



Feature Highlights

This document summarizes a handful of top-level features of each available module and component of Blue Link, including optional components. Please note that this document is not an all-inclusive list.

Module/Component	Highlights
Common/Overall Feature Highlights	<ul style="list-style-type: none"> ✓ Multi-user and multi-company ✓ Robust and reliable - Microsoft SQL-Server database ✓ Multi-currency (unlimited number of currencies) ✓ International – configurable for Canada, USA, the Caribbean and other jurisdictions, including sales taxes and terminology ✓ Real-time system – provides up-to-the minute information for inventory, accounting etc. ✓ Drill down interface – easy to access information ✓ API (application programming interface) facilitates seamless integration with 3rd party front end applications ✓ User Defined Fields (UDFs) enable users to add custom details and notes to Customers, Vendors, Sales, Products and Purchases ✓ Detailed screens have individual user controlled columns, ordering and filtering ✓ Change-logging of key fields noting before and after values as well as who and when changed ✓ System-wide security restrictions based on user-login ✓ Centralized customer and vendor notes that are available wherever Customers and Vendors are used ✓ Reports can be exported directly into Microsoft Excel and data can be live-linked with Excel ✓ Open database structure supports end user reporting with 3rd party tools such as Microsoft Excel and Crystal Reports (based on security) ✓ Quick Lookup Toolbar – instant access to specified orders, invoices, quotes, etc. ✓ Uses SQL Reporting Services for scheduled / emailed exception and management reporting
General Ledger	<ul style="list-style-type: none"> ✓ Financial Report Writer – unlimited financial statement formats, with the ability to consolidate multiple companies on a single report ✓ Reversing and recurring entries ✓ Executive Summary – snapshot of key financial information, including ratios ✓ Unlimited profit centers / departments ✓ Drill down to transaction detail ✓ Restrict transaction dates based on user-definable sliding window ✓ Posting integrity rules prevent trial balance or control accounts from going out of balance

Accounts Receivable	<ul style="list-style-type: none"> ✓ Collections screen – reduced collection period, eliminates paper and includes ability to email PDF invoice copies and statements ✓ Detailed or summary aging – current or retroactive ✓ Payment history report – shows how payments previously received were applied to outstanding invoices ✓ Customer Groups – facilitates head office / branch scenarios where head office pays branch invoices ✓ Customer-specific language and pricing rules ✓ Credit checking and credit hold functions
Accounts Payable	<ul style="list-style-type: none"> ✓ Detailed or summary aging – current or retroactive ✓ Vendor payment history – provides detailed history of payments made against invoices and discounts taken ✓ Alternate vendor payments – for credit cards, and for transferring liabilities from one vendor to another ✓ Recurring transactions ✓ Vendor prepayments and offsets ✓ Sales tax remittance screen for reconciling and paying sales taxes
Bank Management	<ul style="list-style-type: none"> ✓ Unlimited bank accounts – all currencies ✓ Bank reconciliation function ✓ Deposit processing – prints deposit summary and maintains deposit history ✓ Quick payment functions – for miscellaneous items, vendor prepayments and customer refunds ✓ Transfer funds and track exchange differences
Excel Financial Reporting - Spreadsheet Server (Optional Component)	<ul style="list-style-type: none"> ✓ Spreadsheet Server transforms Excel into a tightly integrated analytical tool for your ERP data ✓ Access live GL information stored within Blue Link from inside Excel for reporting, budgeting and distribution purposes ✓ Design, build and share a variety of financial reports in Excel such as Profit and Loss Statements, Balance Sheets and Statement of Changes with information pulled from Blue Link
Payment Processing	<ul style="list-style-type: none"> ✓ Single screen for almost all payment processing ✓ Multiple open payment runs ✓ Payment authorization/segregation of duties options ✓ Date and discount sensitive 'items to pay' lists ✓ Support for online payments and Electronic Funds Transfer (EFT)
Payroll	<ul style="list-style-type: none"> ✓ Integration with PayMate payroll software
Contact Management	<ul style="list-style-type: none"> ✓ Single point of entry for all names and address information ✓ Tracks prospects as well as customers and suppliers ✓ Create quotes for prospects or customers ✓ Quotes respect customer contract pricing rules (price lists) ✓ Convert quotes to orders – one click ✓ Tracks multiple contact persons per company and multiple companies per individual ✓ Log verbal and email communication for prospects, customers and vendors

<p>CRM – Lead Opportunity Management (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Comprehensive, flexible lead opportunity tracking and management ✓ Steps and processes are user-defined according to your workflow ✓ Marketing list management ✓ Microsoft Office integration, including emailing via Outlook and merging with Word templates ✓ Acts as a sales dashboard for next actions and follow-ups complete with task scheduling
<p>Inventory Management</p>	<ul style="list-style-type: none"> ✓ Multiple warehouses ✓ Handles serialized inventory ✓ Multiple units of measure ✓ Flexible multiple pricing models - product and customer driven ✓ Automated reorder management - multiple methods to determine order levels and quantities with auto creation of purchase orders ✓ ‘Available to Promise’ to display future quantity availability based on currently recorded open purchases and sales ✓ Inventory configurator – flexible and easy to use – available from sales order, quote and purchase order screens ✓ Easy setup of bills of material for use as kits or assembled products ✓ Inventory counts – full and cycle counts
<p>Order Entry/Invoicing</p>	<ul style="list-style-type: none"> ✓ Powerful order entry includes backorder processing ✓ Flexible product lookups by class, description and other attributes, with ability to quickly add multiple items to an order ✓ Ability to reverse posted invoices and reinstate as sales orders – with complete audit trail ✓ Credit check and credit hold rules with ability to record payments and apply credits from within the sales order ✓ Recurring sales orders ✓ Create purchase orders linked to sales order with optional drop ship functionality ✓ Multiple shipments/invoices per order with backorder management ✓ Flexibility in display of items on sales orders and associated documents ✓ Crystal Reports option for invoice allowing full end-user customization of printed invoice with multiple language support ✓ Sales Analysis – flexible sales reporting ✓ Unlimited customer contract pricing and discount rules (price lists) ✓ All pertinent information about customers and products is available directly from the sales order screen

Pricing Rules	<ul style="list-style-type: none"> ✓ Contract pricing — specify prices by product/customer with contract expiry dates <ul style="list-style-type: none"> □ Multiple contracts / price lists per customer, with contract priority or “best price” options for each customer ✓ Volume discounts ✓ Define price matrices for automatic price discounts dependent on “categories” of customers ✓ Make global price changes across products by amount or percentage and for given ranges or categories of product
Workflow/Review Screens (Sales orders, Quotes, Purchase Orders, Production)	<ul style="list-style-type: none"> ✓ Single list access to all open sales orders or quotes etc. ✓ User-defined layout controls what is displayed, including the order it's displayed in and what subsets of data to display ✓ Create multiple, task driven ‘views’ or ‘filters’ of the list that can be available to all users or just the individual, supporting workflow and segregation of duties for users ✓ Perform tasks based on selected orders such as print documents, update statuses or post
Purchase Orders	<ul style="list-style-type: none"> ✓ Default pricing from vendor records or last purchase (optional) ✓ Track job costing at the detail level on purchase orders ✓ Print, fax or email purchase orders ✓ Handles backorders – over or under receive ✓ Receive purchase orders with or without supplier’s invoice ✓ Linked sales orders with backorders are automatically updated by received POs
Purchase Order Returns	<ul style="list-style-type: none"> ✓ Records/reserves items to be returned and removes them from available inventory ✓ Track vendor RMA numbers ✓ Print picking and packing documents ✓ Record restocking charges ✓ On shipping, reduce inventory and record accounting transactions ✓ Create accounts payable credits
Job/Project Costings	<ul style="list-style-type: none"> ✓ Integrates with sales orders, purchase orders, accounts receivable and payable, etc. ✓ Create estimates and track changes via change orders ✓ Compare estimates with actual to date, report variances ✓ Job profit and loss, and detailed cost reports available ✓ Time card entry tracks employee costs directly to jobs and optionally integrates with Payroll solution ✓ Allocate inventory (and related costs) directly to a job as used

<p>Bill of Materials/Production Control</p>	<ul style="list-style-type: none"> ✓ Production control supports assembly and build to specification production ✓ Track “soft costs” such as labor and overhead ✓ 3 step assembly process, which can optionally be run as a single step for “after the fact” recording ✓ Print work order document for production department ✓ Tracks and posts work in progress (WIP) ✓ Automated production from sales order for made-to-order assemblies
<p>Return Merchandise Authorization (RMA)</p>	<ul style="list-style-type: none"> ✓ Track expected product returns from customers ✓ Issue RMA number to receive against ✓ Handles serialized and lot tracked items ✓ Return to stock, or scrap ✓ Handles re-stocking charges
<p>Reporting and Analytics</p>	<ul style="list-style-type: none"> ✓ Ability to create a report based on data within the system which can then be updated on an automatic basis for real-time insight into business health ✓ Used for automatic emailing of invoices, order confirmations and many other documents and reports ✓ Reports may be sent to external recipients (such as customers) or internal recipients (such as salespeople)
<p>Remote System Access/Remote Sales Rep (Order Entry)</p>	<ul style="list-style-type: none"> ✓ Access the system anywhere in the world via an internet connection ✓ Take orders in the field or at tradeshows, online or offline, with RepZio, a sales app for remote sales reps, tradeshows and showrooms ✓ B2B customers and/or sales reps can place orders with our online order portal <ul style="list-style-type: none"> <input type="checkbox"/> More information on our ordering portal is available further down the list. ✓ Both components are completely integrated in real-time with Blue Link’s back-end ERP
<p>Commission Processing</p>	<ul style="list-style-type: none"> ✓ Commission split and basic reporting
<p>Advanced Commission Processing (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Optional Component: Advanced Commission Processing ✓ 4-way commission splits per order ✓ Commission schedules allow granular definition of percentage paid – depending on both salesperson and products sold ✓ Commission Payment Processing Screen calculates commissions to be paid, generates accounts payable transactions automatically ✓ Holdbacks can be retained, and paid out at a later date ✓ Handles adjustments plus delay / accelerate commission payments ✓ Support for “effective dates” for commission percentage elements ✓ Split timing between invoiced and paid ✓ Optionally restrict salespeople to their own accounts

Barcode Scanning	<ul style="list-style-type: none"> ✓ Out of the box, Blue Link allows for barcode scanning and barcode printing ✓ Use verification scanning when packing product ready to be shipped
Wireless Handheld Scanner Barcode Integration for Mobile Picking (Optional Component)	<ul style="list-style-type: none"> ✓ Dedicated wireless barcode scanning solution for: <ul style="list-style-type: none"> <input type="checkbox"/> Inventory look-ups <input type="checkbox"/> Picking and packing <input type="checkbox"/> Receiving inventory ✓ The solution is available as an iOS app for use on iPhones/iPods/iPads ✓ Wireless handheld picking of sales order ✓ Wireless PO receipt and wireless put-away ✓ Perform inventory inquiry and updating of inventory locations for lot tracked items ✓ Perform inventory counts
Lot Tracking (Traceability)/Costing (Optional Component)	<ul style="list-style-type: none"> ✓ Full lifecycle lot tracking (from purchase through inventory to sales history) ✓ Tracks internal and external lot numbers ✓ Auto or manual lot number assignment ✓ Optionally use lot (specific) costing ✓ Tracks expiry and best before dates to help prevent obsolete inventory ✓ “Where used” reports facilitate product recalls and health alerts ✓ Assists with regulatory requirements such as FDA / ISO / CIFA
Advanced Landed Cost Tracking – Accruals (Optional Component)	<ul style="list-style-type: none"> ✓ Define expected landed costs on purchase orders and factor these into inventory costs – for accurate product costing ✓ Ability to specify default landed cost factors by product ✓ Ability to apply each landed cost factor to each line on a purchase order using one of several pro-rated methods - or enter individually ✓ Ability to reassign landed cost components to different vendors after receipt of purchase orders ✓ Complete sub-ledger system – reconciles with General Ledger control accounts, with variance reporting ✓ On-screen lookups and drill down to landed cost details from inventory screen ✓ Drill down to landed cost details from Purchase Order History
Product (Color/Size) Matrix (Optional Component)	<ul style="list-style-type: none"> ✓ Originally for apparel industry, useful for any industry that has a base product that varies in one or two elements ✓ Simplified creation of inventory items for the related group ✓ Table-view quantity selection for matrix products on purchasing and quotes/sales ✓ Product availability views as a group ✓ Products also available through non-matrix/standard purchasing and sales

<p>Electronic Document Management (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Store and index electronic documents for easy retrieval ✓ Link or view documents from within Blue Link related to a field and instantly get a list of documents associated with that field ✓ Zoom, rotate, annotate and redact documents ✓ Automatically index documents for quick storage and data population
<p>Tablet App for Sales Reps and Tradeshows (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Take orders in the field or at tradeshows, online or offline, with RepZio, a sales application for remote sales reps, tradeshows and showrooms ✓ Completely integrated in real-time with Blue Link's back-end ERP
<p>Sales Order Accruals (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Define anticipated selling costs with defaults ✓ Attach selling costs (estimates / actual) to sales order ✓ Costs may be factored into profitability and commission calculations ✓ Ability to reassign sales accruals to different vendors after invoicing ✓ Complete sub-ledger system – reconciles with General Ledger control accounts, with variance reporting
<p>Inter-Warehouse and Inter-Company Inventory Transfer (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Automates transfers between locations within the same company ✓ If the inter-company feature has been enabled, then this screen will also allow for transfers between companies ✓ Transfers of serialized and lot tracked items between locations ✓ Tracks items in transit between locations ✓ Prints picking / packing slips for transfer
<p>Warehouse Shipping (Optional Component)</p>	<ul style="list-style-type: none"> ✓ This component allows a warehouse employee to select an order to ship, enter shipment details, print the documents required to accompany the order, and mark the order as shipped ✓ Based on rules defined in the system, the act of “shipping” the order may also result in an invoice being printed (that could accompany the shipment), and even posted ✓ Use this screen to: <ul style="list-style-type: none"> <input type="checkbox"/> Enter ship quantities <input type="checkbox"/> Record serial numbers <input type="checkbox"/> Print Picking Slips, Packing Slips, and Invoices (based on security) <input type="checkbox"/> Mark the order as “shipped”
<p>Warehouse Management Lite (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Advanced WMS functionality ✓ Empty bin and shelf availability – system will show available locations in the warehouse to add SKUs when receiving product based on what space is empty ✓ Integration with barcode scanning devices ✓ Ability to set up stocking and non-stocking locations to show the true count of inventory available in the warehouse – product will show as available or already allocated to an existing order ✓ Stocking location priorities and ratings for more efficient picking ✓ Movement tracking of product within the warehouse ✓ Cross docking – ability to receive and ship product without putting it away

<p>Backorder Management (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Comprehensive component for filling backorders, based on rules that can be user-configured ✓ Preview allocations based on your defined rules - user can edit before updating the actual orders ✓ Backorders may be filled based on requested ship date ✓ Optionally exclude (or include) orders on credit hold ✓ Additional factors that may be specified include: <ul style="list-style-type: none"> <input type="checkbox"/> “Ready” Orders <input type="checkbox"/> Fill priority <input type="checkbox"/> Ship Complete ✓ Automatically print picking/packing slips for orders filled (optional)
<p>Transformational Purchase Orders (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Enables the transformation of one existing inventory item, through the use of a third party Vendor, into one or more different items ✓ Transformed items have the cost of both the original root product as well as the incremental processing cost of the 3rd Party Vendor ✓ In multi-step transformations using multiple Vendors, new purchase orders and drop ship information can be automatically created ✓ Payables for the incremental costs are created automatically ✓ Transformation PO can be used to tear apart assembled inventory
<p>Sales Budgets/Estimates (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Create sales budgets/estimates by Customer/Product/Salesperson ✓ Record separate budgets by fiscal or calendar year, broken down into periods within the year ✓ Maintain multiple years of estimates concurrently ✓ Track current and prior historical estimates for each period ✓ Compare actual to current or prior estimates for the period(s) ✓ Organize data by Customer, Product, Categories or Classes
<p>Online Order Portal (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Online order portal for use by B2B customers and/or sales reps ✓ Online product and price lookups (uses customer-specific pricing) ✓ B2B customers can place orders online ✓ Online order status tracking ✓ Salespeople can sign in to place orders, view inventory, check pricing etc. for their customers ✓ Multiple language support ✓ User-definable text, screen colors, images, buttons and labels ✓ Language specific product images and descriptions ✓ Configured from within the user interface, no HTML required ✓ Completely integrated in real-time with Blue Link’s back-end ERP (inventory, orders, shipments and payments)

<p>B2C eCommerce Integration - Web Services (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Facilitates complete two-way integration with B2C eCommerce webstores ✓ Up-to-minute live updates between Blue Link and the webstore (inventory, orders, shipments and payments) ✓ Includes pack-to-container allowing you to identify what products were placed into which containers for tracking purposes ✓ Links to 3rd party sites (such as Purolator) to enable shipment tracking ✓ Two-way integration requires implementation of web services on the eCommerce webstore
<p>Point of Sale (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Point of Sale Component integrates with Blue Link ERP accounting data ✓ Access to Inventory, Customers and Pricing ✓ Supports payments in multiple currencies including split currency payments ✓ Supports split payments between types of payment (cash, credit cards and others) ✓ Supports the use of gift cards ✓ Supports payment on account ✓ Operates standard cash drawers, bar code scanners ✓ Print to full page invoices or narrow column receipt printers ✓ Configurable manager override options ✓ Works offline
<p>Credit Card Processing Gateway (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Automates processing of credit cards from within Blue Link ERP ✓ Generates credit card charge and returns the authorization number ✓ Handles pre-authorizations ✓ Requires 3rd party software
<p>Credit Card Data Vault (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Useful when customers pay with the same credit card multiple times ✓ Credit card information is stored in a triple-encrypted separate database ✓ This component will assist with PCI compliance
<p>EDI (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Part of the functionality offered by Blue Link's webservices API ✓ Facilitates integration with EDI translation services ✓ Imports and exports EDI transactions between Blue Link and approved EDI service providers
<p>Service Manager (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Tracks service orders – ideal for in-shop service and repairs ✓ Track multiple service requests per order ✓ Assign service requests against specific equipment items ✓ Track parts and labor against service requests
<p>Scheduling for Service and Sales (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Schedule service technician appointments with the Service Component ✓ Schedule sales meetings with the Lead Opportunity component ✓ Allows you to create schedule groups (e.g. sales, technicians) ✓ Allows you to send meeting notification to customers ✓ Optionally integrates with Outlook/Exchange to sync calendars (requires 3rd party software)

<p>US Sales Tax Integration Component (Optional Component)</p>	<ul style="list-style-type: none"> ✓ For US sales taxes only ✓ Performs an online tax check and updates the applicable taxes on sales orders ✓ Requires 3rd party software ✓ Based on Zip Code (Zip2Tax) or based on address and product category (Avalara)
<p>Electronic Funds Transfer (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Ability to process payment runs electronically ✓ Creates a payment file for transmission to your bank ✓ Ask for details on supported banks
<p>Pharmaceutical Distributor Component (Optional Component)</p>	<ul style="list-style-type: none"> ✓ Sophisticated product tracking and management functionality to help meet industry standards/regulations ✓ DEA features allows users to identify the type of license, state, license number and expiry for each customer ✓ Transaction history management enables users to enter information about a specific drug's route from the manufacturer to your company, in addition to automatic printing and emailing of transaction documents (T3) ✓ Scheduling features allow users to keep track of which customers received specific groups of products and when they were received ✓ Aids in DSCSA and FDA Compliance ✓ Classification capabilities enables users to restrict the type and quantity of controlled drugs that can be sold to specific customers <ul style="list-style-type: none"> <input type="checkbox"/> Note: Lot tracking component must be present for Pharmaceutical Distributor Component to function
<p>Controlled Substance Ordering System – CSOS (Optional Component)</p>	<ul style="list-style-type: none"> ✓ CSOS is built into Blue Link's Online Order Portal for distribution businesses in order to allow pharmacies and other customers to place orders online for Schedule II drugs ✓ Certified by the DEA ✓ Functionality is based on regulations that allow CII items to be ordered electronically, assuming certain criteria have been met ✓ Eliminates the need for customers to complete and mail/courier DEA Form 222 ✓ Eliminates the need for customers to submit separate sales orders for C2 and "other" products ✓ Ability for supplier to submit mandatory CSOS Reports every 48 hours <ul style="list-style-type: none"> <input type="checkbox"/> Note: CSOS can only be used with Blue Link's Online Order Portal component and as part of the hosted (SaaS) environment