

**PUBLIC-SECTOR**

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**ENTERPRISE  
MANAGEMENT  
SOLUTIONS**

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**MODULES  
DESCRIPTIONS & FEATURES**





Client-Server Accounting  
Inventory Control Module

# CONTROL SYSTEM

USL FINANCIALS™

“Of the systems reviewed, Public-Sector Solutions was the most user friendly. After seeing many demos, the selection committee agreed that this solution would be the easiest for all of our schools to learn to use.”

**Brenda Williams**, Internal Auditor  
East Baton Rouge Schools

The Control System module is the heart of the USL Financials accounting system. In Control System, you set up the basics of your financial structure: organizational data, components, chart of accounts, accounting periods and budgets.

The Control System module has features specifically designed for the fund accounting user (FUND SQL).

## OVERVIEW

The Control System module allows true integration of any USL Financials modules at any time. All accounting modules can be used either as standalones or as a fully integrated system in combination with other modules. Because they have elements in common, combining these elements into one Control module makes the entire system more efficient. Adding modules at a later date, for example, becomes much easier: all the basic data needed for your company is already entered and available to the new module.

As new accounts are entered into the Control System module, specific account properties are easily and quickly defined.

## FEATURES

### Organization Data

This table contains basic information about your organization. If you will be keeping books for multiple companies, an organization file can be set up for each. Specify information in this file such as company name and address, and the number of components (account segments) used.

### Fiscal Years and Accounting Periods

Multiple fiscal years can be defined in USL Financials, allowing a user to define years based on a diversity of needs: a fund accounting user, for example, can define fund or grant years in addition to the organization's taxable fiscal year.

Users can define as few as one or as many as 98 accounting periods for each fiscal year defined. Accounting periods can be manually defined or automatically spread based on monthly periods.

### Components

As many as nine individual components, or account segments, can be defined. Each component can have a value of up to nine alphanumeric characters; the total characters in each account can not exceed 32. All component numbers and descriptions valid for the system are defined in the Control System module.

### The Chart of Accounts

USL Financials allows an unlimited number of accounts. As the chart of

accounts is built, the component file is accessed for valid entries. The user can designate each account as a posting and line-item budgeting account or as a budget group account that incorporates other accounts for budgeting purposes only.

### Budgets

Users can define up to 5 budget versions. Budgets are assigned to GL accounts by the version and Fiscal Year; therefore, every GL account can hold up to 5 different budgets. Budgets versions can be used concurrently. They are used throughout the system and can be assigned to individual accounts on an as-needed basis.

### Security

The Control System module contains comprehensive security functions. Security can be maintained at the individual database, the USL Financials module, the functions and features within each module, and at the account level.

The system administrator sets up groups and assigns users as necessary. Users only see the menu items or accounts necessary to do their jobs; they don't even see other features or accounts on their screens. A new feature is Account Level Security (ALS), where access to specific accounts or groups of accounts in the Chart of Accounts can be restricted.

### On-Line Help

USL Financials contains context-sensitive, on-line help for all features and functions of the system.

### REPORTS

- Budgets
- Cash Accounts

- Chart of Accounts
- Components
- Fiscal Years
- Multiple Organizations
- Account Attributes Reports:
  - Attributes
  - Account Attributes
  - Component Attributes
- System Audit Trails - Change Logs
- Security Reports:
  - Group Membership
  - Group Menu
  - View User Account
  - User Menu
  - ALS Groups
  - ALS Group Analysis

### SYSTEM INTEGRATION

Control System is the key for initializing and setting up all other USL Financials modules for integration. Data entered into the Control System module acts as the "background" for the other modules. Accounts, default information and budgets entered in CS are called and verified by General Ledger, Accounts Payable and Receivable, Purchase Order, Purchase Requisitions, Inventory Control, and Job Cost. *Client-Server Accounting Control System Module*

### SYSTEM REQUIREMENTS

*Minimum Requirements (New machine)*

#### SQL Server Host Configuration

**RAM Memory Requirements (MB)**  
 NT Server Operating Base RAM 128  
 SQL Server Operating Base RAM 128  
 Database RAM (64MB/user database) 128  
**Total RAM 384 MB**

#### Hard Disk Requirements (GB)

**NT Server Primary Partition 6 GB**  
 SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)  
 SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)  
**Total Second Partition Size 6 GB (Minimum)**

#### Processor Configuration

Processor Configuration Recommendation  
**Single Processor Configuration 550MHz+**

#### Network Adapter

10Mbit/s Ethernet Network Adapter

#### Workstation (Legacy Machines)

Pentium 200MHz  
 32 MB RAM for Windows 9x, 64 MB RAM for Windows NT 4.0  
 300MB Hard Disk space free  
 Mouse  
 10Mbit/s Ethernet Network Adapter Card

*Recommended Requirements (New machine)*

#### SQL Server Host Configuration

**RAM Memory Requirements (MB)**  
 NT Server Operating Base RAM 128  
 SQL Server Operating Base RAM 256  
 SQL Server RAM/User (2MB/user) 20  
 Database RAM (64MB/user database) 128  
**Total RAM 532 MB**

#### Hard Disk Requirements (GB)

**NT Server Primary Partition 6 GB**  
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 SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)  
**Total Second Partition Size 6 GB (Minimum)**

#### Processor Configuration

Processor Configuration Recommendation  
**Dual Processor Configuration 550MHz+**

#### Disk Partitions should be RAID5

#### Redundant Power Supplies

#### Network Adapter

100Mbit/s Ethernet Network Adapter

#### Workstation (Legacy/New Machines)

Pentium III 350+MHz  
 64 MB RAM for Windows 9x, or Windows NT 4.0  
 300MB Hard Disk space free  
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# GENERAL LEDGER



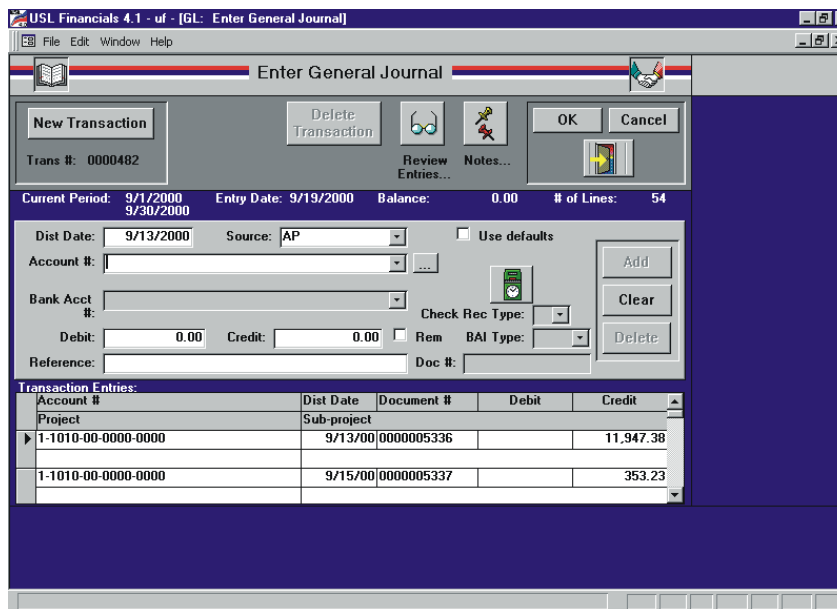
"Thanks to the open architecture upon which USL is built, we have developed our own customized reports which are published on-line through our intranet, and we have successfully automated many procedures and transactions through our internal website with work-flow features which feeds directly into our financials. When we required the support and advice of the USL staff, it has been coming on a timely bases.

Larry A. Keinath, CFO  
Wistar Research Institute

The General Ledger is the area of accounting where all sub-ledger records are brought together to be classified and summarized. Financial statements are printed based on the General Ledger data.

## FEATURES

- Use independently or interfaced to the *USL Financials* Accounts Receivable, Accounts Payable, Inventory Control, and Project Accounting modules.
- Quickly & easily transfer subledger distributions from interfaced *USL Financials* modules.
- Supports import of Journal entries from Excel spreadsheets and ASCII files (with validation) with a single click.



The General Journal supports automatic reversal for accrual entries, and an unlimited number of journal entries. Each entry is marked for sub-ledger source. Detailed notes can be added and updated as necessary.

- Allows accounting administrators to review and post their staff's General Ledger transactions.
- Supports due-to/due-from accounting for not-for-profit and government organizations.
- Supports entry and editing of General Journal transactions
  - ◆ Optionally allows posting to closed periods.
  - ◆ Unlimited entries can be made for each General Journal transaction.
  - ◆ Produces the General Journal Edit List for transaction review prior to posting.
  - ◆ Automatically produces the General Journal Posting Register for a permanent record of posting activity.
- Handles an unlimited number of Recurring General Journal entries
  - ◆ Both fixed and variable entries are supported.
  - ◆ Allows for transaction distribution by percentage or dollar amount.
  - ◆ Controls how many times an entry can be used, or allows for unlimited use.
  - ◆ Users can select recurring entries by account number or user-defined group.
  - ◆ A master list of recurring entries, and a selection list can be printed.
- Journal Distribution Codes can be defined and selected to move a predefined period balance from

one set of accounts to another by percentage.

- Includes a full spectrum of on-line and paper-based reports, including:
  - ◆ On-line detailed account activity
  - ◆ Drill-down to subsidiary ledgers
  - ◆ Standard Financial Statements
  - ◆ Budgeting and budget analysis reports
  - ◆ Automatically writes selected reports to disk to insure the integrity of the audit trail. These reports can be viewed and printed at your convenience.
  - ◆ Source Cross Reference capability for audit trails.
- Includes a flexible year-end closing procedure. Closed years can be reopened for adjustment purposes.
- Includes *USL Financials* security.
- Includes comprehensive, context-sensitive on-line Help, available at the touch of a key.

## REPORTS

- View Account Activity
- View Transaction Activity
- Export GL to Worksheet
- Source Cross Reference report (identifies interfaced source transactions for audit trail purposes)
- Source Code List
- Distribution Code List
- Recurring Journal List
- Balance Sheet
- Trial Balance
- Income Statement
- Actual vs. Budget
- Annualized Actual vs. Budget
- Quick Financials Report Writer
- Fully integrated with the Microsoft Office suite of products to support organization-wide reporting. Direct export to Excel and other commercial spreadsheet applications.

- Budget Exceptions
- Advanced reporting features through fully interfaced third-party software: FRx for Windows/USL Financials version.
- Automatically spools edit lists and posting registers to disk to assure the integrity of the audit trail, and to save computer time. These reports can be printed at your convenience.

## SYSTEM INTEGRATION

Transactions are posted directly to the General Ledger module through the General Journal. Subsidiary ledger transactions from interfaced modules are transferred via the Transfer Distributions function.

Directly interfaced USL Financials modules include Accounts Payable, Accounts Receivable, Inventory Control, and Job Cost.

GL accounts, accounting periods and budgets are verified through the Control System module.

Advanced financial reporting is accomplished through three report writers: Quick Report Writer, Customer Report Writer or FRx financial reporting system. This powerful, fully integrated reporting module allows for complete control of your most demanding financial statement needs.

Other USL Financials modules include Purchase Order, Purchase Requisitions, and Check Reconciliation. Partner solutions can be recommended for Payroll, Human Resources, Fixed Assets, advanced Budgeting and Allocations.

## SYSTEM REQUIREMENTS

*Minimum Requirements  
(New machine)*

### SQL Server Host Configuration

#### RAM Memory Requirements (MB)

NT Server Operating Base RAM 128  
SQL Server Operating Base RAM 128  
Database RAM (64MB/user database)  
128

**Total RAM 384 MB**

### Hard Disk Requirements (GB)

#### NT Server Primary Partition 6 GB

SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)

SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)

**Total Second Partition Size 6 GB  
(Minimum)**

### Processor Configuration

Processor Configuration Recommendation

**Single Processor Configuration  
550MHz+**

### Network Adapter

10Mbit/s Ethernet Network Adapter

### Workstation (Legacy Machines)

Pentium 200MHz

32 MB RAM for Windows 9x, 64 MB RAM

for Windows NT 4.0

300MB Hard Disk space free

Mouse

10Mbit/s Ethernet Network Adapter Card

*Recommended Requirements  
(New machine)*

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Inventory Control Module

# ACCOUNTS PAYABLE



USL Financials Accounts Payable contains all the functions necessary to track, distribute and pay invoices. There is a close integration with USL Financials Purchase Order and Job Cost modules for companies that also require these functions.

The Accounts Payable module has features specifically designed for the non-profit or government market (FUND SQL).

Check #	Chk Date	Amount	Status	Vendor#	Vendor Name	Payee#
0000005197	7/10/00	174.47	Uncleared	PITNE	Pitney Bowes	PITNE
0000005197	7/10/00	52.22	Uncleared	PITNE	Pitney Bowes	PITNE
0000005198	7/10/00	375.27	Uncleared	PITNEWOR	PITNEYWORKS	PITNEWOR
0000005199	7/10/00	143.14	Cleared	SOUTH	Southwestern Bell	SOUTH
0000005200	7/10/00	184.94	Cleared	SPRIN	Sprint	SPRIN
0000005200	7/10/00	101.64	Cleared	SPRIN	Sprint	SPRIN
0000005200	7/10/00	95.18	Cleared	SPRIN	Sprint	SPRIN
0000005201	7/10/00	60.96	Uncleared	UNISH	Unishippers Associator	UNISH
0000005201	7/10/00	60.41	Uncleared	UNISH	Unishippers Associator	UNISH
0000005202	7/10/00	198.99	Uncleared	UUNET	UUNET Technologies, In	UUNET

On-line inquiries are fast and comprehensive with USL Financials. View a vendor's Invoice History, Open Items or Checks, or see the organization's Payments by Month.

## FEATURES

- Allows numeric or alphanumeric vendor numbers up to 6 characters in length. Optional automatic numbering for new vendors entered into the system.
  - ◆ Fast, on-line vendor account inquiry.
  - ◆ 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.
  - ◆ Vendor purchasing addresses are maintained for use with *USL Financials* Purchase Order. These addresses are in addition to the vendor's remittance address.
- ◆ Vendors can be designated as temporary. When printing reports from vendor history, the temporary vendor's name will appear, however temporary vendors are easily purged from the system once payments have been made.
- ◆ Unlimited date and time stamped notes can be attached to vendor records.
- ◆ Vendor mailing labels can be printed and the label data can be exported to Microsoft Word to be used in mail merges and for other word processing functions.
- ◆ If the vendor is an individual, it is stored in an alternate format (last name, then first name) to allow look up by the vendor's last name.
- An unlimited number of AP accounts and cash accounts can be defined.
- Supports entry and modification of new payable vouchers, open item adjustments and voucher cancellations.
  - ◆ Payables distributions can be made by dollar amount or percentage.
  - ◆ Distribution codes can be set up to automatically distributes payables by percentage.
  - ◆ The purchase order number and invoice number can be up to fifteen alphanumeric characters.

- A twenty-five character reference description field is provided on the accounts payable transaction screen. This reference can be printed on check stub (optional).
  - ◆ Produces a pre-posting edit list and an automatic posting register.
- Handles unlimited recurring payable entries.
  - ◆ Designate recurring payables as fixed or variable; make changes during the selection process or select "as is."
  - ◆ Recurring payable transactions can be selected manually or automatically, and their selection can be filtered by vendors, groups, and cut-off date.
  - ◆ Distributions are entered during recurring transaction entry; they can be edited during the selection process or when the entry is turned into a regular payable transaction.
- Supports entry of manual payments against AP open items, and non-AP payments.
- Supports import of external payables data from other software programs (with validation).
- Computerized check processing includes two flexible voucher selection methods.
  - ◆ Indicate full or partial payments of selected vouchers.
  - ◆ Produces a check list prior to check printing.
  - ◆ Prints a cash requirements report.
  - ◆ Prints a cash disbursements projection report.
- Prints AP checks and automatically produces the check register.
  - ◆ Both laser and dot-matrix check formats are provided.
  - ◆ Check voiding process restores vouchers to open status.
  - ◆ Support for MICR encoding, direct deposit and electronic payments with the option of Create-A-Check.
- AP can be interfaced to *USL Financials* General Ledger, Job Cost and/or Purchase Order, or used stand-alone.
- Can be interfaced to *USL Financials* Check Reconciliation to reconcile the AP checkbook.
- Processes and prints 1099 Misc. forms, both paper and magnetic formats. Allows for a 1099 Year Close so that the following year's transactions can be entered prior to printing 1099 forms.
- Automatically stores certain reports on disk to assure the integrity of the audit trail, including edit lists and automatic posting registers. These reports can be printed immediately, or at your convenience.
- Includes comprehensive, context-sensitive on-line Help, available at the touch of a key.

## REPORTS

- Provides powerful on-line inquiry and drill-down tools:
  - ◆ View Vendor Invoice History
  - ◆ View Open Items
  - ◆ View Payments by Month
  - ◆ View Checks
- Distributions to General Ledger
- Distribution Codes
- Recurring Payables List
- Aged Open Items
- Open Payables History by Date
- AP Accounts
- Check Register History
- Excess Checks
- Vendor History
- Vendor Labels
- Vendor Information
- Cash Disbursements Projection
- Cash Requirements
- Purchases/Discounts
- Purchasing Addresses

## SYSTEM INTEGRATION

Accounts Payable verifies account numbers, components, and budgets through the Control System module.

AP can be interfaced to *USL Financials* General Ledger, Job Cost and Purchase Order, or used stand-alone.

Vendor tables, purchasing addresses, and distribution codes are shared with the Purchase Order module and can be maintained from either module.

Interface with *USL Financials* Check Reconciliation to reconcile the cash accounts used to make payments.

## SYSTEM REQUIREMENTS

### *Minimum Requirements* (New machine)

#### SQL Server Host Configuration

#### RAM Memory Requirements (MB)

NT Server Operating Base RAM 128

SQL Server Operating Base RAM 128

Database RAM (64MB/user database)

128

**Total RAM 384 MB**

#### Hard Disk Requirements (GB)

#### NT Server Primary Partition 6 GB

SQL Installation on Second Partition (S,

M, L Sizing/database) 0.9 GB (Sizing is

for databases)

SQL Database Backup Requirements 3.5

GB (Sizing is for 5 backups)

#### **Total Second Partition Size 6 GB**

(Minimum)

#### Processor Configuration

Processor Configuration Recommendation

#### **Single Processor Configuration**

**550MHz+**

#### Network Adapter

10Mbit/s Ethernet Network Adapter

#### Workstation (Legacy Machines)

Pentium 200MHz

32 MB RAM for Windows 9x, 64 MB RAM

for Windows NT 4.0

300MB Hard Disk space free

Mouse

10Mbit/s Ethernet Network Adapter Card

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Inventory Control Module

# ACCOUNTS RECEIVABLE

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USL Financials Accounts Receivable helps you manage two of the most vital aspects of doing business: Cash management and customer information. Powerful on-line inquiry features, invoice and statement generation, and comprehensive open item aging help you track and manage all aspects of receivable transactions.

Enter and print detailed line-item invoices directly from the Accounts Receivable module.

## FEATURES

- Provides for complete customer maintenance:
  - ◆ Handles numeric or alphanumeric customer numbers up to 12 characters in length.
  - ◆ Maintains complete customer history, and offers fast, on-line customer account inquiry.
  - ◆ Offers Open Item and Balance Forward methods of maintaining customer balances. Balance method can be individually selected for each customer.
  - ◆ Maintains customer defaults for credit and shipping terms, sales taxes, and sales representative information.
  - ◆ Unlimited date and time stamped notes can be attached to customer records.
- Prints customer labels: label data can be exported to Microsoft Word to produce mail-merged dunning letters and other word processing functions.
  - ◆ Allows loading of current AR open items and balances directory into the open item table to facilitate a smooth transition from a previous AR system.
- Maintains an unlimited number of AR and Bank Accounts.
- Maintains default information for finance charges, commission rules, distribution (allocation) accounts, and open item aging.
- Provides for setup and maintenance of sales representatives, sales tax codes, customer credit term codes, and ship-via codes.
- Provides for setup and maintenance of distribution codes to automatically allocate sales and receipts.
- Produces detailed line item invoices, credit memos and debit memos.
- Supports entry and modification of new sales transactions.
  - ◆ Provides a pre-posting edit list and an automatic posting register.
- Provides for setup and maintenance of an unlimited number of recurring sales entries:
  - ◆ Designate recurring sales as fixed or variable; select recurring sales “as-is,” or make changes during the selection process.
  - ◆ Recurring sales can be selected manually or automatically, and selection can be filtered by a variety of entry parameters.
  - ◆ GL account distributions are specified during recurring sale entry; distributions can be edited during or after selection.

- ◆ GL account distributions are specified during recurring sale entry; distributions can be edited during or after selection.
  - Supports entry of AR and miscellaneous cash receipts:
    - ◆ Provides a cash application worksheet to simplify entering cash receipts against open receivables.
    - ◆ Supports automatic printing of miscellaneous cash receipts.
    - ◆ Provides a pre-posting edit list and an automatic posting register.
  - Prepares deposits: Prints deposit slips and a deposit summary.
  - Provides a comprehensive NSF check program: Record check returns and collections on the same screen.
  - Calculates finance charges for late payment.
  - Produces periodic statements of account.
  - Ages customer accounts based on invoice date or due date.
    - ◆ Produces a comprehensive aging report that can be used as a collection report or a cash projection report, using "future" aging.
  - Can be interfaced to the *USL Financials* General Ledger and Job Cost modules.
  - Interface to *USL Financials* Check Reconciliation to reconcile the AR checkbook.
  - Includes comprehensive, context-sensitive on-line Help, available at the touch of a key for every function in the system.
- drill-down.
- Enter and print line-item Invoices.
  - Invoice History
  - Reprint Invoices from History
  - Prints Statements of account.
  - Sales Commissions
  - Export Commission History (to an Excel spreadsheet)
  - Sales Representatives list
  - Sales Analysis report (allows a wide variety of comparisons)
  - Distributions to GL (shows AR distributions to the General Ledger)
  - Distribution Code List
  - Customer List
  - Customer History
  - Export Customer History (to an Excel spreadsheet)
  - Prints Customer Labels (supports direct export to Word for mail merges and other word-processing functions)
  - Aged Open Items report (allows future "aging" for cash projection purposes).
  - Recurring Sales List
  - AR Accounts
  - Ship-via Codes
  - Tax Codes
  - Term Codes
  - Outstanding NSF Checks
  - Automatically spools edit lists and posting registers to disk to assure the integrity of the audit trail, and to save computer time. These reports can be printed at your convenience.

## REPORTS

- Provides comprehensive on-line customer account inquiry tools, and powerful drill-down capabilities:
  - ◆ View Customer History by Date
  - ◆ View Customer History by Document #
  - ◆ View Open Items
  - ◆ View Cash Receipts by Month

## SYSTEM INTEGRATION

*USL Financials* Accounts Receivable uses the Control System module to verify GL accounts, components and various default settings.

- Can be interfaced to the *USL Financials* General Ledger, and Job Cost, or used as a stand-alone module.
- Can be interfaced to the *USL Financials* Check Reconciliation module to reconcile the checkbooks where receivables are deposited.

## SYSTEM REQUIREMENTS

### *Minimum Requirements* (New machine)

#### SQL Server Host Configuration

#### RAM Memory Requirements (MB)

NT Server Operating Base RAM 128  
SQL Server Operating Base RAM 128  
Database RAM (64MB/user database)  
128

**Total RAM 384 MB**

#### Hard Disk Requirements (GB)

#### NT Server Primary Partition 6 GB

SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)

SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)

**Total Second Partition Size 6 GB**  
(Minimum)

#### Processor Configuration

Processor Configuration Recommendation  
**Single Processor Configuration**  
550MHz+

#### Network Adapter

10Mbit/s Ethernet Network Adapter

#### Workstation (Legacy Machines)

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32 MB RAM for Windows 9x, 64 MB RAM for Windows NT 4.0  
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# PURCHASE ORDER

USL  
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™

USL Financials Purchase Order is closely integrated with the Accounts Payable, Purchase Requisitions, Inventory Control and Project Accounting modules. As goods are ordered, all the information is cross-referenced with these other modules.

USL Financials Purchase Order shares vendor, purchasing addresses, and distribution code tables with Accounts Payable. Information from the Inventory Control module Item and Warehouse files can be used to create PO items for Purchase Orders.

## FEATURES

- Allows numeric or alphanumeric PO numbers up to 15 characters in length. Purchase orders can be posted in any sequence desired or can be automatically posted in sequence.
- Supports entry and modification of POs.
  - ◆ Handles multiple-drop POs if you receive goods at more than one location. For any line item, allows up to four separate deliveries to the same or different locations.
  - ◆ Handles blanket POs and their releases.
  - ◆ Allows up to 999 lines per PO.
  - ◆ Allows up to 200 characters of description for any line item.
  - ◆ Up to 99 notes may be entered for purchase order line items. Notes can be printed underneath each line item on the purchase order, or they can be used for internal purposes only.
- ◆ Handles order quantities as large as 10,000,000 or as small as 0.001.
- ◆ Permits different units to be used for stocking, ordering, and receiving.
- Supports import of external POs from other sources.
- Supports modification of posted POs.
  - ◆ Line items can be added.
  - ◆ Distributions can be changed.
  - ◆ The vendor's address (as stored with the purchase order) can be changed.
- Supports entry and editing of receivings.
  - ◆ Allows for receiving of goods on a line-by-line basis or for the entire PO at once. A *Receive all line items* option is provided to allow an entire purchase order to be received without the need to enter individual receivings for each line of the PO.
  - ◆ Keeps track of prices that were unknown at the time goods were received. These are printed on the *Unknown Price* report.
- Supports budget verification and encumbrancing; administrators can disallow budget overrides.

- Fully integrated with the *USL Financials* Accounts Payable and Purchase Requisitions modules. The following tables are shared by the modules:
  - ◆ The Vendor table allows vendors to be defined in either module and be available to all.
  - ◆ The Purchasing Address table allows Vendors' purchasing addresses to be entered in either module and be available to all.
  - ◆ The Distribution Code table allows predefined distribution codes to be created in either module and be available to all.
- Fully integrated with *USL Financials* Inventory Control (IC). PO and IC share a deliver-to/warehouse location table, and the Vendor Items table. Vendor Items can be entered through either module. Purchase Order automatically updates the inventory item table.
- Fully integrated with *USL Financials* Job Cost (JC). POs can be distributed to relevant jobs.
- Includes *USL Financials* security, accessed through the **Control System** module.
- Includes comprehensive, context-sensitive on-line Help, available at any time by pressing a single key.

## REPORTS

- Provides comprehensive on-line inquiry tools and powerful drill-down capabilities:
  - ◆ View Purchase Orders
  - ◆ View Items for a Vendor
  - ◆ View Vendors for an Item
  - ◆ View Receiving
  - ◆ View Purchase Orders by Month drill-down
  - ◆ View Account Balances
- Prints a Purchasing Advice Report to help you identify what should be purchased.
- Purchasing Addresses list
- Purchase Orders Report

- Change Order History
- Receiving
  - ◆ Receiving in Excess of Order
  - ◆ Receiving History
  - ◆ Uninvoiced Receiving
- Shipments
  - ◆ Expedite Shipments
  - ◆ Past Due Shipments
- Vendor Items
- Vendor Information
- Vendor Labels
- Cash Disbursement Projection
- Unknown Prices report
- Distributions
  - ◆ Encumbrances
  - ◆ Posted PO Distributions
  - ◆ Line Item Distributions
- Code Reports
  - ◆ Deliver-to Locations
  - ◆ Distribution Codes
- Edit Lists and Posting Registers are automatically spooled to disk to insure the integrity of the audit trail and to save time. They can be printed at your convenience.

## SYSTEM INTEGRATION

*USL Financials* Purchase Order (PO) is fully integrated with the Accounts Payable (AP), Purchase Requisitions (PQ), Inventory Control (IC), and Project Accounting modules.

In conjunction with AP, Purchase Orders and Receiving perform the three-way match.

PO allows for direct updating of materials through the IC module. Inventory items can be matched to vendors to create vendor items in PO.

Purchase Orders uses the Control System module to verify accounts, defaults, and budgets.

## SYSTEM REQUIREMENTS

*Minimum Requirements*  
(*New machine*)

**SQL Server Host Configuration**

**RAM Memory Requirements (MB)**

NT Server Operating Base RAM 128  
SQL Server Operating Base RAM 128  
Database RAM (64MB/user database)  
128

**Total RAM 384 MB**

**Hard Disk Requirements (GB)**

**NT Server Primary Partition 6 GB**

SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)

SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)

**Total Second Partition Size 6 GB (Minimum)**

**Processor Configuration**

Processor Configuration Recommendation

**Single Processor Configuration  
550MHz+**

**Network Adapter**

10Mbit/s Ethernet Network Adapter

**Workstation (Legacy Machines)**

Pentium 200MHz

32 MB RAM for Windows 9x, 64 MB RAM

for Windows NT 4.0

300MB Hard Disk space free

Mouse

10Mbit/s Ethernet Network Adapter Card

*Recommended Requirements*  
(*New machine*)

**SQL Server Host Configuration**

**RAM Memory Requirements (MB)**

NT Server Operating Base RAM 128

SQL Server Operating Base RAM 256

SQL Server RAM/User (2MB/user) 20

Database RAM (64MB/user database) 128

**Total RAM 532 MB**

**Hard Disk Requirements (GB)**

**NT Server Primary Partition 6 GB**

SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)

SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)

**Total Second Partition Size 6 GB (Minimum)**

**Processor Configuration**

Processor Configuration Recommendation

**Dual Processor Configuration  
550MHz+**

**Disk Partitions should be RAID5**

**Redundant Power Supplies**

**Network Adapter**

100Mbit/s Ethernet Network Adapter

**Workstation (Legacy/New Machines)**

Pentium III 350+MHz

64 MB RAM for Windows 9x, or Windows NT 4.0

300MB Hard Disk space free

Mouse

100Mbit/s Ethernet Network Adapter Card

**FOR MORE INFORMATION, CALL:**

**1-800-800-0768**



Client-Server Accounting  
Inventory Control Module

# PURCHASE REQUISITIONS

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USL Financials Purchase Requisitions is closely integrated with the Purchase Order, Accounts Payable, Inventory Control and Job Cost modules. As goods are requisitioned, all the information is cross-referenced with these other modules.

## FEATURES

- Allows creation of purchase requisitions by non-accounting or non-purchasing personnel.
- With the **Workflow** option, allows for managing and speeding the process of moving a document through the system. **Workflow** operates through the establishment of workgroups and the definition of users as members of one or more workgroups.
- Supports entry and modification of Purchase Requisitions (PQs).

USL Financials Purchase Requisitions shares vendor, purchasing addresses, and distribution code tables with Accounts Payable and Purchase Orders. Information from the Inventory Control module Item and Warehouse files can be used to create line items for Purchase Requisitions.

- ◆ Handles multiple-drop POs if you receive goods at more than one location. For any line item, allows up to four separate deliveries to the same or different locations.
- ◆ Handles blanket POs and their releases.
- ◆ Allows up to 999 lines per PO.
- ◆ Allows up to 200 characters of description for any line item.
- ◆ Up to 99 notes may be entered for purchase order line items. Notes can be printed underneath each line item on the purchase order, or they can be used for internal purposes only.
- ◆ Handles order quantities as large as 10,000,000 or as small as 0.001.
- ◆ Permits different units to be used for stocking, ordering, and receiving.
- Supports modification and review of PQs prior to conversion to Purchase Orders.
  - ◆ Line items can be added.
  - ◆ Distributions can be changed.
  - ◆ The vendor's address (as

stored with the purchase order) can be changed.

- Supports budget verification and encumbrancing; administrators can disallow budget overrides.
- Fully integrated with the *USL Financials* Purchase Order module. Approved Purchase Requisitions are converted directly into Purchase Orders.
- Fully integrated with the *USL Financials* Accounts Payable module. The following tables are shared by all modules:
  - ◆ The Vendor table allows vendors to be defined in either module and be available to both.
  - ◆ The Purchasing Address table allows Vendors' purchasing addresses to be entered in either module and be available to both.
  - ◆ The Distribution Code table allows predefined distribution codes to be created in either module and be available to both.
- Fully integrated with *USL Financials* Inventory Control (IC). PQ and IC share a deliver-to/warehouse location table, and the Vendor Items table. Vendor Items can be entered through either module. Once a requisition is converted, Purchase Order automatically updates the inventory item table.
- Fully integrated with *USL Financials* Job Cost (JC). PQs can be distributed to relevant jobs.
- Includes *USL Financials* security, accessed through the *Control System* module.
- Includes comprehensive, context-sensitive on-line Help, available at any time by pressing a single key.

## REPORTS

- Provides comprehensive on-line inquiry tools in **Workflow**:
  - ◆ User's Inbox to monitor the status of a particular user's work load.

- ◆ Exception Reporting to monitor the status of requisitions which are behind schedule.
- ◆ Requisition History to provide information about all the steps a requisition has gone through, including which users have worked on it.
- ◆ Allowed States in Workgroup
- Prints a PQ Exception List to provide information on incomplete purchase requisitions, including which information is required to complete it.
- Automatically spools edit lists and posting registers to disk to assure the integrity of the audit trail, and to save computer time. These reports can be printed at your convenience.

## SYSTEM INTEGRATION

*USL Financials* Purchase Requisitions (PQ) is fully integrated with the Accounts Payable (AP), Inventory Control (IC), and Purchase Order (PO) modules.

PQ allows for direct updating of materials through the IC module. Inventory items can be matched to vendors to create vendor items in PQ.

PQ Line items resulting from requisitions converted to purchase orders can be directly distributed to Jobs in the Job Cost module.

Purchase Requisitions uses the Control System module to verify accounts, defaults, and budgets.

## SYSTEM REQUIREMENTS

### *Minimum Requirements (New machine)*

**SQL Server Host Configuration**  
**RAM Memory Requirements (MB)**  
NT Server Operating Base RAM 128  
SQL Server Operating Base RAM 128  
Database RAM (64MB/user database) 128  
**Total RAM 384 MB**

### **Hard Disk Requirements (GB)**

**NT Server Primary Partition 6 GB**  
SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)  
SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)  
**Total Second Partition Size 6 GB (Minimum)**

### **Processor Configuration**

Processor Configuration Recommendation  
**Single Processor Configuration**  
**550MHz+**

### **Network Adapter**

10Mbit/s Ethernet Network Adapter

### **Workstation (Legacy Machines)**

Pentium 200MHz  
32 MB RAM for Windows 9x, 64 MB RAM for Windows NT 4.0  
300MB Hard Disk space free  
Mouse  
10Mbit/s Ethernet Network Adapter Card

### *Recommended Requirements (New machine)*

### **SQL Server Host Configuration**

**RAM Memory Requirements (MB)**  
NT Server Operating Base RAM 128  
SQL Server Operating Base RAM 256  
SQL Server RAM/User (2MB/user) 20  
Database RAM (64MB/user database) 128  
**Total RAM 532 MB**

### **Hard Disk Requirements (GB)**

**NT Server Primary Partition 6 GB**  
SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)  
SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)  
**Total Second Partition Size 6 GB (Minimum)**

### **Processor Configuration**

Processor Configuration Recommendation  
**Dual Processor Configuration**  
**550MHz+**

### **Disk Partitions should be RAID5**

### **Redundant Power Supplies**

### **Network Adapter**

100Mbit/s Ethernet Network Adapter

### **Workstation (Legacy/New Machines)**

Pentium III 350+MHz  
64 MB RAM for Windows 9x, or Windows NT 4.0  
300MB Hard Disk space free  
Mouse  
100Mbit/s Ethernet Network Adapter Card

**FOR MORE INFORMATION, CALL:**

**1-800-800-0768**



Client-Server Accounting  
Inventory Control Module

# CHECK RECONCILIATION



“A fund accounting system that can accommodate a growing organization with minimal change in operating procedures may sound like a pipe dream, not for Public-Sector Solutions..... I'd suggest USL Financials for medium and large sized organizations interested in a well organized and easy-to-use software system that adapts to their current and future needs. Five Stars!”

Paulina Pellgrino, CPA Software News

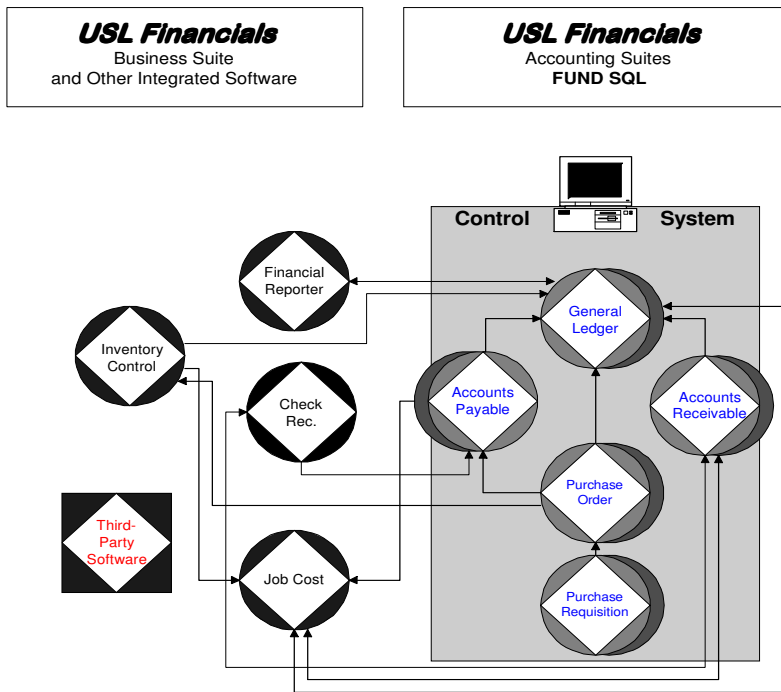
The USL Financials Check Reconciliation module interfaces easily with Accounts Payable and Accounts Receivable to provide important functionality for every kind of business.

## OVERVIEW

The USL Financials Check Reconciliation module provides the means to carry out two accounting tasks that every business must perform accurately:

1. Keeping checkbooks for money deposited and disbursed in Accounts Receivable and Accounts Payable.
2. Reconciling checkbooks periodically with bank statements.

The Check reconciliation module can be integrated with USL Financials Accounts Receivable and/or Accounts Payable. You can transfer information from these modules automatically into the Check Reconciliation module. The module can also be used stand-alone.



In the USL Financials Check Reconciliation module, checks and deposits are transferred from the Accounts Payable and Accounts Receivable modules for full account reconciliation. Cleared checks and deposits are manually identified or uploaded from the bank, and the adjusting entries and service fees are posted to the General Ledger.

## FEATURES

- Automatically gets deposits and checks from USL Financials Accounts Receivable and Accounts Payable modules.
- Handles an unlimited number of checking accounts, fully integrated with USL Financials AR and AP. 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.
- Allows reports vital to the audit trail to be stored on disk to save computer time, then printed later at your convenience.
- Provides the following reports:
  - ◆ Reconciliation Report
  - ◆ Checkbook Report
  - ◆ Account Activity Report
- Minimizes the amount of information that must be kept on disk by allowing compression of cleared entries.
- Handles stop-payment checks and checks that are voided after they have been transferred to the checkbook.
- Allows you to pinpoint any particular check or type of check within seconds with just a few keystrokes.
- Provides many 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 USL Financials modules.
- Revised checkbook entry makes it easier to locate existing checkbook entries.
- An unlimited number of cash accounts are supported. These cash accounts may be shared with AR and AP.
- When transferring deposits from AR, details of the cash receipts that make up each deposit may be printed.
- Totals of uncleared items optionally appear on the Reconciliation Report.

## SYSTEM REQUIREMENTS

### *Minimum Requirements (New machine)*

#### **SQL Server Host Configuration**

#### **RAM Memory Requirements (MB)**

NT Server Operating Base RAM 128  
SQL Server Operating Base RAM 128  
Database RAM (64MB/user database)  
128

**Total RAM 384 MB**

#### **Hard Disk Requirements (GB)**

**NT Server Primary Partition 6 GB**  
SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)

SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)

**Total Second Partition Size 6 GB (Minimum)**

#### **Processor Configuration**

Processor Configuration Recommendation

**Single Processor Configuration  
550MHz+**

#### **Network Adapter**

10Mbit/s Ethernet Network Adapter

#### **Workstation (Legacy Machines)**

Pentium 200MHz

32 MB RAM for Windows 9x, 64 MB RAM

for Windows NT 4.0

300MB Hard Disk space free

Mouse

10Mbit/s Ethernet Network Adapter Card

#### *Recommended Requirements*

*(New machine)*

#### **SQL Server Host Configuration**

#### **RAM Memory Requirements (MB)**

NT Server Operating Base RAM 128

SQL Server Operating Base RAM 256

SQL Server RAM/User (2MB/user) 20

Database RAM (64MB/user database) 128

**Total RAM 532 MB**

#### **Hard Disk Requirements (GB)**

#### **NT Server Primary Partition 6 GB**

SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)

SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)

**Total Second Partition Size 6 GB (Minimum)**

#### **Processor Configuration**

Processor Configuration Recommendation

**Dual Processor Configuration  
550MHz+**

#### **Disk Partitions should be RAID5**

#### **Redundant Power Supplies**

#### **Network Adapter**

100Mbit/s Ethernet Network Adapter

#### **Workstation (Legacy/New Machines)**

Pentium III 350+MHz

64 MB RAM for Windows 9x, or Windows NT 4.0

300MB Hard Disk space free

Mouse

100Mbit/s Ethernet Network Adapter Card

**FOR MORE INFORMATION, CALL:**

**1-800-800-0768**

**PUBLIC-SECTOR**  
SOLUTIONS



Client-Server Accounting  
Inventory Control Module

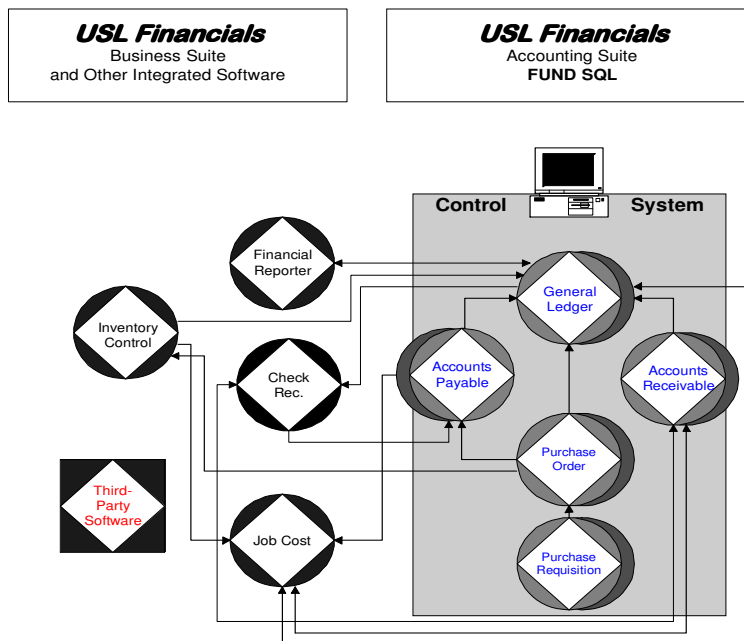
# INVENTORY CONTROL

USL  
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“...USL Financials enables the District to move its core financial system from an aging IBM system to a modern, Windows based system... USL Financials and Microsoft technology have been key components in assisting the District to modernize our systems and position ourselves for continued rapid expansion and growth.”

**Douglas Graham**, Director of Administration  
Duckett Creek Sanitary District, St. Charles, MO

USL Financials Inventory Control helps you control business operations by providing the means to regulate what goes into and out of inventory. Data maintained includes identification number and description, cost, price, product category, quantity on hand and reorder level.



USL Financials Inventory Control receives goods from purchase orders being filled. The module supports the building of kits from individual items and tracks time, effort, items and materials through Work Orders. IC updates General Ledger for the total cost of sales as well as inventory valuation for the balance sheet.

## FEATURES

- May be used either independently or integrated with USL Financials General Ledger, Purchase Order, Purchase Requisitions, and/or Job Cost.
- Provides for inventory valuation by either LIFO, FIFO, Average, or a modified Standard Cost Method.
- Supports multiple companies and multiple warehouses.
- An unlimited number of balance sheet inventory accounts can be used. These accounts can be classified as being for merchandise, finished goods, raw materials, work in process, etc.

- An unlimited number of balance sheet inventory accounts can be used. These accounts can be classified as being for merchandise, finished goods, raw materials, work in process, etc.
- Inventory transactions for credit memos use the credit memo account contained in the item record. Allows reports to be stored on disk to save computer time, then printed later at your convenience.
- Allows you to maintain item information and print item lists.
- Allows you to keep inventory status and print status reports.
- Allows you to enter, change, delete, and post inventory transactions and to print an edit list and a transaction journal.
- Prints the Price List, Inventory Valuation Report, Purchasing Advice Report, Inventory Usage Report, Physical Count, Worksheet, ABC Analysis Report, and Inventory Turnover Report.
- Kits may be entered. A kit is an inventory item assembled from a set of other inventory items, using a work order.
- Work orders are supported. A work order is a request to assemble a kit from a set of other inventory items. These work orders can be immediate, in which case the kit is immediately available for sale upon posting. Alternatively, a work order can be printed and posted, but the kit is not available for sale until the work order is separately marked as completed and then closed.

Work orders may be printed to document the work needing to be done. Incomplete work orders may be reprinted as needed. A completion date may be assigned to a work order to ensure timely assembly.

- Various reports related to kits and work orders are provided, including the Where-Used Report, Kit Price/Cost Report and Incomplete Work Orders Report.
- If Job Cost and/or work orders are used, the Item Status File will show quantity used as distance from quantity sold. Quantity used consists of components used to assemble kits and/or items used on jobs as distinct from items sold.
- Information maintained in the Item File includes the balance sheet inventory account, credit memo account, quantity on work order, quantity on back order, items sub-category, last sale date for item, last usage date for item, vendor's number for an item, lead time for reorder, vendor's minimum reorder quantity and vendor's purchasing unit.
- Additional information is maintained in the Item Status File: quantity returned (period-to-date and year-to-date), quantity on back order, quantity used (period-to-date and year-to-date), last sale date at warehouse, last usage date at warehouse. Prior period information has been expanded to track quantity returned and quantity used for prior periods.
- Two levels of item category are provided (category and sub-category). These categories appear as parameters for virtually all Inventory Control reports and item related Sales Analysis reports. This allows for better sales and inventory analysis.

- Up to eight alternate item numbers can be entered for an item.
- Item related reports can be restricted to print for a single inventory account. Alternatively, if items for all accounts are being printed in many cases the items can be grouped by inventory account, i.e., all items for a specific inventory account print together on the report.
- Unlimited date and time stamped notes can be attached to inventory item records.
- The vendor field in the item record is validated against the Vendor File in Accounts Payable if desired.
- The Price List will display the pricing unit from the Item File. The Purchasing Advice Report shows quantity on backorder as well as vendor related information (such as lead time for reorder).
- The Valuation Report can optionally skip zero count items.
- An Inventory Turnover Report is provided.
- Grand totals are printed on the Usage Report for all versions of this report.
- The Distributions to General Ledger Report allows printing by date and account range.
- Includes password protection and data integrity checks.

## SYSTEM REQUIREMENTS

*Minimum Requirements  
(New machine)*

### SQL Server Host Configuration

#### RAM Memory Requirements (MB)

NT Server Operating Base RAM 128  
SQL Server Operating Base RAM 128  
Database RAM (64MB/user database)  
128

**Total RAM 384 MB**

### Hard Disk Requirements (GB)

#### NT Server Primary Partition 6 GB

SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)

SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)

**Total Second Partition Size 6 GB  
(Minimum)**

### Processor Configuration

Processor Configuration Recommendation

**Single Processor Configuration  
550MHz+**

### Network Adapter

10Mbit/s Ethernet Network Adapter

### Workstation (Legacy Machines)

Pentium 200MHz

32 MB RAM for Windows 9x, 64 MB RAM

for Windows NT 4.0

300MB Hard Disk space free

Mouse

10Mbit/s Ethernet Network Adapter Card

*Recommended Requirements  
(New machine)*

### SQL Server Host Configuration

#### RAM Memory Requirements (MB)

NT Server Operating Base RAM 128

SQL Server Operating Base RAM 256

SQL Server RAM/User (2MB/user) 20

Database RAM (64MB/user database) 128

**Total RAM 532 MB**

### Hard Disk Requirements (GB)

#### NT Server Primary Partition 6 GB

SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)

SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)

**Total Second Partition Size 6 GB  
(Minimum)**

### Processor Configuration

Processor Configuration Recommendation

**Dual Processor Configuration  
550MHz+**

### Disk Partitions should be RAID5

### Redundant Power Supplies

### Network Adapter

100Mbit/s Ethernet Network Adapter

### Workstation (Legacy/New Machines)

Pentium III 350+MHz

64 MB RAM for Windows 9x, or Windows NT 4.0

300MB Hard Disk space free

Mouse

100Mbit/s Ethernet Network Adapter Card

**FOR MORE INFORMATION, CALL:**

**1-800-800-0768**



Client-Server Accounting  
Inventory Control Module

# PROJECT ACCOUNTING

USL  
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™

USL Financials Project Accounting module contains all the functions necessary to track and manage project activity. There is a close integration with all other USL Financials modules.

## FEATURES

- General
    - ◆ There is no limit to the number of projects.
    - ◆ Usage of optional sub-projects is available. Sub-projects are subordinate to master projects and provide for detail reporting of activity within a project.
    - ◆ Add-on-the-fly feature controlled by module. Add-on-the-fly, during transaction entry, controlled by project and sub-project.
  - ◆ Projects can be associated with accounts, thereby controlling the usage of selected projects with accounts.
  - ◆ Project and sub-project entry can be associated and optionally required at an account level.
  - ◆ Projects may have starting and ending dates which may be enforced.
  - ◆ Notes may be associated with the definition of projects and also at every transaction
- Projects have Attributes
    - ◆ Attributes describe special features about projects. For example, contacts, special considerations, etc.
    - ◆ There is no limit to the number of Attributes that can be assigned to projects and sub-projects.

PA: Define Projects

Define Projects

Accounts ... Funding Sources Attributes ... Delete Project OK Cancel

Project: WATER

Project: WATER  
Title: WATER PURIFICATION  
Active:   
Description: Highways Grant  
Manager: R Burns

Allow Sub-projects  
 Budget By Sub-project  
 Enforce Project budgets  
 Enforce Date Usage

Start Date: 9/1/00  
End Date: 8/31/01  
Drop History Date:  
Budget Amount: 0

USL Financials Project Accounting module has features specifically designed for the non-profit or governmental market (FUND SQL).

- Projects can have multiple Funding Sources
  - ◆ A funding source defines the funds available for project usage and the definition of funding sources.
  - ◆ A project can have many funding sources.
  - ◆ This feature of projects provides for funding or grant management.
- Flexibility
  - ◆ The usage of projects can be controlled at the module level.
  - ◆ All transactional interfaces provide for fast and effortless association of projects to accounts.
  - ◆ Edit listings and detail journal reports include project activities.
- Budgets
  - ◆ Project budgets cross fiscal years and are associated uniquely with a given project.
  - ◆ Project budgets can be entered at the project or sub-project level.
  - ◆ Budgets can be enforced or used as a warning.

## REPORTS

- Each report has many user selections to assist with reporting on the exact project activity desired.
- Reports provide for range and “mask” selections
  - Attribute reports
  - Funding source reports
  - Project and sub-project definition reports
  - Transaction reports organized by project or account.

## SYSTEM INTEGRATION

Project accounting verifies that projects are associated with assigned accounts, project validation is enforced at all usage points. Project accounting interfaces with General Ledger, Accounts Payable, and Accounts Receivable.

A Project Accounting Icon appears on the General Ledger, Enter General Journal Screen to prompt users to enter project data if required. A similar interface is present in Accounts Payable, Enter regular Payables, and Accounts Receivable, Enter Invoices.

## SYSTEM REQUIREMENTS

### *Minimum Requirements (New machine)*

#### **SQL Server Host Configuration**

**RAM Memory Requirements (MB)**  
 NT Server Operating Base RAM 128  
 SQL Server Operating Base RAM 128  
 Database RAM (64MB/user database) 128  
**Total RAM 384 MB**

#### **Hard Disk Requirements (GB)**

**NT Server Primary Partition 6 GB**  
 SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)  
 SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)  
**Total Second Partition Size 6 GB (Minimum)**

#### **Processor Configuration**

Processor Configuration Recommendation  
**Single Processor Configuration 550MHz+**

#### **Network Adapter**

10Mbit/s Ethernet Network Adapter

#### **Workstation (Legacy Machines)**

Pentium 200MHz  
 32 MB RAM for Windows 9x, 64 MB RAM  
 for Windows NT 4.0  
 300MB Hard Disk space free  
 Mouse  
 10Mbit/s Ethernet Network Adapter Card

### *Recommended Requirements (New machine)*

#### **SQL Server Host Configuration**

#### **RAM Memory Requirements (MB)**

NT Server Operating Base RAM 128  
 SQL Server Operating Base RAM 256  
 SQL Server RAM/User (2MB/user) 20  
 Database RAM (64MB/user database) 128  
**Total RAM 532 MB**

#### **Hard Disk Requirements (GB)**

**NT Server Primary Partition 6 GB**  
 SQL Installation on Second Partition (S, M, L Sizing/database) 0.9 GB (Sizing is for databases)  
 SQL Database Backup Requirements 3.5 GB (Sizing is for 5 backups)  
**Total Second Partition Size 6 GB (Minimum)**

#### **Processor Configuration**

Processor Configuration Recommendation  
**Dual Processor Configuration 550MHz+**

#### **Disk Partitions should be RAID5**

#### **Redundant Power Supplies**

#### **Network Adapter**

100Mbit/s Ethernet Network Adapter

#### **Workstation (Legacy/New Machines)**

Pentium III 350+MHz  
 64 MB RAM for Windows 9x, or Windows NT 4.0  
 300MB Hard Disk space free  
 Mouse  
 100Mbit/s Ethernet Network Adapter Card

**FOR MORE INFORMATION, CALL:**

**1-800-800-0768**