

SANAtch

**Advanced
Software Solutions**



**Business Management Solution
overview**

SANAtch

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Introduction

System Overview

BAYAN is a highly interactive web-based business Management System that provides a complete leading solution for your financial, administrative affairs, procurement, revenues tracking and logistics departments' administration. It combines the evolution of software and internet for the purpose of improving the management process by fostering an environment for communication, control and monitoring. **BAYAN** is the ultimate tool for data, analysis and reporting along with means to communicate and collaborate immediately and effectively with all members.

BAYAN is distinguished by several unique features. It is purposefully designed to meet the varying needs of modern organizations; easily set and controlled types of services, report configuration, language preferences and more. **BAYAN** is so simple to learn, easy to use, and runs on various software/hardware platforms.

However **BAYAN** is a full-fledged commercial-of-the shelf product; more custom-made modules could be integrated with the existing modules. Following are example of existing modules:

General Ledger

The term GL refers in business Management solutions to the accounting cycle from entering journal entries through generating the Balance sheet. **BAYAN** GL Module is complying with the General accepted accounting principles (GAAP). Using **BAYAN** GL Module will confine the human effort to entering journal entries and the system will handle the journal entries and produce all the financial statements such as income statement, P&L, general ledger, trial Balance and balance sheet.

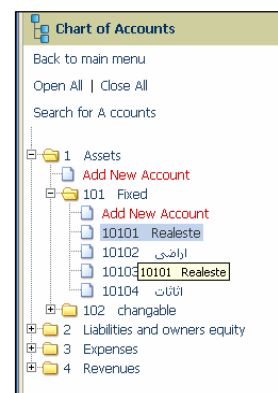
The main features of the personnel Module are:

✓ configurable chart of accounts

The organization can customize its own chart of accounts; the system gives the financial controller the ease to name, categorize, structure, and disable the accounts. The chart of the accounts configurability gives GL module the adaptability to be implemented for a wide range of industries and services providers.

✓ Configurable cost centers

Allocating costs and revenues among organization cost centers gives the organization a detailed view to the projects/ products profitability, this in return facilitates managing the organization projects/ products portfolio.



The accounting principles state that whenever the fiscal year is closed, no more corrections could be carried out, this in return expose the accountant to a great risk when he close the fiscal year, . **BAYAN GL** Module gives the availability to view the financial statement before closing as if it is closed to give the financial auditor the room to ensure the transactions correctness before closing the fiscal year.

✓ Journal entries posting

By one click; the accountant can post the journal entries to the financial statement. Thereby the accountant will never more do the monotonous activities of recording the journal entries in the P&L, creating General and branch ledgers, export general and branch ledgers values to the trial balance and export trial Balance values to the balance sheet.

✓ Financial statements generation

After implementing **BAYAN GL** module, your organization accountants will never spend nights and days in closing the balance sheet; your accountants' morals will be boomed and they will enjoy the life with their families.

With **BAYAN GL** module, The human error possibility will be confined to inserting inaccurate Journal entries while the human error possibility in the manual system is spread through many activities such as inaccurate Journal entries, inaccurate entries recording in the P&L, inaccurate transfer of the P&L values to the general and branch ledger, inaccurate accounts scoring in the trial Balance or inaccurate transfer from trial Balance values to Balance sheet.

Procurement & Inventory

The procurement and inventory activities are very crucial for nowadays organizations that adopt the contemporary production and Quality techniques such JIT, ISO and Six sigma. With that concern; organizations are in a frequent need to purchase, release, warehouse and track items. The flow of every product item within the supply chain cycle should be defined and tracked. Every transaction details should be safely recorded in the Database in a manner that enables your organization to produce feasible reports and measures about the organization supply chain. **BAYAN** procurement and inventory module generate reports is effectively expresses the warehouse turnover, items balance, stagnant Items, below reorder level items and the items issues rates.

The main features of the procurement and inventory modules are:

✓ Configurable warehouses records

BAYAN procurement and inventory module could manage a never-ending number of warehouses without the need to buy extra license. Your organization will never go through an irritated negotiation with the software vendor to increase the maximum allowed number of warehouses records.

The screenshot shows a web-based form titled "Add Warehouse". It contains the following elements:

- Warehouse name: 005
- Address: down town
- City: Cairo
- Actions section with checkboxes:
 - Active
 - Inactive
 - Issue
 - Receive
 - Transfer to
 - Transfer from
- A "Save" button at the bottom right.

✓ Multi-layers items classification

With **BAYAN** procurement and inventory module; every item will be connected to a defined category under a parent category, this in return facilitates generating reports and precise measures on different top and low levels scales.



Add Item Group

Level No. 2 Parent Group منتجك

Item Group Name Books Item Group Code 102

General Detail

Item group is used in AR / Sales

Item group is used in AP / Purchasing

Save

✓ Procurement-inventory integration

BAYAN procurement and inventory module achieve the best integration between the procurement and inventory activities; the PO is a pre-requisite for Item receives. The warehouse will be in no need to reenter the ordered Items in the warehousing transaction. Thereby the data entry will be reduced to the least possible value.

✓ Alerting tool

BAYAN procurement and inventory module alert the organization with beneath reorder level items, stagnant items, and expired items and near to expiration items

✓ GL integration

The financial department will be in no need to interpret the procurement transactions to journal entries, the system will use these transactions and interpret automatically to journal entries, the posted entries will be incorporated to the financial statement without any human effort.

Assign to all

| Items List | | | | | |
|-------------------------------------|---------|-------------|------------|-----------------------|------------|
| <input type="checkbox"/> | Item ID | Item Name | Item Group | | GL Account |
| <input checked="" type="checkbox"/> | 0001 | 2 x حديد هـ | 0 | شاشة مشغره بغرض البيع | 1020102 |
| <input checked="" type="checkbox"/> | 0002 | زاوية ٣ سم | 0 | خدمات | 1020101 |
| <input checked="" type="checkbox"/> | 0003 | زاوية ٢ سم | 0 | زيوت وشحومات | 1020103 |
| <input checked="" type="checkbox"/> | 00111 | Nails | | اصول نايله | 101 |
| <input type="checkbox"/> | 25 | chairs | | | |

Save

✓ Vendor Offers assessment tool

Through the generated offers comparison sheet, the procurement officer will be at a glance

select the most responsive offer, **BAYAN** procurement and inventory module consolidate the offers and display it in a view guides the procurement officer to select the most responsive offer.

✓ Barcode integration

BAYAN procurement and inventory module gives every warehoused item a barcode, this Barcode behave as the item identifier. This feature enables the majority of barcode input devices to be integrated with the application. Applying the barcode concept eliminates the data entry errors and reduces the human interaction.

✓ Warehousing standards compliance

BAYAN procurement and inventory module is complying with the warehousing standards , the warehouse could select LIFO , FIFO, average or first expired last out costing methods for the warehoused items , identify the lead time per item and identify the periodical demand.

✓ Decision making tool

BAYAN procurement and inventory module guide the logistics, procurement and inventory departments in taking many decisions such as selecting a substitute item for the deficient items , reorder items , change item reorder level , change the periodical demand , depreciate items and vendor selection .

Personnel

Using a manual system to manage staff records, staff logs, leaves, absence leaves, holidays and missions entails the presence of a huge amount of administrative affairs staff carrying out perfunctory activities to order, index, archive, compile and update such a great amount of data. Which in return represent extra operational cost that reduces the return on investment (ROI). BAYAN personnel module allows the organization to save all the administrative affairs dispersed data in a centralized database that links all the personnel activities in a homogeneous definite relation. This homogeneity among personnel activities facilitates achieving the fullest advantage from the saved data in the form of operational and top management reports. Applying BAYAN personal module will enable your organization to solve the dilemma of managing the personnel activities with the least possible manpower and time; by one click you can extract the working and extra hours per employee , view the carried out missions , track the tardy employees and extract the employee leaves Balance .

The main features of the personnel Module are:



✓ User defined staff list

The personnel specialist can customize staff list using a combinations of a very comprehensive queries through a friendly user interface without the need of database direct access.



The screenshot shows a table with a 'print document' icon at the top left. The table has four columns: 'Registration Code', 'Full Name', 'Department', and 'Employee Category'. There are three rows of data.

| Registration Code | Full Name | Department | Employee Category |
|-------------------|----------------------|---------------------|-------------------|
| 2 | محمد داني محمد صبيح | الهيئة البيروقراطية | سائقين |
| 3 | اعداد داني محمد صبيح | الهيئة البيروقراطية | سائقين |
| 4 | Hassan Abu Talib | الهيئة البيروقراطية | سائقين |

BAVAN عربي  

Configuration
Contacts
General Ledger
Inventory
Payroll and Personnel

- Payroll Settings
- Payroll
- Personnel Settings
- Personnel
 - Add Staff Record
 - Edit Staff Record
 - View Staff Record
 - Disable Staff Record

Reports and Lists

Add Staff Record

Registration Date Date

First Name

Full Name

Surname Gender

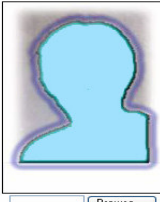
Nationality Religion

Marital Status

Employee Category Department

Contract Type Contract Date Date

Contract Expiration Date Date Vacation Balance



| Basic Information | Qualifications | Organizational Information | Contact Information | Attachments | Additional Information |
|--|---|----------------------------|--|--------------------|------------------------|
| Birth Certificate Data | | | | | |
| Nationality | <input type="text" value="مصري"/> | Religion | <input type="text" value="مسلم"/> | | |
| Birth Date | <input type="text" value="24/01/2006"/> <small>Date</small> | Place of Birth | <input type="text"/> <small>Select</small> | | |
| Blood Type | <input type="text" value="A+"/> | | | | |
| Birth Certificate Number | <input type="text"/> | Birth Certificate Date | <input type="text"/> <small>Date</small> | | |
| National ID Data | | | | | |
| Marital Status | <input type="text" value="Single"/> | | | | |
| Address <input type="text"/> | | | | | |
| Village | <input type="text"/> | State District | <input type="text"/> <small>Select</small> | | |
| City | <input type="text"/> <small>Select</small> | Suburb | <input type="text"/> <small>Select</small> | | |
| Postal Code <input type="text"/> | | | | | |
| ID Type | <input type="text"/> | ID No. | <input type="text"/> | | |
| Passport No. <input type="text"/> | | | | | |
| Military Service | | | | | |
| Marital Status | <input type="text" value="Widow(er)"/> | | | | |
| Address <input type="text"/> | | | | | |
| Village | <input type="text"/> | State District | <input type="text"/> <small>Select</small> | | |
| City | <input type="text"/> <small>Select</small> | Suburb | <input type="text"/> <small>Select</small> | | |
| Postal Code <input type="text"/> | | | | | |
| ID Type | <input type="text"/> | ID No. | <input type="text"/> | | |
| Passport No. <input type="text"/> | | | | | |
| Military Service | | | | | |
| Military Drafting <input type="text"/> | | | | | |
| Medical Information | | | | | |
| <input type="checkbox"/> Medical Insurance Participation | | | | | |
| <input type="checkbox"/> Chronic Infections | | | | Number of statuses | <input type="text"/> |
| <input type="button" value="Save"/> | | | | | |

✓ User defined personnel structure

BAYAN personnel module doesn't mandate the organization to use a built-in personnel structure; the organization is free to define its organizational structure levels and the chain of command among these levels.

The image displays three screenshots of the BAYAN personnel module interface. The first screenshot, titled 'Departments', shows a form with 'Department Name' and 'Number of Divisions' fields, and a 'Save' button. The second screenshot, titled 'Add/Edit Employee Category', shows a form with 'Category Name' and 'Number of job specialties' fields. The third screenshot, titled 'Current Departments', shows a table with columns for 'Department', 'Divisions', and 'Action'. The table contains two rows: one for 'الهندسة الميكانيكية' (Mechanical Engineering) with 'الصيانة' (Maintenance) and 'التصنيع' (Manufacturing) divisions, and another for 'Secretary' with 'General Executive' divisions. Both rows have 'Edit' and 'Delete' action buttons.

✓ User defined attendance rules

BAYAN personnel module gives the organization a flexibility to set its own attendance rules including define staff groups, assign employees to groups, define working days per staff group, and define the Number of working hours and the core hours per staff group.

✓ Input device integration

The system enables recording staff logs through any external input device such as Magnetic cards, Barcode readers, smart cards, .etc.

✓ On time precise reporting capabilities

The system provides a list of reports that serves the operational needs and gives the top management a helicopter view on the staff adherence with the attendance policies.

✓ Calculating deviation from planned working hours

The system consolidate the log actions, missions, leaves, absence leave and official holidays at any selected time interval and calculates the deviation from the regulation time whether by increase (overtime) or decrease .

Payroll

The majority of Payroll systems are rarely durable due the ever-changing labor , income taxing and insurance laws; many payroll systems core formulas become obsolete and the organizations ceased using the automated system and returned back to the manual systems that enable them to change the payroll formula any time without any impacts on the payroll transaction.

SANAtch believe that a durable payroll system should be laws independent; adopting that believe drive SANAtch to develop BAYAN payroll Module with a focus on making the generic of payroll setting the core competency of the payroll solution.

Furthermore; BAYAN payroll module is a cross-countries solution that is developed regardless the country on which the solution will be implemented; no hard coded formulas and assumption

are considered in the system logical design.

We are committed that our payroll solution will be adapted to your organization without the need of such huge amount of customization applied to the correspondence payroll solutions.

The main features of the payroll Module are:

✓ Flexible payroll structure

BAYAN payroll module gives the organization the flexibility to define basic salaries values, variable salary elements, variable salary element categories, the variable salary element category assigned employees, allowances, occasional allowance , deductions and freelancer & on call employees hours rate.

Add Salary Element Value

Tax Treatment

Full exemption

Exemption with maximum limit

20 (%) From Basic Salary, Or 100 → whichever less

Employee Assignment

احمد هاني محمد صبيح
احمد هاني محمد صبيح

Add Remove

Save

New Search

Search Results

| Employee Code | Employee Name | Department | Division | Category | Specialty | Basic Salary |
|-------------------------------------|---------------|---------------------|---------------------|----------|-----------|--------------|
| <input checked="" type="checkbox"/> | 2 | محمد هادي محمد صبيح | الهندسة الميكانيكية | معلمين | | 5100 |
| <input checked="" type="checkbox"/> | 3 | احمد هادي محمد صبيح | الهندسة الميكانيكية | معلمين | | 5000 |

Save

New Search

Search Results

| Employee Code | Employee Name | Department | Division | Category | Specialty | Salary Element | Salary |
|-------------------------------------|---------------|---------------------|---------------------|----------|-----------|----------------|--------|
| <input checked="" type="checkbox"/> | 2 | محمد هادي محمد صبيح | الهندسة الميكانيكية | | | Reward | 299 |
| <input checked="" type="checkbox"/> | 3 | احمد هادي محمد صبيح | الهندسة الميكانيكية | | | Reward | |

Save

بدل تعديل واستقبال
علاوة اجتماعية
بدل تعطلات
Reward

Allowances

Allowance Description: Allowance 1

Comment

Allowance Treatment

Allowance Type: Value Rate

Allowance Value: 400

Added to: Basic Accumulated

Reward Accumulated

Employee Assignment

Hassan Abu Talib

Add Remove

Save

Add Deduction

Description: Deduction 2

Signed by: Hassan

Comment: Comming Late

Deduction Treatment

Deduction type: Value Rate

Deduction value: 200

Employee Assignment

Hassan Abu Talib

Add Remove

Save

✓

Social Allowances Settings

Current allowance rate: 10 (%)

Maximum Limit: 90

Added to: بدل تعطل واستقبال Accumulated

Save

Add

| Group Id | Values | Action |
|----------|----------------------------|-------------|
| 1 | 40 30 20 10 90 | Edit Delete |

Social Allowance Group

Employees Assignment

Add Remove

Social Allowance Values

After 4 years: 50

After 3 years: 40

After 2 years: 30

After 1 year: 20

After 0 years: 10

Save

✓ Personnel Module integration

BAYAN payroll module uses the personnel module stored data in the payroll transactions, there will be no need to export staff records, staff logs leaves list, absence leaves list and missions list from the personnel database

✓ GL Module integration

The financial department will be in no need to interpret the payroll transactions to journal entries, the system will automatically post the transactions and interpret to journal entries, the posted entries will be incorporated to the financial statement without any human effort.

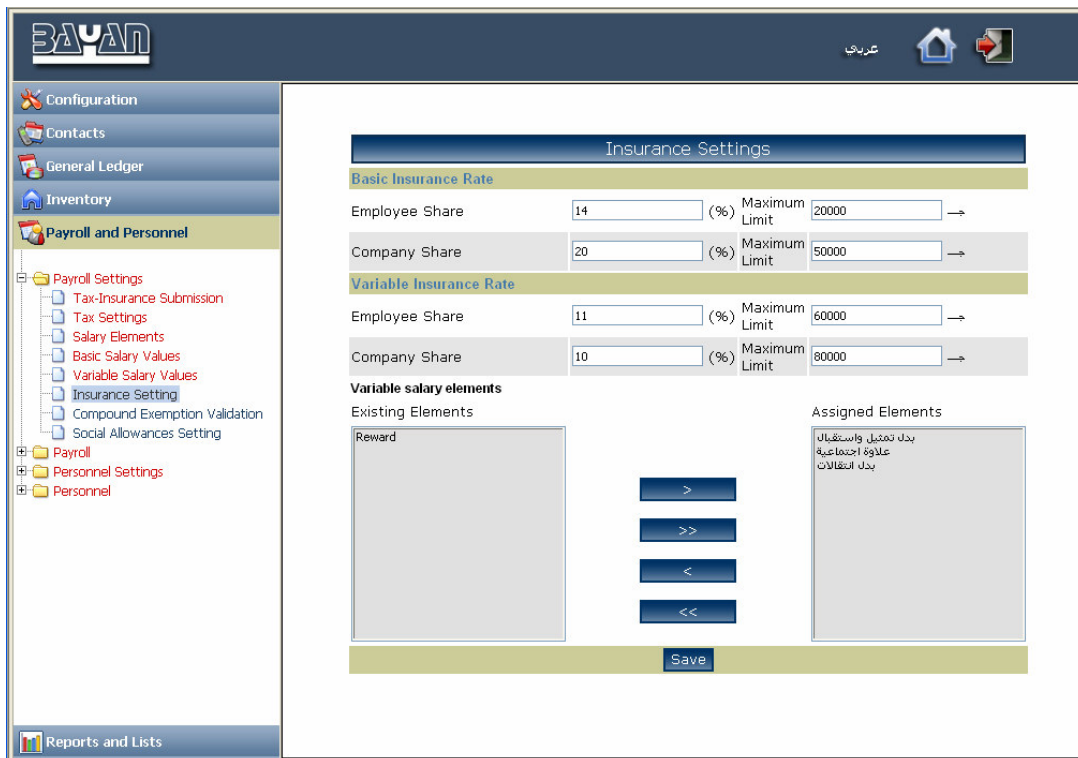
✓ Adaptable tax settings

BAYAN payroll module allows your organization to define the income taxes layer and the tax rate per layer; the defined layers are changeable whenever it is needed to cope with the volatile income taxes laws.

The screenshot displays the BAYAN software interface for configuring tax settings. On the left is a navigation menu with categories: Configuration, Contacts, General Ledger, Inventory, Payroll and Personnel, and Reports and Lists. The 'Payroll and Personnel' category is expanded to show sub-items: Payroll Settings (Tax-Insurance Submission, Tax Settings, Salary Elements, Basic Salary Values, Variable Salary Values, Insurance Setting, Compound Exemption Validation, Social Allowances Setting), Payroll, Personnel Settings, and Personnel. The main window shows the 'Tax Settings' configuration page. It features a 'Tax Layers' section with a dropdown for 'Number of layers' set to 2, and two rows for layer configuration: Layer 1 with a tax limit value of 10000 and a tax rate of 20%, and Layer 2 with a tax limit value of 50000 and a tax rate of 25%. Below this is the 'Family burden exemption' section with checkboxes and exemption values for Single, Married (2000), Married with children (3000), Divorced, and Widow(er). The 'Other exemptions' section includes 'In exchange for acquiring income' at 30% and 'Personal exemption' at 4000. A 'Save' button is at the bottom.

✓ Adaptable insurance settings

BAYAN payroll module is processing the insurance setting in a flexible mode that doesn't mandate organization to hire a database specialist to update the insurance setting; the payroll specialist can do that job without any database background.



✓ Payroll sheet generation

On one click; the payroll specialist can generate the payroll sheet displaying the computed net salaries for the organization employees; this task is carried out without the need to use spreadsheets complicated formulas.

✓ Payslip generation

BAYAN payroll module fulfills the need of the employees who are going to carry out on credit basis purchases that entail presenting the employee pay slip.

✓ External bodies requirements fulfillment

BAYAN payroll module provides all the reports requested by insurance authority, tax authority, and inspection entities, the payroll specialist will not exert such huge efforts in compiling and computing taxing, insurance and salary elements to generate reports. By one click He/she will generate the requested report on any selected time interval.

✓ Multi-formatted reports

The organization top management and external bodies such as insurance authority, tax authority, and inspection entities are frequently requesting a detailing to staff salaries values, tax values, insurance values and many other documentation requirements. BAYAN payroll module provide the organization the capability to generate payroll reports in a commonly used formats such as PDF , DOC , JPG , XLS , CVV and others. The multi – formatted reports gives the organizations the ease of communicating internally and externally without the need to give application direct access.