



focus on essentials

Archive Module

Presented by:

Bill Briggs, Earnest & Associates

Archive

Imagine if you could ...

- o Print reports silently
- o Print reports instantly, eliminate waiting for printers
- o Eliminate collating and handling paper
- o File reports automatically and accurately
- o Retrieve and view reports without leaving your desk
- o Make reports/registers easily accessible to remote branches
- o Free up valuable filing cabinet and storage space
- o Save money on paper, toner, ribbons, office supplies
- o Enhance the security of your reports
- o Keep a backup of your key reports off site
- o Save time spent with auditors

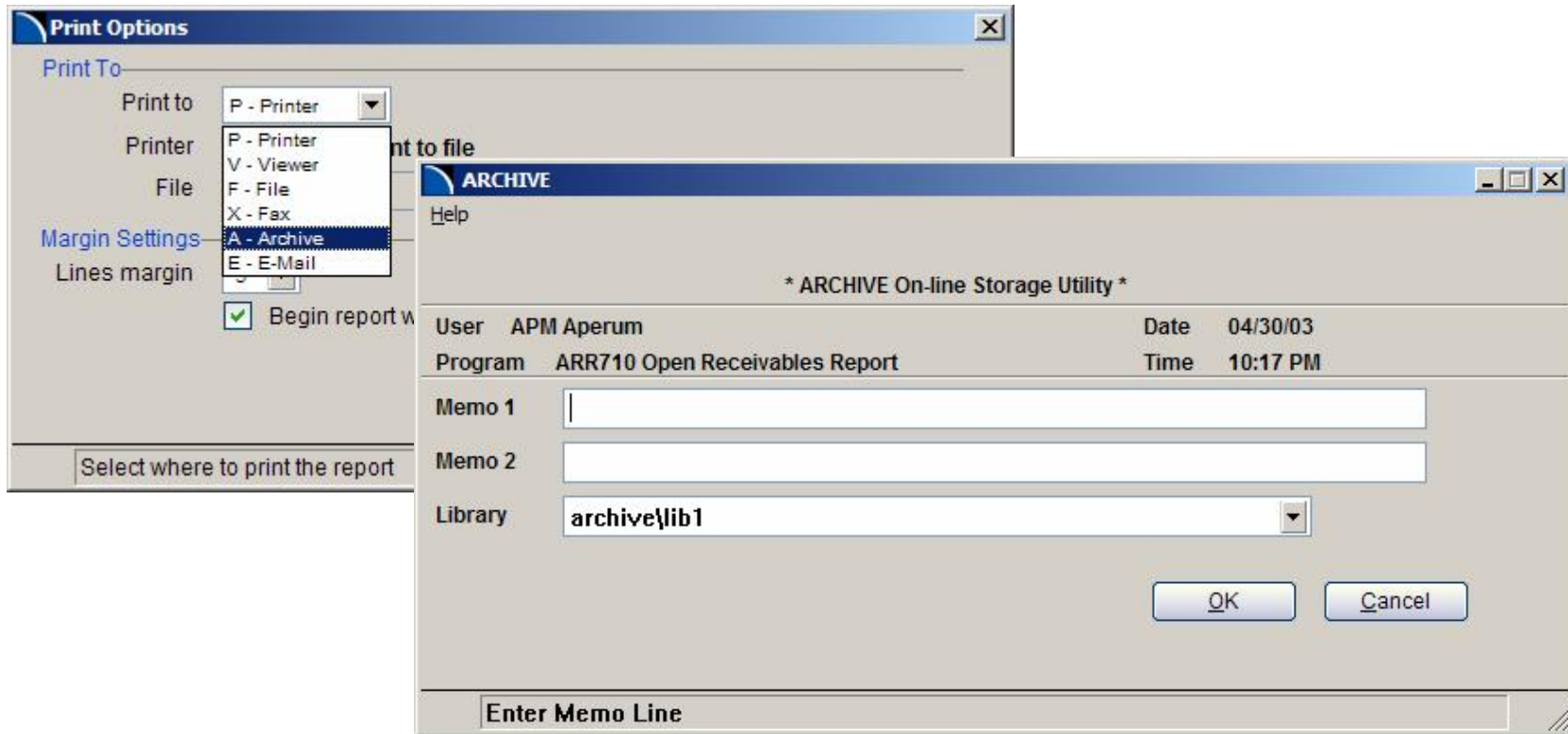
Archive

Imagine if you could ...



Archive

Electronic Filing Cabinet



Archive Product Overview

Organizational & Retrieval Tool

The screenshot displays two overlapping windows from the Archive Viewer software. The 'Archive Viewer (ACI111)' window on the left shows metadata for an archive, including the archive number (000011), program name (ARR210 Cash Receipts), run date (04/27/03), run time (3:56 PM), user (APM Aperum), security level (0), library (archive\lib1), and page/byte counts. The 'ARCHIVE Index Search' window on the right is active, showing search criteria and a table of search results. The search criteria include Type, Name, Memo, Beg. Date, End Date, User, and Register. The search results table lists various reports with their respective ARC#, program names, titles, run dates, run times, users, and register numbers. The 'Cash Receipts & Adj Register' entry is highlighted.

ARC#	Progr...	Name	RUN DATE	RUN TIME	User	REG#
000013	ICR710	Stock Status Report	04/27/03	16.91	APM	0000
000011	ARR210	Cash Receipts & Adj Register	04/27/03	15.94	APM	0466
000010	ICR320	Shipment Register	04/26/03	08.19	APM	0215
000009	ICR330	Receiving Register	04/26/03	08.05	APM	0211
000008	ICR210	Adjustment Register	04/26/03	07.99	APM	0138
000007	ARR210	Cash Receipts & Adj Register	04/26/03	07.96	APM	0466
000006	APR710	Cash Requirements Report	04/26/03	07.94	APM	0000
000005	APR110	Document Entry & Adj Register	04/26/03	07.89	APM	1513
000004	POR310	Invoice Receipt Register	04/26/03	07.88	APM	0226
000003	POR320	Invoice Receipt Register	04/26/03	07.78	APM	0226

Enter Archive Number, F2-Search, F4-End



Archive Product Overview

Document Viewing Tool

Report Viewer

Help

Page: 1 Zoom: 100%

Date: 01/02/06
User: IN4 T1

FACTS 7.5 Demo
Aged Trial Balance - Summary

Customer First to Last
Aging Date 01/02/06
Branch 01 Atlanta Branch

Customer Name	Last Payment	Last Sale	Balance	CURRENT	1-30	31-60
C100 Southeastern Industrial Supply *Returns Pending Credit* *Disputed Invoices*	09/20/05	10/10/05	16760.53	.00	.00	.00
C101 Deluxe Equipment Warehouse *Returns Pending Credit*	09/20/05	09/30/05	11712.13	.00	.00	.00
C102 Roark Architectural, Inc. *Returns Pending Credit*	09/28/05	09/27/05	6969.32			
C103 Taggart Transcontinental	09/13/05	09/27/05	333.76			
C104 Barnes Machinery & Equipment *Returns Pending Credit* *Disputed Invoices*	09/07/05	09/27/05	4601.77			
C107 Central Georgia Materials Co.	09/28/05	09/27/05	3386.49	.00	.00	792.3
C109 Southside Plumbing	09/12/05	09/27/05	5973.51	.00	.00	.00
C110 Texas Material Handling Co.	09/28/05	09/27/05	165.00	.00	.00	165.00

C:\DOCUME~1\bill\LOCALS~1\Temp\WRK1208.T4 | Page 1 of 2

Find

Search For: southside

Match Case Search Backward

OK Cancel



Month End Efficiency Tool



End users love it!

Archive Demonstration

FACTS 7.5 Distribution Software - *FACTS* Master Menu (MMS000)

FACTS
DISTRIBUTION SOFTWARE

George U. Invencent (GUI/T4) FACTS 7.5 Demo - Company 01 08/10/06 - 12:12 pm

————— 'FACTS' Master Menu —————

Sales Orders Inventory Control Purchase Orders Accounts Receivable Accounts Payable

General Ledger Sales Analysis System Management Office Automation Job Stream

Archive System Email Document Delivery Business Intelligence Relationship Management

Access Code

INFOR
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For additional information, contact:

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FACTS Email

Presented by:

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Description

- FACTS reports or documents are Emailed directly from the FACTS print routine.

- It is as easy as printing from FACTS.
- The document automatically becomes an attachment to the email. The format of the attachment can be:
 - Text .TXT file
 - Adobe .PDF file (requires UnForm to produce the PDF)

- FACTS Email will operate on all 7.x versions of FACTS

- UNIX and NT systems and on dumb terminals as well as PCs
- FACTS system must have TCP/IP networking setup and be able to communicate with the SMTP email server. The email server may be in-house or hosted by an Internet Service Provider.

- **Examples**

- Send Purchase Orders as Email attachments directly from FACTS -- even from a dumb terminal!
- Email copies of Past Invoices to your Customers as easily as printing them
- Email Sales Reports to remote salespeople as text files



Software Demonstration

The screenshot shows the 'FACTS 7.3 Distribution Software - *FACTS* Master Menu (MMS000)' window. The interface includes a title bar, a header with the 'FACTS' logo and 'Aperum Leaders in Distribution Solutions' tagline, and a main menu area. The menu is titled 'FACTS' Master Menu and contains the following items:

- General Ledger
- Sales Analysis
- System Management
- Office Automation
- Job Stream
- FaxLink
- Manufacturing Control
- Job Cost
- Relationship Management
- Report Writer
- Payroll
- EDI
- TeleFACTS
- Archive System
- Email System

At the bottom of the menu area, there is an 'Access Code' field with a key icon and a button with a grid icon. A large 'e&a earnest&associates' logo is also visible on the right side of the menu area.



Cost Justification

- Assumptions:
 - Time savings benefit = 5 minutes (email vs. manually faxing)
 - Clerical salary = \$35,000 (salary + benefits + overhead)

Cost Justification (*cont.*)

- Calculations:
 - 20 faxes x 5 minutes each = 100 minutes per day
 - 100 minutes x 240 days per year = 400 hours per year
 - 400 hours = 2.5 months of labor
 - $\$35,000 / 12 \times 2.5 = \$7,290$

Testimonials

"In the past, we used to fax our purchase orders to vendors and our open purchase orders reports to interested parties as well as shipping documents to our customs brokers. As you can imagine, this involved a lot of tedious and time consuming steps...

Since the system was enhanced to include an e-mail service, the documents are sent directly from the FACTS system and received almost instantaneously by the recipient. Consequently, the process, in terms of man hours spent, has been reduced considerably by 50%. Surely, this enhancement could not have come at a better time."

--Jean Sanford, Manager, Arri, Inc.





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Document Delivery Module

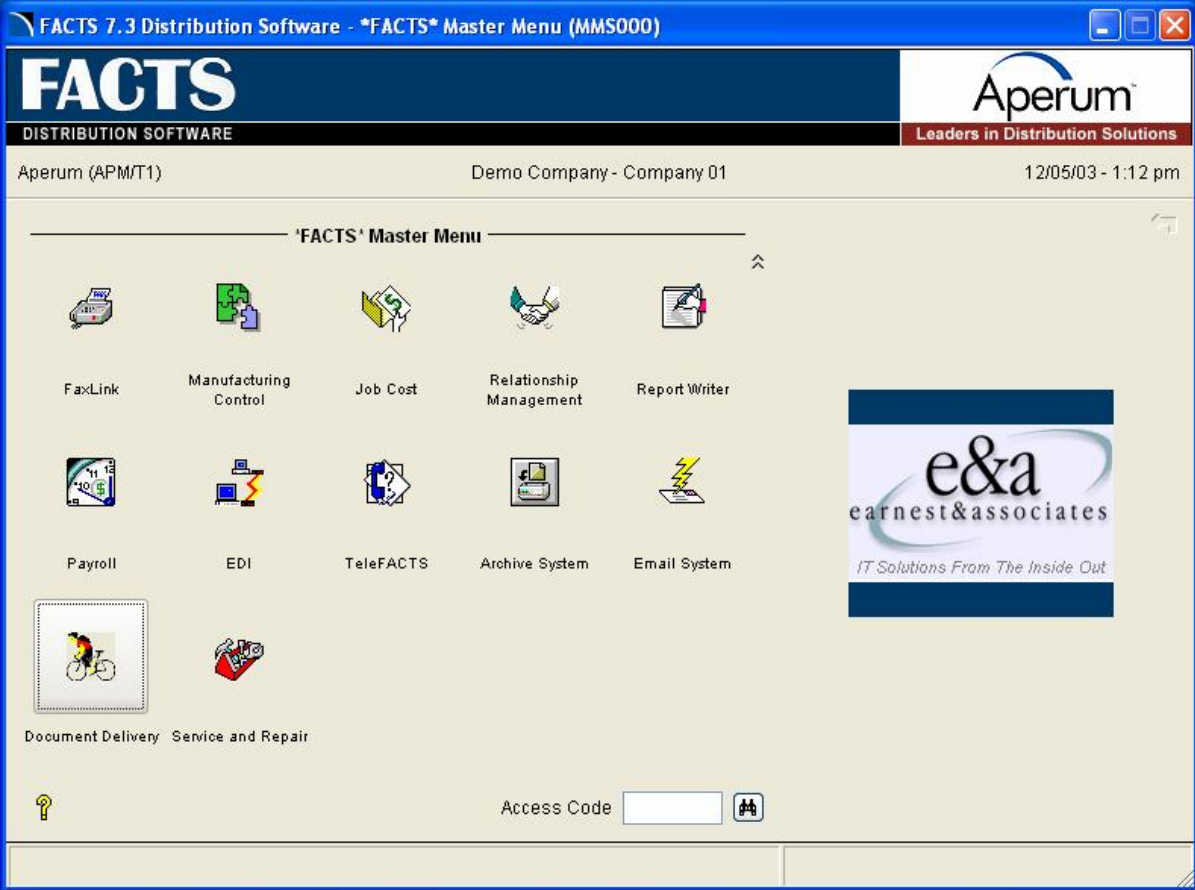
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Product Overview

- The FACTS Document Delivery Module makes it possible to provide key documents via printed, faxed or emailed formats based on the preference of each customer or vendor. The method of delivery is determined automatically each time a batch of documents is printed.
- The pre-defined documents are: Invoices, Statements, Dunning Letters, Pick Tickets, Quotes, Return Authorizations and Purchase Orders. The design facilitates additional documents to be added by the solution partner.
- Whether printed, faxed or emailed, all documents are created using UnForm. This provides a professional and consistent appearance. If emailed, the document arrives as a PDF attachment.
- Available for all 7.x versions of FACTS

Software Demonstration



Cost Justification

- Assumptions:
 - 100 invoices per day. 1/3rd faxed/emailed
 - AR clerical salary = \$35,000 (salary + benefits + overhead)
 - Time savings = ½ hr per day (vs. hard copy mail)
 - \$0.50 per piece postage
 - \$0.30 per window envelope
 - \$0.10 per pre-printed form
 - \$0.10 per piece for printer maintenance costs

Cost Justification Cont.

- Calculations:
 - Labor
 - 2.5 hours x 52 weeks = 130 hours
 - 130 x \$18 per hour = \$2,340
 - Postage and materials
 - 165 week x 52 weeks = 8,580 pieces
 - 8,580 pieces x \$1.00 = \$8,580
- Total annual savings = \$10,920

Testimonial

"We've been very pleased with the Document Delivery system. It has saved us nearly \$14,000 per year on purchases of pre-printed invoices, statements and matching envelopes. Plus, we have significantly reduced our postage costs and spend less time on printing documents and month-end closing procedures."

--Bud Beeler, President, Beeler Distributing Company





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