My.N

Accounting for Success

Building Better Business Systems - Block By Block

My.N

Accounting for Success

My.N [1] pron. /mine/
[1] Belonging to me. [2] A completely customizable
business management system which is easily tailored
to fit the way your business works.

"My.N has been developed with **one thing** in mind,
to **make it easier** for **you**
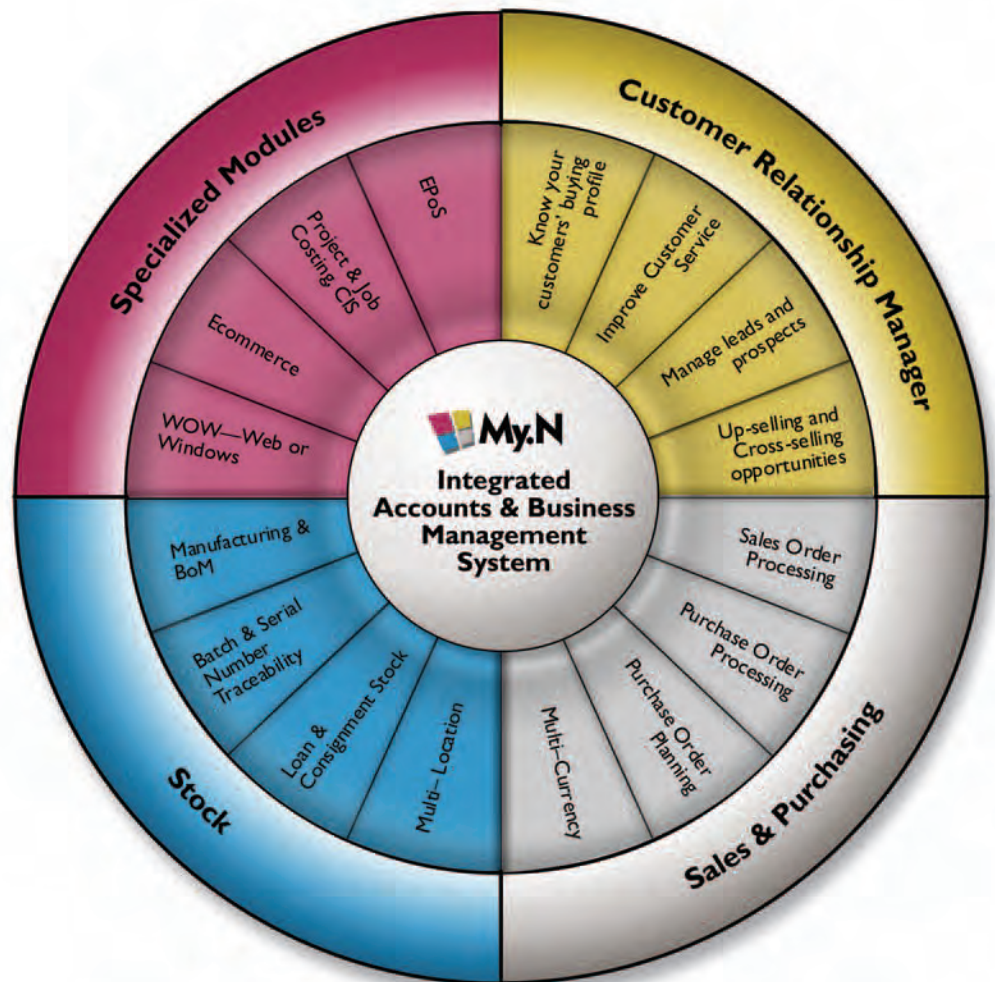## to **run your** business"

My.N from Accounting Office Software Ltd is a fully integrated, easy-to-implement business management system. Designed specifically for small and medium sized businesses, My.N helps increase profitability and control throughout your organization.

A fully integrated system makes it easy and natural for information arising from your everyday processes to be filed, stored and referenced in your central database.

The goal of an integrated system is to ensure that all 'front office' activities, such as dealing with customers, correspondence and sending mailers; work with the same data as 'back office' activities such as despatching, invoicing and accounting.

As we all know, people are happiest using applications they are familiar with. Therefore, we have extended the integration of My.N out to Microsoft Outlook, Word and Excel. This allows you to store any incoming or outgoing mail, along with attachments, in your back-office database. Documents may be generated automatically from templates to produce quotes, price lists or general correspondence. These may then be logged, stored or retrieved by any staff member with the relevant access rights. This can be from any PC connected to the network, or while working remotely through the system's Web Browser interface.

Our approach to integration is just one of the many opportunities you will have to build yourself a better business – block by block.

"Whatever the size of your business,

My.N gives you a clear, highly flexible and integrated approach to managing your business."

My.N from Accounting Office Software Limited is an integrated business management system designed to help organizations with turnovers of £1m and above.

Based on a real-time processing model, My.N gives you detailed accurate information with fast and reliable processing. This allows you to manage the whole business and accounting process with far greater efficiency than ever before.

Building Blocks for Business
My.N's architecture consists of a large set of separate 'building blocks' that can be assembled or broken up as needed to provide the exact suite of features required by you and your users.

Integration with Microsoft Office
My.N links directly with Outlook for sending and receiving emails, with Word for creating documents and with Excel for exporting data.

My.N Financials
As a fully integrated business package, My.N has a complete suite of multi-currency financials at its heart.

Its nominal structure provides you with unparalleled flexibility and the systems reporting capability will mean you can maintain control on a day to day basis.

My.N Commercials
The tight integration of Sales, Purchasing and Stock Control ensures your processing systems are up to the demands of your business. The system holds detailed information on a number of different levels which allows you to generate extensive reports on the stock you have sold, the stock you are holding and the stock you need to buy.

Reporting and Browsing
With Microsoft SQL Server as the underlying database, you have a system that will give you unparalleled reliability and performance along with the tools to scrutinize large volumes of data.

Browsing Data
My.N's in-built reporting system - OpenDoor - allows you to modify and build your own reports and browse screens. This means you can display the data you need as and when you need it.

My.N Web
An in-built ecommerce solution, which links your customer facing web shop with your order processing, invoicing and accounting back end.

My.N Hosted
A single ecommerce and business management system which is delivered as a fully hosted solution.

My.N BoM and Works Orders
The integrated works order system gives you flexible manufacturing with actual costs and full traceability through all levels of manufacture.

My.N Job and Project Costing
Completely integrated with sales, purchasing, stock and nominal ledgers, the Job Costing module gives you visibility and control of individual jobs so you can manage each for maximum profitability.

My.N Epos
My.N's Epos system is an extension to the main commercial system. It links your till points directly with your stock, purchasing, sales ledger and accounting.

My.N

> "Financial **management** is at the **heart** of any **business.** It is **one area** that can help drive **it forward**"

As a fully integrated business package, My.N has a complete suite of multi-currency financials at its heart. These consist of sales, purchase and nominal ledgers, cash books and an integrated fixed asset register.

The nominal ledger structure is flexible, functional and intuitive. It has a multi-layered design with a hierarchical structure that allows you to configure and re-configure your chart of accounts as the need arises.

Reporting
Quick access to information can be achieved using the many browse and drill-down features in the system.

A host of standard reports are available which provide commonly required information. Reports can be exported to Word, Excel or to PDF for emailing from within the system.

Any Income or Expenditure can be broken down for reporting in the P&L using Departments, Cost Centres, Sites or Depots.

Activity based reporting allows you to report outside the P&L.

Ad-hoc queries can be made directly on your data using the Interactive Query screen. The data from these queries can be exported directly to Excel.

Financial Periods
Month and year end routines are very simple, and because of the way transactions are tracked, management reports can be produced without the need to close a period down. Entries can be posted to future periods

Cash Book
Accounts can be held in multiple currencies and transfers can be made between all accounts. Payments and Receipts can be made to Sales, Purchase or Nominal Ledger accounts.

Currency Revaluation
My.N has been designed as a multi-currency system. Sales and purchase ledgers, plus the cash book can be revalued as currencies fluctuate. The provisions posted are automatically flushed out when the exchange differences crystallize on payment or receipt.

Journals
Journals can be posted to Sales, Purchase or Nominal Ledgers. The system supports Journal Templates, Auto-Reversing Journals, Spread Journals and Reversing Spread Journals.

Budgets
Budgets can be set by Nominal Account, Department and Cost Centre. Revisions can be saved and your P&L can be compared to your original or any subsequent revision.

Fixed Assets
Fully integrated fixed asset processing allows a fixed asset to be bought on a PO, depreciated automatically and sold on a Sales Invoice with the gain or loss automatically posted to the ledger.

Auditability
Each transaction is posted to the ledgers in full. Any general ledger posting can be verified by viewing the full double entry posting with direct reference to the source document.

"**Manage all** of the **relationships,**

for the **whole of your business,**

from **one system.**".

Your business deals with lots of companies and individuals, who are as important in their own way as your customers. Customers give you business, but you need suppliers to service them and you need prospects to keep your business growing. My.N gives you a single point from which you can manage all of these relationships.

Integrated across your whole business
My.N's CRM system provides a single database of customers, suppliers and prospects. Saved within each contact is not only history of their previous transactions, but also every communication sent from, or received into the business. Every piece of marketing literature, email and letter is automatically saved within a contact profile.

Events and Tasks
The CRM system is based on Events and Tasks. Events are simply things that happen and Tasks are things you have to do.

All communications into and out of the business are logged, providing complete visibility of activities across all departments.

For example, a customer's email requesting a quotation starts a series of events and tasks which will be allocated to the relevant member of staff. Each task remains visible until it is actioned and a further event or task assigned.

This stringing together of Events and Tasks ensures that it is impossible for important activities to be forgotten or missed.

Documents and data, all in one place
My.N provides a single system for everybody and having all of your documents and data in one place brings advantages for every department.

Sales have a complete, rounded view of the relationship with the client. All previous communication and correspondence is available for review. This provides fantastic opportunities for up-selling and cross-selling. Staff traditionally resistant to the introduction of new systems will 'buy-in' quickly when they see the benefits of using Events and Tasks to effectively manage the sales process for them.

Marketing can build targeted lists based on real-time information, including quotes and sales. The resulting lists can be merged with Microsoft Word, Outlook or distributed directly through My.N's own email client.

"Make it easy for **your** customers to **buy from you**, and they will **buy more.**"

There are only two ways to grow your business; aquire more customers or persuade your existing customers to buy more.

Through each of its multiple sales channels, My.N has been designed to help you help your customer buy more. You'll be able to see your average order values increasing, and along with that, your overall turnover increasing.

Sales Order Processing

Sales people have to make decisions about pricing and availability now, so getting last week's costs, sales figures or stock report is often a waste of time. What they need is live information to help them make real time decisions. My.N's specialist sales screens deliver the right information, at the right time enabling them to do this.

• Fast order processing
• Previous Orders, Alternative Items and Customer Notes displayed
• Flexible processing options at point of sale including add Previous Line, Previous Order or Switch Stock
• Back-to-Back Ordering, Manufacture to Order and Pre-Pick Stock
• Credit check and payment options at point of order
• Stock Allocation managed in real time

The sales system is highly automated, ensuring that your customers get the stock they need when they need it, while maintaining healthy profit margins.

Integrated Ecommerce

My.N's Web Shop is an extension of the main business system. This maintains the principal of having a single point from which to manage all aspects of your business. Any additions or updates automatically cascade through your system, keeping everything synchronized with the minimum of effort. Your orders are automatically processed as they are received.

Epos and Trade Counter

An integrated Epos system allows you to manage your retail and counter sales quickly and simply.

• Single and Multi-Site support
• Cash sales and sales to account
• Integrated with the main sales ordering, stock and accounting system
• Runs on standard PCs.

The whole system is comprehensive, flexible and above all, easy to use.

"**Stock** is one of your **biggest assets** and you'll find it much **easier to control** once you know what you have in stock, and what **you need to buy**."

Features at a Glance

General
- Real-time stock system
- Multiple warehouses, stock types and bin locations
- Full stock factoring (buy in cases or rolls, sell in singles or lengths)
- Batch and serial number traceability
- QA system for food processing
- Stock ageing reports
- Sell by dates
- Loan and Consignment Stock
- Stock catalogue allowing style, size and colour type options
- Customer product codes
- Reserved stock by customer
- Minimum stock quantities and re-order levels
- Bill of Material and Works Order Processing

Pricing
- 99 pricing bands
- Price by band, by case size and currency
- Exception pricing by customer, by stock code, by date
- Price rules for grouped stock codes
- Contracts tracked by volume or date
- Regulator and cascading discounts
- Composite stock codes

Financials
- Stock values held on actual basis
- Calculated average and actual values held for reporting purposes
- GRNI and WIP accruals automatically maintained
- Multiple stock control accounts
- Selectable Sales and Cost of Sales nominal accounts by stock item
- Cost of acquisition capitalized by actual, by % value or through full Landed Cost tracking
- VAT and Intrastat reporting
- Sales VAT rates set by country code for 'distance selling'
- Analysis by Product Types and Groups

My.N's stock control system has been designed and developed to provide tight integration with the Sales Order Processing, Despatch, Works Orders, Job Costing, Epos, Purchase Order Management and Accounting modules.

The system provides you with fast, reliable and accurate processing along with an outstanding set of tools which helps you manage your stock with far greater efficiency.

This means that when you look at your stock report, you get a detailed and accurate picture of the position, in real time.

My.N's stock system eases the whole process of controlling your stock.
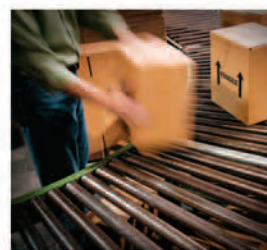
"**Purchasing impacts** on your business **as much as sales** so you need to **have the tools** to do a **good job**."

My.N's purchase ordering system makes it easier for you and your purchasing department to make sure you have the right stock, in the right place at the right time … and that you are paying the right price for it.

As well as the standard purchasing reports, My.N provides additional systems to help and support your purchasing department.

Suggested Purchase Orders
Suggested purchase orders is a powerful and easy to use purchasing aid. It looks at a range of pre-set criteria and generates suggested purchase orders which you can review, amend and confirm. It can do this for single or multiple suppliers

Purchase Order Planner
The Purchase Order Planner is a superb planning tool that helps you manage and schedule your purchases using an extended variety of criteria. This includes buffer stock, sales per day, in manufacture and on order quantities. It offers outstanding flexibility allowing you to back flush through Bills of Materials and to perform 'What if' testing.

Accounting For Aquisition Costs:
My.N gives you a choice of two methods for rolling up acquisition and importation costs into the value of your stock. This gives you a more accurate stock valuation ensuring your margin reports reflect your true costs of stock acquisition.

Setup Costs allow you to account for up to 11 types of cost on receipt of an item. This can be done as a fixed value or as a percentage.

Landed Costs is ideal for companies importing shipments. It allows you to model all of the actual shipping, duty and insurance costs associated with their importation. On receipt, these costs are rolled up with the actual purchase cost of stock to give you as accurate a stock cost as possible.

Summary of Features

Purchase Orders
• Draft and Final Purchase Orders
• Authorise / Finalize orders
• Spread Orders
• Partial Receipting

Order Generation
• Orders Required reports
• Suggested Purchase Orders
• Purchase Order Planner
• Replenishment of remote sites

Accounting
• Suppliers in multi-currencies
• Flexible exchange rates
• GRNI accruals
• Split invoicing
• Consolidate multi-PO's onto
  one invoice
• Invoice authorization
• Due now reports
• Automated payments
  with remittance advices

"Flexible options for assembling and manufacturing."

If you need actual costings and traceability through all levels of manufacture, and real time accounting, My.N's integrated works order system will do the job for you.

It helps you to manage the simple kitting of products to order, batch manufacture on a large scale and control the assembly of complex products over long periods of time. My.N's Works Order Processing (WOP) will give you the control, flexibility and traceability you need to get the job done, on-time and within budget.

Summary of Features

- Fully integrated Bill of Materials (BoM)
- Works Order processing
- Real time stock allocations and movements
- Unlimited components
- Unlimited levels of BoM
- Cascading Works Orders

    Generate a Works Order from:-
    ○ Finished stock requirement
    ○ Raw material quantity to be processed
    ○ Back-to-back from a sales order

- Break stock into components
- Full batch and serial number traceability through manufacture
- Actual Cost maintained for manufactured product
- Automatic WIP accruals during manufacture

- Production and labour cost allocation; direct or from timesheets
- Generate Purchase Orders direct from Works Orders
- Work Stages linking to the Task Manager for resource scheduling

My.N

"The key to running a **profitable job** or project,

is **to know** how much a job is going to cost you

before it happens, and to know

how much it is costing you while it is happening."

My.N's integrated Job and Project Costing system is a highly configurable and flexible managee ment module, ideally suited to businesses running jobs and projects.

It offers you the flexibility to manage anything from a straightforward product sale to a complex project, where a wide range of costs have to be collected. These can include time sheet bookings, expenses, stock items and special purchases, delivered to multiple locations and billed using a variety of rules.

Quotations
Allows you to quickly model and forecast the cost of a job by assigning materials, labour, special purchases and sub-contracted services. Past quotes and templates are available to make the process as efficient as possible.

Jobs
When a job goes live, costs can be booked to the job either directly, or through the stock, purchase and timesheet modules. Purchase orders can be raised directly from the job and invoicing is controlled by a series of flexible billing rules.

Contract Costing
Contract costing includes a number of additional features which manage and account for the Construction Industry Scheme (CIS), Applications for Payment and retentions.

Communication
All emails, telephone calls and documents can be recorded against a quotation and carried forward to the live job. This maintains a complete record of all related communications and documents to do with that job and any person involved with it. Each communication can be Tasked which is ideal for keeping on top of routine and ad-hoc requirements that typically arise in a project-based environment.

Work Stages
Work Stages allow you to set key milestones for a project. A direct link to the Task Manager lets you allocate and monitor a time-frame, personnel and resource to each stage.

Work Stages can be linked and layered which means you can make sure everything happens at the right time and in the right order.

Reporting
For reporting purposes, you can look at a single job in isolation, or a group of jobs which have been linked by a common Activity code. This allows you to break large jobs into a series of smaller jobs whilst maintaining your reporting capability.

• Handling of enquiries and quotations
• Assigning, and tracking costs by job
• Delivery of products and services to customers
• Applications, invoicing and CIS

"Can we do it?
Yes we can!"

In today's business environment, your organization has to become far more adaptable; capable of responding quickly to the changing demands of your customers and their methods of operation.

One of the ways you will achieve this is through the use of adaptive software and My.N delivers a wide range of functionality which you can use to make your business fitter and leaner for today's marketplace.

Drinks Importers
A complete system for managing every aspect of the drinks importation and distribution industry.

Fruit and Veg
Suitable for many industries. Supports the sale of items by catch weight, cases, split cases and singles.

Hire
Supporting the management and billing of hire stock.

QA Systems
Full QA system for food manufacturing including test and certificates of conformance.

Shipments
Importers can manage shipments and costs to give better control and accurate landed costs.

Rolls, lengths and colour batches
Developed initially for the carpet industry, this feature tracks stock by rolls, lengths and colour batches.

Stock Pre-Allocation
Allows stock to be pre-allocated to a customer at point of order. Ideal for batch control, serial number allocation and ensuring that the right customer gets the stock that they need.

Third Party Billing
Allows an item which is being paid for on finance to be invoiced to one company, and delivered to another.

Job Control
Allows you to cost jobs and then make sure you have everything available before you go out on site.

Consolidated Despatch
Despatching multiple sales orders for a single customer on one invoice.

Cascading Discounts
For industries, such as fastenings, My.N provides full support for multiple, tiered discounts; where a discounted price is itself, discounted.

Management of third party stock
Allows you to control the distribuu tion of stock that you have sold which remains in your warehouse.

Remote Site Replenishment
Allows you to control how stock in remotes sites is replenished; either from the central warehouse or direct from your suppliers.
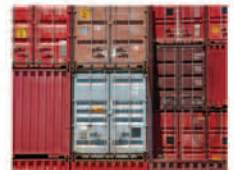
Sales Contracts
Tracks contracts for fixed quantities of stock, sold at a specific price.

Block Batches
Where large number of items are received with consecutive serial numbers.

Linking with other systems
My.N open architecture makes it an ideal product for linking with other platforms.

My.N

"All the **power** of a **Windows** **system,** delivered with the **flexibility** of the **web**"

Whether you are in the office, at home or on the move, My.N Web gives you access to your management system from any PC or device with a connection to the Internet.

Web based applications offer many businesses competitive advantages over traditional client server applications. They are easier to install, cheaper to distribute and straightforward to administer.

My.N's web based software platform provides a dynamic, database-driven website, web shop and business management system that will help you manage your business, sell online and sell through other, more traditional channels.

You only need a browser
Accessed through any computer with a connection to the Internet. Applications are deployable instantaneously to anybody needing access.

Lower Upfront Hardware Costs
Browser based applications run on external servers and on lower specification PCs meaning you don't have to upgrade hardware.

Shorter Implementation Time Frame
With the software already in place, you benefit from shorter implementation timeframes and lower costs.

Low Cost Infrastructure for Multiple Locations
Distributed sites; warehouses, retail outlets and offices can easily be linked using low cost internet infrastructure.

High Performance, Low Cost
My.N runs on Microsoft SQL Server, one of the most robust and secure of databases, which is supplied for a small monthly fee.

WoW option for mixed needs sites
There will be some situations where office based users need the features of a full Windows application and for these circumstances, My.N provides a WoW option; simultaneous Windows and Web browser versions of the application accessing a single database. This maintains the principal of having a single integrated system from which you manage all aspects of your business.

Customization

"**Your** **business** is unique and constantly evolving.

That's why **you need software** that adapts to you, as your

business adapts to **your customers.**"

Your business has its own challenges and its own way of doing things. So you need a software package that will recognise and respond to that. That's why we designed My.N to be such a flexible, adaptable and customizable accounting software system. A business management system that you can tailor to your unique business will help you be more efficient, productive, and profitable.

Building Blocks for Business
My.N's architecture consists of a large set of separate 'building blocks' which you can assemble or remove to provide the exact suite of modules required by you and your users.

Customizable by you, the user
Module functions, screen layouts and even user's menus can be defined by you. This means that changing the look of a screen or changing from selling by quantity to selling by weight can be achieved with just a few mouse clicks.

More complex customization
Some business processes are simply too complex to be managed through the use of a standard application. In these instances we can help you as we are able to simply take out the existing 'building blocks', make the required modifications and then plug them back in again. This gives you a precisely tailored application without losing the benefits of a fully-supported, upgradeable, standard package.

Flexible Browsing of Information
My.N's native report writer OpenDoor doubles as a browsing tool. This allows you to modify and build your own reports and browse screens displaying the data you need as and when you need it.

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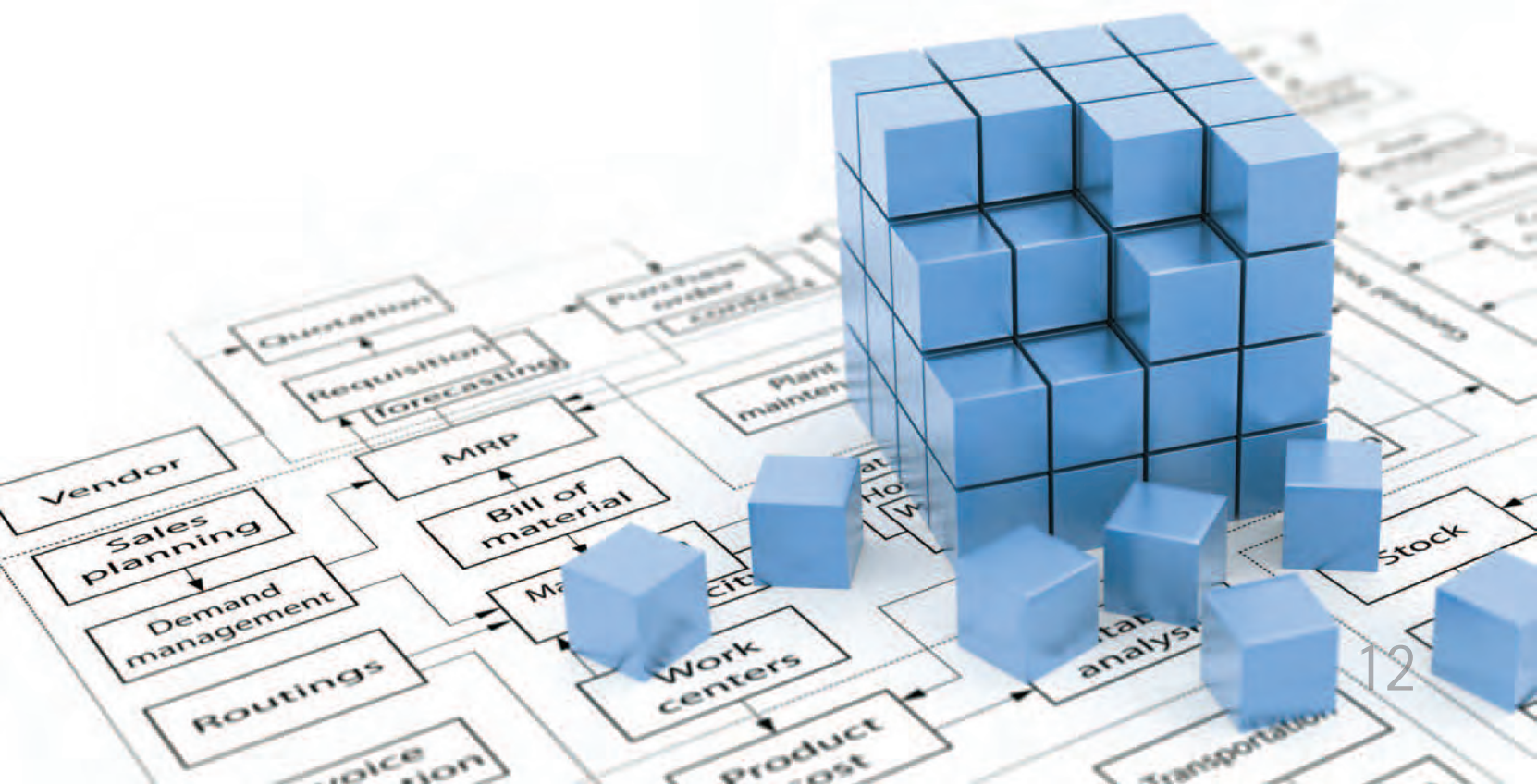
> "The first step is for us to find out about you, and your business"

Buying

When you talk with us, our over-riding interest will be on how we can help you and your business.

Initial discussions will look at the issues you have within your business and what improvements you are looking to achieve.

This will allow us to clearly define the needs of your business and provide you with a proposal document, identifying the benefits you'll derive from updating your software.

Once you are satisfied with our understanding of your requirement, we will be in a position to provide you with a tailored demonstration.

Taking account of your feedback, we will provide you with a firm quotation which will detail the expected cost of your project.

Implementation Planning

We will undertake to ensure the implementation is as smooth as possible

Once you have given us the go-ahead, our project team will work closely with you to ensure installation of My.N is completed on time with minimal disruption to your daily business.

A team of highly experienced individuals, will make sure that your project plan is practical, your infrastructure is suitable and your data transferable.

A dedicated project manager will oversee any workshops, acceptance testing and training ensuring that all components are in place for a successful implementation.

Supporting

Personal and personable support in the first few weeks of operation ensures that the system beds in quickly and that your users develop the confidence they need to operate the system.

Our on-going support provides timely resolutions to any questions and issues that may arise through the use of the software.

We make constant investments in our support infrastructure and personnel, providing you with the most up to date service. Our Web support tools allow us to offer help and guidance literally at the touch of a button.

My.N

Accounting for Success

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