



EZ Manager

EZ Manager is a comprehensive solution designed to streamline workflow, optimize inventory management, and simplify accounting processes for businesses of all sizes. With its robust features and user-friendly interface, EZ Manager empowers organizations to enhance productivity, make informed decisions, and drive growth.

In today's fast-paced business environment, effective inventory management is essential for success. However, many existing solutions, often overly complex or lacking in functionality, also come with prohibitively high costs. EZ Manager addresses these challenges by providing an efficient and versatile solution. It offers simplicity without sacrificing depth, ensuring an intuitive user experience. With its holistic approach to inventory management, workflow optimization, and accounting integration, EZ Manager empowers businesses to expedite operations and drive growth.

The demand for efficient inventory management solutions arises from the complexities of modern business operations. EZ Manager fills this gap by offering an optimized, versatile solution tailored to address these challenges.

Features & Benefits of EZ Manager:

- **Enhanced Workflow Efficiency:** EZ Manager automates task management, facilitating smoother workflow processes. By reducing manual effort and streamlining workflows, businesses can accelerate task completion and enhance overall operational efficiency.
- **Optimized Inventory Management:** With EZ Manager, businesses can accurately track inventory levels, minimize stockouts, and prevent overstocking. Real-time visibility into inventory data enables proactive decision-making, ensuring optimal stock levels and reducing carrying costs.
- **Simplified Accounting Processes:** Seamlessly integrating with accounting software, EZ Manager minimizes manual data entry and simplifies financial processes. By





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automating invoicing and reporting, businesses can improve accuracy, save time, and ensure compliance with financial regulations.

- **Increased Productivity and Profitability:** By enhancing efficiency, optimizing inventory management, streamlining accounting processes, and providing actionable insights, EZ Manager enables businesses to increase productivity and profitability. With improved operational efficiency and strategic decision-making, businesses can achieve sustainable growth and maximize profitability.
- **Automated Notifications & Email Alerts:** EZ Manager offers automated email notifications for stock updates, overdue clients, and more. This feature keeps businesses informed about critical inventory levels, upcoming deadlines, and important client interactions. Additionally, EZ Manager enables businesses to set up automated email alerts for various scenarios, such as low stock levels or pending client payments. Administrators can configure customizable triggers, ensuring timely notifications for necessary actions. This enhances communication and ensures proactive management of inventory and client interactions, ultimately contributing to improved efficiency and customer satisfaction.
- **Quality Assurance:** EZ Manager includes comprehensive quality assurance modules to ensure the accuracy and reliability of inventory data. Quality control checks and validation processes help maintain data integrity, minimizing errors and ensuring high-quality outputs.
- **Training Modules:** EZ Manager provides training modules to onboard users and enhance their proficiency with the software. From basic functionalities to advanced features, businesses can access tailored training materials to maximize the utilization of EZ Manager and empower their teams for success.

Workflows:



- **Streamlined production:**

In order to maximize productivity and make interaction with the user as easy as possible, EZ Manager uses shortcuts such as “**Produce Item**”. By using this feature, the user can do the whole production process in one easy step.

The user can select multiple recipes, with different quantities for each of them. After that, the user must select an OUT Location (from which the recipe-contained items are taken out of) and an IN Location (where the finished product is going to go). The user can also add a comment and a project to this production.

Produce Item

Recipe Produced Item 1	Q-ty 3	OUT Location Warehouse	Comment production 2024.01.01
Recipe Produced Item 2	Q-ty 2	IN Location Warehouse	Project Project-XYZ
Recipe	Q-ty		

PRODUCE ITEM

After clicking the “**PRODUCE ITEM**” button, the entire production process is automatically performed in the background. This consists of an OUT Operation which justifies the use of materials for this production and an IN Operation that shows that the newly produced item is available in the Warehouse.

If the user also selects a project for which the production is being made for, an extra step will be added, where the produced item will be transported to the client’s location.

- **Reoccurrent invoice set-up:**

- 1. Defining a contract**



The first step in setting up a reoccurent invoice is to define the contract. The user will introduce some general information about the contracts such as Contract Number, assigned Project, Role, Type, Date and Currency.

The screenshot shows a form with three buttons at the top: 'ADD' (blue), 'DELETE' (red), and 'SAVE' (green). Below the buttons are several input fields: 'Contract Number' with the value '123', 'Project' with 'Project-XYZ', 'Role' with 'Provider', 'Type' with 'Month', 'Date' with '2024-02-08', and 'Currency' with 'EUR'. There is also a 'Total Value' field which is currently empty.

2. Setting up the reoccurrence

After introducing the general information about the contract, the user must introduce the Reoccurrence Period, End Date, First Day of Billing, Due Period and check the box if the contract will always be billed on the last working day of the month.

The screenshot shows a form titled 'For reoccurent contracts:'. It contains several input fields: 'Reoccurrence Period' with 'Monthly', 'End Date' with '2100-01-01', 'First Billing Day' with '2023-04-30' and a checked 'Last Day Billing' checkbox, and 'Due Period' with '30'.

After pressing the “**ADD**” button, the user will be prompted to upload the contract file in order for it to be available to all users of the application that might need it, also for archiving purposes.

3. Defining Reoccurent Contract items



After creating a reoccurrent contract, the user is redirect to the Reoccurrent Contract Items page. Here, the user must define the lines that will appear on the Monthly invoice.

The screenshot shows a form with three buttons at the top: ADD (blue), DELETE (red), and SAVE (green). Below the buttons are five input fields, each with a close button (X) on the right:

- Name: Monthly Service Visit
- Price: 268
- UM: SET
- TVA: 19
- Quantity: 1

After introducing all the necessary lines for the invoice, set-up is complete. An invoice without a specified invoice number will automatically be generated according to the settings the user has made. All that remains for the user to do is to assign a number to the invoice and the application will generate the Invoice PDF file and XML file. The XML is then used to integrate with the Accounting Application.

The user can also use EZ Manager to automatically send an email containing the Invoice to the client.

- **Monitor Cash Flow and Due Clients:**

- 1. Uploading Bank Statements**

In order to monitor cash flow and due clients, the user can upload bank statements downloaded from the bank's web application.

The screenshot shows the 'Cash Flow - Incoming' page. It has a search bar with filters for BankCompanyName, BankReference, Client, Amount, Currency, and Uploaded. Below the search bar is a table with the following data:

	Date	BankCompanyName	Reference	Client	Amount	Currency	Uploaded
<input checked="" type="checkbox"/>	2024-02-21	Client XYZ	12345	PASSCHIP TECHNOLOGY S.R.L.	1,234.56	RON	No

At the bottom of the page, there are buttons for ADD (blue), DELETE (red), SAVE (green), UPDATE MATCH (purple), and UPDATE TRANSLATION (blue). The start date is 2023-11-24 and there is an 'UPLOAD BANK STATEMENTS' button.



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An automation is implemented in order to automatically download bank statements and upload them to EZ Manager.

Based on the **Amount** received and the Invoices generated for each client, EZ Manager will decide if a client is overdue with some payments.

2. Overdue Client Notifications

If a client enters the overdue period, an email will automatically be sent to them, including a table with all invoices issued to them, along with their Due Dates. This email is sent every day, until the invoice is paid.

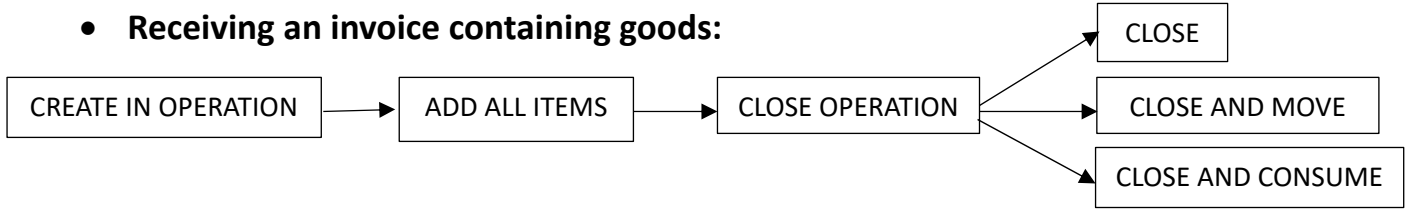
Due Clients		DUE REPORT				
Start Date	Name	TotalAmount	RemainingAmount	DueAmount	Currency	REFRESH
2023-08-29						
<input type="checkbox"/>	Client 1	431,826.24	431,826.24	356,112.72	RON	
<input type="checkbox"/>	Client 2	332,246.32	332,246.32	298,263.96	RON	
<input type="checkbox"/>	Client 3	377,527.88	377,527.88	276,549.66	RON	
<input type="checkbox"/>	Client 4	214,720.60	214,720.60	191,144.84	RON	
<input type="checkbox"/>	Client 5	176,894.59	176,894.59	176,894.59	RON	

Example of table in email.

Invoice Number	Invoice Date	Due Date	Late Days	Invoice Amount	Remaining Amount
640	31/10/2023	30/11/2023	7	3,958.36	3,958.36
702	29/11/2023	29/12/2023	-22	3,964.58	3,964.58
Total for Client 3				7,922.94	7,922.94 RON



- **Receiving an invoice containing goods:**



1. Creating IN Operation

In order to create a new operation, the user must first give it a name. For later reference, the name usually consists of Provider Name and Invoice Number.

ADD DELETE SAVE

Name
Provider-XYZ 12345

Location
Warehouse

2. Adding items

After the operation has been created, the user is taken to the “**Operation Items**” Page.

Operations IN

Search filters: Name, User, Location, Project, State. SHOW ALL

	Name	Create Timestamp	Close Timestamp	User	Location	Project	State
<input checked="" type="checkbox"/>	Provider-XYZ 12345	2024-02-22 10:56:44		admin	Warehouse		Open

Rows per page: 10 | 1-1 of 1

ADD DELETE SAVE

GO TO OPERATION ITEMS REOPEN OPERATION CLOSE OPERATION

DOWNLOAD XLSX IN

Name
Provider-XYZ 12345

Location
Warehouse



The user can scan the product's barcode. If it is recognized in the database, the item will be preselected and what remains for the user is to add the price and quantity on the invoice.

If there is no barcode or the barcode is not found in the system, the user can use the dropdown list, containing all Items defined in order to find the product.

"Provider-XYZ 12345" - items

↑	Item	Quantity	Price
No data available			

Rows per page: 5 - < >

ADD **DELETE** **SAVE** **REOPEN OPERATION** **CLOSE OPERATION**

BarCode
PT00003

Item
Mouse#3#

Quantity
5

Price
7.34

3. Closing the operation

After adding all items contained on the invoice, the user will close the operation using the **"CLOSE OPERATION"** button.

Changes only take effect after an operation is closed.

"Provider-XYZ 12345" - items

↑	Item	Quantity	Price
<input type="checkbox"/>	Mouse#3#	5	7.34
<input type="checkbox"/>	Desk#2#	2	127.00
<input type="checkbox"/>	Keyboard#4#	5	10.25
<input type="checkbox"/>	Monitor#1#	2	67.00

Rows per page: 5 1-4 of 4 < >

ADD **DELETE** **SAVE** **REOPEN OPERATION** **CLOSE OPERATION**



4. Closing scenario

After pressing “**CLOSE OPERATION**”, the user will be shown a dialog card with multiple options for the operation.

The user can press “**CLOSE**” and the items will all go in the Warehouse.

If the user selects a Project and then presses “**CLOSE AND MOVE**”, the items will enter the Warehouse and then they will be transported to the Project’s Location.

Lastly, if the user presses “**CLOSE AND CONSUME**”, the items will enter the Warehouse and then they will exit, being considered as “**Used**” small material.

The dialog card titled "Confirm Operation Close" contains the following information and controls:

- Header: Confirm Operation Close
- Text: Closing an Operation is immediate
- Text: Total Value is: 475.95
- Form: A dropdown menu labeled "Project" with a downward arrow.
- Buttons: Four buttons are displayed: "CANCEL" (red), "CLOSE" (blue), "CLOSE AND MOVE" (teal), and "CLOSE AND CONSUME" (pink).

- **Consuming items from inventory:**



1. Creating OUT Operation

In order to create a new operation, the user must first give it a name. For later reference, the name usually consists of Project Name or reason for consumption.

The form for creating an OUT operation includes the following elements:

- Buttons: "ADD" (blue), "DELETE" (red), and "SAVE" (teal).
- Text Input: A field labeled "Name" containing the text "Consumption XYZ for Project ABC" with a close button (X).
- Text Input: A field labeled "Location" containing the text "Warehouse" with a close button (X) and a dropdown arrow.



2. Adding items

After the operation has been created, the user is taken to the “Operation Items” Page.

Operations OUT

Q Name User Location Project State SHOW ALL

Name	Create Timestamp ↓	Close Timestamp	User	Location	Project	State
<input checked="" type="checkbox"/> Consumption XYZ for Project ABC	2024-02-22 15:27:16		admin	Warehouse	Consum	Open

Rows per page: 10 1-1 of 1

ADD DELETE SAVE GO TO OPERATION ITEMS REOPEN OPERATION CLOSE OPERATION

Name Consumption XYZ for Project ABC

Location Warehouse

DOWNLOAD BON CONSUM

The user can scan the product’s barcode. If it is recognized in the database, the item will be preselected and what remains for the user is to add the quantity that has been consumed.

"Consumption XYZ for Project ABC" - items

Item	Quantity	Price
No data available		

Rows per page: 5

ADD DELETE SAVE ADD ALL ITEMS FROM LOCATION REOPEN OPERATION CLOSE OPERATION

Barcode PT00004 Recipe

Item Keyboard#4# Quantity

Available 5 Reserved 0 Quantity

Take Reserved

If there is no barcode or the barcode is not found in the system, the user can use the dropdown list, containing all Items defined in order to find the product.

When a product is selected, the “Available” field will be autocompleted with the available quantity. The user can also see how much of that quantity is already reserved for a specific project and can later decide to take or not reserved items first.



There is also the option to add items to an **OUT Operation** according to a recipe predefined in EZ Manager. You can also use the **“ADD ALL ITEM FROM LOCATION”** button in order to add all items to this operation and consume them.

3. Closing the operation

After adding all items contained on the invoice, the user will close the operation using the **“CLOSE OPERATION”** button.

Changes only take effect after an operation is closed.

"Consumption XYZ for Project ABC" - items

↑	Item	Quantity	Price
<input type="checkbox"/>	Keyboard#4#	3	0.00
<input type="checkbox"/>	Desk#2#	1	0.00
<input type="checkbox"/>	Monitor#1#	1	0.00
<input type="checkbox"/>	Mouse#3#	3	0.00

Rows per page: 5 1-4 of 4 < >

ADD DELETE SAVE ADD ALL ITEMS FROM LOCATION REOPEN OPERATION CLOSE OPERATION

- **Checking cars from fleet:**

Going on the **“Cars”** page will show information about every car. This information regards Periodical Inspection, Vignette, Insurance and an Extra Appointment with Details.

Cars

License Plate

EXPIRED LONG AGO EXPIRED EXPIRES SOON NOT EXPIRED

↑	License Plate	KM	ITP	Rovignette	RCA	Email	Extra	Details
<input checked="" type="checkbox"/>	B123ABC	35032	2024-10-19	2023-10-01	2024-02-01	john.smith@company.com	2024-02-24	OIL CHANGE

Rows per page: 5 1-1 of 1 < >

ADD DELETE SAVE

License Plate B123ABC × KM 35032 × Email john.smith@company.com ×

ITP 2024-10-19 × Rovignette 2023-10-01 × RCA 2024-02-01 ×

Extra Appointment 2024-02-24 × Details Appointment OIL CHANGE ×

VIN WF1XXGVVN20123NB291 × Last Notified 2024-02-22 ×



Users will get notified on the car's specified email when any of the dates mentioned above is approaching. In the sent email there are steps to help the user update the new expiration dates after, for example, the Vignette or Insurance is renewed.

- **Manage Newsletter:**

- 1. Creating a Newsletter distribution list**

The first step in managing newsletter is to create a distribution list. For this you must provide a Name and a Prefix. The prefix will be used to differentiate multiple newsletters.

ADD DELETE SAVE

Prefix
pub-newsletter

Name
Publicity

Recipients

- 2. Creating Recipients**

After creating the distribution list, the user can create recipients for that distribution list. A recipient has a Name, Company Name and Email. The recipient can also be assigned to multiple distribution list.

ADD DELETE SAVE

Name
Dan Brown

CompanyName
Client XYZ

Email
dan.brown@xyz.com

Distribution Lists
pub-newsletter



3. Sharing a newsletter

In order to send a newsletter, the user can prepare an email that the company wants to share to their distribution lists.

In order to send the newsletter, the user will send the email to a predefined email address, used specifically for this, for example, “**newsletter.distributor@company.com**” . In order to specify the distribution list to use, the user will use a subject with the format “**distribution_list_prefix#Newsletter Subject**”.

The user can also use tags such as “**%Name%**” and “**%CompanyName%**” that will be replaced with every recipient’s Name and Company in the Email that will be distributed.