



# Soft office<sup>©</sup>

*Efficiency Multiplied Exponentially*

# Soft office® - Complete Office Management Solution

'n' number of branch locations connected to corporate office ensure 100% control over the enterprise.

"Centralized Database" enables instant reports on day to day operations - time & attendance, HRMS, payroll, CRM, sales orders, purchase indents, receipts, material management & stocks etc.

Over view "Dash Board" for Senior Managers, CEO's & Chairman's.

**Soft office** - the best solution for small, medium and large business.

**Soft office** offers a widely diversified function range - both for manufacturing and marketing industry.

**Soft office** optimizes your business processes from front office to back office, purchases and sales, production and inventory, time & attendance and payroll, financial accounts and works monitoring.

- ✘ Multi company option
- ✘ Easy integration of additional solutions
- ✘ Easy & Quick implementation
- ✘ Continually expanding software
- ✘ User friendly interfaces
- ✘ Profit from streamlined efficiency
- ✘ Quick returns on investment
- ✘ Unparalled support & service
- ✘ Wide coverage of functions in the standard
- ✘ The one solution to manage your entire office
- ✘ Customization

Any where - Any place - your business at your finger tips!!



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 <p><b>INVENTORY</b></p> <p>Complete stock status of the products category wise, make wise and model number wise with prices on finger tips. Daily stock summary with inward, outward, godown wise reports are available.</p>	<p><b>CONTACT MANAGEMENT</b></p> <p>Information about the customers of the organization is maintained in this module. Information includes organization / customer name, address, other communication details and history details.</p> 	 <p><b>FRONT OFFICE</b></p> <p>Visitors information, phone calls, fax, post inward / outward of the organization can be maintained here. Information like material inward / outward, service inward / outward are maintained here.</p>	<p><b>BACK OFFICE</b></p> <p>Monitors enquiries, quotations and correspondence. Enquires forwarded from the front office are updated. Quotations can be generated with covering letters and terms and conditions. Model numbers, description, Prices required are selected from price lists.</p> 	 <p><b>SALES ORDERS</b></p> <p>Sales orders received can be processed. Date, Month, Year Wise reports can be generated. Bill of Materials related to the Sales Order can be listed out. Status of sales orders can be verified at any point.</p>
 <p><b>PRICE LISTS</b></p> <p>Price lists for various companies can be maintained with series name, model numbers, description, selling price and cost price.</p>	<div style="text-align: center;">  <p><b>Soft office</b>®</p> <p><i>Efficiency Multiplied Exponentially</i></p> </div>			<p><b>CUSTOMER SUPPORT</b></p>  <p>Complete Customer Support Activities &amp; Processing of Service calls, Inward / Outward Materials and Status of Service Call or Complaint etc., can be maintained.</p>
<p><b>PURCHASE ORDERS</b></p>  <p>Purchase orders &amp; Indents of the company can be placed . Date, Month, Year Wise Purchase orders / Indents can be listed out. Customer Wise / Supplier Wise / Sales order wise Po's can be generated.</p>				<p><b>ADMINISTRATION</b></p>  <p>Primary operations required to operate the entire soft office are maintained here. Company details, departments, sub departments, designations, shifts, leaves, holidays, duties of company/employee, users are maintained here.</p>
<p><b>ACCOUNTS</b></p> <p>Multiple company accounts can be maintained. Balance Sheet, Profit &amp; Loss A/C, Day Book, Purchase Register, Sales Register, ESI, PF, PT, VAT, EXCISE, SERVICE TAX etc., can be maintained. Monthly / Yearly Returns are generated as per requirement.</p> 				 <p><b>WORKS MONITORING</b></p> <p>Works scheduling can be planned. Works can be assigned and monitored.</p>



# Soft office - Payroll Management System (PMS)

Payroll Management is a real challenge in a Small, Medium and Large business enterprises. In an enterprise, compiling Payroll with statutory reports for all the divisions, departments and submitting the same periodically is a challenge.



## Access Control

- ❖ Access control System is a unique combination of time & attendance application combined with door access control. The system provides door level security wherever required by the organization. The organization can provide access to only authorized personnel which enhances security and the system also provides effective deterrent against theft, pilferage and sabotage.
- ❖ Access control System can be used at any corporate office, at the entrances & exits of office, multiple doors networking at factories, hotels, schools and colleges etc.
- ❖ Access control System can be integrated with proximity, smart card, biometric applications.

## Attendance Monitoring

- ❖ In Small, Medium and Large enterprises & production units, time management for the resources makes real advantage. Time Management System will ensure all the work force to be in the Premises by their shift timings.
- ❖ Almost daily, business owners, executives, managers, and professionals are challenged by employee related challenges. Human resource management challenges cost company time, money, resources, lost opportunities, and reduced productivity.
- ❖ Attendance Monitoring System comes with 'n' number of reports to each and every department and key persons in the organization.



## Attendance Monitoring



## Payroll Management System

- ❖ Compiling Payroll and generating pay slips to each and every employee is a tedious job. There may be as many as 25 allowances and 15 deductions which can effect payroll.
- ❖ Human calculation errors, time spent on keying employee in & out data, absents, permission, leaves, OT calculations, attendance manipulations etc., are some of the day-to-day challenges in the Payroll System. Soft office - Payroll Management System will enable error free & accurate reports, ESI, PF, PT, TDS forms, etc.
- ❖ Different databases for Attendance, Administration, Payroll, Finance Management is a another challenge in the present day enterprise environment.
- ❖ The aim of the solution is to provide integrated solution for Access control, Time Attendance, Payroll and HR administration activities for the entire organization.

# Soft office - CRM

CRM is a combination of tools, business processes, people and technology to achieve sales goals and customer satisfaction. MIS reports on sales, area wise, executive wise and customer wise can be obtained which can be used in sales enhancement process.

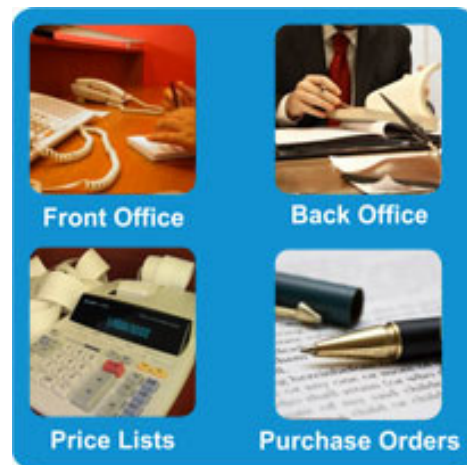


## Contact Management

- ❖ Contacts of the organization are maintained in this module. Information includes address, communication details, user definable fields, category, group selection, contact persons details, branch and other office details.
- ❖ History details of the contact can be glanced. Contact Management can be used as a 'VIRTUAL FILE' of a customer.
- ❖ Contact Management module integrates into the CRM tools and will save many man hours and tedious reentry of information.

## Front Office, Back Office & Price Lists

- ❖ Leads, Enquiries, Tenders, Phone calls, Sales orders, Support calls, Material Inward/Outward details can be keyed at the front office which will be automatically posted to respective modules.
- ❖ Back Office, correspondence, enquiries & quotations integrates with mailing options which allows you to be on a single platform.
- ❖ Quotations can be generated by selecting make & model number. Prices are extracted from Price Lists module. Quotations, terms and conditions templates are available for easy flow of work.



## Sales, Marketing & Customer Support

- ❖ Sales Orders received can be processed. Order wise dispatches and status can be monitored.
- ❖ Complete customer support related information, reports and status are available at finger tips. Customer information, invoice, serial number, warranty details can be obtained to offer 100% customer satisfaction.
- ❖ Contact Management, Front Office, Back Office, Sales Order Management, Marketing & Customer Support modules enhances the sales and marketing solutions, provide absolute customer satisfaction and increases the over all sales and efficiency of the enterprise.

# Soft office - Inventory & Material Management (IMM)

Inventory & Material Management of an enterprise is all about addressing the Stocks, Raw Material Inward & Outward, Finished goods Inward & Outward, Products, Price Lists, Bill of Material (BOM) and Reports for the entire spectrum.

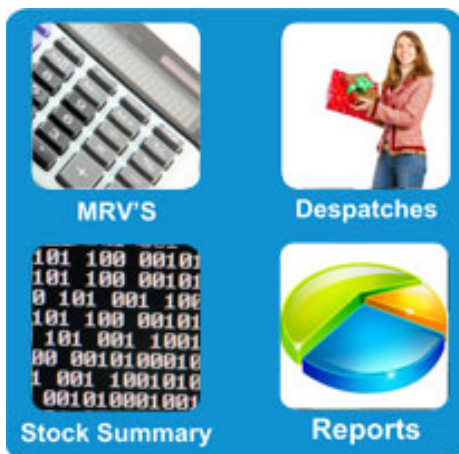
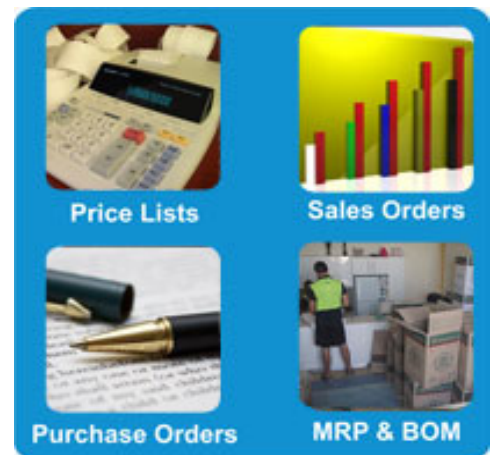


## Inventory

- ❖ Trading, finished product and raw materials stocks can be maintained. IMM module is well suitable for both marketing and manufacturing industry.
- ❖ Complete stock status of the products category wise, make wise and model number wise with prices on finger tips. Daily stock summary with inward, outward, godown wise reports are available.
- ❖ Location of goods, flow of inventory, stock transfer can be monitored. Procurement & Material requirement planning for shortages, reorder levels can be planned.

## Bill of Materials, Price Lists & Sales Orders

- ❖ BOM - a unique tool to manage inventory item wise. This helps to procure shortage materials order wise or item wise. Helps to review BOM item wise in time intervals.
- ❖ Price lists for various companies and products can be maintained with serial No, model No, description of items with sale price and cost prices. Specifications of items, reorder level and serial numbers can be added.
- ❖ Stock status & case sheets of the sales orders received can be generated. Procurement indents for the finished products and for manufacturing units can be issued.



## Material Management & Reports

- ❖ Material receipts, material issues to production, monthly MRV's - supplier wise, month wise and date wise can be generated. Quick search for stock availability & price.
- ❖ Delivery challan, Tax invoice, returnable & non-returnable gate passes, packing lists can be organized.
- ❖ Material Management and reports from only inventory module is half way through. The perfection comes with integration of inventory module with price lists, sales & purchase orders, bill of materials, MRV's, dispatches and with combined exhaustive reports from the functions listed.

# Soft office - Accounts & Finance Management (AFM)

Complete accounts & financial ledgers to organize a business enterprise. The accounts module integrates with payroll, inventory, price lists, sales orders, purchase orders and CRM modules. The product is designed for best optimization in small, medium and large business.



## Accounts & Finance Management

- ❖ Voucher entries, day book, creditors, debtors, purchase register, sales register, profit & loss accounts, balance sheets and all accounts ledgers can be maintained.
- ❖ Statutory reports for ESI, PF, TDS, VAT, SERVICE TAX, etc., can be maintained. Monthly / Yearly returns can be generated.
- ❖ Multiple company accounts can be maintained. Cheque Management is a unique feature added to the Financial module.

- ❖ Accounts & Finance module integration with price lists, purchase orders, sales orders, inventory, CRM and payroll.
  - Reduces costs and increases profitability
  - Enhances decision-making capabilities
  - Simplifies and streamlines your business processes
  - Provides greater controls & better financial discipline



Soft office - a unique tool *To multiply your efficiency exponentially !!*

## Our Clientele

 Anjani Portland Cement Ltd	 Pennar Industries Limited	 ICSA (INDIA) LTD An ISO 9001:2008 Company	 COLGATE-PALMOLIVE	 The Andhra Pradesh Paper Mills Limited	 Larsen & Toubro	 GLOBAL HOSPITALS more to life
 IMSOFER FEARNO Group	 VOITH	 Vuppalamritha Magnetic Components Limited	 Surana Group	 KNOWLEDGE & POWER	 M&M Technologies	 Team Engineers Solutions in Connectivity An ISO 9001:2008 Company
 SURYALATA SPINNING MILLS LIMITED	 Rane Brake Lining Limited	 DYNATECH	 virchow SOLUTIONS FOR HEALTH CARE	 MEGHANA PHARMA PVT LTD	 INTRON ELECTRONIC COMPONENTS	 CAL-ON INSTRUMENTS

and more.....

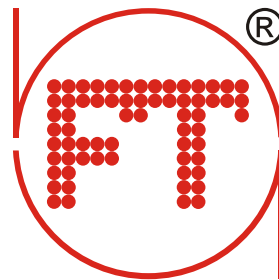
# “Your Absolute Satisfaction is our Highest Priority”

## SOFT OFFICE

- ✘ Payroll Management
- ✘ Attendance Monitoring
- ✘ Administration
- ✘ Contact Management
- ✘ Price Lists
- ✘ Front Office
- ✘ Back Office
- ✘ Sales Orders
- ✘ Customer Support
- ✘ CRM
- ✘ Works Monitoring
- ✘ Purchase Orders
- ✘ Material Management
- ✘ Finance Management

## OTHER PRODUCTS

- ✘ *edu@campus*
- ✘ @-COMMERCE APPLICATIONS
- ✘ ACCESS CONTROL SYSTEMS
- ✘ SURVEILLANCE & SECURITY
- ✘ [www.edu@campus.com](http://www.edu@campus.com)
- ✘ [www.softoffice.co.in](http://www.softoffice.co.in)
- ✘ [www.eduinstitutions.com](http://www.eduinstitutions.com)
- ✘ [www.domainsthebest.com](http://www.domainsthebest.com)
- ✘ [www.indiadeals4u.com](http://www.indiadeals4u.com)
- ✘ [www.americadeals4u.com](http://www.americadeals4u.com)



**FUTURE TECH**

**FUTURE TECH Information Systems Pvt.Ltd.**

411 - 415, CTC, Parklane, Secunderabad,  
Hyderabad, Andhra Pradesh, India-500 653  
Tel :+91-40-27846422, 27897876, 66319081/82  
Fax :+91-40-27846401

E-mail:info@futuretechinfo.com

[www.softofficeerp.com](http://www.softofficeerp.com)  
[www.futuretechinfo.com](http://www.futuretechinfo.com)