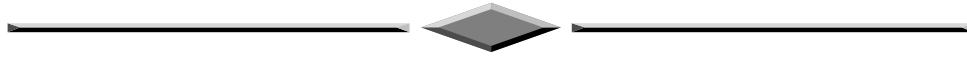


OAK STREET[®] 2000 IS HERE !!



- **MAJOR FEATURES UPGRADE:**

Dozens of significant enhancements in virtually every area of the program. The new features are detailed on the attached sheets.

- **YEAR 2000 COMPLIANT:**

Oak Street makes all the 'Y2K' changes so you don't have to touch any screens and reports. Many banks and vendors are requiring written assurance that your software will be Y2K compatible, so we're including a Y2K Certificate of Compliance with your Version 2000 purchase.

Note: This documentation only describes the new features that were added to version 2000 and is not inclusive of all of Oak Street's features.

VERSION 2000

“Frequently Asked Questions”

Before you read the “Enhancement Descriptions” in the next section, we want to answer most of the questions you might have about Version 2000...

Q: Will the new version look different?

You *will* see some new fields that provide additional information. But the real changes are in the added features and internal programming enhancements (discussed on the previous page, as well as on the accompanying sheets).

Q: How much ‘new’ is there for me to learn?

Everything works just like it did before...*only better*. When you receive the upgrade, you’ll also receive a summary document containing complete details of how to implement the new enhancements. In addition, you *will* receive an updated set of seven instruction manuals reflecting all the new changes. However, with all the information contained in the summary document, you can simply use the manuals as a reference.

Q: How well tested is this new version?

Testing always ‘comes off without a hitch’ on the computer used by the programmer who designed the software. However, getting it to install and run properly in *your* environment is another matter. So, there are two things we’ve done to ensure a smooth transition when you upgrade to the new version: First of all, Version 2000 has already been in use at several customer sites during the past four months. In addition, we devised an advanced diagnostic program as part of the package. When you initially load the upgrade, the diagnostic program first checks out your system to let you know if you can expect any problems *before* they occur.

Q: What about all the screens and reports I modified in my prior version?

Yes, there are lots of newly modified screens. But it’s up to you if you want to use them *all*, or use just *some*. You also have the option of simply keeping the old screens you’re used to...especially if you’ve modified your screens to suit your particular needs. The same is true for reports. Although we’ve updated the reports to give you more logical and thorough data, you have the ability to revert to the old reports you’re familiar with.

Q: What are the system requirements for running Version 2000?

- You need Windows '95, '98, or Windows NT
- A Pentium® processor is recommended.
- 16MB of RAM minimum, but preferably 32MB.

Q: Why shouldn't I just wait and get the new Windows version?

In order to upgrade to Version 2000, the upgrade program must first be run on your current version. You can't jump directly to the Windows version.

Q: What is involved in switching to the Windows version?

The switch only involves loading the Windows compiler software that we send you on disk. Nothing complicated is involved in switching to the Windows version. That's because the major reconfiguration of your system is accomplished in running the DOS upgrade. On the other hand, a Windows environment can be more complicated. So, even though the 2000 upgrade doesn't require any outside help, you may need a computer specialist to deal with Windows environment issues.

Q: What will I have to re-learn if I decide to get the Windows version?

Oak Street was always set up to be a 'windows-like' navigation: mouse activated, pull-down menus, check-box selections, etc. So, getting the Windows version of Oak Street is no different than the way you're used to working with our DOS version.

Q: If something goes wrong during the installation, will my operation be paralyzed?

No. As we mentioned above, we devised a diagnostic program that first checks out your system to let you know if you can expect any problems before they occur. In addition, if you didn't make your own backup prior to upgrading, the program can create one for you if you have sufficient hard disk space. And, as mentioned earlier, we'll still provide you with 30 days of free installation support if you need it

In the next section, we describe all the new enhancements in Version 2000.

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Oak Street *Version 2000* Enhancements:

INTRODUCTION

This Version 2000 update represents a significant advancement over the initial release of the software. In the paragraphs below, the details of those changes are explained. Please note, some prior versions may already contain a few of these enhancements.

INVENTORY CONTROL

Suggested Reorder Report: There is a "Suggested Reorder" report that does the following: It shows you how many items to order, so you'll have enough items on hand until the next time you reorder. (It's mainly for importers who might have long lead times). This report looks at your sales (past and current), your lead time for the item, how often you 'normally' like to reorder, etc. It then accurately forecasts what you need to order now, in order to have the correct stock on hand at any future date. It also takes into consideration one-time orders, orders that you didn't have enough stock to fill, outstanding PO's, and other factors.

Stock Allocation To Orders: Stock allocation allows you to distribute your existing inventory stock to your current open orders or backorders. For example, if you only have 100 of a certain item in stock, but you have 900 of these items on order from 30 separate customers, the stock allocation program will determine which of these 30 customer orders will be filled (by taking into consideration such criteria as 'required date', 'customer priority level', etc.). The "Stock Allocation" activity would most likely be used by companies that may *not* ship for some time after an order is entered. In this situation, the company would *not* want to backorder an inventory item because the stock, material, etc. may come in from their vendor before they actually ship to their customers. Another way to make use of this feature is to designate orders for shipment. In this way, you (and others) can know what stock has been 'earmarked' for shipping...and thus, is unavailable *as of that day* for any new orders.

Generating UPC Codes for Inventory Items: If you have indicated on the Inventory Item 'Add' screen that you want a UPC code for the new item, a UPC code number will be automatically generated for the inventory item.

Scanning-In UPC Codes: While entering a sales order, you can now either type/select your normal inventory item code, or you can use a barcode scanner (connected to your computer system) to scan in the UPC code. In either case, your regular inventory item will appear on the screen as well as on the appropriate printouts.

SALES ORDER/INVOICE

Applying Open Credits:

Most earlier versions of the software had the ability to indicate available 'open credit' on a customer's invoice. However, a second step was also needed to adjust the customer's Accounts Receivable records for the applied credit. But now, any applied open credit is *automatically* posted to AR files. In addition, during invoicing, you'll see a list of (any) multiple open credits. That way, you can select *which* credit you want to apply to the current invoice. And, once a credit is applied to an invoice, records are updated immediately. So, if a second invoice is generated for that customer, the adjusted/ diminished credit amount is displayed on subsequent invoice screens...thus eliminating the chance for 'over-crediting'.

Tracking Expenses By Source: In past versions, you could always define a code for identifying the 'source' of an order...an advertisement, a trade show, a catalog sale, etc.. The program enabled you to create a "lookup table" that appeared while entering orders. Now, with Version 2000, you can add advertising & promotional *expenses* (for each source) to the table. In that way, you'll be able to compare the revenue vs. the expenses for any given 'source'.

Item Availability By Date: You can now display a list of projected stock availability for any item. The program analyzes your stock on hand, shipping schedules, and purchases orders, to arrive at your *Net Available Stock* for a future date. This can be accomplished 'on the fly' as you enter an order, or via an Inventory Control report. On the inventory report printout, you can also choose to display availability by "The 1st and 15th of the month", or by "The last day of the month". Also, you can choose the inventory report to display availability by size, color, etc. (This is especially useful for those with the Style Master option.) In addition, this 'Item Availability' feature shows you what merchandise orders may have been entered by other users at other terminals, but have not yet been posted.

Tracking Who Entered Or Changed An Order: If a Sales Order or Purchase Order is created or changed in any way, the program stores an identifying record of the user who made the change. In fact, you can check the record of the last person who performed *any* activity on a Sales Order or Purchase Order.

Item Pricing By Customer: In Version 2000, as well as some recent versions, you have the ability establish *a particular price...for a particular item...for a particular customer*. You are given a special table in which to enter the Item Number and the special "Selling Price". This Selling Price is then selected by the program (for this customer *only*) over any price that may be entered in the Inventory File record of this item. (You may also assign a specific commission rate if you have "Commission by Item"). This feature also lets you print a customer's suggested retail price on your invoice.

Low Price Protection: There is a "warning" message if you enter a price on a sales order screen that is less than what you paid for the item, or is below a minimum price that you predefined. You may enter a security code to allow this lower price to be entered on the Sales Order screen.

Splitting Commission On Discounted Orders: If a Rep gives a discount on an invoice, you can choose to have the program split the 'lost revenue' with the Rep. In other words, you can choose to have the program reduce the Rep's commission by 50% of whatever he has given as a discount. This means that *the Rep* 'eats' half of the discount, and *you* eat the other half.

Line Item History Lookup: You now have a Line Item History Lookup capability while entering sales orders. You activate this function from the "Inquiry" menu bar selection once you have entered an item. The program will then display a list of the past items ordered, and the prices paid, by this customer. This new feature even surpasses our "Sale Price History" menu bar selection because, if an exact match to the item is not found (because the customer never ordered the item before), the highlight bar will land on the closest matching item. In that way, if the customer purchased a *similar* item in the past, you can get a good idea of what to charge now. Additional information such as the *Sales Order #* on which the item was entered, the *Qty Ordered*, and the *Order Date* of the item are displayed.

Non-Batch Printing: You can now choose to print Sales Orders, Invoices, Shipping Labels and/or COD Tags, automatically, at the completion of *each* Sales Order Invoicing activity...rather than printing them in 'batches' after the *entire* activity is completed. This function is especially useful if you have over-the-counter invoicing, or if you prefer to process invoices individually.

Discount By Customer By Product Line: There's also an additional pricing option that can be set up with the assistance of our Technical Support staff. It's referred to as "Discount By Customer By Product Line". In other words, for any given customer, you can set up specific discount percentages for the separate product lines you offer.

Perform Automatic Backordering ‘As Needed’: You can now, *on an order-by-order basis*, immediately designate any order on which automatic backordering is necessary. Just highlight the "LineItem" menu bar selection on the sales order screen, and then, from the pull-down menu, choose to activate or de-activate "Automatic Backordering". In past versions, "Automatic Backordering" was activated via the "Maintain Existing Module" activity of the System Manager Module. This meant that if you wanted to have the system review current stock and ‘committed quantity’...and then backorder the unavailable quantity, you had to do it for *all* orders.

Enhanced Report Sorting Method: You have always been able to select the order in which items will print on sales orders, invoices, and quotes. But now, you can decide how the items will appear on your screen (at the time of invoicing)...in the sequence in which the items were entered, or in the order of the alternate printing sequence you’ve defined. This comes in handy when you want to print, for example, a pick list for your warehouse personnel in bin # sequence. If the warehouse personnel indicate backorders on that list, reconfiguring your screen in bin # sequence becomes extremely helpful. By doing this, you can quickly locate, and then backorder those items on the reconfigured screen.

ACCOUNTS RECEIVABLE

Fast Print of Customer Invoice History: When “Reviewing Transactions” in the AR Module, you can now get a quick ‘hardcopy’ synopsis of the information on the screen. Just select “Report-Print History Report” from the top Menu Bar, and choose the output type (Printer; Screen; or File). You’ll get a report listing such items as Invoice #'s, Dates, Transaction Descriptions, Amounts, Term Codes, etc.

Seasonal Dating Adjustments To AR Terms: In the AR Payment Terms Code setup, there is a new field called "Season Date". This is where you enter any date at which time ‘start’ of the Net Term commences. For example, if it’s now October 15, 1998, and you enter a season date of December 25, 1999, and you have a Net Term of 30 days, the invoice would not be past due until January 26, 2000.

Quick Access to Customer Notes During AR Review: Now, while on the phone with a customer, and reviewing their AR transactions, you can quickly access any phone conversation notes about the customer that were entered during prior conversations...and then add new information pertinent to your current conversation. Keeping notes about customer contacts was always part of the program. But now, you can pull up the “Phone Conversation” file directly from the AR transaction review screen.

PURCHASE ORDER

Purchase Order Maintenance and Receiving-in Enhancements: We've enhanced the purchase order process to make life a lot easier for you. For example, when your vendor ships you *exactly* what you ordered (or close to it), you can now receive-in the entire PO *en masse*...without having to select the individual line items and enter their quantities. (Slight variations from the ordered quantities can then be modified individually). And, if you get more than you ordered, the screen now lets you receive-in 'overshipments'. But, if you get less than you ordered on some item (and that's *all* you're gonna get), you can now quickly close out that line item *individually* without closing out the entire PO. In prior versions, there was no way to affect a partial cancellation of any un-received items without canceling the entire purchase order (which required that you exit the "Receive Goods" screen). But now, canceling individual un-received quantities can be done quickly on just the "Receive Goods" screen. Of course, if you want to reduce a line item quantity even before any shipment arrives (so that inventory figures will reflect the most up-to-the-minute 'On PO' values), you can now do this easily in the "Maintain PO" activity.

Expanded P.O. Tracking Dates: There are two new fields on the PO 'generation' and maintenance screen. They are "Due Date" (essentially ETA) and "In Transit" (i.e. on the water). In the Due Date, you enter the date that the vendor thinks the item should likely arrive (which is obviously different than a Cancel or Required Date field). The In Transit Date field is the date that the vendor tells you that the item was actually taken to the shipping 'agency' (trucking company, etc.).

Support for Foreign Exchange Rates: In the Purchase Order Module, you can enter the current day's exchange rate between the U.S. dollar and the foreign currency. Then, when you enter a P.O. in a foreign currency (in other words, what they tell you it will cost you in Lira, etc. to purchase the item), a value in US dollars will appear so you'll know the cost. Also, when you receive-in merchandise, and you have (previously) entered a new foreign exchange rate for that day, the U.S. prices will change so you'll know what you're NOW going to pay for that item.

Labeling Purchase Orders and Work Orders: Even before a PO is printed, you can indicate what title will appear on the PO...depending on what type of 'vendor' the PO will be going to. On the 2nd Vendor Entry screen, there's a field called "Order Type". In this field, you can select from "Purchase Order", "Cut Ticket", "Job Order", and "Work Order". That way, if you also enter internal personnel as Vendors, you can issue a PO with the appropriate title (such as "Work Order").

ACCOUNTS PAYABLE

Detailed Auditing of GL Accounts: Now, you can quickly perform an audit in order to see all the transactions (and the ‘detail’ of those transactions), for a particular GL Account Number.

Applying Open Credits When Approving Payments: When you’re approving payments for a given vendor, the new screen shows your available open credits. Now, you’ll instantly know the dollar amount by which you can reduce your payment to the vendor for any invoice you choose to pay.

Paid Invoices Excluded From Rush Check List: In order to reduce any confusion, invoices which have been paid are no longer included on the “Rush Check” screen list.

Fast Print of Vendor Invoice History: When “Reviewing Transactions” in the AP Module (just as in the Account Receivable Module), you can now get a quick ‘hardcopy’ synopsis of the information on the screen. Just select “Report-Print History Report” from the top Menu Bar, and choose the output type (Printer; Screen; or File).

GENERAL LEDGER

Multiple Company Financial Reports: If you have multiple companies, you can now create consolidated financial reports, as well as specify which companies should be included in the report.

Printing the Previous Year’s Trial Balance: In past versions, you could only print the GL Trial Balance Report for the current year. But now, you can print the report for the previous year as well.

Reversing Entries for Previous Periods: In the past, you could only create an auto-reverse entry for the current period. Now, you can do this for past periods as well.

Expanded Income Statement for the Previous Year: You can now calculate Quarter-To-Date and Year-To-Date figures for your previous year’s Income Statements.

SYSTEM MANAGER

Expanded Security Codes: Besides the default security codes of (C)lerk, (M)anager, and (S)upervisor, you can now type in any code from A-Z. This activity will restrict the user of the password to only those fields that have been specified for their level. The code of 'A' would only have access to fields assigned to a level 'A'. The code of 'B' would have access to fields and functions assigned to a level 'A' and 'B'. Therefore, the level with the highest accessibility would be level 'Z' (which is even a higher level than 'S'upervisor). In addition, you can designate fields to be either non-viewable, viewable only (but not editable), or editable...according to the security level of any given user. Thus, a person with a "Clerk" security level may not see certain AR fields, while a "Manager" might be able to view those fields, while only a "Supervisor" would be able to change the information in those fields.

Business Snapshot Report: You will get the latest, greatest version of the report called "Where Do We Stand?". (Some of you may have a prior version). This report is a 'snapshot' of all your key 'activity' and 'cash flow' indicators. With just the click of a mouse button, you'll get information about AR open invoices, open credits & prepayments, inventory value, billing amounts, prepayments, credits, line item discount amounts, invoice discounts, finance charges, freight amounts, handling amounts, sales tax totals, cost of goods, open debits, month-to-date figures on invoices and payments, purchase order status, receiving information, open sales order information, order volume, order gross margins, AP open invoices, and net cash forecasts.

ALL MODULES

Previewing 'Postings': Before any posting activity in the program (posting of the Sales Journal, posting of Checks, etc.), you now get a chance to see a preview of the information that will be posted. In that way, you can go back and make any changes before permanent file information is created.

New Report Formats: A lot of the reports have been improved to give more logical or easier to understand data. In many instances the changes are subtle. However, with some reports, the differences are obvious. For example, with the modified Accounts Receivable Aged Invoice Report, you can now pull the aging data for *any* past date. Of course, there's always the chance that you may prefer the old report design. So, with Version 2000 we've made it easy to switch back to the prior version report format.

New Screen Designs: Changes have also been made to many of the screens since the initial software release. However, many of you have already modified some screens by using the "Customize Screen" activity. Therefore, unlike the new reports (described above) which automatically 'load-up' in the new version, the modified screens must be individually selected. By the way, if Version 2000 is an initial purchase rather than an upgrade of a prior version, then the newly designed screens will already be the active screens in the program.

Printing GL Recaps Before Posting: If any transaction is going to 'affect' GL (that is, if data will be transferred to GL as a result of what you are doing in the program), you will always get a chance to print a GL Recap at the conclusion of that transaction.

Latest City/State/Zip Codes: With Version 2000, your Zip Codes database will be updated with the latest information.

DATAWRITER

Advanced Report Writer Capabilities: If you're a database/report writer expert, this will be important to you. Our built-in Report Writer will now let you do an unlimited number of 'passes'. That means more comprehensive reports for those of you who are knowledgeable about accessing databases.

Numeric Data Formatting: In the Report Writer, in the "Numeric Data Format" print utility, there are two new features. You now get the choice of displaying negative numbers with a parenthesis, and when printing, to replace '0.00' with blank spaces for easier readability.

ADDITIONAL COST OPTIONS

Landed Costs: Designed for importers, this option computes the landed costs of merchandise received from foreign suppliers. To arrive at an accurate cost, the system begins with the F.O.B. cost, and then allocates the amount spent on freight, duty, commissions, agents, insurance, and other importing expenses. It accommodates daily fluctuations in foreign currency exchange rates as well.

UPS Online Integration: Version 2000 now works with the UPS Online Professional[®] system to give you the following capabilities: By typing-in your Oak Street Customer Ship ID# onto the UPS Online screen, the relevant shipping address information (in your Oak Street files) will automatically transfer to the UPS screen. This saves you from continually re-entering customer information into the UPS system at shipment time. To save you even more time, we're integrating the UPS Barcode Lookup process with Oak Street. Instead of typing-in the Customer Ship ID# onto the UPS Online screen, you can scan the barcode that prints on your Oak Street packing list. This transfers the Oak Street Customer Ship ID# automatically to the UPS Online screen. At that time, the relevant shipping address information will automatically be transferred to the UPS screen (as described above). Another utility program is included which enables you to export the data from the UPS machine back into your Oak Street program. That means, from within the Oak Street program, you're now able to quickly look-up the information about any customer shipment, such as SO#, number of packages in the shipment, and the UPS Tracking Number. With the tracking number, you can quickly check the UPS system for further details of the shipment. And, the total UPS freight amount is automatically transferred to the Oak Street invoice screen.

Fax System: Fully *integrated* faxing is now available in our latest Oak Street Accounting package. This powerful feature will save time by eliminating hand faxing. The faxes you create will help you generate sales, minimize mistakes on orders, keep outside sales reps updated on new pricing and promotions...all without ever having to type a person's name or fax number. With this new feature, you can create and fax promotions to your entire customer list or just selected groups, fax order confirmations to customers, fax Purchase Orders to suppliers, fax quotes to prospects and customers, send faxes to outside sale reps on new promotions and pricing, as well as compose and fax letters to customers, suppliers, and sales reps...without leaving the program. This new fax program enables you to fax to a single location or a large group, as well as schedule faxes for the most economical phone rates. In addition, network users can share any number of fax modems.

Bill Of Materials: This option helps with the management of parts, materials, and piecework through all phases of production. Its primary purpose is to report which components need to be ordered or made, and to fill sales orders for finished items. It lets you generate purchase orders to your suppliers; it calculates costs for finished items; and it prints "kitlists" showing the list of components with their costs for each finished item. It also includes a Material Planning Report designed to help you get the correct materials *on time* to meet the shipping dates for your orders. The program looks at your orders with an eye to your Order Date, Ship Date, or Cancel Date. It then 'explodes' each ordered Line Item on the report into the parts needed to make

the line item. The parts needed are then totaled, by Item Code, into different date ranges. The software can also consider your current stock and in-process figures to calculate how much will be needed, and when. The report will advise you to reorder by a certain date. The report also displays your purchase order numbers so you can call your vendor to make certain that those materials will be on time.

Order Entry via Barcode Scanners: You can now purchase barcode scanners to perform data entry tasks. This comes in handy at a trade show, or if you have a showroom where you use a portable scanner to enter orders on-site. After you've scanned the UPC codes into your portable unit, you can plug the device into your notebook computer, and immediately create a sales order in Oak Street.

INDUSTRIOUS SOFTWARE SOLUTIONS

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