

Paint Centre Computerise system

Mission

Get rid of day to day manual business operations. And make the procedures as fast as possible with more accuracy. We are looking for very simple (User friendly), fast and accurate pos system.3 stages of implementation of this project.

Stage No	Description
1	Sales and inventory
2	Financials (Accounting)
3	Marketing

Key Areas

Stage 1

- 1.Purchasing Orders
- 2.GRN
- 3.Stock movements in storage (Inventory management)
- 4.Invoicing
- 5>Returns & Credit Notes
- 6.Debtors
- 7.Customers
- 8.Reports

Stage 2

- 1.Collection
- 2.Banking
- 3.Supplier outstanding
- 4.Costs
- 6.Access limitations
- 8.Reports

Stage 3

- 1.Marketing strategiess for Painters
- 2.Marketing strategies for Sales staff
- 3.Reports

- Dash boards

Stage 1

1. Purchase Orders

- Purchase order should be arranged by end of the day according to minimum stock level and maximum stock level with Re order Quantity and send it to the supplier and to the owner via e-mail as a PDF format after approval of the Manager or assistant Manager.
- But the order sheet should be able to edit manually if purchasing officer need to add extra items or change the order or the agreed discount amounts.
- urgent basis orders also need to be done manually by the purchasing officer.
- FOC quantities also need to be added separately to the order form.
- MSL and ROQ levels should be accessible by the owner.
- Each supplier need different PO
- Purchase order form need
 - Supplier Name
 - PO Number
 - Creating Date
 - Shipping address
 - Item code
 - item name
 - item MRP
 - item discount %
 - item quantity
 - Each SKU total value
 - payable amount
 - Free Issue list if required
 - comment area
 - Credit or Cash

2. GRN

- Once goods received, GRN need to be done if invoice match with the PO. if not need to edit it manually.
- If free issues or items are pending, need a daily reminder until it receives.
- GRN should feed with barcode assistance. If item doesn't have barcode, need to print for paste it on the item
- Need a print out of GRN once it's done.
- Need a comment area in GRN sheet for special notes

3. Stock Management in stores

- Stocks need to be searched in different ways through the system. Ex- An Item could be able to find either by its name or code
- If we need to find the location of an item, we could be able to get the location from the system. Ex- rack no.3, row 4, shell 7.
- The bin card of each item is mandatory. could be able to get it for particular time period.
- Stock Adjustments must be done with approval of the owner.
- There are 2 extra stores related to our business. Therefore we need separate stock maintaining for them.
- There are two types of stock limits through out the year. Therefore one stock limit for the non season and one stock limit for seasonal period should adjust by the system automatically.

4. Invoicing

One of our main objective is to satisfy the customer by keeping them less time in the shop as much as possible. Therefore Invoicing part must be **very very quick** through out the system. From our side that's why we decided to link with barcode system by bearing its cost.

- Search the customer by cash or credit
- If credit customer, ability of searching through name or phone number
- Priority is to search product through barcode. if it's not, could be able to search through item code or name
- Items should in order of entering flow on the invoice as well as on the system.
- Usage of mouse should be minimum. Prefer if we can move forward through enter button.
- When scan an item it's better if new window popup with item details. MRP, Item name, Item code, discount percentage. (A default customer discount percentage of an item should be included as well as the default quantity as 1. But manually it could be able to adjust if necessary.)
- Customer discount cannot go beyond the cost.
- Customer discount should be arranged either percentage or amount
- Invoice layout should fit with 1/2 of A4 paper for credit invoices (continuous papers LQ310) and cash invoice by thermal printer.
- First copy of the invoice should be original. From 2nd one it should mention that the invoice is duplicate.
- If payment method by credit card 2.5% from total amount should add to the bill total if payment method selected as credit card.
- Require invoice holding facility.
- Invoice template will be given.
- An invoice should be able to include at least 10 items.
- Need a format for quotation as well.

5. Returns & Credit Notes

- When putting return to the system items should add to the stock and deduct the payable amount to the customer from day collection (PnL sheets)
- Returning discount should be selling discount by default. But need to adjust manually.
- Both credit Notes and returns need Manager's approval.

6. Debtors

This part is one of the major areas of the operation. Keeping up-to date proper vision about debtors and make more productive collection make us to run the operation smoothly.

- Debtors list template will be provided. Prefer if arrange it according to the template.
- For credit customers, registration is mandatory. Name(two names are mandatory), ID number, 4n Number, Address, credit value Limit, Credit period and credit evaluation form number. If Credit value is above Rs.500,000 business registration number and bank account number are mandatory. If above 1,000,000 need empty cheque number with all other requirements.
- Need 2 reminders regarding debtors.(due amounts)
 1. The reminder 3 days prior to due date.
 2. The reminder on due date. (Both reminders should include customer name, due value, phone number)
- Block automatically invoicing if credit period exceed without the payment. But under approval of the manager, ability of invoicing.

7. Customers

- Some of our customers have their agreed and unique discount schemes. Therefore we need to save in the system that item wise discount percentages relate to the customer.
- When we register customers need to add them all under following categories for future reference (Hotels, Temples, Churches, Schools, construction companies, Government offices, Garages, Iron works, Furniture shops, Factories, Shops)

8. Reports

We need several types of reports to analyse the business at a given time as well as for audit purpose and planning.

- Purchasing order report (supplier wise, Item wise, time duration wise)

- GRN report (supplier wise, Item wise, Category wise, Time duration wise)
- Stock report (item wise, category wise, supplier wise)
- Sales report (Time duration wise, item wise, category wise, customer wise, Credit cash wise)
- Stock movement report (supplier wise, Item wise, Category wise, Time duration wise)
- Return and Credit notes report
- Debtors report (total, customer wise, time duration wise)
- Debtors reminder reports
- Special report that tally the outstanding balance. Formula will be given.

Stage 2

1. **Collection**

- Due to three types of collections we need separate end of the day summaries to tally cash, cheques and credit card bankings.
- We need proper PD cheque entering system to the system. (ex- entering date, invoice numbers, Cheque number, Cheque banking Date, Cheque amount, Related bank, Receipt number
- Actual collection of a cheque should be cheque realising date.
- We need a proper cheque inventory with total amount and collection cash in hand balance at any given time. (Both of them need as our format)

2. **Banking**

- Both cash and Cheque realisations need receipts to attach to banking slips
- Both cheque inventory and collection cash in hand need to be updated with deposits.
- Due to maintaining several bank accounts need to include all of them to the system.
- prefer if we can maintain the bank statement from our system.
- We need a list as a reminder for banking cheques on every day. If cheque date is on Saturday or Sunday remind it on Monday.
- Return cheques need to be added to the system and keep it high lighted on debtors list until get the payment.

3. **Supplier Outstanding**

- Each supplier need their own balance sheet.
- Ability to get the total supplier outstanding any given time. Supplier wise, time duration wise.
- Reminder for supplier payment due date and a reminder for 3 days before due date.
- Cheques need to written through out the system. Need a voucher for every supplier payment.

- Need a supplier maximum ordering value limit quarter wise. above access of limit need an approval from the top management.

4. Costs

This is one of the considerable part of our business. We need a proper vision about our costs. Two major costs

1. Fixed cost
2. Variable cost

- We have analysed 8 types of costs we have in our business.

1. Fixed costs

- A. Shop rents

Need to add all rents to our system.

- B. Salaries

Sometimes have to pay advances to staff. Therefore need to maintain separate accounts. Prefer if you can generate the Salary sheet from your system at the end of the month.

- C. Insurances

Lorry insurances, Other vehicle insurances, Shops and stores insurances.

- D. Vehicles

Leasing amounts.

2. Variable cost

- E. Taxes

NBT, Vatt, EPF, ETF, Income tax

- E. Interests & Charges

In this section we have bank OD interests and bank chargers.

- G. Utilities

Electricity, Water, Phone, Internet

- H. Petty Cash

Due to balance all petty cash on daily basis we need account sheet for petty cash. Access to get balance petty cash balance at given time. At the end of the month need a categorise report of petty cash which need to be included

1. Meal
2. Fuel
3. Vehicle
4. Transport
5. Stationary
6. Office and store maintains
7. Photocopy
8. Other

- All above payments need individual vouchers.

5. **Access limitations**

Due to separate responsibilities we will need two separate accounts with access limitations.

Back office

Front office

- Limitations will be decided at the moment of implementation.

6. **Reports**

- Collection report (Time duration wise, (Cash, credit, card, wise))
- Bank depositing report (Time duration wise, (Cash, cheque wise))
- Bank balances report at a given time.
- Need an issuing cheque inventory.(Cheque number, Cheque date, Amount, Issued company)
- PD Cheque inventory
- Month wise cost report (analysed one according to above cost categories)
- Petty cash report
- Salary report

Stage 3

1. **Marketing Strategies for Sales staff**

Our main target is to get correct commission value for sales.

- commission rates will be based on item wise.
- could able to change with time to time
- Need to add to the system by their name.

2. **Marketing Strategies for Painters**

- Need to categorise painters according to their performance (Platinum, Gold, Silver)
- Need to add to the invoice via painter's phone number
- Could able to get a report of balance commission at a given time.
- commission rates will be based on item wise.
- could able to change with time to time.

3. **Reports**

- Staff-person commission report(Staff-person wise, time duration wise, supplier wise, category wise)
- Sales report staff person wise (time duration wise, supplier wise, category wise)
- Total painter list
- Total customer list (category wise, Performance wise, time duration wise)
- Painter commission report(painter wise, time duration wise, company wise, category wise)
- Sales report painter wise (time duration wise, supplier wise, category wise)

• **Dashboards**

Charts

- Sales, Actual vs Target
- Sales vs stock movement
- Company wise purchasing Actual vs Target
- Sales vs collections
- Day wise cost
- Person wise sales performance
- Painter wise sales performance

Values

- Total outstanding amount
- Total stock value
- Total debtors amount
- Bank balances
- Total GP value