

The Business Control Suite provides extensive management functionality for Engineering, Manufacturing and Retail businesses. The power of the Business Control Suite can easily be enhanced and new functionality added quickly. Business Control Suite provides the quality of an off the shelf system with the benefits of a bespoke system.

Business Control suite was built using KAMMS IT's software framework which provides a secure platform and consistent user interface making it easy to develop and enhance to meet current and future customer needs.

Listed below is brief snapshot of Business Control suite functionality: -

- **Estimates**
- **Mark-Up Bands** - Configure pre-defined mark-up percentages which can be linked to each customer as their default. These bands can then be used when creating a quote.
- **Delivery Types** - Configure pre-defined delivery types which can be used when creating a quote.
- **Customer** - Create as many customer records as required. List multiple contacts and addresses against each customer record.
- **Standard Processes** - Standard Processes provide configurable default processes that can be selected when creating estimates. These provide default settings for times, cost rates and selling rates.
- **Estimates** - Draft or detailed estimates can be created by defining the labour processes and material required. Once defined batch quantities can then quickly be calculated to speed up the process of producing estimates. Previous estimates can be used as templates by copying and editing them as required. Sundry items can be added to the estimate as a multiple or a one off cost.
- **Quotations** - Quotations can be created from estimates and/or products from direct from stock control. Quotes can be printed or emailed direct to your customer. In the event of a change to a quote the issue number can be incremented to advise the customer of the change. A history of changes is available and copies of the quote can be stored automatically in the Document Manager.
- **Quotation Approval Centre** - Quote approval is available for organisations that require quotations to be approved before being sent. The system will email the appropriate user notifying them the approval is required.

- **Job Control**
- **Job (Sales Order) Manager** - Jobs can be created from estimates, quotes, products. Either single jobs can be created or a single quantity can be entered which can be broken down

into batches. Jobs can be suspended, cancelled and reactivated. Jobs can be modified in case of changes to its processes or materials. All work and material can be captured against the job for future analysis.

- **Assembly Manager** - Assembly manager provides a restricted access function similar to the Job Manager.

- **Transfer to Stock** - Once a job is completed it can be transferred into stock control to be drawn off later and delivered.

- **Delivery Notes** - On completion a job can be delivered and a delivery note raised.

- **Invoicing** - After a delivery note has been raised and printed an invoice can be raised. Invoices can be printed or emailed to your customer.

- **Credit Notes** - Credit notes can be raised based on full or partial details of previously raised invoice.

- **Order Acknowledgements** - Order acknowledgements can be printed or emailed to the customer if required.

- **Assign Time** - If the clock in/out module is not used time worked can be allocated to the appropriate job using Assign Time.

- **Stock Control**

- **Drawing Register** - Drawing Register provides functionality to manage drawings that can become products. Change requests a control and logged includes the drawings issue/revision number.

- **Suppliers** - Create as many supplier records as required. List multiple contacts and addresses against each supplier record.

- **Consumables** - Consumables allows you to create products / components such as screws, bolts etc., in a standard format and prevent you adding duplicates records for the same type of component.

- **Product Creator** - Product creator is ideal for retail business, as it allows you to create multiple products easily and quickly based on a configurable matrix. You can enter the description and other definitions such as size, colour etc. Once entered the system can create and update the products easily and quickly, defining an easily understood product code.

- **Products** - Products can be created by entering drawings into the Drawing Register, creating consumables, using the Product Creator and finally by using the product wizard. Products can be entered for a specific component or as a generic product which allows multiple items to be purchased against one single product code. As well single products can be created the system can handle assemblies made from other products and assemblies.

- **Locations** - Multiple stock locations can be created either physical or logical locations, such as quarantine.

- **Units** - Each product can have multiple units created to define its stock storage and the different units for ordering and delivery.

- **Reasons** - Definable reason codes to describe stock wastages.

- **Standard Costs** - Standard costs for products can be stored at intervals using the current price to be able to determine pricing changes over periods of time, usually the year.

- **Stock Transfer** - Provides the ability to transfer stock between stock locations, logging all activity.

- **Issue Stock** - Issue Stock provides functionality to issue material / products to a job and

deduct it from stock. The system can be configured to automatically issue material on job completion.

- **Stock Adjustments** - Allows in/out stock adjustments that are fully recorded, quantity, reason, location, when and by whom.
- **Sub-Contract** - Sub-Contract provides a specific function that makes it easy to raise orders for sub-contract required by active jobs.
- **BOM Analysis** - BOM (Bill of Material) Analysis function provides an environment to clearly see assemblies and all the sub-components down to the lowest level. Using BOM Analysis you can determine a shopping list of parts built from all the levels of an assembly.
- **Order Manager** - Order Manager is an extremely functional purchasing module. All orders can be printed or emailed direct to the supplier. Each order has an issue number in the event of changes to ensure everyone knows which order is the latest.
- **Schedule Orders** - Schedule Orders can be created based on current and future orders. These orders can dynamically change on new jobs or changes to existing ones. The system warns the user when changes are required for approval. Schedule orders can be emailed direct to the suppliers responsible.
- **Suggested Orders** - Suggested Orders provides a clear indication of all material required to be ordered based on active jobs and minimum stocking quantities.
- **Deliveries** - Deliveries provides the function to deliver all orders and schedule orders into the stock system. All delivery activity is fully recorded. The system can be configured to control quality checks based on delivered quantities.
- **Reject Note** - Reject Note can create documentation required when issues arise from the poor quality of delivered products and services.
- **Stock Takes** - Stock Takes allows for interval stock checks to ensure stock levels are correct. Either a full stock take or partial stock can be completed, either all stock locations or just one location, it is highly configurable.
- **Wastages** - Wastages can be used to document material wastages and adjust stock levels.
- **Activity** - Activity function provides the ability to view all the activity on all products, providing analysis and traceability when investigations are required.

- **Data Control (Shop Floor Data Capture)**
- **Department Maintenance** - Departments can be created based on your company structure.
- **Employee Maintenance** - Employee maintenance provides functionality to store all the details of an employee, contractor or visitor. A picture and scanned image of a signature can be stored in the database for record.
- **Skills Matrix Management** - Skills Matrix functionality can allow you to create multiple skills matrices. Using the employee list previously entered plus a list of definable operations and keys you can create a skills matrix which can be provided to your customers. They can then easily be updated as required and emailed to your customers on demand.
- **Activity Code** - Activity codes are used to define activity statuses, such as Holidays, Bank Holidays, Maintenance and Training etc.
- **Block Assign** - Block assign provides the capability to book holidays across all employees, such as Bank holidays.
- **Holiday Requests** - Holiday requests are entered by employees through the clock in / out

module and are then confirmed by their line managers. Based on the decision the employee is notified whether the holiday request has been accepted or declined.

- **Holiday Viewer** - Holiday Viewer provides a screen similar to a holiday planner making it easy to make decisions on holiday requests. The employees can be displayed in either department or capacity group order.
- **Clock In / Out** - The Clock In / Out module provides functionality clock in / out allocating time to either a selected job or standard pre-defined activity. Clocking in / out can be completed by magnetic card, barcodes or keyboard entry.
- **Shop Floor Data Capture** - Shop floor data can be captured using the Clock in / out module by updating the system when moving to the next job. Data is captured real-time making the data captured more realistic compared to manually entered data.

- **Managers**
- **Task Manager** - Task Manager provides functionality to log tasks against one or more users. A task record can also be linked to internal records such as contractor, agency etc., to enable them to be found easily and quickly. Timed reminders can be set up to prompt users. The system can notify users via popup messages or email.
- **Transmission Manager** - Transmission Manager is used to log items sent, emailed, faxed, posted etc. You can transmit them directly from the system if electronic. One or more items can be sent to multiple email addresses requesting confirmation of receipt.
- Serialisation Manager -
- **Document Manager** - Document Manager can store documents against contractors, companies and agencies to allow them to be located quickly. These can either be connected via a hyperlink or a complete copy can be stored in the system.
- **Calibration Manager** - Calibration Manager provides functionality to ensure all your tools are calibrated and tested at regular intervals, recording the test history and results.
- **Asset Manager** - Asset Manager can record all business assets, control depreciation and provide annual reporting.
- **Corrective Action Manager** - Corrective Actions can be linked to audits, accident reports, customers and projects. A Corrective Action is used to manage and monitor business issues that require rectification. These issues can be raised due to an audit, an accident/incident, request from a customer etc. The system monitors the Corrective Action and can email prompts to the owner of the action as a reminder.
- **Risk Assessment Manager** - Risk Assessments can be logged, monitored, managed and reported on through the system. All appropriate documentation can be linked to the Risk Assessment record. The system can be configured to email reminders to ensure the Risk Assessments are completed on time.
- **Change Request Manager** - Change Request Manager provides the capability to manage and monitor change requests prior to them becoming a drawing change request.
- **Course Manager** - Course Manager provides functionality to administer training courses, inductions and assessments. It can email notifications, produce attendance lists, create course certificates etc. The Course Manager can also be used to automatically update the Competency Manager keeping employee records up to date.
- **Competency Manager** - Competency Manager provides the capability to record work history, competencies, training, assessments, inductions, medical records, equipment

allocations, health and safety and personal development records against specific employees. It can be used to control expiry dates and email out reminders accordingly. Documents and certificates can be linked to the system for easy retrieval. This information can be used to create output to send to your customers as and when required in the appropriate layout (This is customisable). An online web front end is available to allow customers to access specific competency details live and securely.

- **Accident / Incident Report Manager** - Accident Report Manager can log all accidents and incidents. Extensive details can be captured for immediate and future analysis. Witness statements can be captured and documentation pertaining to the accident can be linked to the accident record for easy retrieval.

- **Audit Manager** - Audit Manager provides functionality to perform internal, external and supplier audits administration. It manages the remit definition, attendees, audit team, standard supplier audit questions, audit clauses met, observations raised, recommendations, findings and summary. Corrective actions can be raised and linked to the audit, so they are included in the final audit report which can be emailed direct from the system.

- **Issue Manager** - Issue Manager is used to monitor outstanding issues and recording all updates. Priority, Impact, Owner Category and status can be allocated to each issue.

- **Warranty Manager** - Warranty Manager can control and monitor customer warranty claims, recording all relevant details and costs.

- **Project**

- **Project Maintenance** - Allows for definable project codes. A unique code and description can be entered and then linked to various record types across the system.

- **Market Map** - Market Map is used to monitor potential future customer projects which could result in new business opportunities.

- **Capacity**

- **Capacity Groups** - Capacity Groups define the resource available for capacity planning. Each group is configured with the amount capacity (time) available. Three types are available; Machine is configured by entering the hours your company has available for the machine type; Human is configured by the people you have allocated to the capacity group and the hours they work and External is available where a process is completed by a supplier.

- **Non-Working Days** - Configure which days your business is shut to ensure work is not scheduled on those days.

- **Employees** - Allows you to configure how many hours each employee works that is connected to a capacity group.

- **Job Manager** - Job Manager in the Capacity Control module allows you monitor and adjust when a job is scheduled.

- **Status** - The Status screen provides immediate access to jobs which are running in to problems due to lack of capacity or delays.

- **Secure Logon** - A secure user manager is provided to create new users. Users can be notified when a new change request has been raised. All the appropriate documentation can be

linked to the change request record.

- **Functionality Access Control** - Access to all key functions can be configured via user groups. A user group can have one or more users linked to it. This allows users that perform the same function to have the same access rights.

- **Customisable Reporting Engine** - All reports can be customised via an in-built search engine. Also customer-specific templates can be created to redefine report layouts.

- **Knowledge Base Tool** - Knowledge base is a tool that provides functionality for storing general information that is useful to the business and needs to be readily available to all users.

- **Business Manuals Tool** - Business Manuals is a tool for linking business procedures and processes to the system, making them centrally available and easily accessible. Ideal for businesses that have to adhere to standards, such as BSI.

- **Context Sensitive Help** - Help is available via the "F1" key when a window is open (Under construction).

For more details or a demo please [contact](#) us.