

sofia

SOPHISTICATED FINANCIAL APPLICATIONS

- Flexible
- Simple to Use
- Customised Reporting
- Ad-Hoc Queries
- Fully Intergrated
- Email Enabled
- Multi-Currency
- Flexible Document Analysis
- Secure Role-Based Access Control
- Multi-Company

Cycom SOFIA
Service Invoicing System





overview

Cycom SOFIA Service Invoicing System is based on Oracle relational database technology and an Open Systems architecture that allows users to organise and adapt the system to meet their specific requirements.

Cycom SOFIA Service Invoicing System is a comprehensive multi-currency invoicing system which simplifies the task of issuing invoices and analysing sales. It is fully integrated with Cycom SOFIA Financial Management System.



Cycom Business Solutions Ltd provides powerful software solutions for today's demanding and competitive business environment.

They easy-to-use graphical user interface increases user productivity and enables business workgroups to manage financial information more effectively.

features



Flexible

Cycom SOFIA Service Invoicing System offers unrestricted flexibility by allowing you to customise the system according to your business invoicing processes. You can define multiple transaction types and use any method for invoicing products or services.



Simple to Use

Cycom SOFIA Service Invoicing System incorporates the internationally accepted graphical interface elements used by the Microsoft Windows standard, delivering a familiar "look and feel". This minimizes training time and allows users familiar with the Microsoft Windows on-line help gives you instant reference information, eliminating the need to refer to printed manuals.



Customised Reporting

Reports can be generated as and when required. Flexible report selection criteria allow you to restrict the transactions to be printed and the way they will be sorted. Using the Preview Window, reports can be viewed on the screen before being sent to the printer.

The bundled Crystal Report Writer allows power users to design any custom report from the Cycom database without programming.



Integrate

Cycom SOFIA Service Invoicing System is fully integrated with the other Cycom SOFIA Applications, that share the same database. The system is user friendly and does not require special lengthy procedures to be executed when interfacing with the other applications.



Ad-Hoc Queries

Enter your search criteria in the empty text boxes of a form and press the query button to have the system select all the transactions matching the criteria entered.



Email Enabled

All reports can be forwarded to any recipient or group connected to the electronic mail system, after first being previewed on the screen.



Multi-Currency

Cycom Service Invoicing provides comprehensive features that support the processing of multicurrency invoices. By interfacing with Cycom Multi-Currency Financial Management System the system allows the processing of invoices in any currency. It supports currency conversion translation and revaluation, in accordance with generally accepted accounting principles.



Intergrated Address Management System

A comprehensive address and mailing list management system, is incorporated and is shared by all Cycom SOFIA Applications. Labels, telephone lists, mailing lists and full address reports can be produced. The easy mail merge facility allows the production of standard letters for either a selection of the addresses or for a specific mailing list.



Secure Role-Based-Access Control

Your system administrator can assign each user to a role-based group. For each group the administrator can assign the functions that are to be accessible by all users of that group. For example, one group could have access to the enquiry and transaction entry functions but could be restricted from accessing the sales report function. By restricting the functions available to particular users, you can reduce the threat of a security problem.

standard reports

Comprehensive reporting facilities are provided by the system. A number of different options such as the sorting sequence and the selection criteria, allow the user to customise the output of each report to their requirements. All reports can be previewed on screen or exported to a number of different file formats, including those of popular word processors and spreadsheets.

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.

Sales by Customer

Customers sales for a range of periods and transactions indicating gross and net sales. The reports can also be sorted by various other additional criteria e.g. country, area, type of customer etc.

Sales by Salesperson

Lists all the sales made for a range of salespersons, for the range of periods and transactions specified by the user. Indicates gross sales as well as commissions.

Sales by Item

Item sales for any range of items and periods. Indicates current period and cumulative sales in both quantity and value.

Items Listing

Analytical and summarised listing of items. It can be sorted by any five of the different item analysis categories.

Documents Listing

List the sales invoices, sale returns and other pre-defined transaction types for the range of periods and document numbers requested.

Price Lists

Printing of price lists indicating the effective date of each price, the currency code and the quantity discount allowed.

Batch Postings Report

Lists the documents that have been posted and their corresponding journal number. Documents that have not been properly posted are listed with an error message.

Address Records

Mailing Labels, Telephone Directories, Address Records Listing.

Price Group Definitions Listing

A report of the multiple price lists defined by the user, indicating their currency and other parameters.





key-features

- **Fully integrated** - Cycom SOFIA Service Invoicing System is fully integrated with other Cycom SOFIA Applications.
- **Multi-company processing** - a three-character code is used to identify each company, allowing you to hold many companies accounts, invoices or stocks on the same computer.
- **Pro-forma** - Ability to create Pro-forma Invoices as well as normal Invoices.
- **Auto Invoice Generation** - Batch Invoice groups of customers, ideal for monthly or annual recurring invoices.
- **User define transaction codes** - allow you to adapt the system to your organisation's requirements. For each transaction code there is a different numbering sequence for easier filing and audit trail.
- **Comprehensive Audit Trails** - are maintained by the system allowing you to trace transactions to their source entry.
- **List of Values** - the pop-up list of values allows you to easily find accounts and other codes.
- **Flexible transaction retention methods** - transaction history for each item can be held for as long as required.
- **Comprehensive item account analysis** - Invoicing items can be analysed by up to six user-defined analysis categories. For example, items may be analysed by country of origin, supplier, brand category and group.
- **Batch or on-line postings** - Documents can be posted on-line, one by one or in a batch according to user selected criteria.
- **Future or past postings** - Can be made to any period in the future or past, but can also be restricted by the system administrator within pre-specified open periods.
- **Multiple Units of Measure** - Different units of measure can be defined for each product, for sales, purchases and stock keeping.
- **Multiple Price Lists** - Multiple prices in different currencies can be defined for each product, allowing quantity discounts and effective dates for each price. Sets of price lists can be created for different classes of customers and each customer can be assigned a specific price list.
- **Accounting Interface** - Different parameters can be set up for each type of transaction, allowing further analysis in the General Ledger.



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Networking Infrastructure Solutions

