Won't you be a Leader,
to make your Business Processes &
Systems Innovative

New Way of doing Your Business using Business Technology

LEOBIZ

Business Process Automation
Simplified for any Business

Thanks to
New Generation of
Tools & Technology

MENSITPI

If You are Intested

DESIGN SOFT

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ERP DEMYSTIFIED

Next Generation of Tools and Technology

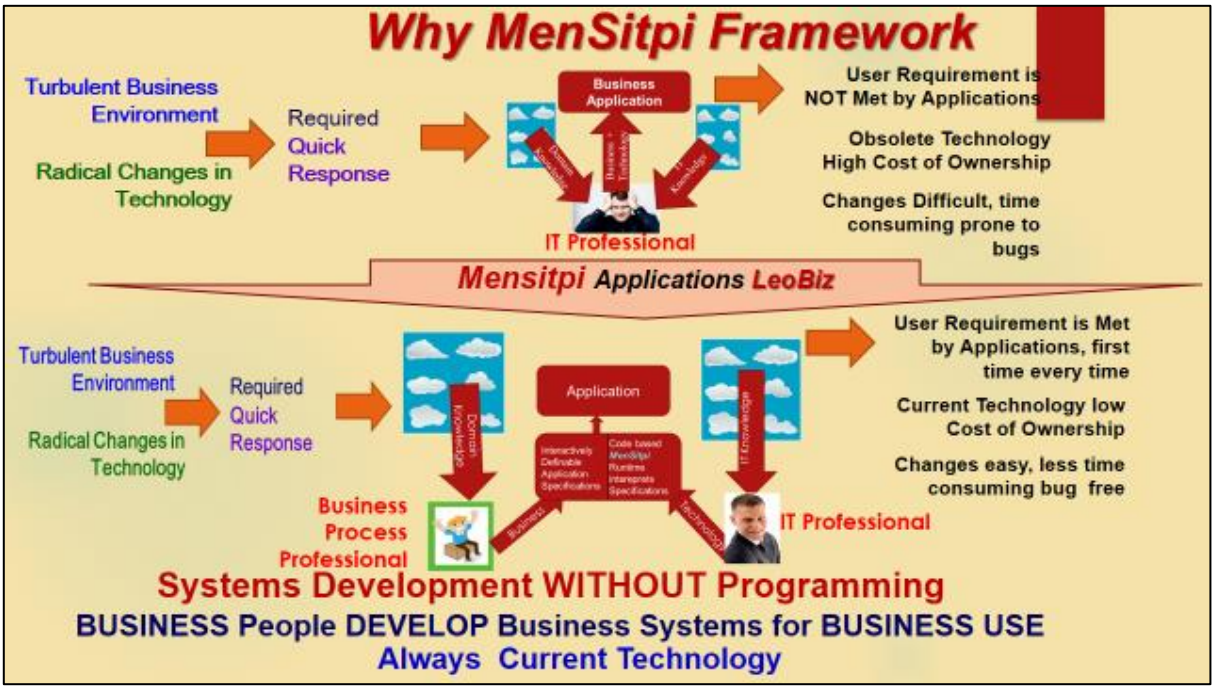
DESIGNSOFT Technologies (Pvt) Ltd

New Paradigm for Business Application Software

ABSTRACT

MENSITPI – A platform for the Business People to Develop Business Systems for Business Use.

Business Application Development process whether product or project has not



changed from its inception. Three issues still haunts them.

1. Programming is still unreliable and new system tends to have lot of bugs
2. Whenever technology Changes applications need to be redeveloped from Scratch
3. Lack of Business Domain Knowledge of the IT professional

End result is Most of the Mission critical applications systems and products in Commercial and FSI Industry are still using archaic Multiuser systems and Client Server Technology. One or two in three tier technology, even they are scratching the surface of technology not using its full capability and not reaping maximum benefits. They still use RDBMS technology for data base or Indexed File structure's. Built using programming language such as procedural COBOL and RPG II. Many of them Use Green Screens or Screen Scratching by emulating green Screen in GUI. They cannot really use new technologies such as server less cloud computing and NoSQL data type without complete rewrite. Business applications uses technology that are 10-20 years old. Not the current one. Therefore they are costlier and time consuming to maintain and enhance. Multiple systems using various technologies of different type are used in an organization requiring costlier interfacing of systems and numerous technical problems.

Users understandably do not want to try new systems and products using new technology because Software development process is inherently unreliable. They wait until it is used by several adventurist and less affluent users. But by the time they adopt, its technology has become obsolete.

We believe that we have found the **Silver Bullet** for the Business application development process. It delinks Transaction Processing Application development from Technology intricacies. Application System becomes specifying Application requirement independent of Technology which will be interpreted by re-use of only four software components at execution time.

This **delinking** brings three benefits

- Application and Technology can be enhanced independently resulting in elimination of re-development from scratch when technology changes so that systems and application stay in current technology and reaps its benefits.
- Application development by business domain experts while technology is handled by Technologist means Users get the benefits of a meeting the business needs exactly using always current technology.
- Faster, reliable and less costly Business application development/maintenance

We spent 12 years in the R&D to bring out a commercially viable Development Tool MENSITPI like Robotics in Japanese Automobile Industry.

DESIGNSOFT Technologies was formed to deliver a software process for development and deployment framework, **MENSITPI** to construct business applications without programming, **reliably**.

MENSITPI Next Generation of Tools and Technology.

Enables **Business People to Develop Business Systems for Business Use** with almost no technical know-how, eliminating the communication noise in understanding the user requirements.

LEOBIZ ERP Plus Business Process Automation Simplified for any Industry.

In the process as a proof of concept, we developed using MENSITPI an ERP product, LEOBIZ. LEOBIZ Development was done with unmatched ease, using few business graduates with some IT skills as opposed to traditional IT knowledge workers.

Thanks to the power of MENSITPI, elimination of technicalities in development empowers and motivates the business knowledge people to develop systems for business so that it will meet the business needs. We have created with few people, less than ten, not IT experts, but Management Graduates with flair for Information Systems, ERP Plus software called LEOBIZ.

LEOBIZ will meet the needs of any industry organization end-to-end in contrast to using International ERP software for Core Functions and separate Line of Business systems for specific Industry need and hassle trying to integrate third party line of business systems with Core functions of International ERP software.

LEOBIZ is an ERP plus software that will give end-to-end-solution by putting together seamlessly all building blocks that have been built using MENSITPI and are required for your industry/Organization. You will have single system assembled for you for your entire needs. If some block is not available, DESIGNSOFT will construct the required building block in no time, thanks to MENSITPI, right, first time, every time, at a very short time period.

Using new set of Skills, we produced unmatched functionalities especially the ability of single LEOBIZ product to cater the requirements of both commercial and financial services Industry.

LEOBIZ ERP Plus specialises solution for diversified industry specifics and within the industry for a given company by way of parameterisation to assure the sophisticated solution is made easy to use.

Unlike any other software company who bring out incomplete products to be experimented in the Market place, we tested in a limited customer base for 20 years.

We are proud to deliver the **demystified** but the **best business practices** to our customers over the last 20 years while continuously incorporated the following industry specific since now.

DESIGNSOFT Technologies (Pvt) Ltd

New Paradigm for Business Application Software

Industry Verticals Supported

- Trading and Distribution
- Manufacturing
- Print Media Industry
- Apparel Industry
- Tea blending and Export
- Wide variety of Service industry/sectors
- Financial services Industry
- Hotel and hospitality
- Membership Management

While we started operating in Australia, we are seeking more business partnership all over the world for expansion.

Vision

Demystify Enterprise Application Software

Mission

Creating an environment to make development, implementation, maintenance and use of enterprise Application Software more efficient

Domain Experts

Kugathas Ramathas

Bachelor of Science in Engineering Hons **BSc(Eng.)**
Fellow of British Computer Society **FBCS**
Fellow of Chartered Institute Management Accountants,UK **FCMA**
Chartered Engineer, UK **CEng**
Chartered IT Professional **CITP**
Chartered Global Management Accountant **CGMA**
Founder Designsoft Technologies.
has long years of experience in Application Development. Developed Core banking system for Citibank Colombo in 1986. Used by Amex Colombo and Lebanon, Indian Bank, Amana Bank, NCC bank of Bangladesh. And provided solutions for more than 400 customers in various industry specifics.

Anil Karunaratne

M.Sc. In computing Imperial College of Science and Technology, University of London, U.K
B.Sc. In computing Imperial College of Science and Technology, University of London, U.K
Has 40 long year of experience in Banking and IT. Has been data centre Manger and later Operations Manager for Citibank Colombo. Data centre Manager for Citibank Bombay, Application Developer for Citibank US and JP Morgan.

Shanmugalingam Shuganthy

Master of Business Administration specialized in Finance from ICFAI University, India, **MBA Finance**
Advance Diploma in Management Accountants from CIMA, U.K**, CIMA Adv. Dip MA**
Post Graduate Diploma in IT from British Computer Society, U.K, **PG Dip IT**
Diploma in Computer Systems Design from National Institute of Business Management, Sri Lanka, **Dip. Csd**,
Chartered IT Professional **CITP**
Co-Founder Designsoft Technologies
has 25 years' experience in Development and implementation of business solutions. Worked in Projects for Amex Colombo and Lebanon, Indian bank, Amana bank, NCC bank Bangladesh. And provided solutions for more than 65 customers in various industry specifics.

Datasheet

LEOBIZ – ERP Plus

Overview

Table of Contents

ERP Plus

End-to-end Solution

LEOBIZ is an ERP Plus solution, it will not cover just common functions like almost all the other Local and International ERP products would do, it will cover every business process of your organization in a single system.

Assembling Blocks

We have built building blocks for many Business process groups and we would just assemble blocks that are required for your organization and provide you a system that meets all the process needs of your organization.

Blocks we have

We have already built blocks to handle

- Product sales and distribution
- Service sales
- Equipment Service
- Purchasing for Stocks. Services, Jobs, Fixed Assets
- Inventory Management
- Batch Manufacturing
- Human Resources Management
- Payroll including Statutory Procedures
- Fixed Asset Management
- Investment Management of all Financial services products including stocks/shares
- Bank Lease and loans

We have also built Industry specific process groups

- Magazine Circulation for print Media
- Advertising Sales for Electronic/print Media for
    - Broadcaster/Publisher and
    - Advertising agents
- Health Services
- Laboratory services
- Tour Costing for tour operators
- Reservation for
    - Hotel and
    - Tour Operators
- Property Management for

  - Hotels and
  - Hospitals
- Pharmacy Management linked to
  - Retail
  - health services and
  - Hospital inpatient
- Tea costing
- Tea Purchasing
- Tea Blending
- Financial services of
  - Lending and
  - deposits
- Financial credit Management
- Garment Manufacturing
- Educational Services both
  - schools and
  - Universities

Refer the individual data sheets to find the out more about the rich functionalities that will help you to optimize your human resources, reduce the operational cost, enhance your decision making process.

Configurable Functionality

These building blocks of Business process groups are so configurable such that we can tweak them such in that will match your process models exactly now and future. So they at present and will be in the future.

Building New blocks

If we find any Business process Groups that are not yet available, we would build them for you in No time. Thanks to the Power of MENSITPI, a development tool we created that will enable Business Graduates to build blocks fast to meet your requirement, reliably without writing any code. Refer the datasheet on MENSITPI for details how this tool like no other tool in the whole world is enabling us to build blocks in no time reliably.

Robustness

These building blocks are constructed using a non-programming environment no bugs from the day one of deployment

Functionally Rich

Built by Business Graduates

Since we have removed the writing code from the process of building systems, requirement of hard core IT knowledge for building software system is no more. Systems are built by business graduates who understand the business requirement clearly.

Multi Company

System handles transactions of a group of companies. Users can post transactions to different companies in the group with adequate security restrictions.

All companies will share the same chart of accounts, and customer and suppliers. However each company will have its own general ledger accounts and Customer supplier accounts

The **same transaction** could have transactions to multiple companies in the **group**, while the entries to the current account will be generated by the system.

E.g. A single sales transaction to a customer could be made up of items from inter-group companies. The inter-company current account transactions will be generated by the system.

System allows central purchasing of Items using a single transaction with items for multiple companies in the group. Supplier could be settled by the purchasing company, while the items are delivered to the individual companies.

Intercompany commercial Transaction for sales will automatically create the Transaction in other company.

Excel/Files upload for Conversion

At the time conversion, data can be uploaded using Excel upload functionality for Master data, Opening balances etc.

Excel/Files upload for Transaction

Some of the transactions can be captured using Excel Uploads

Copy paste of Excel/Word for Transaction processing

Transaction can be captured by Copy/paste of data excel such as Bank statements, Serial Nos of Equipment etc.

Export of Reports to Excel

All the reports can be exported to Excel and can be further analyzed if required

Data Exportable to Excel/Word

- All the data seen in the screen in a tabular form can be exported to
- Excel
- Word
- HTML documents

Integrated Document Managment

Soft copy of the source documents can be stored along with the transactions. And customer communications can be stored in the system with the date, description and mode of document communication. Documents can be stored as it is being scanned without the need of prior scanning while posting transaction or creating a memorandum document to minimize time spent.

User definable queries

Users can formulate queries involving summary to provide management information. These queries can be save for recurrent execution if required with some parameters specified at the runtime or they can be edited by the user before executing

Outputs can be generated as graph as well

Application Security

Role based Application User rights

Application system incorporates high standard system access security. Apart from Standard User Id/Password, each user can be assigned roles that he could take and each role could be assigned functions that can be executed. This enables customization of the functions that each user can execute and configurable and re-assignable at any given time.

Dual control security administration

System administration unlike other systems can not be controlled by a single super user. All the security administration function such admitting user and changing roles, backing up and many other will have to be performed by two people so that it does not depend on a single high integrity user.

Dual control of Configuration and Master Data Changes

All the application configuration changes and master data changes cannot be performed by a single user, This eliminates any intentional and inadvertent incorrect changes be made to them

Serially numbered audit trails

Every function executed by the security Administrators and all changes to configurations of application and recorded in a audit file that is serially numbered top be reviewed by internal and external audits.

Transaction Security

Each Transaction type can be configured OPTIONALLY to support

- Approval required or not
- Authorization required or not
- Security Function Group right required to Make/Authorize each Transaction Type

Technology

Service oriented architecture

System is built using Mensitpi frame work which incorporates service oriented technology.

Multiple service contracts

System support SOAP based multiple service contracts because of which system will support both,

- high efficient TCP binding with binary serialization to support dot net based service clients
- open HTTP binding with xml serialization to support open platform service client

this will enable for you to build presentations for users with your own UI design

We are also planning to provide RESTful interfaces

Supports Clients of multi-platform

We can provide you with any one of the popular client platforms

- Microsoft windows
- Linux
- Android
- IOS
- Mac

Support for on premises and Cloud

The application is built so that it can be easily implanted on premises or the services can be hosted on a public cloud.

We are hoping to provide a choice of

- Microsoft Azure
- Amazon Web services
- Google Web platform

Adaptability to technology changes

Technology keeps on changing delivering improved reliability of service, cost reduction and enhanced user experiences.

Application is built on Mensitpi and the technological changes can be accommodated without having to rewrite the application soft bottom up. It is required only to change the Mensitpi platform to make use of the new technology changes and your investment in hardware, Software and user training are well protected over many years.

TEA EXPORTERS

LEOBIZ ERP Plus

Datasheet

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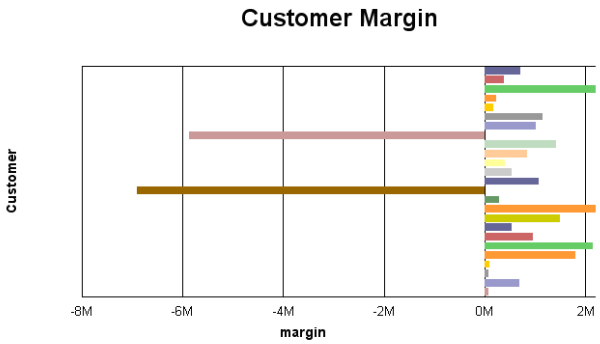
General

Complete Management

LeoBiz for Tea Exporters gives the complete control of the Business from Sales Contracts Tea purchase, Blending Tea-bagging up to shipping

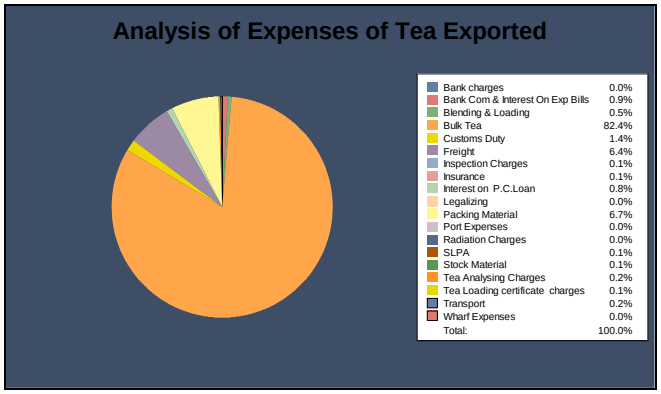
Management information

- *Tea exports by Customer both Volume and Margins*

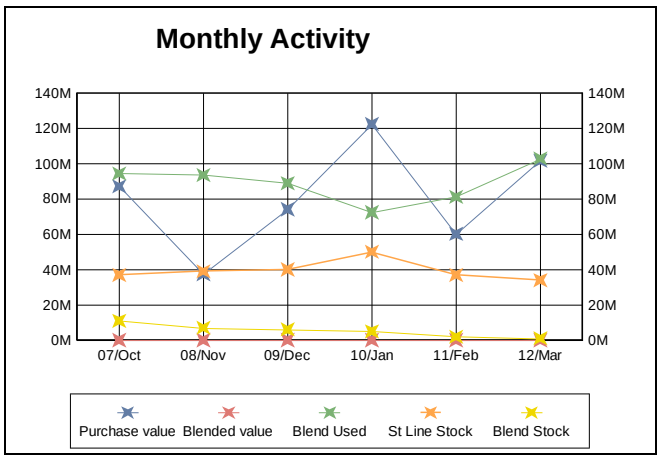


		Sales value	Direct Cost	Margin
0095	Ste Sajico	6,955,771.20	6,237,290.66	718,481
A0002	Agraria	10,261,028.03	9,876,608.89	384,419
A0009	Anapol Liderance	10,493,663.40	7,983,602.50	2,510,061
A0074	Alwald Co, Palestine	4,256,651.20	4,019,944.24	236,707
A0075	Al Shahd I & E	2,294,429.09	2,126,681.93	167,747
A0077	AlYasra Food Co.	3,701,376.00	2,542,342.63	1,159,033
B0001	Beta Gida - Turkey	4,208,986.26	3,194,430.82	1,014,555

- *Analysis of Cost distribution customer wise/ Shipment wise/ Packing type wise*



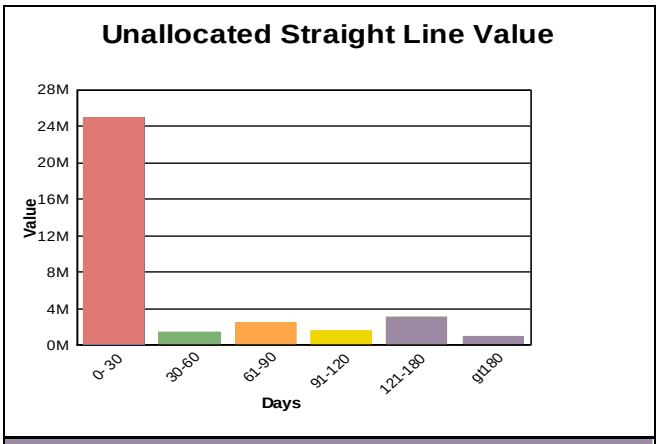
- *At any given time Tea Stock at various stages can be tracked –value and qty*

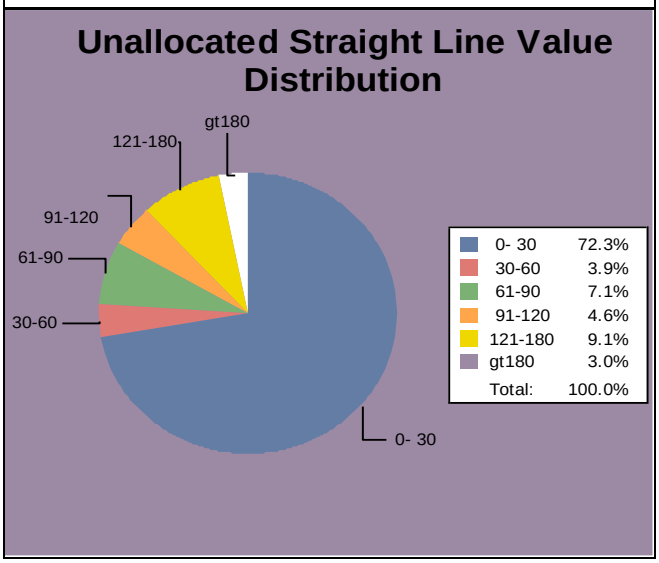


- Straight line both collected and uncollected

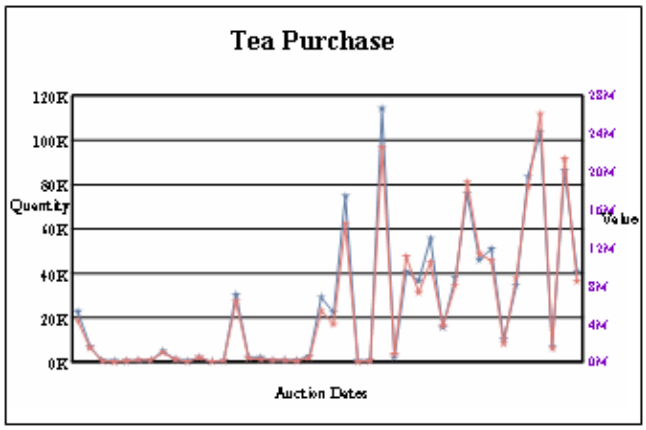
- Straight line both allocated and unallocated
- Blend-in-progress
- Blended
- Being packed and ready for shipment

- *Aging of stock at all stages*





- Sales Contracts covered and uncovered
- Purchase order Status of Packing material of each shipment.
- Tea purchase Pattern



All these information and more at a ***press of a button literally*** both in figures and easy grasp charts

Business process

Business Process of handling Tea Export Business will be made easy, efficient and error free, thus increase in productivity and reduction of cost.

Booking the Order

Whenever the client's contracts are concluded, they can be captured in the System.

Generating Purchase orders for packing materials

Purchase Orders for the specific packing materials required for the order can be generated from the system.

Tea Purchase

When the Tea is purchased in

- Auctions or
- Private sale or
- From abroad

Details of it can be captured in the system. System has the facility to generate the Serial numbers and indicate the broker confirmation status.

Once broker confirmation is done, it will be treated as purchased stock.

Tea Collection

Once payment is made and Delivery orders are collected from the Broker, the details of the Delivery order numbers can be entered to the system.
Based on the requirement, the Lots can be identified for collection and the system can produce a List of Delivery orders to be handed over to the Transport Agent or Department for collection. It would list all the Lots by the Store from which it has to be collected.
Delivery orders handed over will be kept track of and when the Transporter delivers the Tea, it can be taken into physical stock.

Short delivery process

The short delivered will be kept track of and they can be collected subsequently or a debit can be generated for short delivery either to the Transporter, if lost after collecting from the Broker stores or to the Broker if the tea is short in the bag or spoiled or not delivered by the broker

Tea- Blend creation

As soon as the lots purchased are entered into the system, they can be used to create blends.
Blend status can be kept track of whether it's covered or not. Each blend created can be assigned to one or more sales contracts and how much for each sales contract can also specified

Tea blend commencement

A fully blend can be set the status of blend commonest and the list of lots to be used can be printed and given to the stores for picking the lots for blending.

Tea blend Completion

One the tea is blended it status can be set to blended and issue can be made to packing as bulk tea for a contract or for tea-bagging

Internal order Creation for Sales Order

For the sales order one or more internal orders can be created for tracking the cost of the shipment. These Internal job orders will be associated with one sales order. One sales order can have multiple internal job orders

Issuing blends to Jobs

Process of issuing blends to contracts, facilitates issuing one blend to multiple contracts with the actual quantity used considering wastage etc.

Delivery of Special items purchased for Job

Most items may be specific for a contract hence purchase cost could be directly charged to contract without the involvement of taking in to stock.

Issue of general items for a job

Alternatively, standard and items purchased irrespective of contracts will be kept in stock and monitoring of stock level will take palace for effective re-ordering avoiding stock-out.

Generation of Final Invoices

Generating invoices to buyer and updating the financial module online in foreign currency.

Closing of jobs

Transfer all actual cost incidents to cost of sales from WIP to obtain contract wise profitability with pin point accuracy and comparison with pre and post shipment costing.

Financial Interface

LeoBiz financials will be updated online at each of the following stages enabling across divisional planning more efficient and productive

- Tea Purchase
- Tea blend commencement
- Tea blend Completion
- Issuing blends to Jobs
- Delivery of Special items purchased for Job
- Issue of general items for a job
- Generation of Final Invoices
- Closing of jobs
- Rejected/Short/non-delivery debit note

Datasheet

LEOBIZ Plus

Financials

Table of Contents

LeoBiz Features

Please refer the Data sheet Of LeoBiz Plus for common Features of

- Access Security
- Audit of Chanes
- Configurable Make/Approve/Authorize controls for Transactions
- Integrated document Mangment
- Adhoc Businee Queries and Graphical presentation of results
- Integration of extracted information with office Documents
- Upload of Offcie Doument data to system

General

Multi Company

System handles transactions of a group of companies. Users can post transactions to different companies in the group with adequate security restrictions.

All companies will share the same chart of accounts, and customer and suppliers. However each company will have its own general ledger accounts and Customer supplier accounts

The **same transaction** could have transactions to multiple companies in the **group**, while the entries to the current account will be generated by the system.

E.g. A single sales transaction to a customer could be made up of items from inter-group companies. The inter-company current account transactions will be generated by the system.

System allows central purchasing of Items using a single transaction with items for multiple companies in the group. Supplier could be settled

by the purchasing company, while the items are delivered to the individual companies.

Multi-Currency and Periodic Revaluation

System embodies multi-*currency* general ledger and the sub-ledgers are maintained in the currency of account. The general Ledger can be revalued periodically and the exchange gain or loss posted to the Ledger by the system.

It also supports **Reporting currency** for branches of foreign Companies to transmit to the head office monthly results in the head office currency.

Contingent Asset & Liability

System supports contingent asset and liabilities to be defined in the chart accounts. Posting to these accounts can be single legged and will not be considered for debit/credit balancing of a financial transactions. This functionality can be used to track Bank guarantees, LC's, Acceptance etc both received and given

Customer and Product Groups

Customers can be grouped into groups to obtain the contribution by them. Similarly products can be grouped together and contribution by each can be obtained

Multiple AR/AP Sub Ledgers

Any company that is both a supplier and a customer will have only one code. Each customer can have multiple accounts belonging to multiple sub ledgers. This will allow multiple departments dealing with the same customer to have same customer code, but to have different customer accounts so that account receivables can be tracked by sub ledger, while tracking the total credit exposure for this customer.

A customer/supplier could have multiple accounts in one sub ledger. This can be used to track, bank loans, fixed deposits, LC's, Bank guarantees and interest where applicable, maturity date of individual accounts.

Definable Accounting Periods

Accounting periods are user definable and can support:

- 12 Calendar month accounting periods
- 13 Four weekly accounting periods
- 4 – 4 - 5 Accounting periods

Special Periods

Special accounting periods at the end of the financial year can be defined to identify the entries after the submission, internal audit and external audit entries

Multiple Open Periods

Transactions can be posted to multiple accounting periods, so that without closing the month, transactions of the new month can be posted. However at the end of the year, special periods can be still open, but new years normal accounting period can be closed

Prior period adjustments

When transactions are posted to a closed period, these will appear as prior period adjustments, so that current period results are not distorted by prior period adjustments and the prior period transaction can be identified by the voucher date

Post Dated Checks

Postdated checks may be input to the system when received and banked on the exact dates. Similarly postdated checks could be issued

Unified Transaction Process

A *single transaction processing function* handles all **financial transactions**, irrespective of the *type of transaction*.

There is no differentiation of accounts receivable, accounts payable, general ledger, and cash-book transactions. Parameters will navigate the user through the data screens that is required to complete the transaction.

Recurrent Entries

Standard entries may be posted on a calendar period, or, on closing of the accounting period.

These entries are predefined and batch processed by the system.

Reversal of Entries

To enable correction of entries, the system provides the facility to reverse the original entry, by specifying the entry. System will generate the entries to reverse the effect of original entry; the reversal entries will be negative amounts of debits and credits of original entry rather than opposite entries, thereby eliminate inflating of debit/credit movements during the period.

Customer Classification

Customers may be classified according to a business group and analysis performed on the group, including profitability and turnover.

Customer Group of Companies

Customers belonging to a group of companies can be identified by indicating the group to which it belongs. This will allow the group exposure to be determined

Budgetary Control

Budgets can be specified for all Income and expense items on a monthly basis or annual basis. In the P & L Accounts actual can be compared with the budget.

Document Management

Any transaction such as receipt, payment request, AR/AP journals, bank transactions or GL journals, Quotations, Orders - required docs can be stored along with the transaction. This need to be attached at the time of posting the transaction

You could maintain all correspondence / communications with the date and short description of the attachments.

Bank Reconciliation

System has the functionality to upload/copy paste electronic bank statements.

Automatic matching of check payments and deposits based on Check Numbers/Value dates.

Interactive matching/posting of Bank originated Transactions such as Bank Charges/Interest

Interactive of posting of direct customer Deposit/Transfers to known customer account or unidentified customer Account to be reversed and posted to correct Customer Account when it is identified.

Bnak reconciliation is made simply easy part automatic and part Interactive

Treasury Account

System is capable of maintaining individual Treasury Accounts of Organization such as

- Bank Deposits
- Bank Time Loan Accounts
- Leases
- Bills Collections
- Bills payments

System will compute interest and post entries for Interest accrual and Interest realization, Keep track of expiry dates/ Maturity dates

Accounts Receivable

Direct Entries

The following Accounts Receivable transactions are directly processed:

- Receipts
- Invoices NOT processed through the Sales and Distribution functionality
- Debit/Credit notes NOT generated by the Sales and Distribution functionality

The system accepts the data, processes the transaction and generates the required documentation.

Debit – Credit matching

If a customer payment type is ‘against an invoice’, it will be possible to match the credits and debits which set off each other. This matching process could be performed at the time of transaction processing, or, later.

Sales and Distribution interface

When the customer sales transactions are handled by the sales and distribution functionality, invoices would update the customer account immediately.

Accounts Payable

Direct entry

All invoices received from the Supplier should be input to the *system* using this function. This would require approval from the relevant personnel before payment can be made.

This will happen only for utility payments. All other supplier invoices will be generated through the purchasing functionality

Purchasing interface

Based on parameters set, the *system* reconciles the supplier invoices with the goods received and processed by the purchasing functionality to ensure that Items are received before payment can be processed.

Payment Processing

All outstanding payments are processed by the system and a proposed payment list is generated. This list could be viewed and amended and used to effect payments by

- printing of cheques or
- Payment list to the bank.

The *payment list* could be in the form of an XML document that may be transmitted via the Internet to the bank.

General Ledger

Direct Entries

Direct entries could be made to the system for:

- Miscellaneous income
- Miscellaneous expenses including petty cash expenses
- Journal entries for accrued expenses and provisions

Material Resource Management Interface

All the Sales, Purchasing and internal issue functions will update the Ledger Balances.

Manufacturing interface

All material issues to production, processed by the internal requisition functionality will update the *Cost of Production*.

Whenever Items are transferred from production, the costing based on the material issued and other costs are transferred to the cost of *finished goods*.

AR/AP Interface

All AR/AP transactions such as receipts will update the ledger balances for bank accounts and control accounts.

Fixed Asset

The fixed asset register is updated when the purchase receipts of the items are processed. System has functionality to compute tax and commercial depreciation. Commercial depreciation is based on the actual months of use of the Fixed Asset.

User Definable Profit & Loss, Balance Sheet, Cash Flow Statements

System generates the following statements:

- P& L
- Balance Sheet
- Fund Flow

The order of accounts and the grouping of Accounts are user definable.

Financial Report writer

A financial report writer provides the facility to produce accounting statements involving ledger balances and movements in a Microsoft Excel type of specification.

Datasheet

LEOBIZ – ERP Plus

TREASURY ACCOUNTS

Contents

General

LeoBiz ERP system provides complete system for a financial services Company and Investment and Borrowing Management for a commercial enterprise

Agility

It's main architectural advantage that it is very agile and will be able to support any new product the institution wants introduce mostly by parameters and rarely by Enhancement/Customization.

It means that you never use any manual procedure to maintain your client accounts even if you introduce new products.

Its functionalities are also used by commercial institutions when they manage their funds by borrowing from or Deposit into Financial services institutions.

Even enhancement will be very fast thanks to the *Mensitpi* tool, it is built on.

Multi Company Multi currency

LeoBiz ERP system is multicurrency Multi Company. It will handle client accounts in all currencies

Western and Sharia Law

It will support both

- Interest based lending borrowing in western Style and
- Profit sharing lending/borrowing of Sharia Law

Customer electronic filing

It supports electronic filing of Client documents. Documents will be associated with the respective accounts so that these could be accessed very easily by required people simultaneously.

General Ledger integration

Client Accounts are fully integrated with General Ledger

Complete ERP System

It is a true ERP system for Financial Institutions. It supports apart from client Accounts

- Purchasing and inventory control
- Human resource management
- Fixed asset management
- Rent management
- Commercial accounts receivable/payable

Datasheet

LEOBIZ – ERP Plus

TREASURY ACCOUNTS

And these are also fully integrated with General Ledger

Support for Financial Service Product

LeoBiz-FSI architecture is simple but sophisticated. It enables it to support all financial services products irrespective of its name and collaterals used to secure the lending. All the financial service products, irrespective of their names designated will fall into one these.

- Borrowing
- Lending
- Guaranteeing
- Collecting/Paying
- Currency Exchange

LeoBiz-FSI supports all these functionalities. It is parameterized such that every product can use all the functionalities in a consistent manner with the exact behavior determined by the parameters

Lending and Borrowing.

It supports client accounts of the following types for both lending and borrowing

- Demand Accounts
- Time Accounts
- Term Accounts
- Equity Investment Accounts

It supports guarantees and collection/payment accounts

- Guarantees
- Collection/Payments

It supports

- Forward Buy/Sell Contracts

All the accounts of given entity will be linked so that total business given by a client and the total exposure to the client can be easily seen.

Demand Accounts

This type of borrowing/lending accounts is in which the transaction takes place at random.

It will handle both Customers and other Financial Institutions

The Client accounts that fall into this category are

- Borrowing
  - Current Account
  - Savings account
- Lending
  - Overdraft Account
  - Advance in current Account
  - Secured Overdraft (SOD)
  - Cash Credit (CC)
  - Factoring Accounts etc

The FI accounts that fall into this category are

- Borrowing
  - Their Account with us (Vostro)
- Lending
  - Our Account with them (Nostro)

System will keep track of the transactions and balances as when transactions take place. Interest will be computed periodically. Interest that is computed will be debited/ credited to the client Account.

Time Accounts

These type accounts are opened with initial amount and will have a maturity period after which the account will be closed or renewed or set to Past Due Obligation depending on the parameters.

These accounts could be closed depending on parameters at the end of the maturity period or before.

Interest will be accrued periodically. However, interest will be debited /credited to the client account depending on the parameters.

The Client accounts that fall into this category are

- Borrowing
  - Time Deposits

    - Call Deposits
- Lending
    - Payment Against LC
    - Trust Loans
    - Import Loan
    - Packing Credit
    - Loan Hypothecation
    - Pawning
    - Commercial paper
    - Debentures

The FI accounts that fall into this category are

- Borrowing
    - Interbank borrowing
- Lending
    - Interbank placements
    - Treasury Bills
    - Government Bonds

Term Accounts

These accounts are in which the capital amount is given at the time the account is opened. Capital and interest is repaid periodically over a period of time.

Interest is accrued periodically. Interest is debited credited to the account based on contractual terms defined n the parameters.

The Client accounts that fall into this category are

- Lending
    - Leases
    - Hire Purchase
    - Project Loans

Foreign Currency Trading

Buy/Sell

Arbitrage

SWAP

Guarantees

It will handle all type guarantees, conditional and unconditional

- Letter of credit
- Guarantees

Collection

It will handle all type collections and payments.

- Cleans Bills
- Clean bills purchase

Other features

Central Liability

All the lending products can be associated with collaterals that are used to secure them.

Collaterals can be

- External assets
    - Land and building
    - Inventory
    - Personal guarantee
- Financial assets such as
    - Time deposits
    - Savings account

Interest Computation Engine

Interest computation is performed by an engine which will operate on any type of accounts based parameters set for the given product. It covers varied type of interest computation methods used for financial service products.

It could be easily enhanced to cater any new methods the organization wants to apply.

Interest computation Engine Takes into consideration

- Annual Interest rate applicable
- Interest is for month or for day
- If it is for day, Interest base ,i.e number of days for which interest rate is applicable if interest is calculated
- Amount on which interest is applicable
- Minimum balance required for interest computation
- Minimum interest applicable for period

Nostro account reconciliation

Your account with other financial institution will have to be reconciled with the statement provided by them. For a bank these are known as Nostro account while for non-banking financial Institutions these are known as 'Bank Accounts'

Since this is a total system, you will have all your transactions in one system, therefore you will be able to use the system to reconcile the Nostro Account.

Payments by checks or bank Transfers for all type of payments i.e not only client account payments but also commercial Creditors payments could be generated by the system. These could be reconciled with Nostro account automatically by the system using Check No as reference, if these statements are obtained in electronic format.

Datasheet

LEOBIZ Plus

Sales and Distribution

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General

LeoBiz Sales and Distribution functionality can be used to manage the ***sale process*** of:

- Selling standard products through Multiple Channels
- Selling Made-to-order Products to end customers
- Selling projects
- Selling standard and ad-hoc services

LeoBiz Features

Please refer the Data sheet Of LeoBiz Plus for common Features of

- Access Security
- Audit of Chanes
- Configurable Make/Approve/Authorize controls for Transactions
- Integrated document Mangment
- Adhoc Businee Queries and Graphical presentation of results
- Integration of extracted information with office Documents
- Upload of Offcie Doument data to system

Process supported

Quotations

The *sales cycle* could start with the preparation of quotations to *prospects and customers*. Quotations could be prepared for:

- Standard products
- Made-to-order Products using
  - standard materials used by the company or
  - order-specific material

For standard products, pricing could vary from customer group to customer group with configurable options for price variation and discounts.

Quotation costing for made-to-order products

For made-order-products products, cost could be evaluated from the cost of components. The price could be determined by the person preparing the quotation.

For made-order-products, that use order-specific materials, costs of the materials could be captured by the user to determine the costs of the products. If required, the supplier quotations from which the cost was determined can be stored in the system for referral.

Quotations once confirmed by a user with proper authority, could be printed and sent to the *prospect, or, customer.*

Quotation Revision

Quotations may be revised as often as required by varying items, quantity, or pricing. Original quotations will be maintained in the system. The revision number of the quotation will be increased every time a quotation is revised.

Sales Orders

Sales orders of customer could be processed by:

- Capturing standard and made-to-order product and service details
- Or by converting already processed quotations into orders

Order confirmation to customers can be generated from the system. All the sales orders of standard products update the allocated quantities of the products and services that were ordered.

Sales Invoicing

Sales invoices can be raised for:

- Delivery of items against sales orders placed by credit worthy customers
- Sales orders for which delivery can be made, but requiring prepayment
- Requests made by customer for items which have to be prepaid, before delivery can be effected
- Cash sales for a walk-in customer
- Services already provided to a customer

Financial updates that reflect sales revenue, sales tax, accounts receivable, cost of sales and stock accounts, will also be performed eliminating any '*back-office*' functions.

Sales Invoices are generated by the system and can be given or sent to the customer.

Sales Delivery

Items can be issued to customers:

- Against orders placed by them
- Against Invoices raised before actual delivery

The system handles part shipments, entire orders, or, the special case where all the items are invoiced, but not delivered at once.

Sales Returns

Sales returns can be accepted - against deliveries.

If the delivery has been invoiced, Credit Notes will be raised by the system.

Features

Pricing stricture

Price

Product pricing to customer could be any one of the following

- **Ad-hoc Pricing**: Price for each Transaction is determined by the user at the time of processing the transaction
- **List Price**: However, there can be one or more price lists. Each customer can be assigned a price list that will be applicable.
- **Contract Pricing:** a price and the associated quantity and the period for which the contract is applicable can be captured. In all the transactions during the period, this wills be the price that is applicable.

Discount Structures

For List price customers, discounts could be predefined.

- **Ad-hoc Discounts** determined at the time of Processing the transaction determined by the person who process the transaction
- **Expected sales value discounts**: A discount code will be assigned to a customer. For each discount code, discount percentage for each of the company sells, will be defined. This would have been negotiated with the customer, based on the expected sales from a given customer.
- **Transaction based Quantity discounts** is defined for various levels of sales volume in each transaction. Discounts could be
  - percentages or
  - free issue of same or different product

Sales Taxes

Product Tax percentage

Sales Taxes can be defined for each product. Each product can belong to a product tax group. Tax percentage will be defined for each product tax group. This sales percentage will be applied to the product when the transaction Is processed. If all the products or majority of the products are applicable to one Tax group, for products not associated a Tax group a default percentage will be applicable.

Tax percentage could be defined as on **Net** or **Gross**, i.e., whether the tax percentage applied on the sales value before the applicability of taxes or after the application of the tax.

Tax Credit

Tax could be defined as whether the Customer gets a tax credit or not for the given tax.

Multiple product Taxes

There could be several taxes applicable. For each such tax applicable, product should be associated with the Product Tax group applicable to that tax.

Applicability to Customer

For each customer, whether the each tax is applicable or not should be defined. If the tax is applicable to all or majority of the customers then the customers for which the tax is not applicable only needs to be specified. By default it will apply to all the customers to which no specification is given.

Applicability to Transactions

For each Transaction, the taxes that are applicable should be defined. For example, VAT is not applicable for any customer or product in a export transaction. This can be specified by specifying that no taxes are applicable.

In a transaction, order of the tax applicability can be defined. For example, it can be specified that the Turnover tax should be applied before the Value Added tax is applied.

Unique Identity

Most of the capital products are identified uniquely by their serial numbers (assigned by the manufacturer), and, for each product unit, a unique identification number is assigned.

All the processes - selling, purchasing and production, should capture these unique serial numbers. LeoBiz system facilitates the user to capture or generate this number, while accepting and releasing goods. A system parameter controls the applicability of the unique serial number for products.

When a unit is captured by the system for the first time, the system accepts a number of other attributes related to the item. Examples of such attributes are:

- Make
- Model
- Color, etc.

Configurable Financial Updates

All Financial Updates are configurable so that General Ledger based analysis can be made for Sales Volume and Gross Margin.

Documentation

Sales invoices and packing lists can be customized for each customer using *MenSitpi* Report/Update.

Sales Analysis

Analysis can be made for Volume, Sales value and Gross margins.

Salesmen

All sales can be identified with a salesman. Each salesman can be assigned with targets on product groups for each accounting period.

For each *accounting period*, *sales performance* could be measured against the *targets*.

Sales Commissions can be ascertained based on sales performances.

Geographical Area

Sales Targets could be assigned to Geographical areas. Performance measurements for Geographical areas could be made for each accounting period.

Geographical areas could be grouped into Geographic regions.

These performance measurements take into consideration **sales returns** as well.

Customer / Customer Group Analysis

Sales performance can be performed for customers or Customer Groups.

Datasheet

LEOBIZ Plus

Purchasing

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LeoBiz Features

Please refer the Data sheet Of LeoBiz Plus for common Features of

- Access Security
- Audit of Chanes
- Configurable Make/Approve/Authorize controls for Transactions
- Integrated document Mangment
- Adhoc Businee Queries and Graphical presentation of results
- Integration of extracted information with office Documents
- Upload of Offcie Doument data to system

Business Process

Purchase Process covers

- Generate Request for quotations For stock items below re-order Level
- Process Purchase reuest for No stocl items
  - Fixed asset
  - Expense
  - Internal order
- Capturing quotations sent by suppliers
- Evaluating Supplier uoatations and making purchase decision
- Generation of Purchase Orders
- Processing Advance Payments
- Accepting delivery of items
- Costing of Goods accepted
- Initiating Returns if required

- Generating Debit Nots

Method of Purchase Order generation

Purchase orders could be placed with the supplier where:

- User decides on the items from a specific supplier
- Items required to execute a particular *sales order* – from a single or multiple supplier
- Items of which the free balance has gone below re-order level - from single or multiple suppliers
- Items required for a specific production order

The organization may decide on one or more methods of placing purchase orders

Process model registered / regular suppliers

Suppliers master information can be maintained along with the registration details, contact addresses, e-contact addresses such as telephone numbers and e-mail address of the contact personnel. Supplier sourcing information also can be maintained in order to select supplier to request quotations.

Pricing

Contracted price and last purchased price can be maintained by the system for asset acquisition.

Purchase Requisition

Purchase requisitions can be raised by the system by the requesting user.

Request for quotation

On confirmation of purchase requisition and the decision to procure the said items a request for quotation can be entered with the item quantity, specification, terms and condition of the purchase including the bid bond details, date of bid / quotation opening.

Capture quotation received

The quotations received from various suppliers can be recorded in the system with the items specification, number of units quoted and its cost price, line discounts and order discounts. Soft copy of the supporting documents can be stored along with the quotation.

Quotation evaluation

Short listing and quotation selection

Based on the evaluation criteria, evaluation members can include their scores and notes for short listing the quotations. Based on shortlisting the best quotation meets the requirement will be awarded. This functionality will be included in the future.

Currently system facilitate to update the status of the RFQ as awarded.

Returning the Bid securities

List of unsuccessful bidders bid securities will be obtained by the system to return the bid securities and marked as returned along with the date of return.

Generate / Capture Purchase order

Generate purchase order from selected quotation or alternatively, capture the purchase orders on confirmation of manual procurement process.

Accept Items received from Supplier

Capture good receive Note

Store personnel can view the pending purchase orders from the given supplier and accept the goods received from the supplier.

Quality check

On presence of the technical member/s along with the supplier items received are checked for its acceptance. Notes on quality checking for each item can be updated in the system along with the delivered item.

Confirm Purchase delivery

Upon final quality checking, another user can verify and confirm the delivery transaction created by the store personnel.

Purchase Costing

In the purchase costing process of Fixed Asset, System would create Fixed Asset Register identifying each of the Asset, assigning system generated fixed asset Number that uniquely identifies the Asset.

Local purchase and Import Costing

The costing includes all the charges applicable to the supplier and customer and the applicable taxes.

Shipment tracking

Shipment details can be captured and the payments can be made for respective shipments.

Multi-Currency

Transactions take place in foreign currency for organizations involved in foreign trade; even if the organizations deals in the local market, yet the business transactions may take place in foreign currency. In such cases the facility to perform transactions in foreign currency as well as the other subsequent facilities regarding foreign currency transactions would be required.

The system has the capability of handling such transactional demands:

- Transaction entry in **foreign currency**
- **Conversion** to local currency
- Maintenance of conversion rate and defaulting rates on transaction entry, allowing modification to the rate if required
- Revaluation of foreign currency deals on a periodic basis and ascertaining profits gained on such transactions

When performing trade with foreign buyers and suppliers the orders are maintained in foreign currency and the system accepts and maintains these in the specified currency.

When generating sales orders the sales orders could be raised in any valid currency. The system would maintain a spot rate of the valid currencies on which the local currency equivalent could be calculated and maintained. The system would allow the user to change the system's spot rate when accepting the data.

Purchase orders

.Type of Items

Purchase Orders could be placed for:

- **Stock items** that would be required for trading or manufacturing of finished goods, or, internal use
- **Fixed Assets** to be used by the organization

- Items to be used for internal use which will not be kept as stock, but written off as **expenses**
- Items to be used for specific **internal orders** and charged to the Job/Production Order without keeping it in stock

Purchase Order Pricing and contracted pricing

Purchase prices will be specified by the user at the time of generating the purchase order.

Prices can be in any currency. System facilitates multiple currencies.

Purchase order prices may be specified manually. However, if there are contracts with suppliers for price for an item and quantity, prices will be picked from contracted price. If there has been a contracted quantity then system will be monitor purchased quantity against the Purchase order.

Taxes - Product dependency

For non-stock items, taxes can be specified at the time of capturing the transactions. While for stock items, system will generate the taxes and cannot be modified by the users.

Taxes can be associated with a product. System supports any number of taxes, but with a transaction there can be only 5 taxes associated**.** For each tax whether credit will be given for the tax paid, also can be specified

Each product can belong to a tax group for each tax. For example Product can belong to standard rated product for VAT and HSCODE 1010 for customs duty purposes. Tax percentage for each of these tax groups can be defined in the system.

Taxes - supplier applicability

For each supplier, applicability of taxes can be specified to indicate whether each of the tax is applicable or not.

Multiple Delivery Dates

If the items are to be delivered over a time, multiple delivery dates can be specified.

- Single date against each item or
- Several dates against each item

Delivering Process

Supplier may deliver items based on:

- Purchase order
- Verbal requests to accommodate some urgent deliveries - even though this is not the best practice.

Delivery process may take place over a period – with multiple purchase deliveries. When the Vendor has shipped the goods, a packing list would be sent to the buyer.

When purchase orders are placed with an overseas supplier, Packing list will arrive with goods, or, may precede the goods.

Delivery process will start only when the packing list has been received. Packing list may be input to the system to indicate the start of the delivery process, to indicate that the items have been received.

As the goods are unpacked, they could be inspected. Delivered items can be inspected and may be accepted or rejected due to discrepancies.

If the goods are accepted, delivery can be confirmed by generating goods received acknowledgment note. This will increase the physical balance accordingly.

Purchase Costing

Costing direct deliveries

On direct deliveries, which do not have prior purchase orders captured in the system - in addition to charges and taxes, the unit cost of items could be captured at the delivery time.

Taxes

Independent of the taxes existing at the time of purchase order, tax will be recomputed at the time of costing to accommodate for possible tax rate changes between order and delivery

Distribution of charges to product cost

Purchases are made on the purchase orders have options of adding the cost of charges and taxes incurred. These Charges and taxes could be on any currency. These charges and taxes will be added to the item cost, prorated to each product on the basis of cost value of the products.

Charges on supplies may or may not have to been paid by the supplier. It may be paid to third parties such as Customs, ports, Handling Agent etc. System facilitates both charges paid by the supplier and third parties, to be captured.

On confirmation of the cost, many financial updates take place: - stocks book balance, financial entries with respect to cost of stock, taxes, cost of recovery of charges paid and suspense account for purchases/supplier account.

When items are purchased as fixed assets, the **fixed asset register** will be updated.

Payment Process

Matching the Supplier Invoice

When the supplier invoices are received, they can be matched against the deliveries which were captured by the system.

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LEOBIZ – ERP Plus Manufacturing

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Business Process Supported

Production Order

System provides a facility to generate production orders to suit different policies:

- For each *sales order*, multiple *production orders* can be generated
- *Production orders* could be opened to manufacture items in a given category who's Free Balance has reached the re-order level.
- On an *ad-hoc basis* for any given items of Stock.

This would update on *order* quantity of the finished goods items.

Production Process

- Multiple production processes with intermediate products
- Standard material mix and alternative mixes and options for resource utilization
- Production flow stock management
- Transactions processing with approval and if required authorization processes, optionally.

Supported Models

System supports four models of Manufacturing

- Production without Standard Bill of materials
  - Average costing of Output
  - Standard Costing of Output
- Production with predetermined Bill of Material
  - Standard Costing with Variance analysis
  - Standard Costing with variance analysis and Machine scheduling

These four models are supported so that Customers with various levels of requirements could use the system and could migrate to more sophisticated option when they are ready.

Production w/o Bill of Material

Production costing with Average Costing

System will facilitate

- Processing issue of items from Raw material Stores to Production orders
  - Against manually generated requisitions for manufacturing order or
  - Directly without any requisitions
- Keeping track of Man/Machine hours spent on the Production order
- Keeping Track of Finished Goods transferred to the Finished Goods stores
- System will
  - compute value finished goods by computing the
    - Total cost of material and
    - Men/Machine cost
  - And distribute it across the finished goods

This is possible only if one SKU is manufactured at a time.

Production costing with Standard Costing

This model is similar to the previous one, but the cost of finished goods is determined outside the system and input to the system.

When finished goods are transferred, they will be valued at the standard cost.

Difference between the value of finished goods and the total cost of production will be transferred to Production cost variance.

Production with Bill of Material

Bill of Materials / Resources

For standard items being manufactured, the *Bill of Material* required for production of finished products can be defined. Other resources, such as *man hours and machine hours* can be defined as required.

When a Production order is created, it could have multiple processes and the material requirement can be defined for each process. Required materials could be

- Raw materials or
- Intermediate products from other processes

Overhead absorption rate can be defined as well.

For *made-to-order* items, these would be estimated at the time of preparing the quotation and when the *order* is confirmed, what was estimated at the time of quotation preparation would be treated as the standard.

Material requirement planning

When Production order is created, material requirements will be updated against the raw materials so that the materials requirement planning could be performed.

This will requirement will be treated as planned and converted to allocated when the Master Requisition is created

Product ion Order scheduling

Production orders can be scheduled based on the machine availability and can be allocated for each order.

Feasible schedules of production can be done, based on the availability of resources and requirements.

Master Requisition

When a production order has been scheduled, the master requisition can be generated for that production order. The master requisition is the overall material requirement for the given production order.

In a multiple process manufacturing, material requisition will be generated for each process separately.

When requests are made by the *production department* during the *manufacturing process*, it would be delivered against the *master requisition*.

When a mater requisition is generated, Raw materials will be allocated for the *production order* and will be reduced from the free balance of the item.

Production Costing with BOM

System will facilitate

- Processing issue of items from Raw material Stores to Machine/Process/ Production orders
  - Against manually generated requisitions for manufacturing order or
  - Directly without any requisitions
- Keeping track of Man/Machine hours spent on the machine/ Process/ Production order
- Keeping Track of Intermediate/ Finished Goods transferred to the Intermediate Stores, Next process or Finished Goods stores

Variance Analysis

For each machine/Process/production order, a variance analysis can be performed for **under or over** utilization of material, manpower or machines.

Financial Integration

System will generate Financial Entries for

- Raw material Issue
- Inter-process transfer
- Men/machine Utilization with overhead recovery
- Finished Goods Transfer with overhead recovery
- Variance at the time Closing of production Order

Datasheet

LEOBIZ – ERP Plus

Inventory Management

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Features

Quantities in Multiple units of measures

Transactional quantities can be input in multiple units of measure. For instance, an issued quantity could be input as 12 dozens and 11 units (major unit and minor unit).

Quantities will be stored in the smallest possible unit of measure defined for each item, thereby avoiding errors due to rounding off. For instance, the above quantity will be stored as 155 units and not as 12.92 dozens.

Conversion Rates between major, minor will be defined by the user and therefore even non-conventional conversion rates can be maintained (Ex. Conversion from 100 gram packs to Kilograms + 0.01)

Quantities are reported in major and minor units of measure on all reports.

Weight, volume, Area

System provides the functionality to specify per unit of product, volume, area of products. This can be useful in determining the shipping volume/Weights, period comparison of performance of multiple products in terms common factor such as liter of production etc.

Stock valuation methods

This module supports three valuation methods:

- Weighted average
- First-In-First-Out (FIFO)
- Standard Costing

These can be specified for the total **module** or at the **item group** level.

Multi Company and Multiple Locations

The warehouse could be either in the same premises of the factory or it could be located elsewhere. Furthermore, the organization may maintain multiple warehouses at different locations. This could be due to the fact of ease of delivery to buyers, economies obtained through location or even because when there are multiple production plants the warehouses need to be closer to the factories.

The identical product may exist in different locations. When placing sales orders and stock valuations, the system will treat all the stocks of products at different locations as one logical entity. Yet on deliveries it will be able to identify the individual locations stock availability and the stock positions to perform the functions effectively.

Categorization of items

Inventory items could be classified into three hierarchical category levels namely Major, Minor and Sub Minor. Items may be sorted according to these categories for better management information.

E.g. Spares could be categorized as follows

- Major = Imported/local
- Minor = Mechanical/Electrical
- Sub-Minor = spares/consumables

Unique Identify

Goods that are sold are of two major categories:

- Consumer Goods and
- Capital goods

Consumer products such as:

- Food items
- Clothing

Capital products such as:

- Automobiles
- Televisions
- Engines

Consumer products are the type of products that would be used for a shorter period, while capital products would be used for a considerably longer period.

Due to various economic and control requirements most of the capital products are identified uniquely by production numbers; i.e. for every unit of a product an identification number is allocated.

For selling as well as purchasing, these unique serial numbers are captured and maintained to cater to the purpose it is supposed to serve. This system would facilitate the user to input this number while accepting and releasing goods. The applicability of the unique serial numbering for products would again be controlled by the parameters at a higher level of system maintenance.

When capital products need to be identified uniquely, an identification number is allocated for every unit of a product. Since sales as well as purchasing need to keep track of these unique serial numbers, these numbers should be captured and maintained by the system.

System facilitates the user to input this number while accepting and releasing goods. The unique serial number is encoded with certain details that are unique to the unit of product and the system accepts a number of other details related to the item as well.

Processes

Physical stock and Book stock

There is a difference between stock physically available in the stores and actually accounted fro in the books of the company. System keeps track of both. A difference between the two varies depending on the business process of each organization.

For example when purchased items are received in the stores they will be accepted by the stores but would not have been accounted for in the accounts of the organization until those transactions are processed by the accounting department.

System will update the physical stock balances when it is accepted the by the stores and update the book balance when the they are accounted for by the accounts department.

Similarly in the sales times goods would have been dispatched to the customer unlit such time it is accepted by the customer and invoice is generated by the accounts department.

System keeps track of the very clearly with reconciliation for the difference.

Stock Verification

System provides a facility for stock verification. It keeps a continuous track of the stock count. The physical count of the stock items may be entered or captured by the system.

The physical stock in the system and stock count may be compared and appropriate action taken

and, write offs updated. This could be performed even at a later date.

By specifying the process, for store and bin / rack range, stock verification can be performed for a part of the store. This would allow perpetual stock verification rather than only at the year end.

Stock Adjustments

Stock adjustment transactions for re-valuing or the write off of bad/defective stock can be performed at any time. This would update both physical and book balances or book balance only.

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Datasheet

LEOBIZ – ERP Plus

Human Resources & Payroll

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The Personnel and Payroll system comprises of comprehensive features to maintain employee's personnel information and confidentiality of Employee Salary Records.

System will facilitate employee:

- Recruitment process
- Life cycle management
- Attendance monitoring
- Leave Management
- Performance monitoring
- Loan Management
- Flexibility in processing various Payrolls and other computations employee benefits
- Provide statutory and reliable accounting information

Employee Profile

Various types of personnel information could be maintained with confidentiality.

Any attribute that would affect the processing of the salary of an employee could be maintained. An employee could be categorized in five different

ways and could be assigned to five different Cost centers.

Personnel Information

Following information of every employee can be maintained:

Employee Details

- Personal details -Name, Address, Date of Birth, Civil Status, Date of Joining, etc.
- Category/Cost centre – to which benefit category and cost centre the employee, belongs.
- Photograph – Employee's personal photograph or any other identification could be maintained in a picture format.
- Bank details - Bank, branch and account number will be maintained.

Experience

Carrier experience with duration and details will be maintained here. This will facilitate decision making for promotions and salary increments etc.

Qualifications

Type of qualifications the employee has obtained will be maintained. Qualifications could be academic or professional, secondary or university etc. This too will facilitate decision making for promotions and salary increments etc.

Training Details

Any training provided by the company could be maintained. The type of training, its duration, cost whether the employee is bonded for the training, if bonded the bond period, etc, will be maintained. Training received outside company could also be maintained.

Family Details

Details such as Name, Date of Birth, and Relationship etc. related to the dependant family members of the employee will be maintained. This will facilitate calculations of various family benefits entitled to the employee.

Extra curricular activities

Details such as name of the organization, activity date, nature of role played and description.

Leave Information

Leave entitlement of each employee and its utilization will be maintained. Entitlement will vary according to the following factors:

Employees could be categorized based on the above factors and entitlement could be assigned to the category. Number of days entitled, how long the unutilized leave could be carried forward will be maintained for each category type.

Leave particulars for each member will be maintained separately. When an employee request's leave, his or her entitlement and balance leave available could be determined. When leave is granted, it will be updated in the system.

Contract Details

Employment contract details such as Date of Joining, Last contracted date, Next Renewal date, etc, will be maintained here. Further the system will maintain employee salary and other financial and non-financial benefits.

The system has the facility to maintain and compute Non financial benefits such as Air tickets, Accommodation, etc. Each type of benefit will be maintained in the system and they could be assigned to individual employees, based on their categories.

Categorization

An employee can be categorized under a maximum of five major groups and each group could be sub categorized up to 999999. This categorization will be based on user requirements. Some categorization examples could be based on:

- Applicability and method of computing and generating certain earnings or deductions (Housing, Children education, etc.)
- Applicability for generation of an earning or deduction of same amount for selected categories.
- Applicability and method of overtime computation
- Central bank carder reporting

Cost centers

An employee can be included in a maximum of five different Cost centers and his /her salary cost could be allocated to one or more cost centers. Reports can be generated for each Cost centre, which can be used for analyzing of Accounts and Management Information.

Method of Payment of Salary

Module provides the facility to specify the method of payment in the employee profile and to change them at any time. For each category of payment method, appropriate reports will be produced to make the payments of salary easy. The following methods could be used:

- Cash it is drawn from the bank and paid to the employees
- Sent to bank, a cheque is drawn to the Manager of bank/branch on behalf of group of employees who have their accounts in the same bank branch.
- Part by cash and part sent to the bank
- Cheque is drawn with the Employee as beneficiary
- Advice to the company bankers to sent to the specific employees bank Account
- Advice to the company bankers to sent remittance to multiple bank accounts and cash.

Payment of Salary for month of joining and leaving

When an employee joins or leaves in the middle of the month, this module provides the facility to enter effective dates of leaving and joining and it would compute the proportionate salary for the given month.

On the subsequent month, it would commence with standard salary or stop payment depending on whether employee is joining or leaving.

Temporary stoppage of salary

Module provides facility to hold payment of salary temporarily and this will be reflected in the employee profile.

Change of employee profile

Separate functions are provided to change employee profile. The profile changes are grouped into:

- Salary Changes
- Status Changes; e.g. Inactivation, Stop Payment, re-activation, Pay resumption
- Non critical changes e.g. change of Designation
- Bank Information changes

This segregation of functions gives better control over the sensitive payroll data and can be better managed by access control and review.

Organization profile

Depending on the nature of business organizational roles are identified.

JOB Specification

Tasks of each job role need to be specified in the system to build the employee job specification.

Recruitment

Capture Job Application

Recruitment process commence from evaluating the positions to be filled. Manually received applications can be captured in the system simply by copy-paste.

Depending on the customer requirement an app can be provided to apply jobs online or the system can be connected from the company web site.

Shortlisting

Based on short listing criteria specified applications are shortlisted by HR executive and interviews will be scheduled.

Interview

Panel of evaluators will capture scores against each criteria and the weighted average will be taken as an average score.

Shortlisting and selection

System will short list the candidates based on the weighted average scored in the interview.

Recruitment

System generates the employee no on acceptance of the job offer.

Reporting to

Directly reporting to personnel / manager is assigned to the employee for administrative purpose and based on this information leave records is updated for approval.

Work Management

Option to capture Time sheet against each task assigned to evaluate the work performance.

A variation from standard time consumed is subject to review for management action. Employees can manage themselves better with this indicator. As this is the sensitive process it need to be implemented with care.

Performance Management

Based the key performance indicators a panel of evaluators could assign the score for each element. This is the overall performance of the employee. Elements for example number of training attended. Weighted average of the score is computed and rank by the system for management review.

Employee Training Profile

Based on the job specification requirement of employee the future training requirements are evaluated and maintained along with training plan.

Earning and Deductions Profile

Each type of benefit or deduction will be identified by a unique item code. The user is allowed to define any number of Earnings and Deduction items. The system facilitates automatic calculation and generation of all the allowances, which are common to all the employees of the organization.

Type of Items

Items could be fixed or variable. The amount entered under a fixed item remains unchanged for an employee, until it is modified or removed completely. Amounts charged under Variable items for an employee is for the current month only. In the following month, it will not be applicable unless otherwise, it is input to the module or is computed by the module.

Automatic allowances

Allowances that are common for all the employees or a specific category could be automated.

It can be a fixed amount of allowance or a percentage of the salary. If it is a percentage of the salary the seal amounts could be set. (i.e.: Maximum amount & Minimum amount)

Applicability

When defining each item of Earning/Deduction its effect on the following should be specified:

- **Provident fund and Tax** – Whether earning is to be included to compute the EPF/ETF and Tax Computations
- **Overtime calculation** - Overtime rate basis. (Whether earning is to be treated as

earning for the computation of overtime rate).

- **External Agency** - receives this deduction or not. e.g. bank loans, insurance payments etc

Overtime Profile

Overtime information could be entered to the system in Hours, Days or Amounts. Calculation of rate is based on the applicable earning items and the assumed number of days or hours in a month. Module provides the facility to specify the earning items and no of days/hours in a flexible manner. For each type of overtime payment an item number is assigned.

Loans Profile

Loans sub ledger will be maintained in the Payroll system and will be deducted from the monthly and can be reconciled with the general ledger by the system

Loans can be

- Interest free
- Interest simple/reducing Balance

Capturing of Transactions

Minimal processing time

Thanks to extensive uploads and minimal data entry work for variable items HR department is expected to spend least time with the system and enabled to focused on people.

This Module is designed to operate in an Interactive Mode with extensive facilities built in to minimize data entry errors.

This function will do the necessary processing to produce the pay slip real time. It calculates each employee's total earnings (Over Time & Other automatic allowances) and total deductions (Contribution to retirement benefits, etc.) from the transactions involved for the month. In addition this function gives important reports like pay summery & control report.

In-out time and OT/No-pay

Depend on the organization in/out time can be captured by bio metric in/out time capture equipment or alternatively in/out time can be captured via in/out time capture function or manual record of in/out time can be uploaded to the system.

System facilitates verification of the in/out time updated. It allows the user to manually correct the missing in or out records.

Based on the in/out time employee attendance records are created by the system and then system generates the leave records, OT and No pay records based on the OT/no pay item profile of the employee.

Approvals

Optionally system facilitates the functionalities for authorization and / or approvals depend on the organization.

All parameter definitions and master data requires 2 people involvement, ideally.

Integrated document Management

LEOBIZ HR/Pay offers integrated document management so that approvals really can be made on line and it is practical to minimize if not eliminate the need of accessing the filing cabinet.

Ad-hoc information

LEOBIZ is supported by Business Intelligent application for the users to make ad-hoc queries on the fly at almost no time or least time for decision making. It offers drill-down for details, graphical representation as well as excel download. Further if the scenario is repeatable

then it can be saved and assigned to users with the security function group.

End of service Benefit computation

System will facilitate to compute end of service benefits, when an employee ceases his/her employment. Entitlement to EOSB is maintained in the employee profile.

Employee specific functionality

System offers employee specific functions which gives all the information of the employee including the payroll details. This functionality eliminates the need of manual inquires to the HR department and enables the employee's self managed as a first step.

Financial Integration

Financial integration takes place for Payroll processing for

Salary Processing

- **Expense accrual** Payroll Expenses including EPF/ETF: When the Salary is processed, the expenses including EP/ETF contribution by Company should be debited and the Salary Control Account should be Credited.
- **Staff payment** Disbursement of pay to the staff When The staff payment is to be made, Check payment request should be made and the Salary Control should be debited.
- **Recoveries**
    - **Internal Recoveries** such as Loans and advances
    - **Statutory recoveries** The EPF/ETF/PAYE Tax Statutory Creditors should be credited debiting the salary Control Account. The liabilities for statutory payments are created by the system and will be available for the finance department to generate payment on the due date.
    - **External recoveries:** When Payments to third parties are made on behalf employee from recoveries made from the Payroll, Bank/Cash should be credited and Salary Control debited.

Staff Loan processing

- **Employee loans are disbursed:** When Loans are disbursed to Employees, Staff Loan asset is created and Bank/Cash should be credited in the financial system.
- **Employee settles loan in advance**: When staff member repays loan by cash/Bank should be debited and Staff loan asset should be liquidated.
- Employee loans are written off.

Datasheet

LEOBIZ – ERP Plus

Fixed Asset Monitoring

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Introduction

Fixed Asset process in ***LeoBiz*** covers every aspect from Purchase Requisition for Acquisition through Request for Quotation to Selected Suppliers, Tender processes, Quotations from Suppliers, Quotation evaluation and selection, shopping, Purchase Orders to Supplier, Delivery from supplier and costing of Purchase, Refer the Purchase data sheets for detail of the functionality.

Refer Data sheet on Purchasing for the Purchase Process

LeoBiz Features

Please refer the Data sheet Of LeoBiz Plus for common Features of

- Access Security
- Audit of Chanes
- Configurable Make/Approve/Authorize controls for Transactions
- Integrated document Mangment
- Adhoc Businee Queries and Graphical presentation of results
- Integration of extracted information with office Documents
- Upload of Offcie Doument data to system

Fixed Asset Creation

At the time of initial use of the system for an existing organization, Details can be uploaded. Fixed asset Register will identify each asset by unique Number consisting of Fixed Asset Major Group, Acquisitioned Year and Serial Number within the Year.

Apart from purchase process Fixed asset can be created from

Create from project

Fixed asset can be created from a capital job.

Create from Inventory

Asset also can be created whenever a tradable item such as equipment / machinery is transferred for internal use. On confirmation of internal transfer process system creates a fixed asset and such value of inventory will be capitalized as cost value of the asset.

Capture Asset Details

Subsequently each Asset details such as Make model unique identifying Number of the Manufacturer etc. can be added.

Fixed Asset Monitoring

Physical identification of Asset

Print Label

Asset no generated can be printed and pasted in respective item.

Bar code

Labels can be printed using the bar code printers in a desire format for the asset verification process to be made efficient and cost effective.

Physical Location

Physical Locations of the Organization are identified by Building, Floor, Section and rooms. The Fixed Assets Location can be associated with the physical location in which the asset is placed.

Whenever an asset is to be moved, it could be specified in the system and document could be generated to issue the instructions to move.

In the system requisition for transfer can be made in a suspended mode for the approval and the record will be marked as on actual transfer.

Commercial Depreciation

System periodic function facilitate creating a financial transactions to change depreciation and to update the accumulated depreciation and track the depreciation history of each asset.

Depreciation will be charged based on period of the usage of the asset. It will be charged to the cost center to which the asset belongs to at the end of the period.

Capital Allowance for Tax

At the year end, capital allowance as per tax laws can be generated by the system and the adjustment between commercial depreciation and capital allowance will be produced by the system.

Asset Maintenance

In a large organization where maintenance of Assets is an issue, system has options to track equipment breakdown and keep track of the maintenance job progress and cost.

Preventive maintenance schedule also could be planned.

Cost Management

Even without Maintenance tracking functionality, Maintenance and running cost of fixed asset, even Telephones could be tracked by Asset rather having each individual asset cost kept track in the individual GL account.

Usage of the Asset also can be also kept track of and running cost versus usage could be monitored and compared with standard and trend.

Revaluation

Revalued asset data can be entered into the system with its revaluation date and amount. The new revalued amount will be used for depreciation and will appear in the Asset Register as revalued amount.

Disposal

System facilitates the Processing of Disposal of the Fixed Asset. This will mark the asset as sold and it will not include in the fixed asset register with active status.

Asset disposal can follow the tender process as well. On confirmation of payment to casher system generates the financial transaction of the disposal process and generate the profit / loss on sale of fixed asset. Credit sales also can be made.

Write off

Fixed Asset that is taken out of usage and condemned will be removed from the Asset register. If the Asset is not fully depreciated, it

will be participate in the Depreciation process beyond this. System generates the financial transaction to pass the loss made on write off by netting of the purchase cost and accumulated depreciation.

Enhancement and Amalgamation

Asset enhancement can be treated as separate assets and multiple assets can be amalgamated and treated as one asset.

Physical Verification

When physical verifications to be done, system will provide for a list by location enabling the process to be very efficient.

Financial Integration

The assets are grouped into Main/Sub groups and all the GL Accounts associated with each sub group such as Asset Account, Accumulated depreciation Account, Asset depreciation Account, Profit/Loss disposal account, Asset Revaluation Reserve Account are all specified as Parameters giving flexibility to the system

Purchase costing

When the Fixed Asset Purchases costing performed, System will generate Financial Transaction to update the financial system

Periodic Depreciation

During the Periodic depreciation computation System will generate financial transaction for each cost center where the asset is deployed, total depreciation for each asset Subgroup

Disposal

System will generate Financial Entries to eliminate the fixed asset from Register i.e the Asset purchase value and the accumulated depreciation and all entries record the Accounts Receivable and Profit/Loss on Disposal

Write off

System will generate Financial Entries to eliminate the fixed asset from Register i.e the Asset purchase value and the accumulated depreciation and if Asset has residual value Loss on write off

Revaluation

Asset can be revalued at any time. The Asset value and required financial entries will be generated by the system.

Datasheet

LEOBIZ Plus

Product Sales and Support Services

Table of Contents

Business Process Supported

Identification of individual units

Product support services functionality commences from the business process of Purchasing/Manufacturing of the product.

System provides facilitates

- Generating the serial No of the product at the time finished goods transfer from Production to Finished goods stores and/or
- Capturing the Serial No's of each units at the time receipts of when goods from the Supplier

Sales process

When the items are sold, system facilitates the selection of the serial no from the units in the stock which have been previously captured.

Each transaction identified as Sales to the end user or to the distributor.

Items sold to the end user will be marked as such and will be added to the equipment's maintained list along with the Customer details and the warranty period, if the item items is covered under warranty.

If the item is sold to the distributor, it will be kept as such and will be transferred to the warranty, when the end user sales are reported by the distributor.

Third party sales

System provides the facility to capture unit details for items sold by third party and came warranty service or paid service to the organization.

Product Support services

If a service is request is made for the Equipment, system could be queried for the details of the customer and warranty period.

Service cost estimation

The Technical person inspecting the product could define in the system, the services to be performed from the list of services and the spare parts that need to be used in the service.

Each of the services will have a standard price and could be collection of several services.

For each part/service, if the equipment is within warranty period, it could be specified whether it is with in the warranty cover or not based on which total price for service will be arrived at

Confirmation of service

Once the customer confirms the service price, the service order will be confirmed in the system

System will produce the service works order for the services to be performed and the requisition to the stores for spare parts.

Adding additional items

As the services are performed, the requirement fro more services may become apparent. System provides facilities to add more items to the service order.

Based on the additional services/items requisitions can be produced for additional items

Service costing

Cost of material of service order

When the material is issued by the stores against the requisition generated by the system, system will debit the cost of material to the service order

Cost of service

System has the facility to capture the times spent by the personnel on the job. Each person hour cost be defined and the total cost of service can be captured against each of the service activity performed.

Invoicing

Creating the invoice

Once all the services are completed as per the service requisition and material requisition, system facilitates generating an invoice.

Part invoices could be generated for completed items.

Updating the Financial systems

When the system produces the invoice, it will update the financials for bth

Income and expense incurred in providing the support.

Recovery of Warranty Service cost

System provides the facility to keep track of the warranty services performed and if required to be recovered from the principal to make the claims.

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Datasheet

LEOBIZ – ERP Plus

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Concept

Problem Addressed

Business Application Development process whether product or project has not changed from its inception. Three issues still haunts them.

1. Programming is still unreliable and new system tends to have lot of bugs
2. Whenever technology Changes applications need to be redeveloped from Scratch
3. Lack of Business Domain Knowledge of the IT professional

End result is Most of the Mission critical applications systems and products in Commercial and FSI Industry are still using archaic Multiuser systems and Client Server Technology. One or two in three tier technology, even they are scratching the surface of technology not using its full capability and not reaping maximum benefits. They still use RDBMS technology for data base or Indexed File structure's. Built on programming language such as procedural COBOL and RPG II. Many of them Use Green Screens or Screen Scratching by emulating green Screen in GUI. They cannot really use new technologies such as server less cloud computing and NoSQL data type without complete rewrite. Business applications uses technology that are 10-20 years old. Not the current one. Therefore they are costlier and time consuming to maintain and enhance. Multiple systems using various technologies of different type are used in an organization requiring costlier interfacing of systems and numerous technical problems.

Users understandably do not want to try new systems and products using new technology because Software development process is inherently unreliable. They wait until it is used by several adventurist and less affluent users. But by the time they adopt, its technology has become obsolete.

We believe that we have found the **Silver Bullet** for the Business application development process. It delinks Transaction Processing Application development from Technology intricacies and Application System becomes specifying Application requirement which will be interpreted by re-use of only four software components at execution time. This delinking brings three benefits

- Application and Technology can be enhanced independently resulting in elimination of re development from scratch when technology changes so that systems and application stay in current technology and to get its benefits.
- Application development by business domain experts while technology is handled by Technologist means Users get the benefits of a meeting the business needs exactly using always current technology.
- Faster, reliable and less costly Business application development/maintenance

We spent 12 years in the R&D to bring out a commercially viable Development Tool MenSitpi. In the process as a proof of concept, we developed using MenSitpi an ERP product LeoBiz. LeoBiz Development was done with unmatched ease, using few

business graduates with some IT skills as opposed to traditional IT knowledge workers.

Using new set of Skills, we produced unmatched functionalities especially the ability of single LeoBiz product to cater the requirements of both commercial and financial services Industry.

Unlike any other software company who bring out incomplete products to be experimented in the Market place, we tested in a limited customer base for 12 years.

Traditional Development Methodology:

Traditional methods of software development do not guarantee error free software as they are developed. The reliability can only be determined by usage and is the main reason that prospective customers insist on reference sites before buying software.

The underlying causes of reliability are the **programs** themselves as each line of a program is a potential cause of failure. When a software package has about **ten million** lines of code, as in a typical ERP system developed using traditional methodology, the reliability has to be ensured by usage at several reference sites.

System Development without Programming

LeoBiz has been developed without using traditional methods of programming, but by a revolutionary method which has not been used by any other company in the world.

Use of ***MenSitpi*** development framework designed and constructed in Sri Lanka resulted in only around 2,000 lines of application-specific code in the development of ERM package, ***LeoBiz***.

Therefore reliability is inherent in this **software**. It does not require usage to ensure reliability. With a programming ratio of 1:1000 lines of code, the reliability ratio will minimally be 1,000,000:1, assuming that reliability is the square of the lines of code at the least, though in practice it is much more.

Leading-edge Technology

The international ERP packages currently in the market place have been developed at least two decades ago, which is why they have a large number of reference sites. These packages do not use the current technology enhancements that have increased flexibility and cost effectiveness of IT.

The design of these older software products depended on Technology that existed two decades ago and are therefore costly and obsolete. ***LeoBiz*** costs much less since it uses the latest and most cost-effective technology.

LeoBiz Double Advantage

LeoBiz has the advantage of revolutionary **methodology** and **leading edge technology** complementing each other, creating unparalleled reliability and an extremely cost effective product

MenSitpi Technology

It uses the advanced N-tiered Architecture while almost all other products use the Client-Server architecture.

The N-tiered Architecture protects the investment in Hardware.

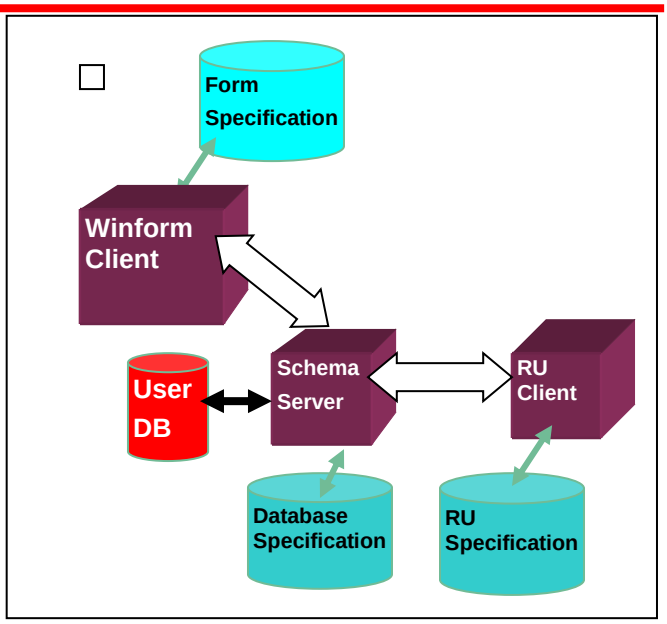
- Benefit from the latest technology from Microsoft; ".Net Framework" and C#. This advanced technology runs on Windows component servers rather than on database servers. Microsoft plans to deliver this on other platforms as well in the near future.
- It is built using the Open Model of **OLE DB**, so that it could be used with several Hardware and Database Servers. Choices of Server/Operating Systems are **Microsoft Windows, IBM eServer, iSeries, pSeries and IBM zSeries.**

- The following databases are currently supported: IBM DB2, Oracle, Microsoft SQL Server, or, MSDE.
- It is built using Sri Lanka expertise both for design and construction.
  - The price / performance ratio is extremely high.

MenSitpi Architecture

It consists of four components that are reused to implement all functionalities of any application almost eliminating any code, For ***LeoBiz*** apart from these four components only around 2,000 lines of Microsoft Dot Net C#. is used

The ***MenSitpi*** framework has four functional components that are re-used to implement any application:



Schema Server

A middle layer which mainly enforces specification driven, with options for code complementing, business rules. This layer manages the User Data Base, updates and ensures the integrity of the Data by enforcing the business rules.

Schema server highlights are:

- Business rules defined and enforced better than in most RDBMS,
- Enforcement of business rules specified without repeating in multiple instances and as and when the user interacts with the application; which none of the other existing tools provide.
- Provides object interfaces to program interfaces as user plug-ins - these are written in any industry standard language such as C#, Java, COBOL, Visual C++, Visual Basic instead of propriety scripts
- Upgrade of versions, without user intervention

Win-form-Client

Window Client driven by specifications, with option for code complementing, interacts with the users for data capture and inquiry. It navigates through data capture and inquiry screens to accept data from users to update databases and to retrieve data.

Report/Update

Specification driven, with options for code complementing. Report and batch process component that produces reports and performs periodic batch updates.

N-Tiered Architecture

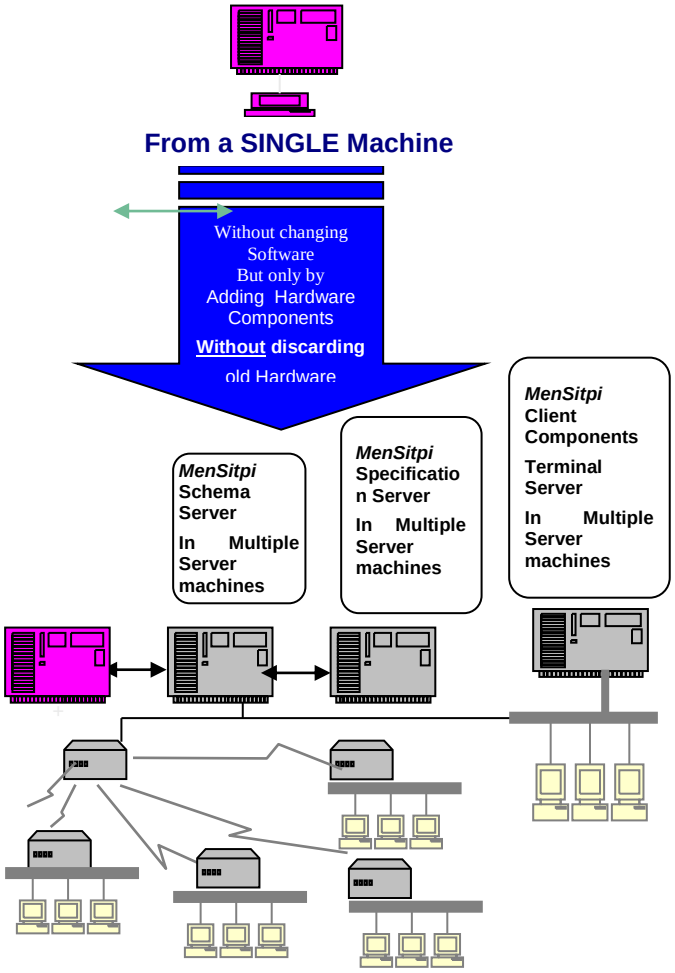
MenSitpi Framework and Applications developed using the Framework will be **"component based"** enabling **N-tiered Software Architecture.** The advantage of N-tiered technology is the ability to provide **scalability** of the application without discarding any hardware components on which investments have been made.

A user could start from a single machine in which all the components are executed and as the volumes grow, components could be placed in different vertical layers of component servers. Obsolete Client-Server

MENSITPI

Architecture in which almost all tools and application of today are based is a sub set of N-tiered architecture in which N is equal to 2 and cannot grow beyond.

Several **Component Servers** may be placed in **parallel** to **balance** the **load of the operations** with the existing equipment being supplemented by additional equipment instead of being discarded.



DATASHEET

SECURITY ADMINISTRATION

1 Introduction

Security administration functionalities facilitate access control and secure environment to implement policies and procedures for segregation of duties, authorization both immediate/post approvals, verification and reconciliation.

2 Administrator functions

Systems administrators are special types of users to perform the system administration duties mainly Create user profile and administering the user activities. System administrator will not get access to any application function.

3 Segregation of duties by Access Control

Security functionalities provide concrete access control functionalities to enable/restrict functionalities based on their user role in an organization. User roles and function groups specified at the time of design that can be overridden by the user at the time of implementation according to organization policy and procedures. LeoBiz application provides the suggested roles for the systems security administrator to set access control policies at the time of implementation.

Functional level access controls are specific to function group, button and specific user as well.

4 Dual Control Systems Administration

No single systems administrator can perform any security system functionalities. Any entry require 2 administrators' involvement prior to effect such data entered one administrator to create and other to authorize. Depend on the functionality second administrator is allowed to authorize immediately or later as post authorization.

4.1 Approvals and Authorization for Data Integrity and Security

4.1.1 Parameter driven approval and authorization

Transaction processing system of applications provides maximum 3 people engagement for creation, approval and authorization at document/transaction level. Depends on the organization, the required policy can be implemented. The person who approves and authorize cannot change any attribute of the transaction.

4.1.2 Specific functions for authorization

At times, dedicated functionality is designed to assure simplicity and

sophistication of the operation within the application itself.

4.1.3 Self-driven auto-audit

Security solution provides automated auditing capabilities by way of configuration in the implementation.

5 Data Amendment

Data error is inherent as a nature of software with extensive quality assurance has been performed. Therefore, such erroneous data to be corrected but such amendment activity should be logged for future reference.

Security administration solution provides functionalities to amend any application data that is found in error. This functionality requires the 2nd administrator credential for immediate approval and to avoid the administrator to work on database server directly. These logs / changes are written to audit files for verification and reconciliation. These trails are very much useful in detecting errors in fixing data errors as well.

6 Automated Software version upgrade

Normally application software update is a nightmare and time consuming task. But it is not with LeoBiz.

Version update is part of systems administration and such functionality is available for the administrator to perform the application software version update without knowing the technicalities. System provides the status report indicating the items completed and the details of the error, if any for resolution.

In addition, this would prevent the direct access of the database servers even at the time of version migrations.

7 Application Data Backup and restore

System provides backup and restore functionality for the administrator to obtain the backup and / or restore without knowing any technical and application configuration detail.

8 Import / Export of Data

8.1 Between Database vendors

System provides functionality to simply import / export database tables fully or selectively from one database vendor to another. For example Oracle to SQL

8.2 Between Database Catalog

System provides functionality to simply import / export database tables fully or selectively from one database catalog to another. For example from Acceptance database to Production Database.

9 Mail management

E-mail functionality is built based on the concept that an enterprise e-mail is an enterprise resource. This functionality allows the users to prepare emails within the system itself send it to the stakeholders of organization with the option to configure the approval levels. Therefore, the mails can be reviewed and approved by the managers or respective officers before it is being sent.

System will keep track of all mail sent for future verification processes without depending on personal outlook.

10 Audit trail

10.1 Security Administration

User login functionality is also part of system administration. Regardless of user types, each user log-in attempt, whether attempt is success or not is written to audit

file with the details of credentials, from which machine the log in is attempted, date and time and so on.

Each and every attempt to execute any functions in the system is recorded by the system with the audit trail details.

Security application data changes via any security function, are written to special audit files with the before and after images with the credentials of users, machine, date, and so on for verification processes.

Therefore, an attempt to deleting the audit tables also will be written to audit trail. Therefore, within the application, no one can easily commit such malicious act.

Of course, other measures such as physical access controls need to be implemented by the organization to secure the server from unauthorized personal access.

10.2 Application

At the application level none of the transaction is allowed to delete physically. In addition authorized transaction are not allowed to amend. If any errors found then such transaction need to be reverse and post a fresh. But using the erroneous transaction a new transaction can be created without the need of capturing.

whenever a record is added/altered/deleted then system will automatically written to audit files with before and after images with the user credential details, machine and so on.

But this does not require separate authorization for the change to take effect.

10.2.1 Make-Authorization functionality

whenever a record is added / amended / deleted then system will automatically write to audit files with before and after images with the user credential details, machine and so on.

But this does require separate authorization by the second level authority.

All the master data tables are set to post approval required so that the 2nd user is required to authorize for the change to take effect.

10.2.2 Application Design

Audit trails for transactions are also implemented within the application architecture itself.

System will assure the data integrity within the application by maintaining information in various tables to detect errors and frauds.

System will not allow the user to delete any records permanently but keep the transaction data with the status such as in-progress, created, deleted, canceled, reversed, etc.