



## Address System

The Address System is inherent in all Cycom Systems. It allows the user to produce labels, telephone lists, as well as detailed address listings. Letters can be produced and sent to a group or all contacts in the address system by simply using the Mail Merge feature of the System.

## Secure User Access

The System Administrator can assign each user or user group various access privileges. For each User Group the Administrator can assign different rights. For example, a group of users may have the authority to enter transactions but may not be allowed to Post them. By implementing this facility the Administrator automatically reduces the possibility of errors as well as possible corruption.

## Setting System Parameters

The System allows the user to setup the Categories and the Sub-categories of the Projects. It also provides the user with the opportunity to analyze the transactions for the various projects.

## Project Entries

The System allows the user to create the code and description of the Project, the starting date as well as the expected completion date of the Project. The Project Status can also be monitored and changed as the project proceeds. The Project Category and Project Budget can also be defined. Notes for each Project can also be held.

## Basic Staff Wages

The System can handle hourly costs for employees working on a Project. So, as well as Materials, hourly costs can be maintained for any Project.

## Transaction Entries

As well as transactions from the Sales Order Processing System being updated in the Job Costing System, the user can enter transactions directly to a project. These can be material used in a Project, man-hours (labour) or Bills (invoices).

## Project Budgets

Budgets can be set for either Project or Project Analysis.

## Standard Reports

*The System provides a complete set of Reports to help the user keep track of the Project. All reports can be viewed on screen or sent to other Windows Systems, such as Excel, Word, Acrobat, etc. or sent by email. The reports are parameterized and are produced based on the criteria provided by the user.*

### Project Status Report

The user can print reports for any project, the status of the project, the category and analysis of the project. The project start date and estimated completion date.

### Project Costing

This report gives a complete picture of the Project. It shows the hours worked and their costs, the quantity and costs of items used, the invoices already charged against the project and therefore the running balance of the project.

### Analytical and Summarized Project Report

This report gives the analytical information of a Project. It shows the cycle of work for the Project. The user can see all the debits, credits and balance of a certain Project. The same report can be printed in Summary format.

### Budget Report

This report shows the Budget against the Actual amounts of the Project.

## Key Features

- ◆ **Fully Integrated**—the Job Costing System is fully integrated with the Inventory Management System as well as the Sales Order Processing System.
- ◆ **Multi-company processing**—a three-character code is used to identify each company, allowing you to hold many companies accounts on the same computer.
- ◆ **List of values**—the pop-up list of values allows you to easily find accounts and other codes.

Reports can be previewed on the screen and can be printed on any printer installed on your Windows System. The reports viewer allows you to export reports to a variety of popular formats such as Excel, Lotus, Word, Acrobat, etc, or to send the report through electronic mail.



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