Finance Module Specifications for Tajeer+ SaaS Platform

Document Information

- **Document Version**: 1.0
- **Date**: Jul 9, 2025
- **Author**: Mohamed Ali
- **Status**: Draft
- **Module**: Finance Management Module

Table of Contents

Finance Module Overview

The **Finance Module** is a foundational component of the **Tajeer+ SaaS Platform**, purpose-built to manage the complete financial lifecycle of car rental operations in a secure, scalable, and compliant manner. This module is designed to centralize and automate the financial activities of rental companies operating across multiple branches and legal entities, while ensuring compliance with Saudi Arabian financial regulations, including **VAT**, **Zakat**, and **multi-branch accounting standards**.

The module covers key functionalities such as **general ledger management**, **invoicing**, **bank reconciliation**, **expense tracking**, **Finance valuation**, **retained earnings**, and **reporting**. It supports **both accrual and cash-based accounting**, enabling companies to align their financial practices with operational realities and legal requirements.

As a replacement for the current **Odoo Finance** system, the Tajeer+ Finance Module introduces a fully integrated experience by tying finance operations directly to other core business module such as contract management, vehicle management, and customer billing thereby improving **financial visibility**, **accuracy**, and **efficiency** across the platform.

In a multi-tenant environment, each rental company's financial data is securely isolated while allowing for **branch-level tracking**, **inter-company transactions**, and **consolidated reporting**. The system is built with scalability in mind, enabling it to support companies of all sizes, from single-branch operators to large enterprise groups with nationwide operations.

Strategic Importance

The Finance Module plays a critical strategic role in enhancing the operational efficiency, transparency, and profitability of fleet-based businesses within the Tajeer+ ecosystem.

In car rental operations where vehicles are both revenue-generating assets and high-cost liabilities precise financial management is not just an administrative function, but a core enabler of growth and control.

Key strategic impacts include:

- **Asset-Centric Financial Tracking**

   Each vehicle in the fleet is treated as a financial asset. The module tracks acquisition cost, depreciation, maintenance expenses, penalties, and revenue — providing a complete financial profile for every asset in real-time. This enables companies to make smarter decisions about asset lifecycle, resale timing, and replacement strategies.

- **Branch-Level Profitability**

   Through branch-based financial tracking, companies can evaluate performance at a granular level identifying which branches or locations are profitable and which are cost centers. This supports smarter expansion, consolidation, and resource allocation.

- **Contract-Linked Revenue Recognition**

   Integration with the Contracts Management Module allows direct linkage between rental agreements and revenue entries, ensuring timely and accurate income recognition. This eliminates revenue leakage and simplifies auditing.

- **Maintenance and Downtime Cost Control**

   By integrating with the Vehicle Maintenance Module, the Finance Module allows

companies to directly associate downtime and maintenance costs with lost revenue and actual expenses, enabling more data-driven preventive maintenance planning.

- **Strategic Budgeting & Forecasting**

  Real-time financial dashboards and reports enable CFOs and operational leaders to conduct predictive budgeting, evaluate fleet utilization against financial performance, and forecast revenue impact from pricing changes or vehicle upgrades.

- **Compliance-Driven Reputation**

  Automated VAT, Zakat, and retained earnings compliance reduces the risk of legal penalties, audits, and disruptions — maintaining the company's credibility with regulators and government partners like Tajeer, Nafath, and ZATCA.

In short, the Finance Module transforms fleet operations from a cost-driven function into a **financially intelligent operation**, aligning daily fleet activity with broader business strategy.

Scope and Boundaries

The **Finance Module** in the Tajeer+ SaaS Platform offers a robust and localized financial management solution designed for car rental businesses in Saudi Arabia. It ensures accurate accounting, regulatory compliance, real-time financial visibility, and seamless integration with other operational modules like fleet, contracts, and customers.

This module supports **daily operations**, **strategic financial planning**, and **regulatory reporting** with a deep understanding of local business needs.

The following features and functional areas are included within the scope of the Finance Module:

Core Accounting & Bookkeeping

- **General Ledger (دفاتر اليومية)**
  Double-entry accounting with structured journal entry tracking.

- **Chart of Accounts (شجرة الحسابات)**
  Fully configurable, branch-aware account tree to support detailed classification and grouping.

- **Cost Centers (مراكز التكلفة)**
  Financial tracking across departments, vehicles, branches, or projects.

- **Trial Balance (ميزان المراجعة)**
  Real-time view of account balances for monthly and year-end audits.

Financial Consolidation (التجميعة المالية)
Consolidated financials across companies or branches.**Financial Reporting**

- **Balance Sheet (الميزانية العمومية)**
  Full statement of assets, liabilities, and equity.

- **Income Statement / P&L (قائمة الدخل)**
  Revenue and expense reports over any selected time period.

- **Tax Reports (تقرير ضريبي)**
  VAT and Zakat summaries, with transaction-level drill-downs and government-ready export formats.

- **Supplier Books (دفاتر تقارير الموردين)**
  Detailed reports of all payables, due dates, payments, and balances per supplier.

- **Daily Financial Reports (تقارير يومية)**
  Auto-generated summaries of revenue, expenses, and cash flow activity for the day.

Accounts and Asset Management

- **Accounts Payable & Receivable**
  Customer billing, supplier payment tracking, partial payments, and credit notes.

- **Supplier Registry (الموردين)**
  Centralized database of suppliers with bank info, contract terms, and transaction history.

- **Bank Synchronization & Reconciliation**
  Sync and match bank statements with internal transactions.

- **Fixed Assets Register**
  Track vehicle and asset acquisition costs, maintenance, and book value.

- **Depreciation Schedule (جدول الإهلاك)**
  Auto-calculate depreciation using straight-line or declining balance methods.

Specialized Features

- **Lease-to-Own Agreements (تأجير منتهي بالتمليك)**
  Manage contracts where vehicle ownership transfers after final payment, including financial and legal handling.

- **Retained Earnings**
  Automatically carry forward closing balances to new fiscal periods.

Module Architecture

The Finance Module is designed using a modular and service-oriented architecture that aligns with the overall structure of the Tajeer+ SaaS platform. It follows a microservices approach to ensure flexibility, scalability, and separation of concerns. Each service is responsible for a specific set of financial functions and can operate independently or in coordination with other modules.

The core services of the Finance Module include:

- **General Ledger Service**
  Manages all journal entries, ledger accounts, and ensures balanced double-entry bookkeeping across the system.

- **Invoicing Service**
  Handles creation, approval, and tracking of customer and supplier invoices, including tax calculations and status updates.

- **Expense Management Service**
  Records and categorizes operational, administrative, and vehicle-related expenses, supporting approval workflows.

- **Asset and Depreciation Service**
  Maintains a register of fixed assets such as vehicles, and applies depreciation rules based on configurable schedules.

- **Bank Reconciliation Service**
  Imports and reconciles bank statements, matches them against transactions in the system, and highlights discrepancies.

- **Tax and Compliance Service**
  Generates VAT and Zakat reports, applies tax rules, and prepares documents required for government filings.

- **Reporting and Analytics Service**
  Aggregates financial data to generate statements such as trial balances, income statements, balance sheets, and cost center summaries.

Each service communicates through internal APIs and integrates with the rest of the platform through secure and versioned endpoints. This modular architecture allows for independent scaling and maintenance, reduces risk of system-wide failures, and ensures each financial function can evolve without affecting others.

The Finance Module is deployed in a way that supports tenant-specific configurations while sharing common infrastructure, ensuring both efficiency and data isolation.

Data Architecture and Tenant Isolation

The Finance Module is designed to operate within a multi-tenant environment while ensuring strict data isolation, integrity, and security for each rental company using the Tajeer+ platform.

Each tenant (rental company) has a dedicated financial data structure that separates its records from others. This isolation supports both regulatory compliance and customer confidentiality, particularly when dealing with sensitive financial data such as revenue, expenses, supplier payments, and tax filings.

Key characteristics of the data architecture include:

- **Separate data schemas per tenant**
  Each tenant's financial transactions, charts of accounts, and ledgers are stored in isolated database schemas, ensuring no cross-tenant access or leakage.

- **Role-based access and branch-level visibility**
  Permissions can be configured to limit access to specific financial data based on user role and branch assignment, supporting decentralized finance operations.

- **Real-time transaction logging**
  All journal entries, invoice updates, and reconciliations are logged in real time, with traceable identifiers for audit purposes.

- **Support for multi-branch and multi-company setups**
  The data model allows hierarchical mapping of branches under companies, enabling group-level consolidation or branch-specific reporting.

- **High availability and redundancy**
  Financial data is stored with built-in redundancy and daily backup policies, ensuring business continuity in case of system failure.

- **Historical data preservation**
  Year-end financial closing does not delete or archive old records. Instead, the system preserves full access to previous fiscal years for audits and financial reviews.

Integration Architecture

The Finance Module is deeply integrated with other core modules in the Tajeer+ SaaS platform to ensure seamless financial operations across all business areas. It uses a hybrid integration model that combines real-time APIs with asynchronous event-based communication to support both immediate updates and background processing.

The following modules are integrated with Finance:

- Contract Management
  Revenue generated from rental agreements is automatically reflected in the general ledger. Invoices, payment schedules, and penalties related to contracts are linked directly to financial records.

- Vehicle Management
  Tracks acquisition cost, depreciation, maintenance expenses, and sale transactions of vehicles. These are logged automatically as financial entries for assets and operational costs.

- Customer Management
  Customer invoices, deposits, penalties, and receivables are synchronized with the Finance Module. Changes in customer balances are reflected immediately in accounts receivable.

- Supplier and Finance Management
  Supplier invoices, Finance purchases, and operational supplies are captured as accounts payable transactions. Supplier balances and payment due dates are updated in real-time.

- HR and Payroll
  Supports salary cost allocations, end-of-service benefits, and employee reimbursements—linking them to cost centers or branches as needed.

- Bank Synchronization
  External APIs or file-based imports from bank systems are used to import statements. The reconciliation process matches these entries with internal transactions and flags mismatches for review.

- Tax and Compliance
  Tax entries from invoices are automatically routed to VAT and Zakat registers, ensuring reports are always in sync with actual financial activity.

All integrations follow secure API standards with input validation, error handling, and logging. Background tasks are handled through an event queue, allowing for reliable updates even under high system load.

This architecture ensures that finance is not isolated from operations but works as a connected, responsive system that reflects every action across the organization.

Security and Access Control Architecture

The Finance Module handles sensitive financial data and therefore implements strict security protocols to protect confidentiality, ensure data integrity, and control user access. The design follows platform-wide security standards with added controls specific to financial operations.

Key security features include:

- Role-based access control (RBAC)
  Access to financial data is restricted based on user roles and responsibilities. Permissions can be configured at a granular level (e.g., view-only access, invoice creation, journal approval).

- Branch-level segregation
  Users can be assigned access to specific branches or companies, ensuring they only see and manage financial data relevant to their unit.

- Secure authentication
  All users must authenticate through the platform's login system, with support for multi-factor authentication (MFA) for finance and admin roles.

- Encrypted data storage and transfer
  All financial data is encrypted both at rest and in transit, using industry-standard encryption protocols (e.g., AES-256, TLS 1.3).

- Audit logs and transaction tracking
  Every financial transaction is logged with timestamps, user identifiers, and change history. Logs are immutable and can be exported for audits.

- Approval workflows
  Sensitive actions such as journal posting, invoice approvals, and period closing are subject to predefined approval chains to prevent unauthorized changes.

- Period lock and closing rules
  Once a financial period is closed, data cannot be edited unless explicitly reopened by an authorized user. This ensures accuracy in historical records.

- Compliance with Saudi data protection regulations
  The system is aligned with local data residency, privacy, and security standards, ensuring full compliance with national regulations.

These controls ensure that financial data remains secure, accessible only to authorized personnel, and fully traceable—supporting internal governance, audit readiness, and legal compliance.

Supplier and Payables Management

The Supplier and Payables Management component of the Finance Module enables rental companies to manage the onboarding, financial profiling, transaction processing, and payment execution for all supplier relationships. This includes suppliers of vehicle parts, fuel, maintenance, insurance, and administrative services. The system provides structured workflows for supplier creation, approval, ledger setup, invoice registration, payment reconciliation, and reporting.

This module ensures that all expenses tied to suppliers are captured accurately, are linked to branches or cost centers, and are audit-ready for internal and government compliance.

1. Supplier Onboarding and Ledger Setup

New suppliers must be registered and validated before transactions can be recorded. Features include:

- Supplier Profile Fields:
    - Supplier type (company or individual)
    - Commercial registration number and VAT ID
    - Payment terms and currency
    - Company contact info and banking details
    - Associated branches or cost centers

- Ledger Integration:
    - Automatic linking to **Accounts Payable**
    - Default journal assignment for vendor bills
    - Optional analytic account tagging

- Approval Workflow:
    - Role-based approval for new supplier records
    - Prevention of duplicate supplier codes or tax IDs
    - Audit trail for all modifications

- Import Support:
    - Excel or CSV import with validation rules
    - Mapping of suppliers to branches, categories, or cost centers

2. Vendor Bills and Payable Entries

Once a supplier is active, finance users can begin recording financial obligations via vendor bills or purchase invoices.

- Vendor Bill Creation:
    - Manual or bulk entry with support for scanned attachments
    - Linkage to supplier, contract, vehicle, and branch
    - Entry of purchase date, due date, reference number, and currency

- Journal Entries:
    - Automatic creation of double-entry accounting entries
    - Mapping to expense accounts, tax accounts, and AP ledger
    - Ability to preview and edit accounting entries before posting

- Bill Validation:
    - Configurable two-step or three-step validation workflow
    - Support for saving in draft, submitting for approval, and final posting
    - Optional email or system notification to approvers

3. Supplier Payments

Payments can be recorded manually or reconciled through bank transactions.

- Payment Types Supported:
    - Cash
    - Bank transfer
    - Partial or full payment
    - Payment advances

- Features:
    - Support for multiple payments per invoic
    - Linking of multiple invoices to one payment
    - Automated reconciliation with bank statements
    - Real-time AP aging updates

- Journal Posting:
    - Payments generate accounting entries in bank and payables journals
    - Option to group payments by supplier or transaction

- Payment Reporting:
    - Daily supplier payment reports
    - Outstanding payment summary
    - Overdue and upcoming payment aging reports

4. Supplier Ledger and Reporting

The system maintains a live supplier ledger with all historical and upcoming activity.

- Ledger Views:
    - Supplier-wise and invoice-wise filters
    - Drill-down from invoice to journal entry
    - Real-time balance updates

- Reports:
    - Supplier Trial Balance
    - AP Aging by supplier, region, or branch
    - Supplier turnover by category (maintenance, insurance, etc.)

5. Compliance and Control

- Tax Treatment:
    - VAT automatically applied based on supplier tax profile
    - Deductible vs. non-deductible VAT tagging

- ○ Tax reports include supplier tax ID and amounts claimed

- ● Document Attachment:
    - ○ Attach invoices, contracts, and receipts to supplier bills
    - ○ Store audit documentation for each payment

- ● Security:
    - ○ Role-based restrictions (e.g., data entry vs. payment posting)
    - ○ Locking periods to prevent edits after month-end
    - ○ Approval hierarchy by amount, supplier type, or branch

Customer and Receivables Management

The Customer and Receivables Management component allows rental companies using Tajeer+ to track all financial interactions with customers, including invoicing, payments, credit handling, deposits, penalties, and financial reporting. The module ensures that every contract or rental activity involving a customer is accurately reflected in the company's accounts receivable and that the financial system remains in sync with the operational flow of contracts.

It is tightly integrated with the Contracts, Vehicle, and VAT modules, offering full visibility into revenue, outstanding balances, and collection history.

1. Customer Financial Onboarding

Before any billing or invoicing is issued, customers must be onboarded with proper financial attributes.

- ● Customer Profile Setup:
    - ○ Name, national ID or Iqama number
    - ○ Classification: individual or company
    - ○ Tax treatment (standard VAT, exempt, export)
    - ○ Default currency, payment terms, and invoice language
    - ○ Default receivable account
    - ○ Optional credit limit and aging policy

- ● Opening Balance Import:

    - ○ If migrated from legacy systems, initial AR balances can be imported
    - ○ Reconciliation with existing contract balances

2. Invoicing and Contract Revenue Tracking

In Tajeer+, all customer revenue is linked to contract operations, which automatically generate financial entries in real-time or at specified milestones.

- Invoice Generation:
    - Based on active or completed rental contracts
    - Auto-calculated from vehicle rate, rental duration, mileage, add-ons, and penalties
    - VAT auto-applied per contract line item

- Invoice Types:
    - Rental service invoice
    - Add-on service invoice (e.g., GPS, driver)
    - Penalty or violation invoice
    - Accident or damage settlement
    - Credit note (discount, contract reversal)

- Posting and Accounting Entries:
    - Linked to contract ID, vehicle ID, and customer
    - Posted automatically to accounts receivable
    - Tax journal entries generated per invoice

3. Receipts and Payment Management

Receipts can be recorded manually or synced from bank entries.

- Supported Payment Methods:
    - Cash
    - Advance deposits
    - Credit card (with payment reference number)
    - Internal credit balance

- Receipt Processing:
    - Match receipts to open invoices or future contracts
    - Accept partial payments and handle underpayment write-offs
    - Auto-posted to bank and AR journals upon confirmation

- Payment Tracking:

- ○ Real-time update of customer balance
- ○ Payment history visible per customer and per contract
- ○ Notifications or alerts for overdue accounts

4. Customer Ledger and Receivables Aging

The system maintains a real-time customer ledger with every financial transaction logged and traceable.

- ● Ledger Functions:
    - ○ List of all invoices, payments, credit notes, and balances
    - ○ Drill-down to journal entries or contract source
    - ○ Audit trail for modifications or adjustments

- ● Aging Reports:
    - ○ Receivables aging by days (e.g., 0–30, 31–60, 61–90, 90+)
    - ○ Filter by branch, customer group, or contract type
    - ○ Exportable reports for collections team.

5. Compliance and Security Controls

- ● VAT Compliance:
    - ○ All customer invoices include tax ID and detailed tax breakdown
    - ○ Tax reports include customer-wise VAT collected
    - ○ VAT adjustments allowed for credit notes and contract reversals

- ● Security:
    - ○ Permission-based access for invoice creation, approval, or editing
    - ○ Locking of customer financial records after period closure
    - ○ Role-based visibility (e.g., accountant, collections officer, branch manager)

Accounting and Ledger Management

The Accounting and Ledger Management component is the foundation of the Finance Module. It ensures that all financial activities across the Tajeer+ platform — including rentals, purchases,

expenses, asset movements, and tax events — are recorded using double-entry accounting in compliance with Saudi Arabia's SOCPA standards.

This section centralizes the General Ledger (GL) structure, supports flexible Chart of Accounts (COA) per tenant, manages fiscal periods, and offers full journal entry visibility and control.

1. General Ledger Setup

Each tenant on the Tajeer+ platform maintains an independent and configurable General Ledger.

- Chart of Accounts (COA):
    - Fully customizable, supporting multiple levels and groupings
    - Predefined templates for vehicle rental businesses
    - Separate accounts for:
        - Assets (vehicles, equipment)
        - Liabilities (deposits, payables)
        - Equity (capital, retained earnings)
        - Revenue (contracts, penalties, add-ons)
        - Expenses (maintenance, insurance, operational)

- Account Types:
    - Standard GL categories (asset, liability, income, expense, equity)
    - Tagging for tax accounts, reconciliable accounts, or cost center-linked accounts

- Account Configuration:
    - Opening balances
    - Branch-level tracking
    - Analytic account assignment (e.g., contract, vehicle, department)

2. Journal Management

Tajeer+ supports multiple types of journals for organized and traceable posting.

- Journal Types:
    - Sales
    - Purchases
    - Cash
    - Bank
    - Miscellaneous
    - Asset Depreciation

- ○ Tax Adjustments

- ● Journal Configuration:
  - ○ Unique journal code and name
  - ○ Default debit/credit accounts
  - ○ Branch or company association
  - ○ Currency assignment (for multi-currency operations)

- ● Journal Control:
  - ○ Post manually or auto-post from contracts, purchases, or asset actions
  - ○ Approval rules and workflow integration
  - ○ Lock journals per period or role

3. Manual Journal Entries

Manual journals are used for corrections, adjustments, provisions, or non-transactional entries.

- ● Features:
  - ○ Multi-line journal entry with debit/credit balancing
  - ○ Date, description, branch, and reference fields
  - ○ Linked to analytic accounts or cost centers
  - ○ Draft → Posted lifecycle with approval flow

- ● Use Cases:
  - ○ Year-end closing entries
  - ○ Accrual and deferral adjustments
  - ○ Revenue recognition corrections
  - ○ Inter-branch reclassifications

4. Period Management and Closing

The system supports full fiscal period management for monthly and yearly closing.

- ● Period Settings:
  - ○ Define fiscal year and sub-periods (monthly, quarterly)
  - ○ Assign posting dates and cutoff deadlines
  - ○ Prevent posting to closed periods
- ● Period Closing Features:
  - ○ Lock by journal or company
  - ○ Generate closing balances and retained earnings entries
  - ○ Reversal entries (e.g., accrued revenue reversal in next period)

5. Trial Balance and Financial Integrity

A live trial balance is always accessible and includes:

- Filters:
    - Date range
    - Account category
    - Branch or department
    - Currency
- Balance Types:
    - Opening
    - Debit
    - Credit
    - Net movement
    - Closing

- Drill-down Capabilities:
    - View source journal entries
    - Link to contract, vehicle, or document
    - Audit trail of who posted or modified the entry

6. Controls and Compliance

- Approval Controls:
    - Require review and approval of specific journal types or amounts
    - Define who can post to sensitive accounts (e.g., retained earnings, tax)

- SOCPA Compliance:
    - Chart of Accounts supports SOCPA structure
    - Periodic trial balance and financial statement compliance
    - Locking mechanism to prevent back-dated tampering

- Audit Trails:
    - Every journal entry modification is logged
    - Includes timestamp, user ID, old and new values
    - Exportable for external audits

Bank and Cash Management

The Bank and Cash Management component enables rental companies to monitor liquidity, process payments and receipts, reconcile bank transactions, and track petty cash activities. It

ensures that all cash flows — incoming and outgoing — are properly recorded, traceable, and aligned with the organization's financial records.

This module supports multi-bank and multi-currency environments, integrates with invoicing and payables modules, and provides daily financial visibility at both the branch and company levels.

1. Bank Account Configuration

Each bank account used by a company or branch must be registered in the system.

- Setup Fields:
    - Bank name and branch
    - IBAN, SWIFT/BIC codes
    - Currency
    - Associated journal
    - Linked company or branch

- Supported Account Types:
    - Corporate current accounts
    - Customer deposit accounts
    - Loan accounts
    - Virtual accounts (for reconciliation only)

- Permissions:
    - Restricted access to view or transact per role
    - Approval required for account creation or closure

2. Bank Transactions and Reconciliation

All bank transactions must be reconciled with internal records to ensure consistency.

- Statement Import:
    - Manual upload (CSV, Excel, MT940)
    - Scheduled API-based sync with supported banks (future roadmap)
    - Bank statement preview and validation

- Reconciliation Features:
    - Auto-matching of bank lines with invoices or payments
    - Manual matching for unclear or unmatched transactions
    - Partial payment reconciliation
    - Ability to create missing journal entries from unmatched lines

- Reconciliation History:

- ○ Store reconciled vs. unreconciled entries
- ○ Audit trail of user, time, and actions
- ○ Tagging for follow-up (e.g., "missing invoice")

3. Cash Transactions and Petty Cash

Cash-related payments are tracked in dedicated journals for better control.

- ● Features:
  - ○ Open and close petty cash funds per branch or cashier
  - ○ Track withdrawals, reimbursements, and expenses
  - ○ Manual receipt entry with supporting documents
  - ○ Limit enforcement (e.g., maximum per transaction or daily limit)
- ● Journal Integration:
  - ○ Every cash action is logged as a journal entry
  - ○ Links to expense or contract module where applicable

4. Payment Execution and Receipt Management

Supports the execution of customer refunds, vendor payments, and manual receipts.

- ● Payment Processing:
  - ○ Single or batch payments
  - ○ Supports cash, bank, or cheque
  - ○ Generate payment vouchers and attach proof of transfer

- ● Receipt Recording:
  - ○ Log incoming amounts manually or via auto-reconciliation
  - ○ Assign receipts to open invoices or as advances

- ● Payment Status:

  - ○ Posted, in transit, failed, reversed
  - ○ Link payment to invoice and supplier/customer ledger

5. Daily Cash Position and Liquidity Reports

Real-time reports help track balances and ensure liquidity for operational needs.

- ● Dashboard Views:
  - ○ Cash-in-hand per branch
  - ○ Bank balances across all accounts
  - ○ Expected inflows vs. outflows
- ● Reports:

- ○ Bank statement vs. book balance
- ○ Unreconciled bank lines
- ○ Daily cash report
- ○ Cash forecast (based on due payables/receivables)

6. Controls and Compliance

- ● Access Rights:
  - ○ Role-based restrictions on bank and cash journals
  - ○ Segregation of duties: preparation vs. approval vs. posting
- ● Audit Logs:
  - ○ Log of all reconciliations, edits, and reversals
  - ○ Monthly reconciliation checklist
- ● Period Closing:
  - ○ Bank journals locked at month-end
  - ○ All unreconciled entries flagged for review

Reporting and Compliance Management

The Reporting and Compliance Management component provides rental companies with real-time access to key financial insights, operational metrics, and audit-ready reports. It

ensures that all financial data generated across the Finance Module is not only transparent and traceable but also compliant with local Saudi accounting standards and regulatory requirements.

This module enables decision-makers, auditors, and tax authorities to access accurate and timely reports, while supporting branch-level operations, executive dashboards, and government filing obligations.

1. Financial Reports

The system provides standard and customizable financial statements.

- Standard Reports:
    - Profit and Loss Statement (Income Statement)
    - Balance Sheet
    - Cash Flow Statement
    - Trial Balance
    - General Ledger
    - Chart of Accounts Summary

- Features:
    - Real-time updates from journal entries
    - Drill-down to source transactions
    - Export to Excel or PDF
    - Filter by period, branch, department, or cost center
    - Comparative view (current vs. previous period or budget)

- Multi-currency support with real-time conversion (if enabled)

2. Tax and Regulatory Reports

Supports reporting to meet **ZATCA** and **GAZT** submission requirements.

- VAT Reports:
    - VAT on Sales
    - VAT on Purchases
    - Net VAT due/refundable
    - Tax Adjustment Report

    - Exportable XML/CSV formats (ZATCA-compatible)
- Zakat Reports:
    - Asset and liability breakdown
    - Zakat base calculation

- ○ Historical Zakat payments
- ○ Yearly Zakat report for submission
- ● E-invoicing Readiness (Fatoora Phase 2):
  - ○ Reports with invoice QR codes and UUID references
  - ○ Audit logs of invoice history and tax changes
  - ○ Optional XML archive of issued invoices

3. Operational Reports

Designed to support internal analysis and decision-making at the branch and executive level.

- ● Examples:
  - ○ Daily Financial Summary (cash in/out, receivables, payables)
  - ○ Branch-wise Profitability Report
  - ○ Vehicle Revenue vs. Depreciation
  - ○ Contract Revenue by Customer Type
  - ○ Supplier Payment Aging
  - ○ Receivables Aging by Customer

- ● KPI Dashboards:
  - ○ Net profit per branch
  - ○ Operating expense ratio
  - ○ Top 10 revenue-generating vehicles or customers
  - ○ Contract conversion and payment completion rates

4. Budget and Cost Center Reports

Enables performance monitoring against approved financial plans.

- ● Budget vs. Actual (by account, cost center, branch)
- ● Budget Variance Explanation Report
- ● Forecast Accuracy Report
- ● Departmental Spending Summary

5. Audit and Internal Controls Reporting

Supports internal governance, external audits, and compliance reviews.

- ● Audit Reports:
  - ○ Journal Entry Change Logs
  - ○ User Activity Log (who posted what, when)
  - ○ Locked Period History

- - Asset Disposal Audit Trail
    - Expense Approval Trail
  - Exception Reports:
    - Manual journal entries over threshold
    - Duplicate supplier or customer records
    - Transactions outside posting window
    - Adjustments to tax after filing period

6. Report Distribution and Automation

Reports can be scheduled, secured, and shared.

- Scheduling:
  - Set up automatic delivery of reports (daily, weekly, monthly)
  - Email to branch managers, executives, or auditors

- Security:
  - Role-based access to specific report types
  - Password-protected exports (optional)
  - Read-only sharing links for external auditors

- Archiving:
  - Monthly and annual report archive folders
  - Backed-up and downloadable on request

Fiduciary and Lease-to-Own Management

The Fiduciary and Lease-to-Own Management component supports financial tracking and compliance for two key ownership models in the car rental industry:

1. **Fiduciary Vehicles**: where the rental company operates vehicles owned by a third party (e.g., investors or suppliers) and pays them a share of profits or fixed fees.

2. **Lease-to-Own Contracts**: where the customer rents a vehicle with a contract that ends in full ownership upon payment completion.

This module ensures both ownership models are accurately tracked in accounting, transparently reported to stakeholders, and correctly represented in revenue, asset, and liability statements.

1. Fiduciary Vehicle Registration and Tracking

Fiduciary vehicles are recorded with a separate ownership status and financial treatment.

- Key Fields Captured:
    - Vehicle ID and plate number
    - Legal owner (third party name and ID)
    - Ownership contract type and duration
    - Commission structure (fixed, percentage-based, or hybrid)
    - Monthly/quarterly payment obligation
    - Payment terms (advance, arrears)

- Financial Treatment:
    - Vehicle asset is **not capitalized** on the company's balance sheet
    - Rental income is fully recorded, with a portion payable to the vehicle owner
    - Owner payouts are booked as **operational expenses**

- Owner Ledger:
    - Running balance of revenue share payable to each fiduciary owner
    - Payment status tracking and settlement reports

2. Lease-to-Own Contract Setup

Lease-to-own agreements are treated as **hybrid contracts** — part rental, part installment-based purchase.

- Contract Setup:
    - Vehicle assigned with "Lease-to-Own" flag
    - Total ownership value and final balloon payment
    - Number of installments and duration
    - Ownership transfer conditions (e.g., last payment, early settlement)

- Financial Posting:
    - Monthly installments posted as revenue
    - Final ownership value treated as **receivable asset**
    - Optional interest/amortization tracking (if required for internal cost modeling)

- Ownership Transfer:
    - On completion of payment, vehicle is marked as sold
    - Transfer journal created to move vehicle from asset register to cost of sales
    - Customer invoice and ownership certificate generated automatically

3. Revenue and Expense Management

- For fiduciary:
    - Monthly fiduciary payment journal entries generated automatically
    - Classification of revenue as "operated by third party"
    - Profit-sharing obligations clearly posted and reconciled

- For lease-to-own:
    - Revenue split across periods with deferred or accrued revenue logic
    - Final payment recorded as vehicle sale
    - Optional margin reporting (installment revenue vs. vehicle book value)

4. Reports and Owner Visibility

- Fiduciary Reports:
    - Vehicle profit share summary
    - Payout statement per fiduciary owner
    - Vehicle utilization and damage summary for fiduciary reporting

- Lease-to-Own Reports:
    - Installment collection status per contract
    - Upcoming ownership transfer schedule
    - Net revenue from lease-to-own contracts
    - Vehicle book value vs. customer payment balance

5. Controls and Compliance

- Security:
    - Only authorized users can register fiduciary agreements or mark a vehicle as lease-to-own
    - Approval workflow required before ownership transfers

- Contract Safeguards:
    - System prevents early vehicle handover before payment completion

    - Tracks outstanding balance and vehicle lien status

- Audit Logs:
    - Owner payment history
    - Vehicle ownership changes
    - Agreement document archive

Functional Requirements

The following functional requirements define the specific capabilities the **Finance Module** of the Tajeer+ SaaS Platform must support. These are categorized by financial management area and designed to ensure full control, compliance, integration, and transparency in all financial operations.

A. Accounting and Ledger Management

REQ-FIN-AL-01: The system shall support a fully configurable Chart of Accounts aligned with SOCPA standards.

REQ-FIN-AL-02: The system shall allow creation and configuration of journals by type (sales, purchases, bank, etc.).

REQ-FIN-AL-03: The system shall support double-entry bookkeeping for all financial transactions.

REQ-FIN-AL-04: The system shall allow manual journal entry with posting control and approval workflows.

REQ-FIN-AL-05: The system shall support fiscal period management, including locking and year-end closing.

B. Supplier and Payables Management

REQ-FIN-SP-01: The system shall allow onboarding of new suppliers with full financial profile and approval workflow.

REQ-FIN-SP-02: The system shall allow creation, posting, and editing of supplier bills linked to expense categories.

REQ-FIN-SP-03: The system shall support manual and bulk payment recording, including bank and cash methods.

REQ-FIN-SP-04: The system shall generate supplier ledger reports with real-time balances and history.

REQ-FIN-SP-05: The system shall support automated aging of accounts payable and overdues.

C. Customer and Receivables Management

REQ-FIN-CR-01: The system shall allow customer financial onboarding, including tax and credit settings.

REQ-FIN-CR-02: The system shall generate customer invoices linked to rental contracts and penalties.

REQ-FIN-CR-03: The system shall allow recording and reconciliation of customer receipts and deposits.

REQ-FIN-CR-04: The system shall support credit notes, refunds, and partial payments.

REQ-FIN-CR-05: The system shall provide real-time customer ledger and receivables aging reports.

D. Bank and Cash Management

REQ-FIN-BC-01: The system shall allow configuration of bank accounts and assignment of journals.

REQ-FIN-BC-02: The system shall import bank statements and allow manual or automated reconciliation.

REQ-FIN-BC-03: The system shall manage petty cash accounts, transactions, and limits.

REQ-FIN-BC-04: The system shall generate real-time cash flow summaries and liquidity reports.

E. Asset and Depreciation Management

REQ-FIN-AM-01: The system shall allow asset registration with depreciation settings and branch assignment.

REQ-FIN-AM-02: The system shall calculate depreciation based on standard methods and post periodic entries.

REQ-FIN-AM-03: The system shall generate asset book value, depreciation history, and disposal reports.

REQ-FIN-AM-04: The system shall support sale, write-off, and transfer of assets with GL impact.

F. Tax (VAT and Zakat) Management

REQ-FIN-TX-01: The system shall apply VAT automatically on sales and purchases based on item and partner settings.

REQ-FIN-TX-02: The system shall generate VAT reports, including adjustments and period summaries.

REQ-FIN-TX-03: The system shall calculate Zakat base and provide submission-ready reports.

REQ-FIN-TX-04: The system shall allow post-period corrections and audit trails for tax-related changes.

G. Cost Center and Budgeting Management

REQ-FIN-CB-01: The system shall allow configuration of cost centers by branch, department, or project.

REQ-FIN-CB-02: The system shall support budget setup per cost center and account group.

REQ-FIN-CB-03: The system shall compare actual vs. budget with variance tracking and alerts.

REQ-FIN-CB-04: The system shall allow budget enforcement and approval workflows.

H. Reporting and Compliance Management

REQ-FIN-RP-01: The system shall provide real-time financial statements (P&L, Balance Sheet, Cash Flow).

REQ-FIN-RP-02: The system shall support tax, Zakat, and regulatory reporting with export options.

REQ-FIN-RP-03: The system shall support customizable operational reports by vehicle, contract, or branch.

REQ-FIN-RP-04: The system shall allow scheduled report distribution with access control.

REQ-FIN-RP-05: The system shall maintain audit logs for all financial transactions and configuration changes.

I. Fiduciary and Lease-to-Own Management

REQ-FIN-FD-01: The system shall track fiduciary vehicles, their owners, and related revenue shares.

REQ-FIN-FD-02: The system shall generate owner payout schedules and fiduciary payment records.

REQ-FIN-FD-03: The system shall manage lease-to-own contracts with installment tracking and ownership transfer.

REQ-FIN-FD-04: The system shall recognize revenue and asset movement correctly during vehicle ownership transitions.

Non-Functional Requirements

Performance Requirements

- The system shall support up to **1 million financial transactions per tenant per year** with response times under **2 seconds** for standard operations.
- Financial posting operations (e.g., invoices, journals, receipts) shall complete in **under 2 seconds** for individual entries.
- The system shall support **concurrent access by up to 500 users per tenant**, including finance officers, accountants, auditors, and branch users.
- Database queries (e.g., trial balance, tax reports) shall execute within **5 seconds** for standard to moderately complex filters.
- The system shall maintain **99.9% uptime availability** during business hours (8 AM–10 PM KSA time).

Scalability Requirements

- The system shall **scale horizontally** to support additional tenants (rental companies) without architectural changes.
- Individual tenant databases shall support **growth to 5 million financial records per year** without performance degradation.
- The system shall handle **peak financial activity** (e.g., period closing, invoice generation, payment runs) without delay or disruption.
- Integration APIs shall support **rate limiting and throttling** to prevent financial system overload due to external syncs (e.g., banks or tax authorities).
- The system shall support **auto-scaling of cloud resources** based on transaction volume and user load.

Security Requirements

- All financial and tax data shall be encrypted using **AES-256 encryption at rest** and **TLS 1.3 in transit**.

- The system shall implement **multi-factor authentication (MFA)** for users with elevated finance, tax, or admin roles.
- Access control shall enforce **separation of duties** (e.g., one user cannot create and approve the same journal).
- All financial actions shall be captured in **tamper-proof audit logs** that track who posted, modified, or approved a record.
- The system shall comply with **Saudi data residency and protection regulations**, ensuring financial data is stored locally or in approved regions.

Reliability Requirements

- The system shall provide **automated backup and disaster recovery** with a maximum **4-hour recovery time objective (RTO)**.
- **Data replication** shall ensure high availability and no loss of financial records in the event of a system failure.
- The system shall include **graceful error handling** for financial processing (e.g., failed reconciliations, duplicate invoice detection).
- Integration failures (e.g., delayed bank sync or tax API issues) shall not block core financial functions; fallback or retry mechanisms must be in place.
- The system shall include **proactive monitoring and alerting** for failed payments, unreconciled journals, and compliance violations.

This completes the comprehensive Finance Module specifications for the Tajeer+ SaaS platform. The module provides all necessary functionality for effective human resources management while maintaining seamless integration with existing platform capabilities and ensuring compliance with Saudi regulatory requirements.