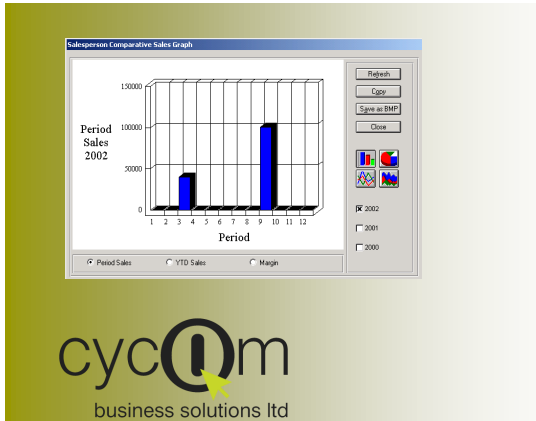


Sales Order Processing System



Document Entries

Transaction: CRS Sales Invoice Sale Invoices Credit

Doc No: CRS000002 Date: 18/08/2000 Status: Entered

Account: 221ANCO1 A + C Trading Co Ltd 123456789012345678901234

Store Id: 01 MAN

Salesperson: ECM Eleni Christofi Markides Currency Id: CYP

| Item Id | General | Description | Factors | Qty | Price List | Price | Gross | U |
|---------|---------|--------------------------------|---------|-----|--------------|----------|--------|---|
| 12600 | | Rayban Sunglasses - Aviator | 1 1 1 1 | | DEFAULT_LIST | 150.0000 | 150.00 | |
| 12601 | | Rayban Sunglasses - GP | 1 1 1 1 | | DEFAULT_LIST | 130.0000 | 130.00 | |
| 12602 | | Rayban Sunglasses - Predator | 1 1 1 1 | | DEFAULT_LIST | 130.0000 | 130.00 | |
| 12604 | | Rayban Sunglasses - SideStreet | 1 1 1 1 | | DEFAULT_LIST | 90.0000 | 90.00 | |

SERVICE IS OUR PRIORITY

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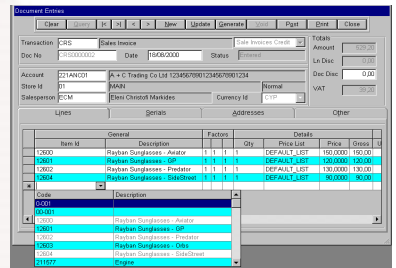
SALES ORDER PROCESSING SYSTEM

PRODUCT DOCUMENTATION

Overview

Sales Order Processing System is based on Oracle relational database technology and an Open Systems Architecture that allows users to organize and adapt the system to meet their specific requirements.

Sales Order Processing System is a comprehensive System covering and supporting organizational selling needs through out its entire life cycle from Proposals, Orders, Deliveries, Invoices, Returns and Point of Sales.



CycOm Business Solutions Ltd provides powerful software solutions for today's demanding and competitive business environment.

They easy-to-use graphical user interface increases user productivity and enables business workgroups to manage financial information more effectively.

Features

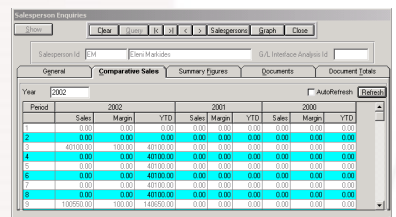
Flexible

Sales Order Processing System offers unrestricted flexibility by allowing you to customize the system according to your Sales Business Processes. You can define multiple transaction definitions that govern how the different sales documents will behave depending on your organizational needs.



Simple to Use

Sales Order Processing System incorporates internationally accepted graphical elements, according to the Microsoft Windows standard, delivering a familiar "look and feel". This minimizes training time and allows users familiar with the Microsoft Windows interface to get "up and running" soon after the system is installed. The instant reference information, eliminating the need to refer to printed manuals.

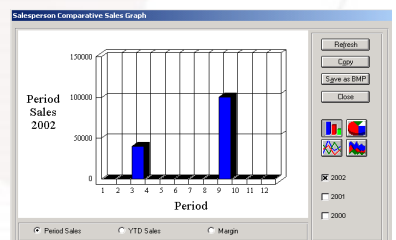


Customized Reporting

Reports can be generated as and when required. Flexible report selection criteria allow you to restrict the information to be printed and the way that these will be sorted. Using the preview windows, reports can be viewed on the screen before being sent to the printer. The Crystal Report Writer allows your expert user to design any custom report from the database without programming.

Ad-Hoc Queries

Enter your search criteria in the empty text boxes of a form and press the query button to have the system select all the transactions matching the criteria entered. Use the criteria selections of the document management forms to query on document statuses as well as other criteria available. View the results of the enquiry in a tabular form. Double click on any of the documents listed to navigate to the source entry documents.

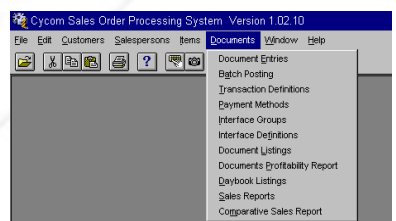


Integrated

Sales Order Processing System is fully integrated with the Inventory, the Financial Management, the Purchase Order Processing System and the Address Management Systems both in terms of their visual interface as well as their underlying mechanics and database. All related systems are updated concurrently and no special or lengthy procedures need to be executed periodically. A sales document updates both the Inventory and Financial Management Systems. Additionally, you may define multiple Interface definitions with the Financial Management System and thus capturing as much information as required in the Financial Management System in terms of Journals, Accounts and Transaction Analysis.

Email Enabled

All reports can be forwarded to any recipient or group connected to the electronic mail system after being previewed on the screen.



FLEXIBLE

SIMPLE TO USE

CUSTOMIZED REPORTING

AD-HOC QUERIES

FULLY INTEGRATED

EMAIL ENABLED

MULTI-CURRENCY

FLEXIBLE DOCUMENT ANALYSIS

SECURE ROLE-BASED ACCESS CONTROL

MULTI-COMPANY

| Document No. | Doc. Description | Date | Time | Doc. Type | Doc. Status | Doc. Category | Doc. Subcategory | Doc. Item | Doc. Qty | Doc. Price | Doc. Amount | Doc. Balance |
|--------------|------------------|------------|-------|-----------|-------------|---------------|------------------|-----------|----------|------------|-------------|--------------|
| 1000 | Customer Order | 10/10/2000 | 10:00 | 01 | Open | 1000 | 0100 | 1000 | 1 | 1000 | 1000 | 1000 |
| 1001 | Customer Order | 10/10/2000 | 10:05 | 01 | Open | 1000 | 0100 | 1001 | 1 | 1000 | 1000 | 1000 |

Multicurrency

Sales Order Processing System provides comprehensive features that support the processing of foreign documents. The system allows the processing of any number of different currencies for each customer. It supports currency translation and revaluation, in accordance with generally accepted accounting principles.

Secure Role-Based Access Control

Your system administrator can assign each user to a role-based group. For each group the administrator can assign the functions that are to be accessible to all users of that group. For example one group could have access to the account enquiry and document entry functions but could be restricted from accessing the batch posting function. By restricting the functions available to particular users, you can reduce the potential for a security problem.

| General | | Document | | Date | | Period | | Print | |
|------------------------|------------|-------------------|-------------------|----------|-----------|--------|----|-------|--------|
| Comparison Report Type | Summarized | Group By | Transaction Class | Doc. No. | Doc. Date | From | To | Print | OK |
| Document Range | | Document Id | Transaction Id | Doc. No. | Doc. Date | From | To | Print | Cancel |
| Class | | Transaction Class | All | Doc. No. | Doc. Date | From | To | Print | Cancel |
| | | Store Class | Normal | Doc. No. | Doc. Date | From | To | Print | Cancel |

User Defined Form Sizes and Grid Column Widths

You may adjust the size of your form in order to view more records in a grid and the system will remember the next time you visit the function. Additionally, you may adjust the column widths of a grid of an enquiry form, or even choose the columns to be displayed, and the system will remember your settings the next time you visit the form.

Standard Reports

A rich set of standard reports is available to help you monitor your business operations. These can be previewed on the screen or exported to a variety of popular formats like: Excel, Lotus, Word, Acrobat, etc, or to send the report through electronic mail. Reports are produced on demand based on user selected criteria, and can be printed for any accounting period.

| Doc. No. | Doc. Description | Date | Time | Doc. Type | Doc. Status | Doc. Category | Doc. Subcategory | Doc. Item | Doc. Qty | Doc. Price | Doc. Amount | Doc. Balance |
|----------|------------------|------------|-------|-----------|-------------|---------------|------------------|-----------|----------|------------|-------------|--------------|
| 1000 | Customer Order | 10/10/2000 | 10:00 | 01 | Open | 1000 | 0100 | 1000 | 1 | 1000 | 1000 | 1000 |

Chart of Accounts

List of accounts that have been defined in the Financial Management System.

Address Records

List of mailing labels, telephone directories, address records listing.

Salespersons Listing

Lists all the salespeople defined as well as the yearly sales quota, payroll costs and other expenses.

Commission Definitions

Lists all the salespeople and supervisor commission rates defined for each Salesperson or Group of Salespeople, Commission Group, Price Group and Payment Method.

Price Lists

Lists the Price Lists identified by the Price Group and effective dates. For each Price List the report shows the Item, the Price, the Discount and free levels. Additionally, quantities are shown if the Price Lists where set to work with that parameter.

Price Update Requests

You may update all or selected price lists. This report shows the Request for Price Update, the Price List, the old and new prices as well as the last and average costs for each item.

Item Comparative Sales Document Listings Report

Shows in horizontal format the monthly sale amount and/or quantity for any three years specified by the user.

Picking Lists and Routes Printing

You may print picking lists for Items to be delivered and Route Sheets for selected Delivery Notes.

Document Profitability Report

Shows the profitability for each document. The report can be grouped by many parameters which may be one of the following: Transaction Id, Transaction Class, Customer, Store, Store Subtotal Level, Salesperson, Payment Method, any of the five user defined Account Categories or any of the five user defined Document Categories.

Sales Reports

These reports include Sales/Margin, Average Monthly Sales, Sales Contribution and Sales Profitability that can be produced in summarized or analytical format. The groupings of the report are user defined and they can be grouped by many parameters which may be one of the following: Store, Store Subtotal Level, Item Main Supplier, Item Short name, Superseded by, Consolidation Item Salesperson, Customer, any of the Item Categories or any of the Account Categories.

- Sales/Margin—shows sales by customer, displaying period and year-to-date sales as well as gross profit margin for the current and previous years.
- Average Monthly Sales—show the Average Sales, Margins, Margin variance for any two years specified.
- Sales Contribution—shows the Sales Value Contribution ratios that are expressed as percentages and are given for period and year-to-date-sales.
- Sales Profitability—shows the profitability that is expressed as a gross profit margin percentage as well as the sales quantity, cost and sales value. Period and year-to-date figures are also shown.

Comparative Sales Report

Shows in horizontal format the monthly sale for any three years specified by the user. Profit margins may also be included at the user's request.

Reports can be previewed on the screen and can be printed on any printer installed on your Windows System. The reports viewer allows you to export reports to a variety of popular formats such as Excel, Lotus, Word, Acrobat etc, or to send the report through electronic mail.

| General | | Account | | Item | | Analysis | |
|-------------------|-------------------------|-----------------|---|-------------|--------|----------|--|
| Comparison Report | Sales/Margin Summarized | Period | 3 | OK | Cancel | | |
| From: | 1 | To: | 2 | OK | Cancel | | |
| Group Levels | | Customer | 2 | New Page On | 3 | | |
| | | Item Category 1 | 3 | 4 | 5 | | |
| | | Item Category 2 | 4 | | | | |
| | | Item Category 3 | 5 | | | | |
| | | None | 6 | | | | |
| | | None | 7 | | | | |

Key—Features

- ◆ **Fully Integrate**—with the Inventory, Financial Management and the Address Management Systems.
- ◆ **All Sales Functions supported**—including Proposals, Orders, Delivery Notes, Delivery Returns, Invoices, Invoice Returns, Point-of-Sales and Sales Budgets.
- ◆ **Extensive Document Entry validations**—such as restricted currencies, credit limit checks, restricted price lists are available for the customer and restricted maximum discount, restricted alternative price lists and restricted Salespeople are available for the user entering the document.
- ◆ **Flexible Proposals creation**—with extensions to MS-Word. You may define your Proposals using the system and Mail Merge any Proposal information in word for better presentation purposes.
- ◆ **Extensive enquiry capabilities**—are available with main focus on Sales with reference to Customers, Salespeople and Items.
- ◆ **Handling of Installments**—is available where you may split the Order or Invoice amount in a number of installments. Appropriate journal entries are created for the Financial Management System.
- ◆ **User defined Allocations scheme**—is available where you may set what unposted transactions in the Sales System you would like to consider as allocated. The selection includes the following: Sales Orders, Sales Delivery Notes and Returns, Entered Sales Invoices and Returns as well as Point of Sales.
- ◆ **Separate Document Management functions**—exist allowing you to perform enquiries by document status, view the documents that met the enquiry criteria in a tabular form, and enabling you to change their status.
- ◆ **Five User Defined Document and Five Salesperson Analyses**—are available for further analysis of documents and Salespeople. Interfaces with the Financial Management System may be set so that these may be further analyzed in the General Ledger.
- ◆ **Item Categories and Balance Analysis**—defined in the Inventory System may be used to further analyze Items and Stores.
- ◆ **Batch or on-line posting**—Documents may be posted on-line, one by one or in a batch according to user selected criteria.
- ◆ **User defined transaction definitions**—allow you to adapt each document entry function to your organization's requirements. The system may be set so that for each transaction definition has a different numbering sequence for easier filing and audit trail.
- ◆ **Automatic Generation Wizards**—assist you in generating Price Lists and Commission Definitions in a number of ways. A number of other wizards assist you in creating Sales Documents based on other Sales, Purchases or Inventory Documents thus easily enriching the lines of a document.
- ◆ **Multiple Price Lists**—may be defined subject to Price Groups, where currency and VAT handling is defined, and effective dates. Additionally, quantity level pricing may also be defined.
- ◆ **Flexible commissions**—defining all the salespeople and supervisor commission rates for each combination given below: Salesperson or Group of Salespeople, Commission Group Price Group and Payment Method.
- ◆ **Comprehensive Audit Trails**—are maintained by the system allowing you to trace transactions to their source entry using "drill down" capabilities where applicable.
- ◆ **A number of store types are supported**—including Normal, Bonded Warehouses and Duty Free shops.
- ◆ **Flexible Interface to the Financial Management System**—Different parameters regarding Journals, Accounts and Transaction Analysis may be set for each Transaction Type and Interface Group allowing further analysis in the General Ledger.
- ◆ **Serial numbers may be traced**—from the Purchase Invoices to the Inventory System and then to the Sales Order Processing System.
- ◆ **Production Batches and Expiry Dates**—may be traced from the Purchase Invoice to the Inventory System to the Sales Order Processing System.
- ◆ **Multiple Enquiry of an Item Code**—gives the ability to find an Item code in the documents entry by one of the following ways: Item Id, Part Number, Bar Code, Short Name, and Suppression Code.
- ◆ **Multiple Item Classes**—such as Stock, Non-Stock and Text may be used in documents each handled in a different way by the Sales Order Processing System.
- ◆ **Multiple Units of Measure**—may be defined for each Item for Sales, Purchases and Stock Keeping.
- ◆ **Weight/Volume**—in addition to item quantity weight/volume may be defined in all documents. For example you may define 6 cans of soft drinks to be 1.9 litres. The weight/volume information may be later viewed in a number of Sales Reports.
- ◆ **Pieces and Factors**—may be defined during Item entry in documents and the system will calculate the quantity for you. For example 3 blocks of wood with 180cm length and 120cm height and 2cm width will approximately make 0.13 cubic meters as quantity.
- ◆ **Set Items**—defined as an Item composed of other Items may be handled by the system in a number of methods. For example a living room set may be composed of 1 sofa, 1 main table, 2 side tables and 2 armchairs. Users may only have to define the set item in a document and the components will be handled automatically by the system.
- ◆ **Two ways of handling Free Items**—is available in all documents. One way is to indicate the free on the same line of the Item and second way is to automatically generate a newly created line.
- ◆ **List of Values**—the pop-up list of values allows you to easily find accounts and other codes.
- ◆ **Flexible transaction retention methods**—transaction history for each item can be held for as long as required.
- ◆ **Future or past postings**—can be made to any future or past period but can also be restricted by the system administrator within pre-specified open periods.
- ◆ **User defined fields**—20 user-defined fields for each item allow you to customize the system so that it is relevant to your business needs.
- ◆ **Easy interface with other systems**—can be achieved by exporting Sales Documents to ASCII format or importing from ASCII format
- ◆ **Multi-company processing**—is allowed since a three-character code is used to identify each company, allowing you to hold many companies in the same database.



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