

SOMRO BPO SERVICES (PVT) LTD.

PROPOSAL FOR INVESTMENT (Offer for Controlling-Interest-Ownership)

29+
Years in Service



SOMRO BPO SERVICES (PVT) LTD.

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About Us

Somro BPO Services (Pvt) Ltd., was established in 1992 as Nexia Computer Services (Pvt) Ltd., as an associate company of leading Chartered Accountants Firm. Since then we have built a diversified clientele over the last 29+ years. Our company has been engaged in designing, developing and implementing of software and providing accounting services to our clientele. We are equipped with well experienced team of professionals who are committed for an uninterrupted service to our clients. Our software are 100% locally developed software with the help of Sri Lankan Software Engineers.

Somro BPO Services (Pvt) Ltd. (formerly Nexia Computer Services (Pvt) Ltd.) is growing as Information and Communication Technology (ICT) / Business Process Management (BPM) company providing Software Services, Accounting, Finance and Human Resources Management functions to a diversified range of clients in Sri Lanka and Internationally. We undertake the responsibility of placing a qualified accountant in the organizations and to manage all finance department functions via him / her.

For a company, this is a great relief as we undertake the total responsibility of all Finance, Administration and Human Resource department work. Total Operation / Support services based on Information Technology and operate remotely for any location in the world. We use Cloud Accounting Software developed by us to provide online Accounting Services with a 99% paperless environment and with facilities such as e-filing, e-banking and e-approval processes. This enables our clients to focus on their core business activities, while all back-office functions are well taken cared by us and its confidentiality being maintained.



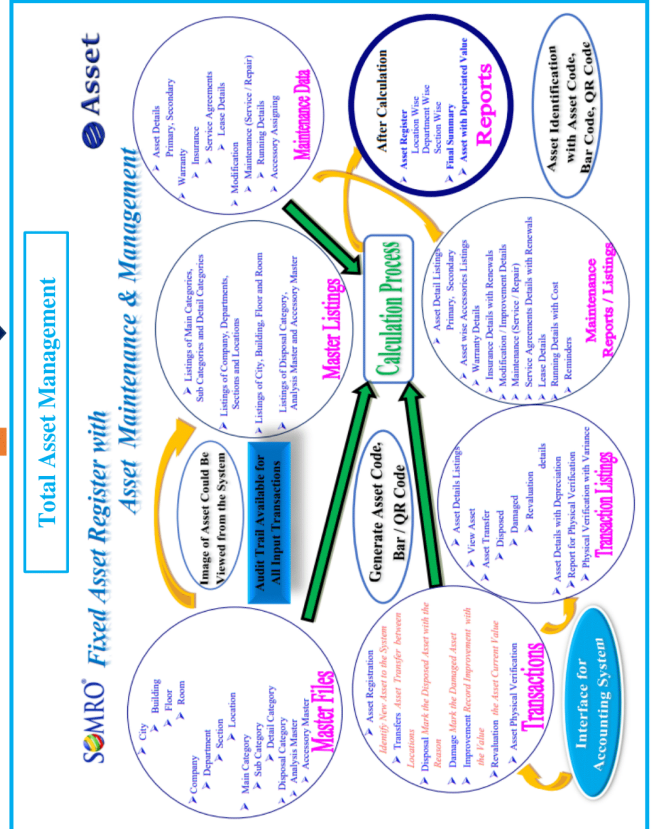
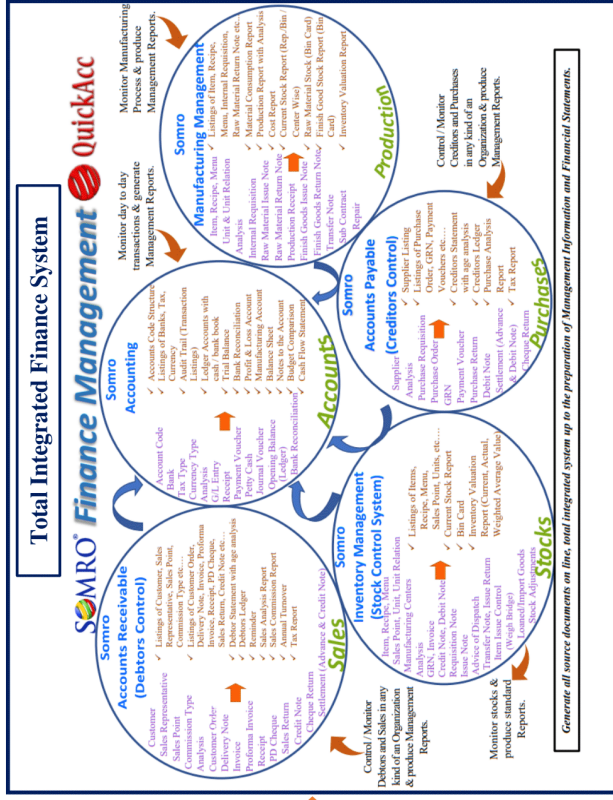
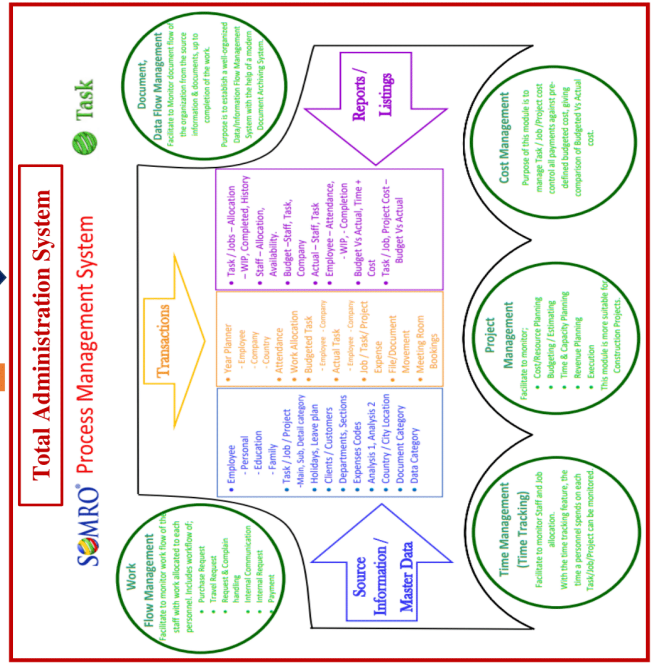
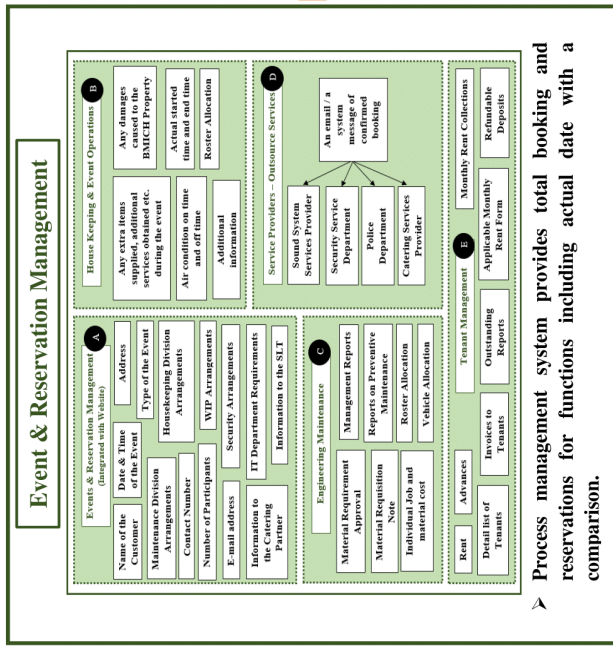
TOTAL ERP SOLUTIONS FOR YOUR BUSINESS

ERP Software is a suite of integrated applications for managing, automating and connecting key business processes. Think of enterprise resource planning as a system that maintains a database of information related to business processes anywhere from human resources to customer relationship management. Most ERPs allow for the automation and integration of business processes, therefore reducing the amount of manual labor that your team has to perform. Enterprise resource planning system is a suite of integrated applications for managing, automating and connecting key business processes.

Somro Enterprise Resource Planning System includes:

- Process Management System
- Fixed Asset Register with Asset Maintenance & Management System
- Finance Management System

SOMRO Total Enterprise Resources Planning System



Procurement Management

- Tendering Process
- Bidding Process
- Evaluation Process
- Selection Process

Financial Management

Investment Management

Budgetary Control

Monthly, yearly budgets with comparison to Actual.

All statistical reports need to satisfy clients' requirement.

Facilitate

Audit Trail

Accommodate available with audit trail.

Backup

In build backup process provides data security.

We are a 100% Sri Lankan owned company – all our software are designed by Sri Lankan software engineers!

- **Process Management System**

The System Includes:

- Somro Document / Data Management – recording of source information and document flow and archiving the same
- Somro Work-flow Management – handling requests and complaints of employees, internal communication, travel and other purchase requests, etc.
- Somro Time Management – monitor staff and job allocation, time tracking on each assigned task, etc.
- Somro Project Management – cost / resources planning, budgeting, time and capacity planning and etc.
- Somro Cost Management – manages task / job / project cost and enable to compare budgeted verses actual figures.

SOMRO® Process Management System

Work Flow Management

Facilitate to monitor work flow of the staff with work allocated to each personnel. Includes workflow of;

- Purchase Request
- Travel Request
- Request & Complain handling
- Internal Communication
- Internal Request
- Payment

Source Information / Master Data

Transactions

<ul style="list-style-type: none"> • Employee <ul style="list-style-type: none"> - Personal - Education - Family • Task / Job / Project <ul style="list-style-type: none"> -Main, Sub, Detail category • Holidays, Leave plan • Clients / Customers • Departments, Sections • Expenses Codes • Analysis 1, Analysis 2 • Country / City Location • Document Category • Data Category 	<ul style="list-style-type: none"> • Year Planner <ul style="list-style-type: none"> - Employee - Company - Country • Attendance • Work Allocation • Budgeted Task • Actual Task <ul style="list-style-type: none"> - Employee - Company - Employee - Company • Job / Task/ Project Expense • File/Document Movement • Meeting Room Bookings 	<ul style="list-style-type: none"> • Task / Jobs – Allocation – WIP, Completed, History • Staff – Allocation, Availability. • Budget –Staff, Task, Company • Actual – Staff, Task • Employee – Attendance, - WIP, - Completion • Budget Vs Actual, Time + Cost • Task / Job, Project Cost – Budget Vs Actual
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Document, Data Flow Management

Facilitate to Monitor document flow of the organization & documents, up to completion of the work.

Purpose is to establish a well-organized Data/Information Flow Management System with the help of a modern Document Archiving System.

Reports / Listings

Time Management (Time Tracking)

Facilitate to monitor Staff and Job allocation.

With the time tracking feature, the time a personnel spends on each Task/Job/Project can be monitored.

Project Management

Facilitate to monitor;

- Cost/Resource Planning
- Budgeting / Estimating
- Time & Capacity Planning
- Revenue Planning
- Execution

This module is more suitable for Construction Projects.

Cost Management

Purpose of this module is to manage Task / Job /Project cost control all payments against pre-defined budgeted cost, giving comparison of Budgeted Vs Actual cost.

- **Fixed Asset Register with Asset Maintenance & Management System**

The system includes:

- **Somro Fixed Asset Register** – Recording of All Assets Belonging to Organization including Assets Transfers / Disposed / Damaged / Revaluation Data. The Process Facilitate to Identify Assets Using Bar Code / QR Code.
- **Physical Verification Process** – The System Facilitate to Identify Asset with QR Code, Scan from Mobile Phone and update to the system.
- **Somro Fixed Asset Maintenance & Management** – Manage Financial / Operational / Process Data on Insurance, Warranty, Renewals, Improvements, Service Agreements and support Decision Making Process.
- **Record Running Data of Vehicles** (Fuel, Services, Parts Replacement), Machinery Maintenance with Specific Data Such as Supplier / Manufacturer marks and numbers etc.
- **System support to finance** for payments approving process.

Process – Finance Department Operations

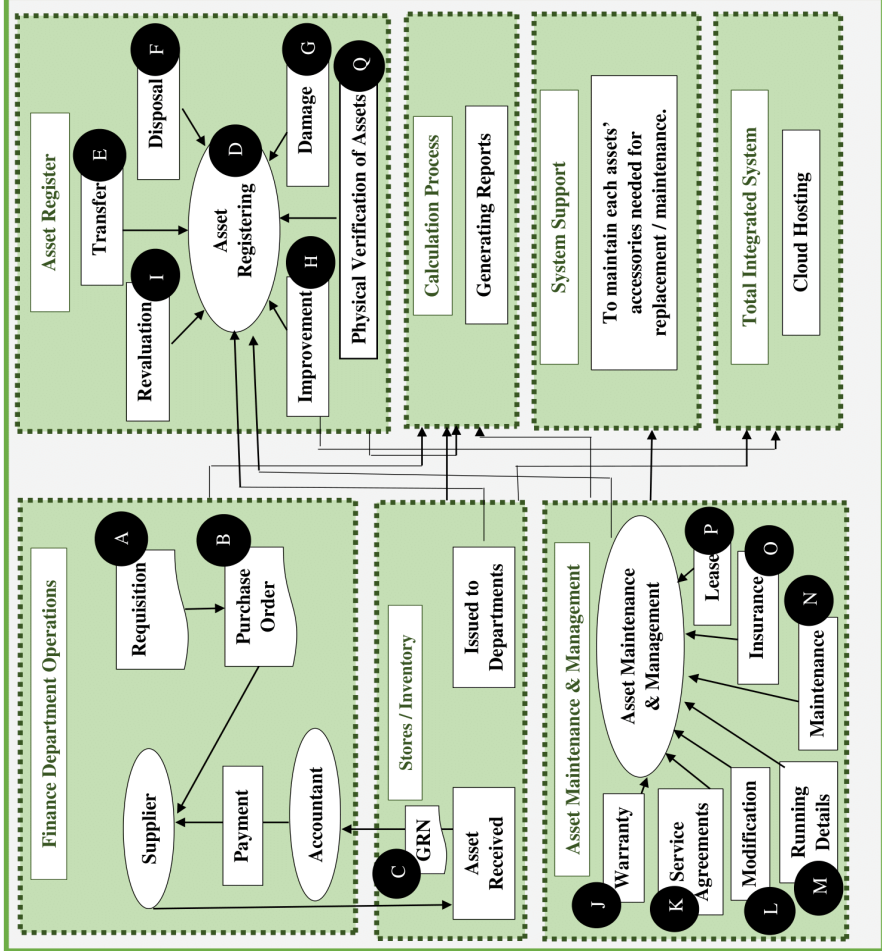
- Requisition – Request the asset from department (Internally)
- Purchase Order – Issue the purchase order for asset from finance department
- GRN (Goods Received Note) – Issue the GRN from store

Process – Asset Registering

- Asset Registration – Enter new asset to the system (Asset code with relevant data)
- Transfers – Asset transfers between locations
- Disposal – Mark the disposed asset with the reason
- Damage – Mark the Damaged asset
- Improvement – Record improvement with the value
- Revaluation – enter the asset current value

Process – Asset Maintenance & Management

- Warranty – Record warranty details of Assets purchased by the organization.
- Service Agreements – Record details of supplier service agreements
- Modification – Record details of modification of the asset
- Running Details – Record running details of any asset
- Maintenance – Record maintenance data of any asset
- Insurance – Record insurance details of the Assets in the organization.
- Lease – Record details of the leased assets
- Physical Verification of Assets – Verifying assets physically labelling with bar /QR code.



Benefits

- Ability to assign fair value of the asset to comply with International Financing Reporting Standards (IFRS) and Sri Lanka Accounting Standards. (SLAS)
- Define authority levels for creations, amendments, Deletion etc.
- Take detailed reports at any given time for total assets, asset values, written down value, depreciation, disposal, etc.
- Administrative users can view all asset details in the database at any time and payment process facilitated with history data.
- Facility to perform asset disposal, revaluation, Enhancement and movement and multi-currency to maintain original purchasing cost.
- Facility to read QR codes through mobile phones that can communicate with the centralized database real-time.
- Interface to be developed with consent of the client's accounting system supplier (if any) for integration.
- Manage basic Insurance / Service Agreement Renewals / Leasing / Maintenance / Asset Inspection /Asset Warranty details, Running details with Cost and generate Reminders for Insurance, Leasing and Service Agreement.

Our Responsibility

- Training of staff to operate the system, maintain the system/ software under mutually agreed service contract.
- Improvement necessary to meet client's requirement.
- Six months warranty period from the date of installation of the system.
- Assisting and give necessary guidelines for staff to do physical verification of assets to update to the system at the inception.
- Annual physical verification of fixed asset at a nominal fee with certification of a qualified accountant.
- Online software support services 24x7.
- Undertake total physical verification of assets & data updating to the system at a mutually agreed fee.
- Combined offers for multiple software system purchases (Finance Management System, Process Management System & Human Resource Management System with Payroll).
- Process includes complete work relating to preparation of asset register, including fixing asset code sticker to the assets.

We undertake to physically verify assets labelling with bar code/ QR code.

Providing Chartered Accountant certificate for assets and if necessary valuation report to support chartered valuers certificate report.

Total Integrated Software is developed by using My SQL (Java Spring Boot) technology.

This system could be integrated with Finance Management System and Process Management System.

Softwares are developed and successfully tested in clients' places. Thus, need only few months to customize according to client's requirement.

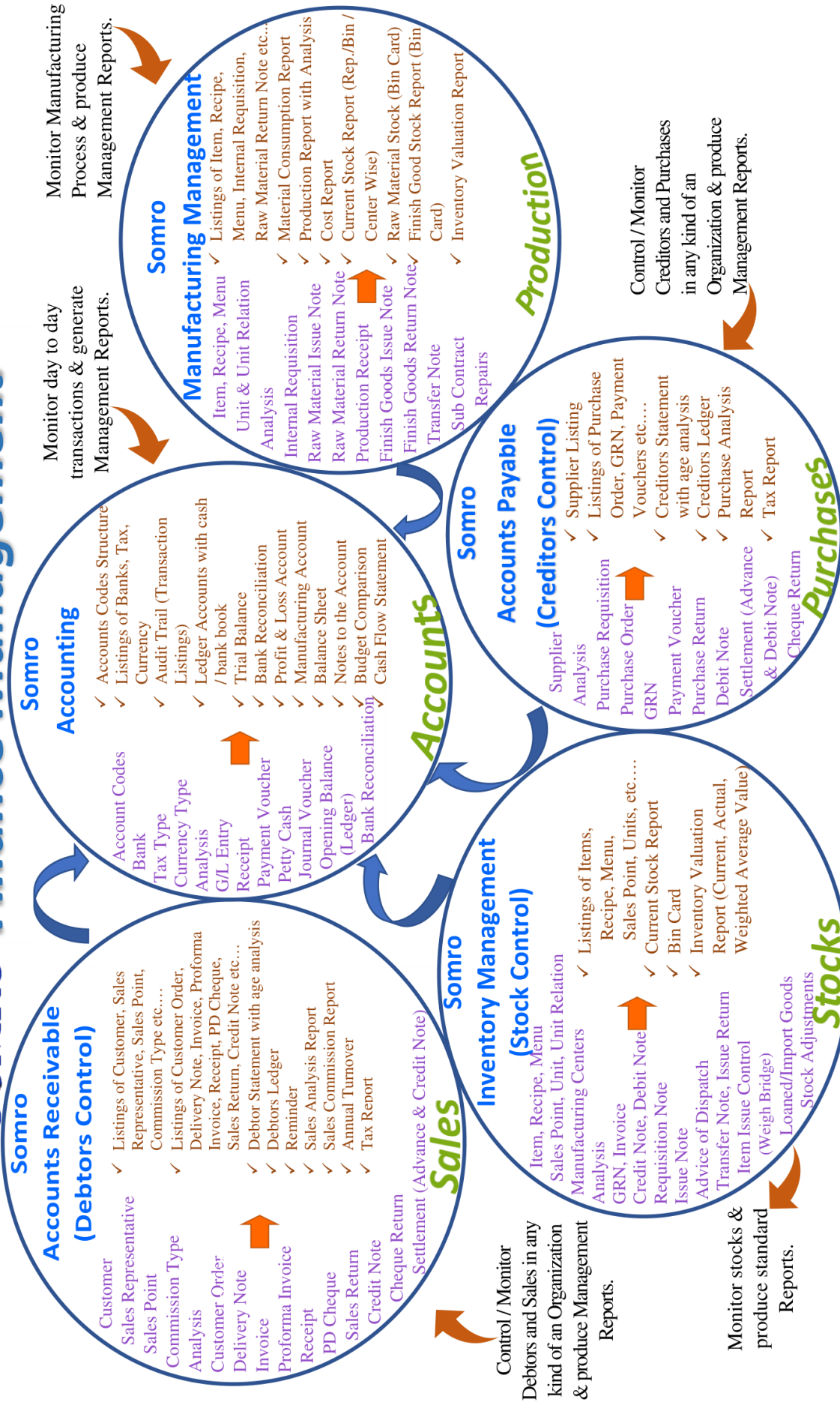
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- **Finance Management System**

The system includes:

- **Somro Accounting** – Cash / Bank Book, Ledger Accounts, Trial Balance, Profit & Loss Account, Cash Flow Statement, Balance Sheet
- **Somro Accounts Receivable (Debtors Control)** – Customers’ Listing, Invoices & Receipts Listing, Sales Analysis, Debtors Statement with Age Analysis
- **Somro Accounts Payable (Creditors Control)** – Suppliers’ Listing, Source Documents Listings, Creditors Statement with Age Analysis
- **Somro Inventory Management (Stock Control)** – Bin Card, GRN / GIN / Credit Note Listing, Stock Report
- **Somro Manufacturing Management** - Manufacturing Process Control from Material, Labour, Overhead Input for Preparation of Production Process Analysis with Material Consumption and Costing Report (Food costing based on recipe).
- **Somro Financial Planning** – Budgeting and Budget Comparisons, Management Reports, etc.

SOMRO® Finance Management



Monitor day to day transactions & generate Management Reports.

Monitor Manufacturing Process & produce Management Reports.

Control / Monitor Debtors and Sales in any kind of an Organization & produce Management Reports.

Monitor stocks & produce standard Reports.

Control / Monitor Creditors and Purchases in any kind of an Organization & produce Management Reports.

Generate all source documents on line, total integrated system up to the preparation of Management Information and Financial Statements.

Process Management System



Connect Somro Task

Collaborate with Somro

Transform Your Business with Somro



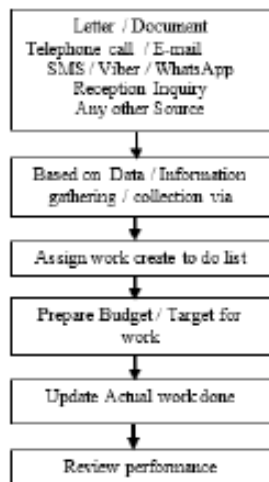
Fixed Asset Register with Asset Maintenance & Management



Manage Working Progress & Staff Work Allocations

Manage Professional Staff Costs

Automate Sales Force Tasks with No Extra Cost



Record

- ✦ Attendance
 - ✦ Job Allocation
 - ✦ Work Covered
- ✦ Working Progress
 - ✦ Cost

- ✦ Staff Plan (Individual) & Staff Availability
- ✦ Time Spent Staff (Date wise / Individually)
- ✦ Budget vs Actual (Time + Cost) - Job / Task / Project wise / Employee wise
- ✦ Job / Task Cost (Budget & Actual)
- ✦ Job / Task Allocation with Time
- ✦ Source Information Details

- ❖ Compare / Analyze Budget Vs Actual, Task Completed
- ❖ Document / Data Flow Management Supports 99% Paperless Environment
- ❖ Based on Staff and Organizational Year Planner

- ❖ Assisting and giving necessary guidelines for staff to update the system at the inception.
- ❖ Combined offers for multiple software system purchases (Finance Management System, Fixed Asset Register with Asset Maintenance & Management and Human Resource Management System with Payroll).

Record All Assets in an Organization with Required Classifications - such as, Category, Ownership, Physical Location & etc.

Facilitate Accountant's Requirement Providing Accounting Needs of Asset Classification

Maintain / Control Asset Maintenance Data by Recording;
 - Warranty, Insurance, Service Agreement, Modification
Maintain Running Data for;
 - Vehicles (Fuel, Servicing, Washing)
 - Equipment (Replacement, Services)
 - Machinery (Servicing, Replacements)

- ❖ Generate Asset Code as Bar Code / QR Code
- ❖ Audit Trail Available for All Input Transactions
- ❖ Image of Asset Can be Viewed from the System

Calculation Process

Identification of the Asset with - Numeric Code, Bar Code, QR Code

Generate Reports

- ✦ Master Listing
- ✦ Asset - (Details, with Depreciation)
- ✦ Class of Asset - (Final Summary, Location, Department / Branch, Section)
- ✦ Transfers
 - ✦ Disposals
 - ✦ Damaged
- ✦ Label Print
- ✦ Detail of Individual Asset
- ✦ View Asset
- ✦ QR Print
- ✦ Maintenance (Master Listing, Transaction Listing, Reminders)

- ❖ Assisting and give necessary guidelines for staff to carry out physical verification of assets to update to the system at the inception.
- ❖ Annual physical verification of fixed assets at a nominal fee with the certification from a qualified accountant.
- ❖ Undertake total physical verification of assets & data updating to the system at a mutually agreed fee.
- ❖ Combined offers for multiple software system purchases (Finance Management System, Process Management System & Human Resource Management System with Payroll).
- ❖ Process includes complete work relating to preparation of asset register and pasting asset code stickers on the assets.

Audit Certification for Fixed Asset Register's Implementation Process from a Qualified Accountant!