

ACCPAC®

ACCPAC Small Business Series

System Manager

HIGHLIGHTS

- Bank Services for true bank reconciliation
- Tax Services for all of your tax processing needs
- Data protection and data integrity
- Powerful security features to control user access
- Includes Seagate Crystal Reports
- Supports Microsoft SQL Server and Pervasive.SQL
- Hosts VBA

REPORTS

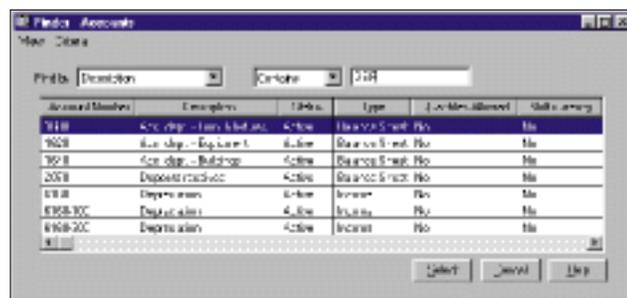
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|-------------------------|---------------------------------|
| Common Services: | Administrative Services: |
| • Company Profile | • Users |
| • Fiscal Calendar | • Security Groups |
| • Optional Tables | • User Authorizations |
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|----------------------------------|----------------------|
| Bank Services: | Tax Services: |
| • Banks | • Tax Authorities |
| • Transaction Types | • Tax Classes |
| • Deposits Status | • Tax Rates |
| • Withdrawal Status | • Tax Groups |
| • Reconciliation Status | • Tax Tracking |
| • Reconciliation Posting Journal | |
| • Transfer Posting Journal | |
| • G/L Transactions | |
| • Options | |

ACCPAC Small Business Series System Manager is the central module of your accounting system

The System Manager controls access to all ACCPAC Small Business Series™ accounting applications and information. It is the hub from which all the other applications operate. It affects nearly everything you do with ACCPAC® for Windows software, from establishing security to searching for a record within a file. The System Manager contains tools to ensure data integrity and complete processing. It also manages multicompany support. Most of the System Manager's functions are divided between Administrative Services and Common Services. Managing security, checking data integrity and activating ACCPAC applications are all Administrative Services tasks. Common Services contains functions used by all applications, including powerful reporting capabilities and other tools that help users work more productively. Together, these tools make it easy for you to concentrate on the accounting aspects of your business, and minimize the time spent on administrative tasks and activities.

Powerful Tools for All Applications

- Use the Finder during data entry to locate specific records. Search on key fields, or lookup descriptions by first letters, narrowing the search as you type.
- Automate day-end processing or weekly reporting with ACCPAC Small Business Series macros. Systems Manager includes a “learn” mode that uses VBA or ACCPAC Small Business Series' powerful programming language to easily automate complex tasks.
- Set up schedules to remind users when recurring transactions become due for processing and process directly from the Reminder List.
- Automate recurring General Ledger, Accounts Receivable and Accounts Payable transactions with the scheduling and Reminder List capabilities of the System Manager.



Finder intuitively locates the information you need.

Windows® 2000 Ready



Integrates with Microsoft Office

- Create mail-merge letters in Microsoft Word using your Accounts Receivable and Accounts Payable data.
- Create analytical reports, graphs and charts in Microsoft Excel using information from ACCPAC Small Business Series.
- Automatically update budgets from Microsoft Excel.
- Download current information from the Internet to automatically update data.
- Design reports in Microsoft Access to analyze data.
- Create Microsoft PowerPoint presentations with continually updated accounting information.
- Obtain your manager's approval for purchase requests through e-mail.

Optional Tables

- Define additional data of your choice for your accounting applications using optional tables, and have the data validated in the applications.

Shared Fiscal Calendars

- Set up fiscal calendars for 12 or 13 periods that are shared by all your company's integrated accounting applications.

True Bank Reconciliation

- Manage banks and bank information.
- Reconcile bank statements and create general ledger batches for deposit interest and bank service charges.
- Use with Accounts Receivable, Accounts Payable and Payroll to do everything from tracking checks and deposits and handling reversal of checks, to keeping an audit trail of all payments and deposits.
- Process transfers between banks.

Handle All of Your Tax Processing Needs

- Handles all tax computations and reporting related to sales and purchases.



Common Services is the heart of your accounting system, simplifying system administration

- Maintains all tax authorities and tax classes for Accounts Receivable, Accounts Payable, Order Entry and Purchase Orders in one place. Keeps audit trails of all transactions and provides centralized tax reporting.

Data Protection and Data Integrity

- Use security groups to control access to applications and specific functions within them.
- Set up security standards separately for each application; give users different permissions for different applications.
- Check data integrity for all your company data or for individual ledgers.
- Restart batch operations, such as importing or posting, that were not completed successfully. System Manager warns you of problems at sign-on and identifies where problems occurred.

Flexibility Saves Time and Effort

- Run ACCPAC Small Business Series in a single-user or multiuser environment.
- Customize your desktop. Organize tasks by business process and create your own ACCPAC startup group.
- Send printing to the screen, a file, a printer or an e-mail address.
- Use a built-in pop-up calculator to do simple calculations without leaving your data-entry field.
- Rearrange and hide columns, change column widths and split lists of data in two windows that are wider than the screen.

Multicompany Support

- Maintain any number of system and company databases in a single ACCPAC installation.
- Share user and security information among several company databases, or create separate system databases to support different security needs.

Comprehensive Multicurrency and Euro Support with the Small Business Series Multicurrency Module

- Adds an unlimited number of currencies and currency exchange rate tables.
- Maintains the currencies of participating euro countries with the fixed exchange rates used to convert transactions.
- Allows you to specify an EU member currency that you can use for reporting purposes when your financial currency is euro.

Investment Protection Plan

- Upgrade from any prior version of ACCPAC Plus™ or any version of ACCPAC for Windows.

ACCPAC®

For more information about this and other ACCPAC® products, please call:

800-808-7000

or visit:

www.accpac.com

For current system requirements, consult your authorized ACCPAC reseller or visit www.accpac.com.

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Seagate Crystal Reports is the technology of Seagate Software Information Management Group, Inc.

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