# APOGEE ERP SOLUTION DOCUMENTATION

Overview of the Apogee Modules and SmartVision Tools





# **VISION /R4 CORPORATION**

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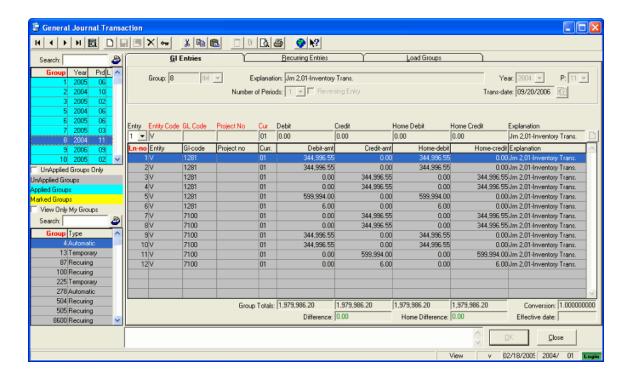


The General Ledger is the heart of the Financial Management and Accounting Series. Designed by experts in corporate finance, this module is fully GAAP compliant. Manage your multiple currencies, EURO conversion, budgets and corporations with a single entry, or incorporate our unique analytical reporting capabilities within your financial statements. With a powerful and elegant combination of on-line transaction processing and strong internal control over the accounting flow, this module constitutes a financial management and reporting base for a broad range of industries.

#### **Features**

- The incorporation of a "relation entity" hierarchy concept a powerful feature which allows even the most complicated structures to be broken down into simple reporting entities.
- Pseudo entities which consolidate different entities that do not follow pattern-matching regulations. This is especially helpful in entity activity/inactivity status.
- The ability to maintain an extended list of valid entities which can use a particular GL account.
- The chart of account structure is component based, totalling 5 segments and 35 characters (company entity GL account job/project ID currency).
- Posting to any period for the last, current, or next fiscal year.
- Multiple year periods with date sensitive reports.
- Flexible accounting periods (12-13).
- Amounts and non-financial quantities integrating analytical reporting capabilities.
- Calculation of the periodical (daily, weekly, monthly) average balance of account(s), and corresponding reports.





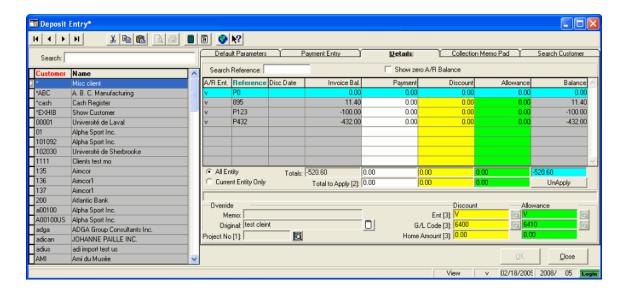


Accounts Receivable is designed to suit a wide variety of businesses. Its advanced features represent the state of the art in software technology, and provide on-line transaction processing with full audibility. Powerful, flexible, and friendly, this module is the key to managing your receivables.

### **Features**

- Balance forward or open item method, by customer account.
- Multiple currencies at the transaction record level and at the sub-ledger level.
- Multiple bill-to, ship-to, and paid-by addressees.
- Multiple year/period with date sensitive reporting.
- User defined payment terms with staggered discount capabilities.
- Multiple discount days in AR Payment Terms Maintenance.
- User defined ship-Via Maintenance.
- Open-ended payment terms, companies, divisions, cash and control accounts.
- Customer receivable performance analysis.





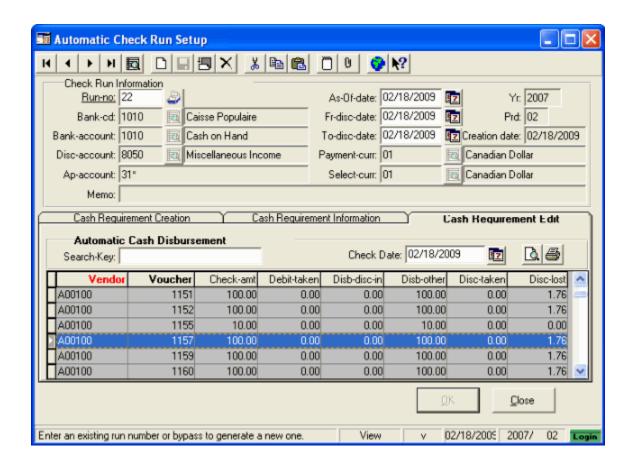


The Accounts Payable can stand-alone or be integrated with the General Ledger, Procurement and Fixed Assets Management modules. It is fully featured, yet simple to operate and control. Truly multi-currency compatible, you can monitor the effect of the exchange fluctuation and disburse accordingly.

#### **Features**

- Multiple AP control accounts, multiple sub-ledgers by control accounts.
- Open item system with transaction details.
- Multiple currencies at the transaction record level and at the sub-ledger level.
- Multiple buy-from and paid-to vendor hierarchy.
- Multiple year periods with date sensitive reporting.
- Open-ended payment terms, companies, divisions and banks per company.
- Recurring vouchers (debit or credit) automatic computation.
- Expense distributions and non-A/P disbursements.
- Automatic and manual check disbursement routine with simulation capabilities.
- Outstanding check reconciliation (integrated with the Bank Reconciliation module).





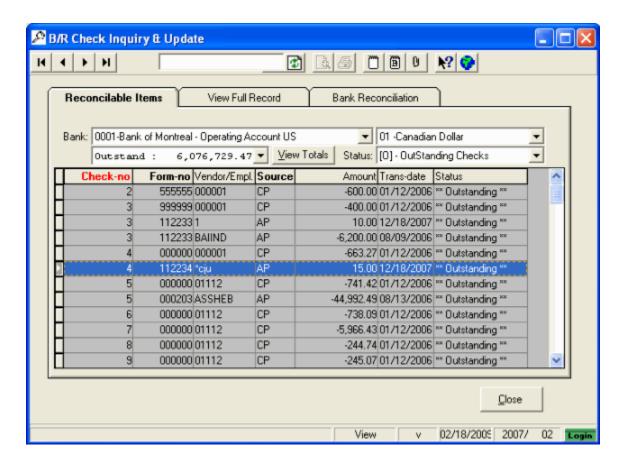


The reconciliation of multiple bank accounts in multiple currencies with monthly changing cut-off dates can be time consuming. Tracking those outstanding deposits and disbursements, bank charges and transfers are achieved seamlessly and completely integrated to the General Ledger, Accounts Receivable, Accounts Payable and Payroll modules. The reporting parameters are date sensitive and assure that your bank position will always be synchronized to your ledgers.

#### **Features**

- Reconcile your multiple bank accounts easily.
- Integrated to Accounts Payable outstanding checks entry and reconciliation function.
- Integrated to Accounts Receivable outstanding deposits entry and reconciliation function.
- Integrated to Payroll outstanding checks entry and reconciliation.
- Bank charges entry and reporting.
- Year/period or date sensitive for a full cut-off to the banks' always changing dates.
- Simulate your bank reconciliation easily.
- Multiple years and periods.
- Multiple currencies compliant.
- Millennium "turn of the century" management.





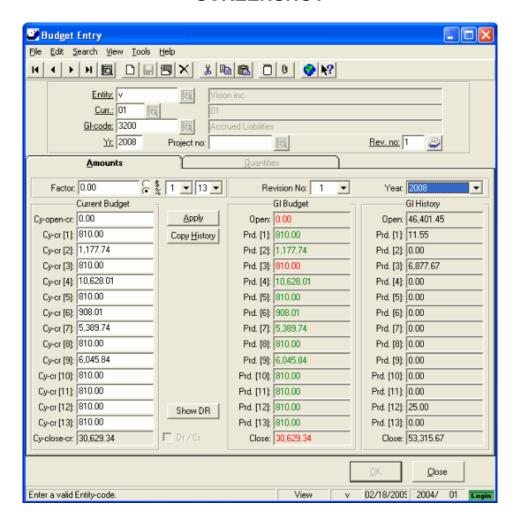


The on-line management of your budget credit can help to improve your bottom line. This proactive management technique assures that all transactions resulting in the appropriation of budget credits be recorded prior to their being formally committed. Integrated to the General Ledger, the Purchasing and Accounts Payables, the budget buckets are represented into categories and master categories that can be assigned to budget managers. Since this module is designed to be quite transparent to the users, their work process will not be cluttered by superficial transactions.

#### **Features**

- Proactive control over expenditures based on available budget credits, completely independently of the General Ledger budget. Assigns encumbrance categories to GL accounts and roll them up in their respective super categories.
- Truly controls the soft commitment, encumbrance and expense processes.
- Control of recursive and non-recursive budget-credits by category for year-end process.
- Maintains the GL budget independently from the budget credits, or synchronizes them.
  Enables to choose the best approach for external reporting of the financial statements through internal management of budget credits.
- Allows monitoring on-line the availability of budget credits for each requisition, purchase order and blanket PO. Stock Purchase Requisitions placed without sufficient budget credits are automatically put on hold.
- Rolls up the categories into the super categories for management monitoring and reporting purposes.
- Enables to trace each soft commitment to its user or to the purchase order issued.
- Allows detecting budget credits to be committed separately from the ones already committed.
- Gives year-to-date usage of budget credits in dollars and percent. Allows allocating budget credits by entering future planned requisitions.





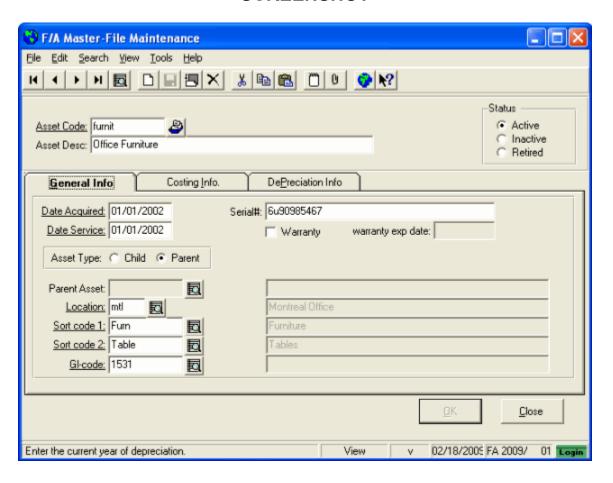


This module handles both tangible and intangible assets, and efficiently controls the functions of fixed asset acquisition, fixed asset retirement, and depreciation calculations for all types of businesses. Cumulate your tax depreciations within the same ledger control your capital cost allowance, your repair and maintenance expenditures, and you have gained much control over this tangible part of your organization.

#### **Features**

- Supports declining, double-declining, linear, accelerated and modified accelerated cost recovery method, sum of the years digit method, etc.
- Supports year of acquisition, year of disposal accounting convention.
- Compute your monthly or prorated (days per month) posting of the depreciation expense.
- Automatic calculation of depreciation, with flexible separate methods for book and taxes.
- Automatic output of depreciation scheduled to a spreadsheet format.
- A powerful reporting system, to prepare tax schedules and statutory documentation, property statement report, insurance coverage report, etc.
- Provisions designed to prevent duplicate posting, with full audit trails for added security.
- Flexible reporting facilities, to efficiently and effectively locate and redeploy infrastructural resources.
- Assets are identified to a physical site, building, floor, suite, work center, etc.
- Automatic posting, to the relevant General Ledger accounts, of all depreciation expenses which reflect multiple entity use.



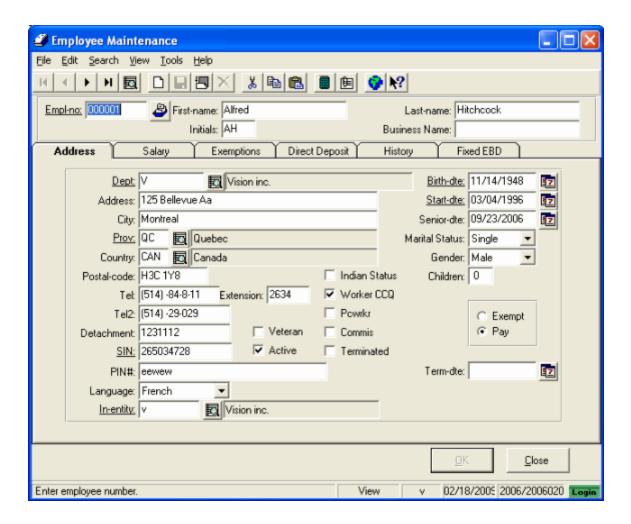




The Payroll module handles the complexities of producing a payroll run in a simple, straightforward manner. The actual computations, record keeping, payment and reporting are managed quickly and accurately. The unique approach of user defined payroll transactions type and the flexibility of creating payroll calculation formula "on the fly" assure your organization with the volatility required to account, manage and report on complex payroll regulations. The ability to choose between direct deposits, checks and multiple bank accounts deposits will assure your employees with the flexibility better manage their recurring payments. to **Features** 

- Multi-company, payroll type and frequency, payroll cycle and federal/state or provincial tax authorities.
- Automated process flow assures the required internal controls and process sequencing.
- User definable earning codes, deductions and benefits codes with a flexible formula driver for particular localization issues, tailored down to the employee level.
- Batch mode process for mass updates to the deduction tables.
- Automated generation of fixed transactions and uses of special purpose transaction posting functions for variable transactions by category: hourly, bonus, commission, gratuities, vacation, sick days, and termination.
- New employees default mapping for rapid creation of new employees.
- Integrated to GL, HR, Project Accounting, and Manufacturing modules.
- Pay split function for internal allocation of labour to the various departments
- EFT supported with capabilities to disburse to various bank accounts for a single payment record (dollar amount or percentage).
- Multi-period and year available on-line.



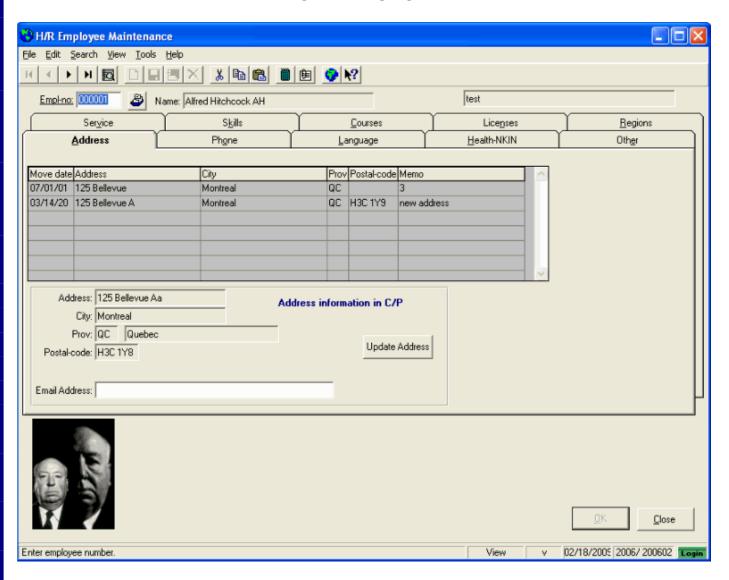




This totally integrated and flexible module will allow any human resources department to maintain and process relevant information of your company's employees and resources. Using the multiple tables and user definable segments, the employment history, academic achievements, performance reviews and employees' preferences form an integrated part of your environment. When combined with the Payroll package, Human Resources provides a complete personnel management solution.

- Can be used as a stand-alone product, of fully integrated with the Payroll module.
- Allows to set up tables for job codes, job groups (programmers, engineers, etc.), salary ranges, absentee codes, events (bonuses, employee of the month awards, etc.), employee status (full time, part time, etc.), ethnicity, citizenship, skills constraints, evaluation codes, dependents, and levels of education.
- Allows maintaining employee records on job/salary history, absenteeism, skills, events (i.e., accomplishments), dependents, telephone numbers where the employee or dependent may be reached, injuries, educational backgrounds, and places of residence.
- Allows making entries to extra fields in Employee Maintenance, for Human Resources Management purposes. These fields include: ethnic code, status code, union code, disability flag, veteran status and military ranking, citizenship, health information (including emergency contact), address, date of last and next physical, blood type, and spoken and written languages.
- Allows to access features of the Human Resources Management module directly from Employee Maintenance (Payroll integration).
- Provides user-defined employee-related tables. These allow you to track specific information about your company and employees.
- Millennium "turn of the century" management.
- User controlled transaction details storage duration and historical suppression process.
- Extensive memo function to any record or field.
- Integrated audit trail-ability on all static and dynamic data (creation change deletion).





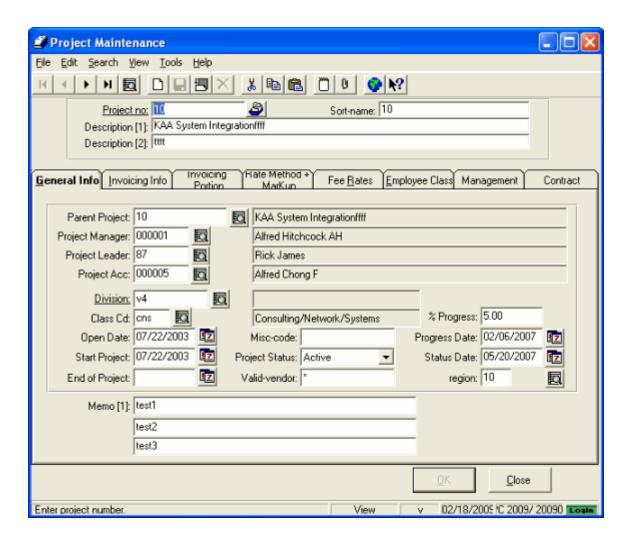


VISION's Project Accounting system is designed for use in a wide variety of industries. It fully integrates with Accounts Receivable, Accounts Payable, Project Billing, Payroll and the General Ledger to provide a seamless, totally auditable project driven Cost Accounting system. All costs pertaining to a project are available for analysis.

#### **Features**

- Allows defining project management and costing controls end of period independently from accounting periods.
- Enables to budget depending on costs or revenues generated by the projects, for each activity, type of activity or project, rolled-up to parent project.
- Define your structure within projects, parent projects and activities.
- Allows entering transactions over many accounting periods at the same time.
- Follow-up on costs independently from entity structures, which enables many entities (divisions) to enter transactions for a common project.
- Automatic calculation of costs to be shared between divisions following a predefined structure (internal transfer cost).
- Several methods to establish fees mark-up: depending on the project, employee, employee's level, employee's function, cost method, date, etc.
- Time sheet entry for each project and activity. These time sheet entries in the Project Accounting can be interfaced with the Payroll module, Microsoft Outlook or other desktop applications.
- Interface with the Accounts Payable module allowing to automatically record suppliers' invoice for expenditures related to the project.
- Allows to record expenditures which do not affect Accounts Payable and which are automatically assumed by the project (donations, employees' expenses, etc.). Afterward, this expense could be billed to the client.





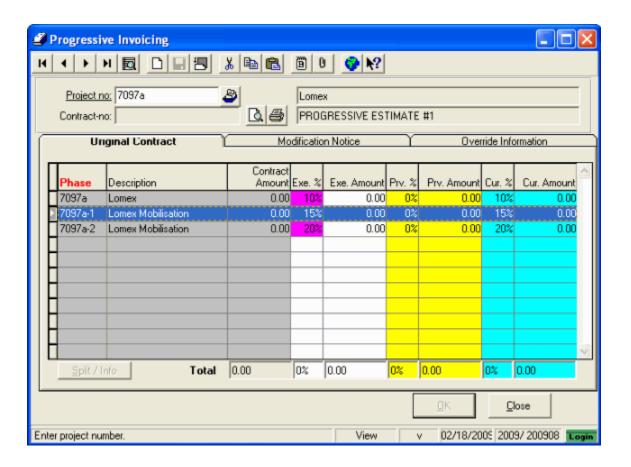


Acting as a complement to Project Accounting, the Project Billing module assures the timely invoicing process of chargeable projects. Using project specific billing methodology, the preparation of the invoicing simulation will collect all work in process, data and translate such into the selected format for validation. Consistent with the GAAP standards, the revenue recognition/deferral function will assure that your billing is in line with the requirements, and create any relevant intra-company expense actualization entries when many entities (departments) were involved in the project process.

#### **Features**

- Hourly or contractual invoicing, with numerous linear or progressive methods available.
- Allows to invoice internal costs such as use of assets, equipment, photocopies, and billable expenses.
- Invoicing by predetermined periods (milestone billing) or percentage or realization of work-inprogress (progress billing).
- Document generator enables to create personalized invoice template, addressing customer specific layout, data grouping, etc.
- Each project can have its own personalized invoice template.
- Automatic invoicing routine.
- Possibility to materialize unearned revenues anytime.
- Follow-up on unearned revenues for a fast and simple conciliation to the work-in-progress sub-ledger.
- Allows manual and automatic invoicing, as well as adjustments and credit notes.
- Fully integrated to the Accounts Receivable module.





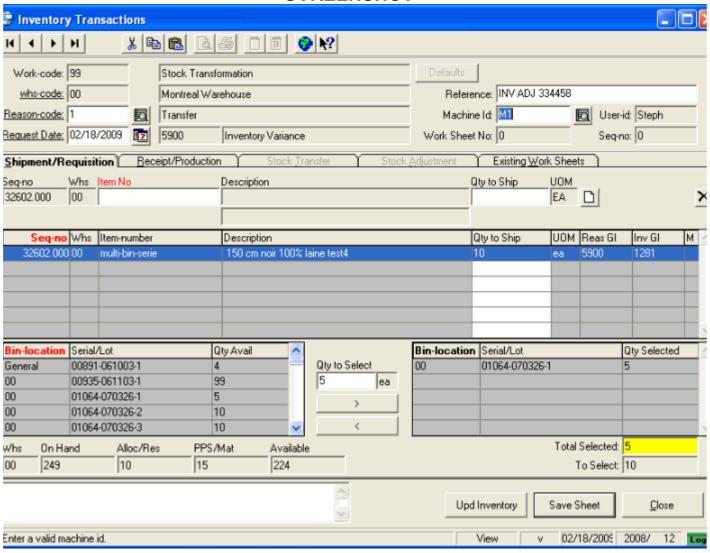


At the heart of the Wholesale Distribution and Manufacturing systems is the Inventory Management module. As a stand-alone package, or integrated with the entire line of the Financial, Distribution, and Manufacturing systems, Inventory Management uses the power and flexibility available through the entire relation of your data schema.

#### **Features**

- Multi-company, multi-warehouse (physical logical consignment etc.), multi-bin.
- Automated replenishment technique that can generate purchase requisitions.
- Distribution management, supply path definition, usage forecasting, and available to promise and to sell inventory.
- Enhanced logical kiting functions with features, options and constraints selection.
- Sales, margin, and inventory turnover analysis reports.
- Lot traceability, with expiry dates, and lot aging to handle perishable goods.
- Integrate your receipt warehouse, quality inspection, consignment or return warehouses.
- In transit inventory management.
- LIFO, FIFO, weighted average, standard, lot-based, and serialized inventory costing methods, defined at the item level.
- Table-driven unit of measure definition and sub-units, with conversion, for stock keeping UOM, item-vendor UOM (in procurement module) and item-client UOM (in order processing and invoicing module).





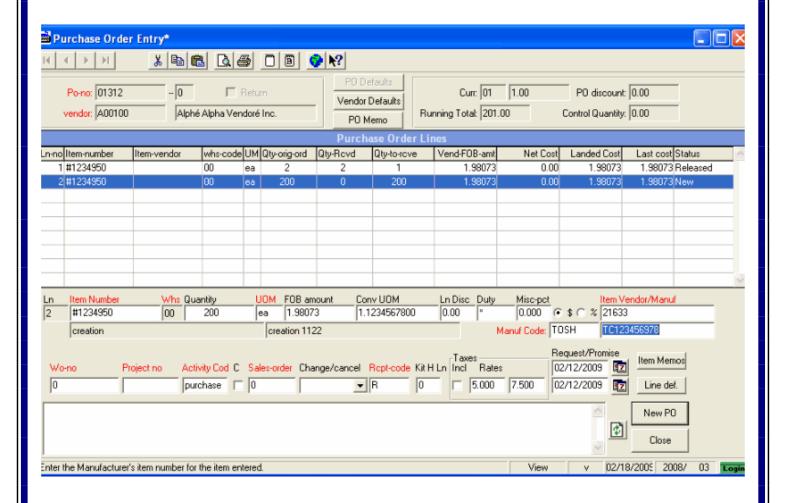


Procurement works with Inventory Management, Accounts Payable, and the General Ledger module to provide a complete purchasing system. This module allows you to order the right stock, expedite the purchasing cycle, and control vendor performance. It helps you to negotiate for better prices, based on the item information available from multiple vendors and locks in those prices in blanket order purchasing. Procurement is flexible and fully featured, with on-line transaction processing and strong controls.

#### **Features**

- Flexible procurement processing flow from purchase requisitioning, through PO, receipt, reconciliation and disbursement (integrated to Accounts Payable).
- Automatic purchasing recommendations with optional PO requisition generation.
- Forward aging of schedules receipts to predict cash outlays.
- Purchase orders can optionally show vendor item numbers, units of measure, currencies, etc.
- Blanket PO processing with multiple releases, committed quantity and value monitoring.
- Quick receipt function allows the possibility to receive without a PO.
- User defined additional costs such as duty codes integrated into the landed cost calculations.
- Receipt reconciliation between receiver and vendor invoices, following the standard 3 way match, generation of accrued liabilities and variance accounting.
- Vendor performance analysis, with just-in-time accomplishment.
- Vendor item number cross reference table, with additional information such as itemvendor's specific lead time, pricing per vendor units of measure and currency.





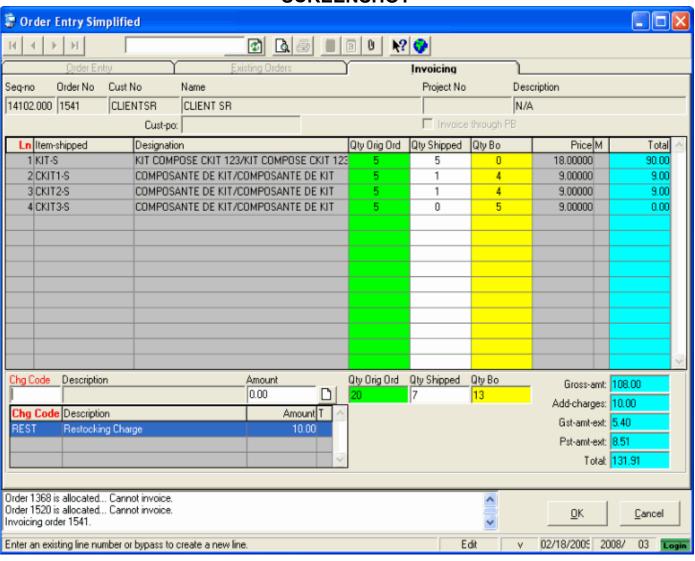


By tracking customer orders from their creation through to shipment and invoicing, Order Processing allows you to run your business more efficiently, monitor commercial and product trends, and increase customer satisfaction. Integrated return merchandise authorization and process, on-line conversion of the client item number and unit of order, and many other important features, will help create a client oriented order desk.

#### **Features**

- Flexible order processing flow, including a simple over-the-counter billing system and complete order allocation with post-billing methodology, which is designed to efficiently handle same-day shipments, as well as future deliveries.
- Automatic pricing, including up to 10 standard price lists (by item, by sales UOM, by currency) and promotional pricing with effective dates.
- Flexible stock allocation and reservation system, with the ability to print picking tickets in background as orders are being entered. Available-to-Promise and Available-to-Sell Inquiries.
- Order lines include automatic item super-session and display of outstanding purchase order data.
- Order line surcharges or discounts, by product group, for families of order types and customer types, or for individual customers.
- Drop shipments and non-stock item processing.
- Enhanced gross margin control.
- Multi-level credit checking, with automatic hold function integrated through the Accounts Receivable module.
- Contract pricing with effective dates (by customer, by item, by item type, by pricing group, etc.).
- Volume price discounting.





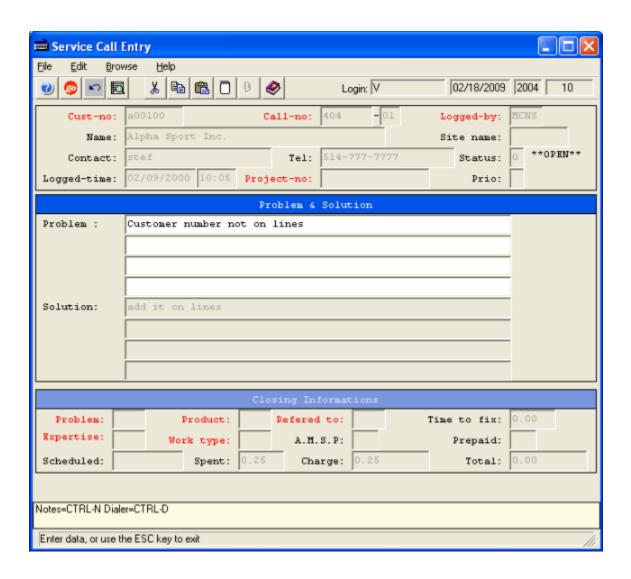


Servicing clients goes beyond order capture and prompt delivery. In today's world, if you buy or make it and sell it, you need to service it. Collecting client calls, logging its nature, finding a solution fast and assuring their follow up can contribute to your clientele's honesty, increasing your clients' retention. Whether you have a warranty or support program available, you need to assure that those interventions not covered by such be promptly invoiced, and that your knowledge base is available for mass defect correction. The Hot Line Help Desk expands the physical boundaries of your organization, it provides comfort and prompt service in the after sales cycle; it creates goodwill.

#### **Features**

- Maintain specific support related master file containing information regarding each customers.
- Multiple site capability (throughout the system as well).
- Business information for sales inquiries (type, number of employees, etc.).
- Name of all contact persons for accounting, support, and industry specific data.
- Department and project manager for the account.
- Specific minimum/maximum billing rate, and support hours (business, 24 hrs, etc).
- Active/inactive/hold status and minimum priority per site/account.
- Maintain a secondary master file containing all the information pertaining to a specific site or customer.
- Supported goods original manufacturer, model, and serial number.
- Environmental data, relationship between components.





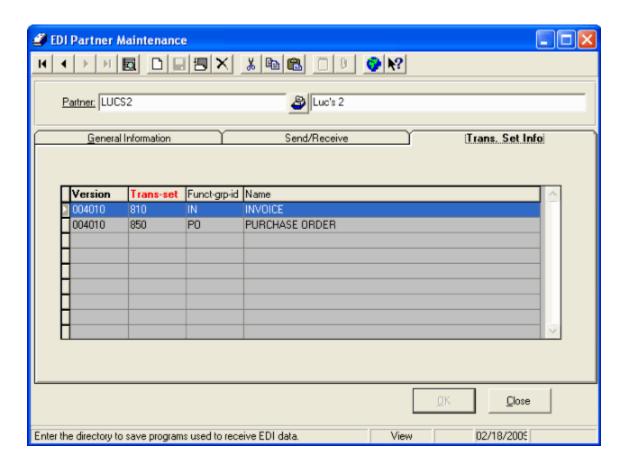


Transmit purchase orders, picking/packing slips and invoices electronically to your customers and suppliers easily. Convert invoices from your suppliers into Accounts Payable vouchers, and purchase orders into quotations or sales orders without having to rekey them. The Electronic Data Interchange (EDI) module provides these capabilities and more. Using the standard X12 protocol, the EDI module is a user definable tool to map those often changing standards without the need for outside technical assistance.

#### **Features**

- Supports ANSI X.12 standards.
- Does not require the use of a third-party translator.
- Multi-company and Multi-division support.
- Unlimited number of trading partners.
- Generating and receiving options for EDI data is maintained by trading partner. Options for a particular transaction set are also controlled by trading partner.
- Control numbers are maintained by trading partner/transaction set combination.
- Transaction Set Mapping
- Support for all versions and industry sub-sets of the ANSI X.12 standard are provided. Default transaction set mappings for all versions supported are also provided.
- Segment mapping can be done for all trading partners, or for a specific trading partner.
- You can define which database fields are to be used when generating EDI transaction sets, and can specify the field to use when assigning elements from incoming transaction sets.
- Qualifiers entered are validated against the EDI qualifier dictionary.





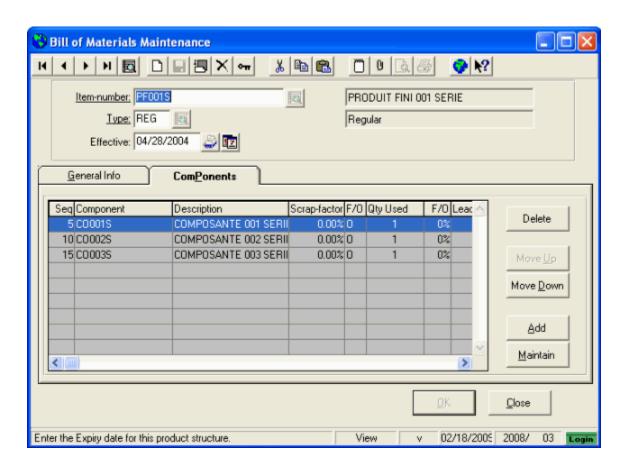


This module works with Inventory Management to fully specify the manufacturing process for finished goods and components, using three integrated modules: Bill of Materials, Standard Product Routing, and Standard Product Costing. Managerial effectiveness can be improved by centrally documenting the bill of materials, thus enhancing communication.

#### **Features**

- Traditional and Activity Based Costing.
- · Open-ended multi-level bill of materials.
- Multiple open ended bill types: Engineering, Standard, and Planning, with multiple activity dates.
- Global component supersession.
- · Item supersession history tracking.
- Definition of material and labour burden, manufacturing gate, operations, work centers, and machines.
- Labour burden calculated for frozen, current, and simulated costs.
- Multi-level cost rollups, lead-time rollups, back flush and multiple gate back flush.
- Multi-dimensional planning BOM with expected percentages of features and options.
- Bills of activity for accumulating costs.





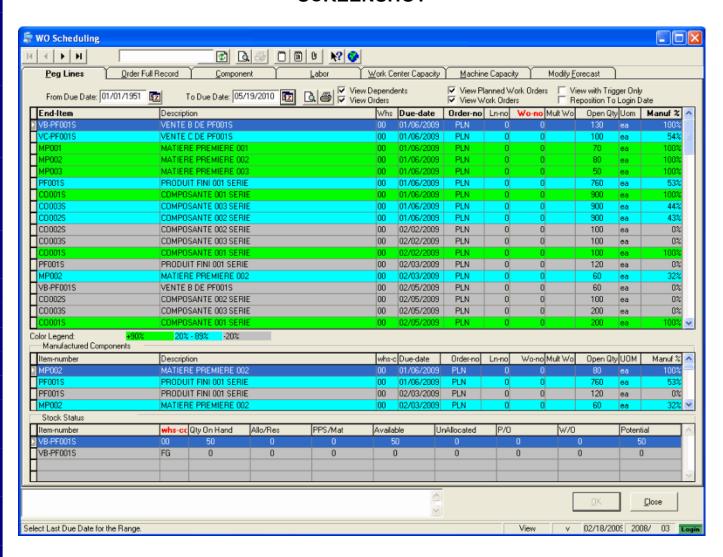


The Production Activity Control allows you to use traditional manufacturing with the generation of work orders, scheduling shop floor, travelers, and the control of actual labour data and material usage accumulated against work orders (The "Push System").

#### **Features**

- Work order-less JIT processing capabilities.
- Multi-level back flushing cost accumulation.
- Final assembly work orders from sales orders.
- Material, cost variance, and efficiency reporting.
- On-line component shortage verifications.
- Picking List/Traveler/Dispatch List.
- Bar coding enabled for process specific functions.
- Time sheet processing (integrated to Payroll).
- Available-to-Promise, Available-to-Sell inquiry.
- Parallel manufacturing.





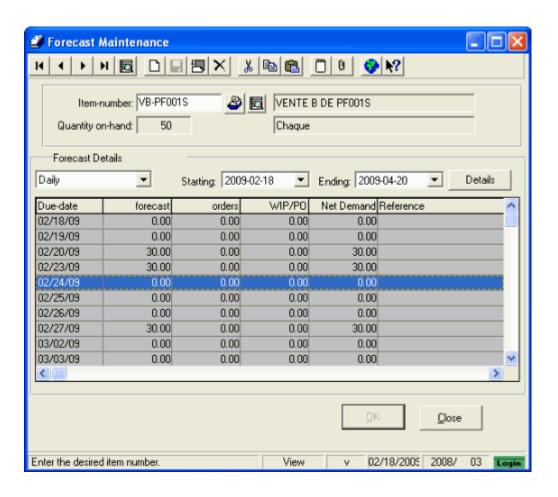


A major component of the Manufacturing series, the Production Planning module is a flexible, easy-to-use package driven by closed-loop MRPII technology. Information from Inventory Management, Purchase Orders, Sales Order Processing, Bill of materials, and Production Activity Control is analyzed in conjunction with the master production schedule, to produce a bucket less, time-phased Materials and Capacity Requirements Plan.

### **Features**

- MRP Forecast Maintenance.
- Pegged forecast to customer, sales person, territory, and warehouse.
- Master Production Schedule (MPS), with pegging details.
- Real-time simulation modes for master production schedules and forecasts.
- Multiple simulations with automatic conversion to plans.
- Regenerative and net-change MRP.
- · Planned and firm orders.
- Real-time electronic action messages can be routed through MAPI compliant E-mail.
- Capacity reporting.
- Two-level MPS.





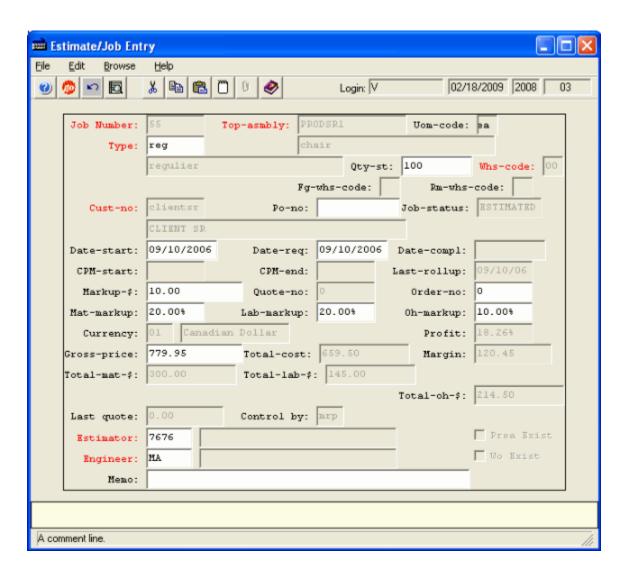


Job Shop allows you to handle a broad range of custom manufacturing activities, from a true engineer-to-order, one-time-only job--with on the fly definition of materials, structures, and methods--to jobs which use standard components and sub-assemblies, but which are still driven by customer orders. Complete your job cost against the original estimate and monitor the gross contribution while the job is being done.

# **Features**

- Automatic cycle to generate work orders, customer quotations, sales orders, and invoices from the cost job.
- Critical path scheduling, job component shortage report.
- Graphical Time Line Inquiry for pre-approved work orders and approved jobs.
- Multi-level Bill of Material structures.
- Cost rollups with suggested selling prices based on margin objectives by material, labour burden, and minimum charge.
- Estimates and quotations (integrated to Order Processing and Invoicing).
- Variance processing.
- WIP accounting and job billing.
- Complete integration to all of the Manufacturing modules.
- Millennium "turn of the century" management.



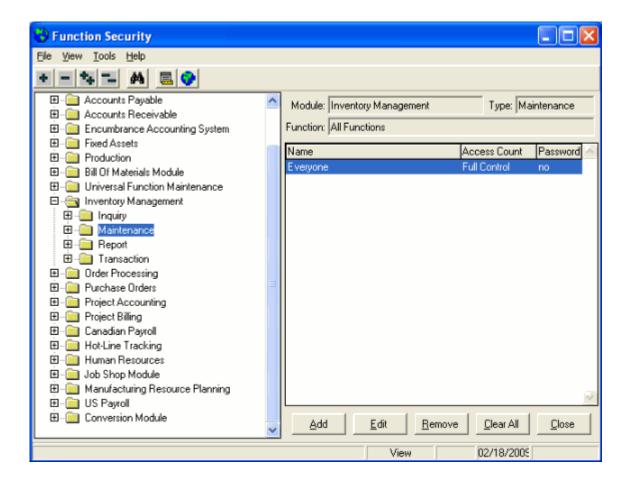




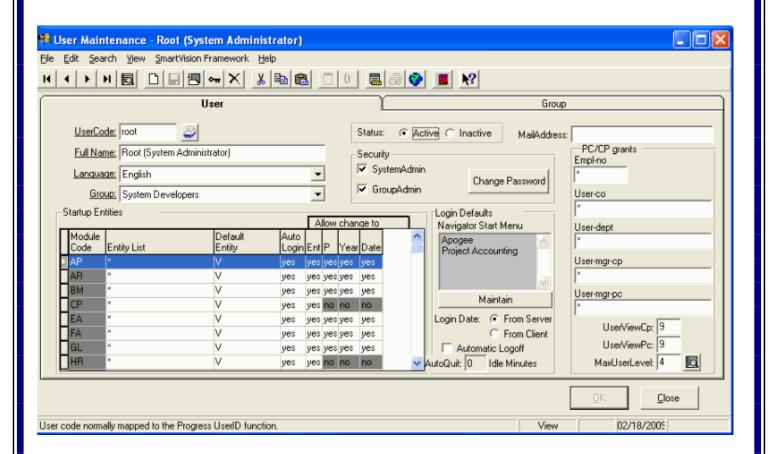
These tools allow administrators to set up their users and user groups and control the level of security required per user. The user maintenance application allows security to be established on an entity basis per module. This can also be specified per user group. An integrated login screen is displayed if a function is flagged as being entity required.

The function security system allows an administrator to establish the access level of users to a specific function. Functions similarly to the security system for Windows NT. A user may have various levels of security including no-access, read-only, read-write, read-write-delete. In addition, a function may be password protected.











The navigator is an application window that acts as the main desktop in a system and can be deployed with the applications you develop. It functions similarly to Windows explorer. All folders are displayed in the left-hand panel and the functions or sub-folders are displayed in the right hand panel.

### **Features**

- Customizable menu structure per user
- Displays large or small icons
- Maximum 4,000 menu items per level having maximum 32 levels
- Supports user defined menu structure in a hierarchical format



