The Wallace Haines Company

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Accounting Programs Manage Payables, Receivables, Customer Accounts, General Ledgers & Financial Statements

Efficiency and accuracy count everywhere in bookselling and musicselling. And staying on top of income and expenses keeps a business running smoothly. Customers, of course, see the results -- a well-stocked inventory, quick order fulfillment and prompt advice on order status. Customers don't see behind-the-scenes work that makes all this possible-- that's what financial management programs do.

There are a lot of financial packages on the market. The difference is in the details. We think Wallace Haines programs have features that matter to your business.

Accounts Payable

Avoid surprises. Know where you stand. There's nothing flashy about these principles. A solid Accounts Payable system accomplishes this--efficiently and reliably. You can count on the Wallace Haines Accounts Payable module.

Supplier File
Enter/ Edit Suppliers
Print Lists/ Labels
Auxiliary Information File
Supplier Inquiry

Supplier Processing
Record Invoices/ Credit Notes
Record Manually Issued Checks
Post Recurring Payables
Edit Due Date/ Discount/ Partial Payment
Cancel Checks
Batch/ Edit/ Update Invoices

Check Processing
Cash Requirements Report
'Mark' Invoices for Payment
Check Printing
Check Reconciliation

Reporting
Aged Payables
Trial Balance
Cash Requirements Forecast
Invoice Search & Inquiry
Payables History

Supplier File

❑ Supplier files carry information for orders, payables, returns, coop advertising and sales representatives .

❑ Auxiliary files hold terms, returns policy, discount schedules, and multistore shipping accounts. Supplier information file is integrated with purchasing and returns programs.Buyers automatically see discount schedules when approving purchase orders and stock managers see returns addresses and terms.

❑ "At a glance" supplier inquiry, shows amounts due, due dates and partial payments for open invoices; payment amounts, dates and check numbers show for paid invoices.

Supplier Processing

❑ The General Ledger updates immediately at the time of posting. Supplier information is always up to date and readily available.

❑ Invoices post to the proper period, with 'Date-of-Record' posting.

❑ On-line batch balancing, hard copy audit trails and journal records and trial ledgers eliminate accidental posting errors, track all entries, and give backup auditing and adjustment support.

❑ The payables system monitors supplier discount so you can take full advantage of discounts offered by distributors and publishers for prompt payment.

❑ Put problem invoices or suppliers on 'Hold.' Edit 'due date' or discount code. Set up a partial payment. Include a check stub message.

Check Processing

❑ The 'Cash Requirements Report'

identifies the amount of cash needed for a check run. Simplify specify the bank account on which the check run will draw. An ‘automatic’ cash requirements analysis considers discounts and due dates. You can choose to accept all the computer generated payment suggestions, or select only some of the open invoices by ‘marking them for payment.’ At any time you can generate checks for urgent payables with an “express run.”

❑ Set multiple bank accounts or intercompany banking. Define banking relationships for single company banking capability and automatic intercompany postings.

❑ Bank reconciliation tracks checks cashed and still outstanding.

Reporting

❑ Generate a cash needs forecast for any future date (an aged payables report by due date). Or generate an aged payables report by due date, to show how old payables are. Select a summary by supplier or a detailed report listing invoices.

❑ Turn a cash requirements forecast into a cash requirements report, setting up a check run.

❑ Search any supplier by invoice number to call up invoice detail.

❑ Payment history inquiries by supplier show check numbers, check amount, and supplier invoices paid with that check, so you can quickly respond to supplier inquiries about payments made, check dates, check amounts and invoices paid.

For more information...

See the **Purchasing Packet** for descriptions of ordering, transfer and returns programs. Accounts Payable is fully integrated with order processing, so you maintain one master supplier database and link that database to buying, receiving and returns programs.

Customer Accounts & Receivables

Customer service drives business growth. Wallace Haines customer accounts software produces results for customers, and delivers information to your fingertips. You build solid working partnerships with customer accounts.

Enter / Edit Customers
Set Credit Limits and Terms
Attach Customer Abstracts
View Account Summaries
Link Additional Contact Addresses

Print Customer Labels/ Listings

Invoicing
Review Titles Awaiting Action
Enter / Edit Packing Lists, Proformas, and Invoices
Turn Packing Lists or Proformas into Invoices
Print & Update Invoices to Accounting
Audit Open Packing Lists

Cash Receipts & Adjustments
Post Receipts
Create Manual/Miscellaneous Invoices

Account Inquiry/ Management
Customer Statements
Aged Trial Balances
Set up and Post Interest Charges
Maintain a Table of Common Phrases for Comments/Miscellaneous Invoicing

Merge a Text in a Mailing

Enter/Edit Customers

❑ Create customer information records with name, address, phone and ‘default’ rules for invoice generation. Link multiple ‘shipping accounts’ to a single ‘bill-to’ account.

❑ Link additional addresses for other contacts in ordering, credit, marketing, or elsewhere. Attach freelance notes to each account--describe buying preferences, account history or special talking points.

❑ Set up defaults for invoicing and customer statements. Establish credit limits and payment terms.

❑ View up-to-the-minute credit balances and invoice aging.

❑ A multi-element, pinpoint customer search zooms in to target accounts. So you never have to remember exact customer codes or names. Simply select customer name plus parts of address to distinguish among similar account names. As a result, you save searching time and eliminate duplicate customer entries.

Print Customer Labels

❑ Select segments of your customer database for targeted mailings. Sort customer labels by customer code, zipcode, and other user-selected fields. Print a range of labels or selected labels.

Invoicing/Distribution

❑ Filled special orders automatically post to an account’s ‘To-be-Invoiced’ file, awaiting approval for immediate invoicing.

❑ Alternatively, account orders in the ‘to-be-invoiced’ file can become packing lists for store or warehouse picking, or proforma lists, for customer approval.

❑ The Distribution system is built for flexibility. Turn Packing Lists and Proforma lists into invoices. Edit Packing Lists. Note backorder shortages on invoices. Add special charges or discounts.

❑ Editing and reduction of quantities on packing lists or proformas automatically generates a backorder note on the invoice, if customers elect to backorder shortages. Back-ordered shortages immediately register as special orders for invoiced accounts. And the cycle renews--filled orders going directly to a customer's 'to-be-invoiced' file.

❑ Quantities on packing lists display as 'reserved' quantities in inventory inquiry. So all store clerks and order takers know what quantities are sold and what quantities are 'about to be sold.'

❑ Invoice s update inventory, accounts receivable and general ledger.

❑ Get a quick view of account credit status when setting up an invoice for approval. As you add titles to an invoice, a side window calculator displays current invoice subtotal.

Account Inquiry & Management

❑ Financial managers work with immediately updated ledgers.

❑ Customer Inquiries show invoice numbers, invoice dates, reference numbers, amounts pending and paid invoices.

❑ Account status information is available in customer edit and invoice generation programs for current balances, past-due status and available credit.

❑ Online batch processing and audit trails ensure general ledger balancing.

Case Studies: Wallace Haines Accounts Receivable Software at Work

Case 1:
Central Warehouse Distribution

A national distributor of Childrens' music prepares customer orders for shipment and prints picking lists for a central warehouse. After warehouse confirmation and adjustments, packing lists become customer invoices.

Case 2: Selling to Special Libraries

A technical bookstore supplies libraries, research labs, high-tech businesses and universities with quick up-to-date inventory information, Books in Print listings and fast service because Accounts Receivable is fully linked to inventory management programs.

Case 3:
Customer Order Status Reports on the Internet

A computer bookseller downloads customer order status reports to a file for secure Internet posting.

For more information...

See the packet on **Special Orders.** Orders for customer accounts link customer accounts with special order reporting programs. On receipt, customer special orders post immediately to billing accounts, ready for approval as packing lists or invoices.

Invoice updating posts accounting data directly to the **General Ledger**, so sales and account information is always up to date.

The 'Sales and Inventory' Report distinguishes retail sales from account sales, so that you get precise measures of retail activity and inventory turns. The 'Recommended Purchases Report' tells buyers whether daily or weekly sales were in-store sales or invoiced sales to accounts. For more details, see the **Sales and Purchasing** packets.

General Ledger

Financial Statements

Enter Chart of Accounts/ Group Codes
Transfer Accounts
Set up Statement Formats
Print Financial Statements
Print Detailed Financial Analyses by Account Code
Print Profit and Loss Spreadsheets
Print 'Projected' Financial Statements

Sub Ledger System

Enter Sub Ledger Codes
Subledger Report/ Trial Balance
Subledger Inquiry

Postings

Post Transactions
Post Accrual Journal Entries
Post Recurring Entries

General Ledger Account Inquiry

Period End Reports
Trial Balances/ General Ledger
Journal Registers

Deposits
Cash Deposits Master
Outstanding Deposits List
Reconcile Deposits

Budgeting
Enter/ Edit Current and Next Fiscal Year Budgets

Financial Statements

❑ The General Ledger system accommodates many organizational structures--multiple companies, profit centers, and stores. Generate single company statements or combined statements for all companies. Print financial statements for a single profit center or a group of profit centers.

❑ Financial statements present several accounts as a single line item using the chart of accounts grouping feature. Alternatively, detailed profit and loss financial statements show activity for all accounts individually, for example, all computer expense accounts.

❑ Transactions **immediately update general ledger** accounts. Periods can be closed or left open. This flexibility greatly simplifies month-end and year-end processing. Periods can be closed for security and reopened for audited revisions.

❑ Flexibile financial statement designs use historical comparisons, budgets, variances, columnar calculations or percentages. Select monthly, year-to-date, or quarterly reporting.

❑ Profit and loss Spreadsheets show rolling monthly performance. Over a fiscal year, combined actual and budget figures show projected financial performance.

Postings

❑ On-line batch balancing guarantees balanced entries. Recurring entries manage repeated periodic postings (daily, weekly, monthly or yearly). Set posting for mass entry or line-by-line verification. Preset amount or leave amount open, for example, when posting daily sales.

Period End Reports

❑ Trial balances, general ledgers and journal registers give audit support for periodic or year-end review.

❑ Because transactions update the General Ledger immediately, monthly and year-to-date trial balances are available any time.

Deposits

❑ Set up template master for deposits, defining which postings are “deposit” transactions.

❑ Print outstanding deposits list, as you would an outstanding check list. Use the list to reconcile deposits with bank statements. Together with check reconciliation programs, deposit reconciliation completely balances bank statements.

Budgeting

❑ Enter yearly or monthly budgets. Enter separate budgets for general ledger accounts in different profit centers.

❑ Budgeting tools simplify entry of subsequent fiscal years, if projected budgets are percentage increments of previous years actual or budgeted amounts.

❑ Budgets (current and next fiscal year) are completely integrated with financial statements for comparison, variance analysis or calculations.

Case Studies: Wallace Haines General Ledger Software at Work

Case 1:
Profit Centers
An independent bookseller groups related sites together for financial statements. In this way, management has a broad view of overall company performance, a financial snapshot of aggregate group profit centers, and complete individual site detail.

Case 2:
Financial Spreadsheets
One bookseller’s financial officer combines actual detail (for completed months) with budget detail to create ‘projected’ financial performance reports.

For more information...

See the **Payroll** packet for advice on integrating complete payroll and punch card management into the General Ledger.

Wallace Haines software is multistore, multi company and multi profit center. See the **Master Files** packet. You can set up almost any organizational structure you want. Users define system periods and decide how they want to keep historical sales and inventory data.