



# Jana Materials Management



## Introduction

Sky Jana Materials Management system is a comprehensive specialized web-based cloud-ready system that is designed to operate on property, cluster and corporate levels. Jana controls all aspects of food items, beverage items, and rest of materials in the complex environment of hotels and restaurants.

Jana covers in great depth and details all areas related to material movements and control including paperless purchase order cycle, receiving of goods, requisitions, transfers, property-to-property relocation of goods, perpetual inventory and spot checks, cost control, cost of sales and consumption analysis, recipe management, menu design and back office financial interface.

Jana is fully open to the outside environment through multiple interfaces to Point of Sale and back office systems.

## Components and features

### Core components

- Stock items and stores management
- System security and audit
- Quotations management
- Purchasing
- Receiving
- Requisitions, transfers and relocations
- Inventory and spot checks
- Cost control and budgets
- Sales cost and consumption analysis
- Recipe management
- Back office interface
- Point of Sale interface

### Features at a glance

- Web-based, cloud-ready
- Multi-property, multi-cluster
- Multi-currency purchasing
- Item expiry dates
- Average price or FIFO
- User-defined order approval
- Vendor auto allocation
- User-defined order authorization
- Order placement via fax and email
- User-defined requisition and relocation approval
- Approval and inventory using smart phones
- Recipe preparation and transfers

## System features

### General features

- Multi-property and cluster
- System lexicon
- Multi-currency purchasing
- Bilingual interface and data
- Item expiry dates
- Cost valuation methods: Average price or FIFO
- Multiple order units per item
- Purchase request and requisition approval and inventory via smartphone application
- Report designer
- Comprehensive user roles and permissions
- System notifications via SMS and emails
- System alerts

### Inventory

- User defined BO account mapping rules
- Inventory sheets preparation, count and signing
- Ability to process transactions while inventory is in progress
- Four store inventory modes; Consumption Stores, Forward Stores, Forward with Zero Value Stores and Spoilage Stores
- Inventory count using smart phones with barcode reading
- Spot checks
- Inventory difference voucher and report

### Purchasing

- Purchase Request Approval:
  1. User defined approval rules with unlimited number of signatures.
  2. Multiple candidates for the same signature.
- Buyer Allocation:

Purchase request split between multiple buyers.
- Vendor allocation:
  1. Auto allocation and manual allocation.
  2. Mandatory quotations like corporate contracts.
  3. Purchase request merge for best quotation.
- Purchase Request Authorization:
  1. User defined authorization rules with unlimited number of signatures.
  2. Multiple candidates for the same signature.
  3. Send back to any of the preceding signees.
- Purchase Order Placement:
  1. Send order to vendor by fax or email.
  2. User defined purchase order format
- Receiving:
  1. Full or partial purchase order receiving.
  2. Receiving without purchase order.
  3. Rules for changing price or quantity upon receiving
  4. Credit notes
  5. Purchase order closing.

### Budget

- Fiscal period budget on stock category and store levels
- Tracking of on order amount and received amount against budget amount
- Budget import from back office system
- User-defined restrictions on purchases above budget
- Season based minimum, maximum and re-order stock levels
- System-generated purchase orders and requisitions for items below minimum stock level

### Sales

- Mapping outlets to multiple stores based on stock item category
- Sales items link with stock items or recipes
- Support of multiple Point of Sale systems per property
- Sales import from Point of Sale system
- User-defined rules of item deduction and recipe consumptions

### Recipes

- Generic recipe items with link to multiple stock items
- Recipe Transfers with auto item consumption
- User-defined recipe consumption rules
- Unlimited levels of recipe within recipe
- Recipe cost and spoilage calculation
- Recipe suggested price and profit calculation
- Menu design

### Templates

- Kitchen market lists
- Purchase order templates
- Requisition templates

### Internal movements

- Requisitions:
  1. User-defined approval rules with unlimited number of signatures
  2. Requisition allocation
  3. Create purchase request from requisition
  4. Requisitions between properties in the same cluster through relocation requests
- Transfers:
  1. Stock Item transfers
  2. Recipe transfers

### Interfaces

- Back office system
- Point of Sale system
- Central purchasing system
- Health club and spa system
- Engineering management system

## Reports and charts

### Purchasing

- Total purchases summary
- Purchasing statistics
- Pending orders
- Price exceptions
- Purchase order deviation
- Buyer efficiency
- Newly added vendors
- Deactivated vendors

### Periodic

- Inventory differences
- Period reconciliation
- Period consumption
- Actual potential report
- End of Period S.O.H
- Audit logs

### Cost

- Stock item movements
- Slow-moving items
- Movement documents
- Current S.O.H
- Market survey by item
- Min/max stock item levels
- Newly added items

### Receiving

- Order receiving
- Receiving without purchase order

### Movements

- Credit note journal
- Internal movements by store
- Internal receiving by store

### Sales

- Total sales deduction
- Outlet Sales
- Cost by sales item

## Corporate concepts and features

Jana Materials Management is a web-based system that is designed to operate on property level, cluster level and corporate level.

### Operational features

- Data unification for several entities such as stock items, stock categories, departments, stores and vendors across properties
- Quotation locking and auto selection for signed corporate agreements
- Granting user rights and permissions through corporate office
- Access to saved quotations by corporate office

### Reports and charts

- Total purchase statistics by region: Including total amount, issued orders, pending orders, canceled orders and delivered orders
- Purchase items list for vendor by region
- Price exceptions by region
- Price comparison with unit conversion by region
- Graphical and charts

### Single-property installations

When operated on single property level, Jana is managed and monitored by the property staff in terms of purchasing, requisitions and cost control. The system consists of one database with scope of one property.

### Single-cluster installations

A cluster is two or more properties managed by one management such as one GM, one purchasing manager, or one IT manager. In this case the purchasing approval and authorization flow spans multiple properties without affecting the materials stock control integrity of each property. The cluster management can lock the definition of several entities like Item Units, Stock Categories, Stock Items, Departments, Occupations, Roles, Approval Rules, Authorization Rules and Vendors. If locked, the entities can be pushed down from cluster level to property level. This cluster system consists of one database. The above single property installation can be viewed as a cluster installation with only one property inside.

### Corporate installations (multiple clusters)

If operated on corporate level, there is no span of purchasing approval and authorization across multiple clusters. There are two benefits of corporate level operation; the first is the entities locking and pushing down, and the second is the report consolidation on corporate level.

Corporate installations consist of multiple clusters (one database each) in addition to one corporate database that hosts the consolidated data and the master corporate configuration entities to be pushed to all clusters.

The diagram to the right illustrates the three levels of Jana operation.

