Advanced Features Guide

Oak
STREET

Industrious Software Solutions (800) 351-4225

Oak Street ^{TM} – The Complete Solution

Eight years ago, I.S.S. set out to create a new, more powerful software package. We began with our 18 years of experience serving wholesalers. Then, we looked at the best features of high-end accounting software programs. To that we added more functionality, a windows type user interface, tremendous flexibility, fully integrated accounting, and much much more. The result was Oak Street.

The following are the modules that comprise the Oak Street package:

Core Wholesaler Modules
- Order Processing *including...*
  - Invoicing & Shipping
  - Customer & Prospect Management
- Accounts Receivable *including...*
  - Sales Rep Management
- Inventory Control
- System Manager, *including...*
  - Report Writer, Letter Writer, and Label Maker
  - Screen & Form Customizer

Importer Modules
- Landed Costs
- Purchase Order Management

Manufacturer Modules
- Purchase Order Management
- Bill of Materials

Accounting Modules
- General Ledger
- Accounts Payable
- Bank Reconciliation

Contact Manager Module *including...*
- Telemarketing, Customer Service, and Collections Package

In Over 25 Areas, Oak Street Has Features That Surpass Any Other Software Used By Wholesalers and Distributors!

Note: The extensive lists of Oak Street features on the following pages are *not* all-inclusive. Among *all* Oak Street features, only those features rarely found in other high-end accounting packages are included here. These lists were compiled after a lengthy comparison to the most frequently used high-end accounting programs.

OAK STREET GENERAL SYSTEM FEATURES

Ease of Use

Windows/Macintosh style of navigation including:
- Full mouse access, pull down menus, pop up windows, scrollable lists, check boxes, radio buttons, text buttons, etc.
- Data entry screens resemble their paper form equivalents
- Optimized for fast keyboard entry (unlike many mouse capable programs)
- Designed for non-programmers to be able to customize
- Context-sensitive Help
- Comprehensive documentation

Instant Access to Data

- Access any data in the system without having to leave your current task
- When accessing data, view the detail in related data files
- Numerous Context-sensitive lookups
- Drill down from a GL account no. to the transaction level
- View a snapshot of the businesses key financial indicators
- Find data via numerous lookup keys
- Find data via a partial text search
- Define the columns to be displayed for the lookups

Extreme Flexibility

- Change the screens by adding fields, removing fields, repositioning fields or changing the labels on fields
- Change the length of any field (referential integrity is enforced to change the same field in other files)
- Add an unlimited number of your own fields to the data files
- Remove unnecessary fields from the data files
- Create your own look up keys for any data file
- Add your own data files and integrate them with the system
- Different screens may be used for different users

Audit Trail

- Audit trails are maintained for reviewing all transactions
- An audit trail monitors each menu item selected by each user
- An audit trail monitors all transactions that have been voided

- Edit records with automatic audit trail

Comprehensive and Flexible Reporting

- All documents and reports are user modifiable to change the fields shown, the sort the select criteria, or which printer it is defaulted to
- Hundreds of canned reports are included
- A WYSIWYG Report Writer is included to facilitate unlimited reports
- A Financial Report Writer is also included to easily create financial reports
- Letter Writer and Label Maker are also included
- Reports may be batched and scheduled for printing overnight
- Reports, documents, letters and labels can be either printed, viewed on screen, sent to a text file or automatically faxed to the appropriate party.
- Reports may also be sent to a spreadsheet

Password Security

- Accessibility to items on the menus may be controlled per user name
- Security levels may be applied per field to restrict it from being viewed
- Security levels may be applied per field to restrict it from being changed
- Security levels may be assigned to reports

Secure Data

- Transaction Resume updates data if your computer hangs during processing
- Automatic file header correction reduces the possibility of file corruption

Extreme Automation

- Mass Updates can be performed to change the data in many records in one fell swoop (i.e. price changes, sales rep changes)
- Mass Deletions can purge obsolete data per user specifications
- Default values and data validation may be changed without changes to source code
- File defaults reduce key strokes by automatically filling in typical field values

WHOLESALE DISTRIBUTION FEATURES & ADD-ONS

Advanced Order Processing Features

- Reprint or just review on screen, old invoices, sales orders, or packing lists
- Sales order/Invoice documents can print individually or in batch mode
- Pre-payments by credit card, checks or cash

- Repeat orders for customers is supported
- Line items on documents can be sorted in any order and also display on screen in the same order
    - Orders can be looked up via the customer's P.O. number
    - Quotations and RMA documents may be printed
    - Unlimited free form comments per line item on any document
    - Instant access to stock availability for each 2 week interval
    - Drop ship customers can be stored for future retrieval
    - Drop Ship orders from vendors to customers

Advanced Shipping and Invoicing Features

- Handling charges may be automatically created via a defined formula
- Bill of Lading can be printed
- Invoice can be `undone' for correcting if an error was discovered
- Multiple orders can be combined on to one invoice
- Shipping labels can automatically print the box number (i.e. box 2 of 3)
- Order and Invoice documents can display total weight, volume, and units
- Print pick tickets or packing lists for specifiable ship dates
- Contiguous printing of Invoice, Packing List, Shipping Label, C.O.D. tags
- Line items on an invoice can be grouped per carton #
- Can show one item as invoiced when actually a different one was shipped

Department and Chain Store Features

- Copy the same order for a group of stores
- Unlimited number of ship-to's per bill to
- One invoice for an order shipped to multiple stores
- Support for distribution center addresses
- Print Store # and Dept. # on invoices
- Print the store's own SKU# s on their invoices
- Customer specific packing list instructions
- E.D.I. support via a 3rd party

Advanced Accounts Receivable Features

- Complete transaction detail history goes back as far as you wish
- Transactions may be reviewed in Invoice # order or Date order
- Aging Considers Customer Terms in the calculation
- Detailed aging reports display all the transactions of each invoice
- No need to manually `write off' unpaid finance charges
- When trying to find an invoice to pay off, you may use many lookup keys (even by invoice amount)
- Suppress printing of factored receivables

- Over 25 system reports for sales, profit, cash receipts, freight, tax, etc.
- Easily accommodates:
    - Refunds
    - Various types of discounts
    - Finance Charges
    - Bounced Checks
    - Overpayments
    - Check Credit Adjustments
- Supports EOM terms
- Supports holiday or fixed date terms
- Supports discount date and automatic discount
- Supports post dated checks

Customer Credit Management

- Order entry shows complete payment history, aging of open invoices and numerous calculations to describe the customer's credit rating
- Link to the manufactures credit cooperative database during order entry
- Credit limit warnings take dollars of unshipped orders into consideration
- Can prevent credit hold orders from printing
- Credit release based on user specifiable parameters can be automatic
- Credit reference letter to meet requests by industry colleagues is available
- Automated credit hold letter during order entry to customer is available

Advanced Inventory Features

- Automatically allocate stock to orders based on user-specifiable priorities
- Net availability for each 2 week interval considers the dates associated with open sales orders, purchase orders and stock
- Kits and Assortments are supported
- Multiple warehouses
- Different unit measures per item (i.e. buy per dozen, sell per pair)
- Physical count supports `inventory freeze' feature
- Payment of Royalties for licensed designs
- Supports 4 costing methods: FIFO, LIFO, Standard, and Average
- New items can be created during P.O. entry, receiving, and S.O. entry
- Sophisticated reorder recommendations reflect numerous factors
- Updates Item Master with Last Cost and allows a separate P.O. Cost
- Multiple vendors for one item. Each vendor's prices, item number, lead time, and minimums can be printed or reviewed at any time
- Substitute items can be entered and accessed during order entry
- Bin locations, case packs, product line categories are supported.

Flexible Assigning of Prices

> *Assign prices taking into consideration:*
> - Negotiated prices with individual customers for particular items
> - Up to 36 price levels
> - The last price paid
> - Price quotations
> - The quantity ordered of the item
> - The cumulated quantity ordered of a group of similar items
> - The cumulated dollars ordered for a group of items or the whole order
> - Markup percents to be applied to the cost
> - Selecting from the last 5 prices paid

Flexible Assigning of Discount Percents

- Assignable to the order
- Assignable to the customer as an order default
- Assignable to a line item
- Attachable to a price level per item
- Attachable to a quantity ordered per item
- Attachable to the quantity ordered per price level
- Compound percents (i.e. 50/20/5%) per item, per price level
- Prevent an order discount from applying to certain items

Landed Cost and other Importer Features

- Costs for freight, duty, broker's fee, etc. can be factored into the costs of the items
- Weight, volume, or dollar value may be used as the basis for dividing any of the import expenses among the items received
- Purchase orders can be fully customized to include unlimited comments and show any information on the form and in whatever format
- Record and track per item when merchandise goes `on the water', and is expected
- When receiving merchandise, it is not necessary to know the P.O. number; you can enter the Item No. and you will be shown the outstanding P.O.'s for the item
- During sales order entry you can access the purchase orders for the item you are entering to see each of the dates they are scheduled to arrive
- Reports show a schedule of availability for up to six months in the future
- Purchase orders can be automatically generated based on inventory information
- Purchase orders can be automatically generated from specifiable sales orders

Sales Rep Management Features

- Complete commission statements that reflect:
  - Reps paid based upon shipment or payment of invoice
  - Charge backs for non-payment of invoices
  - Bounced checks

- o Repayment of a charge back if invoice was eventually paid
- o Credits for return
- o Commission on subtotal or gross profit of an invoice
- Accommodates sub-reps (road reps)
- Sales analysis by rep by month, and other reports
- Ability to reassign the customer's sales reps en masse
- Reports to compare dollars written by sales reps versus other sources
- Tracks which items the sales rep sold
- Can provide new sales reps with a list of accounts in their area

Flexible Assigning of Commission Rates
- Assign commission rates taking into consideration:
  - o The sales rep
  - o The customer
  - o The item
  - o The discount % of an order & an item
  - o The price paid for the item
  - o The negotiated commission rate for a particular item per customer
- Ability to change the assigned rate on the fly

Prospect Management
- Track leads and all interactions with them
- Perform mailings to leads
- Schedule Call backs
- Automatically adds a prospect to customer file when the prospect orders

U.P.S. Support
- UPS freight charges are calculated automatically from just entry of the weights
- A host approved manifest may be printed
- COD tags are printed from information derived from invoicing
- Customer names can be exported to the UPS on-line or Maxiship software
- Packing Lists can print barcodes to eliminate key strokes for UPS's Software
- UPS manifest transactions may be queried per customer at any time

Phone Conversation Logging
- Maintain unlimited notes about customers, vendors and prospects
- Maintain different records for different topics (e.g. sales, customer service, returns)
- Stamps time, date, and user name on conversations
- Access the log from wherever you are in the software

Barcode
- Print inventory labels with barcodes
- Print barcodes of the zip code on documents to get better postal rates (Postnet)
- Scan barcodes to perform order entry or invoicing either on line or off line

- Automatically generates UPC numbers for items

Fax Server Integration

Unlike add-on fax programs, Oak Street automatically retrieves the customer's or vendor's or sales rep's fax number during any print job. This means you can easily fax batches of documents or reports without any user input. Examples of uses are:

- Purchase orders to vendors
- Sales order acknowledgments to customers or sales reps
- Reprints of invoices or statements to customers
- A note or sales material to one or a group of customers (Broadcast Faxing)
- An inventory report to sales reps
- Quotations to customers or prospects

Electronic Data Transfer

- E.D.I. is supported via a 3rd party providing seamless integration with Oak Street
- Remote Order Entry via a laptop is supported
- Order Entry via barcode Scanner is available
- Credit Card verification is integrated with Oak Street via 3rd party software

To Do System

- Assign tasks to do for yourself or others in the company
- The user is alerted to their scheduled task on the appropriate day
- Can be used as internal e-mail for the company

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