R& SOFTWARE
E DESIGN LLC
1620 S 7th Street   Terre Haute, In 47802

ACCUTECH
Accurate Technology Provided by R & E Software Design llc
812-244-0647

FMS

FOOD MANAGEMENT SYSTEM

FACTBOOK

R & E Software Design llc / Accutech
1620 South 7th Street
Terre Haute, Indiana 47802

Voice:	(812) 235-4095
Fax:	(812) 238-9887
E-mail:	FMSSupport@resoftware.net
Web site:	www.resoftware.net

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Introduction

R & E Software Design llc / Accutech specializes in designing and building computer software systems for the food distribution industry.

The Proven Solution

With installations throughout North America, R & E Software Design llc / Accutech's Food Management System (**FMS**) is a proven solution for the complexities of food distribution management. **FMS** provides the solutions you need today while having the flexibility and power to grow with your business to meet tomorrow's needs. Upon reviewing this Fact Book, you will see why **FMS** is the most complete wholesale food distribution system in use today.

With Accutech and **FMS** you benefit in two ways. First, you have the advantage of using a product which has proven itself in the industry. Secondly, you can utilize the knowledge and expertise our staff of professionals has acquired working in the industry with food distributors all over North America.

A System To Grow With

Accutech designed **FMS** to meet the specific and unique operational and management information needs of food distributors like yourselves. **FMS** handles distribution of meats, produce, frozen foods, cheeses, dry goods, paper products, tobacco, confectionery, and other specialty lines. For distributors serving the food service and/or retail trades, **FMS** provides the solutions you need today while offering the flexibility and power to grow without future programming requirements.

Flexibility And Control

Until **FMS**, software vendors offered food distributors generic distribution solutions, modified to try to handle the food industry, or had custom programs developed. In a highly competitive and specialized industry where flexibility in terms of customer pricing and service is paramount, these solutions fell far short of the industry's requirements. Modifications were constantly needed. In many cases the computer limited the capabilities of management and the growth of the business.

Even though we developed **FMS** specifically for food distribution, the Accutech approach to business system solutions focuses on the idea that each business has unique requirements and these constantly change. Exactly how you put **FMS** to work depends upon your business and your customers' requirements. That's why we have designed **FMS** with the built-in flexibility to accommodate your needs for years to come. If you decide to handle another food line in the future, you already have a functional system ready to use.

FMS adapts to changes in your mode of operations in sales, warehousing and delivery without constant programming requirements.

Accutech designed the Food Management System for your business, to give you the flexibility and controls you demand.

Cost Effective

If you have looked at systems before, we know you'll find that **FMS** provides food distribution management and control capabilities that are second to none, at a price that can be cost justified.

FMS runs on the IBM AS/400 which provides one of the lowest data processing costs per transaction in the industry.

A Commitment To Customer Support

FMS is more than software. Behind every installation is Accutech's customer support. From tailoring the right system for you, to installation, maintenance and education at the level you require, Accutech is committed to helping you get the most out of **FMS**. Our commitment to on-going development means **FMS** will always meet future industry standards.

Recognizing that immediate response to your support requirements are crucial to the success of your business, Accutech offers 24 hour support, 7 days a week.

Should you have any questions or wish to discuss any of the points in this Fact Book, please feel free to contact us:

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Fax:	(812) 238-9887
E-MAIL:	FMSSupport@resoftware.net
WEBSITE:	WWW.resoftware.net

Why R & E Software Design llc / Accutech?

In the 21 years we have been in business, we have helped over 150 food distributors increase profitability by improving productivity, reducing expenses, and increasing sales through better customer service and increased information services.

The following are some of the reasons why we have an excellent reputation in the food distribution industry and are considered the leader in food distribution software in North America:

✓ **Solid Base Code**

Our Food Management System software was designed from the very beginning specifically to meet the needs of food distribution and provides more flexibility and functional features than most other software packages on the market. Since it is a better fit you save on programming costs both initially and long-term.

✓ **Superior Integration Services**

Our people are experienced at educating and installing.Implementation of our systems are done by professionals who understand your industry.

✓ **Pricing For a Long-Term Relationship**

Updates to our software are provided as part of our software 'support'. Since we are focused on the food industry, new features are constantly being added to our software. These features are the results of ideas from food distributors throughout North America and the updates that we make are relevant to your industry. Our clients benefit significantly from our experience and our client base.

✓ **Responsive Support**

We provide 24 hour support, 7 days a week and can offer remote support whereby you allow us to 'dial' into your system, view the problem you are encountering and resolve it immediately.

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Modules

Food Management System Modules

FMS is comprised of the following fully integrated software modules:

- Pricing and Costing Management
- Contract Pricing
- Order Entry/Invoicing
- Order Guides
- Inventory Management/Warehousing
- Purchasing Management
- Sales and Profitability Analysis
- Accounts Receivable
- Accounts Payable
- General Ledger and Financial Reporting
- Supplier Revenue Tracking

General Design Considerations

FMS is designed to be easy to use while offering functionally superior features which when combined with the user friendliness of the IBM AS/400 results in a very effective solution.

Complete "Window" Menu Driven System

All functions and operations are selected off of comprehensive window menus. These window menus can be optionally tailored by yourself to your specific user requirements including security at the option level by user.

Minimal Need For Programming Changes

To minimize the need for program changes both at the time of installation and in the future as your needs change, **FMS** makes extensive use of **user controlled codes files** and **user selectable setup options.** This allows all our clients to have the same base software even though they operate differently and have different unique requirements.

As your business grows and/or changes, you can change these setup options to meet your requirements, usually without requiring program changes. This software design feature will allow you to keep programming costs to a minimum throughout the life of the system.

Report Controls

FMS utilizes a 'report control feature' which allows you to easily change and/or set default values for each report such as characters per inch, lines per page, font, number of copies, printer, priority, forms type, etc. This feature puts the control in your hands so you do not require programming expertise. It also prevents getting 'locked into' having to print reports in one format.

Report Selection

When you chose to print, rather than utilize the on-line report option, the reports print in the 'background' and do not tie up the screen. A message is sent to the terminal when the report is completed. This feature applies to all reports, invoices, statements, etc.

On-line/Interactive Programming

FMS is designed to meet the food industry's needs with precise, to-the-second information. The system verifies, edits, disperses and records information from user friendly data entry screens.

Capitalizes On IBM's Hardware Capabilities

Complete data definitions are provided for all files to serve as the database to IBM's Client Access/400 optional software package. This software allows you to easily and efficiently produce your own selected reports or displays in addition to the over 1000 reports already provided by **FMS**. This also provides the ability to download selected data in your own format to a PC for use with PC based software such as Lotus 1·2·3 and Microsoft Office.

Hand Held Order Entry Units

FMS interfaces to hand-held order entry units for remote order entry:

1. TELXON, M.S.I.

2. FMS-LINK (Laptop's for your DSR's)

    ▪ The FMS-LINK Laptop System is specifically designed to be used by Food Distributor Sales Representatives (DSR's). The FMS-LINK Laptop System includes: an Electronic Price Book, Complete Order Entry, Customer Unit Cost Book, a total Food Cost Manager, Electronic Mail, a Desktop Organizer, and Detailed Product Descriptions (XPD-LINK).

    ▪ The FMS-LINK System is updated on a daily basis to provide the DSR's with accurate inventory levels, current pricing, and accounts receivable information.

    ▪ The same laptop software can be provided to some of your major clients. They can then on a regular PC enter and transmit their own daily orders.

    ▪ One or more orders can be directly transmitted to your IBM AS/400 computer and you can request a turn around confirmation of any possible shorts and price confirmation.

    ▪ It also offers menu management where your salesreps can offer the restaurant or institution portion costs and menu management.

    ▪ Electronic mail between the office and the salesreps through their PC's is another feature.

Automated Routing

FMS can interface with a variety of PC based software packages for automated routing, including: ROADSHOW, ROADNET, and TRUCKS.

IBM Hardware - AS/400

FMS operates on the IBM AS/400 which is designed to satisfy the requirements of food distributors and offers the following features and benefits:

✓ One of the **most easy to use**, advanced commercial systems in the industry today. IBM's most successful system.

✓ Provides one of the **lowest data processing costs** per transaction in the industry.

✓ **User productivity is enhanced** via many system delivered **Help and Menu screens**.

✓ **Electronic Customer Support**, an electronic link between your processor and IBM's provides a more effective support environment. Hardware problems are automatically reported to IBM.

✓ An **Integrated database** making it easier and faster to implement new applications and eliminates data redundancy.

✓ **Advanced architecture** provides a large address capability that **protects the user's investment** by providing growth with the business.

✓ **Integrated security** with unique object orientation which **allows total control of resources**: system facilities, file access and update capabilities.

✓ **Pre-installed Operating System** minimizes installation effort and complexity.

✓ System delivered **IBM education is available on-line** for self paced education at your facilities.

✓ The design **provides upward growth capabilities** and protects your hardware investment. As your business grows the CPU can be expanded and does not have to be replaced when you upgrade the system.

✓ Conforms to the guidelines and standards established by the IBM **SAA**.

✓ Optional **disk mirroring** of DASD so the system duplicates the DASD contents on like to like disks so that a single failure will not stop the system. **If a mirrored DASD fails the system can continue to operate without interruption** and repair or replacement of the failed DASD can be deferred until a convenient time**.**

Education

Businesses that have successfully implemented software solutions have one thing in common, a commitment to education. Computer software, no matter how simple, is ineffective unless your users understand and know how to utilize it.

We at R & E Software Design llc / Accutech are committed to offering you the most comprehensive education in the management of our advanced business software, the Food Management System. Our specialized instructors make this functionally rich software simple and understandable to your users, allowing you to streamline your operation and increase profits almost immediately.

Your commitment to thorough planning and education permits you to provide better customer service, achieve greater staff productivity, and improve profit margins. As your company grows and/or changes, you will increasingly need to use the more sophisticated features of the Food Management System; R & E Software Design / Accutech's education program will be there for you.

Our education sessions ensure that you get the most from your investment. We urge you to commit to our education program in order to guarantee your successful implementation of the Food Management System.

Price/Cost Control Module

At the heart of our system is a powerful Pricing Module that provides you with the capability to handle all the special deals, contracts and exceptions that are so common in food distribution. The flexibility of this system allows you to ignore the exception capabilities and create a very simple pricing structure, or incorporate any or all the complexities of your pricing requirements. The system will allow pricing formulas by customer which can be easily maintained and eliminate most manual price overrides.

Highlights

♦ Comprehensive item file maintenance
♦ Multiple pricing brackets
♦ Customer exception pricing/matrix pricing
♦ Contract pricing
♦ Date sensitive price/cost changes
♦ Two costs for selling price calculations
♦ Frozen costs for pricing
♦ Specials and deals taken into account
♦ Customer promotion pricing system
♦ Volume discounts
♦ Rebates
♦ Multiple broken case pricing capabilities
♦ Hundred/Thousand/Gross pricing
♦ Pricing by weight (pound/kilogram)
♦ Pricing for standard weight products
♦ Pricing by units/sold by case
♦ Item sold below cost warning & price tolerance monitoring
♦ Freight at product/customer level calculation
♦ Minimum order surcharge capability at customer level
♦ Sales tax at customer/product level designation
♦ Suggested retail prices by pricing zone/department
♦ Retail authorization file by store and department within
♦ Listings of price/cost books
♦ Display price book on-line by 'alpha search'
♦ Listings of new products, deals, and specials

Comprehensive Item File Maintenance Made Easy

Multiple screens segregate item static and pricing information. The pricing and costing screen allows side by side comparison of current effective costing and pricing along with the next cost and price to become effective.

Additional full screens of multiple items allow mass updating of static information such as UPC coding, weights, cubes, item descriptions, etc.

When entering new items, access to available codes have "Pop up windows" to display which codes to use (e.g. Item Category Codes).

Access to static information or costing information can be user restricted by user to inquiry only.

Item file maintenance can be optionally logged to print an audit trail of activity. This printed audit trail will show only the fields changed with the date, time, and user.

Variable Weight Pricing

Pricing By Weight (Pound/Kilogram)
Products that are sold by a variable weight can be identified as either being priced and sold by the pound/kilogram, or priced by the pound/kilogram and sold by the unit. The Order Entry system will ensure that variable (catch) weights are entered prior to invoicing.

Pricing For Standard Weight Products
Products that are sold by the pound or kilogram but have standard weight cases are supported without having to weigh the product and/or enter the weight at order release time.

Pricing

Multiple Pricing Brackets
Up to 80 price brackets can be established, plus more if you include the "contract pricing" and "exception matrix pricing" capabilities of **FMS**.

The basic pricing structure per product allows up to six basic pricing brackets defined item by item. Overall, or at the product category level you can ask the system to work as follows and calculate prices from:

- 'Market' or 'total' cost based on gross margin percentages
- 'Market' or 'total' cost based on straight percentages
- 'Market' or 'total' cost based on 'cents plus'
- 'List' price down by percentage
- 'List' price down by cents down

Customer Exception Pricing/Matrix Pricing
The system also allows full matrix pricing. The matrix allows customers and groups of customers to have their own price/cost list/formulas.

The matrix follows:

```
1--- Groups of customers
2----- All ship to locations for a customer
3------- A ship to location

The above works in a matrix to product group,
category and item.

A--- Product groups
B-----Product categories (multiple categories
          part of a product group)
C------- Item (Items part of a category)
```

The unique combination of elements in the matrix allow the following rules to be set:

- The overall optional administration cost percentage set (hidden overhead cost), can be overridden. You might select this option to set a different percentage or to omit the cost to calculate a price.

- An exact markup percentage to be used at the time of order entry or invoicing can also be set. This allows an unlimited number of brackets for pricing.

- The item file allows you to choose by item either total cost, market cost , or list price to calculate prices. The matrix allows you to override this and choose which cost to use.

- Within the matrix you can choose whether or not to pass on to customer(s) outgoing trade deals.

- For broken case pricing the percentage surcharge within the matrix can be changed or omitted. You can also use cents per pound and the amount per case.

- Within the matrix you can choose whether or not to compare outgoing trade deals and give the customer(s) the lowest price.

- Within the matrix you can override the basic markup brackets which may be setup at the customer level.

- Cents up from cost or cents down from list can be defined.

- Like contract pricing you can also define a set price at the item level which is date sensitive. You can control the cost elements which are used to determine a set price. You also have the features to insert and maintain all the way down the matrix to the item level, the percentage formula to be used to automatically recalculate set prices on a periodic basis. Permanent modules can be setup which allow advance pricing changes to be established and worked on in advance with automatic date activation. These modules can be setup for a customer or a group of customers which fall into the same pricing method.

- Another feature of matrix pricing is that set prices which are date sensitive can have quantity limits attached to them. You can limit the quantity sold on a date sensitive deal. The deal is over when either condition has been reached. When orders are entered, this quantity check is maintained on-line and monitored. This feature can be setup by item, or by customer, or group of customers. You can use this feature for "show" orders where you limit quantities for a certain price by customer over a time period.

- All parameters within the matrix are permanent or date sensitive.

- The matrix also allows advanced changes to be entered. They will automatically move over on the proper date(s).

- The matrix concept may not be what you use for the majority of your customers. This powerful tool can be used for the chains or individual customers who know your costs and supplier rebates and demand a specific formula for their price calculation. Matrix will allow you to do this exception setup so you are avoiding manual price overrides.

Contract Pricing

Contracts or 'pricing profiles' allow other exceptions to the rule. A contract number can be attached to any number of customers or overridden at the order level at the time of order entry. A contract is date sensitive and can be setup in advance while the current contract is in effect.

The contract and the products attached to it can provide the following:

- A fixed set price, or

- A percentage up or down which would be used to calculate at time of invoicing

- A cents up or down value which would be used to calculate at time of invoicing

- A deal off amount to offer only to customers attached to the contract.

Formulas can be setup by category or at the item level to periodically automatically recalculate contract set prices to be used for the next period.

Complete sales reporting statistics are provided by contract and customer.

Date Sensitive Price/Cost Changes

Through the purchasing system any number of cost changes, and/or out going specials or deals can be entered and stacked up, all being date sensitive. Prices can be setup in a work area to be reviewed automatically, or to produce advanced price books and price change reporting.

Two Costs for Selling Price Calculation

The total/landed cost is calculated automatically by the system by a user-defined formula which defines which costs are to be included or excluded. You can also maintain for some products a market cost. At the item level you can define which cost should be used for

product up charges for price calculations. For contract automatic repricing a market or total cost can also be defined at the contract level.

Frozen Costs for Pricing
You have the ability to periodically take a snapshot of item file costs used for price calculations plus "street prices" brackets 1-7. You can limit these frozen cost items to certain categories of items or all. You can then code certain customers to use these frozen costs in their pricing.

Multiple 'Broken' Case Pricing Capability
Broken case pricing features allow you to control which items can be 'broken' and how the 'broken' price is calculated. Three ways are provided:

1. One bracket can be set aside and offered to all customers.
2. Have the regular full case sell price divided by the number of units within the case.
3. Take the customer's calculated broken case selling price and add a percentage surcharge.

Contract pricing can include or exclude broken case pricing.

Hundred/Thousand/Gross Pricing
Pricing quoted by the thousand, hundred weight, or gross allow you to sell products such as paper and hundred weight for some meats without having to maintain inventory the same way.

Discounts And Surcharges

Specials and Deals Taken Into Account
For street accounts you can offer 'flyer' specials. These can be a special price or dollar/cents off. These out going deals to the customer are date sensitive and show on your general price books. Flyer listings can also be produced for distribution. For these the invoice can show the special or deal amount and the dates they are in effect.

You can also simply indicate at the customer level whether or not to allow a customer to have street deals. Through our exception/matrix pricing you can choose whether a customer will get the better price if a deal is in effect (overall, by product group, category, and item).

Deals off can be setup for groups of specific customers by using a feature in our contract/profile pricing. These specials and deals can also be tracked to provide a history of the promotions showing sales by customer.

Customer Promotion Pricing System
This system allows you to establish multiple promotions on an item(s) and offer them to selected customers. You can maintain these in a matrix format to reduce maintenance. You can assign customers the matrix from high to low by:

- Customer pricing group

- Customer type

- A chain of customers

- A customer

To attach items to customers selected in the matrix high to low is:

- An item category

- An item sub-category

- An item

You can offer a special price, dollar off, or percentage off. You can also reverse the dollar off and percentage off to make them upcharges for certain situations such as royalties charged.

These promotions are all date sensitive and include a tracking reporting system of promotions given by customer/item and item/customer. Forecast quantities can also be established and reported. All promotions can be grouped into promotion types for reporting.

The invoice can print one or more promotions below the line item showing what was given as well as the 'from-to' date the offer is active.

Customer Rebates
This feature allows you to provide weekly rebates to selected customers based on their purchases from you. You can choose to automatically create an entry to their accounts receivable statement.

Various types of rebate calculations can be calculated. They include:

- Percentage or amount by product

- Percentage by selected product groups

- Percentage by selected product categories

- Multiple overall percentages to issue separate checks

- Sliding scale percentages based on sales

Customer and rebate type reporting is provided for week-to-date, period-to-date, previous period, and year-to-date figures.

Volume Discounts
For part or all of your product line you can setup volume purchase discounts. This can be done at the product level or certain products can be grouped together to be part of a formula. This can be offered to all customers or you can select only certain customers. An invoice will total quantity purchase by product or group of products and then go against the formula(s).

The formulas are setup with a sliding scale of minimum quantities purchased. By formula you can choose to offer a discount percentage off, a dollar off amount, or a special price.

You can also setup groups of products with individual bracket prices at the product level. The brackets correspond to the sliding scale (e.g. 10, 15, 20, 25, 50 cases). Based on the quantity, individual prices within that bracket will be used for that group of products on the invoice.

Note: You can also choose to allow volume discounts to be setup by customer or by customer chain.

Multiple Off Invoice Discounts/Surcharges
The system allows you to setup and define any discounts or surcharges you wish to offer at the invoice level. This user-defined pricing tool also allows you to setup your own discounts and surcharges without program changes.

A discount or surcharge can be a fixed amount or a percentage. For each type of discount or surcharge you can setup; the description to use, whether it is taxable, whether it is for a regular delivery or pickup, whether to prorate it into sales analysis over the body of the invoice, whether you want to provide sales tracking for it, or whether to use a sliding scale based on dollar sales.

Examples: Delivery charges, store setup charges, regular discounts, or discounts based on sliding scale of purchase dollars by invoice or periodic dollars.

- Reporting by type of discount or surcharge by customer and date is provided.

Overall, all 'ship to' locations in a chain, or for an individual customer you can:

- Setup which discounts/surcharges to use (up to 99).

- Arrange the sequence they will occur and whether the calculation is on an accumulative basis or from the base invoice amount (e.g. give a 10% discount and then a 5% discount).

- For percentages minimum/maximum amounts to give can also be setup.

Product Level Discounts/Surcharges
You can also control discounts and surcharges at the product level. Each product can have up to three discounts and/or surcharges attached to it. You can define the exact percentage or amount at the product level or you can give a default overall.

- You can setup whether a percentage of the invoice line extension is to be used for the calculation or a fixed amount per case or broken unit is to be given.

- You can define whether this is to be shown on the invoice or to be retained to give your customer a 'by check' rebate.

- Reporting by type of discount/surcharge by customer and date is provided.

- Setups are permanent or date sensitive.

Overall, all ship to locations in a chain, or by individual customer you can define multiple types of discounts and/or surcharges to allow.

Examples: Bottle/Container charges, cigarette stamps, meat/fish leaker allowances, and store setup charges.

Broken Case Pricing Surcharges

Broken case pricing can be designated at a set price per product for all customers, or at the customers regular price, or at the customers regular price with a surcharge.

- The surcharge can be set overall, or by product system wide.

- With the matrix pricing you can further define them overall, by groups of customers, by customer chain, or by 'ship to' within product group, product category right to the item level.

- At order entry time you can change the method of calculation for that order only.

Freight at Product/Customer Level

If you use common carriers for all or some of your customers or your own truck for in town or out of town you have the capability to setup outgoing freight charges.

- You can setup customers to use a specific freight table.

- Products can be segregated by type (i.e. Fresh, Grocery).

- A freight table(s) can be setup as a flat rate, rate per CWT, sliding scale, rate per unit, or rates by type of product.

- By customer you can choose whether to calculate freight and show it separately on the invoice, calculate freight and bury it in the price, or calculate freight and not charge it but provide reporting.

- Separate reporting for all freight is provided by date by customer.

- Freight charges can be added or changed before the time of invoicing.

- Freight tables will support standard charges for UPS, mail and other courier charges.

Minimum Order Surcharge By Customer

By customer you can setup a minimum order surcharge based on a user-defined minimum order amount.

- Prior to invoicing you add or change the minimum surcharge.

- All surcharges are kept and reporting of amounts charged by customer and date are provided.

- Analysis reporting can be done to choose all customers who have one or more invoices under a minimum amount within a date range. All invoices for those customers will print including those under the minimum. This will allow you to change their minimum surcharge or if they have no surcharge either give them one or choose to move them into an overall higher pricing bracket.

Item Sold Below Cost Warning & Price Tolerance Monitoring

In addition to a warning at order entry time for products sold below cost, we also provide a warning for manual price overrides and for price tolerance at the product level based on an optional plus/minus tolerance by percentage or cents. These warnings allow you to optionally setup at the product level lows and highs. At the low side you may allow your salesreps to go lower but not lower than a certain percentage over cost. The high level eliminates many keying errors where you charge a ridiculous price, and helps on credits and customer service levels.

Sales Tax At Customer/Product Level Designation

Sales tax designations by product, with customer exceptions at the product level, are available. Sales taxes for both Canada (Provincial, Federal, GST) and the United States (State, County, City) and other taxes with classification tables as to food and non food products are all handled by the system.

Sales Books

Sales, Price & Cost Books
Sale books can be printed to suit all your requirements and are designed so sales people have the information they need and can even be printed before the prices become effective.

- Up to six price brackets plus one bracket for less than case quantities can be printed in one price book (All or selected brackets).

- NEW and SPECIAL ORDER items are indicated.

- **DISCONTINUED ITEMS** can be shown or printed separately.

- Products requiring **SPECIAL IN-HOUSE PRODUCTION** (e.g. special cuts of meats) are indicated.

- **PRICE CHANGES** are indicated (+-).

- **DEALS** and **SPECIALS** are indicated with effective dates.

- **PREFERENCE CODES** indicates your preferred ranking of selling "same" products.

- **COSTS** (or coded costs) can be optionally printed.

- **UNIT OF SELL** and **UNIT OF PRICE** are clearly indicated (e.g. sold by the piece but priced by the pound).

- Can be printed in whole or in part by CATEGORY, UNIVERSAL PRODUCT CODE, or SUPPLIER.

- An 'internal use' **price/cost book shows margins**, markups, and/or 'cents plus' as well as **COST DETAILS**.

- ▪ **Priced Order Guides** of selected products can also be produced for specific customers customized to their products used and their pricing structure. Again, advance price changes can be taken into account.

Listings Of New Products, Deals, & Specials
Listings can be produced of new products stocked for salesreps awareness. The products that are on special or have deals off can be printed and sent to customers for promotion purposes.

Display Price Book On-Line By 'Alpha Search'
The price book can be displayed on-line by 'Alpha Search' showing selling prices for existing brackets or percentages. The alpha search feature makes it possible to retrieve this information without knowing the item numbers. Also, similar items or all products with the same brand name can also be displayed on this screen using this feature.

Retail Store Requirements

The flexibility provided in this overall setup will eliminate programming changes to the maintenance, setup and selection programs and leave custom programming to the formats of labels needed and the type of printer being used.

Highlights
- ♦ Allows an authorization file by retail store and department within which can be accessed on-line in order entry for authorization of products and which prevents unauthorized products from being shipped.
- ♦ Automatic calculation of suggested retail pricing at the store/department/ promotional display level can be printed on invoices or case labels.
- ♦ For chains you can include or exclude certain items at the store level which differ from the master setup.
- ♦ The percentage used for automatic calculation of suggested retail prices can be overridden at the store/department or product level.
- ♦ Brackets of retail pricing can be setup allowing you to assign customers to the brackets for suggested retail pricing.
- ♦ Retail sales tracking provides profitability reports for the store chains either consolidated or at the store level. This reporting can be reported at the store/ department/item level using "their" item numbers.
- ♦ Reporting of future product changes is available for selected stores. These product changes include; SRP, UPC, pack size, etc.
- ♦ Future retail SRP price changes can be put into the system in advance at the customer level. It is possible to receive these SRP changes from the store via hand held units.
- ♦ Shelf labels can be printed for selected stores with bar code labeling.
- ♦ Retail price catalogues for specific customers can be printed in advance taking into account the customer's pricing methods.

Contract Pricing Module

The Contract Pricing system lets you setup specific customer pricing. Contracts are primarily used for customers or a group of customers that have "set" or confirmed price, a deal off, percentage add-on to cost, or 'cents plus' pricing structures. An overall cost can be established by product. Contract effective dates and deal dates are automatically monitored by the Order Entry system.

Highlights

♦ Set price per product
♦ Individual deals
♦ Set percentages on cost
♦ Cents plus on cost
♦ Set cost for product
♦ Profile pricing
♦ Advanced working file/date sensitive changes
♦ Automatic repricing setup
♦ Listings by customer/products
♦ Listings of all contracts/customers
♦ Displays by contract/products
♦ Displays by product/contracts

Setting Contract Pricing

Set Price Per Product
A set selling price can be entered for a product. Whenever a customer assigned to that contract purchases the product, and is within the effective dates for the contract, that price will be used.

Individual Deals
In addition to outgoing deals/specials that are available for everyone, you can also limit specific deals to apply to certain customers or group of customers, within a specified period of time.

Set Percentages On Cost
A product on a contract can also be confirmed for a specific percentage above cost. As your costs fluctuate the customer's selling price will also change. If you have confirmed, for example, a 10% up-charge above cost to a customer, the selling price will be based on the up-charge over today's cost. In dealing with major chains you can also provide them with specific proof from reporting produced from our Contract Sales Module.

Cents Plus On Cost
This feature is usually used for products sold by weight. You can indicate a certain dollar and cents charge above your current cost to certain customers.

Set Costs For Product
This option is usually used when a large volume purchase can be made to fulfill the needs of a contract with a confirmed fixed selling price for the duration of the contract. Rather than mislead the gross margin profit on sales statistics, this option allows you to put in the true cost for this volume purchase. As purchases are made against this contract, this cost would be used for sales statistics.

Profile Pricing

In our contract pricing system, current incoming or outgoing deals can be included or excluded at the product category and/or product number level. Further formulas at the product level can be established for automatic recalculation. Besides a set price you can have cents plus or off, or a selected percentage up or down based on today's cost or list price. The printing of contract/ profiles can be also produced in customer defined sequences.

For example, you setup a monthly contract with a customer to purchase everything at cost plus 8% with some exceptions. Paper products are "cost plus 15%", fries are to be sold at bracket "7" pricing, shortening is to be sold at "cost plus 4%" with no deals, meat items have various pricing arrangements all based on cents plus on cost. Further, the customer wants a priced order guide printed in their sequence and groupings with their item numbers shown. **FMS** can handle this - and update pricing automatically each month!

Price Changes

Advanced Working File/Date Sensitive Changes
There is no need to be in a "crunch" to enter in revised contract prices at the last minute. A working copy of contracts is available which allows you to revise prices in advance. You will have the opportunity to verify pricing and submit them to your customers before they come into effect. New contract revisions will automatically be transferred to come into effect on the starting date.

Automatic Repricing Setup
If you have a large number of contracts the maintenance to review pricing could be tedious and time consuming. Our automatic repricing feature allows you to establish set formulas by contract to be used to automatically reprice them. Weekly, monthly and periodic contracts can be divided into several or more groups. By selecting for example, group 01 all weekly contracts are repriced in the working copy. A report is produced in advance showing you the effect of the change in comparison to your current costs. Afterwards, anyone of the products can be changed prior to it becoming effective.

Listings And Displays

Listings By Customer/Products
Contracts can be printed for internal use or for distribution to your customers showing confirmed prices.

Additional Features
♦ The use of preprinted order guide forms provides the ability to produce a professional looking list of contracts prices with effective dates.
♦ Reports can be generated showing all products on contract or (for large chains) only the products a particular "ship to" location uses.
♦ Optionally print broken case prices if a product is breakable.
♦ Optionally print portion costing for selected customers.

Listings Of All Contracts/Customers
Listings can be produced showing all customers that are drawing prices from particular contracts.

Displays By Contract/Products
On-line displays, by contract show you all products on a contract with the pricing structure used for each product. If the product is designated as 'breakable' the calculated split price is also displayed.

Displays By Product/Contracts
This option is used if you wish to see all the contracts a particular product is on. If drastic market cost changes occur, these items are easily accessed to see the effect on existing contract prices. You can also use this option to compare the pricing of a particular product on different contracts.

Order Entry/Invoicing Module

The power and flexibility of the Price/Cost Module combines with customer profile information to unlock the potential of the Order Entry/Invoicing system. Created specifically for the food distributor, it provides the ability to process orders with speed and accuracy, thereby maintaining a high customer service level. Whether you operate in a one-shift operation or multi shift operation, it has the flexibility to handle all food distribution operations. This proven system will streamline your operations and thereby allow management more time to focus its energies on sales and profit.

Highlights

Entering The Order
- Customer profile maintained
- On-line screen entry
- On-line order guides
- Hand held remote order entry units
- Restrict customer buying to limited products
- Inventory display during entry
- Optional profit by order to show
- Edits and warnings
- Purchasing inquiry during entry
- Sell to zero display during entry
- How the price was calculated inquiry
- Access to invoice history
- Special instructions/comments
- 'Advance orders'
- Alpha search on customer/product numbers during entry
- Non-inventory products
- 'Sample' or 'no charge' products
- Automatic substitutions
- Direct shipments
- On-line search/add-on to order
- Will calls/immediate print of an invoice

Routing And Salesreps Calling File
- 7-day routing and salesreps calling file
- Route/stop verification
- PC routing interface

Before Printing The Pick Lists
- Automatic special production list
- Shortage status report
- Automatic reallocation of short stock
- Load capacity reporting
- Route/stop manipulation
- Confirm orders received display
- Customers over credit limit with orders report

Picking The Order
- Segregation by picking section
- Bulk picking capabilities
- Various methods of printing
- Picking labels

Releasing The Order
- Simple "no change" processing of order
- Weighted product entry and totaling
- Substitution capability
- Freight/minimum order surcharge override
- Staging area designation
- Picker code recording for pieces count statistics

Invoicing The Order
- Flexible invoice format
- Duplicate copies of invoices/bill of lading
- Variable weights printed on invoice
- Suggested retail pricing (SRP)
- Reprint invoices

Pickups/Debits/Credits
- Automatic Pickup/credit/debits printing
- Reason codes for goods returned/returns reporting

Additional Reports, Lists & Displays
- Driver's trip report/manifest produced
- Profitability by truck load
- Lost sales tracking

Entering The Order

Customer Profile Maintained
The customer profile is maintained by the system to allow for efficient order entry. Information pertaining to the order being entered such as delivery address, salesreps number, terms, delivery day, price bracket or markup code, etc. can all be overridden if needed to deal with exceptions. (Customer profile is in the A/R module)

On-Line Screen Entry
Orders can be entered on multiple terminals at the same time using the multi-line or the single-line entry method. The multi-line entry is primarily used for quick, mass entry of orders which may have been hand written or phoned in by salesreps to a tape. The single-line entry method is effective in an order desk to customer phone environment where each product at a time is verified and pertinent information displayed.

On-Line Order Guides
On-line order guides significantly speed up order entry and reduce errors as the customers usually ordered products are displayed at order entry with their current prices which can be overridden. Also ideal for dealing with those accounts who ask the price of everything they buy.

Hand Held Remote Order Entry Units
FMS interfaces to hand held order entry units for remote order entry including TELXON, MSI and FMS-LINK.

Restrict Customer Buying To Limited Products
- You can restrict certain items to be sold or not sold in certain states/provinces.

- You restrict private label products to be only sold to the customers allowed.

- You can restrict certain dangerous goods products to be sold to only customers who have a permit with an expiration date.

Inventory Displayed During Entry
On either entry method the quantity on hand for the product entered is displayed, taking into account all quantities allocated, and also if the product will be shorted. Inventory is allocated at time of order entry on a first come basis and can be reallocated prior to shipping if necessary.

Purchasing Inquiry During Entry
Should order entry indicate that a product will be shorted, you can inquire into outstanding purchase orders for that product and make the decision to allow your inventory to go into a negative condition based on the delivery date shown on the purchase order.

Sell To Zero Display During Entry
During entry you can press a function key to bring up a sell to zero display. This display shows projections for the next 14 days with one line per day. Committed quantities to customers for advance orders and incoming purchase order quantities are taken into account. This allows you to commit to a date the product can be offered based on the order.

How The Price Was Calculated Inquiry
During order entry the price is always calculated. There is also an option to bring up a window for the item relating to the customer on how the price was calculated. If you have setup special pricing for the customer it will show you where it came from. From a contract, a special or deal on, etc. From/to dates are displayed. If retail pricing is active the suggested retail price will also be shown and how it was calculated.

Access To Invoice History
During order entry you can take a function to display all invoices in the history file and bring up any invoice details. You also have the ability to select a product and display a history for that product of all shipments (newest to oldest). This will show the date shipped, quantity, and price sold.

Optional Profit Per Order To Show On Screen
As an order is being entered the invoice total and profit can be displayed on the screen so immediate decisions can be made regarding unprofitable orders or so invoice totals can be given to the customer before processing. In the case of variable weight items the system will automatically estimate the extensions based on average weight. The average weight used for this can be either a preset amount at the item level or a system calculated average weight depending on the set-up option selected. Invoice weight and cube are also displayed.

Edits And Warnings
The system edits information entered and will give both visual and audible warnings for such things as:

- Customer over credit limit
- Purchase order number required for this customer
- Item number not on file
- Quantity too large (can be by passed)
- Below cost
- Price too high
- Price too low

Special Instructions/Comments
Special instructions can be entered at the order level for the picker and/or for the driver. Also, comments are available to print under each product line product. For example: on 40 LB bananas, 1/2 ripe 1/2 green.

You can also maintain standard special instructions/comments for the 2 lines of up to 50 characters each. All you need to do is key in the code and they are automatically picked up for you. You also have a display window to view available stored comment lines to select.

Advance Orders
Orders taken for advance delivery can be entered into the system immediately and the Order Entry system will take care of merging them automatically when they are due to be delivered. On all advance orders inventory quantities are not reserved until the order becomes current.

Alpha Search On Customer/Product Number During Entry
If a customer or product number is not known at the time the order is to be entered it can be found easily by using the alpha search feature to pick up and insert the correct number.

Non-Inventory Products
If a special product is brought in for a customer on a one-time basis, it can be processed through the system along with the regular order for that customer without impacting your inventory or without having to set that product up as a stock product. This enable you to handle 'special order' items efficiently.

'Sample' Or 'No Charge' Products
If a sample is to be sent on an order to the customer, it can be easily entered so that picking of that product is done, and the costs of the product are reflected on your sales reports. No charge products, which your supplier provides at no cost to you, can be processed without a price or cost.

Automatic Substitutions
Substitutions at Order Entry time can be done automatically without the entry person's intervention. Conditional, unconditional, and recommended substitutions by product allow you to have the system automatically substitute based on available inventory, or view substitute items only. Up to two substitute products can be handled per product. 'Unconditional substitutions' are an excellent way of reducing inventory of similar items. When the unconditional substitution has been depleted it will automatically go back to the original. Customers who will not except substitutes are also handled by the system.

Direct Shipments
Direct shipments (from supplier to customer) can be invoiced by the system and reflect in sales and accounts receivable without affecting your inventory. You can also place direct ships through the purchasing system assigned to a specific customer and when confirmation of shipment has been received an invoice will be generated.

On-Line Search/Add-On To Order
With the on-line search capability to locate an order entered into the system, customer add-ons are a quick and simple procedure. No longer is it necessary to have multiple invoices for one customer.

Will Call/Immediate Print Of An Invoice Or Pick Ticket

At order entry time an immediate print of an invoice can be requested bypassing the picking and releasing steps. If you have a "Cash and carry" operation you can request an immediate print of a pick document and request an immediate print of an invoice after it is picked.

Routing And Salesrep Calling File

7-Day Routing And Salesreps Calling File

Displayed on-line by day where you can get an on-line picture of all stops or calling sequences by day. Order guides can be printed by sales representative in sales call sequence.

Route/Stop Verification

If the routes/stops and delivery days are setup for customers, the Order Entry system will verify that delivery is actually allowed to be scheduled for that particular day entered. An override can be made. The system allows you to establish one route/stop or up to seven days of route/stop combinations per customer.

PC Routing Interface

There are a number of PC based packages for daily assignment of routing/stopping. We are able to interface easily to these, including: ROADSHOW, ROADNET and TRUCKS.

Before Printing The Pick Lists

Automatic Special Production List

You can designate certain products (such as special meat cuts) as those requiring preparation prior to shipment. When an order is entered a special production request list for that customer is produced.

Shortage Status Report

This reporting feature shows by item all customers who have been shorted along with others who haven't been. This is normally run prior to pick lists/labels are printed. This allows you to make last minute changes such as reallocations to look after your 'good' accounts.

Automatic Reallocation Of Short Stock

All orders containing a specific item can be listed and a separate adjustment quantity can be applied against orders to tell pickers to pick less for certain orders so all customers can get filled with that item. The original order quantity does not get changed and the picker only sees the adjusted quantity.

It is not necessary to go back into order entry to make these adjustments but rather through a quick adjustment method. A substitute item can also be applied and the changes made automatically.

Load Capacity Reporting
A load capacity report can be optionally produced showing the weight and cube per route. This will then aid in the decision of moving orders from one route to another as well as determining the size of truck required for each route. Your product categories or pick sections can be separated into dry/frozen/cooler and the reporting will split the reporting to help with truck fixed or moveable bulk heads. This report can be selected at any time.

Route/Stop Manipulation
Display/update by route/stop/customer of all orders is provided and allows easy manipulation to switch one route/stop to another. Weight and cube per stop and total by route are displayed on-line. Picking documents, invoices and the driver's manifest can be sorted by route/stop.

Confirm Orders Received Display
You have the ability for certain customers to setup a verification by day to check if an order is received. For example: If a customer gets delivery on Tuesday and Thursday and it is important that every Tuesday they get a delivery you can set it up for Tuesday only. (Any number of days can be setup). At any point in the day you can bring up a display which will do a verification for and display all customers' missing orders.

Customers Over Credit Limit With Orders
This report or display can be selected at anytime to further prevent orders being shipped to accounts over their limit. In addition there are edits and warnings at order entry and the warnings can be printed with the pick lists.

The choice also exists to print out a daily ageing report for only those customers with orders going out and with balances overdue. This can then be reviewed before hand.

Picking The Order

Segregation By Picking Section
One method of printing picking documents is with one customer's order per picking document. Another method is to produce multiple picking documents by customer, by sections of the warehouse (e.g. freezer, cooler, and dry goods). This allows for simultaneous picking of orders.

Bulk Picking Capabilities
Certain groups of products can be designated for "bulk" picking, for example, the freezer. Whenever picking documents are selected for printing, an additional bulk summary listing by route would be produced for only those products.

Various Methods Of Printing
Picking documents can be selected for printing either individually by order, all orders ready for picking, or only certain route(s). The picking documents and/or labels can be sorted by picking section and slot location.

You have the capability to store picking selections in the system and recall them for automatic selection. For example, if on Tuesdays you always select certain waves of routes for picking, at various times during that day you can store this information so you only need to key in the group selection code(s).

Combine Orders At Picking
In the system setup, orders for the same customer and the same delivery date can be automatically combined into one order at picking. You can also exclude certain customers from this option.

Picking Labels
Optional procedures allow for pick labels to be printed either with, or as an alternative to, pick lists. This is controlled by pick section as setup by the user.

Optional software is available so pick labels can be produced based on weight and cube and how many cases a pallet or cart might hold. This allows one or more customers to be picked on one pass to the capacity of the pallet or cart. Break points are indicated on the labels.

Most clients using pick labels choose the size and format of their own picking labels. Our professional services department can assist in this design and are available for any programming changes.

Releasing The Order

Simple 'No Change' Processing Order
If an order is picked as ordered, a simple function prepares the order for invoicing. Only items with short shipments and catch weight products require line product changes. The system edits for variable weight items to make sure the weights get recorded.

You have the ability to select a whole route at once to be released for shipment, and then record any shorts, substitutions, or catch weights.

Weighted Product Entry
Releasing an order prepares it prior to invoice printing. Variances from the quantity ordered can be easily entered. For products that are variable or "catch" weight, the system checks that all actual weight(s) are entered. Catch weights can be entered in one total or individually on a catch weight screen which will total them for you. For example: If 98 pieces were ordered then a screen would display 98 areas for the weights to be entered. You can system wide choose to have these weights entered twice to be verified. These individual catch weights are saved and can be printed on the invoice.

Substitution Capability
If substitutions have been made in the warehouse, these can easily be entered and the invoice will indicate the product ordered as "out" and the substituted product as "sub".

Freight/Minimum Order Surcharge Override
All freight and minimum order surcharges are displayed and can be changed or removed at your discretion.

Staging Area Designation
This option will allow the staging location to be entered. Load reports can be printed guiding you to the exact location of goods for checking and loading of the trucks.

Picker Code Recording For # Of Pieces Statistics
You can optionally record who picked the order and the system will save number of orders, cases, and repacks by picker and date. You can select to print statistical reporting by picker/date and summary analysis overall. (Can be used if you pay your pickers by piece count)

Printing The Order

Flexible Invoice Format
The sequencing and grouping of items on the invoice has been made extremely flexible to meet the needs of your customers. You can setup a general sequence overall and/or setup a different sequence for certain customers.

Some examples of our existing setup options allow you to choose invoices to print in sequences by: product number, category/product number, brand alphabetically, product

description alphabetically, brand/description alphabetically, slot number pick sequence and others.

You have options to print sub totals, and summary information in total or by category/department on the invoice. You can also control the skipping to a new page.

You have the added features of setting up for selected customers a cross reference of their item number to your item number. You can also relate their defined departments/categories to you your item number. Their exact sequence for printing each item can also be optionally setup. This allows printing your item number and their item number on the invoice. Their department totals with their department description can print.

Whether you want to offer a restaurant an invoice split by breakfast items, dinner items, salad bar items OR in the retail side deli department, bakery department, etc. you can use existing setups in the software without extensive programming changes. Your customers, especially the chain accounts, are becoming more and more demanding to have things done their way if you want their business.

We provide two standard invoice formats which match the space to print the sizes used in our system of our brand, pack size, description, etc. Only the company logo and terms and conditions need to be changed. This avoids extra programming costs of trying to use up an existing supply of invoices and the problems of trying to squeeze larger descriptive fields provided with our software into areas on another form where the space might not be available.

Duplicate Copies Of Invoices/Bill Of Lading
There is also a provision for customers to print Bill of Lading copies on their own custom forms. This can be done individually for orders or for all.

Variable Weights Printed On Invoice
For variable weight items, an option allows you to have the weight of each piece or case printed on the invoice when several pieces or cases of the same item are ordered. This makes it easy for your customers to check their order at delivery time.

Suggested Retail Pricing
Suggested retail pricing can print for selected customers.

Reprint Invoices
Invoices can be reprinted anytime from the invoice history. This enables you to make copies of invoices without searching through files. You also have the feature of recalling an invoice by date on the screen from the history and zeroing down to the line item to view how the line was priced, the cost used, tax details, and deals supplied.

During the day, you have the ability to reprint current invoices by selection if you have had printer problems or damaged the original invoices.

Pickups/Debits/Credits

Pickups/Credits/Debits
Pickups for returned goods can be entered as soon as requested. When the goods are returned a simple step rolls the pickup to a credit. There is no need to do any re-entry.

Automatic Credit/Pickup/Debit Printing
All credits/pickups/debits once entered will automatically print the next time the customer gets a delivery. They will print immediately after the regular invoice and can be delivered by the driver. There is no need to spend additional postage to mail credits/debits. Individual selections can be made at any time. All pending credits can also be printed prior to statement time and can be enclosed with the statement.

Reason Codes For Goods Returned/Returns Reporting
All goods that are returned can have a "reason for return code" assigned to them, which is user-defined. Reporting by reason for returns by customer can be produced for analysis.

On a period to date basis, you have the capability to produce detail return reporting by customer/item, item customer by reason code.

Additional Reports And Listings

In addition to the reports described previously in this section the following reports are available:

Driver's Trip Report/Manifest Produced
Along with the invoices produced for a route/truck, a driver's trip report/manifest is also printed. It prints all the stops he has to make on that trip. The invoice amount and terms are printed and optional areas are provided to write cash received and arrival/departure times by stop. By route, optional pages are provided for his over/under cash report balancing and refrigerated temperature logging and truck maintenance notes. A summary copy of this report can be kept in the office as well in the event you wish to get in touch with a driver during the day.

Profitability By Truck
This internal report shows profitability by trip. Individual stops are printed. You can judge whether it is/was worth sending that truck out.

Daily Order File Listings
In addition to reports that can be selected at any time, numerous daily reports include sales and profitability reports detail or summary by product group, category, salesreps, territory, and item. There are over 35 available day end reports which can be optionally setup to be automatically produced.

Lost Sales Tracking And Analysis

FMS provides tracking of lost sales for the last 52 weeks of rolling history. Lost sales quantity and amounts are kept. An indication of substitutions is also maintained. Besides reporting and displays, this information is interfaced into the purchasing system. One display allows you to roll through the last 52 weeks showing sales quantities, lost sales, and incoming and outgoing specials and deals which were in effect during that week. This allows you to analyze seasonal movement based on previous deals and specials which were on at the time.

Order Guide Module

The order guide system is a powerful tool that can be used by salesreps, order desk personnel, and by some of your customers. It automatically captures the individual customer's buying history by product. These order guides can be produced for each of your customers and can be printed on either preprinted order guides with your company logo or on plain stock tab paper.

Highlights

♦ Customized order history by customer
♦ On-line order guides speed up order entry
♦ Quantities purchased by product for last 12 weeks
♦ Precise order form by customer
♦ New customer sales prompt
♦ Personalized stock taking form for the customer
♦ Interfaced to salesreps calling profile
♦ FAX order guides to customer

Customized Order History By Customer

Customer purchases are automatically accumulated with the last price and date that they purchased a product. Therefore, when a customer orders a product, e.g. French fries, the order taker immediately knows what brand and type this particular customer uses. With this information, the possibility of sending customers the wrong products/sizes is eliminated.

On-Line Order Guides Speed Up Order Entry

On-line order entry by customer order guides allows the normal products a customer buys to be displayed with today's price, and allows quantities to be quickly entered. Certain customers, chains or franchises can be setup with their own categories and product numbers which will display on the screen, and the printed order guides and invoices will print in customer requested sequences showing their product numbers and/or their category/ department descriptions. You can also select the last 8 week movement to be displayed below each product to see a trend and prompt when customers require additional products. You can also choose to have any deals and specials with from/to dates, plus a portion cost to appear by product.

Immediate On-Line Display By Customer/Product

On-line displays show all of the products the customer has purchased, as well as the last date and price. This provides a quick, easy reference when dealing with some of your customers by phone.

Quantities Purchased By Product For Last 12 Weeks

You can optionally choose to have up to the last prior twelve weeks movement print on the order guide by item. These quantities print across on a separate line by week. This allows the salesreps or order taker to see the trend in movement and prompt the customer if they need more of a certain product. i.e.: Movement of a product can be seen every third week and during the third week, orders can be placed based on past trends.

If you provide order guides to selected customers they can phone in their orders. The in-house salesreps or order taker can call an image of their order guide on the screen and just enter quantities to order.

Precise Order Form By Customer

The standard order guide form allows multiple columns on the right to record quantities by item. The same form can be used multiple times. Orders can be entered directly from the order guide, phoned in by the salesreps , or entered by your salesreps on the road into a hand held unit or laptop PC and transmitted directly into the computer.

Stock Taking Form For The Customer

If your customers are provided with their own copy, they may find it very useful to record quantities they wish to order or to use in stock taking prior to calling in an order. This personalized tool might prompt the customers towards the "one stop shopping" concept for all their purchases.

New Customer Sales Prompt

Standard order guide products can be setup for different types of customers, e.g. restaurants, institutions, etc. On a new sales call you can select to print a customized order guide and it can be presented to the prospect. Only products purchased for their type of business are displayed as opposed to your complete product line - a personal touch. They can then order from this generic order form until their own personalized order guide is built from purchases.

These order guides can also be printed showing prices based on a selected effective date. If you have advanced price changes in the system these will be taken into account. This

allows you the time to send priced order guides out to your clients for their next order cycle.

Interfaced To Salesreps Calling Profile

If salesreps are on the road making calls, you can request the guides print in their regular calling sequence. There is a special setup to record salesreps call sequences by day. This is almost like route and stop except that it is by day and customer sequence.

FAX Order Guides To Customers

Using IBM Facsimile 400, you have the capability to FAX priced or unpriced customized order guides directly to your existing customer or potential customer.

Inventory Management Module

For the eternal question: Do we have it in stock? Your profit and customer goodwill hinge on that question. Proper inventory management and control is important in any business, but in food distribution it is absolutely vital. Accutech's Inventory Management Module was designed to handle weights and broken units as well as provide meaningful and accurate "to the second" information.

Highlights

♦ Handles multiple warehouse locations
♦ Tracking of multiple costs
♦ LIFO (last in, first out) reporting
♦ Weight and broken case quantities handled with the same product number
♦ Case and weight tracking
♦ Automatic main/sub allocations for product
♦ Powerful on-line inquiries
♦ Flexible reporting

Handles Multiple Warehouse Locations

The system handles multiple warehouse locations and associated inventories allowing information to be displayed or printed by individual warehouse or all locations combined. With one system you can invoice and ship by warehouse location.

Tracking Of Multiple Costs

Last cost, and average cost are maintained by warehouse location and are available for displays and reporting. The purchasing system allows you to establish formulas for which cost elements are to be used for the inventory cost and, also a cost which allows markups for ongoing pricing. When a receipt is processed the last cost is updated and a new weighted average cost is calculated. The pricing system allows you to use a pricing based cost and a market cost. You can maintain costs at either 2, 3 or 4 decimal positions.

Weight And Broken Case Quantities Handled With The Same Product Number

Quantities maintained in inventory also keep a broken case quantity within the same product number. All quantities displayed or printed always show whole and broken case. Extended cost values include broken case quantities. All our systems were designed for the food industry with weight, full and broken case capability.

Quantity And Weight Tracking

FMS tracks both quantity and weight throughout the system for products which are sold by the pound or kilogram. The inventory system retains the actual weight not just the average weight, thus allowing inventory to be tracked and reported and allows displays of weighted products by weight and case quantities.

Automatic Main/Sub Allocations

The system allows you to inventory and purchase under a 'main' product number and setup one or more 'sub' products sold by another unit of measure. The 'sub' products will automatically draw inventory from the 'main' using your established conversion factors, for example, if you bring lettuce in by the case of 24's and sell 24's. You also repack to 12's and 6's with different pricing structures. Another example would be for turnips, cabbage, etc. where you bring them in and sell by standard case weights, or for smaller quantities you can setup a sub where it is sold by the pound even though you purchase by the case (e.g. Bananas).

Warehousing Putaway, Letdown And Picking Operations

The warehousing features of inventory control provide full stock locator options.

The Basics
The purchasing system will produce a receiving document awaiting the receipt of the products from the supplier. This document shows the normal home slot picking location and overflow zone areas. These can be changed at receipt time after putaway if the home slot or zones were moved. For a simple operation this form is used for putaway and the inventory balance for an item is kept as one total regardless of how many slots it is located in. Picking documents can show the same home slot picking slot with the overflow zones. The pickers if they run out of product can refer to overflow zones on the pick document and ask for the home slot to be replenished.

Additional Feature Options

- At receiving time you can request pallet labels be printed based on order quantity or actual quantity received. The system will determine the number of labels based on the TI/HI of the pallet.

- For a more sophisticated approach at receiving time you can call the original purchase order up on the screen and you can confirm the quantities received in whole or by item. Based on existing inventory by slot balances maintained you can request a putaway listing and/or pallet labels which can do the following:

  - If you have an each pick area the number of cases required can be directed there to top it off.
  - The home slot case pick area can be replenished directly. (in both above situations the system will check first if you have any existing stock so FIFO movement is guaranteed).
  - The labels and/or listing will direct the putaway operator to zones. Zones are either a "ready reserve" area above or close to the home picking slot or a bulk area again as close to the home picking slot as possible. Zones are defined and attached to ranges of slot locations and items are assigned zones.
  - The putaway operators will record the slots where they placed the product and then it is returned to be updated on the computer.
  - When quantities are received you have the option to enter the following:
    - A best before date and/or a sell before date. The best before date will default to the receipt date if not entered. You might only want to control certain dated products. FIFO movement is based on best before date.
    - An internal license plate number.
    - The slot location and quantity for each pallet.
    - A temporary slot number for later putaway or for dock to dock situations.

LIFO Reporting

This function maintains a LIFO (last in, first out) cost and year-end reporting of LIFO based on the unit cost from the last fiscal year-end.

Powerful On-Line Inquiries

All inventory quantities are up to date the second they are effected. The on-line inquiries allow immediate access to all inventory information without running a report. Access to all inquiries can be done by product number or by alpha search using any part of the product brand, pack size, or description.

Some of the inquiries include:

- Period-to-date displays allow you to scan through all transactions which effected the inventory balance of a product in the sequence they happened. The new quantity on hand for each transaction is displayed. Reference to purchase order number and supplier name is given for receipts, and customer number, name and invoice number are shown for all shipments.

- Summary browsing allows you to scan through groups of products by brand, size or parts of a product description showing available quantity on hand.

- Summary screens by product show a complete picture for a product. Quantity on order, allocated, on hand, costs and extended inventory values. Week, period, and year-to-date quantity summaries of receipts, adjustments, returns and shipments. Past 6 weeks and average movements.

- Last 52 weeks of shipment quantities and weights by product.

Flexible Reporting

Reports are available on demand, daily, weekly and periodically. Some of the reports available are:

- A one line per product "inventory activity" report lists the opening balance along with total receipts, adjustments, returns, requisitions, shipments as well as closing balance and percentage of inventory turns. Selections can be made for weekly, period, and year-to-date.

- An inventory flow of material tracking report will give an opening balance and all the transactions which effected the quantity on hand. Receipts refer to purchase order numbers, and shipments show the invoice number, customer number and name. Details print in the sequence they occurred with the quantity on hand balance at the time. This audit report will aid in tracking down any inventory discrepancy.

- Inventory transaction reporting by type of transaction showing costs and extended cost values.

- Flexible selection of inventory movement reporting allows analysis of overstocked and under-stocked products and calculates the number of weeks supply based on past weeks shipment activity.

- Minimum/maximum quantity reporting of those products over or under selected quantities.

- Inventory valuation reporting in summary or detail showing all extended values based on average, last and landed cost.

- Quantity on hand reference listings by product or slot.

- Optional pre picking list of product picking slots which might require replenishment.

- Spoilage reporting of product quantities returned and not replaced into inventory. Totals of week, period and year-to-date.

- Net inventory reporting takes all orders in the system including advance orders and provides a 14 day spread sheet window of the effect on the inventory balance.

- Volumetric Reporting shows from/to, date selection detail movement by product by high/low activity. Information such as the number of times the product was picked is printed.

- Item Movement Analysis Reporting by product group shows week, period or year-to- date, the weight and cube movement in an out of your warehouse(s).

- Additional inventory listings provide more information for the buyer for selected products they wish to specifically track and report on. You can also for "same" products specify to your salesreps your preferred products to sell in a ranking sequence.

- Additional reports include; Excessive Inventory Report, Inventory Velocity Report, Supplier Short Shipment Report, Potential Inventory Shortage Report, and Inventory 14 Day Movement.

  * **All reporting is available by all products or selections of various categories of products.**

  * **Single or combined warehouse selections.**

  * **Reporting is produced in sequence by product grouping and categories.**

Physical Inventory

With this system you have the ability to take an 'image' of inventory balances and costs prior to a physical inventory and continue regular processing of orders. Counts can be entered after and variances updated.

Additional Features
- Counts sheets produced by product grouping or by slotting sequence before a count
- Cycle counting setup capability
- Automatic inventory adjustments made anytime
- Non-inventory miscellaneous products can be entered and costed
- Missing sheet number report
- Costed inventory variance reporting by group and category
- Proof report by sheet sequence
- Recount reporting selections

Purchasing Management Module

In your office and warehouse and out on your routes, profit or loss is often measured in fractions of percents and in minutes. Our purchasing management system combined with the other **FMS** modules help you control costs, speed paperwork, improve productivity, and effectively take advantage of suppliers' deals, rebates and discounts. Reports and displays aid in purchasing and inventory control and help you get the most out of your inventory dollars.

Highlights

♦ Maintains supplier profile information.
♦ Maintains detailed costing information by supplier and product.
♦ Costing and pricing can be maintained by purchasing with automatic date sensitive changes.
♦ Supports incoming and outgoing deals and specials, Off invoice, by check, discounts, rebates, co-op, specials.
♦ Produces full cycle of documents for purchase orders, receiving, buyer confirmation, pickup, and match to accounts payable.
♦ Buyer reports with duplicate image on-line for entry.
♦ Summary buying reports.
♦ Supplier returns adjust inventory and accounts payable.
♦ On-line buyer screens for review and immediate entry.
♦ Supplier history and reporting.
♦ FAX support for purchase orders
♦ Suggested order quantities

Supplier Information

Supplier Profile
A purchasing supplier profile is maintained with information for reports, displays, calculations, purchase orders, etc.. In addition to 4 - 54 character comment lines with 4 user-defined headings (e.g. for co-op, volume rebate, etc.) the following information is maintained:

- Vendor Name

- Address

- Phone Number (With Extension)

- Fax Number

- Person To Contact

- Purchase Order Comment

- Freight Information

- Ship Via Instructions

- Back Haul Route Number

- Broker

- Minimum Order Quantity (User-defined Unit)

- Optimum Order Quantity (User-defined Unit)

- Buyer Number

- Buying Days

- Buying Frequency (Cycle) To Calculate Suggested Order Quantities

- Pay To Supplier Number (If Different)

Multiple Suppliers For The Same Item
Supports multiple suppliers for the same item with one item number for comparison shopping (e.g. for commodities such as produce, meat or seafood).

Supplier History And Reporting
A history of purchases by supplier and product is maintained for reporting of period, quarter and year-to-date quantities and amounts.

Fill Rate Reporting
Fill rate reporting is available for daily, period, and year to date by buyer, by item group. These reports show total shipped, total out, total subs, and percentage fill rates.

Cost Information

If you, as a food wholesaler, offer a complex pricing structure to your customers, your suppliers are doing the same with you. It is a competitive industry. This system allows you to effectively deal with your suppliers and take advantage of deals, rebates, and discounts. It's all done automatically without having to back track through paperwork to assure that you are collecting rebates or 'by check' deals from your suppliers. The system allows you to monitor incoming off invoice deals and by check deals coming up or ending.

Multiple Cost Components
The system tracks multiple cost components and has two user controlled cost equations - one for pricing calculations and a second for landed cost. This enables full control over which discounts and charges get passed on to the customers without effecting inventory valuation.

Costs can be entered for the following:

- Purchase cost

- Market cost

- Replacement cost (with effective date)

- Freight

- Duty (% or $)

- Exchange (% or $)

- Other costs ($)

- Discounts (% or $)

- Freight allowance (% or $)

- Administration cost (% or $)

- Incoming deals:

  - Off invoice amount
  - by check amount
- Outgoing deals/specials:

  - off invoice
  - special price

Update Costs At PO Entry Or Receiving
In addition to item file maintenance screens for updating cost, costs can also be updated at time of purchase order entry or when receiving product into the system.

Date Sensitive Costing And Pricing Changes
You can enter new costs when advised from the supplier and an effective date of the change. You can also indicate a different date to do repricing of your bracket selling prices. These changes are done automatically on a daily basis when the date of the change comes into effect. Incoming deals from your supplier and outgoing specials and deals passed on to your customers are also from/to date sensitive. This whole concept allows you to make the change immediately and not forget. Selling products below margin certainly isn't profitable.

Incoming And Outgoing Deals And Specials
Supports both incoming deals (from your supplier) and outgoing deals (to your customers) to enable full control over which deals and when deals get passed on to your customers. For example, your supplier may offer you a deal of $1.00 off for the month of July. You might offer a deal to your customers of $.75 off for the first two weeks and a special price of $24.95 for the last week of the month.

Multiple Cost Changes For The Same Item
Allows multiple cost changes for the same item to be entered with effective change dates. This includes specials and deals (even overlapping).

Buyers' Reports And Displays

Printed Buyers' Reports
The buyers' reports analyze each supplier and product providing the necessary information to make the decision to order. Reports can be selected to show a variety of information in detail or summary form to satisfy practically every buyer in your organization even though each buyer may have different requirements.

On the buyers report beside each product there is an area to write a quantity ordered/to be ordered. You can then make the order and confirm costs and delivery date.

The buyer's report can be produced daily or as often as required for products by buying day or frequency, for suggested order quantity (SOQ) calculated products or 'out of stocks', for certain suppliers, or for products going on or coming off special deals. Reports can be selected by buyer.

Summary Buying Reports
Additional summary buying reports with one line per product can be printed with SOQ selection capabilities. The buyer can then inquire in detail on-line if further information is desired before ordering.

On-Line Buying Screen
The decision making information contained on buyers' reports is also available on-line on a screen. You can review products on a report or you can review and enter a purchase order at the same time. A buyer's report may contain information which is several hours old, the on-line buying concept has to-the-minute information.

The on-line buying screen for review and immediate entry has information that is current including pending orders (orders entered but not invoiced yet), on order, movement history, suggested order quantities, forward buying quantities, etc. Order quantities, dollar value, cube and weight are accumulated as you are building the purchase order and are displayed for each entry as well as the suppliers minimum and optimum order quantities. You can choose to view products by the same selections available for the buyers' reports. This screen makes it so easy to generate purchase orders and has information that is so up-to-date that it makes conventional buyers reports obsolete.

Purchasing Information
The following information is displayed on the on-line buying screen (or printed on buyers reports) in addition to the usual static information such as description, pack size, brand, etc.:

- Quantity on hand
- Quantity allocated (pending orders you have not shipped)
- Advanced orders (e.g. Orders for delivery next week)
- Quantity on order
- Sales history (past 8 weeks detailed by week)

- Last years sales (same 8 weeks)

- Lost sales (past 8 weeks detailed by week)

- Average weekly movement (past 8 weeks)

- Average weekly movement (# of weeks set at supplier level)

- All costs

- Incoming and outgoing deals

- Normal purchase quantity

- Lead time

- SOQ (suggested order quantity)

- FBQ (forward buying quantity)

- Order by factor

- Supplier minimum order quantity

- Optimum order quantity

- Weight & cube

- TI/HI & total (pallet)

- Last purchase price, date, and quantity

Suggested Order Quantities (SOQ)
Suggested Order Quantities can be calculated by the system based on movement history and with variables such as lead time and buying cycle set at the supplier and/or item level. This enables these SOQ's to be meaningful.

Forward Buying Quantities (FBQ)
Forward Buying Quantities can be calculated by the system using a formula with user controlled variables such as handling costs, return on investment, cost of money and is activated by price changes and deals. How many cases can be bought before it 'costs' more than is saved?

Unit Of Measure And Conversion Factor
Purchasing unit of measure and conversion factor, allows you to stock and sell in one unit of measure and purchase from your supplier in another (e.g. master case). Conversion is automatic.

Order By Factor
Order by factor set at item level for even tier or pallet buying quantities.

Manufacturer's Item Numbers
Manufacturer's item numbers can be maintained in the system and can be printed in reports and documents such as PO's, pick lists, receiving documents. Purchase orders can be printed in manufacturers item number sequence.

Weight And Quantity Are Tracked
Both weight and quantity are tracked for variable weight items and appear on reports and displays. **FMS** was designed from the very beginning to handle variable weights and contains numerous features not found in any other software package.

On-Line Displays
On-line displays offer quick and easy access to timely and meaningful information. Information can be obtained without knowing item numbers, supplier numbers, purchase order numbers, etc. In addition to the numerous displays provided by our inventory control module the following are some of the displays you will find extremely useful:

- ▫ **"All costs for selected item by supplier"** display can be used for comparison shopping of 'commodity' type items (e.g. meat, seafood, produce).

- ▫ **"All items for selected Supplier"** display shows a multitude of information (same information as the on-line buying screen).

- ▫ Last 52 week sales by item (detailed by week) is available on-line. Average weekly sales are displayed for the past XX weeks as well as last years average weekly sales for the future XX weeks. This display screen is ideal for planning purchasing of seasonal items.

    The information can optionally be displayed as:

    - Weight items by selling units

    - Case items by weight

    - Cube sold

- ▫ A **"Lost sales display"** shows sales lost through stock outs over the past 52 weeks (detailed by week).
- ▫ Supplier purchases for the current period and year-to-date showing quantity, weight, and dollars.
- ▫ A **"Purchase orders by status or full detail information"** display makes it easy to track down orders from suppliers.
- ▫ A **"Quantity on order for select item display"** shows the quantity on order for selected items and break down by order number.

Purchasing And Receiving

Creating The Purchase Order
Purchase order entry is extremely flexible and operates in various ways such as directly from the on-line buying screen or by keying directly from the various buyer's reports. All products are displayed and you only key the quantities for the products ordered. Cost changes, if different, can be overridden directly.

The system displays the supplier minimum and optimum order quantities and the calculated PO totals for quantity, weight, cube and dollar amount as each item is entered

on the PO. While entering the PO you can easily 'toggle' between the items you ordered and the items not ordered.

Produces Full Purchasing Cycle Of Documents
Once a purchase order is entered the first cycle of documents is produced. A purchase order with costs, a buyer's confirmation copy, a receiving copy ready to check off quantity received, and a pickup copy if you have indicated you will be picking up the product. At receiving time, the original purchase order can be displayed on a screen and quantities received confirmed. Inventory balances are immediately updated with the receipt of goods. Accounts payable approval documents are produced and the data to match to accounts payable is saved. The buyer will receive a copy of goods received and shorted. Though not often used in the food industry, you can optionally create back orders for certain suppliers.

Allocate Specific PO's To Specific Customers
Specific purchase orders can be designated to a customer. The customer's price and other order entry information can be entered at purchase order entry time. At the receipt of the order or acknowledgment of a direct shipment an order will automatically be created. Special order items not defined in inventory can also be put through this process.

Update Costs At PO Entry Or Receiving
In addition to item file maintenance screens for updating costs, costs can also be updated at time of purchase order entry or when receiving product into the system.

Proposed PO's Using SOQ And FBQ
Proposed PO's using suggested order quantities and/or forward buying quantities allow you to have the system print or display suggested PO's which can then be easily entered.

Receiving Schedules
Receiving schedules by day and time can be maintained on-line. Displays and reports help you schedule your manpower requirements as the weight, cube, and number of pieces can also be displayed or printed.

Back Hauls
Route numbers can be assigned at the supplier level for doing back hauls. Displays and reports will allow you to analyze back hauls by area/route.

"Receive All" Feature
"Receive all" feature speeds up the processing of receiving documents as the receipt quantities do not have to be re-entered, only the exceptions. This feature can be used even when orders contain variable weights or exceptions such as shortages. The system will automatically edit for variable weight items to make sure these weights are entered.

Interfaced To Accounts Payable
The purchasing system is interfaced to Accounts Payable and posts at receiving time and allows all cost elements to be separated if desired to different general ledger accounts (i.e. freight, duty, discounts, etc.).

Supplier Returns Adjust Inventory And A/P
Supplier returns automatically adjust inventory and accounts payable via interfaces. It will also record for displays and reporting an analysis of supplier returns by reason, by period, this year, last year.

Additional Features

Multiple Warehouse Capability
Multiple warehouse capability enables product to be handled in more than one warehouse even for the same items (e.g. public storage). The system has the capability with IBM Facsimile 400 to FAX selected purchase orders directly to your suppliers.

Sales And Profitability Analysis Module

A by-product of our Invoicing system allows the collection of a complete database of historical sales information. This system will provide you with a multitude of sales and profitability information in summary or detail.

Highlights

- Sales statistics available on a daily basis
- Proper tracking of broken case unit sales
- Flexible reporting capability
- Powerful on-line sales displays and graphs
- Contract sales capture and reporting
- Promotional sales capture and reporting
- Selected sales tracking for "spiffs" and other uses
- Sales budgeting
- Customer usage reporting
- Customer/Supplier reporting
- Tracks direct shipments
- Profit per delivery

Sales Statistics Available On A Daily Basis

Sales statistics are updated through our Invoicing system on a daily basis making current information available for immediate access. Weight, quantity, sales dollars, cost and profit are all available for reporting and displays.

Proper Tracking Of Broken Case Unit Sales

Broken case quantities are maintained by customer and product and are automatically converted to whole case quantities with remainders for reports and inquiries.

Promotional Sales Capture And Reporting

Promotional pricing captures "special prices" or "dollar off" amounts on a daily basis. The system allows you to establish promotion tracking of multiple promotions at the same time for one or more products. Reporting of promotions is available by salesreps or territory showing quantity, sales and discounted amount for the length of the promotion.

Selected Sales Tracking For "Spiffs" And Other Uses

Sales tracking can also be setup by establishing tracking groups. These can be established for groups of products, groups of customers, or groups of customers and specific products. From these you can draw many types of reports which only reflect the established selection criteria. This feature will allow various sales tracking requirements within your organization. Our sales analysis will also allow tracking of "spiffs" in summary by salesreps, or by salesreps and customer, for groups of products and/or for certain customers with a from/to date range. This can be for cents per case or a percentage. This will allow internal or external "spiffs" offered. This can be for a group of products overall or for sales to specific customers. This is date sensitive with specific from/to dates.

If you wish to provide reporting to some of your customers this tracking feature can be used and the cost and profit figures omitted from the reporting they would receive.

Sales Budgeting

Our sales analysis system allows sales budgets and profit budgets by salesreps by period and by product group/category. Sales reporting is provided to show comparisons to actual. You can also setup budgets for certain customers by category or category/item and provide comparison reporting.

Tracks Direct Shipments

All direct shipments are tracked and reports can be generated showing details week to-date and period to-date by customer.

Profit Per Delivery

The system keeps track of the number of deliveries by customer and can provide profitability displays and reports taking into consideration a user supplied cost per delivery.

Customer Usage Reports

Our sales analysis system provides outside reporting to selected customers based on their fiscal closing dates. This customer usage reporting is at the product level by supplier with quantity and their cost period and year to date. If you have setup customized order guides for customers, you are able to provide this reporting in their sequence showing their product categories/department and/or their product numbers. This feature allows you to setup certain customers with their exact closing dates and provide product usage by supplier totals of the quantities bought and the price they paid. The setup will automatically start up a new period for them and advise you to produce their set of reports.

Customer/Supplier Reporting

The system can produce a set of reports by customer and supplier with combinations by customer and supplier, supplier/item, and supplier/customer. This ignores the system categories and provides sales figures at the supplier item level.

Contract Sales Capture And Reporting

Sales information for customers on contract is captured daily. A variety of summary and/or detail reporting is provided. They show period/year-to-date quantity, sales, cost, variance and gross margin dollars and percentage. Options of selection provide for specific contracts and/or specific group of products, category, or selected products.

Powerful On-Line Sales Displays

On-line displays allow you to access sales statistics when you need them, without having to wait for a report. The sales information is always current so what you view is accurate as of today!

You can scroll through a customer's sales history by individual products purchased. Figures by product include quantity, sales dollars, cost, profit, and gross margin percentage. Selection can be for current week/period-to-date or prior period/year-to-date.

- Bar graph displays by product or customer allow you to view and print an image of a graph immediately. The 12/13 period graph gives a high/low display of either sales dollars, cost, gross margin dollars, quantity or last year alone or combined, showing you this year/last year side by side weight. Graphs can be shown for this year or for each period.

- Bar graph summary screens are provided giving the same selection criteria plus the ability to use from one to five combinations of selection by product group, product category, salesreps, customer type, or customer territory. For example, you could display a graph of the gross margin profit dollars of one salesreps for a specific product grouping in a certain territory.

- Spread sheet displays are provided by product, customer and the combination of product group, product category, salesreps, customer type, and customer territory. They all show all 12/13 periods with grand totals. They are available with the following selections:

```
1-  Quantity|Sales$|Cost|Gross Mar$|Gross Mar%

2-  ---This Year---|---Last Year---|---UP/DOWN---
    Quantity|Sales$|Quantity|Sales$|Quantity|Sales$

3-  ---This Year---|---Last Year---|---UP/DOWN---
    Quantity|Cost $|Quantity|Cost $|Quantity|Cost $

4-  ---This Year---|---Last Year---|---UP/DOWN---
     Gross Mar$|GM% |Gross Mar$|GM %|Gross Mar$|GM %
```

⌨ Besides our regular on-line sales graph displays, we provide printed sales trend graphs with a 2 year snapshot of sales and/or costs. These are available by salesreps, territory, product group, and product category summaries.

Flexible Reporting Capability

Reporting uses selection criteria by customer, type of customer, salesreps, customer territory, product, group of product, and category of product. Over 50 combinations of these provide you with reporting in summary management formats or in detail. All reporting is available on request which means you may print a report anytime.

The basic formats of information provided are:

- Week-to-date/Period-to-date.

- Last period/Year-to-date.

- Spread sheet of 12/13 periods across this year.

- Spread sheet of 12/13 periods across last year.

- Sales by decreasing or increasing values.

  ❋ **Week/Period and Last period/Year-to-date show total quantity, weight, sales dollars, cost, variance, and gross margin percentage. You can optionally choose not to print costs and profits.**

  ❋ **All spread sheet reporting print 12/13 periods across with separate lines showing total sales, variance, gross profit margin percentage, percentage of sales and percentage of profit for each period and year-to-date.**

Accounts Receivable Module

The Accounts Receivable system collects and disperses concise information aimed at speeding up collection, assessing credit, and reducing bad debts. It will pinpoint problem customers as well as provide a clear picture of overall cash flow.

Highlights

♦ Multiple companies supported
♦ Comprehensive customer file maintenance made easy
♦ On-line apply cash
♦ Automated apply cash feature
♦ 'Automated Check Match' matches payments automatically
♦ Quick deposit feature
♦ Multiple customer terms and variable aging
♦ Complete accounting audit trails
♦ On-line inquiries for one or all customers
♦ Credit history for each customer
♦ Aging reports and statements by customer, salesreps, customer type, or territory
♦ Statements with re-prints of invoices for Head Offices
♦ Discounts on statements
♦ Future cash receipts forecasting
♦ Detail paid invoice history maintained
♦ A multitude of request reporting can be produced anytime
♦ Optional automatic posting to General Ledger
♦ FAX support to your clients

Customer File Maintenance Made Easy

Our customer maintenance program provides easy access via user selected multiple maintenance screens to display only the desired maintenance fields. You can optionally choose to log changes and print only the fields changed, along with the date/time and by whom. You can also identify fields as mandatory so that the system prompts the user during the addition of new account information to ensure for example, that a salesreps number is not forgotten. You can also setup field defaults to be overridden.

User-Defined Codes File

FMS uses extensive use of user-defined codes files to allow flexibility and control. Codes such as credit terms, aging types, territories, etc. are defined by you. They are not 'hard coded' into the system.

Multiple Customer Terms

The system uses a codes file with user-defined codes so you can setup as many different customer terms as you require. The terms can be worded the way you want (e.g. 7 days, Net 7 days, Net 15 , C.O.D., Cash Only, Net 30 days, etc.). Reports and lists can be selected by these credit terms codes.

Multiple Aging Codes

Aging codes are also user-defined and can be assigned to the terms codes setup on the codes file. Up to 8 different aging codes can be established. Reports, lists, and statements can be selected by these aging codes. This allows you, for example, to generate aging reports that separate your 7 day accounts from your 30 day accounts so a delinquent 7 day account does not go unnoticed. For each aging code you can assign the days for each aging period which will appear as the headings for aging reports, etc.

Complete Accounting Audit Trails

A period-to-date and year-to-date audit trail is maintained by the system for all days of cash receipts and invoicing effecting the receivable. This audit trail can be printed or displayed any time. The system is always in balance.

Payment Processing

On-Line Apply Cash
Daily deposits are easily entered using an apply cash function. The amount of the customer's check is entered and you have the option to automatically apply the amount to outstanding invoices. Partial payments, applying credits, and "on account" amounts are easily handled. As a payment is being applied to the outstanding items, the amount left to be distributed is displayed on the screen. General ledger write-offs, discounts, and other miscellaneous entries are provided for. While in your apply cash application, you have full access to order and invoice history inquiries.

Automated Apply Cash
The 'automated apply cash' feature applies customer payments to accounts from the oldest to the newest invoice including or excluding credits. While a payment is being applied the application of the payment can be manually adjusted if required.

Quick Deposit Feature
The 'Quick deposit' allows you to enter customer payments and make a bank deposit without waiting to process the payments. To use this feature the A/R clerk simply enters the customer number and amount of payment and additional reference information such as check number etc. This feature can be used in conjunction with the 'Automated check match feature' that matches the payments to the invoices automatically.

Automated Check Match Feature
The 'Automated check match feature' can be used after using the 'quick deposit' feature. It matches multiple customer payments to their invoices automatically. The system will find the combination of outstanding invoices and credits that total the amount of each payment for each customer. The system will then automatically create a batch for all those customers where it successfully matched the payments to the outstanding items. For those accounts that the system was not able to find an exact match, a list of 'no matches' is produced. Experience has shown that **this feature will successfully match between 85 - 90% of payments!** A real time saver. You can then put the payment for the 'no matches', 'on account' or use the 'automated apply cash' feature and apply the payments from the oldest to the newest invoice.

On-Line Inquiries For One Or All Customers

A display menu provides many ways to access today's current Accounts Receivable status in summary or detail. Immediate inquiry by entering any part of the customer's name eliminates referring to a customer number. Stacks of reports are not necessary with this on-line concept.

Displays Provided

- Customer summary screen with outstanding and aged totals.
- Credit analysis of high/low and average days to pay.
- All outstanding and history invoice details and payments.
- All paid invoice detail history.
- Current total outstanding.
- Period-to-date and year-to-date summary of payments, adjustments, invoicing by day.
- A full screen browse through your customers by salesreps, customer type, and overdue amounts, providing you with an on-line up-to-date aged trial balance.
- While in Accounts Receivable displays you have direct inquiry access to a customers invoice detail history and orders in the system.

Credit History For Each Customer

Credit history analysis is maintained automatically by the system keeping highest/lowest and average days to pay, highest/lowest and average invoice amounts, and the highest period end balance. Our customer credit analysis provides an on-line breakdown by period number of average days to pay, etc. There are screen displays by customer or listings by customer, salesreps or customer type. They provide valuable tools for judging a customer's future and existing terms.

Aging Reports And Statements

Detail or summary aged trial balance reports can be produced at any time. They will print all customers or by selection of only those past due. Unapplied cash can be optionally simulated against outstanding balances oldest to newest. Both aging reports and statements allow selection by all, salesreps, customer types, or territories.

Statements And Re-Prints Of Invoices For Head Offices
Certain customers can be setup to receive statements only showing activity since the last statement. In effect this simulates a "balance forward" system but gives you the control of an open item system. For these invoices printed on the statement, copies of the invoices can be automatically reprinted. For example, if you delivered bill of lading copies or invoices to each chain store for the week you can reprint a complete set matching the statement to send to head office. Statements can also be printed by zip/postal code.

Discounts On Statements
Discounts can be calculated at statement time and printed on the statement and accounts receivable adjusted. This can be used for example to give rebates to head offices.

Detail Paid Invoice History Maintained

A detail history of paid invoices is automatically kept by the system. The paid history is available on-line to display or print anytime showing invoices, payments and adjustments. You can control the length of time you wish to keep a customer's history on-line.

Reporting Can Be Produced Any Time

Some Of The Reporting Provided:
- Customer name and address lists numerically or alphabetically.

- Customer mailing labels for all, or by certain groupings.

- Customer tax classification listings.

Future Cash Receipts Forecasting
On request, at any time, a summary can be printed giving a cash receipt forecast based on today's outstanding receivables. This cash receipt forecast can be based on either customer terms or on the average number of days it takes each customer to pay based on their payment history. 'Based on terms' gives the ideal, 'based on history' provides a realistic forecast. Both reports spread the receipts forecast over the next 30 days by day, and in summary for 30-60, 60-90 days.

- Daily one page management summary showing a true receivables aging from today back 30 days with accumulated percentages and amounts.

- Audit trail listings. (Reporting continued)

- A "No Activity" report tells you which customers have not purchased anything during a from/to date range. This will inform you which customers may need special attention, or that you may be losing some business.

- All other standard accounts receivable reporting.

Additional Features

♦ Up to 999 "ship to" locations per customer.
♦ Credit limit checking.
♦ Variable late charge percentages.
♦ User assigned optional statement messages.
♦ Customer postdated check control system.
♦ Full taxing structures for all states and provinces.
♦ Route/stop and delivery day capability.
♦ Full pricing profile information for linkage to our Order/Entry Invoicing Modules.
♦ Using IBM Facsimile/400 or Quadrant FastFax, you can FAX copies of selected customer's statements and/or invoice copies directly to the customer.

Accounts Payable Module

The Accounts Payable system provides for the control and processing of payable information and aids the user in optimizing one the organization's most valuable assets.....cash. This module is fully interfaced with the other **FMS** modules such as Purchasing and General Ledger.

Highlights

♦ On-line help provided to assist you during setup and while you are using the accounts payable system.
♦ On-screen lists of suppliers provided, allowing you to select a supplier without having to consult a master listing.
♦ Quick referencing of account status provided by on-screen displays.
♦ Multiple companies and divisions within each company supported.
♦ Simple on-line entry from multiple screens of supplier invoices.
♦ Allow 'one-time' suppliers.
♦ Automatic due date calculation and standard supplier defaults of terms and GL distribution account numbers.
♦ Optional payment discounts calculated automatically during voucher entry or check printing.
♦ Pay suppliers with computer-printed full or partial payments checks.
♦ Simple on-line manipulation of payment due dates.
♦ Print or display cash requirements by supplier and due date ranges.
♦ Manual checks can be issued any time and updated immediately on-line.
♦ Print checks is as easy as 1-2-3.
♦ Ability to void checks and reverse the associated GL entries in the current period.
♦ Reporting for period end filing for audit purposes automatically produced.
♦ Reprint prior period reporting selections.
♦ Database of history provides an accounts payable sub-ledger of General Ledger distributions in summary or detail.
♦ Reports period-to-date or year-to-date can be selected at any time without waiting for period closings.
♦ U.S. 1099 reporting.
♦ Possible duplicate invoice checking.
♦ Various supplier lists, to help you obtain the information you require, such as discounts and terms and purchase dollar values.
♦ History summary by supplier/period or General Ledger account/period.
♦ Year-to-date check register (disbursement).
♦ Paid invoices - last 12 periods detail by supplier.
♦ Handles accruals so Accounts Payable can be closed immediately at period end.
♦ On-line check reconciliation.

♦ Multiple currencies can be maintained.
♦ Mailing labels.
♦ Accounts Payable department can access all information on-line year-to-date.

On-Line Displays Include:

🖥 Summary supplier status with period/year-to-date totals.

🖥 Current outstanding invoices with due dates in detail.

🖥 Paid invoices for the last rolling 12/13 periods.

🖥 Current or year-to-date check register.

🖥 Details by check issued.

🖥 Browse of outstanding invoices by supplier/due date.

🖥 Automatic interface of Accutech's General Ledger system in summary or detail.

🖥 Automatic interface with Accutech's Purchasing system.

General Ledger Module

The Accutech General Ledger system is a complete and integrated set of software tools for reporting, managing, and analyzing financial data. It is extremely flexible and designed to meet the financial requirements of almost any business.

Highlights

- User-defined account number and sub-account structure.
- The sub-account structure, if used, produces a very powerful display and reporting tool.
- Multiple companies supported allowing separate companies to have different accounting periods and year ends.
- Multiple company consolidation with individual company controls and reports.
- Processes 12 or 13 accounting periods.
- Close year end and allows up to 1 year for final audit entries with printing of all final reporting.
- Prior period adjustments and prior year adjustments.
- Up to 3 years of actual maintained.
- Entry of next year's budget details in advance.
- Revised budgets with comparison to original.
- Automatic accruals and reversals.
- Automatic journal allocation distribution.
- Account balances to one billion.
- Amounts or quantities can be used.
- Standard journal entries printed and entered simply.
- Standard recurring journal entries supported.
- Advance period entry of journals supported.
- Each journal entry maintains optional entry of document number, reference number and comment.
- On-line audit trail of journal entry batches.
- Journal detail entries are all maintained year-to-date and can be printed or displayed immediately.

Some Of The Standard Reporting Includes:

Trial balance giving a complete audit trail of opening balance, adjustments to opening balance, prior balance, adjustments to prior balance, current period balance, and new year-to-date balance.

Can be produced in detail or summary format:

♦ General Ledger detail report with balance forward, current and new balance.

♦ Year-to-date trial balance with debit/credit.

♦ Trial balance working sheets with working area to note adjustments.

♦ Period journal detail report arranged by journal source type.

♦ Year-to-date trial balance detail with all period details and subtotals.

♦ Year-to-date by journal by document number.

♦ Spread sheet printing of budgets, actual or last year actual.

❋ **All above reporting can be requested any time during period and allow complete printing or selection by individual accounts.**

❋ **Prior period reporting can be reprinted any time during year reflecting prior period adjustments.**

❋ **Many other reporting features allow "ad hoc" request reporting when you want it by your selection criteria.**

Some Of The On-Line Displays Include:

⌨ Full screen of all periods comparison with variances of actual/budget/last year by account, or by scanning and summarization into one screen.

⌨ Scroll through General Ledger with user selected sub-account selection to display variances and percentages of actuals, budgets, and last year. (On-line statements and sub-statements).

⌨ Bar graph comparisons between actual/budget or actual/last year showing all periods.

⌨ High-Low bar graphs of actual/budget/last year showing all periods.

⌨ Journal detail display scrolling all details year-to-date by account number giving sub-totals by period. Document number and comments show.

❋ **Displays allow scanning of account number ranges and limited by sub-account numbers. Selections can be made by account number or by searching any part of the account description name.**

User-defined Reporting

Complete flexibility allows up to 1,000 user-defined reports to be set within each company. Once setup, these reports can be printed on demand. This powerful tool provides you with the power to create your own reporting in summary or detail. This powerful tool is currently used by auditing firms supplying financial statements for up to 100 different companies all on the same computer on-line with completely different

account structures and reporting formats. (This system originated from an auditing firm.) It allows you to:

- Create balance sheets, P & L reports, sub-statements, departmental or profit center analysis.

- User-defined report headings and footnotes with up to 15 column format combinations.

- Optional line item percentages to base calculations within each report. Up to 9 levels of base to compare.

- Complete flexibility for account summarization and sequencing. From/to or any number of selected accounts into one line summary.

- Up to 9 levels of user-defined subtotaling.

- Sub-account scanning and summarization in print lines.

- One step duplication of an existing report selection content to another with different column format.

- User-defined spacing, skipping and single Optional brackets () for credits instead of - sign and option not to print cents.

- Ability to highlight automatically on your financial statements any favorable or unfavorable results.

- Current period/year-to-date or quarterly/year-to-date.

- All user-defined reports can be selected to print any time during period and prior periods can be selected to print any time during year (i.e., reprint financial statements from prior periods).

Supplier Revenue System

With the low margins food distributors commonly operate on 'supplier revenue' in the form of co-op and volume rebates can often mean the difference between profit and loss. The Accutech Supplier Revenue System enables the food distributor to track and manage these important revenues.

Highlights

♦ Up to 99 user-defined program types for each supplier.
♦ Up to 6 user-defined rebate/co-op codes for each program type.
♦ Rebates/Co-op (cents or percent) can be based on quantity, weight or cost.
♦ System automatically calculates the generated revenue as each qualifying item is purchased.
♦ Information is tracked in a similar manner to, but separate from, accounts receivable - (e.g. as a supplier pays the amount owed is reduced from the appropriate program type for the proper co-op or rebate type).
♦ Aged trial balances can be printed in summary or detail.
♦ Invoice details are maintained for reference.
♦ On-line display screens and reports.
♦ Supplier year end date is maintained.
♦ Prior year information with variances can also be displayed or reported for comparisons.
♦ Audit trail.

Sales Commissions

Accutech has custom coded several sales commission programs to interface with **FMS**. Each client has very unique needs in this area and we would be pleased to discuss your requirements in detail.

The sales commission programs we have developed range from simple programs that calculate commission as a straight percentage of sales dollars or gross profit to programs that encourage the sales force to:

- Sell more profitable items
- Increase margins
- Increase order size
- Consolidate orders
- Collect receivables on time

Software Modifications

Enhancements to our software are provided as part of our annual support agreement through a controlled release program. Since our market focus is the food industry these enhancements are relevant to most of our clients.

We are committed to our customers and will not take away features found in previous releases and will always try to maintain consistency while making enhancements.

To enable our clients to take full advantage of these updates, custom modifications are done externally from the base package. Therefore, even if the application software has been customized, clients can still take advantage of the updates (by utilizing library lists) although in some cases some modifications may be required. With the exception of major database changes, this approach provides a workable methodology for incorporating new enhancements.

FMS was designed from the very beginning as a software package to specifically address the needs of the food industry. To minimize the need for program changes both at time of installation and in the future as your needs change, unlike most software packages, **FMS** uses extensive use of user controlled codes files and user selectable set-up options (which in most cases can be changed after installation). This software design feature will save your company money throughout the life of the system.

Modifications pertaining to forms (e.g. invoices, statements, etc.) are usual and should be expected as every client has unique requirements in this area. In fact, often these are the only modifications required to install **FMS**.

FMS utilizes a 'report control library' which allows you to easily change and/or set default values for each report such as characters per inch, lines per page, font, number of copies, printer, priority, forms type, etc.. The majority of our reports are designed for printing on 12" x 8.5" stock tab (tears down to 11" x 8.5") for ease of handling and to save on paper. Also, invoices, debits and credits can all use the same forms paper for additional savings.

At your request, Accutech will contract with you for system enhancements and the development of new application software systems. These can only be quoted on following a detailed study of your needs and requirements. This insures that there are misunderstandings and you receive exactly what you want in an efficient and professional manner. This study would be done on a 'time and material' basis.

We own and operate an IBM AS/400. All development and modifications are done on these machines. When fully tested in-house, the application software is then sent for installation on our clients' system and final testing.

Support Services

Accutech Support

FMS is more than software. Behind every installation is Accutech's customer support. From tailoring the right system for you, to installation, maintenance and education at the level you require, Accutech is committed to helping you get the most out of **FMS**. Our commitment to on-going development means **FMS** will always meet future industry standards.

Satisfied customers recommend **FMS** for more than its features. They say Accutech knows the food business and provides continuing advice and new concepts. Even companies with in-house programmers rely on our services.

Accutech can provide software support services throughout the expected life of the system. This includes providing programming and consulting services for the purpose of correcting problems and ensuring that the systems are operating in a correct and efficient manner. As well, at your request, Accutech will contract with you for system enhancements and the development of new application software systems.

Our software and support maintenance contract provides you with seven day, 24 hour service from our **C**ustomer **S**upport **S**ervice staff. It also places you on our automatic software update and PTF distribution list. This service is currently 15% of the list price of the software license fee (annually).

We also provide remote support whereby we can 'dial in' to your system, analyze any problems you may experience and resolve them immediately.

When customers call our Customer Support, the calls are logged for management control and to insure that we provide the best possible service. If a program requires a fix the PTF is automatically included in the next PTF distribution for other clients.