itc lABS PANCHKULA  
Project Scope

September 27, 2016

# Overview

## Project Background and Description

This Project is for the Development of Integrated Software for ITC Labs. ITC Labs conducts LAB tests for Drugs, Water, Soft Drinks etc. comprising Order Processing, Web Based order receipt and Test Reports, Raw Material Inventory, Tests Costing and Debtors Accounting Modules.

## High Level Project Scope

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| --- | --- |
|  | **Web Module** |
|  | * Client/User Management |
|  | * Admin Management |
|  | * Request for Test by Customer |
|  | * Upload of result and certificate |
|  | * Signed Certificate with Signature as image |
|  | * User with proper credentials can see the result/Download Certificate |
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|  | **Barcoding** |
|  | * Barcoding of Samples for testing |
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|  | **Inventory Module** |
|  | * Item Categories ( 4 Levels) * Item Master * MSL * No Auto Indenting * Indents * Auto Draft PO From Indents * Draft Purchase orders * Purchase orders from Draft PO * Multiple POs from a Draft PO * Short Closing a PO * Material Receipt PO Based / Direct * Manual Entry of other Costs to arrive Landing Cost * Material Rejection * Material Requisition slip * Issue of Material to shop-floor with Details FIFO based cost based on Requisition slip   Wt. Avg. Rate   * Multiple Issues Against a Single Req. Slip * Short Close Req. Slip |
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|  | **Costing Module** |
|  | * Material Inputs (Issue of material from Shop-Floor to Job (FIFO Based) * Machine and Equipment Details * Process Cost (Fixed Figure Time Based) * Sample Preparation Cost * Cost of Test * BOM * Cost Derivation from BOM |
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|  | **Lab Testing and Inspection Order Management** |
|  | * Master Tests with parameters * Receipt of Sample * Assigning Tests to sample and selecting tests to be performed * Analysis Sheet Generation * Feeding Test results |
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|  | **Debtor/Customer Accounting** |
|  | * Client wise Test Rates * Raising Invoices * Receipt of Payment with Bank Details * Pending Payments * Credit Limits |
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## High-Level Requirements

The new system must include the following:

* Browser Based Application
* Can be operated from Multi Locations
* Ability to have Multiple Divisions
* Barcoding of Tests

## Deliverables

**Solution, Source Code (After receiving Full Payment Including Revenue Share), user Manual and 3 days training to 3-4 ITC Labs Persons on how to use, manage the Solution.**

# Module wise Detail scope

## WebModule

USERS : This modules will have following users

* **Admin :** Admin will control the whole web module He can

1. Manage Customers (Add/Edit/Delete/Change Passwords)
2. Manage Employees (Add/Edit/Delete/Change Passwords/Change Roles)

* Sales Employees have Areas assigned

1. Manage Orders received (Add/Edit/Delete/Print/Send Reminder to some employee)
2. Manage Reports

* **Employees :** Employees can login and perform following

1. Sale Employees Can see orders in his area
2. Sale employees Update status of Order once Picked up sample
3. Admin Employees can update the status of Order
4. Admin Employee can upload reports

* **Customers**

1. Can Login
2. Can Place an Order for Sample Testing
3. Can see and down the reports

## Integrated Software Modules

## Common Masters

1. Company parameters : Name, Address,
2. Divisions - Code and Name
3. Division Parameters : Address, City, PAN,VAT No,
4. Departments: Code, Name
5. Areas : Area Code, Area name
6. Division wise Areas: Area, Division Assigned, Period
7. Units : Unit Code , Unit name
8. Unit Conversions : From-unit, To-Unit, Conversion factor
9. Employee Master: Code ,Name area
10. Test Standards : ID, Code, Description
11. ProductMaster: ID, Code, Name, Description
12. Test Parameter Categories: Id CategoryCode,Category Description, Category Print Description , Parent Category
13. Test Parameters : Parameter id, Parameter Code, Parameter Description, Parameter Print Description, Category(If Any)
14. ProductwiseTests:

Test Details: TestID,Testcode,ProductID,TestStandard,Wef,Upto

Parameter Details: ProductTestParameterID,TestID,ParameterID, Standard Value Type, Standard Value from,Standard value To, CostPrice

TestParameterBOM: TestParameterID, ItemID, Consumption, (HOW TO MEASURE)

1. ProductTestsHistory (For Parameter Changes)
2. ProductTestCostHistory,

## Inventory System

## Inventory Masters (Company Wise)

* **Item General Categories :** Items can be categorized into various categories. There can be multiple levels of categorisations.
* **Vendors :** Vendor Master Specifying Code, Name, OurCode for that Vendor, Indian or Foreign, Country, City, Pin, Address, Date of Introduction, Terms Text, Vatable Vendor, VATNo, CSTNO, GSTNO,
* **VendorContactPersons:** Code, Name First, Name Last, Name Middle,Designation,MobileNo01,MobileNo02,PhoneNo1,PhoneNo2,OfficialEmailId,PersonalEmailId,
* **Item master:** ItemCode,ItemVariantcode,ItemCategory,Description,LongDescription,VariantDescription,TechnicalSpecifications,Unit,Perishable,

## Quantities : (Division Wise)

## Division wise item quantities : WtRate,MSL,ROL,MaxSL

## Inventory Transactions(Division Wise All transaction will have division ID attached)

* **Set ROL/MSL/ etc**. (Date , Item , Level Qty) a Log will be created
* **Material Requisition Slip**: Slips on which Shopfloor will demand material from store.

Date, Department, Items, Qty Required, Qty Issued till date, balance to be issued, with feature to short close any requisition slip.

* **Material Issue:** Material Issue is based on Material Requisition slip. Issue No Date Issued By Issued to

Requisition Slip No, Item, Quantity Issued

**(Can Issue more than required?)**

**An Issue slip can have items from more than one req. slip.**

* **Return Of Material :** Return of material from shopfloor to store , Material Return slip no, Date , return By, returned to , Item, Quantity , Reusable Status, Reason of return
* **Indents:** Indent No,Date, Raised By , ItemS , Quantity , Required By(Date)
* **Short Closing an Indent :**Full Pending Indent Short Close
* **Auto Draft PO :**A scheduled Job every day at 12.00 AM to Generate Draft POs from Indents. If AutoDPO for a Particular Vendor Already exist and not converted into PO the that should get amended for Items and Quantities. That is if item exist in DPA then increase quantity otherwise add that Item
* **Draft PO :** Users can create Draft POs themselves also.
* **Short Closing/Closing of Draft POs**
* **PO:** POs can be created Directly or from Draft PO and Auto Draft POs

**-**PO No, Date , Amendment No, Amendment Date, Reference No, reference Date, Payment terms, Remarks, Attachments,

- Draft PO No, ItemCode, Po Quantity, Unit, Rate , No **Delivery Schedules**

**PO Amendment :** Amending the PO will generate a new PO with Same No but incremented Amnd. No and New Date. There will be some remarks to Justify Amendment and Old PO will be closed.

**PO Followups:** PofollowupID, POID, POFollowupdate, POFOllowupDescription

**Short Closing PO :** Short Close any Pending PO

**Gate Entry of Incomming Material:** This will be done at gate whenever a material is received at gate. Gate Entry No, Date, By Whom, Vendor Name, Our Po No, Items Received, No of packets….

**No Material is Received on Challan**

**Material Receipt Note/Inward Goods Note:**

MRN No, Date, Vendor, Party Bill No, Party Bill Date, Challan Nos

Item, Bill Qty, Received Qty, OK Qty, Later Rejected, Bill Rate, pass Rate, Duties, Other Charges, Indent No/PO No against which this is purchased

## Order System

## Masters (Company Wise)

* Customer Master

Code, Name, OurCodeWIth That Customer,Address, Contact Person, City, Pin, Area(From Areas), Credit Limit (Fromdate toDate Credit Limit),PaymentTerms

Equipments Master : EquipmentID,Equipmentcode,EquipmentDescription

## Transactions (Branch Wise)

* **Order Receipt Entry:** The orders received have to be punched in into system each order will have a unique no and Barcode assigned.
  + Order-id
  + Order Date
  + Order No
  + Type of Test
  + Barcode
  + CustomerCode
  + Sample Description
  + Manufactured By
  + Date of Manufacturing
  + Date of Expiry
  + Batch No
  + Batch Size
  + Sample Quantity
  + PIReference(If any)
  + Reference No
  + Sales Executive (From Employee Master)
  + Test Standard To be performed (Reference Test Standards)
  + Remarks
  + InvoiceID
  + InvoiceDate
  + InvoiceNo
  + InvoiceAmount
  + DiscountType
  + DiscountPercentage
  + DiscountAmount
  + AmountAfterDiscount
  + Service Tax Rate
  + Service Tax Amount
  + GrossAmount
  + **AnalysisSheet: Details of All Parameters to be tested**
    - AnalysisID
    - OrderID
    - ParameterID
    - Order Date
    - Order No
    - ProductTestParameterIDType of Test
    - DepartmentID
    - EquipmentUsed
    - TestPerformedBY (Employee)
    - TestResults
    - Standard Value Type, Standard Value from, Standard value To, CostPrice
    - Remarks
* **Performa Invoice:**
  + PIid
  + BranchId
  + PIDate
  + PINo
  + Customer Code/ID
  + Customer Name
  + Customer Address
  + CustCity
  + CustPin
  + CustContactPerson
  + CustomerContactNo
  + ItemCode/ID
  + ItemName
  + TestStandard
  + TotalParameterCost
  + AdditionalCost
  + InvoiceAmount
  + DiscountType
  + DiscountPercentage
  + DiscountAmount
  + AmountAfterDiscount
  + Service Tax Rate
  + Service Tax Amount
  + GrossAmount
  + **PI Test Details**
    - PIDetailsID
    - PIId
    - TestParameter
    - ParameterCost
* **Payments Received**
  + PaymentReceiptID
  + Payment Receipt Date
  + Payment Receipt No
  + CustomerID
  + AmountReceived
  + DocumentType(Cash/Cheque/Card)
  + DocumentNo
  + DocumentDetails
  + BankWhereDeposited

**CustomerOpeningBalances**

* + CustomerOPbalID
  + OpBalalnceDate
  + CustomerID
  + OpeningBanace

# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

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| Name | Title | Date |
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| Approved By |  |  | Date |  | Approved By |  |  | Date |