

# WHITE PAPER

## ENTERPRISE WIDE MANAGEMENT INFORMATION SYSTEM



The collage illustrates the integration of the management information system into a beauty clinic. It features a collection of beauty products, a computer monitor displaying a dashboard with various charts and graphs, and a cash register with a computer monitor and keyboard.

**Modules:**

- Payroll
- Time Collection
- Human Resource
- Self Service
- Workflow & Alerts
- Business Process Automation

**Business Intelligence:**

- Reporting
- Analysis
- Dashboard
- Measures / Metrics

**Outcomes:**

- Administrative cost savings
- Alignment of workforce with organisational objectives
- Recruitment of key talent
- Better decision making

# FOR BEAUTY CLINICS



**CORPORATE GENERAL SOLUTIONS (PVT) LIMITED**

email: [info@cgs.com.pk](mailto:info@cgs.com.pk), web: [www.cgs.com.pk](http://www.cgs.com.pk)

Offices at: Islamabad, Lahore, Faisalabad, Abbot Abad & Karachi

# WHITE PAPER OF ENTERPRISE WIDE MANAGEMENT INFORMATION SYSTEM FOR BEAUTY CLINICS

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## INTRODUCTION

The working of a beauty clinic is little different from the other enterprise business. While working with known beauty clinics such as Depilex we understand the working environment of a Beauty Clinic and also understand the scope of management information systems best meeting the requirement of facilitation to their work.

We are providing a web based solution and in addition to the general features, we equipped our software with some extra helpful salon type features. Actually, we tried to add up everything that is deemed useful to a salon owner, in their day-to-day running of the business. Things like Sales, Commission Tracking and Hourly Pay are sure to help you run your business smoothly. Also you have the Gift Receipt option and the Tip Receipt option, along with the possibility of Full Sales History, look-up and reprint options.

Our MIS software covers the following areas of a beauty clinic:

1. Beautification Services
2. Gym Services
3. Self-Grooming (Training) Classes
4. Product Sale

## FEATURES OF OUR MIS SOFTWARE

This information system is consisting on the following modules:

1. Sale Point Management
2. Customer Services Management
3. Inventory & Stores Management
4. Accounting Management
5. Employee Management
6. Reporting
7. Web Portal

## POINT OF SALE MANAGEMENT

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A beauty clinic is equipped with salon type features that will help you run its business efficiently. It contains the following forms and report:

1. Customer Registration ;
2. Customer Membership cards;
3. Services Invoice;
4. Product Sale Invoice;
5. Customer Receivable Register;
6. Advance booking Calendar;

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7. Gym Registration and monthly fee management;
8. Training Classes Registration;
9. Discount Offers and

From issuing service cards to customer to managing appointments, and recording and updating employee and staff accordingly is the basic feature of sale point management provided in our MIS.

### INVENTORY MANAGEMENT & CONTROL

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Keep track of your inventory, set up buffer stock alerts and easily fill inventory using. Auto generate the process of stock requirement process, issuance and usage process and also the generation purchase orders, quotation comparisons and store receipts. You can even track your inventory from multiple locations.

MIS Software provides you with complete control over your Inventory. You could easily "Track" or "Do Not Track" the quantity of a certain item and you could use the Low Stock Alert, on any item and on any quantity that you specify. This will remind you, when you are running low on certain items. To make it even easier, MIS Software has the option of Quantity Tracking in decimals, for measurements in sales by weight and length. You can also track your goods in multiple locations.

Forms and Reports in Inventory Control:

1. Registration of Stock;
2. Purchase of Stock;
3. Issuance of Stock;
4. Item wise stock issuance report;
5. Staff wise stock issuance report;
6. Stock purchase comparison report;
7. Vendor wise purchase report and
8. Total available stock report.

### ACCOUNTING

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MIS Software provides you with comprehensive financial accounting. Manage your bank deposits, bank transfers and control multiple bank accounts.

Complete control & overview of the information is crucial for every manager. MIS Software has many options that provide you with reports based on your handling of the business. There are close register financial reports, cash drawer reconciliation/balancing, plus many types of financial reports, for any date span you choose.

You can also set up your reports by product/service, customer, and class/department or by employee. This gives you complete overview of your business; furthermore it allows you to easily export these and all other reports.

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Software allows you to manage your customers in many different ways. To add even more versatility to the customer management, we have added the option to create Customer Accounts - commonly known as "Customer Tabs". Manage your customers successfully and get the maximum out of your business.

### EMPLOYEE MANAGEMENT

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Manage your employees successfully. Check stub/payroll report printing and customizable security/access for each employee.

Every employee will first be greeted by the login screen when starting their shift. This proves to be really helpful when trying to successfully manage your employees or track their sales. Also you can efficiently manage Employee Commission/Hourly Pay and the Employee Time Clock. The time clock is integrated to payroll, but you can also manage the Time Clock Database table. Successfully managing your employees makes it easier to drive your business forward and expand.

To complete the overall employee management and overview, in MIS Software we have added the options of Check-Stub/Payroll report printing. Also if you wish to see how your employees have been doing recently, you can do so by looking at the Financial Reports by Employee

This module includes:

1. Employee Registration;
2. Employee Card printing;
3. Employee loan setup;
4. Employee leaves setup;
5. Card scanning / thumb scanning attendance system;
6. Employee incentives and increments;
7. Auto calculation of Employee salary;
8. Total Employee report;
9. Employee performance report;
10. Employee's financial report;
11. Employee leaving / termination form and
12. Employee final settlement form and report.