

Cutting-edge Business Software
NAMASOFTTM



Supply Chain
Management System

NAMA ERP

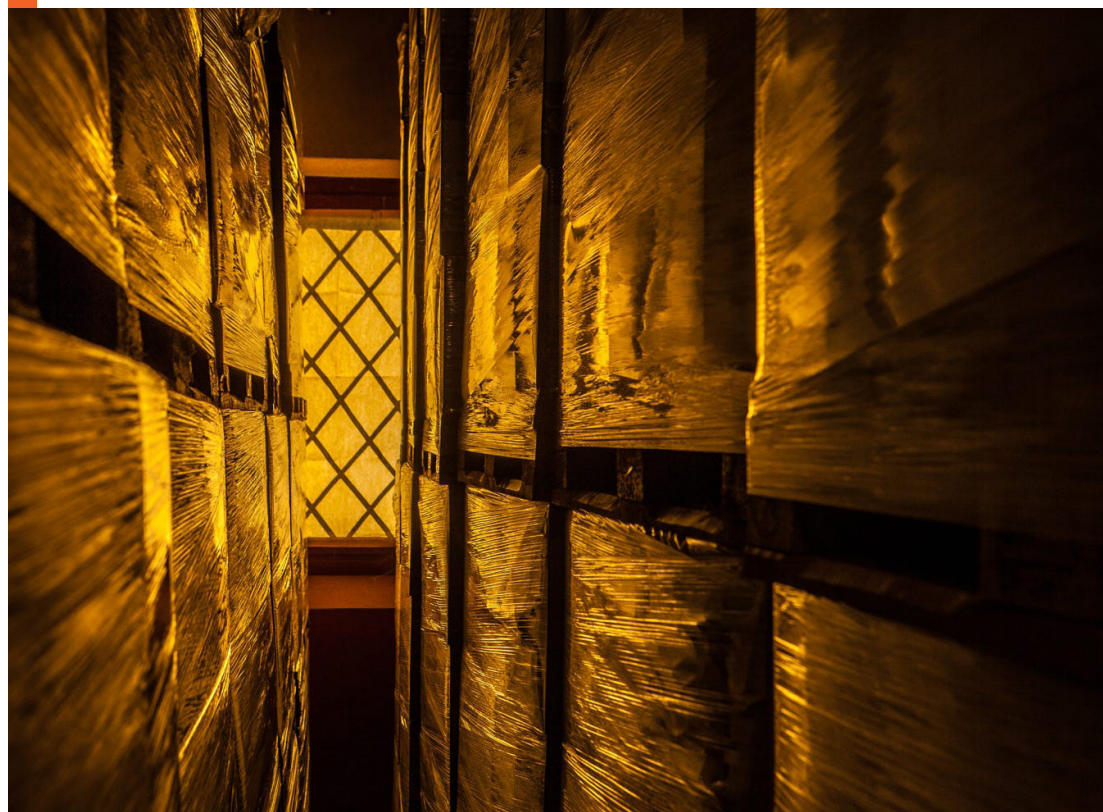
Enterprise resource planning

1.1 Overview

Inventory

Inventory system is one of the most comprehensive systems of NAMA, where inventory system provides detailed information about quantities, nature, and transactions for each item. You can define infinite number of warehouses that may contain infinite number of locations. NAMA provides all documents required for issuing, receiving, and transferring items, as well as the withdraw rules from warehouses, automatically generating for inventory documents, and many other capabilities supported by NAMA.

1. Inventory Management



1.2 Features

Comprehensive record for each item

NAMA provides a huge information that defines specifications and setting for each item such as the capability of defining any number of units for the item along with allocating a default unit for both sales and purchases. You can also define allocated codes for the same item; where, for each item, you can allocate a code for each customer so as to be the same code that defined in the customer's invoices. NAMA supports defining a commercial policy for each item such as the availability of selling, purchasing, returning, and manufacturing; in addition to the storage policy such as the minimum quantity, maximum quantity, and order limit of the item. You can also define versions, sizes, colors, and many other information for each item.

Documents cover all stock activities

NAMA provides all documents that are required in the storage policy such as the documents of receiving, issuing, transferring, assembling, reserving, delivering, opening stock, cost re-evaluating, Initial receipt, stock receipt inspection, receipt additional cost, in addition to the requests documents for receipt, delivery, transfer, and others. All these documents are integrated with each other so that you can issue a document based on another one logically such that issuing a stock receipt voucher based on a stock receipt request.

Automated coding for items

NAMA provides an automated coding system for items, where you can define the items characteristics in items categories file and let NAMA generates the items codes in the items file including items names in an intelligent way inspired from the items information entered before in the items categories file.

Effective and powerful system for costing

Before implementing NAMA system, you can choose the costing method to be applied. NAMA implementers will guide you how to apply this method. NAMA developers paid a great attention to costing process as it indicates how much profit or loss specially in manufacturing activities. You can adjust the average cost so as to be at the level of company, warehouse, location, department and section. The cost may be also at the level of item type such as batch no, size, version, and color in order

to have an average cost for each item type. You can also generate "Additional receipt cost" documents to charge the item cost by any additional cost such as shipment cost, customs, taxes, or any additional expenses. These additional cost could be distributed manually or according to weight, quantity, ..etc. The cost of the free item could be defined by any costing way according to the enterprise's perspective.

NAMA system does not wait for posting documents in order to calculate the items cost, as you don't have to post documents with NAMA; rather, the cost are calculated upon saving documents. NAMA also recalculates the items costs upon modifying or deleting any old documents or even adding document by previous dates taking into account the documents arrangement and its affect on the average cost.

Furthermore, NAMA has variant methods to charge each item by the real cost; where you can generate Re-evaluate documents to change the item cost for any reason. NAMA also affects on the item cost upon changing the discounts of previous invoices and consequently re-evaluates the invoices discounts in order to automatically change items costs to reflect the new discounts.

Full system for assembly items

NAMA supports an effective and powerful system for assembling items components. You can assemble the same item by different methods according to the components to be assembled. NAMA provides a special file for components. For example, the processor as a component in the assembly item computer, you can define infinite number of processors such as Cor i3, Cor i3, Cor i3; consequently, when inserting the processor as a component in the computer, NAMA lets the user choose the required processor type. You can also define mandatory and optionally components for the assembly item in addition to determining quantity, size, color, version,..etc. while adding each component; consequently, each assembly item may have infinite number of assembly methods according to the assembled components. NAMA allows user to generate assembly documents; where you can define the required quantities of assembly items to automatically generate stock issue vouchers for the components of these items with the parameters previously defined in assembly items. NAMA allows user to add additional expenses that required for assembling process.

Rules for generating inventory documents

With NAMA, you don't have to define the inventory transaction cycle each time; rather, you can define infinite number of rules for generating inventory documents in order to be applied automatically according to specific parameters. For example, you can define a rule to generate a transfer document from a specific warehouse as soon as receiving items in this warehouse from another one according to the items quantities or items types. You can customize any rule according to the work nature.

Accurate stocktaking system

In addition to the perpetual inventory system that allows you to have instantaneously knowledge about quantity, cost, and profit for each item, NAMA supports also an accurate system for stocktaking procedures. Initially, you define warehouses for which you will perform stocktaking and enter the actual quantities. NAMA calculates the differences between the actual quantities and the accounting quantities to generate the stock receipt, stock issue and accounting entry vouchers required to adjust the warehouses quantities. NAMA also simulates the actual conditions for stocktaking; where users usually discover that there are some missing documents not created before stocktaking procedures, or there are documents that have incorrect data will have a great effect in the inventory value. In these cases, you can create missing

documents or modify incorrect documents and attach these changes to the ended stocktaking; consequently, affect on the inventory accounts, and quantities rather than having to re-perform all stocktaking procedures and suspend users again.

Tenders system

NAMA supports tenders system; where the company may have tenders with some customers; consequently the items may have prices for these customers different from defined prices in the system. For example, items included in the tender may be sold by 90 Riyals, while it may be sold by 100 Riyal out of the tender.

Applying quality standards

You can apply quality standards for received or issued items. This feature is very important, especially with manufacturing activities. Via check lists, you can test the items and then accept or reject these items. Quality tests could be performed via Quality control documents that are allocated to apply enterprise quality standards. NAMA also provides Quality assurance document to assure that all quality steps have been performed correctly.



1.3 Reports

- *Stock quantity with cost*
- *Items movement statement within period*
- *Warehouse balance statement*
- *Items List View*
- *Items movement statement with cost*
- *Slow movement items within period*
- *Items profit within period*
- *Warehouses statement*
- *Warehouses Locators statement*
- *Stock receipt requests statement within period*
- *Stock receipt documents statement within period*
- *Stock issue documents statement within period*
- *Stock issue documents statement within period*
- *Initial Receipt documents statement*
- *Receipt Inspection documents statement*
- *Receipt Additional Cost documents statement*
- *Assembly Documents statement*
- *Required items quantities to collect specific quantity of assembled item*



2.1 Overview

PURCHASES

Purchasing process is the first step for any commercial cycle as it is the source of the cost; therefore, NAMA supports an efficient and flexible purchasing system. where you can display the statistics of purchases and vendors at any time. You can also, monitor the purchases process and instantaneously have information about the enterprise requirements

2. Purchases management



2.2 Features

Comprehensive file for vendors

NAMA provides a comprehensive record for each vendor containing all information including basic info such as vendor code, name, and department..etc; and contact information such as the vendor address, the policy of returning, replacing and the contract conditions. NAMA supports also defining up to twenty accounts for each vendor. Via vendor record, you can attach the copies for any number of documents such as agreements and letter of credits in addition to the ability to enter any number of notes.

Comprehensive purchase cycle

NAMA provides all documents required for any purchases cycle. The system supports purchases requests required by vendors, purchase quotations, purchase orders, as well as purchase invoices and purchase returns. You can issue a purchase document based on other document logically such as a purchase invoice based on a purchase quotation, or a purchase return based on a purchase invoice.

Full support for all payment systems

NAMA supports all payment systems such as cash, credit. You can also apply installment payment system via “Payment Schedule Templates” supported by NAMA in order to pay the goods value via scheduled installments as well as defining the period and value of each installment.

Purchase cost as it should be

NAMA supports charging the purchases by any additional cost; where you can add additional receipt costs and expense items to the purchase invoice. These additional costs such as shipments, customs, and gratuities of workers, ..etc.

Instantaneous statistics for purchases

Via dash board supported by NAMA, you can have instantaneously statistics for the purchases per each item, vendor, branch, ..etc.

Purchase trade agreement

You can define a purchase price per item or vendor via purchase price list supported by NAMA. You can also determine purchase price in the purchase invoices based on purchase quotations defined before. On the other hand, NAMA supports many systems for discounts in the purchases documents; where discount could be defined per vendor or per item taking into account department, item’s category, date,..and so on.

Work flow for purchases cycle

Work flow system of NAMA could be applied in the purchases cycle and any other module. For example, you can restrict purchases invoices by the approval of the direct manager, or approvals of many managers. These approvals could be even per items, where NAMA supports approval for each item according to specific parameters such as quantity, price, and discount.

Flexible system for enterprise requirements

At any time, you can monitor all items that reached to the order limit or those items that approximately finished at the level of warehouse, department, branch, section, and company.

Purchase authorities

It is a very important to have a strong system for pricing and discounts; where a lot of enterprises require hiding purchases prices and discounts from data entries; consequently, data entry don’t have to enter purchases prices; As the cost of items considered confidential information that should not be viewed by any user. NAMA supports a strong system for purchasing authorities.

Full integration with accounts and warehouses

Purchases system has full integration with account system, where purchases documents could be implemented to affect on any accounts including the accounts of vendors, brokers,...etc. You can define the entries that are resultant from purchases documents by any accounting system supported by the enterprise. NAMA also supports accounting effect at the level of each invoice item. Purchases integrate with the inventory system. For example, stock receipt vouchers could be generated automatically upon saving the purchase invoice; and consequently affecting on inventory quantities, and items costs. Likewise, stock issue vouchers could be automatically generated upon saving the purchases returns. NAMA supports receiving items in many warehouses upon issuing a purchase invoice, and also issuing items from many warehouses upon issuing purchase return.

2.3 Reports

- Reports will be designed according to customer desire
- Purchases and returns movement statement
- Purchase Orders Details
- Purchases documentary flow
- Suppliers Statement
- Purchase Price Lists Statement within period
- Payment Schedule Templates Statement
- Purchase Requests Statement within period
- Consolidated Purchase Requests Statement within period
- Purchase Quotation Requests Statement within period
- Purchase Quotations Statement within period
- Purchase Orders Statement within period
- Purchase Invoices Statement within period
- Purchase Returns Statement within period



3.1 Overview

LETTER OF CREDITS

The import process and Letter of credits have a special nature; where the letter of credit may be received on many shipments, and within several periods; therefore Letter of credit system requires a strong and effective system in order to monitoring the cost of shipments including the expenses paid by the company until closing the letter of credit and costing all imported items. At the same time, the system should allow selling the imported items before reaching to the final cost. NAMA system covers all letter of credit procedures such as Letter of credit opening request, issuing a Performa Invoice, monitoring all imported shipments, expenses spent in details, closing the letter of credit and preventing users from issuing transactions for it.

3. Letter of Credit



3.2 Features

Comprehensive data for letter of credit and expenses items

NAMA allows recording all letter of credit information including bank info, correspondent bank, vendor, account currency, shipment data, delivery, insurance, customs, letter of credit types and accounts, in addition to the items of planned shipments, and the delivery date for each of them. NAMA also allows to define infinite number of costing methods in order to distribute the letter of credit cost on the items by any way such as by value, weight, quantity, or by manual distributing.

Supporting for all letter of credits types

NAMA supports all letter of credits types; such as confirmed letter of credit, not confirmed, fully recovered, partially recovered, promoted,...and so on. NAMA also supports all shipments policies, opening the letter of credit by any currency, and receiving any number of shipments; Furthermore Letter of credit value could be reduced or exceeded.

Full coverage for letter of credit procedures

NAMA supports all documents required to perform all letter of credit procedures such as LC opening request in order to open a letter of credit in the bank, Performa invoice that contains the letter of credit items at the beginning of the contract. Via this Performa invoice, user can enter the purchased items, their quantities, prices, specifications,...and so on. Through this invoice, you can also define the payment method and the details of payments to be paid to the vendor. Through the expense document, you can record all expenses of the letter of credit in order to be distributed on the purchased items. Via LC cost documents, NAMA collects the stock receipt documents and expense documents for each LC shipment in order to calculate the final cost for each item according to the item quantity, expenses, and the distribution method

Full tracking for letter of credit procedures

NAMA supports all procedures of the letter of credit via a special file named LC action; where you can record the arrival of the insurance policy, shipment policy, promote actions, Customs Clearance, or even cancelling the letter of credit. Through recording these procedures, you can launch all reports to recognize the letter of credit status and all its details with the vendors or any official party.

Monitor the letter of credit Instantaneously

As soon as issuing the LC cost document, NAMA costs the items of the letter of credit and close it so as to prevent adding any additional costs. But waiting till receiving all shipments and recording all expenses in order to calculate the final cost seems illogical; especially the enterprise needs to sell the received goods and determines the prices according to the final cost; therefore, NAMA provides a mechanism to cost the received shipments instantaneously according to stock receipt and expenses documents. This technique allows user to have online information for the items costs according to received items and spent expenses.

Reverse expenses to reduce costs

The vendor sometimes returns some of goods value because of the lack of required quantity, or non-compliance of the agreed specifications. In these cases, you can record an expense for this cost but by negative value; therefore, the vendor will be credit rather than debit. Recording a negative value for the cost allows the enterprise to get any expenses back from the vendor. This is a good way rather than issuing adjustment entries or modifying the letter of credit data which consequently changes the financial statements.

3.3 Reports

- LC documentary flow
- Letter Of Credits details
- Letter Of Credits Statement within period
- LC Proforma Invoices Statement within period
- LC Opening Requests Statement within period
- LC Opening Documents Statement within period
- LC Expenses Documents Statement within period
- LC Costs Statement
- LC Actions Statement



4.1 Overview

SALES

The sales process and its profitability are considered the main objective of any commercial activity for decision makers and companies stockholders. Sales system of NAMA was designed so as to support many sales systems including pricing systems and sales offers in addition to monitoring sales transactions and its statistics instantaneously; the matter which serves the decision maker efficiently and effectively.

4. Sales management



4.2 Features

Comprehensive file for customers

NAMA provides a comprehensive record for each customer containing all information including basic info such as customer code, name, and department..etc; and contact information such as the customer address, shipment address in addition to credit limits. NAMA supports also defining up to twenty accounts for each customer. Via customer record, you can attach the copies for any number of documents such as agreements and letter of credits in addition to the ability to enter any number of notes.

Comprehensive sales cycle

NAMA provides all documents required for any sales cycle. The system supports sales requests required by customers, sales quotations, sales orders, as well as sales invoices and sales returns. you can issue a sales document based on other document logically such as a sales invoice based on a sales quotation, or a sales return based on a sales invoice,.. and so on. You can also monitor the sales cycle details from related documents tab screen for sales invoice or sales return.

Full support for all payment systems

NAMA supports all payment systems such as cash, credit, as well as payment via credit card such as visa card, master card, and others; furthermore, you can pay via many methods in the same sales invoice. you can also apply installment payment system via “Payment Schedule Templates” supported by NAMA.

Unbelievable pricing and quotations systems

You cannot recognize the power extent of pricing and quotations systems of NAMA system without having previous experience in other systems; where you can define many pricing lists for each customer and link these prices by specific dates in order to apply these prices according to specific parameters. NAMA supports price quotation system to apply discounts and free items per item, invoice, or customer taking into consideration the item quantity, sale date, ...etc. NAMA also supports the sale points system. All these systems could be applied according to defined rules regardless the degree of complexity.

Sales authorities

NAMA supports any sale authority regardless the degree of complexity. For example, some items could be sold only in determined branches, departments, sections or by specific sellers. Discounts authorities and discount percentage could be defined per employee, job, customer,..etc. NAMA allows hiding any information such as prices or discounts from data entry. On the other hand, you can define any conditional authority regardless its degree of complexity. For example, selling below cost could be limited for specific users Another example, invoices whose values more than 50000 Riyals could be issued by sales managers only.

Work flow for sales cycle

Work flow system of NAMA could be applied in the sales cycle and any other module. For example, you can restrict sales invoices by the approval of the direct manager, or approvals of many managers. These approvals could be even per sold items, where NAMA supports approval for each item according to specific parameters such as quantity, price, and discount. you can imagine that an invoice that includes ten items may require ten approvals from 10 different persons.

Full integration with accounts and warehouses

Sales system has full integration with account system, where sales document could be implemented to affect on any accounts including the accounts of customers, salesmen, collectors,..etc. On the other hand, NAMA allows affecting on many different accounts for each invoice item, where the item price may affect on a specific account, while each discount of invoice discounts – up to 8 discounts – may affect on a different account.

In addition to the automatic and manual effect on warehouses by sales invoice, NAMA supports also the intelligent withdraw from warehouses. in other words, NAMA supports withdraw from the nearest warehouse, and if there is no enough quantity, the withdraw will be from the next nearest warehouse, and so on. The withdraw priority could be defined by any rules defined by user.

4.3 Reports

- Customers Net Sales
- Sales Invoices And Returns
- Sales statistics per sales man
- Sales details
- Monthly sales
- Sales documentary flow
- Non-invoiced sales orders
- Sales Orders Statement
- Sales Price Lists Statement
- Sales Offers Statement
- Sales Invoices Details With Payments
- Sales Invoices With Paid And Remaining
- Sales invoices profit



5.1 Overview

QUALITY SYSTEM

NAMA supports quality system for inventory and manufactured items, where you can use the quality control system to apply the quality standards, or the quality assurance system to insure that quality process has been followed.

5. Quality Control



5.2 Features

Applying Quality Standards

NAMA allows applying quality standards for received and issued items. This feature is very important, especially with manufacturing activities. Via check lists, you can test the items and then accept or reject these items. Quality tests could be performed via Quality control documents that are allocated to apply enterprise quality standards. NAMA also provides Quality assurance document to assure that all quality steps have been performed correctly.

NAMA supports applying quality standards in both inventory and manufacturing

modules, where received and issued items could be accepted only after passing the quality standards and assuring that all quality processes have been performed according to the work flow applied in the system.

Quality standards could be applied also for each production order in the manufacturing module, where the finished products could be accepted in warehouses only after passing the quality standards. You can apply the quality standards in each operation in the production so that rejecting the product and returning it to the previous operation when it does not pass the quality standard related to each operation.



5.3 Reports

- Reports will be designed according to customer desire
- Quality control list
- Quality control documents within period (QC requests, QC documents)



6.1 Overview

POINT OF SALE

Point of sale system is distinguished by an environment that completely different from that environment of Back-office applications; therefore, the development company has to design a flexible, learnable system, and does not allow human mistakes as possible or any deceits from users. in addition to that, POS system should respond in very quickly and cope up with the peak hours in view of the nature of working environment.

6. POS



6.2 Features

Flexibility of use and speed of response

NAMA provides a set of features that lead to issuing invoices in a minimum time, where the system allows temporarily holding an invoice, deleting items, cancelling an invoice, editing prices and discounts according to the authorities given for cashier. NAMA also allows inquiry for any item to have information about price, expiry date, available quantity, ...etc; without having to cancelling the current invoice. In addition to that, user can repeat the previous item via a shortcut key, or inserting it again by negative to delete its effect if the user has no authority to delete it.

Full support for all POS peripherals

NAMA supports all peripherals of POS such as Pole display, keywords, cash drawer, barcode reader, slip printer, and credit card machine; Furthermore, the development company can provide solutions for any modern device may be imposed by market.

Unlimited authorities

NAMA fundamentally has a very powerful system for users authorities, where user may have authority at the level of each field; but POS system as it has a specific nature; the cashiers and POS operators must have special authorities under strict monitoring; therefore, the actions such as editing prices and discounts, cancelling invoices or returning it, cash counting of registers, cash withdrawal, and payment via credit cards should prevented as a default, and any of these actions must require a prior authority for the user. NAMA provides all authorities for these actions to be given to users according to the trust degree granted for each of them. In addition to that, if the user has no authority to do something, he can ask any other employee that has this authority to do it. For example, customer may try to return an invoice or any other action without having the required authority. In this case, the system allows an authorized person to perform this action upon inserting his logging information.

Support different payment types

NAMA supports credit sale, and payment by foreign currency in addition to credit card payment. User can also pay an invoice by many credit card types. This way, user has a great flexibility in the payment process. In addition to that, NAMA issues the journal entries to discount the banks commissions from the credit card values according to the commission discount of each bank.

Shifts management system and data transfer

NAMA provides a system for the shifts management that works with many machines, in addition to the ability to exchange cashiers in the same shift without affecting on the

authority or the collection value for each of them. On the other hand, the transactions of the shift are transferred automatically to the back-office POS module of NAMA upon closing the shift; and consequently, affect on the customers sales, their balances and monitor their credit limits, the statistics of cashiers, salesmen, and any other interested information. The system transfers any changes like new items, new customers or any prices modifications from back-office module of NAMA to the POS automatically without any intervention by users. This data transfer could be scheduled to be done every minute or any time defined by admin. NAMA also allows user to transfer a specific invoice to the back-office without having to wait until closing its shift for any reason. You can control the way of transferring data such as transferring all invoices related to one customer or salesman into one invoice in the back-office system. Also, you can implement the system to collect POS invoices so that each transferred invoice contains 30 thousands of sold items, for example, or any other configurations required by the customer.

Simple and efficient cash count system

Upon issuing a new invoice, the system updates the balance of cash drawer. While closing the shift, NAMA compares between account and actual balances to display any discrepancies. The shortage of cash drawer could be automatically posted on the cashier account.

Receipts and payments from POS

In addition to issuing the POS invoices, you can pay cash to an employee or a vendor, and receive cash from the debit customers. You can switch to a simple payment or receipt screen via one of POS shortcuts without affecting on the current invoice.

Flexible returns system

NAMA allows returning a POS invoice or some its items according to the cashier authorities. If the cashier has no authority to return invoice, delete some items or perform any other action, an authorized person can simply login to POS and perform the required action. On the other hand, the system allows authorized cashier to issue a replacement invoice to replace some or all the invoice items with calculating the difference value from or to the customer.

Invoices printing as it should be

In addition to supporting all types of slip printers, you can control the form of the printed slip in terms of displaying prices, the enterprise logo, or any other information. You can also define many forms to exchange between them.

6.3 Reports

- Reports will be designed according to customer desire
- Registers statement (per currency, locator)
- Current open shifts statement
- Finished shifts within period per register
- POS receipts within period (per cashier, shift, register, customer, vendor)
- POS Payments within period (per cashier, shift, register, customer, vendor)
- POS sales within period (per shift, item, customer, salesman, cashier, register, cash, debit, credit card)
- POS returns within period (per shift, item, customer, salesman, cashier, register, cash, debit, credit card)
- Total credit card payments within period (per credit card, bank, customer, cashier)
- Tables list (taken and not taken)
- Statement of replaced items within period (per shift, period, register, cashier, customer)
- POS customers statement
- POS items profit within period
- Deficit and increase statement within period
- POS debit statement
- Trial balance for POS customer up to defined date



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