



Azurmind - Contracting

Estimating
Procurement
Stores Management
Job Tracking & Costing
Claims Processing
General Accounting

All under one set of integrated modules

Specially moulded to the industry

Driving your business is keystrokes away

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Key Component of FRCI
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1. THE RIGHT FOCUS

The system has been built for the needs of contractors in the building industry and precisely for those companies involved in, but not limited, to activities such as:

- Electrical works
- Cabling
- Plumbing
- Air conditioning
- Fire Fighting

The system has been built with the following key considerations in mind:

Streamline & speed up business processes through the

- Elimination of redundancy and duplication
- Automation and simplification of office procedures
- Improvement of work flow via task integration

Enhance ability to handle activities that are critical business drivers

- Management of the estimating process
- Optimisation of materials procurement and stores management
- Close tracking of project costs and resources used
- Cash management of projects

Improve control and facilitate problem anticipation and resolution:

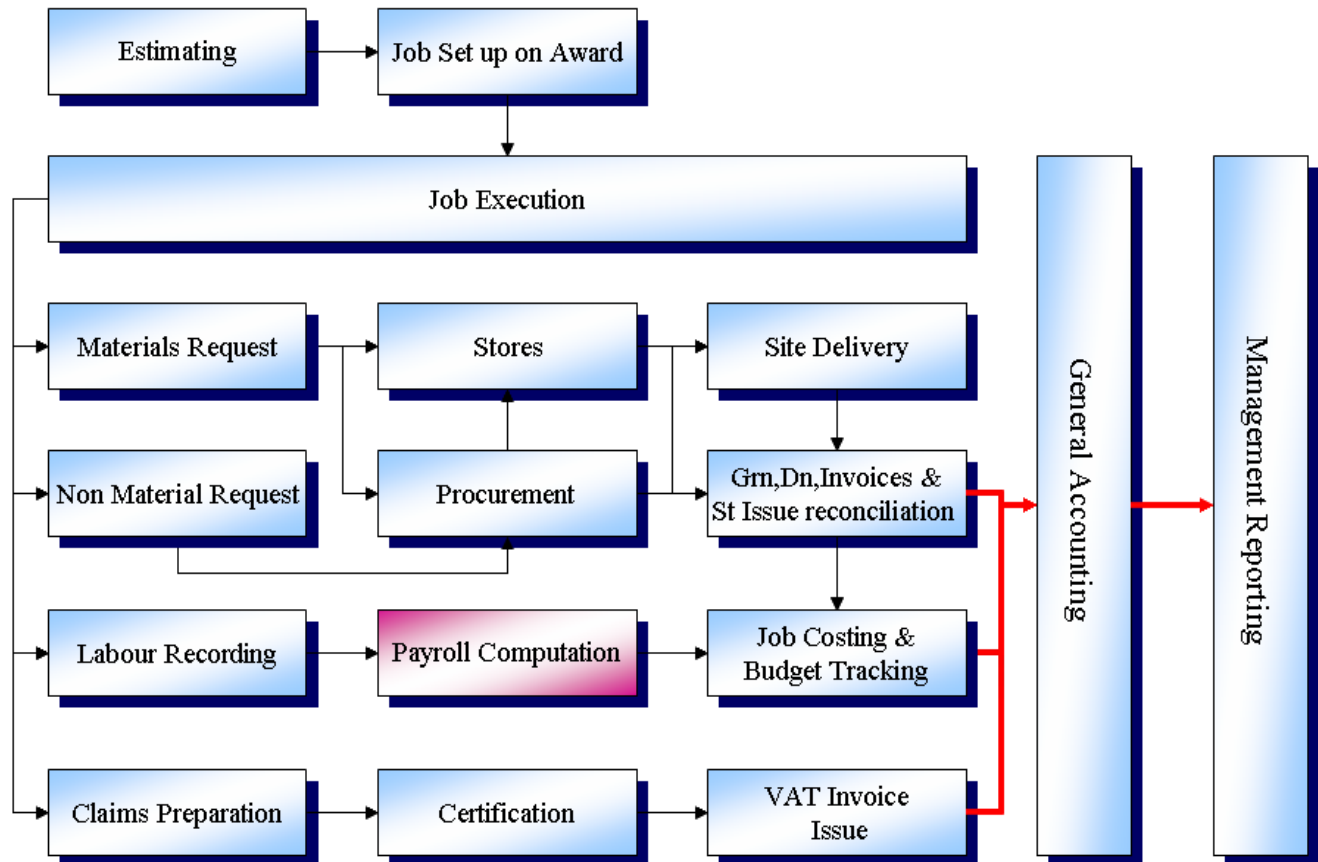
- Provision for early detect and alert mechanisms
- Enforcement of supervisory intervention
- Reinforcement of accountability

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Process Overview



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2. ESTIMATING

Estimating is the first component within the contracting business cycle. The Estimating module facilitates the preparation of project cost estimates for tendering purposes. An estimate consists of one or more Bills (BOQ) to be priced. Each Bill Item on a Bill can be priced from detailed workings collected on a worksheet. A worksheet contains the various resources required to execute the works corresponding to a Bill Item.

High Level Functions

- Maintain a Master Resource Library used in the preparation of tenders - materials, equipment, labour rates etc..
- Record Client Bill into the system - either manually input or imported if available in Excel format
- Distribute the work load through the allocation of bill items to personnel in the estimating section
- Prepare detailed workings on system worksheets
- Maintain a Rates Table for resources specified in an estimate
- Prepare P&G bills
- Allocate P&G to Bill Items, where applicable
- Carry out confidence checks on the estimate to trap potential errors and omissions
- Produce a set of reports such as priced Client Bill, detailed workings, rates used etc.
- Re-export priced items to the original Excel worksheets (subject to certain conditions)

Facilities exist to:

- Cross check detailed workings for labour against global labour estimates for the project
- Build a library of re-usable worksheet templates to speed up the estimating process
- Prepare alternate worksheets for a specific Bill Item
- Replace a specific material by a different one across all or selected Bill Items
- Automatically apply changes in rates to the entire estimate
- Generate a new version of an estimate and making only the necessary amendments
- Manage a user-defined checklist of events regarding the tendering process

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3. PROCUREMENT

Procurement is a key area of the contracting business and best buys have a direct impact on project bottom line. In addition, procurement should ensure that materials required are made available to project on time. The objective of this module is to facilitate the administration of the procurement process through task automation and integration. The procurement module will also maintain a history of prices and suppliers in order to facilitate the establishment of rates for estimating purposes, assist in tracking supplier performance and in making purchase decisions.

High Level Functions

- Recording price requests made to potential suppliers
- Processing supplier quotations and computing estimated landed costs for imported items
- Maintenance of a price database and supplier price lists
- Processing of local purchase orders
 - Recording of request for materials from project site
 - Clearing such requests against budgets, where applicable
 - Proceeding with procurement for items not available from stores, namely
 - Setting up buying lists for procurement officers
 - Gathering prices from suppliers
 - Selecting suitable suppliers
 - Generating purchase orders and related documents
 - Reconciliation of supplier deliveries
 - Reconciliation of supplier invoices against purchase orders
- Processing of overseas orders
 - Raising requests for supplier pro-forma
 - Estimating the projected landed cost of an order including freight, import duty and other landing and clearing charges
 - Raising overseas order and related documents
 - Tracking supplier delivery
 - Tracking shipment
 - Recording all costs related to a shipment and corresponding orders
 - Reconciling orders against deliveries
 - Preparing import costing (also providing comparisons with initial estimate if available)

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- Generating all corresponding accounting entries
- Updating price history

Where items to purchase relate to a project for which a detailed estimate has been prepared, the procurement officers have access to the rates (at cost) specified in the estimate for each material or equipment recorded. This information is critical for supplier price negotiation, as procurement must strive to meet budgeted material costs.

4. STORES MANAGEMENT

A major cost component in the contracting activity is materials. A contractor does not usually keep materials in stock. However, where projects last several months, the contractor has to temporarily keep high value stock. As such, proper stores management and stock accounting is required in most instances.

Stores management is closely integrated with the Procurement function.

High Level Functions

- Handling of multiple stores as well as duty free and duty paid stores
 - Stores may be defined as a free store or project related store
 - Items in different stores may be kept at different prices - this is useful when stock is purchased for a specific project at specific prices in time
 - An item within one store is kept at weighted average cost
- Handling of bonded stores, if necessary
- Allocating and reserving stock for jobs
 - Allocated stock is committed to a job and may be claimed as materials on/off site
 - Reserved stock refers to material that has been booked for delivery to project site
- Processing of store issues and returns and the printing of related documents e.g. store issue notes
- Recording and accounting for all material movements
- Providing up to date stock situation on any item based on
 - Quantities and values across stores
 - Items on order
- Facilitating periodic stock takes

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Sub-module

A sub-module is available for the tracking of tools. Facilities are available for:

- Recording of individual tools & tool kits
- Tracking the whereabouts of tools - through issue and return procedures
- Establishing and revising rates for the various tools and tool sets
- Charging out of tools to job cost based on date of issue and return of tools in the system

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5. JOB TRACKING AND COSTING

Jobs vary in scope, size and duration. The Job Tracking & Costing module provides on-going monitoring of all jobs and related costs for the entire duration of each job. Job monitoring is done in both quantitative and monetary terms and provides facilities to measure materials and other resources used against budgets. The module will keep track of variations and extra work, as these need to be separately identified for claims.

High Level Functions

- Setting up of jobs and related information:
 - A job may be set up from scratch or from an existing tender prepared through the estimating module
 - Job codes are user defined to facilitate project tracking. Job codes may be a one to one mirror image of a tender document or rearranged to best fit the project organisation
 - When built from an existing tender, the system will import detailed estimates for budget tracking purposes
- Recording of budgets (automatically from Estimating module or manually input)
- Recording of resources used on each job (materials, labour, subcontractors, services and other related expenses)
- Recording of material and other non-material requisitions
- Processing of other direct costs and resources by job, cost type etc.
- Keeping track of job commitments
- Handling of additional or extra jobs during contract execution as well as variation orders
- Establishing work in progress
- A job reporting function provides a contract manager with all job related information, namely:
 - Analysis by job and job codes
 - Resources consumed v/s budgets (in summary or detail)
 - Committed costs e.g. materials in allocated stock, materials on order for any job
 - Amounts claimed, certified, invoiced and settled

The system provides facilities to generate and print internal requisition forms that will be subsequently used during project execution. Where detailed estimates of materials have been made, the material requisition forms may be pre-printed with the list of items (but not limited to) required to complete a specific task (identified as a job code). Serial number tracking on documents is available providing a complete audit trail for control purposes.

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6. CLAIMS PROCESSING

Project funding is a critical activity within the contracting business. Some contracts can put a heavy strain on the cash position. As such, raising timely claims, chasing certificates and generating invoices is critical. The objective of this module is to facilitate the preparation and tracking of claims through to invoicing.

High Level Functions

- Providing information to help site engineers estimate the value of works for claim purposes. The information, including materials on/off site, is used in establishing value of works for both fixed price and “cost plus” type of projects
- Recording of certified amounts
- Preparing VAT invoices following the certification of claims
- Tracking of advance payments and refunds
- Tracking of retention money
- Tracking of debtors (part of debtors module in accounting)

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7. GENERAL ACCOUNTING

The general accounting system is a comprehensive suite of accounting modules providing a high level of integration with the other operations modules.

Modules

The modules making up the accounting suite are:

- General Ledger
- Creditors Ledger
- Debtors Ledger
- Cash Book
- Payment Preparation
- Recurrent transactions recording
- Bank reconciliation

In addition, a payroll analysis interface is provided to link third party supplied payroll systems to Job Costing and General Ledger, thereby automating the detailed analysis of labour costs and posting to accounts.

The general ledger uses a powerful, yet simple, account coding structure. In addition, analysis and auxiliary codes are also available for enhanced analytical capability without placing any extra burden on the chart of accounts.

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Contracting Management - Contracting - [General Ledger - Chart of Accounts]

File Maintenance Transaction General Ledger Reports Utilities Window Help

Log In Log Off

List Details

Code	Description	Code	Description	Code	Description	Code	Description	AccountType
09	Tools & Equipment	12	Durables	81	Refund from Other Companies	091281	T&E DUR Refund from Other Companies	Cost of Sales
		13	Consumables	81	Refund from Other Companies	091381	T&E CSU Refund from Other Companies	Cost of Sales
10	International Flight	14	Production Purposes					
		19	Tickets			101419	IFL PNP Calls	Cost of Sales
		20	Taxes			101420	IFL PNP Taxes	Cost of Sales
		21	Accommodation & Food			101421	IFL PNP Accomodation & Food	Cost of Sales
		22	Allowances			101422	IFL PNP Allowances	Cost of Sales
		81	Refund from Other Companies			101481	IFL PNP Refund from Other Companies	Cost of Sales
		15	Fringe Benefits	19	Tickets	101519	IFL FRI Tickets	Cost of Sales
				20	Taxes	101520	IFL FRI Taxes	Cost of Sales
				21	Accommodation & Food	101521	IFL FRI Accomodation & Food	Cost of Sales
				22	Allowances	101522	IFL FRI Allowances	Cost of Sales
11	Communication Costs	16	International Phone Calls					
				23	Calls	111623	COC IPC Calls	Cost of Sales
				24	Rentals	111624	COC IPC Rentals	Cost of Sales
		17	Fax/Internet					
				23	Calls	111723	COC FAX Calls	Cost of Sales
				24	Rentals	111724	COC FAX Rentals	Cost of Sales
		18	Local Calls					
				23	Calls	111823	COC LOC Calls	Cost of Sales
				24	Rentals	111824	COC LOC Rentals	Cost of Sales

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