

Software Modul manual

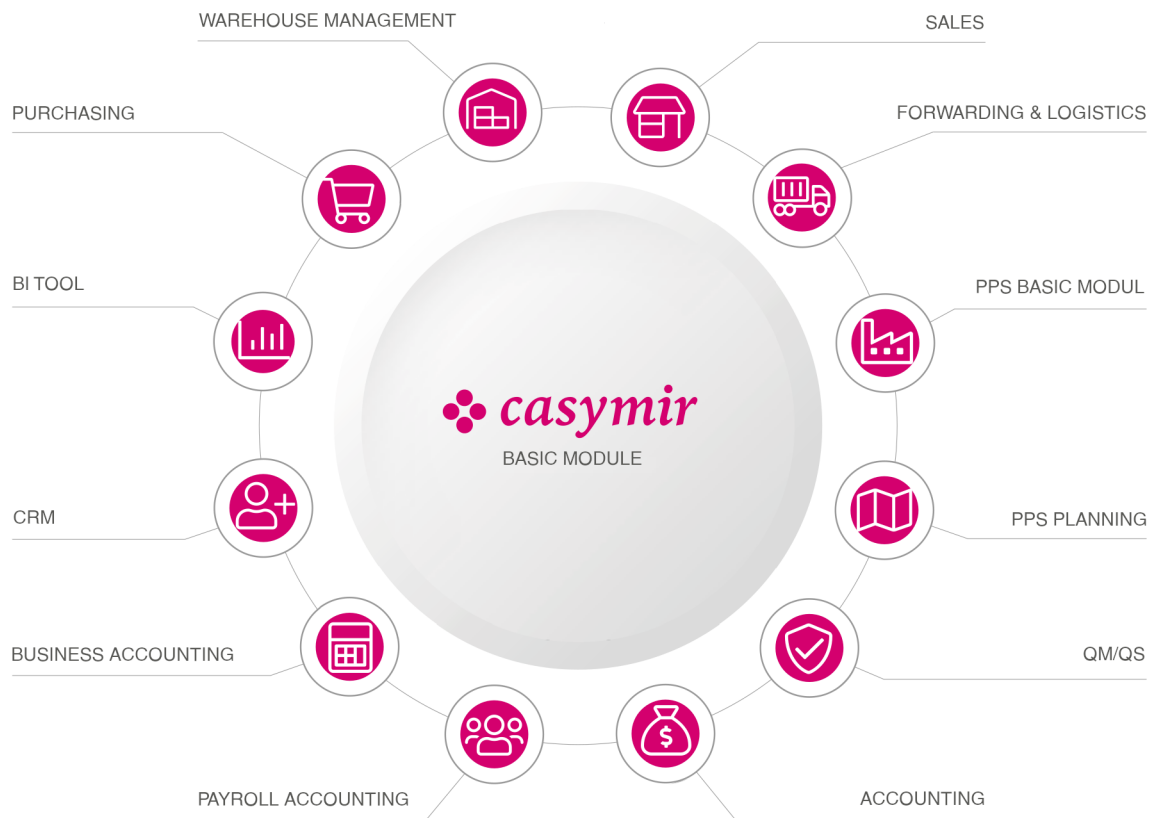
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CASYMIR MODULES AND APPLICATIONS

The CASYMIR basic module is surrounded by various additional modules for all areas of the company. Whether purchasing, warehouse management, production, forwarding or financial accounting, the modular ERP system covers all application areas.

CASYMIR can be flexibly adapted to different tasks. The ERP II system is ideal for industries such as chemicals, pharmaceuticals or cosmetics and has also proven itself in the food and plastics industries. Each of these industry solutions consists of specially developed modules that are validated according to the respective standards.



BASIC MODULE

Rights Management

Data security is ensured by a form-based user administration. Access to all procedures, as for example data viewing and editing, can be restricted individually. Access rights are assigned on multiple stages. Therefore, there are rights for individual users, user groups, administrators, etc. This assignment allows to reproduce the responsibilities and authorizations within a company.

- the forms
- foreign-language texts and variables
- printers with printing formats and variables
- but also system-wide master data such as, e.g., ISO currencies, ISO countries
- start-up functions
- system set-up and analysis functions
- system master data maintenance functions
- user administration (access and authorization control, user language, entry/exit function, proxy)

Personnel Management

includes:

- address data, user assignment
- entry, exit, re-entry
- further information via attribution and payroll accounting

Article Administration

includes:

- article master data with packaging, transport units
- customer and supplier assignment
- expense ratios, purchase and sales prices, inventory value, batch prices and value-over-time
- foreign-language and customer-specific designations
- persons responsible
- ingredients, standards, properties
- documentation references, incidents
- any amount of further information as needed

Master Data Management

includes, among others:

includes, among others :

articles, companies, company allocation, customer accounts in as many currencies as needed, customers, address data, suppliers, personnel, representatives, groups, classification, price lists, credit limit, calculation tables, locations and functions, information board, phone list, audit trail, customizing, certificate management, customer allocation, provisioning, and others...

System Management

System Management provides powerful functions for the maintenance of your CASYMR installation. This includes functions for viewing and administrating:

- the database
- the tenants (unlimited number of corporate mandates)
- the installed languages and translations

INTERFACES AND WORKFLOW

E-DEC Export

The e-dec Export module is used for the electronic processing of export customs declarations with the Federal Customs Administration.

- Export orders
- Forwarding orders
- Export declaration
- Export papers

For detailed information see module Logistics (PDF).

EDI

Electronic data interchange

EDI is the generic term for electronic computer-to-computer communication. The advantages are evident:

You only enter data once, this minimizes the error rate and shortens throughput times, your business becomes more transparent and can react faster.

For detailed information see module Logistics (PDF).

UN/EDIFACT

Casymir supports the international standard EDIFACT (Electronic Data Interchange for Administration, Commerce and Transport) created by the UN (United Nations) for cross-border data exchange.

Plugin ShopWare Interface

Export

The interface has an export function of the master data (see below) to the shop. Depending on, whether the master data is to be maintained in the shop (only available for a few articles) or exclusively in CASYMIR, the interface can be used in varying extents.

The following exports are already available and can be extended upon customer request:

- Article master data
- Customer master data
- Customer articles: Links between customers and article master data

Import

The import option provides the functionality to import orders entered in the shop directly into CASYMIR.

DMS

Document management and archiving

Document and knowledge management is an essential component of modern IT environments. A quality management system that meets all requirements requires the administration of all quality-relevant documents without any ifs and buts. Traceability in the context of a version management system is an absolute "must".

An appropriately equipped and configured system also supports the increasingly unavoidable balancing of the knowledge available in the company.

Where do companies preserve electronic documents?

80 percent of all information in companies is available in completely different databases, reports, concepts etc.. It becomes tragic if the documents of the users are only stored on the local PCs. According to a study by the German Federal Ministry of Economics and Technology (BMWi), employees spend around 35 percent of their daily working time searching for knowledge already available in the company. The consequence of this is that "the wheel" very often has to be "reinvented." That costs!

Positive effects

The use of a document and knowledge management system helps to better utilize the potential of knowledge and thus leads to noticeable cost savings and more successful market participation. Regardless of whether the company is global or local.

According to a study by the Fraunhofer IPK Berlin, knowledge management is the key to:

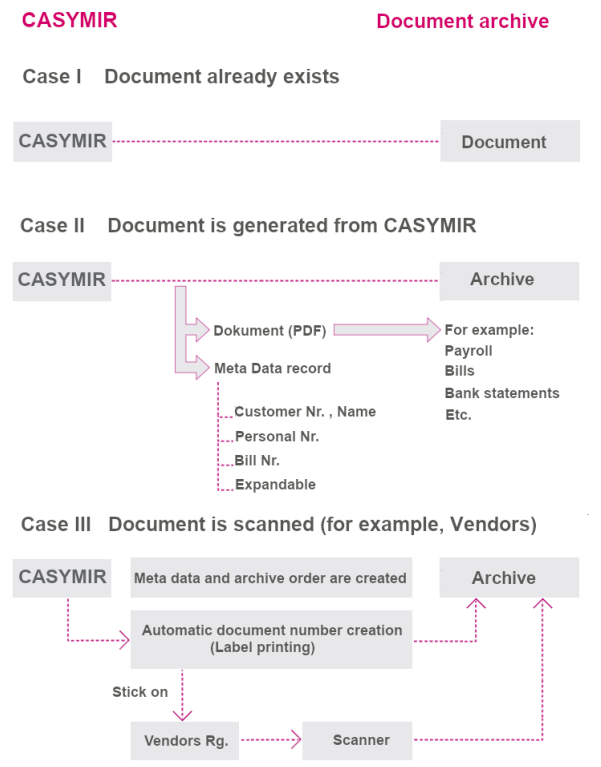
- Cost and time savings
- Productivity improvements
- Better processes
- Customer orientation and satisfaction
- Transparency of structures and processes
- Improvement of decisions and forecasts
- Better exchange of information
- Quality improvements
- Success and even to market leadership
- Employee qualification and satisfaction

The Archiving module supports companies in various ways. The sophisticated interface architecture of CASYMIR allows an existing document management system to be integrated.

This results for the user:

- Access to existing documents from within the system
- Assigned access and administration rights remain
- The existing data protection measures persist
- The document inventory is integrated into the CASYMIR backup concept.

The module also enables a document and knowledge management system that is completely embedded in the ERP solution. This ensures that quality management requirements and legal regulations are taken into account at the latest level. Links with other CASYMIR modules can be displayed. Existing documents can be integrated.



Further interfaces

- Existing interfaces
- Customer-specific interfaces
- Interfaces to SAP and other ERP systems
- Further interfaces on request

With more than 120 interfaces, Casymir remains compatible with any IT environment.

CASYMIR Workflow

The WorkFlow module lies like a frame around all CASYMIR modules. Its task is to control and refine the cooperation within the company. With a new mechanism an improved control of the workflow is

achieved when using CASYMIR.

Easily and effectively adaptable to the requirements of a modern CIP (Continuous Improvement Process), it serves to control and optimizes workflows.

The WorkFlow actions are triggered event-driven - regardless of whether it is a production or administration workflow. The user can model any number of workflows in the system, taking into account their different degrees of complexity.

Event control

The core of the WorkFlow module is formed by events that occur due to processes in the system. Each event can be assigned any and freely definable reactions, which - controlled by the WorkFlow module - are triggered automatically. Each event defined for the WorkFlow module is assigned with a unique event ID.

Below is a small list of examples of events that can be assigned to the WorkFlow:

- Impending expiration date for articles within a batch
- Change of an article status (e.g. from pending to delivered)
- Incident in a production plant
- Implementation of a asset maintenance
- Entering / deleting addresses
- Enter a production rule
- Incoming and outgoing payments
- Date changes
- Registration of a user in the system
- And many more

The type and number of definable events is not limited.

Reactions & Actions

If a particular event takes place within the CASYMIR system, the reactions/actions of the WorkFlow module can be, for example:

- Sending emails to any recipient
- Creation of task lists (ToDo lists)
- Generation of notifications or releases (for example, for production steps or storage type)
- Information on blocking articles (e.g. if certain analysis or measured values are exceeded)
- Starting a server-based application
- And many more

Event-relevant information is given as an argument in the form of a text block. This provides a unique assignment of the reaction/action to the event in the system.

Tasks (ToDo) list

Special mention should also be made of the various possibilities of the to-do list contained in this module.

When a user registers, a to-do list generated by the system can be displayed. This is divided into group and individual tasks.

It is possible to take over or delegate certain individual tasks from a group task. Depending on the configuration, a double-click on a task leads the user to the point in the CASYMIR system where he can process the task.

It is also possible to create one-time or periodic checklists (series tasks) within the task list, which can be processed group-oriented or individually. In the WorkFlow module, different priorities and completion levels or notes can be defined and set for the tasks.

Colour coding facilitates clarity and thus the user's handling of the module. *mgang des Anwenders mit dem Modul.*

PURCHASING

The purchase and stock management of a company are intrinsically linked. Purchasing departments ensure that all material, machines and services are provided in the necessary quality and quantity at the right time. Since there is considerable cost-saving potential in purchase, each procurement process should be cost-optimised. The purpose of the Purchase module is to support your company in pursuing this goal through CASYMR.

Naturally, the purchase administration module supports multi-tenancy and foreign currencies. It is also operative in several languages.

The purchase system includes the following components:

Requirements estimation

Requirements estimations are calculated from the stock situation considering stock level, outstanding supplies, reservation, minimal stock and lot size. The calculation basis is as follows:

- Theoretical stock = stock + outstanding supplies – reservation

As soon as an article drops below the minimal stock, it is added to the order proposal. However, order proposals may also be defined and configured on a customer order basis. They may also account for sub-quantities according to production jobs which have been marked for that purpose. Order proposals also constitute a period-based evaluation of sales or article turnovers. They can be sorted by stock locations or packaging units.

Order proposal

Articles can be added to an order directly via sales or copied from an order proposal by a simple mouse click. An order can include any number of items with freely selectable deadlines, packaging units and prices. It can be allocated to cost units or purchases. The Purchase module also supports partial deliveries over several orders, orders on call, order contracts or collective orders. Placing internal orders is also possible.

After an order is dispatched, the respective order items are managed as outstanding deliveries, except for orders marked as 'offer requests', which consequently do not create shortages for the requested items.

A series of lists can be configured according to several criteria to check the orders. They can be sorted and displayed following according to various characteristics.

Purchase Budgeting

The Purchase Budgeting Module is an ideal complement to the Purchase Module. It allows to compare and evaluate planned transactions with already processed orders, thus refining the budgeting possibilities in sales departments.

Existing master and transaction data can be used flexibly and serve as a basis for better business planning. The structure of Purchase Budgeting is identical to that of Sales Budgeting. It draws on the data of the vendor master.

Purchase Budgeting serves purchase planning and helps optimise and control, among others:

- Purchase quantities
- Delivery capability
- Stock capacities, storage costs
- Contracts and framework agreements

The observation and comparison dates are extremely flexible due to freely definable periods, which allows fast, short-term reactions to changes in the procurement environment.

Calculation of the purchase budget from the sales budget

Once the prospective sales amounts have been registered in the sales budget, the purchase budget can be calculated at the push of a button: A nested exploded calculation uses the material bills to break down the budgeted requirements into the material needed for production.

- Tabular and graphical analysis through freely definable lists
- Continuous adaptability in the budgeting process until entry deadline
- Budget controlling or blocking through the system's rights and period administration

Incoming goods monitoring

Stock entries are at the end of a purchase chain. They trigger an incoming goods inspection including the required records and the corresponding stock level of the item is adjusted.

An order remains 'active' until the last order item has been booked into the respective stock. Only then the order is 'closed' and does no longer appear in the 'order control'.

If good returns arise from supplies, the system generates the necessary documents.

Deliveries that are the subject of complaints can be processed using the integrated complaints system.

Interfaces

- Import of supplier's price lists
- Dispatch of orders via EDI

WAREHOUSE MANAGEMENT

Warehouse Management

The Warehouse Management Module is a comprehensive solution for warehousing. It is distinguished by its efficiency, immediate access and timeliness. Its high degree of integration allows to authorise access to the inventories from the most diverse parts of the business solution. Reliable data on availability and material demand are provided both to sales and production.

CASYMIR Warehouse Management includes the following functions:

- Demand analysis
- Batch tracing
- EAN coding
- Continuous inventory
- Inventory valuation
- Mobile data collection
- Picking system
- Storage location management

The add-on module 'Mobile Warehouse Management' is an ideal complement.

Article structure

Articles represent the centre of warehouse management. The article management is an integral element of the Warehouse Management Module. Besides basic data, such as article number, designation, article group, classification, properties, owner, tax code, CU, basic unit, and more, there is a series of additional information related to articles. The attributes to be specified are:

- Procurement type (in-house, external)
- Processing mode (normal, in batches, with serial numbers, both)
- Foreign-language designations
- Stock locations and places
- Suppliers
- Packaging units, container units, shipping units
- Prices (min., max., average purchase price)
- Manufacturing costs

Besides this default information, the article master can be completed by any quantity of freely configurable article attributes. For any additional attribute, the user may specify a freely definable values range. He may also define whether the attribute is mandatory or optional.

Storage

Through the definition of storage locations in the article master, the article becomes an inventory item, i.e., storable. The article master data define how the article

is stocked (in batches, with serial numbers, packaged or loose, etc.).

Stock, outstanding produce and reservations are kept for each location. Based on this information, the procurement system can calculate an order proposal. Items are included in the order proposal as soon as the result of the formula [STOCK – RESERVATION + OUTSTANDING SUPPLIES] falls short of the target quantity.

Movements

Inventory items are booked into the system directly on entry. If an inspection specification is available in the PPS Module, the article undergoes an incoming goods inspection, the result of which is logged in the system. After labelling for internal purposes, the article is stocked. The WorkFlow Module allows to link the stock entry to an event triggering further treatment of the incoming goods.

If an article is booked out from the stock, the necessary accounting data will be required, e.g. the indication whether the material is used for a purchase (internal / external) or for a cost centre. This ensures that the material is accounted for in costing.

Every stock movement is logged with user data and time stamp in the stock journal. This log also serves as the basis of an inventory information system.

Demand analysis

Based on the incoming and outgoing quantities, statistics allows retrospective statements on how much material has been used for what purpose. Comparison of the periodical data enables requirement and trend calculations.

- Requirements estimations are calculated from the stock situation considering stock level, outstanding supplies, reservation, minimal stock and lot size.
- The calculation basis is as follows:
- Theoretical stock = stock + outstanding supplies – reservation
- As soon as an article drops below the minimal stock, it is added to the order proposal. However, order proposals may also defined and configured on a customer order basis. They may also account for sub-quantities according to production jobs which have been marked for that purpose.
- Order proposals also constitute a period-based evaluation of sales or article turnovers. They can be sorted by stock locations or packaging units.

Inventory Information System / Batch tracing

Thanks to the comprehensive logging of all movements comprising the relevant information, the Inventory information system answers a series of questions in the twinkling of an eye, as the following example from PPS Batch tracing illustrates:

- Which customer was this batch shipped to?
- When was the batch produced?
- Show the production log of the batch.
- Which raw material batches have been used for production?
- Who supplied said raw material?
- When was the raw material supplied?
- Show the protocol of the incoming goods inspection.
- For which other products has the same raw material batch been used?
- To which customers have the final products concerned already been shipped?

Stock types and stock planning

Any kind of stock types can be configured.

Amongst the most common are:

- Raw material stock, semi-finished product stock, finished product stock
- Test stock, quarantine stock
- Incoming stock, dispatch stock, production stock
- Provision room, intermediate stock, observation stock, reference specimenstock
- and many more

The pre-defined stock types can be refined by additional production or dispatch stocks. This helps to avoid «grey areas» with articles already withdrawn from the stock, but which have not yet been processed or dispatched.

Storage location management (manual / automatical)

Articles can be assigned storage locations manually or automatically. Naturally, the automatic storage location management will only consider free storage positions.

The form of storage is not an issue: Whether the articles are stocked horizontally or vertically (e.g. high-bay or stacked), the implemented storage location management will solve this task quickly and reliably

Inventory valuation

Inventory valuation follows different definable methods. It can take place either related to closing dates or stock movements. Connection to the Financial Accounting Module ensures that the inventory value is always accounted for – with periodical actualisation, if required. This contributes to an «automatised» balance sheet.

Inventory

The Warehouse Management Module provides comprehensive tools for inventory support. Inventory can be on closing dates, batch processed or permanent. It goes without saying that legal requirements and implementing provisions are applied, including the German GOB standard.

Labelling management

Another strong point of the Warehouse Management Module is the extremely variable labelling possibility. Not only upon entry, but in relation with all article movements, stickers, tags or other labellings can be produced in different versions. The article labelling includes information e.g. on when an item was supplied, produced or dispatched. Naturally, the module also supports bar codes according to the most diverse systems, quantities, serial numbers, regardless of whether the label should be printed on paper, plastic or foil, be light-fast, waterproof or chemical resistant. There are hardly any limit to the labelling system when it comes to the production of stickers or other marking procedures.

Data exchange

Article master data, stock movements or stock levels can be exchanged to third-party applications at any time via the interfaces provided by CASYMIR. CASYMIR also ensures the consistency check of the incoming data.

Since CASYMIR is an open system, the complete master data as well as any other information are available online to third-party query tools at any time. Access control is provided by the data base system itself.

Mobile Data Collection

The need of computer technology and software systems for mobile use has never been as big as today. Requirements related to mobile systems focussing on fast and accurate data collection and communication become more complex from day to day. Undeniably, mobility is more important for ever to businesses striving for competitiveness. The Mobile Data Collection Module supports them.

Hardware

Standard data acquisition devices for the Mobile Data Collection Module are portable mobile computers. These devices comply with the industrial norm IP54 (or higher) and are thus absolutely suitable for industrial use. They are also particularly popular due to their robustness and their excellent bar code scanners. Data communication via WLAN and WWAN supported. Our solution offers the following advantages:

- comprehensive configuration possibilities in order to adapt to all requirements
- graphical user interface
- safe wireless data transmission via RDP
- freely configurable keyboard and touch screen
- integrated bar code scanner support
- large scan range (from 10 cm up to 15 m, depending on the device)
- direct client / host connection
- automatic re-installation and set-up, e.g. after battery replacement
- hassle-free log on to the system by scanning user code, e.g. on employee badge

Order picking is one of the most labour-intensive areas within warehouse management. This also means an important rationalisation potential through workflow optimisation and automation.

The CASYMIR Picking System, developed over years and continuously improved, is designed for rough and hectic business routines and ensures highest customer satisfaction.

Picking System

The CASYMIR Picking System has been developed over years and continuously improved, ensuring highest customer satisfaction. Picking systems are of twofold importance in the process industry. They serve as an interface both to forwarders or clients and coordinate the commissioning of raw material and semi-finished products for production. Order picking is one of the most labour-intensive areas within warehouse management. This also means an important rationalisation potential through workflow optimisation and automation.

Application example

With the aid of this module, purchases or production orders can be commissioned very easily and efficiently online. The «picker» is connected to CASYMIR Order Management or PPS via WLAN. After the order has been called up by his device, the required articles and their storage locations are displayed. He collects the articles without the need to search and confirms the withdrawal via his handheld device. This can be done via keyboard or bar code scan, independently from the device. The booking is effective immediately and the stock level is updated. As soon as the picking order is completed, he hands the goods over for dispatch or for production, where they are booked into the dispatch or production stock. Simultaneously, all data concerning the article are updated in the ERP system.

The Mobile Warehouse Management Module can be used in all situations within the Warehouse Management Module, following the company's specific needs.

SALES

The CASYMR Sales Modules support all marketing and sales services. You can also integrate electronic cash desks and e-commerce. The CASYMR Sales area includes the following functions:

- Orders and offers
- Direct sales, cash desk
- Sales budgeting
- Expense calculation

Orders and offers

The Order Module helps administrate and settle projects and customer orders.

The most important advantages at a glance:

- Fully integrated into the CASYMR system
- Monitored invoice handling
- Schedule management
- Article, batch and serial numbers
- Direct access to stock administration
- Supports foreign languages
- Supports foreign currencies
- Supports offers

CASYMR order management is suitable for trading and production companies from various sectors. It provides special support for the following areas:

- The food area for processing the sales of standard and customized products
- The chemical and pharmaceutical industry for tracing product batches
- The trading sector through the administration of parcelled cargo with serial numbers
- The service sector through integration of time recording and cost allocation
- The plant and machinery business for the processing of single and serial production

Order administration has been designed for use in middle-sized businesses. It can optimise the cooperation between staff through workflow management functions, thus positively impacting the timely implementation of projects. Its easy operation, high data integrity and full integration into the CASYMR system help avoid errors in order processing. Full traceability of all mutations and exact historicisation of all order-related incidents are a prerequisite for an ISO-conform order management. Numerous evaluation possibilities and available to controlling enable to overview the company's situation at any time, substantiate it by quantitative data, and provide the necessary information for medium and long-term planning.

Order notion

A modern system differentiates between customer orders and various other order and project times. E.g.,

internal production, customer service, development, servicing, maintenance, investments and absences can be modelled as orders in the system. This extension of the order notion creates a calculation unit compatible with preliminary and post-calculation which can be integrated into the medium-term planning of a company.

Starting from its registration, the order goes through different states, e.g. registered, processed, completely or partially delivered, completely or partially charged, closed externally and internally, settled. Afterwards, the order is removed from the list of current orders. It is still available for the retrieval of details, calculation, evaluation and reproduction, but locked for changes. The «life span» of an order can be between a couple of minutes and several years.

Item types

An order consists of a free number of items that can be added as required. An order item is the smallest available calculation item in the system. Besides free text, a position can also have references to the article master, which contains more information about the article. If the article is stocked, it can be reserved for an order. The article can have its own structure and be composed of other articles through bills of material or recipes. During the registration of the order, the user can get an overview of the current stock situation at any time.

Further indications such as e.g. packaging, discounts, taxation and cost units complete the item position in order to allow pricing through a price list stored in the system. The system also supports customer-specific, package-based graduated price lists, which can be supplemented by different possibilities of multi-stage discounting.

Through coupling with the merchandise management system, an article reservation can trigger an order management operation, informing the responsible staff member about the pending delivery upon stock receipt of the corresponding article. Procedures of this type are freely configurable by the user through option workflow extensions in the system.

An order can include items with different VAT rates. For this case, a VAT recapitulation can be configured in printed documents, in which the sums per rate are rendered. If the expense registration is configured, there is also a recapitulation of the charged transportation expenses. Though discount

recapitulation, complex discount constellation can be clearly represented.

Invoicing

A controlled invoice handling systems allows to link billings directly to accounting. After a one-time configuration, posting is automatic, meaning that the person handling the order does not need any accounting skills. Billing can be item-related, partial or total. It is also possible to bill the order without referring to items in free division. As the order, the invoice goes through different stages, e.g. registered, delivered, billed, approved, posted, settled. The approved invoices are transferred to debtor accounting at the push of a button. As soon as an invoice is posted, all the underlying data are locked for changes.

Integrated scheduling

Order scheduling allows interlink a series of dates to the persons responsible and the pending order. Thanks to this scheduling, an overview on the status of current orders within a department is always available. The number of dates assigned to an order can be configured freely. For example, it is possible to specify to the minute the production, placement, shipping and the delivery of goods.

Foreign currencies and languages

CASYMIR Order Processing supports foreign currencies and can generate all external documents in the language of the customer. It is also possible to process the order in the language of the customer concerned, although this is usually done in the language of the own staff member. Language support even includes the possibility to register customer-specific designations in foreign languages, which then apply in a differentiated way according to the contact, delivery or invoice address.

Integration

Integration into the CASYMIR system takes place on different levels. The individual CASYMIR modules are all based on the same master data, thus avoiding duplications in data entry. But integration also occurs in a conceptional way, meaning that customer relations, marketing, contact management, offers, sales, deliveries, invoicing, follow-up and customer service all use the same application.

Cross-references from one CASYMIR module to another allow quick and transparent information procurement during day-to-day work with the system. To mention only an example: A speciality of CASYMIR is the possibility to configure cost allocation in a way that a person's working hours are directly allocated to a customer order as chargeable time. This ensures the complete allocation and coordination of working time

and invoiced time. Simultaneously, staff times can be used directly by payroll accounting for hourly wages.

Evaluations

All documents are generated by CASYMIR based on the registered order data. The content and layout of the order documents are customized to the company-specific upon installation of the system.

Statistics

A series of sophisticated statistical analyses (incoming orders, turnover, inventory, contribution margin, preliminary and post-calculation) show whether an evaluation is possible and which type of the many evaluation types fits your informational needs best. Evaluations can be selected and grouped by different dimensions (sectors, article properties, areas, representatives), also on the basis of freely definable article and company attributes.

Graduated price lists per customer

Price lists

The system can register any number of price lists for any sales item and every client. Each price list has a designation and an unlimited number of versions applicable from a certain date (or disabled after the expiry of time limited offers). Price lists are per article. They contain the following information:

- Price per basic unit, per packaging unit, per kg
- Graduation per packaging unit, per basic unit, per kg, per step
- Indication on discount

For each customer, a price list to be applied for order processing and pricing can be indicated in the master data base, considering the article, the quantity sold, the order date, the currency and the tenant. It supports any number of cash desks at an any number of sites and the corresponding local currencies. The managing of cash desks is coupled to users and there authorization, which makes the Cash Desk Module multi-client capable, as CASYMIR in general.

Specially suitable for:

- Factory outlets
- Internal sales

Sales Budgeting

The Sales Budgeting Module refines budgeting possibilities in the sales area.

Existing master and transaction data can be used in flexible way and thus contribute to an improved corporate planning.

The planning structure of Sales budgeting is identical to that of purchase budgeting. It draws on data from the debtor master, the orders, offers and articles. It monitors the process from sales to turnover (amount) and serves as a basis for medium-term production planning (quantities, deadlines).

- Sales budgeting helps monitor tendencies and supports prognostics
- Tabular and graphical analysis through freely definable lists
- Continuous adaptability in the budgeting process until entry deadline
- Budget controlling or blocking through the system's rights and period administration

Three dimensions are available for evaluations.

1st dimension: geography

Budgeting per customer (e.g. according to geographic criteria) and concentration e.g. on:

- Countries
- Continents
- Communities of states
- Economic spaces

2nd dimension: time

Budgeting in time:

- yearly
- monthly in order to consider seasonal fluctuations

3rd dimension: product

Budgeting of products concentrating e.g. on:

- groups
- divisions
- classes
- categories

Budgeting in the given dimensions relates to sales volumes (in basic units or package) and turnover (in key currency). Budget amounts can be derived using existing price lists. Foreign currency amounts can be calculated based on a special prospective budget exchange rate.

The three dimensions can also be combined, thus allowing to focus on particular aspects of planning. The ZOOM effect present in all CASYMIR modules allows focussing from rough planning down to single details.

Quotas

Supply quotas as known in the pharmaceutical industry can be deposited and evaluated through special entries in Sales budgeting. Article quotas are monitored through other CASYMIR modules (e.g. Sample dispatch)

Interfaces

- Order import from EDI (EDIFACT ORDERS)
- Order import from agency interface
- Order import from other data sources on request
- Export of order and invoice data to EDI (EDIFACT DESADV, INVOIC)
- Export of customs data via Forwarding Module

FORWARDING & LOGISTICS

Forwarding and Logistics

The Forwarding and Logistics Module ensures that the produced and sold goods, even from different orders, reach the delivery address of the purchaser.

- Shipping order
- Transport label printing
- Dispatch handling
- Evaluations
- e-Dec (Swiss customs)
- EDI (Electronic Data Interchange)

Shipping order

The Forwarding Module is based on CASYMir's Order Processing. Through its functionality, it facilitates choosing the right shipment method, transport route and modalities. These criteria are already registered upon definition of the order and can be configured freely.

As all the other CASYMir modules, it supports foreign currencies and tenants and can be used in different languages. The module includes the following parts:

- Shipping order
- Dispatch handling
- Export or customs declaration

Applications

- Dispatch of parcels and goods in significant numbers, communication with forwarder
- Creation of export documents, communication with customs administration
- Traceability of package content and transport itinerary

Package dispatch

The basic data of goods dispatch are registered as customer master data when processing the order. Upon registry of the shipping order, the basic data can be freely adapted to changed requirements. The shipping orders are recapitulated in a table on the starting mask and can be edited starting from there. It is also possible to join several orders. The module gives access to important data and status information on the shipping orders. In order to register shipping details, one can «zoom» into the single shipping orders.

A shipping order will include the following, among others:

- Customer, order
- Exporter, receiver, forwarder, notify
- Pick-up date, dispatch date

- Goods value, transport costs
- Destination station
- References, observations, comments, attachments
- Packaging, shipping units; if required also their quantities, gross and net weight
- Direction of traffic, number plate, requirement of a permit
- Mode of transport, reimbursement code, competent customs office

Shipping orders can be composed by any number of items (packages), and the goods can be distributed into any number of packages. This allows optimisation of packaging and weight, which in turn has a positive effect on costs. Optimization rules can be freely defined in the shipping module. Packages are easy to trace, since every package has its own unique identifier (marking or designation, SSCC, NVE). In order to make things even easier, the module has a duplication function, allowing to efficiently create packages of same or similar contents, and thus also package series.

As soon as the packages are put together, the Forwarding Module also allows to create all the necessary shipping documents and package labels. These documents comply with legal requirements and can be freely configured within their boundaries. Through a bar code present on the packages, a reader will make the list of contents readily available. The most important documents autonomously created by the Forwarding Module are:

- Shipping order
- Freely definable package label and delivery note
- Declaration of origin
- Evaluation for the chosen forwarder (e.g. Post, DHL, DPD, UPS etc.)
- Customs declaration
- Compulsory customs invoice
- Export certificate in compliance with destination regulations

Shipping orders as well as the corresponding documents can be transferred e.g. to the forwarder or the competent customs office by post or – where permissible – by fax or e-mail. Direct electronic data transfer to the forwarder is also supported. Naturally, the integrated CASYMir WorkFlow Module notifies internal employees or other persons concerned in an easy, efficient way.

Final inspection

Upon final inspection, immediately before the goods leave the premises, they are scanned again in order to register the exact time in which a package has been dispatched. This also allows the option to stop an already packaged and posted shipment at the very last moment.

Correct packing lists (including all the necessary complementary data) can be handed over to the forwarder directly upon handover of the goods.

Sample dispatch

This is a special feature of the Shipping Module. The system supports mass and single sample shipping. This part of the Module includes the following functionalities:

- Destination addresses selectable by the CRM Module
- Coupling to automatic packaging systems
- Informations of the type: «Who received which sample when?»
- Configurable restrictions on customers or articles
- Monitorable volume quotas
- Customer or article-oriented budgeting for sample dispatch
- Single sample dispatch on request of a customer or prospective customer
- Sample packages configurable by bar code readers
- Automatically generated shipping order with all necessary documents

The functional range of the Shipping Module makes it an important tool for an optimised movement of goods.

E-Dec export & import

The e-dec Export Module serves the electronic processing of export declarations involving the Swiss Federal Customs Administration EZV.

The most important advantages at a glance:

- Fully integrated into the CASYMIR system
- Master data already present in the system, such as customer, article etc. can be used
- Minimal extra effort for electronic export declarations
- No need for double entry in a third-party software
- Automatic check and transfer of export data (XML) to the customs administration at the push of a button
- Any future adjustments to changes in the data transfer standards (e-dec export) of the EZV are covered by the CASYMIR maintenance contract
- Support of system configuration and user training
- Trouble shooting support covered by the CASYMIR maintenance contract

Area of application

The CASYMIR e-dec Export Module is suited for use in trading and production companies from different sectors.

The following requirements have been established by the Swiss Federal Customs Administration (EZV):

- The user company (exporting party) must be registered in the Swiss Commercial Register
- The company must send export shipments on a regular basis

- There must be an (internet) connection between the customer's IT system and the EZV
- Organisational and technical requirements according to the EZV
- Details on these requirements can be found on the EZV website

Export orders

Export orders are registered in the usual way by CASYMIR. All exported goods must be composed by articles from the article master. All the additional information necessary for the export of these articles are stored permanently in the article master.

Shipping orders

All export shipments are registered in the system as shipping orders with package assignment. Upon registry, shipping documents, marking and shipping labels for all common transport units can be directly printed.

Export customs declarations

The export shipments can be directly declared for export to the customs administration by the push of a button. All the necessary data is generated automatically by the system and transferred to the authorities. There are 4 types of export declarations:

- Initial transmission
- Later request
- Correction notification
- Cancellation

The customs administration processes the request and returns an XML confirmation and the export documents to the responsible person (declarer).

Export documents

The export documents (PDF file from customs administration) are printed and added to the shipment. The bar code on the document facilitates inspection by the clearing customs office, since all data concerning the export shipment are already known to the system.

Import documents

The e-dec Import checks at configurable intervals whether import documents are available at the Federal Customs Administration. It automatically loads them onto the customer's system and archives the documents. A semi-automatic system arranges the documents into orders.

EDI – Electronic Data Interchange

You have already slimmed down production, optimised workflow, cut logistic costs and gained response time – well done! But what about incoming orders and delivery notes? How do you send your invoices? Still by fax or

post, despite the existence of EDI (Electronic Data Interchange)?

EDI is a generic term for electronic communication from one computer to the other. There are evident advantages: Data are only registered once, this minimises mistakes and shortens processing times, your business becomes more transparent and can react faster. Think about the time required to register a delivery note or to print an invoice.

EDI has been there for over 25 years – almost a biblical age in terms of IT. During this period, there have been further sector-specific developments in order to gain even more efficiency. The downside: Transfers between participant groups or from one country to another still have to be treated conventionally, i.e., manually.

This has been the motivation for ISO to develop the international EDIFACT standard (Electronic Data Interchange for Administration, Commerce and Transport) under the auspices of the United Nations.

UN/EDIFACT – what it stands for

The UN/EDIFACT standard allows you to communicate with your customers, suppliers, business partners around the world avoiding media disruptions. You are surely aware that many data registered in companies are identical throughout the complete process and that it is thus unnecessary to repeatedly read and transfer them: such «media disruptions» are, by nature, inefficient and error-prone. UN/EDIFACT, on the contrary, allow you to communicate by computers.

This also allows you to extend your Workflow beyond your company.

The results of your optimisation efforts reach a new dimension, reaching from suppliers to customers. Strong features of UN/EDIFACT is their worldwide validity, ensured by the founding UN, cross-industrial coverage of different business transactions and the many possibilities for automation. UN/EDIFACT is now used by more than 300'000 companies (source: GS1, International non-profit organisation for maintaining standards among supply and demand chains).

From ERP to ERP

Electronic data exchange, EDIFACT in particular, are fantastic instruments in the operational process, but complex in a technical perspective. This is not a major problem for large companies with large IT infrastructures and specialists, which in general establish direct communication between themselves and their business partners via telecommunication lines. For smaller businesses with less data volume, on the other hand, costs may be disproportionately high.

This is where external providers come to play. As hubs, they facilitate fully electronic exchange of requests, offers, invoices and delivery notes. They gather these documents and forward them according to established control criteria.

These integration platforms facilitate the disruption-free exchange of paperwork.

Another advantage: You only communicate with one sole interlocutor and do not have to worry about the momentary availability of your recipients.

Extended services are provided by so-called clearing centres or VAN (value added networks). They are not only hubs for data, but also provide management services such as verification, validation and archiving of documents.

Interfaces

- Export of package data to forwarder (through the corresponding forwarder interface)
- Export of custom data via e-dec (through the customs interface)

Through the CASYMIR Fax Server you send and receive fax notices which you can verify on screen and then forward or archive as PDF file.

Forwarder interface

- DHL, package label and data export
- DPD, package label and data export
- GLS, package label and data export
- TNT, package label and data export
- TOF, package label and data export
- UPS, package label and data export
- other interfaces on request

Customs interface:

- e-dec (CH), data export and feedback

PRODUCTION

The production applications of CASYMIR allows you to produce by batches. Phase control ensures processing, monitoring and logging of the production, resulting in a definable specification and certification of the product and its manufacturing, all in numerous variants. Each production step for every product can be documented at any time and is therefore transparent.

The production area comprises the following functions:

- Batch management
- Demand analysis
- Process control, SOPs
- Recipe management
- Logging
- Purchases, orders
- Line planning
- Resource management
- Weighing system
- Labelling
- GHS support
- Workflow management

Batch Tracing

Thanks to the comprehensive logging of all movements comprising the relevant information, the Inventory Information System answers a series of questions in the twinkling of an eye, as the following example from PPS Batch Tracing illustrates:

- Which customer was this batch shipped to?
- When was the batch produced?
- Show the production log of the batch.
- Which raw material batches have been used for production?
- Who supplied said raw material?
- When was the raw material supplied?
- Show the protocol of the incoming goods inspection.
- For which other products has the same raw material batch been used?
- To which customers have the final products concerned already been shipped?

Demand analysis

Based on the incoming and outgoing quantities, statistics allows retrospective statements on how much material has been used for what purpose. Comparison of the periodical data enables requirement and trend calculations.

- Requirements estimations are calculated from the stock situation considering stock level, outstanding supplies, reservation, minimal stock and lot size.
- The calculation basis is as follows:
- Theoretical stock = stock + outstanding supplies – reservation

As soon as an article drops below the minimal stock, it is added to the order proposal. However, order proposals may also defined and configured on a customer order basis. They may also account for sub-quantities according to production jobs which have been marked for that purpose.

Order proposals also constitute a period-based evaluation of sales or article turnovers. They can be sorted by stock locations or packaging units.

PPS Basic Module

The PPS Basic Module is suitable for serial and individual production. Thanks to the implementable phase control and specification, it is especially suitable for:

- Chemical industry
- Pharmaceutical and cosmetics industry
- Industrial food production
- Paint and varnish manufacturing
- Plastics processing industry

PPS allows to operate the production processes in interaction with numerous other CASYMIR modules.

PPS is batch-oriented, i.e., batch and serial numbers can be registered and administrated via the article master.

Production and test specification

A production specification condenses all the data necessary for the production of semi-finished and finished products. In analogy, a test specification includes the data necessary for the testing and checking of external products.

All the elements of a production specification are saved as versions in the system. When this specification is used in the production of a batch, the system freezes the underlying specification version. Any modifications on used production specifications are blocked by the system. Therefore, if a modification is necessary, a new version is created as a copy of the last valid specification in a few simple steps. Before use, a new specification has to be signed and release by a GMP-compliant, 1 to 3-stage release procedure. According to the specific requirements of a company, the release procedure may be set to a multi-eyes principle by which 1 or 2 additional persons need to authorise release.

The header data of a production specification include e.g. the following data:

- Reference quantity: fix, variable or quantised (fixed-step)
- Minimum and maximum batch size

- Status, approval and release stamp
- Specification type (production specification, test specification)
- Various types of calculation parameters

Production specifications include the elements following below.

Production means

Production means include devices, machines, equipment, resources and other appliances for production which are not consumed during the process. The production means of a production specification stipulate the following:

- Type and number of the required production means or production means quantities
- Appliances such as e.g. containers or necessary measurement devices
- Hourly rates for the operating data collection
- Shift plans, capacity factors and special situation planning
- CIM data, machine parameters and programs
- Documentation references concerning application, operation, cleaning, etc.

Material bills / recipes

They specify the raw materials or parts from which the article is produced. These basics, in turn, are stored in the system as third-party or self-manufactured articles with version-specific production or test specifications.

The material bill includes:

- Type and quantity of the required raw material and other consumables
- Information on the production quantity calculation, calculation parametrisation
- Permissible tolerances for deviations from the target quantity
- Rounding rules
- Structuring in sections, e.g. pre-mixture, final blend
- Indications on links to the weighing systems
- Contingent items only needed optionally
- Weight and percent indications

Recipes can include primary and secondary packaging material, labels, transport packaging, test equipment and other specifications if these are managed by stocks.

Upon creation of a production order, the material requirements are registered and matched to the existing stock. Missing materials appear timely in the order proposal.

The system allows definition of interchangeable material classes, so that the effectively used material only needs to be determined upon registration of the production order.

A series of helpful editing functions enables the user to handle recipes in a convenient way, e.g.:

- For the production of agent concentrates: conversion to other concentrations
- Version-compatible, collective replacement of no longer available raw material items by replacement items
- Calculation of product ingredients from raw material data
- Addition of mixture weights for monitoring purposes on different production stages

Scheduling

Order scheduling allows interlink a series of dates to the persons responsible and the pending order. Thanks to this scheduling, an overview on the status of current orders within a department is always available.

The number of dates assigned to an order can be configured freely. For example, it is possible to specify to the minute the production, placement, shipping and the delivery of goods.

Processing specification

The processing specification stipulates how a product is produced from raw material using means of production. Processing specifications can be saved in the system with any level of detail. It consists in an ordered set of process steps:

- An order number stipulates the sequence of the procedure. It can be composed of sequential (to be executed one following another) and parallel (to be executed simultaneously) partial processes.
- Production steps define the departments involved with partial processes.
- Document references provide the user with direct access to further existing documentation
- A description of work steps which can refer to material bill or means of production items
- Indications on the output control and the subsequent logging in of the production process in the module PPS Logging, such as permissible ranges, unambiguous value marking
- Further details, such as target time indications on means of production (for production and cost accounting)
- Material items can be allocated to single process steps for procurement purposes

Phase control

A production specification can be divided into typical phases, e.g.:

- Preparation: material provision, maintenance of production plant, etc.
- Production
- In-process analysis
- Filling, packaging

- Analysis
- QS release

The system overviews the production phases in the course of the production process. It blocks and opens new phases, informs the personnel on pending tasks, and directly prints analysis instructions. Phase control is freely definable according to your needs.

Product specification

A product specification defines contracted properties of a product in the system. Each production specification relates to a well-defined version of the production specification, since modifications thereof can also change the properties of the product. Nevertheless, the product specification can be modified independently of the version release and has an own release mechanism allowing add customer-specific or foreign language variants of the production specification.

The specification consists of a freely definable quantity of lines. The specified values can relate to measured values or analysis results. Certificate printing is always based on a product specification and can therefore display the specific analysis values of a production batch in various ways.

By-products

Some production processes result in valuable by-products. If these are recycled or sold, these by-products help to reduce the production costs of the main products. In order to account for this link within cost control, the quantity of by-products resulting from production can be stored in the production specification.

CIM data

It is possible to link CIM data for machine control with the manufacturing specification of an article. The CIM data is subject to version control as are the other parts of the manufacturing specification.

Administration functions

The production specification already allows to derive the static article use certificate, indicating which recipes a particular raw material is used for. The dynamic batch use certificate is based on the batch-related stock outputs (material consumption) and input (finished goods).

By means of the article pre-calculation, a budget cost calculation can be made on the sole basis of the production specification. It is also possible to calculate the production costs of a product at any level of vertical integration, in an exploded form.

For daily use, the PPS module offers convenient features for GMP-compliant version administration (record changes), specification release, bulk mutations

of specifications, production monitoring, batch release, certificate printing, batch tracing through to returns management and systematic complaint management.

Weighing system

The CASYMIR Weighing System is a module of CASYMIR's production segment. It is linked to the stock management, batch management, order system and PPS modules.

During the preparation of a production process, the weighing system can be used to assort the required raw material, intermediate and final products by allocating the batches saved in the system to their respective material and property definitions. The latter define which substance shall be drawn for production in which quantity and quality.

Incoming goods can be weighed in the course of their inspection, if the raw material packaging allows for it. In laboratories, measurements from laboratory balances can be included.

In order to perform weight managements, a balance is connected directly to a workstation. The CASYMIR Weighing System communicates with the balance and registers the effective net and tare weights for each measurement. These data are stored permanently in the ERP system allowing with further indications such as time stamp, user name and order number.

CASYMIR Order Processing is suited for use in production companies from different industries. Special support is provided for the following areas:

In the chemical and pharmaceutical industry for the automatic registration and filing of raw material consumption data ; GMP-compliant workflow can be guaranteed by the system.

In the food industry for running batch-oriented production.

Sequence control

In order to comply with the requirements of the chemical industry, the weighing procedure can be implemented following a strict protocol. For example, it is not possible to modify pre-defined target quantities. The procedure can only be completed if these pre-defined values have actually been weighed.

Production start via the PPS module generates a requisition document including all the relevant data on the article to be produced. This requisition note is one of the bases for the weighing procedure. Through the scanning of its bar code, the production specification

data for the article are registered and checked for the batch and the production sequence.

Weighing process

The weighing process itself transmits, checks or generates the following data:

- Production job
- Article and batch number of raw material
- Tare of container or wrapping
- Weight of added raw material
- Monitoring of weight increase based on the production specification, considering admissible tolerances
- Adding of remarks and references
- Container labelling with, among other, indications on the article, the batch and the order the raw material was weighed for;
- At the end, the weighing process can be signed off and added to the production journal or the customer certificate for the article in question. It is documented who has weighed what and when and what its intended use is.

Integration

Through the link to the Stock Module, the respective article item is debited immediately after conclusion of the weighing process. Quantities remaining can be freely deducted. Naturally, if a minimum quantity has been defined, it is monitored.

Labelling management

Another strong point of the Stock Management Module are the extremely versatile labelling options. Not only upon entry, but in relation with all article movements, stickers, tags or other labellings can be produced in different versions. The article labelling includes information e.g. on when an item was supplied, produced or dispatched. Naturally, the module also supports bar codes according to the most diverse systems, quantities, serial numbers, regardless of whether the label should be printed on paper, plastic or foil, be lightfast, waterproof or chemical resistant. There are hardly any limit to the labelling system when it comes to the production of stickers or other marking procedures.

GHS support

What does GHS stand for? Globally Harmonized System. This United Nations labelling system was adapted for Europe as EC Regulation 1272/2008, implemented on January 20th 2009, replacing country-specific regulations. The GHS regulation is also sometimes referred to as 'CLP regulation' (Classification, Labelling and Packaging). Clearly, we come into contact with chemicals every day, sometimes easily perceptible by the pungent smell of a detergent,

sometimes more discrete by the scent of a soap or as a stabiliser in a delicate tiramisu. Until now, the Swiss Federal Office of Public Health counts more than 140'000 registered chemical products!

Whether intended or not, chemicals have effects on human health and must therefore be rigorously checked already when stocked and processed. Since the end of 2010, it has been possible to classify and label substances according to the GHS standard. Since December 1st 2012, this is mandatory. Mixtures (according to GHS terminology, the EU labelling calls them preparations) may be classified and labelled according to the new system, this has only been mandatory since June 1st 2015.

It is reassuring to know that CASYMIR and its GHS hazardous substance administration keeps you at the latest state of development and allows you to activate new features in a controlled setting. It used to be common to use separate software for the hazardous substance management and logging (who delivered the product or who was it sold to when), implying all the interface problems and data redundancy attached to isolations. CASYMIR and its GHS support covers the entire issue – even if standard change once more.

Symbols

The following symbols are included in the system:

- GHS Hazard Symbols
- GHS Protection Symbols
- UN Hazardous Materials Symbols

Statements

The following statements are included in the system:

- All GHS H or S statements in German, English and French (further languages on request)

Article assignment

Symbols and statements can be assigned to the articles in free combination. Statements may also be annotated placeholders to be completed for each languages. GHS symbols and statements can be viewed at any time in the article assignment and modified by authorized users.

Output

Printing of the symbols is in principle possible on any article document, particularly on the labels printed by CASYMIR (colour or B/W):

- on production instructions
- on requisition documents, packing slips
- on labels
- in the safety data sheet (additional module, not yet operative)

Evaluations

The following data extracts are available:

- Excerpt of all the GHS-relevant stock inventories

WorkFlow control

The WorkFlow module surrounds the other CASYMIR modules like a frame. Its task is to control and refine collaboration within the company. An innovative mechanism allows better control of the workflow by using CASYMIR.

Easily and effectively adaptable to modern continuous improvement processes, it enables the control and optimisation of work routines. WorkFlow actions are triggered by events both for production and administration workflows. Users can model any number of routines in the system and account for different degrees of complexity.

Event control

The core of the WorkFlow module consists in systemic events based on processes. Each event can be assigned any number of freely definable reactions, automatically triggered and controlled by the WorkFlow module. Any event treated by WorkFlow is assigned a unique event ID.

Here is a series of examples for events that can be handled by WorkFlow:

- Impending expiry date of articles within a batch
- Modification of an article status (e.g. from pending to delivered)
- Incident in a production plant
- Plant maintenance
- Registration / deletion of addresses
- Registration of a production specification
- Incoming / outgoing payments
- Deadline modifications
- User login to the system
- and many more

The number and type of definable events is unlimited.

Reactions & actions

If a given event takes place within the CASYMIR system, possible reactions or actions of the WorkFlow module may be:

- E-mail sending to any recipient
- Creation of task lists (ToDo lists)
- Creation of messages or approvals (e.g. for production steps or storage type)
- Information on the blocking of articles (e.g. if certain analytical or measurement values are exceeded)
- Start of a server-based application
- and many more

Event-relevant information is added as an argument in text form. This ensures unambiguous allocation of reactions/actions to the event in the system.

Task (ToDo) list

The versatility of the task list included in this module deserves particular mention. After login of a user, a task list generated by the system can be displayed. It is divided into individual tasks and group tasks. It is possible to assume certain or to delegate individual tasks from a group task. Depending on the configuration, a double click will lead the user to a point in the CASYMIR system where the task can be performed.

It is also possible to register unique or periodical check lists (serial tasks) to be performed by groups or individually. Within the WorkFlow module, different priorities and degrees of completion may be defined and set. Coloured markings enhance clarity and facilitate the use of the module.

OPERATING DATA COLLECTION

A modern company depends on the availability of a fast, accurate and flexible operating data collection system (ODC). This is why an ODC Module has been created for the corporate management software CASYMIR.

Operating Data Collection

It offers the following functions:

- Operating data collection
- Attendance times
- Order times
- Machine times
- Timekeeping, statistics

Time is money. This is why we have placed special emphasis on flexibility when entering and allocating order and machine times. In conjunction with other CASYMIR Modules, the attendance time registration in ODC is also the basis for the payroll administration.

CASYMIR's Operating Data Collection is suited for use in trading and production companies from different industries. Special support is provided for the following domains:

- Attendance time recording
- Order time recording
- Recording of activities
- Combined recording of attendance time, order time, and activities

Data collection methods

Order times or machine times can be collected manually, automatically or by data import from other systems.

Time recording is person- or order-related.

Import functionalities from other systems are provided by the documented interface «casytrans». The data transfer procedures can be freely configured and automatized according to various criteria.

Control and evaluations

The recorded times are controlled and evaluated via time journals and lists. The following reports are available:

- Time journal «Personnel»
display form for the order-based time recording journal per person
- Time transfer «Overview»
overview form for monitoring the time recordings at a given date

- Time control «Staff member»
list of order-based times and data of a given staff member
- Time control «Cost place»
cost place-based list of the working hours of all staff members
- Time control «Order»
order-based list of the working hours of all staff members involved in a given order
- Time control «Cost unit»
order-based time control of all cost units involved in a given order
- Integrated time-recording system
The integrated time recording system can be used for the manual recording of attendance times, working hours and activities, or of said features. A standard PC can be used as recording station.

There are two possible entry variants:

- Entry of start and duration in hours, minutes, hundredths of hour
- Entry by «coming/leaving» events, the time is calculated by the system

Coordination with the both personal and company shift plans is possible directly upon entry:

- mandatory rest periods
- public holidays, days off
- extra / overtime rules
- maximum permissible working time

The resulting data, e.g. overtime balance, holiday balance, balance for the preceding month are available directly on the input mask. If permitted, the user may also consult and correct his own time recording journal, which saves working time in the HR department.

Interfaces

- Import of time data from several external time recording systems
- Export of personnel master data, order data and shift plans to external time recording systems

Settings

Configuration by collection of master data. Further settings via system coordination and customizing function.

QM/QS

QM/QS includes the following functions:

- Batch tracing
- Protocols
- Product specifications and certificates
- Clearance, versioning
- LIMS, analysis data, statistics
- Safety data sheets
- Stability database
- Maintenance planning

Batch tracing

Thanks to the comprehensive logging of all movements comprising the relevant information, the Inventory Information System answers a series of questions in the twinkling of an eye, as the following example from PPS Batch Tracing illustrates:

- Which customer was the batch shipped to?
- When was the batch produced?
- Show the production log of the batch.
- Which raw material batches have been used for production?
- Who supplied said raw material?
- When was the raw material supplied?
- Show the protocol of the incoming goods inspection.
- For which other products has the same raw material batch been used?
- To which customers have the final products already been shipped?

Integration with PPS basic module

The CASYMIR QM/QS area is strongly interlinked with the production modules. You will find further information on the following subjects in our PPS brochure:

- Logging
- Product specifications, certificates
- Clearance, versioning
- LIMS, analysis data, statistics

Safety Data Sheets

Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS) are an instrument of communication of safety-relevant information on substances and mixtures, including information from the chemical safety reports on the supply chain to the downstream user. The structure and content of Safety Data Sheets is established and arranged in detail by the REACH regulation.

Once configured, Safety Data Sheets can be produced at the touch of a button.

Stability Database

Especially in the chemical and pharmaceutical industry, short and long-term monitoring of product stability and properties is of utmost importance.

It is thus an essential part of quality management. In order to support users in this extensive task, we have implemented a Stability Database Module in CASYMIR. The CASYMIR Stability Database is especially suitable for use in production companies from different sectors. The system offers special support for GMP-compliant operations, particularly in the chemical and pharmaceutical industry.

Stability plans

Stability plans form the basis for working with the database. They describe checks to be carried out even over longer periods of time (e.g. 5 years / 10 years) and include, among others, process instructions, measurements, storage conditions and time patterns. The stability database also supports users by administering test samples. For example, it determines how many samples of an article or a batch must be provided for inspections.

Sample plans

Work with the stability database module starts with the creation of a sample plan. It includes, partly automatically:

- action types (type of measurement)
- biological
- chemical
- physical
- organoleptic
- actions (kind of measurement)
- analyses of whatever kind, e.g. colour identification, odour determination, density, saponification number, refractive index, acid value, bacterial count, etc.
- Parameter names (environment dimensions)
- up to 5 basic parameter dimensions for all stability projects
- e.g. light influence, storage position, temperature / humidity, packaging
- Parameter (environmental conditions)
- A series of parameters serves to determine the specification of the parameters
- A stability project can include evaluations under different environmental conditions at the same time
- light: normal light-dark changes
- storage position: standing on the cap

- packaging: original packaging or similar to original container
- Temperature / humidity: e.g. 4°C (refrigerator), 20°C /60% (room temperature), –20°C
- (deep freezer), 40°C /20% (incubator), 40°C /80% (incubator).

Basic data

The necessary basic data are included via master data entry, which allows the user to define any number of:

- action types (type of measurement)
- biological
- chemical
- physical
- organoleptic
- actions (kind of measurement)
- analyses of whatever kind, e.g. colour identification, odour determination, density, sponification number, refractive index, acid value, bacterial count, etc.
- Parameter names (environment dimensions)
- up to 5 basic parameter dimensions for all stability projects
- e.g. light influence, storage position, temperature / humidity, packaging
- Parameter (environmental conditions)
- A series of parameters serves to determine the specification of the parameters
- A stability project can include evaluations under different environmental conditions at the same time
- light: normal light-dark changes
- storage position: standing on the cap
- packaging: original packaging or similar to original container
- Temperature / humidity: e.g. 4°C (refrigerator), 20°C /60% (room temperature), –20°C
- (deep freezer), 40°C /20% (incubator), 40°C /80% (incubator).

Timeline

After the sample plan for the monitoring of an article or a batch has been established, the system automatically generates:

- a timeline and the number or required specimens
- a to-do list with indications on which measurement has to be carried out at which time
- a pre-view of the pending measurements and checks within a freely definable period
- a table in which the date and the corresponding measurement values can be registered and commented
- instructions on what to do if measurements are not within the defined boundaries

The data registered in the automatically generated time lines can be modified manually if necessary and allowed. In this case, the system generates a new line at the push of a button.

The data registered in the generates measurement tables can be exported for further use, e.g. in statistical evaluations.

All actions and measurements are logged in a way that complies with the requirements of modern quality assurance systems.

The following evaluations are possible at any time:

- analysis value lists, retrospective, forward or for the future
- working papers, e.g. for the day's work
- detailed excerpt for all stored data

Interfaces

- Export of specifications in different formats (PDF, XML, and others)
- Export of production orders, recipes from master computers to production plants
- Export of machine setups to production machines
- Import of operating data from production plants
- Balance interface
- Export of stability measurement data

Settings

Configuration via the registration of master data. Numerous configuration options via system configuration and customizing function.

Standards and requirement

- German Medicines act (AMG), Pharmaceuticals and Active Agent Manufacturing Ordinance (AMWHV)
- EU GMP guidelines, EMEA guidelines, ICH guidelines
- 21 CFR Part 11 and cGMP standards by the FDA
- British Retail Consortium (BRC)
- Commission Regulation (EC) No 178/2002 – General Principles and Requirements of Food Law
- EU regulation 1935/2004 on materials and articles intended to come into contact with food
- International Food Standard (IFS)
- ISO 22000:2005
- German Food Labelling Ordinance (Lebensmittelkennzeichnungsverordnung)
- German Food Hygiene Ordinance (Lebensmittelhygieneverordnung)
- HACCP concept
- REACH (Registration, Evaluation and Authorisation of Chemicals)
- GHS (Globally Harmonized System)
- German Chemicals Act (ChemG) and Ordinance on Hazardous Substances (GefStoffV)

ACCOUNTING

Accounting

This modules help keep a grip on your financials. Whether you're a manager, an accountant or a controller – all users benefit from an increase in efficiency. Naturally, the accounting modules also help save costs.

A clear structure and lean, easy-to-use interfaces between the modules enable transparent accounting on all levels.

CASYMIR Accounting offers the following functions:

- General ledger for core information
- Free choice of periods
- Automatic accounting
- Rolling clearing
- Debtor/creditor, payments
- Asset ledger with event administration
- Budgeting, target vs. actual comparison
- Operational accounting synchronized (see Business Administration Module)
- Liquidity planning (see Business Administration Module)

Financial accounting

The general ledger is the centre of the CASYMIR solution. The central data merged in this application enable the user to gain an updated overview of the company's situation at any time.

Thanks to a suitably configured interfaces to the other CASYMIR modules, financial accounting runs in the background without extra efforts or costs, automatically supplied with data from the subsidiary ledgers.

A clear structure and lean, easy-to-use interfaces between the modules enable transparent accounting on all levels.

Booking periods

The complete solution is based on a strong periodisation allowing to analyse periodic accounts even after considerable time. Periodisation also ensures that postings are only done within the allowed periods.

Users can select annual, semestral, trimestral, quarterly or monthly periods.

By using two reporting periods, it is possible to create external and internal balance sheets and income statements.

Closing postings can be made for either periods in order to account for the corresponding external or internal adjustments.

Chart of accounts

The chart of accounts is variable and supports a one to five-stage classification, in accordance with the company's structure or national models. The accounts can be combined to classes, groups, subgroups and, optionally, to items. This permits to create balance sheet and income statements with different degrees of detail.

Budgeting

Financial accounting allows budgeting of all cost and revenue types for the complete year or for single periods. An annual budget will automatically be evenly distributed over the periods, but budgeting also allows weighting between periods.

Opening balance

The opening balance is registered manually for newly opened tenants. For tenants with previous-year balances, these will be automatically copied to the opening statement for the new financial year. If there are open periods in different years, the system ensures the comprehensive updating of the balances, even if the chart of accounts has been modified.

Posting

Posting is the core function of the general ledger.

Postings can be single, collective or permanent; they can be made in any currency. In the case of foreign-currency postings, two out of three variables (amount in foreign currency, amount in main currency and rate) must be indicated and the system will complete the missing value.

Whether a posting is direct or indirect (via subsidiary ledgers), information on its author, its time and its circumstances is logged.

Closings

The balance sheet, as well as the income statement, can be created in five different levels of detail (class, group, sub-group, item and account). It is also possible to print or view short-term provisional statements at any time.

Closing postings can be done the same way as normal postings.

Closed periods can be re-opened, e.g. in order to enable follow-up postings.

Any number of periods can be open at the same time. Authorization to block and unblock periods can be restricted to certain users.

Clearing

CASYMIR Financial Accounting allows rolling clearing (manual or automatic) of general ledger accounts. This is an immense help for the localisation of errors or the review of transitory accounts.

Operational Accounting

Access to Operational Accounting is via cost centres and cost units. If operational accounting is present, the user must indicate a cost centre or order for every posting generating costs or income. This ensures parallelism between operational and financial accounting.

240 operational analyses configurable by the user allow to produce prepared data by the push of a button. Recurring monthly reports for internal purposes can be recorded as user-specific standard lists.

Evaluations

A wide range of evaluations are available to the accountant:

- Journals or account statements in main or foreign currency
- Trade balance, tax balance, consolidated balance sheet and income statement
- Managerial analyses
- Balance lists
- Target vs. actual comparison in % or in absolute numbers
- Consolidated financial statement
- VAT evaluations
- VAT billing and auditing
- Chart of accounts
- Reconciliation general ledger and sub-ledgers

Evaluations can be limited by a wide range of criteria and sorted in different ways.

Debtors

Debtor accounting, the most important sub-ledger of CASYMIR, is designed to separate all debtor-related accounting transactions from the general ledger. Debtor accounting also includes all functions of the customer master administration.

Customers & accounts

Comprehensive customer masters define the processing of customer data in the system.

Each customer can have any number of accounts in debtor accounting (one per currency), recording all the customer's details relevant for posting. An account statement allows the user to update on all business transactions of a specific customer within a few seconds.

The Zoom concept present throughout the system allows the user to progressively brake down into details, starting from the overview.

Invoice treatment

A key notion of debtor accounting is the invoice, which exists in different forms : partial invoice, final invoice, down payment invoice, credit note, down payment credit, commission credit.

An invoice consists of any number of invoice items and expense types. Modalities are defined by the terms of payment.

All invoices have a status which passes through a series of stages in time, from the registration of the invoice to the final conclusion after payment. The high configurability allows to model various procedures in CASYMIR. Additional processing steps can be linked to the status transitions within the Workflow module.

Incoming & outgoing payments

Debtor accounting registers the incoming payments of a customer and assigns them to one or several invoices. Any combination of amounts, currencies, invoices and credits can be processed at the same time.

The generation of direct debits (SDD) minimises credit risks through by directly debiting the amounts from the customer's account. The LSV procedure can be used to simplify the processing of both very large and small debt portfolios. Incoming and outgoing payments from debtors as well as clearings are everyday business. CASYMIR provides special support for customers that are simultaneously suppliers.

Dunning

If a customer does not meet his payment obligations, dunning comes into play. By a multi-lingual, configurable dunning system, the customer can be repeatedly requested to pay, all the way to judicial recovery.

Evaluations can be limited by indicating parameters and are available in a wide range of concentrations and sortings.

Evaluations

The evaluation options of debtor accounting include comprehensive means of information display:

- Balance lists for quick overview
- Account statements in detail or compressed
- OI lists in different forms
- Invoice journal, due date lists
- Sales volume analysis
- Incoming and outgoing payments
- Journals
- Reconciliation list for general ledger
- Reminders
- VAT evaluations
- Payment history analysis for automatic actions

All evaluations can be limited by indicating parameters and are available in a wide range of concentrations and sortings.

Interfaces

The debtor ledger is linked to the CASYMIR environment by interfaces. The financial interface allows to configure a unitary posting basis for financial accounting.

Generally, only few invoices are registered directly in the debtor accounting. During operation, invoices are usually transferred from order processing via an internal system interface. An open data import interface allows accurate import of invoices from any external system.

Creditors

Creditor Accounting is the counterpart to Debtor Accounting. It is designed to separate all creditor-related accounting transactions from the general ledger.

The Creditor Accounting Module also a comprehensive supplier master administration.

Supplier database

The registration of supplier invoices is extensively simplified and accelerated by the data of the supplier master. A large amount of data, once registered in the system, is suggested when upon registry of a new invoice.

Other information such as account assignments, cost centres, VESR participant numbers and others will be automatically learned from the system by continuous handling.

Invoice

The key element of CASYMIR Creditor Accounting is the supplier invoice, a receivable by the supplier from the own company. This is set against the supplier credit, granted by the supplier e.g. on the basis of returned goods.

In CASYMIR, invoices are either entered manually or transferred from other systems via a data import interface.

An invoice can consist in any number of items, which in turn can differ in content, amount, VAT code, account assignments, cost unit or cost centre.

After reception, a creditor invoice goes through different steps, before it is marked in the system as 'closed'. The functionality and reaction of the systems can be customized to the processes and realities of the operation by simple configuration. The following example shall serve as an illustration:

After an invoice has been registered, it must be approved within the system between being paid. Either 1, 2 and 3-stage or no approvals can be configured. If double approval is chosen, the invoice must be approved by two different people. By using holiday representations, the approval authorizations can be temporally transferred to another person.

Incoming & outgoing payments

CASYMIR makes a distinction between one-stage and two-stage payment procedures.

The one-stage payment procedure is effective immediately, it applies e.g. if goods have been paid directly on receipt by cheque.

In the two-stage procedure, a payment proposal is generated and then processed with others in a payment roll, once it has been approved for payment by the management. Subsequently, a payment medium is generated (ISO-20022 payment file, bank order, cheque), with the possibility to automatize the choice of medium depending on the prospective expenses and costs.

Supplier reminders

If there are outstanding receivables from suppliers, it is good to have an overview on them. Supplier reminders allow to send timely reminders to suppliers and to monitor the corresponding payments.

Evaluations

The evaluation options of creditor accounting include comprehensive means of information display:

- Balance lists for quick overview
- Account statements in detail or compressed
- OI lists in different forms
- Invoice journal
- Purchase volume analysis
- Incoming and outgoing payments
- Journals
- Reconciliation lists for general ledger

- Reminders
- VAT evaluations
- Goods receipt confirmation

All evaluations can be limited by indicating parameters and are available in a wide range of concentrations and sortings.

Interfaces

As the debtor ledger, the purchase ledger is linked to the Financial Accounting Module via an interface allowing to configure the booking mechanism. Here too, invoices can be registered from external systems via an system internal import interface.

Unlike debtor invoices, creditor invoices are booked immediately in Financial Accounting and not through a transfer run.

Payments

Payments are amongst the most important «lifelines» of a company. Here too, CASYMIR offers a practical and comprehensive solution: the Payment Module.

Embedded in the Accounting environment, it can be used to process and control all payment transaction both in local and foreign currencies. Another advantage is its multi-client capability.

Integration

The Payment Module processes incoming and outgoing payments with the following components:

- Booking of bank documents, account statements or posting confirmations
- Processing of procedures linked to cash desks

Depending on the procedure, postings are done in the debtor, creditor or wage sub-ledgers or in the general ledger.

The individual payment procedures and postings are the following:

Bank payment

Bank payments are 'OI relevant'.

Payments can be assigned to any number of open items upon registration.

Cash payment

Cash payments are 'OI relevant'

After selection of the cash desk, payments can be assigned to any number of open items upon registration.

Clearing and offsetting

Clearing and offsetting are 'OI relevant'

Customer and supplier invoices are offset against the corresponding credits.

Customer receivables can be offset against creditor liabilities without the two parties being identical. Posting is effective only if the balance is cleared.

OI orientation

'OI orientation' means that the search and control functions implemented in the module refer to open items. The search and control criteria are freely definable and can include:

- Invoice numbers or invoice date
- Order numbers or delivery notes
- Debtor and/or creditor numbers
- Partial payments with acceptance or refusal option
- Discount deductions (authorized or unauthorized)
- Payment distribution option
- Information on «old open items»

Electronic payments (DTA)

CASYMIR supports electronic payments / DTA (e.g. SEPA, ISO20022, Camt053, MT940 and others).

Automatic posting is made possible by importing electronic account statements and electronically transmitted bank data.

Bank database

Registers the master data of banks while allowing to specifically design principle banks, since they play a more important role.

The Payment Module will greatly reduce the amount of work and manual postings. It offers the user much convenience and can condensate or detail information on payments and open items. It operates over several sub-ledgers via interfaces to creditors, debtors, wage and the general ledger (Financial Accounting).

e-Banking

The e-Payment Module is a CASYMIR function with makes work much easier. The module supports a series of standards in the domain of electronic payments (BESR, VESR, SEPA, MT940, LSV, ISO 20022, CAMT053, ...), enabling e.g. a largely automated posting of incoming and outgoing payments.

The e-Banking module also assures better information quality through timely automatic posting, which in turn leads to a more precise overview of the companies liquidity. This is a considerable competitive advantage.

The following describes the example of the MT940 standard, which can be used with electronically facilitate account statements. The more transactions are processed, the more work and time is saved. The

CASYMIR MT930 module also serves as an interface for the more recent ISO data format CAMT053.

Procedure

The MT940 Module allows to read account statements electronically transmitted by banks. The information is transferred to the journal, whereby all incoming and outgoing payments are assigned to the corresponding business transaction according to definable rules and – if possible – posted automatically. Failed postings which could not be assigned automatically are recorded in a journal for checks and manual treatment by the responsible person.

Control

Transactions based on the module MT940 are controlled by:

- freely definable periods for the import of account statements
- coded set-up of business transactions for in- and outgoing payments
- freely definable processing of information from payment transactions

The coding of business transactions allows up to five rules such as how the relevant information should be extracted from a purpose of payment field and interpreted. These rules define the further procedure. They can be defined by the users themselves, which however requires some experience. A simulated posting run tests and evaluates the result by indicating which bookings have been concluded correctly and which need to be followed up manually. The postings to be reviewed can either be outputted as a list or processed directly.

Booking quality

The more clients respect the rules of MT940 for cashless payment transactions, the higher the success rate in automatic posting.

The MT940 module allows to produce payment slips or separate transaction forms along with the corresponding invoices. If they are used by the customers, the success rate is 97%, i.e. only three of one hundred incoming payments need to be processed manually.

Asset ledger

Asset Accounting is a module of the CASYMIR ERP solution. It supports the planning, control and reporting of assets.

Basic properties

The Asset Module has been developed as a standard software package and can be used in any sector. By principle, there are no restrictions on the number of assets, locations and asset groups managed. The

module supports both scheduled and unscheduled depreciations. Separate depreciation schemes can be used in Financial and Operational Accounting. Unscheduled depreciations or appreciations can be applied at any time, and the depreciation plan can be freely defined.

Based on the master data, the depreciation and time values are calculated for all assets according to the depreciation schemes. Depreciation proposals can be created for any time period in advance, e.g. for budgeting purposes. This information on the current and future asset value help limit investment risks.

The depreciation amounts can be posted either yearly or for each accounting period.

Additional depreciation schemes and implementations of legislative amendments can be introduced without modifications to the program.

An asset may be capitalized according to expenses, effectuated payments or upon purchase.

Depreciation accounts can be specified either by asset group and location or by asset.

Depreciation types

The module supports the following depreciation types:

- linear depreciation
- declining-balance depreciation
- declining-balance depreciation with transition to linear
- sum-of-the-years-digit method of depreciation
- progressive depreciation
- sum-of-the-years-digit progressive depreciation
- flexible depreciation according to wearing of asset
- by fixed scheme (legal)
- immediate depreciation (low-value assets)
- imputed based on replacement value, interest rates based on residual value
- imputed based on replacement value, interest rates based on half of the initial cost

Depreciation models

Depreciation models are defined by depreciation types or combinations of different depreciation types.

Usually, different depreciation models are used on an asset. While Operation Accounting prefers linear depreciation based on the real period of use, Financial Accounting typically applies short depreciation periods and declining-balance depreciation types.

The depreciation models can be changed at any time, the complete reconstruction being assured. A modification of the depreciation model can occur

automatically, e.g. if a switch from declining to linear depreciation is done as soon as a specified value is reached.

History

Any number of occurrences can be recorded related to a specific asset, e.g. maintenance, upgrades, partial divestiture or incidents of any kind.

Interfaces

Assets can be combined into locations or groups as required. For each of these combinations, yearly interfaces towards Operational and Financial Accounting are defined.

Operation Accounting allows to assign a cost centre and a cost place for each year. The interface towards Financial is set by an expense and a stock account for each group

Asset master

The asset master data give the following information:

- Asset identification number
- Designation
- Asset group
- Asset type
- Location / floor
- Supplier
- Acquisition date and value
- Capitalization date
- Memo value, reinstatement value, asset value, insurance value, rated value, liquidation value and replacement value
- The reference values for Financial and Operational Accounting are:
- Depreciation model Financial, Operational, Free 1, Free 2
- Posting procedure (yearly, periodically)
- Financial expense account, stock account
- Cost centre / cost place

The reference values for Financial and Operational Accounting are:

- Depreciation model Financial, Operational, Free 1, Free 2
- Posting procedure (yearly, periodically)
- Financial expense account, stock account
- Cost centre / cost place

Further depreciation models can be registered for trade, fiscal or consolidated balance sheets.

Procedures

The following procedures can be managed by the asset ledger module:

- Modify asset master
- History editing
- Posting of scheduled depreciations
- Depreciation / divestiture

- Appreciation / addition
- Sale / divestiture / partial divestiture
- Capitalization from expense
- Tracking of capitalization
- Editing of asset groups
- Modification of depreciation models
- Interface configuration

Evaluations

The most diverse evaluations are available:

- Evaluations as overview lists and graphical representation
- Calculation of depreciation and time values per year and period
- Extrapolations for following periods
- Calculation of residual values per record date and period
- Fixed asset development
- Inventory lists and stickers

Lists & evaluations

The Asset ledger module supports lists and evaluations for:

- Asset lists
- Asset master data sheet
- Depreciation tables
- Asset groups
- Depreciation models
- Assets analysis

Adaptation to individual needs is possible.

Budgeting

Budgets are the backbone of modern financial planning. CASYMR therefore provides sophisticated budgeting possibilities in the modules Financial accounting, Operational accounting, Calculation, Sales budgeting and Purchase budgeting.

In Financial accounting

- Short- and medium-term inventory, cost and revenue planning
- Budgeting of inventory, costs, revenues per year or month (in order to consider seasonal fluctuations)
- Up to four additional budgets in order to keep a record of the quarterly situation with continuous budget updating
- Budgeting of profit and loss based on target/actual comparison

In Operational accounting

- Short- and medium-term inventory, cost and revenue planning
- Budgeting of inventory, costs, revenues per year or month (in order to consider seasonal fluctuations)

- Up to four additional budgets in order to keep a record of the quarterly situation with continuous budget updating
- Budgeting of profit and loss based on target/actual comparison

In Calculation

- Short and medium-term planning of orders in Calculation
- Budgeting of orders through preliminary calculation and post-calculation.
- Evaluation and comparison of target and actual data

Calculation

Embedded within the Business management compound, the module Calculation is a further controlling instrument complementing Operational accounting and enabling specific cost-benefit calculations. Due to its particular means of calculation (Differentiated cost-plus pricing), it is also suitable for calculating special productions and customized orders. The Calculation Module enables you to consider and evaluate the data and information collected by CASYMIR from the most diverse points of view.

The Calculation Module consists of the following parts:

- Preliminary calculation
- Post-calculation
- Collective calculation
- Inventory procedures

Calculation structure

The applied Differentiated cost-plus pricing system distinguishes between direct costs and overhead costs.

Direct costs

Direct costs can be assigned directly to an order or to a specific operating performance.

The corresponding data result directly from the order-based cost and revenue postings in Financial accounting.

Overhead costs are divided into:

- Material overhead costs
- Salary overhead costs
- Administration overhead costs
- Distribution overhead costs
- Development overhead costs
- Special overhead costs

These six overhead cost types are predefined, but their designation can be changed freely.

A separate surcharge rate can be defined for any of the six overhead cost types and each individual cost unit. Calculation of the surcharges is done upon inventory, which usually takes place over night, but can also be started manually.

Any number of calculation schemes can be freely defined. It is also possible to budget single orders.

Working and machine hours can be copied automatically from the Operating Data Collection (see module ODC) to the calculation.

Evaluations

Evaluations can take place over single or multiple periods, or over the complete term of an order.

- Evaluations of post-order calculations are implemented in a ZOOM concept, similarly to other parts of the system. The upper level shows summarized information that can be progressively broken down. This ZOOM effect is also available when printing the evaluations.
- Among others, the following list printouts are implemented:
 - Total per line as detailed calculation
 - Total per cost type / cost centre as detailed calculation
 - Journal total as detailed calculation
 - Annual balance per line as detailed calculation
 - Annual balance per cost type / cost centre as detailed calculation
 - Compressed – table as detailed calculation
 - Compressed – ACTUAL as detailed calculation
 - Compressed – TARGET as detailed calculation
 - Total per line as collective calculation

Using reference order quantities (defined as a number of orders) allows to generate calculations for 'typical orders or manufacturing orders for specific products.

Sales budgeting

Based on the customer master data, sales budgeting serves medium-term sales planning. It monitors the progress of sales and turnover (amounts) and provides a basis for long-term production planning (quantities, scheduling).

Sales budgeting helps to observe evolutions and supports prognostics.

Up to two additional budgets in order to keep a record of the situation with continuous budget updating.

Three dimensions are available.

Dimension 1

Budgeting per customer (e.g. according to geographic criteria) and concentration e.g. on:

- Countries
- Continents
- Communities of states
- Economic spaces

Dimension 2

Budgeting in time

- yearly
- monthly in order to consider seasonal fluctuations

Dimension 3

Budgeting of products concentrating e.g. on:

- groups
- divisions
- classes
- categories

Budgeting in the given dimensions relates to sales volumes (in basic units or package) and turnover (in key currency). Budget amounts can be derived using existing price lists. Foreign currency amounts can be calculated based on a special prospective budget exchange rate.

The three dimensions can also be combined, thus allowing to focus on particular aspects of planning.

The ZOOM effect present in all CASYMIR modules allows focussing from rough planning down to single details.

Purchase budgeting

Medium-term procurement planning in order to optimise:

- order quantities
- delivery capability
- stock capacities, stock expenses
- contracts and framework agreements

The structure of Purchase budgeting is identical to that of Sales budgeting. It is based on the vendor master data. Purchase budgeting helps planning purchases and enables optimisation and control of e.g.:

- order quantities
- delivery capability
- stock capacities, stock expenses
- contracts and framework agreements

The observation and comparison dates are extremely flexible due to freely definable periods, which allows fast, short-term reactions to changes in the procurement environment.

Once the prospective sales amounts have been registered in the sales budget, the purchase budget can be calculated at the push of a button: A nested exploded calculation uses the material bills to break down the budgeted requirements into the material needed for production.

Common elements

The budgeting tools mentioned above have the following common elements:

- Tabular and graphical analysis through freely definable lists
- Continuous adaptability in the budgeting process until entry deadline
- Budget controlling or blocking through the system's rights and period administration

Quotas

Supply quotas as known in the pharmaceutical industry can be deposited and evaluated through special entries in Sales budgeting. Article quotas are monitored through other CASYMIR modules (e.g. Sample dispatch).

PAYROLL ACCOUNTING

The Human Resource Management Modules are a reliable and accurate tool for administrating your personnel master. The Remuneration Module comes into play where 'freelancers' are involved. As in other CASYMIR modules, budgeting personnel costs and monitoring their development is easy.

CASYMIR Personnel Management offers the following functions:

- Personnel and wage master data
- Payroll accounting
- Remuneration accounting
- Salary type determination
- Expenses, allocated individually
- Personnel cost budgeting
- Seminar planning (optional)
- Idea management (optional)
- Electronic reporting (optional)

Wages & Salaries

The establishing and accounting of wages is amongst the most complex and delicate tasks within a business. Calculations must comply with the most diverse legal provisions and collective agreements. CASYMIR Wages & Salaries is familiar with all of them. Even the most complex rate structures from the printing industry are handled by the software. The continuous evolution of laws and agreements are incorporated permanently. Thus, the module contributes to more legal security and distinct cost savings.

Master functions

Der Funktionsumfang des Modul Lohn & Gehalt ist in die vier folgenden Hauptblöcke gegliedert:

- Master data administration
- Data collection
- Provisional and productive statements
- Reports and evaluations

Manifold wage types

Payroll accounting is driven by a freely configurable wage type master, consistently offering:

- free choice of wage types
- free calculation of values and deductions
- a completely transparent access to definitions, calculation tables and formula

This high flexibility guarantees adaptation to the needs of the sector and individual business. It also enables immediate reaction to legal or contractual changes – even during the course of a month. The necessary modifications can be implemented by the users themselves, without the involvement of support or software developers.

This means high efficiency in payroll accounting.

Personnel management

The flexible personnel master represents the basis for payroll accounting. It consists of:

- fixed fields and any number of added attributes, which can be defined as mandatory or optional
- relevant fields for accounting and purely informative fields

Content for the added attributes can consist of pre-established or discretionary values. As a user, you can complete or modify these fields or attributes by a simple mechanism. This allows an exact reproduction of the company structure in payroll accounting and thus the provision of all the information required.

Payments & Statements

Payments can be done:

- cashless by bank transaction
- by cheque or in cash

Payments can also be split according to any kind of criteria, e.g., different payees or bank accounts can be defined. You can also create an unlimited number of premiums or deductions for every single payroll. Statements for tax offices, insurance companies, health insurance funds etc. are produced at the touch of a button, since all the necessary data is included in the corresponding master tables, the creation and maintenance of which is also at the discretion of the user. This simplifies work considerably.

Key features

The key features of an efficient payroll accountancy are:

- DEUEV (DE) and Swissdec (CH) certification
- Cost centre accounting and average wage calculation
- Seizures, short-time allowances and partial payments
- Calculation and certification of contributions to supplementary pension funds and creation of corresponding insurance sections
- Wage calculation support for BAT (DE) and other collective agreements
- Cross-sector rate tables
- Automatic partial payments
- Lump-sum taxation also for direct insurances according to §40b EstG (DE)
- Allocation calculations in the event of continued wage payments and
- Billing to occupational compulsory insurances (e.g. maternity, pension funds etc.)

- Customisable payment slips on company-specific forms or neutral paper

Data protection & safety

In an area as sensitive as «staff, wages and salaries», data safety and availability is of tremendous importance. The necessary protection is ensured by:

- hierarchical user administration
- multi-stage user privileges
- authorizations for single users, user groups and administrators

Data safety is provided by the database system, which allows to mirror, replicate and automatically save data to permanent data carriers. This is done with operations running.

System availability is 99.5%.

Remunerations

There are economic sectors in which the administration and settlement of royalties is as important as that of wages. This is the reason why the CASYMR Wage & Salaries Module can be completed by a Remunerations Module. Besides with transactions, it also helps with cost planning, since it allows to budget remunerations for specific departments and specific periods. This is great for planning and controlling.

Specifics

Among the specifics of remuneration administration is the fact that recipients can be considered both as staff (wages) or creditors.

The module is structured as follows:

- Configuration
- Activity recording
- Payroll runs
- Evaluations

Configuration

The Remuneration Module has the following configuration possibilities:

- Registration of any number of freely definable remuneration wage groups (e.g. per line or picture fees)
- Registration of any number of freely definable remuneration deduction types (e.g. applicable VAT)
- Manual or automatic time recording
- Allocations to departments, cost centres or cost schedules
- Payroll runs
- Printing of statements
- Printing or journals
- Budgeting per department and period
- Target/actual control per department
- Budgeting evaluations

Link to WAGES

The integration within the Wage Module makes its full range of functionality available, e.g.:

- Administration of recipients within personnel management
- Payments and statements
- freely distributed:
- Cashless by bank transaction
- By cheque or in cash
- Offsetting against other services

Data protection & safety

Data protection and safety is ensured by:

- hierarchical user administration
- multi-stage user privileges
- authorizations for single users, user groups and administrators

Wage Type Determination

The accurate registration and accounting of wages is essential for any business. In time, statutory provisions and collective agreements have created a complex set of rules, whose implementation has become ever more time-consuming and costly. The purpose of the Wage Type Determination Module is to reduce that burden.

Based on the registered attendance times and a flexible set of rules, this module determines wage types relevant for the calculation of wages. Therefore, the most diverse working time models can be developed and represented.

The module includes:

- Shift scheduling
- Time recording
- Wage type determination

The goal of the wage type determination is the deduction of wage types from the registered attendance times of all staff members. The deducted wage types serve as a calculation basis for payroll accounting.

Wage type determination results in the following data:

Salary days

Salary days are registered per month. They consist of:

- Master data to register the number of working days per month

These data can be used both for salary calculations and the wage type determination.

Shift scheduling

Shift schedules are used to deduct wage types and define the underlying working time model.

A shift schedule is generated from the following data:

Day types

Essential to the definition of a calendar and the assignment of wage types to working hours.

Public holidays

Registration of regional and national holidays to be considered in the shift plans.

Shift types

Master data for the free definition of any number of shift types necessary to the operation, e.g. morning, afternoon or night shift, but also exceptional and production shifts.

Absence types

Master data generated to account for absence times (e.g. holidays, sickness, accident etc.) and their implications on salaries.

Shift variations

Variations of shift types relevant to wage or time determination. For each shift type, any number of shifts can be generated.

Shift models

They represent pilot models of a work week which can be 'rolled off' a calendar to obtain an effective shift plan. Therefore, shift models can be created and repeated in any cycle (e.g. days, weeks, months, trimesters). Different shift models can be defined for every shift. The shift model also defines working and break times.

Shift plans

Based on the calendar and shift models, daily shift plans can be generated automatically or manually and consigned for each employee. The output of shift types, shift models and shift plans is via display or printer.

Assignment

Assignment of times to wage types:

- configures the interface between time recording and payroll accounting

In order to generate wage types from working hours, all relevant combinations of shifts, day types and supplement types have to be assigned to wage type generating the wage type through wage type determination.

Working time deduction

The deduction is made based on the effective payroll date in the month concerned, as well as the payroll area of the personnel to be calculated.

Adoption

Checks whether the data necessary for calculation are complete and copies the deducted wage types to the wage type registration journal.

Time recording

The integrated time recording system can be used for the manual recording of attendance times, working times, occupations or a combination of said features. A standard PC can be used as recording station. There are two possible entry variants:

- Entry of start and duration in hours, minutes, hundredths of hour
- Entry by «coming/leaving» events, the time is calculated by the system
- Coordination with the both personal and company shift plans is possible directly upon entry:
 - mandatory rest periods
 - public holidays, days off
 - extra / overtime rules
 - maximum permissible working time enregelungen

The resulting data, e.g. overtime balance, holiday balance, balance for the preceding month are available directly on the input mask. If permitted, the user may also consult and correct his own time recording journal, which saves time in the HR department.

Expenses administration

Expenses are a source of potential errors in many companies. However, transparency and clarity in this field is crucial with regards to calculation and post-calculation of products and services. The Expenses Module helps resolve this problem.

Expense recording

As soon as an expense is recorded, the way of reimbursement is defined depending on the set expense type.

Reimbursement can be via:

- payroll
- direct refund via bank transfer or cash

The expense type is determined by the applicable wage type. Depending on the properties of their system privileges, employees claiming expenses can register them directly in a mask, thus delegating this task directly to the staff, which saves considerable time in the HR department.

Expense allocation

Upon registration, expenses are also allocated. They can be assigned to:

- an order
- a cost unit
- a cost place.

Expense processing

As elsewhere in the CASYMIR system, the process is controlled by assigning a status. This can be:

- open
- registered

- approved
- processed

If the status is approved or processed, modifications are only possible with special authorizations.

Expense claim via receipt

If a claimant is asked to hand in a receipt corresponding to the claimed expenses, this receipt must be transmitted with a printable form stored in the system. This automatically generates a receipt number assigned to the expense record, thus considerably simplifying further processing. Expense receipts are archived in the corresponding document management system.

Thanks to its flexibility, the Expense Module also facilitates the job of the human resources and accounting departments. Personal- und Buchhaltungsabteilung bei.

Idea Management

CASYMIR's Idea Management Module ensures that no good idea is forgotten. It registers ideas or proposals from employees to improve processes, design new and better products, and many more, thus supporting the company in its continuous quest for excellence. Idea Management supports structured searches for the best inspiration and to improve its competitiveness. CASYMIR Idea Management is structured as follows.

Structuring & classification

Ideas are structured according to a freely definable 2-stage classification. The system administration can assign any idea class particular authorizations, which establishes a safety mechanism by which only the employees concerned have access to all classes and ideas. Classification is made along freely definable sections which the author of an idea must complete.

This classification also allows to search ideas according to specific search strings.

The second level of classification allows to define keywords for ideas. Keywords can be searched for in all registered ideas. CASYMIR Idea Management allows to collect and analyse ideas.

Idea administrators

Within CASYMIR Idea Management, idea managers can be defined. These are employees entrusted with the administration of the registered ideas. Idea administrators are notified of new ideas automatically.

There task is to judge ideas and follow up on them. They can also launch the ideas in consultation with the management or reject them. Idea administrators can block or edit all incoming ideas.

Idea registration

Any employee can use this module to register ideas, which are then automatically made available to the competent idea manager.

On the other hand, when an idea is registered, the employee is also informed automatically of the follow up on his idea by the WorkFlow Module. Unlike for the ideas of others, an employee can modify his own proposals at any time. Via a title or keyword search within the idea management, an employee can figure out whether there are already ideas on a certain subject. Ideas can only be modified by their author or by the idea manager. Authors can be informed automatically of the follow up on their ideas.

Ideas modified and completed by the idea manager can always be reopened by the corresponding employee.

Idea output

Ideas can be displayed in detail or in tabular form. The available output forms are dependent on the privileges of the employee concerned within idea management.

Seminar Administration

Through the quality management system (ISO 9000) «training controlling» has become a vital factor. It is an instrument to optimise on-the-job training and should be an essential part of ERP systems. CASYMIR accounts for this development through the Seminar Database Module. The module is completely integrated in the CASYMIR environment and therefore supports multiple tenants.

Tasks

The Seminar Database Module supports the planning, controlling, implementation and evaluation of trainings, seminars and workshops, regardless of whether they are internal or external events. It unites measures, participants, dates, localities and instructors and offers tools for evaluation, analysis and organisation.

Registration

Basic registration is via measures or participants. The following elements can be registered and described:

- Courses, seminars, trainings and workshops

They can be tagged with the following stages:

- as idea
- as demand analysis
- planned
- scheduled
- processed
- completed
- dates

Dates are registered via an implemented calendar with indications on:

- courses
- localities
- participants
- instructors

localities (internal/external) can be registered with indications on:

- suitability
- availability
- participants, with the possibility to change or modify their status, regardless of whether they are external or internal (CASYMIR Personnel Master). Upon registration, their availability on certain dates can also be displayed (e.g. part-time, shifts, holidays, sickness etc.
- planned
- scheduled
- enrolled
- participated
- missed

Course leaders can be registered with indications on:

- external / internal (from CASYMIR Personnel Master)
- suitability
- availability
- representation

evaluations and analyses (freely definable) assigned to:

- participants
- measures
- instructors
- localities

Documents are registered in the database and assigned:

- Exam documentation
- Certificates
- Course material

Allocations

Within the database, any document can be assigned to any other. This means flexibility, e.g. when changing course locations and dates or when modifying the assignment of participants to other measures.

Lists

The following lists are standard:

- Measure list with information on
- participants
- trainers and substitutes
- localities
- scheduling
- Analytic lists with indications on
- evaluations
- exams
- certificates
- statistics with data on
- participants
- instructors

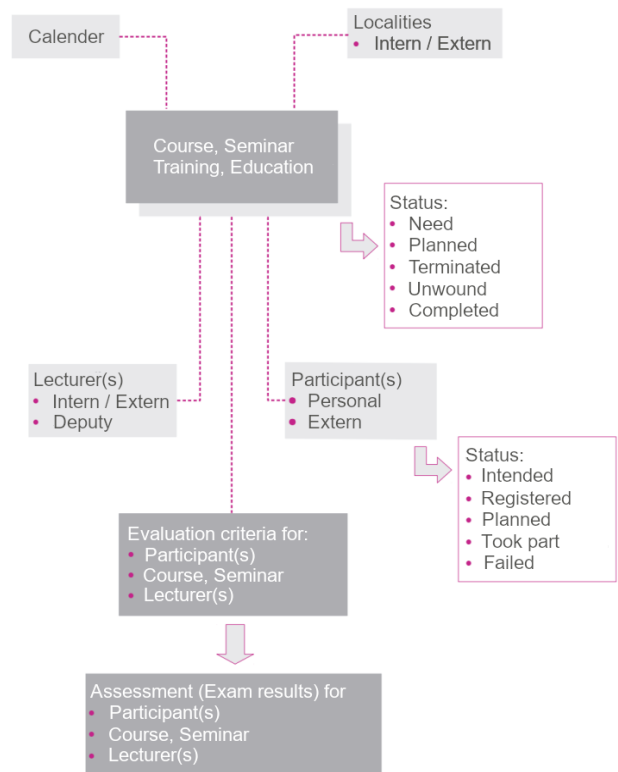
- localities
- schedules

If necessary, individualised lists can be configured.

Administration and handling

The integration of the Seminary database module in CASYMIR ensures access to all the other possibilities offered by the ERP system. Automatic information and invitations to participants and other persons can be sent easily via e-mail or serial letters. On the basis of the data registered in this module, proof of participation in continued training measures and their quality according according to ISO 9000 can be provided at any time.

The main components of the "seminar management" module



BUSINESS ACCOUNTING

The Business Accounting Module will not let you down. They will help you keep an eye on calculations and cash flow. No more bad surprises.

The module includes the following functions:

- Cost centre accounting and cost unit accounting
- Dynamic budgeting
- Liquidity planning
- Analysis (cost allocation sheet, business management assessment)
- Consolidated balance sheet, consolidation
- Preliminary calculation, post calculation
- Cost Allocation Browser

Operational Accounting

CASYMIR's Operational Accounting Module enables you to keep precise, detailed control of all costs and revenues. This module is an industrial accounting system aimed to record all costs of operational services, determine the operating profit and gather all data necessary for cost and performance control, as well as for the calculation and planning of future operational services. Operational accounting is thus a key to economical thinking and acting. Together with the Liquidity Planning Module, it combines to a powerful pairing for future-proof leadership.

The Operational Accounting Module has the following structure:

Accounting periods

They represent the base periods for budgeting and evaluation within the Operational Accounting Module. The accounting periods are identical to those of the Financial Accounting Module.

Cost centres & Cost places

They are the basis of cost centre accounting. Cost places are a finer subdivision of cost centres.

Cost units

They are a prerequisite for cost unit accounting, that helps illustrate the profitability of product lines or services.

Cost types

They are equivalent to the expense, revenue or levy accounts of financial accounting.

Allocations

They define the way general and auxiliary costs are allocated to the main cost centres. The Operational Accounting Module supports fixed and variable formula, which are defined on the cost place level. CASYMIR

provides a special form of allocation, since both revenues or costs can be allocated to their respective units.

Budgeting

Budgeting defines the budgets of the cost units based on their cost places. The budget for the individual cost types can be defined for an entire year or for shorter periods. Budget data may also be distributed through allocations.

The program parts of the Operational Accounting Module are:

- Budgeting
- Target vs. actual comparison
- Cost allocation
- Evaluation sheets
- Master data

Evaluation sheets

They represent a core function of the Operational Accounting Module and consist of:

- the Cost Allocation Sheet and the Business Management Assessment

These evaluation tools can be configured in a very flexible way and are available in many forms. 240 setups are available for the Business Management Assessment.

Allocations

They attribute costs and revenues to the assigned cost centres, cost places and cost units and prepare budgeting.

Allocation types, formulas, target and actual allocations can be defined for the following allocations:

- from cost place to cost place
(CP to CP target and actual allocations)
- from cost place to cost unit
(CP to CU expense allocations)
- from cost unit to cost place
(CU to CP revenue allocations)
- from cost unit to cost unit
(CU to CU target and actual allocations)

Productivity evaluations

They measure productivity of individual cost units or cost centres. Evaluations can be broken down to different degrees. Productivity evaluations are available and configurable for:

- Cost centres and cost places
- Cost centres so cost units and/or cost places to cost units

- Cost centres to purchases and/or cost places to purchases

These evaluations can be printed as lists or journals with dynamic resolution (zoom effect).

Target vs. actual comparison and ACT journal

Calculates the budgeted (target) costs and the incurred (actual) costs for each individual cost type at all cost places. The ACT journal generates a list allowing you to view and analyse the collected data. It can be sorted by cost centres and cost places.

Alignment Operational – Financial Accounting

Shows the differences between financial and operational accounting. Such differences occur if accrual postings are not conducted consistently in both systems.

The Operational accounting module is not only multi-client capable, but can also be used on a cross-client basis. This allows using the module even within corporate structures.

Calculation

Embedded within the Business Management compound, the Calculation Module is a further controlling instrument complementing Operational Accounting and enabling specific cost-benefit calculations. Due to its particular means of calculation (differentiated cost-plus pricing), it is also suitable for calculating special productions and customized orders. The Calculation Module allows you to consider and evaluate the data and information collected by CASYMIR from the most diverse points of view.

The Calculation module consists of the following parts:

- Preliminary calculation
- Post-calculation
- Collective calculation
- Inventory procedures

Calculation structure

The applied differentiated cost-plus pricing system distinguishes between direct costs and overhead costs.

Direct costs

Direct costs can be assigned directly to an order or to a specific operating performance. The corresponding data result directly from the order-based cost and revenue postings in Financial Accounting.

Overhead costs are divided into:

- Material overhead costs
- Salary overhead costs
- Administration overhead costs
- Distribution overhead costs

- Development overhead costs
- Special overhead costs

These six overhead cost types can be extended. Their designations can be changed freely.

A separate surcharge rate can be defined for any of the overhead cost types and each individual cost unit. Calculation of the surcharges is done upon inventory, which usually takes place over night, but can also be started manually.

Any number of calculation schemes can be freely defined. It is also possible to budget single orders. Working and machine hours can be copied automatically from the Operating Data Collection (see ODC Module) to the calculation.

Calculation definition

Calculation has a line-by-line set-up and can be configured freely for an extensive part.

There are the following calculation line types:

- Normal direct costs, i.e., costs are copied from the booking journal; any number expenditure and revenue accounts can be assigned to them
- Calculated overhead cost line: costs are determined by the defined surcharge rates
- Direct salary costs: costs appearing in this line are copied from the time recording system
- Machine cost line: based on machine hours according to machine cost rates
- Total line: improve clarity, overview based on the sum of all the other calculation lines

Evaluations

Evaluations can take place over single or multiple periods, or over the complete term of an order.

Evaluations of post-order calculations are implemented in a ZOOM concept, similarly to other parts of the system. The upper level shows summarized information that can be progressively broken down. This ZOOM effect is also available when printing the evaluations.

Among others, the following list printouts are implemented:

- Total per line as detailed calculation
- Total per cost type / cost centre as detailed calculation
- Journal total as detailed calculation
- Annual balance per line as detailed calculation
- Annual balance per cost type / cost centre as detailed calculation
- Compressed – table as detailed calculation
- Compressed – ACTUAL as detailed calculation
- Compressed – TARGET as detailed calculation
- Total per line as collective calculation

Using reference order quantities (defined as a number of orders) allows to generate calculations for 'typical orders' or manufacturing order products..

Liquidity Plan

Liquidity planning is one of the most important pillars of a rational commercial policy. It is, therefore, 'a matter for the boss'. CASYMIR Business Accounting provides the Liquidity Planning Module, which prevents profitable companies from running out of cash.

A correct liquidity planning is an ideal early warning system and an excellent basis for discussions with banks and creditors. The data provided by the different CASYMIR modules already cover a large amount of the information necessary for liquidity planning. The Liquidity Module summarises it in a reasonable way and also allows to consider free variables.

Time

The module supports free choice of planning periods. The most common timely basis for periodical liquidity planning are weeks or months, but other time frames can be planned.

Presentation

The respective liquidity plan can be visualized as a time line (e.g. weekly or monthly time line) or based on a reporting date as a figure (list format), as well as graphically in several definable diagrams. The view can be broken down until single transactions. Output can be on paper or on the screen.

Budgeting

Budgets are the backbone of modern financial planning. CASYMIR therefore provides sophisticated budgeting possibilities in the modules Financial accounting, Operational Accounting, Calculation, Sales Budgeting and Purchase Budgeting.

Financial Accounting

- Short- and medium-term inventory, cost and revenue planning
- Budgeting of inventory, costs, revenues per year or month (in order to consider seasonal fluctuations)
- Up to four additional budgets in order to keep a record of the quarterly situation with continuous budget updating
- Budgeting of profit and loss based on target/actual comparison

Operational Accounting

- Short and medium-term cost and revenue planning
- Annual or monthly budgeting of cost centres, cost places and cost units

- Up to four additional budgets in order to keep a record of the quarterly situation with continuous budget updating
- Evaluation and comparison of target and actual data

Calculation

- Short and medium-term planning of orders in Calculation
- Budgeting of orders through preliminary calculation and postcalculation.
- Evaluation and comparison of target and actual data
- Collective calculation for complete cost units, or sets of cost units

Sales Budgeting

Based on the customer master data, Sales Budgeting serves medium-term sales planning. It monitors the progress of sales and turnover (amounts) and provides a basis for long-term production planning (quantities, scheduling).

Sales budgeting helps to observe evolutions and supports prognostics.

Up to two additional budgets in order to keep a record of the situation with continuous budget updating.

Three dimensions are available.

Dimension 1

Budgeting per customer (e.g. according to geographic criteria) and concentration e.g. on:

- countries
- continents
- communities of states
- economic spaces

Dimension 2

Budgeting in time:

- yearly
- monthly in order to consider seasonal fluctuations

Dimension 3

Budgeting of products concentrating e.g. on:

- groups
- divisions
- classes
- categories

Budgeting in the given dimensions relates to sales volumes (in basic units or package) and turnover (in key currency). Budget amounts can be derived using existing price lists. Foreign currency amounts can be calculated based on a special prospective budget exchange rate.

The three dimensions can also be combined, thus allowing to focus on particular aspects of planning.

The ZOOM effect present in all CASYMIR modules allows focussing from rough planning down to single details.

Purchase Budgeting

Medium-term procurement planning in order to optimise:

- order quantities
- delivery capability
- stock capacities, stock expenses
- contracts and framework agreements

The structure of Purchase Budgeting is identical to that of Sales Budgeting. It is based on the vendor master data. The observation and comparison dates are extremely flexible due to freely definable periods, which allows fast, short-term reactions to changes in the procurement environment.

Once the prospective sales amounts have been registered in the sales budget, the purchase budget can be calculated at the push of a button: A nested exploded calculation uses the material bills to break down the budgeted requirements into the material needed for production.

Common elements

The budgeting tools mentioned above have the following common elements:

- Tabular and graphical analysis through freely definable lists
- Continuous adaptability in the budgeting process until entry deadline
- Budget controlling or blocking through the system's rights and period administration

Cost allocation browser

An ingenious management instrument.

Cost allocation charts are crucial for SMEs, even before the age of computing, when they came along as huge tables rolled up on A0 sheets. Its importance for internal cost allocation remains unchanged: It allows to optimise overhead cost allocation and assures a transparent grip on costs. Your controller will love it.

The cost allocation browser is an excellent support for cost optimisations, even if you apply a full cost approach rather than a direct or marginal-cost costing (perhaps because you are convinced that there is no fair allocation formula for overhead costs).

CAS browser – what for?

A cost allocation sheet, the window onto Operational Accounting so to speak, can become rather large and difficult to interpret following the company size and product range – exactly the opposite of what a CAS

was meant to bring, namely clarity and transparency. The size of your desktop screen may be impressive, but it will still not show you all the information you need to keep in sight. You will be scrolling the table over and over again – a tedious and inefficient task.

Not with the CASYMIR CAS browser. Just as you can use a web browser (e.g. Firefox or Internet Explorer) to "scroll" the internet and focus on what is relevant, the CAS browser will present exactly the information you are looking for.

To find your way in an extensive cost allocation sheet, and see coherence, structure and possible mismatches, just select a menu item, and allocation structure will be presented graphically.

You define the field of vision

The cost allocation sheet, as a control calculation of already posted amounts, is normally just a mere reflection of bookkeeping – there is nothing to post in a CAS. However, you can use the CAS browser to arrange and modify it to match your individual needs. If you wish to keep on calculation with the CAS values, e.g. for statistical evaluation or budget simulation, you can transfer the CAS to a spreadsheet such as Excel (Microsoft) or Calc (LibreOffice) with just one press of a button.

A few mouse clicks are sufficient to compress the representation as far as to display the complete CAS on a screen or to print it. Colour nuances in lines and columns, quick info upon mouse-over (e.g. allocation details) or context menus upon right click help you keep orientation even in this condensed display.

And if you are looking for details, the CASYMIR CAS browser lets you zoom into one hierarchical level after the other, all the way down to a single posting document from the archives.

Your Cost Allocation Sheet is capable of more!

The Cost Allocation Sheet is most valuable to the management for monitoring costs and test limits, e.g. when a product has a poor performance: should it be de-listed despite its positive attributes? Budget simulations and varying cost allocation formulas might show you how to adopt the price of the product to the current market conditions or the imputed costs...

In this way, the originally static cost allocation sheet becomes a promising controlling tool thanks to the CASYMIR CAS browser.

Features

- Up to 240 structured set-ups (according to account plan or business management assessment)
- overview of actual costs, budgets and forecasts on one sheet
- data always up-to-date
- concentration options on different levels
- drill-down function all the way down to single posting documents
- freely definable allocation procedures
- graphic visualisation of the allocation formula
- allocations can be rolled forward and back
- sophisticated data export functions

CRM

Customer Relationship Management (CRM)

CASYMIR CRM is an efficient support to marketing, distribution and sales departments. With CASYMIR CRM you do not only administrate transactions, you can also evaluate them according to different criteria. Naturally, this module also supports the planning and realisation of marketing events.

CRM offers the following functions:

- Administration of business transactions, site visits, phone memos
- Complaints
- Complaint procedures
- Events
- Import of address data
- Criterion-based mailings
- Bulk e-mail sending
- Free attribution of company data
- Sales processes

Field of application

Systematic logging of business transaction (potential customers, customers, suppliers, forwarders, banks, contract partners etc.) independently from the persons who created them. Collection of address data for events.

Processing of data for information mailings via different channels.

The module can be used in all economic sectors.

Functionality Data basis

The basis of all the information available in the CRM system results from the cross-linkage of different modules within CASYMIR, which host the relevant details. This linkage is achieved through freely configurable attributes which can be assigned to the different incidents (customers, suppliers, potential customers etc.).

Through the interaction of the CRM modules with other relevant CASYMIR modules an incident may be registered, added or edited from different contexts.

Address administration

CRM uses the address administration from the CASYMIR Master Data Module.

Company and company employee administration

The CRM module includes an autonomous company master and employee administration. Companies can be classified in several ways autonomously:

- several sectors, the sector master can be defined freely
- several spheres of interest, the interest sphere master can be defined freely
- one company class, the company class master can be defined freely.
- one representative, the representative master can be defined freely.
- A company can be linked to any number of addresses:
 - one contact address
 - any number of delivery addresses, one of which as a default
 - any number of invoice addresses, one of which as a default
 - any number of employee addresses
- In connection with a company, any number of (third-party) employees can be registered in the system. Company employees can receive multiple classifications, e.g. according to:
 - function
 - person codes, a freely definable classification

Attribution

Attributes are filed in the system as master data, the attribute master is freely definable and can be extended at any time. Apart from unstructured, free information (free text), attributes may also contain controlled data, e.g. a selection of pre-defined options, values, date information, links within the system...

All attribute values have a temporal validity. This allows you to keep a record of their chronological course within the system. Thanks to the attribution, you are never limited by pre-defined data structures; you can always extend the data model according to your needs.

Business transactions

Within the CRM Modules, the business transaction administration is a powerful instrument for documenting transactions and tracing a series of specific actions. The transaction administration supports a journal in which incidents involving companies and their employees are logged.

A text (from a short memo to a complete report) can be registered for each date). Follow-ups can be assigned

to specific employees at specific dates. In the event of sickness or vacation, all the dates can be forwarded to a substitute. The registered text may also be copied to text processing programs and sent as post or e-mail. All registered company and personnel data can be catalogued and displayed or printed for analysis.

Incidents can be classified as follows (incident kind, incident type):

- Transaction kind: freely definable, 2-stage classification, e.g. form as letter, e-mail, phone call, fax, etc.
- Transaction type: freely definable, 2-stage classification, e.g. content as acquisition, complaint, condition contract, appointments, etc.

Incidents can be linked as follows:

- To orders, offers, purchases
- To articles, batch numbers, article specimens, serial numbers

Recurring incidents may be given a time frame.

Mailings

An implemented data export interface to text processing systems allows manifold data preparation for mailings, regardless of the aim or target group of the mailing. CASYMR supplies the required address on the basis of a sophisticated selection tools. The selection patterns deriving from criteria and conditions can also be saved. This allows to reproduce or restart certain mailing actions at any time. Naturally, saved selection patterns can also be combined.

Mailing criteria/ Address sorting criterion

The data basis mentioned above proves a high degree of flexibility in marketing actions, since criteria and conditions to the address selection can be drawn from any of the modules connected to the CRM module. Apart from the usual address-related filters, this allows to draw on criteria from the following areas, among others:

- Companies (e.g. specific company sizes or sectors, ...)
- Orders (e.g. minimum turnovers, purchased quantities, etc.)
- Articles (e.g. which articles have been purchased by whom, how often?)
- Stock (who received deliveries from which batch and who supplied said batch?)
- Production (which customers received articles from a specific serial number), etc.
- The selection criteria may also be combined logically.

An example

The following shall serve as an example for the complex filter and sorting criteria (any kind of selection is completely menu driven).

«I need the addresses of the purchasing agents of all Germany-based companies which have generated a turnover of at least 100 000 EUR in the user software division. Only select companies having purchased at least five licences, but omit those located in the 66xxx postal code area. Add the addresses off the managing directors if the company has activities in the database software domain.»

The search queries can be saved in order to re-evaluate them later on the basis of an address database that has been changed in the meantime.

Interfaces

- Import of CSV address data to be linked to a specific marketing event or an order
- Export of address data to any data format

Settings

- Configuration by master data entry.

BI-TOOL

DeltaMaster BI-Tool

Seamlessly integrated into the ERP system, DeltaMaster supports CASYMIR users in the analysis and interpretation of existing ERP data in such a way that they can be used directly for planning purposes.

Look, see, do

It's the final stretch of the process that determines whether Business Intelligence makes an impact – or not.

After all, if people don't read reports, understand them, and take appropriate actions, all of the time and effort spent collecting, saving, and preparing data was for nothing. The conditions for human perception are complex, but not as individual as you might think. We have focused on these common traits and used them to design information systems.

Universal standards for reports and analyses trigger signals that communicate variances and management information faster and clearer than ever before. That's just one reason why the best-managed companies steer their business performance with DeltaMaster. Here are many others.

Get the big picture

Our dashboard delivers a clear, unmistakable picture of your business performance. Two simple colors will change your view forever – so looking is seeing and seeing is doing.

Seeing more, faster

Be ready for your next meeting – with just a swipe. Using DeltaMaster on your iPad is intuitive and handy. No exports or extra steps are required.

Know on the go

Make good decisions wherever you are. Our mobile app for smartphones ensures you always have important, reliable numbers at hand.

KPI everywhere you look

We offer individual solutions that bring your data to life – on desks, mobile devices, or even the walls and floors of lobbies and hallways.