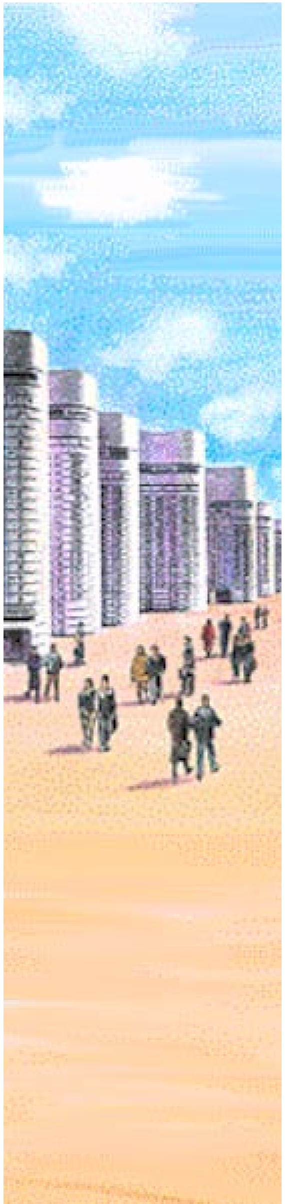
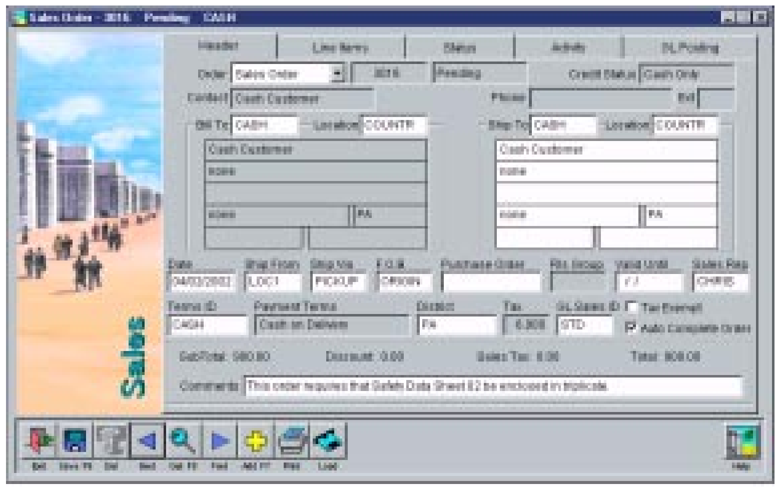
New Features in ALERE™ v2.1!



Order Type Preset - New order types are preset based on the order type from which you started. For example, add a new order from a sales order and the type of order will default to *Sales Order*. This eliminates the step of selecting an order type when you are repetitively entering the same type. To further streamline the process, the cursor is set on the *Continue* button. Now all you have to do to add a new order from the keyboard is press F7 and the Enter key!

Auto Completion of Orders - Orders are automatically completed when they are shipped and released to receivables or payables. However, in certain situations you may not want to close the order in anticipation of further changes. A check box on the order header allows you to decide whether or not to auto close the order.

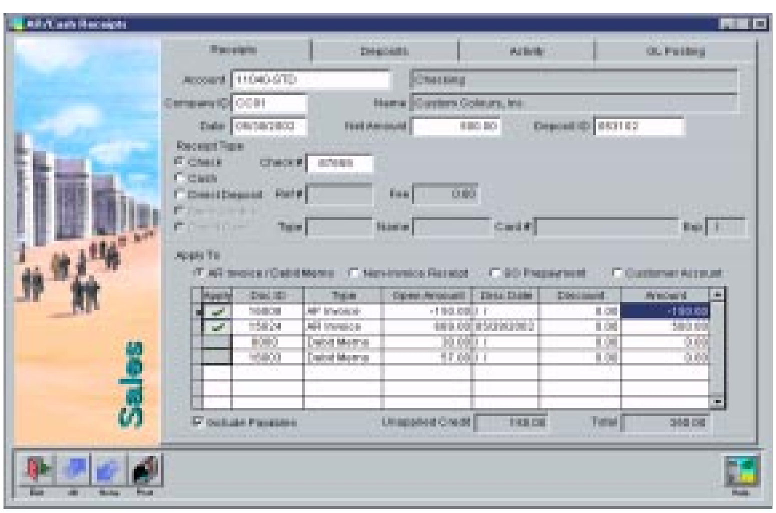
Comment Load Button - Predefined comments can be entered on sales and purchase orders by selecting the *Load* button and choosing the comment. Comments are created and stored in *Code Definitions* in the Manager Module.



Sales Order with Auto Complete and Load Comments Functions

Over Shipment of Orders - Line items on sales orders may be over shipped simply by entering the quantity you want to ship. A message will inform you of the over shipment and will automatically adjust the order quantities when you give permission to continue.

Discount Override - The amount of discount taken on receivables and payables can now be overridden by simply entering an amount. This gives you complete control over managing discounts on orders.



AR/Cash Receipts with AP Invoices and Debit Memos for Offset

Order Balances Offset - The ability to include payables and debit memos on the *AR/Cash Receipts* screen has been added. One simple screen permits you to apply receipts to AR invoices, payables, debit memos and credit memos!

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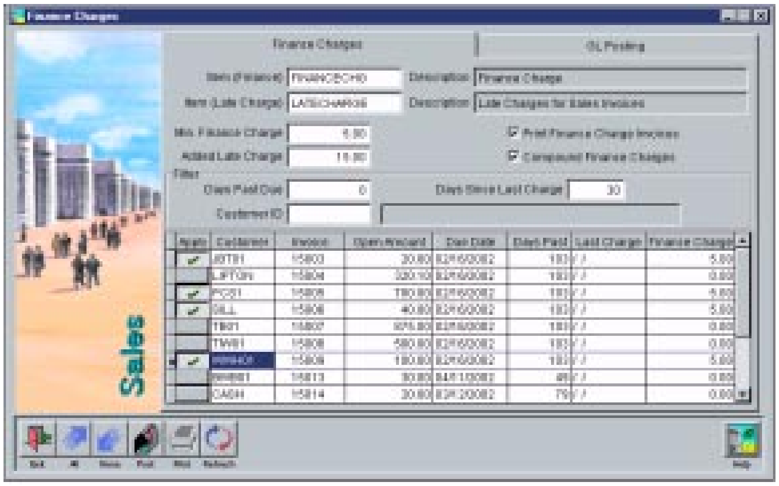
Drill Down on Sales Inquiry - Now you can drill down to the actual invoice, sales order, quote, credit memo or return order using the Treevision® *Inquiry* function in the Sales Module! Just double click on any order on the Explorer-like graphical tree and the actual order is displayed! This is a great way to look up information and make changes or additions.



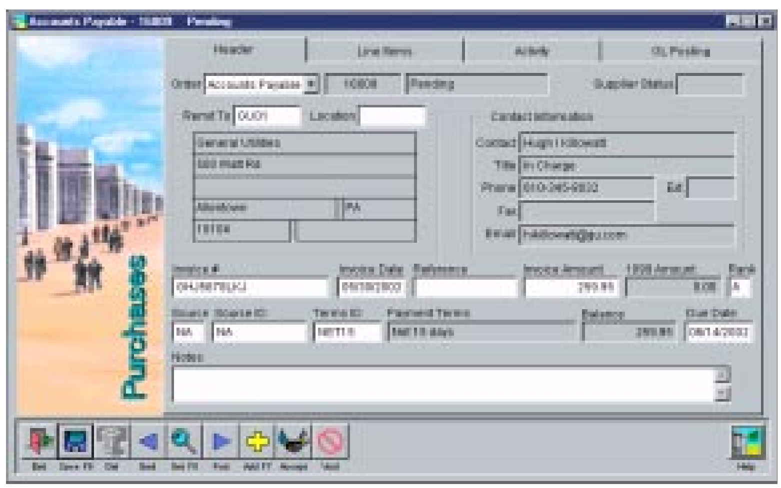
Finance Charges with Separate Late Charge Item and Fee

Finance and Late Charge Fees - Separate finance and late charge account numbers and amounts may now be applied to sales invoices! The fees and accounts are set up on the *Finance Charges* screen and show up as separate line items on the invoices.

Summarize Shipping - Select *Yes* on the *Summarize Shipping* option on the *Sales Orders* or *Invoices* reports and line items containing shipping charges will be removed and summarized at the bottom of the reports!

Pending Payables - Payables may now be saved in any state with a *Pending* status. This has three key advantages. First, this means that payables can be entered as they are received and then released for GL posting when they are paid. This allows ALERE to operate on either an accrual basis or a cash basis. Second, payables that are being contested can be entered and held as *Pending* while a log of events is kept in the *Notes* field. When the issues are resolved the payable can either be released or voided. In either case, a permanent record is maintained. Third, payables with incomplete information can be held until complete and then released.

AP Voiding - Payables that have had no transactions made against them may now be voided by selecting the *Void* button on the *Header* tab. Reversing transactions are automatically made and can be viewed on the *GL Posting* tab. A significant feature in voiding a payable that has been created from a purchase order is that the items on the PO are still marked as received but not released to payables. This allow you to re-release the receipts to payables and make corrections.



Payable with Pending Status and Void Functions

Adding Items to Purchase Orders - Line items may now be added to accepted purchase orders that are in process.

Supplier Distribution ID - A *Distribution ID* may now be assigned to individual suppliers. The ID is used to look up the GL accounts and rules to use when making postings for items received from the supplier. This provides much more control over these critical GL posting by allowing an account distribution table to be used instead of using a simple single account.

Supplier Screen with Distribution ID

PO Print Button - A *Print* button on the purchase order screen allows the order you are viewing to be sent directly to the printer.

Over Receipt of Orders - Line items on purchase orders may be over received simply by entering the quantity you want to receive. A message will inform you of the over receipt and will automatically adjust the order quantities when you give permission to continue.

Deleted Line Item Suppression - You can now choose on the *Company Defaults* screen whether or not to display line items that have been marked for deletion on orders.

Check Attachment - This feature allows you to print a separate attachment, in the form of a report, that lists the invoices that overflow the check stub! A message will ask for permission to print the attachment listing the additional items as part of your check printing process. Just fold and include the check attachment with your check!

Check Register Detail - The invoices that are being paid by a check can now be listed as part of the *Check Register* report.

New Reports - Here is a list of the new reports that have been added and reports that have been substantially enhanced.

Manager Module	Sales Module	Payables Module
Customers Report	*Anticipated Receipts Report*	*Check Detail Report*
Suppliers Report	*Customer List Report*	*Cash Requirements Report*
	Sales Invoice Transaction Report	*1099 Summary Report*
		Payables Transactions Report

Enhanced Keyboard Support - Many additions have been made to enhance the keyboard support in ALERE. As an example, the Ctrl + Page Down combination is the same as clicking on the **Continue** or **Post** buttons. Holding the Ctrl key down and using the right and left arrow keys will move you smoothly through the screen tabs. These, and many more shortcuts, are listed in the HTML Manual in the *Overview* section. The page can be printed out to provide you with an easy to follow guide.

HTML Manual - The on-line manual has been significantly expanded and enhanced. Separate sections have been added that explain the function and the options for all the reports.

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