ADVANCE ASSET SOFTWARE

By

KD Business Software

Table of Contents

1. Introduction to KD Business Software

KD Business Software was founded by Kevin Day in response to a need for a supplier of quality business software, and a passion for developing the software suite known as ADVANCE ASSET.

At the heart of *KD Business Software* is a highly dedicated and professional team of software and hardware experts with over 28 years computing and business experience. The combination of hands on experience in business, and expert knowledge in computer hardware/software construction and maintenance, makes *KD Business Software* a natural choice for providing efficient, reliable products and support.

KD Business Software is built around a dedication to providing quality service and support to all its customers. The reassurance of knowing that there is always service available when the need arises, is crucial for business owners who may be contemplating the purchase of software products with the inbuilt power and capacity of **Advance Asset**. *KD Business Software* guarantees that service.

KD Business Software can provide users with all the training, support and after sales service demanded by today's business community.

2. Introduction to Advance Asset Software.

Advance Asset software is a fully integrated suite of programs that have been developed and refined over many years, to fulfill the needs of multi-division vehicle/machinery companies.

Advance Asset is a true multi-user, multi-tasking, fully integrated suite of programs. Combining a completely integrated suite of programs from Spare Parts & Inventory Point of Sales, Machinery/Vehicle Sales, Workshop & Service, Equipment Rental/Hire, General Ledger & Financials, Accounts Payable (Creditors), Accounts Receivable (Debtors), Depreciation Schedule, Payroll and Banking, **Advance Asset** is a powerful business tool that can greatly increase the profitability and productivity of any business covering some or all of these important areas of business.

Integration is the key to the success of **Advance Asset**. Throughout the entire **Advance Asset** package, every module is related to all other modules. Integration means that there is no longer time consuming, money wasting duplication of events and processes that can cause such dramatic reductions in productivity.

From its earliest beginnings **Advance Asset** was designed to reduce the multiple handling of paperwork that can bog down other systems. If an order is raised within the system, every other department that is concerned with any aspect of the order is updated. Accounts Payable knows that there is an amount that will have to be paid when the goods arrive, the Stock system is aware of outstanding orders, and so on. Of course **Advance Asset** is fully GST compliant and has a sophisticated reporting facility making BAS completion a snap.

An important aspect of the **Advance Asset** program is the operating system that it is developed on. Most computer users would be familiar with the Microsoft Windows operating systems and the vulnerability to outside influences such as viruses and the like. **Advance Asset** is developed on the THEOS operating system. THEOS is American, offering true multi-user, multitasking capability on a secure, virus free environment. THEOS allows for up to 254 users to be attached to a single file server with ease.

Multi-user means that many different users can be accessing data and using the program at the same time. THEOS also allows multi-sessioning, which enables each terminal to display up to eight separate user screens, allowing for a single operator to be invoicing on one session while inquiring into a part on another session, while displaying a customer's details on another session, while receiving parts on another session, etc. No longer do users have to exit one area of the program to inquire into some other area. Multi-sessioning creates increases in productivity.

With the data security and multi-user benefits from THEOS, and the integration and ease of use of the **Advance Asset** program, businesses can rest assured that their investment with a KD Business Software product is very prudent and will pay dividends in cost effectiveness and increased productivity.

3.   The Features

Integration.

As mentioned, **Advance Asset's** main advantage is in its integration throughout the system. All modules integrate with each other and with the accounts payable and accounts receivable modules. Every transaction is tracked and recorded in the General Ledger.

The level of integration that **Advance Asset** offers includes the ability to assimilate manufacturer's master pricing files, importing and exporting to other software such as spreadsheets and word processors. Even some third party software programs such as proprietary online services and internet banking can also be accommodated.

The added benefits of THEOS's utility programs allow for modem and Internet communication from distant sites and a fully integrated internal faxing system that allows every printable document from **Advance Asset** to be directly faxed through a fax/modem, from any user on the system. Time wasted on reprinting and faxing documents can become a thing of the past.

Integration within **Advance Asset** allows for much more simplified paper trails. Spare parts can be ordered, received and passed for payment, and all that is necessary for the accounts department to do is prepare the cheque or direct deposit, and for sites using a cheque printer or the direct deposit system, even this is automated. No more piles of invoices to pore over and add up to see how much should be paid or not. Checking and paying statements is a breeze.

Although separated into areas of responsibility, **Advance Asset's** integrated style of data management means that there should no longer be bottlenecks in the accounting system. As a Management Information tool, **Advance Asset** is unequaled.

Of course **Advance Asset** is fully GST compliant. All modules report to the GST interface so that every transaction (either sale or purchase) is sent to the GST interface where it is collected and assessed and then brought together into one easy to read report so your BAS statements can be prepared in minutes.

Ease of Use.

The accepted myth with software is that a product can be EITHER user friendly, OR it can be powerful and useful. **Advance Asset** destroys this myth.

With a custom designed menu interface that is organised around each division in a business, **Advance Asset** makes finding any particular process so simple, that its child's play. The menu system is structured so that as long as a user knows what department they are working in, they have every possible feature for that

department at their fingertips, and a fully customisable 'Favourites' menu, makes running those commonly used task on the system even simpler.

If a spare parts person needs access to some process related to spares, it can only be in the spare parts menu. No more clumsy searches and time wasting while looking for where and how a process is run. The **Advance Asset** user interface is simplicity itself, while in no way detracting from the immense power of such a software suite.

With the inclusion of labour saving devices such as bar code readers, cheque printers, integrated fax/modems and direct e-mails, combined with the intuitive menu system, the ease of use of **Advance Asset** is enhanced to an extent where even the most computer illiterate person can produce high speed, highly accurate results giving the impression of a business run by professionals with professional, efficient staff.

If you ever wanted an efficient, accurate and deceptively simple, yet extremely powerful business management package, **Advance Asset** is the answer.

Performance.

System performance directly affects the usability of a system. Considering the comprehensive nature of the **Advance Asset** programs, the speed with which it operates is exceptional. Even with a large number of terminals attached, the **Advance Asset** system operates at a very high speed.

The THEOS operating system used produces performance on our systems that astounds people familiar with other operating systems. When the input used is accurate, searches and retrievals are almost instantaneous. Even with years of data accumulated, the performance of **Advance Asset** is very high, which makes using the system a pleasure.

Multitasking features allow proficient users to make short work of tasks that may otherwise take long periods. No one should wait around while something finishes any more. Just let that task run on one session, while you jump to another session on the same terminal and continue on with some other completely different task.

Forget all the usual bottlenecks suffered by other systems. **Advance Asset** running on THEOS will make every possible productive minute available to users of the system. When used effectively, with many of the labour saving additions listed above, the performance of the **Advance Asset** system will impress your customers and your staff, and cut costly time wasting and multiple handling of data and paperwork.

Simple, low cost inclusions such as a cheque printer can reduce creditor preparation and payment time from days to minutes. Including a fax/modem and the fax utility software, and end of month statements can be faxed or e-mailed

directly to your debtors automatically overnight, reducing costly paperwork, postage and handling. These two, of many possible, features are designed to enhance the performance of the **Asset** Software and of your business.

Compatibility.

Although engineered on the THEOS Operating System platform, **Advance Asset** is highly compatible and adaptable with other well known systems. Master price files from suppliers are converted and posted on the web, fully compatible with the system. These master files are equivalent to the price fiche, or online pricing systems, that most businesses are used too, except that they are in the computer and are instantly accessible when invoicing, inquiring or quoting. Even parts that you may never have used will be obtainable from a master file instantly, with all relevant pricing and information.

KD Business Software can usually convert other formats of master files for users. The more price lists a supplier can provide to our users, the more efficient the system will appear. Every time you have to look up a fiche, price book or online is inefficient use of time. Time wasted is money wasted.

The Modules.

Introduction

The **Advance Asset** Suite of programs is a system of over 1600 separate programs engineered to interact together to form a seamless compilation. Users of the system will be unaware of the intricacy of the programs that make it work because they interact with these programs via a simple to use menu.

The Design principle behind **Advance Asset** is to divide the system up to match the divisions of a typical business setup. This is achieved by breaking the system up into separate modules. Each module is a set of programs that provide all the tools necessary to run the individual divisions within the business.

The modules are matched by the menu structure used in **Advance Asset**. The menu is designed to make it easy for users of the system to find the processes they need to run. The usual time consuming task of finding the location of a menu entry is gone. **Advance Asset** allows users to stay within a single menu to operate the vast majority of the functions associated with their division.

The Modules include:-

- Spare Parts & Accessories and Parts Stock Control, Point of Sale
- Machinery/Vehicle Sales and Sales Stock Control
- Workshop/Service Job Control
- Rental and Hire Equipment Control
- Accounts Payable and Creditor Control
- Accounts Receivable and Debtor Control
- Payroll and Wages
- General Ledger and Accounting Control
- Depreciation Schedule and Hire Purchase Control
- GST Collection and Payment Control
- Banking and reconciliation

Each module is fully integrated with all other modules. This integration makes the complete system operate as a full Information Management System of immense power and flexibility.

The highlight feature of the system is that should a business not have one or more of these divisions, they are simply not used. This in no way detracts from the power or usability of the individual modules. A company may only wish to use the Spare Parts and Accounts Receivable modules. That is perfectly satisfactory. At some later stage they may bring more of the modules on-line, as the need arises.

Not only is **Advance Asset** capable of managing your entire business, but it will suit any of the separate divisions within your business.

Advance Asset is an ever evolving system. As changes to legislation and tax systems demand, revisions of the program occur. If new or better ideas are

presented to us by users, their benefit is evaluated and may be incorporated into future upgrades. The product you purchase now is not the product you will have in twelve months (or even one month) time. All enhancements are free* to users of the system ((*depending on account status)).

KD Business Software owns and maintains our own Internet Web Site. This web site is updated automatically so that every change to any part of the software is available to users as it occurs. Each business user is allocated a secure web page within our web site where they can download program update revisions, utilities and masterfiles at any time.

Advance Asset's main startup menu includes an option for processing any updates that you download from the web. Simply transfer the downloaded file to the Asset server and press a key.

A full instruction 'How-To' is available within the ASSET system for processing updates to the program and masterfiles.

i. Spare Parts & Accessories

The Spare Parts module carries out the parts stock controlling and point of sales functions within the **Advance Asset** system. It will control the spare parts counter giving easy and quick access to pricing, stock on hand, history, Point of Sale invoicing, quoting, stock take procedures, reporting, ordering, receiving and invoicing, to name but a few.

The Spare Parts module is designed to be a complete Point of Sale interface. It can easily handle inquiries from customers based on multiple part numbers from multiple suppliers. You may convert these inquiries into invoices or quotations which can be printed, e-mailed or faxed from any terminal on the system. Saved quotes can be 'picked up' and converted into invoices or orders which when finalised, can be invoiced directly to the customer. Stock can be tracked throughout this entire process with a simple status system telling staff exactly at what stage of the process each part is up to.

Ordering has never been simpler. Every time an invoice is done that requires parts to be ordered, the parts are transferred onto the next unprinted order for the supplier designated. Invoices can have up to ninety eight lines; each line may reference a different supplier code. Orders are accumulated throughout the day or until they are required to be sent. Sending can be as simple as selecting the supplier. If a fax/modem is installed, the rest is automatic. Stock ordering can be done at any time. The stock order generator performs several stock analysis functions giving suggested orders and highlighting parts that need closer attention relating to quantities on hand and sales movement.

Receiving stock is a joy. Orders are accessed, prices are checked, and labels are printed. If a part is for stock, a bar code label can be printed. Should the part have been ordered for a customer, the label will contain the customer's information. This makes handling customer stock a breeze. Deposits for stock on order can be taken with ease. Laybys and CODs are catered for. If the stock is received with a supplier's invoice, the system can automatically take you into the accounts payable section where the invoice can be passed for payment and placed in the Accounts Payable (creditors) system until it is time to pay the invoice. Backorders are common and handled very efficiently. Supersessions and reverse supersessions are catered for, and old part numbers are retained within the system along with their history.

Stock take procedures are fully automated and based around a true spare parts bin location system. No longer should stock take be looked on as that once a year nightmare. With the correct bin location system stock takes can be done on the entire stock, or down to a single box on a single shelf in a single cabinet, and at any time. Keeping track of stock, and hence money, has never been simpler. Daily reports are generated with one (the Charges/audit report) indicating (among other things) any stock manipulations that have occurred. Managing the stock also includes making sure that employees are honest with your money. Part numbers can also be transferred from one supplier code to another.

Invoicing of parts to customers is easy. Parts are displayed with all pricing and other details on the screen. You can inform your customers whether there is stock of parts, prices, and expected time delays. Parts may be used from wrecked machines using the built-in wrecking system. Alternate suppliers are catered for as well as alternate or interchangeable part numbers. How many times have you seen a genuine part phase a customer because of its price, yet a non-genuine, after market, cheaper part is acceptable. One key press to the inter-changeable part number list and the invoice can be completed.

Discounts can be given to customers based on the supplier or across the board. Alternatively discounts can be given while invoicing without unnecessary retyping or calculating of prices, or time consuming maintenance to customer files.

Of course, with the level of integration within **Advance Asset** system, parts can be booked directly to Sales stock machines, workshop jobs and rental machines. Ordering can be done for jobs and machines as if they were customers, with the usual pick up orders and tracking facilities.

There is a fully featured kit system which allows for standard combinations of up to twenty part numbers (e.g. Service kits and common part combinations). This allows for very quick response to service mechanics and customer inquiries when only one entry can display up to twenty parts with quantities on hand and prices.

Customers may have cash or credit account status, with credit limits, stop credits and all other accounts receivable (debtors) facilities including mailer search prompts. Last call, next call dates and a fully searchable comments section enhance the customer database facility, enabling its use as an excellent sales prospecting and client diary tool.

The order receiving system has a foreign exchange calculator for those sites that may import stock form overseas. The table can be set up each day from financial sources to allow for 'on the fly' conversion of costs, etc.

Some of the multitude of features of the Spare Parts module include:-

- Point of Sale interface.
- Fully GST compliant.
- 25 character part numbers / 40 character descriptions
- Customer back orders
- Parts organised by supplier
- Interchangeable part number system
- Alternate part number system
- In-House part number equivalents system
- Group code, Class code, Comments, Manufacturer's product code, E-shop categories and manufacturer's barcode classification methods
- Label printing - bar code, customer, stock and transactions
- Cash drawer interface - linked with the bank reconciliation
- Total integration with the debtors, creditors, workshop, sales, rental and General Ledger systems

- Bar code reader compatible
- Cash receipt printing
- Supplier master file compatible
- On line stock analysis
- Detailed reporting system
- Customer discounts
- Customer labour rates
- Customer Phone Back reminder diary
- Daily sales report with profit, costs and manipulations etc.
- Fax/modem and e-mail interface
- Customer and Standard quotations
- View, reprint and re-fax invoices, orders and quotes.
- Full stock take procedure.
- Kit system in invoicing for common groups of parts
- Very flexible search routine for finding part numbers while invoicing
- Quick display of part's sales and order histories
- Rolling 12 month movement history display
- Daily, stock and customer ordering
- Deposit handling for parts on order
- Gift Voucher system for tracking and redeeming gift vouchers purchased
- Part numbers can have serial numbers associated with them
- SMS, Email or fax auto-reminder system
- Supersessions and reverse supersessions
- E-shop categories and export facilities
- Picking System for storing stock against a customer's ID
- Goods in Store system for holding sold stock until ordered stock arrives
- Return for Credit to suppliers system for tracking stock returned to suppliers
- Customer returns system to track goods that your customer want to return
- Full dispatch system to track and control all deliveries sent out to customers
- much, much more

ii. Workshop & Service

The Workshop module controls all aspects of the operations within the workshop department of your business. **Advance Asset** gives users very precise control over all activities within their workshop. Integration with all other modules within the system enhances the features of the workshop module into a sophisticated, wide ranging group of utilities, instead of <u>just</u> a job control program.

The Workshop modules allow users to:-

- Book or pre-book workshop jobs
- Maintain job progress as it occurs
- Record all parts, labour, travel, sundries, lubricants and sublets used on a job
- Apply deposits to the job (not to the customer, so it can't be taken up elsewhere)
- Print invoices on the completion of a job
- Print job invoice report for customer progress summaries
- Interface with the Accounts Payable for costs
- Interface with the GST section
- Interface with the Accounts receivable and cash drawer for payments
- Present quotations for jobs
- Convert quotations into jobs
- Maintain rental and company machines
- Produce and track sublet orders for external work needed
- Reconcile daily labour and interface with the payroll system
- Add travel mileage charges for "on the road" service
- Display a comprehensive Summary sheet for quick response to customer inquiries
- Group jobs into types for easier sorting (e.g.: warranty, normal, supplier)
- Add or modify Sundry and Lubricant charges, and set default sundries charge
- Display all pricing aspects of jobs, including backorders
- Search the history files for work previously done
- Produce detailed reports on all aspects of workshop
- Produce future service reports for prospecting and machine maintenance
- Use description kits to reduce operator input error
- Enter mechanics labour details
- Use a 'bundy' time logging system for mechanics to record their times and jobs/tasks worked on.
- Enable the security system to password protect sensitive areas of the module
- Produce work in progress reports
- Calculate and report on mechanics productivity and efficiency
- Restructure invoiced jobs to bring them back into the system
- Write off jobs that have been done incorrectly or botched

The workshop system uses Serial, Frame or VIN numbers to individually identify the machines that are being serviced. This allows for the continual tracking of the history of machines throughout their lifetime, even if the ownership changes. Every

time a new job is created for a machine the past history is searched and displayed on screen to quickly show up any recurring faults. This allows you to inform customers of impending problems with their machinery. This simple feature will display to your customers, a level of proficiency and professionalism from your staff which is a cut above the rest.

Jobs can be booked in with a commission name attached to them, allowing for easy calculating of commissions in businesses where attracting new customers is actively encouraged. Pre-booking of jobs allows for parts to be ordered in advance, with the correct job number associated with them. Customer comments can be written down and recorded on the jobs to allow for possible future problems to be relayed to the customer. A SMS/Email/fax system of message notification is built into each job for sending the customer progress reports or reminders.

Invoices are printed giving a full breakup of the costs involved. Parts, labour, sublets, lubricants, sundries and GST are all detailed. Invoices cannot be produced while ever there are outstanding items associated with that job. These may include un-priced sublets or parts on backorder. All uncompleted workshop jobs are listed each morning on a work in progress report which should be given to the workshop manager to maintain.

Quotations in the workshop system are easily produced. Quotations can be done for an existing customer, making searches and retrievals much simpler. They can include all the normal features of a job such as labour, parts, sublets etc. Should a quotation be accepted, it can easily be converted into a current job, saving time wasting reentry of the details.

Jobs can be invoiced to cash or account customers and the normal account keeping rules apply. Cash transactions go immediately into the cash drawer and are picked up as part of the banking. Workshop jobs can be booked directly to customers or rental equipment. They cannot be booked to stock machinery, because while they are work in progress they are an unknown cost to the sales stock machine.

The Workshop can book labour to a Sales stock machine. This case would cover pre-delivery, or work done while a machine is still in stock (i.e. unsold).

The daily charges report features a section relating to the workshop division and outlines in detail all current costs, sales, work in progress and estimates of profit based on previous average costing details. Integration with the General Ledger and Accounts Payable modules cuts down the workload of chasing paperwork for any external expenses that may occur.

The workshop module gives any business a competitive edge, because it can place every piece of information at the fingertips of the people who need it most. Customer inquiries can be answered immediately from a single screen without having to track down mechanics and parts etc. A summary page of each job gives all relevant details at a glance to answer customer inquiries.

ADVANCE ASSET PRODUCT PROFILE

For a business seeking to accurately determine how their workshop contributes to the overall profitability of their operations, **Advance Asset** is the answer.

iii. Machinery/Vehicle Sales

Sales are the lifeblood of any business. Without accurate figures and analysis, a sales program is only a glorified stock control system for items larger than spare parts. **Advance Asset** places very high importance on the machinery/vehicle sales aspect of the system.

The sales module is designed to cover all aspects of a business that order stock machines, receive them into the system, works on them and eventually sells them to customers. Machinery covers any item or vehicle which is sold as a unit, as opposed to the sales of parts (no matter how large) which are all kept as the same model number or type. Sales machines may be lawn mowers, excavators, motor vehicles, boats, attachments, tractors, or anything that is classed as a unit rather than one of many.

The sales ordering system allows users to descriptively order stock from suppliers. The orders may be faxed directly (for sites using the fax/modem interface and software), e-mailed and printed. Orders can have up to twenty five separate items on them for bulk ordering. Receiving of orders allows for serial numbers to be entered or a default applied. This can be changed at a later date allowing stock to be ordered and received prior to actual receipt for payment or shipping reasons. Stock may be paid for immediately, or placed on the creditor system, or floor planned (put onto the bailment system). Suggested sell prices are calculated based on a default markup.

Once in the sales system, stock can be maintained easily. All costs are instantly applied to the stock code so that salespeople can always know exactly what costs and profits are associated with that stock item. There can be no outstanding amounts and therefore no inaccuracies if the system is used correctly.

Careful integration with the General Ledger allows the Sales system to maintain very accurate files on stock, broken down into model types. Searches can be done to quickly find stock either individually, in model types, or by any entry in the description fields. Searches on invoiced, in stock, or all items can be achieved.

The Sales module allows users to:-

- Maintain correct stock levels
- Perform routine maintenance on stock codes and display all details of costs
- Order, receive and invoice stock
- Associate Customer IDs with orders or current stock
- Maintain a complete Deposit system for stock
- Print reports on status and sales
- Check on suppliers
- Apply Sublet (external work) orders to a stock code
- Setup 'Line of Credit' costing

- Setup GST-Free Suppliers (for Rego etc.)
- Maintain a floorplan/bailment system of purchasing
- Handle Consignment Stock
- Search files
- Invoice stock to customers
- Maintain all GST requirements (on inputs & sales)
- Produce credit notes
- Calculate and print commissions
- Keep accurate records on the history of sales stock
- Enable the security system to password protect vital areas of the module
- Maintain a Police Book of machinery (motorcycles -NSW only.)
- Print the Police Book of machinery (motorcycles - NSW only.)
- Create and maintain a quoting system.
- Produce quotations and pro-forma invoices
- Maintain a full dispatch system for shipping sales stock
- Maintain a complete list of accessories and add-ons and associate them with each sales unit for clear descriptions of each unit
- Print delivery dockets at time of invoicing, for sales unit that require transporting
- Charge freight on a sales invoicing to cover shipping costs.

The Sales module, like all modules, is integrated throughout the system. Invoices appear immediately on customer's accounts. Credit limits are checked and notice is given of over credit situations before invoicing proceeds. Purchases reflect in the creditors system and in the General Ledger. At all times the audit report can tell you exactly what amount of money is outstanding in 'unpaid for' ordered stock, and in unpaid sales invoices. Labour applied to sales stock item reflects on the workshop cost and efficiency reports.

Sales stock items allow for a credit limit to be placed on them. This means that financial control over what is spent on a unit can be closely watched, giving managers an easy method of governing the amount and type of expenditure for each unit in stock. While ever expenses are booked to the unit incurring those expenses, profits and hence commissions are calculated correctly.

The detailed way that the sales module handles all costs relating to stock, allows owners and managers to gain a new insight on the actual accounting of the sales department. No longer will there be any unknown expenses, and costs that were once covered by the business can now be accurately shown against the cause of that cost. The sales module will result in a total rethink in how you see this side of the business. Expenses will be distributed accurately and profits and commissions will gain a relevance never before seen in manual systems.

Sales orders and current stock can be associated with a customer ID. This allows for an order to be produced with a customer already associated with it. Once the order is received, the customer ID goes with it and the system will not let that unit be sold to anyone else. Existing stock can have a customer's name attached to it so that all staff knows when a sales unit is "spoken for".

ADVANCE ASSET PRODUCT PROFILE

If you are looking for a system to give accurate, timely information from your sales department, **Advance Asset** is the answer.

iv. Debtors (Accounts Receivable)

The Accounts Receivable system in **Advance Asset** is fully featured debtors and bank reconciliation system. It includes a full cashbook system as well as a very detailed customer database.

Keeping a track on where your money has gone is vital in business. **Advance Asset's** debtor system instantly knows when an invoice has been done in any module. Customer account balances are always accurate. Every time a payment is received, or an invoice charged, the accounts system is aware of it.

As seen throughout the entire **Advance Asset** system, the accounts payable module is fully integrated to all other modules. The moment there is any process done, on any terminal, in any module that will affect the accounts receivable, all users can see the updated information.

The Accounts Receivable, along with the bank reconciliation section will allow your business to operate on a clearly known cash flow basis. Bank statements are 'ticked off' in the system. Bank deposits are calculated and printed from within the system. Interest, charges and fees can be added, and your audit report shows accurate information compiled from all areas in the system.

There is now no reason for banking to be out of balance. The bank deposit is produced from the cash sales done and the account payments received. Cash drawer entries should now be accurate to the cent. Any discrepancy will be picked up instantly and cash controllers will be able to trace the discrepancy immediately.

Combining the accuracy of the banking system with the manipulation reports that are available will make under charging and staff pilfering a thing of the past. If used in conjunction with the security password system in **Advance Asset**, all transactions likely to cost the business money can be traced down to the individual staff member.

The Accounts receivable system produces customer statements on demand and at the end of each month. There is a host of reports that can be printed to allow users to keep track of debtor's accounts and make chasing those debtors much easier. Debtor (customer) accounts can store vast amounts of information on each customer, and recall & display that information when required. The customer database is unlimited and integrates with all modules and invoicing programs.

The Debtors System allows users to:-

- Bank cash, cheques, EFTPOS and credit card payments to customer accounts
- Process journals and do debits and credits
- Use the cashbook and bank reconciliation to present cheques, add payments and charges, apply interest and credits, and print a list of unpresented cheques.
- Print and prepare the bank deposit slip
- Print the cash drawer contents

- Clear the cash drawer
- Enter a float
- Print aged trial balances and statements
- Apply Unallocated Cash to customer's account
- Print lists of unallocated cash
- Prepare miscellaneous debits and credit notes.
- Cancel banking transactions prior to posting
- Print a statement audit
- Display a customer's payment history from customer display
- Show current outstanding account transactions for a customer
- Display a history of sales relating to a customer

v. Creditors (Accounts Payable)

The **Advance Asset** Accounts Payable module is a comprehensive suite of tools to take care of all of the day to day procedures for paying your creditors. This module is fully integrated with all other modules in the **Advance Asset** program. It collects information from wherever you may purchase goods or services, and compiles it together under each supplier code.

The long tedious process of collecting invoices from all parts of the building and trying to reconcile them with incoming statements and demands for payment is gone. In almost one easy action, most departments can enter payment details into the system and have them waiting to be brought together and paid via a single cheque or direct deposit whenever you decide to pay the accounts.

Control over your creditors system is vital. **Advance Asset's** Accounts Payable system gives you easy, yet total, control over the outgoing money from your business. The system is designed to handle every transaction that happens. From major stock purchases and regular running cost payments down to simple petty cash expenditure, **Advance Asset** can accurately track and reconcile the lot.

You get the say over when and what gets paid. Invoices can be held or split or floor planned. Cheques can be produced on demand, or in a single run for all creditors. Invoices that are entered through any other department are passed for payment. Once they are passed for payment, they are ready to be paid, held, split, or manipulated in any of a number of other ways. Labels can be printed for every transaction and attached to the paperwork. This gives an easy reference for future inquires.

Combining an inexpensive cheque printer and preprinted stationery and the system can produce an order and a payment, and handle all of the G/L and A/P details automatically. The reduction in time wasting duplication and unnecessary added expense is dramatic. All aspects of this process take seconds and are finalised accurately and immediately. Otherwise it may take several people several hours to

do all the tasks necessary to see a cheque or payment made and recorded accurately and properly.

The direct deposit system produces a standardized export/import file that can be used for the majority of banking institutions' online or internet banking programs. The file can be transferred to any terminal an used to prepare direct payment easily and very quickly. This feature is included in the accounts payable and also the payroll/wages module to make paying others a breeze.

Some of the many features associated with Accounts Payable include:-

• Enter purchases from suppliers and put them into creditors or produce a cheque or direct deposit immediately
• Produce debit notes to cover returns and refunds
• Produce labels for all transactions
• Code purchases to the General Ledger as they happen
• Hold, release, split or alter invoice payments
• Change Supplier IDs for payments
• Print a list of all 'open invoices' by various criteria
• Cancel Daily transactions (entered incorrectly) prior to posting
• Search purchases
• Prepare and print cheques
• Reprint a cheque history at any time
• Pass purchases for payment
• Post purchases to the system
• Print a supplier mailing list
• Reprint lost cheques
• Display a supplier's cheque/direct deposit payment history
• Display details of payments due for a supplier
• Check whether a payment has been presented to the bank
• Selectively tick the amounts, and for what dates, you wish to pay creditors.

In conjunction with all other modules within the system, the audit report (produced daily) gives users an accurate analysis of cash flow by including the cash on hand, the unpresented cheques, the total creditors owing and the total debtors owed to you. This analytical tool can give insight into the day to day cash situation of your business and help project future purchases based on accurate figures. Knowing what you owe, what you are owed, what money you have and how much of that is out as unpresented cheques, allows users to quickly gauge their future purchasing strategy.

Of course all payments and credits are linked to the GST system so that handling the day to day grind of tracking inputs and expenses is automatically taken care of for you.

If you are after an accurate, easy to use, accounts payable package, **Advance Asset** is the answer.

vi. General Ledger

The General Ledger is the back bone of any financial system that controls accounts and transactions. All transactions are posted to the General Ledger. As the General Ledger in **Advance Asset** is a 'live' system, all transactions are recorded as they happen and are available to be displayed or printed on request.

The General Ledger system is invisible to most users of the **Advance Asset** programs. This is because it operates in the background, collecting and collating information. This invisibility means that your shop front staff is usually only exposed to the General Ledger in a very limited and simple way. They may have to use G/L codes only when applying payments or receiving stock, and even then a default is supplied. The General Ledger menu allows complete control over all aspects of the General Ledger for your accounting staff.

The General Ledger is your history of what has happened and where transactions have been placed. The **Advance Asset** program comes complete with an already laid out General Ledger and Chart of Accounts. This layout is more than adequate for most business applications. Of course, it is possible to tailor the General Ledger Chart of Accounts to suit individual sites by adding G/L codes to suit your requirements.

With the technological increases in computer hardware and mass data storage capacities lately, it is now possible to store and maintain information for years. No longer is there a need to purge old data, or pay such careful attention to the minimal number of records that were once kept. Every transaction is stored and ready for searching.

The **Advance Asset** General Ledger search engines are extremely powerful. They can find information from any module from any period and display it to the screen or printer, or even to the fax/modem. The General Ledger now features a Hire Purchase component to allow businesses to manage their own hire purchase financial transactions.

Financial reporting to a Profit and Loss, or Balance sheet report is simple and accurate. Reports can be used to see year to date, budgets or compare three financial year periods from any time. The reports are clear and easily read, and offer a range of expansion from a summary report of totals only to a fully exploded report showing every general ledger code value.

All 'normal' G/L functions are incorporated into the General Ledger and include:-

- Doing journal entries
- Search, view and print the Activity List
- Posting transactions
- Printing or viewing the Trial Balance
- Printing the Funds Statement
- Searching, printing and viewing the Chart of Accounts
- Printing or viewing the Profit and Loss sheets reports

- Printing the Bank reconciliation
- Printing the Audit Report
- Budgets can be spread over any periods from within the financial year
- A full asset register / Hire Purchase and Leasing system
- Unlimited history
- Compare any month to any month
- Compare any year to any year
- All modules use separate references
- Outputs ASCII file for spreadsheet usage
- Full self auditing
- Special superannuation report
- Password security system

vii. Payroll

Advance Asset includes a fully functioning payroll system. Due to the Australian origin of the program, all necessary inclusions and no unnecessary features are part of this system. There have been no overseas revised versions of this module. It was totally developed for Australian conditions.

Like all **Advance Asset** modules the Payroll system is integrated where possible with every other module. The Payroll system allows users to setup employees with all of the inclusions laid out in the taxation laws.

Users of the Payroll system are able to:-

- Set up employees records with
- accumulated leave (sick, annual, RDO)
- Dependent details
- Hourly pay rates and hourly charge out rates (single, time and a half, double time)
- Bank account details
- Direct transfer into bank accounts
- Print records before finalising
- Print records individually or as a group
- Use Permanent or Casual types
- Allocate up to six types of deductions
- Add special pay and special tax
- Use zone rebates
- Calculates superannuation for company, productivity and personal contributions
- Use commission for sales persons
- Print a report for completion of group certificates
- Produce pays on any day
- Accumulate leave on a weekly basis
- Accumulate annual, sick and rostered days off leave

All entries to the payroll system are reflected in the General Ledger. This allows searches on any aspect of the wages, for any period, on any component of the payroll.

If you are interested in a versatile, accurate and extremely cost effective method of controlling the payroll within in a business, **Advance Asset** is the answer.

viii. Rental

The Rental system in **Advance Asset** is designed for businesses that have a fleet of rental equipment that they hire out on short or long term periods. The rental fleet can be broken up into 5 different classes of equipment, each having their own G/L code.

With the rental system you are able to produce invoices to customers that will go through the Accounts Receivable module keeping track of outstanding accounts. Travel costs and salespersons work files can be maintained. Hiring of equipment can be done on an hourly, daily, weekly or monthly basis.

Each unit in the rental fleet has a retained history of work done on it and parts used etc. Management of costs and expenses is a breeze. The location of equipment and hirer information is at your fingertips. Reports covering all aspects of the rental fleet can be printed at any time.

Some of the extensive features of the Rental System include:

- Maintaining transport worker's times
- Preparing and printing rental invoices
- Crediting, reprinting and displaying of invoices
- Setup of rental agreements
- Rental sales report based on dates
- Monthly lease reports
- History of on-costs broken up by machine
- Detailed report of the parts booked to rental machines
- A monthly charges report
- Locations of equipment easily tracked
- Report on current service work being carried out
- Report on previous service work carried out
- Break up of the rental fleet into categories

If a complete efficient Rental fleet management system is needed in your business, **Advance Asset** in the answer.

ix Utilities

Advance Asset has a multitude of additional utility features that enhance the performance and usability of each module and combine to produce a fully featured product of such power and capacity. These utilities work in conjunction with the individual characteristics of the separate modules in a way that allows for so many of the possible "high end" features of **Advance Asset**.

The utilities included with **Advance Asset** are many and varied. They range from being able to delete unwanted indexes from files to sending messages between users and sending stored files to a printer, or fax/modem, or another computer. These utilities are designed to make **Advance Asset** as 'user friendly' as possible and to eliminate as many tasks as possible from having to be done outside the program at an operating system level.

The utilities are diverse and include:

- A full messaging system for sending messages between screens and users
- Setting the time and date within the system
- Performing the daily backup, which also produces the daily management reports
- Printing and running the end of month rollover and backup routine
- Global sales analysis
- Selecting modems
- Running DOS applications (if THEO+DOS option is present)
- Sending ASCII files to the printer, fax or another computer
- Running the THEO+FAX software (if installed)
- Manipulating supplier master files
- Creating and maintaining passwords
- Modify transaction records
- System utilities such as format disks, show users, restart users, show memory etc.
- List "How To" help sheets on running common procedures
- Customer file maintenance
- Supplier file maintenance
- Viewing and printing saved reports from previous month's end of month rollover
- Set up control files governing individual site configuration.
- Gain access to the THEOS Operating System
- Pop up post-it notes for saving messages to yourself
- Calculator, calendar, 'bundy' clock (staff in/out), staff diary, show users
- Searches
- GST Interface
- Control printers
- File repair and display
- And many, many more to make using **Advance Asset** easy and enjoyable

The customer data base built into **Advance Asset** is designed to serve many purposes. Keeping track of your customer's account balances is of primary importance. There is also another important use that the customer data base fulfills. That is as a marketing tool. Each customer can have associated with it 'mailer' types, which allow the mailer utility to select customers based on a category and print letters, reports or labels for your marketing strategy. Each user with a terminal can associate their own document to their user number to allow for several different types of letters to be saved within the system.

An extremely useful feature of the customer data base is the search facility within the comments section. A user may type up to ten lines of text on each customer, and search the entire text for matching words. An example of the use of this feature would be where a salesman has an inquiry form a customer regarding some unit. He cannot help at the time, but promises to keep his eye open for the required unit. He would enter the details in the comments. At some future date a unit meeting the requirements becomes available. All the salesman has to do is go to any customer record and search for some of the text he entered. The system searches every customer record and lists all matches. This eliminates the need for the exercise book with the contacts hand written in it that never gets looked at. There is also an unlimited comments section where notes can be kept on any aspect. This is very useful for accounts people who wish to keep a record of conversations and actions that they may have been involved with for any customer.

Suppliers can be graded according to set criteria so that the right suppliers are used to meet the circumstances of any order. Each supplier may be configured with features such as the type of barcode label, the type of printing on invoices, the markups that apply by default, automatic comments that print on orders, etc. There is an unlimited note facility for each supplier for keeping track of anything noteworthy involving a supplier.

Messages can be setup to print on each invoice. This is great for regular specials or for putting announcements to customers. These messages may be changed at any time by users, as the need arises. Invoices may be printed on standard blank A4 paper.

The System has many reports pre formatted. Most of these reports can be used over selected ranges of criteria so that every possible piece of information can be presented on paper, when necessary. All of the reports also have the option of being displayed to the screen, keeping paper wastage to a minimum and speeding up the retrieval process. Long waits for the printed word can be reduced.

The **Advance Asset** system is a single suite of programs. What makes it so effective is the use of large numbers of control files that can tailor **Advance Asset** to suit so many different business environments. The possible combinations of business types can easily be handled. Whether your business is retail or wholesale, import or export, **Advance Asset** can provide the answer.

The comprehensive nature of **Advance Asset** delivers results that will amaze users. The need for businesses to know exactly where they stand in today's

economic climate has never been more critical. **Advance Asset** provides the answers to keep a business on top and in tune with everyday changes to the conditions that matter most.

Cash flow and costs need constant attention. Why not let **Advance Asset** attend to them so that you can get on with business.

Call us now for details on how **Advance Asset** can help you.

References

A short list of some **Advance Asset** users:-

Site	Place	Contact	
Readfords Motorcycles	Dubbo, NSW	David	02 6882 2888
Thomas-Lee Motorcycles	Moree, NSW	Col	02 6752 3566
Singleton Motorcycles	Singleton, NSW	Sandie	02 6572 3620
Lismore Motorcycles	Lismore, NSW	Garry	02 6621 8553
Inskip Motorcycles	Toronto, NSW	Kylie	02 4959 2937
Griffith Motorcycles	Griffith, NSW	Graham	02 6962 4677
Hawkesbury Honda	Windsor, NSW	Shane	02 4577 6500
On Two Wheels	Campbelltown, NSW	Sylvio	02 4625 7518
Excite Motorsports	Penrith, NSW	Shane	02 4722 6277
Western Motorcycles	Penrith, NSW	Darren	02 4733 1733
Road Track & Trail	Blacktown, NSW	Tue	02 8208 3448

ADVANCE ASSET PRODUCT PROFILE

Reasons to use THEOS Server Operating System

This overview summarizes some of the major reasons to adopt and implement the THEOS operating system. The overview is intended to be used by information technology staff at systems integrators, software houses, and end-user organizations. The more you get to know about THEOS, the more you will wonder why you haven't heard more about this remarkable operating system before. The simple answer is that management at the firm has historically emphasized software engineering excellence, has kept a low profile, hasn't invested in significant marketing efforts, and has relied upon VARs to perform most sales and marketing. As a result, what the public has seen of THEOS has to date largely been the applications marketed by VARs. At this point in time, THEOS supports thousands of mature applications, hundreds of thousands of installations worldwide, and over a million end-users.

THEOS is designed to run with a single Intel processor, and virtually any computer system based on Intel's personal computer systems can run THEOS. Any machine which uses standard interfaces can be a client communicating with a THEOS server. The small space required for the operating system makes it a viable alternative for special purpose devices as well as small portable machines.

1. Ease of Use and Maintenance

THEOS was designed to be a personal computer multi-user multitasking operating system that could be used by small business people without the need for in-house technical support. Depending on how developers structure applications, users can be entirely locked out of the operating system, instead operating only in menus, which provide application-specific options. Many tasks that ordinarily require the support of technical staff, such as backing-up application files, can be handled in a truly user-transparent way by an application running under THEOS.

Many THEOS end-user organizations have no technical person on their staff. They are instead remotely serviced by a VAR who occasionally checks up on the system via a secure connection established via the Internet or a dialup line. Installation of the operating system typically takes ten minutes. The process is so straightforward that VARs often talk non-technical end-user staff through the process via telephone. System startup can be achieved in less than ten seconds while system shutdown can be performed in less than five seconds.

THEOS has a genuine commitment to full backwards compatibility of its operating system. This means that new upgrades to the operating system do not require additional application coding in order to take advantage of new operating system features. This commitment means that many incompatibilities that plague other operating systems are avoided, thus helping to ensure a stable and easy-to-use computing environment for end-users.

The consistent internal design and the ongoing discipline of a small number of developers at THEOS allow the operating system to be elegantly simple. This in

turn makes THEOS easier to maintain, significantly more secure, and significantly less expensive to use.

2. Worm and Virus Proof

THEOS was designed much like a mainframe in that it can be configured so that it requires all executing code to have predefined privileges. Executable code introduced from external sources (worms, viruses, and other mal-ware) will then not execute because it has not expressly been granted permission to do so. End-users who may be handling files containing worms or viruses do not have privileges to modify the list of programs that they can execute, so worms, viruses, and other mal-ware will be contained within the domain of the end-user's restricted privileges. So even if a virus were designed with the unique executable format found in THEOS, if it was externally introduced, it would not have privileges to execute, and thus would be harmless.

The THEOS file system has file type conventions which are defined at compile time, and which cannot be changed at run time. This further ensures that what appears to be data is not in fact a malicious piece of executable code.

Further making THEOS immune to worms and viruses, it is notable that Windows executable code will not run under THEOS. So even if an authorized user of a THEOS system were to place a Windows virus on a THEOS machine, it would still have no effect on the THEOS machine.

Because a physical or virtual dongle is required for every THEOS machine, the operating system code checks that this is an authorized machine before it permits the execution of certain internal routines. The developer can also prevent the operating system from booting unless the correct serial number, which is found in the dongle, has been provided. This feature can provide still another mechanism helping to ensure that only authorized code executes on systems running THEOS, as well as ensuring that software piracy does not take place. This dongle can furthermore provide a mechanism to prevent unauthorized third parties from setting up a secret THEOS system, thus thwarting their efforts to surreptitiously develop and test THEOS attack methods. Because THEOS is internally different from Windows, it is well suited for those applications and network services that absolutely must continue to be available, such as network logging.

With THEOS, there is no need for an antivirus system, and likewise there is no need for updates to antivirus systems. Organizations using THEOS can thus avoid the time consuming and costly efforts associated with frequent updates to protect against the latest batch of viruses. Organizations using THEOS can also avoid time spent fixing problems caused by viruses and worms, which are collectively now the most frequently encountered computer security problems around the world.

3. Hacker Resistant

THEOS is aware of no incidence in which its operating system has ever been hacked. A quick review of the vulnerability statistics compiled by the Computer Emergency Response Team at Carnegie Mellon University reveals no reported vulnerabilities for the THEOS operating system. This is in marked contrast to other operating systems which have hundreds of reported vulnerabilities, and many thousands of reported compromises (see www.cert.org).).

4. Crash Resistant

Because THEOS has been a commercial product for over 25 years, the development staff has had plenty of time to polish the code. This has allowed development staff to correct bugs   and glitches, and to make the OS truly stable and reliable. Servers at customer sites are regularly reported to be running for many months without the need for restart, and for many years without the need for replacement. Some customers are still running THEOS systems on 286 machines, systems that were built around 1990. A recent survey of over 1000 THEOS users reported that in an average of nine years of operation, they had no virus attacks, no hacker attacks, and only eight crashes, and all the crashes were traceable to hardware failures.

Because THEOS is so stable, upgrades and new releases come out quarterly, and many users don't bother to implement these changes. The whole "patch or perish" approach to upgrades and new releases is entirely unnecessary when using THEOS. With other operating systems, particularly Windows, incompatibilities and other problems occasioned by patches and upgrades have also been a major source of downtime and crashes. This source of trouble as well as the need to test a large number of patches and fixes is eliminated when you go with THEOS.

THEOS has many built-in stability and internal integrity checks. As well, the operating system supports RAID 17 disk arrays, disk mirroring through a controller, an uninterruptible power supply (UPS) monitor, automatic reboot, and hot-pluggable boards (which allows processing to continue while circuit boards are changed). The operating system also uses segmented memory within Intel chips which means that certain types of buffer overflows are prevented, and also that one application can crash, but other applications can continue to be supported by the operating system.

5. Reliable File and Database

The very reliable THEOS ISAM (Indexed Sequential Access Method) technology is the number one reason THEOS has been around over 25 years and actively supporting thousands of mature applications around the globe. THEOS ISAM is an integral part of the OS file system and has proved to be a stable and powerful data management tool for thousands of THEOS based applications and used by millions of end-users.

In addition to THEOS ISAM, we now have TDB, the THEOS Data Base Server, which is a DBMS that allows you to define your existing flat & ISAM files into a well organized Data Base. Once the definitions are completed, your data is ready to be queried with SQL or ODBC from Windows world.

However, after 25 years of hands on experience, THEOS contends that a mission critical application does not necessarily need a complete Data Base Engine with all the extraneous overhead required to support the applications. For over 25 years, hundreds of THEOS developers have been able to manage data in a very transparent and direct way using THEOS ISAM. And they have reported that their data, no matter how big or complex the files were, has proven to be very stable, without data corruption or misplaced data.

6. Fast and Easy Networking

THEOS Networking capabilities are embedded into the Operating System providing a faster implementation. A complete TCP/IP Stack of protocols makes THEOS Networking easy and straight forward. Here are the most common protocols and services supported by THEOS:

- FTP, File Transfer Protocol, allows file exchanging between systems. THEOS implements both client and server.

- TFTP, Trivial File Transfer Protocol, allows uploading firmware to devices. THEOS implements both client and server.

- HTTP(S), Hyper Text Transfer Protocol, secured with SSL or standard. Allows developer to build a Web Server, and develop CGIs and fully functional Web based applications. THEOS implements the server side. For the client all major browsers work nicely.

- SMTP/POP3, full email server with antispam and antivirus capabilities on the server and client side. THEOS O/S implements server and the THEO+Mail client.

-Telnet, allows local or remote network computers using a Telnet client to connect to the
THEOS server and login as a user. THEOS implements both client and server.

- LPD/LPR, allows to share Network printers. THEOS Implements both servers and clients.

- TFNS/SMB (NetBios). This server and client allows THEOS to share hard drives, folders or files between THEOS, Linux or Windows or any SMB device.

Proprietary Protocols:

- NetLogin, similar to Telnet, but it is secure and has file transfer embedded within this type of emulation. THEOS implements both client and server.

- Twindows, similar to NetLogin, but for Windows platforms. This server enables the THEOS WorkStation (a terminal emulator package for Windows), to connect to THEOS servers. This allows file transfer, images, distributed user interfaces, etc. This is the preferred THEOS terminal solution.

- TDB, THEOS Data Base Server, a DB engine with SQL conforming ANSI'92 standard and ODBC for Windows.

- TNFS/SMB (NetBios), extensions to the SMB by a THEOS native dialect, allows THEOS Servers to share disk resources and files using its native file system, for example, automatic record locking reading ISAM files.

In a THEOS server, the network can be started and stopped without rebooting the system. It is fast, simple and well integrated into the rest of the operating system. THEOS Network environment includes a set of standard commands that anyone familiar with Windows and Linux would feel comfortable using such as ping, finger, net ipcfg, telnet, sendmail etc.