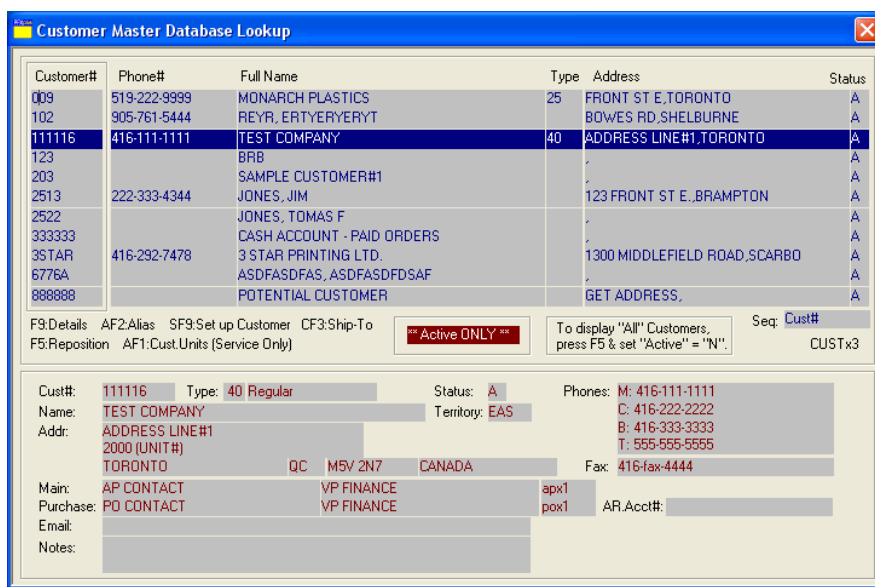


Sirtawn System’s business solution includes several features and functions that are available from all modules. These features and functions include **reports** that are available in several formats (usually) and **inquiries** that can be selectively sequenced by the user.

Most of the reports provide the user with the ability to limit the amount of information that appears on the report through the use of filters (For Example: Customer number range or Inventory number range) and allow the user to display the report on screen. The user can then selectively choose what pages to print or abandon the print, once the correct information has been found.

Most of the inquiries are available with multiple sequences (sequence of data that displays on screen) and provide the user with a quick entry window to determine the starting point of the inquiry. Many of the inquiries have the ability for the user to enter one or more letters/numbers to start the data search within inquiry.



**Typical inquiry example:**

The customer Master inquiry shown here displays customer data in customer number sequence. Other sequences such as by name, phone number or status are available. The function keys shown below the upper display provide access to other functions such as F9 details displays most of the customers information.

As you scroll down the lower display shows the customers name and address and main contact information.

The following list of reports and inquiries is a partial list for the Marina, Retail and Distribution modules. For the most part, the Manufacturing and Transportation reports and inquiries (other than those included in the standard accounting portion of the systems) are not shown. Please note that the list is ever-expanding and constantly having new filters added to many of the reports.

**Other Features and Functions that Apply to “All Modules”**

In addition to the reports and inquiries, most modules provide full detailed transaction history with historical inquiries and reports. Many of these transaction histories provide the system with full audit tracking.

The system comes with a password security interface that provides complete security for each user, menu and menu item. Once a password is given to a user for a specific item on a menu, that item is fully protected from other users trying to gain access. At that point access must be given individually to that Item.

As mentioned above, the F9 key provides customer details for the customer highlighted in the display. The system uses function keys as quick entry for several functions throughout the system. Function keys are used throughout system with combinations of the keys with the “Shift Key”, the “Control Key” and the “Alt” key. As much as possible the same key is used for the same function throughout the system. Special Use “Function Keys” are documented right on the user window. These “Function Keys” are normally referred to as “Preprogrammed Hot Keys”

Partial list of the available reports. Most reports include 1 or more "User Defined" ranges (such as "Starting" Customer# and "Ending" Customer#, Item#, etc. Most reports also include "Filters" to limit the data printed on the report. These filters are always related to the report data such as "Product Group", Customer Type, Purchase Order Type, etc. More reports, ranges and filters are added every week/months.

**Accounts Receivable**

Manual Invoices  
 Labels for Manual Inv.  
 List of Invoices NOT Posted  
 Cash Posting  
 Cash Posting (Narrow)  
 Invoice Summary List by Inv#  
 Invoice Summary List by Cust  
 AR Posting Edit List  
 AR Posting Journal  
  
 Price Audit Rpt. by Employee  
 Price Audit Rpt. by Customer  
 OverDue Report  
 Open Items List  
 Aged Trial Bal.Rpt.(1Crcy)  
 Aged Trial Bal.(1 Cust)  
 Aged Trial Bal.(1 Crcy-80c)  
 Aged Trial List (1 Crcy-80c)  
 Aged Trial List (1Line/Cust)  
 Customer List by Cust#  
 Customer List by Cust# (Fax)  
 Customer Alpha List  
 Customer Laser Labels  
 Customer 1 x 3.5 Labels  
 Cust. Statements (Due Date)  
 Cust. Statements (Inv.Date)  
 Cust. Statements (Inv.Date/Alpha)  
 A/R Journal by Invoice Date  
 O/S Invoice List  
 List Invoices by Date/Status  
 A/R Open Item List (by Source)  
 List Duplicate Orders  
 List Complex Pricing by Prod.Grp  
 List Complex Pricing by Customer  
 Aged Trial Bal.(1Crcy-80cZ)  
 Customer List by Sales Person  
 Aged Trial Balance (#8)/Name  
 Customer Laser Labels (NoSc)  
  
 AR Posting Journal (All Rev.)  
 Customer Statement - Special  
 Customer Tax Exemption List  
 Audit Report by Cust.(1 Yr/Pd)  
 AR TX List by Cust.(Doc.Date Seq.)

**Accounts Payable**

Entry Edit List  
 Cash Requirements Report  
 Checks (All types)  
 Check Register  
 Reconciliation Report  
 Reconciliation Report by Date  
 AP Post Journal (Format #2)  
  
 Vendor List (Numeric-Detail)  
 Vendor List (Numeric-1 Line)  
 Vendor List (Alpha-1 Line)  
 Paid Invoice Report (H/C)  
 AP Check Master List  
 Currency List (XCUR)  
 AP Invoice List  
 Laser Vendor Labels

**Vendor 1 x 3.5 Labels**

AP Batch# List  
 Aging Rpt. by Priority(80c)  
 AP GL Distribution Report  
 AP Proj. Distribution Report  
 Aging Report (Wide)  
 Aging Report (Narrow/80c)  
 Aging Rpt (80c:1Line/Vendor)  
 Aging by Puchase Date (80cl)  
 Unpaid `As of' Report  
  
 AP Entry Report  
 AP Paid List by DueDate  
 AP Paid List by DueDate (Hist)  
 Vendor Prioirty List  
 Vendor Analysis by Vendor  
 Vendor Analysis by Function

**General Ledger**

Journal Entry Edit List  
 Income Stmt (Depts)  
 Income Stmt (Consol)  
 Balance Sheet  
 Trial Balance Detail  
 Detail Account Report  
 Detail Account (80col)  
 Detail Special Report  
 Print Budget List  
 Print Budget Comparison Rpt  
 GL Report Writer - 6 cols.  
 GL Report Writer - 12 cols.  
 GL Report Writer - Narrow  
 Consolidated Trial Balance  
 Consolidated Trial Bal(wide)  
  
 List of UnUsed GL Accounts  
 GLTrans. Audit Rpt by Pd  
 GLTrans. Audit Rpt by Pd(132)  
 Check GLSM for Missing Acct#  
 GL Trans. Audit Rpt by Batch#  
 GL Detail Acc't List by Trans.Date  
 GL Trans.Audit List by Pd/Ref#  
 GL Trans.Audit Rpt by Pd/Ref#  
 GL JE Control List by JE#  
 GL Report Writer List  
 Income Statement (Cons-Summary)

**Payroll**

List Entered Time Records  
 Payroll Edit List  
 Payroll Checks (All)  
 Posting Journal, Up GL  
 Posting Journal by Emp  
 Print T4's  
  
 Vacation Accrual List  
 Employee List by Code  
 Employee Alpha List  
 Empl. Work Load Ratio List  
 Project WLR Report  
 Employee YTD Report  
 Employee Health Ded. List  
  
 Commission Report  
 Commission History Report  
  
 Time Edit by Date #1 (Calcs)  
 Time Edit by Date List #2  
 Time Edit by Empl# #3 (Calc)  
 Weekly Schedule  
 Employee Schedule  
 Weekly Schedule/Costs  
 Employee Time Report  
 Payroll Input List  
  
 Empl. Hist. List#1 (By Year)  
 Empl. Hist. List#2 (By Empl)  
 Payroll History List by Payroll#

**Inventory**

**By Product Group**

Item Availability Rpt#1  
 Item Availability Rpt#2  
 Item ReOrder Inform. Rpt  
 Item Pricing Inform. Rpt  
 Item Evaluation Rpt  
 Item Evaluation Rpt (4Dec.)  
 OverStocked Rpt (QOH.)  
 OverStocked Rpt (Avail.)  
 ReOrder Rpt  
 Item List  
 Margin Report by PG.

**By Vendor**

ReOrder Rpt  
 Inventory Max. Value Rpt  
 Vendor List

**By Item#**

Simple Inventory Value Rpt.  
 Inventory Rpt. By Bin# (1 Lines/Item)  
 Inventort Rpt. By Bin# (2 Lines/Item#)  
 Inventory Max. Value Rpt.(Item)  
 Price Audit Rpt by Employee  
 Price Audit Rpt. by Customer  
 Setup BarCodes Database  
 Print User Defined BarCodes  
 Print POS BarCodes  
 Item List/Lookup Group w/Prc  
 Item List/Lookup Group w/UPC  
 Item List by Vendor  
 Inventory Adjust. Rpt (by Date)  
 Inventory Adjust. Rpt  
 Item Availability Rpt#1  
 Item Availability Rpt#2  
 Item ReOrder Inform. Rpt  
 Item Pricing Inform. Rpt  
 Item Evaluation Rpt  
 Item Evaluation Rpt (4Dec.)  
 OverStocked Rpt (QOH)  
 OverStocked Rpt (Available)  
 ReOrder Rpt  
 Manufacturing Order Inform.  
 List Kit Components  
 Rental Inventory List  
 Item Price List  
 Item Price List w/costs  
 Item Price List (by AlphaSort)  
 Item Price List (by Sort Desc)  
 Item Price List (by AlphaSort\*)  
 Item Price List (by AlphaSort2)  
 Item Price List (by Lookup Group)  
 Item Cost Variance Report  
 Item Missing Cost/Price Report  
 Item List  
 Special Rental List  
 Item Master Date History List  
 Inventory Non-Movement Report  
 Item Labels (Desc)  
 Check Margin Report

Serial# Tracking Report by Sale Date/Serial#  
 Serial# Tracking Report by Item#  
 Serial# Tracking Report by Rec'd Date  
 Serial# Tracking Report by Sales Date  
 Serial# Tracking Report by Cust#/Item#

List Cores by Customer  
 List Cores by Item#  
 List Core History by Customer#  
 List Core History by Item#

Count Sheets  
 Count Sheets(B Format)  
 Count Edit List (P/S)  
 Count Edit List (Item)  
 Count Edit List (Bin#)  
 Count Variance Rpt (Bin#)  
 Count Variance Report  
 Recount Sheets (P/S)  
 Recount Sheets (Bin#)  
 Recount Sheets (P/S w/ct)  
 Recount Sheets (Bin w/ct)  
 Tag/Missing Tag List  
 Variance Report by Batch#

**Purchasing**

Suggested PO's Edit List  
 Suggested PO's Edit List2  
 Purchase Orders  
 PO Receiving/Finished Copy

"POS Style" Barcode Labels from POs  
 PrePrint POS BC Labels from POs  
 O/S Purchase Orders by Vend.  
 PO Purchased Detail by Vendor  
 PO Items Received Report  
 PO Items Received Rpt by Buyer  
 PO Receiving Report  
 PO List by Vendor Type  
 PO List by Vendor#  
 PO Expected Del'y (by Vend.Item)  
 PO Expected Del'y (by Our Item)  
 PO History Rpt. (by Item/Date)

Suggested PO's Edit#3 (Bin#)  
 PO Final Costing Copy  
 PO Detail Labels w/SO# & Cust#  
 PO Detail Labels by PO/Line#

**Purchase Analysis**

PO Analysis by Vendor# (\$/Ton)  
 PO Analysis by Vendor#  
 PO Analysis by Item# (Small Inventory)  
 PO Analysis by Item# (Large Inventory)

**Sales Orders (Just SO)**

Acknowledgement  
 Picking List (by P/S#)  
 Packing Slips (Stat=R)  
 Daily GL Distr. Rpt  
 Daily Detail Rpt (I/T)

**POS (Just Retail)**

Rental Agreements(Narrow)  
 Rental Agreements(Wide)  
 Invoices (Narrow - 4 Types)  
 Invoices (Wide - 8 Types)

**SO & POS (Available in Both)**

Terminal Cash Report  
 Terminal 'On Account' Report  
 Cash Drawer Report  
 Daily GL Distr. Report  
 Daily Detail Report (by Prod. Grp)  
 Sales Journal By Date  
 Daily Sales Summary Input  
 Daily Sales Summary Display  
 Daily Sales Summary Report  
 Daily Detail Report (Status I/T)

Orders NOT Posted List  
 Daily Reservation List  
 Serial# Tracking Report  
 Serial# Full Tracking Rpt  
 Order Detail List by Inv.Date  
 Daily Sales Sum. Input-GAS

B/O List #1 by Order# (Detailed)  
 B/O List by Date  
 B/O List by Customer  
 B/O List #2 by Customer  
 B/O List by Vendor  
 B/O List by Item#  
 B/O List by Invoice Date

Acknowledgement  
 Picking List by P/S#  
 Picking List by Order Date  
 Packing Slips (stat=R)  
 Invoices by P/S#  
 Invoices by Order Date  
 Sales Journal by Invoice#  
 Sales Journal by Date  
 Invoices by P/S# (w/o\$)  
 Reprint Invoice by Invoice#  
 Daily 'On Account' Report  
 Daily GL Distr. Report  
 Daily Summary Rpt.(I/T)  
 Daily Detail Rpt. (by Prod. Grp)  
 Sales GST Report  
 Cancelled Orders List (C)  
 Pick/Slips Not Printed (N)  
 Printed but NOT Ready (P)  
 Ready to Invoice List (R)  
 Invoice List by Date (I/R)  
 Detail List by Date (I/T)  
 Detail List#2 by Date (Paym)  
 Orders Not Posted List by Date  
 Invoice List by Invoice#  
 Invoiced Sales (to a Proj.)  
 Rental Reprint (wide)  
 Rental Reprint (Narrow)  
 Sales Order Profit Report  
 Item's Sold YTD Report  
 Item's Sold YTD Report #2  
 Serial Tracking Rpt.(On Sale)  
 Order List by Shipping Date  
 Order List of 'Hold' Orders  
 Outstanding Items List  
 Price List by Lookup Group  
 List Items Sold by Item/Sold Date  
 SO Exception Report #1 -SODT  
 SO Exception Report #2 -SODT  
 Price Range Report  
 Address Shipping Labels  
 Shipping Labels  
 Labels based on Cust.Sales  
 Open Quotes List  
 SO Shipping Costs Analysis Report  
 Cost Variance Report  
 SO Detail Costing Report  
 Invoice List by Invoice#  
 Inv. Profit List (Inv.Date)  
 Price Audit Rpt. by Employee  
 Price Audit Rpt. by Customer  
 Special Invoice Reprint (G)  
 End-of-Day Dip Report  
 List Returned/Credit Orders  
 SO Cost/Price Exception Report  
 SO Cost/Price Exception Rpt (Inv.Date)

**Sales Analysis**

Cust R#1-WT/\$,P/Y,TY/LY -Wide  
 Cust R#2-\$,P/Y,TY/LY -Narrow  
 Cust R#3-Year\$(Pd1..12,Tot)-Wide  
 Cust R#4-\$/Cost/Mar,TY/LY -Narrow  
 Cust R#5-Qty/\$,P/Y,TY/LY -Wide  
 Cust R#6-YearQ(Pd1..12,Tot)-Wide  
 Cust R#7-Qty,P/Y,TY/LY -Narrow  
 Cust R#8-Qty,\$,Cost,TY/LY -Narrow

Cust R#50-YearQ/(Pd1.12,Tot)-Wide  
 Item/Cust R#51-YrQ/(Pd1.12,T)-Wide  
 Saleperson R#52-YrQ/(Pd1.12,T)-Wide  
 Territory R#53-YrQ/(Pd1.12,T)-Wide  
 Product Grp.R#54-YrQ/(Pd1.12,T)-Wide  
 Salesperon/Cust R#61-YrQ/(Pd1.12,T)-Wide

Item R#1-WT/\$,P/Y,TY/LY -Wide  
 Item R#2-Sold Ytd by PG -Narrow  
 Item R#3-Sold Mtd/Ytd,C/\$ -Narrow  
 Item R#4-Evaluation\$,9pds -Wide  
 Item R#5-EvaluationQ,9pds -Wide  
 Item R#6-\$,P/Y,TY/LY -Narrow  
 Item R#7-Year\$(Pd1..12,Tot)Wide  
 Item R#8-YearQ(Pd1..12,Tot)-Wide  
 Item R#9-Qty/\$,P/Y,TY/LY -Wide  
 Item R#60-YearQ/(Pd1.12,Tot)-Wide

Sper R#1-\$,P/Y,TY/LY -Narrow  
 Sper R#2-Year\$(Pd1..12,Tot)-Wide

Analysis Cust's Order by Week  
 Analysis Items Sold by Week

**Major Unit Inventory**

List Manuf. Models  
 Major Unit Build List  
 Major Unit PO Print  
 Deposit Receipt  
 Marine Purchase Contract

Floor Plan Report - O/S by Vendor  
 Floor Plan Report - Due by Vendor

Major Unit Dist. Rpt by Contract#  
 Contract List#1 by Contract#  
 Contract List by Inv. Date  
 Margin Report by Invoice Date  
 Margin Report by Contract#

Major Unit Inventory Costing Rpt.  
 Major Unit (QSTK) Simple List  
 Major Unit Stock List (2 Formats)  
 MU Price List by Unit Type/Vendor  
 MU Transfer List  
 MU Price List by AR Flag/Stock#  
 MU Price List by Make/Model/Yr  
 Deposit Report by Contract#  
 Deposit Report by Deposit Date  
 Trade-in Report by Contract Status  
 MU Contract Customer Mailing Labels  
 Major Unit Sales Control Report  
 Major Unit Setup Sheet  
 Major Unit Inventory Control Sheet

**Service**

Repair Order  
 Problems Promised List by RO#  
 Customer RO Summary Rpt.  
 Warranty RO Summary Rpt.  
 Internal RO Summary Rpt.

Daily Schedule  
 Mechanics RO Infor. List  
 RO Mechanic Detail Notes  
 List Missing Warranty Vend#s

Cust. Requirements Questionnaire  
 Cust. Requirements List  
 Consumable Tracking Rpt.(#1)  
 Consumable Fuel Report (#2)

Operations List  
 Procedures List  
 Flat Rate Simple List  
 Mechanics List  
 Repair Order Parts List  
 Unit Master List

RO Parts List - Current RO  
 RO Labour List - Current RO  
 RO Sublet List - Current RO  
 RO Parts Used Report  
 RO Missing Cost List  
 RO Missing Prices List  
 RO Costing Report  
 Invoice Summary Report  
 Invoice AR Summary Report  
 GL Distr. Daily Report  
 GL Distr. Daily Bal. Rpt.  
 RO Warranty Review  
 New Cust. Invoice Summary  
 Promised List by Date  
 Problems Assigned List/Date  
 Promised List by RO#  
 Customer Satisfaction Questionnaire  
 Volume Analysis Report  
 Volume Analysis Report (Wide)

**Major Unit Rental**

Rental Contract Type1  
 Rental Contract Type2  
 Expected Arrivals List  
 Expected Departures List  
 In Berth List by Location  
 In Berth List By Cust.Name  
 Slips Available List  
 Daily Rental Report  
 Facilities Requ'd List (Fut)  
 Customer List by Cust#  
 Customer List by Cust# (Fax)  
 Customer Alpha List  
 Customer Laser Labels  
 Customer 1 x 3.5 Labels  
 Master Unit List#1  
 Availability List  
 Revenue by Location/ID Report  
 Rental Days by Unit Report  
 Rentals by Actual Length Report  
 Customer Master List/SalesPerson  
 Customer Laser Labels (NoSc)