PERFECT CIRCLE™ Perishables Management System

PLACES THE KEY TO YOUR COMPANY'S FINANCIAL SUCCESS AT YOUR FINGERTIPS

The **PERFECT CIRCLE PERISHABLES MANAGEMENT SYSTEM** is a suite of computer software created to fit the needs of companies handling perishable products. This system has been, and continues to be, specifically designed for:

- **Produce Distributors, Brokers, and Purveyors**
- **Prepared Foods**
- **Frozen Foods**
- **Seafood and Poultry Distributors, Brokers, and Purveyors**
- **Bread, Cake & Related Products**
- **Dairy Products**
- **Canneed Goods**
- **Confectionery Products**
- **Wines and other Beverages**

The **PERFECT CIRCLE PERISHABLES MANAGEMENT SYSTEM** will anticipate your special business needs with computer software designed to provide accurate information in a timely manner, and increase your company's ability to manage growth.

Reduce Spoilage by purchasing product based on existing stock and customers order requirements.

Reduce Losses by selling short shelf life products quickly with daily reporting of stock on hand.

Save Time with fast and accurate order entry by maintaining standard customer orders.

Improve Collections with an automated accounts receivable.

Respond Easily to special customer requests with easy management of catch weight items.

Reduce Costs by taking advantage of special purchases for long shelf life products with perpetual inventory management and sales trend analysis.

Maintain Profitability by tracking the exact cost of prepared and regular items.

Avoid Emergencies with timely reporting of problematic orders and items.

Save Money with fast and accurate financial reporting of all areas of your business.

The system is tailored to the specific needs of the perishables product environment. A major advantage of **PCS'** modular business data processing systems is our ability to respond to the unique requirements of your company. We provide you with a sound, workable product for solid day to day business information and data crucial for decisions made by top management.

Food Processing features encompass the entire information requirements for the operation, including complete Production Tracking, Scheduling, Material Requirements, and Research and Development.

Distribution features offer total control to manage daily business tasks. During the order entry process, the operator may select a specific item by detail (lot, quality, vat, specification, condition, etc). The price can vary depending on the detail selected, price category, and/or the customer.

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MODULE SUMMARY

Inventory Control maintains items for over 1200 warehouses. This module updates the actual inventory quantities as items are received and shipped to provide control information, total cost per warehouse and total projected revenues. Items can be cross referenced from dozens of parallel item number lists.

Bill of Materials provides multi-level component structures that are integrated to inventory and material requirements planning to provide accurate inventory control.

Order Processing processes all orders, creates invoices and credit memos and updates inventory, accounts receivable, general ledger and sales analysis. Other features will automate the method of shipping and freight charges.

Point of Sale uses cash registers, personal computers or terminals as point of sale devices, while featuring the full benefit of on-line Accounts Receivable and Inventory information. This module is for the retailer who requires SKU (stock keeping unit) level of inventory control and positive cash control.

Production Tracking will assist you with scheduling, batching, product tickets, and more. You have the control required to improve production scheduling and reduce production costs. This Module maintains and updates the Master Production Schedule with new orders and schedule changes.

Sales Analysis itemizes sales quantities and dollar amounts by customer, by item or by warehouse. This sales information can be maintained for 1 to 10 years of history and may be printed on a yearly, monthly or weekly basis. It also includes profits and shipping information for each product.

Purchase Order Tracking processes all phases of the purchase order cycle including purchase order entry and production and processing of receipts. The various reports allow management to monitor vendor delays and dollar requirements. Product sales trends are calculated and purchase recommendations made to allow total inventory value to be reduced without resulting in lost sales. This module is integrated with inventory, accounts payable and sales history.

Accounts Receivable maintains all invoices, credit memos and payments. It includes automatic aging by invoice and customer. Credit limits are integrated to order processing so that orders will not be shipped to over extended or seriously past due accounts without management review.

Accounts Payable provides a convenient method of printing and reconciling checks. It also provides for payables aging and pays out on a discretionary basis with alerts for selected vendors or items. This module updates the general ledger for an immediate view of the corporate financial position.

General Ledger uses an unlimited number of accounts to fit any corporate strategy. Unlike most general ledger systems, it includes combined and consolidated financial statements and the ability to post any period without closing the previous period. This is an advantage that can relieve some of the stress at the end of the month.

Our system has been accepted by the furniture industry because it addresses specific concerns which are unique to the processing, wholesale, distribution, and manufacturing of furniture. It solves particular industry problems in a straight forward, easy to understand manner. The system provides crucial decision making information to top management, while aiding employees and middle managers with the daily operation of your business.

SYSTEM OVERVIEW

Perfect Circle Software is suited to many different business environments. Perfect Circle meets the requirements of sophisticated users, and is flexible, fast and easy to use. Perfect Circle presents easy to understand programs due to the consistency of its operation. Options can be set to your company's particular way of doing business. Various options are available in every aspect of the system. Perfect Circle development began in 1978 and continues today. Countless hours have been invested to give you the best feature-rich, completely integrated system on the market today.

Multi-User
Perfect Circle is designed as a multi-user system, and can support dozens of workstations and peripherals. The workstations and printers can be connected directly to the main system via a local environment, or communicate over phone lines remotely for instant control in a distributed environment.

Multiple Companies
The Perfect Circle system is capable of running over 1200 different and separate organizations. Under each organization, over 1200 divisions, branches, warehouses or departments can be defined.

Multi-Locations
Perfect Circle controls all facets of inventory movement and sales analysis. Data can be analyzed by combining and/or separating locations and departments, or most combinations.

Workstation Types
The system supports terminals, personal computers and some cash registers, depending on the hardware configuration.

Security
The Security system allows the system manager to take advantage of the multi-level password protection capability. This provides very tight control over employee access to every major function in each of the modules. Passwords can be changed as often as desired. The security system will only display menu selections to the operator that s/he is authorized to use.

Reports and Listings
Complete Reporting and inquiry capabilities are supported by all modules. Some reports can be displayed to a workstation instead of on hard copy. When a paper or processing trail is necessary, an inquiry is not allowed.

Inquiries
Perfect Circle makes inquiries available where appropriate. There is no reason to confuse operators with a lot of useless inquiry features that will never be used.

Menus
Perfect Circle functions can be selected through the menu or, as a user becomes more knowledgeable, by code allowing direct access to the desired functions.

Prompts
Most prompts are standardized throughout Perfect Circle. However, some are user definable. An example would be finish structures or options associated with a base item number. Consistency is appreciated in menus, reports, inquiries, and all transaction screens making Perfect Circle easy to learn and use.

Help Look-ups
Look-ups are available throughout Perfect Circle. Under inventory, look-ups are possible under item description, category, item number, or various combinations. Customer and Vendor masters can be accessed by name or number, or you can define additional fields to suit specific needs.

User Fields
Perfect Circle provides user definable fields in Inventory Master, Accounts Receivable Master, Accounts Payable Master. The fields include places to identify codes, dates, amounts or anything the user may need. This can be valuable information displayed on reports, used to categorize or used for inquiries.

Parameter Driven
Perfect Circle has thousands of combinations and options to suit any operation. Special reporting to General Ledger, Sales Analysis, Salespeople Commissions, Inventory Costing Methods, Accounts Receivable, and Accounts Payable can all be accomplished very easily and quickly.

Editing and Verification
Perfect Circle has a high degree of intelligence. If data is entered that cannot be verified, it will simply not be accepted. This minimizes errors that are common in most systems.

Accounting Periods
The periods are pre-defined and can be left open until you officially close the year.

On-Line Updating
Perfect Circle updates all critical data immediately including Inventory availability, outstanding orders, customer credit information, and many other performance metrics.

Auto-Processing
NBC can create and tailor these functions to meet your requirements. You define processing streams by function and daily, weekly, or month end processing. This allows the computer to work without operator supervision. All types of documents, listings, reports, and updates can be done with the auto-processing system.

Standardization
Perfect Circle has been developed with standardization and consistent operation in mind. From system design and programming to operator functions. Once the user has been introduced to PCS' software, no matter what function is selected the screens will look and feel familiar. This gives the operator confidence and minimizes errors. This assures you of a system that is easy to learn, understand and use.

Labels
Perfect Circle allows labels to be created from Vendor, customer or mailing list master.

Sample Data Base
Upon request, Perfect Circle will provide a sample (or test) data base which is separate from your live data. This is the ideal place to experiment and train employees.

Automatic Defaults
Perfect Circle allows users to establish defaults for a variety of information. Salesman, tax status, warehouse/location, store location, mode of shipment, etc. In using such defaults, common or repetitive information is entered automatically. This arrangement reduces errors and can be overridden if necessary.

Audit Trails
These are provided throughout Perfect Circle to assure accuracy, making it very easy to track problems to the original source document.

Data Base
Perfect Circle is a hierarchy of Data organization using an industry standard access method. Optional Data base is the Relational data base from Oracle.

INVENTORY CONTROL

The **Inventory Control** subsystem applies to manufacturers, distributors and retailers. Inventory is usually the single largest and most difficult asset to control on your balance sheet. Perfect Circle provides the control required to improve production scheduling increase turn over and reduce shrinkage. This Module maintains and updates the inventory master with daily stock movements and facilitates segregation of data by company and by warehouse location. Key inventory calculations, analysis and reports provide management with the information you need to lower inventory carrying costs and control out of stock situations. A PCS innovation utilizes what we call material links to eliminate the necessity of creating a unique item/style number for variations of an item or style. This effectively reduces the number of items entered to the inventory master by the multiples of possible variation combinations. This method provides a huge advantage and a fraction of the maintenance required by the typical system. Order Processing, Work Orders, Production Orders, Transfers, and Purchasing all integrate with Inventory Control to provide a powerful "Just in Time " inventory management system.

Look Up
Items can be looked up by number, Alpha Key, Description or Alpha Key and Description.

Item Information
Information is maintained by item such as vendor, product class, G/L class, product type such as build to order, regular inventory, non-stocked, Psudo item, FIFO required, time limited item, combination item, serial number required, exchange required, finish item with the ability to combine for an extremely flexible master file structure.

Units of Measure
Can be established for each item relative to purchasing and selling units. Any valid unit of measure can be used.

Warehouse Records
Are maintained for each item, keeping the information specific to each location, warehouse or store, such as ABC class, sales tax status, promotional, min/max reorder points, Date last ordered, date last sold, FOB cost, last cost, Avg cost, quantities, units of measure and more.

User Definable Fields
Available relating to item description and warehouse location. They include definable codes, dates, amounts and fields.

Extended Descriptions
Available for each item. This can be used to give detailed item descriptions, store notes or indicate technical specifications.

Non-stocked Items
Can be assigned under product type to capture sales analysis. Psudo item numbers can be assigned for labor, restocking, finish processes, finish or upholstery upcharges and other non-inventory purposes.

Packaging
Information is maintained regarding cube size and carton code. This is valuable information for the shipping department and helpful advising customer of freight costs. The freight class can be specified per item for shipping purposes. This information is used on the bill of lading to group all of the like freight class so shipping charges can easily be computed.

Material Links
Are the connection between variations as related to an item/style and the material required to build or ship those items/styles. Material links define the manufacturing process for an item even though it may be ordered in 10 different types of material. Other systems require a separate item/style number and BOM structure be created for each variation. This can create a very large

management headache which is unnecessary when each unique variation is sold only once or twice.

Quantities Available
To sell are maintained as each transaction occurs. In addition, the system maintains quantities reserved for sales orders, on-hand, outstanding P.O's, and transfers.

Lot and Serial Number Tracking
Items are easily managed from receipt to sale. This creates a permanent record to be retained on the system for warranty and follow-up purposes.

Costing
The item master is automatically updated from receiving for adjusted cost, last cost and moving weighted average. Adjusted cost is automatically calculated by multiplying the freight factor by the FOB cost.

Movement History
May be very extensive or summarized. The user can specify multiple years worth of month by month and daily sales history for each item by location, warehouse or store.

ABC Classification
Automatically updated based on the total profit in dollars per item. You control the number of months of history to consider.

Physical Inventory
Selected by warehouse, stocking location, all warehouses, or by category.

Lead Time Calculation
Automatically calculated and updated using actual lapsed time between when a P.O. is issued to a vendor and when the items or materials are received.

Reorder Points
We keep track of all sales to identify if trends are moving up or down. The reorder point and quantity are then adjusted accordingly. The benefit to you is that when trends on a particular item are moving downward or an item is loosing favor we can respond quickly by reducing or eliminating the repurchase of that item. In the case of trends moving up we can increase our reorder point and quantity so merchandise arrives just in time for the next sale or production run. A true "Just in Time" inventory System.

INQUIRIES:
Units on Hand
Units Available
In Transit
Last P.O. & Number Ordered
Units on Hand per Location

SYSTEM UPDATE:
Receipts (or Adjustments) to inventory
Purchase orders
Transfers between warehouses
Transfers from ongoing production
Product Assembly

REPORTS:
o Inventory Master List
o Daily Transaction Journals
o Stock Status Report
o Reorder Report
o Price Status Report
o Inventory Movement Report
o Physical Inventory Count Sheets
o Input Audit Report
o Bill of Material Structures
o Product Catalog
o Price Tags
o Stock Condition
o Stock Condition by Vendor
o Floating Reorder Report
o Purchase Reorder Report
o Store Requirements Report
o Special Prices Report
o Price Sheet By Price Category

BILL OF MATERIALS

The **Bill of Materials** subsystem allows multi-level structures to be created and reported. These structures are interfaced to inventory, sales analysis, purchasing and order processing to provide accurate inventory levels, sales tracking and raw material requirements planning. Some of the capabilities include the flexibility to create four structure types. Production, Finish, Selling and Receiving structures. These different structure types are the key elements to a successful manufacturing, receiving and special order process. An NBC innovation called Option Based Order Entry is made possible through the bill of materials module by the use of our Material Links and Material Modifiers.

BOM Maintenance Provides a very easy method of adding, changing or deleting any BOM structure.

BOM structure types

Production structure is used to identify the raw materials necessary and how much of them are required to produce a particular item or sub-assembly. The raw material inventory is automatically reduced and will appear on the inventory reorder report when depleted to the predetermined level set as the reorder point.

Finish structure is used to identify options, choices or combinations that may be available on a certain item. It can be used to select the finish color of wood, the fabric for upholstered goods, the back types for chairs, top options for tables or any other choice that may be available. This powerful feature eliminates the need to enter an item number for every conceivable combination of finish color, fabric, trim, etc. This significantly reduces the maintenance of inventory masters and eliminates the maintenance of BOM structures when fabrics, colors or any other option associated to these structures change.

Selling structure is used to identify groups of items that are sold together under one item number. The group is tracked per component for sales analysis. In this way a table and chairs set will be reported to sales analysis and inventory as one table and the number of chairs associated with that set, while being priced as a set.

Receiving structure is used for sub-items that are in inventory but at the vendor site for use in the construction of an item that eventually will be received. This is necessary if some of the raw materials are stored at the vendors site and used for our products. If we do not store products at the vendors site, a receiving structure is not necessary.

Material Links

Material links can provide a connection between an item and the material required to build or ship that items in non hierarchical environments. Material links allow the engineers to specify one manufacturing process for an item even though that item may be ordered in 10 different types of material. And/or one manufacturing process for a group of items which are built the same way except they vary in size and more material is required for the larger items. Systems without material links (most system) require a separate BOM structure be created for each variation. This can create a very large management headache which is unnecessary when each unique variation is sold only once or twice. Material links are automatically tied into option based order entry allowing the computer to function similarly to the way production people think. Build 4 widgets, but change this to that. Material links are not normally used by manufacturers who produce discrete items which never vary in there components or the manufacturing process. In this situation, the main item is set up with a production BOM structure. The main item is sold, and the component items are used to determine raw material requirements and to control the manufacturing process.

Material Modifiers

Material modifiers allow similar items to use the same finish structures and optional items for pricing, manufacturing, and material requirement structures, altered by percentage. This results in far fewer BOM structures than in traditional systems.

Materials Requirements Planning (MRP) features projected production and regular production, materials management and reporting. PCS' approach to MRP is not a complicated series of processes and calculations. We offer a very good overall indicator of products and raw materials needed to fill actual and projected demand scenarios. The system gives valuable inventory ordering information to the purchasing department of your company. Your purchasing department can look into the future with an accurate measure of what items or materials will be needed for existing, production, new and projected orders. This reduces the chance of running out or getting uncomfortably low in stock. MRP will help your company plan and respond to future demand when the competition can not.

INQUIRIES AND MAINTENANCE

BOM Structure Inquiry

View structures, vendors, costs, and availability for any of the BOM types.

Browse/Edit BOM Structures

View or change BOM structures. A complete engineering change history is maintained.

Global Change BOM Structures

Change individual elements of BOM structures for a group of structures, making it easy to change materials or controls as processes are improved.

REPORTS:

Bill of Materials Structures Report. Report choices are all or by category.

BOM Component Usage Report (where used). Report choices are all, by item or by category.

Projection Forecasting Report. Report choices are all, by warehouse, by item or by category.

Item BOM Component Structure Report. Report is by specific item.

BOM Costed Structures shows various costs including FOB, Standard, Last Cost, Accouting Cost, and others.

Intended BOM Shows the hierarchical nature of all BOM relationships.

Summarized BOM combines all subordinate structures to provide a complete list for a finished good or sub assembly tem.

BOM Where Used to see all the finished goods and sub assemblies that use a component.

BOM Indented Where Used as a backwards flip of a normal Indented BOM.

Summarized Where Used to show all the higher level items that use the component regardless of level.

Option Validation List to show the valid options available on finished goods.

Common Valid Options Report to show the valid options which can be specified for one or a group of items.

Finish Structure Validation Report to the optional finished which have been defined and how they are linked to option groups.

ORDER PROCESSING

Order Processing provides a fast, easy, and accurate method to process Customers Orders and Invoices. This module features capabilities which can be configured to satisfy the requirements of distributors, manufacturers, and retailers. Order Processing is tightly integrated with PCS' Inventory Control, Purchasing Order Tracking, Sales Analysis, Accounts Receivable, Production Tracking, and General Ledger modules.

Multiple Order Types

Sales orders for traditional pre-shipment entry.

Invoice Only orders for post-shipment entry.

Production orders for stock replenishment.

Job orders for customer specified production.

Retail orders for the retail environment.

Broker orders for customer/vendor interfacing.

Drop Ship orders for non-stocked items.

Quotations to automatically generate quotes.

Memo orders for requests which are pending.

Option Based Order Entry

An NBC innovation, allows various options to be specified for items or groups of items. This is valuable with kits and custom made items.

Help Look-ups

Let you find customers and items with intelligent search capabilities.

Order Defaults by Customer

Are automatic based on the information entered into the customer master file. Info such as terms, tax status, ship via, salesman and commissions.

Credit Authorization

Accounts Receivable is automatically interrogated for each order to obtain credit status.

Multiple Ship-to

The system will accommodate a large number of alternate shipping addresses for each customer.

Side Marks & Tags

The side mark can be specified by order and tag by item.

Quotations

The system will allow the entry and processing of quotations. The quote can later be modified and easily converted to an order.

Flexible Price Matrix

Pricing of items can be multiple combinations of Price Categories, Preferred Codes, Mark Up from cost, Mark down from retail, Dollar or Percent up-charges or discounts, and Quantity breaks.

Availability

If an item is not available at order entry time the system can still accept the order. If the item is an assembled item a work order can be created. If the item is a manufactured piece a production order can be created.

Shipping Labels

The system automatically creates the correct number of shipping labels for a given order. Even if some items are combined into one carton, and others require more than one carton to ship the item.

Sales Commissions

Optionally can be split among sales people.

Printing

Acknowledgements, Shipping Orders ,Invoices and Bills of Lading can be done in batch or individually.

Modification/Change
Any order can be modified or changed at any point before the order is closed.

Backorder
The system can create back orders for all items not filled or confirmed on the original order. Backorder reports are available by order, item, customer.

Customer Service Inquiry
Allows customers and customer orders to be found quickly, and the detail and status of the order displayed.

Custom Invoice Formats
A number of formats are available or custom formats can be created per request.

Print Shipping Orders
Prepares shipping orders/picking tickets for days shipping.

Invoice Register
This function will print a register of all invoices and credit memos that have been processed. It includes a complete breakdown for your department of equalization sales tax reporting.

Shipping Forecasting Report
This will show all of the orders scheduled to be shipped for a certain range of dates in item sequence.

System Order Report
This will print all orders which are currently in the system. The orders will be printed in order number sequence, showing the status and the detail of each order.

Memo Order Report
This function will print a list of all memo orders taken from the stores. These memo orders contain items which are potential orders.

Work Orders
This function prints work orders for items that will need to be assembled for shipment or delivery.

Production Forecast Report
This function will show all items which have orders in the current production cycle. It will also explode the bill of material components for those orders. The items will then be compared to current stock levels to indicate over/short status. This report is very helpful to insure that all raw materials, components and items are available to assemble or manufacture a customer order.

Open Order by Customer Report
This will allow you to print out the open orders by customer number.

Requested Stock Transfer Report
This function will show all of the stock transfer requests.

Daily Item Activity Report
This function will print an item activity report for all orders within a specified range of dates.

Prepayment Report
This function will print a report of all orders which have a deposit received, but the order has not yet been shipped. This report will include total deposits received.

Open Order Report
This function will print open orders for all of the orders specified by Date Ordered, Date Requested, Customer Number or Order Number.

Salesman Commission Report
Reports all sales by salesman, territory, product/preferred codes. Summary includes MTD total for Product type/preferred code. MTD total for salesman and MTD total for territory. Optionally commissions can be computed and shown on this report.

Automatic Posting to Other Systems

Accounts Receivable, General Ledger, and Sales Analysis systems are automatically updated to reflect the sale. Inventory is allocated or reduced based on the type of order entered. Shipping documents, and/or invoices may be printed at the time the order is entered or in batch for all orders entered.

Option Based Order Processing

This option is normally utilized by manufacturers of custom products or products which vary in color, fabric, trim, size or any other variation of an item/style per order. When an item is ordered, the order entry operator can be prompted for options/variation or they can be entered as required. Only valid options are accepted. Additional charges can be automatically calculated for different options or variations.

Process Orders Before or After the Shipment

Customer orders can be entered for two-pass processing with picking tickets and shipping orders generated, or single-pass entering the order after the merchandise has been picked or shipped.

Inventory and Accounts Receivable Integration

Upon entering an order the Accounts Receivable and Inventory Control systems are interrogated to obtain credit limits, discounts, tax and shipping information, product availability, cost and price information.

PUBLIC WAREHOUSE ORDER PROCESSING

Public Warehouse Order Processing provides a fast, easy, and accurate method to process Customers Orders, Invoices and Statements. This module features capabilities required by public Warehouse and Cold Storage facilities. Public Warehouse Order Processing is tightly integrated with PCS' Inventory Control, Purchasing Order Tracking, Sales Analysis, Accounts Receivable, Production Tracking, and General Ledger modules.

Multiple Order Types

Warehouse Receiving Orders to record the receipt of goods and create invoices for the receiving transaction and first months storage.

Transfer in Storage to allow product to be sold to a different customer without warehouse movement.

Fee Order to automatically change for ongoing storage and other charges.

Shipping Orders to allow product to be withdrawn from the warehouse or shipped to you customer or his consignee.

Other Order Types including Quotations, Credit/Debit Memos and Invoice Only orders allow for all order processing situations.

Connected Charges

As orders are taken, each individual item can generate many different charges, each with a different basis such as Gross Weight, Net Weight, Cases, Pallets, Trailer, value and more. This allows for a flexible pricing matrix of goods and services.

Option Based Order Entry

An PCS innovation, allows various options to be specified for items or groups of items. This is valuable with kits and custom made items.

Lot Tracking

Complete Lot and Serial Number tracking are available to serve the needs of both the food and electronics industries.

Help Look-ups

Let you find customers and items with intelligent search capabilities.

Order Defaults by Customer

Are automatic based on the information entered into the customer master file. Info such as terms, tax status, ship via, salesman and commissions.

Credit Authorization

Accounts Receivable is automatically interrogated for each order to obtain credit status.

Multiple Ship-to

The system will accommodate a large number of alternate shipping addresses for each customer.

Side Marks & Tags

The side mark can be specified by order and tag by item.

Quotations

The system will allow the entry and processing of quotations. The quote can later be modified and easily converted to an order.

Flexible Price Matrix

Pricing of items can be multiple combinations of Price Categories, Preferred Codes, Mark Up from cost, Mark down from retail, Dollar or Percent up-charges or discounts, and Quantity breaks.

Availability

If an item is not available at order entry time the system can still accept the order. If the item is an assembled item a work order can be created. If the item is a manufactured piece a production order can be created.

Shipping Labels
The system automatically creates the correct number of shipping labels for a given order. Even if some items are combined into one carton, and others require more than one carton to ship the item.

Sales Commissions
Optionally can be split among sales people.

Printing
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Modification/Change
Any order can be modified or changed at any point before the order is closed.

Backorder
The system can create back orders for all items not filled or confirmed on the original order. Backorder reports are available by order, item, customer.

Customer Service Inquiry
Allows customers and customer orders to be found quickly, and the detail and status of the order displayed.

Custom Invoice Formats
A number of formats are available or custom formats can be created per request.

Print Shipping Orders
Prepares shipping orders/picking tickets for days shipping.

Invoice Register
This function will print a register of all invoices and credit memos that have been processed. It includes a complete breakdown for your department of equalization sales tax reporting.

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Open Order Report
This function will print open orders for all of the orders specified by Date Ordered, Date Requested, Customer Number or Order Number.

Salesman Commission Report
Reports all sales by salesman, territory, product/preferred codes. Summary includes MTD total for Product type/preferred code. MTD total for salesman and MTD total for territory. Optionally commissions can be computed and shown on this report.

Automatic Posting to Other Systems
Accounts Receivable, General Ledger, and Sales Analysis systems are automatically updated to reflect the sale. Inventory is allocated or reduced based on the type of order entered. Shipping documents, and/or invoices may be printed at the time the order is entered or in batch for all orders entered.

Option Based Order Processing
This option is normally utilized by manufacturers of custom products or products which vary in color, fabric, trim, size or any other variation of an item/style per order. When an item is ordered, the order entry operator can be prompted for options/variation or they can be entered as required. Only valid options are accepted. Additional charges can be automatically calculated for different options or variations.

Process Orders Before or After the Shipment
Customer orders can be entered for two-pass processing with picking tickets and shipping orders generated, or single-pass entering the order after the merchandise has been picked or shipped.

Inventory and Accounts Receivable Integration
Upon entering an order the Accounts Receivable and Inventory Control systems are interrogated to obtain credit limits, discounts, tax and shipping information, product availability, cost and price information.

POINT OF SALE

The **Point of Sale** subsystem is designed for the retailer who requires SKU level control of inventory, as well as positive cash control. Eliminate handwritten forms and the delay of back room data entry with this real time POS system. Designed for the non-technical user, this easy to use subsystem has the flexibility to handle the variety of POS transactions common to the big ticket retail environment or the fast paced high volume environment. The central office has the capability to be aware of all sales transactions as they occur at all remote stores. Simultaneously, the retail store has immediate on-line access to other stores and warehouse inventory levels as monitored by the central computer. Retail Point of Sale is integrated to Customer A/R, Inventory and Sales Analysis for immediate posting to receivables where applicable, adjustment or reservation to inventory and update of sales history and analysis.

CENTRAL OFFICE FEATURES

Faster response to requested stock transfers means more efficient customer service and immediate response to floor stock requirements.

Central office has immediate access to cash audit reports from all of the remote stores.

Daily sales journals at the central office reflect current sales positions.

Complete customer order control for all stores at both the central office and the stores.

WORKSTATION FEATURES

o Handles normal sale and prints customers invoice or receipt.
o Tracks delivery from store stock.
o Records delivery from central warehouse
o Returns of Merchandise
o Deposits on Open Accounts
o Reprinting Invoices
o Daily Cash Control

RETAIL ORDER TYPES

Regular Retail Sale this is a cash and carry sale. The customer pays for and takes the merchandise.

Delivery Retail Sale the customer places the order for later delivery.

Retail Will Call the customer places an order that will be picked up at the store location at some future time or date.

Drop Ship orders used for vendor shipment of merchandise directly to your customer.

Retail Special Order (available soon) the customer places an order for an item that will be ordered from the vendor or manufactured to specifications.

Help Look-ups

Let you find any customer by alphabetical search key up to 10 characters. Item by Part #, Alpha K Key, Description or Alpha Key and Description combined.

Payments and Deposits

The system accommodates all types of payments. Cash, checks, credit cards and multiple payment types on a single transaction. When credit cards or checks are indicated the system prompts for Authorization number and Drivers License number. This information is printed on the invoice for easy reference.

Customer Defaults

Are automatic based on the information entered into the customer master file. Info such as terms, tax status, ship via, salesman and commissions. If the customer is not in the customer data base. The system allows the user to enter new customers on the fly at time of sale. This is helpful in developing customer marketing information mailings and sales history for sales analysis. If the user is not interested in capturing customer demographics a cash sale default can be used.

Multiple Ship-to
The system will accommodate alternate shipping or delivery addresses for each customer.

Modification/Change
Any order can be modified or changed at any point before the order is closed.

Sales Credit
Optionally can be split among sales people.

Bar Code and Scanners
Optionally available bar code readers for data entry of item numbers and stripe scanners for reading credit card information.

Cash Drawers And Printers
Supports cash drawers, journal printers and receipt printers in any configuration a user may request.

INQUIRIES:
Stock
Inquiry to stock at other stores.

Customer Service
Inquires open orders by name. Shows the current open orders for that customer. User can then select a specific order for detailed item status. Select item, item status will show P.O. number, and expected receipt date for the item.

If item is a production piece, will show stage of production and any related comments.

PRINTING:
A number of formats are available or custom formats can be created per request. Invoices (all types), Credit Memos, Shipping Orders and Shipping Labels.

REPORTS:
Sales Tax Report
Breaks down the amount of tax collected for each taxing jurisdiction. Saves countless hours of manual bookkeeping.

Memo Order Report
This function will print a list of all memo orders taken from the stores. These memo orders contain items which are potential orders.

Store Goal Report
Lists sales by store and salesperson, showing the total store sales compared to the sales goals set for the store.

Delivery Report
Prints a delivery sheet and delivery invoices for the retail orders which are to be delivered for a specified range of dates.

Sales Commission Report
Reports sales by salesperson, territory, and product/preferred code. Shows customer, invoice, date, amount and YTD sales for that salesperson. This report is very useful in performance evaluation and to help prepare payroll for commission employees.

PRODUCTION TRACKING

The **Production Tracking** subsystem is a combination of Material Requirements Planning (MRP), Capacity Planning, and Routing, and applies to manufacturers who would like computer assisted control of the production environment. As the production process becomes more complicated, It becomes cost effective to allow your computer to assist you with scheduling, batch like processes, cutting lists, piece tickets, and more. Perfect Circle provides the control required to improve production scheduling increase turn over and reduce production costs. This Module maintains and updates the Master Production Schedule with New orders and schedule changes. Key production calculations, analysis and reports provide management with the information you need to lower inventory carrying costs, control out of stock situations, and reduce production costs. Order Processing, Work Orders, Production Orders, Inventory, and Purchasing all integrate with Production Tracking to provide a powerful set of production tracking and support tools.

Master Production Schedule

This powerful production tool will allow you to see all of your production requirements for a given process or work center. As orders or processes are rescheduled for more efficient plant operation, the new Master Production Schedule reflects these changes instantaneously to keep your plant running efficiently.

Look up

Orders can be looked up by order number, customer name, and many other selections to allow customer service to determine the order status quickly and easily while the customer may be on the phone.

Operation Maintenance

The production processes that each item requires by work center and operation during manufacturing can be identified along with any materials used during that process.

Scheduling

The scheduling of new orders, and changes to existing schedules are done quickly and easily. Groups of the same changes can be accomplished with just a few keystrokes.

Piece Tickets

When a document is required to follow each item though the production process, piece tickets may be printed automatically for each item.

Variable Options

When used with PCS' unique "Finish Structure" and "Option Based Order Entry" an order may be created with many variable options which have not been defined to inventory, and the production requirements for all the relationships of these special options will be tracked as if they had been defined as a permanent item.

Order Status

When an order is in the production cycle, it's status can be determined instantly. A quick and easy inquiry will show which processes are complete, the date they were completed, which processes remain, and the date they are scheduled. This information is available through Customer Service Open Order Look-up.

Eliminate Late Orders

The Potential late Order Report will identify orders which should have some process rescheduled so that the order may on time. Other production inconsistencies will also be identified.

Eliminate Non-Profitable Orders

Order profitability can be shown before the order is produced from the anticipated labor and materials costs, as well as after the order is produced with the actual labor and material costs. This will allow negotiations and company policies to be evaluated so that non-profitable orders may be eliminated.

Automatic Purchase Order Generation

Purchase Orders can be generated automatically from the net inventory requirements after the Master Schedule is finalized. The status of these purchase orders is reflected on the Customers Order Status and the Master Schedule to identify scheduling conflicts due to vendor performance.

Automatic Production Order Generation

Production Orders can be automatically generated for material which is produced in house. These orders are created from the net inventory requirements after the Master Schedule is finalized. The status of these production orders is reflected on the Customers Order Status and the Master Schedule to identify potential scheduling conflicts in the manufacturing environment.

Bar Code Data Entry

The Production Tracking Module is easily adaptable to Bar Code, Mag Stripe Readers, and other shop floor collection devices.

INQUIRIES:

Order Status
Completed Processes
Item Process Structure
Master Schedule
Planned Orders

SYSTEM UPDATE:

Order Status
Reduction of Raw Material Inventory
Increase of Sub Assembly Inventory
Completed Components
Schedule conflicts

REPORTS:

o Process Structure Report
o Master Production Schedule
o Piece Tickets
o Cutting List
o Potential late Order Report
o Profit by Order Report.
o Planned Order Report.

SALES ANALYSIS

The Perfect Circle **Sales Analysis** module will maintain sales history for a selected number of years. The data can be accessed in reports or through inquiries. This history is maintained for each or selected customers, and each or selected items on a monthly basis for the number of years chosen. This system maintains both quantity and dollar information and produces a series of monthly and/or weekly reports. The module is fully integrated into **Accounts Receivable**, **Inventory Control** and **Order Processing** providing account and stock managers current sales information when they need it. The power of the **Sales Analysis** system is the comprehensive range of reporting options available to management for sales information retrieval.

Detail Sales Analysis
Sales information for each line item sold is retained for the number of years chosen not to exceed one century.

Customer Analysis
Sales for each customer are kept by item, month, quantity, sale dollar amount, YTD sales, YTD total and all items total.

Item Analysis
Information retained is dependant on the options selected. It may be combinations of item, item category class, G/L class, warehouse/location, quantity, sale dollar amount, and much more.

Product Class Analysis
This information is available for each product class identified. Included are current month, YTD, class total, warehouse/location total and company total.

Customer by Category
This information will be stored only where customers have activity. Available information is by item, month, quantity, sale dollar amount, monthly total quantity & dollar amount and YTD.

Report Writer
This optional tool is available to the user for development of reports that will fit any requirements that may arise.

User Code Analysis
This feature is available to users who have taken advantage of the Report Writer option. This allows the tracking of sales by order by a user defined code identified on the item inventory master file. Some users will categorize sales related to a special promotion, advertising campaign, trade shows, referrals, specials, flyers, inside/outside sales or any other identifier the user may request.

INQUIRIES:
Are available for all sales analysis files you select to be retained.

Item Detail Inquiry
This provides on screen inquiry for all items sold by company, warehouse/location, item number, date sold, number of units sold, sale dollar amount, profit dollar amount, units on hand at time of sale and update status.

Item History Inquiry
This provides on screen inquiry for all items sold by company, warehouse/location, item number and year. Secondary selections can be made for specific year and 2 specific months or current year and last year. Information shown after selection is made will be number of units, sale dollar amount and profit.

Customer/Zip History Inquiry
This provides on screen inquiry for all items sold by Customer or Zip code depending on the options selected. Information displayed in either case will be by company, item number, year. Secondary selections can be made for specific year and 2 specific months or current year and last year. Information shown after selection is made will be number of units, sale dollar amount and profit.

Customer/Zip Purchase History
This report is available by customer or Zip code area based on user defined options. I either case the information printed will list item, 12 month period selected, number of units, sale dollar amount, YTD sales per item, Monthly totals all items, YTD totals all items. Additionally if Zip code option is selected total sales for zip code range selected and number of zip codes in range selected.

Item Sales History
This report will display item sales by warehouse, category, item number, 12 month period selected, number of units, sale dollar amount, number of units per category and sale dollar amount per category for monthly and YTD totals. Total number of units and dollar amount per warehouse. Total number of units and dollar amount by company.

Category/Warehouse Summary
This report allows management to look at the sales of a particular category of merchandise and how the various warehouse/locations compare to each another. Find weak areas or problem spots quickly. Information displayed will show sales for a 12 month period by company, warehouse-/location, category, number of units/sale dollar amount per month, YTD number of units/sale dollar amount per category and total number of units/sale dollar amount per company.

Item Profit Ranking
This combination report/update will provide management with valuable information regarding profitability of your business. This report becomes a valuable tool for helping to make decisions on what items to eliminate due to low or absent profit margins. The updating functions of the report happen automatically. When ever the report is ran it will update the inventory ABC codes. These codes are used not only for sales analysis reports and inventory file updates but to help purchasing buy items first that have the highest profitability. The Item Profit ranking report is printed by ABC code, item number and description. Number of units, sale dollar amount and profit is shown for Last year, YTD and MTD.

MTD Sales by Territory & Salesman
This report will show all sales by territory and salesman or representative. It is a useful recap for salespeople and can be used by management to compare sales volume by territory and salesman.

Customer Sales Summary
This report will show customer sales in summary form. The report shows the Units, Dollars and Profit by customer for each of the twelve months and the year to date totals.

Customer Sales/Profit Ranking
This report ranks customers based on sales or profit. The user may select the criteria to sort by. Choices are month to date sales or profit, quarter to date sales or profit and year to date sales or profit.

Item Detail By Date
This report allows the user to select item detail for all dates or for a range of dates. Item detail may also be deleted for a range of dates.

Sales Detail By Date
The sales detail report is similar to the item detail report. It also shows the customer, ordered qty, shipped qty and back ordered qty.

PURCHASE ORDER TRACKING

The **Purchase Order Tracking** module creates, tracks, processes and receives all phases of the purchase order cycle. It also determines inventory requirements and prepares reorder information for management. In most companies the majority of their items or materials can normally be purchased based on formulas using minimum and maximum reorder points, average usage by period specified, lead time and EOQ's (Economic Order Quantity). Perfect Circle not only makes these calculations but gives the user the ability to change them based on a number of variables. Inventory requirements and reorder functions are tied directly into the sales analysis module to identify sales trends of specific items. Purchase Order Tracking is integrated to Inventory, Bill of Materials, Order Processing, Sales Analysis, Accounts Payable and Production Tracking modules. A combination of terminal functions and reports will allow all phases of the purchase order cycle to be controlled precisely and accurately. The various reports allow management to stay on top of vendor delays and dollar requirements. Product sales trends are identified and purchase recommendations are made to allow total inventory value to be reduced without affecting sales. Purchasing decisions are critical to the success of your organization. Let Perfect Circle show you how to buy the right quantity at the right time.

Purchase Order Entry

Features include:
Automatic Number Assignment
Automatic Entry of Vendor Information
Add New Vendor on the Fly
Alternate Vendor Purchase from Addresses
Shows Both Customer & Vendor Item Number on Purchase Order
Defaults Vendor Terms Codes
Defaults Ship via Instructions
Defaults FOB
Defaults Purchase Unit of Measure
Free Form Commenting
Non-stock Purchasing

Preview

Review the P.O prior to posting.

Printing P.O.'s

The printed purchase order will show not only your item number but the item number of the vendor and full description.

Change Orders

Modification or change to an existing order is permitted. The new order will retain the original number followed by a one character numeric identifier.

Automatic P.O. Creation

This feature of automatic requisitions are available when the optional production tracking module is utilized.

Reorder Calculations

Perfect circle uses a very sophisticated method of reorder calculations called the floating reorder point. By using this method we can detect sales or usage trends up or down. The system will automatically increase or decrease the quantities to order. This will prevent the overstocking or overbuying of materials/items falling out of favor and increase the purchase of items that are becoming more popular or whose usage has increased.

Multiple Reorder Calculations

A number of different reorder calculation iterations can be run at the same time provided the are for different items. This allows for different circumstances such as items without EOQ, seasonal items and certain categories or particular items that require different handling.

Calculated P.O.'s

Once the list has been created they may be reviewed and edited before printing. The edit list is by vendor and shows quantity, SKU, extended

cost and expected receipt date. During edit quantities and cost per item may be changed, added or deleted.

Automatic P.O. Update
After the review process has been completed P.O printing and updating is automatic.

Receivers
The receiver is printed before or when the merchandise is received. It will be a duplicate of the P.O. excluding prices. This will help receiving personnel only accept authorized purchases or check with management if receiving merchandise without a receiver.

Receiving
Allows the receipt of merchandise to a specific warehouse/location. Permits the partial receipt of a P.O. Lead times and unit costs are captured for later reorder calculations. After receipt inventory will automatically update and back orders or specials can be filled.

Compare Receivers with Invoice
Never over pay vendors again. When the vendor invoice arrives the receivers are compared to it. This function will allow all receivers represented on an invoice to be entered. If there are special charges or price changes they can be made at this time. After the receivers and vendor invoice have been reconciled an invoice will be automatically entered in A/P.

REPORTS:

Open Purchase Order Report
Provides a status by order number of the P.O's still awaiting receipt. These orders are not late just open.

Delayed Purchase Order Report
Provides a list of purchase orders that should have been received. This is perfect to expedite and follow-up on late shipments before customers are aware or sales lost.

On Order by Item Report
Provides a quick view of items that have been ordered. The item description, total on order, quantities to be received, even if there are more than one receipt date for the same item and a six month forward view of quantities by month that are expected.

Scheduled Receipts Report
Provides a six month forward view of what is expected for receipt per month. Information valuable in planning personnel schedules.

Open Order by Vendor Report
Provides open P.O. information by vendor including total dollar amounts.

Incomplete Receiving Report
Provides a listing of incomplete receivers and P.O. numbers associated with them.

Dollars on Order by Vendor
Provides a past due amount status and forward look at the dollar amount of orders placed per vendor. Don't allow your business to become too dependant on a few vendors.

Completed Purchase Order Report
This is used to create a hard copy of completed purchase orders and to purge the system of old unneeded data.

ACCOUNTS RECEIVABLE

The **Accounts Receivable** module is a comprehensive system that maintains, updates and reports customer information including order invoices, credit memos, payments and adjustments. Outstanding receivables are an important company asset that must be managed carefully. Company credit policies, credit terms, limits and collection policies are extremely important to your organizations cash flow and success. Accounts Receivable are not conventionally considered as a depreciating asset, their bottom line contribution to your companies profit will be directly determined by the margin of expense necessary to replace and collect the receivable. Increasing collection time increases the expense, depreciates the receivable and reduces the profit. Conversely reducing the collection time transposes the receivable from a cost center to a profit center. Every new $1.00 receivable will gradually depreciate to .53 cents if not collected within 6 months. The A/R module is interfaced to Order Processing, General Ledger and Sales Analysis. Perfect Circle will help transpose the depreciating A/R asset from a cost center to a profit center.

Open Item

Customer Accounts are supported using the open item structure.

Customer Statements

Print statements for all customers, for a range or by territory/salesman. Other selections are with activity only and number of days grace. Header and footer messages are also supported.

Customer Terms

The system will support as many different payment terms as your organization chooses to offer. Each customer invoice ages through the receivables system based on the actual invoice date.

Customer Holds & Credit Limits

May be assigned by customer. If the customer exceeds the assigned limits or has been placed on hold, a message will appear at order entry time. The system will accept the order but prohibit it from being released for shipment.

Service Charges

Automatic calculation of late charges on the outstanding balance can be added to customer accounts when so flagged.

Payments

Customer payments are applied to a specific invoice. Inquires during payment transaction entry allow the viewing of all outstanding invoices to aid in selection of payment application. Payments that represent multiple invoices are easily entered. Batch transactions expedite entry and provide total verification for input audits and bank deposits. Comments are allowed per transaction. Automatic creation of cash receipts and sales journals provide further controls and audit trails.

Payment History Tracking

Provides a date sequenced listing, complete audit trail and collection information on each customer. This is valuable to inform your credit manager of trends and to stay on top of potential problems.

Cash Receipts

Journals can be printed at any time prior to posting to the G/L. After posting, cash receipt journals can be printed from the G/L. This information is available in detail or summary form.

Sales Tax

These are user definable with the ability to handle a different rate for every state, county and local taxing authority combination that exists. Tax reporting includes both combined tax collected and breakdowns by taxing authority. This will come in handy when time comes for department of equalization reporting.

INQUIRIES:

Customer Name Search

Allows the user to find customer information if the customer number is not known. This inquiry

will search A/R name data base for a particular word or string if the entire name is not known.

Customer Current Inquiry
This will show all customer invoice and credit memo transactions that are not zero balanced. Balance due, payments and adjustments will also be shown including on screen aging out to 90 days.

Customer History Inquiry
This will show all customer transactions that have a zero balance and have been moved to history.

UPDATES:
Monthly A/R Activity and History Extract
Posts zero balance transactions to history and allows the system to report only open transactions.

A/R History Update
Distributes information throughout the system for various inquires and reports.

REPORTS:
A/R Aging Report
Displays all customers, range of customers or by salesman for a specific period. The report will show customer number, name, total amount owed, current amount and 30-60-90 day aging.

Extended A/R Aging Report
We call this one the deadbeat report. Displays all customers, range of customers or by salesman for a specific period. The report will show customer number, name, total amount owed, current amount and 150, 180 day and 15 month aging.

Customer Master List
Includes everything on the master file including any alternate ship to addresses.

Customer Labels
Can be selected by all customers, range of customers or individual. Chose billing, shipping, other locations and number of each to print.

Input Audit Report
Provides a detailed report of all transactions by batch entered to the system.

Past Due Report
Select by all customers, range of customers or by salesman for a period ending date and the number of days grace. The report will show customers that are overdue 7-14-21 days based on selections made. A great tool to be used by the collection dept.

Abbreviated Customer Master Listing
This report designed to provide a quick reference for the most often used information. It shows customer number, name, main office Ph#, Territory, salesman, credit manager, accounting Ph#, date open and credit limit.

Deposit Slip
Prepares a deposit slip for all checks received as payments entered in A/R transactions.

Credit Report
Credit managers find this report extremely useful when a decision to increase or extend credit is requested. This report is used to track existing customers with information like credit limit, average number of days late, current-30-60-90 day amounts due. Sales info like 3mo total, YTD total, Last year total and year before last total.

Bad Drivers License Report
In the retail environment with multiple locations all bad checks received can be referenced to a drivers license number for use by all stores.

Detailed Aging Report
Sequenced by customer to show all current transactions, 30-60-90 day aging and total balance due.

Cash Receipts & Sales Journals
Journals will be printed in detail and summary form for all companies maintained by the system.

History Report

Sequenced by customer to show all historical transactions.

ACCOUNTS PAYABLE

The Perfect Circle **Accounts Payable** module provides a comprehensive system to setup vendors, create payments, interact with the General Ledger, Purchasing and produce purchases and cash disbursements journals. The system tracks and analyzes vendor history, ages open items, ability to automatically take vendor discounts and reports future cash requirements by weekly period. An on time and effective Accounts Payable system will allow your organization to save money by taking, not missing vendor discounts, reduce debt and improve important vendor relationships.

Vendor Master
Specify alternate purchase from addresses, default G/L account, payment terms, ship via, FOB and other vendor information.

Transactions
Enter invoices, credit memos, office checks and adjustments. Other entries may be void a check or delete an invoice.

Automatic Payment Selection
Offers the convenience of processing and selecting vendor invoices by due date or discount date. If discount date is selected defaults can be used or parameters like minimum discount percent, minimum invoice amount and date range may be entered. Other features include individual selection and cancel all selected invoices, by vendor or specific number.

Check Printing
Print checks for selected invoices automatically selected, selected individually or print an instant check.

G/L Distributions
Any transaction entered including checks may be distributed to as many different G/L accounts as your organization may require.

Vendor Hold
Vendors flagged as on hold. Automatic payments will not select that vendors invoices for payment.

Purchasing Interface
The Purchase Order Tracking module is a complete interface to A/P. The interface provides the automatic entry of vendor invoices to A/P when the Compare Receiver to Vendor Invoice feature is used.

Audit Trail
Input audit reports and journals are available for all functions that interface with the A/P balance or G/L posting.

INQUIRIES:
A/P Current Transactions
Displays current months transactions that are not zero balanced. Transaction type, Inv. number, tran. date, amount, due date, discount amount, and discount date is also displayed.

A/P Transaction History
Displays transaction history on zero balanced transactions that have been moved to history. Information displayed is the same as current transactions with the addition of check number.

A/P Name Search
Allows the user to find vendor information if the vendor number is not known. This inquiry will search A/P name data base for a particular word or string if the entire name is not known.

UPDATES:
Monthly Activity and History Extract
History Update

REPORTS:
Pre Check Writing Report
This report will show exactly who will be paid prior to printing checks. Any selection can be edited prior to payment.

Daily Check Register
This is a register of all checks printed since the last time the file was cleared. It will display the

following; check number, check date, vendor number, vendor name, amount of discount and payment amount.

Monthly Check Register
Same as the daily register except the monthly includes a total amount column that represents the total invoice amount before discount.

Vendor Master List
Provides a complete vendor master listing for all or a range of vendors.

Cash Requirements List
Prints a cash requirements listing for all or range of vendors selected with or without activity.

Past Due Report
Prints a report of overdue vendor invoices that are 7-14 or 21 days or more overdue.

Vendor 1099's
Prints vendor 1099 forms

Cash Requirements Summary
This report shows a summary of all cash requirements by week and month.

Cash Requirements Aging
This report shows an aging of all cash requirements by month.

Current Transactions
This report will print out all of the current transactions for the vendors and dates selected.

Transaction History
This report will print the A/P transaction history. It may be selected by single vendor, range of vendors, all vendors, or range of invoice dates.

A/P Aging Report
This report will age the vendor invoices that have been received and entered to the system.

GENERAL LEDGER

The **General Ledger** module allows individual financial transactions to be budgeted, controlled and accumulated to produce financial statements. The most important features of an effective G/L are accuracy, verification and audit trials. All entries to the General Ledger System are made in an interactive manner. The posting of journal entries can be manual or automatic. All of the standard control reports are produced for auditing purposes, and the financial statement formats can be changed very easily. The Perfect Circle General Ledger system provides a very flexible solution to large multi-company, multi-department organizations, as well as single company, single department organizations.

Chart of Accounts

Numbering and account descriptions are defined by the user. Account numbers allow 6 characters plus a 2 character department code. Each department that is added to the system will share the existing chart of account structure. A fully qualified G/L account number is the department code and G/L account number.

Account Inquiry

Look up unknown account numbers with our on-line inquiry by account type. Scroll through all expense, liability and all other account types.

Account Budgeting

Create and maintain account budget amounts per period. Display budget for all periods by account. Reports will show variance by account for each period. Reports are available for any prior or current period. The ability to maintain budget information for any accounts (asset through expense), for any number of years (past or future)

Audit Trails

The system will automatically print a G/L posting journal report when automatic posting is initiated. Input audit reports, journals and trial balance reports provide total security throughout the system.

Mater Audit Controls

All Audit type reports are automatically saved to a Master Audit Database. This provides an easy and complete system will automatically print a G/L posting journal report when automatic posting is initiated. Input audit reports, journals and trial

Memos

Any transaction may display a memo to the G/L for notes or reference.

Accounting Periods

Fiscal year ending dates are assigned per company. Any number of accounting periods may be open at one time.

Multiple Company Organizations

As many as 1200 companies and up to 1200 departments or organizations per company can be supported by the system. Comprehensive financial reporting include consolidations of departments within a company or profit center within a department.

Journal Types

In addition to the journals the system automatically creates. The user may define as many additional special journals as needed.

Adjustments

Audit trails and posting controls provide the ability to begin new periods or fiscal years before completing closing entries for the prior period. Financial statements for previous periods open or closed may be printed.

Integration

The G/L system may be used stand alone or integrated with Order Processing, Accounts Receivable and Accounts Payable. When

integrated the system will post Journals from other systems automatically.

REPORTS:

Income Statement

Balance Sheet

Consolidated Income Statement

Consolidated Balance Sheet

Departmental Income Statement

Overhead Distribution Report

Chart of Accounts

General Ledger

G/L Monthly Journals

G/L Trial Balance

Input Audit Report

G/L Journal Posting Report

G/L Account History

General Ledger by Account

Month and Year End Closing