PROCESS MANUFACTURING SYSTEM

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Version 8.0

Standard Modules:

Optional Modules:

18. Sample Tracking
19. Salesmen Marketing
20. BATF (Alcohol) Control
21. Mailing List System

Password Security Module

Overview

Data security is justifiably of primary concern to every manager of an on-line data base system. Desktop client PC's are scattered throughout the office, warehouse, production and at remote locations. This availability of clients is a potentially dangerous situation, since each client is virtually a window into the database and all of the confidential information contained within. Prevention of unauthorized access to information is what Password Security is all about.

This module has been designed to combine both the required degree of protection with the operator ease of use. Every program in the system can have multiple passwords or no password as required to access it. Each operator can have their own password for a particular program or all operators can use the same password for that program. This technique now allows the use of 'Global' passwords for management to access many (or all) programs in the system. The need to memorize numerous passwords can be eliminated by the use of these 'Global' passwords. The formula programs have extra security added to them to keep them even more secure.

Stored in a special Administrator-maintenance file, passwords are not accessible through normal security maintenance. To help in adding, changing or deleting passwords, special programs have been added for global capability.

Special Features

Optional password protection of module menus.
Optional password protection at the program level.
Multiple passwords and global passwords on the program level.
Global 'search & replace' password changer.
Global 'search & delete' password deletion.
Global 'add' option, allows a password to be added to any number of programs.
Special security for the password system.

Reports

Passwords by Program Id #
Passwords by User

Inquiries

Passwords by Program Id #
Passwords by User

Sales Order Processing Module

Overview

The Sales Order Processing module provides a positive approach to the entry, tracking and control of customer orders received by your company. The entire module is totally integrated with the database. This feature provides verification of all operator entries. Errors are reduced, resulting in increased throughput and efficiency. Prompting help messages along with on demand look up of all data files will allow the operator to be more efficient.

Total automation with complete flexibility is a focal point around which the sales order module is structured. A series of user maintained control files provide automatic responses to many of the questions asked during order entry (e.g. Ship To address, Carrier, Ship Via, Terms of Sale, FOB Point, Terms of discount, Territory, Salesmen). These are subject to the operator's override. Pricing is automated allowing quantity-break discounting by customer, product & item code. 'Lot' pricing is also accommodated.

The customer can order any product by any unit of measure assuming it can be converted to the Stock Keeping Unit (SKU). The pricing also accepts any unit of measure, as long as it can be converted to the SKU. This feature is supported by a user-maintained conversion file, along with special conversions found on the formula and item files. Any system of units can be used - US &/or Metric.

This system is totally integrated with the Inventory Control, Billing, Accounts Receivable, and Production Control functions. Orders are automatically checked for minimum value and customer's credit. The orders then can be put on 'Hold', canceled, or allowed to be booked without further restrictions. Line items are automatically reviewed for formulations on 'Hold', customer's proprietary products, and cross-referencing to base product numbers.

Sales order processing provides the ability to enter special instructions applying to the entire order or to specific line items. There are two types of instructions - customer provided instructions or internal instructions used to tell either the compounders, packers or shipping personal special information. The following forms are printed: to acknowledge receipt of the order to the customer, packing form, production forms including batch tickets, if needed, address labels, product labels and laboratory quality control tickets. When changing an order, the operator has the means to include free-form text explaining the changes made. After changing the order, the operator has the option to automatically print any forms needed. After billing, any backorder documents are printed. All forms can be selectively printed by Branch, Order Date, or Specific Order Number. Reprinting of previously printed documents is prevented unless specifically requested by the operator.

The system provides reports and inquiries to review and maintain sales orders stored on the system. The Backlog Reporting module provides most of the reporting programs. All reporting is flexible by branch,

department, customer, item code and transaction date ranges.
The contents and features of this module are shown below.

Special Features

Multi-Company Processing.
Multi-Branch Processing.
User-maintained control files for automatic company standard defaults for faster processing of orders.
Automatic or manual Shipto information with on-line inquiry capability.
Automatic 'allocation' of inventory stock.
Commission splits between two or more salesmen with rates found on many data files (e.g. Customer, Ship To, Product Class, Product, Item and Salesmen files).
Free-Form customer and internal 'Header' instructions.
Free-Form customer and internal 'Line item' instructions.
Instructional 'Help' messages along with comprehensive error messages.
Automatic pricing from either standard or special customer pricing files, with override capability.
Order quantity unit can be any valid convertible unit.
Pricing unit can be any valid convertible unit.
Non-Stock products can be entered free form and captured for sales analysis.
Multiple release date and quantity capabilities with control total checking.
Automatic Sales tax provisions based upon Ship To.
Credit limit and receivables age checking at both the Master and Bill To levels.
Conversions from foreign currency to US $.
Keyboard override of all data automatically supplied by the database.
Flexible minimum line item total and order total controls by Branch & Customer Bill To.
All programs optionally password protected along with password protection on overrides.
Change order processing with text describing the changes.
Complete hardcopy reporting of open and late orders.
All required forms and labels.
Optional Production Control scheduling of order along with raw material allocations.
Online client inquiry capabilities for all orders (open and closed).
Inter-branch order processing at 'no-charge'.
Duplicate customer P.O. checking
Automatic Formulation on 'Hold' checking.
Automatic checking for customer 'proprietary' formulations.
Optional 'Look-up' capabilities for all cross-reference data files.
Products can be sold as Bulk or Packaged.
DOT checking for proper packaging.
Automatic whole case and whole inner-pack checking as required.

Process Manufacturing System

Interactive Data Entry Programs

Sales Order Entry - original
Sales Order Correction
Order Hold and Status changes
Special Status Entry

Inquiries

Open Sales Orders by Customer
Open Sales Orders by Item
Sales Orders by Sales Order number - Open & Closed
Sales Orders by Customer P.O. number - Open & Closed
Customer History - Shows all items purchased and other data.
Item History - Shows all customers that purchased an item.
Shipping Schedule by Date
Shipping Schedule by Carrier

Reports

Credit Hold Orders
General Hold Orders
Customer History
Price Exception
Shipping Date Change History
Sales Order ‘Cancel’ History

Forms

Order Acknowledgments
Working Order
Packing Orders
Bill of Lading
Material Safety Data Sheet Print
Certificate of Compliance
Production Lab Work Requests
Shipping Labels
Product Labels
Production Batch tickets

Backlog (Open Sales Orders) Analysis Report Module

Overview

Knowing what's in your Sales Order Backlog is important in the successful management of your materials, labor and production facilities. Information concerning pending or already late shipments becomes even more critical in terms of customer satisfaction. Efficient purchasing of materials and production planning begin with an accurate control over open sales orders.

The Backlog Analysis module provides a totally integrated approach to controlling all aspects of the Sales Order Backlog. Numerous reports are always available 'on demand' to help pinpoint existing or pending sales order fulfillment problems. All information is retrieved from the database Open Sales Order file. A concise audit trail is maintained for all new bookings/changes to Sales Order's /Cancellations.

Special Features

Multi-Corporation reporting.
Multi-Branch reporting.
All information totally integrated with Sales Order entry.
Extremely flexible 'Selection Generator' on all reports.
Complete Sales Order Audit Trail.
All programs optionally Password protected.

Reports

Backlog Net Change
Open Sales Orders by Branch
Open Sales Orders by Branch by Department
Open Sales Orders by Product Class
Open Sales Orders by Department by Ship Date
Open Sales Orders by Customer
Open Sales Orders by Division by Customer
Open Sales Orders by Customer Name by Ship Date
Open Sales Orders by Item code by Package
Open Sales Orders by Ship date showing 'Shorts'
Open Sales Orders by Ship date
Open Sales Orders Rank by Stock Keeping Quantity
Gross Profit Book by Item by Package
Gross Profit Book by Item Summary
Late Shipments by Corporation

Late Shipments by Branch by Department
Detailed Sales Orders Booked-Changed-Canceled
Detailed Sales Order Audit Trail by Branch
Detailed Orders Booked
Daily Order Booked by Salesmen
Daily Order Booked by Order Number
MTD Booked Order Summary by Product Class
MTD Booked Orders by Product Class by Branch
Aged Open Sales Orders by Customer
Aged Open Sales Orders by Product by Item code
Shipping Schedule by Date
Shipping Schedule by Carrier

Pricing and Price Lists Module

Overview

The manufacturing system includes an extremely flexible Pricing Module permitting the use of various pricing methods. All pricing is controlled by user-maintained control files. Pricing is totally automatic but can be overridden through a keyboard entry at Sales Order entry time.

The pricing options available are:

Standard List Pricing is based on your customer's assigned class and the product being sold. Pricing is based on quantity breaks and done on a line-by-line basis. The 'break' price is first determined by SKU quantity and the customer class code to determined actual 'break' price. A further discount can also be given by customer class. (e.g. Next Break less 10%). Also note the customer Bill To file also contains Additional discount % used to determine the Net price during order entry. The price that appears on the Sales Order Acknowledgment and Invoice can be either 'List less Discount %' or 'Net'. The standard break pointers are 'FB' - First break, 'PB' - Prior break, 'NB' - Next break, 'AB' - Actual break and 'LB' - Last break.

Special Prices by Customer can be stored on the database. These prices override the standard prices. These prices are controlled by minimum quantity; otherwise the order defaults to the standard price. Customer's Item code and Description can be entered and stored on this file.

Prices Entered at Sales Order Entry time override all other automatic pricing and discounts. These prices apply only to the sales order being processed. All prices are verified by the system against high & low Gross Profit margins and proper error messages are display for action by either the supervisor or operator.

The pricing unit need not match your stock-keeping unit (SKU). A 'user maintained' special conversion file enables taking orders in any unit of measure. For example, you may stock in Kilograms, sell it in Gallons and price it by the Pound.

Special Features

Multiple-Corporation pricing.
Quantity-Break pricing by Product by Customer Class.
Quantity-Break pricing by Item code by Customer Class.
Special Prices by Customer.
Manual override of all automatic pricing with Gross Profit checking.
Pro-Forma - Price changes by Percent or Dollar change.
Multiple Price Lists for regional and foreign pricing.
Group pricing by Customer Category.
Group pricing by Item Category

Process Manufacturing System

Flexible pricing and stock keeping units.

Interactive Data Entry Programs

Standard Price List Maintenance
Special Customer Price List Maintenance
Quantity-Break Product Table Maintenance
Quantity-Break Item Table Maintenance
Pro-Forma Price List Changes
Pro-Forma Special Customer Price List Changes
Customer Category Maintenance
Item Category Maintenance

Inquiries

Customer Category
Item Category

Reports

Standard Price Lists
Special Prices by Customer
Special Prices by Item code
Special Prices by Salesmen by Customer
Quantity-Break Product Table
Quantity-Break Item Table
Pro-Forma - Standard Price
Pro-Forma - Special Customer Prices
Customer Category Listing
Item Category Listing

Special File Updates

Standard Price List update from Pro-Forma Price changes
Special Customer Price update from Pro-Forma Special Price changes

Invoicing & Credit Memo Processing Module

Overview

This group of programs makes up the totally integrated, on-line real-time module. All functions are designed to keep your office running smoothly and at peak efficiency. Interactive prompting is a feature provided in every data entry program. Verification of all key data helps control operator error. The module's programs are designed to be easily learned and efficiently utilized by your existing personnel.

The system provides four essential functions for total fulfillment and control of your Invoicing and Credit Memo requirements.

Regular Invoicing is used to invoice your customer after merchandise has been shipped. Sales Orders, previously entered and stored on the database, are recalled for billing. Numerous options are available during this totally on-line function to change the original order header and line-item information. Line items can be corrected and added to the original order. A line item can be back ordered or cancel the balance at billing time. Up to Six Non-product charges can be added to the end of the order (e.g. freight, etc.). These miscellaneous charges are identified by General Ledger number for integration with the General Ledger module.

Regular Invoicing results in automatic real-time updating of the date base: Open Order Backlog, Inventory, Commission, Royalties, Sales History, Accounts Receivable, General Ledger, Sales Forecasting, BATF history and Lot Number Tracking History.

Invoices are printed for each shipment. If an order remains open after billing, the system will put the order back into the Sales Order print batches. All forms can be selectively be printed by Corporation, Branch, Date and Invoice Number. Previously printed invoices can optionally be reprinted, if required.

Miscellaneous Billing is used to invoice your customers for non-merchandise charges. This program does not require prior entry of a sales order. Up to ten miscellaneous charges can be included on the invoice.

Invoices are printed on the same form and at the same time as Regular invoices. Printing can be selective by Corporation, Branch, Date and Invoice Number. Previously printed invoices can optionally be reprinted, if required. Billing results in automatic, real-time database updating of the Accounts Receivable and General Ledger.

Credit Memo processing allows issuing credits against both merchandise and miscellaneous charges. Credit can come from an existing open invoice or on-account during Credit Memo entry. The system automatically verifies the invoice being credited and prevents 'over-crediting'. A Credit Memo can be applied to existing AR invoice or create an independent AR credit.

Each Credit memo can include up to twenty lines of free-form text explaining the reason for issuing the credit. Each line item has additional lines of text to explain the line credit. For every line item entered along with all miscellaneous charges, the system expects the 'Reason Code' for the credit along with the 'Responsibility Person' for allowing the credit. The codes are used to produce Credit Analysis reports included in this module and in the Sales Analysis module.

Up to seven non-merchandise miscellaneous credits (or charges) can be included at the end. For each one a General Ledger number will be entered for proper integration with the General Ledger module.

Credit Memos are printed on the same form as Invoices with "CREDIT MEMO" printed on them to maximize operations efficiency and reduce paper costs. Printing is selective by Corporation, Branch, Date and Credit Memo Number. Previously printed invoices can optionally be reprinted, if required.

Credit Memo entry results in automatic real-time updating of the date base: Sales History, Accounts Receivable, General Ledger, Commission, Royalties, Credit Memo Reason and Responsibilities.

Void Invoice entry is used to totally reverse an invoice. This void program will put back the order as it was prior to this invoice. The Sales Order can be reopened or left closed. A Credit reason and responsibility is required to explain the void.

Voids are printed on invoice forms along with regular invoices. All forms can be selectively be printed by Corporation, Branch, Date and Void Number. Previously printed voids can optionally be reprinted, if required.

Pro-Forma Invoice entry is used to create an invoice but does not update any files until approved and updated. This is very useful with foreign companies when they require an 'Invoice' that needs to be approved. When approved, the operator will release the 'Invoice', an invoice number is then assigned and all files are now updated. A regular invoice is created and printed with normal invoices.

Special Features

Multi-Corporation Processing.
Multi-Branch Processing.
Selective Line item Back ordering.
Billing done by Item code or Sales Order Line Number - only lines shipped need be entered.
Ability to add line items at billing time.
Provisions for miscellaneous non-product charges or credits.
Lot Number control of shipped merchandise.
All required forms and reports.
Extremely flexible 'Selection Generator' on all reports.
Invoice, Credit Memo, Voids and Misc. Invoices all use the same form.

Process Manufacturing System

Optional 'Remit To' on Invoice forms.
Negative invoice balance protection during Credit memo entry.
Credit Memo 'Reason' analysis by reason by customer.
Credit Memo 'Responsibility' analysis.
Automatic General Ledger numbers for Sales, Taxes, Freight, Returns, Allowances and Restocking charges.
All programs optionally Password protected.
Totally integrated with Open Order Backlog, Accounts Receivable, Sales Commissions, Sales History, Royalties, General Ledger, Inventory and Lot Number tracking.

Interactive Data Entry Programs

Regular Invoice entry
Miscellaneous Invoice entry
Credit Memo entry
Void entry
Pro-Forma Invoice entry
Special Freight Billing

Forms

Invoices
Credit Memo
Pro-Forma Invoices

Reports

Sales Journal
Credit Memo Journal
Daily Shipped Orders
Unbilled Freight
Open Pro-Forma Invoices

Inquiries

Detail Invoice
Invoice History

Updates

Pro-Forma

Sales and Credit Analysis Module

Overview

This module provides numerous management reports directly from the database, which was created from the Invoice & Credit Memo module. This single-source entry feature makes the Sales and Credit analysis module as efficient as it is powerful in both scope and usability. The key to a successful analysis and reporting system is having the required information capture and stored by the system on the database. As long as the proper variables are captured, any sales analysis can be produced in whatever sequence may be required. The variables contained in this module are:

Corporation code
Branch code
Department code
Product Class
Product Number
Item Number
Package code
Transaction date range
Transaction Reference Number
Product Manager code
Sales Region code
Master Billto code
Billto Customer code
Shipto Customer code
Salesperson code
Billto Country code
Billto State code
Shipto Country code
Shipto State code

Sales Order number
Invoice number
Credit Memo number
Billto Industry code
Billto SIC code
Customer Class code
Shipto Industry code
Shipto SIC code
Royalty Payee code
Quantity Shipped
Unit of Quantity Shipped
Normal SKU of Item shipped
Normal Pricing Unit of Item shipped
Sales Amount of Line item
Foreign Exchange rate
Standard cost
Credit Memo Reason code
Credit Memo Responsibility code
Territory code

The variables listed above form the heart of the Sales Analysis Module. These variables can be used to provide reports having various levels of detail. Reports are available ranging from very abbreviated summaries for use by executive management to extremely detailed analysis for product-line managers and field sales people. Information can be extracted and sorted in whatever sequence is required with any level if subtotaling that may be necessary to meet your needs.

Some of the reports currently available that utilize the sales database are as follows:

Sales Journal
Sales Journal by Branch by Territory
Sales Journal by Customer Class
Credit Memo Journal
Daily Shipped Orders
Commission - Detail
Commission - Short Line
Commission - Summary by Salesmen by Customer
Commission Earned - Paid Sales
Customer Ranking by Sales
Customer Ranking by Weight
Customer Ranking by Branch by Sales
Salesmen/Customer Ranking by Sales
Salesmen Ranking by Product by Sales or Weight
Item Ranking by Code, Sales, Gross Profit or Weight
Item Ranked Based on Current OnHand Value
Sales by Branch by Department by Product Class in US $
Sales by Branch by Department by Product Class by Product in US $
Sales by Branch by Customer Class by Product Class Summary
Sales by Customer Class by Region by Product Class Summary
Sales by Customer Class by Region by Customer by Product Class
Sales by Product Manager by Product
Sales by Product Manager by Product Class by Product
Sales by Product Manager by Product by Item by Package
Sales by Salesman Summary
Sales by Salesmen by Month
Sales by Region by Salesmen by Product Class
Sales by Region by Salesmen by Customer by Product Class
Sales by Region by Salesmen by Customer by Item by Package
Month-to-Date Activity by Salesmen by Customer
Detail Sales by Product by Formula
Detail Sales by Date by Invoice
Summary Sales by Formula - Showing 12 months
Summary Sales by Salesmen - Showing 12 months
Gross Profit by Product by Item by Package
Gross Profit by Product by Item by Customer
Gross Profit by Customer by Formula Description
Gross Profit by Customer - Descending Sales

Gross Profit by Customer - Descending - Summary
Gross Profit by Customer - Showing Discount, Returns & Sales
Gross Profit by Customer by Product by Item by Size
Gross Profit by Customer by Formula by Salesmen
Gross Profit by Salesmen by Customer by Product by Formula
Gross Profit Exception - Show Low and High Gross Profits
Gross Profit by Branch by Salesmen by Customer by Formula (Quantity and Sales)
Gross Profit by Customer Billto Summary
Gross Profit by Customer by Product Class
Gross Profit by Region by Salesmen by Customer
Gross Profit by Region by Salesmen by Product Class
Gross Profit by Customer Class
Gross Profit by Product Class
Credit Sales by Branch by Reason
Credit Sales by Customer by Reason
Credit Sales by Responsibility by Reason
Credit Sales by Responsibility Summary
Credit Sales by Branch by Reason by Responsibility
Taxes by Branch by Billto Country by State
Taxes by Branch by Shipto Country by State
Taxes by Billto Country by State
Taxes by Shipto Country by State
Royalty Statement
Royalty Analysis
Late Shipped - All Invoice lines
Last Sold Exception by Item
Last Sold Exception by Customer by Item
New and Lost Business by Current Salesmen by Customer

An important feature of all reports in the system is that they have the Run-Time report customizer that is used in all set-up screens. Allowing each report to be custom to the need of the operator at the time of the report.

Purchasing and Expediting Module

Overview

This module is fully integrated with and requires the use of the Inventory Control Module. The system is easily learned and used by your existing Purchasing Department personnel. All programs are interactive with the database, resulting in reduced operator error and increased data entry efficiency. Both User Inquiries and hardcopy reports are featured to provide the information you need when and where it is required. Depending on the nature of the problem being solved, the system supplies 'On-Demand' information in either summary or detailed formats.

The Purchasing module is intended for use when the ordering materials or services from outside vendors. However, if you manufacture some of the item under the inventory control, but do not want to implement the Production Control Module, this system can also be used to enter orders for manufactured items.

The Expediting function is distinctly separate from the Purchasing function and is treated as such in this module. Specific reports and inquiries have been included to meet the requirements of the expediter. This feature increases the value of the system to your personnel involved in the Expediting function and helps control the performance levels of your vendors.

The contents and features of this module are shown below.

Special Features

Multi-corporation capabilities.
Menu driven program selection for ease of use.
Optional Password protection on all programs.
Real-Time, on-line data base communication.
Multi-location warehouse capabilities.
Purchase Price History tracking
Ranking Receipts by Vendor by Item Analysis
Ranking Receipts by Item by Vendor Analysis

Interactive Data Entries

Purchase Order Entry
Purchase Order Correction
Expediter's Update
Purchase Order Dates

Reports

Open Purchase Orders by Vendor
Open Purchase Orders by Item
Purchase Order Journal
Purchase Order Cost with Prior Cost
Pro-Forma Cash Flow
Late Delivery Expediting
Receipts by Vendor by Item
Receipts by Item by Vendor
Receipts by Item (in code sequence)
Ranking Receipts by Item
Ranking Receipts by Vendor
Purchase Cost History
Unapproved Purchase Orders
Purchase Order Received but No Accounts Payable yet
Mandatory Buy report for Seasonally Available Materials

Forms

Purchase Order
Stock Receiver
Laboratory Work Request (QC)
Container Labels
Sample Labels

Inquiries

Open Purchase Orders by Item
Open Purchase Orders by Vendor
Purchase Orders by Purchase Order Number
Costs by Item by Vendor
Sample Approval Required

Process Manufacturing System

Inventory Control and Materials Requirements Module

Overview

The Inventory Control module provides a powerful and accurate method of managing this vital area of your business. As interest costs stabilize at the currently high rates, inventory investment must be minimized for effective use of capital. Yet a high stock-out rate, due to low inventory levels, is harmful to your customer service and overall performance. An effective inventory control and material requirements planning system can help make the proper purchasing and manufacturing decisions that maintain the delicate balance between overstocking for 100% service levels and stockouts resulting in a high backorder rate.

All programs in the module are totally interactive with the database, resulting in reduced operator error and increase data entry efficiency. The system operates in a real-time, on-line mode and is integrated with the following other modules:

Sales Order Processing
Invoice Processing
Purchase Order Processing
Manufacturing Order Processing

This module has been designed and engineered to be 'user-friendly'. Although the system revolves around a powerful, multi-level Formulation Processor, stock allocation and depletion is performed only one level down from each ingredient in the formula. This restriction, intentionally designed into the system, avoids problems normally associated with Bill of Material type systems. This approach leaves a great deal of the ordering and manufacturing decisions up to your management personnel. The system does supply all the 'tools' needed for discussion making, along with automatically creating Purchase orders and Manufacturing orders when supplies are below minimum.

Reporting is Corporation/Branch/Department oriented. If your inventory is centralized, the central warehouse is simply defined as department within the branch. Numerous options are available to structure the system to your exact requirements. All options are under the user's control through user-maintained control files (IE - Minimum/Maximum stock levels can be set for your own requirements of automatically calculated by the system to include:

Forecasted demand over adjusted lead-time period based on usage history.
'X' days of supply On hand.
Calculated Safety Stock level.
Economical Order Quantity (EOQ) for purchased items.
Economical Production Quantity (EPQ) for manufactured items.
Automatic suggested ordering for items that must be purchased or manufactured at a specific time of year.

Process Manufacturing System

The system permits you to select from numerous forecasting models or opt to forecast demand requirements on a global basis by Product Class, Product or individually by Item.

Inventory valuation is performed, at the user's option, on a Last Received, Standard, or Replacement Cost basis. The method used is defined by Branch location and under the direct control of the user through the system control files.

The contents and features of this module are shown below.

Special Features

Multi-Corporation processing.
Multi-Branch processing.
Multi-Department processing.
User-maintained control files for complete flexibility.
Real-time, on-line communication with the database.
Fixed or variable Minimum, Maximum, Safety Stock, Reorder Point and Reorder Quantity.
Inventory Planning Horizon (IPH) capabilities.
Inventory Review Cycle (IRC) adjustments.
ABC Classifications.
User-selected Forecasting method by Product Class, Product or Item.
Statistical analysis of forecasted demand to help evaluate the forecasting accuracy.
Primary & secondary main vendor sources, with unlimited number of alternate vendor sources.
Stock locator of 'ALL' inventory locations with in the company.
Bar coding of all inventory started at receiving.
Inventory detail capabilities down to each container/package.
Last Received, Standard or Replacement Cost valuation methods under user's control at the branch level.
EOQ calculations for purchased items.
EPQ calculations for manufactured items.
Actual Factory and Receiving cost provisions.
SKU defined by each bulk item and package.
Automatic integration with the Purchasing & Expediting module.
Stock transfer capabilities by corporation, branch and department.
Multiple level Formulations Processor to account for raw material, intermediates and finished products.
Optional Packaging for each product to allow detail storage of inventory.
Programs Password protected selectively at the user's option.
Menu driven selection for ease of use.
Cycle counting based on week number (1-52).
Automatic reorder suggestion for seasonal items.
Full physical counting capabilities (Tags) with summary & detail reporting.

Process Manufacturing System

Interactive Data Entries

Stock receipts
Quantity Adjustments
Cost Adjustments
Stock Transfers
Bin Transfers - Manually or by Scanning Bar codes
Physical Entry (Tags)

Bar Code Labels

Automatic or Manual created Bar code labels
Department-Bin location labels
Shelf labels

Inquiries

Stock Status - All levels and all packages of inventory

Reports

Stock Receipts for Purchased Items
Stock Receipts for Manufactured Items
Stock Status for All Items
Stock Status for Purchased Items
Stock Status for Manufactured Items
Stock Reorder Exceptions for Purchased Items
Stock Reorder Exceptions for Manufactured Items
Inventory Valuation for Raw Materials and Packaging Items
Inventory Valuation for Intermediates and Finished Items
Aged Inventory Valuation
Turns on Investment Analysis - Detailed
Turns on Investment Analysis - Summary
Inventory Transfers Audit Trail
Quantity Adjustments Audit Trail
Cost Adjustments Audit Trail
Transfers Audit Trail
'Mandatory' Buy report for Seasonally Available Materials
Detail Inventory Transaction Trail of all Inventory activities
'Physical' Valuations

'Physical' Ranking Valuation by Descending Value

Formulation and Packaging Control Module

Overview

Formulation Control is the 'heart' of the Food, Flavor, Drug and Chemical Manufacturing Industries. Reduction of material, processing and freight costs add significant dollars to the bottom-line profits. This module offers the user the data processing tools to effectively analyze all formulations. There is no limit to the number of lower levels (intermediates) you can have in the system. Effective manufacturing cost control is this module's primary function.

Raw materials and Packaging Bill of Materials are also accommodated by this module. A Packaging Bill of Materials is included which includes all materials needed to pack the Bulk product such as inner-pack cartons, outer-pack cases, labels, poly-liners, caps, lids, etc.

The packaging materials are handled separately from the formulas. Thus allowing better analysis of your products in both Sales and Production analysis. This feature not only saves storage space on the system, but also eliminates wasted time and effort in duplicate formulations.

The system provides multiple levels of Password security for your formulas. Each program has the normal password program security but the File Maintenances, Inquiries and Reports have additional levels of security. The number of levels is decided by the company's management.

Total control over Revision Levels and formulations and raw materials on 'Hold' are provided. Once on Hold, a formulation cannot be sold through Sales Order Entry or manufactured through Production control. Complete reporting and inquiry capability provide the necessary audit trails and documentation on revisions and hold conditions.

A powerful processing feature provides the ability to perform "Pro-Forma" cost analysis on selected formulations. This 'What-If' capability allows you to analyze the effect on cost if:

Raw Materials are substituted, added or deleted.
Intermediates are substituted, added or deleted.
Yields are increased or decreased.
Material costs are increased or decreased.
Processing costs are increased or decreased.
Freight costs are increased or decreased.
Overhead costs are increased or decreased.

In conjunction with Pro-Forma cost analysis is the modules ability to analyze actual formulations for redundancy of intermediate materials. Formulations can be condensed to one level, either in 'Test' or 'Actual' mode and if practical, to reduce the costs and time in processing the formula. Intermediates can be flagged not to allow

'Condensing' to occur at that level. In 'Test' mode the formulation is broken-down to the raw material level, regardless of what level the raw material is found. It than can be reported or displayed by descending % of total cost or code sequence.

The formulation module provides all necessary information shown on the Batch Production ticket. Special features are provided as such as:

Standard Processing Instructions can be intermixed within the ingredient listing or grouped at the end of each page.
Ingredients grouped by Group and Sequence within group.
Standard Testing Procedures and acceptable Results ranges.
BATF Control numbers for both Formulations and Ingredients.
NDC Control numbers
Density
Forced or automatic position of Text and instructions on pre-defined pages of the Batch ticket or Free Form designed.

This module is totally interactive with the database and integrates with the Production control, Production Analysis, Inventory Control, Sales and Billing modules. All data entered is verified against the database for reduced operator error and increased efficiency.

Another unique feature of this module concerns the unit of measure in which materials are cited on the formulation. Any unit can be used, since the conversion factors from one system of units to another are stored in the database. All materials will be converted to the same 'System' weight unit, which will be either 'Pounds' or 'Grams', thus allowing the system to calculate weight percentages of each ingredient. The formulation unit need not be the same as the Stock Keeping Unit or Pricing Unit. Therefore a material can be stocked in Pounds, bought by the Gallon and be in the formulation by the gram. With the multiple package capability, each combination of formula/package can be stocked in a different Stock Keeping Unit.

Special Features

Multi-corporation capabilities.
Multi-branch and department capabilities.
All programs optionally Password Protected - Multiple levels.
Unlimited ingredients in formulation.
Unlimited Testing Standards on formulation.
Ingredients divided into groups and sequence within group for processing steps.
BATF control.
NDC control.
Revision Level control and History.

"Hold" control with system integration.
Substitute ingredient capabilities.
Superseded formula control.
Proprietary formula control.
"Base" formula cross-referencing.
Royalty capabilities.
Formulation Production Operations control with non-standard batch size Scale-up capabilities.
Packaging Bill of Materials separate from formulation.
Integration with Inventory and Production modules.
In-Depth formulation "What-If" cost analysis.
Automatic updating of standard costs from actual production data or Manual updating from current costs.
Material 'Where-Used' reporting and analysis.
Quantities given in both desired unit and the companies standard weight unit.
Total data base integration for on-line Error checking.
Comprehensive Error messages and operator prompting.
All programs Menu selectable.
Both hardcopy reports and User inquiries capabilities.

Reports and Forms

Formulation Costing with Raw Material Recap regardless of level.
Summary Costing by Package (Container) Size
Pro-Forma Formulation Cost Analysis
Raw Material 'Where-Used' Analysis
Packaging Materials 'Where-Used' Analysis
Formulations on 'Hold'
Raw Materials on 'Hold'

Inquiries

Formulation Summary
Summary Formulation Cost Inquiry
Detail Formulation Cost Inquiry
Combine Raw Material Cost Inquiry
Formulation 'Kosher' Inquiry
Ingredient 'Where-Used' Inquiry
Packaging 'Where-Used' Inquiry

File Maintenances

Packaging Bill of Materials
Raw Materials
Intermediates & Finish Formulations
Material Safety Data Sheets
DOT Regulations
Kosher Vendors & Certificate Expirations

Production Control Module

Overview

Production Scheduling and Control is an important facet of the manufacturing cycle. Subordinate to the Inventory Control function, proper productive planning is paramount in terms of adequate stock levels, customer service and machine utilization. This module provides the necessary data processing tools to initiate production and control the cycle. The information provided helps your company's management make important production decisions based on 'facts'. Guesswork is eliminated through numerous production scheduling inquiries and hardcopy reports.

The system can be used to schedule both Batch and Continuous processes. Batch tickets, generated from the Formulation database, are printed for every production run scheduled. They contain the entire formulation with other features such as standard processing instructions, special instructions for that batch only and Quality Assurance testing requirements and acceptable results. Quantities are shown on the Batch tickets in either the regular ingredient Stock Keeping Unit or in the Companies Standard Weight Unit. Production can be scheduled for either Stock or for a specific customer's Sales Order. You assign each scheduled run a priority code ranging from 0 (the lowest priority) to 9 (the highest priority). This priority is used to automatically "Stack" jobs inserted into the schedule for start or completion on the same day. A 'Bar Coding Label' printing program is included to provide labels for each container in which products are produced and stored in.

An extremely powerful and useful feature in this module is the ability to project the impact of inserting new jobs into the existing schedule on a Pro-Forma or 'What-if' basis. By this method, your production control department can see the results of scheduling that 'RUSH' job for your best customer and how it would influence the existing schedule and inventory. Common and 'What-If' questions will be answered by the "Pro-Forma" feature. Once all of the 'What-Ifs' have been examined, you will be able to actually schedule jobs with pre-determined effects on the entire schedule for any particular Work Center or piece of equipment.

Scheduling can be done, either actual or pro-forma, by Ship date and/or by Start date. The extensive mathematical capabilities in the system utilize standard work hours per day and 'Exception' work hours found at the Branch, Department, Work Center and Machine levels. Overtime and Downtime can be utilized into the schedule at any time to get the most efficient use of manpower and machines. Actual Start and Completion date calculations are performed based upon:

Quantity to be manufactured.
Production Rates Standards.
Standard Workday Hours.
Exception Workday Calendars.
Job Priority.
Assigned Equipment Availability.

Jobs can be scheduled for either a Work Center or a specific machine in that center. A special 'Scale-Up' Algorithm enables automatic adjustment of required batch or continuous processing time based upon the 'reference batch' size in SKU.

An optional feature to 'Take Control' of stock is our On-Line production module, which will prompt the compounder what materials to add or the lot number can be scanned in, if the order of materials is not important. This module has built in features not to allow the operator to overfill a raw material, but if he does, the system, with supervisor approval and supervision, can on the 'fly' re-calculate the formula. The operator will be shown the new batch size along with how much more of each ingredient is needed, including all ingredients already entered in.

The Production Control module contains the data entries that are required for the following subordinate analysis and reporting found in the other integrated modules:

Machine Utilization & Yield analysis
Operation Yield analysis
Product Yield and Scrap Rate analysis
Manufacturing Cost analysis
Lot Number Tracking (both raw materials and finished goods)
Raw Material analysis
Product Rate Standards analysis
Shift Yield and Scrap Rate analysis

The Packaging operation can be scheduled separately from the Bulk product production or as an operation of the original job. An optional module, is the Packing can also be put On-Line, to better utilize people and better account of all 'Good products' produced. Formulations do not include packaging materials, but are keyed to Product and Formula number. A separate Packaging 'Bill of Materials' file is used that contains the components associated with a specific packaging code. By using this method, a formulation that is packed in numerous containers need only be on file once. This allows better Production history of actual 'Bulk' product needed and produced. The Bill of Materials, for a given package code, contains all of the materials required to package any formulation in that particular package and the quantity of material contained in each package. Both inner-pack cartons and outer-cases are also handled by the system.

Although the Production Control module is a powerful data processing tool, it is easy to learn and use by your existing production personnel. All information entered is verified on-line with the database for reduced operator error and increased efficiency. Entry formats are simplified and automated wherever possible. The use of Master control files makes customizing this module to specific requirements directly under your control.

The contents and features of this module are given below.

Process Manufacturing System

Special Features

Multi-Corporation, Branch, Department, Work Center and Machines capabilities.
Totally Integrated with the database.
Totally On-Line for reduced operator error and increase efficiency.
All Programs Menu Selectable.
Optional Password Protection on every program.
Pro-Forma ('What If") scheduling capabilities.
Optional 'On-Line' production and packing entries.
User Maintained Workday and Hours Calendars.
Scheduling by Start or Ship date.
Scale-Up Algorithm for non-standard batch sizes.
Job Priorities for proper scheduling sequence.
Both Batch and Continuous Processing scheduling.
Repacking from Bulk, a separate operation if desired.
Single-Source data entry for on-line integration with Inventory Control, Product Costing, Lot Number Tracking and Production Analysis Modules.
Batch Ticket, QC Sample Label and Bar Code Label Printing.
All reporting and analysis on an Exception basis.
Formulation 'Hold' provisions and error messages.
'Average' Production Standards data used when specific equipment not assigned.
Production Standards data for specific equipment and products.
Automatic periodic updating of Standards from actual production history on the database.
Separate Packaging "Bill of Materials" subsystem.
Automatic entry Defaults to optimize efficiency.

Interactive Data Entries

Product Data Sheets
Scheduling by Start Date
Scheduling by Ship Date
Quick Production Close
Detail Production Close with Packaging Detail

Forms

Production Batch tickets
Bar code Labels
Packaging Sheets

Process Manufacturing System

Reports

Open Production Orders by Corporation by Branch by Department
Production Rate Standards for Specific Machines
Machine Schedule by Schedule Date
Required vs. Availability by Product number

Data Inquiries

Open Production Orders by Item
Job Status - All Jobs - Customer Orders & Stock
Required vs. Availability by Production Control number
Required vs. Availability by Item code - 'What-If'
Operation codes
Manufacturing Standards
Machine Loading - Detail
Machine Loading - Summary
Machine Groups

File Maintenance, Inquiries & Lists

Operation codes and Descriptions
Machine Groups
Work Center & Machines
Machine Rates
Machine & Item Standards
In-House Lead Table
Special Sales Orders Status Tracking
Branch Work Day and Exception Calendar
Department Work Day and Exception Calendar
Work Center & Machine Work Day and Exception Calendar
Production Actual Averages to Standards Update

Production Analysis Module

Overview

The tracking and evaluation of production performance is a vital function in any manufacturing environment. Efficient machine operation and utilization adds real dollars to your bottom-line profit in terms of lowered manufacturing costs and increased production capabilities.

This module offers the user a wide range of analytic reports that evaluate manufacturing performance in terms if machine efficiency, product yield, scrap rates and process losses. Many of the comparisons are by Shift to evaluate performance on that basis. Data captured during production result entry, is compared against your predefined manufacturing standards. The standards are optionally and periodically reviewed and updated by the system, based upon the actual yields and production cycle times over a user-defined interval. The actual consumption of raw materials for every production run is compared to the theoretical formulation to highlight deviations in material quantities used.

A complete raw materials audit trail is maintained and reported for every lot manufactured in the raw materials 'used' unit, raw materials stock keeping unit and the companies standard weight unit. This audit trail provides the necessary details concerning the primary 'materials used' data entered from your production sheets.

Another feature of this module is the reporting of machine operation and utilization based upon data entered or captured from production. Production operations are divided into two distinct groups for analysis: productive and non-productive operations. Examples of productive operations would be blending, granulation, evaporation, pre-mixing, spray drying, packaging, etc. Some non-production operations include equipment set-up, takedown, clean-up, QA testing, preventative maintenance, etc. The user may opt to report machine utilization in detail or summary format depending on the user. Problem equipment or people are easily identified by the performance and efficiency relative to other equipment and people.

Standard Production rates are stored in the database for your standard size batches. The system automatically calculates rates for non-standard batch sizes using an 'exponential' scale-up algorithm. For example, You can specify a standard batch size of 1,000 gallons and the system will automatically scale-up (or down) the proper time for a batch of any size; larger or smaller.

An important feature of this module is the analysis and reporting of manufacturing costs. This analysis is derived from the operating and raw material data already captured on the database. Various manufacturing cost reports are available that breakout costs by Material, Labor and Overhead. These costs are compared to sales over the same interval. Gross profit as a percentage of sales is shown for every item, product group and product class. With the optional On-Line feature, the system can report back the true costs of each job produced, to see if that job is making money or losing money. This feature will allow management to come up with minimum batches to make each job cost effective.

Process Manufacturing System

The contents and features of this module are shown below.

Special Features

Multiple Corporation, Branch, Department and Shift capabilities.
Password Protection on all programs.
Production analyzed by Yield, Scrap and Process Losses.
Production analyzed by equipment Efficiency and Utilization.
Production Rate Standards for predetermined batch sizes.
Exponential Scale-Up Algorithm accommodates non-standard batch sizes.
Fully integrated with the Production Control and Formulation modules.
All programs interactive with the database.
Complete Raw Materials usage tracking and analysis in raw material stock keeping unit and companies weight unit.
Reports and analysis in both summary and detail formats.
Manufacturing Cost Analysis with Gross Profit information.
All data captured as a By-Product of the Production Control module.

Reports

Production Operations Audit Trail
Production Efficiency & Product Yield (Raw Materials Basis)
Production Raw Material Used Data Audit Trail
Raw Materials Consumed Batch Variance Analysis
Raw Materials Consumed & Scrap Rate Analysis
Machine Utilization Analysis by Machine
Machine Utilization Analysis by Operation
Equipment Yield & Efficiency Analysis by Machine - Summary
Equipment Yield & Efficiency Analysis by Machine - Detail
Equipment Yield & Efficiency Analysis by Product - Summary
Equipment Yield & Efficiency Analysis by Product - Detail
Equipment Yield & Efficiency Analysis by Operation - Summary
Equipment Yield & Efficiency Analysis by Operation - Detail
Production Yield Analysis by Department Hours Analysis
Production Yield Analysis by Department by Shift by Product - Summary
Production Yield Analysis by Department by Shift by Product - Detailed

User Inquiries

Production Batch Yield & Raw Materials Consumed

Lot Number and Expiration Data Control Module

Overview

Expiration Date Control - Tracking and controlling Shelf Life Expiration for products, intermediates and raw materials is a critical task performed by this module. Having to dispose of materials that have exceeded their shelf life is an expensive situation at best. This can also cause an inventory shortage which further impacts production, customer service and **profit margins**.

This module provides both hardcopy reporting and User inquiry capabilities concerning shelf life. Information is presented for all materials that will reach expiration "on or before" whatever date the user desires to use as the run time parameter. Therefore, you can be informed of potential material expiration as far in advance as required to take action and avoid wasting valuable resources, time and money. All materials are tracked, whether purchased from outside vendors or manufactured in your own facilities. Complete details are given to help identify and locate the 'aging' material for immediate use in production.

Lot Number (Recall) Tracking - Federal regulations demand full recall capabilities of materials and products shipped to your customers or in your inventory. This module provides this necessary function on **ALL** levels of recall:

Raw Materials in your inventory and used in what formulas.

Intermediates that used recalled raw materials or that require recall themselves.

Finished Products that used recalled raw or intermediate materials or require recall themselves.

Complete Audit Trail is provided to determine to **Who, What, Where and When** recalled material was shipped, used and stocked. The data provided to enable complete and efficient notification to customers holding "problem" materials is as follows:

All Internal Corporations.
All Internal Branches.
Material Lot number.
Vendor supplying the material (Codes and Names).
All Products, Intermediates and Packages (Codes and Descriptions).
Vendor's Item code for the material.
The Reason for Recall.
All Products, Intermediates and Packages containing the recalled material.
Lot number and Manufacture Date of Materials containing the recalled material.

All Customer's Billto and Shipto names and address.
Customer's Purchase Order numbers.
All Invoice and Sales Order numbers.
Date you shipped material to the customers.
Current Inventory OnHand data - All locations regardless of Corporation and Branches, including All Products & Intermediates On hands.

All data for this special Lot number tracking feature is captured as by-product information from all other modules. No additional data entry is required.

Special Features

Multi-Corporation capabilities.
Multi-Branch capabilities.
All programs optionally Password Protected.
Single Source date entry for efficiency.
Both Hardcopy reports and User inquiry capabilities.
Complete Audit Trails for both Lot number and Expiration data.
Lot number data purged to Tape for Historical Backup.
Multi-level Lot number tracking for Raws, Intermediates and Finished Products.

Reports and Inquiries

Raw Material Shelf-Life Expiration report
Intermediates Shelf-Life Expiration report
Finished Product Shelf-Life Expiration report
Combined Shelf-Life Expiration report
Material Lot Expiration Inquiry
Material Lot Recall Audit Trail report
Lot number Sequencing report

Accounts Receivable System Module

Overview

Accounts Receivable module provides an easy to use, yet powerful and accurate method of controlling this crucial business function. All programs are totally interactive with the database, resulting in reduced operator error and increased data entry efficiency.

The key to successful Accounts Receivable control is timely management information. This system supplies pertinent date 'On demand' through real-time User inquiries and hardcopy reports. Depending in the nature of the problem you're trying to solve, information can be given in a summary, detail or full-detail format.

The Account Receivable module is a totally integrated module, which interfaces with the Sales Order, Billing, Credit Memo and General Ledger operations. This total integration provides single-source entry and obviates the need for duplication of effort.

The contents and features of this module are shown below.

Special Features

Real-time updating of all data information.
"On-Demand" CRT inquiries for timely problem solving.
Multi-Corporation accounting capabilities.
Optional Automatic Service charges by customer.
Optional Monthly statements by customer.
Dunning messages automatically printed on monthly statements.
Remit-To Address on monthly statements.
Flexible aging periods on reports
Cash Posting on-account, to specific invoices or to range of invoices.
Miscellaneous Cash entry for non-accounts receivable cash.
Monthly Account status history tracking.
Run-time Item Age and Account Balance selection options.
History of Phone Calling messages.
Customer check receiving history.
Customer Look-Up capabilities by name.

Interactive Data Entry programs

Cash Receipts Entries
Miscellaneous Cash Receipts entry
Adjustment entry
Charge-Back entry
Aging dates entry

User Inquiry

Detail Customer Account Status

Reports and Form

Daily and Periodic Cash Receipts journal
Daily and Periodic Adjustments journal
Daily and Periodic Miscellaneous Cash Receipts journal
Daily and Periodic Charge-Back journal
Summary Aged Accounts Receivable Trail Balance by Salesmen
Summary Aged Accounts Receivable Trail Balance by Customer
Summary Aged Accounts Receivable Trail Balance by Branch
Detailed Aged Accounts Receivable Trail Balance by Salesmen
Detailed Aged Accounts Receivable Trail Balance by Customer
Detailed Aged Accounts Receivable Trail Balance by Branch
Monthly Open-Item Customer Statement form
Account Payment and Credit History Analysis
Detailed Accounts Receivable Transaction journal
Detailed Accounts Receivable History Transaction journal

Accounts Payable System Module

Overview

Accounts Payable module is another integrated module offering a single-source data entry for reduced operator error and accurate accounting controls. The system is highly flexible, yet easily used by your existing accounting personnel.

Information is available, through User inquiries and hardcopy reports, on a timely basic to help your Accounts Payable and Purchasing Department keep pace with aspect of this important operating area. Facilities are incorporated into your system for the control of cash flow, vendor performance, and the taking of discounts and expense distribution.

To reduce entry requirements and provide your management team with the decision-making information required, the Accounts Payable system is integrated with the General Ledger system.

The contents and features of this module are shown below.

Special Features

Multi-Company processing.
Real-time updating of all data base information.
'On-Demand' User inquiries for timely problem solving.
Advance Payment provisions for payment with out vendor's invoice.
Batch control totals.
Multiple period processing obviating 'Closing the period' before new transactions can be entered.
Manual check entry.
Computer printed voucher checks.
Vendor and payment history flexible depending on system's storage.
Bank reconciliation sub-system.
Negative check protection.
Multiple Bank Account processing.
Automatic distribution of expenses with manual override.
Factored vendor provisions.
Automatic or Manuel "To Pay" selections.
Automatic interface to the General Ledger system.
Complete accounting audit trail.
Automatic 'PROX' Due dating, if applicable.
Vendor 'Look-Up' capabilities by name.
Optional Purchase Order values verification.

Interactive Data Entries

Vendor Invoice entry
Advance Payment entry
'To Pay' entry
Void Check entry

Inquiries

Detailed Accounts Payable inquiry
Unpaid Open Item Exception inquiry
Paid & Unpaid Detailed Invoice inquiry

Reports and Forms

Cash requirements (To Pay) report
A/P Voucher check form
Daily and Periodic Check register
Purchase Distribution by General Ledger number
Purchase Journal by Vendor report
Periodic Disbursements journal
Open Item Schedule by Due Dates
Open Item Schedule by Vendor by Invoice date
Open Item Schedule by Due date by Vendor
Open Item Schedule by Invoice date by Vendor

General Ledger System Module

Overview

The General Ledger system is a totally integrated module, which supplies pertinent accounting and analysis for the timely control of every aspect of your business operation. Through the use of a ten-digit account numbering technique, reporting is customized to include Corporations, Divisions, Departments and even specific employees with in a department. The degree of sophistication built into the system is up to you, it can be as simplified or as complex as your requirements demand.

As with the other accounting modules, the General Ledger system utilizes single-source entry to optimize operator efficiency, reduce errors, provide complete audit trail and supply timely decision-making information for your management team. The database provides real-time "on-demand" data through either User inquiries or hardcopy formal reports.

A powerful feature of the General Ledger system is the report generating sub-system. This technique allows you to specify as many financial reports, in numerous formats, as you may require to effectively manage your operation. Reports can be comparative to past periods or budgets if desired. As many supporting schedules to the financial statements as required can be specified when you format the reports.

This module is updated from all Account modules including Billing, Credits, Accounts Receivable and Accounts Payable. Inventory is optional. The detail being passed in can be detail, each invoice or credit; date summarized or period summarized. All data is verified to be in balance prior to any updates.

The contents and features of this module are shown below.

Special Features

Multi-Corporation accounting.
Multiple period processing that eliminates the need to "Close" the prior period before new entries can be made.
Financial report generator.
Transaction history maintained by the system, up to the user, based upon the system data storage capabilities.
Automatic End-of-Year account processing.
Automatic chart of accounts creation for new corporations.
Automatic update from all account modules either detail or summary.
Control totals on all journal entry programs.
Budget processing and variance analysis.
Complete accounting audit trail.
Recurring Journal entries.

Process Manufacturing System

Interactive Data entry programs

General Journal entry
Budget entry
Edit Journal entry
Recurring Journal entry

Inquiries

Chart of Accounts inquiry
Year-to-Date account balance inquiry
General Journal inquiry - Summary or Detail

Reports

Chart of Accounts report
Year-to-Date Account Balances report
Period-to-Date Account Balances report
Combined PTD & YTD Account Balances report
Intercompany Allocation report
Financial Statement Generator Format list
Financial Statement Generator Factors list
General Journal report
Detail Trail Balance report
Summaries Trail Balance reports
Balance Sheets
Income Statements

General Information Module

Overview

A vital link in any truly complete data processing system is immediate access to key information when and where it is required. The 'General Information' module offers the user a handy method to 'look' into the data base and determine such necessary information as Customer account codes, Customer Shipto Addresses, SIC codes, Customer Classes, Products, Items, Salesmen codes and many useful required 'codes'.

Data is available in both User inquiry form and hardcopy reports. The inquiry capability obviates the need to first locate and then 'flip' through long listings if a key piece of information is missing and required. The goal of this module is to help your personnel gather the required information to process data efficiently with out the wasted time often spent in researching required codes (such as customer account number).

The contents and features of this module are shown below.

Special Features

All programs menu selectable.
Both User inquiry and hardcopy listings of key data.
Programs optionally Password protected.
Direct access of data base information.

Reports and Lists

Alphabetic Master Customer list
Billtos and Shiptos by Customer list
Billtos and Shiptos by Salesmen list
Raw Materials list
Intermediate Materials list
Finished Goods list
D & B SIC and Industry code list
Branches and Departments list

User Inquiries

Branch and Department codes and descriptions
Customer 'Billto' Finder
Shipto by Customer codes & addresses
Product Class codes & descriptions
Item codes & descriptions
Package codes & descriptions
Customer Class codes & descriptions
Sales Region codes & names
Product Manager codes & names
Salesmen / Reps codes & names
Industry codes & descriptions
D & B SIC codes & descriptions
Credit Memo Reason codes & descriptions
Conversion Factors
Royalty Payee codes & names
Customer Billtos by Area code
Remit-to Address codes

Database Purging Module

Overview

The System stores data by two distinctly different methods: 1) Master files and 2) Transaction files. The Master files contain static information the usually remains constant (IE - Customer, Company, Branch, etc). These files can be maintained through the General Data Base Module. Removal of a Master file record requires use of the “Delete” option of the proper maintenance program along with the delete password. A purge program also deletes all customers without activity over a user-defined period.

However, the second group of files, those that store ‘Transactions’, are dynamic in structure. These files accumulate transactions that are used in numerous reports, analysis and inquiries included with the system. It is the use of transaction files that give the System its extreme flexibility and powerful problem-solving capabilities. The “Sales History”, “Product History” and each time an invoice is processed, records are added to the Sales History file. Therefore the size of the files is continually growing larger and larger as a function of time.

The amount of data allowed to accumulate, by the user, is strictly dependent upon reporting requirements. If reports are required that compare all of last year to the entire current year, two full years of transactions must be stored on the database. The amount of data retained depends on your requirements, transactions, volumes and disk storage space.

A special program, called a “Purge”, is provided for every transaction-type file. These programs are used to Delete (Purge) transactions that are no longer required for reports or analysis. Purging is accomplished based on the ‘Age’ of transactions. When a purge is run, the user enters a “Purge date”. All transactions that occurred on or before the Purge date are deleted from the system. The frequency of running purges depends only upon disk space availability. Prior to any purges, it is recommended you save the last full File Save. This allows any purge data to be retrieved for future evaluation.

Certain special purges perform a dual function. As records are deleted from the disk database, they are written onto a Back-Up system (usually tape). An example of this type of purge is the storage of Lot number control data. This information must be retained to far greater periods of time than normal disk capacities will permit. Transferring to Magnetic tape results in reclaiming operating disk capacity while also providing historical retention over any period of years. If the data is needed, it can be retrieved back into the system.

Process Manufacturing System

Special Features

All programs password protected.
All programs menu selectable.
All programs Easy to Use.
All programs run unattended.
Normal data processing functions can continue while purging is in progress.
Magnetic tape or other Back-Up media storage for critical information.
Data retention time under user’s control.
Purging based upon Age of the data.
All Main Accounting files are moved into History files for longer history retention.

Reports & Inquiries

Purge File Parameter Report
Purge File Parameter Inquiry

Data Base Purges

Inventory Transactions
Inventory Transfers
Inventory Adjustments
Purchase Orders
Sales Analysis History
Production Analysis History
Sales Orders
Invoice History
Credit Memo History
Credit Reason & Responsibility History
Stock Receipts
Commission History
Shipping Date Change History
Branch Daily Account History
Lot Number & Transaction History