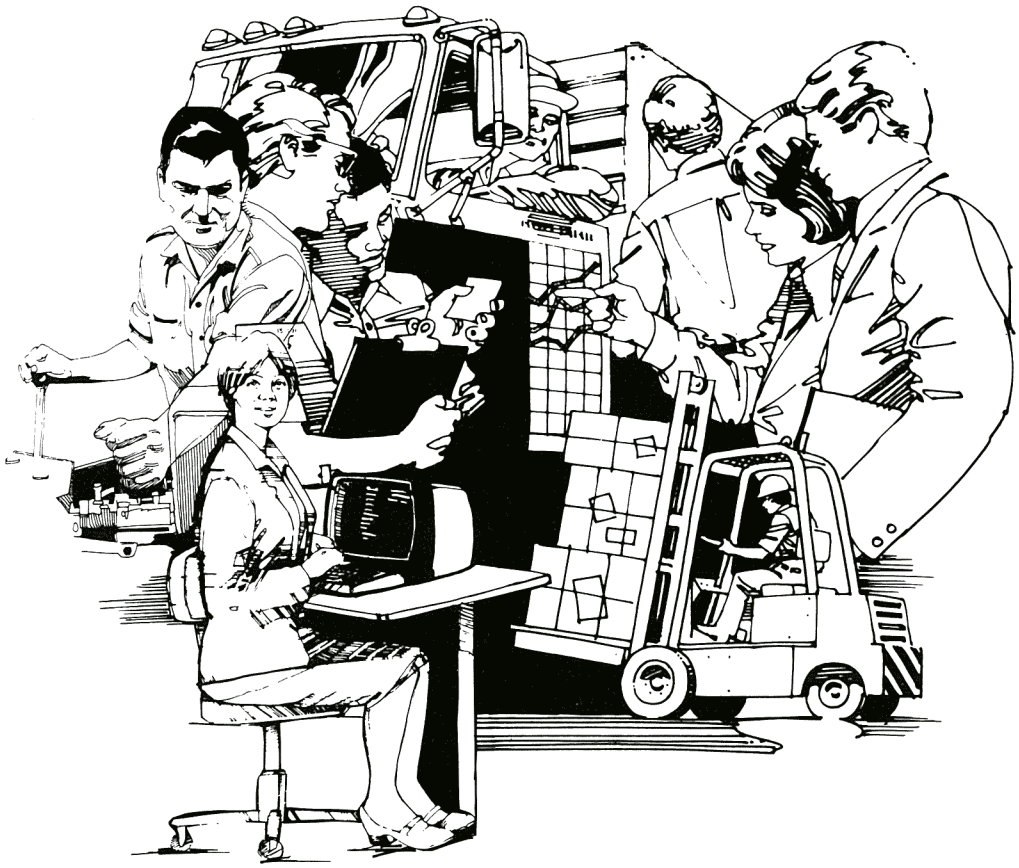
Basic Four® Manufacturing System



Timely Information When You Need It

In the highly competitive world, *your world*, timely information is the name of the game. Information **now** — when you need it. Information based on **today**, not last month. Information to give you the competitive edge you need every working day. Are you getting that kind of timely information now?

What might people in your organization say about the Basic Four® Manufacturing System?

Controller: "Financial Planning allows me to extract information directly from the General Ledger. Combining this with the General Ledger saves me time over the spread sheet approach."

Marketing Manager: "We can answer any question at our own terminal with the customer service module. We can look at customers, orders, parts, multiple warehouses, factory orders and availability now, versus waiting on the production personnel."

Manufacturing Manager: "Our Basic Four® Manufacturing System allows me to handle my custom orders as well as stock orders. It really fits my business."

The Basic Four interactive software applies the latest information processing technology to management problems for job shops, assembly manufacturers, other manufacturers and distributors.

Key Features

- A series of independent, interactive application modules
- A data base of information including all elements required to operate or manage a manufacturing or distributing company
- Internal control to help insure accuracy and safeguard assets
- On-line information retrieval system.
- Interactive update and access with control
- User oriented
- On-line capabilities for every stage of the manufacturing, distribution, and financial process
- Operates on Basic Four® business computers starting with as little as one terminal, and expandable to 100 terminals

Order Entry and Invoicing

The interactive Basic Four® Order Entry and Invoicing System was designed to give you the accuracy and flexibility you need.

The system itself is modular. It can provide a complete Order Entry and Invoicing System, Pre-Billing or Post-Billing. It can also be integrated with Accounts Receivable, Sales Analysis, Inventory, Commission, Credit, and General Ledger Systems.

Each of these systems provides a wide range of choices, enabling you to create the one system best suited to your needs. Optional methods for pricing, terms, discounts, sales commissions, and costing are all available.

The Order Entry and Invoicing System provides for complete edit and validation of all input. In addition to invoices, credit memos, and back orders, the system offers order and invoice registers, order analysis reports, backlog reports, and a credit authorization system to complete the management reporting cycle.

Accounts Receivable

The Accounts Receivable System is modular. It can provide Accounts Receivable handling alone, or it can be integrated with Order Entry, Sales Analysis and General Ledger Systems.

The basic Accounts Receivable System provides an Aged Customer Statement, Detailed Aged Trial Balance, and Open Item File for a complete, simplified credit system.

The credit system can provide a comprehensive analysis of customer activity for more complex credit requirements. Cash is applied on line.

The Accounts Receivable System provides tools to effectively control and collect your open accounts. And best of all, it improves cash flow.

Inventory Control

The Inventory Control System provides for more than basic record keeping. It can provide the reports you need for management control. These reports include a perpetual inventory by location, as well as a history of orders and shipments to enable you to evaluate and re-evaluate the items you stock.

Orders can be placed based on min/max balance. The system can include raw materials, components, subassemblies, and assemblies as well as finished goods.

Multiple costing options are available. And the system can handle substitutes as well as discontinued items.

The Inventory Control System is modular. It can stand alone or it can be integrated with the Cost Accounting, Sales Analysis, Order Entry/Invoicing, and General Ledger Systems.

The Inventory Control System provides for complete input validation and control immediately, at your terminal. In addition to the standard inventory reports, the system can provide the available information in the form of custom reports or through inquiry on a terminal.

Sales Analysis

With the Sales Analysis System, you can have the information you need to evaluate current sales, profits and costs by customer, salesperson and product. The capability of salesperson commission reporting is also included.

The modular Sales Analysis System can provide sales or order analysis alone, but it is usually integrated with Order Entry and Invoicing, Accounts Receivable, and General Ledger Systems.

The Sales Analysis System provides for complete input validation and control immediately, at your terminal. In addition to sales analysis reports, the system can provide the available information in the form of custom reports.

Purchase Order

The Purchase Order System maintains and prints orders. You are able to receive merchandise against purchase orders and can verify the vendor invoice. The system also provides selective inquiry by purchase order, vendor and product.

The system is designed to print purchase orders in a format customized to you own special requirements.

The system is modular. It can provide a complete purchase order system. It can also be integrated with inventory control and accounts payable systems.

Engineering Data Control

The Engineering Data Control System provides for the interactive setup, maintenance, and retrieval of product information and associated manufacturing procedures related to that product as reflected in engineering specifications. This central data base can then provide required information in a variety of reporting or inquiry formats.

Each unique end item, assembly, or component is retained in a file, which contains data related to its description such as sourcing, order factors, lead times, activity history and cost. Addition of new parts or changes to information about old parts are recorded directly into this file.

The Bill of Material Module records product structure information and provides file maintenance procedures to change component numbers, add components, or change usage quantity on previously entered bills.

Same As Except For Capability allows you to make mass changes or create customized bills from an existing bill of material.

Work Order Control And Cost

The Manufacturing Costing and Control System provides a modular approach to the entry, floor control, and costing of a factory or production order.

The system builds an open factory order file that contains the components to be used and the process steps necessary to complete the order. A shop floor packet can be printed from this file.

Inventory is allocated for each component to be used. A check is made at entry time to ascertain inventory status.

Floor status information, such as control of labor, machine, material, and overhead costs, is collected by the system. It can then compare standard and actual costs to these charges and can calculate variances. The direct entry of cost information into the system is allowed; the system can also collect data entered through Inventory, Payroll, and Accounts Payable Systems.

The system accommodates both the entry of the complete set of work steps and the entry of complete orders. This allows standard (or estimated) costs by work step to be applied and permits the transfers of completed costs to inventory or cost of sales. It also provides for the update of work status, giving you immediate inquiry capabilities into the production status of any factory order.

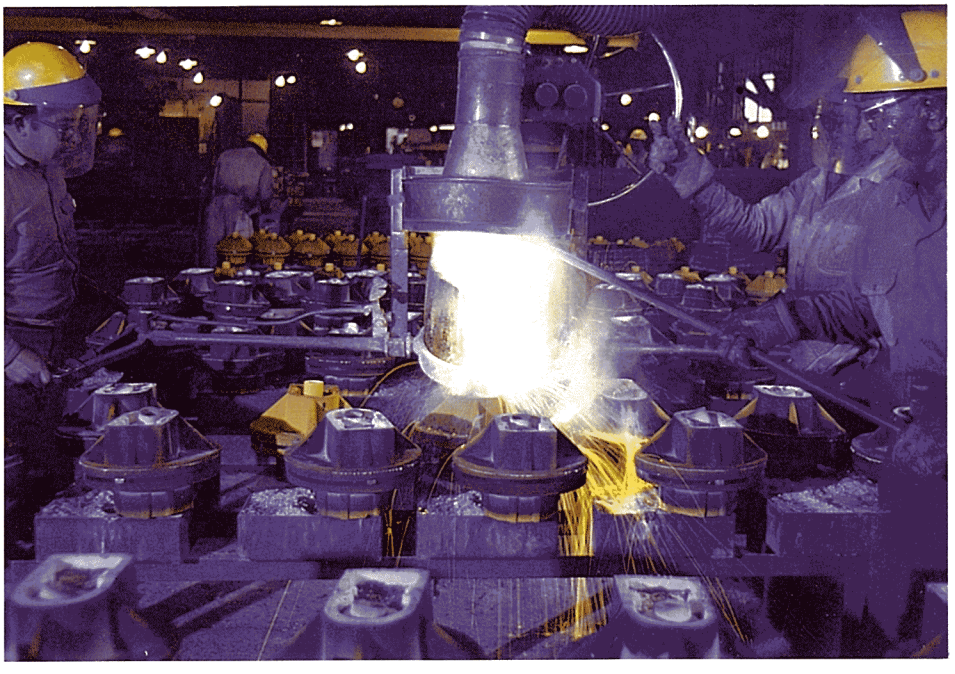
Overhead can be applied separately on labor, machine, or material costs. They can be varied by type of cost or by work center.

Efficiency reporting is available by employee, operation and work center.

The system can update all accounting records, measure the efficiency and status of all factory orders and products, and control production efficiency by work center. Standard cost variance reporting is also included.

The Word Center Module provides for the entry and maintenance of information relevant to the work center and its operation. Data normally includes the number of machines, shifts, operating capacity, efficiency, and rates. Work center information interacts with routing information during capacity loading and costing of production operations.

The Standard Routing Module provides for the entry and maintenance of the information related to the process steps to be performed to make a product part or subassembly.



Basic Four® Manufacturing System

Material Requirements Planning

The Material Requirements Planning System is designed especially for companies whose inventory and production planning processes require rapid and voluminous computations of parts requirements on a time-phased basis. These requirements are too time-consuming and complex to be adequately met without the assistance of a computer.

The MRP System can help in determining how much of what part is needed ideally, and when it will be required to meet the company's market plan. The system can provide an intelligent basis for planning and balancing the marketing plan with the manufacturing resources.

The basic MRP System explodes the master schedule (company business plan of what to make or sell) to develop parts requirements. Explosions are performed on a level-by-level basis using the Bill of Materials to reference what components are required to make a parent item. The system has access to all inventory and open order records for a given part, and it develops subsequent explosions of gross requirements according to demand/supply relationships. The system is a fully pegged MRP system, which can be Regenerative MRP or optionally a Net Change System.

Capacity Requirement Planning

The Capacity Requirement Planning and Scheduling System is specifically designed for companies whose voluminous production/manufacturing operations require rapid computations of manufacturing run times, associated manpower and machine requirements.

The Capacity Requirements Planning System can help determine with finite precision how much manufacturing time is required to make all release and planned orders, and how much capacity may be used to make these orders. It can provide an intelligent basis for planning, and it balances the manufacturing resources with the master production plan.

The Capacity Requirements Planning and Scheduling System extrapolates from each open released order and planned order the manufacturing process times required to make it, along with start and completion dates. The standard times are referenced from the work center and routing files; the system computes the setup time, labor hours, and machine hours. These manufacturing duration times represent the shop load.

The system can also compute the capacity for each work center. Referenced from the work center and shop calendar files respectively are the shift hours worked, the manpower and/or machines available for work, and the working days. The Capacity Requirements Planning System then organizes the shop load in relation to capacity and computes the manpower or machine time still available or overloaded.

Accounts Payable

The Accounts Payable System was designed by CPAs and Data Processing Specialists to provide a controlled accounting system for the payment of bills. In addition, it will provide for your company's management the ability to forecast cash requirements, analyze purchasing, and review vendor history.

The Accounts Payable System works interactively with the Work Order System and General Ledger System. And because of the interactive nature of the software, you have immediate, on-line inquiry into vendor status.

Several methods are available within the system for selecting invoices for payment. Automatic selection is based on a due date or vendor terms code. Items can also be selected manually from a screen. The capability to "hold" payments when necessary is included.

All distribution entries are verified against your chart of accounts, giving you a built-in control feature for input validation.

The system may be implemented to produce checks and reports on either a centralized or a localized basis, depending on future needs. A manual check module comes standard with the Accounts Payable System.

General Ledger/Financial Planning

The concepts and features of the General Ledger System were designed to incorporate the greatest possible number of answers for your accounting and tax requirements.

Flexible accounting analysis and controls are built in. Your input is validated before it is entered in the system. A complete audit trail allows you to trace all entries in your General Ledger back to the original entry.

The budgeting module is interactive and helps to simplify the establishment and maintenance of budgets at all levels within the corporate structure. Management is thus provided with a powerful planning tool that allows for easy review and change of budgets.

The Financial Planning module extracts selected current data from the General Ledger for modeling reporting, forecasting and budget preparation. Having finalized budgets, these figures can be transferred to the General Ledger budget files automatically.

This Financial Planning module can also be utilized for modeling, analysis and reporting inventory, sales forecast and other non-General Ledger activity.

Payroll

The Payroll System can provide a comprehensive set of reports to help control and analyze your payroll activity and to meet government requirements. It is an on-line interactive system that is tailored to conform exactly to your company's requirements.

On-line validation of input data is performed by the Payroll System, with errors detected and appropriate messages given, specifying the proper action to be taken.

The amount of input data needed by the system is reduced by the user-defined default conventions for common payroll elements. All default values may be overridden.

The system has history retention of all checks written and adjustments made for an employee for a full year.

The Payroll System interfaces with General Ledger and Manufacturing Control and Cost Systems.

Basic Four® Office Management System

This easy-to-use system was designed to improve office efficiency and help eliminate the paperwork bottlenecks that can take too much of an executive's time. The Basic Four Office Management System offers features beyond word processing that include electronic message distribution, automated sign-out sheets, bulletin boards and office directories; an on-line dictionary and thesaurus, and calendars to keep track of appointments and conferences.

Plotmaster Business Graphics

To run a successful business in today's highly competitive market, management must have the capability to arrive at sound business and financial decisions quickly. A fundamental element in reaching such decisions is the analysis of pertinent information. Most businesses have masses of data available for analysis, but very few really effective means of interpreting that data into meaningful and timely information. Plotmaster, a business graphics software system for Basic Four computers, offers a solution to this problem: a printed, graphic presentation of important business information.

ORIGIN™

ORIGIN™ contains comprehensive data management capabilities which can easily be used by business people. Learning to use ORIGIN and its query capabilities is easy. The Executive Query Manager is menu driven and structured for syntax independence.

Complex applications can be generated in a fraction of the time that it would take for a programmer to write them manually.

Inquiry capabilities through the Decision Support System can be used immediately with existing applications software data files.

The Applications Development System includes complete documentation for generated programs. User help text can be created for all generated programs or for existing programs.

These are just a few of the features and benefits of ORIGIN which are unmatched anywhere in the industry in this price/performance range.

MAI has been developing quality Basic Four® business systems for over a decade. Sales and service offices are located in major cities throughout the USA and in over 40 countries internationally. More than 20,000 Basic Four systems have been installed worldwide.

For further information please call or write:

MAI®

MAI/Basic Four Manufacturing System
2151 Michelson Road, Suite 290
Irvine, California 92715 (714) 730-2995

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BFISD 3171 1/84