MEDIMAKER

MEDI MAKER

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1. INTRODUCTION

Eye Technology is very happy to introduce to you "MediMaker" the complete software for Pharmaceutical companies. This Product is handling all the department of Pharmaceutical companies, from the point of production to the end result that is sales and Distribution.

The Purpose of the MediMaker is to make all the Medicine Production and Distribution in the systematic and organized manner, By using the MediMaker we can find the exact Product Cost Of the Medicine. So we can maintain all the records for the lifelong in a minute place and by using this, able to track the exact movement of the product in the market. Med Maker will monitor all the marketing details with their target achievements in detail.

MediMaker is very flexible and user friendly product. It cover all the functions of a Pharmaceutical company, MediMaker enables, proper record of stock, reduce the cost of production, better production function, make the manufacturing process easy, help the comparison between two products, help to fix purchase order, help to analyze the quantity and the quality of the product, can do raw material analysis, will help to maintain proper financial records and to know the financial position of the firm, give a clear picture about the marketing location, daily call report register, job vacancy, staff termination, Employee details, leave approval, Attendance, Staff Scheduling, Pay Scale, Salary Process, Earned leave, will give a detailed picture about the cost of work Etc..

2. KEY FEATURES

1. Manufacturing deals with all the process related to manufacturing, like job work order, Request from factory, Issue to factory, Filling and sealing, Etc...
2. Purchase master will give a detailed picture about stock, purchases, purchase return, purchase order.
3. Accounts will help to prepare and analyze Journal, Receipt/Payment, trading Account, Profit and Loss account and Balance sheet.
4. The key features of Lab test is Quality Analysis, Raw material Analysis, Quantity Analysis and report.
5. HR mainly deals with vacancy, interview, Employee details, leave Approval, Holyday Calendar, attendance, Staff Scheduling, salary increment, Pay scale, Salary process Etc

6. Commodity deals with sales order, sales, stock Adjustments, sales Return, Purchase/Stock Transfer and reports.

7. Distribution will give detailed picture about retailers, marketing location, Daily call report and reports.

Before the regular use of this software you have to enter appropriate datas in master forms.

3. MASTER

Master is for entering the basic details which are used repetitively in most of the Forms. For example item master is used to enter all .The basic details about items used in the company, then it can be used in a Purchase form to select item. Like this there are different master forms.

In Master Forms we have the Facilities

- Can save the details and can make updation at anytime
- Searching Facility is available with certain search
- Deletion of Unwanted data is possible with delete button.

In our Software we includes

- ✓ Manufacturer Master

This is the master form for entering the details of a manufacturer. It includes Name, address, phone and place of the Manufacturer

- ✓ Distributor Master

This is the master form for entering the details of Distributor. It contains the name address, place, phone, area, state of work, phone Number, fax number, town, area , email id, Tin No.,CST No.,web address, party code, DL number credit days ,mode of transport and terms of delivery and has to select tax and rate for that particular distributor

- ✓ Supplier Master

This is the master form for entering the details of supplier. With this form we can enter the details like name, address, place, phone number, town, email id, website, fax, State and Tin number. And there is an option for selecting if the supplier is registered or not, if the supplier is a registered one, then ‘tin no. ‘Is a mandatory field

- ✓ Retailer Master

This is the master form for entering the details of retailer. Here it includes name, address ,place, phone, state ,town and have to select the distributor name and doctor name

- ✓ Department Master

This is the master form for entering the details of various departments in the company. It contains Department name only

- ✓ Process Master

This is the master form for entering the details of various processes Used for productions. It includes Process Name and rate for each process

- ✓ Item Master

This is the form for entering the details of item. Here we can enter the item name, rate, unit and category details of item .Here we set some categories By Default .They are

- Assets
- Machinery
- Consumable Goods
- Raw Material
- Allopathic Medicines
- Packing Material
- Finished Products
- Chemicals
- Complements
- Stationery

For Some items they have 'excess duty'. In item master there is an option for marking the items which have excess duty. Like that some items tax is Claimable from tax department (For example items used for production).Here we can Enter the item's tax is claimable or not. There is a quantity field in item master it displayed the quantity of that particular item in stock.

- ✓ Unit Master

It details about the units of item. It contain the unit name only

- ✓ Tax Master

This is the master form for entering the details of taxes. Here we can enter the tax name and percentage. There is an option for marking 'is the Tax is Central Sales Tax or any other tax

- ✓ Cess Master

This is the master form for entering the cess details. Here we can enter Cess name, percentage and have to select the corresponding tax. There is an option for marking is the cess is an active one or not

- ✓ Machinery Master

This is the master form for entering the_machine details .Here we can enter the machine name ,rate and have to select the manufacturer and supplier

- ✓ Quality Master

This is the master form for entering the details of quality .Here First we have to select the item is a 'raw material' or 'finished product' then we can enter the quality details

- ✓ Designation Master

This is the master form for entering the designation details of employees. Here we can enter the designation name only

- ✓ Area Master

This is the master form for entering the 'area 'for work details. With this we can enter the area name, can enter any remarks if necessary and has to select the state in which this particular area belongs

- ✓ Leave Master

This is the master form for entering the details of leaves in the Company .here we can enter the leave name, no. of days and can select the Leave type is paid, half pay or 'loss of pay'. Here we set 5 default leaves

They are

- Casual Leave
- Earned Leave
- Loss of Pay Leave
- Medical Leave
- ESI Leave

- Salary Heads

This is the master form for entering the main salary heads .It includes salary Heads name only. By default we set some salary heads .They are

- Basic
- Basic Arrears
- DA
- DA Arrears
- E.P.F.C
- E.S.I.C
- Employment Tax
- L.W.F
- Loan
- L.I.C

- Test Master

It includes the details of tests used in lab test. Here we can enter the test name and remark of any test if necessary

- Location Master

Here it includes the locations in the company. Here we can enter the Location name, there is an option for marking the location is a store or not.

- Manufacturing Item Master

Here it contains the details of finished products. Here we can enter the item name, description, expected output quantity, unit for that, process details, Item details and machine details

- Job Work Master

Here the authorized person can create a new company which is entering in Job work with the parent company. Here for registering the company the user has to enter the details of the company such as the name, address, phone number, email id, the details regarding the tax and company registration details etc.

- ✓ State Master

This is entering the states details. Here it contain state Name only

- ✓ Place Master

This is the Master Form for entering the place details .Here we saved the names only

- ✓ Town Master

This is the Master Form for entering the town details. Here we saved the names only

- ✓ Doctor Master

This is for entering the doctor details. Here it includes Name,place,address,state, email and hospital

4. LAB TEST

4.1 ITEM TEST MASTER

Purpose

Through this form user can enter the details of tests carried out for checking the quality of the item

Flow:

Here User can enter the details of tests after selecting the item, test name and entering the quantity of item and standard value for each test.

4.2 QUANTITY ANALYSIS

Purpose:

Through this form we can verify the quantity of the raw materials purchased.

Flow:

The purchased items (raw material and allopathic medicines), whose quantity not verified, will be displayed in the form. The user must enter the Control number for the checking, raw material name and batch number, the employee who received the material, invoice number and the manufacturer.

When the user selects the raw material, its quantity purchased and unit of the material will be automatically displayed there . User has to select the date of checking there.

Then the material will be transferred for the raw material analysis.

4.3 QUALITY ANALYSIS

Purpose:

The quality analysis form is used to enter the quality of finished products and the details of the test conducted and the result of the quality analysis.

Flow:

The user must enter the certificate number; select the name of the finished product, batch number of the product, employee who conducted the quality test, date of analysis and tests conducted and the result obtained. The user must select the date of receipt of the product and the date of quality analysis done. The details of the various test conducted for this product displayed in 'Results of test or analysis with protocols of test (Details which is preset in Item Test Master).'.There user can enter the test result. Item get updated in stock only after only after this quality checking .After Entering the details user can select the 'standard value of the test' (3 values are predefined there Passed, Failed and 'Not completed')

Reports are there based on

- Batch wise product's Report

4.4 RAW MATERIAL ANALYSIS

Purpose: Through this form we can analysis the raw materials based on the control no from Quantity Analysis.

Flow: The raw material analysis form is used to enter the details of raw materials and the details of the test conducted and the result of the quality analysis

The materials selected from the Quantity Analysis form will get on the Raw Material analysis based on the control no. the details of item details will automatically display on the raw material analysis form when we select the control no. And the user should enter the analysis date, test carried out by the employee name and the results of test applied. Protocols of test applied will display there when we select the item name (which is preset in item test master) .

Reports of raw material analysis are there based on

- Report of all Items
- Between any particular dates
- Item Wise Report

5. COMMODITY

5.1 SALES ORDER

Purpose: This form is used for entering sales order details. The distributor can order items from the company

Flow: user has to enter the sales order date, ordered by whom, then address of the distributor, item, packing type, sale type quantity then unit. After saving this we will get sales orders. Two types of sales are there HO and Depot. Through HO, Company can sale ayurvedic products and by sale type as 'Depot ' company can sale allopathic medicines and ayurvedic products added to depot via stock adjustment with depot option and sale returned ayurvedic medicines . There are four options for sale Normal Sale, Free Offer, Extra Free and Replacement

Reports are there based on

- State wise
- Party wise
- Item wise

5.2 ITEM SALES

Purpose: This form is used for selling medicine items. Sales must be carried out according to the sales order.

Flow:

In item Sales form we can get all sales orders. If we want to sale an item we must select a sale order. Then corresponding distributor details, item details, rate etc. will be displayed. User should manually enter quantity, dispatch doc. No, dispatch date, mode of transport, terms of delivery discount amount etc. Rate corresponding to each item will come from rate master. At the time of entering quantity we must check the quantity in stock with this entered quantity. If this quantity is greater than quantity in stock then sale will not be permitted. If we select sale type as 'ho' then we can get total of previously entered sales amount as progressive total. If progressive total is greater than greater than that entered in rate settings, then only excise duty details displayed there. If this distributor has any previous debits or credits then this data will also be displayed. And this amount will be added or subtracted with net sales amount.

When this sale is confirmed then quantity in stock will be updated corresponding to this sale.

- Here Finished Products can sale with sale type as HO and With sale type as ' Depot'

User can sale ayurvedic medicines, returned ayurvedic products, Item stock added to depot via stock adjustment.

- For sale mode as free offer /extra free tax should pay for keralite distributors
- Gross value of Item will calculate based on item quantity * rate(Rate entered in distributor master)

Reports are there based on item wise free/ replacement sales within a particular date interval

5.3 SALES RETURN

Purpose: This form is used for return sold items due to some damage or something else.

Flow:

This sales return is also carried out according to sales. If we enter sales no then corresponding sales details will be displayed. We can enter return quantity. But this quantity must be less than or equal to issued quantity and user has to enter the details of return there,ie details of ‘ credit quantity ‘ and ‘Replacement quantity, but sum of this ‘ replacement quantity and credit quantity must be equal to the return quantity) . When we confirm sales return then quantity in stock will be updated corresponding to this sales return.Returned finished product’s sale is possible only through Depot.

Reports are there based on

- Month Wise
- Item Wise

5.4 PURCHASE OR STOCK TRANSFER RECEIPT

Purpose: Through this form we will get the details of purchase or stock transfer receipt. That includes consignee and consigner details also.

Flow: The details of purchase or stock transfer that are already done will show on the form.

In this form the consignee details (Consignee address, Description of goods, Email dieting No, CST no, etc) will automatically displayed when we select the consignee name. And the user should enter the Description of goods(Harmless Medicines, Food Products),Total Quantity ,No. of Boxes, Bill no, Bill Date ,Value, Transport Mode, Transport Document no, Transport date, Transport Company name ,Company Address, Company phone no, Driver name, Driver address, Driver phone no, License No.

Reports are there based on

- Date wise
- Consignee wise

- Sales Report are there based on invoice number wise

5.5 STOCK ADJUSTMEMNT

Purpose:

Through this form we can directly Add or remove Items to the current stock. For E.g. If some the Item gets damaged, that item can be removed directly from stock through this form

Flow:

The user must select Add to stock or remove from stock option. Then select Category of Item, Item, quantity to be adjusted etc. We can also enter remarks for a particular stock adjustment There is an additional option for selecting the items that are added to HO stock or Depot Stock

Reports are there based on

- Stock Type Wise (HO / DEPOT)
- Item Wise
- Between Date wise

5.6 LR REGISTER

Purpose:

Through this form user can store the transport details of sales.

Flow:

Here user has to select the date of sale there. All Sales invoices on that particular date displayed there, from there when select invoice that sale's distributor details displayed in corresponding fields. Then user has to enter L.R / R.R No. , No. of Cases, Total Weight and freight charge. There is an option for selecting the details of freight charges, i.e. it's paid or not

5.7 STATIONERY ISSUE

Purpose: This is for storing the issue details of items like consumable goods, complements items and stationary items that we add in item master.

Flow:

Here user has to select issued employee, received employee, item type ,item name, quantity of issue, when we select item quantity in stock will display there .If we don't have enough stock for issue then warning message will display there. Stock gets update after confirming data

Reports are there based on

- Issued Employee
- Received Employee
- Between date interval

5.8 STOCK CONVERSION

Purpose: This form is for storing the details of samples (conversion of stock)

Flow: Here User has to select the item (Here it displayed finished goods and allopathic medicines), packing type, batch number then its quantity displayed there. After that user has to enter the details of sample details i.e. new packing type and quantity. Here when user enters the quantity of sample, it checks with item quantity in stock and if there is not enough stock, message will display there. After confirmation that much stock get deduct from item stock and added to samples.

Stock conversion Reports are there within a date interval

5.9 CONSIGNEE ORDER

Purpose: This form is used for entering consignee order details.

Flow: user has to enter the order date, ordered by whom, then item, packing type, sale type .After saving this we will get consignee orders. Two types of sales are there HO and Depot. Through HO, Company can sale ayurvedic products and by sale type as 'Depot ' company can sale allopathic medicines and ayurvedic products added to depot via stock adjustment with depot option and sale returned ayurvedic medicines . There are four options for sale Normal Sale, Free Offer, Extra Free and Replacement. For saving data user has to enter quantity of item for each mode of sale.

Reports are there based on

- Distributor Wise
- Item Wise

5.10 CONSIGNEE TRANSFER

Purpose: Through this form user can enter the details of item transfer to distributors.

Flow: Here user gets all consignee orders. If we want to transfer an item user must select a consignee order. Then corresponding distributor details, item details, rate etc. will be displayed. User has to enter manually the quantity, dispatch doc. No, dispatch date, mode of transport, terms of delivery, discount amount etc. Rate corresponding to each item will come from rate master. At the time of entering quantity it check the quantity in stock with this entered quantity. If this quantity is greater than quantity in stock then transfer will not be permitted. If we select sale type as 'ho' then we get total of previously entered sales amount as progressive total. If progressive total is greater than entered amount in rate settings ,then only excise duty details displayed there .When this sale is confirmed then quantity in stock will be updated corresponding to this consignee transfer .

5.11 SAMPLE BILL

Purpose: Through this form user can enter the sale details of samples.

Flow: Here user has to select the sale type first, based on that items displayed there. Then user should enter dispatch doc number, dispatch date, mode of transport, terms of delivery and quantity of item. When we select item its expiry date displayed there. Rate corresponding to each item will come from rate master (Sample rate in Rate Master) . At the time of entering quantity it check the quantity in stock with this entered quantity. If this quantity is greater than quantity in stock then sale will not be permitted. If we select sale type as ‘ho’ then we get total of previously entered sales amount as progressive total. If progressive total is greater than entered amount in rate settings ,then only excise duty details displayed there .When this sale is confirmed then quantity in stock will be updated corresponding to this sample sale .

6. PURCHASE MODULE

This Module is deals with the purchase section of a typical Pharmaceutical company. Entire Purchase module is divided into:

a) Purchase Order
b) Goods Received Note
c) Purchase
d) Purchase Return

6.1 PURCHASE ORDER

Purpose:

Through this form the Employee who is responsible for order purchases can make Purchase Orders.

Flow:

The user must select his/her name from Order done by employee list and pick the date of Order. . The user should select items and make Purchase Order There is a Confirm Button which the user should click in order Confirm the Order. This Purchase order is then transferred to Purchase

6.2 GOODS RECEIVED NOTE

Purpose: Through this form user can enter the details of received goods according to the corresponding purchase Order

Flow:

The user must select the Supplier from the list and goods received date. Then he should select the Purchase Order he wished to make purchase by clicking it .The same will result in the display of details of Purchase Order in the next list from which we can select item type (category), Item and Quantity required(also packing type, batch number and expiry date for raw material,allopathic medicines and finished Goods) . After saving quantity of items get updated in stock. User should manually enter GRN Number there.

6.3 PURCHASE

Purpose:

Through this form we can enter details of Purchase according to the corresponding Goods Received Note.

Flow:

The user must select the GRN he wished to enter bill details by clicking it .The same will result in the display of details of GRN in the next list from which we can select item type (category), Item and Quantity required. Then we can enter the purchased rate, Discount amount, Discount Type (Qty Wise or Total discount for Item), Tax and Corresponding Cess of the Item, Batch no (if Raw Material or Finished Goods),Expiry Date etc and can be added to the Purchase List. Various expenses like freight charges and round off amount can be entered. After saving this it posted to accounts

6.3 PURCHASE RETURN

Purpose:

Through this form, we can return the Purchased Item back to the Supplier in case of damaged items or other circumstances

Flow:

The user must select a supplier to which the item to be returned. The user then must select a purchase from which item has to be returned and the list of purchased item details is displayed in another list. From this List we can select items and their returned qty and thus make a return list. Return allowed only after comparing the quantity in GRN and quantity in purchase bill, if there is any difference there corresponding messages will display there .After Return that much quantity of that particular item will deduct from stock .

7. ACCOUNTS

7.1 ACCOUNTS GROUP

Purpose: Accounts Group is the master form used for creating Sub Account heads in this software.

Flow: Initially the Accounts group contains some Built-in Account heads that cannot be deleted. The main Heads under the Accounts Group are Bank, Cash, Assets, Liabilities, Trading Expenses, Trading Income, P&L expenses and P&L Income. The User can add some more Sub groups under this Main Group.

7.2 LEDGER GROUP

Purpose: Ledger Group is used to create different sub groups under Accounts Group.

Flow: The Ledger Head name is the head that are displayed in the Reports like Trading Account, Profit& Loss A/c and Balance Sheet. The User also has the facility to add Opening stock values by the help of ledger Group.

7.3 RECEIPTS / PAYMENTS

Purpose: Receipts &Payments form is used to Pay or Collect the Cash transactions arising in the Company.

Flow: The user has to select the appropriate Supplier or Distributor from the list and it displays the Purchase or Sales Invoices for corresponding Suppliers or Distributors. By selecting each Invoice, it displays the Invoice Amount. The Receipts Payments form allows partly paying facility. It has an additional feature to record the transactions as Cash, Cheque or DD. After entering payment details balance amount get updated in invoice amount field Reports are there based on

- All
- Date
- Type (Receipts / Payments)
- Name
- Status
- Pay type (Cheque, Cash ,DD)

7.4 JOURNAL

Purpose: To Debit/Credit any Account Using Journal Entries.

Flow: In MediMaker, all the Account entries will display under the master Journal. The user has the option to Debit/Credit any Ledger groups by the help of Journal. Narration about each entry is compulsory for a journal entry.

7.5 TRADING A/C

Purpose: To display the Direct Expenses and Direct Incomes and the Balance as a report.

Flow: The Trading Account consists of all the Direct Expenses and Direct incomes that are arising in a company. Example of Direct Expense is Purchase and example of direct income is Sales. It shows the Gross Profit or Gross Loss without effecting the indirect Expenses and Indirect Incomes. Normally this Report is processed within a specified date Range.

7.6 PROFIT AND LOSS ACCOUNT

Purpose: To display the Indirect Expenses and indirect Incomes and the Balance as a report.

Flow: Like the Trading Account, Profit& Loss A/c displays the Indirect Expenses and Indirect incomes in a company. It also displays the Balance Profit or losses that are arising from the Trading account. The Final Difference is treated as Net Profit or Net Loss.

7.7 BALANCE SHEET

Purpose: The Balance sheet is the statement of assets and liabilities of an organization for the current financial year.

Flow: All Assets and liabilities in the Company are displayed in Balance Sheet. Balance Sheet shows the strength of the Company.

7.8 FINANCIAL PERIOD

Purpose: This form is for setting the financial period.

Flow: Here User has to enter any name and date interval for that particular financial Year.

7.9 APPRECIATION / DEPRECIATION

Purpose: This is for storing the appreciation / Depreciation details of Assets.

Flow: Here when we select the asset name, its current price will display there, then user has to enter percentage of appreciation / Depreciation. Then its amount and new current price will display there.

7.10 CHEQUE REGISTER

Purpose: This is for confirming the issued cheques.

Flow: Here it displayed paid cheques details. User has to confirm the cheques there.

7.11 OD INTEREST CALCULATION

Purpose: This is for storing the details of OD interest

Flow: Here User has to enter od balance, date and percentage, then details i.e. od interest saved there based on (**(od balance* (%/100)) / 365)**

Reports are there based on

- All
- Bank
- Date wise

7.12 DEBIT/ CREDIT ENTRY

Purpose: This form is for entering the debit / credit details of distributor and supplier.

Flow: For this user has to select the type (distributor/ supplier), name, debit/credit, and amount and has to enter amount there. No updations/deletion possible after entering the details

7.13 BUDGETING

Purpose: Through this form user can store the details of budget yearly or monthly

Flow: For this user has to select the option yearly / monthly, then for yearly select financial year and for monthly select month then date interval and current month's expense and income details displayed there and then user can enter the budget details i.e. expense and income details there .

Reports are there based on

- Monthly
- Yearly

8. MANUFACTURING

8.1 INTENT FROM FACTORY

Purpose: This Form is for entering the details of item requests from factory for both job work and Factory work

Flow : Here at first user must select the request date and type of work there, then for factory work user has to select item name and batch number and for job work user has to select the order number and item name for work. Then for factory work raw material and packing material needed for that product displayed there(which is preset in manufacturing item master), and for job work user has to select the item needed for the product from the list

8.2 MANUFACTURING PROCESS

Purpose: All the details of manufacturing process of products is entering using this form. After Starting the production process they can enter the remaining details at any time.

Flow: Start the product manufacturing process, by giving the Product name Batch NO. After that they can enter the remaining details at any time. For getting raw materials for the production, they have to do Request and Issue. Users have to enter all the process details with start date and end date. In ' Dispensing of raw drugs ' user has to enter the raw material used for the production of item,here it displayed issued material there , when the user enter the quantity of each item, it check with issued quantity and if there is no sufficient stock, then corresponding message will display there . In ' process details ' tab user has to enter the details of processes there like employee name,start date and time, end date and time etc End Process is used to finish the production and from there user can separate the item ie to stock and to sample stock.

Reports are there based on

- Product wise
- Month wise

8.3 JOB WORK ORDER

Purpose:

This is for entering Job work order details which are given by various companies for making finished products like Kashayam etc

Flow:

The user must enter Order Date, expected date of Order finished, company which is giving order, Chelan number and Remarks. User then enters the details of products to be delivered and then enter details of Raw materials given by the ordering company to make those products

Reports are there based on

- Product, Company and between date wise

8.4 JOB WORK PROCESS

Purpose: Job Work Process is based on Job work Order from various companies

All the details of Job Work Process of products are entering using this form. After Starting the production process they can enter the remaining details at any time.

Flow: Based on Job work Orders from various companies, user can start the production using this form. After starting the process the can enter the remaining details at any time.

For getting raw materials for the production, they have to do Request and Issue. Users have to enter all the process details with start date and end date. End Process is used to finish the production. In ‘ Dispensing of raw drugs ‘ user has to enter the raw material used for the production of item,here it displayed issued material there , when the user enter the quantity of each item, it check with issued quantity and if there is no sufficient stock, then corresponding message will display there . In ‘ process details ‘ tab user has to enter the details of processes there like employee name,start date and time, end date and time etc

End Process is used to finish the production

Reports are there based on

- Process start month
- Company

8.5 ISSUE TO FACTORY

Purpose

Through this form we can process the request from the factory for materials both for factory work and Job Work.

Flow

The request from the factory, that are not completely issued, will be displayed on a table on the top left corner The user must then select a record from this and then the details of the items for that product will be displayed on the next table . Then he has to select the items one by one. If there is no stock then the message will be displayed and the addition of the item to the cart is not allowed. By clicking on the minus button he can remove an item that is added to the table. Then he has to save the items by clicking on the save button. After that he has to confirm that issue and then the quantity will be deducted from the stock.

If the request is for Job work and the stock is supplied by party, then the deduction will be done from the given stock, and if the stock supplied by the party is insufficient then the balance needed to complete the issue will be taken from the company stock, if the user wishes, else the request will be completed with the stock supplied by the party.
Reports are there based on product’s work type with in a particular time perid

8.6 ISSUE CONFIRMATION

Purpose: Through this form we can do confirmation of an issue.

Flow: The issues that are not confirmed will show on the form.

The user should enter the Received by (employee Name) and received date.
The user can confirm by selecting the data that need to confirm. In this case when select the data the details will show on another grid.
In this case we when we do the confirmation the the received status in the issue master will get updated as one .And once we do the confirmation we cannot delete the data.

8.7 IN PROCESS FILLING

Purpose

In Process Filling is used to enter the filling details of the finished products.

Flow

Here the user must select the name of the product whose filling detail is going to be entered. When he selects the product name the corresponding batch numbers will be displayed and he has to select the batch number for this product. Then the batch size will be displayed automatically. Then he has to select the date of the filling. After that he has to enter the volume of each filled product in ml. the cap sealing details and the employee who checked the filling process. Then he can save the details and later by selecting one saved item he can modify it.

8.8 FILLING AND SEALING

Purpose: This form is used for entering filling and sealing details..

Flow: In this we can enter slno, color, taste, other remarks, sediments, other matter etc. We can also select date, time period, product, packing type,batchno, qty in each batch no, total qty, unit, other particulars etc. We must also select verification details.

8.9 PRODUCT RECEIPT CONFIRMATION

After finishing the manufacturing process, all finished items will go for quality testing. After quality testing user has to confirm the product reception to update the item quantity in stock.Using this form user can confirm the product receipt to stock.Here all items which finished their quality checking will display there,user can confirm that item by with confirm button.

Reports are there based on

- Item wise and date

8.10 FACTORY STOCK RETURN

This form is for entering the details of stock return to factory after both manufacturing process and job work process. Here at first user has to select either manufacturing process or job work process then after selecting item name and batch number all items for return will display there . User can select the items to return from there and after return it gets updated will in item stock.

9. DISTRIBUTION

9.1 MARKETING LOCATION

This form is used to enter the *marketing target details of the employees*. We can assign target either location wise or total target. Here we have to enter the employee name, target amount and we have to select either the target is location Wise or total target, there is an option for hiding the 'assigned areas'

9.2 DAILY CALL REPORT REGISTER

Purpose:

Through this form we can enter the daily call reports of marketing staff

Flow:

The User must first select the Marketing employee for which the report is registering and then for which month and area of marketing staff. Then he should enter then Date, Call report arrival date, Call report Receipt date, Place of visit as programmed, Deviation in Place of Visit, no. of doctors called, no of chemist visited, no. of stockiest met, No. of Orders booked, Total Booking amount etc .Like this way , we can enter entire operation of a field staff of an entire month

9.3 DISTRIBUTOR TO RETAILER

Purpose: Through this form we can enter the sales details of a distributor to the retailers with in a time period. This will help to have detailed idea about the product movement in a detailed way.

Flow: User has to select the time period for which he's going to enter the details. Then select the distributor for which the retails sales entry is to be made, and after this select the retailer, product and enter the quantity of sold product. Enter the complete details like wise and save.

Reports are there based on

- Retailer Wise
- Item Wise

10. ADMINISTRATION

10.1 USER MANAGEMENT

Purpose: For setting user permissions for each user.

Flow: Admin has the overall control of this project. All form names existing in this project will be displayed in this form. Admin can set user permissions for each user. (Ie, read/write, read-only, deny) . According to this permission only the user can access each page. Admin can add new users also. For this he can enter a username and password. After saving this data the user can login into this project with this username and password. If admin wanted to add a user as template then he can check template field and give a template name. The advantage of this template field is that if a user wanted to get user permissions same as that of an existing user then he can just tick template name of that user. Then he will automatically get all user permissions similar to that user.

10.2 CHANGE PASSWORD

Purpose: for changing password

Flow: With the help of this form existing users can change their password.

10.3 INCENTIVE SETTINGS

Purpose: For storing the incentive setting details of marketing Employees.

Flow: Here user has to enter year, amount's lower limit, Upper limit and incentive amount.

10.4 RATE SETTINGS

Purpose: For storing the rate setting details of the company.
Flow: Here user has to set all rates manually. I.e. rate setting details of PF, DA, ESI, LWF, service tax, Progressive total details etc

10.5 INTER DEPARTMENT COMMUNICATION

Purpose: This form is used to communicate employees within the department

Flow:**.** Here each user have an option to send message to all other users .Here sender should select the user and type message .The receiver will get the message and sender name .Here User will get the message history for a particular time period
Reports of communication details are there within a specific time period

10.6 MESSAGE ACKNOWLEDGMENT

Purpose: This form is used to acknowledge the receiving messages

Flow: Here User can view the no. of messages received there and can track each messages with ‘next ‘button

11. HR

The HRD is a module which describes the combination of traditionally administrative personnel functions with performance, Employee Relations and resource planning. It also deals with Various Complaints arising from Staff and Public. The Employee selection to Termination is handled by HR Department.

11.1 VACANCY

Purpose: Vacancy form is used for reporting the vacancies arising various departments in the company.

Flow: We can save the details of vacancy after selecting the designation with Job code, Number of Vacancy, Start date, Closing date and Description about the Vacancy.

11.2 INTERVIEW

Purpose: By the help of Interview form, user can record all the personal details of the applied candidates. This form is also used for short listing the candidates.

Flow: Interview form is the Continuation of Vacancy form. The Name Age, Address, Qualification etc. are Mandatory for saving the interview/shortlist Form.

11.3 EMPLOYEE DETAILS

Purpose: Storing all the personal details of an employee using this form. User can specify whether they have come through interview or direct.

Flow: Designation wise they can enter all the details of an employee like name, employee type, father/husband name, education, experience details, PF number, liability limit, insurance number, mode of transport, terms of delivery and date of birth. Differentiating the Office staff and field Staff using 'field Office 'or 'factory'. For temporary employees' user has to select the option 'temporary'.

Reports are there based on

- Current Employees
- Resigned Employees

11.4 STAFF TERMINATION

Purpose: Storing the details of terminated / resigned staff details. User can save the details after selecting the employee name and has to enter the reason for termination/ resignation

11.5 PAY SCALE DETAILS

Purpose: Storing all the salary details of an employee using this form. Employee wise they can assign the salary heads.

Flow: Salary Heads are defined already in salary head master. User has to select the salary heads, including basic, and should enter the corresponding amount for each employee. For DA, PF, DA Arrears and BASIC Arrears they need not to enter the amount. These will calculate automatically at the time of salary process. If an employee has any liability like LOAN or LIC, that also they have to enter here. But no need to enter the amount.

11.6 LEAVE APPROVAL

Purpose: This form is used to enter the leave details of employees. Different kinds of leaves are already entered in master.

Flow: User has to select the Leave Type and Leave Date. While saving the balance leave will update automatically. Next time while taking leave, it will give a message if the balance leaves in zero. There are 5 leaves are set as default leaves. They are

- Earned Leave
- Casual Leave

- Medical Leave
- Loss Of Pay Leave
- ESI Leave

11.7 SALARY PROCESS

Purpose: This form is used for processing Salary in each month.

Flow: Select the Salary Month and Click on **PROCESS**. This will automatically process the salary for each employee for the selected month. This will calculate the DA, DA Arrears and BASIC Arrears automatically. If an employee has any liability like LOAN or LIC, that amount will deduct from the salary. Here Calculations are based on rates in 'rate settings '

- Here DA will calculate based on the data set in rate settings.
- Basic Arrears=(NewBasic-OldBasic)*(IncrementDate-WithEffectFromDate
- LWF will deduct in June and December(user can set lwf in rate master)
- Professional tax will deduct in February and august
- One day salary calculation : gross salary/26 (Gross salary : Basic + allowances)
- If an employee joined on middle of a month, his gross salary will calculate as follows Total no. of his working days * one day salary, Total No. of working days calculates as (30- joining day)

Month wise Salary reports are there , Employee wise PF,ESI report and Payslip will be there

11.8 WEEKLY WORK REPORT

Purpose: Through this form we will get the weekly report of each employee. Here the zonal manager is generating the reports based on the work or performance of each employee.

Flow: Weekly work reports of employees are there. The User has to enter details like From Date, To Date, Date of Posting, Name, Designation, Head Quarter, and Date, Name of PSR/ASE worked with Independent Work, Place of Work, and No. of Doctors Met. , No. of Chemists Met, Special work attended, Performance Appraisal, Remarks. When we select Name then corresponding Designation will fill in Designation field. We must manually enter other details

11.9 SALARY INCREMENT

Purpose: This form is used for to enter the salary increment details for each employee.

Flow: The user has to select employee name, then it will display the old basic of employee there. Then User has to enter new basic, increment date and 'with effects from 'date there Basic arrears will calculate as

Basic Arrears=(NewBasic-OldBasic)*(IncrementDate-WithEffectFromDate)

.In this Case when we update the New Basic, WithEffectFrom and Increment Date correspondingly the Basic Arrears will change. And the New Basic value will get updated as the Amount field in Pay Scale table. Next time when we select that employee this new value will come as the Old Basic.

Month wise Salary increment Reports are there

11.10 EARNED LEAVE

Purpose: Through this form we will get the Earned leave for each Employee .

Flow: The user has to enter process date and when click on process button, then employee wise total working days and earned leaves will display there

<u>Earned Leave calculation</u>

a. Find out the Total Worked days of every employee in the attendance table. Including Full Day and Half Day. Full day will take as 1 and half day will take as .5

Based on this totalworkedDays will calculate

Total Worked Days=(Total (Full Day Working days)+Total (Half Day Working Days))

b. Find out the Employee Type

Office/Factory (EMP type=1)

Field Staff (EmpType=0)

C .Find out the Earned Leave

Earned Leave= Total Worked Days/ EarnedLeaveDays

(Earned Leave Days: Office/Factory =20

Field Staff=11)

Reports are there based on

- Month Wise
- Employee Wise

11.11 STAFF SCHEDULING

This form is for storing the scheduling details of staffs. Staffs can be scheduled to different Processes and new processes can add for staffs.

- Here data can save after selecting employee name and process

11.12 HOLIDAY CALENDER

Purpose: This form is for entering the details of holidays in state wise or any important events.

Flow: Holiday can be saved after selecting the year, month and after entering the reason for holiday.

11.13 RATE MASTER

Purpose:

This form is used for setting rate for finished products and allopathic medicines.

Flow:

Through this form we can set seven rates for an item. In this form we can select an item and manually enter rate to superstockist to kerala, rate to superstockist to Karnataka, CandA, PTS, PTR, MRP (Excl. Tax), MRP2 etc. If we want to update this rate then we can again select this item and set new rate details. Then status of previously entered rate will be false.

11.14 LIVING INDEX

Purpose: This form is used for entering living index in each month. This living index is used for DA calculation

Flow: For this we just select a month and year and enter living index of that month. This living index is entered only once in a month. We can update this living index data. We can enter this living index data only after entering the previous month's data.

11.15 MARKETING TOUR

This form is used for entering the work plan of marketing employees. Here we have to enter the employee name, date of entry, month and year of work and have to enter each day's place of work and contact address

11.16 ATTENDANCE

This is for entering the attendance details of the employees. Here user has to enter the attendance details of all employees. Holiday and leave details are automatically displayed there in attendance form.

11.17 EMPLOYEE LIABILITY

This is for entering the liability details of employee's i.e details of L.I.C or Loan. Here user has to select employee name, enter the amount, monthly installment amount, No. of installment and remaining installment will display there, Remaining installment will get update after deducting the amount from salary. Here Monthly installment will check with liability limit of employee and if exceeds proper messages will display there.

11.18 TRAVELLING EXPENSES

Purpose: This is for entering the traveling expenses made by the employees.
Flow : Here User has to select the employee name, area state and has to enter the place of work, kilometers traveled and expense details.

11.19 TARGET CALCULATION

Purpose: This is for storing the achieved target details of field staff.
Flow: Here user has to select date of calculation, year and month, then details of each employees target achievement displayed there.

Month wise Reports are there