

2019

**MECWISE**<sup>TM</sup>

## Finance System

Whitepaper

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## 1.0 ANSWERS BY SV PRODUCTS

First generation of automated Finance solutions consisted of excel spreadsheets for record-keeping and small database systems such as Microsoft Access. The current Finance takes on web-based solution as a de facto standard, with robust relational database management and modular structure for rapid expansion.

MecWise Finance solution integrates various mainstream technologies and bundles the solution with our experience in Finance implementations. For over a decade, MecWise Finance solution has successfully taken on Finance challenges in MNCs, government offices and SMEs.

Built on Microsoft's proven technologies, MecWise Finance currently resides on-top of Microsoft .Net framework. The various well-designed modules enable employees to practice self-service, for the Finance department to streamline finance processes, cut administrative tasks and lower costs.

Employee self-service empowers the individual employee, enabling him to update his particulars via the system. He may also apply for leave and claims reimbursement, submit electronically and the system will automate the workflow process. No worries on forms being misplaced or supervisors missing out action datelines.

Delivered with useful reports which facilitate presentation to the Board. The reports also allow senior management to perform customized query on status and support decision-making. In short, MecWise Finance solution aligns workforce with the organization's strategic business goals with analytics for better informed and faster decision-making.

### **Solution / benefits**

To reap the benefits, as measured in time, accuracy, efficiency, professionalism, connectivity and integration, organizations need to deal with most if not all of the above-mentioned challenges. They are all measured in terms of cost saving and increased profits, and are imperative in the increasingly competitive business environment we currently face. We must continuously improve our efforts, as our competitors will be improving theirs'.

## 2.0 STARVISION'S SOLUTIONS & SERVICES

In the one-stop solution series of MecWise business management systems, StarVision offers standard and customized solutions for any business need.

The total solution offered by the Group range from Financial System, Budget Forecasting Module to General Ledger System to Customer Relationship Management System. For ease of reference, we are pleased to append herewith, the list of products / services developed and supported by the Group: -

### Software Product and Services

## MecWise™ e-Business Suite

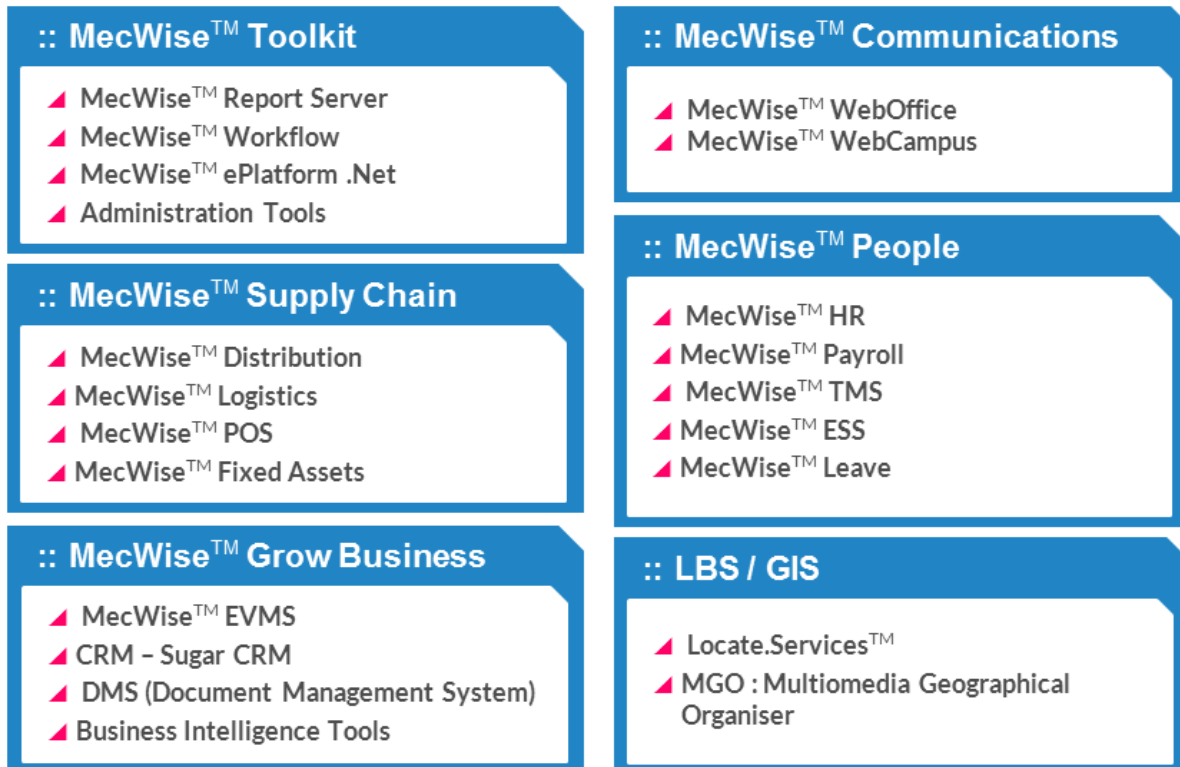


Figure 1 - Software Products and Services



### 3.0 THE TECHNOLOGY FRAMEWORK

The ePlatform (EPF) .NET is built on Internet standards to achieve high degree of platform independency and inter-operability. By platform independent, we mean that the model can be relevant and be ported to different kinds of industrial standard platforms. Interoperability is very necessary in the Internet connected world. Web Services technology becoming a more important player in regard to interoperability support is built into ePlatform to support and use this technology. Web Services use Simple Object Access protocol (SOAP) to communicate the data and commands in an extensible manner.

ePlatform .NET is based on Microsoft .NET technology leveraging the latest technological innovations and development paradigms. The interface design is built on the User Control model of ASP.NET. What this means is that it is a pre-defined but extensible design model where the interface i.e. the looks can be customized according to user specifications.

HTML Forms are rendered to the browser. CSS and client side scripting technology is used to provide customizable and high performance application.

The main components of the ePlatform .NET architecture are: -

1. ePlatform .NET Core Object.
2. State Management
3. Messaging
4. Post Back handler
5. User Control Rendering engine
6. Business Object

ePlatform .NET core object is the heart of the application. It Controls the complete application from handling of all user request to transferring commands and invoking the various objects.

State Management is the web state management component. Web technology requires the Web Forms must be stateless in order for it to be scalable. Therefore state is manages explicitly by storing and recalling it each time a web request is made.

The Messaging component as the name implies is used to transfer messages between the different objects. All requests and information to the clients are passed as messages.

The Post Back handler is responsible for handling the client requests (Post back's) when the web-form is already loaded. This reduces the number of unintuitive screen refreshes. This handler has client side as well as server-side code.



Workflow is a vital component in any process management systems. Workflow involves passing information to a number of recipients to act upon and make decisions. For example, Recipients involved in an Application Approval system could be the applicant, the approver and maybe optional recommender.

Recipients can be persons as well as automated systems, that make decisions and actions are based on workflow rule engines. The rule engine takes care of the pattern of routing, deadlines, reminders, actions and acknowledgements.

The workflow also consists of a payload, usually a document or a form, to be routed to the recipients.

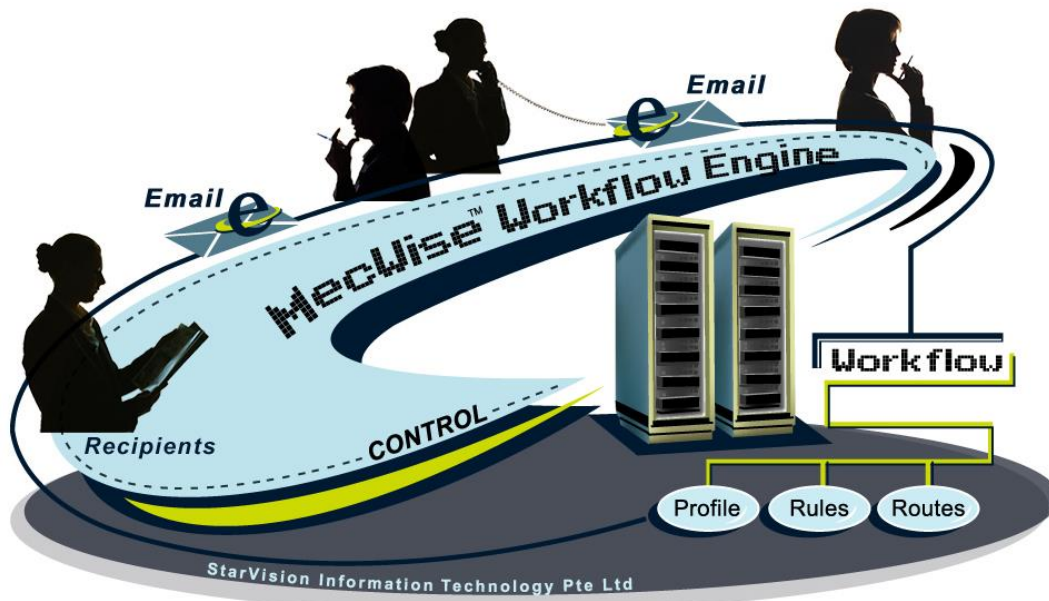


Figure 3 - MecWise Workflow Engine

The above diagram depicts the various working relationship between the different roles involved in the course of a case submission by VWO. The workflow engine intelligently routes the process for action. Workflow is also integrated to SMTP mail for alerts and reminders.

In the sample screen captures below, the screens also show features of the Workflow Engine. These include the Workflow Administration Module, which allows for Profile Setup, Delegation, etc



## 3.2 Security and Authorization

### 3.2.1 MecWise® Security

With the underlining security provided by the host platform, we have further enhanced it so that it is consistently implemented across our ePlatform to: -

- Control user access to function / data
- Monitor and track database accesses
- Ensure data integrity

Various methods can be used for trusted login access control like simple User ID/password (with or without encryption) authentication. The logon methods can also be extensible.

Having successfully authenticated, the User ID is used for access control. Access control can be individual based or role-based. Access controls are bound to DB views and stored procedures. The controlled entity can be anything that is defined in the application, i.e. a module, a view, a task etc. The security can also be fine grained, up to data row-level control.

Other security implemented are tracking, audit trails and data integrity.

Following are some screen captures for the Security module. It shows also, some of the features of the security module, including:

- Effective and Expiry date;
- Minimum length of password;
- Password Aging;
- Password Grace Logins after Expiry;
- No. of Password History Generation

**MecWise**  
DISTRIBUTION

Modules - Utilities -

### Security Groups

**Group ID** ACCT\_ADMIN  
**Description** Accounting Admin  
**Modified By** mwd01 - 05/11/2014

[Pick Module](#) [Pick User](#)

Module Access **Users**

| Group  | Module                   | Sel                      | Del                      | Ins                      | Upd                      | Prt                      | M                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/>                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> ACCT_ADMIN | EPF-REPORT               | 1                        | 1                        | 1                        | 1                        | 1                        | :                        |
| <input checked="" type="checkbox"/> ACCT_ADMIN | on-help-admin            | 1                        | 1                        | 1                        | 1                        | 1                        | :                        |
| <input checked="" type="checkbox"/> ACCT_ADMIN | SC-%                     | 1                        | 1                        | 1                        | 1                        | 1                        | :                        |
| <input checked="" type="checkbox"/> ACCT_ADMIN | SC-CL-GRP-REF            | 1                        | 1                        | 1                        | 1                        | 1                        | :                        |

Figure 5 - Security Group

**User Account Profile**

User ID: A00001

Description: DR ZOIDBERG

Security Profile: (DEFAULT) [Profile Settings]

Employee ID: A00001

Data Access: %

Account | Password | Reset Password

Effective Date: 25/07/2014

Expiry Date: 25/07/2099

Account is disabled

Last Login Time: 23/09/2019 17:27:20

Created by: mwdadmin - 25/07/2019

New | Save | Delete | Return

Figure 6 - User Account Profile

### 3.3 MecWise® Report Server

The proposed Finance shall be re-configured from MecWise® Report Server. Report generation tools are very powerful tools that enable data to be presented in an easy-to-analyze fashion. The effectiveness of such tools is multiplied many times if its delivery is web-enabled (on the Internet). With the ease of accessibility comes the need for security access control. Security measures have to be put in place to protect information from falling into the wrong hands. That is where MecWise® Report Server comes in.

MecWise® Report Server generates reports and delivers the results through the web or as an email. It can even notify the user the completion and availability of the results via web, email, fax, smart devices and some other mobile devices. It is scalable to meet the heavy demands of the enterprise and extensible for flexibility. It also manages contents on web cache for performance.

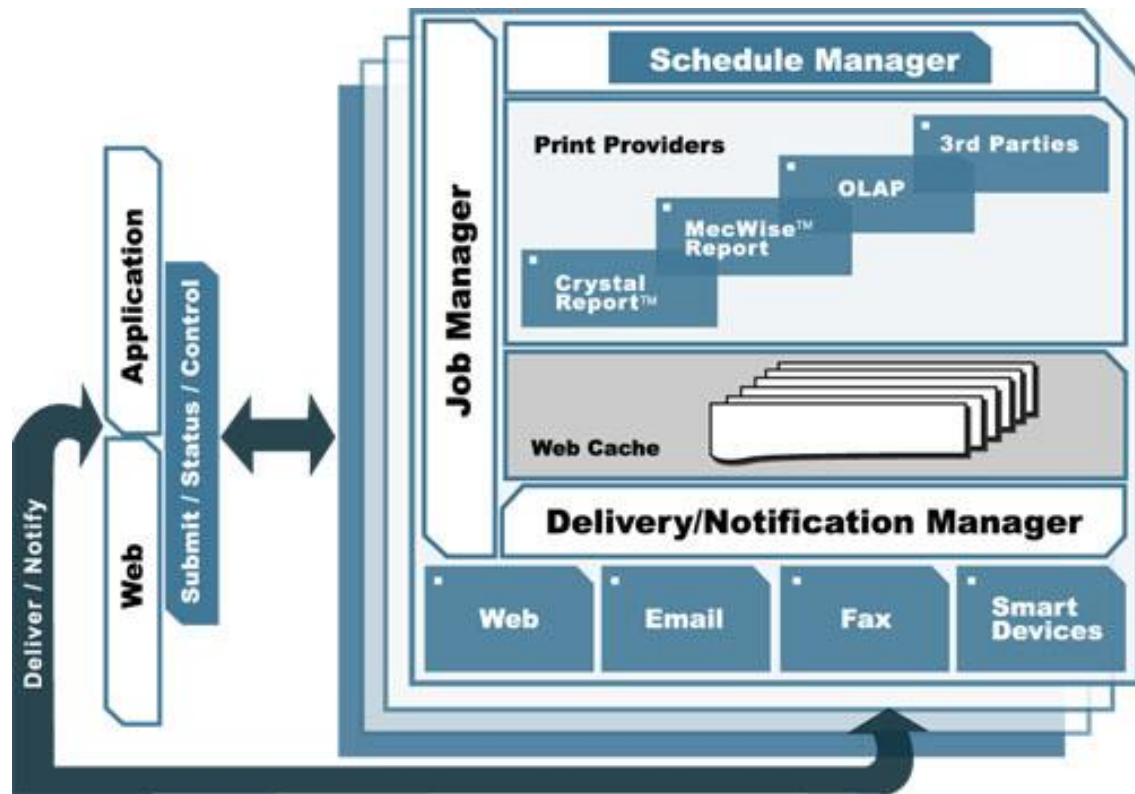


Figure 7 - MecWise Report Server

### 3.3.1 Distinctive Features

- Web-enabled Generation of commonly used report formats like Crystal Report, MecWise® Reports, etc.
- Extensible to other report formats as well
- Prioritize reports accordingly to finely control their queuing in very high concurrency conditions
- Direct printing supported for no-wait reports
- Delivers reports via web, email, fax and so on
- Notifies user through web, email, fax and smart devices
- Can recall report generated as long as it is not expired
- Web cache
- Comprehensive queue management capability
- Job concurrency is configurable
- Comprehensive scheduling options
- Central management form a Console
- User account management
- Report definition editing, i.e. parameterize without need to recompile report
- Housekeeping to keep storage and performance optimized
- Job execution partitioning i.e. Will not affect other server processes
- Using industry standard-Web Services



The application software and middleware are performed on STARVISION's development environment: MecWise® ePlatform, a proven development environment, based on Microsoft .NET framework.

## 4.0 MecWise Finance

MecWise Finance is a comprehensive and fully integrated financial business system designed to fit, meet and solve your financial challenges. Built on forefront technology, the system provides endless collaboration of Finance (AR Invoicing and AP Invoicing), sales, purchasing and inventory information to provide necessary tools to run your business efficiently, effectively and electronically.

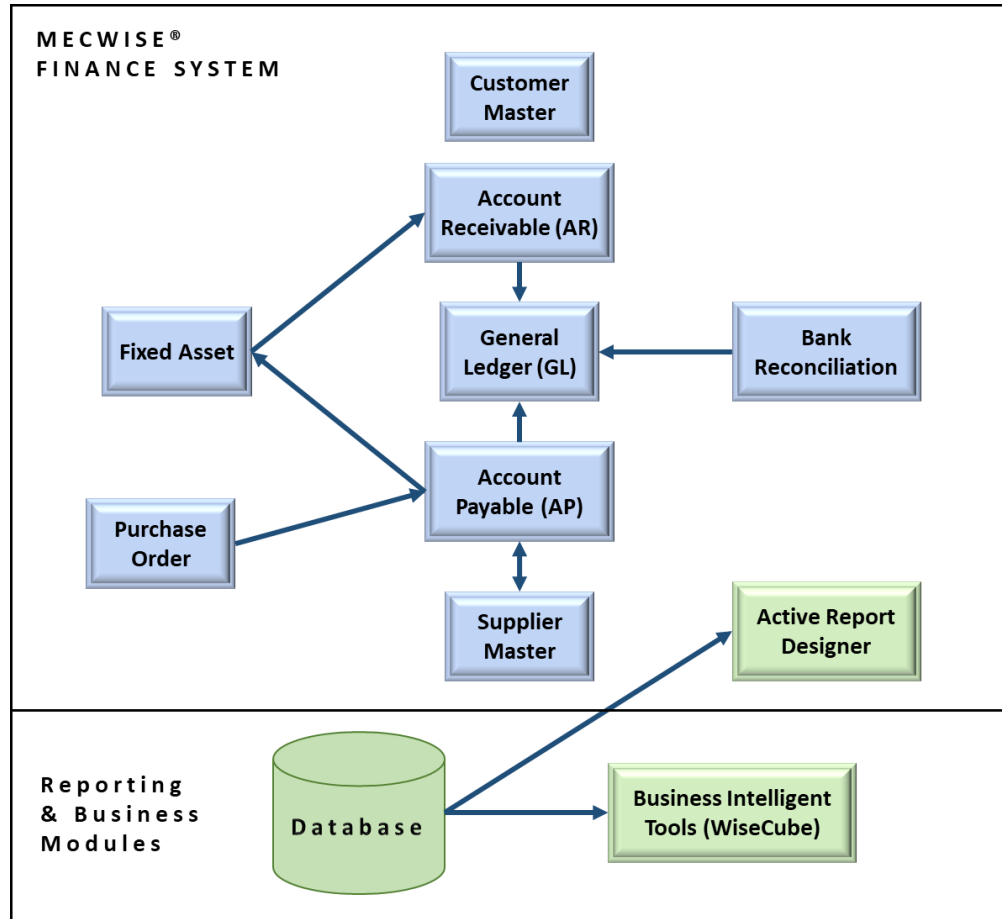


Figure 8 - Overview of the System

MecWise Finance enables you to create and maintain operations from your computer system. reducing tedious record keeping functions that are parts and parcels of the traditional/manual approach to Financial Management.

## 4.1 General Features and Functions

Summarised in the table below are general features of the proposed MecWise Finance.

| Num | Functional Area | Module   |
|-----|-----------------|--|
| 1   | System          | <ul style="list-style-type: none"> <li>• Fully menu driven</li> <li>• Ease of use</li> <li>• Multi-national functionality</li> <li>• Designed based on "double-entry concept" in accounts - sum of debits is always equal to sum of credits</li> <li>• Text/Excel format data can be imported to database</li> <li>• Multiple company capabilities</li> <li>• On-line HELP functions available</li> </ul>                      |
| 2   | Document        | <ul style="list-style-type: none"> <li>• Auto generation of numbering for all source documents</li> <li>• User-defined document codes for easy reference</li> <li>• Transaction/Header/Footer remarks available for documents</li> <li>• Document numbers can be reserved for future usage</li> <li>• Able to retrieve exchange rate information from tables containing Exchange Rate, Cooperate Rate and Spot Rate</li> </ul> |
| 3   | Currency        | <ul style="list-style-type: none"> <li>• Multi-currencies and dual-base currencies</li> <li>• Allows manual override of currency exchange rates</li> </ul>   |
| 4   | Interface       | <ul style="list-style-type: none"> <li>• Interface with Enterprise Information System</li> <li>• Documents can be exported to Document Management System</li> <li>• Related data can be pulled from one document to another</li> <li>• A workflow can be set up for documents that need approval</li> <li>• All modules are fully integrated with one another</li> </ul>   |
| 5   | Browsing        | <ul style="list-style-type: none"> <li>• Incremental search for MecWise Finance access to database</li> <li>• Data shown on the browse screen can be exported to HTML, MS WORD or EXCEL format</li> <li>• Data shown on browse screens can be filtered by selection criteria</li> <li>• Data shown on browse screens can be sorted</li> </ul>  |
| 6   | Report          | <ul style="list-style-type: none"> <li>• Access financial reports online, anytime, across multiple currencies</li> </ul>   |

| Num | Functional Area | Module  |
|-----|-----------------|---|
|     |                 | <ul style="list-style-type: none"> <li>• Reports can be previewed/stored on screen, printer</li> <li>• Instant credit information on each customer during sales enquiry and quotation</li> </ul>  |
| 7   | Security        | <ul style="list-style-type: none"> <li>• Multiple Level of Security</li> </ul>  |
| 8   | Enhancement     | <ul style="list-style-type: none"> <li>• Modular structures to cater to your needs and future expansion</li> <li>• Multi-user capability, allowing system to be run on a single PC, network</li> </ul>  |
| 9   | Inventory       | <ul style="list-style-type: none"> <li>• Caters for both FIFO and Weighted Average inventory costing methods</li> <li>• Instant stock level during AR, AP transactions</li> <li>• Multiple warehousing and multi UOM stock control</li> </ul> |

Table 1 - General Features and Functions

The screenshot displays the 'Customer Master Detail Screen' with the following data:

- Customer ID / Name:** CST00415, AN RESOURCES SDN. BHD.
- Ref. Supplier Code:** [Empty]
- Modified By:** migration - 09/10/2019
- Modified On:** 09/10/2019
- Customer UEN:** [Empty]
- Buttons:** NEW, SAVE, DELETE, MOVE PREV, MOVE NEXT, RETURN, UPLOAD, DELETE, OPEN
- Navigation:** GL REFERENCE, RECEIPTS, OUTSTANDING, SALES ORDER, TODAY SALES
- Tabs:** General, Address, Terms, Statistics, Print Options, Alternate Payee, Personal Data, Loyalty, Remarks
- Eff. Date From:** 12/11/2014
- Eff. Date To:** [Empty]
- Customer Type:** TRD (TRADE)
- Salesman:** B00001 (DR ZOIDBERG)
- GL Cost Centre:** CFD (CORPORATE FINANCE DIVISION)
- GL Code:** 0000-230-00000 (GENERAL / TRADE AND OTHER RECEIVABLES)
- Allows Back Ordering?:** No
- Contact Person:** [Empty]
- NRIC No.:** [Empty]
- Email:** qn@qn.com
- Web Site:** [Empty]
- E-mail CC List:** qn@qn.com

Figure 9 - Customer Master Detail Screen

**MecWise** DISTRIBUTION Modules Utilities mwd

**Supplier Master**

NEW SAVE DELETE MOVEPREV MOVENEXT RETURN

Supplier ID / Name: VND00001 Supplier UEN: VND00001 Modified By: mwd - 10/10/2019 Modified On: 10/10/2019

KS ENTERPRISES SDN. BHD.

General Address Terms Statistics Print Options Remarks

Eff. Date From: Eff. Date To:

Supplier Type: N (NORMAL SUPPLIER)

Purchaser: B00001 (DR ZOIDBERG)

GL Cost Centre: CFD (CORPORATE FINANCE DIVISION) Department: CFD (CORPORATE FINANCE DIVISION)

GL Code: 0000-510-00000 (GENERAL / TRADE AND OTHER PAYABLES) Allows Back Ordering?: No

Contact Person: - NRIC No.:

Email: Web Site:

Additional E-mail list [Use semi-comma(;) to add multiple emails]

Figure 10 - Supplier Master Detail Screen

## 4.1.1 Sub Modules

MecWise Finance system is divided into seven (7) modules. Shown below are the sub-modules for each one of them.

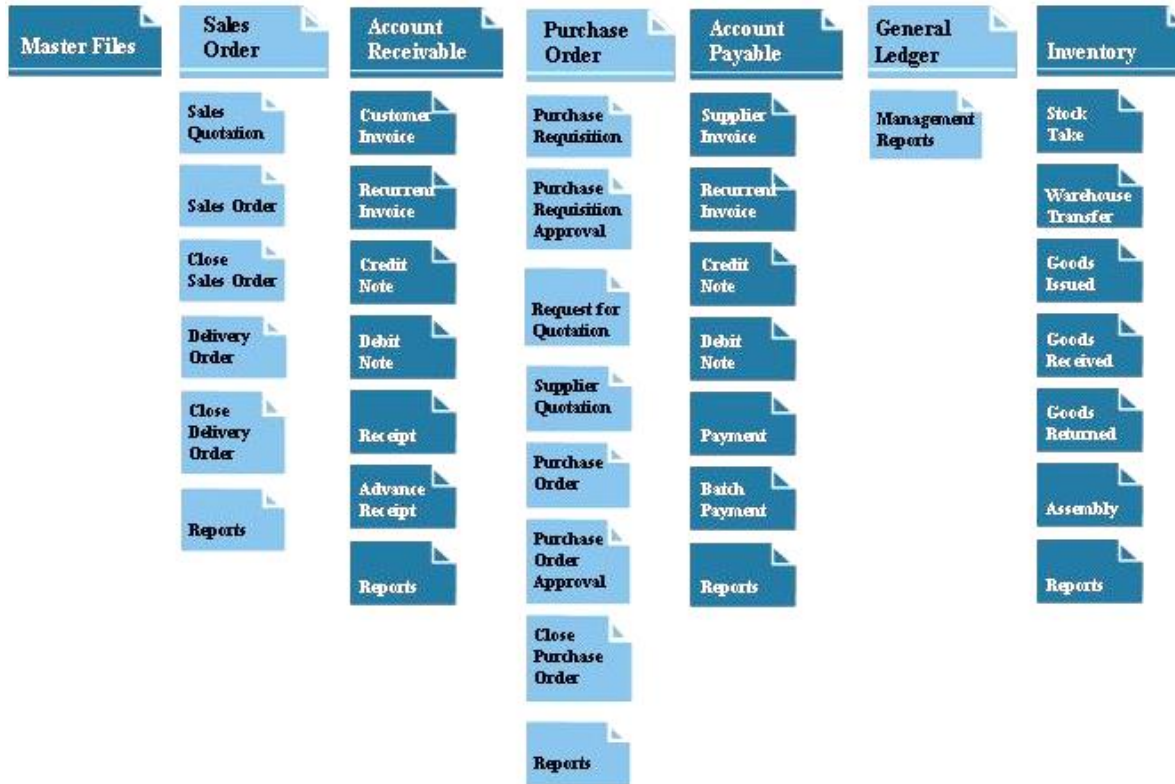


Figure 11 - Sub-Modules

## 4.2 Account Receivable (AR)

The Account Receivable (AR) is designed to keep track of money debtors owed to your agency. This module can also be used in the administration and analysis of customers.

### 4.2.1 General Features

- Able to handle receipts for partial and full payment
- Able to handle receipts in advance
- Automatic calculation of invoices due date and discount amount
- Defines up to four different prices for a stock item
- Online inquiry of customer outstanding balances
- Discount feature allows user to generate credit notes

- Generation of advance note if receipt exceeds invoice amount
- Invoices can be reprinted if needed
- Invoices, delivery order, debit/credit note can be post/pre-dated
- Recurrent feature allows user to create invoices periodically

Customer Invoice

Transaction ID: CGI GEN 2019100004  
Customer ID: CST00008  
GL Posting Date: 31/10/2019 2019/10  
Customer Name: OLD TOWN KOPITIAM SDN. BHD.  
Reference No.:  
Modified By:

AR Invoice Info Customer Info Remarks

Document Date: 31/10/2019  
Currency Code: MYR (MALAYSIAN RINGGIT)  
Salesman Code: B00001 (DR ZOIDBERG)  
CC / GL Code: CFD (CORPORATE FINANCE DIVISION) 0000-230-00000 (GENERAL / TRADE AI)  
Total Amount: 0.00  
Total Goods Amt: 0.00

Term (Days): 0 Due Date: 31/10/2019  
LCY Rate: 1.000000 FCY Rate: 1.000000  
GST: No Hold Invoice: No  
Circulation Sts: 0 (NEW)

PICK PARTS PICK CHARGES RECEIPT AR AGING Available Credit Limit

SUBMIT

Figure 12 - Account Receivable - Customer Invoice Screen

AR Invoice Info Customer Info Remarks

Ship To: Attention:  
Blk No.: Level/Unit No.:  
Street Name: 2 JALAN PORTLAND KAWASAN PERINDUSTRIAN TASEK  
Country: MYS (MALAYSIA) Postal Code: 31400  
Payment Term: 30 (30 DAYS)  
Payment Mode: CHEQ (CHEQUE)  
Type of Policy:  
Bank Account:

PICK PARTS PICK CHARGES RECEIPT AR AGING Available Credit Limit

SUBMIT

Figure 13 - Account Receivable - Customer Info Tab

Figure 14 - Account Receivable – Credit Note Screen

Figure 15 - Account Receivable – Debit Note Screen

## 4.2.2 Documents

- Recurrent feature allows user to create invoices periodically
- Unlimited customers and invoices entries
- System is designed according to “double-entry concept” in accounts (sum of debits is always equal to the sum of credits)
- System is able to process point of sales transactions



- Automatic calculation of invoices due date and discount amount as defined by user

### 4.2.3 Currency

- Allows manual override of currency exchange rates
- Multi-currency transaction capability with reference to the base and second currency
- Currency exchange rate can either be retrieved from master file or manually updated
- System is able to retrieve exchange rate information from tables that contains Exchange Rate, Cooperate Rate and Spot Rate

The screenshot displays the 'Currency Master' interface. At the top, there is a navigation bar with 'MecWise DISTRIBUTION' logo, 'Modules', 'Utilities', and a user profile 'mwd'. Below the title 'Currency Master', there are action buttons: NEW, SAVE, DELETE, MOVEPREV, MOVENEXT, and RETURN. The form includes fields for 'Currency Code' (USD), 'Description' (US Dollars), 'Modified By' (mwd - 31/10/2019), and 'Modified On' (31/10/2019). An 'Exchange Rate' section is also visible. At the bottom, a table shows the following data:

|   | Year | Month | Date       | Exchange Rate | Corporate Rate | Spot Rate | Modified By | Modified On         |
|---|------|-------|------------|---------------|----------------|-----------|-------------|---------------------|
| ✘ | 2019 | 10    | 31/10/2019 | 1.0000000     | 1.0000000      | 1.0000000 | mwd         | 31/10/2019 05:53:52 |

Figure 16 – Currency Master

### 4.2.4 GST/SST

- GST/SST is calculated automatically according to defined customer GST status during initial setup
- System tracks GST/SST on taxable supplies, non-taxable supplies and zero-rated supplies
- System generates GST/SST information for submission to LHDN.

**Figure 17 - GST/SST Default Master**

## 4.2.5 Interface

- System can run as “stand alone” module or integrated with stock inventory
- Provides a facility for accepting data from other systems through a standard interface which validates details from external systems
- On-line displays of stock information and available warehouse location during creation of invoices and delivery order
- Relevant GL Codes can be set for Charges/Stocks based on types of document, department code, account type and referencing document
- GL Codes can be set for each individual Charge/Stock too
- Relevant GL Codes can be set for Customers according to type of document, department code, account type and referencing document
- GL Codes can be set for each individual Customer
- Interfaces with General Ledger module to carry out necessary postings
- Knockout of receipt and payment through a comprehensive functionality
- Provides a copy function to copy documents (e.g. invoices, debit note, credit note)

## 4.2.6 Integration

The Account Receivables module is fully integrated with Accounts Payable module, Purchase Order module, Capital Projects module (if any), Fixed Assets module (Optional), and General Ledger module.

#### 4.2.7 Customer

- Pop-up screens are available for accessing into customers' information
- System allows transfer of customer information from other data
- System provides facilities for users to record and follow up on customer communication – users can record and update information about customer calls including call topics, contacts, outcomes, and follow up actions

#### 4.2.8 Interest Charges

- System provides facilities for users to define credit period

#### 4.2.9 Reports

The followings are standard reports that can be generated from Account Receivable.

- Debtor Detail Aging Report (By Trans Date)
- Debtor Detail Aging Report (By Ref. No - Trans Date)
- Debtor Detail Aging Report (By Doc Date)
- Debtor Summary Aging Report (By Trans Date)
- Debtor Summary Aging Report (By Ref. No - Trans Date)
- Debtor Summary Aging Report (By Doc Date)
- Detail Sales Listing (By Invoice) – Trans Date
- Detail Sales Listing (By Invoice) – Doc Date
- Detail Sales Listing (By Invoice& Ref. No) – Trans Date
- Detail Sales Listing (By Customer) – Trans Date
- Detail Sales Listing (By Customer) – Doc Date
- Detail Sales Listing (By Customer & Ref No) – Trans Date
- Detail Sales Listing (By Salesman) – Trans Date
- Detail Sales Listing (By Salesman) – Doc Date
- Detail Sales Listing (By Salesman & Ref No) – Trans Date
- Detail Sales Listing (By Credit Note) – Trans Date
- Detail Sales Listing (By Credit Note) – Doc Date
- Detail Sales Listing (By Credit & Ref No) – Trans Date
- Detail Sales Listing (By Debit Note) – Trans Date
- Detail Sales Listing (By Debit Note) – Doc Date
- Detail Sales Listing (By Debit & Ref No) – Trans Date
- Receipt Summary Report – Trans Date
- Receipt Summary Report – Doc Date
- Receipt Detail Report – Trans Date
- Receipt Detail Report – Doc Date
- Advance Receipt Report – Trans Date
- Receipt Detail Report (By Ref No) – Trans Date
- AR Output Tax Report – Trans Date
- AR Output Tax Report – Doc Date
- AR Output Tax Report (By Ref No) – Trans Date

- AR Output Tax Report (With MES Rated) – Trans Date
- AR Output Tax Report (With MES Rated) – Doc Date
- Outgoing Credit Sales & Cash Sales Report – Trans Date
- Outgoing Credit Sales & Cash Sales Report – Doc Date
- Outgoing Credit Sales & Cash Sales Report (By Ref No) – Trans Date
- Statement of Account – Trans Date
- Statement of Account – Doc Date
- Statement of Account (By Ref No) – Trans Date
- Statement of Account – Active Report
- Statement of A/C (Open Item) – Trans Date
- Statement of A/C (Open Item) – Doc Date
- Statement of A/C (Open Item & By Ref No) – Trans Date
- Statement of Account (Open Item) - Active Report
- Statement of A/C (Balance b/f) – Trans Date
- Statement of A/C (Balance b/f) – Doc Date
- Statement of Account (Balance b/f) – Active Report
- Contra Statement of Account
- Letter of Reminder – Trans Date
- Letter of Reminder – Doc Date
- Letter of Reminder (By Ref No) – Trans Date
- Debtors Movement – Trans Date
- Debtors Movement – Doc Date
- Debtors Movement With Contra – Trans Date
- Debtors Movement With Contra – Doc Date
- Debtors Ledger Report – Trans Date
- Debtors Ledger Report – Doc Date
- Debtors Ledger Report (By Ref No) – Trans Date
- Debtor Ledger (Open Item) – Trans Date
- Debtor Ledger (Open Item) – Doc Date
- Debtor Ledger (Open Item & By Ref No) – Trans Date
- Debtor Ledger (Balance b/f) – Trans Date
- Debtor Ledger (Balance b/f) – Doc Date
- Customer Invoice

### 4.3 Account Payable (AP)

The Account Payable (AP module) is used to maintain data of creditors and suppliers. This module allows you to control business expenditures such as maximum credit limit, credit period and currency management.

### 4.3.1 General Features

- All payments are integrated with bank reconciliation module to keep track of bank account balance
- Automatic conversion of foreign currencies into local currencies
- Batch cheque printing and single printing available
- Automatic generation of advance note when payment exceeds invoice
- Online inquiry of supplier outstanding balances
- Invoices can be paid individually or in group
- Payment voucher is available when payment entry is created
- Handles partial payment of invoices

The screenshot shows the 'Supplier Invoice' entry screen. The top navigation bar includes the MecWise logo and utility links. The main form is divided into several sections:

- Transaction Info:** Transaction ID (SGI), Transaction Date (31/10/2019), Supplier ID (VND00087), and other identifiers.
- Supplier Info:** Supplier Reference No, Supplier Name (KLINIK PERGIGIAN DAMAINDAH), and Modified By.
- Document Details:** Document Date (31/10/2019), Due Date (31/10/2019), Currency Code (MYR), Purchaser Code (B00001), and CC/GL Code (CFD).
- Financials:** Total Amount (0.00), Actual Total Amt (0.00), Term (Days) (0), Hold Invoice (No), LCY / FCY Rate (1.0000000), and GST (No).

At the bottom, there are action buttons: 'Pick Parts', 'Pick Charges', 'Payments', 'Purchase A/C Summary', 'NEW', 'SAVE', 'DELETE', and 'RETURN'.

Figure 18 - AP Invoice Screen

**AP Credit Note**

Transaction ID: SGC GEN Unused No. Direct Print

Supplier Invoice No:

Supplier ID: VND00382 Supplier Name: KLINIK ALAM DAMAI

Transaction Date: 31/10/2019 2019/10

Originating No.:

Modified By:

Created By:

AP Credit Note Info | **Supplier Info** | Remarks

Document Date: 31/10/2019 Term (Days): 0

Due Date: 31/10/2019 Hold Credit Note: No

Currency Code: MYR LCY / FCY Rate: 1.0000000 1.0000000

Purchaser Code: B00001 (DR ZOIDBERG) GST: No

CC / GL Code: CFD (CORPORATE FINANCE DIVISION) 0000-510-00000 (GENERAL / TRADE AND OTHER PAYABLES)

Total Amount: 0.00 Total Goods Amt:

Pick Parts Pick Charges Payments Purchase A/C Summary

NEW SAVE DELETE RETURN

Figure 19 - AP Credit Note Screen

AP Credit Note Info | **Supplier Info** | Remarks

Ship To:

Blk No.:

Street Name: Klang

Country:

Sum Insured:

Condition:

Type of Policy:

Bank Name: CIMB BANK BERHAD

Attention:

Level / Unit No.:

Postal Code: 339410

Payment Term: 30 (30 DAYS)

Payment Mode: CHEQ (CHEQUE)

Permit No.:

Bank Account: 10000000000000382

Pick Parts Pick Charges Payments Purchase A/C Summary

NEW SAVE DELETE RETURN

Figure 20 - AP Credit Note - Supplier Info Tab

**AP Debit Note**

Transaction ID: SGD GEN Unused No. Direct Print

Supplier Invoice No:

Supplier ID: VND00382 Supplier Name: KLINIK ALAM DAMAI

Transaction Date: 31/10/2019 2019/10

Originating No.:

Modified By:

Created By:

AP Debit Note Info | **Supplier Info** | Remarks

Document Date: 31/10/2019 Term (Days): 0

Due Date: 31/10/2019 Hold Credit Note: No

Currency Code: MYR LCY / FCY Rate: 1.0000000 1.0000000

Purchaser Code: B00001 (DR ZOIDBERG) GST: No

CC / GL Code: CFD (CORPORATE FINANCE DIVISION) 0000-510-00000 (GENERAL / TRADE AND OTHER PAYABLES)

Total Amount: 0.00 Total Goods Amt:

Pick Parts Pick Charges Payments Purchase A/C Summary

NEW SAVE DELETE RETURN

Figure 21 - AP Debit Note Screen

### 4.3.2 Documents

- System auto generates numbering for all source documents
- System sorts documents by document codes for easy reference
- System is designed based on “double-entry concept” in accounts (sum of debits is always equal to the sum of credits)

### 4.3.3 Browse

- Data shown on browse screens can be filtered by selection criteria
- Data shown on browse screens can be sorted by selection criteria
- Data shown on browse screens can be exported to HTML, MS WORD or EXCEL format

### 4.3.4 Interface

- Accounts payable can be integrated with stock inventory or “stand alone”
- Documents can be exported to a Document Management System
- Relevant GL Codes can be set for Charges/Stocks according to type of document, department code, account type and the referencing document
- GL Codes can be set for each individual Charge/Stock
- System provides search capabilities to return a list of documents matching specified criteria (referencing vendors in a purchase order, goods received note or voucher) and copying document details back to original screen

### 4.3.5 Supplier

- System allows sharing of Supplier information within Organization
- Pop-up screens are available for accessing into suppliers' information
- System handles unlimited invoices entries
- System provides facility to retrieve information about suppliers' transaction history, previous calls, invoices, and review additional supplier payment or open invoice information
- Relevant GL Codes can be set for Suppliers based on type of document, department code, account type and referencing document
- GL Codes can be set for each individual Supplier
- System enables effective management of vendors by allowing:

- Entry of multiple-detailed, date-sensitive, free-format vendor location and contact information
- Association of vendors with other vendors in the system
- Maintenance of effective-dated vendor item price schedules
- Approval of vendors to control their use and payment terms
- Establishment of processing defaults for individual vendors
- Temporary suspension of payment
- Tracking of conversations with vendors using keyword search
- Query and reporting of vendor balances to satisfy payment enquiries
- Ability to define prioritized item/vendor relationships with quantity-based price schedules (e.g. to enable consolidation of requisitions and automatic creation of purchase orders)
- Capture supplier codes
- Define own supplier classification codes
- System stores the following details for each vendor:
  - Payment terms
  - Monthly transaction amounts for current year and last year
  - Yearly transaction amounts for preceding 3 years
  - Last date paid
  - Last amount paid

#### **4.3.6 Reports**

The followings are some of the standard reports that can be generated from Account Payable. The reports can either be shown on screen or printed out.

- PR Detailed Listing Report (By Amount) - Trans. Date
- PR Detailed Listing Report (By Amount) - Doc. Date
- PR Detailed Listing Report (By Quantity) - Trans. Date
- PR Detailed Listing Report (By Quantity) - Doc. Date
- PO Listing Report - Trans. Date
- PO Listing Report - Doc. Date
- PO Detailed Listing Report (By Amount) - Trans. Date
- PO Detailed Listing Report (By Amount) - Doc. Date
- PO Detailed Listing Report (By Quantity) - Trans. Date
- PO Detailed Listing Report (By Quantity) - Doc. Date
- Purchase Requisition Pending for Approval - Trans. Date
- Purchase Requisition Pending for Approval - Doc. Date



- Purchase Order Status - Trans. Date
- Purchase Order Status - Doc. Date
- Purchase Order and Invoice Discrepancy - Trans. Date
- Purchase Order and Invoice Discrepancy - Doc. Date
- Purchase Order and Goods Receipt Notes Discrepancy - Trans. Date
- Purchase Order and Goods Receipt Notes Discrepancy - Doc. Date

### 4.4 General Ledger (GL)

The General Ledger (GL) is the heart of all of MecWise Finance system activities. The GL module is able to maintain the chart of accounts, supporting both detail and summary ledgers. It is also able to support budgeting and forecasting of the organization. The GL module is integrated with other modules, allowing system to keep track of all activities and able to generate reports.

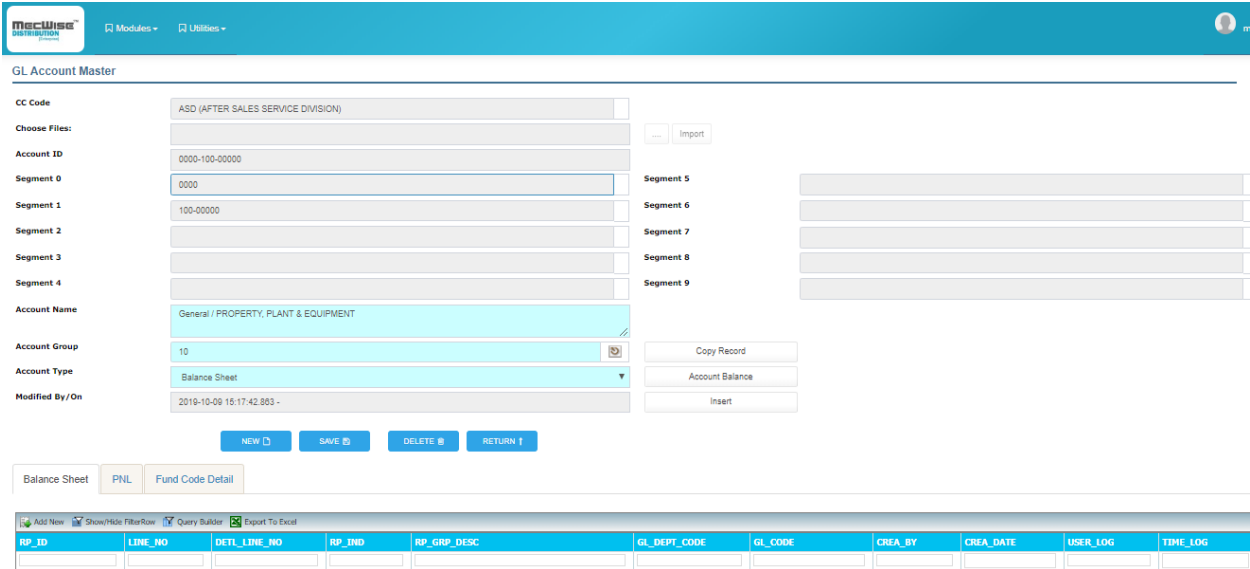


Figure 22- GL Account Master

#### 4.4.1 General Features

- Flexible accounting periods of up to 18 months
- For the purpose of statement formatting, chart of accounts is identified according to GL group account category
- Account code segment structures chart of accounts into different levels of ledgers and sub-ledgers up to 9 levels to facilitate the account enquiries function and reporting function

- Cost center code allows users to define different cost center within the entity, thus generating separate sets of reports including statement of balance sheet and profit & loss for that cost center
- System handles monthly recurring entries, automatic reversal of entries and relocation of account balances to other accounts
- System is able to record direct accounting transactions (i.e. journal adjustments, billing)
- Captures and holds detailed financial and operational information
- System generates management and control reports
- System supports unlimited numbers of ledgers for tracking of actual, budgets, forecasting and statistical data
- System allows concurrent processing of current, previous and future month transactions
- System maintains multiple sets of books of accounts (i.e. Cash and Accrual basis concurrently)
- Relevant GL Codes can be set for Charges/Stocks based on type of document, department code, account type and referencing document
- GL Codes can be set for each individual Charge/Stock
- Relevant GL Codes can be set for Suppliers/Customers based on type of document, department code, account type and referencing document
- GL Codes can be set for each individual Supplier/Customer
- Able to check for error such as unbalanced transactions, invalid date, or blank GL code before posting
- Able to create budget journal and prompts automatically when transaction exceeds budget journal
- Online inquiry of account balances
- All transactions are posted by batches for ease of checking
- Caters for unlimited number of branches, departments and companies
- GL report formatter enables user to define different report Structure
- Handles monthly recurring entries, automatic reversal of accrual entries and allocation of account balances to other accounts
- No forced closing for period/year end
- Revaluation of accounts
- Checking facility to ensure that GL postings are correct
- Unlimited user-defined account codes

Figure 23 - GL Journal

Figure 24 - GL Recurrent Journal

#### 4.4.2 GL Report Format

- Users can use this module to define financial statements needed to meet their reporting requirements
- Users can choose respective account code segment to reflect summation of GL account code under this segment
- Users can define report format (e.g. to highlight the context, give lines to separate out groups, etc)

### 4.4.3 GL Drill Down Enquiry

- System allows drill-downs from accounts to source transactions such as payment vouchers
- System allows drill down and roll ups to appropriate level of details – system is able to summarize at any level and adjust easily to any organizational changes

### 4.4.4 Reports

The followings are features of reports from GL module.

- System provides a set of special reports to cater for cashflow and capital status of the organization on a department basis
- Users can choose different levels of segment (i.e. level of summation for GL accounts, for enquiry and reporting)
- Reports can be shown according to department basis or company as a whole
- Users can choose format of required report (e.g. Users can choose whether the report needs to show GL code description, only local currency & amount, or both foreign currency & amount and local currency & amount, or quantity, etc)
- System enables the of gross debit, gross credit and net result for the ledger balances
- System provides capabilities for:
  - Open item accounting to enable tracking and offsetting of sub-ledger transactions
  - On-line transaction inquiry using payment voucher number, journal number or account number as the search key
  - Summarizing by budget category, department, division, cost center, product, project, item or by account code for budgetary monitoring
  - Keeping statistical accounts and journals for the purpose of allocating costs for Budgeting as well as for internal tracking of costs
  - Adopting the concepts of both summary and detail ledgers
  - Detection of balancing errors, allowing errors to be corrected easily

The followings are list of standard reports provided by MecWise Finance through GL module.

- Cash book
- Capital daily report
- General Journal Entry Listing (posted)
- General Journal Entry Listing (Open)
- General Recurrent Journal Listing

- Pre-Posting Summary Listing by Account Code
- Pre-Posting Detail Listing by Transaction
- Pre-Posting Detail Listing by Account Code
- Trial Balance (Posted)
- Trial Balance by Group(Posted)
- Trial Balance (Open & Posted)
- Trial Balance by Group (Open & Posted)
- General Ledger Listing (Posted – Batch)
- General Ledger Listing (Posted & Open)
- General Ledger Listing (Posted – Detail)
- General Ledger Listing (Posted & Open – Detail)
- GL Listing (Posted & Open – Detail Line)
- GL for Individual Accounts (Posted – Batch)
- GL for Individual Accounts (Posted & Open – Batch)
- GL for Individual Accounts (Posted – Detail)
- GL for Individual Accounts (Posted & Open – Detail)
- Balance Sheet
- Profit & Loss

## **4.5 Fixed Asset (FA) Management**

### **4.5.1 General Features**

Fixed Asset (FA) module is designed to help monitor fixed assets of the organization, accounting for and managing their fixed assets. The main objective of module is to provide complete management control over fixed assets and to eliminate time and effort normally associated with this task.

The module serves as an asset register and monitoring tool for tracking maintenance agreements. In addition, the module enables users to determine cost effectiveness between incurring further repair and maintenance cost and cost of replacement.

Some of the functional features of the fixed asset system are:

- Provides a complete inventory of fixed assets, including location code and asset group code
- Provides three most common depreciation methods that can be specified for an asset
- Schedules for maintenance service, as well as monitor repair of fixed asset details
- FA module automatically calculates amount of depreciation to be expensed for each asset
- Other automatic transactions are generated whenever new assets are added, disposed, reclassified or adjusted

### 4.5.2 Fixed Asset Register

The purpose of FA Register is to record an asset into the system.

The screenshot shows the 'Asset Register' form in the MecWise Finance v.5.0 interface. At the top, there is a navigation bar with 'MecWise' logo, 'Modules', and 'Utilities' menus, and a user profile 'mwd'. Below the navigation bar, the title 'Asset Register' is displayed. The form contains several sections: 1. Action buttons: 'NEW', 'SAVE', 'DELETE', 'MOVE PREV', 'MOVE NEXT', and 'RETURN'. 2. Input tabs: '1. ADD COST' and '2. ADD MARKET VALUE'. 3. Main form fields: 'Owner', 'Category', 'Asset Type', 'Asset No', 'Depreciable' (set to 'Yes'), 'Description', 'Remarks', 'Modified By', and 'Created By'. 4. Reference fields: 'Doc Type/ Dept Code' (value: ASD), 'Sub Category', and 'Sub Type'. 5. Purchase details: 'Date of Purchase' (31/10/2019), 'Supplier', 'Brand / Model', 'Mode of Purchase', and 'Serial No'. 6. Navigation: 'Detail' and 'History' buttons.

Figure 25 - Fixed Asset Register

### 4.5.3 Asset Disposal

The purpose of Asset Disposal is to dispose assets that are sold, scrapped or written off. System will calculate profits or loss arising from selling of scrapping of fixed assets for accounting purposes.

Figure 26 - FA Disposal

## 4.5.4 Reports

There are three main categories of report for Fixed Assets.

- a. Fixed Asset Detail Report  
The purpose of this report is to present detail listing of Fixed Asset for certain depreciation period.
- b. Fixed Asset Summary Report  
The purpose of this report is to present the balance (cost and accumulated depreciation) and net book value of asset at month end.
- c. Purchase Listing Report  
The purpose of this report is to present the listing of fixed asset registered for the period of the selection parameter.

## 4.6 Inventory Module

Inventory System is to record the cost and the movement of the goods.

MecWise Inventory Subsystem is designed to maintain the master records, perform inventory control, on-screen inquiry, generate reports and other functions supporting the administration of the stock.

The System generates various inventory reports for management analysis about inventory sales and turnover performance. From the system you can identify the performance of the inventory items without much delay and have better control over your current assets.

This system can be implemented as a single module or be integrated to other modules as follow: -

### 1. Inventory Master Files

2. Purchase Order

3. Sales Order

### 4. Inventory

a. Goods Requisition (GQN)

b. GQN Approval

c. GQN Approval Enquiry

d. Goods Receive

e. Goods Issue

f. Goods Return

g. Commercial Return Invoice

h. Warehouse Transfer

i. Stock Take

5. Point of Sales (POS)

6. Accounts Receivable - Transaction's Part Details

7. Accounts Payable - Transaction's Part Details



The **Inventory Master File** setup is set up to provide validation in the coding of data. The various modules will use this database as a table of reference so that the data entered by you can be checked for accuracy and consistency. All inventory control and transactions will be done at **Inventory module**.

Setup sequence will be started from Inventory Master File and follow up by Inventory Modules.

Inventory Valuation Method need to be set at Company Master File – Accounting TAB

MecWise Inventory System gives you immediate access to the information on your inventory, where it is, what it costs and stock availability...etc. The stock accuracy maintained by the system enables you to analyze your inventory requirements more accurately thereby reducing stock obsolescence, and excessive inventory.

### **Feature list**

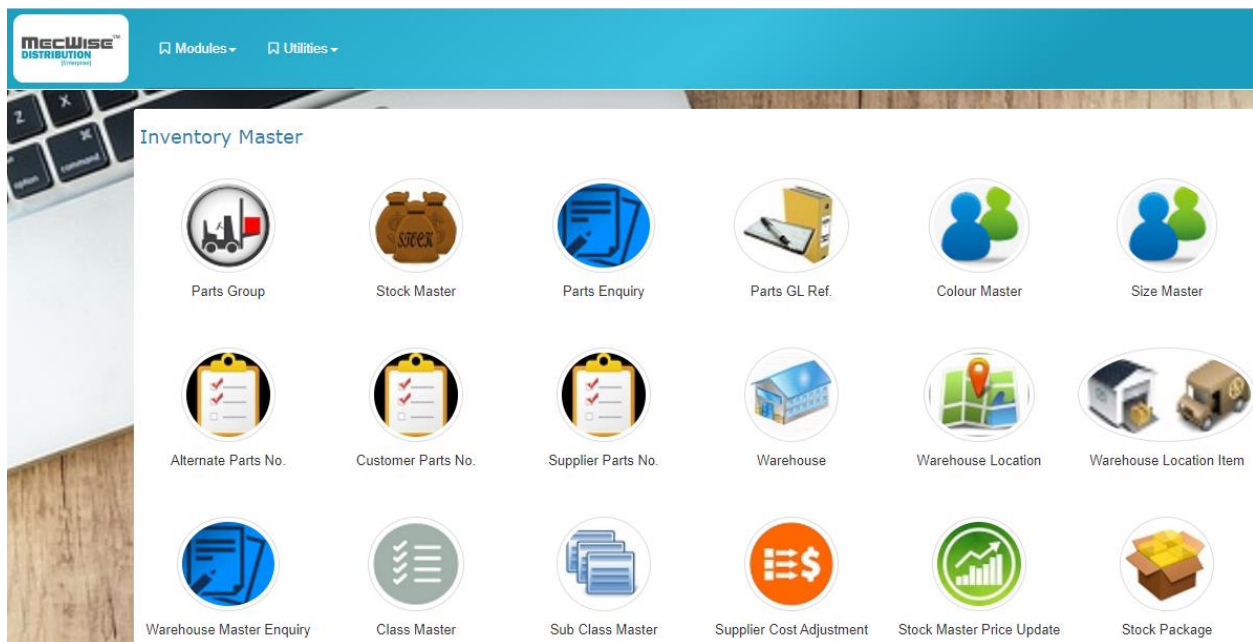
- User defined method of costing – Weighted Average, FIFO or Standard Cost;
- Update Inventory records automatically for goods received, stock transfers, returns and adjustment;
- Multi-warehouses stock control and online screen displayed;
- Inventory movement report to keep track of physical inventory movement;
- On line enquiry to find out the Stock level and the movement;
- Inventory Posting to calculate Cost of Goods Sold automatically based on account setting;

## 4.6.1 Inventory Masters

### Setup REQUIRED

The Inventory Master File will be cross-referenced by the various modules as a table of reference. Therefore, it is mandatory and important to set-up the Inventory Master File at the outset in the following sequence.

- Parts Group
- Stock Master
- Parts General Ledger Reference
- Colour Master (Optional)
- Size Master (Optional)
- Alternate Parts No.
- Customer Parts No.
- Supplier Parts No.
- Warehouse (Optional)
- Warehouse Location (Optional)
- Warehouse Location Item (Optional)



**Figure 27 - Inventory Master File Main Menu**

#### **4.6.1.1 Inventory Master File Main Menu**

All required setup before using Inventory menu listed in the Inventory Masterfile menu. User able to see all the details and function related to this masterfiles.

### 4.6.1.2 Part Group

This module allows user to set up six character unique codes to represent different Stock Group available in the Company.

Stock Group is defined to allow logical grouping of similar stock items. E.g. Different brand and inch of the Television belongs to a stock group named 'TV'. Reports are available to print the items by stock group.

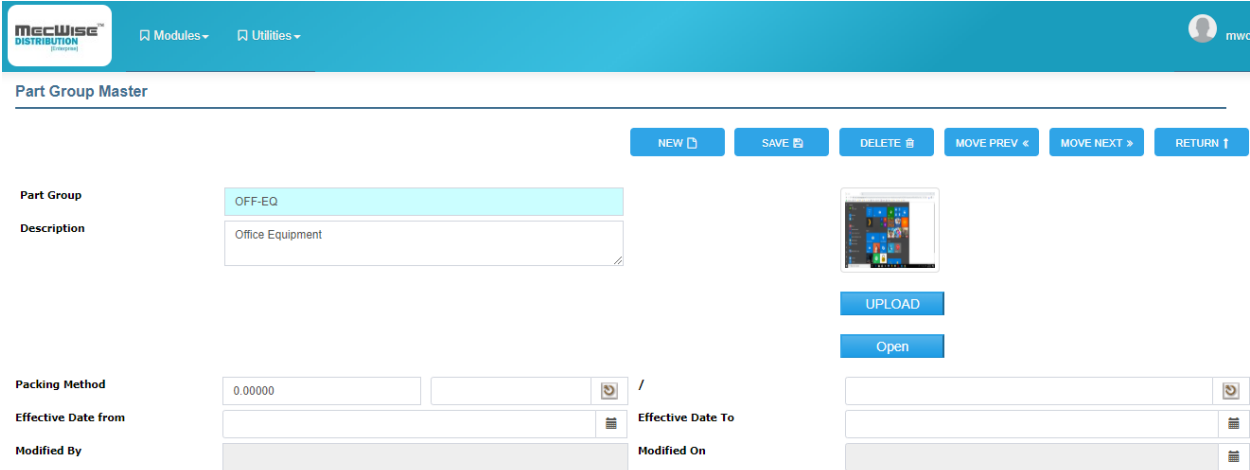


Figure 28 - Part Group Menu

### 4.6.1.3 Stock Master

Stock Master File is used to store the static data of the stock items such as the part info, costing, pricing, etc.

The screenshot shows the 'Stock Master' application window. At the top, there is a blue header with the 'mecwise' logo and navigation options for 'Modules' and 'Utilities'. A user profile icon labeled 'mwd' is in the top right. Below the header, the title 'Stock Master' is displayed. A toolbar contains buttons for 'NEW', 'SAVE', 'DELETE', 'MOVE PREV', 'MOVE NEXT', and 'RETURN'. The main form area includes:

- Part Group/Code:** A text input field with a search icon.
- Long Description:** A large text area with a search icon.
- Serial No.:** A dropdown menu currently set to 'No'.
- Part Item:** A dropdown menu currently set to 'Yes'.
- Modified By:** A text input field.
- Action Buttons:** 'CGI Price Info', 'Copy', 'SGI Cost Info', and '1. Add Price List per Dept'.
- Navigation Tabs:** 'Part Info', 'Measure', 'Costing', 'Pricing', 'Re-Order', 'Tax', and 'Remarks'.
- Supplier Code:** A text input field with a search icon.
- Class:** A text input field with a search icon.
- Publisher:** A text input field with a search icon.
- Author:** A text input field with a search icon.
- Publishing Date:** A date input field with a calendar icon.
- Sub Class:** A text input field with a search icon.
- ISSA No.:** A text input field with a search icon.
- Ref. Code:** A text input field.
- Stock Code:** A text input field with a search icon.
- Model No.:** A text input field.
- Pack Qty:** A text input field containing the value '0.00000000'.

Figure 29 - Stock Master Menu

### 4.6.1.4 Raw Material

Parts Master File is used to store the static data of the Raw Material such as the part info, costing, pricing, etc.

The screenshot displays the 'Raw Material Menu' interface. At the top, the 'Stock Master' header includes navigation buttons: NEW, SAVE, DELETE, MOVE PREV, MOVE NEXT, and RETURN. Below the header, there are input fields for 'Part Group/Code', 'Long Description', 'Serial No.', and 'Part Item'. There are also buttons for 'Multiple Upload' and 'Open'. A 'Modified By' field is present, along with 'CGI Price Info', 'Copy', 'SGI Cost Info', and '1. Add Price List per Dept' buttons. A tabbed interface at the bottom includes 'Part Info', 'Measure', 'Costing', 'Pricing', 'Re-Order', 'Tax', and 'Remarks'. The 'Part Info' tab is active, showing fields for 'Supplier Code', 'Class', 'Publisher', 'Author', 'Publishing Date', 'Sub Class', 'ISSA No.', 'Ref. Code', 'Stock Code', 'Model No.', and 'Pack Qty'.

Figure 30 - Raw Material Menu

### 4.6.1.5 Part Enquiry

This is an enquiry screen to allow quick access of the stock levels, location and the transactions that have taken place. There are 2 options available to view the detail of the items.

#### 4.6.1.5.1 Part Enquiry Screen

To enquiry parts info, enter Part group and Part Code, click "Execute", the part info for the item will be shown on the browse screen with information as follow: -

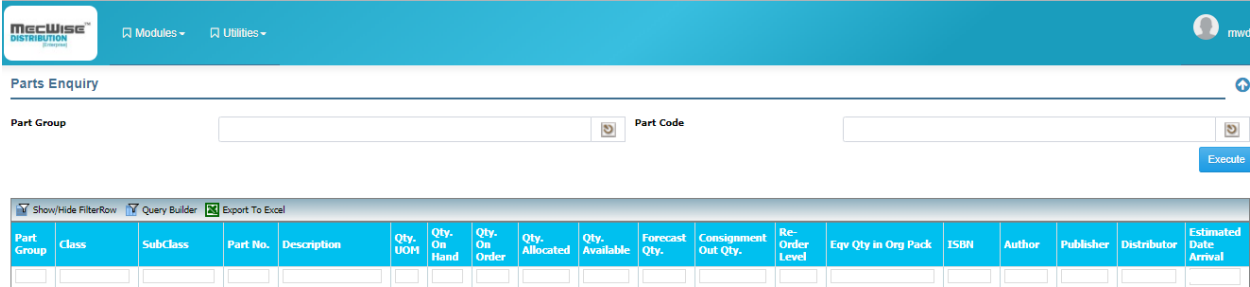


Figure 31 - Part Enquiry Screen

### 4.6.1.6 Part GL Reference Master File

This master file allows user to classify the stock items into general category mainly for accounting purposes. This is an advantage of MecWise Inventory system that allows automatically calculation of Cost of Goods Sold and Closing Stocks when Inventory Posting is performed.

The system will read the setting that matches most of the definition defined in this master file and default the GL Code for posting during transaction entry.

Example:

| SN | Part Group | Part Code | Doc Type | Dept Code | Ref Doc Type | Ref Dept Code | GL Dept | GL Code |
|----|------------|-----------|----------|-----------|--------------|---------------|---------|---------|
| 1. | %          | %         | %        | %         | %            | %             | HQ      | 1001    |
| 2. | PG         | %         | %        | %         | %            | %             | HQ      | 1002    |
| 3. | %          | P001      | %        | %         | %            | %             | HQ      | 1003    |
| 4. | PG         | P001      | %        | %         | %            | %             | HQ      | 1004    |
| 5. | PG         | P001      | CGI      | %         | %            | %             | HQ      | 1005    |
| 6. | PG         | P001      | CGI      | FIN       | %            | %             | HQ      | 1006    |

Table 2 – GL Code - Remark: % meaning any value defined.

Figure 32 - Part GL Reference Master File



### 4.6.1.7 Concept

These are the MecWise pre-defined account types in order to capture and differentiate Inventory level and stock costing. Explanation will be attached as below based on inventory level and transaction types.

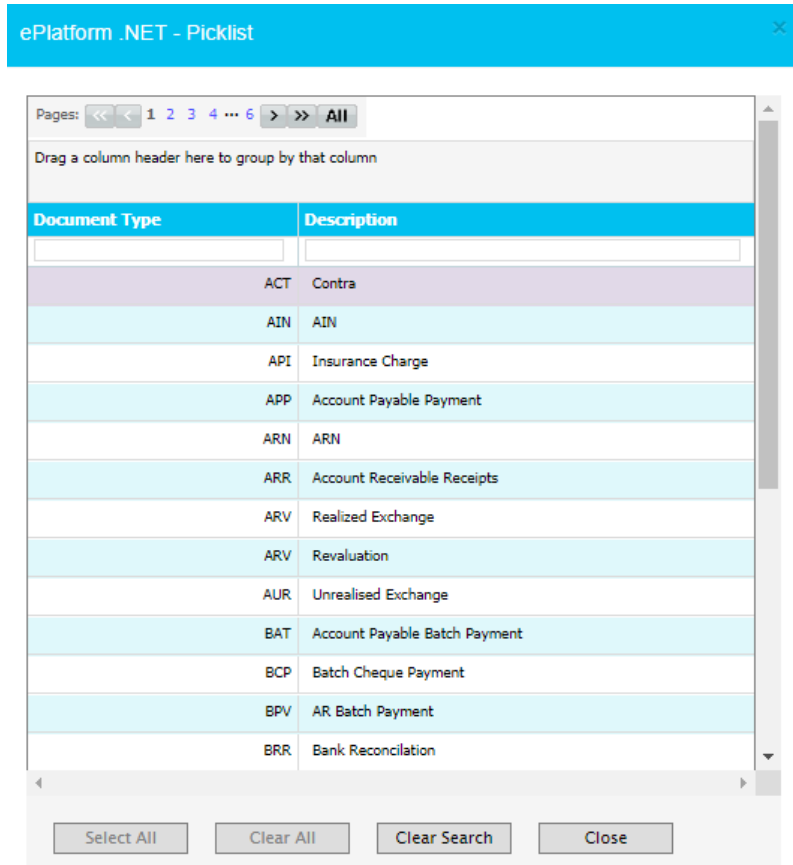


Figure 33 - Picklist

Basically, MecWise differentiate Inventory level as below when setup Stock General Ledger Reference: -

#### ■ Purchase Inventory

This happened when inventory level increased (purchase) and the accounting committed will be: -

Double entry : DR Inventory (account type P)  
CR Accounts Payable

MecWise required setup of: -

Document type - **POP/ GRN/SGI/ SGD/ SSO** (account type **P** - Purchase/ Parts Account)

**P** account type setup to recognize Purchase/ Inventory (debit) to General Ledger account code defined during transactions entry.

**E.g.** :SGI -> Stock Group/ Code %, P account type, General Ledger Code GEN-3600 System will default GEN-3600 when users create Supplier Goods Invoice with Part Details on any stock items taken.

■ **Return Inventory to Supplier**

There are **2** cases that MecWise handle when comes to this point.

1. **Supplier Return**

This happened when inventory level decreased (supplier return) and the accounting committed will be: -

|              |   |    |                            |
|--------------|---|----|----------------------------|
| Double entry | : | DR | Return (account type C)    |
|              |   | CR | Inventory (account type O) |
|              |   | DR | Accounts Payable           |
|              |   | CR | Return (account type P)    |

At this point of time, a return account is needed to recognize profit/ loss of supplier return.

MecWise required setup of: -

|                 |   |   |
|-----------------|---|---|
| * Document type | - | <b>GIN</b> (account type <b>C</b> - Cost of Goods Sold Account)     |
|                 |   | <b>GIN</b> (account type <b>S</b> - Sales Account)                  |
|                 |   | <b>SGC</b> (account type <b>P</b> - Purchase/ Parts Account)        |
|                 |   | <b>SSO/ SGI/ SGD</b> (account type <b>O</b> - Purchase Out Account) |

**C** account type setup to recognize Return (debit) to General Ledger account code defined during Inventory Posting is performed.

**P** account type setup to recognize Return (credit) to General Ledger account code defined during transactions entry.

**S** account type setup to recognize Return (credit) to General Ledger account code defined during transactions entry. This will help when SGC multi pick GIN.

**O** account type setup to recognize Purchase/ Inventory Out to General Ledger account code defined during Inventory Posting is performed. System will take the cost from reference documents (SSO/ SGI/ SGD) whenever inventory sold/ out

(CGI/ CDO/ CGD/ GIN) based on inventory evaluation method (FIFO, Weighted Average, Standard Cost).

E.g. GIN -> Stock Group/ Code %, C account type, General Ledger Code GEN-4300  
System will default (debit) GEN-4300 when Inventory Posting is performed

## 2. Goods Issued for Internal Usage

This happened when inventory level decreased and the accounting committed will be: -  
Double entry : DR Expenses – Stock Consume (account type E)  
CR Inventory (account type O)

At this point of time, a return account is needed to recognize expenses of goods issue for internal usage.

MecWise required setup of: -

\* Document type - **GIN** (account type **E** - Expense Account)  
**SSO/ SGI/ SGD** (account type **O** - Purchase Out Account)

**E** account type setup to recognize Expense (debit) to General Ledger account code defined during Inventory Posting is performed.

**O** account type setup to recognize Purchase/ Inventory Out to General Ledger account code defined during Inventory Posting is performed. System will take the cost from reference documents (SSO/ SGI/ SGD) whenever inventory sold/ out (CGI/ CDO/ CGD/ GIN) based on inventory evaluation method (FIFO, Weighted Average).

### ■ Selling Inventory

This happened when inventory level decreased (sold) and the accounting committed will be: -

Double entry : DR Account Receivable  
CR Revenue (account type S)  
DR Cost of Goods Sold (account type C)  
CR Inventory (account type O)

MecWise required setup of: -

\* Document type - **SOD/ CDO/ CGI/ CGD/ CGC** (account type **S** – Sales Account)  
**CDO/ CGI** (account type **C** – Cost of Goods Sold Account)  
**SSO/ SGI/ SGD** (account type **O** - Purchase Out Account)

**S** account type setup to recognize Revenue (credit) to General Ledger account code defined during transactions entry.

**C** account type setup to recognize Cost of Goods Sold (debit) to General Ledger account code defined during Inventory Posting is performed.

○ account type setup to recognize Purchase/ Inventory Out (credit) to General Ledger account code defined during Inventory Posting is performed. System will take the cost from reference documents (SSO/ SGI/ SGD) whenever inventory sold (CGI/ CDO/ CGD/ GIN) based on inventory evaluation method (FIFO, Weighted Average).

E.g. CGI -> Stock Group/ Code %, S account type, General Ledger Code GEN-5000  
System will default GEN-5000 when users create Customer Invoice with Part Details on any stocks taken.

■ Customer Returns Inventory

There are **2** cases that MecWise handle when comes to this point.

**1. Customer Goods Return (with Customer Goods Invoice billed)**

This happened when inventory level increased (customer return which has been invoiced) and the accounting committed will be: -

|              |   |    |                                     |
|--------------|---|----|-------------------------------------|
| Double entry | : | DR | Revenue (account type S)            |
|              |   | CR | Account Receivable                  |
|              |   | DR | Inventory (account type I)          |
|              |   | CR | Cost of Goods Sold (account type C) |

MecWise required setup of: -

|   |               |   |   |
|---|---------------|---|---|
| * | Document type | - | <b>CGC</b> (account type <b>S</b> – Sales Account)                |
|   |               |   | <b>SGI</b> (account type <b>I</b> – Project Balancing IN Account) |
|   |               |   | <b>CGC</b> (account type <b>C</b> – Cost of Goods Sold Account)   |

**S** account type setup to recognize Revenue (debit) to General Ledger account code defined during transactions entry.

**I** account type setup to recognize Inventory (debit) to General Ledger account code defined during Inventory Posting is performed. System will take cost from SGI-991 system generated records whenever creation of CGC.

**C** account type setup to recognize Cost of Goods Sold (credit) to General Ledger account code defined during Inventory Posting is performed.

E.g. CGC -> Stock Group/ Code %, S account type, General Ledger Code GEN-7400  
System will default GEN-7400 when users create Customer Credit Note with Part Details on any stocks taken.

E.g. SGI -> Stock Group/ Code %, I account type, General Ledger Code GEN-3600

System will debit GEN-3600 when Inventory Posting is performed to increase stock level from Customer Return, SGI-991 system generated records

**2. Customer Goods Return from Customer With Costing (without Customer Goods Invoice billed)**

This happened when inventory level increased (customer return which has not been invoiced) and the accounting committed will be: -

Double entry : DR Inventory (account type I)  
CR Cost of Goods Sold (account type C)

MecWise required setup of: -

\* Document type - **GTC** (account type **C** – Cost of Goods Sold Account)  
**SGI** (account type **I** – Project Balancing IN Account)

**C** account type setup to recognize Cost of Goods Sold (credit) to General Ledger account code defined during Inventory Posting is performed.

**I** account type setup to recognize Inventory (debit) to General Ledger account code defined during Inventory Posting is performed. System will take cost from SGI-991 system generated records whenever creation of CGC.

■ Stock Take

This happened when inventory level: -

**1. If counted quantity > system quantity**

Inventory level increased and the accounting committed will be: -

Double entry : DR Inventory (account type P)  
CR Gain/ Loss

MecWise required setup of: -

\* Document type - **STK** (account type **P** - Purchase/ Parts Account)

**P** account type setup to recognize Purchase/ Inventory (debit) to General Ledger account code defined during transactions entry.

The Gain/ Loss account is defaulted from the setting in Charges General Ledger when the stock take data is performed.

**2. If counted quantity < system quantity**

Inventory level decreased and the accounting committed will be: -

Double entry : DR Gain/ Loss  
CR Inventory (account type P)

MecWise required setup of: -

\* Document type - **STK** (account type **P** - Purchase/ Parts Account)

**P** account type setup to recognize Purchase/ Inventory (credit) to General Ledger account code defined during transactions entry.

The Gain/ Loss account is defaulted from the setting in Charges General Ledger Reference when the stock take is performed.

Note: Charges General Ledger Reference is an optional master file depending on Charge

Method. User needs to define a General Ledger account code to specify the Gain/ Loss from Stock Take. Recommended Charge Group set will be 'AD' and Charge Code is 'STA'. Please refer to Master Files user guide to setup Charges GL Ref.

- Please refer table below for description of the document type involved.

| Doc. Type                         | Document Description   | Implications on Inventory (Refer to Part Enquiry Module)                           |
|-----------------------------------|--|--|
| POP                               | Purchase Order   | Qty. In Transit ↑  |
| GRN                               | Goods Receive Note   | On Hand Stock ↑  |
| SGI                               | Supplier Goods Invoice   | On Hand Stock ↑<br>Stock Costing In, reference <> GRN                              |
| SGD                               | Supplier Goods Debit Note  | On Hand Stock ↑<br>Stock Costing In  |
| SGC                               | Supplier Goods Credit Note   | No implication at this point.<br>Stock Costing out at Supplier Return (GIN) level. |
| SSO                               | Stock Opening  | On Hand Stock ↑<br>Stock Costing In  |
| GIN                               | Commercial Return Invoice (Supplier Return)                                | On Hand Stock ↓<br>Stock Costing Out, reference <> GRN                             |
| GIN with Customer Code 'Internal' | Goods Issue  | On Hand Stock ↓<br>Stock Costing Out, reference <> GRN                             |
| SSO                               | Stock Opening  | On Hand Stock ↑  |
| CGI                               | Customer Goods Invoice (Without multi pick CDO)                            | On Hand Stock ↓<br>Stock Costing Out, reference <> CDO                             |
| CDO                               | Delivery Order   | On Hand Stock ↓<br>Stock Costing Out   |
| SOD                               | Sales Order  | Qty. Committed ↑   |
| CGD                               | Customer Goods Debit Note  | On Hand Stock ↓<br>Stock Costing Out   |
| CGC                               | Customer Goods Credit Note   | On Hand Stock ↑<br>Stock Costing In, reference <> GTN                              |
| GTC                               | Customer Return without Invoice  | On Hand Stock ↑<br>Stock Costing In  |
| STK                               | Stock Take<br>If counted qty > system qty.<br>If counted qty < system qty. | On Hand Stock ↑<br>Stock Costing In<br>On Hand Stock ↓<br>Stock Costing Out        |

Table 3 – Document Type

Summarize

|                                     | Doc Type | Dept Code (Example) | Account Type | GL Account Code (Example) | Credit / Debit |
|-------------------------------------|----------|---------------------|--------------|---------------------------|----------------|
| <b>1) Purchase Inventory</b>        | POP      | ABC                 | P            | Inventory                 | D              |
|                                     | GRN      | ABC                 | P            | Inventory                 | D              |
|                                     | SGI      | ABC                 | P            | Inventory                 | D              |
|                                     | SGD      | ABC                 | P            | Inventory                 | D              |
| <b>2) Opening Stock</b>             | SSO      | ABC                 | P            | Inventory                 | D              |
| <b>3) Stock Take</b>                | STK      | ABC                 | P            | Inventory                 | D/C            |
| <b>4) Selling Inventory</b>         | SOD      | ABC                 | S            | Sales Account             | C              |
|                                     | CDO      | ABC                 | C            | Cost of Goods Sold        | D              |
|                                     |          | ABC                 | S            | Sales Account             | C              |
|                                     | CGI      | ABC                 | C            | Cost of Goods Sold        | D              |
|                                     |          | ABC                 | S            | Sales Account             | C              |
|                                     | CGD      | ABC                 | C            | Cost of Goods Sold        | D              |
|                                     |          | ABC                 | S            | Sales Account             | C              |
|                                     | SGI      | ABC                 | O            | Inventory                 | C              |
|                                     | SGD      | ABC                 | O            | Inventory                 | C              |
|                                     | SSO      | ABC                 | O            | Inventory                 | C              |
| <b>5) Customer Return Inventory</b> | CGC      | ABC                 | C            | Cost of Goods Sold        | C              |

|                                       |     |     |   |                    |   |
|---------------------------------------|-----|-----|---|--------------------|---|
|                                       |     | ABC | S | Sales Account      | D |
|                                       | SGI | ABC | I | Inventory          | D |
|                                       | GTC | ABC | C | Cost of Goods Sold | C |
|                                       |     |     |   |                    |   |
| <b>6) Internal<br/>Goods Issue</b>    | GIN | ABC | E | Expenses           | D |
| <b>7) Commercial<br/>Goods Return</b> | GIN | ABC | C | Return             | D |
|                                       | GIN | ABC | S | Return             | D |
|                                       | SGC | ABC | P | Return             | C |

**Table 4 – Summarize of Document Type**

Note: If the setting required is duplicate based on the concept above, user may skip as one time setup will be enough.

For Doc Type **GIN**, set a Customer Code 'Internal' for Goods Issue for Internal Usage so that system is able to differential the difference in General Ledger Account.

For Internal Usage, charge to Expenses, for Goods Return to Supplier, charge to profit/ loss account.

**The following Master Files are required to be set-up before any entry can be preceded in the Part GL Reference Master File.**

Master File : Company (Serial No.)

Inventory Master File : Stock Group and Finished Goods

General Ledger Account Master : Cost Center Code, Group Code and General Ledger

**The screen captures below shows a sample of a completed browse screen for the Stock General Ledger Reference Master File.**



### 4.6.1.8 Alternate Parts No.

This module allows user to set Alternate Parts No for all the Stocks if necessary, which will be compared during barcode scanning to check whether this Stock exists in the system or not.

Click on the left hand side menu, Alternate Parts No, to launch it. The Alternate Parts No Bank Header screen will be showed as figure below.

The screenshot shows the 'Alternate Part No. Master' form. At the top, there is a blue header with the MecWise logo and navigation menus for 'Modules' and 'Utilities'. Below the header, the title 'Alternate Part No. Master' is displayed. A toolbar on the right side contains buttons for 'NEW', 'SAVE', 'DELETE', 'MOVE PREV', 'MOVE NEXT', and 'RETURN'. The form fields are as follows:

- Part Group/Code:** Two text input fields with dropdown arrows.
- Alternate Part No.:** A wide text input field.
- Customer Code:** A text input field with a dropdown arrow.
- Supplier Code:** A text input field with a dropdown arrow.
- Eff. From Date:** A date input field.
- Eff. To Date:** A date input field.
- Remarks:** A large text area for notes.
- Modified By:** A text input field.

Figure 34 - Alternate Part no. Master

### 4.6.1.9 Customer Parts No.

Customer Parts No is used to store the Parts No which is set in Customer side. It is used as information field only.

Click on the left hand side menu, Customer Parts No, to launch it. The Customer Parts No Header screen will be showed as figure below.

The screenshot shows the 'Customer Part no. Master' form. It has the same layout as Figure 34, with a blue header, navigation menus, and a title 'Alternate Part No. Master'. The toolbar and form fields are identical to those in Figure 34.

Figure 35 - Customer Part no. Master

### 4.6.1.10 Supplier Parts No

Supplier Parts No is used to store the Parts No which is set in Supplier side. It is used as information field only.

Click on the left hand side menu, Supplier Parts No, to launch it. The Supplier Parts No Header screen will be showed as figure below:

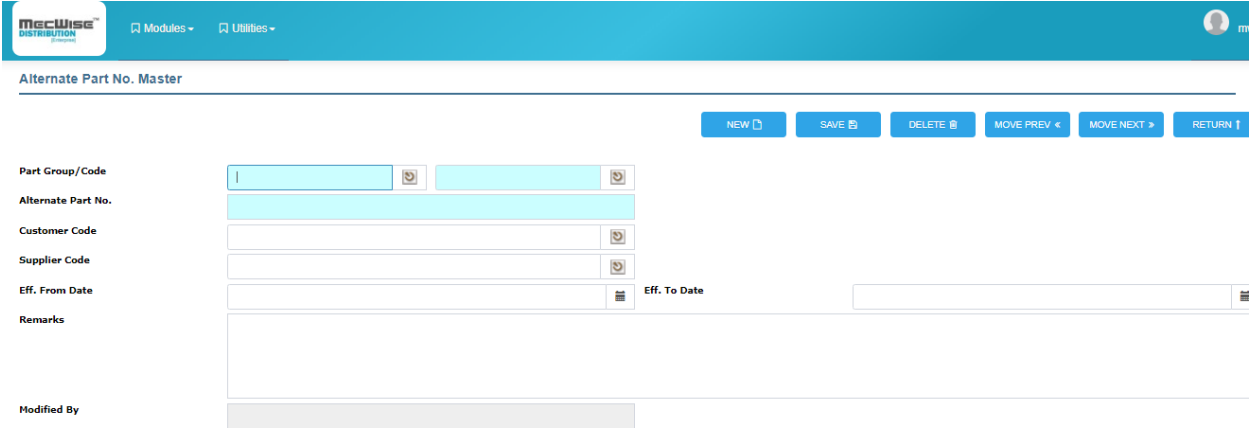


Figure 36 - Supplier Parts no. Master

#### 4.6.1.11 Warehouse and Warehouse Location

The Warehouse and Warehouse Location Master File is for the purpose to provides multi-warehouses stock control. A location is distinct, physical or otherwise, part of a warehouse. MecWise has a multiple locations feature. When goods are received/ sold, stock allocation is based on the warehouse and warehouse location specified on the items.

Warehouses and warehouse locations are identified by a 10-character code. Stock can be transferred between warehouses and even locations. Warehouses and locations record all stock movement if there are applicable.

Note: The maintenance of Warehouse and Location is very important when we discuss how stock is received, stored and sold. Stock allocation is maintained as separate type of the same goods, to which received goods may be added and from which they are subsequently sold. A computer retailer may define: a stock item stored in Warehouse 1 would be created as a separate batch i.e. a particular Notebook in Warehouse 1 Location 1 becomes a batch, a particular Notebook in Warehouse 1 Location 2 becomes another batch.

Stock allocation is maintained as separate type of the same goods when a stock item is being defined base on Colour, Size, Warehouse and Warehouse Location. Stock allocation (stock level) can be checked at Inventory Reports Module.

Alternatively, user can refer to Part Enquiry Module with right click function – In Hand for the stock allocation by warehouse, warehouse location, colour and size.

The screenshot shows the 'Warehouse Master' form in the MecWise system. The form is titled 'Warehouse Master' and has a blue header bar with the MecWise logo and navigation links for 'Modules' and 'Utilities'. The user 'mwd' is logged in. The form contains the following fields and values:

- Warehouse ID:** WH-SGB
- Locatable:** Yes
- Dept Code:** (empty)
- Warehouse Name:** WareHouse Sungai Buloh
- Blk No.:** (empty)
- Street Name:** (empty)
- Country:** (empty)
- Postal Code:** (empty)
- Fax:** (empty)
- Tel No.:** (empty)
- Contact Person:** (empty)
- Modified By:** mwd - 09/10/2019

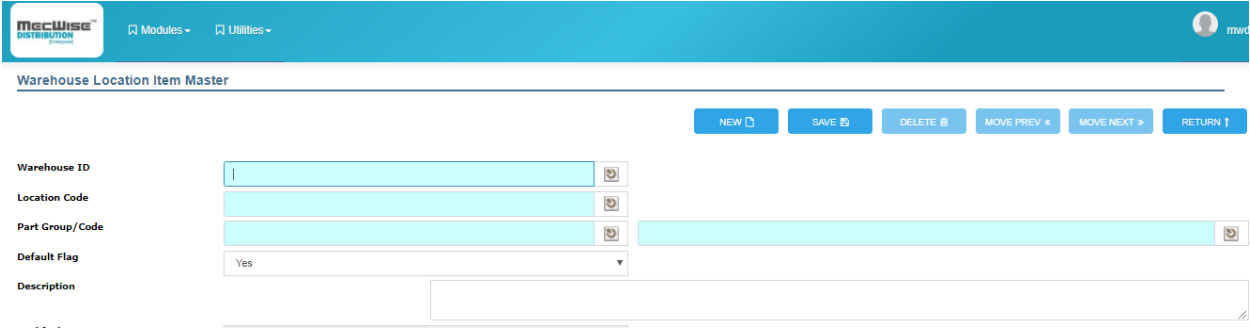
At the top right of the form, there are several action buttons: NEW, SAVE, DELETE, MOVE PREV, MOVE NEXT, and RETURN.

Figure 37 - Warehouse Master File

**4.6.1.11.1 Warehouse Location Item**

This module allows user to specify the warehouse location by the item it stores, and easy for user to manage its inventory.

Click on the left hand side menu, warehouse location item, to launch it. The warehouse location item Header screen will be showed as figure below.



**Figure 38 - Warehouse Location Item**

4.6.1.11.2 Warehouse Master Enquiry

The Warehouse Master Enquiry Master File is for the purpose to enquiry of the warehouse /location, available quantity and on hand quantity for part group/code, user can specify all the columns or only some of them, the system will return relatively info to user.

Click on the left hand side menu, Size Master, to launch it. The screen will be showed as figure below.

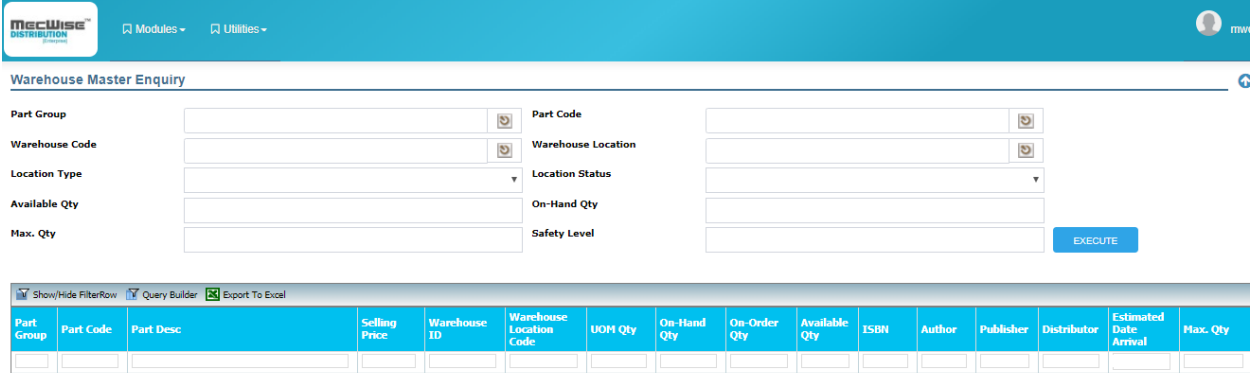


Figure 39 - Warehouse Master Enquiry

### 4.6.2 Inventory Sub-System

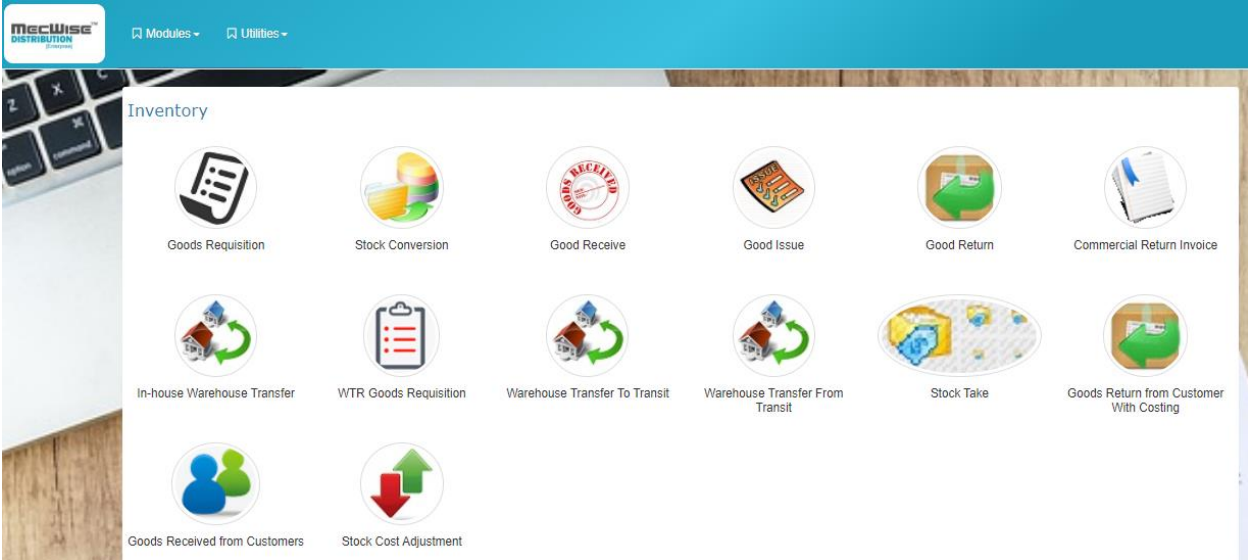


Figure 40 - Inventory Application Main Menu

4.6.2.1 Goods Requisition

This module allows user to make an official request for stock items and circulate the request electronically (provided setting up of MecWise Workflow) in your office for approval of the request.

Goods Requisition is represent by "GQN" for Document Type (Doc Type).

Click on the left hand side menu, Goods Requisition, to launch it. The Goods Requisition Header screen will be showed as figure below.

The Goods Requisition allows the user to define vital information about the Requisition. Transaction Date will reflect the date that the Goods Requisition was created, and this date can be modified.

Please remember that every time you have completed the data-entry for a record, you will have to click on the "Save" icon on the Toolbar so that the information will be stored into the current database

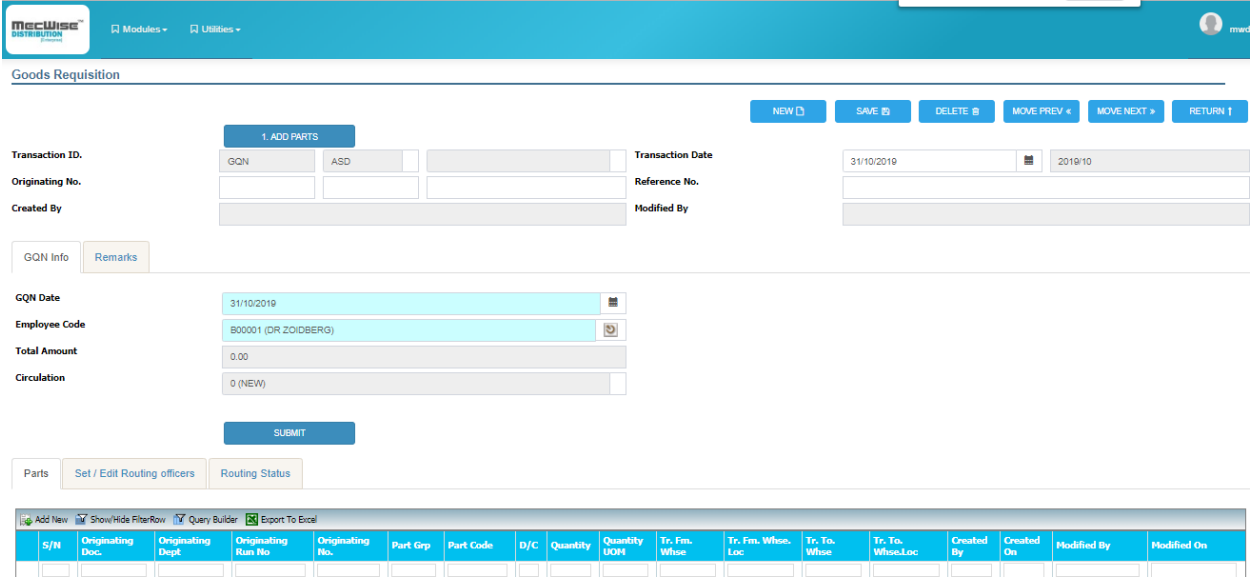


Figure 41 - Goods Requisition Screen (GQN Infor.Tab)

4.6.2.1.1 Goods Requisition Approval

The Goods Requisition Approval allows the Approving Officer to approve or disapprove the request for a requisition. It is a module, which will be used by the requester to request for purchase of the item and will be used internally, within the Company.

The Goods Requisition Approval feature caters to the Approving Officer. Once a staff has raised a Goods Requisition, the approval officer will be notified. The approving officer must approve the Goods Requisition before can be issued to the supplier.

Button Approval is interface to Approval Details for action.

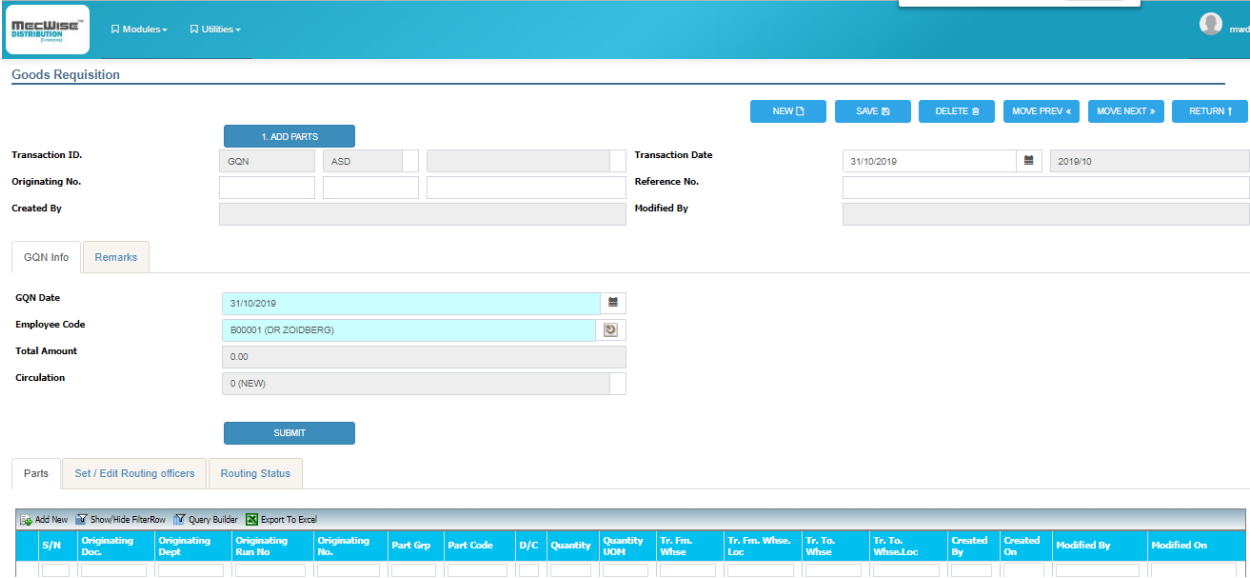


Figure 42 - Good Requisition Approval Screen



### 4.6.2.1.2 Goods Requisition Enquiry

The Goods Requisition Enquiry allows staff to make enquiry on the status of their request. Once the Approving Officer has approved the goods requisition, the staff will be notified electronically (provided setting up of MecWise Workflow). User can also make enquiries on the various goods requisitions. Similarly, the user can also filter the requisitions according to transaction data, document, department, and many more.

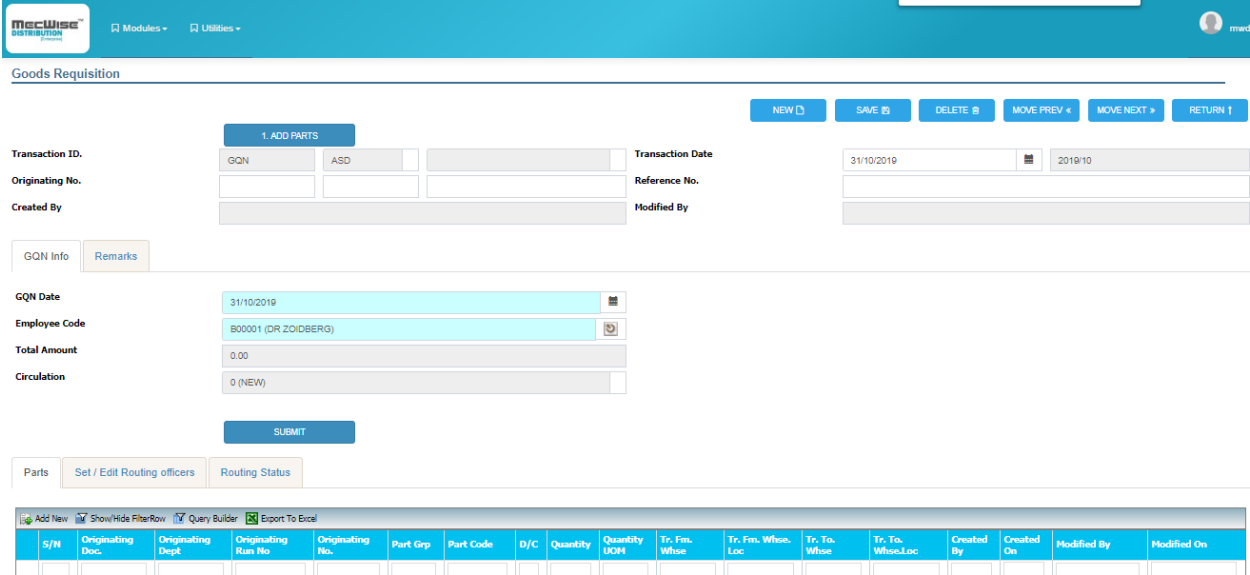


Figure 43 - Goods Requisition Enquiry Browse Screen

#### **4.6.2.2 Put Away**

The function of this module prepares for Goods Receive, Put Away module is to record down all the goods that will be recorded in Goods Receive. It will incorporate with one handheld PC utility to create goods receive data.

Put Away represented by "GPA" for Document Type (Doc Type).

#### **Integration to Other Modules**

Purchase Order

Allow user to multipick from purchase order.

Put Away Selection

Put Away Selection will multipick from put away to prepare data for the handheld PC, which will insert Goods Receive data to the system..

Click on the left hand side menu, Put Away, to launch it. The screen will be showed as figure below.

The Put Away allows the user to define vital information. Transaction Date will reflect the date that the document was created.

Please remember that every time you have completed the data-entry for a record, you will have to click on the "Save" icon on the Toolbar so that the information will be stored into the current database

#### 4.6.2.2.1 Put Away Selection

The function of this module prepares data for handheld PC utility.

#### Integration to Other Modules

Put Away

Put Away Selection will multipick from put away to prepare data for the handheld PC, which will insert Goods Receive data to the system..

Click on the left hand side menu, Put Away, to launch it. The screen will be showed as figure below.

#### 4.6.2.3 Goods Receive

Once the goods requisition has been approved, user can add a record in this module once the supplier send the goods received note. This module provides a tracking system to manage and keep track of all the goods received from different supplier upon receiving the Goods Received Note.

Goods Receive represented by "GRN" for Document Type (Doc Type).

Remember to setup Stock General Ledger Reference Module first for 'GRN'. System will default the General Ledger Group/ Code upon creation of part details. If not, system will prompt user for empty General Ledger Group/ Code upon saving record.

#### Concepts

Stock Status During the Goods Receive Cycle

During the Goods Receive cycle, Stocks status will be reflected as following manner: -

1. When a Goods Receive with Parts details is issued, this is shown below:

Stock Status of item before goods receive:

|            |   |
|------------|---|
| In Hand    | 0 |
| In Transit | 0 |
| Committed  | 0 |
| Available  | 0 |

Stock Status of item after goods receive for 10:

|            |    |
|------------|----|
| In Hand    | 10 |
| In Transit | 0  |

|           |    |
|-----------|----|
| Committed | 0  |
| Available | 10 |

Summarize as:

Quantity In Hand increase when quantity of Goods Receives Part issued/ increased

Quantity In Transit increase when quantity of Goods Receives Part issued/increased

Vice versa:

Quantity In Hand decrease when quantity of Goods Receives Part deleted/ decreased

Quantity In Transit decrease when quantity of Goods Receives Part deleted/ decreased

2. When a Purchase Order with Part details is multi picked by Goods Receive;

This happened when goods received first without supplier goods invoice. User has to raise

Goods Receipt Note for the goods received.

Stock Status of item before multi picked:

|            |    |
|------------|----|
| In Hand    | 10 |
| In Transit | 5  |
| Committed  | 0  |
| Available  | 15 |

Stock Status of item after multi picked for 3 when goods received:

|            |                |
|------------|----------------|
| In Hand    | 13 <b>(+3)</b> |
| In Transit | 2 <b>(-3)</b>  |
| Committed  | 0              |
| Available  | 15             |

Summarize as:

Quantity In Hand increase when quantity of Goods Receives Part issued/ increased

Quantity In Transit decrease when quantity of Goods Receives Part issued/ increased

Vice versa:

Quantity In Hand decrease when quantity of Goods Receives Part deleted/ decreased

Quantity In Transit increase when quantity of Goods Receives Part deleted/ decreased

Please refer to the following of system generated Goods receive: -

- GRN-990 generated from Customer Goods Return from Customer With Costing (Inventory In)
- GRN-991 generated form Customer Goods Return(Inventory In)
- GRN-993 generated from Warehouse Transfer (Inventory In)
- GRN-994 generated from Stock Take (Inventory In)
- GRN-996 generated from Close Production (Inventory In)
- GRN-997 generated from Production (Inventory In)

## **Integration to Other Modules**

### Inventory Master Files

Allow user to setup Stock General Ledger Reference and enquiry stock status. Please refer to Inventory - Master Files above for further details.

### PO Module

Allow user to multi pick from approved Purchase Order that is sent to supplier for commitment by your company to purchase the item upon receiving of goods. Please refer to Purchase Order user guide for further details.

### Account Payable Module

Allow user to issue Invoices when received from Supplier. Please refer to Account Payable user guide for further details.

List of the transactions entered will be listed on the right browse in accordance to the supplier selected on the left browse.

#### *Note:*

1. Once Goods Receive has been multi picked by other modules, system will not allow update the Goods Receive record.
2. Goods Receive will not affect controlling of General Ledger accounts entry. Integration to Account Payable Subsystem is available for issuing Invoice with

multi pick. System will update stock costing upon creation of Supplier Invoice based on Inventory Valuation Method.

3. Goods Receive will affect controlling of inventory status on the in hand and available quantity.

Click on the left hand side menu, Goods Receive, to launch it. The screen will be showed as figure below.

#### 4.6.2.4 Goods Issue

The function of this module is similar to the Goods Receive as mentioned earlier except that the Goods Issue module is to record down all the goods that have been issued for internal usage. For example, for each transaction date, user can key in the part group that has been issued out. This will allow you to easily keep track of the inventory movement

Goods Issue represented by "GIN" for Document Type (Doc Type).

Please remember to setup a Customer Code 'Internal' under Customer Master File. The reason of being so is to differentiate the same document type 'GIN' being shared by 2 modules (Goods Issue and Commercial Return Invoice).

#### Concepts

##### Stock Status During the Goods Issue Cycle

During the Goods Issue cycle, Stocks status will be reflected as following manner: -

1. When a **Goods Issue with Parts details is issued**, this is shown below:

Stock Status of item before goods issue:

|            |    |
|------------|----|
| In Hand    | 10 |
| In Transit | 0  |
| Committed  | 0  |
| Available  | 10 |

Stock Status of item after goods issue for 2:

|            |   |
|------------|---|
| In Hand    | 8 |
| In Transit | 0 |
| Committed  | 0 |
| Available  | 8 |

Summarize as:

Quantity In Hand decrease when quantity of Goods Issue's Part issued/ increased

Quantity In Available decrease when quantity of Goods Issue's Part issued/ increased

Vice versa:

Quantity In Hand increase when quantity of Goods Issue's Part deleted/ decreased

Quantity In Transit increase when quantity of Goods Issue's Part deleted/ decreased

2. When a **Goods Issue with Parts details is multi picked from Goods Receive**, this is shown below:

Stock status of item is similar with situation above except for stock costing.

MecWise is designed to handle consignment goods that supplier invoice comes later after goods sold/ issued. For goods issued or returned during un-invoice period, system will not update stock costing because at this moment, the goods do not have any cost reference.

Stock allocation is maintained as separate type of the same goods when a stock item is being defined base on Colour, Size, Warehouse and Warehouse Location. Stock allocation (stock level) can be checked at Inventory Reports Module.

Alternatively, user can refer to Part Enquiry Module with right click function – In Hand/ Available for the stock allocation by warehouse, warehouse location, colour and size.

Please remember that checking is done on the physical stock when issuing goods. Mecwise will prompt message whenever quantity keyed in exceed outstanding quantity. Stock allocation will based on warehouse, warehouse location, colour and size.

## **Integration to Other Modules**

### Inventory Master Files

Allow user to setup Stock General Ledger Reference and enquiry stock status. Please refer to Inventory - Master File above for further details.

List of the transactions entered will be listed on the right browse in accordance to the supplier selected on the left browse.

**Note:**

1. Once Goods Issue is being multi picked by other modules, user will not be able to delete the Goods Issue record.
2. Goods Issue will not affect controlling of General Ledger accounts entry
3. Remember the stock general ledger reference for Goods Issue. General ledger account code is setup on an Expenses account. The General Ledger Group/ Code defined will only committed during Inventory Posting.
4. System will update stock costing upon creation of Goods Issue based on Inventory Valuation Method. But not if multi pick from Goods Receive. This is designed to handle consignment goods.
5. Goods Issue will affect controlling of inventory status on the in hand and available quantity.

Figure 44 - Good Issue Screen

#### 4.6.2.5 Goods Return from Customer

The customer uses the Goods Return module whereby inventory items are rejected or for some other reasons return to us. This module will record down every part/ stock item that the customer has returned to us. At the same time, this will increase stock level and but will not update the returned cost. User has to raise Customer Goods Credit Note (CGC) to recognize the returned cost.



Alternatively, if happened to such event that company does not have practice to raise Goods Return to client, they may directly create CGC. System will update stock level and costing taken in.

Goods Return represented by "GTN" for Document Type (Doc Type).

Please remember that this module can be used whereby goods returned from customer that has been invoiced.

Mecwise is designed to cater for all possibilities when dealing with customer return inventory. Therefore, Mecwise does have a separate module called 'Goods Return from Customer With Costing - GTC', in case of during or after goods delivery (Customer Delivery Order), inventory items are rejected for some other reasons and return to us by customer. At this point of time, those inventory items has not been invoiced, user has to raise GTC to revert the cost and quantity. Please refer to Goods Return from Customer With Costing module for full explanations.

**Concepts**

**Stock Status During the Goods Return Cycle**

During the Goods Return cycle, Stocks status will be reflected as following manner: -

1. When a **Goods Return with Parts details is issued**, this is shown below:

Stock Status of item before goods return from customer:

|            |    |
|------------|----|
| In Hand    | 10 |
| In Transit | 0  |
| Committed  | 0  |
| Available  | 10 |

Stock Status of item after Goods Return for 2:

|            |    |
|------------|----|
| In Hand    | 12 |
| In Transit | 0  |
| Committed  | 0  |
| Available  | 12 |

Summarize as:

Quantity In Hand increase when quantity of Goods Return from Customer's Part issued/ increased

Quantity In Available increase when quantity of Goods Return from Customer's Part issued/ increased

Vice versa:

Quantity In Hand decrease when quantity of Goods Return from Customer's Part issued/ increased

Quantity In Available decrease when quantity of Goods Return from Customer's Part issued/ increased

2. When a **Goods Return from Customer's Part details is multi-picked by Customer Credit Note's Part details;**

This happened when we revert out the bill that has been sent to customer for the goods returned.

Customer Credit Note needs to be raised for the stock costing out.

Stock Status of item remained except for stock costing.

MecWise is designed to handle consignment goods that supplier invoice comes later after goods sold/ issued. For goods issued or returned during un-invoice period, system will not update stock costing because at this moment, the stock items do not have any costing reference.

## **Integration to Other Modules**

### Inventory Master Files

Allow user to setup Stock General Ledger Reference and enquiry stock status. Please refer to Inventory - Master Files above for further details.

### Account Receivable Module

Allow user to issue Customer Goods Credit Note when receive goods returned from Customer that has been billed. Please refer to Account Receivable user guide for further details.

List of the transactions entered will be listed on the right browse in accordance to the customer selected on the left browse.

1. Once Goods Return has been multi picked by other modules, system will not allow update the Goods Return record.
2. Goods Return will not affect controlling of General Ledger accounts entry

3. System will update not stock costing upon creation of Goods Return from Customer. But will if multi pick by Customer Credit Note.
4. Goods Return will affect controlling of inventory status on the in hand and available quantity.

**Figure 45 - Goods Return Screen (GTN Info TAB)**

#### 4.6.2.6 Commercial Return Invoice

This module is to record any Commercial Return Invoice for supplier return. Please remember that user has to create a Supplier Code under Customer Master File before creation of Commercial Return Invoice.

Why is it so?

Mecwise system is designed this way in order to be able to take care of all possible situations.

When returning goods to supplier, the supplier will usually not issue a credit note and send it to you. In this case, user needs to bill the supplier for the goods returned. Your supplier is then becoming a customer in term of accounting process.

Upon returning the goods, user needs to create a Commercial Return Invoice to update the stock quantity. If user does not receive the Supplier Goods Credit Note (SGC) from supplier, user can bill accordingly from the Account Receivable module using the Customer Goods Debit Note module (CGD).

In this module user can multi pick in the CGD's part details from the Commercial Return Invoice previously created. Since in the CGD we are looking for a customer code, it has to be created for this supplier. This is why a customer code has to be created, identical to

the existing supplier code, to be used in Account Receivable modules for the billing process.

But, if you receive the credit note from your supplier, you can create it in Mecwise system (SGC). In the credit note's part details, user can pick the record from the Commercial Return Invoice. The supplier code has to be the same than the customer code in the Commercial Return Invoice so that they can match for the pick. That is why it is necessary to create an identical customer code for the supplier.

Commercial Return Invoice represented by "GIN" for Document Type (Doc Type).

**Concepts**

**Stock Status During the Commercial Return Invoice Cycle**

During the Commercial Return Invoice cycle, Stocks status will be reflected as following manner: -

1. When a **Commercial Return Invoice with Parts details is issued**, this is shown below:

Stock Status of item before supplier return:

|            |    |
|------------|----|
| In Hand    | 10 |
| In Transit | 0  |
| Committed  | 0  |
| Available  | 10 |

Stock Status of item after supplier return for 2:

|            |   |
|------------|---|
| In Hand    | 8 |
| In Transit | 0 |
| Committed  | 0 |
| Available  | 8 |

Summarize as:

Quantity In Hand decrease when quantity of Commercial Return Invoice's Part issued/ increased

Quantity In Available decrease when quantity of Commercial Return Invoice's Part issued/ increased

Vice versa:

Quantity In Hand increase when quantity of Commercial Return Invoice's Part deleted/ decreased

Quantity In Transit increase when quantity of Commercial Return Invoice's Part deleted/ decreased

2. When a **Goods Receive is being multi picked from Commercial Return Invoice with Parts details**, this is shown below:

Stock Status of item is similar with situation above except for stock costing.

MecWise is designed to handle consignment goods that supplier invoice comes later after goods sold/ issued. For goods issued or returned during un-invoice period, system will not update stock costing because at this moment, the goods do not have any cost reference.

3. When a **Commercial Return Invoice with Parts details is being multi picked by Supplier Credit Note's Part details**, this is shown below:

Stock status of item remain the same because quantity and stock costing was out during creation of Commercial Return Invoice.

But, during that, system will commit General Ledger account defined at Stock General Ledger Reference Master File.

Stock allocation is maintained as separate type of the same goods when a stock item is being defined base on Colour, Size, Warehouse and Warehouse Location. Stock allocation (stock level) can be checked at Inventory Reports Module.

Alternatively, user can refer to Part Enquiry Module with right click function – In Hand/ Available for the stock allocation by warehouse, warehouse location, colour and size.

## Integration to Other Modules

### Inventory Master Files

Allows user to setup Stock General Ledger Reference and enquiry stock status. Please refer to Inventory - Master Files above for further details.

### Account Payable Module

Allows user to issue Supplier Goods Credit Note when return goods to Supplier. Please refer to Account Payable user guide for further details.

List of the transactions entered will be listed on the right browse in accordance to the supplier selected on the left browse.

### Note:

1. **Once** Commercial Return Invoice **has been multi picked by other modules, system will not allow update** Commercial Return Invoice record.

2. Commercial Return Invoice will not affect controlling of General Ledger accounts entry.  
Integration to Account Payable Subsystem is available for issue Supplier Goods Credit Note with multi pick.
3. Remember the stock general ledger reference for Commercial Return Invoice. General ledger account code is setup on a Return account. The General Ledger Group/ Code defined will only committed during Inventory Posting.
4. System will update stock costing upon creation of Commercial Return Invoice based on Inventory Valuation Method.
5. Commercial Return Invoice will affect controlling of inventory status on the in hand and available quantity.

The screenshot shows the 'Commercial Return Invoice' form. At the top, there are navigation buttons: NEW, SAVE, MOVE PREV, MOVE NEXT, DELETE, and RETURN. Below these are three main sections: '1. PICK CUSTOMER', 'UNUSED NO.', '2. ADD PARTS', and '3. ADD CHARGES'. The form fields are as follows:

|                 |          |               |                                    |            |         |
|-----------------|----------|---------------|------------------------------------|------------|---------|
| Transaction ID. | GIN      | GEN           | Transaction Date                   | 31/10/2019 | 2019/10 |
| Customer ID     | CST00001 | Customer Name | OLD TOWN KOPITIAM CHERAS SDN. BHD. |            |         |
| Originating No. |          | Reference No. |                                    |            |         |
| Created By      |          | Modified By   |                                    |            |         |

Below the main form, there are tabs for 'Return Inv. Info', 'Customer Info', and 'Remarks'. The 'Return Inv. Info' tab is active, showing the following details:

|                  |                                  |  |           |           |            |
|------------------|----------------------------------|--|-----------|-----------|------------|
| Return Inv. Date | 31/10/2019                       | Term (Days)  | 0         | Due Date  | 31/10/2019 |
| Currency Code    | MYR (MALAYSIAN RINGGIT)          | LCY Rate   | 1.0000000 | FCY Rate  | 1.0000000  |
| Purchaser Code   | B00001 (DR ZOIDBERG)             | GST  | No        | Warehouse |            |
| CC / GL Code     | CFD (CORPORATE FINANCE DIVISION) | 0000-230-00000 (GENERAL / TRADE AND OTHER RECEIVABLES) |           |           |            |
| Total Amount     | 0.00                             | Total Goods Amt  |           |           |            |

At the bottom of the form, there are buttons for 'PICK PARTS' and 'MULTIPLE PICK CHARGES'.

Figure 46 - Commercial Return Invoice

#### 4.6.2.7 In-house Warehouse Transfer

This module is to record any stock transfer between warehouses or locations. For example, if there is a transfer of a particular inventory item from Warehouse A to Warehouse B, this module can be used.

User needs to define new warehouse, new location and transferred quantity. System did not allow negative or zero stock of transfer, and also transfer from same warehouse or location.

Warehouse Transfer represented by "WHT" for Document Type (Doc Type).

**Concepts**

**Stock Status During the Warehouse Transfer Cycle**

During the Warehouse Transfer cycle, stocks status will be reflected as following manner: -

1. When a **Warehouse Transfer is issued with Part details**;

User is allowed to enter new Warehouse, new location and transfer quantity.

Stock Status of item before Warehouse Transfer:

| <b>Stocks</b> | <b>Qty.</b> | <b>From Warehouse</b>   | <b>Transfer Qty.</b> |
|---------------|-------------|-------------------------|----------------------|
| In Hand       | 10          | Warehouse<br>Location 1 | 3, 2                 |
| In Transit    | 0           |                         |                      |
| Committed     | 0           |                         |                      |
| Available     | 10          | Warehouse<br>Location 1 | 3,                   |

Stock Status of item after Warehouse Transfer for 2:

| <b>Stocks</b> | <b>Qty.</b> | <b>To Warehouse</b>     |    |
|---------------|-------------|-------------------------|----|
| In Hand       | 12          | Warehouse<br>Location 1 | 1, |
| In Transit    | 0           |                         |    |
| Committed     | 0           |                         |    |
| Available     | 12          | Warehouse<br>Location 1 | 1, |

Summarize as:

Quantity In Hand (To Warehouse) increase with transferred quantity.

Quantity In Available (To warehouse) increase with transferred quantity.

Quantity In Hand (From Warehouse) decrease with transferred quantity.

Quantity In Available (From Warehouse) decrease with transferred quantity.

*Note:* Users cannot issue more than goods available in the Goods Receipt Note. System will prompt users for this.

Stock allocation is maintained as separate type of the same goods when a stock item is being defined base on Colour, Size, Warehouse and Warehouse Location. Stock allocation (stock level) can be checked at Inventory Reports Module.

Alternatively, user can refer to Part Enquiry Module with right click function – In Hand/ Available for the stock allocation by warehouse, warehouse location, colour and size.

Please remember Warehouse Transfer's Part Details only enabled quantity, New Warehouse and New Location fields for user to key. The other fields are disabled. The proper way of doing warehouse transfer is user having to multi pick from Goods Receives Part Details.

### **Integration to/ from Other Modules**

#### Inventory Master Files

Allows user to setup Stock General Ledger Reference and enquiry stock status. Please refer to Inventory - Master Files above for further details.

#### Inventory Module

Allows user to integrate from Goods Receive module to transfer from available quantity. User needs to multi pick in from Goods Receive for transferring.

List of the transactions entered will be listed on the right browse in accordance to the running number.

1. Warehouse Transfer will not affect controlling of General Ledger accounts entry.
2. System will not update stock costing upon creation of Warehouse transfer.
3. Warehouse Transfer will affect controlling of inventory status on the in hand and available quantity based on the transferred quantity.



The screenshot shows the 'Internal Warehouse Transfer' form in the MecWise Finance v.5.0 application. At the top, there are navigation buttons: NEW, SAVE, MOVE PREV, MOVE NEXT, DELETE, and RETURN. Below these are three tabs: '1. ADD PARTS', 'UNUSED NO.', and 'PRINT'. The form contains several input fields: Transaction ID (WHT, GEN), Reference No., Created By, Transaction Date (31/10/2019), Requester Code (B00001 (DR ZOIDBERG)), and a 'PICK PARTS' button. A table at the bottom is ready for data entry with the following columns: S/N, Originating No., Ref Dept, Ref Run No, Ref No, Part Grp, Part Code, Currency, Cross Rate, D/C, Charge Type, Orig. Qty, Transfer Qty, Quantity UOH, Warehouse ID, Warehouse Loc., New Warehouse, New W.Hse. Loc., Remarks, Created By, Created On, Modified By, and Modified On.

Figure 47 - In-House Warehouse Transfer

#### 4.6.2.8 Stock Take

This module is normally used when Stock Take is performed to ensure the physical count of the inventory items tally with the amount that is kept in the inventory system. The stock take can be performed anytime but usually during month end depending on the frequency of the company performing the stock take.

Stock Take represented by "STK" for Document Type (Doc Type).

Mecwise categorize stock take into 2 levels: -

1. If counted quantity > system quantity  
Inventory level increased. Therefore, system will default
  - Debit Stock Account based on Stock General Ledger Reference Master File.
  - Credit Gain/ Loss Account based on Charges General Ledger Reference Master File.
  
2. If counted quantity < system quantity  
Inventory level decreased. Therefore,
  - Credit Stock Account based on Stock General Ledger Reference Master File.
  - Debit Gain/ Loss Account based on Charges General Ledger Reference Master File.

When comes to Charges Details, system will default to credit of the account. Therefore, user needs to update to Debit.

Please remember to setup a Gain/ Loss account before stock take is performed. The Gain/ Loss account is defaulted from the setting in Charges General Ledger when stock take is performed.

Charges General Ledger Reference is an optional master file depending on Charge Method. User needs to define a General Ledger account code to specify the Gain/ Loss from Stock Take (STK).

Recommended Charge Group set will be 'AD-Adjustment' and Charge Code is 'STA-Stock Take Adjustment'. Please refer to Master Files user guide to setup Charges General Ledger Reference.

### **Concepts**

#### **Stock Status During the Stock Take Cycle**

During the Stock Take cycle, stocks status will be reflected as following manner: -

1. When a **Stock Take is issued with Part details**;

User is allowed to enter unit price and actual quantity. The other fields will be disabled.

MecWise will get the system quantity and calculate the different quantity based on actual quantity entered.

|                           |   |           |
|---------------------------|---|-----------|
| <b>System quantity</b>    | - | <b>10</b> |
| <b>Actual quantity</b>    | - | <b>12</b> |
| <b>Different quantity</b> | - | <b>+2</b> |

Stock Status of item before Stock Take:

| <b>Stocks</b> | <b>Qty.</b> |
|---------------|-------------|
| In Hand       | 10          |
| In Transit    | 0           |
| Committed     | 0           |
| Available     | 10          |

Stock Status of item after Stock Take different +2:

| <b>Stocks</b> | <b>Qty.</b> |
|---------------|-------------|
| In Hand       | 12          |
| In Transit    | 0           |
| Committed     | 0           |
| Available     | 12          |

Summarize as:

Quantity In Hand increase with stock take quantity when counted quantity > system quantity

Quantity In Available increase with stock take quantity when counted quantity > system quantity

|                           |   |           |
|---------------------------|---|-----------|
| <b>System quantity</b>    | - | <b>10</b> |
| <b>Actual quantity</b>    | - | <b>9</b>  |
| <b>Different quantity</b> | - | <b>-1</b> |

Stock Status of item before Stock Take:

| <b>Stocks</b> | <b>Qty.</b> |
|---------------|-------------|
| In Hand       | 10          |
| In Transit    | 0           |
| Committed     | 0           |
| Available     | 10          |

Stock Status of item after Stock Take different -1:

| <b>Stocks</b> | <b>Qty.</b> |
|---------------|-------------|
| In Hand       | 9           |
| In Transit    | 0           |
| Committed     | 0           |
| Available     | 9           |

Quantity In Hand decrease with different quantity when actual quantity < system quantity

Quantity In Available decrease with different quantity when actual quantity < system quantity

### Integration to/ from Other Modules

#### Inventory Master Files

Allows user to setup Stock General Ledger Reference and enquiry stock status. Please refer to Inventory - Master Files user guide above for further details.

#### Inventory Module

Allows user to integrate from Goods Receive module for stock take with available quantity. User need to multi pick in from Goods Receive for stock taking.

List of the transactions entered will be listed on the right browse in accordance to the running number.

- 1. Stock take will affect controlling of General Ledger accounts entry. Setting is required at Stock General Ledger Reference Master File.
- 2. System will update stock costing upon creation of Stock Take.
- 3. Stock Take will affect controlling of inventory status on the in hand and available quantity based on the different quantity.

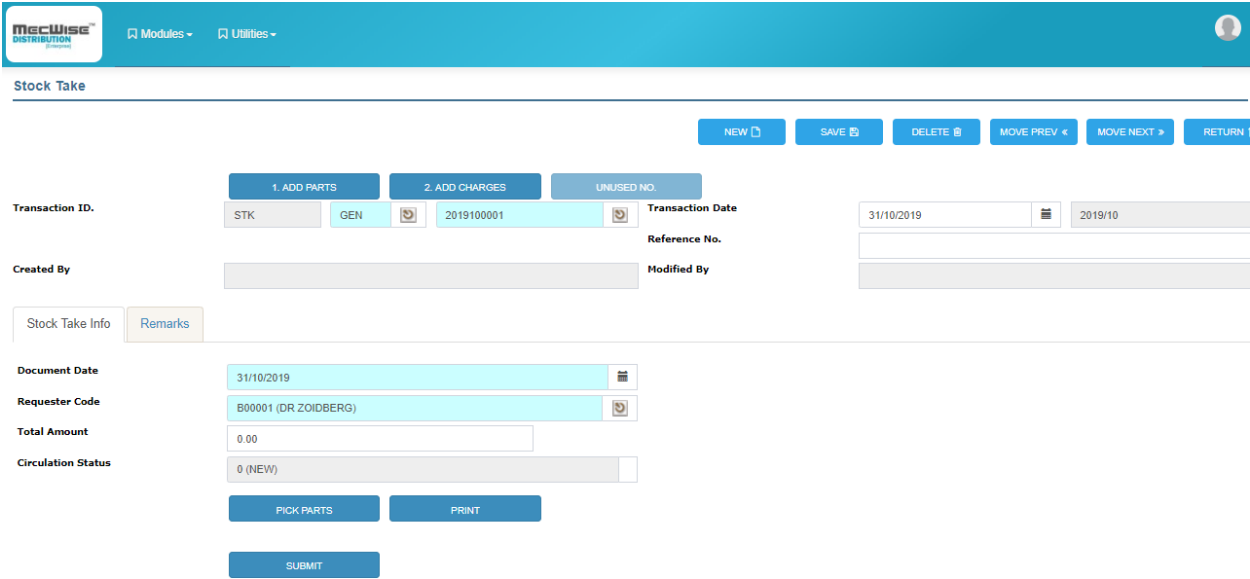


Figure 48 - Stock Take Screen

#### 4.6.2.9 Goods Return from Customer with Costing

As mentioned previously in Goods Return module, customers can use this module too. But, this is designed for returning of goods that has not been invoiced.

Meaning to say, during or after goods delivery (Customer Delivery Order - CDO), inventory items are rejected. Thus, the goods have not been invoiced. User has to raise this document to revert cost and stock level that has been out during creation of delivery order.

Why not raise a Customer Goods Credit Note (CGC)? Reason to be is since you have not billed customer, you should not raise a CGC to customer. But you still need to revert the cost and stock level that has been adjusted. This is why Mecwise designed Goods Return from Customer with Costing (GTC) to handle such situation.

Goods Return from Customer with Costing represented by "GTC" for Document Type (Doc Type).

#### Concepts

#### **Stock Status During the Goods Return from Customer With Costing Cycle**

During the Goods Return from Customer With Costing cycle, Stocks status will be reflected as following manner: -

1. When a **Goods Return from Customer With Costing's Part details is multi-picked from Customer Delivery Order's Part details;**

This happened when you need to revert out the cost and stock during delivery order.

Goods Return form Customer without Invoice needs to be raised for the stock and costing out.

Stock Status of item before Goods Return from Customer With Costing:

|            |    |
|------------|----|
| In Hand    | 10 |
| In Transit | 0  |
| Committed  | 0  |
| Available  | 10 |

Stock Status of item after Goods Return from Customer With Costing for 2:

|            |    |
|------------|----|
| In Hand    | 12 |
| In Transit | 0  |
| Committed  | 0  |
| Available  | 12 |

Summarize as:

Quantity In Hand increase when quantity of Goods Return from Customer With Costing's Part issued/ increased

Quantity In Available increase when quantity of Goods Return without Invoice's Part issued/ increased

Vice versa:

Quantity In Hand decrease when quantity of Goods Return from Customer With Costing's Part issued/ increased

Quantity In Available decrease when quantity of Goods Return without Invoice's Part issued/ increased

### **Integration to/ from Other Modules**

Inventory Master Files

Allows user to setup Stock General Ledger Reference and enquiry stock status. Please refer to Inventory - Master Files above for further details.

Sales Order Module

Allows user handle from Delivery Order for goods returned before bill customer. Please refer to Sales Order user guide for further details.

List of the transactions entered will be listed on the right browse in accordance to the customer selected on the left browse.

1. Goods Return from Customer With Costing will not affect controlling of General Ledger accounts entry.
2. System will update stock costing upon creation of Goods Return from Customer With Costing.
3. Goods Return from Customer With Costing will affect controlling of inventory status on the in hand and available quantity.

Click on the left hand side menu, Goods Return from Customer With Costing, to launch it. The screen will be showed as figure below.

**MecWise** DISTRIBUTION Modules - Utilities - m

**Goods Return from Customer With Costing**

NEW | SAVE | DELETE | MOVE PREV | MOVE NEXT | RETURN

1. PICK CUSTOMER | 2. ADD PARTS | UNUSED NO.

|                 |     |     |  |                  |            |
|-----------------|-----|-----|--|------------------|------------|
| Transaction ID. | GTC | ASD |  | Transaction Date | 31/10/2019 |
| Customer ID     |     |     |  | Customer Name    |            |
| Originating No. |     |     |  | Reference No.    |            |
| Created By      |     |     |  | Modified By      |            |

GTC Info | Remarks

GTC Date: 31/10/2019

Received By: [User Selection]

PICK PARTS

Parts

Figure 49 - Good Return from Customer with Costing Screen

### 4.6.3 Inventory Reports

List of Reports that can be generated from Inventory Sub-system are shown in the captured as below.

1. Inventory Goods Requisition Listing Report
2. Inventory Goods Receipt Edit Listing Report
3. Inventory Goods Receipt Listing Report
4. Inventory Goods Issued Listing Report
5. Inventory Goods Returned from Customer Listing Report
6. Stock Adjustment Listing
7. Stock Take Adjustment Listing
8. Sold without Cost Listing
9. Sold without Stock Listing
10. Inventory Status Report
11. Inventory Movement Report
12. Inventory Aging Report(By warehouse)
13. Gross Profit & Loss Analysis (By Invoice)
14. Good Receive Note(Batch)
15. Good Issue Note(Batch)

An array of reports commonly needed by Company is readily available in Inventory Report Sub-system. On top of that, customized reports can also be created to cater for specific needs and requirements of different Companies. This makes MecWise System a flexible system for the users.



## 4.7 Purchasing Module

The Purchasing Module allows users to capture item information in order to purchase necessary inventory items.

The screenshot displays the 'Purchase Requisition' form. At the top, there are navigation buttons: NEW, SAVE, DELETE, MOVE PREV, MOVE NEXT, and RETURN. Below these are fields for Transaction ID, Transaction Date (31/10/2019), Supplier ID, Originating No., and Created By. To the right, there are fields for Reference No., Supplier Name, and Modified By. A 'Unused No.' button is also present. Below the main form, there are tabs for 'Requisition Info', 'Delivery Info', 'Shipping Info', and 'Remarks'. The 'Requisition Info' tab is active, showing fields for Requisition Date (31/10/2019), Due Date (31/10/2019), Currency Code (MYR (MALAYSIAN RINGGIT)), Purchaser (MWD (MWD USER)), CC / GL Code, Total Amount (0.00), Total Goods Amt, and Circulation (0 (NEW)). To the right of these fields are 'Term (Days)' (0), 'LCY / FCY Rate' (1.000000), and 'GST' (1). There are 'Copy' and 'Attach/View File' buttons. At the bottom, there are buttons for 'Pick Parts', 'Pick Charges', 'PO Status', and 'Direct Print'.

Figure 50 - Purchase Requisition Screen

The screenshot displays the 'Delivery Info' tab of the purchase requisition form. It contains fields for Ship To, Blk No., Street Name, Country, Sum Insured, Condition, Type of Policy, and Bank Name. To the right, there are fields for Attention, Level / Unit No., Postal Code, Payment Term, Payment Mode, and Bank Account. At the bottom, there are buttons for 'Pick Parts', 'Pick Charges', 'PO Status', and 'Direct Print'.

Figure 51 - Purchasing - Delivery Info Tab

The followings are general features of Purchasing module.

- System allows users to key information like an ordinary invoice but the amounts will not be reflected in any GL Account
- System allows documents to be keyed in other currencies
- System allows users to key in supplier information
- System will generate the necessary GST/SST details when users specifies which items are to be included GST/SST
- In an event where related documents do not exist, users can select the item from a help button beside the part group or code

- System will pull information from Master File so users do not need to key in the information
- System will recalculate Total Amount if there is a change in Quantity or Unit Price
- System allows different currencies between the Header and Detail information
- System allows users to key dimension of items

Figure 52 - Purchase Order Screen

Figure 53 - Purchase Order – Supplier Info Tab

## 4.8 Budgeting Module

The Budget module provides facilities to maintain Budgeting and forecasting. Users are able to maintain budget definition and budget allocation to various account codes.

System supports multiple sets of budget allocation per Fiscal Period to facilitate simulation and planning.

The Budget module is integrated with other modules, enabling the system to keep track of all budget utilization and to generation of Budget reports.

## **4.9 Bank Module**

### **4.9.1 Interbank Transfer**

The module allows transfer of funds between bank accounts where system will provide date of transfer, amount transferred, from which bank account and to which bank account.

The module also allows internal transfer of funds from one bank account to another with different currency.

### **4.9.2 Bank Reconciliation**

The Bank module provides facilities to carry out bank reconciliation for each bank account within the organization and is able to handle multiple bank accounts for any bank.

The Reconciliation Process:

- Reconcile receipts for bank accounts by marking remitted receipts as cleared, system to default clear
- Pulls records from AR receipts and AP payments for transaction date up to the bank reconciliation end date
- Enters miscellaneous bank statement transactions, such as batik charges and bank interest, as well as petty cash receipts or payments, and clear these items
- View payment and receipt information
- Run reports to help reconcile bank statement

The followings are Cash Book Specifications.

- Manual entry of bank statement information
- Review payment and receipt information on-line
- Reconcile by marking relevant records on-line

System automatically updates amounts from bank clearing account (cash-in-transit) to cash account when a transaction has been marked as reconciled.

The cash book can process:

- Receipts and remittances
- Dishonoured cheques and rejected transactions
- Bank charges and other bank transactions
- Foreign currency clearing corrections (accounting adjustments for differences between anticipated and actual exchange rates)

### **4.9.3 Unrealized Exchanged Gain/Loss**

System is able to capture the difference in the amount due to differences in the foreign currency exchange rate.

### **4.10 Workflow Module**

Workflow is a vital component in any process management system. Workflow involves passing of information to a number of recipients to act upon and make decisions. Recipients can be persons or automated systems that make decisions and actions are based on workflow rule engines. The rule engine takes care of the pattern of routing, deadlines, reminders, actions and acknowledgements.

The workflow also consists of a payload, usually a document or a form, to be routed to the recipients.

## 5.0 BENEFIT OF THE PROPOSED SOLUTIONS

### 5.1 Business Benefits

- Fully integrated system supported by Workflow feature to automation the business processes. For example, the approval of Purchase Requisition, Purchase Order.
- Fully web based and developed on ePlatform (EPF) .NET. It is built on Internet standards to achieve high degree of platform independency and interoperability. By platform independent, we mean that the model can be relevant and be ported to different kinds of industrial standard platforms.
- Enable remote access to the system via the fully enabled solution. Remote access to the system from remote office is made possible by the thin-client access without having to invest on expensive infrastructure.
- Business Intelligent feature in MecWise suite of product enable management to generate intelligent reports on Graphical Representation. Example, generation of Trend analysis reports, plotting of Pie Chart or Bar Chart by just clicking of buttons.
- MecWise suits of product allow Multi-company setup in a single database, hence generation of consolidated reports between company-to-company, department-to-department is much easier compare to Single Company databases.
- Standardized screen convention over modules makes the look and feel of the system almost looks the same. This design simplifies and shortens the learning curve for the new user to use the system.
- Wealth of features and functionalities tailored to meet your company's specific needs
- Proven Solution - an established system used by MNCs and government bodies
- Enhances productivity and effectiveness in Finance administration and data processing
- Useful and clear road map for complete planning of training logistics. Online training request reduce Finance administration
- Simple staff assessment and appraisal system process allows higher work efficiency and productivity

- Leaving service administer the different service modes of staff
- Keeps track of employee's career progression and movement in the company
- Designed with customization capabilities to meet your specific requirements
- Comprehensive data query and management reports
- Optional integration / interface with third party products
- Supports toggling between English & Chinese - users may switch between the two languages as desired
- Intuitive and user friendly
- Online Appraisal System: simplifies the staff assessment process thus enhances work productivity
- Extensive use of Web and Workflow based technology to create a seamless environment within the organization

## 5.2 Technical Benefits

### i. Interface

- Interface with Enterprise Information System.
- Documents can be exported to Document Management System.
- Related data can be pull from one document to another.
- A workflow can be set up for documents that need approval.
- All modules are fully integrated with one another.

### ii. Browse

- Incremental search available for fast access to database.
- Data shown on the browse screen can be exported to HTML, MS WORD or EXCEL format.
- Data shown on browse screens can be filtered by selection criteria.
- Data shown on browse screens can be sorted.

### iii. Report

- Access financial reports online, anytime, even across multiple currencies.
- Reports can be previewed/stored on screen, printer.
- Instant credit information on each customer during sales enquiry and quotation.

### iv. Security

- Multiple Level of Security.
  1. User Group
  2. Module Level Access Control
  3. Rights Access Control (Read/Write/Update/Delete/Print)
  4. Data Access Control
- Complete audit trail feature. Maintained traceability hence, reduce dispute of data update.

## v. Enhancement

- Modular structures to cater to your needs and future expansion.
- Multi-user capability allows you to run the system on a single PC, network.

## vi. Measurable Values / Improvements

- **Fully integrated solution** which ensures data integrity among all Finance users. Information being shared by Finance, payroll, Leave administrator
- **Enhance paperless** Operation, for example Leave Application is without any use of Application form, claim submission without claim form.
- **Improve transparency** as database will be updated automatically and employees are allowed to perform self-service on the service made available.
- **Reduce Finance workload** on serving the Employee, providing Leave information, staff profile update, etc.
- **Tighter security** control on data accessible by the user.
- Enhance **Traceability**, especially on multi user environment to avoid disputes.