ADMIN MANAGEMENT SYSTEM

In the corporate world today, technology is a majar driving force for achieving competitive advantage through cost reductions and management of internal resources. Back office management of Purchase Requests to Goods Receipts, service support from suppliers for your assets without developed traffic, procurement process, and timely delivery of services to internal staff are key components in maintaining that competitive advantage.

4S-AMS has been designed to provide a user friendly solution to administrative operations in large corporations, banks and goverment offices. From logistics to manpower, accounting to insurance, 4S-AMS fully supports administrative processes, allowing management teams ot focus on their core objectives.

4S-AMS has been developed in java to allow the application to be web based allowing multiple users access from any location and at any time.

ARE YOU ADMIN ENOUGH?

As with every other 4Sight solution, 4S-AMS is fully compatible with Microsoft platforms. The solution is composed of industry standard specifications, is easy to maintain and requires no specialist training.

The 4S-AMS solution is composed of sixteen modules each designed to handle a specific operation. We also offer 5 optional modules which can be chosen based on your business requirement. All modules supplied with 4S-AMS are fully integrated, so transaction time is minimized, entering information is never duplicated and is automatically updates and captured according to the specifications entered.

Please see overleaf for a brief overview of the 4S-AMS modules.

AMS MODULES

BASE MODULES

- AMS STRUCTURE
- AMS MASTERS
- SUPPORT DESK
- APPROVALS

STANDARD MODULES

- PROCUREMENT
- CONSUMABLES MANAGEMENT
- FIXED ASSET MANAGEMENT
- INTERNAL RESOURCES MANAGEMENT
- CONTRACTS MANAGEMENT
- PETTY CASH PROCESS
- COURIER MANAGEMENT
- STAFF TRAVEL MANAGEMENT
- UTILITY EXPENSE MANAGEMENT
- COA MAINTENANCE
- CENTRAL PAYMENT
- ACCOUNTS PAYABLE

OPTIONAL MODULES

- FLEET MANAGEMENT
- PROJECT SUPERVISION
- BUDGET
- REAL ESTATE MANAGEMENT
- ACCOUNTS RECEIVABLE

MODULES IN DETAILS

AMS STRUCTURE

Create your organization, zones, branches and cost centers in this module along with user access to screens and reports. The conditions parameters can be set based on your internal business process. An audit trial can be configured to check user activities on 4S-AMS. Also approval matrix is maintained.

AMS MASTERS

4S-AMS Master allows the user to create the vendor masters and the dealing currency. The preferred payment terms of the suppliers can be set against each supplier. The requests types can be assigned to the "Call Assigner" and other masters related to Support desk can be created. Various terms used for Purchase orders and Quotations such as the payment terms, delivery terms etc, can be set and maintained.

SUPPORT DESK

Generally used by all the employees in the organisation to send requests for assets, consumables and services.This helps the employees to avoid unnecessary phone calls and follow-ups with their administration staff who handle asset and consumable distribution.The status of an employee's request is automatically updated as per the progress made. Support desk provides hassle free management for supervisors and managers to handle purchases and expenses for the organization.

APPROVALS

Approvals can be implemented at all key levels of the application. The application also provides various policies for approval at different stages. Single or multiple approval and slab wise approval is possible in the application.

PROCUREMENT

The complete procurement process is automated to enable the purchase department to handle purchases hassle free. Purchase requests can be sent for approval to the authorized personnel. Enquiries can be sent to the suppliers and the quotes can be updated to perform analysis. Based on quotations, the selected supplier can be issued a PO through the system. Items can be received and invoice details can be entered in this module. Inventory is automatically updated once goods receipt note is done. Tags are generated for the assets that have been acquired. The invoices can then be forwarded to the finance department for booking expenses and processing payments.

CONSUMABLE MANAGEMENT

AMS Consumables management module allows the user to create and manage the inventory. The inventory in the organization can be divided into category and sub category to ease the selection of the consumables by the requesters The transfer of the requested consumables can be done in this module. Various screens are available to check the stock status at any level in the organization. Relevant reports can be printed to check the transfers and the stock

FIXED ASSET MANAGEMENT

The assets can be categorized in three levels and the rate of depreciation can be set to any level based on the organization policy. Also Depreciation rate can be allocated on percentage basis to various cost centers sharing a particular asset. Depreciation process can be done at any level of the asset category for a given date range. Fixed Asset Register report can be generated to know the status of Assets (including book value, accumulated depreciation, location of the asset etc.) While acquiring the assets barcodes can be generated using a third party hardware and tagged to the assets for easy tracking. Transfer of Assets can be done based on user request or Assets can be transferred directly by the Management from one location to another. Depreciation cost will automatically be debited to the transferred location. Assets that have reached zero book value can be scraped or written off using the asset disposal process

AMS MODULES

INTERNAL RESOURCE MANAGEMENT

This modules keeps track of the resources like keys, passwords etc. The fields for description of resources can be created dynamically allowing the user to enter information as required by each kind of resource. The organization can maintain proper records of the staff that are allocated with the resources. The module allows assignment, transfers and retrieval of these resources between the staff of an Organization. Approvals can be taken for each of the process. The module also asks for confirmation on receiving a resource.

CONTRACTS MANAGEMENT

Keep track of your Lease Contracts, Invoice based Contracts, General Contracts, AMC's and Open Contracts. This module maintains the details of contracts awarded to various suppliers, landlords and service providers to help you make informed decisions when preparing or renewing contracts. Payment schedules for contracts can be specified for each contract. Amortization details for each cost center can be entered for each contract. Reminders to concerned personnel can be sent at a user specified day prior to the contract expiry.On the scheduled dates when payments and amortization amounts are due to be cleared, the records can be sent to the finan-ce department for payment. Open contracts can be processed for regular purchases location-wise. Delivery request can be raised and sent to the suppliers. The deliverables can be captured and invoices can be raised separately for the open contracts. The invoices can be sent to finance for payments.

UTILITY EXPENSE MANAGEMENT

AMS utility expenses management module allows the user to make payment for any admin related expense like Telephone Bills, Mobile Bills, Internet Bills or electricity charges etc. The cost can be segregated based on the budget of each department and can be attached to each cost center depending on the Budget allocated to the department or to the Organization, depending up on the Organization policy. Optionally, facility can be provided to scan the Etisalat bills thereby minimizing the time for data entry. The Bills received in a soft copy from Etisalat can be imported depending upon the format and can be integrated with the application thereby saving time and one consolidated report for each department can be generated.

CENTRAL PAYMENTS

All the transactions with financial effect can be populated in thecentral payment module for further approval to move to 'Accounts Payable.'

PETTY CASH PROCESS

Petty Cash Claims can be raised by an employee through this module. Original bill details can be entered into the system. The claims can be categorized into different claim types for the management to know the expenses under each claim.

These claims can be sent for approval to the authorized personnel. The requester can keep a track of the status of his request. Claims that have been approved can then be sent for payments.

COURIER MANAGEMENT

This module automatically tracks the moement of couriers between departments and branches for larger organizations. This module is of tremendous help to employees for sending important papers to other departments and branches.

STAFF TRAVEL MANAGEMENT

Keeps updated records of yours staff's travel plans and expenses through this module.This module can also automate requests from administration departments to book tickets and hotels in advance.

COA MANAGEMENT

4S-AMS CoA maintenance module allows the user to create the CoA used and map them against their GL codes. The posting for the booking of expenses and the payment can be done. Text or Excel file can be generated showing the expense and pay-ment details to take the values to the core banking. This module allows the user to pass journal entries to apportion the expenses to various cost centers or to pass recurring JV like rent etc.supplier.

ACCOUNTS PAYABLES

4S-AMS Accounts payable module helps the user to track the vendor invoices and their ageing. The user can make payment to the vendor either for an invoice fully or partially. Different payment methods can be followed such as Direct Account Credit, Manager Cheques and Swift transfers. Direct and Advance Payments can be made and can be adjusted against the pending invoices in future. Various reports are available to show the ageing, and the pending payments for the supplier.

4SiGHT AMS

4S-AMS is developed using the latest, industry leading tools to give a technological edge to end users and keep your business ahead of your competition

CONTACT

For a demonstration of 4S-AMS and how it can benefit your organization, please contact the numbers detailed.

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