



CBA 2000

Product Guide

Release 4.0

Last reviewed: October, 2001

Produced by Greentree International

The software outlines contained in this document are provided for information purposes only and Greentree International makes no representation or warranty with respect to this publication or that the functions contained in any of its products will meet the users requirements.

Contents

Introduction.....	3
The Product	4
Global Features.....	6
Accounts Payable	8
Accounts Receivable	10
Bank Interface	13
Cash Book	14
Payroll	15
Bill of Materials.....	16
Cash Book	18
Cost Management.....	20
Data Transfer	22
Fixed Assets.....	23
Foreign Currency.....	25
General Ledger - Standard.....	27
General Ledger - Advanced.....	30
Inventory.....	32
Order Entry	35
Payroll	38
Point of Sale	41
Purchase Orders.....	44
Periodic Billing.....	46
Serial Lot Tracking.....	47
Special Pricing.....	48
Technical Specifications.....	49
Branch Offices.....	54

Introduction

To maintain a competitive edge in today's fast-moving business world, it is essential company executives make the right decisions. The issues confronting management have never been greater from the challenges of change and company restructuring, to the ups and downs of fluctuating markets, and the constant need to improve performance.

The key to success in all these areas is information. Without accurate analysis of past financial results and future forecasts, strategic planning becomes meaningless.

CBA 2000, a proven suite of integrated accounting software modules, provides a total financial answer to the questions facing management today.

The Product

With a multiple award winning pedigree, CBA 2000 presents a powerful and flexible accounting solution to suit almost any organisation. And with sales to date to more than 10,000 user organisations in Australia, New Zealand, Asia and the United Kingdom, CBA 2000 comes with the proven security of an established and internationally-endorsed product.

Integrated and expandable, CBA 2000 offers your business a cost-effective accounting system that will enable you to easily develop your business while maintaining the same software through all the various growth phases.

Comprehensive yet Modular

CBA 2000 offers a comprehensive business accounting system that can be handled easily by any medium to large organisation. A totally integrated business solution, it covers everything from General Ledger to Payroll and Cost Management. It is also modular, so you can start with only a few modules and gradually expand the system to meet your growing needs.

Future-proof Portability

With rapidly changing computer technology, selecting computer systems can be risky. When it comes to installing software which will become the backbone of your business you simply cannot afford to take risks. That's why CBA software is designed to be portable so you are not tied to a particular type of computer or operating system. CBA 2000 is available on most standard or open systems from PCs (including multi-user networks) to large minicomputers or mainframes. Systems supported include Microsoft DOS and Windows, a wide range of Unix platforms and most popular local area networks.

Proven Company

Behind the CBA product is Greentree International, an industry leader in providing integrated financial and management information solutions for organisations ranging from small businesses to global enterprises. With an emphasis on providing enterprise-wide solutions, Greentree International designs, develops, markets and supports powerful and scalable business solutions for the small to medium enterprise marketplace.

Based in Auckland, New Zealand, Greentree International has offices in both New Zealand and Australia.

Dealer and Support Organisation Network

Greentree International distributes CBA 2000 to end-users through an extensive network of authorised resellers. All Greentree International resellers have personnel with a thorough working knowledge of the product. In addition to services provided by resellers, Greentree International also has a network of specialised support organisations and chartered accounting firms which provide technical, accounting and consulting services for Greentree International products.

Many resellers and support organisations specialise in applying CBA 2000 to particular industry sectors such as retailing, manufacturing, professional or local government. Through their thorough understanding of individual industry sector needs these organisations can help you maximise the benefits from the software.

Meeting Special Needs

Greentree International's custom software development division provides a resource for organisations that need to computerise functions that fall outside standard accounting requirements. Because these

functions are often unique and company-specific they are generally not available from package software and therefore need to be developed individually.

Often special applications require an interface with the accounting system to share and exchange information. To achieve this, the division works with both new and existing users of CBA 2000 systems to design and develop effective custom software and to provide on-site services and on-going support for these special applications.

If you have any queries about custom software development please contact either Greentree International or your dealer reseller further information.

Global Features

CBA 2000 is totally modular which means you need purchase only those modules which are necessary for your organisation. Additional modules can be incorporated into your existing system at any time.

Report Writers

A Report Writer provided with CBA 2000 enables you to access all the information held within your data files and to produce one-off or permanent custom designed reports and enquiries. Other more advanced report writers such as WinQL or Crystal Reports are also available which further enhance the base system.

On-line Help

A detailed on-line help system is available from within any module. This displays detailed help based on the user manuals and is available on-screen simply by touching one key.

Future-dated Processing

CBA 2000 allows for future transactions so you can enter information for the new month without having closed off the current month. All modules may also be closed off independent of the other modules in use which means no more bottlenecks at month-end.

Error Logging

A full error logging system is included which automatically tracks and records any major errors or significant problems which have occurred. This provides a clear record of what errors have been generated, by whom and when.

On-Line Operation

While data entry is by batch to facilitate easy manual control of what is being entered, the system is real time ensuring all information is up-to-date. As you enter a transaction, all files are immediately updated except for the General Ledger, which is designed to be updated from sub-ledgers on request.

User Security

A full user security system is provided enabling you to control which users have access to which module and the options within that module. Where a user does not have a high enough security level, they will not even see those options on their menu.

Enhanced User Interface

A pull-down menu system gives quick and easy access to many additional functions and utilities including:

- Easy access to other parts of the system. For example, displaying an account enquiry while entering invoices. Once the enquiry has been completed the user is returned to exactly the same position previously held in invoice entry.
- A fast-track facility - so that each user can create and use their own codes for frequently used functions. From there on the user can quickly access these functions from anywhere within CBA with just a few keystrokes.
- User passwords, originally set by the supervisor, that can be redefined by the user at any time.

- An on-screen calculator. Results of calculations can be automatically returned to the field being accessed when the calculator was called up.
- Park and Lock - a user can lock his terminal or workstation to prevent unauthorised use of their security level or disruption to the task being processed. The terminal or workstation will be unlocked only upon entry of either the user's password or the supervisor's password.

Notes on Masterfiles

An unlimited amount of text may be entered against most masterfiles. This enables you to enter credit control notes or other information about your customers, details about who the key contact people are for your suppliers, specification or handling instructions for inventory items, plus a host of other information.

These notes can be entered and edited not only from the masterfile maintenance screen but from the enquiry screens also. This means you can give a wider number of staff access to the notes without the risk of masterfile information being inadvertently edited.

Flexible Reporting

Reports can be printed to any available system printer, viewed on screen or saved to a file (for later reprinting or importing into a spreadsheet or word processor).

Saved Selections: Report selections can be saved and recalled. For example, sales reports may be required for each sales region. The parameters for each of these reports can be saved to a file and recalled thereby saving time and ensuring the correct selections are used.

Job Streaming: Saved selections can also be used to create a job stream which can be run on demand. For example, you can define a series of month end reports which can then be printed with one keystroke.

Task Processing

Task processing takes job streaming one step further by allowing a user's terminal to be freed up immediately without having to wait for the processing of a report or other function to be completed.

With this feature, any processing task (such as a report or period end reorganisation) can be placed into a task queue and run at a pre-defined date and time on another terminal.

Tasks may be set to run only after a required function (which is also in the queue) has been successfully completed. The task processing feature could, for example, automatically print Accounts Receivable period end reports, update transactions to the General Ledger and, if all these tasks have been completed successfully, perform a period end reorganisation.

The terminal that actually processes the job queue could be an independent terminal or computer that is used solely for this task. This will help to optimise and make best use of your staff and computer resources.

Caters for GST

CBA 2000 caters for GST and VAT requirements in New Zealand, Australia, Asia and the United Kingdom. In Australia, information required to complete the BAS statement and other returns is tracked and reported by the system.

Accounts Payable

Control and monitor where your money is going and you can better control your future. This comprehensive bookkeeping, managerial accounting and information resource helps you meet today's varied business challenges. By using Accounts Payable you can easily track what is owed to your suppliers, what prompt payment discounts you can claim, and your forward cash commitments for outstanding invoices and orders.

Tracking Suppliers

Suppliers can be located by number or name (or an abbreviation of either). This applies even during data entry, which means you can easily find the right supplier quickly.

Individual suppliers can be tracked on an open item or balance forward basis, allowing for flexible accounts management. Temporary suppliers may also be defined and their account will be automatically deleted from the ledger once the balance is zero.

Invoices may be placed on "hold" enabling you to easily identify those that are perhaps disputed, unapproved or have a retention value.

On-Screen Enquiries

A comprehensive on-screen enquiry facility provides all the key information you need about your suppliers. This includes a four-period aged analysis, purchase history, current, future and prior period transactions and details of any invoices or values on hold.

Individual invoices or credit notes may be selected and drilled down, displaying details of what items make up the invoice total.

This information may be kept for as long as you require.

Goods and Services Tax

GST (or VAT) is fully catered for with the option of multiple tax rates within each invoice. You can also nominate whether an invoice from your supplier includes, excludes or has no GST content. This makes entry of different types of invoices quick and easy and the GST content is automatically calculated for you.

GST is tracked for each transaction and a summary report provides totals for each rate (including any exempt purchases) for your GST reporting period.

Easy Payment Selection

Invoices may be selected for payment in bulk and exceptions can be easily added or removed from this list. Payments may then be automatically generated and cheques and/or remittance advices printed.

You may have as many payment runs per month as you need (or your bank account will allow). This makes the payment of suppliers a breeze because invoices need be entered only once. Selection and payment are fully automated from that point on.

Manual payments may also be entered at any time and a cheque and/or remittance advice may be "hot printed" directly from the input screen. This is ideal for casual suppliers or where you need to pay a supplier outside of the normal cheque runs.

Foreign Currency

If the Foreign Currency module is used, overseas suppliers may be maintained and transactions entered against them in their local currency.

You can access your foreign exchange exposure via an unrealised gains/losses report at any time and realised exchange variances are automatically calculated and tracked.

Bank Interface

If the Bank Interface module is used suppliers may be paid via a direct electronic payment. The integration of Accounts Payable and Bank Interface means cheques for suppliers no longer need be printed or manually written - thereby saving time, bank charges and postage costs and eliminating the security risks involved with manual payments.

Periodic Billing

If the Periodic Billing module is used standing supplier invoices may be defined so that regular invoices from your suppliers are entered just once and automatically posted from then on.

Purchase Analysis & Reporting

A powerful Purchase Analysis system performs detailed analysis of purchases by both supplier and the items being purchased. Reporting is via user-definable reports so you get the exact information your business requires.

Standard Reports Include:

- Aged Creditors Analysis
- Transaction Ledger
- Audit Trail and GST Summary
- Cash Commitments
- Direct Credit Schedule

Features at a glance

- Open item and balance forward suppliers catered for
- Full on-screen enquiry
- Optional automatic purging of temporary accounts
- GST, withholding tax and prescribed payments fully catered for
- Disputed invoices may be easily held
- Manual cheque entry
- Direct integration with banks (via the Bank Interface module)
- Powerful user-defined purchase analysis
- Automatic payment selection
- Multiple purchase orders per supplier invoice
- Flexible payment terms per supplier and invoice
- Prompt payment discounts automatically calculated

Accounts Receivable

In today's hectic business world time is critical. Nowhere is this more important than in accounts receivable - the nerve centre of your accounting operations - where a good portion of the information that can make or break your business is stored.

The Accounts Receivable module does more than just record your income. With its powerful flexibility it provides the facility to fully automate your debtors and sales reporting functions. Rapid access to detailed, essential information enables you to make fast, but informed, business management decisions and to seize opportunities as they occur.

Tracking Customers

Customers can be quickly and easily located by number or name (or an abbreviation of either) even during data entry. Individual customer accounts can be tracked on an open item or balance forward basis and inactive accounts may be automatically purged after a defined number of months. Temporary customer accounts may also be defined and these will be deleted automatically from the ledger once the balance reaches zero.

Collecting money owed by customers is critical to cashflow and business survival. Accounts Receivable provides useful information where it is needed to assist in this process. It includes the ability to place an invoice or part of an invoice on hold, enabling disputed values or retentions to be easily identified. The disputed invoice is shown as a separate value on the customer aged balance report, allowing remaining balances to be identified and collected.

On-Screen Enquiries

A comprehensive on-screen enquiry facility provides all key customer information required. This includes a four-period aged analysis, sales history, current, future and prior period transactions and details of any invoices or values on hold. Also displayed is a customer profile that shows the customer's payment history for the past 12 months at a glance. Individual invoices or credit note transactions may be selected for a range of dates and drilled down, displaying details of items making up the invoice total. This information may be kept for as long as required.

GST and Sales Tax

GST (or VAT) and sales tax is fully catered for with the option of multiple tax rates and zero-rated customers. You can nominate whether invoices include GST/sales tax in each line item or show it as a separate subtotal. GST is tracked for each transaction and a summary report provides totals for each rate (including any exempt purchases) for your GST reporting period.

Overdue Invoices

Businesses today need to offer more flexible payment terms - which may differ for particular sales to individual customers. Accounts Receivable allows the default customer payment terms for each invoice to be modified as they are entered.

Invoices are then tracked by the system so you know exactly when each invoice is due for payment. Overdue invoices are highlighted, enabling you to monitor and follow up any unpaid invoices quickly and effectively.

Flexible Invoicing

Accounts Receivable integrates fully with other modules and provides full invoicing capability. Invoices for inventory lines, in addition to items such as freight, labour charges and other items, may be raised.

Up to 200 lines of text may be entered against each line item on any invoice or credit note. This text can also be defaulted from other modules so that, for example, specifications entered against particular inventory items can be maintained during invoice entry and then printed as modified text onto your invoices. Manually prepared invoices and credit notes may also be entered and optionally printed.

Discount Options

Both invoice and statement discounts are available, so that discounts to a customer, on an individual invoice line or as an incentive for early account payment, can be offered.

If using the Special Pricing module, a wide range of discount or special pricing arrangements may be defined for selected customers or customer groups. This may include quantity discounts and a discount or price which applies within a specific date range only.

Foreign Currency

If the Foreign Currency module is used, the system will allow foreign currency customers to be maintained and transactions to be entered against them in their local currency. Your foreign exchange exposure may be reported via an unrealised gains/losses report at any time and realised exchange variances automatically calculated and tracked.

Periodic Billing

If Periodic Billing is used, standing customer invoices may be defined, allowing regular invoices to be entered just once and automatically posted. This gives easy control over such areas as rental charges or maintenance billing.

Sales Analysis & Reporting

A powerful sales analysis sub-system enables the sales reports applicable to your business to be defined. Sales reports can be printed using a wide range of combinations including: branch, area, salesperson, customer, customer type, stock category, stock code, plus many more. All sales reports can be produced with a comparison to profits, costs, budgets or last year's sales or even a month-by month analysis of this year versus any previous year's sales.

Standard Reports Include:

- Aged Customer Balances
- Transaction Ledger
- Bank Deposit Supplement
- Overdue Invoices
- Audit Trail and GST/Sales Tax Summary
- Customer Labels

Features at a Glance

- Debtors and sales reporting
- Customer location by name or number, even during data entry
- Customer tracking on an open item or balance forward basis
- Full on-screen enquiry including customer profile display
- GST (or VAT) and sales tax fully catered for

- Up to 200 lines of text available for any line of any invoice
- Manual invoice entry/optional printing
- Invoice and statement discounts
- Foreign currency transactions (optionally) calculated, tracked and reported
- Powerful user-defined sales analysis
- Flexible customer and invoice terms

Bank Interface

A direct link to your bank's information system, Bank Interface provides the latest update on your bank balance. Bank Interface helps you to improve your cash management and virtually eliminate the time spent reconciling Cash Book. It will also help you to develop better relationships with your suppliers and simplify the process of paying wages and salaries.

Direct Bank Link

The link to your bank, via modem or diskette, is available through any or all of:

- Cash Book, for improved cash management.
- Accounts Payable, for payment of suppliers.
- Payroll, for direct bank payment to employees.

Cash Book

Transactions that have been processed against your bank account(s) may be directly updated to Cash Book and automatically reconciled.

Miscellaneous charges such as bank fees are also recognised and appropriate transactions created within Cash Book automatically. There is, therefore, no need to re-key details from your bank statements, saving both time and the risk of operator error.

With Bank Interface you always have the latest available information on your bank balance. Daily bank reconciliations means you know your exact cash position at any time - and you are also aware of which cheques or deposits have not yet been processed by your bank.

Multiple accounts may be updated from one bank or with various different banks. This flexibility is particularly useful for organisations with large numbers of trust accounts.

Payroll

Bank Interface may be used with Payroll for direct bank payment to employees. This eliminates the need to write cheques, make up cash pay packets or manually complete a bank direct credit schedule.

By paying employees directly from your office, pays are processed on time and the security risk of dealing with large sums of cash is eliminated. Many banks also offer extended hours for lodging electronic direct credit payments, giving you extra time to enter and process your payroll.

Accounts Payable

Electronic payments to suppliers are guaranteed to arrive safely and quickly. Cheque printing and postal costs are eliminated, and this can add up to significant savings over a period of time.

By controlling the actual date when payments are made to your suppliers, you can also make fuller use of prompt payment discounts.

Range of Banks Supported

Bank Interface has been designed to work with a wide range of banking institutions. A full list of currently supported banks is available from Greentree International and this is updated as more banks offer an electronic interface.

Standard Reports Include:

- Bank Input File Report (effectively a bank statement)
- Reconciliation Logs
- Payroll Output Report (effectively a direct credit schedule)
- Accounts Payable Output Report (effectively a direct credit schedule for suppliers)

Features at a glance

- Wide range of banks supported
- Automated bank reconciliation
- Know your exact cash position at any time
- Direct credit payroll payments
- Direct credit supplier payments

Bill of Materials

In today's manufacturing environment time is money. Materials have to be available when required, in the right quantities, and at the right price.

Bill of Materials provides comprehensive information on what materials are required to manufacture or assemble finished goods - and what the overall cost will be. If no stock is on hand for any component, the earliest delivery date of manufacture will be calculated, taking into account the lead time required to order and receive that component.

Factory orders are produced allowing you to monitor the production process. If substitute components are required, the comprehensive reporting will allow all affected finished items to be readily identified.

Multi-level Bills

Bill of Materials integrates fully with the Inventory module and allows detailed bills of material to be defined up to 20 separate levels of manufacture or assembly. An automatic re-costing facility ensures all movements on component cost prices are reflected in the cost price of the finished item.

Fixed costs such as machine set-up time can be entered, enabling a truer cost to be calculated for batch manufacturing. Variable items such as labour for each item produced may also be entered onto bills.

Bills can be copied and modified for similar manufactured items, saving time and reducing the risk of human error. Percentage bills may also be defined which are ideal for handling formulas.

Inventory Integration

Inventory components can be allocated and issued directly to factory orders as required. Finished goods are automatically updated to Inventory with their net cost price once the manufacturing process is complete.

A 'what-if' enquiry function enables you to vary the cost of any component raw materials to see the pricing effect on the finished product. This enables you to more accurately forecast the effect of price increases in raw materials before you begin manufacturing.

A component substitution feature also allows obsolete items to be globally replaced with substitute items quickly and simply.

Factory Order Tracking

Factory orders may be entered for items to be manufactured or assembled. Printed orders with full details of components required (including instructions for each stage of the bill) may be printed for the factory manager.

Full costing reports show the net cost of finished items - and this may include additional costs not in the original bill such as additional labour time, and additional materials required - or even wastage that has been recovered.

A full on-screen enquiry function enables you to view the factory orders currently in the system for each stock code, how many have been ordered, when they are required and how many have already been supplied.

Order Entry

Bill of Materials may optionally integrate with Order Entry, allowing back orders to be transferred to initiate a production order. Finished goods may then be automatically shipped to customers using the automatic back order release feature in Order Entry.

Standard Reports Include:

- Standard Bills Report
- Implosion Report (where used)
- Factory Orders - Due Date
- Factory Orders - Material
- Factory Orders - Costing
- Factory Production Order
- Committed Stock

Features at a Glance

- 20 levels of bill
- Fixed or variable costs per bill
- 'What-if' facility for potential cost increase analysis
- Quantity and percentage bills handled
- Component substitution enables obsolete items to be replaced
- Back orders from Order Entry may be transferred to initiate a production order
- Integrated on-line with Inventory
- Factory orders may be entered and tracked

Cash Book

One of the most vital pieces of knowledge required in any business is the status of the company's cash. Yet finding out the amount of cash on hand from moment to moment is often the most difficult information to obtain, especially if the company is working in multiple markets on an international level.

The Cash Book module enables you to efficiently manage your cash flow and bank accounts no matter where they are held. What's more, its ability to set up budgets will assist your organisation in planning cash flow projections as well as comparing historical performance.

Multiple Bank Accounts

Multiple bank accounts may be defined, an essential feature for companies operating more than one bank account. Full integration with Accounts Receivable and Accounts Payable provides an immediate update to the required account whenever receipts or payments are entered into the system.

On-Screen Enquires

A full on-screen enquiry program shows the last statement balance plus what has occurred since to give you an up-to-the-minute bank balance. You can also display the individual transactions based on different selections, such as un-presented cheques only, all cheques, unreconciled deposits, sundry items, plus many more.

Multiple Analysis Groups

Up to 99 analysis groups may be defined, with an unlimited number of analysis codes below each group.

Cash Flow Reporting

If Cash Book is integrated with Accounts Receivable, Accounts Payable or General Ledger, an analysis code may be defined against each customer, supplier or GL account code. For example, if one of your suppliers is coded against a "Stationery" analysis code, all payments to that supplier will be identified in Cash Book under this heading.

The cash flow reporting feature allows actual cash flow reports to be printed each month showing the movement of funds into and out of your organisation.

Flexible Transactions

Standing transactions may be created for all items such as automatic payments (e.g. rent, insurance) and direct credits. This means you do not have to re-enter this information every time the transaction occurs - Cash Book will do it for you.

Cheques may be held or cancelled, and dishonoured deposits entered to ensure your bank account reflects your true standing at all times.

Inwards and outwards cash may be entered directly into Cash Book with immediate reflection in the relevant bank account. All tax/GST requirements are also catered for.

Bank Reconciliation

Bank statements may be entered in any sequence and the reconciliation process is quick and simple. Sundry items such as bank fees, interest and so on may be entered during the reconciliation process and the system displays all outstanding transactions for easy selection.

Bank Interface

If the Bank Interface module is used, transactions may be transferred electronically between your banking institution and Cash Book. This offers improved cash management by enabling daily reconciliation of bank accounts.

Foreign Currency

If the Foreign Currency module is used, Cash Book will allow foreign currency bank accounts to be defined and transactions to be processed in foreign currencies.

Standard Reports Include:

- Bank Reconciliation
- Receipts Register
- Future Cash Flow
- Standing Transaction Listing
- Cheque Register
- Historical Cash Flow Analysis
- Analysis Ledger and GST Summary.

Features at a Glance

- Multiple bank accounts
- Full on-screen enquiry showing up-to-minute bank balance
- Up to 99 analysis groups for cashflow reporting
- Unlimited number of subgroup analysis codes
- Caters for all tax/GST requirements
- Inwards-outwards cash transactions may be entered
- Standing transactions may be entered and updated as required
- Cheques may be held or cancelled
- Dishonoured deposits catered for
- Integrates to Bank Interface for electronic reconciliation of bank accounts

Cost Management

No matter what the project, accurate recording and reporting of the costs involved is essential. Only by having this critical information constantly available can managers make the vital decisions that determine whether the company makes a profit or a loss.

Cost Management allows all costs incurred against a project to be accumulated and periodically invoiced. The status of any project can be reported at any stage and the costs and revenue to date analysed.

Companies using this module can be grouped into four categories:

- **Added Value** - where a sale is the combination of purchases, stock transfers and labour (e.g. tradesmen, contractors, engineers custom manufacturers, and transport).
- **Labour Service** - where a sale primarily involves labour with minor costs for disbursements (e.g. architects, engineers, quantity surveyors, office temps, advertising).
- **Manufacturers** - where batch processing is used to produce standard products for stock and/or sale (e.g. furniture, chemical, air conditioning and food).
- **Plant/Asset Costing** - where there is an accumulation of costs such as maintenance, overheads and depreciation. Sales are usually on a hire rate based on time and/or distance (e.g. transport, equipment hire, contractor plant and manufacturing plant).

Job Management

Jobs or projects may be defined against multiple branches and departments to provide costings based on different cost centres.

This information can be processed automatically through to the General Ledger module if required. Multi-level jobs are also supported, allowing any number of sub-jobs to be set up to control specific functions of the overall project.

Original estimates and subsequent escalations on each job are maintained so that the current status can be compared to your original costings. In addition, variations - both non-chargeable and chargeable - may be entered so you can monitor the true cost of each job.

Cost Analysis

Detailed analysis of costs and revenues against specific jobs is available so you can see which areas are profitable or need attention. Overheads may be posted automatically, if required, based either on a percentage of wages or a rate per hour of time worked.

Integration with other Modules

Cost Management integrates fully with other CBA modules, giving comprehensive control over costs and sales. Cost Management integrates with:

- **Inventory** - for issuing stock to jobs
- **Accounts Receivable** - for progress claims and customer invoicing
- **Accounts Payable** - for allocating outside costs to jobs
- **Payroll** - for charging employee costs to jobs
- **Fixed Assets** - for allocating depreciation costs to jobs
- **Purchase Orders** - for ordering items for jobs

- **General Ledger** - for posting costs, revenue and work in progress by user-defined categories

Automatic Billing

Sales invoices may be automatically generated - based on a mark-up percentage on costs (defined by cost category), or at the retail price of stock items (less any standard customer discounts).

Additional text may also be entered or standard text used (ideal for progress claims).

Sales invoices may reflect either all costs at marked up rates for retail purposes or progress claims with pre-specified amounts. Once the invoice is generated you are able to review it and accept it for printing, or make any necessary alterations.

Periodic Billing

If the Periodic Billing module is used, standing expense postings may be entered, enabling items such as insurance and rent to be automatically updated against a job or project. Standing job invoices may also be entered - allowing you to make regular progress claims automatically. This is particularly useful for large jobs or projects extending over a long period.

Standard Reports Include:

- Job List
- Job Ledger - Summary
- Job Ledger - Item
- Contract Status Report
- Job Sales Edit List
- Job Sheets
- Job Ledger - Detail
- Job Ledger - All Transactions
- Work in Progress Report
- Actual versus Estimates

Features at a Glance

- Multiple branches and departments for cost centre analysis
- Sub-jobs may be entered to control specific functions within a project
- Costs and revenues may be summarised by user definable analysis codes
- Automatic posting of overhead costs
- Original estimates and subsequent escalations may be entered
- Chargeable and unchargeable variations may be entered
- Automatic invoicing based on costs to date
- 'Cost plus' type jobs catered for
- Standing job invoices for regular progress claims
- Standing job adjustments for regular costs accruing against jobs

Data Transfer

Fast and accurate circulation of information lies at the very core of business success. Any company today which is unable to source the relevant facts when they are required has immediately lost its competitive edge.

With the Data Transfer module you can link remote CBA 2000 sites, remote data capture devices (such as cash registers or portable data entry units) or even other computer systems.

A utility system, it enables you to transfer financial data and master file information from one system to another and back again (special conditions apply).

Remote Branches

Practically any data entered into one CBA 2000 system can be transferred to another CBA 2000 system. This includes transactions, masterfile details and other financial information.

Financial information from remote sites can be consolidated to give group totals. These consolidations can be between companies operating in different currencies (if the Foreign Currency module is used) and with different year-ending dates. This is ideal for large organisations with many branches or subsidiaries.

A head office site may wish to transfer stock or customer information to other branches and have all additions and changes performed in a central location. Data Transfer makes this possible.

Data can be transferred via a modem or on media (such as a disk or tape).

Automatic Function

Data Transfer can be predefined to take place automatically during the night to take advantage of lower toll charges and cause least inconvenience to users. You can also decide when and how often you send and receive information - perhaps daily, weekly or monthly.

Variety of Equipment

A wide variety of equipment can be used such as portable data entry devices or electronic cash registers. Portable data entry devices are often employed for sales order entry or stock control and many types can be used to exchange information with CBA 2000. The Data Transfer module makes spending time re-entering orders from sales reps or re-entering stocktake information a thing of the past.

Features at a Glance

- Ideal for integration with external systems or remote branches
- Import or export via standard text files
- Master files and transaction files may be transferred

Fixed Assets

Managing assets, minimising tax and planning for future capital investment are made easy with the Fixed Assets module. Not only does it enable you to keep track of the assets themselves, but it calculates their depreciation for both taxation and accounting purposes and any profit or loss incurred on disposal.

By letting you look at "what-if" scenarios, the depreciation forecasting facility also allows you to monitor (and take best advantage of) changing conditions such as government depreciation schedules.

Multiple Depreciation Methods

Two sets of depreciation figures are calculated - one for accounting purposes (which can be integrated with the General Ledger module if required) and the other for reporting to the tax department. In addition, two different ways of depreciating assets are offered - straight line and diminishing value. For taxation purposes you may depreciate an asset on a diminishing value basis while at the same time depreciating it on a straight line basis for your internal accounts.

Depreciation recovered, offset depreciation (if purchasing a replacement asset) and capital profit on sale and loss on sale figures are automatically calculated when you dispose of an asset. These values do not need to be established manually.

Depreciation can be calculated on a daily, monthly, quarterly or annual basis depending on your requirements.

On-Screen Enquiries

A full on-screen enquiry program details the history of each asset and depreciation figures for both accounting and taxation purposes as well as closing book value. All this information is available at the press of a key.

Forecasting Facility

By letting you look at "what-if" scenarios, Fixed Assets' depreciation forecasting facility can optimise the movement of assets in and out of your organisation. This special feature also allows you to monitor and take best advantage of changing conditions such as new government depreciation schedules.

Asset Groups

Assets may be added to major and minor groups. This enables you to set up grouping codes such as "vehicles" as the major group with "cars", "trucks" and "vans" as minor groups. This provides summarised reporting but with the ability to view information at a lower level when required.

The ability to group assets is provided, which means you can bulk similar items (e.g. office chairs) together as opposed to establishing a unique asset code for each item. Bulk assets may be expanded or reduced as required.

Sub-Codes

Within an asset code you may also establish asset sub-codes which enables you to identify an asset consisting of component parts. For example, the office computer may consist of the processor unit, a monitor and a keyboard, each with its own serial number. Fixed Assets enables you to assign a unique asset code for each component, to report on the computer system as a total asset and also to report on the individual components.

Asset Tracking

Each asset code may be assigned a serial number and location. This enables you to print labels to physically attach to assets and to stocktake the items at any time. Assets may also be transferred between branches and departments, which is essential when accounting for expenses.

Standard Reports Include:

- Depreciation Schedule
- Additions Summary
- Private Usage Report
- Asset Labels
- Deferred Tax Schedule
- Disposal Summary
- Asset Transfer Report
- Revaluation Summary
- Asset Cost Movement Report
- Forecast Depreciation Schedule

Features at a glance

- Both accounting and tax depreciation figures are maintained
- Straight line or diminishing value calculation methods
- Depreciation forecasting facility
- Groupings of assets into major and minor groups
- Assets may be tracked in bulk
- Caters for transfer between branches and departments
- Caters for serial number and location by asset
- Asset subcodes for sub-components
- Depreciation can be calculated as often as required
- Caters for revaluations, disposals, capital gains etc.

Foreign Currency

More and more companies today need to process transactions involving foreign currencies with their suppliers and/or customers. The potential for substantial losses resulting from fluctuating exchange rates means careful monitoring of your exposure to foreign currencies is essential.

The Foreign Currency module provides full foreign currency handling throughout the system or just in the modules where you require it.

Modules with Foreign Currency

Foreign Currency may be optionally "switched on" in any of the following:

- Accounts Receivable (international customers)
- Order Entry (international customers)
- Accounts Payable (international suppliers)
- Purchase Orders (international suppliers)
- Cash Book (international bank accounts)
- Inventory (international price lists and cost prices)
- General Ledger (foreign currency accounts and companies)

Foreign Exchange Gains/Losses

Unrealised and realised gains/ losses are automatically tracked in the Accounts Receivable and Accounts Payable modules. The system captures the current exchange rate when an invoice is entered and compares this with the latest exchange rate whenever the unrealised gains/losses report is printed. This report highlights any variances and your total exposure to each currency.

Realised gains and losses are automatically noted by the system and updated to the relevant General Ledger accounts.

Exchange Rates

Exchange rates for each currency may be maintained daily, or as often as required. During transaction entry, the current exchange rate may be used or a contract rate entered. Each currency may be set up on a divisor or multiplier basis, allowing you to enter the exchange rates suitable to your organisation. In addition, up to eight decimal places can be entered against rates, allowing for very accurate and detailed conversions.

Features at a glance

- May be implemented only in modules required
- Unlimited number of currencies
- Rates may be updated as often as required
- Divisor or multiplier rates catered for
- Unrealised/realised gains and losses tracked automatically

Forms Manager

Getting your message across is easy with the Forms Manager. It is designed to let you present and define your stationery, including invoices, statements, payroll and packing slips, exactly as you wish.

Forms

You may customise any of the following:

- Accounts Receivable Invoices
- Accounts Receivable Statements
- Accounts Receivable Invoice/Statements
- Order Entry Packing Slips
- Accounts Payable Remittance Advices
- Accounts Payable Cheques
- Accounts Payable Remittance Advices/Cheques
- Purchase Orders Order Forms
- Payroll Payslips/Pay Envelopes
- Cost Management Invoices

Easy to Use

All forms are supplied preset with the CBA 2000 standard format so you need enter only the changes relevant to your company. A "point and shoot" screen is provided making the process of defining your own forms very simple.

You may use any of the relevant transaction file values or totals, or add your own calculations on any of the forms to print relevant values.

In addition to placing free-format text where you need it on a form, a standard message, such as a sales message or reminder of terms, can be predefined and then printed.

Features at a glance

- Customises any standard CBA forms
- Add your own text or special messages
- Use your existing stationery

General Ledger - Standard

No business can achieve its strategic aims without having easy access at all times to the information contained in its financial management system.

Often considered the key module in any integrated accounting system, the General Ledger combines financial details from all the subsidiary ledgers and keeps track of how well your business is performing.

As your business grows and expands so will your requirement for informative and powerful analysis reports. Recognising that organisations of varying sizes have different levels of requirements, CBA has two levels of General Ledger - Standard and Advanced.

The Standard General Ledger is able to provide all the key financial reports and features that most organisations require. The Advanced General Ledger goes further, providing additional features that typically larger corporate or global organisations will need.

Flexible Chart

A flexible chart of accounts may be defined with up to three levels of reporting. Accounts are based on a branch, department and account number structure. Sub-account numbers may also be used for additional transaction analysis.

The chart of accounts may be easily copied from one branch and department to another. This means you need establish only one template set of accounts that can then be copied and amended for your individual trading centres.

An optional audit trail feature enables any alterations made to the chart of accounts to be tracked. This details the alterations made, by whom and when.

Multiple Budgets

Each account may have up to 99 budgets defined. These budgets could easily be used to include figures from budgets for last year, proposed budget for next year, a revised budget for this year, and so on. Budgets may be defined using various methods (such as even spread, interpolating or compounding) as well as exporting to and importing from a spreadsheet.

On-Screen Enquiries

A full on-screen enquiry program details actual and budget values for this year, last year and next year (all with month-to-date and year-to-date information). The enquiry program also allows on-screen groups of accounts to be added very quickly (using a wildcard selection) giving you an overview of a division, cost centre or range of accounts. Also available are current, prior and future transactions for any account (or group of accounts) that detail where the transaction originated and references back to the original creditor, debtor or job/project.

Powerful Drill Down

Individual invoices or credit note transactions from Accounts Receivable or Accounts Payable may be selected and drilled down, displaying details of the original transactions making up the invoice total. This information may be kept for as long as you require.

Standing Journals

Standing journals and accruals can be set up to be actioned automatically as often as required. Accruals may be defined as auto-reversing, which means once they have been posted, you can forget about them; they will be reversed out of your next financial period automatically.

Integration

General Ledger integrates automatically with other modules on a batch update basis. This type of update enables you to run General Ledger in a prior month to the other modules, and have transactions updated when you are ready.

Account Short Codes

With a large number of accounts in your General Ledger, it can be difficult to remember each account number correctly. A short code may be entered against any account and this can be used to easily locate required accounts. For example 'BANK' may be used to identify a bank account, or 'VECX' for a vehicle expenses account.

Wherever a General Ledger account number is entered, a short code may be used also as an alternative to locate a particular account more easily. A good example of where this would be useful is during the entry of Accounts Payable invoices, or an enquiry on a particular General Ledger account. This will not only save you time, it may also remove the need to always have a printed chart of accounts at hand.

Future and Prior Periods

Up to three financial years may be open simultaneously - this year, last year and next year. Financial reports and enquiries may be extracted for any period, allowing you to easily obtain comprehensive historical information about your organisation.

The number of periods you wish to have open for posting to may be defined within the General Ledger system. For example, you may want users to post transactions to just the current period or only the current financial year.

The ability to post into future periods will assist you, particularly at year-end when your final reconciliations have not been completed yet it is necessary to continue processing the new year.

Transaction History

You can define how long transactions should be kept for each account. For example, expense account details may be kept until the end of the financial year but taxation details retained indefinitely.

Financial Report Writer

A powerful, yet easy-to-use and flexible report writer is provided enabling you to set up a range of financial reports. This key aspect of General Ledger combines, accumulates and reports on the data stored in the system and has many options to suit almost all organisations.

Financial report writer features include:

- Nine different report layouts to choose from, covering almost all profit and loss and balance sheet layouts.
- All reports are printed "real time" which means no pre-updating of consolidation or total accounts is required before printing your reports. This makes the report writer much faster and more efficient than many other systems.
- Branches and departments may be consolidated as the report is run.
- Up to 20 accumulators can be used for storing calculations or values for later use or printing.
- Comment lines and blocks of text can be defined to print anywhere in the report.
- Accounts which may move from one side of the balance sheet to the other (such as bank accounts) can be defined to automatically print in the correct section of the report (i.e. current assets or current liabilities) based on their account balance.

- Up to 15 heading lines may be defined with printer codes against each line. This lets you use different print fonts on your report headings.
- Reports can be automatically generated in a format which can be easily read into most popular spreadsheets.
- Multi-line reporting is available. This will allow you, for example, to group a range of accounts together and report the totals for each branch or cost centre over several lines.
- Multiple lines of calculations can be predefined to be performed during the printing of reports. This is ideal for margin or profit comparisons and so on.

Foreign Currency

If the Foreign Currency module is used, General Ledger will allow foreign currency accounts to be defined. This is particularly useful if you operate international bank accounts or have assets that need to be tracked in a foreign value. These accounts are automatically translated using the spot rate or historical rate when being reported on with the financial report writer.

Standard Reports Include:

- Chart of Accounts
- Trial Balance
- Transaction Ledger
- All Financial Reports are produced by the Report Writer.

Features at a Glance

- Flexible chart of accounts - branch, department, account number and sub-account number
- Ability to copy the chart of accounts from one area to another
- Full budgeting facilities - up to 99 budgets per account
- Full on-screen enquiry
- Individual accounts may be brought forward or open item
- Inwards and outwards cash facility
- Standing journals and accruals/reversals
- Easy consolidation of branches and departments on reports
- Powerful, flexible report writer
- Up to three financial years may be open simultaneously - this year, last year and next year.

General Ledger - Advanced

Designed for organisations requiring a more sophisticated general ledger and reporting system, the Advanced General Ledger includes all the features contained in the standard module, plus many more.

Multi-Company Accounting

Larger organisations often have a multi-company or group structure that requires true multi-company accounting within the same ledger system. Others simply have a number of business units that need to be treated as separate entities but consolidated on some financial reports.

The Advanced General Ledger module provides full multi-company accounting capability with features that include:

- Up to 1000 different companies or business units may be defined, each with its own financial reporting basis (monthly, quarterly, 13 periods, and so on).
- Each company can operate with a different financial year end date.
- Each company can operate in a different base currency (if the Foreign Currency module is used).
- Inter-company clearing accounts may be defined and are automatically posted to when entering inter-company transactions. This ensures each company's ledger is always in balance (even where each company operates in a different base currency).
- Elimination of inter-company accounts is easily handled within the financial report writer.

Account Code Structure

The Advanced General Ledger account code structure is completely user-definable with up to 20 characters and six different segment or level breaks. This means you can define a structure which is relevant to your global organisation and which meets your reporting needs. Not all companies or business units within your organisation need use the full structure, you can nominate which segments or levels are relevant to each company.

Quantities also may be optionally tracked for selected accounts. If an account is nominated as a quantity account, reports can be generated to reflect performance on a quantity and financial basis versus financial only. Multiple budgets may also be maintained against quantities.

Extensive Security

With a larger amount of sensitive data available, a higher level of security is essential. A profile may be created for each user identifying which companies they are permitted to access, and within each company which accounts they are permitted to access.

Access by an authorised user to another company's set of accounts is achieved simply and quickly by the use of one key.

Automatic Allocation Accounts

You can pre-define automatic allocation accounts based on either a percentage or fixed value amount. Once these are defined, any time an allocation account is nominated, the amount of the entry will be automatically split over the varying cost centres. This may even be between different companies and currencies. Global expenses such as rent and insurance need never again be an administrative hassle.

Financial Report Writer

Additional features available with the Advanced General Ledger financial report writer are:

- Consolidation of multiple companies or business units with varying year end dates, periods per year and currencies.
- The currency to be reported in may be selected when the report is printed (if the Foreign Currency module is being used).
- The financial report writer is completely free format with up to 40 columns able to be defined.
- Reports can be rounded to whole dollars, thousands of dollars and thousands with one decimal place.
- Debit and credit values can be expressed in varying ways (e.g. (999) 999CR, -999).
- Up to three alternate reporting sequences can be defined and these may be used within each report, allowing you to group and process accounts more quickly.
- Security is defined for each report. This ensures that staff can print only those reports within their security level.

Features at a Glance

- Full multi-company accounting
- User defined account code structure
- Quantity accounts
- Extensive security
- Allocation accounts
- Free format report writer

Inventory

Providing excellent customer service and keeping production ahead of demand while maintaining minimum inventory levels has never been easier.

With the Inventory module, extensive analysis, both on-screen and report based, provides the information needed for the management decisions required to gain competitive advantage.

Costs can be accurately recorded for profit and valuation reporting and you can control all stock movements from the point of order from a supplier through warehouse distribution to the ultimate sale or issue.

Stock Management

Stock codes can be located by stock code or stock description (or an abbreviation of either). This applies throughout the system, ensuring the correct stock code can be found quickly and easily.

Stock codes may be up to 20 characters in length, allowing for the most comprehensive coding structures. Up to six selling prices may be defined to suit your specific requirements (e.g. retail, trade, wholesale.) Bulk price updating, with rounding, is also available allowing one price to be defined as a percentage (up or down) of another price or cost.

Barcodes and PLUs may be defined and used with the Point of Sale module or other third-party products. These may be used to print barcode labels for your stock items (with the appropriate hardware/ software) or to record the codes of your suppliers or major customers.

Warehouse Tracking

Multiple warehouses may be defined. If your stock is stored in more than one location, this allows sales, costs, selling prices and all movements to be tracked against each warehouse. Selling and cost prices may be defined for each warehouse individually or held at a national masterfile level.

Warehouses may also be reported by branch or in total on reports, allowing logical groupings of warehouses on reports.

On-Screen Enquiries

A full on-screen enquiry facility shows stock movements, orders, costs, valuation and profit, sales and purchase history. Sales history, which is retained at both warehouse and masterfile levels, is on a quantity basis for the past 13 months. This ensures that trends and seasonal fluctuations are easily highlighted. All this information is available at the press of a key.

Summarised Reporting

Stock items are assigned inventory categories and groups for sales analysis and reporting purposes. This enables you to define three levels of reporting - stock group, stock category and stock code so that key profit areas and fast moving lines can be easily identified.

Multiple Costing Methods

Four costing methods are available: standard cost, last supplier cost, weighted average cost and first-in first-out (FIFO). Your preferred costing method may be defined centrally, although the system tracks the standard, last and weighted average costs at all times and reports these for comparative purposes when printing a stock valuation report.

Cost prices and quantities are automatically recorded to four decimal places.

Tracking Suppliers

Any number of suppliers can be recorded against each stock item. Information relating to supplier cost prices (in their currency if the Foreign Currency module is used), the quoted lead-time and their stock code may also be recorded.

A preferred supplier can be nominated for each stock item, allowing the automatic creation of stock re-orders into the Purchase Orders module. This can use either forecasting formulae or more simple minimum and maximum stock levels. The system reports unusual sales/demand patterns, ensuring re-ordering keeps up with demand.

Foreign Currency

If the Foreign Currency module is being used, international price lists can be created and maintained in the currencies of your customers. Alternatively, overseas prices can be calculated during order or invoice entry, based on domestic prices and current exchange rates.

Serial/Lot Tracking

If the Serial/Lot Tracking module is used, serial numbers, batches and lots can be easily tracked for nominated stock items. Full history can be recorded for warranty purposes.

Standard Reports Include:

- Current Price List
- Stock Valuation
- 12 Month Sales Analysis
- Purchases vs Standard Costs
- Stock Status
- Stock Movement
- Stocktake Discrepancies
- Transaction Listing
- Suggested Re-Order Report
- Aged Stock Report
- Sales vs Profits

Features at a Glance

- Single and multi warehouse stock control
- Full on-screen enquiry
- Stock categories and groups for
- Sales analysis reporting
- Six selling prices
- Four costing methods - standard, last, average and FIFO
- Barcodes and PLUs may be maintained
- Automatic volume/unit conversion

- Unlimited number of suppliers may be entered against each part number
- Costs and quantities to four decimal places
- Serial or lot number tracking (optional)
- Warranty tracking (optional)
- Automatic stock re-ordering
- Bulk price update facilities
- Stock movement tracking for up to 12 months

Order Entry

By automatically processing functions such as back orders, forward orders, packing slips and customer invoicing, Order Entry ensures business is not lost through careless documentation.

Stock is automatically allocated to orders as they are entered so that stock levels and ordering requirements are controlled more effectively and you maintain the quality of your customer service at all times.

Fully Integrated

Order Entry provides an on-line update to the Accounts Receivable and Inventory modules to ensure your customer and stock availability information is always up to date. This also means that customer and stock item discounts, credit status and applicable prices are picked up immediately, with no more costly mistakes.

The multi-warehouse capability in Inventory allows orders to be entered against a particular sales branch but shipped from any warehouse.

Back Order Facility

Order Entry has full back order facilities, allowing stock that cannot be supplied immediately to be placed on back order as the sales orders are entered. You may release either fully or partly filled back orders, depending on whether you are concerned about extra freight costs. Priority codes may also be assigned to back orders to ensure valued customers are given preference.

Back orders may be transferred automatically to the Bill of Materials module to generate factory production orders if your company is manufacturing-based.

On-Screen Enquiry

A full on-screen enquiry program enables outstanding orders for a customer or outstanding orders for a stock item to be checked. Both these enquiries are further selectable based on the status of the orders.

An enquiry at the time of entering the order is available based on stock on order with your supplier (via the Purchase Orders module) as well as stock available at your other branches.

Comprehensive Order Entry Options

An on-screen status is automatically displayed during order entry and enquiry indicating what stage the order is at. For example, has a packing slip been printed? Has stock been released from back order?

An alternate stock code facility displays an alternative stock item for supply should the original item be out of stock.

If you are using the Special Pricing module, an extremely flexible pricing structure may be defined. This may include prices defined by customer (or type of customer); dates (e.g. for a promotion period) and/or quantity breaks.

Miscellaneous charges such as freight can be entered when the order is taken or after the packing slip has been printed.

Ample Notes

Up to 200 lines of text may be entered against each line item on an order. This text may also be defaulted from the Inventory module enabling you, for example, to enter specifications for particular items, maintain this during order entry and then print this modified text onto your packing slips and invoices.

Combining Orders

Several orders may be combined onto a single invoice. This helps reduce mailing and administrative costs, particularly if the orders are of low value.

Several orders may also be combined onto one packing slip. This is particularly useful when back orders are being released because a number of individual items from several orders can be easily combined into one shipment.

Printing

Packing slips and invoices can be printed at any time and in a format that suits your business. Packing slips may also be "hot printed" directly from the order entry screen as they are entered. This not only saves time but allows orders to be printed directly to the warehouse for quicker despatch.

Pro-forma invoices can also be generated. These are particularly useful for overseas orders, or as quotes for local orders if required.

Flexible Deliveries

With up to 999 delivery addresses per customer, you are assured of being able to cope with almost any number of customer locations or delivery instructions. A single order may also have multiple delivery dates. The system can keep track of these dates and automatically release the stock as required.

A run and drop number may be entered against each delivery address. This means that if you make your own deliveries, you can easily generate an order delivery summary based on the most economic call sequence.

Cancelled Orders

How much business do you lose through lost orders? How many customers refuse to accept a back order? Order Entry automatically tracks and reports on all lost or cancelled orders, which stock lines, what value and what the reason was. This not only helps to improve your customer service but allows you to inform your suppliers of the "cost" of a late shipment.

Foreign Currency

If the Foreign Currency module is used, orders can be entered for international customers. At the time of entering the order, you can either accept the current exchange rate for the duration of the order, or specify the rate to use if a contract rate has been negotiated. This rate may then be used when generating the customer invoice.

Periodic Billing

If the Periodic Billing module is used, standing orders may be defined for customers who require the same items on a regular basis. These details may then be used to automatically generate orders within the system at whatever frequency is required.

If particular lines change from week to week, the orders can be generated and edited easily in the Order Entry maintenance program.

Standard Reports Include:

- Order Summary
- Cancelled Order Report
- Packing Slip
- Backorder Listing
- Pro-forma Invoice

- Invoice

Features at a Glance

- Full back order and forward order facilities
- Pro forma invoices can be generated
- Several orders can be combined onto one invoice
- On-line update to Accounts Receivable and Inventory
- Integrated to Special Pricing, catering for almost any pricing structure
- Enquiry facility for viewing purchase orders at time of entering orders
- Up to 999 delivery addresses per customer
- Multiple deliveries per order
- Run and drop number sequencing
- Miscellaneous charges can be entered
- Up to 200 lines of text may be entered against each line of order
- Tracks cancelled orders
- Stock selection from multiple warehouses
- Invoice and order recosting
- Quotations
- Order confirmation

Payroll

Paying your staff on a weekly, fortnightly or monthly basis is made easy with the Payroll module. Meeting the needs of almost any organisation, Payroll can handle up to 9999 employees and almost any payment method - from wages and salaries to piece-rates and flexitime.

Timesheet Entry

Hours and expenses may be entered directly from timesheets and costs split across multiple branches and departments for each employee, allowing close monitoring of costs per department.

This is combined with the standing pay information which relates to the fixed information for your employees. When you process a payroll you therefore need enter only the variable details for that period.

Multiple Payrolls

Multiple payrolls may be defined so that you can run the payroll for salaries, office, production wages and commissions from the same ledger. Access to each payroll is limited by security levels, ensuring confidential data is protected.

Efficient Processing

Warning messages, potential keying errors or absent employees are highlighted on a summary report that is printed before that payroll calculation actually begins. This not only saves time, but reduces the need to reprocess adjustment pays later on.

During the processing cycle a calculation report is printed, allowing pay details to be verified before employee files are updated with the final pay details. This useful report also reduces the need for adjustments. Manual pays can, however, be entered and processed at any time between regular pay cycles for adjustments or termination pays.

Employee Profile

Up to five pay rates per employee may be defined, allowing for various types of shift payments or grades of work. An unlimited number of deductions or allowances, which may be defined and based on any pay rates, cater for almost all types of payments and calculations.

Multiple payment methods may be entered against each employee such as direct credit, cash or cheque. Direct credit payments may be printed onto a schedule or transmitted directly to the bank via the Bank Interface module. If cash is being paid, cash rounding can be calculated to the nearest one, two or five dollars.

Apprentice hours are automatically monitored to ensure pay reviews take place correctly and enquiries are quickly handled. The total apprenticeship hours required are tracked in addition to the total hours that have been worked to date.

A review date for each employee is maintained, ensuring pay or performance reviews are not forgotten. In addition, all pay rate changes are automatically logged with a date and reason for the change, so you have a complete history of an employee's pay reviews.

Flexible Leave Calculations

Holiday pay, sick pay and long service pay registers are maintained automatically so that each employee's entitlement is always up to date. The calculation formulae for these is user-definable and caters for different sets of employment contracts or union agreements within your payroll(s).

Rostered days off (or days off in lieu) for additional hours worked are calculated and maintained automatically so you know always what your commitment is at the press of a key.

Annual leave loading is calculated and may be paid automatically at a rate that may be defined for each employee (Australia only).

Superannuation Funds

Multiple superannuation fund contributions from both employee and employer, may be calculated as a percentage of the pay, a fixed dollar value or both.

Departmental Reporting

A number of reports may be printed on a branch or departmental basis. These include productivity reports that highlight costs for ordinary time, overtime and absences by employee or by department.

Bank Interface Integration

If the Bank Interface module is used, you may transfer employee payments directly to your bank either by diskette or modem. The integration of these two modules means the payday chore of writing cheques or making up pay packets can be eliminated.

Standard Reports Include:

- Payroll Summary
- Payroll Deductions Summary
- Payroll Gross Summary
- IR12's/Group Certificates
- Note and Coin Analysis
- Standing Payroll Details
- Leave Report
- Statistics Report
- Superannuation Report
- Pay Rate Changes Report
- Employment Commencement and
- Cessation Schedule
- IR66ES

Features at a Glance

- Up to five pay rates per employee
- Manual or adjustment pays may be processed
- Flexible holiday, sick and long service pay registers
- Multiple payrolls per company
- User defined allowance and deduction codes
- Standing pay information may be defined for each employee

- Rostered days off or days off in lieu catered for
- Annual leave loading (Australia only)
- Productivity reports by department
- Review date for each employee
- Multiple superannuation funds with contributions by both employee and employer
- Integrated to Bank Interface for easy payment of wages

Point of Sale

Today's retail customers demand speedy counter service, accurate pricing, including specials and bulk buy discounts, and immediate information on stock availability. To be competitive, you need systems that meet these demands and enable you to serve your customers quickly, efficiently and accurately.

Full Back Office Integration

You also need back office systems that will keep track of your sales, cash, stock and debtors position on a day-to-day basis. Point of Sale can be integrated with other modules such as Accounts Receivable and Inventory so whenever a sale is made, a customer's account is updated immediately or you can see exactly what is needed to restock your shelves.

Integration to Special Pricing enables you to pre-set discounts by product group or customer group for any given period and for any given quantity. For example, you could put a special price on a product for just one week. When staff scan the product with a barcode reader, the discount will automatically be given for that week only.

Simple Operation

Clear and easy to use input screens allow staff with little or no computer knowledge to operate the system with minimal training. Comprehensive security is available, allowing functions requiring a higher level of authorisation to be performed by senior staff only.

The Point of Sale module has been specifically designed to integrate easily with barcoding systems and will handle any mixture of cash, credit card, and charge account sales.

Pinpoint your Profits

Powerful sales and profit analysis is provided through a comprehensive range of reports. For example, sales and profit margins for any given date range by product, branch, customer or salesperson. This lets you see which lines are most profitable or even which salespeople are good at selling certain products. Sales reports can be printed using any combination of the following groupings: staff code, stock code, stock category, customer number, docket number, customer account type, date, time, branch, sales station.

Ideal for Multi-Store Operations

Retail chains can operate a full accounting system in each branch or operate Point of Sale on its own and consolidate transactions to a head office based accounting system.

Transactions may be easily updated to head office by diskette or modem (with appropriate communications software) and customer, stock and pricing information downloaded to branches. This two-way transfer of information also enables branches to have the most up-to-date pricing and other details required for effective operation.

Information on stock levels for other branches may also be held on remote systems □ enabling staff to easily see which branches have an out of stock item available.

Hardware Options

The Point of Sale module is specifically designed for integration with barcoding systems.

Barcode devices are supported for faster entry of sales and a cash drawer and docket printer may be attached to each station. These are all automatically activated by the system.

Point of Sale operates on a range of different computer platforms including stand alone PCs, local area networks (LANs) or Unix. This could enable an organisation to have, for example, a Unix-based fileserver in head office with stand alone PCs or LANs in the branches. Data may then be exchanged between head office and the branches via modem or diskette.

Trade Accounts

Point of Sale is ideal for trade or account sales. Sales and, optionally, receipts may be entered directly against customer accounts and a tax invoice or packing slip printed.

Laybys

Layby accounts may be defined for goods stored on behalf of customers. Payments may be made against individual layby accounts and full reporting is available on the status of each account.

Multiple Payment Methods

Payment methods are completely user-definable so you are able to specify only those you accept. Multiple types of receipt may be entered for a single sales transaction (e.g. cheque, cash and a credit note) and cash rounding is automatically applied where required.

Security

A full security system ensures that only those staff with suitable security clearance are able to override prices. In addition, audit trails are available which report any discounts given, prices which have been changed or documents which have been deleted.

Park & Recall

A park and recall facility enables your shop staff to save sales information and recall it later. This is particularly useful where a customer needs to leave the shop and return later to continue the purchase.

Standard Reports Include:

- Station Summary
- Exception Report
- Audit Trail
- Transaction Report
- Receipts Listing
- Customer Listing
- Price list Report
- Layby Report
- Sales Analysis Reports

Features at a Glance

- Full integration to back office systems
- Ideal for on-line or remote sites
- Caters for cash sales or charge trade accounts
- User-definable payment methods

- Full support for barcode systems
- Cash drawer supported
- Powerful sales and profit analysis
- Full user security
- Allows sales to be suspended and recalled later
- Integration with Special Pricing
- Full flexible discounts or special pricing promotions

Purchase Orders

By using the Purchase Orders module with the Accounts Payable module, you can monitor each purchasing transaction and track all orders placed on suppliers.

Prices quoted at the time of ordering can be compared with the eventual invoice and quantities received can be checked against the original order.

Integrated Operation

Purchase Orders allows the entry of orders for stock lines (integrated with Inventory), jobs (integrated with Cost Management), general ledger accounts (integrated with General Ledger) and fixed assets items (integrated with Fixed Assets). This means that on one purchase order you can order stock for store, order stock or some type of service to be costed to a specific job, and order an asset item such as a vehicle to then be recorded as a fixed asset, as well as recording a miscellaneous item such as freight, to be posted through to General Ledger.

Purchase Orders is also fully integrated with Accounts Payable to ensure your suppliers' accounts are completely up to date.

Landed Cost Facility

A landed cost facility allows additional costs, such as freight or insurance, to be charged to an open purchase order and costed into the final value of the goods or services provided. These additional charges may even be from different suppliers on different invoices in different currencies. As a result, your landed cost is a true reflection of all direct costs incurred.

Multiple orders (or parts of orders) may also be included on a single shipment from a supplier and any additional charges apportioned over the entire shipment based on the weight, volume or value of individual items.

Immediate Update

Stock quantities can be updated on receipt of goods with the cost value even if the supplier's invoices have not yet been received. This means your stock availability is as current as possible and goods are sold with an up to date cost price.

Any variances between the receipted values and the supplier's invoice values are automatically tracked and updated to the General Ledger.

On-Screen Enquiries

A full on-screen enquiry is available by supplier, stock code, job number, general ledger account or purchase order. All of these may be selected based on the expected delivery date.

Requisitions

Purchase requisitions may be created automatically from the inventory re-order report, saving you time in re-keying this information. Requisitions may be reviewed and modified, deleted, printed or transferred automatically into Purchase Orders by authorised staff.

Flexible Printing

Purchase orders can be printed on either plain stationery or on pre-printed forms, or on the standard Accounts Receivable invoice forms. Purchase orders in a foreign currency automatically print the currency details on the order.

Foreign Currency

If the Foreign Currency module is used, purchase orders can be entered for international suppliers and, at the time of entering the order, you can specify the exchange rate being used and if a contract rate has been negotiated. This rate will then be used when entering the supplier's invoice.

Standard Reports Include:

- Purchase Order Summary
- Shipment Costing Report
- Shipment Variance Report

Features at a Glance

- On-line update to inventory
- Full on-screen enquiry
- Automatic purchase requisitions
- Caters for parts shipments
- Multiple purchases per supplier invoice
- Full landed cost facility
- Integrates fully to Accounts Payable

Periodic Billing

Periodic Billing allows standing charges to be defined and actioned from within Accounts Receivable, Accounts Payable, Cost Management and Order Entry modules.

Standing transactions, defined with a starting date and frequency, are automatically created and posted based on these details.

Accounts Receivable

Standing invoices may be defined for any customer. These may contain Inventory or General Ledger short code lines, with up to 200 lines of text per line. This could be used for areas such as rentals or regular management fees.

Accounts Payable

Standing invoices may be defined for any supplier. These would usually be used where a supplier invoices you for a fixed value on a regular basis.

Order Entry

Standing orders may be defined for customers who require the same items on a regular basis. If particular lines change from week to week, the orders could be generated and then edited in the usual manner from within Order Entry.

Cost Management

Standing job invoices or standing job adjustment transactions may be defined. These could perhaps be useful for progress claims or charges which are posted to a job on a regular basis.

Features at a glance

- Standing invoices and orders may be entered once and posted automatically
- Integrates with Accounts Payable
- Integrates with Accounts Receivable
- Integrates with Order Entry
- Integrates with Cost Management

Serial Lot Tracking

With this module individual inventory items can be tracked by serial number or lot number. This may be implemented only for those items that require it, allowing for a flexible tracking system with up to 14 numeric or 20 alpha serial/lot numbers.

Integration

Serial/Lot Tracking integrates automatically with the following modules:

- **Inventory:** stock receipts, returns, adjustments and inter-branch transfers
- **Accounts Receivable:** invoice and credit note entry
- **Order Entry:** stock issues
- **Accounts Payable:** invoice and credit note entry
- **Purchase Orders:** receipt entry

Easy Selection

Serial Numbers may be automatically generated during receipt entry and a pop-up window displays available numbers for stock issues. If a particular serial number is not known at the time of receipt or issue, this information may be entered later. The system automatically tracks transactions that have not had a serial/lot number entered and highlights this on reports and via an enquiry screen.

Warranty Tracking

Supplier and customer warranty details may be defined for each inventory item and recorded against each item sold. Sales history is automatically retained and warranty details may be kept for as long as required.

An enquiry program enables you to enquire by stock code, customer number or serial/lot number.

Expiry Dates

Expiry dates may be defined against individual items and the system can track items which are approaching or have passed their expiry date. The system can also be configured to automatically sell items in expiry date order and warn the user if an item being sold is close to expiry.

Features at a glance

- Serial or lot number tracking by individual product code
- Warranty tracking
- Full on-screen enquiry by
- serial number/product code
- Integrates with most other modules

Special Pricing

Augment your sales order processing system (Accounts Receivable, Inventory, Order Entry and Point of Sale modules) with Special Pricing and add six levels of quantity discount pricing, either by percentage or dollar value.

Five Special Pricing Methods

A combination of up to five different methods may be used for recording special prices:

- stock code/customer number
- stock code/customer/type
- stock category/customer number
- stock category/customer type
- or - all of the above.

Percentage or Dollar Discounts

A percentage or dollar value discount can be applied to any sales which are made. All the Special Pricing selections can apply for a specific date range which means that any special offers you may have for a limited time will be automatically handled.

Quantity breaks may be defined up to six levels with a different price for each level.

Up to six special prices or discount percentages may be defined.

Features at a glance

- Percentage or dollar value discounts
- Six levels of quantity breaks
- Six levels of special prices or discounts
- Special pricing may apply for a specified date range only

Technical Specifications

Note: All numeric values relate to the size of the fields in data files and are not necessarily the same as input screens or reports.

Accounts Payable

Supplier number: 6 alpha/numeric
Supplier short name: 6 alpha/numeric
Supplier name: 30 alpha/numeric
Supplier address: 85 characters (over 3 lines)
All values: 999,999,999,999.99
Last pay date: DD/MM/YYYYYY
Last pay amount: 999,999,999,999.99
Suppliers own code: 8 alpha/numeric
Invoice number: 20 alpha/numeric
Credit note number: 20 alpha/numeric

Accounts Receivable

Customer number: 6 alpha/numeric
Customer short name: 6 alpha/numeric
Customer name: 30 alpha/numeric
Customer address: 85 alpha/numeric (over 3 lines)
Credit limit: 99,999,999
Total amount owing: 999,999,999,999.99
Invoice number: 20 alpha/numeric
Credit note number: 20 alpha/numeric

Bill of Materials

Inventory code: 20 alpha/numeric (optional 20 alpha numeric)
Bill description: 30 alpha/numeric
Bill type: Q or F (quantity or Formula)
Batch quantity: 99,999,999.9999

Cash Book

Account number: 9999
Bank account name: 30 alpha/numeric
Actual bank code: 20 alpha/numeric
Group code: 99
Analysis code: 4 alpha/numeric

All values:..... 999,999,999,999.99

Cost Management

Job Number: 20 alpha/numeric
Job short description:..... 20 alpha/numeric
Full job description:..... 180 alpha/numeric (over 6 lines)
Pages of text: 99
Date tendered:..... DD/MM/YYYY
Date started:..... DD/MM/YYYY
Date last invoiced: DD/MM/YYYY
Date completed:..... DD/MM/YYYY
All cost values: 999,999,999,999.99
All revenue values: 999,999,999,999.99
All receipt values:..... 999,999,999,999.99
All estimate values: 999,999,999,999.99

Fixed Assets

Asset code:..... 6 alpha/numeric
Asset subcode: 9999
Asset description: 60 alpha/numeric (over 2 lines)
Major group:..... 2 alpha/numeric
Minor group:..... 2 alpha/numeric
Serial number: 20 alpha/numeric
Location:..... 6 alpha/numeric
Comments:..... 40 alpha/numeric
All values:..... 999,999,999,999.99

Foreign Currency

All Rates 999,999.99999999
Currency code..... 3 alpha/numeric
Currency description 20 alpha/numeric

General Ledger Standard

Branch: 2 alpha/numeric
Department: 2 alpha/numeric
Account number: 6 alpha/numeric
Sub code: 6 alpha/numeric
Account description:..... 30 alpha/numeric
Transaction narrations: 30 alpha/numeric

All values:..... 999,999,999,999.99
All budget values:..... 999,999,999,999
Number of Financial
Reports: Unlimited

General Ledger Advanced

Company code..... 2 alpha/numeric
Account code..... 20 alpha/numeric
Account segments..... up to 6
Sub code 6 alpha/numeric
Account description..... 30 alpha/numeric
Transaction narrations: 30 alpha/numeric
All values:..... 999,999,999,999.99
All budget values:..... 999,999,999,999
Number of Financial
Reports: Unlimited

Inventory

Stock code: 20 alpha/numeric
Stock description: 2 lines of 30 characters each
All cost prices:..... 99,999,999.9999
All selling prices:..... 99,999,999.99
All quantities: 99,999,999.9999
Alternate stock code: 20 alpha/numeric
Vendor:..... 6 alpha/numeric
Vendor's code: 20 alpha/numeric
All values:..... 999,999,999,999.99

Order Entry

Order number: 6 alpha/numeric
Order date: DD/MM/YYYY
Delivery date: DD/MM/YYYY
Customer order number:..... 15 alpha/numeric
Delivery name: 30 alpha/numeric
Delivery address details:..... 90 alpha/numeric (over 3 lines)
Run number: 99
Drop sequence: 9999
Order value:..... 999,999,999,999.99

Purchase Orders

Purchase order number: 6 alpha/numeric
Required by date: DD/MM/YYYY
Expected date: DD/MM/YYYY
Shipping date: DD/MM/YYYY
Delivery instructions: 60 alpha/numeric (over 2 lines)
Contact person: 30 alpha/numeric
All values: 999,999,999,999.99

Payroll

Employee number: 9999
Employee surname: 20 alpha/numeric
Employee first name: 30 alpha/numeric
Employee address: 90 alpha/numeric (over 3 lines)
Employee occupation: 25 alpha/numeric
Employee tax number: 10 alpha/numeric
All bank accounts codes (4): 20 alpha/numeric
All rates of pay (5): alpha/numeric
All values: 99,999,999.99
Superannuation funds
per employee: 4

Point of Sale

Stock code: 20 alpha/numeric
Stock description: 2 lines of 30 characters each
All selling prices: 99,999,999.99
All cost prices: 99,999,999.9999
All quantities: 99,999,999 to 0,1,2,3 or 4 decimal places
Alternate stock code: 20 alpha/numeric
Customer: 6 alpha/numeric
Customer order number: 10 alpha/numeric
Invoice note number: 20 alpha/numeric
All values: 999,999,999,999.99

Periodic Billing

Reference number 6 numeric
All values 999,999,999,999.99

Serial Lot Tracking

Serial/number up to 14 numeric or 20 alpha/numeric

Special Pricing

All prices 99,999,999.99

All quantities 99,999,999.9999

Quantity breaks..... 6

Branch Offices

New Zealand

Greentree International Ltd

PO Box 47-765

Auckland

Ph 0-9-377-9202

Fax 0-9-377-2703

Australia

Greentree International Pty Ltd

PO Box 830

Buderim, Qld 4556

Ph 0-7-5451-0299

Fax 0-7-5451-0533