

## PASSPORT SOFTWARE, INC.

Since 1983, Passport Software, Inc. has led the field in providing superior accounting and business software solutions for customers who are serious about their accounting applications. Built upon RealWorld® Classic and recompiled under AcuCobol-GT®, the Passport Business Solutions™ product has many new enhancements and features while maintaining the stability and strong audit trail capabilities expected in the accounting industry.

With thousands of installations of Passport Business Solutions worldwide, Passport has both the in-house expertise and a national network of highly qualified accounting professionals and systems integrators who assist in making your company more productive and more profitable.

We listen to our clients and have developed long-standing relationships with strategic partners and vendors who specialize in many industries, resulting in a broad array of solutions tailored to fit many unique business requirements.

Passport is committed to providing excellence in customer care and ongoing, innovative product development. Our main priority is to assist clients in achieving their critical business objectives, as we value each individual success as our own.



## PASSPORT BUSINESS SOLUTIONS™ – ACCOUNTS PAYABLE

*Provides tight control over vendor, supplier, and standard costs by tracking payment due dates, available discounts, and money owed to creditors.*

- Provides maintenance and lists of the vendors.
- Allows entering, editing, and posting of new payables, prepaid, adjustments, and cancellations with edit list and journal.
- Allows you to enter, edit, and select recurring payables to turn into vendor invoices.
- Recurring payables can be selected by cut-off date and group, allowing automatic selection.
- Prints an A/P open item report.
- Allows on-line vendor account inquiry.
- Prints a cash requirements report.
- Prints a cash disbursements projection report.
- Allows flexible payment selection, including partial payments, with a check selection edit list.
- Prints A/P checks and a check register.
- Four check formats are provided - may print COD checks immediately on entry.
- Automatic check voiding is provided.
- Prints a report showing A/P distributions to the general ledger.
- 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.
- An unlimited number of A/P accounts and cash accounts may be used.
- Allows vendor terms based on days or on day of month.
- Allows aging of accounts based on days or on day of month.
- Vendor purchasing addresses are maintained for use with Passport Business Solutions Purchase Order.
- Enter and track the kind of “purchased from” but “paid to” information involved with credit cards, factoring, sales tax and similar transactions.
- Enter and track sales tax paid on out-of-state vendor purchases which may be used to reduce the use tax liability for any state.
- Process transactions against PO receipts and validate any changes against PO amount, requiring an override if different.
- Immediate checks have the option to be voided and re-printed if not printed correctly the first time.
- Cancellation voucher lookup in AP Open file to locate cancelled voucher.
- Allows printing of check dates in a variety of different formats, including DD/MM/CCYY or MM/DD/CCYY.
- May be interfaced to Passport Business Solutions General Ledger, Job Cost and/or Purchase Order, Check Reconciliation, or used stand-alone.

## PASSPORT BUSINESS SOLUTIONS™ – ACCOUNTS RECEIVABLE

*Tracks money owed by customers. Identifies delinquent bills and helps improve cash flow. Creates quotes, standard bills, and detailed invoices with unlimited notes to communicate products delivered and services rendered in detail.*

- Handles item customers, as well as balance forward customers.
- Maintenance of the sales representatives, customer files, tax codes, and other similar items. Lists of these items are also provided.
- Miscellaneous charges entered, edited and posted using edit list and journal.
- Recurring bills entered, edited and selected to later turn into invoices.
- Invoices entered, edited and posted with edit list and journal.
- Quick pasting of standard bills (lists of standard services and/or goods) into invoices.
- Cash receipts entered, edited and posted with edit list and journal.
- Payment terms based on days or day of the next month (proximo).
- Account aging based on days or day of the next month (proximo).
- Aging reports and collection reports printed in two different formats.
- Cash projection reports.
- On-line customer account inquiry.
- Fully paid item viewing and reporting. An optional Customer History file enables viewing or reporting of items purged from the Open Item file.
- Storage of reports on disk for printing later at your convenience.
- Multiple printer selection.
- Automatic calculation and posting of finance charges, with edit list and journal.
- Unlimited number of A/R accounts and cash accounts.
- Control of sales commissions due and commissions due report printing.
- Commissions due calculation by either booked invoices or fully paid invoices. Commission percentage based on either customer or sales data.
- A/R distributions to the G/L printed reports.
- Deposit preparation.
- Deposit slips and deposit summary printing.
- Cash history report printing
- A Miscellaneous Charges Edit List which helps in the editing process available upon request.
- User designed invoice formats. Up to 99 formats may be used.
- On demand invoice printing (in the Point of Sale module).
- Provides Invoice history.
- Cash receipts created simultaneously with invoices.
- Customer credit checking on invoices.
- Displays up to 10 description lines per services line item, plus an unlimited notes display for invoices for internal use.
- Three optional user defined fields that also print on invoices.
- Item drop shipping directly from supplier to customer.
- Additional information maintained for each customer record including current balance, past due amount, first sale date, last invoice number, and last returned check amount and date.
- User defined statement formats. Up to 99 statement formats may be created and stored.
- Activity trend history for each customer for up to thirteen prior periods, including average days to pay, highest balance, total charges, and total payments received.
- Calculate sales taxes using the tax-on-tax method, including Canadian GST and PST.
- Sales tax processing, up to five tax rates per jurisdiction.
- Automatic check handling for checks returned such as non-sufficient funds (NSF).
- Batch processing for cash receipts, finance charges, invoices, miscellaneous charges, recurring bills and returned checks.
- Has a credit-hold flag for individual customers with overdue accounts.
- Includes shipping zone, sales territory and Standard Industry Code (SIC) features, which supports third party products, and freight calculations.
- Enhanced Collections Report and View Customer Account, which show current and past due balance, first and last sale date, and last payment date and amount.

- Three user-defined fields for each customer appear when entering an invoice or order.
- Sales tax entry for individual line items.
- Reprinting of invoices, which have already been printed and posted.
- Includes an unlimited number of contacts for each customer.
- Handles advance payment/deposit acknowledgements and tracking.
- When invoicing, up to three prepayments may be applied to an A/R invoice.
- Posting of invoices reverses the deposit liability accounting and creates a standard payment in open items.
- Runs standalone or optionally interfaces with Passport Business Solutions General Ledger (G/L), Job Cost (J/C), Order Entry (O/E), Inventory Control (I/C), Check Reconciliation (C/R), and Sales Analysis systems.

## PASSPORT BUSINESS SOLUTIONS™ – CHECK RECONCILIATION

*Maintains checkbooks, tracks deposits, and reconciles checking accounts. Provides instant access to account information and eliminates manual reconciliation procedures.*

- Maintains checkbooks for money deposited and disbursed in Accounts Receivable, Accounts Payable, and Payroll.
- Reconciling checkbooks periodically with bank statements.
- The package can also be used as a stand-alone product.
- Automatically gets deposits and checks from Passport Business Solutions' Accounts Receivable, Accounts Payable, and Payroll packages.
- Handles an unlimited number of checking accounts.
- 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.
- Includes Checkbook Report, Reconciliation Report, and Account Activity Report.
- Minimizes the amount of information, which must be kept on disk by allowing compression of entries, which have been cleared.
- Includes on-line Help, available to you at any time by pressing a single key.
- Handles stop payment checks and checks that are voided after they have been transferred to the checkbook.
- Provides 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 Passport Business Solutions packages.
- The Check Reconciliation package can be integrated with any or all of Passport Business Solutions' Accounts Receivable, Accounts Payable, and Payroll packages. You can transfer information from these packages automatically into the Check Reconciliation package.

## PASSPORT BUSINESS SOLUTIONS™ – DRILL DOWNS

*With just a click or two, users may now "drill down" into Accounts Payable, Accounts Receivable, and Order Entry history files to view historical data.*

- Browse all records, or drill down from a particular record for rich, detailed information organized by tabs.

## PASSPORT BUSINESS SOLUTIONS™ – DATA IMPORT MANAGER

*With Passport's Data Import Manager, repetitive data entry can be substantially reduced, allowing your accounting staff to increase their productivity.*

For example, if your company uses a time clock application, your accounting staff may spend hours keying individual employee information into PBS Payroll at the end of each pay period. Using Data Import Manager, the data contained in the file provided by your time clock application is read, interpreted, and then, according to your pre-set directions, sent to selected fields in PBS. Safeguards allow you to verify the data is correct before you commit and update your PBS information.

- Import AR summaries (AR charges) including full GL distributions, AP vouchers, and PR time-worked transactions.
- Take virtually any external data that can be produced in the form of a flat file (including fixed format and common or tab delimited CSV text files) and direct it to automatically fill in the fields you select within Passport Business Solutions.
- Check Book transactions are added to the list of transaction file imports.
- The ability to import master file data for IC Items, Vendor Items, and Customers.
- With the IC Items import price changes distributed by your suppliers can now be automatically applied.
- The combination of Customer Maintenance import along with the existing AR misc.
- Charges and AP vouchers and GL Distribution imports, now mean we can interface with a number of CRM and Point of Sale packages.

## PASSPORT BUSINESS SOLUTIONS™ – GRAPHICAL FORMS

*New to Passport Business Solutions is the ability to customize various forms to include your company information and logo, reducing the need to order pre-printed forms.*

- Certain forms, when printed, now merge the PBS data with a bitmap (BMP) or jpeg (JPG) formatted file that represents the form. Column headers, company logo, form lines and other design elements may now be included when designing the form.
- Accounts Receivable Statements and Invoices, Order/Entry forms and Purchase Orders are all available to customize.
- This added feature works in a full Windows environment, or with the PBS Thin Client option installed on a UNIX/LINUX server with Windows workstations.

## PASSPORT BUSINESS SOLUTIONS™ – GENERAL LEDGER

*Categorizes and summarizes accounting data. Provides comprehensive information for financial analysis and control. Custom-designed financial statements show profit or loss, assets, liabilities, and equity.*

- User-defined accounting ratios can be set up and calculated on financial statements. These can be standard accounting ratios or customized to meet specific business needs.
- Flexible copying of chart of accounts between companies is provided.
- The Valid G/L Accounts File can be automatically re-initialized prior to copying the Chart of Accounts File to the Valid G/L Account File (and vice versa).
- Unlimited date and time stamped notes can be attached to chart of account records.
- For general journal and standard journal entry, echoing of the source, reference and document number of the previous entry can be controlled; i.e., the user can specify for each field whether it is to be redisplayed.
- Up to ten lines of notes can be entered for a general journal entry, and printed on the register.
- Recurring general ledger transactions are now included. These allow for allocations to accounts on a dollar or percentage basis.
- Layouts can be copied from other companies.
- The date, time and/or report number may optionally be printed on financial statements.
- Multiple separate ratios can be printed on financial statements.
- Financial statements can be printed for a set of sub-accounts.
- For rounded financial statements, the user may bury the rounding error at any specified point in the statement.
- Account ranges are allowed in financial statement layouts.

- Literals and text for financial statements can be automatically centered.
- Financial statement layout verification is provided to ensure that the accounts on a layout are correct for the type of layout. It also ensures that all accounts in the chart of accounts that should appear on the balance sheet or cost and loss layouts do actually appear on these layouts.
- This ensures that when you select to print a financial report, all accounts related to your selection, e.g., cost and loss and/or balance sheet, will be printed.
- Handles up to thirteen accounting periods.
- Supports multiple companies and multiple cost centers.
- Produces an overall set of financial statements from a consolidation of multiple companies.
- Provides maintenance and a listing of the Chart of Accounts File.
- Allows general journal entering, editing, and posting, with edit list and journal.
- Prints the Working Trial Balance and Trial Balance Reports.
- Allows standard journal entering, editing, and posting, with edit list and journal.
- Recurring general journal entries allow for automatic distribution by percentage or allocation.
- Allows on-line G/L account detail inquiry.
- Prints the Source Cross Reference (for audit trails).
- Prints the financial statements in flexible formats which you design.
- Financial statements can be printed for a set of cost centers.
- Wild-carding and account ranges are allowed in financial statement layouts.
- Key accounting ratios can be calculated (such as Current Ratio). User-defined accounting ratios can also be set up.
- Allows you to keep entry detail for the year if disk space is available, and has a flexible year-end closing procedure.
- Contains a loan amortization program, which gives you information about fixed rate loans.
- May be used either independently or interfaced to the Passport Business Solutions Accounts Receivable, Accounts Payable, Payroll, Inventory Control, and/or Job Cost systems.

## PASSPORT BUSINESS SOLUTIONS™ – INVENTORY CONTROL

*Tracks inventory to maintain optimum levels. Generates complete information on inventory valuation, quantities on hand and committed, and the flow of items sold.*

- Provides for multiple warehouses.
- Supports multiple costing methods - average, standard, LIFO, and FIFO, as well as serial (real costs) for serialized items using average cost.
- Permits use of multiple balance sheet inventory accounts.
- Allows you to maintain item data and print item lists.
- Allows you to maintain inventory status and print status reports.
- Allows you to maintain and print price codes and commission codes
- Supports alternate selling units.
- Provides special pricing by category, sub-category, and location, supports sale and contract pricing, and generates group price changes.
- Allows you to enter, change, delete and post inventory transactions and to print an edit list and a transaction journal for receivings, sales, credit memos, transfers and adjustments.
- Tracks inventory by unique serial number or lot number.
- Has inquiry into all currently available and previously sold serial numbers and shows oldest unsold serial number.
- Prints the serial loan report, the flooring report, and the serialized item report by item, by vendor, and by customer.
- Has inquiry into lot numbered inventory, including a history of transactions processed for a lot number.
- Prints the lot numbers report by item, by vendor, and by customer, and allows purging of lot number information.
- Allows high-speed entry of physical inventory counts, and automatic generation of inventory adjustments.
- Supports input from hand-held terminals for receivings and physical counts.

- Prints the Price List, Inventory Valuation Report, Purchasing Advice Report, Inventory Usage Report, Physical Count, Worksheet, ABC Analysis Report, and Inventory Analysis Report.
- Provides kit and work order reports, including Where Used Report, Kit Price/Cost Report, and Incomplete Work Orders.
- If on-hand quantities of component-items are not to be reduced, you may enter receiving transactions, using Inventory, to establish on-hand quantities for kit-items.
- If on-hand quantities of component-items are to be reduced, use Work orders to enter and issue immediate work orders for assembly of the kit-items.
- May be used either independently or integrated with General Ledger, Order Entry, Accounts Receivable, Sales, Analysis, Purchase Order, and/or Job Cost.
- Item label and barcode generator are provided for the setup and printing of item labels and bar codes.

## PASSPORT BUSINESS SOLUTIONS™ – JOB COST

*Job Cost provides the tools you need to track costs, income, and profits related to specific jobs and sub-jobs. Reports that tabulate and examine costs, compare actual with budgeted or estimated costs, and track job billings and payments are available.*

- New or in-progress jobs can be easily entered and edited.
- Labor costs, material costs, subcontract costs, profit, and up to five user-defined cost types are tracked for management.
- Cost categories are user-defined.
- Budgets for all detailed costs can be entered. Jobs cannot be activated unless estimates are equal to the job price.
- Budgets are tracked against actual costs incurred.
- Completion estimates can be entered for individual parts of jobs. A fast enter function is available which will generate completion estimate entries for all cost items for a job, as well as an entry for the entire job.
- Detailed on-line inquiry is provided.
- Completed jobs can be saved for viewing or later restoration to an active status.
- Information for a new job can be quickly created by copying all or part of another job.
- Numerous reports such as Job Status Report, Job Performance Report, Job Profitability Report, and Cost Category Analysis are available.
- Job Cost can be used independently or interfaced with Passport Business Solutions Accounts Receivable, Accounts Payable, Order Entry, General Ledger, Payroll, Inventory Control, and Purchase Order.

## PASSPORT BUSINESS SOLUTIONS™ – AcuODBC®

*Real-time reporting information is vital. Open Data Base Connectivity (ODBC), is a quick and easy method for accessing data within Passport Business Solutions.*

- By utilizing AcuODBC with the Passport Business Solutions data dictionary files, you gain direct read/write or read-only access to our program files for common reporting and data manipulation using Microsoft Excel, Lotus, Microsoft Access, Crystal Reports or other ODBC compliant tools.
- Rapid workstation installation has you accessing the PBS data files within minutes.



## PASSPORT BUSINESS SOLUTIONS™ – ORDER ENTRY BILLING

*Order Entry processes customer orders quickly and accurately. Includes inventory verification when entering orders, immediate customer information, and discount levels calculated. Tracks and processes serial numbers, lot control and multi-warehouse, multi-stocking unit features.*

- Requires Passport Business Solutions Inventory Control and Accounts Receivable in order to run.
- Supports multiple companies, multiple profit centers, and multiple warehouses.
- Allows order (and credit memo) entry and editing, with an order edit list.
- Provides for entry of quotations and RMAs (Return Merchandise Authorization), with simple conversion to orders or credit memos.
- Unlimited notes may be stored with orders. They are not printed on invoices and may be used internally to assist in processing orders. Line item notes (text) can also be entered and will print on invoices.
- Orders may be invoiced when entered (one-step billing) or held as open orders for later billing (two-step billing).
- Automatically adjusts inventory (in Inventory Control) because of orders and billings.
- Provides ability to sell and return items in alternate units.
- Supports special pricing structures in Inventory Control, including alternate, sale, contract, and multi-warehouse prices.
- Allows entry of serial-numbered and lot-controlled items.
- Allows adding of new customers during order entry with automatic assignment of customer numbers.
- Invoices may be user-defined. Additional user-defined forms may be printed.
- Prints invoices for all orders billed. Invoices may be selectively reprinted.
- Picking tickets may be printed for open orders.
- Automatically feeds billing information to Accounts Receivable.
- Includes back order processing, with reports and ability to automatically fill back orders when items become available.
- Recurring orders may be entered and activated at any time. They may also be used as blanket orders. Automatic selection of recurring orders is provided.
- Profit centers for line items may be assigned either from the order header, line item, or I/C item record.
- User-defined shipping and COD labels may be printed. Both individual order and group printing modes are provided.
- User-configurable defaults allow skipping virtually any data field, for high-speed entry of orders.
- Day of the following month (proximo) terms are supported.
- Supports EDI Import, Export and Status Report options.
- May be interfaced directly to Passport Business Solutions Sales Analysis and to General Ledger through Accounts Receivable and Inventory Control.
- Generate serial numbers as part of the order entry/pick process.
- Print multiple jobs including multiple form types within one invoice print run.
- Export data to either a CSV (comma separate value) file or fixed length text file.

## PASSPORT BUSINESS SOLUTIONS™ – PDF GENERATOR

*PDF Generator enables current Passport Update Program (PUP) users to easily produce a searchable document they can print (directly or from disk), email, display on the web, or archive electronically.*

- Produces PBS special forms in PDF format, including Purchase Orders, AR statements, as well as AR and OE batch processed invoices as individual documents. Will not function with checks and labels.
- Creates reports printed directly from within PBS or files from disk. Historical reports previously filed to disk may now be re-printed as PDFs.

- Apply encryption or passwords to protect documents from accidental or deliberate changes or limit access.
- Users can email a statement, invoice, purchase order or report as a PDF, reducing or eliminating the need to send hard copies.
- Limits printing and postage fees.
- Use image files or another PDF as the background.
- Ability to email or publish to the web for archive purposes.
- Available in Windows as well as Linux and Unix with Thin Client .

## **PASSPORT BUSINESS SOLUTIONS™ – PURCHASE ORDER**

*Helps you order goods and services from vendors.*

- Prints a Purchasing Advice Report and Purchasing Worksheet to help you identify what should be purchased.
- Allows entering, editing, printing, and posting new purchase orders and changes to purchase order.
- Allows numeric or alphanumeric purchase order numbers up to 15 characters in length.
- Prints Expedite Shipment Reports, Follow-Up Past Due Shipments Reports, and Excess of Quantity Ordered Reports
- Allows entering, editing, and posting receivings.
- Informs you of incomplete shipments, both on the screen and on reports.
- Prints a Receipt in .
- Handles multiple drop purchase orders if you receive goods at more than one location.
- Handles blanket purchase orders and releases from them.
- Allows up to 999 lines per purchase order.
- Allows up to 200 characters of description for any line item.
- Allows up to 99 notes per purchase order line.
- Handles order quantities up to 10,000,000 or down to 0.00001.
- Allows different units to be used for stocking, ordering, and receiving.
- For any line item, allows up to four separate deliveries to the same or different locations.
- Allows for receiving of goods on a line-by-line basis or for the entire purchase order at once or goods not previously entered on a purchase order.
- Keeps track of prices that were unknown at the time goods were received.
- Works with Passport Business Solutions Accounts Payable and, optionally, with Passport Business Solutions Inventory Control and Job Cost.

## **PASSPORT BUSINESS SOLUTIONS™ – POINT OF SALE**

*Single screen transaction entry makes the Passport Business Solutions Point of Sale easy to use and easy to train others to use.*

- Data lookup windows help you to find specific information fast.
- Supports cash drawers, invoicing, order processing, receipt printers and more.
- The complete invoice transaction process (entry, payment, delivery) is handled in a single step.
- The credit memo transaction type is used to handle inventory returns and other customer credits.
- In the first step, the order transaction is entered and the ordered items are picked in preparation for delivery. The second step invoices and delivers the ordered items.
- A quote is a flexible transaction type that can be used to handle simple quoting needs of many businesses. They can also be re-used as a standard quote or standard order.
- Price lookup window allowing selection of item price 1/2/3 or a price previously paid by a customer for a specific item.
- Define printers for registers for each form that is to be printed from a register.
- Users can be restricted from overriding credit limits and prices, entering payouts from the register, accepting check overpayments, and deleting transactions.



- Specific customers can be restricted to certain payment methods.
- Allows user to leave register unattended. Re-open with user ID and password.
- Allows user to open their cash drawer without processing a transaction.
- Allows Point of Sale to track register payout distributions that are made.
- Allows the user ID to be changed without leaving the transaction screen.
- Profit centers can be assigned to the whole transaction or to individual items.
- Complete support for multiple warehouses. A single order can be filled from multiple warehouses.
- Items may be drop-shipped directly to a customer.
- Individual line items can be marked as taxable or non-taxable.
- Items and services can be discounted by percentage or dollar amount.
- An entire transaction can be discounted by percentage.
- Up to 99 lines of item and transaction comments. Up to 99 tenders on each transaction.
- Record miscellaneous and freight charges for each transaction.
- Supports Point of Sale "payment" codes (cash, check, credit card) as well as Accounts Receivable "terms" codes for open accounts.
- Saves check number and check authorization code in history.
- Changes can be made to transactions or line items at any time up until the invoice is printed.
- The previous invoice can be easily retrieved for changes or reprinting.
- Alias file allows alias numbers to be assigned to items and services. Assign quick entry item/ service numbers and support product bar codes.
- Layaway transactions and payments are entered in POS and posted to A/R open items. These are tracked as a new "L" type AR transaction.
- Cancelled and forfeited layaway transactions may be retrieved from a new layaway history file and reinstated.
- POS payment on account transaction to apply payments to an open item file transaction.
- Ability to mask a credit card number during receipt and invoice printing.
- Access to Windows Print Manager for instant and batch printing of POS forms. PDF printing of forms for invoices, receipts, payments and quotes.

## **PASSPORT BUSINESS SOLUTIONS™ — PAYROLL & DIRECT DEPOSIT**

*Maintains employee data, calculates taxes, handles deductions and prints payroll checks. Eliminates the process of manually preparing tax information.*

- Handles both hourly and salaried employees on daily, weekly, bi-weekly, semi-monthly, monthly, and quarterly pay frequencies.
- Prints a payroll worksheet to assist in gathering payroll input information.
- Allows entering and editing of time-worked information, with an edit list and a register.
- Handles a variety of special deductions and earnings, including 401(k) plans and direct deposits.
- Handles supplemental earnings.
- Automatically calculates standard payroll.
- Allows reports to be stored on disk to save computer time, then printed later at your convenience.
- Prints a payroll register and deductions register.
- Prints payroll checks and a check register.
- Allows entering, editing, and posting of handwritten checks/adjustments, with an edit list and register.
- Prints a report showing all payroll distributions to general ledger.
- Prints a history report, union deductions report, and hours report.
- Prints a standard quarterly report, a 1099 report (for non-employee compensation), and a year-end W-2 information report.
- Quarterly reports can be printed in customized formats.
- State quarterly unemployment insurance reports and annual withholding reports can be made on magnetic media.
- Direct deposits can be made to multiple financial institutions, and each employee can have amounts directly deposited into up to fifteen bank accounts (Expanded Direct Deposit system must be purchased separately).
- Leave reporting provides information on employee sick and vacation time.

- Leave reporting provides information on employee sick and vacation time.
- Checks the employee history file to verify a Social Security number has not already been used.
- Employee history drill down.
- Allows printing of check dates in a variety of different formats, including DD/MM/CCYY or MM/DD/CCYY.
- Can be interfaced to Passport Business Solutions Check Reconciliation, General Ledger and Job Cost, or can be run independently.

### **PAYROLL ACH DIRECT DEPOSIT**

- Generates the ACH formatted files, provides additional information on the Direct Deposit Register, including Trace Number & Pre-Notification.
- Allows employees to have their paychecks deposited directly into their own bank.
- Employees can choose to have a portion of their pay put into a separate account, such as a savings account or credit union, and still receive the balance of their pay on an actual check.
- Simplifies the check reconciliation process for the company as direct deposits are cleared almost immediately.
- Does not require a separate database for employee information. Everything is contained within the PBS Payroll module.
- Requires the Payroll (PR) module.

### **PASSPORT BUSINESS SOLUTIONS™ — SALES ANALYSIS**

*Helps you identify your best customer, best selling items and services, productive sales reps, and strong sales regions.*

- Five-year comparative information for customers and items can be used to create monthly, quarterly, or yearly analysis reports.
- You can save up to 16 selections for each report by assigning a report name and description.
- Costs, margins, percent of sales and percent of margin can be selectively included on or excluded from reports.
- You can select a range of customers, items, sales representatives, zip codes, states, dates, and more, depending on the report. Summary reports without detail can be printed.

### **PASSPORT BUSINESS SOLUTIONS™ — SYSTEM-WIDE FEATURES**

*Passport Business Solutions provides powerful user flexibility and solid system features. With Passport Business Solutions, you choose which modules best fit your business, and implement those you wish in the order you demand. Not only that, you configure the number of users who access the system, whether in-house or remote.*

*Our software is known for its rock-solid foundation, and serious audit trails. Good, solid in-house accounting practices always requires good, solid accounting software.*

- HTML Reporting is enabled. Saving to disk and displaying of reports and some forms can be done in the HTML format. \
- Passport PowerTools based Lookups - these are sophisticated, user-defined queries, views into the PBS database of files. PowerTools provides the capability to easily modify, add or change existing lookups by field, user, or program.
- Expanded Windows report printing features allow changes in fonts, page orientation and more.
- Posting reports may be printed to a printer and to disk simultaneously.
- Storage of reports to disk for printing at a later date. Disk reports security enabled.
- BreakOut, Passport's data entry customization utility, allows entry of defaults and/or skipped fields, on a user-by-user basis. The end result is faster and much more efficient data entry. Invoked by pressing F8 at any numbered field.

- Complete audit trails are maintained for all financial information.
- Help available on most field level entries.
- Optional password control, on a user-by-user basis.
- Customized menus may be assigned per user, restricting access.
- File recovery utilities allow you to administer data files. They can also be used to convert important data files to a format that can be easily transferred to commonly used database and word processing packages.
- One to four-segment alphanumeric or numeric-only general ledger account numbers which provide a main account, sub account and up to two profit centers.

## **PASSPORT BUSINESS SOLUTIONS™ – TIME & BILLING**

*Professional Time and Billing (PTB) is designed for professional service firms who bill for services on the basis of time. Track how valuable staff time is spent, monitor client expenses, print invoices and statements, collect receivables and print vital management reports to help better analyze the productivity and profitability of your business.*

- Records for multiple companies and profit centers can be kept and consolidated.
- Records can be displayed on screen, printed or stored on disk for later printing.
- Context sensitive on-line help is provided.
- Service codes and descriptions, and expense codes and descriptions, can be maintained on file.
- Billable and non-billable services and expenses can be tracked.
- Time can be tracked on both dollars and hours.
- An unlimited number of matters (a case, project or item handled for a client) may be entered for each client. Service and expense billing terms are defined separately allowing flexibility in fee arrangements.
- An unlimited number of work-in-process and advance billing accounts may be used.
- An unlimited number of date/time stamped notes can be entered for each client and for each matter.
- Time and expense sheets may be entered and posted for each staff member.
- Up to ten description lines per service or expense item on any time sheet may be entered.
- Work-in-process for a matter may be viewed on screen by date, or by service and expense code.
- Work-in-process may be selected for billing by cut-off date, or by service and expense code.
- Retainers and fixed fee matters may be billed automatically on a periodic (recurring) basis.
- Cash received for retainers or fixed fee matters may be entered during billing.
- Invoices and cash receipts may be posted to Accounts Receivable.
- Invoice and statement formats are easily customized.
- Previously posted invoices may be voided, resulting in work-in-process being reinstated.
- Invoice history may be viewed or printed. Numerous productivity, profitability and history reports are available - by client, service or staff. Aging reports based on user-defined aging periods may also be printed.
- Professional Time and Billing requires a System Manager and Accounts Receivable, and may optionally be interfaced with General Ledger and Check Reconciliation.

## PASSPORT BUSINESS SOLUTIONS™ – THIN CLIENT

*PBS Thin Client Option is a technological advancement, providing many new benefits and is an optional add-on, not activated by default when implementing PBS Version 11.*

- Increase the system speed of PBS running under Thin Client Option on a LAN or WAN. PBS Thin Client Option significantly increases speed over the standard server installation, as most of the processing work is accomplished on the server and not back and forth between the server and client (workstation). Increased performance is realized, network bandwidth increased, making daily data entry, running reports on large files, accessing Lookups and printing large reports to disk all more efficient.
- With the availability of PBS Thin Client for Windows and Unix/Linux Servers, you can now give your remote workers a secure tunnel directly to the PBS accounting applications.
- Now Windows client users accessing PBS on SCO Open Server or a Linux server can take full advantage of the PBS Windows functionality. Point and click options, Toolbar, Windows printing, GUI Lookups, GUI Menus, and more all function from the PBS Windows workstation.
- In many instances, the ability to continue to use older workstations (Pentium II) is also a benefit, thus reducing hardware replacement costs. Thus, the name “thin” client – no super-speed, high memory client workstation system is required.
- You can easily access PBS over the Internet using Thin Client.
- Servers: With SCO Unix, Version 5.0.7 as a minimum required at server level or Windows Server 2003/2003 required. On workstation/Clients - A minimum of Windows 98SE.

## PASSPORT BUSINESS SOLUTIONS™ – TECHNICAL SPECIFICATIONS

### SYSTEM REQUIREMENTS

Workstation Processor	300 MHz Pentium – 800 MHz if using ODBC
Server Processor	1 GHz Pentium
Memory (RAM)	128 Megabytes
Hard Drive	2-3 Gigabytes is more than enough for most working systems. Once the PBS history files grow the requirement may grow as well.
Open Database Connectivity	AcuODBC® with PBS Data Dictionary™ – purchased through Passport Software, Inc.,

### OPERATING ENVIRONMENTS

- Windows Workstations: 98 SE, 2000, XP Pro
- Windows Servers: NT, 2000, 2003
- SCO Unix: OpenServer v. 5.06, 5.07, 6.00
- Linux: glibc 2.2, 2.3
- Novell: 4.11 and higher
- Terminal Services enabled
- Thin Client option available

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