Product Functionality Document

ORION

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Introduction

ORION Enterprise is a functionally rich, integrated, and enterprise-wide information solution deployable across a large number of platforms. A highly scalable and technologically superior system, ORION Enterprise enables you to integrate all areas of your business and increase operational efficiencies across the enterprise. It helps you boost customer satisfaction through better control over costs and enhanced profitability.

Designed and developed by 3i Infotech Ltd. to meet the requirements of diverse market segments such as FMCG, Trading, Import/Export, Retail/Distribution, Manufacturing, and Energy, ORION Enterprise supports multi-company, multidivisional, profit centre, and multi departmental/cost centre type of organizational structure.

The flexible design and extensive parameterization of ORION Enterprise allows it to cater to changing business requirements. In addition, its high scalability ensures that use of an application grows with the growth of the business.

ORION Enterprise is developed in the ORACLE environment and is implemented on a wide range of hardware and operating systems. ORACLE is the leading open systems application development architecture today and provides portability of the application across hardware platforms. This ensures that your investment in time and money on the application software is secure.

The investment you make in ORION Enterprise today is protected in the long term and provides you the flexibility to adapt to changing business requirements.

Bilingual

Bilingual is a feature that enables display of the screen elements in a language other than English. The significant points pertaining to Bilingual feature are as follows:

- Languages supported are same as the National Language Support in Windows environment. The font of the foreign language is to be installed in the system.

Auto Code Generation

Auto Code Generation refers to the capacity of an application to create codes such as item code, customer code, supplier code, or fixed asset code. This helps avoid the problem of incorrect codes in the system.

Auto Code Generation is available for Customer, Sales, and Item masters and Fixed Asset masters.

Auto Code Generation helps in creating uniform coding in the system based on set parameters.

Technology

ORION Enterprise is GUI-based and uses client-server architecture. It is developed using ORACLE RDBMS as its backend. The application development is carried out using Oracle Developer 2000. The procedural libraries for ORION Enterprise are written in SQL and PL/SQL. ORION Enterprise is developed for a large number of platforms including Windows NT, Windows 2000, LINUX, and all UNIX-based platforms.

This Functionality Document details the modules, functions, features and tools available in ORION 10.3 version of ORION Enterprise
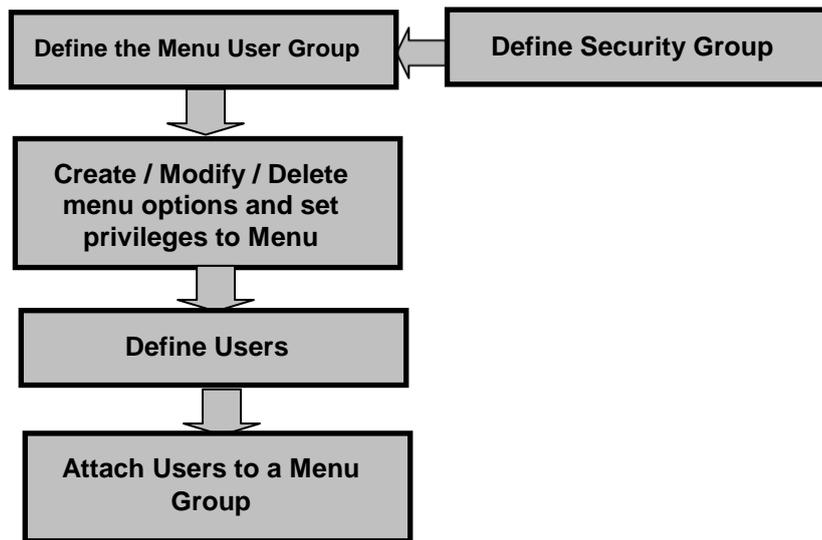
Overall Functional Flow
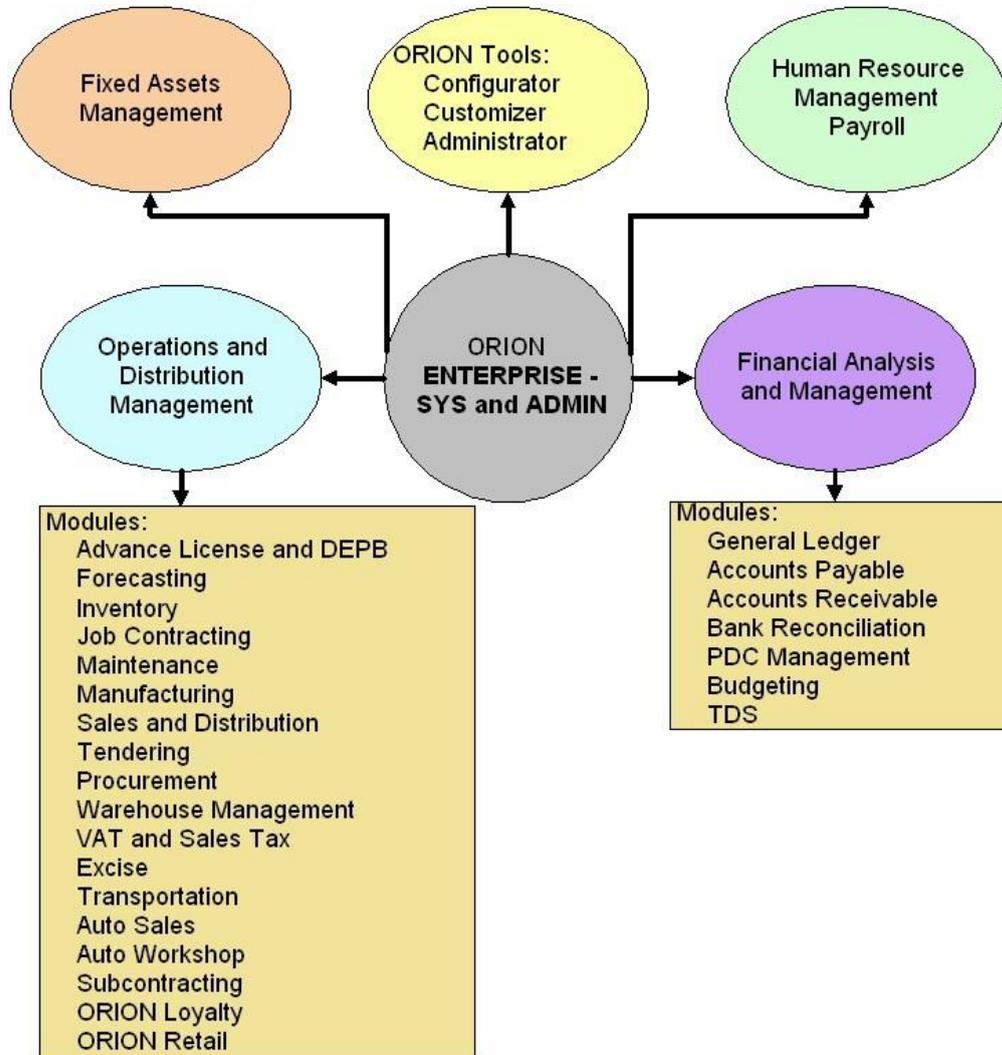
Orion Tools

Administrator

Orion Administrator has been designed to seamlessly integrate with ORION 10.3. It allows users to manage the menu structure within ORION 10.3 and set security features.

Functional Flow

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┌─────────────────────────────┐         ┌─────────────────────────────┐
│  Define the Menu User Group  │ ◄══════ │    Define Security Group     │
└─────────────────────────────┘         └─────────────────────────────┘
                │
                ▼
┌─────────────────────────────┐
│     Create / Modify / Delete │
│     menu options and set     │
│       privileges to Menu     │
└─────────────────────────────┘
                │
                ▼
┌─────────────────────────────┐
│         Define Users         │
└─────────────────────────────┘
                │
                ▼
┌─────────────────────────────┐
│    Attach Users to a Menu    │
│            Group             │
└─────────────────────────────┘
```

User Group/User Setup in Administrator

The features in Administrator are classified into two broad categories:

- User-related
- Menu-related

User-related features in Administrator

- Create User Groups and Menu Groups
- Create Users
- Modify and Delete Users
- Assign Privileges
- Assign Menus to User Groups/ Users
- Assign Users to Security Groups

Menu-related Features in Administrator

- Define menu actions through the Menu Manager screen.
- Organize Menus
- Duplicate group or single menu item
- Rename Menu
- Enter Help text for Menu items
- Set parameters for menus
- Copy menus assigned from one User Group to another

- Set password at the menu level
- View the entire list of menus available
- View the menu items assigned to a specific user

Other Features

- ODBC Connection to connect to any data source
- SQL Queries through the SQL Window in Administrator
- Menu structure report to view the assigned menus for a User Group
- Search facility to locate a Menu
- Easy Navigation

Configurator

Orion Configurator has been designed to seamlessly integrate with ORION 10.3.ORION Configurator enables users to set up the transaction flow for ORION modules and map business processes.

ORION Configurator helps define:

- Multiple business flows for each type of transaction
- Sets of business rules to customize and map business processes
- Flexi fields that allow additional data fields for each flow
- Approval rights and Amendment rights for each flow

Key Features

- Map new business flow to the existing business flow graphically
- Create Transactions
- Configure transactions for the following attributes:
    - ❖ Business Process Rules
    - ❖ Flexi fields and the flow of the flexi fields Approval and amendment
    - ❖ Document number generation Document control
    - ❖ Advanced parameters Item field
    - ❖ Unit of Measurement (UOM) type Sales tax and VAT
- Load one or more levels of business flows

Generic Features

- Visualization of the business flow
- Print and Search facilities
- Navigation through the transaction flows
- Multiple views of the transaction listing.
- Generation of Transaction Reports

Customizer

Organizations impose user restrictions on the data access privileges for security reasons. Such restrictions result in the requirement of multiple occurrences of the same form for different user groups. These occurrences are copies or instances of the base form.

Customizer is a tool that helps create and organize multiple instances of a form to be attached to different menus.

Functional Flow

The functional flow of the Customizer tool is depicted below as a flow chart.
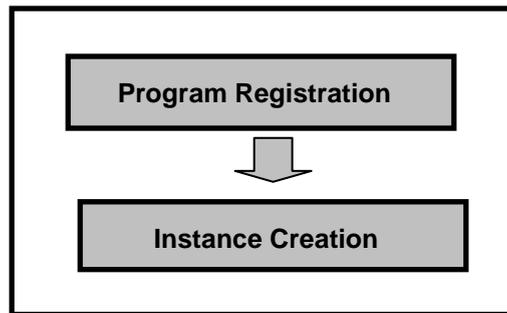
Customizer Functional Flow

The explanation of the stages is as follows:

- **Program Registration** is a process through which the Base form identifiers for all transactions and masters in ORION are registered in the database.

- All forms in ORION are grouped into one of the various modules in ERP system. **Instance Creation** process enables users to register an instance (copy of the base form).

- On completion of instance generation, the menus of the instances are attached to User Groups using *ORION Administrator* tool.

Key Features

- Create about 35 menus that invoke any other program, report or execute a host command

- Provide unique color schemes for individual user group or users at the instance level through the Color Palette

- Rename, Duplicate, or Delete an Instance

- Rename the labels of the Buttons and tabs in an Instance screen

- Hide the fields or tabs in an Instance

- View and modify the Instance

- Drag and drop to reposition fields on the ORION Instance screen

- Customize the Instances on the following perspectives:

  1. **Visual**: Refers to the modification of the elements of the canvas in terms of properties such as field width, label captions, position, alignment and spacing
  2. **Functional**: Refers to the actions such as Insert, Update, Delete and Query on fields and blocks

Modules in ORION

ORION comprises of the following modules:

- Auto Sales
- Auto Workshop
- Bank Reconciliation
- Budgeting
- Forecasting
- Finance
- Inventory
- Job Contracting
- Maintenance
- Manufacturing
- Procurement
- Sales
- Subcontracting
- Tax Deducted at Source

Inventory

The ORION Inventory module is an online inventory management system. This module automates the inventory related activities in a multi-company, multi-location environment and maintains the Item information, location information and provides stock maintenance support. Inventory module also supports other modules in their smooth functioning.

Functional Flow

The following flowchart depicts the functional flow of ORION Inventory module.
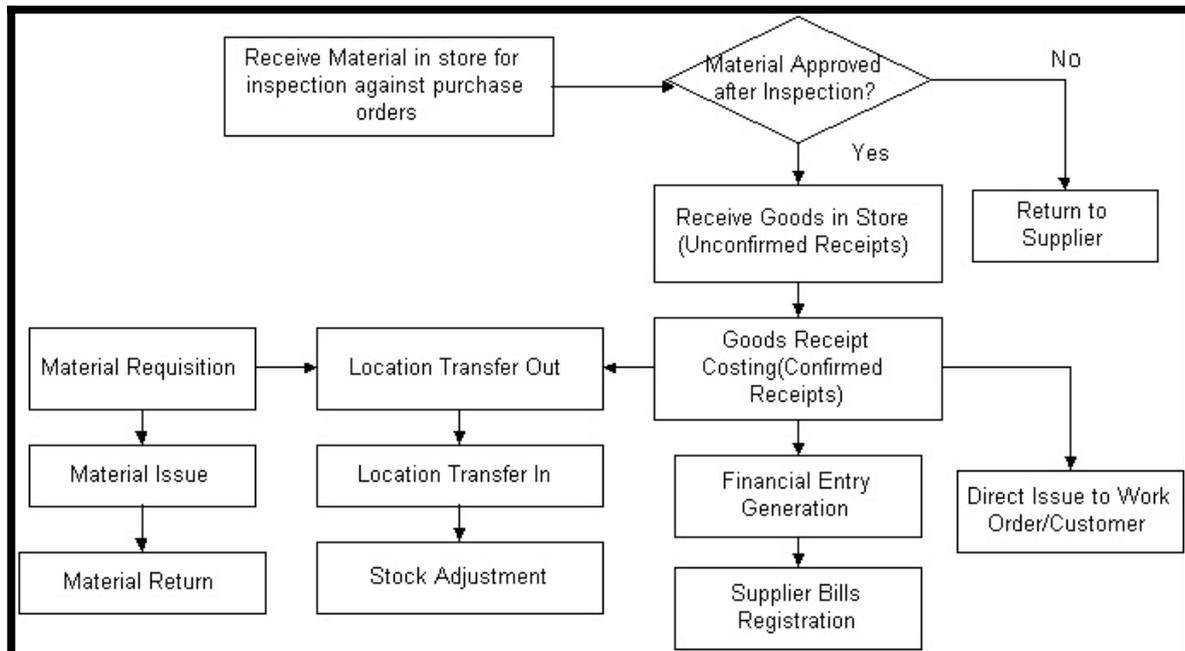
The Inventory module supports the following functions:

- Goods Inspection
- Goods Receipt Note
- Goods Receipt Costing
- Supplier Bills Registration
- Supplier Return
- Material Requisition
- Material Issue
- Material Return
- Material Transfer
- Stock Allocation and De-allocation
- Stock Confirmation
- Stock Valuation
- Physical Stock Take
- Stock Adjustment
- Bundling and Unbundling

Goods Inspection

- Tracks goods shipped by the supplier and received at the stores
- Inspection can be done before goods are taken to the stock or after you record the goods received
- Records goods accepted and rejected after inspection
- Allows re-grading rejected items
- Transfers rejected goods from Inspection location to another location

Goods Receipt Note (GRN)

- Records goods shipped by the vendor and received at the stores
- Allows to enter value or quantity of items
- Refer Purchase Orders made to the suppliers or Shipment Advice from the Suppliers for goods received

GRN Costing

- Costing done before receipt of goods is provisional and provides advance information
- Facilitates Auto GRN Costing
- Allows to enter the value of goods received and the system calculates the unit rate from the value
- Validates for zero-value items received

Supplier Bills Registration

- Registers the Supplier Invoice or Bill, which is received from the supplier
- Acknowledge the liability to the supplier for goods received
- Allows Post-GRN Bill, Pre-GRN Bill and Non-GRN Bill

Supplier Return

- Captures the details of returned goods to the supplier

- Refers the Goods Receipt transaction for the items returned
- Automatically generates financial entries for the transaction

Material Requisitions

- Based on required materials and services, each department raises Material Requisition
- Captures this information through Material Requisition
- Allows authorization checks and balances to be maintained for each transaction
- Reserves stock at the Material Requisition transaction
- Automatic de-reservation subject to the pending reserved quantity is possible
- Automatic Material Requisition that displays the required item quantity to be purchased

Material Issues to various Charge Areas

- Goods from stores are issued to various charge areas such as Job, Cost Centre, Supplier, and Employee
- Automatically tracks the issue against material requisitions and provides the status information.

Material Returns from Various Charge Areas

- Enter the Material Return (MR) details through this screen
- Reverses the original transaction when materials issued by Stores are returned to Stores

Inter Location Transfer of Material

- Facilitates registering of Material Transfers and their tracking based on a transfer note requisition reference
- Facilitates automatic generation of location transfer for centralized control of stock movement within a company, where physical locations are within company premises
- Stock is reduced at the transferring location and added at the receiving location

Stock Valuation

- Ascertain the value of inventory holding
- Provides for costing based on Weighted Average Cost (WAC), Last In First Out (LIFO), First In First Out (FIFO), Standard Costing, and Issue at Standard Costing of stocks

Physical Stock Entry

- Captures the actual stock in the inventory
- Calculates the variance between the physical stock and system stock
- Displays the discrepancy report for combination of locations
- Stock Adjustment for variance during Physical Stock Take

Stock Adjustment

- Stock adjustment is carried out to correct discrepancies in the stock
- Facilitates issue or receive items in batch during Stock Adjustment.

Stock Confirmation

- Updates the confirmed stock in Inventory for receipt and issue transactions
- Facilitates stock confirmation for all transactions in a single event

- After confirmation, logs such as Error Log and Confirmation Log are created, which displays the stock confirmation status in transactions

Bundling and Unbundling

- Creates a bundled item from individual component items in the available inventory
- A tag is created for a specific set of items that forms the bundled item
- A bundled item is created based on its constituents defined in the Tag details for a tag item
- Stock of the bundled item increases and stock of the component items decreases based on their individual proportions
- Unbundling transaction split the bundled item into its component parts

Highlights

- Items are identified as Batch and Serial Number items
- Classification of locations into Costing, Closing, and Stocking group allows easy maintenance of stock over various locations
- Defective and damaged items are put on hold so as to prevent from issuing
- Ensures availability of minimum stock whenever it processes an issue transaction
- Calculates and update average consumption quantity and stock level criteria for items in the inventory
- Re-allocate free stock and reserved stock from one transaction to another

Procurement

The ORION Procurement module supports effective control of inventories both in retail and manufacturing business processes. Control becomes necessary because inventory status and requirements have a major impact on capital and cash flows. This is especially true in manufacturing scenarios where raw material stock affects the seamless flow of production process. The module handles the procurement cycle starting from requisition to goods receipt note stages.

The module supports new as well as existing product purchases. This implies that different flows exist when products are procured from existing suppliers and new vendors. The existing suppliers have a fixed price set in a rate contract.

Functional Flow

The flowchart below displays the functional flow of Procurement module in a new product procurement business scenario. In this flow, price of product plays a key role.
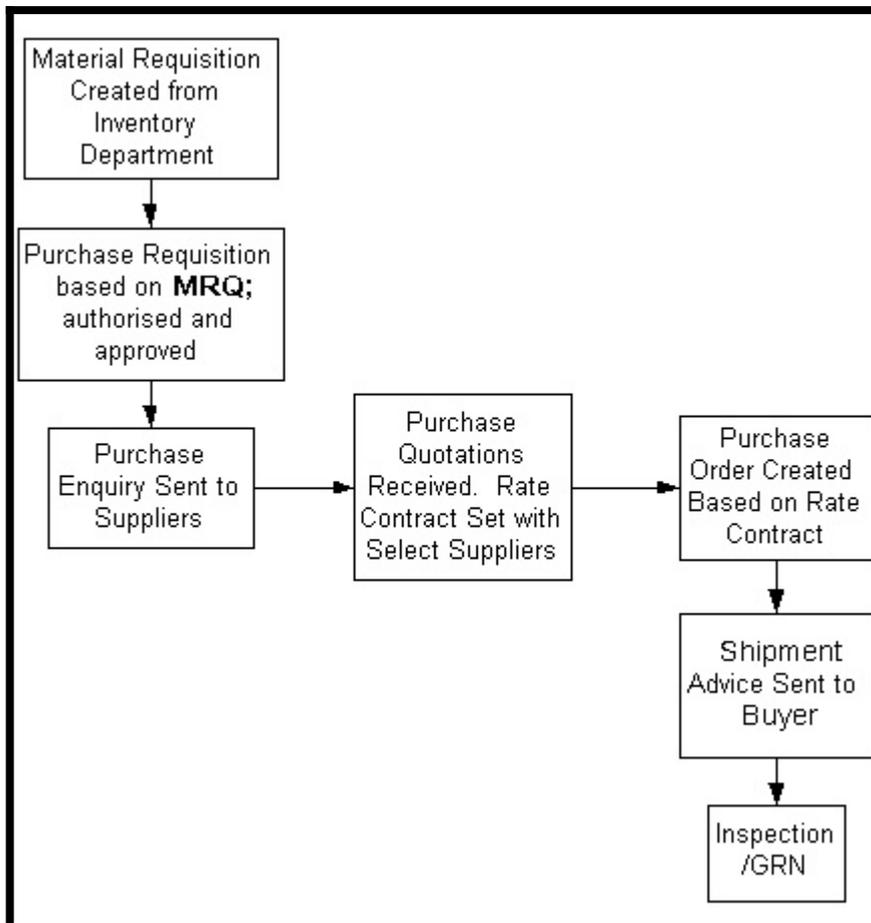
The following flowchart depicts the purchase flow pertaining to existing suppliers or branded products. Price does not pay a key role since a rate contract already exists between buyer and supplier based on trading experiences.
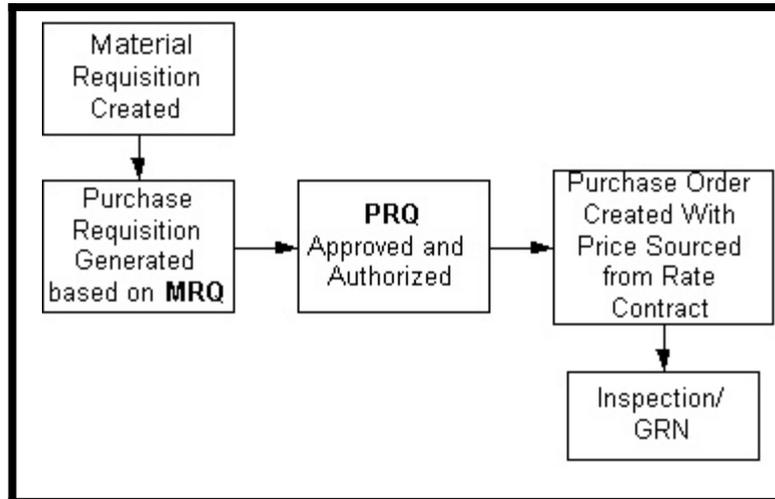
The module supports the following aspects of a typical procurement cycle.

- Rate contract
- Purchase requisition
- Enquiry to suppliers
- Quotation from suppliers
- Purchase order
- Letter of credit
- Shipment advice

Rate Contract

- Purchase order is based on rate contract for existing or regular suppliers
- Product rate or price is pulled into purchase order from rate contract
- Rate contract includes maximum quantity to be supplied and rate based on quantity

Purchase Requisition

- Purchase requisition is routed from material requisition prepared by Inventory Department or is directly sent by Production Department to suppliers
- Control on requisitions generated is through authorization and approval of the same
- Consolidation of multiple purchase requisitions if required

Purchase Enquiry

- Purchase Department sends enquires to suppliers based on requirements of internal departments
- Details of prospective suppliers including address and other contact details captured

Purchase Quotation

- Purchase quotations are received from suppliers
- Quotations details input as report data
- Output of reports for user to analyse and decide on best or feasible price

Purchase Order

- Purchase order is either normal or blanket PO
- Orders are based on quotations or direct, that is without preceding enquiry and quotation stages. The latter applies to existing suppliers
- Consolidation of multiple purchase orders if required
- Tolerance levels are set
- Rate is pulled into purchase order from rate contract
- Letter of credit is created in parallel
- Cancellation or short closing of order takes place if needed

Shipment Advice

- Document created for full or partial shipment of goods
- Includes details of item and quantities shipped with purchase order references
- Multiple purchase orders are accommodated in one shipment advice if required

Highlights

- Automatic conversion of rates from unit of measurement (UOM) defined for rate contract to transaction UOM
- Automatic purchase requisition generation
- Enables closing of non-submitted or unapproved requisitions
- Captures delivery schedules at item level in requisitions
- Enables control of purchase budget at purchase requisition and purchase order stages
- Enables pulling of last purchase price into current purchase order
- Accepts back and future days
- Enables inter company sales order
- Allows creation of quotation for prospect customer
- Handles purchase orders with excise

Sales

ORION Sales module comprehensively handles all aspects of a sales cycle beginning from customer enquiry to invoicing. Since sales forms the backbone for financial success of any organisation, it is vital to monitor and maintain information pertaining to various facets of the activity. Reports on sales status primarily include location wise sales report, yearly sales analysis and pending sales orders.

Functional Flow

The following flowchart depicts the functional flow of Sales module.
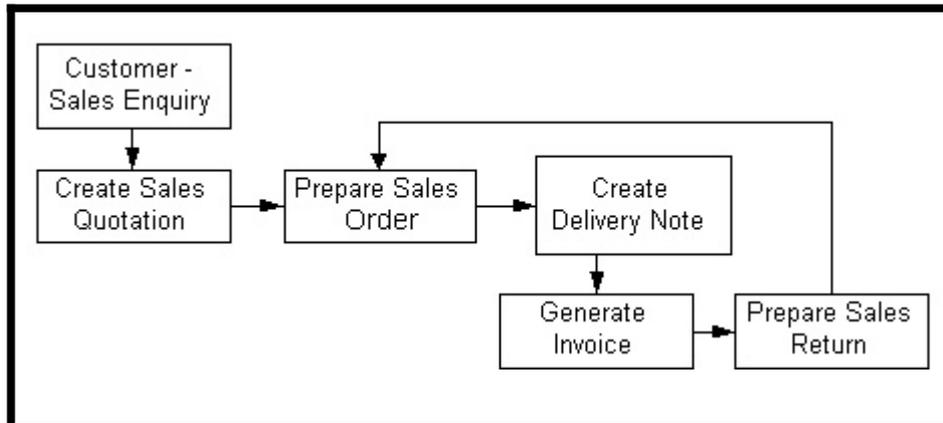
The Sales module supports the following functions:

- Sales Enquiry
- Sales Quotation
- Sales Order
- Sales Invoice
- Sales Return

Sales Enquiry

- Customer raises a sales enquiry with details of the requisite items
- Salesman records complete customer information and delivery schedules

Sales Quotation

- Based on enquiries received, quotations are sent to clients
- Alternate items suggested to customer
- Price lists and payment terms are detailed
- Client/item-wise price list having special rates or discounts for specific clients is pulled if required

Sales Order

- Sales order is either normal or blanket
- Sales order is direct or refers to a quotation. The former refers to existing customers
- Sale of goods is against cash or credit
- Advance payment and advance refund details are recorded

- Partial shipment of items is possible based on parameter setups
- Letter of credit is created in parallel
- Delivery dates scheduled based on transit time matrix
- Delivery costs handled through delivery cost matrix
- Free or reserved stock is transferred from one sales order to another if required
- Free of cost item details are recorded
- Batch closing of sales order takes place if required

Sales Invoice

- Invoice is direct or after delivery note. Sometimes, the invoice doubles as delivery note
- Includes details of goods delivered, tax, expense and discounts with reference to delivery note or sales order
- Free of cost item details covered
- Advance payment details are recorded
- Cost of sales posting done based on Delivery Location and Sales Location Range
- Supplementary invoice generated if item cost is modified

Sales Return

- Details of items returned are recorded and stock adjustment done against invoice
- Sales order referred and back-updated
- Cost of sales posting done based on Delivery Location and Sales Location Range
- Credit note is generated in integration with the Fixed Assets and Accounts Receivable modules

Highlights

- Credit control console facilitates approving of sales orders and invoices, besides displaying outstanding payments
- Rollup and roll-down sales target forecasting
- Enables creation of sales quotation for prospective customer
- Facilitates reservation of item stock across multiple locations
- Console for allocation of free stock to sales orders
- Enables posting of free of cost items to main item
- Facilitates grouping or splitting of items through Bundling and Unbundling
- Allows return material authorization without reference document
- Back-update of sales order is possible based on sales return quantity
- Enables control of display price
- Handles sales aspects of service items

Manufacturing

Manufacturing is the process of transforming raw materials into finished products. The production need is driven by anticipated sales that may happen during the referred time period. In ORION Manufacturing module, the production targets, based on sales forecasts and orders, are met through production schedules, material and capacity requirement plans, and work orders. Effective planning enables procurement of raw materials on time and at the best price. As work orders are executed, the consumption of materials and production of finished goods are recorded through Production Reporting and Production Slip. The Manufacturing module closely integrates with other modules such as Finance, Sales and Purchase for effective production results.

Functional Flow

The following flowchart depicts the functional flow in ORION Manufacturing module:
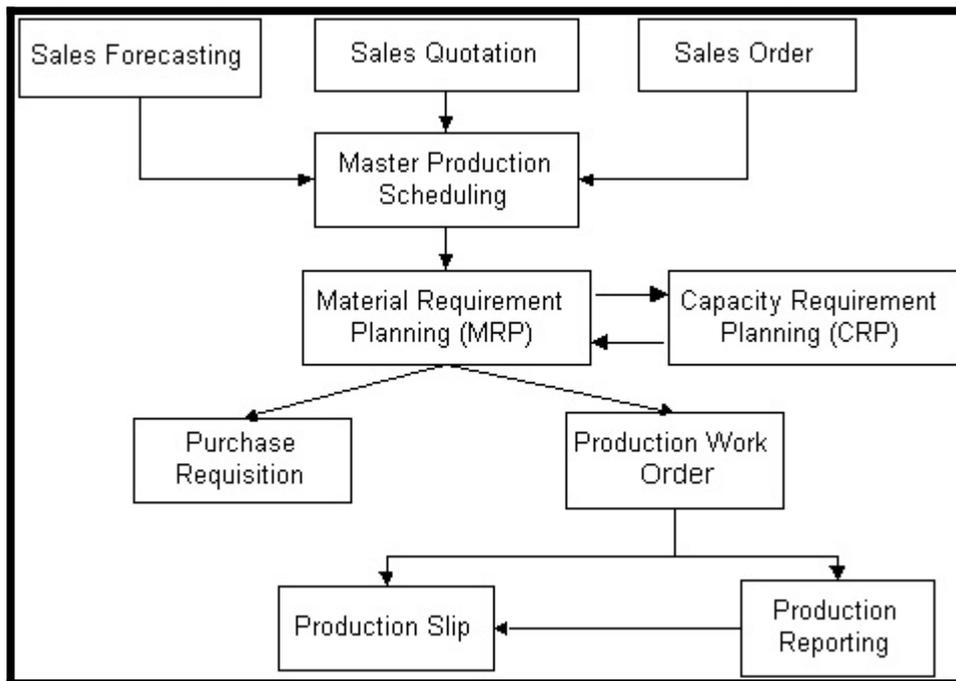
The Manufacturing module supports the following functions:

- Bill of Material Definition
- Plant and Work Centre Definition
- Route and Item-Route Map Setup
- Master Production Scheduling
- Material Requirement Planning
- Production Work Order
- Production Reporting
- Production Slip

Bill of Material Definition

- Defines the raw materials and component items and the required quantity for the production of a finished good
- Co-products and scrap details after the production of finished good are also captured

Plant and Work Centre Definition

- Enables to attach machines meant for production execution under a work centre
- Define production plants where actual production takes place
- Stocking and selling locations are mapped under each production plant
- Allows defining items that are produced at a plant with their respective percentages of production in a plant.

Route and Item-Route Map Set-up

- Maps the production routes that is utilized for manufacturing the finished goods
- Allows mapping various item into a route as much as various routes into an item
- Captures the details of consumable items for the production of finished products
- Defines lead times that are inherent at each stage on the specified route to produce the finished good
- Capture the details of manpower requirement each stage in the route producing the finished good
- Enables to define indirect materials, indirect labour and other indirect expenses that are involved during the production
- Attaches the BOM applicable for a specific item– route combination
- Captures the production related parameters and tracks their values after production

Master Production Scheduling

- Defines the build schedule for a specific future period with respect to finished goods
- Process the MPS plan for a production plant and displays the result in MPS Worksheet

Material Requirement Planning

- Plans the buy schedule for all bought out items and build schedule for the make items relevant to finished goods to be manufactured in a specified period
- Defines MRP Rule for a particular schedule and process the plan for a production plant
- Displays the MRP Processing result in the buy/build MRP Worksheet
- Generates Production Work Orders and Purchase Requisitions directly from MRP Worksheet

Capacity Requirement Planning

- Provides information about work centre utilization
- Analyzes the load across all work centres related to planned orders by Material Requirements Planning

Production Work Order

- Captures data relevant to production such as finished goods and the quantity to be produced
- Define the possible start date and shift for the work order

Production Reporting

- Signifies the work completed based on the following aspects:
    - Quantity of throughput actually produced
    - Rework and reject quantities

- Quantities of raw materials
- Consumables utilized in the process
- Co-products and scrap produced till the reported stage
- ☐ Back updates the production work order with respect to all quantities
- ☐ Allows Production Reporting for single as well as multiple production work orders

Highlights

- Locks and Unlocks Work Centres for maintenance
- Creates Material Requisitions from Production Work Orders when materials are not available in the inventory for production
- Allows generation of a Work Order from multiple Sale Orders
- Inspection of goods before proceeding to the next stage of production by setting up QC parameters
- Provides user level security to access Work Order details in Production Reporting
- Finished goods are valued at standard cost as well as using Roll-up costing
- Multi-stage reporting of production
- Production Slip indicates the production of finished goods in real time
- Timesheet records the duration that an employee works for listed stages in work orders

Budgeting

ORION Budget module handles the vital task of creating and controlling a financial plan that estimates incomes, sales targets and expenditures for future periods. Using both the Top Down and Bottom Up approach to budgeting, the module supports Operations and Finance budgets. Budget entry is facilitated by creation of budget types, hierarchies and periods. Control of budget is through addition, modification and deletion processes. Summary reports on budget utilization and yearly budgets are also provided.

Functional Flow

The following diagram represents the flow in the Budget module as well as the controlling activities performed on the budget.
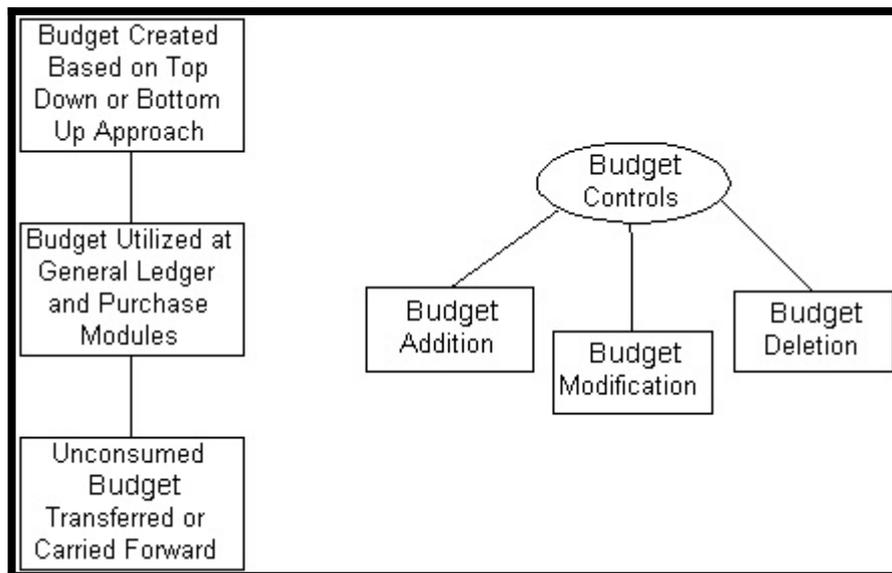
Budget Entry and Approval

- Budget entry and approval depends on approach selected – Top Down or Bottom Up
- Budget amounts entered according to rights assigned to users at levels in the hierarchy
- Records details of segments for which budget is defined, budget period, original and confirmed budget amounts
- Displays break-up of confirmed budget according to chosen sub periods
- Records details of approvers of the budget
- Recalculates period and sub period amounts based on changes made to confirmed budget

Budget Utilization for Finance Budget

- Finance budget rules are applied for utilization of budget
- General ledger transaction entry reflects allocation of budget
- Budget is applicable for individual items

Budget Utilization for Operations Budget

- Operations budget rules are applied for utilization of budget

- Budget allocation rules assigned to Purchase Requisition and Purchase Order transactions
- Budget allocation done either based on Quantity or Value
- Utilization is automatic or manual
- Budget is applicable for individual items or for the whole transaction

Budget Addition/Modification/Deletion

- Budget value is defined for the unique category, code and period combination
- Allows new category addition as well as budget entry for existing categories
- Enables modification of segment values and budget amounts
- When budget amount is utilized in purchase requisition, purchase order or GL transaction, the effect of addition, modification or deletion is reflected

Budget Transfer

- Based on parameter setups, the budget can be transferred or carried forward
- Budget quantity or amount is transferred to another period, sub period or record from an approved budget at multiple levels
- Partial transfer of budget is also possible
- Negative budget amount is also transferable
- Once transfer is complete, budget summary is updated

Budget Carry Forward

- Available budget amounts within same category are carried forward at period, sub period and detail levels
- Positive budget balance is transferred

Forecasting

The ORION Forecasting module supports both production and sales cycles by helping in systematic and strategic planning of production based on actual demand at the target level or sales trends for a future period. It is important to forecast before actual production to ensure effective control and usage of inventory in the form of raw materials and stock-on-hand. The result of forecasting is anticipated production demand.

The outcome of planning or forecasting is in the form of a forecasting worksheet that aids quick decision making. The module handles two ways of forecasting, Roll Up and Roll Down.
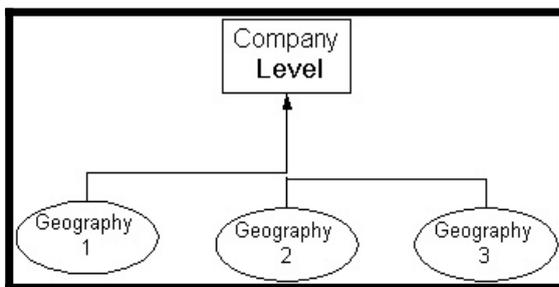
Roll Up

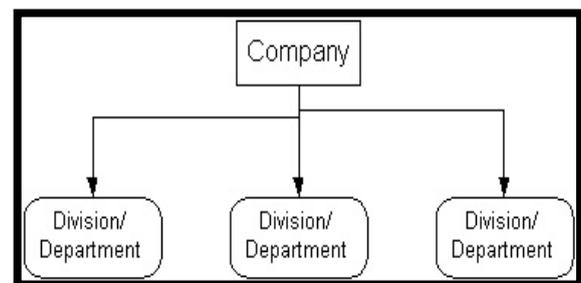Demand created at the geography level is rolled up to the planning level.

Roll Down

Production planning done at the company level is filtered down to the divisional or lower levels based on a roll down formula.

Roll Up Forecasting technique   **Roll Down forecasting technique**

The module works based on definition of the following primary aspects:

- Planning level – supported at company and location level
- Forecast period – defined using a planning calendar
- Frequencies within the forecast period – denotes the interim or short-term forecast periods within the overall forecast period defined using forecasting models
- Segregation of demand in terms of percentage across potential sales areas on the basis of a formulation using formula builder

Forecasting Worksheet

- Displays details of planning level hierarchy in the form of tree structure
- Enables entry of planning level based on which forecasting approach is selected
- Enables recording of details of forecast period and forecasting models used to define interim forecast periods
- Captures item details and forecast values for each item at the selected planning level
- Enables roll up or roll down of forecast values to the higher or lower levels as applicable

Integration with Manufacturing Module

The Forecasting module provides input in the form of anticipated production demand for master production scheduling (MPS) and requisition planning

The MPS runs based on the forecasts provided as inputs. The actual time schedule for production and the quantity to be produced are determined through MPS.

The MPS further forms a basis for material requisition planning that handles procurement of raw materials and other essentials of production.

Highlights

- Integrates seamlessly with the Manufacturing module to support production scheduling and material requisition planning
- Provides security to the forecasting process through Forecast Security, which controls viewing and modification of forecasts
- Displays planning level hierarchy in tree structure for clarity

Finance

Finance is the core of a business and plays a role in every transaction that happens in an enterprise. The Financial Management module incorporates features such as Financial Accounting, Accounts Receivable, Accounts Payable, Post Dated Cheques (PDC) Management, Budgetary Control, and Management Reporting. The Finance Management module closely integrates with other modules such as Inventory, Sales, Purchase, Inventory, Contracting, Manufacturing, Excise, Fixed Assets and Payroll to provide a tight control over finances.

Functional Flow

The Finance module captures the accounting entries and related details corresponding to the financial transactions, which originate from different functional modules too. This module handles daily financial reporting, ledgers and MIS. Multi-currency features facilitate international purchase and sale. The default selling price is automatically converted to the customer's currency. Payables and receivables are tracked separately for each currency and GL automatically converts revenues and expenses to domestic currency. Gain or loss due to exchange rate fluctuations is tracked.
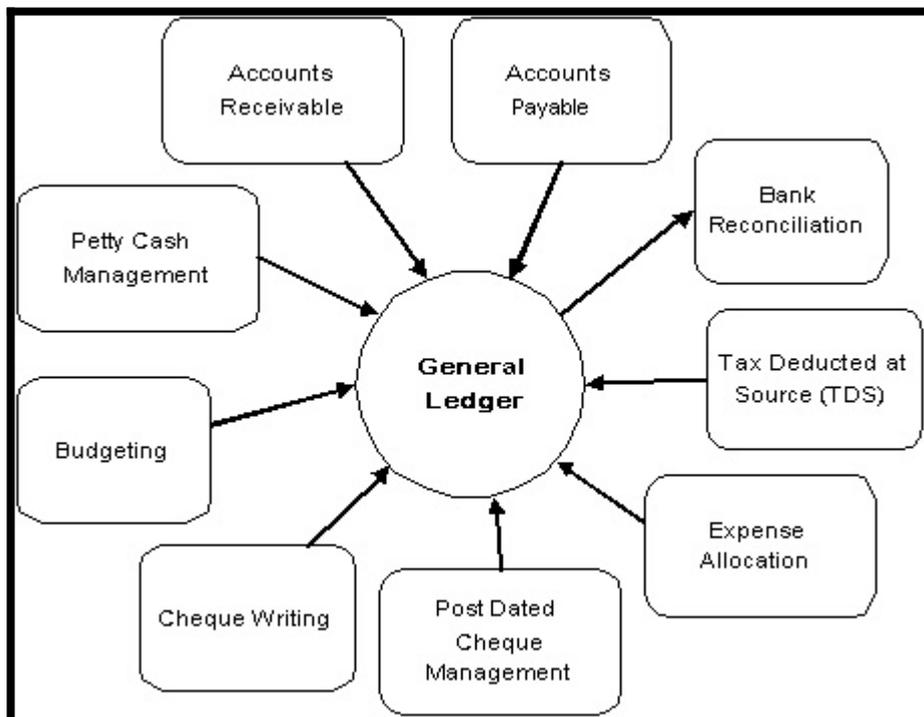
General Ledger

General Ledger module supports the following:

- Initialize the company details and the account details
- Collects financial information through a chart of accounts and prepare financial and management reports from it
- Facilitates presenting statutory information in the form of reports to the regulatory authorities
- Provides the flexibility to record financial transactions in on-line or batch processes

- If the transaction processing is in the batch mode then the user has the opportunity to generate a checklist of the unprocessed transactions and verify it before submitting transactions for processing

- The GL transaction uses the double entry system of accounting

- The balancing segment in the GL voucher is defined up to levels such as Division and Department

- Definition of balancing segment for a combination of these levels is also possible.

- Allows to define the level up to which the matching segments are defined when two documents are being matched

Chart of Account Grouping

- Chart of Account (COA) Grouping defines how the accounts are to be grouped and totalled for various reports

- Offers tremendous flexibility to users to define their own report formats

- The user has an unlimited choice of arranging reports with different level settings

- Chart of Accounts supports reusable report components so as to facilitate creation of entirely new reports in seconds based on existing rows and columns

- The Chart of Account Zoom query is a versatile query to obtain balance of various Balance Sheet and Income and Expense heads (levels)

- Allows to add or modify the existing Chart of Accounts Grouping

The following flowchart depicts the levels in COA grouping:
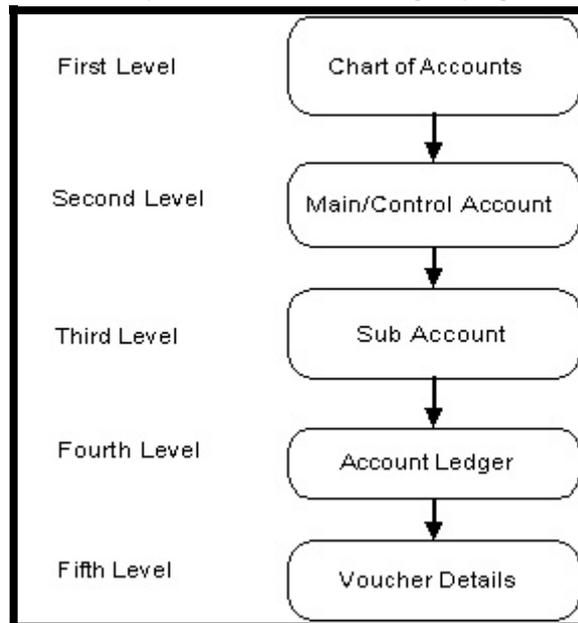
Auto Journals

Auto Journal feature facilitates automation of routine accounting tasks. It provides for the following journals:

- **Reversal JV** - Used for automatic reversal of any GL transaction. For wrongly entered GL transaction, the system automatically reverses the document and a new document number is generated automatically.

- **Correction JV** - Used for correction of GL entries posted into incorrect accounts, divisions, or departments. The system maintains the old entry as is but also generates a correction JV.
- **Fixed JV** - Used for creation of templates of standard entries done on regular basis. This feature helps eliminate repetitive data entry and minimize errors.
- **Period-wise Allocation JV** - Used for automation of prepayments and standard cost allocations across divisions or departments.

Foreign Currency Capability

- General Ledger provides multi-currency support in a single ledger
- Financials integrated ledger architecture supports revaluation of foreign currency transactions
- It also captures the gain or loss arising out of revaluation for specific currencies
- The FOREX Revaluation option facilitates revaluation of the Foreign Currency Value accounts on a specified date

Bounced Cheque Handling

- In General Ledger, there is an option to specify any cheque credited in the current period as bounced.
- An automatic Debit Note is generated by the system and the original invoice is released (as outstanding).
- The Bank receipt previously processed is now adjusted against the Debit Note that is generated and the original invoice is displayed as outstanding

## Accounts Receivable and Accounts Payable

The Accounts Receivable and Accounts Payable module manages the business in the following ways:

- Handle inter-company and inter-division/department financial settlements, payments, and receipts
- Authorize a company to view transactions of other companies within the same group
- Capture, store, and efficiently manage details of Post Dated Cheques (PDC) received from customers
- Process cash discount availed by a customer in Foreign Currency
- Specify reference details such as details of invoices that are matched with the payment
- Unmatch an open entry that is incorrectly matched
- Generate Contra Receipt Voucher/Contra Payment vouchers at the source and target company
- Contra receipt and Contra payment can be in the nature of Normal/PDC/On Account
- Generate vouchers at the source as well as the target companies affecting the required account

Payment Approval

- Payments Approval automatically generates Payment Vouchers, print cheques, drafts, or transfer letters, and settles the outstanding accounts paya   bles
- The user decides to make partial payments against outstanding bills or settle multiple bills using one payment
- The user also make reversal of these payment vouchers

- This module provides option to select bills for approval
- Allows modifying the current payment depending on the bank balance
- Payment vouchers are generated to effect payment
- Option to define any bank account before generation of the payment voucher
  The following flowchart depicts the Payment Approval process:
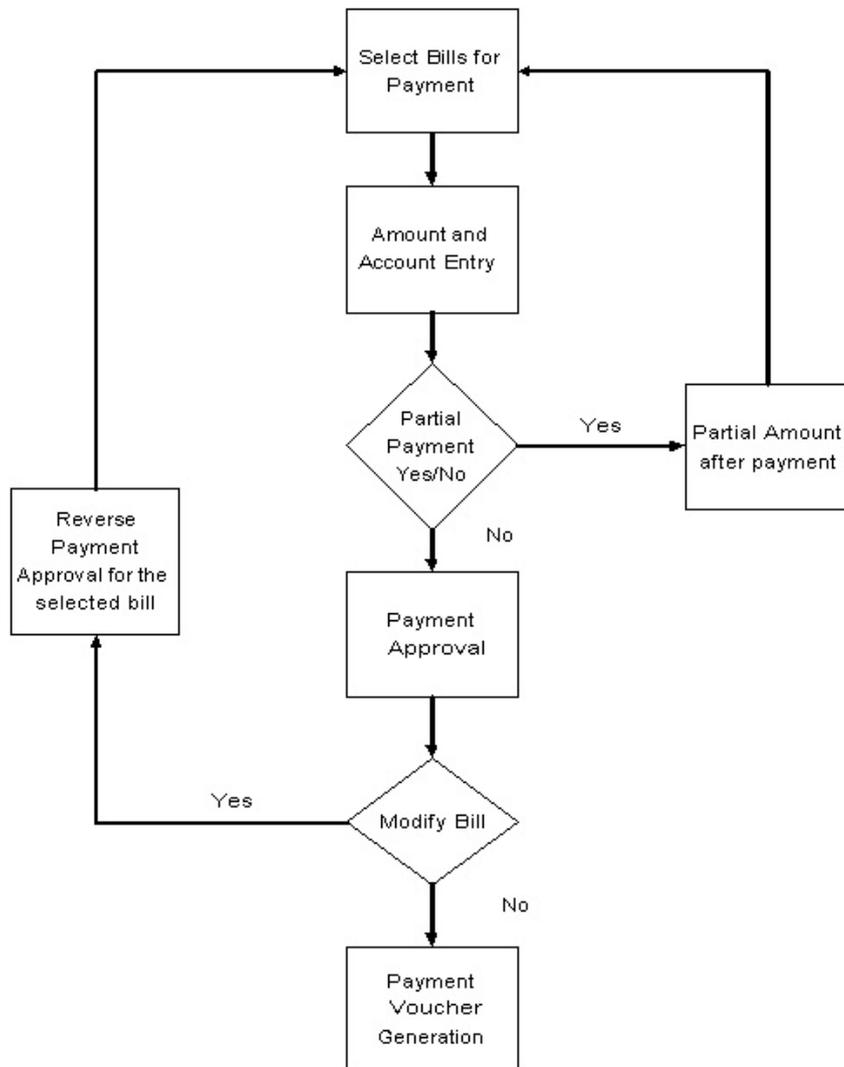


Pay Batch

- Pay Batch allows making batch payment for a range of suppliers at a time. Pay Batch supports the following features:
- Define a criteria for batch payment and enable payment for a range of Control Accounts and Suppliers at a time
- There can be multiple filter criteria for one Pay Batch Criterion. Add any criteria to Pay Batch as long as it is not confirmed
- Allows to modify the payment amount against each pulled bill if required
- If an advance payment is already done for the party, there is an option to adjust that advance amount with a bill. Partial advance adjustment is also allowed.
- Tax deduction at source at the time of payment.

- Once Pay Batch is confirmed, user generates vouchers corresponding to the pending bills
- Allows Cheque Number generation and Pay Batch Voucher generation for the included pending bills
- Handles FOREX generation if there is any change in Exchange Rates for Transaction Currency from bill date to the Pay Batch voucher generation date

The following flowchart depicts the Pay Batch process:
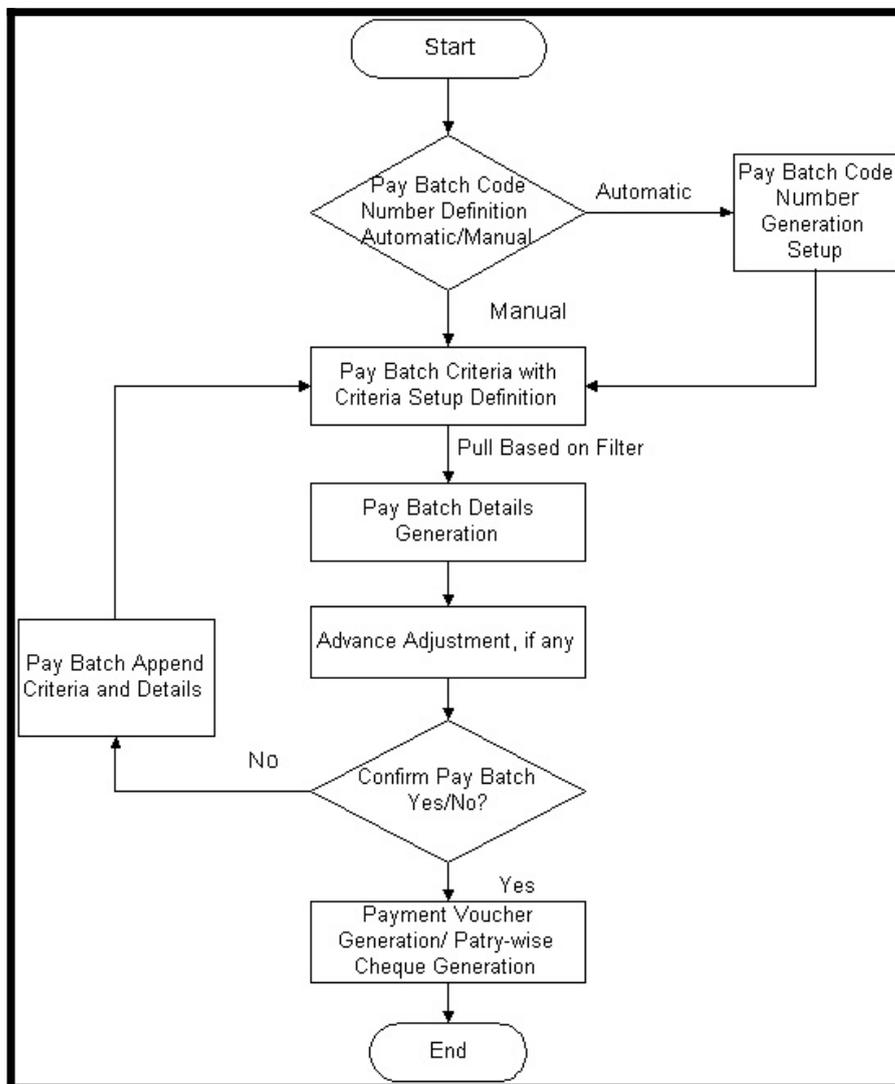
Contra Payment and Receipts

The Financial Management module supports inter company and inter division or department financial settlements of payments and receipts.

- When a group company pays a supplier or receives payments from a customer on behalf of another company in the same group, it leads to an inter company transaction. A contra entry is then generated in books of the company that receives/supplies goods
- While the settling company makes the payment through its bank, the corresponding voucher entries are made in its system as well as in the other (target) company
- Payment can be made through Post Dated Cheques or On Account

- The settling company may stop the payment by utilizing the Contra Payment Reversal process
- Generating contra payment voucher at the source company leads to generation of vouchers at the source as well as the target companies and this affects the required accounts
- The user may define multiple Target Companies for a single Source Company

Inter Unit Transaction

- The system allows transacting between different business units of the same company
- Inter Unit transaction is done to process these debit or credit entries that take place at different units
- In the Inter Unit Transaction setup, define accounts involved at the Source and Target units for Inter Unit transactions
- Inter Unit transactions generate vouchers at the target unit affecting the required accounts

Expense Allocation

- Specify the level of the accounting segment at which this is applicable such as company division and department
- Specify the criteria based on which expenses are allocated, percentages or ratios at which expenses incurred are to be split for each defined criterion

Petty Cash Management

- Imprest or Petty Cash is a fixed amount defined to meet the day-to-day expenses
- Facility to create and maintain transactions related to Petty cash, which occur each day, and also generate specific reports
- Facility to initialize, reinitialise, disburse, and reimburse cash from the petty cash box
- Initial Cash received into the petty cash box is recorded through Petty Cash Initialisation
- Once a Petty Cash box is initialized, the user generates a petty cash request for disbursement to meet an expense in the department or division
- Petty Cash Disbursement is essential to maintain a record of the cash disbursement of a specific petty cash account
- Enables I OWE YOU type of disbursement, which requires returning the equivalent of the disbursement either in cash or expense vouchers
- Enables financial posting after petty cash disbursement

The following flowchart depicts the Petty Cash process flow:
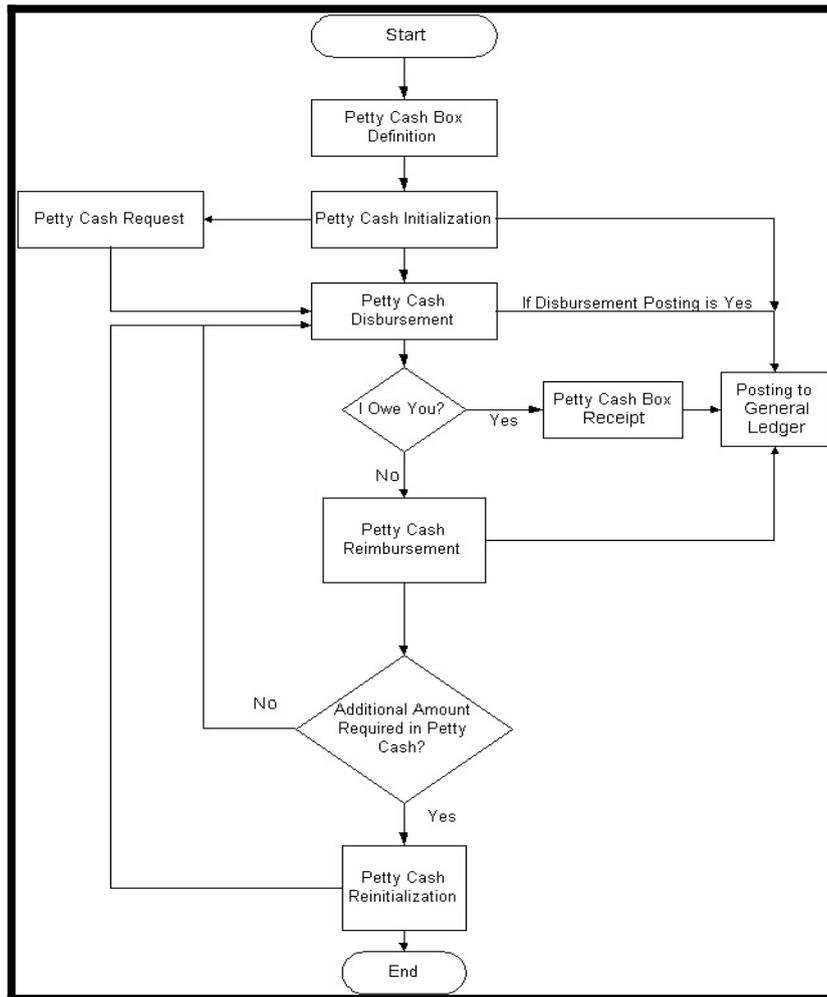
Post Dated Cheque Management

- Details of these Post Dated Cheques (PDC) are captured, stored, and efficiently managed in the PDC Management module
- Books of accounts reflect changes made during PDC receipts confirmation and PDC issue confirmation
- Option to match PDC against the outstanding debits against the customer
- Debits arise due to a sale or a bounced cheque, which reasons call for cancelling PDC

Cheque Writing

- The Finance module provides the facility to maintain cheque books for each bank account.
- The Cheque Writing feature is to generate cheques for payments to be made
- Allows to review cheques before printing to reduce the chance of erroneous cheques being issued
- Cheques generated after cheque writing are processed for printing

- The Cheque Status update function in the Cheque Writing module is to update or reverse printed cheques

Highlights

- Multi Company, multi divisional and multi departmental accounting, and consolidation at company and group levels.
- Comprehensive financial reporting available for inter-company cross-references and consolidations beside trial balance, balance sheet, profit and loss accounts at the Company and Group levels.
- Period can be opened, closed, or reopened for Division or Department
- Multi-currency system allows account maintenance in Foreign Currency and provides for tracking of Exchange Rate fluctuations
- User-defined summary and formats for Balance Sheet and Profit and Loss Statements with an online facility to specify schedules for the same.
- Schedules under multiple Chart of Account formats, multiple formats of Balance Sheet and Profit and Loss Statements for one company
- Unlimited user-defined Sub Ledgers in addition to the standard creditors and debtor's Sub Ledgers such as Employee Sub Ledger
- User-defined currency and Exchange Rate
- Support in GL for three base currencies: actual base currency of the company, an intermediate currency used when there is no direct exchange rate defined from Transaction Currency to Base Currency, currency is used for consolidation in a multi-company environment, which last needs to be the same for all companies within the group of companies
- Activity codes to analyze expenses in addition to available account code break-up ledgers
- Transaction grouping under multiple heads to provide for user-defined daybooks
- Accepts more than 12 accounting periods
- Online matching of Accounts Payable and Accounts Receivable documents against receipts, payments, and other vouchers
- Open Entry Matching/Unmatching/FOREX adjustment processing
- Any time FOREX revaluation

Job Contracting

The ORION Job Contracting module tracks a job contract from the enquiry stage to its completion and invoicing. This module enables the user to perform cost estimation and account for actual costs incurred during execution of the job. To achieve this purpose, cost details are systematically tracked based on materials consumed, equipment utilized, labour and other miscellaneous expenses incurred through Job Tracking report.

Functional Flow

The following flowchart depicts the functional flow of Job Contracting module
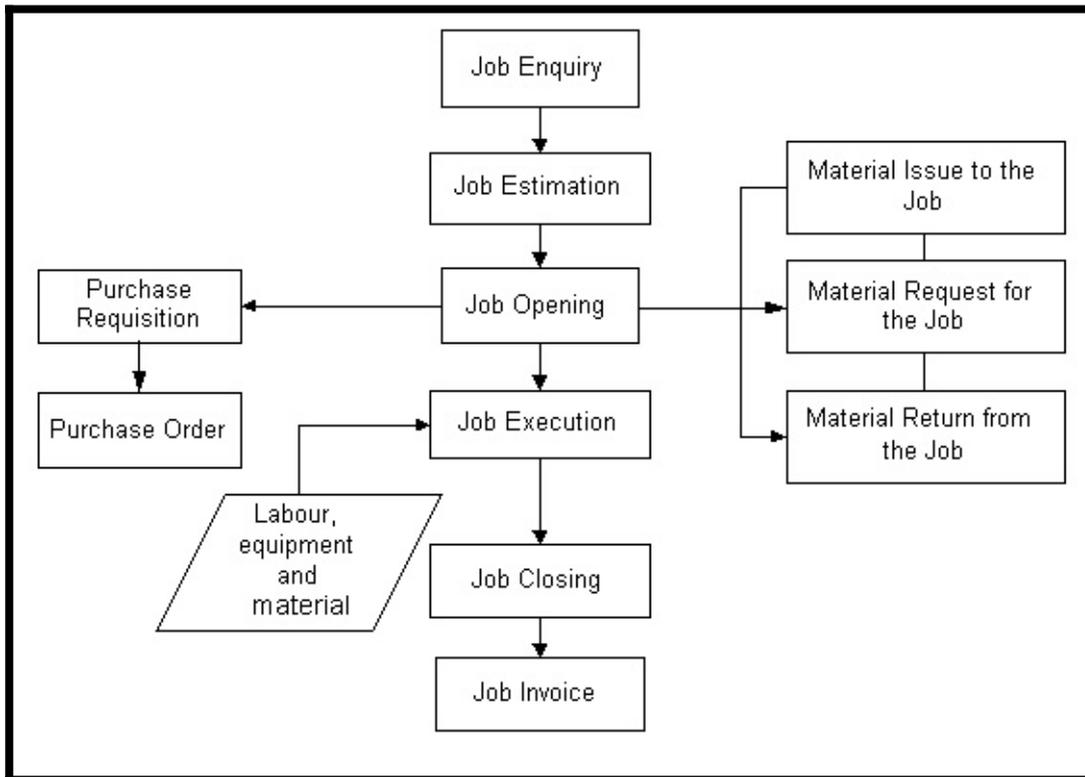
The module supports the following functions of a job contracting cycle:

- Job Enquiry
- Job Estimation
- Job Opening
- Job Execution
- Job Closing
- Invoicing
- Integration of job contracting and manufacturing modules

Job Enquiry

- Records the job details enquired by the customer
- Captures details pertaining to customer and salesman

Job Estimation

Job Estimation document is prepared to estimate the job cost for the following aspects:

- Cost and sale value of each activity within the job
- Resources cost and effort involved
- Expenses likely to be incurred
- Reference documents
- Milestones defined for the purpose of monitoring

Job Opening

- Job opening signifies confirmation of the job contract
- Forms the basis for commencement of job execution process
- Records details of activities and milestones defined for each activity
- Creates financial entries related to the job
- Captures invoicing details
- Tracks resource utilization against job activities once a job is opened and approved

Job Execution

- Tracks utilization of resources such as equipment, labour and material
- Integrates with Finance module to record expenses incurred on resources and other expenses for each activity and job
- Monitors material requisition, issue, receipt and return details in integration with Purchase and Inventory modules

Job Closing

Job closing implies completion of activities pertaining to the job

Invoicing

- Creates invoice based on mutually agreed milestones or activity completions
- Posts accounting entries for advance payment
- Maintains and reflects retention percentage for each job

Integration of Job Contracting, Purchase and Manufacturing Modules

The Job Contracting module integrates with the above-mentioned modules through a console. When the inputs required for job execution are made in-house, the work order is generated in the Manufacturing module. If the inputs are sourced from a supplier, the purchase requisition is created.

Highlights

- Provides a console to integrate job contracting, purchase and manufacturing modules

Maintenance

The Maintenance module tracks repair and maintenance tasks carried out on machinery and equipment in a manufacturing unit. The ORION Maintenance module handles both Preventive and Breakdown maintenance.

Functional Flow

The following flowchart depicts the functional flow in Maintenance module.
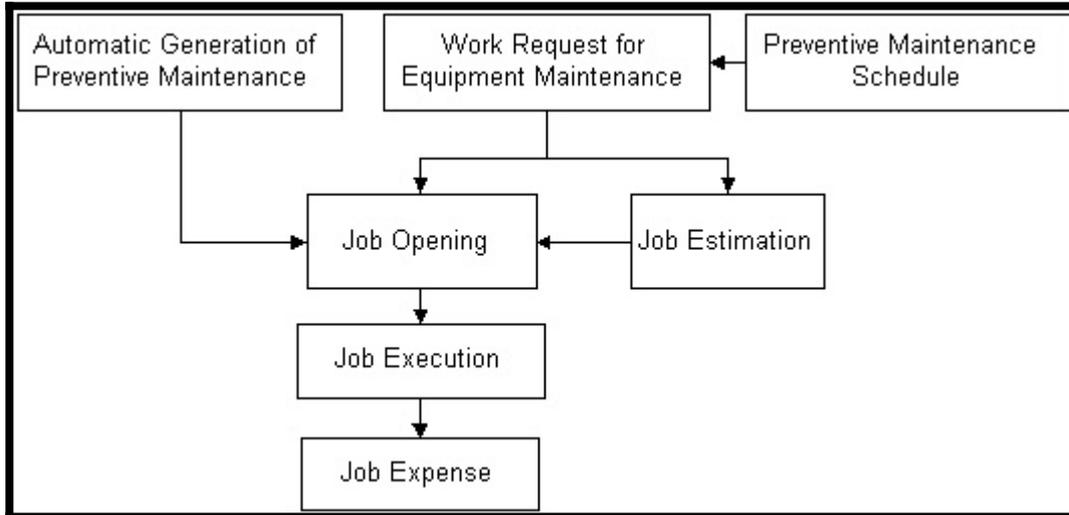
The ORION Maintenance module supports the following functions:

- Work Request
- Job Estimation
- Job Opening
- Job Execution
- Job Expenses
- Material and Non-stock Resources
- Preventive Maintenance Schedule

Work Request

- Opens a Work Request to capture repair details of the equipment
- Captures details of the work, which is to be taken for maintenance for the particular Equipment

Job Estimation

- Estimates manpower, materials, and expenses for maintenance
- Record details about the activities of the maintenance job
- Multiple activities can be associated with one job
- Provision to retain all activities that are required for the job

Job Opening

- Marks the beginning of a maintenance job execution
- Establishes various financial accounts that are impacted for the maintenance job

- Activities or milestones with invoicing details are finalized
- Resource utilization is tracked against job activities once a job is opened and approved

Job Execution

- Resources such as equipment, labour and material issued for execution of the job
- Tracking of utilization of resources through labour timesheet and relevant documents
- Recording of resource expenses for each activity and job in Finance module

Job Expenses

- Captures miscellaneous expenses for each activity in the job
- Maintains separate account for different expenses such as freight and transportation

Material and Non-stock resources

- Integration with Purchase and Inventory modules for materials used in maintenance
- Controls the issue of items for each activity in a job
- Ensures that material quantity issued to the activity is within the estimated quantity

Preventive Maintenance Schedule

- Scheduling the Equipment for maintenance in order to prevent the Equipment from breakdown or any repair at the respective work centre
- Scheduling of preventive maintenance for the equipment based on Reading or based on calendar basis
- Generate Work Requests from Preventive Maintenance Schedule Worksheet

Highlights

- Automatically generates a Work Request and Job for equipment based on due date for preventive maintenance as specified
- Single Window approval for transactions
- Automatically creates maintenance activity for a particular equipment

Subcontracting

ORION Subcontracting module works in conjunction with the Manufacturing module or independently to facilitate inclusion of Subcontractors as part of the supply chain. It tracks and monitors vendor relationships that arise as part of outsourcing processes. The main processes in the module are Requisition, Order, Issue and Receipt of Processed Goods.

Functional Flow

The following flowchart depicts the functional flow of the Subcontracting module:
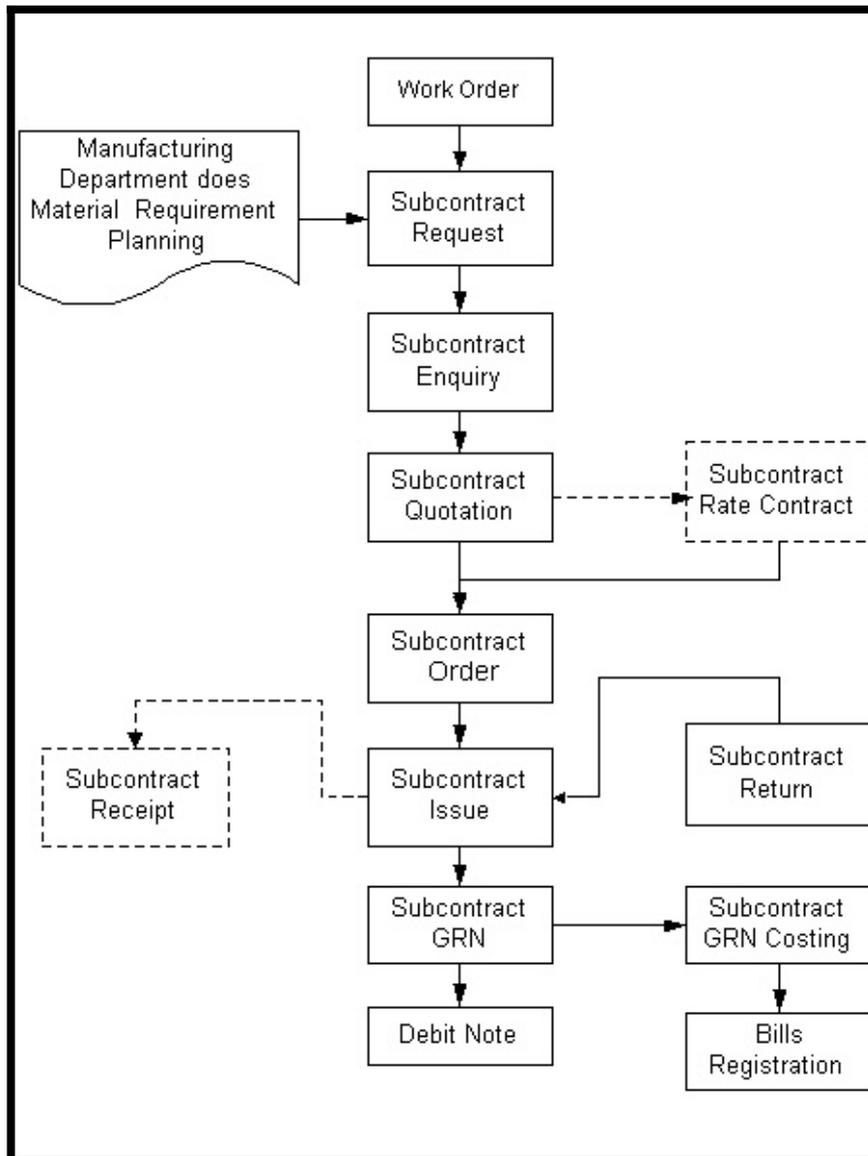
The Subcontracting module supports the following functionalities:

- Subcontract Requisition
- Subcontract Enquiry
- Subcontract Quotation
- Subcontract Order

- Subcontract Issue
- Subcontract Return
- Subcontract Inspection
- Subcontract GRN
- Subcontract GRN Costing
- Subcontract Direct GRN
- Subcontract Debit Note

Subcontract Requisition

- Requisitions are based either on work order or Manufacturing department's requisition as per Material Requirement Planning. It can also be direct.
- Services or value additions to a process are requested with reference to a stock item
- Requisition possibly created due to lack of capacity or facility to process at the principal manufacturer's end
- Comprises details of actual output to be processed, inputs required, expected co-products and scrap, processes to be carried out and lead time

Subcontract Enquiry

- Enquires sent to subcontractors for providing the services/value addition
- Details of outputs required and complete subcontractor details recorded

Subcontract Quotation

- Quotations received from prospective subcontractors for services
- Contains cost estimate for services to be rendered
- Basis for creation of Rate Contract with selected subcontractor, if required

Rate Contract

- Subcontract order is based on Rate Contract, if available, for existing or regular suppliers
- Material rate or price is pulled into Subcontract Order from Rate Contract
- Rate Contract includes maximum quantity to be supplied and rate based on quantity

Subcontract Order

- Order is either based on quotation, requisition or direct in case of existing subcontractors
- Consolidation of multiple subcontract requests into one subcontract order, if applicable
- Inventory and Accounts departments receive copies of subcontract order for reference

Subcontract Issue

- Issue of materials for processing
- Impact on stock at issuing location while the material is in transit
- Once issued materials are received at the destination, a subcontract receipt is created in acknowledgement. Material details are recorded at the receiving location

Subcontract Return

- Return of input materials that are unconsumed or of poor quality to the originating location
- Co-product and scrap also returned if available

- Impact on stock at both locations

Subcontract Inspection

- Inspection to check output quantities received from subcontractor in terms of quality and standards before taking stock into account
- Defective stock recorded as rejected stock items
- Inspection takes place either before or after Subcontract GRN

Subcontract Direct Goods Receipt Note

- Tracks input items sent to the subcontractor directly by supplier
- Costing is done for Direct GRN

Subcontract Goods Receipt Note

- Document created by Stores department to record goods received
- If Inspection precedes GRN, only goods accepted after Inspection are recorded
- Allows to select input item quantity from Subcontract Issue or Subcontract Direct GRN
- Records details of co-product and scrap generated during material processing

Subcontract Goods Receipt Costing

Costing is done for items received in GRN and expenses incurred while receiving goods

Subcontract Debit Note

- Charges subcontractor for deviations from the agreed service level
- Covers material cost, conversion charges and expenses.
- Only cost gets adjusted. Material is not shipped back

Subcontract Bills Registration

Once costing is done, registration of bills happens for service charges as detailed in the subcontract order

Highlights

- Integration with Manufacturing module to include Subcontractors in the supply chain
- Tracks stock at multiple locations for a subcontractor
- Enables control of materials sent directly by supplier to subcontractor
- Tracks and monitors co-product and scrap generated at subcontractor location
- Fully compliant with excise requirements

Auto Sales

ORION Auto Sales is a module that integrates the Purchase, Inventory and Sales operations involved in Automobile sales. The module manages these operations for new vehicles and spares for the used vehicles. ORION interface manages the Purchase and Inventory sections whereas the Sales and Marketing sections are available in the portal framework called XRoadz.

The Portal facilitates the dealers showcasing the vehicles to manage the sale transactions in accordance with the Sales Force Automation.
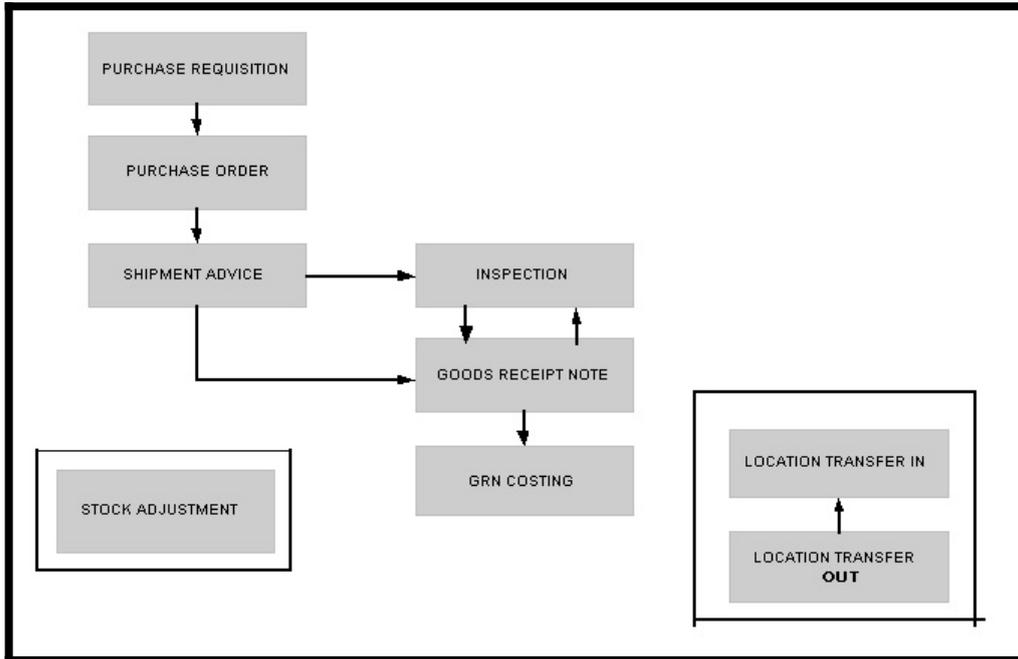
Functional Flow

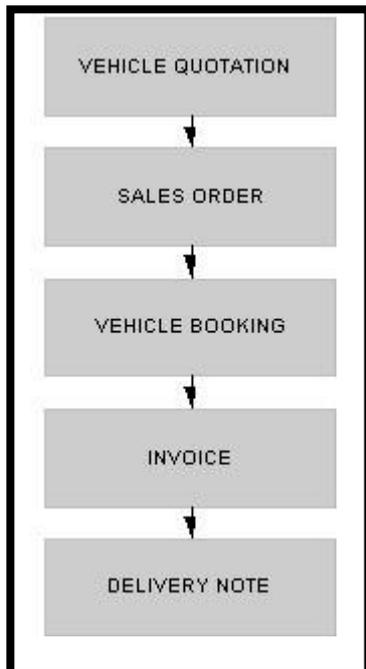The functionality of the Auto Sales module is split into the following sections:

- Purchase and Inventory
- Sales
- Sales Force Automation
- Marketing

The following flow diagrams depict the functionality of these sections.
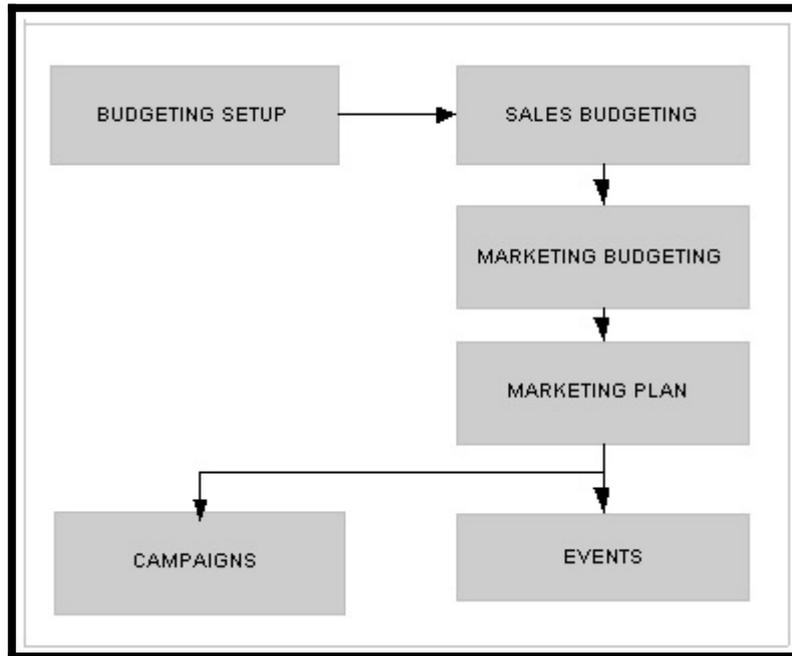
Purchase and Inventory Flow

Sales Flow

Sales Force Automation

Marketing

Marketing Flow

Functions

This section outlines the various aspects of the following flows in Auto Sales.

- Purchase-Inventory
- Sales
- Sales Force Automation
- Marketing

Purchase – Inventory

- Identifies vehicle uniquely through a combination of Brand, Category, Model, Model Type, and Model Year
- Updates Inspection details in GRN automatically, if Inspection is done after Shipment Advice
- Facilitates Serial Costing of vehicles
- Maintains commission numbers for individual vehicles
- Allows definition of specifications for the Pre-fit parts of vehicles
- Provides choice of Accessories (steering cover and music system) and Options (Example: Color, type of gear shift, type of drive) for vehicle
- Records details of the superceded and replaced items which are usually spares or pre-fit parts on vehicles
- Displays variance between the Value of vehicles in the Inventory and the records through Stock Adjustment
- Assures Warranty based on Mileage, Period, or both
- Furnishes details of the Service package offers from manufacturers based on time or mileage

- Copies details on Options, Accessories, and Warranty details available for one vehicle to another, reducing the repeated entries
- Allows entry of Maintenance details if a Job is opened in ORION Auto Workshop module for a vehicle

Sales

The Sales flow allows the user to

- View list of vehicles available through Vehicle Catalog
- Configure vehicle based on the customer requirement
- Pull Quotation and Configuration details into Vehicle Booking
- Specify Pre-delivery Instruction for the vehicle
- Capture Vehicle Insurance details along with Invoice
- View graphical Reports on Sales Summary and Sales History
- Obtain a report on Sales Cancellation

Sales Force Automation

- Provides simple interfaces to view and add Suspect, Lead, Opportunity and Customer
- Facilitates Excel Upload to add Contacts, Lead, Opportunity, Prospects and Contacts in bulk
- Enables the user to maintains a Calendar of SFA Activities and Plans
- Allows single-click conversion of an entry in one Sales Process Category (Suspect, Lead, Opportunity) to another

Marketing

- Enables definition of Sales Budget and Marketing Budget
- Captures the details related to promotional activities such as Events and Campaigns
- Allows the calculation of Sales Commission based on Value, Percentage of Value, or Quantity
- Provides a Sales Commission report
- Captures details such as brand of vehicle on sale and the number of vehicles targeted for Sales

Highlights

Sales Portal

- In-depth search on the data in the portal through the Advance Search
- Customized display of information on the portal page through User-defined templates
- Quick access to the key features of Microsoft Outlook through Outlook Collaboration
- Record of all the e-mail addresses of the contacts through Mail Matrix
- Quick Search of specific transactions from a long list through Filters
- Provision to add Literature, Notes, and Questionnaire

Auto Workshop

The ORION Auto Workshop module enables efficient Workshop Management for a vehicle dealer such as logging and subsequent tracking of both job and equipment from request for repair through estimate to billing. The module also handles the warranty claim for vehicles returned for service within the warranty period. The module helps streamline the business processes and increases productivity.

Functional Flow

The module addresses the business functions of an automobile workshop:

- Maintains a track of tasks carried out during repairs or maintenance
- Tracks the cost on each repair or service and also the profit earned

Following transactions trigger from the Workshop Module for execution of the job:

- Material Requisition
- Material Issue
- Material Return

The following flowchart depicts the functionality of the Auto Workshop module:
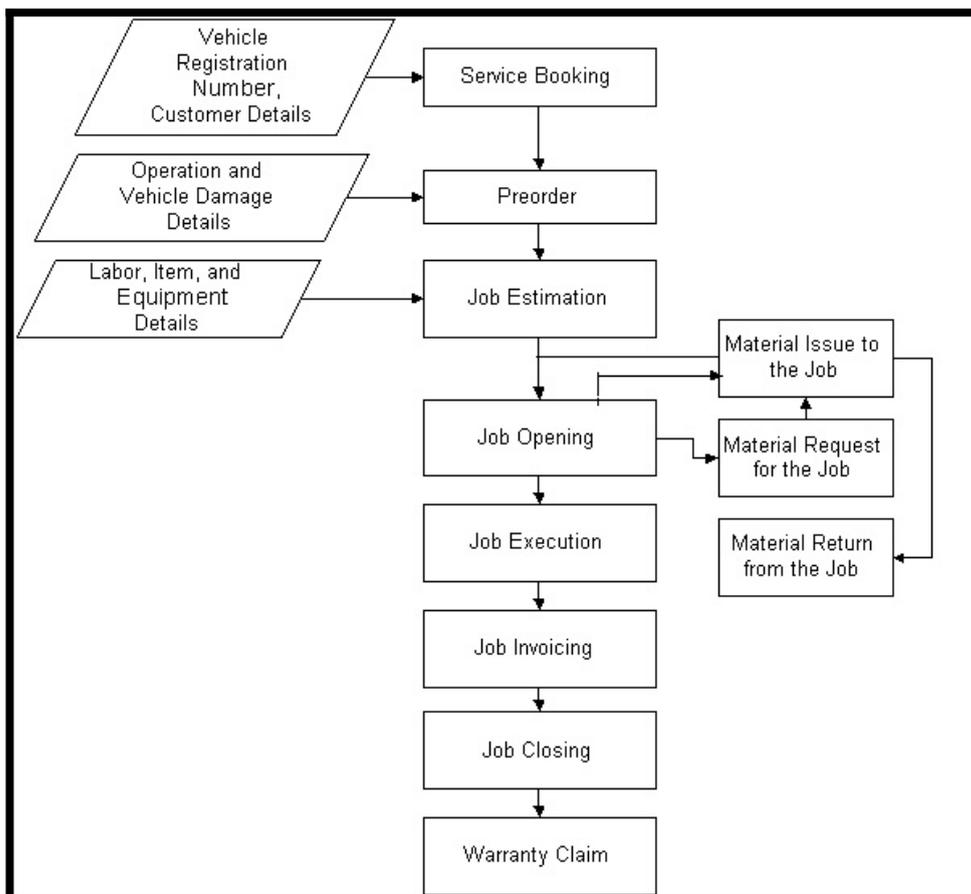
Service Booking

- Record details of requests from a customer for servicing a vehicle
- Facility to book an appointment depending on the availability of dates

Pre-order
- Captures information obtained after examination of the vehicle received for service
- Entry of vehicle details and actual complaints and damage details

Workshop Job Estimation
- Estimate spare parts requirement, equipment requirement and service personnel required to carry out the service
- Enables credit control if required

Workshop Job Opening
- Job can be opened directly or with reference to a job estimation

Material Requisition/Issue / Return
- Request the spare parts required to repair or service the vehicle through Material Requisition
- Issue the requested spare parts through Material Issue
- Record return of items issued to the job
- Back update item quantity in Job Opening

Workshop Job Execution
- Track all labour, equipments and expenses utilized for a particular job

Workshop Job Invoice
Job invoice with the billing card contains the following cost components:
- Spare parts Issue/Return
- Labour Time
- Equipment
- Expense

Workshop Job Closing
- The job is closed only when all the necessary repairs or servicing are completed and tested as fit for use
- ORION permits issue of resources to a job operation even after it is closed

Warranty Claim
- Made on the principal for replacements or reimbursements
- Initiated for an Invoiced Job
- Require FEG Processing
- Track Warranty claims for information such as the status of the claim and the Claim Amount

MIS
Some of the reports available in this module are as follows:
- Estimation vs. Actual
- Work In Progress
- Throughput
- Job Invoice Summary
- Resource Forecast Report
- Profitability Report
- Job-wise Profitability

Highlights

- Tracks the workshop activities from customer request to billing of services
- Each job at the workshop is characterized by a unique Job Card number, which retrieves any information related to the job
- Efficient cost estimation for a job by calculating labour charge, equipment and spare part charge, and other expenses
- Options to view summarized and job-wise profitability for the workshop operations
- Integrates credit control feature with the workshop transactions and ensures that the total cost for the job does not cross the credit limit for each customer
- Analyzes the estimated and actual amount for the job
- Tracks inventory of spare parts and other equipments released for a workshop job
- Displays the status of various jobs opened at the workshop

Bank Reconciliation

An organization can have account in a single or multiple banks to maintain the financial transactions. The financial transactions can be issuing of cheques to vendors, depositing the cheques received from customers and so on. The transactions that occur in the organization are registered in the General Ledger (GL), which is a book maintained for accounts and also get updated in the corresponding bank account. The account entries do not happen in the organization GL and in the bank simultaneously.

For example, a cheque issued to the vendor is not deposited at the bank by the recipient for a certain period. There can be variations in accounting entries.

The features in the Bank Reconciliation module allow comparing GL records in the organization and those maintained by the bank. This comparison enables to identify the transactions that do not match between the organization and bank account entries.

When you compare account entries in the bank with the GL entries in the organization, the following occurrences are possible:

- Both account entries have equal amounts
- Both accounts have different amounts
- Entries appear only in the Bank account
- Entries appear only in the GL account

Functional Flow
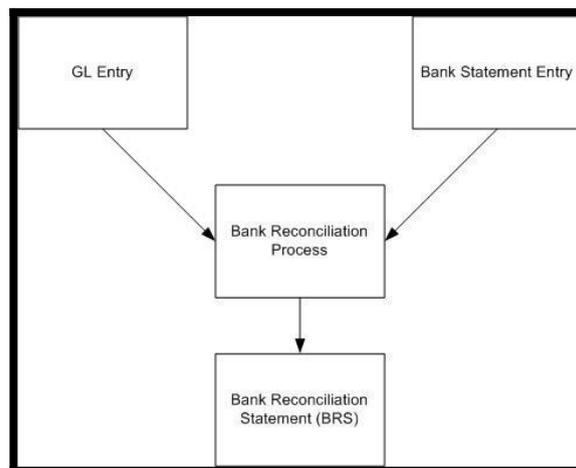
The following functions in Bank Reconciliation enable you to avoid variations by comparing the GL and Bank account entries:

Bank Statement Upload

The Bank Statement Upload function:

- Uploads the bank statement details such as account number, cheque number, amount debited or credited in that account and so on
- Enables the application to use the bank statements to make automatic matching with the GL account entries

Bank Statement Unmatching

The Bank Statement Unmatching function:

- Unmatches the already matched bank entries, which has been done erroneously
- For example, if a cheque received for an invoice is matched with the outstanding invoice of another customer by mistake then it can be unmatched and assigned to the particular customer

Auto Bank Reconciliation

The Auto Bank Reconciliation function:

- Matches bank entries with book entries or book entries with bank entries based on a specific matching criterion
- There are ten matching criteria and you can select one to match the two entries
- For example, if you specify the bank account entry and a book account entry, which you want to match, the application automatically matches the two entries and provides the matching results
- This criteria defined in the master screen is used for Auto Matching. There are ten criteria for matching and it is not mandatory to give all the ten criteria. However, give at least one that is essential

Book and Bank Matching

The Book and Bank Matching function:

- Confirms the realization of a cheque, which means that it compares the book entry with the bank entry

The process of matching is done in four different ways. They are:

- Bank versus Book
- Book versus Bank
- Bank versus Bank
- Book versus Book

Highlights

- Bank Reconciliation Statement (BRS) – This is a report, which lists all the unmatched account entries between the book and the bank. It tallies both the account entries and provides the total amount available in the bank or the book based on the requested query
- Account entries matching is done at different levels to get accurate results and to avoid any account mismatches between the book data in the organization and the bank account
- Both manual and auto reconciliation is possible to match the account entries

Tax Deducted at Source

There are two possibilities of taxing income:

- Tax income at source
- Tax at a later stage leaving it to the assessee to declare income details

Tax deduction is done during any payment made to a supplier or while making any Provision/Liability. Different types of tax are used to calculate TDS and more than two types of tax can be defined. The deducted amount is remitted to the government on the due date. TDS Certificate is generated, which can be printed and issued to the supplier. Various statutory reports are also generated.

Functional Flow

The flow of the TDS module in ORION is as follows:
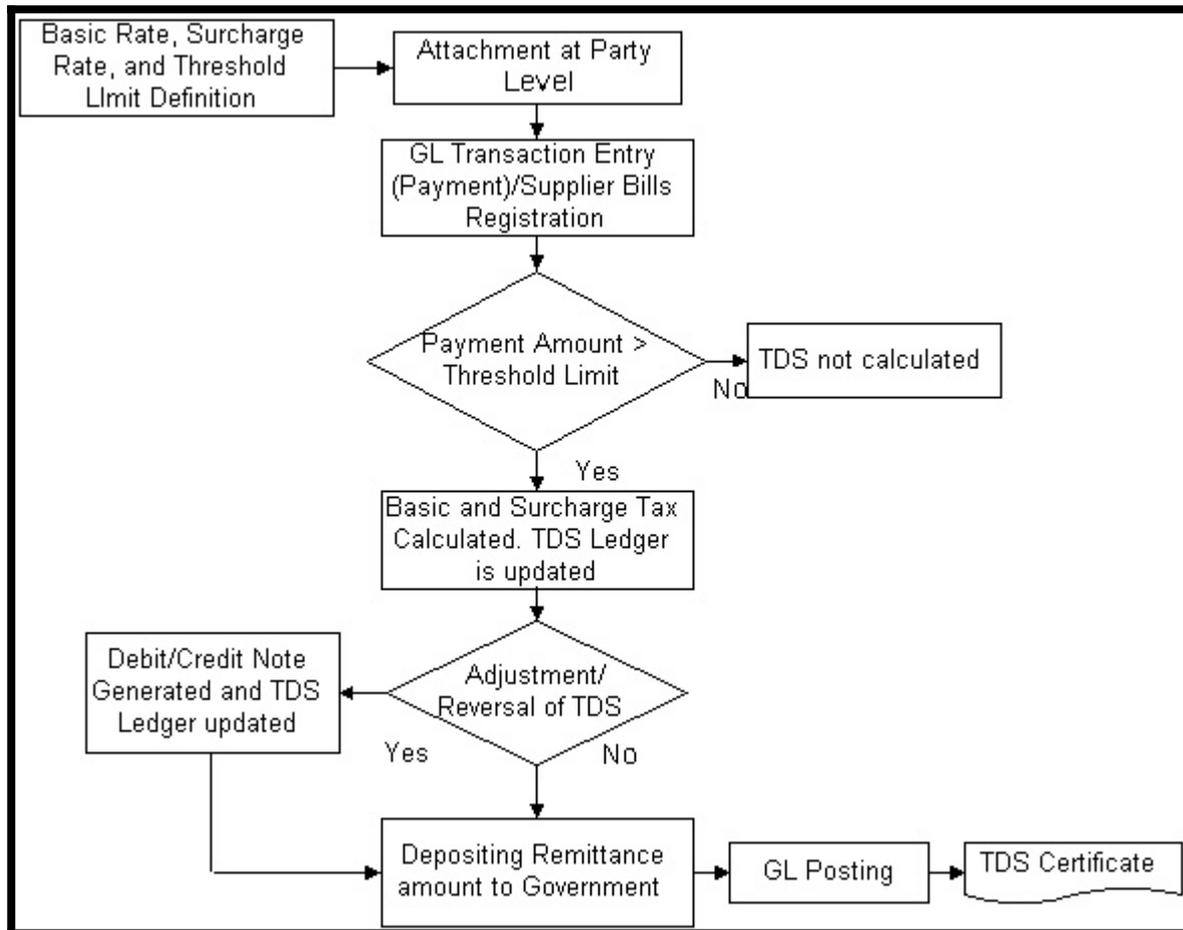
The module supports the following:

- Deduction of TDS in Payment transaction / Bill Registration
- Adjustment Entry in cases of wrong deduction
- Remittance / Deposit details entry
- Certificate Generation
- TDS Annual Returns
- TDS Processing

Features

- Define TDS rates based on Assessee Types and Nature of Payments (NOP). Assessee Types can be any one of the following:
    - Resident Individual Hindu Undivided Family Domestic Company Firm (Partnership)
    - Non-resident individual Non-domestic company
- Define Single or Multi rate slabs
- Set Threshold Criteria and Limits - whether TDS is to be calculated on Party-basis or Order-basis.
- Facility to capture Split Percentages if TDS is to be split between group companies or between partners of a firm. Multiple certificates can be generated
- TDS Deduction while making Payment - Automatic calculation of total TDS amount and automatic deduction of TDS when a liability is booked
- A separate TDS Ledger is maintained for generating TDS certificates
- TDS Remittance Details - Query for deductions at source for a remittance based on query parameters such as range of remittance group codes, assessee type, and due date
- Facility to include or exclude remittance for each TDS for a remittance group
- TDS Adjustment Details - Facility to adjust TDS amount for Excess/Shortage Payment or reverse TDS before remittance transaction
- Certificate Generation and Printing
    - Generate Statutory documents on monthly, quarterly, half yearly, yearly, or adhoc basis
    - Department and Division wise TDS certificate generation
- Reports - The following reports can be generated in ORION:
- TDS Challan Details
- TDS Annual Returns Details
- TDS Annual Returns Summary

Highlights

The following are the highlights of TDS module:

- Calculation of TDS using a combination of Service Value, with or without taxes
- Define Multi Slab or Single Slab for TDS
- Define due dates for remittance with various options for the dates
- Division and department wise TDS payments and certificate generation
- Automatic calculation of TDS for Supplier Bills Registration and GL Payment
- TDS certificate generation and Annual Returns