

PASSPORT SOFTWARE, INC.

Since 1983, Passport Software, Inc. has led the field in providing superior accounting and business software solutions for customers who are serious about their accounting applications. Built upon RealWorld® Classic and recompiled under AcuCobol-GT®, the Passport Business Solutions™ product has many new enhancements and features while maintaining the stability and strong audit trail capabilities expected in the accounting industry.

With thousands of installations of Passport Business Solutions worldwide, Passport has both the in-house expertise and a national network of highly qualified accounting professionals and systems integrators who assist in making your company more productive and more profitable.

We listen to our clients and have developed long-standing relationships with strategic partners and vendors who specialize in many industries, resulting in a broad array of solutions tailored to fit many unique business requirements.

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PASSPORT BUSINESS SOLUTIONS™ – ACCOUNTS PAYABLE

Provides tight control over vendor, supplier, and standard costs by tracking payment due dates, available discounts, and money owed to creditors.

- Provides maintenance and lists of the vendors.
- Allows entering, editing, and posting of new payables, prepaid, adjustments, and cancellations with edit list and journal.
- Allows you to enter, edit, and select recurring payables to turn into vendor invoices.
- Recurring payables can be selected by cut-off date and group, allowing automatic selection.
- Prints an A/P open item report.
- Allows on-line vendor account inquiry.
- Prints a cash requirements report.
- Prints a cash disbursements projection report.
- Allows flexible payment selection, including partial payments, with a check selection edit list.
- Prints A/P checks and a check register.
- Four check formats are provided - may print COD checks immediately on entry.
- Automatic check voiding is provided.
- Prints a report showing A/P distributions to the general ledger.
- Keeps a full vendor history showing the details of all entry and payment activity for as long as you want to keep it.
- Prints a vendor analysis report.
- An unlimited number of A/P accounts and cash accounts may be used.
- Allows vendor terms based on days or on day of month.
- Allows aging of accounts based on days or on day of month.
- Vendor purchasing addresses are maintained for use with Passport Business Solutions Purchase Order.
- Enter and track the kind of "purchased from" but "paid to" information involved with credit cards, factoring, sales tax and similar transactions.
- Enter and track sales tax paid on out-of-state vendor purchases which may be used to reduce the use tax liability for any state.
- Process transactions against PO receipts and validate any changes against PO amount, requiring an override if different.
- Immediate checks have the option to be voided and re-printed if not printed correctly the first time.
- Cancellation voucher lookup in AP Open file to locate cancelled voucher.
- Allows printing of check dates in a variety of different formats, including DD/MM/CCYY or MM/DD/CCYY.
- May be interfaced to Passport Business Solutions General Ledger, Job Cost and/or Purchase Order, Check Reconciliation, or used stand-alone.



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PASSPORT BUSINESS SOLUTIONS™ — ACCOUNTS RECEIVABLE

Tracks money owed by customers. Identifies delinquent bills and helps improve cash flow. Creates quotes, standard bills, and detailed invoices with unlimited notes to communicate products delivered and services rendered in detail.

- Handles item customers, as well as balance forward customers.
- Maintenance of the sales representatives, customer files, tax codes, and other similar items. Lists of these items are also provided.
- Miscellaneous charges entered, edited and posted using edit list and journal.
- Recurring bills entered, edited and selected to later turn into invoices.
- Invoices entered, edited and posted with edit list and journal.
- Quick pasting of standard bills (lists of standard services and/or goods) into invoices.
- Cash receipts entered, edited and posted with edit list and journal.
- Payment terms based on days or day of the next month (proximo).
- Account aging based on days or day of the next month (proximo).
- Aging reports and collection reports printed in two different formats.
- Cash projection reports.
- On-line customer account inquiry.
- Fully paid item viewing and reporting. An optional Customer History file enables viewing or reporting of items purged from the Open Item file.
- Storage of reports on disk for printing later at your convenience.
- Multiple printer selection.
- Automatic calculation and posting of finance charges, with edit list and journal.
- Unlimited number of A/R accounts and cash accounts.
- Control of sales commissions due and commissions due report printing.
- Commissions due calculation by either booked invoices or fully paid invoices. Commission percentage based on either customer or sales data.
- A/R distributions to the G/L printed reports.
- Deposit preparation.
- Deposit slips and deposit summary printing.
- Cash history report printing
- A Miscellaneous Charges Edit List which helps in the editing process available upon request.
- User designed invoice formats. Up to 99 formats may be used.
- On demand invoice printing (in the Point of Sale module).
- Provides Invoice history.
- Cash receipts created simultaneously with invoices.
- Customer credit checking on invoices.
- Displays up to 10 description lines per services line item, plus an unlimited notes display for invoices for internal use.
- Three optional user defined fields that also print on invoices.
- Item drop shipping directly from supplier to customer.
- Additional information maintained for each customer record including current balance, past due amount, first sale date, last invoice number, and last returned check amount and date.

PASSPORT BUSINESS SOLUTIONS™ – ACCOUNTS RECEIVABLE (con.)

- User defined statement formats. Up to 99 statement formats may be created and stored.
- Activity trend history for each customer for up to thirteen prior periods, including average days to pay, highest balance, total charges, and total payments received.
- Calculate sales taxes using the tax-on-tax method, including Canadian GST and PST.
- Sales tax processing, up to five tax rates per jurisdiction.
- Automatic check handling for checks returned such as non-sufficient funds (NSF).
- Batch processing for cash receipts, finance charges, invoices, miscellaneous charges, recurring bills and returned checks.
- Has a credit-hold flag for individual customers with overdue accounts.
- Includes shipping zone, sales territory and Standard Industry Code (SIC) features, which supports third party products, and freight calculations.
- Enhanced Collections Report and View Customer Account, which show current and past due balance, first and last sale date, and last payment date and amount.
- Three user-defined fields for each customer appear when entering an invoice or order.
- Sales tax entry for individual line items.
- Reprinting of invoices, which have already been printed and posted.
- Includes an unlimited number of contacts for each customer.
- Handles advance payment/deposit acknowledgements and tracking.
- When invoicing, up to three prepayments may be applied to an A/R invoice.
- Posting of invoices reverses the deposit liability accounting and creates a standard payment in open items.
- Runs standalone or optionally interfaces with Passport Business Solutions General Ledger (G/L), Job Cost (J/C), Order Entry (O/E), Inventory Control (I/C), Check Reconciliation (C/R), and Sales Analysis systems.

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PASSPORT BUSINESS SOLUTIONS™ – PAYROLL & DIRECT DEPOSIT

Maintains employee data, calculates taxes, handles deductions and prints payroll checks. Eliminates the process of manually preparing tax information.

- Handles both hourly and salaried employees on daily, weekly, bi-weekly, semi-monthly, monthly, and quarterly pay frequencies.
- Prints a payroll worksheet to assist in gathering payroll input information.
- Allows entering and editing of time-worked information, with an edit list and a register.
- Handles a variety of special deductions and earnings, including 401(k) plans and direct deposits.
- Handles supplemental earnings.
- Automatically calculates standard payroll.
- Allows reports to be stored on disk to save computer time, then printed later at your convenience.
- Prints a payroll register and deductions register.
- Prints payroll checks and a check register.
- Allows entering, editing, and posting of handwritten checks/adjustments, with an edit list and register.
- Prints a report showing all payroll distributions to general ledger.
- Prints a history report, union deductions report, and hours report.
- Prints a standard quarterly report, a 1099 report (for non-employee compensation), and a year-end W-2 information report.
- Quarterly reports can be printed in customized formats.
- State quarterly unemployment insurance reports and annual withholding reports can be made on magnetic media.
- Direct deposits can be made to multiple financial institutions, and each employee can have amounts directly deposited into up to fifteen bank accounts (Expanded Direct Deposit system must be purchased separately).
- Leave reporting provides information on employee sick and vacation time.
- Checks the employee history file to verify a Social Security number has not already been used.
- Employee history drill down.
- Allows printing of check dates in a variety of different formats, including DD/MM/CCYY or MM/DD/CCYY.
- Can be interfaced to Passport Business Solutions Check Reconciliation, General Ledger and Job Cost, or can be run independently.

PAYROLL ACH DIRECT DEPOSIT

- Generates the ACH formatted files, provides additional information on the Direct Deposit Register, including Trace Number & Pre-Notification.
- Allows employees to have their paychecks deposited directly into their own bank.
- Employees can choose to have a portion of their pay put into a separate account, such as a savings account or credit union, and still receive the balance of their pay on an actual check.
- Simplifies the check reconciliation process for the company as direct deposits are cleared almost immediately.
- Does not require a separate database for employee information. Everything is contained within the PBS Payroll module.
- Requires the Payroll (PR) module.

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PASSPORT BUSINESS SOLUTIONS™ – GENERAL LEDGER

Categorizes and summarizes accounting data. Provides comprehensive information for financial analysis and control. Custom-designed financial statements show profit or loss, assets, liabilities, and equity.

- User-defined accounting ratios can be set up and calculated on financial statements. These can be standard accounting ratios or customized to meet specific business needs.
- Flexible copying of chart of accounts between companies is provided.
- The Valid G/L Accounts File can be automatically re-initialized prior to copying the Chart of Accounts File to the Valid G/L Account File (and vice versa).
- Unlimited date and time stamped notes can be attached to chart of account records.
- For general journal and standard journal entry, echoing of the source, reference and document number of the previous entry can be controlled; i.e., the user can specify for each field whether it is to be redisplayed.
- Up to ten lines of notes can be entered for a general journal entry, and printed on the register.
- Recurring general ledger transactions are now included. These allow for allocations to accounts on a dollar or percentage basis.
- Layouts can be copied from other companies.
- The date, time and/or report number may optionally be printed on financial statements.
- Multiple separate ratios can be printed on financial statements.
- Financial statements can be printed for a set of sub-accounts.
- For rounded financial statements, the user may bury the rounding error at any specified point in the statement.
- Account ranges are allowed in financial statement layouts.
- Literals and text for financial statements can be automatically centered.
- Financial statement layout verification is provided to ensure that the accounts on a layout are correct for the type of layout. It also ensures that all accounts in the chart of accounts that should appear on the balance sheet or cost and loss layouts do actually appear on these layouts.
- This ensures that when you select to print a financial report, all accounts related to your selection, e.g., cost and loss and/or balance sheet, will be printed.
- Handles up to thirteen accounting periods.
- Supports multiple companies and multiple cost centers.
- Produces an overall set of financial statements from a consolidation of multiple companies.
- Provides maintenance and a listing of the Chart of Accounts File.
- Allows general journal entering, editing, and posting, with edit list and journal.
- Prints the Working Trial Balance and Trial Balance Reports.
- Allows standard journal entering, editing, and posting, with edit list and journal.
- Recurring general journal entries allow for automatic distribution by percentage or allocation.
- Allows on-line G/L account detail inquiry.
- Prints the Source Cross Reference (for audit trails).
- Prints the financial statements in flexible formats which you design.
- Financial statements can be printed for a set of cost centers.
- Wild-carding and account ranges are allowed in financial statement layouts.
- Key accounting ratios can be calculated (such as Current Ratio). User-defined accounting ratios can also be set up.
- Allows you to keep entry detail for the year if disk space is available, and has a flexible year-end closing procedure.
- Contains a loan amortization program, which gives you information about fixed rate loans.
- May be used either independently or interfaced to the Passport Business Solutions Accounts Receivable, Accounts Payable, Payroll, Check Reconciliation, Inventory Control, and/or Job Cost systems.

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PASSPORT BUSINESS SOLUTIONS™ – CHECK RECONCILIATION

Maintains checkbooks, tracks deposits, and reconciles checking accounts. Provides instant access to account information and eliminates manual reconciliation procedures.

- Maintains checkbooks for money deposited and disbursed in Accounts Receivable, Accounts Payable, and Payroll.
- Reconciling checkbooks periodically with bank statements.
- The package can also be used as a stand-alone product.
- Automatically gets deposits and checks from Passport Business Solutions' Accounts Receivable, Accounts Payable, and Payroll packages.
- Handles an unlimited number of checking accounts.
- Provides the ability to enter, change, delete, or print a list of checkbook entries.
- For each checking account, offers the option of either bank-to-book or book-to-bank reconciliation.
- A Close checkbook selection is provided to remove an obsolete checkbook from the system.
- Includes Checkbook Report, Reconciliation Report, and Account Activity Report.
- Minimizes the amount of information, which must be kept on disk by allowing compression of entries, which have been cleared.
- Includes on-line Help, available to you at any time by pressing a single key.
- Handles stop payment checks and checks that are voided after they have been transferred to the checkbook.
- Provides safeguards against getting your information out of balance or getting tangled up during the reconciliation process.
- Has a start-up procedure that lets you set up the balances in your checkbook quickly and easily, whether or not you are using any other Passport Business Solutions packages.
- The Check Reconciliation package can be integrated with any or all of Passport Business Solutions' Accounts Receivable, Accounts Payable, General Ledger and Payroll packages. You can transfer information from these packages automatically into the Check Reconciliation package.

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PASSPORT BUSINESS SOLUTIONS™ – TIME & BILLING

Professional Time and Billing (PTB) is designed for professional service firms who bill for services on the basis of time. Track how valuable staff time is spent, monitor client expenses, print invoices and statements, collect receivables and print vital management reports to help better analyze the productivity and profitability of your business.

- Records for multiple companies and profit centers can be kept and consolidated.
- Records can be displayed on screen, printed or stored on disk for later printing.
- Context sensitive on-line help is provided.
- Service codes and descriptions, and expense codes and descriptions, can be maintained on file.
- Billable and non-billable services and expenses can be tracked.
- Time can be tracked on both dollars and hours.
- An unlimited number of matters (a case, project or item handled for a client) may be entered for each client. Service and expense billing terms are defined separately allowing flexibility in fee arrangements.
- An unlimited number of work-in-process and advance billing accounts may be used.
- An unlimited number of date/time stamped notes can be entered for each client and for each matter.
- Time and expense sheets may be entered and posted for each staff member.
- Up to ten description lines per service or expense item on any time sheet may be entered.
- Work-in-process for a matter may be viewed on screen by date, or by service and expense code.
- Work-in-process may be selected for billing by cut-off date, or by service and expense code.
- Retainers and fixed fee matters may be billed automatically on a periodic (recurring) basis.
- Cash received for retainers or fixed fee matters may be entered during billing.
- Invoices and cash receipts may be posted to Accounts Receivable.
- Invoice and statement formats are easily customized.
- Previously posted invoices may be voided, resulting in work-in-process being reinstated.
- Invoice history may be viewed or printed. Numerous productivity, profitability and history reports are available - by client, service or staff. Aging reports based on user-defined aging periods may also be printed.
- Professional Time and Billing requires a System Manager and Accounts Receivable, and may optionally be interfaced with General Ledger and Check Reconciliation.

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PASSPORT BUSINESS SOLUTIONS™ – INVENTORY CONTROL

Tracks inventory to maintain optimum levels. Generates complete information on inventory valuation, quantities on hand and committed, and the flow of items sold.

- Provides for multiple warehouses.
- Supports multiple costing methods - average, standard, LIFO, and FIFO, as well as serial (real costs) for serialized items using average cost.
- Permits use of multiple balance sheet inventory accounts.
- Allows you to maintain item data and print item lists.
- Allows you to maintain inventory status and print status reports.
- Allows you to maintain and print price codes and commission codes
- Supports alternate selling units.
- Provides special pricing by category, sub-category, and location, supports sale and contract pricing, and generates group price changes.
- Allows you to enter, change, delete and post inventory transactions and to print an edit list and a transaction journal for receivings, sales, credit memos, transfers and adjustments.
- Tracks inventory by unique serial number or lot number.
- Has inquiry into all currently available and previously sold serial numbers and shows oldest unsold serial number.
- Prints the serial loan report, the flooring report, and the serialized item report by item, by vendor, and by customer.
- Has inquiry into lot numbered inventory, including a history of transactions processed for a lot number.
- Prints the lot numbers report by item, by vendor, and by customer, and allows purging of lot number information.
- Allows high-speed entry of physical inventory counts, and automatic generation of inventory adjustments.
- Supports input from hand-held terminals for receivings and physical counts.
- Prints the Price List, Inventory Valuation Report, Purchasing Advice Report, Inventory Usage Report, Physical Count, Worksheet, ABC Analysis Report, and Inventory Analysis Report.
- Provides kit and work order reports, including Where Used Report, Kit Price/Cost Report, and Incomplete Work Orders.
- If on-hand quantities of component-items are not to be reduced, you may enter receiving transactions, using Inventory, to establish on-hand quantities for kit-items.
- If on-hand quantities of component-items are to be reduced, use Work orders to enter and issue immediate work orders for assembly of the kit-items.
- May be used either independently or integrated with General Ledger, Order Entry, Accounts Receivable, Sales, Analysis, Purchase Order, Point of Sale, and/or Job Cost.
- Item label and barcode generator are provided for the setup and printing of item labels and bar codes.

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PASSPORT BUSINESS SOLUTIONS™ – PURCHASE ORDER

Helps you order goods and services from vendors.

- Prints a Purchasing Advice Report and Purchasing Worksheet to help you identify what should be purchased.
- Allows entering, editing, printing, and posting new purchase orders and changes to purchase order.
- Allows numeric or alphanumeric purchase order numbers up to 15 characters in length.
- Prints Expedite Shipment Reports, Follow-Up Past Due Shipments Reports, and Excess of Quantity Ordered Reports
- Allows entering, editing, and posting receivings.
- Informs you of incomplete shipments, both on the screen and on reports.
- Prints a Receipt in .
- Handles multiple drop purchase orders if you receive goods at more than one location.
- Handles blanket purchase orders and releases from them.
- Allows up to 999 lines per purchase order.
- Allows up to 200 characters of description for any line item.
- Allows up to 99 notes per purchase order line.
- Handles order quantities up to 10,000,000 or down to 0.00001.
- Allows different units to be used for stocking, ordering, and receiving.
- For any line item, allows up to four separate deliveries to the same or different locations.
- Allows for receiving of goods on a line-by-line basis or for the entire purchase order at once or goods not previously entered on a purchase order.
- Keeps track of prices that were unknown at the time goods were received.
- Works with Passport Business Solutions Accounts Payable and, optionally, with Passport Business Solutions Inventory Control and Job Cost.

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PASSPORT BUSINESS SOLUTIONS™ – ORDER ENTRY BILLING

Order Entry processes customer orders quickly and accurately. Includes inventory verification when entering orders, immediate customer information, and discount levels calculated. Tracks and processes serial numbers, lot control and multi-warehouse, multi-stocking unit features.

- Requires Passport Business Solutions Inventory Control and Accounts Receivable in order to run.
- Supports multiple companies, multiple profit centers, and multiple warehouses.
- Allows order (and credit memo) entry and editing, with an order edit list.
- Provides for entry of quotations and RMAs (Return Merchandise Authorization), with simple conversion to orders or credit memos.
- Unlimited notes may be stored with orders. They are not printed on invoices and may be used internally to assist in processing orders. Line item notes (text) can also be entered and will print on invoices.
- Orders may be invoiced when entered (one-step billing) or held as open orders for later billing (two-step billing).
- Automatically adjusts inventory (in Inventory Control) because of orders and billings.
- Provides ability to sell and return items in alternate units.
- Supports special pricing structures in Inventory Control, including alternate, sale, contract, and multi-warehouse prices.
- Allows entry of serial-numbered and lot-controlled items.
- Allows adding of new customers during order entry with automatic assignment of customer numbers.
- Invoices may be user-defined. Additional user-defined forms may be printed.
- Prints invoices for all orders billed. Invoices may be selectively reprinted.
- Picking tickets may be printed for open orders.
- Automatically feeds billing information to Accounts Receivable.
- Includes back order processing, with reports and ability to automatically fill back orders when items become available.
- Recurring orders may be entered and activated at any time. They may also be used as blanket orders. Automatic selection of recurring orders is provided.
- Profit centers for line items may be assigned either from the order header, line item, or I/C item record.
- User-defined shipping and COD labels may be printed. Both individual order and group printing modes are provided.
- User-configurable defaults allow skipping virtually any data field, for high-speed entry of orders.
- Day of the following month (proximo) terms are supported.
- Supports EDI Import, Export and Status Report options.
- May be interfaced directly to Passport Business Solutions Sales Analysis and to General Ledger through Accounts Receivable and Inventory Control.
- Generate serial numbers as part of the order entry/pick process.
- Print multiple jobs including multiple form types within one invoice print run.
- Export data to either a CSV (comma separate value) file or fixed length text file.



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PASSPORT BUSINESS SOLUTIONS™ — SALES ANALYSIS

Helps you identify your best customer, best selling items and services, productive sales reps, and strong sales regions.

- Five-year comparative information for customers and items can be used to create monthly, quarterly, or yearly analysis reports.
- You can save up to 16 selections for each report by assigning a report name and description.
- Costs, margins, percent of sales and percent of margin can be selectively included on or excluded from reports.
- You can select a range of customers, items, sales representatives, zip codes, states, dates, and more, depending on the report. Summary reports without detail can be printed.

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We listen to our clients and have developed long-standing relationships with strategic partners and vendors who specialize in many industries, resulting in a broad array of solutions tailored to fit many unique business requirements.

Passport is committed to providing excellence in customer care and ongoing, innovative product development. Our main priority is to assist clients in achieving their critical business objectives, as we value each individual success as our own.



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PASSPORT BUSINESS SOLUTIONS™ – JOB COST

Job Cost provides the tools you need to track costs, income, and profits related to specific jobs and sub-jobs. Reports that tabulate and examine costs, compare actual with budgeted or estimated costs, and track job billings and payments are available.

- New or in-progress jobs can be easily entered and edited.
- Labor costs, material costs, subcontract costs, profit, and up to five user-defined cost types are tracked for management.
- Cost categories are user-defined.
- Budgets for all detailed costs can be entered. Jobs cannot be activated unless estimates are equal to the job price.
- Budgets are tracked against actual costs incurred.
- Completion estimates can be entered for individual parts of jobs. A fast enter function is available which will generate completion estimate entries for all cost items for a job, as well as an entry for the entire job.
- Detailed on-line inquiry is provided.
- Completed jobs can be saved for viewing or later restoration to an active status.
- Information for a new job can be quickly created by copying all or part of another job.
- Numerous reports such as Job Status Report, Job Performance Report, Job Profitability Report, and Cost Category Analysis are available.
- Job Cost can be used independently or interfaced with Passport Business Solutions Accounts Receivable, Accounts Payable, Order Entry, General Ledger, Payroll, Inventory Control, and Purchase Order.



THE MANUFACTURING SERIES MANUFACTURING SERIES – INVENTORY MANAGEMENT

The Passport Business Solutions Manufacturing Series™ is a powerful, easy to use business management system designed to meet the needs of today's small to mid-size manufacturing company. It provides the tools needed to reduce inventory, streamline production, improve on-time deliveries, manage product costs, improve customer service levels and much more. When coupled with the Passport Business Solutions accounting modules it is a complete business management solution.

PBS Manufacturing Series is flexible enough to meet the needs of most small to mid-size manufacturing environments. The modular design and many configurable options will allow you to tailor a system to meet your individual needs. Invest only in the technology you need today and add to your system as your needs change. Whether you make to order, make to stock, or run a job shop, you will find tools that can help you streamline your operations.

There are more than 130 reports and on-line displays placing information at your fingertips. If you can't find the exact report you need, add AcuODBC® and your favorite ODBC compliant reporting tools for developing custom reports, and the sky is the limit. Implementing the PBS Manufacturing Series will provide you with more information and more control over your manufacturing operation.

Inventory Management helps you maintain accurate inventory control, and pricing information about purchased and manufactured items. This package contains many extra features such as purchase order item tracking and shop order materials requirement planning (MRP) that allow implementation of some MRP order control before installing more fully featured packages for those functions. Inventory Management can optionally interface with PBS General Ledger. Some of the many features offered by Inventory Management are:

- Detail item tracking data of shop orders, shop order material requirements, and purchase orders.
- On-line posting of inventory transactions to automatically update on hand balances, open order balances, and component requirements.
- Multiple location storage.
- Stock status reporting, usage history, open order and shortage lists.
- Cycle counting and physical inventory processing.
- Optional lot and serial number control for selective items.





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MANUFACTURING SERIES – PRODUCT DEFINITION

Product Definition and Costing allows creation and maintenance of Bills of Material, Work Centers, and manufacturing Routings. Estimated or standard product costs may be automatically calculated from this information. This package interfaces with several of the other packages. Highlights include:

- Single level, indented, and summarized bills, of material.
- Component where used lists.
- Date effectivity and full bill of material history.
- Component fit lead time, low level coding.
- Work center where-used lists.
- Automatic cost roll up from components to parent item.
- Routing features for alternate operations, direct or indirect labor operations, setup and run times, and shop floor codes.



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MANUFACTURING SERIES – MASTER SCHEDULING & MRP

Master Scheduling & MRP provides planning functions for sales, production, and material requirements. It interfaces with Inventory Management, Product Definition, Customer Order Processing, and Purchase Order Processing. Highlights include:

- Sales forecasting and Master Schedule generation.
- Flexible methods for generating Master Schedule requirements.
- User defined planning periods.
- Timephased Master Schedules exploded into net material requirements at all bill of material levels.
- Exception reports with screen inquiries, with action messages on manufactured or purchased items to be ordered, expedited, rescheduled, or cancelled.



THE MANUFACTURING SERIES MANUFACTURING SERIES – CUSTOMER ORDER PROCESSING

The Passport Business Solutions Manufacturing Series™ is a powerful, easy to use business management system designed to meet the needs of today's small to mid-size manufacturing company. It provides the tools needed to reduce inventory, streamline production, improve on-time deliveries, manage product costs, improve customer service levels and much more. When coupled with the Passport Business Solutions accounting modules it is a complete business management solution.

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Customer Order Processing can streamline your order management cycle and improve customer service and satisfaction. You can easily enter sales orders, maintain accurate records, advise customers of order status and item availability, and issue invoices promptly. Sales Analysis and history features provide a valuable tool for management. Customer Order Processing interfaces with many other packages and PBS Accounts Receivable. Features include:

- Complete automation of the order entry function.
- Extensive inquiry and look-up facilities for stock status, orders, prices, customer credit, and product data.
- Document printing options for invoices, order acknowledgements, packing lists, shipping labels, and product certifications.
- Coordination of partial shipments, split delivery schedules, original order quantity tracking and "shipped to date quantity" tracking.
- Split order commissions among Sales Reps.
- Option to create shop order records directly from customer order line items.
- Detailed sales analysis in many reporting formats.
- Detailed sales history.
- Contract and quantity break pricing options.





THE MANUFACTURING SERIES MANUFACTURING SERIES – PURCHASE ORDER PROCESSING

The Passport Business Solutions Manufacturing Series[™] is a powerful, easy to use business management system designed to meet the needs of today's small to mid-size manufacturing company. It provides the tools needed to reduce inventory, streamline production, improve on-time deliveries, manage product costs, improve customer service levels and much more. When coupled with the Passport Business Solutions accounting modules it is a complete business management solution.

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Purchase Order Processing expands the purchase order tracking features of Inventory Management into a complete system for procurement management. Purchase Order Processing interfaces with Inventory Management, Manufacturing Job Costing and PBS Accounts Payable. Some of the many features include:

- PO entry, maintenance, tracking, and printing.
- Receiving and quality defects reporting.
- PO invoice processing.
- Maintenance and tracking of vendor sources and item price quotations.
- Expediting by vendor and item.
- Vendor performance analysis and reporting.
- Blanket PO's with multiple releases and delivery dates for an item.
- Ordering of non-inventory items.
- Purchase price variances from standard cost automatically calculated and reported.





THE MANUFACTURING SERIES MANUFACTURING SERIES – CAPACITY PLANNING

The Passport Business Solutions Manufacturing Series[™] is a powerful, easy to use business management system designed to meet the needs of today's small to mid-size manufacturing company. It provides the tools needed to reduce inventory, streamline production, improve on-time deliveries, manage product costs, improve customer service levels and much more. When coupled with the Passport Business Solutions accounting modules it is a complete business management solution.

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Capacity Planning allows manufacturers to plan optimal production based on requirements and plant capacity. Production bottlenecks and backload problems are identified before they occur. Loading at critical work centers can be planned and simulated. Capacity Planning is a powerful tool for better scheduling, routing, and manpower planning. Important features include:

- Rough cut capacity planning using "bills of resources" .
- Conversions of open and planned manufacturing orders to machine and labor resource loads.
- Reporting timephased resource loads vs. planned work center capacities.
- Labor hour requirements optionally converted to timephased dollar budgets.
- Conversion of open and planned purchase orders to timephased dollar budgets.





THE MANUFACTURING SERIES MANUFACTURING SERIES – SHOP FLOOR CONTROL

The Passport Business Solutions Manufacturing Series[™] is a powerful, easy to use business management system designed to meet the needs of today's small to mid-size manufacturing company. It provides the tools needed to reduce inventory, streamline production, improve on-time deliveries, manage product costs, improve customer service levels and much more. When coupled with the Passport Business Solutions accounting modules it is a complete business management solution.

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Shop Floor Control gives production management accurate and timely information on jobs, work-in-process, and production activity. It allows detail planning and scheduling, and highlights shop floor problems as they occur. This package interfaces with Inventory Management, Product Definition, and optionally with Master Scheduling and MRP, Manufacturing Job Costing, and PBS Payroll. Important features of Shop Floor Control include:

- Printing of shop order paperwork.
- Job and employee production reporting by operation.
- Reporting of manufacturing resource utilization and efficiency.
- Work center schedules and job operation status information may be accessed by on-line video display.
- Bar coding data collection options for shop activity and production reporting functions.





THE MANUFACTURING SERIES MANUFACTURING SERIES – MANUFACTURING JOB COSTING

The Passport Business Solutions Manufacturing Series[™] is a powerful, easy to use business management system designed to meet the needs of today's small to mid-size manufacturing company. It provides the tools needed to reduce inventory, streamline production, improve on-time deliveries, manage product costs, improve customer service levels and much more. When coupled with the Passport Business Solutions accounting modules it is a complete business management solution.

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Manufacturing Job Costing functions include job cost estimating and actual cost reporting, and quoting. This package interfaces with Inventory Management and optionally with Product Definition, Customer Order Processing, Purchase Order Processing, Shop Floor Control, PBS Accounts Payable, Accounts Receivable, and Payroll. Some of its many features include:

- Job quotation and cost estimate building.
- Optional use of Bills of Material and Routings.
- Entry of job orders with final cost estimate.
- Processing of actual job quantities and costs.
- Actual vs. estimated job costs and completion status for open or closed jobs.
- Summarized costs at each manufacturing level and for the total job.
- Work-in-process inventory valuation and shop labor load reports.





THE MANUFACTURING SERIES MANUFACTURING SERIES – OPTIONS AND INTERFACES

The Passport Business Solutions Manufacturing Series™ is a powerful, easy to use business management system designed to meet the needs of today's small to mid-size manufacturing company. It provides the tools needed to reduce inventory, streamline production, improve on-time deliveries, manage product costs, improve customer service levels and much more. When coupled with the Passport Business Solutions accounting modules it is a complete business management solution.

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- **PBS Accounting**

The PBS Manufacturing Series software may be integrated with the PBS financial packages. This integration minimizes duplicate data, and maximizes your investment by helping you gain control of your entire business.

- **ODBC™**

One of the most common forms of customization requested is reports. Everyone has a way they wish to see their information and often that's unique to the individual company. ODBC will allow you to have direct, read-only access to your data files from any program with the ability to read ODBC files. What's this mean to you? You can use tools like Access, Excel, Crystal Reports and any other ODBC compliant application to view the information in your database. Write custom reports, add external applications unique for your company using Access, integrate with your UPS shipping system and much more. The time these drivers can save you makes this a worthwhile addition to any installation.

- **Lot/Serial Number Control**

PBS offers options for assigning and tracking of lot/serial numbers for selected items. A detailed history of transactions is maintained for easy tracking of controlled items.

- **EDI**

PBS is now providing EDI solutions for manufacturers. Customer orders can be received, and acknowledged using the EDI interface. This option will drastically increase the efficiency of your order entry process. Other areas of EDI are currently under development.

- **Bar Code Capability**

PBS allows the printing of bar coded documents. Bar code scanning can improve the accuracy and efficiency of transactions reporting.

