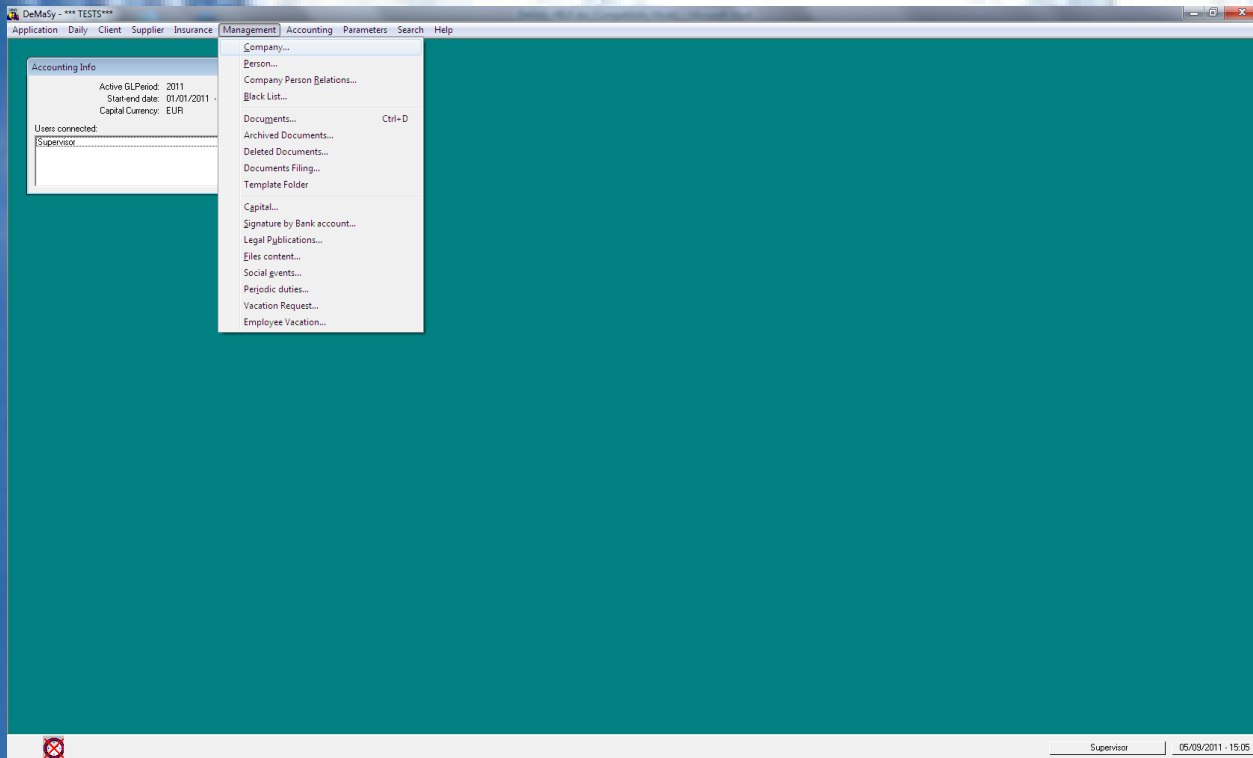




DeMaSy ERP software

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 - (Show mode)

Main | Business | Fiscal/social information | Shareholding | Memo

Company / Office: ...

Type / Category: Nbr:

Tax / IBLC / File Number:

Phones and Faxes

Phone Type	Phone Number	Comment
Fax	433242500	
Telephone1	43 32 42 1	
Telephone2	021 135 213	

Addresses

Recipient	Legal	Type	N°	Street	Code	Locality	Building	Country	Region	Comment
		1		rue quelque part	L1234	LUXEMBOURG		Luxembourg		COMMENTAIRE ADRESSE

E-Mail

Type	Logical name	E-mail address	Comment
professionnel	Projet Finance S.A.	info@real.lu	

Buttons: Add, Edit, Delete, Cancel, Relations..., Documents..., Bank account..., Capital..., Authorized capital..., Files content..., Publications..., Periodic duties..., Calendar list..., Import..., Transfer..., BlackList, Rights, Exit

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

Company - (Edit mode)

Main | **Business** | Fiscal/social information | Shareholding | Memo

Comment: ☒ Mail Language: Français

Status:

RC Number:

Business authorization:

Incorporation / End date:

Accounting exercise:

Effective management place:

Activity:

Shareholders meet. place: ☐ Is Bank

Swift Code / Telex:

URL:

Database:

Nationality:

Jurisdiction Country:

Frequency: Variable day: ☒ Last: Repeat time:

Exact Day: Shareholders meeting date: Reminder:

Publication reference:

Buttons: Add, Edit, Delete, Cancel, Relations, Documents, Bank account, Capital, Authorized capital, Files content, Publications, Periodic duties, Calendar list, Import, Transfer, Backup, Rights, Exit

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

Company - (Edit mode)

Main | Business | Fiscal/social information | Shareholding | Memo

Tax office: Luxembourg 5
☒ Taxable

File number:

TAX/VAT number: 1981 0101 123

EEC VAT Nr: LU12345678

VAT Frequency: [None]

Last tax return approved: 31/12/2010 ... Sent on: 15/04/2011 ...

Last VAT return filed (yearly): 31/12/2010 ... Sent on: 15/04/2011 ...

Last VAT return filed (periodic): 31/12/2010 ... Sent on: 15/04/2011 ...

Last annual accounts filed: 31/12/2010 ...

Last Balance published: 31/12/2010 ...

Add
Edit
Delete
Cancel
Relations
Documents
Bank account
Capital
Authorized capital
Files content
Publications
Periodic duties
Calendar list
Import
Transfer
Backup
Rights
Exit

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:

Capital - (Show mode)

Company: Real Solutions S.A. [icon]
Shareholder: [icon]
Register number: [icon]

Main | Detail | Shareholder

Security: [icon]
Share type: [icon]
From - To date: [icon] / [icon] / [icon] Transition date: [icon]
Sort by: Nbr. [icon] Refresh [icon] Active [icon]

Date	Value date	Settlement date	Share type	Share BN	Qty	Nom. val	Cut	Amount	Fees	Total	% paid	Amount paid	To date	Security	Security Type
01/01/1994			Actions ordinaires	Nominative	1,250	24,79 EUR		30,986.69	0.00	30,986.69	100	30,986.69			
01/09/2010			Actions ordinaires	Nominative	-1,250	24,749 EUR		-30,936.25	0.00	-30,936.25	100	-30,936.25			

Qty of shares: 0
Qty shares bearer: 0
Qty shares nominatives: 0

Capital amount: 50.44 EUR
EUR: 61,922.94 EUR
Authorized capital: 0

Actions ordinaires	Share type	Qty	Amount
			50.44

Buttons: Add, Edit, Delete, Cancel, Authorized capital, Price, Change Currency, Create Relation, Exit

This is based on the module SHAREHOLDERS REGISTER but with less information.

This screen allows the users to records the shareholders' register movements.

Capital - (Edit mode)

Company: Real Solutions S.A. [icon]
Shareholder: [icon]
Register number: [icon]

Main | Detail | Shareholder

From / To: 01/01/1994 [icon] / [icon]
Value / Settlement: [icon] / [icon]
Currency: EUR [icon]

Share type: Actions ordinaires [icon]
Security: [icon]
B-N: Nominative [icon]
Number of shares: 1,250
Nom. value: 24,79
Nominal amount: 30,986.69 EUR
Fees: 0.00 EUR
Total: 30,986.69 EUR
Payment currency / rate: [icon]
Payment: EUR
Paid in percent / amount: 100 % 30,986.69

Buttons: Add, Edit, Delete, Cancel, Authorized capital, Price, Change Currency, Create Relation, Exit

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





PERSON Data Sheet

Person - (Show mode)

Main | Miscellaneous | Fiscal | Memo

Name:

Title: N°:

First and Last name:

Tax / IBLC / File Number:

Phones and Faxes

Phone Type	Phone Number	Comment
Telephone1	123 456	

Addresses

Recipient	Type	N°	Street	Code	Locality	Building	Country	Region	Comment
Mail		97	rue de Strasbourg	L-2561	Luxembourg		Luxembourg		

E-Mail

Type	Logical name	E-Mail address	Comment
professionnel	Dupont Pierre	pierre.dupont@hotmail.com	

Buttons: Add, Edit, Delete, Cancel, Relations..., Documents..., Bank account..., Files content..., Publications..., Periodic duties..., Import..., Transfer, BlackList, Rights..., Exit

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

Person - (Edit mode)

Main Miscellaneous Fiscal Memo

Comment: ☐ Mail

Language:

Birth date / place:

Status:

Business authorization:

Passport number: Maturity:

Identity card: Maturity:

Profession:

Civil status:

Nationality:

Jurisdiction Country:

URL:

Database:

Add
Edit
Delete
Cancel
Relations
Documents
Bank account
Files content
Publications
Periodic duties
Import
Transfer
Backup
Rights
Exit

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

Person - (Edit mode)

Main | Miscellaneous | Fiscal | Memo

Tax office:

Tax / VAT number:

File number:

EEC VAT Number:

VAT Frequency: (None)

Last Tax filing date:

Last VAT return date (per.):

Last VAT return date (yearly):

Last balance sheet date:

Sent to:

Sent to:

Sent to:

Add

Edit

Delete

Cancel

Relations...

Documents...

Bank account...

Files content...

Publications...

Periodic duties...

Import...

Transfer...

Backup

Rights...

Exit

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:

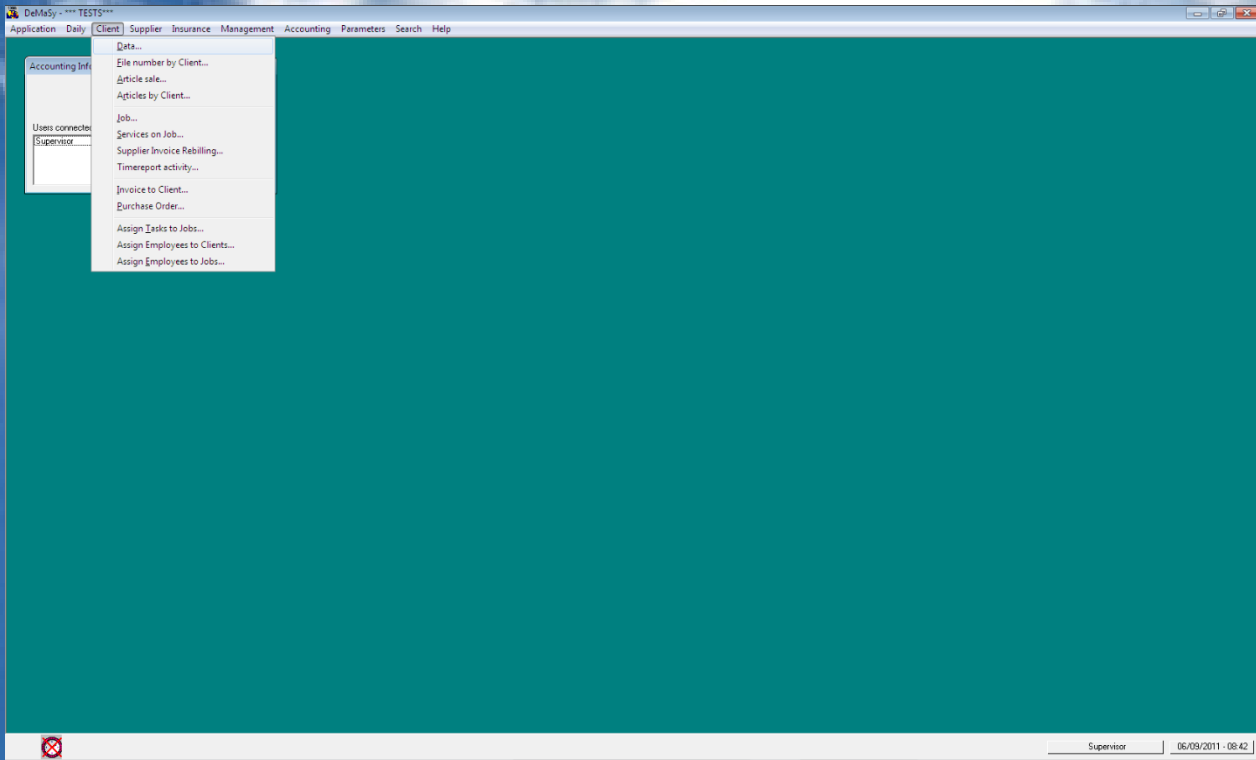
MEMO TAB:

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

Client Data - (Show mode)

Client list | Company / Person |
Main | Client detail |

Client - Active
Client: Name: Ascending: Refresh:
Type: Status:

N°	Name	Division	Type	Status	Maturity	End month	G/L account	VAT rate	Start date	File holder	Risk value	Credit limit	Source	Business provider	Prospect	Bank	End date
930	TESTS**				30	✓	LUF 7200, Vente de logiciels		05/07/1996	DOS	0.00				<input type="checkbox"/>		
47	Agence Avus				30	✓	EUR		03/08/2011		0.00				<input type="checkbox"/>		
48	Avend Services				30	✓	EUR		26/08/2011		0.00				<input type="checkbox"/>		
45	ATOC				30	✓	EUR		31/01/2008	DOS	0.00				<input type="checkbox"/>		
39	DeMaS S.A.				30	✓	USD 7000, Prestations de services (DeMaS)	V-12	06/03/2000	DOS	0.00				<input type="checkbox"/>		
34	Client François (NOTE DE				30	✓	LUF 7000, Prestations de services (DeMaS)	V-12	18/02/2002	DOS	0.00				<input type="checkbox"/>		
31	Client François S.A.				30	✓	NLG 7000, Prestations de services (DeMaS)	V-12	06/03/2000	DOS	0.00				<input type="checkbox"/>		
32	Client Néerlandais S.A.				30	✓	EUR 7000, Prestations de services (DeMaS)	V-12	06/03/2000	DOS	0.00				<input type="checkbox"/>		
41	CLIENT TEST S.A.				30	✓	EUR 7000, Prestations de services (DeMaS)	V-15	19/05/2006	DOS	0.00				<input type="checkbox"/>		
44	Comet SAM				30	✓	EUR 7000, Prestations de services (DeMaS)	V-15	08/10/2007	DOS	0.00				<input type="checkbox"/>		
35	CORPORATE SERVICES				30	✓	EUR 7000, Prestations de services (DeMaS)	V-0	08/10/2003	DOS	0.00				<input type="checkbox"/>		
43	DEXIA				30	✓	EUR		26/10/2006	DOS	0.00				<input type="checkbox"/>		
36	Drol Stéphane (21/01/1964)		test		30	✓	EUR		27/01/1997	DOS	0.00			Acraft S.A.	<input type="checkbox"/>		
902	Drol Thierry (25/02/1963)		test		30	✓	LUF 7200, Vente de logiciels		24/01/1997	DOS	0.00				<input type="checkbox"/>		
42	Dupont Pierre (01/01/1960)				30	✓	EUR		13/06/2006	DOS	0.00				<input type="checkbox"/>		
1	Freal Solutions S.A.				30	✓	EUR 7200, Vente de logiciels	V-15	23/10/1996	DOS	0.00				<input type="checkbox"/>		
25	GMD				30	✓	LUF 7200, Vente de logiciels	V-15	01/01/1998	DOS	0.00				<input type="checkbox"/>		
28	Société Alpha				30	✓	LUF 7200, Vente de logiciels		14/12/1998	DOS	0.00				<input type="checkbox"/>		
27	TEST liane				30	✓	EUR		19/05/2006	DOS	0.00				<input type="checkbox"/>		
40	TEST REGISTRE SA				30	✓	EUR		23/10/1996	DOS	0.00				<input type="checkbox"/>		
595	Unon bank of Norway S.A.				30	✓	EUR 7200, Vente de logiciels		09/02/2005	DOS	0.00				<input type="checkbox"/>		
37	wood, appleton, oliver et co 001				30	✓	EUR		09/02/2005	DOS	0.00				<input type="checkbox"/>		
38	wood, appleton, oliver et co 002				30	✓	EUR		09/02/2005	DOS	0.00				<input type="checkbox"/>		
39	wood, appleton, oliver et co 003				30	✓	EUR		09/02/2005	DOS	0.00				<input type="checkbox"/>		

Remove

Exit

Detail
Edit
Cancel
Receivables...
Job
Relations...
Services...
Documents...
Reminder...
Print

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

Client Data - (Edit mode)

Client list | Company / Person |
Main | Client detail |

☐ Prospect
Start-end date: 06/03/2000

File number: File holder:

Division:

Risk Value: 0
Credit limit: 0

Currency: USD 30 ☐ End-of-month

Default G/L account: 7000, Prestations de services (DeMaS)

Default VAT rate: V-12

Type:

Default Bank Account:

Business provider:

Source:

Status:

Premium invoicing:
☐ By company
☐ By agent to client
☐ By agent to sub-agent

Billing of Received commission:
☐ Deducted from premium company invoice
☐ Invoiced to company

Billing of Given commission:
☐ Deducted from premium sub-ag invoice
☐ Payer to sub-agent

Detail
Edit
Cancel
Receivables...
Job
Relations...
Services...
Documents...
Reminder...
Print

Exit

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 - (Edit mode)

Client list

Company / Person

Main

Client detail

☐ Prospect

Start/end date: 06/03/2000

File number: 30

File holder: DGS

Division:

Risk Value: 0

Credit limit: 0

Currency: USD

Reminder maturity: 30 ☒ End of month

Default G/L account: 7000 Prestations de services (Dép&A)

Default VAT rate: V12

Type:

Default Bank Account:

Business provider:

Source:

Status:

Premium invoicing:

☐ By company
☐ By agent to client
☐ By agent to sub-agent

Billing of Received commission:

☐ Deducted from premium company invoice
☐ Invoiced to company

Billing of Given commission:

☐ Deducted from premium sub-ag invoice
☐ Paid to sub-agent

Detail

Edit

Cancel

Receivables...

Job

Relations...

Services...

Proponents...

Reminders...

Print

Exit

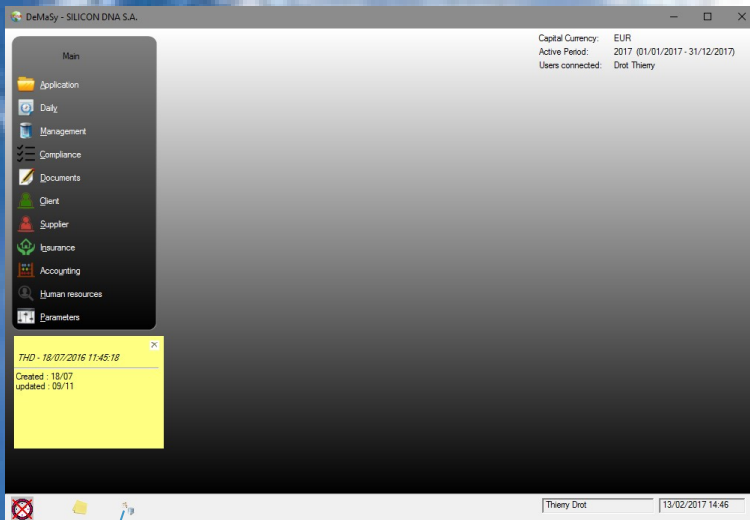
PROSPECT	If the checkbox is ticked the data is related to a prospect
START – END DATE	Self-explanatory
FILE NUMBER	Unique number automatically (next higher available number) assigned by the program. This number can be changed by the user.
FILE HOLDER	An employee short name can be selected. This field 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

☐ New company ☐ New person

Company / Person: Real Solutions S.A.

DETAILS

- [Main](#)
- [Legal](#)
- [Tax](#)
- [Annual accounts](#)
- [Bank accounts](#)
- [Memo](#)
- [Other](#)

COMPLIANCE

- [KYC](#)
- [Relations](#)
- [File content](#)
- [Risk level](#)
- [Documents](#)

SHAREHOLDING

- [Shareholding](#)

CLIENT

- [Data](#)
- [Assign employee](#)

JOB

- [Assign employee](#)
- [Job services](#)

SUPPLIER

- [Data](#)

Exit