

## SYSTEM FEATURES

ARROW RESEARCH CORPORATION, was established to develop and promote professional, quality business solutions. The company's mission is to become a leading global information provider through the distribution of premium scalable integrated business solutions. The company currently has offices in Australia, United Kingdom and New Zealand.

The software package consists of the following modules, Cashbook, Debtors, Creditors, Stock, General Ledger, Payroll (Australia only) Sales Orders, Purchase Orders, Bill of Materials, Fixed Assets and Foreign Currency. Options available include Multi Stock Location, Serial Batch Tracking, Security System, Advanced Forms Printing, Multi-company, Data Transfer and Advanced Sales Analysis. The modules can be integrated or stand alone, single or Multi user.

All products are localized to meet country-specific requirements.

Arrow can be successfully implemented across a range of Business sizes, via the parameter driven functionality it offers.

Arrow is extremely portable across operating systems and has powerful report writing facilities, dynamic open database connectivity (ODBC) capabilities allowing online integration to Microsoft products.

To keep the product up to date and to ensure a future growth path, Arrow is continually enhanced from feedback received through its accredited business partner and end user base.

Arrow is sold through a worldwide business partner network of accredited consultants to ensure that you receive the service and support required.

### THE FOLLOWING FEATURES ARE CONSISTENT THROUGHOUT THE SOFTWARE

- Message handling on masterfile records, such as Debtors, Creditors and Employees.
- Fast tracking to menu options.
- All module inquiry screens have the ability to drilldown and show transaction details, e.g. when doing a debtors inquiry on an invoice, the line details of that invoice can optionally be displayed.
- System Auditor - The System Auditor has been designed to detect integrity of the data, and attempt to correct any inconsistencies.
- Ability to search by a combination of characters, e.g. all stock items with "wide" in their stock description.
- Screen defaults can be entered for all data entry screens including report sorting criteria's by establishing screen defaults, fields not used can be

bypassed or a default value can be entered, thereby greatly decreasing time taken when entering records into Arrow.

- Text retrieval provides the facility to search/find a specific piece of text.
- ut devices for each form print <e.g.: invoices, cheques> and an output device for the printing of standard reports.
- Choice of databases drivers including, IBM DB2, Pervasive SQL, Microsoft SQL.
- Extensive Windows help system.
- Cut and paste text edit facilities.
- Printer selection via Windows Printer dialogue.
- Multiple views/screens may be open concurrently.
- All views can be, cascaded, tiled, minimised and maximise from drop down menu.
- Executive summary report. This report provides management statistics on the overall status of a particular module. Reporting on the total balance, movement since last time the report was run. The period to date and year to date figures.
- Purge master file records, provides the ability to purge masterfields and transaction files with no transaction, no balance or no movement since a specified date. Ability to print transaction list reports for past periods by date range.
- Ability to process "future" dated transactions.
- Email or Fax out each print form by user eg. Invoices and Statements
- Highly flexible processing capabilities through the invoking of various system switches
- Wide range of file formats available for the automatic upload and download of transactions from and to other applications

## CASHBOOK MODULE

The Arrow accounting modules have been designed to ensure ease of use, but with powerful features and functionality.

The Cashbook in particular has designed into it strong Cash Management features which are not only desirable, but essential in today's business environment.

The Cashbook has been designed to minimize the data entry requirements, therefore all receipts and payments will automatically update the appropriate Debtor and Creditor accounts.

Due to the design of the Cashbook, Bank reconciliations are virtually automatic.

### CASHBOOK FEATURES INCLUDE

- Able to run stand alone or integrated to other modules.
- Runs under both Single and Multi-user operating systems.
- Multiple bank accounts.
- Efficient bank reconciliations with minimum data entry.
- Production of bank deposit slips.
- Automatic posting of receipts and payments.
- Automatic transactions can be set up for periodical receipts and payments.
- Entry of miscellaneous debits and credits from bank statements.
- Easy to use Income and Expense codes are available, for flexible data entry and reporting.
- Bank transfers.
- Ability to permanently store bank, branch and drawer details against a debtor, at time of receipt entry.
- Easily handles dishonored debtor cheques and cancelled cheques.

### CASHBOOK REPORTS INCLUDE

- Bank account listing.
- Bank account ledger.
- Income transaction report.
- Expense transaction report.
- Automatic transactions report.
- Cashflow report.
- Bank reconciliation.
- Bank deposit listing.
- Computerised cheque printing.
- Cheque register.
- Printing receipts.

### HOW THE CASHBOOK MODULE HELPS

- Keeps a running balance of your cash position, so you are fully informed and in control.
- Easy understanding of your bank statement, the system provides quick and easy bank reconciliations showing clearly the company cashbook balance, the bank statement balance and the reconciling unrepresented receipts, payments and charges.
- The system provides immediate and accurate debtor and creditor trading balances, by automatically updating receipts and payments.
- Cashflow analysis, showing receipts and payments breakdown.
- Automatic periodical payments help to ensure that an accurate cash balance is maintained to ensure proper management of the company.
- Automatic bank deposit listing, for accurate cash depositing to the bank.
- Automatic cheque generation to ensure accurate balances are printed onto the cheques.

### INTEGRATED SOLUTION

The cashbook module has integration links to the following Arrow Financial Modules:

- Debtors
- Creditors
- Payroll
- Front Counter
- General Ledger
- Foreign Currency

## DEBTORS MODULE

The Debtors module has been designed to provide the operator with numerous time saving features, together with the ease of use which is a feature found throughout the ARROW accounting system.

### DEBTORS MODULE FEATURES INCLUDE

- Credit Profile.
- Each customer may be set up as a weekly, fortnightly, four weekly or monthly debtor. The system will accept any combination of these debtor types.
- Runs under both Single and Multi-user operating systems.
- Set up text invoices and standard invoices for regular processing by debtor groups.
- Process automatic invoicing and select on debtor groups.
- Exception reporting for management reports.
- Consolidate debtors into parent account for statements.
- Default screens set up by the operator.
- System allows invoice discounts.
- Settlement discounts are automatically calculated if applicable.
- Screen inquiry of Debtor accounts, by transactions, type, e.g. invoices, orders, etc.
- System allows operator to view Current, Old, Future or All transactions.
- Invoice text facility by line or block.
- System allows for Open item and Balance forward Debtors.
- Invoices may be posted to future periods.
- Dollar or Time credit limit can be applied, to individual debtors.
- Ability to create new Debtor at time of entering invoice.
- The System will warn you when a debtor has exceeded their credit limit and display the dollar amount/age period they have exceeded it by.
- Ability to view historical purchase details i.e. view previous sell prices for this debtor and stock code combination at the time of invoice entry.
- Ability to calculate and generate invoices for interest charges on overdue accounts.

### DEBTORS REPORTS INCLUDE

- Summary trial balance by Debtor type.
- Detailed trial balance by Debtor type.
- Statements by Debtor type.
- Debtor account ledger.
- Transaction/Tax listing, current and day book.
- Sales analysis by Debtor, summary and detailed.
- Sales by sales codes, summary and detailed.
- Exception reporting.
- Name and address listing and labels.
- Sales Commission Report.
- Unpaid Invoice Report.

### HOW THE DEBTORS MODULE HELPS

- Provides immediate generation of invoices, thereby ensuring as early as possible debt collection.
- Allows you to keep effective credit control, by warning if a customer is over their credit terms/limit.
- Provides summary and detailed trial balances, so you can monitor the amount of your customer debt.
- Quick and efficient on-screen inquiry, allowing you to provide excellent customer service.
- Helps plan future direction by analyzing sales by customer type and sales code.
- Allows you to generate standard invoicing for groups of customers, thereby reducing the amount of time required to produce them.
- Allows you to enter and view current and future period invoices.
- Calculates sales commission.

### INTEGRATED SOLUTION

The debtors module has integration links to the following Arrow Financial Modules:

- Cash book
- Front Counter
- General Ledger
- Job Costing
- Sales Orders
- Stock
- Fixed Assets
- Bill of Materials
- Foreign Currency

## **STOCK MODULE**

The Stock module provides accurate stock control for the Organization. The module can be run stand alone or integrated to the other modules in the system.

Due to the integration of the modules, the full cycle of stock movement can be monitored. From the initial purchase of the goods to the eventual sale.

### **STOCK MODULE FEATURES INCLUDE**

- Calculation of stock reordering. Can take into consideration, seasonality, lead time, economic order quantity, minimum stock level, and selling/purchase Cycle to cover.
- Ability to copy existing stock item.
- Ability to handle multiple stock locations, with different costs and selling prices at each location if required.
- System allows for a range of decimal places to be used. You can choose 0/2/4 decimal places for quantity and 2/4 decimal places for price.
- Sales tax can be calculated for wholesale or retail purposes. System allows for three costs to be used, latest, average and standard.
- Prices updated using the bulk price update facility or you can individually update prices,
- System allows for three selling prices. But by using the Price Discount feature you can set up unlimited discounted prices and selling prices.
- Ability to enter a new supplier at time of entering stock details.
- Non diminishing stock lines can be set up.
- System allows for negative stock balances.
- Screen inquiry of stock accounts, by transaction type.
- Future period transactions may be posted.
- Location and bin number available.
- Issue stock to jobs for job costing.
- System allows for physical stocktake counts.
- Ability to search on stock description as well as on stock code.
- System allows operator to view, Current, Old, Future or All transactions.
- Stock conversion provides the ability to purchase and sell in different units.
- Mark up pricing, based on cost of purchase.
- Option to show costs on stock inquiry.
- Calculation of freight cost on debtors invoice based on weight of item.

### **STOCK REPORTS INCLUDE**

- Stock Ledger report.
- Stock valuation and movements reports.
- Stock on order report.
- Transaction listings.
- Sales report x value and quantity.
- Reorder report.
- Stocktake report.
- Stocktake sheets.

### **STOCK MULTI-LOCATION (Optional))**

- Provides the ability to have multi stock locations.
- Each location can maintain different costs, selling prices, bin location, etc.
- Only need to enter stock codes once, ability to maintain exceptions by location if required.
- When entering purchase orders, sales orders, supplier invoices or customer invoices ability to enter multiple stock location in the one transaction.
- Stock inquiries can be selected by individual location in summary or detail.
- Stock inquiry can be consolidated for all locations.
- Stock reports can be selected by location.

### **HOW THE STOCK MODULE HELPS**

- Monitors the stock value being held by the company by stock category.
- Provides a stock reorder report to assist in inventory management.
- Monitors stock movements to ensure that good stock control is maintained.
- Prepares system for stocktake and generates stocktake reports.
- To assist price increases and decreases the system allows for bulk price update.
- Generates a stock on order report, which provides you with analysis of committed cash requirements for stock.

### **INTEGRATED SOLUTION**

The stock module has integration links to the following Arrow Financial Modules:

- Front Counter
- General Ledger
- Job Costing
- Sales Orders
- Bill of Materials
- Purchase Orders
- Debtors
- Creditors

## CREDITORS MODULE

The Creditors module has been designed to minimize the keystrokes required by the operator. Together with the default facility this allows for maximum efficiency on data input.

It is important to be able to easily reconcile your creditor accounts, ARROW has open item accounts for creditors as well as for the debtors module. This will allow you to keep control of each invoice received, and paid.

### CREDITORS MODULE FEATURES INCLUDE

- Creditors may be set up as Balance f'wd or Open item accounts.
- Pay as you go contractors are allowed for in the system.
- Select Creditor by code number or alpha code.
- Analysis of Creditors by supplier type/Expense code.
- Exception reporting for management reports.
- System allows for automatic, manual and electronic payments.
- Automatic payments include either cheque or electronic funds transfer.
- Automatic cheque printing facility.
- Screen inquiry of Creditor accounts, by transactions, type e.g. invoices, purchase orders.
- System allows operator to view Current, Old, Future or All transactions.
- Future invoices and payments may be processed.
- User defined trading terms.
- Ability to run stand alone or integrated with other ledgers.
- Ability to create new Creditor at time of entering invoice.
- Ability to place invoices on hold, partial or full.
- Mark-up pricing for stock lines allows calculation of selling price from cost.
- Ability to enter the same invoice numbers, for example if two different creditors issue an invoice with the same number.

### CREDITORS REPORTS INCLUDE

- Summary trial balance.
- Detailed trial balance/Optionally includes hold values.
- Account Ledger.
- Transaction/Tax listing.
- Analysis of purchases by Creditor.
- Analysis of purchases by supplier type/expense code.
- Exception reporting for management reports.
- Prescribed payments deductions listing.
- Prescribed payments deductions forms,
- Name and Address listing.
- Creditors Labels.
- Payment by due date report.
- Forward payments list.

### HOW THE CREDITORS MODULE HELPS

- Payments will automatically adjust the Creditors accounts, so an accurate outstanding creditor balance is always known.
- Provides summary and detailed trial balances, so you can monitor the age of your suppliers debt. Allowing you to manage it.
- Allows for automatic payments by the due date, thereby ensuring that any prompt payment discounts are taken.
- Helps analyze Creditor by Creditor and supplier codes, allowing you to review who your important suppliers are.
- Automatic cheque generation, to ensure accurate balances are printed onto the cheques.
- Generates automatically a Prescribed Payments deduction listing.
- Helps with cash planning, allowing you to print a forwards payment report, based on due date on creditors invoices.

### INTEGRATED SOLUTION

The creditors module has integration links to the following Arrow Financial Modules:

- General Ledger
- Job Costing
- Sales Orders
- Bill of Materials
- Purchase Orders
- Fixed Assets
- Cash Book
- Foreign Currency

## GENERAL LEDGER MODULE

The General Ledger is an integral part of the system. But can also be run stand alone if required. The update to General Ledger although automated, the timing of the update is controlled by the operator. This provides complete control over the integrity of the data being updated.

The General Ledger has been designed to include a Report Writer. This allows the operator enormous flexibility in the way results can be reported.

### GENERAL LEDGER MODULE FEATURES INCLUDE

- Allows for prior period posting to any period last year or this year.
- Reprint reports for any period last year or this year.
- System allows for Sub accounts.
- Facility for up to 13 periods.
- Ability to copy existing Chart of Accounts to different sub-accounts or cost center, and ability to copy to another company.
- Journals can be posted to any period this year or last year.
- Standing journals can be created for automatic processing.
- Accruals can be automatically reversed after roll over into the next period.
- Standard reports can be generated, or the Report Generator can be used to create special reports, including wild cards.
- Fully integrated to other modules, or can run stand alone.
- Account numbers and names can be printed on financial reports.
- Screen inquiry of General Ledger accounts, by transaction type. System allows operator to view Old, Future or All transactions.
- Actual, Budget and Last Year comparisons by period and year to date.
- Ability to handle link accounts.
- Trial Balance allows option to consolidate sub accounts.
- Ability to search for G/L account by description.
- Ability to enter budgets for this year, next year and last year allowing forecasting reporting in G/L report writer.
- Inquiry drill down to source documents.

### GENERAL LEDGER REPORTS

- Trial Balance listing.
- General Ledger report.
- Transaction listing.
- Other Ledger Report.
- Standard Profit and Loss report.
- Standard Balance Sheet report.
- Report Writer.
- Chart of Accounts listing.
- Budget listing.
- Funds statement.
- Periodic Profit & Loss.

### HOW THE GENERAL LEDGER MODULE HELPS

- The General Ledger is important in that it brings together all the subsidiary ledgers, and ensures that the system is in balance.
- Provides the profit and loss statement of the company, together with an analysis of the company's assets and liabilities in the form of a balance sheet.
- Provides comparison with the Budget figures.
- Highlights differences to budget for revenue and expenditure accounts, so further analysis can be done.
- Report Writer ensures flexible management reporting.

### INTEGRATED SOLUTION

The general ledger module has integration links to the following Arrow Financial Modules:

- Debtors
- Creditors
- Job Costing
- Stock
- Bill of Materials
- Purchase Orders
- Fixed Assets
- Cash Book
- Payroll (Aust. Only)



## EXTENDED GENERAL LEDGER OPTION

The Arrow Extended General Ledger Option provides the ability to custom define and segment your chart of accounts. This is a benefit for those companies who require “multi-level” dissection of transactions within the general ledger.

- The General Ledger structure is flexible, providing the ability to define your chart of accounts with up to 4 segments with a maximum of 10 characters, either in Alpha or Numeric format or a combination of both.
- The Extended General Ledger structure could include one of the following designs.  
Branch, Department, Account, Sub-Account State, Department, Account, Sub-Account Entity, Division, Account, Sub-Account.
- The size or number of characters in each segment is flexible catering to your individual requirements, and could include one of the following examples.

Branch	Department	Account	Sub-Accounts
2 char	2 char	4 char	2 char
State	Department	Account	Sub-Account
1 char	3 char	3 char	2 char
Entity	Department	Account	Sub-Account
3 char	1 char	4 char	2 char

- The flexibility in the General Ledger report writer allows you to design your own custom financial reports, providing the ability to consolidate or explode each account segment details.
- To ensure all journal details are captured, within the Extended General Ledger the facility also exists to enter unlimited detailed narrations for each journal.

The Extended General Ledger allows you to optionally create multiple control accounts in the General Ledger for debtors and creditors, based on your customer or supplier groups.

In addition to these specific functions, other general features and details are in the general ledger module sheet.

## FOREIGN CURRENCY OPTION

The Arrow Foreign Currency option, provides the ability to enter purchase orders, creditors invoices, sales orders, debtor invoices and credit notes in a foreign currency.

**This foreign currency functionality is further enhanced Via the Cash Book module, which allows for centralised Cash related transaction, for currencies in addition to the local currency.**

- Each debtor and creditor may have nominated a default foreign currency code.
- To provide flexibility default foreign currency rate maybe maintained daily or at a frequency that suits your individual requirements.
- In addition to this default currency rate, during transaction entry, this currency rate maybe overridden providing a transaction “currency rate”.
- Reports such as the debtors and creditors trial balance reports, can be printed using either the “default rate” or “transaction rate”.
- Optionally when printing debtors statements or creditors remittance a currency code can be selected.
- On-screen inquiries display the Australian dollar value and foreign currency value.
- Foreign Currency transactions are entered in the nominated currency of the bank account e.g. : US dollars.
- Automatic calculation of local currency amount based upon conversion rates entered during data entry.
- Ability to revalue transactions allowing for unrealised and realised foreign exchange losses/gains to be generated.
- Automatic generation of the necessary journals for revaluation transactions.
- Cash Book reports such as the transaction list, can be printed in either local and/or the foreign currency.

## **SALES ORDER MODULE**

The Sales Order module is integrated to the other modules in the ARROW ACCOUNTING SYSTEM.

The system allows you to control your complete order cycle from entering quotes and converting these into sales orders, which in turn can be converted into debtors invoices.

### **SALES ORDER MODULE FEATURES INCLUDE**

- Ability to enter a quotation and convert to an order when required,
- Orders can be changed or deleted.
- Stock balances can be viewed at time of creating orders.
- On entering orders the system will automatically allocate stock or backorder.
- Order status is displayed, and this can be selected when printing reports.
- System allows direct release of orders and the creation of the invoice. Together with the updating of the Debtors module.
- Future dated orders allowed.
- Debtors balance will be displayed at time of order entry.
- Backorders may be released automatically or manually.
- Ability to view past prices charged to customer, at time of taking the order.
- Ability to override sales price at time of entering the order.
- Multiple delivery addresses can be entered per debtor.
- Ability to create new delivery addresses at time of entering order.
- Sales order text facility by line or block.
- Optional facility to consolidate multiple orders onto one invoice.
- Sales orders with backorder lines can be transferred to create a purchase order.
- Ability to view historical purchase details, that is previous selling price for this debtor and stock code combination, at the time of quote or sales order entry.
- Print packing labels.
- Automatic credit checking which places orders on "hold"
- EDI Sales Order upload facility
- Bar code scanning feature for efficient order processing.

### **SALES ORDER REPORTS INCLUDE**

- Orders and quotations.
- Packing slips.
- Delivery notes.
- Invoices.
- Quantities by order.
- Quantities by stock code.
- Quantities by customer.
- Values by order.
- Values by stock code.
- Values by customer.
- Outstanding orders by customer.

### **HOW THE SALES ORDER MODULE HELPS**

- Keeps details of orders received through to completion. Thereby providing immediate status on all orders.
- Inquiry can be made by stock code or customer code, this allows speedy response to customer queries.
- Quotations can be held by the system, so quick and efficient sales orders can be generated.
- Sales invoices can be generated from orders and the Debtors module will be automatically updated, thereby saving time and reducing any key stroke error.
- Orders will automatically allocate stock or backorder, thereby keeping the system constantly up to date.
- Customer service is further enhanced with the ability to view past prices at the time of taking the order.
- The ability to enter future orders ensures that all orders are entered as they are received. This ensures no orders are misplaced.
- Ability to handle standing orders.
- Ability to enter individual delivery dates on stock items ordered.

### **INTEGRATED SOLUTION**

The sales orders module has integration links to the following Arrow Financial Modules:

- Debtors
- Purchase Orders
- Creditors
- Job Costing
- Stock
- Bill of Materials



## JOB AND TIME COSTING MODULE

The Job/Time Costing module is integrated to the other ARROW ACCOUNTING MODULES.

It has the flexibility of allowing you to use the module for job costing, time costing or both.

### JOB/TIME COST MODULE FEATURES INCLUDE

- The system provides for parent job, sub job, cost center, activities. This format allows for total job and time cost analysis.
- Allows you to consolidate sub jobs into parent jobs. There is no limit on the number of tiers to which you may wish to consolidate up to.
- Report Writer allows you to select job data in different sequences and report on them.
- Allows you to create estimates, which can then be printed as quotations.
- System allows you to recost your estimates by creditor, stock, activity or all.
- Comparison reports between actual and estimated costs.
- Allows you to set up a standard cost and chargeout rate for each employee, but allows you to set up additional cost and charge out rates by activity by employee if required.
- Allows for default markup to be used or can enter individual markup.
- Creditor invoices can be entered and will update the creditors module.
- Job write ons and write offs are catered for.
- Staff activity reports can be generated showing both non chargeable and chargeable time.
- Allows for stock to be issued to jobs.
- Provides calculation of job work in progress.
- Time sheet entry allows line text and block text to be entered.
- Creation of job invoices can be manually or automatically generated, from markup, cost or charge out value.
- Screen inquiry of jobs, by transaction type, selecting to view Current, Old, Future or all transactions.
- Inquiry facility includes uninvoiced cost value.

### JOB/TIME COST REPORTS INCLUDE

- Job quotations and estimates.
- Staff activity reports.
- Job invoices.
- Job status reports.
- Job summary reports.
- Exception reporting.
- Ledger reports.
- Report Writer.
- Transaction/tax listings.
- Margin/variance report.

- Cost center listings.
- Invoice Summary.

### HOW THE JOB/TIME COST MODULE HELPS

- Monitors actual cost against estimated cost and calculates variance and percentage variances.
- Extends staff time sheets and reports on staff efficiency.
- Produces quotations for customers automatically from estimates.
- Prescribed payments are automatically calculated based on an overriding percentage or a certificated percentage provided by the taxation department.
- Allows recasting of estimates by individual groupings, i.e. Creditors, Stock, Activities or for all estimated items.
- Allows sub jobs to be consolidated into parent jobs, with no limit on the number of tiers.
- Links activities to employees with varying charge out rates based on the employee and each activity. Therefore different charge out rates can be used for the same job depending upon which employee is involved.
- User defined job reports can be produced using the Report Writer facility.
- Creditor invoices can be entered and will automatically update the-Creditors module.
- When generating job invoices, debtors balance in the Debtors module is automatically updated.

### INTEGRATED SOLUTION

The job and time costing module has integration links to the following Arrow Financial Modules:

- Debtors
- Purchase Orders
- Creditors
- Payroll (Aust. Only)
- Stock
- Bill of Materials
- General Ledger

## PAYROLL MODULE

The ARROW accounting system has been designed to ensure ease of use, together with powerful features and functionality. This is particularly true of the Payroll module.

The Payroll module allows the operator to set up an individual pay in any form required. This provides for enormous flexibility in the way the payroll is prepared.

### PAYROLL MODULE FEATURES INCLUDE

- Automatic calculation for accrual of entitlements, i.e. sick leave, annual leave, long service leave and rostered days off.
- Calculation of employers occupational superannuation.
- Ability to perform bulk pay updates.
- Able to run stand alone or integrated to other modules.
- Runs under both single and multi-user operating systems.
- Able to process different combinations of payroll. E.g. Weekly, Fortnightly, Monthly, etc.
- Ability to reverse all or part of a pay run after it has been processed.
- Provision to include user defined details to be stored on each employee, e.g. next of kin, medical details, etc.
- Choice of payment by cash, cheque, bank transfer or combination of these.
- Ability to maintain tax scales in line with taxation.
- Provision to set up and maintain multiple leave entitlements in line with award regulations. Automatic posting to Cashbook and Job costing, if integrated.
- Choice of calculating leave accruals on a pro rata, fixed or annual basis. Ability to automatically process employee pay, where no alterations too normal pay is required.
- Automatic calculation of tax and leave accruals for each employee.
- Update to selected general ledger accounts, if integrated.
- Ability to enter notes on employee details.
- Ability to accumulate entitlements at different rates for the one employee.
- PAYG payment summaries generated.

### PAYROLL REPORTS INCLUDE

- Pay slips.
- Coinage analysis.
- Bank transfer list.
- Payroll history.
- Transaction list.
- Cost center analysis.
- Payroll summary.
- Employee list.
- Group certificates.
- Exception report.
- Sign off list.

### HOW THE PAYROLL MODULE HELPS

- Arrow allows you to create and maintain your pay items and leave entitlements in line with YOUR award regulations.
- You maintain the tax scales, so you can respond immediately to any tax changes.
- Arrow reduces the time it takes to maintain your payroll by automating all of your normal time consuming and repetitive tasks. Standard pays that rarely change can be automatically produced with a few keystrokes.
- Mistakes can easily be corrected, by reversing and re-running the required payroll.
- Pay slips, cheques and coinage analysis reports can be produced easily.
- Arrow will automatically accrue and update your employees' leave entitlements.
- Arrow automatically calculates your gross, tax and net payroll values decreasing the risk of error

### INTEGRATED SOLUTION

The payroll module has integration links to the following Arrow Financial Modules:

- Job Costing
- Cash Book
- General Ledger

**Payroll module available in Australia only.**

## **PURCHASE ORDER MODULE**

Integrated to the Creditors, Stock, Sales Orders Job Costing and Bill of Materials modules, Purchase Orders allows efficient entry of and control over orders placed on suppliers.

Integration to the Sales Order system facilitates automatic allocation of stock to customer backorders and, when used in conjunction with the stock reorder report, ensures timely and effective stock reordering.

### **PURCHASE ORDER MODULE FEATURES INCLUDE**

- Orders can be changed or deleted.
- Stock balances can be viewed at time of creating orders.
- Foreign currencies can be maintained to allow orders to be placed on overseas suppliers.
- Ability to view past costs charged by a particular supplier for an individual item at time of placing order.
- Ability to enter non-stock lines on purchase orders.
- Entry of the supplier invoices will highlight any variances between actual and estimated costs.
- Ability to automatically allocate stock received to sales backorders.
- Ability to enter multiple purchase orders against one supplier's invoice or delivery docket.
- Purchase orders can be received into stock before the supplier invoice is received.
- Ability to enter one supplier's invoice against multiple purchase orders.
- Purchase order text facility by line or block.
- Ability to calculate total weight on purchase order.
- Ability to view purchase history for this creditor and stock code combination. This is extremely useful when negotiating purchase price with creditor.
- Print bar code labels for stock received.
- Ability to receipt stock into a transit location
- Ability to optionally allocate additional costs to a purchase order based on value, quantity, import duty percentage, or weight. (Landed cost.)
- Automatic purchase order generation, available for sales orders, stock, production orders and jobs.

### **PURCHASE ORDER REPORTS INCLUDE**

- Orders.
- Cash commitments.
- Costs by order.
- Costs by stock.
- Quantities by supplier.
- Values by order.
- Values by stock.
- Values by supplier
- Quantities by stock

### **HOW THE PURCHASE ORDER MODULE HELPS**

- Store details of orders placed on suppliers through to receipt of stock to entry of supplier's invoices thereby providing immediate status of all orders.
- Variances between quoted and actual prices and quantities are highlighted at time of stock receipt and invoice entry.
- On-screen inquiry facility allows speedy retrieval of order status.
- Automatic update to Sales Order backorders allows quick fulfillment of customer orders thereby enhancing service.
- Facility to view past costs at time of purchase order entry enhances the ability to negotiate with suppliers.
- Allows stock to be kept to a minimum allowing for quick stock turnover.

### **INTEGRATED SOLUTION**

The purchase order has integration links to the following Arrow Financial Modules:

- Job Costing
- Stock
- Sales Orders
- Creditors
- Bill of Materials
- General Ledger
- Fixed Assets



## **BILL OF MATERIALS MODULE**

The ARROW Bill of Materials module provides the tool through which raw material stock levels are optimized by effective material requirement planning and stock control.

ARROW Bill of Materials module details the materials required to manufacture a product.

### **BILL OF MATERIAL FEATURES INCLUDE**

- The ability to copy existing bills to another bill.
- Text lines and block text can be entered on Bill of Materials.
- Both quantity and formula bills can be entered.
- Sales order stock lines which link to a Bill of Materials finished good, can optionally be added to a production order, similarly job estimates can be transferred to a production order.
- When confirming production, any quantity variances can be entered to ensure accurate costing for each production order.
- Ability to enter substitute components.
- Upload production orders from other systems
- Automatic confirmation for a range of selected orders
- Ability to enter up to 20 levels to each Bill of Material.
- Ability to enter fixed or variable costs in each Bill of Materials.
- Ability to recast Bill of Materials, and "what if" cost variation analysis.
- Ability to enter the labor component for each bill.
- For those production orders with insufficient stock levels to fulfil production, purchase orders can optionally be created.
- Provides the mechanism to allow "product kitting" in sales orders and debtor invoicing.

### **BILL OF MATERIALS REPORTS INCLUDE**

- Production orders.
- Status by order.
- Status by stock.
- Status by required date.
- Completed orders list.
- Variances by order.
- Variances by stock.
- Stock usage.
- Where used list.

### **HOW THE BILL OF MATERIALS MODULE HELPS**

- Ensures Bill of Materials costs, and actual raw material costs are consistent by providing a bill recasting facility.
- Helps in production planning and material resource planning, e.g. printing production orders by required date.
- Ensures accurate costing for each production order by entering any variances, or substitutions that occur after production, e.g. breakages and waste.
- By integrating to sales orders, stock and job costing minimizes double keying of production orders.
- Saves time when establishing similar bills providing a copying facility.

### **INTEGRATED SOLUTION**

The bill of materials module has integration links to the following Arrow Financial Modules:

- Job Costing
- Stock
- Sales Orders
- Purchase Orders
- Front Counter

## FIXED ASSETS MODULE

The Fixed Assets module easily maintains accurate and timely balances on assets calculating both book and tax values. Providing complete movement and history of assets including depreciation calculations, reevaluations, disposals and asset transfers.

### FIXED ASSETS FEATURES INCLUDE

- Both book and tax value for assets can optionally be maintained.
- Assets can be categorized by asset type and location.
- Ability to create new assets from existing asset details.
- Depreciation methods include diminishing, straight line or prime cost.
- Flexibility in frequency of depreciation calculation, options include, daily, monthly, quarterly, six monthly and yearly.
- Ability to revalue or write-off assets.
- Assets can be partially or totally transferred.
- Purchase of new assets can either be entered via Purchase Orders, Creditors or directly entered via the Fixed Assets module.
- A private usage percentage can be entered for each asset.
- Asset Pooling
- Depreciation expense can be posted to Job Costing, for equipment used in Job Costing.
- Provides the ability for multiple general ledger posting accounts based on asset type and location.
- The processing of depreciation can be selected by asset code, asset type or asset location.

### FIXED ASSET REPORTS INCLUDE

- Fixed Assets details.
- Fixed Assets ledger.
- Transaction list.
- Depreciation schedule.
- Movement report.
- Deferred tax list.
- Private usage report.
- Maintenance due report.
- Insurance report.
- Exception report.
- Stocktake report.
- Fixed asset labels.

## HOW THE FIXED ASSETS MODULE HELPS YOU

- Provides the ability to easily calculate depreciation on assets.
- Maintains accurate and timely balances on assets including book and tax values,
- Provides complete history on movement of assets including, reevaluations, disposals and asset transfers.
- Seamless integration between modules, no double entry of transactions when purchasing assets, details integrate via Purchase Orders or Creditors.

## INTEGRATED SOLUTION

The fixed asset module has integration links to the following Arrow Financial Modules:

- Creditors
- Purchase Orders
- General Ledger

## **MULTI-COMPANY OPTION**

In environments where there is more than one company operating, the Multi-Company Option has been developed to assist and streamline the creation and optional consolidation of these companies.

### **MULTI-COMPANY FEATURES INCLUDE**

- The Multi Company option allows for more than 100 companies to be created, each company operates independently.
- When creating new companies it is possible to copy the Chart of Accounts, and Financial Reports from an existing company.
- This Multi-Company option allows you to optionally consolidate general ledger balances from nominated companies. This can be done for all companies created or selecting specific companies for the consolidation process.
- In situations where you do not want the total balance of general ledger accounts being posted during the consolidation it is possible to nominate a percentage to include, e.g. 60% of the account balances for a specific company will be posted during the consolidation process.
- To limit the access to the creation of new companies and the consolidation procedure both are password protected.
- It is always possible to identify within the consolidation company the originating company balances.

## **SECURITY MENU OPTION**

The Security Option has been designed to restrict and control access to menu options, relating to an individual user and their security level.

When a user logs into Arrow, the menu displayed is customized according to each individual.

### **SECURITY MENU FEATURES INCLUDE**

- The Security Option provides the mechanism to restrict and control access to users when logging into Arrow.
- The design is such that security levels from 0-9, zero being the lowest, 9 the highest, are allocated to selected modules and menu options or all modules and menu options depending on the requirements of each individual company.
- A user name is then created for each person requiring access into Arrow, this user name can optionally have a password. This user is then allocated the relevant security level of 0-9.
- When that user has logged into Arrow they will only see on their menu those options or modules that have a security level equal to or less than their user name security level.
- Hence, the menu is customized based on the user's security level.



## SPECIAL PRICING OPTION

The Special Pricing option provides the ability to set up and maintain special prices for stock and customer.

These special prices can be in the form of a special price, discount percentage, discount value, mark-up percentage or price reduction. These special prices can be set optionally including quantity breaks and date ranges.

### SPECIAL PRICING FEATURES INCLUDE

- Any of the above special prices can be based on selling pricing 1, 2, or 3, or on the average, standard or last cost or a nominated value.
- Special prices can be entered for Quantity Breaks. Up to 10 quantity breaks can be set for each special price.
- A Date Range can also be entered for each special price, and these can optionally be purged/deleted globally when required.
- The ability for the system to find the lowest price
- Special price inquiry
- When printing the stock price list, special prices can optionally be included in this report.
- To maintain special prices once entered, it is possible to bulk price update these, either increase or decreases by percentage or dollar amount.

### SPECIAL STOCK PRICES ARE SET FOR CUSTOMERS OR STOCK COMBINATIONS AVAILABLE INCLUDE

Customer Special Prices:

- Debtor Code \ Stock Code
- Debtor Code \ Stock Category
- Customer Type \ Stock Code
- Customer Type \ Stock Category

Stock Special Prices:

- Stock Code \ Debtor Code
- Stock Category \ Debtor Code
- Stock Code \ Customer Type
- Stock Category \ Customer Type

## INTEGRATED SOLUTION

The special price option has integration links to the following Arrow Financial Modules:

- Debtors
- Sales Orders

## FRONT COUNTER OPTION

The Front Counter option provides the ability to process Cash, Account or Counter sales. Payment method can include cheque, credit card or cash. Optionally, a cash drawer, docket printer and barcode scanner can be configured to operate with the Front Counter option.

### FRONT COUNTER FEATURES INCLUDE

- Ability to enter multiple tender types: cash, cheque or credit card.
- Cash rounding.
- Docket printing.
- Fast data entry and processing.
- Online integration to Debtors module for account sales.
- Online integration to Cashbook module, maintaining banking deposit list and accurate bank balances.
- Online integration to Stock module, maintaining accurate stock balances. Change required automatically calculated.
- End of day reconciliation report.
- Ability to process gift vouchers and laybys.
- Ability to process cash refunds.

## INTEGRATED SOLUTION

The front counter option has integration links to the following Arrow Financial Modules:

- Debtors
- Sales Orders
- Cash Book
- Stock

## DATA TRANSFER OPTION

The Data Transfer module enables data to be transferred between locations. For example where a national company has offices in every state they are able to send and receive information between the branches and the head office. Data Transfer can optionally integrate to the following modules: Cashbook, Debtors, Stock, Creditors, General Ledger, Sales Orders, Job Cost, Payroll and Bill of Materials.

### DATA TRANSFER FEATURES INCLUDE

- Data can be transferred for selected or all modules with the option to transfer master files, transaction or both.
- The system can be set to transfer data for a selected data range, the current period or for all previous untransferred data.
- Data can be sent between sites electronically (i.e.: over telephone lines via a modem) or on physical media such as tape or diskette.
- The module allows the user to determine the frequency of data transmission e.g.: information may be sent daily, weekly, fortnightly, monthly, etc.
- The Data Transfer module manages the integrity of the data. A detailed audit trail can be printed at the time of each upload and download showing all transactions which have been transferred
- Data Transfer will handle any number of locations. Each site is identified by a unique three character text identifier that distinguishes one site from another.

### HOW THE DATA TRANSFER MODULE HELPS

Information can be transferred between locations, e.g.: customer orders and debtor receipts may be transferred from a remote location to the head office on a daily basis. Data Transfer can negate the need for remote locations to be on-line via a dedicated telephone line, thus providing a very cost-effective alternative.

## SERIAL, BATCH OR ROLL TRACKING OPTION

The Arrow Serial Tracking option provides the mechanism to easily and immediately identify, monitor and track the movement of stock items by their unique characteristic, being a Serial Number, Batch or Roll.

In manufacturing environments, when Bill of Materials is implemented, both raw materials and/or finished goods can be tracked by Serial, Batch or Roll Numbers.

### SERIAL TRACKING FEATURES INCLUDE:

- Provides the ability to assess and track warranty claim conditions.
- Provides the ability during the manufacturing process to allocate Serial/Batch numbers to raw materials and finished goods.
- Optionally able to enter expiry dates and production batch details.
- Optionally allocate Serial, Batch or Roll Numbers during sales order entry.
- Optionally allocated Serial, Batch or Roll Numbers during production order entry.
- Actual cost of individual items can be monitored, and this cost can optionally be the basis for cost of sales calculation.
- Automatic allocation of serial numbers.
- Ability to use oldest stock first according to expiry date.
- Bar code scanning features.
- Ability to have Multiple Bin Locations per item.
- Global Stock search by Serial, Batch or Roll Numbers.
- Provision to record adjustments against, Serial, Batch or Roll Numbers.
- Serial, Batch or Roll number reports can be based on the status of individual numbers, including expiry date range, production batch range or quantity selections.

### INTEGRATED SOLUTION

The serial batch tracking option has integration links to the following Arrow Financial Modules:

- Debtors
- Sales Orders
- Creditors
- Purchase Orders
- Job Costing
- Bill of Materials
- Front Counter
- Stock





## ADVANCED SALES ANALYSIS OPTION

The Advanced Sales Reporting Option includes a compilation of reports, dissecting sales statistics in a number of different ways.

These reports have been designed to assist in the analysis and interpretation of sales data within Arrow.

### SALES ANALYSIS REPORTS INCLUDE

- Sales Code X Debtor Code: This report includes MTD and YTD sales quantity and value by Sales Code, by Stock Category. This report can be printed by sales code.
- Sales Code X Stock Category: This report includes MTD and YTD sales quantity and value by Sales Code by Stock Category. This report can be printed by sales code.
- Sales Code X Debtor Code X Stock Code: This report can be printed in summary or detail format, this report includes MTD quantity and values, including a margin value and percentage. This report can be printed by sales code, customer code or stock category.
- Debtor Code X Sales Code: This report includes MTD and YTD sales quantity and value by Debtor Code by Stock Code. This report can be printed by debtor code.
- Debtor Code X Stock Code Monthly Detail: This report includes 12 individual months sales details by Debtor Code by Stock Code optionally printing quantity, value or both. This report can be printed by debtor code.
- Sales Code X Debtor X Stock Code: This report can be printed in detail or summary format, this report includes MTD and YTD sales quantity and value, including a margin value and percentage. This report can be printed by sales code.
- Sales X Stock Category X Stock Code: This report includes MTD and YTD sales quantity, sales value and cost including margin value and percentage by stock category or stock code. This report can be printed by stock code or stock category in stock code or alpha sequence, including supplier code.
- 12 Month Sales By Debtor Code: This report includes 12 individual months sales value for each Debtor Code, and calculates the sales value percentage that each debtor represents of the total sales value. This report can be printed by debtor code, in alpha or debtor code sequence.
- 12 Month Sales By Sales Code: This report includes 12 individual months sales value for each Sales Code by Debtor Code, and calculates the sales value percentage that each represents of the total sales value. This report can be printed by sales code, in alpha or value sequence.
- Sales History Report: This report can be printed in summary or detail format, when selecting in detail format individual transaction details listed, including date, invoice number and transaction type. This report can be printed by Sales Code by Date range in either stock or debtor sequence.

## QUICKFORMS – FORMS MANAGER

The QuickForms Module is an easy to use Forms Manager for use with Arrow Financials. It comprises an engine allowing automatic printing, automatic faxing and automated email of forms as well as an easy to use “drop and drag” windows look QuickForm Design area. This integrated module allows the creation, editing and output of standard stationery forms, such as invoices and statements to many different types of printers, including colour and black and white.

### FORMS PRINTING FEATURES

- Ready to use standard forms supplied.
- Black and white or colour printing.
- Design your own stationery with the easy to use QuickForm Designer.
- Standard design templates enable quick and consistent form design.
- Ability to nominate 5 printers per job.
- Ability to print daily or monthly activity logs.
- Incorporates print and fax queue manipulation.
- Ability when faxing to consolidate into one transmission when multiple faxes are sent to the same number.
- Choice of either HTML or PDF format for email form attachments.
- Logo's/graphics can be placed anywhere.
- Print multiple copies to multiple printers. E.g. Customer Invoices on A4 and office copies on continuous paper on different printers.
- No need for pre printed forms.
- No wasted time swapping paper in printers.
- Print to dot matrix, bubble jet or laser.
- Easy to use, set and forget.

### FORMS AVAILABLE INCLUDE

- Invoices
- Statements
- Credit Notes
- Sales Orders
- Sales Quotes
- Packing Slips
- Delivery Dockets
- Purchase Orders
- Pay Advices
- Cashbook Receipts
- Creditors Remittances
- Job Sheets
- Job Quotes
- Stock Transfer Notes

### INTEGRATED SOLUTION

Quickforms – forms manager has integration links to the following Arrow Financial Modules:

- Debtors
- Sales Orders
- Creditors
- Purchase Orders
- Job Costing
- Cash Book
- Front Counter
- Stock
- Payroll (Aust. Only)