innova
BUSINESS SOFTWARE ENGINEERING

INNOVA BUSINESS MANAGEMENT

The INNOVA System is Automatic, InterModular, and totally compatible with the main corporate systems SAP & Oracle through their Web & Mobile platforms Fast & Easy control of all administrative procedures, financial, accounting, tax and human resources.

FINANCIAL MANAGEMENT

The INNOVA System makes it easy to control budget vs. actual and committed spend; electronic authorizations of purchase orders, verification of received goods & services, payment of invoices and cash flow; FASB-52 to reevaluate the balance in dollars; calculates the IVA actually paid & received (DIOT & Form 32) and generates archives for electronic accounting.

1 ACCOUNTING

Executive reports allowing the user to compare several periods.

Capture blocking by period and user.

- Automatic insertion of the supplementary account when capturing accounts in U.S. dollars.

Profit/loss in exchanges (UPC) schedule.

- Recurrent and standard vouchers.
- Classification and analysis by voucher entry type.
- Access to multiple accounting periods.
- Closing and opening of flexible accounting periods.

An option to relating a corporate account to a local accounting account from the list of accounts

- Accounting reports by corporate account.

Electronic Accounting!
Voucher movements detailing tax folio (UUID), Checks and Transfers

Submission of financial statements and accounting reports to Microsoft Excel with just a click.

The same period against previous monthly, bimonthly, quarterly, and biannual accounting periods.

- The option to enable differences in value or percentage in the executive reports when comparing periods and/or accounting periods.
- The option to export the executive reports to Excel.
- The vouchers are cancelled instead of being deleted from the database, aside from having the operation being logged. The latter thus allows the user to conduct an infallible and thorough tracking for purposes of internal and external audits.

Accounting reports, restriction of access to costs centers authorized for the user.

Accounting by Cost Centers.

- This option organizes information by cost center, thereby simplifying the list of accounts.

Issuance of reports and financial statement both overall and by cost centers.

Budget comparatives by cost centers.

Automatic accounting application by cost center. This option allows the user to predetermine by user the cost center it will affect.

- Automatic expenses proration by cost center as per predefined tables.
- Allows the user to configure the accounts for which the record by cost center is mandatory.
- This option allows up to 20 levels of detail for the cost center.

2 ACCOUNTING USA

Definition of U.S. periods irrespective of the closing dates for Mexican periods. Periods and/or yearly accounting periods whether "mounted" or calendar.

- Submission of financial states and accounting reports to Microsoft Excel with just a click.

Profit/Loss in Conversion Schedule (FASB-52)

USA Accounting Module: FASB-52

Financial statements in U.S. dollars and Mexican pesos with U.S. periods.

- Independent accounting period closings for Mexican and American accounting periods.

Specific audit adjustments vouchers for purposes of independently affecting the Mexican or American accounting.

3 BANKS

Generation of Electronic Payments.
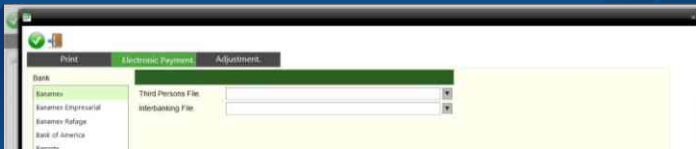
- Automatic generation of provision vouchers and cancellation thereof when generating the payment.
- Automatic uploading of account statements by means of electronic files.

Automatic Bank Reconciliation for Mexican and American Periods.
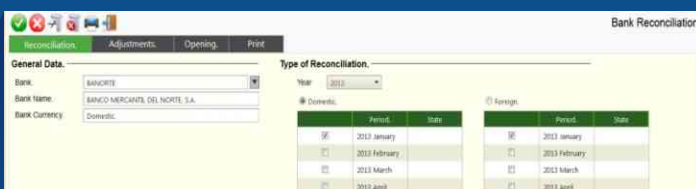
- Determination of balances effectively collected and paid for purposes of the IETU and IVA taxes.

- Balances effectively collected/paid are converted as per the exchange rate of the account statement.

Report of seniority of balances to 4 columns.

- Administration of partial payments.
- History of payments carried out and pending by supplier.

Supplier Reconciliation. This option allows to compare the accounting ancillary with the payments reminder.

● Submission of notices to suppliers at the moment of recording the wire transfer by indicated the number of the invoices that were paid for.

Electronic Accounting!

Automatically details by transaction the Tax folio for each invoice registered.
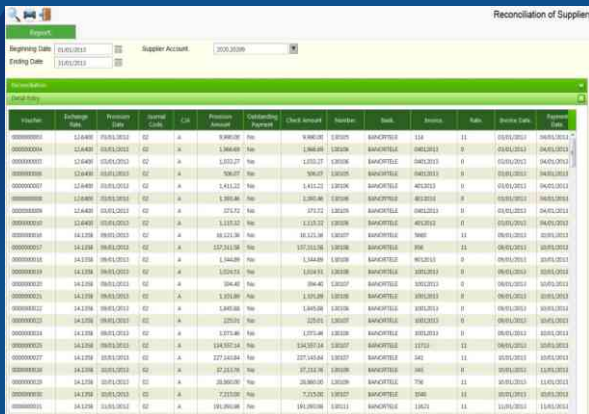
Details by transaction the check or Bank transfer number while creating the payment voucher.
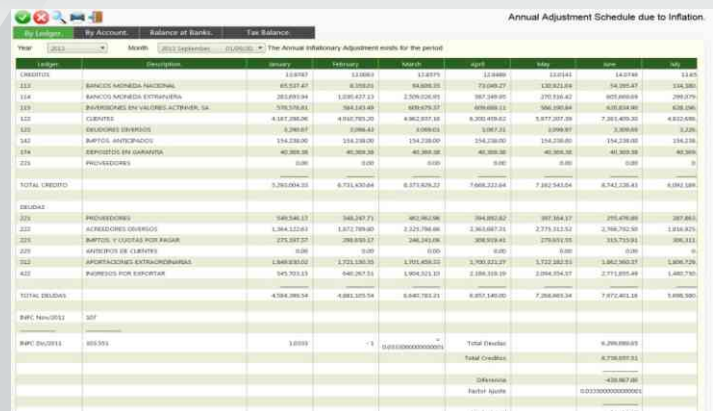
4 TAX

● Annual ISR Tax Return.

ISR Annual Return Projection.

- ● Schedule of the annual adjustment due to inflation.
- ● Accounting/Tax Reconciliation.
- ● Tax Income Statement.
- ● Tax Sheet for Tax Purposes.
- ● Schedule for the Integration of Accruable Earning and Authorized Deductions.

Drill Down in the tax reports with Access to various levels of information detail by means of a double-click.

- ● Calculation of the Profit Coefficient.
- ● History of Estimated Annual Payments and Returns for the ISR, IVA and IETU taxes.
- ● Payments of the IETU and IVA taxes.

List of effectively collected earnings and deductions effectively paid for.

Electronic Accounting!
Automatically generates the XML files to transmit to the SAT Tax Mailbox: Account Catalog, Trial Balance and Vouchers

● Budget by account and/or cost center.

Budget comparative by cost center and account by displaying accounting period exercise, the committed Budget, and the accounts to be exercised.

● Entering in MX pesos or U.S. dollars.

Budget according to Mexican or American periods.

● Validation of budget at the moment of the accounting record and the purchase requisition.

Projection of expenses in function of configurable paramenters such as: days worked, united produced, headcount, sales, average of accounting balances, etc.

● Independent configuration for fixed and variable expenses.

● Applicable in projection of expenses due to inflation in Mexico or the United States, depending on the case.
● Importation of information from the payroll system and the corporate system for purposes of expenses projection.

Automatically projects the expenses, and allows you to carry out manual modifications by preserving the automatic projection as reference.

● Allows you to inquire into the information according to the configuration of the cost center and the authorized accounts for the user.
● Projects amortization of insurances and services.
● Captures adjustments and savings projects in amounts or percentage.
● Closing of Budget to avoid modifications once it has been authorized.
● Recalculation of projections when the general parameters are modified.

Control Budget Versions and Comparatives Between Versions.

● Registration of signatures for purposes of Budget approval and remarks by the approving parties.
● Allows you to safely delegate tasks.
● Accelerates the process of Budget preparation.

Schedules in MX pesos, dollars, and consolidated.

● An option to configure increments additional to the prorations so defined for the accounts.

Savings Projects Administration.

The option allows you to carry out adjustments by volume in the different projected versions and overall changes by account classification

Entering of Investment Projects.

- Projection of the fixed asset depreciation, including investment projects as of their end date.
- Summary of savings projects by month, and accruing the amount of the savings by classification of expenses.
- Report of savings projection by cost centers.
- Summary of investment projects.

Summary by department and Classification of Expenses.

- Expenses Consolidation.

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6 IVA TAX

Automatic reconciliation of the IVA tax stemming from the Bank Reconciliation.

Automatic generation of IVA Refund and Compensation files (Form 32).

- Information report for Form 29.

File generation to import into the DIOT (Form 29).

- Report of Non-Creditable IVA Tax.
- Report of IVA Captured.

7 FIXED ASSETS

Handling of images of the asset stored in data bases.

- Expiration of warranties.
- Handling of location and custodian by asset.
- Control of temporary import assets.

Accounting Depreciation Voucher.

ISR Tax Depreciation Schedule.

- Automatic activation of the asset capture when creating the accounting record.

8 PURCHASES / WAREHOUSE

Expense control when generating the requisition by validating the budget both exercised and committed.

Budget Analysis by Requisition and by Entry.

- Configuration of hierarchies by item, user, account, and amount.
- Configuration of authorization hierarchy when the Budget is exceeded.
- List of items with Price history by supplier.
- Supplier predetermined by item.
- Automatic notice by electronic mail in each stage for the authorization of requisitions.
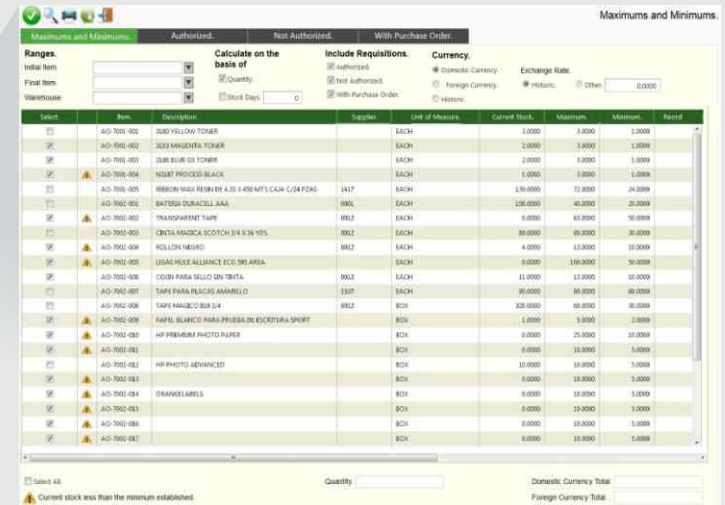
Automatic generation of provision vouchers and cancellation of provisions when generating the payment.

- Partial receipts of the purchase order.
- Control of advance payments by purchase order.

Electronic authorization of requisitions from any Smartphone or Tablet.
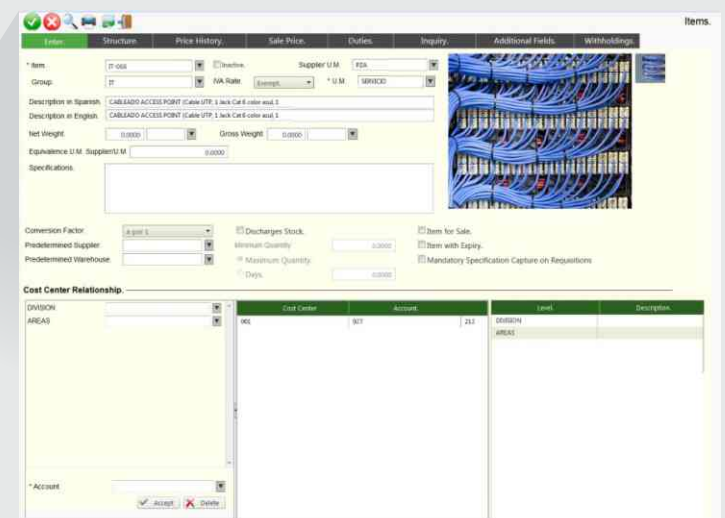
Control of Maximums and Minimums with an option to automatically generate the requisitions of the items.

Reconciliation against Physical Inventory. This option allows you to automatically carry out the adjustment of the System inventory with the physical inventory.

- With a prior authorization, the System automatically generates the account record of the warehouse entries and exits.
- Electronic request to the supplier for submission of quotation.

Direct submission of the Purchase Order (P.O.) in PDF to the Supplier.

- Report of expenses vs purchases, with an option to inquire into an itemization by receipt or accrued by P.O.
- Drill Down authorization of payments towards the P.O.
- Entering of the expiration date in receipt of materials.
- Submission of notices at the moment of rejecting a requisition to the users that had approved the requisition, aside from the requisitor.

An option to enable a bar code reader in enter information in receipts, entries and exits.

- An option to restrict Access to prices of items in the requisition by user.

Internal requisition to request materials from the warehouse, prior authorization.

- Drill Down in the entering of receipts to allow inquiring into the requisition.

Kardex: there is an option to inquire into it according to the exchange rate of the voucher or the capturing document (entry, exit, or receipt).

Itemized report of expenses by department with an option to consolidate by cost center.

An option to attach documents to the requisition, purchase order, receipts, entries and exits.

- Entering of the promised delivery date at a heading level in the purchase order.
- Entering of the minimum expiration date by entry in the requisition.
- Requisition: when the item affects the quality system, the System only allows you to assign authorized suppliers.
- List of items: there is an option to mark if the item affects the quality system.

The option to classify suppliers as authorized.

The System validates the amount of the Purchase Order against the amount of the receipt and the invoice. (3 Way Match as per the SOX Law).

- Generation of invoice on the basis of an order or remission.
- Credit and debit note.
- Automatically affects existences in warehouses.
- Enabled for CFDI and CFD.

Generation and submission by electronic mail of the digital tax proof (XML) and of invoice in PDF formats.

Application of customer installments and accounting application of the deposit.

- Monthly report of the issuance of the digital tax proof for the Mexican IRS (SAT).

Accounts Receivable Report.

Report on the seniority of balances and accounts receivable.

- Management of Price lists and credit limits by customer.
- Predefined discounts by customer as per list price.
- Control of inventories by item series and pedimento.
- Link with the IVA module for purposes of generating IVA refund and compensation files

RECEPTION OF ELECTRONIC INVOICE

- This option allows the user to import the digital tax proof, thereby avoiding the entering of the IVA tax in the Innova System.

A link with the purchases and banks modules for purposes of automating the recording of the expense provision and scheduling the invoice payment.

Validation of the digital tax proof in the SAT.

Link with the purchases module so as to validate the amount of the invoice against the amount of the merchandise received in warehouses (3 Way Match).

The System stores in a data base the XML and PDF documents with a link to the accounting entry and the IVA datum.

Electronic Accounting!
Automatically assigns the Tax Folio to each transaction while registering the invoice and creating the expense voucher.

10 VENDOR PORTAL

- This option allows the Vendor to import **XML** and **PDF** invoices for purposes of validation (both tax data, structure and correspondence with the purchase order and receipt), with immediate feedback of the outcome of the validation to the vendor.

- Option to inquire into the status of uploaded invoices (payment pending and paid).

- Process for the authorization of invoices correctly uploaded by the vendor for purposes of authorization by accounts payable, provision of the expense and payment scheduling.

- Allocation of the user and password to the vendor for use of the web site.

- Section of notices to vendors in the web site with an expiration time.

- Option to block the site so the suppliers may not upload the invoices.

- Process by means of which the vendor may update the contact information.

- Option to upload another type of documents so they may be stored with a reference to the invoice.

- Messaging system linked to each invoice with feedback by the vendor or accounts payable.

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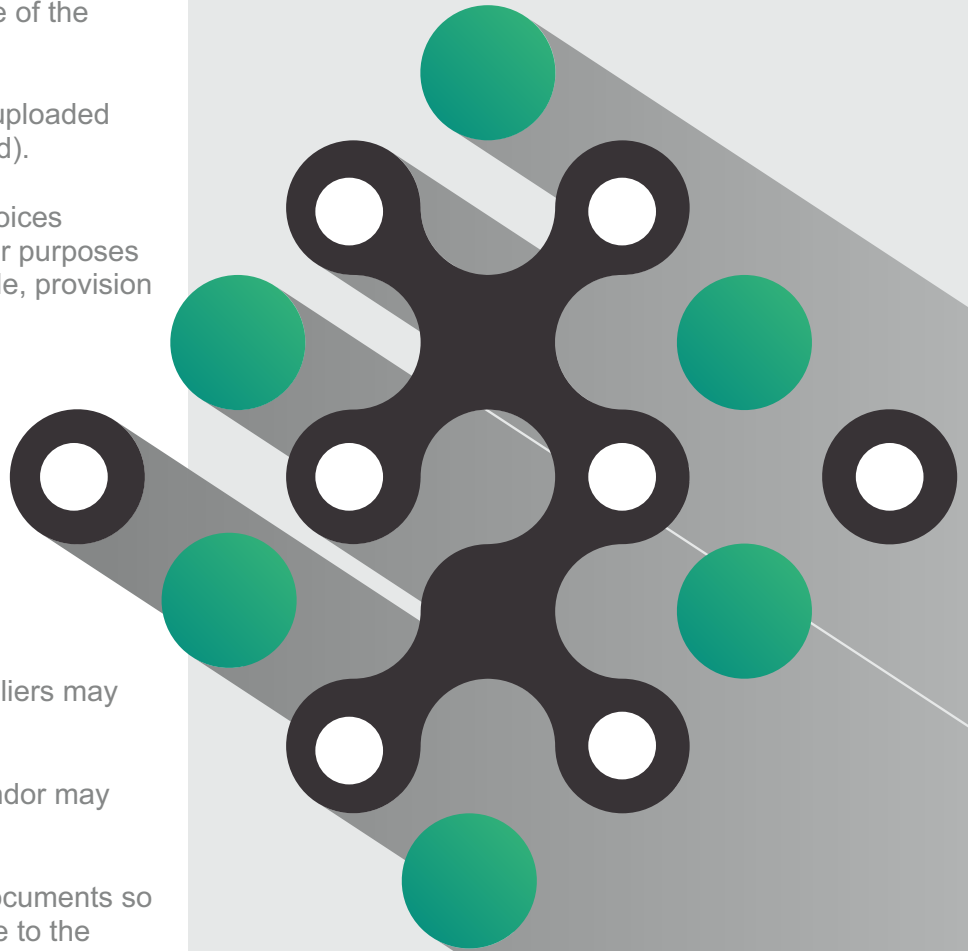
HUMAN CAPITAL STEWARDSHIP

Human resources administration by means of electronic authorizations pursuant to the attendance control process, overtime, compensations, loans and benefits; control of hours by costs center; incidence analysis of incidences, notices and computation of fees payable to IMSS and INFONAVIT.

1 HUMAN RESOURCES

This option allows the user to have control and administration over the company's human resources in a user-friendly manner, automatically impacting at once the related processes.

- Administration of the Human Resource.
- Control of job deletions.
- Global wage/salary change.
- Leaves or Short or Long-Term Disabilities.
- Vacations.
- Company loan configuration.
- Printing of badges.
- Authorizations (Classified, Loans, Leaves, Data Updating).
- History of salary modification.
- History of vacations, leaves, and disabilities.
- Employee file (Kárdex).
- Performance Assessment.
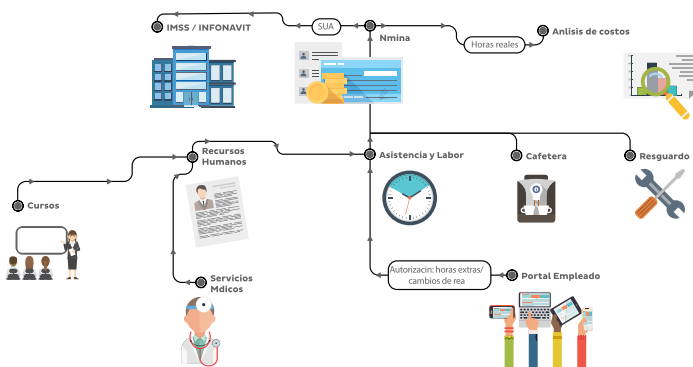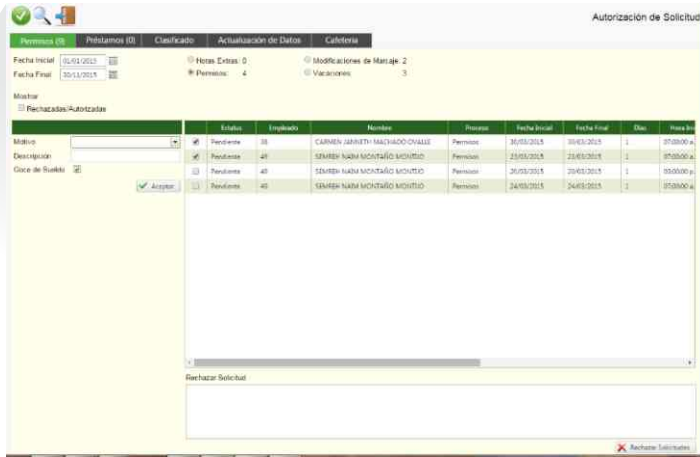
2 ATTENDANCE, WORK AND SITE

In addition to automatically controlling the card-punching clock, the System allows the user to electronically control the flows for leave approvals, overtime, schedule changes and adjustments to markings, thereby automatically generating the changes in the attendance record once the approval thereof has been received.

- Administration of schedules and shifts.
- Personalized card-punching clock interface.
- Overtime electronic authorization.
- Global modifications to daily cards.
- Card-punching clock pre-payroll.
- Analysis of incidences with charts by supervisor or type of incidence.
- Authorization of Area Changes for purposes of computing the exact costing of hours.
- Authorization of employee requests (Leaves, correction of markings, overtime, vacation).
- Authorization of requests for loans for savings fund, savings account, or company loans.
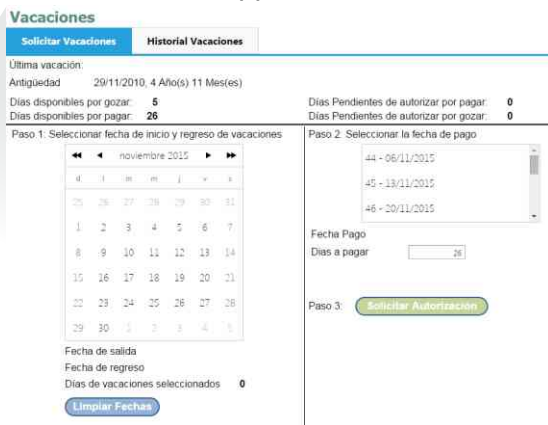
The electronic authorization of employee requests by incidences automatically affects the attendance pre-payroll

EMPLOYEE PORTAL.

This option allows the employee access to relevant information.

- Request for updating employee data.
- Loan request and inquiry.
- Marking inquiry and request for marking correction.
- Status of requests.
- Request for vacation.
- Printing of letters and documented predefined for the employee.
- Inquiry into receipts.
- Classified Ad.
- Link to external suppliers and other services.

3 IMSS / INFONAVIT

Computation of taxes and reconciliations with the IMSS (SUA & IDSE) and INFONAVIT software.

- **IMSS** notices.
- **IMSS** computation.
- **INFONAVIT** computation (Bimonthly report).
- **IMSS** reconciliation.
- **INFONAVIT** reconciliation.

4 PAYROLL

This module allows the User the carry out the payroll computation, manual adjustments by means of exceptions, tracing of computations, application of retroactives, annual processes, aside from featuring a special functionality to control piecework labor.

- Configuration of Items for computation purposes.
- Updating of the integration factor.
- Variable earnings.
- Exceptions.
- Payroll computation with drill down to the computation detail by employee.
- **ISPT Tax** & **IMSS** tracing.
- Computation of Severances.
- Report of Entries by Employee or Period.
- Electronic Payment /Check.
- Accounting application.
- Personalized receipts by means of formatter.
- Conection with any supplier of letterhead for the receipts.
- Savings account sharing.
- Savings fund sharing.
- Profit sharing (**PTU**).
- Computation of December bonus (Aguinaldo).
- Reports – Accrued payroll.
- Reports designer.
- Computation of retroactives.
- Scheduling of **FONACOT** discounts.
- **FONACOT** reconciliation.
- **INFONAVIT** discounts.

5 TRAINING*

This module allows the User to schedule and control training by means of flexible training plans and reports by course.

- Catalog (List) of competences.
- Courses.
- Course plan.
- Allocation ofcourses with positions.
- Course status.
- Control of courses by employees.
- Reports – Course tabular summary.
- Analysis of competences.

6 CAFETERIA

Automatic control of cafeteria consumption by employee by means of an accounting application.

- Cafetería configuration.
- Guests.
- Payroll.
- Consumption report.
- Reconciliation of consumption with supplier invoice*

7 SAFEKEEPING*

Tooling and equipment lending control.

- Equipment/Tooling request.
- Equipment/Tooling return record.
- Discount configuration in the event of loss or damage.
- Automatic discount application by way of payroll.
- Report of Incidences.

*1st semester of 2016

8 MEDICAL SERVICES*

Control and statistics of medical services granted to employees.

- Clinical history: Family, Personal, or Labor Antecedents, Medical Tests, Lifestyle.
- Absenteeism control.
- Illness classification
- Work risks.
- Diagnosis record.
- Laboratory results.
- Prescriptions.
- Probable work risk report
- Number of consultations by day.
- Consultation statistcis by employee.
- Report of work accidents.
- Sick or leave (disability) days.
- Morbidity.
- Report of illnesses by area.

9 COST ANALYSIS*

Cost analysis and projection.

- Interface with the production system.
- Computation of Overhead cost by the hours given by each productive cost center.
- Computation of indirect wages.
- Distribution of indirect among the products.
- Indirect hours of direct employees.
- Computation of hours by cost center.
- Computation of production rate.
- Computation of hourly cost.
- Comparative cost/actual hours vs budgeted.
- Comparative Hours required as per the production volume vs hours yielded by the plant.
- Comparative of actual production rate budgeted.
- Projection of production hours and hourly cost.

*1st semester of 2016

SECURITY AND GENERAL FUNCTIONS

- ✓ **User access control by process.**
- ✓ Log in codes with encrypted passwords.
- ✓ Control of System access failed attempts.
- ✓ **Periodical expiration of programmable passwords.**
- ✓ **Password configuration as per standards such as the SOX Law.**
- ✓ Submission of reports and catalogs (lists) to Microsoft Excel by means of a click.
- ✓ **Capability to design your own Microsoft Excel reports by means of simple formulas of our System.**
- ✓ Transactions Log.
- ✓ Drill Down in financial statements and reports with access to different itemization or detail levels by means of a double click.
- ✓ **Bilingual: Spanish and English version.**
- ✓ **Capturing additional fields: 10 for each type (Text, Numeric, Question, and Date).**
- ✓ 100% Web Environment and access to information from any place.
- ✓ No installation is required in customers.
- ✓ 3 – Layer Architecture.
- ✓ Languages: C#, HTML, JQuery, Css
- ✓ Mail submission via SMTP.