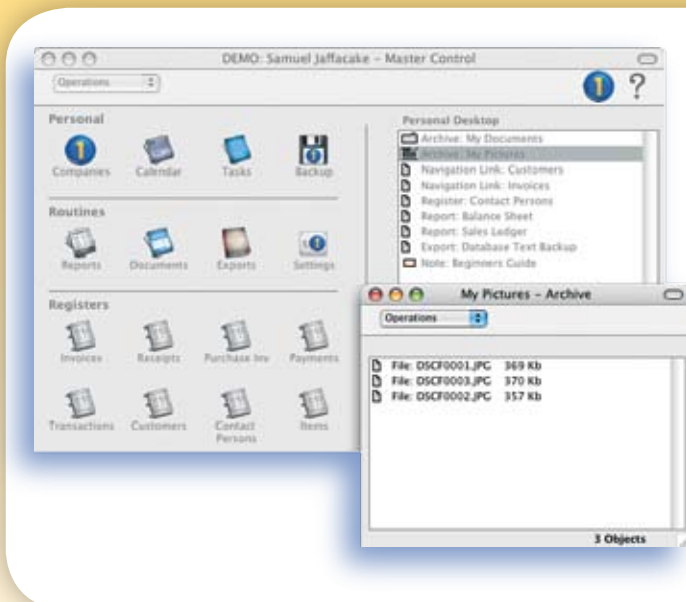# FIRSTOFFICE START

FIRSTOFFICE PROFESSIONAL

Integrated Accounting Software

- *Accounting*
- *Sales and Purchase Invoicing*
- *Calendar*
- *To Do List*

Simple, Reliable, Enjoyable

FirstOffice from HansaWorld is an award winning suite of integrated accounting and CRM software. Easy to use, fast and efficient - ideal for novice and experienced users alike.

www.firstoffice.uk.com

Quick and Easy to Use

FirstOffice is simple to use and efficient. You can get your system up and running immediately by importing the ready-made forms and settings.

You can enter and correct your accounting information with a minimum of hassle using the FirstOffice transactions. You can set up simple templates for repetitive accounting transactions. VAT can be handled quickly and easily.

The sales ledger is handled effortlessly. The invoicing allows you to create price lists for all your items and services. If you would like to have your invoice document personalised, FirstOffice contains an easy to use document design function that lets you print your company logo on plain paper.

There are a wide range of useful reports, including default accounting and VAT reports, which can be printed to screen, paper, or exported.

The purchase ledger makes entry of supplier invoices a breeze, as default cost accounts and VAT coding does most of the work for you.

Personal Desktop

FirstOffice has a unique feature which allows you to create shortcuts to your most used functions and to the latest important documents.

Calendar and To Do List

The built-in calendar and "To Do" system lets you take the leap from private calendar style note taking to professional business planning. All calendar entries can be allocated to a specific customer, enabling you to pull out all pending or past activities for a selected customer or prospect quickly and easily. Assign colours to different types of work to get a quick overview of your planned and past activities.
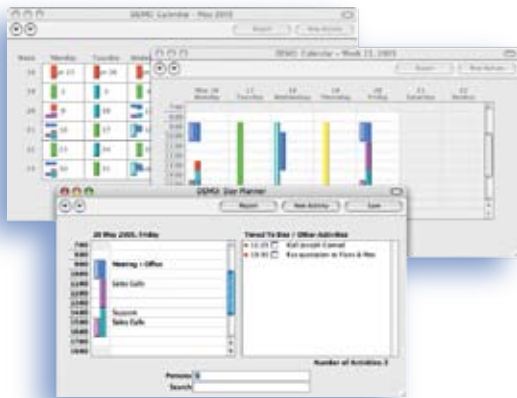
Upgrades

HansaWorld, the company behind FirstOffice, offers a comprehensive maintenance service with frequent, easy to install software updates.

FirstOffice Professional

FirstOffice Professional extends the standard accounting features into full a Customer Relationship Management software and an order processing solution with multi-user capabilities (up to 4 users).

Stock levels, quotations, mailshots by post or e-mail, can all be handled, as well as a comprehensive sales order processing mechanism supporting partial deliveries and automatic invoice creation.

Use the advanced wide area networking capabilities to work from home, another office, or even on the move – all without expensive telephony or software.
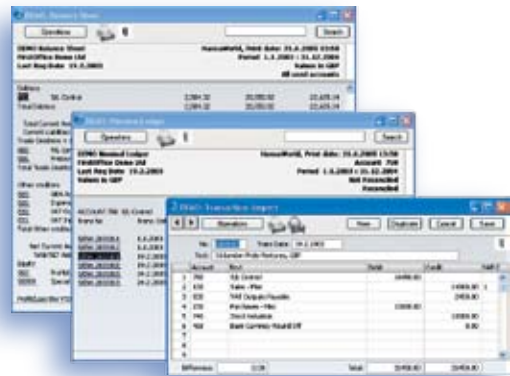
FirstOffice Start Features

- Accounts
- Sales Invoices
- Receipts
- Purchase Invoices
- Payments
- Pricing
- To Do List
- Calendar
- Forms Designer
- 4 companies, 1 user
- 30 days free telephone support

FirstOffice Professional Features

Includes all the functionality found in FirstOffice Start plus:
- Nominal Ledger
- Sales and Purchase Ledger
- Sales Order Processing
- Stock Management
- Customer Relationship Management (CRM)
- Mailshots and E-mail Broadcasts
- Quotations*
- Purchase Order Processing*
- Multiple Locations*
- Multi-currency*
- Wide Area Networking
- 4 companies
- Supports up to 4 users
    * features found in FirstOffice Professional Advanced only