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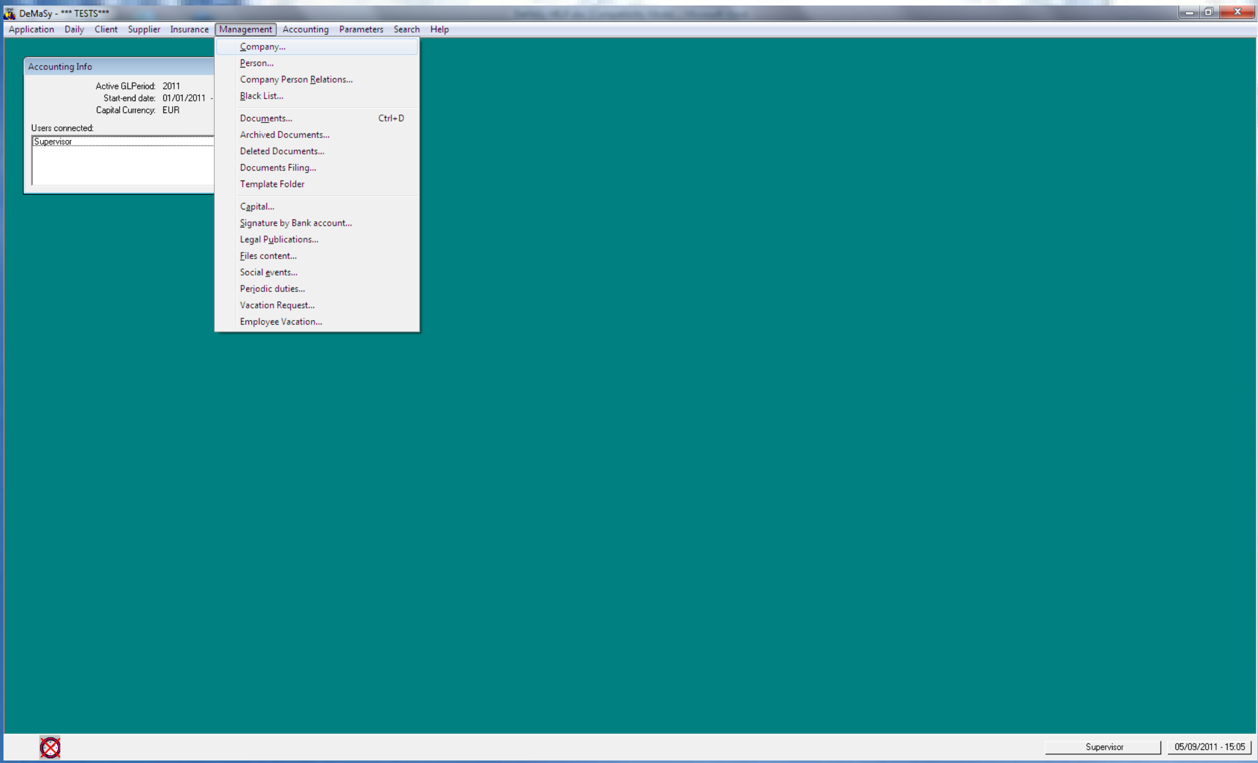
DeMaSy ERP software

MODULE MANAGEMENT (Database)

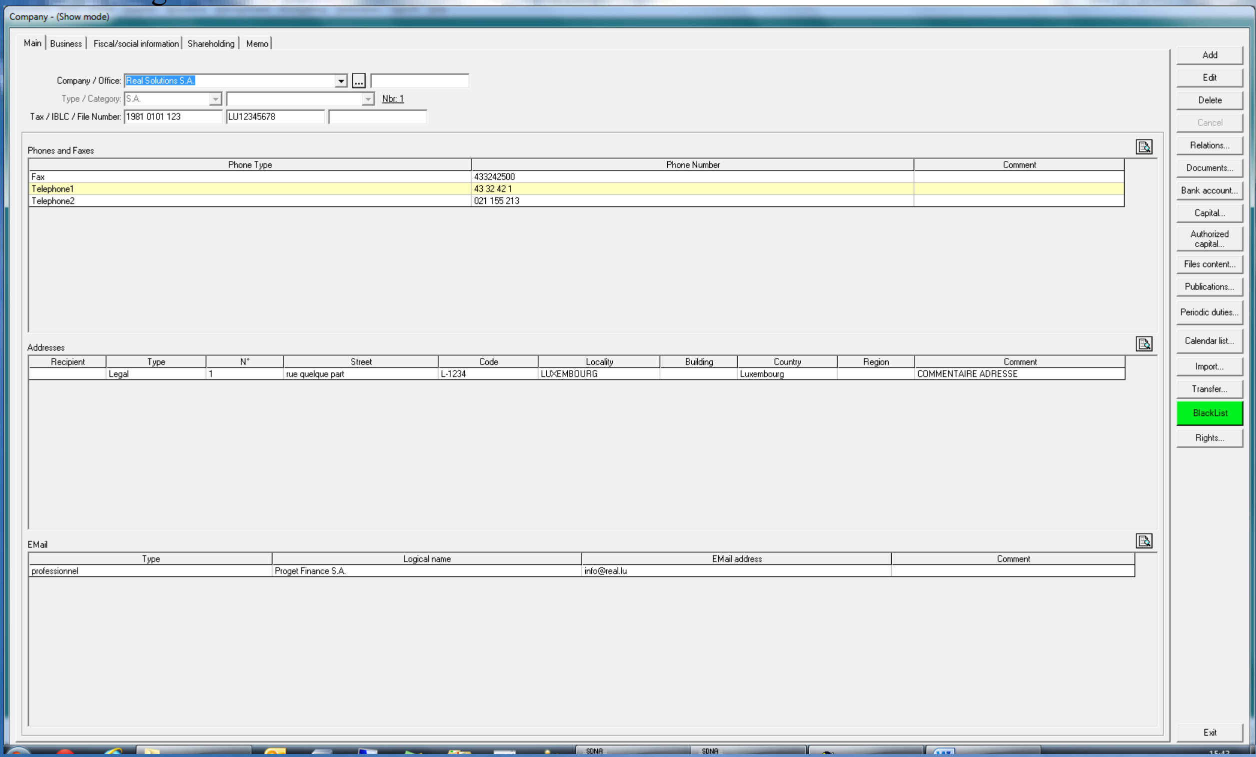
The application database management module allows the users to store company/person/client/job information. Sub-menus COMPANY and PERSON are the main menus allowing to access basic data sheets.



COMPANY Data Sheet

Company data sheet contains 5 tabs (Main / Business / Fiscal/social information/Shareholding/Memo)

Main TAB gathers all basic data sheet.



COMPANY: Full name of the company

OFFICE: If an office has to be specified

TYPE: (limited liability Company, partnership …)

CATEGORY: free categorization (auto-increment combo-box)

TAX / IBLC / FILE NUMBER: Tax number / Intracom Number / File number.

These fields are repeated from other tabs to allow research

BUTTONS:

RELATIONS: calls the RELATION screen (see module)

DOCUMENTS: calls the DOCUMENT screen (see module)

BANK ACCOUNT: calls the BANK ACCOUNTS screen (see module)

CAPITAL: calls the CAPITAL screen (see module)

AUTHORIZED CAPITAL: calls the AUTHORIZED CAPITAL screen (see module)

FILE CONTENT: Calls the FILE CONTENT SCREEN (see module)

PUBLICATIONS: calls the PUBLICATION SCREEN (see module)

PERIODIC DUTIES: calls the PERIODIC DUTIES SCREEN (see module)

CALENDAR LIST: Calls the REMINDER screen (see module)

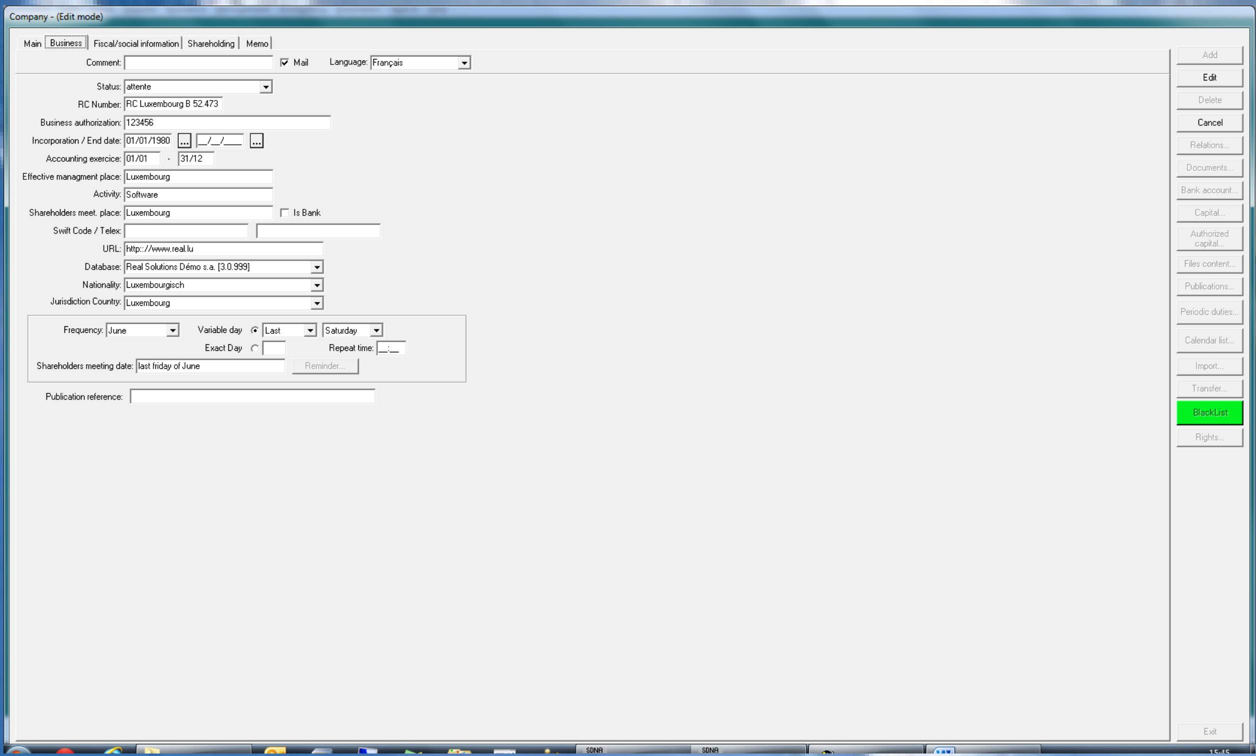
IMPORT: Calls the IMPORT screen (see module)

TRANSFER: Calls the TRANSFER screen (see module)

BLACK LIST: Calls the BLACKLIST screen (see module)

RIGHTS: Calls the RIGHTS screen (see module)

BUSINESS TAB



COMMENT: Free comment field

MAIL: Can be used for customized mailing reports

LANGUAGE: Usual communication language

STATUS: Status on the company (auto- increment combo box)

RC NUMBER: Number at trade register

BUSINESS AUTHORIZATION: Company business authorization number

INCORPORATION DATE – END DATE: Self-explanatory

ACCOUNTING EXERCISE: Self-explanatory

EFFECTIVE MANAGEMENT PLACE: Self-explanatory

ACTIVITY: Self-explanatory

SHAREHOLDERS MEET. PLACE: Self-explanatory

SWIFT CODE / TELEX: Self-explanatory

URL: Self-explanatory

DATABASE: The application database in which the accounting books are kept. This field is used for interfacing data and/or reporting purposes.

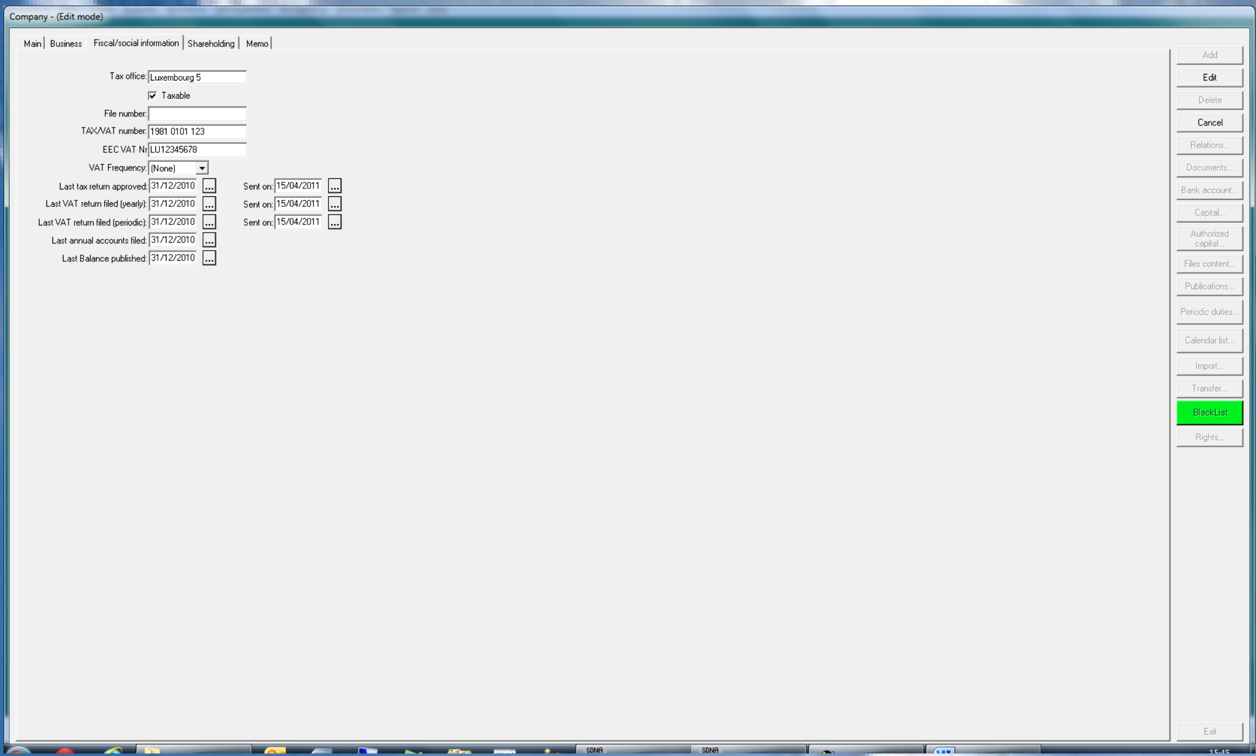
NATIONALITY: Self-explanatory

JURISDICTION COUNTRY: Self-explanatory

SHAREHOLDERS ‘MEETING DATE: Self-explanatory

PUBLICATION REFERENCE: Reference of articles of incorporation publication

FISCAL/SOCIAL INFORMATION TAB



Tax office: Tax authorities – responsible office

Taxable: Is the Company is taxable? (Yes if checked)

Tax/VAT number: National Tax/VAT number

EEC VAT Number: Intracom VAT Number

VAT Frequency: Periodicity of intermediary VAT return

Last tax return approved and sent: Self explanatory

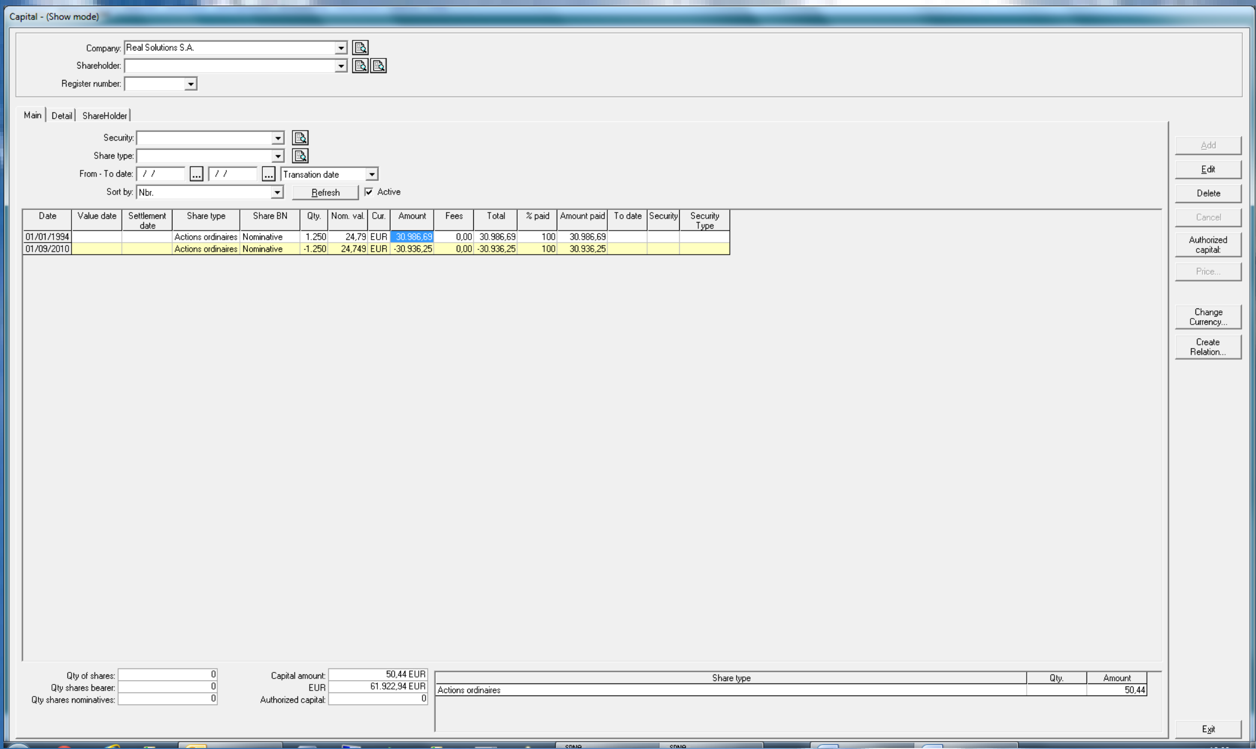
Last VAT Return filed [Yearly]: Self explanatory

Last VAT Return filed [Periodic]: Self explanatory

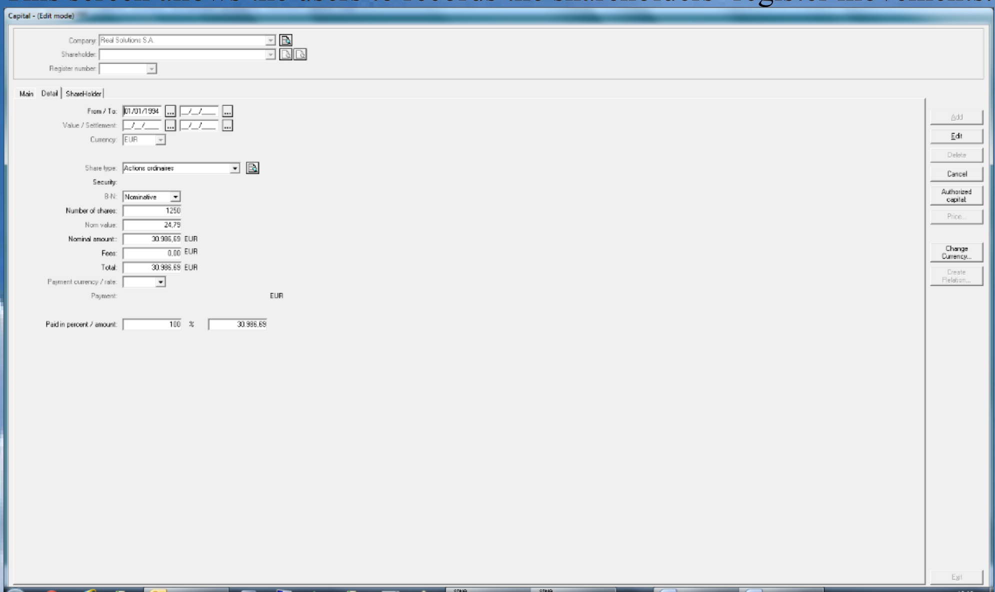
Last Annual Accounts filed: Self explanatory

Last Balance Published: Self explanatory

SHAREHOLDING TAB:



This is based on the module SHAREHOLDERS REGISTER but with less information.
This screen allows the users to records the shareholders' register movements.

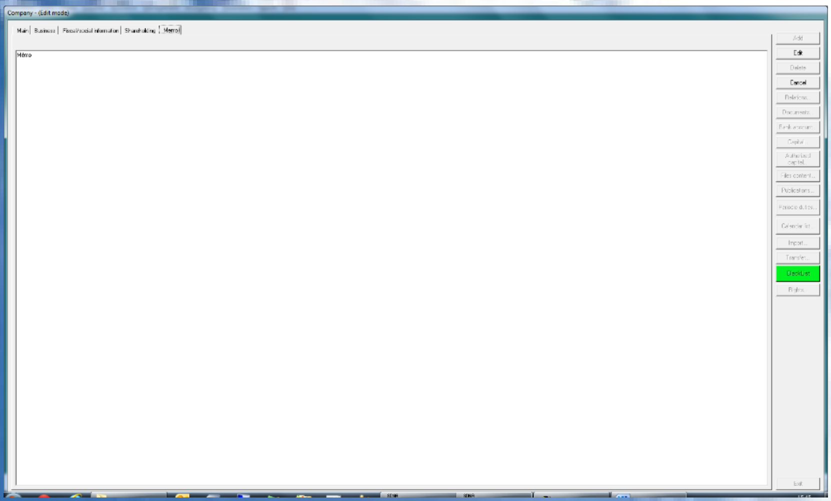


FROM – TO: Date of transaction and date of cancellation for reporting purposes
VALUE / SETTLEMENT: value and settlement dates
CURRENCY: currency (depends on the currency of the company data sheet)
SHARE TYPE: Type of shares (parameters)
B-N: Bearer or nominative
NUMBER OF SHARES: Number of shares held
NOM. VALUE: Nominal value of shares
NOMINAL AMOUNT: = Number of shares * Nominal value
FEES: Fees if any
TOTAL: Total of nominal amount + fees
PAYMENT CURRENCY / RATE:
PAID IN PERCENT / AMOUNT: Paid in percentage and paid in amount

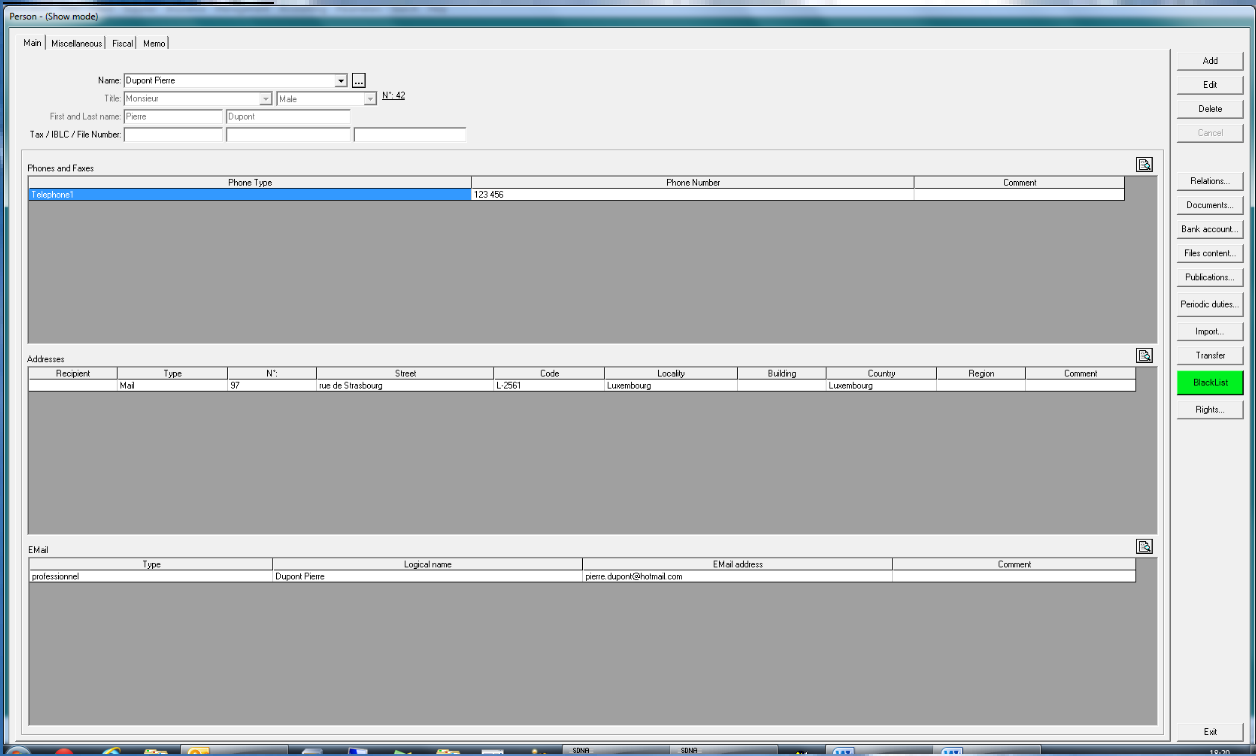
NB: The number fields are extended if the module is part of the license (see SHAREHOLDER REGISTER MODULE).

MEMO TAB:

Memo tab consists of a memo pad that can be used to store any type of information in relation with the company



PERSON Data Sheet



Name : Full name of the Person

Title / Sex: Title and sex of the person

First Name / Last Name: Self-explanatory

Tax / IBLC / File Number: Tax number / Intracom Number / File number.
These fields are repeated from other tabs to allow research

BUTTONS:

RELATIONS: calls the RELATION screen (see module)

DOCUMENTS : calls the DOCUMENT screen (see module)

BANK ACCOUNT: calls the BANK ACCOUNTS screen (see module)

FILE CONTENT: Calls the FILE CONTENT SCREEN (see module)

PUBLICATIONS: calls the PUBLICATION SCREEN (see module)

PERIODIC DUTIES: calls the PERIODIC DUTIES SCREEN (see module)

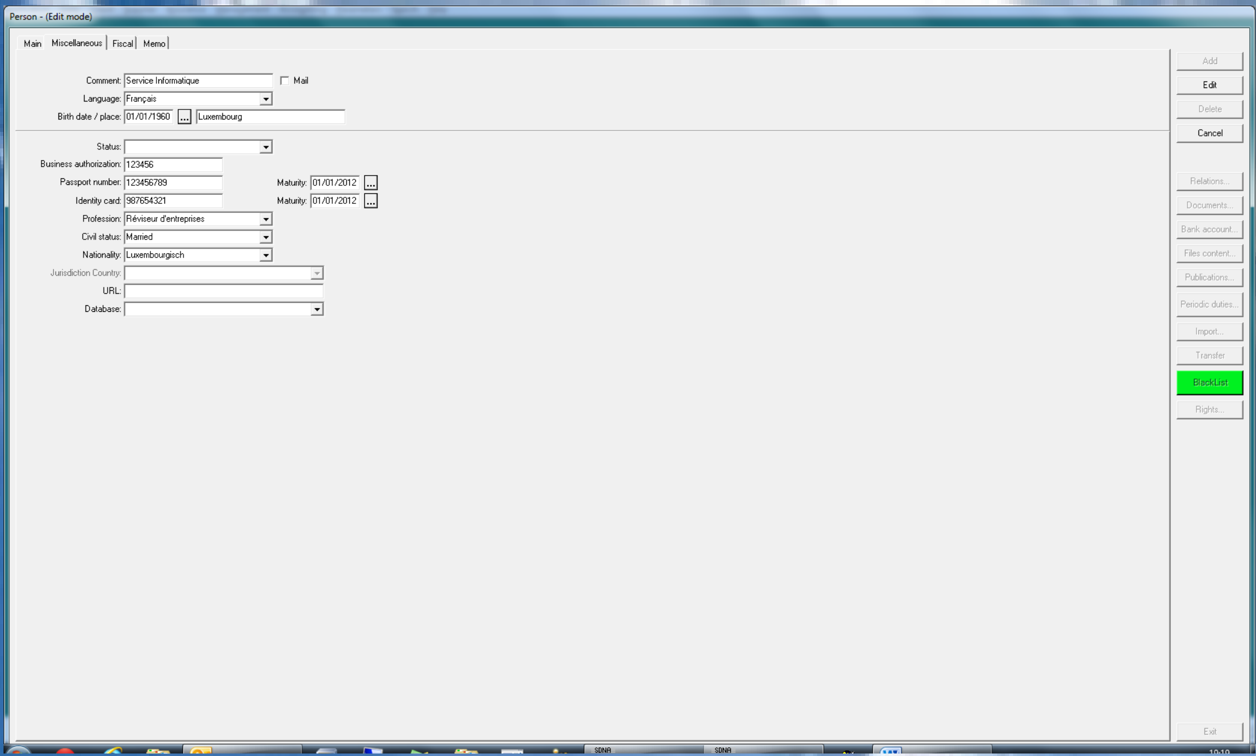
IMPORT: Calls the IMPORT screen (see module)

TRANSFER: Calls the TRANSFER screen (see module)

BLACK LIST: Calls the BLACKLIST screen (see module)

RIGHTS: Calls the RIGHTS screen (see module)

MISCELLANEOUS TAB



COMMENT: Free comment field

MAIL: can be used for customized mailing reports

LANGUAGE: Usual communication language

BIRTH DATE /PLACE: Self-explanatory

STATUS: Status (auto-increment combo box)

BUSINESS AUTHORIZATION: Company business authorization number

PASSPORT NUMBER / MATURITY: Passport number and maturity date

IDENTITY CARD / MATURITY: Identity card number and maturity date

PROFESSION: Self-explanatory

CIVIL STATUS: Self-explanatory

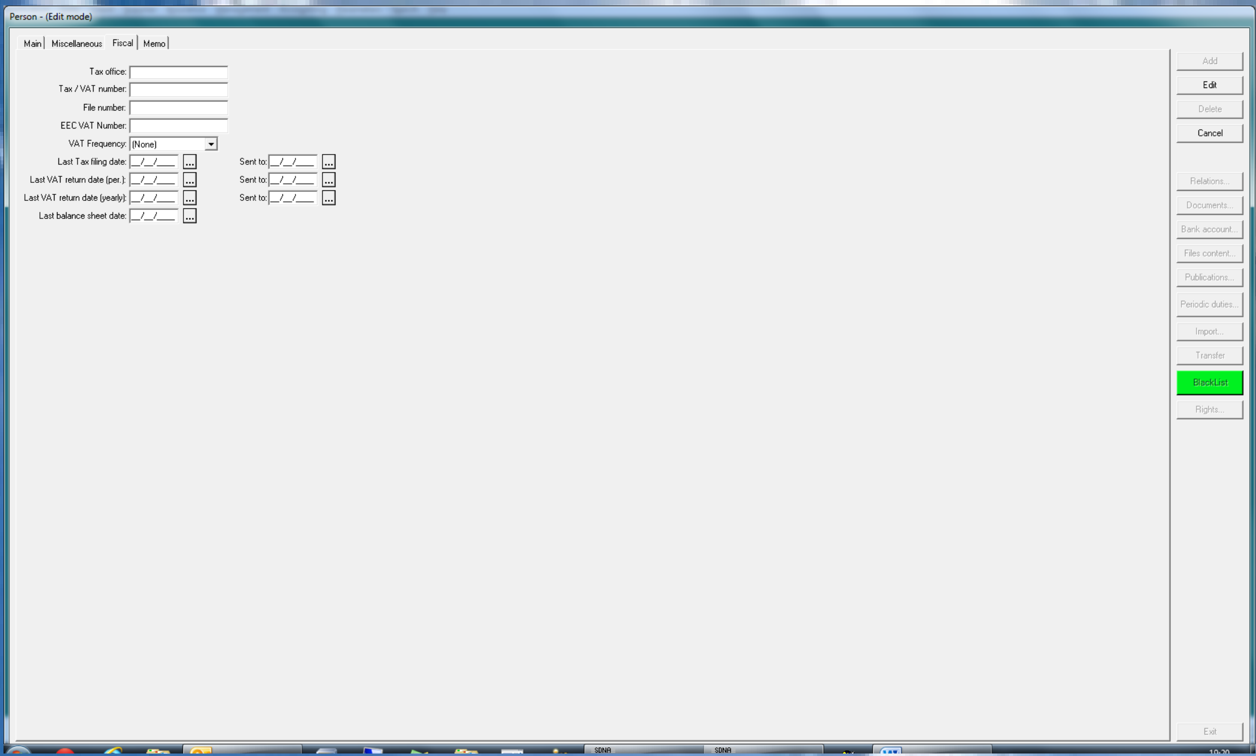
NATIONALITY: Self-explanatory

JURISDICTION COUNTRY: Self-explanatory

URL: Self-explanatory

DATABASE: The application database in which the accounting books are kept. This field is used for interfacing data and/or reporting purposes.

FISCAL TAB

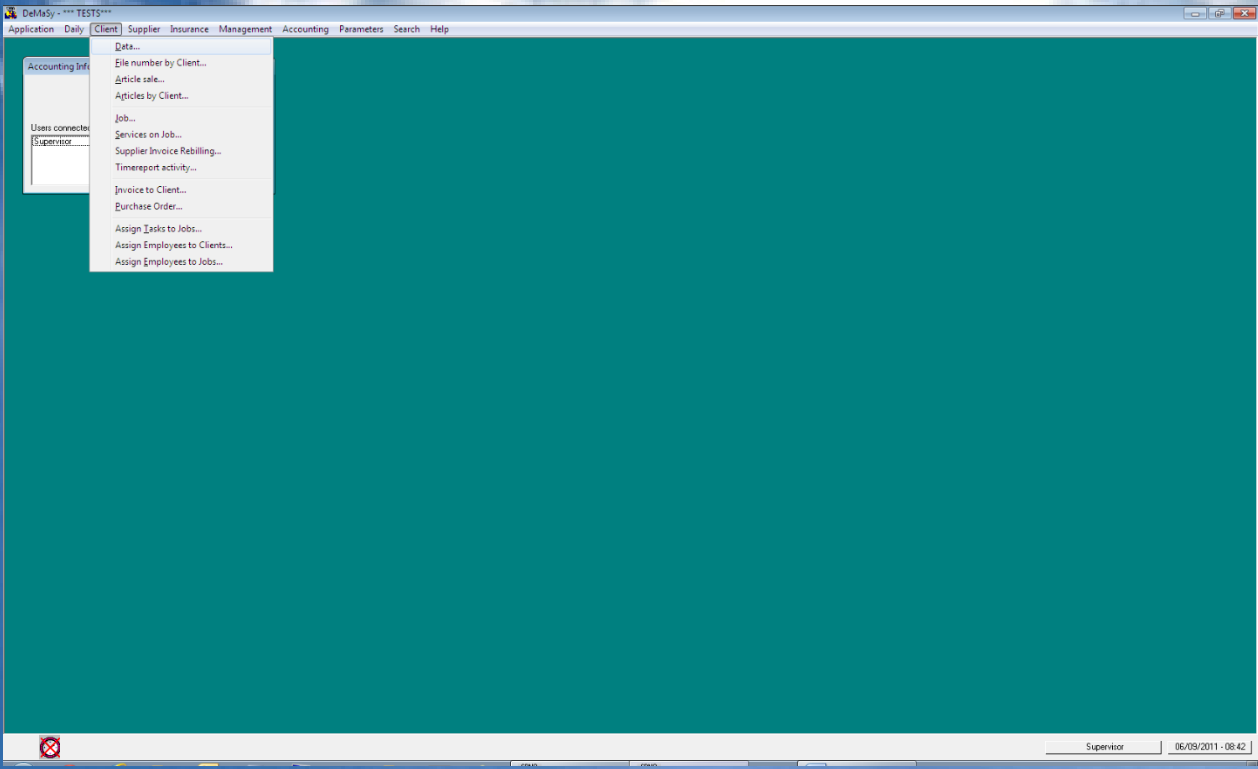


TAX OFFICE: Taxation office
TAX/VAT NUMBER: Tax / VAT number
FILE NUMBER: File number
EEC VAT NUMBER: EEC Intracom VAT Number
VAT FREQUENCY: VAT return frequency
LAST TAX FILING DATE / SENT TO: self-explanatory
LAST VAT RETURN DATE (PER): self-explanatory
LAST VAT RETURN DATE (YEARLY): self-explanatory
LAST BALANCE SHEET DATE:

MEMO TAB:
Memo pad (see Company data sheet)

CLIENT / JOBS

Based on company/person data sheets users will be allowed to define client and job.

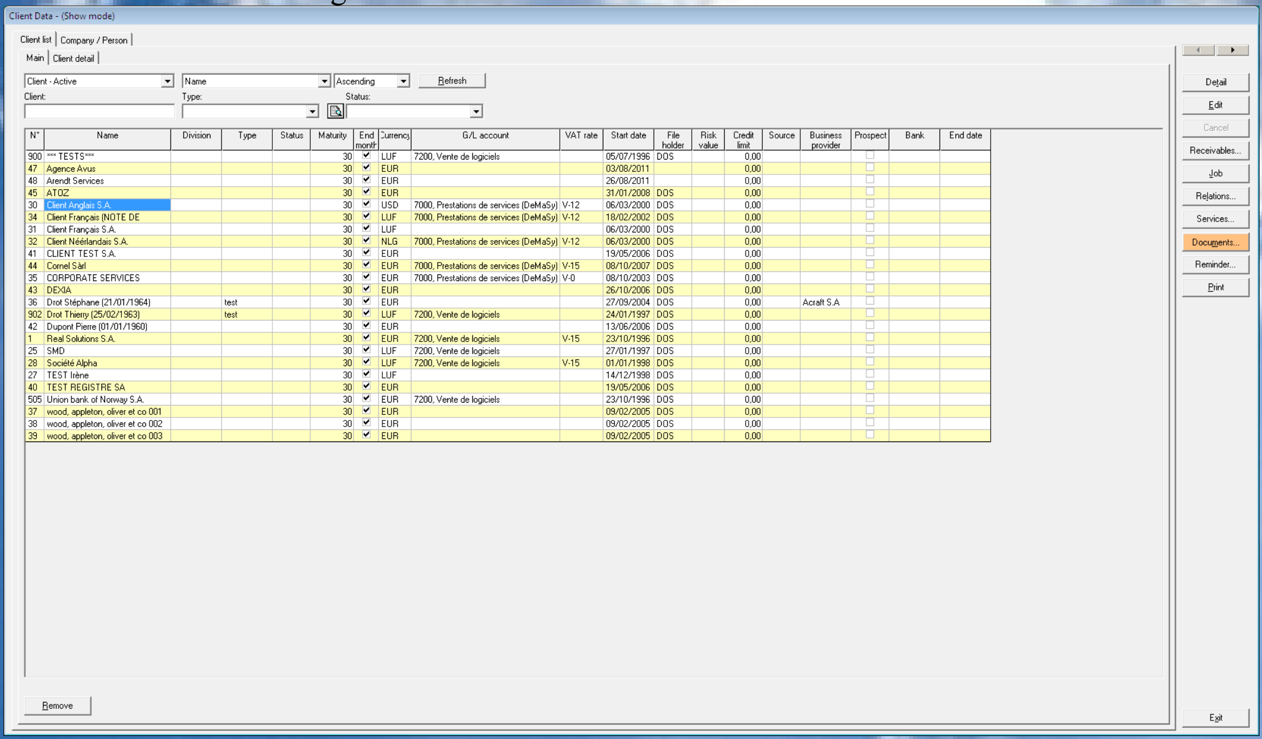


MENUS

Data: To input client data
File number by client: To record the client files numbers
Article sale: To access stock movements
Job: To input job data
Services on job: to define automatic invoicing data sheet
Supplier Invoice Rebilling: to setup billing of expenses incurred on behalf of the client
Timereport activity: to access the historical data of timesheet and billing
Invoice To client: to produces invoices to the clients
Purchase order: to input the client purchase orders
Assign Tasks to Job: to assign tasks to jobs
Assign employees to clients: to assign employees to clients
Assign employees to jobs: to assign employee to jobs

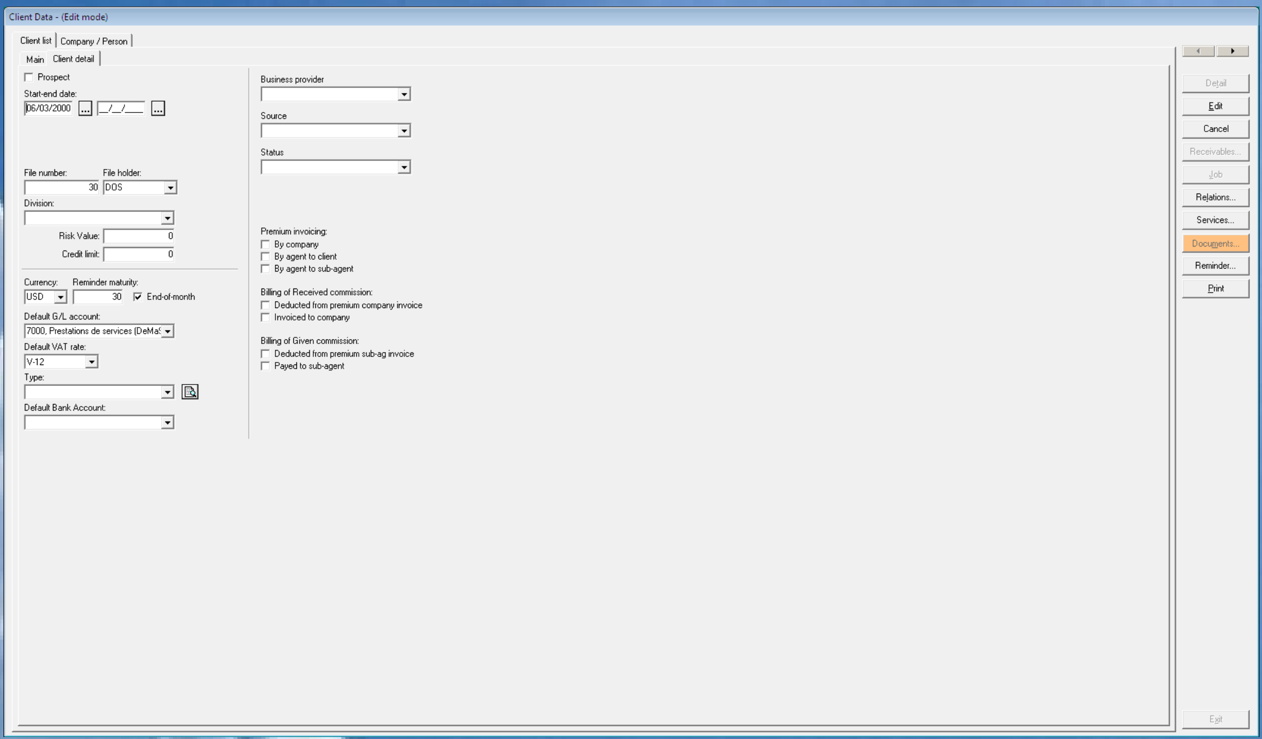
CLIENT DATA

This screen list all existing clients



N°	Name	Division	Type	Status	Maturity	End month	Currency	G/L account	VAT rate	Start date	File holder	Risk value	Credit limit	Source	Business provider	Prospect	Bank	End date
900	*** TESTS***				30	✔	LUF	7200, Vente de logiciels		05/07/1996	DOS		0,00			☐		
47	Agence Avus				30	✔	EUR			03/08/2011			0,00			☐		
48	Arendt Services				30	✔	EUR			26/08/2011			0,00			☐		
45	ATOZ				30	✔	EUR			31/01/2008	DOS		0,00			☐		
30	Client Anglais S.A.				30	✔	USD	7000, Prestations de services (DeMaSy)	V-12	06/03/2000	DOS		0,00			☐		
34	Client Français (NOTE DE				30	✔	LUF	7000, Prestations de services (DeMaSy)	V-12	18/02/2002	DOS		0,00			☐		
31	Client Français S.A.				30	✔	LUF			06/03/2000	DOS		0,00			☐		
32	Client Néérlandais S.A.				30	✔	NLG	7000, Prestations de services (DeMaSy)	V-12	06/03/2000	DOS		0,00			☐		
41	CLIENT TEST S.A.				30	✔	EUR			19/05/2006	DOS		0,00			☐		
44	Cornel Sàrl				30	✔	EUR	7000, Prestations de services (DeMaSy)	V-15	08/10/2007	DOS		0,00			☐		
35	CORPORATE SERVICES				30	✔	EUR	7000, Prestations de services (DeMaSy)	V-0	08/10/2003	DOS		0,00			☐		
43	DEXIA				30	✔	EUR			26/10/2006	DOS		0,00			☐		
36	Drot Stéphane (21/01/1964)		test		30	✔	EUR			27/09/2004	DOS		0,00		Acraft S.A	☐		
902	Drot Thierry (25/02/1963)		test		30	✔	LUF	7200, Vente de logiciels		24/01/1997	DOS		0,00			☐		
42	Dupont Pierre (01/01/1960)				30	✔	EUR			13/06/2006	DOS		0,00			☐		
1	Real Solutions S.A.				30	✔	EUR	7200, Vente de logiciels	V-15	23/10/1996	DOS		0,00			☐		
25	SMD				30	✔	LUF	7200, Vente de logiciels		27/01/1997	DOS		0,00			☐		
28	Société Alpha				30	✔	LUF	7200, Vente de logiciels	V-15	01/01/1998	DOS		0,00			☐		
27	TEST Irène				30	✔	LUF			14/12/1998	DOS		0,00			☐		
40	TEST REGISTRE SA				30	✔	EUR			19/05/2006	DOS		0,00			☐		
505	Union bank of Norway S.A.				30	✔	EUR	7200, Vente de logiciels		23/10/1996	DOS		0,00			☐		
37	wood, appleton, oliver et co 001				30	✔	EUR			09/02/2005	DOS		0,00			☐		
38	wood, appleton, oliver et co 002				30	✔	EUR			09/02/2005	DOS		0,00			☐		
39	wood, appleton, oliver et co 003				30	✔	EUR			09/02/2005	DOS		0,00			☐		

One line by client gives the users all the data related to the selected client.
The detail tab (see below) displays each line vertically.
Data can be changed either in the grid by row or in the detail tab by using the EDIT button

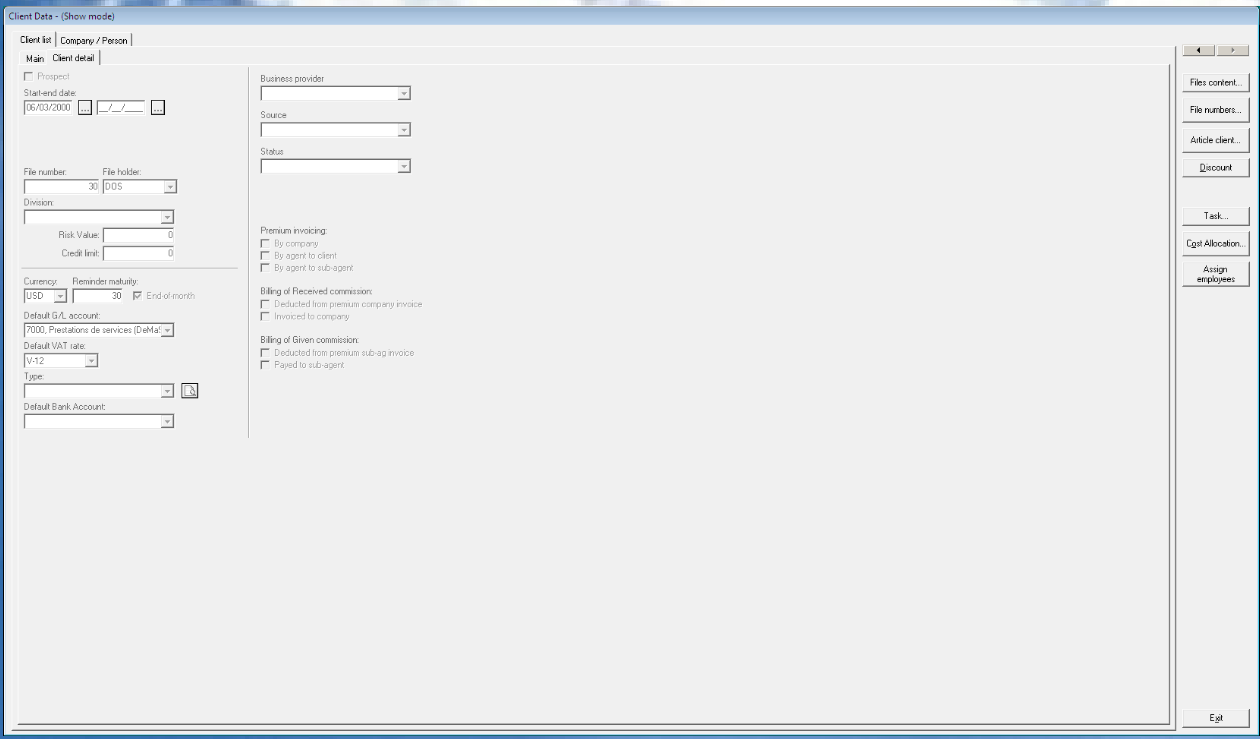


BUTTONS : NB : When clicking the right (or left) arrows on top of the buttons in column on the right side the application displays a second series of buttons to call other information.

RECEIVABLES: gives access to a search screen of invoices to clients (see INVOICES TO CLIENTS module)

JOB: calls the screen used to define jobs on the clients (see JOBS further down in this section)

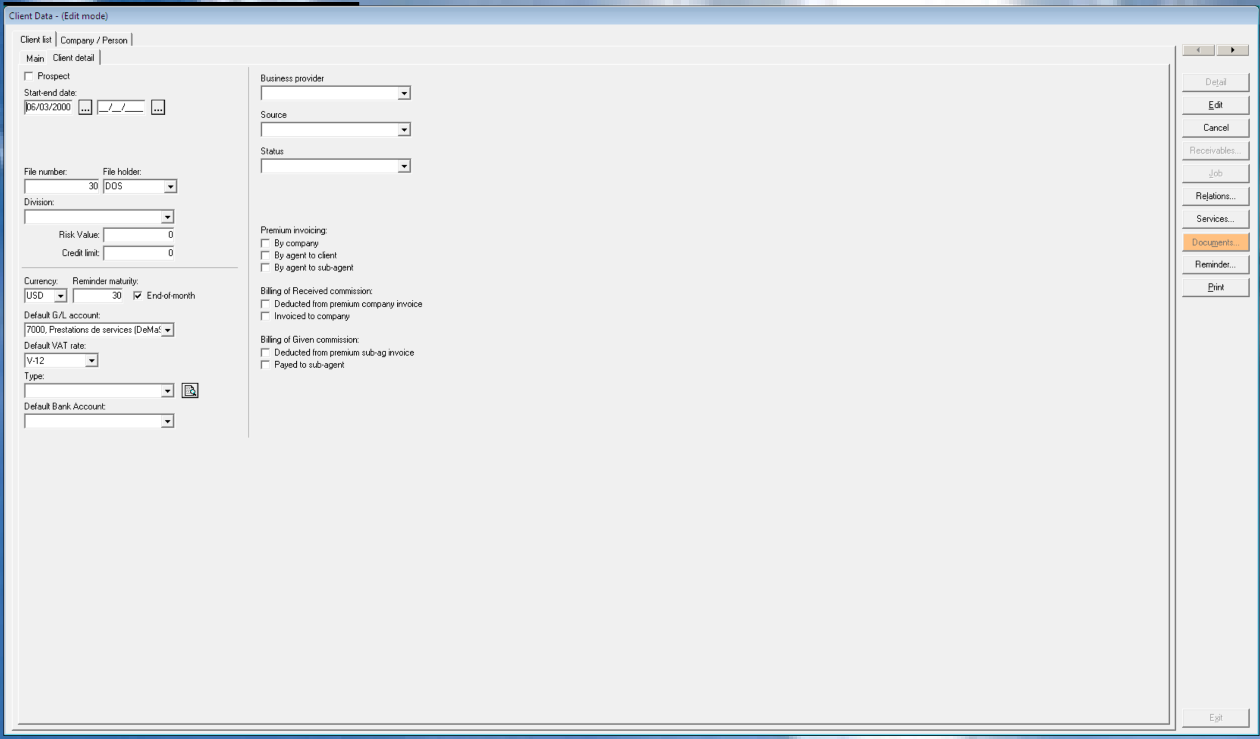
RELATIONS: calls the screen of the relations (see RELATION module)
SERVICES: calls the screen to input automatic invoicing rules (see AUTOMATIC INVOICING module)
DOCUMENTS: calls the screen document (see DOCUMENT module)
REMINDER: call the reminder screen for the input of agenda (see REMINDER)
PRINT: Call a print selection screen which display client details



SECOND SERIES OF BUTTONS :
FILE CONTENT: calls the screen for file content management (see FILE CONTENT module)
FILE NUMBERS: calls a screen allowing users to manage client file numbers by supplier
ARTICLE CLIENT: calls a screen for assigning article delivered to the selected client
DISCOUNT: calls a screen to define discounts granted to the clients
TASKS: calls the TASKS screen (see TASKS module)
COST ALLOCATION: calls a screen which allows defining default cost allocation for the select client
ASSIGN EMPLOYEE: calls the screen used to assign employees to the client

NB: usually employees should be assigned to jobs if jobs are used (see JOB section)

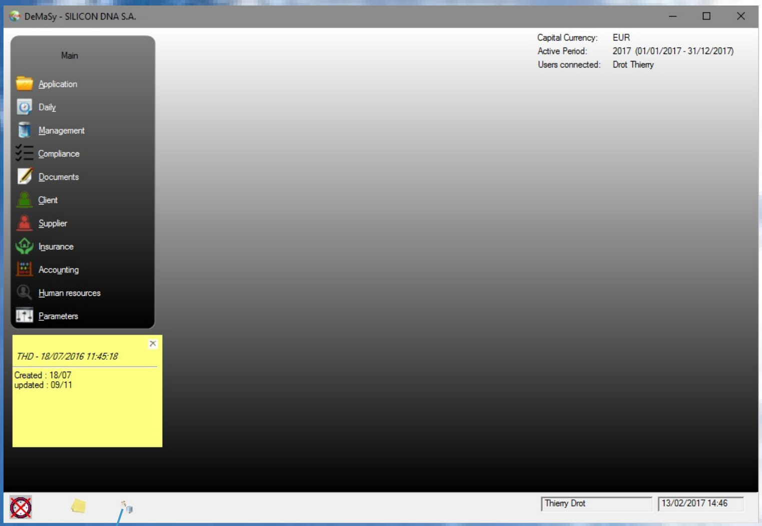
CLIENT DATA FIELDS:



PROSPECT	If the checkbox is ticked the data is related to a prospect
START – END DATE	Self-explanatory
FILE NUMBER	Unique number automatically (next higher available number) assigned by the program. This number can be changed by the user.
FILE HOLDER	An employee short name can be selected. This field is supposed to indicate who has the client file check out from center filing. This field is used for follow up and reporting purposes.
DIVISION	Indicates the division of the client (see parameters)
RISK VALUE	Value Indicating the risk value of the client (classification vary from one organization to another)
CREDIT LIMIT	Indicates the credit limit of open receivable of the client. If the limit is exceeded user inputting the invoices to the clients will be warned by a system flash.
CURRENCY	Default usual currency of the invoice of the client. Invoices in other currencies are possible.
REMINDER MATURITY	Number of days + end of month (if the checkbox is ticked) or Number of exact days (if the check box end of month is not ticked) These value are used to produce reminder letters to be send to the clients through reports
DEFAULT G/L ACCOUNT	Default Account proposed when input a client invoice. Account can be changed.
DEFAULT VAT CODE	Default VAT code applicable to the client
TYPE	Type de client. User defined parameters (see parameters)
DEFAULT BANK ACCOUNT	Default bank account on which the client has to pay his invoice proposed when invoicing the client if the information is used.
BUSINESS PROVIDER	Name of the company/person having referred the business.

	NB: The program can automatically create a relation if a system relation type is defined (see RELATION MODULE)
SOURCES	(Auto Increment) Field used to indicate the source of client
Others information	Other information are linked a specific REINSURANCE module

COMPANY / PERSON guidance



New screen allowing to add (or edit) a company /person through a structure guide
Hyperlink will load the screen used to input the selected data