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Module	Category	Features
Customer Relationship Management (CRM)	Marketing	• Create a marketing campaign, link to external file and/or folder
		• Add up to 5 sales scripts for use during sales discussions
		• Add inventory stock items and/or library items to marketing campaign
		• Marketing campaign register - including analysis reports
		• Marketing promotions register - including inventory stock items and library items
	Sales Follow-up Actions	• Sales follow-up actions (all) register - including filter & export options and quick access client menu
		• Client sales follow-up actions history - including filter & export options and quick access client menu
		• Contact log notes - history
		• Contact log details - including link to external file/folder, quick access client menu and call outcome action flags
	Marketing Email	• Standard emailing options - select from 5 formal and 3 informal HTML Email styles and save as default
		• Email distribution lists - create distribution lists and easily add clients & contacts, site contacts, vendors & contacts and HR
		• Email distribution list contents - add/remove people, link to external folder, zoom into person details, export lists contents and send emails
		• Batch processing email distribution - compose email and/or generate word document, pre-select salutation, addressing and sign-off options
	Client	• Create a new client wizard - for marketing or request for quote/job - easy steps to add client, client contact, a site and site contact
		• Client details – including alerts, credit terms & credit hold options, major flags and quick access client menu, contacts, links to external folder and/or website
		• Client contact details - link to external folder and/or website, set major flags including special purpose contact types
		• Client register - including search & export options and quick access client menu & dashboard; create a new task, job request, email, CRM log, word doc or diary entry
		• Clients - distribution by postcodes - easily find clients in register based on postcodes
		• Client contacts register - including sites and site contacts, quick zoom in & emailing options for each

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Module	Category	Features
Customer Relationship Management (CRM)	Client - continued	• Client dashboard - easy access to key client items - sites, requests, quotes, jobs, CRM logs and tasks. Client menu and quick access to external folders
		• Client financial history - including sales invoices, adjustment notes and payments and monthly sales analysis with drill down to sales invoice
		• Duplicate client check - show clients with the same name or address
		• Client batch update options - quick database update option to change entity type, industry or rating
	Site	• Site register - including search & export options and quick access site menu & dashboard, create a new task, job request, email, CRM log, word doc or site history log and more
		• Site - distribution by postcodes - easily find sites in register based on postcodes
		• Move a site - transfer a site to a different client - including underlying requests, quotes and jobs
		• Site alerts - active recurring jobs, sites on credit-hold and site principal exists
		• Site history - view all key transactions - requests, quotes, jobs, sales invoices and user log entries
		• Site details – including alerts, credit terms & credit hold options, major flags and quick access site menu, unlimited number of contacts, links to external folder and/or website and more
		• Site contact details - link to external folder and/or website, set major flags including special purpose contact types

Module	Category		Features
Human Resource Management (HRM)	HR	•	HR Register - including search, export & reporting options and quick access HR transaction menu & calendar events
		•	HR Details - capture licences held, skills in trades/categories, super/bank details, company/ABN, assets in custody, allowances, rates & classifications; link to folder, system user & access rights
		NEW •	HR Details continued – allocate special inventory stock items – Assets, Licences (IT) and For Hire items. Charge items for hire and track assets provided and IT licences in use
		•	HR Loans Register - add a new loan / export transactions
		•	HR Purchases Register - search & export options, drill down to purchase transaction, change HR allocation
		•	HR Licences Register - filter & add a task & export options, drill down to HR or licence details, capture expiry & review dates (shown in calendar)
	Timesheet	•	HRM Timesheet Manager - Add or review Employee/Job timesheets, issue paper-based or XL-based PCB TimeSave timesheets, import PCB TimeSave timesheets
		•	HRM Timesheet Transaction Register - including filter, export and drill down transaction options
		•	HRM Employee Timesheets - Current pay run / review and add new options
		•	HRM Employee Timesheet - Multi-row data-entry including auto-fill from employee timesheet template, delete, insert and pay change per row options
		•	HRM Timesheet Import Manager - 4 step import wizard to onboard external Excel-based Labour and Material transactions
		•	HRM Timesheet Import Data Verification - including review, authorisation, rejection and log entries of imported transactions

Module	Category	Features
Human Resource Management (HRM)	Labour	Labour Job Timesheet - Multi-row data-entry including auto-fill for up to 3 HR, cost code allocation, delete, insert and pay change per row options
		Labour Job Activity Timer - applicable to system users only, start & stop timer, select job then create & pre-fill labour transaction
		Labour Job Transaction Detail - including timesheet & HR trade details, payroll flags & options, charge out rate & job cost allocation
		Labour Job Transaction - Delete or move to job options
	Payroll	HRM Payroll Central - quick access to add or review Employee/Job timesheets, authorize timesheets in current Pay Cycle, process payroll and view last payroll run
		HRM Payroll Authorisation - including filter and drill down options, select by HR type & status, batch approve or reject transactions
		HRM Payroll Module - handles employees, contractors and GST entities; easy labour transaction selection & drill down, integrated issue alerts and reimbursements of purchases paid for and loans advanced to HR
		HRM Payroll - Purchases Paid and Loans Advanced by HR - selection & confirmation options
		HRM Payroll Transaction Register - including filter & export options, select payroll run date, drill down or reprint pay advice
	Superannuation	HRM Superannuation Manager - including super fund & members administration and 4 step wizard for periodic batch processing HR superannuation

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Module	Category		Features
Client Request Management	Request Register	•	Client Request Register – including workflow steps 'received, allocated and assessed'; search, export, reporting and batch update options; quick access to client & site key menu options and more
		•	Client Request Register – new request options – create for selected client and/or site, find a client or add a new client
		•	Client Request Register – Print Options – Print Call Docket with Site Details; include service person info & checklist and more
		NEW •	Client Request Register – Move a request to a different client and site
		•	Client Request Register – Batch update requests including service person allocation and scheduled site visits or no further actions or on-hold
	Request Details	•	Client Requests – Scheduled Site Visits – by date, service person, booked time and site address
		•	Client Request Details – capture key workflow values; receiving the request, service person allocation & site visit scheduling and site assessment by service person; continue workflow and escalate to quoting or job; quick access to client menu options
		•	Client Requests – Service Person Scheduled Site Visit Bookings – by date, booked time and site address
		•	Request - Workflow Continue Wizard – Continue with or without a quote for a service job / project or fast track one-off service jobs to invoicing

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Module	Category		Features
Costing / Quoting	Quote Register	•	Quote Register - including search & export options, quick access menu options to client & site, folders, tasks and jobs;
		NEW •	Move a quote to a different client and site
		•	View number of quotes by status and postcode, drill down to detail
		•	Drill down to all quotes for a given site or client
		•	Completed Quotes Manager – View by year & month, reprint or email follow-ups, add notes & tasks; batch update status
		•	Quote Classifications Manager – View quotes by classifications, add new classifications; batch update quote, underlying request and job classifications
	Quote Details	•	Quote Details – including workflow steps & major flags; costing summary & unlimited line-items; category totals & special client items; variations & admin functions
		•	Quote Details – admin functions including copy quote & export options; workday nomination & profit margin calculation type & rates; trade/category report sorting; quote preparation time tracking and more
		•	Flag and track quotes on-hold or with no further actions
		•	Quote Approval – Basic Project / Service Job quote acceptance wizard; capture client contacts & order reference; job & charge types; contract amount & agreed margins; job start & end dates; retention & warranty
		NEW •	Quote Approval – Advanced project options including project specific rates schedule and project contract that provides integration with diary entries & periodic progress payment claims
		•	Quote Variations – available once a quote was approved; create variations, add line-items and when approved capture date and contact persons; provides integration with the periodic progress payment claims module

Module	Category		Features
Costing / Quoting	Quote Line-items	•	Quote Line-items – import from library, other quotes or on promotion; copy line-items or move the position; create a normal or header record; populate from inventory stock pickers; set trade/category & labour/material; allocate unit type and more
		•	Quote Line-items – utilise the quantity-take-off option to easily data-enter & store multiple dimensions
		NEW •	Quote Line-items – group associated line-items into packages & automatically add a package header record; report in client reports package totals only
		NEW •	Quote Line-items – utilise options to calculate # of hours for labour (# of persons x hours per day x # of days) or # of sheets for material (area in m2 x sheet in m2 x wastage %); integrated with quantity-take-off worksheet to process large datasets
		•	Quote Line-items – batch update multiple line-items with quantity, rate and trade/category
		•	Quote Line-items – insert new records at specific locations or at the end/start
		•	Quote Line-items – to compare actual versus budgeted costing, easily allocate quoted line-items to actual purchase order/invoice line-items or labour trade activities
	Quote Printing	•	Quote Printing – set report header & select from 7 predefined client reports; print or email report in PDF and/or HTML format; use filter or include all records; create job-sheets for one or multiple service persons; send request for price to suppliers

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Module	Category		Features
Project Management	Plan & Monitor	NEW •	Project Contract – capture & monitor over 40 key contract clauses; integrated with project diary & periodic payment claims (PPC) modules; quick menu access to CRM logs, task & diary, project dashboard and PPC
		•	Project Register – including find & export options; project milestones & cost performance indicator; quick access project menu including dashboard, diary, claims, procurement, resource tracking, timesheets, folders and more
		•	Project Register – Project Milestones – easily view, setup and maintain key project milestones
		•	Project Register – Project Cost Performance Indicator – Calculated Total – highlights the cost variance between the physical work completed and the total actual cost incurred in completing this work at a set milestone, i.e. invoice date
		•	Project Resource Planning – Resources tracking including transaction drill down options & alerts; line-item display of actual versus scheduled person days; line-item input option for estimated balance to complete & calculated deviation & delay
		NEW •	Material Procurement Management – easily & quickly generate and/or schedule purchase orders including must be delivered on, lead days & place order on; schedule order confirmation & site visit; generate tasks & emails
	Manage	•	Project Menu & Dashboard – easy menu access to key transaction registers, people & folders; drill down options on all key financials shown on project dashboard
		•	Project Detail – key financials on screen or export – actual versus budget – including labour & material; agreed margins, invoice & payment summaries, gross profit report;
		NEW •	Project Rates Schedule – use default charge out rates or setup project specific charge out rates for trades and skill sets including apprentices, engineers, trades person, skilled labour and unskilled labour
		NEW •	Stock Items on Site – easily track and charge for machinery & tools on projects; quickly add special inventory items – Assets & For Hire – to a project and on return generate an invoice
		NEW •	OH&S Checklists – Maintain a project register of OH&S checklists and other documents sourced from main library & transferred to project folder for quick access; quick access to diary’s OH&S entries

Module	Category		Features
Project Management	Manage - continued	•	Nominate Suppliers & HR – Project nominated HR / contractors and suppliers / vendors including specific function authorisation; verified when creating & saving transactions
		•	Project On-completion Options – Capture official completion date, send notice of completion / certificate of completion to client; calculate any profit sharing option in place
		•	Project Profit Share – Final project profit share option available once project is complete; regular/periodic project profit share option available when allocating labour & material to sales invoices; profit share is an entity configuration function
		•	Project Print Menu – Print or email PDF job sheets to HR including service person information sheets & checklists; print or export actual versus budget reports; view or print project gross profit report
	Invoice & Periodic Progress Claims	NEW •	Periodic Progress Payment Claims – Entity Summary and Project Details – Including export & entity drill down to project level and individual claim transactions; quick access to contract and variations, delete a claim (in progress) or add a new claim
		NEW •	Progress Payment Claim Details – Create & auto-fill new claims for cost plus or fixed price projects: Initial deposit, periodic claims, adjustment to time/cost, interest on overdue amounts or retention, liquidated damages, retention release
		NEW •	Progress Payment Claim Details – For periodic claims enter $ or % on a trade level or include external calculated values or enter one value only; workflow status – submitted, approved, invoiced and paid – including auto alerts based on contract clauses
		•	General Project Sales Invoice – Available when project contract and periodic claims are not used
		•	Sales Invoice for Cost Plus Projects – Select labour & material transactions to be included; print, email PDF or email HTML invoice
		NEW •	Sales Invoice for Cost Plus Projects – Add profit calculation line-item; add HR names to labour transactions, flag variation line-items

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Module	Category	Features
Service Job Management	Service Job	• Service Job Menu & Dashboard – easy menu access to key transaction registers, people & folders; drill down options on all key financials shown on service job dashboard
		• Service Job Details – key service dates, contract dates, contract renewal options & status, major flags including contract status & service type, key rates, margins & authorisations, contract value, original quote & latest price
	Service Job - Contract	• Service Job Contract Renewal History – view history log of contract renewals including type, date & time and by whom; easy access to contract renewal manager
		• Service Job Contract Renewal Manager – manage actual contracts or quasi contracts; batch update & drill down options; easy 3 step renewal processing wizard; select & confirm, send renewal notices, manage sent renewal notices including follow-up notes
		• Service Job Contract Renewal Print Options – batch print, email or HTML email renewal notices; use pre-defined messages for salutation, intro, body and closing or write tailored messages for each
		• Service Job Contract Postpone Renewal – option to postpone the contract renewal date by extending the contract or billing cycle end dates
		• Service Job Contract Renewal Acceptance – easily capture the client acceptance of the contract renewal & set the next scheduled service date
		• Service Job Contract Upcoming Reviews – contract dates include the review date, default is 4 weeks prior to contract end date, easily manage large number of contracts coming up for review
	Service Job - Routing	• Service Job Routing | Management Register – batch update & route service jobs through predefined workflow steps; allocate service person, notify service person, start job, complete job, invoice job & repeat or terminate if one-off job
		• Service Job Print Menu – Batch print or email PDF job sheets to HR including service person information sheets & checklists; print or export summary routing reports; view or print service job gross profit report
		• Service Job Workflow Step 1 – Service Person Allocation – batch process multiple service jobs with service person, optionally update next service date
		• Service Job Workflow Step 2 – Service Person Notification – batch process multiple service jobs and notify service person of job allocation, optionally send email to service person and print summary

Module	Category	Features
Service Job Management	Service Job - Routing - continued	• Service Job Workflow Step 3 – Service Person to Confirm Job Start – batch process multiple service jobs and update job start date, optionally print summary report
		• Service Job Workflow Step 4 – Service Person to Confirm Job Completion – batch process multiple service jobs and update job completion date, optionally print summary report
		• Service Job Workflow Step 5 – Easily generate the service job invoice; based on previously quoted items, based on last invoice, invoice labour & material transactions or create from scratch
		• Fast-track Service Job Workflow Steps – By-pass workflow processes and create sales invoice immediately
		• Move back Service Job Workflow Steps – Option to move back the service job one or more workflow steps
		• Service Job Client Workflow Notices – optionally send HTML email workflow notices to clients; 1) confirming work order (after receipt of request), 2) Service Person was scheduled, 3) Confirming Start of Job and 4) Completed Job
	Service Job - Invoicing	• Service Job Sales Invoice – create new invoice from scratch or based on previously quoted items or issued invoice or labour and material transactions not yet charged; print, email PDF or email HTML invoice; generate follow-up quote; send a copy
		• Service Job Sales Invoice line-item – including stock picker option and record type & unit & trade/category reference selection

Module	Category	Features
Job Transactions	Review & Allocate	• Review project/service job labour & material transactions not yet charged and quickly generate a sales invoice for the transaction (cost plus project/service job only)
		• Allocate project/service job labour & material transactions to a sale invoice and calculate & print gross profit calculation; initiate new purchase & labour timesheet transactions
		• Create hourly account statements and allocate labour transactions (charges) and sales invoices (purchases); print, PDF or email HTML hourly account statements to client; export transactions
	Purchase Transactions	• Add multiple line-items purchase order/invoice transaction including workflow status, trade/category selection, cost code allocation & stock picker
		• Delete purchase transaction or transfer to different job
		• Purchase invoice payment options including transfer to accounts payable (default), paid in full and paid by HR
	Transaction Registers (Projects & Service Jobs)	• Labour transaction register including search and export options; add new & delete/transfer labour transaction(s); identify transactions without cost code; allocate transactions to hourly statement
		• Material/Purchase transaction register including search & export options; view purchase orders to complete, ordered including back orders & purchase invoices; add new & delete/transfer purchase transaction(s); identify transactions without cost code
		• Sales invoice transaction register including search & export options; add new & delete sales invoice transaction
		• Client payment transaction register including search & export options; add new & delete payment transaction; email HTML payment receipt
		• Task transaction register including search & export options; add new & delete task transaction

Module	Category	Features
Inventory	Inventory	• Warehouse information centre; monitor inbound & outbound purchases summarised by vendor and trade/category; monitor inbound labour transaction summarised by trade/category; drill down to transaction detail
		• Inventory register including find, filter & quick selection menu (40 items) options; filter & manage stock groups, categories & subcategories; export, import, move & duplicate stock items
		• Organize and maintain 3 level inventory structure – inventory groups, group categories and sub categories
		• Stock item import wizard; select external Excel file, select worksheet and then map file columns to required system columns, import all or update prices only options
		• Stock item suppliers; view automatically generated records for each stock item including supplier, quantity total cost and average unit cost; drill down to supplier
		• Stock item picker – quickly select & allocate stock items to calling forms; including filter and quick selection menu, most frequently used items & stock items on promotion
		• Stock item detail including type selection (standard, asset, for hire & licence); link to external file/folder; is active & is carried flags; unit & pack and re-order configuration including order now option; brand, model and key serial numbers and more

Module	Category	Features
Finance	Sales	• Sales Invoice Transaction Register – including search & filter options and sorting, export and drill down functions
		• Cash Sale Invoice – line-items or free form; export sales & non-GST type options; cash sale to HR including transfer to loan account payment option; line-item option includes stock picker & insert empty line options
	Accounts Receivable	• The General Ledger Debtors Management provides Accounts Receivable analysis and tools. The summary includes outstanding balances and allows drill down and export. Full debtor/client menu access is available to all screens of the management tool.
		• GL Debtors Management – The Aged Analysis provides 7 time buckets and the Top 10 includes the 10 largest and the 10 oldest outstanding invoices. Both screens provide drill down and export options as well as sending reminders and statements.
		• GL Debtors Management – The Not Invoiced Yet screen shows projects & service jobs that can be invoiced - labour & material (cost plus) or service jobs completed and ready for invoicing and fixed price projects the amount not yet invoiced is shown.
		• GL Debtors Management – The Change Request screen allows tracking & approving of changes made to sales invoices. For more on this, see the system configuration options. The Reminders allows tracking & adding of user notes when interacting with clients.
		• GL Debtors Management – The Unallocated screen provides details of client payments received but not allocated to outstanding invoices. The Search screen provides multiple find, drill down and export options.
		• GL Debtors Management – The Debtors On-hold option provides access to the Credit Resit Management form. The Doubtful Debts option allows making a provision for doubtful debt if at least 3 reminders were issued & the invoice is at least 3 months old.
		• GL Debtors Management – The “Bank” Payments option opens the GL Bank Deposits form designed to reconcile system payments recorded versus actual bank receipts.

Module	Category	Features
Finance	Accounts Receivable - continued	• Outstanding Sales Invoices are shown when drilling down on any GL Debtors Management screens. It provides aged analysis, FY sales & the list allows zooming into a sales invoice, access to project/job menus and payment allocation
		• The Process Client Payment form requires little data entry with most fields auto filled-in. Overwrite discounts given or payment applied by navigating using the tab key. To issue a payment receipt simply tick the Email Payment Receipt to Client checkbox
		• The GL Client Adjustment Note is a client menu function shown in GL Debtors Management. The form shows all outstanding client sales invoices. Simply select an invoice and fill in the adjustment fields. To email the adjustment note, click the checkbox
		• The Adjustment Note details form can be accessed form the sales invoice transaction register or the job sales invoices register. The adjustment note can be printed, emailed including PDF attachment or HTML email with PDF attachment
		• The GL “Bank Deposits” form is accessed from GL Debtors Management. The form allows grouping deposits received and reconciling with deposit slips filled in. This applies to cheque deposits that are physically lodged with a bank
	Credit Management	• The Credit Risk Management – Reminders form is accessed from the GL Debtors Management’s Aged or Top 10 screens. It allows adding a message to the original sales invoice that can be re-issued as print, standard or HTML email with optional PDF attachment
		• Credit Risk Management – Debtors On-hold. For a debtor to appear on the form a reminder must have been issued first. Once issued the client appears on the Reminders screen of the GL Debtors Management. Click the menu option “Credit Hold”
		• The Credit Risk Management – Debtors On-hold allows placing a job, site or client on credit hold. It can also include disallowing new transactions that will show a message when a user tries to create new transaction or a warning only will appear
		• The Sales Invoice Change Request is a system configuration that provides tracking & approving of changes to sales invoices. If utilised a user must provide a reason for change that then can be approved by an Admin user on the GL Debtors Management form

Module	Category	Features
Finance	Vendors / Suppliers	• Supplier/ Vendor Register – designed to quickly find vendors, manage categories & subcategories, easy access to key vendor menu functions including invoice & payment history, reconciliation, data export and more
		• Vendor Details – store key details including phone, licence, trade & ABN numbers, allocate major flags, capture terms of trade and bank & BPay details. Easy access to contacts & key transactions, special fields for super funds, contractors & tax office
		• Vendor Contact Details – capture contact's position & department, key phone numbers & email, date of birth, address & notes. Optionally allocate external folder and separate website details
		• Pending Purchase Orders Register – manage purchase orders that require ordering or resending a POs or combining multiple POs to the same vendor. Manager received POs or add a new purchase order. Quick menu access to PO details, job dashboard & more
	Vendors / Suppliers - continued	• Purchase Order Forwarding Options – print or email a purchase order including HTML PO email with attached PDF purchase order. Include two default delivery instructions or customise, deliver to job address or warehouse
		• Vendor Business Purchase Transaction – record a multi-line business purchase transaction including general ledger account allocation & memo per line. Transaction is automatically posted to accounts payable
		• GL Vendor Adjustment Note – access the adjustment note menu option on the accounts payable / GL Creditors Management form. Simply select a purchase invoice and fill-in the adjustment fields. Optionally HTML email the adjustment note to the client
		• Vendor Invoice Reconciliation – the form is accessed from the main vendor menu available in many places. View paid/un-paid or un-reconciled transactions. Quick access to invoice & vendor details, transaction history and data export
		• Vendor Transaction History – key transaction form that is accessed from the main vendor menu. Filter by payments or charges and optionally print or export data

Module	Category	Features
Finance	Accounts Payable	• GL Creditors Management / Accounts Payable – summary of all outstanding (unpaid) purchase invoices including find search, export and aged analysis options. Easy menu access to key vendor and transaction details including payments & adjustments notes
		• Outstanding Vendor Invoices – select one or more invoices for payment, view transaction details or invoice/payment history, create a new purchase invoice or export transactions
		• Vendor Payment Details –shows selected Outstanding Invoices transactions and provides easy tab through to automatically apply the amount outstanding. Allows for discounts taken on each line-item. Print or HTML email the remittance advice on save
		• Vendor Payment Transaction – the form, accessed from the transaction history shows payment details including allocations to purchase invoices. If the transaction has not been reconciled the delete payment option is available
	General Ledger - COA	• General Ledger Chart of Accounts COA – allows viewing the COA of all entities that are setup in the application & provides access to key menu functions that include account details, transaction history & search options, linked accounts & opening balances
		• COA – Account Detail – provides configuration options & account naming & numbering settings as well as entering an opening balance and allocating a tax code. Account can be a header, detail or payment enabled account. Allows setting account to in-active
		• General Ledger Linked Accounts – allows linking over 40 accounts to predefined values to provide automation during transaction posting, reporting & analysis. For example it allows users to post transactions without the need to know the opposite entry
		• GL Chart of Accounts – the small chart of accounts list is shown when posting a general ledger transaction or when querying an account. It allows users to quickly select and insert an account simply by double clicking

Module	Category	Features
Finance	General Ledger Transaction	• GL Transaction Menu – provides convenient access to all general ledger transactions grouped by out-flow / payments, in-flow / receipts and special items that include account reconciliation, general journals, inter-entity transactions and more
		• GL Transaction Inquiry – the form allows searching for transactions and provides many convenient predefined selection options. Finding transactions by manually entering an account or with the COA account selection or the GL Advanced search options
		• GL Advanced Search Options – the form can be called anytime general ledger transactions need finding. It provides easy selection options for date range, posting source, account groups and sorting as well as HR, Vendor & Client selection lists
		• GL Reconcile Account – form provides payment enabled accounts reconciliation including process postponing. Reconciled transactions are no longer available for editing. Separate forms to search for transactions in other accounts or moving a transaction
		• GL Make a Deposit – general ledger “record a deposit transaction” including paid into account selection option & unlimited line-items for split transaction general ledger account allocation, memo & tax selection. Save as or use a recurring transaction
		• GL Make a Payment – general ledger “record a payment transaction” including paid from account selection option & unlimited line-items for split transaction general ledger account allocation, memo & tax selection. Save as or use a recurring transaction
		• GL General Journal Entry – “record a general journal transaction” including unlimited line-items for general ledger account allocation & tax selection. Save as or use a recurring transaction
		• GL Inter-Company Transaction – if multiple entities are used, this form allows recording a transaction from one company (entity) to another. Payment enabled accounts and general ledger account allocations used are all entity specific chart of accounts

Module	Category	Features
Finance	Key Financials	• Balance Sheet – the form provides detailed balance sheet accounts as at a given date including drill down to account transactions, four level report selection and extensive filtering options. Export to XL includes print presentation ready formatting
		• Profit & Loss Statement – the form provides profit & loss accounts for a given period including drill down to account transactions, four level report selection and extensive filtering options. Export to XL includes print presentation ready formatting
		• Profit & Loss KPIs – the form provides high-level monthly, quarterly and year-to-date comparison analysis including variance to budgets and period selection options. KPIs include direct costs as a % of revenue, gross profit margin, EBT, EBIT & EBITDA
		• Profit & Loss | FY Budgets – the form provides financial year budgets that are incorporated in the Profit & Loss KPIs. Budgeted items include revenue, cost of goods sold – purchases & labour, operating expenses and interest, depreciation and amortisation
		• Financial Dashboard – consists of overview & drill down options for asset items (cash accounts & trade debtors); expected receipts (itemised accounts receivable); liabilities (credit cards & trade creditors) and bills to pay (itemised accounts payable)
		• Business Activity Statement – includes period selection & drill down to transactions with item exclude option. Integrated PAYG income tax instalment calculation based on tax office notices. Automatic journal posting including transfer to accounts payable
		• Break-even Calculator – the form provides profit & loss and break-even analysis per annum, quarter, month, week and day based on historical data including period selection option or manual what-if user data. PL includes revenue, COGS, GP & Fixed Costs

Module	Category	Features
Finance	Configuration	• FY Options | Current FY Settings – the form is accessed from the Finance Sub Menu / FY Functions. The current (open) FY settings are shown & include company & fringe benefit tax rates, employer super contributions and the goods & services tax (GST) rate
		• FY Options | Start New FY – use this option to close a current (open) financial year. It is a major end-of-year process that requires all users to log off as accounts are recalculated, balance sheet accounts rolled forward and the FY transactions closed
		• Key Entity Tax Settings – are accessed via the Tax Manager and includes entity reference numbers, GST reporting settings and the “PAYG Income Instalment Advice” & “Notice of Assessment” transactions received from the tax office
		• Entity PAYG Income Instalment Detail – the form allows capturing tax office specific information typically received after lodging annual tax returns. The system makes use of the latest record in T7 of the periodic BAS report
		• Entity Notice of Assessment Detail – the form allows recording the annual tax office notice details typically received after lodging annual tax returns
		• System Tax Settings – the form is accessed from the Tax Manager and displays the key FY tax rates and the PAYG Withholding Tax Rates for each pay classification that are utilised by the payroll module & require periodic updating via uploads provided
		• Entity FY Opening Balances – the form is automatically opened when a new installation is detected and it provides a one-off process that allows recording the opening balances of balance sheet items including accounts payable & receivable invoice details

Module	Category		Features
Integrated Apps	Integrated Apps	•	The PCBx3 Manager | Calendar – is an integrated module that displays contact birthdays, key HRM dates, task manager & CRM items, scheduled service jobs & key project dates as well as diary entries. Calendar entries provide drill down to source options
		NEW •	The PCBx3 Manager | Diary – integrates with clients, requests, quotes, projects & service jobs and allows to easily create diary entries for each. It also allows recording entries for the logged in entity – meeting notes or similar - or the current user.
		•	Diary continued – predefined entry types allow automatic integration with contract management such as bad weather days or report on OH&S issues or incidents. Diary records can be queried, exported & shown in calendar
		•	The Task Manager – is an integrated module that allows creating and associating tasks to numerous sources such as clients, requests, quotes, projects & service jobs as well as business functions such as admin, finance, marketing, HRM, CRM and more
		•	Task Manager continued – the data entry of tasks is made easy by allowing the user to concentrate on entering many tasks and due dates in a very efficient and fast way in one go. Once posted, tasks that are due are easily accessed throughout the system
		•	Task Manager continued – tasks can have child tasks and can be recurring and/or posted to MS Outlook. Special Task types include Event, Meeting or Training that are shown separately throughout the system & allow allocating attendees – HR or external
		•	Task Manager continued – tasks can be linked to business functions, service/trade categories or Human Resources as well as clients, sites, requests, quotes & projects or service jobs. Tasks can also be associated to an external file, folder or website

Module	Category	Features
Integrated Apps	Integrated Apps - continued	• Task Manager continued – the task manager uniquely displays all tasks in time buckets for short term tasks (overdue, due today, due in 1 to 5 days & due in 6 to 30 days) and medium to long term tasks (1 to 3, 3 to 6, 6 to 12 months and then in years)
		• Task Manager continued – the task manager time buckets allow drilling down to the task details. Tasks can easily be rescheduled, deleted or signed-off as completed. The task manager allows searching & filtering as well as printing or exporting to XL
		• The PCBx3 Manager | Library Register – is designed to allow users to add unlimited records to 16 predefined subjects. Each subject can have unlimited topics and each topic can have unlimited detail records. Allocate external folders to subjects & topics
		• Library Register continued – the subjects “Jobs & Projects” and “Legal” provide integration to the projects and service jobs modules that allows compiling job types that can be allocated to actual jobs and job detail records that can be copied to quotes
		• Library Register continued – there are 3 types of library detail records. A standard record can have a code, short paragraph & optionally a long paragraph and can be linked to an external file, folder or web address or it simply can be a heading record
		• Library Register continued – a library detail record when added to the “Jobs & Projects” subject is a costing record similar to a quote detail records – unless it’s a heading. A trade can be allocated as well as unit, quantity, rates and/or stock item

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Module	Category	Features
Integrated Apps	Integrated Apps - continued	• Library Register continued – a library detail record when added to the “Legal” subject can be used by the Service Job Contract Renewal Manager in periodic renewal notices that are send to clients. This option is driven by the entity setup & configuration
		• Library Register continued – in the register, library detail records can be sorted, searched for, copied to other topics and exported to XL. You can also show headings only or move the position of a detail record up or down
		• The PCBx3 Manager | Job Library – is designed to select & allocate job specific detail or topic only records to a quote as line-items or quote classification. The records shown in this library are sourced from the main library’s subject “Jobs & Projects”
		• Job Library continued – the job library also allows selecting & allocating job specific detail records to the Entity Configuration & Setup. Records added to the “New Quotes” section will automatically insert the library records when creating a new quote
		• The Decision Manager – is a management tool designed to evaluate 2 options. The standard option evaluates the # of pro & contra records created & the advanced option allows adding multiple benchmarks with points & weighting that are added for each option
		• The In-bound Caller Survey – is an analytical tool designed for busy enterprises that receive large numbers of in-bound calls that are handled by dedicated receptionists. Simply click the appropriate category/classification during or after the phone call

Module	Category	Features
System	Application Dialogs	• The PCBx3 Manager | Login Screen – is designed to provide the typical login to the application option as well as select a different database, visit PCBx3 Manager online and Admin option. To login, select the entity, enter user & password and click Enter
		• Login Screen continued – selecting "NEW DB connection" allows quickly changing the data source from LIVE to SAMPLE or TEST database. The admin option – password "admin" - is designed to view current logins and allows for logging out older dated records
		• The Shut Down PCBx3 Manager? | Dialog – is designed to allow for the proper exiting of the PCBx3 Manager application. The default selected option is to exit and shut down the application. Alternatively, select the option Show PCBx3 Manager Login Screen?
	Key Menus	• The PCBx3 Manager | Main Menu – provides all functions to operate the system. It consists of main pages including headers & smaller icons above and task & calendar options to the right. At the top are 6 icons & at the bottom is some info & the exit icon
		• Main Menu continued – the top section provides access to HRM, Vendors, Sites & Clients registers and if individuals in each have a birthday this months an identical coloured smaller icon is shown next that will open the calendar with the contacts shown
		• Main Menu continued – the top section also provides access to the SYSTEM menu and allows minimising the menu. Below the top are the coloured headers in the main menu bar correspond to the main pages selected and the bar also includes seven smaller icons
		• Main Menu continued – the top section also provides access to the SYSTEM menu page and allows minimising the menu. Below the top are the coloured headers in the main menu bar that correspond to the main pages and the bar also includes seven smaller icons
		• Main Menu continued – the seven smaller icons in the main menu bar on the right correspond and provide access to the favourite clients in the register, key search & find options, main system export folder, diary, library, activity timer and online help
		• Main Menu continued – the menu's main pages are HOME (default), MARKETING, HRM, OPERATION, FINANCE & MANAGEMENT. Each page consists of several menu option buttons and on the right it provides access to related new or existing tasks and calendar entries

Module	Category	Features
System	Key Menus - continued	• Main Menu continued – each main menu page except OPERATION has it's own favourites section at the bottom. It is designed to link to external places, folders and files to provide quick access to each. It is simple to configure including the appearance
		• Main Menu continued – the OPERATION, FINANCE and SYSTEM menu pages all have additional sub-menus that open and expand the main page either to the left and/or right side of each. OPERATION has internal jobs and SYSTEM has lookup values & an admin menu
		• The PCBx3 Manager | Report Menu – provides over 50 standard reports that can be filtered by date and financial year. In addition, there are over 100 further reports that are specific to modules or processes. Preview, print or export reports to XL
		• The PCBx3 Manager | Tool Bar Menu – the tool bar menu provides quick access to some application menu items such as key registers including clients, sites, vendors, HRM and inventory as well as Microsoft shortcuts to Excel, Word, Notepad and Calculator
	Search & Find	• Search & Find | General – the application provides many search & find options. For example all key registers have a magnifying glass that allows finding records or transactions. Listed below are the application's key stand-alone search & find options
		• Find | People – click the magnifying glass on the main menu's header & icon bar to slide out the "Find a Person" section. Enter the name and press Go. All contact tables are searched by default and any results are shown in a grid below the search options
		• Find | People continued – the results grid allows sorting, exporting to XL and adding to a CRM distribution list. Double click in a grid cell to open the contact details, the register or parent details & for emails the email continuation dialog is opened
		• Find | A Job – click the magnifying glass on the main menu's header & icon bar to slide out the "Find a Job" section on the left. To make use of this option, 1 of 4 numeric values are required and they are: a Request, Quote, Job or Sales Invoice number
		• Find | A Job continued – if the search was successful and depending on what was entered, the form will expand and show the client, site, request, quote, service job or project, any labour & purchase transactions and sales invoice & payment transactions

Module	Category	Features
System	Search & Find - continued	• Find | A Job continued – the expanded form shows the above items and allows double clicking in list or text boxes to drill down to the underlying record or transaction. To minimise the expanded form and still keep the results simply click the left arrow
		• Service Job Routing | Advanced Job Finder – click the register's magnifying glass to open the job finder. Results are shown on the search inquiry page of the register. Click a job in the upper list to view the workflow process position in the lower list
		• Job Transaction Register – the register locates Labour, Material, Sales Invoice & Client Payment transactions. Search options include drop down menus, key document references and the date range. Export results to XL or drill down to view the transaction
	Lookup Values	• Lookup Values | General – the application makes extensive use of looking up values and automatically inserting the appropriate description or similar. Some lookup values are provided by default and users can add more and maintain existing values/records
		• Lookup Values | continued – the lookup values are located on the system page of the main menu in the maintenance section. They include terms & conditions, trade categories & rates, client industries, quote, site & client ratings and the postcode library
		• Lookup Values | Quote Terms & Conditions – this feature allows adding, modifying or deleting quote terms & conditions. Allocate 3 records from this library to the entity configuration & setup to automatically add to new quotes where they can be changed
		• Lookup Values | Sales Invoice Terms & Conditions – add, modify or delete sales invoice quote terms & conditions. Allocate 3 records from this library to the entity configuration & setup to automatically add to new sales invoices where they can be changed
		• Lookup Values | Trade Categories – trade categories are used throughout the system. Add, modify or delete categories or use the turn on/off feature to suit the business needs. By default records are sorted alphabetically. Quotes allow custom sorting
		• Lookup Values | Trade Rates – allocate hourly cost and charge out rates to trade categories across multiple skill levels. Cost rates are used by quotes in line-items and charge out rates apply to sales invoice line-items and HR labour transactions

Module	Category	Features
System	Lookup Values - continued	• Lookup Values | Client Industries – create & maintain client industries and then allocate one to a client record. Client industries provide detailed analysis and reporting options. Flag one as default & use the batch option in marketing for bulk updates
		• Lookup Values | Postcodes – the postcode library contains over 10,000 records of Australian cities & suburbs. Enter one or more letters and the system lists all entries to select from. Records are automatically added when a user enters a new city/suburb
	User Aids	• User Aids | Notes – conveniently enter notes right on the main menu's home page or click the Note button below the Tasks area. The numeric value to the right opens the list of notes. Notes are associated with a user and can only be accessed by the user
		• User Aids | Notes continued – a note can only be 254 characters long and is automatically shortened if longer. To record a note from the main menu's home page simply enter the note in the large text box area marked Notepad and then click on Save Note
		• User Aids | Notes continued – the numeric value next to the Note button on the main menu indicates the number of notes in the inbox. Click the number to open the Notes Manager where you can add new, move, delete & print notes and access different folders
		• User Aids | Favourites – favourites is a tool that provides quick access to files, folders and websites. It is available on all main menu pages except operation. It is user specific and easy to configure, simply click the star icon on any menu page
		• User Aids | Favourites continued – to show and change the appearance of favourites click the star icon on a menu page. Once shown, click Places, Folders or Files to open the content creation form that allows adding, modifying & deleting any of the items
		• User Aids | Favourites continued – to add a place, folder or file simply enter a name & path/URL and then Save. To modify an existing entry, select and double click the record in the list. Favourites are sorted alphabetically & only 5 per line are shown
		• User Aids | Change User Password – this menu option is available on the main menu home page in the Useful links section and from the HRM page in the Quick Access section. Simply enter your current password and on the next screen provide a new password

Module	Category	Features
System	Entity Setup & Configuration	• Entity Setup & Configuration – the form – accessed from the main menu system page – provides numerous customization options & important settings for the entity operating the system. Typically once configured & tested, the settings rarely change over time
		• Entity Setup continuation – key settings concerns information about the entity shown on business documents & emails and entity specific default values & flags that can be set allow the system to perform in an automated way across many business functions
		• Entity Setup continuation – the form also provides access to additional setting options such as HRM master timesheets & entitlements, library sourced terms & conditions for quotes & sales invoices, library sourced costing line-items for new quotes & more
		• Entity Master Timesheet – this form is a template to provide default timesheet settings for new employees that can then be tailored accordingly. It concerns days worked during the week including start & end times and breaks and total hours for the day
		• Entity | HRM Entitlement Defaults – this form is a template to provide default entitlement settings for new employees that can then be tailored accordingly. It concerns overtime multiples, annual leave days & loading, personal leave & long service leave
		• Entity HTML Email Options – use this form to configure HTML emails & business documents including appearance, logos located on the web, slogans used and email address for CRM lists. Turn on/off HTML Email Workflow Notices and provide a generic messages
		• Entity Word Document Options – configure the appearance of word documents the system generates including location of logos, slogan, document name and footer details addressed to the client with key reference details such as site, quote and/or job numbers
		• Entity System Environment Configuration – this concerns the physical paths on a network that allows the system to function, access resources, write logs to, read system information from & export data to. Once set, these references rarely or never change
		• Workstation Settings – this forms provides workstation specific information and settings that concern the systems' PDF capabilities that requires each workstation to have the Ghostscript PDF utility installed and setting up a generic postscript printer

Module	Category		Features
System	Entity Setup & Configuration - continued	•	System User Logins – access this form from the application login screen via the "Admin Option" button using the "admin' password or alternatively from the main menu system page's admin menu. It allows viewing who's logged in and logging out older records
		•	System User Details – this configuration form is available from the HR details form if the user is flagged a system user. It provides options to set a password, determine entity access, disable the account and opens the specific user access rights form
		•	System User Access Details – this form provides access configuration options in relation to which system modules a system user has access to and what key functions are allowed. In a multi-user environment at least one user must have admin rights
	Admin Functions & Tools	•	Database Backup – this option is available form the main menu system page under Admin Menu. It will copy and compress the application server database to the backup folder into a zip file. Upon completion the system proposes to open the folder location
		NEW •	Test / Training Data Environment Option – when selected, this option automatically creates a test or training environment using the current LIVE database. Once created it is available for selection on the New DB Connection option on the login form. It is updated each time it is accessed
		•	Set Key IDs – this options allows system-wide rolling forward of key request, quote, job and sales invoice IDs / numbers. Use this option when migrating to PCBx3 Manager from another system to continue with incremented values rather then starting from 1
		•	Batch Options – this option allows batch updating existing site references if all job site folders were physically moved to a new location. It updates the database entity path setting for sites and will update all sites with the new folder references
		•	SQL Data Updates – this option provides access to DB data using standard SQL syntax. Enter Get, click on Update to obtain all database tables. Use SELECT statements to view data. Use UPDATE statements carefully – DB Admin only – there's no undo option!