



Software Innovates Your Business

# Financial & Accounting 2011



## IST Financial & Accounting

ERP (enterprise resource planning) is an industry term for the broad set of activities supported by multi-module application software that helps a manufacturer or other business manage the important parts of its business, including product planning, parts purchasing, maintaining inventories, interacting with suppliers, providing customer service, and tracking orders and the reflection of all these in the entire financial system. ERP also include application modules for the human resources aspects of a business.

Typically, an ERP system uses or is integrated with a relational database system. The deployment of an ERP system can involve considerable business process analysis, employee retraining, and new work procedures.

### Advantages

In the absence of an ERP system, a large manufacturer may find itself with many software applications that cannot communicate or interface effectively with one another. Tasks that need to interface with one another may involve:

- ERP systems connect the necessary software in order for accurate forecasting to be done. This allows inventory levels to be kept at maximum efficiency and the company to be more profitable.
- Integration among different functional areas to ensure proper communication, productivity and efficiency
- Design engineering (how to best make the product)
- Order tracking, from acceptance through fulfillment
- The revenue cycle, from invoice through cash receipt
- Managing inter-dependencies of complex processes bill of materials
- Tracking the three-way match between purchase orders (what was ordered), inventory receipts (what arrived), and costing (what the vendor invoiced)
- The accounting for all of these tasks: tracking the revenue, cost and profit at a granular level.

ERP Systems centralize the data in one place. Benefits of this include:

- Eliminates the problem of synchronizing changes between multiple systems
- Permits control of business processes that cross functional boundaries
- Provides top-down view of the enterprise (no "islands of information")
- Reduces the risk of loss of sensitive data by consolidating multiple permissions and security models into a single structure.

## 1- General Ledger

### Product Overview:

IST General Ledger is a complete set of tools you need to smoothly manage your organization. With IST General Ledger, you guarantee stability and reliability of your financial system. As we elaborate on all the details of business needs, we can say that each and every bit of the end user requirements is well covered, in a very simple manner.



### Unparalleled Flexibility:

IST General Ledger provides tremendous flexibility for managing and streamlining your accounting processes. You can define multiple calendars and multiple charts of account structures. You can design your own set of reports depending on your business needs in addition to the enormous available reports. Think, suggest and imagine what you may need in your business process, and at the end of day. You will find it there; in IST General Ledger.

### High Productivity:

With IST General Ledger you can speed up your work by:

- Automating monthly closure.
- Posting the Balances of all the accounts to the next year.
- Automating currency conversion for all the foreign currencies.
- Cost analyzing the expenses all over the company.
- Designing the required reports without any assistance from the programmers.

### Timely Reporting:

The application supports you with the reports you need, when you need them. You need not learn SQL programming, nor wait for the programmer to design your reports; rather, you can design your own reports.

### Data Entry:

The data entry system is designed to comply with all the facilities available in the application.

When navigating through the system, you will discover how full it is without any sort of complexity.

### Business Needs:

With IST General Ledger you can:

- Enter Multi-level charts of accounts with an opening balance for each account.
- Save multiple charts of accounts.
- Classify the accounts into logical groups (Assets, Liabilities ...etc.).
- Decide to display each account in the corresponding final reports.
- Simply enter your basic data into the application.

## Major Features

### User Friendly Layout:

From the outset, the user can discover most of the functionality of the system due to the ease of use.

All the screens are designed to meet the objective of building easy and user friendly applications.

### Unified Methodology:

The data entry system is standardized throughout the system. The user will find the same key (functions and the same help technique in all the screens, which in turn, help in speeding up the process of training and familiarity with the system.



### Classified Input Data:

When entering the data or the basic information of the organization into the application, the user is given the option of classifying the input data rather than mixing it roughly.

Classification of the data conforms to the standards and the common business needs.

Actually, this facilitates classifying the output reports and generating them according to the precise business needs.

### Online help:

IST General Ledger provides the user with an intelligent on line help. Whenever the user needs certain help information in a certain field, the system internally detects what kind of information is required for that field and displays it instantly.

### Flexible Data Entry:

When we say that the IST General Ledger is a flexible system, we mean that the user is not restricted to a limited number of records. Generally speaking:

- The user is given the option to set up to 9-Levels chart of accounts with 16-digits for each account.
- The cost centers are tree shaped and up to 5-Levels.
- The default local currency is not enforced: rather, its user defined.
- The rates of the foreign currencies are dynamically changed on monthly or Daily bases.

### General functionality:

General Ledger has a rich functionality. The system is designed to meet most of the requirements and the standards of the financial systems.

### Business Needs:

With IST General Ledger you can:

- Set Journal Codes once and use them frequently in the Journal Voucher.
- Distribute Journal Vouchers to the Cost Centers.
- Set a budget for different periods in different currencies for the cost centers.
- Close the fiscal year and post all the master files and their final balances
- Support Multi-Company organization, in which different transactions are needed for different Charts of Accounts corresponding to each company.

- Handle all the company transactions in different currencies without having to make currency conversions; instead, the system automatically handles that conversion.

### **Multi-Currency:**

As opposed to most of the applications in the market, the user defines the Local Currency by himself to be used throughout the rest of the application.

The user refers the rates of the foreign currencies to the local currency using two methodologies:

- On-Spot Rate: The user sets the rate and changes it whenever needed.
- Monthly Rate: The user sets one rate for the month. If needed, and during the month, the user can change this rate to a new one, either for one day only or for the rest of the month.

### **Automatic Currency Conversion:**

IST General Ledger releases the user from the headache of converting foreign currencies into local ones. The system in turn applies all the conversion rules defined by the user and accepts all types of currencies in the input data.

### **Multi-Company:**

In this scenario, different charts of accounts are needed for each company. Total reports throughout the organization are available.

### **On Line Processing:**

IST General Ledger adopts On-Line methodology, in which, the user is capable of posting all the transactions instantaneously. The user doesn't have to batch all the transactions and then post them collectively. Whenever an error is detected in the input data, the user can modify the journal, provided he has the authority or security level.

Journal Voucher with Cost Centers:

Cost Centers are implied in the Journal Voucher; hence you can distribute the Journal to the coded Cost Centers.

### **Budgeting Facility:**

The application supports the user with:

- Multi-Periods Estimated Budget.
- Multi-Currency Estimated Budget.
- Accounts based Budget.
- Cost Centers based Budget.

### **Automatic Closing:**

At the end of each fiscal year, the application automatically posts the final balance of the Chart of Account to the new fiscal year with a one touch click. (Full Financial control)

### **Multi-level Security:**

IST General Ledger emphasizes the security over all the details of the system. The application provides the user with a fully-secured system, including Field-Based Security and Read/Write/Update authorities.

When the user enters any transaction, the system captures the User ID, date and time and attaches them to that transaction as a reference. As a consequence, the management can instantly detect any input data to the system and this provides a full financial control and security system.

### Network Support:

The application supports Multi-User system and LAN/WAN networks. Leased Line or Dial up communication is both supported.

### Output Reports:

IST General Ledger has a tremendous set of reports covering all the business needs. Also, the user can generate his set of reports, simply, without resorting to the programming procedure.

### Business Needs:

With IST General Ledger you can:

- Accurately make a decision based on the available detailed reports.
- Rapidly make a decision when generating the required reports on the spot.

### Wide Variety of Reports:

IST General Ledger contains a broad range of reports classified as:

- Master Data Reports
- General Ledger Reports
- Cost Centers Reports
- Final Reports
- Retrieval of Designed Reports

IST General Ledger elaborates on all the information required in the decision making cycle. The system supports the user with comparison reports monthly or annually based. The output reports can be

- Displayed on the screen.
- Exported to Excel sheet.
- Sent by E-Mail.
- Saved on a physical file.
- Printed out.

### Report Generator:

This facility is available for the end user to simply design his own set of reports completely independent of the developers or programmers. Also, Special Reports can be designed for the Estimated Budget.

### Multi-Parameter Reports:

All the reports include multiple parameters such as Date, Account Number, Year, Cost Center...etc. in order to obtain deeply analytical reports.



## 2 - Safe and banks

### Product Overview:

Cash and checks details are captured and maintained; suppliers or employees payments can be either cash or through bank.

- Receipts from customers or other income can be either through bank
- Debit and credit notes are entered for adjustment
- Cash vouchers
- Receipt vouchers
- Cashier reports
- Receipt check
- Payment vouchers



### Major Features

#### User Friendly Layout:

From the first time out, the user can discover most of the functionality of the system due to the ease of use. All the screens are designed to meet the objective of building easy and user friendly System.

#### Unified Methodology:

The data entry system is standardized over all the system. The user will find the same key functions and the same help technique in all the screens, which help in speeding up the process of training and familiarity with the system.

#### Classified Input Data:

When entering the data or the basic information, the user is given the option of classifying the input data rather than mixing it roughly. Classification of the data conforms to the standards and the common business needs. Actually, this facilitates classifying the output reports and generating them according to the exact business needs.

#### Online Help:

IST Safes & Banks System provides the user with an intelligent on line help. Whenever the user needs certain help information in the certain field, the system internally detects what kind of information required for that field and displays them at a moment.

#### Flexible Data Entry:

When we say that IST Safes & Banks System is a flexible system, we mean that the user is not restricted to a limited number of records.

#### General Functionality:

IST Safes & Banks System has a rich functionality. The system is designed to meet most of the requirements and the standards of the financial systems.

## 3 - Accounts Payable

### Product Overview:

IST Accounts Payable is an elective accounts payable system helps enterprises pay their vendors on time and take maximum advantage of discounts. It also allows buyers to consolidate supplier pay notes in order to minimize back-end processing costs and create an accurate picture of buying schedules, vendor performance, and dependence on organization, tight integration with other systems is extremely advantageous. To help ensure that payments are made only for goods ordered and received, IST provides a choice of matching procedures: two-way (invoice matched to Purchase order), three-way (invoice also matched to receiving document) or Four-way (invoice also matched to quality assurance document). Tight integration between IST Payable and IST Purchasing permits closes management of the procurement-to- payment process.



A choice of payment methods for each vendor-check adds an extra measure of flexibility, and multi-currency features expand your vendor options to include global suppliers. As with all IST Applications, IST Payable' open architecture provides a rapid and effortless migration path- including seamless integration with existing information system.

### High Productivity:

With IST Accounts Payable System you can speed up your work by:

- Printing updated Bank statement or Cash statements at any time during the day even for the distant Banks or Safe Boxes.
- Automatic currency conversion for all documents in foreign currencies.
- Generating analytical reports covering all Payables.
- Unlimited user defined paying methods.
- Automatically updates the GL.
- Integrated with other system modules (e.g. GL. sales, purchases, L.C.'s. A/R .etc)

### Timely Reporting:

The tangible benefits of having a computerized information system can be summarized in one simple word named - Reports -. We all invest money and resources in the information system to obtain those:

- Accurate and exact reports.
- Rapid and timely based reports.

IST Accounts Payable System provides you with that kind of reports. Moreover, graphical reports are supported.

### Data Entry:

The data entry system is designed to comply with all the facilities available in the System. When navigating through the system, you will explore how much deep it is without any sort of complexity.

## Major Features

### User Friendly Layout:

From the first time out, the user can discover most of the functionality of the system due to the ease of use. All the screens are designed to meet the objective of building easy and user friendly System.

### Unified Methodology:

The data entry system is standardized over all the system. The user will find the same key functions and the same help technique in all the screens, which help in speeding up the process of training and familiarity with the system.



### Classified Input Data:

When entering the data or the basic information, the user is given the option of classifying the input data rather than mixing it roughly. Classification of the data conforms to the standards and the common business needs. Actually, this facilitates classifying the output reports and generating them according the exact business needs.

### Online Help:

IST Accounts Payable System provides the user with an intelligent on line help. Whenever the user needs certain help information in the certain field, the system internally detects what kind of information required for that field and displays them at a moment.

### Flexible Data Entry:

When we say that IST Accounts Payable System is a flexible system, we mean that the user is not restricted to a limited number of records.

### General Functionality:

IST Accounts Payable System has a rich functionality. The system is designed to meet most of the requirements and the standards of the financial systems.

### Business Needs:

With IST Accounts Payable System you can.

- Enter Banks, Safes code & opening balances.
- Integrated with all other financial modules (e.g. GL, Sales, Purchase, etc.)
- Enter Credit or Cash invoices.
- User defined Paying types. Integrate each Bank or Safe with specific Paying types to control the transactions.
- Printing updated Bank statement or Cash statements at any time during the day even for the distant Banks or Safe.
- Enter Payables notes portfolio.

### Structured Data Distribution:

The structure of the data over all is highly emphases in the System. You can set many Paying types (e.g. Cash, Governmental Cheques, Private sector Cheques ... etc). Integrate each type with specific Banks accounts our Safes to assists in building secured organized, strong and fully controlled transactions.



Enter Documents in Foreign Currencies:

IST Accounts Payable System supports the international Accounts Receivable notes with different currencies.

### **Online Processing:**

IST Accounts Payable System adopts On-Line methodology, in which, the user is capable of posting the Accounts Receivable, Invoices Transactions instantaneously once it's saved. The user doesn't have to batch all the transactions and then post them collectively. Whenever errors are detected in the input data, the user can modify the journal under condition of having that authority or security level.

Trace Detailed Receivable Notes transactions:

IST accounts Payable System traces the cheque detailed life cycle (receiving from customers, depositing in bank to be collected, collected or refused cheques in bank, returning refused cheque to the customer again ...etc), and support all these transaction with a Variety of reports to assist the decision makers.

### **Output Reports:**

The system supports the user with a comparison reports monthly or annually based. The output reports can be:

- Displayed on the screen.
- Exported to Excel sheet.
- Sent by E-Mail.
- Saved on a physical file.
- Printed out.

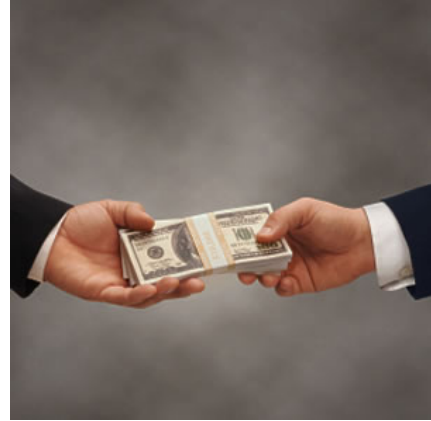
### **Multi-parameter Reports:**

All the reports include multiple parameters such as date, payable type, year, cost center in order to obtain multi-dimensional analytical reports.

## 4 - Account Receivable

### Product Overview:

IST Accounts Receivable System support the user with almost all the required functionality to manage the Receivable activities, set active collecting policies and follow up on Receivable notes and cheques (received from customers, deposited in banks, under collection, recognized by banks or refused... etc). It also provides valuable reports that serve the company's requirements and the management decision cycle. The user can define multiple receiving methods. When navigating through the system you can discover that we covered all the details of the business needs to support the receivables cycle as well as the decision- makers.



### High Productivity:

With IST Accounts Receivable System you can speed up your work by:

- Printing updated Bank statement or Cash statements at any time during the day even for the distant Banks or Safe Boxes.
- Automatic currency conversion for all documents in foreign currencies.
- Generating analytical reports covering all Receivables.
- Control the receivable notes during its cycle either inside or outside the company.
- Unlimited user defined receiving methods.
- Automatically updates the GL.
- Integrated with other system modules (e.g. GL, sales, purchases. L.C.'s. A/P ...etc).

### Timely Reporting:

The tangible benefits of having a computerized information system can be summarized in one simple word named - Reports -. We all invest money and resources in the information system to obtain those:

- Accurate and exact reports.
- Rapid and timely based reports.

### Data Entry:

The data entry system is designed to comply with all the facilities available in the System. When navigating through the system, you will explore how much deep it is without any sort of complexity.

### User Friendly Layout:

From the first time out, The user can discover most of the functionality of the system due to the ease of use. All the screens are designed to meet the objective of building easy and user friendly System.

### Unified Methodology:

The data entry system is standardized over all the system. The user will find the same key functions and the same help technique in all the screens, which help in speeding up the process of training and familiarity with the system.

## Classified Input Data:

When entering the data or the basic information, the user is given the option of classifying the input data rather than mixing it roughly. Classification of the data conforms to the standards and the common business needs. Actually, this facilitates classifying the output reports and generating them according to the exact business needs.

## Online Help:

IST Accounts Receivable System provides the user with an intelligent on line help. Whenever the user needs certain help information in the certain field, the system internally detects what kind of information required for that field and displays them at a moment.

## Flexible Data Entry:

When we say that IST Accounts Receivable System is a flexible system, we mean that the user is not restricted to a limited number of records.

## General Functionality:

IST Accounts Receivable System has a rich functionality. The system is designed to meet most of the requirements and the standards of the financial systems.

## Major Features

### Business Needs:

With IST Accounts Receivable System you can:

- Enter Banks & Safes code, opening balances.
- Classify the Receivables into different types.
- Integrated with all other financial modules (e.g. GL, Sales, Purchase, etc.)
- Enter Credit or Cash invoices.
- User defined receiving types. Integrate each Bank or Safe with specific Receiving types to control the transactions.
- Printing updated Bank statement or Cash statements at any time during the day even for the distant Banks or Safe.
- Enter Receivables notes portfolio.



### Structured Data Distribution:

The structure of the data over all is highly emphasizes in the System. You can set many receiving types (e.g. Cash. Governmental Cheques, Private sector Cheques ... etc). Integrate each type with specific Banks accounts our Safes to assists in building secured organized, strong and fully controlled transactions.

### Forecast and Plan Cash flow:

IST Accounts Receivable System provides a set of reports for the forecasted cash flow and alternative financing resources.

Enter Documents in Foreign Currencies.

IST Accounts Receivable System supports the international Accounts Receivable notes with different currencies.

### Online Processing:



IST Accounts Receivable System adopts On-Line methodology, in which, the user is capable of posting the Accounts Receivable, Invoices Transactions instantaneously once it's saved. The user doesn't have to batch all the transactions and then post them collectively. Whenever errors are detected in the input data, the user can modify the journal under condition of having that authority or security level.

Trace Detailed Receivable Notes transactions:

IST Accounts Receivable System traces the cheque detailed life cycle (receiving from customers. Depositing in bank to be collected, collected or refused cheques in bank, returning refused cheque to the customer again ...etc), and support all these transaction with a Variety of reports to assist the decision makers.

### **Output Reports:**

The system supports the user with a comparison reports monthly or annually based. The output reports can be:

- Displayed on the screen.
- Exported to Excel sheet.
- Sent by E-Mail.
- Saved on a physical file.
- Printed out.

### **Multi-Parameter Reports:**

All the reports include multiple parameters such as Date, Receivable Type, Year. Cost Center...etc. in order to obtain multi-dimensional analytical reports.

## 5 - Fixed Assets

### Product Overview:

IST Fixed Assets Application provides organizations with all the information required about its fixed assets and makes it easier for an organization to manage its business.

### Unparalleled Flexibility:

The flexibility introduced in such a module is remarkable, as it supports all kinds and methods of calculating the depreciation for an asset. Also it provides great flexibility in dealing with other financial modules, because it is completely integrated and well defined.

### Rule-Based Depreciation:

Because it uses depreciation rules, not pre-programmed logic, IST Fixed Assets easily adapts to accounting changes. You define the depreciation rules, depreciation books, and financial information that best satisfy your financial reporting objectives.

### Capital Spending Controls:

IST Fixed Assets manages your construction-in-process projects from inception to completion. You can track all of the expenditures you incur during a construction project's life cycle and capitalize them upon completion. And, you can forecast capital spending, project depreciation expenses, and manage actual capital spending against your forecast.

### High Productivity:

With IST Fixed Assets you can speed up your work by:

- Support for all types of depreciation calculation
- Asset life tracking
- Different end of life procedures
- Full integration with other financial modules
- Extensive analysis for assets' cost and real value
- Full integration with asset purchases

### Data Entry:

IST Fixed Assets allows you to record assets in many different ways. You can define the transaction, method of depreciation, assets groups, and assets journals.

### Business Needs:

With IST Fixed Assets you can:

- Add assets automatically
- Quickly add assets, which share category information
- Set up a separate depreciation book for each reporting authority
- Assign assets to multiple employees, locations, and general ledger numbers
- Track special category-dependent information





## Major Features

### Multiple Depreciation Books:

You can set up any number of depreciation books according to your accounting reporting requirements. An asset can have different depreciation rules in each depreciation book. For example, an asset can have a different depreciation method in your tax book than in your corporate book.

### Shared Use Assets:

When your accounting entities in the same corporate book share the use of an asset, you can apportion depreciation expenses to each by percentage or units used.

### Asset Category Flex field:

IST Fixed Assets allows you to define subcategories for all your asset categories. For example, if you create an asset category for your computer equipment, you can create subcategories for personal computers, terminals, and printers.

### Flexible Asset Numbering:

Enter your own asset numbers or let IST Fixed Assets automatically assign them. Optionally reserve a range of numbers for automatic asset numbering.

### Sub components:

IST Fixed Assets can record the relationship of one asset to another so that you can separately track and manage detachable asset components, while still automatically grouping them to their parent asset. You can specify a rule by which IST Fixed Assets defaults the life for a sub component asset based on the parent asset life.

### Online Help:

IST Fixed Assets provides the user with intelligent on line help. Whenever the user needs certain help information in a particular field, the system internally detects what kind of information is required for that field and immediately displays it.

### Flexible Data Entry:

When we say that IST Fixed Assets is a flexible system, we mean that the user is not restricted to a limited number of records.

### General Functionality:

IST Fixed Assets lets you add assets transactions (Additions, Depreciation, Sale, and Elimination) and cost adjustments to assets directly.

### Business Needs:

With IST Fixed Assets you can:

- Integrate with other systems
- Minimize data entry
- Convert data from another assets system
- Use an unlimited number of independent depreciation books
- Run depreciation and close the depreciation period for each book
- Interface to any general ledger
- Review depreciation expense on the reserve ledger reports
- Create journal entries to the general ledger from corporate and tax books
- Make financial adjustments independently for each book
- Expense or amortize adjustments to assets in each book

- Assign an asset to several employees, locations, or general ledger accounts
- Retire assets individually or as a group
- Specify whether to create a journal entry for the revaluation reserve retired
- Specify accounts for proceeds of sale and cost of removal

### **On Line Processing:**

IST Fixed Assets adopts On-Line methodology, in which, the user is capable of posting all the transactions instantaneously. The user doesn't have to batch all the transactions and then post them collectively. Whenever an error is detected in the input data, the user can modify it provided he has the authority or security level.

### **Multi-level Security:**

IST Fixed Assets emphasizes the security throughout the details of the system. The application provides the user with a fully-secured system, including Field-Based Security and Read/W rite/Update authorities. When the user enters any transaction, the system captures the User ID. Date and time and attaches them with that transaction as a reference. As a consequence, the management can immediately detect any input data to the system and this provides a full financial control and security system.



### **Network Support:**

The application supports Multi-User system and LAN/WAN networks. Leased Line or Dial up communication is both supported.

### **Output Reports:**

IST Fixed Assets lets you find your assets history quickly, view all transactions for an asset or a group of assets

### **Business Needs:**

With IST Fixed Assets you can:

- View asset financial and purchasing information
- Find all the assets assigned to a general ledger number, location, or employee
- Find all the assets purchased from a particular vendor
- Find all the assets sold
- Find all the assets Eliminated
- View all the transactions that you performed on an asset or group of assets
- View transactions for any depreciation book and accounting period
- View the depreciation expense history on an asset

### **Wide Variety of Reports:**

IST Fixed Assets contains a range of reports classified as:

- Audit Reports
- Assets Transaction
- Assets Depreciation Card Depreciation / Addition Totals Assets List
- Assets / Depreciation Rates
- Purchased Assets Sold Assets Eliminated Assets
- Wide Variety of Reports



IST Fixed Assets contains a range of reports classified as:

- Audit Reports
- Assets Transaction
- Assets Depreciation Card Depreciation / Addition Totals Assets List
- Assets / Depreciation Rates
- Purchased Assets Sold Assets Eliminated Assets

The system supports the user with a comparison reports monthly or annually based. The output reports can be displayed on the screen.

- Exported to Excel sheet.
- Sent by E-Mail.
- Saved on a physical file.
- Printed out.

### **Multi-Parameter Reports:**

All the reports include multiple parameters such as Date, Asset Number, Year, Cost Centre...etc. in order to obtain deeply analytical reports.

## 6 – Inventory

### Product Overview:

IST inventory is an application you can trust, rely upon and utilize in your all business procedures.

When navigating through the application, you can discover all the built-in capabilities that support the user with almost all the required functionality.

The user can create his own set of transactions that conform to the business needs. Also, the user can classify the products into groups in the manner that serves the company's requirements and the management decision cycle.



### High Productivity:

- With IST inventory you can speed up your work by:
- Selectively coding whatever number of stock transactions and using them frequently whenever needed.
- Posting the Balances of all the products over all the warehouses to the next financial period.
- Automatically posting all the stock transactions to the General Ledger (If any) in the background.
- Supporting the application with Bar Code facility.
- Generating analytical reports covering all the products and the warehouses.

### Timely Reporting:

The tangible benefits of having a computerized information system can be summarized in one simple word. Namely: Reports. We all invest money and resources in the information system to obtain:

- Accurate and exact reports.
- Rapid and timely based reports.

IST inventory provides you with these types of reports. Moreover, Graphical reports are supported.

### General Functionality:

IST inventory has a rich functionality. The system is designed to handle both the Inventory management and the Inventory accounting. The system is flexible enough to be used as a sole unit or as module in an integrated accounting system. In both cases, IST/ Inventory is capable of performing the inventory management and accounting procedures.

### Business Needs:

With IST/ Inventory you can:

- Define multiple warehouses for each company.
- Selectively set two unique numbers for each product:
  - ❖ Code Number for company internal use
  - ❖ Part Number corresponding to the product itself
- Classify the company's warehouses into a three level tree shaped Structure:
  - ❖ Main Area
  - ❖ Sub Area
  - ❖ Warehouse
- Integrate IST/ Inventory with all the other financial modules (e.g. GL, Sales, Purchasing, Production ...etc.) or using it as a standalone module.

- Define several shelves in each stock, e.g., the product could be located on different shelves in each warehouse.
- Set different Measuring Units for each product. Furthermore, the user sets the most common unit as a default, in order to be retrieved directly without having to specify this unit explicitly each time the transaction takes place.
- Set different Re-Order Limits for each product in each warehouse.
- Define several "Alternative Products" for each product.
- Value your inventory using any costing method (e.g. Average Costing, FIFO, etc).
- Monitor the actual inventory level instantaneously with the On-Line Processing.

### Business Needs:

With IST/ General Ledger you can:

- Define multiple warehouses.
- Code whatever number of products with opening balance in each warehouse.
- Classify the products into main groups and sub groups.
- Classify the warehouses into
  - ❖ Raw materials warehouse
  - ❖ Auxiliary materials warehouse
  - ❖ Semi finished products warehouse
  - ❖ Finished products warehouse
  - ❖ Other material warehouse
- Optionally define two unique numbers for each product.
- Correlate each product with multiple measuring units.
- Manually or using the bar code reader, record the actual current balance for each product in the inventory process.
- Simply enter your basic data into the application.



### User Friendly Layout:

From the outset, the user can discover most of the functionality of the system due to the ease of use. All the screens are designed to meet the objective of building an easy and user friendly application.

### Unified Methodology:

The data entry system is standardized throughout the system. The user will find the same key functions and the same help technique in all the screens, which assists in speeding up the process of training and familiarity with the system.

### Classified Input Data:

When entering the data or the basic information of the organization into the application, the user is given the option of classifying the input data rather than mixing it roughly. Classification of the data conforms to the standards and the common business needs. Actually, this facilitates classifying the output reports and generating them according to the exact business needs.

### Online Help:

IST Inventory provides the user with an on line help or query. Whenever the user needs specific help information or data retrieval in a particular field, the system internally detects what kind of information is required for that field and promptly displays it.

## Flexible Data Entry:

When we say that IST/ Inventory are a flexible system, we mean that the user is not restricted to a limited number of records. Generally speaking:

- The user is given the option to define up to 3-Levels tree for the product hierarchy with 16-Digits for each product, 7-Digits for each sub group and 7-Digits for each main group.
- The warehouses are tree shaped 8-Digits and up to 3-Levels: main area, sub area and warehouse.
- The user can specify the parameters of each transaction and the nature of its effect on the product level in the warehouse with up to 99 types of Transactions.
- For any transaction to take place, the user just types:
  - ❖ Warehouse code
  - ❖ Transaction code
  - ❖ Product code & Quantity
- The system then automatically retrieves:
  - ❖ Warehouse name
  - ❖ Transaction name
  - ❖ Product name
  - ❖ Current date
- Default unit code and name and automatically generates a serial number for this transaction

## Output Reports:

IST/ Inventory have a tremendous set of reports covering all the business needs. Also, the user can generate its own set of reports simply, without getting into the programming procedure.

## 7 - Purchasing

### Requisitions:

Requisition required maintaining the following information:

- Requisition number
- Requisition status
- Requisition description
- Requisition type
- Prepared By (name)
- Control total
- Supplier name
- Supplier information
- Items information (e.g., quantity, unit of measure, price, type)
- GL allocation
- Final destination
- Currency (i.e... base and foreign currency)



### Requisitions Handling:

- Approvals should accommodate for the company business rules (i.e. multiple approvers)
- Ability to view the requisition status by the requester at any time.
- Separation of requisition and order functionality to be assigned to the Authorized users  
Requisition should not be modified after the order issuance.
- Violation of the approval cycle should result in requisition hold and that to be resolved by the authorized users.
- The system should have the facility to default information related to supplier contract once the supplier picked for requisition.
- The system should accommodate for additional information (e.g... free text)

### Purchase orders:

Orders required maintaining the following information:

- Order number
- Order status
- Order type
- Buyer name
- Supplier name
- Supplier information
- Items information (e.g... quantity, unit of measure, price, type)
- GL allocation
- Final destination
- Currency (i.e... base and foreign currency)
- Payment terms

## Orders handling:

- Automatic calculation for commitments upon entry of orders
- Commitments should be automatically reversed upon receiving to account for accruals
- Ability to inquire on the order status by the buyer at any time

## Receiving:

- The system should allow for partial receiving of purchase order
- Tolerance should be set on the supplier or the item level with a warning message should appear in case of tolerance violation
- Automatic update of inventory balances upon receiving
- Automatic Receiving matching to the purchase order and to vendor invoice
- The system provides analysis of vendor performance including:
  - ❖ PO line items those were late this year and last year
  - ❖ The percentage of cost variance between expected and billed prices
  - ❖ The percentage of delivered items rejected
  - ❖ Vendor's average lead time

## 8 – Sales

### Product Overview:

- Sales Invoices
- Multiple Payment Types
- Track both cash & credit sales
- Automatic calculation of sales taxes , discounts and accounting aging
- Track payments, returns and voided transactions
- Sales reports up on points of sale
- Daily sales report (one shift / all)
- Item sales reports
- Sales analysis report



### Timely Reporting:

The tangible benefits of having a computerized information system can be summarized in one simple word named - Reports -. We all invest money and resources in the information system to obtain those:

- Accurate and exact reports.
- Rapid and timely based reports.

### User Friendly Layout:

From the first time out, The user can discover most of the functionality of the system due to the ease of use. All the screens are designed to meet the objective of building easy and user friendly System.

### Unified Methodology:

The data entry system is standardized over all the system. The user will find the same key functions and the same help technique in all the screens, which help in speeding up the process of training and familiarity with the system.

### Online Help:

IST Sales System provides the user with an intelligent on line help. Whenever the user needs certain help information in the certain field, the system internally detects what kind of information required for that field and displays them at a moment.

### General Functionality:

IST Sales System has a rich functionality. The system is designed to meet most of the requirements and the standards of the financial systems.

## Major Features

### Structured Data Distribution:

The structure of the data over all is highly emphasizes in the System. You can set many receiving types (e.g. Cash. Governmental Cheques, Private sector Cheques ... etc). Integrate each type with specific Banks accounts our Safes to assists in building secured organized, strong and fully controlled transactions.

### Output Reports:

The system supports the user with a comparison reports monthly or annually based. The output reports can be:

- Displayed on the screen.
- Exported to Excel sheet.
- Sent by E-Mail.
- Saved on a physical file.
- Printed out.

### Multi-Parameter Reports:

All the reports include multiple parameters such as Date, Receivable Type, Year. Cost Center...etc. in order to obtain multi-dimensional analytical reports.



# Financial & Accounting 2011



**Software Innovates Your Business**

---

**Head Office:**

Fawzy Moaaz St., Smouha  
Alexandria, EGYPT  
Tel.: (+2) 03 424 0177  
Fax: (+2) 03 424 0188

**Cairo Branch:**

41Abn El Hakam St.,  
Heliopolis, Cairo, EGYPT  
Tel.: (+2) 02 264 299 58  
Fax: (+2) 02 264 305 11

**KSA Branch:**

P.O. Box 20129 Riyadh 11455  
Al-Ahsa Road, Building 7593,  
Ground Floor  
Tel.: (+9661) 477 0477  
Fax: (+9661) 478 3512

**UAE Branch:**

P.O. Box 20378 Dubai, UAE,  
Al-Mamzar Centre Ittihad St.  
Tel.: (+9714) 2669 636/639  
Fax: (+9714) 2665 512