



Accounting

The Reflex Accounting Module **gives you equal or superior functionality and performance** when compared to other third-party accounting software packages. With a full complement of standard accounting functions as well as added features specific to real estate, it also provides real-time access to the most current data while integrating flawlessly with every other module in our end-to-end solution.

General Ledger

- Supports up to **six** segments consisting of 30 characters for account structure
- Supports Inter-company and inter-divisional transactions
- Unlimited open periods, with the ability to close and re-open based on security rights
- Unlimited budgets
- Multi-currency

Accounts Payable

- Suppliers
 - Pre-defined account allocations
 - Multiple notes and attachments
 - Query or “drill down” on all historical transactions
- Recurring AP
- Supports multiple checks or single check to a supplier during a check run
- Quick pay – automatically create check during the posting of an invoice
- Quick entry for invoices against purchase orders

Purchasing

- Track multiple purchase types
- User defined standard comments, which can be selected at time of entry
- Inventory system for parts
- Quick entry for receiving purchased items

Banking

- Easy to use bank reconciliation
- Enter miscellaneous transactions at time of reconciling, automatically creating and posting journal entries
- MICR cheque coding and printing

Accounts Receivable

- Automate the sales management process
- Supports multiple notes and attachments
- Query or “drill down” on all historical transactions
- Easily customizable invoice forms



Human Resources / Payroll – US and Canadian

- Track all applicant information
- Match suitable applicants with suitable job openings based on education and experience match ups
- Track employee absenteeism and vacation time
- Automated time entry
- Multiple unions
- Time accruals
- Various time entry presentation
- Manual and salaried check runs

Work Orders / Change Orders

- Track multiple types – Internal, External, Preventative Maintenance
- Automatically generate from a sales order or service order
- Track estimated and actual start & completion dates
- Assign to internal or external employees or contractors
- Track budgets & actuals for labor, equipment, materials, subcontractors, or other (LEM)
- Pick inventory items that are needed or pre-define items per work order type for automatic input
- Attach multiple file types to each work order

Administration

- Multi level login security allows you to assign access and abilities to specific users or groups.

Find out more about how complete Reflex software and consulting solutions can improve your business process and decision making. Please fill out a Request for Information at www.thereflex.com/html/contact.asp or contact us at sales@thereflex.com