



# OneOffice 3000 Overview

OneOffice 3000 is a new generation of business management software combining sales, manufacturing, order processing, stock management, customer care and finance in a single innovative system.

This seamless approach gives you a 360° view of your business, enabling you to respond to important events and make truly informed decisions.

## Key Features at a Glance

- Comprehensive range of modules support the requirements of most small to mid-sized businesses
- Industry specific modules
- Visibility across every department and process
- Active Intelligence™ proactively monitors business activities highlighting issues and opportunities when they are important
- WorkSpace™ provides a single intuitive interface to all aspects of OneOffice
- Customisable dashboards for intelligence based decision support
- Microsoft Office integration

## Benefits

- Component based design enables you to choose the solution that is right for your business
- Vertical industry modules support the unique needs of specific vertical markets
- Active Intelligence™ delivers the right information to the right people at the right time, helping them do more in less time
- A low-touch, proactive environment which can reduce errors and increase sales & margins
- Powerful development toolset enables Accredited Partners and IT teams to extend core OneOffice 3000 capabilities quickly and easily

## Business Automation for High Speed Commerce

- Single, intuitive user interface
- Active Intelligence™ for real-time activity monitoring
- Business performance monitoring and analysis
- Dashboard intelligence for information based decisions
- Vertical market specific modules
- Electronic commerce
- Powerful development toolset to simplify extensions to standard product
- Fast implementation for early ROI

This highly integrated approach is coupled with a new user interface called WorkSpace™ which combines the various components of this application into a rich, but easy to use desktop.

OneOffice 3000 has a simple objective which is to support all your company's business activities by sharing relevant information among your knowledge workers in a timely and context sensitive manner. Subject to individual security authorisation, OneOffice 3000 actively brings key information to workers across departments which helps them to make better decisions which save money and increase margins.

The screenshot displays the OneOffice 3000 application interface with several key components highlighted:

- Dashboard showing context aware information:** A central panel displaying account details for 'Anderson Ltd', including contact information, address, and account balances.
- Tabbed navigation to menu, notes, favourites and dashboards:** A bottom navigation bar with tabs for 'Menu', 'Favourites', and 'Context'.
- Tabbed navigation between applications:** A top navigation bar with tabs for 'Manager Dashboard' and 'Transaction Entry'.
- OneOffice™ 3000 Application:** The main content area showing an 'Order Summary' and 'Detail Lines' table.

The 'Order Summary' window shows details for account ANCE001, order reference ORC00098, and a total value of 30.52. The 'Detail Lines' table lists items such as 'CompactFlash Card' with a price of 32.99 per item. A 'Notes and Features' window is also visible, detailing technical specifications for a 'SanDisk Industrial Grade' card.

Figure 1. WorkSpace provides a straightforward and intuitive way for people to navigate and use OneOffice 3000. Active Intelligence helps users make the most out of every opportunity.



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## Key Features

### ICAEW Accredited Ledgers

OneOffice 3000 ledgers offer full multi company and multi currency processing, with unlimited profit centres and the option to retain and re-process historical data. The combination of extensive built-in analysis functions and direct integration to industry-standard tools makes for a uniquely powerful management reporting system.

### Adaptable To Your Needs

OneOffice 3000 is configurable to your company's way of working. You can set parameters in each module to adapt it to your commercial methods, policies and priorities. You can build your own reports and enquiries and links to third party products, integrate with task-specific hardware such as bar code readers or POS tills, or commission company-specific tailoring.

### Drill Around

OneOffice 3000 uses a holistic approach to data management. As well as offering a Drill Down capability to enable users to 'drill' from a summary to individual transactions and documents, OneOffice 3000 includes Drill Around to enable users to drill across to transactions.

### Microsoft Office Integration

OneOffice 3000 integrates directly with Word, Excel, Access and other industry-standard office automation software. You can mailshot your customers and suppliers, analyse real-time business data in spreadsheet or database format and present accounting information in visual form at the touch of a button.

### Functional Distribution

OneOffice 3000 helps you sell, buy and stock in a commercially realistic way, with sophisticated unit handling, pricing, delivery and invoicing functions. The distribution suite offers close but flexible links between sales and purchase ordering, a full range of stock costing options, shipment tracking, and batch and serial number handling.

### Integrated Manufacturing

OneOffice 3000's manufacturing suite links directly to accounts, order processing and stock control modules. It handles bills of material and process routes of any level of complexity and simple production orders or full works order processing.

### E-Commerce Capabilities

OneOffice 3000 enables you to trade electronically with customers and suppliers, or to pass stock and product data between remote sites or mobile reps. Whether you want to sell via the web, build EDI links with customers or suppliers, or keep pricing in step across multiple locations, OneOffice 3000 provides a secure, productive and flexible environment to achieve your commercial aims.

### Euro – Compliant Currency Handling

OneOffice 3000 features euro-compliant currency handling throughout, so you can use euro bank accounts, pay suppliers in euro and invoice customers in euro. Triangulation and rounding are handled in accordance with relevant legislation, statements can be printed by currency and you can view currency conversion information at transaction level.



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### Industry Specific Solutions

The strength of OneOffice 3000's core modules have led many developers to use them as a basis for their own industry-specific packages. These packages link to Global ledgers, provide the features required in key vertical markets, and share OneOffice 3000's technological flexibility and 'look and feel'.

For many businesses OneOffice 3000 already contains all the features needed to successfully run the business. For some sectors the additional capabilities of vertical specific modules are required.

These sectors include:

- Airline Revenue Accounting
- Box Plant Management
- Casino Management
- EPOS
- Fashion Distribution
- Fees Ledger
- Food Distribution
- Fund Management
- Investment Management
- Laundry Management
- Leisure Management
- Linen Rental
- Membership Management
- Office Supplies
- Order Management System
- Packaging
- Plastics Manufacturing
- Professional Time Recording
- Retail
- Sales Prospecting
- Stock Count Data Capture
- Textile Manufacturing
- Trade Counter
- Workwear Rental

### Technology

OneOffice 3000 is based on the latest and best technologies for line of business applications. It offers you a choice of mainstream databases, user interfaces and operating environments, integration with industry-standard office automation and data analysis tools, and the ability to link with task-specific hardware such as POS tills, bar-code readers and imaging systems.

### WorkSpace

Using this single common desktop across the full range of business processes that can be managed through OneOffice simplifies training, improves efficiency and reduces the cost of managing multiple systems.

The facilities within WorkSpace include:

- A single window providing access to all the OneOffice 3000 programs
- Designed to optimise user ergonomics with an intuitive and flexible use of screen real estate, plus quick direct access to information and records.
- 'Explorer' style menu system ensures that any OneOffice 3000 program is only a few clicks away.
- User customisable 'Favourites' Menu for fast access to commonly used programs.
- Simple tabbed windows for quick navigation between active OneOffice 3000 programs.
- An embedded web browser to display information delivered via intranet and internet
- WorkSpace panes can 'auto-hide' or be 'pinned' in place and resized at will enabling users to select the optimal configuration of available screen space for their needs.
- Extensible architecture to support the introduction of new features into WorkSpace



**Active Intelligence**

Active Intelligence is a new, patent pending technology which replaces the traditional rigid procedural approach used in business software of passively capturing and storing data with a new approach that ensures users see the information they require to make timely and informed decisions, just when they need it.

Active Intelligence uses a component called a Contextual Co-Processor to determine the nature of the tasks each user is currently working on and then to assist them by providing additional, relevant and timely information. For example, if a user is working on Product X and Customer Y, then the Contextual Co-Processor can identify and deliver additional information to the user for that Customer/Product combination; the user can also elect to see other apparently unrelated but relevant information.

This straightforward, flexible approach ensures that users have the information they need to make well informed decisions just when they need it. This reduces the learning curve for new starters while maximising efficiency, customer satisfaction and most importantly revenue.

**Simple Data Access**

OneOffice 3000 offers direct access to your data using industry standard ODBC drivers enabling people to use Microsoft and other third-party office software for reporting, analysis, marketing and general operational purposes, mailshot customers using Word, merge ledger data into Excel spreadsheets, show 'Top Ten' customers in an Access database or use industry-standard tools to design your own financial reports

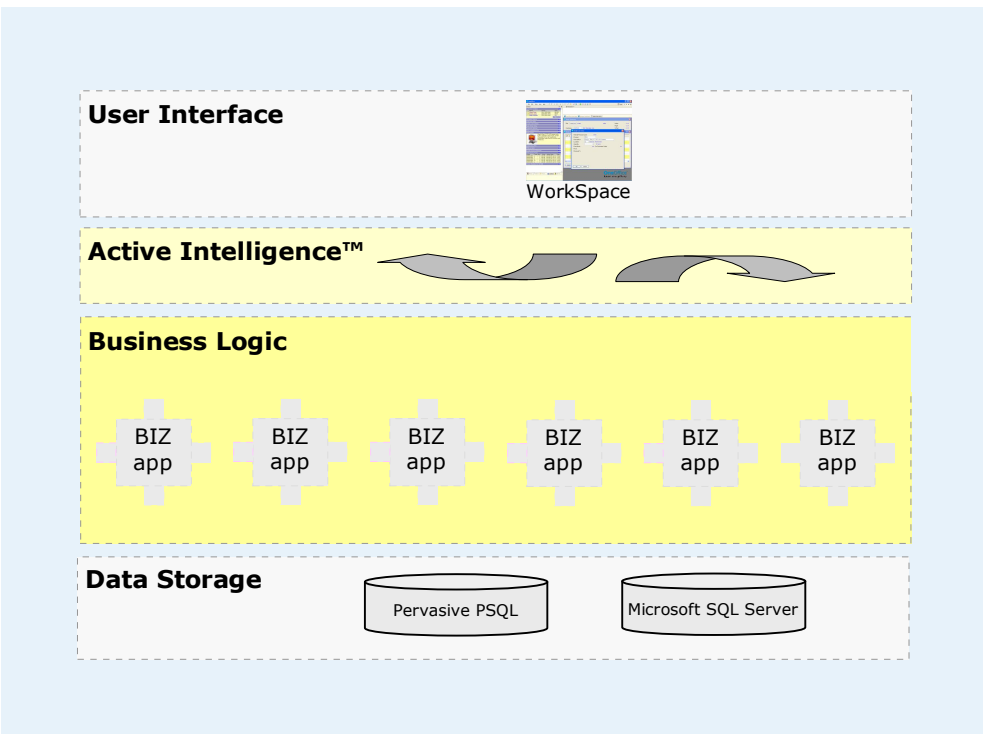


Figure 2. OneOffice 3000 Schematic—Multi-Tier Architecture. OneOffice 3000 is a component based software application enabling organisations to select and evolve the best system to suit their needs.



## OneOffice 3000 – Modules

### General Ledger

Handles multiple companies and unlimited profit centres. Full transaction history with option to reprocess previous years' accounts to reflect changes in treatment. Flexible posting includes template batches and posting profiles, plus ability to enter units as well as amounts for cost management and statistical accounting processes.

### Debtors Ledger

Balance forward or open item statements, customer specific-trading terms, head office accounting and foreign currency billing, and seamless interface to E-commerce. Gives credit controllers all the tools needed for effective cash collection, including customer payment statistics and notepad facility.

### Creditors Ledger

Multi-company, multi-currency, with separate local and foreign currency balances for suppliers and invoices. Summary or detailed posting to General Ledger at user-defined intervals. Auto payment facility offers complete flexibility as to supplier selection and amounts/ transactions to be paid.

### Cash Manager

Multi-currency management of company or group bank accounts and other cash books. Provides facilities for recording receipts and payments, for making cheque payments and for the reconciliation of all such transactions against the bank statement.

### Asset Register

Automatic calculation of depreciation on an asset and period by period basis.

The screenshot displays the OneOffice 3000 software interface. The main window is titled 'Customer Enquiry for Company A1 Standext Systems Ltd'. The interface is divided into several sections:

- Account Contacts:** A table listing contacts with columns for Name, Phone, and Role. Contacts include Daniel Carter (Managing Director) and Jenny Bostox (Buyer).
- Business Details:** Fields for Forename (Daniel), Surname (Carter), Phone (01736 259965), Mobile (07956 475678), e-Mail (dan@anderton.co.uk), Comment (Appointed Jan 2005), Role (Managing Director), and Classification (Decision Maker).
- Personal Details:** Fields for Phone (07990123456), e-Mail (danc\_2005@yahoo.co.uk), and Interests (Golf, Drink).
- Customer Address:** Name (Anderton Ltd), Address (18 Chapel Hill, St. Erth, Near Hale, TR27 4RT), and Postcode (TR27 4RT).
- Account Balances:** A table showing Limit (250,000.00), Balance (310.08), and Available Credit (249,689.92).
- Customer Enquiry Table:** A table with columns for Customer, Name, Credit Limit, and Amount Due. Customers listed include ANDR001 (Anderton Ltd), ANDR010 (Andrew Leonard Ltd), ANDR011 (Andrews Estate Agents), BLAK001 (Blakelock Insurance Brokers), BROW001 (Brownhouse of Preston), CUP1001 (C.U.P. International), DAVID001 (Davies & Brown), DES1010 (Design Graphics Ltd), FUTU005 (Future Design Ltd), GILE001 (Gilera Cartoleria), NEAL015 (A Neal & Sons), PEAK001 (Peak (Ins & Investment) Agents), PHAN025 (Phang Stationery Company), PRIC010 (Price & Partners), READ001 (Reading Stationery), REPS001 (Repsol Marine UK), SAFC001 (Safco Stationery Supplies), TUV001 (TUV Engineering Ltd), UNIT001 (United Office Supplies), WATK005 (Geo Watkins), and WATS010 (Watsons Plc).
- Invoice Address:** Name (Anderton Ltd), Address (18 Chapel Hill, St. Erth, Near Hale, TR27 4RT).
- Contact Details:** Contact (Daniel Carter), Phone (01736 259965), Fax (01736 547145), Mobile (07956 475678), Email (dan@anderton.co.uk), http:// (www.anderton.co.uk), and Method (Not Specified).
- Account Information:** Fields for Av days to pay (0), Type/HO (N), Rep. (JW), Bal Meth (O), Print? (Y), Key cust? (Y), Last Payment (3,500.00 on 31/03/2000), Last Invoice (106.13 on 30/04/2000), High Balance (116,574.44 on 15/03/2000), Open Credits (-42,191.89), Credit Claims (0.00), Last Statement (31/03/2000), and Credit Rating (A Excellent, Due 60 Days).
- Action Buttons:** A grid of buttons for various actions: Action, Addresses, Branches, Contacts, Consolidation, Statistics, Document, Letter, Amend Notes, Amend actions, Print customer, Registration, Statement, Transactions, Attributes, Turnover, Balances, and Close.

Figure 3. Context Sensitive dashboards use Active Intelligence to display relevant to the context of a task a user is undertaking (for example entering an order for product 'A' for customer 'B') and the role of the user.



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Handles partly depreciated assets, asset extensions, pooled and leased assets, multiple depreciation methods and non-capitalised assets. Numerous user-defined fields plus optional integration to General Ledger.

#### **Payroll/BACS**

A flexible package which can handle any number of employees and a wide variety of payment methods and integral cheque printing facilities. Optional BACS module links with Payroll and/or Creditors Ledger to provide automatic transfer of payment details to BACS via third party communications software.

#### **Stock Control**

Manages comprehensive stock figures for multiple locations/warehouses. Serial number and batch tracking, shelf life and full movement recording. General Ledger postings by profit centre, location and group. Sophisticated stock transfer and adjustment options and comprehensive stock take functions.

#### **Sales Order Processing**

Multi-location sales orders, quotations, repeating orders, direct orders, back to back orders, draw down orders, invoices and credit notes. Customer-specific pricing, optional price expiry dates and trade/quantity discount schemes. Close but flexible links with purchasing, plus credit card handling and flexible document production.

#### **Purchase Order Processing**

One-off and repeat orders with delivery dates by line and matching against sales orders. Goods receipts match incoming goods against part orders, part order lines or multiple orders. Invoice entry matches invoice lines against any number of orders by order number, delivery reference or from a list of goods received.

#### **Landed Costs**

Build, track, record overheads and cost shipments of imported goods, including multiple consignments of different goods from different suppliers, together with assignment details and associated overheads. Sophisticated overheads calculation and apportionment. Re-costing of shipments allows for accurate allocation of costs of goods already sold.

#### **Sales History**

Provides detailed information such as specific sales successes, past trends, who's purchased what and customer purchase history. Automatically records and indexes SOP invoice details. Limitless years of data, in detail or summary form, gives instant access for enquiring and printing using standard or user-defined report formats.

#### **e-Commerce**

Enables commercial documents such as sales and purchase orders, invoices and acknowledgements to be transmitted electronically with user-defined translation of product and account codes. e-Commerce can also be used for the upload of sales and purchase orders, stock master files and stock balances.

#### **Intrastat**

Gathers details of invoiced deliveries from purchase and sales ordering systems and uses them to pass information in the format required by HM Customs and Excise. Data can be imported automatically via standard interfaces with Sales Order Processing and Purchase Order Processing and third party application, or input manually.



**OneOffice™ 3000**  
know everything



### Bill Of Materials

Extends Stock Control with the facility to cascade through virtually limitless levels of assemblies, sub-assemblies and components. Trial kitting for simple planning, where used enquiries, back flushing and bill duplication facilities makes it ideal to use either standalone (with Stock Control) or in conjunction with Works Order Processing.

### Works Order Processing

Used as an extension to Bill of Materials, allows works orders to be raised directly to back to back with sales orders. Production tracking – including routeing, workstation control, operations and labour, control – combines with powerful costing features to offer a complete manufacturing package.

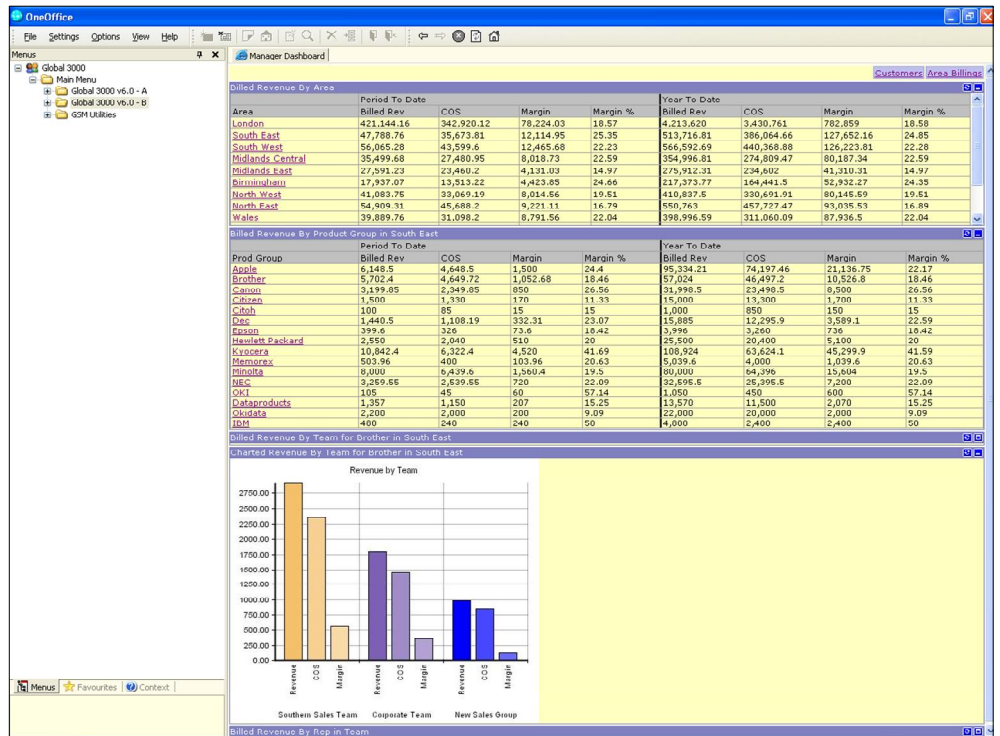


Figure 4. These Role Based-Dashboards are being used by a sales manager. In this example the current dashboard includes a graph showing a comparison between the performance of different sales teams



## Our Partners

OneOffice 3000 software is sold, implemented and supported via a highly skilled international distributor and reseller network of over 150 systems houses. Our reseller partners work closely with their clients and with us to deliver the company – and wish us to deliver the company – and industry – specific solutions that today's business users require.

## Summary of Benefits

OneOffice 3000 is designed to provide smaller and mid-sized organisations with a business wide software solution in a single, packaged application. Instead of wasting effort and money integrating applications from several different vendors, this approach means your company can benefit from a fast, cost effective implementation now and significantly reduced cost of ownership in the future.

OneOffice 3000 provides an environment which balances low touch, automated, high speed commerce with pro-active human intervention when things go wrong or when new opportunities occur. This can prevent costly errors and increases sales and margins. In summary, OneOffice 3000 provides:

- A single application for your whole business
- Visibility across every department
- Context based customer & product information
- Outstanding customer service
- Real-time commercial management
- Rapid ROI
- Competitive advantage

**For more information, visit [www.OneOffice3000.com](http://www.OneOffice3000.com)  
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