Executive Series
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Director Series

APPLICATION SPECIFICATIONS

SBT Executive Series delivers ...

Ultimate Flexibility

SBT Executive Series® is a completely integrated accounting and e-business solution designed for mid to large-sized enterprises and developed using industry-standard tools. Ready to install and use right out of the box, SBT Executive Series is fully customizable through source code to meet the unique needs of your company.

Ready to Use, Easy to Adapt

SBT Executive Series delivers all the convenience of a full-featured accounting solution with the added benefit of source code availability for virtually unlimited customization. Plus, SBT Executive Series easily adapts to organizational change. You can define and modify the security of users and user groups, customize menus and reports, and create automated, flexible routing and approval processes.

SBT Executive Series provides the financial controls you expect; information is truly accessible when and how you need it. Look ahead and make course corrections in real time. Instantly determine your fastest and slowest moving products, your top customers and vendors, and most productive salespeople. SBT Executive Series gives you immediate access to financial and operational information, giving you up-to-the-second data about every aspect of your business. With just-in-time information, you can make strategic decisions in time, not after the fact.

Technology You Can Trust

If dependability is important to you, look to SBT Executive Series for financial software you can trust. Unlike other products that rely on proprietary languages and databases, SBT Executive Series is based on industry-standard technology that's accepted around the world. Industry standard means reliability, consistency and a solid product future. SBT Executive Series is built on open, client/server architecture that supports multiple database back-ends and offers a full suite of integrated, object-oriented modules written in the award-winning development language, PowerBuilder®.

Director Series

Director Series™ is specifically designed to provide mid-market businesses with SBT Executive Series functionality at an entry-level price point. Director Series offers you an affordable stepping-stone to the SBT Executive Series client/server business management solution. Director Series allows up to ten users and has the same suite of modules as SBT Executive Series. Plus, as your business requirements change, you can seamlessly upgrade to SBT Executive Series, saving you time and money.

Source Code Customizability

SBT Executive Series can be fully customized to maximize your business processes, allowing you to operate more efficiently and profitably. You can easily change functions, forms and reports. As your business evolves, you're never locked in because SBT Executive Series offers true customizability for ultimate flexibility and growth, which keeps you in control of your business.

Global Business

For companies conducting business in foreign currencies, SBT Executive Series supports multi-currency processing with an unlimited number of currency transactions. The system automatically converts transactions to your company currency for general ledger reporting.

Accounting Calendar

SBT Executive Series provides the ability to define up to 999 periods per year. An unlimited number of periods may be open at the same time. Each period has a default date range associated with it, allowing the system to determine the correct default period upon log in. Plus, Accounts Payable and Accounts Receivable can be setup with different default dates allowing early or late postings to go to the logical period.

Flexible Closing

Period closing can be done separately for the Accounts Payable and Accounts Receivable modules allowing the General Ledger end of period processing to continue. Year end processing can be run multiple times.

SBT Executive Series offers Competitive Advantages with Every Click

Ultimate Security

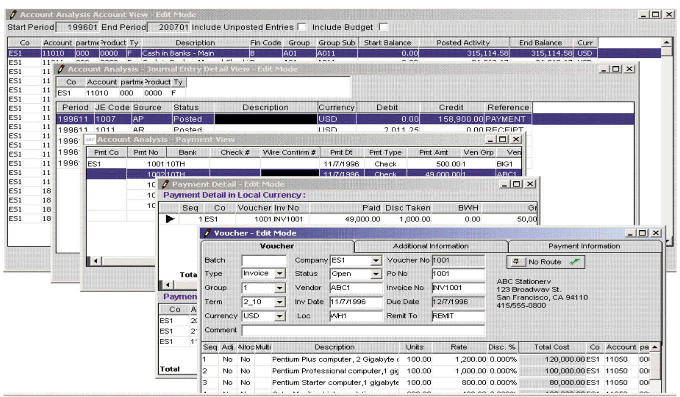
SBT Executive Series offers you the ultimate in protection. Specify access rights (enabled, disabled/read-only or invisible) to modules, reports, menu items, even fields, by user and/or user groups.

Integrated Scanning

Fully integrated scanning in all Executive Series modules provides a simple click to scan paper documents such as AP invoices into a PDF file attached to an Executive Series document screen.

Powerful Drilldown Capabilities

SBT Executive Series offers fast reporting and drilldown capabilities, giving unlimited data access the way you want to see it. Drilldown from summaries to



SBT Executive Series provides extensive drilldown capabilities for immediate access to critical information.

the actual item by either clicking a button or double clicking the item. Financial reports drilldown to the source document. Standard reports and custom reports can be setup to drilldown to source documents.

Multi-Company/Fund

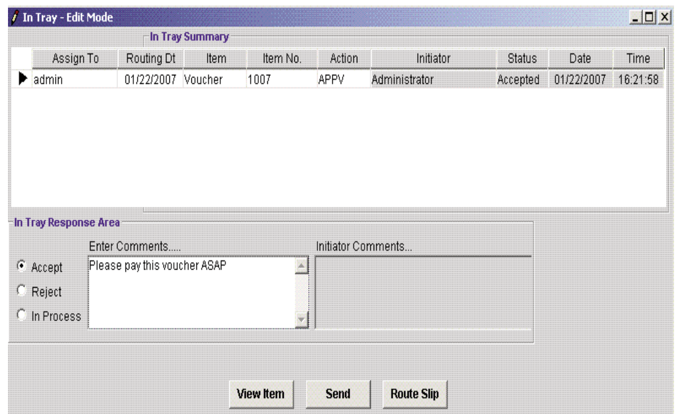
- The multi-company/fund architecture manages intracompany relationships.
- Ability to share vendors and customers across entities.

Unlimited History

Unlimited years of data is maintained allowing for broad historical analysis of your business.

Automated Work Flow

Built-in routing allows flexibility to set approval limits on transactions, customers and/or vendors. Settings for required reapproval on a per field basis is

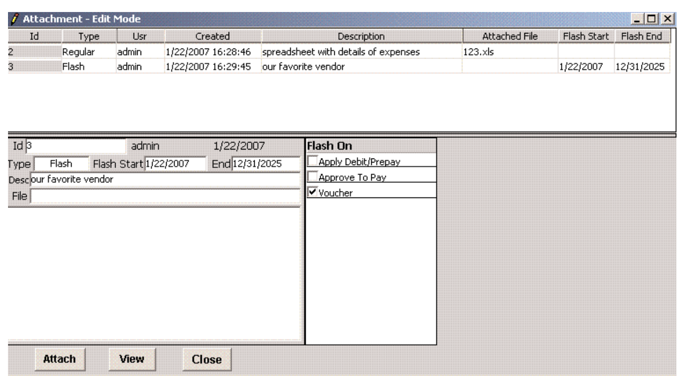


Detailed routing of almost any document or transaction to another user's inbox for approval or FYI.

available for sensitive transaction processes.

Attachments

An unlimited number of files and/or notes may be attached to customers, journal entries, invoices and other documents or forms. Attachments may be setup to automatically display (flash) on other related



Unlimited attachments and inter-document flash notes.

documents to provide inter-document communication.

SBT Executive Series
Administration Module

ADMINISTRATION

Most of the global setup features in SBT Executive Series are located in the Administration module. The benefit is that one location maintains pertinent company information and eliminates the need to change company data in more than one module. SBT Executive Series is easy to administer. Procedures are clear and easy to learn; online help provides simple reminders. Information flow is controlled and simple to implement because of the natural, graphical user interface.

▪ Password Security
Password strength codes may be defined and applied on a per user basis allowing flexible settings to expire passwords and require new unused passwords. Strength levels may be set to require minimum numbers of upper case characters, lower case characters, numbers, special characters, and overall password sizes.

▪ Security System
Implement object-level, window-based security. Each item may be made invisible, disabled or editable. Security can be assigned by user or user groups and by window, column, row or field.

▪ Routing
Almost any document or transaction can be routed to another user's inbox for approval or review. Transaction approval limits can be set up on a transaction type and amount basis. Various entity and transaction entries can be set up to require approval. Transactions will not be allowed for unapproved vendors or customers.

▪ Attachments
Any document or entity can have unlimited numbers of attachments of multiple types: word processor documents, spreadsheets, graphics files, etc. If a document has an attachment the user has an instant visual cue. Attachments may be setup as a flash type to instantly notify users with a message in the specified related document(s) for the date range indicated. Email attachments directly out of the system as needed.

▪ Auto Comments
Auto Comments can be set up for Sales Orders, Sales Order Quotes, Invoices and Purchase Order Requisitions.

▪ Query Windows
Summary windows provide an instant and easy-to-use query tool for drilldown capabilities. For example, with a few keystrokes, users can view a summary listing of customers with past due balances and then drill down to each invoice that makes up that balance.

▪ Batches
Optional batches can be used
for Invoices, Vouchers, Journal Entries, Payments and Receipts. Estimated and Actual batch amounts are tracked.

▪ Report Maintenance
Report maintenance allows easy customization of report parameters, expressions, and titles for all standard and any custom reports.

▪ Report Tracking
The system records each report's outcome and report parameters for tracking purposes.

▪ Session Defaults
The user can set up session defaults for company, date, location, General Ledger period, Accounts Receivable period, Accounts Payable period, vendor and customer group.

▪ Multi-Currency Maintenance
Use the multi-currency tables to maintain the currencies and update the exchange rates for each currency that you use in your SBT Executive Series transactions.

▪ Bank Reconciliation
Full bank reconciliation includes deposits, disbursements and adjustments.

Bank ReconciliationReports Partial Listing
- Outstanding Checks by Statement Date
- Outstanding Deposits by Statement Date
- Reconciliation Worksheet
- Transaction History Report by Audit #

▪ Process Control
Each process started by a user, from journal entry posting to sales order release, is tracked by the system, which records the messages received during the process, the process parameters, and the process start and end time.

▪ E-mail Connectivity
Email snapshots of SBT Executive Series windows and reports with a simple "Send" command selected from the window. Email invoices, quotes, order acknowledgements and purchase orders to customers and vendors. Support for SMTP and MAPI connectivity is setup on a per user basis.

▪ Multiple File Formats
Save any report or summary window results in PDF, HTML, spreadsheet, text and many other standard file formats.

▪ Lookup Windows
With a double-click or ctrl -L, the user can call up Lookup Windows for items throughout the system, retrieving all records or specifying selection criteria before retrieving.

Standard Reports Partial Listing
- Bank Listing Report and Company Listing Reports
- Location Listing Report
- Report Expressions
- Report Maintenance List
- Routing Setup Report Detail ▪ Salesperson Listing

SBT Executive Series
General Ledger Module

GENERAL LEDGER

General Ledger is the key to your accounting system. All modules are fully integrated with General Ledger so your processing is straight forward and reliable. It provides a comprehensive means for maintaining your business financial records, and producing strategic financial statements and reports. General Ledger's wide variety of budgeting and reporting features give you the power and flexibility necessary to control your company's financial activities.

▪ Flexible Account Structure
Alphanumeric characters based on eight segments with a maximum of nine characters per segment.

▪ Statistical Accounts
Statistical account support is standard and may be used in Financial Reports.

▪ User-Defined Calendars
Supports user-defined accounting calendars, as many 999accounting periods and an unlimited number of periods can be open simultaneously.

▪ Flexible Closing Schedules
You can close a period to prevent posting and later reopen it for adjusting entries, or you can close it permanently. Income statement type accounts can be closed into an unlimited number of retained earnings accounts, allowing you to control your revenue centers completely. Year-end closing can be run multiple times.

▪ Unlimited Budgets
Generate budgets based on actuals or other budgets. Export and Import to/from Excel. Unlimited numbers of budgets per fiscal year are supported.

▪ Multiple Journal Entry Types
Standard journal and subsidiary application journal entries, and recurring, statistical, reversing and distribution templates are supported.

▪ Complex Allocations
Allocations can be based on percentages, usage factors or actual data. Revenue and costs can be redistributed based on user-defined rules, variable allocations (statistical and financial), step down and net allocations. Full support for inter-company / inter-fund allocations as both destination and source.

▪ Financial Report Writer
Complex financial statements can be created based on user-defined row and column templates and structures.

▪ Financial Statement Drilldown
Full drilldown from the financial statements to source documents.

▪ Online Drilldown
Account Analysis Drilldown to the source document information, in subsidiary applications, is supported.

▪ Automatic Consolidations
Consolidation figures and adjusting entries can be maintained, allowing automatic consolidations.

▪ Inter-Company/Fund Balancing
Utilize default accounts for automatic intercompany/fund journal entry processing.

▪ Distribution Templates
Template and percentage distributions can be set up in advance for use during journal entry.

▪ Time-Saving Utilities
Chart of accounts copy for easy maintenance of system-wide account numbers. Journal entry Copy and Journal entry Templates for speedy entry of similar Journal Entries.

▪ User-Selectable Postings
The user controls the posting process and timing, and the system provides pro forma analysis of unposted journal entries via online account analysis to show the effects of unposted entries.

Standard Reports Partial Listing
- Allocation Template Listing
- Allocation Verify Report
- Chart of Accounts by Class/Subclass
- Chart of Accounts Listing
- Circular Allocations Listing
- Class/Subclass Listing
- Class/Subclass with Closing Account
- Company Segment Listing
- Distribution Templates
- FRW Row Template Listing with Detail
- General Journal Report
- General Ledger Generated Recurring Entries List By RJE Code
- General Ledger Monthly Recurring Entries Template List
- Journal Entry Listing
- Journal Entry Listing by Batch
- Journal Entry Listing—Foreign
- Subledger Activity Detail by Account
- Subledger Activity Detail by Journal Entry
- Trial Balance
- Trial Balance Summary

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SBT Executive Series
Accounts Receivable Module

ACCOUNTS RECEIVABLE

Accounts Receivable is a complete billing and open-item accounts receivable system that automatically keeps track of your customer balances. Accounts Receivable prints invoices, credit memos, and statements, as well as a wide variety of reports that put you in complete control of your company's lifeblood—the incoming cash flow.

▪ Complete Customer History
Complete customer invoice and receipt history is maintained, online, to facilitate payment analysis, collection activity and interfacing with customers.

▪ Unlimited Customer Addresses
An unlimited number of alternate customer addresses, both ship-to and bill-to can be defined to accommodate a customer's multiple locations.

▪ User-Defined Customer Classification
Customers can be classified, using user-defined classification codes, to facilitate detailed reporting and customer statement processing. Customers can be setup in user-defined groups and can be used in more than one group.

▪ Default Account Numbers
Accounts receivable and sales accounts can be set up so that they will automatically default during invoice entry. Override capability is always available.

▪ Customer Merge
Ability to merge (combine) one customer into another. All customer documents and addresses are converted to the new customer code.

▪ Non-Accounts Receivable Cash Receipts
This feature allows you to process non-Accounts Receivable related receipts. Unlike Accounts Receivable receipts, this function does not update customer or invoice balances.

▪ Deposit Slip Printing
Deposit Slips can be printed from deposit control. Define the number of copies to print within the bank setup.

▪ Recurring Invoices
Accounts Receivable supports the creation of weekly, monthly and quarterly recurring invoices with a completely flexible invoice schedule.

▪ Multiple Invoice Formats
Accounts Receivable supports an unlimited number of user-defined invoice formats.

▪ Extensive Default Data
Pre-defined customer information (i.e., terms, addresses, discount terms) defaults automatically during invoice entry.

▪ Multiple Payment Terms/ Discounts
Accounts Receivable supports multiple, user-definable payment terms with payment discounts.

▪ Finance Charge Handling
Finance charges can be applied to an individual customer or category of customers based on user-defined rules.

▪ Receipt Processing
Accounts Receivable supports full payments, partial payments and payment on-account.

▪ Lock Box Import
Accounts Receivable allows the import of electronic lock box receipt files.

▪ Credit Card Receipts
Accounts Receivable allows the approval and tracking of credit card receipts.

▪ Collection Management
The collection and management of delinquent or past due accounts is tracked, allowing collectors to focus their activity on the problem accounts.

▪ System-Calculated Sales Tax
Sales tax can be automatically calculated on all taxable items for all customer ship-to locations.

Standard Reports Partial Listing
- Aged Customer Balance Report
- Aged Customer Balance Report in Base Currency
- Aged Open Invoice Report
- Aged Open Invoice Report in Base Currency
- Aged Period Balance Report
- A/R Realized Currency Gain / Loss
- A/R Source Distribution
- Customer Aging Graph
- Customer Labels—Laser
- Customer Ledger
- Customer Ledger with Base Amount
- Customer Listing
- Customer Listing with Comments
- Customer Statements
- Deposit Control Summary
- Finance Charge Preview
- Invoice Detail Report
- Invoice Detail Report with Projects
- Invoice Distribution
- Invoice Journal
- Invoice Printing
- Invoice Summary
- Invoice Commission Detail
- Invoice Commission Summary
- Period Balance Report
- Period Balance Report with Base Amount
- Receipt Distribution
- Receipt Listing Report
- Receipt Listing with Detail by Deposit
- Recurring Invoice Template with Detail
- Recurring Invoice Template Summary
- Sales Tax Detail
- Sales Tax Summary
- Schedule of Recurring Invoices

SBT Executive Series

Accounts Payable Module

ACCOUNTS PAYABLE

Accounts Payable is a complete, fast, flexible and comprehensive computerized accounts payable system. Use the integrated scanning capabilities to attach invoice images and other documents directly to the AP invoice voucher for complete online documentation that can be routed for approval.

▪ Unlimited Vendor Addresses
An unlimited number of alternate vendor addresses can be defined to accommodate a business' multiple locations.

▪ User-Defined Vendor Categories
Vendor categories are user definable and can be used for group contractors, employees and general vendors for purposes of analysis.

▪ Vendor Default Account Number
Expense accounts can be set up for each vendor so that they will automatically default during voucher entry. Override capability is always available.

▪ 1099 and Backup Withholding
Tracking and reporting of 1099 miscellaneous expenditures and 1099 interest allows compliance with federal and state reporting requirements. Controlled 1099 recalculation is supported, allowing for end of year updates to vendors and vouchers. Government reporting can be done electronically.

▪ Voucher Features
Purchase order receipts can be transferred to vouchers with just a click. Change the rate, adjust the quantities, add freight or sales tax.

▪ Distributions
Distribute each voucher detail line to an unlimited number of General Ledger accounts based on percentage, units, or fixed amounts. Allocate freight and sales tax to other inventory or expense accounts on the voucher with a click.

▪ Voucher Import
Import external vouchers from external systems by populating pre-defined tables.

▪ Voucher Copy
Vouchers can be copied to enable use of existing voucher as a template. Recurring vouchers can be copied too.

▪ Extensive Defaulting of Data
Pre-defined vendor information (i.e., payment terms, addresses, General Ledger distribution accounts) defaults automatically during voucher entry.

▪ Recurring Vouchers
Accounts Payable supports the creation of weekly, monthly and quarterly recurring vouchers and allows a completely flexible voucher schedule.

▪ Online Drilldown Analysis
Full drilldown to voucher and payment information gives you detailed analysis.

▪ Flexible Payment Approval
Select a set of vouchers to pay based on multiple vendor and voucher selection criteria. Select the order in which to view your vouchers. Approve or unapproved vouchers one by one, or select all vouchers with the click of a button. You can also partially approve vouchers by simply editing the approved amount as you move through the grid.

▪ Payment Controls
Vouchers can be paid based upon due date, discount date, priority, category, payment type, group, vendor or any combination.

▪ Prepayments
You can make a payment to a vendor prior to the receipt of the invoice and apply it to an open voucher balance.

▪ Manual Payments
Record payments made outside of the Accounts Payable module in Accounts Payable and post to General Ledger.

▪ Unlimited Bank Accounts
Accounts Payable supports an unlimited number of bank accounts with the ability to pre-define each bank's cash account.

▪ Vendor and Voucher Hold Processing
Both vendors and vouchers can be put on hold to prevent processing of requisitions, orders, vouchers and payments.

▪ Check Printing
Allows printing of entire check from blank check stock including company logo, basic check information and MICR numbers.

▪ Automated Clearing House Payments
Allows creation of Automated Clearing House (ACH) files for electronic payments.

Standard Reports Partial Report Listing:
- 1099 form printing
- AP Cash Distribution
- Accounts Payable Realized Gain and Loss
- AP Source Distribution
- Applied Distribution
- Approved to Pay
- Cash Past Due
- Check Register and Payment Register
- Distributions reporting (includes vouchers and payments)
- Intercompany Period Balance Report
- Period Balance Report
- Recurring Voucher Reports
- Recurring Voucher Template
- Unapplied Prepayments
- Unposted AP
- Vendor 1099 Summary & Detail
- Vendor Ledger
- Void Payment Listing
- Voucher Listing

SBT Executive Series
Inventory Control Module

Inventory Control

INVENTORY CONTROL

Inventory Control is a complete inventory maintenance and tracking system. Using Inventory Control, you can keep track of the various items you purchase, manufacture, and sell, including the ability to maintain lots and serial numbers.

In addition, you can keep up-to-date information about various locations where you store or process your inventory. Inventory Control's wealth of reports and online inquiries enable you to accurately determine your inventory values and examine transaction patterns.

▪ Multiple Valuation Methods

SBT Executive Series supports Weighted Average Cost, First-In First-Out (FIFO) and Last-In First-Out (LIFO) valuation methods for inventory. A serialized costing method is also supported.

▪ SKU/Part Number Tracking

An unlimited number of alpha-numeric part numbers with as many as 250 characters for the description can be entered in the Administration module as SKUs.

▪ Non-Inventoried SKUs

Non-inventoried items, such as freight and service contracts, can be entered in the Administration module as SKUs for use throughout SBT Executive Series.

▪ Unit of Measure Conversion

Unlimited units of measure and their corresponding conversions can be set up so that items purchased in one unit can be sold in a second unit.

▪ Allowable Receiving Tolerances

Allowable tolerance warnings can be defined when the SKU is created and grouped into logical product and service categories.

▪ Free-Form Text

Unlimited free-form text can be entered for the SKU allowing decisions to be saved online.

▪ User-Defined Categories

Extensive category and attribute codes can be associated with each SKU for reporting and special processing.

▪ Inventory Locations

Items can be maintained in unlimited warehouses and bins.

▪ Intracompany Transfers

Inventory can be moved between locations and bins within a warehouse.

▪ Physical Inventory Process

A Physical Inventory Process is included for counting and adjusting the inventory.

▪ BOM Assembly

Finished goods items can be assembled and disassembled.

▪ Flexible Pricing Schedules

The user may define pricing schedules on a per item, customer or customer group basis. The prices may be percentage or flat rate cost markups, price markdowns or fixed prices. Date-limited special prices are also supported.

▪ Cost/Price Change Feature

Automatically create a General Ledger posting when you change average costs in inventory.

Standard Reports Partial Listing

- Bill of Materials
- Bin Detail On Hand
- IC Distribution
- Inventory As Of Balance
- Inventory As Of Valuation
- Inventory Movement Distributions
- Inventory Serialized As Of Balance
- Inventory Transactions
- Inventory Valuation—Average Cost
- Item Price Schedules
- Location Detail On Hand
- Physical Adjustment Valuation
- Physical Inventory Count Sheets
- Price Group Item List
- Price Group Report
- SKU Detail On Hand
- SKU Listing
- Stock Status Listing
- Zero Balance Listing by SKU
- Zero Balance Listing by Vendo

SBT Executive Series
Order Entry Module

ORDER ENTRY

Order Entry enables multiple users in your organization to enter and fulfill sales orders. It keeps track of the goods and services that you sell to customers, which helps you stay on top of your inventory needs and pending obligations for any given period. The program also provides a variety of reports to easily review your customer and sales order information. Order Entry lets you retain and track quotations, adjust discount levels and email quotations and order acknowledgements.

▪ Customer Quotations
Quotations can be created and retained in the system and easily converted to sales orders.

▪ Inventoried Item Orders
Orders for inventoried items can be entered with online quantity checking by warehouse and automatic order totals calculated. Inventory Control is required for sales orders to relieve inventory.

▪ Drop Shipments
Orders for drop shipments from the supplier can be entered causing purchase orders to be automatically created with the customer's shipping address and invoices to be generated based on customer receipt notification.

▪ Kitting
Kitted items are supported.

▪ Order and Quote Copy
Sales orders and Quotes may be copied for faster order processing.

▪ Customer Merge
Ability to merge (combine) one customer into another. All customer documents and addresses are converted to the new customer code.

▪ Unlimited Customer Addresses
An unlimited number of alternate customer addresses, both ship-to and bill-to can be defined to accommodate a customer's multiple locations.

▪ Flexible Release Process
Orders can be released for picking based on item SKU codes, order number, customer, customer type and dates.

▪ Integrated Picking and Packing Process
Picking and packing documents advance each order's line items from open to shipped status, providing real-time data on expediting.

▪ Shipping Process
Expediting information is easily updated with real-time information from shipping, including quantities actually shipped (if different from the inventory available).

▪ Full/Partial Back Orders
Orders are entered and processed by line item. Items out of stock are automatically set up on back orders, and orders can be partially or fully shipped.

▪ Automatic Customer Invoices
In conjunction with the Accounts Receivable module, customer invoices can be automatically created for items that have shipped.

▪ Edit Orders
Additional items or quantity adjustments can be added to orders prior to shipping.

▪ Returns/Damaged Goods Handling
The system supports goods being returned to inventory with full RMA capabilities. A standard restocking fee may be defined.

▪ Credit Limit Verification
Customer credit limits are checked against their pre-approved levels with override available.

▪ Free-Form/Special Text
Unlimited free-form text can be inserted into the order document.

▪ Return Authorizations and Receipts without Sales Orders
You can receive returns into inventory without a corresponding sales order.

Standard Reports Partial Listing
- Committed Summary by Customer
- Committed Summary by SKU Code
- Order Picking Ticket Listing
- Order Summary by Customer
- Order Summary by Order #
- Order Commission Detail
- Order Commission Summary
- Picking Tickets
- Print Orders
- Quote Summary by Customer
- Sales Analysis by SKU Detail
- Sales Analysis by SKU Summary
- Shipment Packing Slip
- Un-Invoiced Shipments List

SBT Executive Series
Purchase Orders Module

Purchase Orders

PURCHASE ORDERS

Purchase Orders is tightly integrated with Accounts Payable and Order Entry and is a complete purchase order processing system that helps you keep track of goods and services that you buy for your company. It provides a variety of up-to-the-minute status reports, so you can quickly check information about your vendors, inventory items, outstanding orders and related business transactions.

▪ Online Requisitioning
With only basic product information, requisitions can be created and approved online, starting the tracking of procurement requests.

▪ Requisition to Purchase Order Transfers
Individual requisition line items can be transferred to multiple purchase orders and purchase orders can comprise multiple requisitions' line items.

▪ Standard Purchase Orders
Standard purchase orders can be created by transferring information from an approved requisition or by direct data entry of the items, quantities, prices and delivery dates for stock and non-stock items.

▪ Auto Generation
Standard purchase orders can be automatically generated based on current order levels and current stocking levels in inventory.

▪ Purchase Order Distributions
Each purchase order line item can be distributed to multiple general ledger accounts by percentage, units, or a fixed amount.

▪ Purchase Order Copy
A new purchase order can be copied from an existing one.

▪ Blanket Purchase Orders
Blanket purchase orders (open or standing orders) are created in the same way as standard purchase orders and are controlled by expiration date and maximum line item or order total amount.

▪ Vendor Quotations
Quotations are tracked and used as a means of saving and monitoring a vendor's estimates.

▪ Purchase Order Receiving
Inventory items can be designated as receiving required (by units) or not required, allowing you to bypass the receiving process when necessary.

▪ Purchase Order Accruals
The system can be setup to accrue on receipt of items.

▪ Three-Way Matching
Units and amounts are three-way matched against the purchase order, goods received and the vendor's voucher.

▪ Variance Analysis
Use of tolerances per SKU allows the system to determine the excess quantity that will be allowed or will require approval.

▪ Vendor Hold Processing
Vendor holds are available with requisitions, purchase orders and accounts payable vouchers, and can be used independently of one another.

▪ Approval Control
Requisition approvals can be set up, based on organizational hierarchy or dollar limits.

▪ Free-Form/Special Text
Unlimited free-form text can be inserted into the purchase order documents as comments.

▪ Flexible Receiving Interface
Allows users to sort by Purchase Orders features such as serial number, SKU, status and more by simply clicking on the column heading.

Standard Reports Partial Listing
- Blanket Order Summary
- Print Blanket Order
- Print Purchase Order
- Purchase Order with Projects
- Purchase Order Distribution
- Purchase Order Receipt Distribution
- Purchase Order Report with Detail
- Purchase Order Summary
- Quotation Summary
- Receiving Analysis
- Receiving History
- Receiving Listing by Date
- Receiving Pack List Confirmation
- Receiving Past Due
- Receiving Returns by Received Date
- Request for Quotation Detail Listing
- Request of Quotation Summary
- Requisition Summary by Company
- Unbilled Receipts
- Unbilled Receipts As Of

SBT Executive Series

Project Accounting Module

PROJECT ACCOUNTING

Project Accounting stores transaction details, keeping your general ledger free of extraneous detail and enabling you to track projects across fiscal years and business entities. With Project Accounting, you've got up-to-the-minute reports on the status of capital projects, engineering and cost-sensitive programs.

▪ Easy Project Setup

Once your requirements have been defined for all projects, project creation and entry can be easily accomplished.

▪ Custom Define All Project Parameters

Define and customize the number and size of project segments. Up to five segments each up to nine characters in size is supported.

▪ Unlimited Project Tracking

Enter and track an unlimited number of projects by segments.

▪ User-Defined Classification of Projects

A user-defined alphanumeric code of nine characters can be used for classifying and subclassifying all projects.

▪ Supports Multiple Types of Projects

Multiple types of projects can be tracked by using user-defined character codes.

▪ Percent Completion Tracking

Project accounting percentage completion can be reported and updated using a ten-digit numeric value.

▪ Work Breakdown Structures

Define a multiple number of Work Breakdown Structure variables.

▪ Project Entry

Complete data entry through either the Project Accounting Adjustments, Vouchers, Invoices, Journal Entries, Requisitions or Purchase Orders windows.

▪ Project Adjustments

Make adjustments to active projects.

▪ Project Budgets

The Budget Option provides reports to compare actual performance to budgets.. Define a default project budget as well as an unlimited number of alternative budgets for each project.

▪ Project Budget Generation

Create budgets based on other project actuals, other project budgets, or empty budgets. You can utilize factors and constants when generating budget amounts. Supports exporting to and importing from Excel.

▪ Project Integration

Project Accounting is fully integrated with General Ledger, Accounts Payable, Purchase Orders, Accounts Receivable, Order Entry/Sales Order, and Inventory Control.

▪ Viewing of Project Statements

View/Run utilities are used to create, view and print reports.

▪ Project Report Writer

Create complex financial statements based on user-defined row and column templates and organizational structures.

Standard Reports Partial Listing

- Project Detail
- Project Detail with General Ledger Account
- Project Detail With SKU
- Project Listing
- Project Summary
- Project Report Writer Row Template Listing
- Work Breakdown Structure

SBT Executive Series
Fixed Assets Module

Fixed Assets

FIXED ASSETS

Fixed Assets lets you track and depreciate your company's assets automatically. Because it supports an unlimited number of books and depreciation calculations, you can use the appropriate formula for a given item. Fixed Assets tracks original, adjusted and current asset value as well as acquired date and service date. With direct links to Accounts Payable, Fixed Assets can automatically turn your purchases into fixed assets.

■ Online Asset History
Online asset history provides information about account distributions, books, period and yearly depreciation, transfers, disposals and component additions.

■ Multiple Component Assets
An unlimited number of assets and components per asset can be entered. Depreciation is calculated on the whole asset; as components are added, the book depreciation can be restated.

■ Component Additions
Components can be added any time during the life of the asset or can be separately extracted to create another asset, which can then be transferred between divisions within a company.

■ Pre-Defined Account Numbers
General ledger default account numbers are set up for each asset and used whenever a journal entry is created: asset, accumulated depreciation, depreciation expense and gain/loss proceeds.

■ Asset Transfers
The system supports asset transfers to different departments within a company.

■ Component Transfers
Components can be extracted from an asset to create a unique asset, which then can be transferred between departments or divisions within a company.

■ Asset Disposals
A group of assets, a single asset, a component or single unit of a component can be disposed.

■ Accounts Payable Integration
Assets can be automatically created from vouchers, which have been flagged as a fixed asset.

■ Formula Conventions
Supports multiple formula based depreciation conventions including:
- Full Month
- 15 Day Full Month
- Mid-Month
- Mid-Quarter
- Half-Year
- Modified half-year
- Full Year

■ Formula Based Depreciation
Book Depreciation can be setup to use either formula or table driven depreciation processing. Standard formulas support includes

- Declining Balance with user definable percentage decline, such as 200% (double declining balance)

- Declining Balance with switch to straight line using user defined percentage decline.

- Remaining value over remaining life

- Straight Line

- Sum of Years digits

■ Table Based Depreciation
Support for table based depreciation for an unlimited number of user defined depreciation tables. Fixed Assets also comes pre-loaded with the most common table based deprecation schedules.

■ Depreciation Rules
Support for depreciation rules which control how early disposals are processed and how net basis is determined. Rule support includes: MACRS (GDS), ACRS, AMT, ALT MACRS (ADS), ACE, ADR, and General

■ Predefined Asset Classifications
Asset classifications can be user defined. Standard pre-loaded classifications include MACRS, ALTMACRS, ADR, SL, General and ACRS.

Standard Reports Partial Listing
- Acquisition Detail
- Accounts Payable Items Transferred to Fixed Assets
- Asset Book Listing by Category
- Asset Book Summary by Category
- Asset Books by Company Listing
- Asset Category Listing
- Asset Class Lives and Recovery Listing
- Asset Component Listing by Category
- Asset Depreciation by Accumulated Depreciation Account
- Asset Depreciation by Asset Account
- Asset Depreciation by Category
- Asset Depreciation by Expense Account
- Assets by In Service Year
- Book Reconciliation of YTD Depreciation
- Component Additions by Category
- Depreciation History by Month
- Depreciation History by Year
- Depreciation Methods Listing
- Depreciation Projection by Expense Account (12 month and 5 year)
- Depreciation Projection by Category (12 month and 5 year)
- Depreciation Projection by Cost Center (12 month and 5 year)
- Depreciation Projection by Location (12 month and 5 year)
- Disposal Detail
- Fixed Asset Distribution
- Mid Qtr applicability
- Quarterly acquisition

AUDIT TRACKING

Audit tracking allows you to fully track any changes affecting your system, capturing not only the changes occurring within Executive Series but also all external changes as well.

▪ User Defined Audit

Allows you to specify exactly what you want audited and what kind of changes you wish to audit.

▪ Document Centric

With a document centric audit setup, you provide definition of an audited document.

▪ Unlimited Auditing

An unlimited number of document types can be setup to be audited, including custom modules and applications.

▪ Audit Documents

Several predefined audit documents are provided to allow immediate tracking.

▪ Audit Reporting

By utilizing a document centric audit process, SBT Executive Series has categorized the audited data you are looking for. Audit Reports are defined by the document type. Each active document type automatically has an audit report defined for it that is searchable by user who made the change, change date range, as well as the document defined search criteria such as customer code for audited AR invoices or vendor code for audited vouchers.

SBT Executive Series
Report Server
Security System

REPORT SERVER

The Report Server program, included with the Administration module, allows offloading of all report processing to a dedicated workstation and schedules reports to be run during off-peak hours. When a user generates a report, they have the option of running the report immediately from their workstation or sending it to the report server to be run at a scheduled date and time.

■ Full Security

The operation of the report server module is controlled by the standard SBT Executive Series user login and password system. Only authorized users can access the program and print scheduled reports.

■ Scheduled Reporting

The user can schedule the printing of the report for any date and time; allowing the print processing load to be distributed to off-peak hours.

■ Multiple Print Queues

The product supports up to five different print queues. This allows you to establish as many as five different report servers; easily handling the largest print processing requirements.

■ Multiple Print Priorities

The product allows the user to select one of four different priorities when scheduling reports for printing. This allows you to print the reports in the order of their importance, not simply the order they were submitted in.

■ Multiple Copies

The user can choose to print one or multiple copies of a report.

■ Banner Printing

The user can choose to print a banner page in front of all reports. The banner page identifies who printed the report; greatly simplifying the distribution of the reports after they have been printed.

SECURITY SYSTEM

The PADLock security system allows the control of program access down to the object level. You can specify full, limited or no access to modules, menu options, windows, objects within a window or specific data by user or groups of users. The security system can be implemented or maintained via a user-friendly context sensitive user interface or a more traditional series of list maintenance windows.

■ Objects

The access to the program can be controlled not only at a menu and window level; but at an object level. Individual fields, field labels, data grids and control buttons can all be made invisible, read-only/disabled, or editable/enabled.

■ Data Sensitive

Access to objects may be data sensitive. For example, it is possible to have a user or group of users see only a subset of a certain type of data on a selected window.

■ Collections

Groups of objects, called collections, may be defined in order to simplify assignment of security rights.

■ Users/Groups

Access to objects and collections of object are assigned to users to allow user sensitive security. All users are assigned passwords and user accounts may be temporarily disabled. Users can be assigned to groups to simplify assignment of security rights.

Standard Reports Partial Listing

- Collection Listing
- Group Listing
- Object Listing
- Profile Listing
- User Listing

SBT Executive Series
System Recommendations

Minimum Client Requirements
- Windows XP, Vista, Windows 7
- 300 MHz or faster recommended
- 256 MB RAM or more recommended
- 250 MB of hard disk space for SBT Executive Series programs

Optional Client Software
- Microsoft Excel for budgeting and exporting financials

Relational Database Management Server (RDBMS)
- Sybase® Adaptive Server Enterprise 15
- Oracle 9i release 2 or above®
- Microsoft® SQL Server 2000, 2005, 2008

RDBMS Server Requirements
- Hardware Requirements
  for the RDBMS Server are defined by RDBMS software
- Server Operating System: Any supported by the RDBMS vendor (Windows Server, Linux, Unix, Netware)

Optional Server Hardware
- Tape backup system for database server
- File Server for storing attachments and images

Customization and Development Tools
- Sybase® PowerBuilder
- Custom Report Writer: Sybase® Infomaker

Email
- SMTP E-Mail Server
- Microsoft® Exchange and Outlook® or other MAPI compliant e-mail system

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