

Cutting-edge Business Software <sup>TM</sup>  
**NAMASOFT**



Financial  
Management system

**NAMA ERP**

Enterprise resource planning





## 1.1 Overview

### ACCOUNTS AND BUDGETS

NAMA for accounting system has been designed according to the commonly recognized accounting rules in the Arab region; where the general ledger account could be affected directly by the transactions of sales, purchases ,inventory, and also by the journal entries resultant from receipt and payment documents. This will allow you to have direct queries for the daily transactions, accounting statements, trail balances, profit and loss statements and balances sheet. NAMA also supports the function of “Financial analysis” in order to be used optionally, the matter which helps accountants to construct the relations of financial analysis and indicators of performance evaluation such as “Debt ratios”, “ liquidity ratios” , “profitability ratios”, and other ratios of financial status. All these ratios provide accurate information for the financial status at any moment; where you can create financial analysis relations for the year periods or for many years. Financial analysis relations could be also created between actual amounts and budget amounts within one year or different years.

## 1. Ledger



## 1.2 Features

### Comprehensive files to define enterprise accounts

NAMA provides comprehensive files to create the enterprise accounts chart. Via the files account categories, accounts chart, account chart type in addition to the detail accounts file, you can define the chart of accounts file for each company in the companies group; where you can define many types for chart of accounts such as commercial chart, manufacturing chart, service chart,...etc. NAMA supports also defining partners in an independent file including the accounts related to each partner and consequently; you can monitor the finance for each partner and launch the reports for each partner such as the profit ratios, and others.

### Effective mechanism for cost centers

While starting to implement NAMA system, the institutionalized entity is defined; where you can define all the companies, all branches in each company, departments, sections, in addition to analysis sets. These dimensions could be defined as cost centers; consequently, the customer for example in each company may have four cost centers. This provides a great flexibility while dealing with accounts, cost distribution, and regulatory aspects. This way, you don't not have to define an inventory account for each company, branch or section; rather, you can define one inventory account taking into account the defined dimensions or cost centers.

### Flexible rules for distributing on accounts

NAMA supports distributing values on accounts. In other words, you can affect on many accounts by different ratios upon affecting on other accounts. You can distribute these ratios manually, or automatically according to SQL queries. For example, the profit ratios could be distributed on the company branches according to the total sales of each branch, or salaries of the management employees could be distributed on the branches according to the profits of each branch. The accounting effect of NAMA system could be adjusted to be more dynamic and intelligent.

### Purchases elements and Miscellaneous invoices

NAMA supports defining purchases elements such as petty cash, workers tips, buffet requirements,..etc. These expenses are bought via miscellaneous invoice and let NAMA system to affect on the desired accounts automatically rather than having to create journal entries that require accounting experience.

### Comprehensive documentary cycle

NAMA provides all required accounting documents, where You can affect on the accounts and subsidiaries via the journal entries. You can also pay the due debt of vendors and customers via payment and receipt vouchers. NAMA provides also requests documents to issue payment and receipt vouchers based on them in addition to debit and credit notes.

### Full support for foreign currencies

You can define any number of currencies in addition to have the capability to change the exchange rate yearly, monthly or daily. You can also enter the exchange rate manually in NAMA documents such as sales invoices, purchases invoices, receipt vouchers and payment vouchers.

### Full integration with the other NAMA systems


Accounts documents integrate with the other NAMA documents. For example, you can pay the sales invoices via receipt vouchers, and purchases invoices via payment vouchers. NAMA allows paying the invoices either according to debt age arrangement, or by selecting specific invoices to be paid. Accounts documents integrate also with the Banks system; where, you can pay payment and receipt vouchers via commercial papers (cheques or bills of exchange).

### Reconciliation system for subsidiaries

As the bank reconciliation system supported by NAMA to compare between the enterprise statement, and bank statement; NAMA supports also a reconciliation system for any subsidiary account(customer/vendor/employees,..and so on). Via subsidiary reconciliation document, you can compare between the enterprise transactions of a customer and the transactions sent from this customer in order to make reconciliation between them.



## 1.3 Reports

- 
- *Balance Sheet*
  - *Income Statement*
  - *Subsidiary Trail Balance*
  - *Detail Trail Balance By Period*
  - *Trail Balance*
  - *Account Statement*
  - *Subsidiary Account Statement*
  - *Detail Account Statement*
  - *Account Chart Tree*
  - *Income Statement Compare*
  - *Trial Balance Total*
  - *Trial Balance Bal*
  - *Cash Flows Statement*



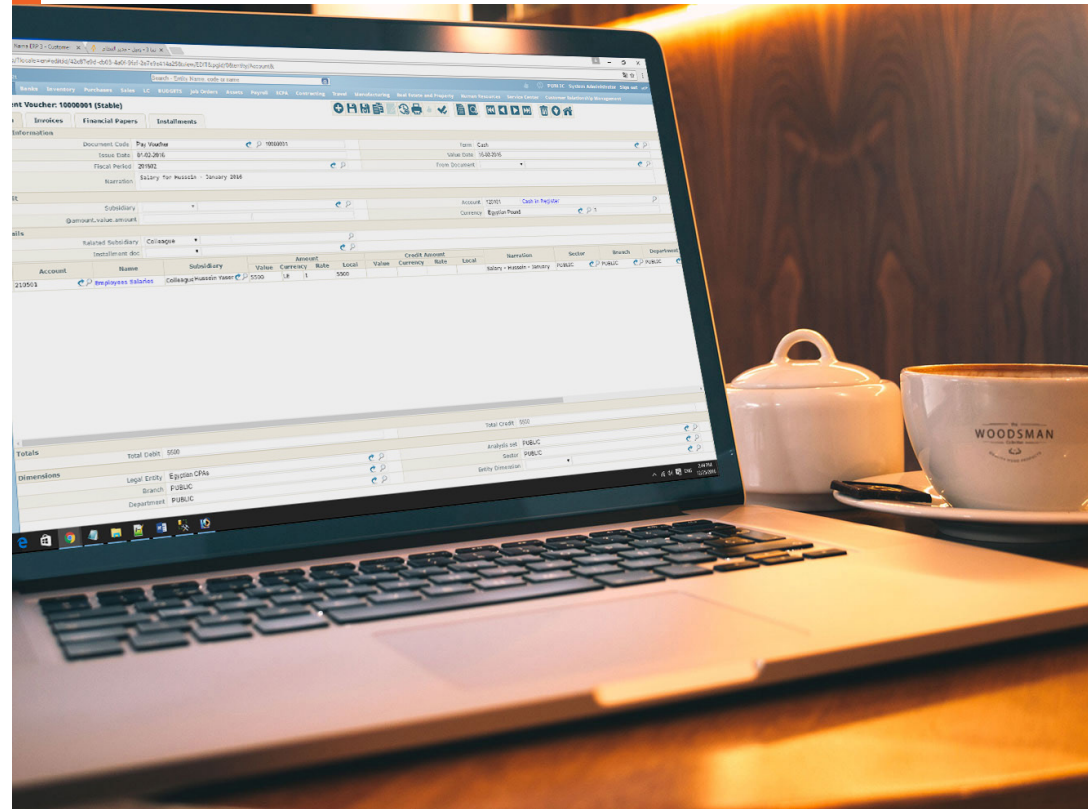


## 2.1 Overview

### RECEIPTS AND PAYMENTS

NAMA provides receipt and payment systems with all subsidiaries via receipt and payment vouchers. You can deal with any subsidiary such as customers, vendors, employees,..etc; so that you can pay the due invoices, and receive or issue commercial papers such as cheques and bills of exchange.

## 2. Accounts receivables & Accounts payable



## 2.2 Features

### Integration with sales and purchases modules

You can pay sales invoices via receipt vouchers, and purchases invoices via payment voucher, where you can pay the invoices either by the debit age arrangement, or by selecting certain invoices to be paid.

### Support Foreign currencies

NAMA allows user to pay invoices of customers and vendors by foreign currencies that may be differ from the invoice currency taking into account the currency rate, and then affects on the subsidiary by the same currency of its account .

### Define affected accounts

The document type of receipt and payment vouchers could be implemented so that the system affects on accounts of subsidiary, safe deposit, or any other account without any intervention by user; however, NAMA allows modifying the affected accounts by authorized users. NAMA also supports entering compound entries in receipt and payment vouchers in order to affect on multiple accounts.

### Support payment for commercial papers

Via the commercial papers tab screen, you can pay invoices or bills of exchange, where the commercial papers could be paid for a subsidiary account either by the arrangement of the paper due date, or by selecting certain papers to be paid. NAMA supports verifying the paper status while data entry and monitoring the balance of the document subsidiary account.

### Support notifications system

You can implement the system so that sending notifications for the different subsidiaries such as the approaching of payment due date , the client exceeded his credit limit and he has to pay, or any other notification. NAMA supports sending notifications via E-mails, or SMS.

### Documentary cycle for receipts and payments

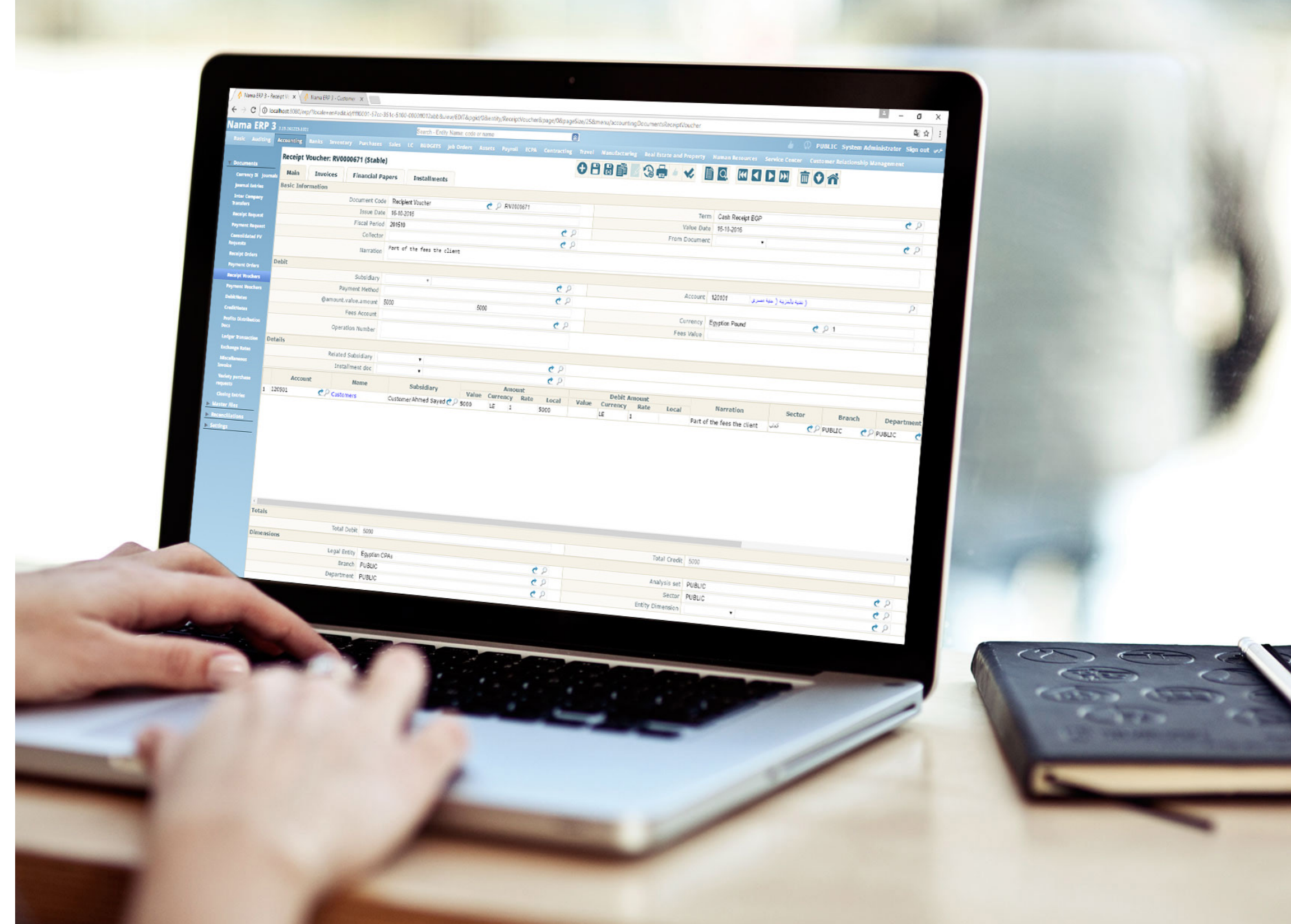
You can issue receipt and payment vouchers via other documents, where NAMA provides two documents for payment and receipt requests to support approval system. You can issue a receipt voucher based on a sales order, job order, receipt request,..etc. Likewise, the payment voucher could be issued based on a salary document, purchase invoice, payment request...etc.





## 2.3 Reports

- Journal Entries Statement
- Intercompany Transfers statement
- PVRV Documents
- Receipt Vouchers Requests Statement
- Receipt Vouchers Statement
- Payment Vouchers Requests Statement
- Payment Vouchers Statement
- Debit Notes Statement
- Credit Notes Statement
- Misc Purchase Orders Statement
- Misc Purchas Invoices Orders Statement





## 3.1 Overview

### BANK TRANSACTIONS

NAMA for banks system supports all banking transactions and the commercial papers such as cheques and bills of exchange. NAMA supports all transactions of the commercial papers such as issuing, receiving papers, collecting them, attaching papers in receipt and payment vouchers, inserting them in a bank portfolio, and monitoring their status with the capability of canceling them before collection. NAMA supports an effective systems for bank reconciliation, letters of guarantee, and bank transfers.

## 3. Banks & commercial papers



## 3.2 Features

### Comprehensive files for banking system

NAMA provides comprehensive files to record the following data:

- Infinite number of banks with detailed information for each one.
- Bank accounts with six accounts for each bank account. These accounts could be reached to 21 accounts for each bank accounts record.
- Commercial papers (Received, Issued) with detailed information for each paper.

### Documentary cycle to simulate commercial cycle

Initially, when transferring from a manual system, you can record all your commercial papers with the current status for each one (Issued, Received, in a bank portfolio, endorsed...), and then handling them via system documents until collecting or cancelling. You can attach any of received papers in a bank portfolio and track its status via the bank notice document, where it can be collected, rejected or cancelled with recording the cancel method such as replacing it by another paper or journal entry or receipt document.

### Full integration with receipt and payment vouchers

You can pay the payment and receipt vouchers via the commercial papers (cheques or bills of exchange). With receipt and payment vouchers, you can pay a sales invoice and a purchase invoice by one or many commercial papers. This can be done via financial papers tab screen in the payment or receipt vouchers taking into consideration all commonly paying methods such as endorsing a received document in a payment vouchers.

### Bank Reconconciliations

Via bank reconciliation system, you can compare between bank statement and the enterprise statement in order to reconcile the balances in both statements. Bank reconciliation system is an effective tool to match the accounts of bank and enterprise in a simple way for users, where you can import an electronic file for bank statement to be compared with the enterprise statement. The matching process could be done manually or automatically according to the matching rules that are previously defined by the enterprise such as the allowed difference in date, amounts, and the number of matched letters in order to reach to a final reconciliation accurately.

### Letter of guarantee

NAMA provides an effective system for received and issued letter of guarantee with detailed information for all transactions of each letter. NAMA supports all types of guarantee such as primary, finally, paid in advance and maintenance letter of guarantee. NAMA supports also letter of guarantee either fully or partially covered in addition to the capability of increasing the guarantee value and partially or fully liquidating for the guarantee value.

### Bank transfers

NAMA supports separating the bank transactions from entry, receipt, and payment vouchers. You can use bank transfer documents to deposit the employees' salaries or transfer cash from bank to another and so on.

### 3.3 Reports

- Cheques List within period
- Receivable and payable statement within period
- Cheques Under Collection Statement within period
- Letters Of Guarantee Statement within period
- Bank notes statement within period
- Bank notes statement within period (per note type)
- Bank transfers statement within period (per bank)
- Bank deposits statement within period (per bank)
- Bank reconciliations statement within period (per bank)
- Deviation percentage from bank reconciliation





## 4.1 Overview

### Budgets

NAMA supports creating an estimated budget for any of enterprise accounts for any period defined in the fiscal year. User can compare these estimated budgets with actual balances in order to have information about the deviation between actual and planned balances. NAMA supports also creating sales budget for items and compare between planned and actual sales for any item.

## 4. Budget & Forecast



16

## 4.2 Features

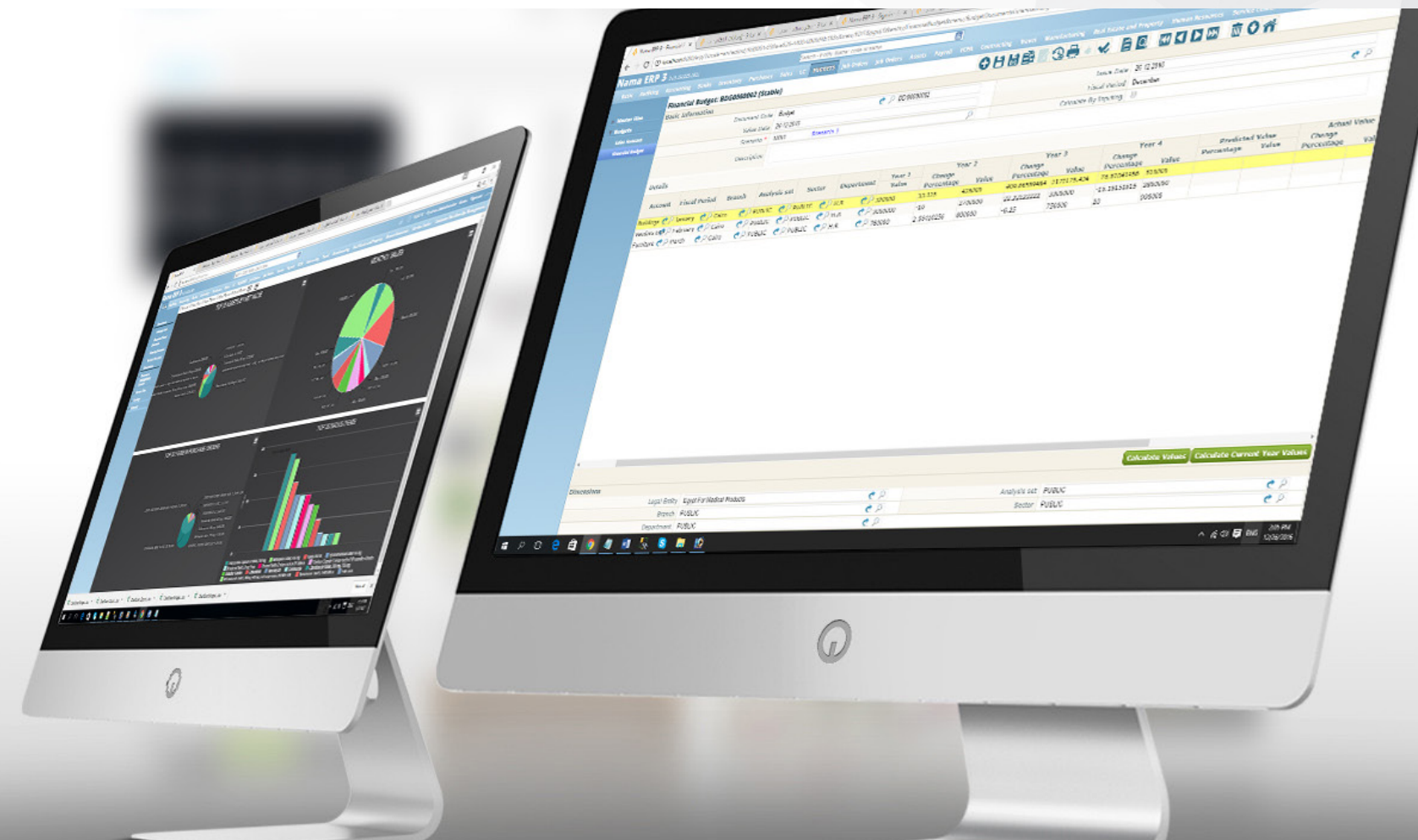
### Flexibility for defining budgets

NAMA provides a special menu for budgets. You can define a scenario to planned budget for purchases account, salaries account, or any other account per year and per month. You can define the account budget for a certain cost center or many cost centers. You can also adjust the system such that the account value does not exceed its budget.

For example, You can prevent user from issuing purchases invoices that exceed the purchases budget within a specific period.

NAMA also provides defining a budget (forecast) for items of the sales for a specific item and a group of items (such as drugs or chemicals). You can define many scenarios per customer or salesman to record the expected sales amount for each item (or a group of items) at the level of a specific period or any of defined cost centers such as department, section.

NAMA provides a mechanism to calculate the cost of the budget items, and then the expected profit.



17



# 4.3 Reports

- Statement of defined scenarios
- Statement of defined budgets (Sales budgets, financial budgets)
- Deviation percentage of budget(s) per month





## 5.1 Overview

### FIXED ASSETS AND CUSTODIES

Fixed assets are characterized by a special nature as they have a tangible physical entity, and they are acquired for use not for sale, and also the useful life for fixed assets remains for years and their values should be reduced periodically in order to reflect the current values. NAMA supports all fixed asset phases including purchasing, periodic depreciation, transferring, replacement, maintaining, and disposal.

NAMA supports dealing with some assets as custodies with employees in addition to monitoring them via comprehensive documents cycle.

## 5. Fixed assets and custodies



## 5.2 Features

### Comprehensive file for each asset

NAMA supports a comprehensive file for each asset including its serial number, location, insurance information, custody, warranty terms, in addition to a large number of accounts including the asset account, depreciation account, and accumulative depreciation account. Via this file, NAMA also, displays instantaneous information for asset according to its documents such as purchasing value, production date, the current status of its depreciation, the information of the asset as a custody with full statement for the assigned employees from the acquisition to the disposal of assets, and statistical data for the asset such as useful life, remaining life, and the date of last depreciation.

### Organizational environment for assets

While implementing NAMA system, the organization of the entity is defined including the companies, branches, sectors, departments, and analysis sets. user can define these regulatory titles as cost centers; consequently, each asset in the company may have four cost centers. This concept provides a great flexibility for assets accounts and regulatory issues. This way, user does not have to define building account for each branch, sector, department. rather; one building account could be defined and affected taking into account the different cost centers. in addition to the regulatory environment; NAMA supports a comprehensive file for the fixed assets types such as cars, machines, equipments..and so on, as well as another file allocated to fixed assets locations.

### Full integration with the other NAMA systems

Fixed assets integrate with account system. For example, the system allows defining many accounts for each asset including asset account, depreciation account, and accumulative depreciation account. For another example, fixed assets integrates with human resources as user can define the asset as a custody with any of the company employees.

### Simulation for actual procedures

NAMA supports all fixed assets procedures via a comprehensive documentary cycle. where it supports the following procedures:

- Purchasing assets
- Recording existing fixed assets
- Transferring assets between the entity locations
- Re-Evaluating Fixed assets
- Efficient mechanism for depreciation and disposal

### Fixed assets maintenance system

NAMA supports an efficient and flexible system for fixed assets maintenance via the following mechanisms:

- Different maintenance types
- Planed Schedule for fixed assets maintenance
- Monitoring maintenance process
- Taking document for fixed assets and custodies in different locations

### Custodies system

Some expenses such as computers, mobiles and uniforms may not be considered as fixed assets; rather, they could be considered as custodies with employees. NAMA supports employees custodies with actual simulation of reality. NAMA supports also:

- Comprehensive file for custody
- Documentary cycle for all custody issues



## 5.3 Reports

- Fixed Asset Details
- FA Depreciation Total
- Fixed Asset Consolidated Trial Balance
- Fixed Assets Depreciation Details
- FA Depreciation statement
- General Custodian Details
- FA Addition & Deduction statement
- FA Properties Documents statement
- FA Purchase Documents statement
- FA Purchase Requests statement
- FA Purchase Orders statement
- FA Receipt Documents statement
- FA Disposal Documents statement
- FA Opening Documents statement
- FA Taking statement





Cutting-edge Business Software <sup>TM</sup>  
**NAMASOFT**

*www.namasoft.com*

### ● Egypt

*NamaSoft Egypt*

📞 (+202) 376 15 120 / (+202) 376 15 120

📱 (+20 ) 100 6011 269 / (+20 ) 100 2653 880

✉ info@namasoft.com

### ● Saudi Arabia

*NamaSoft Saudi arabia*

📞 (+966) 114 922 213

📱 (+966 ) 53 9147 179 / (+966 ) 50 1952 624

✉ info@namasoft.com

### ● Kuwait

*Asfon Innternational*

📞 (+965) 5063 4517

📱 (+965) 2261 3104

✉ info@exceed-erp.com