



Steel Invoicing

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

Invoices may be generated, automatically, from despatched and returned items entered in the Steel Orders 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 Steel Orders for stock validation and cost of sales information.

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.

Daily Margin Analyses

Full Margin Analyses are available for selected date ranges.

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 Stockcode Customer, Supplier, Sales Code, Sales Area, Carrier, Home/Export/Group.

All reports are available in detailed and summary format.

Reference: SIMPD/02/05



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 Steel Orders Processing and Steel Invoicing, 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.
- **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.

Reference: SI/PD/02/05



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 Steel Orders Processing for Purchase invoice matching and period reserves. It may also 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 is 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.

Reference: PI/PD/02/05



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.

Reference: NI/PD/02/05