

Revelation Small Business (SB)



The Small Business Edition is aimed at the small to medium sized business with more sophisticated accounting requirements. It includes Debtors, Creditors, Nominal and Stock Ledgers, Invoicing, General Ledger and Point of Sale. SB also keeps track of Purchase Orders, Sales Orders and Sales Quotes and has an unlimited capacity in all ledgers.

Other features include multiple Delivery Addresses per customer, full account history available on-line for up to 72 months, reprint old customer invoices from up to 72 months ago, extensive data export facilities in all ledgers, comprehensive Sales Rep Analysis, stock records can hold pictures of the actual stock items, up to 7 Selling Prices per Stock item, all records (in all ledgers) have an unlimited length "Notes" field for comments related to each record. Up to 99 separate sets of company accounts may be held.

SB is a multi-user package allowing up to 5 stations on a network.

GENERAL OVERVIEW

- Powerful "drill-down" enquiry options on all accounts & stock records to display all aspects of transactions (right back to the original Invoice, GRN, Order, etc).**
- Superb visual interface that operates equally well with both mouse and keyboard.**
- Create/amend accounts/stock records & perform enquiries at any time without exiting what you are currently doing.**
- Notes or narrations may be attached to accounts, stock records and transactions (even after they are posted).**
- Email Invoices, Orders and Statements at the touch of a button.**

- Pictures of stock items can be attached to their stock records and displayed on demand in Invoice or Order modules.**
- Revelation is period-based: keep last month's books open until you're ready to close.**
- Post into prior periods in General ledger (current year as well as closing entries in the last financial year).**
- Reprint Invoices, Grn's, Orders at any time (up to 2 years later).**
- Context-sensitive Help screens (F1).**
- Multiple Delivery addresses per Debtor.**
- Up to 99 companies with unlimited capacity for a/c's & stock items in each.**
- Detailed VAT reports to assist you in completing your VAT returns.**
- Stock: 16 character stockcodes, decimal position per stock record, multiple selling prices and more.**
- Automatic backups to hard disk on exit and before month-ends/year-ends.**
- Improved security controls over operator access to all areas of Revelation.**
- Extensive control over each operator's preferences and what functions they can access in Revelation.**

Debtors (Customers)

Features include:

- Open Item & Balance Forward a/c's.**
- 7 character alphanumeric a/c number allocated by Revelation or user-defined.**
- Age Analysis up to 180 days.**
- Email address per account with option to send statements by email.**
- Multiple Delivery Addresses per a/c.**
- Extensive controls on each a/c such as Excl. or Incl. Invoices, charge interest (and from what aged period), print statements, allow orders, disallow invoicing if aged amounts exceed a selected period, etc.**
- Sales history and profit margins per a/c.**
- Display full details of all entries posted during the current & last financial years including actual source documents and General ledger contra entries.**
- Each a/c has a Notes field allowing you to attach detailed comments of any length.**

- ❑ **Special Debtor/Stock link allows a choice of 7 Prices per item.**
- ❑ **Sales-Order Entry: Orders may be placed for stock items on behalf of debtors. Import Orders directly into an Invoice.**
- ❑ **Reprint any Invoice or Sales Order processed within the current or last financial year.**
- ❑ **REP Analysis for up to 9999 Reps based on Invoiced Sales OR on Payments.**
- ❑ **Inter-ledger journals (debtor to creditor)**
- ❑ **Comprehensive Sales history with margins held in each account.**
- ❑ **Multi-purpose Category field in each a/c allows many permutations when grouping selected accounts together.**
- ❑ **Facility to "freeze" selected accounts that are overdue to prevent further sales.**

Creditors (Suppliers)

Features include:

- ❑ **Open Item & Balance Forward a/c's.**
- ❑ **Age Analysis up to 180 days.**
- ❑ **Display full details of all entries posted during the current & last financial years including actual source documents and General ledger contra entries.**
- ❑ **Each a/c has a Notes field allowing you to attach detailed comments to an account.**
- ❑ **Purchase-Order Entry: Orders may be placed on Creditors for Stock.**
- ❑ **Reprint any GRN and Purchase Order processed within the current or last financial year.**
- ❑ **Choose to send Remittance Advices by post or email per account**
- ❑ **Comprehensive Purchase history held in each account.**

Stock (Inventory) received from Suppliers

The following features are available in the Process GOODS RECEIVED module:

- ❑ **If you had an Outstanding Purchase Order for the Item being received from a Creditor, it is hi-lighted and you may direct that Order to be reduced by the quantity received. You may even 'import' a selected Purchase order into a G.R.N. (Goods Received Note).**
- ❑ **Facility to create new stock records "on the fly" whilst in the GRN module.**
- ❑ **Facility to book-in "odd" items (not in your stock file).**

- ❑ **Reprint any GRN and Purchase Order processed within the current or last financial year.**
- ❑ **Create new Creditors a/c's & stock records whilst in the GRN module.**

Nominal (General) Ledger

Features include:

- ❑ **Up to 40,000 General Ledger accounts catered for with 10,000 in each section: Income, Expenditure, Assets, Liabilities**
- ❑ **Full Departmental control with unlimited number of named Departments.**
- ❑ **Sub-accounting provided by means of special Group code to link them.**
- ❑ **Full Departmental and Group reporting.**
- ❑ **Up to 999 accounts handled in a single journal entry.**
- ❑ **Although Revelation is a 'real-time' system, Batch processing is provided where batches are held 'in limbo' until verified.**
- ❑ **Post Journals into past periods (even closing entries into Last financial year).**
- ❑ **Print detailed reports based on one or more periods in the Current or Previous Financial Years.**
- ❑ **Unlimited number of Bank accounts may be set up each with full reconciliation facilities with Bank Statements.**
- ❑ **Display full details of all entries posted during the current & last financial years including actual source documents and contra entries.**
- ❑ **Each a/c has a Notes field allowing you to attach comments to an account.**
- ❑ **Report Writer: Define the layout of the Trading, Profit & Loss and Balance Sheet printouts using a simple, yet powerful Report Layout Language.**
- ❑ **Display or print Bar Charts showing Income/Expense/Budget comparisons.**
- ❑ **Detailed VAT Reports are provided to assist in completing VAT Returns.**
- ❑ **Exercise strict control over which operators have access to the various sections of the nominal ledger.**

Stock (Inventory)

Features include:

- ❑ **16 character Stockcodes with 2 line Description fields & unit weight/volume.**
- ❑ **Store item's picture in the stock record.**

- ❑ **Separate Categories & Bin locations.**
- ❑ **Obsolete items catered for with Supercede stockcode + cross-reference link to similar items from other suppliers.**
- ❑ **Barcode field in each record allowing for Barcode scanning at Point-of-Sale. Barcodes containing prices catered for.**
- ❑ **Two Supplier's info per item.**
- ❑ **Quantity and Price decimal position can be defined for each item.**
- ❑ **Up to 7 Selling Prices per item linked to a Stock Price field in Debtors accounts.**
- ❑ **Quantity Discounts.**
- ❑ **Special Promotion Price per item with a start and end date specified.**
- ❑ **Different item types catered for: Normal item, Odd item and Service item.**
- ❑ **Each record has a Notes field allowing you to attach detailed comments to an item. Use this Notes field as an item's Description on Invoices in selected cases where a long description is necessary.**
- ❑ **Minimum, maximum & re-order quantities specified per item.**
- ❑ **Set a flag in selected stock records to prevent any further Purchase or Sales Orders being placed for those items.**
- ❑ **Full Movement analysis with option to update Re-Order + Minimum Level.**
- ❑ **Comprehensive Purchase & Sales History displayed with Profit Margins.**
- ❑ **Display full Movement history for the current & last financial years including actual source documents.**
- ❑ **Display Purchase & Sales Orders.**
- ❑ **Stock Audit trail of any manual changes made (prices, on hand) may be printed.**

INVOICING

Features include:

- ❑ **If you print invoices on a Laser or Inkjet printer, Revelation can print your custom designed Company Logo on them.**
- ❑ **After processing an invoice, email a copy to the client at the touch of a button.**
- ❑ **Up to 999 lines per Invoice.**

- Create/amend accounts & stock items and perform full enquiries while in the body of an invoice.**
- Rep analysis by Invoice.**
- Import Sales Orders into an Invoice.**
- Display stock item's picture (if available) to assist staff in identifying correct item.**
- Reprint any Invoice processed within the current or last financial year.**
- Print delivery notes/packing slips after invoices that show no prices.**
- Credit limit exceeded warning.**
- Print tax Exclusive or Inclusive invoices.**
- Discount per line and Overall discount.**
- Special Freight field on Invoices.**
- Option to use stock Notes field as Description on invoices allows for descriptions of unlimited length.**
- Stored message service allows common messages to be saved & re-used.**
- Insert and delete lines in an invoice as you would in a word processor.**
- Process/print Cash Receipts for credit of Debtors a/c's on invoice stationery.**
- Option to amend item Descriptions and Prices for a specific invoice.**
- Price changes, discounts, credit check, etc can be password protected.**
- Search for stock items by stockcode, description, category, bin or use an advanced "pattern-matching" option that searches for items with a match anywhere in a selected field.**
- Create and invoice "odd-items" not normally held in the stock file.**
- Process/print Credit Notes for goods returned for credit.**
- Custom Invoice layouts catered for.**

POINT of SALE

The Invoicing module can also be optimised to cater for high-speed Point-of-Sale environments.

HIGHLIGHTS INCLUDE:

- **Put current invoice on hold temporarily and process one or more new invoices. Then, return to original invoice that was put on hold and finish it.**
- **Apart from opening a Cash Drawer, a numeric readout (similar to that of a Cash Register) is also provided for to allow complete simulation of a Point of Sale environment.**
- **A Barcode reader connected into the keyboard cable may be used.**
- **A Cash Slip may be printed either on a dedicated Slip Printer or an ordinary Matrix printer. User-defined header and footer messages may be printed on the Cash Slip.**
- **If 2 printers are used, Cash Slip sales may be mixed with sales to Debtors where a proper Invoice is required.**
- **In a multi-terminal environment, each till can be allocated their own till account in the General Ledger to which sales are processed for ease of reconciliation.**
- **Most types of tender are catered for: cash, cheque, credit card, voucher, electronic transfer, other and mixed tender.**
- **A daily report is provided for full Till reconciliation.**
- **Selected Terminals may be preset to only operate in Point-of-Sale (Cash Till mode).**