



# ALERE<sup>®</sup> Accounting

REAL SOLUTIONS

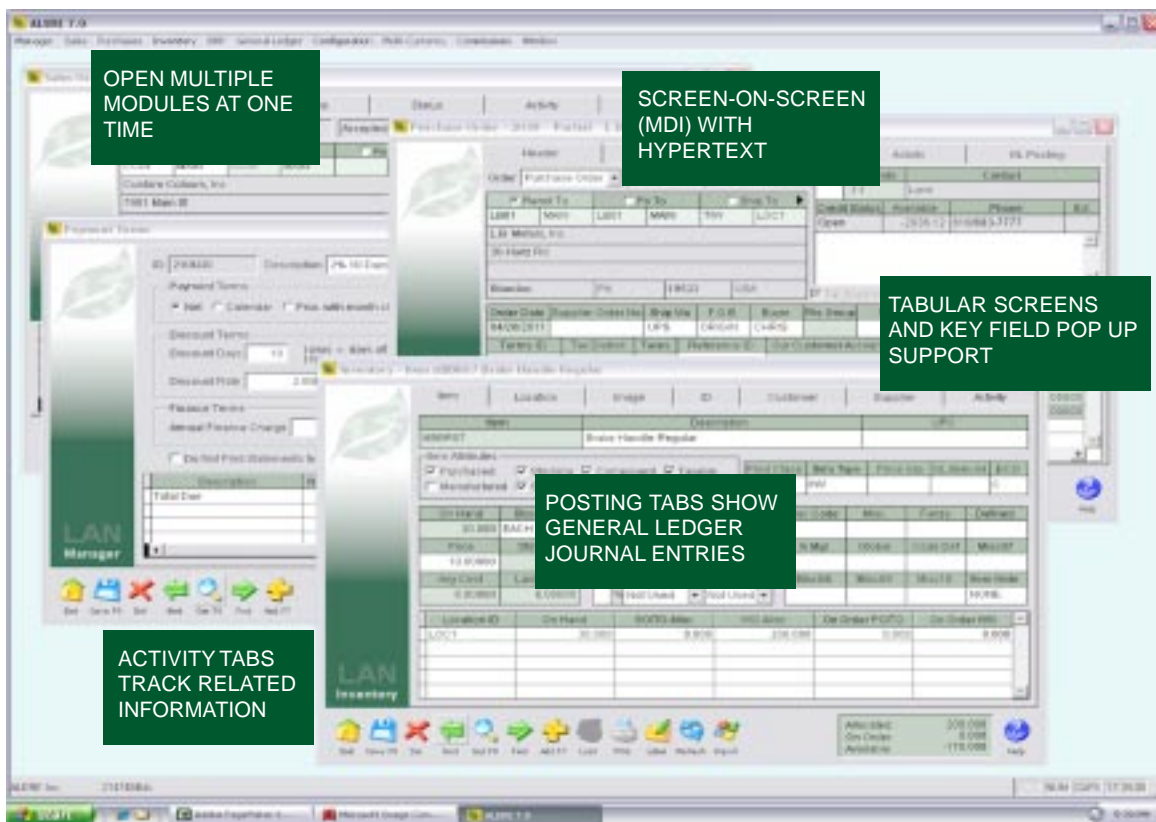
Product Specifications

**ALERE Accounting** contains the features you need to grow your business. Everything from keeping track of complex inventories, processing customer orders and managing payables, to providing sophisticated general ledger financial controls. ALERE does this by placing an emphasis on the details that make day-to-day activities run smoothly. Activities like processing a prepayment or handling a return are done quickly, logically and with a minimum number of steps.

**Real Time Processing** – Activities, such as GL journal entries and inventory transactions, take place in real time. This means

- Automatic period closings can save a company thousands of dollars each year in time
- A real time general ledger allows financial reports to be printed anytime for critical period-to-date or year-to-date information
- Sales, invoices, cash receipts, purchases, payables, and inventory are always current as of the last transaction

- Modifications are portable from one version to another, which simplifies upgrades
- Screen and report defaults are readily changed and can be set up by user
- Each user can have their own unique environment created for them, such as menus, language, etc.
- One code base is used for both the LAN and Client Server (SQL) platforms
- LAN based companies in ALERE can be run concurrently, from the same company menu, as SQL based companies



**Dy-**

**Dynamic Screen Sizing** – Screens can be resized by dragging the edges with a mouse. Any grids, lists, notes fields or pictures on the screen are automatically sized with the screen. This allows:

- Account balances, profitability and cash flow information are always available
- Massive batch transactions that risk network integrity and cripple multi-user speed are eliminated

**Modifiability** – The state-of-the-art architecture of ALERE is SQL compliant, uses object oriented programming (OOP), and is table driven. This means:

- Most modifications are more quickly and easily done than with older source code-only methods

- Long lists to be easily viewed and searched
- Easy side-by-side screen data comparisons
- Screen sizes to be preset for each user with a simple modification requiring no code changes

**MDI (Multiple Document Interface)** – MDI allows multiple screens and modules to be open at the same time. MDI improves work flow by allowing you to:

- Work on multiple documents in one or more modules at the same time
- Interrupt work on one screen without closing it to complete another task
- Open other screens that have supporting information
- Eliminate the need to open and close modules constantly

**Advanced Browser** - Browsers help find a specific record or piece of information. ALERE displays a browser each time the *Get* button is selected, the mouse is double left-clicked in a key field or F2 is pressed in a key field.

A browser provides a spreadsheet-like view of a table of information. Each column is a field, function or a user-definable field in the table. Each row corresponds to a record in the table. A browser

- Allows a large amount of data to be quickly viewed
- Can be resized to see more lines and columns
- Can have the columns resized and reordered in ascending or descending order
- Will jump to the first record matching the characters entered
- Uses relational logic to create powerful filters
- Will display filtered records as a group or within the context of the entire table
- Can be modified and saved for a specific user
- Can be easily printed allowing ad-hoc reporting

**Fetch Retrieval Tool** – Reduce the time it takes to find information with this easy-to-use tool. Simply enter what you are searching for and click the matching link on the list. For example, enter a customer's PO number and click on *Order by Customer PO* to find the matching sales order.

Fetch is independent of the program modules, so it can be left open on the screen for immediate access. Fetch can be used even if you are in the middle of doing something else.

**Email** - Key Sales and Purchase screens can automatically convert the order into a PDF file and send it via email. Stored notes can be added to the email besides being able to enter personalized messages.

At key points in the sales and purchasing processes, emails can be auto-generated and a PDF of the accompanying document attached and sent based on a set of user defined rules. This includes: acknowledging orders received from customers; forwarding invoices when orders are shipped; and releasing purchase orders and have them sent to suppliers. Groups of rules can be defined and assigned to individual companies to manage the process.

**PDF Reports** - Every report in ALERE can be turned into a PDF file to make it easy to share and email. Reports that are printing multiple documents, a range of sales orders for example, will automatically be converted to multiple PDF files.

**Language Sets** – Language sets allow you to customize menus, screens and even have different languages on a user-by-user basis. When a user logs in they can have

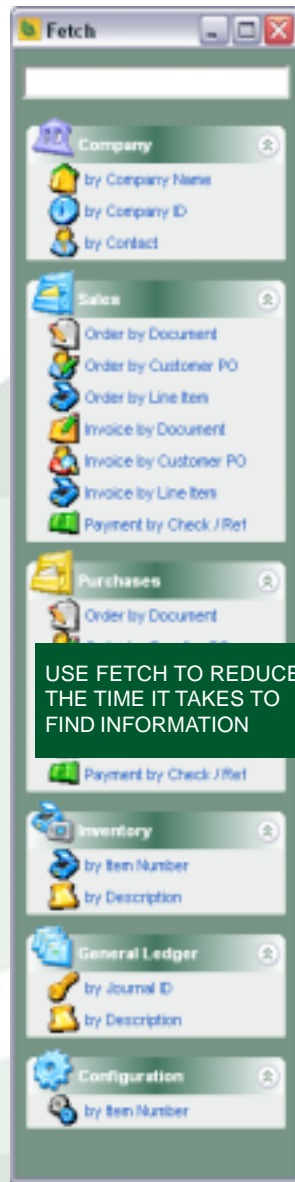
- Menus designed for only them
- Screens and field names unique to their business
- Different languages
- Preset defaults
- Screen sizes to fit their hardware

**Activity Tabs** – Most screens that have processes in ALERE have an *Activity* tab. The tab displays information related to the record that is open. For example, a sales order *Activity* tab may list the quote that started the order, shipments and returns, invoices created from the order, and payments and refunds. The *Activity* tab

- Is instantly available for use
- Has filters that control the amount and type of activity displayed
- Provides a way to tie together related information
- Supports drill down to specific data or documents
- Data sorts by the columns that are displayed

**GL Posting Tab** – Most screens with processes that affect the general ledger have a *GL Posting* tab. This tab displays the real time journal entries that are made to the general ledger. The *GL Posting* tab

- Provides immediate verification that the correct GL account was used
- Permits auditing in real time instead of the end of the period when the specifics of what was done are not easily remembered



- Keeps journal entries associated with the process that created them for easy reference at a later date
- Supports drill down to the actual GL journal entry

**Hyperlinks** – Hyperlinks permit related information to be instantly retrieved based on the record that is open. For example, accessing inventory information on the item for which an order is being taken is done by simply opening the inventory file. The hyperlink looks at the item number being entered on the sales order and automatically displays the matching inventory record.

- Hyperlinks provide supporting information for many processes with only one or two mouse clicks
- Little or no training is required to use this intuitive feature
- Work flow is smoother

**External File Hyperlinks** – These types of links permit external files such as drawings, pictures, documents, email, web sites, etc. to be integrated into ALERE. There are four link formats that can be used.

www.(name) - For web sites

mailto:(address) - For email

http://(location) - For specific web site files

file:/// (path) - For files on your local computer/network

These external file hyperlinks can be placed in any memo field within ALERE. Multiple links can be bundled in one memo field where space permits.

**Diskless Workstation Installation –**

Workstations can be set up to run ALERE from an installation program on the server without the need to use a CD. The allows

- Faster workstation setup
- Workstations without a CD drive to be linked to ALERE
- Additional workstations to be added at a later date without the need to find the program CD
- The network to be easily reconfigured

## Manager Module

The **Manager Module** provides support for housekeeping, password protection, modifications, and common processes and information that is shared among the modules.

The *Executive Advisor* provides a real time summary of a company's performance.

Drill down to see supporting reports which can be printed.

A sales graph for the *Executive Advisor* displays key sales

information for a range of dates in a variety of 2D or 3D formats with a resolution of days, weeks or months.

Information for all companies is kept in a single file making it easy to move and copy.

Companies may be marked "active" or "inactive" to control their use.

SIC codes are assigned to companies from a built in table.

Each company can have a user-defined status such as Dealer, Customer, etc.

Individual companies can be customers, suppliers, or both.

Unlimited locations and contact information are supported for each company.

Set up tax districts by company location.

Set *Bill To*, *Ship To*, *Remit To*, or *PO To* options for each company location.



**DASHBOARD FINANCIAL INFORMATION AND 3D GRAPHICS IN REAL TIME**

Send sales invoices to a different location from than the shipping address.

Receive purchases from a supplier location that is different from the Remit To address.

Key changes, with the ability to merge information, can be made for company ID's, company location ID's, item numbers, payment terms, and product classes.

Mass key changes can be processed by importing an Excel spreadsheet.

A non-stock item file is available for companies that do not carry inventory but require item numbers for billing.

There is one central file for the creation and maintenance of system-wide codes like units of measure, price groups, product classes, etc.

Quickly find all companies within a given radius of a zip code with a Proximity Locator.

Set up locator rules to do searches like finding the nearest stores to a customer.

Proximity information can be exported to Excel or turned into a PDF file.

A Data Gateway provides central access to any designated browser.

File supplier 1099 forms electronically.

Auto number orders or enter them manually.

Assign each order type (sales orders, invoices, purchase order, return orders, etc.) a unique order number sequence.

Set deleted line items to be shown on orders or suppressed.

Handle out of stock material four ways

- Allow overissue
- Ask for permission when overissuing
- Do not allowing overissue
- Select from alternate location

Establish payment terms using net, calendar and prox terms rules. Net terms set the due date based on the number of days after an invoice date. Calendar terms are established by defining dates based on a calendar. Prox terms are a method that sets the due date by establishing a day of the month that acts as a closing date and a day that acts as the due date.

A schedule of payment dates may be defined.

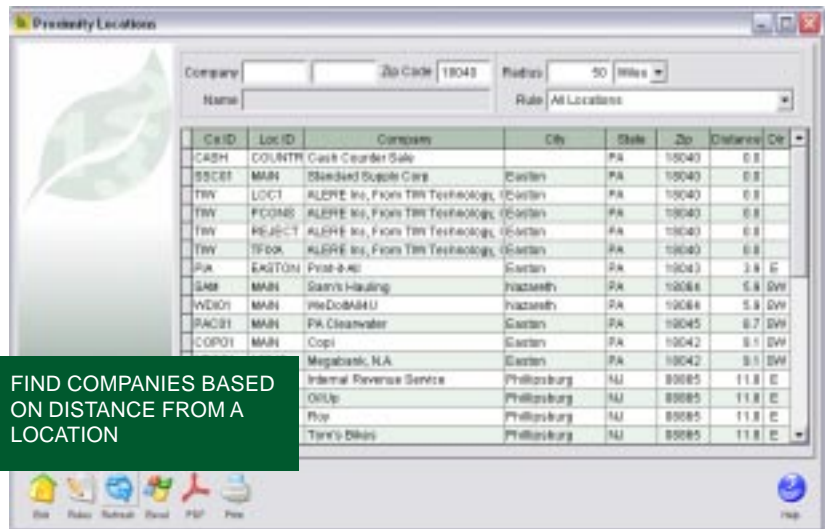


Use payment terms to control which customers receive statements.

Set up conversion tables that allow the system to automatically convert one unit of measure to another.

Establish an unlimited number of tax rates for federal, state, county, city, and local sales taxes.

Value Added Tax (VAT) is integrated into the tax tables.



FIND COMPANIES BASED ON DISTANCE FROM A LOCATION

Assign individual GL account numbers to each tax rate.

Separate GL accounts track outbound sales and inbound purchases.

Active/inactive dates can be used for temporary taxes.

Combine tax rates into tax districts to handle a wide variety of sales tax situations.

Use *Bank Transactions* to do deposits and withdrawals, post interest and credits, record bank fees, void checks, and handle returned checks.

Print bank deposit slips.

Voiding a check allows a payable to be re-opened just as if the payment had never been made.

A returned check reopens an invoice just as if the payments had never been received.

View GL postings made by the bank transactions as they occur.

The *Bank Reconciliation* screen provides a checkbook register-like listing of all transactions that affect the checking accounts.

Balance checking accounts and find errors with a practical bank reconciliation process.

Reconcile internal system balances by module or by function.

A *Data Dictionary* lists and details all tables and reports to assist with modifications to the software.

An unlimited number of individual companies are supported.

Data for each company is kept in a separate directory and is easily moved or copied.

Screen and report modification tools are built in and as a standard part of the package.

Modifications are easily ported to new releases.

The *Language Settings* feature permits menus, screens, and even different languages to be customized on a user by user basis.

Control access to individual companies with security settings for each user.

Password protection privileges include *No Access*, *Password*, *Unlimited*, and *Read Only*.

Set up temporary password privileges that expire on a specific date.

View a list of all users logged in on one screen.



## Sales Module

The **Sales Module** is responsible for all sales functions, from entering an order, through invoicing to managing the cash receipts. Key features are:

Quotes, sales orders, sales invoices, return orders, credit memos, blanket orders, and recurring orders are supported.

Email orders and invoices.

Sales order configuration is integrated into the order entry process.

Choose to ship an item from inventory or have it drop shipped.

Use UPC or bar codes to ship orders.

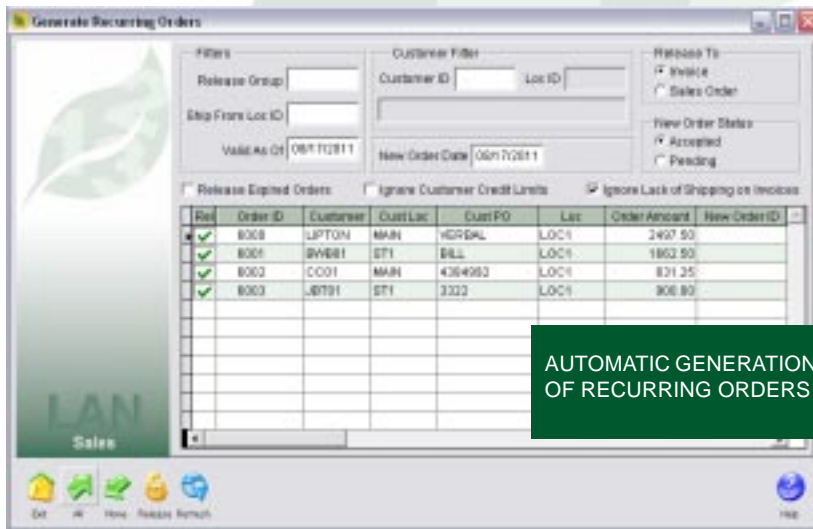
Multiple drop ship items on an order for one vendor are consolidated on one purchase order.

Save orders in an incomplete or *Pending* state without releasing them for processing.

Customer numbers can be used to enter line items on orders.

Optional order version control for all orders.

Orders may be “locked” at the order level or the individual line level to prevent further processing while still allowing changes to be made.



Use a grid-based order entry screen to speed up order taking with a heads-down keyboard oriented approach.

Handle items shipped from stock, drop shipped items, returns, and credits on one sales order.

Payment terms for customers may be overridden.

Any *Bill to/Ship to* combination is supported, including manually entering a onetime shipping address for drop shipping.

A *Refer To* option on the sales order supports a third party. For example, a contractor that must be present to accept delivery.

Order date verification checks for an acceptable range of dates within which an order can be accepted.

Assign expiration dates to orders.

Auto complete orders when they are completely shipped and invoiced or hold them open for further work.

Load predefined comments from a file and place them on orders.

Accept, print or email orders directly from the entry screen.

Orders can be copied and modified.

Pinpoint your company's critical geographic hot spots with a *Location of Sales* report.

Change selling units of measure using a conversion factor.

Assign *Need By* dates to line items for shipping and material planning.

Modify the regular unit price, the discount % and the customer price on each line.

Optionally hide the costs of line items during order entry.

Specify the location to ship from by line item.

Assign a GL Group to each line item that contains the GL accounts to use.

Each line item has a *Pick* note which is printed on the *Pick List* report.

Each line item has a *Line* note which is printed on order reports that the customer receives.

Convert net negative orders directly to credit memos.

Apply credit memos to invoices or auto convert them to a payable.

Partially or wholly ship line items.

Line items on sales orders may be

- Shipped without being invoiced
- Invoiced without being shipped
- Shipped and invoiced as one step
- Shipped multiple times and summarized on one invoice

Return orders place the items on order in inventory and can be shown separately when doing mass receiving.

Receive payments by company and location.

Auto convert return orders to credit memos when they are received.

Cash orders produce instant invoices and receipt of payment.

Convert quotes, blanket, and recurring orders to sales orders or directly to invoices.

Specifically allocate lot, trait and serial numbered items.

Orders may be shipped one at a time or mass shipped.

Void orders without activity.

Reopen closed sales orders and add line items or ship additional quantities.

Use the *Activity* tab to find the source of documents, such as the quote a sales order came from or the invoice a sales order created. See shipments, returns, payments, and refunds.

A *GL Posting* tab on each order displays the GL postings generated by an order.



Mass invoicing allows multiple sales orders to be shipped and invoiced from one screen. The same process handles sales returns. Filters allow the list of orders to be narrowed and the list of orders may be sorted by value or customer.

Pricing rules can be set up using only one screen that will:

- Allow sales to be run for a date range
- Establish special prices for a customer, groups of customers or all customers
- Establish special prices for an item, groups of items, all items, product classes, or miscellaneous codes
- Establish special prices for a specific location or all locations
- Use six tiers of discounts based on the quantity purchased or the extended price
- Calculate each tier based on a discount %, a flat discount amount, a unit price, a flat cost markup amount, a cost markup %, a gross margin, or % of standard price
- Allow you to mix and match any of the above rules
- Allow whole order discounts to be applied to orders over and above the discounts on individual line items

Pricing rules can be sequenced so as to provide unlimited pricing tiers.

Mark pricing rules as either *Active* or *Inactive*.

Test pricing rules before they are released.

Release recurring orders as sales orders or invoices.

Assign a *Release Group ID* to recurring orders that allows those orders to be mass released as a group.

Use an Explorer-like interface, called *Treevision*®, to drill down to sales information and even right to the actual orders.

The *AR/Cash Receipts* function includes support for cash, checks, direct deposit, account offsets, and prepayments.

Correct payments after they have been made.

Assign AR/cash receipts to *Bank Deposit IDs* where deposits can be managed and bank deposit tickets printed.

Offset AR invoices, credit memos, debit memos, and AP invoices.

Accept sales order prepayments, non-invoice receipts and customer on account payments.

Automatically apply sales order prepayments when matching invoices are created.

During the process of recording a receipt for an invoice, the payment can be automatically applied, starting with the oldest invoice first, until the total payment amount is reached.

Automatically generate finance charges and late fees.

Create separate invoices and statements for finance charges and late fees.

Compound finance charges when they are generated.

Define separate GL accounts to support finance charges and late fees.

The *Aged Receivables* report supports

- The reconstruction of past data based on an *As Of Date*
- Three definable intervals
- Aging by due date or invoice date
- Ordering by customer, sales person or amount due

The *Pick List* report supports

- Ordering by item number or location
- Printing by location
- Including lot and serial numbers

The *Statements* report can

- Use either *Open Order* or *Balance Forward* methods
- Be run for any range of dates to facilitate monthly, quarterly or other statement periods
- Support up to four user-definable intervals
- Be ordered by customer or by amount due
- Be printed for zero balances, outstanding balances, or past due balances
- Can include predefined comments

A *History of Payments* report evaluates the payment history of customers and will show the longest, shortest, and average times it takes for them to pay invoices.

## Purchase Module

The **Purchases Module** is responsible for all purchasing functions, from entering a purchase order, through receiving and releasing to accounts payable, to approving and making payments. The key features are

Create or edit a quote, purchase order, return order, or a recurring order from one screen. Purchase orders and payables can be saved in a *Pending* state and later completed and released.

Email, view or print orders.

Optional order version control for all orders.



Orders may be “locked” to prevent further processing while still allowing changes to be made.

Different *Remit To*, *PO To*, *Ship To*, and *Refer To* combinations.

Override terms from suppliers.

Assign expiration dates to orders.

Auto complete orders or hold them open for further work.

Load predefined comments and place them on orders.

Accept and print orders from the entry screen.

Use UPC or bar codes to release purchase orders.

Mark individual line items on a purchase order as a *Purchase*, *Return* or *Credit*. This permits returns and credits to be handled within one order.

Change purchasing u/m on a line item using a conversion factor.

Each line item has a *Need By* date for receiving and material planning.

A GL Group, which contains the GL accounts to use, can be assigned to each line item.

Change purchase order line item unit costs right up to their release.

Items on a purchase order can be received and the order considered complete if the quantity falls within an overage/shortage range.

Each line item has a *Receive* note for internal documentation which prints on the receiving ticket.

Each line item has a *Line* note which is printed on the purchase order that the supplier receives.

Convert a net negative order to a debit memo.

Apply debit memos to invoices or auto convert them to a receivable or cash.

Return orders provide an easy way to ship items back to a supplier by producing pick tickets and tracking.

Convert return orders to debit memos.

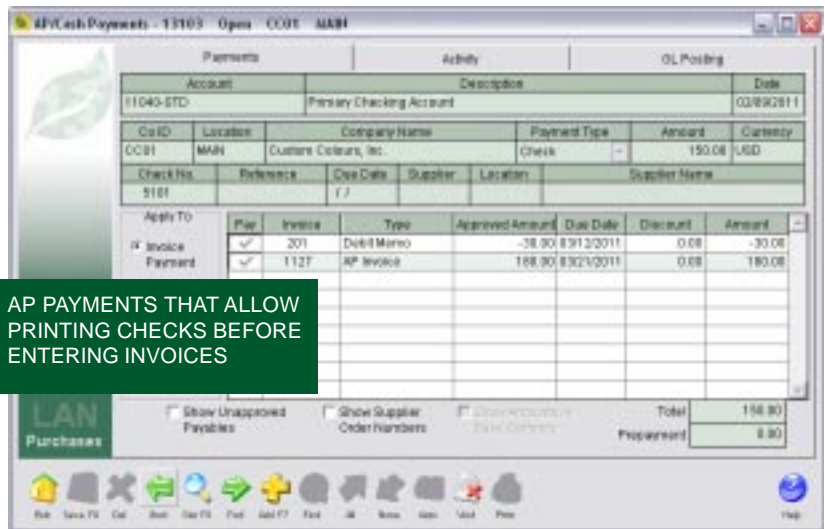
Blanket orders can make releases to either a purchase order or directly to a payable.

Auto convert quotes and recurring orders to purchase orders or payables.

Line items on purchase orders may be partially or wholly received.

Line items on purchase orders may be

- Received without being released as a payable.
- Released as a payable without being received.
- Received and released as a payable in one step.



- Received multiple times and summarized on one payable.

Orders may be received one at a time or mass received.

Received but unbilled purchase orders can be closed. This permits purchase orders to be closed in the situations where there is no invoice or the invoice is for less than the amount actually received.

During the receiving process, item numbers may be optionally displayed as either your item number or the supplier's item number.

PO receipts may be reversed on a line-by-line basis.

An *Activity* tab on each order permits all related activity to be viewed with drill down. A *GL Posting* tab on each order displays in real time the general ledger postings generated by the order.

Orders without activity may be voided.

Copy and restart voided orders.

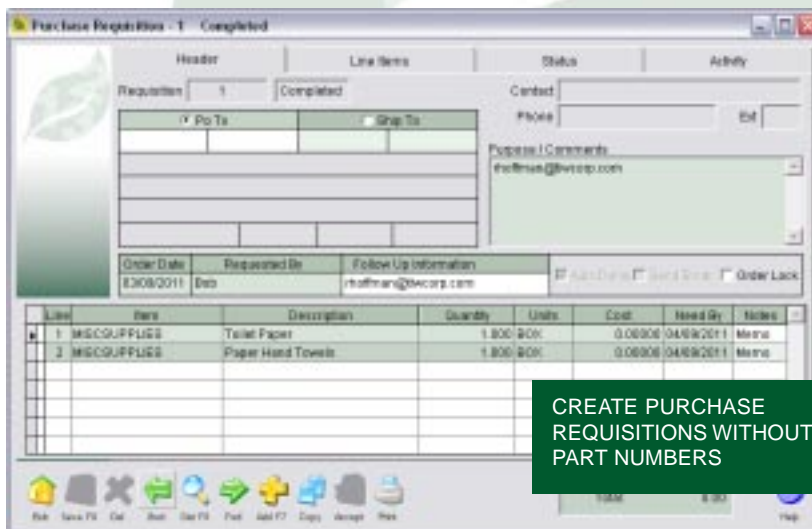
Assign a GL Group to each line item that contains the GL accounts to use as a *Pending* order with full editing rights.

Reopen closed purchase orders and add line items or receive additional quantities.

Start an internal requisition order with a list of items to be purchased and send that request to the purchasing department. Since it is common for the employees not to know the item number of the items to be ordered, the order can be filled out using only a description and quantity.

Each line on a requisition can be released to a different supplier as a separate order.

Multiple quotes can be created to send to various suppliers for pricing information.



CREATE PURCHASE REQUISITIONS WITHOUT PART NUMBERS

Payables can be created directly and “pull” information from a single purchase order, multiple purchase orders or recurring purchase orders

Payables created from multiple purchase orders will:

- List all open purchase orders with a supplier
- Allow any combination of orders to be selected
- Allow individual line items on purchase orders to be selected, along with the quantity, for receipt

Create a payable from a recurring purchase order that will allow selection of the line items and quantities to be used and receive the items into inventory when the payable is accepted

One screen handles the approval of payables for payment and the printing of checks.

Multiple ways to sort the list of payables to be approved are available, including by available discounts.

Apply debit memos and prepayments to payables as they are approved for payment.

Group together multiple payments to one supplier on one check or they may be individually selected and printed on a separate check.

Write individual checks directly from the Payables or AP/Cash Payments screens.

Approve and make payments by company and location.

Support for voiding checks includes the ability to:

- Mark individual non-sequential checks as okay
- Renumber checks
- Reprint selected non-sequential checks
- Void checks
- Record payments manually after-the-fact
- Offset invoices against debit memos

Void AP payments and reopen the invoices as if they had never been paid.

A separate single payment process specializes in handling payments made one-at-a-time by manual check or other methods.

The *Aged Payables* report supports

- The reconstruction of past data based on an “As Of Date”.
- Three intervals which you can define.
- Aging by due date or invoice date.
- Ordering by supplier, amount due, and discounts.

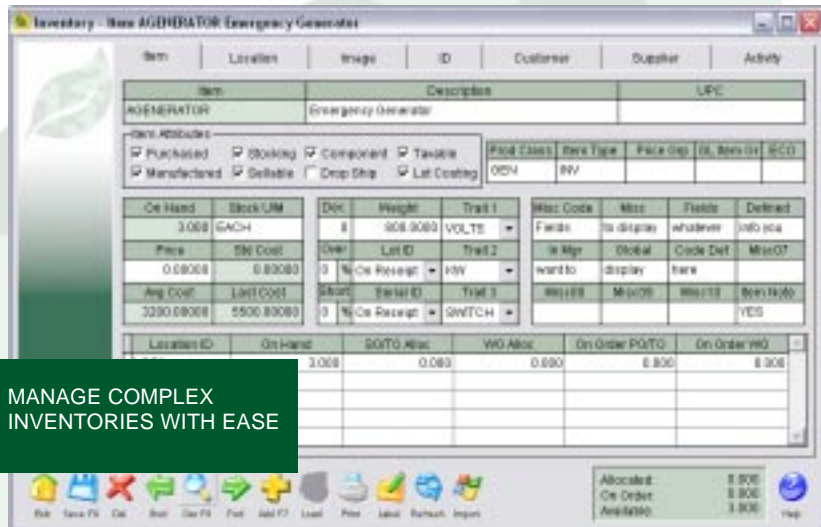
## Inventory Module

The **Inventory Module** is responsible for all activities related to managing inventory. The key features are

Average, Standard, LIFO or FIFO inventory valuations are supported.

Item numbers are fifteen spaces wide and alphanumeric. The length of item numbers may be readily changed.

Save time when entering new inventory items by copying the settings from another item.



MANAGE COMPLEX INVENTORIES WITH EASE

New items added to inventory can optionally be established for one or for all locations.

Set quantities for items to a precision of three (3) decimal places.

Mark items as any mix of purchased, manufactured, component, sellable, stocking, drop shipped, and taxable.



INCLUDE IMAGES AND HYPERLINKS WITH INVENTORY ITEMS

Assign unique stocking units of measure for each item.

Serial numbers, lot numbers and traits are supported.

Traits are user defined. Each item can have up to three unique traits which allows a matrix such as style/size/color.

The actual cost of a lot can be recorded upon receipt and at the time of issue that cost will be used.

A lot can be assigned an expiration date. Items that have passed that date can be marked as "expired" and cannot be used or marked as "degraded" which will make them still available but with a warning before they are issued.

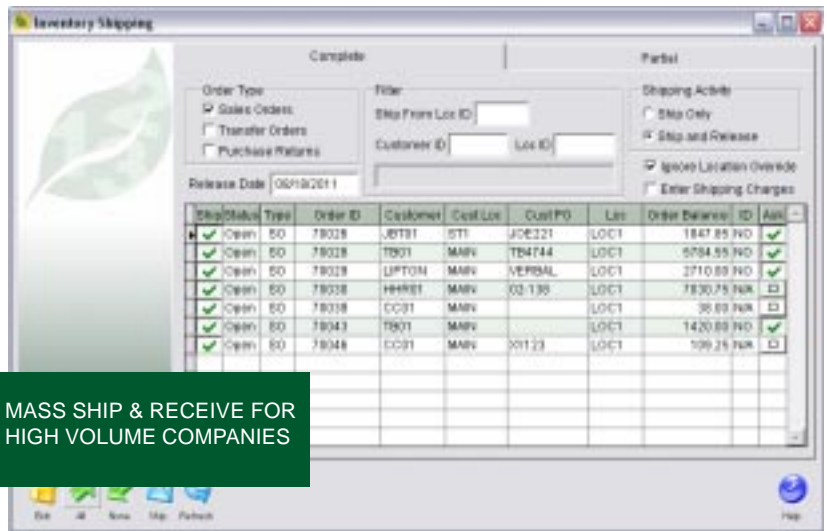
Lots may be assigned an inspection status of Uninspected, Passed, or Failed. Lots that fail may not be shipped.

Associate two images in BMP, GIF, JPG or ICO formats to each item.

Matching memo fields for each image are available for long descriptions.

Multiple warehouses are supported by location as follows:

- On hand value



MASS SHIP & RECEIVE FOR HIGH VOLUME COMPANIES

- Purchase unit of measure with conversion factor
- Lead time, minimum order and order increment
- Discount %, last cost and last receipt

Drill down on inventory allocations and on order quantities to see a listing of the documents making up the numbers.

Assign *Item Types* to allow items to be categorized by function, such as SHIP for shipping or FIN for finance charges.

A *Price Group* field allows items to be assigned special pricing rules, such as belonging to a group that is on sale this week.

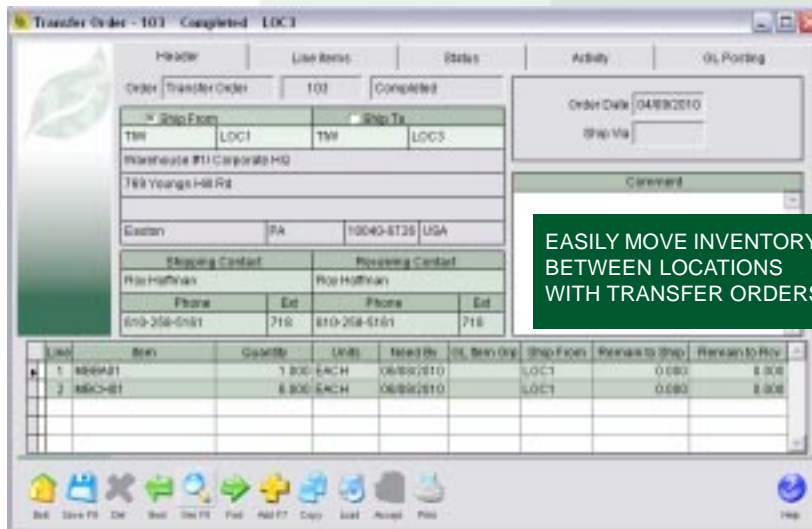
A *GL Item Group* permits each item to have a set of predefined GL accounts that are used when processing the item.

Track issues, shipments, receipts, and adjustments on the *Activity* tab. Drill down to see related documents.

Handle mass shipping of sales orders, transfer orders and purchase returns in any combination.

The mass shipping function permits orders to be shipped completely or partially.

Filter the list of orders to be shipped for a specific location, a customer, and even a specific customer location.



EASILY MOVE INVENTORY BETWEEN LOCATIONS WITH TRANSFER ORDERS

- Store and bin
- Default supplier and supplier location
- Selling unit of measure and conversion factor
- Safety stock, lead time, minimum order and order increment
- Sales order and work allocation quantities
- Purchase order and work order "on order" quantities

Assign items a list of suppliers and locations that are supported as follows:

- Contact information
- Supplier item number

Add shipping charges as orders are shipped.

Orders can be shipped and not invoiced or shipped and invoiced.

Mass receive purchase orders, transfer orders and sales returns.

The mass receiving function permits orders to be received completely or partially.

Select line items and quantities to receive when receiving partial orders.

Filter the list of orders to be received for a receiving location and a supplier.

Orders and returns can be received and not released to payables or received and released to payables.

Mass record drop shipments reported by suppliers on one screen designed to handle complete or partial shipments.

Transfer orders will

- Move inventory from one company location to another
- Print pick tickets for the order
- Ship the orders individually or use a mass shipping function
- Receive the orders individually or use a mass receiving function
- Track the value of the orders to a GL account
- Ship and receive in one step to expedite the process

Inventory adjustments can

- Handle increases in inventory due to physical counts or other reasons
- Handle reductions in inventory due to physical counts or other reasons
- Set on hand inventory counts, prices, standard costs and average costs

Make inventory adjustments for single items or for mass changes.

Use UPC codes or bar codes to do inventory transfers.

Print inventory sheets to assist physical counts.

Produce "As Of" inventory reports for any date or range of items.

Distribute the GL effects of an inventory adjustment over a range of accounts.

Review inventory movement on the *Log of Activity* screen with drill down to the source documents.

View anticipated inventory movement on the *Future Activity* screen with drill down to the documents that will generate the activity.

The *As of Inventory Balance* report can

- Calculate values based on the average cost for the date given
- Be run for specific locations
- Be filtered for a range of items, a product class or an item type
- Be ordered by item, location or product class

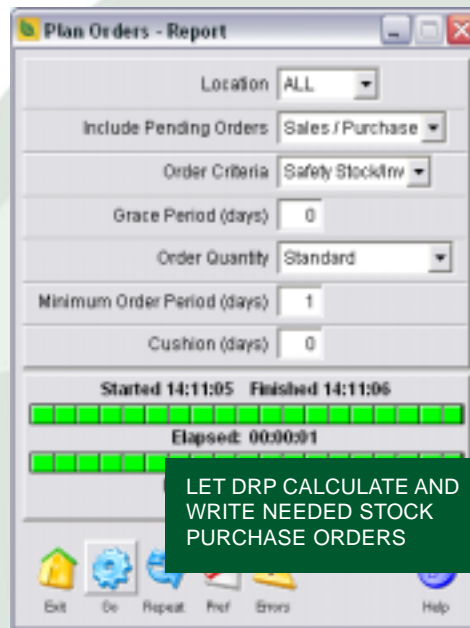
## DRP Module

The **DRP Module** provides distribution resource planning. Meaning that it will determine what is needed to replenish inventory at warehouses based on what is in stock and current and future demand. The key features are:

Using MRP, a time-phased order point approach, planning is done to calculate what purchase orders are necessary to keep inventory at sufficient levels.

The planning process provides the user control over the following options:

- To plan for all warehouses taken as a whole or as an individual warehouse
- The ability to include the effect of pending sales and purchase orders that are in the system but not yet released
- Whether to base the calculations on safety stock levels or on actual inventory levels
- How many days to wait for purchase orders already placed before generating a recommendation to place another order
- Choose to base order quantities on standard or exact amounts
- The choice to specify how many days to wait between recommending orders so that orders may be grouped by day, week, etc.
- The ability to add a cushion to the lead time of items by specifying a number of days to add to the lead time



Purchase orders can be created and released from a list of recommended

items.

Individual sales orders can be planned in a like manner to check to see if there is sufficient inventory on hand to meet their requirements and allows pegging specific purchase orders for that sales order.

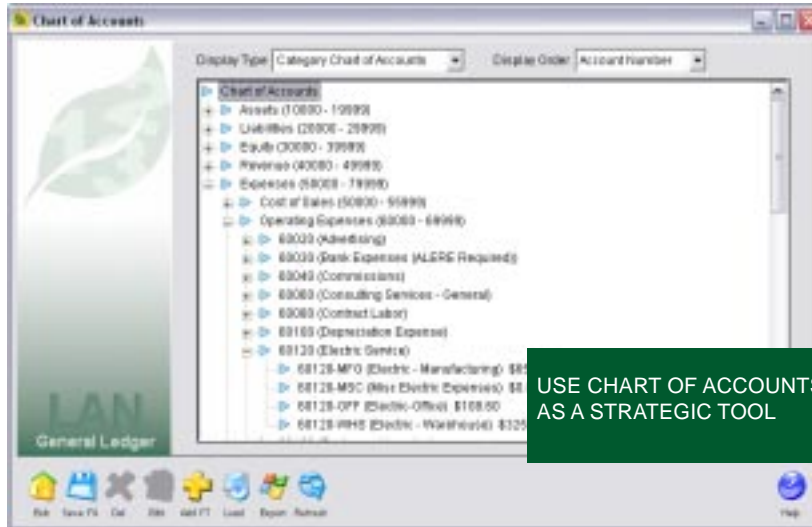
The planning process for sales orders can:

- Select certain lines on a sales order on which to run the MRP process
- Determine what is necessary for an order by excluding inventory and outstanding purchase orders from the calculations
- Combine items from the same supplier into one purchase order
- Recommend work orders for components that are manufactured instead of purchased
- Automatically create live purchase orders or pending ones than can be edited

# General Ledger Module

The **General Ledger Module** is responsible for all activities related to managing the general ledger. The key features are:

All GL transactions are posted in real time to the general ledger.



**USE CHART OF ACCOUNTS AS A STRATEGIC TOOL**

Up to 99 periods in a fiscal year are supported with user-defined starting and ending dates for each period.

The time during which prior period postings can be accepted before a password is required can be set from 0 to 999 days.

The number of periods in the future that can accept journal entries can be set from 0 to 99.

A *Period/Year Closing* screen summarizes the status of each period and year at a glance and

- Shows the key financial reports that need to be printed
- Identifies which reports need to be reprinted due to prior period or year postings
- Lists which periods or years have been closed

Produce consolidated Income and Balance Sheet reports for any combination of companies on demand.

Simple and advanced budgeting, using Excel spreadsheets, is supported.

Create budget templates from actual data and maintain multiple budgets for “what if” analysis.

Compare actual versus budget or budget versus budget for any period.

Periods are automatically closed, which eliminates costly batch closings that interrupt business activities.

Reopen closed periods or fiscal years.

Critical financial reports are always available and up to date.

Better data integrity is provided by avoiding large, complex batch postings which tax networks.

An alphanumeric chart of accounts up to 24 characters wide and six user defined segments is used.

Create and maintain a chart of accounts using Treevision™, an Explorer-like graphical interface.

Drill down on the chart of accounts to

- Find account balances
- List the journal entries for a specific account and date ranges
- View the actual journal entry
- Instantly reverse or duplicate an entry

Drill up from journal entries to the originating document.

Individual GL accounts can be marked inactive to prevent journal entries being made against them.

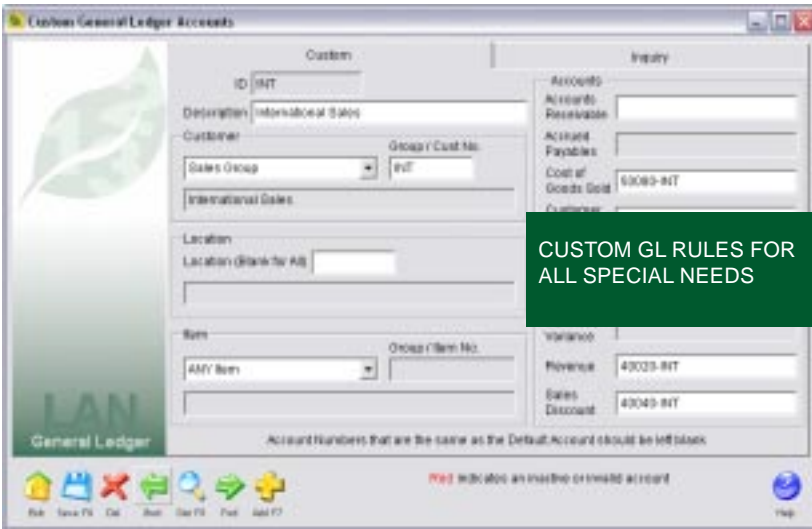
One single screen handles all default general ledger accounts which greatly simplifies the management of these accounts.

Track inventory that is in transit with a dedicated default account.

Monitor customer and supplier prepayments using separate default accounts.



**AUTOMATIC PERIOD CLOSINGS CAN SAVE THOUSANDS OF DOLLARS**



Unbalanced account distribution templates can be saved so that only the amounts needed to balance the journal entry are required.

A GL journal entry is completely accomplished using only one screen.

Import GL journal entries using CSV or Excel formats.

A detailed note can be added to any journal entry, including those made in the past, to allow for better documentation.

The journal entry screen has forward and backward buttons to page through transactions.

A *Get* button helps find specific entries based on the journal ID, a reference key or the

Custom general ledger accounts act as rules for establishing which GL accounts to use for a transaction. Rules may be established for any combination of

- Individual customers, sales group, or for all customers
- Locations
- Items, groups of items, or an individual item

Custom general ledger account rules can be tested on a special *Inquiry* Tab.

description of the entry.

A *Search* button permits conditions to be set that will then be used to filter the list of journal entries for only those that meet the search criteria. For example, creating a list of all transactions that were paid to a utility company.

Journal entries will:

- Auto balance entries
- Auto reverse the positions of debits and credits
- Copy or reverse entries
- Load predefined account distribution templates
- Insert new transaction lines
- Delete existing transaction lines
- Store unlimited notes that can be added or edited, even after the posting is accepted

Journal entries that are not ready to be released can be saved as “pending” entries then reviewed and released at a later time. This includes unbalanced entries.

Auto reversing transactions allow the user to select the date/period that the reversing entry will occur.

Reversing entries are controlled manually and the postings can be edited before they

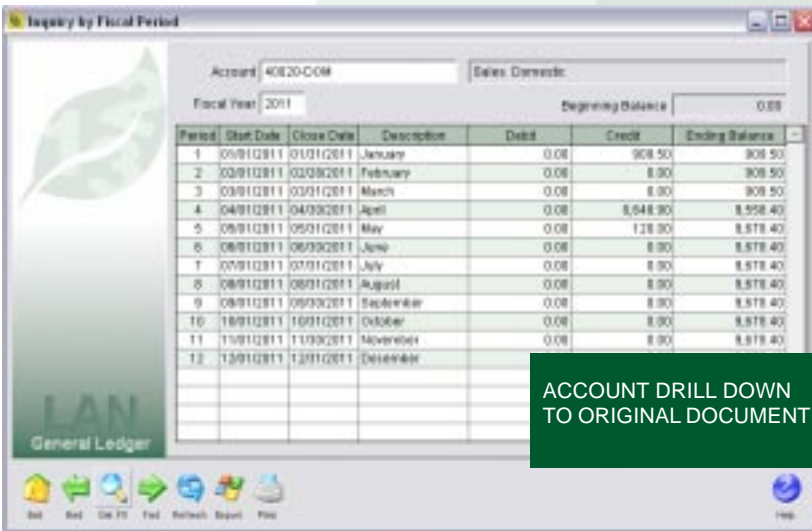
are released.

Rules can be created that will filter certain financial reports based on individual GL accounts and/or account ranges.

*Income Statements* and *Balance Sheets* can be run for any period of any year.

*Dated Income Statements* can be run for any range of dates, which permits daily, weekly, quarterly, semiannual and multi-year statements to be produced.

Compare financial reports for any two periods of any two years.



Account distribution templates speed journal entries by predefining the list of accounts to be used and how the amounts are to be applied:

- As percents of the amount entered
- As fixed amounts
- As distributions to inventory adjustments
- As supplier purchases distributions

When percentages are used on the account distribution templates, only the total amount needs to be entered for the entire journal entry to be created.

Dated *Income Statement* comparison report can be run for any two ranges of dates.

The *12 Month Income Statement* compares twelve months of performance for any beginning period and year specified.

Financial information can be exported to F9 Financial Reporter for further analysis or for budgeting purposes.

example- An order for a bike may have two top level choices - Men's or Women's. The choice of a Men's bike provides the second level choices - Mountain or Street. Etc.

In addition to allowing choices to be made, variable information can be entered using a pop up numeric keypad. A practical example of the use for variable information is specifying how many reflectors to put on each bicycle wheel or the number of inches of steel tubing required.

## Configuration Module

The **Configuration Module** is responsible for defining the product features and options that can be selected when entering orders for customers. The key features are:

The SOC (Sales Order Configurator) screen is automatically displayed when an item number that can be configured is entered.

Features and options for an item are chosen as it is being entered on the order.

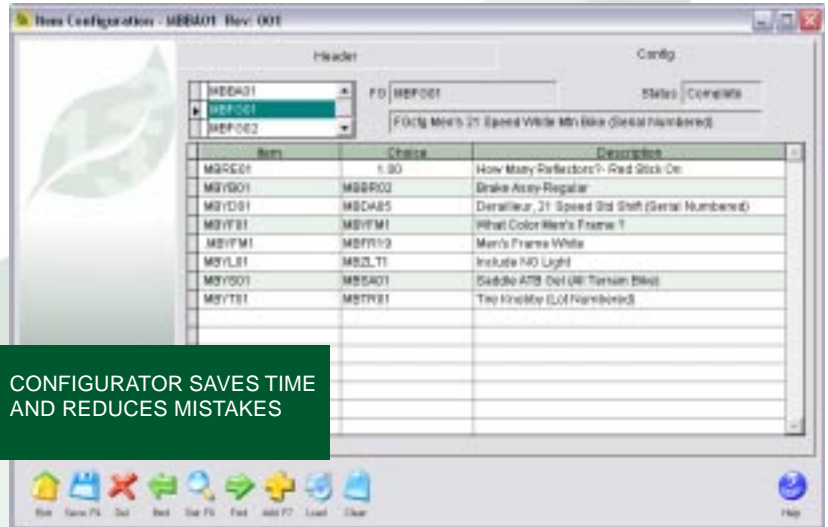
When one of the lines containing a configuration question on the SOC is selected, a list of the choices is shown along with the availability and cost for each. Selecting from the list enters the choice.

The configurations for items are created and maintained on one single screen using Treevision™. All the features and options and how they are related can be viewed at a glance.

A right-click menu makes it easy to add, edit, and delete choices and inventory items.

Modular (make a choice) and variable (enter a quantity) rules are supported.

Modular choices within modular choices permit the construction of decision trees with dependency rules. For



CONFIGURATOR SAVES TIME AND REDUCES MISTAKES

The rules-based system contained in the SOC provides support for complex orders and ensures the correct configuration of products, which results in inventory savings and the best use of staff time.

Similar configurations from previous or current sales orders can be located, copied into an order and edited. This saves a significant amount of time on orders with many features and options.

The SOC will recalculate the price and cost based on the features and options chosen each time the Save button is selected.

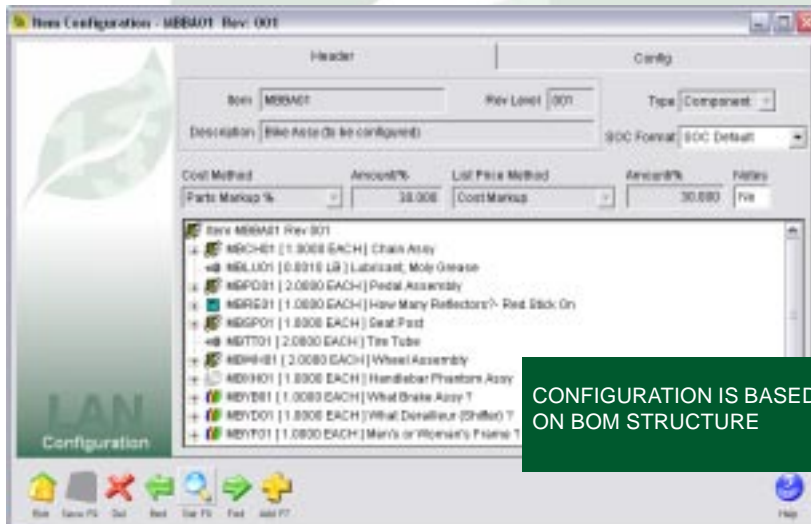
Product configurations can be predefined and assigned finished good item numbers.

The configurations of similar finished goods can be copied to speed up the process of creating them.

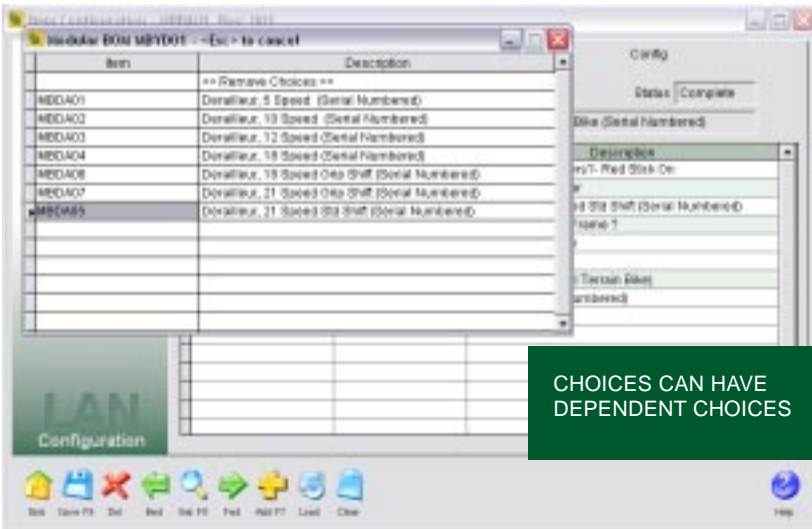
The SOC will determine the correct finished good item number to use based on the configuration that was entered.

Entering a finished good item number will automatically fill in the configuration choices that are associated with that finished good.

A wide variety of costing and pricing rules can be established and used when a configuration is entered which does not have a predefined finished good set up.



CONFIGURATION IS BASED ON BOM STRUCTURE



Components are allocated in real-time when the order for the kit is saved. At the same time, the kit is placed “on order” in inventory.

For companies using ALERE Manufacturing, kits and their components are included in the MRP (materials requirements planning) process.

Orders for kits generate picking tickets for either the complete kits if they are in stock, or for the components that make up the kits.

Kits and their components are automatically issued from inventory when the order is shipped. Over shipping missing kit components is optional.

Bills of material that can be configured are displayed when ALERE Accounting is linked with ALERE Manufacturing.

Each item can have a default configuration, containing the most common choices from which to start when the item is first entered.

The choices for configurations can optionally include prices, available quantities and locations.

There are six different ways of formatting the configuration information on a printed order as:

- A list of options
- A list of options with the pricing
- A list of all the components
- A list of components with the pricing
- The base price of the item with the options selected with the matching prices
- The default price of the item with the modifications and the price for those modifications

A convenient *Config* button allows configurations to be changed even after they have been entered.

The reports support data mining. This means that information on how many times a particular option was chosen, by whom and for what product is readily available.

The reports can also provide information on the status of pending or unshipped orders. For example, the demand for certain features or options which are on those orders.

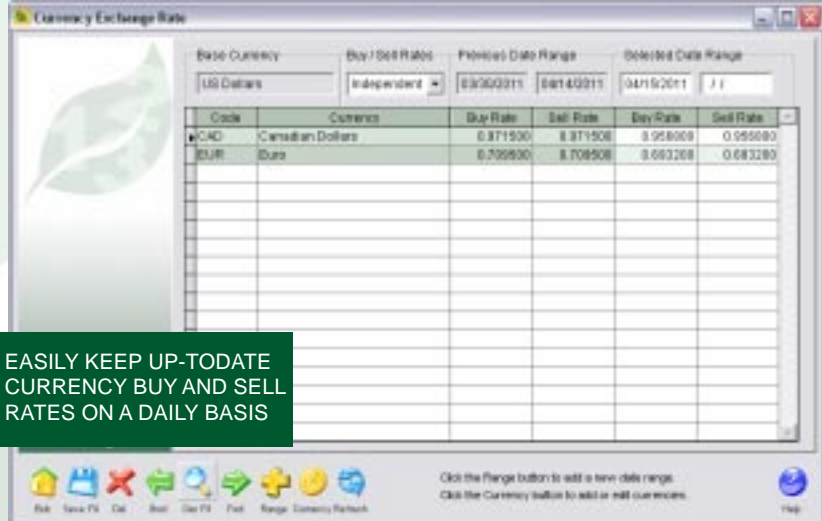
The Configuration Module has built in support for kitting, making it native to the accounting system.

Kitting in ALERE far exceeds what is commonly considered standard kitting capabilities. Just as an order can be configured with features and options, so can a kit. This even includes building a kit on-the-fly by choosing the components from a list and entering the quantity required for each.

Orders for kits that do not require features and options to be selected are taken without ever seeing the configuration screen.

## Multi-Currency Module

The Multi-Currency Module allows companies that do business outside their country's borders a way to take and place orders in currencies other than their own. The key features are:

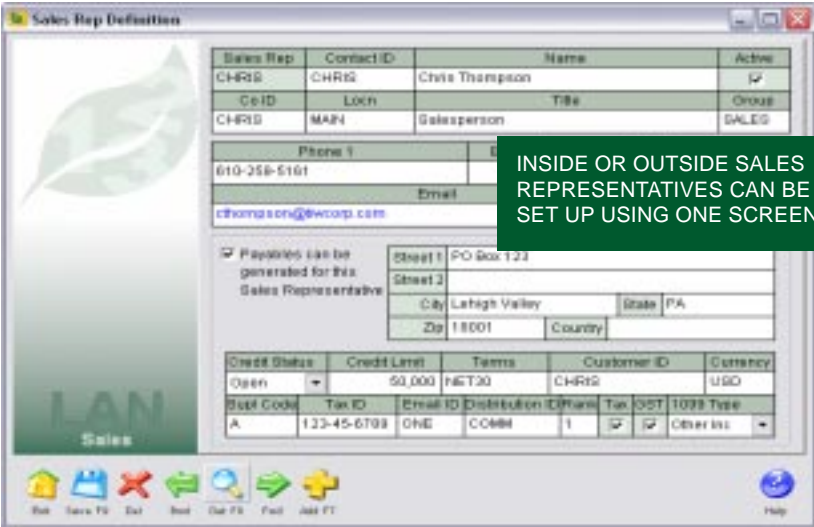


Currencies are easily added as a code definition and are then immediately available to be assigned buy and sell rates.

Any one currency may be established as the “base currency”. General ledger transactions and financial reports are done in the base currency.

Exchange rates use a straightforward method to allow them to be quickly updated.

# Commissions Module



The Commissions Module manages the sales commission process from defining the commission rules and calculating the commission amounts to creating the commission payables. The key features are:

A sales person may be set up on a single screen which will backfill the other appropriate screens in ALERE.

The commissions for a sales person can be paid either through payroll or accounts payable.

Active currency rates may be changed until such time as they are used. They then become locked until a new set of rates is added.

A history of rate changes is kept and provides an overview of how those rates change over time.

Colorful 2D or 3D charts show trends in rate changes in days, weeks, months or years.

Customers and suppliers may be assigned currency codes. Sales and purchase documents will then automatically default to that currency when used with those customers or suppliers.

Currency codes may be assigned by location if customers and suppliers have more than one location.

Sales and purchase orders can be displayed in the currency in which they were written or in the base currency of your company.

The difference in value between when the order was taken or placed and the current value based on rate changes can be displayed.

Making and receiving payments using a foreign currency is supported.

Special general ledger accounts are used to post variances due to currency fluctuations when making purchases or sales.

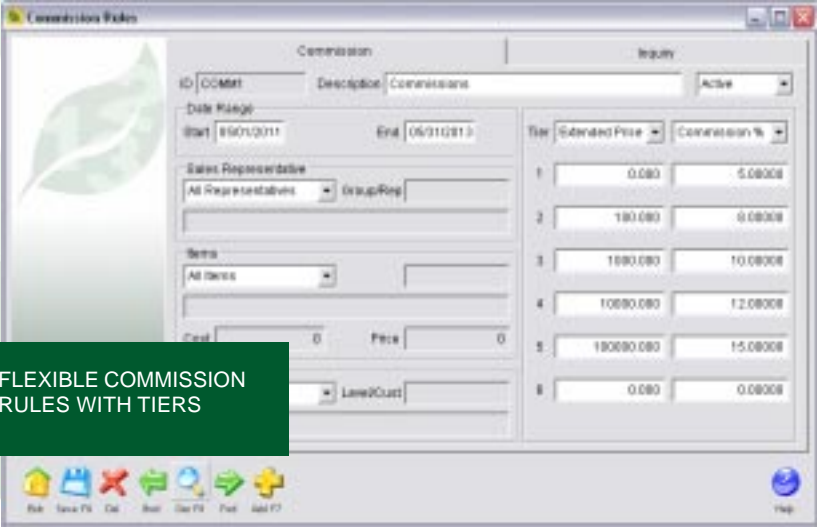
Both the A/R Receivables and A/P Payables reports have options to be run for specific currencies.

An *Exchange Variance* report provides a summary of currency variations that occur, for example, between when an invoice is written and when payment is received.

The numeric calculator will allow currency conversion calculations to be made on the fly.

Commission rules can be set up using only one screen that will:

- Set an date range during which the rule is active
- Apply the rule for all representatives, a group of representatives, or an individual representative.
- Apply the rule for all items, an individual item, a price group, a product classes, or a miscellaneous code
- Apply the rule for all customers, a customer belonging to a price level, or an individual customer
- Use six tiers based on quantity purchased or extended price
- Calculate each tier based on a commission % or a flat commission amount
- Allow multiple rules to apply at one time that make the commissions cumulative



A separate screen allows the rules to be tested before they are released.

A list of commissions may be calculated for a given date range and filtered for an individual sales person or group of sales representatives.

The list of commissions may also be based on all invoices or on only fully paid invoices.

Selected sales representatives and their commission amounts may be released to accounts payable for payment.

A report may be printed for sales representatives being paid through payroll.

## Data Acquisition

The purpose of Data Acquisition is to allow data to be entered into ALERE by using wedge scanners or scanners running under terminal services. The key features are:

The ALERE Data Acquisition product comes embedded in ALERE Accounting and is installed as a stand-alone product with a desktop shortcut. It is made available by the Activation Key.

Data Acquisition will help speed the entry of items on a sales order, shipping line items, adjusting items, and receiving items on a purchase order.

Data can be input in two ways:

- By selecting the Scan button on Sales, Purchase and Inventory adjustment screens to activate the scanner.
- By starting the stand-alone program.

The scanning is done in real time and is interactive with the operator through a "prompt" process. Item locations, lot numbers, serial numbers and traits are supported.

Has the ability to scan large numbers of items being

entered on a sales order and total the number of each individual item on a single line as opposed to the one scan/one line method.

The DAQ stand-alone program will allow you to:

- Do inquiries on the stocking levels of items
- Move inventory
- Increase or decrease inventory
- Print item labels
- Post transactions in ALERE Manufacturing

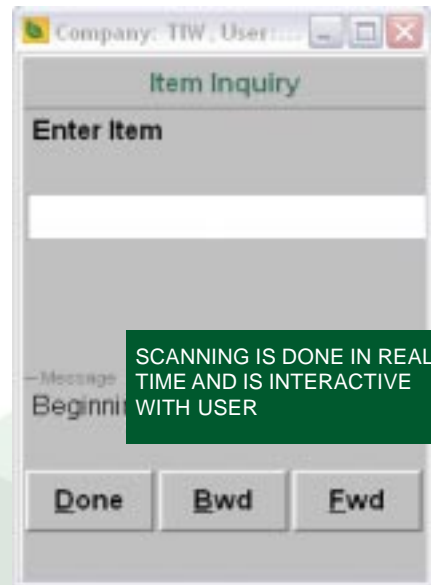
Scripts can be added to DAQ to expand its capabilities.

Wedge scanners are simply connected to your workstation.

Scanners using terminal services need to be first integrated into your network by installing and running the software that is included with the scanner. Once they are visible as a workstation then run the SET-UPMU program that is installed in the ALERE program directory to link them to ALERE.

ALERE uses a scripting method to integrate scanners with the software. The scripting code is part of the ALERE Developers Kit and discussions of that code can be found in the Developers Kit manuals.

While wedge scanners do not take up a user seat license because they share the user license with the computer they are attached to, scanners running under terminal services do use one user seat per scanner. Be sure to include those necessary user licenses when planning for the total number of seats that you will require to run ALERE for your company.



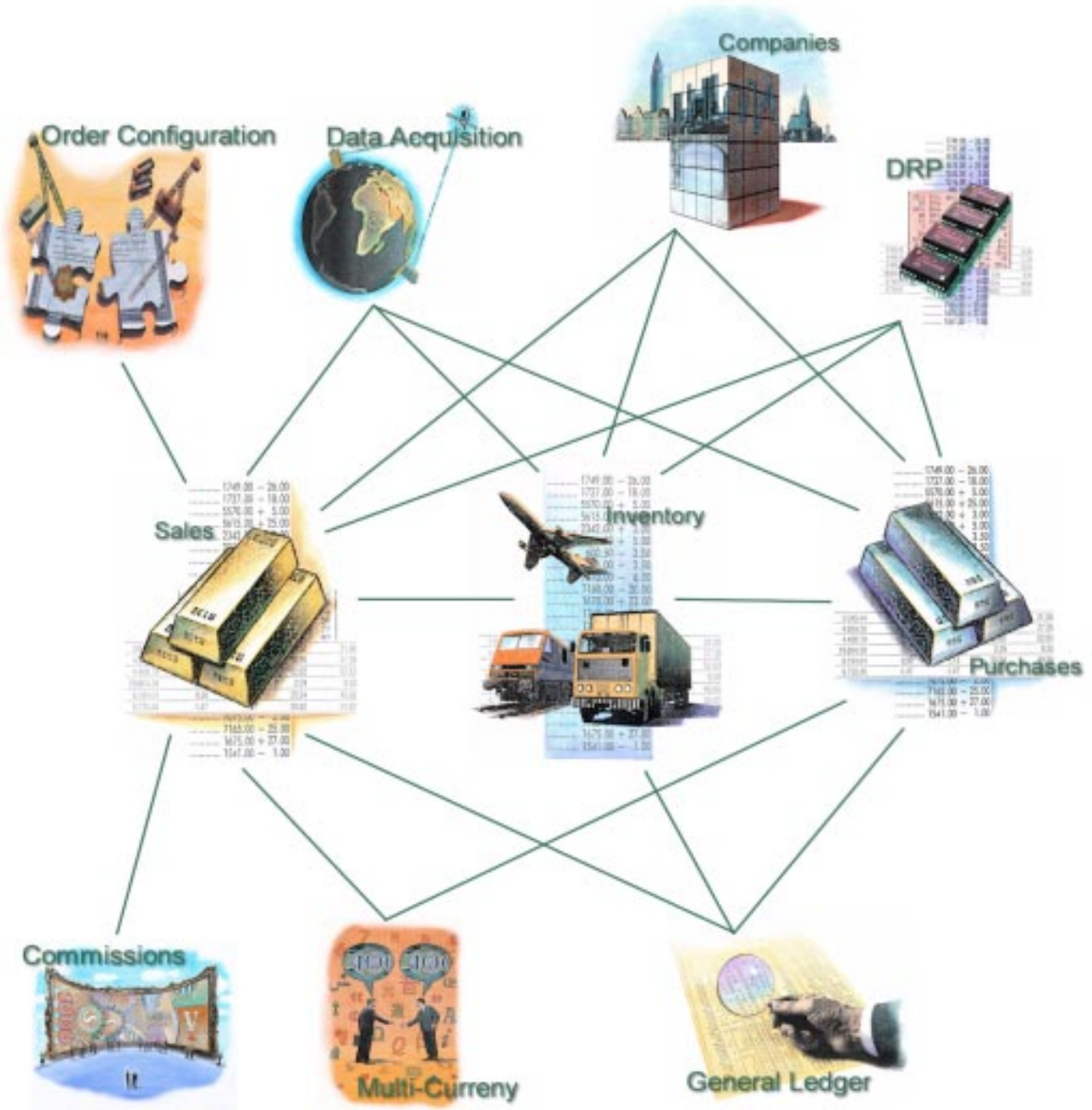
## System Requirements

To use ALERE Accounting, you must have a computer that meets (or exceeds) the following requirements:

- IBM® compatible PC operating at 1GHz or higher (2 GHz recommended)
- 1GB or more of RAM recommended
- 100 MBPS or higher network connection (1 GHz or higher recommended)
- 200 MB available disk space on the local drive for stand-alone or server installation to provide space for programs and data
- 50 MB available disk space on the workstation drive for Runtime files and temp files
- CD-ROM drive
- Microsoft® Windows® 98, NT 4.0 (or greater), 2000, XP, Vista or Windows 7 (32 or 64 bit)
- 1024 x 768 or higher is recommended
- Any Windows® compatible laser printer to print reports

# ALERE Accounting Architecture

The most advanced ERP architecture on the market! Designed to speed up processes and save you money!



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