Enterprise Resource Planning Software

NORIA: THE SYSTEM

Combining smooth integration and ergonomic interface with high tech scalability and cutting edge functionality, topped with strict security and safety features, Noria *makes your business grow form within, towards global reach and optimal efficiency.*

INTEGRATION

Module based Starting with the General Ledger as the focal point, functional modules are individually added to accurately fulfill the business' requirements.

Single-Entity application Modularity does not lead to fragmentation. Noria's front end is launched via a single executable, with one database file in the back end.

Built-in Forms, Tables and Reports All what is needed to operate Noria is already incorporated. Forms for input, Tables to browse and Reports for information.

INTERFACE

Windows® GUI Based on a widely used standard, drop down menus are paralleled with set of icons, providing the user with wider choice during operation.

Keyboard shortcuts To cover all tastes and styles, all mouse driven operations can be performed using solely the keyboard.

List and Form Based Data is viewed in lists or tables. Screen space is optimally exploited to show as many records as possible, with ultimate browsing features.
Data is entered and edited using forms equipped with ergonomic navigation controls, such as *previous, next, first, last, etc.*

Appealing look Great efforts were exerted to make the interface likeable. Colors, fonts, language, frames, icons, controls; highlighting and dimming, interlaced rows, etc.

Consistency Tasks falling into the same type are performed in similar steps. Forms to process entities (customers, vendors, etc.) maintain strong resemblance that is slightly broken to account for peculiarities. Lists preserve the same look and functions regardless of their content types.

Clarity of options Available options are unambiguously presented in non-overloading style.

Appropriate feedback Good Interaction between the user and Noria is ensured through adequate error and warning messages, misuse alerts, task sequence guidance, wizards, etc.

Speed of learning and use The interface is designed in a way to reduce the user training time and effort; and to guarantee a fast data entry and handling, with minimal user error rate.
The familiarity with the system guarantees a rapid recall for users returning from leave.

SCALABILITY

Standard database system Adopting the Microsoft® SQL Database as the back end allows profiting from the intrinsic features of this widely used standard. It makes Noria operate in an open environment, prone to scale out and up with the growth of your business.

Data import and export Data in various formats can be imported and exported into and from Noria, via either the client's interface or the server side, in direct processing of the database.

Replication A direct result of using MS SQL, all or selections of the data can be mirrored, in real time or batch, into other on-site or off-site servers.

Advanced reporting Based on the Seagate® Crystal Reports®, reporting in Noria has no boundaries. Direct reporting using the database is also possible and using a vast range of third party knowledge management applications.

Multi-tier application It paves the way to getting the most of the available resources.

FUNCTIONALITY

PRESENTATION

Custom list views All views are customizable. The user specifies the fields to view, based on importance, priority, relevance and space requirements.

Filters Logical conditions used to extract a subset of a collection of homogeneous objects. Examples are: transactions containing a specific amount in the debit field, customers whose due invoices exceed a certain value, items that have a particular character as the third position in their codes.

The filter expression is built and stored by the user. They could be as complex as necessary using logical operators, such as and, or, not; order operators, such as like, greater than, less than, equals, different from. Operands can be data fields (balance, value date, etc.), user-defined variable, or a combination of both.

Queries Undemanding and direct search where the first record meeting a user-built simple logical condition is located. Example is: Account code starts with '7'.

Progressive Seek While browsing a selection list, the cursor gradually moves to the nearest match with each character typed.

Drill Down Inside a list, the user can access a record's related forms, views, or actions through a shortcut menu opened by a mouse right click.

Templates Recurrent forms with fixed input values can utilize templates produced by the user. Examples are: electricity bills, a purchase order from a regular vendor.

Models Input elements that, once entered, bring out default values in various related fields. Example is: a specific *payment type*, with currency, account code and bank values defined by the user in a model. At every instance of this payment type in a transaction, the default values are automatically loaded.

CONFIGURATION

Companies The ground for Noria operation. A company could be a fiscal year or any other variable period, type of business, subsidiary, or, simply a combination of all.

Currencies Noria is a multi-currency system. To fulfill every possible requirement of localization and globalization, unlimited number of currencies can be created, of which two are basic. Cross rates are easily entered and altered.

General Ledger Accounts The accounts are created in a tree-like structure whose rules of construction are set by the user. Codes are alphanumeric and of variable length. Standard local charts are available.

Allocation Units Multi-axis, apportioned allocation. AO are liberally created and classified.

Auxiliary Accounts Third party accounts comprise customers, vendors, banks and employees. All created in individual charts and linked to GL.

Items Flexible multi-coding system with complete set of built-in types.

Units Unbounded system of packaging units are created and freely defined. Items can be assigned multiple units, one of which is principal.

Warehouses, Branches, Departments Completely user-defined, these divisions reflect a multitude of business' structure forms.

Taxes Unrestricted number of taxation schemes can be created and assigned individual codes, in a way to respond to local and global trading rules.

Custom Fields Key entities- like accounts, items, etc.- can have as many as needed of extra descriptive fields, created and defined by the user.

Divisions Classification of entities into user-defined *Groups, Types, Categories, and Families* enhances intelligibility, reporting and knowledge management.

PARAMETERIZATION

Actions Automatic launch of a process. Example is: Automatic transaction posting.

Triggers Conditional launch of a process. Example is: expressing quantities in secondary packaging units when required amount is not physically available in the base unit.

Alerts Warning of eventual mishandling. Examples are: Negative on-hand quantities, exceeded credit limit.

Constraints Force operation in one of two possible ways. Examples are: allowing negative quantity input, allowing transactions with future date.

User Preferences

All ☑ Group [▼]

	User ID	Login	Active	Group	Accounts List View View	Accounts List View Filter
○ All	0000	Administrator	✔	Administrators	Default View	
○ Prefix	0001	User02	✔	Administrators	CODE	GENERAL
	0003	User01	✔	Administrators	CODE	
◉ List View	0004	User04	✔	Administrators	Default View	
	0006	User03	✔	Administrators	Default View	DETAIL
○ Trans Jrnl	0007	User05	✔	HilalGrp		
Ledger ○ Statement Movement	▶ 0008	User06	✔	Administrators	Default View	Active & Detail
	009	User07	✔	test		USD
○ Whse						

Save   Cancel

SECURITY

Identification Every user accessing Noria needs to have login name, earlier created and stored in the system by an administrator. The login in name may, but need not, be the same as the Windows® user name.

Authentication The ID of a logging user is verified through a password stored inside Noria and accessible by the administrators.

Authorization The access for each user is controlled by a set of rules applied on the security group to which the user exclusively belongs.
Unbounded number of groups can be created.

Access rights are defined over four levels:
  i. Company *MyComp2003, Company1, etc.*
  ii. Module   *Accounts payable, Inventory, etc.*
  iii. Class   *Payment Vouchers, Items, etc.*
  iv. Function *View, Add, Edit, Delete, etc.*

Separate Database security Direct access to data is governed by the policies and rules set by the system administrator. These may, but need not to, converge to the security policies defined inside Noria's front end.

SAFETY

Back Up In addition to direct database back up, Noria includes an internal back up function at the company level, with batch and logging options.

Resilience The replication feature embedded in the used database system provides an opportunity to have off-site copy of all the data.
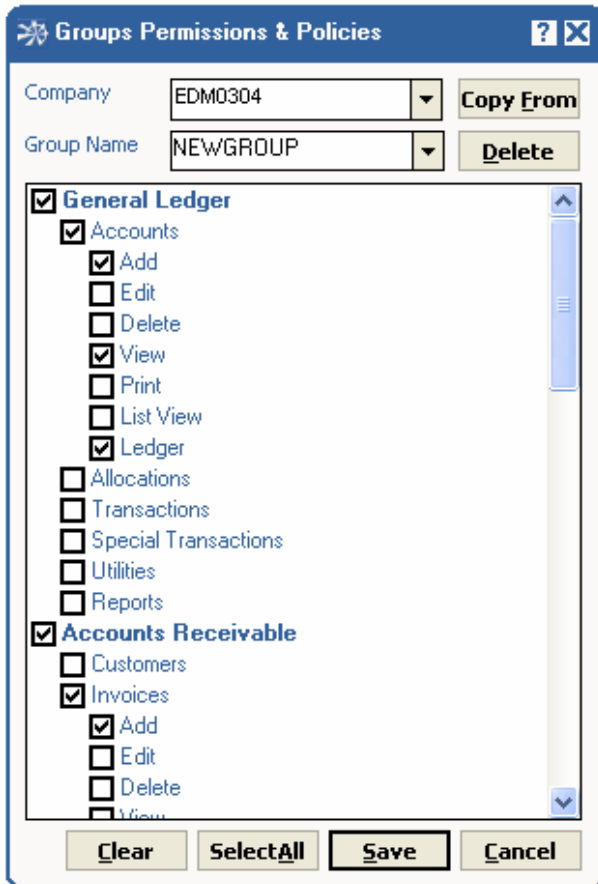
GENERAL LEDGER

The General Ledger (GL) module is the core of Noria*. Here accounts and allocation units are created and connected; general transactions entered, stored and amended; balance sheets and cash flow statements produced; budgeting, opening and closing of fiscal year handled.*

ACCOUNTS

User-defined tree structure Accounts are created in a multi-level hierarchical chart. General and detail accounts at a specific level add up to a parent general account at a higher level. Level one accounts have no parents.
Transactions are performed with detail accounts only.
Pre-designed country-specific charts are ready to be loaded and, eventually, amended.

Classification Accounts may be organized in non-disjoint sets representing the type, group and category. These classes prove handy when filtering or collecting in statistics and reports.

Dual base currency structure All monetary values (balances, transactions, profits and loses, etc.) are input (or automatically calculated), stored and output in two basic currencies, alongside a third locally associated currency.

Multi-Currency accounting Unrestricted number of currencies can be created and defined by the user, in addition to the two basic currencies. Parity rates are input on a daily basis, to be used afterwards while transacting. In default, the last nonzero rate is automatically retrieved and used.

Comprehensive set of attributes Each account has a set of definitions, properties and descriptions that provide all the information needed to uniquely and accurately identify it.

User-defined descriptive fields Unrestricted number of fields can be created and named; then used as a part of the accounts attributes. Available data types are: text, number, date, logical or lookup combo lists.

Budgeting Accounts of capital, expenses, profit and other nature may be included in yearly or periodic budget plan.

ALLOCATION UNITS

Apportionment and parallel allocation Allocations are not necessarily exhaustive. One or more units can be allocated part or total of an account. Conversely, multiple accounts can simultaneously allocate a single unit.

General and detail nature Allocation units are either created in a multi-level hierarchical structure, where units at a lower level add up to a general unit occupying a higher level; or freely as standalone unit of a detail nature.

Unit definition In addition to basic fields, user-defined fields of different data types can be used to store extra user-specific information

Currency Every allocation unit can freely be assigned its own currency. Amounts will be stored and displayed in three currencies: the two basic ones and the unit's own currency**.**

Budgeting Yearly or periodic budget plan

TRANSACTIONS

User-defined prefixes Unbounded set of prefixes can be created by the user to classify transactions in categories and types that suit best the business accounting rules.

Flexible serialization Every new transaction automatically carries the last stored transaction's number increased by one. This value can be overridden through the user's input. Two transactions of the same prefix cannot hold the same number.

Templates Transactions of frequent occurrence (utility bills, rent, etc.) can make use of user-designed templates.

Currency Credit/ debit amounts are entered in the corresponding account's currency. The counterpart values in the basic currencies are automatically calculated using the transaction's date rate. The displayed counterparts may be modified by either manual alteration, or definition of local rates.

Allocation By default, amounts in transactions are allocated to units according to the account's allocation group. This can be overridden through manual modification. Per line multi-allocation is possible.

Cash Flow Accounts and allocation units can each be assigned a cash flow class. At transaction point, the user can activate this assignment via an Enable/ Disable checkbox.

Special transactions The particular nature of some transactions (year opening and closing, difference on exchange, etc.) made them processed with built-in templates, providing ultimate help and guidance for the user.

Ledger sheets On-screen display of ledger sheets corresponding to accounts and allocation units (general and detail), with drill down features.

Journal On-screen display of journal provides a handy means to review transactions on a specific date or over an interval of time.
Allocation units' journal is independently available.
The user has the option to view journal of transactions of specific type, or, by default of all types.

Posting Manual or automatic option. In manual mode, transactions can be reviewed and audited before being posted to the general ledger.

REPORTS

A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Accounts Listings, Ledger sheets, Trial balances, Aging reports, Balance sheets, Cash flow statements, etc.

Allocation units Listings, Ledger sheets, Trial balances, etc.

Transactions Journals, Daily book, etc.

CONFIGURATION AND TOOLS

Accounts structure rules The levels in the chart's tree-structure are represented via the length of the account (maximum of 20). At each level, accounts are set as general, detail, unrestricted or alphanumeric.

Transactions' rules Rules governing transactions input and storage are defined. Examples are: automatic posting, future transaction's date, zero lines transactions, zero total transactions, record keeping of edited transactions, etc.

Transaction prefixes A correspondence table is manually or automatically produced in order to match prefixes from AR, AP, Banks, Inventory, Production and Services with JV prefixes.

Definitions Account groups and types, allocation unit's types and categories, cash flow units, departments, etc.

Difference on exchange Definition of the debit/ credit accounts in addition to the account groups and transaction types over which the difference is applied.

End of year closing Definition of the profit/ loss accounts and the account types to be closed.

Allocation models Unrestricted number of models can be defined and later be assigned to accounts.

Transactions posting, clearing and locking These reversible operations apply to a filtered set of transactions.
Posting is the process of updating the account balances moved through corresponding transactions.
Clearing is an optional audit process that checks clear flags on, so that posting can be carried on safely.
Locking prevents accidental or intentional transaction alteration, cancellation or posting.

Period Maintenance The beginning, end and periods of the fiscal year are entirely user-defined. The number of periods and the length of each are freely specified at the precision of one day.

GL Utilities Code change of one or set of accounts, currency change, accounts merge, mass find /replace.

ACCOUNTS RECEIVABLE

Businesses do not survive without customers. Receivables need to be organized and followed up. Invoicing and collection, commissions and sales force performance, notes and receipts, statements of account and settlements; all with other functions are handled in this module, closely tied to the GL, using a familiar language appropriate for this type of processes, far from the strict jargon of the GL module.

CUSTOMERS

User-defined open tree structure Customer accounts can be either detail or general. General accounts are of totaling nature where related detail accounts sum up. The link of a detail account to a general one is optional.
Transactions are performed with detail accounts only.
The customer account code can reach up to 20 alphanumeric characters.
Moreover, customers who need to have multiple accounts (different settlement currencies, different payers, etc.) can have these parented by a single general account, for obvious convenience during receivables' interrogation and matching.

Link with GL Each customer account of detail nature is linked to a GL account where it sums up. This link is not exclusive; the GL account can be connected to more than one customer account at one time.

Classification Customers can be organized in non-disjoint sets representing the type and group.
These classes are useful in reports and statistics where filtering, grouping and sorting are necessary.

Dual base/ Multi currency structure This feature of GL is present in the AR.

Complete set of attributes Each customer account has a set of definitions, properties and descriptions that provide all the information needed to uniquely and accurately identify it. These include, among others, ID/ contact info, image and free text, address info and sales info.

Sales parameters A set of constraints and advantages assigned to a single or group of customers.
Sales credit limit: specifies the maximal allowed amount that may remain unsettled by a customer.
Payment credit limit: specifies the maximal allowed amount of receipts consisting of drafts or post dated checks.
The invoices due in *n* days value: set the default value date of invoices, after which, plus an eventual tolerance period, extra charges automatically apply on unsettled amounts.
On the other hand, discounts are granted when invoices are settled within a specified period after the invoice date.

User-defined descriptive fields Unrestricted number of fields can be created and named; then used as a part of the customer accounts' attributes. Available data types are: text, number, date, logical or lookup combo lists.

TRANSACTIONS

AR transactions occur in different types, according to their subjects and the account they move. Still they enjoy many common features; three major ones are:

Unbounded prefixes A list of prefixes, or stub codes, can be defined and used within the same type of transactions, conformably with the business' classification rules.
The AR prefixes and JV prefixes are two independent sets with a user-produced correspondence table, where every AR prefix matches a JV prefix.

Automatic Journal voucher generation AR transactions are mirrored in the GL. A JV is automatically generated at saving time. The user will have the chance to view and print it during or after the AR transaction is entered or saved.

Journals Each type of AR transactions has its own journal on-screen displayed and reviewed.
It can be filtered on a specific date or interval of time, a specific prefix or, in default, all transactions.
The four types of the AR transactions are:

Invoices Used to debit the customer's account with an amount matching a product sale or a service cost.

Credit Notes Commonly represent the reciprocal of invoices, but could treat any case where a customer's account needs to be credited.

Receipt Vouchers Comprise all kinds of receipts that move the cash accounts.
Receipts may be free or assigned to invoices; in the latter case, due invoices and drafts can be manually or automatically settled.

Notes Receivable Drawn notes over a defined frequency, values and maturities can be processed and followed up.
At any point, invoices can be converted into notes.

SALES REPRESENTATIVES

Thorough identification fields Representatives' data is provided through set of descriptions that cover basic ID, personal and pay information, in addition to user-defined fields utilized for custom completeness.
The customer account code can reach up to 20 alphanumeric characters.

Link with GL Each representative account is linked to a GL account where it sums up.
This link is not exclusive; the GL account can be connected to more than one representative account at one time.

Classification Type and group are two main classes under which representatives can be organized.

Transaction allocation Every performance-related transaction is assigned a sales representative to be subsequently used in performance measuring and commission calculation.
As a feature, a representative code could be included in a customer's sales info. When a transaction is processed with this customer, the representative code is loaded by default.

Commission Calculation Done over two axes: Aggregate type and aggregate source. The first could be sales, collections or profit. The second comprises the sale of specified categories of goods and services over a defined period.

REPORTS

A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Customers Listings, Balances and movement, Ledger sheets, statements of account, etc.

Sales representatives Listings, Balances and movement, Ledger sheets, statements of account.

Representatives' performance Sales, profit, collection, etc.

AR Transactions Journals, uncollected checks, etc.

CONFIGURATION AND TOOLS

Transactions' rules Rules governing transactions input and storage are defined. Examples are: discount rules, default taxation code, credit limit handling, due payments warning, etc.

GL Accounts linkage The accounts corresponding to discount, tax, interest, extra charge and notes receivable.

Definitions Customer groups and types, price levels, payment terms, shipment codes, sales representative group and type, commission categories, etc.

Transactions posting, clearing and locking These reversible operations apply to a filtered set of transactions of a given type.
Posting is the process of updating the account balances moved through corresponding transactions.
Clearing is an optional audit process that checks clear flags on, so that posting can be carried on safely.
Locking prevents accidental or intentional transaction alteration, cancellation or posting.

Commission purge Consists of commission calculation and corresponding JV generation. The calculation is run over a filtered set of representatives.

Check search Used to look up a specific check comprised in receipts.

Reconciliation An on-screen filterable table of customer's unmatched transactions, with a checkbox next to each entry. Checking on marks the entry as reconciled and removes it from the table.

AR Utilities Code change of one or set of customers, currency change, customer accounts merge, mass find /replace.

ACCOUNTS PAYABLE

An accurate and thorough payables' record is crucial for a business' credibility and continuity. Standalone or in combination with the Inventory Control Module, payables need to be organized and followed up. Purchases and payments, notes and disbursements, statements of account and settlement; all with other functions are handled in this module, closely tied to the GL.

VENDORS

User-defined open tree structure Vendor accounts can be either detail or general. General accounts are of totaling nature where related detail accounts sum up. The link of a detail account to a general one is optional. Transactions are performed with detail accounts only.
The vendor account code can reach up to 20 alphanumeric characters.
Moreover, vendors who need to have multiple accounts (different settlement currencies, different receivers, etc.) can have these parented by a single general account, for obvious convenience during payables' interrogation and matching.

Link with GL Each vendor account of detail nature is linked to a GL account where it sums up.
This link is not exclusive; the GL account can be connected to more than one vendor account at one time.

Classification Vendors can be organized in non-disjoint sets representing the type and group.
These classes are useful in reports and statistics where filtering, grouping and sorting are necessary.

Dual base/ Multi currency structure This feature of GL is present in the AP.

Complete set of attributes Each vendor account has a set of definitions, properties and descriptions that provide all the information needed to uniquely and accurately identify it. These include, among others, ID/ contact info, image and free text, address info and purchase info.

Purchase parameters A set of constraints and advantages that vendors - or the procurement side- impose as a part of an agreement.
Purchase credit limit: specifies the maximal allowed amount that may remain unsettled.
The invoices due in *n* days value: set the default value date of invoices, after which, plus an eventual tolerance period, extra charges automatically apply on unpaid amounts.
On the other hand, discounts are earned when payments are settled within a specified period after the invoice date.

User-defined descriptive fields Unrestricted number of fields can be created and named; then used as a part of the vendor accounts' attributes. Available data types are: text, number, date, logical or lookup combo lists.

TRANSACTIONS

AP transactions occur in different types, according to their subjects and the accounts they move. Still they enjoy many common features; three major ones are:

Unbounded prefixes A list of prefixes, or stub codes, can be defined and used within the same type of transactions, conformably with the business' classification rules.
The AP prefixes and JV prefixes are two independent sets with a user-produced correspondence table, where every AP prefix matches a JV prefix.

Automatic Journal voucher generation AP transactions are mirrored in the GL. A JV is automatically generated at saving time. The user will have the chance to view and print it during or after the AP transaction is entered or saved.

Journals Each type of AP transactions has its own journal on-screen displayed and reviewed.
It can be filtered on a specific date or interval of time, a specific prefix or, in default, all transactions.

The four types of the AP transactions are:

Purchases Used to credit the vendor's account with an amount matching a product purchase or a service cost.

Debit Notes Commonly represent the reciprocal of purchases, but could treat any case where a vendor's account needs to be debited.

Payment Vouchers Include all kinds of payments that move the cash accounts.
Payments may be free or assigned to purchases; in the latter case, due invoices and drafts can be manually or automatically settled.

Notes Payable Drawn notes over a defined frequency, values and maturities can be processed and followed up.
At any point, purchases can be converted into notes.

REPORTS

A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Vendors Listings, Balances and movement, Ledger sheets, statements of account, etc.

AR Transactions Journals, uncollected checks, etc.

CONFIGURATION AND TOOLS

Transactions' rules Rules governing transactions input and storage are defined. Examples are: discount rules, default taxation code, credit limit handling, due payments warning, etc.

GL Accounts linkage The accounts corresponding to discount, tax, interest, extra charge and notes payable.

Definitions Vendor groups and types, payment terms, shipment codes, etc.

Transactions posting, clearing and locking These reversible operations apply to a filtered set of transactions of a given type.
Posting is the process of updating the account balances moved through corresponding transactions.
Clearing is an optional audit process that checks clear flags on, so that posting can be carried on safely.
Locking prevents accidental or intentional transaction alteration, cancellation or posting.

Reconciliation An on-screen filterable table of vendor's unmatched transactions, with a checkbox next to each entry. Checking on marks the entry as reconciled and removes it from the table.

AP Utilities Code change of one or set of vendors, currency change, vendor accounts merge, mass find /replace.

BANKS

In a world where banks occupy the central role in cash handling, businesses need to set apart a banks' list with their account codes, special transactions and independent journals, deposits and withdrawals, statements of account and reconciliation, etc. This module focuses on these processes in a standalone environment; still closely integrated with the GL.

BANKS

User-defined open tree structure Bank accounts can be either detail or general. General accounts are of totaling nature where related detail accounts sum up. The link of a detail account to a general one is optional. Transactions are performed with detail accounts only.
The bank account code can reach up to 20 alphanumeric characters.
Moreover, banks that need to have multiple accounts (different settlement currencies, different branches, etc.) can have these parented by a single general account, for obvious convenience during interrogation and matching.

Link with GL Each bank account of detail nature is linked to a GL account where it sums up.
This link is not exclusive; the GL account can be connected to more than one bank account at one time.

Classification Banks can be organized in non-disjoint sets representing the group.
These classes are useful in reports and statistics where filtering, grouping and sorting are necessary.

Dual base/ Multi currency structure This feature of GL is present in the Banks Module.

Complete set of attributes Each bank account has a set of definitions, properties and descriptions that provide all the information needed to uniquely and accurately identify it. These include, among others, ID/ contact info, image and free text and address info.

User-defined descriptive fields Unrestricted number of fields can be created and named; then used as a part of the bank accounts' attributes. Available data types are: text, number, date, logical or lookup combo lists.

TRANSACTIONS

Banks transactions are typically used for receipts deposits and payments withdrawals, interest earnings and bank charges or various refinancing. Transactions have many common features; three major ones are:

Unbounded prefixes A list of prefixes, or stub codes, can be defined and used within the same type of transactions, conformably with the business' classification rules.
The bank transactions' prefixes and JV prefixes are two independent sets with a user-produced correspondence table, where every transaction prefix matches a JV prefix.

Automatic Journal voucher generation Banks' transactions are mirrored in the GL. A JV is automatically generated at saving time. The user will have the chance to view and print it during or after the transaction is entered or saved.

Journals Each type of transactions has its own journal on-screen displayed and reviewed.
It can be filtered on a specific date or interval of time, a specific prefix or, in default, all transactions.

The two types of the Bank transactions are:

Bank Crediting Used to credit the bank's account with an amount matching a certain earning, withdrawal, etc.

Bank Debiting Used to debit the bank's account with an amount matching a certain deposit, charge, etc.

REPORTS

A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Banks Listings, Balances and movement, Ledger sheets, statements of account, etc.

Transactions Journals, uncollected checks, etc.

CONFIGURATION AND TOOLS

Transactions' rules Rules governing transactions input and storage are defined. Examples are: credit limit handling, due invoices warning, etc.

GL Accounts linkage The accounts corresponding to bank charges.

Definitions Bank groups, charge types …

Transactions posting, clearing and locking These reversible operations apply to a filtered set of transactions of a given type.
Posting is the process of updating the account balances moved through corresponding transactions.
Clearing is an optional audit process that checks clear flags on, so that posting can be carried on safely.
Locking prevents accidental or intentional transaction alteration, cancellation or posting.

Reconciliation An on-screen filterable table of bank's unmatched transactions, with a checkbox next to each entry. Checking on marks the entry as reconciled and removes it from the table.

Bank Utilities Code change of one or set of banks, currency change, bank accounts merge, mass find /replace.

TRADING AND INVENTORY

In a competitive trading environment, transactions and inventory control become a make or break issue. Compromises have no place; accuracy, reliability and flexibility are the keywords. Stock, raw materials; sale and purchase workflow; stock movement and adjustment; inventory costing and evaluation; pricing and promotions; all with other tasks are managed in this module, smoothly integrated with the GL, AR and AP.

ITEMS

Multiple Warehouses Unbounded list of warehouses can be defined. Warehouses need not be physical, a user can create warehouses to classify items or control a certain workflow.

Multiple Branches Unrestricted set of branches can be created. Different branches need not be run in different locations, still each have separate transaction prefixes.

Link with GL Any change in inventory optionally induces a parallel change in the GL. Individual or set of items can be assigned accounts that move every time an inventory transaction is performed. This link is not exclusive; the GL account can be connected to more than one item at one time.

Comprehensive set of attributes Each item has a set of definitions, properties and descriptions that serve as identification as well as status and control values.
Following are the main ones:

KEY CODES Every item is uniquely identified with an alphanumeric code that reaches up to 20 characters. A second key code is optional.

PACKAGING UNITS Unlimited number of units is available for an item. The core three are: Base, Purchase and Sale units. Secondary units can be defined and, if the corresponding option is enabled, used in transactions by expressing the item in a combination of packaging units in order to meet the on-hand quantity restrictions.
The list of units is user-defined and unbounded.

COST CALCULATION A choice among FIFO, weighted average, last cost or base cost.

VOLUME AND CUSTOMS RATE In addition of better description of the item, they are used when extra purchase charges are distributed among items in the same shipment.

BARCODES Up to five item barcodes can be input and used for access. Should the item have no manufacturer's barcode, the user has the option of creating a barcode and printing its label printed.

PRICING Various pricing schemes are user-defined and assigned to item. These include: Cost markup rate and amount, price discount rate and amount, or free to override price.
The values related to the pricing method can be quantity dependent. Up to five quantity ranges are available.

TAX CODE Various user-defined tax codes with associated taxation rules can be assigned to items.

REORDER INFORMATION Reorder method, reorder thresholds, committed and en-route quantities, and on-hand quantity.

IMAGE AND FREE TEXT Captured image of the item or a particular part of it, in addition to free descriptive text attached to the item.

Classification Items can be organized in non-disjoint sets representing the group, family and type. These classes are useful in reports and statistics where filtering, grouping and sorting are necessary.

Types are built-in. They constitute a crucial side of the item identity and influence the way it is processed. The types are:

INVENTORY Regular type items that are purchased, stocked and sold.

RAW MATERIAL Take part in the production of other sellable items.

MANUFACTURED Produced as a combination of RAW MATERIAL items.

KIT-BUNDLE Formed of two or more INVENTORY items and treated as new standalone item.

REVENUE Intangible goods; such as services, delivery, inspection and repair costs, etc.

EXPENSES Extra charges, third party services, etc.

Matrix items Cover the Items that come in combination of sizes, colors, shapes, etc. One or two dimensional matrix definition, with unbounded list for each. Matrix elements have their quantity information; which add up to the core item.

Expiry Date items Comprise the items that hold expiry dates. Elements with different dates have individual quantities; which add up to the core item.

Featured lists Emphasize certain item characteristics. They include: Cost, Price and Quantity lists.

TRANSACTIONS

Inventory transactions are of three categories: Sale, Purchase and Stock; under which lie various types. They have many common features; five major ones are:

Unbounded prefixes A list of prefixes, or stub codes, can be defined and used within the same type of transactions, conformably with the business' classification rules.
The inventory transaction prefixes and JV prefixes are two independent sets with a user-produced correspondence table, where every transaction prefix matches a JV prefix.

Automatic Journal voucher generation Naturally, transactions with credit/ debit values need to be mirrored in the GL. A JV is automatically generated at saving time. The user will have the chance to view and print it during or after the transaction is entered and saved.

Workflow Within the Sale and Purchase categories, transactions flow in a breakable sequence covering the whole process. Any intermediate phase is easily generated from the prior one.

Journals Each type of transactions has its own journal on-screen displayed and reviewed.
It can be filtered on a specific date or interval of time, a specific prefix or, by default, all transactions.

Item Movement Displays all the movements corresponding to a specific item. All related transactions are herein accessible.

Following are the three categories of Inventory transactions:

Sale Transactions Cover all transactions with clients provided with goods and services. In a Sale transaction, all the necessary amounts and values are entered. The major values are: Price level, sales representative, payment type, and total discount; per line unit, discount, subtotal, counting unit and posting account.
An item's last offered, selling and order prices are also available as an assist.

The five transaction types in the category Sale are:

PRO-FORMA / **B**ID In other words, *estimate* or a *quote*. The very first phase in sale.
It does not move GL accounts, AR or quantities.

SALES / CONTRACT ORDER Once a pro-forma is confirmed, a sales order is produced; either trough a semi-automatic generation where a pro-forma converts into an order, or usual entry by the user.
It moves only the committed quantity status.

DELIVERY An intermediate phase when items are delivered to the customer's premises prior invoicing. In addition to direct entry, it can be generated from a pro-forma or a sales order.
It moves the on-hand quantities.

INVOICE The core of sales transacting. It concludes the sale operation and moves the GL and AR through a generated JV. Naturally, both on-hand quantities and sales value are changed.
It can manually be entered as well as generated from pro-forma, sales order or delivery.
In the case where a sales order is not entirely converted into an invoice, a BACK ORDER is automatically produced and can be invoiced at a later stage.

SALES RETURN The reverse of whole or part of an invoice. It annuls the effects of the invoice.
While processing the return, the related invoice can be loaded to facilitate entry.

Purchase Transactions Cover all transactions with vendors supplying goods and services. In a Purchase transaction, all the necessary amounts and values are entered. The major values are: Price level, payment type, and total discount; per line unit, discount, subtotal, counting unit and posting account.
An item's last purchasing and order prices are also available as an assist.

The four transaction types in the category Purchase are:

REQUST FOR QUOTATION In other words, *supplier's quote*. The very first phase in sale.
It does not move GL accounts, AR or quantities.

PURCHASE ORDER Once an RFQ is confirmed, a purchase order is produced; either through a semi-automatic generation where an RFQ converts into an order, or usual entry by user. A placed order moves the en route quantities; but not the GL accounts, AP nor quantities.

DELIVERY Or *receipt*; intermediate phase where items are received in the user's premises prior supplier's invoicing. In addition to direct entry, it can be generated from a purchase order.
It moves the on-hand quantities.

PURCHASE INVOICE The essence of purchase transacting. It concludes the purchase operation and moves the GL and AP through a generated JV. Naturally, both on-hand quantities and purchase value are changed.
It can manually be entered as well as generated from purchase order or delivery.

PURCHASE RETURN The reverse of whole or part of a purchase. It annuls the effects of the invoice.
While processing the return, the related purchase invoice can be loaded to facilitate entry.

Stock Transactions Handle Inventory movements that do not have a third party side.

The four transaction types in the category Stock are:

ADJUSTMENT Handle the increase or decrease in quantities. Examples are: loss or damage of goods, assets disposal, free acquisitions, gifts, inventory rectification, etc.
IN and OUT quantities can be input in the same transaction.

TRANSFER Perform the inter-warehouses relocations. Multiple warehouses can be processed in the same transaction.

RE-PACKAGING Used to break up a pack of an item into smaller packs. Example: A pack of fizz bottles into individual units.
Uniting small packs into larger ones is also possible.

REPORTS

A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Items Listings, Quantities, Aging reports, Movement, Inventory Evaluation, Profit, Forecast, Matrix reports, etc.

Transactions Listings, Client/ Item reports (Summarized, normal and detailed), Item's sales, due invoices, profit per client, profit per invoice, etc.

CONFIGURATION AND TOOLS

Items' and Transactions' rules Rules governing transaction input and storage are defined. Examples are: Negative on-hand quantity, negative quantity input, sales promotions, multi-warehouse transacting, manual item coding, barcode automatic generation, combination of base and secondary units, minimum price warning, transactions generation in a workflow, credit limits, due invoices warning, etc.

GL Accounts linkage Posting groups defined with accounts assigned to various transaction amounts' nature, such as purchases, sales, discounts, returns, taxes, adjustments, transfers, commissions, depreciation, opening and closing inventory, etc.

Definitions Warehouses items' groups, families and brands, units, matrix categories, matrix tables, barcode prefixes and start values for automatic generation, sales promotions codes, durations and types, etc.

Branch addition wizard Guides the user through the creation of a new branch.

Transactions posting, clearing and locking These reversible operations apply to a filtered set of transactions of a given type.
Posting is the process of updating the account balances moved through corresponding transactions.
Clearing is an optional audit process that checks clear flags on, so that posting can be carried on safely.
Locking prevents accidental or intentional transaction alteration, cancellation or posting.

Inventory evaluation Calculated based on the item's costing method or on a method specified at evaluation point. Evaluation of a filtered set of items is also possible.
Automatic generation of corresponding JV, with a preview option.

Extra charge distribution Gross charges imposed on purchases, such as freight, transportation, delivery, etc. need to be distributed on covered items. Related purchases can be loaded and the distribution method applied. Consequently, the cost of individual items is accordingly adjusted.

Automatic generation of barcodes Useful when having items with no manufacturer's barcode, or in the case where items need to hold custom defined barcodes.

Sales promotions Can be applied to a set of items for a specific duration.

Automatic quantity replenishment generates Transfers or Purchase Orders according to the item reorder rules, keeping quantities balanced in all warehouses and taking into consideration the values of the estimated quantities moved by various order types.

Import from MS Excel and applied to the item file (add and update) in addition to the transaction file.

PRODUCTION

Due to its importance and peculiarities, the production process deserves a separate module in Noria. *Components are defined and attached to manufactured items, orders are placed and production performed, finished goods are transferred and traded, in a smooth workflow that moves quantities and GL accounts at the same time. All achieved far from the complexities and ambiguities that are feared in this type of application.*

WORKFLOW

The production process consists of the following phases:

Manufactured Item definition In addition to the general definitions, a Manufactured Item has a list of sub-items (usually of Raw Material type) attached to it, where item codes, units and quantities of component items are recorded.

Semi-finished Goods any manufactured item can be used in the production of another item, where the first would be considered as semi-finished item.

Production Order Items to be produced are placed on order via a transaction that affects the estimated, not on hand, quantities.

Production The core phase in which Sub-items, or components, are deducted from the corresponding warehouse and produced items are added to the production (goods in process) warehouse. This is accomplished through a production transaction, original or generated from a PRODUCTION ORDER. This transaction alters the on hand quantities.
The cost of the manufactured item is automatically calculated on a weighted sum basis.

Dismantle The system allows the dismantling of pre-assembled items following the item original bill of material which could be modified at the time of dismantling.

Wastage Monitoring the actual wastage in the production processes is highly recommended and this is feasible by comparing the actual versus the planned wastage in each production process.

Auto-serve Production Orders This utility helps in servicing the demand on the manufactured items aggregated from other NORIA transactions like Sales Orders and Material Requisitions. This is accomplished by preparing the corresponding Production Orders taking into consideration the possibility of transferring those items in the case where their quantities in other warehouses exceed the re-order level after serving all the order transactions in those warehouses.
Following the Auto-serve Production Orders generation, comes the Material Planning with a similar utility that serves all aggregated materials from the Production Orders and all other NORIA transaction.

TRANSACTIONS

These are of two types: Production Order and Production Transaction. They have many common features; three major ones are:

Unbounded prefixes A list of prefixes, or stub codes, can be defined and used within the same type of transactions, conformably with the business' classification rules.
The production transaction prefixes and JV prefixes are two independent sets with a user-produced correspondence table, where every transaction prefix matches a JV prefix.

Automatic Journal voucher generation Naturally, transactions need to be mirrored in the GL, modifying the stock accounts. A JV is automatically generated at saving time. The user will have the chance to view and print it during or after the transaction is entered and saved.

Journals Each type of transactions has its own journal on-screen displayed and reviewed.
It can be filtered on a specific date or interval of time, a specific prefix or, by default, all transactions.

The major values entered in a transaction are: per line quantity, unit, subtotal, warehouse, counting unit and posting account.
The raw materials (components) are automatically retrieved, with their quantities calculated, depending on the entered manufactured items and their amounts.

REPORTS
A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Manufactured Items listings, Raw Materials, Actual vs. Planned, etc….

Transactions Listings [Summarized, normal and detailed], etc….

CONFIGURATION AND TOOLS

Transactions' rules Rules governing transaction input and storage are defined. Examples are: Negative on-hand quantity, Negative estimated quantity, negative quantity input, multi-warehouse transacting, transactions generation in a workflow, etc.

GL Accounts linkage Posting groups defined with accounts assigned to various transaction amounts' nature, such as purchases, sales, discounts, returns, taxes, adjustments, transfers, commissions, depreciation, opening and closing inventory, etc.

Definitions Warehouses order cancellation reasons, etc.

Automatic quantity replenishment generates Transfers or Production Orders according to the item reorder rules, keeping quantities balanced in all warehouses and taking into consideration the values of the estimated quantities moved by various order types.

Scheduling This is feasible at the transaction line level where each line has its own due date, whether it's a finished good item, raw material item, labor or service item. Scheduling is affected by the availability of the machines involved in the production process.

Machines Allocation Each production process has its own set of machines involved in this process and accordingly the machines can be assigned for each process at the item definition level, or at the Production Order time. Machines are selected from the Fixed Assets list or from the auxiliary machine list.

Production Phases As it's possible to have production processes in many phases, the system allows you to define the different phases of each production process and assign the set of machines involved in each phase. This could be done at the item definition level.

Labor and Non-inventory items The system allows you to consider labor and non-inventory items in the form of service items in the bill of material of the manufactured item.

SERVICE CENTER

With clients tending to perceive their suppliers as not only vendors, but also service providers, a dedicated service module became a must-have in every business application. Noria's Service Center Module handles services kinds definition, service requests management, material requisition and release; all in a workflow leading to invoicing and accounts movement.

WORKFLOW

The service provision process consists of the following phases:

Service Item definition With the aim of raising a resemblance to the regular trading process, a service of any kind is represented in the form of an item created in the inventory list. Consequently, it enjoys the vast set of definitions and descriptions a physical sellable item has.

Service Order Service requests are placed on order via a transaction. The Status of the SVO reflects the stage it has reached. Once an ok-to-handle decision is made by authorized users, the process continues.

Material Requisition In some kinds of services, like repairs and upgrades, material or spare parts are required. In this case, a requisition transaction is produced and attached to the SVO in question.

Material Release The provision of requested material is handled through a priced internal transaction attached to the SVO. Should part or all of the requirements are not available, a regular purchasing cycle can be launched.

Invoicing A sale transaction is issued at the end of the process. Whether the cost bearer is a third party client or not (as in the case of warranty coverage), corresponding accounts are always moved.

TRANSACTIONS

These are of three types: Service Order, Material Requisition and Material Release. They have many common features; two major ones are:

Unbounded prefixes A list of prefixes, or stub codes, can be defined and used within the same type of transactions, conformably with the business' classification rules.

The service transaction prefixes and JV prefixes are two independent sets with a user-produced correspondence table, where every transaction prefix matches a JV prefix.

Journals Each type of transactions has its own journal on-screen displayed and reviewed.
It can be filtered on a specific date or interval of time, a specific prefix or, by default, all transactions.

The major values entered in a transaction are: client information, department, allocation category, employee, status; per line quantity, unit, service center, subject condition, etc.

REPORTS

A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Items Maintenance History listings, Items in Service, etc….

Transactions Listings [Summarized, normal and detailed], etc….

CONFIGURATION AND TOOLS

Transactions' rules Rules governing transaction input and storage are defined. Examples are: Negative on-hand quantity, Negative estimated quantity, negative quantity input, multi-warehouse transacting, transactions generation in a workflow, etc.

GL Accounts linkage Service Transactions are optionally posted to the General Ledger through the generation of Sales Transactions.

Definitions Service status, subject condition, etc.

FIXED ASSETS

Fixed Assets cannot be anymore considered as simple accounting entries. Assets need to be easily identified. This could be achieved using NORIA's Fixed Assets Module; each asset is labeled, assigned a location, and of course has its own depreciation history and plan.

FIXED ASSETS

Multiple Locations Unbounded list of locations can be defined.

Link with GL Any change with assets (purchase, depreciation, transfer, disposal, sales) optionally induces a parallel change in the GL. Individual or set of assets can be assigned accounts that move every time a related transaction is performed.

Comprehensive set of attributes Each asset has a set of definitions, properties and descriptions that serve as identification as well as status and control values.
Following are the main ones:

KEY CODES Every item is uniquely identified with an alphanumeric code that reaches up to 20 characters. A second key code is optional.

BARCODES Up to five item barcodes can be input and used for access. Should the item have no manufacturer's barcode, the user has the option of creating a barcode and printing its label printed.

TAX CODE Various user-defined tax codes with associated taxation rules can be assigned to items.

IMAGE AND FREE TEXT Captured image of the item or a particular part of it, in addition to free descriptive text attached to the item.

Depreciation Information needed to plan and execute assets depreciation. Examples are acquired date, in service date, disposal date, stop date, initial value, salvage value, book value, YTD depreciation amount, LTD depreciation amount, depreciation method, etc…

Classification Assets can be organized in non-disjoint sets representing the group, family and type. These classes are useful in reports and statistics where filtering, grouping and sorting are necessary.

TRANSACTIONS

Depreciation for a range of FA items and for a specific period of time it applies the depreciation on these FA items and each according to its special data and it reflects the depreciation amounts to the GL side by generation a GL transaction.

Transfer to move asset from one location to another.

Disposal is used to end the life of an asset.

History lists all the depreciation done

Movement lists all the transactions performed on a specific asset.

Maintenance You can perform any maintenance procedure on the asset item. Furthermore, you schedule the set of preventive maintenance procedure which, in the case of integration with NORIA Tasks and Workflow, will active the system reminder at the due date of each preventive maintenance.

Value Update The asset value can be easily updated, due to enhancements done on the asset for example, using a special tool that links the additional cost applied to the asset current value.

CONFIGURATION AND TOOLS

Assets' batch update Utility to batch update the properties of a group of assets.

GL Accounts linkage Posting groups defined with accounts assigned to various transaction amounts' nature, such as purchases, depreciations, discounts, returns, taxes, adjustments, transfers, etc.

REPORTS

A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Assets Listings, locations, Quantities, Movement, History, etc.

Transactions Listings, etc.

BUDGET & FORECAST

Planning is the key to success. Budget & Forecast Module is your assistant in planning. With this module, you can plan your sales, purchases, expenses, collections, and payments. Planning is done at the company level or at the level of project, department, salesperson, etc…

ACCOUNTS & ALLOCATIONS BUDGET

Each account and allocation has 5 budget saved for each fiscal year/period: Last year, current, revised, actual, and next. Last and actual are read from the ledger file whereas the others represent 3 different budget scenarios. In addition to the variance utility that displays the differences (amounts and percentages) between the actual budget and any of the other four budgets. Also in this utility you can check the cross budget between an account and an allocation.

CASH FLOW FORECAST

This utility calculates the expected cash in and out till the end of a specific period of the fiscal year. The system calculates the following.

1- Expected cash in from the sales and the sales order transactions according to their payment terms.
2- Expected cash in from the collected and not deposited yet checks and according to their value dates.
3- Expected cash in from the collection of the notes receivable on hand and according to their maturity dates.
4- Expected cash in according to the budget positive figures (like cash sales)
5- Expected cash out for the purchases and purchases order transactions according to their payment terms.
6- Expected cash out for the post dated checks issued according to their value dates.
7- Expected cash out for the notes payable signed according to their maturity dates.
8- Expected cash out according to the budget negative figures (like the salaries and other periodic expenses)
9- Current situation for the banks and cash

Any transaction can be excluded from the forecast by simply un-checking it. Changes are saved for future follow up.

SALES FORECAST

Each customer has 5 forecasts saved for each fiscal year/period: Last year, current, revised, actual, and next. Last and actual are read from the sales file whereas the others represent 3 different Forecast scenarios. In addition to the variance utility that displays the differences (amounts and percentages) between the actual sales figures and any of the other four forecasts. Forecasts are available in quantities and amounts.

PURCHASES FORECAST

Each vendor has 5 forecasts saved for each fiscal year/period: Last year, current, revised, actual, and next. Last and actual are read from the purchase file whereas the others represent 3 different Forecast scenarios. In addition to the variance utility that displays the differences (amounts and percentages) between the actual purchases figures and any of the other four forecasts. Forecasts are available in quantities and amounts.

CONFIGURATION AND TOOLS

Batch Forecast is used to batch fill the sales or purchases forecast of a group of clients by copying from existing forecast and applying changes factors

Setup for cash forecast to select what cash and bank accounts to be included, in addition to what to be included from the accounts budget.

HUMAN RESOURCES

PAYROLL & ATTENDANCE

Businesses cannot be accomplished with employees. Employees or the Human Resources in the company are considered as part the company valuable asset. They need to be organized, motivated, developed, trained, and followed up. Attendance, vacations, salaries, loans, Social Security Fund, End Of Service Indemnity, commissions and sales force performance ; all with other functions are handled in this module, closely tied to the GL.

EMPLOYEES

Each employee has a set of definitions, properties and descriptions that serve as identification as well as status and control values.
Following are the main ones:
Employee personal information (name, date of birth, nationality, address, etc…)
Family information (spouse and children)
Job description
Attendance details
Salary & Allowances (basic salary, contractual salary, transportation, telephone, ect…)
National Social Security Fund information
End Of Service Indemnity information
Payment method (cash, check, or bank transfer)
Photo
History & Future Plan

HISTORY

Each employee has his history file. Any transaction related to the employee is found there. Also, and most importantly, and note related to the behavior, performance, attendance, or evaluation of the employee is also registered in this history file.

REMINDERS

Each employee has his own set of reminders, which when integrated with NORIA Tasks and Workflow module help in keeping track with all the events related with the employees.
These events are user defined and customizable and work in both dates **Hijri** and **Gregorian**. The employee reminders prove to be very useful especially in cases like licenses renewal for example.

ATTENDANCE

Creating different attendance groups and schemes
Identifying company holidays
Manual daily attendance entry
Automatic import for the daily attendance from any attendance machine
Daily summary attendance
Periodic summary attendance
Updating employees leaves (sick, paid, unpaid, and annual) and absences

REQUEST FOR LEAVE

In the case where your employees are all on-line, they can place their request for leave on-line and accordingly know before hand their current leaves balances. The request for leave can be integrated with NORIA Tasks and Workflow module; the requests for a group of employees will be automatically dispatched to their supervisor for approval. You can configure each request approval cycle to encounter multi-level of approvals. Once the request grants the final approval, the leave days are marked in the daily attendance file as per the leave type requested

SALARY

Prepare the salary for a group of employees and for a period of time; you are free to prepare the salary for any period of time and accordingly you can make the periodical salary preparation takes place in any day of the month and not necessarily the end or the beginning of month.
Option to include/exclude parameters in the preparation process; for example you can choose to prepare the salary for a group of employees where these employees have their salaries as non-taxable and without including transportation, or without referring to their daily attendance.
Issue batch or individual Pay slips; this is a flexible tool in paying the salaries as you can pay them thru your band to their bank accounts or pay them in cash one by one or a combination of the two methods.
Link to GL by affecting the related accounts; any amount involved in the salary preparation process should be backed-up by a GL account, and hence all the calculations are reflected back to GL.

LOAN

This is a useful tool aimed to manage the employee's loans by preparing notes receivable like drafts for each loan where each draft has its own maturity date and which when due will be deducted automatically from the employee salary pay slip.
Schedule loan settlement through periodic payments
Automatic deduction of due payments from the employee pay slips
Option to settle or postpone payments

CUSTOM MADE APPLICATIONS

In addition to the request for leave, NORIA allows the integration of any application and this application can be easily integrated with NORIA Tasks and Workflow module. This utility is helpful for the execution of the evaluation tests and exams; the scores achieved will be saved in the employees history file.

REPORTS

Employees Listings, Reminders, Balances and movement, Ledger sheets, statements of account, etc.
Attendance Daily attendance, Daily Summary attendance, Periodical attendance, etc…
Salary Prepared salary sheet, Pay slips, etc…

CONFIGURATION AND TOOLS

NSSF report preparation
Tax report preparation
Setup for the module options, tax slices, exemptions, family allowances, attendance groups, etc…
Leave History lists the different types leave days of each employee since his first employment day.

TASKS & WORKFLOW

Being an ERP System, NORIA includes all the utilities needed to manage and schedule our daily tasks, in addition to the implementation of an electronic workflow process that can be designed easily following the company internal processes. NORIA's TASKS & WORKFLOW is your first step towards a paperless office.

TASKS

The following task types are available:

Normal Task This is a regular one time or recurring task that can be a personal task logged into the user task list or a dispatched task for another user. You can attach to the task one document of any type. You can have many tasks of different categories customized to fit your business needs. Examples of the task categories are: Telephone call, Customer Complain, Service Request, Showroom visit, Prospect call, etc…

Report Task This can be used as reminder to run any report from the system available reports. At the due time of the report task, the popup screen allows you to call directly the designated report.

Transaction Task Any transaction within NORIA can be dispatched to one or group of users through a task. Dispatching can be done either manually or automatically using a Workflow. From the Transaction Task you can view, edit, delete, post, clear, or lock the attached transaction.

WORKFLOW

This is the automatic dispatch of transaction tasks. You can configure as many workflows as needed. Each workflow can be of one step, i.e. one transaction move from one user(s) to another user(s), or of more than one step. In the case of more than one step, initiating the move from one step to another is the result of the electronic approval (Task Clear) of the user(s) involved.
Example: A Sales Order added by user A will be automatically dispatched to user B for approval. Once user B approves the dispatched task by marking it as cleared, the system moves the transaction task to users C and D who are the users of the third step in this flow.

TASK LIST

A flexible list with all the utilities and features needed to manage the individual's tasks efficiently.
Available filters are:
Transaction Type: Normal, Report, and Transaction.
Transaction Category: to select one from the user defined categories of normal tasks.
User Defined Filter

CONFIGURATION AND TOOLS

User Setup Each user can have his own set of rules, like running the reminder system that launches the task popup reminder screen or launching the task list at log on.

Archive a utility used to archive the tasks for a specific period or to restore the archived tasks of a specific period.

Permissions Here you can give permission to users to view other users' list for supervision purposes.

DOCUMENT MANAGEMENT

This is a must have module; thousands of documents are sent and received, and as time passed by, it becomes impossible to manage them or make use of them. NORIA has this simple and integrated module to allow you easily manage any kind of document you have.

DOCUMENT

Information Here you specify the related information like, the subject, the project, the client, the sender, the author, key words, etc…. The system will automatically generate a reference key for this document according to the user predefined rule.

Attachment You can attach one document file of any kind.

References Also you can link the document to one or more previously added documents.

Tree This is the logical user designed tree. A document can be linked to one node of the tree. Nodes may represent phases, sections, divisions, etc…

DOCUMENT LIST

A flexible list with all the utilities and features needed to select and filter the needed documents. Referenced documents are also listed in a separate section.

CONFIGURATION AND TOOLS

Permissions Are at two levels:
1- Give users access to specific project(s) to work with.
2- Give permission to view, add, edit, or delete documents.

Reference Key Design you own way of generating the reference for each document. It can be according to the project code, type, subject, sender, receiver, date, etc…

Templates You can have as many templates as you want. Templates can be of any MS Office document type and it can be called from the document screen. The system will insert the document reference key generated inside the template document.

Vehicle Rental

In a competitive tourist and business environment, Vehicle Rental control becomes a make or break issue. Compromises have no place; accuracy, reliability and flexibility are the keywords. Vehicles, Offers, Reservations, Contracts, Deposits, and Maintenance; all with other tasks are managed in this module, smoothly integrated with the GL, AR and AP.

Vehicles

Each Vehicle has a set of definitions, properties and descriptions that serve as identification as well as status and control values. Furthermore, these can help in preparing your own catalogue or any other marketing material.
Following are the main ones:

General Info: like Key Code; each Vehicle is uniquely identified with an alphanumeric code that reaches up to 20 characters. Moreover, basic properties are there also, like colors (exterior and interior), type, brand, seats, engine size, chassis number, engine number, cylinders, etc…

Options and Features: gear type, engine type, wheel drive, power seat, steering wheel, power window, central lock, cruise control, sound system, etc… all are features that help your customer select his preferable Vehicle.

Fixed Asset Info: each Vehicle is considered as a fixed asset item, as our Vehicle Rental module is seamlessly integrated with our Fixed Assets module; each rent Vehicle has its own entry as a fixed asset, and hence it can be purchased, depreciated, leased, or sold. So all the Fixed Assets information is there; acquired date, in-service date, last depreciation date, disposal date, stop date, depreciation method, annual depreciation percentage or amount, initial value, life-to-date depreciation value, book value, etc…

Cost Center: each Vehicle is also considered as a cost center, as our Vehicle Rental module is seamlessly integrated with our General Ledger module; each rent Vehicle has its own entry as a cost center, and accordingly you can track the revenues and expenses related to any Vehicle from one screen which is the cost center ledger.

Rent Prices: you can have as many price levels as you like; regular, corporate, VIP, promotion, are all examples of the price levels. Each price level has 5 prices for 5 ranges related to the rent period, a minimum rent price, and the price per Km for extra mileage. You can assign to each of your customers one price level.

Registration Info: It contains all the information related to the concerned authority; plate number, make year, ODO, insurance information (company, policy no., amount, and expiry date), etc…

Image: here you can save the Vehicle picture.

Memo: this is a free text box.

Add Car: AB001

General | Options | Fixed Asset Information | Price Levels | Registration | Memo | Image

Code	AB001	Currency	SR ☑ Active
Color	▼	Engine Number	
Type	▼	Chassis Number	
Brand	▼	Seats	1
Model	▼	Engine Size	0 c.c.
Body Type	▼	Cylinders	0
Seat Color	▼	Minimum Price	0.00

Revenue Rental Item CAR RENT ... ☐ B/F

Copy From ...   Print   Save   Cancel

TRANSACTIONS

Vehicle Rental transactions are of three categories: Offer, Reservation and Contract; under which lie various types. They have many common features; these major ones are:

Customer: you can select your customer from a pre-existing list or you can add a new one on the fly. The customer price level will be loaded automatically which governs the pricing policy with your client.

Vehicle: specify the desired Vehicle and in the case where the Vehicle is not available during the required period, the system gives a warning and proceed is not possible.

Date range: you can select to specify it at the level of date only or date-time. The daily rate will be displayed automatically after specifying the price level and the date range.

Extra Services: you can select to add to the rent process additional services like providing a driver, insurance, or mobile.
Transaction Total: this is the sum of the rent fee and the extra services fees. Discount is available as a total or as unit.

Deposit: here you can enter what ever collected from your customer on this transaction as collateral and in any format (cash, check, credit Vehicled, etc...).

Payments: here you can list all the payments received against this contract and in any format (cash, check, credit Vehicled, etc...).
Memo: this is a free text box.

Update Car Rental Contract : TST - 2 for AL FAYHAA ELECTRO-MECHANICAL

Prefix	Number	Document No.	Date	Value Date	Client Type	Client Code	Client Curr
TST	2	#	31/01/07	31/01/07	Customer	4111009	SR

Currency	Department	Warehouse		Remark
SR		A	☑ Taxable	Generated from Car Reservation TST - 1

Car Code	Type	Date OUT	Gas OUT	Odo OUT
11255		☑ 31/01/2007 03:49 PM		1 2 0 0

Brand	Model	Date IN	Gas IN	Odo IN
		☑ 10/02/2007 03:49 PM		

Color	Plate Number	Insurance Policy No.	Rental Period	Daily Rate	Rental Amount
	111 س.و.ى		10 Days	SR 60.000	SR 600.000

General | Drivers | Lines | Totals | Deposit | Payments | Memo

Client Additional Info

Client Name: AL FAYHAA ELECTRO-MECHANICAL   Client Price Level: WHOLESALE

Client Balance: SR 106,666.668 DB   Payment Terms:

Client Sales Person: ...   Shipment Type:

Client Bill Address:

Client Ship Address:

Status
⊙ Active   ○ Closed   ☐ Invoiced

Net Total: SR 600.000   Template | Local Rate | Print | Save | Cancel

REPORTS

A comprehensive set of built-in reports, which can be exported to major standard file types.
A Report domain consists of a filtered interval set, ordered by a selectable key.

Vehicles Listings, Vehicles on the road, Vehicles in Transfer, Vehicles available, Late Vehicles, Returned Vehicles, Movement, Damages, etc.

Transactions Listings, Client/ Item reports (Summarized, normal and detailed), Un-closed/Closed Contracts, Daily Sales, Mileage Report, etc.

CONFIGURATION AND TOOLS

Workflow From the offer to the contract, transactions flow in a breakable sequence covering the whole process. Any intermediate phase is easily generated from the prior one. Generated transaction marks the original transaction as processed.

Transaction Modification You can update or cancel any transaction at time as long as it is not closed or processed.

Contract Closing Upon the return of the Vehicle, this utility is used to close the contract. The contract information will be updated and the final contract amount is generated (excess mileage, fuel tank, etc… are all decided at this stage).

Invoice Generation You may decide to either automatically generate the invoice against the contract after closing or to manually generate it later. The invoice will update the corresponding GL accounts.

Transfer Utility As this is a multi-location system, you might decide to transfer a Vehicle from one location to another. This utility helps you perform this job by specifying the driver, ODO at source, and ODO at destination.

Vehicles' rules Rules governing Vehicle input and storage are defined. Examples are: Brands/models, types, colors, insurance companies, etc.

Transactions' rules Rules governing transaction input and storage are defined. Examples are: Charge on extra mileage, charge on fuel tank, check insurance expiry date before rent, force deposit on contract, etc.

Drivers Name, rate, passport/ID info, driving license info, etc.

Transactions posting, clearing and locking These reversible operations apply to a filtered set of transactions of a given type.
Posting is the process of updating the account balances moved through corresponding transactions.
Clearing is an optional audit process that checks clear flags on, so that posting can be Vehicleried on safely.
Locking prevents accidental or intentional transaction alteration, cancellation or posting.

Maintenance and Repairs

The Vehicle Rental Module is seamlessly integrated with the Service Centre Module. *Noria's* Service Center Module handles services kinds definition, service requests management, material requisition and release; all in a workflow leading to invoicing and accounts movement. With the service center module you can:

Send Vehicles for service
Specify the type of service needed
Specify time in/time out, ODO in/ODO out
Specify the employee who did the service
Perform preventive maintenance and routine checkup
Ask for spare parts
List the spare parts consumed in each service transaction