



# Attaché Accounts All-In-One

Every economic downturn is like the Olympics — the world that emerges demands higher standards. Ensuring you have intelligent business systems is an important place to start. That's why we've created the Attaché Accounts All-In-One solution which includes embedded accounting and business intelligence tools as well as remote browser access and a greater depth of training and support.

**Attaché Accounts** is the exciting new release from Attaché Software. With embedded business intelligence tools, Attaché Accounts lays the foundation for a new standard in business systems.

**Attaché ClearView** is the most significant addition to Attaché in over a decade. Incorporating Business Intelligence, Dashboards, Customer Relationship Management (CRM), Financial Controller, Cash Flow Forecaster and Reports Designer, Attaché ClearView gives you greater control to drive your business forward.

**Attaché GL Link** lets you perform alternative chart reporting, business benchmarking, bank credit-risk analysis and more, as well as preparing your business for Standard Business Reporting which comes into effect in July 2010.

**Attaché Remote Browser Access** lets you access your Attaché Accounts data via the internet — whether working from home or out on the road.

**Attaché Phone Support** and **New Operator Training** means you can be sure that your staff will be fully supported so that they can get the greatest benefit out of your Attaché system.

Intelligent business systems could help you reduce your debtors, stock and expenses, and increase sales. For the average medium-size business the potential savings could be \$290,000.

**Attaché**

# All-in-one solution

The philosophy behind Attaché's all-in-one approach is to provide all the systems a typical medium-size business needs, plus a helpline and operator training for as long as you use them — all for a low monthly figure.

## Attaché Telephone Support

*The help you need, when you need it*

An Attaché Support Service Agreement enhances the smooth operation of your Attaché system through early and ongoing access to expert assistance, without unexpected costs. The Attaché Helpline lets your staff receive the answers they need to get the job done and maintain their productivity.

The Helpline supplements, and is co-ordinated with, the services offered by your Attaché Consultant to provide the best overall support service. The Helpline is provided by the Attaché Support Team operating from our North Sydney head office.



## Attaché Remote Access

*Attaché over the internet, anywhere*

With Attaché Remote Browser Access you can now use your Attaché Accounts and Payroll via the internet. Simply log on to your Attaché system via your web browser to gain all of the benefits of Attaché, with full security and local printing capabilities.

Remote access helps you maximise productivity by enabling staff to work from home, retain the services of skilled employees who may otherwise have left the business to be at home, and have the freedom to access your Attaché system on the road from any web-enabled PC or NetBook.

Importantly, remote access also lets your Attaché Consultant provide remote diagnostics to enhance their support and reduce travel time delays.



## New Operator Training

*Greater assistance for new staff*

New Operator Training is designed to quickly and cost effectively help new staff learn the fundamentals of the Attaché system so they can become productive sooner. For a small addition to your existing monthly payment there is no limit to the number of staff able to attend, so individual training costs aren't wasted if new staff leave.

New Operator Training includes basic transaction entry, understanding of masterfiles, system navigation, outputting documents and reports. Courses are held in major centres throughout Australia and New Zealand.



# Attaché ClearView

The Attaché ClearView suite helps improve your operating performance and control by embedding business intelligence, customer relationship management and advanced reporting in your all-in-one Attaché Accounts and Payroll.

## Business Intelligence Dashboard

*For a clearer view of your business*

Attaché ClearView provides a 'top down' view of your operations as never before, helping you to reduce your debtors, stock and expenses and increase sales. For key staff members, the easy-to-read dashboards let you see at a glance what is happening so you can take appropriate action.

### Visual management

ClearView helps you operate pro-actively by ensuring your most relevant information is always available on screen. With the data continuously updated, ClearView eliminates the time needed to run and review numerous reports. Constant attention to key areas helps ensure appropriate and timely action, eg invoices and purchase orders that are now overdue, stock that needs reordering, etc.

### Ready to run, secure and customisable

Attaché ClearView runs 'out of the box', with full security maintained to ensure authorised staff see only the information they are entitled to. Additional views can be added to suit your needs or tailored to a user's role with Reports Designer. You can also change the display (eg from a list to a calendar view), add a search box or alter the screen layout.

### Centralised tasks and reminders

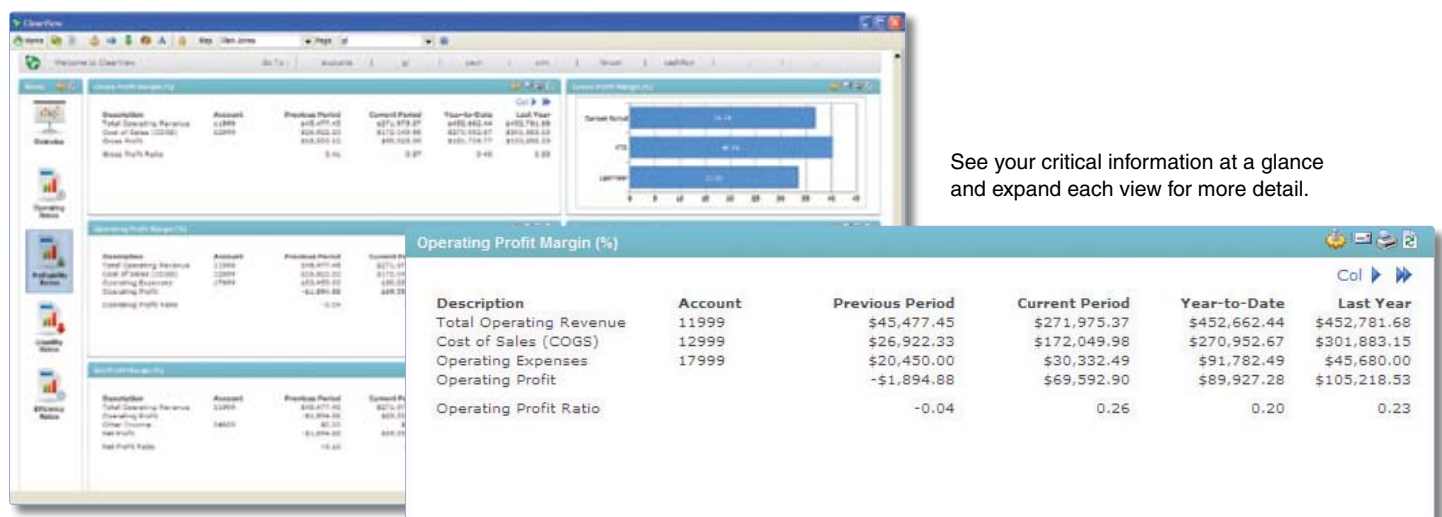
Add tasks and reminders in a calendar (eg create a To Do list to follow up a quote or payment promise). You can see tasks for today, this week and next, with overdue tasks highlighted in red. Managers can also assign and view tasks for staff.

### Instant onscreen searches

Use a Google-like search (such as part of a name or phone number) for faster access to masterfile details for products, customers and suppliers, displayed in order of relevance. Search results include details such as product price and availability, customer balances and year-to-date sales.

### Focus on critical areas

- Track KPI trends such as trade debtor days, stock turn, operating profit and net profit margin
- Monitor key customer, supplier and general ledger balances
- View top customer sales, daily sales register, monthly product sales
- Be reminded of customer and supplier payments due, customers in dispute
- See leave history, pay details, staff calendar, birthdays and anniversaries
- Identify products to be reordered, purchased items due and backorders
- Spot potential low margin sales or negative stock



See your critical information at a glance and expand each view for more detail.

CRM lets you access all dealings with customers and prospects.



## Customer Relationship Management

*Connect your customers and financials*

Customer Relationship Management (CRM) embedded in Attaché Accounts lets you capture, access and share all dealings with customers and prospects. CRM provides 'one place' updates to contact details, improved debt collection and stock management plus more effective sales and marketing.

### Capture all interactions

Detailed discussions and emails can be retained and shared, reducing the reliance on the memory of key staff or other software. You can create unlimited contacts and departments per company, and categorise the type of interaction for easy follow-up and analysis.

### Centralised information and updates

From one screen you can enquire on account status and sales history or view details of discussions, emails, sales leads, quotes and invoices. Updated details (eg to a phone number) can flow throughout the system instead of needing to be changed in multiple places, and documents such as contracts and price lists can be stored for easy access.

### Reduce outstanding debtors

Collecting overdue accounts is much easier when you can instantly view a customer's credit status, payment history, comments and email correspondence such as payment promises, and drill directly into transactions such as past invoices.

### Increase your sales and customer loyalty

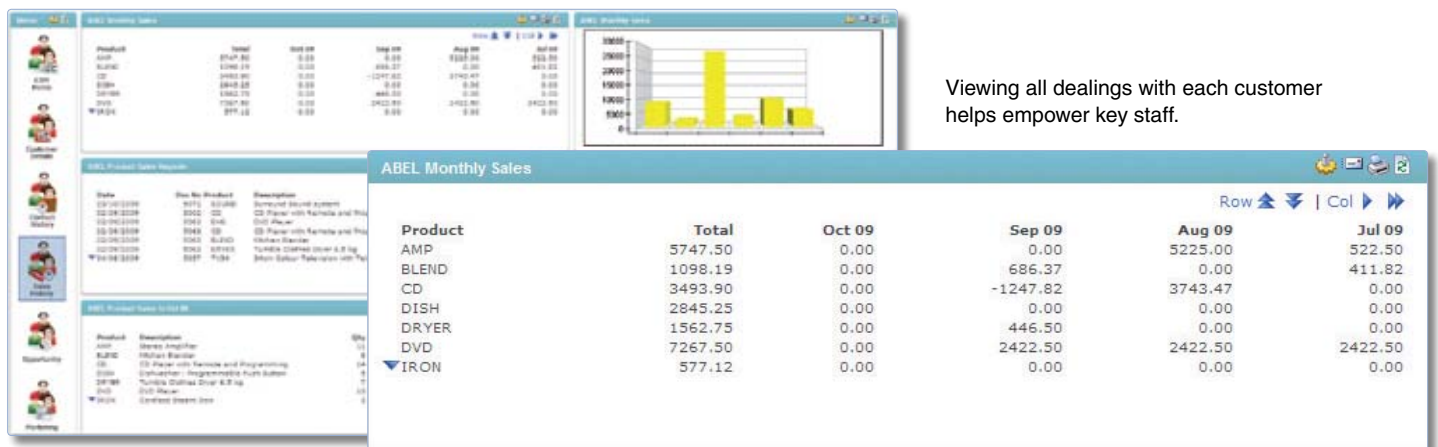
To improve your customer's experience when dealing with you and help maximise sales, an individual customer's sales history can be instantly viewed (eg to see their top products purchased and follow up any outstanding quotes). This information enables sales staff to prompt for the customer's most common purchases, suggest related items and improve service levels. Sales managers can review all contacts and quotes by sales rep or completion status.

### Professional marketing

Create and send HTML emails to an individual or create mass campaigns such as newsletters and marketing promotions. Personalise the emails by adding data fields or create mail merge letters. Targeted promotions can be based on actual sales data using Reports Designer (eg to customers who purchased a particular item in the past six months). Customer history is then updated automatically.

### Customisation and reporting

You can adjust the standard views (eg change the sorting, highlighting overdue invoices in red). Additional views and reports can be added or customised with Reports Designer.



# Reports Designer

## Information on demand

Reports Designer lets you receive the information you need from Attaché Accounts and Payroll when you need it most, including onscreen views of your critical business intelligence and CRM information.

## Dashboards

Add new views or amend the standard ones in Attaché ClearView to create sophisticated onscreen enquiries for your customers, products, suppliers, financial data and more. Enquiries can include parameter selection to give report-like functionality (eg range on date range).

## Integrated reporting

With Reports Designer you can easily access your Attaché data\*, and many other external systems including Microsoft Access and Excel, with the transactions refreshed as needed. As your report selections grow, you can list them so the most commonly used reports appear at the top of the list.

## Web-based library of reports

Take advantage of the experience of similar businesses by searching the library of custom reports to view and download sample outputs. All reports can be customised further to suit your needs; just save and modify to suit.

When previewing a custom report you can expand (+) and collapse (-) sections to view a summary or details.

## Query Builder

Users with no experience can produce excellent reports in minutes. Based on your selections, the SQL query is created automatically into your report. For more complex needs talk with your Attaché Consultant.

## Professional results

You can include images such as your company logo, display a chart, select a font, colour and border for each report field and insert lines as desired. Information can be sorted and grouped as needed, with headers and footers for each level and report ranges and parameters for ease of analysis.

\* Requires Attaché ODBC

### Reports for all purposes:

- Date-based reports to analyse historical data
- Reports that update data in Attaché, eg a sales analysis report to generate commissions
- Email and mail merge letters that use Attaché customer and supplier details
- Automatically convert reports to PDF and attach to emails or publish in Word or Excel

Date	Desc No	Product	Description	Qty Sold	Price	Discount	Disc %	Sales Value	Cost	Profit	% GP
HOMEER: Home Stores											
Tobis for Home Stores				262				164000.00	108605.33	55394.67	33.92
ACE: Ace Kitchens Pty Ltd											
31/07/2006	INV	5004	TV58	5	648.00	97.25	3.00	3147.65	2090.10	1057.55	33.60
31/07/2006	INV	5004	CD	6	389.00	72.25	5.00	1372.75	1053.75	319.00	23.24
31/07/2006	INV	5004	TV04	5	485.00	73.25	3.00	2291.65	2022.25	269.40	14.73
30/09/2006	INV	5024	DISH2	3	800.00	134.85	5.00	2562.15	2280.00	282.15	11.01
30/09/2006	INV	5024	SOUND	6	2350.00	0.00	0.00	14100.00	3442.08	10657.92	75.59
31/10/2006	INV	5034	DISH2	3	899.00	134.85	5.00	2562.15	2026.05	536.10	20.91
30/10/2006	INV	5037	MICRO	1	688.00	34.40	5.00	653.60	460.47	193.13	29.55
30/10/2006	INV	5037	FRIG	1	1400.00	74.50	5.00	1415.50	976.50	437.00	30.87
30/06/2006	INV	5053	SOUND	2	2260.00	0.00	0.00	4700.00	1340.02	3360.08	71.51
30/06/2009	INV	5053	DISH2	15	899.00	574.25	5.00	12910.75	13130.25	-219.50	-2.49
13/06/2009	INV	5058	DISH2	4	800.00	170.80	5.00	3416.20	3501.40	-85.20	-2.49
13/06/2009	INV	5058	SOUND	13	2250.00	0.00	0.00	30650.00	9620.96	22029.04	72.11
Tobis for Ace Kitchens Pty Ltd				63				79662.43	41416.75	38245.68	48.01



**Attache Accounts All-In-One** helps you reduce your debtors, stock and expenses, increase sales and much more.

## Cash Flow Forecaster

*Managing your cash is critical*

With Cash Flow Forecaster you can create a month-by-month cash flow report using data from the Attaché Accounts General Ledger to help manage your future cash position and provide detailed cash flow projections for your bank.

### Flexible cash flow creation

Automatically create a cash flow budget using historical data from last year's results or an average over a specified period or by using budgets entered into Attaché.

### Reflect the reality of cash flow

Use 'timings' to reflect how cash flows in and out of your business, and review your position to help prevent overtrading. Cash from sales may be expected within 90 days; 25% in the current period, 50% in 30 days, etc. Purchases may be payable in 30 days due to account terms.

### Improved bank reporting

Being able to demonstrate an understanding of your expected cash flow position can improve your ability to negotiate and reduce the stress involved in funding discussions.

## Financial Controller

*The easier way to process month end*

Financial Controller lets you see at a glance that your Attaché Accounts system reconciles correctly and helps identify any variances. It also enables you to archive all your reports at the same time.

### Quick and easy reconciliation

You can view the balance of each key account, with any variances displayed. Postings can be simulated and you can recalculate at any time to monitor problem areas without interrupting other staff. Key reports can also be previewed from one screen.

### Easy management and archiving of reports

Prior to customer month end, filter by customer and print, preview or archive all your reports (including customised) in one easy process. Archived reports can be found by selecting the relevant month and year. Each report can then be previewed or printed, and archived reports can be renamed, deleted or moved to another month. Other documents can also be imported into the archive.

# Attaché Accounts version 1.00

Attaché Accounts delivers all of the existing Attaché 7 functionality and there is no need for data migration. Attaché Accounts version 1.00, due for release shortly, also includes the following new features for both Accounts and Payroll.

## Reporting

### **Attaché Accounts Dashboard — Carbon Emissions Calculator**

The new Carbon Emissions Calculator lets you enter your resource usage and receive feedback on the volume of your CO<sup>2</sup> emissions.

## Masterfiles

### **Update to hide inactive masterfiles**

You can now select whether to start masterfile finds with inactive records visible or hidden. You can also unhide inactive records during masterfile finds and the software will maintain your selection during that instance of the task.

### **Default values in masterfile options**

You can now set up default General Ledger Sets and bank accounts for customers, and General Ledger Sets and GL Expense Accounts for suppliers and products.

## General Ledger

### **Standard Reporting in General Ledger**

In General Ledger you can now enter Standard Account Codes which are used to export data in standardised reporting formats.

### **Attaché GL Link**

Attaché GL Link lets you perform alternative chart reporting, business benchmarking, bank credit-risk analysis and more, as well as preparing your business for Standard Business Reporting which comes into effect in July 2010. Attaché GL Link is licensed separately from your Attaché system.

### **Option to exclude inactive accounts in Standard Financial Reports**

When preparing General Ledger Standard Financial Reports you can now exclude accounts that have been flagged as Inactive in General Ledger Maintenance.

## Customers

### **Date-based statements and unallocated transactions**

On date-based statements you can now show unallocated transactions as a separate ageing band. Previously, unallocated transactions were included in Current.

### **Add commissions to the Sales Values by Sales Rep report**

You can now estimate the sales commission for each sales representative on the date-driven Sales by Sales Rep report.

### **Additional features:**

- Update to Foreign Currency Invoicing (Debtors)
- CashRegister invoices can now display additional details
- Foreign Currency Invoicing (CashRegister)
- Timber and Hardware Exchange Flat File format — Mitre 10

## Products

### **Setting standard units of measure for product/service masterfiles and transactions**

You can now set up a standard set of units of measure (kilometres, litres, tonnes, etc) which you can access via lookups in product/service masterfile maintenance and transaction entry. You can also turn on validation to ensure these units are used and not overwritten by operators. In addition, the new Units of Measure report lists the code and corresponding description for each unit of measure set up in Units of Measure Maintenance.

### **Enhanced product transfers**

In Attaché Accounts you can store address and contact details, delivery docket preferences, docket form codes and default printer for company locations. You can also transfer multiple products to one location from one or more locations using a custom transfer screen. Upon completing product transfers you can create GL Postings and change Stock on Hand. Transfer documents, including customised transfer dockets and picking slips, can be either batch printed or printed at time of entry and reprinted if required.

### **Document printing**

When carrying out product transfers, you can now print picking slips and delivery dockets at the originating (sending) location as well as print transfer dockets for the receiving location.

### **Additional Features:**

- Importing product transfers
- New options in Product Sales Report

## Attaché Payroll

### Payment schedules for bank transfers

If you have employees who make payments to a third party by sending the funds directly to a bank account, you can now set up a payment schedule to manage these payments. You can select start and stop dates, the total amount and number of instalments, the frequency of the payments and so on. During Check Pays the software determines if the payment is to be included in the current pay and automatically stops payment when the schedule is complete.

### Option to exclude contingent leave in Leave Liability Journals

In Leave Liability Journals, you can now choose to exclude contingent leave when reporting on leave liability and posting journal entries to the general ledger.

### Changes to payment summary layouts (Australia)

The Australian Taxation Office has now issued the final version of the Electronic Reporting Specification (PAYG) Version 9. Attaché Payroll was updated in a previous release (version 7.01.200 of May 2009) to enable you to start recording the additional payroll details specified in version 9 from 1 July. The updated payment summary layouts are now available in this release.

### Changes to the calculation of superannuation (Australia)

Income Type, Allowance and Deduction Maintenance have been updated with a new checkbox to indicate whether the pay element should be included in the employee's income for the purpose of calculating monthly and quarterly superannuation thresholds.

### Superannuation reporting by pay period end date (Australia)

Instead of basing the calculation of superannuation on the *Date Paid* field set in Check Pays, you can now choose to use the *Pay Period Ending Date*.

### Recording death benefit payee details for Employment Termination Payments (Australia)

When entering an Employment Termination Payment (ETP) for a death benefit, the Australian Taxation Office requires that you record the beneficiary name, address and tax file number details. To allow for this, Term Pay (F5) in Add/Modify Time Sheets and Add/Modify Adjustment Pays has been updated with additional fields.

### Enhancement to Leave Tables Maintenance for sick leave (New Zealand)

New Zealand payroll legislation specifies that employees are entitled to five days sick leave after six months of continuous employment, followed by an additional five days on each anniversary of their entitlement date. To set this up in Leave Tables Maintenance, select the new Anniversary of Minimum Service Period option in the *Entitlement Received on* field.

### Leave accrual on termination (New Zealand)

When processing a termination pay you can now stop the accrual of new leave and clear pro-rata leave to zero.

### Additional features:

- Update to the Payment Schedule Details and Payment Schedule Transactions reports
- Update to the Employee Standard Pay report
- Update to the Pay Details and Pay Details History reports
- Changes to the Employee Details report
- Update to Payroll Setups

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