

Back Office Software

Accounting

Materials Management

Food and Beverage Costing



Pro'IFIC

PROLOGIC FIRST

More Value for Money

Pro'IFIC

Pro'IFIC is Prologic First's Integrated Financial, Inventory and F&B Costing software developed, specifically, for hospitality businesses.

Unlike generic ERP software, Pro'IFIC needs no customization or configuration for hotels, restaurants, clubs or any other hospitality business. It is ready-to-use, when delivered, with all the nuances specific to the hospitality vertical. All the way across to preparation of monthly reports as per the industry standard Uniform System of Accounts.

Pro'IFIC modules are integrated so that data flows smoothly and accurately across functional units. For example, rates and quantities are validated at Receiving against Purchase Orders & Material Requisitions and the liability is booked into the Creditors Ledger with its effect on the General Ledger ... all electronically and with minimal human intervention.

Pro'IFIC offers unprecedented control over back office ledgers. Access to the system is restricted or allowed by job roles. Transactions, once posted, may not be edited. Auditable correction journals must be posted to effect changes. Control cards and audit reports allow for quick reconciliation and tallying.

Innovative management reports, like Debtors Payment monitor and Inventory Ageing Report, provide quality information that makes management more effective.

Pro'IFIC will improve the accuracy, efficiency and effectiveness of your back office operations.



Functional summary

Accounting

■ Receivables

- Import data from front-office
- Edit / merge front office transactions
- Group Receivables Account by General Ledger Control Account
- Auto-generation of transaction numbers by type
- Post back office invoices
- Post adjustment transactions
- Bill forwarding letter / Invoicing as per site specific format
- Bill in foreign currency
- Receive payments
- Split payment to multiple accounts
- Post-dated cheques handling
- Open item or balance forward settlement
- Adjustment of residual balance at settlement
- Bank deposit slips
- User specified ageing brackets
- Summary & detailed ageing
- Statement of accounts
- Up to 3 user-defined reminders
- Dispute transactions / resolve dispute
- Credits register
- Cross ledger posting to Payables
- Automatic General Ledger journal
- Reports
 - Front Office Transfers Report
 - Transactions List
 - Credit Notes Ledger
 - Payments Register
 - Bill Print/Re-print
 - Bank Pay-in-slip
 - Statement of Account
 - Debtors Ledger
 - Ageing Summary / Details
 - Control Card
 - Over Credit Limit Report
 - Reminders
 - Balance Confirmation Report
 - Business Production Report
 - Customer Payment Monitor
 - Statutory document tracking
 - General Ledger Distribution

■ Payables

- Import Receiving data
- Import Payables data
- Import adjustment transactions
- Batch entry of supplier bills
- Group Payables accounts by General Ledger account
- Purchase Journal Vouchers
- Deductions
- Tax deduction at source processing
- Track VAT paid
- Post adjustments
- Reverse liability
- Transfer transaction to other account
- Cross ledger posting to Receivables
- Supplier advances
- Expenses analysis
- Creditor's ageing
- Funds requirement
- Account statement
- VAT reports
- Part / Full payments
- Cheque printing
- Release payment
- Payment voucher
- Reverse payment
- Cancel cheque
- Post dated cheques handling
- Synchronize Payables accounts & materials vendors
- Manual or computer printed cheques
- Settle / undo transactions
- Dispute transactions / resolve disputes
- Automatic General Ledger journal

• Reports

- Transaction Journal
- Payable Voucher
- Payment Authorization Voucher
- Cheques printing with payment stub / counterfoil
- Payment voucher
- Ageing summary / Detail
- Creditors Ledger
- Statement of Accounts
- Advanced Ledger
- VAT Ledger
- Tax Deductions at Source
- Deductions Register
- Summary / Detailed Expense schedule By period per Vendor or Account
- Funds requirement forecast
- Stores Receipts not booked as liability

■ Bank reconciliation

- Import cheques from Receivables, Payables & General Ledger
- Reconcile cheques issued / received
- Post & reconcile bank transfers
- Post other bank charges & credits
- Reconcile bank position
- Journal to General Ledger
- Reports
 - Transaction Journal
 - Cheque Register with status
 - Reconciliation Statement
 - Bank Position
 - General Ledger Interface Postings

■ General Cashiering

- Cash drop from outlets & front office
- Cashier overage / shortage
- Petty cash payments / receipts
- Cash payment to vendors
- Cash receipt from debtors
- Banking
- Journal to General Ledger
- Interface with Receivables & Payables
- Reports
 - Cashier's Transaction Scroll
 - Cashier's Daybook
 - General Ledger Interface Postings

■ Assets Register

- Assets master with bar coding
- Acquisition, upgrade, add-on and disposal transactions
- Straight line or declining balance depreciation
- Provisional depreciation posting
- Depreciation posting
- Maintenance contracts tracking
- Insurance cover tracking
- Reports
 - Assets by Type or Locations
 - Transactions Journal
 - Assets Ledger
 - General Ledger Journal
 - Contracts expiring report
 - Insurance expiring report

General Ledger

- Chart of Accounts as per Uniform System of Accounting
- Map accounts to Corporate standard account codes
- Import Revenue Journal from the Front Office system
- Import non-financial statistics from WISH Front Office
- Import transactions from other modules, such as, payroll
- Post General Ledger journals
- Auto generation of JV numbers by year and type
- Reverse previously posted journal
- Copy, edit & post Journals
- Journals on-hold
- Search for Journal by any part of narration
- Cost allocation
- Pre-paid expense handling
- Store budget, forecast & target
- Budget upload by Excel spreadsheet
- Performance vs budget, forecast or target
- Run-time selection of year start
- Drill down inquiry
 - Trial Balance to General Ledger to Journal to Transfer Journal to source document
- System reports
 - Transactions Register
 - Daybooks
 - General Ledger
 - Sub-ledgers
 - Comparative & detailed Trial Balance
- User defined reports:
 - Trial balance
 - Financial statements
 - For a period compared with Budgets / target / forecast and last year
 - Over Multiple periods compared with last year and budgets
 - Departmental profit/loss
 - Balance Sheet
 - Profit & Loss report
 - Statutory annexes
 - Income Statement

Service Work Orders

- Regular / Standing work orders
- Work Order Terms
 - Fixed charges
 - Actual charges or required materials
 - VAT on required materials
 - One time or progressive delivery
 - Service schedules
 - Payment Terms
 - Service terms and conditions
- Order amendments / cancellation control
- Multi-level electronic approval of orders
- Part / full Servicing of work orders
- Service details transfer to Payables
- VAT handling
- Vendor wise services comparison
- Job Completion Certificate

Materials Management

Items

- Multiple store types
- FIFO or moving average valuation per store type
- Multiple stock location
- Multiple consumption Departments
- Item Groups
- Regular and irregular items
- Current Assets / Operating Equipment handling as Circulating Stocks
- Multiple Package sizes per item
- Dynamic Conversion of quantity units
- Re-order level and re-order quantity
- Revision of stocking policy
- Par Stocks
- Purchase budgets

Requisitions

- Indents for irregular items
- Auto-generate purchase requisition
- Multi-level purchase indents / requisitions approval
- Market lists
- Stores Issue requests
- Auto-generate issue requests based on Par stock levels
- Transfer requests across store location

Purchase

- Quotation Handling
- Purchase History
- Auto-generate Purchase Orders based on requisitions and quotation or receipts history
- Regular or standing / contract purchase orders
- Purchase Order terms
 - Additional charges
 - Delivery schedules
 - Payment terms
 - Packing & other notes
- Order amendments control
- Multi-level electronic approval of Orders
- Receiving subject to orders / requisitions
- Purchase Order tracking
- VAT handling

Receiving

- Receipts from Vendors
- Vendor Returns
- Requisition and Purchase Order look up at receiving
- Cash / emergency purchases subject to maximum limit
- Optional user specified receiving margins for items where exact quantity is not possible
- Capture expiry information
- Direct issues
- Confirm receiving at Stores
- Receipt information to payables
- Inspection at receiving
- Vendor inspection tracking
- Revaluation of old Receipts

■ Stock Accounting

- Issues
- Stock transfer
- Adjustment Receipts
- Issue / return / consumption of circulating stocks
- Expiry tracking
- Physical Stock Taking
- Overage / underage adjustments

■ Inventory Management

- Minimum / Maximum stock analysis
- Slow / Non-moving stocks
- Inventory Ageing
- ABC, XYZ, HML, FSN, VED analysis

■ Archive and purge historical transactions

■ Reports

- Transactions List
- Vouchers
- Recommended Re-Order Report
- Requisitions List
- Purchase Order
- Expected Receipts List
- Purchase Traces Report
- Vendor-wise Purchases
- Receiving Report for day or period by Vendor or Item
- Direct Issues Report
- Stock Transfers Report
- Receiving disputes between Receiving and Stores
- Stock Valuation report
- Stock Valuation audit for FIFO system
- Stock Ledger
- Current assets / operating equipments ledger
- Par stocks report
- Critical Items List
- Expiring Items list
- Physical stock taking list
- Physical Stocks Variance Report
- Revaluation Report
- Consumption by group or item
- Consumption by departments
- Budget Variance Report
- Consumption trends
- Consumption journal to general ledger
- Stock Ledger from archives

Food & Beverage Costing

- Recipes with preparation & presentation
- Multiple ingredients and sub-recipes
- Import recipes
- Link recipes to POS items
- Link POS Items to preparation cost-centres
- Sales price vs cost analysis
- Import sales from POS system
- Compute potential consumption
- Post sales & cost adjustment transactions
- Post kitchen & bar stocks
- Forecast materials requirement for projected sales
- Reports
 - Recipe Cards
 - Recipes Cost Report
 - Cost reconciliation report
 - Group-wise consumption analysis
 - Consumption variance report
 - Daily/monthly cost reports
 - Quantity Variance Analysis
 - Price Variance Report
 - Profitability Analysis

■ Interfaces

- Front Office with Receivables and General Ledger
- Point-of-Sales with F&B costing
- Corporate Prol'IFIC multi-property General Ledger
- Payroll with Payables and/or General Ledger



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