

# Business Administration

## Product Features



This product has been developed primarily for small to medium business. It will continue to be modified to suit each client's particular requirements, and so the specified features should not be taken as definitive.

**GST** reporting has had a dramatic effect on every Australian business. While there are a number of generic accounting packages available to accommodate the GST Reporting requirements, the software may not suit your individual business. Rather than change your business to suit the software, Data Products can tailor an application to suit you.

## Introduction

The Business Administration database offers all of the functions required to operate a business unit. It remains simple to use and, as with all of our products, is highly automated to minimise administration. It can be linked to the [Personnel Management](#) and [Asset](#) database systems.



## Special Feature Summary



- GST Reporting
- Creditor and Debtor Statements.
- Cash Flow Statements
- Client Orders and Quotation Facility
- Client Information.
- Supplier and Product Details
- Business Purchase and Expense Information
- Cost Coding
- Invoice Categories
- Employee Wage Processing
- Invoicing
- Receipts
- Client Account Detail
- Client Service Attendance
- Personnel Records



Reports- 24 standard reports included.



## Detail

### Business Information

A full range of essential business information can be recorded and utilised to administer the businesses accounts and operation. Categories included...



Client Information.



A schedule of all products, their prices and INDIVIDUAL GST Rates.



Supplier Details



Business Purchase Orders and Expense Information



Expense category



Item



Purchase Date



Supplier



Cost



GST Component



Individual Payment Entries



Continuous Display of outstanding Balance on Purchase Order Price.



Receipt Numbers and



Notes



Cost Codes



Invoice Categories



Employee Wage Records, Including automatic calculation of wages and continuous tracking and reporting of Annual, Sick and Long service leave entitlements.



Stock Management.



Mailing List

### Orders and Accounts



Client Orders: Includes full client and order details such as...



Client Information



Order Reference Number



Client Order Number

- Order Date
- Order recipient
- Product Purchase Details (including Recommended and Actual price along with GST component, discount facilities and multiple item options)
- Quoted and actual delivery dates
- Delivery instructions
- After sale instructions
- Instant display of invoices and receipts raised against the order.
- Client Account Detail: Allows the user to view a full history of the client's product purchases, discounts refunds and receipts. The feature includes sub totals for each category and the clients account balance.
- Invoicing: Only two fields are required to raise an invoice (with options to alter default information). Full details are displayed automatically once the order reference number is selected. A complete invoice can then be raised at the touch of one button.
- Receipts: Details for receipts against an order are easily entered. As for the invoicing system, there is minimal data entry, full client and order information is automatically displayed to assist administration, and activating one button can print a receipt.
- Client Service Attendance: Information relating to a client service attendance can be recorded within the system. The attendance can either be at no charge if it is part of a contract, or automatically charged to the clients account.

## Personnel

Business employee information is recorded within this section. This section can be as simple or complex as the user requires. It can be either, linked to the [Personnel Information Database](#), or be a built in function. In excess of 40 information fields are available for each individual, including...

Full Name and Address Fields

Date of Birth

Age (Automatically Calculated and Displayed)

Status (Male Female)

Country of Birth

Maternal Status

Partners Full Name

Dependents information

Title

Department

Location

Employment Category

Contact Phone Numbers

Union Affiliation

Apprentice Number

Payroll Number

Tax File Number

Salary Category

Gross Hourly Pay Rate

Commencement Date

Termination Date

Payroll Deductions

Leave accrual entitlements

Years of Service (Automatically Calculated and Displayed)

and many more.

## **Products**

Details for the businesses product range can be recorded including...

Product Name

Category

Supplier (it may be necessary to differentiate from the business)

Recommended product price.

GST component and

Item obsolete function.

In addition products can be registered to clients. This can be useful if the product is to be given a unique identification to prevent resale or copying.

## **Reports**

There are 24 reports supplied with the standard system, some of which include...

Client account statements

Bad Debts

Client attendance fees

Client Attendance Requisitions

Invoice

Receipt

Cash Flow Statement

Creditors Statement

Debtors Statement

Business Income Statement

Mailing List

Operating Expenses

Outstanding Accounts

Outstanding Orders

Weekly Pay slips

Payroll wage statements

Superannuation Payment Report

Product Information

Purchase Order details

Quotations

Sales Report

Stock Status

Suppliers Details and more...