

Selecting a Business Management Software System

(Print out this form, and use it while examining your prospective software package.)

General Ledger

- Fully integrated with all other modules/complete audit trail
- User-defined chart of accounts
- User-defined fiscal periods
- Prior period entries allowed
- Security controlled by user, module & function
- Automated recovery from hardware, system or network failure
- Easy look-up features
- Customizable look-up
- Real-time posting or batch posting
- Real-time integration
- Reversing entries, recurring entries, reallocations based on fixed amounts, percentages, budgets, or statistical amounts
- Multiple company and departments
- Inter-company and department transactions
- Consolidation reports
- Budgets, revisions, comparison reporting
- Multiple periods open at one time
- Automatic or programmed period or year-end close
- Automatic or programmed report(s) generation
- Multiple-year history and comparison reporting
- Report writing
- Operate remote locations
- Maximum # of user licenses
- On-the-fly entry of new customers, vendors, inventory, general ledger account codes, etc.
- Delete, renumber, merge customers, vendors, inventory, general ledger accounts, etc.
- Multi-year history

Accounts Receivable Functionality

- Customer class, multiple contacts, phone numbers, shipping addresses, credit limits, aging limits, tax rates, terms, etc.
- Handles discounts, finance charges, sales tax, partial payments
- Non-A/R receipts
- Multiple cash accounts
- Can print aged report by ID, name, class and can include collections notes
- Maintain notes on each outstanding invoice
- Can generate past due letters to customers
- Handles credit card transactions
- Automatic calculation of freight
- Commission reporting (calculation for each sales person on gross sales, GP, GP% and specific inventory items or orders.
- Cash exception reports (forecast future cash receipts)
- Sales analysis by Sales person (provides sales, COGS, and GP information by customer by invoice.)
- Sales tax reporting of taxes payable by tax authority.
- Option to pay commission on at time of sale or collection.

Accounts Payable

- Multiple contacts, phone #'s, addresses
- Credit limits
- Preferred payment
- Tax codes
- Terms
- Inter-company and departmental distribution of expenses
- Payment hold for vendor or items in dispute
- Tracking of serial # and lot item purchases
- Real time posting
- Partial payments, prepayments
- Checks, manual checks, wires, electronic funds transfer, flooring
- Automatic payment selection and override
- Multiple cash accounts
- Custom forms
- Accrual of sales tax paid on purchases with detailed report
- 1099's or magnetic media
- Cash requirements reports

Inventory

- Multiple catalogs
- Multiple types of inventory (parts, goods, services, non inventory)
- Products types, classes, units of measure
- Alternate part #'s
- Substitute part #'s
- Multiple warehouses & tracking by warehouse
- Multiple inventory types (company owned, contract expenses, customer supplied)
- Inventory transfers from one project to another or from one warehouse to another
- Supports physicals inventories and cycle counts
- Multiple costing methods (standard, average, LIFO, FIFO, Serialized, lot)
- Aged inventory report
- Minimum GP % validation
- Taxable and Non-taxable items
- Bin tracking
- Permanent, temporary, discontinued items
- Tracking of intransit inventory
- Automatic update of inventory activity based on purchase, receipts sales, returns, orders etc.

Purchasing

- Handles RMA's and price protection
- Can match invoices between multiple invoices
- Link between sales order and purchase order
- Automatically generates Purchase orders from sales orders and automatically assigns product to sales order when product is received
- Handles drop-shipments
- Requisitions for internal use.
- AP integration (ie. PO is received in inventory and creates an open AP record that is matched with the invoice and then posted to AP. This gives you an invoice intransit number and allows you to balance inventory receipts with payables.)
- Extended descriptions
- Inventory and non-inventory purchases
- Partial receipts
- Overshipments

Sales Order

- Cost plus methodology
- Multiple types
- Multiple ship to on same order
- Sales order acknowledgement
- Pick tickets
- Link to purchasing
- Packing slips
- Shipping labels
- Quoting
- Generates sales orders from quotes
- Generates invoices from sales orders
- Split commissions
- Drop ship items
- Backorders
- Open sales order report
- Multiple freight calculations
- Customer deposits on sales orders
- Inventory commitment during order entry
- Auto generation of RMA's
- Credit memo generation upon receipt of RMA

Service

- Call taking/Dispatching
- Service job history
- Equipment and warranty records with the sale of goods on invoice
- Accounts receivable status
- Service agreement records
- Able to add materials, parts, costs, overhead allocations, etc. to be charged to service call
- Be able to pull billable items from purchasing, accounts payable, inventory, labor and payroll
- Service call memo feature
- Tracking of response time
- Tracking average service repair/installation time per type of call
- Tracking new customers
- Scheduling and tracking preventive maintenance
- Tracking warranty work by vendor
- Type of Projects accepted
- Service
- Inventory work in progress
- Time and Materials
- Progress billing
- Able to have multiple number of technicians or subcontractors working on project
- Unlimited Labor categories
- Provides for building time, materials, labor, parts, indirect costs and fees into project
- Retainage supported
- Electronic time sheet with notes that may optionally be printed on invoice
- Contract renewals
- Detailed service history
- Commission on service or contracts
- Equipment history reports for installed machines by customer
- Profitability tracking of each service contract
- Profitability tracking of each tech

Payroll

- Employee tracking and history
- Automatically calculates taxes and deductions
- Multiple states
- Multiple pay frequencies
- Direct deposit
- Unlimited deductions & contributions
- Handles separate bonus or one-time paychecks
- Prints all federal, state and local payroll tax reports
- Multiple departments

TaskWise

- Efficient entry of calls, appointments, meetings and other tasks
- Schedule a follow-up contact in seconds
- Create letters, send e-mail and access the automatic phone dialing function
- Utilize integrated relationship information such as name, address, phone web-site, e-mail address
- Generate related tasks and alerts from existing data
- Easily obtain related data about customer account status, sales/service orders or contract information

Cash Management

- Real-time account balance manager
- Multiple bank accounts
- Cash flow forecasts using information from AP & AR
- Bank reconciliation
- Import electronic bank files or manually enter bank statements