

**SAJAYA® ERP is a new era in the world of software applications targeted for the Arab region to fulfill the needs of Arab users of custom-built software application in compliance with International Standards**



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## SAJAYA® Enterprise Resource Planning System



**E  
R  
P**





**SAJAYA® ERP system give its users confidence in taking daily decisions and executing enterprise strategies**

**SAJAYA® aims to organize processes, provide data for enterprises to take appropriate decisions, and achieve their key objectives through saving efforts and money**

SAJAYA® is an integrated ERP system for managing enterprises and organizations. It consists of a set of inter-related modules of financial, fiassets, operations, production, and human resources that work on a unified database to provide the best solution for managing public and private companies to deliver precise vision for their work in a better way, in order to stimulate excellence and innovation.

SAJAYA® ERP application has proven efficiency and strength through its implementation to a large segment of companies covering various sectors; commercial, industrial and service sector. SAJAYA® application has been able to:

- Design enterprises' hierarchy and objectives in specialized methods
- Provide strong and reliable methods for data structure
- Immediate response during operations within the enterprise
- Increase productivity, reduce cost and resources
- Execute operations based on users, supervisors, and follow-up their tasks



**Dear customers ... We are always with you:**

SAJAYA® ERP application focuses on your special needs, auditing, information technology, business processes to provide business solutions and support decision-making process. All of this, with the highest quality products and commitment to implement the applications and programmes through a distinct working group at all times.



## System Flexibility & User Friendly

- ✓ Customized lists and toolbar shortcuts which are arranged for each user.
- ✓ Rearrange, display, hide entry fields, and inquire about data according to each user needs.
- ✓ Customize queries and reports through inserting data filter conditions and sums.
- ✓ Issue several customized reports in several layouts according to enterprise needs.
- ✓ Additional fields in several properties (numbers, date, text...) for additional data entry.
- ✓ Online help and user's manuals in both Arabic and English languages

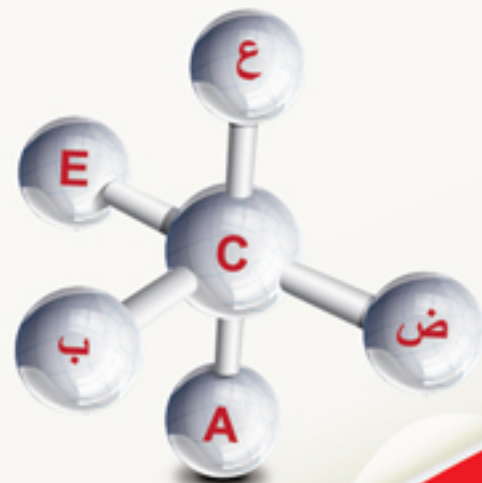


## SAJAYA® ERP System

## FEATURES

### Compatibility

- ✓ Arabic language, support English language and other languages in the application interfaces and screens
- ✓ Bilingual data entry: main language and another foreign language at the same time.
- ✓ Multi-calendars: Gregorian and Hijri with ability of using them separately or together
- ✓ Dealing with all regulations: labor law, expats, taxes, social securities... etc



### Security & Continuity

- ✓ Standardization in developing systems depending on applying standard bases, and using latest international technologies
- ✓ Security and controlling system for organizing user's privileges
- ✓ Usage log for user's transactions which include the new modified data, and the old data
- ✓ Life time warranty in addition to local and regional support by latest technological devices



### Comprehensiveness & Readiness

- ✓ Integrated group of specialized and connected applications and programs for satisfying all enterprise's management needs
- ✓ Systems integration and flexibility in exchanging data and connecting with variant devices and international applications
- ✓ Manage and follow up enterprise performance through preparing and customizing reports and queries for all functional levels
- ✓ Default data for all system settings which enable user to work on the system immediately
- ✓ Ability of developing and adding new customized applications the serve enterprise special activities





# Financial Management



Aims to balance keeping up enterprise existence and achieving investment's adequate revenue rates through documenting financial transactions, controlling cash flow, following up revenues, observing expenses and ensuring enterprise's goals achievements.

## Main Functions

- Provide accurate financial information about enterprise performance through documenting transactions and transferring them to vouchers
- Follow up cash flow and cash liquidity issued from the enterprise to vendors creditors, and cash flow coming to the enterprise from debtors and clients
- Manage current and deferred check's, register all phases, specify status, and due dates for collection or payment
- Provide instant data about cash\ bank balances, establish bank settlements to match with book balances, estimate current and future needs
- Plan enterprise's revenues, projected expenses, prepare estimated budgets, link them with financial accounts and cost centers
- Issue financial lists to assess enterprise performance
- Divide enterprise into several cost centers and their linking with distribution policies Provide current, detailed and historical data of cost center's transactions and activities



## Important Features

- ✓ Deferred vouchers system to distribute financial effect on accrual accounting concept
- ✓ Typical and recurrent vouchers of frequently repeated transactions
- ✓ Multi-accounting periods within one fiscal year
- ✓ Save records for modified estimated budget, compare current/historical records
- ✓ Create estimated budgets depending on the current and historical actual budgets of cost centers and accounts
- ✓ Multi-distribution cost centers policies on the level of accounts/transactions/vouchers
- ✓ Link estimated budgets with financial accounts and cost centers, organize budgets modifications and variations
- ✓ Modify cost centers used distribution policies and issue reports for historical transaction's based on recent modifications
- ✓ Organize users privileges over vouchers and voucher privileges over cash and banks
- ✓ Specify users privileges over cost centers; activation and suspending privileges



## Sales & Marketing Management



Manage enterprise client's relation, follow up products marketing, increase sales and arrange competitive sale's operations taking in consideration the differences of client's demands, desires, and needs. Also organize the granted facilities and document all financial transaction's and accounting effects.

## Main Functions

- ▶ Planning sales cycle and phases, follow up phases implementation of issuing promotions, sales orders, delivery vouchers, and invoices automatically
- ▶ Provide the required data for all enterprise departments about the required materials from vendors and about the received procurements in warehouses to work on marketing them to clients
- ▶ Register sales orders, allocate available quantities, purchase unavailable materials, and prepare them for delivery
- ▶ Increase competitiveness through organizing seasonal or continuous promotions based on purchased materials quantities in invoices or in specific periods
- ▶ Maintain stable sales prices through creating multiple price lists for each material, and link each price list with specific group of clients
- ▶ Organize employee's privileges which include : issuing price offers, approving sales, allocating materials, and issuing permissions for delivery



## Important Features

- ✓ System for approving policies, and payment methods i.e. cash, credit, cards ...etc
- ✓ System for allowance periods, payment discounts, and payments delay penalties
- ✓ System for scheduling debt accounts on deferred payments, and linking the paid payments with due invoices
- ✓ System for sales cycle including price offers, sales orders, and delivery vouchers\invoices
- ✓ Allocate available materials, and issue purchase orders for unavailable materials
- ✓ System for drop-ship services from vendor's stores to client's locations directly
- ✓ System organizes partial delivery through issuing invoices for sales transactions
- ✓ System for voucher's historical copies and versions.
- ✓ System for variant price offers for clients on goods and materials
- ✓ System for sales promotions including cash discounts, gifts, and free quantities on invoices or on total sales value within specific periods
- ✓ Provide several vouchers' types, and organize usage privileges of these vouchers on the level of warehouses, materials, and users



# Purchasing & Inventory Management



Manage enterprise vendor's relations, control procurements and expenses, identify distribution methods, organize due payments, benefit from discounts and facilities, take advantages of allowance periods, follow up inventory's controlling procedures, ensure inventory permanent readiness, purchase and provide the required materials\goods on time.

## Main Functions

- Plan stock, observe materials continuously, display stock life-time and storage periods to make sure minimum/maximum levels are not exceeded
- Plan purchasing cycle phases, its implementation and follow-up in compliance with enterprise internal system and connected with sales and purchases
- Follow up available, allocated and required quantities on way, specify their effect on the level of inventories, material's balances, re-order times and final cost
- Take advantage of credit facilities and payment discounts, commit to payment's due date through approving policies and specifying payment methods
- Manage and organize employee's privileges for materials requests, purchase orders, receiving/entering warehouses, register vendors invoices and related purchasing costs
- Costing of materials through estimating related costs and their calculations at the time of receiving and registering materials in the warehouses to compare with received invoices from vendors and treat the differences



## Important Features

- ✓ System for main/subsidiary warehouses, and bins location inside each warehouse
- ✓ Batches system, validity periods, serial numbers, and bundles of material
- ✓ System for service and stock materials, coding policies, & barcodes
- ✓ Planning inventory, re-ordering of materials, annual and periodical inventory taking
- ✓ System for allowance periods, discount payments, & delay penalties
- ✓ Scheduling debts on deferred payments, and linking paid payments with due invoices
- ✓ Procurement cycle for purchasing orders, receipt vouchers, costing and invoices
- ✓ Linking purchasing orders from vendors with sale orders to clients
- ✓ System for drop-ship services from vendor's stores to client's locations directly
- ✓ System for partial vouchers receipt of orders and invoices
- ✓ System for voucher's historical copies and versions
- ✓ Estimating costs of materials and purchases on the level of materials and vouchers
- ✓ Multi-voucher's types, organize privileges on the level of warehouses/materials/users
- ✓ Multiple receipt addresses, delivery dates, and tax types for each voucher





## Assets Management



Assets Management has tight control over enterprise's owned or leased assets in term of selling, purchasing, renting, retiring, locating, and specifying asset custody, allows following-up assets with all their transactions such as maintenance, insurance, mortgaging...etc. Also works automatically on documenting the administrative and financial transaction's effects, and documenting asset's transactions that includes following-up, maintaining, and depreciation of assets.

## Main Functions

- Manage owned and leased assets by identifying locations, keepers, and transactions, specify date of inventory taking, licensing, and mortgaging
- Organize asset's purchasing, issue purchasing orders for vendors, receive purchased assets, register invoices, and specify depreciation policies
- Organize asset selling and retiring transactions, document their financial effects
- Maintain assets by ensure their readiness, register maintenance contracts and free warranty periods, create periodical and preventive maintenance schedules
- Manage asset's expenses; organize records of asset inventory, purchasing, and depreciation
- Follow up expenses of asset's transactions; re-assess asset value after maintenance work
- Organize employee's privileges which include issuing purchase orders and sales vouchers, approving on asset's transactions such as damaging and transferring



## Important Features

- ✓ Several policies for generating asset's cods & numbers depending on their types
- ✓ Dealing with asset's transactions according to location, bundles, & alternatives
- ✓ Dealing with assets according to their serial numbers & validity periods
- ✓ System for main/subsidiary warehouses with specifying bin location in warehouse
- ✓ System for deprecation cycle with specifying deprecation cycle duration
- ✓ System for deprecation method i.e. totally, partly, expense or un-depreciated item
- ✓ System for deprecation assets according to asset's ages or asset's productivity age
- ✓ System for deprecation type i.e. fixed deprecation, decreased depreciation, work duration, or produced unites
- ✓ System for merge asset's group in one asset, & transfer group accounts to new one
- ✓ System for organizing available and consumed quantities of spare parts/consumables
- ✓ System for maintenance procedures which link spare parts & consumables with maintenance schedules
- Provide several types of vouchers and distribute usage privileges on assets, & users



## Production Management



Plans and manages production phases through specifying the used standard formulas, raw materials, human resources, estimates cost and duration required for the production processes. It also provides the necessary information for comparing produced quantities with actual materials, costs, and duration, to ensure production of materials and finished products within the requested quality and time.

## Main Functions

- Organize production processes; identify process phases, tracks, formulas, and resources
- Organize privileges of issuing production requests, orders, and vouchers; transfer each phase results to the next one automatically
- Organize workflow, provide necessary data about the required raw materials, and receive manufactured\semi-manufactured products from each phase
- Maintain stock/inventory level according to produced quantities and achieved sales
- Estimate production process costs; control the consumptions of raw materials, and semi-manufactured materials
- Control costs of finished product through providing financial and administrative reports about phase's estimated and actual costs
- Manage quality inspection, and follow up errors to ensure finished products quality
- Maintain product image and brand value by ensuring the quality of offered products in markets and match them to enterprise main standards



## Important Features

- ✓ System for cods, barcodes, and serial numbers
- ✓ Multi-production tracks for each product and multi-formulas for each process
- ✓ Planning production inventory, specifying inventory maximum\minimum level
- ✓ Internal production orders depending on the issued production requests.
- ✓ Multi-costing polices based on produced units, used raw materials\equipment
- ✓ Quality inspection polices depending on approved standards for each product
- ✓ Validity periods depending on results of quality inspection and production analysis
- ✓ Quality inspection vouchers, link them with production's vouchers, phases, and standards
- ✓ Reports about the finished product's quality to release them in markets with specifying rejected quantities and rejection causes
- ✓ Issue inspection certification for each outcome shipment from enterprise to clients
- ✓ Organize production through linking production vouchers with tracks and users



# Human Resource Management



Human Resource Management is an advanced module that works on providing electronic records for attracting and appointing employees, registering employees' daily transactions, organizing salary payments and benefits, documenting their accounting effects, and providing periodical data for appraising performance and evaluating career developments.

## Evaluation



## Main Functions

- Plan human resource needs according to enterprise strategic plans and organizational structure
- Identify job descriptions; specify each job task, qualifications and experiences
- Create staff electronic records, insert official documents, and register historical records
- Register agreements; clarify employee's financial returns and administrative benefits. Organize payment of salaries, daily wages, allowances, and bonuses
- Manage enterprise relation with external parties which are related to employees' i.e. insurance social security, taxes...etc
- Calculate and deduct due amounts from employees' salary to deliver them to the relevant authorities
- Ensure staff competence by arranging periodical appraisal of practical achievements
- Create tracks of educational and training plans for each career path.
- Register accounting effects of employee's transactions in enterprise financial records



## Important Features

- ✓ Provide data base for employment applications and link it with enterprise website
- ✓ Provide job descriptions with organizational structures, and administrative degrees
- ✓ Modify several types of vacations and departures, and their due dates
- ✓ Modify several types of allowances and deductions, also specify calculation method
- ✓ Calculate overtime, and allowances with issuing financial summaries
- ✓ Transfer salaries via banks from enterprise account to employee's accounts
- ✓ Organize the required official and legal records for governmental authorities
- ✓ System for administrative degrees and job grades (ranks)
- ✓ System for health insurance and health care program
- ✓ Loan System for scheduling loan payments, and deducting them from monthly salary
- ✓ System for daily shifts and daily workers
- ✓ System for employment's custody which is linked with asset management
- ✓ System for administrative and functional penalties\ violations
- ✓ System for periodical appraisal of career performance



## Other Products

### Fleet Management

Fleet Management module in SAJAYA® System increases enterprise readiness, controls enterprise owned or leased resources which include vehicles and drivers to organize, and follow up trips, also ensures implementing those trips according to enterprise plans through specifying shipping tracks and routs within specific time duration, and arrange all shipping phases starting with receiving shipments, ending up with delivering goods, and issuing invoices for clients, moreover documents transaction effects and follows up achieved revenues automatically with providing comprehensive reports about each shipping phase, and each phase expenses.



### Vehicles Renting

Vehicles Renting module in SAJAYA® System is for controlling enterprise vehicles administratively, financially and technically, ensuring their readiness, following up productivity\revenues through registering and organizing vehicle's transactions such as reservations, renting, periodical and emergency maintenances...etc., also ensuring maintenance work effect on vehicle's actual cost and default age, documenting these transactions financial effects by creating accounting vouchers and notes.



### Educational Enterprises

Educational enterprise resource planning presents group of advanced and integrated programs for managing all education process phases starting with registering following up financial and administrative transactions.



## Versions



Gold Version



Business Version



Intelligent Version

**SAJAYA®**  
تقنيات الأعمال  
BUSINESS TECHNOLOGY

Flexible systems and multiple programs  
for different sectors