








**Plus & Minus's main functions are: General Ledger, Accounts Receivable, Purchase Order, Accounts Payable, Inventory Control Bar Coding, Fixed Assets, Payroll, Fund Accounting, Excel Query Reporting and Internet Ready Application.**


 It also performs **Product Line**, and **Branch Accounting** includes **Budget/Forecast** journals. The system can be configured to operate in either a "real-time" or "batch" orientation. Real-time provides up-to-the-second reporting of ALL transactions that have been entered into the system regardless of the mode (imported, system generated, etc.) or point of entry.


 Plus & Minus' unique **Single File Design** ("SFD") means **no module "interfacing"**, or the need to retrieve transactions from one module into another in order to "update" balances. The SFD enables organizations to run on **Microsoft and Linux**. Further, SFD means **no "closing"** one period's transactions prior to commencing the next—all transactions, including future transactions, are handled in a date-sensitive fashion. Lastly, SFD provides real-time system account balances (both general and subsidiary) —**no "posting"** is required! Plus & Minus maintains detailed transactional information including all sales/purchase documents until purged by the user.


 Plus & Minus allows the user to maintain a chart of up to 5 billion accounts. In practical terms we find that the average user has from 20,000 to 25,000 general and subsidiary accounts. Plus & Minus supports file sizes of up to 100,000,000 records. Our "Single File Design" (SFD) performs update operations at least ten times faster than most conventional multi-file, modular systems.

 Because of the Plus & Minus SFD, the disc storage requirement for Plus & Minus data is typically 10% of that required for competitor's multi-file systems. In addition, Plus & Minus's data sensitive design provides faster entry and more efficient reporting.

 The Plus & Minus SFD sets a standard for data file reliability. Power failures typically require no data recovery procedures. Data-entry loss, if any, is restricted to the current transaction for which the user has not yet pressed "*Enter*". Re-indexing utilities are included for routine file maintenance. Additionally, company datasets are easily and quickly replicated for backup or data duplication purposes.

 SFD provides Plus & Minus with another important capability. That is the ability to transport information to/from spreadsheet, database, or other user written systems. A Plus & Minus user is not required to process a transaction more than once, whether it initially enters via spreadsheet, database, user-written systems, or Plus & Minus itself. Plus & Minus was created with an "open" architecture that affords the user the ability to "import" information from other systems, or to "export" information to other systems upon demand.

 Plus & Minus's ability to translate with spreadsheet is two-way. The user is able to enter information into Plus & Minus and translate it to spreadsheet, or they can enter it into spreadsheet and transport it to Plus & Minus. The ability to translate information from Plus & Minus to spreadsheet is designed to extract information for analytical purposes, to record entries, and to enter budgets. The various data import/export routines provided by Plus & Minus utilize ASCII, OLE or both.

 The translation with database serves a very different function -- that is the ability to transport large volumes of detail information to/from database or user written systems. The object is to allow the user to design specialized systems for specialized uses, but still have Plus & Minus perform the vital accounting function. Since Plus & Minus uses one record type, the information "hand-off" between systems is fast, dependable, and simple to use. Another feature is the ability to translate not only transactions but also the submasters (vendors, customers, employees, etc.). This feature gives the user the ability to maintain vendors, customers, employees, etc. in Plus & Minus, and/or external systems.

## **Fund Accounting**

- Unlimited number of funds.
- Fund Matrix reports the balance sheet and income statement by fund.
- Inter-fund balances are eliminated in consolidation (if there are no timing differences).
- Sub funds can be created and reported as subsidiaries to the main funds.
- Supports inter-fund and intra-fund transactions.
- Supports inter-fund and intra-fund balances.
- Funding contract transaction details and reports can be recalled by date crossing fiscal year ends, if needed.
- Translate information to/from a spreadsheet for further analyses.
- Import entries and budgets directly from spreadsheets.
- Integrated payroll system allows salary allocations to various fund activities.
- Payroll system can be interfaced with outside vendor systems for cost allocation purposes
- Custom Reports also available

## General Ledger

- Multi-company –Plus & Minus handles up to 400 separate companies
- There is no posting to the General Ledger.
- Actual and budget transactions can be entered and reported for any time period.
- The Plus & Minus General Ledger provides six industry specific charts of accounts for easy start up. You may also create your own chart of accounts.
- Since Plus & Minus is transaction based, the detail remains indefinitely.
- Plus & Minus offers flexible reporting from one day to multi-year (weekly, monthly, semi-monthly, bi-monthly, quarterly, semi-annually, annually, bi-annually, etc.). Anyway you want it.
- Plus & Minus creates financial statements for a range of prior or current periods.
- Up to 1 million departments may be used to track profitability detail.
- Plus & Minus allows repeating, reversing and forwarding journal entries to handle automatically all routine transactions.
- Plus & Minus allows you to adjust transactions to prior periods.
- Plus & Minus provides optional user-definable headers and footers to customize financial statements.
- Plus & Minus provides financial statements that may include period, monthly, quarterly and year-to-date information with budget or prior period comparisons.
- Plus & Minus prints dollar variances on Balance Sheets and Income Statements of comparative reports.
- You can even print monthly or weekly reports and export them to spreadsheet for time-line graphing and analysis.
- Rounding can be cents, dollars or thousands.
- Automatic consolidation of up to 400 companies at one time will produce a "consolidating" balance sheet and income statement.
- Plus & Minus supports a consolidating "Top" company (record elimination entries).
- Plus & Minus will distribute earnings to an unlimited number of partners in a partnership.
- You may use a twelve-digit explicit account structure (17 implicit structure).

### Standard Reports include:

- General Ledger
- Balance Sheet
- Income Statement
- Drill-down (with drill-down reconstruction)
- Transaction Register
- Journals (detail or summary)
- Trial Balance (detail or summary)
- Subsidiary Detail Ledgers
- Depreciation Amortization Schedules
- Departmental Income Statement (detail schedules)
- Recurring entry worksheet
- Inter/intra company or inter/intra fund worksheet
- Import/export transactions using OLE (with Excel) or ASCII
- Chart of Accounts List
- Detail Query
- Analyzer/Query (for quick spreadsheet style reports)
- Standard

(Custom Reports also available)

## **Accounts Payable**

- Add, edit or delete invoices anytime before, during or after payment activity
- Enter new vendors much faster and easier with the new vendor template
- Retains vendor detail indefinitely
- Allows partial payment of invoices
- Select invoices for payment based on user-defined discounts and due dates
- Special "Quick Check" feature allows you to write a check and enter the invoice for that check simultaneously
- The "Quick Check" window looks like a check
- Disbursement transactions are kept in the single file and are available for recall and analysis whenever needed
- There are no time periods in Plus & Minus. There are no special procedures required for month end reporting
- Quickly identifies all outstanding payments with a statistical payment history
- Closed invoices can be recalled as needed
- Supports pre-paid invoices
- Distribution of invoice accounting to a job, department or fund is real-time (as entered)
- User defined terms for each vendor
- User defined check format
- Supports MICR checks
- Supports EFT (Electronic Fund Transfer)
- You may void checks as needed
- Looks up vendor by name or account number
- Quickly processes hand-written checks
- Can print checks from an unlimited number of bank accounts
- Prints Miscellaneous, Dividends and Interest 1099s and 1098s
- Form 1099 and 1098 information can be transmitted to the IRS magnetically
- Calculates available discounts automatically
- On-line cash reconciliation
- Supports "remit to" addresses for companies using cash concentration systems

## **Standard Reports include:**

- Open or All Invoices
- Invoices by Job or Department
- Cash Requirements
- Transaction Register
- Disbursement Journal
- Check Register
- Proof of Cash (Reconciliation)
- Miscellaneous and Interest 1099s
- Magnetic Media 1099s
- Vendor List
- Checks
- MICR
- EFT

(Custom Reports also available)

## Accounts Receivable

- Add, edit or delete invoices anytime before, during or after payment.
- Since there are no periods in Plus & Minus, you may charge a payment against any invoice without regard to any accounting period.
- Allows partial payment of invoices.
- Enter payments in a spreadsheet style entry window showing customer invoices.
- Supports open item and/or balance forward customers.
- Enter new customers much faster with all-new customer template.
- Transaction history is maintained indefinitely.
- Allows user-defined terms, codes and aging periods.
- Provides automatic transactions and invoices with flexible frequency options to handle repetitive billings.
- Provides multiple default price codes per customer.
- Allows multiple "ship-to" addresses per customer.
- Allows access by customer name, ID or phone number.
- Prints customizable statements. You define each cell on preprinted forms or blank paper.
- Calculates finance charges automatically based on customer type and handles minimum charge.
- Prepares county, city and state tax for monthly sales tax reports.
- Provides standard or extended user-defined collection messages for statements.
- Full integration with other functions is inherent in single-file design, including: inventory, job cost, contribution, fund accounting, etc.

### Standard Reports include:

- Customer Statements
  - Transaction Register
  - Cash Receipts Journals
  - Aged Receivables
  - Past Due
  - Sales Tax Summary
  - Customer Lists
- (Custom Reports also available)

---

## Payroll

- ADP Interface with Time Collection System
- Calculates wages and payroll deductions automatically
- Use employee templates for easy employee setup
- Includes built-in-current year federal, state and local tax tables for all 50 states, Washington D.C., Puerto Rico and the Virgin Islands
- Supports automatic payroll processing for hourly, salaried, salary plus overtime, commission or draw-against-commission pay types Process employees individually or at the same time
- Voids previously entered payroll checks at any time
- Write paper checks, MICR checks or EFT (Electronic Fund Transfer)
- Information is added in real-time to Monthly, Quarter to Date and Year to Date data
- Distribute gross pay directly or indirectly
- Direct distributions can be up to 100 cost centers per check
- Stores employee data indefinitely
- Supports daily, weekly, bi-weekly, semi-monthly, monthly, semi-annually, annually or nine monthly (used in schools) payrolls
- Supports Cafeteria (Sec 125), 401 (k) and 403 (d) plans
- Supports 10 Miscellaneous deductions
- Generates printed and magnetic media W-2s automatically at the end of the year

## Product Overview

Plus & Minus Professional v2002

- Automatically accrues vacation and sick hours earned by pay period or by hours worked
- Supports EIC (Earned Income Credit)
- Supports TIP reporting
- Automatic payroll deduction for child support sets up as a payable for check writing to court trustee
- Import of time data from third party time gathering systems
- Burden rates can be set for use in Job Cost
- Handles Worker Compensation calculations for class of work performed
- ADP Interface
- The current tax tables are shipped with the system

### Standard Payroll Reports include:

- Payroll Summary
  - FICA
  - Medicare
  - FUTA Report, 941 and states reporting
  - W-2s
  - Time Card Entry
  - Magnetic Media W-2s
  - Magnetic Media for some states
  - Payroll Register
  - Deduction Register
  - Workers Comp Report
  - List Employees
  - Hours/Earnings Report
  - Tax File List
  - Payroll Checks
- (Custom Reports also available)

---

## Inventory

- Supports LIFO, FIFO, Specific Unit, Moving Average, Retail Sales and Lower of Cost or Market costing methods.
- Provides up to a 15 character ID for each item.
- Tracks in real-time; quantities on-hand, on-order, committed and transfers.
- Discounts on multiple items by percent, amount or both.
- Handles change by range of items, departments or vendor.
- Prices per item can be adjusted up or down by customer and/or salesperson.
- Prices can be changed in a Plus & Minus spreadsheet using formulas or exported to any popular spreadsheet and imported back
- Enter and store prices by amount or as percent markup above current cost.
- Once entered on an invoice, price and cost does not fluctuate.
- User defined template for entry of inventory items. Change any system-provided defaults or add additional default information into any inventory item master record field to save time when setting up new items.
- Items can be imported from spreadsheet.
- Item look up items number or description.
- Track by serial number.
- Track by lot number.
- Track items by departments.
- Track items by warehouse.
- Provides multi-level assembly and disassembly capabilities for the selling of items comprised of several components.

## Product Overview

Plus & Minus Professional v2002

- Provides vendor history; sales, returns, adjustments and receipts.
- Extends selling price up to four digits to the right of decimal point.
- Indefinitely retains inventory transaction detail for historical reporting on each or specific items.
- Supports bar coding when receiving, moving or shipping.
- Carry company bar code ID and/or customer bar code ID (necessary for items using UPC codes).
- Physical inventory can be bar scanned and entered on an electronic worksheet.
- Up to 4 by 40 character rows to describe each item.
- Allows up to 16 by 40 character rows for extended description.
- Up to 68 definable item cells.

### Standard Reports include:

- Stock Status
  - Transaction Register
  - Quantity Variance
  - Cost Variance
  - Valuation
  - Price List
  - Cost List
  - Department Summary
  - EOQ Reorder Analysis
  - Physical Inventory
  - Activity to Date
  - Inventory Items List
  - Assembly Items
  - Specific Unit Items
  - Buyers Guide
  - Versus (ISO 9000)
- (Custom Reports also available)

---

### Sales Order/Invoice

The Sales /Order/Invoice Document Writer allows you to prepare orders and invoices to service your customers and organize your inventory.

- E-mail, fax or print quotes, orders and invoices.
- Sale documents can be up to 1,000 rows long.
- Converts orders to invoices on demand.
- Orders and invoices remain on-line indefinitely. Vital for a near-paperless environment.
- Changes invoice number on backorders.
- Orders can be recalled and used to create a new order.
- Update Inventory when order is entered. Updates "on hand"
- User-defined print/fax format. Up to 68 cells of information for each document.
- Numbers documents automatically.
- Supports EDI translation.
- Supports multiple warehouses.
- Supports serial/lot numbers.
- Allows voiding of open orders.
- Customer Purchase Order Number search (by customer or global for all customers).
- Supports requisition ordering.
- A "Roll Through" option allows you to scan customer orders electronically.

### Standard Reports include:

- Sales Quote
- Order
- Ship
- Invoice
- Pick
- Back Order Report
- Stock Status
- Open; Orders, Receives and Moves

## **Purchase Quote/Order/Invoice**

The Purchase Quote/Order/Invoice Document Writer allows you to prepare quotes, orders and invoices to your vendors, organize your inventory and monitor the quality of vendor performance. It's easier to supervise purchasing, plus you'll have better control of your inventory with automatic real-time updates and EOQ (Economic Order Quantity) analyses.

- E-mail, print or fax quotes, orders and invoices.
- Issue Purchase Orders for stocked or non-stocked items.
- Explode purchase quote or orders for submission to vendors.
- Purchase orders can be up to 1,000 rows long. You can carry generic descriptions for each item.
- Receive items not on original purchase order.
- Items can be charged against a job.
- Updates are real-time.
- Converts quotes to orders and orders to invoices on demand.
- Quotes and orders can be recalled and used to create a new order.
- Quotes, orders and invoices remain on-line indefinitely. This feature is vital if moving your office to a near-paperless environment.
- Update Inventory "on-order purchases" when order is entered. Updates "on-hand" Inventory when order is received or invoiced.
- Changes invoice number on backorders.
- Prints assembly detail on documents, if needed.
- User-defined print/fax format. Up to 68 cells of information for each document.
- Numbers documents automatically.
- Allows separate number ranges for quotes, orders and invoices.
- Create backorders at user's option.
- Supports EDI translation.
- Word wrap for entering lengthy descriptions.
- Supports multiple warehouses.
- Supports serial/lot numbers.
- Allows voiding of open orders.
- Copy a sales order as a purchase order (just-in-time inventory).
- Scan backorders in backorder chain.
- Supports contract pricing.
- Supports vendor item numbers.
- A "Roll Through" option allows you to scan vendor orders electronically.

### **Standard Reports include:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Purchase Quote</li><li>• Order</li><li>• Receive</li><li>• Invoice</li><li>• Back Order Report</li><li>• Open Quotes, Orders, Receives</li><li>• Stock Status</li></ul> | <ul style="list-style-type: none"><li>• <b>Purchase By:</b></li><li>• Vendor</li><li>• Vendor by Item</li><li>• Vendor by Purchaser</li><li>• Document #</li><li>• Document # by Purchaser</li><li>• Use Tax</li><li>• Rank by Profitability</li><li>• Usage (ISO 9000 Reporting)</li><li>• Versus (shipments made by date promised)</li><li>• Detail by Item</li></ul> |
|---|---|

(Custom Reports also available)

**EDI, EFT, and FAX**

EDI (Electronic Data Interchange), EFT (Electronic Fund Transfer) and Fax are supported from any position in the system. Each of these communication media is available when needed in Plus & Minus.

---

---

---

---

## Plus & Minus Software Corporation

*Website:* [www.plusandminus.com](http://www.plusandminus.com)

*Email:* [howard@plusandminus.com](mailto:howard@plusandminus.com)

---

### ***Corporate/Sales/Product Development:***

9426 Old Katy Road, Bldg 7  
Houston, TX 77055

713.465.5645

877.465.5645 toll-free

713.465.5658 fax

Contact: Howard Levy (x 302)

[howard@plusandminus.com](mailto:howard@plusandminus.com)

