Your Goals. Our Solutions.

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Budget

Financial Reports

Company Structure

CHARITY ASSOCIATION E-ERP

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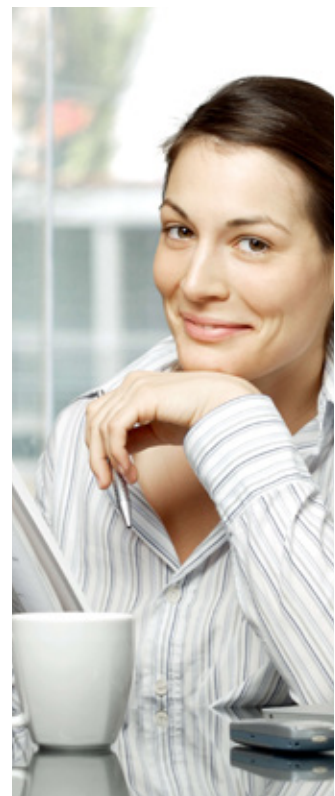The Total solution system for your business

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OPTIMUM Charity Association software can manage the entire operations of a trading fund. **OPTIMUM Charity Association** is offered as an integrated package that can manage application process of obtaining from the donors, providing to the needy people, creating budgets for charity activities, maintaining aids received (goods or cash) and dispatching aids according to predefined date schedules.

It incorporates the requirement of non-profit organization and provides a solution to manage endless aid requests and automates the application process of providing aid (whether cash or goods) to the needy people. It combines various **Optimum** modules that can manage the entire back office of a charity fund: managing employees' time attendance and payroll calculations, fixed assets management, financial accounting when receiving aid payments and recording and maintaining a control over goods or cash received and maintaining a master file with detailed information about each donor/needy.

Charity Association (E-ERP) Module:

1. Procurement & Supply Chain Module.
2. Inventory Module.
3. Financial Management Module.
4. Fixed Assets Module.
5. HRMS & Payroll Module.
6. Time & Attendance Module.
7. CVRM
8. Business Intelligence Reporting.

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Charity Association
E-ERP

Company Structure

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Charity Association

Optimum Charity Association system is a comprehensive system that covers all processes of operating a charity fund. The system can hold an unlimited number of needy and donor applications, unlimited types of services available and automate the process of making payments to unlimited needy.

Optimum Charity Association system is designed to automate the essential tasks of needy and donor application for cash or physical aid and the operational process for donating and providing to the needy. Cash payments or physical aid can be collected from donors and payments can be automated to be made to the needy at a given time.The advanced inquiry feature provides drill-down facility of every transaction to detail.

Functionalities:

√ Aids Management.
√ Needy Master Files Management.
√ Needy Applications Management (Cash / Physical Application).
√ Donors Application Management (Cash / Physical Application).
√ Needy Operational Process Management.
√ Donor Operational Process Management.
√ Reporting & Inquiries Management.

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Procurement & Supply Chain Module

The **Optimum Procurement & Supply Chain** Module manages all aspects of the purchases and payment functionalities. It is a multi-currency system starting from departmental request till final payment. It has unlimited workflow levels and user authorization limits.

The **Optimum Procurement & Supply Chain** Module is linked to the budget where controls can be set at the account level, profit centre level, cost centre level or a combination of all these. It has a full-fledged parameterized inquiry and reporting system that allows the user to retrieve any information needed.

√ Departmental Requests Management.

√ Vendor Requests for Quotation Management.

√ Purchase Orders Management (Inventory - Non Inventory Items).

√ Delivery Notes Management.

√ Invoices Management (Direct & against Deliveries).

√ Vendor Contracts Management.

√ Payment Management (Cheque - Transfer - A/C to A/C).

√ Vendor's Profile Management.

√ Payables Reporting & Inquiries Management.

Inventory Management

Optimum Inventory Management System controls the organizations' inventory, whether that inventory is for internal use or for resale.

The **Optimum Inventory Management** System maintains for each stock a fully fledged master file containing all aspects such as the Re-Order level, Re-Order quantity, Lead time and so on. It has a multi-currency, multi-store, multi-location and multi-level inventory structure. The open parameterization structure, drill down facilities, and the inquiries and reporting capabilities give the best control over the organization's inventory.

√ Inventory Received Management (Delivery Received Update).
√ Store To Store Transfer Management.
√ Direct Addition/Deduction Management.
√ Assembly Management.
√ Delivery Notes Management.
√ Inventory Returns Management.
√ Store Structure Management.
√ Inventory Master Management.
√ Inventory Reporting & Inquiry Management.

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Financial Management

Optimum **Financial Management** is a fully-fledged Activity-based Cost accounting (ABC) ledger, that has unlimited segments of chart of accounts, unlimited accounts setup, unlimited profit centres, and unlimited cost centers.

Optimum **Financial Management** is a multi-company, multi-branch and multi currency system. It has a fully fledged built-in Customer/Vendor sub-ledger. Its powerful parameterization, drill down facilities, and inquiries and reporting capabilities allow the user to retrieve any information at the click of a mouse.

√ Journal Vouchers.
√ Pre-set Vouchers.
√ Customers / Vendors.
√ Auto-Generation Vouchers.
√ Budgeting & Forecast.
√ Accounts Reconciliation.
√ Financial Reporting.

Our Powerful Accounts Parameterization features facilitates greater flexibility & adaptability to suit any kind of business.

The customers can design their own parameters that are distinctive for their own organization.

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Fixed Assets Management

Optimum Fixed Assets Management System is aimed at recording all the fixed assets bought or capitalized, whether these assets are tangible or intangible. It will keep track of all movements of these assets, whether these movements are from staff to staff or department to department or from one location to another.

Optimum Fixed Assets Management System also keeps full track of the financial aspects of the assets i.e. original cost, depreciation, net book value, disposal, remaining life etc. It also keeps all related documents, and it has a full fledged reporting and inquiry system.

Whenever needed, an online context sensitive help system pops up to assist & guide you through all the procedures.

√ Assets Management.
√ Assets Financials.
√ Assets Maintenance.
√ Assets Movements.
√ Assets Documents.
√ Assets Insurance.
√ Assets Tracking.

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Human Resources & Payroll

Optimum Human Resources & Payroll covers all aspects of Human Resources required by any organization. It has a multi-company, multi-branch, and unlimited departmental structure. It is bi-lingual so you can logon in the language of your choice (Arabic-English).

Optimum Human Resources & Payroll is totally parameterized so it can accommodate the laws, rules, regulations, policies and procedures of any country or organization.

Optimum Human Resources & Payroll allows setting up many payroll templates in multi-currencies, and many payroll generations.

√ Recruitment Management.
√ Personnel Administration.
√ Document Management.
√ Attendance Management (Attendance, leave, sick leave, etc.).
√ Payroll Management.
√ Loans Management.

√ Organization Structure Management.
√ Policies & Procedures Management.
√ Appraisals & Forms Management.
√ Staff Communication (Bulk Email, SMS etc).
√ Training Management.
√ Self Services Management.
√ Inquiries & Reporting.

Time & Attendance Management

Optimum Time & Attendance Management system has been designed to manage the manifold and complex processing of your   company's employee time and attendance data. The module may be linked to OPTIMUM Personnel Administration and Payroll module, to work as an integrated system.

Optimum Time & Attendance Management System structure allows the user to parameterize any type of shifts and special policies required by the organization.

Access Control:
√ Live Monitoring with Dashboard.
√ Remote Door Control.
√ Facility to Enter Data Manually.

Roster Management:
√ Create All Types of Rosters.
√ Dashboards for Management & Staff.

Attendance Management:
√ Late In Monitoring.
√ Early Out Monitoring.
√ Break Monitoring (Absence During working hours.
√ Absence Monitoring.
√ Overtime Monitoring.

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Customer/Vendor Relationship Management

Optimum Customer/Vendor Relationship Management an innovative system designed to enable businesses to link their supply chain management with customers' management to maintain, manage and organize correspondence with customer/vendor with ease.

It is a core system that links with every module in the Optimum ERP and when transactions are posted for any customer/ vendor, a complete profile can be maintained that provides information related to the specific customer/ vendor (products offered, contact, emails etc.)

Functionalities:

√ Customer/Vendor Master file Management.

√ Customer/Vendor Products Management.

√ Documents Management.

√ Customer Label Printing.

√ Customer Care (e-Ticket).

√ Customer/ Vendor Communication (e-mail, sms,fax).

Business Intelligence Reporting

Optimum Business Intelligence Reporting tool more simply known as Excel Add-on is an advanced reporting tool available in Microsoft excel enabling users to designs any reports imported from Optimum system in excel into the layout of their choice, whether compact design or in tabular form in an interactive manner.

Optimum BI tool allows users to do data mining according for their individual needs. Users with the aid of excel can log on to Optimum and drill-in for data and present it in quality graphs or in tabular form, conduct statistical analysis or analyze trends, perform calculations or add formulas into the pivot table.
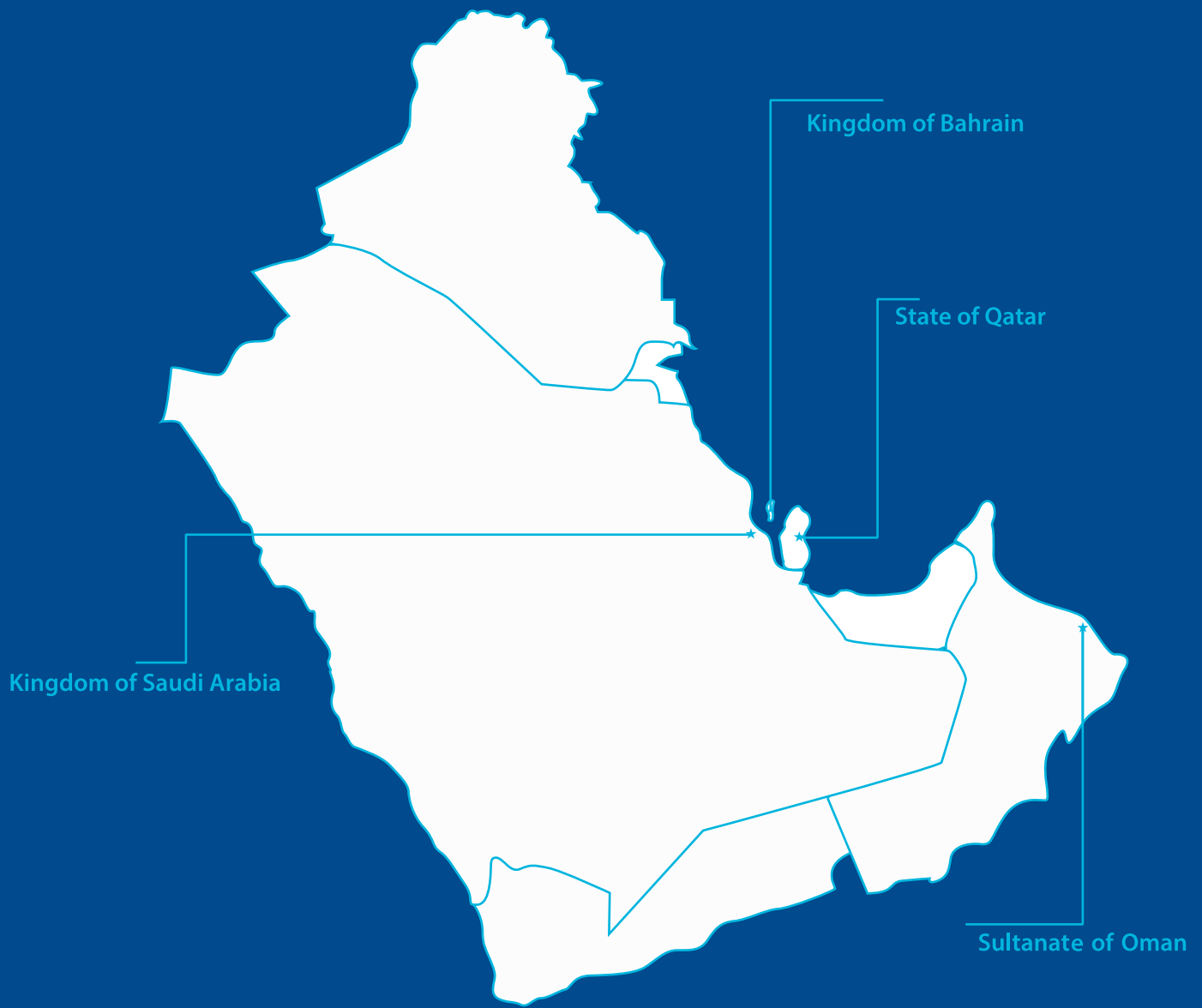
Functionalities:

√ Accounting, Budgeting & Financial Reporting.
√ Management Reporting by Profit centre/Cost centre/Project.
√ Supply Chain & Procurement Reporting.
√ Inventory Reporting.
√ Assets Insurance.
√ Fixed Assets Reporting.
√ HRMS Reporting.
√ Time Attendance Reporting.

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COMPANY PROFILE

Al-Aminal

Kingdom of Bahrain

State of Qatar

Kingdom of Saudi Arabia

Sultanate of Oman

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