

## Product Functionality FEATURES

- **Financials**
  - Sales Ledger (accounts receivable)
  - Purchase Ledger (accounts payable)
  - Nominal Ledger (general)
- **Order Processing**
- **Stock Control**
- **Purchasing**
  
- **Post Office Address File (PAF)**
  - Easy address creation.
  - Full UK wide address details from postcode.
  - Latest updates.
- **Computer Telephony Integration (CTI)**
  - Automatic caller identification.
  - Customer details and options menu display.
- **Electronic Data Interface (EDI)**
- (eXtensible Markup Language) (XML) Interface.
- **Multiple Company**
  - Variable functionality between companies.
- **Multiple Location**
- **MySQL Database**
  - Report writing facility utilising a range of platforms.
- **Integrated Faxing and E-Mailing of documentation**
  - Includes automatic fax retries and failures.
- **E-mailing of exception conditions to Manager**
  - e.g. Credit control fail or product margin fails parameters.

## Product Functionality **FEATURES**

### Current developments

Fixed Assets  
Purchase Invoice Register  
Manufacturing

## Product Functionality

### FINANCIAL – NOMINAL LEDGER

#### Features

Foreign currency  
 User defined journals  
 Detailed drill down  
 Multiple analysis  
 Post to future periods  
 Variable calendar e.g. 12 month (calendar) or 13 month (4 week) year  
 On-line history

- **Nominal Accounts** Access via 12 character account code or short name.  
 Designate profit / loss or balance sheet account  
 Allocate line number in management accounts  
 Enquire on account with full drill down to originating posting.
- **Journal Vouchers** Multiple entries with one covering narrative.  
 Multiple entries where each has own narrative.  
 VAT journal
- **Pre-Payments & Accruals**
- **Budgets** Allocate budgets to cost centres
- **Automatic** Transfer to profit and loss at year end
- **VAT** Analysis of outputs and inputs by rate and creation of  
 Monthly / quarterly VAT return
- **Cash Book**
- **Reports** Print or produce spreadsheet interface  
 Trial balance,  
 Management accounts,  
 Prepayments and accruals

## Product Functionality

### FINANCIAL – SALES LEDGER

- **Customer record**
  - Maintain customer profile
  - Access via 12 character account code or short name
  - Credit control limits define order taking and dispatches via the Sales Order Processing module
  - Payment terms (no of days or formula)
  - Bank details (facilitates collection by direct debit)
  - Discounts & rebates
- **Invoices**
  - MATCHPOINT SOP
  - Manually
  - 3<sup>rd</sup> party external systems
- **Credit Notes**
  - As invoices
- **Payments**
  - Cash matching
  - Part payments
  - Direct debits
  - Standing orders.
- **Diary**
  - Additional details
  - Actions
  - Dates
  - Reminders
- **Reports**
  - Aged debtors (print or export to spreadsheet)
  - Statements
  - Account balance listing
  - Customer data
  - Customer postings (live and history)
  - Customer address labels

## Product Functionality

### FINANCIAL – PURCHASE LEDGER

- **Supplier record**
  - Maintain profile
  - Payment terms (no of days or formula)
  - Settlement discount
  - Bank details (facilitate settlement via BACS)
  - Define payment groups (e.g. local suppliers).
- **Invoices**
  - MATCHPOINT PIR (Purchase Invoice Register)
  - Manual posting
  - Receive electronically from external systems
  - Record pre-payment information
- **Credit Notes**
  - As invoices
- **Payments**
  - Automated payments by cheque or BACS
  - Manual payments
  - Produce cheques and remittances to specification
- **Diary**
  - Additional details
  - Actions
  - Dates
  - Reminders
- **Reports**
  - Aged creditors (print or export to spreadsheet)
  - Account balance listing
  - Supplier data
  - Supplier postings (live and history)
  - Supplier address labels

## Product Functionality

### SALES ORDER PROCESSING

- **Integration with Computer Telephony Integration (CTI)** (Optional Module)  
Automatic caller identification.  
Customer details and options menu display.
- **Full integration with Sales and Nominal Ledgers**
- **Flexible nominal coding structure**
- **Customer**  
Maintain a detailed customer profile  
Access via formatted 12 character customer code, short name or postcode.  
Multiple customers (invoice address) to one sales ledger account (statement address)  
Multiple delivery addresses per customer, including one-off  
Credit or pro-forma account  
ABC analysis
- **Order Type**  
Single delivery  
Call off (fixed quantity & fixed number of deliveries)  
Scheduled (long term, multiple deliveries, increasing quantity)  
Back to back sales & purchase orders (delivery direct from supplier to customer)  
Back to back sales & manufacturing orders
- **Documents**  
(Using MATCHPOINT or own specification)  
Order acknowledgement  
Picking list  
Dispatch note  
Invoice  
Credit note  
Pro-forma invoice  
Customer quotation  
Supplier quotation request

## Product Functionality

### SALES ORDER PROCESSING

- **Credit Status** Maintain credit control by credit limit or status  
Check applied to current orders only (Forward dated orders and schedules not included)
- **Pricing** Product price maintenance  
Foreign Currency  
Multiple price lists  
Customer pricing  
Quantity based prices  
Items sold as each may be priced by weight  
Margin checking
- **Product** Set up product catalogue access via 16 character code (formatted) or short name  
Allocate product categories  
Configure data held (e.g. sizes and weights for product, package, pallet, recycling weights)
- **Additional charges** For non-stocked items (e.g. carriage, insurance, consultancy)
- **Invoicing** Posted on confirmation of dispatch or customer acceptance (recording returned goods)  
Supplementary invoices  
  
Set customer record to print individual invoices (one for each delivery) or weekly summary or monthly summary
- **Credit notes** Reverse a complete invoice or supplementary
- **Stock allocation** Real time allocation for stock integrity  
Automated or manual selection for dispatch
- **Schedule** Time phased requirements
- **Quotations** Create quotation  
Facility to convert to order with minimal additional data input

## Product Functionality

### **PURCHASE ORDER PROCESSING**

- **Integration with Purchase Ledger**
- **Order Types**
  - Single delivery
  - Call off
  - Scheduled orders
- **Foreign Currency**
- **Different stock & purchase Units**
- **Requisitions**
  - Approval,
  - Create order from requisitions
  - Raise purchase Order
  - Print fax or email order.
- **Receive goods**
  - Against a purchase order
  - Optional inspection & inspection reports
- **Match purchase invoice with order & receipts and post to ledger**
- **Reports**
  - Supplier performance statistics

## Product Functionality

### STOCK CONTROL

- Multiply bin, goods allocated batch on receipt, traceability
- Good & Reject stock
- Optional expiry dates
- Goods optionally issued in first in first out (fifo) sequence
- FIFO valuation of issues.
- Full audit trail with values.
- Simplified MRP, based on sales orders.
- Stock controls, re-order planning.
  - Re-order point.
  - Periodic review.
  - MRP – fixed period, fixed quantity, as required etc.
  - Automated link to purchase requisitions
- Receive items
  - Against a purchase order
  - From manufacturing order
  - Miscellaneous receipts
- Transfer
  - Between store locations or bins
- Return to stores
- Miscellaneous issues
- Return to supplier

**Product Functionality**  
**STOCK CONTROL**

- Adjustments

## Product Functionality

### STOCK CONTROL

- Write off
- Stock checking

Perform stock checks, whilst the system remains fully operational.  
Selection may be by  
Full check,  
Part,  
Area of warehouse  
Usage  
Simple data entry

## Product Functionality

### MANUFACTURING

- **Bill of materials**
  - Multi level
  - Single level & indented explosion enquiries
  - Single level & indented implosion enquiries
  - Effective start date
  - Effective end date
  - Quantity per with 7 digit accuracy
  - Operation & step where used.
- **Routing**
  - Subcontract operations with cost
  - Inspection %
  - Machine number
  - Set up time
  - Quantity per run time
  - Machine run time
  - Labour time per run time
- **Work centres**
  - Available set up & run hours
  - Efficiency & utilisation factors
  - Labour & Overhead rates
  - Machine list
  - Machine groupings – allowing choice of machines for a job, with differing quantity per.
- **Manufacturing Orders**
  - Manual.
  - Back to back with sales order.
  - Planned orders from MRP
  - Material selection by batch
  - Record set up, labour & machine times
  - Record quantity completed & scrapped
  - Record quantity sent to subcontractor
  - Record quantity returned from subcontractor
  - Record material movement between operations
  - Optional inspection & inspection reports
  - Enquire on order progress.

## **Product Functionality**

### **INTERNET ORDER ONLINE**

- Suitable for Business to business (B2B) and business to consumer (B2C)
- Product catalogue management
- Online stock availability checking
- Shopping cart and check out
- Credit card authorisation
- Order Tracking