SAJAYA®

Service Enterprise Resource Planning

System
Management

CRM /
Operations
Management

Financial
Management

Fixed
Assets
Management

Human
Resources
Management
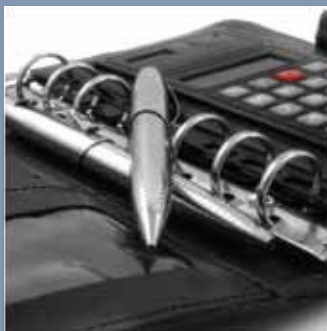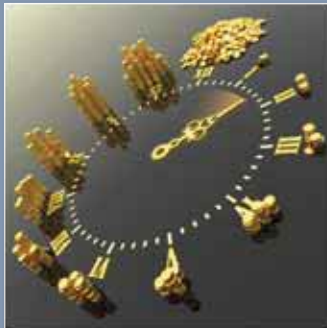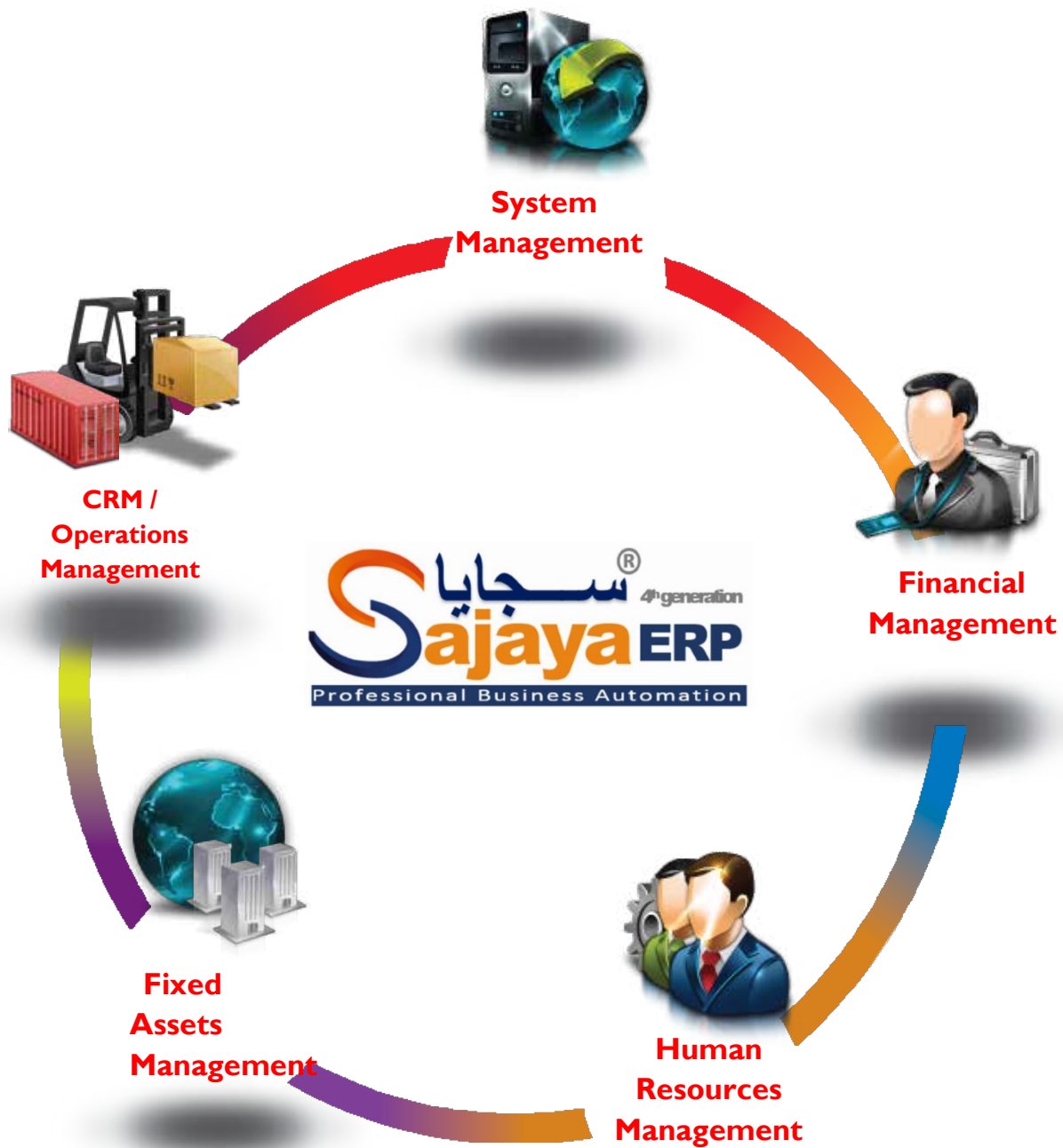
Dear customers…we are always standing beside you.
SAJAYA ® System focuses on fulfilling your special needs in the information technology filed, and arranging commercial, industrial, service operations to provide business solutions and support decision making. All that through high quality modules and programs combined with commitment to implement them through practical and scientific methodology by experts ready to work in all times and ready to deal with all business environments.

Financial Management Module

Works on registering enterprise financial transactions, controlling cash flow, following up enterprise revenues and expenses, thus help in making right decisions and ensure goals achievement.

Main Programs: General Accounting, Banks and Cash, Receivables, Payables, Cost Centers, and Estimated Budgets.

Operations Management Module

Aims to control inventory and ensure enterprise readiness for providing goods, managing Transactions of inventory, sales and purchases. Also provides comprehensive and detailed reports about all these transactions, thus ensure implementing enterprise strategic plans successfully.

Main Programs: Inventory Management, Sales Management, Purchasing Management, Price Lists and Promotions.

Assets Management Module

Aims to provide tight control over enterprise

Owned or leased assets, follow up all transactions related to assets i.e. selling, purchasing, retiring, mort-gaging, maintaining,…etc. also it documents all the financial effect of these

Transactions on the enterprise accounting and financial records.

Main Programs: Assets Records, Assets Maintenance, and Assets Accounting.

Production Management Module

Plans and manages production processes through defining the required raw materials, formals, human resources…etc. Also it specifies production process cost and duration with providing comparisons between estimated and actual costs.

Main Programs: Production Planning, Production Processes, Production Costing, and Quality Control.

Human Resources Management

An advanced module manages all related issues to enterprise employees i.e. attracting, interviewing, hiring, training, paying financial dues…etc., it also provides comprehensive records about all these transactions, and arranges employee's appraisal processes to ensure

Proficiency and efficiency.

Main Programs: Planning & Employment, Personnel, Payroll, and Training & Appraisal.

Specialized Solutions

SAJAYA® provides many customized programs cover wide range of most enterprise transactions in order to automate all enterprise business and activities.

Main Programs: Education Management, Car Rental, Earth works Calculation,…etc.

Purchasing Management

Program in **SAJAYA**® system provides flexible integrated tools for managing all purchasing operations and transactions starting with orders requirements and ending up with invoices synchronized with enterprise internal system through identifying group of selected constants and providing the required reports about purchasing department performance.

▸ Main Functions

• Issue price offer's requests from vendors, transfer them to purchase orders, and receive purchasing invoices, or receipt vouchers accordingly.

• Register material's purchasing invoices, identify differences between the issued purchase orders to vendors, and the received materials in warehouses, and goods invoices issued for the enterprise.

• Register invoices of purchased materials, shipping and delivering from vendors; compare them with the estimated expenses which were calculated for the received materials, and apply the required modifications on the cost in case there were any differences between the actual expenses and the estimated ones.

• Issue reports and inquire about enterprise vendors, purchased materials, related expenses, and their working date in the enterprise in details.

▸ General Features

Materials Costing: This program works on materials costing at receiving time with registering these materials in warehouses and documenting all the related costs by saving receipt vouchers or invoices, but if these data were not available; the program works on estimating and registering costs, then matching those estimated cost with vendors invoices; with ability of re-costing the available goods and distributing expenses on level of materials price or quantity.

Price Offers Requests: Issue prices offers for vendors about the needed materials, specify each offer status, define several types of price offer vouchers, and link them with users and warehouses, also give vouchers special numerical sequence to facilitate following-up enterprise issued offers.

Purchasing Orders: Voucher type allows issuing and registering external purchasing orders according to the issued price offers from enterprise, and the internal purchase orders from sales department, it also orders the unavailable materials in warehouses.

Receiving Invoices and Goods: Vouchers allow receiving goods without invoices, registering them in warehouse, then receiving invoices later on, linking them with the previously received goods.

Purchases Contracts: Voucher type allows registering purchase contracts with vendors based on agreements, following up material's ordering, purchasing, receiving ,registering…etc, providing partial delivery on several stages, and partial or unified invoices issuance with separating each agreement cost from other enter- pries costs.

Purchases Invoices: This program receives materials multi- invoices of single purchase's order\contract or receipt voucher, also the program allows registering multi-entry vouchers for single invoice or purchase order and this also applies on material costing invoices.

Financial Management

Module in **SAJAYA**® system provides an integrated accounting and financial programs which concentrates on balancing between keeping up enterprise existences and achieving investment's adequate revenues rate through documenting the financial transactions, and controlling cash flow. Also following up revenues, observing expenses, and specifying financial status to ensure enterprise's goals achievements and financial secure.

▸ Advantages

• Increase work efficiency through providing accurate and immediate financial data about enterprise performance.
• Adjust track, and enhance goal achievement through providing instant data about the financial deviations in expenses and revenues of recent transactions.
• Follow cash liquidity, and increase enterprise ability to build future expectations.
• Provide instant cash and bank actual data by establishing bank settlements, matching book balances with actual petty cash, banks and cash balances.
• Follow up check's portfolio, clarify financial status, specify due and collection dates.
• Organize clients relation, increase sales, decrease debt risks, rise collection level.
• Improve collection and payments in due for clients, link those payments with the paid invoices, and clarify the un-paid ones.
• Clarify income and expense resources, control sales and purchases transactions, classify revenue and expenses through identifying their types, and link them with GL accounts.
• Provide the necessary data for making right decisions through comparing the estimate budgets with the present revenues, and expenses to find any deviations and solve them.
• Organize vendor's relation, take advantage of credit facilities and payment discounts.
• Enhance the resulted revenues from cost center and specify each cost center profits, control their expenses and liabilities, provide full data about their transactions.
• Enhance cost center profits, follow up sales, identify resources, and execution time, also reduce expenses, provide data about cost centers, and create future expectations.
• Ensure achieving the required revenue, create expectations, and control enterprise's future expenses. And liabilities depending on enterprise historical records, future plans and strategies.

▶ Features

• **Clients and Vendors Management:** Organize clients and vendors within groups according to enterprise classifications which include the used approving policies, financial accounts and banks which vendors and clients are dealing with, delivery methods and conditions.

• **Multi-Addresses:** for each vendor and client, with specifying all the necessary information for each address such as contact point, location, applied taxes, delivery conditions…etc, and specify vendor's primary address among other addresses.

• **Multi-Fiscal Periods:** Ability of creating several fiscal periods during fiscal year according to enterprise daily, weekly, and monthly activities and requirements, or from\to a certain date to enable user from enquiring and issuing reports,.

• **Multi-Fiscal Years:** Allow entering several transactions of multi-fiscal years with ability of working on more than one open year at the same time, creating future fiscal years for distributing transaction's financial effects, providing the necessary historical information about enterprise's transactions during previous years, and providing comparison reports for users.

• **Voucher's Multi-Types and Numbering:** Ability of defining infinite voucher types to use them in transactions with independent numbering for each fiscal year to maintain the correct numerical sequence and connect these types with voucher's main categories.

• **Copy Vouchers:** Tool enables users of copying voucher information and details to new one, thus ensuring information accuracy and rapid input through using the available programing tools in the system.

• **Template Vouchers:** Vouchers include default data, and their distributions which are used frequently in many transactions where the default data are imported from typical vouchers, then new data are added instead of re-entering all data.

• **Recurrent Vouchers:** Vouchers of frequently repeated transactions; These vouchers have similar data with different issuance date, these vouchers are created for only one time in the system with specifying their repeated frequency, so the system creates them automatically in their repeating date(s).

• **Additional Fields:** Ability of defining several addition fields for each card (accounts, clients, vendors,…etc. with specific properties (number, date, text…) which enable users to enter additional data and inquire about their transactions.

• **Printing Multi-Layouts:** Program enables users of printing vouchers and transactions in several layouts by using original layouts in the system or by designing layouts for each voucher to fulfill enterprise special requirements and needs by using the available programming tools in the system.

Assets Management

Module in **SAJAYA**® system provides tight administrative and financial control over enterprises owned or leased assets in term
of selling, purchasing, renting, destroying , locating, and specifying asset custody.
Moreover the module allows following-up assets and their trans-actions such as maintenance, depre-ciation, insurance, mortgaging…etc. Also works automatically on docu-menting the administrative and financial effects of these
transactions.

▶Advantages

• Save time and effort, facilitate managing and following-up enterprise owned \ leased assets through registering them, specifying their locations, keepers, and transactions during their work period in the enterprise, specifying dates of inventory taking, licensing, and mortgaging expiry with related alerts generation.

• Organize and follow up expenses distribution, document the financial effects of assets acquisition, usage, and destruction. Moreover register their financial transactions by creating vouchers and financial notes automatically for selling, purchasing, depreciation, maintenance , insurance, and other expenses and transactions.

• Maintain assets, ensure their readiness, and work sustainability through organizing asset's preventive and periodical maintenance, identifying and following-up maintenance phases and actions.
• Control maintenance expenses of using spare parts and consumables in following-up assets productivity through saving purchase, usage and stock records.

• Re-evaluate assets and calculate their actual value through evaluating the effects of asset's maintenance including the used spare parts which are aimed to develop their performance and extend their default age.

▸ Features

- **Historical Records:** This program provides historical records about assets financial and non-financial transactions to clarify those asset's transactions during their work periods in the enterprise which include transferring, or merging, or carrying maintenance works and the used spare parts…etc. The program also provides current, historical, and statistical reports and queries about all asset's transactions during their life time in the enterprise in details.

- **Financial Integration Levels:** This program allows users of organizing the resulted financial vouchers from asset's accounting transactions by providing several integration levels between the financial transactions with resulted vouchers, and distributing them on accounts of the GL chart; those levels are(company's level, assets groups, asset, used voucher, vendor, client,...etc).

- **Spare Parts Inventory:** Ability of managing inventory of spare parts, consumables, defining available and consumed quantities of any items while specifying the re-ordered quantities, maximum stock quantities, their nature and effect on assets whether it was an expense, or an increment over asset value, and linking them with asset's groups.

- **Voucher's Multi-Types and Numbering:** Ability of defining unlimited types of vouchers to use them in registering the same type of transactions with independent numbering for each type, assigning users privileges, and connecting all types of voucher's with main categories as (depreciation, transferring, licensing, mortgaging, asset merging...etc.).

- **Template Vouchers:** Vouchers include default data, and their distributions which are used frequently in many transactions where the default data are imported from typical vouchers, then new data are added instead of re-entering all data.

- **Copy Vouchers:** Tool enables users of copying voucher information and details to new one, thus ensuring information accuracy and rapid input through using the available programing tools in the system.

- **Recurrent Vouchers:** Vouchers of frequently repeated transactions which have similar data but differ in their financial/administrative effect's date, tin which they are created once in the system, specifying its repeated frequency, so the system creates them automatically in their repeating date.

- **Additional Fields:** Ability of defining several addition fields for each asset with specific properties (number, date, text…) which enable users to enter additional data and inquire about their transactions.

- **Printing Multi-Layouts:** Enable users of printing vouchers of asset transactions in several layouts by using original layouts available in the system or by designing layouts for each voucher to fulfill enterprise special requirements and needs by using the available programming tools in the system.

Human Resources Management

Module in **SAJAYA**® system is an advanced system works on providing records about attracting and recruiting employees,
Registering their daily transactions from hiring until termination. It also provides periodical data about employees appraisal and expected career progress with documenting and organizing financial dues payments by tracking all their accounting effects.

▸ Advantages

• Specify vacancies and estimate the required human resources based on enterprise strategic plans in terms of numbers, qualifications, and job descriptions.

• Save comprehensive and detailed records of employees (current and former) in terms of qualifications, jobs, promotions, attended training courses, and transactions during employment period, also register agreements with employees about financial returns along with administrative and social benefits to organize their maturities and payments.

• Manage enterprise external relationship with official and none-official parties that are related to employees, organize the required legal records, account statements and reports; deduct required amounts to deliver them to the official and governmental authorities.

• Participate in specifying human resource's weakness and strength points, making internal decisions regarding promotion, demotion, suspension, service termination, transferring, or others. Also contribute in making development strategies, improvement plans, and in preparing future training programs.

• Facilitate and organize payments of salaries, daily wages, and benefits, allowances, and annual or periodical bonuses. Also provide tools for saving comprehensive records about due payments of employees and day-labors during employment periods with specifying benefits details, calculation and payment methods.

• Register financial effects for all employee's transactions on enterprise accounts and distribute them according to each transaction and expenses type.

• Ensure that are the selected employees are capable of performing job's tasks, obtaining the necessary skills and abilities to perform job functions, thus reaching for the required productivity level during specific periods.

• Obtain the best human qualifications from external "work market "or the available skills from enterprise internal sources, by applying standard methods of attracting, examining, and appointing employees.

▸ Features

• **Day Labors:** Register staff and day-labors, determine their work duration by hours, days, and shifts. Also calculate work actual periods, and organize due wages payments.

• **Custody:** Identify employee's custody which was delivered upon hiring or during employment period, and connect employee's custody with enterprise assets system to specify assets within each employee custody.

• **Calculating Working Hours Automatically:** Through connecting with time attendance machine, or entry/exit systems which work on registering employee's working times and importing their data to the system, calculating their vacations, leaves, and working days, also creating the necessary vouchers for documenting those transactions financially and administratively.

• **Attachments and Documents:** Ability of inserting copies of official documents for all employees and candidates by using scanners or document's optical input devices and saving them in database, thus providing electronic files for these transactions.

• **Historical Employee's Records:** Ability of saving updates of any employee's record that include modifying, deleting, and adding; Then saving the previous data to retrieve them whenever they are needed.

• **Template Vouchers:** Templates vouchers include default data/information which are used frequently in many transactions, where the default data/information are imported from standard vouchers/templates instead of re-entering all data again.

• **Recurrent Vouchers:** Vouchers for frequently repeated transactions that have the same data with different issuance date which are created once in the system with specifying repetition frequency where the system creates them automatically in the repeating date.

• **Voucher's Multi-types and Numbering:** Ability of defining multi-voucher's type to use them in registering the same transactions with independent numbering for each fiscal year to maintain the correct numerical sequence and connect types with the voucher's main categories as (evaluation, delegation, registration, allocation...etc.).

• **Additional Fields:** Identify several additional fields for each employee with specific properties (number, date, text...)to enable users of entering additional data about their activities, also inquire and issue reports about them.

• **Printing Layouts:** Program allows users printing salary's slips, vacation, loan …etc. in several layouts for each voucher by using the available original layouts in the systems or design layouts for each voucher to fulfill enterprise specific needs by using available programmable tools.

• **Copy Vouchers:** Tool enables users of copying voucher information and details to new one, thus ensuring information accuracy and rapid input through using the available programing tools in the system.

SAJAYA® Systems

Car Rental Enterprise Resource Planning

Educational Enterprise Resource Planning

Earth Works Quantities Calculation System

SAJAYA® Systems

Services Enterprise Resource Planning

Industrial Enterprise Resource Planning

Fleet Management Enterprise Resource Planning

SAJAYA® Packages

Intelligent VERSION

General Features		
	User's numbers\ maximum numbers	5 / 20
	Number of companies in the system	1
	Warranty period for malfunctions	6 months
	Web and Work Flow	--

Business VERSION

General Features		
	User's numbers\ maximum numbers	10/ 50
	Number of companies in the system	Unlimited
	Warranty period for malfunctions	12 months
	Web and Work Flow	Optional

Golden VERSION

General Features		
	User's numbers\ maximum numbers	0 / Unlimited
	Number of companies in the system	Unlimited
	Warranty period for malfunctions	12 months
	Web and Work Flow	