Key Features of **Business Mate**

Business Mate is designed to work on a Windows environment. The product is developed on VB+ and all the reports are designed on Crystal reports. The key features are:

♦ **Easy-to-use graphical user interface (GUI)**
The looks and feel of the product is designed as per Microsoft GUI guidelines.

♦ **Context sensitive help as per Windows standard**

♦ **Multi-tasking**
Various functions can be performed simultaneously. For example, a lengthy Reports can be printed, while the user enters Transactions.

♦ **Security at the individual activity level**

Different passwords can be set for various activities to be performed in software. This will restrict the unauthorized user from having an access to certain activities and reports.

♦ **Multi-company accounting**
Business Mate will support multiple companies to be created and maintained.

♦ **Codeless Accounting**

Business Mate will provide all the accounting support without demanding you to remember the codes for accounts, debtors and creditors. It will provide a simple to use but elegant feature called accounts selection window, which pops up when ever you are in account field. One can select the account name from the window.

Product Features

Business Mate is a user-friendly business ERP software aimed at easy understanding of non-accounting personnel and professionals.

Modules of Business Mate

1. Company Maintenance

• Company details
• Currencies dealt
• stock evaluation
• Statutory Excise / Tax registers related information

2. Chart of Account

• Set up accounts will be integrated with EX-NGN , Business Mate will auto import the Complete chart of Account from Ex-NGN

3. Material Masters

• Items Master

  • Raw Item
  • Semi Finish Items
  • Finish Items

  Item Management
  • 2 Level Item Grouping
  • Stock Parameters like Minimum Stock, Maximum Stock, Reordering Level, Reordering Qty.
  • Rack Master
  • Item–Rack Linking

  Other Masters
    1. Department Master
    2. Godown Master
    3. Quality Checking-Parameter for All type of Items
    4. Bill of Material
    5. Alternative Bill of Material

4. Order Processing

• Purchase Order / Material Requirement Sheet with Delivery Schedule   Delivery
• Purchase Challan
• Purchase Direct
• Quality Checking
• Store Acknowledgement (Generation of MIN No.)
• Adjustment /Short Close Order
• Material Return to HO

5. Material Management

Job Order / Production Entry

Calculation of Material Requirement Sheet (as per Bill of Material)
Indent/ Requisition Note to Store
Store Issue Note
   - Excisable against Job Order No.
   - Non- Excisable against Job Order No.
Production - Work in Progress
Production – Finish Goods
Store Acknowledge Note
Dispatch Order Detail

Sales

Job Work- Sales Invoice
Sales (Direct Sales)
Sales Return

Physical Stock Count/Stock Adjustment

Incase of Differences between Actual Vs Physical below transitions are used for stock Matching

Stock Add
Stock Less

6. **Job Work Management**

Job Work
Material Sent to Job worker
(Issue of Raw/Semi Finish Material)
Material receipt from Job work
(Auto Calculation of Raw Material based on Bill of Material)
Store Receipt Note
Debit Note for short damage quantity

- Customizable Invoices, Receipts, Bills, Payment etc.
- Document Wizards
- Support for user defined fields
- Modifying and Saving document templates
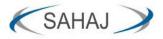
7. **Debit Note/Credit Notes**

Quantity Based Debit Note
Quantity Based Credit Note
Amount Based Debit Note
Amount Based Credit Note

8. **Excise Module**

Generation of All Statutory Excise Reports

1. RG 23 A Part I
2. RG 23 A Part II
3. RG 23 C Part I
4. RG 23 C Part II
5. RG 1 (Daily Stock Account)
6. Stock Register for Job Work
7. Personal Ledger Account
8. Generation of TR6

9. **Integration with Ex-NGN/Tally**

Software will be fully integrated with Ex-NGN/Tally , All Financial entries Like Purchase, Sales ,Purchase Return ,Sales Return ,Debit/Credit Note etc,

Software will auto transfer the data from ERP to EX-NGN/Tally

10. Forms Management

Software will fully equipped with Forms Tracking system and having feature Forms Issue and Receipts

This will track the Pending record of the Pending Sales Tax Forms

11. Price Matrix

User can pre set supplier/ Customer wise Items rates so that will track the Purchase Prices

12. Item Reports

- Stock Summary and Stock Trend
- Item details
- Purchases and Sales
- Monthly Statement

13. General Reports

- Reports related to Customer/Supplier, Items, Documents
- Transaction List
- Sales and Production Trends based on Modules
- Queries based on the Add-on fields for Items , Customer /Supplier

14. Close Books

15. Tax registers

- The sales tax and purchase tax registers can be set up as per requirements.

16. Reports :

Software will offers more than 35 basic reports. Each report can be viewed in different formats having different parameters.

17. Data Export / Import

Users can export selected data of software to MS Excel spreadsheet or MS Access database and have it further analyzed or formatted as per individual needs.