

# PREMIUM

BUSINESS MANAGEMENT SOLUTION

The Business Management Solution For Small And Midisize Enterprises

**Solution Overview** 



# **Executive Summary**

Business Management Application is vital.

Every Business owner and manger knows well the value of accurate numbers and analysis. The access of to true and unified up-to-the-minute business information across the entire organization is vital for continuous success and growth.

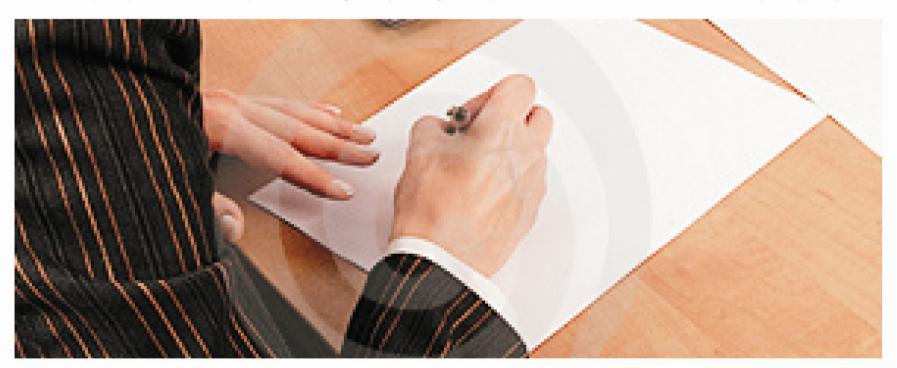
#### Premium®

Xlab Premium® is the fruit of investment, research and hard work since year 2000. Using the latest technologies and with the help of experienced business analysts and

developers, Premium® was made to exceed the expectations of actual business needs. Its user interface. system structure and features up to the reporting capabilities have proved to be up the highest standards. Xlab Premium® is an affordable, easy to implement and customizable business management solution. It is a fully integrated and an interconnected set of business applications that allows you to automate and manage core business activities such as financial accounting, banking, sales, purchasing, inventory control, customer service, human resources and manufacturing. Daily transactions are processed more effectively and securely, helping you make the informed business decisions that are based on a better understanding of your company's historical, current and forecasted status.

# XIab Partnership

Within the annual support program, Xlab provides access to new functionalities and application update as Premium<sup>®</sup> continues to improve. When you are a Premium® client, we become your supporting Partner.





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# Xlab Business Benefits



Xlab Software is a leading provider of professional software services and business application. Xlab Software offers its customers a high-touch services that ensure successful planning, building and growing of the applied systems. Working with Xlab Software, administrators, analysts and implementers provide you with first-class business consultancy, implementation and training. Which deliver results faster while reducing the risk of going in alone.

The following services are our key differentiators:

# Business Knowledge & Consultancy

Xlab Software supports every critical business function, allowing you to stay on top of your business and grow profitability. Xlab software team doesn't install the business application blindly. Their Business knowledge and expertise enable them to identify the business needs for the business management solution and suggest new methodologies and major changes to improve the business system.

# Implementation

We are using a well-established approach for implementing packaged applications. It is comprised of well-defined processes that can be managed in several ways to guide you through an application implementation project. It provides the tools required to effectively and efficiently plan, conduct, and control project steps to successfully implement business solutions. It defines business needs at the beginning of the project and maintains their visibility throughout the implementation. It defines internal, external, and time-sensitive business events and maps each event to the responding business and system processes.

# Training

Training provides your team with a basic understanding of how the new system can be best utilized to improve your business processes. It provides a foundation for determining specific configurations needed to meet your objectives.

# ■ Data Migration

Data Migration is the process of moving required (and most often very large) volumes of data from our clients' existing systems to new systems. Data Migration encompasses all the necessary steps to cleanse correct and move the data into the new system. Technological changes, change in providers, software updates or data warehousing / data mining projects make such delicate and critical operations necessary.



# PREMIUM® Key Features

Premium®, being designed for small and midsize enterprises, is a breakthrough management software. Its key features are many and include the following:

# Flexible Organization Unit Classification

Premium® fits most of company structures as you can build your own business Organization unit structure with high flexibility.

# MPLEMENTATION

# **Fully customized Solution**

When Premium® was originally designed Xlab Software mission was to produce extremely customizable, adaptable and easy to use application. The set of administrative and control function made up Premium® to be easy to comply with your exact business needs

#### Smart user-interface

Premium® provides consistent, easy-to-use functionality

across its modules, with simple click user can make transactions effectively and obtain information. **Premium**<sup>®</sup> is a dual language application (English / Arabic).

# **Powerful Reporting System**

Powerful reports helps user to track every simple action of business. Premium® reports are featured by several features such as flexibility of filtering when viewing reports, reports reusability, dynamic reports menu...etc.





# **Functionality Overview**

Premium® is comprehensive and versatile business management software that serves as the primary ERP application. It provides all the administrative functions that to define organization categories, organization Units, stores, save boxes, bank accounts, pack units, currency exchange rates, configure permissions and alerts and access information.

#### **Finance**

Manage the financial transactions including currency iournal, account payments, account receivables, custody, expenses, financial adjustment and general Ledger.

#### Sales

Create items price list, customer quotation, order, invoice and return. Improve follow up to sales transactions and the customer service.

#### **Purchase**

Manage supplier quotation, order, invoice and return. Improve tracking of blanket orders.

#### Inventory

Manage inventory transactions such as inventory count, stock entry, stock issue, inventory transfer, tracking each item movement by barcode ... etc.

# HR / Pavroll

Automate integrity data between HR personnel information, daily transactions and payroll calculations such as overtime or leaves registration in HR system. Offer dynamic and flexible calculating tree of payroll rules with several payroll types across multi-payroll periods. Manage social insurance, taxes calculations according to your business models.

# Planning and Manufacturing

Premium® offers powerful manufacturing systems that help production planners or buyers schedule and manage

tasks. Planning system define the planning horizon, opt to exclude non-working days from the production and purchase planning, also lets user selects the desired criteria in the existing stock levels, open purchase orders, sales orders and work orders.

# Configuration

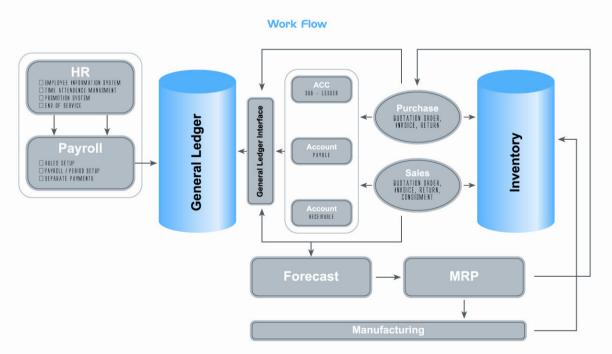
Premium<sup>®</sup> configuration tool allows administrator to:

■ Define user profile up through the single transaction field

- Manage Multi-database.
- Customize error messages.
- Define automatically or manually item coding.

# Reporting

Track every aspect of your business with Premium® reporting system. Analysis and filter the data within the different codes, dates, items and all other transaction fields.





# **PREMIUM®** FEATURES

# Reporting and Data Navigation Capabilities

Finance	Distribution			Planning &	UD	D!!
	Sales	Purchase	Inventory	Manufacturing	HR	Payroll
<ul> <li>Currency Journal</li> <li>Account Payable</li> <li>Account Receivable</li> <li>Check Receivable</li> <li>Custody</li> <li>Expenses</li> <li>Financial Adjustment</li> <li>Organization Unit Adjustment</li> <li>General Ledger Setup</li> <li>Fiscal year \ Periods</li> <li>Journal Entries</li> <li>Batches</li> <li>Budget</li> <li>Analysis Dimension</li> </ul>	<ul> <li>Price List</li> <li>Sales Quotation</li> <li>Sales Order</li> <li>Sales Invoice</li> <li>Sales Return</li> </ul>	<ul> <li>Supplier Quotation</li> <li>Purchase Order</li> <li>Purchase Invoice</li> <li>Purchase Return</li> <li>Consignment</li> </ul>	Count     Stock Entry     Stock Issue     Inventory Transfer     Barcode Tracing     Consignment Filter	<ul> <li>Bill of materials</li> <li>Manufacture orders</li> <li>Forecast</li> <li>Material resource planning</li> <li>Recommendation reports</li> <li>Product formula</li> </ul>	<ul> <li>Employee Information System</li> <li>Contracts, creations renewals management</li> <li>Promotion Systems</li> <li>End of services or terminations</li> <li>Salary administration</li> <li>Time attendance management</li> <li>Employees Performance Evaluation system</li> <li>Various allowance support</li> </ul>	Bonus / reduction system     Loans management     Separate payment     Social insurances taxes control.     Payroll calculations     Integration with GL texporting journal entries

# Security

# Configuration

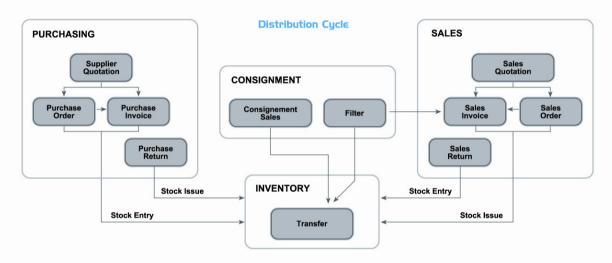
# **Information Repository**



# Distribution

Distribution is one of the core Premium® modules that tracks items information barcodes, availability, costs, effectively, quantities, stocks, purchases and sales.

Helps you to create price quotes, enter customer orders. manages and maintains supplier transactions, handles stock levels and item management.





Quotation helps user to follow up customers or suppliers' quotations, generate automatically sales order or sales invoice from customer quotations and purchase order or purchase invoice from supplier quotations.

Order enables ordering materials or services from suppliers or for customer.

**Invoice** effect sub-ledger for either customer or suppliers or any organization unit

**Return** provides returning goods to supplier or from client safely with Premium® validation feature on items serial codes.

Price list build your price list and pre-defined discounts based on certain customer, customer category or item.

Count adjusts difference between the actual stocks and system registered stocks.

Inventory Transfer allows moving items between stocks or warehouses.

Barcode Tracking track items through the inventory movements from the part number (Barcode).

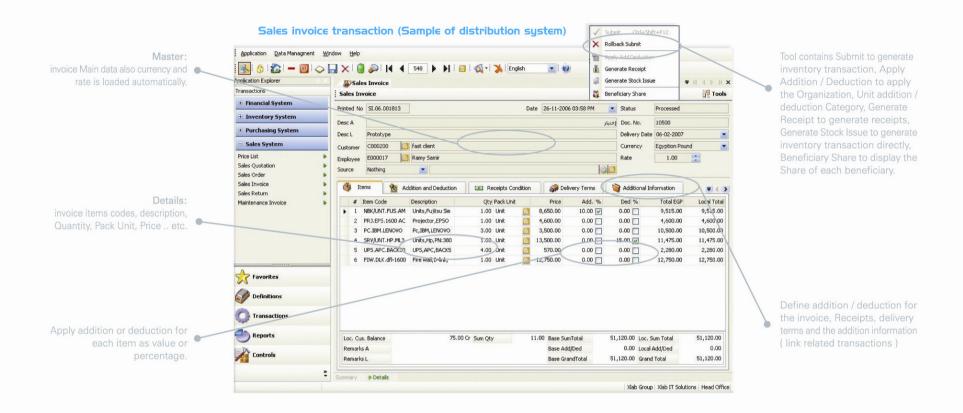
Consignment Sales to have a complete visibility into your customers' inventory. Within the Premium®

consignment inventory feature, a transfer packing list is created and posted, which triggers a transfer of inventory from one branch to the consignment branch.

**Consignment Filter** is relieved from consignment when your customer is invoiced for the consumed goods.

Batches generate serial of codes in stock movement by creating a batch group between the first and last serial.





# **Key Features**

- Supplier Items assigning supplier or more for each item to eliminate user mistakes
- Automatic Pack unit conversion.
- Addition/Deduction applied on invoices such as sales taxes, discounts and delivery.
- Addition / Deduction Elements defined as value or parentage, Distributed on all the transaction items or not and optional default value.
- Addition / Deduction Category are set of Elements assigned to an Organization Unit.
- Multi-Level Addition/Deduction for complex calculations rules
- Cost calculation method calculates item cost on average cost, FIFO and LIFO bases.



# **Financial**

Financial is an essential component of any Business. Premium<sup>®</sup> financial helps u to standardize and streamline your organization toward the right financial processes account payables, account receivables, cheque receivable, custody, expenses, financial adjustment and general ledger. Also, from its advantages it provides continuous access to accurate, reliable and timely financial information across your organization.

Currency Journal set the currencies ratio relative to the default currency and date. It affects automatically currency rates of all modules.

Account Payable provides payments which affects sub ledger, it can be generated automatically from purchasing system. Account payable supports three payment methods cheque, save box and transfer.

Receivable provides receiving customer cash or cheque, it can be generated automatically from sales system or the user can create it manually.

**Adjustment** adjusts the organization unit financial balance and register bank accounts, cash box transactions with pre-defined adjustment types. It is used as balance entry for save boxes and bank accounts.

# **General ledger**

- Chart of Accounts Flexible sub-typing of general ledger accounts and reporting allows you to proof balance sheets.
- Chart of Analysis Dimension it reflect your business reporting and accounting needs, investigate relationships between analysis Dimension and monitor performance, defines unlimited number of analysis Dimension and analysis Dimension values at any time.

• Journal Entry Force documents to balance for each document type and document number before a journal can be posted.

**Budget** allows companies to effectively prepare budgets and record budgets so that each specific type of actual costs and revenues can be conveniently compared to the budget.

Fixed Asset Accounting support the automatic calculation of various depreciation methods such as straight-line depreciation, or declining balance depreciation for both fixed assets and leased assets and automatic post to the general ledger.

**Cost and Profit Center** provides information on the costs incurred by your business and visibility of an organization's profit and losses. It supports cash projection, budgeting, financial and management reports and even the record of fixed assets, accounts receivable, accounts payables, allocation of revenues and expenses, etc by cost/profit center.

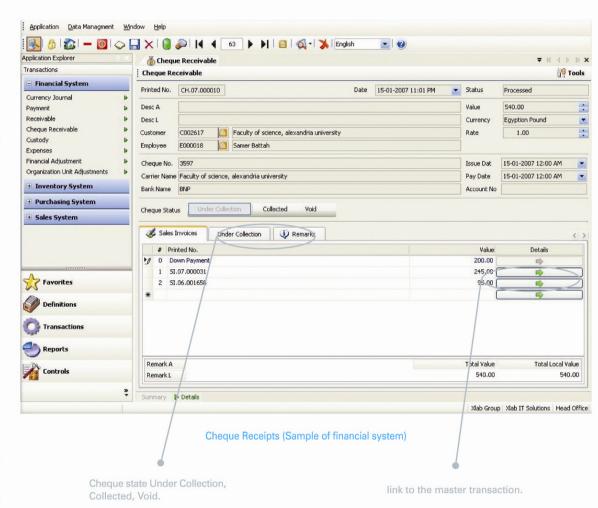
Automatic Allocation of Overhead Costs Cost allocation functions automate the allocation of certain costs and charges such as overhead expenses based on specified formulas. It allows analysis of revenue and expenses across a range of products, projects, cost centers and profit centers.





# **Key Features**

- Defining Multi-Currency, Multi-Save Box, Multi-Bank accounts.
- Auto Closing open invoices User can set a value on Account Payable or Account Receivable for an Organization Unit and Close Opened Invoices.
- Allow Down Payments.
- Manipulate financial Custody and integrates it with Expenses
- Deposit the Remain of the Custody back to the save box at certain date.
- Credit Limitation warning is generated if an Organization Unit exceeds his defined Credit Limitation. User can track Organization Units Credit Limit.
- Unlimited opened and closed fiscal period create new fiscal year while there is an opened one.
- Automatically GL posting updates ledger automatically, also it can be manually.
- Automatic journal generating that allows importing Journal entries from Various Premium<sup>®</sup> modules through GLI.
- **Tree view Periods** Consolidate, edit and report information from multiple organizations and various periods
- Custom groups of accounts for reporting purposes.
- Account inquiries give easy access to information including auditing of sub-ledger detail.
- Multiple account maintenance provides a convenient method for adding or deleting accounts in one step.
- Balance sheets, income statements, reporting by userdefined criteria.
- Allows batch posting for recurring entries.





# HR/Payroll

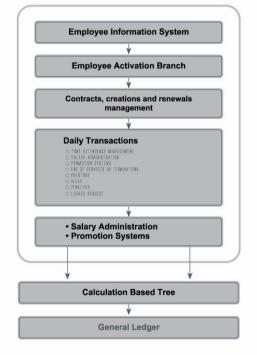
When it comes to time and cost-saving HR and payroll Premium® module offers u dynamic and flexible calculating tree of payroll rules with multi payroll types across multi payroll periods, flexibility of social insurance, taxes calculations due to government and business rules, full automated integrity data between HR

personnel information, daily transactions and payroll calculations such as overtime or leaves registered in HR system, and calculated automatically in payroll through the dynamically payroll tree of rules. Batch processing mode it is a facilities to apply an operation or more for many of employees in one action.



# HR/Payroll Cycle

# HR / Payroll Setup ☐ MEDICAL INSURANCE □ SOCIAL INSURANCE TAXES CONTROL LEAVE RULES □ PENALTIES □ OVERTIME





**Employee Information System** provides entering full information about the organization employees' as personal data, contact, social information and registering employee document.

**Contract management** allows setting employee's contract details Basic Salary, Bonus / Reduction sheet, transportation and mobile allowances. Also, supports creation and renewal contracts.

**Promotion System** supports promoting eligibility employees, bonus reduction sheet, payments, grade, job title and other many allowances.

**End of service or termination** terminates on change employee activation on the company and provides end service reward calculation. It is integrated with payroll System.

**Salary administration** supports salary administration, reporting and applying salary rules for all the employees.

**Time attendance management Premium**® supports integrating time attendance system with finger print module or bar codes scanners. It also applies automatically over time, Delay and penalties according to configured rules.

**Employees Performance Evaluation** allows mangers to evaluate employee performance, to apply bonus and promotions.

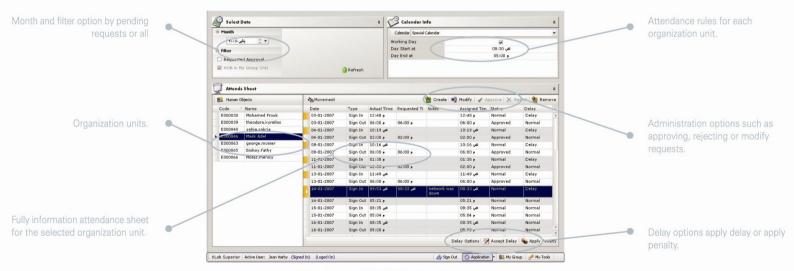
**Bonus / reduction** apply Addition / Deduction that affects payroll tree account.

**Loans management** to administrate and controls the loans and loan instatement deducted automatically each month.

**Separate payments** separate payroll like rewards and profit share.

**Social insurances & taxes calculation** supports flexibility to calculate and update social insurance and taxes according to the government rules.

**Integration with GL by exporting journal entries** automatically journal entry is generated when finally payroll calculations with pre-configured accounts and other GL settings.

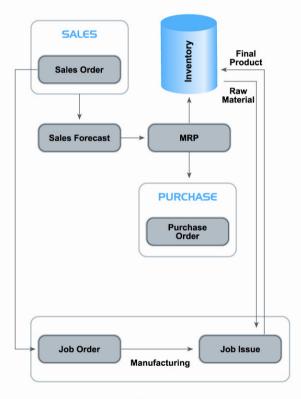


Attendance Administration Screen

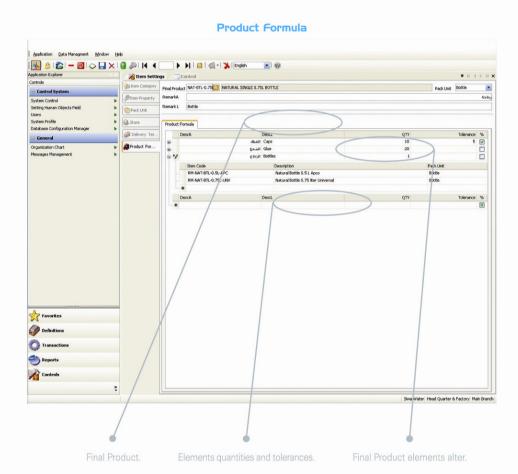


# Planning & Manufacturing

A key back-office component of Premium®, Manufacture system automates and streamlines your enterprise planning and manufacturing operations. By providing critical information on every level of the manufacturing process - from resource planning to Production to administration



Manufacturing Cycle



Forecasts allow predict demand based on forecasts, instead of relying solely on received orders. Forecast calculations help users foresee future demand for the product and adjust material planning accordingly. These demand forecasts can be used in the material requirement system



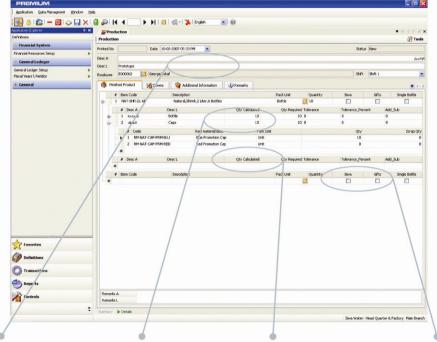
Material Requirement Planning (MRP) module assists in managing the balance between supply and demand. It provides a comprehensive analysis of your materials, including the suggested action required to restore balance. The MRP suggests when to release supply

orders (either for purchased or fabricated parts), based on the most up-to-date supply and demand information available. Material Requirements Planning helps reduce inventory, increase manufacturing productivity, and ultimately facilitate cash flow.

**Manufacturing** to determine material, labor and machine requirements in a manufacturing environment.

Manufacturing is the consolidation of material requirements planning, capacity requirements planning, and master

# Production Transaction It contains manufacturing of four items



Master: transaction main data also it

Final products

inal product Elements

Final product Elements alternative

# **Key Features**

production scheduling.

#### **Production Formula**

User can define for a final product its formula from raw materials or semi final products, semi final product haves its own formula

- Alternative Items of Production Formula There are varieties of production formulas that allow user to take decision while manufacturing according to the available materials.
- **Production Formula Tolerance** to set quantity tolerance for every item on the production formula.





# Configuration

# **Organization Unit**

- Organization Unit Classification to define the business organization unit categories, like suppliers, customers and employees within hierarchy form. Unique feature identify multiple classification for each organization unit such as supplier and employee at the same time.
- Company/Branch allocation define an organization unit among multi-companies and multi-branches.
- Generating Organization Unit Code Manual or automatically based on main category, company, branch....etc.
- Consignment Enabling to allow merchandise consignment from such store for an organization unit.
- Organization Unit Felix fields to assign organization unit type for each field.

#### Items

# ■ Item Setting

- User Defined Item Properties to define unlimited Items properties such as brand, size and production range which is used while filtering items. User defines the items in hierarchy form as tree.
- Pack Unit User can define multi-pack units per item and pre-define ratios.
- Stores Premium® can be defined as single store system or multi- store system, Multi-store each item in a transaction can be issued or entered from such store.
- Items definition functionality
  - Re-Order Point to notify inventory administrator when item quantity is down to the re-order point value.
  - Warranty setting the warranty period to calculate

- expire date by adding warranty to the production date. There is option Force Warranty for each item restricts item transactions to serial numbers. Unique feature setting warranty from suppliers and setting warranty for customers
- Active helps to disable using this item without deleting his history.
- Service used for non-stocked items when item is set as service any sales transaction happens on this item it affects sub ledger but doesn't affect the stocks such as implementation and training.

#### ■ Item Control

- Item Coding to generate item code or description automatically according to the segments (properties, band, size, category... etc.)
- Items Filtering to filter items according to item properties.





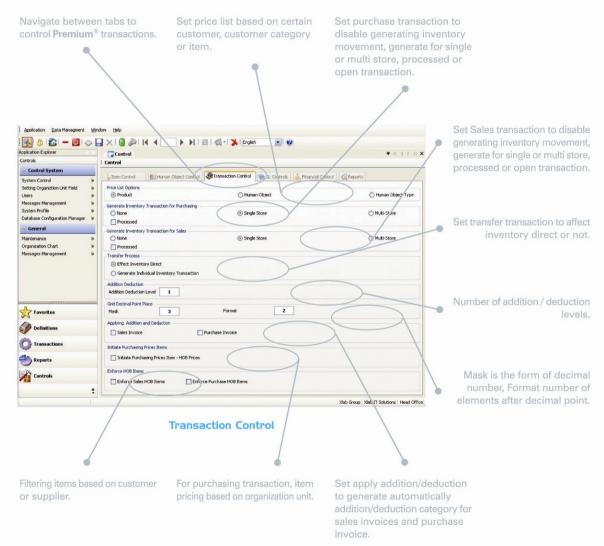
# **Key Features**

**Financial Adjustments Type configures** set adjustment modes such as bank cash deposit, transfer bank / bank, bank withdrawal ...etc.

**Automatic Generating inventory Transactions** it provides direct Inventory transaction generating from Sales and Purchase transactions also there is option the generated transaction can be opened or closed.

**Automatic Addition /Deduction Apply** to apply Addition / Deduction category while dealing with Organization Unit.







# Security & User Profile

#### Users

Define Users and assign accounts to specify their branches and user Profiles.

# User branch structure User state activated or not **User Profile**

Users



**User Account** 

#### **User Account**

Username, password, branch and profile validate.

# **Password Encryption**

When the user account is created, the password is encrypted. By other words it's not stored as plain text.

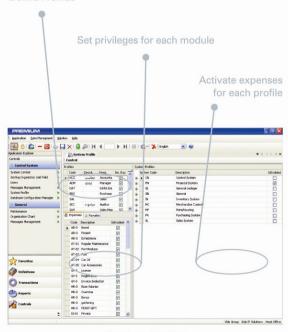
# Multi-profile

Each user may select which Branch or user profile to login with.

# **System Profile**

Customize user profile privileges like enabling, inserting, updating, deleting and report previewing for each transaction. Also, supports controlling each object (field, column, command, and menu) in the application by hiding or disabling it.

#### **Define Profiles**



System Profile



# Solve the Concurrency

Concurrency happened when two or more users access the same record at the same time, which will make data constancy.

**Premium**<sup>®</sup> will lock the second viewer for the record and when the first viewer leave the record the locking will released automatically.

#### Server services

Detect current connection between the clients and the server and the connection failure to release any records locked by dead machine in the network

#### Client services

Detect and release locked record when the application terminated illegal for any un-expected reasons from hardware or operating system crashes





Data base Configuration Swap between several data bases

# **Database Configuration**

User can configure the database connection to allow switching between different databases if needed.



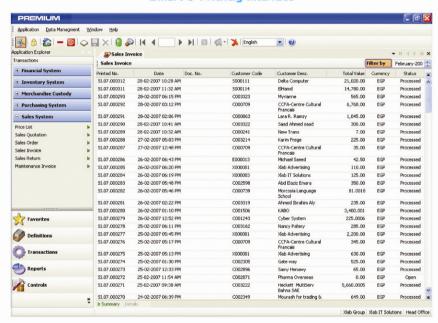
# Interface

# **Smart Graphical User Interface**

Premium® made challenging to create "user love" interface. Understand workflow of the end users, our client's vision behind the product, the demands of the information to be presented, and the complexity of decisions to be made by users of the Interfacea.



Smart & Friendly Interface



# **Main Toolbar**

Through different Premium® forms this toolbar remain standard across different modules.



#### Form Toolbar

This is a sub toolbar to navigate between tabbed windows. Also filter the record by date.









#### Status Bar

Contains progress bar and messages such as normal, successful and transaction that guides user while using **Premium**®.

# **Explorer**

Application explorer contains five links:

- Favorite
- Fast access screens and editable.
- Definition
- Transaction
- Reports
- Controls

Configuration and Utilities





# Reporting

Powerful reports helps user to track every aspect of the business. Premium® Reports are featured by:

- Flexibility of filtering when viewing reports
- Reports reusability reports can be printed, viewed or exported as a file for future use (PDF, Word and Excel).
- Dynamic reports menu Reports are no longer separated module. Within this feature reports are linked to transactions screen.

# Sales Reports

- Customer Sales
- Customer Sales Summary
- Sales Collection
- Sales Collection Summary
- Sales Invoice
- Sales Item Details
- Sales Return
- Sales Return Item Details
- Sales Return Summary
- Sales Order
- Sales Quotation
- Price List
- Periods comparison

# **Purchase Reports**

- Supplier Purchases Items
- Item Purchases
- Supplier Purchases Summary
- Purchase Invoice

- Purchase Item Details
- Purchase Order
- Purchase Return
- Purchase Return Item Details
- Purchase Return Summary
- Supplier Quotation
- Supplier Total Purchases
- Supplier Purchase Return Items
- Item Best Quotation

# **Inventory Reports**

- Inventory Cost Valuation
- Count
- Item Movement
- Item Stock Balances
- Item Stock across Stores Summary
- Stock Entry
- Stock Issue
- Transfer
- Warranty Card
- Re-Order Point Indicator
- Barcode Tracking

# HR/Payroll Reports

- Monthly and annual payroll summary.
- Certified payroll.
- Pay ship.
- Departmental summary.
- Cost centers analysis.
- Benefits Administration
- Exception.
- Special pay type.
- Time and Labor Management.

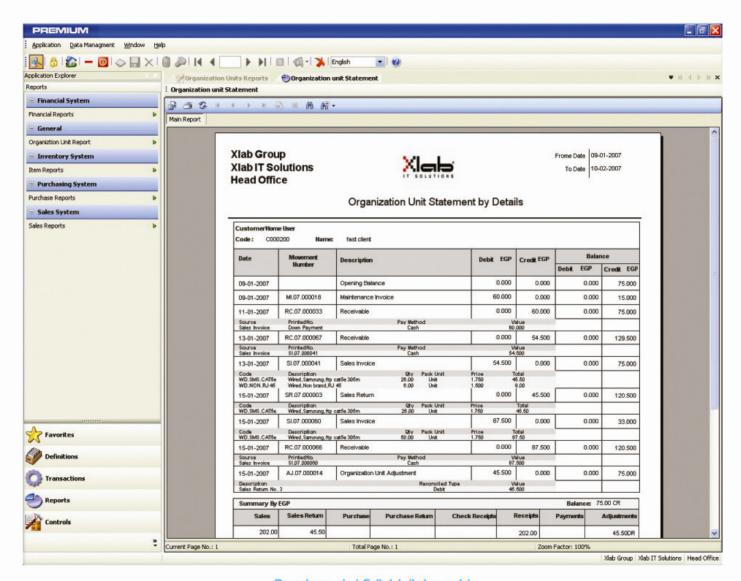
# **Financial Reports**

- Bank Account Balance
- Collected Check
- Expenses
- Receipt
- Bank Account Movement
- Save Box Movement
- Save Box Summary
- Check Receipts
- Check Under Collection
- Void Check
- Customer Receipt Details
- Customer Receipt Summary
- Expense Details
- Expense Total
- Financial Adjustment Details
- Financial Adjustment Total
- Financial Adjustment Summary
- Supplier Payment Details
- Supplier Payment Summary
- Custody Details
- Custody Summary

# **General Ledger Reports**

- Balance Sheet
- Trial Balance
- Account Analysis
- Trading And Operation
- General Journals
- Accounts Analysis Dimension
- Analysis Dimensions Report
- Income Statement
- Central Journal

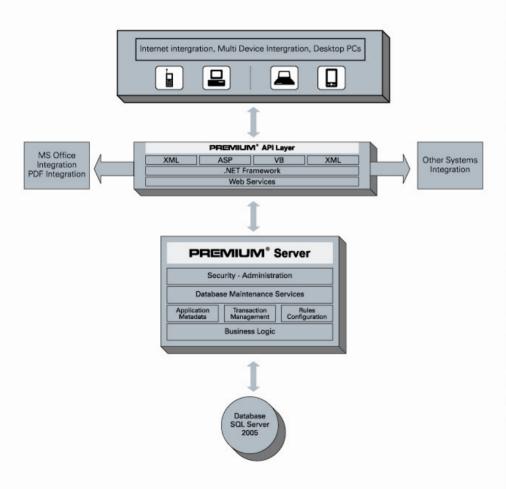




Report sample ( Full detailed report )



# System Architecture



System Requirements					
Server					
Operating System	Microsoft windows 2003 Server SP1				
CPU	Intel Pentium VI / 3GB				
RAM	1 GB				
Hard Disk Free Space	2 GB				
Optical Drive	DVD				
Display	800 x 600 32 bits				
DataBase	Microsoft SQL Server 2005				
Software	Microsoft IE 6.0 SP1 Microsoft Data Access Components (MDAC) 2.6/2.8 for windows 2003 Server .Net Frame Work Windows Installer 3.1				
Workstation					
Operating System	Microsoft Windows 2000 Professional Microsoft Windows XP Professional				
CPU	1x Intel Pentium				
RAM	256 MB				
Hard Disk Free Space	500 MB				
CD ROM	24x or higher				
Display	800 x 600 with 24-bit color or higher				
Sofware	Microsoft IE 6.0 SP1 Microsoft Data Access Components 2.6 (MDAC) or higher				