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## Page Web Accounting Overview

### Page Web Accounting – Accessible anywhere in the world

**Page Web Accounting** is a web based accounting suite for small to medium size companies enabling online accounting via intranet and/or the internet providing a company with instant access to it's books from anywhere in the world, 24 hours a day.

### A. Key Product Features

Key Product Features	Description	Benefit	Unique?
Financial Years	Unlimited number of financial years can be retained within <b>Page Web Accounting</b> .	Long term business history available for improved business management.	YES
Any number of users	Small businesses can begin with a single license and grow to an unlimited number of users.	Saves time and money as businesses do not need to purchase new software as the company grows.  No need to learn new applications.	YES
Security	Application security is implemented via user roles. Users can only access modules and screens within the application according to the security rights assigned to them.	Company confidential information is protected.  (While all systems have security levels implemented, Page Web Accounting can drill right down to limiting button access).	YES
Custom Screens & Fields	The system caters for unlimited amount of custom fields and screens.	Allows a business to track all documentation associated with a project, as well as view the profit and loss per project. (Most systems can only allocate ALL the costs to one project).	YES

Key Product Features	Description	Benefit	Unique?
Project Tracking	<p>Allocate a project or combinations thereof to any document within the system.</p> <p>Combinations of projects can be created where a project is sharing 50% of the costs.</p>	<p>Other systems lock down the codes after posting not allowing for changes.</p> <p>Most other applications are restricted.</p>	
Master Codes	<p>All general ledger, debtors, creditors and inventory codes can be changed after posting has occurred.</p> <p>Stock codes can be up to 400 characters in length.</p>	<p>By maintaining the individual rate of exchange used for each foreign exchange transaction AND the local currency equivalent, both the trial balance and financial statements at year-end will balance.</p> <p>(When implementing a new exchange rate, most systems will update transactions already in the system).</p>	YES
Multi Currency	<p>For International business, <b>Page Web Accounting</b> allows users to maintain the Debtors and Creditors accounts in foreign AND local currencies, as well as send invoices and statements in foreign currencies.</p> <p>In addition, the application also maintains the foreign rate of exchange used at the time of the transaction.</p>	<p>Within a multilingual company, an individual user can view the application screens in the language they are most comfortable with, within the same set of books.</p>	YES



## B. Page Web Accounting Modules

### 1. System Configuration Manager Module (SCM)

In this Module resides all the main configurations and defaults for the system including control menus such as:

Security  
 Backups  
 General Ledger Links  
 Branch Set up  
 Tax Tables  
 Employee

SCM Features	Description	Benefit	Unique?
Backups	Backups can be done while users are still in the system.	No scheduled down time. This unique feature saves time as backups can safely be done throughout the day without having to log users out of the system first.  (Other systems require scheduled down time when executing a backup).	YES
Security	Application security is implemented via user roles. The system controls security from a high level on full module access, down to menus where the user cannot access a particular button.	Company confidential information is protected. Users can only access modules and screens within the application according to the security rights assigned to them.  (While all systems have security levels implemented, Page Web Accounting can drill right down to limiting button access).	YES
Software Updates	Create an unlimited amount of pricing sales structures for example – Dealers, Supplier, End Users and	The customer is always operational with the latest version and therefore latest features of <b>Page Web</b>	

SCM Features	Description	Benefit	Unique?
	many more.	<b>Accounting.</b>	
Price Levels	The system caters for unlimited amount of custom fields. Examples are: Drop Down Menus, Text boxes, Text Areas, Attachments, Check boxes and Horizontal Lines.	The benefit is that should a company require a wide range of pricing, the system will allow the user to set this up.  (Most other applications only allow for three price levels).	YES
Custom Fields	A standard feature of the application is the ability at start up to choose in which language the user would like to view application screens. The options are English, Afrikaans, Zulu, Xhosa, French or Portuguese.	Custom screens and tables means a company and its users can set up the application in a format best suited to their requirements.  (Most applications are limited to 5 custom fields).	YES
Multilingual	When doing business internationally, Page Web Accounting allows users to maintain the Debtors and Creditors accounts in foreign AND local currencies, as well as send invoices and statements in foreign currencies.  In addition, the application also maintains the foreign rate of exchange used at the time of the transaction.	Within a multilingual company, an individual user can view the application screens in the language they are most comfortable with, within the same set of books.	YES
Multi Currency	Allows the user to allocate a project or combinations thereof to any document within the system.  Combinations of projects can be created where a project is sharing 50% of the costs.	By maintaining the individual rate of exchange used for each foreign exchange transaction AND the local currency equivalent, both the trial balance and financial statements at year-end will balance.	YES

SCM Features	Description	Benefit	Unique?
		(When implementing a new exchange rate, most other systems will update transactions already in the system).	
Project Tracking		This allows a company to track all documentation associated with a project, as well as view the profit and loss per project.  (Most systems can only allocate ALL the costs to one project).	
Branches	Provides the flexibility to have a multiple number of branches with one set of books.  Reports can also be generated per branch or consolidated.	Allows each branch to see only their own Debtors, Creditors and Inventory items.	
Employees	The management control of users, their access into the system, their passwords, photos, legal documents and control of leave can be done here.	Security levels can easily be changed by management, allowing/denying employees access to the system as appropriate.	
User Report	This report gives a detailed log of each user and where they have gone within the system, minute to minute.	Ensures proper system control.	YES

## 2. General Ledger Module (GLM)

The General Ledger Module allows the user to control all ledger accounts through Journals and Cashbooks. The ledger accounts may be viewed via a tree view and caters for unlimited amount of levels down. A T-View of all posted entries is also available. There is no need to print any documents, as a record of all Journals, Cashbooks and Bank Reconciliations completed, are stored.

GL Features	Description	Benefit	Unique?
General Ledger	General Ledger can be sold as a standalone module.	Ideal solution for small businesses wanting to save money and only require journals, cashbooks and bank recon features.	
General Ledger Set up	<p>Unlimited amount of tree levels allows a reconciliation to contain many sub accounts.</p> <p>Codes of ledger accounts can be changed even after the transactions have been posted. Once changed, the system will still retain a full history of accounts.</p>	<p>With unlimited tree levels information can be easily accessed and analysed, eg. The company's phone bill can be broken down into several sub accounts such as ADSL, fax, surcharges etc.</p> <p>(The unlimited amount of tree levels is a unique feature).</p>	YES
Journals	<p>Journals are controlled via an authorisation process. A clerk can capture the transaction and the financial manager can release into the books after verifying the information.</p> <p>Journals can only be posted if they balance. Journals can be created on the fly without complicated set up for batches.</p>	<p>Authorisation process assists companies in correction of Journals before processing to books.</p> <p>Ongoing journal posting saves time.</p>	
Cashbooks	Cashbooks are controlled via an authorisation process. A user captures the transaction and the manager releases the transaction into the books after verifying the data.	Improved financial control and reduction of errors.	YES

GL Features	Description	Benefit	Unique?
	Cashbooks cater for splits on ledger accounts. Cashbooks can be created on the fly without complicated setups for batches.	A split ledger account allows for more detail in the cashbook eg. Tax with sub sections VAT, PAYE, UIF.	
Bank Recons	Retains cashbook balance and bank balance.	When saving, there is no need to print as the system stores a copy of the reconciliation for both standard bank recon print outs as well as what was reconciled.  (Most other applications require the user to print the bank reconciliation as this cannot be retrieved from the system).	YES
Account Analysis	Allows for detailed analysing of all accounts.  This analysis feature allows every ledger account to be analysed including output to line graphs and bar charts.	More detailed management reports enable better business management.	YES
Financial Reports	Allows management to pull financial ratio reports.	Business analysis down to “book value” level ensures hands-on management.	

### 3. Debtors Module (DM)

A Module catering for all the Debtors Transactions including:

- Debtors Journals
- Cashbooks
- Invoices
- Pro Forma Invoices
- Debtors Transactions

**Page Web Accounting** allows a split between the General Ledger Transactions to the Debtors Transactions because in most big organisations the Debtors Departments are separate from the General Ledger Departments. In this way the application can isolate a Debtors clerk to certain aspects of the Debtors Module.

DM Features	Description	Benefit	Unique?
Debtors Setups	<p>On setting up a Debtor, a customer profile can be set up including contacts within the company.</p> <p>The system allows debtors to be aged by date of statement or date of invoice PER debtor.</p> <p>It also allows for attaching of documents i.e. legal documents and photographs in any format including PDF, GIF, JPG, text or excel format.</p>	<p>Information is more easily accessible.</p> <p>Company has access to information quickly and also becomes a paperless environment.</p>	
Quotes	<p>When created, quotes go through an internal authorisation process before being sent to the customer.</p> <p>If the customer accepts the quote and then places an order, the quote's status changes to an invoice.</p> <p>All quotes are recorded and cannot be deleted except to be cancelled but then a reason needs to be put on the quote.</p>	<p>Valuable sales tool as the company can control a quote status and follow up on orders processed and orders lost.</p> <p>Saves time recapturing the data.</p> <p>Improves sales management.</p>	
Pro Forma Invoices		This ensures proper costing on sales and correct stock control as the application will not allow for negative stock. (Pro forma invoices needed)	YES

DM Features	Description	Benefit	Unique?
Debtors Analysis	Allows the user to view all transactions related to a customer in one screen - view quotes, pro forma invoices, allocations, cashbooks and journals.	Ease of use and efficient time management.	YES
Reports	All reports including detailed sales statistics can also be viewed in a graphical format.  There is also a Debtors graph which gives the user a graphical view of Invoices less Credit Notes over a period of time specifying intervals i.e. daily, monthly, yearly etc.	Improves ease of use and effectiveness of the report.  Indicates sales trends over any given period and helps reduce debtors' days. (Indicates customers buying patterns).	
Credit Notes	Invoices needing to be credited can be directly imported into a Credit Note.	This saves time because the process avoids recapturing the data.	YES

#### 4. Creditors Module (CM)

A Module catering for all the Creditors Transactions including:

- Creditors Journals
- Cashbooks
- Purchase Orders
- Delivery Notes
- Goods Received Vouchers
- Stock Returns
- Creditor Transactions

**Page Web Accounting** allows companies to split the General Ledger Transactions to the Creditors Transactions because in most big organisations the Creditors Departments are separate from the General Ledger Departments. In this way the application can isolate a Creditors clerk to the Creditors Module.

CM Features	Description	Benefit	Unique?
Creditors Setups	<p>On setting up a Creditor, a customer profile can be set up including contacts within the company.</p> <p>The system allows creditors to be aged by date of statement or date of invoice PER creditor.</p> <p>It also allows for attaching of documents ie, legal documents and photographs in any format including PDF, GIF, JPG, text or excel format.</p>	<p>Information is more easily accessible.</p> <p>Ease of use.</p> <p>Company has access to information quickly and also becomes a paperless environment.</p>	YES
Purchase Orders	<p>Once purchase orders are authorised, stock can be received. Then purchase order status is changed to Goods Received Voucher.</p>	<p>Allows full process and flow of documentation with ease.</p> <p>Time saving, no need to recapture transactions.</p>	
Goods Received Voucher (GRV)	<p>When processing a Goods Received Voucher, the system will not allow for the capture of duplicate supplier invoices.</p> <p>The system forces a supplier invoice number to be captured against the GRV. With custom fields, users can attach a scanned supplier invoice to the GRV.</p>	<p>Prevents duplicate stock being entered into the system and incorrect stock levels being displayed.</p> <p>When searching for original supplier invoices, documentation is easily accessible.</p>	
Creditors Analysis	<p>Allows authorised users to view all transactions related to the supplier on one screen.</p>	<p>Ease of use – authorised users are also able to view purchase orders, delivery notes, goods received vouchers, allocations, cashbooks and journals.</p>	YES

CM Features	Description	Benefit	Unique?
Reports	<p>Various creditor reports graphically portray views of Goods Received Vouchers less Stock Returns over a period of time with a choice of intervals.</p> <p>Graphs can be produced as Line or Bar charts.</p>	<p>Detailed reports facilitate business management.</p> <p>Indicates sales trends over any given period. (Indicates customer buying patterns).</p>	
Stock Returns	<p>By importing a Goods Received Voucher, when stock items need to be credited the GRV can be converted into a Stock Return note without having to recapture the content.</p>	<p>This feature saves time and avoids mistakes because all the original GRV data is now available in the Stock Return note.</p>	YES

## 5. Inventory Module (IM)

The Inventory Module is feature rich, allowing detailed information on inventory items. For example, multiple photos and specifications of inventory items can be recorded and emailed to prospective customers.

Tight inventory control is important to ensure businesses do not lose money unnecessarily.

**Page Web Accounting** updates the actual cost of the item received against supplier, which means the system always displays a current cost price. All stock movements are tracked for work in progress, reserved stock and in transit stock.

IM Features	Description	Benefit	Unique?
Stock Items	ONE stock item can have multiple suppliers with multiple cost prices and related supplier item codes.	Allows for smarter purchasing of stock and tighter stock control.	
Inventory setup	<p>When setting up a stock item, photographs, specifications and documentation can be attached.</p> <p>Specials can be implemented on the system via an expiry date. When expired, <b>Page Web Accounting</b> will automatically revert back to the original pricing.</p>	<p>Ensures clear stock identification where products may have similar features.</p> <p>By reverting to the original pricing, the system ensures no unnecessary loss of revenue.</p>	
Stock Requests	<p>Stock can be requested on the system and indicate a specific delivery date.</p> <p>All stock requests can be authorised and pulled into a purchase order.</p>	<p>Stock requests lead to Just-in-Time stock ordering and delivery, saving time and money.</p> <p>No re-capturing of data required.</p>	YES
Stock Level Adjustments	In this area we allow a user to import stock levels from CSV files.	Allows users to work in Excel if required and then import data into <b>Page Web Accounting</b> .	
Stock Takes	<p>Stock takes can be performed by product group or by warehouse.</p> <p>In addition, once a stock take begins the system freezes all stock in the product group or warehouse.</p>	This means <b>Page Web Accounting</b> will not allow for Invoices or Goods Received Vouchers to be processed until the stock take is complete, ensuring stock accuracy.	YES
Group Codes	Users can create group codes.	Group Codes facilitate quick sorting for stock take purposes.	

IM Features	Description	Benefit	Unique?
Group Codes (cont.)	<b>Page web Accounting</b> also allows for advanced general ledger links for groups of items.	Gives the user advanced reporting features in general ledger as sales can be split into groups.	
Supplier Price Lists	When receiving price lists from suppliers in an Excel format, users can import the price list via CSV files.  From the supplier price list, <b>Page Web Accounting</b> will update supplier cost price for relevant supplier.	Importing the supplier price list saves time re-capturing pricing.  Automatic updates of price changes ensure correct system pricing.	YES
Price Enquiry	A quick reference to price, stock availability and serial numbers of items on the system price list.  A quick picture and description of the item can be uploaded.  Via the security features, different levels of users can be granted access to amend or see more information on each stock item.	The price enquiry feature saves time.	YES
Inventory Analysis	Within inventory analysis, all movement of stock and cost pricing can be recorded.	Up to the minute analysis of inventory.	YES

## 6. Job Costing Module (JCM)

The Job Costing Module is as comprehensive as the accounting side of **Page Web Accounting**.

Specifications for this module were derived from an actual Job Costing environment where there was a multitude of variables.

This module can be run separately from the rest of the system because of the day-to-day changes within a Job. Once the Job is completed and ready to invoice, basic accounting rules are implemented in order to manage the job.

Before preparing a job, a quote and authorisation process is followed. Upon receiving an order, the job can commence. Job cards can be printed by Department, Function or Employee.

### **C. Page Web Accounting Sub Modules**

Sub modules are specialised modules which can only be sold with main modules.

#### **1. Multi Warehouse Sub Module**

The Multi-Warehouse sub module allows for tracking of stock in various locations with minimum and maximum quantities.

The system also controls stock movement from one location to the next. When beginning a transfer of stock, the system retains the values and quantities of stock in transit. Stock can then be received into the warehouse. Stock Valuation reports and stock-takes can be prepared per warehouse.

#### **2. Bill of Materials Sub Module**

The Bill of Materials module is feature rich.

<b>Bill of Materials Features</b>	<b>Description</b>	<b>Benefit</b>	<b>Unique?</b>
Cloning	A bill can be cloned and a few individual stock items changed to create a new bill.	Saves time.	YES
Verification	Verify if stock is available to make the bill.	As a bill is prepared prior to removing stock from the warehouse, the verification process is a safety feature.	YES
Costs	Total costs of bills are dynamically updated	Cannot incorrectly cost a stock item of multiple parts.	YES

Bill of Materials Features	Description	Benefit	Unique?
	when the bill is complete.		
Part BOM Processing	Allow Part processing of BOM items	Forecast BOM processing and process on the quantities required within the BOM	

### 3. Serial Number Tracking Sub Module

Serial Number tracking allows the business to track and retain a history of stock with specific serial numbers.

Serial Number Tracking Features	Description	Benefit	Unique?
Stock Take	When doing a stock take, the system will display serial numbers and the specific items they are linked to.	During the stock take, users only need to accept, reject or update the stock information displayed.	

### 4. Multicurrency Sub Module

Multicurrency allows for tracking and processing of transactions in a foreign currency. With every transaction completed, the actual currency is recorded. For example, invoices and statements can be produced in Dollars.

### 5. Interactions Sub Module

This is a mini Customer Relationship Manager (CRM) module allowing for the capturing of notes relating to a customer or supplier.

Interactions Features	Description	Benefit	Unique?
Email Mailing List	This gives the ability to create mailing groups from information within the application.	Emails can conveniently be sent to mailing groups directly from within the application.	YES
Interactions	Every email that is sent	Easy tracking of customer and	YES

Interactions Features	Description	Benefit	Unique?
	out of the system is recorded.	supplier communication.	
SMS Mailing List	This gives the ability to create SMS mailing groups from information within the application.	SMSs can conveniently be sent to SMS mailing groups directly from within the application.	YES
To Do	Allows a user to capture a list of items which need to be completed	User can keep a list of items outstanding to complete and tick off completed items	YES
Time Logging	Log Time at customers. Promote this to an invoice. Keep track of time at a client	Excellent for Consultants, Accountants, Lawyers, developers and any company capturing time against clients	YES
Support Logging	Log Support enquiries from customers. Allow automatic support logs via email from a client.	Keep track of support calls from customers. Control issues and handle enquiries	YES
Contact and Networking Setups	Create multiple lists of contacts and general database lists for marketing purposes. Once a customer purchases, one can promote the contact to the debtor's list	One database controlling a list of general contacts and networking lists	YES

## 6. Case Lots Sub Module

This Sub Module gives the ability to capture bulk items and automatically divide the bulk item into the sum of its parts and then updates stock levels.

## 7. Service Level Agreement Sub Module

This Sub Module is ideal for businesses billing service hours. It allows for capturing of hours logged on a customer site and attachment of a job sheet.