

# SPECS

## 4<sup>th</sup> Quarter<sup>®</sup> Accounting Solution — Unrivaled Freedom to Modify

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### Profit Centers & Departments

Are optionally available to segregate the chart of accounts into up to 999 profit centers and up to 999 departments. When they are used their profit center or department number becomes part of the GL Account number.

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### Journals

4Q comes with one of each of 7 standard journals. Any number of additional journals can be created. Each account appears on only one journal. Access to journals and their account histories can be limited to specific users by password.

#### Journal Reports:

**Account statement:** selected transactions or running balance.

**Aging report:** 4 period aging for selected accounts, can be configured to display varying levels of detail.

**Audit report:** contributions to selected accounts can be configured to print anything from GL Account summaries to transaction reports.

**Selected accounts.**

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### Chart of Accounts

The Chart of Accounts contains two types of accounts:

**General Ledger accounts:** GL accounts are assigned to 1 of 10 accounting categories, a Journal, and optionally a profit center and/or department. GL accounts carry numbers 5, 8 or 11 character in length.

**Accounts:** each account is assigned to a unique GL account. Accounts carry a 5-character code and an optional 3-character suffix. The combined GL Account plus account code is then between 6 and 20 characters. Individual “restricted” accounts can be included in transactions only by privileged users.

#### Automated Procedures

**Balance monitoring:** each account can be assigned up to 4 balance-alert levels. Users are informed before they enter a transaction that exceeds these levels.

**Duplication:** new accounts created from existing accounts inherit their settings.

**Fiscal Year Roll-Over:** updates running YTD balances as of any new FY starting date.

**Period Closing:** for any date and for any selection of journals.

#### C of A Reports

**Lists:** selected GL accounts or selected accounts presented in summary or detail.

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## General Ledger

GL entries summarize contributions from accounts. Entries are created by posting existing transactions. Transactions can be posted to any period. GL entries can be annotated, but not changed. Monthly or 4-weekly GL periods can be selected, or set up to 365 custom periods per year.

### Automated Procedures

**Period locking:** the administrator determines which periods are closed to further posting. Closed periods can be reopened.

**Posting:** GL entries summarize the effect of un-posted transactions on GL accounts. Posting can be done at any time, to any period past or future. Items to be posted can be found by date or account range, posted in batch or individually.

### GL Reports

**Financial reports:** Income Statement, Balance Sheet plus an unlimited number of custom reports.

**Lists:** selected GL entries.

**Posting summary:** totals of GL credit and debit entries over 2, 3 or 4 consecutive periods in 2, 3 or 4 column reports. Amount of detail can be expanded from account summary to full transaction details.

**Trial balance:** total of GL entries over 2, 3 or 4 consecutive periods in 2, 3 or 4 column reports, which are also expandable.

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## Transactions

Transactions involve any number of components. Transactions are marked as “restricted” and accessible only to selected users if they involve any restricted account. Transactions are created from any of over a dozen different entry screens; each designed to facilitate a different type of entry.

### Entry Screens

**Cash entry:** for deposits, withdrawals, and check printing.

**General entry:** for complete control of transaction components.

**Invoice and Purchase Orders:** create transactions when items are shipped or received.

**Sales and Purchase entry:** supporting 12 different types of sales and purchase entries.

### Automatic Procedures

**Archiving and Restoring:** posted transactions are removed from the database to disk; a brief record is kept of each archived transaction. Transactions can be restored from archives.

**Creation from a template:** a transaction is created from a transaction template.

**Inventory entry:** for simultaneous updating of inventory and inventory accounts.

**Reversing entry:** creates a new entry to undo the effect of a posted transaction.

### Transaction Reports

**Account statement:** for any accounts.

**Lists of selected transactions:** printed in brief or in detail for selected accounts and date ranges.

**Running balance:** for any account and dates.

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## Transaction Templates

Templates represent frequently entered or recurring transactions; the system alerts the user when a template record is due for entry. Templates can be assigned restricted access status.

### Automated Procedures

**Alert for templates due:** The system's Task Screen gives users 1-click access items that the system has flagged as due for entry.

**Update recurring entries:** templates are specially marked when due for entry. The system monitors templates to check which are due for entry.

### Template Reports

**Templates:** selected templates or selected template components printed in brief or in detail.

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## Notes

The system allows the creation of multi-user note records that can be either attached to customer or vendor records. Notes can exist in the common Note file without being attached to any record.

Notes can be marked as public, private, or accessible only by members of a selected group. Notes can be viewed either through the entry screen of the record to which they are attached, or through the common Notes area.

### Automated Procedures

**Alert for notes due:** The system tracks notes assigned an "action" date, flags them when they're due for attention, and lists them on the Task screen.

### Notes Reports

**Notes:** selected by date, subject, type, group, etc. and printed in brief or in detail.

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## Tasks

The system tracks recurring or pending tasks that include: transaction templates due for entry, inventory items below reorder levels, currencies whose rates are out of date, and note records that are triggered by date.

A task window can be set to appear for users listing these pending tasks by area. The task window provides users with a 1-click method of going straight to those areas, and finding items that need attention.

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## Multiple Currency

High-end multi-currency features include an unlimited number of types of rates per currency, and a database of rates for each currency and each rate type. The

allowable age of exchange rates can be set for each currency, as well as whether the user can modify the rates or not.

All accounts store balances in the system's base currency and, optionally, in a foreign currency. Every transaction stores transaction amounts in both the base currency, the foreign currencies, and any exchange rates used to convert to those currencies at the time of entry.

All transactions, including invoices and PO's, can be entered in any currency. The system converts and stores values in the system base and account currencies.

### Screens

**Currency entry:** provides a central screen to modify or review all aspects and rates for a currency.

**Rate type entry:** to create types beyond the basic set of buy, sell and average rate types.

**Rate entry:** each entry being date and time stamped.

**All account screens:** every account list throughout 4Q will display balances in system or account currencies.

**All transaction screens:** every transaction list throughout 4Q will display transaction components in system, transaction, or account currencies.

### Automatic Procedures

**Due for update:** flags currencies whose exchange rates are too old. An alert is placed on the Task screen.

**Realized gains:** are automatically calculated as payments are made or received.

**Unrealized gains:** revaluation adjustment for selected date ranges and accounts according to indicated rate.

### Currency Reports

**Currencies:** selected currencies printed in brief or in detail.

**Financial reports:** can be printed in system base or foreign currency.

**Rates:** selected rates by currency, rate-type, or date.

## Cash Accounts

Transactions involve any number of components. Transactions are marked as "restricted" and accessible only to selected users if they involve any restricted account. Transactions are created from any of over a dozen different entry screens. Each screen is designed to facilitate a different type of entry.

### Screens

**Cash entry:** for deposits, withdrawals and check printing.

**Reconciliation:** create transactions when items are shipped or received.

**Register:** lists entries and provides access to cash functions.

**Undeposited funds.**

### Automatic Procedures

**Check printing:** checks are printed individually or in batch.

**Creation from a template:** automatic deposit or withdrawal according to a template.

**Reverse/Void entry:** will reverse if possible, but will void instead if item is printed or posted.

## Transaction Reports

**Account Statement:** for any period.

**Allocation report:** identifying how payments were matched with AR or AP items.

**Check printing:** numbered or unnumbered, in standard or customizable formats.

**Running balance:** for any account and period.

**Selected transactions:** printed in brief or in detail.

## Payable / Receivable Accounts

Vendor payable and customer receivable entries that do not involve inventory can be entered through the sales and purchases screens. Entries that involve inventory are handled through inventory, invoice, and purchase order screens. The following functions apply to accounts on the Payable or the Receivables journals.

### Automated Procedures

**Allocation by items due:** locates and pays items across accounts by due date and payment priority.

**Automatic allocation:** each account can be configured for automatic reconciliation when payments are entered.

**Finance Charges:** assessed on amounts receivable according to rates set for individual accounts.

**Group account allocation:** reconcile payments with debts for groups of accounts.

**Individual account allocation:** reconciliation in part or total by age of debt or priority assigned to each transaction.

**Untaken Sales Discounts:** discounts from invoices and POs are reversed when the discount term expires.

### AR, AP Reports

**Account statements:** printed for individual accounts or in batch.

**Allocation report:** identifying the payments matched with AR or AP items.

**Lists of accounts.**

**Running balance statements:** printed for individual accounts.

## Financial Report Generator (FRG)

The FRG allows you to build report templates stored on-line to be used for printing future reports. All reports are multi-column and multi-period and support actual and budget figures, percent contributions to account groups and drill-down to transaction detail level. Financial reports can be expressed in the system's base currency, or the accounts' foreign currency.

### Automated Procedures

**Automatic report creation:** creation of Income Statements or Balance Sheets for the current Chart of Accounts for selected profit centers.

**Automatic verification:** ensures that a selected report template is a complete Income Statement or Balance Sheet for selected profit centers.

**Batch printing:** multiple reports can be queued for sequential printing.

### Financial Reports

The user selects one or more Financial Report templates and specifies a date or date range. The system either prints the report or creates a hypertext version that supports drill-down, which is explored on-screen.

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## Invoicing and Purchase Orders

Invoices and POs create transactions that affect inventory, sales, AR and AP. 4th Quarter handles what we refer to as "virtual orders" that collect all the information about, and track the progress of each order. Virtual orders track multiple shipments, carriers, back orders, RMA's and return items.

All the pertinent information is managed from one location. Statements, picking slips, packing slips and quotes can be printed to reflect the state of the order at any time.

Virtual orders link to inventory, customer, vendor, address, account, sales tax and payment term information. They journalize entries in batch or in real time. They support stock, service or mixed stock & service line items, sales and trade discounts, distribution to default or individually assigned sales, purchase, income and expense accounts.

Virtual invoices support multiple sales tax rates, multiple currencies, multiple item unit quantities, and lists of item scheduled for return.

### Automated Procedures

**Back order:** if some items on an invoice have not been shipped, this information is recorded as part of the line item. It is updated as additional items are shipped. There is no need for additional back order records.

**Batch processing:** this journalizes selected, deferred entries so that the accounts involved with the invoices or POs are brought up to date.

**Deferred journalizing:** new invoices and POs are stored in a "batch" that is processed all at once to update the accounting journals at a time when more processing time is available. Deferred journalizing can be turned on or off for individual entries.

**Invoice shipping:** a special screen for shipping personnel combines full searching and sorting with the ability to modify only the quantities shipped and the return items received.

**Item pricing:** done using an unlimited number of graduated schedules per item. Various different sales quantities can be set for each item, chosen on the invoice or PO, with automatic price recalculation.

**Multi-currency:** invoice and PO's default to the currency of the customer or vendor, but can be reset to price in any other currency. The system automatically uses the latest conversion rates.

**PO receiving:** a special screen for receiving personnel combines full searching and sorting with the ability to modify only the quantities received.

**Sales/Purchase analysis:** determines items bought or sold with the most or least within a given time period. according to various measures.

### Invoice and PO Reports

**Selected Invoices or Purchase Orders** reported in brief or in detail.

**Stock Invoice or Purchase Order**

**Service Invoice or Purchase Order**

**Packing slip or Receiving memo**

**Billing labels**

**Lists of past shipments and the associated items shipped and received**

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## Customers, Vendors and Sales Reps

Customers link to receivable and sales accounts, a payment terms record, a billing address, a primary shipping address, an unlimited number of secondary shipping addresses, and an unlimited number of sales tax rates. Customers are assigned a price code to determine the item price schedules used on invoices.

Vendors support the same features but link to payable and purchase accounts.

Sales reps link to an AP account.

Each customer, vendor and sales rep can have their own AR or AP accounts, or customers, vendors, and sales reps can be grouped to share common AR or AP accounts.

Customers and vendors can be assigned a variety of note records accessible through the customer and vendor screens, or through the general Notes area.

### Reports

**Selected customers, vendors or sales reps:** reported in brief or in detail.  
**Receivable statements** and **Payable statements**  
**Mailing labels**

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## Inventory

Inventory items can be separately linked to asset, sales, purchase, cost of goods sold, and spoilage accounts. Inventory costing is handled on an average cost, true LIFO or FIFO basis. Historical records are kept on all items, and purchase and sale of stock items can be tracked by lot number.

Items support an unlimited number of graduated quantity pricing and costing levels as well as time-limited discounts. Price, cost, and commission schedules can be individually linked to individual vendors and to customers and sales reps according to their classification.

Record is kept of quantities in stock, quantity available, and quantity on order. Items can be assembled from other items, and the assemblies can become components in subsequent assemblies. Multiple items can be assembled or disassembled at one time. "Just-in-time" assembly is supported in which assemblies are created when orders are shipped.

### Automated Procedures

**Minimum level:** the system raises a flag for any item whose level falls below its minimum. An alert is placed on the Task screen.

**Inventory adjustment:** provides a special screen for easy maintenance of levels of selected items. Adjustments made through this screen are entered into the accounting journals as a single entry.

**Item assembly:** once an assembled item's components have been defined, the assembled inventory can be augmented and the component inventory is depleted at the push of a button.

**Multiple item assembly/disassembly:** groups of items can be assembled from components or disassembled back to components. A single transaction is generated.

**Track inventory by lot number and serial number:** incoming inventory can be assigned separate lot numbers and serial numbers that are tracked as the shipment is split up across various invoices.

## Reports

**Bill of Materials** for assembled items.

**Inventory level analysis:** item quantities relative to minimum reorder levels.

**Selected items** reported in brief or in detail.

## Payroll

Define the correspondence between accounts in 4Q and accounts in CheckMark's cross-platform payroll application. Automatically import CheckMark's GL entries. Can be adapted easily to work with other payroll applications.

## Reporting

Reporting are handled independently in every area. Each area supports both standard and custom reports. Configurable reports are available in journals and in the GL module. Financial reporting is supported in its own module and draws on information stored in the General Ledger.

**Standard Reports:** All standard reports can be configured to include whatever accounts meet your search criteria sorted as they appear on-screen. All reports can be printed to screen, paper, disk, or with optional software, routed to fax or Adobe Acrobat<sup>®</sup> output.

**Configurable Reports:** Certain reports, such as trial balance, audit and aging journal reports, can be configured to report multiple levels of detail that include GL account summary, individual accounts, or itemized details. Different sections of a given report can be configured differently and each configuration is stored for future use.

**Financial Report Templates:** These GL reports can be customized on a line-by-line basis, support up to up to 3 levels of subtotals, and up to 4 columns displaying balance, budget figures, or percentages. FR Templates generate hypertext reports that allow on-screen data exploration with embedded reporting capabilities.

**Customizable Reports:** This is a completely self-contained report programming environment in which you can create your own reports, customize your layouts, rearrange fields and add your own graphics. Customizable reporting can either be done by the user or using the embedded report programming language.

**Programmable Reports:** All standard reports are written in the 4<sup>th</sup> Dimension programming language and, as such, all can be modified with access to the source code. All 4<sup>th</sup> Quarter modules employ extendible report management to allow the addition of an unlimited number of additional custom-programmed reports

**Crystal Reports®**: 4<sup>th</sup> Quarter can be used in conjunction with Symantec's powerful Crystal Report editor. Data is drawn from 4<sup>th</sup> Quarter's tables into Crystal Reports where it can be displayed using a wide variety of analytical and graphical tools.