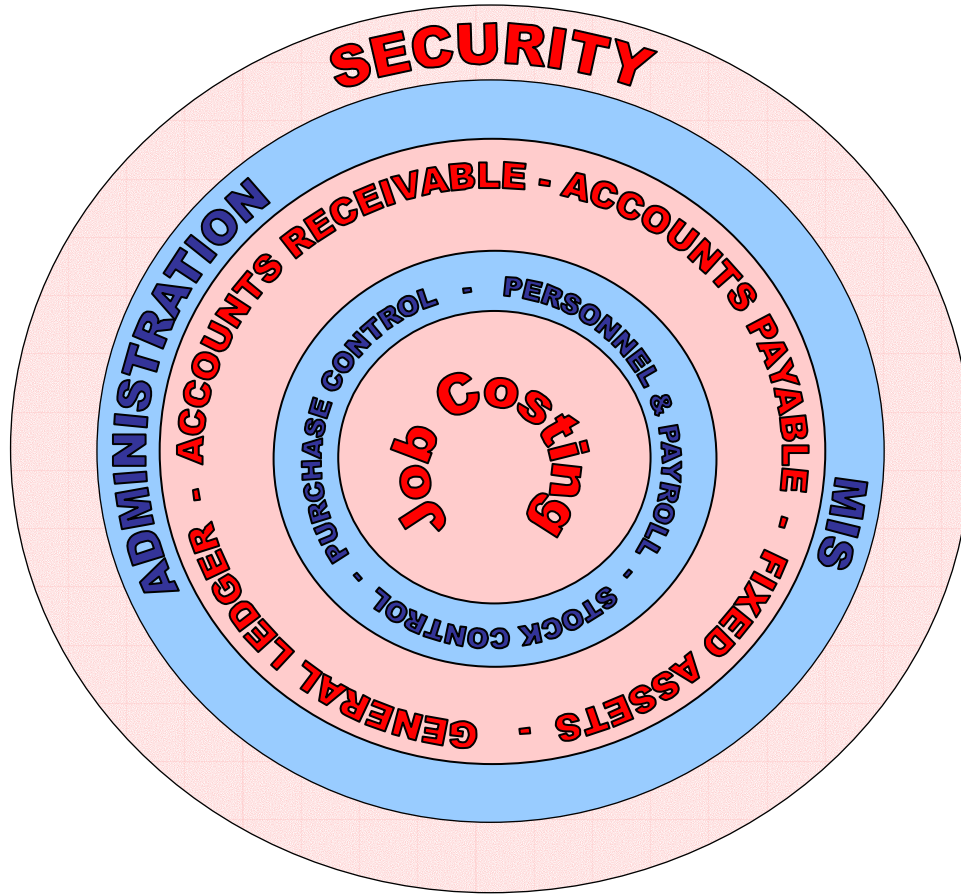


## ALCYONE - APPLICATION FEATURES



### Alcyone Modules

• General Ledger (GL)	• Stock Control
• Accounts Receivable (AR)	• Purchase Control
• Accounts Payable (AP)	• Job Costing
• Personnel & Payroll	• Management Info Systems (MIS)
• Fixed Assets	

### General Ledger (GL)

- User defined Transaction Types/Books
- Multi period trial balance
- Ten digit GL code with five sub levels
- Profit & Loss Account and Balance Sheet available for Branch-wise/company-wise/Consolidated
- Start new financial year before finalizing current year
- Transfer Year-end closing balance at any time
- Cheque printing facility
- Complete Control of Recurring Expenses

### **Accounts Receivable (AR)**

- Debtors accounts maintenance
- Debtors history maintenance
- Posting of receipts against invoices
- Statement of account preparation
- Consolidated Aging Analysis
- Aging Summary jobwise
- Statement of Accounts Customer wise, Job Wise
- Post dated cheque handling

### **Accounts Payable (AP)**

- Creditors account maintenance
- Creditors history maintenance
- Posting of payments against purchase journal
- Statement of outstanding payment preparation
- Consolidated Aging Analysis
- Aging Summary Job wise
- Statement of Accounts Sub Contractor wise, Job wise
- Post dated cheque handling

### **Stock Control**

- Multi Store Capability
- Global item definitions or unique to each store
- Maintenance of Item Reference Number from Supplier
- WAC(Weighted Average Cost)
- Quantity Levels Follow up:
- Maximum Quantity
- Minimum Quantity
- Reorder Level
- Safety Level
- Sales Analysis by Customer, Salesman or Area
- Range of Stock Transactions covering:
- Receipts
- Return Receipts
- Sales (Cash & Credit)
- Return Sale
- Issues & Return Issues
- Adjustment & Write Off
- Transfer Between Stores/Branches
- Full Stock Taking procedure including:
- A Report with all available items without balance
- Manually filling the above report from the actual stock taking
- Data Entry of the Actual Stock Figures

- Comparative Report showing Actual/Calculated Stock Balances
- Discount Percentages can be applied for each item
- Maintenance of Bin Location Numbers within Stores
- Full Control of Sales Prices
- Follow up item Movement within given time Period
- Serial number tracking
- Expiry date of items

### **Purchase Control**

- Total Control on Material Procurement and usage by Project:
- Material Requests, Inquiries, Supplier Quotation Comparison and Local Purchase Order.
- Project Material Control Optional: Items received can be Stock Controlled or Consumed on Receipt
- Monthly Material usage location wise
- Monthly Material usage location wise and activity wise
- Monthly Project-wise MOS Report

### **Job Costing**

- Keep record of budgets, forecasts and actual costs for each job.
- Allow long-term jobs to run more than one financial year.
- Assign related jobs to the same contract.
- User define Activity definition
- Sub-contractor Types

### *Expense and Revenue*

- Itemized budgeted, forecast and actual costs by expense and revenue type, for e.g., labor, materials, subcontracted work and client payments
- Sub-divide each type of expense or revenue for more detailed analysis.
- Build in a percentage overhead for each type of expense or revenue

### *Job Analysis*

- Keep a full transaction history for selected jobs, including transactions from previous years
- Make instant inquiries into transaction details or summary figures for individual jobs
- Obtain a comprehensive analysis of each job, including, work in progress reports
- Summary analysis of expenditure and revenue
- Comparison of actual figures with budget and forecast
- Profitability analysis
- Identify jobs and individual expenses that are over-running budget or forecast, so that you take corrective action
- Make summary inquiries into individual jobs and drill down to view detailed information for individual transactions

### *Using Job costing in a financial environment*

- Record purchases, revenues, time sheets and payroll items for each job
- Analyze expense and revenues posted from AR, AP and inventory control
- Take full control over retention with clients and sub-contractors
- Take full control over material-on-site and retention on MOS
- Application, certification and final invoice

### *Clients, Sub-contractors & Projects*

- Clients/Sub-contractors Monthly Certificate and up to date accounting status
- Sub-contractors Back Charges definition
- Track of Clients/Sub-contractors advances and retention by projects
- Accurate and up to date project location-wise/expense-wise analysis
- Monthly Material, Plant and Labor Cost Analysis and comparison against budget by project
- Initial Job Cash Flow Projection
- Monthly Job Cash Requirements

### **Personnel System**

- Totally parameterized codes for history maintenance.
- History information based on the codes created by the users with extensive narrative fields.
- Complete details of employee can be captured.
- Automatic calculation of Leave days and end-of-service benefits according to the contract with the individual employee.
- Integration with payroll
- Personnel Details Listing
- Personnel Details card
- Passport Expiry List
- Residence Permit Expiry List
- Labor card Expiry report
- History Details List

### **Payroll System**

- User defined classifications of category of employee, and pay structure.
- Pay calculations can be of monthly, daily or hourly basis.
- User defined advances and deductions
- Integration with financial accounting/job module for auto-entry generation or pay-register, if required
- Auto generation of end of year and other benefits provisional entries.
- Full control over duplicate posting of entries into general ledger.
- Time sheet entry of employees for multiple projects on a single day/single month.
- Project-wise/Department-wise/Cost-center-wise labor cost analysis

- The user for projects, departments and cost-center wise labor cost can define general ledger interface codes.
- Pay Master Details
- Pay Monthly Details
- Monthly Payroll
- Monthly Pay Slip
- Monthly Cash Analysis
- Monthly Bank Transfers
- Monthly dues Report
- Complete history of pay register of individual employees across the companies at any point of time
- On line inquiry of attendance register of any employee

### **Fixed Assets & Capital Purchases**

- Assets coded and grouped by project/department and cost centre
- Purchases, Transfers, Addition and Disposal of Assets
- Allows for change of Depreciation rate or Revaluation of assets
- Optional Interface with accounts