

Accounts Payable

- Drill down to Detail History and Payment History from General Ledger
- Pay vendors using multiple methods of payment
- Mark vendor's status as "Inactive" to prevent transaction entry
- Option to prevent payment posting if checks are not printed
- Option to default Vendor ID automatically to the next transaction
- Print vendor labels using customizable label setup
- Avoid potential filing errors with warnings of special characters in 1099 processing
- Print a summary version of the Vendor Detail List
- Produce checks drawn on Canadian banks using the new Canadian check standards
- Keep vendor balances accurate by recalculating the amount due during periodic maintenance
- Find historical information easier by GL period and year
- Use batching to enter transactions for both the current and prior GL years
- Pay your vendors with ACH payments with the Banking application
- View your bank account information with the Banking application
- Create positive pay files with the Banking application
- Make commonly used batch IDs persistent to minimize reentry of information
- Streamlined database by combining the APINx and APIXx files
- Protect your vendor's personal information with encryption of 1099 Recipient IDs
- View invoices you've posted using the new Invoice History Inquiry function
- View payments you've posted using the new Payment History Inquiry function

Accounts Receivable

- Drill down to Detail History from General Ledger
- E-mail statements or print forms as desired for each of your customers
- E-mail invoices or print forms as desired for each of your customers
- Safeguard your customer's private information with encryption of credit card data
- Print customer and ship-to address labels using customizable label setup
- Maintain e-mail address "on-the-fly" using F6 customer maintenance
- Mark customer's status as "Inactive" to prevent transaction entry
- Find historical information easier by GL period and year
- Store account data to permit ACH payments from your customers with the Banking application
- Accept cash receipts by direct debit with the Banking application
- Accept cash receipts via wire transfer with the Banking application
- View your bank account information with the Banking application
- Make commonly used batch IDs persistent to minimize reentry of information
- View invoices you've posted using the new Invoice History Inquiry function
- Produce a sleek new laser plain paper invoice form (with OSAS on BBj)
- Produce a sleek new laser plain paper statement form (with OSAS on BBj)

Banking

- Speed your reconciliation process using file-based reconciliation in Bank Reconciliation
- Create the necessary voucher forms and bank files for ACH payments
- View your bank account information in AR, AP, Payroll, and Bank Reconciliation
- Create recurring, scheduled customer payments using certain payment methods
- Store ACH and account information for vendors, customers, and employees
- Print or e-mail payment receipts and acknowledgements
- Create ACH files for your bank, and payment journals for your records
- Create Positive Pay files for your bank

Bill of Materials/Kitting

Drill down to Build History from General Ledger
View assemblies you've built using the new Build History Inquiry function

Bank Reconciliation

Drill down to Transaction History from General Ledger
Protect your private information with encryption of bank account numbers
Track and reconcile your credit card charges and payments

Contractor's Job Cost

Drill down to Detail History from General Ledger
Provide more information to your vendors by printing the Job ID on checks
Set up and maintain a default retainage percentage by vendor
Save entry time by updating jobs as complete if all phases are complete in AIA invoicing
Sort information by year on the Job Trial Balance report
Speed data entry with screen selection in the Jobs and Phases maintenance function
Use WIP Codes to Post Overhead to GL
Commit PO amounts to jobs in PO entry
Filter data by date range on the Profit Detail Report
Simplify database management with the combined Purge Selected Files function

Direct Deposit

Void direct deposits if necessary
Option to prevent payment posting if vouchers are not printed
Safeguard your employees' private information with encryption of bank account numbers
E-mail vouchers or print forms as desired for each of your employees using direct deposit
Produce a sleek new laser plain paper voucher form (with OSAS on BBj)

Fixed Assets

Include retired assets on the Period Depreciation Report

General Ledger

Drill down from account information to transactions to subsidiary ledger history
Find prior-year data easily in F2 inquiry lookups when working in prior years
Mark GL account's status as "Inactive" to prevent transaction entry
View your entire chart of account or a range of accounts using the new Chart of Accounts Inquiry function
View transactions quickly and easily using the enhanced Transaction Inquiry function
View account balances and other account information using the new Accounts Inquiry function
Use Active Financial Statements to view financial statements on screen and drill down to supporting detail
Use the transaction work file for your User ID, regardless of the workstation you use

Inventory

- Drill down to Transaction History from General Ledger
- Add default units of measure for purchases, sales, and builds to Inventory items
- Apply dollar price changes across multiple units of measure using the conversion factor
- Maintain base and list price using F6 item maintenance
- View adjustments you've posted using the new GL Adjustment History Inquiry

Job Cost

- Drill down to Detail History from General Ledger
- Combine Purges into Purge Selected Files function
- Expand history sequence number to 8 digits

Landed Cost

- Track added costs for shipping and importing of goods in item cost using the Landed Cost application

Payroll

- Drill down to Transaction History and Check History from General Ledger
- Store multiple years of Payroll data for auditing purposes
- Safeguard your employees' private information with encryption of social security numbers
- Option to prevent payment posting if checks are not printed
- Print W-2 forms for a single state or a range of states
- Print W-2 forms with enhanced descriptive information in box 14
- Print the W-3 Total form with or without printing W-2 forms
- Mark an employee's status as "Inactive" to prevent transaction entry
- Find prior-year data easily in F2 inquiry lookups when working in prior years
- Use batches to efficiently enter, print, and post groups of time tickets and miscellaneous deductions
- Make commonly used batch IDs persistent to minimize reentry of information
- Find historical information easier by GL period and year
- Store account data to permit ACH payments to your employees with the Banking application
- View your bank account information with the Banking application
- Create positive pay files with the Banking application
- Speed system conversion with the automatic rebuilding of payroll formulas after file conversion

Purchase Order

- Drill down to Detail History, Payment History, and now Receipts History from General Ledger
- Option to default Vendor ID automatically to the next transaction
- E-mail purchase orders or print forms as desired for each of your vendors
- Find orders more easily in order entry when you don't know the batch ID
- Pay vendors using multiple methods of payment
- Find historical information easier by GL period and year
- Apply prepayment amounts automatically to invoices when you enter them
- Use batching to enter transactions for both the current and prior GL years
- Produce checks drawn on Canadian banks using the new Canadian cheque standards
- Print ship-to address labels using customizable label setup
- Make commonly used batch IDs persistent to minimize reentry of information
- View goods receipts you've posted using the new Receipt History Inquiry function
- Produce a sleek new laser plain paper invoice form (with OSAS on BBj)

Resource Manager

- Allow enhanced capabilities for screen resizing in graphical environments
- Ensure accurate posting to General Ledger by printing the GL Account Audit Report after setup
- Locate an attached document easily by viewing the document description in the Documents display
- Use the proper report viewer for your operating system by using file extensions in Print Manager
- Ensure that we understand your product suggestions by providing your e-mail address on the form
- Quickly select the sort you want in F2 Inquiry windows using the new sort selector field
- Protect your systems with encryption of email passwords
- Interpret file contents more easily with dates displayed in both Julian and human-readable formats
- Select your desired report output type by setting default preferences by workstation
- Customize label formats for customer, vendors, and ship-to labels
- Allow changes to prior-year files using the Change Fields function
- Use up to 4 characters to define your printers in Resource Manager
- Return the calculated result from the graphical calculator to any numeric input field
- Move screens around your desktop or display region without separating related windows
- Use your mouse wheel to navigate through scrolling regions in graphical mode
- Simplify entry of additional descriptions using the new word-wrap capabilities
- Track user activity on your system using the new User Activity Inquiry function
- Safeguard your system and simplify setup by requiring user IDs
- Find the Resource Manager functions you need more easily on the redesigned menus
- Send invoices, POs, and statements via e-mail
- Scroll through valid selections in fixed-choice field using the right- and left-arrow keys
- Give your users faster access to their own preferences using the F4 User Menus from any menu
- Automatically convert your system files when you run file conversion for any company
- Make changes to key field data in both files and tables using the Change Fields function

Sales Order

- Drill down to Detail History and Kit History from General Ledger
- E-mail invoices or print forms as desired for each of your customers
- Catch errors in entry when customer PO numbers are duplicated in order entry
- Move orders to a different batch by status
- Find historical information easier by GL period and year
- Accept cash receipts by direct debit with the Banking application
- Accept cash receipts via wire transfer with the Banking application
- Make commonly used batch IDs persistent to minimize reentry of information
- Safeguard your customer's private information with encryption of credit card data
- Produce a sleek new laser plain paper invoice form (with OSAS on BBj)

System Changes

- Enjoy enhanced performance with optimized file and record locking
- Gain access to documents with longer file names from application menus
- Make changes to key field data in both files and tables using the Change Fields function
- Move up to more powerful servers with full support for 64-bit processors with PRO/5 and BBj
- Gain faster, more reliable connections to your data using the BBj ODBC driver on Pro/5 installations