



COINS Documentation Examples

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1. Introduction

This document provide examples of some of the documentation that Build IT Consulting have developed during some of their projects working with businesses that use the COINS suite of solutions.

The documentation can be used for the following:

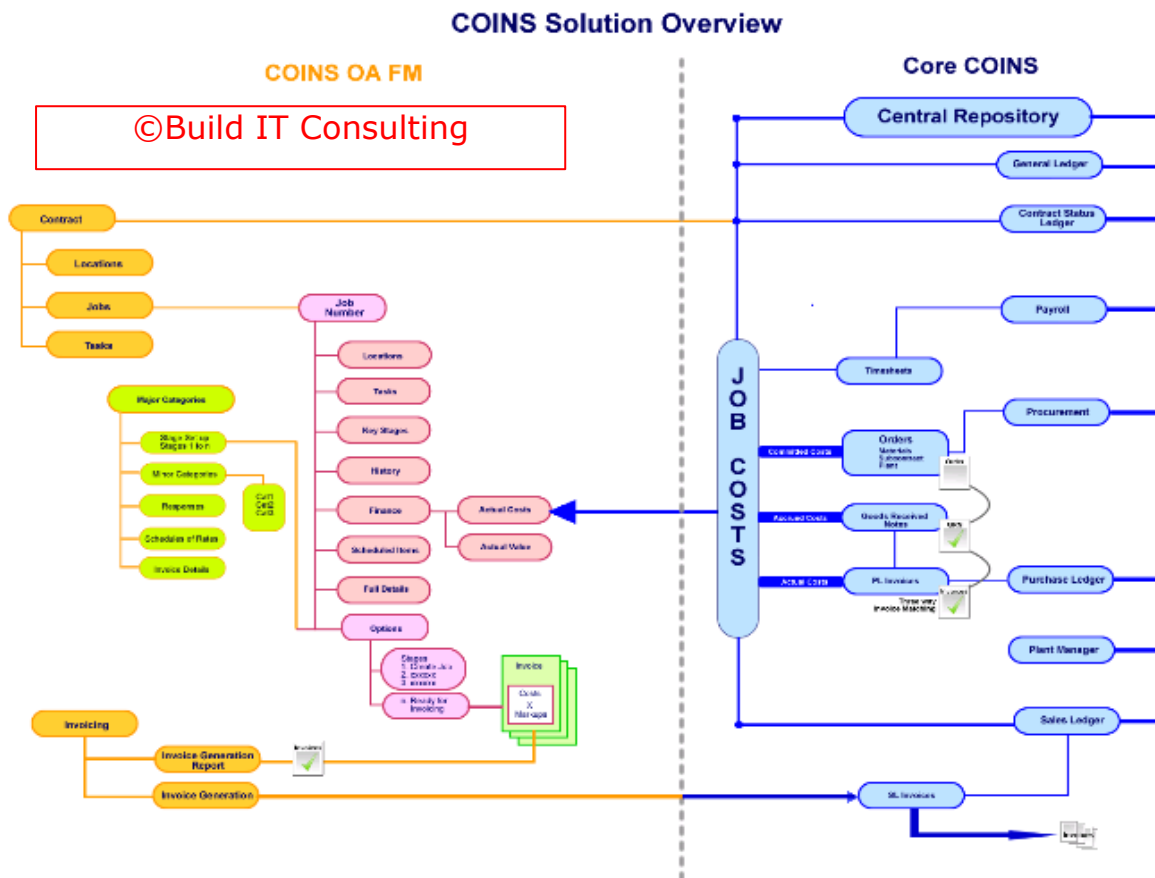
- A background to the way COINS operates
- Overview of how the different modules interact
- Business Process flows of end user roles their use of the COINS modules
- Module training guides

BITC are happy to create detailed documentation of your business processes and the way you use COINS in order for you to optimise its use and uptake within your business.

2. COINS solution architecture overview example

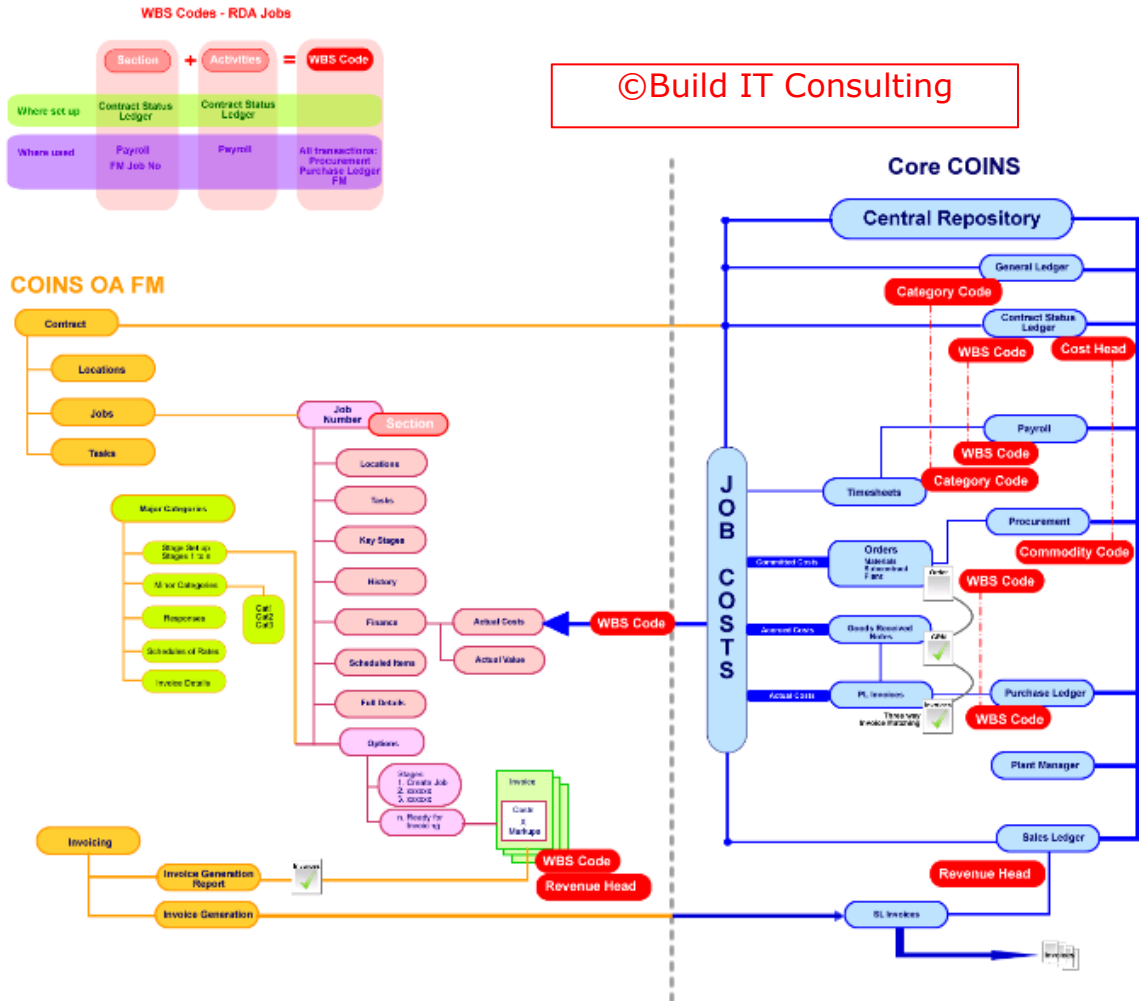
The schematic has been developed to show how the various elements of the COINS solution interact with each other.

The diagram below outlines the solution architecture and indicates how the various modules are all integrated to provide seamless data flow across the all business units and activities.



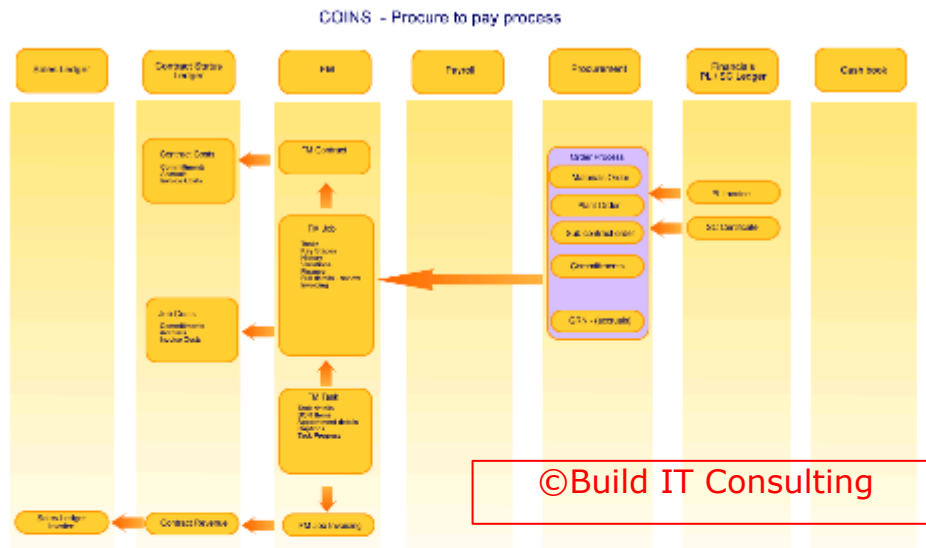
3. COINS coding structure overview example

COINS Coding Structure - RDA Jobs



4. COINS business process example

COINS Procure to Pay process - Linking to FM jobs



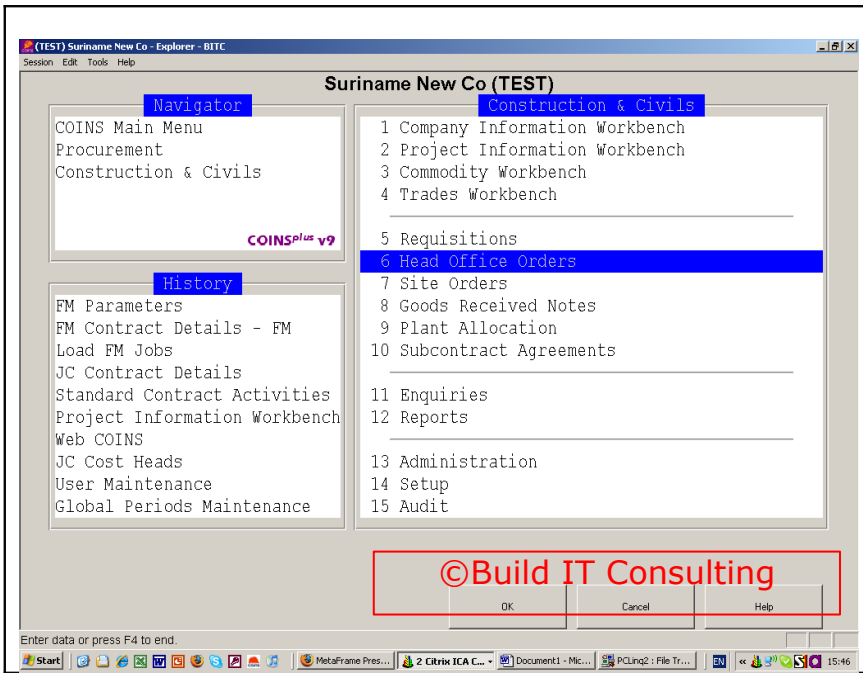
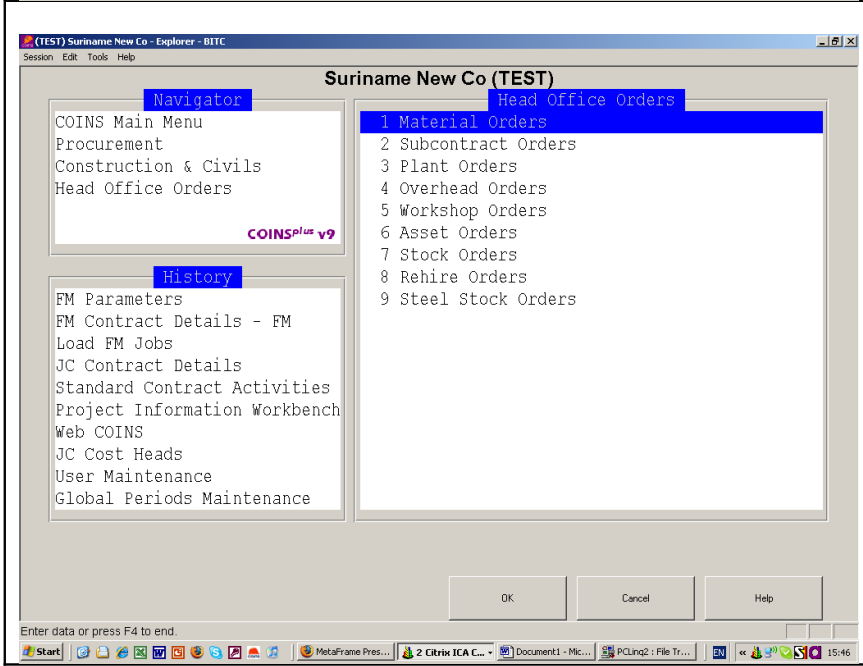
COINS provides an integrated procure to pay process by linking its core modules.

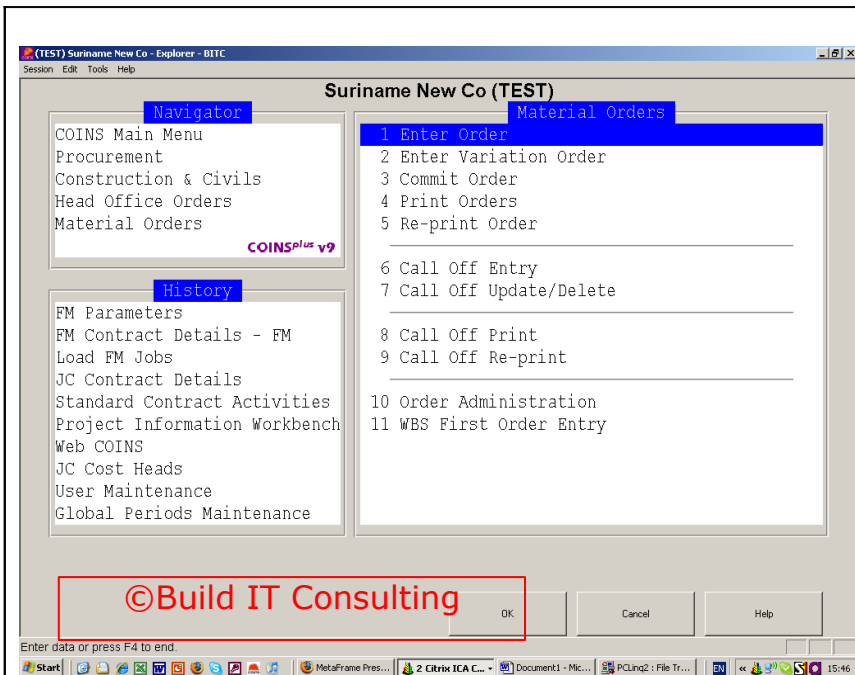
- Orders are created in the Procurement module
- Receiving of the ordered items on delivery (Goods Received Notes) is also undertaken in the Procurement module.
- Supplier invoices are registered, checked and costed, referencing the details created in the Procurement modules regarding order and delivery details, in the Purchase Ledger part of the Financials module
- The Costs (committed, accruals and actual) are transferred to the Contract and Job details within the FM module and also to the Contract details in the Contract Status Ledger within the Financials module.

The integration of the core Modules will enable the business to monitor the costs automatically across all jobs and contracts based on data entered by the various departments involved during the day to day Procure to Pay process.

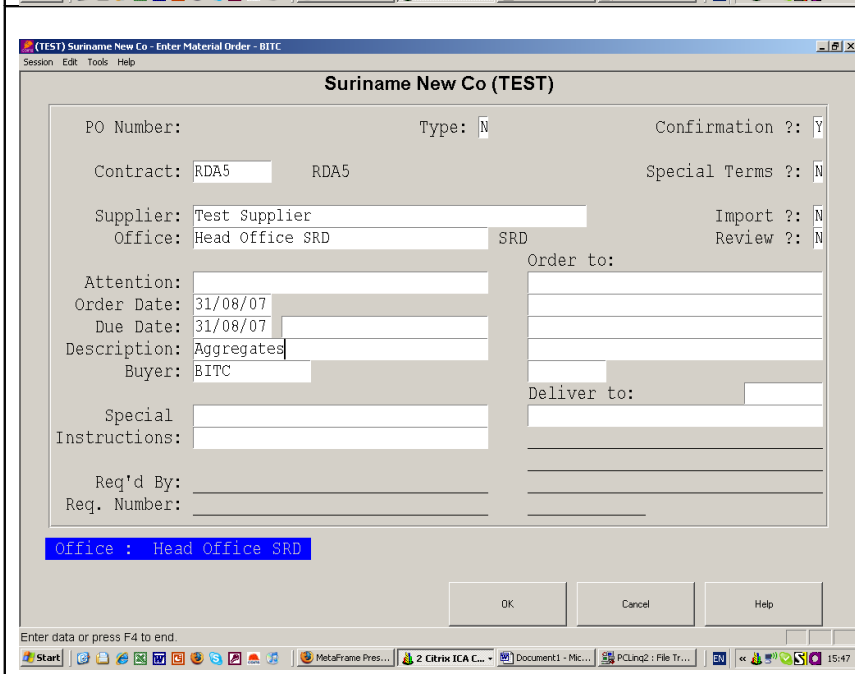
5. COINS Module Training example

Procurement – Ordering Materials

 <p>The screenshot shows the COINS software interface for 'Suriname New Co (TEST)'. The 'Construction & Civils' menu is open, listing 15 options. 'Head Office Orders' is highlighted in blue. The 'Navigator' pane on the left shows 'Construction & Civils' selected. The 'History' pane lists various contract and project details. A red box at the bottom contains the text '©Build IT Consulting' and buttons for 'OK', 'Cancel', and 'Help'.</p>	<p>1. Head Office Orders</p>
 <p>The screenshot shows the COINS software interface for 'Suriname New Co (TEST)'. The 'Head Office Orders' menu is open, listing 9 options. 'Material Orders' is highlighted in blue. The 'Navigator' pane on the left shows 'Head Office Orders' selected. The 'History' pane lists various contract and project details. Buttons for 'OK', 'Cancel', and 'Help' are visible at the bottom.</p>	<p>2. Material Orders</p>



3. Enter Order



4. Enter through the first 3 fields these will be automatically populated with data.

Select the contract that the order is for. Use F5 lookup to find Contract number

Select the Supplier that the order is for – use F5 lookup to find Supplier. Select the Suppliers office that the order is to be placed against.

On completing all the required or applicable fields press F1

- Enter all other relevant details on the order header:
- Attention – the person at the supplier who will deal with the order
- Order date
- Due date – the date the delivery is expected
- Description – headline description of order
- Special Instruction – eg times of delivery
- Req'd by – who requisitioned the items
- Req Number – Reference number of the requisition