Skill Technologies

IT to the next level

Planning

Work

Time

Resource

Execution

Support
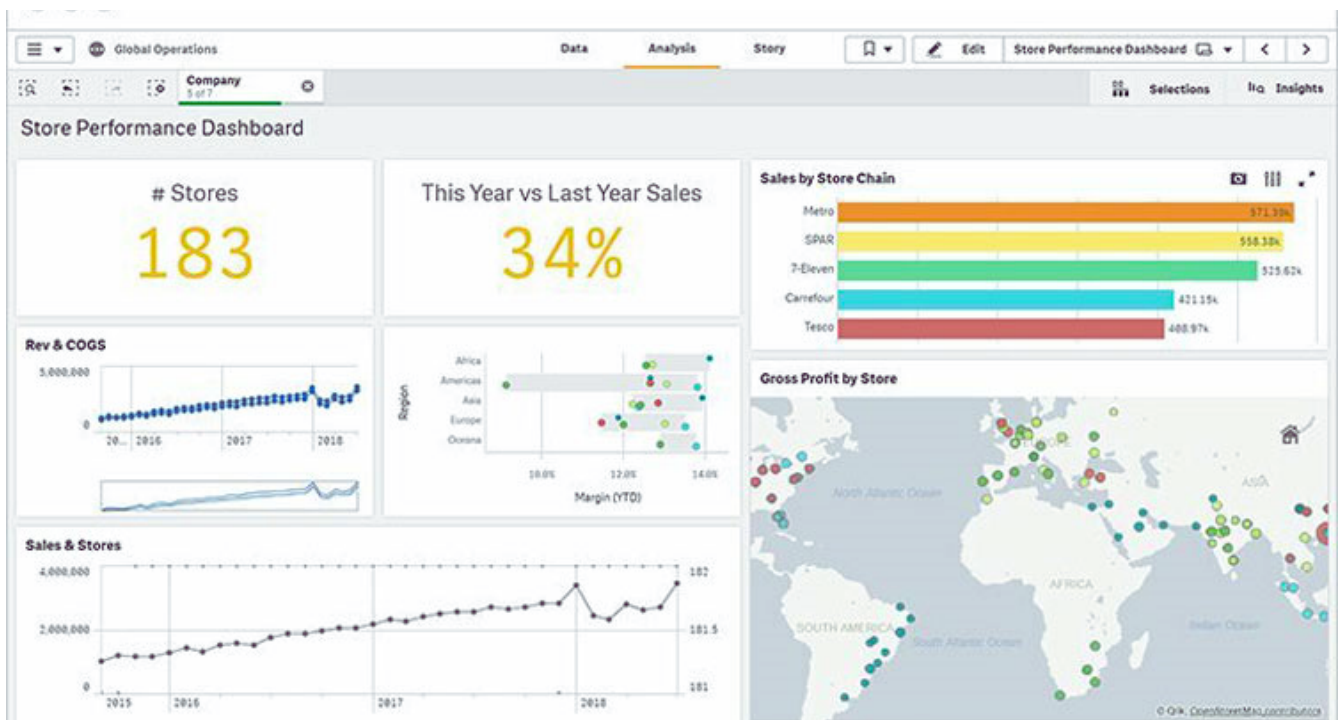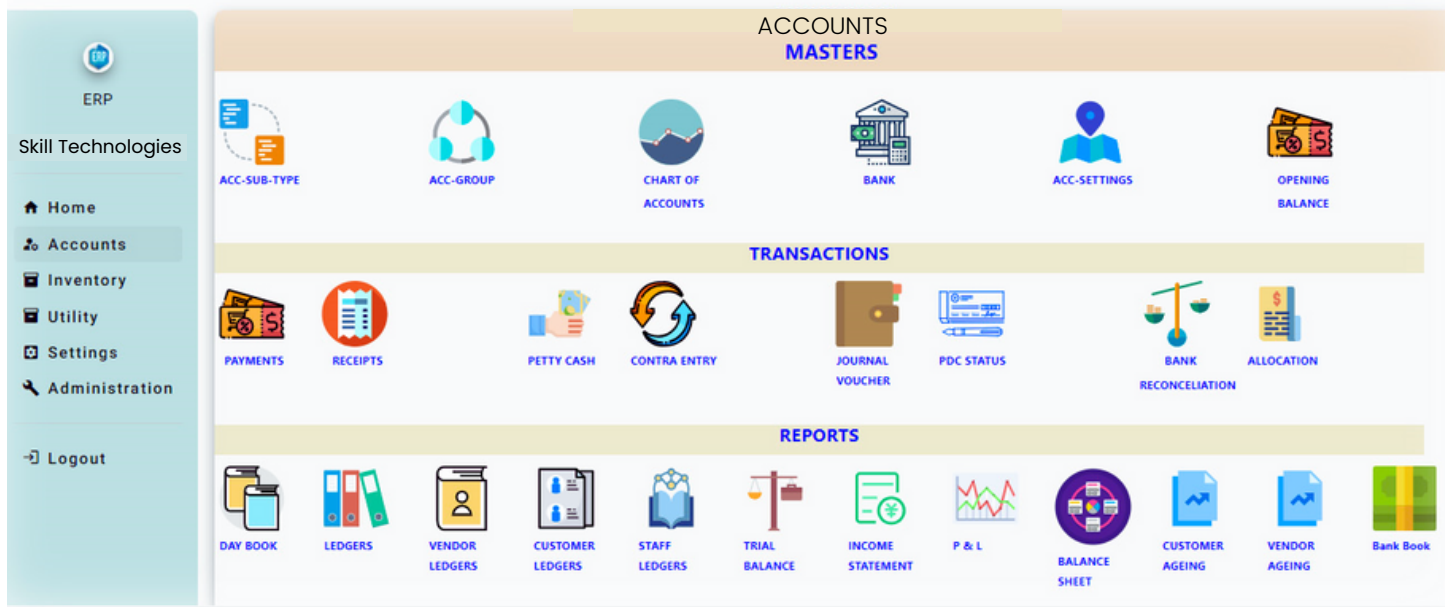
Quickbiz

ERP System

◆ SKILLTECH ERP SYSTEM

- **Meet your business needs along every stage of your growth by using a complete**

- **Get a live demo and explore the advantages**

- **Build your own breakthroughs, by reshaping business models and redefining work on the fly**

- **Connect multiple plants and companies spread across geographies**

- **Multi-currency support to handle imports and exports**

- **Supports multiple companies with different Chart of Accounts**

- **We will customize the software to your specific business demands.**

◆ ACCOUNTING MODULE

For any business large or small what matters at the end of the day is the bottom line. Financial indicators make up this bottom line. If your business does not have an effective method for recording and analysisof financial data, chances are your numbers might get affected. With Quick Biz ERP Enterprise financial module, you can easily record financial transactions and generate financial reports. The module helps you maintain all important ledger accounts and practice effective cash and asset management. **Integration with all the other business functions makes Quick Biz ERP a powerful solution for all your financial management needs.**

► Highlights

- **Configuration of chart of accounts**

- **Unlimited number of account groups**

- **Multiple voucher types with auto/manual numbering**

- **Predefined narration entry**

- **Drill down facility**

- **Exporting data from external sources like excel sheets etc.**

- **Bill settlement for payment and receipt against bills and their interest calculation**

- **Bank and ledger reconciliation**

- **Multiple voucher, accounts and reports printing**

◆ PURCHASE MODULE

Purchase of supplies in co-ordination with the inventory and sales functions will help you reduce costs and maintain smooth functioning of the manufacturing. Quick Biz ERP Enterprise purchase module has the capability to handle your purchase requirements right from requisition to return. Record all quotations, orders, invoices and returns to help you keep a track on how the order is progressing. Perform vendor analysis and quotation comparison to choose what is best for your business through Quick Biz ERP. With Quick Biz ERP Enterprise, you can take better purchase decisions to acquire resources at the lowest costs and the best quality.

▶ Highlights

- **Comprehensive vendor management**

- **Configurable price template for purchase documents**

- **Configurable terms and conditions**

- **No repeated data entry**

- **Multiple order, goods receipt, invoice types with auto/manual numbering**

- **All the steps of the purchase cycle are covered**

- **Quotation comparison**

- **Vendor analysis**

- **Tracking of pending purchase documents**

◆ SALES & DISTRIBUTION MODULE

If you are looking for a solution that will add boost to your sales and increase revenues, Quick Biz ERP& #39,sales module will give you the edge in the market. Handling all activities from inquiry to return to outright sales, you will be able to give your sales team the required information at fingertips. Keep a track of your sales through the Sales MIS reports that give you all the sales data on a single screen. You can add the finishing touch to your sales orders by attaching labels, bar codes and customized invoices and other communications through Quick Biz ERP printing options. You can follow a standardized procedure for each sale and provide quality services to each customer.

▶ Highlights

- Comprehensive customer management

- Recording of the sales cycle from inquiry to payment and return

- Customer partner roles

- Commission agents and brokers

- Sales representatives management

- Multiple price lists

- Sales schemes and sales BOM

- Export management

- MIS reports

- Multiple order, delivery, invoice types with manual / auto numbering

◆ PRODUCTION MODULE

Quick Biz ERP Enterprise has a multilevel BOM that can record all the materials required no matter how trivial to the process. You can generate various production order types, issue goods and keep a track of the finished goods and by products. Practice efficient production planning to streamline your processes and reduce wastage with Quick Biz ERP. You can control costs, monitor processes, create resource groups and maintain multiple production locations for your business.
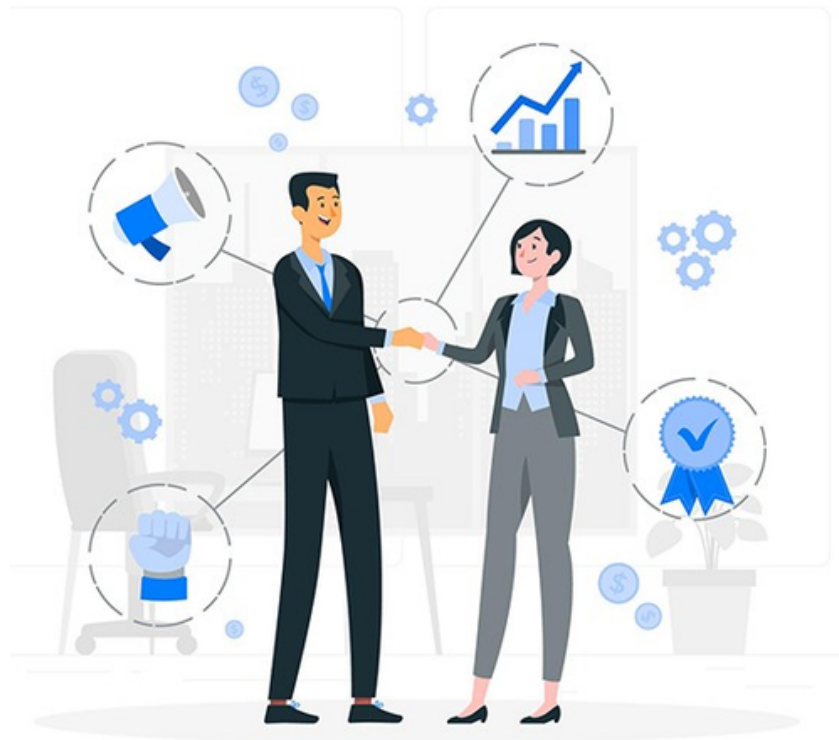
► Highlights

- **Supports batch, discrete, made to order and made to stock types of production**
- **Multi level bill of materials**
- **Multiple BOM variants supported**
- **Enables process routing**
- **Formulation of production plans**
- **Material requirement planning based on sales order and production plan**
- **Production orders generated on the basis of BOM and process routing**
- **Manual, Forward and Backward scheduling of production based on process routing**
- **Issue of raw materials and packing materials against orders**
- **Finished goods receipt against production order**
- **By product and scrap tracking during production**
- **Production costing methods**

◆ CRM MODULE

Keep track of your business contacts.

- **Quick Biz ERP helps you to keep track of all your business contacts at a single place.** You can keep track of contacts of your prospective customers, existing customers, vendors, trading partners, agents and transporters.

- **Quick Biz ERP helps you to capture all your incoming leads from prospective or existing customers along with their contact details, required products or services, value of the lead etc. You can assign lead to your sales executive along with the follow up details.**

- **Quick Biz ERP makes it easy to enter and track follow-ups or activities required on the leads.** Get timely email reminders of your follow-ups. Track today's follow-ups, upcoming follow-ups and overdue follow-ups from CRM Dashboard. You can keep record of completed follow-ups along with easy entry of next follow-up from the single screen. You can enter lead related notes for your internal users.

- **You can setup Sales Executives hierarchy in SkillTech ERP, so sales executives and their managers can only see the leads related to their team.**

♦ HR and Payroll Module

- **Payroll is an integrated HR and Payroll solution that automates all your HR processes. It will relieve your HR department of the bulk of paperwork involves in daily activities. The solution captures entire gamut of business processes from Hire-to-Retire. Following are the key functionality of Payroll module:**

- **It captures employee details and maintenance of records in quick and easy manner. It allows you to import employee details, create unlimited designation types and maintain salary structures. It can record each detail right from the joining date, confirmation date, statutory details and the full and final settlement.**

- **Attendance Management allows to effectively monitoring employee activity. It allows you to create attendance groups, monitor attendance status, record attendance as per shift settings and configure shift settings as per your requirements. You can also import punch records from external sources.**

- **The Leave Management module helps to maintain both manual credit and debit entry of leaves and update current balance of leaves. It can also keep a track of leave encashment and consider excess leaves a loss of pay.**

- **With Payroll Management you can process salary for employees, set the variable monthly value component, calculate over time data and record advance payment. It also helps you to record bonus and arrears with the time period of the arrears and the salary component.**

▶ Reports

- **Leave Register**

- **Attendance Register**

- **Pay slips**

- **Payroll Register**

- **Component wise Salary Register**

- **PF Report**

- **PT Report**

SYSTEM ADMINISTRATION MODULE

System Administration In order to ensure full security and authenticity of your data, **SkillTech ERP has a powerful module on system administration.** This module gives you the flexibility to define user roles and maintain role permission.

▶ Highlights

- **Role permission can be defined Company-wise and User-wise**
- **Provides features to maintain multiple accounting periods, change server/mail settings and add**
- **company information**

◆ REPORTS

▶ Financial Accounting Reports

- Ledger Report

- Bill-wise Ledger Report

- Cash Book

- Petty Cash Book

- Bank Book

- Day Book

- Voucher Register

- Monthly Ledger Summary

- Balance Sheet

- Segment Reporting

- Bank Reconciliation Report

- Ageing Analysis

- Group Summary

- Trial Balance

- Profit & Loss Statement

- Sales Register

- Purchase Register

- Overdue Receivables

- Overdue Payables

- Cash-Flow monitoring

- Expected receipts

- Expected payments

Purchase Reports

- **Indent Reports**

- **Material-wise Indents**

- **Indent status report**

- **User-wise Indents**

- **Other advanced reports**

- **Quotation Reports**

- **Buyer Group wise quotation**

- **Supplier wise Quotations**

- **Inquiries awaiting response**

- **Purchase Order Reports**

- **Closed POs**

- **Short Closed POs**

- **POs with invoices processed**

- **Buyer Group wise PO Reports**

- **Company wise PO Reports**

- **PO Amendments Report**

- **Material wise POs**

- **Supplier wise POs**

- **Purchase Invoice Register**

- **Supplier wise Invoice Register**

- POs awaiting approval

- POs awaiting acknowledgement

- Item wise Invoice Register

- Pending POs

- Pending POs against Bill Receipt

▶ Inventory Reports

- Location wise Stock Reports

- Location wise Stock Summary

- Stock Ledger

- Stock Journal

- Physical Inventory Adjustment Report

- Opening Stock Summary

- Slow/Fast Moving Item Report

- Stock Receipts/Issues Reports

- Goods Receipt Register

- Supplier wise Goods Receipt Register

- Item wise Goods Receipt Register

- Transfer Register

- Stock Valuation Report

- Closed POs

- Issue Register

- Short Closed POs

- Materials Below Minimum Stock Levels

- POs with invoices processed

- Customer Returns

- Rejection Register

▶ Production Reports

- Production Order Tracking

- Production Planning Report

- Milestone Reporting for each Production order

- WIP Stock Status

- Production Order wise Cost Analysis

- Finish Goods Receipt Against Production Order

- Production Order on track

- BOM Costing Report

- Production Orders running behind schedule

- Capacity Utilization and other Production Planning Related Report

▶ Job Work Reports

- Customer's Goods Receipt For Job Work

- Job Work Order Tracking

- Goods Issue For Job Work

- Goods Receipt Against Goods Issue to Job Work

- Goods Issue to Customer Against SO

▶ Sales & Distribution Reports

- Sales Inquiry Report

- Customer wise Sales Report

- Sales Quotation Report

- Item wise Sales Report

- Sales Register

- Product Attribute wise Sales Report (i.e. Brand, Style, Color etc.)

- Sales Invoice Report

- Shipment Report

- Sales Summary

- Order Status Report

- **State wise Sales Report**

- **Status of on-going Orders**

- **Cost Analysis – Order wise impact of changes in costs**

- **Quotation Tracker: To keep track of quotations given on different dates**

- **Sales Delivery Report**

- **Customer wise Sales Delivery Report**

- **Goods Issue to Customer Against SO**

- **Job Work Order Tracking**

- **Over Due Sales Order**

- **Project Category Report**

- **Project Stage Report**

- **Item wise Sales Delivery Report**

- **Zone wise Sales Report**

- **Packing Slip Report**

- **Order Book**

- **Pending Sales Quotation**

- **Pending Orders Book**

- **Pending Sales Invoice**

- Customer's PO wise Sales Register

- City wise Sales Report

- Salesman wise Sales Report

- Sales Return Register

- Agent wise Sales Report

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www.skilltechinfo.com