



## ENTERPRISE RESOURCE PLANNING



# Executive Summary



Today's organization have to address many challenges: from growing customer expectations; higher service levels; optimizing the use of corporate assets & resources; faster product development and shortening product life cycles to demands for increased profitability. At the same time maintaining business agility - without losing control, transparency, and profitability is paramount.

In the past, different parts of an organization operated, mostly, isolated from one another. Implementing an ERP System serves the purpose to combine all organizational components on one platform and allow them to access one common information pool and through it, communicate with each other. As a kind of central nervous system for the company the ERP gathers data about the situation, conditions and activities in its different business units and transmits them to other places, which benefit from them.

SunFish ERP automates and streamlines core business processes, connecting a company with its customers, business partners and subsidiaries and therefore ultimately helps an organization to achieve and sustain profitable growth.

SunFish ERP intertwines the information of finances, personnel resources, production and distribution with accounting, inventory management, client databases, order tracking systems, and many others. Information is updated by users in real-time

and made available to everybody who is associated with the system.

SunFish ERP allows companies to easily fulfill the following crucial tasks for business success:

- Effortlessly access all relevant applications, information and services that each employee needs for his/her daily work;
- Simplify collaboration with partners, vendors and customers;
- Flexibly adapt IT structures to quickly adjust business process for changed or changing requirements;
- Gradually integrate new functions and processes – without negative impact to underlying technology or previous IT investment;
- Lower complexity of IT landscapes and significantly improve efficiency of business processes.

The solution allows companies to quickly respond to any change in market conditions, by providing real-time reports on the status of the goods, financial balances and markets or customer behaviors, thus enabling faster and improved decision making processes. Its flexibility also provides a modular approach – implement functions required today to address the most urgent needs and deploy additional functions to adapt to future changes later as the company evolves.

## Return On Investment

### Inventory Reduction

Reducing inventory means freeing up cash that is available for other investment. SunFish ERP can reduce general inventory levels by 10-30%.

### Improved Process Efficiency

SunFish ERP automates business processes & intertwines procurement, warehouse, production, sales and maintenance. This increases speed, reduces errors and labor costs leading to administration cost reductions of 15-30% in two years.

### Improved Vendor Relations

Major costs are derived from purchases. SunFish ERP reduces overall procurement costs by tracking vendors, RFQ's, previous purchases and buying terms. Even an efficient procurement process can still achieve a 2% savings through SunFish automation.

### Accounting Optimization

Better accounting methods increase efficiency, transparency, reduce errors and improve decision making. Such benefits may lead to a 0.5 - 5% saving in company expenses, including reduction in borrowing costs, reduction in overtime costs, etc.

### Waste Reduction

Raw materials are a significant cost of production. Many factors can cause production waste to occur, e.g. theft, expiration, improper mixing. SunFish ERP – through proper ratio management and automated inventory control can reduce waste by 10-60%.



# SunFish ERP Includes



## General Ledger (GL)

- Flexibly structure main and sub accounts with templates, propagating new account codes across all sub accounts and cost centers
- Allow allocation of GL transactions across multiple entities and quickly consolidate companies
- Create journal entries or search for existing ones and relate each transaction journal to a job center and/or cost center
- Save multiple manual journal entries to a batch and process simultaneously, allowing to verify and correct postings before they are entered in the GL
- Define postings for regular accounting execution and specify a frequency and entry reminder for the recurrence
- Automatically accrue journal entries using defined dates
- Periodically evaluate open items in foreign currencies, identify exchange rate differences & conduct proper correction transactions.
- Define and manage budgets and budget figures in any currency, compare planned vs. actual figures
- Use various options for month-end and year-end jobs to close accounts for the respective period

## Cash & Bank

- Record all incoming/outgoing payments; create bank, cash, check payments; create bank, cash, check receipt records; and allocate payments to open invoices
- Receive payments/cash and make bank transactions in different currencies as used on the invoice and choose an account to allocate the gain or loss of exchange rate differentials
- Manage all check data, endorse or cancel individual checks, reverse entire check payment postings if needed
- Reconcile credit and debit transactions with one another in order to match any GL account or to compare cashbook balances with that of bank statements.

## Asset Management

- Maintain parameters, among others: company, location, cost center, asset type, and asset master table
- Process asset activities such as: new asset, asset disposal, write-off, transfer, revaluation, and asset depreciation via different methods, such as straight line, double declining, sum year digit
- GL interface for posting transactions and updating related GL accounts, initializes year-to-date values, consolidates depreciation records, dispose of and write-off assets

## Purchasing / Accounts Payable

- Store data for each supplier including code, address, contact, items, ship via, supply category, billing and GIRO info, previously bought items, transaction processing, invoice entries, debit/credit notes, and adjustments
- Create RFQ's to determine best price and terms before ordering. Store quotation data including: discounts, shipping fees, and lead days.
- Convert RFQ's to purchase orders with edit options for future order information
- Create POs to order materials or services from suppliers via different options. Orders update the available item quantity and inform the warehouse of the expected delivery date. Split single POs into multiple parts
- Receive deliveries at the warehouse or allocate them to multiple warehouses. Receipts are linked to POs, compare received vs. ordered quantity, inform about early shipment, over/under shipment and thus update a supplier's performance statistic
- Process supplier invoices and payments to suppliers based on POs. Payments can be made from multiple banks & in multiple currencies. Gains and losses arising of multiple currency transactions are automatically calculated and booked.

- Consolidate all invoices related to one supplier in order to generate a single payment record for this supplier
- Departments can monitor the budgets for their expense accounts by tracking amounts per account, utilization progress and balances based on requisition

## Sales / Accounts Receivable

- Store customer data including: address, contact, pricing preferences, picking, shipping, delivery notes, payment methods and terms, quotations etc. Track sales and payment history to analyze purchase patterns.
- Store and track product/price inquiries by customers via RFQs as the basis for follow up activities. RFQs contain item quantities, creation/expiry date, delivery address and can be converted into a quotation
- Place SOs via different options. View item stock positions in multiple warehouses. In case of a shortage, choose alternatives or allow partial delivery. Orders support different delivery dates and addresses
- Define prices for specific items, products, services or customers. Price options include: regular price, discount on quantities, loyalty price, and event discounts, etc. Prices will be used as defined in quotations, SOs, invoices, returns, etc. without reentering them again & again
- Track returned items incl. return material authorization, exchanges, refurbishment, recalls, warranty claims and monitor all activities/documents from complaint to restitution/credit
- Process customer invoices and payments based on SOs and create corresponding journal transaction. Optionally consolidate different transaction types by keywords, e.g. event ID, date, debtor, etc.
- Record received payments and generate official receipts. Received payments offset invoices

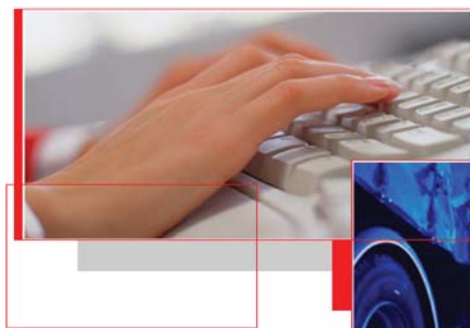
## Inventory

- Define raw material, purchase non-inventory items incl. color, unit types, width, height, min/max stock, min/max order quantity, tax status, warehouse costs, lot size, delivery lead time, etc.
- The system automatically suggest defaults for minimum item stock from analysis of inventory turnover, production inputs, etc., which can still be overwritten
- Assign safety stock levels to be notified in case of low stock and adjust it. Define whether an automatic request order should be generated when raw materials fall below safety stock or it should be handled manually
- Manage raw material requests for warehouses. Automatic alerts are generated when raw material type falls below its minimum stock
- Create a list of alternative items for suggestion if the required one is unavailable. Rank alternatives by item similarity, price or quantity
- Input opening balances for inventory items or update existing warehouse data. Match current material prices with actual market prices
- Perform item-based inventory valuation using FIFO/ Moving Average/ Standard Costs
- Return/exchange items that were delivered in improper condition or with wrong specifications. Process & control the routing, disposition, refurbishment and eventual disposal of returned goods in the warehouse

## Customer Relationship Management

- Record every sales opportunity – from the first phone call, follow-up activities to successfully closing a deal
- Input various details related to the opportunity such as source, referral, potential, activities, account status, closing date, estimated value, competitors, documents, etc.
- Link relevant quotations in the Sales Module with an opportunity to simplify further tracking & analysis

# SunFish ERP Includes



## Production Management

- Create independent production processes to be reused in the production of many different products.
- Define different types of inputs including raw materials, WIP inventory as well as machines, and employees
- Link independent processes and estimate overall production time or accumulation of enough products to ship an order
- Account for all processes/ materials in the costing of a product
- Define Bills of Material (BOM). Define first a finished good product and all required raw materials to produce it with specifications for quantities and warehouses involved
- Monitor factory capacity utilization, display activities by factory section, view the day's targeted production based on production orders for that day
- Create Production Orders as: standard (from BOM), special (new), disassembly (of finished goods & components back into inventory). Finished good components can be issued to the Production Order.
- View planned vs. completed and rejected quantities, monitor order due dates
- Automatically adjust inventory when sales projections or other data change the demand for a finished good
- Automatically launch a request for production if a finished product falls below safety stock level, initializing preceding processes
- Allow ad-hoc production process configuration for a single time only or made-to-order production
- Receive completed POs into finished good inventory
- Predict demand based on forecasts instead of only received orders allowing foresight of future demand for products and adjust material planning accordingly
- View detailed analysis of production costs by totaling the costs of each production process. Observe production cost trends by product with drill-downs into individual processes & components such as raw materials, labor, machine usage, overhead, waste, etc.

## Expedition/ Shipping

- Search the best carriers and routes based on criteria such as service, cost, time. Consolidate & build loads considering weight breaks, zone skipping, transportation mode changes, etc.
- Split one delivery order into multiple shipments
- Search outgoing shipments to schedule traffic, docks, headcount, carriers. Create packing slips, repack multiple small shipments to a single bigger one, produce shipping labels, generate shipping/ export documents
- Generate receipts to follow raw material movements either to production, to another warehouse, or delivery of finished goods to customers. Receipts track whether materials/ goods were received in the proper condition and specification
- Maintain various shipment tariffs and freight costs by different carriers for different location to always pick the best vendor and ensure correct invoices
- Handle internal expeditions; define timelines & calculate number of goods that can be carried by a certain vehicle
- Maintain motor pool for internal expeditions; manage vehicle types, insurance, availability, etc. incl. booking or scheduling; track vehicle maintenance & schedule next maintenance
- Measure actual order fulfillment times. Data are linked with order entries so that sales staff always have updated order fulfillment data & give reliable times to customers
- Generate packing documents for all goods shipped to customers; store delivery tracking numbers and access shipping status

## Reports & Analysis

- Reports & analysis are available within each module for detailed insight into all steps along the supply chain in order to take action as need arises
- View reports & analysis including: balance sheet, cashflow, profit/loss statements, asset transfer, write-off, depreciation reports, accounts receivable & payable, work in progress reports, promised order vs. actual fulfillment time analysis, expedition spending, courier performance analysis, etc.

## Benefits of SunFish ERP

- ✓ Streamline & improve processes and workflows, data access and efficiency through implementation of a single integrated system and standardized processes
- ✓ Reduce redundant data entry and processes
- ✓ Increase accuracy, transparency and reduce errors compared to manual entries of data
- ✓ Consolidate overviews of sales, inventory and receivables
- ✓ Increase capacity realization and delivery performance
- ✓ Lower inventory costs as a result of better planning, measuring, tracking and projection of client needs
- ✓ Manage capital costs through inventory reduction
- ✓ Speed up collections through better insight into accounts and fewer invoice mistakes
- ✓ Improve the picture of the organization's financial condition, the financial management and budget control through comprehensive and up-to-the-minute reporting
- ✓ Improved Corporate Governance through information accessibility and transparency

