



E-catalog

Business Solution

**Accounting, General Ledger, Inventory, Sales & Accounts
Receivable, Purchase & Accounts Payable, Project Management
and Fixed Assets.**

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Application Modules Specification

1.1 General Functions for the Application

- **Accounting Standards:** The system meets all the *statutory and accounting specifications* including (but not limited to) support for UAE Accounting standards, generation of statutory reports such as Tax returns, financial statements etc. The system also has the flexibility to adapt to changes in the rules and regulations without significant re-work.
- **Chart of Accounts:** The system provides the facility to have a Common Chart of Accounts. All individual charts of accounts used by the different companies of the Organization can be derived from the same common chart of accounts.
- **Cost Center Hierarchy:** The chart of accounts uses a 14-digit structured code. The system provides the facility to maintain a cost center hierarchy. All the companies of the Organization will be able to use the cost center hierarchy.
- **Audit Trails:** The system is capable of handling global/mass changes to Chart of Accounts, and is also flexibility to adjust to organizational changes. Complete audit trail is maintained for all changes in chart of accounts.
All changes to the master files can be tracked to show the user id, time and date.
- **Multiple Currency Transactions:** The system can allow multiple currency transactions. The system provides the facility to enable users to maintain currency codes and exchange rate rules.
- **Templates:** The system provides templates for generating and printing Balance Sheet, Profit & Loss statement and all other Financial & Management Reports.
- **Context Sensitive Help:** The system provides context-sensitive help to users for all transactions and data fields.
- **Backup and Restore:** The system provides a **facility for backup / archival** of data on a periodic basis by the system administrator. The system also provides a facility to enable

only authorized users to access sensitive reports/transactions and organizational information.

1.2 Functional Modules Description

1.2.1 Accounting Modules

1.2.1.1 *General Ledger*

Summary

GL Module	Module	Masters	Transactions	Reports
	Cost Center/Activity Code	Journal Voucher	Account List	Registers , Day Books
	Control Account	Sales	Account Class List	Trial Balance
	Analyze Code	Purchase	Unposted Transactions List	Balance Sheet
	Subsidiary Account	Receipts	Chart of Accounts Drill Down list	Profit & Loss
	Chart of Accounts	Payment	Live Activity	Budget vs.Actual
	Banks	Debit Note		Ledger FC/LC
	Ledger Account	Credit Note		Analyze Activity Reports
	Merge Account	Transfer Posting		Bank/Cash Books
	Ageing Account	Detail Status List		Bank/Cash Position Report
	Department Allocation			Missing Voucher No
	Recurring Journal Account			Balance Sheet with Budget
	Opening Balances			Income & Expense Statement
	Create Budget			Budget Variance

	Maintenance – Check Data			Activity Cost Center Report- Summary/Detail
				Ratio Analysis Reports
	Maintenance of Month End/Year End Processing			<ul style="list-style-type: none"> • Sales/Cost Analysis Report • Profitability • Solvency • Acid • Inventory Turnover • Return on Equity • Customer/Supplier Days

Business Details

- 1) The General Ledger system has a real-time integration with Accounts Receivable, Accounts Payable and Project Management Module.
- 2) The system has the facility to maintain text information for each journal. The length of the text information is flexible.
- 3) The system has the facility to handle inter-company transactions.
- 4) The system has the facility to handle all the periodic/annual closing processes.
- 5) The system has the ability to create journal vouchers, receipts, payments, debit notes, credit notes.
- 6) The system maintains a complete audit trail of all transactions and can identify transactions to the users who have executed them.
- 7) The system provides the facility to restrict the users to handle transactions below a certain value. The value restriction on such users is capable of being modified easily by the authorized end-users.

- 8) The system contains security facilities to restrict users to performing transactions only for certain specified companies. At the same time, the security system also permits the management to view information across all group companies.
- 9) The system does not permit users to modify the information to the vouchers after the transaction is completed. In case corrections to the posted transactions are necessary, the system has the feature to post another voucher with reference to the first voucher.
- 10) The system can generate financial reports as per the Companies Act and the applicable Accounting Standard. The system also complies with the various statutory specifications.
- 11) The system has the facility to generate the financial reports at the SBU level, company level and group level. The system also has the flexibility to permit the users to define their own reports.
- 12) The system can define templates for various types of vouchers to enable ease of data entry
- 13) The system provides automatic validation of all transaction entries based on the rules defined in the system and can permit posting only after the validation is successful.
- 14) The system permits posting to both detailed and summary ledgers and reconcile the postings online and automatically.
- 15) The system has the facility to enable consolidation of company accounts across the group companies. The consolidation facility consists of:
 - Elimination of share capital and investments
 - Elimination of inter-company balances
 - Elimination of unrealised profit on inter-company transactions
 - Gain/loss on disposal of subsidiary
 - Consolidation involving foreign subsidiaries, chain/cross holdings
- 16) The system has the facility to support Prepayments and tracking of related amortization schedule.
- 17) The system has features for on-line inquiries for complete journal review and listing on posted and journal vouchers not posted on current or prior period journal transactions

- 18) The system can enable adjustments to previous periods to be reflected in the correct period during the year.
- 19) The system can facilitate the following activities performed during year-end closing:
 - Evaluate open items and balances in foreign currencies
 - List all open payments items by due dates
 - Determine all general ledger accounts with abnormal balances e.g., revenue or receivable account with credit balance, expense account with credit balance
 - Post revaluation, adjustments, and accruals/deferrals
 - Automatic transfer of balance sheet account balances to the next reporting year
- 20) The system can create transactions in the new financial year before the closure of previous financial year.
- 21) The system is capable of handling all the taxation specifications and generating tax computation report.
- 22) The system can provide user-friendly and flexible features to handle changes in trial balance.
- 23) The system allows the user to allocate costs to different cost centers as determined upon receipt of invoice and/or set up in the account code.
- 24) For accrued expenses, the system can automatically generate the reversal journals in the following months.
- 25) The system can provide the capabilities to generate recurring journals over several periods of fixed or variable amounts.
- 26) The system can provide generation of all financial and management reports as listed above in the table accurately based on specified parameters.

1.2.1.2 Inventory

Module	Masters	Transactions	Reports	Queries
Inventory	Warehouse	Stock Issue	Item Detail	Warehouse
	Department	Stock Receipt	Assembly Detail	Department, Unit
	Category	Stock Transfers	Warehouse	Brand, Color, Size
	Subcategory	Stock Requisition	Reorder Worksheet	Category/Section Code
	Unit, brand, Color, size, Item	Stock Adjustment	Stock Value	Item
	Price Change	Stock Reservation	Day Book	Price Changes
	Stock Adjustment Reason Change	Stock Dereservation	Management Reports	Budget
		Build item	Sales Summary	Stock Component
		Stock transaction posting	Sales Movement	Report Navigator
		Physical Stock	Stock Summary	

Business Details

- 1) The system provides the facility to create and maintain a Centralized Information Center for all Inventory Items
- 2) The system is capable of handling Maintenance of Opening Balances, Issues and Receipts
- 3) The system is capable of handling Management of Inventory Movement
- 4) The system is capable of handling Management of Inventory Item Cost and Minimum Sales Price
- 5) The system is capable of handling Implementation of Control Standards for Inventory
- 6) The system is capable of Handling of Return Inwards /Sales Returns
- 7) The system is capable of handling Inventory Adjustments
- 8) The system is a facility to enable Stock Checking
- 9) The system has a facility to enable Stock Adjustments
- 10) The system can automatically update the inventory at the time of receipt of goods.

- 11) The system has a facility to assign a unique lot number at the time of entry of receipt. The system can provide the flexibility to generate these numbers automatically or when provided by the users.
- 12) The system has the facility to record serial numbers of the goods wherever applicable.
- 13) The system can facilitate data entry via bar scanners at the time of entry of receipt.
- 14) The system can provide real time integration with financial accounting and automatically updates the inventory account at the entry of receipts in the system. The system provides flexibility to update inventory accounts at the moving average price or at the standard price for the product.
- 15) In case of purchases for a specific project, the system can automatically update the project stock. At the time of goods receipt, system can provide the flexibility to modify the location maintained in the Purchase Order. This is to facilitate transactions in which the supplier has been requested to deliver the goods to a different location due to urgent requirements, etc.
- 16) In case of purchase for a cost center, the system can automatically update the consumption for the cost center. The System can provide the flexibility for user to change the cost center at the time of goods receipt other than the one maintained in the purchase order.
- 17) The system can facilitate issues of material to specific cost center or specific project
- 18) The material issued to a specific project can be separately monitored and the system can facilitate the transfer of material from one project to another project, from project stock to normal stock, etc.
- 19) The system can automatically update appropriate inventory and consumption accounts at the time of issues of material. Accounting entries can maintain the reference of inventory transaction for tracking and analysis purposes.
- 20) The system can facilitate issues of material based on criteria build in the system. For example, FIFO, specific location, specific vendor, specific purchase order, etc.
- 21) The system can facilitate goods to be returned to the vendor with reference to the purchase order. Such returns will update the purchase order by offsetting the corresponding receipt transaction. In cases where the goods have already been paid for, the system will generate a debit note for the same.
- 22) The system can facilitate inter-company / inter-business unit stock transfers.
- 23) The system can facilitate generation of bar code labels wherever applicable.
- 24) The system can also provide for revaluation of stocks.
- 25) The system can facilitate multiple inventory valuation methods e.g. weighted average valuation, standard price valuation, etc.
- 26) The system can facilitate Physical inventory verification processes without interrupting store operations. The system provides various methods of physical inventory based on ABC classification, etc.

1.2.1.3 Sales & Accounts Receivable

Summary

Module	Masters	Transactions	Reports	Queries
Sales & Accounts Receivable				
	Class	Sales Quotation	Ageing (Summary and Detail)	Customer List
	Customer	Sales Order	Sales Order	Customer Class
	Price Input	Sales invoice	Item reports	Customer Price
	Budget	Delivery Order	Day book	Customer Budget
	Customer	Consignment invoice	Sales Report	Sales Enquiry
	Payment Terms	Consignment Sales Return	Cheque Reports	Query Navigator
	Shipping method	Payment Processing Cheque Processing		

Business Details

- 1) The system can provide security features to ensure that only authorized users can access certain transactions. The system can also provide a facility to create customer master data directly in accounts receivable module.
- 2) The system can permit different addresses on invoices and statement of accounts to facilitate cases where the customer desires the invoices to be sent to the branches and the statement of accounts to be sent to the head office.
- 3) The system has the facility to generate and print invoices based on the sales order data and the delivery data. Invoice generation can be permitted once the criteria as defined in the billing plan have been met.
- 4) The system has the facility to print user-specified messages on invoices for select categories of customers.

- 5) The system can provide a facility for querying and printing list of customers whose total purchase value for a user-specified time period exceeds user-specified sale value and on other user-specified input parameters like frequency, etc.
- 6) The system has the facility for consolidating individual invoices for various services to a customer into a single invoice. This facility is flexible and can permit the user to decide whether such consolidation is required for a customer or not.
- 7) The system has the facility for directly creating an invoice without reference to any sales order or delivery documents.
- 8) The system has the facility to capture the customer requests for billing. The system can utilize such information for generation of invoices appropriately.
- 9) The system can enable accrual for pro-rated sales for instances where the customer can be billed only after rendering all the services. Upon confirmation of the services being rendered, the system will permit an invoice to be generated.
- 10) The system has a facility to maintain the maximum allowed value for an invoice for a particular customer and can take this into account at the time of generating the invoice.
- 11) The system has the facility to generate debit or credit notes with reference to an invoice. The system also has a facility to set-off credit notes against the invoice.
- 12) The system will automatically generate credit notes for cases where a deposit has been paid by a customer and has to be refunded.
- 13) The system has a facility for automatically generating credit notes for terminated contracts and computing the amount to be refunded.
- 14) The system permits easy entry of payment receipts. The system supports multiple payment means e.g. Cheque, Cash, Bank Transfers etc.
- 15) The system provides easy and user friendly features for entry of all collections including advance payments and miscellaneous receipts. The system also provides a summary and detailed listing of the different types of payment (e.g. cheques, credit vouchers, direct credit etc.).
- 16) The system has the facility to receive advance payments from customers and apportion them to the correct period. The system also facilitates the payment receipt without references to an invoice e.g. interest payments from the customers. The system provides features to generate a monthly journal for posting into GL.
- 17) Facility for consignment processing is provided in the system both at the sales invoicing and sales return levels.
- 18) The system provides user-friendly features for adjusting the payment receipts against customer invoices in case of a single receipt for multiple invoices.
- 19) The system permits real-time reports on ageing analysis, customer outstanding etc.

- 20) The system has the facility for printing a consolidated statement of billings for customers. There is also a flexibility to the users to select the time period for which this report is generated and to print the statement in summary format (for each customer) and in detail format (by customer and invoice).
- 21) The system provides the facility to the users to enquire the billings / credit notes history, outstanding invoice status based on the customer code or the sales order number and payment history, preferably on the same screen.
- 22) The system has the facility to maintain payment formula (including whether tax is applicable or not and if applicable, the base amount on which tax is computed and the method of computing) for each sales order and uses such formula for computing the invoice amount.
- 23) The system has a facility for credit management wherein the past experience with the customer as well as other parameters are used to determine the credit-worthiness of the customer. The system permits blocking of certain transactions for customers who have large outstanding or who do not meet the credit-worthiness criteria.
- 24) The system maintains audit trail of all the transactions in the system.
- 25) The system provides a facility for categorizing invoice, credit/debit notes for reporting, inquiry and analysis. The system can provide a report on the number of invoices generated during user specified time period for a user defined value range.
- 26) The system supports inter-company or inter-unit invoicing related costs, and payment transactions.
- 27) The system provides a facility to maintain the rate of interest chargeable in case of late payments. The computation of such interest is not a mandatory feature since application of such charges depends on agreement with the customer. If the customer combines the invoice amount and the interest charges into a single payment, the system will provide a facility of entering the payment in a single transaction, offsetting the Accounts Receivable and General Ledger.
- 28) The system provides a facility to automate recurring billing payments. E.g. Monthly billing of rental contracts.
- 29) The system has an enquiry feature to enable the users to monitor whether all services performed have been invoiced or not to ensure that all services to the customer are billed in a timely manner.
- 30) The system provides a facility to maintain history of customer disputes; credit hold and collection status. All disputed items will be flagged for exception handling.
- 31) The system provides a facility to print schedule of accounts receivable balances per customer based on different sorting criteria, i.e. by customer name, by amount, or by description.

- 32) The system has the facility for setting up different flexible ageing periods such as 30-60 days,60-90 days,90-120 days, more than 120 days etc.
- 33) The system has the facility to generate ageing reports per customer based on user defined criteria (e.g. outstanding for more than 120 days). The ageing report includes a count of the outstanding invoices and clients.
- 34) The system generates monthly reports such as total billings and total collections for analysis and management reporting.
- 35) The system has a facility to perform a check on the deposits placed against sales orders / contracts and generate exception reports showing terminated sales orders / contracts with deposits still existing and active sales orders / contracts without any deposit.
- 36) The system allows payment for invoices to be made in the foreign currency and the exchange gain/loss will be automatically calculated and posted to the GL.

1.2.1.4 Purchase & Accounts Payable

Summary

Module	Masters	Transactions	Reports	Queries
Purchasing & Accounts Payable	Supplier Class	Purchase Requisition <ul style="list-style-type: none"> • Raising Requisition • Accept Requisition • Purchase Enquiry Navigation • Pending Reminders • Approve Requisition 	Ageing (Detail and Summary)	Supplier List
	Supplier	Purchase Enquiry/Request for Quotation	Statement of Accounts	Supplier Class
	Budget	Purchase Order Import or Local Purchase Order	Item wise Reports	Supplier Price
		Purchase Direct	Purchase Order	Budget
		Purchase Return	Purchase Requisition	Query Navigator
		Purchase Import	Day book	
		Cost Sheet	Payment Reports	

		Purchase Payment <ul style="list-style-type: none"> • Proforma purchase payment • Approve Purchase payment • Payment Voucher Purchase Quotation Make Payment	Proforma Payment Details	
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Business Details

- 1) Purchasing & Accounts payable is an integrated module that provides for complete Purchasing and Accounts payable process.
- 2) The system facilitates Material Requisitions.
- 3) The Requisitions is routed through an approval process.
- 4) The purchase Enquiry is sent to all the suppliers based on the requisition.
- 5) The application has the ability to convert a purchase enquiry into an LPO.
- 6) The stock receipt in the system is made against an LPO.
- 7) The module utilizes the same vendor master data as created in purchasing module. The system also provides a facility to create vendor master data directly by the Finance Department for transactions which requires a vendor master data but do not go through the normal purchasing process (e.g. payment of utility bills, telephone charges etc.)
- 8) There is a facility to distinguish ad-hoc vendors from the regular vendors. These ad-hoc transactions contain only the most necessary information derived from the invoice itself.
- 9) The system provides the facility to record invoices in two separate processing steps. In the first step, accounts payable clerk, logs the invoice in the system and forwards it to the concerning officer for verification and in the second step, the same invoice is modified and posted in the system.
- 10) The system has the facility to print a list of invoices that have been logged in the Accounts Payable module but have not been posted. Such a facility is required for

periodically reviewing the invoices logged and ensuring that they are either posted or reversed within a reasonable timeframe.

- 11) The system has the facility for manual adjustments and amendments to the invoices.
- 12) Invoice entered in accounts payable is verified/referenced against data in the respective modules (including but not limited to purchase order / service order / work order, delivery data, service sheets, project codes / project data etc.).
- 13) The system **ensures accuracy of accounts payable** module by
 - a. Goods Received should be matched against the LPO
 - b. Matching supplier invoice with Purchase Orders and corresponding receipts
 - c. Approval of receipt of goods and service by authorized person, when there is no Purchase Order issued and
 - d. by matching the payments against supplier invoices
- 14) The system provides the facility to support different payment terms. The payment terms are referenced from the Purchase Order, wherever applicable and are used for payment processing.
- 15) The system provides the facility to support multiple payment types. The system also provides a facility to define additional payment types and uses the same in payment processing. The payment type is referenced from the purchase order wherever applicable.
- 16) System provides flexibility to enter vendor invoices without reference to purchase orders or goods/service delivery. Such a facility is required for miscellaneous purchases that are made directly by departments and do not go through the normal purchase-ordering route.
- 17) The system has a payment processing facility to permit batch processing of payments on key dates. The system permits various payment cycles for the different modes of payments.
- 18) The system has the facility to select a list of invoices eligible for payment processing and proposes the list as default, for processing. The system also has the facility to enable the user to make adjustments to the invoice list. Various action on invoice are deselecting invoices from the proposed list, adding invoices which are in the system but not due for payment yet, modifying the invoices to permit payment of amounts less than the invoice value etc. The system uses the modified list as the basis for making the payments.
- 19) In case of invoices which have been deselected or partially paid, the system proposes the invoice automatically during the next payment run.

- 20) The system permits ad-hoc payments processing by enabling cheques to be generated for particular invoices. Such a facility is an addition to the normal payment processing run where the payments are processed en-masse.
- 21) The system also permits the user to issue manual cheques and update the same in the accounts payable module. Such a facility is required in case of urgencies or in situations where the normal mode of cheque processing is inapplicable.
- 22) The system provides multiple currency capability including fixed exchange rate for a particular purchase contract. System also provides periodic revaluation of foreign currency items as well as at the time of settlement, resulting in booking of exchange gain or loss in General Ledger.
- 23) The system permits vendor invoices to be entered in foreign currency and automatically computes the amounts in local currency. For such transactions, the system permits the users to define the rules for the exchange rates. The system appropriately computes the LOCAL CURRENCY amount and makes the postings in LOCAL CURRENCY. The system also records and maintains the amount in foreign currency and the exchange rate applied for reference.
- 24) The system has the facility to record and process debit/credit note with reference to the Purchase Order, Supplier Invoice or Delivery Documents.
- 25) The system provides the facility to process refunds from the suppliers.
- 26) The system provides the facility to query and print list of vendors whose total supply for a user-specified time period is more than a user-specified purchase value and on other user-specified input parameters like frequency, etc.
- 27) The system provides a facility to query and print the number of vendors for user-specified criteria
- 28) The system provides a facility for advance/down payments against a specific purchase order or without referring to the purchase order.
- 29) The system caters varieties of voucher entry formats e.g. Express Vouchers, adjustment vouchers etc.
- 30) The system provides a facility for automatic calculation of taxes wherever applicable, and uses it to calculate tax amounts, both recoverable and non-recoverable.
- 31) The system is able to detect entries of duplicate invoices (once received and entered in the system), and will prompt and disallow the user for entering the data again.
- 32) The system does not permit the payments made against the purchase orders to exceed the value of the order.
- 33) The system allows users to amend the accepted foreign currency exchange rate defined in the Purchase Order, if applicable
- 34) The system supports various modes of payment .

- 35) The system provides the flexibility to process payments selectively by business unit, bank account, date range and other user-defined criteria.
- 36) The system provides a facility to block invoices. Such blocked invoices are not selected for payment processing.
- 37) The system also provides the facility to release blocked invoices and selects such released invoices for payment processing.
- 38) System allows payment processing for hold payment, partial payments and third party payments.
- 39) The system has a prepayment option that computes the expenses realized for the month.
- 40) The system provides a facility to reconcile cleared payments automatically or manually, moves cleared payment amounts from clearing account to bank/cash account, support bank account reconciliation with outstanding check file and on-line check clearing function.
- 41) The system provides the facility to capture details of petty cash payment for purchases. Users can verify the entries made. Petty cash entries will update the GL.
- 42) The system has the facility to consolidate the various payments to a particular vendor during a payment run into a single payment and enables the user to print a consolidated cheque for the total amount (in case the payment is through cheque).
- 43) The system has the facility to handle void cheques (cheques that have been issued to a supplier but have expired as such without the supplier having encashed them). In such cases, the system will permit the user to generate another cheque for the same amount to the supplier. The system contains security features to limit such transactions to authorized users only.
- 44) System automatically matches for paid Payment Voucher and will disallow any duplicate payment. System also allows partial payment against a specific Payment Voucher and conversely, single payment for multiple Payment Vouchers.
- 45) The system has the facility to record the user ID of the person performing the data entry against the transaction. The system also has the facility of generating a summary of the number of transactions performed, sorted by department / user ID.
- 46) The system facilitates accounts payable transactions for sub-contractors. The system uses the processing charges in the purchase order for comparison against the invoice.
- 47) The system has the facility to print statement of accounts by vendor.
- 48) The system has the facility to generate ageing reports by vendor. The system enables the users to generate such reports in summary format (by vendor) or in detailed format (by vendor and invoice). The system also provides a count of the

outstanding invoices and vendors and has flexible sorting criteria to enable the report to be sorted by vendor / invoice / invoice amount / days outstanding etc.

1.2.2 Project Management Module

Summary

Module	Masters	Transactions	Reports	Queries
Project Management				
	Project Master	Quotations	Project Ledger	Project Detail
	Client Master		Project Analyst Report	Query Navigator
	Estimation		Project Register	
			Estimation Ledger	
			Issue list by Project	
			Consumption Report	

Business Details

- 1) The project accounting module is tightly integrated to the other financial modules. The project accounting system utilizes the data entered in sales orders / contracts, delivery documents and other project-related transactions automatically.
- 2) The system has the facility to maintain budgets for a project under various heads.
- 3) The system has the facility to record actual values based on the various transactions for project activities. For example, the cost of equipment is updated automatically based on the dispatch of goods from stores to the project site.
- 4) The system has the facility to provide variance reports, comparing the budget amount to the actual expenses by project.
- 5) The system enables Revenue Recognition for projects by various methods.
- 6) The system has security features to permit only authorized users to perform project accounting transactions. It permits users to access various relevant reports and queries but does not permit these users to modify any data in the project accounting system.
- 7) The system permits amendment of the project budgets. The system maintains the history of the project budgets and maintains the user-id of the user amending the budget.
- 8) The system has the facility to generate a project profit statement consisting of the project expenses and revenues.

- 9) The system provides current month, year-to-date and cumulative expenditures for individual projects.
- 10) The system maintains the project balances and details over the duration of the project i.e., from the year of project commencement to the year of project completion which might encompass more than one year.
- 11) The system enables projects to be marked as completed only after all invoices have been raised and all payments received. All projects that have not met this condition are maintained as open projects. Open projects may have duration of more than a year.
- 12) The system has the facility to bring forward outstanding commitment of preceding financial year to current year automatically. The system also provides tracking of contracts cumulative commitments and expenditures.
- 13) The system has the facility to record time, labour, expense, material and other direct cost for individual projects.
- 14) The system has the facility to identify all relevant transactions to a project by entering the project code in the transaction.
- 15) The system has a facility to calculate overheads during costing based on certain percentages or other requirements.
- 16) The system has the facility to allocate from the GL to a project and vice-versa and also to allocate from one project to another.
- 17) The system has the facility to print a report on all projects in progress showing the budgeted costs, committed costs, actual costs, miscellaneous costs, and audit schedules.

1.2.3 Fixed Assets Module

Module	Masters	Transactions	Processes	Reports
Fixed Assets				
	Asset Type Master	Asset Input	Depreciation Processing	Fixed asset Listing.
	Asset Group Master	Asset Addition	Depreciation Projection	Asset Group
	Asset Class Master	Asset retirement	Depreciation Period Closer.	Asset Class
	Asset subclass master	Asset transfer		Asset Sub-Class
	Asset Status Master	Asset revaluation		Asset Location
	Responsible person Master	Physical Inventory.		Asset Status
	Asset Location Master			Asset Ownership
	Fixed Asset Master.			Fixed Asset Register.
				Asset Valuation Report.
				Asset Sale Report.
				Asset Transfer Report.

Summary

- 1) The system has the facility to maintain an asset master file containing complete information on all fixed assets. The system enables users to make on-line inquiries on master file and asset values.
- 2) The system allows various Asset Transactions such as Asset Input, Asset Addition, Asset Retirement, Asset Transfer, Asset Revaluation and Physical Inventory.

- 3) The Application allows various processes such as Depreciation Processing, Projection and Period Closer.
- 4) The system has the facility to maintain complete audit trails for all transactions related to asset record change activities.
- 5) The system has the facility for automatic updating the GL for all transactions dealing with assets (acquisitions, depreciation, disposals or revaluation or journal transactions) and able to maintain complete history of every asset. The system is also capable of capturing asset information from accounts payable and projects purchasing sources.
- 6) The system has the facility to transfer an item in inventory to Fixed Asset.
- 7) The system validates all data entry for consistency and accuracy before being accepted as transaction.
- 8) The system has the facility to create capitalised and works-in-progress (WIP). For non-work-in-progress assets, which are capitalised from direct purchases, the PO number will be stored in the asset master record
- 9) The system has the facility to allow unique asset number to be entered at the point of record creation or be automatically generated based on a number range. The system does not permit duplication of asset numbers. The system has the flexibility to permit alphanumeric asset numbers, purely numeric asset numbers or a combination of both.
- 10) The system has the facility for classifying assets into asset classes.
- 11) The system has the facility for storing depreciation rates against asset classes and assets. The system has the facility for storing multiple depreciation rates against assets and for performing multiple, mutually exclusive depreciation against assets (such as book depreciation, tax depreciation etc).
- 12) The system has the facility to specify the depreciation to be used for reports in case multiple depreciation is performed. Financial reports, for instance, are based on the book value depreciation and not on the tax depreciation.
- 13) The system has the facility to permit reclassification of an asset from one classification to another. If such reclassification is carried out, the system will re-compute the asset's adjusted depreciation expense, accumulated depreciation and net book value.
- 14) The system maintains the location of each asset in the system. The system has the facility of changing the location code in case the assets are shifted from one location to other. The system also has security features to ensure that the users who are permitted to change the location codes cannot change any other data in the assets module.
- 15) The system has the facility to process transfers of assets from one subsidiary to another, from one GL account to another, from one project to another or from one location to another by an authorized person.

- 16) The system has the facility to calculate the depreciation values and post the same on-line.
- 17) The system has the facility to support multiple depreciation methods, including but not limited to:
 - a) No depreciation
 - b) Straight line
 - c) Accelerated depreciation
- 18) The system has the facility to condemn assets either fully or partially based on quantity or cost and store records on all partial condemnations before the asset is totally withdrawn from service
- 19) For asset sales, the system has the facility to automatically compute and record gains/losses and post journal entries to GL after calculating depreciation for the remaining months to the year-end.
- 20) The system has the facility to maintain budgets for asset acquisitions and provide a report showing the actual acquisitions vs. budget to facilitate financial analysis. The system has the facility to enable the users to perform a budget availability check at the purchase requisition stage and the purchase order stage.
- 21) The system has the facility to maintain the individual responsible for an asset or a group of assets and has an option to generate an Assets list by responsible individual.
- 22) The system has the facility to show all the transactions for an asset within the same financial year. For example, if an asset is acquired, transferred and disposed off within the same financial year, the system will show all the 3 movements in reports.
- 23) Asset details required for registration is extracted from the AP system eg. Supplier invoice details and amount.
- 24) The system allows the user to transfer the monthly depreciation to GL by summary. Also, it provides an exception report, which shows the difference in the depreciation amounts from the previous months.
- 25) The system provides the option to amend the asset details after registration.
- 26) The system computes the budgeted depreciation based on the budgeted capital expenditure.
- 27) The system allows the user to purge disposed assets during the year from the FA register.