

Educational

Maintaining Book Lists

You can build your school customers' booklists on screen as a mixture of subject headers, book and stationery titles and free-form comments. Book and stationery title details are extracted directly from mBiblioFile inventory, so no retyping is required. School levies, packing charges etc, may be included on a booklist as well as titles if required. Multiple booklists per year level can also be created.

Once you have built a booklist, the hard work is done. In subsequent years, you can simply copy last year's list. Then you can use the Booklist Proof and Worksheet reports. These are specially spaced reports that allow individual teachers to modify, annotate and eventually sign off the required changes for you to edit the list and bring it up to date for the current year.

Entering Student Orders

Student order entry - by far the largest single job for a pre-packed educational bookseller - is fast and accurate. Typically, you will have gathered a batch of student orders for a particular school and year level. On selection of the student order entry function, the corresponding booklist is loaded and any mandatory items automatically ordered. All you have to do is just point and click to select, in the simplest possible fashion.

Picking and Packing

When you close off a booklist ready for packing, the Progress Quantity Report tells you how many of each item is required for that booklist. The Student Invoice/Package Labels, on the other hand, tell you precisely what each student has ordered from that booklist. By using the Progress Quantity Report for picking and the Student Invoice/Package Label for packing, you have a self-checking process that ensures accuracy.

Feature List

Book Lists

- ✓ Booklist inspection on screen to make adjustments quickly and easily
- ✓ Easy to manage booklist status to avoid errors
- ✓ Include freeform information
- ✓ Apply school levies or other charges
- ✓ Handle multiple booklists per year level
- ✓ Copy booklists to save on data entry
- ✓ Totally integrated order processing and inventory management
- ✓ Orders can be sent via EDI
- ✓ Estimate quantities of titles and stationery required based on enrolment and new/old/retained factors

Student Orders

- ✓ Pre-pack and shop booklist sales
- ✓ Easy entry of student orders
- ✓ Student order inspection on screen
- ✓ Simple picking and packing with progress quantity reporting
- ✓ Easy tracking of back orders
- ✓ Simple-to-follow fulfillment functionality
- ✓ One step invoicing including posting into separate school accounts

Reporting and Tracking

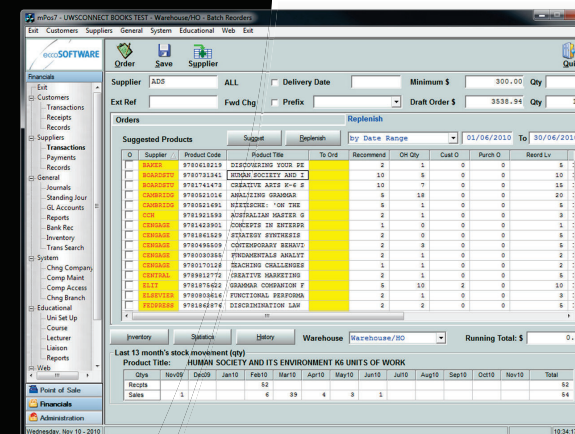
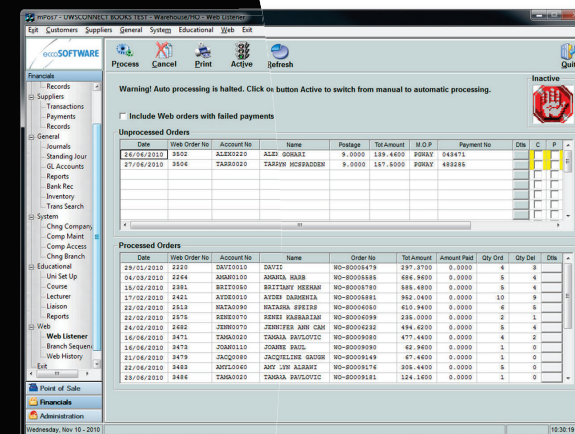
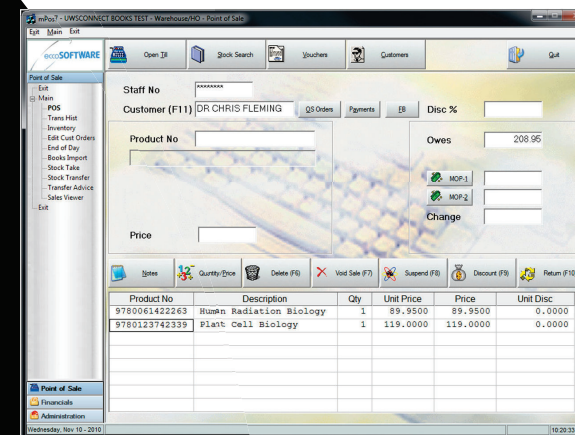
- ✓ Booklist items report, price check, proof, usage summary and worksheets
- ✓ Levies and allowances report
- ✓ Order usage analysis report
- ✓ Pre-pack status report
- ✓ Progress quantity report
- ✓ School invoice, student invoice
- ✓ Student order summary
- ✓ Back orders/reservation log/supplied



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**A revolution in bookshop
computer systems -
mBiblioFile embodies
what bookshops should
expect and demand
of a world-class
management solution**

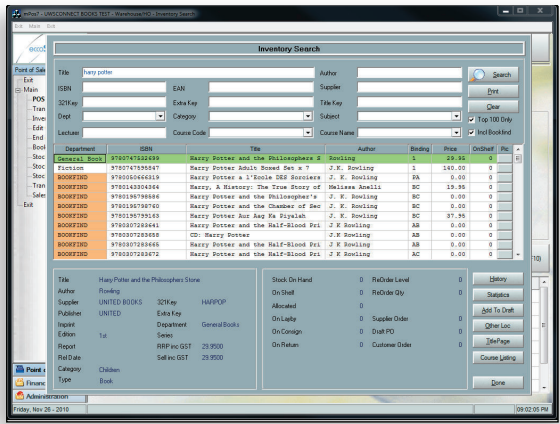
The eccoSOFTWARE suite features a comprehensive range of solutions for different industries. One of the business solutions is mBiblioFile. mBiblioFile allows easy and immediate data capture and analysis, enabling rapid response.

Designed by listening to and working with many booksellers, mBiblioFile is the most simple to use, yet feature rich bookselling automation tool on the market.

mBiblioFile is designed to address all the functions a bookseller needs to run their business from single or multi-store operations. From POS to a fully functional accounting module to back office functions, including automated order delivery, inventory management and reporting. mBiblioFile is available in several configurations, either as the full multi-user product with a complete accounting system at the back-end or a compact single-user version using your existing accounting software.

mBiblioFile is everything the bookseller should expect from their computer software system.

POS



Find That Title

Find books by searching with only one word from the title, author or subject. Extend your search beyond your own database to the more than 3.9 million titles in Book Data's BookFind CD or BookFind-Online database. In a database of over 40,000 titles, a search for the word "Potter" produced 95 matches anywhere in the title in just over a second!

Powerful Point of Sale

Point of Sale that is simple, fast and powerful. Handle sales, credits, lay-bys, special orders and more at the touch of a button. Because we know that counter space is precious, all POS functions can even be activated by touch-screen. In addition, you now have the ability to record EFTPOS payments and link a number of the banks' EFTPOS devices directly into your mBiblioFile system.

Customer Nurturing

Record everything about your customers. Note their areas of interest and send them personalised letters with forthcoming titles that they may find appealing. If you currently send large mail-outs to your customers, then you may be interested to know that mBiblioFile can even print the unique Australia Post DPID barcode onto a label or directly onto the envelope, saving you even more money.

Special Orders

Customer special orders may be taken directly at the Point of Sale. Orders can be met out of stock, left on back order or placed on order with suppliers. A single customer order can be a mixture of all three types, which can be manually controlled or run automatically, depending on stock levels.

Account customers can be part invoiced for the items that have been supplied, with an optional balance of order report, or the invoice can be deferred until all items on an order have been accounted for.

Customers can be assigned discount rates, which then apply automatically to their orders, except for inventory items that have been flagged as net of discount or subject to a maximum discount rate. This eliminates potential operator error.

Feature List

POS

- ✓ Quick-scan for single quantity sales
- ✓ Extensive stock searching functionality
- ✓ Lay-bys with payment tracking
- ✓ Manage customer accounts
- ✓ Transaction history
- ✓ Frequent buyer facility for loyalty programs
- ✓ Track interests by department and category
- ✓ View balances (with ageing)
- ✓ Pay accounts
- ✓ Maintain lay-bys
- ✓ Produce quotes
- ✓ Special orders
- ✓ SMS alerts

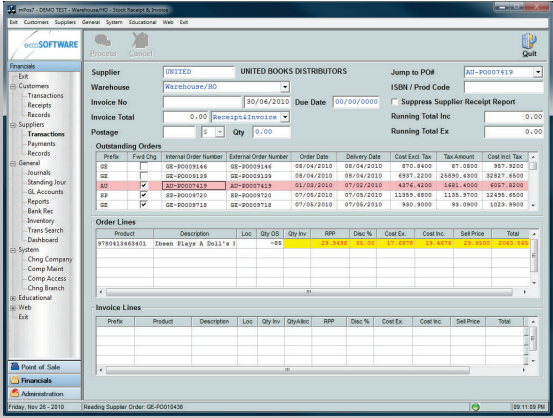
Customer Accounts

- ✓ Easy-track by phone number
- ✓ Frequent buyer facility for loyalty programs
- ✓ Track interests by department and category
- ✓ View balances (with ageing)
- ✓ Pay accounts
- ✓ Maintain lay-bys
- ✓ Product quotes
- ✓ Special orders
- ✓ SMS alerts

Stock Search

- ✓ Search by ISBN, title (including any word search), author, category, department, subject, supplier, barcode
- ✓ Title key, extra key, 321 key
- ✓ Quick info including quantities
- ✓ View title history, titles on approval, titles on lay-by, stock at other stores
- ✓ Easily import from BookFind

Financials



Push Button Accounting

Book keeping and the production of financial reports can be a daunting task. It can be extremely time consuming, with a greater likelihood of error due to double handling of information. mBiblioFile boasts a complete accounting system, from POS to BAS. It includes accounts receivable, payable and a sophisticated yet easy to use general ledger module, which will even produce your BAS for you.

No more double keying of information into a separate accounting system. With mBiblioFile you enter once and the information flows through automatically. This applies to receipting stock from suppliers, sales, customers and all of the transactions in between. All point of sale transactions are reconciled and posted into the respective ledgers, maintaining tight inventory control and an accurate financial picture of your business.

Receiving Stock

Stock receipting is simple and effective with mBiblioFile. Scan the titles corresponding to a supplier's invoice and mBiblioFile will build the invoice on screen. You can instruct mBiblioFile to print barcode labels automatically for all titles that don't have one or that don't have an EAN (ISBN based) barcode label. You can even print your own barcode labels for all titles.

Enter short supplies, back orders and claims directly into the screen. At the end of the process, you have the equivalent of the supplier invoice on screen, which can be recalled subsequently in the event of a dispute or simply a query. The invoice is posted to the creditors' ledger for payment in due course, stock is updated, orders are satisfied and claims are raised. Any items not supplied that have not been recorded by the supplier as back orders, may be cancelled or recycled to the next order.

Stock is allocated automatically on receipt, with customer orders satisfied ahead of stock orders and in order of date. The automatic allocation can be viewed on screen and changed manually if needed. Allocation slips are printed automatically for allocated customer order lines. The allocation slip is about the size of a bookmark, so that it can be slipped into the title awaiting despatch or collection.

Feature List

Customers

- ✓ Handle order creation with ease
- ✓ Generate delivery records directly from orders
- ✓ Produce invoices directly from orders or deliveries
- ✓ Process returns manually or based on deliveries
- ✓ Generate credits manually or based on invoices
- ✓ Maintain and process standing orders
- ✓ Redeem frequent buyer points against an invoice or a voucher
- ✓ Generate and sell own or third-party vouchers
- ✓ Allocate stock against customer orders
- ✓ Review and adjust stock allocation as required
- ✓ Receipt customer payments against account balance, specific invoices or partial invoice
- ✓ Maintain multiple addresses, contacts and interests per customer record
- ✓ Place a customer account on stop lay-bys, stop orders, stop deliveries and stop invoices
- ✓ Review financial details at a glance
- ✓ Review financial transactions including outstanding invoices, deliveries, allocated stock and completed transactions with drill through to details
- ✓ Review month-by-month sales figures via convenient graphs

Suppliers

- ✓ Generate supplier orders from draft orders
- ✓ Generate supplier orders based on replenishment rules by review period, date range or minimum quantity on hand
- ✓ Receive stock for multiple orders concurrently
- ✓ Generate claims and allocations on the fly
- ✓ Receive and invoice in a single step
- ✓ Transmit order information directly to PACSTREAM
- ✓ Maintain new release information (title page, CDs)

Inventory

- ✓ Keep detailed notes on specific inventory records
- ✓ Record Illustrator and "blurb" as well as keep jacket images on file
- ✓ Manage ordering information
- ✓ Review on hand, allocated, on lay-by, on approval, on return, on consignment quantities at a glance
- ✓ Maintain relationships between ISBN for titles with multiple ISBNs for hard cover, paperback, CD etc