

# **SYSPAC**

## **Accounting**

**General Ledger**



**Budgeting**



**Accounts Receivable**



**Accounts Payable**



**Cash Flow Analysis**



**Payroll**



**Human Resources**



**Fixed Assets**

# SYSPAC General Ledger

The SYSPAC General Ledger module offers flexibility in determining and maintaining the financial status of your company through user-defined financial statement print formats, making entries against any G/L period, budgeting options, on-demand financial reports, etc.

- ◆ Multi-Entity, Multi-Department Chart of Accounts
- ◆ Copy Chart of Accounts to another Entity / Department
- ◆ User-Formatted Custom Financial Statements
- ◆ On-screen Posted and Unposted Journals Inquiry
- ◆ On-demand Daily Financial Statements Capability
- ◆ Last Year, Current Year-To-Date, and unlimited previous periods Balances and Activities maintained per Account
- ◆ A Comparative Statement of Change in Financial Position
- ◆ Post to any Period
- ◆ Timesaving Default G/L Distributions
- ◆ Option to Apply amounts to Accounts by Percentage
- ◆ Automatic Audit Trails and Reports
- ◆ Includes Budgeting capability per Chart of Account, per Period
- ◆ Integrated with other SYSPAC modules including Budgeting, Accounts Payable, Accounts Receivable, Fixed Assets, Distribution, etc.
- ◆ Comprehensive User Reference Guide
- ◆ User-friendly Help Screens which may be Edited by the User

# **SYSPAC Budgeting**

The SYSPAC Budgeting module maintains a complete history of all changes to annual budgets and provides extensive reporting for analysis of these changes.

- ◆ Annual & Periodic Budget Entry and Maintenance
- ◆ Automatic Creation of Future Year Budgets from Past Actuals and/or Budgets with Growth/Decay Factors per Range of Accounts
- ◆ Balancing of all Budget Transactions entered Increases must equal Decreases like Journals
- ◆ Budget Transaction listing which shows Temporary entries before they are Posted and made Permanent
- ◆ Current Budget report which lists the Annual Budgets by General Ledger Account
- ◆ Budget Adjustment report which provides an Audit Trail of all Changes made to Budgets within a User Selectable Date Range
- ◆ Budget Analysis report which Compares Year-To-Date Actuals and Budget and calculates dollars remaining from Annual Budget
- ◆ Annualized Analysis Report, Analysis with New Year, Budget & Actual Comparison Reports
- ◆ Integrated with SYSPAC General Ledger
- ◆ Comprehensive User Reference Guide
- ◆ User-friendly, Editable Help Screens

# **SYSPAC Accounts Receivable**

The SYSPAC Accounts Receivable module maintains accurate records of the monetary transactions and balances of your clients.

- ◆ Includes SYSPAC Address Master, maintaining Client Detail
- ◆ On-Screen Invoice, Cash Receipt, and Check Distribution and Resolution Inquiries
- ◆ Entry of Charges, Credit Memos, Adjustments, and Recurring Charges with automatic Invoice Numbering
- ◆ Application of Deposits, Cash Receipts, Cash Disbursements, and Finance Charges
- ◆ Cash Receipts and Cash Disbursements separated
  - ⇒ Cash Received in Lump Sum for Bank Deposit, eliminating need for prompt disbursements
  - ⇒ Disbursements for Audit purposes
- ◆ Complete Salesman Maintenance
- ◆ Generate Customer Refunds with ability to print Refund Checks
- ◆ Open Items / Balance Forward
- ◆ Print Invoices and Recurring Invoices
- ◆ Computes Payment Statistics
- ◆ Clearing Routine for Client Totals
- ◆ Purging Routine for Invoices
- ◆ Integrated with SYSPAC General Ledger
- ◆ Comprehensive user reference guide

# **SYSPAC Accounts Payable**

The SYSPAC Accounts Payable system is a powerful addition to your management team. Complete use of its capabilities will give you unprecedented control over the Payables side of Cash Management.

- ◆ Maintain complete Vendor Information
- ◆ Entry of Invoices, Adjustments, and Recurring Invoices
- ◆ Implement Accrual Payables for Products or Services received for your Products Sold
- ◆ Receive up-to-the-minute on-line Status of Paid, Partially Paid, or Unpaid Invoices
- ◆ Print or View Detailed Payment History for specific invoices on a printed report or on-line
- ◆ Prepare instant (Manual) Checks without sacrificing any Informational Detail
- ◆ Prepare normal Checks that can be printed during the day or in a Batch during regular evening processing
- ◆ Choose the Invoices and Amounts to be Paid
- ◆ Defer payment of invoices in order to take advantage of the Maximum Earnings of Available Cash
- ◆ Partially pay invoices according to any schedule established with your vendor
- ◆ Allocate the expenses of a single invoice to multiple General Ledger Expense Accounts
- ◆ Receive a report showing your Cash Requirements based upon the Due Dates of all Unpaid Invoices
- ◆ Receive a Detailed or Summarized Aging Report
- ◆ Maintain potential Discount Payment Due Dates
- ◆ Void Checks on-line and receive a report with a complete Audit Trail
- ◆ Take advantage of a complete Job Cost allocation system which integrates automatically with the SYSPAC Accounts Payable module
- ◆ Check Reconciliation program
- ◆ Clearing routine for Vendor Totals
- ◆ Integrated with SYSPAC General Ledger
- ◆ Comprehensive User Reference Guide and On-Line Help

# SYSPAC Cash Flow Analysis

The SYSPAC “Cash Flow Analysis” utilizes the wealth of Bank related activity available in the SYSPAC Accounts Payable, the SYSPAC Accounts Receivable, the SYSPAC Payroll, and the SYSPAC General Ledger software modules.

The primary intent of this module is to allow the user to verify the bank activity in the past and to determine the expected cash flow in the future. The cash flow is presented in a “calendar” type report, which is capable of displaying a five-week daily summary on screen or an eight-week daily summary on computer printout. The user has the option to choose any date range past or future.

The presentation on the screen works like a worksheet, which the user can manipulate and play “what if” games with. The user has the ability to choose any of the dates and look at the beginning bank balance that day, the cash in-flow detail, the cash out-flow detail, and the ending balance. If the date is in the past, then the detail is “actual”. If the date is in the future then the detail is “estimated” and made up of information from the following areas:

- 1) Accounts Payable “Unpaid” Invoices (each payable has a user determined “pay” date. The payable “due” date is used if this date has not been entered).
- 2) Recurring Payables
- 3) Accounts Receivable “Unpaid” Invoices (each receivable has a user determined expected “due” date. A default algorithm is used in case this date is not available).
- 4) Recurring Accounts Receivables
- 5) Bank Vouchers

The calculation of the Cash Flow works like the calculation of a normal spreadsheet. The user can calculate it upon demand. This calculation (or recalculation) should be performed after any changes have been made to the information in the areas discussed earlier. At Systems Solutions Inc., the calculation is typically done at the end of the nightly backup as part of our nightly process. We print an eight-week schedule automatically every night with the current date in the middle of the report. This one page calendar schedule is very informative as it shows the actual “daily” bank balance and the charges (Start Balance, In, Out, and ending Balance) for about four weeks in the past, and it also shows the expected cash flow for about four weeks in the future.

Please note that it is not necessary to post all the bank activity to have it reflected in the “Cash Flow Analysis” calculation. However, it is necessary to enter the activity in the system on a regular basis. The calculation routine is written to pay attention to all related posted and temporary (unposted) files of the areas mentioned earlier. At Systems Solutions Inc. all checks are written in our system, all Accounts Payable Invoices are entered daily as received and approved, all Accounts Receivable Invoices & client payments are created from the system. All the recurring Payables and Receivables are also kept current in the system as much as possible.

If the SYSPAC Accounting System is used and updated on a daily basis, the related chores of validating the system are quite easy and the “Cash Flow Analysis” system provides information automatically.

# **SYSPAC Payroll**

This module processes payroll on a periodic basis and maintains records including monthly, quarterly, and yearly totals for each employee. These records facilitate the preparation of several payroll reports and the maintenance of tax records.

## **COMPREHENSIVE EMPLOYEE DATABASE**

- ◆ General, demographic and payroll related data
- ◆ Pay & deduction codes/methods applicable to this employee (unlimited)
- ◆ Sure pay information
- ◆ Special taxes information (federal, state, local, other)
- ◆ Accruals information (vacation, holiday, etc.)
- ◆ Review history
- ◆ Totals per payroll code
- ◆ Integrated with SYSPAC Security
- ◆ Master report per employee showing the entire employee file
- ◆ Anniversary report

## **TIMECARDS AND PAYROLL PROCESSING**

- ◆ Payroll worksheet report of active employees
- ◆ Automatically generated default timecards from employee database
- ◆ Add/edit timecards capability
- ◆ Calculates payroll any number of times before the final posting
- ◆ Ability to edit calculated payroll database before printing checks
- ◆ Calculated payroll reports including location and department subtotals, employee and payroll codes detail, employer contribution reports, deduction list, etc.

## **COMPREHENSIVE CHECKS PROCESSING**

- ◆ Multiple timecards allowed per employee per payroll
- ◆ Multiple employee payroll checks allowed from each timecard if necessary

- ◆ Capability to combine check records
- ◆ Print payroll checks with a comprehensive check stub which includes year-to-date numbers as well
- ◆ Ability to void payroll checks
- ◆ Payroll checks register

#### **COMPREHENSIVE PAYROLL REPORTS & ANALYSIS**

- ◆ Payroll tax reports
  - Unemployment reports (state & federal)
  - Workers compensation reports
  - State taxes
  - Federal taxes
  - 8th month report
- ◆ Current payroll deductions report
- ◆ Payroll check journal
- ◆ Payroll history reports for timecards & calculations
- ◆ W-2 forms
- ◆ Payroll statistics report
- ◆ Employment tax & wage report

#### **CUSTOMIZED PAYROLL**

- ◆ Unlimited user-specified payroll codes enabling customized payroll processing
  - Pay codes (REG, OT, DBL TIME, BONUS, etc.)
  - Pay accrual codes (VACATION, HOLIDAY, etc.)
  - Tax codes (FIT, SIT, FICA, MEDI, FUI, SUI, etc.)
  - Employer benefits codes (CR UNION, SURE PAY, etc.)
  - Miscellaneous codes
- ◆ Multiple locations
- ◆ Multiple entities
- ◆ Multiple departments (general ledger related)
- ◆ Multiple cost centers with general ledger interface

### **SYSPAC SOFTWARE INTEGRATION**

- ◆ Integrated with SYSPAC Timeclock system
- ◆ Integrated with SYSPAC Human Resources system
- ◆ Integrated with SYSPAC Accounting system
- ◆ Integrated with SYSPAC Employee Leasing system

### **USER ASSISTANCE**

- ◆ On-line, user-editable help screens
- ◆ Comprehensive user reference guide
- ◆ Training available on-site or at training center
- ◆ Hot line (800) telephone support available

# SYSPAC Human Resources

## SCREENS:

- ◆ Employee payroll data and totals (integrated with SYSPAC Payroll)
- ◆ Reviews
- ◆ Assignments
- ◆ Insurance information
- ◆ Attendance
- ◆ Education
- ◆ Transfers
- ◆ Leave & transfer requests
- ◆ Payroll changes
- ◆ Benefits accrued/used

## REPORTS:

- ◆ Employees by classification, location, or position
- ◆ Deductions by employee
- ◆ Longevity
- ◆ EEOC
- ◆ Accruals at maximum
- ◆ Hired and terminated
- ◆ Benefit accruals status
- ◆ Auto insurance
- ◆ Transfer requests and transfers made
- ◆ Scheduled pay raises and evaluations
- ◆ Personnel evaluations
- ◆ Salary budget
- ◆ Birthdays
- ◆ Hire date anniversaries

# SYSPAC Fixed Assets Management

This module enables the user to use any depreciation method, which the system uses to automatically calculate the depreciation of fixed assets over a designated period of time.

- ◆ Entry of item information including description, model number and serial number, life in years, and item cost
- ◆ Maintenance of vendor information, purchase date, location, asset type, department, insurance coverage/amount
- ◆ Service contract information, service history including frequency and expiration date
- ◆ Dated, signed, unlimited note pad
- ◆ Cross-referencing capability for depreciation items
- ◆ Ability to use any method of depreciation
- ◆ Automatically calculates and displays dates, rate percentage, depreciation amount, accumulated depreciation, and book value
- ◆ Ability to review inventory layers
- ◆ Ability to view/print cost & revenue transactions chronologically per fixed asset
- ◆ Detailed depreciation report
- ◆ Monthly and yearly depreciation report
- ◆ Creates general ledger entries (asset, expense, & depreciation accounts)
- ◆ Comprehensive user reference guide
- ◆ On-line help screens which can be edited by the user