

FloorSYS

Inventory Module Requirement Document

Version_01

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Abstract

The Inventory Module is aimed at management, control and analysis of constant flow of goods into and out of an existing Inventory. This Module will ensure all the major aspects concerned with Material Requirement Planning, Purchase of Goods, Inventory Control and Sales of Goods, thus to maintain Inventory at appropriate level so that it is neither excessive nor short of requirement.

We have made an attempt to cover all the governing factors and sub-modules required to be included in Inventory Module. Our visualization is based on our understanding of your business flow and process which we have been discussing since the start of this project.

Inventory Management

The Inventory Management will include the following Modules.

1. Purchase.
2. Inventory Control.
3. Sales.

Purchase Module

The Purchase Module is aimed at streamlining the Purchase process. This will efficiently track the process flow right from Goods Requirement Planning / Assessment, Order Processing to Inward of Goods.

The Purchase Module will include the following major Sub-Modules.

1. Supplier Database.
2. Product Requirement Planning.
3. Quotation Inward (From Supplier).
4. Purchase Order Processing.
5. Purchase Summary.
6. Inward of Goods.
7. Product Database.

Supplier Database (Already Developed)

Our Analysis

The Supplier Database will have the details of Supplier of Products. The user will be able to create the list of various Supplier's who are associated with your Organization

This will include all the details of Supplier's, as follows.

Name of Supplier / Company

This will have the Name of Supplier / Name of Supplying Company

Contact Information

This will include the Contact Information of Supplier; Address, Phone Numbers, Email Address etc.

Products Summary

- ✓ This will include the List of Products the Supplier is known to provide / deliver.
- ✓ Product List Prices i.e. the Product Sale Price offered by the Supplier.
- ✓ Discounts Offered on the Product List Prices.
- ✓ Product List Prices after Discounts.

Delivery Turnaround Time

To get the approximate idea about the time the particular Supplier takes to deliver the Product(s) once the Purchase Order is initiated.

Thus the user can have the view and understanding of comparative assessment of Supplier's / Companies associated with your Organization with provision to find out the most economical Supplier in terms of economy, turnaround time etc.

Product Requirement Planning

The Product Requirement Planning will ensure the forecasting of Product Requirement to ensure the balance between Supply and Demand.

The user will be able to make the notes of Products required as per dates, week, month and year to ensure that the absolute stock is maintained at every point of time.

Quotation Inward (From Supplier)

This function will enable the user to make an entry of Quotation received from the Supplier. This can be the Quotation for,

1. New Product from Existing Supplier
2. New Product from New Supplier
3. Existing Product from New Supplier

This will enable the user to compare the rates of New Products from Existing / New Supplier and also the rates of Existing Products from New Suppliers. Once the rates are considered as appropriate, then the New Supplier Data can be migrated to the List of Existing Suppliers (Add New Supplier).

Purchase Order Processing

Once the Product(s) Requirement is finalized, the user will be able to select the Supplier and the corresponding Product(s), and can generate the New Purchase Order, which can be sent to the Supplier.

The Supplier Data can be populated from Supplier Module.

The Product Data can be populated from Product Module.

The Single Purchase Order can be generated for Single Supplier, with inclusion of Single or Multiple Products.

Purchase Summary

The user will be able to maintain the record of Purchase Summary. This will help to get the details of Purchase initiated as per dates, weeks, months and year. Once the user hits the 'Print' button for Purchase Order, the Purchase Summary will get updated automatically with that particular Purchase Order details.

Inward of Goods

The Inward of Goods can be processed as per following parameters.

1. Create New Product Record and assign number of inward / received Units to that Product (via Product Module).
2. Assign number of inward / received Units to Existing Product Record (via Product Module).
3. Note of Defective Product(s), which are due to be sent back / returned to the corresponding Supplier.
4. Entry of Supplier Bills with Product(s) List Price, Discount Offered, Actual Purchase Price, Taxes (VAT etc.), Transportation Charges, Labor Service Charges etc.

Product Database

Note: This will be the Product Module which we have already discussed.

Inventory Control

The Inventory Control Module is aimed to ensure that Products demanded by Customers are available for sale when the Customer is ready to purchase. This function will enable the user to identify the Product availability at any point of time.

This function will be automatically get updated. Once the Inward of Product(s) is done, the Stock will get automatically updated i.e. the Product(s) Units / Quantity will be automatically incremented.

Once the Outward of Product(s) is done, the Product(s) Units / Quantity will be automatically decremented.

The threshold / cut-off can be set to mark the Product(s) Availability Status as,

- ✓ Deficit
- ✓ Sufficient
- ✓ Surplus

Once the set threshold / cut-off reaches 'Deficit', the user can take the note of the same and can initiate the Purchase Process for that particular Product(s).

The cut-off numbers can be decided best on the nature of movement of Product(s) within your organization.

At every instance of time, the Available Stock can be monitored versus Sales Forecast (Sales Forecast is the part of Sales Module).

Sales Module

The Sales Module is aimed at streamlining the Sales process. This will efficiently track the process flow right from Sales Forecasting, Sales Order Processing to Outward of Goods.

The Sales Module will include the following major Sub-Modules.

1. Prospect Database.
2. Customer Database.
3. Sales Forecasting.
4. Quotation Outward (To Prospect / Customer).
5. Sales Order Processing.
6. Sales Summary.
7. Outward of Goods.

Prospect Database

Once the New Lead comes into the Organization, the user will be able to make the entry of the New Lead under Prospect Database.

The New Lead can be through any of the following channel,

- ✓ Telephonic Enquiry.
- ✓ Online Enquiry (via Website, through Contact Info Form).
- ✓ Walk-In Prospects etc.

The user will be able to enter the Prospect details such as,

- ✓ Name of the Prospect
- ✓ Address
- ✓ Contact Numbers
- ✓ Email Address
- ✓ Products Interested In
- ✓ Details of Quotation Sent
- ✓ Date on which the Prospect wishes to make purchase
- ✓ Follow-Up Summary / Notes etc.
- ✓ Sales Person who have attended this Prospect / Sales Person who have entered this details
(This can be automatically populated as the Name associated with Username, through which the user is logged In).

Customer Database (Already Developed)

Our Analysis

This will be the record of Customers.

The Customer Database can be created / updated as per following two ways.

1. Create Customer Record for Existing Customers.
2. Migrate the Prospect Data to Customer Data, once the Prospect is converted to Customer.

The Customer Record will include,

- ✓ Name of the Customer (First Name, Last Name)
- ✓ Address
- ✓ Contact Numbers
- ✓ Email Address
- ✓ Products Purchased (With 'Add New Product' function – The New Product can be added every time the same Customer purchases New Product) OR The New Product will be added automatically once the 'Sales Order' is processed for corresponding Customer.
- ✓ Quantity
- ✓ Date of Purchase
- ✓ Maximum Retail Price Quoted
- ✓ Discounts Offered (If Any)
- ✓ Maximum Retail Price post Discount

Maximize your earnings...

- ✓ Nature of Payment (Payment Done / On Credit etc.)
- ✓ Mode of Payment (Via Cheque, Cash etc.)
(If Mode of Payment is Cheque, Demand Draft, Net Banking etc., then Cheque Number, Demand Draft Number, Net Banking Receipt Number etc.)
- ✓ Transportation / Delivery / Labor Service Charges etc.
- ✓ Aggregate Cost Value
- ✓ Sales Person who have finalized this Sale / Sales Person who have entered this details

(This can be automatically populated as the Name associated with Username, through which the user is logged In).

Sales Forecasting

The Sales Forecasting function will enable the user to create the Sales Plan as per the dates, weeks, months, year etc.

This amounts to Sales of Products planned in future. The Sales Estimate vs Stock Availability will enable the organization to maintain appropriate level of Inventory.

Once the Sales Forecast is created for the particular Product(s), the comparison can be displayed in terms of Sales Forecast Quantity and Available Stock Quantity.

For Example:

The Product, Vinyl Tile is available in the Stock with Quantity as 50.

The Sales Forecast for the Product Vinyl Tile for the month of April is marked as 35.

Then the Stock Availability Forecast for the month of May will be 05.

If this can be true approximation, the New Stock of Vinyl Tiles needs to be ordered, by the end of April month, so that the actual Stock levels can be maintained in the month of May.

Note: All the approximation depends upon when and which Product is moved fast as per your business and trends in your country.

Quotation Outward (To Prospect / Customer)

This function will enable the user to generate Quotation for the Prospect / Customer. The user will be able to select the,

- ✓ Prospect / Customer Name
- ✓ Address and Other Details (Will populate automatically once the Prospect / Customer Name is selected)
- ✓ Select Product(s)

- ✓ Maximum Retail Price / End User Selling Price (Will populate automatically once the Product(s) are selected)
- ✓ Specify Discount, If Any (Free Text)
- ✓ Net Amount Display (Automatically Computed)
- ✓ Add Taxes (Can be done automatically / Also Free Text to make edits)
- ✓ Gross Amount Display (Automatically Computed)
- ✓ Notes (Free Text)
- ✓ Created By (Name of User who is logged In)
- ✓ Print, Etc.

Sales Order Processing

Once the sale is confirmed, the Sales Order / Indent can be generated. The user will be able to generate the Sales Order as per following two parameters.

1. Convert the Quotation into Sales Order

Since the Quotation has already been generated and sent to the Prospect / Customer, the user can convert the same Quotation into Sales Order, as all the attributes such as Customer Details, Product(s), Price is already there.

Also, the user will be able to edit the fields, wherever required. This will apply with Specific Permissions / Authorizations.

2. Create the New Sales Order

The user will be able to create the New Sales Order, by selecting the Customer Details, Product(s) etc.

The Sales Order once generated and when the user hits on 'Print' button, the corresponding Product(s) quantity can be automatically deducted from the Current Inventory / Stock, with the Status as 'Delivery Pending'.

Sales Summary

The user will be able to maintain the record of Sales Summary. This will help to get the details of Sales Closed as per dates, weeks, months and year. Once the user hits the 'Print' button for Sales Order, the Sales Summary will get updated automatically with that particular Sales Order details.

Outward of Goods

The Outward of Goods can be processed as per following parameters.

1. Select the Customer and Sales Order for which the Outward of Goods is to be initiated.
2. Once the Goods are completely handed over to the Customer / taken out of organization exit gate, the 'Delivery Pending' status can be changed to 'Delivered'.

Maximize your earnings...

3. Note of Defective Product(s), if any, defects caused at the time of Outward.
4. Entry of Bills to Customer, with Product(s) Price, Discount Offered, Actual Sales Price, Taxes (VAT etc.), Transportation Charges, Labor Service Charges etc.

