



Clubs & Associations Package



Key Highlights

- All features of the Starter Package
- Product/service database
- Scheduled emails around renewal date
- Scheduled "set and forget" tasks
- Member management
- Fee/charge band creation
- Member mailing wizard
- Stationery merge
- Unlimited clubs/associations
- One click invoice creation



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Contacts & Marketing

1. Unlimited contact records (tested to 100,000)
 - a. Customers and prospects
2. Contact upload/import facility
3. Company, branch, contact breakdown
4. Assign branches to
 - a. Sales zone (geographical area)
 - b. Salesperson
5. Categorise companies by
 - a. Customer type (user defined list)
 - b. Customer interest (user defined list)
 - c. Company activity (user defined list)
6. Assign contacts to
 - a. Sales funnel stage (user defined list)
 - b. Marketing Opt-out (user defined list)
 - c. Marketing source (user defined list)
7. Communication record
 - a. Typed list of conversations
 - i. File upload against conversation
 - b. Emails sent from OscarOnline
 - c. Letters merged from OscarOnline
 - d. Follow-ups with Dashboard reminders
 - e. Assign follow-ups to other users
8. Per company discount %

Can be different for each product group
9. Company linked quotes, orders, invoices



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Contacts & Marketing

10. Quotes and order confirmations with pdf documents
 - a. Customised colours and logo for quote and order documents
 - b. Email document directly from Oscar using completely custom email
 - c. Assign terms and conditions (user defined)
 - d. Ability to attach large terms and conditions
 - e. Payment plan
 - i. Amount due with order (pro-forma)
 - ii. Amount due on invoice
 - iii. Amount on credit
 - f. Auto calculated totals and margins
 - g. Up to 500 product/service lines
 - h. Multi-currency
 - i. Credit to marketing activity
 - j. Communication with follow-ups and Dashboard reminders
 - i. File upload against communication
11. Purchase orders with pdf purchase order creation
 - a. Can be different for each product group
 - b. Customised colours and logo for invoice document
 - c. Email invoice directly from Oscar
 - d. Repeat invoice setting for repeat every X months (creates Dashboard reminder)
 - e. Multi-currency
12. Invoices with pdf invoice creation
 - a. Customised colours and logo for purchase order document
 - b. Email order directly from Oscar
 - c. Multi-currency



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Contacts & Marketing

13. Mailing Wizard

- a. Merge to letters created with Microsoft Word or send emails directly
- b. Filter based on
 - i. Customer or prospect
 - ii. Geographical zone
 - iii. Customer types
 - iv. Customer interests
 - v. Opt-outs
 - vi. Marketing activity (contact source)

14. Granular Security

- a. Screen level access restrictions
- b. Edit or view access restrictions

Club Management

1. Unlimited clubs/associations

2. Member lists

- a. Identify renewal contacts
- b. Identify trial members
- c. Whole company, branch or individual contact membership scopes

3. Member mailings

- a. Send emails
- b. Produce merged letters
- c. Club specific mailing filters based on
 - i. Trial or paid members
 - ii. Renewal contacts or other members
 - iii. Current or historic members



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Club Management

4. Multiple club fees/charge bands
 - a. Joining fee
 - b. Renewal fee
 - c. Included user/member limit
 - d. Additional member fee
 - e. Membership term (months)
 - f. Fee currency
5. Member invoicing
 - a. Pdf invoice with customised colours and logo
 - b. Email directly
 - c. Automatic invoice wording
6. Scheduled email communication
 - a. Up to 500 scheduled emails per club
 - b. Send email's X days before or after the members renewal date
 - c. Completely custom emails
 - d. Filter based on
 - i. Trial or paid members
 - ii. Renewal contacts or other members
 - iii. Current or historic members
7. Scheduled tasks
 - a. Get task reminders on the dashboard
 - b. Based around the member's renewal date
 - c. Up to 500 scheduled tasks per club
8. Stationery merge
 - a. Merge member information to documents created using Microsoft Word
 - b. Select members individually or using selection criteria



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Club Management

9. Granular security
 - a. Screen level access restrictions
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Products

1. Unlimited products
2. Product import facility from spreadsheet
3. Fixed selling prices (GBP) or calculated based on target margin
4. Multi-currency buying prices
5. Multiple suppliers for one product
6. Multiple delivery prices based on
 - a. Weight
 - b. Location of delivery
 - c. Delivery option (next day etc)
7. Up to 500 lines of Description per product (product children)
 - a. Products made of other products
 - b. Total buying costs calculated
 - c. Hide facility for technical lines
 - d. Different descriptions for customer vs supplier
8. Buying price breaks based on quantity purchased
9. Selling price breaks based on quantity sold
10. Product groups
11. Granular security
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Optional Bookkeeping

1. Multi-currency
 - a. Automatic conversion to GBP for reporting
2. Multi-currency bank accounts
3. Sales invoicing and pdf invoice production
 - a. Custom colours and logo
 - b. Email invoice directly with custom email
 - c. One-click full credit for mistakes
 - d. Convert sales order to invoice
4. Purchase invoice entry
 - a. One-click full credit for mistakes
 - b. Convert purchase order to invoice
5. Journaling
6. Cash posing and invoice alteration
 - a. Pdf receipt/remittance advice production
 - b. Auto accounting for exchange rate differences
 - c. Undo facility
7. Bank reconciliation
8. Customer statements
 - a. Batch runs
 - b. Automatic emailing of statements
 - c. 3 custom levels of wording depending on how overdue invoices are
 - d. Pdf statement with custom colours and logo
9. Credit limits
 - a. Branch level or company level limits



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Optional Bookkeeping

10. Management reports

- Unpaid Invoice List
- Purchase Daybook
- Purchase Ledger
- Aged Creditors
- Unpaid Purchase Invoice List
- Nominal Ledger
- Audit Trail
- Trial Balance
- Profit and Loss
- Balance Sheet
- Cashbook
- Unallocated Cash List

11. VAT returns auto calculated with HRMC layout

12. Profit centres

- a. Purchase nominal accounts linked to sales nominal accounts to create gross profit centres.

13. Yearend

- a. Yearend re-run facility

14. Granular security

- a. Screen level access restrictions
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