

Your Goals. Our Solutions.



Financial Reports



Budget



Company Structure

**FIXED ASSETS
MANAGEMENT**



الحل الأمثل والنظام الشامل لإدارة الأعمال
The Total solution system for your business

A photograph of three business professionals in a modern office setting. A man in a suit and tie is on the left, smiling and looking towards the center. Two women in business attire are in the center and right, both smiling and looking at a large black folder held by the woman in the center. The background is a large glass window with a grid pattern, reflecting the sky. A semi-transparent green banner is at the top, containing the text "Your Goals. Our Solutions." in white.

Your Goals. Our Solutions.



Fixed Assets

Optimum Fixed Assets Module is an integrated system of Optimum ERP for managing any organization's fixed assets and related details. The system consists of detailed assets file with all the original information about the asset. System also maintains the documents related to assets like insurance, registration, maintenance and so on. The financial file maintained in the system record the depreciation details as well as the original and net book value of the assets. System also calculates the gain or loss upon disposal of asset. The movement of the asset can also be tracked.

Optimum provides powerful Security and Workflow. Specific system and operational roles can be defined at user or user group levels. A powerful document workflow ensures the smooth flow of documents within the organization. Any number of approval levels can be defined according to the nature of the document.



Core Components:

1. Assets Profile.
2. Assets Categorization.
3. Assets Administration Management.
4. Assets Document Management.
5. Assets Operations Management.
6. Assets Financial Management.
7. Assets Movement Management.
8. Asset Inventory File Management.
9. Reports & Inquiries.



Company Structure



Budget



Assets Profile

Optimum Fixed Assets Profile in Optimum Fixed Assets Module brings all details regarding assets in one screen to provide users with full assets summary:

- √ Asset Description
- √ Asset Pictures.
- √ Asset Financial Summary.
- √ Asset Accounting Entries Summary.
- √ Asset Documents Summary.



Fixed Assets



Assets Profile



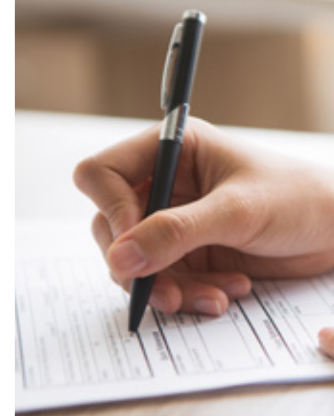
Categorization

Fixed Assets can be categorized in **Optimum Fixed Assets Module** with following features:

- √ Create asset categories & fields to be added for each classification of assets.
- √ Create financial categories & periods of depreciation according to international accounting standards
- √ Create types of documents & prepare for renewal of documents before expiry date of the document.



Fixed Assets



Categorization



Fixed Assets



Administration

Administration

Optimum Fixed Assets Module includes the assets admin file with following features:

- √ Add assets according to the financial & administrative categories.
- √ Update of assets directly from the Optimum Procurement Module.
- √ Online approval of assets added through workflow.
- √ Recall original asset for editing.
- √ Print the asset file information.
- √ Inquiries & reports.
- √ Send asset information & alerts electronically via e-mail.



Documents

Optimum Fixed Assets Module includes the management of all assets related documents with following features:

- √ Add documents by category.
- √ Upload electronic or scanned copy of original documents.
- √ Online approval of documents through workflow.
- √ Get electronic alerts via email for document expiry & renewal.
- √ Print documents.
- √ Inquiries & reports.
- √ Send documents & alerts electronically via e-mail.



Fixed Assets



Documents



Fixed Assets



Operations

Operations

Optimum Fixed Assets Module contains assets operations file with following features:

- √ Create & maintain unlimited number of skills/trades.
 - Maintenance.
 - Insurance.
 - Periodic inspection etc.
- √ Update & follow-up operations.
- √ Online approval through workflow.
- √ Print information.
- √ Inquiries & reports.
- √ Send follow-up valerts electronically via e-mail.



Financials

Optimum Fixed Assets Module contains financial file with following features:

- √ Depreciation process.
- √ Disposals process.
- √ Sales process.
- √ Extend or reduce the life of the asset.
- √ Update financial entries to general ledger.
- √ Online approval of all transactions.
- √ Print financial information.
- √ Inquiries & Reports.
- √ Send reports & alerts electronically via e-mail.



Fixed Assets



Financials



Movement

Optimum Fixed Assets Module provides the functionality to move assets with following features:

- √ Transfers of assets according to the following:
 - Category.
 - Financial Category.
 - Location.
 - Employee etc..
 - Type.
- √ Online approval of all transactions.
- √ Print movement information.
- √ Inquiries & reports.
- √ Send reports & alerts electronically via e-mail.



Fixed Assets



Movement



Physical Count & Reconciliation

Optimum Fixed Assets Module provides the functionality to physically count and reconcile the assets with following features:

- √ Validate total or partial inventory according to the following:
 - Category.
 - Financial Category.
 - Location.
 - Employee etc..
 - Type.
- √ Online approval of all transactions.
- √ Update of assets by addition or disposal.
- √ Print reconciliation information.
- √ Inquiries & reports.



Fixed Assets



Physical Count &
Reconciliation



Fixed Assets



Inquiries & Reports

Inquiries & Reports

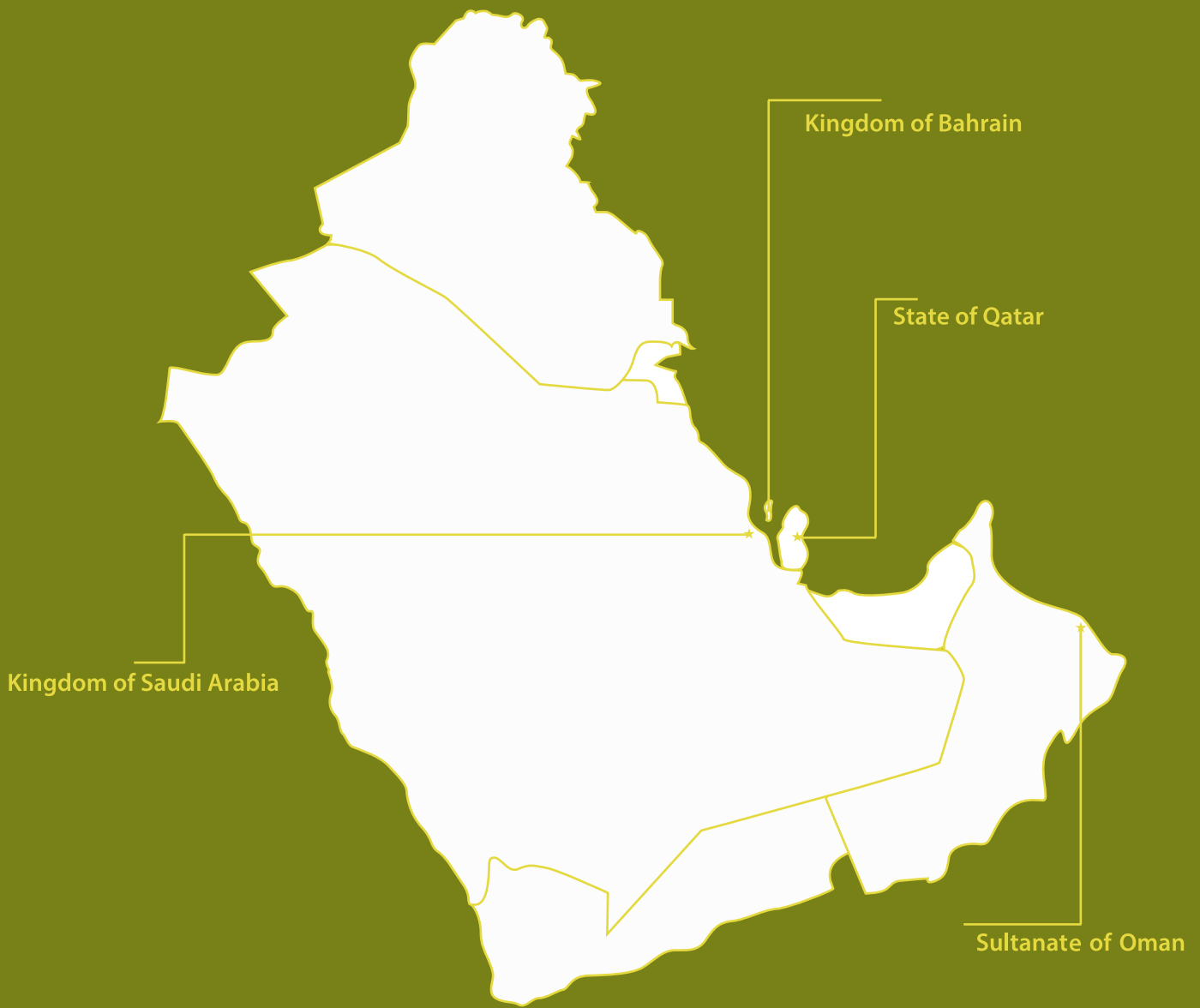
Optimum Fixed Assets Module provides comprehensive inquiries and reporting system with following features:

- √ Financial reports & inquiries for depreciation.
- √ Management reporting of assets according to the following:
 - Category.
 - Financial Category.
 - Location.
 - Employee etc..
 - Type.
- √ Reports & inquiries for assets operations.
- √ Reports & inquiries for movement of assets.
- √ Reports & inquiries for assets documents.
- √ Inventory reports & inquiries.
- √ Send daily notifications & alerts electronically via e-mail.



Al-Arminthal
GROUP

COMPANY PROFILE



Regional Offices

Bahrain

P.O. Box 2949
 Manama, Kingdom of Bahrain
 Tel. +973 17 297227
 Fax. +973 17 297 337

Qatar

P.O. Box 31122
 Doha, State Of Qatar
 Tel. +974 4491 3232
 Fax. +974 4491 3231

Saudi Arabia

P.O. Box 3674
 Al Khobar, Kingdom of Saudi Arabia
 Tel. +966 3 889 0022
 Fax. +966 3 889 8285

Oman

P.O. Box 1801
 Muscat, Sultanate of Oman
 Te . + 968 2447 2223/4
 Fax. +968 2448 1867

