**Edari Integrated Solutions**

# INTEGRATED SOFTWARE SOLUTIONS COMPANY

**ERP EDARI SOFTWARE PRESENTATION**

## ERP EDARI SOFTWARE

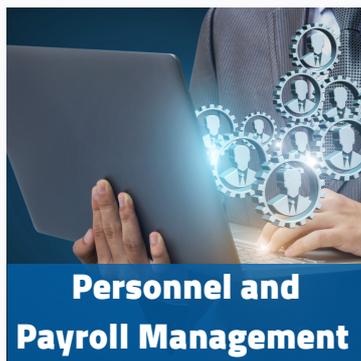# OVERVIEW

Edari ERP system is an integrated system for enterprise resource planning that serves all business sectors with the aim of organizing, developing, and monitoring business operations to achieve the organization's goals by controlling the document cycle and monitoring and tracking the development of business operations through detailed financial and administrative reports. This leads to identifying the strengths and weaknesses within the organization for the possibility of developing business operations.

# SYSTEM CONTAINS MANY FEATURES INCLUDING:

**General Ledger**

**Accounts Payable**

**Accounts Receivable**

**Cash Management**

**Fixed Assets**

**POS**

**Sales Management**

**Procurement Management**

**Inventory Management**

**Personnel and Payroll Management**

**Self-Service**

**Workflow System**

**ERP**

# SYSTEM FEATURES



Multi-company and multi-currency system, operating in both Arabic and English languages.

Operates through web/mobile/tablet, as an independent platform and ready-made cloud application.

Administrative dashboard with easy display tools and graphical charts.

Search all system functions through one place to facilitate faster access.

Ability to fix the currency exchange rate for a period or work with a daily conversion rate for continuous manual use.

All reports can be exported to Excel or PDF files, and printed in Arabic from the English version, or vice versa, instead of changing the program language.

Control of the financial calendar at the company level to open and close fiscal years and periods.

Control of user authority add, modify, delete, posting for journals, transaction, and reports.

Addition of more than one print format for each transaction without maximum limits for print format at the transaction level.

Special setup for the sequence of transactions, whether journal entry or sales and purchases invoices, and control of the sequencing period monthly, yearly, or permanently continues.

# SYSTEM FEATURES



Attachment of documents in multiple formats for all transactions as needed.

Definition of transaction categories for classification during entry.

Tracking the historical movement of the invoice from creation, modification, deletion, verification, or posting, with knowledge of posting data.

Accurate calculation of taxes applied to your business, as the system calculates the percentage of each applicable tax within your country.

Ability to track related and pending transactions that have not been created according to the sequence of the business life cycle.

The Edari system provides you with the ability to manage each business unit and monitor its operations separately, including sales, purchases, and inventory, with great ease in navigating from one business unit to another, contributing to accurate and moment-by-moment monitoring of all procedures taken in all company business unit.

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# General Ledger

**1** Edari system provides you with a powerful experience in professionally managing your financial transactions. You can accurately manage your general accounts and accounting cycle using advanced tools and features, without the need for deep knowledge in the field of general accounts.

**2** The system provides instant access to vital and fundamental financial data through the general ledger, with the ability to prepare comprehensive and flexible reports on the general ledger, revenues, expenses, and assets.

**3** Review detailed financial reports in your company, including balance sheets, income statements, cash flow statements, and profit and loss reports, to help you make necessary business decisions to achieve your business goals, in addition to daily journal entry reports including general ledger accounts, cost centers, and other relevant reports, along with expense and revenue reports that can be issued according to classification.

**4** Adding daily journals entry for financial transactions with the ability to classify each transaction by category and choose the foreign currency according to the daily or period conversion rate, with the ability to allocate accounts to cost centers, profit centers, or additional centers.

**5** Through chart of accounts, infinite number of levels can be added, with the ability to specify the final level at any level without the need to reach a specific level to be final, as well as the ability to change the main account or account type by changing its main account easily and at any time.

**6** You can accurately, quickly, and easily manage general accounts in Arabic or English.

**7** The system allows the creation of an accounts directory for each company or a single directory for all companies.

**8** The system features a smooth design with a distinctive hierarchical tree structure to display main and sub-cost centers, profit centers, and additional centers without complexity.

**9** The chart of accounts can be changed at any time without the need to change the database while keep previous entries.

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# General Ledger

| | |
|---|---|
| **10** | Select of required accounts that require users to link the cost center or profit center with them at the time of daily entry for transactions to enable detailed tracking of accounts based on their importance and nature. |
| **11** | Possibility of adding an infinite number of transactions according to the business needs of the company. |
| **12** | Possibility of classifying a group of accounts of different type, and arrangements into categories or groups to facilitate the extraction of more analytical reports. |
| **13** | Possibility of adding cost centers, profit centers, additional centers, and additional dimensions with an infinite number of levels. |
| **14** | Through the general ledger, you can track all financial transactions, including income statements and balance sheet, The general ledger summarizes the different financial accounts and transactions of the company such as debit accounts, credit accounts, fixed assets, and inventory. |
| **15** | Possibility of accurately tracking and distributing expenses and revenues through detailed reports on cost centers and profit centers to extract analytical reports that help identifying cost items and additional expenses for sectors, departments, and projects that need to be reduced or increased. |
| **16** | Accurate management and tracking of your company's financial transactions in its treasury or bank accounts. |

# Accounts Payable

- Through the payments and accounts payable system, you can able to following and management of all accrued transactions such as invoices for goods, services, miscellaneous expenses, and payment of these dues according to the payment terms and methods specified in the invoices helps the company fulfill its obligations to others.

- The accounts payable system facilitates improving cash flow and relationships with suppliers by providing timely, accurate, and efficient invoice processing and payment, analyzing available liabilities, tracking purchases and expenses. The system also provides an effective way to adding purchases, supplier invoices, and allocate expenses to cost and profit centers.

- Possibility of defining suppliers and categorizing them at the company or all companies' level to prevent duplication of suppliers and facilitate the extraction of consolidated reports for common suppliers.

- Possibility of categorizing suppliers up to 5 categories, specifying for each supplier payment terms, payment methods, currency, shipping method, bank, and the bank account for the supplier.

- Control at the supplier level on the credit limit, whether a fixed amount or period, and specifying the start and end of the contract if it exists, in addition to the ability to stop issuing payments or Adding purchase orders, or suspending the supplier, In addition to the exempt taxes for each supplier.

- Defining banks and branches, specifying the accounts of each bank in different currencies, checkbooks, and check sequences, in addition to different payment terms and methods, and linking each payment method to its specific account based on the type of payment method.

- Defining methods, terms, companies of shipping to be selected in purchasing transactions for shipment tracking.

# Accounts Payable

- Defining company expenses by category and in detail to track expenses total and detailed, in addition to additional costs for shipments such as shipping expenses, customs, and others to add them to the received shipment value.

- Entering purchase invoices and their returns manually or automatically by linking with the purchase order, with the possibility of directly affecting the warehouses or need to entering a stock receipt transaction.

- The ability to purchase using different currencies with specifying the payment and shipping terms and conditions.

- Viewing the accounting entry arising from the transaction with the ability to modify the accounts before transferring to general ledger, with the possibility of transfer from within the invoice transaction.

- The ability to create a purchase invoice on different warehouses and with more than one unit of measure per item.

- The ability to fix the purchase price for each item using the latest purchase invoice price, with the possibility of discounting at the item and invoice level together.

- Linking the purchase invoice to a specific project to track purchases of materials on the project to track project cost and not exceed the estimated material budget for the project.

- Creating company expense invoices, whether from a supplier or an employee, with the ability to allocate each expense to a cost center and a profit center.

- The ability to track shipping expenses by creating invoices for shipping expenses added to the purchase invoice or store receipt to allocate additional shipping costs.

# Accounts Payable

- Issuing payments with different payment methods, with the ability to link each payment method to more than one account and specifying the due date for each check, in addition to allocate the payments to a cost or profit center to identify and track payments for each project and supplier.

- The ability to know and track paid and unpaid or partially paid transactions, whether from within the payment, purchase, return, or expense transaction, or from reports according to the supplier or during period.

- Ability to create credit and debit note to settle supplier accounts, with the ability to pay for these transactions.

- Entering the additional expenses for shipments in a separate transaction to allow allocate these expenses on the purchase invoice or store receipt.

- The additional expenses are allocated to the shipments in various ways, such as price, quantity, weight, or equally, for each expense type.

- The system provides analytical reports that show purchase invoices in more than one detailed format and summarized within a period and according to each branch, for item or item categories, supplier or supplier categories, local or foreign, according to the due date or expected delivery date, according to the buyer or the registering user.

- Purchase invoice reports are grouped by items or item categories - by suppliers or supplier categories - by branches or warehouses.

- Reports for tracking material purchases by value and quantity according to the cost and profit center of the projects.

- Monitor payments transactions through different payment methods from treasury and bank accounts, in addition to tracking detailed and total company expenses according to cost and profit centers.

- Track the movement and balances of suppliers through a supplier statement of account in local and foreign currency and a supplier's trial balance.

- Track full and partially received purchase invoices.

# Accounts Receivable

- Through accounts receivable system, all the company's due invoices are tracked, whether they are for products or services provided to customers, along with their payment schedules, in addition to tracking the payment transactions made by customers. This helps the company understand its cash flow situation.

- Receivables management is improved by facilitating accurate processing of invoices and their aging, delivering timely statements of account, collecting revenue, as well as effective credit management. It provides comprehensive control over customer and credit management information.

- Customers can be defined and classified for one company or shared between sister companies to prevent repetition of the same customer and facilitate the extraction of consolidated reports on shared customers.

- Customers can be classified into up to 5 categories, with payment terms, payment methods, and currency specified for each customer.

- Control can be at the customer level, setting a credit limit either by amount or period, with the option to specify the start and end dates of the contract if applicable, in addition to the ability to set a special selling price and salesperson responsible for each customer, with the option to stop issuing sales invoices or to stop the customer altogether, with tax exemptions specified for each customer.

- Some of sub-customers can be linked to a main customer.

- An infinite number of selling prices can be defined for use in pricing products with special authorities.

- Sales invoices can be tracked for customers according to their due date for following the collection or expected delivery date.

- Sales invoices can be issued for different business units according to sales branches, as well as at different selling prices according to product pricing or special selling prices according to customer categories.
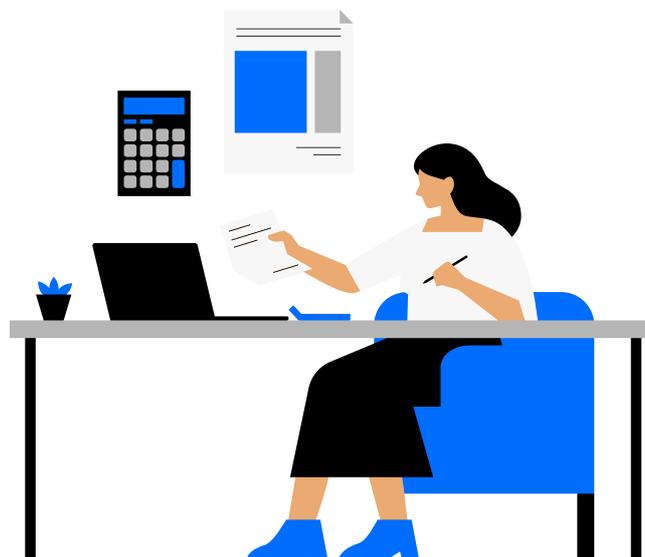
# Accounts Receivable

- It is possible to issue invoices with specific specifications for items with variable dimensions of length, width, and height, and to calculate the quantity sold by square meter, cubic meter, or linear meter according to the number of units.

- Sales invoices and returns can be added manually or automatically by linking with sales quotation or sales order, depending on the sales life cycle.

- Ability to track and monitor paid, unpaid, or partially paid transactions, whether through receipt voucher or sales invoices and returns, or through reports by customer or period.

- Ability to create debit and credit note to settle customer accounts, with the ability to pay for these transactions.

- Detailed and summarized reports on sales and returns during a certain period, based on branch, item or item categories, customer or customer categories, due date or expected delivery date, salesman, invoices paid or unpaid.

- Ability to monitor sales volume by tracking sales and returns by item or item categories, by customer or customer categories, by branches or warehouses, by salesmen, and by daily sales.

- Provides you with reports to know profits and losses on the level of item, invoice, customer, cost center and profit center.

- Monitor collection transactions in detail and summary by payment methods and different accounts.

- Knowledge of customer movement and balances through a statement of account for a sub or main customer, or for a customer linked with a supplier, and a customers' review trial balance in addition to extracting a report showing customers' debt aging for various periods that can be defined according to customer categories.
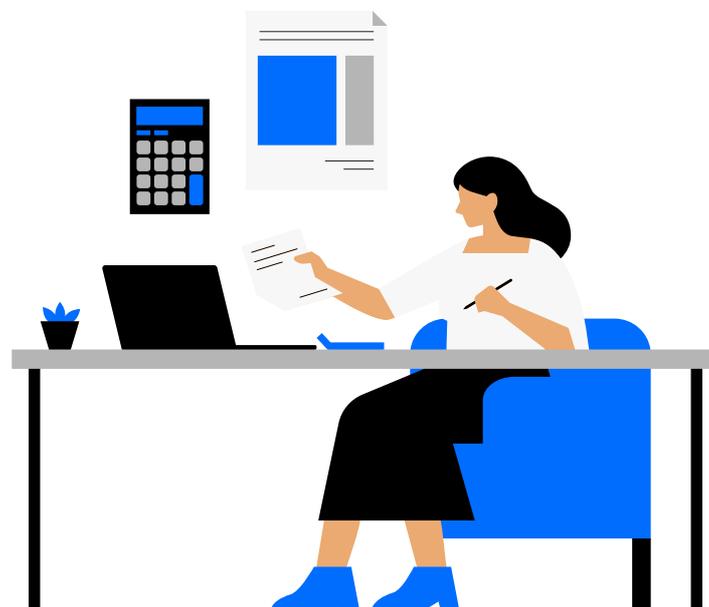
# CASH MANAGEMENT

The cash management system enables you to manage daily transactions, cash balances, fund transfers, and bank account reconciliations in one place.

By using Edari system for cash management, you can monitor, predict, and manage cash through multiple options using customizable reports and simplified bank reconciliation processes, in addition to tracking information about incoming and outgoing cash flows, all of which occur as business need to support the most accurate decision-making.

# FIXED ASSETS

The asset records provide real-time updated information regarding the value of all assets within the organization by keeping a record of depreciation and current asset values.

The remaining value of assets can be evaluated by tracking the revenues and expenses generated from them.

Assets can be tracked and their locations in various sites and projects can be identified.

Assets can be classified according to different types and categories, which helps in extracting detailed and consolidated reports.

# POS

A system that manages sales operations at branches and controls casher monitoring.

Fully integrated with an Edari ERP system.

User-friendly interface.

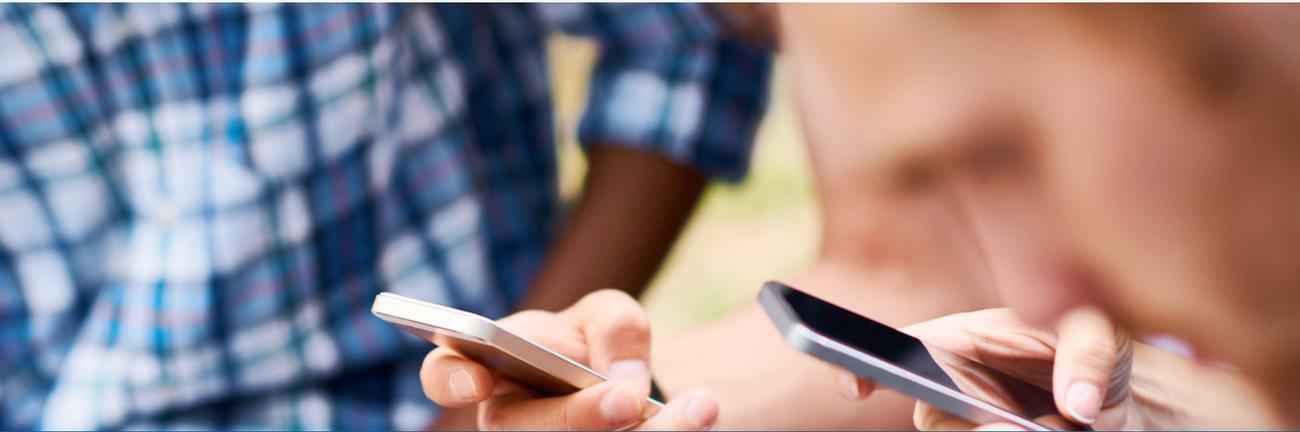Works on any device (tablet or point of sale).

Possibility to open and close shifts, and manage cash.

Analytical and detailed sales reports and Graphic.

# SALES MANAGEMENT

- Through an Edari system, the sales administration works to improve customer service by enabling the processing of requests quickly and efficiently and executing them accurately and on time.

- Increase your team's productivity to the maximum by using our efficient design for accessing the system and customizing screens to simplify and enhance your workflow according to your unique business rules.

- Through the sales and order management system, you can access customer account information to simplify the ordering process, with visibility of the customer's status, credit limits, previous orders, and confirmation of customer billing and shipping addresses.

- When customer orders are filled and completed, sales order information flows through the system so that you can issue invoices and ship orders on right time.

- The sales and order management system is specifically designed to save time for manufacturers and distributors in a large part of the sales process, order management, and execution.

- These orders can come directly from end-users or indirectly from original equipment manufacturers, partners, and other customers.

- Sales invoices and their cash returns are added in various payment methods according to the company's needs, manually or based on a price offer, sales order, or reservation of goods for a cash customer.

# SALES MANAGEMENT

- The ability to convert a price offer or sales order into various types of sales invoices automatically to speed up the invoicing process accurately and save time, effort, and reduce errors, following the company's documented cycle.

- Monitor the production process by tracking the stages that are performed on the materials ordered.

- Track sales movement starting from customers' price quotation requests and converting them into sales quotations, sales orders, and then to work order with one button click, according to the sales and production cycle.

- The ability to reserve customers' items until sales invoices or store issue are issued to ensure that they are not accidentally disposed of.

- Possibility to evaluate sales management according to the displayed price offers that have not been converted into actual sales, through detailed and summarized reports with advanced search features that help improve sales.

- Tracking sales orders, work orders, and delivery stages for customers through analytical and summarized reports.

- Extracting cash sales reports and their returns in more than one display method, grouped by different payment methods or by Items and Items categories - by salesmen - by branches.

- Extracting detailed reports to obtain a clearer view of your business performance, profit and loss, detailed sales transactions by items, customers, salesmen, or time periods.

# PROCUREMENT MANAGEMENT

- Procurement tools in an Edari system help simplify and streamline tendering, purchasing, and receipt processes by imposing policies and approvals on requests paid for by the workflow. This can help reduce purchasing risks, improve purchasing governance, and achieve lower costs.

- Inventory can be automatically replenished by raising a purchase order or creating a supply chain transfer from the supply warehouse. This is done by setting inventory warning levels and specifying minimum quantities that must be available in the inventory. When inventory falls below these minimum levels, a purchase order is automatically generated to ship the required quantities. This helps avoid inventory depletion and ensures that the required quantities are always available.

- The ability to track received purchase orders according to shipments or unreceived ones.

- You can start the procurement cycle by registering an internal purchase requisition, then registering a request for purchase quote from the supplier, and then added transaction of the received price quotes from the suppliers. After approval of one of the purchase quotes, it can be converted to a purchase order based on the purchase quote. All of this can be executed with a single click, and the appropriate documents are created automatically. This makes it easy to add purchase transactions, monitor, and manage the procurement cycle smoothly and quickly.

- The ability to prioritize and importance purchase requests for the company or projects internally or externally.

- The ability to track purchase orders according to the date of need and the expected delivery date - by the shipping method, terms, and shipping company.

- Reports that explain purchase quote and purchase order transactions in more than one detailed or summarized form during a period and according to each branch - each project - by item or items category - supplier or suppliers' category - local or international - according to the buyer.

- Reports of purchase order transaction are available in more than one way, grouped by items or items categories – by suppliers or suppliers' categories - by projects - by branches and by warehouses.

# INVENTORY MANAGEMENT

The ability to monitor inventory accurately at any time to ensure smooth operations of sales and production around the clock, in addition to identifying and following up with the procurement department on materials that are required to ensure the company's operations are running smoothly.

The role of inventory management is to coordinate the company's procedures and requirements so that inventory is stored in the appropriate place, at the right time, and in the appropriate quantities to meet customer requirements or production processes.

Using advanced workflow technology and product management, you get visibility of the inventory's location and movement, with expiration dates or specific shipping sequences.

An inventory management system provides you with precise control over the inventory's movement in the warehouse, with available and reserved balances and costs managed professionally.

The ability to add an infinite number of items with different types such as inventory, kit, finish product or service, with their own classifications up to 10 levels, custom dimensions of length, width, and height, determining the wastage ratio and the minimum quantity sold. at one company or shared between sister companies to prevent item duplication and facilitate the extraction of consolidated reports for shared items.

Alerts are available for quantities according to the minimum and maximum limits and the identified reorder quantities of the item.

Ability to define different units of measure for each item, with the inclusion of price lists and barcodes for each unit of measure, as well as a specific supplier for each item to track items sales by supplier.

Addition of multi alternative items and approved suppliers for the items, in addition to attachments.

# INVENTORY MANAGEMENT

Ability to fix the purchase price of the item or purchase it according to the latest purchase invoice price.

Ability to track items based on expiry dates with alerts.

Ability to monitor material requests from sites and know the quantity and cost of materials issued for projects.

Management of item transfer requests between branches and tracking of transfers between them.

Ability to track items movements and monitor inventory balance and cost with ease and accuracy.

Ease of monitoring the quantity and cost of materials issued for projects, as well as detailed and summarized tracking of item movements delivered to customers.

Monitoring of movement received and issued free items at the level of the customer, supplier, and items.

Ease of knowing the detailed movement of items and accurate calculation of quantity and cost according to different item measurement units.

Stocktake procedure for item quantities with the ability to update the cost price of items in case of inventory revaluation.

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# PERSONNEL AND PAYROLL MANAGEMENT
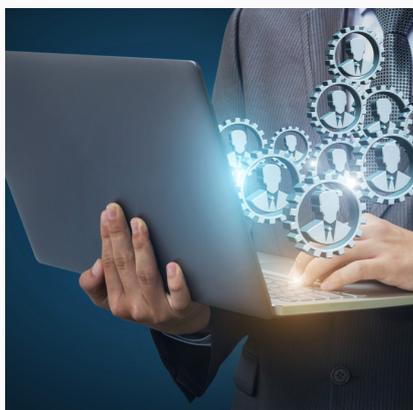




- Edari system for employee affairs is used to manage various operations related to employees within an organization. The aim of this system is to facilitate human resources management and improve efficiency and effectiveness in organizing work performance.

- The system works to organize and manage employee information, including personal information, contact information, residence information, financial and job data, social and educational status, previous experiences, academic qualifications, and other benefits.

- Through Edari system, communication between the organization's management and employees is unified. This allows employees to access their personal information and modify it if necessary, as well as develop policies and procedures that protect workers' rights and promote their safety and health. In addition, employees can request vacations and track their application status.

- Employee affairs systems are used in organizations and companies of all sizes. They help facilitate human resources management, reduce errors and delays in various operations related to employees, and provide a good and motivating work environment for employees. They also help achieve the organization's goals, increase productivity, and competitiveness in the market.

# PERSONNEL AND PAYROLL MANAGEMENT





An employee affairs management system contains several different functions, including but not limited to:

- Preparation and management of salaries, bonuses, allowances and incentives.

- The ability to calculate monthly salaries according to the employee's attendance on various cost and profit centers.

- The ability to calculate dues for leave and end of service according to the employee's attendance on various cost and profit centers.

- Monitoring employee contracts and legal documents.

- Analysis of data and provision of necessary detailed reports, such as attendance, leave, and salary reports.

- Management of employee attendance and departure, determining official working hours and all types of leave, penalties, absence, permission, delay, and overtime, and generating accurate reports on attendance and departure.

- Recording loans and deductions, with the ability to pay them manually or deduct through monthly salaries.

- Track the assets delivered to the employee and its movement according to the types of assets.

# SELF-SERVICE



The self-service system in human resources management is an interactive platform that employees can use to perform some basic administrative tasks and operations independently without the need to communicate with the human resources department.

**The basic features of the self-service system include, for example:**

- Time and effort saving: Employees can update their personal and work-related data, request leaves, bonuses, and other benefits without the need to communicate with the HR department, which saves time and effort.

- Access to dues: Employees can access their payrolls, allowances, bonuses, deductions, and incentives through the system, and they can independently print the required information.

- Easy submission and tracking of administrative requests: Employees can submit various requests as per their needs, such as loan requests, salary certificates, experience certificates, resignation, and all types of leaves, and send the request to the direct manager, who can accept or reject the request through the same system, with the ability to track the request without the need to refer to the concerned department.

- Task management: Employees can create and monitor tasks assigned to them, their deadlines, and the progress status through the system.

- Request for consumable materials: Employees can request various consumable materials needed by sub-departments, such as ink, paper, and other office supplies.

# WORKFLOW SYSTEM

Workflow system is a system used to manage and organize the workflow processes within organizations and companies, by defining the necessary steps to accomplish a task. This system has several characteristics, including:

- The workflow system helps to improve efficiency and productivity by defining the necessary steps and procedures to accomplish tasks, distributing tasks among employees, and prioritizing tasks.

- The workflow system simplifies work management, reduces administrative errors, and improves the accuracy of data and information used in work processes.

- Users of the system can define a new workflow in detail, including defining the different steps and assigning responsible employees for each step.

- The workflow system allows monitoring of workflow, employee performance, and tracking of completed and remaining activities and tasks, which helps to improve efficiency and productivity, as well as identify weak points and potential areas for improvement.

- The workflow system saves time and effort required to complete tasks and projects, and reduces errors and repetition in work, which helps to increase productivity and improve performance.

- The workflow system facilitates communication and coordination among employees and management, improves work quality, promotes collaboration between different departments, and coordinates tasks and projects more effectively.

- The system can send reminders to employees when they are responsible for executing a step in the work flow, and can also send notifications to employees when there is a change in the status of a specific request.

- The system can work integrally with other systems within the organization, such as document management and project management systems, in order to achieve full coordination between different systems and achieve the highest levels of efficiency in work.

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# EDARI ERP

## IT COVERS ALL OF YOUR BUSINESSES

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