QASoft™

QMS Software

Implementation Guidelines

For QASoft Version 4.9.0 onwards

Matrix Institute

iSO helpline®
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QASoft Menu's

Introduction

General

QASoft is a Quality Management System (QMS) based Enterprise Resource Planning (ERP) software.

It is different from other regular ERP's in its basic system architecture. A Regular ERP is based on accounting where intricacies of production and quality are not considered. A production process means a temporary storage location for a regular ERP. While in QASoft, production process as defined as production process, quality parameters are defined for products at its receiving stage, in-process stage and final stage of production.

We will see these intricacies in detail while configuring QASoft Administration, creating Masters and day-to-day data entry and getting results.

QASoft is multi-company multi-location software.

QASoft has three basic parts (EXE files):

1.QASoft Administration,
2.QASoft Masters, and
3.QASoft

“QASoft Administration” controls functioning of software and user definable customization. The administration defines and controls all companies simultaneously.

“QASoft Masters” is used to create masters. In QASoft, masters are global in nature and available in all companies and cost centers (locations) unless restricted (we will discuss restrictions during master creation).

“QASoft” exe allows day-to-day data entry based on company, cost center and accounting year selections. Before using QASoft exe you must create company, cost center and accounting year through administration.

Setup program installs all needed files on to the system.

Installation Procedure

Installation Set consists of two zip file:

QASoft Program Installer

QASoft DataBase Server

1. Unzip QASoft Program Installer and Run setup.exe to install.
2. Follow the instructions displayed on your screen
3. You will be asked for location, program group name.
4. You can safely retain default setting and click “OK” or “Next”.
5. If you already have certain dll's or other files of higher versions then being installed then you will be asked to decide if you want to retain existing file or copy new one. Always say yes, to keep the file in question.
6. Set will only install program part of the software, you still need to set up QASoft DataBase server.
7. Simply copy entire “QASoft” directory from QASoft DataBase Server Package in the “C” drive of your server.
8. You can either run exe files directly from the server on your nodes or install QASoft Package on all machines. Node installation is not necessary, though it increases operational speed.

Running QASoft First Time

‡ When you run any EXE file first time, you will be displayed a message;

“DataBase Server not found:

‡ Click “OK”, a selection window will open

‡ Select c:\QASoft\Data\QASoft.mdb on server.

‡ You will be informed that DataBase is now connected, click “OK”, it will start the program.

‡ First Run QASoft Admin to set up company, cost center, accounting year, login Id’s and customize QASoft.

‡ Then Create “Masters” through QASoft Masters.

‡ Now use QASoft for day-to-day process control.

‡ You can use QASOft Administration to create new login ID's or change permissions, default password/signature for administration is "admin". You can change the password after logging as administrator.

‡ Demo version has login id "User" with password/signature "user" with all permissions.

Upgrade Procedure

(Procedure after version 4.7.6)

‡ Download latest version of following files from the website (web address will be e-mailed to registered customers only):
  QASoftxxx.zip
  (xxx is version number)
‡ Expand all files to extract EXE files. To get following files:
  QASoftxxx.EXE
  QASoftMastersxxx.EXE
  QASoftAdminxxxx.EXE
  QASoftDataBaseupdatexxx.zip.EXE

  (xxx is version number; Version number of all files may be different. Ensure that you use files from the single set.)

‡ Run QASoftDataBaseupdatexxx.exe
‡ Select "Standard Software or replication System" and click "Update to x.x.x".
‡ Update is a two stage process ad you will get message of confirmation after each step.
‡ Copy or replace following three EXE files or which ever is recent version as an upgrade on server and all nodes
  QASoftxxx.exe
  QASoftMastersxxx.exe
  QASoftAdminxxx.exe

(Procedure prior to version 4.7.6)

‡ If you have version prior to 4.7.6, download QASOftDatabase476.zip from web site.
‡ Take backup of existing system.
‡ Replace QASoft.mdb file in c:\QASoft\Data\ directory of your server.
‡ Login in QASoft Admin
‡ Use menu "Import Data from previous version", (available up to 4.6.3, in QASoft Administration "Advance" menu) select appropriate version and click "OK".
‡ Upon successful completion you will get message "Data Imported Successfully".
‡ If you get any error message contact your software vendor.
‡ Now upgrade to any higher version as per procedure given earlier.

(Adding or Upgrading Reports)

‡ As an upgrade you will also get "QASoft Reports" as download.
‡ Expand the .zip files
‡ Replace "ttx" directory in ugrade package with one on your server c:\QASoft\Reports\.
‡ Copy only those reports in appropriate directory which you need. You can copy to simply view them before finally adopting them.
‡ You can rename any report if name conflicts with your existing report name.
‡ use "Verify DataBase" option of Seagate Crystal Report if report results are not correct. You can also adjust report format.

Change Password or Signature

Following option is available for changing passwords and signatures in "Main" menu.
Main -> Change Password/Signature

After Login, Administrator or User can change his own password.
Administrator or Users should frequently change his or her login password and signature to prevent misuse.

Signature will be needed before saving a record is signature module is attached to that activity.
Refer: Administration Controls.

Note:
Always ensure that your password and signature is protected and safe guarded. You should not disclose password and signature to others to prevent misuse. To prevent misuse, QASoft does not allow even administrator to view password or signature, though administrator can change password or signature on request of the user.

Lost Password or Signature

If a user forgets his/her password or signature, he/she must contact administrator.
Administrator can use Modify Login ID option to change the password / signature.
User can then change the password / signature after first login.

Login ID Locked

Three similar but distinct messages are displayed when a login ID is locked or not available.

(1)This ID is not Available! Contact Administrator

(2)This ID is not Available! Contact Administrator

(3)This ID is not Available! Contact Administrator

First message with (1) will be displayed when a person is either on leave or has left the organization.

Second message with (2) will be displayed when a person is trying to use an reserved ID. That is an ID for the administrator.

Third message with (3) will be displayed when a person is either already logged in using masters or other program.

Third message with (3) will be displayed when a person was not able to log off through proper exit procedure. This may be due to power failure or any other reason. In this case use UnlockID.exe and type your ID and click “OK”. A message will be displayed saying login ID unlocked.

Because in QASoft even login ID is also protected like a password, UnlockID.exe will display same message even for Id’s that does not exist.

Suggested Backup Policy

Always ensure that you have sufficient backups so that you do not loose valuable data when system crashes by restoring backups.

Following backup policy is advised:

1. One Backup every day (This will create six backups if you have six working days and seven backups if you have seven days working). Monday's backup will be over written on next monday if back up is taken on sequential backup drive. If backup is taken on CD's than monday's backup will be taken on same last Monday's CD.

2. One additional weekly backup (This will create 52 backups during a year, which will not be overwritten). This backup will be stored separately that regular daily backups.

3. Backup shall be stores at two different locations miles away i.e. Say one in factory while other in office to protect against natural disaster like flood.

Auto-Backup Facility

Now QASoft comes with autobackup facility.
Auto-Bachup is taken by default in “c:\QASoftAutoBackup” directory.
Auto-Backup runs when you start server. It can also be set to take back up while server is shut-down.

Auto Backup also Compacts Database. Compacting Database increases the speed and also reduces the space taken by the data. This will also repair any problem in the database.

If you do not have auto-backup facility do following:

For Standard Software:

1. Download **QASoftAutoBackup.exe** from our website.
2. Copy **QASoftAutoBackup.exe** in “c:\QASoft\” on your data server.
3. Create folder “**c:\QASoftAutoBackup**”
4. Create short cut for **QASoftAutoBackup.exe** in start up folder in Start->Programs->Startup

For Replication Software:

1. Download **QASoftAutoBackupRep.exe** from our website.
2. Copy **QASoftAutoBackupRep.exe** in “c:\QASoft\” on your data server.
3. Create folder “**c:\QASoftAutoBackup**”
4. Create short cut for **QASoftAutoBackupRep.exe** in start up folder in Start->Programs->Startup

Note: We suggest you to mirror the server so that second by second data is mirror on to another disk to prevent data loss.

QASoft Administration Tool Bar

Following buttons will appear on tool bar during administration.

Toolbar functioning is same in master creation and administration control. When you click a menu item, a form will open to allow data additions, with “New” button pressed.

“Save”, “Delete”, “Export” and other buttons will be “Active” or Deactive” based on permission and use on the form.

In administration, on many forms you simply set the given options and click “Save”.

New addition/ Modification is done only during user or Login ID creation modification.

A Form will open in data addition mode with New button pressed. When New button is pressed you can add data

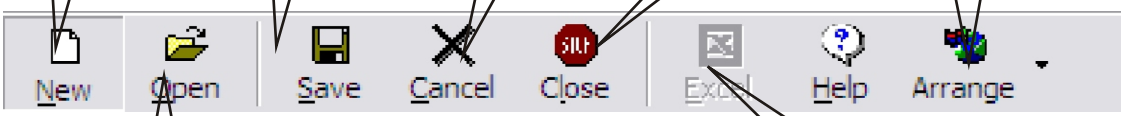
During add mode, click save to save new data, during modify mode it will modify the existing data

Will Clear the contents of the form and make form blank.

Will Close the Active Form

Has drop down menu:
Tile Vertically
Tile Horizontally
Cascade

To arrange all open forms



To modify an existing data, click “Open”. A combo box will be come visible, select record from the combo box.

Available during search mode, Click to export data in a Excel file.

A new excel file will open with data, you can save the file if you wish.

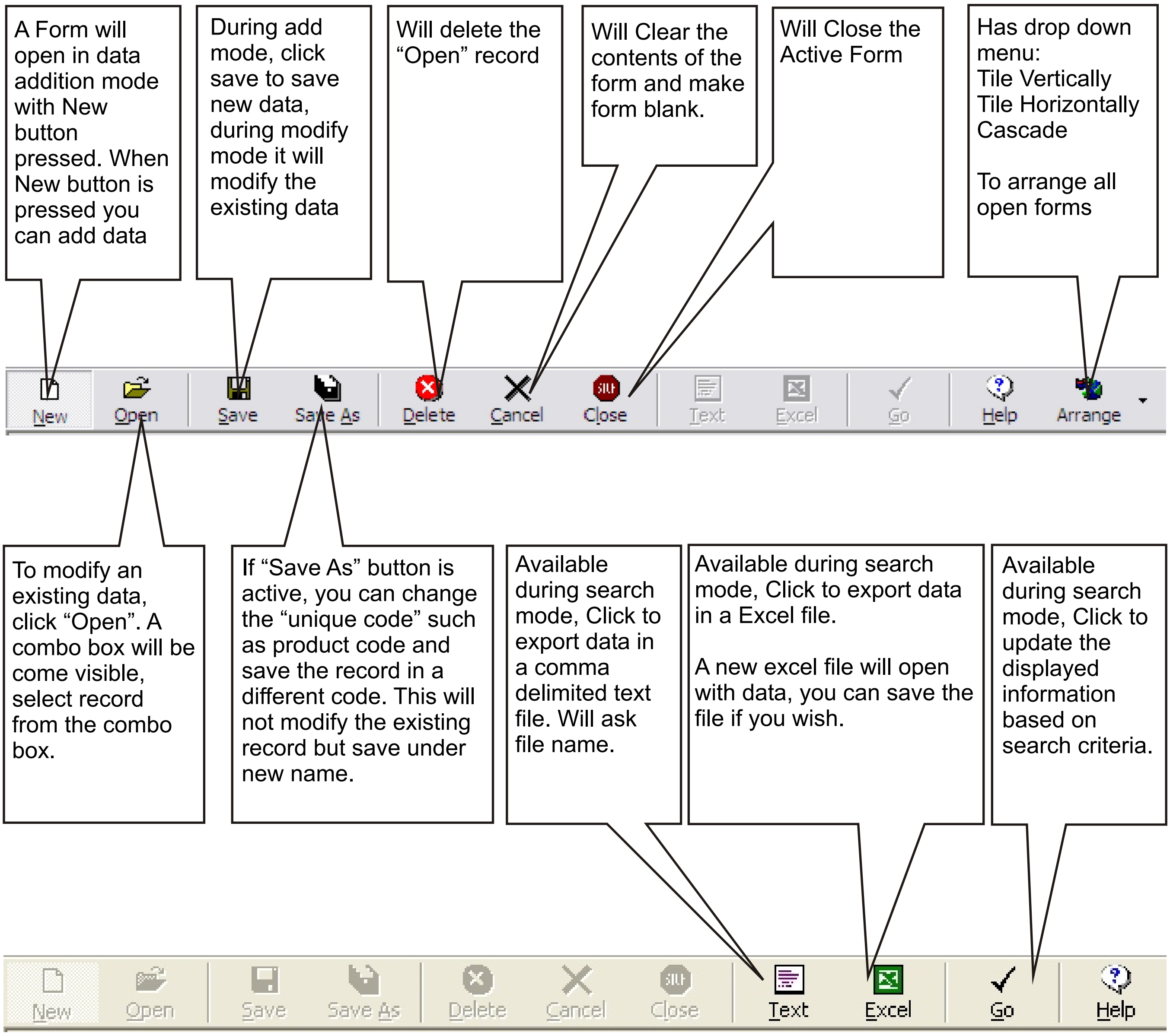
QASoft Masters Tool Bar

Following buttons will appear on tool bar during administration, master creation and process control activities. The functions and behavior of toolbar is same in administration and master creation but different in process control activities.

Operation is also different in master creation and process control activities. Before looking at details of menu and how to proceed, we will see toolbar operations, so that these need not be explained again and again.

Toolbar functioning is same in master creation and administration control. When you click a menu item, a form will open to allow data additions, with “New” button pressed.

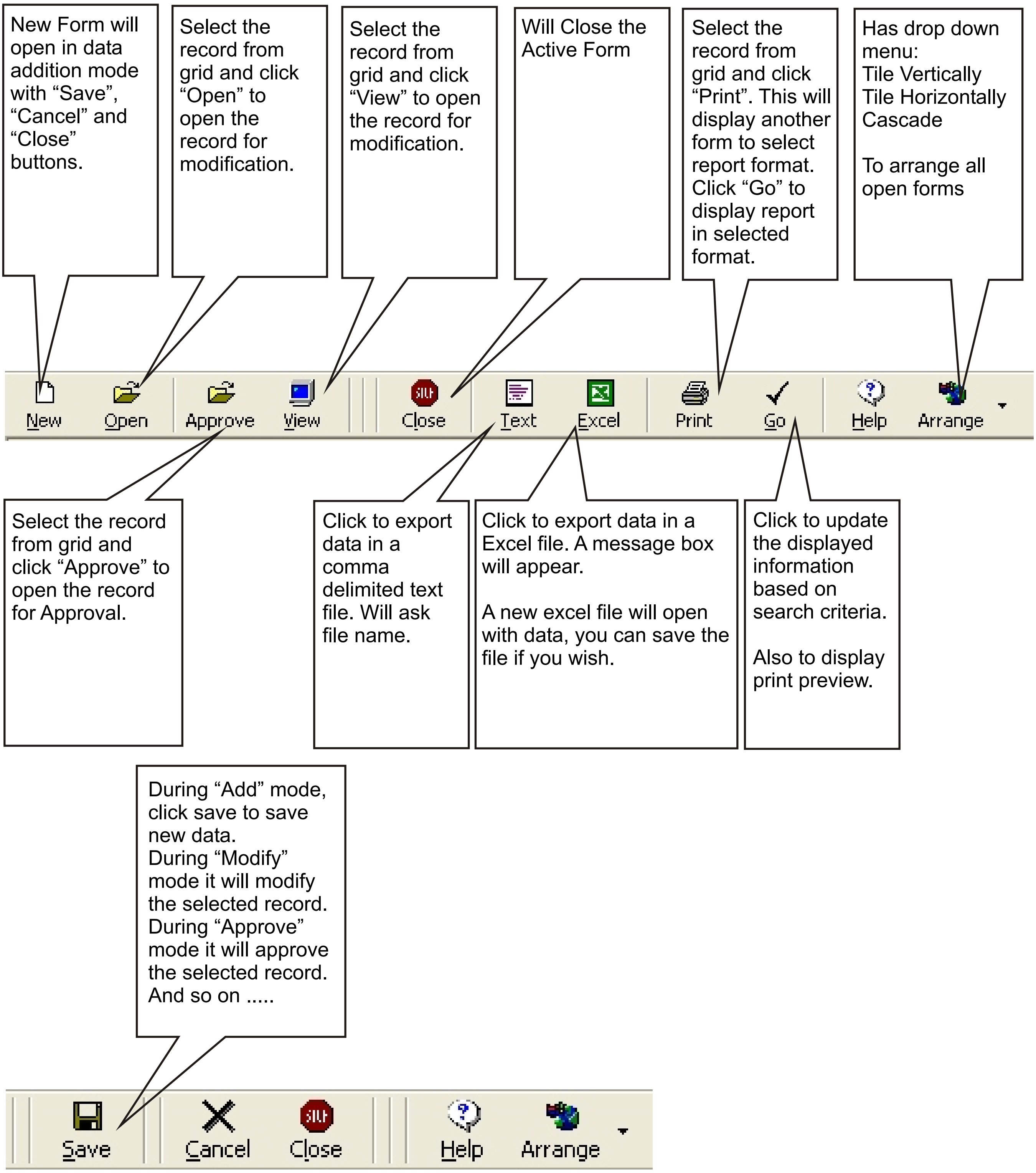
“Save”, “Delete”, “Export” and other buttons will be “Active” or Deactive” based on permission and use on the form.



QASoft Tool Bar

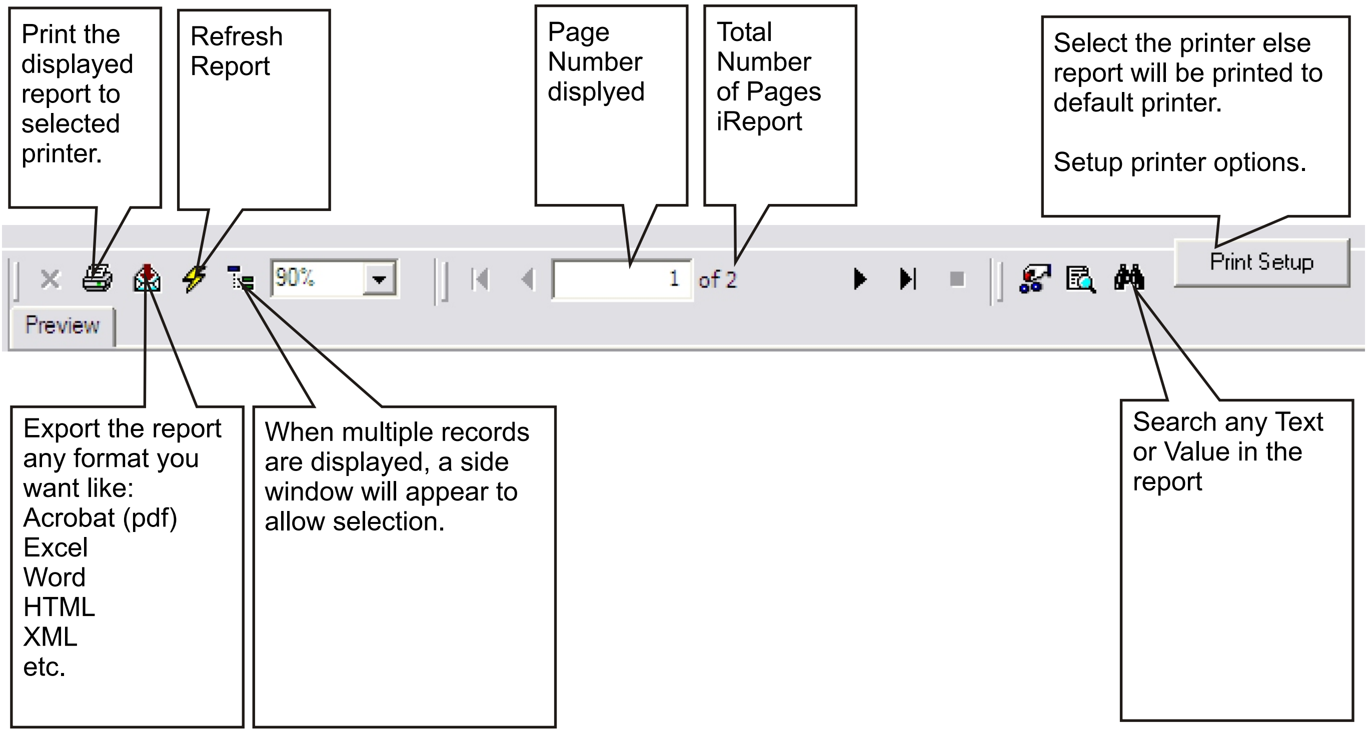
Toolbar functioning in process control is little different from master creation. When you click a menu item, a search form opens, giving information regarding existing records and based on permissions, Toolbar buttons will be visible.

Functions of each button is described below:.



QASoft Report Tool Bar

Following Tool Bar will appear based on permissions, when a report is displayed in print preview-mode



QASoft Common Menu Items

Following Three menu items are available in all three exe files, that is in administration, master creation and regular data entry options.

Main 1. ---- 2. ---- 3. --- 4. — 5. --- 6. --- 7. --- Windows Help

On Screen Menu
Change Password/Signature
Back up (F11)
Exit

List of Open Forms:

Click on Name to bring form to front

Use Tool Bar Button "Arrange" to arrange all open forms on screen.

Calculator
Help (F1)
Help About (F12)

On Screen Menu:
If you have closed the screen menu then open the menu again.

Change Password and Signature:
Logged in user can change his password and / or signature.
During administration this will change administrators login password and signature

Back up:
This option is available only to administrator to take software back up, when needed.

Exit:
Quit application; Always use this option to close the application.

Calculator: Start windows calculator.
F1 - Help on software features.
F12 - Product number, version and license status.

Common Instructions

‡ You can access any menu item by their numbers after pressing "ALT" key.

‡ All White Fields are Mandatory (Compulsory) and must be provided before saving or advancing to next TAB on the form.

‡ All Yellow field are optional and can be ignored, you can use modify option to update them later.

‡ While closing a form or application, a message box will appear on the screen asking confirmation. If you press "Yes" form will be closed while if you press "No", your action will be ignored.

‡ After approval Sales Order, Purchase Order, Test Reports can not be modified though some fields can be updated based on nature of records.

‡ Delete and modification options are available but they are restricted based on data entry.

For example:

If inspection has been done for a production report or a inward report then it cannot be modified or deleted. If an instrument is used in inspection or has been calibrated then it cannot be deleted and so on;

‡ If you have opened several data entry forms and you want to switch between them, you can use "Windows" option on menu bar.

‡ You can "Arrange Forms" in either vertical tile, horizontal tile or cascade to view contents of several forms together using Tool Bar Button “Arrange” .

‡ Always use "Exit" option in "Main" menu to close the program. It will ask to close all open forms one by one so that you have an option to undo. This will end current session and close the program. If you have backup authority, it will remind you to take backup. User should always use this option to close the software.

‡ You can create standard remarks in “Std Narrations” menu. During data entry press “Shift” key and click in remarks or narration column to select standard narration.

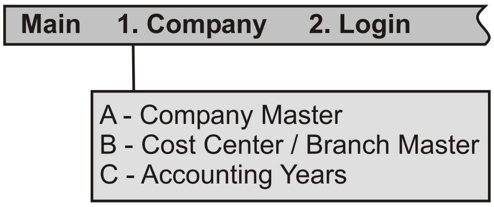
‡ After selecting standard narration you can click it directly to modify. You can also enter remark or narration directly. This is applicable in purchase order, sales order, planning, production report, maintenance, accounts etc.

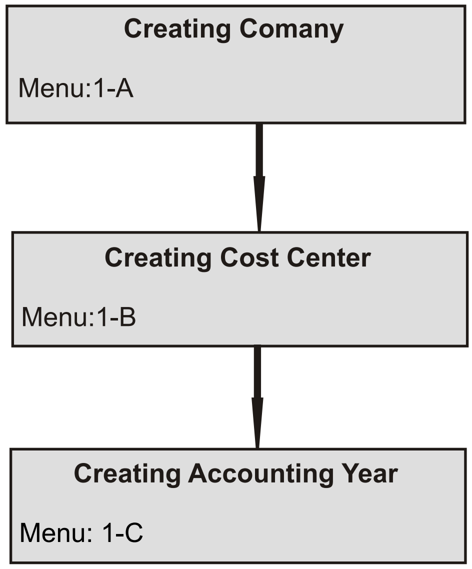
‡ During Purchase order preparation or inward, product rate of last purchase from same supplier will be shown directly.

‡ During Sales order preparation or despatch, product rate of last sale to same customer will be shown directly.

‡ Press “Shift” key and click rate column to see rate analysis in PO, SO, Inward and despatch.

Creating Company - Cost Center - Accounting Year:





These options are available under Comapany Menu:

A - Company Master

Create a new company or modify name, address of an existing company.
Please take a note that a company once created can not be deleted hence o not create a company just for trial. Although you can rename a company and even change the code.
Do not create a company just to enter data for a new accounting year because this will not allow transfer of closing stock and closing balances.
You can modify the closing stock, its valuation and closing balances of accounting even if you have transferred it from previous year. This facility will help you transfer balances and start new year without re-councilation of accounts and change balances when balance sheet is final.

Address will be used for printing during master printing options.

B - Cost Center / Branch Master

Create a Cost Center / Profit Center or Branch of a company.
You must define a unique two digit code for each cost center. This two digit code will be used in coding record numbers.
You should also define the activities being performed at the cost center.
Some of the activities may be common at various cost centers such as human resource management and finance management (accounts).
You will be allowed to make changes in activities being performed at the cost center any time in future irrespective of status of data entry.
You can not change the two digit cost center code.
Address will be used in printing data reports. Remember during master printing address will be taken from "Company" because masters are global while during record printing address will be taken from logged in cost center.

C - Accounting Years

Create a new Accounting years when accounting year is changing.
Define start date as 1-April even if you starting during mid-year. Accounting year selection restrict data entry to that year.

You must create at least one company, one cost center and one accounting year to start working with QASoft.

Creating and Modifying Login Id's and Permissions

Main 1. Company 2. Login

A - Create / Modify Login ID's
B - Define Permissions
C - Unlock Login Id's

Under Login Menu, use following option:

A - Create / Modify Login Id's

Create New ID

1. The form will open in "New" mode.
2. Type login ID, Person Name, Designation and assign a simple login password and signature
3. Optionally, select login ID of immediate senior person.
4. Assign permissions for:
   A. Master Creation
   B. Advance Inventory Reports
   C. Advance Accounts Reports
5. Keep status of account as "active. If a person is on leave you should make ID "Inactive" and if the person has left the organization you should make status "Expire".

6. Switch to "Cost Center Permissions" Tab and assign permissions for Company and Cost Center.
7. Click "Save" to save the ID.

Modify existing ID

Click "Open" button on Tool Bar and select login ID to modify, make changes as required and click "Save".

B - Define permissions

1. Select Login ID, Company and Cost center. Note that a company name and cost center name will be available for selection only if permission is given during login ID creation/modification.
2. Define permissions for Process on a broader level.
3. Switch Tab and define permissions for processes on individual level. Permissions have to be defined for "Adding, Modifying, Approving, Deleting, Advance and Export. For example "Maintenance".
4. Switch Tab and define permissions for sub-process (or activities) within processes. For example permission for "Electrical preventive maintenance". Permissions have to be defined for "Adding, Modifying, Approving, Deleting, Advance and Export.
5. Switch Tab and define permissions for Master Creation for different masters such as stores, accounts , products etc. Permissions have to be defined for "Adding, Modifying, Approving, Deleting, Advance and Export. Permissions for Master will work globally for all companies.
6. Click last column in grid to make "No", "Yes" and wise versa.
7. Click "Save" to save permissions.
8. Similarly define permissions for all company-cost centers combination.

Notes:
1. Data like purchase order, sales order and accounts need approval and hence somebody should be assigned approval authority.
2. Advance permission will enable some of advance reporting. For Inventory and Accounts three level permission should be define during login id creation/modification.
3. Export permission will allow data displayed on the screen to be exported to text file or MS Excel file.

Logging Off current users or Unlocking Users

Main 1. Company 2. Login

A - Create / Modify Login ID’s
B - Define Permissions
C - Unlock Login Id’s

Under Login Menu, following option is available:

C - Unlock Login ID

If a user do not exit from the software through proper option or in case of power failure, software will be terminated abruptly and Login ID will be blocked.
User will not be able to log-in and will get following message

(3)This ID is not Available! Contact Administrator

User can use “UnLockID.exe” to unlock his ID. (Also Refer Page - A4)

This option is given in administration to know who is currently logged and inform them to log-off when administrator wants to take back-up or is planning to shut down server.

In case of emergency administrator can log-off any user abruptly.

This form will open directly when you start “Administration”.

Customization

2. Login 3 - Customization

A - Customization Options
B - Customize Activity Names
C - Customize Search Form Titles
D - Customize Search Form Fields
E - Customize Labels for Records/Masters
F- Customize Signature Module
G - Developing Additional Fields

A. Customization Options

Following options are available to set:

This will help you customize the software to your specific needs. The form has 5 tabs or pages, which has following options to set.

Inventory Management

QASoft has dual unit customizable inventory management system. In normal cases if inventory is required in two different units than a conversion factor is used to get quantity in other unit. But this does not give exact results and in some cases this difference could be as important as life and death. Say in a plastic film industry, inventory is managed in “Kg” but stock is also required in “meters”. But with very batch produced the conversion factor will be different and stock calculated based on conversion factor will not result in acceptable values.

In QASoft we maintain stock in both units simultaneously and hence you get exact results. For this data entry is done for both units.

In some industries material is always issued in exact quantity against Bill of Material while in other a little more or less is allowed based on actual trials.

ISO 9001 requires only approved products should be taken from approved suppliers. This is possible for a manufacturer but not practical enough for a trader.

You can customize QASoft to run as per your requirement.

Following customizable setting are available which will increase in future versions:

1. Allow negative Balance
2. Allow more/less than Bill of Material
3. Allow only approved products from the supplier
4. Requires dual unit inventory for Production
5. Requires dual unit inventory for Stores.

During initial run of the software you can set allow negative balance, but system is established you can change the setting.

Instead of setting Yes, to allow more/less than Bill of Material, you can set “No” and still issue extra quantity through inventory option “direct issue” and select appropriate production plan. This will also enable calculation of cost per plan.

Record Numbering

Records numbers can be generated either on monthly basis of yearly basis.

If you are using software for only single company then monthly voucher number can be used but for multi company multi-cost center use only yearly numbering is recommended.

Default setting is yearly numbering; don't change the setting.

Record Number will be generated as follows:

SO-0506CC-000001

Where SO = Activity code (SO for Sales Order)
0506 = Accounting Year
CC = Cost Center Code
000001 = Six digit record number

Weekly Off

Define the weekday on which you are off. Now decide what action you want software to take when someone tries to add/modify data.
Three options given are:
1. Allow
2. Ask Before
3. Do Not Allow (Except Maintenance)

Note: Future versions will have this feature specific to cost center because you may have different weekly off at various cost centers.

Round Off

You van round off Decimal Places for:

A. Financial values including rate, total value etc.

B. Product quantity

Note: Product Specifications and product test results will not be rounded off

Measurement

Product Measurement: Sample Identification

Every industry has a unique vocabulary. You can set the label you want during product inspection instead of term sample identification. This could be drum number, coil number, box number, bag number etc. This will be used only during final inspection.

Note:
These customizations are needed to be done only once or when ever needed.
You can by-pass these options during initial installation and can make changes later because they relate to vocabulary only.

Because QASoft uses international standard vocabulary, it is advised that you follow the same.

B - Customize Activity Names

Its about vocabulary. You may like to call an activity by any other name. The type the new name and click save. But remember that name change will not change the behavior of any activity.

C - Customize Search Form Titles

Its about vocabulary again. You have changed the name of an activity but it will not be reflected in all locations and areas. So you have to make similar changes here too.

D - Customize Search Form Fields

Its about need. You do not want certain fields to be visible in search result, just set them “No” here or want them again then set “Yes”.

E - Customize Labels for Records/ Masters

Its about vocabulary again. If you call a “Sales Order” an “Order Acceptance” , so “SO No.” will become “OA No.”. Set these labels right here as per your need. Again you may need to set many forms because each setting will affect a particular form onlly.

F - Customize Signature Module

Its about control.
QASoft has a built-in signature module. A signature is a password which could be same or different than your login password. You can attach or remove signature module with any data entry form.
If you attach signature module to any activity then software will call for signature password before saving the record.

This reduces data entry speed but increases data security

G - Developing Additional Fields

You may need to add fields to various masters and processes. Select the master / process and add field.
A field could be:

1. Text
2. Date
3. Numerical Value
4. Standard Value

If you want to enter standard values from a list. Type the standard values separated by comma. Remember to put comma at the end of last standard value also to include it in the list.

Control

3 - Customization   4 - Controls

A - Transaction Types
B - Supplier Re-Evaluation Criteria
C - Holidays
D - Control Process Measurement Feedbacks

A - Transaction Types

QASoft has two sets of taxation system.

One is pre-defined while the other is user definable.

Pre-defined system has six predefined taxes applied on product value:

1. CENVAT (Applied on Product Value)
2. CENCESS (% of CENVAT)
3. CENADD (% of CENVAT)
4. STVAT (Applied on Product Value)
5. STCESS (Applied on Product Value)
6. STADD (Applied on Product Value)

These six taxes are defined at product group level. And hence if two product which attracts different taxes are selected in one invoice, tax as applicable is charged.

In addition predefined taxation, QASoft has 9 user definable taxation or additions and deletions to invoice value.

Suggested Use of nine fields:

AddTax1: Discount
AddTax2: Packing
AddTax3: Other
AddTax4: CenVat (Excise)
AddTax5: Education Cess (+ Health Cess)
AddTax6: Local VAT or Sale tax
AddTax7: CST (during inter state sales)
AddTax8: Transportation charges etc.
AddTax9: Service Tax on Transportation Charges above.

Taxation requirement can be defined solely based on 9 user definable fields or in combination with predefined taxation fields.

To override taxation defined in product group, check "**In Liu of**" in the **transaction type** created, keeping name field blank and tax value as ZERO.

If "In Liu of" check box is not marked than QASoft will pickup tax and tax rate defined in product group.

Defining Transaction Type:
In defining transactions types keep in mind following guidelines and use of fields suggested above.

Guide on How Transaction Types Works:

Predefined Taxes:
1. To use predefined system, type Tax Name only (system will pickup tax rate from product group)
2. To change the tax rate defined in product group, tick "In Liu of" , Type Name and specify rate.
3. If you do not want to apply tax rate from product group, tick "in Liu of" and leave name field blank with tax rate zero.

User defined system:
4. Before beginning, note down the use of all nine fields. Any fields should be used for same purpose in all the transaction types created.
5. For each field, one credit and one debit account is available, use "menu 1- H: Accounts customer supplier) and change name of account, suitable to the use determined by you.
6. Type the Name of the field, Only those fields will be available for which you have defined "Name".
7. Specify Name only if you want to apply the tax in that Transaction Type. For example if CST is charged you will not change VAT. And hence both will not appear in any transaction type together. You may have reserved "AddTax6" for VAT and "AddTax7" for CST.
8. If you "Check" variable, then you will be allowed to change %value during data entry. This is useful for discounts.
9. If you select "None" in the "OF" combo then you have to enter the amount. This is useful in case of Transportation Charges or Packing Charges. Do not check "Variable" check box with "None" in "OF" combo. Because % calculation will have to have some reference. Also do not define any % value.
10. In "OF" combo, select the field you want to have % of.
  a. **ProductValue** means "Sum of Quantity X Rate" of all products in the invoice.
  b. **ProductValuewithTax** means "Sum of Quantity X Rate plus Taxes" of all products in the invoice as per predefined system if applied else it will be same as **ProductValue**.
  c. **AddTax1, AddTax2** means the values either entered of calculated at these fields, for example Education Cess is calculated as % of Excise. So if you are using AddTax4 for CenVat and AddTax5 for Cess, you have to select "AddTax4" in "OF" combo for AddTax5. System will calculate Cess as % of calculated Excise Value.
  d. **AddTax1++3 means**: AddTax1+AddTax2+AddTax3 and so on. Excise is applied after adding Packing or deducting discount and hence if If are using fields as suggested, you will have to select "AddTax1++3" against AddTax4.

Benefit: You get you separate accounts for credit and debit for each field i.e. AddTax1Cr, AddTax1Dr etc. This will give you full control over your accounting practices. Remember to change the Account Names in "menu 1- H: Accounts customer supplier" , do not create new account unless you want to bifurcate some type of transactions during approval of inward and despatches.

Note:
Because you get one credit and one debit account for each tax field, it is **mandatory** that you use a field for same tax in all the transaction types defined by you. For example if **AddTax4** is used for Excise that it should be used for Excise in all transaction types. If it is not applicable in any transaction type then leave "Name" field blank.

B - Supplier Re-Evaluation Criteria

Define range in days for timely supply.
You can define any range. The range will be calculated from the required date mentioned in purchase order. 7 days (-7) earlier to 0 days late is best start option. That means if a product is supplied 7 days in advance than required and not a single date late will be considered supplied on time.

Marks for timely and delay supply and Marks for supplier for All OK (conforming) products,
To rate the supplier performance you need to define measurable. These measurable are used for supplier re-evaluation.
Default setting for these rating is 1 and 0.

C - Holidays

Decide holidays on annual basis. You have to decide holidays for very year. National holidays like 26-Jan are not taken automatically.

Now decide what action you want software to take when someone tries to add/modify data.
Three options given are:

1. Allow
2. Ask Before
3. Do Not Allow (Except Maintenance)

D - Control process measurement feedbacks

Process Measurement: Feedback control

The software uses internal customer feedback system based on a standard rated check list.
Administrator can restrict these feedbacks for previous month or even current month. This is required when management representative has prepared the internal performance report without certain feedbacks being available.

Control

4 - Controls **5 - Advance**

A - Restore Backup
B - Compact Database
C - Create and Synchronize Replica
D - View Log
E - Delete Demo Data

A - Restore Backup

In case of data corruption, virus attack, use this option to restore a old backup. You will be asked to select backup file. Note that you will loose all data entered after backup; which was restored.

B - Create and Synchronize Replica

Should be used only if you are using replication method for data update between cost centers.

C - View Log

Log of Login and other activities done on software including errors if reported.

D - Delete Demo Data

You can delete all record and masters created during product trial.

Master Creation Cycles

Master should be created in a particular sequence so that inputs required to create the Master are available.

The sequence can be derived from the flow chart given on the front screen when you load QASoft Master or QASoft.

You can also start a master creation form by clicking on the block on flow chart on the main screen. This is a unique feature available in QASoft to enable faster work and freedom from remembering menu options.
The first step to use the software is to create the masters; these masters will customize the software for your use. Extreme care must be taken to create the masters, though modification and delete options are available, they are restricted by data entry available for them.
A form is opened in "New" record entry mode, click "Open" to open the existing record to modify or delete. Click "new" to add new entry.
Where "Save As" option is available, you can create a copy of an existing master item in any other code or identification. This may be needed when you have many same type of instruments, machines, products, standards etc.
Following master creation sequence is suggested to ensure trouble free Master creation.

Cycle One - Production

1 - Measurement Units (menu: 1-A)
Production people can create units required by them such as Nos, Kg etc.
2 - Seasons (menu 1-B)
3 - Stores Codes (menu 1-C)
4 - Product Groups - General (menu 1-C)
5 - Product Groups - Taxation (menu 1-D)
6 - Product Master (Add/ Modify) (menu 4-E-1)
You will need Sampling Plan; so ask QA to first create sampling plans or assign one plan to all products and modify later. Products will be available for purchase order, sales order etc. Only after creating specifications.
7 - Bill of Material (menu 4-F)
8 - Define Stores Availability (menu 4-G-1) and Stock Requirement (menu 4-G-2)
9 - Production Process (menu 4-A)
Production process are primarily used in production sequences.
Machines perform production processes. Production processes are listed against machines during machine master creation.
Human Resources are also quality for production processes. This ensure that production report is entered only against qualified personnel.
10 - Production Sequence: (menu 4-B-1 and 4-B-2)
Create sequences master and by-products at various processes.
11 - Product Master - Production Setup (menu 4-E-2)
Define production sequence for in-house manufactured products with machine and rate of production and process to process conversion rate.

Cycle Two - Quality

1 - Measurement Units (menu 1-A)
Quality people can create units required by them such as Kg/sq-cm, Degree Centigrade etc.
2 - Instruments (menu 5-A)
3 - Product Standards (menu 5-B)
4 - **Sampling Plans (menu 5-C)**
Can be created independently
5 - Final / RM Specifications (menu 5-D-1)
6 - In-Process Specifications (menu 5-E-1)
7 - Process Standards (menu 5-F)
For Internal Customer satisfaction Survey and Training Performance Evaluation
8 - Management Processes(menu 5-G)

Master Creation Cycles

Cycle Three - Maintenance

1 - Machine Types (menu 3-A)
Create machine Type with Maintenance Plan, do not add spares list with machine Types and proceed to Machine Master Creation.
You can add spares list when Spares are ready in “Product Master”

2 - Machine Master (c) (menu 3-B)
All machines are allocated to a cost center. Decide production process a machine performs to enable production, assign machine type to enable preventive maintenance.

3 - Post Delivery Activities (menu 3-C)
Post delivery activities are after sales services. These are similar to preventive maintenance plans. A machine manufactures provides warranty services, which are list here and linked to products. Also maintenance services provided under contract are prepared here.

Cycle Four - Human Resources

1 - HR Groups (menu 2-A)

2 - Human Resources (menu 2-B)
A List can be created without defining qualification for production process. Once production process list is ready, process qualification can be assigned to persons.

3 - Training Subjects (menu 2-C)
First a process standard, defining how performance on training will be evaluated, should be created. Though you can assign any of the process standard available during “Training Subject” List preparation and later modify, when appropriate process standard is ready.

Note: “Process Standard” option is available in “Measurement” menu.

Cycle Five - Finance / Administration

1 - Documents Master (menu 1-D)
Can be created independently. List of documents which needs renewal like factory licence.

2 - Account Heads / Groups (menu 1-E)
Create hierarchical grouping of accounts starting from four basic groups vis: Liability, Asset, Income and Expenses. You can create unlimited levels within groups.

3 - Currency Master (menu 1-F)
List of currency a company is dealing in, QASoft supports multi-currency transactions.

4 - Account Control Limits (menu 1-G)
Limits for a account like maximum credit in currency and days to a customer or maximum debit in currency and days from a supplier. Even maximum limit for expense, etc.

5 - Accounts (Customer/Supplier)+ (menu 1-H)
List of suppliers, customers, expense accounts, income accounts, liability accounts, asset accounts etc. Assign account control limits and account group. Separate Balance Sheet account and Profit /Loss account.

6 - Asset Depreciation Chart (menu 1-I)
Define half yearly and yearly depreciation percentage for various current assets.

1. General

Main 1. General 2. Human Resources

A - Measurement Units
B - Seasons
C - Stores Codes (c)
D - Documents Master (c)
E - Account Heads / Groups
F - Currency Master
G - Account Control Limits
H - Accounts (Customer/Supplier)+
I - Asset Depreciation Chart

A - Measurement Units

Create List of Units such as Kg, mm, Matric Ton etc. You should separate quantitative units such as Kg, Matric Ton as Production unit and qualitative units such as kg/sq-cm as quality units. This will help you while data entry and creating tests, specifications.

Create "NO UNIT" as an unit to specify NO UNIT when a test requires so.

B - Seasons

If you have variable stock requirement i.e. Minimum stock level changes during various period of a year. For each season you can define minimum stock level, Re-Order Level and Re-Order Quantity for every season.

C - Stores Codes

List of Stores. You can create as many stores per cost center as you want.
If you have only one store and have one control then define only one store.
Though you still have to define at least one more store for Rejections and Scrap.
A Rejection or Scrap Store is identified separately. Rejections and scraps during production and quality checks will be transferred to Rejections store.
You can create multiple stores such as Raw Material Stores, Special Item Stores, Bonded Stores etc.
During inward, issue and Despatch, you will be required to first select the stores from where transactions are made before proceeding.
During Product master creation you need to specify in which stores this product will be stored or available.
You can also use “Stores Management” option to set stores availability. Based on this restriction products will be allowed to inward, issue or deliver from a stores.

D - Stores Codes

List of Stores. You can create as many stores per cost center as you want.
If you have only one store and have one control then define only one store.
Though you still have to define at least one more store for Rejections and Scrap.

E - Documents Master

List of renewable documents such as factory license. You can list down all the documents which needs to be renewed. During data entry you will enter when document was renewed and when it will expire. Based on this data, you will get prompt for renewal of those documents.
This will help you meet your statutory and regulatory requirements.
(c) in the menu indicate that this master is not global but specific to a cost center.

F - Account Heads / Groups

Accounts grouping as required for your balance sheet. There are four basic accounting groups:
1. Liability
2. Assets
3. Income
4. Expenses

You can create a tree to unlimited depth under these four main groups.
You should start with lowest level of group and go one step up. For a group which has a lower level, select "Has Sub" and then select lower level groups.

To create Account Heads or lowest level groups, make sure that "Has Sub Group" check box is unchecked.
Now create one level up groups and check "Has Sub Groups"
Select sub groups within this group in the grid below.
Click "Add" button to Add more lower level groups.
During "New" mode "Del" button will delete last row, while during "Open" or "Modify" mode "del" button will delete selected row.
Repeat the process top create second level up group and so on.

You can view the tree structure of Groups and Accounts in adjacent panel. Simply click on the icon. "Folder" icon shall mean it is agroup and has sub groups of accounts within while "Closed container" means it is a "Account Head'.
Click on "Folder" icon and then click on "+" sign to expand it.
The lowest level groups will be available for grouping "Accounts".
During Modification make sure you do not convert a lowest level group into a upper level group.

G - Currency Master

If you deal in multiple currency, list them here. You should state Name of Currency and Name of Decimal unit of the currency, for example Rupee and Paise, Dollar and Cents. These parameters will be used for converting a amount in words. Also state conversion factor or Currency Value in National Currency.

H - Account Control Limits

Create Account control limits with limits specified in days and amount for Credit and Debit. These limits will be selected while creating accounts.

I - Accounts

Create Accounts. Accounts includes customer, supplier, cash account, bank account, income accounts and expenses accounts.

You can limit a account to any specific company, else it will be a global account i.e. Available in all companies.

A relative under section 40 A 2b can be identified, this identification will help you get separate details as required by specified Income Tax Act Section.

When you specify a supplier account as product supplier, a new box will open where you can select the product for which supplier is approved. But remember that only those product will be available in list which are identified as outsourced and for which specifications are also established.
Note/Remarks field on Address and Taxation Info sheet can also be used for “Supplier Code” given to you by your customer.

When you select account control limit you can also decide what to do when limit is reached i.e.

1. Stop Transactions or
2. Warn and Continue

In the management and family sheet, list down Name, address, Date of Birth, date of Marriage of employees of your customer, supplier or other individuals. Based on this data QASoft can remind you for greetings as per event. You will be able to develop better relationships with your customer and supplier. As this is a common database of customer and suppliers, appropriate filters should be applied during data entry to ensure fast and correct entry of regular process data.

Supplier will be required for calibration report entry (who did calibration); you can create "In-House" or "Quality Assurance" as a supplier to specify In-house calibration.

For every taxation type (Total 9 of them) there is two account types (one Cr while other Dr). Default accounts are already created, modify them to suit your requirement. You can also create additional accounts.
There accounts will be selected as defaults while transferring inward and despatch entries to accounts.

J - Asset Depreciation Chart

Create depreciation table for assets. All Fixed Asset type accounts will be displayed in the list. You need to specify half-year and full year depreciation.

2. Human Resources

Main　1. General　2. Human Resources

A - HR Groups
B - Human Resources (c)
C - Training Subjects

A - HR Groups

Group your employee as you like such as company worker, contract etc.
This list can be as extensive as you like.
In future this group will be a criteria for calculating salary when pay-roll is made available in QASoft.
You will be able to change grouping, so do not create extensive groups at this stage. Just create one group for company employees and other for as many contractors as you have.
You can change / modify grouping later.

B - Human Resources

List of Employees, their abilities etc.
Here you will create list of Human resources you have. Select processes for which they are qualified, especially skilled workers. During production report entry you will get their name for selection according to the process.
QASoft will give to greeting reminder based on Date of Birth and Date of Joining to greet your employees.

C - Training Subjects

This is detailed training specification sheet.
Normally companies who go for ISO 9001 certification do not prepare a derailed training specification sheet. But it is good to establish what is the objective of the training and what topics you will cover, in what depth.
Also how you will evaluate that training has served its purpose. Questionnaire for evaluation are prepared in “Measurement”->“Process Standards” option.

3 - Maintenance

2 - Human Resources 3 - Maintenance

A - Machine Types
B - Machine Master (c)
C - Post Delivery Activities

A - Machine Types

Maintenance Plan, Problems List, Spare List, Machine Grouping.
Machine Type is a machine grouping option based on similar preventive maintenance plan, use of common spares. All Lathe Machines and be put under one group and similarly all extruders, all bunchers, all grinders etc.
To list spares, you need to fist create the spares in Product Master as maintenance items.
To speed up things you can create machine types without spares list and then add on spares when ready in product master.
In a Machine Type Master we create Preventive Maintenance Plan and list of problems for breakdowns.
Decide if they fall under, Electrical or Mechanical Area.
For preventive maintenance, select appropriate periodicity, software will automatically give you next due date based on maintenance reports.
For breakdown maintenance you must first create problem here before entering breakdown maintenance report. Select Breakdown as periodicity. This will help you identify repetitive problems.

Limitation: Preventive Maintenance on Diesel generators is normally done based on hours run, this facility is presently not available because diesel generator use is not recorded in the software and next due date calculation is not possible. You should prepare plan based on approximate time. We are planning to develop this facility soon.

B - Machine Master

List of machines and their abilities.
List of all your resources, decided processes they do.
Create Power generation as production processes in production process master for Diesel generator and other such instrument like material handling etc.
You can decide if this machine is subjected to preventive maintenance or not. This option will override preventive maintenance details given in Machine Type Master.

Create a dumy machine “Manual Work” because during production report entry machine selection is mandatory. Do not select “Yes, Preventive Maintenance Required while select “Do no include in master list.

“Do not include in master list has many uses, say you want to print machine master but would not like to include some machines for any reason. Simply modify machine master selecting this option for those machines, print Master List and reverse the modification.

Only those machine will be available for preventive maintenance for which “Yes, Preventive Maintenance Required, option is checked.

C - Post Delivery Activities

After Sales Service details or Periodic Service description.
Post delivery activities option is similar to maintenance plan you create in Machine Types.
This option is suitable for machine manufacturers and machine traders for which maintenance services are provided as warranty services or under contract.

You will get option to select Post Delivery Activity code during Service Contract preparation.
Based on post delivery activity plan, next service date will be generated with schedule.
As you create breakdowns master in Machine Types, you can create list of one time service provided.

4 - Product

3 - Maintenance 4. Product

A - Production Process
B - Production Sequence
C - Product Groups - General
D - Product Groups - Taxation
E - Product Master
F - Bill of Material
G - Stores Management

A - Production Process

such as winding, machining, assembly etc.
Production processes, are part of production flow charts.
There is a difference between processes shown in a production flow chart and what are needed to establish a production system in QASoft.
In QASoft, you are required to list only those processes for which you would like to enter a production report, you need to perform inspection and testing.
In QASoft even some of the inspection processes can be defined as production processes such as short test in capacitor manufacturing where 100% segregation is done based on only one test.
When you create test adopt following syntax to easily identify a production process and a inspection processes (also refer management process in measurement section):
a. Pdn Winding (For winding production process)
a. Insp Short Test (For Inspection named short test)

There no need to add prefix Pdn and Insp, as far as design of QASoft is concerned, they will simply ease your work.
In creating production processes, you have to decide:
A. Decide if inspection is required and if yes whether 100% or sampling.
B. Production quantity unit, e.g. MT for aluminum coils, Meters for cables or Nos. for moulded components.
B. Second unit (if you have dual unit inventory for production.
C. Unit for Rejections
D. Unit for Scrap

You can also enter methodology for the process and avoid documenting methodology on paper or simply enter the documentation number of your documentation to provide information to the user.

From version 4.3 onwards, you can even decide up to 9 production control parameters, their units during process master creation.
These production control parameters could be Temperature setting, pressure setting, weight of input, weight of out put, electricity consumed, fuel consumed etc.

Only those parameter will be available during production report entry for which parameter is established i.e. Name of parameters is defined. You can define up to 9 parameters for every processes independently.

These parameters will be available for analysis in production analysis. You can generate graphs or any type of data report through this section.

B - Production Sequence

i.e. Production Flow Chart

In production sequence you need to identify after which process you will perform final inspection, and whether inspection will be performed after this process or not.

Note that we had identified inspection requirement in process master also, this option will be over ridden by production sequence option. But if selected yes in production sequence sampling plan or 100% test will be decided based on process master.

Note:

1. **At Final stage always specify inspection required as "Yes"**
2. Read Production Process section above again.

C - Product Groups - General

Multi-Level Product Grouping. This is similar to Account groups, with only difference that in account groups there can be only four main groups (Liability, Asset, Income and Expenses) while here you can create any number of main groups as well such as Finished Goods, Raw Material, Packing Material, Machine Spares etc.

You can create sub groups within these groups and so on.

Remember that you have to start from lower most group (without selecting Main Group and Has Sub).

Then create on level up groups with Has Sub selected and Main Group not selected.

And Finally create Main Groups selecting Main Group and Has Sub.

Select one level down groups in the grid that opens when you select Has Sub

D - Product Groups - Taxation

Production Grouping based on applicable taxes.

This will define which taxes are applicable when local sale is made (not second sale) applied Central as well as local Taxes.

These taxes may be overridden if "Transaction Types" defined a new tax or new tax rate as "In Liu of".

E - Product Master

1. Add / Modify

Master list of products and their details.

Here you create all types of products. Raw Materials, Final, Semi-Finish, Spares, Hardware etc.

You have to define product information very carefully. You will find many selection options which will establish a product information.

Please note following:

1. If Outsourced / Purchased product is selected you will be allowed issuing purchase order.
2. If In-House Product is selected, you will be required to setup production details i.e. Production sequence.
3. If Saleable is selected, you will be allowed to issue Sales Order and Despatch.
4. If Maintenance Item is selected, then you can use it as spare in machine maintenance. You will get only those product in list at "Machine type" which as checked "Maintenance Items".
5. If HAS BOM option is checked YES, you can enter Bill of Material for that product which will help you in issuing material form stores.
6. If product has a limited shelf life i.e. It can not be used if stored for more than certain specified period then check "has Limited Shelf Life".

QASoft has dual unit system of inventory. If you are using dual unit inventory you will be required to specify both unit and how one unit relates to other. (Not simply conversion factor). For single unit inventory system second unit will be automatically taken as same as first.

In final product in some cases like cables, product is manufactured in meters while for testing "Number of Coil" is considered for 100% inspection. In aluminium industry product is made in "MT" while tested 100% for coils, in such cases sampling unit will be different than production unit and hence both needs to be identified and conversion factor needs to be defined. Here conversion factor may not be exact because each coil may have different length or different weight of product but still software will generate correct number of samples for you in certain range of manufactured quantity.
It is preferred that in such cases that you enter production report for all coils or all drums to ensure 100 % inspection.
If you have same units for production and sampling, you are still required to enter conversion factor as "1".
Additional Information tab allows you to enter unlimited additional details. Create your additional fields in admin section and you will be allowed data entry here.
Text entered in Remarks column will be available for printed on test certificates; though you can leave it blank.

Note:
Based on 100% Testing (Taking Conversion factor in to account) or Sampling Plan, Test Report Format will be generated for test value entry. For sampling Plans entire lot will be accepted or rejected and for 100% inspection actual quantity passed and failed will be decided.

2. Product Master - Production Setup

Define and modify production sequence for in-house manufactured products with machine and rate of production and process to process conversion rate.
Select the product, select production sequence created earlier in production sequence menu, enter process to process conversion, select machine and enter output rate with that machine.

Consider following example to cold drint manufacturig to understand process to process conversion.

Process		Unit	Conversion
Liquid Preparation		Ltr.	1
Bottling	Nos	0.300	
Packing		Car.	12 or 24

Liquid is prepared in liters, then bottled in 300 ml botled that paked in 12 or 24 bottles carats.

F - Bill of Material

Recipe of manufacture or list of constituent parts.
Bill of material means recipe, constituent parts. Bill of material is under revision control and hence when you prepare bill of material you need to decide revision number and date of revision. Next time when you modify, you must increase revision number.

Bill of Material has separate menu for “Add” and “Modify”.

1. Add
Select product to add BOM, decide on revision number and revision date.
Now select products that make this product and add quantity (this will be in issue quantity unit), also decided if you want to maintain Traceability for this item or not.
You can start your product BOM with any higher number other than zero, if you want. You must note here that if you start with revision 5 than you will not be allowed to enter specification for revision lower than 5 later in modification option for that product.

Apart from regular Bill of Material data such as “BOM Product Quantity” and “Per Parent Product Quantity” you also need to define process at which material will be added. This will help QASoft in calculating cost of product.

2. Modify
You can make amendment in revisions here.
If you have not entered any material issue report or make a production plan you will be allowed to correct same revision else you must increase the revision number.

G - Stores Management

Availability of product in a store and stock requirement.
During product Master creation you define in which stores the product will be available and what in minimum stock requirement, Re-Order Level and Re-Order quantity during various seasons (if you have defined more than one season).

But consider a situation that you have created a new stores, now there is no need to open all product and modify availability, simply change or define availability in “Stores Availability” form. Similarly if you have defined as new season, you can use “Seasonal Requirement” menu option to define minimum stock requirement, Re-Order Level and Re-Order quantity. These are two alternative features for same data entry, both have their own benefits.

5 - Measurement

4. Product   5. Measurement

A - Instruments
B - Product Standards
C - Sampling Plans
D - Final / RM Specifications
E - In-Process Specifications
F - Process Standards
G - Management Processes

A - Instruments

Create a Master of Measuring and Monitoring Devices.
A instrument can have single range of measurement (such as thermometer) or multiple ranges (such as multi-meter) with each range having different measurement unit.
You must note here that even vernier caliper has SIX ranges, mm & inch with combination to internal, external and depth measurement and all SIX may need independent calibration.
Define the calibration period, depending upon the calibration period "Due Date for Calibration" will be calculated.
An Instrument's accuracy can be divided in to two categories:

1. Fix Accuracy
2. Variable Accuracy

Fix Accuracy is an error in the instrument, which is same in the whole scale of instrument and is applicable irrespective of the value of measurement. Fix accuracy should be entered as a value in the same unit as unit of measurement of that range.
Note that Accuracy defined in % of FSD is Fix accuracy and should be converted to measurement unit when entered.
Variable Accuracy is an error in the instrument, which varies (normally increases) with the value of measurement being made. Variable accuracy is defined as a percentage (%) of the value of measurement.
Minimum and Maximum Measurement Range are measurement values that instrument can normally measure.
Minimum and Maximum Calibration Range are measurement values that are normally used by the organization for measurement purposes.
For example: A temperature controller is capable of measuring 0 - 300 degree centigrade (This is Measurement range of Instrument) but Organization normally uses it for measuring only 50 - 150 degree centigrade (This is Calibration range for the Instrument).
Adequate data entry protections are given to avoid incorrect entries such as instrument minimum range cannot be more than instruments maximum range and so on;
If instrument is damaged or any particular range is damaged and not in use, you can identify that range or instrument as "Life Over".
After "life Over", you can use modify option to undo the "Life Over" Option.
You can also view and Print the History of Instrument after "Life Over".

Create dummy instruments "NOT REQ" or "Visual" with measurement unit as "No Unit" and Calibration required option "NO".
You can use this dummy instrument for a test, where instrument is not required or where only visual inspection is conducted.

B - Product Standards

List of Tests to be performed.
This option will allow you to create various standards and their tests.
A standard does not necessarily mean a national or an international standard. It can be your internal set of tests, which can be collectively called as standard.
If various products use same type of tests they can be collectively put together as a standard.
Remember you will be required to give values of various parameters and tests when you create Product Specifications.
Tests can have SIX types of measurement conformity criteria:

- Pass- Fail
- Only Minimum Value
- Only Maximum Value
- Both Minimum and Maximum Values
- For Reference Only (This does not affect acceptance)
- Equal To

It is possible that you club several physical measurements of a product together and identify test as "Pass-Fail" to avoid data entry. In such cases you will not be able to analyze the results because data were not available in software database.
Many standards include pre-aging and a post-aging test. You can "Tick", This is post aging test option and select "Test ID" of presaging test and lower and upper limit with respect to presaging test as an acceptance criteria.
Note that while creating product specification, specification limits for pre-aging and post-aging tests should be entered same. Software will determine test result based on product specification as well as lower and upper limit identified in the standard.
You must identify: Type tests, Acceptance Tests, Routine Tests and Optional Tests.
Test Reports will be made separate for TYPE TESTS because type tests are done only for product approval. Type test is not required for each lot.
Test Reports will be made common for Acceptance Tests, Routine Tests and Optional Tests because they are required to be done for each lot and sampling inspection as per sampling plan is allowed and normally required by the customer for each lot (or batch).
You must specify measuring instrument. This selected instrument will be shown as default while entering test report. You will be allowed to change instrument when entering test reports.
You will be allowed to decide upon a "optional test" if it is done or not, If selected yes, it will be part of acceptance criteria, if selected no, it will not be a part of acceptance criteria.
During Type test entry, you will be able to decide which type test you did.

C - Sampling Plans

Linear and non-linear sampling plans.
Create a Sampling plan for inspection
Every standard allows "Acceptance Tests" to be done on a sampling basis.
Sampling plans can be of two types.

- Linear
- Non linear

A Sampling Plan consists of following parameters:

Lot Size means Number of pieces in a Batch or Lot offer for testing (at a time)
Sample Size means number of pieces to be tested.
Acceptance Number (**Ac**) means number of REJECTIONS in selected samples at which whole LOT will be ACCEPTED as conforming.
Rejection Number (**Re**) means number of REJECTIONS in selected samples at which whole LOT will be REJECTED.

Example of Linear Plan:
5 samples per 1000 lot Quantity.

Example of Non-Linear Plan:
2 Samples for 0 to 1000 Lot Quantities
5 Samples for 1001 to 5000 Lot Quantities
8 Samples for 5001 and above Lot Quantity

Adequate protections are given so that only correct entries are saved.
Note that because infinity cannot be entered, you should type a very large value (9999999) to identify infinity.
Also note that modifications in sampling plan are not allowed. If you want to modify a sampling plan for a product create a new sampling plan and assign new sampling plan to that product-using Product - Modify option.
There is no need to increase rev number of product specification if you are simply changing quality plan.

D - Final / RM Specifications

This option will establish product specification at Final stage.
This option also has two different options for “Add” and Modify”.

1. Add

Select product, select standard, and decide on revision number and revision date. Now enter required parameters.

You may have to prepare several standards depending on combinations of tests and test types. This is not easy but remember this is once in life time work. You wont be required to do this daily, but only when you add a product or change specification (including change demanded by customer).

You can start your product specification with any higher number other than zero, if you want. You must note here that if you start with revision 5 than you will not be allowed to enter specification for revision lower than 5 later in modification option for that product.

2. Modify

You can make amendment in revisions here
If you have not entered inspection report you will be allowed to correct same revision else you must revise.
If you want to eliminate a test or add a test use Product standard option, copy existing standard, add or delete the test as required and then use new standard to make revised specification.

E - In-Process Specifications

This option will establish product specification at various stages of production (except final stage).
This option also has two different options for “Add” and Modify”.

1. Add

Select product, select process, select standard, decide on revision number and revision date. Now enter required parameters.

You can start your product specification with any higher number other than zero, if you want. You must note here that if you start with revision 5 than you will not be allowed to enter specification for revision lower than 5 later in modification option for that product.

Note that only those processes will be displaced for which you selected Inspection YES in production sequence in product group.

2. Modify

You can make amendment in revisions here.
If you have not entered inspection report you will be allowed to correct same revision else you must revise.
If you had not decided upon specification of one of the processes than you can use modify option to add specification for that process.

If you want to eliminate a test or add a test use Product standard option, copy existing standard, add or delete the test as required and then use new standard to make revised specification.

F - Process Standards

Criteria for process and performance measurement.
Process standard are set of questionnaire used to measure the performance of a process through feedback. Standard set of questionnaires is provided for general management processes though they are for guidance only and user should customize them before taking feedback.

After feedback changes will be restricted as follows:
You can add new criteria / question without restriction.
You cannot modify a test code or test name thought you can amend remarks and max marks.

You cannot delete a test; you should put max marks as "Zero" to eliminate the test from feedback list.
You can create a new standard and assign to processes using process master but then you will loose track of analysis on similar criteria. And hence copy option is not given.
Process Standards are already given in QASoft for almost all processes as required in ISO 9001:2000. You can readily use them or modify them.

G - Management Processes

Such as management review etc.
Create the list of processes identified by you in your quality management system including production processes.

For management processes, if you want to include a process as measurement criteria for overall system rating then select "process measurement required and also select process measurement standard”.

All the “Management Processes” are already defined in QASoft, with processes measurement criteria defined in process standards, as required by ISO 9001: 2000. You can readily use them or modify them.

6 - Search-n-Print

6. Search-n-Print

Notes:
1. Fields in the search window can be customized through Administration.
2. Multiple Formats are available under each pint options. Select the format and click “Go”.
3. Reports are located in c:\QASoft\Reports\ **Directory Name\report name.rpt**
4. “Directory Name” is given below under each “Print” menu.
5. You can open report in Seagate Crystal Report 8.5 to modify. You can also create a new report by using “Save As” menu of Seagate Crystal Report 8.5.

Following menu’s are available under “Search-n-Print”

- A - Documents
  - Search
  - Print
    - Directory Name: **ProcessDocuments**
    - Document List and Document List with renewal date.
- B - Customer Supplier
  - Search all
  - Search Customer
  - Search Supplier
  - Search Transporter
  - Search Calibration Agency
  - Search Others
  - Search Management / Family
  - Print Customer
    - Directory Name: **MasterCustomer**
    - List of Accounts, Customer/Supplier Address Labels etc.
- C - HR Group
  - Search
  - Print
    - Directory Name: **MasterHR**
    - List of Human Resources, with competency
- D - Human Resources
  - Search all
  - Search working
  - Search Has left
  - Print
    - Directory Name: **MasterHRGroup**
    - List of HR Groups
- E - Training subjects
  - Search
  - Print
    - Directory Name: **MasterTrnSubject**
    - List of Training Subjects and Training Specifications
  - Evaluation form
    - Directory Name: **MasterTrnEvalForm**
    - Questionnaires for evaluation of training, based on subject
- F - PM plan / schedule
  - Search
  - Print
    - Directory Name: **ProcessMTPlanSch**
    - Preventive Maintenance Plan and Preventive Maintenance Schedule

G - Machine Master
- Search
- Print
  - Directory Name: **MasterMachine**
  - List of Machines, Prevenmtive Maintenance Plan

H - Post Delivery Activity
- Search PDA
- Print PDA
  - Directory Name: **MasterPDA**
  - Post delivery activities schedule, service contract details

I - Production Process
- Search
- Print
  - Directory Name: **MasterProcessPdn**
  - List of Production Processes

J - Production flow chart
- Search
- Print
  - Directory Name: **MasterProdctionSeq**
  - Production Sequences / Propduction Flow Chart

K - Product Group - General
- Search
- Print
  - Directory Name: **MasterProductGroup1**
  - List of Product Group (General Group)

L - Product Group - Excise
- Search
- Print
  - Directory Name: **MasterProductGroup**
  - List of Product Group (Taxation)

M - Product Master
- Search All Products
- Search Out-Sourced Products
- Search Produced In-House
- Search Final / Saleable Products
- Search Maintenance / Tools Items
- Search Shelf Life Products
- Search HasBOM Products
- Serach Obsolete Product
- Search All Services
- Search Services with After Sales
- Print Products
  - Directory Name: **MasterProduct**
  - Master List of Products, Based on various filters such as out-sourced items, maintenance items, saleable products, in-house manufactured items, items with bill of material etc.

N - Bill of Material
- Search
- Print - Individual Selection
- Print - Multiple Selection
  - Directory Name: **MasterProductBOM**
  - Bill of Material of Products

  Note: same reports available during individual selection and multiple selction and are located in same directory.

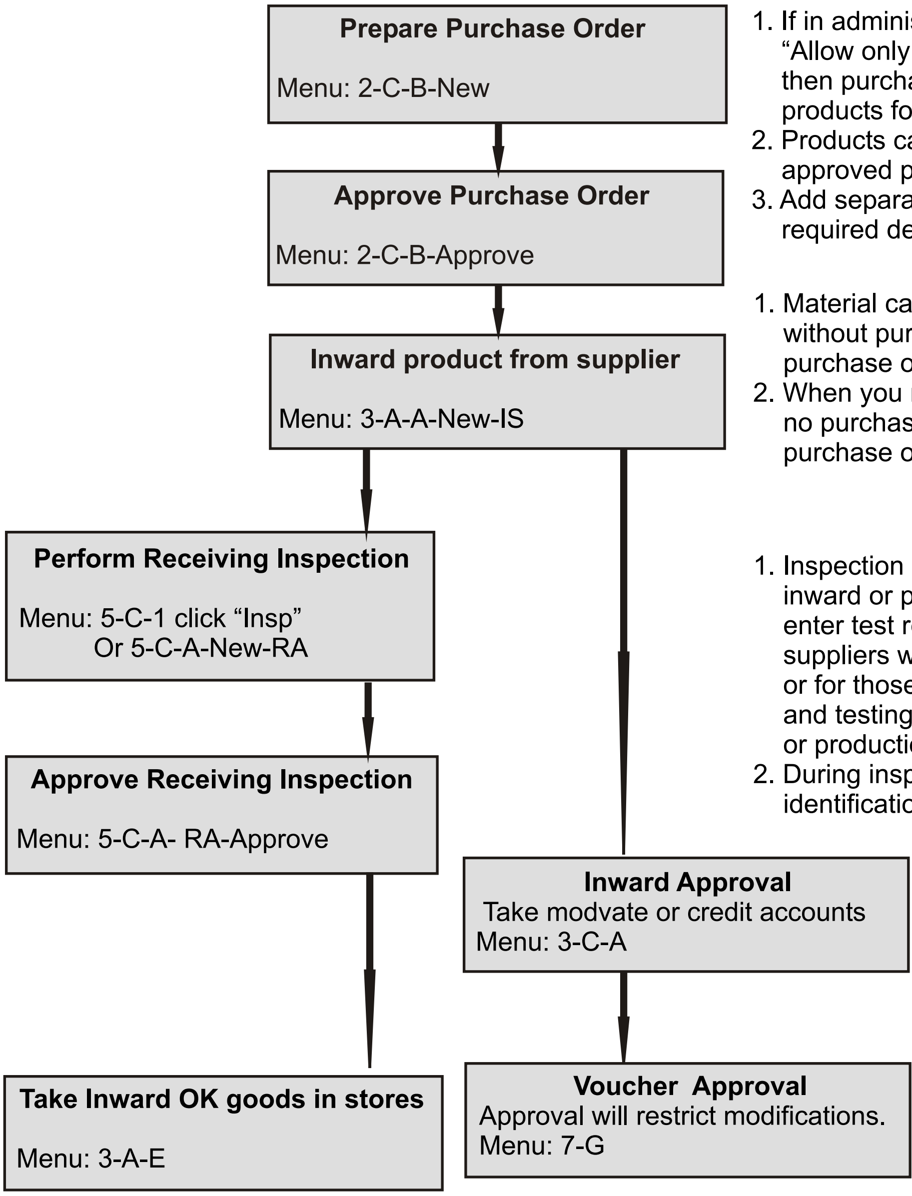
O - Instruments
Search All Instruments
Search QA Instruments
Print QA Instruments
Directory Name: **MasterInstrumentsQA**
List of Quality Instruments
Search Process Instruments
Print Process Instruments
Directory Name: **MasterInstrumentsPS**
List of Process Intruments
Search Instrument Life Over
P - Product Standard
Search
Print
Directory Name: **MasterProductSTD**
Product Testing Parameters, Product Standards
Q - Sampling Plan
Search
Print
Directory Name: **MasterSamplingPlan**
Sampling Plans
R - Final / RM Specification
Search
Print
Directory Name: **MasterProductSpec**
Final and Raw Material Product Specification
In Process Specification
Search
Print
Directory Name: **MasterProductSpecIP**
In-Process Product Specification
T - Process Standards
Search
Print
Directory Name: **MasterProcessStd**
Process Measurement Criteria, Feedback form
U - Management Processes
Search
Print
Directory Name: **MasterProcessMgmt**
List of Management Processes
Measurement Forms
Directory Name: **ProcessMsmtForm**
Customer Satisfaction Survey Form, Supplier Satisfaction Survey Form, Internal Process Feedback Form etc.

Note:
Matrix Institute will continuously post new designs of reports on its web site. You can use reports by copying them in appropriate directory mentioned above. To modify the reports open in Seagate crystal reports 8.5 and edit as required. Reports are designed using data structure files (ttx files) and are independent of database. To add new fields first add the field name in appropriate "**ttx**" file available in "**c:\QASoft\Reports\TTX Files**" directory. Name of "**ttx"** file will be visible in field list in Crystal Report.

New "**ttx**" files will also be available for down load. When you update a "**ttx**" file or change it you must open the report in crystal report and use option "**Database -> Very Database**" to get fields in the report and display reports correctly.

QASoft has following data entry cycles, which must be adhered to.
Following Data entry cycles are given in order of preferred implementation:

Cycle 1: Raw Material Purchase-Inward-Inspection



1. If in administration customization is set for “Allow only approved product from supplier” then purchase order can be issued only for products for which a supplier is approved.
2. Products can be received only against approved purchase orders.
3. Add separate lines of same product as per required delivery date and quantity.

1. Material can be received from supplier even without purchase order. You can assign purchase order later, though it is not advisable.
2. When you receive material for which there is no purchase order, prepare and approve purchase order before inward.

1. Inspection reports can be entered without inward or production report. This is allowed to enter test reports for samples taken from suppliers without inward (for supplier approval) or for those who have implemented inspection and testing module of QASoft without inventory or production.
2. During inspection enter each sample identification.

1. During inward, stores location is entered, which can be modified when stock is updated after inspection. This is based on standard industry practices where un-inspected goods are stored in de-marcated area and shifted to inspected OK location after inspection or nonconforming area, if required.
2. Refer Improvement Cycle for nonconforming products.

QASoft has following data entry cycles, which must be adhered to.
Following Data entry cycles are given in order of preferred implementation:

Cycle 2: Job Work Activity

Prepare Purchase Order
Menu: 2-C-B-New

Approve Purchase Order
Menu: 2-C-B-Approve

1. If in administration customization is set for "Allow only approved product from supplier" then purchase order can be issued only for products for which a supplier is approved.
2. Only can be received only against approved purchase orders.
3. Add separate lines of same product as per required delivery date.

Issue RM product to supplier
Menu: 3-A-A-New-DJ

1. Material should be issued as per bill of material to supplier (for PO quantity);
2. When material is received, it is received against PO, pending PO quantity will match the pending material (for process) with supplier. Presently issue for job work is open and not restricted to bill of material.

Inward product from supplier
Menu: 3-A-A-New-IS

1. Material can be received from supplier even without purchase order. You can assign purchase order later, though it is not advisable.
2. When you receive material for which there is no purchase order, prepare and approve purchase order before inward.

Perform Receiving Inspection
Menu: 5-C-1 click "Add Insp"
Or 5-C-A-New-RA

1. Inspection reports can be entered without inward or production report. This is allowed to enter test reports for samples taken from suppliers without inward (for supplier approval) or for those who have implemented inspection and testing module of QASoft without inventory or production.
2. During inspection enter each sample identification.

Approve Receiving Inspection
Menu: 5-C-A- RA-Approve

Take Inward OK goods in stores
Menu: 3-A-E

Inward Approval
Take modvate or credit accounts
Menu: 3-C-A

Voucher Approval
Approval will restrict modifications.
Menu: 7-G

1. During inward, stores location is entered, which can be modified when stock is updated after inspection. This is based on standard industry practices where un-inspected goods are stored in de-marcated area and shifted to inspected OK location after inspection or nonconforming area, if required.
2. Refer Improvement Cycle for nonconforming products.

QASoft has following data entry cycles, which must be adhered to.
Following Data entry cycles are given in order of preferred implementation:

Cycle 3: Sales Order Acceptance - Production Planning/Production - Inspection

Prepare Sales Order
Menu: 2-A-B-New

Approve Sales Order
Menu: 2-A-B-Approve

Prepare Production Plan
Menu: 3-A-B-New

Issue Material against Plan
Menu: 3-A-A-New-DP and
Menu: 3-A-A-New-DI

Enter Production Report
Menu: 4-A-B-Rpt Add

Perform In-Process and Final Inspection
Menu: 5-C-3 click “Add Insp” and
5-C-4 click “Add Insp”
Or 5-C-A-New-IP and FA

Approve Inspection Reports
Menu: 5-C-A- IP/FA-Approve

Take Goods in Stores
Inspected OK: Menu: 3-A-A-New-IQ
Pdn.Rejection: Menu: 3-A-A-New-IR
Pdn. Scrap : Menu: 3-A-A-New-IN

Despatch Goods
Against Sales Order
Menu: 3-A-A-New-DC, DE, DS

Despatch Approval
Debit accounts
Menu: 3-C-D

1. Separate lines should be added for same product having with different delivery date as per delivery schedule of customer. This will help in effective planning and delivery management.
2. Sales order can be prepared for any saleable product and/or service.
3. You can modify the sales order before approval, after approval only remarks, sales type and optional fields can be changed by person having approval authority.
4. Only Approved Sales Orders will be available for production planning and despatch.
5. Material can be despatched from stock against a approved sales order, even if production is not planned.
6. In pending statement, pending despatch will be shown independent of production planning and wise versa. That is, if a material is delivered and sales order is not closed, it will still show pending in planning. This will be the case even for partial delivery. Hence despatch status should be verified before production planning, if despatch is not under control of production planning.
7. Select appropriate Sales Order while preparing Production Planning.
8. Production Planning can be done without sales orders, this is allowed because planning can be done for stock.
9. Even semifinished goods production planning is also required for which sales orders can not be linked.
1o. Use “DP” option to issue as per Bill of Material.
11. Use “DI” option to issue extra quantity or if you do not have bill of material. Always select appropriate production plan number.
12. Production reports can be modified only if inspection is not done for that report.
13. Process parameters can be modified any time.
14. You can change the batch number during production entry or keep the batch number assigned at the time of planning.
15. Close production plan when completed, use menu 4-A-B-Reports.
16. Production plan can be amended until closed.
17. Select previous process output as process in-put to record consumption. This will give correct in-process stock.
18. Process in-put will be available only after inspection (and approval) if previous process requires inspection else will be available immediately after production report entry.
19. Inspection reports can be entered without inward or production report. This is allowed to enter test reports for samples taken from suppliers without inward (for supplier approval) or for those who have implemented inspection and testing module of QASoft without inventory or production.
20. During inspection enter each sample identification.
21. If rejection / scrap is recorded during production, take rejected / scraped material in rejection stores.
22. Rejected / Scrap products can be inward against any product, hence extreme care should be taken during data entry. This is allowed because in casting operation runner / riders are taken back in stores but under different identity then they were issued.
23. If material rejected during inspection, follow Improvement cycle.

QASoft has following data entry cycles, which must be adhered to.
Following Data entry cycles are given in order of preferred implementation:

Cycle 4: Improvement Cycle (NCP - AR - CPA)

1. During Inspection and Testing activities (product measurement), if the result is re-test, then retest the product

Menu:

2. During Inspection and Testing activities (product measurement), if the result is nonconforming batch or products, then control nonconforming product under this cycle.

Control Nonconforming Product

Menu: 5-C-D

3. Select nonconforming product and decide disposition.
4. A disposition could be ; Re-work, Accept under concession, Scrap or Divert for other applications.
5. Also decide if you want to take corrective and preventive actions.
6. Take stock of QA under Concession OK in stores (3-A-A-New-IQ)
7. Take stock of QA Scraps/ Diverted goods in stores (3-A-A-New-IK)

Prepare Action Request

Menu: 6-A-New-PR

1. You can prepare Action Request in four cases
    - A. Customer complaint / feedback (CC)
    - B. Internal Audit (IA)
    - C. Process Measurement (PM)
    - D. Product Measurement (PR)
2. For product nonconformity select, “Product Measurement”.
3. Select inspection report number to create a link, without which you can not proceed.
4. Action request for other options can be issued directly, as and when needed .

Add CPA

Menu: 6-A-PR-Add CPA

1. Add Corrections, corrective actions and preventive actions.
2. You need to enter, what, where, when, who and how.
3. Who means responsibility.
4. When means targeted date of completion
5. Correction, corrective action or preventive action can be entered by person in whose name Action Request is made.

Verify CPA

Menu: 6-A-PR-Verify

1. Verification can be done only by the person other than the person in whose name Action Request is made.
2. There can be three result of verification (by default Verification pending status)
    - A. Planned Date of Completion to be extended
    - B. Add new Corrective or Preventive Actions
    - C. Verification Successful, Close AR
3. Corrective and preventive actions can not be changed once verified and closed.

QASoft has following data entry cycles, which must be adhered to.
Following Data entry cycles are given in order of preferred implementation:

Cycle 5: HR Training Cycle

1. Before identifying Training needs, you need to prepare Training specifications in Master (Training Subject menu)
2. Training Specification includes, Subject, duration and how the effectiveness of training will be verified.
3. Training effectiveness check list is prepared in Process Stabdards in Master.

Identify Training Need

Menu: 1-B-A

1. Select subject and list down persons names, who need training on that subject.
2. Create needs for every subject separately.
3. You can create multiple needs for same subjects. But remember to have different names, else you need to provide repetitive training for repeating names.
4. In training need identification, employees of log-in cost center will be available.

Provide Training

Menu: 1-B-B

1. After providing training enter training record in software.
2. Select Subject and list down persons names, who attended training program.
3. Persons names will appear only if need is identified.
4. If the need is identified twice, the name will be displayed twice.
5. In training record entry, all employees, whose training is pending, will be available irrespective of log-in company or cost center. This is allowed because training are normally conducted common in a group company.

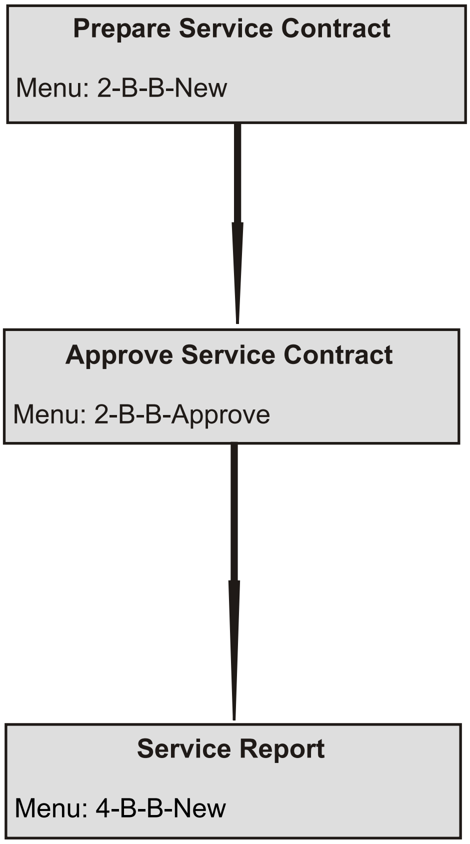
Verify Training Effectiveness

Menu: 1-B-C

1. Training evaluation record has to be entered for each employee separately.
2. Select name of person and training subject.
3. Check list will be displayed.
4. Assign Marks on each criteria.
5. Click “Show Result”
6. Save.

QASoft has following data entry cycles, which must be adhered to.
Following Data entry cycles are given in order of preferred implementation:

Cycle 6: Service Contract - Service Provision Cycle



Services are of three types:

A. Warranty
B. Contract
C. On-Call

A. Warranty Services:

1. Warranty services are derived from Product Master where after sales services and period is provided.
2. Warranty Period can be modified during preparation of dispatch invoice (challan). The option will be available only if product needs after sales services.

B. Contract Services:

1. Service contracts can be prepared for any product or service for which “After Sales Service” is marked “Yes”.
2. During preparation of service contract Post Delivery Activity (PDA) defined in product master will be shown as default, though you can change it.
3. You can also enter payment terms, date and amount for the contract.
4. Only Approved contracts will be available for contract services entry.

C. On Call Services:

1. You can provide chargeable service without contract.
2. You should specify machine number of customer during contractual services. This will help you analyze data pertaining to individual machines of the customer.
3. Based on chargeable option, service report will be available for billing purposes.

Cycle 7: Independent or Partially linked Actiities

1. Preventive Maintenance Record (1-C-B-New-EP, MP)

For preventive maintenance entry, by default all due activities will be marked "Yes" as Done, when you select the machine. You can click "Yes" to make "No" and wise versa. Also you can perform a preventive maintenance activity even if it is not due.

2. Breakdown Maintenance Record (1-C-B-New-EB, MB)

For data entry of breakdown maintenance, create breakdown in machine types. Data entry is allowed only against available list to enable tracking and analysis.

3. Instrument Calibration Reports (4-C-A-New-CL, CM)

Calibration can be done even before due date, this is equivalent to breakdown maintenance.

4. list of documents, licenses which needs renewal (1-A-A)

Document update record is independent of any other record. Document pertaining to log-in cost center only will be available

5. Process Measurement i.e. Internal Customer satisfaction Survey (5-B-A-New)

If administrator has blocked feedback for current month in January and in due course the month changes to February, feedback will remain blocked for February. So admin has to un-check the option. This is not made automatic up-dateable because it give admin (or management representative) more control. He/she can open the option only for few days instead of keeping it open for whole month.

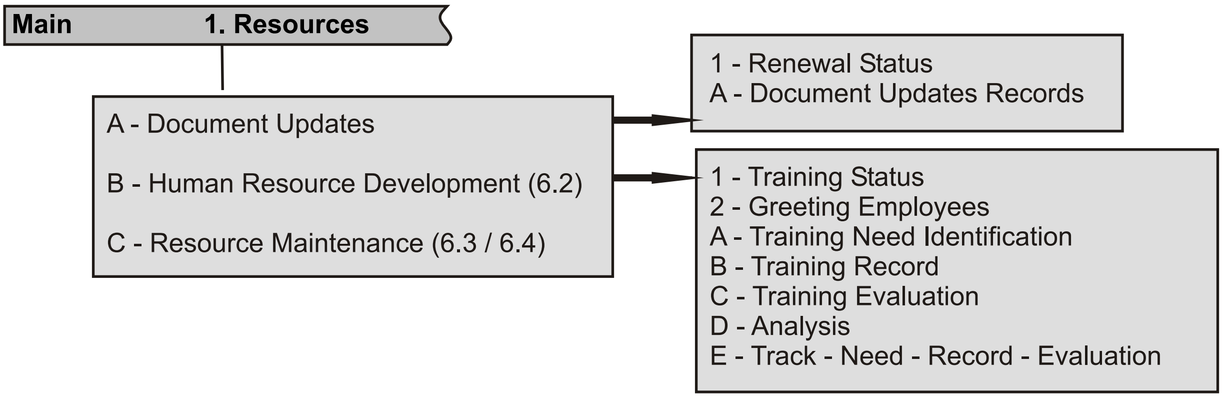
6. Customer satisfaction survey (5-A-A-New-CS)
7. Supplier satisfaction survey (5-A-B-New-SS)

It is not a normal practice to conduct supplier satisfaction surveys, but believe us, this will help you improve your purchasing system.

8. Accounts Data.: (7-D-New-Select Option)

In accounts entry always link a Payment made with purchase and Payment received with Sale.
Credit Note and debit note should be prepared with pre-defined options instead of JV; same is true for TDS credit and debit.
Periodic payment reminders for telephone bill etc. can be listed in document master.
Define opening balance then check closing balance, click save to transfer opening balance in current closing balance field if you see any RED field.
QASoft has moving current balance field for faster calculation, in there is difference in actual balance and moving balance field, the differing fields will be marked RED in closing balance statement. Click save to correct it. (SAME IS TRUE FOR PRODUCT STOCK ALSO)
You should approve the account vouchers regularly to avoid changes by junior persons. You make changes in approved vouchers you can un-approve the same.

1 - Resources



A - Document Updates

1 - Renewal Status

Check the next renewal date for the documents you have created. You can click on any column to index it, ascending or descending. Documents of log-in cost center will be shown in the list.

A - Document Updates Records

Enter the record of renewal of documents of log-in cost center.
You have to enter date of renewal and Next due date. Periodicity is not considered because normally all documents have variable periodicity.

B - Human Resource Development

1 - Training Status

List of pending training needs and list of pending training evaluation.

2 - Greeting Employees

Check whose birthday is today, in your employees or who has joined today in your company some years back. Greet them, build a strong human relationship with your team. This option will be available along with need identification.

A - Training Need Identification

Identify the need for various subjects. If a subject is not in the list, create the subject in master creation.

B - Training Record

Training Record or training attendance sheet. Simple isn't it.

C - Training Evaluation

Record of evaluation of individual person for each of the training he/she has received. Result will show if the training has served its purpose.

D - Analysis

Analyze training data as you need.

E - Track - Need - Record - Evaluation

Tracking Training Needs with record of training and evaluation of training for all the persons for whom need was identified.

1 - Resources

Main **1. Resources**

A - Document Updates

B - Human Resource Development (6.2)

C - Resource Maintenance (6.3 / 6.4)

1 - Maintenance Status
A - Std Narrations
B - Maintenance Record by Type
C - Maintenance Record All
D - Print History
E - Analysis

C - Resource Maintenance

1 - Maintenance Status
List of due activities based on maintenance plan.

A - Std Narrations
Prepare list of statement you will need regularly.

B - Maintenance Record by Type
List of maintenance record already entered, filtered based on electrical preventive / breakdown and mechanical preventive / breakdown. Click “New” to and select a record and click “Open” to modify or delete.

C - Maintenance Record All
List of all maintenance records

D - Print History
Print machine History Card

E - Analysis
Analyze maintenance data as you need.

2 - Sales - Purchase

1. Resources **2. Sales-Purchase**

A - Sales (7.2) +

B - Service Contract

C - Purchase (7.4) +

1 - Greeting Customers / Suppliers

1 - Sales Order Status
A - Std Narrations
B - Sales Order Add/Modify Approve
C - Sales Order - Approved
D - Sales Orders - with Products
E - Sales Analysis
F - Delay Delivery Analysis
G - Track - SO to Pdn Pln to Rpt-n-Insp
H - Track - Insp to Pdn Rpt-nPlan to SO
I - Track - Sales Order to Despatch
J - Track Despatch to Sales Order

A - Sales

1 - Sales Order Status
Status of approved sales orders for pending delivery

A - Std Narrations
Prepare list of statement you will need regularly.

B - Sales Order Add/Modify Approve
Click “Go” to get list of un-approved sales orders, click “New” to add new, select a sales order, click “Open” to modify and click “Approve” to approve selected sales order. To update displayed list click “Go”.

C - Sales Order - Approved
Click “Go” to get list of approved sales orders, click “Update” to make changes, cancel or close sales order. Sales order will remain in display in despatch list till to close them, though pending products will be available till the balance is zero.

D - Sales Orders with Products
List of Sales Orders with Products, if one sales order has two products it will be listed twice, one for each product. Filters available for many fields including product code.

E - Sales Analysis
Analyze Sales Order data as you need.

F - Delay Delivery Analysis
Analysis of delays in delivery, based on time or as you be like to design.

G - Track - SO to Pdn Pln to Rpt-n-Insp
Tracking sales order to production planning to production reports to inspection and testing.

H - Track - Insp to Pdn Rpt-nPlan to SO
Tracking in reverse order, from inspection report to production report to production planning to sales order.

I - Track - Sales Order to Despatch
Tracking sales order to despatches. It is not necessary that products produced for a particular sales order shall be despatched for same. In many cases organizations divert the products.

J - Track Despatch to Sales Order
Tracking reverse order, from despatches to sales order. It is not necessary that products produced for a particular sales order shall be despatched for same. In many cases organizations divert the products.
Tracking features are very useful during investigations.

1 - Greeting Customers and Suppliers

Check whose birthday is today, in your customers and suppliers team or whose marriage anniversary is today. Greet them, build a strong human relationship with your customers and suppliers.

This option will be available for advance users of sales, purchase and service contract option users

2 - Sales - Purchase

1. Resources **2. Sales-Purchase**

A - Sales (7.2) +

B - Service Contract

C - Purchase (7.4) +

1 - Greeting Customers / Suppliers

1 - Service Contract Status
A - Std Narrations
B - Service Contract - Add/ Modify / Approve
C - Service Contract - Approved
D - Service Contract Analysis

B - Service Contract

1 - Service Contract Status
Status of Pending activities based on agreed contract (PDA Group) for various contracts and customers.

A - Std Narrations
Prepare list of statement you will need regularly.

B - Service Contract - Add/ Modify / Approve
Click “Go” to get list of un-approved Service Contract, click “New” to add new, select a Service Contract, click “Open” to modify and click “Approve” to approve selected Service Contract. To update displayed list click “Go”.

C - Service Contract - Approved
Click “Go” to get list of approved Service Contract, click “Update” to make changes, cancel or close Service Contract.

D - Service Contract Analysis
Analyze Service Contract data as you need.

1 - Greeting Customers and Suppliers
Check whose birthday is today, in your customers and suppliers team or whose marriage anniversary is today. Greet them, build a strong human relationship with your customers and suppliers.

This option will be available for advance users of sales, purchase and service contract option users

2 - Sales - Purchase

1. Resources **2. Sales-Purchase**

A - Sales (7.2) +

B - Service Contract

C - Purchase (7.4) +

1 - Greeting Customers / Suppliers

1 - Purchase Status
A - Std Narrations
B - Purchase Order - Add/ Modify / Approve
C - Purchase Order - Approved
D - Purchase Orders with Product
E - Purchase Analysis
F - Supplier Re-Evaluation
G - Track - PO to Inward to Inspection

C - Purchase

1 - Purchase Status
Status of approved purchase orders for pending receipts of material.
A - Std Narrations
Prepare list of statement you will need regularly.
B - Purchase Order Add/Modify Approve
Click “Go” to get list of un-approved Purchase orders, click “New” to add new, select a Purchase order, click “Open” to modify and click “Approve” to approve selected Purchase order. To update displayed list click “Go”.
C - Purchase Order - Approved
Click “Go” to get list of approved Purchase orders, click “Update” to make changes, cancel or close Purchase order.
D - Purchase Orders with Products
List of Purchase Orders with Products, if one Purchase order has two products it will be listed twice, one for each product. Filters available for many fields including product code.
E - Purchase Analysis
Analyze Purchase Order data as you need.
F - Supplier Re-Evaluation
Analysis of delays in receipts and based on quality of product as per system defined (in Admin section).
G - Track - PO to Inward to Inspection.
Tracking purchase order to inward to inspection record.
Reverse, that is from inspection to inward to PO will be available directly in receiving inspection record.
Tracking features are very useful during investigations.

1 - Greeting Customers and Suppliers
Check whose birthday is today, in your customers and suppliers team or whose marriage anniversary is today. Greet them, build a strong human relationship with your customers and suppliers.

This option will be available for advance users of sales, purchase and service contract option users

3 - Inventory

2. Sales-Purchase **3. Inventory**

1 - Waiting for Stores
A - Stores (7.5)
B - Despatch (7.5)
C - Inward / Despatch Approval
D - Define Opening Stock
E - Product Closing Stock
F - Group Closing Stock
G - Inventory Reports - 1
H - Inventory Reports - 2
I - Inventory Reports - 3

1 - OK / Under Concession Products
2 - Scrap / Diverted Products
3 - Production Rejection
4 - Production Scrap

1. Waiting for Stores

1 - OK / Under Concession Products
List of final products which are found OK during inspection or accepted under concessions and shall be taken in stores.
Click "**Add2Stores**" Button to take products in stores
You can also use "Inward - OK / Under Concession Products from QA" option in Product Inward/Issue by Type to take product in stores.

2 - Scrap / Diverted Products
List of products either scraped or diverted as other products during inspection and testing, this includes receiving goods, in-process and final stage products.

3 - Production Rejection
Products rejected during production and reported in production report. To be taken in rejection stores.

4 - Production Scrap
Scrap recorded in production report. To be taken in rejection stores.

These options will simply display waiting list, to take them in stores use options under "Product Inward / Issue by Type"

3 - Inventory

2. Sales-Purchase **3. Inventory**

1 - Waiting for Stores
A - Stores (7.5)
B - Despatch (7.5)
C - Inward / Despatch Approval
D - Define Opening Stock
E - Product Closing Stock
F - Group Closing Stock
G - Inventory Reports - 1
H - Inventory Reports - 2
I - Inventory Reports - 3

A - Product Inward/Issue by Type
B - Internal Transfer
C - Product Transfer
D - Product Inward/IssueAll
E - Inward Products - Tested OK

A - Stores

A - Product Inward/Issue by Type

List of inward and issue records by type. Click “Go” to get list of records filtered based on options selected. Click “New” to add new record, select a record and click “Open” to modify or delete. Each record type is discussed below.
There is deferent menu for approval because during approval records are transferred in Accounts.

B - Internal Transfer

Transfer of product from one stores to other. Condition is that product should be available in both stores selected for transfer.

C - Product Transfer

Transfer stock of one product in stock of other product. You can transfer any product stock in to any other product hence this feature should be used with caution. Presently there is no restriction in product to product transfer except that both products should be available i the same stores.

D - Product Inward/Issue All

List of All Inward and Issue Records. Suitable for searching required record during investigation

E - Inward Products - Tested OK

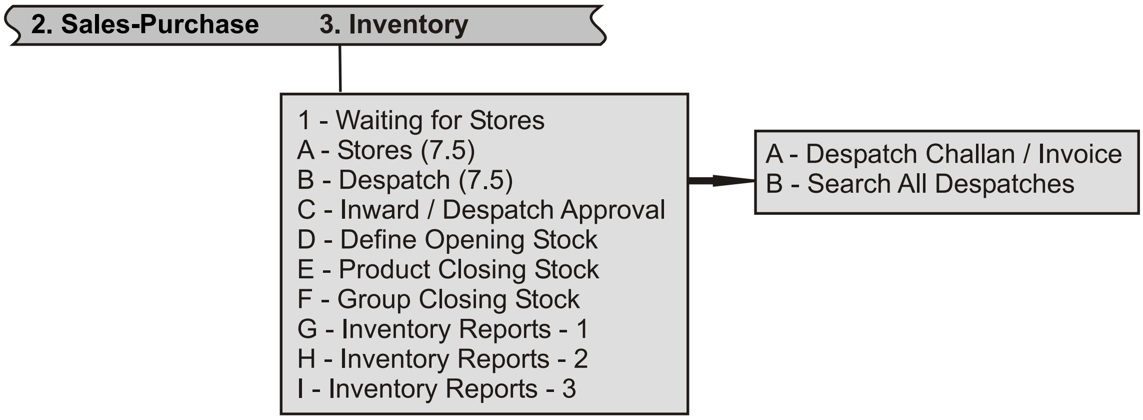
List of Inward products, tested and accepted by QA (OK and Under concession both). By default quantity in second unit will be displayed which can be modified, if you have opted for dual unit inventory. Define/change product location, you can decide if you want to take in store or still keep it pending, click “Save” to take products in stores. This list can be treated as information by QA to Stores regarding acceptance of receiving goods.

Inward and Issue Types in Stores Entry

Following types of entry options are available in store entry menu:

1. **Inward from Customer: Customer Property / Customer Returns**
   This option should be used when product is provided by customer for Job work or to be incorporated in final product and no invoice is raised. If an invoice is raised then that shall be treated as product from supplier.
   Product received needs to be inspected before taking in to stock.
2. **Inward from QA - Final OK / Reworked OK and Under Concession OK**
   A final product when inspected and released as OK during first inspection of after re-work during subsequent inspection or accepted under concession once identified as nonconforming. All these should be taken in stores with this option.
   Select stores, select product and in the "Batch" column will be get list of inspections reports against with product is waiting. A complete list will be available in appropriate option in menu: waiting for stores explained above.
   Raw materials accepted during fist inspection shall be taken in stores using option : "Take Stock: Inward Products : Tested OK". While accepted under concession and re-worked OK will be available under this option.
3. **Inward Product / Services from Supplier**
   Product can be inwarded against challan or invoice, select stores, select supplier, select transaction type.
   To add products first make rows using "Add" button, select all products and then fill quantity, rate and other information.
   Product received needs to be inspected before taking in to stock.
4. **Inward Raw Material Returns from Production Floor**
   Some time excess material is used which is returned back from production floor or remained balance because it was not consumed as per Bill of Material or a production plan is cancelled.
   Use this option to take material bk in stores. Inspection is not required when material is taken back. Stock will be updated immediately.
5. **Inward Rejection from Production**
   Material recorded in rejection column in production report can be taken in stores using this option.
6. **Inward scrap / product diverted from QA**
   Material recorded in scrap or diverted column in control of nonconforming product report can be taken in stores using this option.
7. **Inward Scrap from production**
   Material recorded in scrap column in production report can be taken in stores using this option.
8. **Issue - Direct issue against requisition**
   If you have not selected BOM during planning or want to issue extra material then use this option to issue material for production.
9. **Issue - Issue against production plan as per BOM**
   If you have selected BOM during planning then use this option to issue material for production. If in administration "Allow more/less then BOM" is selected then you will be allowed to modify quantity.
10. **Issue - Issue for Job Work to Supplier**
    This option shall be used to send material for job work. Product rate/value entered is only notional and does not go in accounting.

3 - Inventory



B - Despatch

A - Despatch Challan / Invoice

Click “Go” to get list of despatches made, “New” to add and “Open” to modify or delete.
Select customer, select sales order and then select product.
Click “Add” to select multiple products.
You can change sales order number to select product from other sales orders too.
If Batch wise inventory is maintained for the product you will get “select” displayed in Batch number column, click select to assign link.
If you have 100% inspection and want to maintained product to product relation ship i.e. Which machine is delivered from the batch, click “Product -2-Product Linking.
If you want to make despatch without sales order click “P” to add products or “S” to add services.

B - Search All Despatches

Suitable for searching invoice details with product and customer.
Use this option to find proper record during investigation or reporting to customer.

3 - Inventory

2. Sales-Purchase **3. Inventory**

1 - Waiting for Stores
A - Stores (7.5)
B - Despatch (7.5)
C - Inward / Despatch Approval
D - Define Opening Stock
E - Product Closing Stock
F - Group Closing Stock
G - Inventory Reports - 1
H - Inventory Reports - 2
I - Inventory Reports - 3

A - Inward / Purchase Approve
B - Inward / Purchase View / Update
C - Inward Challans Pending Invoice
D - Despatch / Sale Approve
E - Despatch / Sale View / Update
F - Despatch Challans Pending Invoice

C - Inward / Despatch Approval

A - Inward / Purchase Approve

Records related to receipt of goods from supplier and customer has financial transactions also. Approval means crediting/debiting appropriate accounts. Voucher is created automatically with default settings of accounts. If you want you can change the account or simply click “Save”. If purchase is done in currency other than “National Currency” then you will be required to enter conversion rate for account currency as well as national currency.

Once the inward record is approved for financial values, it can not be modified and hence “Save” button will not be visible when “opened” for modification.

B - Inward / Purchase View / Update

View/ update the Account voucher relating to inward of goods. Before approval of Accounting Record (through accounts menu) you can change account but you can not modify financial values which are taken directly from inward record.

C - Inward Challans Pending Invoice

If you receive challan and not invoice from supplier, then you will get invoice later may be one invoice for several invoices. In such situations you need to pass Journal Voucher of Invoice to account it. Here you will get only pending list. If you get invoice for each challan separately then you can open inward record and add rate and other details.

D - Despatch / Sale Approve

Records related to delivery of goods to customer has financial transactions also. Approval means crediting/debiting appropriate accounts. Voucher is created automatically with default settings of accounts. If you want you can change the account or simply click “Save”. If sale is done in currency other than “National Currency” then you will be required to enter conversion rate for account currency as well as national currency.

Once the despatch record is approved for financial values, it can not be modified and hence “Save” button will not be visible when “opened” for modification.

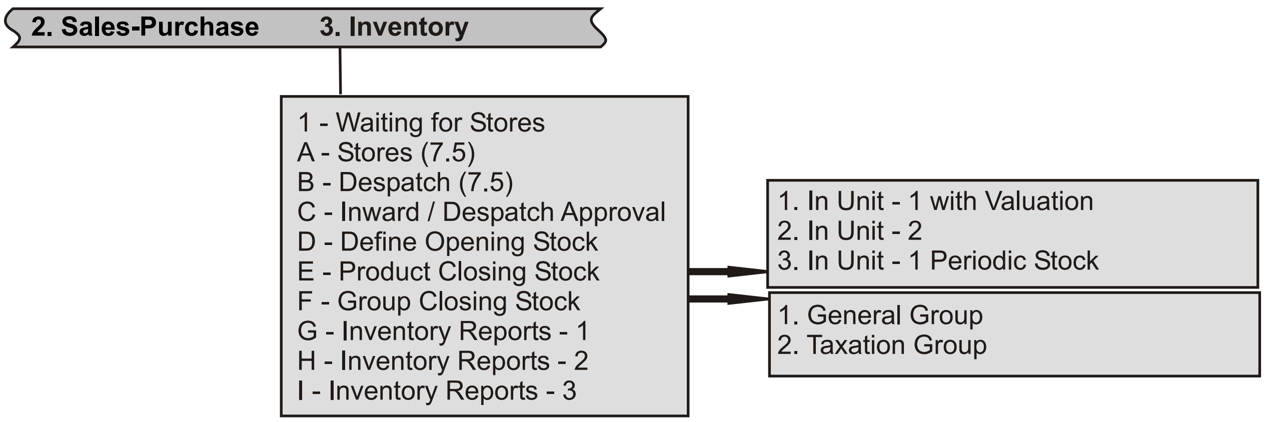
E - Despatch / Sale View / Update

View/ update the Account voucher relating to inward of goods. Before approval of Accounting Record (through accounts menu) you can change account but you can not modify financial values which are taken directly from despatch record.

F - Despatch Challans Pending Invoice

If you have made only challan and not a invoice. You need to issue the invoice later to the customer. In such situations you need to pass Journal Voucher of Invoice to account it. Here you will get only pending list.

3 - Inventory



D - Define Opening Stock

Current year (or log-on year) opening stock, define and view.

E - Product Closing Stock

Calculate closing stock of product in a selected store. Has three sub options:

1. Unit-1 with valuation

   Closing stock as on any selected date. Stock in first unit. If you get any “RED” background in the grid, it shows an internal conflict in calculating balance, simply click “Save As” to resolve the conflict. Whenever you take printout of balance always ensure that there is no internal conflict in balance calculation else printed balance may be different then what is displayed.
   On 31st of March i.e. Year end, “Save” button will be visible, you can save closing stock as next years opening stock with its valuation. Though you can modify stock and valuation after opening in next year.

2. Unit 2

   Closing stock as on any selected date. Stock in 2nd unit.
   On 31st of March i.e. Year end, “Save” button will be visible, you can save closing stock as next years opening stock in 2nd unit but fist you should have transferred stock in 1st unit. Remember, you can modify stock and valuation after opening in next year.

3. In Unit 1 Periodic Stock

   This will show opening balance, inward, issue and closing balance of any selected period.
   Suitable for monthly reports normally submitted to banks.

F - Group Closing Stock

1. General Group

   Group closing stock is closing stock of all products added together (if measurement unit is same) in that group. Separately calculated for general and taxation groups.

2. Taxation Group

   Group closing stock is closing stock of all products added together (if measurement unit is same) in that group. Separately calculated for general and taxation groups.
   This stock may be informed to excise department in cases, where product to product detailed stock is not required to be submitted.

G - Inventory Report - 1

1 - Requisition Slip - Print
Based on Bill of Material and required quantity specified by you in the options box
2 - Requisition Slip @ Plan - Print
Based on Bill of Material and Production Plan
3 - Item Ledger - Print
Ledger of product inward, issue and balance quantity
4 - Supplier / Customer Ledger - Print
Supplier / Customer ledger for products received and despatched.
5 - BIN CARD
Consumption details of any item for which “Batch wise Inventory is maintained. A Bin Card is made against each inward and linking is entered during issue.
6. Stock Analysis
Stock position below, equal to, above minimum level, maximum level, re-order level or zero.
7 - MRP - Seasonal:
Based on minimum level defined on seasonal basis
8 - MRP - Planning:
Based on approved sale order, pending production plans and seasonal requirements considering available stock.
9 - MRP - Individual Product
Status of stock if only one product is made

H - Inventory Report - 2

1 - Stores Transaction Analysis
Analyze Inventory data as you need.
2 - Product Stock Analysis
Print stock position, status with respect to any reference such as minimum stock, maximum stock re-order level etc.
3 - Product Costing
Calculate product Cost based on BOM

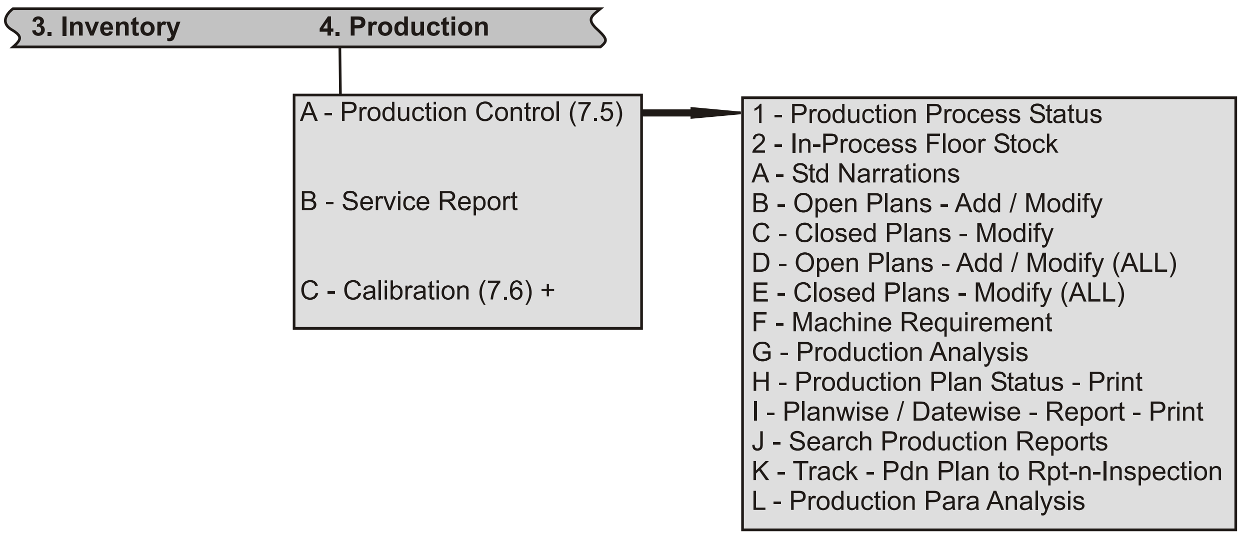
I - Inventory Report - 3

1 - Product Stock Analysis - Multi Company
Print stock position, status with respect to any reference such as minimum stock, maximum stock re-order level.
Comparison between various stores, various cost centers and various companies.

Note:

To view these reports user shall have “advance level” permission as well as permission for these reports groups. These permissions are defined by administrator while creating or modifying login Id’s.

4 - Production



A - Production Control

1 - Production Process Status
Status of Various production plans, at various stages of production
List of Sales Orders not taken in Planning
List of Production plans for which material is not taken from stores

2 - In-Process Floor Stock
Stock of in-process items at production floor

A - Std Narrations
Prepare list of statement you will need regularly.

B - Open Plans - Add / Modify
Click “Go” to get list of pending plans, “New” to add, select and click “Open” to modify a Plan.
Select a plan and click “Rpt Add” to Add a production report.
Select a plan and click “Reports” to view all reports added to the selected plan. You can modify/delete any report. If inspection is done then quantity can not be modified but production parameters can be modified. You can close a plan if it is completed.
A plan is issued to a supervisor (any login ID), this option will display only those production plans which are issued in the name of “Log-in” person.
This helps in controlling production data entry. A person may be allowed to enter production report for production plans issued in his/her name. In such cases permission should not be given to issue production plans.

1. Production Planning (Add / Modify)
Select product, select specification number, select bill of material.
Decide plan start date and plan end date.
The grid below will be filled with process sequence and default process (in-process) specification.
You can change the in-process specification. Decide process start date and process end date. Also decide if the process to be performed in-house or out-sourced.
Type in-house production quantity and quantity to be outsourced, add remarks if any.
Remember you can select standard remarks by pressing shift key and clicking in remarks column.
The specification selected here should be selected while entering test report for final as well as in-process inspection. The bill of material select will enable material issue in stores activities.

2. Production Report (Add / Modify)
Select production plan and click “Rpt Add”
Select production process, Select shift, machine number, operator then specify production quantity, production rejection, production scrap and production parameters defined when creating process master. Add remarks.
If the process selected has by-products or group products and an additional tab will be visible to add, by-product manufactured. Select product, specification number, specify quantity produced, rejection and scrap.
Rejection specified here is rejection that has become known during production, a product can be rejected while performing inspection and testing as per specified tests, which will lead to control of nonconforming product where it may be decided to accept the product under concession or divert for other application of re-work.
Product specification will be picked from planning for base product while for by-product it shall be decided during production report entry.

C - Closed Plans - Modify
Click “Go” to get list of closed plans.
Select a plan and click “Reports” to view all reports added to the selected plan. You can re-open a plan if it is closed by mistake.
Here again only those plans will be displayed which are issued in the name of Log-in person.

D - Open Plans - Add / Modify (ALL)
This option will display all plans irrespective of in-whose name it is issued. Should be used by planning person to issue production plan. This option will be visible only when “advance” permission is given along with planning “Add” or “Modify or “View”
Data entry same as above.

E - Closed Plans - Modify (ALL)
This option will display all plans irrespective of in-whose name it is issued. Should be used by planning person to isue production plan. This option will be visible only when “advance” permission is given along with planning or production report “Add” or “Modify” or “View”
Data entry same as above.

F - Machine Requirement (MRP2)
This is an simple MRP2 function. It calculates requirement of machine in hours based on single machine and production rate defined in production set-up (while creating master).

G - Production Analysis
Analyze Production Data as you like. Such as production rate, monthly production graphs of all items, Cross TAB Report of product versus month versus total quantity etc. If production parameters are common between various products this option can be used to compare then and prepare graphs between any of 9 production process parameters or basic production data such as production quantity, rejection, scrap, machine hours and man-hours.

H - Production Plan Status - Print
You can print list of plans under various status. Various options are available for selection on the form.

I - Planwise / Datewise - Report - Print
Print production reports for selected plans, productions done during a specified period.

J - Search Production Reports
Search production reports and filter based on various criteria. Suitable for finding all production reports of any specified batch.

K - Track - Pdn Plan to Rpt-n-Inspection
Track production plan to production report to inspection. Tracking from sales order is given in sales order section.

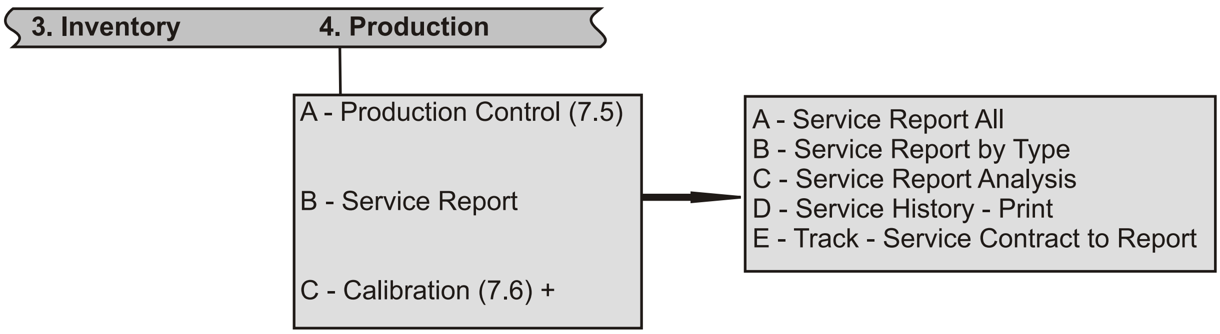
L - Production Para Analysis

This option is specifically given to compare production parameters.
Select Dates, product, process and machine (because parameters can be machine dependent).
Analyze Production Data as you like. Such as production rate, monthly production graphs of all items, Cross TAB Report of product versus month versus total quantity etc. Prepare product wise machine wise graphs between any of 9 production process parameters or basic production data such as production quantity, rejection, scrap, machine hours and man-hours.

Take note of following to develop additional graphs:

1. In the sample report, a "**Formula Field**" is made "**ParaValueFormula**".
2. Graph is made between Production Date (PdnDate) and ParaValueFormula.
3. To develop additional graphs save the report any any other name.
4. Modify **"ParaValueFormula"** field by right cliking and selecting **"Edit"**
5. **Change the value on right of "Formula ="**
6. **Select fields from the window displayed.**
7. **You can use any calculation between numerical fields.**

4 - Production



B - Service Report

A - Service Report by Type
List of Service Reports by type. Click “Go” to get list of records filtered based on options selected. Click “New” to add new record, select a record and click “Open” to modify or delete.

B - Service Report All
All service reports, suitable for search for customer or a specific problem.

C - Service Report Analysis
Analyze Service data as you need.

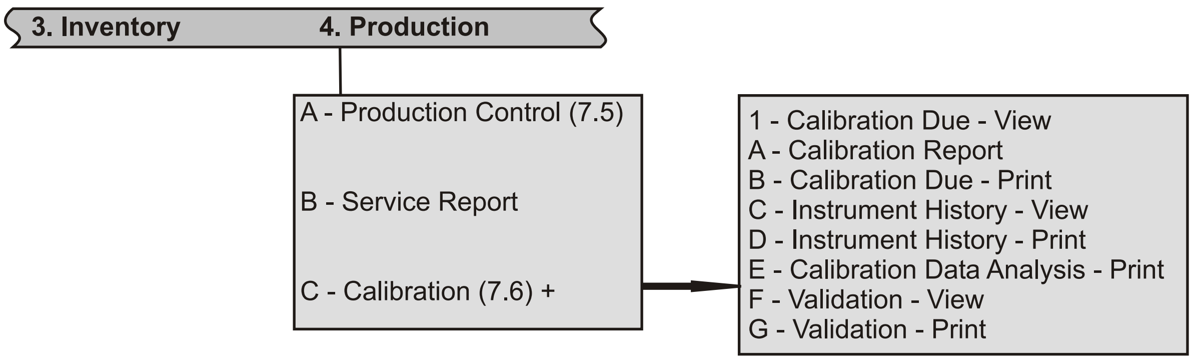
D - Service History - Print
History of services provided to a customer, on a specific machine (products) of the customer.

E - Track - Service Contract to Report
Tracking service contracts to service reports. Total services provided against a contact.

Remarks:
Services are divided in two categories:
1. Under Warranty Services - Periodic
2. Under Contract Services - Periodic and
3. On-Call Services

Warranty services means services provided after a product is sold (such as machine). These are periodic services such as weekly, monthly etc.
Contract services are those for which a contract is made after expiry (or without) of warranty. These are periodic services such as weekly, monthly etc.
On-Call services are breakdown maintenance activities. They are performed as and when called.
During data entry you need to determine if product used is chargeable or not. Also service is chargeable or not.

4 - Production



C - Calibration

1 - Calibration Due - View
View the status of calibration due for various equipments, click on any column to index data in ascending or descending order.

A - Calibration Report
Click “Go” to get list of Calibration Report, “New” to add, select and click “Open” to modify a Calibration Report.
Calibration report is in the form of a check list. You have to check those parameters on the calibration report and specify one or the other answer.
The check list points are requirements of ISO 9001 standard.

B - Calibration Due - Print
Print the status of calibration due for various equipments

C - Instrument History - View
View History of Instrument for calibrations done

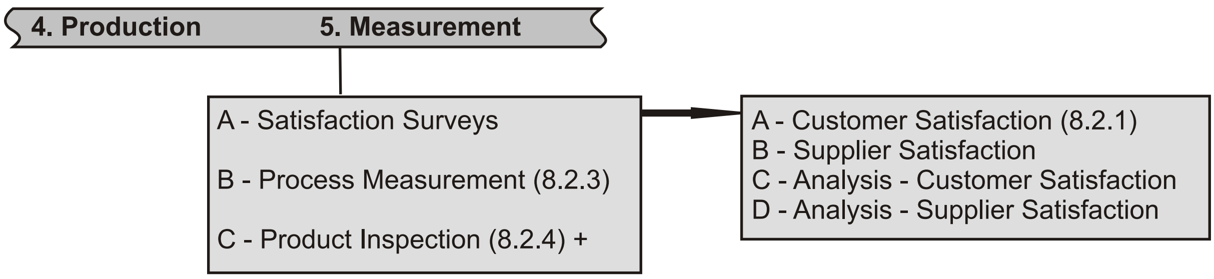
D - Instrument History - Print
Print History of Instrument for calibrations done

E - Calibration Data Analysis - Print
Analyze Calibration Data as you need.

F - Validation - View
When a instrument is found out of calibration, you need to validate the inspections and tests (measurements) done by that instrument from the date of last calibration and dat on which it was found out of calibration to access if nonconforming product has been passed as a conforming product.
You can click on the inspection reports displayed to view the details of the test values.
You can view reports on-screen

G - Validation - Print
Here you can select the instrument, its range which was found out of calibration and print results and parameter values of tests to validate them.

5 - Measurement



A - Satisfaction Surveys

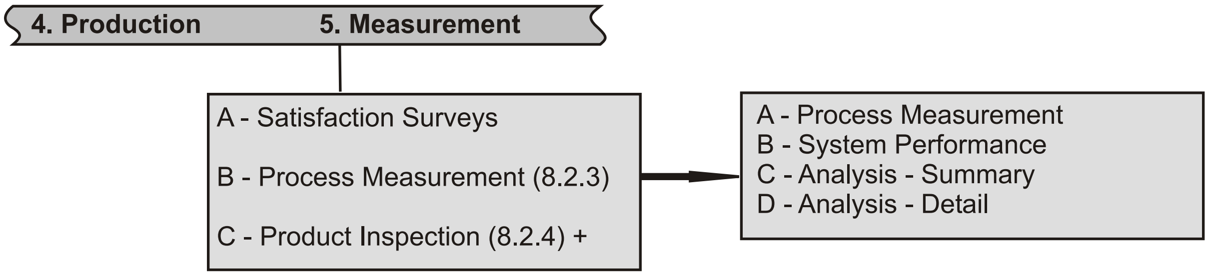
A - Customer Satisfaction (8.2.1)
You can enter the points given by the customer in customer satisfaction survey for various parameters determined by you. Based on these rating you can generate analysis report.

B - Supplier Satisfaction
You can enter the points given by the customer in supplier satisfaction survey for various parameters determined by you. Based on these rating you can generate analysis report.

C - Analysis - Customer Satisfaction
Analyze Customer Satisfaction Data as you need.

D - Analysis - Supplier Satisfaction
Analyze Customer Satisfaction Data as you need.

5 - Measurement



B - Process Measurement

A - Process Measurement

This is internal customer satisfaction survey. Feedback is given by internal customers for various processes. You can not modify a feedback once given. Neither you can delete any feedback. Administrator can stop feedback process for current month and/or previous month by checking appropriate option in administration section.

B - System Performance

This is milometer type presentation of internal and external customer satisfaction survey. Just look at it. You can also export the data which created the presentation.

C - Analysis - Summary

Analysis of summarized data of feedback, prepare graphs, chart etc.

D - Analysis - Detail

Analysis of derailed data - (separate criteria), prepare graphs, chart etc.

5 - Measurement

4. Production 5. Measurement

A - Satisfaction Surveys

B - Process Measurement (8.2.3)

C - Product Inspection (8.2.4) +

1 - Pending RM Receiving Inspection
2 - Pending MT Receiving Inspection
3 - Pending In-Process Inspection
4 - Pending Final Inspection
5 - Sample Size
A - Inspection Reports - Add/ Modify / Approve
B - Inspection Reports - Approved
C - Inspection Reports - Approved - All
D - Pending NCP Reports
E - Completed NCP Reports
F - Pending Re-Test Reports by Type
G - NCP Status
H - Analysis of Parameters
I - Track - NCP to AR-n-CPA
J - Track - Insp. To Inward to PO
K - Track - Inward to Inspection
L - Consolidated Test Certificate

C - Product Inspection

1 - Pending RM Receiving Inspection

List of Raw Materials received in stores and pending for inspection. As soon as inspection is done, item will be removed from this list. OK/ Under concession accepted items will be available for taking stock in stores (Inventory Menu) only after approval of inspection report.
Select an item and click “**Add Insp**”, it will open inspection report form with product, quantity selected and ready to enter inspection report. Enter data and click “Save”.
You can also enter report through “Inspection Reports - Add/ Modify / Approve” option.

2 - Pending MT Receiving Inspection

List of Maintenance Items received in stores and pending for inspection. As soon as inspection is done, item will be removed from this list. OK/ Under concession accepted items will be available for taking stock in stores (Inventory Menu) only after approval of inspection report.
Select an item and click “**Add Insp**”, it will open inspection report form with product, quantity selected and ready to enter inspection report. Enter data and click “Save”.
You can also enter report through “Inspection Reports - Add/ Modify / Approve” option.

3 - Pending In-Process Inspection

List of in-process production report entries for which inspection is required (defined in production sequence master) and inspection is not done. Processes identified as final stage will not be shown here.
Item will be removed from the list as soon as inspection is carried out.
Select an item and click “**Add Insp**”, it will open inspection report form with product, quantity selected and ready to enter inspection report. Enter data and click “Save”.
You can also enter report through “Inspection Reports - Add/ Modify / Approve” option.

4 - Pending Final Inspection

List of final stage production report entries for which inspection is not done.
Item will be removed from the list as soon as inspection is carried out.
Select an item and click “**Add Insp**”, it will open inspection report form with product, quantity selected and ready to enter inspection report. Enter data and click “Save”.
You can also enter report through “Inspection Reports - Add/ Modify / Approve” option.

5 - Sample Size

Before inspection and testing you can check how many samples should be taken for inspection based on sampling plan

A - Inspection Reports - Add/ Modify / Approve

List of Inspection Reports by type. Click “Go” to get list of records filtered based on options selected. Click “New” to add new record, select a record and click “Open” to modify or delete the record. Click “Approve” to approve the record.

There are following types of inspection reports available:

1. Final Acceptance Tests
2. Final Type Tests
3. In-Process Inspection
4. Inspection Record (without Result)
5. Receiving Acceptance Tests
6. Receiving Type Tests

1. Final Acceptance Tests

Final acceptance test are performed at final stage of production (see production sequence) which enables acceptance of a production batch.
Tests which are identified as “Acceptance Tests” in Test Type while creating product standard will be display along with its specification. Number of samples to be tested will be determined as per sampling plan and columns will be created to enter the data.
Select product, select specification revision number.
Either enter quantity and batch number or click “...” Button and select production batch from the adjacent grid. This will link inspection to production report, also quantity will be picked and batch number will be linked.
You can select multiple production reports and perform common tests if products are manufactured under similar conditions. In such cases combined quantity will be transferred to stores given common identify.

2. Final Type Tests

Type tests are those which are performed either at a specified time interval or specified production quantity interval or when any specific combination of raw material is changed.
These tests does not form acceptance criteria and hence fixed number of samples are tested. This does not lead to addition of quantity in stores, only record is kept.
Only those tests will be available for which “Type Tests” is checked in product standard.
Periodicity warning can be developed in “Production Analysis”.

3. In-Process Inspection

In-process inspection is performed at intermediate stages of production. Production report will be available for inspection only if in-process inspection is marked “YES” in production sequence master.
During production consumption of previous process output is allocated. If inspection is done, material will be available for consumption only after approval of inspection report.
(Also see production report)

4. Inspection Record (without Result)

This option is suitable for service industry like pathological lab, soil testing etc.
In such cases a product (blood or soil) is tested (as a service) but the result is not decided in terms of pass or fail, instead record is highlighted if a result is above or below the range and remarks are put for those lower or upper values.

5. Receiving Acceptance Tests
Receiving acceptance tests are performed at receiving stage, i.e when product is received from supplier or customer.
Note that a product supplied by customer for job work or for inclusion in final product should also be tested.
Tests which are identified as "Acceptance Tests" in Test Type while creating product standard will be display along with its specification. Number of samples to be tested will be determined as per sampling plan and columns will be created to enter the data.
Select product, select specification revision number.
Either enter quantity and batch number or click "..." Button and select inward material (batch) from the adjacent grid. This will link inspection to inward, also quantity will be picked and batch number will be linked.
You can not select multiple inwards because no two inwards can be said to be manufactured under similar conditions.

6. Receiving Type Tests
Type tests are those which are performed either at a specified time interval or specified quantity interval or when any specific combination of raw material is changed.
These tests does not form acceptance criteria and hence fixed number of samples are tested. This does not lead to addition of quantity in stores, only record is kept.
Only those tests will be available for which "Type Tests" is checked in product standard.
Periodicity warning can be developed in "Stores Transaction Analysis".

B - Inspection Reports - Approved
Click "Go" to get list of approved Inspection Reports filtered by type of report. You can view, or amend a report (only certain fields like remarks after approval)

C - Inspection Reports - Approved - All
Suitable for searching inspection record relating to any batch or production plan or supplier

D - Pending NCP Reports
List of approved inspection reports whose result is nonconforming lot or batch or has some nonconforming items and for which disposition is not yet decided. Select a report and click "New" or "Open" to add record of disposition. You can also decide if corrective and preventive action is needed.

E - Completed NCP Reports
List of nonconforming products reports for which disposition is decided. You can view and amend the report. Click "Open" to amend, "View" to view the record.

F - Pending Re-Test Reports by Type
During disposition, if rework is decided then you need to re-test the reworked product. This is list of pending inspection after rework.

G - NCP Status
This option will give you list of nonconforming inspection reports or details of them based on several selection option.All posible combinations are available for selection to get desired report.

H - Analysis of Parameters
Analyze result of inspection as you need

I - Track - NCP to AR-n-CPA
Tracking nonconforming products to Action Request and Corrective and Preventive Actions

J - Track - Insp. To Inward to PO

Tracking Inspection reports to inward to purchase order. Reverse tracking is given in purchase order menu.

K - Track - Inward to Inspection

Tracking Inward to Inspection. Tracking from purchase order is given in purchase menu.

L - Consolidated Test Certificate

Normally Test Certificate are printed for every test report which can be printed by clicking “Print” button from list of approved test certificates / or even un-approved test certificates.

This consolidated test certificate menu option allows use to design and print test certificate taking tests done at various production stages i.e. In-process test results will also be taken in to or even raw material test results.

Select various test reports from list and click “Go”.

6 - Improvement

5. Measurement 6. Improvement

A - AR - Add/Modify / Add CPA (8.5)
B - AR with CPA - Modify / Verify
C - AR Closed
D - CPA Status
E - Status of AR and CPA

A - AR - Add/Modify / Add CPA (8.5)

When you observe a nonconformity during inspection and testing and decide to take corrective and preventive actions
When you find that internal customer satisfaction is poor or low rating during process measurement.
When you receive customer complaint or poor customer (external) feedback
When you found nonconformity during internal audit
In all these four conditions you should initiate an "Action Request" to do corrections, take corrective and preventive actions.

Action Request is issued to a person giving proper references to problem or process.

B - AR with CPA - Modify / Verify

The person in whose name Action Request is issued adds details of corrections, corrective actions and preventive actions.
Any other person can not enter record of correction, corrective action or preventive action.

Modification can also be done by same person.

Though verification has to be done by any person other than whom Action Request is issued. This can be issuer or any other who has verification authority

C - AR Closed

Here you will get list of closed Actions Request. You can view details of action taken and verification of those actions.

D - CPA Status

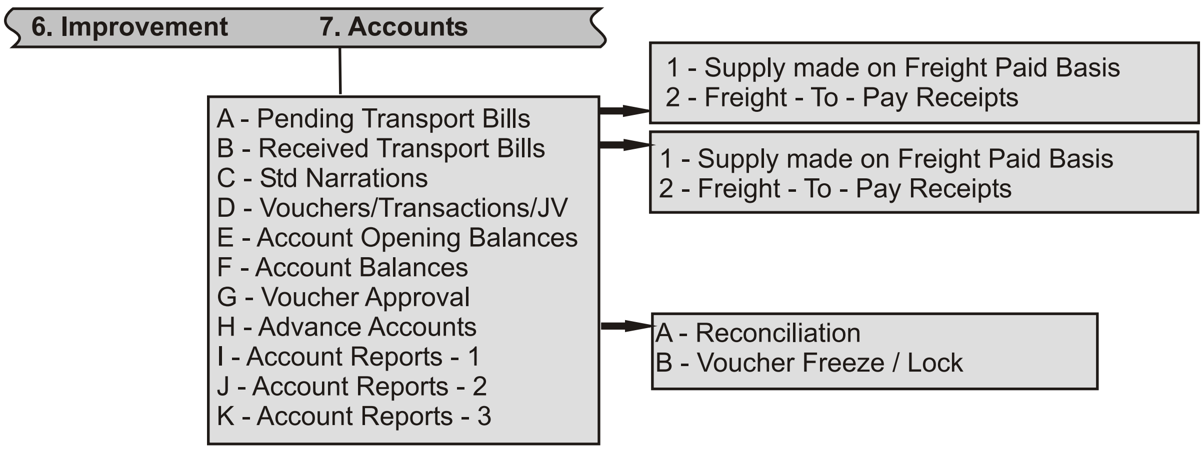
You will get status of various Action Requests that are pending.
On your Name, for which you have to take action and
In the name of others, which you can verify, if you have authority.

These Action Requests will be grouped based on types described above.

E - Status of AR and CPA

You have many filter options which covers all possible combination of records. Filtered records can be displayed in any format you choose. You can print the report.

7 - Accounts



A - Pending Tranport BIlls
- 1 - Supply made on Freight Paid Basis
  - List of Inwards on Freight Paid Basis
- 2 - Freight - To - Pay Receipts
  - List of Inwards on Freight To Pay

B - received Transport Bills
- 1 - Supply made on Freight Paid Basis
  - List of Despatches made by you on Freight Paid Basis
- 2 - Freight - To - Pay Receipts
  - List of Despatches made by you on Freight To Pay

C - Std Narrations

Prepare list of statements you will need regularly.

D - Vouchers/Transactions/JV

Following Types of Voucher entries are available:

1. Bank Deposits
2. Bank Withdrawal
3. Cash Payments
4. Cash Receipts
5. Credit Note
6. Debit Note
7. Journal Voucher
8. TDS Credit
9. TDS Debit

Click “Go” to get list of vouchers, filtered based on type of voucher selected such as bank deposit, bank withdrawal, journal voucher etc.

Click “New” to add new, select a voucher and click “Open” to modify.
In a voucher, you must enter at least one credit and one debit entry. Credit and debit amount shall be equal.

Based on type of voucher, first entry will be restricted.
For example, for bank deposit, first entry shall be a bank and Credit. Second line could be any account debit entry.

To update displayed list click “Go”.

If an account is not visible of displayed in the accounts column and first check that you have created at least one account of that type.

For example for Bank Deposit, you should have at least one account with account type as “Bank Book”. Similarly you should create Cash Book, Credit Account, Debit Account, TDS Credit account and TDS Debit Account.

Entries can be done in multiple ways for example a credit note can be entered along with bill entry, as JV or as credit Note (debit or credit as the case may be).

The TDS deduction can be similarly entered along with bill entry, as JV or as TDS credit or debit entry.

Suggested Methodolgy:
In QASoft you can inward a service in the same manner as a hardware product. It is recommended that services should be received (bill entry) through stores option “Product and Services from Supplier) and passed. This will ensure that credit is directly taken for service tax amount , if applicable.
For TDS deduction, use appropriate pre-defined option instead of passing a Journal Voucher.
Similarly use Credit Note / Debit note feature to give credit or debit any amount.
These predefined options has proper printing facilities and hence printing will be streamlined. Also accounts audit will be easier.

E - Account Opening Balances
Define opening balances of accounts for log-in year.

F - Accounts Balances
Calculates closing balance of all accounts as on any selected date. Stock in first unit. If you get any “RED” background in the grid, it shows an internal conflict in calculating balance, simply click “Save As” to resolve the conflict. Whenever you take printout of balance always ensure that there is no internal conflict in balance calculation else printed balance may be different then what is displayed.
On 31st of March i.e. Year end, “Save” button will be visible, you can save closing balance as next years opening balance. Though you can modify balance after opening in next year.

G - Voucher Approval
Vouchers entered needs approval. Select date range of type of account to display all un-approved vouchers. Click appropriate column to make “No” -> “Yes” and click Save.
You can not modify a voucher once approved. Though you can use this option again to “Un-Approve” a voucher to make modifications.
You should approve vouchers daily or regularly to ensure that no body can modify the voucher without proper consent.
Account balances will be updated immediately after entry. Approval will only restrict voucher modification.

H-A - Reconciliation
Reconcile your account statement with that of a bank or a customer or a supplier. You can reconcile any account.

H-B - Voucher Freeze / Lock
Once your balance sheet is ready, you can freeze or lock vouchers. After freezing, you can not un do it.A - Account

I - Accounts Report - 1

A - Account Heads - Balances
Check Account Balances and summary of transaction in a account head.

B - Payable - Receivable Balances
This will give to list of payables and receivables total amount to a customer or supplier.
You can get a due based on predefined credit and debit limits or set the limit on the form itself.

C - Payable - Receivable Bill-2-Bill
This will give to list of payables and receivables based number of days a credit or debit is enjoyed.
You can get a due based on predefined norms, set the norms on the form itself.

If the total credit or total debit balance shown during “Balances” and Bill-2-Bill” options differs, that means during data entry proper link is not created for which bill the payment is made or received, as the case may be.

E - Cash Flow
This will show on single screen, amount receivable, amount payable and bank and cash balance to enable you decision making regarding payments.
You will get on screen options to decide credit / debit limits in days or as per predefined options.

F - Payable - Receivable - Ageing
This will devide total payable and receivable in four parts
1. <=X (say 30 days)
2. >X <=Y (say 30 to 60 days)
3. >Y <=Z (say 60 to 90 days)
4. > Z (say 90 days)
You get define value of X, Y and Z on screen.

G - Monthly Account Summary
This will give to summary of transaction credit total and debit total in a month for all accounts.

H - Account Ledgers - View
View a account ledger on screen and export to excel.

I - Account Ledgers - Print
Take print of any account ledger. You can check ledger first in print preview before printing.

J - Tracking Purchase - Accounts - Payments
Track Payments made to suppliers against purchases

K - Tracking Supply - Accounts - Receipts
Track Payments received from customer against despatches

L - Depreciation Calculation
Calculate depreciation you can claim on your assets. This will only give to calculation, you have to pass a JV as per your decision.

J - Accounts Report - 2

A - Trading Account

B - Profit and Loss Account

C - Balance Sheet

D - Accounts Ledger Analysis
Analyze account ledgers data as you need, such as cash payment above 20,000/- or bank withdrawals above 25,000/- etc.

E - Accounts Balances Analysis
Analyze account balances as you need, such as comparing expenses as a percentage of Total Sales or Total Purchase.
Printing Account Balance
Printing Balance sheet in a desired format etc.

K - Accounts Report - 3

A - Accounts Balances Analysis - Multi-Company
Analyze account balances as you need, such as comparing expenses between various companies.
Comparing any data between various companies in a cross Tab report.

Note:

To view these reports user shall have “advance level” permission as well as permission for these reports groups. These permissions are defined by administrator while creating or modifying login Id’s.

Report Locations

1. Multiple Formats are available under each pint options. Select the format and click “Go”.
2. Reports are located in c:\QASoft\Reports\ **Directory Name\report name.rpt**
3. “Directory Name” is given below for all process control and analysis headings.
4. You can open report in Seagate Crystal Report 8.5 to modify. You can also create a new report by using “Save As” menu of Seagate Crystal Report 8.5.

Training Need Identification:	Directory Name: **ProcessTrnNeed** Record of Training Need Identification
Training Record:	Directory Name: **ProcessTrnNeed** Training Record (Attendance Sheet)
Training Evaluation:	Directory Name: **ProcessTrnEvaluation** Training Evaluation (Mark Sheet)
Training Evaluation Analysis:	Directory Name: **ProcessTrnEvaluationAna** Analysis of Training Record
Machine Maintenance Record:	Directory Name: **ProcessMT** Mahine Maintenance Record
Machine Maintenance History:	Directory Name: **ProcessMTHistory** Mahine Maintenance History Card
Machine Maintenance Analysis:	Directory Name: **ProcessMTAnalysis** Analysis of Machine Maintenance record, graphs for time loss in break downs, preventive maintenance, total cost of maintenance etc.
Sales Order Un-Approved:	Directory Name: **ProcessSalesUnApv** Sales Order prior to approval, Quotation etc.
Sales Order Un-Approved:	Directory Name: **ProcessSalesApv** Sales Order after approval,Order Acceptance Letter to customer etc.
Sales Order Analysis:	Directory Name: **ProcessSalesApvAna** Sales Order Analysis such as total orders customer wise, area wise etc.
Service Contract Un-Approved:	Directory Name: **Process**Service**UnApv** Service Contract prior to approval, Quotation etc.
Service Contract Approved:	Directory Name: **Process**Service**Apv** Service Contract after approval, Order Acceptance Letter to customer etc.
Service Contract Analysis:	Directory Name: **Process**Service**ApvAna** Service Contract Analysis such as total orders customer wise, area wise etc
Purchase Order Un-Approved:	Directory Name: **Process**Purchase**UnApv** Purchase Order prior to approval, Quotation etc.
Purchase Order Un-Approved:	Directory Name: **Process**Purchase**Apv** Purchase Order after approval,Order Acceptance Letter to customer etc.
Purchase Order Analysis:	Directory Name: **Process**Purchase**ApvAna** Purchase Order Analysis such as total orders customer wise, area wise etc.

Stores Records (Inward/ Issue):	Directory Name: **ProcessStoresXX** Record of Inward or Issue, Stores Transaction, Goods Receipt Note, Issue Note, etc XX = Initial code of voucher serial number such as DI for direct issue, IS for inward from supplier etc.
Despatch Records:	Directory Name: **ProcessDespatch** Despatch Challan, Packing List, Excise Invoice
Inward Record Approval:	Directory Name: **Accounts\JP** Accounts credit/debit voucher for purchase
Despatch Record Approval:	Directory Name: **Accounts\JS** Accounts credit/debit voucher for sales
Inventory Report - 1	
Print - Requisition Slip	Directory Name: **ProcessStoresIssueDI**
Print Requisition Slip @ Plan	Directory Name: **ProcessStoresIssuePlan**
Print Item Ledger	Directory Name: **ProcessStoresLedgers**
Print Supplier / Customer Ledger	Directory Name: **ProcessStoresSupLedger**
Inventory Report - 2	
Stores Transaction Analsysis	Directory Name: ProcessStoresAnalysis
Stores Stock Analysis	Directory Name: ProcessStoresAnalysis2
Inventory Report - 3	
Stores Stock Analysis - Multi Company	Directory Name: ProcessStoresAnalysis3
Production Plan:	Directory Name: **ProcessPdnPln** Production Plan
Production Analysis:	Directory Name: **ProcessPdnreportAnalysis** Analysis of Production
Production Plan Status:	Directory Name: **ProcessPdnStatus** Production Plan status
Production Report Planwise / datewise	Directory Name: **ProcessReport** Production report
Production Para Analysis:	Directory Name: **ProcessPdnParaAnalysis** Analysis of Production Parameters
Service Report:	Directory Name: **ProcessServiceReport** Service Report
Service Report Analysis:	Directory Name: **ProcessServiceReportAna** Service Report Analysis regarding chargeability, person wise etc.
Service History:	Directory Name: **ProcessServiceHistory** Histoy of service provided to a customer
Calibration Due Report	Directory Name: **ProcessCalDueReport** Due date for instruments to calibrate
Instrument History Card	Directory Name: **ProcessCalHistory** History of Instruments calibration

Calibration Data Analysis	Directory Name: **ProcessCalAnalysis** Analysis of Calibration Data
Validation of Instrument	Directory Name: **ProcessCalValidation** Validation of previous measurement results
Customer Satisfaction Survey	Directory Name: **ProcessMsmtCS** Feedback record
Supplier Satisfaction Survey	Directory Name: **ProcessMsmtSS** Feedback record
Customer Satisfaction Analysis	Directory Name: **MsmtCustSat** Analysis of Calibration Data
Supplier Satisfaction Analysis	Directory Name: **MsmtSupSat** Analysis of Calibration Data
Process Measurement Analysis (Summary)	Directory Name: **ProcessMsmtAnaSum** Analysis of Internal Process Measurement
Process Measurement Analysis (Detail)	Directory Name: **ProcessMsmtAnaDet** Analysis of Internal Process Measurement (Criteria wise)

Product Inspection Reports (Test Certificate)

	Directory Name: **ProductMsmtTCXX** Where XX = Initial code of inspection report such as RA for receiving inspection, FA for final inspection, MT for Maintenance Items etc.
NCP - Status	Directory Name: **MsmtNCP** Note: You can copy "**Control of NCP.rpt**" report from directory "**MsmtNCP**" to "**ProductMsmtTCXX**" directory as specified above for test certificate to print NCP report directly based on individual selection. You can also format each report differently. But remember to select proper format when printing Test Certificate and NCP report.
Analysis of Parameters	Directory Name: **ProductMsmtValues** Value based tests Directory Name: **ProductMsmtPassFail** Pass / Fail Type tests
Consolidated Test Certificate	Directory Name: **ProductMsmtTC**
Status of AR and CPA	Directory Name: **Improvement** Action Request printing and status printing

Note:
Matrix Institute will continuously post new designs of reports on its web site. You can use reports by copying them in appropriate directory mentioned above. To modify the reports open in Seagate crystal reports 8.5 and edit as required. Reports are designed using data structure files (ttx files) and are independent of database. To add new fields first add the field name in appropriate "**ttx**" file available in "**c:\QASoft\Reports\TTX Files**" directory. Name of "**ttx"** file will be visible in field list in Crystal Report.

New "**ttx**" files will also be available for down load. When you update a "**ttx**" file or change it you must open the report in crystal report and use option "**Database -> Very Database**" to get fields in the report and display reports correctly.

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