dni
& Associates

INTRODUCES

ADDITT ACCOUNTING V16
(A premium Nigerian Accounting Software)

Additt Accounting v16

Welcome and thank you for reviewing Additt Accounting.

For many years, Nigerian companies have relied on foreign accounting software. These software which were developed mainly in the US, UK and India were tailored primarily towards their respective operating environments.

Since 1995 Dni & Associates has been implementing foreign accounting software and has been keeping a log book of Nigerian customers needs as well as the environmental differences between these software and the Nigerian operating environment. The log book revealed the need for the development of a truly Nigerian Accounting software. Additt Accounting has been developed to address the shortcomings of the foreign accounting software in the Nigerian terrain.

Additt Accounting is designed to manage all of a company's financial information. It's not just an accounting software, it is a complete business management system. Additt provides up-to-the-minute financial information and real-time data access to authorised users throughout the organisation. Security settings determine the resources a user may access.

Dni & Associates is strongly committed to ensuring that Additt Accounting meets the desired requirements of our cherished customers and wish you every success in the use of our product.

MODULES:
Additt Accounting ships with the following modules:
1. General Ledger
2. Banking (Receipts, Payments, Interbank Transfers and Bank Reconciliation)
3. Accounts Receivable (Sales with invoicing, Customers Debit & Credit Notes and Receipts)
4. Accounts Payable (Purchases, Vendors Debit & Credit Notes and Payments)
5. Employees Ledger (with unlimited accounts type)
6. Inventory control (Product purchases, Product sales, Assembly and Stores)
7. Job costing
8. Budgeting up to departmental level
9. Accruals & Prepayments
10. Property management (priced separately)
11. Capital market trades management (priced separately)
12. Savings and loans management (priced separately)

FEATURES:

Beyond performing basic accounting functions offered by most other accounting software, Additt Accounting comes with unique features with a distinct architecture. These include:

(a) Accounting:

1. Accommodates large digits when entering numeric transactions.

2. Full featured multi-currency with dual reporting for both home and foreign currencies for bank accounts, customers' statement, vendors' statements and employees' statements with automated year-end calculations of exchange gains and losses.

3. Multi-warehousing for inventory items.

4. Authorised users can call-up, edit and resave transactions.

5. Closing transactions against editing up to a specified date and then reopening them for further editing if need be.

6. Flexible accounting periods of any number of months.

7. Direct cross-ledger-posting between GL Journals, Customers Ledger, Vendors Ledger and Employees Ledger.

8. Unlimited control accounts for Customers, Vendors, Employees and Products to facilitate categorization in GL reporting.

9. Flexible year ends procedure with the ability to un-run and re-run year ends in case of change of financial dates or when posting in late audit journals.

10. Retention of all previous years reports after running year end procedures.

11. User level security for granting access rights to individual menu items.

12. User's ability to securely change their passwords by themselves.

13. Manager's can help users recreate forgotten passwords retaining their existing login name.

14. Audit trail showing who last modified each transaction including the date and time of modification.

15. Budgeting up to the departmental level.

16. Up to the minute or non period-based reporting. In other words, Income Statements can be printed for a day, week, month, quarter or year while Trial Balance and Balance Sheets can be printed as at any date.

17. Data doctor for trouble-shooting inconsistencies in data file resulting from improper shut down, network failures and power outages.

18. Error log of incomplete transactions.

19. Flexible reclassification of the GL Chart of Accounts.

20. Product activities report showing the movements in each product in term of quantities with balances and in amount with balances and also featuring costs.

21. Banks movement report showing movement between a specified period with detailed breakdown.

22. Retained Bank reconciliation statements printable at any time and for any bank after running further reconciliations.

23. Analytical review reports comparing actuals vs actuals and actuals vs budgets choosing any combination of periods of without designing separate reports.

24. Frequencies in prepayments and accruals to accommodate postings made at intervals more than one month such as a quarterly or half yearly.

25. COT Schedule on bank payments for comparison with COT charged on bank statements at month ends.

26. Job costing report in details and summary showing estimated costs and revenues on every phase of a job with variances in amounts and in days.

27. Listing on-line users showing the computers they logged into with time and date and the ability to log off users who did not log off properly in their last sessions.

28. Transactions can be imported into the General, Customers, Vendors and Employees Ledger from user defined files and from other Additt products such as Additt Fixed Assets and Additt Payroll and Personnel.

29. Integrates with other Additt products such as Additt Fixed Assets and Additt Payroll and Personnel.

(b) Reporting:

Additt performs accounting functions from grounds up to final accounts. The General Ledger is the core module and heart of Additt accounting. All other modules integrate with the General Ledger seamlessly in real time to provide up to the minute financial information. Additt generates the following reports:

28. General Ledger reports:-Trial Balance, Balance Sheet, Income Statement, Cash Flow Statement, General Ledger Activities, GL Chart and Journals.

29. Banking reports: Summary of Receipts, Summary of Payments, Bank movement with details, Bank Reconciliation, COT Schedule.

30. Receivable/Customers reports:-Customers Statements, Due Invoices, Schedule of Balances, Aged Analysis.

31. Payable/Vendors reports:-Vendors Statements, Due Invoices, Schedule of Balances, Aged Analysis.

32. Employees Ledger reports:-Employees Statements (broken down into sub-accounts), Schedule of Balances, Aged Analysis.

33. Inventory reports:-Products Schedule (i.e. valuation), Products Activities.

34. Job Costing reports:-Jobs Activities, Jobs Variances.

35. Budgeting reports:-Trial Balance Variances, Balance Sheet Variances, Income Statement Variances, Departmental Variances.

36. Accruals/Prepayments reporting:-Accruals/Prepayments Schedules, Summary and Detailed reports.

(b) Hotel Rooms Reservation and Billing Module:

37. Dashboard listing all the rooms and showing the guests names for each day with a whole months spread. This can be filtered to display bookings, current occupancy, arrivals or departures.

38. Accommodates unlimited rooms and unlimited guests

39. Accommodates unlimited charges for services such as foods, drinks, newspapers, gyms etc.

40. Prepares final unsettled bill on departure for guests' settlement.

41. Integrates all billings with the General Ledger in accounting.

42. Separates rooms and charges into categories to know how much income each category is generating.

(b) Property Management Module:

43. Accommodates an unlimited number of properties

44. Captures full details of each property categorized into general, technical, letting, facilities, legal, accounting and images.

45. Letting schedule for each property for automated billing and renewals.

46. Property billing for manual billing and correction of wrongly entered items in the letting schedule.

47. The reports include:

   ✓ Rent bills.

   ✓ Rent receipts.

   ✓ Letting schedule on property by property basis.

   ✓ Occupancy analysis.

   ✓ Rent accounts analysis.

   ✓ Rent receipts analysis.

   ✓ Rent renewal notices.

   ✓ Property bills amortization schedules.

(c) System:

48. Unlimited number of companies when purchased with multi-company licence.

49. Supports between 25-50 concurrent users as against 1-6 offered by similar products when using Microsoft Access database and unlimited number of users when using Microsoft SQL Server.

30. Data files can accommodate as much as 2GB of data and is up-sizable to Microsoft SQL Server which has no size limit.

31. Reliable and secured data file that requires minimal administration. Users can optimise data files without calling in a consultant.

32. Easy data file backup and restore procedures.

33. Colour settings to suit users colour preferences.

IMPLEMENTATION:

(a) Benefits:

Additt accounting addresses all of the above modules and features thus making your accounting job much easier and interesting.

(b) Scope:

In order to ensure that your new accounting software will be optimally implemented, we may be required to cover the following areas:

- ✓ Assessment of your hardware, software and network infrastructure.
- ✓ Review of existing accounting policies. Where a company appears not to have a standard Accounting Policy, Dni & Associates can assist in developing one at an additional fee to be discussed and agreed upon.
- ✓ Training users on Additt Accounting in line with your accounting policies.
- ✓ Identifying source documents for input into the system.
- ✓ Data capture.
- ✓ Support for the next three months starting from end of implementation.

(c) Approach:

- ✓ During implementation staff will be shown how to use Additt Accounting in carrying out day to day accounting tasks.
- ✓ We will enter a few transactions in each of the modules with the user observing.
- ✓ The user then continues with further transaction entries under our supervision.

(d) Duration:

On the average, we require a period of two weeks to get the system up and running as follows:

- ✓ Review of existing infrastructures and accounting procedures   2 day
- ✓ Training   2 days
- ✓ Identifying source documents   1 day
- ✓ Data capture   <u>5 </u>days

                             <u>10</u> days

(e) Customisation:

- ✓ The beauty of Additt Accounting is that it is customizable to meet customers' business needs which extend beyond basic accounting functionalities.
- ✓ Dni & Associates is ready to develop modules to accommodate those needs at additional costs.

(f) Requirements:

Additt requires the following hardware and software configurations:

a) Single-user mode/Workstations

- ✓ Workstation: Intel or AMD CPU with 2.0Ghz Processor, 2GB RAM, 500MB free space on HDD
- ✓ Operating system: WindowsXP SP2, Windows Vista SP1, Windows 7 SP1, Windows 8.1

b)   Multi-user mode

- ✓ Server: Intel Xeon CPU with 2.0Ghz Processor, 8GB RAM, 500GB HDD or higher configuration
- ✓ Operating system: Windows Server 2003/R2, Windows Server 2008/R2, Windows Server 2012/R2

(g) Support:

Our post implementation support services include the following:

✓ Three months free supports starting from the date of commencement of implementation.

✓ One year free software upgrade starting from date of commencement of implementation. This does not cover request for specific additional features by clients for which a separate fee will be charged.

✓ Accounting and allied software packages need professional and expert supports. In order to enable us extend our professional and expert support beyond the three months free support period, a maintenance agreement will be forwarded soon after implementation. The maintenance fee charged therein will cover cost of software updates, routine visits to check software performance as well as occasional email and telephone conversations to address clients' requests.

(h) Pricing:

a) *Accounting modules:*

✓ Software license   N750,000.00

✓ Training, implementation   N250,000.00

b) *Specialised modules (Additional cost):*

✓ Property Management module   N500,000.00

✓ Investment module (Capital market)   N500,000.00

✓ Finance module (Savings & loans)   N1,000,000.00

✓ Rooms Reservation & Billings module   N500,000.00

c) *Third party modules (Additional cost):*

✓ POS module   N500,000.00

✓ Fleet Management/Logistics   N500,000.00

We thank you for your interest in our software.

Training Schedule for Additt Accounting

Course description:

Course length: 2 days of 7 hours duration each with one hour break in-between.

Overview: Trainees will learn and test-use all the features of Additt Accounting.

Prerequisites: Proficiency with Microsoft Windows operating systems and knowledge of basic accounting principles.

Delivery method: Instructor-led delivery with hands-on activities.

Benefits: At the end of the course the Trainees should have successfully mastered the features of Additt Accounting.

Target Trainees: Intending users and users who have not fully mastered all the features of the software.

Course content:

Day 1:
1.   **Introduction:** Modules, main menu and features of Additt Accounting.

2.   **Data file maintenance:** Opening data files, new data files, backup/restore, Data doctor, log-off.

3.   **Setup:** Company, GL types, GL groups, GL classes, GL accounts, budgeting, customers, vendors, employees, products, services, jobs, phases and sub-phases, taxes, locations, departments, access rights.

4.   **General ledger:** GL journals, multi-currency, financial reports.

5.   **Accounts receivable:** Sales, customers Dr/Cr notes, receivables reports.

6.   **Accounts payable:** Purchases, vendors Dr/Cr notes, payables reports.

7.   **Banking:** Receipts, Payments, Interbank transfers, bank reconciliations, banking reports.

Day 2:
8.   **Inventory:** Products assembly, stores/products adjustments, inventory reports.

9.   **Other modules:** Recurring transactions, prepayments & accruals reports.

10.   **Reports review:** Financial, banking, receivable, payable and inventory reports.

11. **Periodic operations:** Change passwords, batch-posting, month-end postings, close/open transactions, year-ends.

12. **Enquiries:** Audit trails, online bank balances, online users.

13. **Help:** Help, activation and about Additt Accounting.

14. **Conclusion**: Question and answer session.