ACCPAC

ACCPAC Pro Series™ Application Specifications

best software®

ACCPAC Pro Series™ is an award-winning accounting and manufacturing system with the built-in flexibility you need to run your business your way.

ACCPAC Pro Series is a comprehensive business management solution that delivers the combined benefits of advanced productivity tools, modifiable source code, and state-of-the-art accounting and manufacturing capabilities. Available in two robust editions, Pro Series offers a full suite of modules that are easily customizable to meet your specific business needs.

From simple desktop personalization and user-specific customization to complete source code modification, ACCPAC Pro Series adapts to the way you do business. Both editions come with the built-in functionality you need to operate more efficiently and profitably, including automated workflow, powerful drill-down capabilities, advanced reporting and more.

In addition to a full suite of accounting and manufacturing modules, ACCPAC Pro Series offers seamless out-of-the-box integration to ACCPAC® end-to-end business management applications that include customer relationship management (CRM), human resources management, warehouse management, electronic data interchange (EDI), e-commerce, business analytics and vertical solutions.

Look to ACCPAC Pro Series for the power and flexibility that only full source code availability delivers. Ready to use and easy to adapt, Pro Series is today's choice for dynamic, growing businesses with an eye toward increased productivity and revenue.

Enterprise Edition

ACCPAC Pro Series Enterprise Edition is a comprehensive business management application built on industry-leading technology. Scalable, customizable and modifiable, Enterprise Edition features award-winning architecture, complete source code availability, user-customizable toolbars, a variety of add-on solutions, security control and a full suite of financial management and operational modules.

Enterprise Edition is designed for medium-sized accounting environments that require a scalable, feature-rich system with powerful analysis and reporting capabilities and unlimited user capacity.

Small Business Edition

ACCPAC Pro Series Small Business Edition, built on the same award-winning architecture as Pro Series Enterprise Edition, is well-suited for small, growing companies that require a complete, integrated suite of accounting and operations modules. Providing robust features and an easy upgrade path to full source code access, Small Business Edition is optimized to deliver maximum efficiency, simplicity and reliability.

Ideal for smaller companies that demand a stable, full-featured accounting system that supports as many as 10 concurrent users, Small Business Edition provides powerful accounting capabilities and a simple migration path to Enterprise Edition when complete source code availability is needed.

ACCPAC PRO SERIES MODULES

- System Manager
- General Ledger
- Accounts Receivable
- Accounts Payable
- Inventory Control
- Order Entry
- Purchase Orders
- Payroll
- EFT Direct Payroll
- Multicurrency
- Job Cost
- Project Accounting
- Customization Manager
- Production Entry
- Work Orders
- Shop Control
- Intercompany Transactions[1]
- Message Master
- ProAlert
- Customer Connect
- Bills of Lading
- Bills of Materials
- Serial Control[2]
- Lot Control[2]

PLATFORMS/CERTIFICATIONS[3]

- Network Server: Microsoft® Windows® 2003, Microsoft Windows 2000, Microsoft Windows NT®, Microsoft Windows Small Business Server, Novell® NetWare® and Linux®
- Workstation: Microsoft Windows XP Professional, Microsoft Windows 2000 and Microsoft Windows NT
- Database: Microsoft Visual FoxPro®, Microsoft SQL Server and IBM® DB2®
- Customization Language: Microsoft Visual FoxPro

[1] Compatible with ACCPAC Pro Series Enterprise Edition only.

[2] Included in Pro Series Enterprise Edition Inventory Control and optional with Pro Series Small Business Edition.

[3] For up-to-date information about supported platform versions and certifications, please visit www.accpac.com/products/system_requirements.asp

Industry-Leading Technology

In addition to supporting Microsoft Visual FoxPro, IBM DB2 and Microsoft SQL Server, ACCPAC Pro Series is the first mid-market “source-on-source solution” for Linux. ACCPAC also enjoys the support of third-party developers around the globe who have created numerous vertical solutions to address industry-specific requirements.

Microsoft Visual FoxPro enables you to create and manage high-performance, 32-bit database applications, and is ideal for building modern, scalable, multitiered applications with client/server computing and Internet integration.

Microsoft SQL Server is a high performance, relational database solution with advanced management and tuning functionality.

IBM DB2 is a high-powered, Web-ready relational database management system built on open standards. Flexible and reliable, DB2 easily scales to support exponentially greater numbers of customers, making it an ideal answer for companies seeking a long-term enterprise solution.

Linux is an excellent platform of choice for e-business and core business applications. Its open-source architecture and dependability make it the ideal platform for companies that want a long-term, expandable solution with reduced total cost of ownership.

Powerful ACCPAC Options Products

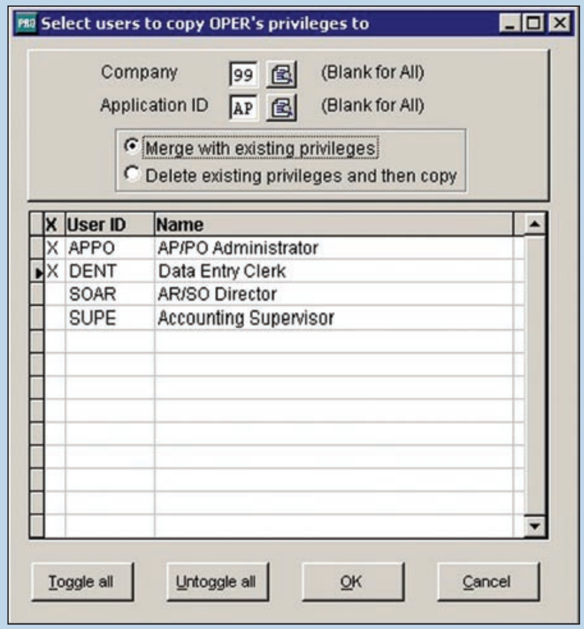
Choose from a range of powerful ACCPAC Options™ designed to extend and enhance the functionality of your ACCPAC Pro Series system.

- **ACCPAC CFO™** – for financial diagnostics that take the guesswork out of your business planning process.
- **ACCPAC Insight™** – for enterprise-wide reporting, budgeting, forecasting and consolidations.
- **ACCPAC Query™** – for elegant, persuasive and easy-to-generate reports.
- **Financial Link Professional™** – for powerful drill-down, consolidation and reporting functionality.
- **Sales Optimizer™** – for sales opportunity analysis and strategic sales planning.

Total Protection

ACCPAC Pro Series provides sophisticated user- and company-based security. Hundreds of user privileges let you specify how and when users access the system. Furthermore, access to specific fields can be controlled and modified for each user. Pro Series also delivers time-tested accounting functionality that ensures high-level audit control.

With ACCPAC Pro Series, you can configure system and work-station settings, define user security levels, and control user access by function, time of day and date range. Additionally, you have the option to encrypt user passwords and names for added security. These are just a few of the many security features you’ll find in award-winning ACCPAC Pro Series.



ACCPAC Pro Series makes it easy to assign and revoke user privileges.

ACCPAC Pro Series Modules

System Manager

System Manager is the control center for ACCPAC Pro Series. With System Manager, you can configure system and workstation settings, user security and more. Its data dictionary provides utilities for viewing and maintaining database files, and lets you modify and create your own custom databases and indices.

Features of System Manager

- Password maintenance lets you control user access by function, time of day and date range
- Option to encrypt user passwords and names for added security.
- Records and reports user audit trails detailing time-specific information about user actions.
- Data views give instant custom-defined views of your data from any file in the data dictionary using the DataDriller.
- Custom menus allow you to access as many as ten different user-defined custom options.
- Users can view various records (inventory, customers, vendors and General Ledger accounts) without being able to edit them.
- Rule tables provide data entry validation to ensure data input accuracy.
- Enables you to change key values, such as customer, inventory item or vendor numbers throughout the system.
- Includes laser printing technology to produce high-quality, low-cost business forms on plain paper.
- Data dictionary stores information about application and custom database files, their fields and indices, data types and program processes.
- System Recovery utilities can update and verify database file structures and indices, clear user flags and file locks, delete unused temporary files and clear the Error Log.
- Error Log provides System Administrator with powerful tools and information to track down system faults.
- Fiscal calendars allow you to define as many as 13 periods and control postings from all applications.
- Transaction rollback ensures data integrity and provides the ability to recover from interrupted transactions.
- Database containers ensure security and seamless access for better integration of third-party products.
- Expanded Company ID field allows up to 10 alphanumeric characters for unlimited number of Pro companies.
- Data Dictionary allows you to expand key fields to user-defined lengths. Screens and Reports have been designed to accommodate lengthened fields.
- New Users Information Settings tab consolidates all user functions and settings in one easy-to-access treeview menu.
- User privileges, settings, reports and data views can be easily selected and copied from one user to another and across companies.
- New Data Center icon in toolbar for one-click access to view fields, browse tables and maintain dictionary attributes.
- Date & Time and Spell Check option buttons added to all Notes fields.
- Calendar view button added to all date fields.
- Desktop pictures, colors and graphics can be added to each Company.
- Screens can be resized to allow expanded grids to view more data.
- New Import Data Wizard imports customers, vendors, items and GL accounts in selected file formats to more easily convert data from other accounting applications.
- User-defined custom reports can be assigned to specific users or companies and selected from option grid when printing.

Standard Reports

Each report may be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent via e-mail or saved on disk. Some of the reports included are:

- User Activity Report
- Disk Usage Report
- Key Change Audit Log
- Key Change List
- Setup Information Report

General Ledger

General Ledger gives you advanced general ledger and financial reporting capabilities designed to meet the needs of today's businesses. Entries can be posted to current, previous and future periods, and allows periods to be locked from posting. Flexible report formats provide comprehensive financial, comparative and audit trail options.

Features of General Ledger

- Flexible account structure allows you to define an account number for as many as 24 alphanumeric characters.
- Easily define as many as six account segments, allowing information tracking for multiple cost centers, departments, locations, product lines, etc.
- Flexible sub-typing of General Ledger Accounts and reporting allows you to group accounts for reporting.
- Open-period posting allows entries to be posted to any period in a three-year window in detail or summary.
- Provides virtually unlimited budgeting.
- Custom groups of accounts for budgeting and reporting purposes.
- Includes GL consolidation to consolidate, edit and report information from multiple companies and various periods.
- Account inquiries give easy access to information including drilldown and auditing of sub-ledger detail as well as ability to drill down to source documents.
- Budget data can be exported and imported to and from popular spreadsheets.
- Multiple account maintenance provides a convenient method for adding or deleting accounts in one step.
- GL accounts can be imported as an entire account segment or just Account Major from a variety of file formats.
- Supports four types of journal entries: standard, recurring, automatic distribution and allocation.
- Journal entries can be imported from a variety of file formats.

- New Reversing Journal Entries Wizard generates reversing journal entries to any period.
- Tailor report formats without creating custom reports with user-defined headers and footers, subtotaling and column definition.
- Save time and effort by creating personalized General Ledger report sets.
- New 13-period Income Statement now available to report actual and budget information.

Standard Reports

Over 60 financial, comparative and audit trail report formats may be customized from a matrix of user-selected options: displayed, printed, exported to a spread-sheet, faxed, sent via e-mail or saved on disk. Some of the reports included are:

- Account Reconciliation
- Balance Sheets
- Chart of Accounts
- File Listings of Recurring Entries, Account Groups, Types, etc.
- General Ledger
- Income Statements
- Performance Ratio Report
- Statement of Cash Flows
- Trial Balances
- Unposted Transaction Edit Lists

Accounts Receivable

Accounts Receivable is a complete billing and accounts receivable system with extensive sales analysis reports. It instantly displays and prints 24-month customer sales and 36-month item sales histories and graphs, and updates customer and inventory records in real time, providing you with the most current information at all times.

Features of Accounts Receivable:

- Supports virtually unlimited ship-to addresses per customer with smart defaults and convenient pop-up pick lists.
- Tracks complete invoice history for accurate audit trail.
- Sales tax can be tracked and reported for multiple tax jurisdictions.
- Create marketing and dunning letters for customers via a DDE link.
- Partial shipments or shipments from selected invoices can be combined into a single invoice.
- User-defined transaction category codes allow you to post transactions to sets of accounts based on both the customer and the item sold, so you can easily report cost and revenue distribution.
- Customer statements can either be open item or balance forward-set at customer level.
- Displays and prints 24-month customer sales complete with graphs in Microsoft Excel.
- Prints invoices by customer terms, enabling you to mail the most urgent ones quickly.
- Automatic commission (or reversal of commission) generated when saving invoices or credit memos.
- New customer or inventory items may be added on the fly during invoicing.
- Accepts and tracks non-accounts receivable receipts (for example, interest paid by bank, tax refund, etc.).
- Real-time Business Status Report provides immediate status for current balance, inventory value, period-to-date gross margin, billings, receipts, discounts and cost of goods sold.
- Companies requiring inventory item-level taxation for Value-Added Tax (VAT) may define as many as 26 different pre-designated tax rates.
- Multiple tax codes can be assigned to a single line item for specialized tax requirements.
- Prints, faxes or sends invoices via e-mail in batches or individually.
- Supports data entry in multiple windows at the same time, which allows simultaneous processing of invoices and cash receipts.
- Provides individual printing of invoices for point-of-sale transactions.
- Provides options for recurring billings for services, rental charges, etc.
- Warns you when a customer's balance exceeds available credit.
- Computes and posts finance charges for specified customers.
- Provides for user-defined aging of receivables, including the ability to recreate aging reports from prior dates.
- Locates customer records by full or partial phone numbers on pick lists.
- Allows viewing of customer or inventory records during transaction entry.
- Generates tax-only credit memos.
- Create deposits by customers, grouping receipts for easier bank reconciliation.
- Apply invoices to credit memos automatically or manually.
- New expanded capabilities have been added to the Customer Payment Terms Maintenance screen.
- New National Accounts functionality has been added to easily manage national account and branch account relationships with customers.
- Customers records have an Active/Inactive status indicator.
- Cost, price and margin percentage displays by individual line item or total invoice during Invoice Entry.

Standard Reports

Each report may be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent via e-mail or saved on disk. Some of the reports included are:

- Accounts Receivable Journal Report
- Business Status Report
- Cash Receipts
- Credit Applications
- Customer File
- Customer Ledger Listing
- Customer Mailing and Folder Labels
- General Ledger Linking Codes
- Inventory File
- Invoice Register
- Invoices
- National Accounts Ledger

- National Accounts Listing
- Open Receivables
- Past Due Items
- Recommended Reorders
- Recurring Billings
- Sales Analysis Report
- Sales Price List
- Sales Tax by Territory
- Customer Statements

Accounts Payable

Accounts Payable creates checks and tracks credits, discounts, partial payments and recurring obligations, and generates warning notices to help prevent losses, allowing you to effectively manage your business expenses. It includes numerous vendor and payable inquiries and an extensive library of expense analysis reports.

Features of Accounts Payable

- Selects and calculates early payment discounts.
- Displays total accounts payable and approved-to-pay amounts.
- Allows partial payments on open invoices.
- Permits user-defined periods for aging payables.
- Alerts you if vendor credit limits are exceeded.
- Allows application of open debit memos to selected invoices.
- Records and tracks credit card purchases to both the credit card company and the vendor.
- Check voiding capability streamlines processing for lost checks.
- Allows easy prioritization of invoice payments with as many as 14 priority levels.
- Vendors may be placed on payment hold, purchase hold or both.
- Allows virtually an unlimited number of checking accounts.
- Create invoices manually or match them with received purchase orders.
- Create pre-payments without creating an invoice.
- Allows non-check payments of invoices, such as wire transfers.
- Real-time Business Status Report provides immediate status for current balance, cash balance, net cash forecast, approved to pay, period-to-date payable, and payments and discounts/adjustments.
- Vendor URL and e-mail address support.
- Multiple remit-to addresses.
- Value-Added Tax (VAT) Support.
- Locates vendor records by full or partial vendor numbers, names and telephone numbers on pick lists.
- Expanded bank reconciliation options include ability to import open financial exchange (OFX) files from banking institutions and color enhanced screens for easier reconciliation.
- Flexible approve-to-pay feature allows easy selection of desired invoices based on user-defined criteria (vendor, discount date, invoice date, etc.).
- Separate 1099 closing: Continue to enter AP payments after year-end close.
- Print 1099s to laser printers (option to include 1099s above a minimum dollar amount).
- Produce 1099s for a previous year at any time (capability to file 1099s electronically).
- Close unbilled purchase orders.
- As-of Aging Reports provide the ability to specify a prior date and produce the report as of that date.
- Vendor records have an Active/Inactive status indicator.
- New expanded capabilities have been added to the Vendor Payment Terms Maintenance screen.

Standard Reports

Each report may be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent via e-mail or saved on disk. Some of the reports included are:

- Accounts Payable Aging (Past Due and Forecast)
- Accounts Payable Discount Report (Pending and Lost)
- Accounts Payable Journal
- Approved to Pay
- Bank Reconciliation
- Business Status Report
- Cash Requirements
- Check Register
- Checks (in user-defined Top Stub Format)
- Credit Card Transaction Control Report
- Invoice Register
- Master Distribution Journal
- Unbilled Receipts Report

Inventory Control

Inventory Control automatically tracks inventory balances, serial numbers and lots (optional in ACCPAC Pro Series Small Business Edition), and product line information. Plus, it prints extensive reports allowing you to easily analyze and control your inventory. All balances are updated in real time for up-to-the-minute, on-screen access.

Features of Inventory Control

- Supports LIFO, FIFO, average weighted and standard cost inventory valuation methods.
- Tracks virtually unlimited inventory locations and two types of storage divisions within each location.
- Tracks and reports on user-defined stores and bins.
- Tracks costs at inventory locations.
- Tracks serial numbers and lot items when stored, ordered and shipped (optional in ACCPAC Pro Series Small Business Edition).
- Tracks and reports on user-defined inventory product lines.
- Item Forecasting Wizard can project the demand for an item individually and by group, and estimate a new order point and order quantity.
- Define units of measure for stock, purchase and sell inventory factors.
- Multiple price schedules can be created for items based on cost markup, price discount or fixed price methods, with options for dollar amounts of percentages and for as many as six quantity breaks per price schedule (pricing promotions can expire automatically).

- Supports different settings at item level such as item type (asset, expense, inventory), taxable item, item class, miscellaneous code, commodity code and more, which assist in inventory categorizing and reporting.
- Cycle counts ensure accurate inventory quantities by periodically checking designated high-cost and high-turnover items, without interrupting receipt or shipment entry activities.
- Links to General Ledger by storing a unique set of default accounts for each item at each location.
- Supports data entry in multiple windows at the same time, which allows simultaneous processing of receipts and transfers.
- ABC analysis allows categorization of inventory items according to their overall performance or value.
- Performs dollar or percentage mass cost and price changes to one or more groups of inventory items.
- Provides 36-month inventory sales/usage history complete with graphs.
- Rule tables validate data entry for inventory item class, stock location, unit of measure, etc.
- Real-time Business Status Report provides immediate status of current balance, inventory value, period-to-date gross margin, billings, receipts, discounts and cost of goods sold when used with Accounts Payable, Purchase Orders, Order Entry and Accounts Receivable.
- Allows multiple suppliers for the same inventory item.
- Notes file provides information on each inventory item.
- Displays online sales history information for existing inventory items.
- Item cost is maintained by location; the average, standard and last receipt cost for each item is stored at each location.
- Tracks serial numbers and lot items when stored, ordered and shipped (optional module with ACCPAC Pro Series Small Business Edition).
- Serial Number Audit Trail provides an audit trail for multiple receipts of the same item/serial number (optional module with ACCPAC Pro Series Small Business Edition).
- Inventory price group function provides an easy-to-use template for complex pricing schedules to be rapidly applied to multiple inventory items.
- As-of On-hand Inventory reporting provides the ability to specify a prior date and produce the report as of that date.
- Integrates radio-frequency and bar-coding warehouse automation technology via ACCPAC WMS™ (not available in ACCPAC Pro Series Small Business Edition).
- Inventory is automatically updated from sales generated in your ACCPAC *e*Transact® Web store.
- Inventory Items, Items at Location and Items by Supplier have an Active/Inactive status indicator.

Standard Reports

Each report may be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent via e-mail or saved on disk. Some of the reports included are:

- Business Status Report
- General Ledger Link Codes Report
- Inventory Analysis Report
- Inventory File Report
- Inventory Journal Report
- Inventory On Hand
- Inventory Suppliers
- Inventory Transfers Report
- Inventory Worksheets
- Recommended Reorders
- Summary Report

Order Entry

Order Entry generates, schedules and maintains estimates, sales orders and backlogs. Invoices are created automatically if linked to Accounts Receivable. Order Entry prints pick lists, UPS C.O.D. tags and a wide variety of sales order analysis reports. Repeats on similar orders can be automatically copied from existing or previously shipped orders.

Features of Order Entry

- Prints sales orders, C.O.D. tags, picking lists and extensive backlog reports.
- Generates and maintains recurring sales orders and bids.
- Supports Order Entry returns.
- Unshipped or partially shipped line items can be edited.
- Creates orders from multiple inventory locations.
- Supports ordering and inventory tracking of individual serialized items, lotted items, stores and bins during sales order entry or shipment.
- Allows automatic creation of purchase orders from within Order Entry.
- Quick Ship feature allows you to ship multiple sales orders simultaneously.
- Orders can be shipped from the Print, Preview, Ship, Continue dialog box while entering new orders.
- Sell items in different units of measure than you stock or purchase.
- Automatically allocates inventory as a sales order is entered.
- Allows over-shipment.
- Sales order printout options can include detailed information such as lot number, serial number, location and line item notes.
- Commission calculations can be based upon salesperson or product line, and calculated on orders shipped or paid on flat sales amount or margins.
- Commission tiers allow for tracking against sales quotas based upon pre-defined sales goals.
- Commission calculations may be automatically adjusted for returned items.
- Enter drop-ship line items, create purchase orders for drop-shipments, and track status of all drop-ship orders.
- Supports blanket orders-quantity limited contract pricing.
- Displays or prints 24-month customer and 36-month item sales histories, complete with graphs.
- Supports tax tables and tax rates for tax calculation based on state, county and city.

- Supports multiple customer ship-to address with information such as tax rates, sales person, district, etc.
- Allows for as many as 26 different pre-designated tax rates for different tax rate industries and VAT.
- Records notes to your customers.
- Real-time Business Status Report provides immediate status for open orders, period-to-date orders, uninvoiced shipments and completed shipments.
- Provides online lookup of customer or inventory codes and information.
- Add new customers or inventory items during sales order entry.
- Warns you when a customer's balance exceeds available credit during order entry.
- Warns you when inventory balance is insufficient to ship from inventory.
- Uses pricing schemes which can be defined for items, customers or a combination of both.
- With appropriate privileges, users may override line-item prices.
- Cost, price and margin percentage displays by individual line item or total invoice during Invoice Entry.
- Order Entry automatically receives customer Web orders from your ACCPAC *e*Transact Web store.
- Supports data entry in multiple modules at the same time, which allows processing of an order entry and maintenance information simultaneously.

Standard Reports

Each report may be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent via e-mail or saved on disk. Some of the reports included are:

- Business Status Report
- Comments Report
- Commissions Due Report
- Customer File
- Customer Mailing and Folder Labels
- Inventory File Report
- Open Orders
- Operations Summary
- Order by Picking List
- Order Status Report
- Orders by Salesperson
- Picking Tickets
- Recurring Orders
- Sales Orders
- Sales Price List
- Shipments
- Transactions
- UPS C.O.D. Tags

Purchase Orders

ACCPAC Pro Series Purchase Orders is a complete purchase order processing system with real-time tracking, automatic updating of vendors and inventory account balances, and extensive reporting capabilities. With the Message Master option, you have the added capability to fax or send purchase orders via e-mail.

Features of Purchase Orders

- Creates purchase orders and handles receiving.
- Supports blanket orders with individual purchase orders released against the master order.
- Designate items to require inspection prior to receipt with report tracking for items pending or failing receipt.
- Generates recurring purchase orders, drop-ship orders and special bids/quotes.
- Works with Accounts Payable to track liabilities and invoice receipts.
- Choose to ship a purchase order to a different address, including a customer, if you have Accounts Receivable or Order Entry.
- Tracks groups of items by the lot numbers entered when receiving items.
- Supports inventory tracking of individual items according to serial number.
- Unit of measure conversion allows purchase of items in different units of measure than you stock or sell.
- Records virtually unlimited notes and memos with any line item.
- Provides schedules for material receipts.
- Receives partial drop shipment purchase orders.
- Provides reports for inventory reordering and backorders, and purchase order status by item, vendor and buyer.
- Displays or prints 24-month vendor purchase histories and vendor balances complete with graphs in Microsoft Excel.
- Real-time Business Status Report provides immediate status for open purchase orders, unbilled purchase orders and period-to-date orders and receipts.
- Updates vendor and inventory balances in real-time.
- Warns you when a vendor's balance exceeds available credit.
- Supports recurring purchase orders.
- Receives purchase orders by item.
- Use standard comment text or create purchase order comments that are printed on the purchase order.
- Locates vendor records by full or partial phone numbers on pick lists.
- Allows multiple suppliers for each inventory item.
- Allows multiple remit-to addresses for vendors.
- Allows cancellation of open quantities after a receipt is entered.
- New vendors and inventory items can be added during purchase order entry.
- Supports data entry in multiple modules at the same time, which allows processing of a purchase order and the corresponding sales order simultaneously.

- Creates a Return Order when necessary and applies it to the original purchase order.
- Cost tiers for vendors can be set up by item based on volume quantities or vendor specials.
- Customer invoicing can be deferred when receiving drop ship purchase orders.

Standard Reports

Each report may be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent via e-mail or saved on disk. Some of the reports included are:

- Blanket Orders
- Business Status Report
- Drop Shipment Status
- Open Orders Report
- Pending/Completed Inspection Reports
- Purchase Order Receipts
- Purchase Orders
- Recommended Reorders
- Recurring Purchase Orders
- Status Report (by Purchase Order, Vendor, Item and Requisition number, and Request Date and Department)
- Vendor File Report
- Vendor Labels

Job Cost

Job Cost is a fast, flexible accounting tool for project and job cost management. Use Job Cost to evaluate your operations and improve efficiency in everyday work activities. With Job Cost, you can monitor labor, material and indirect costs associated with a job or project to ensure profitability. Select features that fit your company's operation and generate reports that conveniently track jobs by price or cost. Job Cost's versatility meets the needs of diverse job-oriented businesses, including made-to-order manufacturing, engineering, architectural, construction and service/repair companies.

Features of Job Cost

- Job Cost includes nine levels of detail in a transaction: job, division, phase, category, cost type, item code, item description, unit price/unit cost and individual transaction.
- Choose from five billing methods: time and materials, not to exceed, fixed price by job, fixed price by phase amount and fixed price by phase percent.
- Create budget and estimates for job, category and item levels.
- Enter all project costs and take advantage of detailed audit trails for each posted individual cost.
- Invoices update Accounts Receivable files automatically.
- Create draft and final invoices using automatic and non-automatic options.
- Supports AIA Invoices and Recurring Billings.
- Optional billing of freight as a separate line item on fixed amount invoices.
- Bill multiple jobs on one invoice.
- Flag transactions as billable, non-billable or hold.
- Update item quantities in Inventory Control.
- The interface is customizable including job number templates, user-defined screen label names, etc.
- Accounts Payable invoices entered in Job Cost update Accounts Payable files.
- Use Purchase Orders entry in Job Cost to mark purchase order items for jobs.
- Purchase orders entered in Job Cost update Purchase Orders files.
- All transactions distribute to General Ledger; optional WIP/Revenue journal entries for cost transactions.
- Import functions include material transaction and payroll timecard information which may be transmitted to Payroll.
- Track committed costs.
- Optional user-defined standard phases and categories for all jobs.
- List both client and owner for any job and indicate which to bill.
- Multiple billing schedules.
- Detailed transaction histories.
- Multiple invoice layouts.
- Optionally use Accounts Receivable ship-to file or customer file for job site address.
- List job lender information.
- Inquiry screens list current job totals with option to print.
- Optional CSI format for phases.
- Certified and non-certified payroll and reporting.
- Track change orders.
- Track subcontracts and subcontractor information.
- Accounts Receivable and Accounts Payable retainage.
- Payroll burden.
- Kitting capability.
- Job Cost item maintenance for non-inventory items; use flat rates or markup percentages for billing.
- Overhead allocation.
- Ability to transfer transactions between jobs/phases/categories.
- Line item notes.
- Updates Job Cost from Purchase Order Receipts.

Standard Reports

Some of the reports included are:

- Aged WIP Report
- Accounts Receivable Aging by Job
- Certified Payroll Report
- Cost Variance
- Estimate/Budget Report
- Inventory On-hand and Work-in-Progress
- Item Revenue
- Job Cost Purchase Orders Report

- Job Profit Analysis
- Job Status Report
- Labor Utilization
- Payroll Register
- Period Job Report
- Sales Volume
- Transaction Journal
- Transaction Listing
- Unposted/Posted Overhead Report

Payroll

Calculate and maintain payroll and labor distribution for hourly, salaried, commissioned and per-unit employees in an easy-to-use graphical interface. Payroll includes tax calculations for all 50 states, the District of Columbia and Puerto Rico.

Features of Payroll

- Calculates user-defined set of taxes for particular pay types such as different expense categories or taxing authorities.
- Distributes salaried and hourly amounts to different jobs, departments, General Ledger accounts or pay types (for example, sick or vacation pay).
- Allows grouping of taxes into tax territories to handle employees who work in more than one state during a pay period.
- Supports pre-defined tokens, tax formulas and tables covering federal and all state taxes that are user modifiable and can be automatically updated with ACCPAC tax subscription (additional subscription fees apply).
- Allows for addition of user-defined taxes, tax formulas, tables and tokens which can be merged with ACCPAC tax updates.
- Earned Income Credit is handled as a negative tax for qualified employees and is printed on pay stubs and W-2 forms.
- Provides option to calculate taxes on the fly for verification during posting.
- Reports workers' compensation premiums owed based on rates, wages and hours.
- Allows multiple user-defined deductions assigned to an employee and/or posting.
- Allows virtually unlimited number of taxes to be withheld from an employee's pay.
- Allows employers to match employee deductions such as 401(k) plans based on a percentage.
- Supports multiple vacation types.
- Automatically posts sick and vacation expenses and liabilities to General Ledger during payment processing.
- Provides the ability to void multiple checks at once.
- Offers selection of three check types in both multi-purpose and pre-printed check stock.
- Links with Accounts Payable bank reconciliation.

Integration

- Payroll can be used separately or linked with any of the following ACCPAC Pro Series modules: General Ledger, Accounts Payable, Job Cost and Project Accounting.

Standard Reports

Some of the reports included are:

- 940 Report
- 941 Exception Report
- 941 Report
- Check Register
- Deduction Listing
- EEO Report
- Employee Accrued Time Report
- Employee Address List
- Employee Deduction Status
- Employee Mailing Labels
- Employee Pay History
- Employee Seniority List
- Employee Status
- Employee Wage and Tax
- Labor Statistics
- Magnetic Media Reports
- Pay Types Listing
- Payroll Deduction Register
- Payroll Journal Report
- Payroll Labor Cost Report
- Payroll Liability Report
- Payroll Register
- Payroll Tax Register
- Posted Earnings Report
- Tax Jurisdictions
- Tax Listing
- Tax Territories
- W-2s (printed and magnetic media)
- Workers' Compensation Report

Direct Deposit Payroll

This module integrates with ACCPAC Pro Series Payroll and activates direct deposit capabilities with National Payment Corporation (NPC), a national, bonded, bank-independent clearinghouse. The net amount of an employee's paycheck can be set up to deposit into the bank account or accounts specified by the employee. Direct Deposit Payroll provides support for as many as four bank accounts per employee for direct deposits. Direct Deposit Register and reports included.

Credit Card Processing

ACCPAC Pro Series Credit Card Processing is a new module available for Pro Series Enterprise Edition and Small Business Edition that allows clients to accept credit cards as a payment type, and actually process the credit card transaction in real-time from within Pro Series. This allows the Order Entry and the Accounts Receivable module to transmit the credit card number of a customer to a credit card processor for approval, and then automates the funds transfer into the users bank account.

Features of Credit Card Processing

- Supports IP-based network connectivity.
- Supports both workstation and server-based processing.
- Supports 128-bit encryption of all credit card numbers.
- Maintains multiple credit card details per customer and select default credit card.
- Creates credit card receipts, deposits and refunds.
- Enter credit card receipt during invoice entry and apply directly to the new invoice.
- Enter credit card receipt on shipment and auto apply directly to the new invoice.

Intercompany Transactions

Intercompany Transactions lets you enter General Ledger and Accounts Payable transactions that affect more than one company by automatically distributing transactions across two or more companies. Intercompany Transactions simplifies and significantly reduces the amount of work required for Intercompany accounting.

Features of Intercompany Transactions

- Enter Journal and Payable transactions across multiple companies.
- Journal entry net postings are automatically balanced to intercompany control account.
- Transactions can be redistributed by dollar or percentage amounts to different accounts.
- Multicompany distribution and ability to pick any target company account on the fly.
- Enter Intercompany General Ledger journals and Payable invoices or credit notes.
- Ability to enter comments on each line in a distribution.
- Transaction references and descriptions provide an audit trail for easy reference.
- Capacity for different companies to have different year-ends. Period numbers are automatically adjusted as transactions are created in each company.
- Intercompany Postings Wizard creates journal entries in receiving company from the Intercompany Transactions from the source company.
- Multicurrency support on base currency.

Project Accounting

Project Accounting provides an estimate, budget and costing tool for job cost management. Allows for up to four levels of cost tracking with project, phase, category and cost-type definitions. The job account mask supports the optional use of phases and/or categories as well as user-defined cost types. Integrates with Accounts Payable, Accounts Receivable, Inventory Control, Payroll, Purchase Orders and Order Entry.

Features of Project Accounting

- Four-level system allows virtually unlimited jobs, phases and categories, with an expense type for each category.
- Flexible job mask to optionally use phases and/or categories.
- Supports user-definable cost types.
- Allows jobs, phases, categories to be copied from other jobs.
- Supports use of templates for defining new jobs.
- Customize screen labels for key terminology.
- Enter job distribution from Accounts Receivable, Order Entry, Purchase Orders and Inventory Control.
- Add new phases, categories and cost types on the fly.
- Allows work-in-process timesheet transactions to be entered and edited for employees and/or subcontractors with real-time updates on job status reports.
- Automatic update of budget and actual costs when changes are made.
- Unlimited history for maintaining original estimates as well as current budgets and actual costs.
- Detailed audit trails for each individual cost posted.
- Transaction journal shows all job transactions with options for selecting source module.

Standard Reports

- Job Estimate
- Job Status
- G/L Reconciliation
- Timesheets
- Transaction Journal
- Job List
- Phase List
- Category List
- Resource List

Customer Connect

ACCPAC Customer Connect delivers comprehensive contact management for current or prospective company, customer and vendor records. It allows an unlimited number of contact records per company and an unlimited number of transaction events per contact. All transactions are updated in real-time for up-to-the-minute on-screen access.

Features of Customer Connect

- Utilizes a powerful search screen to search on any field with support for filter and/or string expressions.
- Maintains an unlimited number of contact records per company.
- Tracks an unlimited number of events per contact record.
- Supports a real-time to-do list by pressing a single function key.
- Supports an unlimited number of user-defined call types.
- Provides a robust Quick Merge screen for OLE support to Microsoft Word for documents, envelopes, and labels as well as MAPI support for e-mails.

- Sends and automatically logs MAPI compliant e-mail messages.
- Creates and automatically logs OLE documents from Microsoft Word.
- Provides unlimited user-defined templates that can be added and customized on the Quick Merge screen.
- Prints customizable contact sheets for prospects, customers and vendors with an option grid that allows the user to specify the amount of event history to include.
- Features remote synchronization of Customer Service data files.
- Provides single-click access to open orders, payables, receivables, shipments, receipts, purchase history and more.
- Support for reports to be exported to Microsoft Excel or HTML.
- Automatically generates company ID numbers in a user-defined format.
- Supports user-defined screen labels for key terminology.
- Provides SIC and company size fields for effective prospect profiling.
- Provides a total of 24 user-definable information fields with generous field lengths and support for memo fields.
- Allows eight phone numbers per contact record.
- Tracks subject thread number for easy management of multiple contact events.
- Maintains a personal memo field for each contact record.
- Automatically calculates call durations.
- Provides an unlimited memo field for each transaction event.
- Sales Orders can be entered from a contact record with a single click when linked to Sales Orders.
- Purchase Orders can be entered from a contact record with a single click when linked to Purchase Orders.
- Maintains a contact's alternate address, birthday and anniversary.
- Allows an unlimited user-defined search capability.
- Provides mail merge capabilities with prospect, customer and vendor records.
- Supports a separate company database from customers and vendors.
- Imports customer records and creates company and contact records.
- Imports vendor records and creates company and contact records.
- Supports SIC coding of companies and Title coding of contacts.
- Imports from external file formats.
- Allows nine user-defined fields to be validated by system rule tables.
- SIC and NAIC codes included in customer table.

Standard Reports

- Summary Sales Analysis
- Source Contribution to Sales
- Activity Report by Company
- Activity Report by Event Date
- Activity Report by Event Type
- Activity Report by User ID
- Individual User To-Do Lists
- Contact Report by Company
- Contact Report by Event Date
- Contact Report by Event Type
- Contact Report by User ID
- Prospect Company Listing

Bills of Lading

ACCPAC Pro Series Bills of Lading is a material transfer management system designed to assist businesses that move material between warehouse locations or require a bill of lading to document goods sent to their clients.

Features of Bills of Lading

- Allows printing of UPS and FedEx airbills.
- Prints Bills of Lading – short form.
- Easy-to-use interface to enter, ship and receive transfers.
- Distributor Requirement report includes Purchase Orders, Order Entry and Work Order allocations.
- Works with Accounts Receivable, Inventory Control and Order Entry modules to eliminate duplication of data.
- Supports National Motor Freight Classifications (NMFC) codes.
- Supports case pack, cube amount and unit weight freight settings.
- Optional use of Bills of Lading class codes.
- Supports unlimited carriers.
- Easily customize key terminology.
- Works with serial numbers and lots.
- Plans inventory transfers between physical warehouse locations.
- Allows entry of required shipment and receipt dates.
- Tracks inventory transfers between physical warehouse locations.

Standard Reports

- Airbills
- Bills of Lading
- Carrier Listing
- Distributor Requirement Planning
- Transfer Status

Bills of Materials

Bills of Materials is a cost-effective solution when the full functionality of a complete manufacturing suite is not required. This option is used with Order Entry for kitting of single-level BOMs without allocation or work order generation.

Features of Bills of Materials

- Allows for single-level bills of materials.
- Includes support for revisions.
- Allows kitting during Order Entry or during Order Shipment.
- Allows bills of materials settings of active, hold or obsolete.
- Easy customization of key terminology.

Standard Reports

- Bills of Materials
- Finished Goods
- Components

- Where Used
- Unused Items
- Configurations

Production Entry

Production Entry provides bills of materials, sales kit and configuration, and backflush processing. Seamless integration allows access to inventory and customer files without having to leave the module. Real-time costing from Inventory Control provides access to current information at all times.

Features of Production Entry

- Allows for multi-level bills of materials.
- Includes support for revisions.
- Allows for global change/delete on BOM components.
- Supports modular bill of materials.
- Supports variable bill of materials.
- Allows for phantom bill of materials.
- Includes option to configure BOM during Order Entry.
- Allows kitting during Order Entry or during Order Shipment.
- Includes import bill of materials option.
- Allows bills of materials settings of active, hold or obsolete.
- Easy customization of key terminology.
- Multiple-level bill of materials now displayed in a treeview menu screen.
- Separate scrap and variance accounts available.

Standard Reports

- Bills of Materials
- Finished Goods
- Parents
- Components
- Where Used
- Unused Items
- Configurations
- Manufacturing Journal

Work Orders

Work Orders is used with Production Entry to allow for component allocation, work order creation and generation, routing and Material Requirement Planning (MRP) features. Work Orders provides the necessary tools to manage production orders, inventory and resources in a manufacturing environment.

Features of Work Orders

- Production orders can automatically be generated from sales order requirements.
- Enter work orders with the option to associate an order or customer.
- Generate work orders based on requirements, shortages or forecast.
- Generate purchase order bids based on shortages or forecast.
- Option to use routes specifying operations and work centers.
- Set work order status to held, approved or exploded.
- Supports top, bottom and smart-level explosion.
- Option to include component allocation with smart explosion.
- Includes option to use finished location for component usage.
- Works with stores, bins, serial numbers and lot numbers.
- Includes option to specify a job number on the work order.
- Select to automatically create daily completion logs.
- Supports multiple reporting calendars for time-phased requirements.
- Access the bills of materials, customer and inventory files from Work Orders.
- Complete work orders to update inventory and generate journal entries.
- Ability to easily customize key terminology.

Standard Reports

- Pro Forma Work Orders
- Work Order Travelers
- Work Orders
- Work in Progress
- Gross MRP
- Net MRP
- Shorts MRP
- Variance Analysis
- Routes
- Operations
- Work Centers
- Routes-Where Used

Shop Control

Shop Control is used with Production Entry and Work Orders. It provides Manufacturing Resource Planning (MRPII) features such as shop floor capacity scheduling, what-if planning capabilities and WIP tracking.

Features of Shop Control

- Allows entry of plan orders for what-if scenarios.
- Update and view progress of work order from WIP Tracking screen.
- Import work orders to plan, view and implement production schedules.
- Access bills of materials, customer, inventory, route and calendar files from Shop Control.
- Easily customize key terminology.
- Allows access to WIP Tracking screen from Customer Connect.

Standard Reports

- Gross Requirements Plan
- Net Requirements Plan
- Shortages Plan
- Plan Order Summary
- Plan Order Detail
- Work Centers

Multicurrency

Multicurrency provides a comprehensive means for maintaining various global currencies and exchange rates in your accounting system. Transactions throughout the system are translated from currencies and exchange rates you define. Multicurrency tracks foreign currency trading partners and handles all the transactions and reporting for you. Multicurrency requires General Ledger and Accounts Payable to be installed.

Features of Multicurrency

- Master Currency List of world's major currencies may be expanded by user-defined custom currencies.
- User-defined exchange rates.
- Override default currency and exchange rate definitions at the transaction level.
- Support for exchange rate fluctuations during the life of a transaction.
- Freeze exchange rate support at the transaction level.
- Reports may be ordered by user-defined currency rate sort criteria.
- System provides user-definable exchange rate update warning periods and warns you if you are using an old exchange rate (warning may be overridden by users with appropriate privileges).
- Allows different buy and sell rates.
- Allows individual currencies to be specified at the customer and vendor level.
- Currency maintenance and transactions are controlled by ACCPAC Pro Series' powerful privilege-based security system.
- Exchange rates for receipts can now be changed at Purchase Order Receipt and at invoicing.
- Different currencies can be used for Accounts Receivable receipts and Accounts Payable payments, allowing payments in currencies other than the invoice currency.
- Allows a company to utilize both multicurrency and multi-VAT support.

Multicurrency in General Ledger

- Each journal batch can have its own currency and exchange rate.
- Account balances are maintained in the company's base currency.
- Exchange rates on unposted batches can be edited and frozen.

Multicurrency in Accounts Payable

- Assign a default currency for each vendor and change defaults at any time.
- Assign currencies to individual checking accounts and print checks in that currency.
- Define specific currencies for recurring payables.

Multicurrency in Accounts Receivable

- Assign a default currency for each customer and change defaults at any time.
- Define specific currencies for recurring billings.

Multicurrency in Inventory Control

- Assign a default currency for any inventory item with a fixed price.

Multicurrency in Purchase Orders

- Blanket Orders and Recurring Orders use the default currency from the vendor file.
- Specify a different currency for each.
- Recurring Order or assign a fixed exchange rate.

Multicurrency in Order Entry

- Blanket Orders and Recurring Orders use the default currency from the customer file.
- Specify a different currency for each.
- Recurring Order or assign a fixed exchange rate.

Multicurrency in Job Cost

- Each job can have its own currency.
- Accounts Payable, Purchase Order, payroll, overhead and miscellaneous costs are entered using job currency.
- Amounts posted to General Ledger are in the company's base currency.

Standard Reports

Each report may be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent via e-mail or saved on disk. Some of the reports included are:

- Company Currencies Report
- Currency Adjustments
- Exchange Rate Adjustments
- Exchange Rates Report

Customization Manager

Customization Manager enables you to customize your ACCPAC Pro Series screens and preserve your changes in future builds. This powerful tool is designed to allow you to make user-specific changes to your ACCPAC Pro Series screens without requiring access to source code. This will save you from having to redo modifications every time you update to a new build.

Features of Customization Manager

- Create custom screen forms as sub-classes of existing forms and make custom screens available to specific users/companies.
- Create Microsoft Visual FoxPro expressions that define the conditions in which a particular custom form is to be launched.
- Allows Solution Providers to deploy custom screen forms without changing the existing ACCPAC Pro Series form.
- Provides maximum flexibility to change screen object properties like field name labels, fonts, colors, field sizes, etc. on ACCPAC Pro Series screen forms.
- Allows Customization Manager to be added to the Favorites toolbar giving access to the module from within any other ACCPAC Pro Series application.
- Allows export and import of customizations between companies.

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ACCPAC®, a Best Software company, provides small and medium-sized businesses with a broad range of end-to-end business management applications designed to help customers enhance their competitive advantage. Look to ACCPAC for fully integrated business management applications that deliver high performance, advanced functionality, cross-product integration and unmatched freedom of choice.

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