

SUPPLY-EASY™

WHOLESALE DISTRIBUTION

from



WWW.WWSOFTWARESYSTEMS.COM

WORLDWIDE SOFTWARE SYSTEMS, INC.

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KEY FEATURES

SUPPLY-EASY is the finest web-based wholesale distribution system on the market. The system is installed and maintained easily and can be used in single-user and true multi-user, real-time environments. It has been market tested by successful customers over many years.

SUPPLY-EASY offers wide-ranging capabilities for most wholesale distributors, for many small manufacturers, and for manufacturer representatives.

SUPPLY-EASY includes many unique and significant features that increase your company's efficiency and profitability. The features are grouped into business activity

modules that interact seamlessly. And **SUPPLY-EASY** is cost effective; you acquire only the modules that best support your enterprise.

If you are a distributor of tobacco products and/or candy products, you need **TOBAK-EASY™**, the complete tobacco and candy product distribution system from **Worldwide Software Sytems, Inc.**

ORDERING & BILLING

The **SUPPLY-EASY** Order and Billing module is the best way to manage your company's sales orders and billing. This module helps you process your customers' orders quickly, accurately, and efficiently. The following features are included:

- retention of your *sales order history* as long as you want (purged any time you want, by date)
- one-function entry of *sales orders, invoices, credits, debits, factory shipments, and factory credits* (by department)
- automatic generation (or manual entry) of *sales order numbers* and *invoice numbers*
- *online past-due and credit checks* performed before and during order entry
- *default sales tax and "ship-to" locations* (by customer), with the capability of on-line changes
- *tracking of sales orders and invoices* (by sales person and order taker, or by billing clerk)
- *multiple warehouses*; inventory information from all (or specific) warehouses available at each sales order

- display and retrieval of *item information* (by partial product code or description)
- *instant update of all pertinent inventory information* (including quantity on hand, quantity committed, sales, costs, and back orders)
- entry of *comments* anywhere on the sales order or invoice
- *credits, debits, and returns joined with new sales* on the same sales order or invoice
- *discounts* (applied to the entire sales order or to specific items)
- entry, shipment, and costing of *non-stocked items* (plus freight and miscellaneous cost items)
- *automatic booking of sales person and order-taker commissions and sales* to the Sales Analysis module
- *maintenance of any sales order or invoice*, without issuing lengthy credit or debit memos
- *seven levels of standard pricing* (by item and customer), *contract pricing, override pricing*, and more

- automatic or manual entry of *back orders*
- *invoice-checking* function that displays invoices before printing
- *printing of multiple-page sales orders, shipping tickets, acknowledgements, and invoices*
- *item labels* for shipments
- *printing of only released invoices* (and transfer to the Accounts Receivable module)
- sales order, invoice, and back-order *status reports*
- *audit trail* of sales orders, invoices, credits, debits, or adjustments (with the capability of printing them for the entire month)
- *totals for month-to-date and year-to-date bookings and billing*
- *recurring sales order "memory"* of what customers normally order (so you do not have to type in the complete items on new orders)
- (optional) web store (with catalogs), opening your company to customers 24 hours a day (with all sales orders approved by credit card)

QUOTATIONS

The **SUPPLY-EASY** Quotations module is the best way to manage your company's quotations. This module improves customer service and helps expedite sales. The following features are included:

- *quotations* (by dollar amount, percentage markup, or actual value)
- quotation *expiration dates*
- *contract capability* (with expiration dates)
- *seamless interface to the Order and Billing module*

REQUISITIONS

The **SUPPLY-EASY** Requisitions module is the best way to create requisitions from customer sales orders. This module helps eliminate human errors and the possibility of losing customer back orders. The following features are included:

- automatic *incorporation of all back-ordered items* (inventory and non-inventory) into requisitions
- automatic *transfer of requisitions* to the Purchase Orders module

SALES ANALYSIS

The **SUPPLY-EASY** Sales Analysis module is the best way to track which inventory items are moving and to analyze their activity. This module helps you understand and grow your business. The following features are included:

- detailed analysis of customer sales (by item, item class, and more)
- detailed analysis of sales person productivity
- detailed analysis of sales orders and sales invoices (written by multiple order takers)

COUNTER SALES

The **SUPPLY-EASY** Counter Sales module is the best way to manage your company's retail sales. This module helps you process walk-in and cash sales as easily as sales orders. The following features are included:

- *credit card processing*, accepting all major credit cards including American Express, Diners Card, Discover Card, Master Card, and Visa (optional Level III credit card processing: customer statements show order numbers, all items purchased, and prices)
- *online past-due and credit checks* before and during order entry
- *default state sales tax and "ship-to" locations* (by customer), with the capability of online changes
- *tracking of all sales* (by sales person, order taker, or billing clerk)
- *inventory items from multiple warehouses* allowed on the same cash sale
- *instant update of all pertinent inventory information* (including quantity on hand, sales, and costs)
- *entry, shipment, and expensing of non-inventory items* (plus freight and miscellaneous charges)
- *credits, debits, and returns joined with new sales* on the same order
- *discounts* (for the entire invoice or for specific inventory items)
- *automatic booking of sales person and order-taker commissions*
- *automatic transfer of sales information* to the Sales Analysis module
- *seven levels of standard prices* (by item and customer), *contract pricing, special price overrides*, and more
- *totals for month-to-date sales and year-to-date sales*
- *instant multiple-page invoices and receipts* (optional: by department)
- *audit trail of all cash sales*, with the capability of printing cash sales for the entire month



ACCOUNTS RECEIVABLE

The **SUPPLY-EASY** Accounts Receivable module is the best way to track your customers' outstanding invoices. This module organizes your handling of receivables, streamlines your cash flow, and improves your bottom line. The following features are included:

- easy *month-end closing* and *year-end closing*
- *tracking of customer checks* (by check number or amount)
- *automatic application of checks to all invoices*, or *manual application of checks to select invoices*
- instant *creation of an invoice* during a cash application
- instant *creation of a credit or debit* dur-

ing a cash application

- *tracking of customer deposits*
- *issuance of open credits or debits*
- *deposits to multiple banks*
- *aging of all receivables*, with options (by sales person or overdue date), in detailed form or summary form
- *statements for customers* (displaying all activity on their accounts), in detailed form
- extensive, instant *credit rating of customers*
- tracking of the *average number of days it takes a customer to pay* (plus other information such as highest credit, date of highest credit, last payment amount, last payment date, and last invoice date)

- *over-credit reports*
- instant *display of customer status*, with aging of each invoice, entire account, and all credit information
- *perpetual history of receivables*, letting you locate invoices and checks dated many years earlier
- *collection notes* that accelerate the collection of receivables
- *customer label printing* in one-up or four-across format, with options (by customer range, sales person, customer class, location [state, county, or city], and "sold-to" or "ship-to" locations)
- smooth *conversion of invoices* from your current system to **SUPPLY-EASY**
- (optional) *finance charge reports*

INVENTORY CONTROL

The **SUPPLY-EASY** Inventory Control module is the best way to maintain optimum inventory and to control warehouse space when and where you need it. This module increases your market reach while maximizing the use of your staff. The following features are included:

- easy *month-end closing* and *year-end closing*
- capability to *receive, order, back-order, sell, and adjust inventory and cost*, without accessing the Order and Billing module or the Purchase Orders module
- *reports displaying the value of your inventory* (by vendor or cost)
- *general inventory report displaying the*

status of all warehouses (by item class or cost)

- *critical inventory reports* (by vendor or item class) to assist in purchasing
- *sorting of physical inventory count sheets* (by item sequence or location)
- easy *entry of your physical inventory count*, with automatic update of your perpetual inventory
- *inventory price list* (by entire inventory, item, item class, price level, cost, or vendor)
- instant *inquiries about any item* in all warehouses
- *revision of price and cost* (by vendor, item class, or price level), with future pricing

- *maintenance of inventory costs*, with expensing for freight charges and many other miscellaneous charges
- *multiple ways to cost inventory* (such as market value, average, LIFO, and FIFO)
- automatic *maintenance of minimum quantities and reorder points* (by usage and previous monthly sales)
- *kit maintenance*
- *tracking of serial number warranties*
- *bar coding*, and (optional) hand-held wireless devices
- *tracking of competitors' items and prices*
- *suggested retail prices*
- *OEM or manufacturers' inventory*

PURCHASE ORDERS

The **SUPPLY-EASY** Purchase Orders module is the best way to manage your company's purchases. This module enhances your ability to respond quickly to your customers' needs. The following features are included:

- entry of various *types of purchase orders* (normal, direct-shipment, or automatic)
- *recurring purchase orders* from vendors
- *adjustments to purchase orders* after they have been entered
- *multiple open purchase orders*, with the capability of printing only select orders

- automatic *update of inventory status*, through the entire purchasing cycle
- *audit trail of all purchase orders entered*
- printing of purchase orders on *preprinted forms* (with multiple pages allowed) or *regular paper*
- *inquiries* (by purchase order, vendor, or item)
- easy *confirmation of received items*
- *report of items that are open, released, received, and late-received*, in detailed form or summary form
- *report tracking the status of open pur-*

chase orders, in detailed form or summary form

- *report tracking purchase orders* (by date promised), in detailed form or summary form
- automatic *update of inventory cost*
- automatic *creation of purchase orders* (from requisitions or from the status of your warehouse)
- *formatting of preprinted purchase orders*, without requiring a computer programmer
- *purging of purchase orders* (by date)

ACCOUNTS PAYABLE

The **SUPPLY-EASY** Accounts Payable module is the best way to control your cost allocation, vendor payments, and cash management. This module ensures that payments to vendors are justified, accurate, and made on time. The following features are included:

- easy *month-end closing* and *year-end closing*
- one-function *entry of vendor invoices, credits, debits, and adjustments*
- *discounts* (by vendor or by automatically calculated due dates)
- *association of a reference and notation* with every vendor invoice
- *printing of vendor invoice references on check stubs*
- *display of vendor invoice references* where required (such as Accounts Payable trial balance)
- *distribution of a vendor invoice total to one or more General Ledger accounts*

- *adjustment of a previously entered vendor invoice*, without issuing lengthy credit or debit memos
- *scheduling of a vendor invoice to be paid* on multiple dates
- *trial balances of payables*, displaying the reference and notation for each vendor invoice
- *payment of vendor invoices* automatically (by criteria such as Accounts Payable class, due invoices, or discountable invoices) or manually (by selecting specific invoices)
- *forecast of cash requirements*, with the capability of choosing any number of days
- *audit trail of vendor invoices*, with a daily or monthly recap
- *formatting of payable checks*, without requiring a computer programmer
- *check printing*, with unlimited vendor invoices per check (and from more than one bank at the same time)
- *audit trail of all checks that have been*

printed

- *voiding of checks* after they have been printed, with reinstatement of vendor invoices
- booking of *handwritten checks*
- *alternate remit addresses* for vendors
- *support for multiple banks*, with the capability of defining all vendor terms (including proxy)
- *check reconciliation*
- *classification of vendors* (by accounts payable class and vendor class)
- *printing of vendor mailing labels*
- *vendor inquiries* that show each vendor invoice, vendor invoice references, if paid, and when paid, with amount, check number, and check register number
- *General Ledger distribution report* for all expenses and disbursements
- *perpetual history of payables*, letting you locate vendor invoices and checks dated many years earlier



PAYROLL

The **SUPPLY-EASY** Payroll module is the best way to control your company's payroll processing issues. This module helps you meet government requirements and provides instant access to employee information. The following features are included:

- easy year-end closing
- automatic update of all employee records per pay cycle
- easy entry of employee time sheets
- weekly, biweekly, semimonthly, and monthly pay cycles, with multiple shifts
- unlimited payroll deductions, with the capability of entering balances such as employee loans (and controlling when they are to be deducted)

- exception function that lets you override anything that is calculated by **SUPPLY-EASY** automatically and that lets you process special payroll runs (such as for employee bonuses)
- support for multiple departments
- automatic calculation of all payroll checks for salaried employees
- earnings report (by hours and earnings) that lets you edit payroll checks before printing them
- payroll checks that can be formatted without requiring a computer programmer
- automatic payroll check printing on pre-printed forms
- support for multiple banks
- audit trail of all payroll deductions

(voluntary and non-voluntary)

- easy listing of all employees and their payroll information, with an option to print confidential information
- audit trail of all payroll checks that have been printed
- General Ledger distribution report
- tax tables that can be maintained easily (and that look like the tables in IRS Circular E)
- quarterly IRS reports, and IRS W-2 and 941 forms that can be formatted without requiring a computer programmer
- printing of employee name and identification labels
- printing of employee worksheets

GENERAL LEDGER

The **SUPPLY-EASY** General Ledger module is the best way to manage your company's financial affairs. This module provides a comprehensive picture of your company's financial situation, a valuable tool for timely management decisions. The following features are included:

- easy month-end closing and year-end closing
- 15-character alphanumeric accounts that can be classified as assets, liabilities, capital, income, or expenses
- tracking of beginning balance, current-year period, and last-year period (for each account)

- journal entries, with the capability of references for each debit and credit, and a notation for the entire journal
- audit trail of all journal entries, with the capability of printing journals for the entire month
- trial balance that can be displayed for all accounts or for a specific classification, such as all accounts classified as an expense, in detailed form or summary form (plus histories for all periods)
- powerful (yet flexible) definition language that lets you define and structure an unlimited number of departmentalized or consolidated financial statements

- five types of financial statements, such as comparisons of this month to last month and this year to last year, actual spending to budget (plus variances), or expenses as a percentage of total sales
- current-year budget, and working (projected) budget for the subsequent year
- flexible amortization calculation and printouts
- (optional) automatic interface with (and posting from) Counter Sales, Inventory, Accounts Receivable, Accounts Payable, and Payroll modules

PACKAGING & SHIPPING

With **SUPPLY-EASY**, you can package the items listed on customer sales orders and ship them by air, land, or ocean. **SUPPLY-EASY** tracks each item by its FedEx, UPS, Road Runner, or other freight company bill number.

When you enter the freight company's tracking number (by scanning it with a hand-held wireless device or typing it at a work station), **SUPPLY-EASY** assigns the number to the customer sales order number. Items on that order are assigned to the tracking number automatically (and you can split items on shipments).

This capability lets you provide excellent service to your customers. When they request the shipping status of a sales order, **SUPPLY-EASY** provides the tracking number of the order (or specific items)—including the date that the order (or specific items) shipped—and all other relevant shipping information.

SUPPLY-EASY includes an electronic "white board" that lets account representatives and sales persons schedule orders for packaging and shipping. Jobs scheduled for air shipment are colored red, land shipment are blue, and ocean shipment are yellow. New jobs flash at warehouse work stations for 3 minutes to alert your staff. When an order has been packaged and shipped, the color of that job changes to green, indicating that the job is complete.

SERVICE DEPARTMENT

Track all your service tickets by customer information and bill them directly.

TRUCKS TRACKING

Load trucks and track all truck inventory and bill customers from the truck.

MULTIPLE JOB SCHEDULER

The **SUPPLY-EASY** Multiple Job Scheduler lets you run multiple jobs at the same time, according to a schedule that you set. The Multiple Job Scheduler can run any report. It saves you time and reduces labor costs.

WEB-BASED SYSTEM

SUPPLY-EASY is web-based. Your clients can view their orders, your inventory, packing lists, and other important data about their orders in real time. Clients (and your sales, warehouse, and office staff) can access data safely and easily anywhere in the world, as if they were sitting in your office.

SUPPLY-EASY keeps your company open for business 24 hours every day. Appropriate levels of secure access to data can be provided to clients and staff instantly, at your discretion.

PROGRAM GENERATOR

The **SUPPLY-EASY** Program Generator lets you produce custom inquiries and reports quickly and easily for your customers and your staff—without the expense of hiring a computer programmer—by pointing and clicking on any field on the screen. The Program Generator significantly reduces your monthly computer expenses.

WINDOWS INTERFACE

SUPPLY-EASY is integrated with Microsoft® products seamlessly, letting you send data directly to Microsoft Excel, Microsoft Word, and your e-mail program or fax program. With **SUPPLY-EASY**, any document or report can be sent to Microsoft Windows® programs (such as Word), then e-mailed or faxed to any customer. Data can be created and sent just as easily and quickly in EDI format or PDF format.

COMPUTER ENVIRONMENT

Our systems run in virtually any Windows environment client, server or network. They also run on LINUX, UNIX and many proprietary operating systems. They can be hosted and integrated on CLOUD environments and they provide PRIVATE CLOUD environments.