

# TeamBooks

## Building Winning Teams

**TeamBooks** is much more than just accounting software. This new concept in information management houses a *contact management center, quotations, vendor information, document handling* (which supports all types of windows based applications such AutoCAD, Word, WordPerfect and many other office applications), *employee scheduling, labor tasks or workorders, inventory control, and job costing*. But best of all, it has an interface which allows your field service staff or sales staff the ability to record *scheduled appointments, customer information, new orders and timesheet* information right from their palm held computers. Even a bookkeeper or accountant can access the *general ledger* module while away from the office.

**TeamBooks** streamlines business from the service center or order desk right to your general ledger with an easy to use "information on your screen" interface. TeamBooks was developed to bring together the best attributes of more than a dozen types of accounting software packages. TeamBooks has a more than a decade of experience consulting with clients on needs and solutions, and combined it all into the easiest user interface possible.

The screenshot displays the TeamBooks software interface with the following components:

- Customer Information Window:** A list of customers with columns for Customer Name, Customer ID, and ID. The "On Time Plumbing" entry is highlighted in red.
- Customer Transaction Window:** A table showing transaction records with columns: Record #, Received, Finished, PO, Description, Total, Project, and Phase.
 

| Record # | Received | Finished | PO    | Description            | Total  | Project | Phase |
|----------|----------|----------|-------|------------------------|--------|---------|-------|
| 1210     | 08/22/07 | 08/22/07 |       |                        | 10.7   |         |       |
| 1198     | 08/13/07 | 08/13/07 |       |                        | 156.25 |         |       |
| 1119     | 07/04/07 | 07/04/07 |       |                        | 539.28 |         |       |
| 1113     | 06/12/07 | 06/12/07 |       |                        | 121.23 |         |       |
| 1112     | 06/06/07 | 08/27/07 |       | {\vtf1\vans\vansicpg1} | 936.12 |         |       |
| 1106     | 05/30/07 |          |       |                        | 0      |         |       |
| 1105     | 05/30/07 | 05/30/07 | 12456 | {\vtf1\vans\vansicpg1} | 80.25  |         |       |
| 1101     | 05/23/07 | 05/23/07 |       |                        | 14.66  |         |       |
| 1099     | 05/11/07 | 05/11/07 | 1234  |                        | 372.4  |         |       |
| 1098     | 05/11/07 | 05/11/07 |       |                        | 13.32  |         |       |
- Contacts Window:** A table with columns: Name, Phone, Ext, E-Mail.
 

| Name           | Phone          | Ext | E-Mail                        |
|----------------|----------------|-----|-------------------------------|
| Richard Malley | (780) 421-5658 |     |                               |
| JDE FM         |                |     | thejoclub@listenerclub.com    |
| Cumudgeon      |                |     | editor@sailingscuttlebutt.com |
- Back Ordered Product Window:** A table showing product details with columns: ID, qty, Inventory ID, Description, Price.
 

| ID | qty | Inventory ID | Description               | Price  |
|----|-----|--------------|---------------------------|--------|
| 28 | 3   | 00225        | BLADES FOR 06404 : ù 7 SE | 2.74   |
| 29 | 5   | 00225        | BLADES FOR 06404 : ù 7 SE | 2.49   |
| 34 | 6   | 05612        | CLIPBOARD HARD LTR 9x12.5 | 1.24   |
| 35 | 1   | 120E         | EASEL SILHOUETTE BK       | 217.72 |
- Document Handler Window:** A table with columns: Note, Date, Time, Entered By.
 

| Note   | Date     | Time        | Entered By |
|--|----------|-------------|------------|
| <b>Any note that we want</b>                                 | 08/22/07 | 9:26:19 AM  | ChrisM     |
| Richard wants an E41 shipped by the end of the month         | 05/25/06 | 11:21:35 AM | barryb     |
| We will ship your E41 this Friday                            | 03/02/07 | 9:46:03 AM  | barryb     |
| Called for E41, quoted \$120.00. Wants a call back next week | 03/02/07 | 9:44:27 AM  | barryb     |

The interface also includes a menu bar (File, View, Search, etc.), a status bar at the bottom (Current Company: SM1, ChrisM, Today is: September 06, 2007, etc.), and various navigation buttons.

**TeamBooks** was created with a higher level language for speed purposes and programmer control but uses Microsoft Access for its reports and data. This allows the customer to create or modify reports and forms. In addition, TeamBooks was designed to store transaction journals into a format that is not editable and in a separate directory, sorted by date. This creates an ideal audit trail that will make any accountant happy which saves time and prevents the loss of printed documents. Also, you don't have to be bothered with running to the printer while trying to post a PO or Order since all of these documents are now stored!

## INVENTORY CONTROL

Multiple warehouse capability

Kitted items can be changed *on-the-fly* to meet specific requirements without having to do any inventory adjustments

Full Bar Code capabilities for shipping and receiving

Create proper number of bar code labels based on packaging size ie. 6 per bag, 9 ordered, two labels created with 6 in one bag and 3 in the other

Unlimited Quantity Price Breaks ie. Better price for the more a customer purchases

Unlimited Price Levels Above Cost or Below List.

Fixed Asset Inventory allows you to accumulated expenses to inventory to increase Asset costs. ie. Heavy Construction Equipment

Set Minimum and Maximum inventory levels

Item Picture

Contract & Special pricing by customer

Lot Number Tracking

Serialized Inventory

Bin Location Tracking

Multiple Unit of Measure

Track Customer's item number against your own; eliminates searching by description or customer history

Track numbers of days in inventory

**TeamBooks**

## PURCHASING

Create a Purchase Order using:

- Manual PO Entry

- Material Requisitions from Staff

- Automatic Re-order based on Sales Orders and/or Manufacturing Workorders

- Automatic Re-order based on Minimums and Maximums

- Automatic Re-order based on Movement of Items

- Any combination of the above

Take the guess work out purchasing and stocking levels with formula derived recommendation based on actual and real time data

Formula based re-ordering can be customized

Order based on Delivery Time, Best Price, Stocking Situations, and more!

**TeamBooks**

## QUOTATIONS

Labor Tasks & Inventory Items

Store up to 3 Pictures in each order which can be printed on Order form if desired

History tab shows history of Accepted Quotes / Total Quotes per customer

History tab shows average time for customer to accept quote per customer

Convert accepted quotation into live order with push of button.

Search inventory by Manufacture, Product Type, Keyword, Vendor Part Number, Internal Part Number and more!

**TeamBooks**

## **ORDER ENTRY**

Labor Tasks & Inventory Items

Labor Tasks by the hour or Flat rate

Unlimited User Defined Fields (Date, Numeric, Alpha-Numeric or Table List Items)

Work In Progress reports

Task Scheduling

Recurring Orders template allows you to generate a new order from a template

Duplicate an existing order at the click of a button

Store up to 3 Pictures in each order which can be printed on Order form if desired

Tag order to Customer's Equipment, regardless of where it was purchased, for Serial Number tracking

Customer Equipment can be tagged to order for tracking of equipment service

History Tab shows:

Total orders per customer

Year To Date labor hours by customer

Year To Date inventory sales by customer

Number of unfinished orders by customer

Total unbilled hours by customer

Total unbilled inventory by customer

Year To Date warranty hours by customer

Last order date

Capable of billing multiple orders on one invoice

Search inventory by Manufacture, Product Type, Keyword, Vendor Part Number, Internal Part Number and more!

Unlimited Billing Persons in 3rd Party Billing

**TeamBooks**

## **WORKORDERS**

Track Customer Equipment

Service task lookups for budget or flat rates

Customer equipment for complete history information

Unfinished order report

Work-in progress report

Customer memo field allows user to put a 65,000 character memo for the customer to see

Internal memo field allows user to put a 65,000 character memo for internal use only which the customer will not see

Employee timesheet entry by order and task

Kilometer reporting

Employee efficiencies/budget per task

Customer YTD sales for labor and inventory

Customer YTD warranty time

Schedule report for Employees and Customers

Labor Task Breakdown report displays Minimum time, Average time, Maximum time and budget time

Project report gives extensive breakdown of costs by phases including labor components, labor costs, inventory sales and inventory costs

Convert Workorder to an Invoice at the click of a button

**TeamBooks**

### **JOB COSTING**

Track expenses from the General Ledger, Accounts Payable, Purchase Orders and Payroll Timesheet information to a job.

Track income from sales to any customer

Track hold backs either from Vendors or to Customers

Detailed Reporting

**TeamBooks**

### **PROJECT COSTING**

Tie all workorders / sales orders to Project and Phase

Project reporting

Project template allows you to create multiple orders and span them over a new Project and Phases with the click of a button

**TeamBooks**

### **MANUFACTURING**

Create internal work orders through Bill of Materials to manufacture products

Build work order templates for repetitive manufacturing processes

Overhead can be accumulated by a combination of raw materials and overhead costs such as timesheet information or calculated costs such as maintenance of equipment

**TeamBooks**

### **CONTACT MANAGEMENT**

Unlimited Notes per Vendor or Contact

Calendar

Stores documents in Document Window from any Windows based application to appropriate Customer or Vendor

Create Document Templates in any Windows based application complete with linked Customer or Vendor Information from TeamBooks Software ie. Cover Letters, Introduction Letters, Marketing

Contact Window

Sort Customer Window – each user can define their own sort

Employee Scheduling

Create your own fields tagged to Customer or Order Entry: Date, Alpha-Numeric, Numeric, or Table Lists

Use user-defined fields in extensive searches in conjunction with City, Sales Rep, Order Entry Keywords, Notes, Documents, and more to narrow customer lists

**TeamBooks**

### **DOCUMENT HANDLER**

Store all your office documents in the Document Handler under each customer and vendor for easy access. Documents supported are Word, Excel, WordPerfect, PDFs, Graphical etc.

Create documents in office applications within the document handler and have it copy information from template i.e.: Logo etc.

Automatically inserts company information through DDE into your documents and templates

**TeamBooks**

### **NOTES**

Unlimited notes by user and customer/vendor

Automatically inserts date and time stamp for searching purposes

Keep all staff up-to-date on important customer/vendor information

**TeamBooks**

**CALENDAR**

Schedule appointments

Lookup co-workers appointments

Schedule orders and tasks for service personnel

**TeamBooks****SYSTEM MANAGER**

Multi Currency accessible in all modules

Track daily currency rates

Post currency adjustment entries seamlessly to all modules

Multiple Company, Multi Location, Multi User, WAN

Thin Client Ready

Data stored in Microsoft Access or optional SQL

Tags Transaction Creator in all modules

**TeamBooks****PAYROLL**

Unlimited groups

Unlimited benefits

Unlimited "Other" deductions

Employer share of benefits and other deductions.

Extensive GL Account groupings

Wizard to help non-payroll savvy staff do payroll runs and remit payments

T4 Reports

Sends Revenue Canada remittances to Accounts Payable as invoice.

Unlimited Groups

Employee Pictures

WCB tracking

Reverse checks with the click of a button

Complete history for previous years retained

Unlimited payroll rates for hourly employees

Banked time handling

**TeamBooks****RENTALS**

Rental inventory

Rental searches by make, model, category and status

Rented item history

Open agreements

Automatic billing by hour, daily, weekly, monthly, yearly or flat rental charge

**TeamBooks****GENERAL LEDGER**

Unlimited Account Codes

Unlimited Segment GL Codes

Use Wild Cards to narrow your financial searches i.e.: 1000 – 2220 - \*

Departments

Budgets

Financial reports with departments

Financial reports by summary accounts

**TeamBooks**

**SYSTEM REQUIREMENTS**

Recommended Pentium III or higher 512 Megs Ram

10 Gigabyte Hard drive space

*Less if using as Thin Client with Terminal Server*

**TeamBooks**