

## Small Companies, Big Plans

### Introduction

Your small company needs the same solutions as larger corporations, only easier, faster, and cheaper. In order to take maximum advantage of growth potential while maintaining a healthy financial condition you need effective cost-control mechanisms and tools to help you manage customers, increase productivity, and minimize costly mistakes.

Unlike other systems, Comarch ALTUM doesn't just gather data on your company's resources; it manages and assists in optimizing all inventory levels and processes in the enterprise, allowing you to make the correct decisions for the future. What sets Comarch ALTUM apart is that it concentrates on helping your company secure dynamic growth on the demanding small enterprise market.

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### 1-click accounting and invoicing

Your company, like many other small and mid-sized businesses, probably has a seemingly unending pile of standard document flows. One of the most common is your sales invoice - after all, how else are you going to get paid? Wouldn't it be nice if you had a fairy godmother who could wave a wand and create these documents for you?

Thanks to the document **creation and conversion function** in the Comarch ALTUM system, it takes just one click to automatically issue an outbound-goods document or to generate a sales invoice from the original order. These documents are automatically populated with the appropriate information, such as customer details, quantity of goods, unit price, and total price. Of course, this mechanism may operate in other ways – for example generating an invoice based



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on an outbound-goods document. This is one way Comarch ALTUM helps you to save time and resources so that you can get on with filling the next order.

Since none of us can escape the tax man, accounting requires every company to present a reliable and clear picture of its assets and financial situation. However, maintaining accounts manually is not only tedious, but highly complex, prone to error, and cost-intensive.

Comarch ALTUM helps cut costs and makes accounting more reliable by automatically processing your account documents, such as:

- Commercial documents (sales invoices, purchase invoices, and receipts)
- Warehouse documents (outbound-goods, inbound-goods, internal inbound goods movements, internal transfers of goods for the company's use, inter-warehouse goods movements)
- Corrections to warehouse and commercial documents (credit and debit memos, warehouse value corrections)
- Credit Card, Bank and Cash Accounts and Transactions, and exchange rates

Using the **Accounting Scheme** mechanism, the documents mentioned above can be processed for accounting purposes exactly where they are generated. This means, for example, that commercial documents can be processed for accounting purposes right in the warehouse and sales module. When an accounting scheme for your sales invoices has been created, each successive account entry for these invoices can be made by pressing 'Post'. In this way, the scheme is defined only once and there is no need to make hundreds of successive entries. The schemes you create can be used again and again for multiple accounting periods.

Comarch ALTUM also automates the process of **periodical accounting**. Many account entries are made at regular time intervals (monthly, quarterly, annually).

Comarch ALTUM can automate these. For example, all you would need to do to pay your monthly telephone bill is to enter the correct amount. The rest

of the accounting process is handled automatically by Comarch ALTUM.

To save time and avoid accounting errors, Comarch ALTUM also enables **batch invoicing**. This function automates the accounting process by creating one, common account record based on several selected documents. For example, all the purchase invoices from the past month can be paid together and in accordance with the arrangements made with the supplier.

## Inventory management and effective ordering

Your company probably uses a number of different **units of measurement**. In Comarch ALTUM, each article has a default unit of measurement by which it is warehoused, as well as auxiliary units of measurement.

The auxiliary units of measurement can be assigned to a variety of documents (e.g., one unit of measurement to a purchase invoice and another to an inbound-goods document). This means that you can buy goods in pallets and sell them by the unit. This solution delivers greater transparency to the classification of articles and a more efficient way to manage them. Comarch ALTUM allows for a more versatile deployment because it fully supports **articles warehoused by weight**. In addition – for better cooperation overseas business partners – the system makes it possible to enter **several UPC codes for a single product** (e.g., the codes of the producer, the supplier or the customer).

Effective stock management is extremely important to your small company. Comarch ALTUM helps you optimize inventory levels by setting **minimum and optimum stock levels** for all of your warehouses combined and for each warehouse taken individually. The program fully supports work across a number of warehouses and also supports **inter-warehouse movements**.

Apart from the default picking methods for goods in the warehouse: FIFO (First In First Out) and LIFO (Last In Last Out) the system also enables **picking from deliveries and batches**.

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This functionality is especially helpful when sorting out resources which are differentiated by features and attributes (color, size, model, sell-by-date).

Sometimes your customers want to purchase goods which have not yet been registered and stored. Comarch ALTUM makes it possible to take good care of these customers by reserving and selling resources before they are entered into the system. This function is called: **sales below inventory level**.

### Control systems for employees, documents and customers

There are a variety of internal and external factors that can hinder the smooth growth of an organization, that is why it is important to make it a priority to protect the information and resources that your company possesses. With Comarch ALTUM you can define password-protected user accounts, assign appropriate security groups, and choose the **rights to manage documents and take associated actions**.

In addition, the system delivers a **change history audit**, which provides on-the-fly monitoring of who creates, edits or deletes a document, customer, or goods and when they do this. The users themselves specify in the system which objects are to be audited and which objects are to be monitored for changes.

Comarch ALTUM offers tools for the **management of employee resources**. The system registers and stores information on your company's organizational structure and its employees. Each employee has a file which carries standard information, data related to what equipment the employee has, his actions and responsibilities, and his authorizations.

A critical issue for the modern enterprise is the provision of a uniform system for all business processes. For the management of sales teams and marketing campaigns, Comarch ALTUM offers an **extended version of the CRM Module**, which is fully integrated with the system. This integration includes full synchronization of data on potential customers

(leads) with the existing customer accounts in the system.

### Sales strategies

A good pricing policy is the most effective tool you have to increase profits without incurring additional costs. With Comarch ALTUM you can define price types and price lists that can be saved and then reactivated when required (e.g. standard price lists & promotional price lists).

Comarch ALTUM also allows you to:

- **Calculate and monitor margins** - take into account a variety of factors and control margins on credit and debit memos
- Easily control **discounting policy** (discounts offered by sales staff, discounts on certain goods, discounts for customers, discounts on the value of the goods). In the case of multiple discounts, you can set the order in which they are to be calculated.

Comarch ALTUM provides the capacity to conduct loyalty programs with its loyalty-points option. These may be awarded to customers when they make purchases and deducted from them in exchange for rewards.

Your sales strategy may also include **promotions on combined products**. The system allows you to **assemble combined orders**. For example, you could create a Christmas Gift Set that is made up of any number of products. Instead of adding each article to the invoice individually, the sale will be based on a set you have already established. You can price the set lower than the sum of the prices of the individual articles and promote it to close the sale: "30% cheaper as a set!" Creating the set does not prohibit you from selling the articles individually, because each article is assigned a bar code with its own price. The function allowing you to assemble combined orders can be essential to those companies selling complementary items, such as tables and chairs, shirts and ties, or trousers and suits.

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### Risk and finance management

Frequently, cash flow problems are caused by loss of liquidity due to late payments and bad planning. Comarch ALTUM delivers **cash flow analysis, payment schedules, and Accounts Payable and Accounts Payable and Accounts Receivable reports** providing immediate access to current data regarding:

- Your company's financial condition
- Your real sources of revenue
- Costs incurred
- The status of current receivables and liabilities

Using these tools, you always have insight into the current and forecasted cash flow so can make better decisions on future investments and expenditure. Comarch ALTUM allows you to automate a discounting system for those customers who pay early. Awarding discounts to early payers is an efficient way to work against late payment and improve cash flow.

**Trade credit** is the largest source of capital in B2B trade. While offering credit to your customers can be advantageous, it is critical that you assess and manage the risk involved in extending credit. In Comarch ALTUM it is possible to assess the commercial and financial credibility of the customer, so you can set the level and deadline of the credit individually according to the borrower.

Comarch ALTUM is an advanced ERP-class IT system. It represents a secure and long-term investment for your small company because it was created with your continued growth in mind. In working with Comarch ALTUM you can be assured of:

- Proven, award-winning, and technologically advanced solutions
- A flexible system that adapts to your growth
- Advice and help planning system expansions and advanced functionality

#### ComArch AG

Chemnitzer Str. 50

01187 Dresden

Deutschland

Tel.: +49 351 32 01 32 00

Fax: +49 351 43 89 710

E-Mail: [info@comarch.de](mailto:info@comarch.de)

#### [www.comarch.com](http://www.comarch.com)

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