THE ULTRA EFFICIENT OFFICE

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FBS Technical Support

FBS SCANNER INTERFACE

- Scan directly from input screen

- Batch scan and save to your invoice folder to link through fast link option

- Scan through scanner interface

ADDITIONAL BENEFITS

- Always have your backup paperwork at hand to answer questions

- Scanned images saved with your regular FBS backup

HELPFUL FREE SOFTWARE

Primo PDF   www.primopdf.com

PDF Merge www.pdfmerge.com

TO DO LIST

It can be hard to remember those tasks that you only do on a monthly, quarterly or yearly bases so use the to do list to help you! The to do list is only a reminder, the list does not prompt any entry. The to do list also

ACCOUNTS PAYABLE AND RECEIVABLE

- Allows for quick reporting to see financial position

- Print all checks at once through accounts payable

- Great ability to track income and expense

ACCOUNTS PAYABLE (AP)

- Setup ledger account for AP

- Flag vendor in the vendor file as either AP vendor or both

- Credit card feature that allows tracking of actual credit card vendors

- Input AP when invoice is received

- AP Detail Report to reconcile with statement from vendors

- Cash Requirement report is useful for payment approval and to see what cash is needed for the coming week or month

- Ability to run financial reports based on invoice date or payment date

- Ability to reprint any check

ACCOUNTS RECEIVABLE (AR)

- Setup ledger for AR

- Flag AR vendor

- Input AR

- Print statements to mail to customers

- Run detail reports to show open and received AR's

- Run aging reports to see what is current and past due

- Ability to run financial reports based on invoice date or when invoice was received

ACH MODULE

- Easy, Secure, Convenient, Smart, Green
  - On time payment of payroll and to vendors
  - Secure transfer that eliminates risk of stolen or lost checks.
  - Reduces the risk of identity theft
  - Employee's money is protected my federal consumer protection regulations
  - Saves time and money of going of going to bank
  - Saves you money on checks, envelopes, postage, ink

- Setup is easy
  - Get authorization from vendors
  - Setup vendors in FBS
  - Work with your bank to setup the correct file type

- Paying vendors is even easier!
  - Pay AP in FBS
  - Create ACH/NACHA file
  - Import to bank
  - Notify vendors payment was sent

VENDOR PERMISSION LETTER

CLOUD COMPUTING

- What is cloud computing? Computing power is provided by a server computer that is accessed through an internet connection. Your data is not on the actual internet, you just access it through and internet connection

- Makes FBS available to you where ever you have access to the internet
    - any computer, tablet, smart phone even iphones and ipads!

- Data is backed up for you, your data is safe and secure. No need to worry about fire, flood, natural disaster.

- Updates made for you, no need to remember to run updates or worry with installing updates

- Easy file sharing among people within your company or people you choose to share it with. Word, excel, pictures, pdf's, music, videos-Any type of file can be stored and copied back and forth from cloud to your computer or device.