



BusinessVision 32
Managing Your Business

Technical Highlights

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BusinessVision 32 Product Configurations

BusinessVision 32 is available in four configurations: *Limited Edition*, *Small Business Edition*, *Standard Edition* and *Client-Server SQL Edition*.

Product	Modules	Users	Additional Users**	Optional Add-On Products		
				e-BusinessVision	Multi-Currency	CustomPack
Limited	16*	One	None	Yes	No	No
Small Business	16*	Three	None	Yes	Yes	Yes
Standard	18	Five	Up to Ten	Yes	Yes	Yes
Client-Server SQL	18	Ten	Up to 100	Yes	Yes	Yes

*excludes Bill of Material and Budgets & Forecasts

**optional LAN Packs required for multi-user access

Standard Modules

- ❖ Accounts Payable
- ❖ Account Receivable
- ❖ Bank Reconciliation
- ❖ Bill of Material
- ❖ Budgets & Forecasts
- ❖ Customer
- ❖ General Ledger
- ❖ Import/Export
- ❖ Inventory
- ❖ Job Cost
- ❖ Order Entry
- ❖ Payroll
- ❖ Point-of-Sale
- ❖ Purchase Analysis
- ❖ Purchase Order
- ❖ Sales Analysis
- ❖ Supplier
- ❖ System Manager

System Highlights

- Fully-integrated, real-time accounting
- Automatic transaction posting
- Quick installation and setup for single or multiple companies
- Unlimited transactions, customers, suppliers, inventory items, etc - restricted only by available disk space
- High security features – customizable by user
- Up-to-the-minute financial reporting
- Print output options - screen, e-mail, HTML, Microsoft Access, Word, Excel, Lotus, etc
- Context-sensitive HTML Help
- Integration with Microsoft Office
- Dynamic integration with popular contact management systems
- Powerful custom reporting with Crystal Reports

Module Highlights

Accounts Payable

BusinessVision 32 maintains a complete history of open (unpaid) and closed (paid) items for every supplier. You can even establish your own aging periods and produce graphs of supplier account aging at any time. Unique “flagging” and “linking” features are designed to apply payments to many open items, or to link associated items together. Accounts Payable details can be kept on file indefinitely, with instant access to the original purchase order and General Ledger transaction. The optional Multiple Currency Manager handles virtually any currency and tracks currency translations automatically.

Description	Maximum Number / Amount
Vendors	Unlimited
Vendor balance	\$999,999,999.99
Characters (alpha numeric) in vendor ID	6
Current invoices per vendor	Unlimited
Recurring invoices per vendor	Unlimited
Amount per invoice	\$99,999,999.99
Characters in invoice reference	15
Months kept in history	Unlimited
General Ledger distribution accounts per transaction	99
Payment terms	10
Bank accounts	10,000
Checks per month	Unlimited
Digits in check number	6
Items paid per check	99
Amount per check	\$999,999,999.99

Features

- Displays "ListViews" of account codes and names for easy browsing and selection.
- Equips most browse windows with toolbars extending lines available in a browse.
- Offers powerful search and find options with multiple criteria.
- Permits keyboard “shortcuts” as an alternative to the mouse.
- Permits user-specified alternate search key of up to ten characters for quick and convenient record retrieval.
- Performs open item accounting by supplier.
- Allows user to e-mail suppliers directly from Accounts Payable screen.
- Displays on-screen account history, five configurable aging periods, and due dates for unpaid items.
- Presents an open item screen for easy payment application.
- Offers unique “flagging” and “linking” capabilities for multiple item payments.
- Fully supports partial and on-account payments.
- Provides drill-down access to General Ledger journal entry.
- Provides the ability to view closed purchase orders.
- Offers automatic calculation of available discounts.
- Generates purchase statistics by supplier.
- Produces 1099 forms (U.S.).
- Produces CPRS T5018 forms for vendors (Canada).
- Calculates and posts GST/HST/QST credits automatically (Canada).
- Displays graphical view of account aging.
- Supports multiple bank accounts with built-in check writer.
- Generates reports by specific supplier or range of suppliers.

- Fully-Integrated with Purchase Order, Job Cost and General Ledger.
- Offers a comprehensive Batch Payables feature that accommodates “en masse” payments with user specified payment dates, supplier range and monetary limits.
- Produces checks or payment vouchers quickly and easily through a “Wizard-based” instant check feature.
- Permits check voiding on open payments, or payments that have been applied to one or multiple items, automatically updating all relevant accounts.

Available Reports

Supplier Detail Listing
 Supplier Address Labels
 Detailed Account Activity Report
 Detailed Aged Accounts Payable
 Aged Accounts Payable Summary
 Disbursement Journal
 Payables by Due Date
 CPRS T5019 Forms (Canada only)
 1099 Forms (U.S. only)

Accounts Receivable

BusinessVision 32 maintains a complete history of open (unpaid) and closed (paid) items for every customer. You can even establish your own aging periods and produce graphs of customer account aging at any time. Unique “flagging” and “linking” features are designed to apply payments to many open items, or to link associated items together. Accounts Receivable details can be kept on file indefinitely, with instant access to the original invoice and General Ledger transaction. The optional Multiple Currency Manager handles virtually any currency and tracks currency translations automatically.

Description	Maximum Number / Amount
Customers	Unlimited
Standard items	Unlimited
Customer balance	\$99,999,999.99
Characters (alpha numeric) in customer ID	6
Current invoices per customer	Unlimited
Recurring invoices	Unlimited
Payment terms	10
Bank accounts	10,000
Sales representatives	Unlimited
Sales accounts	10,000
Standard item price	\$99,999,999.999
Sales tax jurisdictions (3 per customer)	99
Amount per invoice	\$99,999,999.99
Lines per invoice	99
Sales accounts per invoice	99
Sales taxes per invoice	2
Digits in invoice number	6
Characters in standard invoice item description	40
Characters in a service invoice item description	40
Months kept in history	Unlimited

Features

- Displays "ListViews" of account codes and names for easy browsing and selection.
- Allows browse windows to be resized by user and maintains user specific settings.
- Permits keyboard "shortcuts" as an alternative to the mouse.
- Offers powerful search and find options with multiple criteria.
- Provides scrollbars in most browse windows, allowing for additional lines.
- Permits user-specified alternate search key of up to ten characters.
- Customer database dynamically links with popular contact management systems (Goldmine, Act 2000!, MS Outlook, and Maximizer), providing optional one directional or two directional updates.
- Provides simple check voiding option, automatically updating all relevant accounts.
- Performs open item accounting by customer.
- Permits territory code grouping of customers (e.g. by sales area).
- Accommodates multiple shipping addresses.
- Allows users to e-mail customers directly (invoices, statements, messages).
- Displays on-screen account history with five configurable aging periods.
- Calculates sales tax and GST/HST automatically (Canada).
- Displays an open item screen for easy payment application.
- Offers unique "flagging" and "linking" capabilities for multiple item payments.
- Provides the ability to view and reprint invoices.
- Allows for drill-down to the General Ledger journal entry.
- Fully supports partial and unapplied payments.
- Generates sales and profit statistics by customer.
- Performs automatic calculation and verification of discounts given.
- Conducts automatic or manual calculation and posting of finance charges.
- Displays graphical view of account aging.
- Generates reports by specific customer, range of customers or sales territory.
- Fully integrated with Order Entry, Point-of-Sale, Job Cost and General Ledger.
- Provides powerful batch invoicing capabilities allowing many invoices to be processed and printed at once.
- Supports scheduled billing of different order types at different intervals. e.g. All orders in territory ABC to be billed Monday, all orders in territory XYZ to be billed on Tuesday.
- Prompts user when customer requires the use of a purchase order number.
- Allows "negative discounts" to be stored in the customer profile in order to accommodate "surcharges".

Available Reports

Customer Detail Listing

Customer Address Labels

Detailed Account Activity Report

Detailed Aged Accounts Receivable

Aged Accounts Receivable Summary

Accounts Receivable Cash Receipts Journal

Detailed Open Item Report

Customer Account Statements

Bank Reconciliation

- Provides the ability to automate account reconciliation process through on-line bank reconciliation (matched to QIF/OFX file downloaded from your Bank).
- Displays and matches the Account Reconciliation window and QIF/OFX file simultaneously for easy analysis.
- Automatically generates reports indicating reconciled items, unreconciled items and a reconciliation summary.
- Provides the ability to post G/L journal entries for adjustment.
- Flags all reconciled items on the General Ledger.
- Provides the ability to suspend and re-start reconciliation process.
- Offers drill-down to G/L journal entry.

Bill of Material

Bill of Material, available in BusinessVision 32 Standard and SQL Editions, is designed for easy creation and maintenance of lists of components required to assemble or manufacture finished goods or sub-assemblies. Using the Bill of material module, you can “trial build” (check) to see if enough materials are available to build the desired quantity of finished goods or kits. The Bill of Material module will provide critical information with respect to shortages, outages, costs and order of assembly information. All information is displayed on-line.

Bill of Material is also used in the Receive function of the Inventory module, where you may instruct the system to receive finished goods into inventory, resulting in the exact calculation and depletion (drawing down), of the components listed on the Bill of Material (for the items being received), and also resulting in the exact accounting and posting to the General Ledger, reflecting the impact of the movement of inventory items.

When used with Order Entry or Point-of-Sale, Bills of Material for kits (complete items that have no actual manufacturing process, but are simply an assembly process) may be ordered or sold. The inventory for the kit's Bill of Material is depleted, and the associated accounting entries are automatically posted to the General Ledger at time of sale.

Features

- Displays "ListViews" for inventory items and bill components for easy browsing and selection.
- Offers powerful search and find capabilities with multiple criteria.
- Permits keyboard “shortcuts” as an alternative to the mouse.
- Maintains unlimited parts/components in a bill.
- Maintains up to 99 categories of components (e.g. packaging, labor, fasteners).
- Supports nine levels of sub-assemblies.
- Permits non-stock items.
- Performs automatic substitutions or inclusions of alternate part numbers.
- Supports both kitted and manufactured bills.
- Caters for scrap and yield percentages.
- Supports revision levels.
- Provides trial build for quick and easy assessment of requirement and shortage scenarios.
- Processes cost roll-up inquiry for average and current costs.
- Enables user to quickly determine if and where an inventory item is used in a Bill of Material through a comprehensive “where used” inquiry.
- Displays detailed on-screen “indented” inquiry.
- Generates thorough reports including indented, costed and “where used” bill of material detail.
- Fully-integrated with Inventory and Order Entry modules.

Available Reports

Bill of Material Detail
Indented Bill of Material
Cost Roll-Up Report
Trial Build Report
Category Listing

Budgets & Forecasts

The Budgets & Forecasts module, available in BusinessVision 32 Standard and SQL Editions, is designed to facilitate the rapid development of plans, and has the facility to refine those plans in order to produce an accurate “yardstick”, against which you can measure the performance of your business.

Maintaining a budget for the current year and next year, Budgets & Forecasts automatically creates budgets for each month and for each account based on criteria that you specify, incorporating factors like past performance, inflation, seasonal trends and so on. The Budgeting function is totally on-line, and displays a comparison of actual performance versus plan.

Within the forecasting function, a unique "AutoForecast" feature permits on-screen projections of performance, based on actual performance year-to-date, letting you know where you are likely to finish at year end, based on how you've done so far, and accounting for what you planned to do.

Features

- Links to actual performance information in the General Ledger.
- Budgets last year, this year and next year.
- Permits keyboard “shortcuts” as an alternative to the mouse.
- Performs automatic roll-up of departmental budgets to total company budget.
- Calculates budgets using previous year’s actuals or budgets automatically.
- Distributes annual budget amounts automatically, based on user-defined seasonal trends.
- Performs inflation calculations and adjustments automatically.
- Permits user-defined rounding.
- Allows revised budget while maintaining original budget.
- Provides forecasting based on year-to-date performance and balance-of-year budgets.
- Performs automatic forecasting and budget revisions using performance versus plan trends.
- Generates “what if” scenarios for accurate forecasting.
- Exports budget, actual and forecast data to a spreadsheet in one easy step.
- Displays budget, forecast and performance values graphically.
- Generates multiple comprehensive reports, including budget worksheets, actual versus budget/forecast, budget detail report.

Available Reports

Planning Worksheet
Budget Detail
Budget Summary
Budget by Fiscal Period
Performance vs Plan
Performance vs Plan Summary
Forecast Summary
Comparative Performance (this year vs last year)

Customer Details

- Browse and select from "ListViews" of account codes and names - account codes may contain up to six characters.
- Powerful search and find options with multiple criteria.
- Alternate user-defined search key of up to thirty characters can be specified (e.g. customer telephone number).
- Customer database dynamically links with popular contact management systems.
- Open item accounting by customer.
- Territory code grouping of customers (e.g. by sales area).
- Multiple shipping addresses.
- E-mail customers directly.
- On-screen account history with five configurable aging periods.
- Automatic sales tax and GST/HST calculations (Canada).
- Open item window for easy payment application.
- Unique "flagging" and "linking" capabilities for multiple item payments.
- Ability to view and reprint invoices.
- Drill-down to the General Ledger journal entry.
- Partial and unapplied payments fully supported.
- Sales and profit statistics by customer.
- Unique revenue account by customer or group of customers.
- Automatic calculation and verification of discounts given.
- Automatic or manual calculation and posting of finance charges.
- Graphical view of account aging.
- Reports produced by specific customer, range of customers or sales territory.
- View last invoice.
- Discounts and negative discounts (surcharge) by customer.
- Prompts user when customer requires the use of a purchase order.
- Hold facility.
- Credit limit checking.

Export

BusinessVision files may be exported in ASCII non-delimited or ASCII columnar delimited format. There are many application programs designed to import files, which can read the BusinessVision exported files.

- Offers flexibility in exporting data for use in other applications.
- Exports files in fixed ASCII text columns, or columnar delimited.
- Additional Export Options for reports:
 - Acrobat Format PDF (recommended)
 - Text Files (Rich Text recommended)
 - Crystal Reports
 - Data Interchange Format
 - Excel (Versions 5.0 XLS, 7.0 XLS and 8.0 XLS recommended)
 - HTML
 - Lotus 1-2-3
 - Word for Windows (Rich Text recommended)
 - ODBC

General Ledger

The dynamic General Ledger can produce up-to-date balance sheets and income statements at any time. No batching or waiting until month-end. In fact, you can forget that month-end exists, because BusinessVision 32 handles it automatically. You can even post transactions into last year (with proper authority), making your year-end a snap!

The General Ledger Inquiry function offers five levels of detail. The first level provides an on-screen overview of all General Ledger accounts and present balances, the second shows the net change and closing balances for each month per account, and the third shows every transaction on the General Ledger, starting at the period you select. The fourth and fifth levels permit complete on-screen reconstruction of the journal entry, invoice or purchase order. If desired, the General Ledger may be departmentalized, permitting different departments of a company to record transactions with a unique Chart of Accounts. In fact, with the optional Multiple Currency Manager, you can revalue, track and report on numerous currencies simultaneously.

Description	Maximum Number / Amount
Accounts	Unlimited
Account balance	\$999,999,999.99
Segments	4
Characters in account number	24
Characters in account description	30
Divisions	45,000
Monthly journal entries	Unlimited
Lines in a recurring journal entry	198
Allocation accounts	Unlimited
Journal entry amount	\$999,999,999.99
Fiscal years history is maintained	2
Subsidiary companies	Unlimited
Months to back-date postings	25
Months to postdate postings	25

Features

- Allows users to define Chart of Accounts or select one of the Charts of Account provided.
- Displays "ListViews" of account codes and names for easy browsing and selection.
- Permits keyboard "shortcuts" as an alternative to the mouse.
- Offers powerful search and find options with multiple criteria.
- Provides Divisional capability – three character division code and full reporting by division.
- Accommodates an unlimited number of accounts, with four segments and twenty-four characters in account number.
- Provides option to automatically process recurring journal entries when posting identical journal entries on a scheduled basis.
- Recurring entries may also update Accounts Receivable and Accounts Payable.
- Supports unlimited transactions per account, viewable at any time.
- Automatically numbers journal entries, forcing them to balance at the time of entry – up to 198 transaction lines/entry.
- Provides the ability to create and maintain Allocation Accounts.
- Real-time processing means no month-end processing – system is always up-to-date.
- Permits past and future period postings, this year or last year (with authority).
- Provides fully automatic year-end close procedure, with lockable months.
- Displays changes in financial position by period and account.
- Provides GIFL code cross-reference table (Canada).
- Generates bank and/or account reconciliation and reporting.
- Displays graphical view of net change/balances by month verses previous year.

- Allows account detail for any period to be printed or viewed.
- Generates reports by account number, segment, transaction number or fiscal period.
- Generates consolidated General Ledger Reports for multiple companies.
- Generates Income Statement, Balance Sheet and Comparative Performance reports, for any period.
- Offers fully customizable WYSIWYG financial reporting with the optional Crystal Reports from Seagate Software and F9 from Synex Systems.

Available Reports

Transaction Journal
Activity by General Ledger Account
Balance Sheet
Income Statement
Chart of Accounts
Trial Balance
Comparative Performance (this year vs last year)

Import

The Import function is used to import (bring in) information from other software into BusinessVision. Most customer, supplier and inventory information can be easily imported.

Features

- Allows users complete flexibility when importing supplier, customer, and inventory file information.
- Permits keyboard “shortcuts” as an alternative to the mouse.
- Imports file records lengths up to 1,800 bytes, ASCII text or columnar delimited.
- Creates new records or updates existing records (e.g. price changes).
- Supports user defined input formats.
- Provides option to save import file definitions for future use.
- Processes orders downloaded from the Internet, e-mail, or hand-held computing device through a special “order import” feature.
- Offers a generic order import feature.

Inventory

The Inventory module handles an unlimited number of items and serial numbers, and pictures can be embedded directly into the Inventory file for rapid and easy recognition. Multiple warehouses, multiple price lists, quantity breaks and vendor pricing are just a few of the many features maintained on the Inventory profile. Numerous reports help you track sales/usage of all parts/components or services, to help you manage this vital area of your business. Automatic tracking of customers' backordered items and stock commitment levels are available on-screen at all times. Re-order, backorder and margin calculations are built right into this powerful system.

When used with the Bill of Material, regular parts, raw material, manufactured parts and kits can be entered. Serialized inventory items can be tracked from time of receipt through to invoicing. These serial numbers are then available within the Sales Analysis module for “after-sales” tracking. UPC codes can be linked with inventory items and used as alternate part numbers. The Receiving function allows for the rapid data entry of quantity, location, cost price, and selling price changes when new shipments are received. Just like all BusinessVision modules, the inventory is maintained dynamically, so you always know exactly what’s in stock and where to find it!

Description	Maximum Number / Amount
Inventory items (SKU's)	Unlimited
Characters (alpha numeric) in part number	15
Characters for UPC code/ alternate keyed part number	40
Substitutes per part	1
Vendors per part	5
Costing methods	3 LIFO, FIFO, Average (2 in Canada)
Price discounts by customer type	4
Price discounts by product group	100
Price levels by inventory item	20
Product categories	Unlimited
Quantity per part	99,999,999.999
Cost per part	\$99,999,999.999
Price per part	\$99,999,999.999
Decimal places in part quantities	3
Decimal places in cost price	3
Decimal places in selling price	3
Purchase order tracking	Unlimited
Characters in purchase order ID	6
Lines per purchase order	99
Warehouses	99
Months of history	Unlimited
Characters in serial number	25
Serial numbers tracked per part	Unlimited
Serial numbers per part	Unlimited
Characters in product description	40
Characters in manufacturer's part number	17

Features

- Displays "ListView" of part numbers and item descriptions for easy browsing and selection.
- Offers powerful search and find options with multiple criteria.
- Permits keyboard "shortcuts" as an alternative to the mouse.
- Allows up to fifteen-character stock codes or service item codes.
- Supports fractional inventory – up to three decimal places.
- Offers multiple warehouse inventory control, with two-digit warehouse code.
- Tracks vendor part number and cost price by item.
- Supports LIFO, FIFO and Average Costing Methods.
- Displays a graphical view of sales/usage patterns by item by month (rolling twelve month period).
- Provides two tax indicators for use by billing functions.
- Supports serial numbers up to twenty-five characters.
- Offers flexible serial number allocation options such as manual and automatic, upon receipt or at time of sale.
- Displays stock location code by item.
- Records up to twenty price lists per item.
- Supports quantity break discount pricing – nine breaks per item.
- Provides a price discount matrix by product group, and customer type.
- Allows for dynamic tracking of on-hand, on-order, backorder and re-order requirements.
- The handy receiving function allows for cost, selling price and location change options.
- Supports alternate part number tracking.
- Stores images, allowing user to view pictures of inventory items.
- Supports 320-character "comment" items for service details or special messages.
- Reports by warehouse, product line, item or range of items.

- The Inventory module is fully integrated with the Order Entry, Point-of-Sale, Purchase Order and Bill of Material modules.
- Offers a unique physical inventory subsystem which uses a data “snapshot” to enabling users to perform a physical inventory count without halting business.
- Provides an import/export option.
- Offers the option to restrict the ability to modify inventory quantities, by user.

Available Reports

Stock Status (with or without Serial Numbers)

Inventory Labels

Re-order Listing

Unit Sales by Month

Physical Inventory Worksheets (Countsheets)

Price List

Re-order by Vendor

Inventory by Vendor

Inventory Activity Log

Inventory Receipts -

- Receipts by Date
- Receipts by Date & Purchase Order Number
- Receipts by Part Number
- Receipts by Receipt Number
- Receipts by Vendor

Job Cost

The Job Cost module allows you to easily track income, expense and time by job or project. Used on its own or in conjunction with Accounts Receivable, Accounts Payable, Order Entry, General Ledger and Payroll Modules, the Job Cost module allows you to track an unlimited number of jobs, each divided into up to 999 categories. Transactions may be entered into the job and subcategory (account) from other BusinessVision modules or updated from within the Job Cost module itself.

Description	Maximum Number / Amount
Customers	Unlimited
Jobs	Unlimited
Characters in a job number	6
Characters in a job description	30
Payments per job	Unlimited
Decimal places for job code costs and prices	3
Cost per job	\$999,999,999.99
Price per job	\$999,999,999.99
Estimated price per job	\$999,999,999.99

Features

- Displays "ListViews" by job number and sub-account for easy browsing and selection.
- Provides powerful search and find options.
- Permits keyboard “shortcuts” as an alternative to the mouse.
- Operates as a stand-alone module or in conjunction with the general accounting functions.
- Tracks an unlimited number of jobs, projects or dockets.
- Provides income, expense and gross profit information on each job and job sub-category.
- Allows jobs to be subdivided, supporting up to 999 accounts.
- Displays on-going estimates, actual cost, and gross profit by job and sub-category.

- Provides convenient drill down access to detailed transactions and job cost journal entries.
- Permits past period postings (with authority).
- Produces reports by job or by range of jobs.

Available Reports

Detailed Transaction Journal (by transaction number)
 Job Cost Detail Reports
 Job Cost Summary Reports

Order Entry

The heart of virtually any business is order processing, and that's where BusinessVision's powerful and comprehensive Order Entry module really excels, allowing an unlimited number of orders, quotations, layaways and standing orders, and the automatic or manual backordering of out-of-stock items. Orders draw down both inventory and non-stock/service items immediately, and when invoiced, the system automatically calculates taxes, revenue, cost-of-goods, receivables, etc – posting this vital information directly to the General Ledger. No need to worry about journal entries or debits and credits, because BusinessVision does it all automatically. It even maintains a history of every invoice that has been produced, affording in-depth analysis of sales, margins and profit.

Order Entry can also be used in conjunction with the Bill of Material module - when a kit is ordered, all items within the kit are automatically drawn from inventory! And with the optional Multiple Currency Manager, the Order Entry module can manage orders and quotes in virtually any currency.

Description	Maximum Number / Amount
Quotes per customer	Unlimited
Orders per customer	Unlimited
Invoices per customer	Unlimited
Digits in quotes, order or invoice number	6
Line items per quote, order or invoice	99
Sales accounts per quote, order or invoice	99
Sales taxes per quote, order or invoice	2
Kits	Unlimited
Line items in a kit	99
Amount per quote, order, or invoice	\$99,999,999.99
Months of kept detail	Unlimited

Features

- Displays “ListViews” of customers, stock items, orders, quotations and layaways for easy browsing and selection.
- Offers powerful search and find options with multiple criteria.
- Supports quotations, standing (recurring) orders, layaways, credit hold and backorders.
- Permits keyboard “shortcuts” as an alternative to the mouse.
- Includes automatic order/invoice processing for periodic billing or subscription and membership renewals.
- Provides credit limit verification for orders and invoices.
- Offers the ability to restrict user invoicing ability for customers over credit limit.

- Supports up to 99 tax rates. Also fully supports GST/HST (Canada).
- Automatically creates backorders for unfilled items (with manual override).
- Performs automatic or manual serial number allocation.
- Supports multiple discounts by customer and item.
- Permits non-stock, service items and comments to be conveniently entered.
- Permits selling price override at the time of order entry.
- Supports line item discounts.
- Handles separate billing and shipping addresses.
- Fully supports returns and credit memos.
- Supports direct e-mail, fax and printing of multiple page invoices.
- Changes quotations to billable orders at the click of a button.
- Permits negative discounts, effectively adding a surcharge to the order.
- Allows overrides of prices, terms, tax, freight, discount, and salesperson.
- Displays item availability, location and alternate part number on-screen.
- Displays cost price (with proper authority).
- Provides option to process invoices, quotes, and packing slips individually or in batches.
- Allocates inventory at time of order.
- Offers complete integration with Bill of Material, automatically drawing components of kitted items.
- Automatically updates Inventory, Accounts Receivable, Sales History and General Ledger immediately at time of billing.
- Provides negative inventory processing option.
- Reports by order number or range of order numbers.
- Fully-integrated with Inventory, Accounts Receivable, Job Cost and General Ledger.
- Prompts user to print packing slip, order confirmation, invoice and shipping labels.

Available Reports

Order Detail Listing
Backorders by Item
Backorders by Customer
Order Summary
Order Pick & Ship List
Order Confirmation
Shipping Labels
Order/Invoice Serial Numbers (printed in batches)
Layaway Order Report
Layaway Totals by Order Number
Layaway Deposits by Order Number

US Payroll

Payroll management becomes easy with BusinessVision. BusinessVision automatically calculates federal and state withholdings. Pay history for any employee can be viewed at any time - right down to the individual's timecard for a pay period. Departmentalization can be used to allocate payroll expenses to various General Ledger accounts. Multiple benefit and deduction categories are available, making payroll suitable for most needs.

Description	Maximum Number / Amount
Employees	999,999
Characters in employee ID	6
Vacation or sick pay hours per employee	999.99
Pay cycles	53
Departments	99
Deductions per employee	10
Benefits per employee	10
Other pay types	9
Hourly pay rate	\$999.99
Entries on a timecard	80
Timecard earning types	9

Features

- Browse and select "ListViews" of employee numbers and names - employee number may be up to six digits.
- Powerful search and find options with multiple criteria.
- E-mail employees directly.
- View pictures of employees.
- Payroll may be run separately for up to 99 departments.
- Complete flexibility for tipped, salaried, commissionable or hourly-paid employees.
- Multiple pay frequencies, e.g. weekly, bi-weekly, semi-monthly, monthly, etc.
- Fast timecard entry, permitting the allocation of wages to up to eighty General Ledger expense accounts per employee.
- Automatic timecard creation for salaried employees.
- Paycheck voiding capability.
- Unlimited timecard and payroll history for each employee is maintained on file, permitting on-screen inquiry for past pay periods.
- Provisions for wages/salary, regular time, overtime, other time, tips, commission, vacation, advances, etc.
- Automatic calculation of FIT, FICA, FUTA, SIT, SUTA and SDI for employer and employee, with user override provision. All states supported. Union dues and up to five additional benefits and five additional deductions on each timecard. Provision for the definition and withholding of local taxes.
- Paychecks can be produced in batch mode, or a single paycheck can be printed on-the-fly.
- Reports may be produced by department, employee or range of employees.

Available Reports

Address Labels
 Check Register
 Earnings and Deductions
 Employee Detail
 Pay Journal & Tax Summary
 Quarterly SUTA Summary
 Timecard Register
 W-2 Forms

Canadian Payroll

Payroll management becomes easy with BusinessVision. BusinessVision automatically calculates federal and provincial withholdings. Pay history for any employee can be viewed at any time - right down to the individual's timecard for a pay period. Departmentalization can be used to allocate payroll expenses to various General Ledger accounts. Multiple benefit and deduction categories are available, making payroll suitable for most needs.

Description	Maximum Number / Amount
Employees	999,999
Characters in employee ID	6
Vacation or sick pay hours per employee	999.99
Pay cycles	53
Departments	99
Deductions per employee	15
Benefits per employee	15
Other pay types	9
Hourly pay rate	\$999.99
Entries on a timecard	80
Timecard earning types	9

Features

- Browse and select "ListViews" of employee numbers and names - employee number may be up to six digits.
- Powerful search and find options with multiple criteria.
- E-mail employees directly.
- View pictures of employees.
- Payroll may be run separately for up to 99 departments.
- Complete flexibility for salaried, commissionable or hourly-paid employees.
- Multiple pay frequencies, e.g. weekly, bi-weekly, semi-monthly, monthly, etc.
- Fast timecard entry, permitting the allocation of wages to up to eighty General Ledger expense accounts per employee.
- Automatic timecard creation for salaried employees.
- Paycheque voiding capability.
- Unlimited timecard and payroll history for each employee is maintained on file, permitting on-screen inquiry for past pay periods.
- Provisions for wages/salary, regular time, overtime, other time, commission, vacation, advances, etc.
- Automatic calculation of Federal tax, Provincial tax, CPP/QPP, EI, Worker's Compensation/CSST, RSP and insurable earnings, with user override provision. All provinces and territories supported. Union dues, remote allowance, and up to ten additional benefits and ten additional deductions on each timecard. Pays out or retains vacation pay automatically.
- Paycheques can be produced in batch mode, or a single paycheque can be printed on-the-fly.
- Reports may be produced by department, employee or range of employees.
- Direct deposit.

Available Reports

Address Labels
 Cheque Register
 Earnings and Deductions
 Employee Detail
 Pay Journal & Receiver General Report
 T4 and RL-1 Slip
 Timecard Register
 Record of Employment

Point-of-Sale

The high speed Point-of-Sale function is designed specifically for point-of-purchase transaction processing, and can be used with barcode readers, cash drawers, receipt printers and display poles.

Features

- Provides high-speed “hands-free” option at point-of-sale (no keyboard entry required).
- Supports cash drawer, barcode readers and popular pole displays.
- Supports popular point-of-sale printers (paper roll).
- Displays “ListView” of SKU’s for quick and easy browsing and selection.
- Permits keyboard “shortcuts” as an alternative to the mouse.
- Provides quick access to existing customer files for on-account and cash/credit card sale.
- Allows retail customers to be added to the database on-the-fly.
- Supports line item discounts.
- Supports serial number entry and allocation.
- Permits non-stock, service items and comments to be entered conveniently.
- UPC Alternate part number feature.
- Supports credits and returns.
- Handles multiple taxes and GST/HST (Canada).
- Supports layaway sales orders and periodic payment.
- Permits multiple payment types, fully supporting on-account and split-tendering.
- Performs all accounting automatically.
- Generates daily sales reports by clerk and grand totals (X and Z totals) by payment method.
- Generates complete end-of-day and periodic reporting.
- Fully-integrated with Inventory, Accounts Receivable and General Ledger.

Available Reports

Point-of-Sale Cash Drawer Reconciliation:

- Opening Float
- Closing Cash Report
- Deposit Report
- Sales by Salesperson Report
- Sales by Product Type

Layaway Totals by Order Number

Layaway Deposits by Order Number

Purchase Analysis

The Purchase Analysis module is used in conjunction with the Purchase Order module. Closed purchase orders can be stored in the BusinessVision history files for further analysis in this powerful reporting module. Up to 99 years of purchase history may be stored.

Purchase information may be viewed by purchase order number, time period, supplier or part number. In addition, “filters” can be specified to enable you to include only information that passes certain criteria (e.g. timeframe, part number, supplier). If desired, the actual purchase order details may be viewed.

Features

- Maintains purchase order details on file indefinitely.
- Displays purchase orders by supplier, purchase order number, date range, item purchased or buyer.
- Allows past purchase orders to be viewed at any time.
- Provides drill-down access to General Ledger journal entry.
- Generates daily, monthly and periodic purchase order reporting.
- Produces reports in both summary and detailed format.

Available Reports

Four major categories of reports may be printed:

- Summary Reports
- Daily Summary Reports
- Detailed Reports
- Daily Detailed Reports

Summary Reports:

- Purchases by Purchase Order Number
- Purchases by Purchase Order Number within Supplier
- Gross Purchases within Supplier
- Purchases by Date within Buyer

Daily Summary Reports:

- Purchases by Purchase Order Number
- Purchases by Supplier
- Purchases by Buyer
- Purchases by Monetary Amount

Detailed Reports and Daily Detailed Reports:

- Purchases by Item within Purchase Order Number
- Purchases by Item within Supplier
- Purchases by Date Purchased within Item
- Purchases by Supplier within Item
- Purchases by Monetary Amount within Item
- Purchases by Purchase Order Number within Item

Purchase Order

Fully-integrated with the Accounts Payable, General Ledger, Inventory, and Job Cost modules, the Purchase Order module allows you to keep track of vendors, purchases, costs, payables, and much more. Purchase orders can be closed directly to Accounts Payable and the General Ledger, with the automatic calculation of landed cost. AutoPost even manages accounting accruals at the time goods are received. Purchase history can be retained indefinitely, and purchase orders may be viewed at any time.

Purchase information may be viewed by purchase order number, time period, vendor, or part number, and additional filters can be used to specify your desired display or reporting criteria. With the optional Multiple Currency Manager, purchases can be made and traded in virtually any currency.

Features

- Displays “ListViews” of supplier codes and inventory items for easy browsing and selection.
- Determines permission to post invoices to the Accounts Payable module, by user.
- Provides powerful search and find options with multiple criteria.
- Permits keyboard “shortcuts” as an alternative to the mouse.
- Assigns purchase order numbers automatically.
- Stores and maintains vendor part numbers and prices on file automatically.
- Supports vendor discounts.
- Permits non-stock items and comment to be entered conveniently.
- Supports direct e-mail, fax and printing of multiple page purchase orders.
- Permits override of prices, terms, taxes, freight, discount and buyer.
- Accepts partial receipts, with automatic accrual to the General Ledger.
- Supports receipt and entry of serialized items.
- Displays item availability, on-order and on-backorder quantities on-screen.
- Updates inventory “on-order” record automatically, when purchase order is issued/printed.
- Updates inventory on-hand record automatically, when items are received.
- Supports fractional quantities to three decimal places.
- Calculates landed cost.
- Allows closed purchase orders to be viewed and re-printed.
- Provides option to close purchase orders directly into Accounts Payable and General Ledger.
- Supports interim vendor invoices.
- Maintains purchase history details on file indefinitely.
- Generates reports by purchase order number or range of purchase order numbers.
- Fully-integrated with Inventory, Accounts Payable, Job Cost and General Ledger.

Available Reports

Purchase Order Detail Listing
On-order By Item
On-order By Supplier
Purchase Order Summary

Sales Analysis

The Sales Analysis module is used in conjunction with the Order Entry and Point-of-Sale modules. Invoices and point-of-sale bills can be stored in the BusinessVision history files for further analysis in this powerful reporting module. Up to 99 years of sales history may be stored.

Sales information may be viewed by invoice number, time period, customer, part number or serial number. In addition, "filters" can be specified to enable you to include only information that passes certain criteria. (e.g. time-frame, part number, serial number, sales territory). If desired, the actual sales invoice may be viewed and reprinted.

Features

- Maintains sales invoice details on file indefinitely.
- Displays invoices or sales by customer, invoice number, date range, item, serial number or sales territory.
- Allows past invoices to be viewed and re-printed at any time.
- Provides drill-down access to General Ledger journal entry.
- Permits keyboard "shortcuts" as an alternative to the mouse.
- Calculates daily sales reports and point-of-sale details/totals.
- Generates complete monthly and periodic sales reporting.
- Produces reports in both summary and detailed format.

Available Reports

Sales Summary by:

- Invoice
- Customer/Invoice Number
- Customer/Gross Profit
- Salesperson/Invoice Date
- Profit Margin
- Monetary Amount

Daily Sales Summary by:

- Invoice Number
- Payment Method
- Customer
- Salesperson
- Profit Margin
- Monetary Amount

Detailed Reports by:

- Invoice Number/Item
- Customer/Item
- Item/Date
- Item/Customer
- Item/Monetary Amount
- Profit Margin

Supplier Details

- Browse and select from "ListViews" of account codes and names - account codes may contain up to six characters.
- Powerful search and find options with multiple criteria.
- Alternate user-defined search key of up to ten characters can be specified (e.g. vendor telephone number).
- Open item accounting by supplier.
- E-mail suppliers directly.
- On-screen account history, five configurable aging periods, and due dates for unpaid items.
- Open item screen for easy payment application.
- Unique "flagging" and "linking" capabilities for multiple item payments.
- Partial and on-account payments fully supported.
- Drill-down to the General Ledger journal entry.
- Ability to view closed purchase orders.
- Automatic calculation of available discounts.
- Purchase statistics by supplier.
- 1099 Forms (US).
- CPRS T5019 Forms (Canada).
- Automatic calculation and posting of GST/HST/QST credits (Canada).
- Graphical view of account aging.
- Multiple bank accounts with built-in check writer.
- Reports produced by specific supplier or range of suppliers.
- View last purchase order.

System Manager

The System Manager permits access to the following four functions:

- System Setup
- Fiscal Periods
- Special Accounts
- User Details

System Setup

The System Setup function lets you tell the system about your business rules and environment.

- *A/R & A/P Aging Periods* - determines the aging periods to be used in Accounts Receivable and Accounts Payable.
- *Broadcast Messages* - used to define standard messages to be printed on the applicable form (e.g. invoice, statement, check).
- *Company Information* - determines the company name and address to be used by various system reporting functions and on generic forms. Also used to record the tax license, exemption and business numbers, and the company's e-mail and website addresses.
- *Customer and Supplier Options* - determines the Contact Manager link, default search key, and payment terms.
- *CustomPack* - options to enable CustomPack.
- *e-Commerce* - enables the e-BusinessVision web-store solution.
- *File Names* - includes preset files names, that may be changed when it is desirable to access files in a different subdirectory or logical drive
- *Freight* - Determines the freight charges to be applied to orders.
- *General Ledger* - options to enable General Ledger integration, divisions, account number segments, groups, Job Cost integration, locked months, and GIF1 code support (Canada only).ICVerify - enables credit card authorization and processing in Order Entry and Point-of-Sale.
- *Inventory* - options for multi-warehousing, serialized inventory and bills of material.
- *Landed Cost* - determines the percentage charges for accrued freight and duty & brokerage charges.
- *Monthly Interest %* - determines the finance charge to be applied to delinquent accounts.
- *Multiple Currency* - options to enable the Multiple Currency Manager
- *Orders* - options for invoice date, automatic order filling, line discounts, order confirmation forms and packing slips.
- *Point-of-Sale Functions* - options for cash drawer balancing, pole display, and entry mode.
- *Purchase Orders* - determines whether purchase orders should be closed to Accounts Payable.
- *Sales and Purchase Order History* - used to specify the number of calendar months that sales and purchase history is accessible.
- *Sequences Numbers* - automatically assigns relevant numbers to transactions, at time of processing.

- *Shipping Methods* - provides the option for up to fourteen user-defined shipping methods.
- *Tax Rates* - determines the tax rates to be used in the Purchase Order and Accounts Payable modules.
- *Variable Names* - used to indicate the terminology used in your business (e.g. change a field name from *Part Number* to *SKU Number*).

Fiscal Periods

The Fiscal Periods function is used to tell the system about your accounting periods and when each accounting "month" begins and ends. The system requires the dates for a two-year period - typically "last" year and "this" year.

Unless a company changes its fiscal year, this function is only required when BusinessVision is first installed, as the Year-end process automatically adjusts the dates to reflect the same "scheme" used in previous years.

Special Accounts

The purpose of the Special Accounts function is to tell the system which General Ledger accounts should be used when performing common processes such as paying a supplier invoice or posting customer payments. System defaults may be used, or they may be modified to suit user requirements.

There are seven groups of Special Accounts:

- Special Accounts - general information
- Billing Accounts - used by the Accounts Receivable and Order Entry modules
- Accounts Receivable Debits & Service Charges - used by the Accounts Receivable module
- Accounts Receivable Credits & Payments - used by the Accounts Receivable module
- Payable Accounts - used by the Accounts Payable module
- Point-of-Sale Accounts - used by the Order Entry and Point-of-Sale modules
- Payroll Accounts - used by the Payroll module

Note: In Canada, an eighth group of Special Accounts is available for users that require Quebec payroll.

User Details

The User Details function is used to establish and maintain BusinessVision user information, each with a unique User I.D. and password. Each user is assigned an authorization level and given specific module and feature access rights.

Financial Reporting

With no batching of transactions between modules, and no month-end processes or closes to worry about, BusinessVision 32 provides you with true, up-to-the-minute financial reporting at any time. With a Reporting Suite of over 160 pre-designed reports, forms and graphs, you'll know exactly where you are, and how well your business is doing.

You can publish your reports in practically any format, and publish them just about anywhere. Export your reports to a wide variety of popular formats, including Microsoft Word and Excel, HTML or even e-mail. Distribute reports via the web, or just print them out as hard copies. With the addition of Crystal Reports (version 8.5), enjoy a wide range of reporting tools, including advanced web reporting, embedded logos and graphics, multiple font and color support, and comprehensive layout features.

Customized Reporting

- Easily create new WYSIWYG reports or modify existing ones using Crystal Reports.
- Replace existing reports with customized versions, tailor-made to suit your business.
- Incorporate data from your own customized fields created through the optional CustomPack WorkBook. When making a change in WorkBook, the DDF's are updated automatically, allowing for the creation of meaningful and powerful reports.
- Quickly create complex, fully-customizable financial reports using F9 from Synex Systems.

Utilities

- *AutoPost* - "AutoPost" allows you to forget about the General Ledger for most of your everyday business transactions. BusinessVision 32 calculates the effect of sales, receipts, purchases and payments on your General Ledger accounts, and automatically takes care of the accounting distribution. AutoPost automatically creates and posts transactions to sales, cost-of-goods-sold, inventory on-hand, sales tax and general accounts effortlessly. It even manages tax input credits automatically. AutoPost eliminates outdated "posting" to each ledger and "batching" transactions at month-end; creates necessary journal entries automatically after an entry in any financial module has been made, posting it to the applicable ledgers; and calculates the effect of an invoice on the revenue, inventory, cost, tax, freight and receivable accounts automatically. Close a purchase order, and AutoPost calculates the effect on the expense, inventory, tax, freight and payables accounts.
- *Calculator* - Calculator can be invoked by clicking the Calculator icon, or pressing Ctrl+K. If a number is present in the field from which the Calculator was invoked, it is automatically loaded into the Calculator window. After values have been calculated, the amount displayed in the Calculator window can be posted back to the field from which the Calculator was invoked, by clicking the PE (Post Entry) button.
- *Calendar* - Clicking the Calendar icon, or pressing Ctrl+L, displays a Calendar window with the current month and day highlighted. If the Calendar is invoked while the cursor is in a date field, that date is automatically displayed on the Calendar. Choosing a date (double-clicking or pressing Enter), returns the date to the date field from which the Calendar was invoked.
- *Closing the Fiscal Year (Year-End)* - The Year-End Close function is used to "move" information belonging to the current fiscal year into last year, and create new fiscal periods for the new year. When used, values currently in "last year" are removed, and values in the "current year" are retained as "last year". Effectively, you have a whole year to make entries to the previous year's records, before the books are actually closed (unless those months have been locked in System Setup - General Ledger).
- *Column Re-sizing and Repositioning* - In both the Mini-browse and Full Screen Browse windows, and in many other parts of the system, you may re-size and reposition columns of data that appear in the grid.
- *Company Selection List* - This list can be used to select and log-on to different companies, without having to exit BusinessVision. Once a set of company data files has been added to the Company Selection list, that company will be available each time a new BusinessVision session is started. When the Company Selection list box is initially displayed, and only one company has been added to the list, the option to disable the Company Selection list box is available.
- *Context Menu* - The Context Menu is a utility that enables keyboard equivalents to be used instead of clicking icons. The Context Menu is also useful for displaying a quick summary of the options currently available in the active module or function. To invoke the Context Menu, press Ctrl+O. Selecting the required option from the Context Menu list will immediately invoke that function or operation.
- *Copy General Ledger Accounts Wizard* - The Copy General Ledger Accounts Wizard utility enables you to create new General Ledger accounts and/or segments by copying the structure of existing accounts.
- *Customizable Toolbar* - This utility allows each user to modify the order of the icons that appear on the toolbar at the top of the desktop window. If desired, you may remove icons from the toolbar completely. The toolbar may be restored to its original configuration by clicking the Reset button.
- *Data File Validation* - This utility is accessed from the Utilities menu, and can be run for each file individually, or in batch for all BusinessVision files. This utility program reads through each record of each file, field by field, and validates that each field contains data of the correct type. In the event that a field is not of the correct type (for example, a date field is invalid, or a numeric field contains alphanumeric data), an error will be logged for later review.

- *Date Selection Window* - Clicking the Browse icon on a date field invokes the Date Selection window. Select the appropriate fiscal date, or click the Input Date radio button to enter a different date.
- *Enter equals Tab* - This option permits use of the Enter key in addition to the Tab key (i.e. the cursor will advance to the next field). Note that the status of Enter equals Tab can be set for each user. This option can also be accessed from the Options menu on the BusinessVision Desktop.
- *Full Screen Browse* - The Full Screen Browse function is used to display information in summary form, so that large amounts of data can be viewed at one time and applicable data can be easily accessed. Although each browse contains information specific to a given module, all Browse windows work in a similar fashion.
- *General Ledger Account Group Maintenance* - The General Ledger Account Group Maintenance utility provides the ability to view the Chart of Accounts in a "tree view" format, including account types and the groups, sub-groups and accounts that fall within them. Accounts may be reassigned to a different group or sub-group.
- *Help* - Help is available throughout BusinessVision, and can be accessed by clicking the Help button, pressing F1, or accessing it from the Help menu.
- *Instant Check (Cheque)* - Accessed from the Utilities menu, the Instant Check utility has been designed as a "Wizard-based" process, so that an individual with no bookkeeping knowledge can easily produce a check or payment voucher. Users must have access to Check Printing in User Details - Accounts Payable in order to be able to produce checks.
- *Mini-Browse* - The Mini-Browse function is used to display a list of items and, where applicable, offers rapid selection of the required data. Although each browse contains information specific to a given module, all Browse windows work in a similar fashion.
- *Multiple Company Consolidation* - This function is used to consolidate General Ledger financial information from two or more companies at a single point in time. Since each company has its own data files in separate directories, the Chart of Accounts files (GL-CHART.BTR) from each specified company are consolidated (merged) together into a temporary file, in order to provide consolidated financial reporting. Available consolidated reports include the Balance Sheet, Income Statement, and Trial Balance.
- *New Company Setup* - When BusinessVision is installed for the first time, a New Company icon is also installed in the same group as the BusinessVision icon. To create a new company set of books (data files), double-click the New Company icon and follow the on-screen instructions. After installing the new company data directory, that company directory can be added to the Company Selection List.
- *Notepad* - The Notepad function is available in most modules, and allows free-form notes to be attached to your data. Notes can be attached to customers, suppliers, orders, purchase orders, inventory items, employees, territories, product and job codes. Notes can also be attached to items in Accounts Receivable, Accounts Payable and to transactions in the General Ledger.
- *Reorganizing Files* - There are three reasons for reorganizing company data files: speed, file space, and changing information in certain specific data files. The Reorganize function can make changes to Inventory, Customer and Supplier, General Ledger, and Sales and Purchase Detail. Other files that may be reorganized are Accounts Receivable, Accounts Payable, Chart of Accounts, Order, Purchase Order, Job Cost, Employee, Timecard, Bill of Material, Serial Number, Inventory Receipts, Notes, Layaway, Territory Code and Product Code. The option to reorganize all files is also provided.
- *Status Summary* - The Status Summary bar is displayed at the bottom of the BusinessVision desktop, and is used to show settings for the current user. Included in the Status Summary are the status of AutoPost, the log-on date, and the last transaction number posted. If active, the current General Ledger Department and Inventory Warehouse are also displayed.

Printing

- Reports can be displayed in module order, or by report category.
- User access to reports can be strictly controlled through User I.D.'s and authorization levels. Restricting access to an entire module automatically restricts access to the corresponding reports in the Reporting Suite.
- Each User I.D. has its own printer setup attributes, with access to different printers.
- Up to ten supplementary forms can be assigned, on a user-by-user basis, to invoices, POS tickets, statements, order confirmations, packing slips, purchase orders, W2/1099's (U.S. only) and T4/RL1's (Canada only).
- Reports may be sent to the printer or displayed on screen, or exported in a variety of formats.
- Exported reports can be sent to disk, e-mail or set at print time. Destination options are: Application, Disk, Exchange Folder, Lotus Notes Database, Microsoft Mail.
- Format options for the exported output include:
 - Acrobat Format PDF (recommended)
 - Text Files (Rich Text recommended)
 - Crystal Reports
 - Data Interchange Format
 - Excel (Versions 5.0 XLS, 7.0 XLS and 8.0 XLS recommended)
 - HTML
 - Lotus 1-2-3
 - ODBC
 - Word for Windows (Rich Text recommended)

Security

Protecting your data – one of your most valuable company assets – is of paramount importance in today's high-tech business world. BusinessVision 32 offers full user identification and password protection, using sophisticated encryption technology. User access restrictions to modules, features, or reports, ensures private financial data remains protected and secure.

Optional Add-On Products

Product	Limited Edition	Small Business	Standard Edition	Client-Server SQL
CustomPack	No	Yes	Yes	Yes
e-BusinessVision	Yes	Yes	Yes	Yes
Multiple Currency	No	Yes	Yes	Yes
Number of Users (as shipped)	One	Three	Five	Ten
Additional Multiple User LAN Packs	No	No	Up to 10 Users	Up to 100

CustomPack

Customer Specific Pricing - Customer Specific Pricing allows you to assign contract pricing or unique inventory prices to each individual client, specify pricing start and end dates, copy pricing schemes from one customer to another, view previously charged prices - and even view the actual invoices.

Document Linking – Document Linking is designed as an extension of the Notepad feature, making organizing important documents a breeze. In addition to text notes, you can "attach" Word documents, spreadsheets, images, sound files, graphics, website addresses and more, to your customers, suppliers, and inventory items.

Document Linking also allows documents to be created directly from the Document Browse window, and can use existing templates created from the BusinessVision Mail Merge function as the basis for a new document. A new template may also be added as a document is being created and linked.

Mail Merge – Mail Merge makes mass communication a breeze. Click the fields you want to include, type the text, and let Mail Merge and Microsoft Word 2000 do the rest. In no time at all, you'll have professional-looking personalized pieces, tailored specifically to your customers.

SuperTicker – SuperTicker serves you the vital information that you need, as you need it. Set the SuperTicker to constantly update you with the latest sales figures, inventory quantities, bank balance, accounts receivable - any time of the day or night. SuperTicker can even e-mail the information to you automatically!

WorkBook - WorkBook gives you the freedom to customize BusinessVision to suit your specific requirements, by enabling you to create and add up to fifty new fields to most major modules. Add extended descriptions and manufacturers' part numbers to your inventory items; record additional information about your clients, such as alternate phone numbers, e-mail addresses, website details; print delivery or assembly instructions on your orders and invoices. WorkBook's use is limited only by your imagination!

e-BusinessVision

e-BusinessVision allows your customers to access your products and place orders anytime of the day by providing a sophisticated e-commerce marketplace. e-BusinessVision allows your customers to help themselves by providing them with detailed account information anytime of the day. Now you can provide your customers with superior service, even when your office is closed. Now that's customer support!

Having your own Internet-based web-store also enables you to market your products and take orders 24 hours a day, 7 days a week, 365 days a year. By directly integrating with BusinessVision 32, your Internet marketplace accurately reflects your inventory at all times. Changes made in BusinessVision 32, such as pricing and availability, are automatically reflected in your web-store.

Multiple Currency

Fully integrated with BusinessVision 32, the Multiple Currency Manager provides the ability to enter, process and report on business and accounting tasks in foreign currencies. Designed to automatically perform foreign currency accounting and conversions to base currency - all in real time! The unique AutoPost feature actually creates the required foreign currency journal entries and General Ledger accounts automatically - no manual set-up of multiple foreign accounts required - simply process the transaction and appropriate General Ledger accounts for the currency are created on-the-fly.

Multiple User LAN Packs

- BusinessVision 32 Limited Edition is a single user package.
- BusinessVision 32 Small Business Edition supports up to a maximum of three users.
- BusinessVision 32 Standard Edition is provided with access for up to five users over a LAN. An additional five-user LAN Pack is available, bringing the maximum number of users to ten.
- BusinessVision 32 SQL Edition, is provided with access for up to ten users over a LAN. Additional multi-user LAN packs are available in packs of 20, 30, 50, and 100 users.

Third Party Integration

Microsoft Office Integration

Streamline your entire business processes with the power of BusinessVision 32, seamlessly integrated with Microsoft Office. Publish financial reports in Microsoft Word, analyze financial reports in Microsoft Excel, or populate a Microsoft Access database, all with the click of a mouse.

Customer Relationship Management

BusinessVision 32 comes ready-enabled to dynamically link to the popular GoldMine, Maximizer, Act 2000 and MS Outlook contact management systems. The contact manager database is updated immediately, whenever changes are made in BusinessVision, and vice versa.

Crystal Report Writer

Available from Seagate, the Crystal Report Writer enables you to enjoy a wide range of reporting tools, including advanced web reporting, embedded logos and graphics, multiple font and color support, and comprehensive layout features. The Crystal Reports run-time is included with BusinessVision, however the Crystal Report Writer (not included with BusinessVision) is required in order to modify reports or forms. Crystal Reports Version 8.5 is required. For more information on the Crystal Report Writer, refer to www.crystaldecisions.com.

F9 Financial Reporting

F9 is a financial reporting application from Synex Systems, which links data from BusinessVision 32 directly into most popular spreadsheet applications. Once F9 has been installed, the F9 Datamart Export option automatically appears on the BusinessVision Desktop Export menu, for a truly seamless integration. BusinessVision's integration to F9 allows you to quickly create beautiful and robust professional reports. For more information on F9, refer to the Synex website at www.f9.com.

Hand-Held Computing

Thanks to a special "Order Import" feature, your sales people can take orders on the road using a hand-held computing device. ("*Take an Order*" software required - refer to the Steven's Creek website at www.stevenscreek.com). Orders are downloaded from the hand-held device directly into BusinessVision's Order file, while customer and inventory data is simultaneously uploaded from BusinessVision back to the device.

StarShip Integration (US only)

The StarShip Shipping System links real-time to BusinessVision 32's Order Entry module. StarShip is available from V-Technologies at www.v-technologies.com.

Time and Billing

The Timeslips Link provides a connection between Timeslips and BusinessVision. This link gives the user the ability to update the BusinessVision General Ledger and Accounts Receivable sub-ledger based on transactions posted in Timeslips. Additionally, BusinessVision and Timeslips can exchange customer information to keep the Timeslips Client database synchronized with the BusinessVision Customer file. Timeslips is available from Timeslips Inc at www.timeslips.com.

Vertical Solutions

INFOtrac

Data Systems Marketing is the author of INFOtrac, an information management system that can encompass contact/customer relationship management (CRM), business process automation, and sales force automation. INFOtrac's complete integration with BusinessVision 32 allows for the synchronization, processing, and referencing of data between the two solutions, including order entry, inventory, customers, suppliers, sales reps, and recurring billing, for example.

INFOtrac's CRM features track, manage and report on every interaction made with a prospect, client, supplier or contact; thereby enabling exceptional account management and customer service.

As a Business Process Automation "tool kit", INFOtrac can fully integrate to other applications and hardware devices, and automate an unlimited array of unique processes, tedious workflows and documentation management procedures, without the cost and timelines associated with 'custom' programming.

INFOtrac's Sales Force Automation module can guide both in-houses and mobile sales or marketing teams through every step in the sales cycle: from lead generation and marketing management, to quotes and orders, to detailed and precise forecasting, analysis and reporting which can incorporate information from both BusinessVision and INFOtrac.

INFOtrac's remote user capabilities, and its ability to address the needs of vertical markets (HVAC, Service Management, Property Management, Systems Integration, etc.), make it an ideal solution for customers that need to enhance BusinessVision's core functionality into an enterprise-type solution.

Visit Data Systems Marketing online at www.dsm-corp.com.

Invertech MRA

Invertech MRA/MRA Plus is a comprehensive set of tools designed to manage material requirements and capacity analysis while using BusinessVision 32. Material Planning, Job Tracking and Costing, Transaction Analysis, Visual Scheduling with innovative add-ons featuring Sales Analysis and Statistical Forecasting make Invertech MRA/MRA Plus one of the most feature-rich per product cost, software applications marketed today.

Invertech's History module accesses BusinessVision's Sales History files, performs statistical analysis on past sales, and automatically produces forecasts that can then be used to calculate material requirements. Visit Invertech online at www.invertech-corp.com.

Product Enhancements

BV Essentials

Tri-Tech Information Systems provides several utilities that enhance BusinessVision 32:

- Re-open a purchase order for editing
- Print inventory/barcode labels for inventory receipts
- Credit or credit and re-bill a posted invoice
- A utility to import new prices from a spreadsheet.
- A remote billing system for on-the-road salespeople
- A service-billing package for the automotive repair industry

Visit Tri-Tech online at www.tri-tech.com.

MK Power Tools

Includes over 17 powerful business administration and management tools. Programs include: code change and code merge tools for inventory, customers, suppliers or GL account codes; flexible warehouse replication; obsolete customer or inventory record purging; product and customer group management; invoice reversal; purchase order un-issuing; and last price wizard for customer specific pricing. Visit MK Software online at www.mksoftware.com.

MK Database Doctor - System Analyzer

Offers businesses a highly practical and cost-justifiable "insurance program" for monitoring the health of their BusinessVision 32 financial systems. System Analyzer performs a systematic validation on all core financial databases including A/R, A/P, G/L and Chart of Accounts, journal entries, balances, currencies, dates and departments easily identifying problem areas. Users can monitor the system's condition on a daily basis, an ideal system for any company that has concerns over the accuracy and reliability of their financial data. Visit MK Software online at www.mksoftware.com.

MK PowerFax

Allows you to fax documents directly from your BusinessVision 32 system. PowerFax sends Account Statements, Invoices and Purchase Orders at the push of a button. Visit MK Software online at www.mksoftware.com.

InBridge

RW&A's InBridge is indispensable for companies with multiple warehouses. InBridge is designed to manage the transfer, replication and tracking of multiple items between warehouses in BusinessVision 32. The inventory utilities of InBridge allow updating of properties such as costs and selling prices across all warehouses simultaneously. Also, inventory is easily created for colors, sizes or lots through the use of customized matrices. Visit RW&A online at www.rowiewalker.com.

InvoiceFlex

Gemini Logic has created InvoiceFlex – an invoice reverse and duplication utility for BusinessVision 32 that enables you to enter an invoice number and either automatically reverse or duplicate the order with one click. Visit Gemini Logic online at www.geminilogic.com.

PurchasePro

Available from RW&A, PurchasePro is designed to calculate and update reorder points based on criteria applied to the Sales History and usage in the Bill of Material module. From these results, and/or backorder levels, purchase orders can be automatically created in BusinessVision 32 based on a range of parts, product codes or sales orders. PurchasePro also allows for modification and editing of issued purchase orders – even those partially received. Visit RW&A online at www.rowiewalker.com.

Shipt! for UPS Connect (Canada only)

Available from RW&A, Shipt! allows for the automatic exchange of essential shipping information between BusinessVision 32 and UPS Connect, reducing the tie required to process shipments and the possibility of errors! Shipt! also automatically populates commercial invoice fields such as description of items, quantity, harmonized codes, and value in the UPS Connect software with the information from submitted orders outlined in your BusinessVision 32 data. Visit RW&A online at www.rowiewalker.com.

Minimum System Requirements

BusinessVision 32 Limited, Small Business and Standard Editions

IBM PC or 100% compatible (Pentium or higher) computer, with a minimum of 32MB available memory (RAM), and 60MB of space on the hard drive. System performance can be optimized by increasing available memory. SVGA or higher-resolution monitor suggested. BusinessVision requires the Windows 98 operating system, or higher. A mouse or compatible pointing device is required. A dedicated server is required for multi-user access.

BusinessVision 32 Client-Server SQL Edition

Network Operating Systems Supported:

Windows NT 4.0 (Service Pack 3 or higher)
Windows 2000
Novell 5.0 or higher

Protocols:

TCP/IP or IPX/SPX must be configured. NetBEUI is not supported.

Server Hardware:

Processor: Pentium II 350 or greater
Memory: 128 Mb or greater
Hard Disk: 125 Mb for Program files, 500 Mb for Data files

Client Operating Systems Supported:

Windows NT 4.0 (Service Pack 3 or higher)
Windows 2000
Windows 98/ME/XP

Client Hardware:

Processor: Pentium II 200 or greater
Memory: 64 Mb or greater
Hard Disk: 200 Mb for Program files

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