

# ATLAS ERP

## Brief Description

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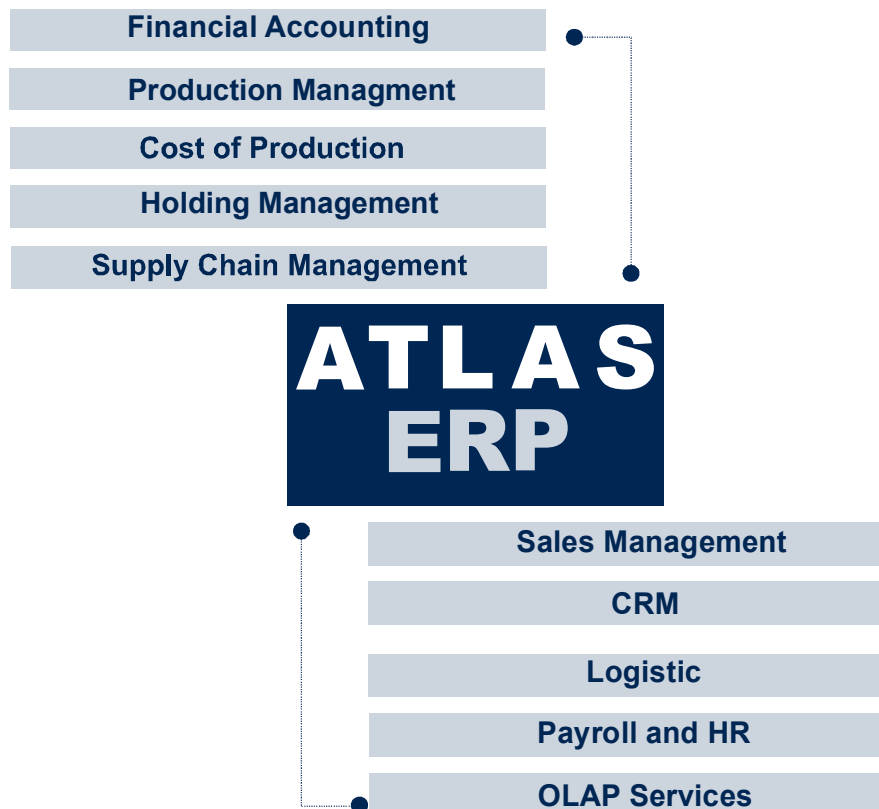
## ATLAS ERP

### Basic Description

**ATLAS ERP** has been developed especially for middle and big Bulgarian companies. Its basic functionality fully satisfies the business requirements.

Highly adaptive for a wide range of business models and industries, **ATLAS ERP** is scalable in the terms of the size of the company and the business functions.

**ATLAS ERP** is a completely integrated solution providing different companies of various business spheres a full control over the planning and management of all parts of their business processes, including accounting, production and distribution. The access to readable information in real time allows the management to promptly react to the changing economic realities, to respond duly to the clients' needs, to reduce the operating expenses through process optimization and automatization of the informational streams.



### Subsystems

**ATLAS ERP** has come as a result from the gained experience in the automatization of middle and big trade and industrial enterprises. It combines the gained know-how in the field of trading fast moving goods and different production

models on the one hand, and the development of the used technologies and user interface, on the other.

Two main directions of specialization have been formed in the basic functionalities of the product - **/subsystems/:**

## **ATLAS ERP – Commerce**

- Offers flexible and convenient tools for defining and management of commercial conditions and promotional campaigns.
- The flexibility at the creation of commercial conditions is defined by the different mechanisms by which they are being classified, as well as the virtually infinite number of parameters that may be used.
- The easy management is achieved by using a various structure of grouping in the classifications, as the commercial conditions are defined from the different levels of these structures.
- ATLAS ERP – Commerce offers you over 50 different kinds of quantity and financial promotions, which may be organized in the common trade politics of the company and to be managed on a centralized, as well as on a regional level.
- Vertical solution – In the shop part of the system a special optimized interface for quick sales with barcode has been developed.

## **ATLAS ERP – Production**

- A flexible and easy to integrate solution for managing various production processes.
- ATLAS ERP – Production provides the opportunity to analyze and optimize the production operations on different levels of the production process.
- The elaboration of a “production tree” /Bill of materials/ allows the detailed and consistent calculation of the prime cost of the production, passing through the chain of defined cost-centers.
- The defining of a list of production operations (Routings) provides a possibility for a detailed tracking and control of the realization of the clients’ production orders.
- Production analyses:
  - Work-load of the production capacity
  - Planning and management of the orders to providers

**ATLAS ERP** is an Integrated client-server informational system, based on MS SQL Server. The system consists of several main modules using a common database. Each module can be implemented individually or integrated into a united system. At a complex solution, all modules generate automatic accounting operations to the financial accounting module.

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# Main Modules of The System

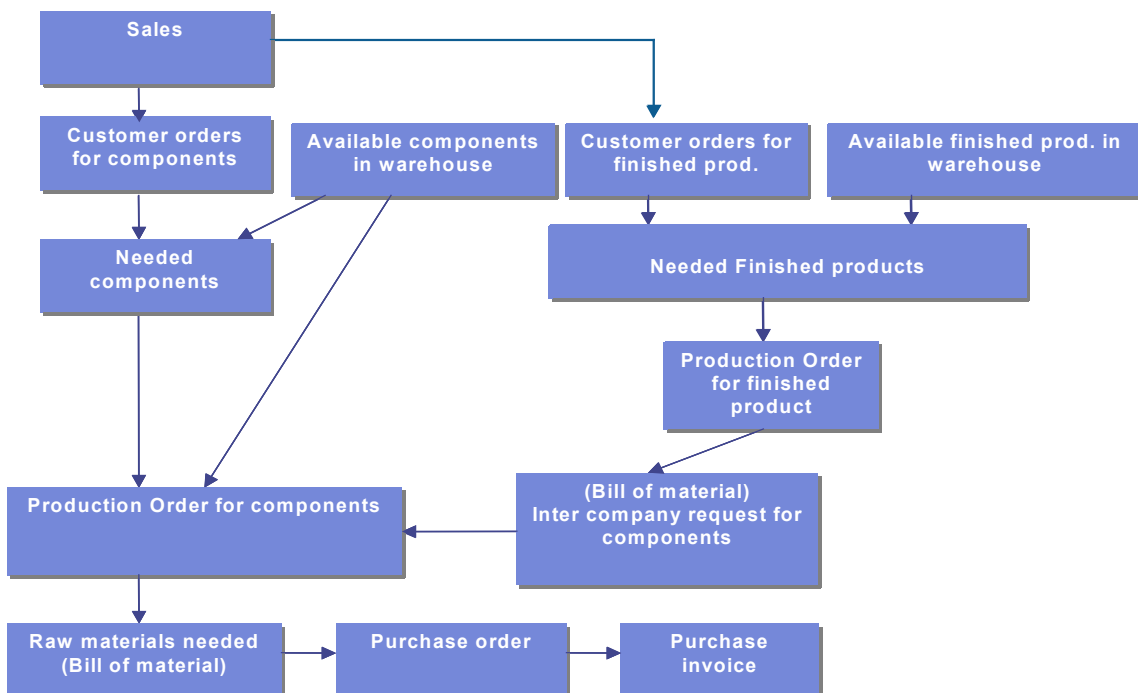
## *Production Planning and Management*

A basis of the production planning and management in **ATLAS ERP** are the expense norms (BILL OF MATERIAL), the production routes (ROUTINGS), as well as the capacities (the number of machines in the workshop). For the needs of planning a group of machines can be defines as one machine with larger capacity. The production routes and the expense norms are defined for each produced assortment.

The production process includes:

- Orders for production
- Plans for production, based on the expense norms for the materials
- Expensing materials for production
- Deliveries of ready goods to storehouses from production cost-centers (workshops)
- Analysis for production planning

**Main scheme for movement of the informational streams at production planning and management:**



**ATLAS ERP** includes several preliminarily defined methods of calculating the actual prime cost of the production. Each method can be previously set according to the enterprise's specific needs. The prime cost is automatically calculated, based on the expense norm of the material.

The prime costs that are calculated at each step of the production process are:

- **Actual monthly production prime cost** at a goods level for the needs of book-keeping
- **Current operating production prime cost** at the level of production consignment for the needs of the production management
- **Monthly factory prime cost** after accumulating and distribution by articles of the factory expenses on the basis of average yearly norms /standard costs/

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## ***Financial Accounting Module***

ATLAS ERP uses a multilevel cost center structure to handle financial information

The company's Chart of Accounts is the core of the financial accounting system. To generate the necessary individual reports, the Chart of Accounts should be structured appropriately.

### **I. Structure of the Chart of Accounts**

In the chart of accounts we set all account parameters like

Account code, Account Name, Currency, Quantity, Foreign account code etc. It is possible to add several dimensions to the account, selecting them from a predefined list. Atlas provides a tool for the user to create his own dimensions.

#### **General Ledgers**

The system provides a sophisticated tool for the user to create specific general ledgers and trial balances. The user is free to define the accounts, grouping and sorting them to produce the report needed by the management.

#### **Balance Sheets Forms**

A Balance Sheet Form (Balance Sheet, Cash Flow, PL report) is a collection of segments defined by the user. Each segment is linked to one or several account building an expression from the account Initial Balance, Turnover Debit, Turnover Credit and End Balance. The user is free to define segments and forms.

Input of accounting data is divided into two main groups manual and automatic transactions.

#### **Manual Accounting Transactions**

Manual accounting transactions are entered selecting the accounts and the Debit, Credit values. It is possible to create account templates to facilitate user input. After submitting the transaction it is possible to correct, copy or reverse the transaction.

### **Financial State of account**

The financial state report shows on the screen the turnover of a selected account. This report is similar to the customization of the General Ledgers. The Structure of the account is shown as a tree built by the dimensions of the account. It is possible to group the dimensions in any order according to the information needed.

### **Automatic Accounting transactions**

Automatic transactions helps the user to book automatically purchase and sales invoices, Calculated depreciations, Booking of salaries. Etc. The chief accountant creates the logic for the automatic booking, linking accounts from the chart of account to different items in the system.

- Accounts for Documents (sales and purchasing)
- Accounts for types of services
- Accounts for warehouses
- Accounts for cost centers

### **Budgets and reporting**

The system provides budgets for accounts and reports used to compare budget with actual revenues and expenses. The sophisticated reporting tools provide detailed information for the management and the accountants. OLAP services in addition extend the reporting capabilities.

### **Fixed assets**

The module is part of the financial accounting system. The structure of the fixed assets is based on the chart of accounts developed in the accounting module.

This module enables the user to enter assets into accounts, carry out batch and individual processing and change assets' basic parameters. It is possible also to define analytical features for separate groups of assets, set depreciation schemes on non-linear methods of depreciation of tangible assets, define a list of grounds for liquidation of assets as well as produce online and printed statements of assets' accounts.

The systems provides up to four different sets of depreciations. Each set may be calculated with a different base and depreciation method.

Registering fixed assets is easy. From one screen the user is able to track all movements of the assets and all calculated depreciations. Calculation of depreciations is done on a monthly or daily base.

The sophisticated reporting tools for fixed assets provide detailed information for the management and the accountants. OLAP services in addition extend these reporting capabilities.

**Main functional possibilities:**

- All kinds of accounting operations (cash, currency, invoice, etc.) on the basis primal accounting documents
- Automatic coding of certain transactions (for example, long term assets, salaries and prime cost of a ready production)
- Revaluation of the fixed assets, goods and foreign currencies
- Preparing VAT registers
- Currency transactions
- Maintaining cross rates
- Maintaining an analytical core book in accordance with the full analytics of the chart of accounts
- Tracking payments
- Automatic closing of payments and obligations
- Provision of obligations according to given periods
- Automatic closing transactions
- Duplicating, reversing and correcting already introduced and confirmed accounting operations
- Maintenance of goods in quantity and currency
- Historization of all operations by all subsystems for an undefined period of time
- Maintaining average prices, FIFO, LIFO, expiry date, etc. Methods of expensing material reserves
- Simultaneous work in an undefined number of periods and years
- Generating different kinds of circulation lists, according to the analytics of the bills
- Keeping “hot” balances
- Elaborating standard accounting reports (Balance, Incomes and expenses statement, cash flow)
- Preparation of detailed data for the elaboration of reports by western standards (Cash flow, Trial balance, Incomes and Expenses Statement, etc.)
- Data import/export
- Operations with previously given patterns
- A combined report – main book and general ledger
- Setting users’ turnover lists with random grouping and sorting
- Three different groups of depreciation of fixed assets
- Budgets by expense accounts
- Adjustment to prime cost (Adjustment to net realizable value)



- Calculating the VAT of sales under prime cost
- Automatic closing
- Export to MC Excel and other programs

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## ***Holding Structure Management***

**ATLAS ERP** provides the opportunity to create a consolidated financial, uniting models, joining several companies. In the system the respective number of accounting models are defined – for each company and a consolidated one virtual, accounting model. The consolidated model provides the following information:

- Consolidated balance and a report for income and expenses
- Consolidated general ledgers
- Consolidated cash flow
- Consolidated account payables
- Consolidated account receivables

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## ***Purchasing and Planning Deliveries***

The delivery planning is based on the statistic information about the sales or orders of clients, as various models of prognosis are used, depending on the market cycle of the certain product. The module provides a book of orders and a cash flow for future payments.

The delivery module also manages delivery at the purchase of goods, tools, spare parts, office materials, fixed assets and all other deliveries for various services, such as electricity, telephone, etc.

Two main kinds of documents are managed in module Deliveries:

- Orders for deliveries
- Documents for purchasing goods and services
- Management of received goods on consignment

Tools for automating the supply by planning on the basis of daily average, monthly average, minimal reserves, as well as other methods of analysis have been developed when managing deliveries in trade companies.

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# ***Sales and Management of Client Orders***

## **Main functionalities:**

### 1. Client orders

- Preparing client orders – generating dates for supervising the process of completion and priorities
- Connection of the orders with commercial representatives, regional managers, etc.
- Supervising the completion of orders
- Technology of blocking (reserving) of quantities by client orders. Connection between the client order and the quantities in the warehouse.

### 2. Price-formation and commercial circumstances

- Price politics, price lists and standard prices. Currency prices
- Positive and negative lists for allowing of and forbidding the sale of certain articles to competitive clients
- Discounts, rebates and quantity promotions
- Credit limits for the clients

### 3. Preparing invoices for the sale and the concomitant documents

- Numbering and grouping of the sale invoices
- Calculating excise and VAT. Types of documents by VAT. Tax credit.
- Connection of the sales with commercial representatives, regional managers, etc.
- Sale of non-goods positions – services, long term assets, etc.
- Connection with the storehouse
- Preparing a picking list for expedition

### 4. Management of lease contracts

- Defining lease contracts and their terms with the following functionalities
- Automatic generating of the lease installments with the corresponding dates of payment
- Supervision of the payments of the lease installments and the respective documents
- Information about coming lease payments
- Information about obligations on lease installments

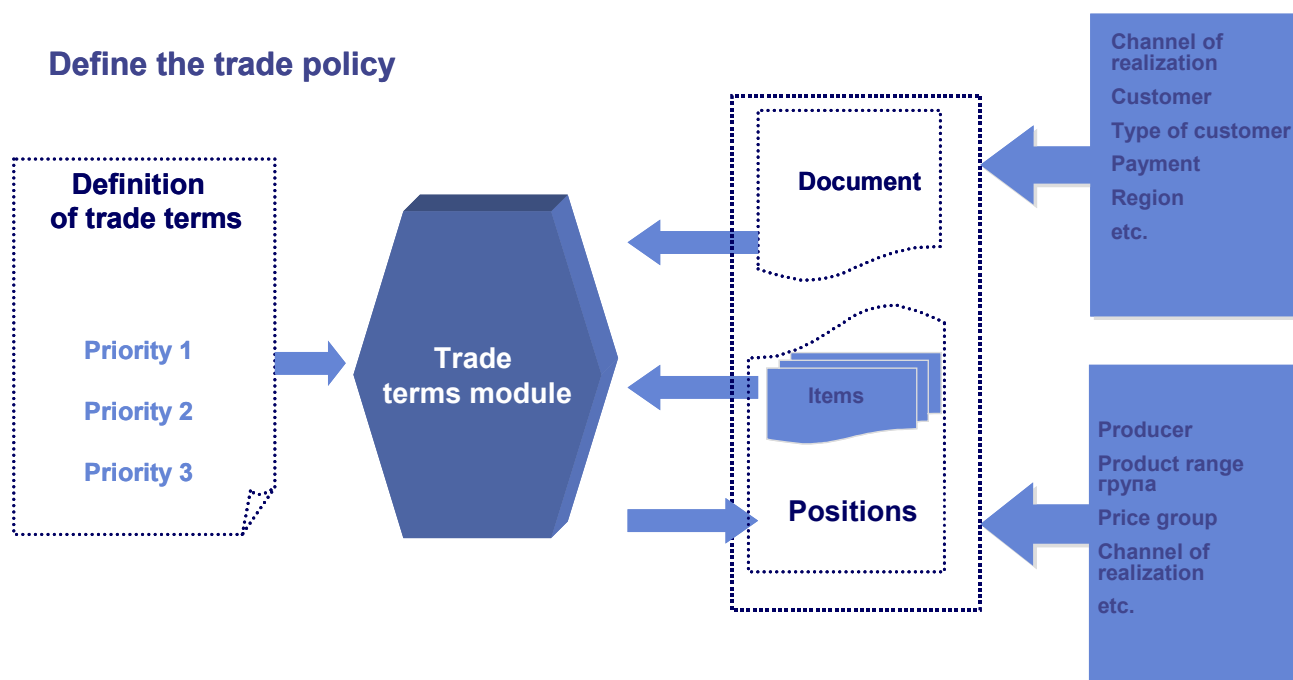
## **Methods of defining trade politics:**

**ATLAS ERP** offers marketing tools with great possibilities to provide commercial discounts and to manage different kinds of promotions.

**ATLAS ERP** provides over 50 criteria for defining the commercial circumstances

A possibility to associate one-dimensional and two-dimensional scales for discounts of different hierarchical levels of organizing the nomenclatures. Defining quantity promotions on the basis of quantity of a certain product, total quantity of a few products, etc. The initial amount of the promotions may be fixed or calculated on the basis of one or two-dimensional scales.

**Principle scheme:**



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## ***CRM –Customer Relations Management***

### **Contacts management**

- Defining contacts – name, type, rating, contact person, address, telephone, fax number, email, person in charge of the contact / medical representative, member of the sales department, member the marketing department/
- Maintaining a profile of the contact – containing the whole history of the contacts of the company with this client and it is actualized at each new piece of information, no matter which of the sources in the system it comes from
- Possibility to keep and control the whole information connected with a certain contact

- Integrity with the nomenclature of the clients and the whole financial and product information
- There are over **50** margins for each client. All of them may provide information and classification
- Defining and work with a group of clients.
- Defining and work with sites of a certain client – a chain of points of retail, by верига от sites and together, as a whole juridical person.

### **Management of commercial representatives**

- Defining routes for visiting clients and management of the defined values, connected with these routes
- Managing the visits of commercial representatives by clients – creating timetables and supervision of their completion
- Possibility to supervise the effectiveness of the commercial representatives' work – creating integrated reports for the sales by regions on the following levels – regional manager, supervisor, sales representative
- Defining goals by commercial representatives and brands. Analysis of the completion

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## ***Warehouses Management***

The system maintains all main methods of expensing (FIFO, LIFO, averagely assessed, expiry date, etc)

### **Main description of the storehouse operations**

- Delivery of goods by the given orders to suppliers
- Credit notes by the delivery of goods by given orders to suppliers
- Scrap
- Credit notes by scrap
- Stock-taking
- Transfer of goods between the storehouses
- Sale
- Credit notes by sales
- Managing virtual client storehouses:
  1. Proform invoices
  2. Credit notes by proform invoices

3. Providing goods with consignment protocols
4. Returning goods from the consignment storehouse

- Expenditure of goods for samples
- Credit notes for samples
- Stock-taking – full and partly

### **Means for managing and optimizing the storehouse availability**

Different kinds of analysis have been developed in order to optimize the storehouse availability:

- ABC analysis of the storehouse availability
- Analysis of the goods by average number of days in reserve
- Analysis on the basis of dynamics of the goods positions

The system provides the opportunity to group the goods on the basis of the level of dynamics, which allows a detailed analysis of unsolvable goods. Average time of delivery, preferable supplier, minimal and maximum reserve are also given.

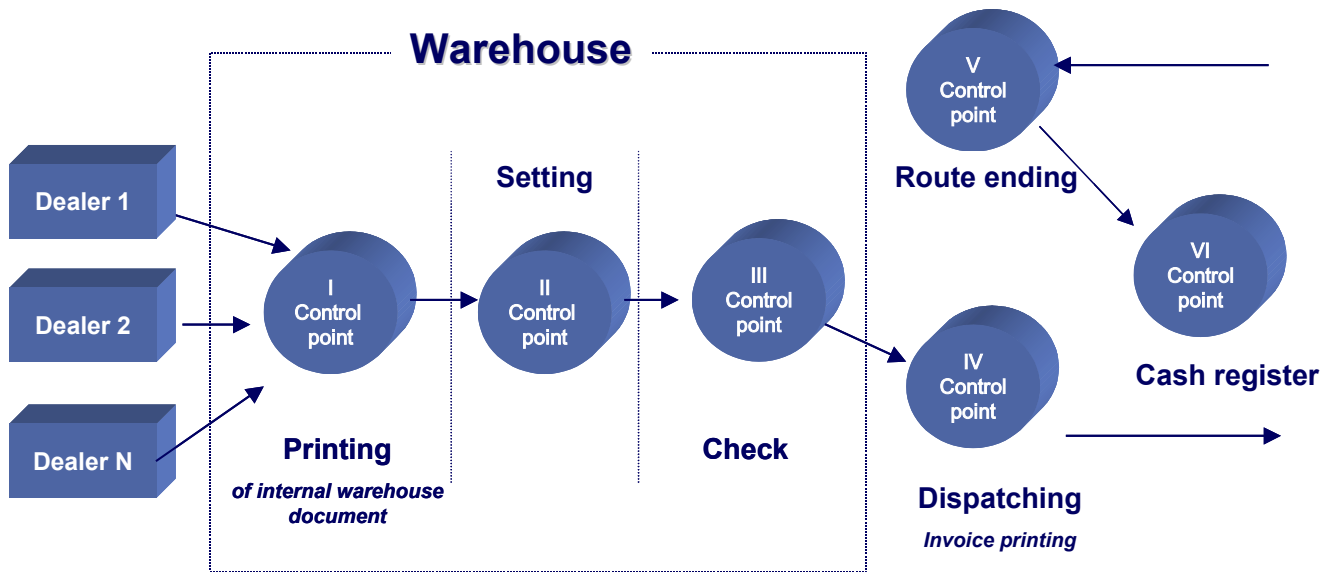
### **Management of the storehouse space**

- Addresses of the storehouse space – constant and temporary addresses
- Distribution of the internal store documents by address spaces
- Optimized analysis

### **Quality control**

- Defining control points
- Supervising the process completion by control points
- Quality analysis by controls parameters

### **Sample scheme for managing stock flows**



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## Payroll and HR

### Basic functionalities:

- Human resources: employment, dismissing, additional agreements, printing the necessary documents, free generating of documents in MS Word
- Information about the National insurance institute
- Forms of presence: system for introduction of daily and hourly absences
- Connection with pass system
- Calculation of salaries, as only the changes are introduces during the month
- Management, accounting, staff, statistical information
- All documents required by law
- Connection with the National Insurance Institute, banks and other institutions
- Information for filling payment orders
- Built in tables with legal norms

### **The information has been divided in a few categories:**

- Norm data
- Company nomenclatures
- Staff information
- Accounting information
- Daily absences

- Hourly absences and activities.

**The data in the staff file contain:**

- Personal data
- Contract data
- Holiday rights
- Work experience
- Re\_numeration by contract
- Minimal administrative unit the information is summarized about
- Work place
- Schedule
- Different payment systems
- Margins at the will of the clients. At the system setting the user indicates what additional characteristics of the staff and the nomenclature he/she wishes to create: courses, specializations, etc.
- It is possible to search by a random combination of criteria.

**Main processing:**

- Calculating remuneration
- Defining the percentage of category
- Calculating and supervising of a due and used holiday by years
- Automatic transfer of the rest of the absences to following periods
- Calculating work experience
- Yearly recalculation
- Corrections for past months (sick leave, holidays, ready sums, etc.)
- Printing different orders: employment, dismissing, additional agreement, etc.
- Automation accounting

**Analysis:**

**General:**

- Recapitulation of deficits and deductions by groups
- Company's expenditures
- Bank documents
- Budget installments
- Budget installments from advance
- Sums for unused holiday from previous years

- Used holidays by years
- Description of payment orders for salaries in advance

#### **Staff:**

- Slips
- Payment registers
- Red sums
- By articles
- Registers
- Slips for sick leave
- Official notes for the job agencies, children allowance, etc.

#### **Statistical**

- Work time balance
- Number of people

Work contracts are processed, contracts by clause 110, 111, 114, management contracts, civil. There is a possibility for each user to define what contracts he/she can work with. All information may be received on paper, electronically or in EXCEL.

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### ***Business Analysis***

A wide range ready, settable for the clients' needs, information is available at **ATLAS ERP**. This built in range of reports numbers more than 300 different kinds of analysis of various aspects of the business processes of the enterprise.

The management analysis and the possibilities for dynamic creation of reports and analyzing different processes in depth in the system are realized by OLAP (online analytical processing) services.

The **OLAP services** module is a multidimensional system for analytical processing of the structured information. It is integrated in the system and represents convenient and easy to use tools providing the user a possibility to analyze data, selected and filtered for informational needs.

**OLAP services** provide a functionality of the type "drill-down" with a high search speed and detailization of the necessary information with drilling. The Drill-down functionality allows fast isolation of the indices that interest the user. The possibility to research the data at the lowest level, give the necessary information for a detailed analysis of the activity and making correct management decisions.

**OLAP services are valid for different cubes of data, such as:**



**SALES** – they are used to research data for sales, on the basis of articles and groups of articles, clients and groups of clients, as well as many other criteria.

**SALES DOCUMENTS** – analogical to the previous one, except that the information is based on documents and clients, not on articles.

**STOREHOUSE RESERVES** – It is used to analyze the availabilities in all storehouses by groups of goods and their categories, as well as by suppliers and groups of suppliers and other criteria.

**DELIVERIES** – they are based on documents for deliveries, issued by the suppliers, groups of suppliers and other criteria, such as date and place of the delivery, etc.

**GENERAL LEDGERS** – they contain all the above-mentioned information, except that the information is drawn from the accounting general ledgers

**FIXED ASSETS**

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