

What is Simple Accounting for o m p e t ?

?? A complete solution, designed from the ground up to improve your productivity and your profitability using the technology that is driving business into the twenty first century: Microsoft Windows®.

?? A system of options which expand to meet your needs including options for faxing, e-mail, on-line ordering, internet access, remote office support, security, report writer, and data exchange.

?? A tested program backed by the most knowledgeable and responsive organization in the industry serving over 9,600 customers throughout North America!

Nothing else comes close!

SAFE saves you money.

SAFE can automatically combine like orders on the same P.O. to obtain group discounts from your manufacturers. And SAFE also can automatically create and fax Request For Quotes to as many vendors as you like for each job, then accept the best offer with a single keystroke.



Want more? Our built-in Contact Manager knows each rep's customers and can remind them who they should be calling on, and when. A complete history of all calls, meetings, counts, deliveries, etc. is available at any time as well as a to-do list to manage customer meetings plus non-customer related activities.

Our super-flexible reports let you view company's performance in ways not practical otherwise. For example, you can view sales, costs and profitability on an Accrual or Cash basis any time you like.

SAFE saves you time.

If your current system requires you to go the filing cabinet every time you need information on a job then your system isn't working for you. SAFE

lets you refer back to any order instantly, at any time, by customer, salesperson or job number.

When a customer calls you can immediately call up their order history starting with current jobs as well as their most recent orders for every item. Find the product and create an exact repeat with a single keystroke. You can even fax or e-mail P.O. (or any other document) right from your desktop!

With SAFE you key an order only once! You can enter all vendor information (including printer specs) as you enter the order. Printing P.O.s, acknowledgments or invoices is a one-button job. Once an order is invoiced, all commission, A/P and G/L work is complete. No re-keying. And no going to the file cabinet.

All data can be entered on the fly. You can start entering orders for customers both new and old five minutes after installing SAFE. There are no master files to build first or lengthy setup procedures. Simply begin entering orders and easily build your supporting data as you go.



Pricing, Policies and Terms

Simple Accounting for o m p e t

Enterprise Edition: \$5,995.00
Standard Edition: \$2,495.00

Remote Support Service: \$799.00 per 12 hours/1 year

SA xtensions

Ollie Internet Extensions: \$4,995.00

Remote Office Extensions: \$2,495.00 first office
\$1,495.00 additional offices

Electronic Ordering Extensions: \$1,295.00

PDF Extensions: \$695.00

Consolidator Extensions: \$495.00

Other Options

Report Writer: \$299.00

ODBC Drivers: \$299.00 for 5 users

Custom Forms & Reports: \$100.00 ea.



Overnight shipping is available for \$20.00 extra.

Pay By ycompany check, VISA, Mastercard or the American Express Card®.

We accept purchase orders from established customers.

C.O.D. orders carry a \$5.00 surcharge.

State of Washington customers must also include 8.6% sales tax.

Warranties: All hardware is unconditionally warranted against defects in manufacture for at least two years from date of purchase regardless of the manufacturer warranty. Software is warranted to be free from physical defects for ninety days, subject to replacement of original materials. Simple Accounting modules (except Evaluation Kits) are sold with a money back guarantee. Simply return all materials to us within thirty days of delivery for a full refund, less shipping.

Evaluation Kits: An Evaluation Copy of SAFE is available for \$19.95 which may downloaded directly from

www.suntowersystems.com



FLEXIBILITY: Choose Between Two Editions...

SA Standard Edition

Complete Integration There is little or no re-keying of information in Simple Accounting. RFQs convert to sales orders which generate purchase orders. Sales Orders convert to customer bills and A/P job bills automatically! And everything posts to your general ledger as you do your work. No compromises. From forms specs to re-orders; commission payments to job costing. **SAFE** does what you want it to do, the way you want.

True 32 Bit Windows Power Move from one task to another instantly or have several tasks running at the same time and with complete confidence. All functions are consistent, easy to use, and work together with your favorite Win32 software. And if you've been disappointed by slow Windows applications you'll be amazed at SAFE. SAFE is designed from the ground up as the no-compromise operations program for forms distributors.

Real-Time Posting The moment a transaction is entered or an invoice or check printed, all system files are updated. Print all key reports at any time always with current information. **No lengthy Month End Close!**

Ease Of Use Enter all data on the fly with no lengthy setup and no jumping from screen to screen to get most tasks done. With **SAFE**, you'll be productive sooner, rather than later! Send an RFQ to ten vendors as easily as one. Save your favorite reports for instant recall at any time! Common transactions such as bills to pay can be memorized to eliminate re-keying. Orders can be looked up in a flash. Reorders can be created with one keystroke. As your business grows, **add remote offices and Internet support easily with complete security.**

Flexibility Custom design your own invoices, P.O.s, RFQs and Forms Management Reports! Separate P.O.s can even be created for the different types of products you sell (envelopes, flat sheets, checks, labels, etc)!

Complete Multi-User Capability SAFE is designed from the ground up to be a *true multi-user* system. **Every user can access the same screens and functions simultaneously.** Your license allows you unlimited users per server.



SAFE Standard Edition is right for your company if you need a completely integrated accounting system geared for the forms distributor and:

- You do mainly stock orders.
- You do not need advanced forms management capability.
- You do not ship items to multiple locations at the same time.
- You do not need to print multi-departmental financial statements.
- You do not need multiple office capabilities.
- Your clients do not require access to their orders over the internet.
- You require only a few types of ordering spec sheets.

Converting From Other Systems

If you've been in business for any length of time you've probably got a great deal invested in your existing data. So, understandably, you're concerned as to the actual process of converting your business to Simple Accounting. We can help in several ways:

Systems Consulting

The first step for most businesses is to have one of our trained consultants advise to develop a comprehensive migration plan. This will give you a step by step project map indicating specific goals, target dates and costs so you know before hand what to expect in terms of real costs and time. Use this plan to help design a complete systems purchase from Suntower Systems or as a specification sheet if you have a preferred systems provider. Either way, this prevents unexpected costs due to unforeseen obstacles or incompatible equipment.

Data Conversion

Simple Accounting provides no 'automatic' data conversion, but in many cases we can convert all or part of your existing data when you move up to SAFE. The question of what *can* be converted and what *makes sense* to convert differs with every customer. So we offer a straightforward recommendation and a firm quotation for data conversion services at no charge.



Can I Convert?

Suntower Systems can convert your main data files (customers, contacts, vendors, products, chart of accounts) from *most* competing packages as well as from many popular general-purpose accounting programs.

In many cases, we can also convert transaction history from other forms industry packages, including sales orders, purchasing and customer billing information. Since each program is very different, please contact us with your current software version and platform (DOS/Windows/Unix) for a specific quote. (Also note that for some general-purpose programs such as Intuit's Quickbooks® this is not possible, however.)

Please bear in mind that, depending on *what data* you wish to convert, *how much data* you wish to convert, and from *which program* you wish to convert, the charge can range from a base fee of \$200.00 for main data files alone to several thousand dollars for a complete copy of all transaction files.



Detail s...

These days, you *have* to be better connected: to customers, vendors, and to your people who may not be in 'the office'. Fortunately, another unique strength of SAFE is connectivity. In addition to complete multi-user capabilities, we offer *two* complementary ways to do business from remote offices, customer sites and across the internet!



ORDER ENTRY

Recall any customer's last order by name, order number or invoice and create a repeat order with a single keystroke.

Generate a request for quote to any number of vendors and automatically convert the accepted RFQ to an order or P.O. with one keystroke.

Quotes may be saved to track sales effectiveness (quotes written vs. orders booked.)

Completed sales order can automatically make all needed entries for Purchase Orders, Customer Invoices and A/P checks, sales history, commissions, forms management, A/R, A/P and G/L totals.

Generate P.O.s from sales orders and group like items to each vendor automatically to gain valuable quantity discounts.

Each product may contain a complete printer specification with up to eight parts, six colors and unlimited special instructions

Purchase orders may be *Product Specific*: Create separate P.O.s for continuous, checks, envelopes, labels, etc.

Free-form customer and vendor notes may be added to each line item. These notes can then appear on P.O.s, quotes, or invoices.

Items may be costed and priced by unit or lot and have an unlimited number of quantity price breaks.

Supports multiple sales tax systems for all 50 states and Canada..

Each customer may also be assigned a credit limit, per order limit and a special handling fee.

SAFE can also handle finders fees, and other extra costs for special orders without skewing profit reports.

COMMISSION REPORTS

Commissions may be paid on booked orders, invoices or cash receipts.

Incredibly flexible custom formulas are available to handle all compensation programs for each salesperson, for individual customers, or by type of product sold.

Split commissions, finders fees and handling fees fully supported!

Exclusive Two Way Posting™ between sales orders and A/P means that after-the-fact costs automatically update commissions for every order!

SALES HISTORY

Complete sales and cost data is stored with each order so you can report on anticipated revenues and cash flow requirements any time.

Create sales summary tables to compare your salespeople, products, vendors, and customers. Compare performance between months, quarters or calendar years for paid or open invoices!

ACCOUNTS RECEIVABLE

Customer statements can be printed on an open item or balance forward method and up to six separate aging periods are available.

Late charges and finance charges may also be assessed automatically.

Summary billing is fully supported!



Education

Suntower Systems offers complete programs for both new and experienced users either at your offices or here in beautiful Seattle. We have programs available for Simple Accounting software, plus networking basics, and courses for all the best-known productivity applications from Microsoft®, Lotus® and Corel-WordPerfect®. One and two day courses are available for only \$550 per day, plus expenses.

Each course is custom fit using your company's raw data as a base for learning. Our focus is hands-on with emphasis on the practical skills your people need to do their jobs better. This approach assures you'll get the maximum benefits from Win-SAFE the moment you complete the course—especially important for new users. We can even schedule weekend courses to minimize interference with your day to day business.

NOTE: Courses are popular and availability limited, so we suggest booking at least thirty (30) days in advance!

For your convenience, courses may be scheduled here in beautiful Seattle or within the familiar surroundings of your offices. Which is right for you? Each method has advantages:

In Your Office

Courses scheduled in your offices, allow our trainer to really get to know your business processes and your people, allowing us to tailor the presentation to your unique business processes and requirements.

In Beautiful Seattle

We also offer complete training services here for those who wish to get away from everyday distractions. We can provide complete travel packages at very competitive rates.



News From The Suntower

Speaking of education, learn even more is by reading *News From The Suntower!* This bi-monthly e-letter keeps our customers in touch with us and the entire world of business computing. This is the place to find the latest information on all our products and services, including SAFE! Every issue is packed with features, tips, tutorials, and answers to your questions. News for Forms Experts is sent free of charge to all RSS subscribers. Back issues are also available at:

www.suntowersystems.com



SA xtensions

Now that you've chosen your edition of SAFE, next you'll want to select one or more extensions to provide your business with even more power. These days, you *have* to be better connected to customers, vendors, and to your people who may not be in 'the office'. SAFE Extensions offer *four* ways to do business with remote offices, customers and vendors, even across the internet!



In a matter of minutes you can install a complete, real-time, on-line ordering solution for your customers which includes support for releases, stocking orders as well as templated items with PDF Preview! Complete integration with SAFE means that changes to orders made in SAFE are instantly reflected in your customer's on-line view!

Web pages and all reports may be customized to fit *your* company image. Menus and logos can even be made customer-specific to add a personal touch to your clients' experience! A comprehensive multi-tier approval system is instantly available for larger customers. Other refinements include a Shopping List feature which allows users to reorder or release the same group of items with a single click and the ability to route releases and orders automatically to warehouses and vendors with requisite artwork and shipping instructions!

REMOTE-OFFICE-Xtension

ROX is a special version of SAFE which runs at each branch of office. The data from each office is automatically synchronized with that of your main office on daily basis. Typically this is done between remote offices, though many other uses are possible. The data transferred between locations can be controlled by your home office so that each location maintains only its own data. The home office can collect information from all sites so that functions such as A/R and A/P can be performed at one location for all sites. Your home office processes the paperwork so that your salespeople have more time to *sell*! ROX is completely automatic and requires no expensive hardware: just a modem for each location and an available phone line. Data is usually transferred between sites automatically at a scheduled time each day (although ROX can be configured so that reps can dial in with their laptops at other times as well.) The data transfer typically takes only a few minutes making ROX practical for businesses with many offices.



CONSOLIDATOR-Xtension

Run multiple companies, each with completely independent data, but create consolidated financial statements whenever you wish! **Great for consolidators, brokers, or distributors who outsource services for other companies!**

PDF-Xtension

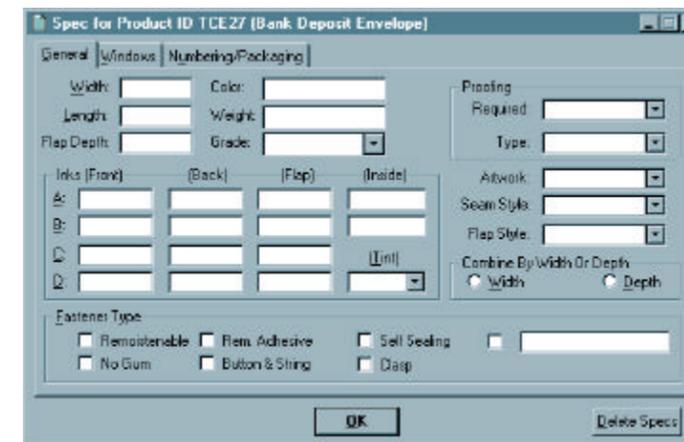
Create Acrobat PDFs from *any* report or SAFE document you can print. Works for items printed in batches (customer invoices and statements)! And any generated PDF can automatically be e-mailed. For example, instead of *printing* purchase orders, simply e-mail them directly from your desktop! With PDFXtension your e-mail will automatically contain not only a PDF of the PO, but also any artwork files you have linked to the job! And if you are using Ollie to generate PDF Previews of templated items (business cards, letterheads, etc.) the PDF Artwork will also be included! This creates a completely seamless electronic ordering system!

ELECTRONIC-ORDERING-Xtension

Many businesses are now integrated with vendor on-line ordering systems such as **United Stationers, Inc.** Our Electronic Ordering Extensions allow you to electronically forward orders you enter into SAFE directly to your supplier, with no re-keying. Orders are sent electronically so accuracy and speed increase dramatically.

Product-Specific Purchase Orders And Requests For Quotes!

You don't just sell one type of product, so SAFE comes with a variety of purchase orders and requests for quotes optimized for the types of products you buy and sell. Every order prints in a clean, clear manner speeding production, cutting down on errors and reducing your costs significantly. As you can see at right, each type of spec also has a *data entry screen designed specifically for that type of product.*



Example of product-specific data-entry screen for Envelopes.

Example of custom purchase-order format for Unit Sets.

| | | | | | | | | | | | | | | | | | | | |
|--|-------|--|-------|--|-----------|-----------|-----------|------------|-----------|--------|-------|----------------|--|---------|----------------|--|----------------|-------------------|--|
| FAX: (206)-555-2345 PHONE: (206)-555-1212 Page #: 1 Vendor ID: 2082 | | Global Business Forms, Inc 123 Main Street Seattle WA 98109 | | REQUIRED SHIP DATE: 04/16/99 Sales Rep: Rick Johnson Our Customer ID: U/M | | | | | | | | | | | | | | | |
| FORM TYPE: Continuous/Unit Set SALES ORDER ID: 2687 | | Our P.O. # 3247 P.O. Date: 03/30/99 Order Type: Exact Repeat | | Plant Quote # Previous Job # 80505 | | | | | | | | | | | | | | | |
| VENDOR: Liberty Business Forms 3230 E. Main Ave. Spokane WA 99202 | | AS | | SHIP TO: Pacific County P.U.D. #2 4th and Duruya Raymond WA 98577 Attn: | | | | | | | | | | | | | | | |
| FORM #: 758 UB 712 | | FORM NAME: UTILITY BILL | | CUSTOMER PO#: 99-195 | | | | | | | | | | | | | | | |
| OVERALL SIZE: 9 1/2 x 11 | | NUMBER OF PARTS: 1 | | COMBO: LOT OF | | | | | | | | | | | | | | | |
| PACK | COLOR | PAPER WT. | GRADE | BASE COLOR | 2ND COLOR | 3RD COLOR | 4TH COLOR | BACK COLOR | ALT WIDTH | GLUING | CRIMP | INTERIOR PERFS | | SAME AS | STUBMARG PERFS | | MARGINAL WORDS | CARBON OVER PLIES | |
| 1 | WHT | 20 | BOND | BLACK | REFLEX | RED 185 | | SCR REF | 9 1/2 | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | |

Punching: No. of Holes: Pos. from edge: Diameter: C-C: Parts:

Crash Numbering: Press Numbering: MICR Static Numbering Arabic Numbering

Arabic Consecutive Start # Color of Numbering:

MICR Consecutive Start #

Printer Make & Model:

PACKAGING
CARTON TYPE: POLYWRAP: NO. PER PACK:

QTY/CTN: 1000.000 PALLETIZE:

PROOF: Comp Supplied as:

SPECIAL INSTRUCTIONS:
THESE FORMS WILL BE RAN ON AN IBM LINE PRINTER, THEN RAN THROUGH A BURSTER, AND FINALLY RAN THROUGH A PITNEY BOWES FOLDER/INSERTER.

Send samples to sales office.
Please fax Acknowledgement to (206)-555-2345.
Please fax a copy of the packing slip to (206)-555-2345.
Please put Customer PO# on all cartons, packing slips and correspondence.

SA

Order Entry
General Ledger
Inventory
Forms Management
Accounts Receivable
Accounts Payable
Checkbook Management
General Ledger
Internet
Remote Office

...Nothing Else Comes Close!

Welcome to

Simple Accounting *for* Forms Experts

The *first* and still the *only*
complete Windows solution
designed especially for forms and business products
distributors and brokers.



Now available in Standard and Enterprise Editions to fit the needs of all distributors.

Nothing Else Comes Close!


Suntower Systems



On May 12, 1985 the partnership of Suntower Systems was formed in Detroit by former analysts with Ford Motor and Arthur Andersen Consulting, to provide consulting services in the Detroit area for Fortune 500® companies such as Ford Motor, BASF, Ameritech and MCN Services.

In 1987 we developed and marketed the general purpose Simple Accounting® line of software now in use by over 12,000 businesses throughout North America.

In 1989 we introduced our Simple Accounting for Forms Distributors; our solid accounting plus the order entry and forms management features your industry demands. Over the last ten years, over 450 customers have purchased FD and its successor, SAFE for DOS.

In February of 1996, we released the first true Windows operations package for this industry: SAFE for Windows, now in use by over 400 distributors. In November of that same year we expanded to a second office in Seattle, moving all Simple Accounting development there.

In January of 2003, we shipped major release six of SAFE for Windows: Enterprise Edition; designed to be the most comprehensive solution available in the industry!



SAFE provides you with better information.

Need answers to tough business questions? **SAFE** lets you save an unlimited amount of transaction history so you can always drill down to the detail level. And the **SAFE** Query Window makes asking even the most complex questions about your data easy and quick. You can even save your queries for one-button retrieval at any time!

But **SAFE** also lets you see the big picture. You can instantly compare current and prior year data. (Budgeted vs. Actual too!) Or this month and the same month last year. Or this month and last month. Or this quarter, the prior quarter, or even this quarter last year. We think you get the idea. And we think it's the kind of idea you'll appreciate immediately.

We all know the old acronym, GIGO (garbage in, garbage out), **SAFE** includes numerous safeguards to prevent keying the wrong information. These include, checking customer credit, inventory levels, if a spec is setup for a product before creating a purchase order. **SAFE** will even warn users about suspicious dates (like (01/01/79' when he *meant* to enter January 1, 1997!) or if you accidentally enter '10,000 M' as an order quantity when you really meant to enter '10M'. Typos are almost a thing of the past with **SAFE**.



Remote Support Service

Subscribe to our yearly RSS service contract (including a free copy of award-winning iClose-Up® communications software). This service allows us to run your software on your machine, from *our* offices! This is by far the best way to support SAFE as it allows us to handle problems first hand. We can also use this to provide on-line training sessions. You may not need RSS often, but when you do, you'll be glad you have it! We feel very strongly about this service, and evidently so do our customers: ninety five percent renew RSS every year!

Voice: (206) 241- 4859

Monday through Friday, 7 a.m. to 6 p.m. or Saturday 10 a.m. to 3 p.m. PST.

Fax: (206)-241-4879 We do not charge your support subscription for routine questions submitted by fax.

E-mail : support@suntowersystems.com We do not charge your support subscription for routine questions.

Internet: www.suntowersystems.com is the place to receive free updates to our software, timely notes about Simple Accounting, and a fully indexed search engine with answers to the most common technical questions.

Program Updates: Suntower Systems is committed to constantly improving the features and quality of its products. Programs are updated regularly, incorporating new features, and correcting all known errors. RSS subscribers receive free minor updates. Major Updates are made available for a nominal fee.



SAFE ENTERPRISE EDITION™

All The Features of Standard Edition PLUS!

Are you **serious** about forms management? Do you need multi-warehouse inventory control? Are you sold on office products? Do you have multiple offices? Are you interested in providing web access to your clients? Do you require multi-departmental accounting? Do you need to track royalties? Then you need SAFE EE.

Powerhouse Forms Management A complete solution for multi-warehouse forms management. Unlimited warehouses per product. Store and ship from and to any vendor site, customer ship to or your own warehouses. Unlimited cost center per location lets you track usage by *department or individual!* You can even track usage for a single product across multiple customers!

Scalable Architecture Easily expand SAFE to accommodate the largest businesses using our SQL Driver System which supports Microsoft SQL Server and Sybase SQL Anywhere and Oracle 8 databases.

Multi-Office Support Departmental Financial statements are for real. And our optional **Multi-Company Consolidation Extension** lets you create master financial reports for several businesses at once.

Major League Extensions SAFE EE expands with optional **SAFE Extensions** to provide remote office support, internet access for your clients, electronic ordering with your vendors and advanced security which custom tailors each user's screen for complete protection! (What they can't see can't hurt *you!*)

Even More Ease Of Use!

?? Intelligent Data Entry prevents most common data entry errors (such as incorrect dates).

?? User defined browse screens and windows.

?? Intelligent Forms Counting prevents 'negative usage' problems

Plus These Valuable Extras!

?? **Eight Included Purchase Order and RFQ Formats!**

?? **Built-in Zip Code/City/State/Area Code Database!**

?? **Integrated support for bar coding and scanner input!**

?? **Support for Sales Tax Prep Packages from CCH!**



Enterprise Edition is right for your company if you need a completely integrated accounting system geared for the forms distributor *and:*

- You do custom and stock orders.
- You need advanced forms management capability.
- You ship and warehouse items at multiple locations.
- You need multi-department financial statements.
- You need remote office capabilities.
- Your clients require access to their orders over the internet.
- You require many types of order spec sheets.
- You require high transaction volumes.
- You track royalty payments to vendors.

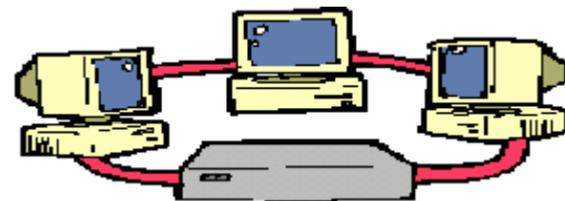


Hardware: Requirements & Options

Simple Accounting runs under all versions of Windows XP, 2000 or 2003 with 256MB of RAM. The program requires at least 5 meg of free hard disk space to install and at least 30MB of disk space for each year of saved transaction history after that.

Simple Accounting is compatible with all major networks and your price includes unlimited users attached to a single server.

Note: To ensure your complete satisfaction, we require all networked systems to be validated and approved by Suntower Systems.



Systems and Networking

Our name tells the story: we sell *systems* that work *together*—not just individual components. Equipment and training are as essential to our mutual success as SAFE so we offer both with a guarantee that everything we provide will work *together* to your complete satisfaction.

We match our fine software with the best values in hardware and systems. We offer competitive pricing and excellent support for award winning, nationally known brands. Purchase or lease from us because:

Experience

Our expertise in PCs and networking has been repeatedly recognized by some of the large publications in the computer industry. You can count on us for up-to-date answers to your questions just like Fortune 500 companies like Ameritech, BASF and Ford Motor Corp. do.

Custom Matching

A complete system from Suntower Systems means that all your software mates with your hardware with **no worries about compatibility**. We take care of everything. Your system comes pre-configured with your choice hardware, Simple Accounting modules and other software, reducing set-up time so you can get down to business right away.

Great Brands

We stock the best hardware and applications software. **Our proof is our three year warranty on all parts and labor.** We are authorized value-added resellers for only the best award-winning products, including: Canon, Hewlett-Packard, Microsoft, Novell and Panasonic.

Microsoft
Solution Provider

IBM
Authorized
Business
Partner

FORMS MANAGEMENT

Usage may be calculated based on counts and releases or based on sales orders!

Products may be assigned to a specific customer and/or location.

Counts may be taken at any time!

Usage is averaged automatically by month, quarter and year to date with comparisons to the prior year.

Delivery Notices document each release and can automatically generate an invoice for warehousing or delivery. Charges can be based on quantity released, on hand, or days in the warehouse.

Presentation quality usage analysis and forecasting reports can be based on rep, customer, or location, for one or all locations.

Automatically generate reorder notices based on usage, sales, or a fixed number of days between orders.

BANK ACCOUNT MANAGEMENT

Manage an unlimited number of bank accounts and reconcile at any time.

Register updated automatically as soon as deposits are entered or checks written.

ACCOUNTS PAYABLE

Two-Way Posting™ means that information entered into sales orders is automatically transferred to A/P vendor invoices. Later updates to A/P bills automatically update commissions and profitability for source sales orders.

Complete job cost: Track profitability by vendor and costs by sales rep.

New bills can be paid with two keystrokes, or invoices may be selected for payment for one or all vendors.

Pay bills by date due, discount date or vendor.

Recurring transactions automate routine bill paying.

Calendar automatically reminds you when to pay bills (and pays them for you if you wish!).

Cash Requirements Report plans bill paying automatically by invoice or discount date.

GENERAL LEDGER

Real-Time Posting means that you can have an unlimited number of open periods and make prior period and future period entries any time.

Complete audit trails and unlimited on-line history lets you instantly drill down to the detail level of any source transaction from financial reports.

Complete financial reporting system lets you review and report for any period, any time; budgeted or actual.

Chart of accounts and financials are completely flexible.

Financials may be generated by department and you can even have separate P/Ls for each sales rep!

No lengthy month end routines or reports. **Close any period in five minutes!**

SECURITY

Control the menus, screens, reports, and sets of data each user sees when they run SAFE, either in your office, or from the Internet. **Users can't improperly access features because, for them, they simply aren't there!**

Data can be encrypted to 56 bits to prevent data theft and an optional log can be used to track who changed what, when data down to the field level!

CONTACT MANAGEMENT

Contacts may be linked to customers or vendor. Instantly jump between customers and their contacts and see at a glance all activities and upcoming events.

Custom fields, including unlimited X-Dates and custom phone numbers may be linked to any contact.

All calls, faxes, meetings and letters are logged with notes, duration, and even a dollar value for expense reports.

Scheduler features day, week and month-at-a-glance calendars for one or all reps. Automatically schedule recurring activities like regular meetings and birthdays!

Create as many targeted Mailing Lists as you like based on user-definable keywords.

Automatically create mail merge documents including sales and receivables history with your favorite word processor..

Many styles of envelopes, packing labels and mailing labels, including PostNet™ barcodes are supported.

Scan in business cards with the Corex CardScan® business card scanner!

REPORTS & QUERIES

Query Window to select the order and set of records for every report and graph.

Once a report is defined, you can save your selections and recall them at any time with just one keystroke!

On every report you also control:

- Subtotalling
- Page breaks
- Detail or summary report?
- Number of copies

OTHER FEATURES

Multi-user support for unlimited users on a single server!

Fax all documents in one step to multiple customers or vendors (including Purchase Orders and Requests for Quotes!)

Pop-up Calendar with paste

Pop-Up Calculator with paste

Auto-Dialer with Call Timer

Integrated support for scanners and hand-held computers makes inventory a snap!

Support for Dynamic Data Exchange (DDE), links Simple Accounting data to popular mail-merge programs in your favorite desktop publisher or word processor!

Prints bar codes on carton labels and packing slips!!

Integrated support for bar code scanners and hand-held computers makes inventory a snap!

OTHER IMPORTANT SERVICES!

Use your own custom-designed laser or pre-printed forms for purchase orders, RFQs, invoices and checks!

Support for multiple companies available!

?? ODBC Drivers are available to give applications such as Microsoft Office® and Lotus SmartSuite® transparent access to Simple Accounting data!

Custom Forms

One of the main benefits of Simple Accounting is adaptability. This includes the ability to set up the system to print any forms in almost any format you choose. Why? Your forms say a lot about your company. It only makes sense to have them look exactly the way you want them to!

Current Custom Form Types Available Include:

Purchase Orders And Requests for Quotes:

- ✍ Ad Specialty
- ✍ Books & Binders
- ✍ Business Cards
- ✍ Continuous/Unit Sets
- ✍ Checks
- ✍ Envelopes
- ✍ Flat Sheets
- ✍ Labels & Register Tapes
- ✍ Office Products

Other Custom Forms:

- A/P Checks
- Customer Acknowledgements
- Customer Quote
- Customer Invoices
- Customer Reorder Notices
- Customer Statements
- Customer Summary Bill
- Fax Memos
- Income Statement
- Packing Slips
- Salesmen Pre-Bill
- Warehouse Release Notices
- Trial Balance

Client Forms Management Reports:

Your clients demand presentation-quality reports documenting your performance. That's why all standard forms management reports can also be customized to fit your company's unique image!



Interfaces with other devices

Remember the old saying 'the whole is greater than the sum of the parts'? With Simple Accounting this is definitely true! We make it easy to connect with other devices and programs to provide big savings in time and money far beyond what can be achieved by any one tool on its own. If you are new to some of these technologies, we have the expertise to integrate them for you.



Scanners & Barcoding

If inventory management is important to you, then you should be using cordless scanners and barcode technology. Our customers report that a single hand-held scanner can reduce counting inventory by over 400%!

Our seamless interfaces to popular scanners from Symbol Technologies® and Percon® let you take counts and enter releases with the flick of a finger. Since Simple Accounting is a real-time system, stock and forms management information are always current!

And for your salespeople, a **Corex CardScan 300®** business card scanner makes entering contact management data into Simple Accounting effortless.

E-Mail Interface

Simple Accounting can send and receive transactions to/from vendors and clients via e-mail. This can include sales orders, purchase orders, requests for releases, acknowledgements, and in fact, any document produced by SAFE.

Image Management

Every product in Simple Accounting can be linked to artwork format in most popular formats. Users can view their actual artwork via the Internet and **purchase orders can be emailed with all artwork and fonts attached!**

Data Export/Import

Simple Accounting has a full complement of DDE links to all popular word processors and spreadsheets, plus we offer an ODBC driver which lets you access Simple Accounting directly from most popular applications such as Microsoft Office®, Lotus SmartSuite® and WordPerfect®.

