Orlansoft ERP

Core Enterprise edition

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Systemize. Integrate. Optimize.

About
Orlansoft ERP - Core Enterprise edition

Orlansoft ERP - Core Enterprise edition is a solution that provides a unified picture in a single software system that integrates and optimize business process, and deliver business information across entities and sites.

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PT. Orlansoft Data System

**Pertokoan SCC Kav A48-49
(Kompleks Carrefour Rungkut)
Jl. Raya Kali Rungkut No.23 -25
Surabaya 60293, INDONESIA
email: info@orlansoft.com
phone: +62-31-8782842/43 fax: +62-31-87824210**

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Systemize.

When a business is set up, it is expected to grow, expand, and make a profit. In its infancy, with few employees tending sparse activities, it all seems that everything is easily managed by a small team.

When it starts to grow, it hires more employees, transaction volume shoots up, and each person starts to be engaged in more and more specialized tasks, processes, and scopes. The company now spawns many departments and branches. It now needs a system to clearly describe the coverage of each process.

In this age of globalization, every business of any size is expected to stay agile. And to do so, it is essential for the business to have a system, so managers can take control and provide a course. When the number of processes gets bigger, a manual system will try to solve it using more resources, and as for speed it could only do so much. It is now time for a computerized system to step in. A business application software provides the necessary control and speed, with less resources, to execute those numerous processes to help the company maintain its agility.

Orlansoft is a business system that is easily implemented to help you run your business processes. In Orlansoft Sales Order Processing, for example, stock availability review and credit approval is instantly available to the order entry user. The user needs not to refer to stock sheet or visit the warehouse to check stock. Neither does he need to check with credit control personnel regarding the remaining credit limit amount or other credit restrictions to clear that particular order to issue a delivery order. When an Item ID is selected, its stock availability in each warehouse is displayed on screen, and when authorized users want to issue an approval to the order, Orlansoft makes sure it does not exceed credit limit and there is no overdue invoices within predefined age. Orlansoft helps the system drive the processes, not the users, therefore you can expect smooth transition even when users are reassigned elsewhere or become unavailable. Every process in Orlansoft is designed to be easily replicated and implemented in your company branches or new business units to maintain uniform processes and therefore more reliable control.

Orlansoft Wholesale-Distribution industry solution is Orlansoft ERP - Core Enterprise edition preloaded with Wholesale-Distribution industry templates to enable your company to quickly adopt Distribution Industry Best Practice.

Integrate.

Departments or business units are created so the company can clearly define the coverage of processes, personnel, roles and responsibilities in order for the company to reach its stated goals.

Unfortunately, an unwanted side effects of those separation is the creation of unconnected islands, which may contains similar--and therefore redundant—processes. Business Unit A develops its own sales analysis for its product, and so does Business Unit B. On the far end of the divisions, the accounting department unknowingly does the same to products from both units for consolidation purposes.

Separation also drives departments to have their own way in doing things. Logistic department uses the vendor-supplied ID to code items, while accounting department uses its own item codes to align with their ledgers. Logistic records item movement in line with physical movements in the warehouse, while accounting stock records are based in verified documents. At period's end all of these must be reconciled, taking a lot of time and hard work.

Orlansoft is an ERP system that integrates numerous departments and business units, sites, branches, or even companies, into a unified database in a single business system.

Although integrated, Orlansoft security across departments and business units by regulating access to shared resources. Each departments may have their transaction types, customer, suppliers, and items kept out of other departments' view or decide which ones are shareable with other departments. Users in a business unit can only access item ID, customer ID, warehouse, inventory balance, A/R balance, cash/bank accounts used in their own unit, but on the other hand HQ users can have access to all data in all business units.

Orlansoft multi-entity capabilities and inter-entity settlements allow the headquarters to centralize A/P processing, Cash/Bank Management, Accounting and Tax Management although decentralization is performed for other business processes.

Orlansoft User Defined Reports enable key users to create customized reports either for ad-hoc requirements or for routine analysis and reporting.

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Optimize.

When business processes are systemized and integrated into business systems, it is easier to optimize company resources.

Personnel and work hours requirements can now be easily identified. Business operation can be streamlined to reduce processing time and transaction cost. In the sales department, tasks like order entry, stock availability checking, credit verification, order delivery, and sales invoicing can now be performed faster and easier. In the procurement cycle, purchase requisition, purchase order approval and issue, goods receiving, and supplier invoice verification now take little effort to manage. In the financial side, better control is achieved in AR collecting, AP payment processing and Cash/Bank management, while overall process is less complicated. And in the accounting side, system generated journals relieve accounting personnel from most manual journal creation.

Up to date inventory transactions result in real-time information on stock on-hand, stock availability, and net stock, and this in turn enables the company to make inventory planning improvement to maximize inventory turnovers.

Businesses will also benefit from implemented controls in the workflow. For example, Sales and Purchase Price Management prevents users from making mistakes in setting unit prices, discounts, and terms in transactions. Approvals are also needed in each transaction step before it could proceed to the next step.

Orlansoft ERP - Core Enterprise edition is full of features and functions to help your company to systemize and integrate sales, procurement, logistic, finance and accounting business processes with affordable investment.

Orlansoft network of partners and local support provide implementation and support services to meet your unique business process requirements and transform it into systemized, integrated business systems to help your company in resource optimization.

Orlansoft also features the best Indonesian accounting and tax localization in the enterprise business system class, which extends the functionalities across entities and sites in unified business operation and centralized database.

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COMMON FEATURES

A selected list of common features, found across all Orlansoft modules, providing the groundwork of an enterprise-scale system that stresses the importance of flexibility, security, and maintainability.

Multiple Currencies

Orlansoft multi-currency capabilities give you the flexibility to perform transactions in any currency with managed conversion rate. Global enterprises can conduct business in the required currency of transactions and generate consolidated reports in dual home currency (base currency and company management currency)

Features & Functions:

- Dual home currency stores all transactions in original currency, base currency, and company management currency with actual exchange rate of each transaction.
- All transaction types can be entered in multiple currencies.
- Default currency for Suppliers & Customers
- Multiple currencies by Item ID for Sales and Purchase Price List
- Rules for Tax Rounding
- User-defined Exchange Rate Type
- Exchange Rates validity period are user-definable.
- Separate Commercial and Tax rates for all Sales, Account Receivable, Purchase, Inventory and Account Payable Transactions
- Automatic calculation of Unrealized Forex Gain or Loss by invoice# for Account Receivable & Account Payable with system generated journals
- Automatic calculation of Unrealized Forex Gain or Loss by user defined Cash, Bank or Loan accounts with system generated journals
- Automatic Realized Forex for Account Receivable or Account Payable Payments.

User Defined Reports and Alerts

Orlansoft makes it possible for users to develop their own reports and alerts.

Features & Functions:

- Easy to customize new or existing reports
- English-like table names & fields
- Security assignment for all reports

Approval Set

Orlansoft Approval Set is available in each transaction types in all modules. It enables you to assign approvers to a transaction according to its value, while preventing unapproved transactions to be processed into the next steps.

You may assign one or more approvers to an amount limit, and set a minimum number of approvers to certain transactions. Approvers can be organized into groups, the members of which may substitute the others when they are unavailable.

Pending Approval menu allows approvers to quickly review in detail transactions that needs their approvals and then issue their approval.

Tax Management

Orlansoft Tax Management features comprehensive compliance to Indonesian tax regulations.

Features & Functions:

- Multiple tax types and tax rates can be defined for each Item ID
- Tax calculation option: included, excluded, or no-tax.
- Support Indonesian Withholding Tax and Value Added Tax with automatic sales tax invoice numbering for centralized or decentralized numbering with 2 serial number (standard or simple tax invoice)
- Easy to generate VAT.csv file for integration to e-SPT (Indonesian Tax Reporting System)
- Reconciliation report of Sales Tax Invoice and Purchase Tax Invoice
- Print Withholding Tax Deduction slip (Bukti Pemotongan PPh) and Tax Payment Slip (Surat Setoran Pajak/SSP)

DISTRIBUTION

Orlansoft Distribution modules manage purchasing, sales order entry activities and monitor inventory balances. These modules helps you on planning, controlling, and analyzing all activities related to procurement and distribution of your inventory.

Sales

Orlansoft Sales is used for creating, approving and printing Sales Order, checking stock availability, verifying customer credit, recording and printing shipment, managing Load Sheet and providing control reports with tight integration to Inventory, Account Receivable and General Ledger.

Features & Functions:

- **Online stock availability** information provides faster process of sales order transaction. Users can review stock availability for specific sites with possible security assignment.
- **Credit Approval Process** with credit limit and credit days verification is embedded in sales order approval to ensure each sales shipment has gone through credit check to minimize bad debts.
- **Credit exception** approval and log
- Flexible **Sales Price List Management**

  - Price & Discount by Item ID & Unit ID
  - Price & Discount by Customer's Term of Payment
  - Support Periodical Price & Discount
  - Quantity Discount
  - Bonus with same or different items
  - Up to 5 level discount percentage
  - Discount in Amount by Item
  - Price in multiple currency
  - Additional discount in percentage or amount based on transaction value

- **Multiple delivery schedule** of sales order for each Item ID
- Process **partial, single order, or multiple sales order** into Shipment
- **Positive and Negative Quantity Tolerance** allow users to create shipment with greater or smaller quantity than the exact order quantity as long as it is within the predefined tolerance percentages.

- For even faster order processing, **Shipment Creation Wizard** automatically creates multiple shipment transactions from outstanding orders while in compliance to real-time on-hand stock information
- **Drop-shipment** feature provide automatic creation of drop-shipment transaction to customer for each approved drop-ship purchase order.
- **Sales Returns** for single or multiple Sales Order
- **Load sheet** lets you organize shipment loads by optimizing vehicle capacity
- **Consignment Sales** is used to create shipment to consignment outlet with consignment credit limit and integrated to sales invoicing to bill sold quantities.
- **Auto invoice** feature creates invoices from shipments. It may share the same shipment number or use a different one, either one is settable. It's particularly useful for companies with 1 shipment : 1 invoice rule.
- Customer **Ship-to** & **Tax-to** allows users to accommodate customer requirement of centralized **Bill To** Address.
- Up to **5-level salesperson grouping, from** sales director to sales representative.
- **Invoicing schedule** feature for periodically recurring installment invoice. Users may define percentages and date of each installment. Useful when orders are invoiced and paid in installment basis.
- **Form Set** provides flexible document formats with up to 5 format for each transaction types of Sales Transactions.
- **Sharing of customers and items** across entities with security assignment.
- **Seamless integration** with Orlansoft Inventory, Orlansoft Account Receivables, and Orlansoft General Ledger.

APPENDIX: FEATURES & FUNCTIONS

Purchasing

Orlansoft Purchasing provides comprehensive support for procuring inventories or non-inventory items in a centralized or distributed environment. Basic functions include the creation, approval, process and print of Purchase Request and Purchase Order, integrated Receiving and Return to Supplier, and tight integration to Inventory, Account Payable, Fixed Assets and General Ledger.

Features & Functions:

- **Multiple request transaction** type provides requisition process of inventories, fixed assets, or expenses from creation through approval process.
- Purchase Request can be **manually entered** by users or **system generated** from Manufacturing Modules
- **Purchase Order Creation** Wizard turns outstanding Purchase Requests into Purchase Orders for even faster process.
- Easy **tracking of Purchase status** from Purchase Order up-to Payment to supplier.
- **Purchase Price List Management**:

    - Price & Discount by Item ID & Unit ID
    - Support Seasonal Price & Discount
    - Quantity Discount
    - Up to 5 level discount percentage
    - Discount in Amount by Item
    - Price in multiple currency
    - Additional discount in percentage or amount based on transaction value

- **Multiple delivery schedule** of Purchase Order for each Item ID
- **Generate** purchase receipt from **partial, single order, or multiple purchase orders**
- Accept receipts when quantity is less or more than the order quantity, as long as the amount is within predefined tolerance level set in the **Negative or Positive Quantity Tolerance** entries.

- **Return to Supplier** for single or multiple Purchase Order provides purchase return process.
- **Purchase cost allocation** is used in Goods Receiving transaction to distribute purchasing-related cost into inventory. Cost can be allocated proportionally by quantity, value, or item weight.
- **Drop-shipment** feature provide automatic creation of drop-ship purchase order from single sales order.
- Goods Receiving transaction type uses **auto invoice** with same or different transaction number provides faster process of purchase invoice creation and print request for payment documents.
- **Purchase Invoicing schedule** feature for periodically recurring installment invoice. Users may define percentages and date of each installment. Useful when orders are invoiced and paid in installment basis.
- Purchase Receipt of fixed assets create **Fixed asset temporary journal** and integrate to fixed assets registration and addition.
- **Form Set** provides flexible document formats with up to 5 format for each transaction types of Purchase Transactions.
- **Sharing of suppliers and items** across entities with security assignment.
- **Seamless integration** with Orlansoft Inventory, Orlansoft Account Payables, Orlansoft Fixed Assets and Orlansoft General Ledger.

APPENDIX: FEATURES & FUNCTIONS

Inventory

Orlansoft Inventory manages inventory balances, warehouses, and item groupings. It is also used for creating, approving, and printing Inventory Adjustment (In or Out) and Location Transfer.

Features & Functions:

- **Item Type** can be:
  - Normal or Material
  - Manufactured
  - Service/Cost
  - Tools
- **Inventory Valuation**: Moving Weighted Average, FIFO, LIFO, or Standard Cost.
- **Item Lot** provides lot/batch tracking with expired date information in inventory, sales or purchase transactions.
- **Serialized Item** provides single/dual serial number in inventory, sales, or purchase transactions.
- **Alternate Item ID** by customer or supplier allows users to define customer's or supplier's item coding and description and use it in printed purchase or sales documents.
- **Item external file** stores pictures or other application file for detailed item information.
- **Flexible Inventory Group**. Four groups, each with 5-segment, may be integrated to GL Cost Center to allow generation of flexible Item Group Performance Reports
- **Inventory Unit-Set** provides unlimited conversion of UOM (unit of measurement) for items. Each Item ID may use different units for inventory, storage, purchase, and sales.
- **Secondary Unit** allows users to create inventory, sales, and purchase transaction in dual units with user defined conversion rate at transaction level. Price calculation may be based on secondary Unit ID instead of the primary Unit ID.
- **Multi-level Bill of Material** with planning data and effective date stores formula for item conversion and manufacturing transactions.
- **Item conversion** with automatic or manual assembly and disassembly.

- **Warehouse and Location** type:
  - Normal, WIP or Transit
  - Normal or Quarantine
  - Netable or Non-Netable
- **Inventory GL Grouping** enables you to map and link inventory groups to GL accounts to determine inventory & sales journals. It may also be used to classify:
  - General inventory, expenses, or work in process.
  - Fixed Assets
  - AR or AP Advances
- **Volume as quantity** option allows users to use *length × width × height × quantity* as a basis for price calculation in inventory, sales and purchase transaction.
- **Replenishment Order** allows users to create orders to other sites to ask for inter-site transfer for stock replenishment, which may then be partially fulfilled by Inter-site Transfer and Inter-site Receipt.
- **Multi-site feature** allows maintenance of inventory balances in many sites, the access for which is controlled by security assignments.
- **Barcode usage** can be defined for inventory, purchase or sales transactions.
- **Project ID** allows users to assign specify project code in inventory, sales, and purchase transaction and generate Profit/Lost Report (up to direct expense) for each project.
- **Stock-take management** involves the generation of stock take list & tag number. Users then view the list, print stock take form, enter or edit (or upload from spreadsheet) count results, and create system generated inventory adjustment.
- **Form Set** provides flexible document formats with up to 5 format for each transaction types of Inventory Transactions.
- **Sharing of item information** across entities with security assignment.
- **Seamless integration** with Orlansoft Sales, Orlansoft Purchase and Orlansoft General Ledger.

FINANCIALS

Orlansoft Financials supports multiple entities (company), multiple currencies, dual home currency function to suit financial management of enterprises of all sizes. Orlansoft Financials is seamlessly integrated with Orlansoft Distribution and Orlansoft Manufacturing.

Accounts Receivable (AR)

Orlansoft Account Receivable supports sales invoice generation and printing, manages and prints Sales Tax Invoice, performs credit management, records customer payments, and monitors customer balances.

Features & Functions:

- Easily **tracks customer balances** & payments in multiple currency.
- Flexible **Aging Reports**
- Security assignment regulates user access of **Customer Master Data** and Balances
- Comprehensive **invoice generation**:
    - Single Shipment Invoice
    - Single Order & multiple Shipment Invoice
    - Multiple Order and multiple Shipment Invoice
    - **Automatic netting of sales shipment & sales return**.
    - Invoice for Customer Advances and its allocation to Sales Shipment Invoice
    - Multiple due dates
    - Automatic Sales Tax Invoice Numbering (Standard or Simple) with sales tax invoice date
    - Batch Process for generating multiple sales invoice

- **Flexible Customer Group**. Four groups, 5 segments each, may be integrated to GL Cost Centers to allow generation of flexible Customer Group Performance Reports
- Up to 5 level grouping of **customer area**
- **Credit management** provides customer credit limit, maximum overdue days, multiple term of payment with tight integration to sales price management and collaterals

- Customer **credit status**:
    - Normal
    - Block Sales
    - Block Shipment
    - Block AR
    - Doubtful
    - Account Closed

- **Write-off Rounding** allows users to write off AR Rounding balance within predefined amount limit.
- **Collection Run** supports collection management to generate Collection Memo, manages collector route and allows analysis of collection performance. Customer payment transaction will generate cash receipt, bank receipt, or check receipt transaction automatically to Orlansoft Cash Management.
- **Sales Tax Adjustment** provides automatic conversion of AR Balance of VAT from transaction currency to home currency according to tax rate.
- **AR Unrealized Forex Calculation** is an automatic process that calculates unrealized forex gain/loss for all AR invoices and its resulting system-generated journal to Orlansoft General Ledger.
- **Seamless Integration** with Orlansoft Sales, Orlansoft Cash Management & Orlansoft General Ledger

APPENDIX: FEATURES & FUNCTIONS

Accounts Payable (AP)

Orlansoft Account Payable is used for supplier's invoice verification, registering Purchase Tax Invoice, managing supplier accounts, and monitoring outstanding payables.

Features & Functions:
- Easily **tracks outstanding payables** & payments in multiple currency.
- Flexible **Aging Reports**
- **Comprehensive invoice verification** based on three-way match of purchase order, receiving and invoice:
    - Single Receiving Supplier Invoice
    - Single Order & multiple Receiving Invoice
    - Multiple Order and multiple Receiving Invoice
    - Automatic netting purchase receiving & purchase return.
    - Supplier Advances invoice and its allocation to Purchase Receiving Invoice.
    - Registering Purchase Tax Invoice Number, Tax Invoice date and Submit Date.
- **Flexible Supplier Group**. Two groups-5 segments each, may be integrated to GL Cost Centers to allow generation of flexible Supplier Group Performance Reports
- **Write-off AP Rounding** process.
- **Purchase Tax Adjustment** provides automatic conversion of AP Balance of VAT from transaction currency to home currency in prevailing tax rate.
- **AP Unrealized Forex Calculation** provides automatic process unrealized forex gain/loss calculation for all AP invoices and its resulting system-generated journal to Orlansoft General Ledger.
- **Seamless Integration** with Orlansoft Purchase, Orlansoft Cash Management & Orlansoft General Ledger

Cash Management (CA)

Orlansoft Cash Management manages cash, banks, advances, post-dated checks, bank reconciliation and performs cash flow monitoring.

Features & Functions:
- **Cash management** reports present information of outstanding sales & purchase, outstanding AR & AP, bank and cash accounts, loans and deposits.
- Automation of **bank statement reconciliation**
- **Receipt transaction** allows users to record all receipt from customer payment or other receipt directly to cash, bank or using post-dated check.
- **Check Wizards** make it real easy to perform Deposit Check, Receive Rejected Check and Cancel Received Check
- Monitor **post-dated check status**
- **Supplier payment** via issue of post-dated check or bank disbursement
- Easy to monitor **cash advances**
- **Petty cash** handling
- **Daily cash reports**
- **Seamless integration** with Orlansoft Account Receivable, Orlansoft Account Payable and Orlansoft General Ledger

Fixed Assets (FA)

Orlansoft Fixed Assets is used to manage fixed assets registration, addition, transfer, depreciation, adjustment and disposal.

Features & Functions:
- **Calculate depreciation** in both commercial and tax depreciation method. Depreciation journal will be automatically created in Orlansoft General Ledger.
- Easy to track **fixed asset status**: location, caretaker, and departments
- **Fixed asset group, category, department and location** can be defined to integrate with GL cost centers
- Multi-level **fixed assets structure**
- Pre-setting Fixed Assets **ID auto numbering** by category.

APPENDIX: FEATURES & FUNCTIONS

General Ledger (GL)

Orlansoft General Ledger tracks all financial transactions, monitors account balances and produces financial statements. Our GL Reports may contain a single entity or a range of entities and may be shown in summary or detail in one or dual home currency.

Features & Functions:
- Support multiple-entity financial requirements with **automatic inter-entity** system-generated journal.
- **Flexible COA** (Chart of Account) segment; up to 10 segments with 10 alphanumeric each
- 12 **Cost Center Groups** to act as account dimensions, with 10 alphanumeric each
- Flexible **Cash Flow coding** with up to 3-level grouping for flexible cash-flow reporting
- **Journal Type and Journal Batch** with user definable security assignment
- **Recurring journal** allows users to define recurring from/to period and generate automatic recurring journal.
- Automatic **reversing journal** can be created by ticking-on specific journals and setting the reversing date.
- **Journal List** provides comprehensive journal information of manually entered journals or system generated journals from other non-GL modules.
- **Summary balance** allows users to view account balances in original, home currency, and company management currency. Summary balance provides drill-down capability to subsidiary ledger and journal of source transactions
- **Separate process of GL Closing** allows user to have GL period as open and create adjustment journal while Manufacturing, Distribution, Account Receivable, Account Payable, Cash Management and Fixed Assets is closed
- Temporary or Permanent **Close Accounting Period**.
- Easy process of **year-end closing**

- **Financial Report Formatter** provides powerful and flexible tools to generate financial reports with the following options:
  - COA Segment & Cost Center Parameters
  - Single Period or Multiple Period
  - Single Entity or Consolidated multiple entities.
  - Compare with Budget
  - Flexible Account Grouping of Report Rows to accommodate user requirements

- **Cost Center Template** enables users to create multiple templates of cost center allocation by percentages for each GL Account and then use it in transactions to speed up key-in when cost center allocation is involved.
- **Journal Template** helps users to automatically create a journal with the following option:
  - Automatic multiple lines of journal with fixed amount.
  - Automatic allocation journal – define allocation percentage to GL Account in each line (including cost center allocation) and enter the allocated amount at journal creation.
  - Generate automatic journal with amount (full amount or percentage factor) from beginning balances, mutation, or ending balances of multiple accounts
  - Reclassify single or multiple GL account balances to specified GL Account.
  - Reclassify balance of single cost center of single or multiple GL Account to other cost center with same GL Account
  - Journals can be generated for multiple templates and multiple periods

Seamlessly integrated, Orlansoft General Ledger is the central repository for all financial transaction from distribution modules, other financial modules or other products (Orlansoft Manufacturing and Orlansoft Consumer Financing).