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Dear prospective customer,

Thank you for downloading this document and expressing interest in ComputerPlan Software. For your information we have enclosed a summary, which outlines some of the main features of the ComputerPlan software product and IT West, the company that supports it.

IT West is a WA owned IT Services and Software Development Company, specialising in developing and supporting business systems. Our company in particular has a great deal of experience in mining, manufacturing and production systems. IT West has developed an impressive list of genuine customers that have continued to use our services, which is a testament to the company and its people.

One of the software packages IT West develops and supports is ComputerPlan accounting. This software is developed using Transoff's UBL programming language. ComputerPlan is a fully integrated accounting system that is designed to handle the most complex business problems, and is simple to use.

The advantage of ComputerPlan is the source code is included with the package, which means you will always be able to customize the software to suit your own business requirements. The base modules are already fully featured, year 2000 compliant, GST compliant and designed to handle most business situations. IT West will install and configure the software and train the personnel onsite.

Ongoing support is not a problem, IT West supports all customers with prompt on-site visits, phone or modem dial in access.

IT west has flexible support arrangements and will support your business on an as required basis or via support agreement. IT West implements the systems and trains the users onsite on a 'one on one' or group basis. Online documentation is provided for each software module and users have access to an IT West consultant for more direct assistance if required.

ComputerPlan runs on most popular UNIX based platforms, also Windows NT and 2000 server systems. The accounting software comes with a comprehensive list of reports for each module. A query language reporting system (USQL) is optionally available for those customers that wish to write their own reports. This provides a client driven ODBC connection to the accounts data that will allow access for most popular report writing tools.

If you decide you want to take this inquiry to the next stage please don't hesitate to contact IT West by phone on (+618) 9277 1577 or email us at sales@itwest.com.au.

IT West will be glad to provide reference sites and contact names on request for genuine inquiries.

We look forward to hearing from you soon, so we can look at your system requirements in more detail and assist you to put your business on the path to success.

Sincerely yours,

Mark McCarthy
Director/Commercial Manager

ComputerPlan Accounting & Manufacturing Systems Overview





Product Overview

The ComputerPlan suite of software packages is a fully integrated accounting system that continues to be used widely throughout Australia and overseas. ComputerPlan has many advanced features that have been introduced to take advantage of changes in modern hardware and software technologies.

The ComputerPlan accounting software suite was originally developed in the United Kingdom and now has been extensively redeveloped in Australia. It has been installed in many of the countries of the world, and is currently running very successfully in numerous sites throughout Australia. The package is now independently developed and supported by IT West in Perth Western Australia.

ComputerPlan is now also available on a large range of hardware platforms including IBM, Hewlett Packard, Sun and most Intel based systems running the SCO UNIX or Linux operating systems. A Graphical client is also available for personal computers on Windows based networks accessing Microsoft's Windows NT/2000 Server operating systems.

Direct local support for ComputerPlan is available in most capital cities of Australia through associated companies and organisations. The software is tried and proven to be successful, and there is a great depth of experience and support available here in W.A.

ComputerPlan accounting systems are aimed at the SME market companies (typically \$5-50million turnover) that have outgrown the PC based single user package and have a need to move into a more solid, scalable, multi-user accounting software environment.

The software contains so many features that it is not possible to detail them all in this document. This document will outline some of the main features of ComputerPlan software.

The ComputerPlan suite consists of the following Modules;

- General Ledger & Financial reporting
- Debtors & Invoicing
- Creditors
- Purchasing
- Sales Order processing & statistical reporting
- Payroll
- Personnel
- Inventory control
- Plant & Equipment register (Assets, Lease & HP)
- Manufacturing
- Job Costing
- Report Generator



Special features

All ComputerPlan modules are presented to the user and managed via an easy to use **menu system** interface. The Menu system incorporates advanced security and is one of the first facilities encountered and welcomed by the majority of system administrators. The security approach solves many problems for access to sensitive company information as a company and the number of employees maintaining and viewing company data grows. Menus can be tailored to a "user" level so information is accessible on a need to know basis.

The system supports **Hotkey access** from many applications. This allows users to access other applications within ComputerPlan like customer enquiry or maintenance screens whilst posting data.

A **menu chain** facility allows a number of processes, (e.g. reports and updates) to run in sequence unattended with preset answers to program prompts. A good example of this would be to set up an end of month stream to perform all tasks associated with the month end roll over. This ensures that no important processes are missed and the operator is free for other work while processes are running.

The **report spooling system** gives control over report output from the entire system, allowing users to print or view reports, select which printer to use, or direct them to a disk file. All reports generated from the system are spooled and catalogued for each user. This catalogue can be viewed quickly and easily from anywhere in the system. Reports can be retained after printing and extra copies can be easily printed without re-generating the report again.

The **Financial reporting** system can be tailored to generate summary or detailed financial reports on demand. Financial data can be generated from the General ledger system and transferred into most popular spreadsheet systems (Excel & Lotus) if required. An easy to learn financial report writer (Flexiwriter) is included with the General ledger, which can provide custom management financial and analysis reporting.



ComputerPlan advantages

Many of the small business PC based accounting systems have limitations and don't provide for changing structures within a growing business. For businesses that are planning or experiencing a growth phase, ComputerPlan software will take over from your small business software packages and grow with your business. There are no limits to the amount of cost structures, customers, suppliers, jobs or transaction history kept on file.

A lot of companies only provide for their immediate needs when looking for a software solution. This can be an expensive error and one that often requires replacement of an entire existing system at some point in the future. One thing that is often overlooked during the selection process is the software's ability to scale with the companies planned or incidental growth. The ComputerPlan advantage is that it is a **scalable software** product.

In addition to scalability the software is also **customizable**. Having the ability to change the software as your business changes gives you a distinct advantage over the majority of software vendors that just want to sell you the package. The long-term savings are very substantial if you value add by periodic modification rather than the expensive path of replace/re-implement and re-train.

Local support, from a team that not only supports the product but also designed and built it. The team at IT West are dedicated to maintaining a level of support that is the envy of others. Our customers are our best advocates.

Sample of companies using ComputerPlan

Abercrombie Investments	Diverse investment house
Amcors Flexibles Australasia	Plastics packaging manufacturing
Ausplastics	Injection molded plumbing fittings
Charles Hull Contracting	Earth moving & Civil Engineering
Edwards Energy Systems	Solar energy hot water systems
Howard Park Wines	Classic wines from Denmark & Margaret River
MacMahon Contractors	Earth moving & Civil Engineering
MonoPak	Plastic packaging manufacturing
NRW Pty Ltd	Earth moving and Mining contractors
PT Tekpak Indonesia	Machine & hand held shrink wrap
Plummers Industries	Electrical switchboard manufacturer
Roche (WA)	Earth moving & Civil Engineering
Trustek	Roofing truss manufacturers
Voith Australia	Heavy Engineering projects



General Ledger

Highly flexible multiple entity chart of accounts structures, with automatic consolidations.

- ▶ Account balances and transactions can be held on-line for up to 100 years within the same ledger.
- ▶ Future budgets, balances and transactions can be processed at any time.
- ▶ Standing journals and accruals facilities.
- ▶ Fast transaction enquiry by period and year.
- ▶ Chart of accounts restructuring tools.
- ▶ Facility to update prior years balances into the following year's opening balances at any time.
- ▶ Trial Balance reporting is very flexible, including on-screen display.
- ▶ Comprehensive report writing sub-system for production of complex financial reports.

Accounts Payable

Full creditors control functionality. This sub system is easy to use and gives your company complete control over creditor and miscellaneous payments. Transaction posting screens have been optimised to improve speed, presentation, and information capture. Fully integrated to the General Ledger.

- ▶ Historical transactions retained on-line infinitely for future reference.
- ▶ Comprehensive cheque processing sub-system.
- ▶ Supplier balances, aging and GST reporting.
- ▶ Supplier notes
- ▶ Cheque printing, with or without attached remittance
- ▶ Bank file interface for direct debits (for companies with online banking facilities)
- ▶ Print, email or fax remittance advices direct.
- ▶ Process invoices and payments in current and future periods

Accounts Receivable

Take control of your debtors with this comprehensive ledger subsystem. Fully integrated with the General Ledger, Sales and statistical reporting system.

- ▶ All posting screens are designed to improve speed, and information capture.
- ▶ Historical transactions retained on-line infinitely for future reference.
- ▶ Invoice and credit note printing for products and services.
- ▶ Statements, Aged debtors, Stop list, Overdue accounts reporting
- ▶ Turnover this year, Last year, Prior year
- ▶ Reporting by Customer Areas, Locations, Categories (market segments)
- ▶ Debtors notes for recording customer relations information.



Job Costing

The Job Cost system is designed for maximum flexibility with regard to differing company requirements. The Job (6 character) Phase (3 characters) and Sub Phase (3 characters) codes are alphanumeric to accommodate most coding structure requirements.

- ▶ Up to nine cost elements may be specified relating to each Phase/Sub Phase combination.
- ▶ Reporting to any level at user specified detail.
- ▶ Accounts Payable interface for gathering invoice information on material or service costs.
- ▶ Payroll interface to pass labour costs on a daily basis.
- ▶ Accounts Receivable interface for the processing of progress claims invoices.
- ▶ User specified, element level on-costs, if required.
- ▶ Journal entry transactions can be posted via transaction posting if adjustments or additional entries are required.
- ▶ Processing of labour transactions, non-payroll related (e.g. subcontractors & consultants).
- ▶ Enquiry at all levels including current financial status.
- ▶ Purchase orders, processing committed costs for each job.
- ▶ Work in progress report or direct interface to General ledger.

Stock / Inventory Control

A comprehensive stock control system and product database with all the facilities required to control one of your businesses critical variables. This system has been designed to cater for most warehousing or manufacturing businesses that need to track product details accurately to properly manage inventory levels.

- ▶ Multi location controls and reporting
- ▶ Large alphanumeric product code if required (12 character standard, 16 characters available)
- ▶ Movement analysis, Turnover and valuation reporting.
- ▶ Recommended reorder reporting by location.
- ▶ Completely stocktaking sub-system. Cyclical or monthly options
- ▶ Greatly enhanced product enquiry facilities.
- ▶ Stock movement transactions retained on file infinitely.
- ▶ Categories products by group or type
- ▶ Integrates to Purchasing system
- ▶ FIFO costing actual and standard cost
- ▶ Inventory movements kept online indefinitely
- ▶ Detailed delivery information
- ▶ Fully integrates to the sales and Manufacturing systems
- ▶ Comprehensive reporting for stock take and location control
- ▶ APN Barcodes and alias product codes available



Purchasing

A procurement module for controlling the purchasing of both goods and services. Recently re-developed to allow purchasing for stock, jobs (if a Job costing module exists) and direct expense items makes this a powerful purchasing tool.

- ▶ Foreign currency facilities
- ▶ Internal controls for authorisation of purchases
- ▶ Print/Re-print facilities
- ▶ Direct faxing or emailing of orders (UNIX servers using VSIFAX only)
- ▶ Outstanding and Accrued orders reports
- ▶ Purchasing accruals allow early close of creditors EOM.
- ▶ Supplier product cross-referencing.
- ▶ Laser form stationary.
- ▶ Unlimited order lines per Order
- ▶ Unlimited description per order line

Sales Order Processing

The ComputerPlan Order Entry System is designed to be flexible enough to satisfy the requirements of the majority of sales ordering environments.

Order entry itself is suitable for the processing of telephone and over-the-counter orders, as well as for the input of batches of orders received in the post. Extensive search and display facilities are available for the identification of both customers and products. On-line credit checks are carried out and stock availability and pricing information are also made available during entry.

- ▶ Discount rates may be applied by customer and by product.
- ▶ Override facilities are available on price, discount rate, discount amount or total line value.
- ▶ Discounts may also be applied to the order as a whole.
- ▶ Override delivery address may be applied to this order only
- ▶ Special instructions and invoice comments
- ▶ Back and Forward orders
- ▶ Comprehensive enquiry
- ▶ Amendment and reporting facilities are provided
- ▶ Audit reports
- ▶ Orders awaiting credit approval report
- ▶ Back orders and forward orders reports
- ▶ Automatic or manual stock allocation
- ▶ Picking lists.
- ▶ Comprehensive price file sub system
- ▶ Sales Invoice and Credit note printing
- ▶ Laser Invoice/Credit note forms save on printing costs



Sales statistics

The Sales order processing system has a powerful sales statistical reporting facility that covers most aspects of sales analysis. There are too many reports to list.

- ▶ Customer/Product and Product/Customer MTD and YTD sales
- ▶ Type/Group and Group/Type sales
- ▶ Customer/Product actual verses Budgeted sales
- ▶ Product/Customer actual verses Budgeted sales
- ▶ This year/Last year comparison sales
- ▶ 3 year comparisons
- ▶ Top X customer reports
- ▶ Full budgeting sub system provided
- ▶ Set budget by product or group
- ▶ Budget reports by Company, Customer, Rep, Group or Product

Payroll

This fully featured payroll provides maintenance, preparation and payment of salaries and wages. This module has enquiry facilities and includes reports on workers compensation, accruals and departmental pay analysis. This payroll was designed and built to suit high throughput large payrolls with fast data entry and batch checking.

Annual software releases of payment summaries to meet ever-changing ATO requirements.

- ▶ Weekly, fortnightly and monthly pay periods.
- ▶ Multiple pay slips per pay period.
- ▶ Batching allows full pay runs or just a single employee.
- ▶ Fast data entry options.
- ▶ Unlimited hours types and additions/deductions per employee.
- ▶ Automatic pay with provision for public holidays.
- ▶ Annual, sick and long service leave entitlement calculations.
- ▶ General Ledger and Job Costing interfaces.
- ▶ Detailed history files including envelope history.
- ▶ Month to date and Year to date paid hours analysis.
- ▶ Entitlement reports.
- ▶ Employee detail reports.
- ▶ Superannuation reports.
- ▶ Payment Summaries to ATO standards.
- ▶ Direct banking via diskette or modem transfer.
- ▶ Pay envelopes or slips.
- ▶ Child maintenance deductions supported.



Personnel

This system is fully integrated to Payroll. Will adapt to most industry types for the management of Personnel data. This system is essentially a predefined database of information needed to be kept on file for current, past and future employees.

- ▶ Personnel integrates with ComputerPlan payroll ensuring no duplicate information.
- ▶ The system can be tailored by the user to use site specific codes and dialogue
- ▶ Caters for all aspects of the construction and earthmoving industry.
- ▶ Uses data dictionary for all inquiry and report queries.
- ▶ Powerful enquiry search and print facility.
- ▶ Fast entry of employee assessment details on transfer or termination.
- ▶ Details kept for each person on the register
 - Work history
 - Employment application
 - Site history
 - Workers Compensation
 - Work performance
 - Industrial relations
 - Qualifications/Tickets
 - Equipment experience
 - Medical & Security clearances
 - Training accreditations
 - Disciplinary action
 - Current payroll details
- ▶ The personnel register can hold records for the following types of employee
 - Prospects
 - Currently employed wages and salaried employees
 - Terminated employees
 - Not suitable for re-employment.
- ▶ No restriction on the number of personnel the system can store.
- ▶ Inbuilt security, with the ability to tailor the information each user sees.



Plant and Equipment

This is a Fixed Asset system with the added features that a plant register provides, with relevant descriptive and financial information.

All assets belong to a plant group and can be related to a major or sub location. Assets can be financed will belong to a finance group. Finance groups can have their own set of provision, realisation, expense, capital gain, bank and liability accounts. The General ledger interface generates all the appropriate depreciation and amortisation journals automatically each month end.

- ▶ The system will keep separate sets of figures for Book and Tax details
- ▶ Depreciation of owned Assets and Amortisation of leased Assets.
- ▶ Both Prime Cost and Diminishing Value depreciation methods with override rate schedules.
- ▶ Depreciate by hours worked for machines.
- ▶ All schedules calculated monthly.
- ▶ The system provides the ability to revalue Assets in any given period. If a General Ledger interface exists, the appropriate adjusting journal entries are posted.
- ▶ Full audit reports are provided in the form of Additions reports, Disposal reports, Depreciation Schedules and Lease Payment schedules.
- ▶ Comprehensive finance document details can be kept and maintained for all Leased or Hire purchase agreements. All details relating to monthly payments and interest charges and important dates are well reported.
- ▶ Assets in the plant master file can be reported on by Plant code, Sub location, Finance group, Plant group, and Finance document.
- ▶ Generation of Web based plant information for sales/marketing.
- ▶ Store all information on non-depreciating plant items for full inventory control.
- ▶ Budgetary plant items can be added for financial projections.

Manufacturing

Built-in processes include Extrusion, Printing, Laminating, Perforating, Slitting, Rewinding and Converting. This system is designed for a high volume of product manufacture with a mix of new , repeat and alteration work. Jobs are estimated and costed at the latest standard cost for raw material components. Labor, machine and other overheads are costed in using a machine hourly rate. A powerful enquiry system is included to track the jobs progress through each department. Performance reporting is available to measure on a job-by-job basis, the jobs progress against the pre-determined standards used to estimate the original job.

- ▶ Central specification database
- ▶ Manufacturing Orders with specification published to each department
- ▶ Specification enquiry & print facility
- ▶ Single number job reference
- ▶ Scheduling facility
- ▶ Material Requirements Planning reports
- ▶ Estimating/costing facility
- ▶ Daily timesheet entry
- ▶ Lost time reports
- ▶ Departmental jobs analysis
- ▶ Performance reports
- ▶ Packing and Core labels