

Acceptum Business Software is an advanced Windows based accounts and business solution for UK SME's, that ease's the burden of processing:

- ◇ Sales Orders
- ◇ Purchase Orders, Goods Receipts
- ◇ Production Orders - Bills of Material & Labour
- ◇ Stock Management
- ◇ Time and Billing Management
- ◇ Accounting via a unified ledger
 - General/Receivable/Payable/Stock
- ◇ Financial & Management Reporting
- ◇ Contact Management
- ◇ Project Management
- ◇ E-commerce support

Acceptum Business Software:

- ◇ easy to install and configure
- ◇ with a consistent user interface
- ◇ for 100+ networked users
- ◇ comprehensive functionality (see below)
- ◇ a flexible integrated business solution
- ◇ integrates with Microsoft Office products
- ◇ supported and stable software

Advanced things you can do with Acceptum Business Software:

- ◇ define a Business Score Card to monitor Key Performance Indicators
- ◇ process web orders with little or no manual intervention
- ◇ process customer account web queries with no manual intervention
- ◇ e-mail sales quotes, sales invoices, purchase orders
- ◇ e-mail customers, details of current stock levels, promotions, etc
- ◇ produce marketing mail-shots to customers and contacts
- ◇ quickly obtain Management and Financial reports
- ◇ produce answers to ad hoc questions in a matter of minutes
- ◇ create your own reports and modify standard reports
- ◇ provide inter-departmental communications related to primary business documents
- ◇ create XML VAT returns for submission to HMRC



Suitable for Microsoft operating systems 95, 98, 00, ME, XP, Vista

Benefits to be gained from *Acceptum* Business Software

- ◇ real-time update and reporting of data (no more reporting from out-of-date data)
- ◇ data entered once, used many times (data entered at beginning of business process)
- ◇ user friendly and consistent interfaces
- ◇ full data integration and validation across all areas
- ◇ everyone using the same source data - *'all singing from the same song sheet'*
- ◇ flexible user definable financial reports with full drill-down to underlying transactions
- ◇ flexible integration to external software using COM, ODBC, XML
- ◇ rapid implementation for minimum disruption
- ◇ no period/quarter end routines to perform
- ◇ produces quarterly VAT Return figures for direct completion of VAT 100/101 forms
- ◇ individual user configurable data screens - columns, sorts, filters
- ◇ multi-company with no additional charge per company
- ◇ full multi-currency operation at no extra charge
- ◇ links to Microsoft Word, Excel, Outlook, Graphs to extend & compliment functionality
- ◇ access security using password protected logons with menu option authorisation
- ◇ helps to transform the focus of a business
- ◇ as a modular system only buy what you need – can always add modules later
- ◇ a unified ledger helps to simplify transaction processing whilst simultaneously increasing sophisticated analysis and reporting capabilities

Support

Answers to the most *'Frequently Asked Questions'* are posted on the *Acceptum* web site for users to access free of charge.

Users may purchase telephone support on 2 levels:

- per issue, or
- annual support contract with version upgrades, in advance

Training

Courses available per attendee or at client offices for up to 10 people.

Bespoke Developments

We offer a bespoke development service, based upon *Acceptum*, providing customised versions. So if your business requires:

- additional functionality;
- additional data attributes and or tables;
- integration with other databases and applications

We can provide a quotation for the development work.

Alternatively, use the Development Framework to create your own modifications.

Acceptum Business Software modules :

Base module for 10 concurrent users	Consolidation
Accounting and Finance	B.I. Score Card/Dashboard
Sales Orders and Job Costing	Contact Management
Purchase Orders & Goods Receipting	Multi-database version
Production Orders	Additional Users
Time Logs	COM/DCOM reporting & updates
Fixed Assets	System Development Framework
Projects	SDF Users

For all costs, please refer to our website – www.acceptum.co.uk

We pride ourselves on the service and support we give our customers

Acceptum Business Software functionality

Sales and Marketing

- ◇ Sales Order Processing - Quotes, Confirmations, Delv. Notes, Invoices, Credit Notes
- ◇ either Dual Product Pricing - Euros and local (GBP) with 5 quantity break points
- ◇ or Product by Price List by any Currency with 5 quantity break points
- ◇ Pick lists for warehouse staff
- ◇ Transfer undelivered items to a new Backorder Sales Order
- ◇ E-mail Quotes, Confirmations, Invoices, Credit Notes via MS Outlook
- ◇ Credit control limits, for a company or across all companies
- ◇ Time Logs with Customer Billing - multiple internal/external rates per employee
- ◇ XML import to support web shops, web orders and web contact pages
- ◇ Sales Order document copy for quick data entry
- ◇ Merge of customers Open Sales Orders into one document
- ◇ Sale or Return products for customers
- ◇ Job Costing for Quotes, convert to a Budget for Financial Reporting and control
- ◇ Contact Management for marketing campaigns, etc. - personalised or generic
- ◇ Contact Management mailings with embedded database SQL's to include dynamic data; eg. current stock levels, prices, etc.
- ◇ Contact Address Import/Export to MS Outlook
- ◇ Record notes of conversations with contacts/customers
- ◇ Print address labels for customers, suppliers and contacts

Purchasing

- ◇ Purchase Order Processing with Goods Receipting
- ◇ E-mail PO's via MS Outlook
- ◇ 3 Way matching - Purchase Order/Goods Receipt/Supplier Invoice
- ◇ Automatic Purchase Order creation based upon stock levels and sales demand
- ◇ Preferred Supplier with Last Price per product
- ◇ Purchase Order copy for quick data entry

Products and Manufacturing

- ◇ Moving Average Product Pricing with analysis of price movements
- ◇ Bill of Materials with Labour for assembled products
- ◇ Automated Production Order creation based on stock levels and sales demand
- ◇ Production Orders with material and labour elements
- ◇ Product Assembly for *quickie* assembly of products
- ◇ Product movements and Stock Write-offs
- ◇ Stock Control (qty and value) via Ledger movements/entries
- ◇ Employee Job Logs with multiple internal rates per employee
- ◇ Sale or Return products - as receiver/retailer or as distributor
- ◇ Available Products View with Product Location codes
- ◇ Product availability by date
- ◇ EAN 13 digit barcode
- ◇ Production Order copy for quick data entry

Financial and Management Reporting

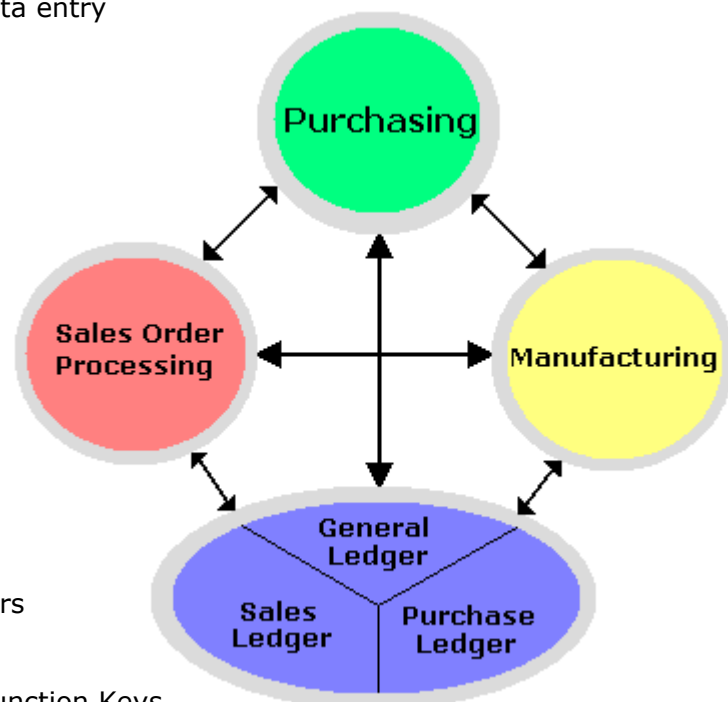
- ◇ User defined Financial/Management Reports with Budget/Prior Year comparatives
- ◇ Full management reporting *drill-down* and *drill-around*
- ◇ Forecasts incorporated into Management Reports for 'Forecasted Actuals'
- ◇ Cash Flow Forecasts via 'Days to Pay' setting
- ◇ Business Intelligence Score Card/Dashboard and KPI's by SQL statements
- ◇ Financial consolidations
- ◇ Record company meetings and notices – board, AGM, etc.

Accounting and Finance

- ◇ Multi-company and financial years in unified ledger
- ◇ General Ledger allocated over Account and 3 Analysis codes (Cost Centres, etc.)
- ◇ Recurring entries and journal reversals
- ◇ Full edit of posted journals, or locked to edit only text attributes
- ◇ Posted journal audit trail
- ◇ Bank Reconciliations with sundry item entry (charges, fees, interest, etc.)
- ◇ Individual transaction Open Item Clearing on Balance Sheet accounts to control and monitor - W.I.P., Clearing, VAT, Accrual and Provision accounts
- ◇ Multi-currency with daily exchange rates and Currency Revaluation
- ◇ Fixed Assets with Depreciation and forecast depreciation
- ◇ Flexible Year-end processing
- ◇ Accounts Receivable - Credit Control, Statements, Reminder/Collection Letters, Aged Debt Reports; Statements and Reminders - print or e-mail via MS Outlook
- ◇ Accounts Payable - Invoices, Remittance Advices with cheques, payment blocks
- ◇ Multiply Budget Versions with Budget Phasing/Weighting over 12 months
- ◇ VAT Return 100 and 101 reports and XML export for GovTalk submission
- ◇ Supplier Invoice copy for quick data entry

General Features

- ◇ Calculator
- ◇ Full F1 Help system
- ◇ Data graphs and charts from all areas
- ◇ Internal note facility on main functional areas
- ◇ Links to supporting documents held on network
- ◇ User access permissions on company and menu options
- ◇ Multi-user with password protected access
- ◇ Modifiable 280+ standard reports and labels
- ◇ New reports easily created by users
- ◇ Reports use plain A4, no special stationery required
- ◇ Navigate with Menus, Toolbars, Function Keys, Alt Keys
- ◇ User defined SQL Querys with Report Writer for adhoc reports and data extractions
- ◇ User defined Views, Filters, Sorts with flexible column ordering, split screens
- ◇ Overview flowcharts of software with direct links to menu options
- ◇ Full audit trail of Set Up data and Contact Management Activity
- ◇ 'Reporting Sets' extend the normal 'From - To' selection criteria



Systems

- ◇ COM/DCOM facility for additional bespoke reporting via HTML, VBScript, etc.
- ◇ ODBC link for external reporting - MS Excel, Crystal Reports, etc.
- ◇ Data Imports from XML, Excel, Lotus 1-2-3, CSV files, Outlook E-Mail
- ◇ Data Exports to XML, Excel, Pivot Tables, CSV files, MS Word MailMerge
- ◇ FTP data updates and queries to support a dynamic web presence via XML
- ◇ XML support of web sites
- ◇ Company Archiving and Restores
- ◇ Diary facility for those important dates
- ◇ Multi-database version for accountants/organisations with disparate companies
- ◇ System development framework for bespoke extensions to system

A back office system providing extensive web site integration

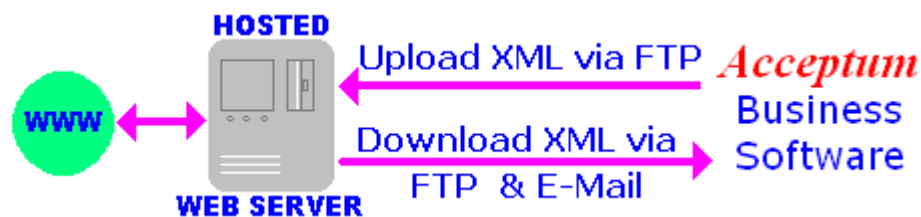
Acceptum can interface with a hosted web site via the following methods:

- ◇ File Transfer Protocol (FTP) - polling a site at frequent intervals to download XML files that are automatically updated into the database. Typically; customer orders, customer address changes, remote worker timesheets, remote worker purchase orders. During the polling process it also handles XML SQL database query files. Typically for; customer account enquiries, site queries to refresh changed data feed files, remote worker queries.
- ◇ E-mails with XML content that are sent to the companies own address. The e-mail server is regularly polled to extract the XML data that is automatically updated into the database ready for business process completion.
- ◇ Manual download of XML, CSV or Excel files from the web site for periodic upload.

An additional interface is available for a web site held on an internal server:

- ◇ COM/DCOM programming interface that can read and write to the database via function calls.

These facilities provide a comprehensive means of bringing web site data into the system and sending data back to the web site with the minimum of manual intervention, thereby allowing a small company to have a sophisticated web presence fully integrated with and supported by the back office system.



Business Score Card/Dashboard to monitor key performance indicators

Each company can establish a Business Score Card to monitor its Key Performance Indicators (KPI) informing management of how well it is doing and to identify problem areas as they arise.

KPI's are usually composed of 2 elements;

- a) target result – budget/forecast;
- b) actual result.

The data for each KPI is obtained from either;

- a) a SQL statement interrogating the *Acceptum* database, or
- b) from a computation of 2 or more values returned by such SQL statements.

KPI's vary from business to business. In some business's the time taken between order receipt and final invoicing is critical, whereas for others the level of stock held may be of primary concern. In consultancy business's Employee Usage Rates will be of major concern. When a KPI starts to go awry, the quicker it is identified and corrected, the less damage is done to the business. Therefore, in a 'real-time' data application like *Acceptum* having a Score Card available to managers improves overall business performance and general monitoring ability. Score Card results can be refreshed at any time so the current position is always known.

To support Business Score Cards and KPI's, *Acceptum* provides a User SQL feature, under which users can write SQL statements to interrogate any part of the database. The answers to these SQL's provide the data for the KPI's.

User SQL's are used to provide data for completely new user defined reports to answer ad hoc questions or to provide reports supplementing standard reports.

Unified ledger system with simplified transaction processing and sophisticated reporting capabilities

A unified ledger system, in one in which Debtors, Creditors and Stocks are all held within a single accounting ledger. No sub-ledgers or sub-systems are used. The major benefit to this approach is that the application is simplified, as only normal double entry accounting entries are required on every posting. When sub-ledgers are used, additional entries to sub-ledger are needed, as well as having to identify which sub-system and control accounts to use. The effect is to cause the system and end-users to perform reconciliations. Without sub-ledgers, no reconciliations are required.

As all entries are held within the Ledger (a single data table) there is an increased reporting ability and flexibility due to the simplicity of the approach. Transaction data for customers, suppliers and products can be reported like any other account, with details of paid and outstanding items for a customer or suppliers and product quantities and values. When two or more elements are involved; as in - *'Has product X been paid for by customer Y on invoice Z?'*; the ability to draw the information from a single table greatly simplifies the actions and reports required.

From an accounting point of view, totals for Stocks, Debtors and Creditors can easily be obtained by summing all the relevant accounts together to give the standard 'Control A/c' values.

As a quantity attribute is held in the Ledger for products, it can also be used for other quantity values like; headcount, vehicle count, square footage. These statistical or memo entries can then be incorporated into management reports. You can even incorporate electricity and gas meter readings and vehicle mileage to help monitor Carbon Footprints.

Allows users to build their own reports and amend standard reports

Acceptum is delivered with 280+ standard reports and labels, all of which can be modified by users to meet their reporting requirements. So, when a print field is too wide, too narrow, not required, etc., users can easily change a report without having to incur the costs of an IT specialist. Users can also create their own reports based upon existing reports by a single mouse click. Having created a report, a user can then modify it, without fear of destroying a standard report. These new reports are immediately available for modification and running so users can immediately obtain their exact layout and content requirements.

In addition, users can create and enter their own SQL query statements and construct their own reports. Once built the SQL and reports remain for future use. Some IT knowledge is required for this.

These SQL query statements can also be used to answer ad hoc questions that always arise, but which nobody ever foresees.

Via the COM/DCOM and ODBC facilities experienced IT users can build additional reports in standard web browsers, spreadsheets, etc. to meet all of a users requirements outside of the application.

This flexibility means that getting the data reported in the manner required does not add a significant cost on the installation of the software.

E-mail of documents to customers, suppliers and contacts

Supplier remittance advices, statements and customer quotes, confirmations, invoices, credit notes, statements, chasing/reminder letters can all be sent via e-mail using HTML content.

Under the Contact Management module e-mails (HTML or plain) can be sent to customers, suppliers and contacts for purposes of marketing, sales support, customer care, address notification, etc. These e-mails can be generic or customised to individual customer/contact details. They can also contain information drawn out of the *Acceptum* database by means of a SQL query statement. So, the e-mail could contain details of promotional product prices, on-hand stock quantities, unpaid or disputed items, whatever you require – as long as it is held within the database. All e-mail uses MS Office Outlook.

Provides inter-departmental communications directly linked to the business document – sales, purchase, production orders, etc.

An important customer specifies that they wish an order to be packed and delivered in a special one-off manner. You make a small charge. Now the problem begins. How does the telesales person communicate these instructions to the warehouse and delivery managers in a timely and consistent manner? What happens when accommodating such customer requests becomes a distinguishing factor of your business. To the extent that they form a substantial part of your business activity.

E-mail is one way to solve this problem. But its major disadvantage is that instructions are not held in or connected with the original sales order in the business system. So when the number of orders requiring special treatment grows, the chances of these instructions being missed is increased. To a level that is embarrassing for the company when things go wrong.

The only effective alternative is to have a system that provides for such instructions to be held in records relating to the sales order and to have those records available to and changeable by any department. Only in this way are the notes directly linked with the sales order and visible at all times to every department that needs to see them. What is more, the use of an external system is eliminated making the secure backup of such notes part of the normal backup routine of the main ERP Business System.

One major advantage of a 'General Notes' facility as described above, is that it can be used for lots of other inter-departmental communications, like - credit control to telesales, sales to purchasing, etc.

A business system like *Acceptum* that provides for General Notes to be held for each of the primary business transaction documents (Sales, Purchase and Production Orders, Time Recordings, Job Costings, Journals, etc.) will be much more flexible and responsive than a system that does not provide such facility.

Creates XML VAT returns for submission to HMRC

Acceptum and *RCL* are approved by HMRC for the preparation and internet submission of XML based VAT Returns for both the 100 and 101 forms. Clients need to register with HMRC to submit returns in this manner. Currently, an extra 7 days delay before VAT payment is due is available to registered companies.

Extended reporting capabilities via 'Report Sets'

Reporting Sets are used in *Acceptum* to reduce the number of records displayed or reported, in order for the data presented to be more pertinent and relevant to immediate requirements. They are a very powerful feature, removing the limitation of only being able to report data via the normal 'From - To' range.

As an example, suppose you have Cost Centre codes in which you wish to code a location (2 digits - Eastbourne 01, Manchester 02, Leeds 03, etc.) and a departmental function (2 digits - Accounting 11, Production 12, Personnel 13, etc.). Which comes first in the code, the department or the location? Whichever is chosen, makes the other criteria hard to report using just a 'From - To' range. Eg. if the location comes first, using a 'From - To' range you cannot produce a report of just Personnel departments across all locations. With a Report Set you can:

Ledger.Anal1 = 0113 or Ledger.Anal1 = 0213 or Ledger.Anal1 = 0313

What is more, having created a Report Set, it can be used by everyone, giving consistent results.

Report Sets are easy to build. They can be built on the fly by selecting a screen value and using the right mouse click. They can also be manually edited to create quite complex filters that once made can be used by everybody.

Full drill down and drill around capabilities

Ever reviewed a top level financial report - Balance Sheet, Profit & Loss and wondered how a particular amount was derived. Well with *Acceptum Business Software* the answer to that question is immediately available, just select the amount and press F3 to display the Trial Balance numbers, accounts and their balances from which the amount is derived.

Still not satisfied! Why is an amount so high? Again, select the account and press F3 to drill down and show all the entries in the financial year for the account. Review this data. See a Sales Invoice and want to see its detail? Just use F3 on the invoice number, to show a view of all details related to the invoice. You can even go further and view the invoice as entered by sales staff. To see a complete journal (all debits and credits) just use F3 on a journal number to open a window to review this data.

Maybe it was a suppliers invoice related to a purchase order, again just use F3 on the suppliers document (invoice) number to see all the items on the invoice. Again you can drill down to view the invoice as entered by the purchase ledger clerk. To get to the Purchase Order, select the PO number and press F3 to view all items on the PO.

With just a few keys you can get from a top level report to the lowest detail.

30 days free trial period of the full software
(subject to a generous limit on the number of transactions entered)

TRY before you BUY - FREE download

www.acceptum.co.uk/download.htm

E-mail rcl@acceptum.co.uk Web www.acceptum.co.uk

Rowanberry Consultancy Ltd., 37 Sandy Lane, Maybury, Woking, Surrey GU22 8BA.
Tel: 01483 839297