4th Quarter® Accounting Solution v6.2 Features and Benefits:

BUILT-IN FEATURES

Feature	Benefit

Organization and Interface

Feature	Benefit
Main functions are accessed from one of 3 alternate control panels, from the menus, or from the keyboard.	The program's whole organization is visible. Its functions are evident and accessible.
Provides both specialized and centralized accounting systems.	You can work with specific types of entries in separate modules, view all entries from the central "transaction" module, view individual journal histories, or have all views open at once.
A wealth of configurable reports.	All standard reports let you select the order and items that will appear. Configurable reports allow you to set varying levels of detail. Custom financial reports enable you to build your own multi-column reports. Custom forms let you reposition fields and add your own graphics.
Explore account history interactively.	You have complete access to detailed, historical information at all levels of transaction processing, from journal entries, through GL postings, through financial report summaries.
Every list screen has powerful searching, sorting, and printing functions.	4Q is designed to provide on-line information access and real-time data analysis. 4th Quarter presents you with the information you want, organized the way you want to see it.
4Q filters imported data.	Error and integrity checking prevents the import of erroneous data. Once imported you can view your data before saving it.
Transactions and accounts can be "restricted".	User's access to information can be set individually for different modules and also on an item-by-item basis. Only privileged user's can access information relating to restricted accounts.
Search screens are customized for each table making it easier to perform complex searches.	Locating data is straight-forward. User's can ask complicated questions without needing to know any programming. Additional programming can easily extend 4Q's analysis capabilities.
Multi-page data entry screens.	Extensive information is organized in a topical hierarchy distributed across multiple pages.
Every screen has context sensitive, on-line help.	You have immediate access to an explanation of all the main screens from the screens themselves. There is no need to search for help.

Accounts

Feature	Benefit
Comprehensive, bi-level account structure: each General Ledger account is related to one or more journal accounts.	The structure of the GL represents your business finances. The structure of the journal accounts represents your business management and operations. Only the GL accounts are governed by accounting rules. Journal accounts are free to follow your own business rules.
Account balances are updated as transactions are entered.	Account balances are always up-to-date; no batch processing or posting is required.
Account balances are automatically monitored in real-time.	Set up to 4 limits on account balances. 4Q will alert you before accepting a transaction that violates these limits.

All accounts can be accessed from a central location.	Every account that's used for any purpose or related to any item, person, asset, or contract can be accessed and analyzed from a single, central location.
Archival records are kept for deleted accounts.	The audit trail is preserved even after customers and vendors are deleted.

Transactions

All transactions are stored in one table.	If there is ever a question of where or when an item was entered, then it can be resolved through the complete access afforded by 4Q's central transaction repository.
Transaction entry can be automated with user-definable templates.	Specify and store complex transactions that can be created at the click of a button.
Templates have user-defined recurring schedules.	You can assign various cycles for templates representing recurring entries. You can locate items due to be entered in the future or that were due in the past. The system reminds you when items are due for entry.
Each transaction is stamped with the current date, the effective date, the effective posting date.	Complete, distinct dated records allows you to monitor your financials, you bookkeeping, and your system's operation.
Posted transactions can be archived off-line.	You have the option of retaining all transactions for complete detail, or off-load old data for faster performance. Off-loaded information can be repeatedly restored or removed as needed.
An audit trail is preserved on-line even for data that's archived off-line.	Basic information is always available. A complete audit trail is available on-line for the entire history of the application, even for data that is archived off-line.

General Ledger & Journals

Create an unlimited number of user-definable journals.	Create separate journals to group accounts or consolidate operations. Auditing, analysis, display and reporting performed within each journal produces results that are limited to the accounts on that journal.
6, 9 or 12 character GL account numbers. Display or suppress profit centers and/or departments.	The General Ledger can be segregated by department and/or profit center making it easier to review and compare operations.
Post any entries at any time to any period.	4Q gives you complete control of what items are posted and when. You can post items to past or future periods, prevent modifications outside of any date range, post globally or selectively. And once items are posted you can still modify nonfinancial information.
Accounting entries balance across journals as well as across the General Ledger.	Journals provide a second, complete auditing tool to be used in addition to the GL Trial Balance. This feature is available only in 4th Quarter.
Keep track of non-asset transactions.	Using "pass-through" accounts 4Q can track entries that are not financial assets. A pass-through journal enables you to track courier, intermediary, or other 3rd party collections.

Accounts Receivable and Accounts Payable

Simplified entry screens for AR and AP transactions.	Simple screens for debt and payment allocation make for less chance of error and improve your ability to handle unusual circumstances.
View and total all payables and receivables, or examine payables or receivables for individual accounts.	Mark items to pay and 4Q automatically consolidates disbursements to each account. 4Q warns you if any accounts have outstanding or unallocated payments before you commit additional funds.

Define up to 2,000 separate payable and receivable journals with separate accounts associated with each.	Easily handle multi-company or multi-profit center AR and AP by placing different company or profit center AR and AP accounts on separate journals. Account access is handled by journal and is limited to the accounts listed on the respective journals.
4Q checks for duplicate customers and vendors as new records are specified.	4Q alerts you to the possibility of duplicate information as soon as it's typed on the keyboard.
4Q supports overpayment and prepayments.	Early payments can be retained for manual distribution or automatically distributed when future debts are recorded. Default distribution procedures can be specified differently for each account and can be overridden at time of payment.
Invoices and P.O.s are unaffected by posting to the GL. They can always be modified.	You, the customer, or the vendor have final say over what, and how, business is conducted. Business operations are not limited by the rules of accounting.
Dynamic statement reconciliation.	You can reallocate any payments to any debts at any time. Your records and your client or vendor's records can always be reconciled.
Automatically allocate funds to individual accounts or to any group of accounts.	4Q supports automated functions that give you more options and more tools for effective data management than are found in other programs.
Generate finance charges, include or exclude previous charges, set individual grace periods. Remove expired sales discounts from any individual account or any group of accounts.	4Q provides a wide range of flexible tools for account management.
Define an unlimited number of customer and vendor types with separate default account settings for each.	Easily direct expense and revenue to the correct GL accounts. Set default accounting parameters according to the type of customer or vendor.
Transactions can be assigned payment priority levels.	You can establish a payment priority that takes precedence over an item's due date. 4Q automatically pays off higher priority debts first.
Invoices and P.O.s can be processed in real-time or in batch mode.	Use real-time processing for immediate account updating, or switch to batch processing for faster system response.
Accounts are updated without posting invoices or P.O.s.	Account balances are kept up to date when invoices and PO's are entered. The invoices and P.O.s remain modifiable after items are shipped and even after entries are posted to the GL.
P.O.s must be approved before they can be received.	Vouchers are unnecessary. Authorized users can approve or suspend individual PO's.
Invoices and P.O.s have both service and stock formats.	Individual orders can be changed from a service to stock type at any time. Each type has a different screen display and prints on a different form.
Invoices and P.O.s track items scheduled for shipment, orders partially shipped, and for items scheduled for return. Credit is given only when items are received (invoice) or shipped (P.O.s).	4Q's "virtual order" screens consolidate all past and future events relating to the order. Multiple shipments, back-orders, and returns are handled from these central screens. Packing slips, invoices and PO's can be printed for any combination of past shipments.
Invoice and sales entries support an unlimited number of sales tax rates.	Any number of sales taxes can be applied. Sales tax is only assessed on selected line items.

Financial Reports

Create an unlimited number of customized financial report templates.	4Q's integrated financial report writer supports 4 column reports whose columns can include account balances and budget figures by period, or percentages.
Explore underlying financial report details on-screen by drilling into individual line items.	4Q supports interactive auditing, on-line management, and financial analysis. Drill down from top-level GL accounts to individual transactions. Search, sort and print auxiliary reports at any level.

Automatically create financial reports according to your instructions.	New report templates are simple to create based on your specifications. Balance sheets and Income Statements can be automatically created for individual department or profit centers.
Define templates to include specific accounts, or define templates to include all accounts within a range of account numbers.	Use templates based on specific accounts for focused reporting and analysis. Specific account templates are unaffected by changes of your chart of acconts. Use templates based on ranges of accounts for general financial reporting. Range-based templates automatically include new accounts.
Report templates can be checked automatically.	Report integrity can be checked automatically for customized balance sheet and income statement-type templates.
Each customizable report template is password protected.	4Q protects report integrity by preventing unauthorized users from modifying individual templates.

Inventory

LIFO, FIFO, or average cost inventory accounting.	4Q supports all inventory methods, it can change costing method at any point and, optionally, can handle different items using different costing methods.
Check for duplicate items as they are being specified.	You specify the uniqueness criteria. 4Q automatically checks new inventory entries for duplicates as they're being specified.
Lot number tracking.	Lot number tracking can be turned on an off for individual items. Lots are automatically drawn from and recorded on the order when items are shipped.
Spreadsheet-type interface expedites updating inventory levels.	4Q expedites the modification of multiple items by presenting lists of items in a single, enterable form. Updates can generate single or multiple accounting entries.
Define a Bill of Materials (BOM) and automatically assemble items from their components.	Automatically manufacture bundles and assemblies. Process multiple assemblies at once. Temporarily modify the BOM for individual assembly runs.
Graduated inventory cost and price structure.	4Q supports any number of quantity discount structures for sales and purchases. Sales price schedules are linked to each customer's rank. Cost schedules are created for individual vendors.
Inventory is updated immediately, even if invoices are processed in batch mode.	No matter what order processing method you use, you will always know your current levels available, in stock, and on order.
Items can be included on invoices or P.O.s even if they are not in stock.	Use "just in time" inventory management to keep inventories as low as possible. Finished items can be automatically assembled when they're shipped.

Job Costing (not yet implemented)

Unlimited number of jobs with multiple, concurrent phases.	Distribute revenues and expenses across any selection of jobs. Redistribute at any time.
Job phases maintain independent budgets.	Analyze each phase independently. Net income automatically compared to job budgets.

Payroll

A user-definable table is used to map 4th Quarter accounts to the accounts set up in your outside payroll program.	4Q can support any outside payroll program without regard to its account structure or account numbering scheme.
Built-in support for CheckMark's cross-platform payroll application.	Use CheckMark Payroll on either Mac or Windows to handle all your payroll functions. Import payroll transactions using 4Q's special payroll import screen.

And for Users Considering Customization...

Feature	Benefit
Patented source code accounting engine provides a flexible building-block for the development of a custom system.	4th Quarter's patented structure is designed to support a wide range of specifications and the evolution of systems over the long term.
Accounting and business operations are segregated within the structure of the tables, code, and user interface.	You can modify the business front-end or replace it completely without affecting the accounting engine. 4Q's existing "black box" routines enable you to get a custom system without having to customize the accounting.
Job costing is completely independent from accounting.	Extensively customize the job costing module without affecting accounting. The job costing and accounting modules are completely independent.
Designed from the start as a modular, client-server operation.	4Q is a multi-user, client-server system designed for flexibility from the ground up. It is not a repackaged version of old legacy software. It is not the extension of an application designed for any limited purpose.
Robust multi-user coding.	Through the use of advanced software techniques, like transaction processing and multiple table locking, 4th Quarter maximizes multi-user data access and data security.
Extendable code provides "hooks" for custom reports, searches, sorts, import/export, and other functions.	It takes a minimal amount of programming to add a new table and a full suite of functions.
Multiple layers of "black box" routines.	Because no single set of tools works in all situations 4th Quarter provides alternative "black box" methods. These provide a programmer with a choice of tools for each task.
Modular data.	We have pioneered methods of modularizing accounting data. 4th Quarter allows you to make strategic and evolutionary changes to your business while remaining within your original data repository. Your 4th Quarter system can accommodate large changes to your business without the high risk and high cost of software redevelopment.
Localized hooks for handling report printing, import/export, global replace, etc.	You can micro manage your system by adding functions to specific areas. Changes in one area will have a minimum impact on operations in other areas.
Update tools for installing the latest changes in 4th Quarter into custom systems.	Version codes assigned to methods, menus and forms that allow your custom code can be compared with the latest version of 4Q. This tells you exactly which objects are obsolete, which objects are new, and which objects have been customized.
Code performs its own error checking and reporting.	Pre-emptive error checking brings programming or runtime problems to your attention before they can affect data. Detected errors are automatically logged to an internal error recording system.
Support for method patching.	You can divert code execution to perform custom preprocessing, custom post-processing, or to completely override 4Q's standard operations. This is handled centrally. It does not require *any* modification to 4th Quarter's core operations.
Bug reports can be created by users or developers at any time.	Your bug reports are stored on-line and can be exported or managed remotely. This allow for more efficient support and more effective testing.
Method tracing.	4Q can be set to log the names and call sequences of all executed methods. This provides the developer with a "road map" of the program's operations.
Source code documentation.	Extensive in-line and written documentation explain the source code structure, table structure, overall approach, and detailed methodology.
Training on all aspects of the program.	Braided Matrix offers developer and client training to achieve a clear development and implementation strategy.