



FACT SHEET



... from *Ujima Consultants*

Asset Inventory Management System

AIMS2000 includes asset inventory and purchase order systems. An agency's by-branch expenditures and maintenance of assets and related contracts can be tracked and reviewed. **AIMS2000** has enhanced reporting with executive graphs. New features include the capability to generate in-house standard purchase orders and new management charts for inventory control.

Asset and Inventory

AIMS2000 enables tracking of assets by sites, divisions, locations and responsible persons. The asset profile screen allows an agency to maintain details on asset purchase date, depreciation, service contract and status such as "in-use" or "surplus." Information on service dates, service vendor and service contract can be maintained for each asset. Purchase dating or depreciation standards can be used to report asset aging.

The asset feature includes a tool to control property and related activities such as maintenance, facility movements and inventory manifest documentation. This provides administrative support for property management activities and item / employee allocation control.

Budget Expenditure

AIMS2000 enables an agency to setup and modify annual budget categories for multiple branches and/or divisions. **AIMS2000** allow the budget items to be categorized as capital or current expense purchases. A special asset category can also be setup to track critical asset items. The creation or deletion of related purchase orders directly impacts the various budgets.

This helps to control expense and capital budget allocations, providing an extra tool in the management of organizational finances. There is a reporting feature that compliments the budget module, providing presentation graphics on planned versus actual expenditures. Expenditures are also reported by organizational sub-divisions and responsible persons.

Purchase Orders

Purchase Order enables creation of online, traceable, numbered purchase orders, regardless of the vendor. Products that are commonly used can be setup by the product number for easy insertion into the purchase order creation form. Vendors that provide online purchase access may also offer a pricing schedule that can be integrated into this **AIMS2000** module.

Purchase orders can be reviewed online and modified prior to release. In addition, **AIMS2000** allows agencies to fax or e-mail purchase orders directly to vendors. (This requires a properly installed Server component, which is not a part of this application.) Responsible persons such as finance and management personnel can quickly check budget balances prior to creating a purchase order.

Purchase orders cannot be created or completed if there is no budget available for a particular subdivision. Finance or Budget controllers would have to add additional funds after appropriate allocation approval is received. This provides a strict form of budget control over purchasing and acquisitions.

Forms and Reports

Standard form and report formats exist for many government agencies. These reports function as an inventory base for insurance requirements. Asset profiles detailing functions are easily accessible from user friendly screen. **AIMS2000** includes extensive data fields and drop down selections allowing multiple entry records.

Related selection list and standard category records can be easily changed using the "Edit List" feature on the Administrative Menu. This allows personalization of the selection list and standard category records with in-house language.

Administration and Reports

System Administrators can make global category changes and control user access at different levels. Printing access can be limited and various client-warning notices can be set. Staff tasks can be recorded against asset for property off-site activities.

Specific reports are available by logged activity or dates (i.e., by branch or person), with multiple reporting and executive graphs, can be accessed remotely, and is compatible with NetMeeting®.

AIMS2000 is also recommended for all agencies to track property and manage budgets impacted by purchase order expenditures. Agencies can develop a maintenance or depreciation plan. Staff asset reports can be compiled for management.

UjimaSuites Version Integration

AIMS2000 application is part of the **Ujima SuperSuite** that also includes **DonoVol**, **Occupational** and **ProjectTrek** applications, and integrates with other **UjimaSuites** packages such as **HR2000** for managing human resources and personnel activities, and **BillMe2000** for billing management.

This application also integrates with other UjimaSuites packages such as **ShelterMe** for registering clients and taking background information of temporary housing clients, **DeToxMe** for documenting drug and alcohol treatment and counseling, and, **FSTA** (Food Service Tracking Application) for documenting client services in food distribution agencies. All applications in the Client Tracking and Case Management Versions can be enhanced by the use of **AIMS2000**, as it follows "best management practices, along with the BillMe2000 application.

AIMS2000 is a Ujima Consultants copyright application available as a CD release. **AIMS2000** is recommended for organizations that need to track property and purchase order activities to budget categories. Such agencies may also have boards and various funding sources to account to. **AIMS2000**

Support

PRODUCT is developed and supported by **Ujima Consultants** which provides after-sales support for all **UjimaSuites** products as well as application training. We also administer **the FORUM**, an agency and practitioner's organization for users of **UjimaSuites** products. FORUM members review applications and provide input on task requirements and sample data.



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can be used for agencies with senior centers, daycare and housing facilities and crisis centers.



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