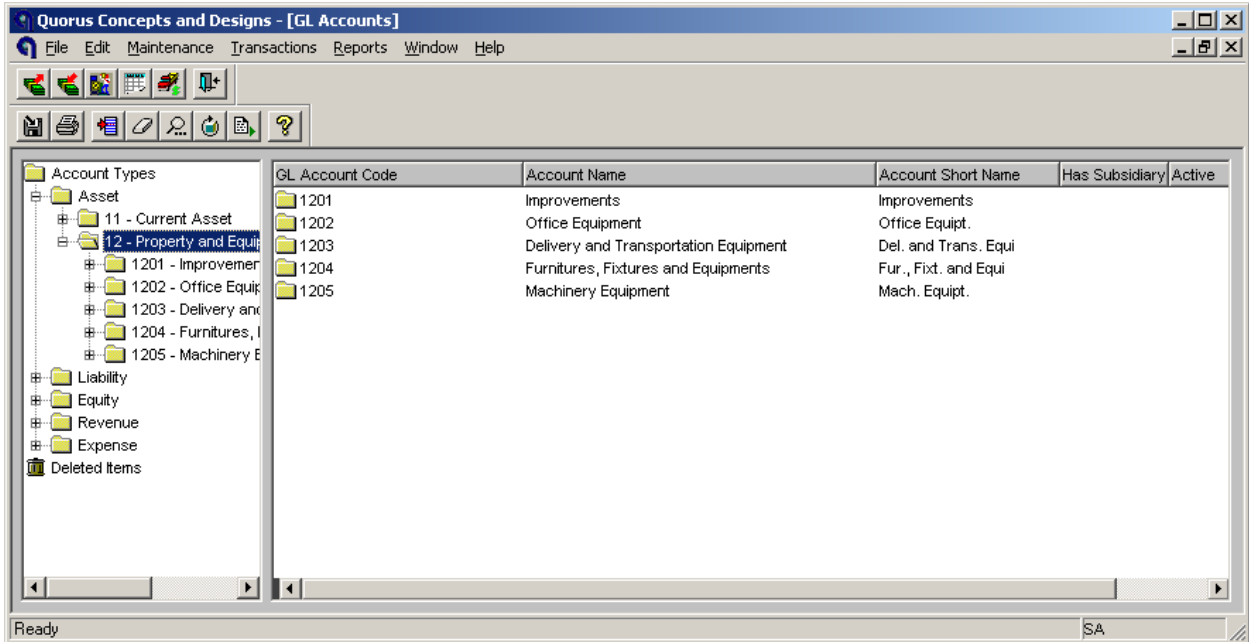


Figure 11. GL Accounts – User can define the Chart of Account of the Company

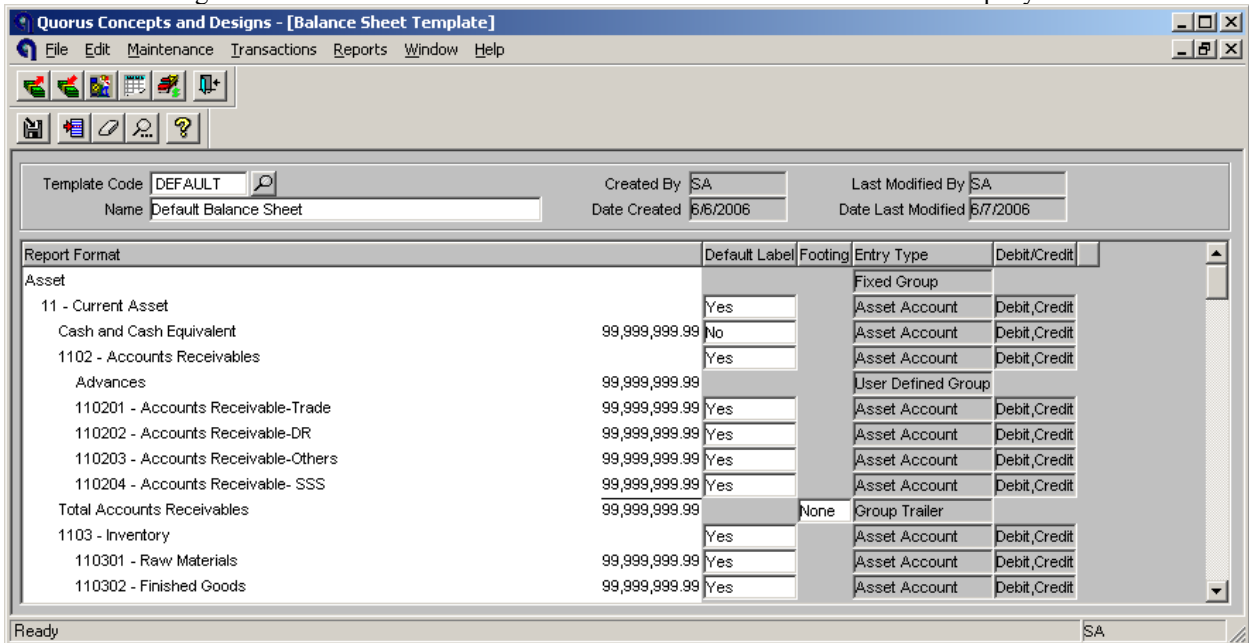


Figure 12. Balance Sheet Template – Allows user to define different templates/looks for the balance sheet and income statement report. This template will be used during the balance sheet report and income statement report.

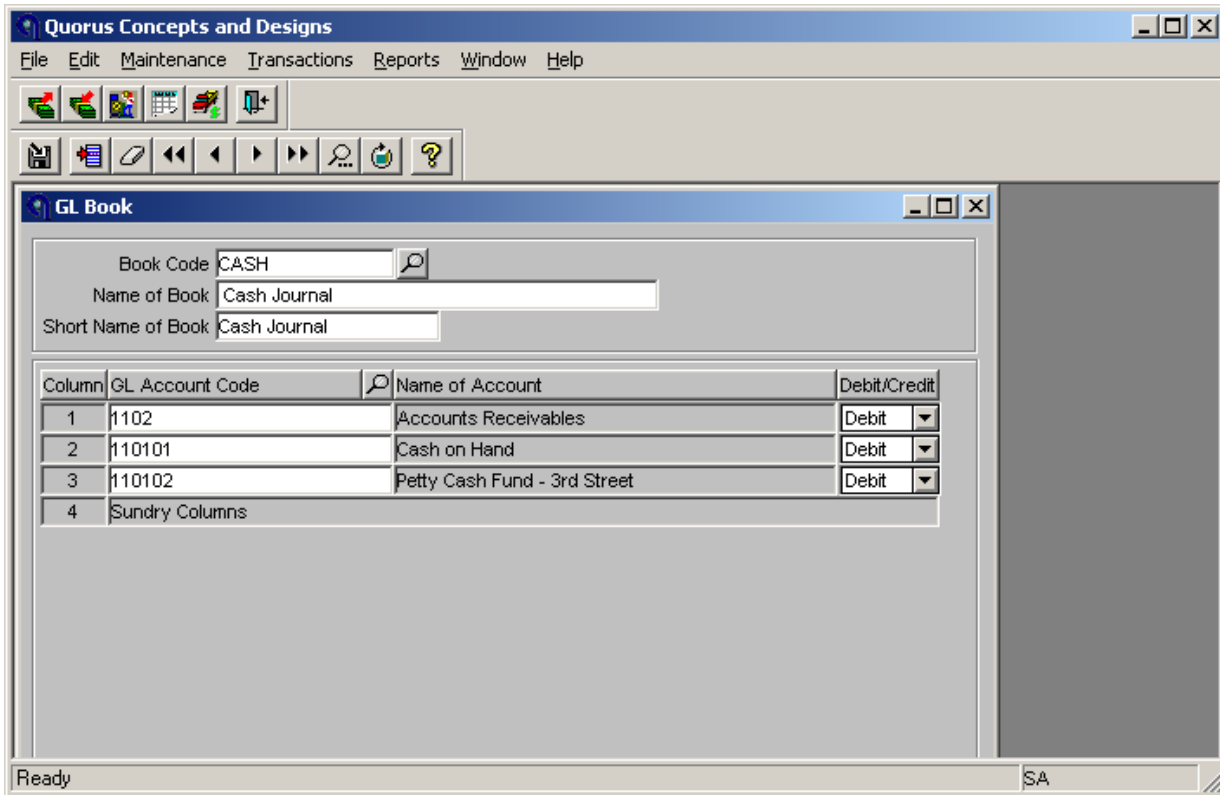


Figure 13. GL Book – Allows user to define the different columns of the different books. A sundry column is always provided at the last column.

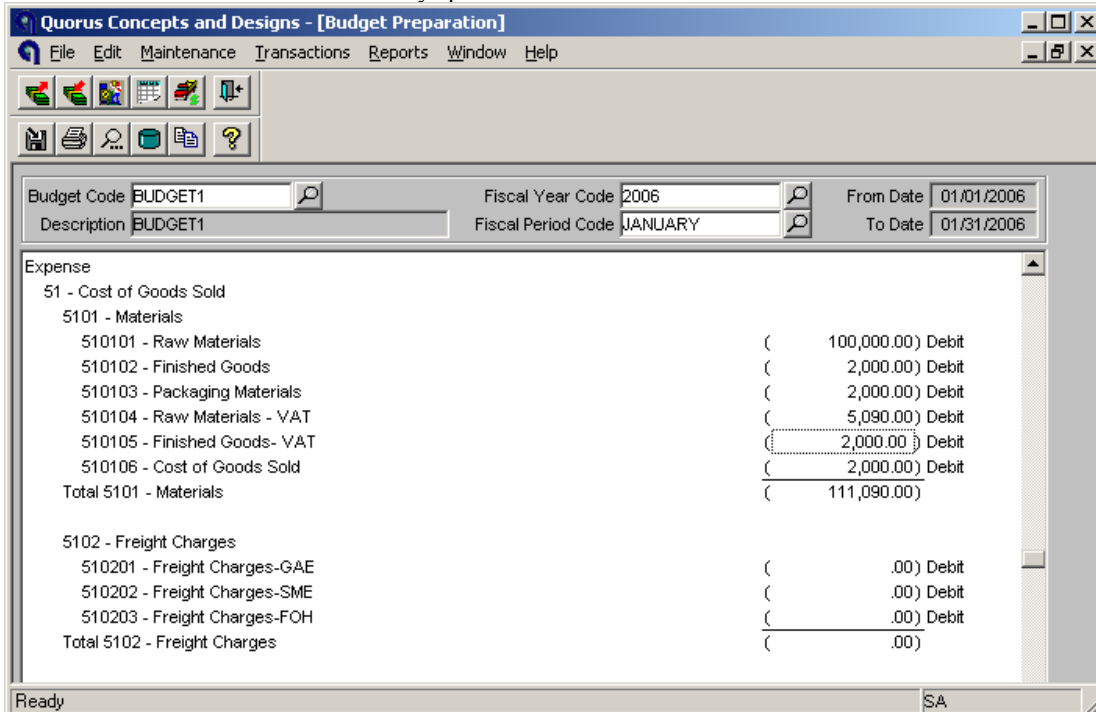


Figure 14. Budget Preparation – Allows user to indicate budgeted values for the different expense and revenue accounts. This can be used as a comparative value during the Income Statement Report Printing.

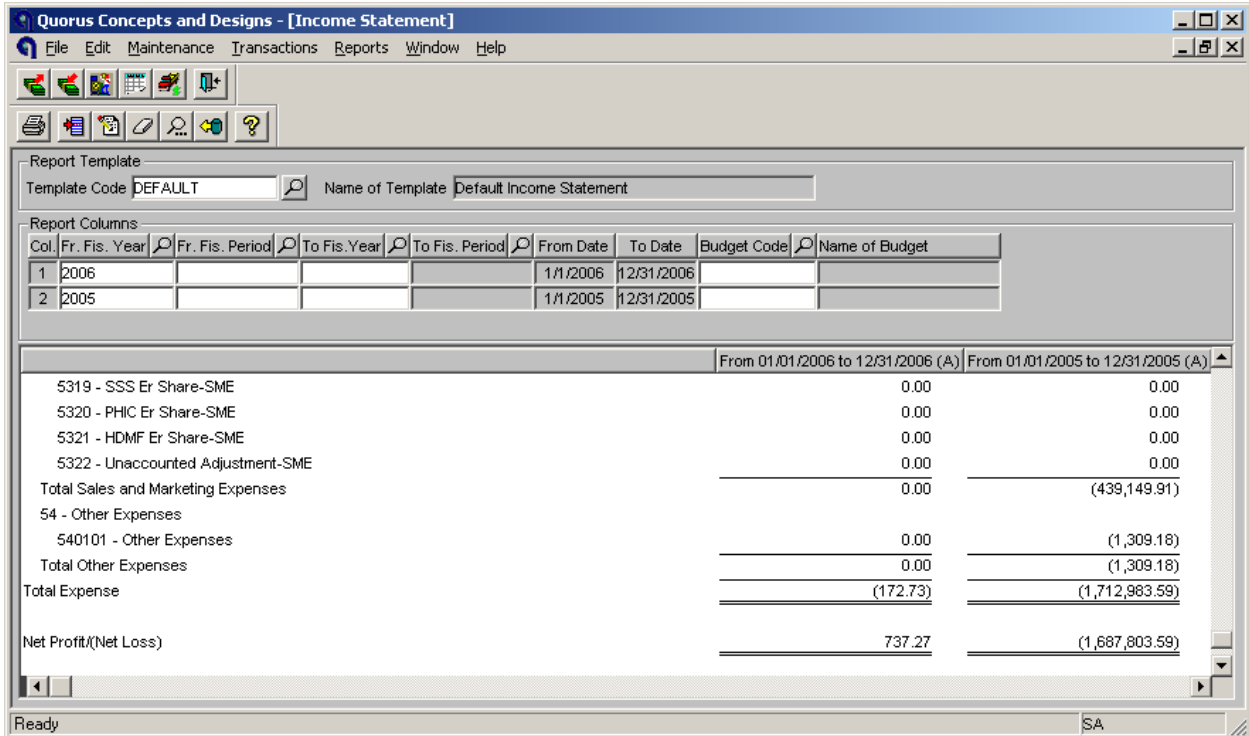


Figure 15. Income Statement Report – Income Statement and Balance Sheet can do comparative side by side reporting. This can be done on one or more fiscal periods.