

Commercial Proposal of Consulting Services



Dear colleagues,

InfoQuark is a consulting company, official partner of Epicor Software Corporation in Authorized Consultant status. Our consultants have more than 20 years of experience with Epicor ERP solutions.

This proposal is aimed to make your company more effective through improvements in processes automation. As a minimum this helps to:

- minimize operational costs,
- decrease number of manual operations,
- make processes more predictable, traceable and understandable,
- decrease of human errors,
- converge effect via integration ERP with other software.

Every software requires configuration, optimization, adjustment to your processes and requirements. Since the processes are continuously transforming, it also necessary to reflect the changes in the ERP software.

Besides process configuration, users working in the system on a daily basis may need to refresh on their knowledge of the software.

We would like to help you with these tasks. Below are typical tasks that you may face, however we are not limited to them.

We look forward to a fruitful collaboration.

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Financial processes

Re-design Chart of Accounts

Re-design of Chart of Accounts may be required if your company changed corporate Chart of Accounts or corporate reports, if structure of Assets, Revenues, Expenses has been significantly changed, or changed the principles in accounting of them. As CoA includes Accounting Dimensions like Cost Centers, Products etc, they are considered in whole revising process.

Chart of Accounts is tightly related to Automatic Accounting Schedule in many iScala modules, i.e. rules of transaction bookings in the modules. So related and necessary task would be revision of AAS.

Revaluation

Due to iScala specifics, it makes untraceable revaluation transactions for Supplier and Customer Invoices in foreign currencies. We can investigate source and cause of created revaluation transactions.

As an alternative, we propose implementing an alternative mechanism of revaluation that generates transactions, to get transparent and traceable operations for invoices in foreign currency.

Allocations

Standardly Periodical Compound Allocation are used for allocations and cost recovering. However, as a result iScala makes untraceable financial transactions. We can investigate source and cause of created allocation transactions.

As an alternative we propose alternative mechanism of periodical allocation transactions generation, to get transparent and traceable transactions against source transactions.

Reconciliations

Reconciliation is a matching of data in two sources that should not be different, but may due to system or manual mistake, for example, Purchase Invoices in Purchase Ledger and financial transactions in General Ledger. Also reconciliation helps to know reasons of data mismatching and creating. For example, how and why financial transactions of depreciation were created based on Fixed Assets master files.

We can provide special software tool Teide (<https://www.infoquark.org/software/teide/>) for reconciliation, and reconciliation practices.

Typical areas where reconciliation may be required:

- Compound Periodical Allocation master file vs General Ledger transactions (type 8)
- Revaluation of Sales and Purchase invoices in foreign currency: Invoices vs General Ledger transactions
- Fixed asset depreciation and Intangible asset amortization: Asset Management transactions or Asset master files vs General Ledger transactions
- Customer Invoices and Customer Payments vs General Ledger transactions
- Supplier Invoices and Payments to Suppliers vs General Ledger transactions

- Stock operations:
 - Stock transactions vs batches: stock quantity and stock costing;
 - Stock transactions vs stock item balances;
 - Stock transactions vs General ledger transactions (in Stock Control module and in General Ledger)
 - Automatic Accounting Schedule
 - GR/IR accounts for purchase operations, and Internal Stock Transfer accounts for sales operations
- Sales Orders deliveries vs Stock Transactions
- Purchase Orders deliveries vs Stock Transactions
- Service Management module: Work-in-Progress General Ledger transactions vs Labor, Cost and Material actual transactions.

Prediction of the accounting

- Planned financial operations for sales, service and purchase orders based on Automatic Accounting Schedule.
- Planned reflection of sales, service and purchase orders on cash flow.

Fixes Assets and Intangible Assets accounting, reserves and periodical writing-off transactions

We propose implementation of Asset Management module (in both transactional and non-transactional modes). It allows detailed accounting of:

- Fixed Assets and Intangible assets: including depreciation transactions,
- Calculation and booking periodical reserves on monthly basis. E.g. staff vacation fees, reserves for revalued assets.
- Even (linear) writing-off of accrued assets, e.g. prepaid insurance fees.

Reporting in Asset Management module

Configuration of additional and detailed reports will help to understand details of depreciation calculations and bookings against Fixed Assets and objects of writing-off/reserve allocations.

Financial, Management and Tax reporting

Configuration of Financial and Management reports such as Financial Position Statement, Statement of Comprehensive Income, Cash-Flow Statement (direct and indirect), Departmental reports, Financial Key Metrics standardly based on data from General Ledger and related modules.

We strive to build detailed and expanded reports that can explain how every number is collected and calculated in the reports.

Report can gather also external data such as budgeting data, Master Data Management data and so on, to make complete and comprehensive picture.

The Tax reports depends on tax objects that are used for tax base calculation. We can build reports for various range of taxes like VAT, Property tax, Transport tax, Corporate tax, Withholding tax, Goods Transfer Note (Controlled deals) and many other reports.

The reports can be periodically exported, distributed by e-mails, or published.

Standardly we propose using MS SQL Server Reporting Services. Stand-alone or integrated iScala mechanism can be used.

Calculated, represented and accepted reports can be exported to electronic format of the reports like text format, XML or derivate formats.

Logistics and warehouse processes

Improved or cycle Stock Taking

In standard approaches, Stock Taking procedure requires blocking of warehouse that contradicts the daily warehouse operations (goods receipt, stock withdrawal, transfers). Implementation of Cycle Counting procedure or on-line Stock Taking helps to accelerate or separate Stock Taking process, and don't lock complete daily stock activities.

Bin management

iScala allows to combine standard Bins and assigned bins in stock activities. We can implement various models of bin management from goods receiving through bin property of your stock items.

Batch controlling

Batch Control is used for fine tuning of several things such as:

- pricing – you can assign specific price for separate batches,
- maintenance of custom fields (e.g. bar-codes for batches),
- incoming quality control - you can lock any sales, transfer or manufacturing operations until you check quality of received goods or materials.

Partial goods receiving and partial invoicing (Box Handling functionality)

Sometimes the receiving of goods from supplier significantly differ from original purchase orders: goods are received partially, and moreover invoices can partially close received goods. Custom processes can overlap to those issues, and make more complexity.

We can help with building of effective accounting of goods receipts, incoming invoices, and accounting of additional charges such as transport, custom, packing cost and so on. Box Handling functionality is one of standard solution that iScala proposes. Alternatively, we can propose automatic operations for importing data of received goods, and invoices.

Stock replenishment

Standard approach for simplifying of regular purchase process in distribution and manufacturing activities is use of Stock replenishment mechanism. It helps to specify forecast of goods consumption, planning of stock replenishment, making of purchase proposals, transformation of purchase proposals to Purchase Orders.

Integration with other software and services

iScala might be a center of financial operations, but in your company might be tens of various applications that can be more effective to use the same resources like separate master data, or be directly connected to iScala.

Typical systems that can be effectively connected to iScala: WMS – own and 3PL supplier, P2P (Purchase-to-Pay), CRM, local accounting and tax software, banking software, bar-coding software, e-commerce systems.

Trainings

We can organize initial and advanced trainings for personnel. It can be part of induction training, or advanced training for people who have significant experience of working with iScala.

We hold three types trainings: functional for users of the system, technical for IT specialists, and combined functional + technical for advanced users.

We discuss the upcoming training before it takes place: how many people is expected in the group, their level and experience, special functional area to cover. We prepare materials for training and send it before the training. As iScala has own (often unique) configuration for each company, the ideal scenario is to combine our and your trainers: our consultant explains the basic and general principles of the system, while your trainer (for example, an experienced professional) can familiarize participants with the settings and data specific to the company.

Typical topics of the trainings:

- **General information about iScala**

functionality, menu, logging in, basic terms, queries of data, enquires, master data, reporting and output channels, user defined data, user interface, data import and data export, languages, country specific functionality, automatic tasks (jobs),

- **Financial iScala functionality**

- **General Ledger:** structure of accounting string (Account and Accounting Dimensions), currencies, taxes, entering of transactions, reversals and periodical transactions, transaction journals, revaluation of bank, A/R, A/P accounts in currency, Periodical Allocations (cost distribution, cost recovering, VAT allocation for advance payments), consolidation (periodical, continuous), type of General Ledger transactions and other transaction properties, year closing procedure, entering of opening balances, budgets, transaction counters, cash flow planning, Petty Cash sub-module, two-line transactions (corresponding of accounts), reporting including trial balance, transaction list, financial and management reports.

- **Sales Ledger (Accounts Receivables):** output VAT accounting, customers (standard, internal customers), customer invoices and credit notes related and non-related to Sales Orders / Service Orders, advanced payments, payments, matching of invoices to advance payments, Automatic Accounting Schedule – options and intermediate accounts (the moment of CoGS booking), accounting of goods and services, repetitive invoices, periodical invoices, installments, revaluation of invoices in foreign currency, reporting: balances, settlement reconciliation with customers.
- **Purchase Ledger (Accounts Payable):** input VAT accounting, suppliers (standard, internal suppliers, tax suppliers), supplier invoices and credit notes related and non-related to Purchase Orders, tax invoices, advanced payments, payments, matching of invoices to advance payments, Automatic Accounting Schedule, accounting of purchased goods, services, fixed/intangible assets, materials and consumables; periodical invoices, installments, revaluation of invoices in foreign currency, reporting: balances, settlement reconciliation with suppliers.
- **Asset Management module (Fixed and Intangible assets):** master files of Fixed assets, transactions, integration with stock, processes of Fixed assets including purchasing, sales, revaluation; depreciation/amortization calculation methods, running of calculation and posting procedures, straight cost writing-off (insurance expenses accounting)
- **Approaches to Tax accounting:** VAT, Sales Tax, Corporate Tax, property and transport taxes, withholding tax, excises.
- **Approaches to budgeting:** cost accounting, cost controlling, use of iScala budgeting, integration with P2P system for purchase controlling, external budgeting software
- **Approaches to management accounting:** cost controlling per cost centers, metrics – financial and non-financial, operating and management accounting reports.
- **Stock iScala functionality**
 - Stock Items, Stock transactions, costing models (standard cost, FIFO, Average costing), stock taking, stock revaluation, batches, Automatic Accounting Schedule – rules of General Ledger transaction generation, Bill of Materials, Available-to-Promise, Serial Numbers, Bin Management, Lead Time Management, Quality Control, Batch Handling, Stock Transfer Orders, Cycle Counting, Common Picking, Statistics, reporting

Logistics

- **Sales Cycle:** customers, Quotations, Sales Orders, Delivery goods, picking, Invoicing, printing documents, Sales Budgets and Forecasts.
- **Purchasing cycle:** suppliers, Stock Replenishment planning and Purchase proposal,
- **Requisitions:** Purchasing, transfer and writing-off Requisitions. Categories of Stock Items, Stock Matrix, Credit Matrix, approval procedure, release (conversion) of Requisitions, budget control, e-mail notifications. Mobile application for Requisition management.

Manufacturing

- Stock Items, Bill of Materials, Accessories, Work Centers, Calendars, Routings, Leadtime calculation, Forecasts, Gross Requirement Planning, Rough Capacity Planning, Master Production Schedule, Material Requirements Planning, MRP-II calculation and analysis of the proposal, Work Orders, Configuration,

Available-to-Promise, Reporting production transactions, Shop Floor Control, Work Centers planning, Documents, Production Cost Calculation, WIP transactions

Service, Project and Contract Management

- **Service Management and service cycle:** customers, quotations, Service Orders, planned and delivered materials, labor and cost activities, invoicing – partial or complete, making of stock transactions, making of WIP transactions. Planning of Service Engineers, types of Service Engineers and resources, scheduling. Technical bulletins. Mobile application for Service Management. Business Metrics in Service Management.
- **Contract Management:** Sales Contracts, contract terms, goods delivery schedule, preparation of Sales Orders, link to Sales Orders, Purchase Contracts – contract terms, generation of Purchase Orders, Service Contracts.
- **Project Management:** Projects, billing, Fixed Asset capitalization

Payroll

- Employees – main fields, additional fields, periodical fields, accumulators and additional accumulators, calculation periods, calculation models, calendars, and timesheets, periodical wage types, reported (one-time) wage types, statistics, rules of General Ledger transaction generation, reports

Technical, Integration and Reporting

- **Technical:** Installation of iScala, configuration of the system (3 tiers), iScala modules, technologies used in iScala; Administration Console, Installation properties, company properties, connection to company, Enterprise and Business Servers, Standard and Hospitality solutions, Output channels and printing mechanisms,
- **Queries:** Snap Search Builder: Simple Queries, Structured Queries, Parameters, Interactive-based queries, SQL-based queries; System database structure, Company database structure, Dictionary tables (SY24); Link query to screen forms; validation Snap Searches.
- **Integration Platform Service Connect:** Input and output channels, Tracking of messages, Mapping of the messages, Workflows: elements, sub-workflows, DB operations, conditions, transformations, Managers. Review of Managers.
- **Reporting:** DDF reporting, Crystal, SSRS output channel, iScala SSRS Reporting platform, including financial reporting.

How we are working

At first, let's discuss your purposes: what you expect to achieve: business goals, metrics of success, expectations regarding time and cost. For example, you need to improve and arrange purchase activities in your company.

We propose ways how we would see the reflection of the processes in the system. For example, use and implement iScala Requisition Management, or integrated P2P (Purchase-to-Pay) system.

We prepare a commercial proposal with detailed details of the project steps. If it is necessary, we prepare and show prototype of the system, how it might look and work.

You and we coordinate comfortable and efficient working conditions for you, draw up necessary formalities.

All project will be controlled according to project management process, with regular project committee, and project status documents available for project participants. This will help to get predictable and manageable project timeline and cost.

On a regular basis we sign Consultant Work Reports that confirm the work performed, after your approval, we issue an invoice for our work.