



SunpacPlus© Enterprise 5.0

*Financial Enterprise Backoffice
for Microsoft™Windows™*

Financials .
HR Payroll .
Time Attendance .
Inventory .
Purchasing .
Sales .
Project Accounting .
Manufacturing .
Customer Relations .
Fleet Management .
Estimation .
Fixed Asset .
Point of Sale .
Vendor Information .
Management Tools .
Hospital Systems .
Library Systems .
Web Accounting .
Web Store .

“Enterprise wide information at the click of a button !”

Product Information

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1 Executive Summary

1.1 What Is SunpacPlus© Enterprise 5.0 ?

SunpacPlus© Enterprise 5.0 is a total financial management enterprise solution for medium to larger companies in the following sectors :-

- Governments and public agencies
- Corporate enterprise
- Project-based companies
- Hospitals

SunpacPlus© Enterprise 5.0 anchors on the Microsoft Windows™ platform (95, 98, NT & 2000) and operates as a totally integrated enterprise-wide backoffice solution under one interface.

SunpacPlus© Enterprise consist of :-

- **Financials**
- **HR and Payroll**
- **Inventory & Purchasing**
- **Sales Processing**
- **Manufacturing**
- **Customer Relations**
- **Project Management**
- **Fleet Management**
- **Estimation**
- **Fixed Asset & Maintenance**
- **Management Tools**
- **Hospital Management**
- **Library Management**
- **Web Accounting**
- **Web Store**

SunpacPlus© Enterprise 5.0 modules is also one of the first enterprise application to be also offered as “pay-as-you-use”. It essentially only cost a company between RM200 and RM500/-per month to use SunpacPlus© Enterprise 5.0 (regardless of the number of transactions processed).

Operating as a client-server solution throughout the enterprise, SunpacPlus© Enterprise 5.0 offers a cost effective investment and directly and indirectly saves you time and money (see following pages for supporting data). It operates with single data entry while collecting all-round information and disseminating them faster and more accurately throughout your enterprise in the tradition of true enterprise and resource planning solutions!

1.2 Ways SunpacPlus© Enterprise 5.0 Will Save You Money

INDIRECT SAVINGS !

Better information capture, information management and information dissemination enhances your competitive edge allowing you to make well-informed decisions.

Efficient single data-entry throughout enterprise avoids double key in of data

Cashflow forecasting and SunpacPlus© Post Ahead journals feature allow you to plan your expenditure in advance and make forecasts accurately.

Budget features in SunpacPlus© enables you to keep to your expenditure plans.

Anchored on Microsoft Windows™ platform, SunpacPlus© ensures the purchaser a low-cost powerful hardware infrastructure running quality, innovative software!

Shorter implementation time compared to other software with similar features!

Customer enjoys full customization benefits such as modification of screens and reports, modifications in database and even internal software architecture modifications!

Requests for Quotation and Purchase Orders from SunpacPlus©'s Inventory and Purchasing Module are automatically generated from processed Purchase Requisitions with time-saving benefits!

Annual balance sheet, profit & loss and cashflow broken by months are standard reports in SunpacPlus©. In other software, these reports normally need to be generated using a spreadsheet software like Excel™ or Lotus 123™.

SunpacPlus© automatically generates the equivalent GL accounts in SunpacPlus© Financials when you set up new debtors, creditors, banks or projects in their respective modules eliminating double-work !

DIRECT SAVINGS !

During Purchase Evaluation, SunpacPlus© Inventory and Purchasing module groups stock quantities for Purchase Requisitions by the Stock Code before generating a Request For Quotation to each shortlisted supplier. This allows you to take advantage of bulk discounts!

SunpacPlus© Inventory & Purchasing module alerts you if you are making a Purchase Requisition or Purchase Order at a higher price than what has been quoted previously!

SunpacPlus© Inventory & Purchasing module checks your existing inventory balance in hand first before proceeding with a Purchase Requisition to avoid wastage and keeping excess stocks!

SunpacPlus© Staff Training module (Human Resource) produces an expected staff training expenditure report during Staff Training Requisition which enables you to assess the cost impact of the training in advance before actually registering for the course!

SunpacPlus© HR warns you in advance due dates for submissions of EPF Borang A (21st of each month), SOCSO Borang 8A (15th of each month) and Income Tax Form CP39 (10th of each month). As a result, you will have adequate time for preparation and avoid penalties!

SunpacPlus© Accounting warns you of due dates for supplier invoices and post-dated cheques enabling you to avoid late finance charge payments!

2 SunpacPlus ©HR & Payroll

2.1 SunpacPlus© Human Resource and Payroll

SunpacPlus© Human Resource and Payroll module combines full human resource management capabilities with payroll administration and processing.

It uses the latest client-server design for efficient data access and transfer over computer networks.

Automatic payroll processing

Automatically processes your payroll at the end of each month including automatic computation of your EPF, SOCSO contributions and income tax deductions from your basic pay, allowances and deductons.

Manages your human resource

SunpacPlus© HR & Payroll manages your human resource by tracking jobs and staff career paths, tracking departmental expenditure, career progression, training, discipline, leave application and processing, staff planning, departmental budgeting, staff advance, interview dates management, returnable assets given to staff, medical entitlement, academic and educational details and many others.

Performs staff appraisal

SunpacPlus© HR & Payroll also performs staff appraisal based on qualities such as technical aptitude, appearance, relationship with peers, management and many others.

Produce a complete range of human resource documents

Common human resource administrative documents such as Staff Loan Confirmation Letter, Staff Disciplinary Letter, Staff Termination Letter can be automatically produced.

Wide range of reports

A wide range of standard payroll and human resource reports have been created plus you have the ability to create your own custom HR reports (through Crystal Reports™ third party report writer software).

Link them directly to the Reports Menu of SunpacPlus© HR & Payroll.

Reports like staff listing and telephone directory list, staff leave approval memos, KWSP Borang A, SOCSO Borang 8A, CP22, CP22A, CP39, CP39-1, SOCSO Borang 2, SOCSO Borang 3, LUTH forms, ASB forms and payroll and overtime reports plus the generation of customisable payslips can be viewed on screen and printed to your printer and further exported to popular formats such as text, Excel, 123, HTML, Internet Explorer and Netscape Navigator formats..

Automatic EPF, SOCSO, income tax computation based on pay

SunpacPlus© HR & Payroll automatically calculates the amount of employer and employee EPF and SOCSO contribution as well as income tax deduction once you key in a staff's basic pay, allowances and deductions.

Automatic posting to the GL

SunpacPlus© HR & Payroll will post to the SunpacPlus© General Ledger module automatically. Through software customization which is done by us, it can also be made to interface with other open third party accounting products. user-definable PINs without having to print to paper.

Easy maintenance of EPF, SOCSO and Income Tax Deduction Rates

As you know, the Jadual Tiga of the EPF and even the Income Tax Deduction rates may change from time to time based on the Government's Annual Budget. You can easily maintain these rates using our standard editable tables which can be accessed from the Maintenance Menu. SunpacPlus© HR & Payroll always uses the latest values

based from these tables to calculate your EPF, SOCSO or income tax deduction. Alternatively, these tables can be updated by us at no charge.

Handles overtime and pro-rated pay at different overtime rates

SunpacPlus© HR & Payroll has the ability to handle employee overtime and pro-rated pay at different overtime rates and these values are user definable. Different overtime rates and pay calculations can be applied to monthly permanent staff working in the administrative office and contracted or factory workers who are paid based on their punch cards (see SunpacPlus© Manhours Data Entry later)

Able to handle project-based data

SunpacPlus© HR & Payroll is able to monitor the normal rates paid to contract staff and the default job(s) he or she is assigned to. Together with its companion product, SunpacPlus© Manhours Data Entry, manhours data and the related manhours costs for each project or jobs can be viewed and printed as a report.

Interactive and intelligent

SunpacPlus© HR & Payroll works interactively with the payroll user and advises the payroll user based on his or her actions. For example, if a staff just joined or is about to be terminated, SunpacPlus© will prompt if you want to print SOCSO Borang 2 or SOCSO Borang 3 and Form CP22A which are statutory reports which need to be printed on such occasions. Additionally, SunpacPlus© HR & Payroll will warn you in advance, when you need to submit your KWSP Borang A (by the 15th of ever month), or Income Tax Deduction Form CP39 (by the 21st of every month), etc. so that you have adequate time for preparation.

Alerts if staff has disciplinary problem

When you go to a particular staff's record, SunpacPlus© HR & Payroll will alert you if this staff has had a history of disciplinary problem(s) before.



3 SunpacPlus © Financials

SunpacPlus© Accounting

SunpacPlus© Accounting incorporates multicurrency and budget enabled. For example, it can show you your annual balance, profit & loss and cashflow statement in monthly column formats with budgets which is normally created with a spreadsheet software in other accounting packages. SunpacPlus© also handles jobs or projects and stores your project ID numbers in all modules.

All important financial reports such as ageing, collections, payments, etc. are project-enabled for you to track the financial position of your projects. SunpacPlus© General Ledger maintains your Chart of Accounts and allows you to easily drilldown to view accounting details. SunpacPlus© Accounts Receivable and Accounts Payable manages your debtors and creditors respectively and handles your invoice ageing.

SunpacPlus© automatically warns you if your debtor is approaching the credit limit given or you are reaching your supplier's credit limit allowed. SunpacPlus© Cash Book maintains all your cash payments and receipts and also handles your payment and petty cash vouchers. Trade collections and payments is easy. Just select the debtor or supplier and SunpacPlus© will automatically show all outstanding invoice(s) which can then be individually applied to the payment. SunpacPlus© Cash Book also produces your Cashflow Statement.

SunpacPlus© uses a unique Office toolbar style interface which enables you to access your main reports or enter into the full application at the click of a mouse button! This toolbar always stays on your computer screen so you can access it instantly, somewhat like an office

toolbar. SunpacPlus© also allows you to create custom reports and link it directly to the Reports menu where you can access and click it! All forms in SunpacPlus© such as receipts, vouchers, invoices, etc. can be reprinted any number of times after they have been created.

SunpacPlus© Accounting also comes with Windows™ Online Help feature that enables you to avoid referring to pages and pages of an equivalent hardcopy user documentation. Simply press the F1 key from whatever screen you are at, and the online help facility will jump to the closest relevant topic. You can also search for topics or look at a table of content and jump to the associated text by clicking!

SunpacPlus© Accounting comes in four (4) standard modules :- General Ledger, Accounts Receivable, Accounts Payable and Cash Book. You can optionally purchase SunpacPlus© Projects Manager to enable the efficient management of your projects and to monitor project profitability and costs. SunpacPlus© Projects Manager also produces a memorandum projects profit & loss account which can be viewed in detail or summary form. Project budgets are also maintained.

Some of the more interesting features of SunpacPlus© Accounting are :-

Post Ahead© feature

At your option, individual SunpacPlus© modules will post future journal entries to the GL now so that you can plan before the time comes for you to actually make payment! This so called Post Ahead© journal entries of SunpacPlus© is extremely unique but invaluable in cashflow forecasting, an important process for the smooth management of a company or to ensure its ultimate survival and ensures your company always keep constant and adequate cash reserve.

For example, supplier payment journal postings will be made at the PO, goods receiving stage or invoice entry stage, in anticipation of the invoice the

supplier will send you or the payment you have to make based on the credit terms you enjoy with that supplier. When you print your cashflow, you can see in advance the payments you have to make! Post Ahead© journal entries can be disabled to show only actual transactions posted.

Individual journal entries are processed in a transaction

Suppose you are in the process of entering your journals and you are not quite finished but a power failure occurs. If the journals you have entered have been posted to your database, your accounts would not be balance as you have not finished the complete accounting transaction. With SunpacPlus© Accounting, journal entries are processed in a transaction meaning all entries are posted or none at all.

Separate independent Cash Management module

Unlike many other accounting packages, SunpacPlus© maintains an independent Cash Book module where you record all cash receipts and payment. This allows the handling of cash to be segregated to a different user in your company (SunpacPlus© Cash Book installed in the Cashier's Department, for instance) and minimizes fraud.

Automatic link to the GL

All SunpacPlus© modules such as the AR, AP and Cash Book automatically update the GL upon data entry and employs single-entry feature.

Wide range of accounting reports

With the SunpacPlus© G/L, you can print your Chart of Accounts, Trial Balance, Journal Postings, General Ledger and your Balance Sheet and Profit and Loss Account. You can even print an Extended Trial Balance for your auditors for reclassification and adjusting journal entries. Your Balance Sheet and P & L can be printed with or without budgets. You have a choice of printing your General Ledger in the old-style T-accounts format or



the more modern vertical downwards format. Besides printing your standard ageing reports and debtors/creditors master list, SunpacPlus© A/R and A/P also prints out customisable Statement of Accounts and Remittance Statement as well as receipts and vouchers. SunpacPlus© Cash Book is able to print out your Cashflow Statement, Cash Book and Cheque Register List among others.

Powerful enquiry utility

SunpacPlus© search forms are one of the most powerful tools in the application. With it you can search for debtor or creditor details, invoices from debtors or suppliers, collections and payments made quickly and easily. For instance, you only need to type in partial details that you can remember to retrieve all available matching records !

Capture of bank- in details

SunpacPlus© Cash Book also captures your bank-in slip number and bank-in date for debtor collections a feature missed out in many accounting applications.

Project accounting

Together with the companion but optional SunpacPlus© Projects Manager, you can perform project or contract accounting or even keep memo project profit and loss accounts. Such accounts can be prepared using the completion or progressive billing method according to accepted accounting principles. You can even keep project budgets and monitor the stage of progress of the project financially.

Auto-generation of G/L accounts when you set up debtors, creditors, banks, projects
SunpacPlus© automatically generates the equivalent GL accounts when you set up new debtors, creditors, banks or projects in their respective modules eliminating double-work.

Able to integrate with third party applications

SunpacPlus© Accounting is able to integrate with other open third-party applications (such as

accounting systems from other vendors) through software programming and customization by us.

Able to handle project-based data

SunpacPlus© Accounting is able to keep track of stock transactions using job numbers or project id's, a field available in all of SunpacPlus© Accounting's stock transaction forms.

View project hierarchy in the form of a tree

By using a unique control, SunpacPlus© Project Manager is able to display project hierarchy in the form of a tree.

Able to handle sub-contracted projects and shows sub-contracted payment schedules

SunpacPlus© Project Manager is shows the sub-contractor details and the amount sub-contracted including the sub-contracted payment schedules.

Handles project variations

SunpacPlus© Project Manager is able to handle subsequent changes and variations to the original contracted value of the project.

Able to show project payment schedule based on key project stages

SunpacPlus© Project Manager is able to show the stages of payment and the amount to be paid throughout the lifetime of individual projects.

Able to give breakdown of project organization chart and project resources (personnel, expenses, materials, stages)

Links to third-party project management software such as Microsoft Project or Primavera for detailed Gantt charts and CPAs.

Date and number validation checks

SunpacPlus© Accounting checks for valid date or numeric entries and abnormal amounts such as an excessively high stock price! You also select debtors or

creditors or other master data using a list box which prevents you from creating a debtor or creditor which is non-existent in the database, for example, through mistyping!

Warns you if you are going over-budget!

Enables you to keep budgets of a group of accounts together or for accounts individually. At the PO stage, if you are about to go over-budget, SunpacPlus© will warn you and tell you by how much!

4 Inventory & Purchasing :

4.1 SunpacPlus© Inventory & Purchasing module

SunpacPlus© Inventory & Procurements incorporates full purchasing functionalities such as purchase requisition, evaluation, supplier shortlisting, RFQs and automatic conversion of PRs to POs. It acts intelligently and is able to warn you if you are making a purchase requisition or purchase order at a unit price higher than before.

It also automatically prints out a fax transmission sheet for Request For Quotation enabling you to take advantage of bulk discounts. Based on your computer setting and further software customization, it can also send RFQ faxes automatically! SunpacPlus© Inventory & Procurements automatically converts your PRs to POs once a final supplier and price has been chosen.

SunpacPlus© Inventory & Procurements also manages Goods Receiving and records details such as supplier DOs, the actual quantities sent and quantity rejected together with reject reason(s). SunpacPlus© Inventory & Procurements also manages materials issued to projects or customer sites. SunpacPlus© Inventory & Procurements even manages stocks on loan! SunpacPlus© Inventory & Procurements keeps an audit trail of stock transaction document numbers and prints exception reports.

SunpacPlus© Inventory & Procurements handles scrapping of stock and is able to print scrap sales report for any given stock on any given date. SunpacPlus© Inventory & Procurements records job or project code for stock transactions such as requisitions, orders, receiving and issues, etc. It has a powerful search form which allows you to retrieve matching stock records even if you do not know the full description or information about the stock.

Performs purchase evaluation

Once a requisition has been received, the purchasing department can evaluate and shortlist suppliers.

Automatic RFQ generation (via fax or e-mail)

SunpacPlus© Inventory & Procurements will automatically group stock quantities for purchase requisitions of a similar stock ID and automatically generate a Request For Quotation (RFQs) to the shortlisted suppliers. This will enable you to take advantage of bulk discounts and save money! RFQs come standard in the form of Fax Transmission Sheets. Depending on your PC configuration, RFQs can be faxed or e-mailed automatically (optional).

Automatic PO generation

During Purchase Evaluation, once a final supplier has been selected, Purchase Orders are automatically generated. POs can also be created directly bypassing the automatic PO generation facility.

Caters for miscellaneous one-off purchases

Using the special stock code 'MISC', you can create one-off requisitions and purchase orders which will not update the inventory in hand.

Caters for open POs and service orders

SunpacPlus© Inventory & Procurements is also able to print open POs and service orders without having to change the way to enter data.

Specific checks and specific instructions on PR/PO

SunpacPlus© Inventory & Procurements has default 5 additional fields each for specific instructions and specific checks to be made on a particular stock such as requirement for manufacturer's certificate, stocks testing and so on.

Automatic look-ahead posting to SunpacPlus© Financials (e.g. GL, AR, AP, Cash)

SunpacPlus© Inventory & Procurements will post expected future journal entries to the G/L to

enable you to perform cashflow forecasts and be prepared before the time comes for you to actually make payment!

Able to integrate with third party applications

SunpacPlus© Inventory & Procurements is able to integrate with other open third-party applications (such as accounting systems from other vendors) through software programming and customization by us.

Able to handle project-based data

SunpacPlus© Inventory & Procurements is able to keep track of stock transactions using job numbers or project id's, a field available in all of SunpacPlus© Inventory & Procurements's stock transaction forms.

Interactive and intelligent

SunpacPlus© Inventory & Procurements works intelligently with the stock purchaser. For example, if the purchaser requests or orders goods, it will first check if there are any available balance in store. SunpacPlus© Inventory & Procurements also intelligently checks for valid date or numeric entries and abnormal amounts such as an excessively high stock price!

Warns you if you are buying at a higher price!

SunpacPlus© Inventory & Procurements will warn you at the purchase requisition and purchase ordering stage if you are buying at a higher unit price than what has been quoted before by searching the historical stocks database!

Internet integration

SunpacPlus© Inventory & Procurements has the option of linking to the Internet. This is most useful if your supplier is also Web-enabled and an Internet-based online ordering system can be set up through software customization. Apart from this, you can view stock balance and access the main stocks database of your company from any location using a remote laptop or computer!



5 Point of Sale (POS)

5.1 SunpacPlus© Point of Sale module (POS)

SunpacPlus© POS incorporates a wide range of POS functionalities such as opening balance, cashier reconciliation statements, multiple cashiers, multiple POS sessions as well as line item refund and voiding and whole transaction voiding.

It has a familiar intuitive 'cash register' like interface which users are quick to be familiar with and an easy payments processing screen interface.

SunpacPlus© POS system is multicurrency capable and able to print receipts on normal dot matrix or laser printers (2 receipts side by side).

POS also comes with the Sunpacplus© Cash Book module and Inventory module.

We also supply the hardware required with the POS software which includes the cash till or cash drawer, barcode scanners and customer display units.

Our point of sale system is completely customizable as the software source code is developed and owned by us. It is also multilingual.

Buyers can experience significant cost savings by purchasing only the POS software and POS peripherals such as barcode scanners and cash drawer and using existing PCs which they already have.

6 Time Attendance

6.1 SunpacPlus© Time Attendance

SunpacPlus© Time Attendance uses the barcode technology to provide a cheap and effective time attendance system where the staff ID is read from the barcode printed on the staff ID card or Malaysian MyKad NRIC.

Normal time attendance systems use the more expensive plastic stripe encoded cards and even intelligent chip cards or smartcards which are expensive. Additionally, the readers to read the magnetic stripes or integrated chip embedded in the card need also be purchased and are expensive.

SunpacPlus© Time Attendance provides a cheaper alternative form of time attendance system using barcode scanners and barcodes printed on plain paper which are used as staff ID badges. Apart from this the user screens for capturing time in and out data as well as the attendance reports are more or less the same as with other applications.

7 Customer Relations

7.1 SunpacPlus© Customer Relations (CRM)

SunpacPlus© CRM is a basic customer relationship management package which can be added to the main SunpacPlus© Enterprise 5.0 application to perform the following tasks :-

Record customer complaints

Monitor conversion times from quotations to customer orders

Records useful data like customer birthdays, favourite authors, favourite food, book, colour, etc as well as customer's spouse and children including anniversary dates.

Also manages follow-ups of complaints, who is responsible, customer response, response times and so on.

8 Manufacturing

8.1 SunpacPlus© Manufacturing module

SunpacPlus© Manufacturing is an add-on module to SunpacPlus© Enterprise 5.0 which manages discrete manufacturing and parts assembly processes. Features include :-

- Bill of materials
- Materials routing
- Labour management
- Management variances
- Engineering change requests
- Resource allocation

9 Computer Requirement

5.1 Hardware

The computer hardware requirements are :-

- Pentium™ II processor
- 64MB RAM or higher
- 15 MB free hard disk space for program files or more
- VGA monitor or higher resolution
- Mouse (recommended)

If you are operating in a networked LAN environment, in addition to a computer server, you will additionally need :-

- Networked cards
- Cabling
- Hub (if not peer-to-peer networking)
- Print server (if sharing printer)

5.2 Operating system(s)

The computer operating system(s) requirements depend on whether you are operating in a networked LAN environment or as a standalone system. SunpacPlus© Human Resource and Payroll Manager is designed to run on 32-bit Windows™ platform. For clients, you can run SunpacPlus© Human Resource and Payroll Manager on Windows 98, XP, ME, Windows 2000 and Windows™ 2000. If you are operating in a networked LAN environment, you will additionally need Windows NT™ Server 4.0 network operating system running on your server.

5.3 Database issues

SunpacPlus© is compatible with a wide range of databases including,

- Microsoft Jet databases (Access™2.0 and 7.0)
- SQL Server™
- MySQL
- Oracle

You need to inform SunpacPlus© Consultants what database you intend to use at an early stage preferably before purchase as customisation and fine tuning needs to be done. This will allow us to work with you in maximizing database performance and access.

10 Customer Support

Support plays a vital role towards the success of Halifa due to its involvement in providing services related to computer software and hardware. The quality of support that Halifa provides, measured by customer satisfaction, determines the reputation that Halifa will achieve and will ultimately determine the survival of Halifa in the market place in the long term. Halifa believes in providing quality support which comprise of the following :-

6.1 Types of Support

Telephone Support

Immediate handphone support is also available on 013-269-8540 (Senior SunpacPlus© Consultants).

Fax Support (603-55190431)

Halifa's office telephone number is 0355190431. Apart from this, Halifa has a fax number which is 035519-0431. Immediate handphone support is 013-362-9373 (Ezani Halim – SunpacPlus© Consultant).

E-Mail Support (halifa@tm.net.my)

Halifa's customers can send e-mail directly to Halifa to the following e-mail address : ezanih@hotmail.com

Home Page Support

(<http://sunpacplus.netfirms.com>)

On the home page, customers will be able to communicate their problems by e-mail and find out the latest developments within Halifa under Halifa Updates. They will also be able to view Halifa's latest software products under Product Updates. By accessing the Troubleshooting SunpacPlus page, customers will be able to find the latest bug patches and fixes for SunpacPlus Accounting and also find out solutions to common problems with SunpacPlus in a question/answer format. Customers will also be able to download software. Larger customers of Halifa will have separate home pages dedicated specially to support them.

Free Support and Support Programs

Free support will be given for a period of 3-months from the date of installation. Thereafter, support will be given at a chargeout rate from RM100/- per hour. These are for locations within the Klang Valley only. A mutually agreeable charge out rate will be determined on a case-by-case basis for areas outside the Klang Valley. Our target response time is 24-hours of a customer's initial call if within the Klang Valley. Outside the Klang Valley, response time will be determined on a case-by-case basis. Support programs will be formed to induce customers to join these programs and will involve discount packages and other offerings. These programs will be finalised at a later date.

11 Contact Details

For enquiries, pls contact :-

*Ezani bin Abdul Halim
Manager
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(E-mail : ezanib@hotmail.com)

Appendix

APPENDIX A Halifa's Major Clients

NAME	BUSINESS
LEMBAGA KEMAJUAN PERTANIAN MUDA (MADA KEDAH) Ibu Pejabat MADA, Ampang Jajar, Alor Setar, Kedah. (SunpacPlus© HR and Payroll for Government)	Privatised agricultural government agency
AKADEMI INFOTECH MARA SDN BHD Tingkat 10, Medan MARA, Kuala Lumpur. (SunpacPlus© Accounting and VOT for Government)	Privatised Government training institute
FUJITSU MICROELECTRONICS (MALAYSIA) SDN BHD Persiaran Kuala S'gor, Seksyen 26, S. Alam. Tel: 03-511-1155 En Ithzani, Systems Analyst, EDP Dept, Ms Philomena, Finance Dept, Puan Zaleha, HR Dept (Custom-built software :- ISO Document Version Manager, Payment Advise, Equipment Calibration Software and HR Course Registration/Staff Training module)	Microelectronics -dynamic memory chips
UNIVERSITI MALAYA MEDICAL CENTER SDN BHD Petaling Jaya, Selangor. En Hanafi, Finance & Admin, Tel : 03-750-2650/2005/2006 (SunpacPlus Accounting, Hospital Information System)	Medical specialist center in collaboration with Universiti Malaya.
PERMINT ENGINEERING SDN BHD Kerteh Industrial Estate, Terengganu En Razaqi, General Mgr, Tel. 09-872-7777 (SunpacPlus© Enterprise 5.0 – SunpacPlus© Accounting, SunpacPlus© Human Resource and Payroll, SunpacPlus© Manhours Data Entry, SunpacPlus© Inventory and Purchasing, SunpacPlus© Project Manager, Estimation)	Terengganu State SEDC – Fabrication of Steel Structures, Vessels, Pipings, etc.
NAFAS NIAGA SDN BHD Lot 315, Level 3, Blok E, Bangunan Phileo Damansara Azemi bin Jusoh, MD, Muhammad bin Salleh, Accountant Tel. 03-461-0466 (SunpacPlus© Accounting, SunpacPlus© Project Mgmt)	Supply of lubricators, protectors, for oil and gas industry, computer networking & audio/telecomm.
TSH RESOURCES BERHAD Bangunan Amoda, off Jalan Pudu, Kuala Lumpur Tel: 03-241-0111 Datuk Kelvin Tan , Group Managing Director / Puan Zalina (Development of web page)	Timber strip panelling, cocoa, oil-palm leader
MEGA PASCAL BHD (Subsidiary of Mulpha International) Section 14, PJ (near Rothmans roundabout) (Software development services)	Supplier of ready mixed concrete
ACCELTEAM SDN BHD Tingkat 10, Blok B, Bangunan Uncang Emas, Cheras Stephen Yong, Managing Director, Tel.03-985-8039 (Programming services)	Smartcard development and ready mixed concrete software solutions
CLEARMONT SDN BHD (MEMBER OF LCI INTERNATIONAL) Taman Miharja, Cheras, Raymond Mak, Accountant (SunpacPlus© Accounting)	Multilevel marketing
SENIWISMA ARCHITECTS PLANNER SDN BHD Jalan Manau, Kuala Lumpur Siti Lazuli bt Dato' Haji Sanad, Finance Manager Tel.03-284-8855 (SunpacPlus© Accounting)	Architects and town planner

Pricelist for SunpacPlus© Applications
(01-Aug-2008)

NAME OF SOFTWARE	LICENCE TYPE	PRICE (RM)
1. SUNPACPLUS© ACCOUNTING – General Ledger Accounts Receivable Accounts Payable Cash Book Project Accounting (Standard Pak)	STANDALONE	2,500
	5-USER	7,500
	10-USER	15,000
	15-USER	20,000
	20-USER	25,000
	25-USER	30,000
2. SUNPACPLUS© HUMAN RESOURCE AND PAYROLL (does not include database pricing)	STANDALONE	6,000
	5-USER	15,000
	10-USER	25,000
	15-USER	30,000
	20-USER	35,000
	25-USER	40,000
5. SUNPACPLUS© INVENTORY, PURCHASING & SALES (does not include database pricing)	STANDALONE	6,000
	5-USER	15,000
	10-USER	25,000
	15-USER	30,000
	20-USER	35,000
	25-USER	40,000
6. ESTIMATION / BILL OF MATERIALS (MULTISPREAD©)	STANDALONE	500
	5-USER	1,500
	10-USER	2,500
	15-USER	5,000
	20-USER	9,000
	25-USER	15,000
7. SUNPACPLUS© LIBRARY MANAGER (does not include database pricing)	STANDALONE	6,000
	5-USER	15,000
	10-USER	30,000
	15-USER	40,000
	20-USER	50,000
	25-USER	60,000
8. SUPPLIER INFORMATION SYSTEM OR CUSTOMER INFORMATION SYSTEM (does not include database pricing)	STANDALONE	2,500
	5-USER	5,000
	10-USER	8,000
	15-USER	12,000
	20-USER	15,000
	25-USER	16,000
9. SUNPACPLUS© SALES PROCESSING (does not include database pricing)	STANDALONE	4,500
	5-USER	13,000
	10-USER	25,000
	15-USER	35,000
	20-USER	42,000
	25-USER	50,000
10. SUNPACPLUS© FLEET MANAGEMENT (does not include database pricing)	STANDALONE	6,000
	5-USER	15,000
	10-USER	25,000
	15-USER	30,000
	20-USER	40,000
	25-USER	50,000
11. SUNPACPLUS© FIXED ASSETS AND MAINTENANCE (does not include database pricing)	STANDALONE	3,000
	5-USER	9,000
	10-USER	18,000
	15-USER	25,000
	20-USER	32,000
	25-USER	40,000
12. SMART HOSPITAL (does not include database pricing)	STANDALONE	15,000
	5-USER	30,000
	10-USER	40,000
	15-USER	70,000
	20-USER	120,000
	25-USER	150,000
	50-USER	750,000
100-USER	900,000	

	200-USER	1,200,000
13. SUNPACPLUS® POINT OF SALE (comes with application software, barcode scanner, cash drawer & customer display)	STANDALONE	3,000
	5-USER	9,000
	10-USER	18,000
	15-USER	25,000
	20-USER	32,000
	25-USER	40,000
	50-USER	65,000
	100-USER	90,000
	200-USER	120,000
14. SUNPACPLUS® BARCODE TIME ATTENDANCE (comes with application software and barcode scanner)		1,900 per node
15. SUNPACPLUS® ENTERPRISE 5.0 (PACKAGE) Financial Accounting Jobs Management HR & Payroll Staff Training Manhours Data Entry / Time Attendance Inventory & POS Sales Order Purchasing User Administration (Security) EIS (Charts)	STANDALONE	6,000
	5-USER	18,000
	10-USER	35,000
	15-USER	50,000
	20-USER	65,000
	25-USER	80,000
	50-USER	150,000
	100-USER	300,000
	200-USER	500,000

APPENDIX B SunpacPlus® Inventory and Purchasing : Features Listing

FEATURES
Secure database access using passwords and a central user security module
Keeps audit trail of users accessing and exiting individual software modules.
Stock transaction documents such as Purchase Requisition Form, Purchase Order, Goods Received and Material Issue look like their real-life counterpart making keying-in if data easy to do.
Online approval of purchase requisitions, PO, Goods Receiving and Material Issues using secure PIN directly on screen! No need to print out on paper for signature approval!
Easy search and retrieval of stocks during data entry into line items of stock transaction documents using our powerful Search Form
Posts forecast journal entries ahead to the General Ledger at Goods Receiving stage based on supplier credit period so that cashflow can be forecasted before supplier invoice arrives!
Integration with the Internet (optional) – Internet Explorer 4.0 or higher. Useful for stock balance enquiry, online orders and access of stocks database over the Internet!
Performs supplier purchase evaluation. Minimum five (5) suppliers can be shortlisted for best quotes
Intelligent purchase evaluation is carried out by grouping together all purchase requisitions quantities for the same stock items and faxing RFQ to the supplier. This enables you to take advantage of bulk discounts!
Automatic generation of fax transmission sheets for Requests For Quotation!
Software is intelligent enough to alert you if supplier is quoting you at a higher price than what has been quoted historically during RFQ stage.
Software is intelligent enough to alert you are ordering at a higher price than what has been quoted historically during PO stage.
Automatic generation of purchase orders once a final supplier is selected!
Able to cater for miscellaneous items during one-off or special stock transactions not included in the standard stocks master database by using the special code 'MISC'. This can include service agreements and open PO's !
Able to keep stocks transactions (PR, PO, GRN, issues) by jobs!
Managing of sale of scrap stocks including scrap unit price (net realisable value) and scrap sales reporting! Automatically replaces stock valuation with the lower of cost and net realisable value based on accepted accounting conventions!
Budget enabled.
Captures specific instructions (default : 5) to be made and specific checks to be made (default : 5) during request and order of specialised products or services!
Captures technical and financial bid remarks from department heads during purchase requisition stage
Print stock transaction documents (PR, PO, GRN, Material Issue Forms) at any time after creation!
Powerful stock search enables you to search for stocks based on description and stock groups. You only need to type a portion of the stock name and all matching entries will be showed!
Powerful supplier search enables you to quickly retrieve suppliers supplying any products and based on a specific location or credit terms!
Powerful purchase order enquiry allows you to view pending and historical PO's based on PO No and products ordered!
Powerful supplier quotes enquiry enables you to see historical supplier quotes for any stock items or for any supplier!
Wide range of inventory and purchasing reports including requisitions, orders, receipts and issues by date, project, supplier, requestor or stock item, stock count sheets, stock master listing, stock quantity in hand, stock deliveries due and many more!
Strategic reports allows you to monitor trends in supplier lag times (delays), quality of goods (reject) and supplier price trends (supplier price history).
Links with SunpacPlus® Supplier Information System for enhanced information about your supplier! (e.g. past jobs with company, Government registration details, employee breakdown, Bumiputra status)
Even handles stocks borrowed to staff on loan which has to be returned!
Also intelligently checks for valid date or numeric entries and abnormal amounts such as an excessively high stock price!
Create customised reports and attach to Reports menu in the program so users can click and select it.

APPENDIX C. SunpacPlus® HR And Payroll : Features Listing

FEATURES
32 bit Windows™ 95/98/NT/ Windows 2000 platform
Y2K compliant – year is kept as 4 digits
Multiuser. Able to run on a LAN network
Client-server design
Microsoft Office style toolbar for quick access to main reports and individual modules
Interface seamlessly with Microsoft Office™
Integrate with existing and other external applications through software customization
Secure database access using passwords and a central user security module
Keep audit trail of users accessing and exiting individual software modules.
Toolbars and online help.
Comes with A4-bound User Manual
Export all your reports to Excel, Word, ASCII (text), HTML, Lotus 1-2-3, Internet Explorer, Netscape
Enjoy the first three (3) months of support absolutely free of charge
Process your payroll automatically
Automatic posting to the GL
Integrate with timecard systems through software customization
Integration with the Internet (optional) – Internet Explorer 4.0 or higher. For staff leave enquiry and access of human resource database from a remote PC
Performs staff appraisal
Career tracking including transfer to a new department and changes in salary level
Tracking of departmental expenditure and storage of departmental budgets
Staff training and training course module (optional) allows you to manage staff going on training and the development of the skill level of staff
Management of staff leave. Shows leave balance entitlement and leave balance brought forward.
Alerts if staff leave limit is exceeded.
Leave application can be done through the Internet.
Online leave approval using secure PIN.
Staff time scheduling using computerised calendar charts
Budgeting enabled (department, job positions)
Staff loan management. Shows loan entitlement and balance brought forward.
Manage staff interviews and interview dates, interview results, interview notes, etc.
Track assets given to staff
Keep staff insurance details (policy number, insurance company, terms)
Manage medical entitlement for each staff and printing of Medical Guarantee Letter
Store staff academic and CV details including past work experience
Captures detail of staff referees
Produce a complete range of human resource documents such as Promotion Letter, Bonus, Termination Letters and even Staff Birthday Letters!
Wide range of payroll and HR statutory and non- statutory reports including KWSP Borang A, SOCSO Borang 8A, CP39, CP39-1, CP22, CP22A, LUTH, ASB, etc.
Easy maintenance of EPF, SOCSO and income tax deduction rates by changing values in tables
Ability to handle employee overtime and pro-rated pay at different overtime rates
Handles the latest Human Resource Development Fund 1% levy
If a new staff or an existing staff is about to be terminated, SunpacPlus® will prompt if you want to print SOCSO Borang 2 or SOCSO Borang 3 and Form CP22A.
Warns five (5) days in advance, or you can set a user-definable period, when you need to submit your KWSP Borang A (by the 15 th of every month), or Income Tax Deduction Form CP39 (by the 21 st of every month), etc.
Powerful search form utility allows to search any staff record just by typing a portion of the staff name. Jumps directly to the desired record when you select an individual search row.
SunpacPlus® Manhours Data Entry allows you to key in staff manhours based on their punch cards. Will automatically update payroll at the end of the month.
Print customisable payslips including incorporation of manhours details on payslip
Create customised reports and attach to Reports menu in the program so users can click and select it.

APPENDIX D SunpacPlus© Financials : Features Listing

COMMON FEATURES

SPECIFICATIONS
<i>Multiuser. Able to run on a LAN network.</i>
<i>Use of Microsoft Office style toolbar for quick access to main reports and individual modules</i>
<i>Able to interface seamlessly with Microsoft Office™</i>
<i>Able to integrate with existing and other external applications through software customization</i>
<i>Secure database access using passwords</i>
<i>Able to keep audit trail of users accessing and exiting individual software modules.</i>
<i>Toolbars and online help.</i>
<i>Comes with A4-bound User Manual</i>
<i>Special Tips of the day for each day of the month – can be turned off.</i>
<i>Able to customize screen fonts, background and foreground colours, defaults, etc.</i>
<i>Enjoy the first three (3) months of support absolutely free of charge</i>

SUNPACPLUS© GENERAL LEDGER

SPECIFICATIONS
<i>Able to show financial statements (balance sheet report and profit and loss report) with budgeted figures and actual figures</i>
<i>Able to show actual and budgeted profit & loss and balance sheet broken down by month columns</i>
<i>Journal numbers controlled sequentially for completeness. (Override possible.)</i>
<i>Flexible chart of accounts coding structure (unlimited characters but standard 12 characters)</i>
<i>Shows profit and loss accounts for a project or department and up to 5 user defineable groups</i>
<i>Able to tag accounts as active or non-active.</i>
<i>Journal entries posted using transaction processing. All journal entries will be cancelled (not posted) if systems failure or power failure occur during keying in an incomplete series of journal.</i>
<i>Able to keep monthly account budgets.</i>
<i>Support for multiple currencies.</i>
<i>Able to drilldown into individual account ledger by clicking an account row</i>
<i>Able to drilldown into individual voucher by clicking an entry in an account ledger</i>
<i>Able to show account performance versus budget in the form of user-defineable graphs.</i>
<i>Warns when data is about to be deleted.</i>
<i>Easy selection of accounts during journal entry by selecting from account list or keying in account code.</i>
<i>Real time. Accounts are posted instantly. No period closing. Users can continue to post into next accounting period while current accounting period is still open.</i>
<i>Create customised reports and attach to Reports menu in the program so users can click and select it.</i>
<i>Print chart of accounts.</i>
<i>Print trial balance.</i>
<i>Print Extended Trial Balance for external auditors for reclassification and other audit adjustments.</i>
<i>Print General Ledger in two formats – old fashioned T-accounts or vertical format.</i>
<i>Print Journal Listing / Posting Entries.</i>
<i>Quickly retrieve a voucher on screen by typing in voucher number</i>
<i>Able to print and reprint anytime journal records by typing in journal number.</i>
<i>Two dates kept – print by date posted or actual source document date</i>
<i>Able to reprint voucher at anytime after creation</i>

SUNPACPLUS® ACCOUNTS RECEIVABLE : FEATURES LIST

SPECIFICATIONS
<i>Able to record invoice/bill for individual projects</i>
<i>Adequate audit trail on bill/invoice (PO No, DO No, are also captured.).</i>
<i>Able to do aging by project, department and site (2 sub-groups).</i>
<i>Able to do summary aging by project showing total balance only.</i>
<i>Able to integrate satisfactorily with other third-party applications to extract or post invoice data</i>
<i>Able to blacklist debtor and warns during sales transactions if credit limit is to be exceeded</i>
<i>Able to separate debtors into trade and non-trade/other.</i>
<i>Able to label a debtor as active or non-active.</i>
<i>Automatically posts to SunpacPlus® General Ledger with each invoice saved (single entry system).</i>
<i>Able to do quotations.</i>
<i>Able to automatically convert quotations into invoices/bills.</i>
<i>Create customised reports and attach to Reports menu in the program so users can click and select it.</i>
<i>Two dates kept – date of posting and actual date of source document</i>
<i>Able to attach custom reports created to main Reports menu.</i>
<i>Detailed invoices aging by debtor shows invoices</i>
<i>Summary aging by debtor shows totals only</i>
<i>Shows most recent billings and payment for each debtor (automatically updated)</i>
<i>Shows total accumulated billings and payment for each debtor (automatically updated)</i>
<i>Quickly retrieves invoice or bill by typing in invoice or bill number and then press ENTER</i>
<i>Prints and reprints invoices/bills by typing in invoice or bill number at anytime after creation</i>
<i>Able to cancel bills/invoices.</i>
<i>Automatically removes zero balance invoices from the database</i>
<i>Keeps track of freight cost, discounts, service tax and posts to the corresponding GL accounts</i>
<i>Automatically creates a General Ledger account with each new debtor created (single-entry)</i>

SUNPACPLUS® ACCOUNTS PAYABLE : FEATURES LIST

SPECIFICATIONS
<i>Able to record invoice/bill for individual projects</i>
<i>Able to do purchase orders</i>
<i>Audit trail kept consisting of PO No, DO No and Invoice No</i>
<i>Alerts when making a purchase order if account group is going to go overbudget</i>
<i>Separates creditors into trade and non-trade.</i>
<i>Integrates with SunpacPlus® Accounting module</i>
<i>Labels a creditor as active or non-active.</i>
<i>Automatically posts General Ledger with each invoice saved (single-entry)</i>
<i>Create customised reports and attach to Reports menu in the program so users can click and select it.</i>
<i>Detailed invoices aging by creditor shows invoices</i>
<i>Summary aging by creditor shows totals only</i>
<i>Shows most recent billings and payment for each creditor (automatically updated)</i>
<i>Shows total accumulated billings and payment for each creditor (automatically updated)</i>
<i>Quickly retrieves invoice or bill by typing in invoice or bill number and then press ENTER</i>
<i>Prints and reprints invoices/bills by typing in invoice or bill number at anytime after creation</i>
<i>Able to cancel bills/invoices.</i>
<i>Automatically removes zero balance invoices from the database</i>
<i>Keeps track of freight cost, discounts, service tax and posts to the corresponding GL accounts</i>
<i>Able to blacklist creditor and stop transactions from going through</i>
<i>Warns for each purchase transaction if credit limit is to be exceeded</i>
<i>Automatically creates a General Ledger account with each new creditor created (single-entry)</i>

SUNPACPLUS© CASH BOOK

SPECIFICATIONS
Apply single collection/payment to multiple invoices for debtors and creditors.
Transaction menu consists of Debtor Collections, Creditor Payments, Payment Voucher and Petty Cash Voucher.
Able to record miscellaneous income from Other Income screen.
Records and prints debtor collections and supplier payments by project.
Able to show unsettled amounts for each project.
Autpmatically post payment balance not fully applied to invoice(s) to a clearing account
Reconciles cheque amount with amount actually applied to invoices.
Performs bank reconciliation.
Able to generate Cashflow Statement
Able to generate Cash Cook report
Automatic payment voucher, petty cash voucher and receipt numbers generated sequentially
Able to generate Check Register report.
Able to show total collections by project and customer.
Able to show total payments by creditor or supplier.
Maintain bank records (name, address, etc) and automatically create a GL account with each new bank
Able to maintain credit facilities provided by each bank
Create customised reports and attach to Reports menu in the program so users can click and select it
Records bank in dates and bank in slip number (for collections and deposits).

SUNPACPLUS© PROJECTS MANAGER

SPECIFICATIONS
Able to maintain project details and project budgets
Stores detailed information about projects such as percentage completion, date commenced and finished, in charge, total manhours and financial details
Automatically updates project total manhours from data keyed in the SunpacPlus© Manhours Data Entry module. Manhours can be broken down into desired sub-categories.
Automatically updates project financial information from data keyed into SunpacPlus© Accounting (such as total billed, total paid, last bill date and amount, last payment date and amount)
Integrates with all other SunpacPlus© modules such as Accounting , SunpacPlus© Accounting, SunpacPlus© Manhours Data Entry, etc.
Maintains project budgets by billings, collections, project expenses and manhours worked
Automatically creates a GL a/c with each new project (single-entry) to enable project accounting
Create customised reports and attach to Reports menu in the program so users can click and select it.
Project Costing Data Entry captures details on project cost in the database
Project Addenda screen captures Project Variance from original contract
Project profit & loss can be generated using completion or progressive billing method
All ageing and payment reports can be shown by projects
Shows project ledger and billings and payments to/from projects in easy enquiry format
View project hierarchy in the form of a tree
Able to show sub-contracted projects and sub-contractor details and payment schedule
Able to show project payment schedule
Handles project variations