

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

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GETTING STARTED WITH GENERAL LEDGER

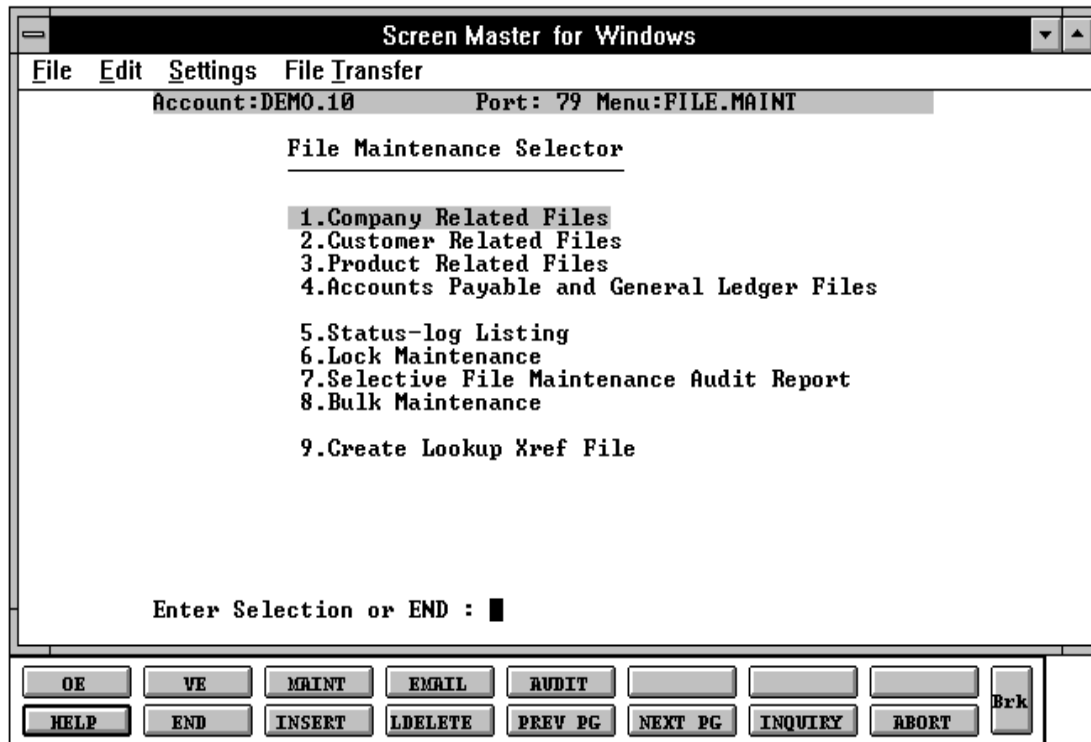
MASTER FILES

Installation and initiation of the general ledger module requires the setup of the following master files:

1. COMPANY MASTER MAINTENANCE
2. FINDER MASTER MAINTENANCE
3. WAREHOUSE MASTER MAINTENANCE
4. GENERAL LEDGER CONTROL MAINTENANCE
5. CHART OF ACCOUNT DESCRIPTION MAINTENANCE
6. CHART OF ACCOUNT SUFFIX MAINTENANCE
7. GENERAL LEDGER SOURCE ENTRY MAINTENANCE
8. OPENING BALANCE ENTRY MAINTENANCE

GETTING STARTED WITH GENERAL LEDGER

FILE MAINTENANCE PROGRAMS



GETTING STARTED WITH GENERAL LEDGER

COMPANY RELATED FILES

COMPANY MASTER FILE MAINTENANCE

The Company record contains key information which must be set up prior to running the general ledger module. General ledger formats and P&L number breaks will be defined in this file.

1. GENERAL LEDGER FORMAT

The general ledger format is a mask or picture of your general ledger number setup (i.e., ##-####-##). The first two positions are your company number. The second part of the format is the chart of account number (maximum length 13). The last part of the format is the suffix or department (maximum length 8), which you may or may not choose to use. The use of the suffix or department number is determined in the Parameter file. The general ledger format used here must match the general ledger match field (i.e., ##-####-## = G/L match 2N-4N-2N) see general ledger match description next.

2. GENERAL LEDGER MATCH

The general ledger match defines the general ledger format setup. I.e., if the general ledger format is ##-####-## the match must be set up as 2N-4N-2N in order for the system to recognize the format and its numeric value. The maximum length of the entire general ledger number is 16 characters.

3. P&L BREAK GENERAL LEDGER NUMBER

This general ledger number entered signifies the last balance sheet account. (Type 1 on the chart of accounts maintenance program)

This break is used for determining which accounts are balance sheet (type 1 accounts) and P&L accounts (type 2 accounts). It is extremely crucial that the accounts are set up properly as trail balances, closing and financial reports will use type to determine calculations. Year end will zero out all type 2 accounts, bring forward opening balances for type 1 accounts and post retained earnings to the general ledger based on this information.

GETTING STARTED WITH GENERAL LEDGER**COMPANY RELATED FILES (Continued)****COMPANY MASTER FILE MAINTENANCE (Continued)****4. FISCAL MONTH**

This field holds the first month of the fiscal year for the company. I.e., if January is your first month of the fiscal year input 1. If May is your first month of the fiscal year enter 5.

Caution: Be sure the correct month is entered, as this will be valid throughout the entire system. This field should not be changed unless conversion programs are run on all affected files. (Contact your TSH or dealer representative for details)

5. ACCOUNTS PAYABLE GENERAL LEDGER NUMBER

The accounts payable general ledger number is entered into this field. Accounts payable month end jobstream will use this account to post purchases and disbursements.

6. EARNED DISCOUNT GENERAL LEDGER NUMBER

The earned discount general ledger number is entered into this field. Any discounts taken during cash disbursements will be posted to this account during the accounts payable month end jobstream.

7. RETAINED EARNINGS GENERAL LEDGER NUMBER

The retained earnings general ledger number is entered into this field. Financial reports will use this account to post profit or loss. General ledger end of year will post the profit or loss to this account.

8. INTER-COMPANY CASH GENERAL LEDGER NUMBER

The inter-company cash general ledger number is entered into this field. This account number is used during accounts receivable month end. If you are posting cash receipts in one company for accounts receivable in more than 1 company, this account will allow the inter-company posting.

GETTING STARTED WITH GENERAL LEDGER

COMPANY RELATED FILES (Continued)

COMPANY MASTER FILE MAINTENANCE (Continued)

9 INTER-COMPANY ACCOUNTS PAYABLE GENERAL LEDGER NUMBER

The inter-company accounts payable general ledger number is entered into this field. This account number is used during accounts payable voucher input, maintenance and deletion. This account will be used for accounts payable inter-company posting and accounts payable end of month.

FINDER MASTER MAINTENANCE

This file is used to determine what Sequence Control and General Ledger Control record to use. Each company and warehouse combination must be set up. This file is used during end of month to determine what general ledger to use for general ledger updating.

WAREHOUSE MASTER MAINTENANCE

The Warehouse file is used during the order entry and inventory procedures. If is needed for use with the Finder file to determine what number pool and general ledger numbers to use.

GENERAL LEDGER CONTROL MAINTENANCE

This file contains the general ledger number to be used. If you are using accounts receivable and general ledger this file must be set up. Access to this file is through the Finder Master file. It is imperative that you carefully enter the correct general ledger number in this file, as the accounts receivable month end jobstream will access this file to post monthly general ledger amounts from A/R.

GENERAL LEDGER NUMBERS:

1. A/R G/L NO
2. SALES G/L NO
3. FREIGHT G/L NO
4. TAX G/L NO
5. DISCOUNT G/L NO
6. RETURNS G/L NO

GETTING STARTED WITH GENERAL LEDGER

COMPANY RELATED FILES (Continued)

GENERAL LEDGER CONTROL MAINTENANCE (Continued)

GENERAL LEDGER NUMBERS: (Continued)

7. COMMISSION G/L NO
8. SERVICE CHARGE G/L NO
9. CASH IN G/L NO
10. CASH DISCOUNT G/L NO
11. CHARGE BACK G/L NO
12. MISCELLANEOUS CHARGES G/L NO
13. COST OF GOODS SOLD G/L NO
14. INVENTORY G/L NO
15. DROP SHIP FREIGHT G/L NO
16. DROP SHIP MISCELLANEOUS G/L NO
17. ADMINISTRATION FREE G/L NO
18. INVENTORY ADJUSTMENT G/L NO

ACCOUNTS PAYABLE AND GENERAL LEDGER FILES

CHART OF ACCOUNT DESCRIPTION

The chart of accounts description maintenance program establishes the Cadf file and assigns balance sheet and P&L status to the accounts.

Enter the natural general ledger number. This is the number after the company number and before the department number **##-####-##**.

1. DESCRIPTION

This is the description that will be used for all general ledger reports. If you are using multiple companies, this description will be the same for all companies.

2. TYPE

The type of account is determined by the P&L break number contained in the Company file. Any account before the P&L break number will be a type 1 account (balance sheet), and any account after the P&L break number will be a type 2 (profit and loss).

GETTING STARTED WITH GENERAL LEDGER

ACCOUNTS PAYABLE AND GENERAL LEDGER FILES (Continued)

CHART OF ACCOUNT DESCRIPTION (Continued)

3. CATEGORY

You may enter a one character code for the category of each account. For example, 'A' may be for assets, 'L' for liabilities, and so on. It is not used during financials processing, but if the category is 'I' accounts payable voucher entry will require receiver information.

The remaining portion of the maintenance can be setup during the financial setup and is not required to run general ledger.

4. SOCIFC LINE #

If you are using the statement of changes in financial condition (Report 9), enter the line number that this general ledger number should be assigned to. You can print the chart of account listing by P&L schedule line number report to check your entries. This report will print all the Cadf records in financial report line number order and can be found on the financials menu.

5. P&L LINE#

The P&L line# is the line number on the financials that this account should go to. If the account is a type 1 account, the P&L line# is the line number on the balance sheet (unless the alternate report# is used). If the account is a type 2 account, the P&L line# is the line number on the income statement. If this account should be used in calculations on more than one line of the report, you can enter up to 4 line number. The report type will be the type specified above or the alternate report is entered.

6. YTD FLAG

This is used primarily with balance sheet accounts if you do not wish to use the month-to-date figures set the flag to 'Y', and the month-to-date column on the financials will print the same figures as the year-to-date column. If the flag is set to 'N' or null, the month-to-date column will reflect the next of all the month-to-date transactions.

GETTING STARTED WITH GENERAL LEDGER

ACCOUNTS PAYABLE AND GENERAL LEDGER FILES (Continued)

CHART OF ACCOUNT DESCRIPTION (Continued)

6. YTD FLAG (Continued)

If the flag is set to 'Y' for one balance sheet account, the other balance sheet accounts should also be set to 'Y' to avoid an imbalance on the month-to-date portion of the balance sheet.

7. SCHED #

If you are using supporting schedules (A-Z), enter the supporting schedule number(s). Each general ledger number can appear on up to four supporting schedules.

Ex: A C

The above example indicates that this account should be included on supporting schedules A and C

8. SCHED LN #

If you are using the supporting schedules (A-Z), enter the line number on the corresponding supporting schedule.

Ex: 10 22

In the above example, this account will be in the calculation of line 10 on supporting schedule A and on line 22 of supporting schedule C.

9. ALT REPORT #

If you wish to alter the type of the account for financial purposes enter a 1 or 2 here. If the account is a type 1 account but should print on the P&L, then enter 2. The line number for the alternate report would be the P&L line number.

GETTING STARTED WITH GENERAL LEDGER

ACCOUNTS PAYABLE AND GENERAL LEDGER FILES (Continued)

CHART OF ACCOUNT DESCRIPTION (Continued)

10. ACCT HIST FLAG (D/S)

If you select 'D' for the detail in the account history flag the system will keep detail history on this account. If you select 'S' for the summary, it will only keep summary history of this account. This flag can be changed at any time, but if you had the flag set to 'S' and change it to 'D', it will only start detail history as of the date of the change.

CHART OF ACCOUNT SUFFIX DESCRIPTION

If any cost centers or divisions are used in general ledger, this maintenance establishes the description for the cost center or division. The display for the maintenance will depend on the general ledger format established in the Company record and the number of digits for the division in the Parameter record. Each cost center and/or division can be set up.

1. SUFFIX NUMBER

Enter the cost center or division number.

2. DESCRIPTION

Enter the description of the cost center/division. This description will be used for the financials for the department and the expense distribution register by department in accounts payable.

The consolidated department need not be entered until the financials are setup.

3. CONSOLIDATED DEPARTMENT

If this cost center should be consolidated into another cost center, enter the consolidated department number.

The consolidation only affects the financial reports and has no affect on the general ledger.

GETTING STARTED WITH GENERAL LEDGER

ACCOUNTS PAYABLE AND GENERAL LEDGER FILES (Continued)

CHART OF ACCOUNT SUFFIX DESCRIPTION (Continued)

3. CONSOLIDATED DEPARTMENT (Continued)

Ex:

If the general ledger format is set up as ##-####-##, and the Parameter file establishes the division as the first digit of the Casdf record.

Account# 01-4200-120

Division is the first digit of the suffix.

Suffix maintenance will be done for division 1 - for financial report consolidation.
Suffix maintenance will be done for cost center 120 - for financial report for the cost center.

The Parameter file must be set with the number of digits in the division and whether the 0 balance items should print on the financials. Parameter 37 sets up the number of digits for a division. If you do not want to see the 0 balance lines appearing on the financial, set Parameter 38 to 'Y'.

GENERAL LEDGER SOURCE ENTRY MAINTENANCE

Initially we have predefined certain source codes into the system.

They are as follows:

JE	Journal Entry
CR	Cash Receipts
RJ	Recurring Entries
PJ	Purchase Journals
CD	Cash Disbursements
AD	Adjustments
PR	Payroll
RE	Reallocation
VR	Voucher Register
SJ	Sales Journal

GETTING STARTED WITH GENERAL LEDGER

ACCOUNTS PAYABLE AND GENERAL LEDGER FILES (Continued)

GENERAL LEDGER SOURCE ENTRY MAINTENANCE (Continued)

CAUTION: Do not delete any of the above source codes as they are used as the original source of entry and if not found with the system can cause undesirable results in the general ledger.

You may however add any additional source codes to suit your companies individual accounting needs.

GENERAL LEDGER MENU

OPENING BALANCES ENTRY

The opening balance program is designed to allow the input of beginning of the year opening balances for balance sheet accounts. Normally this program is used only on the initial conversion since after the first year on the system, the end of year procedure automatically computes new opening balance figures. In addition to loading the opening balance information, this program optionally establishes the chart of accounts record on the Ca file, if it has not already been loaded. In addition, if the account description has not yet been loaded on the Cadf file, it can be entered in this program.

The key to the Ca file is variable, and is established by the MDS customer. The prompt mask and validation pattern is stored in the Company record, and retrieved for use in this program. The maximum length of the chart of account number may be from 1 - 16 numeric characters.

Although the length of the chart number is variable, (up to 16 characters) the format must follow the following pattern:

COMPANY NUMBER - CHART NUMBER - SUFFIX NUMBER
2N 1-13N 0-11N

Note: Suffix number is not necessary if departments are not required. The first two characters of the chart of account must be company number and a dash (-). Each component of the full chart number is validated as follows:

COMPANY NUMBER - COMPANY FILE
ACCOUNT NUMBER - CADF FILE
SUFFIX NUMBER - CASDF FILE

GETTING STARTED WITH GENERAL LEDGER

GENERAL LEDGER MENU (Continued)

OPENING BALANCES ENTRY (Continued)

The input information will include:

1. Account description - only if Cadf record is being generated
2. Opening balance this year
3. Opening balance next year

The last year closed for general ledger will be the determining factor of which field to load in opening balance input. If you are doing an initial setup of the general ledger, use opening balance this year. If you are setting up a new account or company, care should be taken to load opening balances, if any.

GETTING STARTED WITH GENERAL LEDGER

FUNCTION KEY DEFINITION

HELP

The HELP function is available by pressing the F1 function key. Help text is set up as two layers. By pressing F1 at the first field on the screen, an overall description of the master file will be displayed. If F1 is pressed at a specific field within the master file a detailed description of the field and its use will be displayed.

END

The END function is available by pressing the F2 function key. This feature eliminated the need to manually type the work 'END' at the end of a program after accepting the data.

INSERT

The INSERT function is available by pressing the F3 function key. The insert mode feature allows insertion of word or numbers into an existing text. Simply bring your cursor to the line or position in which you wish to insert and press F3. For example, if in a master file you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

LDELETE

The LDELETE (line delete) function is available by pressing the F4 function key. The LDELETE function allows you to delete a line from the master file, in place of the *, which is used in older versions of the system. Simply bring the cursor to the line or field you wish to delete and press F4.

PREV PAGE

The PREV PAGE (previous page) function is available by pressing the F5 key (Shift F1 for terminals supporting only 4 function keys). This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the NEXT page function see next item) function to move back and forth between the screens.

GETTING STARTED WITH GENERAL LEDGER

FUNCTION KEY DEFINITION (Continued)

NEXT PG

The NEXT PG (next page) function is available by pressing the F6 function key (Shift F2 for terminals supporting only 4 function keys). This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the PREV PG function to move back and forth between the screens.

INQUIRY

The INQUIRY function is available by pressing the F7 function key (Shift F3 for terminals supporting only 4 function keys). This functions allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: the Product Master file. At the first prompt for product number, if F7 is pressed and inquiry can be made to display products on file (to eliminate duplication). If you press the F7 key at another field for example product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

ABORT

The ABORT function is available by pressing the F8 function key (shift F4 for terminals supporting only 4 function keys). This function is used to end a program without applying changes or addition made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it in other works, as though no changes were made.

The function keys listing above only apply to master file maintenance programs.

INTRODUCTION

TSH's standard general ledger module provides optimum flexibility while maintaining full audit trail controls. Some of the features offered include:

GENERAL

1. The chart of accounts can be tailored to the needs of the individual organization. Provision are made for the processing of multiple companies, as well as multiple divisions, locations, and departments. The general ledger number itself may have up to 16 characters total.
2. Each accounting company is provided with its own set of books of original entry, as well as periodic reports and financial statements. Full consolidation capability is provided in the financials.
3. Each company may operate on different fiscal basis with calendar consolidations provided by the financial reporting module.
4. Last year summary financial data is maintained to facilitate prior year comparison reporting.
5. Up to two annual budgets may be utilized for analysis purposes and variance reporting.
6. Automatic integration is provided with the sales, accounts receivable, accounts payable and payroll modules.
7. Posting to several fiscal periods simultaneously is facilitated with the use of fiscal period number. (I.e., 9001 is the first fiscal period of fiscal year 1990.) This eliminates the common difficulty of synchronizing cut offs at the end of an accounting period.
8. Full interactive prompting of all operator instructions are provided to insure ease of use.
9. Statistical information can be used in financial reports.

INTRODUCTION

JOURNAL ENTRIES

1. Provisions are made for four types of journal entry processing:
 - Recurring journals
 - Automatic reversing journals
 - Sundry journal entries
 - Allocation entries
2. Full copy audit trails are provided to support all transactions.

MONTHLY REPORTING

1. The facility is provided to perform a preliminary close on an accounting period. This allows for preparation and review of monthly reports such as the trial balance prior to the actual closing.
2. A full series of monthly accounting reports are provided such as:

The cumulative summary general ledger, which provides the entire fiscal activity for each account. The printout provides each book of entry's posting to each account for each fiscal month.

The monthly detailed general ledger, which contains all postings to the summary for a specific month.

ANNUAL REPORTS

1. A preliminary year end close is provided to update the opening balance for a new fiscal year, prior to the actual finalization and close of the current accounting year.
2. The annual detailed general ledger report provides a detailed listing of all postings to each general ledger account for the entire fiscal year, as well as totals of the end of each accounting period.
3. The cumulative summary general ledger provides closing account balances for the entire fiscal year. The printout provides each book of entry's posting to each account for each fiscal month.

INTRODUCTION

FINANCIAL STATEMENTS

1. The financial reporting module allows the user to format and create a complete package of financial reports. Through maintenance programs provided, the user can specify the format and content of his:
 - Balance sheet
 - Profit and loss statements
 - Statement of changes in financial conditions
 - Any number of desired schedules
2. The system automatically generates departmental financials, as well as company and corporate consolidation.

NOTE: If parameter 37 (number of digits in division code) is used, the system will automatically generate division financial reports also.
3. Since each accounting company may be on a different fiscal period, the facility is provided to prepare the consolidation based on any 12 month calendar period.
4. Actual to budget and/or this year-last year comparisons are automatically provided.
5. Financial statement only journal entries are accommodated by the module. These entries may be of a recurring or one-time nature.

In the following section we have provided descriptions of each of the standard programs contained in the general ledger module.

Accompanying each is the associated CRT or report format.

PROGRAM DESCRIPTIONS

NOTE: In this module all deletions and updates are initiated by entering a 'Y****' in response to the prompt. The prompt will be a 'Y'. This technique is used to protect against accidental updating or updating by unauthorized users.

PARAMETERS USED IN THE GENERAL LEDGER MODULE**13. GL.PROD - (Y/N)**

Update sales in general ledger based on product type.

18. GL.COST.GOODS - (Y/N)

Update cost of goods sold in general ledger based on product type. Requires the use of Sales.1 file.

23. GL.POST.BACK - (Y/N)

Ability to post to a fiscal month already closed.

36. 13MO - (Y/N)

Is a 13 month year used.

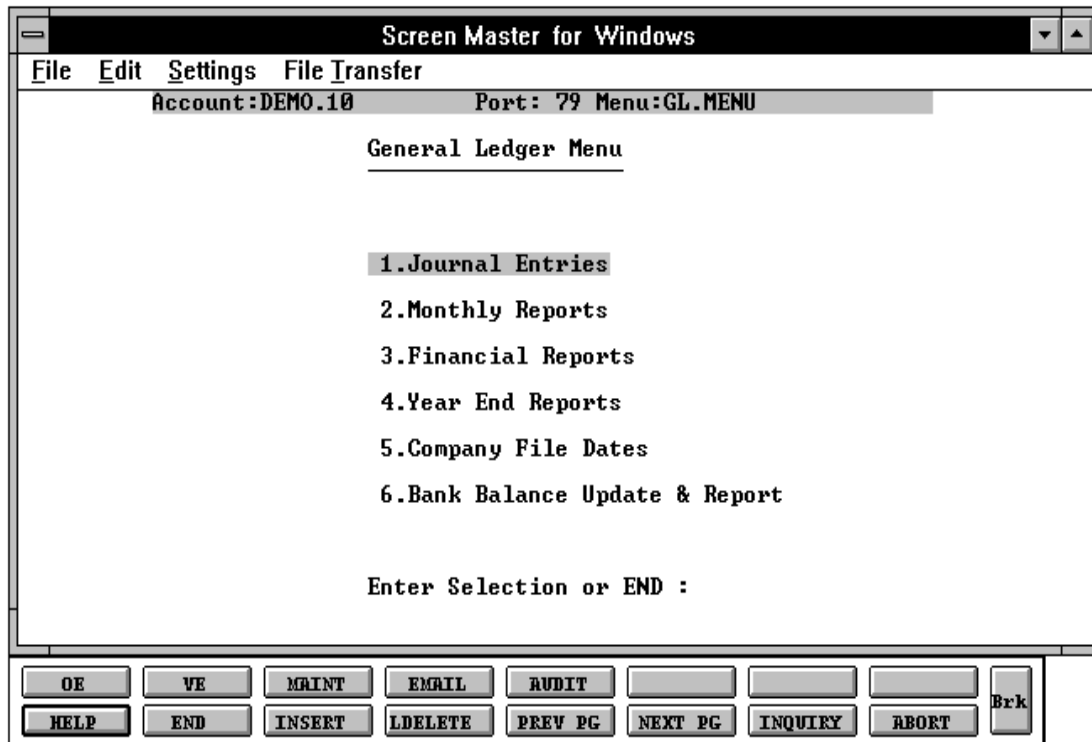
37. NUMBER OF DIGITS IN DIVISION CODE (EXTRACT OF SUFFIX).

If null or 0 division coding is not used.

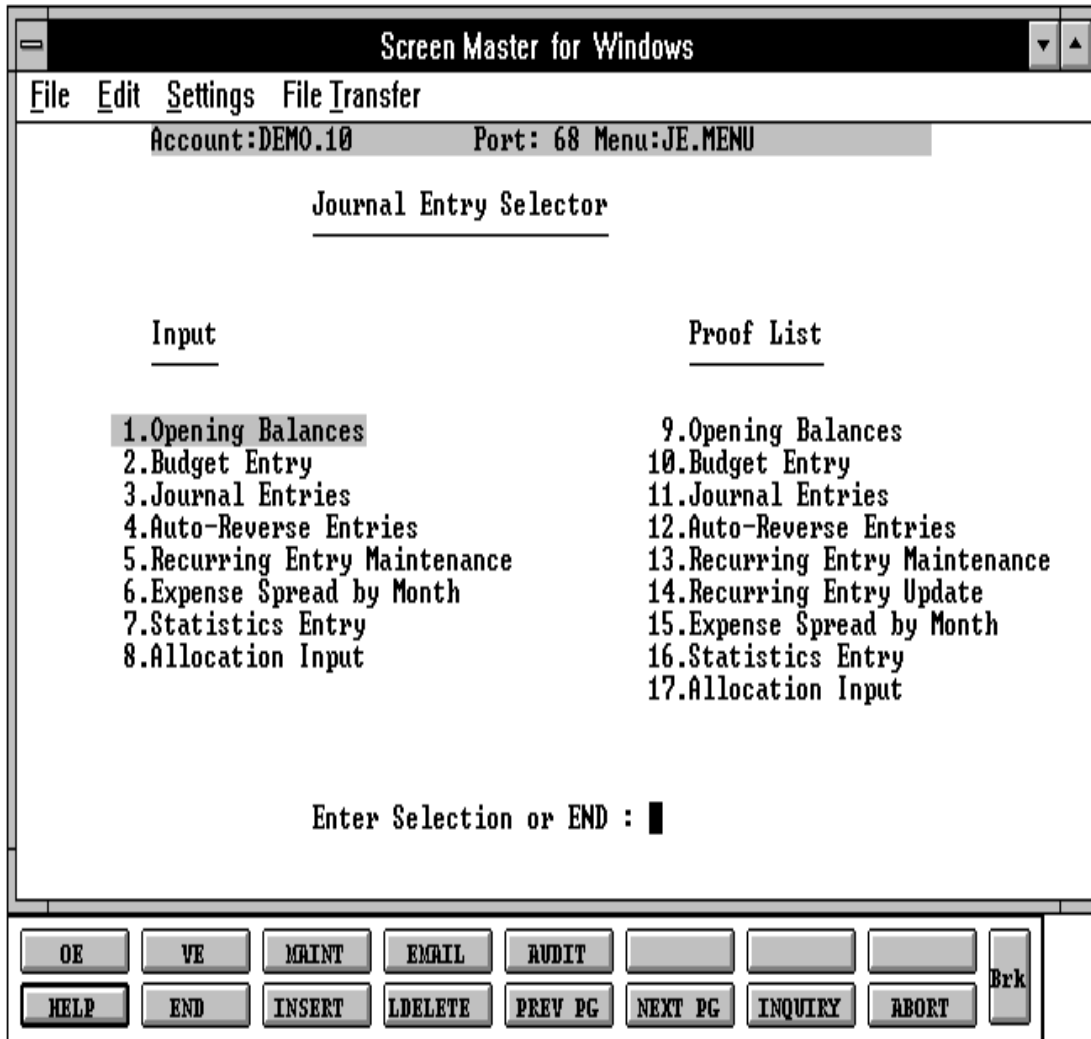
38. FINN.SUPP (Y/N)

Suppress detail lines on financials if all amounts are zero. Null - do not suppress.
Y - Suppress.

GENERAL LEDGER MENU



JOURNAL ENTRY SELECTOR



OPENING BALANCES ENTRY

PROGRAM NAME	GL OPEN.BAL010
SELECTION	MENU-14.1
SELECTION NUMBER	1
FILES ACCESSED	CADF
	CASDF
	CA
	COMPANY

OVERVIEW

The opening balance program is designed to allow the input of beginning of the year opening balances for balance sheet accounts. Normally this program is used only on the initial conversion since after the first year on the system, the end of year procedure automatically computes new opening balance figures. In addition to loading the opening balance information, this program optionally establishes the Chart of Accounts record on the Ca file, if it has not already been loaded. In addition, if the account description has not yet been loaded on the Cadf file, it can be entered in this program.

The key to the Ca file is variable, and is established by the MDS customer. The prompt mask and validation pattern is stored in the Company record, and retrieved for use in this program. The maximum length of the chart of account number may be from 1-16 numeric characters.

Although the length of the chart number is variable, (up to 16 characters) the format must follow the following pattern:

COMPANY NUMBER - CHART NUMBER - SUFFIX NUMBER
 2N - 1-13N - 0-11N

NOTE: Suffix number is not necessary if departments are not required. The first two characters of the chart of account must be company number and a dash.

Each component of the full chart number is validated as follows:

COMPANY NUMBER	-	COMPANY FILE
ACCOUNT NUMBER	-	CADF FILE
SUFFIX NUMBER	-	CASDF FILE

OPENING BALANCES ENTRY**OPERATING INSTRUCTIONS**

The input information will prompt:

ACCOUNT NO.:

Enter the account number. The account number consists of company number, chart of account number and department number (if using department number).

If the account number and description is not on file you will be prompted:

DESCRIPTION NOT ON FILE! DO YOU WANT TO ENTER IT? (Y/N)

After you enter the description you will be prompted:

NOT ON FILE, CREATE IT (Y/N)

Enter the opening balance this year or opening balance next year.

- 1. OPENING BALANCE THIS YEAR**
- 2. OPENING BALANCE NEXT YEAR**

If the account has a credit balance, the opening balance should be loaded with a negative (-) sign before the amount.

Opening balances is used for balance sheet accounts, opening balances should not be loaded for P&L accounts. If you are starting up the general ledger during the year, the P&L balances should be loaded through a journal entry.

The last year closed for general ledger will be the determining factor of which field to load in opening balance input. If you are doing an initial setup of the general ledger, use opening balance this year. If you are setting up a new account or company, care should be taken to load opening balances, if any.

If you are doing maintenance on an existing account or completion of a new account, you will be prompted:

ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

If you wish to delete the account you will be prompted:

OPENING BALANCES ENTRY**OPERATING INSTRUCTIONS (Continued)****ARE YOU SURE YOU WANT TO DELETE (Y/N)**

To delete the account enter 'Y***'. Caution: Do not delete accounts with general ledger activity.

OPENING BALANCES ENTRY

Screen Master for Windows

File Edit Settings File Transfer

OPENING BALANCE MAINTENANCE

ACCOUNT NO. : 01-1200-00
ACCOUNTS RECEIVABLE

1. OPENING BALANCE THIS YEAR: 36,000.00

2. OPENING BALANCE NEXT YEAR:

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

CHART OF ACCOUNTS OPENING BALANCE LISTING

PROK NAME	GL.P MENU-14.1.11
SELECTION	MENU-14.1
SELECTION NUMBER	9
FILES ACCESSED	CADF
	CA
	CASDF
	COMPANY

OVERVIEW

When option 9 is selected from the selection screen, the chart of accounts opening balance listing is initiated. The report is a 'RECALL' based report, and will print data for one company or all.

OPERATING INSTRUCTIONS

The program will prompt as follows:

***** CHART OF ACCOUNTS OPENING BALANCE REPORT***
HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue or 'END' to return to the menu.

DO YOU WANT LISTING FOR ONE COMPANY OR ALL (1/A)?

Enter a 1 for one company or A for 'ALL' companies. If 1 is selected the next prompt will be:

ENTER COMPANY NUMBER OR 'END'.

Enter a valid company number or 'END' to return to the menu.

CHART OF ACCOUNTS OPENING BALANCE LISTING

31 DEC 1996 * * * CHART OF ACCOUNTS OPENING BALANCES REPORT * * *

PAGE: 1

01 THE SYSTEMS HOUSE

G/L NO	DESCRIPTION	THIS YEAR	NEXT YEAR
01-1100-00	CASH IN BANK	25,000.00	
01-1110-00	PETTY CASH	1,000.00	
01-1120-00	DREYFUS-LIQUID ASSETS	25,000.00	
01-1200-00	ACCOUNTS RECEIVABLE	36,000.00	
01-1300-00	FURNITURE AND FIXTURES	65,000.00	
01-1310-00	OFFICE EQUIPMENT	50,000.00	
01-1320-00	ACC DEPRECIATION	-24,000.00	
01-1400-00	TELEPHONE DEPOSITS	1,250.00	
01-2300-00	WITHHOLDING TAXES	-1,000.00	
01-2310-00	WITH - FEDERAL INCOME	-1,500.00	
01-2320-00	WITH - FICA	-250.00	
01-2330-00	WITH - NJ STATE TAX	-1,250.00	
01-2340-00	WITH - NJETT	-1,250.00	
01-2350-00	WITH - SUI	-2,250.00	
01-2400-00	NJ SALES TAXES	-2,750.00	
01-2500-00	CUSTOMER DEPOSITS	-15,000.00	
01-2600-00	ACCOUNTS PAYABLE	-23,000.00	
01-2800-00	EQUIPMENT BANK LOAN	-40,000.00	
01-2900-00	CAPITAL	-40,000.00	
01-2910-00	RETAINED EARNINGS	-51,000.00	
		-----	-----
		0.00	0.00

BUDGET ENTRY

PROGRAM NAME	GL BUD.INPUT010
SELECTION	MENU-14.1
SELECTION NUMBER	2
FILES ACCESSED	CADF
	COMPANY
	CA
	CASDF
	PARAMETER

OVERVIEW

The budget entry program is designed to input budget information on profit and loss or balance sheet items.

In addition, the program establishes the Chart of Accounts record on the Ca file, if it has not already been loaded. As with opening balance procedure, if the account description has not yet been loaded on the Cadf file, it can be entered in this program.

OPERATING INSTRUCTIONS

This year budget should be used if you are inputting or changing the current year (based on last year closed in general ledger). Next year's budget will be used if you have not closed the given general ledger year and wish to input next year's budgets. The revised budgets will only be used for expense versus budget reports.

NOTE: If Parameter (36) is a 'Y', budgets can be spread over a 13 month period.

G/L NUMBER:

Enter the general ledger number. If this is a new account you will be prompted:

DESCRIPTION NOT ON FILE! DO YOU WANT TO ENTER IT? (NL/N)

After you enter the description you will be prompted:

NOT ON FILE, CREATE IT (Y/N)

Enter 'Y' to create the general ledger number and description.

BUDGET ENTRY**OPERATING INSTRUCTIONS (Continued)**

PERIOD:	ENTER BUDGET PERIOD
	1. THIS YEAR
	2. THIS YEAR REVISED
	3. NEXT YEAR

The last year closed for general ledger determines into which field the budgets should be loaded.

EX: 88 is the last year closed for general ledger. 9001 is the last month closed for general ledger. Budgets loaded for fiscal 90 must be loaded as next year budgets.

The financials use only this year and next year budget amounts. The only report to use the revised budget is the expense versus budget report.

1. ANNUAL

If you enter the annual amount, the budget amount will be divided by 12 or 13. If you are using a 13 month year then the budget will be divided by 13.

ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

The total will change based on the line number or annual amounts. If you change the annual amounts, all the monthly amounts will change.

BUDGET ENTRY

Screen Master for Windows

File Edit Settings File Transfer

BUDGET ENTRY

G/L NUMBER: 01-1200-00
ACCOUNTS RECEIVABLE

PERIOD : 1 BUDGET THIS YEAR

1.ANNUAL :
2.MONTHS

1 0
2
3
4
5
6
7
8
9
10
11
12

ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT :

										Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT			

BUDGET ENTRY LISTING

PROC NAME	GL.P MENU-14.1.12
SELECTION	MENU-14.1
SELECTION NUMBER	10
FILES ACCESSED	CADF
	CA
	COMPANY

OVERVIEW

When option 10 is selected from the selection screen, the chart of accounts budget listing is initiated.

OPERATING INSTRUCTIONS**BUDGET REPORT****ENTER <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue or 'END' to return to the menu.

DO YOU WANT LISTING FOR ONE COMPANY OR ALL (1/A)?

If you select '1' you will be prompted:

ENTER COMPANY NUMBER OR 'END'

Enter company number.

SELECT REPORT PERIOD

- (1) THIS YEAR**
- (2) THIS YEAR REVISED**
- (3) NEXT YEAR**

ENTER SELECTION

Enter the report period.

BUDGET ENTRY LISTING**OPERATING INSTRUCTIONS (Continued)****ENTER SORT SEQUENCE**

- (1) BY COMPANY BY G/L NUMBER**
- (2) BY COMPANY BY DEPT.**

ENTER SELECTION

Enter the sort sequence.

The report is a 'RECALL' based report, and offers several types of selection:

SELECTION CRITERIA

- 1. ALL COMPANIES**
- 2. SINGLE COMPANY**

BUDGET PERIOD

- 1. THIS YEAR**
- 2. THIS YEAR - REVISED**
- 3. NEXT YEAR**

SEQUENCE

- 1. BY COMPANY BY CHART OF ACCOUNT NUMBER**
- 2. BY COMPANY BY DEPARTMENT (SUFFIX)**

THE SYSTEMS HOUSE

GENERAL LEDGER & FINANCIALS

4210-01	SUI/DISABILITY	750	750	750	750	750	750	750	750	750	750	750	750	1100
														750
4215-00	FED UNEMPLOY	350	350	350	350	350	350	350	350	350	350	350	350	750
														350
4215-01	FED UEMPLOY	425	425	425	425	425	425	425	425	425	425	425	425	350
														425
4220-00	MEDICAL INS.	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400
														1400
4220-01	MEDICAL INS.	1050	1050	1050	1050	1050	1050	1050	1050	1050	1050	1050	1050	1050
														1050
4230-00	LIFE INSURANCE	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
														1000
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
		-24258	-24258	-24258	-24258	-24258	-24258	-24258	-24258	-24258	-24258	-24258	-24258	-
														24258

BUDGET ENTRY LISTING

CHART OF ACCOUNTS BUDGET LISTINGS - BY COMPANY BY DEPARTMENT

31	DEC	1996	* * * BUDGET REPORT - - - THIS YEAR * * *										PAGE:	1
01 THE SYSTEMS HOUSE														
ACCT.NO	DESCRIPTION	MNTH.1	MNTH.2	MNTH.3	MNTH.4	MNTH.5	MNTH.6	MNTH.7	MNTH.8	MNTH.9	MNTH.10	M N T H . 1 1 MNTH.12		
3010-00	HARDWARE	-20000	-20000	-20000	-20000	-20000	-20000	-20000	-20000	-20000	-20000	-20000	- 20000	
3020-00	SOFTWARE	-28000	-28000	-28000	-28000	-28000	-28000	-28000	-28000	-28000	-28000	-28000	- 28000	
3030-00	REIMBURSABLES	-1400	-1400	-1400	-1400	-1400	-1400	-1400	-1400	-1400	-1400	-1400	- 1400	
3040-00	INTEREST INCOM	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	- 200	
4100-00	PAYRLL EXPENSE	16667	16667	16667	16667	16667	16667	16667	16667	16667	16667	16667	16667	
4200-00	FICA	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	
4210-00	SUI/DISABILITY	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	
4215-00	FED UNEMPLOY	350	350	350	350	350	350	350	350	350	350	3 5 0	350	
4220-00	MEDICAL INS.	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	
4230-00	LIFE INSURANCE	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	----- -	
		12317	12317	12317	12317	12317	12317	12317	12317	12317	12317	12317	-	

JOURNAL ENTRY INPUT

PROGRAM NAME	GL JE-IN
	CA.LOOKUP
SELECTION	MENU-14.1
SELECTION NUMBER	3
FILES ACCESSED	CA
	CADF
	JE
	COMPANY
	PARAMETER
	CASDF
	JOB.DESC

OVERVIEW

The journal entry program is designed for entry of periodic journal entries to the general ledger. The operator must enter the fiscal period to which the entries are to be posted. A reference number is requested, but not required. A date and description are then entered. A control total field keeps track of the running balance, and must be zero to exit from the program.

OPERATING INSTRUCTIONS

If you are entering a new journal entry, hit 'RETURN' at journal entry number. The journal entry number will be assigned when the journal entry is accepted. If you are doing maintenance to a journal entry, enter the journal entry number and all the details for the journal entry will be displayed. You can then correct any line of the entry.

After the journal entry is balanced and accepted, a sequential journal entry number is assigned and a journal entry proof listing must be run.

The description field is a maximum of 60 characters.

There is the ability to recall an existing journal entry from the JE file and make modifications to the entry if it has not yet been updated.

If parameter (36) is a 'Y', a fiscal period with a month of 13 can be entered.

JOURNAL ENTRY INPUT**OPERATING INSTRUCTIONS (Continued)****INPUT FISCAL YEAR AND MONTH YOU ARE POSTING TO OR 'END':**

Enter the fiscal year and month (YYMM) you are posting to or 'END' to return to the selector.

ENTER COMPANY NUMBER OR 'END':

Enter company number or 'END' to return to the selector.

ENTER J/E NUMBER (6N), <RTN> FOR NEW NUMBER OR 'END':

Enter journal entry number, 'RETURN' for a new number or 'END' to return to the selector.

REFERENCE NO:

Enter your reference number for the journal entry, such as payroll.

TRANS. DATE:

Enter the date of this transaction.

SOURCE

Enter a valid source code. If you hit 'RETURN' the default source will be 'JE'.

DESCRIPTION:

Enter the detailed description for the journal entry.

ACCOUNT

Enter the general ledger account numbers. At the general ledger prompt an entry of 'L' will bring you to the chart of accounts lookup routine. At that point you can enter the first 4 characters of any part of the account description. You will then be able to review the accounts and choose the account you need.

JOURNAL ENTRY INPUT**OPERATING INSTRUCTIONS (Continued)****DEBITS CREDITS**

You will now begin to enter the debit or credit amounts. The journal entry must total 0 before you can exit the journal entry input.

JOB#

The entry of job number is optional. If a job number is entered, it is validated to the Job.Desc file, and the line of that transaction will be posted to the Job.Hist and Job files during journal entry update.

At completion of journal entry you will be prompted:

IS THIS WHAT YOU WANT? (NL/N)

Hit 'RETURN' to accept this journal entry. If you select 'N' you will be prompted:

**ENTER (A, B, C OR D) TO CHANGE HEADER INFO,
LINE # TO CHANGE, "DEL" TO DELETE ALL ENTRIES OR <RTN>**

If this is a new journal entry, the system will assign and display a new journal entry number.

**JOURNAL ENTRY NUMBER IS XXXXXX
ENTER 'NL' TO CONTINUE:**

Hit 'RETURN' to continued.

JOURNAL ENTRY INPUT

Screen Master for Windows

File Edit Settings File Transfer

CO 01 MO 02 JOURNAL ENTRY INPUT

A-REFERENCE NO: 3344 JOURNAL ENTRY NO: NEW JOURNAL ENTRY
 B-TRANS. DATE : 05/13/96 CONTROL TOTAL : 0.00
 C-SOURCE : JE
 D-DESCRIPTION : AR REVERSAL

LN#	ACCOUNT	DEBITS	CREDITS	JOB#	DESCRIPTION
1	01-1200-00	60.00			ACCOUNTS RECEIVABLE
2	01-3000-00		60.00-		INCOME ACCOUNTS

JOURNAL ENTRY # IS :000124
 ENTER 'NL' TO CONTINUE: █

OE	VE	MAINT	EMAIL	AUDIT				Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

JOURNAL ENTRY PROOF LISTING

PROK NAME	GL.P MENU-14.1.13
PROGRAM NAME	GL CHK.SAVE.LIST
	GL JE.BALANCE
	GL JEPLUPD
SELECTION	MENU-14.1
SELECTION NUMBER	11
FILE ACCESSED	JE
	GLA
	DICT GLA

OVERVIEW

The journal entry proof listing is actually two (2) reports, whose layouts follow. Each is designed to allow a proof of the 'Je' file. The first report is sorted by the input reference number, which therefore prints together all entries relating to a particular journal entry.

The second report is sorted by general ledger number and prefix. This report provides a total balance for each account updated to the general ledger in that run.

OPERATING INSTRUCTIONS

***** JOURNAL ENTRY PROOF LISTING AND UPDATE *****

ENTER <RTN> TO CONTINUE OR 'END'

Enter 'RETURN' to continue or 'END' to return to the menu.

IS THIS A SELECTIVE RUN (Y/<RTN>/END)

If you select 'Y' you will be prompted:

DO YOU WANT ONE COMPANY OR ALL OR 'END' (1/A/END)

If you select '1' you will be prompted:

JOURNAL ENTRY PROOF LISTING**OPERATING INSTRUCTIONS (Continued)****ENTER COMPANY # OR 'END'**

Enter company number.

ENTER FISCAL YEAR & MONTH NUMBER, 'A' FOR ALL OR 'END'

Enter fiscal year and month (YYMM), 'A' for all or 'END' to return to the selector.

ENTER SORT SEQUENCE '1'=BY G/L NO. ; '2'=BY JOURNAL ENTRY NO.

Select which sort sequence you want for this listing.

******* JOURNAL ENTRY UPDATE *******

**C A U T I O N ! THIS WILL UPDATE AND CLEAR THE JOURNAL ENTRY
FILE OF ALL ENTRIES ON PROOF LIST**

DO YOU WANT TO RUN THE JOURNAL ENTRY UPDATE NOW? (Y/N)

In order to run the journal entry update enter 'Y***'. This process copies the entries to the General Ledger Activity file and removes them from the Journal Entry file. If the update is run, maintenance can no longer be performed for those journal entries that have been updated.

If you select 'N', the process returns to start, and an 'END' can be entered to terminate or the reports can be rerun.

JOURNAL ENTRY PROOF LISTING

21 SEPT 1997 * * * JOURNAL ENTRY PROOF LISTING - - - BY GENERAL LEDGER NUMBER * * * PAGE: 1

01 THE SYSTEMS HOUSE

MON	REFER#	JE#	GEN.LED.NO.	ACCOUNT DESCRIPTION	SRC	DATE	JOURNAL ENTRY DESC	DEBITS	CREDITS JOB#
9707	AR001	000110	01-2200-00	LOAN-DUE T. SMITH	JE	07/15/97	07/15/97 LOAN PMT	0.00	500.00-
							***GEN.LED.# TOTAL	0.00	500.00-
9707	AR001	000110	01-2210-00	LOAN-DUE R.JONES	JE	07/15/97	07/15/97 LOAN PMT	0.00	1,000.00-

AUTO-REVERSE ENTRY

PROGRAM NAME	GL JE-REV
	AP CA.LOOKUP
SELECTION	MENU-14.1
SELECTION NUMBER	4
FILES ACCESSED	CA
	CADF
	CASDF
	JE-REV
	COMPANY
	PARAMETER
	JOB.DESC

OVERVIEW

The auto-reversing journal entry is entered in the same manner as the journal entry process (Option 1).

However, when the entries are accepted, they are written out to the General Ledger Activity file (Gla) twice, once for the assigned accounting period, and a second time with reverse sign for the subsequent accounting period.

OPERATING INSTRUCTIONS

The following screen layout is used.

1. The description field is a maximum of 60 characters.
2. The ability to recall an existing journal entry from the Je-Rev file and make modifications has been added.
3. If parameter (36) is a 'Y', a fiscal period with a month of 13 can be entered.

INPUT FISCAL YEAR AND MONTH YOU ARE POSTING TO OR 'END':

Enter the fiscal year and month (YYMM) you are posting to or 'END' to return to the selector.

ENTER COMPANY NUMBER OR 'END':

Enter company number or 'END' to return to the selector.

AUTO-REVERSE ENTRY**OPERATING INSTRUCTIONS (Continued)****ENTER J/E NUMBER (6N), <RTN> FOR NEW NUMBER OR 'END':**

Enter journal entry number, 'RETURN' for a new number or 'END' to return to the selector.

REFERENCE NO:

Enter your reference number for the journal entry, such as payroll.

TRANS. DATE:

Enter the date of this transaction.

SOURCE

Enter a valid source code. If you hit return the default source will be 'JE'.

DESCRIPTION:

Enter the detailed description for the journal entry.

ACCOUNT

Enter the general ledger account numbers. At the general ledger prompt an entry of 'L' will bring you to the chart of accounts lookup routine. At that point you can enter the first 4 characters of any part of the account description. You will then be able to review the accounts and choose the account you need.

DEBITS CREDITS

You will now begin to enter the debit or credit amounts. The journal entry must total to 0 before you can exit the journal entry input.

AUTO-REVERSE ENTRY**OPERATING INSTRUCTIONS (Continued)****JOB#**

The entry of job number is optional. If a job number is entered, it is validated to the Job.Desc file, and the line of that transaction will be posted to the Job.Hist and Job files during journal entry update.

At completion of journal entry you will be prompted:

IS THIS WHAT YOU WANT? (NL/N)

Hit 'RETURN' to accept this journal entry. If you select 'N' you will be prompted:

**ENTER (A, B, C OR D) TO CHANGE HEADER INFO,
LINE # TO CHANGE, "DEL" TO DELETE ALL ENTRIES OR <RTN>**

If this is a new journal entry, the system will assign and display a new journal entry number.

**JOURNAL ENTRY NUMBER IS XXXXXX
ENTER 'NL' TO CONTINUE:**

Hit 'RETURN' to continue.

AUTO-REVERSE JOURNAL ENTRY INPUT

Screen Master for Windows

File Edit Settings File Transfer

CO 01 MO 02 AUTO-REVERSE JOURNAL ENTRY INPUT

A-REFERENCE NO: 3344 JOURNAL ENTRY NO: NEW JOURNAL ENTRY
 B-TRANS. DATE : 05/13/96 CONTROL TOTAL : 0.00
 C-SOURCE : JE
 D-DESCRIPTION : REVERSAL

LN#	ACCOUNT	DEBITS	CREDITS	JOB#	DESCRIPTION
1	01-1000-00		60.00-		ASSETS
2	01-1200-00	60.00			ACCOUNTS RECEIVABLE

IS THIS WHAT YOU WANT ? <NL/N>: █

OE	VE	MAINT	EMAIL	AUDIT					Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		

AUTO-REVERSE PROOF LISTING

PROK NAME	GL.P MENU-14.1.14
PROGRAM NAME	GL CHK.SAVE.LIST
	GL JE-REUPLUPD
SELECTION	MENU-14.1
SELECTION NUMBER	12
FILES ACCESSED	JE-REV
	GLA
	DICT GLA

OVERVIEW

The auto-reverse journal entry proof listing prints the general ledger number, description of the entry and the amounts.

After the report(s) have been run, the operator is asked if an update to the general ledger is to be done. If the option is selected, the process copies the entries to the General Ledger Activity file and checks the status of the entries.

The journal entry selector is then displayed.

If the option is not selected the process returns to the start and an 'END' can be entered to terminate or the report(s) can be rerun.

OPERATING INSTRUCTIONS

***** AUTO-REVERSE JOURNAL ENTRY PROOF LISTING AND UPDATE *****

ENTER <RTN> TO CONTINUE OR 'END'

Enter 'RETURN' to continue or 'END' to return to the menu.

IS THIS A SELECTIVE RUN (Y/<RTN>/END)

If you select 'Y' you will be prompted:

DO YOU WANT ONE COMPANY OR ALL OR 'END' (1/A/END)

If you select '1' you will be prompted:

AUTO-REVERSE PROOF LISTING**OPERATING INSTRUCTIONS (Continued)****ENTER COMPANY # OR 'END'**

Enter company number.

ENTER FISCAL YEAR & MONTH NUMBER, 'A' FOR ALL OR 'END'

Enter fiscal year and month (YYMM), 'A' for all or 'END' to return to the selector.

ENTER SORT SEQUENCE '1'=BY G/L NO. ; '2'=BY JOURNAL ENTRY NO.

Select which sort sequence you want for this listing.

*** AUTO-REVERSE JOURNAL ENTRY UPDATE *****AUTO-REVERSE JOURNAL ENTRY FILE OF ALL ENTRIES ON PROOF LIST****DO YOU WANT TO RUN THE AUTO-REVERSE JOURNAL ENTRY UPDATE NOW? (Y/N)**

In order to run the auto-reverse journal entry update enter 'Y***'.

If you select 'N', the process returns to start, and an 'END' can be entered to terminate or the reports can be rerun.

AUTO-REVERSE PROOF LISTING

21 MAR 1997 * * AUTO-REVERSE JOURNAL ENTRY PROOF LISTING - - BY GENERAL LEDGER NUMBER * * PAGE: 1

01 THE SYSTEMS HOUSE

MON	REFER#	JE#	GEN.LED.NO	ACCOUNT DESCRIPTION	SRC	DATE	JOURNAL ENTRY DESC	DEBITS	CREDITS	JOB #
9611	REVJE	000110	01-2200-00	LOAN-DUE S. SMITH	JE	11/21/96	LOAN PAYMENT	0.00	500.00-	
								-----	-----	
							*** GEN.DED.# TOTAL ***	0.00	500.00-	
9611	REVJE	000110	01-2210-00	LOAN-DUE R.JONES	JE	11/21/96	LOAN PAYMENT	0.00	1,000.00-	
								-----	-----	
							*** GEN.DED.# TOTAL ***	0.00	1,000.00-	
9611	REVJE	000109	01-2230-00	EMPLOYEE ADVANCES	JE	11/21/96	ADVANCES FOR EMP.	0.00	1,000.00-	
9611	REVJE	000110	01-2230-00	EMPLOYEE ADVANCES	JE	11/21/96	LOAN PAYMENT	1,000.00	0.00	
								-----	-----	
							*** GEN.DED.# TOTAL ***	1,000.00	1,000.00-	
								-----	-----	
							***FISCAL MONTH TOTAL ***	1,000.00	1,000.00-	
								-----	-----	
							*** COMPANY TOTAL ***	1,000.00	1,000.00-	

AUTO-REVERSE PROOF LISTING

21 MAR 1997 * * AUTO-REVERSE JOURNAL ENTRY PROOF LISTING - - BY JOURNAL ENTRY NUMBER * * PAGE: 1

01 THE SYSTEMS HOUSE

MON	REFER#	JE#	GEN.LED.NO	ACCOUNT DESCRIPTION	SRC	DATE	JOURNAL ENTRY DESC	DEBITS	CREDITS	JOB #
9611	REVJE	000110	01-2200-00	LOAN-DUE S. SMITH	JE	11/21/96	LOAN PAYMENT	0.00	500.00-	
								-----	-----	
							*** JE # TOTAL ***	0.00	500.00-	
9611	REVJE	000110	01-2210-00	LOAN-DUE R.JONES	JE	11/21/96	LOAN PAYMENT	0.00	1,000.00-	
								-----	-----	
							*** JE # TOTAL ***	0.00	1,000.00-	
9611	REVJE	000109	01-2230-00	EMPLOYEE ADVANCES	JE	11/21/96	ADVANCES FOR EMP.	0.00	1,000.00-	
9611	REVJE	000110	01-2230-00	EMPLOYEE ADVANCES	JE	11/21/96	LOAN PAYMENT	1,000.00	0.00	
								-----	-----	
							*** JE # TOTAL ***	1,000.00	1,000.00-	
								-----	-----	
							***FISCAL MONTH TOTAL ***	1,000.00	1,000.00-	

RECURRING ENTRY MAINTENANCE

PROGRAM NAME	GL JERECC	
	AP CA.LOOKUP	
SELECTION	MENU-14.1	
SELECTION NUMBER	5	
FILES ACCESSED	CA	PARAMETER
	CADF	
	CASDF	
	JERECC	
	GL.SOURCE	
	COMPANY	
	JOB.DESC	
	OPERATOR	

OVERVIEW

The recurring journal entry program is designed for entering, changing, or deleting recurring journal entries.

Each recurring journal is assigned a reference number for maintenance purposes. This procedure allows for the addition as well as maintenance of recurring journals already on file. If you are doing maintenance on an existing entry all the information for the entry will be displayed. The description field is a maximum of 60 characters.

OPERATING INSTRUCTIONS**ENTER RECURRING JOURNAL ENTRY NO. OR "END":**

Enter an new or existing recurring journal entry number.

If you enter a new number the system will prompt:

IS THIS A NEW ENTRY (N/<RTN>)?

Enter 'RETURN' to continue.

ENTER COMPANY NUMBER OR 'END':

Enter company number.

RECURRING ENTRY MAINTENANCE**OPERATING INSTRUCTIONS (Continued)****REFERENCE NO:**

Enter your reference number for the JE, such as payroll.

SOURCE

Enter a valid source code. If you hit return the default source will be 'JE'.

DESCRIPTION:

Enter the detailed description for the journal entry.

ACCOUNT

Enter the general ledger account numbers. At the general ledger prompt an entry of 'L' will bring you to the chart of accounts lookup routine. At that point you can enter the first 4 characters of any part of the account description. You will then be able to review the accounts and choose the account you need.

DEBITS CREDITS

You will now begin to enter the debit or credit amounts. The journal entry must total 0 before you can exit the journal entry input.

JOB#

The entry of job number is optional. If a job number is entered, it is validated to the Job.Desc file, and the line of that transaction will be posted to the Job.Hist and Job files during journal entry update.

At completion of journal entry you will be prompted:

IS THIS WHAT YOU WANT? (NL/N)

Hit 'RETURN' to accept this journal entry. If you select 'N' you will be prompted:

RECURRING ENTRY MAINTENANCE

OPERATING INSTRUCTIONS (Continued)

ENTER LINE NUMBER OR <RTN>

When you select a line number to change you will be prompted:

ENTER "DEL" TO DELETE ENTRY

RECURRING ENTRY MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

RECURRING JOURNAL ENTRY INPUT
REC JE #: 000120

COMPANY NO. : 01
 1-REFERENCE NO: 556677
 2-SOURCE : RJ CONTROL TOTAL : 0.00
 3-DESCRIPTION : RECURRING DEBT

LN#	ACCOUNT	DEBITS	CREDITS	JOB#	DESCRIPTION
4	01-4000-00	50.00			EXPENSE ACCOUNTS
5	01-4000-00		50.00-		EXPENSE ACCOUNTS

IS THIS WHAT YOU WANT ? <NL/N>: █

OE	VE	MAINT	EMAIL	AUDIT				Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

RECURRING ENTRY MAINTENANCE LISTING

PROGRAM NAME	GL.P MENU-14.1.15
SELECTION	MENU-14.1
SELECTION NUMBER	13
FILES ACCESSED	JERECC
	GLA
	DICT GLA
	DICT JERECC

OVERVIEW

The recurring journal entry proof listing is designed to act as a file listing of the Jerecc file. It prints in recurring journal number sequence.

OPERATING INSTRUCTIONS

*** * * RECURRING JOURNAL ENTRY PROOF LISTING * * ***
ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

RECURRING ENTRY MAINTENANCE LISTING

21 MAR 1997

RECURRING JOURNAL ENTRY PROOF BY REFERENCE NUMBER

PAGE: 1

01 THE SYSTEMS HOUSE

RECC.#	CO#	REFER#	GEN.LED.NO.	ACCOUNT DESCRIPTION	SRC	JOURNAL ENTRY DESCRIPTION	DEBITS	CREDITS
000001	01	FA 1	01-4800-00	MARKETING EXPENSE	RJ	FURNITURE & FIXTURE DEP	3,250.00	0.00
			01-1320-00	ACC DEP. EQUIPMENT			0.00	3,250.00-
							-----	-----
**** RECC. ENTRY TOTAL ****							3,250.00	3,250.00-
							-----	-----
**** RECC. ENTRY TOTAL ****							3,250.00	3,250.00-
							-----	-----
** REFER. NUMBER TOTAL **							3,250.00	3,250.00-
							-----	-----
**** COMPANY TOTAL ****							3,250.00	3,250.00-

RECURRING JOURNAL ENTRY UPDATE

PROK NAME	GL.P MENU-14.1.16	
	GL.P MENU-14.1.13	
PROGRAM NAME	GL JERECCUPD	
	GL CHK.SAVE.LIST	
	GL JE.BALANCE	
	GL JEPLUPD	
SELECTION	MENU-14.1	
SELECTION NUMBER	14	
FILES ACCESSED	CA	JOB.HIST
	CADF	
	JE	
	JERECC	
	COMPANY	
	PARAMETER	
	GLA	
	JOB	

OVERVIEW

The recurring journal update processes all recurring journals in Jerrec file and creates actual journal entries to the standard 'Je' file. The operator is prompted for the entry of a fiscal month to control updating.

After the update the recurring journal will appear as part of the next journal entry proof listing, and from there will be updated to the Gla file.

Since all recurring journals for the specified company is processed, care should be taken to delete any journals that are no longer needed.

The Recurring Journal entry update should only be run once for each fiscal period. If it is run more than once, duplicate entries will be posted to the general ledger.

After you have updated the recurring journal entries, you will be given the option of printing the journal entries and updating the journal entries.

If you find you have forgotten to enter a recurring journal entry and have already updated the entries for the current fiscal period, enter the new transaction as a journal entry. You can then enter it also as a recurring journal entry for the next month.

EXPENSE SPREAD BY MONTH

PROGRAM NAME GL ACT.INPUT010
SELECTION MENU-14.1
SELECTION NUMBER 6
FILES ACCESSED CADF
 CA
 COMPANY
 CASDF
 PARAMETER

OVERVIEW

This program is used to enter the net of all transactions by period. It is designed to input historical information on profit and loss or balance sheet items. You can enter actuals for this year, next year and last year. The options you pick will determine which year this program will post the actuals.

In addition, the program establishes the Chart of Accounts record on the Ca file, if it has not already been loaded. As with the budget entry and opening balance procedures, if the account description has not yet been loaded on the Cadf file, it can be entered in this program.

OPERATING INSTRUCTIONS**G/L NUMBER**

Enter the general ledger number. The description will display if the Cadf record exists. Enter the account description - only if Cadf record is being created.

PERIOD

1. THIS YEAR
2. LAST YEAR
3. NEXT YEAR

Select the actual period to be displayed.

EXPENSE SPREAD BY MONTH**OPERATING INSTRUCTIONS (Continued)****1 OPEN AMOUNT**

Enter the opening balance for the period. If the amount is a credit, enter a negative (-) sign before entering the amount.

2. MONTHS

Enter the actual amount for each period. This is the net of all debits and credits that affected this account during the period.

ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT:

This program can be used to load the previous year's information during general ledger startup. The net of all transactions for each month for each account would be entered. If a credit amount should be entered, a negative (-) sign should be entered before the amount.

EXPENSE SPREAD BY MONTH

Screen Master for Windows																									
File Edit Settings File Transfer																									
ACTUAL ENTRY *****																									
G/L NUMBER : 01-1000-00																									
ASSETS																									
PERIOD	: 1	ACTUAL THIS YEAR	TOTAL : 150.00-																						
1.OPEN AMOUNT:	100.00																								
2.MONTHS																									
1	0																								
2																									
3																									
4																									
5																									
6																									
7	250.00-																								
8																									
9																									
10																									
11																									
12																									
ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT :																									
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>Brk</td> </tr> <tr> <td>HELP</td><td>END</td><td>INSERT</td><td>LDELETE</td><td>PREV PG</td><td>NEXT PG</td><td>INQUIRY</td><td>ABORT</td><td> </td> </tr> </table>																Brk	HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	
								Brk																	
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT																		

EXPENSE SPREAD BY MONTH REPORT

PROC NAME	GL.P PACTUAL.RPTS
PROGRAM NAME	GL ACTUAL.RPTS
SELECTION	MENU-14.1
SELECTION NUMBER	15
FILES ACCESSED	CADF
	COMPANY
	CA
	PARAMETER

OVERVIEW

When option 15 is selected from the selection screen, the chart of accounts actual's expense spread report is initiated. The report is a basic report, and offers several types of selections.

OPERATING INSTRUCTIONS**A C T U A L S R E P O R T****ENTER <RTN> TO CONTINUE OR 'END'**

Enter 'RETURN' to continue or 'END' to return to the menu.

DO YOU WANT LISTING FOR ONE COMPANY OR ALL (1/A)?

Enter 'A' for all companies. If you enter '1' for a specific company you will be prompted:

ENTER COMPANY NUMBER OR 'END'

Enter company number.

SELECT REPORT PERIOD

- (1) THIS YEAR**
- (2) NEXT YEAR**
- (3) LAST YEAR**

ENTER SELECTION

EXPENSE SPREAD BY MONTH REPORT**OPERATING INSTRUCTIONS (Continued)****ENTER SORT SEQUENCE**

- (1) BY COMPANY BY G/L NUMBER**
- (2) BY COMPANY BY DEPT.**

ENTER SELECTIONS

Note: If parameter (36) is a 'Y' 13 fiscal periods will be displayed across opposed to the 12 normally displayed.

EXPENSE SPREAD BY MONTH REPORT

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* * * ACTUALS REPORT - - - THIS YEAR * * *

PAGE: 1

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ACCOUNT# & DESCRIPTION	ACT.TOT	MNTH.1	MNTH.2	MNTH.3	MNTH.4	MNTH.5	MNTH.6	MNTH.7	MNTH.8	MNTH.9	MNTH.10	M N T H . 1 1 MNTH.12
01-1200-00 ACCOUNT RECEIVABLE	120000	19000	9000	25000	18000	11000	1000	1000				
01-4010-00 EQUIP-COST OF SALES	140000	20000	20000	20000	20000	20000	20000	20000				
01-4100-00 PAYROLL EXPENSE	143210	20000	20000	20000	2000	23210	20000	20000				
01-4200-00 FICA	11600	1500	1500	1500	1500	2600	1500	1500				
01-42100-00 SUI/DISABILITY	7000	1000	1000	1000	1000	1000	1000	1000				

EXPENSE SPREAD BY MONTH REPORT

31 DEC 1996

* * * ACTUALS REPORT - - - NEXT YEAR * * *

PAGE: 1

01 THE SYSTEMS HOUSE

ACCOUNT# &	ACT.TOT	MNTH.1	MNTH.2	MNTH.3	MNTH.4	MNTH.5	MNTH.6	MNTH.7	MNTH.8	MNTH.9	MNTH.10	M N T H . 1 1
DESCRIPTION												MNTH.12

01-1000-00	200											
------------	-----	--	--	--	--	--	--	--	--	--	--	--

ASSETS

01-1100-00	32793				25							
------------	-------	--	--	--	----	--	--	--	--	--	--	--

CASH IN BANK FIDELITY

01-1110-00	1000											
------------	------	--	--	--	--	--	--	--	--	--	--	--

PETTY CASH

01-1200-00	313916		61000				252916					
------------	--------	--	-------	--	--	--	--------	--	--	--	--	--

ACCOUNTS RECEIVABLE

01-1310-00	67050											
------------	-------	--	--	--	--	--	--	--	--	--	--	--

EQUIPMENT

EXPENSE SPREAD BY MONTH REPORT

31 DEC 1996

* * * ACTUALS REPORT - - - LAST YEAR * * *

PAGE: 1

01 THE SYSTEMS HOUSE

ACCOUNT# & ACT.TOT MNTH.1 MNTH.2 MNTH.3 MNTH.4 MNTH.5 MNTH.6 MNTH.7 MNTH.8 MNTH.9 MNTH.10 M N T H . 1 1
MNTH.12

DESCRIPTION

01-1000-00

ASSETS

01-1100-00

CASH IN BANK FIDELITY

01-1110-00

PETTY CASH

01-1200-00

ACCOUNTS RECEIVABLE

01-1310-00

EQUIPMENT

STATISTICS ENTRY

PROGRAM NAME	GL STAT.INPUT010
SELECTION	MENU-14.1
SELECTION NUMBER	7
FILES ACCESSED	CA
	CADF
	CASDF
	COMPANY
	OPERATOR
	PARAMETER

OVERVIEW

The statistics entry program is used to enter monthly information into an account designated as statistical. Statistical accounts can be used in the financial report print to print an average for a specific line on the financials. For example, if you wish to divide total sales by number of salesmen, a statistical account would be set up to record the number of salesmen. You could then assign this account to a line on the financials and divide the sales line by the salesmen line. Statistical accounts do not print on the preliminary or final trial balance reports. An account can not be both a statistical and a standard general ledger account.

OPERATING INSTRUCTIONS**G/L NUMBER**

Enter the general ledger number, the description will display.

PERIOD

- 1. THIS YEAR**
- 2. LAST YEAR**
- 3. NEXT YEAR**

Select the actual period to be displayed.

STATISTICS ENTRY**OPERATING INSTRUCTIONS (Continued)****1 ANNUAL**

If you enter the annual statistics, the budget statistics will be divided by 12. If you are using a 13 month year then the statistics will be divided by 13. If the amount should be a credit, enter a negative (-) sign before the amount.

2. MONTHS

Enter the statistic amount for each period. The annual will display the accumulative total of months entered.

ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT:

Enter line number to change, delete to delete or '0' to accept.

STATISTICS ENTRY

Screen Master for Windows

File Edit Settings File Transfer

STATISTICS ENTRY

G/L NUMBER: 01-4000-00
EXPENSE ACCOUNTS

PERIOD : 1 STATISTICS THIS YEAR

1.ANNUAL :
2.MONTHS

1 0
2
3
4
5
6
7
8
9
10
11
12

ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT :

									Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		

STATISTICS ENTRY REPORT

PROGRAM NAME	GL.P PSTAT.LIST
SELECTION	MENU-14.1
SELECTION NUMBER	16
FILES ACCESSED	CA

OVERVIEW

This report will print a proof listing of all statistical information.

The report can be run for this year, last year or next year by company by general ledger or by company by department.

OPERATING INSTRUCTIONS

***** STATISTICS REPORT *****
ENTER <RTN> TO CONTINUE OR 'END'

Enter 'RETURN' to continue or 'END' to return to the menu.

DO YOU WANT LISTING FOR ONE COMPANY OR ALL (1/A)?

Enter 'A' for all companies. If you enter '1' for a specific company you will be prompted:

ENTER COMPANY NUMBER OR 'END'

Enter company number.

SELECT REPORT PERIOD

- (1) THIS YEAR**
- (2) NEXT YEAR**
- (3) LAST YEAR**

ENTER SELECTION

STATISTICS ENTRY REPORT**OPERATING INSTRUCTIONS (Continued)****ENTER SORT SEQUENCE**

- (1) BY COMPANY BY G/L NUMBER**
- (2) BY COMPANY BY DEPT.**

ENTER SELECTION

Note: If parameter (36) is a 'Y' 13 fiscal periods will be displayed across opposed to the 12 normally displayed.

STATISTICS ENTRY REPORT

STATISTICS THIS YEAR BY GENERAL LEDGER NUMBER

21 MAR 1996 * * * STATISTICS REPORT - - - THIS YEAR * * * PAGE: 1

01 THE SYSTEMS HOUSE

ACCT. NO.	DESC	MNTH.1	MNTH.2	MNTH.3	MNTH.4	MNTH.5	MNTH.6	MNTH.7	MNTH.8	MNTH.9	MNTH.10	M N T H . 1 1 MNTH.12	
1000-00	SALESMAN	833	833	833	833	833	833	833	833	833	833	833	
1011-00	# OF CUSTOMERS	120	150	159	165	168	175	200	228	250	300	321	350
		----	----	----	----	----	----	----	----	----	----	----	
* * *		953	983	991	998	1001	1008	1033	1061	1083	1133	1154	1183
		953	983	991	998	1001	1008	1033	1061	1083	1133	1154	1183

STATISTICS ENTRY REPORT

STATISTICS THIS YEAR BY DEPARTMENT

21	MAR	1996	* * * STATISTICS REPORT - - - THIS YEAR * * *								PAGE:	1
01	THE SYSTEMS HOUSE											
ACCT. NO. DESC	MNTN.1	MNTN.2	MNTN.3	MNTN.4	MNTN.5	MNTN.6	MNTN.7	MNTN.8	MNTN.9	MNTN.10	M N T H . 1 1	MNTN.12
1000-00 SALESMAN	833	833	833	833	833	833	833	833	833	833	833	833
1011-00 # OF CUSTOMERS	120	150	159	165	168	175	200	228	250	300	321	350
	----	----	----	----	----	----	----	----	----	----	----	----
	953	983	991	998	1001	1008	1033	1061	1083	1133	1154	1183
	----	----	----	----	----	----	----	----	----	----	----	----
* * *	953	983	991	998	1001	1008	1033	1061	1083	1133	1154	1183
	953	983	991	998	1001	1008	1033	1061	1083	1133	1154	1183

ALLOCATION INPUT

PROGRAM NAME	GL REDIST.JE-INPUT010
SELECTION	MENU-14.1
SELECTION NUMBER	8
FILES ACCESSED	CA CADF CASDF COMPANY PARAMETER OPERATOR SCREEN REDIST.JE

OVERVIEW

The general ledger allocation module will provide the ability to redistribute charges posted to one general ledger account to others. The allocation can be based on either fixed percentages stored in a Maintenance record or in ratio to another income or expense field.

Since the program will operate against account balances, the redistribution will be effective against auto-reversing entries as well as normal entries. The redistribution entry is always based upon the allocation percentages, or account ratios in effect at the time of processing. Therefore, if the account reallocation percentages are altered between periods, the "reversal" portion of the auto-reverse entry may not agree with the "accrual" portion of the entry. Similarly, because of this effect the ratio method of allocation should not be used on auto-reversing entries.

This program will establish the allocation. Input will consist of the general ledger code to be redistributed and the target general ledger codes with either:

- A. Specific reallocation percentages; or
- B. A general ledger base code (i.e., payroll expense or sales) which will cause the program to redistribute the amount in ratio to the balances in each target General Ledger record.

Example:

4100 - Payroll Expense
4220 - Medical Insurance

ALLOCATION INPUT

OVERVIEW (Continued)

A. 01-4220-00

01-4220-010	10.0
01-4220-020	10.0
01-4220-030	10.0
01-4220-100	<u>10.0</u>
	100.0

This will result in a redistribution of 100% of the amount charged to account 4220 to each of the identified departments

B. 01-4220-000

Ratio of:4100	01-4220-010
	01-4220-020
	01-4220-030
	01-4220-100

This will result in a redistribution based upon the percent of payroll expense each department represents of the total payroll expense. Thus, if the amounts involved are:

	<u>Payroll Expense</u>	<u>Computed Percent</u>
01-4100-010	\$ 1,000	5.0%
01-4100-020	2,000	10.0%
01-4100-030	2,500	12.5%
01-4100-100	2,000	10.0%
Total	\$ 20,000	100.0%

The allocations will be based on the computed percentages, and are recalculated each time the general ledger is closed.

ALLOCATION INPUT

OVERVIEW (Continued)

NOTES:

1. To simplify input, the program will provide the ability to replicate the departments and/or percentages of another redistribution record.

Thus, the operator could input

01-4250-000	Recruitment Expense
-------------	---------------------

"COPY"	01-4220-000
--------	-------------

and what would result would be a redistribution to this general ledger with the departments and percentages used for 4220.

i.e., 01-4250-010	10%
01-4250-020	10%
01-4250-030	10%

01-4250-100 10%

2. In method "A", the redistribution may be to other general ledger codes. In the method of ration "B", the target general ledger codes must all be to the same general ledger code.

This program will redistribute charges posted to one general ledger account to other accounts. The allocation can be based on either fixed percentages or in ratio to another account. The redistribution will always be based on allocation percentages or ratios in effect at time of processing.

OPERATING INSTRUCTIONS

ACCT TO RE-DISTRIBUTE:

Enter the account to redistribute. If it is a new entry you will be prompted:

NOT ON FILE, CREATE IT (Y/N)

ALLOCATION INPUT**OPERATING INSTRUCTIONS (Continued)**

If yes, you will be prompted as follows:

DO YOU WANT TO COPY AN EXISTING REDISTRIBUTION RECORD (Y/N)

If your answer is 'Y', you can copy a record, only if it is a ratio record. If you are not copying the record, you will be prompted:

METHOD P - PERCENT OR R - RATIO**ACCOUNT**

If you are entering a percent to allocate enter an account number. If you are using the same natural number but want to change the department hit 'RETURN' and you will be prompted for department.

ENTER PERCENT OR RATIO AMOUNT

After you have completed the entry, you will be prompted:

ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

If you have to make a change enter line number. You can then change a line or type 'DELETE' to delete the entry. If you are entering a ratio enter ratio account. You will then be prompted for department numbers. The natural general ledger number must remain the same for all the ratio accounts.

ALLOCATION INPUT

Screen Master for Windows

File Edit Settings File Transfer

GENERAL LEDGER ALLOCATION INPUT

ACCT TO RE-DISTRIBUTE: 01-1400-00 TELEPHONE DEPOSITS

1.METHOD: R

2.RATIO ACCT: 1200 TOTAL PCT:

3.LN#	ACCOUNT	PCT	DESCRIPTION
1	01-1400-01	0.0	TELEPHONE DEPOSITS
2	- -	0.0	
3	- -	0.0	
4	- -	0.0	
5	- -	0.0	
6	- -	0.0	
7	- -	0.0	
8	- -	0.0	
9	- -	0.0	
10	- -	0.0	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :█

									Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		

ALLOCATION INPUT REPORT

PROGRAM NAME	GL.P PREDIST.JE.LIST
SELECTION	MENU-14.1
SELECTION NUMBER	17
FILES ACCESSED	REDIST.JE

OVERVIEW

A listing of the Allocation file will be provided showing the base and target general ledger codes, as well as related percentages on ratio general ledger number.

OPERATING INSTRUCTIONS**GENERAL LEDGER ALLOCATION LISTING**

HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR

Hit 'RETURN' to continue or 'END' to return to the menu.

ALLOCATION INPUT REPORT

PAGE 1 * * * * * GENERAL LEDGER ALLOCATION LIST * * * * *

DAGE 17:18:49

21 MAR 1997

ACCT.TO.DIST	METHOD	RATIO.ACCT	DIST.ACCT	PCT.
01-1000-00	P		01-1100-00	10.0
			01-1200-00	90.0
01-4000-00	P		01-1000-00	25.0
			01-1120-00	50.0
			01-2000-00	20.0
			01-4410-00	5.0
01-4100-00	P		01-1000-00	50.0
			01-2000-00	50.0

MONTHLY REPORTS

The screenshot shows a window titled "Screen Master for Windows" with a menu bar containing "File", "Edit", "Settings", and "File Transfer". Below the menu bar, the text "Account: DEMO.10" and "Port: 65 Menu: GL.MON.RPT" is displayed. The main content area is titled "Monthly Reports" and lists the following options:

- Pre-Closing**
 - 1. General Ledger Activity Detail Report Inquiry
 - 2. Monthly Journal Entry Report
 - 3. Account Analysis (Current/History)
- Post Closing**
 - 4. General Ledger Month-End Update
 - 5. Screen General Ledger Inquiry
 - 6. Detail General Ledger Month-End Print
 - 7. Trial Balance
 - 8. Semi-Annual Trial Balance
 - 9. Summary General Ledger
 - 10. Expense and Budget Analysis
 - 11. Tape Backup
 - 12. Automatic Update of Last Month Closed -- (G/L)
 - 13. Audit Listing's for G/L Updates & Prints

At the bottom of the screen, there is a prompt: "Enter Selection or END : █".

Below the main window is a control panel with the following buttons:

OE	VE	MAINT	EMAIL	AUDIT				Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

MONTHLY REPORTS OVERVIEW

The selector is divided in pre closing and post closing groupings. The first three entries merely reflect the current status of the General Ledger Activity file (Gla), and perform no updating.

Entry 4 closes the month and updates the Ca file, and clears Gla file. The remaining postclosing reports are meaningful after the closing has been run.

GENERAL LEDGER ACTIVITY REPORT

PROK NAME	GL.P MENU-14.2.1
SELECTOR NUMBER	MENU-14.2
SELECTOR	1
FILES ACCESSED	GLA

OVERVIEW

The general ledger activity report is a listing of the data on the Gla file with a particular fiscal period. This report lists in general ledger number sequence, the general ledger number, transaction description, transaction date, reference number, source journal, month, and transaction amount. The report breaks on general ledger number and totals the amount field. A final total is at the bottom of the report.

NOTE: This report should balance to zero. If it does not then the general ledger will be out of balance. (All our updates will only update a gl that is in balance, so the problem of an out of balance general ledger should never occur.)

OPERATING INSTRUCTIONS

***** GENERAL LEDGER DETAIL REPORT INQUIRY *****
ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

ENTER FISCAL YEAR & MONTH NUMBER OR 'END':

Enter the fiscal year and month (YYMM) or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter the company number or 'END' to return to the menu.

GENERAL LEDGER ACTIVITY REPORT

31 DECEMBER 1996 * * * GENERAL LEDGER DETAIL REPORT INQUIRY * * * PAGE: 1

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GEN.LED#	ACCOUNT DESCRIPTION	ENTRY DESCRIPTION	DATE	REFER#	J.E.#	SRC	YR/MN	DEBITS	CREDITS
01-1100-00	CASH IN BANK	EXPENSE DIST.REG.	12/31/96			PJ	9612	0.00	124.74
01-1100-00	CASH IN BANK	REGULAR DISBURSE	12/31/96			CD	9612	0.00	2,107.00-
								-----	-----
								0.00	2,231.74-
*** GEN.LED# SUB-TOTAL ***								0.00	2,231.74-
01-1320-00	ACC DEPRECIATION	DEPRECIATION ENTRY	12/25/96	FA 1	000102	RE	9612	0.00	1,051.50-
01-1320-00	ACC DEPRECIATION	FURNITURE/FIXTURE	12/28/96	FA 1	000105	RJ	9612	0.00	3,250.00-
								-----	-----
*** GEN.LED# SUB TOTAL ***								0.00	4,301.50-
***** COMPANY TOTAL *****								0.00	4,301.50-

MONTHLY JOURNAL ENTRY REPORT

PROGRAM NAME	GL.P MENU-14.2.3
SELECTOR NUMBER	MENU-14.2
SELECTOR	2
FILES ACCESSED	GLA

OVERVIEW

The monthly journal entry reports display all source journal entries entered through general ledger for the specified fiscal period.

Three report sequences are available:

1. By Journal Entry Number
2. By General Ledger Number
3. Print reports 1 & 2

OPERATING INSTRUCTIONS

***** MONTHLY JOURNAL ENTRY REPORT *****
ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

ENTER FISCAL YEAR & MONTH NUMBER OR 'END':

Enter the fiscal year and month (YYMM) or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a specific company number, 'A' for all companies or 'END' to return to the menu.

MONTHLY JOURNAL ENTRY REPORT**OPERATING INSTRUCTIONS (Continued)**

The following report formats are used:

SORT SEQUENCES**1-BY JOURNAL ENTRY NUMBER****2-BY GENERAL LEDGER NUMBER****3-PRINT REPORTS '1' AND '2'****ENTER SELECTOR NUMBER OR 'END':**

MONTHLY JOURNAL ENTRY REPORT

31 DECEMBER 1996 * * * MONTHLY JOURNAL ENTRY REPORT- - BY JOURNAL NUMBER * * * PAGE: 1

01 THE SYSTEMS HOUSE

JRN.ENT#	GEN.LED.NO	ACCOUNT DESCRIPTION	ENTRY DESCRIPTION	REFER#	SRC	YR/MN	DATE	DEBITS	CREDITS
000102	01-1320-00	ACC DEPRECIATION	DEPRECIATION ENTRY	FA 1	JE	9612	12/21/96	0.00	
									1,051.50-
000102	01-4800-00	DEPRECIATION EXP	DEPRECIATION ENTRY	FA 1	JE	9612	12/21/96	1,051.50	0.00
								-----	-----
								*** JRN.ENT.# TOTAL ***	
								1,051.50	
									1,051.50-
000103	01-2310-00	WITH-FEDERAL INCOME	PAYROLL ENTRY	PJ 1	PR	9612	12/28/96	0.00	
									1,850.00-
000103	01-2320000	WITH --FICA	PAYROLL ENTRY	PJ 1	PR	9612	12/28/96	0.00	
									2,200.20-
000103	01-2330-00	WITH-NJ STATE TAX	PAYROLL ENTRY	PJ 1	PR	9612	12/28/96	0.00	260.15-
000103	01-4100-00	PAYROLL EXPENSE	PAYROLL ENTRY	PJ 1	PR	9612	12/28/96	3,210.25	0.00
000103	01-4200-00	FICA	PAYROLL ENTRY	PJ 1	PR	9612	12/28/96	1,100.10	0.00
								-----	-----
								*** JRN.ENT.# TOTAL ***	
								4,310.35	
									4,310.35-
								-----	-----
								*** COMPANY TOTAL ***	
								5,361.85	5,361.85-

ACCOUNT ANALYSIS (CURRENT/HISTORY)

PROGRAM NAME	GL GL.ACCT.HIST.INQ010
SELECTOR NUMBER	14.2
SELECTOR	3
FILES ACCESSED	PARAMETER OPERATOR
	COMPANY
	GL.SOURCE
	GLA
	ACCOUNT.HIST
	CA
	CADF
	VEND.MAST

OVERVIEW

This inquiry will display the transaction date, period, general ledger source code, description, journal entry number, job number and transaction amount for selected general ledger source and period.

OPERATING INSTRUCTIONS

GL#:

Enter the general ledger number.

SRC:

Enter the general ledger source code or "ALL" for all source codes.

PERIOD:

ENTER <RTN> FOR CURRENT FISCAL PERIOD, '9999' FOR SPECIFIC HISTORY FISCAL PERIOD, 'ALL' FOR ALL HISTORY TRANSACTIONS OR 'END'

Enter 'RETURN' for current fiscal period, enter a specific fiscal period or 'ALL' for all history transactions.

ACCOUNT ANALYSIS (CURRENT/HISTORY)

OPERATING INSTRUCTIONS (Continued)

DO YOU WANT A HARD COPY (Y/'RTN'):

Hit 'RETURN' to display on the screen or 'Y' to print out a hard copy.

ACCOUNT ANALYSIS (CURRENT/HISTORY)

10/22/97 14:08:55 G/L HISTORY INQUIRY PAGE: 1

GL#: -1-4220-00 MEDICAL INSURANCE

SRC: ALL PERIOD: ALL

TNX-DATE	PER	SRC	REF#	DESCRIPTION	J/E#	JOB#	TNX-AMOUNT
08/22/97	9708	JE	8574	ACCRUED EXPENSES	000128		1,850.00
*** TRANSACTION TOTAL ***							1,850.00

GENERAL LEDGER MONTH-END UPDATE

PROK NAME	GL.P MENU-14.2.5 GL.P MENU-14.2.2
PROGRAM NAME	GL.P PREDIST.GLA.LIST GL BATCH.UPD.GL GL CHK.SAVE.LIST,NEW GL GLSUPD GL REDIST.JE.UPD GL REDIST.GLA.UPD GL REDIST.GLAH.UN.UPD GL REDIST.GLA.UPD GL GLUPD1 GL GL.ME.UPD.DGLA
SELECTOR NAME	MENU-14.2
SELECTOR	4
FILES ACCESSED	CA GLA GLA.HIST GLM CADF GL.INQ.XREF COMPANY PARAMETER

OVERVIEW

The general ledger update process performs the following functions:

1. Selects the activity information in the Gla file for the specified fiscal period.
2. Writes a copy of the transaction to Gla.Hist for historical purposes, and to Glm for the production of the monthly general ledger detail report.
3. Produces the Detail General Ledger Report file Glm, selects Ca and writes the month's opening balance for each account to the Glm file.
4. Updates the appropriate bucket in the Chart of Accounts file for the current period's activity.

GENERAL LEDGER MONTH-END UPDATE

OVERVIEW (Continued)

5. The file Gl.Inq Xref is also updated at this time for use in the detail general ledger inquiry (MENU-14.4.4).
6. The distribution of all the allocations is done based on the balances in the account to be distributed.
7. The redistribution report will give you all the information on the accounts that have been allocated.
8. Prior to the running, the operator is asked whether or not tape backup has been run, if it has not, it can be initiated from this procedure. It is suggested that a tape backup be run before each end of month update.

NOTE: The specified period MUST be the next period in sequence that will be closed.

OPERATING INSTRUCTIONS

The entries for the accounts receivable and the accounts payable modules are automatically updated to the general ledger during the respective month end jobstreams. In order to complete the general ledger for the month, you must enter all entries not included in the accounts receivable and accounts payable modules and any adjusting entries you may need to make.

In order to complete the month end for general ledger, the following steps must be taken:

A. 11-TAPE BACKUP

The tape backup should be run before the month end is run. This will dump to tape all the files used by the general ledger. The tape should be kept for at least one month. (Menu-14.2.11)

B. 4-MONTH END UPDATE

This procedure updates all the general ledger activity for the month to the chart of accounts. The allocation is also done at this time and will print on the detail report. Once the month end update is run for a particular month you can enter any transactions for that month as long as the Parameter record (23) Gl.Post.Back is set to 'Y'. (Menu-14.2.4)

GENERAL LEDGER MONTH-END UPDATE**OPERATING INSTRUCTIONS (Continued)****C. 6-POST CLOSING DETAILED GENERAL LEDGER MONTH-END PRINT**

During the month end update, you will be asked if you want to print the month end detail report. This report prints all general ledger activity along with the re-allocations. After the report is printed, you will be asked if you are through with the report, you should input Y***. This will clear the monthly file. If you do not answer Y***, the next month end report will include these transactions also but the general ledger will be correct. (Menu-14.2.6)

D. 7-POST CLOSING TRIAL BALANCE

When you run the trial balance you will be asked if you want to print the trial balance. Enter 'P' for the trial balance print. You can print a Trial Balance for any month (during the current year) that you have closed. (Menu-14.2.7)

NOTE: ONCE THE UPDATE IS RUN THE MONTHLY JOURNAL ENTRY REPORT AND PRELIMINARY TRIAL BALANCE MAY NOT BE RUN.

ENTER <RTN> TO CONTINUE OR 'END':

If records exist in the 'Glm' file from last month-end you will receive the following message:

RECORDS EXISTING IN THE 'GLM' FILE FROM LAST MONTH-END UPDATE OR FROM A RE-CLOSING OR RE-PRINTING OF A PREVIOUS MONTH-END DO YOU WANT TO CLEAR MONTHLY FILE AND PROCEED? (Y/N)

Enter 'Y***' to clear monthly file and proceed.

IF YOU ARE RE-CLOSING A FISCAL PERIOD AND HAVE ALREADY CLOSED SUBSEQUENT FISCAL PERIODS YOU 'SHOULD' RE-PRINT ALL G/L REPORTS UP TO AND INCLUDING THE 'LAST' FISCAL PERIOD YOU HAVE CLOSED SO THAT YOU HAVE THE MOST 'CURRENT REVISION' OF THE REPORTS DO YOU WANT TO PROCEED? (Y/N)

Enter 'Y***' to proceed.

GENERAL LEDGER MONTH-END UPDATE**OPERATING INSTRUCTIONS (Continued)****ENTER DATE OF THIS RUN OR 'END':**

Enter the date to appear on the report. Format MM/DD/YY.

ENTER FISCAL YEAR & MONTH NUMBER, OR 'END':

Enter the fiscal year and month (YYMM) or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a specific company, 'A' for all companies or 'END' to return to the menu.

HAS THE GENERAL LEDGER TAPE BACKUP BEEN RUN: (Y/N/END)

A response of 'Y' will allow the program to continue.

A response of 'N' will initiate the tape backup .

'END' will return to menu.

G/L UPDATE DONE - PRINT DETAIL REPORT NOW: Y/N

'Y' will print the detail report, 'N' will bypass the printing of the detail report.

SCREEN GENERAL LEDGER INQUIRY

PROK NAME	GL.P PGL.INQ
PROGRAM NAME	GL GL.INQ
SELECTOR NUMBER	MENU-14.2
SELECTOR	5
FILES ACCESSED	CA
	CADF
	PARAMETER
	COMPANY

OVERVIEW

This report operates off the live Chart of Accounts file. The information for the current month is valid only after the end of month close (OPTION 4) has been run.

The general ledger inquiry program provides a summary of the chart of accounts, and shows for each account:

1. Opening Balance
2. Current Month
3. Closing Balance

This inquiry report may be run as of any fiscal period prior to the last month that was updated by option 4.

The program offers several options:

1. One company or all
2. Output to CRT or printer

OPERATING INSTRUCTIONS

*** * * GENERAL LEDGER INQUIRY * * ***

ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

SCREEN GENERAL LEDGER INQUIRY**OPERATING INSTRUCTION (Continued)****ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':**

Enter company number, 'A' for all companies or 'END'.

INPUT FISCAL PERIOD OR END

Enter the fiscal period (YYMM) for the inquiry to select.

SHOULD THE PRINTER BE USED ??? (Y/N)

If you select 'N' the inquiry will display on the screen, 'Y' will print the report.

SCREEN GENERAL LEDGER INQUIRY

Screen Master for Windows

File Edit Settings File Transfer
11:35:08am 14 May 1996 GENERAL LEDGER INQUIRY FOR PERIOD 9601 PAGE: 1

		OPENING BAL	CURRENT MO	CLOSING BAL
01-1000-00	ASSETS	200.00	0.00	200.00
	GROUP TOTALS	200.00	0.00	200.00
01-1100-00	CASH IN BANK -FIDELI	32768.26	0.00	32768.26
01-1100-01	CASH IN BANK -FIDELI	0.00	0.00	0.00
01-1110-00	PETTY CASH	1000.00	0.00	1000.00
01-1120-00	DREYFUS-LIQUID ASSET	21565.10	0.00	21565.10
01-1130-00	DREYFUS-LIQUID ASSET	0.00	0.00	0.00
01-1180-00	REFUNDABLE TAXES	0.00	0.00	0.00
	GROUP TOTALS	55333.36	0.00	55333.36
01-1200-00	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
01-1200-01	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	GROUP TOTALS	0.00	0.00	0.00

Press any key to continue... █

OE	VE	MAINT	EMAIL	AUDIT					Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		

DETAIL GENERAL LEDGER MONTH-END PRINT

PROK NAME	GL.P MENU-14.2.2
PROGRAM NAME	GL GLPRT1
	GL GLM.UPD1
	GL GL.ME.UPD.DGLA
SELECTOR NUMBER	MENU-14.2
SELECTOR	6
FILES ACCESSED	GLM
	CADF
	DICT GLM
	COMPANY

OVERVIEW

The detail general ledger is fed by the various journals via the General Ledger Activity file. This report will print a line summarizing the detail for each account on the source register except the various journal entry proofs. For these journal entry proofs, the entry will be printed as shown on the journal.

The bottom line total on the detail general ledger will print four totals, the first and last should be zero.

NOTE: This is a monthly report and after the report is printed and accepted the Glm file must be cleared or the next month's report will reflect the previous month's information.

OPERATING INSTRUCTIONS

*** * * DETAIL GENERAL LEDGER (PRINT/RE-PRINT) * * ***

ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

ENTER DATE OF THIS RUN OR 'END':

Enter the date to appear on the report. Format MM/DD/YY.

DETAIL GENERAL LEDGER MONTH-END PRINT**OPERATING INSTRUCTIONS (Continued)****ENTER FISCAL YEAR & MONTH, OR 'END':**

Enter fiscal year and month, or 'END'. Format YYMM.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a specific company, 'A' for all companies or 'END' to return to the menu.

**ARE YOU THROUGH WITH THIS MONTH'S DETAIL GENERAL LEDGER?
(Y/N)****CAUTION !!! A YES ANSWER WILL CLEAR THE REPORT FILE!!**

NOTE: This report file should be cleared when you are through with the update. If the report is not cleared, the next month used will contain a combination of two months data. This can cause confusion when trying to balance the general ledger.

DETAIL GENERAL LEDGER MONTH-END PRINT

23:29:41 31 DEC 1996
01 THE SYSTEMS HOUSE

MONTH END 12/31/96 DETAIL GENERAL LEDGER

PAGE: 1

GEN.LED.NO	DESCRIPTION	TNX DATE	REF NUM	SRC	DEBITS	CREDITS	BALANCE
01-100-00	CASH IN BANK	12/01/96		OPEN			35,000.00
	EXPENSE DIST REGISTER	12/31/96		PJ		124.74	
	REGULAR DISBURSEMENTS	12/31/96		CD		2,107.00	
	ACCOUNT #01-1100-00	TOTAL:			35,000.00	2,231.74	32,768.26
01-1120-00	DREYFUS-LIQ ASSETS	12/01/96		OPEN			25,000.00
	REGULAR DISB.	12/31/96		CD		3,434.90	
	ACCOUNT #01-1120-00	TOTAL:			25,000.00	3,434.90	21,565.10
01-1200-00	ACCOUNTS RECEIVABLE	12/01/96		OPEN			61,000.00
	ACCOUNT #01-1200-00	TOTAL:			61,000.00	0.00	61,000.00
01-1300-00	FURNITURE/FIXTURES	12/01/96		OPEN			65,000.00
	ACCOUNT #01-1300-00	TOTAL:			65,000.00		
01-1310-00	OFFICE EQUIPMENT	12/01/96		OPEN			66,050.00
	EXP DIST REGISTER	12/31/96		PJ	1,000.00		
	ACCOUNT #01-1310-00	TOTAL:			66,050.00	1,000.00	67,050.00
01-1320-00	ACC DEPRECIATION	12/01/96		OPEN			-24,000.00
	DEPRECIATION ENTRY	12/21/96	FA 1	JE		-1,051.50	
	FURNITURE/FIXTURE DEP	12/28/96	FA 1	RJ		-4,615.14	
	ACCOUNT #01-1320-00	TOTAL;			252,050.00	-5,666.64	-247,383.36

TRIAL BALANCE

PROK NAME	GL.P MENU-14.2.6
PROGRAM NAME	GL TB
	GL GL.OPVAL
SELECTOR NUMBER	MENU-14.2
SELECTOR	7
FILES ACCESSED	CA
	CADF
	COMPANY
	PARAMETER
	OPERATOR
	DICT GLA

OVERVIEW

The trial balance is designed to give the user a quick look at the earnings position. The report will print a line for each item on the chart of accounts. It will show the YTD position, (debit or credit) in the appropriate column. The report totals up the earnings position. It then prints the totals for the balance sheet accounts and for the expense accounts.

NOTE: If the detail general ledger for the current month has not been updated to the Summary General Ledger file then the trial balance will not have any data available. Also, once the detail general ledger has been updated, it can no longer be printed. Therefore, the trial balance and other Financial reports are not run until the detail is corrected and updated.

NOTE: The specified period MUST NOT be greater than the last period closed.

OPERATING INSTRUCTIONS

*** * * * TRIAL BALANCE PRINT * * * ***

ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

TRIAL BALANCE**OPERATING INSTRUCTIONS (Continued)****ENTER DATE OF THIS RUN OR 'END':**

Enter the date to appear on the report. Format MM/DD/YY.

ENTER FISCAL YEAR & MONTH NUMBER OR 'END':

Enter the fiscal year and month (YYMM) or END to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a specific company, 'A' for all companies or 'END' to return to the menu.

TRIAL BALANCE

17:33:14 31 DEC 1996
01 THE SYSTEMS HOUSE

FINAL TRIAL BALANCE
YTD THRU 13/31/96

PAGE: 1

G/L#	ACCOUNT DESCRIPTION	BALANCE SHEET ACC'S		EXPENSE ACC'S	
		DEBITS	CREDITS	DEBITS	CREDITS
01-1100-00	CASH IN BANK	89,000.00			
01-1110-00	PETTY CASH	1,000.00			
01-1120-00	DREYFUS LIQUID ASSETS	25,000.00			
01-1200-00	ACCOUNTS RECEIVABLE	36,000.00			
01-1300-00	FURNITURE AND FIXTURES	65,000.00			
01-1310-00	OFFICE EQUIPMENT	50,000.00			
01-1320-00	ACC DEPRECIATION		24,000.00		
01-1400-00	TELEPHONE DEPOSITS	1,250.00			
01-2300-00	WITHHOLDING TAXES		1,000.00		
01-2310-00	WITH--FEDERAL INCOME		1,500.00		
01-2320-00	WITH--FICA		250.00		
01-2330-00	WITH--NJ STATE TAX		1,250.00		
01-2340-00	WITH--NJETT		1,250.00		
01-2350-00	WITH--SUI		2,250.00		
01-2400-00	NJ SALES TAXES		2,750.00		
01-2500.00	CUSTOMER DEPOSITS		15,000.00		
01-2600-00	ACCOUNTS PAYABLE		23,000.00		
01-2800-00	EQUIPMENT BANK LOAN		40,000.00		
01-2900-00	CAPITAL		40,000.00		
01-2910-00	RETAINED EARNINGS		51,000.00		
01-3010-00	HARDWARE				140,000.00
01-3020-00	SOFTWARE				165,000.00
01-3030-00	REIMBURSABLES				7,500.00
01-3040-00	INTEREST INCOME				1,250.00
01-4010-00	EQUIPMENT-COST OF SALES			100,000.00	
01-4100-00	PAYROLL EXPENSE			100,000.00	
		-----	-----	-----	-----
	SUBTOTALS	267,250.00	203,250.00	549,750.00	613,750.00
	P&L		64,000.00	64,000.00	
		-----	-----	-----	-----
	COMPANY: 01 TOTALS	267,250.00	267,250.00	613,750.00	613,750.00

SEMI-ANNUAL TRIAL BALANCE

PROK NAME	GL.P PSEMI.TB
PROGRAM NAME	GL SEMI.TB
SELECTOR NUMBER	MENU-14.2
SELECTOR	8
FILES ACCESSED	CA
	CADF
	COMPANY
	PARAMETER

OVERVIEW

The semi-annual trial balance gives a cumulative six month picture of activity depending on the following options:

1. Single company or all
2. Fiscal year
3. Which half of year (1 or 2)

NOTE: If parameter (36) is a 'Y' and the second half of the year is chosen, month 13 will be included with month 12.

OPERATING INSTRUCTIONS**SEMI-ANNUAL RUNNING TRIAL BALANCE
ENTER <RTN> TO CONTINUE OR 'END'**

Enter 'RETURN' to continue or 'END' to return to the menu.

DO YOU WANT LISTING FOR ONE COMPANY OR ALL (1/A)?

Enter 1 for a specific company or 'A' for all companies. If you select '1' you will be prompted:

ENTER COMPANY NUMBER OR 'END'

Enter a company number or 'END' to return to the menu.

SEMI-ANNUAL TRIAL BALANCE**OPERATING INSTRUCTIONS (Continued)****ENTER FISCAL YEAR (2N) OR 'END'**

Enter the fiscal year (YY) or 'END' to return to the menu.

ENTER WHICH HALF OF YEAR (1 OR 2) OR 'END'

Enter (1) for the first half of your fiscal year or (2) for the second half or 'END' to return to the menu.

ENTER DATE FOR REPORT OR 'END'

Enter the date to appear on the report. Format MM/DD/YY.

SEMI-ANNUAL TRIAL BALANCE

SEMI-ANNUAL TRIAL BALANCE - THIS YEAR
FISCAL YEAR 96

12/31/96

12:09:11

PAGE: 1

CO#: 01 THE SYSTEMS HOUSE

G/L	DESCRIPTION	MONTH 9601		MONTH 9602		MONTH 9603		MONTH 9604		MONTH 9605		MONTH 9606	
		DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
01-1100-00	CASH IN BANK	25000		25000		25000		35000		32768		32768	
01-1200-00	ACCTS RECEIVABLE	55000		64000		89000		107000		118000		119000	
01-4400-00	TRAVEL EXPENSES	2500		5000		7500		10000		12500		15000	
01-4410-11	PERSONAL BUSINESS	2000		4000		6000		8000		11275		13275	
01-4650-00	GENERAL INSURANCE	500		1000		1500		2000		3495		3995	
01-4660-00	PUBLICATIONS	100		200		300		500		2000		2100	
		85100		99200		129300		162500		180038		186138	
			85100		99200		129300		162500		180038		186138

SUMMARY GENERAL LEDGER PRINT

PROK NAME	GL.P MENU-14.2.7
PROGRAM NAME	GL SUMM.GL
	GL GL.OPVAL
SELECTOR NUMBER	MENU-14.2
SELECTOR	9
FILES ACCESSED	CADF
	CA
	GLA.HIST
	COMPANY
	PARAMETER
	GL.SOURCE
	DICT CA
	DICT GLA

OVERVIEW

The summary general ledger is designed to print a summary of the year-to-date activity for each account in the chart of accounts. The report prints the account number, description, opening balance, and any activity on each month up to and including the specific month. Balance figures for each month are printed and if the general ledger is out of balance a figure is printed at the bottom of the report.

As in the prior two options a report date and fiscal month must be entered.

NOTE: The specified period MUST NOT be greater than the last period closed.

OPERATING INSTRUCTIONS

*** * * SUMMARY GENERAL LEDGER PRINT * * ***

ENTER <RTN> TO CONTINUE OR 'END':

Hit 'RETURN' to continue or 'END' to return to the menu.

ENTER DATE OF THIS RUN OR 'END':

Enter the date to appear on the report. Format MM/DD/YY.

SUMMARY GENERAL LEDGER PRINT**OPERATING INSTRUCTIONS (Continued)****ENTER FISCAL YEAR & MONTH NUMBER OR 'END':**

Enter the fiscal year and month (YYMM) or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a specific company, 'A' for all companies or 'END' to return to the menu.

SUMMARY GENERAL LEDGER PRINT

23:34:29 31 DEC 1996
 01 THE SYSTEMS HOUSE

SUMMARY GENERAL LEDGER

PAGE: 1

GEN.LEDG.#	DESCRIPTION	DEBIT	CREDIT	BALANCE	P AND L
01-1100-00	CASH IN BANK				
	OPENING BALANCE			35,000.00	
	CASH DISBURSEMENT.05		2,107.00		
	VOUCHER REGISTER.05		124.74		
	BALANCE 05			32,768.26	*
01-1120-00	DREYFUS-LIQUID ASSETS				
	OPENING BALANCE			25,000.00	
	CASH DISBURSEMENT.05		3,434.90		
	BALANCE 05			21,565.10	*
01-1310-00	OFFICE EQUIPMENT				
	OPENING BALANCE			66,050.00	
	VOUCHER REGISTER.05	1,000.00			
	BALANCE 05			67,050.00	*
01-1320-00	ACC DEPRECIATION				
	OPENING BALANCE			-24,000.00	
	JOURNAL ENTRY.05		1,051.50		
	RECURRING JOURNAL. 05		3,250.00		
	BALANCE 05			-28,301.50	*

EXPENSE AND BUDGET ANALYSIS

PROK NAME	GL.P MENU-14.2.8
PROGRAM NAME	GL EX&BD.RPT
	GL GL.OPVAL
SELECTOR NUMBER	MENU-14.2
SELECTOR	10
FILES ACCESSED	CADF
	CA
	COMPANY
	PARAMETER
	P&L.DESC
	DICT CA
	DICT GLA

OVERVIEW

The expense and budget analysis report provides a summary analysis of performance versus plan. Several options are available

NOTE: If the detail general ledger for the current month has not been updated to the Summary General Ledger file then the trial balance will not have any data available. Also, once the detail general ledger has been updated, it can no longer be printed. Therefore, the trial balance and other financial reports are not run until the detail is correct and updated.

OPERATING INSTRUCTIONS

***** EXPENSE AND BUDGET ANALYSIS *****

ENTER <RTN> TO CONTINUE OR 'END':

Hit 'RETURN' to continue or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a specific company, 'A' for all companies or 'END' to return to the menu.

ENTER FISCAL YEAR AND MONTH OR 'END':

Enter the fiscal year and month (YYMM) or 'END' to return to the menu.

EXPENSE AND BUDGET ANALYSIS

OPERATING INSTRUCTIONS (Continued)

*** * * * SORT SEQUENCE * * * ***

- 1. BY COMPANY BY GEN. LED. NO**
- 2. BY COMPANY BY DEPT. BY GEN. LED. NO.**

Select which sequence you want this report to sort by.

*** * * BUDGET PERIOD * * ***

- 1. THIS YEAR**
- 2. THIS YEAR REVISED**

Select which budget period for this report.

EXPENSE AND BUDGET ANALYSIS

PAGE: 2
01 THE SYSTEMS HOUSE

**** EXPENSE AND BUDGET ANALYSIS ****

DATE 12/31/96

MONTH 12

*** MONTH - TO - DATE ***

*** YEAR - TO - DATE ***

ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	VARIANCE	PCT.	ACTUAL	BUDGET	VARIANCE	PCT.
01-4230-00	LIFE INSURANCE	1,100	1,000	-100	-10.0	4,400	4,000	-400	-10.0
01-4660-00	PUBLICATIONS	100	125	25	20.0	400	500	100	20.0
01-4660-01	PUBLICATIONS	100	125	25	20.0	400	500	100	20.0
01-4670-00	BANK CHARGES	100	100	0	0.0	400	400	0	0.0
01-4690-00	DISCOUNTS ALLOWED	0	100	100	100.0	0	400	400	100.0
01-4700-00	ACCOUNTING FEES	150	125	-25	-20.0	600	500	-100	-20.0
01-4710-00	LEGAL FEES	200	200	0	0.0	800	800	0	0.0
*** CATEGORY TOTALS ***		109,950	95,692	-14,258	-14.9	439,800	386,100	-53,700	-13.9
*** COMPANY TOTALS ***		38,280	-3,108	-41,388	131.5	-30	-9,100	-9,070	99.7

TAPE BACKUP

PROGRAM NAME	GL.P GL CPIO
SELECTOR NUMBER	MENU-14.2
SELECTOR	11
FILES ACCESSED	CADF CA GLA GLA.HIST GL.INQ.XREF REDIST.GLA REDIST.JE TEMP.REDIST.GLA

OVERVIEW

The tape backup procedure creates a tape in T-Dump format of the following files:

1. CADF
2. CA
3. GLA
4. GLA.HIST
5. GL.INQ.XREF
6. REDIST.GLA
7. REDIST.JE
8. TEMP.REDIST.GLA

OPERATING INSTRUCTIONS

**THIS IS THE GENERAL LEDGER BACKUP TAPE WRITER
IT SHOULD BE RUN BEFORE YOU UPDATE ANY FILES
TO THE GENERAL LEDGER!**

ENTER <RTN> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' to return to the menu.

**MOUNT TAPE INTO /dev/rmt0
ENTER <RTN> WHEN TAPE IS READY OR 'END'**

Mount tape and enter 'RETURN' when ready, or 'END' to return to the menu.

TAPE BACKUP

OPERATING INSTRUCTIONS (Continued)

DID TAPE CHECK OUT OKAY? (Y/N)

Enter 'N' to return to the menu or 'Y' if backup is completed.

AUTOMATIC UPDATE OF LAST MONTH CLOSED - - (G/L)

PROK NAME	GL AUTO.MON.UPD
SELECTOR NUMBER	MENU-14.2
SELECTOR	12
FILES ACCESSED	GLA
	COMPANY
	PARAMETER

OVERVIEW

This program gives the operator the ability to bump up (1 month) last month closed for general ledger for a specific company if there is no activity for that company.

OPERATING INSTRUCTIONS**COMPANY#:**

Enter the company number in which the general ledger month need to be bumped up.

LAST MONTH CLOSED:

Enter the last general ledger month closed (YYMM).

**ARE YOU SURE YOU WANT TO INCREMENT
THE LAST MONTH CLOSED? (Y/N)**

Enter 'Y***' to increment the last month closed.

AUDIT LISTING'S FOR G/L UPDATES & PRINTS

PROK NAME	GL.P PGL.AUDIT.MENU
SELECTOR NUMBER	MENU-14.2
SELECTOR	13
FILES ACCESSED	COMPANY
	DICT GLA

OVERVIEW

In this section you can select audit listings for general ledger updates and prints.

OPERATING INSTRUCTIONS

You can select one of the following:

1. GENERAL LEDGER MONTH-END UPDATE
2. DETAIL GENERAL LEDGER MONTH-END (PRINT/RE-PRINT)
3. TRIAL BALANCE PRINT
4. SUMMARY GENERAL LEDGER PRINT
5. EXPENSE AND BUDGET ANALYSIS PRINT - - BY G/L NUMBER
6. EXPENSE AND BUDGET ANALYSIS PRINT - - BY DEPT NUMBER
7. FINANCIAL STATEMENT JOURNAL ENTRY UPDATE

ENTER OPTION (1 - 7) OR 'END':

Select one of the above options.

ENTER COMPANY NUMBER (2N), 'A' FOR ALL OR 'END'

Enter company number or 'A' for all companies.

ENTER 'P' FOR PRINTER, 'S' FOR SCREEN REPORT OR 'END'

Enter 'P' to print the report to the printer or 'S' to display on the screen.

AUDIT LISTING'S FOR G/L UPDATES & PRINTS

03:31:24 07 JUL 1997

GENERAL LEDGER AUDIT

PAGE: 1

GENERAL LEDGER MONTH-END UPDATE

AUDIT.CO.NO	AUDIT.PERIOD	AUDIT.OPER	AUDIT.PORT	AUDIT.TIME	AUDIT.DATE
01	9701	SF	57	01:49:59PM	01/29/97
01	9702	PK	77	05:38:53PM	02/28/97
01	9703	GS	47	03:37:53PM	03/31/97
01	9704	SF	57	05:35:54PM	04/30/97

4 records listed.

AUDIT LISTING'S FOR G/L UPDATES & PRINTS

03:31:24 07 JUL 1997

GENERAL LEDGER AUDIT

PAGE: 1

DETAIL GENERAL LEDGER MONTH-END (PRINT / RE-PRINT)

AUDIT.CO.NO	AUDIT.PERIOD	AUDIT.OPER	AUDIT.PORT	AUDIT.TIME	AUDIT.DATE
01	9701	SF	57	01:49:59PM	01/29/97
01	9702	PK	77	05:38:53PM	02/28/97
01	9703	GS	47	03:37:53PM	03/31/97
01	9704	SF	57	05:35:54PM	04/30/97

4 records listed.

AUDIT LISTING'S FOR G/L UPDATES & PRINTS

03:31:24 07 JUL 1997

GENERAL LEDGER AUDIT

PAGE: 1

TRIAL BALANCE PRINT

AUDIT.CO.NO	AUDIT.PERIOD	AUDIT.OPER	AUDIT.PORT	AUDIT.TIME	AUDIT.DATE
01	9701	SF	57	01:49:59PM	01/29/97
01	9702	PK	77	05:38:53PM	02/28/97
01	9703	GS	47	03:37:53PM	03/31/97
01	9704	SF	57	05:35:54PM	04/30/97

4 records listed.

AUDIT LISTING'S FOR G/L UPDATES & PRINTS

03:31:24 07 JUL 1997

GENERAL LEDGER AUDIT

PAGE: 1

SUMMARY GENERAL LEDGER PRINT

AUDIT.CO.NO	AUDIT.PERIOD	AUDIT.OPER	AUDIT.PORT	AUDIT.TIME	AUDIT.DATE
01	9701	SF	57	01:49:59PM	01/29/97
01	9702	PK	77	05:38:53PM	02/28/97
01	9703	GS	47	03:37:53PM	03/31/97

3 records listed.

AUDIT LISTING'S FOR G/L UPDATES & PRINTS

03:31:24 07 JUL 1997

GENERAL LEDGER AUDIT

PAGE: 1

EXPENSE AND BUDGET ANALYSIS PRINT -- BY G/L NUMBER

AUDIT.CO.NO	AUDIT.PERIOD	AUDIT.OPER	AUDIT.PORT	AUDIT.TIME	AUDIT.DATE
01	9701	SF	57	01:49:59PM	01/29/97
01	9702	PK	77	05:38:53PM	02/28/97
01	9703	GS	47	03:37:53PM	03/31/97
01	9704	SF	57	05:35:54PM	04/30/97

4 records listed.

AUDIT LISTING'S FOR G/L UPDATES & PRINTS

03:31:24 07 JUL 1997

GENERAL LEDGER AUDIT

PAGE: 1

EXPENSE AND BUDGET ANALYSIS PRINT -- BY DEPT NUMBER

AUDIT.CO.NO	AUDIT.PERIOD	AUDIT.OPER	AUDIT.PORT	AUDIT.TIME	AUDIT.DATE
01	9701	SF	57	01:49:59PM	01/29/97
01	9702	PK	77	05:38:53PM	02/28/97
01	9703	GS	47	03:37:53PM	03/31/97

3 records listed.

AUDIT LISTING'S FOR G/L UPDATES & PRINTS

03:31:24 07 JUL 1997

GENERAL LEDGER AUDIT

PAGE: 1

FINANCIAL STATEMENT JOURNAL ENTRY UPDATE

AUDIT.CO.NO	AUDIT.PERIOD	AUDIT.OPER	AUDIT.PORT	AUDIT.TIME	AUDIT.DATE
01	9701	SF	57	01:49:59PM	01/29/97
01	9702	PK	77	05:38:53PM	02/28/97
01	9703	GS	47	03:37:53PM	03/31/97

3 records listed.

FINANCIAL REPORT GENERATOR

The financial report generator sub-module is used to setup and print financial reports or other reports that use the Chart of Accounts (Ca), or Temporary Chart of Accounts (Temp.Ca) files as a source for data. This module consists of two major processes, one for maintaining the Report Parameter file where the report formats are stored, and one for printing the required reports. A detailed discussion of their use follows.

FINANCIAL REPORT SETUP

The financials reports are set up in three parts. The first part establishes the format of the financials. The second part assigns the chart of accounts to the specific lines of the financials. The third portion establishes the cost center description.

FINANCIAL REPORT GENERATOR MENU

Screen Master for Windows

File Edit Settings File Transfer

Account: DEMO.10 Port: 67 Menu: FIN.RPT.GEN
Financial Report Generator Menu

<p><u>Financial Statement Parameter Entry</u></p> <p>1. Financial Description Report File Maintenance</p> <p>2. Financial Report Parameter Listing</p> <p>3. Chart of Account List by P+L/Sched Line #</p> <p>4. Financial Report Selection Entry</p> <p>5. Financial Report Selection Listing</p> <p><u>Financial Statement Journal Entries</u></p> <p>6. Financial Statement J/E Maintenance</p> <p>7. Financial Statement J/E Listing</p> <p>8. Financial Statement J/E Tape Backup</p> <p>9. Financial Statement J/E Update</p>	<p><u>Financial Statement Update</u></p> <p>10. Financial Report File Update</p> <p>11. Report File Update</p> <p><u>Financial Statement Print</u></p> <p>12. Variance Version</p> <p>13. Variance Version YTD Only</p> <p>14. Pct to Total Sales Version</p> <p>15. Changes in Financial Condition</p>
---	---

Enter Selection or END : █

OE

VE

MAINT

EMAIL

AUDIT

Brk

HELP

END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

ABORT

FINANCIAL DESCRIPTION REPORT FILE

PROGRAM NAME	P&L.DESC.MAINT010
SELECTOR	MENU-14.3
SELECTOR NUMBER	1
FILES ACCESSED	P&L.DESC OPERATOR

OVERVIEW

The financial report file maintenance routine is designed to maintain the line description and parameters for the reports printed in the financials print routine. The Chart of Accounts Description file is coded to determine which line of the financial report each account should be accumulated with.

OPERATING INSTRUCTIONS

This routine is designed to specify the reports such as:

SCHEDULE:

1. Balance Sheet
2. Profit & Loss
9. Statement of Changes in Financial Condition
- A. Schedule (any alphabetic A-Z)

LINE:

This is a two digit line number (00-99). Line number "00" should be the title of the financial report. In order to allow for expansion on the financials, you may skip line numbers. This will not affect the printing of the financial reports.

1. DESCRIPTION:

This is the description for this particular line of the financial report. The maximum is 30 characters. If one dash (-) is input, a line of dashes will print to highlight totals.

2. REVERSE SIGN (Y/N):

Accounts that normally have a credit balance are stored with a (-) in front of the amount so the reverse sign indicator can be used to print the credit balance without the negative sign. The reverse sign is used only for the print and is not used during any calculations.

FINANCIAL DESCRIPTION REPORT FILE**OPERATING INSTRUCTIONS (Continued)**

Note: If you are inputting line "00", this line is used to indicate the line number that should be used as a base to calculate the percentage of sales.

3. PRINT TOTAL:

If this line is a total line, indicate which of the 5 levels of totals is to be printed and cleared.

If the total is not to be cleared enter 'N' after the total number. The sign of the total may be reversed as well.

4 ADD TO TOTAL 1:

This is the first total that you can add this line to. A + will add the amount calculated for this line to the total(s) indicated. A - will subtract the amount from the total(s) indicated. If you do not want to add this line to totals, leave the line blank (null). Even if you have input 'Y' to reverse the sign the calculations will be done based on the sign for each line.

During maintenance, if the line should no longer be added to the total(s), input a space to remove the line from the calculation.

5. ADD TO TOTAL 2:

This is the second total that you can add this line to. A + will add the amount calculated for this line to the total(s) indicated. A - will subtract the amount from the total(s) indicated. If you do not want to add this line to totals, leave the line blank (null). Even if you have input 'Y' to reverse the sign the calculations will be done based on the sign for each line.

During maintenance, if the line should no longer be added to the totals(s), input a space to remove the line from the calculation.

6. ADD TO TOTAL 3:

This is the third total you can add this line to. A + will add the amount calculated for this line to the total(s) indicated. A - will subtract the amount from the total(s) indicated. If you do not want to add this line to totals, leave the line blank (null). Even if you have input 'Y' to reverse the sign the calculations will be done based on the sign for each line.

FINANCIAL DESCRIPTION REPORT FILE**OPERATING INSTRUCTIONS (Continued)**

During maintenance, if the line should no longer be added to the total(s), input a space to remove the line from the calculation.

7. ADD TO TOTAL 4:

This is the fourth total that you can add this line to. A + will add the amount calculated for this line to the total(s) indicated. A - will subtract the amount from the total(s) indicated, If you do not want to add this line to totals, leave the line blank (null). Even if you have input 'Y' to reverse the sign the calculations will be done based on the sign for each line.

During maintenance, if the line should no longer be added to the total(s), input a space to remove the line from the calculation.

8. ADD TO TOTAL 5:

This is the fifth total that you can add this line to. A + will add the amount calculated for this line to the total(s) indicated. A - will subtract the amount from the total(s) indicated, If you do not want to add this line to totals, leave the line blank (null). Even if you have input 'Y' to reverse the sign the calculations will be done based on the sign for each line.

During maintenance, if the line should no longer be added to the total(s), input a space to remove the line from the calculation.

9. LINE SPACING:

This indicates the number of lines to skip before printing this line. An entry of 9 will cause the report to skip to the top of a new page.

10. LINE# / LINE#:

If this line on the financial report should be the result of one line of the report divided by another line, input the calculation. Both line numbers for the calculation must be before this line. Also total lines may not be used for this calculation.

FINANCIAL DESCRIPTION REPORT FILE**OPERATING INSTRUCTIONS (Continued)****11. SUPPRESS VARIANCE (Y/N):**

If the variance should not be printed for this line of the financials, input a 'Y' and no variance will print. You can print the financial report parameter listing to assist you in assigning the line numbers to the chart of accounts. The accounts now need to be assigned to specific line numbers on the financials. Please refer to chart of accounts maintenance section of the documentation.

12. LINE#/CALC OF %

Used on P&L statements, line number used to calculate the percent of sales.

FINANCIAL DESCRIPTION REPORT FILE

P&L DESCRIPTION FIELD			PARAMETER FOR FILE P&L.DESC		
LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
00	0	REPORT#	N	1	Report number 1, 2, 9 or A-Z
00	0	LINE#	N	2	Line number of financial report.
01	1	DESCRIPTION	AN	30	Description to print on report.
02	2	REVERSE SIGN	A	1	Reverse the sign during print of this line? (Y/N)
03	3	PRINT TOTAL	N	1	Print a total (1-5) or null.
04	4	ADD TOTAL 1	N	1	Add to total number (1-5). (+ to add to total) (- to subtract from total) return to bypass.
05	5	ADD TOTAL 2	N	1	
06	6	ADD TOTAL 3	N	1	
07	7	ADD TOTAL 4	N	1	
09	8	ADD TOTAL 5	N	1	
09	9	LINE SPACING	N	1	How many lines to skip before printing this line.
10.	10	LINE#/LINE#	N	5	Do you wish to divide one line on the financials by another.
11.	11	SUPPRESS VARIANCE	A	1	Do you want to suppress the variance on this line of the financials.

FINANCIAL DESCRIPTION REPORT FILE

P&L DESCRIPTION FIELD			PARAMETER FOR FILE P&L.DESC		
LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
12.	02	LINE#/CALC OF %	N	2	Enter the line number to be used to calculate percent of sales.

P+L FILE DESCRIPTION MAINTENANCE

File Edit Settings File Transfer	
P&L FILE DESCRIPTION MAINTENANCE REPORT TYPE 1	
SCHEDULE: 1	LINE: 01
1.DESCRPTION:	ASSETS:
2.REVERSE SIGN (Y/N):	N
3.PRINT TOTAL:	
4.ADD TO TOTAL 1:	+
5.ADD TO TOTAL 2:	+
6.ADD TO TOTAL 3:	
7.ADD TO TOTAL 4:	+
8.ADD TO TOTAL 5:	+
9.LINE SPACING:	1
10.LINE# / LINE#:	/
11.SUPPRESS VARIANCE (Y/N):	
12.LINE#/CALC OF %	

NOTE:
 If LINE = 00 Field 1 and 12
 can be inputed.
 If LINE not = to 00 then
 Fields 1 to 11 can be inputed.

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :█

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br k
------	-----	--------	---------	---------	---------	---------	-------	---------

FINANCIAL REPORT PARAMETER LISTING

PROK NAME	GL.P P&L.DESC.LIST
SELECTOR	MENU-14.3
SELECTOR NUMBER	2
FILES ACCESSED	P&L.DESC

OVERVIEW

The financial report parameter listing records the contents of the Pl.Desc file. It is a 'RECALL' based report and has no selection parameters.

FINANCIAL REPORT PARAMETER LISTING

PAGE 1 ***** FINANCIAL REPORT FILE PARAMETER LISTING ***** DATE: 10:16:32 25 JUL 1997

RPT#	LINE#	DESCRIPTION	REVERSE	TOT.CLR	TOT1	TOT2	TOT3	TOT4	TOT5	SPC	LIN.DIV	DIV.LIN	SUPP.LIN
1	00	BALANCE SHEET											
1	02	CASH IN BANK	N		+	+		+	+				1
1	03	PETTY CASH	N		+	+		+	+				1
1	04	DREYFUS LIQUID ASSETS	N		+	+		+	+				1
1	05	REPURCHASE AGREEMENTS	N		+	+		+	+				1
1	07	TOTAL CASH	N	1									1
1	08	ACCOUNTS RECEIVABLE	N		+	+		+	+				2
1	09	LESS: BAD DEBT REVERSE	N		+	+		+	+				1
1	11	NET ACCOUNTS RECEIVABLE	N	1									1
1	13	LEASE RECEIVABLE	N			+		+	+				2
1	15	TOTAL CURRENT ASSETS:	N	2N									2
1	18	FIXED ASSETS:	N		+	+		+	+				2
1	19	FURNITURE AND FIXTURES			+	+		+	+				1

FINANCIAL REPORT PARAMETER LISTING

PAGE 2 ***** FINANCIAL REPORT FILE PARAMETER LISTING ***** DATE: 10:16:32 25 JUL 1997

RPT#	LINE#	DESCRIPTION	REVERSE	TOT.CLR	TOT1	TOT2	TOT3	TOT4	TOT5	SPC	LIN.DIV	DIV.LIN	SUPP.LIN
1	20	COMPUTER EQUIPMENT	N		+	+		+	+	1			
1	21	AUTOMOBILES	N		+	+		+	+	1			
1	22	LEASEHOLD IMPROVEMENTS	N		+	+		+	+	1			
1	25	LESS: ACCUM DEPRECIATION	N		+	+		+	+	1			
1	28	NET FIXED ASSETS	N	1						1			
1	30	SECURITY DEPOSITS	N			+		+	+	2			
1	32	PREPAID INTEREST	N			+		+	+	2			

CHART OF ACCOUNTS LIST BY P+L/SCHED

PROK NAME	GL.P P&L.CADF.LIST
SELECTOR	MENU-14.3
SELECTOR NUMBER	3
FILES ACCESSED	CADF

OVERVIEW

Three cross reference listings are provided to assist in the setup of the financial reports. The first sorts the Cadf file by type by P&L line number, the second report by schedule number, if present and the third report by statement of change in financial condition (socifc) line number..

All reports are "RECALL" based and have no selection parameters.

Following are the report formats:

CHART OF ACCOUNT LIST BY PL# LISTING

PAGE 1

***** CHART OF ACCOUNT LIST BY PL# LISTING *****

DATE 10:24:26

25 JUL 1997

CADF	TYPE	P&L LINE#	P&L DESCRIPTION	DESCRIPTION	YTD.FLG
1000	1	02	CASH IN BANK	ASSETS	
1100	1	02	CASH IN BANK	CASH IN BANK - FIDELITY	
1101	1	02	CASH IN BANK	CASH IN BANK - MAPLEWOOD	
1110	1	03	PETTY CASH	PETTY CASH	
1120	1	04	DREYFUS LIQUID ASSETS	DREYFUS-LIQUID ASSETS	
1130	1	04	DREYFUS LIQUID ASSETS	DREYFUS-LIQUID ASSETS-AUTO	
1140	1	04	DREYFUS LIQUID ASSETS	SHEARSON LEHMAN - FUND	
1150	1	05	REPURCHASE AGREEMENTS	REPURCHASE AGREEMENTS	
1200	1	08	ACCOUNTS RECEIVABLE	ACCOUNTS RECEIVABLE	
1205	1	09	LESS: BAD DEBT RESERVE	BAD DEBT RESERVE	
1210	1	13	LEASE RECEIVABLE	LEASE RECEIVABLE	

CHART OF ACCOUNT LIST BY SCHEDULE LINE

PAGE 1 ***** CHART OF ACCOUNT LIST BY SCHEDULE LINE ***** DATE 21:23:38 25 JUL 1997

CADF	SCHEDULE	SCHEDULE LINE#	DESCRIPTION
4600	0	2	OFFICE RENTAL
4610	0	4	TELEPHONE
4620	0	6	POSTAGE
4630	0	8	OFFICE SUPPLIES
4640	0	10	OFFICE EQUIP PURCHASES
4650	0	12	GENERAL INSURANCE
4660	0	14	PUBLICATIONS
4670	0	16	BANK CHARGES

FINANCIAL REPORT SELECTION ENTRY

PROGRAM NAME	FIN.RPT.SEL.MAINT010
SELECTOR	MENU-14.3
SELECTOR NUMBER	4
FILES ACCESSED	COMPANY F.REPORT CADSF DICT F.REPORT

OVERVIEW

The financial reporting format entry routine is designed to give the customer the ability to control which financial reports will print for particular people in the company (Ex: President, Controller, etc.) up to a maximum of 7 individuals.

There are two versions of the financial report print. One prints every report in corporate, company and departmental sequence. The second version used the F.Report file to determine which reports to print.

OPERATING INSTRUCTIONS

The input routines are as follows:

1. FRM

- A. Actual/Budget
- B. Actual/Last year actual

2. CO

2 Digit company number (01-99) or return for corporate consolidation.

3. REP

- 1 - Balance Sheet
- 2 - Profit and Loss
- 9 - Statement of Change in Financial Position
- A-Z - Any schedule Number

FINANCIAL REPORT SELECTION ENTRY**OPERATING INSTRUCTIONS (Continued)****4. DPT**

Enter a valid department or division number resident on Cadf file ore return for company consolidation.

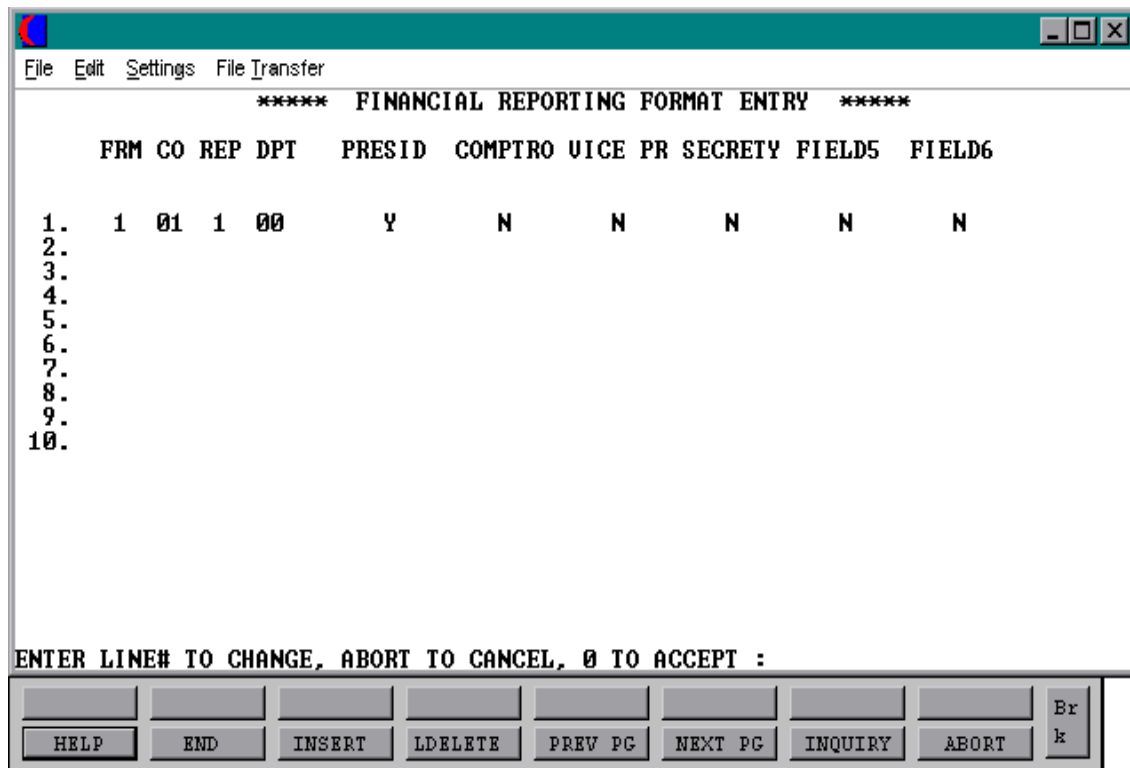
5 - 11 GROUP DESCRIPTION OPTION - Y OR N

To control who gets which financial reports, if any new schedules, companies or departments are added or deleted, this maintenance must be done or the reports will not print.

FINANCIAL REPORT SELECTION ENTRY

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	FRM	N	1	Format of report. 1 = actual/budget 2 = actual/last year
0	0	CO	N	2	Company number or return for consolidation.
0	0	REP	AN	1	Report Number 1 - Balance Sheet 2 - P&L 9 - Statement of Changes A-Z - Supporting Schedules
0	0	DPT	N	variable	Department number or return for consolidation.
0		GROUP DESCRIPTIONS	A	1	Y for report, N for no report (maximum of 7 individuals).

FINANCIAL REPORTING FORMAT ENTRY



File Edit Settings File Transfer

***** FINANCIAL REPORTING FORMAT ENTRY *****

	FRM	CO	REP	DPT	PRESID	COMPTR	VICE	PR	SECRETY	FIELD5	FIELD6
1.	1	01	1	00	Y	N	N	N	N	N	N
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT :

											Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT				k

FINANCIAL REPORT SELECTION LISTING

PROK NAME	GL.P F.REPORT.LIST
SELECTOR	MENU-14.3
SELECTION NUMBER	5
FILES ACCESSED	F.REPORT

OVERVIEW

The financial report format listing records the contents of the F.Report file. It is a 'RECALL' based report, and has no selection parameters.

FINANCIAL REPORT FORMAT LISTING

PAGE 1

***** FINANCIAL REPORT FORMAT LISTING *****

DATE 12:56:15 27 JUL 97

FORMAT	CO#	RPT	DEPT	GROUP1	GROUP2	GROUP3	GROUP4
1	01	1		Y	N	N	N
1	01	2		Y	N	N	N
1	01	1	57	Y	N	N	N
1	01	2		Y	N	N	N
1	01	2		Y	N	N	N

FINANCIAL STATEMENT JOURNAL ENTRY MAINTENANCE

PROGRAM NAME	GL JE.FIN.IN
SELECTOR	MENU-14.3
SELECTOR NUMBER	6
FILES ACCESSED	CA CADF JE.FIN OPERATOR COMPANY CASDF GL.SOURCE

OVERVIEW

The financial statement journal entries maintenance program is designed for entering, changing, or deleting financial journal entries. These entries affect the financial statements only, and are not updated to the actual ledger.

You assign each journal entry a reference number (6N) for maintenance purposes. This procedure allows for the addition as well as maintenance of journal entries already on file. If you want to change a line enter 'RETURN' and the line number. These entries will only print on financial reports and will not affect general ledger. Entries affect monthly and yearly figures.

OPERATING INSTRUCTIONS

ENTER FINANCIAL STAT. JOURNAL ENTRY NO. OR "END":

Enter financial statement journal entry number or 'END'. If the entry already exists you will see the entry displayed and prompt:

DO YOU WANT TO DELETE THIS ENTRY? (Y/RTN):

'Y***' will delete the entry.

DO YOU WANT TO CHANGE SOMETHING? (Y/RTN/N):

Enter 'Y' to make a change.

FINANCIAL STATEMENT JOURNAL ENTRY MAINTENANCE**OPERATING INSTRUCTIONS (Continued)****ENTER LINE NUMBER, 'F' TO CHANGE FISCAL PERIOD OR <RTN>**

Enter line number to change, 'F' to change fiscal period or 'RETURN' to continue.

If the entry is new the prompts are:

IS THIS A NEW ENTRY (N/<RTN>)?

If this is a new entry you will be prompted as follows:

ENTER COMPANY NUMBER OR 'END':

Enter a valid 2 digit company code or 'END' to return to the menu.

1-REFERENCE NO:

Enter your reference number for the journal entry, such as payroll.

2-SOURCE:

Enter a valid source code. If you hit return the default source will be 'JE'.

FISCAL PER:

Enter fiscal period.

DESCRIPTION

Enter description for financial journal entry (36 characters maximum).

Enter each general ledger number and the appropriate debit or a credit amount. Each general ledger number will be validated against the Ca file. After you have completed the entry type "END' at the general ledger number.

The journal entry must total to \$0 before exiting the journal entry input.

If the control total in the upper right hand corner of the screen is \$0 you will be prompted:

FINANCIAL STATEMENT JOURNAL ENTRY MAINTENANCE**OPERATING INSTRUCTIONS (Continued)****IS THIS WHAT YOU WANT (RTN/N)**

If you wish change an item enter 'N' and the line number to change. If the item is correct at the prompt enter 'RETURN' to accept the financial journal entry.

Financial journal entries are not cumulative but affect the financials until they are deleted, and the financial journal entry update is run. The financial journal entries only affect this year's financials and will affect last year's amounts or accumulate at year end.

FINANCIAL STATEMENT JOURNAL ENTRY MAINTENANCE

FINANCIAL STATEMENT JOURNAL ENTRY INPUT				
COMPANY NO. :		FIN JE #:		
1-REFERENCE NO:		CONTROL TOTAL :		\$0.00
2-SOURCE :				
FISCAL PER:				
3-DESCRIPTION :				
LN#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
ENTER FINANCIAL STAT. JOURNAL ENTRY NO. OR "END": [#####]				

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br k
------	-----	--------	---------	---------	---------	---------	-------	---------

FINANCIAL STATEMENT JOURNAL ENTRY LISTING

PROK NAME	GL.P JE.FIN.LIST
SELECTOR	MENU-14.3
SELECTOR NUMBER	7
FILES ACCESSED	JE.FIN

OVERVIEW

The financial statement journal entry listing is designed to act as a proof listing of the Je.Fin file. It prints in reference number sequence.

OPERATING INSTRUCTIONS

*** * * FINANCIAL STATEMENT JOURNAL ENTRY PROOF LISTING * * ***

ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

ENTER FISCAL YEAR & MONTH NUMBER, OR 'END':

Enter fiscal period (YYMM).

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a valid 2 digit company code, 'A' for all companies or 'END' to return to the menu.

FINANCIAL STATEMENT JOURNAL ENTRY TAPE BACKUP

PROK NAME	GL.P.FIN.CPIO
SELECTOR	MENU-14.3
SELECTOR NUMBER	8
FILES ACCESSED	JE.FIN

OVERVIEW

This procedure is used to backup the Je.Fin file, it needs to be done before the financial statement journal entry update is run.

OPERATING INSTRUCTIONS

**THIS IS THE FINANCIAL JOURNAL ENTRY BACKUP TAPE WRITER
IT SHOULD BE RUN BEFORE YOU UPDATE THE (JE.FIN) FILE
TO THE (FIN.CA) FILE!**

ENTER <RTN> TO CONTINUE OR 'END'

Enter 'RETURN' to continue or 'END' to return to the menu.

MOUNT TAPE INTO /dev/rmt0

ENTER <RTN> WHEN TAPE IS READY OR 'END'

FINANCIAL STATEMENT JOURNAL ENTRY UPDATE

PROK NAME	GL.P PJE.FIN.UPD
PROGRAM NAME	GL GL.OPVAL
	GL.JE.FIN.UPD
SELECTOR	MENU-14.3
SELECTOR NUMBER	9
FILES ACCESSED	JE.FIN
	FIN.CA
	COMPANY
	PARAMETER
	OPERATOR
	DICT.GLA

OVERVIEW

You must update the Fin.Ca file if any entries have been added, changed or deleted for them to take affect on the next financial update.

OPERATING INSTRUCTIONS

*** * * * FINANCIAL STATEMENTS JOURNAL ENTRY UPDATE * * * ***

ENTER <RTN> TO CONTINUE OR 'END'

Enter 'RETURN' to continue or 'END' to return to the menu.

ENTER FISCAL YEAR & MONTH NUMBER, OR 'END':

Enter fiscal period (YYMM) or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a valid 2 digit company code, 'A' for all companies or 'END' to return to the menu.

HAS THE FINANCIAL STMTS J/E TAPE BACKUP BEEN RUN? (Y/N/'END'):

Enter 'Y' to continue with the update.

FINANCIAL REPORT FILE UPDATE

PROK NAME	GL.P PFINGEN	
PROGRAM NAME	GL CHECK.PARAM.36	
	FIN.PROG P&L.UPDT	
	FIN.PROG P&L.UPDT2	
SELECTOR	MENU-14.3	
SELECTOR NUMBER	10	
FILES ACCESSED	P&L.DESC	DICT FIN.RPT
	CADF	
	CA	
	FIN.RPT	
	COMPANY	
	PARAMETER	
	CASDF	
	FIN.CA	

OVERVIEW

The update process selects the Chart of Accounts file and generates the Fin.Rpt file which will later be used to print the actual financial reports. The financial update is for the general ledger period that has just been closed.

The update process automatically generates reports by:

1. Department
2. Company
3. Consolidation of all companies
4. Consolidated departments

Note: If parameter 37 (number of digits in division code) is used, the system will also automatically generate a division level financial report.

OPERATING INSTRUCTIONS

FINANCIAL REPORT FILE UPDATE HIT NL TO CONTINUE OR END

Enter 'RETURN' to continue or 'END' to return to the menu.

FINANCIAL REPORT FILE UPDATE**OPERATING INSTRUCTIONS (Continued)****ENTER BEGINNING CALENDAR PERIOD FOR CONSOLIDATION AS (MM/DD/YY) OR 'END'**

Enter the first calendar month you want to appear on the financials.

ENTER LAST CALENDAR PERIOD YOU WANT ON FINANCIALS AS (MM/YY) OR 'END'

Enter the last calendar month you want to appear on the financials.

If you are running the financials for the month you just closed, do the following:

1. Make any adjustments, additional journal entries etc., as necessary to run your updates. Any entries you no longer need (i.e., financial journal entries) should be deleted otherwise they will be update. Once a financial journal entry is deleted, it no longer appears on the financials (as if it never existed).
2. Run the financial report update. This will update the data in the chart of accounts to the financial reports.
3. Run the financial reports. The period used for consolidation should be the first month of the tax year on the first month of the period that the financial statement consolidation is to be based. If the company has only one tax/fiscal basis, the first calendar month of the fiscal year should be input. For example, for a tax year starting in October, the consolidation period should be from 10/89 - this will calculate the year-to-date from October of 1989 to the present period.

If you need to make any additional financial journal entries, make sure you run the financial entry update and the financial report before rerunning the financials.

FINANCIAL REPORT DATA FILE UPDATE

PROK NAME	GL.P PFINGEN.DATA
PROGRAM NAME	FIN.PROG P&L.REPORT.DATA
SELECTOR	MENU-14.3
SELECTOR NUMBER	11
FILES ACCESSED	P&L.DESC
	P&L.REPORT.DATA
	FIN.RPT
	CA
	CADF
	CASDF
	COMPANY
	PARAMETER

OVERVIEW

There are no reports produced by this update. This process is used to generate financial reports to the P&L.Report.Data file for use in a spreadsheet. The file will contain the same information as the financial reports along with total lines. No reports are based on this file, and the update does not need to be run unless you are moving financial information to a spreadsheet or other custom written reports.

FINANCIAL REPORT PRINT (VARIANCE VERSION)

PROK NAME	GL.P PFINRPT1	
	GL.P PFFININRPT1	
PROGRAM NAME	FIN.PROG P&L.REPORT	
	FIN.PROG P&L.REPORT.690	
SELECTOR	MENU-14.3	
SELECTOR NUMBER	12	
FILES ACCESSED	P&L.DESC	LETTERS
	FIN.RPT	PARAMETER
	CADF	
	CA	
	CASDF	
	COMPANY	
	D.FIN.RPT	
	F.REPORT	

OVERVIEW

This process uses the Pl.Desc and Fin.Rpt files generated to produce the specified financial reports and sub schedules.

Following are examples of the balance sheet and profit and loss statements produced by the system.

OPERATING INSTRUCTIONS

You will have the following options:

FINANCIAL REPORT PRINT (VARIANCE VERSION)

- 1. COMPLETE SET OF FINANCIAL REPORTS**
- 2. REPORTS BASED ON THE FINANCIAL SELECTION ENTRY**

ENTER OPTION (1-2) OR 'END'

- 1. THIS YEAR ACTUAL TO THIS YEAR BUDGET**
- 2. THIS YEAR ACTUAL TO LAST YEAR ACTUAL**
- B. BOTH REPORTS**
- C. VERSION SHOWING BUDGET AND LAST YEAR**

ENTER OPTION (1-2) OR 'END'

FINANCIAL REPORT PRINT (VARIANCE VERSION)**OPERATING INSTRUCTIONS (Continued)****DO YOU WANT REPORTS FOR ONE COMPANY OR ALL (1/A OR 'END')?**

If you input 1 you will be prompted for company number.

INPUT MESSAGE

Input the message you wish to appear on all the reports, such as 'Non-audited as of December 31, 1996.'

OK??? (NL/N)

Hit 'RETURN' to continue or 'N' to return to the input message line.

ENTER '1' - FOR BUDGETS OR '2' FOR REVISED BUDGETS 1

Enter '1' for budgets or '2' for revised budgets.

ENTER OPTION FOR MONTHLY OR QUARTERLY REPORT? (M/Q)

Enter 'M' for monthly reports or 'Q' for quarterly reports.

All reports are generated to a hold file.

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 NON-AUDITED, AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
FAV/(IMFAV)								
				CASH IN BANK	32,968	25,100	7868	31.3
				PETTY CASH	1,000	1,000		
				DREYFUS LIQUID ASSETS	21,565	81,424	(59859)	(73.5)
-----	-----	-----	-----	-----	-----	-----	-----	-----
				TOTAL CASH:	55,533	107,524	(51991)	(48.4)
144.0	36000	25,000	61,000	ACCOUNTS RECEIVABLE	61,000	89,000	(28000)	(31.5)
-----	-----	-----	-----	-----	-----	-----	-----	-----
144.0	36000	25,000	61,000	NET ACCOUNTS RECEIVABLE	61,000	89,000	(28000)	(31.5)
-----	-----	-----	-----	-----	-----	-----	-----	-----
144.0	36000	25,000	61,000	TOTAL CURRENT ASSETS:	116,533	196,524	(79991)	(40.7)
				FIXED ASSETS:				
				FURNITURE AND FIXTURES	65,000	65,000		
				COMPUTER EQUIPMENT	67,050	50,000	17050	34.1
				AUTOMOBILES				
				LESS: ACCUM DEPRECIATION	-28,301	-24,000	(4302)	(17.9)
-----	-----	-----	-----	-----	-----	-----	-----	-----
				NET FIXED ASSETS	103,749	91,000	12749	14.0
				SECURITY DEPOSITS	1,250	1,250		
				MARKETABLE SECURITIES				
				PREPAID INSURANCE				
				PREPAID TAXES				

				LOANS TO OFFICERS INVESTMENTS				
-----	-----	-----	-----	-----	-----	-----	-----	-----
144.0	36000	25,000	61,000	TOTAL ASSETS	221,532	288,774	(67242)	(23.3)

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 NON-AUDITED, AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
FAV/(IMFAV)								
				ACCOUNTS PAYABLE	47,740	23,000	(24740)	(107.6)
				CUSTOMER DEPOSITS	15,000	15,000)
				SALES TAX PAYABLE	2,750	2,750		
				WITHHELD INCOME TAXES	11,810	7,500	(4310)	(
								57.5)
				PROFIT SHARING ACCRUAL				
				DUE 401K PLAN				
				YEAR END BONUS ACCRUAL				
				FEDERAL INCOME TAX PAYABLE				
				NJ INCOME TAX PAYABLE				
-----	-----	-----	-----	-----	-----	-----	-----	-----
				TOT CURRENT LIABILITIES	77,300	48,250	(29050)	(
								60.2)
				LOANS TO/FROM OFFICERS				
				EQUIPMENT LOAN	40,000	40,000		
				AUTO LOAN				
				CREDIT LINE ADVANCES				
-----	-----	-----	-----	-----	-----	-----	-----	-----
				TOTAL NON-CURR LIABILITIES	40,000	40,000		-
				TOTAL LIABILITIES	117,300	88,250	(29050)	(
								32.9)
				STOCKHOLDERS EQUITY:				
				PAID IN CAPITAL	40,000	40,000		
				RETAINED EARNINGS-BEGIN	64,124	51,000	(13124)	(
								25.7)
				RETAINED EARNINGS-CURR YR		109,424	109424	100.0

THE SYSTEMS HOUSE

GENERAL LEDGER & FINANCIALS

-----	-----	-----	-----	-----	-----	-----	-----	-----
100.0	25000	25,000		TOTAL STOCKHOLDERS EQUITY	104,124	200,424	96300	48.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
100.0	25000	25,000		TOTAL LIABILITIES & EQUITY	221,424	228,674	67250	23.3

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 UNAUDITED, AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
FAV/(IMFAV)								
(100.0)	(38000)	38,000		HARDWARE		147,032	(147032)	(100.0)
(100.0)	(33800)	33,800		SOFTWARE		105,600	(105600)	(100.0)
				SOFTWARE-LICENSE FEES				
(100.0)	(6600)	6,600		TIMESHARING		19,800	(19800)	(100.0)
(100.0)	(1500)	1,500		REIMBURSABLES		4,500	(4500)	(100.0)
				OTHER INCOME				

(100.0)	(79900)	79,900		TOTAL REVENUE		276,932	(276932)	(100.0)
COST OF SALES:								
100.0	20000	20,000		COST OF HARDWARE SOLD		60,000	60000	100.0
100.0	20000	20,000		PAYROLL EXPENSE		60,000	60000	100.0
				OUTSIDE CONSULTANTS		2,808	2808	100.0
100.0	7000	7,000		P/R TAXES AND FRINGES (IV)		21,000	21000	100.0
				YEAR END BONUSES				
				COMPUTER EXPENSE (SCHED II)				

100.0	27000	47,000		TOTAL COST OF SALES:		143,808	143808	100.0

(100.0)	(32900)	32,900		GROSS PROFIT:		133,124	(133124)	(100.0)
SELLING EXPENSE:								
				OFFICERS SALARIES				
				SALES SALARIES				

COMMISSIONS
P/R TAXES & FRINGES
MARKETING EXPENSE

GENERAL & ADMINISTRATIVE EXPENSE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 UNAUDITED, AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
FAV/(IMFAV)								
GENERAL AND ADMIN EXPENSE: (SCHEDULE I)								

				OFFICER'S SALARIES				-
				ADMINISTRATIVE SALARIES				
				PAYROLL TAXES & FRINGES				
100.0	1200	1,200		AUTOMOBILE EXPENSE (III)	3,600	3600		100.0
100.0	4500	4,500		TRAVEL AND ENTERTAINMENT	13,500	13500		100.0
100.0	500	500		OFFICE RENTAL	1,500	1500		100.0
100.0	250	250		TELEPHONE	750	750		100.0
				OFFICE REPAIR & MAINTENANCE				
100.0	150	150		POSTAGE	450	450		100.0
100.0	250	250		OFFICE SUPPLIES	750	750		100.0
100.0	500	500		INSURANCE	1,500	1500		100.0
100.0	100	100		PUBLICATIONS	300	300		100.0
				DEPRECIATION-FURNITURE				
				DEPRECIATION-LEASEHOLD				
				OUTSIDE SERVICES				
100.0	150	150		ACCOUNTING	450	450		100.0
100.0	200	200		LEGAL	600	600		100.0
100.0	100	100		BANK CHARGES	300	300		100.0
				CONTRIBUTIONS				
				BAD DEBT EXPENSE				
				INTEREST EXPENSE				
				PERSONAL PROPERTY TAX				
				MISCELLANEOUS				

100.0	7900	7,900		TOTAL GENERAL AND ADMIN:	23,700	23700		100.0

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****					
PCT	VARIANCE	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	VARIANCE	PCT	
FAV/(IMFAV)									
			0	LIABILITIES	0				
			0	ACCOUNTS PAYABLE	47,740				
			0	CUSTOMER DEPOSITS	15,000				
			0	SALES TAX PAYABLE	2,750				
			0	WITHHELD INCOME TAXES	11,810				
			0	PROFIT SHARING ACCRUAL	0				
			0	YEAR END BONUS ACCRUAL	0				
			0	INCOME TAX PAYABLE	0				
			0	ACCRUED EXPENSE	0				
-----	-----	-----	-----	-----	-----	-----	-----	-----	
			0	TOTAL CURRENT LIABILITIES	77,300			-	
			0	LOANS TO/FROM OFFICERS	0				
			0	EQUIPMENT LOAN	40,000				
			0	NOTE PAYABLE - AUDIT	0				
			0	DEFERRED INCOME TAXES	0				
-----	-----	-----	-----	-----	-----	-----	-----	-----	
			0	TOTAL LIABILITIES	117,300			-	
				STOCKHOLDERS EQUITY:					
			0	PAID IN CAPITAL	40,000				
			0	RETAINED EARNINGS-BEGIN	51,000				
			9,000	RETAINED EARNINGS-CURR YE	146,891				
-----	-----	-----	-----	-----	-----	-----	-----	-----	
			9,000	TOTAL STOCKHOLDERS EQUITY	237,891			-	

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	TO DATE VARIANCE	PCT
FAV/(IMFAV)								
0.0	0	0	0	REVENUE	0	0	0	0.0
40.0	8000	20,000	28,000	HARDWARE	261,032	120,000	141032	117.5
17.9	5000	28,000	33,000	SOFTWARE	204,600	168,000	36600	21.8
7.1	100	1,400	1,500	REIMBURSABLES	9,000	8,400	600	7.1
3200.0	6400	200	6,600	TIMESHARING	39,600	1,200	38400	3200.0
0.0	0	0	0	OTHER INCOME	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
39.3	19500	49,600	69,100	TOTAL REVENUE	514,232	297,600	216632	72.8
0.0	0			COST OF SALES:			0	0.0
(29.0)	(4500)	15,500	20,000	COST OF HARDWARE SOLD	120,000	93,000	(27000)	(29.0)
0.0	0	0	0	OFFICERS SALARIES	0	0	0	0
(20.0)	(3333)	16,667	20,000	PAYROLL EXPENSE	123,210	103,333	(19811)	(19.2)
(35.0)	(700)	2,000	2,700	OUTSIDE CONSULTANTS	7,615	12,000	4385	36.5
(5.3)	(350)	6.650	7,000	PAYROLL TAXES & FRINGES	43,851	39,900	(3951)	(9.9)
0.0	0	0	0	COMPUTER DEPRECIATION EXP	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
(21.8)	(8883)	40,817	49,700	TOTAL COST OF SALES:	294,677	248,233	(46443)	(18.7)
-----	-----	-----	-----	-----	-----	-----	-----	-----
120.9	10617	8,783	19,400	GROSS PROFIT:	219,555	49,367	170188	344.7

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
PCT	VARIANCE	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	TO DATE VARIANCE	PCT
FAV/(IMFAV)								
0.0	0			SELLING AND ADMIN EXPENSE:			0	0.0
(208.3)	(2500)	1,200	3,700	AUTOMOBILE EXPENSE	9,959	7,200	(2759)	(38.3)
(21.6)	(800)	3,700	4,500	TRAVEL AND ENTERTAINMENT	28,275	22,200	(6075)	(27.4)
(11.1)	(50)	450	500	OFFICE RENTAL	3,000	2,700	(300)	(11.1)
0.0	0	250	250	TELEPHONE	2,211	1,500	(711)	(47.4)
0.0	0	400	400	OFFICE AND POSTAGE	18,224	2,400	(15824)	(659.3)
0.0	0	500	500	INSURANCE	3,995	3,000	(9950)	(33.2)
0.0	0	0	0	MARKETING EXPENSE	0	0	0	0.0
(7.7)	(25)	325	350	ACCOUNTING & LEGAL	4,300	1,950	(2350)	(120.5)
20.0	25	125	100	PUBLICATIONS	2,100	750	(1350)	(180.0)
0.0	0	0	0	DEPRECIATION	0	0	0	0.0
0.0	0	0	0	OUTSIDE SERVICES	0	0	0	0.0
50.0	100	200	100	MISCELLANEOUS	600	1,200	600	50.0
0.0	0	0	0	INTEREST EXPENSE	0	0	0	0.0
(45.5)	(3250)	7,150	10,400	TOTAL SELLING AND ADMIN:	72,664	42,900	(29764)	(69.4)
451.0	7367	1,633	9,000	NET PROFIT:	146,891	6,467	140424	2171.5

MAJOR EXPENSE SCHEDULE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	TO DATE VARIANCE	PCT
FAV/(IMFAV)								
0.0	0			PAYROLL EXPENSES:			0	0.0
0.0	0	0	0	OFFICER'S SALARIES	0	0	0	0.0
(20.0)	(3333)	16,667	20,000	EMPLOYEE PAYROLL	123,210	103,333	(19877)	(19.2)
(35.0)	(700)	2,000	2,700	OUTSIDE CONSULTANTS	7,615	12,000	4385	36.5
0.0	0	0	0	YEAR END BONUS	0	0	0	0.0
(21.6)	(800)	3,700	4,500	TRAVEL AND ENTERTAINMENT	28,275	22,200	(6075)	(27.4)
-----	-----	-----	-----	-----	-----	-----	-----	-----
(21.6)	(4833)	22,367	27,200	TOTAL DIRECT PAYROLL EXP	159,100	137,533	(21567)	(15.7)
0.0	0			PAYROLL TAXES & FRINGES:			0	0.0
(7.1)	(100)	1,400	1,500	FICA	10,100	8,400	(1700)	(20.2)
9.1	100	1,100	1,000	SUI/DISABILITY	6,000	6,600	600	9.1
(14.3)	(50)	350	400	FEDERAL UNEMPLOYMENT	2,400	2,100	(300)	(14.3)
(7.1)	(100)	1,400	1,500	MEDICAL INSURANCE	9,751	8,400	(1351)	(16.1)
(10.1)	(100)	1,000	1,100	LIFE INSURANCE	6,600	6,000	(600)	(10.0)
0.0	0	1,000	1,000	OTHER EMPLOYEE FRINGES	6,000	6,000	0	0.0
(25.0)	(100)	400	500	RECRUITMENT EXPENSE	3,000	2,400	(600)	(25.0)
-----	-----	-----	-----	-----	-----	-----	-----	-----
(5.3)	(350)	6,650	7,000	TOTAL EMPLOYEE FRINGES;	43,851	39,900	(3951)	(9.9)
0.0	0			AUTOMOBILE EXPENSE			0	0.0
0.0	0	1,000	1,000	AUTO LEASE PAYMENTS	6,000	6,000	0	0.0

THE SYSTEMS HOUSE

GENERAL LEDGER & FINANCIALS

(125.0)	(2500)	200	2,700	AUTO INSURANCE	3,700	1,200	(2500)	(208.3)
)
0.0	0	0	0	AUTO REPAIRS & MAINT	259	0	(259)	(
								0.0)
0.0	0	0	0	AUTO INTEREST	0	0	0	0.0
0.0	0	0	0	AUTO DEPRECIATION	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
(208.3)	(2500)	1,200	3,700	TOTAL AUTO EXPENSE	9,959	7,200	(2759)	(
								38.3)

MAJOR EXPENSE SCHEDULE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
PCT	VARIANCE	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	VARIANCE	PCT
FAV/(IMFAV)								
0.0	0			COMPUTER EXPENSES:			0	0.0
0.0	0	0	0	COMPUTER DEPRECIATION EXP	0	0	0	0.0
0.0	0	0	0	COMPUTER INTEREST EXPENSE	0	0	0	0.0
0.0	0	0	0	COMPUTER MAINTENANCE	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
0.00	0	0	0	TOTAL COMPUTER EXPENSE:	0	0	0	0.0
0.0	0			DEPRECIATION:			0	0.0
0.0	0	0	0	COMPUTER	0	0	0	0.0
0.0	0	0	0	FURNITURE & FIXTURES	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
0.00	0	0	0	TOTAL DEPRECIATION:	0	0	0	0.0

-----	-----	-----	-----	-----	-----	-----	-----	-----
-100.7	348281	-345,888	2,392	TOTAL ASSETS	2,284,456	1,902,909	381547	20.1

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
FAV/(IMFAV)								
(-113.7)	(185626)	-163,222	22,404	ACCOUNTS PAYABLE	378,329	245,923	(132406)	(53.8)
				CUSTOMER DEPOSITS	17,195	1,195	(16000)	(1338.9)
(-80.6)	(190)	-236	-46	SALES TAX PAYABLE	36,384	20,461	(15924)	(77.8)
		5,000	5,000	WITHHELD INCOME TAXES				
				PROFIT SHARING ACCRUAL	53,221	40,000	(13221)	(33.1)
	(4283)		4,283	DUE 401K PLAN	5,572		(5572)	
(8.3)	(500)	6,000	6,500	YEAR END BONUS ACCRUAL	71,500	66,000	(5500)	(8.3)
				FEDERAL INCOME TAX PAYABLE				
				NJ INCOME TAX PAYABLE				
				ACCRUED EXPENSE				
				DEFERRED INCOME				
-----	-----	-----	-----	-----	-----	-----	-----	-----
(-125.0)	(190599)	-152,458	38,141	TOTAL CURRENT LIABILITIES	562,201	373,579	(188623)	(50.5)
				LOANS TO/FROM OFFICERS				
				EQUIPMENT LOAN				
(-24.1)	(437)	-1,815	-1,379	AUTO LOAN	37,926	31,073	(6853)	(22.1)
				CREDIT LINE ADVANCES				
				DEFERRED INCOME TAXES	79,250	79,250		
-----	-----	-----	-----	-----	-----	-----	-----	-----
(-24.1)	(437)	-1,815	-1,379	TOTAL NON-CURRENT LIAB	117,176	110,323	(6853)	(6.2)
(-123.8)	(191036)	-154,273	36,763	TOTAL LIABILITIES	679,377	483,902	(195476)	(40.3)
				STOCKHOLDER EQUITY:				
				PAID IN CAPITAL	1,000	1,000		

				RETAINED EARNINGS-BEG	1,246,957	1,211,027	(35930)	(
								3.0)
(-82.1)	(157245)	-191,615	-34,370	RETAINED EARNINGS CURR YR	357,121	206,980	(150141)	(
								72.5)
-----	-----	-----	-----	-----	-----	-----	-----	-----
(-82.1)	(157245)	-191,615	-34,370	TOTAL STOCKHOLDERS EQUITY	1,605,078	1,419,008	(186071)	(
								13.1)
-----	-----	-----	-----	-----	-----	-----	-----	-----
(-100.7)	(348281)	-345,888	2,392	TOTAL LIABILITIES & EQUITY	2,284,456	1,902,909	(381547)	(
								20.1)

RUN DATE: 02 APR 1997

PAGE: 4

PROFIT AND LOSS STATEMENT
COMPANY: THE SYSTEMS HOUSE
DEPT: CONSOLIDATED
AS OF MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
FAV/(IMFAV)								
(13.2)	(14426)	109,139	94,713	HARDWARE	1,705,100	2,363,807	(658707)	(
								27.9)
31.4	33145	105,535	138,680	SOFTWARE	1,634,770	1,387,065	247705	17.9
	34800		32,800	SOFTWARE-LICENSE FEES	258,200	315,305	(57105)	(
								18.1)
(222.2)	(9000)	4,050	-4,950	TIMESHARING	5,772	55,330	(49558)	(
								89.6)
35.6	3157	8,860	12,017	REIMBURSABLES	100,572	108,216	(7644)	(
								7.1)
(14.9)	(892)	5,975	5,083	OTHER INCOME	83,557	35,614	47942	134.6
-----	-----	-----	-----	-----	-----	-----	-----	-----
20.2	46784	233,559	280,343	TOTAL REVENUE	3,787,971	4,265,338	(477367)	(
								11.2)
				COST OF SALES:				
(51.7)	(27633)	53,406	81,039	COST OF HARDWARE SOLD	1,215,246	1,879,456	664210	35.3
(26.4)	(12675)	47,927	60,602	PAYROLL EXPENSE	580,956	463,113	(117844)	(
								25.4)
(31.1)	(255)	820	1,075	OUTSIDE CONSULTANTS	32,403	45,011	12608	28.0
(57.0)	(3822)	6,709	10,531	P/R TAXES & FRINGES (IV)	165,907	156,012	(9895)	(

THE SYSTEMS HOUSE

GENERAL LEDGER & FINANCIALS

(8.3)	(500)	6,000	6,500	YEAR END BONUSES	71,500	66,000	(5500)	(6.3)
28.8	1846	6,418	4,572	COMPUTER EXPENSE (SCH II)	48,846	69,875	21029	(8.3)
(35.5)	(43039)	121,280	164,319	TOTAL COST OF SALES:	2,114,858	2,679,467	564609	21.1
3.3	3745	112,279	116,024	GROSS PROFIT:	1,673,113	1,585,871	87242	5.5
75.0	120000	160,000	40,000	SELLING EXPENSE:				
73.8	30984	41,984	11,000	OFFICERS SALARIES	440,000	560,000	120000	21.4
				SALES SALARIES	142,686	170,196	27510	16.2
				COMMISSIONS	50,200	15,000	(35200)	(234.7)
75.7	2437	3,220	783	MARKETING EXPENSE	16,049	36,117	20068	55.6
74.8	153421	205,204	51,783	TOTAL SELLING EXPENSE:	648,935	781,313	132378	16.9

GENERAL & ADMINISTRATIVE EXPENSE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
FAV/(IMFAV)								
GENERAL AND ADMIN EXPENSE: (SCHEDULE I)								
(17.5)	(700)	4,000	4,700	OFFICER'S SALARIES	47,829	40,800	(7029)	(17.2)
				ADMINISTRATIVE SALARIES				
				PAYROLL TAXES & FRINGES				
(17.5)	(700)	4,000	4,700	TOTAL PAYROLL EXPENSE:	47,829	40,800	(7029)	(17.2)
(62.7)	(1519)	2,423	3,943	AUTOMOBILE EXPENSE (III)	24,393	35,327	10934	31.0
(5.9)	(385)	6,527	6,911	TRAVEL & ENTERTAINMENT	97,247	73,136	(24111)	(33.0)
		12,550	12,550	OFFICE RENTAL	138,050	138,050		
3.3	253	7,576	7,323	TELEPHONE	80,213	76,805	(3407)	(4.4)
(978.5)	(2491)	255	2,745	OFFICE REPAIR & MAINT	10,076	11,781	1705	14.5
75.7	479	633	154	POSTAGE	4,754	5,565	812	16.6
82.7	2047	2,475	428	OFFICE SUPPLIES	23,056	16,191	(6865)	(42.4)
				INSURANCE	24,655	16,354	(8301)	(50.8)
58.0	324	559	235	PUBLICATIONS	1,661	2,384	723	30.3
47.6	1575	3,310	1,735	DEPRECIATION-FURNITURE	19,085	36,395	17310	47.6
6.6	93	1,396	1,303	DEPRECIATION-LEASEHOLD	14,269	15,054	785	5.2
46.3	701	1,515	814	OUTSIDE SERVICES	11,646	9,558	(2088)	(21.8)
	(719)		719	ACCOUNTING	8,594	4,560	(4034)	(88.5)
100.0	50	50		LEGAL	551	3,358	2807	83.6
				BANK CHARGES	6	1,055	1049	99.5

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
FAV/(IMFAV)								
(18.2)	(717)	3,950	4,668	FICA	60,705	50,362	(10342)	(20.5)
(-140.4)	(103)	-74	30	SUI/DISABILITY	6,502	7,250	748	10.3
				FEDERAL UNEMPLOYMENT	1,394	1,385	(9)	(0.6)
(47.4)	(1843)	3,891	5,734	MEDICAL INSURANCE	73,993	51,236	(22757)	(44.4)
100.0	259	259		LONG TERM DISABILITY	4,403	6,010	1607	26.7
				LIFE INSURANCE				
				EDUCATION & SEMINARS	1,475		(1475)	
(-100.0)	(2467)	-2,467		RECRUITMENT EXPENSE	9,726	31,752	22025	69.4
91.3	1050	1,150	100	OTHER EMPLOYMENT FRINGES	7,709	8,016	307	3.8
-----	-----	-----	-----	-----	-----	-----	-----	-----
(57.0)	(3822)	6,709	10,531	TOTAL EMPLOYEE FRINGES:	165,907	156,012	(9895)	(6.3)
				DEPRECIATION: (SCHED V)				
-----	-----	-----	-----	-----	-----	-----	-----	-----
45.6	1092	2,393	1,301	COMPUTER	14,312	25,927	11615	44.8
30.5	188	614	427	AUTO	4,693	8,859	4166	47.0
47.6	1575	3,310	1,735	FURNITURE & FIXTURES	19,085	36,395	17310	47.6
6.6	93	1,396	1,303	LEASEHOLD IMPROVEMENTS	14,269	15,054	785	5.2
-----	-----	-----	-----	-----	-----	-----	-----	-----
38.2	2948	7,714	4,766	TOTAL DEPRECIATION:	52,360	86,235	33875	39.3

FINANCIAL REPORT PRINT (VARIANCE VERSION YTD ONLY)

PROK NAME	GL.P PFINRPT1.YTD	
PROGRAM NAME	FIN.PROG P&L.REPORT.YTD	
SELECTOR	MENU-14.3	
SELECTOR NUMBER	13	
FILES ACCESSED	P&L.DESC	DICT FIN.RPT
	FIN.RPT	DICT F.REPORT
	CADF	
	CA	
	CASDF	
	COMPANY	
	LETTERS	
	PARAMETER	

OVERVIEW

This process uses the P&L.Desc and Fin.Rpt files generated to produce the specified financial reports and sub schedules.

Following are examples of the balance sheet and profit and loss statements produced by the system.

OPERATING INSTRUCTIONS

You will have the following options:

FINANCIAL REPORT PRINT (VARIANCE VERSION - YTD ONLY)

- 1. COMPLETE SET OF FINANCIALS REPORTS**
- 2. REPORTS BASED ON THE FINANCIAL REPORT SELECTION ENTRY**

ENTER OPTION (1-2) OR 'END'

- 1. THIS YEAR ACTUAL TO THIS YEAR BUDGET**
- 2. THIS YEAR ACTUAL TO LAST YEAR ACTUAL**
- B. BOTH REPORTS**

ENTER OPTION (1-2) or 'END'

FINANCIAL REPORT PRINT (VARIANCE VERSION YTD ONLY)**OPERATING INSTRUCTIONS (Continued)****DO YOU WANT REPORTS FOR ONE COMPANY OR ALL (1/A OR 'END')**

If you input 1 you will be prompted for company number.

INPUT MESSAGE

Input the message you wish to appear on all the reports, such as 'Unaudited as of December 31, 1996.'

OK??? (NL/N)

Hit 'RETURN' to continue or 'N' to return to the input message line.

All reports are generated to a hold file.

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
** % OF SALES **				** % OF SALES **				
BUDGET	ACTUAL	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET
			0	LIABILITIES	0			
			0	ACCOUNTS PAYABLE	47,740			
			0	CUSTOMER DEPOSITS	15,000			
			0	SALES TAX PAYABLE	2,750			
			0	WITHHELD INCOME TAXES	11,810			
			0	PROFIT SHARING ACCRUAL	0			
			0	YEAR END BONUS ACCRUAL	0			
			0	INCOME TAX PAYABLE	0			
			0	ACCRUED EXPENSE	0			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			0	TOTAL CURRENT LIABILITIES	77,300			-
			0	LOANS TO/FROM OFFICERS	0			
			0	EQUIPMENT LOAN	40,000			
			0	NOTE PAYABLE - AUDIT	0			
			0	DEFERRED INCOME TAXES	0			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			0	TOTAL LIABILITIES	117,300			-
			0	STOCKHOLDERS EQUITY:				
			0	PAID IN CAPITAL	40,000			
			0	RETAINED EARNINGS-BEGIN	51,000			
			9,000	RETAINED EARNINGS-CURR YE	146,891			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			9,000	TOTAL STOCKHOLDERS EQUITY	237,891			-

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
** % OF SALES **				** % OF SALES **				
BUDGET	ACTUAL	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET
0.0	0	0	0	REVENUE	0	0	0	0.0
40.0	8000	20,000	28,000	HARDWARE	261,032	120,000	141032	117.5
17.9	5000	28,000	33,000	SOFTWARE	204,600	168,000	36600	21.8
7.1	100	1,400	1,500	REIMBURSABLES	9,000	8,400	600	7.1
3200.0	6400	200	6,600	TIMESHARING	39,600	1,200	38400	3200.0
0.0	0	0	0	OTHER INCOME	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
39.3	19500	49,600	69,100	TOTAL REVENUE	514,232	297,600	216632	72.8
0.0	0			COST OF SALES:			0	0.0
(29.0)	(4500)	15,500	20,000	COST OF HARDWARE SOLD	120,000	93,000	(27000)	(29.0)
0.0	0	0	0	OFFICERS SALARIES	0	0	0	0
(20.0)	(3333)	16,667	20,000	PAYROLL EXPENSE	123,210	103,333	(19811)	(19.2)
(35.0)	(700)	2,000	2,700	OUTSIDE CONSULTANTS	7,615	12,000	4385	36.5
(5.3)	(350)	6.650	7,000	PAYROLL TAXES & FRINGES	43,851	39,900	(3951)	(9.9)
0.0	0	0	0	COMPUTER DEPRECIATION EXP	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
(21.8)	(8883)	40,817	49,700	TOTAL COST OF SALES:	294,677	248,233	(46443)	(18.7)
-----	-----	-----	-----	-----	-----	-----	-----	-----
120.9	10617	8,783	19,400	GROSS PROFIT:	219,555	49,367	170188	344.7

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
** % OF SALES **							** % OF SALES **	
PCT	VARIANCE	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	VARIANCE	PCT
0.0	0			SELLING AND ADMIN EXPENSE:			0	0.0
(208.3)	(2500)	1,200	3,700	AUTOMOBILE EXPENSE	9,959	7,200	(2759)	(38.3)
(21.6)	(800)	3,700	4,500	TRAVEL AND ENTERTAINMENT	28,275	22,200	(6075)	(27.4)
(11.1)	(50)	450	500	OFFICE RENTAL	3,000	2,700	(300)	(11.1)
0.0	0	250	250	TELEPHONE	2,211	1,500	(711)	(47.4)
0.0	0	400	400	OFFICE AND POSTAGE	18,224	2,400	(15824)	(659.3)
0.0	0	500	500	INSURANCE	3,995	3,000	(9950)	(33.2)
0.0	0	0	0	MARKETING EXPENSE	0	0	0	0.0
(7.7)	(25)	325	350	ACCOUNTING & LEGAL	4,300	1,950	(2350)	(120.5)
20.0	25	125	100	PUBLICATIONS	2,100	750	(1350)	(180.0)
0.0	0	0	0	DEPRECIATION	0	0	0	0.0
0.0	0	0	0	OUTSIDE SERVICES	0	0	0	0.0
50.0	100	200	100	MISCELLANEOUS	600	1,200	600	50.0
0.0	0	0	0	INTEREST EXPENSE	0	0	0	0.0
(45.5)	(3250)	7,150	10,400	TOTAL SELLING AND ADMIN:	72,664	42,900	(29764)	(69.4)
451.0	7367	1,633	9,000	NET PROFIT:	146,891	6,467	140424	2171.5

MAJOR EXPENSE SCHEDULE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
** % OF SALES **					** % OF SALES **			
PCT	VARIANCE	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	VARIANCE	PCT
0.0	0			PAYROLL EXPENSES:			0	0.0
0.0	0	0	0	OFFICER'S SALARIES	0	0	0	0.0
(20.0)	(3333)	16,667	20,000	EMPLOYEE PAYROLL	123,210	103,333	(19877)	(19.2)
(35.0)	(700)	2,000	2,700	OUTSIDE CONSULTANTS	7,615	12,000	4385	36.5
0.0	0	0	0	YEAR END BONUS	0	0	0	0.0
(21.6)	(800)	3,700	4,500	TRAVEL AND ENTERTAINMENT	28,275	22,200	(6075)	(27.4)
-----	-----	-----	-----	-----	-----	-----	-----	-----
(21.6)	(4833)	22,367	27,200	TOTAL DIRECT PAYROLL EXP	159,100	137,533	(21567)	(15.7)
0.0	0			PAYROLL TAXES & FRINGES:			0	0.0
(7.1)	(100)	1,400	1,500	FICA	10,100	8,400	(1700)	(20.2)
9.1	100	1,100	1,000	SUI/DISABILITY	6,000	6,600	600	9.1
(14.3)	(50)	350	400	FEDERAL UNEMPLOYMENT	2,400	2,100	(300)	(14.3)
(7.1)	(100)	1,400	1,500	MEDICAL INSURANCE	9,751	8,400	(1351)	(16.1)
(10.1)	(100)	1,000	1,100	LIFE INSURANCE	6,600	6,000	(600)	(10.0)
0.0	0	1,000	1,000	OTHER EMPLOYEE FRINGES	6,000	6,000	0	0.0
(25.0)	(100)	400	500	RECRUITMENT EXPENSE	3,000	2,400	(600)	(25.0)
-----	-----	-----	-----	-----	-----	-----	-----	-----
(5.3)	(350)	6,650	7,000	TOTAL EMPLOYEE FRINGES;	43,851	39,900	(3951)	(9.9)
0.0	0			AUTOMOBILE EXPENSE			0	0.0
0.0	0	1,000	1,000	AUTO LEASE PAYMENTS	6,000	6,000	0	0.0

THE SYSTEMS HOUSE

GENERAL LEDGER & FINANCIALS

(125.0)	(2500)	200	2,700	AUTO INSURANCE	3,700	1,200	(2500)	(208.3)
)
0.0	0	0	0	AUTO REPAIRS & MAINT	259	0	(259)	(
								0.0)
0.0	0	0	0	AUTO INTEREST	0	0	0	0.0
0.0	0	0	0	AUTO DEPRECIATION	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
(208.3)	(2500)	1,200	3,700	TOTAL AUTO EXPENSE	9,959	7,200	(2759)	(
								38.3)

MAJOR EXPENSE SCHEDULE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
** % OF SALES **					** % OF SALES **			
BUDGET	ACTUAL	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET
0.0	0			COMPUTER EXPENSES:			0	0.0
0.0	0	0	0	COMPUTER DEPRECIATION EXP	0	0	0	0.0
0.0	0	0	0	COMPUTER INTEREST EXPENSE	0	0	0	0.0
0.0	0	0	0	COMPUTER MAINTENANCE	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
0.00	0	0	0	TOTAL COMPUTER EXPENSE:	0	0	0	0.0
0.0	0			DEPRECIATION:			0	0.0
0.0	0	0	0	COMPUTER	0	0	0	0.0
0.0	0	0	0	FURNITURE & FIXTURES	0	0	0	0.0
-----	-----	-----	-----	-----	-----	-----	-----	-----
0.00	0	0	0	TOTAL DEPRECIATION:	0	0	0	0.0

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
** % OF SALES **				** % OF SALES **				
LYR ACTL	ACTUAL	LYR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LYR ACTUAL	ACTUAL	L Y R ACTL
-5.1	1868	-36,880	-35,013	CASH IN BANK	73,827	35,181	38646	109.8
				PETTY CASH	2,000	2,000		
(-15.5)	(6392)	-41,025	-47,417	DREYFUS LIQUID ASSETS	374,256	255,425	118831	46.5
(-5.8)	(4524)	-77,905	-82,429	TOTAL CASH:	450,083	292,606	157477	53.8
-94.8	96856	-102,220	-5,363	ACCOUNTS RECEIVABLE	954,308	915,851	38457	4.2
				LESS: BAD DEBT RESERVE	-56,349	-56,349		
-94.8	96856	-102,220	-5,363	NET ACCOUNTS RECEIVABLE	897,959	859,502	38457	4.5
	88000		88,000	LEASE RECEIVABLE	88,000		88000	
-100.1	180333	-180,125	207	TOTAL CURRENT ASSETS:	1,436,042	1,152,108	283933	24.6
				FIXED ASSETS:				
				FURNITURE AND FIXTURES	241,727	234,959	6768	2.9
				COMPUTER EQUIPMENT	287,248	282,044	5204	1.8
				AUTOMOBILES	73,886	61,698	12187	19.8
				LEASEHOLD IMPROVEMENTS	89,682	85,682	4000	4.7
-38.2	2948	-7,714	-4,766	LESS: ACCUMULATED DEPREC	-542,298	-485,795	(56503)	(-11.6)
-38.2	2948	-7,714	-4,766	NET FIXED ASSETS	150,244	178,589	(28344)	(15.9)
				SECURITY DEPOSITS	7,957	9,776	(1820)	(18.6)
	(96)		-96	PREPAID INTEREST	3,276		3276	
				PREPAID TAXES				
				REFUNDABLE TAXES	3,094	3,094		
-105.0	165497	-157,549	7,948	LOANS TO OFFICERS	217,943	183,942	34001	18.5
(-80.0)	(400)	-500	-900	ADVANCES TO EMPLOYEES	15,900	25,400	(9500)	(37.4)
				INVESTMENTS	450,000	350,000	100000	28.6
-100.7	348281	-345,888	2,392	TOTAL ASSETS	2,284,456	1,902,909	381547	20.1

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
** % OF SALES **				** % OF SALES **				
LYR ACTL	ACTUAL	LYR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LYR ACTUAL	ACTUAL	L Y R ACTL
(-113.7)	(185626)	-163,222	22,404	ACCOUNTS PAYABLE	378,329	245,923	(132406)	(53.8)
				CUSTOMER DEPOSITS	17,195	1,195	(16000)	(1338.9)
(-80.6)	(190)	-236	-46	SALES TAX PAYABLE	36,384	20,461	(15924)	(77.8)
				WITHHELD INCOME TAXES				
		5,000	5,000	PROFIT SHARING ACCRUAL	53,221	40,000	(13221)	(33.1)
	(4283)		4,283	DUE 401K PLAN	5,572		(5572)	
(8.3)	(500)	6,000	6,500	YEAR END BONUS ACCRUAL	71,500	66,000	(5500)	(8.3)
				FEDERAL INCOME TAX PAYABLE				
				NJ INCOME TAX PAYABLE				
				ACCRUED EXPENSE				
				DEFERRED INCOME				
-----	-----	-----	-----	-----	-----	-----	-----	-----
(-125.0)	(190599)	-152,458	38,141	TOTAL CURRENT LIABILITIES	562,201	373,579	(188623)	(50.5)
				LOANS TO/FROM OFFICERS				
				EQUIPMENT LOAN				
(-24.1)	(437)	-1,815	-1,379	AUTO LOAN	37,926	31,073	(6853)	(22.1)
				CREDIT LINE ADVANCES				
				DEFERRED INCOME TAXES	79,250	79,250		
-----	-----	-----	-----	-----	-----	-----	-----	-----
(-24.1)	(437)	-1,815	-1,379	TOTAL NON-CURRENT LIAB	117,176	110,323	(6853)	(6.2)
(-123.8)	(191036)	-154,273	36,763	TOTAL LIABILITIES	679,377	483,902	(195476)	(40.3)

THE SYSTEMS HOUSE

GENERAL LEDGER & FINANCIALS

(35.5)	(43039)	121,280	164,319	TOTAL COST OF SALES:	2,114,858	2,679,467	564609	21.1
-----	-----	-----	-----	-----	-----	-----	-----	-----
3.3	3745	112,279	116,024	GROSS PROFIT:	1,673,113	1,585,871	87242	5.5
				SELLING EXPENSE:				
75.0	120000	160,000	40,000	OFFICERS SALARIES	440,000	560,000	120000	21.4
73.8	30984	41,984	11,000	SALES SALARIES	142,686	170,196	27510	16.2
				COMMISSIONS	50,200	15,000	(35200)	(234.7)
75.7	2437	3,220	783	MARKETING EXPENSE	16,049	36,117	20068	55.6
-----	-----	-----	-----	-----	-----	-----	-----	-----
74.8	153421	205,204	51,783	TOTAL SELLING EXPENSE:	648,935	781,313	132378	16.9

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 UNAUDITED, AS OF MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
** % OF SALES **					** % OF SALES **			
LYR ACTL	ACTUAL	LYR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LYR ACTUAL	ACTUAL	L Y R ACTL
31.29		25,000		PROFIT BEFORE INCOME TAX		109,424		39.51
				PROV-FEDERAL INCOME TAX				
				PROV-STATE INCOME TAX				
-----	-----	-----	-----	-----	-----	-----	-----	-----
				TOTAL TAXES				
-----	-----	-----	-----	-----	-----	-----	-----	-----
				DISTRIBUTION				
-----	-----	-----	-----	-----	-----	-----	-----	-----
31.29		25,000		NET PROFIT:		109,424		39.51

GENERAL & ADMINISTRATIVE EXPENSE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****			
** % OF SALES **				** % OF SALES **			
PCT	VARIANCE	LST YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCEPCT
GENERAL AND ADMIN EXPENSE: (SCHEDULE I)							
(17.5)	(700)	4,000	4,700	OFFICER'S SALARIES	47,829	40,800	(7029)(17.2)
				ADMINISTRATIVE SALARIES			
				PAYROLL TAXES & FRINGES			
(17.5)	(700)	4,000	4,700	TOTAL PAYROLL EXPENSE:	47,829	40,800	(7029)(17.2)
(62.7)	(1519)	2,423	3,943	AUTOMOBILE EXPENSE (III)	24,393	35,327	10934 31.0
(5.9)	(385)	6,527	6,911	TRAVEL & ENTERTAINMENT	97,247	73,136	(24111)(33.0)
		12,550	12,550	OFFICE RENTAL	138,050	138,050	
3.3	253	7,576	7,323	TELEPHONE	80,213	76,805	(3407)(4.4)
(978.5)	(2491)	255	2,745	OFFICE REPAIR & MAINT	10,076	11,781	1705 14.5
75.7	479	633	154	POSTAGE	4,754	5,565	812 16.6
82.7	2047	2,475	428	OFFICE SUPPLIES	23,056	16,191	(6865)(42.4)
				INSURANCE	24,655	16,354	(8301)(50.8)
58.0	324	559	235	PUBLICATIONS	1,661	2,384	723 30.3
47.6	1575	3,310	1,735	DEPRECIATION-FURNITURE	19,085	36,395	17310 47.6
6.6	93	1,396	1,303	DEPRECIATION-LEASEHOLD	14,269	15,054	785 5.2
46.3	701	1,515	814	OUTSIDE SERVICES	11,646	9,558	(2088 (21.8)
	(719)		719	ACCOUNTING	8,594	4,560	(4034)(88.5)
100.0	50	50		LEGAL	551	3,358	2807 83.6
				BANK CHARGES	6	1,055	1049 99.5
0.7	371	50,421	50,050	CONTRIBUTIONS	60,375	55,706	(4669)(8.4)
				BAD DEBT EXPENSE	29,047		(29047)
				INTEREST EXPENSE			
				PAYROLL PROPERTY TAX			
				MISCELLANEOUS	395	500	105 21.0
0.1	79	93,690	93,611	TOTAL GENERAL AND ADMIN	595,902	542,578	(53323)(9.8)

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 UNAUDITED, AS OF MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****							
LAST YR		BUDGET		THIS YR		DESCRIPTION	THIS YR		BUDGET		LAST YR	
\$	%	\$	%	\$	%		\$	%	\$	%	\$	%
						CASH IN BANK	33.0				25.1	
						PETTY CASH	1.0				1.0	
						DREYFUS LIQUID ASSETS	21.6				81.4	
						REPURCHASE AGREEMENTS						
						TOTAL CASH	55.5				107.5	
25.0				61.0		ACCOUNTS RECEIVABLE	61.0				89.0	
						LESS: BAD DEBT RESERVE						
25.0				61.0		NET ACCOUNTS RECEIVABLE:	61.0				89.0	
						LEASE RECEIVABLE						
25.0				61.0		TOTAL CURRENT ASSETS:	116.5				196.5	
						FIXED ASSETS:						
						FURNITURE AND FIXTURES	65.0				65.0	
						COMPUTER EQUIPMENT	67.1				50.0	
						AUTOMOBILES						
						LEASEHOLD IMPROVEMENTS						
						LESS: ACCUMULATED DEPRECIATION	-28.3				-24.0	
						NET FIXED ASSETS	103.7				91.0	
						SECURITY DEPOSITS	1.3				1.3	
						MARKETABLE SECURITIES						
						PREPAID INTEREST						
						PREPAID INSURANCE						
						PREPAID TAXES						
						REFUNDABLE TAXES						
25.0				61.0		TOTAL ASSETS	221.5				228.8	

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 UNAUDITED, AS OF MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****						
LAST	YR	BUDGET		THIS YR	DESCRIPTION	THIS YR		BUDGET		LAST	YR
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
38.0	47.6				HARDWARE					147.0	53.1
33.8	42.3				SOFTWARE					105.6	38.1
					SOFTWARE-LICENSE FEES						
6.6	8.3				TIMESHARING					19.9	7.1
1.5	1.9				REIMBURSABLES					4.5	1.6
					OTHER INCOME						
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
79.9	100.0				TOTAL REVENUE					276.9	100.0
					COST OF SALES:						
20.0	25.0				COST OF HARDWARE SOLD					60.0	21.7
20.0	25.0				PAYROLL EXPENSE					60.0	21.7
					OUTSIDE CONSULTANTS					2.8	1.0
7.0	8.8				P/R TAXES AND FRINGES (IV)					21.0	7.6
					YEAR END BONUSES						
					COMPUTER EXPENSE (SCHED II)						
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
47.0	58.8				TOTAL COST OF SALES:					143.8	51.9
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
32.9	41.2				GROSS PROFIT:					133.1	48.1

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 UNAUDITED, AS OF MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****				
LAST	YR	BUDGET	THIS YR	DESCRIPTION	THIS YR	BUDGET	LAST	YR	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
\$	%	\$	%		\$	%	\$	%	
				SELLING EXPENSE:					
				OFFICERS SALARIES					
				SALES SALARIES					
				COMMISSIONS					
				P/R TAXES & FRINGES					
				MARKETING EXPENSE					
7.9	9.9			TOTAL SELLING EXPENSE:			23.7	8.6	
				G&A EXPENSE (SCHEDULE I)					
				PROFIT SHARING CONTRIBUTION					
7.9	9.9			TOTAL SELLING AND ADMINISTRATION:			23.7	8.6	
25.0	31.3			PROFIT BEFORE INCOME TAX:			109.4	39.5	
				PROV-FEDERAL INCOME TAX					
				PROV-STATE INCOME TAX					
				TOTAL TAXES					
				DISTRIBUTION					
25.0	31.3			NET PROFIT:			109.4	39.5	

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF DECEMBER 31, 1996

DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
***** Y E A R T O D A T E *****				
ASSETS:				
CASH IN BANK	73,827	35,181	38646	109.8
PETTY CASH	2,000	2,000		
DREYFUS LIQUID ASSETS	374,256	255,425	118831	46.5
-----	-----	-----	-----	-----
TOTAL CASH:	450,083	292,606	157477	53.8
ACCOUNTS RECEIVABLE	954,308	915,851	38457	4.2
LESS: BAD DEBT RESERVE	-56,349	-56,349		
-----	-----	-----	-----	-----
NET ACCOUNTS RECEIVABLE:	897,959	859,502	38457	4.5
LEASE RECEIVABLE	88,000		88000	
-----	-----	-----	-----	-----
TOTAL CURRENT ASSETS:	1,436,042	1,152,108	283933	24.6
FIXED ASSETS:				
FURNITURE AND FIXTURES	241,727	234,959	6768	2.9
COMPUTER EQUIPMENT	287,248	282,044	5204	1.8
AUTOMOBILES	73,886	61,698	12187	19.8
LEASEHOLD IMPROVEMENTS	89,682	85,682	4000	4.7
LESS: ACCUMULATED DEPRECIATION	-542,298	-485,795	(56503)	(-11.6)
-----	-----	-----	-----	-----
NET FIXED ASSETS	150,244	178,589	(28344)	(15.9)
SECURITY DEPOSITS	7,957	9,776	(1820)	(18.6)
PREPAID INTEREST	3,276		3276	
REFUNDABLE TAXES	3,094	3,094		
LOANS TO OFFICERS	217,943	183,942	34001	18.5
ADVANCES TO EMPLOYEES	15,900	25,400	(9500)	(37.4)
INVESTMENTS	450,000	350,000	100000	28.6
-----	-----	-----	-----	-----
TOTAL ASSETS	2,284,456	1,902,090	381547	20.1

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF DECEMBER 31, 1996

DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
***** Y E A R T O D A T E *****				
LIABILITIES:				
ACCOUNTS PAYABLE	378,329	245,923	(132406)	(53.8)
CUSTOMER DEPOSITS	17,195	1,195	(16000)	(1338.9)
SALES TAX PAYABLE	36,384	20,461	(15924)	(77.8)
WITHHELD INCOME TAXES				
PROFIT SHARING ACCRUAL	53,221	40,000	(13221)	(33.1)
DUE 401K PLAN	5,572		(5572)	
YEAR END BONUS ACCRUAL	71,500	66,000	(5500)	(8.3)
FEDERAL INCOME TAX PAYABLE				
NJ INCOME TAX PAYABLE				
ACCRUED EXPENSE				
-----	-----	-----	-----	-----
TOTAL CURRENT LIABILITIES	562,201	373,579	(188623)	(50.5)
LOANS TO/FROM OFFICERS				
AUTO LOAN	37,926	31,073	(6853)	(22.1)
DEFERRED INCOME TAXES	79,250	79,250		
-----	-----	-----	-----	-----
TOTAL NON-CURRENT LIABILITIES:	117,176	110,323	(6853)	(6.2)
TOTAL LIABILITIES	679,377	483,902	(195476)	(40.4)
STOCKHOLDERS EQUITY:				
PAID IN CAPITAL	1,000	1,000		
RETAINED EARNINGS-BEGINNING	1,246,957	1,211,027	(35930)	(3.0)
RETAINED EARNINGS-CURRENT YEAR	357,121	206,980	(150141)	(72.5)
-----	-----	-----	-----	-----
TOTAL STOCKHOLDERS EQUITY	1,605,078	1,419,008	(186071)	(13.1)
-----	-----	-----	-----	-----
TOTAL LIABILITIES AND EQUITY	2,284,456	1,902,909	(381547)	(20.1)

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF DECEMBER 31, 1996

DESCRIPTION	***** Y E A R T O D A T E *****			
	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
REVENUE				
HARDWARE	1,705,100	2,363,807	(658707)	(27.9)
SOFTWARE	1,634,770	1,387,065	247705	17.9
SOFTWARE-LICENSE FEES	258,200	315,305	(57105)	(18.1)
TIMESHARING	5,772	55,330	(49558)	(89.6)
REIMBURSABLES	100,572	108,216	(7644)	(7.1)
OTHER INCOME	83,557	35,614	47942	134.6
-----	-----	-----	-----	-----
TOTAL REVENUE	3,787,971	4,265,338	(477367)	(11.2)
COST OF SALES:				
COST OF HARDWARE SOLD	1,215,246	1,879,456	664210	35.3
PAYROLL EXPENSE	580,956	463,113	(117844)	(25.4)
OUTSIDE CONSULTANTS	32,403	45,011	12608	28.0
P/R TAXES AND FRINGES (IV)	165,907	156,012	(9895)	(6.3)
YEAR END BONUSES	71,500	66,000	(5500)	(8.3)
COMPUTER EXPENSE (SCHED II)	48,846	69,875	21029	30.1
-----	-----	-----	-----	-----
TOTAL COST OF SALES:	2,114,858	2,679,467	564609	21.1
-----	-----	-----	-----	-----
GROSS PROFIT:	1,673,113	1,585,871	87242	5.5
SELLING EXPENSE:				
OFFICERS SALARIES	440,000	560,000	120000	21.4
SALES SALARIES	142,686	170,196	27510	16.2
COMMISSIONS	50,200	15,000	(35200)	(234.7)
P/R TAXES & FRINGES				
MARKETING EXPENSE	16,049	36,117	20068	55.6
-----	-----	-----	-----	-----
TOTAL SELLING EXPENSE:	648,935	781,313	132378	16.9

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF DECEMBER 31, 1996

DESCRIPTION	***** Y E A R T O D A T E *****			
	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
G&A EXPENSE (SCHEDULE I)	595,902	542,578	(53323)	(9.8)
PROFIT SHARING CONTRIBUTION	55,450	55,000	(450)	(0.8)
-----	-----	-----	-----	-----
TOTAL SELLING AND ADMINISTRATION:	1,300,287	1,378,891	78604	5.7
-----	-----	-----	-----	-----
PROFIT BEFORE INCOME TAX:	372,826	206,980	165846	80.1
PROV-FEDERAL INCOME TAX				
PROV-STATE INCOME TAX	15,705		(15705)	
-----	-----	-----	-----	-----
TOTAL TAXES	15,705		(15705)	
-----	-----	-----	-----	-----
DISTRIBUTION				
-----	-----	-----	-----	-----
NET PROFIT:	357,121	206,980	150141	72.5

GENERAL & ADMINISTRATIVE EXPENSE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF DECEMBER 31, 1996

DESCRIPTION	***** Y E A R T O D A T E *****			
	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
GENERAL AND ADMINISTRATIVE EXPENSE (SCHEDULE I)				
-----	-----	-----	-----	-----
OFFICER'S SALARIES				
ADMINISTRATIVE SALARIES	47,829	40,800	(7029)	(17.2)
PAYROLL TAXES AND FRINGES				
-----	-----	-----	-----	-----
TOTAL PAYROLL EXPENSE:	47,829	40,800	(7029)	(17.2)
AUTOMOBILE EXPENSE (III)	24,393	35,327	10934	31.0
TRAVEL AND ENTERTAINMENT	97,247	73,136	(24111)	(33.0)
OFFICE RENTAL	138,050	138,050		
TELEPHONE	80,213	76,805	(3407)	(4.4)
OFFICE REPAIR & MAINTENANCE	10,076	11,781	1705	14.5
POSTAGE	4,754	5,565	812	14.6
OFFICE SUPPLIES	23,056	16,191	(6865)	(42.4)
INSURANCE	24,655	16,354	(8301)	(50.8)
PUBLICATIONS	1,661	2,384	723	30.3
DEPRECIATION - FURNITURE	19,085	36,395	17310	47.6
DEPRECIATION - LEASEHOLD	14,269	15,054	785	5.2
OUTSIDE SERVICES	11,646	9,558	(2088)	(21.8)
ACCOUNTING	8,594	4,560	(4034)	(88.5)
LEGAL	551	3,358	2807	83.6
BANK CHARGES	6	1,055	1049	99.5
CONTRIBUTIONS	60,375	55,706	(4669)	8.4)
BAD DEBT EXPENSE	29,047		(29047)	
MISCELLANEOUS	395	500	105	21.0
-----	-----	-----	-----	-----
TOTAL GENERAL AND ADMINISTRATIVE:	595,902	542,578	(53323)	(9.8)
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MAJOR EXPENSE SCHEDULE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF DECEMBER 31, 1996

DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
***** Y E A R T O D A T E *****				
COMPUTER EXPENSE: (II)				
-----	-----	-----	-----	-----
COMPUTER DEPRECIATION EXPENSE	14,312	25,927	11615	44.8
COMPUTER INTEREST EXPENSE				
COMPUTER MAINTENANCE	31,659	37,964	6305	16.6
COMPUTER SUPPLIES	2,874	5,983	3109	52.0
-----	-----	-----	-----	-----
TOTAL COMPUTER EXPENSE:	48,846	69,875	21029	30.1
AUTOMOBILE EXPENSE: (III)				
-----	-----	-----	-----	-----
AUTO LEASE PAYMENTS	2,721	8,541	5820	68.1
AUTO INSURANCE	-1,240		1240	
AUTO REPAIRS AND MAINTENANCE	15,916	16,338	422	2.6
AUTO LOAN INTEREST	2,302	1,588	(714)	(44.9)
AUTO DEPRECIATION	4,693	8,859	4166	47.0
-----	-----	-----	-----	-----
TOTAL AUTO EXPENSE	24,393	35,327	10934	31.0
P/R TAXES AND FRINGES: (IV)				
-----	-----	-----	-----	-----
FICA	60,705	50,362	(10342)	(20.5)
SUI/DISABILITY	6,502	7,250	748	10.3
FEDERAL UNEMPLOYMENT	1,394	1,385	(9)	(0.6)
MEDICAL INSURANCE	73,993	51,236	(22757)	(44.4)
LONG TERM DISABILITY	4,403	6,010	1607	26.7

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 AS OF DECEMBER 31, 1996

DESCRIPTION	***** Y E A R T O D A T E *****			
	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
LIFE INSURANCE				
EDUCATION AND SEMINARS	1,475		(1475)	
RECRUITMENT EXPENSE	9,726	31,752	22025	69.4
OTHER EMPLOYEE FRINGES	7,709	8,016	307	3.8
-----	-----	-----	-----	-----
TOTAL EMPLOYEE FRINGES:	165,907	156,012	(9895)	(6.3)
DEPRECIATION: (SCHED V)				
-----	-----	-----	-----	-----
COMPUTER	14,312	25,927	11615	44.8
AUTO	4,693	8,859	4166	47.0
FURNITURE AND FIXTURES	19,085	36,395	17310	47.6
LEASEHOLD IMPROVEMENTS	14,269	15,054	785	5.2
-----	-----	-----	-----	-----
TOTAL DEPRECIATION:	52,360	86,235	33875	39.3

PCT TO TOTAL SALES VERSION

PROK NAME	GL.P PFINRPT1.PCT	
PROGRAM NAME	FIN.PROG P&L.REPORT.PCT	
	FIN.PROG P&L.REPORT.090	
SELECTOR	MENU-14.3	
SELECTOR NUMBER	14	
FILES ACCESSED	P&L.DESC	DICT FIN.RPT
	FIN.RPT	DICT F.REPORT
	CADF	
	CA	
	CASDF	
	COMPANY	
	LETTERS	
	PARAMETER	

OVERVIEW

This process uses the P&L.Desc and Fin.Rpt files generated to produce the specified financial reports and sub schedules. Following are examples of the balance sheet and profit and loss statements produced by the system.

This procedure produces the financial reports and calculates the percentage of each line on the income statement, etc., as it pertains to sales. Line 00 for the report must contain the line number to use as the basis for the calculation or the program will abort.

OPERATING INSTRUCTIONS

You will have the following options:

FINANCIAL REPORT PRINT (PCT TO TOTAL SALES VERSION)

- 1. COMPLETE SET OF FINANCIAL REPORTS**
- 2. REPORTS BASED ON THE FINANCIAL REPORT SELECTION ENTRY**

ENTER OPTION OR 'END'

FINANCIAL REPORT PRINT (PCT TO TOTAL SALES VERSION)**OPERATING INSTRUCTIONS (Continued)**

- 1. THIS YEAR ACTUAL TO THIS YEAR BUDGET**
- 2. THIS YEAR ACTUAL TO LAST YEAR ACTUAL**
- B. BOTH REPORTS**
- C. VERSION SHOWING BUDGET AND LAST YEAR**

ENTER OPTION OR 'END'**DO YOU WANT REPORTS FOR ONE COMPANY OR ALL (1/A OR 'END')**

If you input 1 you will be prompted for company number.

INPUT MESSAGE

Input the message you wish to appear on all the reports, such as 'Unaudited as of December 31, 1996. All reports are generated to a hold file.

OK??? (NL/N)

Hit 'RETURN' to continue or 'N' to return to the input message line.

ENTER '1' - FOR BUDGETS OR '2' FOR REVISED BUDGETS 1

Enter '1' for budgets or '2' for revised budgets.

ENTER OPTION FOR MONTHLY OR QUARTERLY REPORT? (M/Q)

Enter 'M' for monthly reports or 'Q' for quarterly reports.

All reports are generated to a hold file.

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
** % OF SALES **					** % OF SALES **			
BUDGET	ACTUAL	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET
				ASSETS:				
			0	CASH IN BANK	32,768			
			0	PETTY CASH	1,000			
			8,000	DREYFUS LIQUID ASSETS	97,424			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			8,000	TOTAL CASH:	131,192			-
			0	REFUNDABLE TAXES	0			
			1,000	ACCOUNTS RECEIVABLE	119,000			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			9,000	TOTAL CURRENT ASSETS:	250,192			-
				FIXED ASSETS:				
			0	FURNITURE AND FIXTURES	65,000			
			0	COMPUTER EQUIPMENT	67,050			
			0	AUTOMOBILES	0			
			0	LESS: ACCUMULATED DEPREC	-28,302			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			0	NET FIXED ASSETS	103,749			-
			0	SECURITY DEPOSITS	1,250			
			0	PREPAID INTEREST	0			
			0	LOANS TO OFFICERS	0			
			0	INVESTMENTS	0			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			9,000	TOTAL ASSETS	355,191			-

BALANCE SHEET
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
** % OF SALES **					** % OF SALES **			
BUDGET	ACTUAL	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET
				LIABILITIES:				
			0	ACCOUNTS PAYABLE	47,740			
			0	CUSTOMER DEPOSITS	15,000			
			0	SALES TAX PAYABLE	2,750			
			0	WITHHELD INCOME TAXES	11,810			
			0	PROFIT SHARING ACCRUAL	0			
			0	YEAR END BONUS ACCRUAL	0			
			0	INCOME TAX PAYABLE	0			
			0	ACCRUED EXPENSE	0			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			0	TOTAL CURRENT LIABILITIES	77,300			-
			0	LOANS TO/FROM OFFICERS	0			
			0	EQUIPMENT LOAN	40,000			
			0	NOTE PAYABLE - AUDI	0			
			0	DEFERRED INCOME TAXES	0			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			0	TOTAL LIABILITIES	117,300			-
				STOCKHOLDERS EQUITY:				
			0	PAID IN CAPITAL	40,000			
			0	RETAINED EARNINGS-BEGIN	51,000			
			9,000	RETAINED EARNINGS-CURR YE	146,891			
-----	-----	-----	-----	-----	-----	-----	-----	-----
			9,000	TOTAL STOCKHOLDERS EQ	237,891			-
-----	-----	-----	-----	-----	-----	-----	-----	-----
			9,000	TOTAL LIAB AND EQUITY	355,191			-

PROFIT AND LOSS STATEMENT
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****				*****YEAR TO DATE *****				
** % OF SALES **				** % OF SALES **				
BUDGET	ACTUAL	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET
0.00	0.00	0	0	REVENUE	0	0	0.00	0.00
40.32	40.52	20,000	28,000	HARDWARE	261,032	120,000	50.76	40.32
56.45	47.76	28,000	33,000	SOFTWARE	204,600	168,000	39.79	56.45
2.82	2.17	1,400	1,500	REIMBURSABLES	9,000	8,400	1.75	2.82
0.40	9.55	200	6,600	TIMESHARING	39,600	1,200	7.70	0.40
0.00	0.00	0	0	OTHER INCOME	0	0	0.00	0.00
-----	-----	-----	-----	-----	-----	-----	-----	-----
100.00	100.00	49,600	69,100	TOTAL REVENUE	514,232	297,600	100.00	100.00
0.00	0.00			COST OF SALES:			0.00	0.00
31.25	28.94	15,500	20,000	COST OF HARDWARE SOLD	120,000	93,000	23.34	31.25
0.00	0.00	0	0	OFFICERS SALARIES	0	0	0.00	0.00
33.60	28.94	16,667	20,000	PAYROLL EXPENSE	123,210	103,333	23.96	34.72
4.03	3.91	2,000	2,700	OUTSIDE CONSULTANTS	7,615	12,000	1.48	4.03
13.41	10.13	6,650	7,000	PAYROLL TAXES AND FRINGES	43,851	39,900	8.53	13.41
0.00	0.00	0	0	COMPUTER DEPREC EXPENSE	0	0	0.00	0.00
-----	-----	-----	-----	-----	-----	-----	-----	-----
82.29	71.92	40,817	49,700	TOTAL COST OF SALES:	294,677	248,233	57.30	83.41
-----	-----	-----	-----	-----	-----	-----	-----	-----
17.71	28.08	8,783	19,400	GROSS PROFIT:	219,555	49,367	42.367	16.59

MAJOR EXPENSE SCHEDULE
 COMPANY: THE SYSTEMS HOUSE
 DEPT: CONSOLIDATED
 FOR THE SIX MONTHS ENDING MARCH 31, 1997

*****CURRENT MONTH *****					*****YEAR TO DATE *****			
** % OF SALES **					** % OF SALES **			
BUDGET	ACTUAL	BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET
0.00	0.00			PAYROLL EXPENSES:			0.00	0.00
0.00	0.00	0	0	OFFICER'S SALARIES	0	0	0.00	0.00
33.60	28.94	16,667	20,000	EMPLOYEE PAYROLL	123,210	103,333	23.96	34.72
4.03	3.91	2,000	2,700	OUTSIDE CONSULTANTS	7,615	12,000	1.48	4.03
0.00	0.00	0	0	YEAR END BONUS	0	0	0.00	0.00
0.00	0.00	0	0	PROFIT SHARING	0	0	0.00	0.00
7.46	6.51	3,700	4,500	TRAVEL & ENTERTAINMENT	28,275	22,200	5.50	7.46
-----	-----	-----	-----	-----	-----	-----	-----	-----
45.09	39.36	22,367	27,200	TOTAL DIRECT PAYROLL EXP	159,100	137,533	30.94	46.21
0.00	0.00			PAYROLL TAXES & FRINGES:			0.00	0.00
2.82	2.17	1,400	1,500	FICA	10,100	8,400	1.96	2.82
2.22	1.45	1,100	1,000	SUI/DISABILITY	6,000	6,600	1.17	2.22
0.71	0.58	350	400	FEDERAL UNEMPLOYMENT	2,400	2,100	0.47	0.71
2.82	2.17	1,400	1,500	MEDICAL INSURANCE	9,751	8,400	1.90	2.82
2.02	1.59	1,000	1,100	LIFE INSURANCE	6,600	6,000	1.28	2.02
2.02	1.45	1,000	1,000	OTHER EMPLOYEE FRINGES	6,000	6,000	1.17	2.02
0.81	0.72	400	500	RECRUITMENT EXPENSE	3,000	2,400	0.58	0.81
-----	-----	-----	-----	-----	-----	-----	-----	-----
13.41	10.13	6,650	7,000	TOTAL EMPLOYEE FRINGES:	43,851	39,900	8.53	13.41
0.00	0.0			AUTOMOBILE EXPENSE			0.00	0.00
2.02	1.45	1,000	1,000	AUTO LEASE PAYMENTS	6,000	6,000	1.17	2.02
0.40	3.91	200	2,700	AUTO INSURANCE	3,700	1,200	0.72	0.40
0.00	0.00	0	0	AUTO REPAIRS & MAINT	259	0	0.05	0.00
-----	-----	-----	-----	-----	-----	-----	-----	-----
2.42	5.35	1,200	3,700	TOTAL AUTO EXPENSE	9,959	7,200	1.94	2.42

CHANGES IN FINANCIAL CONDITION (UPDATE AND PRINT)

PROK NAME	GL.P SOCIFC	
PROGRAM NAME	FIN.PROG SOC.UPDT	
	FIN.PROG SOCIFC.REPORT	
SELECTOR	MENU-14.3	
SELECTOR NUMBER	15	
FILES ACCESSED	CA	DICT FIN.RPT
	FIN.RPT	DICT F.REPORT
	COMPANY	
	CADF	
	P&L.DESC	
	FIN.CA	
	PARAMETER	
	LETTERS	

OVERVIEW

This process uses the P&L.Desc, Cadf, Ca and Fin.Rpt files to update and produce the statement of changes in financial condition report. This report also known as a cash flow statement, shows the affect of your last year's transactions on your balance sheet. The report format is entered the same as for your balance sheet, profit and loss statement and schedules, using report number 9.

OPERATING INSTRUCTIONS

STATEMENT OF CHANGES IN FINANCIAL CONDITION HIT NL TO CONTINUE OR END

Enter 'RETURN' to continue or 'END' to return to the menu.

FINANCIAL REPORT FILE UPDATE (STATEMENT OF CHANGES)

ENTER LAST CALENDAR PERIOD YOU WANT ON FINANCIALS AS (MM/YY) OR 'END':

Enter the last calendar period you want to show on the financials.

CHANGES IN FINANCIAL CONDITION
(UPDATE AND PRINT)

OPERATING INSTRUCTIONS (Continued)

INPUT MESSAGE FOR REPORT

This is the message for the heading on the report, such as 'Unaudited as December 31, 1996'.

OK??? (NL/N)

Hit 'RETURN' to continue or 'N' to return to the input message line.

CHANGES IN FINANCIAL CONDITION
 COMPANY:
 AS OF DECEMBER 31, 1996

DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
WORKING CAPITAL PROVIDED:				
NET EARNINGS		24,424	24424	100.0
DEPRECIATION				
-----	-----	-----	-----	-----
TOTAL FROM OPERATIONS:		24,424	24424	100.0
INCREASE IN DEFERRED INCOME TAX				
INCREASE IN CAPITAL				
-----	-----	-----	-----	-----
TOTAL WORKING CAPITAL PROVIDED		24,424	24424	100.0
WORKING CAPITAL USED:				
ADDITIONS TO FIXED ASSETS				
DECREASE IN NOTES PAYABLE				
INVESTMENTS				
-----	-----	-----	-----	-----
TOTAL WORKING CAPITAL USED:				
-----	-----	-----	-----	-----
INCREASE IN WORKING CAPITAL		24,424	24424	100.0
-----	-----	-----	-----	-----
CHANGES IN COMPONENTS OF W/C				
INCREASE (DECR) IN ASSETS:				
CASH		5,424	(4224)	(100.0)
ACCOUNTS RECEIVABLE		19,000	(19000)	(100.0)
REFUNDABLE TAXES				
LOANS RECEIVABLE OFFICERS				
-----	-----	-----	-----	-----
TOTAL CHANGES IN ASSETS		24,424	(24424)	(100.0)

CHANGES IN FINANCIAL CONDITION
 COMPANY: THE SYSTEMS HOUSE
 AS OF DECEMBER 31, 1996

DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
INCREASE (DECR) IN LIABILITIES:				
ACCOUNTS PAYABLE				
ACCRUED EXPENSES				
ACCRUED AND WITHHELD TAXES				
INCOME TAX PAYABLE				
INSTALLMENT NOTES PAYABLE				
CUSTOMER DEPOSITS				
DUE PROFIT SHARING				
YEAR END BONUS ACCRUAL				
-----	-----	-----	-----	-----
CHANGE IN LIABILITIES:				
-----	-----	-----	-----	-----
INCREASE IN WORKING CAPITAL		24,424	(24424)	(100.0)
WORKING CAPITAL PROVIDED:				
NET EARNINGS		24,424	24424	100.0
DEPRECIATION				
-----	-----	-----	-----	-----
TOTAL FROM OPERATIONS:		24,424	24424	100.0
INCREASE IN NOTES PAYABLE				
INCREASE IN DEFERRED INCOME TAX				
INCREASE IN CAPITAL				
-----	-----	-----	-----	-----
TOTAL WORKING CAPITAL PROVIDED		24,424	24424	100.0

CHANGES IN FINANCIAL CONDITION
 COMPANY: THE SYSTEMS HOUSE
 AS OF DECEMBER 31, 1996

DESCRIPTION	ACTUAL	LST YR ACTUAL	VARIANCE	PCT
WORKING CAPITAL USED:				
INCREASE IN SECURITY DEPOSIT				
DECREASE IN NOTES PAYABLE				
INVESTMENTS				
-----	-----	-----	-----	-----
TOTAL WORKING CAPITAL USED:				
-----	-----	-----	-----	-----
INCREASE IN WORKING CAPITAL		24,424	24424	100.0
-----	-----	-----	-----	-----
CHANGES IN COMPONENTS OF W/C				
INCREASE (DECR) IN ASSETS:				
CASH		5,424	(5424)	(100.0)
ACCOUNTS RECEIVABLE		19,000	(19000)	(100.0)
REFUNDABLE TAXES				
LOANS RECEIVABLE OFFICERS				
-----	-----	-----	-----	-----
TOTAL CHANGES IN ASSETS:		24,424	(24424)	(100.0)
-----	-----	-----	-----	-----
INCREASE (DECR) IN LIABILITIES				
ACCOUNTS PAYABLE				
ACCRUED EXPENSES				
ACCRUED AND WITHHELD TAXES				
INCOME TAX PAYABLE				
CUSTOMER DEPOSITS				
DUE PROFIT SHARING				
-----	-----	-----	-----	-----
CHANGES IN LIABILITIES				
-----	-----	-----	-----	-----
INCREASE IN WORKING CAPITAL		24,424	(24424)	(100.0)

END OF YEAR SELECTOR

The screenshot shows a terminal window titled 'END OF YEAR SELECTOR'. The window has a menu bar with 'File', 'Edit', 'Settings', and 'File Transfer'. Below the menu bar, the text 'Account:30 DEMO.10 Port: 30 Menu:GL.YE.RPT' is displayed. The main content area shows the following text:

Year-End reports

- 1.Preliminary Year-end C/A Close
- 2.Year-End Tape Backup
- 3.Annual General Ledger Detail Report
- 4.G/L History Inquiry (CO#:NATURAL GL#)
- 5.G/L Inquiry < Current / History >
- 6.Final C/A Update and Close
- 7.GL History File Purge
- 8.Update Header Records to History File for New Year

Enter Selection or END : █

At the bottom of the window, there is a row of buttons: HELP, END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, ABORT, and a button labeled 'Br k'.

PRELIMINARY YEAR END C/A CLOSE

PROK NAME	GL.P MENU-14.4.1
PROGRAM NAME	GL PRE.GLYUPD
SELECTOR	MENU-14.4
SELECTOR NUMBER	1
FILES ACCESSED	CA
	CADF
	COMPANY
	PARAMETER
	GLA.HIST
	GL.INQ.XREF

OVERVIEW

The preliminary end of year close is used to effect a pseudo end of year closing. It computes the opening balances for the next year, but does not move the current year data to the last year buckets.

If is intended for use prior to the entry of final closing entries to actually complete the year, and allow the company to operate with two years open simultaneously. The preliminary year end update and closing of the last month of the year can be run multiple times. The final Ca update and close can be run only once.

OPERATING INSTRUCTIONS**TO RUN A PRELIMINARY CLOSE DO THE FOLLOWING:**

1. Close your last month of the year as you normally would.
2. Run the PRELIMINARY year end close. This will set up the new year with opening balances but will NOT close your year.

You will be prompted:

******* PRELIMINARY YEAR END UPDATE *******

ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

PRELIMINARY YEAR-END C/A CLOSE**OPERATING INSTRUCTIONS (Continued)****CAUTION!!!**

THIS PROGRAM WILL UPDATE YOUR CHART OF ACCOUNTS FOR A NEW FISCAL YEAR AND ALLOW THE RUNNING OF INTERIM TRIAL BALANCES AND FINANCIALS

HIT NL TO CONTINUE OR END

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

If all companies are not on the same fiscal, you must run the preliminary close one company at a time. The last month of the year must be closed before the preliminary year end can be run.

INPUT DATE FOR NEXT YEARS OPENING BALANCE

Enter the date for next years opening balance (MM/DD/YY).

You can then begin processing for the next year while leaving the year open for general ledger adjustment purposes. You will close each month of the new year as you normally would

WHEN YOU HAVE YEAR END ADJUSTMENTS TO ENTER TO GENERAL LEDGER, DO THE FOLLOWING:

3. Enter journal entries for any month of the year (ex: 8910). You can enter journal entries for any month of the year as many times as necessary as long as you have not run a final close.
4. Run the journal entry proof list and update, if all entries are correct.
5. Run another month end tape backup for the last month of the year and close the month again as you normally would. You can close any month of the year multiple times as long as you have not run the FINAL year end update. Run the trial balance and month end detail report for the month (ex: 8912). The trial balance will reflect your latest adjustments. The general ledger month end detail report will print all the transactions that you have entered for the month.

PRELIMINARY END OF YEAR CLOSE

OPERATING INSTRUCTIONS (Continued)

6. If you are not ready to close the year, run the PRELIMINARY year end close. This will re-update your preliminary opening balances to reflect the adjusting year end entries you just made. You can then enter more adjusting entries for any month and re-close that month.

WHEN YOU ARE READY TO DO A FINAL CLOSE DO THE FOLLOWING:

7. Run the year end tape backup (Menu-14.4.2). This will dump to tape all General Ledger files. This tape should be kept in a secure location and properly labeled.
8. Run the annual general ledger detail report (Menu-14.4.3). This report prints all general ledger transactions.
9. Run the FINAL Ca update and close (Menu-14.4.6). This procedure closes your year for general ledger.

This update will zero out all the income and expense accounts, update the retained earnings account, move this year's information to last year and move next year information to this year.

10. Run the general ledger history file purge (Menu-14.4.7). This procedure will delete the Gla.Hist records off the system. You will be prompted for the year so the current years information will not be deleted.
11. Run update Header records to History file for new Year (Menu-14.4.8). This sets up the Header records for the beginning of the year.

You have now closed your year for general ledger.

YEAR-END TAPE BACKUP

PROGRAM NAME	GL.P GL.CPIO
SELECTOR	MENU-14.4.
SELECTOR NUMBER	2
FILES ACCESSED	CADF
	CA
	GLA
	GLA.HIST
	GL.INQ.XREF
	TEMP.REDIST.JE
	REDIST.JE
	REDIST.GLA

OVERVIEW

The tape backup procedure creates a tape in T-DUMP format of the following files:

1. CADF
2. CA
3. GLA
4. GLA.HIST
5. GL.INQ.XREF
6. TEMP.REDIST.GLA
7. REDIST.JE
8. REDIST.GLA

This tape backup should be run immediately BEFORE the final end of year close, and the tape should be archived.

OPERATING INSTRUCTIONS

**THIS IS THE GENERAL LEDGER BACKUP TAPE WRITER
IT SHOULD BE RUN BEFORE YOU UPDATE ANY FILES
TO THE GENERAL LEDGER!**

ENTER <RTN> TO CONTINUE OR 'END'

Enter 'RETURN' to continue or 'END' to return to the menu.

YEAR-END TAPE BACKUP**OPERATING INSTRUCTIONS (Continued)**

**MOUNT TAPE INTO /dev/rmt0
ENTER <RTN> WHEN TAPE IS READY OR 'END'**

Enter 'RETURN' to initiate the tape backup.

DID TAPE CHECK OUT OKAY? (Y/N)

If you enter 'Y' the tape will unload and you can then continue with your year end. If you enter 'N', the tape dump will begin again.

ANNUAL GENERAL LEDGER DETAIL REPORT

PROK NAME	GL.P MENU-14.4.3
PROGRAM NAME	GL CHK.ANN.MONTHS
	GL GLHPRT
SELECTOR	MENU-14.4
SELECTOR NUMBER	3
FILES ACCESSED	GLA.HIST
	CA
	GL.INQ.XREF
	COMPANY
	PARAMETER
	CADF

OVERVIEW

This report must be printed before the final chart of account update and close if it is desired. The annual general ledger detail report provides a cumulative detail general ledger print through a specified activity period. Therefore, it is possible to obtain at any time a report showing the opening balance for the year, and all general ledger transactions to the date specified.

The source of this report is the Gla.Hist file, which is cleared through the use of option 7 of this selector.

OPERATING INSTRUCTIONS

***** ANNUAL DETAIL GENERAL LEDGER PRINT *****
ENTER <RTN> TO CONTINUE OR 'END':

Hit 'RETURN' to continue or 'END' to return to the menu.

ENTER DATE FOR OPENING BALANCE LINE OR 'END':

This is the date to print the report.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter company number, 'A' for all companies or 'END' to return to the menu.

ANNUAL GENERAL LEDGER DETAIL REPORT**OPERATING INSTRUCTIONS (Continued)****ENTER FIRST FISCAL YEAR AND MONTH TO BE ON REPORT OR 'END':**

This is the first fiscal period to appear on the report.

ENTER LAST FISCAL YEAR AND MONTH TO BE ON REPORT OR 'END':

This is the last fiscal period to appear on the report.

- - - SORT SEQUENCE - - -

- 1. BY COMPANY BY G/L NO.**
- 2. BY COMPANY BY DEPT BY G/L NO.**

ENTER SELECTOR NUMBER OR 'END':

CUMULATIVE GENERAL LEDGER DETAIL REPORT - BY GENERAL LEDGER NO.

```

17:53:36  17 JUL 1997      **** CUMULATIVE GENERAL LEDGER DETAIL REPORT -- BY GENERAL LEDGER NO ****      PAGE: 1
01  THE SYSTEMS HOUSE
GEN.LED.NO  DESCRIPTION              TNX DATE  REF NUM  SRC  DEBITS  CREDITS  BALANCE  F.NON
01-1100-00  CASH IN BANK                05/31/96                OPEN                25,000.00
              EXPENSE DIST.REGISTER    05/31/96                PJ                   124.74          24,875.26    9605
              REGULAR DISBURSEMENTS      05/31/96                CD                   2,107.00          22,768.26    9605
              ACCOUNT # 01-1100    TOTAL:          25,000.00          0.00    2,231.74          22,768.26
01-1110-00  PETTY CASH                  05/31/96                OPEN                1,000.00
              ACCOUNT # 01-111-    TOTAL:          1,000.00          0.00     0.00          1,000.00
01-1120-00  DREYFUS-LIQUID ASSETS      05/31/96                OPEN                25,000.00
              REGULAR DISBURSEMENTS    05/31/96                DC                   3,434.90          21,565.10    9605
              ACCOUNT # 01-1120    TOTAL:          25,000.00          0.00    3,434.90          21,565.10
01-4800-00  DEPRECIATION EXPENSE        05/31/96                OPEN
              DEPRECIATION ENTRY    05/25/96    FA 1    JE           1,051.50          1,051.50    9605
              FURNITURE & FIXTURE DEP  05/28/96    FA 1    RJ           3,250.00          4,301.50    9605
              ACCOUNT # 01-4800    TOTAL:          0.00           4,301.50          0.00          3,301.50
              COMPANY # 01      TOTAL:          0.00          44,786.27    44,786.27          0.00
  
```

CUMULATIVE GENERAL LEDGER DETAIL REPORT - BY DEPARTMENT

```

18:54:37  17 JUL 1997      **** CUMULATIVE GENERAL LEDGER DETAIL REPORT -- BY DEPARTMENT ****          PAGE: 1
01  THE SYSTEMS HOUSE
GEN.LED.NO  DESCRIPTION              TNX DATE  REF NUM  SRC  DEBITS  CREDITS  BALANCE  F.NON
01-1100-00  CASH IN BANK                05/31/96                OPEN                25,000.00
01-1100-00  EXPENSE DIST.REGISTER      05/31/96                PJ                   124.74                9605
                REGULAR DISBURSEMENTS      05/31/96                CD                   2,107.00
01-1100-00                ACCOUNT # 01-1100    TOTAL:      25,000.00      0.00  2,231.74  22,768.26
01-1120-00  DREYFUS-LIQUID ASSETS      05/31/96                OPEN                25,000.00
01-1120-00  REGULAR DISBURSEMENTS      05/31/96                DC                   3,434.90                9605
                ACCOUNT # 01-1120    TOTAL:      25,000.00      0.00  3,434.90  21,565.10
01-1310-00  OFFICE EQUIPMENT           05/31/96                OPEN                50,000.00
01-1310-00  EXPENSE DIST. REGISTER     05/31/96                PJ                   1,000.00                9605
                ACCOUNT # 01-1310    TOTAL:      50,000.00  1,000.00      0.00  51,000.00
01-1320-00  ACC DEPRECIATION           05/31/96                OPEN               -24,000.00
01-1320-00  DEPRECIATION ENTRY         05/25/96  FA 1    JE                   1,061.50                9605
01-1329-00  FURNITURE & FIXTURE DEP    05/28/96  FA 1    RJ                   3,250.00                9605
                ACCOUNT # 01-1320    TOTAL:     -24,000.00      0.00  4,301.50  -28,301.50
    
```

GENERAL LEDGER HISTORY INQUIRY (CO# NATURAL GL#)

PROK NAME	GL.P PNEW.INQUIRY
SELECTOR	MENU-14.4
SELECTOR NUMBER	4
FILES ACCESSED	GL.INQ.XREF
	GLA.HIST
	CADF

OVERVIEW

Uses the Gla.Hist file to print detail information up to and including last fiscal period. The report is a 'RECALL' report.

Only transactions that have been posted to the chart of accounts will be printed.

This report can be generated to the CRT or printer.

OPERATING INSTRUCTIONS

*** * * NEW GENERAL LEDGER DETAIL REPORT INQUIRY * * ***

ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

ENTER GENERAL LEDGER NUMBER OR 'END':

Enter the general number or 'END' to return to the main menu.

ENTER LAST FISCAL YEAR AND MONTH NUMBERS TO SEE, OR 'END':

Enter the last fiscal period to appear in the inquiry.

ENTER 'P' FOR PRINTER, 'S' FOR SCREEN REPORT OR 'END'

Enter 'P' to send the report to the printer, 'S' to send the report to the screen or 'END' to return to the year end menu.

GENERAL LEDGER HISTORY INQUIRY (CO# NATURAL GL#)

INQUIRY G/L#: 01-1200 ACCOUNTS RECEIVABLE PAGE: 1

DEPT DESCRIPTION	SRC	TNX.DATE	PERIOD	TRNS.AMT
ACCOUNTS RECEIVABLE		04/01/96		965,033.18
			***	965,033.18
CASH RECEIPTS - ACCRUAL BASIS 000002	CR	10/30/96	9607	-185,127.17
SALES ENTRY - ACCRUAL BASIS 0000001	SJ	10/30/96	9607	260,513.38
			***	- 75,386.21
CASH RECEIPTS - ACCRUAL BASIS 000002	CR	11/30/96	9608	-203,127.17
SALES ENTRY - ACCRUAL BASIS 000001	SJ	11/30/96	9608	160,513.38
			***	- 42,613.79
CASH RECEIPTS - ACCRUAL BASIS 000002	CR	12/31/96	9609	-200,447.61
SALES ENTRY - ACCRUAL BASIS 000001	SJ	12/31/96	9609	219,351.81
			***	18,904.20
CASH RECEIPTS - ACCRUAL BASIS 000002	CR	01/31/97	9610	-198,953.87
SALES ENTRY - ACCRUAL BASIS 000001	SJ	01/31/97	9610	297,117.46
			***	98,163.59

G/L INQUIRY (CURRENT/HISTORY)

PROK NAME	GL.P GL.ACCT.HIST.INQ010
SELECTOR	MENU-14.4
SELECTOR NUMBER	5
FILES ACCESSED	PARAMETER VEND.MAST
	GLA
	ACCOUNT.HIST
	OPERATOR
	COMPANY
	GL.SOURCE
	CA
	CADF

OVERVIEW

Uses the Gla and Gla.Hist files to print current or history information.

OPERATING INSTRUCTIONS**GL#:**

Enter the general ledger number.

SRC:

Enter the general ledger source code or "ALL" for all source codes.

PERIOD:

ENTER <RTN> FOR CURRENT FISCAL PERIOD, '9999' FOR SPECIFIC HISTORY FISCAL PERIOD, 'ALL' FOR ALL HISTORY TRANSACTIONS OR 'END'

FINAL C/A UPDATE AND CLOSE

PROK NAME	GL.P MENU-14.4.4
PROGRAM NAME	GL TYPE.CHK
	GL GLYRUPD
	GL FIN.CA.YRUPD
	AP VEND.YR.UPD
SELECTOR	MENU-14.4
SELECTOR NUMBER	6
FILES ACCESSED	CA
	CADF
	COMPANY
	PARAMETER
	VEND.DET
	FIN.CA

OVERVIEW

The final end of year close performs the following:

1. The profit or loss is posted to the retained earnings account specified in the Company file. All type 2 accounts are zeroed out (P&L accounts). New opening balances for type 1 accounts (balance sheet accounts) will be calculated.
2. Moves this year actual and budget to last year buckets.
3. Moves next year actual and budgets to this year buckets.
4. Updates the Company file to reflect the new year close.
5. The purchase history is updated at this time.

A tape backup should be run immediately BEFORE this procedure is run.

OPERATING INSTRUCTIONS

******* GENERAL LEDGER YEAR END UPDATE *******

ENTER <RTN> TO CONTINUE OR 'END':

FINAL C/A UPDATE AND CLOSE**OPERATING INSTRUCTIONS (Continued)**

Hit 'RETURN' to continue or 'END' to return to the menu.

CAUTION!!!

THIS PROGRAM SHOULD NOT BE RUN UNTIL THE YEAR-END TAPE BACKUP AND CUMULATIVE GENERAL LEDGER DETAIL REPORTS HAVE BEEN RUN!!!

THIS PROGRAM WILL UPDATE YOUR CHART OF ACCOUNTS FOR A NEW FISCAL YEAR!

**CHART OF ACCOUNTS FISCAL YEAR-END UPDATE.
ARE YOU SURE YOU WANT TO RUN THIS PROGRAM? (Y/N)**

A response of 'Y***' will continue with the program, 'N' will end the program and return to the year end menu.

ENTER COMPANY NUMBER 'A' FOR ALL OR 'END'

Enter the company number you wish to close or 'A' if you are closing all companies. The last month of the year must be closed before the year end can be executed. If all companies are not on the same fiscal, each company's year end must be run separately.

WHEN YOU ARE READY TO DO A FINAL CLOSE DO THE FOLLOWING:

1. Run the year end tape backup (Menu-14.4.2). This will dump to tape all general ledger files. This tape should be kept in a secure location and properly labeled.
2. Run the annual general ledger detail report (Menu-14.4.3). This report prints all general ledger transactions.
3. Run the final Ca update and close (Menu-14.4.6). This procedure closes your year for general ledger.

This update will zero out all the income and expense accounts, update the retained earnings account, move this year's information to last year and move next year information to this year.

FINAL C/A UPDATE AND CLOSE**OPERATING INSTRUCTIONS (Continued)**

4. Run the G/L History file purge (Menu-14.4.7). This procedure will delete the Gla.Hist records off the system. You will be prompted for the year so the current years information will not be deleted.
5. Run update Header records to History file for New Year (Menu-14.4.8). This sets up the Header records for the beginning of the year.

You have now closed your year for general ledger.

G/L HISTORY FILE PURGE

PROK NAME	GL.P MENU-14.4.5
PROGRAM NAME	GL GLA.HIST.PURGE
	GL GL.INQ.PURGE
	GL. JERECC.PUR.PURGE
	GL ACCOUNT.HIST.PURGE010
	GL ACCT.XREF.PURGE010
	GL DICT.GLA.PER.PURGE
SELECTOR	MENU-14.4
SELECTOR NUMBER	7
FILES ACCESSED	GLA.HIST
	GL.INQ.XREF
	ACCOUNT.HIST
	ACCOUNT.HIST.XREF
	JERECC
	DICT GLA

OVERVIEW

The end of year history purge deletes data from the Gla.Hist file and from the Gl.Inq.Ref file for the year closed. After the running of this program, the annual detail general ledger report is no longer available for the year purged.

OPERATING INSTRUCTIONS

*** * * G/L HISTORY FILE PURGE'S * * ***

- 3. GLA.HIST**
- 4. GL.INQ.XREF**
- 5. JERECC**
- 6. DICT GLA**
- 7. ACCOUNT.HIST**
- 8. ACCOUNT.HIST.XREF**

ENTER <RTN> TO CONTINUE OR 'END':

Enter 'RETURN' to continue or 'END' to return to the menu.

G/L HISTORY FILE PURGE**OPERATING INSTRUCTIONS (Continued)****ENTER COMPANY NUMBER 'A' FOR ALL OR 'END'**

Enter a specific company number, 'A' for all companies or 'END' to return to the menu.

ENTER FISCAL YEAR TO BE PURGED:

All History records for the fiscal year input will be purged and not available for inquiry.

UPDATE HEADER RECORDS TO HISTORY FILE FOR NEW YEAR

PROK NAME	GL.P MENU-14.4.6
PROGRAM NAME	GL CA.UPD.INQ
SELECTOR	MENU-14.4
SELECTOR NUMBER	8
FILES ACCESSED	COMPANY CADF CA GLA.HIST GL.INQ.XREF

OVERVIEW

Program updates Gla.Hist file with the date for opening balances for the new current fiscal year and also places the full general ledger number into the Gl.Inq.Xref file.

OPERATING INSTRUCTIONS**UPDATE HEADER RECORDS TO G/L HISTORY FILE FOR CURRENT YEAR****ENTER <RTN> TO CONTINUE OR 'END':**

Enter 'RETURN' to continue or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a specific company number, 'A' for all companies or 'END' to return to the menu.

ENTER DATE FOR OPENING BALANCE LINE OF CURRENT YEAR OR 'END':

Enter the date to use for the opening balances.

COMPANY FILE DATES

PROK NAME	GL.P COMP.DATES
SELECTION	MENU-14
SELECTION NUMBER	5
FILE ACCESSED	COMPANY

OVERVIEW

The Company file dates report is a 'RECALL' listing of the current accounting period of each company.

Displayed are the following:

1. Current month accounts payable
2. Last month closed accounts payable
3. Current month accounts receivable
4. Last month closed accounts receivable
5. Current month fixed assets
6. Last month closed general ledger
7. Last year closed general ledger
8. First month of fiscal year

OPERATING INSTRUCTIONS**STATUS OF COMPANY DATES REPORT****HIT RETURN TO CONTINUE OR 'END'**

Hit 'RETURN' to continue or 'END' to return to the menu.

COMPANY FILE DATES

PAGE 1 ***** STATUS OF COMPANY DATES ***** 10:45:19am 20 OCT 1997

COMPANY	CNAME	FM	LST.YR.GL	LST.MO.GL	CURR.MO.AR	LST.MO.AR	CURR.MO.AP	LST.MO.AP	CURR.MO.FA
01	THE SYSTEMS HOUSE	01	96	9708	9710	9709	9709	9708	9709
02	CUSTOMER SUPPORT SERV	01	96	9707	9710	9709	9708	9707	9709

2 records listed.

BANK BALANCES UPDATE & REPORT

PROK NAME	GL.P BANK.BALANCES
PROGRAM NAME	GL BANK.FILE.UPD
	GL BANK.BAL.PRT
SELECTION	MENU-14
SELECTION NUMBER	6
FILES ACCESSED	PARAMETER
	COMPANY
	CA
	BANK
	GLA
	MCD
	MCASHPRT

OVERVIEW

The bank balance program provides a current status of the bank balances in each of the corporation's bank accounts.

The operator is prompted for an 'AS OF DATE' which is used to provide a break down on current disbursements from future or not yet distributed checks.

For each bank account maintained the system computes:

1. OPENING BALANCE

From the general ledger (Ca) file.

2. RECEIPTS

From the Monthly Cash Receipts file since bank deposits are not written to Gla on a daily basis it should be noted that any transactions affecting the cash account entered via a journal entry will be considered a receipts, but will affect the bank balance based on the transaction's sign; debits increase cash, credit decreases cash.

3. DISBURSEMENTS

The source of disbursements is from two sources. Gla for all disbursements recorded in a fiscal month for which accounts payable has already been close, and Mcd for current month's checks. The check dates in Mcd are compared to the input dates to provide the break down of current vs. future disbursements.

BANK BALANCES UPDATE & REPORT**OVERVIEW (Continued)****4. BALANCE**

The ending balance is computed.

OPERATING INSTRUCTIONS**BANK FILE BALANCE UPDATE PROGRAM
HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue or 'END' to return to the menu.

ENTER AS OF DATE BY (MM/DD/YY)

Enter the as of date for this report.

BANK BALANCES UPDATE & REPORT

BANK REPORT AS OF 07/31/97 08/01/97 PAGE: 1

CO	COMPANY NAME	BANK	BANK NAME	PERIOD	OPENING BAL	DEPOSITS	DISBURSEMENTS	BANK BALANCE
01	THE SYSTEMS HOUSE	100	FIDELITY FEDERAL	9707	CUR 33,153.26	3,153.38	5,626.46	30,545.08
					FUT			30,545.08
01	THE SYSTEMS HOUSE	200	UNION TRUST	9707	CUR 105,423.97		19.60	105,404.37
					FUT			105,404.37

GENERAL LEDGER FILE DESCRIPTIONS

CA

Chart of Accounts file. The Ca file is the system Chart of Accounts file, containing in summary all monthly activity pertaining to each general ledger account. Budget and statistical information are stored in this record as well.

CADF

Chart of Accounts Description file. This file contains the description for each natural account. The category code has been expanded to allow "I" to identify an inventory account. This field will be verified by voucher input to insure that on all inventory purchases a receiver is entered. It also contains the information needed to link the chart of accounts to the financial reporting module.

CASDF

This file contains the description of each department and/or cost center.

FIN.PROG

The Financial Reporting System Program file.

FIN.RPT

The Financial Report Work file. This file is updated from the Ca (Chart of Accounts file), and is used to prepare financial reports.

GL

GL is the Program file for the general ledger system.

GL.P

This is the Proc file for the general ledger system.

GENERAL LEDGER FILE DESCRIPTIONS

GL.SOURCE

The Gl.Source file contains an index of valid source code designated in the general ledger system. The file also contains a pointer to indicate in which value mark the source activity by month is stored.

GLA

The General Ledger Activity file contains all the detail for updating the chart of accounts. entries are generated into this file from all external systems affecting the general ledger, such as accounts payable, fixed assets, cash receipts, sales, etc. In addition, the various journal entry programs create transactions into this file after their proof listings have been accepted.

At month end, all transactions for the closed month are selected from this file, used to update the Ca file, copied to the Gla.Hist file and deleted from the Gla file.

GLA.HIST

The Gla.Hist file contains a copy of all general ledger update transactions (from Gla), which have already been updated to the Ca file. Its purpose is to create an audit trail, as well as to provide a cumulative, detailed general ledger.

GL.INQ.XREF

This file is used to facilitate the general ledger history inquiry. It contains a value marked string of all entries pertaining to a general ledger account.

The file contains the keys to all records in the Gla.Hist file for a specific company-natural account number. The file is updated as part of the general ledger month and year ends.

GLM

Detail General Ledger Print file. This file is used to print the post-closing general ledger detail report and should be cleared after the report is run.

GENERAL LEDGER FILE DESCRIPTIONS**JE**

Journal Entry file. This file contains only journal entries input through journal entry maintenance and not yet updated.

JE-REV

Auto-reverse Journal Entry file. This file contains any auto-reversing journal entries not yet updated.

JERECC

Recurring Journal Entry file. This file contains all recurring entries to be used for updated.

P&L.DESC

The Profit and Loss Description file contains the layout of the financial reports. It is used in the preparation of financial statements.

P&L.REPORT.DATA

This file contains a copy of the financial reports with total lines. The file is not used for any reports however, it can be used to download the information to a PC or Spreadsheet file for additional analysis.

PGLM

Preliminary Detail General Ledger Print file. This file is used to print the pre-closing general ledger detail report.

REDIST.GLA

This file contains the general ledger activity created by the allocation entries.

REDIST.JE

This file contains the allocation entries.

GENERAL LEDGER FILE DESCRIPTIONS**TEMP.CA**

The Temp.Ca file is used to prepare a preliminary trial balance prior to the close of the fiscal month. It is a copy of the current Ca file, updated with the current months Gla transactions. Each time the Temp.Ca update is run the file is cleared and rebuilt.

TEMP.REDIST.GLA

This file contains the preliminary general ledger activity created by the allocation entries.

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

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THE SYSTEMS HOUSE
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