

## GENERAL LEDGER AND FINANCIAL REPORTER 6.1

### Highlights

- Customized reporting options
- User defined fiscal periods
- Full multicurrency support
- Provisionally post transactions
- Allows an unlimited number of departments

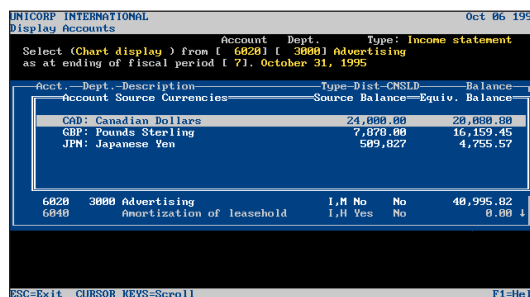
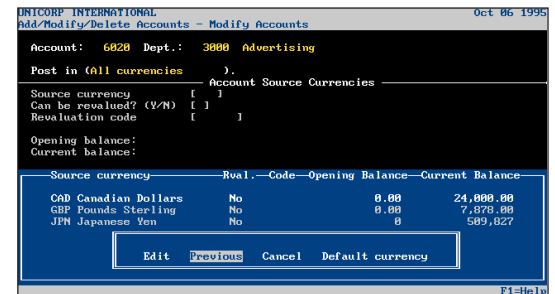
### Reports

- User-Defined Financial Reports
- Chart of Accounts
- Trial Balance Worksheet
- General Ledger Listing
- Source Journal Listing
- Company Profile
- Batch of Transactions
- Batch Status Report

General Ledger and Financial Reporter is the foundation of the entire ACCPAC Plus Accounting system. It summarizes all of the transactions from your system's subledgers, providing you with an accurate, timely picture of your company's fiscal activities. General Ledger provides you with the tools to produce a variety of financial reports that can be customized for your specific requirements.

### Versatile Accounting Structure:

- Meets company-specific requirements through a flexible and easy to create chart of accounts.
- Maintains separate ledgers for multiple companies, divisions or profit centers; allows an unlimited number of departments.
- Consolidates data from separate ledgers using the import/export functions.
- Defines retained earnings accounts by department, providing for departmentalized year-end closing.



### Powerful Financial Reporting:

- Includes three standard balance sheets and three standard income statements.
- Lets you design an unlimited number of reports, such as Statement of Cash

Flow, Statement of Retained Earnings and Summary Schedules.

- Provides reporting features, such as rounding, column and row calculations and ratios; produces monthly, quarterly, semi-annual, and annual comparative statements with up to 14 columns.
- Prints both consolidated and departmentalized financial statements.

### Multicurrency Accounting:

- Multicurrency general ledger accounts can have multiple currencies assigned to it and will maintain current year, budget, and historical information for all currencies assigned to it.
- Enter, retrieve, import, and post transactions in home and source currencies.
- Revaluation of accounts selectively as exchange rates fluctuate.
- Reports may be printed with home currency only, or with both home and source currency.

### Other Important Features:

- Handles monthly recurring batches, automatic reversal of entries, and automatic reallocation of account balances to other accounts.
- Provisionally posts transactions to the General Ledger; provisionally posted transactions can appear on financial statements and they can be changed or committed as required.
- Posts transactions to any period in a previous year.
- Keeps comprehensive audit trails; posted transactions retain the posting number, original batch number and source code.
- Maintains two full years of historical data and one year of budget data for 12 or 13 accounting periods.
- Keeps over 65,000 source journals for selecting and sorting transaction details by date, period, source code, posting sequence, batch number or reference.
- Sets budgets from existing account data, using features such as percentage or fixed growth and equal monthly allocations.
- Supports number formats for international currencies.

THE UNIVERSAL CORPORATION Oct 06 1995  
Add/Modify/Delete Batches - Modify Batch

Batch [ 161 ]	Entry mode (Normal entry)	Entries:	10
Description [ Miscellaneous Expenses Oct 06 ]		Debits:	7,284.55
		Credits:	7,284.55

Entry [ 5 ] Period [ 7 ]  
Line [ 7 ]  
Source code: GL-(JE) G/L Journal Entries  
Date [ 10/05/95 ]  
Reference [ Chck #18577 ] Description [ Ace Automotive Repair ]  
Account [ 1820 ] Dept. [ ] Bank account, operating  
Debit [ ] Credit [ 478.98 ]

Line-Reference	Description	Acct.	Dept.	Debit	Credit
1 Chck #18577	Ace Automotive	2819		478.98	
2 Chck #18577	Ace Automotive	1820			478.98
3	Emergency repair of company car				

Entry totals: 478.98 478.98  
Out of balance by: 0.00

- Defines fiscal periods by date ranges; provides option to manually close fiscal periods to prevent further postings or adjustments.
- Performs automatic error trapping to ensure data integrity; allows only balanced posting to valid accounts.
- Maintains clear and concise audit trails with mandatory printing of all transactions.
- Includes comprehensive user manuals, online tutorials, on-screen help, sample data and a menu-driven user interface.

### Integrates With Other ACCPAC Plus Modules:

- Gives you additional control and accounting information on operation activities, with Accounts Receivable, Accounts Payable, Order Entry, Inventory Control, Payroll, Job Costing and Retail Invoicing.
- Works with ACCPAC Plus DynaView to analyze financial data and print special schedules and statements using CA-SuperCalc® or Lotus 1-2-3.
- Accepts data imported from other accounting systems, spreadsheets and databases.
- Use ACCPAC® Plus Accounting LanPak to run on popular local area networks.

MIDCOP INTERNATIONAL Oct 06 1995  
Add/Modify/Delete Batches - Add Batch

Batch [ 38 ]	Entry mode (Normal entry)	Entries:	0
Description [ Sales of excess equipment ]		Debits:	0.00
		Credits:	0.00

Entry [ 1 ] Period [ 7 ]  
Line [ 1 ]  
Source code: GL-(JE) G/L Journal Entries  
Date [ 10/06/95 ]  
Reference [ Equip. sale ] Description [ Sale of PC-00-0233 ]  
Account [ 1120 ] Dept. [ ] accounts receivable, employees

Source currency code [ JPN ] Japanese Yen  
Rate type (SP) Rate date: 10/06/95 Rate [ 0.0094295 ]

Source	Debit	Credit
Home	88,000	
	754.36	

Entry totals: 0.00 0.00  
Out of balance by: 0.00

### Technical Specifications:

- **Accounts:** 65,535
- **Departments:** 65,535
- **Posted Transactions:** Limited by disk space
- **Source Journals:** 65,535
- **Maximum Account Totals:** 9,999,999,999.99

- **Entries Per Batch:** 65,535
- **Maximum Report Total:** 999 billion
- **Total Number of Transaction Batches:** 60,000
- **Account Groupings for Predefined Financial Statement:** 15
- **Fiscal Periods—Current Year:** 13
- **Fiscal Periods—Prior Year:** 13
- **Budget Periods:** 13
- **Account Code:** 6 alphanumeric
- **Department Code:** 6 alphanumeric
- **Transaction Reference Code:** 12 alphanumeric
- **Transaction Description:** 30 alphanumeric
- **Batch Entry Comment:** 60 alphanumeric

### ACCPAC Plus Accounting modules include:

- Windowing System Manager
- General Ledger
- Accounts Payable
- Accounts Receivable
- Order Entry
- Inventory Control
- Payroll (US and Canadian)
- Job Costing
- ScanPAC
- DynaView
- Sales Analysis
- Retail Invoicing

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For more information on these and other ACCPAC INTERNATIONAL products, please contact us at 1-800-773-5445 or visit our website at <http://www.accpac.com>

Minimum Requirements: ACCPAC Plus Accounting Windowing System Manager 6.1 (or higher); A personal computer with an 80286 processor (or higher); DOS 3.1 (or higher); one 3.5" diskette drive (1.44Mb); a hard disk with at least 20 Mb available; 640K RAM.

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## ACCOUNTS RECEIVABLE 6.1

### Highlights

- Open item and balance forward customer support
- Full multicurrency support
- Track and report taxes for multiple taxing authorities
- Flexible cash application
- Easily manage cash flow

### Reports

#### General Reports:

- Company Profile
- Control Account Sets
- Billing Cycles
- Terms
- Distributions
- Recurring Charges
- General Ledger Transaction Summary
- Aged Retainage

#### Transaction Batch List:

- Create Write-off Batch
- Invoice Batch Listing
- Cash Batch Listing
- Adjustment Batch Listing
- Pre-Revaluation Listing
- Revaluation Posting Journal

#### Posting Journals and Error Reports:

- Invoice Posting Journal
- Cash Posting Journal
- Adjustment Posting Journal

#### Outstanding Transaction Reports:

- Detailed Aged Trial Balance
- Summary Aged Trial Balance
- Overdue Receivable
- Detailed Aged Retainage

#### Statements/Letter/Label Processing:

- Customer Statements
- Letters
- Mailing Labels

#### Tax Tracking Reports:

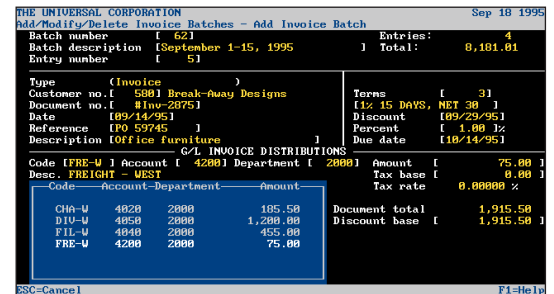
- Customer List and Statistics
- Customer Transactions
- Taxation Authorities Documentation

*Accounts Receivable helps you manage your cash flow better by providing superior financial management tools to quickly and accurately analyze your customers' accounts. It also streamlines routine procedures such as entering and posting invoices, applying payments and credits, and printing customized statements, letters and labels. It enables you to easily access data, post transactions in multiple currencies and produce detailed reports.*

### Versatile

#### Processing Features:

- Maintains open item and balance forward customers with a complete history of all transactions.
- Automatic write-off batches allow multiple account balances or transactions to be written off simultaneously.
- Lets you define an unlimited number of invoice terms with calculated due dates, discount dates and discount percentages.
- Allows an unlimited number of recurring charges with up to five distributions each, a maximum total charge, and optional yearly clearing of totals.
- Accommodates any number of control accounts and bank accounts.
- Separately tracks invoices, debit memos, credit memos, payments, adjustments and unapplied cash.
- Tracks source documents through the system with batch history, posting journal numbers and ensured printing of key posting reports.
- Lets you track and report taxes for multiple taxing authorities, such as state, province, county or city.
- Value added tax/GST compliance.



### Multicurrency Accounting:

- Full multicurrency support, including revaluation of open transactions as exchange rates fluctuate.
- Recognition of realized gains and losses and automatic reversal of previous unrealized gains and losses at time of settlement.
- Apply cash to invoices in either home or source currency.
- Generate inquiries and print key analysis reports in both home and customer's source currency.

### Cash Application Processing:

- Quick Cash Entry option allows for the simple entry of the document number and amount.
- The Direct Entry mode in the Cash Batches function reduces the time spent on entering payment information.
- Enter negative cash transactions to correct posting errors by transferring credits from one customer account to another, and make adjustments to account balances or transactions.
- Cash received for prepayment of an invoice is automatically applied to the invoice upon posting.

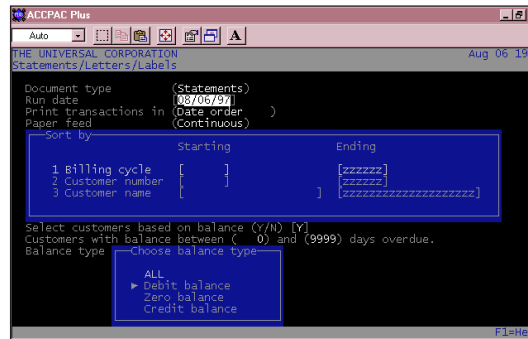
### Flexible Reporting Features:

- Track and report taxes for multiple taxing authorities such as state, province, country and city; tax reports are appropriate for GST in Canada.
- Allows you to back-date reports, including Aged Trial Balance and customer statements, to ease month-end cutoff.
- Lets you create customer statements, collection letters and mailing labels.
- Provides analysis reports with numerous options to sort and select customer transactions, both current and historical.
- Prints aging reports in detail or summary form with optional data, such as credit limit, phone number and contact.
- Allows easy access to all customer statistics and transaction detail through reports and screen inquiry functions.

### Full Integration With Other ACCPAC Plus Modules:

- Posts accounting transactions to the correct fiscal periods in the General Ledger to provide for a flexible month-end cutoff.

- Receives invoices created in Order Entry.
- Gives you a complete order processing and accounting system with ACCPAC Plus Order Entry or Retail Invoicing, Sales Analysis, Accounts Payable and General Ledger.
- Exports complete customer statistics to spreadsheets or databases for further purchasing and payment analysis.
- Streamlines entering and posting of job-related invoice and retainage (holdback) transactions by passing the data to Job Costing.
- Accepts data exported from other accounting systems, spreadsheets and databases.



### Technical Specifications:

- **Customers:** 65,535
- **Address Lines:** 4
- **Open Invoices:** Limited by disk space
- **G/L Accounts for Revenue Distribution:** Limited by disk space
- **Receivable Control Accounts:** Limited by disk space
- **Term Codes:** Limited by disk space
- **Bank Accounts:** Limited by disk space
- **User-Defined Aging Periods:** 3
- **Invoice Number:** 12 alphanumeric
- **Invoice Entry Description:** 30 alphanumeric
- **Salespersons:** 6 alphanumeric
- **Recurring Charges:** 65,535
- **Customer Number:** 6 alphanumeric
- **Customer Name:** 30 alphanumeric
- **Customer Short Name:** 5 alphanumeric
- **Maximum Customer Balance:** 9 billion

### ACCPAC Plus Accounting modules include:

- Windowing System Manager
- General Ledger
- Accounts Payable
- Accounts Receivable
- Order Entry
- Inventory Control
- Payroll (US and Canadian)
- Job Costing
- ScanPAC
- DynaView
- Sales Analysis
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## ACCOUNTS PAYABLE 6.1

### Highlights

- View complete transaction history of an invoice with related payments, credit notes and debit notes
- Expedite invoice entry using predefined distribution sets with no account limits
- Recurring transactions eliminate re-entering invoices received on a regular basis
- Automatic calculation of invoice due date, purchases discount date, and discount amount from user-defined terms

### Reports

#### Basic Information:

- 1099 Form
- Banks
- Company Profile
- Control Account Sets
- Distributions
- GST
- Tax Tracking
- Terms
- Vendor List and Statistics

#### Transaction Listings:

- Adjustment Batch List
- Batch Status
- Distribution Set
- G/L Transactions
- Invoice Batch List
- Manual Check Batch List
- Pre-Revaluation Listing

#### Posting Journals:

- Revaluation Posting Journal
- Adjustment Posting Journal
- Invoice Posting Journal

- Reconciled Checks Posting Journal

#### Management Reports:

- Aged Cash Requirements
- Aged Overdue Payables
- Aged Retainage
- Open Payables
- Vendor Transactions

#### Check Processing:

- Check Number Audit List
- Check Reconciliation
- Check Register
- Checks and Advices
- Manual Check Register
- Pre-Check Register
- Reversed Checks Audit List

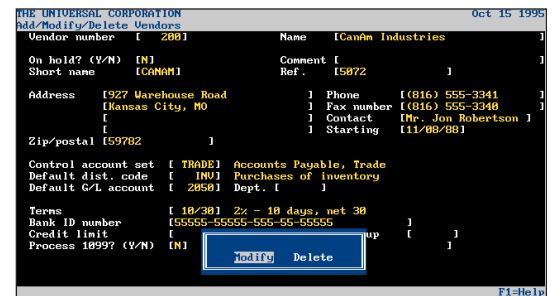
#### With ACCPAC Plus DynaView:

- Creates ad hoc reports by directly reading all transaction and vendor account data

*Accounts Payable lets you manage your expenses effectively and in a timely fashion, improve the control over your cash flow, and generate reports to avoid late payment charges. Customize your invoice distribution codes, preserve full details of unpaid balances, and complete transactions using multiple currencies.*

### Multicurrency Accounting:

- Full multicurrency support including revaluation of open transactions as exchange rates fluctuate.
- Recognition of realized gains and losses and automatic reversal of previous unrealized gains and losses at time of settlement.
- Print checks in multiple currencies and languages.
- Generate inquiries and print key analysis reports in vendor's source currency, home currency or both.



### Multicurrency Accounting:

- Full multicurrency support including revaluation of open transactions as exchange rates fluctuate.
- Recognition of realized gains and losses and automatic reversal of previous unrealized gains and losses at time of settlement.
- Print checks in multiple currencies and languages.
- Generate inquiries and print key analysis reports in vendor's source currency, home currency or both.

### Check Processing:

- Check disbursement through system-generated and manual check processing.
- Alternate vendor payees for flexibility in cash disbursement.
- Prepayment of invoices not yet received with automatic application of payment to invoice upon receipt of the invoice.
- Customization of checks and advices.
- Flexible check reconciliation by check amount, check number, or range of check numbers.
- Ability to void checks with an automatic reversal of associated accounting entries.
- Post/Clear Check Reconciliation functions allows the viewing of check status, including check reversals, and keeps changes provisional until posting.

- Defers payments or makes partial payments on invoices—even lets you change the due dates of invoices.
- Gives you control over spending by letting you take or ignore suppliers' discounts.
- Lets you force or withhold payment on all or selected invoices.
- Controls maximum payments on outstanding invoices.
- Adjusts invoice amounts with credit or debit memos.

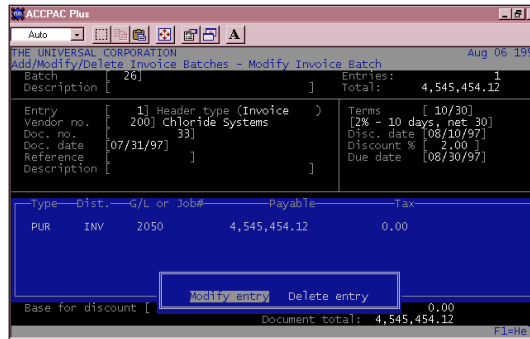
### Flexible Reporting Features:

- Eases month-end cutoff with date-sensitive reports.
- Print reports in home or vendor's source currency.
- Defines up to four aging periods for any range of vendors.
- Prints complete vendor information and invoice aging for any number of vendors—on screen or on paper.
- Provides numerous report options to sort and select vendors.
- Customize 1099s and specify the minimum amount at which 1099 forms are printed for specific vendors.
- Full tax reporting for government or auditing purposes; GST compliant.
- Prints customized checks, advices and 1099s.
- Tracks retainage (holdback) amounts in construction and job shop environments.

### Integrates With Other ACCPAC Plus Modules:

- Gives you a complete job cost or project accounting system with General Ledger, Job Costing, Accounts Receivable, Payroll and Inventory Control.
- Transfers transaction summaries or details to General Ledger for comprehensive financial reporting.

- Creates cost transactions directly, to update job information in Job Costing.
- Use ACCPAC Plus Accounting LanPak to run on popular local area networks.



### Technical Specifications:

- **Vendors:** 65,535
- **Address Lines:** 4 lines of 30 characters each
- **Open Invoices:** Unlimited
- **Control Account Sets:** 65,535
- **Bank Accounts:** 65,535
- **User-Defined Payment Terms:** 65,535
- **User-Defined Aging Categories:** 4
- **Invoice Number:** 12 alphanumeric
- **Invoice Description:** 30 alphanumeric
- **Invoice Reference:** 12 alphanumeric
- **Invoice Detail Description:** 30 alphanumeric
- **Vendor Code:** 6 alphanumeric
- **Vendor Name:** 30 alphanumeric
- **Vendor Short Name:** 5 alphanumeric
- **Vendor Comment:** 30 alphanumeric
- **Vendor Reference:** 16 alphanumeric
- **Contact:** 18 alphanumeric
- **Identity Number (1099/GST):** 15 alphanumeric

### ACCPAC Plus Accounting modules include:

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- Accounts Payable
- Accounts Receivable
- Order Entry
- Inventory Control
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## INVENTORY CONTROL AND ANALYSIS 6.1

### Highlights

- Comprehensive stock controls tracking
- Supports five different costing methods
- Unlimited number of price lists
- Full multicurrency support
- Allows for negative inventory

### Reports

#### Stock Control Reports:

- Item Status
- Item Valuation
- Overstocked Items
- Reorder Report
- Slow-Moving Items
- Bin/Shelf Labels
- Purchase Order/Receipts
- Transaction History

#### General Reports:

- Alternate Items
- Vendors
- Locations
- Categories
- Bills of Material
- Company Profile

#### Price/Sales Analysis:

- Price List
- Selling and Margin Analysis
- Markup Analysis
- Sales History
- Summary Statistics

*Inventory Control and Analysis is a complete multi-location inventory management/accounting system that keeps track of stock levels and outstanding purchases as well as processes inventory receipts, shipments, returns, and adjustments. It includes extensive screen inquiry and reporting functions to give you up-to-date information on quantities, costs, and item movement statistics.*

### Comprehensive Stock Control and Tracking:

- Processes purchase orders and monitors inventory receipts against outstanding purchase orders; assigns individual lot number identifications for separate LIFO/FIFO receipts.
- Handles shipments and return of inventory items with online updates to stock levels and costs; tracks serial numbers as part of item shipment processing.
- Adjusts inventory by quantities and costs.
- Creates and posts inventory adjustments directly from the physical inventory worksheet.
- Manages inventory for 65,535 locations and accounts for them in 20 separate control accounts.
- Handles fractional quantities and fractional conversion factors for up to three units of measure per item, per price list.
- Integrates with ScanPAC, the bar code scanning technology for reading and printing bar codes.  
NOTE: ScanPAC may not be available in all countries. Contact your ACCPAC INTERNATIONAL representative for details.

```
THE UNIVERSAL CORPORATION                               Date: Apr 12 95
Display Items - Profile

Item number [A1-401/0] Desk Calendar Pads
Category code [A1] ACCESSORIES
Stocking unit [EA] 1
Price per EA [12.75] Previous Price [12.75] Date of Change [May 19 94]
Base price [11.95] Sale starts [May 01 95] ends [May 30 95]
Sale price [ ]
Picking sequence [0041] Report group [A 1]
Tax status [1] Stock item? [V]
Unit weight [0.10] lbs.
Serial numbers [0]
Last shipment [Apr 10 95] Avg. days between ship. [ 5 ]
Last receipt [Apr 12 95] Avg. units shipped [ 23 ] EA
Additional item information
[Calendar and memo pad combination; Measures 6.5"x 4.5"; ]
[Has 1 page per day with scheduled time slots and space for notes; ]
[Profiles are available; ]
[NOTE: We have an automatic yearly update program. ]
ESC-Commands F1-Help
```

### Flexible Pricing and Costing Features:

- Allows an unlimited number of price lists, each with different base and sale prices, different price policies, and different currencies.
- Each price list can have up to five markup or five discount-based levels by customer type or quantity purchased; price levels may be set by percentage or dollar amount markup/discount.
- Supports special sale pricing for a range of dates.
- Lets you select from five costing methods: moving average, LIFO, FIFO, standard costing and user-specified costing.
- Improves stock control with physical inventory reconciliation facilities.

### Other Advanced Features:

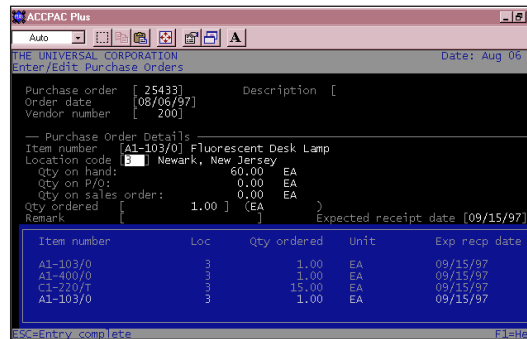
- Extensive information kept per item for better inventory management; for example, 300-character additional item description, alternate items list, five alternate units of measure, two user-definable costs, shipments statistics, most recent cost and last shipment/receipt dates.
- Multiperiod reorder data and sales projections for better management on replenishment of stock.
- Single-level bills of material for dealing with simple manufacturing, repackaging and bundling; supports additional fixed and variable costs during item assembly.
- Powerful import/export facilities for transferring item information to update price list, and for reporting purposes.
- Detailed inventory movement log and 13 periods of sales history for better control, merchandise planning and analysis.
- Extensive reporting options for selecting items to include on reports, as well as item information; user can report by range of item number segments, categories, control accounts, locations and item report groups.
- Standard report set features for grouping multiple reports and preset options for automated printing of period-end, month-end and regular reports.

### Multicurrency Accounting:

- Allows receipt of inventory in any currency.
- Lets you enter an additional cost in the same currency used during receipt or in home currency.
- Supports prices in any currency through alternative price lists.

### Integrates With Other ACCPAC Plus Modules:

- Integrates with Order Entry to automate order/invoice processing, handling of credit notes, printing order confirmations, picking slips, invoices and shipping labels.
- Provides a complete order processing and accounting system when used with General Ledger, Accounts Receivable, Sale Analysis, and ScanPAC.
- Lets you add point-of-sale facilities with Retail Invoicing.



### Technical Specifications:

- **Item Number Length:** 16 characters (not including segment dividers)
- **Item Number Segments:** 4
- **Item Description:** 40 characters
- **Additional Item Description:** 300 characters
- **Serial Number Length:** 15 characters
- **Number of Items:** Unlimited
- **Number of Categories:** 65,535
- **Number of Locations:** 65,535
- **Number of Control Accounts:** 20

### ACCPAC Plus Accounting modules include:

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- General Ledger
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- Accounts Receivable
- Order Entry
- Inventory Control
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## ORDER ENTRY 6.1

### Highlights

- Flexible order processing features
- Flexible pricing/discounting structures
- Extended tax calculation features
- Maintains extensive transaction history
- Calculates and tracks commission

### Reports

#### Listings:

- Order/Invoice/Credit Note List
- Salesperson
- Ship-to Address
- Special Prices
- Tax Tables
- Company Profile
- Serial Number List
- Item List

#### Price Listings:

- Price List
- Alternate Items
- Locations
- Categories

#### Analysis Reports:

- Order Action
- Order History
- Aged Orders

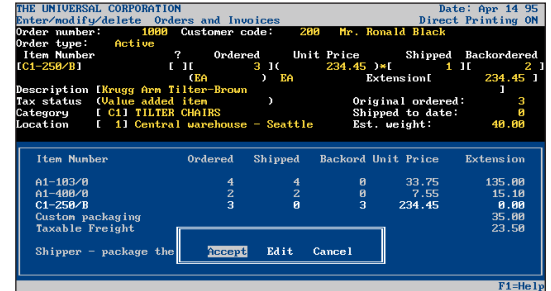
#### Transaction Reports:

- Invoice/Credit Note Audit List
- Sales Summary
- Salesperson Commission
- Summary Statistics
- Tax Summary
- General Ledger Transaction List

*Order Entry automates the sales order entry and invoicing process. It keeps track of orders; prints order confirmations, picking slips, invoices, credit notes and shipping labels, and handles all the accounting and record-keeping functions necessary to effectively manage the order processing area of your company.*

### Powerful Order Processing Features:

- Processes regular, standing and future orders, invoice and credit notes, with automatic backordering.
- Includes item details, miscellaneous charges, comments, shipping instructions, serial numbers, taxes and estimated weight on orders, invoices and credit notes.
- Handles mixed units of measure and fractional quantities.
- Automatically computes taxes; GST and VAT compliant.
- Lets you apply cash payments when invoicing an order.
- Checks credit limits and automatically puts an invoice on hold, when used with ACCPAC Plus Accounts Receivable.
- Handles sales credit as part of an invoice or separately on credit note with option to return or not return goods to inventory.
- Supports multiple invoices per order with option for automatic backordering.
- Centrally processes orders for all inventory locations with online look-up of stock levels and alternate items during order processing.
- Calculates and tracks commissions based on selling price or margin.
- Prints order confirmations, picking slips, invoices, credit notes and shipping labels; formats can be customized; picking slips can be in entry, item number or bin number order.
- Maintains ship-to addresses for use in order processing.
- Maintains extensive transaction history and processing statistics for tracking orders, monitoring sales volume and processing open orders.
- Has standard report set features for grouping multiple reports and preset report options for automated printing of period-end, month-end and regular reports.



### Flexible Pricing/Discounting Structures:

- Uses built-in price list or integrates with ACCPAC Plus Inventory Control.
- Maintains five markup or five discount-based price levels by customer type or quantity purchased; price levels may be set by item category or individual item.
- Maintains special prices for selected customers on specific items or categories of items.
- Allows special sales pricing by item between two dates.
- Uses automatic price calculation and optionally overrides price at time of invoicing.
- Allows discounting on total invoice.

### Extended Tax Calculation Features:

- Lets you set up separate tables to handle tax calculations and governmental reporting for different geographic areas.
- Supports many tax groups with up to five jurisdictions within each group.
- Supports minimum and maximum tax per jurisdiction.
- Supports tax calculation on selling price, standard cost, most recent cost or one of two user-defined costs.
- Optionally assigns tax groups to "ship-to" addresses.

### Integrates With Other ACCPAC Plus Modules:

- Generates journal entries for posting revenues and costs to the General Ledger.
- Creates Accounts Receivable invoice and adjustment batches directly for invoices and credit notes.
- Transfers invoice and credit note details to Sales Analysis.
- Integrates with Inventory Control for quantity and cost tracking, centralized order processing for up to 65,535 locations, single-level bills of material, purchase order tracking and many more stock control capabilities that are necessary for optimal inventory management.
- Lets you add Accounts Receivable, Sales Analysis and General Ledger for a complete order processing/accounting system.

The screenshot shows the ACCPAC Plus software interface. At the top, it says 'THE UNIVERSAL CORPORATION' and 'Date: Aug 06 9'. Below that, it displays 'Invoice number: 5002' and 'Customer code: 1500 Custom Comfort'. The main part of the screen is a table with columns: 'Line Item Number', 'Quantity', 'Returned', 'Unit Price', and 'Extension'. The table contains two rows of data:

Line Item Number	Quantity	Returned	Unit Price	Extension
1 C2-230/G	2.00	Y	141.85	283.70
2 SL-300/Y	4.00	Y	244.95	979.80

Below the table, there is a section for 'Taxable Freight' with a value of 13.50. At the bottom, there is a summary table with columns: 'On hand', 'On order', 'Avail.', 'On P/O', and 'Measure'. The summary table contains two rows of data:

	On hand	On order	Avail.	On P/O	Measure
This location:	3.00	2.00	1.00	0.00	EA
All locations:	26.00	2.00	24.00	9.00	

### Technical Specifications:

- **Order/Invoices/Credit Notes:** 65,535
- **Items:** Unlimited
- **Categories:** 999
- **Item Number:** 16 characters
- **Locations:** 65,535
- **Ship-To Addresses Per Customer:** 4,000
- **Tax Groups:** 65,535
- **Tax Jurisdictions Per Tax Group:** 5
- **Salespersons:** 65,535

### ACCPAC Plus Accounting modules include:

- Windowing System Manager
- General Ledger
- Accounts Payable
- Accounts Receivable
- Order Entry
- Inventory Control
- Payroll (US and Canadian)
- Job Costing
- ScanPAC
- DynaView
- Sales Analysis
- Retail Invoicing

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## JOB COSTING 6.1

### Highlights

- Complete project estimating and tracking tools
- Flexible revenue recognition features
- Transfer labor costs from ACCPAC Plus Payroll
- Maintains detailed records on each job

### Reports

#### General Reports:

- Company Profile
- General Ledger Transactions List
- Phase Code File Listing
- Category Code File Listing
- Name File Listing

#### Job Maintenance Reports:

- Edit Estimates Audit List
- Completion Percentage Entry Audit List
- Close Jobs Posting Journal
- Import Estimates Verification Report
- Import Estimates Verification Error Report
- Import Estimates Verification Audit List
- Print Job Estimates

#### Transaction Processing Lists and Journals:

- Cost Transaction Batch Listing
- Cost Posting Journal

- Billing and Payment Transactions Batch Listing
- Billing and Payment Posting Journal
- Batch Status Report

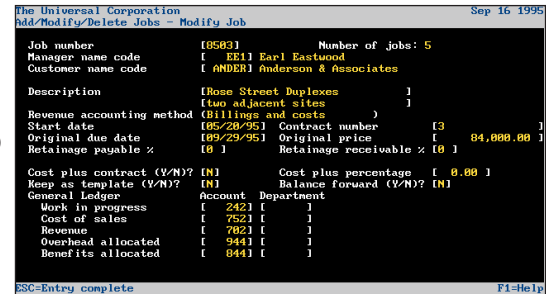
#### Management Reports:

- Job Summary Report
- Job Status Report
- Cost Analysis Report
- Change Order Report
- Customer Job Summary Report
- Manager Job Summary Report
- Jobs in Progress Report
- Job Estimate Worksheet
- Billing Worksheet
- AIA Billing Worksheet
- Job Inspection Worksheet
- Aged Outstanding Retainage Payables Report
- Aged Outstanding Retainage Receivables Report

*Job Costing helps you prepare estimates, monitor and control costs, compile bills, and measure the profitability of your projects. Its flexible design makes it ideal for virtually any business that operates on a job or project basis.*

### Complete Project Estimating and Tracking Tools:

- Breaks down jobs into as many phases and categories as you need.
- Supports unlimited cost types that can be grouped into six different classifications: labor, material, equipment, subcontractor, overhead, and miscellaneous.
- Retains original estimates to help you budget more accurately.
- Computes the percentage completed on each job, phase, and category to give you up-to-the-minute job status.
- Tracks retainage (holdback) for each job, phase and category.
- Automatically calculates billable amounts using either the percentage markup of cost or the unit price.
- Automatically allocates overhead on a per job basis, based on labor hours, labor dollars, material dollars or total job cost; you can also record overhead directly to a phase.
- Automatically allocates employee benefits on a per job basis, either as a percentage of labor dollars or as a flat rate per labor hour.
- Uses job-related labor hours and costs, from ACCPAC Plus Payroll, or lets you enter labor hours and costs directly into Job Costing via daily timecard or timesheet entries.
- Maintains estimated and actual costs by job, phase or category; saves you time by letting you copy estimates from other jobs.
- Saves job configurations as templates to simplify bidding and budgeting on subsequent jobs.



### Flexible Revenue Recognition Features:

- Accommodates fixed-rate and cost-plus contracts.
- Lets you recognize revenue differently for each job.
- Lets you assign different work-in-process, cost of sales, and overhead G/L accounts to each phase or category.
- Allows revenue and expense recognition at any time in the accounting cycle.

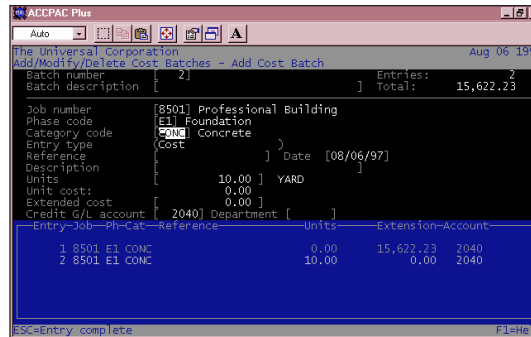
- Automatically adjusts work-in-process and expense accounts as you recognize revenue.
- Recognizes revenue using the completed contract or billings and costs methods or using two percentage completion methods: actual costs compared to total estimated costs, actual labor hours compared to total estimated labor hours (percentage completion entered).

### Comprehensive Reporting:

- Presents key information by selected job, phase and category.
- Maintains detailed records on each job or periodically balance forwards jobs selectively for summary records.
- Helps you find job information instantly with extensive on-screen inquiry functions.
- Generates an AIA Billing Worksheet similar to the American Institute of Architects G703 form.

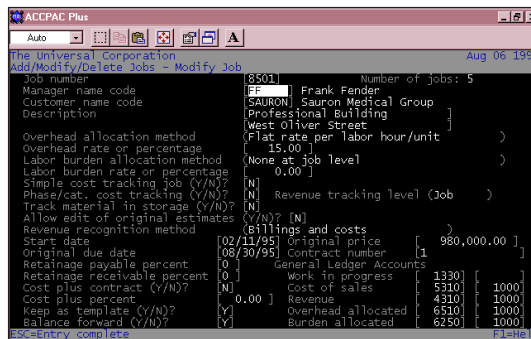
### Integrates With Other ACCPAC Plus Modules:

- Combines with General Ledger and Accounts Payable to form an integrated system approved by the National Association of Home Builders (NAHB).
- Combines with General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory Control, and Windowing System Manager to create a complete job cost or project accounting system.
- Lets you use Payroll to enter hours and calculate costs, then transfer direct labor costs into Job Costing to update job cost components.
- Imports cost and job estimate data from other accounting and estimating systems, spreadsheets and databases.



### Technical Specifications:

- **Billing/Payment Transactions Per Batch:** 9999
- **Categories:** 65,535
- **Change Orders:** 65,535
- **Cost Transactions Per Batch:** 9999
- **Jobs:** Unlimited
- **Names (Customer and Manager):** 65,535
- **Phases:** 65,535
- **Phases and Categories for all Jobs:** Unlimited
- **Posted Transactions:** Unlimited
- **Category Code Size:** 4 characters
- **Job Number Size:** 4 characters
- **Name Code Size:** 6 characters
- **Phase Code:** 2 characters



### ACCPAC Plus Accounting modules include:

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- General Ledger
- Accounts Payable
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## CANADIAN PAYROLL 6.0

### Highlights

- Detailed and accurate pay information
- Define your own cheque and advice information
- Calculates provincial and federal taxes
- Handles up to seven pay period frequencies

### Reports

#### Payroll Run Reports:

- Timesheet Edit List
- Payroll Register
- Cheque Register
- Audit Trail
- General Ledger Transactions

#### Employee Information Reports:

- Employee Information Report
- Employee Name List
- Cumulative Year-To-Date Report
- Selectable Employee Earnings/Deductions

#### Government Reports:

- T4s
- Relevé 1s
- Record of Employment

### Technical Specifications:

- **Employee:** 65,535
- **Earnings and Non-statutory Deductions:** 4 lines of 30 characters each  
65,535 system total  
32 per employee  
32 per job class  
60 accruals
- **Pay Period Frequencies:** 7
- **Timesheet Entries:** 65,535
- **General Ledger Transactions:** 999,999,999
- **Employee Identification Number:** 6 characters
- **Sections:** 65,535
- **Unions:** 65,535
- **Job Classifications:** 65,535

*Canadian Payroll is a complete payroll accounting system that accommodates the demands of small to medium businesses, handling multiple pay types, pay frequencies, deductions, nonstandard earnings and taxes. Canadian Payroll also maintains employee records and can handle payroll tasks for employers in every region in Canada.*

### Detailed and Accurate Pay Information:

- Keeps detailed records for each employee in your company, including personal information, pay details, year-to-date and anniversary-to-date totals.
- Allows an almost unlimited number of earnings and non-statutory deductions for your company; lets you set up any combination of earnings and non-statutory deductions per employee to a limit of 32.
- Accommodates the earnings and benefits you require, such as piecework, shift differentials, overtime, taxable benefits, allowances, expenses, bonuses and calculated accruals.
- Lets you set up employee and employer contributions to a company pension plan; contributions can be to a money purchase plan, deferred profit-sharing plan, defined benefit plan, or to another user specified plan.
- Handles up to seven pay period frequencies: weekly; biweekly; monthly; semi-monthly; 10 per year; 13 per year; 22 per year.
- Calculates provincial and federal taxes and contributions automatically (subscription to the ACCPAC INTERNATIONAL Payroll Update Plan is required to keep your tax tables current).
- Processes cheques automatically, and handles salary advances and entry of manually-written cheques.
- Lets you define your own cheque and advice format.
- Prints T4 forms, Quebec's Relevé 1s and Record of Employment forms.
- Auto-indexes TD1 claims for all employees.
- Lets you set up recurring timecards for employees who have the same entries each period.
- Operates a completely departmentalized payroll system.

Code	Description	Hrs/Units/Cth. Er.	Rate/Factor	Amount
BRS-E	Base Rate ERN	76.00	16.35	1,242.60
OVT-E	Overtime ERN	12.00	24.52	294.24
MED-E	Medic. Ben TXB	0.00	0.0000	50.00
MED-D	Med. Plan DED			10.00

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### Integrates With Other ACCPAC Plus Modules:

- Integrates with General Ledger and Job Costing for a complete payroll accounting system.
- Lets you add windowing and other system management features with ACCPAC Plus Windowing System Manager.

## U.S. PAYROLL 6.1

### Highlights

- Flexible earnings and deductions handling
- Maintains complete employee history
- Calculates state and federal taxes automatically
- Comprehensive reporting features
- Distribute labor costs to ACCPAC Plus Job Costing

### Reports

#### General Reports:

- Company Profile
- Tax Table Listing
- Tax Table Update Listing
- Miscellaneous Tax Information Listing
- Detail Group Listing
- Detail Masters Listing
- Details Summary
- Employee Details Listing
- Employee Masters Listing
- Department Masters Listing
- Vacation, Sick and Compensation Time Reports
- Worker's Compensation Code Listing

#### Audit Trails:

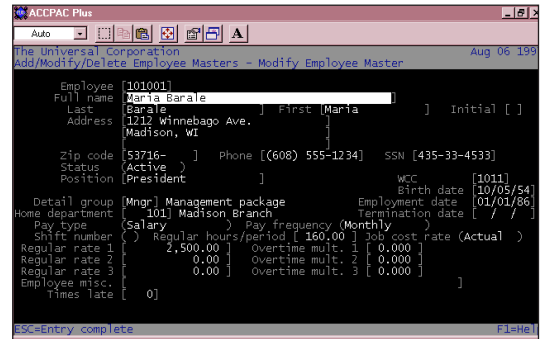
- Details Register
- Timecard Listing
- Manual Checks Listing
- Payroll Register
- Check Register

- Hours and Earnings Register
- General Ledger and Job Costing Register
- GL Transaction Listing
- Tax Information Reports:**
  - Federal 941 Report
  - Employee Withholding Report
  - Unemployment Report
  - Form W-2 on Magnetic Media or Paper
  - Quarterly Wage Report
- Special Reports:**
  - Worker's Compensation Report
  - Certified Payroll Report
- Customizable Forms:**
  - Form W-2
  - Form 1099
  - Check
  - Quarterly Wage Report

*U.S. Payroll is a flexible, easy-to-use system that computes payroll, keeps records (including tracking vacation, sick and comp time hours), processes paychecks and produces reports—all in a timely, confidential manner.*

### Ease-of-Use and Set-Up:

- Lets you create one set of detail masters to use in all departments.
- Lets you change employee's department and tax assignments without creating a new employee master.
- Assigns a set of details to a new employee via a detail group code.



### Flexible Earnings and Deductions Handling:

- Accommodates six different pay cycles—daily, weekly, biweekly, semimonthly, monthly, quarterly—and processes cycles separately or simultaneously.
- Simultaneously processes paychecks for hourly, salaried, salaried with overtime, or part-time employees.
- Handles commissions, bonuses, tips, shift differentials, overtime, and piece-rate pay.
- Calculates and records up to 94 deductions, employer contributions and non-standard earnings per employee.
- Lets you enter up to 99 timecards for each employee with up to 20 details and two tax deduction overrides per timecard.
- Processes multi-state payroll.
- Handles cafeteria and 401K plans, and wage garnishment deductions.

### Comprehensive Reporting:

- Makes expense accounting easier by distributing wage expenses to different departments, general ledger accounts, and job costing jobs, phases and categories.
- Distributes time to multiple departments within the same timecard.
- Lets you enter timecards and manual checks for employees working in multiple departments with earnings and details allocated to the appropriate departments specified in the cards; taxes are allotted to departments based on a percentage of employee's taxable wages.
- Reflects multi-department data capability on registers and printed reports.

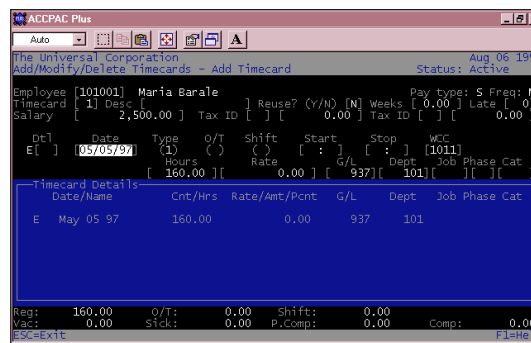
- Redirects W-2 form data to magnetic media, in accordance with IRS requirements.
- Produces Certified Payroll Report showing hourly wages and rates required of government contracts by U.S. Department of Labor.
- Produces Worker's Compensation Report required by insurance companies and some state agencies.
- Calculates state and federal taxes automatically, using built-in tax tables, also user-defined taxes, such as county and city; (subscription to the ACCPAC INTERNATIONAL Payroll Update Plan is required to keep your tax tables current.)
- Produces a historical Check Register including all wages, deductions, and taxes for one or more employees in a specified range of dates.

## Other Features:

- Maintains complete employee history, showing earnings, deductions, employee contributions, and tax information for month, quarter and year-to-date.
- Expedites timecard entry by letting you save timecard information for reuse in subsequent payroll calculation.
- Processes payroll for individual employees or according to employee ranges, pay frequency, or department.
- Prints custom checks, W-2 forms, 1099 forms and quarterly wage reports.
- Lets you enter manual checks to record after-the-fact entries.
- Export employee information to CA-SuperCalc, Lotus and other standard formats.
- Import and export timecard information for easier and faster remote timecard entry.
- Reconcile checks and produce a check reconciliation report showing each check's current status.

## Integrates With Other ACCPAC Plus Modules:

- Lets you distribute job-related direct labor costs to any job, phase or category in Job Costing for more accurate cost reporting.
- Transfers transaction summaries or details into General Ledger for comprehensive financial reporting.
- Gives you a complete job cost or project accounting system when combined with General Ledger, Job Costing, Accounts Receivable, Accounts Payable and Inventory Control.



## Technical Specifications:

- **Employee Masters:** Unlimited
- **Department Masters:** 65,535
- **Detail Masters (Per Company):** 65,535
- **Tax Jurisdictions (Per Company):** 1296
- **Regular Pay Rates (Per Employee, Per Pay Period):** 297
- **Overtime Multipliers (Per Employee):** 3
- **Shift Differential Rates (Per Department):** 4
- **Timecards Per Employee (Each Pay Period):** 99
- **Time Entries Per Timecard:** 20
- **Tax Jurisdictions, Including Federal (Per Employee):** 9
- **Nonstandard Earnings, Deductions and Contributions Per Employee:** 94 (incl. EIC)
- **Employee ID:** 6 alphanumeric
- **Employee Name:** 40 alphanumeric
- **Department Code:** 6 alphanumeric

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## RETAIL INVOICING 6.1

### Highlights

- Operates with a cash drawer
- Calculates and tracks commission
- Flexible invoicing features
- Built-in password system

### Reports

- Invoices, Credit Notes, Quotations, Layaway Deposit Receipts
- Sales Journal
- Daily Sales Recap
- Daily Sales Summary by Payment Type, Item Category and Salesperson
- Sales Analysis by Category
- Commission Summary by Salesperson and Item Category
- Detail and Consolidated General Ledger Transaction List
- Tax Summary

### Technical

#### Specifications:

- **Item Numbers:** 16 characters
- **Items, Categories and Salespersons:** 65,535 (total)
- **Sales Tax Rates:** 5
- **Credit Card Types:** 5
- **Layaways, Quotations Per Customer:** 99
- **Transactions Per Day:** 65,535
- **Tax Jurisdictions:** 5

*Retail Invoicing is a powerful point-of-sale system that automatically prints invoices, credit notes and quotations; tallies sales and tracks commissions; handles layaways and captures mailing list information; works with or without a cash drawer and produces the reports you need.*

### Retail/Point-Of-Sale Features:

- Operates with a cash drawer with option-to-open drawer without entering an invoice.
- Handles up to 99 layaways and 99 quotations per customer.
- Calculates and tracks commission with a two-tier commission structure; commission can be either sales- or margin-based.
- Maintains a built-in price list with option to set sales price by item between specific dates.
- Captures customer name and address for updates to mailing lists.
- Compatible with most light pen/bar code readers.
- Restricts access to sensitive data with a built-in password system.

Detail code	Item code	Description	Quantity	Price	Extended amount	Tax status
A13100		Desk Lamp	3		44.85 0	
A14010		Desk Memo Pads - dozen	1		85.25 0	
		Subtotal			130.10	
D1606B		Executive Desk 72"x36"	1		1,569.00 0	
D1607B		Exec. Credenza 72"x20"	1		1,529.00 0	
D		Delivery	1		25.00 1	
AS		Assembly Time (Labour Hours)	1		40.00 1	
		Total			3,293.10	

Total inv. amt: 3,583.63 Total tax: 298.53 No. of lines: 8

Press P - process payments, D - edit details, H - edit header. F1-Help

### Versatile Invoicing Features:

- Processes and prints cash and credit sales, returns, layaway deposits, quotations, miscellaneous receipts and payments.
- Handles payment in cash, check, credit card, or on account in any combination, even on the same invoice.
- Automatically calculates subtotals, totals, discounts and taxes.
- Handles mixed taxable and nontaxable items on the same invoice.
- Handles tax calculations and governmental reporting for different geographic areas; tracks and reports taxes such as the GST in Canada.
- Supports custom-designed formats for invoices, quotations, deposit receipts and credit notes.
- Retains quotations for a user-specified period of time and recalls quotes for invoicing.
- Streamlines data input by letting you customize the invoice entry screen to only prompt for information you require.

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## SALES ANALYSIS 6.1

### Highlights

- Flexible reporting features
- Prints detail and summary reports
- Integrates data from ACCPAC Plus Order Entry, Accounts Receivable, and Retail Invoicing
- Automatically combines sales data

### Reports

#### Standard Reports:

- Company Profile
- Sales Statistics Report
- Detail Report

#### Summary Reports:

- Item Sales Report by Customer
- Customer Sales Report by Item
- Item Sales Report by Salesperson
- Six-Month Item Sales Summary
- Item by Customer Comparative
- Customer by Item Comparative

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*Sales Analysis uses valuable data from other ACCPAC Plus modules to give you the information you need for planning, forecasting, and evaluating your sales activities and the performance of your sales force.*

### Compiles Complete Sales Data For Easy Analysis:

- Sales Analysis automatically collects data from ACCPAC Plus Order Entry, Retail Invoicing, and Accounts Receivable, acting as a data sorting and reporting module. The following table shows the data that can be collected from each module.

Period starting date	12/01/94	01/01/95	02/01/95
Month ending	Dec 31 94	Jan 31 95	Feb 28 95
Net quantity sold	926	74	151
Net sales amount	357,259.58	38,697.38	67,698.39
Net invoice amount	398,888.42	42,568.85	74,378.82
Cost of sales	245,322.47	26,885.57	45,965.62
Gross profit %	31.33	38.73	32.18
Invoices			
Average	3,898.67	4,984.81	3,723.29
Largest	16,836.82	16,877.76	14,842.66
(Customer, Salesman)	6558, KU	1588, KU	1248, SP
Smallest	7.84	9.84	36.45
Credit notes			
Average	2	18	2
Largest	8,868.41	4,715.77	47.58
Smallest	12,677.58	14,842.66	58.71
Smallest	5,842.85	36.45	36.45

### Flexible Reporting Features:

- Produces statistical reports that list key sales figures for a single period or multiple periods.
- Prints detail reports that display all information available on sales transactions; automatically groups and subtotals information for quick reference.
- Produces up to 99 different summary reports that can be customized to analyze virtually every aspect of your company's sales performance; (includes six pre-defined summary reports to get you started).
- Lets you summarize sales information weekly, biweekly, every four weeks, monthly, bimonthly, quarterly, semi-annually and annually.
- Uses your budget data to produce comparative reports.

### Integrates With Other ACCPAC Plus Modules:

- Automatically retrieves and combines sales data from ACCPAC Plus Order Entry, Retail Invoicing, and Accounts Receivable.
- Allows data to be reported to spreadsheets such as CA-SuperCalc for further analysis or graphing.

## WINDOWING SYSTEM MANAGER 6.5

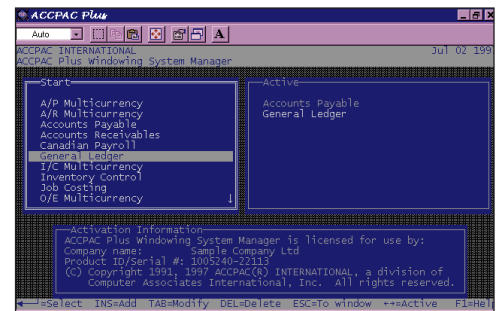
### Highlights

- Allows multiple “windows” to be open at a time
- SmartFinder provides powerful lookup capabilities
- Support for Windows 95 and Windows NT
- Versatile Macro facility increases productivity
- Automatic data verification
- Set up multiple currencies up to 4 decimal places
- Extended printer support capabilities
- Certification for Windows for Workgroups and Windows 95 peer networks
- File size monitoring to protect against network errors
- Pop-up calendar

*The Windowing System Manager (a requirement in all ACCPAC Plus Accounting solutions), with features such as “hot key” application switching, a pop-up calculator, SmartFinder record look-up, editable macros, and full networking compatibility, adds new power to your ACCPAC Plus Accounting applications, making you and your computer more productive.*

### Program Access Menu:

- The System Manager Start list is a menu for both ACCPAC Plus and non-ACCPAC Plus programs, such as word processors and spreadsheets. To access other programs from ACCPAC Plus, all you have to do is select them from the Start list.



### Pop-Up Calculator:

- The pop-up calculator increases data entry efficiency, allowing you to transfer values between programs, and to insert calculations in data entry fields. The pop-up calendar allows insertion of dates into data entry fields. We are year 2000 compliant to take you through the next century.

### The SmartFinder:

- The SmartFinder uses Artificial Intelligence technology to help you find important information even when you can only provide fuzzy or incomplete search criteria. It also makes accessible the information needed for account codes, customer numbers, vendor numbers, and distribution codes for fast, accurate data entry and a LastFinder feature that works across applications.

### Data Security:

- A complete menu-level password system provides complete data security. Three security levels for the System Manager functions and for each accounting function let you control access to sensitive data.

### Data Verification:

- An automatic entry verification system checks your general ledger accounts, customer and vendor numbers, inventory items, job numbers, and other vital information during data entry. Your data is checked within the application you are running and across other related applications. But if you wish, you can always turn off the automatic verification feature.

### Data Integrity Check:

- You can check data integrity for a single application or for the entire database.

### Currency Format:

- ACCPAC Plus lets you choose the number format appropriate for the currency you use up to four decimal places.

### Expanded Memory:

- Expanded memory support (EMS) improves the performance out of ACCPAC Plus while using less conventional memory.

### Screen Colors:

- A choice of screen colors helps highlight important information and gives you control over how your accounting screens look, as well as the ability to restore color defaults.

### Output Options:

- Extended printer support gives you maximum control over your printing procedures. You can direct output from any printing function to file, screen, or printer, easily assign different printers to specific reports, and change printers or printing destinations (when necessary) from within the application you are using. A pop-up window makes it easy to reassign printers on the fly. The ability to print grey-

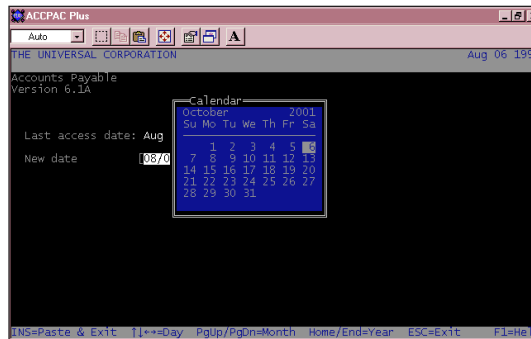
bar forms for LaserJet printers allows for easier scanning of printouts. Support for printer models includes HP LaserJets and HP DeskJets. You can print on both sides of the paper in either long-edge or short-edge binding to conveniently save paper.

### Multiple Applications:

- WSM lets you have up to ten "windows" open at a time, each with a different ACCPAC Plus application loaded. A special "hot key" lets you switch between windows while the "zoom" feature lets you enlarge or reduce the size of the windows.

### Versatile Macros:

- The versatile WSM macro facility helps you minimize errors, maintain standards, and enhance productivity by automating many of your routine accounting procedures. The macro facility can also be used to create custom menus, check for invalid entries, disable unnecessary functions, guide execution of procedures, start macros automatically, and tailor the system to your individual needs.



### Macro Creation:

- Creating macros with WSM is quite simple, thanks to the "Learn" mode. All you do is perform a task and the program will record your keystrokes automatically, and repeat them on command.

### Multuser Capabilities:

- Combined with the ACCPAC Plus LanPak, the Windowing System Manager lets you connect multiple workstations on a Local Area Network for multuser access to all your ACCPAC Plus data. You can also run ACCPAC Plus in a multuser environment such as Microsoft Windows 95, Windows NT and Novell NetWare.

### ACCPAC Plus Accounting modules include:

- Windowing System Manager
- General Ledger
- Accounts Payable
- Accounts Receivable
- Order Entry
- Inventory Control
- Payroll (US and Canadian)
- Job Costing
- ScanPAC
- DynaView
- Sales Analysis
- Retail Invoicing

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Minimum Requirements: ACCPAC Plus Accounting programs versions 6.1 or higher (Canadian Payroll version 6.0 or higher, Order Entry 6.1B or higher and Inventory Control 6.1B or higher); a personal computer with an 80286 processor (or higher); DOS 3.1 (or higher); one 3.5" diskette drive (1.44Mb); a hard disk with at least 20Mb available; 640k RAM.

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