



Transparent Consultants Pvt. Ltd.

Autograph your work with quality

(An Agrawal-Naredi Group Venture)

Real-Time Business Automation

▪ Inventories ▪ Payrolls ▪ Policies



ENJOY

Hassle - Free Production Process Controls



Zero - Overtime in filling returns & challans



Relax - Weekends with your families

Introduction:

- RTBA is the unique type of consultancy provided by **Transparent** which have got immense response in SME comprising of (a) Logical ACCOUNTING (b) Online Real-Time BILLING (c) INVENTORY Management (d) Policy Decision REPORTS Generation
- Over the time we have seen that even though we install **softwares** like Tally 8.1, Tally Ascent, Genius, Trio etc or **ERPs** like SAP, JD Edwards etc **then also at any given point of time** the physical inventories do not match with books, debtors and creditors are not tallied, valuation of inventories are not identified at various stages, payroll problems occur with employees in routine fashion etc.
- Ultimately there is a need for someone who **knows all depths and basics** of your business practices as well as **customs and trends** in your business including methods and formats of billing, dispatch procedures, marketing strategies, stock arrangement and maintenance etc. **Transparent** have been successful in providing this consultancy for SMEs in varied sectors.

All 4 Business Strengths:

1. Logical ACCOUNTING:

Generally accounting is understood only as debit and credit of the two respective accounts. But at the time of preparing the financial statements comprising of balance sheet and profit & loss account, usually many changes has to be done due to wrong accounting like not making debit or credit to proper account, an account is opened under wrong group, an account may be shown in balance sheet instead of profit & loss account, voucher numbering is not proper, if any invoice is deleted then all invoice nos. get changed and lots more.

Hence the system of accounting should be such that the balance sheet and profit & loss account is updated and ready at any moment of time. This not only helps in submission of these statements to banks, sales tax dept., income tax dept. or other parties at any point of time but also helps us in analyzing the income generated, expenses incurred, debtors and creditors outstanding etc for instant decision or follow up for anything.

***For Eg:** If controls are not established for Back Dated Vouchers then Data Entry Operator may enter the data in back date thereby affecting the accounts finalized upto that period. Imagine if this is an entry effecting the bank then your already tallied bank reconciliation will have to be tallied again and lots of man hours get involved in such activities.*

2. Online Real-Time BILLING:

In many organization although the accounting system is computerized, the billing activity is carried on manually due to which all bills have to be entered into the computer for accounting purpose. Ultimately tally or any other software is used only as an accounting tool.

We set complete systems for billing in an online real time fashion i.e. if any bill is generated then your entire accounting system and inventory system including all the masters viz. ledgers of debtors or creditors, sales or purchases, cash or bank, quantities of inventories are automatically updated. Likewise the same system is also implemented for expenses.

***For Eg:** If goods are sold and not entered in the computer at the same time then the computer stock will never match with the physical stock. According to a survey if you are making computerized invoices and the same software is taking care for accounting as well as inventories then 1/5th man efforts are reduced*

3. INVENTORY Management:

Inventory Management is one of the highly time consuming activity in any organization. If stock is not properly managed then it could incur huge losses to any business. We not only set systems for inventory management but also provide consultancy upto the point where your physical stock actually matches with the stock shown by the computer. For this purpose we not only provide you solutions of inventory maintenance in the computer but also update your ways and practice of arranging stock in racks in your shop or in floor areas in your factory in such a manner that you can take your entire physical stocking anytime and match it by stock shown in the computer in just few hours.

By implementing this you can be completely assured for any mis-management or theft that may happen at your place. So no need to go and spend your weekends at your business place for arranging your inventories rather enjoying with your family.

***For Eg:** In case of pharmaceutical manufacturer if inventory levels are not updated regularly then the order for bottleneck inventory may not be placed at the right time due to which the production may be discontinued*

***For Eg:** In case of medicine retailer if physical stock is not taken regularly and matched with the books then there may be internal thefts happening in the shop that may not be noticed by the owner*

4. Policy Decision REPORTS Generation:

Many times we don't realize but we do prepare many of our reports manually like that of sales achieved during the month by each sales personnel or sales in each district or sales of each company of which you are having agencies or that of expenses incurred during the month etc. In many organizations expenses are entered into the computer system after they have incurred those expenses due to which we could not make analysis of the same during the month end.

For automatic generation of policy decision reports we need two things, first the computer system should be updated at any point of time consistently and second the reports as per our requirements should be configured in the software. This will help in a long way for taking decisions regarding every aspect of your business.

***For Eg:** In case of promoters and builders if system for entering all major as well as minor expenses incurred are not entered in online real-time manner then it may not be in your knowledge although the actual expenses have crossed the limits of projected expenses. Even if you are accounting regularly then there is always duplication of the same work i.e. first cash outflow for expense occurs and then accounting is done*

***For Eg:** In case of a manufacturer budgets can be generated and compared with actuals in computerized manner, standard bill of materials can be prepared to know the efficiency of the raw material along with the normal loss happening during manufacturing activity.*

Business Covered:

1. Manufacturers or Producers of:

Textiles, Electronic, Fire Equipments, Computers, Plumbing, Paper, Milk, Furniture, Leather, Stationery, Exhibitors, Grains & Pulses, Oil, Pharma, Fertilizers, Chemicals & Pesticides, Agriculture, Farming etc.

2. Complete Business Activity or Project / Event Management of:

Software Companies, Feature Film Producers, Promoters & Builders, Banks and Financial Institutions, Fashion Designers

3. Small or Medium sized Organisations:

Carriage & Forwarding Agents, Merchants, Commission Agents , Wholesellers, Stockists, Dealers, Retailers, Franchisees, Brokers, Distributors, Agencies etc

Stages of Implementation:

Stage 1:

We require following list of documents viz.

- a. Balance Sheet, Profit & Loss and Annual Report
- b. Bill of Material for each product manufactured
- c. Production Process of each product manufactured
- d. Detailed Cost-Sheet of each product manufactured
- e. Set of complete stationery (printed and non-printed) used in your organization (please provide xerox of filled bills, formats, registers etc)

Stage 2:

We study the existing practices in your organization. For this purpose we make a visit to your business place and interact with the persons handling accounting, billing, inventory and payrolls as well as with the persons involved in other report preparations.

Stage 3:

After taking your comments we prepare a quotation for your organisation and procure 20% of our consultancy fees in advance.

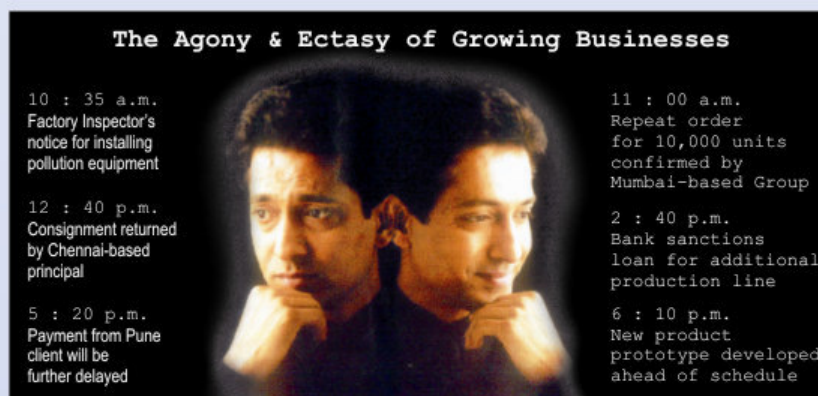
Stage 4:

Then after we prepare and provide a demo of finalised system on the computer along with the formats of bills, memos, vouchers and other reports with physical changes that has to be done in your organization. At this stage make payment for 60% of our fees.

Stage 5:

Then after we provide training to staff of your organization at our office. Instead of replacing your existing system we suggest you to run our suggested system completely offline for 15 to 90 days depending upon your comfort level. After implementation of the entire system in place, make payment for remaining 20% of our fees.

Note: The cost of purchasing tally / other software or developing any basic / additional software at any stage during implementation will be borne by you.



CONCLUSION:

*We challenge your business to grow more than
the heights that you have decided for it.*