



# ProMIS

Professional  
Management  
Information  
System

ProMIS Business Suite is a comprehensive solution that addresses the normal requirements for any business including:

- Financial Accounting
- Receivables & Payables
- Project/Cost Centre Analysis
- Fixed Asset Management\*\*
- LPO Processing
- Sales Invoicing
- Inventory Control\*\*
- Employee Register
- Employee documents expiry control
- Monthly Payroll\*\*
- Employee benefits and leave management\*\*
- Attendance & Timesheets\*\*
- Client contact info
- Budgeting
- Document Management

\*\* with Enhanced Edition only

## Document Management

The integrated Document Management System efficiently manages the office documents. It provides a convenient method to scan & save documents and to store details about any other media that the organization wants to manage. Documents can be searched based on title, keywords, subject, author etc. Expiry status reports are available for documents that need to be renewed. Issue/Return tracking feature provides control over document movement.

# ProMIS BUSINESS SUITE (BASIC/ENHANCED Versions)

ProMIS Business Suite is suitable for smaller companies to computerize their operations at a lower cost without implementing a full fledged ERP solution.

## Financial Accounting

- \* Accounts Status Reports
- \* General Ledger
- \* Trial Balance
- \* Schedules
- \* Profit and Loss Account
- \* Balance Sheet
- \* Bank Reconciliation Statement
- \* Drill down upto vouchers for Ledger, TB, P & L A/c and Balance Sheet
- \* Previous year/month figures in P & L A/c and Balance Sheet

## Receivables/Payables

- \* Detailed Aging report on Debtors/ Creditors
- \* Graphical representation of Aging
- \* Alerts for Credit Period/Limit

## Project/Cost Centre

- \* Project/Cost Centre entry option in all the FA Vouchers
- \* Project/Cost Centre wise Income & Expense Analysis Reports.
- \* Project contribution analysis

## LPO Processing

- \* Purchase Requisitions
- \* LPO preparation
- \* Report of pending LPOs
- \* Goods Receipt entry

## Sales Invoicing

- \* Delivery Orders
- \* Generate Invoices against DOs
- \* Prepare Outstanding/Aging Reports
- \* Sales Analysis report

## Inventory Control

Manages inventory and keeps track of material receipts, issues, transfers, replacement, consumption and adjustment entries. Supports multiple store locations, transfer between locations, Item groups and sub groups, stock aging, stock ledger, finished goods entry through production vouchers, stock status reports, re-order levels.

## Employee Register

Manages employee information, provides expiry reports for employees & dependents passport, visa, labour card, ID Card and driving license.

## Payroll & Benefits

Automates the payroll process, Prints payslips, monthly payroll and bank transfer statement, Tracks salary revision history, Employee benefits calculation, Loans & advances management.

## Timesheets

Attendance and Overtime tracking, Leave management, Project/Job wise Timesheets, Project/Job wise Payroll cost analysis.

## Budgeting

Allows to set budgets for each account head and provides report showing the budgeted, actual and variance.

## Fixed Asset Management

Manages assets, calculates depreciation, provides asset schedules and depreciation reports for a period.



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*Customized  
software to  
meet your  
requirements*