



SCOPE

(Online) Accounting
and Financial System

SCOPE (ONLINE) ACCOUNTING AND FINANCIAL SYSTEM

1. SYSTEM OVERVIEW

SCOPE is a web based (online) Accounting & financial management System over cloud. Provided via the concept of Software As a Service (SaaS).

SCOPE is (Multi-lingual) that performs the fundamental financial of the ERP system. It includes Accounting, financial, inventory, sales, purchase, fixed assets, Banks, production and point of Sales back end management tool that provide better internal control and overall performance. It enables users to control all operations of the firm in an efficient way. The main modules are:

1. General Ledger.
2. Inventory.
3. Sales and Accounts Receivables.
4. Purchasing and accounts payables.
5. Cash and Banks.
6. Fixed Assets.
7. Assembling.
8. POS back end Management.



SCOPE

Accounting



It's the core of any firm's financial transactions. The purpose of this module is to capture all financial entries in order to provide a general ledger, trial balance and financial statements (composed of balance sheet, income statement, and trail balance) for the firm. Here you can enter vouchers like journal, Receipt, Payments and notes, you can also see ledger reports, accounts transaction and cost centers.

Sales



This module captures all cash and credit sales invoice, credit notes, sales returns and sales deliveries. Use it to define customers, manages quotations (Performa Invoice) and sales order, and view a long list of reports such as customer statements, balance, aging, settlements, and receivables.

Inventory



Use this module to define stock items, categories, units and warehouses. Also control all stock transactions and quantities including raw materials, sales, services, and manufactures materials. Other features include stock adjustment (control), stock transfer (between warehouses) and stock distribution. It also delivers valuable reports to help such as like stock on hand, quantities and stock transactions.

Assets



With fixed assets module, you are able to maintain comprehensive and historical asset information. Specific information depreciation. By a glance, you will get your firm's asset list.

Banks



This module intends to capture your banking activity including checks (current and post-dated checks), and cash deposit, check collection, and bank statement. Use bank reconciliation to reconcile banking transactions and look at a long list of reports such as bank statements balances and checks report.

Purchase



With Purchase Module you can control purchases, purchase returns, purchases quotations, orders, purchase receipts (deliveries) and define your suppliers. This is in addition to a long list of reports such as supplier statements, balances, aging and payables.

2. SYSTEM GENERAL FEATURES:

The system has many differentiated features and can be summarized as below:

1. Fully web based system (online).
2. Bilingual (Arabic/English).
3. System deals with unlimited number of cost centers.
4. System enables using 26 different G codes (A-Z)
5. International Accounting Standards (IAS):

Scope – online is developed based on the international accounting standards.

6. POSTING :

SCOPE enables managers to post vouchers.

7. FULL MULTI-CURRENCY:

The system allows the user to manage unlimited number of different currencies, keeping track of account balances, customer, supplier statements and financial reporting in the standard (base) currency as well as any other desired currency. Thus, the exchange currencies are eliminated, and in some cases, the system can effectively reconsolidate them.

8. USER FRIENDLY:

- The system is fully web based and can work on any machine and any operating system even tablets. As user only needs a browser.

- The menus are designed in a way that facilitates the use of the system, so that each module has its own menu and sub menu.
- Look up tables enables the user to add new records and modify existing ones within the system without having to interrupt the transaction processing.
- Select accounts, vendors, and customers from drop down list.

9. **FLEXIBILITY:**

The system is built in a flexible manner, such as:

- System can deal with spreadsheets, databases, word processor, PDF.
- Flexibility for frequently changed constant values (e.g. V.A.T. rate).
- Codes such as accounts', stocks' suppliers' and customers' codes...etc. are not predefined. Thus, the user can define his/her own alphanumeric coding schema.

10. **SECURITY:**

The Systems Security is obtained in multi-level of DB level, application level, audit trail and log history.

11. Multi-users and multi-tasking capabilities:

The system is web based (online) which enable users to login to the system through dedicated user name and PW from anywhere to use the same centralized database.

Moreover, Multi-tasking capability gives the opportunity to the user to work on more than one task at the same time, for example while the system is running a particular report, the user may work on vouchers creating, modifying, ...etc.

12. **SYSTEM AVAILABILITY:**

SCOPE System is highly available 24 hours 7 days a week and 365 days a year.

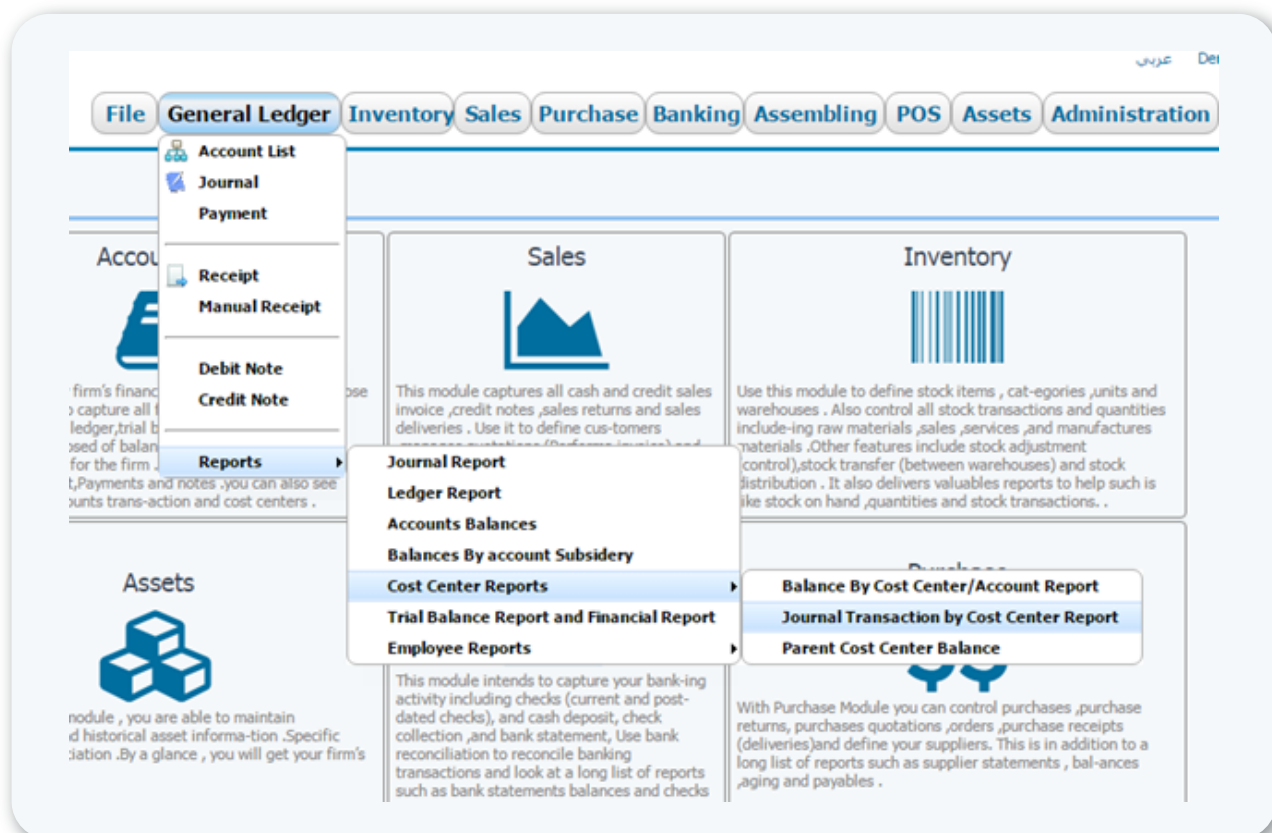
This is due to the fact that most maintenance and support operations can be done while the system is running like backup operation. Furthermore, there is no need to stop the system in order to get any report.



3. SYSTEM MODULES:

3.1. GENERAL LEDGER (GL):

The General Ledger (GL) module is the core of the SCOPE online. The purpose of this module is to capture data transfers from the sales and accounts receivables, purchase and accounts payables, and inventory modules and journal entries in order to provide a general ledger, trial balance and financial statements (composed of balance sheet, income statement, and statement of cash flows) for the firm. It is the source of the financial statements generated by ASD system. The basic building blocks are:



1) CHART OF ACCOUNTS:

- It is in a hierarchical structure with flexible coding configurations to allow for reporting of individual as well as aggregate revenues, expenditures,...etc.
- Distinguishes revenue, assets, expenditures and liability accounts.
- Unlimited number of levels, and accounts.
- Flexible coding schema (alphanumeric 30 char).
- Cost centres related.
- It can be printed completely or partial list.

2) COST CENTRES:

- The cost centre or profit centre is the entity upon which cost / profit analysis is performed (e.g. department in a company). Cost centres are divided into sub cost centres

that allow a finer level of analysis. As an example, the cost centre could be a section in a department.

- After cost centres are defined they can be combined with accounts, along with transactions to form chart of accounts and journal transactions.

3) **JOURNAL ENTRIES:**

- Journal can be created for prior and future periods (date) and in multi-currency.
- It allows on-line and batch entries with unlimited numbers of accounts (entries) in each voucher and on-line balancing edit.
- It provides multiple lines of description per journal entry and voucher. In addition to multiple lines of special pre-defined description (remarks) per voucher.
- Allows Cost centre entry.
- It may include VAT.

4) **REPORTS:**

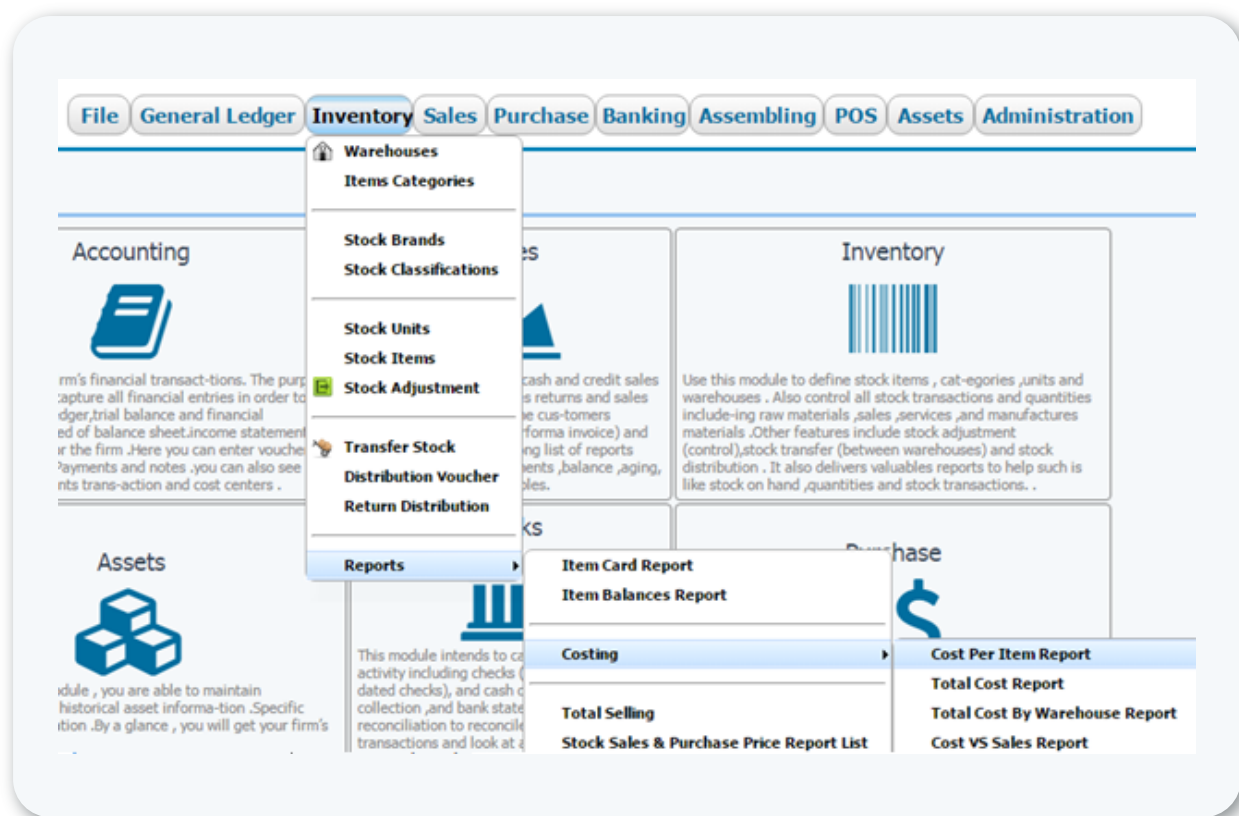
- Trial Balance.
- Income and expense reports.
- Detailed and summary balance sheets.
- Accounts Budget versus actual.
- Journal Transactions.
- Chart of accounts.
- VAT reports
- Ledger Reports.
- Cost Centres Reports.
- End year reports.

All these reports can be produced in base (main) currency and any foreign currency (multi-currency reporting) and at any time i.e. monthly, daily, yearly... e.t.c.

3.2. INVENTORY (STORES):

ASD inventory system is a business-leading inventory control, distribution, asset management and manufacturing software solution for small to large-sized companies. This product offers a broad selection of feature-rich Functions that empower customers with the ability to manage and help their businesses grow more effectively.

Precise control and safeguarding of inventory is an essential task for a successful, well-organized company; businesses require timely and accurate information on inventory location, movement, history and valuation.



SCOPE Inventory Management provides data pertaining to the receipt of goods, the movement of goods within or between locations, the sale, removal or other disposition of goods, and the precise valuation and status of goods remaining in inventory at any point in time down to the bin status and serial number lots and expiration dates remaining in stock.

The aim of the inventory module is to control all stock transactions and quantities. This includes the raw materials, sales, services, and manufactured materials. It is integrated with budgeting, fixed assets, purchasing & accounts payables and general ledger.

ACTUALLY IT SUPPORTS THE FOLLOWINGS:

- Multi-warehousing.
- Flexible item card, with segments for group and subgroup.
- Item serial numbers.
- Utilizing Batches
- Items categories (example Fixed assets and stationeries ...e.t.c.)
- Uses Bar code.
- Multiple unit of measurements.
- Tracking items by serial number, lot (batch) number, item number and shelf number.
- Support physical counts.
- Using perpetual module with Average Weighted price, FIFO.
- Stock Keeper authentications.
- Minimum quantity (re-order point) for each warehouse.
- Calculate inventory value using average cost, minimum cost, and FIFO.
- Selling prices and cost prices list.
- Storekeeper authentication issues.

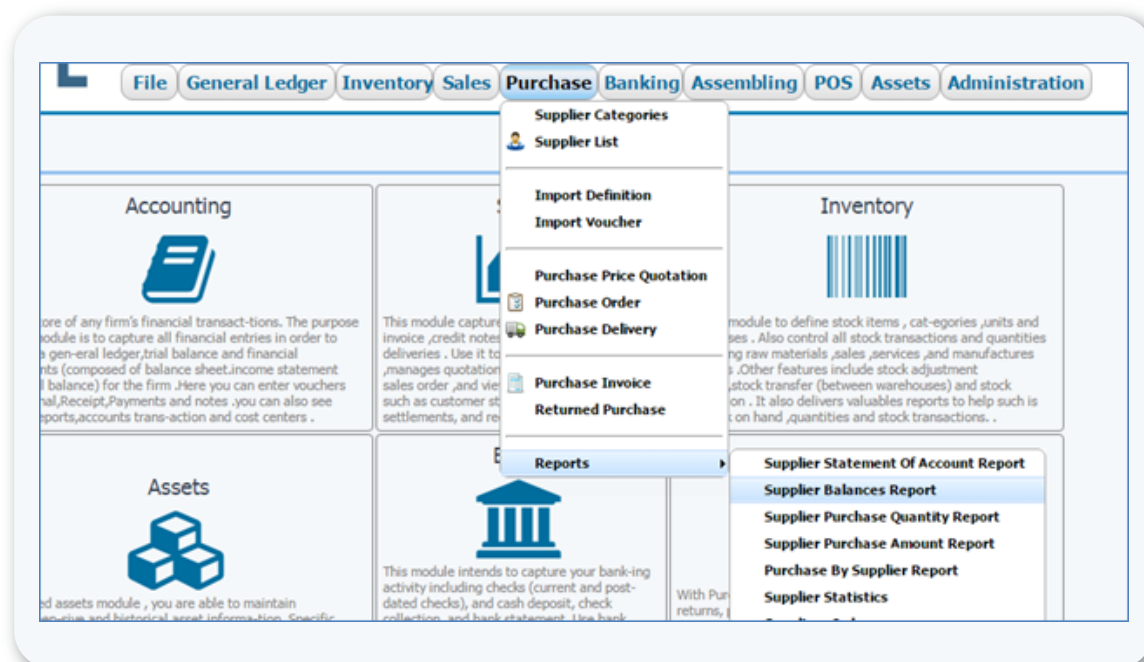
• CONTAINS THE FOLLOWING VOUCHERS:

- Stock In.
- Stock Out.
- Stock Transfer (between warehouses).
- Stock Distribution (for stationeries between departments and branches).
- Stock Assembling.

• REPORTS SUCH AS:

- Item quantities (by warehouse).
- Item transactions (history).
- Stock on Hand.
- Inter-warehouse transaction report.
- Branches' Quantities.
- Item In / Out.
- Pricing.
- Total sold quantities.
- Unavailable stock.
- Free stock (i.e. bonus).
- Stock Evaluation.

3.3. PURCHASING & ACCOUNTS PAYABLES (P&AP):



This module captures all purchases, purchase returns, and suppliers of the firm. It is used for purchasing of inventory items, or services. Typically, it automatically interfaced with General Ledger, Budgeting, fixed assets and Inventory. On the other hand, the payments module deals with all payment operations in the firm including cash and / or checks. In addition to that, vouchers in this module automatically update the accounts payable subsidiary ledger and suppliers files.

MAINLY HAVE THE FOLLOWING VOUCHERS:

- Supplier memo (supplier Invoice).
- Purchase Invoice.
- Payment.
- Down payment.
- Purchase Request.
- Purchase Order.
- Purchase receipt voucher.
- Returned purchase invoice.
- Debit note.

FOR INSTANCE IT SUPPORTS THE FOLLOWING:

- Follow up the purchase request.
- Follow up the purchase order.
- Purchase Management.
- Suppliers' categories.
- Supplier settlements.
- Provide the ability to match the purchase orders with purchase invoices and receipts.
- Trace outstanding purchase orders.
- Follow up the purchase invoice.
- Outstanding purchase request and orders.
- Purchase order tracing.
- Purchase management reports.
- Inquires of purchase orders showing quantity ordered, received, invoiced, and cancelled.
- Vendor history.
- Supplier statement of account.
- Non-moving suppliers' accounts payables.
- Bank transfer to suppliers
- Item history.

PAYMENT VOUCHER:

Handles Payments in multi-currency, cash, and /or checks.

Types of payment: normal and down payment.

Payment may be done for purchase invoice, purchase order and supplier invoice.

Automatically interfaced with bank, general ledger, and purchases modules.

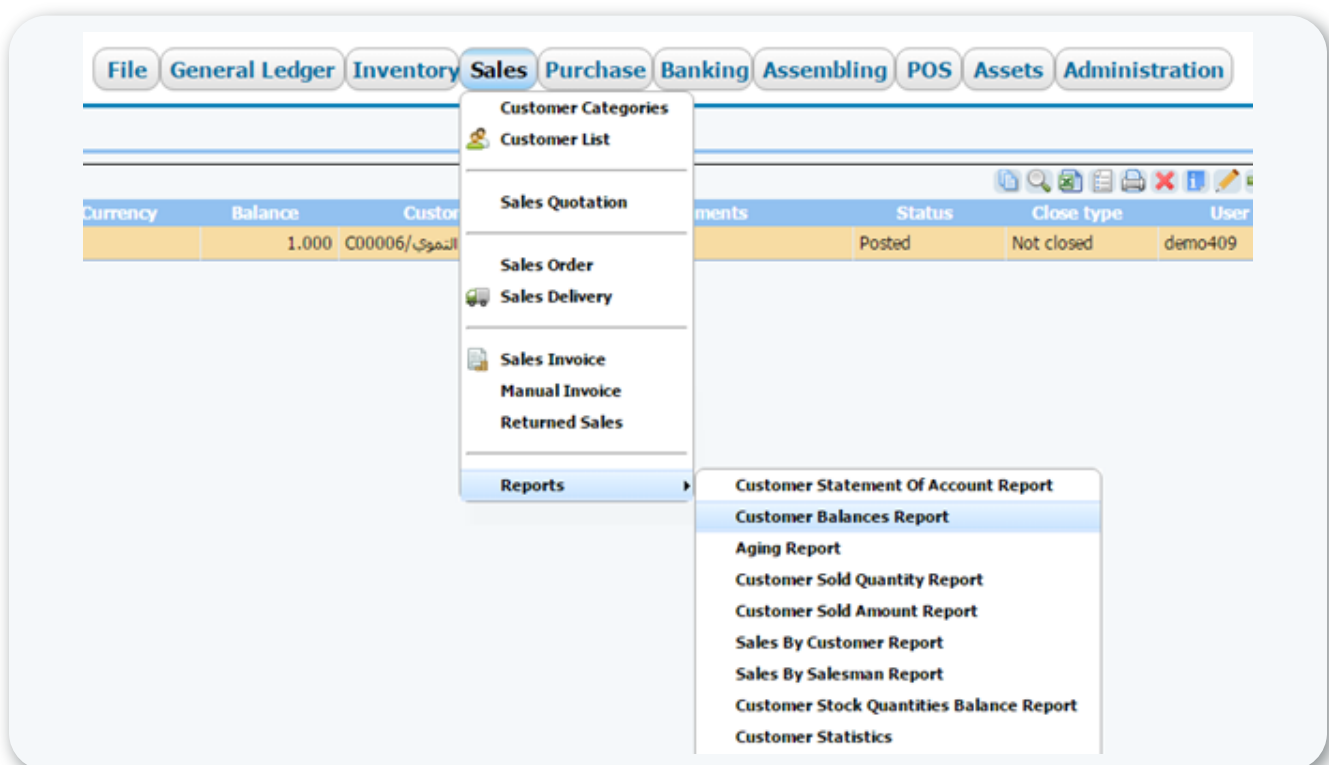
Allows Cost centre entry.

- The payment voucher may include VAT.
- Payments can be created for prior and future periods (date) and in multi-currency.

- It allows on-line and batch entries with unlimited numbers of accounts (entries) in each voucher and on-line balancing edit.
- It provides multiple lines of description per payment entry and voucher. In addition to multiple lines of special pre-defined description (remarks) per voucher.

3.4. SALES & ACCOUNTS RECEIVABLES (S & AR):

- The payment voucher may include VAT.
- Payments can be created for prior and future periods (date) and in multi-currency.
- It allows on-line and batch entries with unlimited numbers of accounts (entries) in each voucher and on-line balancing edit.
- It provides multiple lines of description per payment entry and voucher. In addition to multiple lines of special pre-defined description (remarks) per voucher.



The purpose of this module is to capture all cash and credit sales invoice, credit notes, sales returns and receipt voucher. The vouchers of this module automatically update the accounts receivable subsidiary ledger and customers files. Thus, it is integrated with general ledger, inventory, and banks modules.

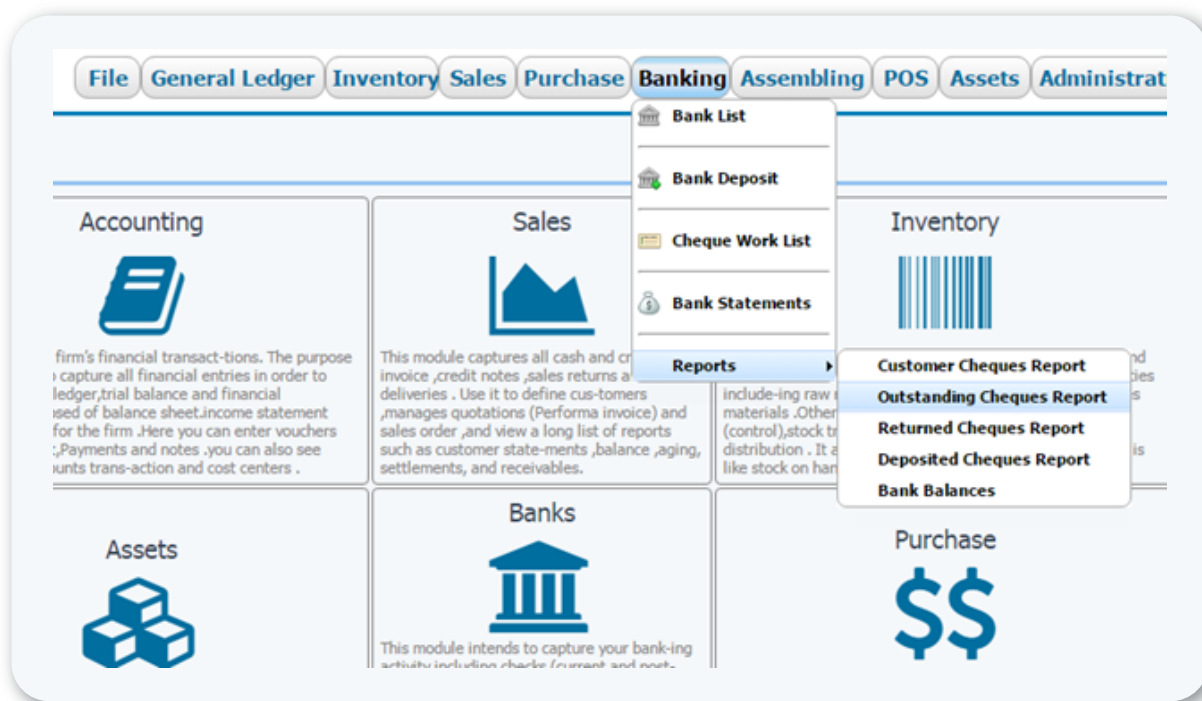
CLEARLY, IT MANAGES THE FOLLOWINGS:

- It handles receipts in multi-currency.
 - Cash receipt and checks.
 - Receipt voucher provides multiple lines of description per receipt entry and voucher. In addition to multiple lines of special pre-defined description (remarks) per voucher.
 - On-line inventory updates.
 - Total Revenue, commissions, outstanding balances, and collections.
- Revenue analysis reports.

- Customers and customers aging.
- Sales mark-up reports on items.
- Customers accounts receivable statement of account.
- Customers' accounts receivable outstanding balance.
- Customers' post-dated-checks statement of account.
- Non-moving customer accounts receivables.
- Price points list.
- Revenue per Item/Price, per Warehouse, per Customer, per Region, Salesman Balances, Salesman Sales/Collections/Commissions, Sales Performa/Orders/Deliveries.

- Mainly has the following vouchers:
- Receipt voucher (cash/checks).
- Manual Invoice.
- Invoice (cash / debit).
- Sales delivery.
- Price list.
- Sales returns.
- Credit Note.

3.5. TREASURY (CASH, BANKS AND CHEQUES):



The purpose of the bank module is to capture all banks activity including check (current and post-dated checks) and cash deposit, check collections, and bank statement. The bank module integrated with purchases and AP, sales and AR, general ledger.

ESSENTIALLY, IT CONTAINS THE FOLLOWINGS:

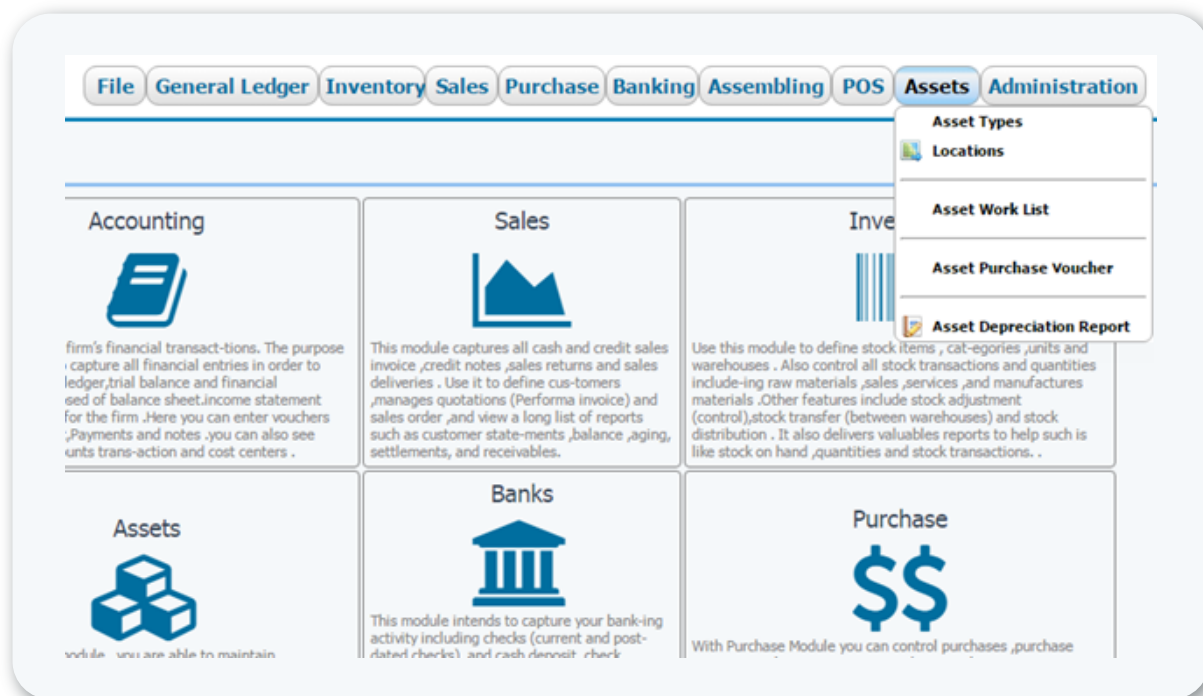
- Journal cash deposit.
- Check deposit.
- Check collection.

- Bank reconciliation in semi-manual fashion.
- Archiving bank reconciliations for future reference.
- Changing check status (i.e. cancelled, returned, e.t.c.).
- Check printing and Manual Checks.
- Deals with post-dated and return cheques.

REPORTS:

- Self-checks.
- Customer post-dated check statement of account.
- Customer checks (posted-dated or current and returned checks).
- Bank reconciliation.

3.6. FIXED ASSETS:



Fixed assets module allows the user to maintain comprehensive and historical asset information. Specific information depending on the asset type, location, and department is possible as well various methods of depreciation. Automatic fixed assets accounting entries will be generated to the General Ledger, including provisional depreciation and their reversals. It is integrated with general ledger, budgeting, inventory, and purchasing & accounts payables modules.

MAIN FEATURES:

- Uses straight-line Depreciation method.
- Uses bar code reader for assets evaluation.
- Hieratical asset types and classes.
- Hieratical assets locations.

- Utilizing assets label code and bar code.
- Monthly or yearly depreciation methods.
- Masters assets classes, types, locations, and transactions.
- Assets Disposal and additions.
- Transfer of assets.
- Deprecations and addition depreciations.
- Assets Transactions posting.
- Batch depreciation.
- Storing asset related information such as supplier name, code, contact information, serial number, and model and product number.
- Spread sheet appearance.
- Fixed Assets Reports and Inquires:
- Fixed Assets by class/types/Location.
- Assets Depreciation Schedule.
- Assets Details Report.
- Assets Journal & Asset capitalization.
- Assets History
- Assets disposals.
- Assets Balances and summary.
- Assets Movements, Assets parts additions.

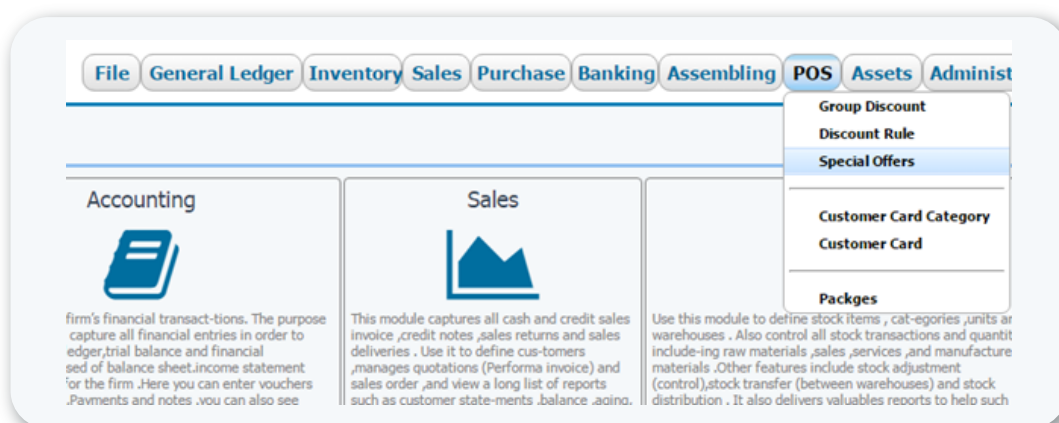
3.7. ASSEMBLING MODULE

This module assembling the product items from different sub items (row materials). The idea is to work like a production system for small easy manufacturing institutions. The first step includes defining the Assembling (Production) formula; the next step is the assembling (production) process, whereby the new finished product quantities is increase and row materials quantities decreases. At the same time, the inventory module will be affected in terms of values and quantities.

The idea is to keep the user free in defining production formula with unlimited row materials and cost.

3.8. POS BACK END MANAGEMENT.

POS Back end management module is special module to manage point of sales for





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