



## Sales Invoicing

The Force4 Sales Invoicing module produces and analyses Invoice and Credit Notes.

Invoices may be generated, automatically, from despatched and returned items entered in the Sales Order Processing Module or details may be entered in this module for the creation of "Manual" Invoices and Credit Notes.

Invoices and Credit Notes may be transferred to the Force4 Sales Ledger for automatic account posting.

The module interfaces with Product Costing for product validation cost of sales information.

In conjunction with our Foreign Exchange module All Currencies are supported.

### **Invoice and Credit Printing**

The module provides individual, bulk and re-print options for invoice printing. Although there is a standard format for pre-printed stationery this can be modified to the clients' individual requirements.

### **Sales Analysis**

Full Sales Analysis reports are available for selected accounting period ranges.

### **Profit and Loss Comparisons**

Profit and Loss comparisons to standard are provided on all Sales Analyses.

### **Cost of Sales**

Full Cost of Sales reports are available for selected accounting period ranges.

### **Sales Period Summary**

Reporting Cumulative Qty, Weight and Value

### **VAT Analysis**

Full VAT Analysis reports are available for selected accounting period ranges.

### **Intrastat Reporting**

According to Government legislation requirements Intrastat reports are available by Customer VAT Number and Commodity Code.

### **Reporting Sequence**

The sequence by which all analyses are produced may be reported by Product Customer, Product Group, Production Unit, Sales Area, Market, Home/Export/Group.

All reports are available in detailed and summary format.

### **Agent Commission Reporting**



## Sales Ledger

The Force4 Sales Ledger module provides for the input and control of sales account details.

Analyses are available in summary and detailed format by enquiry and report. The module may be integrated with Force4 Sales Order Processing, Sales Invoicing and Foreign Exchange Contracts and, in this scenario, ledger items are posted automatically once they have been confirmed. Alternatively, the module may operate independently, ledger items being entered manually.

The Module may interface to the Force4 Nominal Ledger for automatic posting at the period end.

- **Cash Posting.** All cash posted is controlled by batch to provide full cash allocation reporting. Cash may be posted as part payment if required. Unallocated cash may be posted as cash on account

Debit and Credit items may be cleared, separately from cash allocation, if required.

- **Debit Notes & Adjustment.** Debit Notes and Journal Adjustments may be created at the time of cash allocation for account reconciliation. Journal Adjustments may also be created independently.
- **Account Transfer.** Whole account or single item details may be transferred from one account to another.
- **Contras.** If the module is interfaced to the Force4 Purchase Ledger a contra facility is provided to assist with common account control.
- **Multiple Currency.** Operated with the Foreign Exchange facility the Ledger will function using up to 99 user-defined currencies. The profit/loss on exchange is calculated for automatic journaling to the Nominal Ledger.
- **Account Enquires.** This facility provides access to account status, transaction details including cash posted, credit limit and aged debt analysis.
- **Period End.** Period End routines may be run at any time and as often as required during the accounting period.
- **Control Summary.** A control summary showing opening balance, current period transaction totals and closing balance is available as required.
- **Statements and Overdue Reporting.** Statements are produced to standard formats with an "as at date" and account range selection facility. Overdue reports are available in summary or detailed format by date or accounting period. Chase Letters also available.
- **Nominal Ledger Transfer Reports.** Details of all items to be transferred to the Nominal Ledger are reported in summary or detailed format. If interfaced to the Nominal the transfer is performed automatically at period end.



## Purchase Ledger

The Force4 Purchase Ledger module provides for the input and control of purchase invoices/credit notes and account details. Analyses are available in summary and detailed format by enquiry and report. The Module may interface to the Force4 Nominal Ledger for automatic posting at the period end.

- **Invoice & Credit Processing.** Invoices and Credit Notes may be input by "batch" or as required. Daybook listings are available to report items pending posting to the ledger. Validation checks exist at the time of input to minimise errors. Interfaces exist to the Force4 Purchasing and Steel modules for semi-automatic entry of invoice details and month end reserve analyses. All entries may be amended prior to posting to the ledger itself. Hold/Release indicators are available for all Ledger items. Reserve posting available as well as Self Billing Invoice routines.
- **Payments.** Payments may be entered in advance of the current accounting period. General, Selective and Manual payment runs are available with automatic production of Remittance Advice Notes and Cheques if required. An optional BACS transfer facility is also available.  
'On Account' payments are also available for cash not assigned to specific items.
- **Discounts.** Procedures exist to cater for suppliers early settlement incentives.
- **Account Transfer.** Whole account or single item details may be transferred.
- **Journal Adjustments.** Adjustments may also be created for account reconciliation.
- **Contras.** If the module is interfaced to the Force4 Sales Ledger a contra facility is provided to assist with common account control.
- **Period End.** Period End routines may be run at any time and as often as required during the accounting period.
- **Control Summary.** A control summary showing opening balance, current period transaction totals and closing balance is available. Including any payments in advance of the current accounting period.
- **Nominal Ledger Transfer Reports.** Details of all items to be transferred to the Nominal Ledger are reported in summary or detailed format. If interfaced to the Nominal the transfer is performed automatically at period end.
- **Account Enquires.** This facility provides access to account status, transaction details including cash paid and discounts and aged credit analysis.
- **Aged Creditors Reporting.** Aged Creditors reports are available in summary or detailed format by date or accounting period.
- **Reporting,** Comprehensive reporting available for the current year and historical data.



## Nominal Ledger

The Force4 Nominal Ledger module controls and maintains the company's general ledger to the point of producing the trial balances and final accounts.

If the module is interfaced to the Force4 Sales and Purchase Ledgers the Nominal Ledger is automatically updated at the period end.

An audit trail of numbered Journal Vouchers is produced. The module allows input and maintenance of flexible accounting code structures, department, expense, group and summary codes. These codes are available to all Force4 Modules, as required, providing consistency throughout the Force4 suite.

All input to this module is via strict double entry Journal Voucher thus ensuring accuracy of input and reduction of errors. All Journal Vouchers are uniquely numbered for auditing purposes.

- **Coding Structure.** Allows various combinations of department and expense codes and incorporates additional analyses by account groups and summary codes.
- **Departmental Operating Statements.** Statements may be produced at a single department level or for a range of departments. The statements detail actual, budget and variance values monthly and cumulatively.
- **Fixed Charges.** To apportion such 'fixed' items as power, rates or rent on a 'working days' basis. This facility obviates the need for conventional control accounts.
- **Trading Accounts.** The summary and detailed trading accounts and trial balance are user definable.
- **Audit Trails.** For selected account ranges all Journal Voucher entries may be reported. Single account details may be displayed immediately.
- **Auto Reversing Reserves.** Journal vouchers automatically reversed for the next accounting period.
- **Budgeting.** Fixed and Variable Budgeting for current year and next year may be maintained within the module with variable spread options, manual, working days, calendar days, by period or percentages. All budgets may be altered for the current period until confirmed.
- **Integration.** The Nominal ledger is fully integrated with Sales Ledger, Purchase Ledger and Payroll systems.



## Payroll

The Force4 Payroll System assists payroll administrators to process any requirement for managing payments to employees and directors.

The system has multi-level password control and can be operated in a multi-user environment or as a discrete application.

Micas also offer a Payroll bureau service, at competitive rates, utilising all the functionality listed below.

### **Variable Payment Periods**

The system caters for Hourly, Weekly, Monthly and Executive types of payroll.

### **Variable Payment Structures**

With up to six, individualised, pay rates per employee and virtually unlimited number of payment and deduction elements.

### **Variable Payment Methods**

The system caters for payment by Cash, Bank Credit Transfer, Cheque or B.A.C.S.

### **Statutory Pay and Deductions**

The system calculates Income tax and N.I.C.'s based on statutory tables and in addition allows for the calculation and recording of Statutory Sick Pay and Statutory Maternity Benefit.

### **Global Tax Code Changes**

For bulk changes by prefix & suffix.

### **Attachment of Earnings**

Orders for community charge and other deductions at source are calculated based on a fixed percentage or on the table method.

### **Statutory Returns**

The system produces the statutory P60(S) certificates and also P45(S), P11(S) and P35(S) listings. These reports may be submitted to the DSS on magnetic media if required.

### **Flexible Period Processing.**

The system will calculate gross to net for a single employee or a group of employees or the entire payroll with mixed holiday periods.

### **Payslips**

A choice of payslip formats is available or design your own.

### **Full Payment History**

Records are available for the current year and any amount of preceding tax years.

### **Comprehensive Reporting**

- \* Definable deduction reports.
- \* Head Count statistics
- \* Departmental Analyses (Based on users own codes)
- \* Full payroll analyses
- \* Company Pension Analysis
- \* and more.....

### **Integration**

Full integration with Force4 Nominal Ledger, including optional, automatic period transfers. There is also an optional link to the Force4 Personnel System.

### **B.A.C.S.**

The necessary output file can be created for posting to the Bankers Automated Clearing Service. A full B.A.C.S. system is available if required including communications hardware and software.



## Personnel

The Force4 Personnel Module is concerned with the recording of information relating to people, their workplace and their employment history.

It has been designed in consultation with Personnel management to ensure its relevance and to focus on personnel department functions. It obviates the need for Personnel Departments to hold this information in documentary form therefore improving the speed of access.

It provides an interface to the various payroll modules but retains individual security, independent from other modules allowing it's confidential use by authorised parties only.

- **Security and Confidentiality.** The system has multi-level password facilities with instant screen removal and secure data transfer to import and export data to/from other systems.
- **Personnel Information.** Interfaces to the Payroll module(s) and initial base data generated for each clock number in the Payroll module is integrated into Personnel Module where further basic information can be added. An electronic note pad facility is also available for entry of all additional information.
- **Audiometry Testing.** Audiometric test records can be generated resulting in on-screen audiograms and providing trend analysis.
- **Employment History.** Includes positions held and grades together with details on the pension scheme and retirement date.
- **Medical.** Known medical conditions and/or disabilities. Records of all visits to surgery/hospital/doctors whilst present at work plus the audiometry information.
- **Training.** Details all courses that have been attended and any planned for the future. Details all qualifications gained – Professional and other - and there respective dates.
- **Pay Rate History.** Provides pay rate history by date and grade. Interfaces to the payroll system for updates where applicable.
- **Attendance History.** Allows input of all absenteeism, lateness and holidays and provides detailed analysis of these, including a "trend" enquiry.
- **Appraisal/Disciplinary Records.** Notes dates and details of all formal appraisals and discipline matters with any relevant expiry dates.
- **Payment History.** Provides assistance with calculation of holiday pay calculations.
- **Company Car Details.** Relevant history in car provision.