

### **GENERAL LEDGER:**

In business, knowledge is power, and with Integrated Office Accounting, the power is in your hands. This completely integrated General Ledger module accumulates information from all of the accounting modules to give you truly meaningful reporting on your company. A general ledger setup wizard is provided to quickly get the software operational. With features such as General Ledger Departmentalization and Budgeting you can gain true control over your departmental spending. The system setup includes company General Ledger account defaults to help ensure that the data being entered into the system is being posted correctly. Although this ledger system is easy to use it is an extremely powerful tool.

### **ORDER ENTRY:**

This module is designed to provide a robust working environment for creating Orders, Quotes and Invoices. You can quickly apply Inventory items, Inventory Kits, Quotes and Work Orders to new orders for enhanced speed, productivity and accuracy. Customers can be added instantly while entering an order. Multiple drop-ship addresses may be used as well. Each line item provides individual choices for ship or back-order quantity, discount percentage, General Ledger sales account and taxing per item. The save and pay option allows you to create an Accounts Receivable Invoice and clear it by receiving a payment during the same transaction.

### **ACCOUNTS RECEIVABLE:**

The Accounts Receivable module contains a collection of versatile tools for accounting and finance management. These tools include a flexible, professional Accounts Receivable Invoice system that can import Work Orders; A customer information screen which maintains all of the customer defaults such as Taxing jurisdictions, finance history, and contact-specific information; A Finance Charge Calculator for applying charges to invoices over certain date ranges, and multiple Accounts Receivable deposit options. Reporting from this module is extremely flexible and easy with the many standard report formats that can be added as invoices are being created.

### **ACCOUNTS PAYABLE:**

Designed to speed up the daily routines of business office personnel, this module contains everything necessary to control your payable department. Wizards are available to help process payables by Vendor or Due Date. Cheque runs can be batched, edited and printed at will. Easily enter handwritten cheques or produce them directly by using the Quick Cheque Writer! Cheque account maintenance is available here, including a very simple Cheque voiding system. As an integral part of the complete Integrated Office Accounting software package, this module allows Purchase Orders to become Accounts Payable Invoices.

### **INVENTORY:**

This module contains many important business tools such as multi warehouse Inventory Control, Inventory Kits, Product RMA, LIFO or FIFO or Average Costing, Inventory Adjustments, Serialized Inventory items, Primary, Secondary and Alternate vendor defaults, an Inventory Unit Conversion and complete Work Order System for tracking Jobs not yet billed. Working in conjunction with the Order Entry, Purchase Order, Job Costing and General Ledger modules, this Inventory system can assist your company in maintaining and optimizing work flow.

### **BILL OF MATERIALS:**

The ability to customize items to meet customer's unique need is an important feature in several industries. This module provides customization by providing a link between manufacturing and inventory. Primarily designed to provide the user with the ability to use inventory and non-inventory items to create specialized products, this module contains all the tools necessary to facilitate a manufacturing environment. Create a template for each product you want to manufacture and IOA puts the required components together, adjusts your inventory and maintains an inventory of all by-products created through the manufacturing process. Multi-layered production allows user to create one or more components and then use them as sub-components in the assembling process. This is an optional module.

### **JOB COSTING/ESTIMATING:**

Every company at one point or another will need to keep track of projects, undertakings, assignments or as we call them, Jobs. To keep track of these special functions and to be better equipped to manage the project at hand, we have Job Costing. Job Costing provides the ability to build an estimated cost from a buildup method. As the Job takes its course with IOA you can allocate costs to the Job by allocating Purchase Orders Directly, Purchasing from Inventory, Importing from Work Orders, and Allocating Resources of Salaried Employees and/or Sub-contractors. While entering directly from time sheets, not only will the costs be allocated to the Job but they will also be carried over to the Payroll Module to avoid double entry. The Job Standing Report provides a clear analysis of the profitability of your project to outline the Revenue Generated while considering the Expenses Incurred and the Materials and Resources used. All generating a profitability report compared to estimated costs. A contractors dream, and a manufacturers guide to monitoring and controlling your costs. Using Job Costing can help you to be a better project manager.

### **PURCHASING:**

The heart of an organization's prosperity can lie within the disciplines of Purchasing. This user friendly module supported by reports from Inventory and Accounts Payable will indicate when inventory items have fallen below critical levels or are required to fill back orders. Other reports can provide historic trends to help predict future requirements.

Knowledge of primary and secondary vendors is available as well as quick access to historic purchase prices. The key to maintaining any Purchase Order system is to use the system with discipline. Purchase Orders are a tool to ensure that the amount you are ultimately invoiced from a vendor matches up with the prices that were agreed to at the time of purchase. This function in itself can help to maintain profit levels by controlling your costs of goods. Let IOA's Purchase Order System help your company to better organize your purchases today for beneficial gains tomorrow.

### **POINT OF SALE:**

The POS module provides a quick method of entering a Sales Order. You have the option to use a Cash sale or have it applied to an existing account. Layaway also allows you to easily setup a layaway plan to better serve your customers. Having a POS system has never been this easy.

### **FIXED ASSETS:**

This management based module provides a method of tracking all of your fixed assets by category.

This helpful module tracks important information like purchase price, purchase date and depreciation term. While providing these basic essentials it also maintains a calculated depreciation which is available at all times. Now whenever you need information about your assets or want to update your balance sheet the Fixed Asset Module provides everything you need.

### **SECURITY:**

The Security Module provides the ability to maintain full control over the permission levels granted throughout the organization. Your accounting software contains confidential information about your company and you can protect that information by limiting any user's permission level. Security can be advantageous also when bringing new people into the fold. Only grant permission to do the assignments which you are confident of the individual's ability to carry it out with ease. Permission can be granted or taken away based on level in the hierarchy or level of familiarity with the function. You may want Sally to create invoices but not to change them. You may want Joe to enter new customers but not enter invoices. Everything is quite easily taken care of through IOA's Security Module. You can rest at ease with IOA Security.

### **UTILITIES SETUP & INSTALLATION:**

Provides everything you need to manage a single terminal or multiple terminals or users. Here is where you set defaults for G/L accounts, reset your Invoice #, PO #, and all other tracking numbers throughout the software. With the periods, setup, sub module you can determine the number of accounting periods and the actual dates. Month ends and year ends can be closed out or left open for easy reference. The Company Setup Wizard helps you get off and started with little to no effort. Set up sales persons, tax jurisdictions and even enter your Company Logo all through Utilities Setup & Installation.

### **BANK MODULE:**

The bank module provides a quick method of tracking one or more bank accounts. You have the Quick Check Writer to create and track that spur of the moment need. Print cheques, Void cheques and keep track of cheques all within the Bank Module. Bank reconciliations were never easier than with IOA's Bank Module.