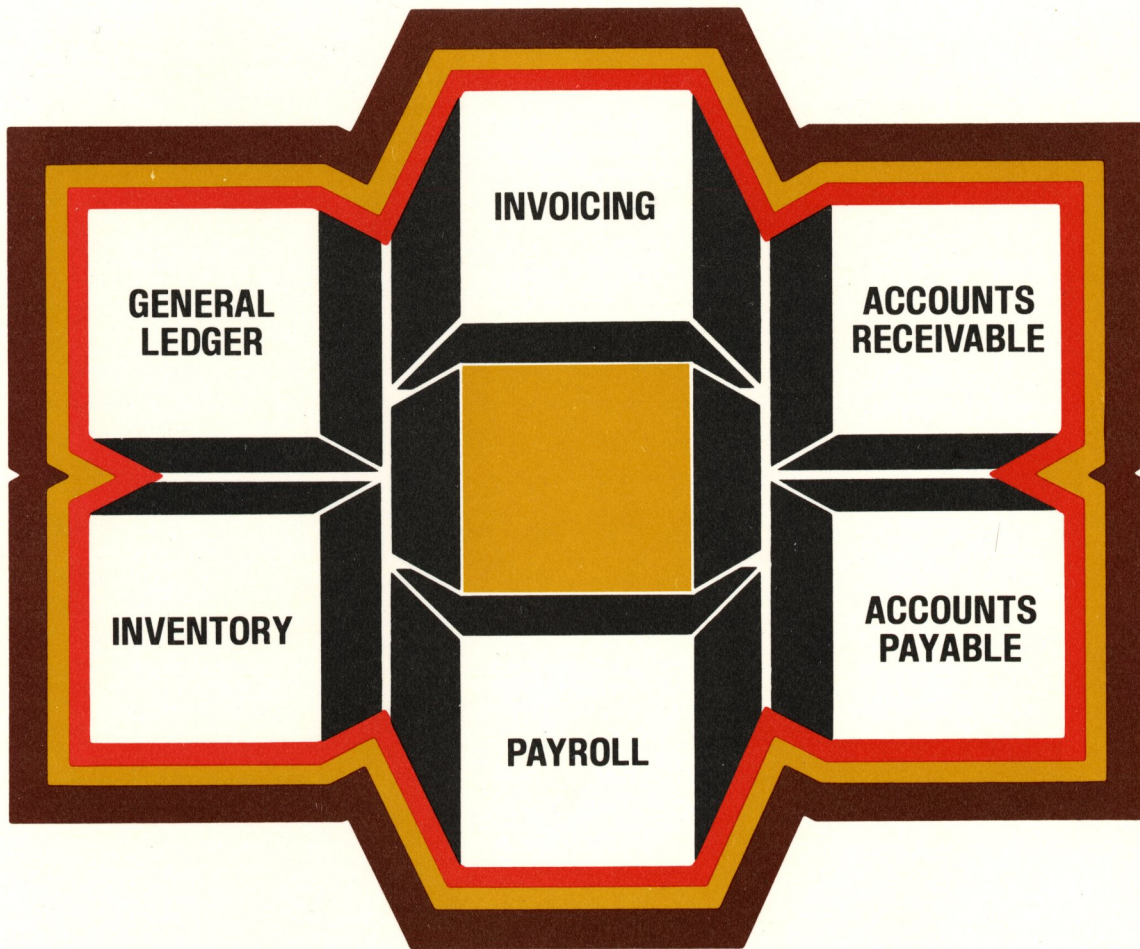


**Burroughs
Entry-Level
Commercial Business
Management System II**

**A complete accounting system
for the first-time computer user.**



For More Effective Management, Control and Profitability

Burroughs Entry-Level Commercial Business Management System II is a series of computer-based programs designed to help businesses of all kinds operate more efficiently and profitably. The system simplifies day-to-day operations, provides timely, accurate management reports and helps increase overall control capabilities.

The system not only records past data but also provides complete, current information when and where it's needed—information that is essential to controlling present activities and planning future operations... information that helps you anticipate future business needs with greater accuracy... information that is crucial in important decision-making situations.

Entry-Level Commercial BMS® II allows you to take the informed, aggressive initiative rather than merely reacting to business changes. The system can help you improve customer service, lower expenditures, expand your market share and increase profits.

Modularity Means Greater Flexibility

Entry-Level Commercial BMS® II is divided into modules according to major accounting functions. Although the modules are separate and independent, they interface with one another to form a comprehensive management information system.

Because of the system's modularity, you may select only the modules you want. And, you may install them in a logical, step-by-step manner.

The Entry-Level Commercial BMS® II modules provide outstanding results and benefits through:

Invoicing

- Improves customer service.
- Encourages follow-up on current sales activity.
- Increases profitability.

Accounts Receivable

- Assists in the management of receivables and improves cash flow.
- Monitors and manages sales activity.
- Ensures customers are contributing to your profitability.

Inventory Control

- Assists in warehouse management and stock recording.
- Provides more effective management of purchases relative to sales.
- Increases profitability.

Accounts Payable

- Strengthens purchasing control.
- Provides more effective management of liabilities.
- Improves cash flow.
- Increases profitability.

Payroll

- Automates payroll processing.
- Ensures payroll accuracy and timeliness.
- Increases profitability through simplified labor processing.

General Ledger

- Provides a complete financial record of your company's operating activities.
- Measures profitability and performance against budgets.
- Increases control capabilities.
- Increases profitability.

Invoicing

CONTROL NO 328286

S H T O P CARTER GAGE NORTHWEST
DIVISION OF GAGE TUBING
1216 CENTER STREET
TACOMA, WASHINGTON 98116

S H T O P CARTER GAGE TUBING CORPORATION
10496 SOUTH GREENFIELD EXPRESSWAY BLVD
BAY CITY, OHIO

12345
WATCH FOR OUR SPECIAL SALE NEXT MONTH

TERMS	ORDER NO.	CUSTOMER NO.	SOLD BY	SHIP VIA	SHIPPING DATE	INVOICE DATE	INVOICE NO.	CUSTOMER NO.		
5/10, N/30	AB987654	1021021	JOHN DREWS	TRUCK	05 15 --	05 15 --	3065	1021021		
STOCK NO.	SHIPPED		DESCRIPTION	PRICE	UNITS	DISCOUNT	NET	COST	% MARGIN	
1001	1		1/4" ELECTRIC DRILL - MO	63.00	EACH	3.78	59.22	29.50	50.19	
1002	1		TOOL BOX	50.40	EACH	15.12	35.28	29.00	17.80	
1003	100		3/8" ELECTRIC DRILL - MO	52.80	EACH	1320.00	3,960.00	2,875.00	27.40	
1003	100		3/8" ELECTRIC DRILL - MO	52.80	EACH	1320.00	3,960.00	2,875.00	27.40	
1003	10		3/8" ELECTRIC DRILL - MO	52.80	EACH	132.00	396.00	287.50	27.40	
1006	1		6" SCREW DRIVER	147.99	GRDS	1.48	146.42	64.80	55.74	
1009	2		1 QT. MATT WHITE PAINT	186.00	CASE	93.00	279.00	196.80	29.46	
1010	3		15" RATCHET SCREW DRIVER	323.20	BOX	170.20	799.40	5.25	99.34	
1016	5.0000		3" PIPE	6.30	FOOT	7.88	23.62	13.25	43.90	
							1,738.94	626.10	64.00	
							STATE TAX	57.45		
							SHIPPING	1.15		
							HANDLING	12.75		
							FREIGHT	16.95		
							1,827.24			

YOU MAY DEDUCT 86.95 IF THIS INVOICE IS PAID WITHIN THE TERMS OF THE INVOICE

- 1**
The Invoice Register reflects:
- The value of current invoicing.
 - Which customers bought today.
 - The gross margin.

- Three invoice formats are available for selection.
- Only the quantity shipped is displayed.
 - The quantity ordered and the quantity shipped is displayed.
 - The quantity ordered, the quantity shipped and the quantity backordered are displayed.

- 2**
The system provides batch totals for each Invoicing run and grand totals at the end of the Daily Invoicing Routine. It also provides the option to automatically post the grand totals from the Daily Sales and Inventory Summary to the General Ledger.

Inquiry While Invoicing Real Time

```

STOCK NO          1001
1/4" ELECTRIC DRILL - MO
BIN      0019 UNIT EACH DNMTR      1
PRC      31.50000  CST      29.50000
ON ORDER UNITS          0
RSRVD UNITS             39
ON HAND UNITS          517
STOCK NO
    
```

- 3**
The Sales by Salesman by Customer Report shows:
- Which sales representatives are productive.
 - Which sales representatives are selling to all customers.

Inventory inquiries can be made during the invoicing routine.

- The System also generates other reports including:
- Sales Tax Report.
 - Sales by Customer by Margin Analysis.

1

DATE 05 15 --

INVOICE REGISTER

PAGE 001

CUST NO	CUSTOMER NAME	SLS INVOICE TYPE INVOICE TAX LINE TOTAL GROSS % GROSS															
		ADDON 1 AMT	ADDON 2 AMT	ADDON 3 AMT	ADDON 4 AMT	ADDON 5 AMT	ADDON 6 AMT	ADDON 7 AMT	ADDON 8 AMT	ADDON 9 AMT	MAN NO	NO	AMOUNT	DISCOUNT	COST	MARGIN	MARGIN
1001001	ABBEY WINDOW CLEANING CO	.00	.00	.00	.00	203.32	.00	.00	.00	.00	.00	001	3064	I	.00	.00	.00
1021021	CARTER GAGE TUBING CORPORATION	1.15	12.75	16.95	.00	1827.24	57.45	423.46	626.10	.00	.00	100	3065	I	.00	1112.84	.64
1002002	ABBOT INDUSTRIES INC	.00	.00	.00	1.26	461.73	19.83	48.96	329.40	.00	.00	001	3066	I	.00	111.24	.25
1007007	JAM GAGE CORPORATION	.00	.00	.00	.00	2290.96	.00	125.04	1237.00	.00	.00	006	3082	I	.00	1053.96	.46
1022022	AMERICAN ENGINEERING CORP	1.45	.00	.00	.00	49.71	.00	.74	29.25	.00	.00	100	3083	I	.00	19.01	.39
TOTALS		1257.74	83.55	46.56	1.26	9393.38	202.13	801.33	3953.78	.00	.00		20			3354.68	.46
									287.80							205.88	

2

SALES AND INVENTORY SUMMARY

* SALESMAN NO. 1	2,089.42
* SALESMAN NO. 6	2,378.86
* SALESMAN NO. 7	191.14
TOTAL SALES BY SALESMAN	4,659.42
STATE NO. 1	*
5023400 *TOTAL RUSH ORDER	2,314.58
5023402 *TOTAL NONTAXABLE CATEGORY 1	279.00
4001100 * PROD CTGY 10	2,184.78
4001100 * PROD CTGY 12	3.30
4001100 * PROD CTGY 15	2,557.33
4001100 * PROD CTGY 16	63.22
4001100 * PROD CTGY 20	642.46
4001100 * PROD CTGY 25	1,478.75
4001100 * PROD CTGY 32	84.60
4001100 * PROD CTGY 40	35.28
4001100 * PROD CTGY 50	358.78
4001100 * PROD CTGY 100	438.27
4001100 * PROD CTGY 999	1,163.56
TOTAL SALES BY PRODUCT CATEGORY*	4,640.77
TOTAL SALES RETURNS AND ADJ - *	.00
4008000 *CASH RECEIVED	1,257.74
4008000 *NET A/R ADJUSTME	83.55
4008000 *TOTAL SHIPPING	46.56
4008000 *TOTAL HANDLING	1.26
4008000 *TOTAL RETURNS	287.80
4008000 *TOTAL GIFT CERT	205.88
TOTAL ADDONS	1,882.79

3

DATE 05 15 --

CMS COMMERCIAL BMS II ACCOUNTS RECEIVABLE MODULE

PAGE 8

SALES AND GROSS MARGIN ANALYSIS

ACCOUNT NUMBER	NAME	SLS MAN	ACCOUNT BALANCE	SERVICE CHARGE	DATE LAST SALE	MARGIN % PTD	MARGIN % YTD
SALES PTD	SALES YTD	MARGIN PTD	MARGIN YTD				
1021021	CARTER GAGE TUBING CORPORATION	10	1,874.14	.00	05 15 78	64.00	88.52
1,738.94	5,714.09	1,112.84	5,058.18				
1022022	AMERICAN ENGINEERING CORP	10	2,549.71	.00	05 15 78	39.39	98.48
48.26	3,743.26	19.01	3,686.30				
TOTALS FOR SALESMAN 10			4,423.85	.00		63.33	92.46
1,787.20	9,457.35	1,131.85	8,744.48				

**Instantly Available Screen
Instructions Provide Operational
Simplicity and Accuracy**

```
PK3 - RELEASE PRINT FILE
PK5 - INVOICING
PK7 - INVENTORY
PK9 - INQUIRY
PK12 - NEW TRANSACTION BATCH
PK14 - ENTER NEXT INVOICE NUMBER
PK24 - TERMINATE PROGRAM
```

The "program select" message displays a "menu" of available routines. The operator can quickly and easily choose from the "menu."

```
PROD NO          0
ANY OCK REGULAR SHIPMENT
PK3 - RESERVED SHIPMENT
PK5 - DIRECT SHIPMENT
PK7 - MISCELLANEOUS SHIPMENT
PK9 - PRODUCT INQUIRY
PK10 - ADDONS
PK12 - COMMENT LINE
```

The extensive use of "help" screen formats and prompting messages provides operator guidance to ensure accuracy and ease-of-operation.

```
ANY OCK ENTER UNITS
PK3 - OVERRIDE PRICE
PK5 - OVERRIDE DISCOUNT
PK7 - OVERRIDE TAX
PK15 - CANCEL ITEM LINE
PK22 TO VOID CURRENT INVOICE
```

```
UNITS ORDERED  ■
```

Inquiry Capabilities
Provide Instant Information

```

ACCT NO 1001001
ABBEY WINDOW CLEANING CO
UNPD BAL 2,088.02
OVERDUE BAL 255.27
PER 5
CR LIMIT 1,500.00
S/C AMT 12.00
ACCT NO █
  
```

A Customer Inquiry answers such questions as:

- What is the unpaid balance?
- What is the overdue balance?
- What is the credit limit?
- Should we extend more credit?

```

ACCT NO 1001001
ABBEY WINDOW CLEANING CO
TR TR NO DATE UNPAID AMOUNT
IN 1700 0501__ 65.95
IN 3064 0515__ 203.32
IN 3067 0515__ 60.25
IN 3069 0515__ 18.33
IN 3072 0515__ 254.82
  
```

Open Item inquiries answer such questions as:

- What invoices are past due?
- Where should we apply the customer's payment?
- Does the payment apply to only part of the invoice?

```

IN 3069 0515__ 18.33
IN 3072 0515__ 254.82
ABBEY WINDOW CLEANING CO
TR TR NO DATE UNPAID AMOUNT
IN 3076 0515__ 1,222.51
IN 3079 0515__ 7.57
  
```

```

ACCT NO █
  
```

Accounts Receivable

STATEMENT

ABBEY WINDOW CLEANING CO
163 BERKSHIRE AVE
ANY CITY, ANYWHERE
12345

STATEMENT DATE
05 27 --

ACCOUNT NUMBER
1001001

AMOUNT PAID \$ _____

PLEASE DETACH AT PERFORATION AND RETURN TOP PORTION WITH YOUR CHECK

STATEMENT DATE: 05 27 -- ACCOUNT NO. 1001001 PREVIOUS BALANCE 267.27

DATE	DESCRIPTION	REF. NO.	REFERENCE ONLY	DEBITS	CREDITS
05 01 --	INVOICE	1700		65.95	
05 15 --	INVOICE	3064		203.32	
05 15 --	INVOICE	3067		60.25	
05 15 --	INVOICE	3069		18.33	
05 15 --	INVOICE	3072		254.82	
05 15 --	INVOICE	3076		1,222.51	
05 15 --	INVOICE	3079		7.57	
UNPD BAL					2,100.02

SUM OF PERIODS — CREDITS = UNPAID BALANCE

PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5
1,832.75	56.40	17.56	106.36	74.95

DESCRIPTION CODES	PD-INV PAST DUE INVOICE	PAID INVOICE PAST DUE INVOICE CURRENT INVOICE DISCOUNT TAKEN CURRENT SERVICE CHARGE	PAYMENT CM APL-CSH CR-ADJ DB-ADJ	CURRENT PAYMENT CREDIT MEMO APPLIED CASH CREDIT ADJUSTMENT DEBIT ADJUSTMENT	APL-CM UPL-CSH UPL-CM PAST-SC	APPLIED CREDIT MEMO UNAPPLIED CASH UNAPPLIED CREDIT MEMO PAST DUE SERVICE CHARGE
-------------------	----------------------------	---	---	--	--	---

Statements produced by the system may be either Balance Forward (as shown) or Open Item.

A Balance Forward system allows for:

- A total payment to be applied to a specific period.
- A total payment to be applied to a specific period with the remaining unallocated amount applied to the oldest balance.
- A total payment to be applied starting at the oldest age period until the amount is exhausted.

An Open Item System allows for:

- Payment against one invoice.
- Full single payment against several invoices.
- Partial payment of one invoice.
- A single payment to be applied against several invoices in which the last invoice will be partially paid.
- Payment of one invoice with unallocated cash remaining.
- Payment received with no reference to any invoice.
- One payment fully relieving the oldest invoices until payment is fully allocated.
- Payment of several invoices with unallocated cash remaining.

1

The Periodic Activity Report reflects:

- Any unsettled customer accounting problems or disputes.
- Transactions recorded during the current period.
- Any adjustments, corrections or cash flow reversals.

2

The Age Analysis Report is run after the Trial Balance. It shows:

- Past due amounts.
- Slow paying customers.
- Customers that may become bad debts.

3

The Sales and Gross Margin Analysis Report indicates profitable accounts.

Inventory — Simplified

Entry-Level Commercial BMS® II provides two types of inventory control systems. The first, Simplified Inventory system, provides the following report:

DATE		5 30 --		COMPANY NAME		PAGE		2	
INVENTORY STATUS/STOCK TAKE REPORT									
PRD CLS	STOCK NUMBER	DESCRIPTION WH LOCN	UNITS ON HAND	UNITS ON ORDER	UNITS RESERVED	UNIT AVERAGE COST	VALUE AT AVERAGE COST	PHYSICAL QUANTITY	
10	1001	1/4" ELECTRIC DRILL -- MD 1 0019	517.0000	0.0000	40.0000	29.50000	15,251.50		
40	1002	TOOL BOX 1 0018	80.0000	30.0000	0.0000	29.00000	2,320.00		
10	1003	3/8" ELECTRIC DRILL -- MD 1 0017	150.0000	25.0000	10.0000	28.75000	4,312.50		
20	1004	18" HAND SAW 1 0007	410.0000	25.0000	50.0000	10.25000	4,202.50		
20	1005	6" POWER SAW 1 0008	330.0000	0.0000	0.0000	27.45000	9,058.50		
25	1006	6" SCREW DRIVER 1 0009	14,256.0000	0.0000	1,440.0000	0.45000	6,415.20		
32	1008	2" POWER PLANER 1 0003	59.0000	40.0000	5.0000	41.50000	2,448.50		
100	1009	1 QT. MATT WHITE PAINT 1 0005	2,448.0000	0.0000	0.0000	4.10000	10,036.80		
25	1010	15" RATCHET SCREW DRIVER 1 0006	0.0000	0.0000	0.0000	1.75000	0.00		
50	1011	SAFETY GOGGLES 1 0016	314.0000	100.0000	50.0000	5.85000	1,836.90		
15	1012	CLAW HAMMER 1 0015	192.0000-	240.0000	0.0000	2.05000	393.60-		
20	1015	15" CROSS CUT SAW 1 0012	183.0000	50.0000	35.0000	4.75000	869.25		
16	1016	3" PIPE 1 0011	105.0000	50.0000	0.0000	2.65000	278.25		
50	1017	6' GRAY STEP LADDER 1 0004	109.0000	10.0000	0.0000	16.50000	1,798.50		
100	1020	1 QT. GLOSS WHITE PAINT 1 0001	960.0000	240.0000	0.0000	4.50000	4,320.00		
GRAND TOTAL							62,754.80		

The Stock Take Report reflects the status of today's inventory:

- For all items.
- By product class.
- For a given class.

The report also shows the value of current inventory and the location of inventory items.

The Stock Take Report has many available print options to make it even more comprehensive and informative. These options include:

- Full detail.
- Range of stock numbers.
- One product class.
- Ascending stock class.
- Ascending stock numbers within a product class.

Inventory — Expanded

Additional information is available from the Expanded Inventory system. Reports from this system include:

- 1 The Current Inventory Report, which shows:
- The status of today's inventory.

- The actual monetary total values and replacement values.
 - Item sales.
 - Sales cost per item.
- 2 The Buyers Guide reflects:
- Items that need immediate reordering.

- Available, on-hand stock.
 - Items on order.
- 3 The Reorder Schedule advises on:
- Dangerously low stock conditions.
 - Orders last received.
 - Items that need immediate reordering.

1

DATE 05 25 -- CBMS I I INVENTORY SYSTEM PAGE 2

CURRENT INVENTORY REPORT

PRD CL CTY	STOCK NUMBER DESCRIPTION	UNITS/ PACK	UNITS ON HAND RESERVED ON ORDER	UNITS RETURNS PTD ISSUES YTD	UNIT AVG COST UNIT RPL COST	ON HAND VALUE AT AVG COST ON HAND VALUE AT RPL COST	SALES PERIOD TO DATE SALES YEAR TO DATE	COST OF SALES PERIOD TO DATE COST OF SALES YEAR TO DATE
A 053	1013 1/32" CAP	1	10,000.0000 0.0000 0.0000	0 0 21,550	0.07000 0.07000	700.00 700.00	0.00 3,448.00	0.00 1,508.50
A 056	1014 1/4" LOCK WASHERS	1	115.0000 10.0000 20.0000	0 0 3,010	0.15000 0.20000	17.25 23.00	0.00 842.80	0.00 451.50
A 020	1015 15" CROSS CUT SAW	1	209.0000 35.0000 50.0000	0 0 570	4.75000 4.99000	992.75 1,042.91	0.00 4,873.50	0.00 2,707.50
A 016	1016 3" PIPE	1	117.0000 0.0000 50.0000	0 0 775	2.65000 2.97000	310.05 347.49	0.00 2,848.13	0.00 2,053.75
A 050	1017 6' GRAY STEP LADDER	1	116.0000 0.0000 10.0000	0 2 250	16.50000 20.63000	1,914.00 2,393.08	46.56 5,699.06	33.00 4,158.00
A 049	1019 12" RULER	1	45.0000 0.0000 0.0000	0 0 210	0.50000 0.55000	22.50 24.75	0.00 191.10	0.00 105.00
A 100	1020 1 QT. GLOSS WHITE PAINT	12	960.0000 0.0000 240.0000	0 0 1,875	4.50000 4.95000	4,320.00 4,752.00	0.00 14,214.38	0.00 8,437.50
GRAND TOTALS							1,278.78 234,167.93	967.25 168,834.79

2

DATE 05 25 -- CBMS I I INVENTORY SYSTEM PAGE 2

BUYER'S GUIDE I

PRD CL CTY	STOCK NUMBER DESCRIPTION	UNITS/ PACK	UNITS AVAILABLE UNITS RESERVED	UNITS ON HAND UNITS ON ORDER	RETURNS PTD REORDER POINT	UNIT AVG COST UNIT RPL COST	ISSUES PTD ISSUES YTD	DATE LAST ISSUE DATE LAST RECEIPT
A 050	1017 6' GRAY STEP LADDER	1	116.0000 0.0000	116.0000 10.0000	0 50	16.50000 20.63000	2 250	05 01 -- 04 25 --
A 049	1019 12" RULER	1	45.0000 0.0000	45.0000 0.0000	0 35	0.50000 0.55000	0 210	04 15 -- 03 15 --
A 100	1020 1 QT. GLOSS WHITE PAINT	12	960.0000 0.0000	960.0000 240.0000	0 100	4.50000 4.95000	0 1,875	04 28 -- 05 01 --

3

DATE 05 25 -- CBMS I I INVENTORY SYSTEM PAGE 1

REORDER SCHEDULE I

PRD CL CTY	STOCK NUMBER DESCRIPTION	UNITS/ PACK	UNITS AVAILABLE UNITS RESERVED	UNITS ON HAND UNITS ON ORDER	RETURNS PTD REORDER POINT	UNIT AVG COST UNIT RPL COST	ISSUES PTD ISSUES YTD	DATE LAST ISSUE DATE LAST RECEIPT
A 010	1001 1/4" ELECTRIC DRILL - MO	1	468.0000 40.0000	508.0000 0.0000	0 500	29.50000 29.85000	10 2,350	05 01 -- 04 01 --
A 040	1002 TOOL BOX	1	76.0000 0.0000	76.0000 30.0000	0 200	29.00000 30.50000	5 800	05 01 -- 03 28 --
A 025	1010 15" RATCHET SCREW DRIVER	1	5.0000 0.0000	5.0000 0.0000	0 25	1.75000 1.84000	0 276	04 15 -- 04 01 --
A 056	1014 1/4" LOCK WASHERS	1	105.0000 10.0000	115.0000 20.0000	0 250	0.15000 0.20000	0 3,010	04 30 -- 02 01 --
A 020	1015 15" CROSS CUT SAW	1	174.0000 35.0000	209.0000 50.0000	0 200	4.75000 4.99000	0 570	04 01 -- 03 15 --
A 016	1016 3" PIPE	1	117.0000 0.0000	117.0000 50.0000	0 150	2.65000 2.97000	0 775	04 02 -- 03 10 --

Accounts Payable

The Purchase Journal is a listing of original entries. Distributions to the General Ledger are recorded and payment liabilities are recognized. A zero proof of General Ledger distribution is printed to the right of the last distribution line.

DATE 07 10 --		COMPANY NAME						PAGE 1		
COMMERCIAL BMS II ACCOUNTS PAYABLE PURCHASES JOURNAL										
TRANS CTRL NO	PYMT NO	REV CD	TRANS STATUS	INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	BNK REFERENCE	INVOICE AMOUNT	DISCOUNT ALLOWED	VENDOR BALANCE BEG */END **
				G/L NUMBER	G/L DESCRIPTION		G/L AMT			
***	1002		ALFRED PAINTS, INC.							
	3		INVOIC	91105	07 03 --	08 23 --	PAINT	1,000.00	20.00	1,000.00 *
	17		CR-ME	CM6725	07 10 --		DAMAGED MERCHANDISE	500.00-	1.00-	
			GL-DIS		1004200		INVENT.-TYPE 2	500.00-		500.00 **
***	1013		TAYLOR LAWN EQUIPMENT							
	15		INVOIC	7216	07 10 --	08 10 --	1 LAWN MACH & FURN	1,700.00	54.00	.00 *
			GL-DIS		1004100		INVENT.-TYPE 1	1,350.00		
			GL-DIS		1004200		INVENT.-TYPE 2	350.00		1,700.00 **
***	1014		THOMPSON BOLT CO.							
	16		INV-MP	2445	07 09 --	07 20 --	1 FASTENERS	300.00	6.00	.00 *
			GL-DIS		5013000		BLDG. MAINT.	300.00		
	16	1	MLT-PY	2445	07 09 --	07 20 --	1 FASTENERS	150.00	3.00	
	16	2	MLT-PY	2445	07 09 --	08 20 --	1 FASTENERS	150.00	3.00	300.00 **
***	1016		WESTERN POWER CO.							
	14		INVOIC	6211	07 08 --	07 21 --	1 UTILITIES	1,050.00	.00	.00 *
			GL-DIS		5018200		UTILITIES	1,050.00		1,050.00 **

The check and remittance advice are automatically produced with automatic overflow and check voiding.

No. 999999

DATE: 07 10 -- CHECK NO.: 111112 AMOUNT: \$*****273.90*

12-345
678

TO THE ORDER OF: BAUER & CO.
5112 BATES
DALLAS, TEXAS
70012

Mark Randall
AUTHORIZED SIGNATURE

BANK NAME: :0678@0345:

MEMO	INVOICE DATE	INVOICE NUMBER	AMOUNT	DISCOUNT	NET AMOUNT
LAWN ORNAM	07 01 --	1701	166.67	1.67	165.00
LAWN STATU	07 05 --	2211	110.00	1.10	108.90
			276.67	2.77	273.90

DETACH BEFORE DEPOSITING

- 1** The Cash Requirements Report shows:
- The amount owned to which vendor over a specified time period.
 - The discount to be taken or lost.
 - Overdue invoices.

2 The Check Register is a record of all checks written or voided.

- 3** The Cash Disbursements Report reflects:
- Payments that have been made.
 - Partially paid items.

• Discounts taken or lost.

Other Accounts Payable reports include:

- Trial Balance— Open Item.
- Vendor Status.
- Period End Summary.

1		DATE 07 10 --	COMPANY NAME				PAGE 1			
COMMERCIAL BMS II ACCOUNTS PAYABLE										
CASH REQUIREMENTS FOR OPEN ITEMS										
TRANS CTRL NO	PYMT NO	P C	INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	BNK CD	INVOICE GROSS UNPAID	DISCOUNT AVAILABLE	NET DUE CURRENT 07 10 --	NET DUE FUTURE 07 25 --
***	1001		AFP GARDENING TOOLS 41314	06 15 --	07 15 --	1	1,500.00	.00	1,500.00	
9999999			*****UNAPPLIED CREDIT		1,300.00--					
			VENDOR TOTAL				1,500.00 **	.00 **	1,500.00 **	
***	1002		ALFRED PAINTS, INC. 91105	07 03 --	08 23 --	1	500.00	19.00		481.00
			VENDOR TOTAL				500.00 **	19.00 **		481.00 **
***	1003		BAKER & CO. 33211	07 02 --	08 02 --	1	455.00	9.10		445.90
			VENDOR TOTAL				455.00 **	9.10 **		445.90 **
***	1004		BAUER & CO. 170	07 01 --	07 16 --	1	166.67	1.67	165.00	
			1	07 05 --	07 19 --	1	110.00	1.10	108.90	
			VENDOR TOTAL				276.67 **	2.77 **	273.90 **	
GRAND TOTALS							44,676.67 **	3,499.72 **	11,754.00 **	29,422.05 **
TOTAL BANK NO 1							44,676.67 **	3,499.72 **	11,754.00 **	29,422.05 **

2		DATE 07 10 --	COMPANY NAME				PAGE 1
COMMERCIAL BMS II ACCOUNTS PAYABLE							
CHECK REGISTER							
BNK CD	BANK NAME	CHECK NUMBER	VENDOR NUMBER	VENDOR NAME	AMOUNT OF CHECK		
1	FIRST NATIONAL BANK	1111111	1001	AFP GARDENING TOOLS	1,500.00		
		1111112	1004	BAUER & CO.	273.90		
		1111113	1011	SUNDRIES LTD.	4,784.00		
		1111114	1014	THOMPSON BOLT CO.	147.00		
		1111115	1016	WESTERN POWER CO.	1,050.00		
BANK CHECK TOTAL					7,754.90		
	STARTING CHECK NO	ENDING CHECK NO	VALID CHECKS	VOIDED CHECKS			
	1111111	1111115	5	0			

3		DATE 07 10 --	COMPANY NAME				PAGE 1			
COMMERCIAL BMS II ACCOUNTS PAYABLE										
CASH DISBURSEMENTS JOURNAL										
BNK CD	TRANS CTRL NO	PYMT NO	P C	INVOICE NUMBER	INVOICE AMOUNT	DISCOUNT TAKEN	DISCOUNT LOST	INVOICE AMOUNT PAID	REFERENCE	VENDOR BALANCE BEG */END **
***	1001			AFP GARDENING TOOLS 41314	1,500.00	.00	.00	1,500.00	LAWN MOWERS	200.00 *
				VENDOR TOTALS	1,500.00 **	.00 **	.00 **	1,500.00 **		1,300.00--**
***	1004			BAUER & CO. 1701	166.67	1.67	.00	165.00	LAWN ORNAMENTS	276.67 *
				2211	110.00	1.10	.00	108.90	LAWN STATUES	
				VENDOR TOTALS	276.67 **	2.77 **	.00 **	273.90 **		.00 **
***	1011			SUNDRIES LTD. 11803	800.00	16.00	.00	784.00	PLANTS & LAWN	10,800.00 *
				1 PK12A	5,000.00	1,000.00	.00	4,000.00	SHRUBS	
				VENDOR TOTALS	5,800.00 **	1,016.00 **	.00 **	4,784.00 **		5,000.00 **
***	1014			THOMPSON BOLT CO. 2445	150.00	3.00	.00	147.00	FASTENERS	300.00 *
				VENDOR TOTALS	150.00 **	3.00 **	.00 **	147.00 **		150.00 **
***	1016			WESTER 6211	1,050.00	.00	.00	1,050.00	UTILITIES	1,050.00 *
				VENDOR ALS	1,050.00 **	.00 **	.00 **	1,050.00 **		.00 **
G/L ACCOUNT NO	DESCRIPTION				DEBIT AMOUNT	G/L ACCOUNT NO	DESCRIPTION		CREDIT AMOUNT	
1	ACCTS PAYABLE				8,776.67	2	CASH DISCOUNT		1,021.77	
	*****				8,776.67	3	BANK NO 1		7,754.90	
							*****		8,776.67	

Payroll

The Payroll Journal is a record of all entries processed during the Payroll run. The entries are listed by employee.

DATE		12 25 --		ABC COMPANY		PAGE 003						
				PAYROLL JOURNAL PRO20								
EMPLOYEE NAME	EMPLOYE	E	COST CENTER	HOURS	RATE	PREM FACTOR	EARNINGS	EARN TYPE	DEDUCTIONS	DED TYPE	NET PAY	PAYMENT LOCATION
DANIEL JACKSON	122		30	40.00	4.75		190.00	001				
**	122		30	10.00	4.75	1.5	71.25	030				
	122								5.00	220		
	122								15.81	801		
	122								44.19	802		
	122								6.05	810		
	122			50.00*			261.25*		71.05*		190.20	30
HOWARD SIMPSON	126		30	32.00	5.25		168.00	001				
**	126								5.00	220		
	126								2.00	223		
	126								10.16	801		
	126								12.82	802		
	126								3.24	810		
	126			32.00*			168.00*		33.22*		134.78	30
JOURNAL TOTALS				282.00*			3,029.54*		816.80*		2,212.74*	

The Payroll module is designed so that an employee's standard earnings and deductions are automatically produced. Only operator-entered items are exceptions. The result is an automatic payroll system that is fast and easy to use and which requires minimal manual input.

The Payroll module performs complete accounting from time card to the General Ledger with a single handling of the input data.

30		122		DANIEL JACKSON		104-26-2155		PAID THROUGH 12 25 --	
RATE	TOTAL HOURS	PREMIUM HOURS	REGULAR PAY	PREMIUM PAY	OTHER PAY	CODE	GROSS PAY		
4.75	40.00	10.00	190.00	71.25			261.25		
7.1250							NET PAY		
							190.20		
FEDERAL WH	FICA	STATE WH	CITY WH	OTHER DEDUCTIONS	CODE	OTHER DEDUCTIONS	CODE		
44.19	15.81	6.05		5.00	53				
749.64	582.31	9931.25	193.86						
<input type="checkbox"/> BUY US SAVINGS BONDS FOR YOUR CHILDREN TODAY <input type="checkbox"/> 53 UNION DUES <input type="checkbox"/>									
					STATEMENT OF EARNINGS				

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND - NOT A WHITE BACKGROUND

No. 999999

00-000
0000

****ONE HUNDRED NINETY DOLLARS & 20 CENTS

1002 12 31 -- \$190.20*

PAY TO THE ORDER OF
 DANIEL JACKSON

Mark Randall

AUTHORIZED SIGNATURE

BANK NAME — CITY and STATE

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

- 1** The Employee Check Register shows:
- The amount paid to each employee.
 - The check numbers used for reconciliation.
 - The number of checks written for the current pay period.

- 2** The Grand Totals Report reflects the totals that are to be distributed to the General Ledger.

- 3** The Trial Balance advises that the Payroll is in balance.
- Other Payroll reports include:
- Tax Totals.

- Uncollected Deductions.
- Void Check Numbers.
- Variable Current Report.
- Bond Report.
- Cost Center Analysis.
- Terminated Employees.
- Status Reports.

1 DATE 12 25 -- ABC COMPANY PAGE 001

EMPLOYEE CHECK REGISTER
PR030

EMPLOYEE NUMBER	EMPLOYEE NAME	CHECK AMOUNT	CHECK NUMBER	RECONCILIATION
52	JOHN DREWS	739.25	999	-----
85	JANE GUSTAFSON	245.02	1000	-----
110	LAWRENCE HAROLD	245.01	1001	-----
122	DANIEL JACKSON	190.20	1002	-----
126	HOWARD SIMPSON	134.78	1003	-----
161	ALICE MC DONALD	139.09	1004	-----
162	SUSAN HAMILTON	87.00	1005	-----
190	MARY THOMAS	247.97	1006	-----
221	MARK RANDALL	184.42	1007	-----
		2,212.74*	SUMMARY TOTAL	

2 DATE 12 25 -- ABC COMPANY PAGE 007

GRAND TOTALS
PR020

DESCRIPTION	TYPE CODE	HOURS	AMOUNT	GENERAL LEDGER ACCOUNT NO	GENERAL LEDGER DISTRIBUTION	TRANS NO
REGULAR HOURS 1	001	224.00	1,032.65	5002000	1,032.65	
VACATION HOURS	015	40.00	150.00	5002000	150.00	1
SICK HOURS	016	8.00	47.60	5002000	47.60	2
OVERTIME HOURS 1	030	10.00	71.25	5002000	71.25	3
BONDS	250		7.00	2007000	7.00-	12
FICA WITHHOLDING TAX	801		115.21	2003100	115.21-	13
FEDERAL WITHHOLDING TAX	802		566.17	2003200	566.17-	14
STATE TAX 1	810		67.42	2003300	67.42-	15
NET PAY	901		2,212.74	1001200	2,212.74-	16
EMPLOYER FICA				5023100	115.21	17
EMPLOYER FICA				2003500	115.21-	18

3 DATE 12 25 -- ABC COMPANY PAGE 001

TRIAL BALANCE
EARNINGS
PRO50

EMP NUMBER	EMPLOYEE NAME	STATUS	TOTAL EARN QTD	TIP EARN QTD	FED EARN QTD	FICA EARN QTD	ST CITY(1) EARN QTD	ST CITY(2) EARN QTD	ST CITY(3) EARN QTD	ST CITY(4) EARN QTD	ST CITY(5) EARN QTD	TOTAL HRS PTD
			YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD
52	JOHN DREWS	A	6,138.45	.00	6,138.45	6,138.45	6,138.45	.00	.00	.00	.00	.00
			19,638.45	.00	19,638.45	19,638.45	19,638.45	.00	.00	.00	.00	.00
85	JANE GUSTAFSON	A	2,293.12	.00	2,293.12	2,293.12	1,808.53	484.59	.00	.00	.00	.00
			8,793.12	.00	8,793.12	8,793.12	8,308.53	484.59	.00	.00	.00	.00
110	LAWRENCE HAROLD	A	3,286.29	.00	3,286.29	3,286.29	2,594.01	692.28	.00	.00	.00	.00
			12,586.29	.00	12,586.29	12,586.29	11,894.01	692.28	.00	.00	.00	.00
190	MARY THOMAS	A	2,350.00	.00	2,350.00	2,350.00	2,550.00	.00	.00	.00	.00	600.00
			7,750.00	.00	7,750.00	7,750.00	7,750.00	.00	.00	.00	.00	2,000.00
221	MARK RANDALL	A	4,003.38	.00	4,003.38	4,003.38	4,003.38	.00	.00	.00	.00	580.00
			15,603.38	.00	15,603.38	15,603.38	15,603.38	.00	.00	.00	.00	2,138.00
GRAND TOTALS												
			30725.88*	.00*	30725.88*	30725.88*	29749.01*	1176.87*	.00*	.00*	.00*	3255.00*
			107625.88*	.00*	107625.88*	107625.88*	106449.01*	1176.87*	.00*	.00*	.00*	11289.00*

General Ledger

The Entry-Level General Ledger module gives you the capability to know now the current financial condition of your company. This infor-

mation is accurate and up-to-date—not weeks or months behind! The data from the General Ledger provides a timely, accurate foundation for important decision-making.

The General Journal shows which transactions were posted today.

DATE 05 28 --		** COMPANY NAME **				PAGE 1	
BATCH NUMBER: 1		OPERATOR CODE: JLG		PREPARED ON: 05 28 --			
ACCOUNT NUMBER	TITLE	DATE-PER	TRANS NO SJC REFER	DESCRIPTION	DEBIT	CREDIT	
001001.400	CASH IN BANK 3	05 28 ---02	231 GL JE	ANYTHING		694.00	
001001.100	CASH ON HAND	05 28 ---02	232 GL GEN JNL	CASH ON HAND	694.00		
001001.100	CASH ON HAND	05 28 ---02	233 GL JE	PAID OUT OF PETTY CASH		400.00	
005034.000	EQUIPMENT REPAIRS	05 28 ---02	234 GL JE	REPAIR OF ADDING MACHINE	99.75		
005008.000	CONTRIBUTIONS	05 28 ---02	235 GL JE	SCHOOL CONTRIBUTION	300.25		
002901.000	ACCOUNTS PAYABLE	05 28 ---02	236 GL JE	ABC LEASE CO		406.00	
005010.000	EQUIPMENT RENTALS	05 28 ---02	237 GL JE	OFFICE EQUIPMENT RENTAL	406.00		
009999.900	CATCHALL CLEARING ACCT	05 28 ---02	238 GL JE	CATCHALL ACCOUNT		15,000.00	
005016.000	PROFESSIONAL FEES	05 28 ---02	239 GL JE	CONSULT FEE FOR COMPUTER	15,000.00		
BATCH HEADER REC. COUNT			9	TOTAL DEBITS	16,500.00		
MACHINE RECORD COUNT			9	TOTAL CREDITS		16,500.00	
BATCH HEADER TOT. DR/CR			16,500.00	DIFFERENCE	0.00		

The Trial Balance clearly shows whether or not accounts are in balance.

DATE 05 28 --

** COMPANY NAME **

PAGE 1

MASTER FILE TRIAL BALANCE
- DETAIL -

ACCOUNT NUMBER	TITLE	CURRENT BALANCE	PERIOD YEAR TO DATE	PREVIOUS BALANCE	PERIOD YEAR TO DATE
001001.100	CASH ON HAND	176.00			
001001.200	CASH IN BANK 1	340.00	1,188.00	1,012.00	1,012.00
001001.300	CASH IN BANK 2		1,613.00	1,273.00	1,273.00
001001.400	CASH IN BANK 3	1,305.00-	781.00	2,086.00	2,086.00
001001.500	CASH IN BANK 4	600.00	1,170.00	570.00	570.00
001002.000	ACCOUNTS RECEIVABLE	510.00-	1,714.00	2,224.00	2,224.00
001002.100	FUTURE ACCOUNTS RECEIVABLE	2,345.00	27,463.00	25,118.00	25,118.00
001002.800	ALLOWANCE FOR BAD DEBTS	2,000.00	5,350.00	3,350.00	3,350.00
001003.000	NOTES RECEIVABLE	72.00-	788.00-	716.00-	716.00-
001004.000	INVENTORY	1,000.00-	3,000.00	4,000.00	4,000.00
001005.100	PREPAID TAXES- FEDERAL	1,594.00	46,220.00	44,626.00	44,626.00
001005.200	PREPAID TAXES- STATE	400.00	400.00	0.00	0.00
001006.000	PREPAID INSURANCE	200.00	200.00	0.00	0.00
001051.000	INVESTMENTS	20.00-	160.00	180.00	180.00
001052.000	BUILDING	0.00	18,897.00	18,897.00	18,897.00
001052.800	CCUM DEPR ON BUILDING	0.00	54,000.00	54,000.00	54,000.00
001053.000	FFICE EQUIPMENT	180.00-	11,160.00-	10,980.00-	10,980.00-
		0.00	1,300.00	1,300.00	1,300.00

DATE 05 28

** COMPANY NAME **

PAGE

MASTER FILE TRIAL BALANCE
- DETAIL -

ACCOUNT NUMBER	TITLE	CURRENT BALANCE	PERIOD YEAR TO DATE	PREVIOUS BALANCE	PERIOD YEAR TO DATE
004007.000	DISCOUNTS TAKEN	50.00-	125.00-	75.00-	75.00-
004008.000	ADDONS	125.00-	300.00-	175.00-	175.00-
005001.000	COST OF GOODS SOLD	16,406.00	32,346.00	15,940.00	15,940.00
005001.800	DISCOUNTS	0.00	32.00	32.00	32.00
005002.000	SALARIES	1,400.00	2,800.00	1,400.00	1,400.00
005003.000	ADVERTISING	45.00	95.00	50.00	50.00
005004.000	VEHICLE EXPENSE	48.00	89.00	41.00	41.00
005005.000	VEHICLE REPAIRS	25.00	25.00	0.00	0.00
005006.000	BANK SERVICE CHARGE	5.00	8.00	3.00	3.00
005007.000	CONTRACT LABOR	0.00	0.00	0.00	0.00
005008.000	CONTRIBUTIONS	300.25	300.25	0.00	0.00
005009.000	DUES AND SUBSCRIPTIONS	10.00	10.00	0.00	0.00
005010.000	EQUIPMENT RENTALS	406.00	406.00	0.00	0.00

DATE 05 28 --

** COMPANY NAME **

PAGE 3

MASTER FILE TRIAL BALANCE
- DETAIL -

ACCOUNT NUMBER	TITLE	CURRENT BALANCE	PERIOD YEAR TO DATE	PREVIOUS BALANCE	PERIOD YEAR TO DATE
	TOTAL DEBITS	47,536.00	235,505.00	194,104.00	194,104.00
	TOTAL CREDITS	47,536.00	235,505.00	194,104.00	194,104.00
	DIFFERENCE	0.00	0.00	0.00	0.00
	PROFIT AND LOSS	1,424.00-	1,424.00-	0.00	0.00
	ASSET - LIABILITY	1,424.00	1,424.00	0.00	0.00

The Balance Sheet indicates the value of assets for better asset management and to cover unexpected emergencies.

DATE 05 28 --

** COMPANY NAME **
BALANCE SHEET FOR PERIOD 02

PAGE 1

	CURRENT YEAR		PREVIOUS YEAR	
	PERIOD	YEAR TO DATE	PERIOD	YEAR TO DATE
CURRENT ASSETS				
CASH ON HAND	176.00	1,188.00	935.00	882.00
CASH IN BANK 1	340.00	1,613.00	250.00-	200.00-
CASH IN BANK 2	1,305.00-	781.00	3,794.00	3,844.00
CASH IN BANK 3	600.00	1,170.00	2,694.00	2,624.00
CASH IN BANK 4	510.00-	1,714.00	466.00-	4,842.00
TOTAL CASH ON HAND & IN BANK	699.00-	6,466.00	6,707.00	11,992.00
ACCOUNTS RECEIVABLE	2,345.00	27,463.00	745.00	8,585.00
ALLOWANCE FOR BAD DEBTS	72.00	788.00	50.00	90.00
ACCOUNTS RECEIVABLE - NET	2,273.00	26,675.00	695.00	8,495.00
NOTES RECEIVABLE	1,000.00-	3,000.00	1,000.00	1,000.00
PREPAID INSURANCE	20.00-	160.00	17.00-	30.00-
PREPAID TAXES- FEDERAL	400.00	400.00	0.00	0.00
PREPAID TAXES- STATE	200.00	200.00	0.00	0.00
TOTAL CURRENT ASSETS	1,154.00	36,901.00	8,385.00	21,457.00
FIXED ASSETS				
INVESTMENTS	0.00	18,897.00	2,500.00	2,500.00
BUILDING	0.00	54,000.00	0.00	0.00
ACCUM DEPR ON BUILDING	180.00	11,160.00	180.00	360.00
BUILDING - BOOK VALUE	180.00-	42,840.00	180.00-	360.00-
OFFICE EQUIPMENT	0.00	1,300.00	0.00	0.00
ACCUM DEPR ON EQUIPMENT	11.00	542.00	11.00	22.00
OFFICE EQUIPMENT - NET	11.00-	758.00	11.00-	22.00-
MOTOR VEHICLE	0.00	13,000.00	0.00	0.00
ACCUM DEPR ON MOTOR VEHICLE	155.00	3,060.00	83.00	166.00
MOTOR VEHICLE - NET	155.00-	9,940.00	83.00-	166.00-
TOTAL FIXED ASSETS	346.00-	72,435.00	2,226.00	1,952.00
TOTAL ASSETS	808.00	109,336.00	10,611.00	23,409.00

DATE 05 --

** COMPANY NAME **
BALANCE SHEET FOR PERIOD 02

PAGE 2

	CURRENT YEAR		PREVIOUS YEAR	
	PERIOD	YEAR TO DATE	PERIOD	YEAR TO DATE
CURRENT LIABILITIES				
ACCOUNTS PAYABLE	4,311.00	17,733.00	98.00-	8,307.00
ACCRUED INTEREST	17.00	387.00	38.00-	18.00-
ACCRUED TAXES - FICA	82.00	82.00	76.00	147.00
ACCRUED TAXES - FED WITHOLDING	790.00	862.00	637.00	1,336.00
ACCRUED TAXES - STATE W/H 1	165.00	165.00	133.00	279.00
ACCRUED TAXES - STATE W/H 2	0.00	0.00	0.00	0.00
ACCRUED TAXES - LOCAL W/H 1	0.00	0.00	0.00	0.00
ACCRUED TAXES - LOCAL W/H 2	0.00	0.00	0.00	0.00
ACCRUED TAXES - LOCAL W/H 3	0.00	0.00	0.00	0.00
PAYROLL DEDUCTION	0.00	0.00	0.00	0.00
ACCRUED TAXES - SALES	887.00	887.00	742.00	1,548.00
ACCRUED BONUSES	100.00-	0.00	0.00	100.00-
DUE TO PROFIT SHARING PLAN	200.00-	0.00	256.00-	120.00-
DIVIDENDS PAYABLE	2,000.00-	0.00	1,320.00-	1,320.00-
TOTAL CURRENT LIABILITIES	3,952.00	20,116.00	124.00-	10,059.00
LONG TERM LIABILITIES				
MORTGAGE	500.00-	8,000.00	500.00-	1,000.00-
LOANS	500.00-	10,980.00	300.00-	600.00-
TOTAL LONG TERM LIABILITIES	1,000.00-	18,980.00	800.00-	1,600.00-
CAPITAL STOCKS	0.00	60,000.00	0.00	0.00
RETAINED EARNINGS	0.00	60,280.00	1,784.00	3,757.00
TOTAL EQUITY	0.00	120,280.00	1,784.00	3,757.00
TOTAL LIABILITIES & EQUITY	2,952.00	159,376.00	840.00	12,216.00

The Income Statement shows revenue, operating expenses, taxes and income after taxes.

Other General Ledger reports include:

- Budget Reports.
- Comparison Reports.
- Chart of Accounts.

DATE 05 28 --		** COMPANY NAME **				PAGE 1			
INCOME STATEMENT FOR PERIOD 02									
	PERIOD	CURRENT YEAR PCT	YEAR TO DATE	PCT	PERIOD	PREVIOUS YEAR PCT	YEAR TO DATE	PCT	
REVENUE									
SALES REVENUE									
SALES -TYPE 1	11,200.00	50.51	21,700.00	49.64	9,000.00	48.51	19,400.00	50.11	
SALES -TYPE 2	6,720.00	30.31	13,670.00	31.27	5,500.00	29.64	11,500.00	29.70	
SALES -TYPE 3	4,450.00	20.07	8,750.00	20.01	4,200.00	22.64	8,200.00	21.18	
SALES RETURNS AND ALLOWANCES	200.00	0.90	410.00	0.93	150.00	0.80	390.00	1.00	
NET SALES	22,170.00	100.00	43,710.00	100.00	18,550.00	100.00	38,710.00	100.00	
COST OF GOODS SOLD	16,406.00	74.00	32,346.00	74.00	13,727.00	74.00	28,645.00	73.99	
GROSS PROFIT FROM SALES	5,764.00	25.99	11,364.00	25.99	4,823.00	26.00	10,065.00	26.00	
NON SALES REVENUE									
INTEREST EARNED	100.00	0.45	200.00	0.45	100.00	0.53	200.00	0.51	
BAD DEBTS COLLECTED	75.00	0.33	75.00	0.17	0.00	0.00	0.00	0.00	
SERVICE CHARGE	190.00	0.85	390.00	0.89	200.00	1.07	270.00	0.69	
MISCELLANEOUS	0.00	0.00	50.00	0.11	50.00	0.26	50.00	0.12	
INVENTORY RETURNS	95.00	0.42	213.00	0.48	98.00	0.52	193.00	0.49	
DISCOUNTS TAKEN	50.00	0.22	125.00	0.28	20.00	0.10	70.00	0.18	
ADDONS	125.00	0.56	300.00	0.68	175.00	0.94	325.00	0.83	
TOTAL NON SALES REVENUE	635.00	2.86	1,353.00	3.09	643.00	3.46	1,108.00	2.86	
OPERATING EXPENSES									
SALESMAN EXPENSE	52.00	0.23	94.00	0.21	39.00	0.21	79.00	0.20	
TRAVEL	20.00	0.09	80.00	0.18	90.00	0.48	110.00	0.28	
DISCOUNTS	0.00	0.00	32.00	0.07	0.00	0.00	20.00	0.05	
ADVERTISING	45.00	0.20	95.00	0.21	41.00	0.22	81.00	0.20	
SALARIES	1,400.00	6.31	2,800.00	6.40	1,300.00	7.00	2,500.00	6.45	
CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PROFESSIONAL FEES	15,000.00	67.65	15,000.00	34.31	0.00	0.00	0.00	0.00	
VEHICLE EXPENSE	48.00	0.21	89.00	0.20	41.00	0.22	81.00	0.20	
VEHICLE REPAIRS	25.00	0.11	25.00	0.05	0.00	0.00	0.00	0.00	
EQUIPMENT RENTALS	406.00	1.83	406.00	0.92	0.00	0.00	0.00	0.00	
EQUIPMENT REPAIRS	99.75	0.44	134.75	0.30	50.00	0.26	50.00	0.12	
BUILDING MAINTENANCE	0.00	0.00	60.00	0.13	0.00	0.00	0.00	0.00	
DEPRECIATION EXPENSE	346.00	1.56	692.00	1.58	274.00	1.47	548.00	1.41	
OFFICE EXPENSE	11.00	0.04	21.00	0.04	8.00	0.04	18.00	0.04	
POSTAGE	4.00	0.01	9.00	0.02	6.00	0.03	9.00	0.02	
RENT	60.00	0.27	120.00	0.27	50.00	0.26	100.00	0.25	
TELEPHONE	10.00	0.04	20.00	0.04	10.00	0.05	20.00	0.05	
UTILITIES	36.00	0.16	75.00	0.17	35.00	0.18	75.00	0.19	
INTEREST	17.00	0.07	37.00	0.08	12.00	0.06	32.00	0.08	
BAD DEBT EXPENSE	72.00	0.32	128.00	0.29	50.00	0.26	90.00	0.23	
BANK SERVICE CHARGE	5.00	0.02	8.00	0.01	5.00	0.02	5.00	0.01	
INSURANCE	20.00	0.09	40.00	0.09	17.00	0.0	30.00	0.07	
GROUP INSURANCE	18.00	0.08	36.00	0.08	16.00	0.0	32.00	0.08	
BONUSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
EMPLOYEE GROUP PROVISION	20.00	0.09	40.00	0.09	16.00	0.08	32.00	0.08	
PROFIT SHARING PLAN	0.00	0.00	200.00	0.45	0.00	0.00	136.00	0.35	
CONTRIBUTIONS	300.25	1.35	300.25	0.68	0.00	0.00	0.00	0.00	
DUES AND SUBSCRIPTIONS	10.00	0.04	10.00	0.02	10.00	0.05	10.00	0.02	
TOTAL OPERATING EXPENSES	18,025.00	81.30	20,552.00	47.01	2,070.00	11.15	4,058.00	10.48	
INCOME BEFORE TAXES	11,626.00	52.44	7,835.00	17.92	3,396.00	18.30	7,115.00	18.38	
TAXES									
TAXES - FICA	82.00	0.36	164.00	0.37	76.00	0.40	147.00	0.37	
TAXES - FED	790.00	3.56	1,493.00	3.41	637.00	3.43	1,336.00	3.45	
TAXES - STATE	165.00	0.74	311.00	0.71	133.00	0.71	279.00	0.72	
TAXES - SALES	887.00	4.00	1,749.00	4.00	742.00	4.00	1,548.00	3.99	
TAXES - PROPERTY	18.00	0.08	36.00	0.08	16.00	0.08	32.00	0.08	
TAXES - LICENSE AND PERMITS	8.00	0.03	16.00	0.03	8.00	0.04	16.00	0.04	
TOTAL TAXES	1,950.00	8.79	3,769.00	8.62	1,612.00	8.69	3,358.00	8.67	
INCOME AFTER TAXES	13,576.00	61.23	11,604.00	26.54	1,784.00	9.61	3,757.00	9.70	

Burroughs Offers Full Support To Ensure a Successful Entry-Level Commercial BMS® II Installation

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Burroughs has demonstrated its ability to justify your confidence and trust through many years of successful operation.

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Standard forms and journals to support your Entry-Level Commercial BMS® II operation are available from Burroughs Office Products Group/ Business Forms Division. These standard forms further reduce the time and cost to implement a Burroughs system.

Office Products

Burroughs Office Products Group can improve the efficiency of your operation with outstanding office products such as facsimile transmission equipment, word processing systems, document encoders and protection equipment, plus a complete line of office supplies.

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Burroughs Entry-Level Commercial Business Management System II will put you fully operational faster and at a lower, economical cost.

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Highly trained, professional field engineers will keep your computer operating at peak efficiency.

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Our education staff will train your people in every aspect of system implementation and operation. Through Burroughs training, your people will find that utilization of Burroughs Entry-Level Commercial Business Management System II is fast, easy and efficient.

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Burroughs introduction to Commercial Business Management System II is a cassette tape self-study course which will help you and your people better understand the capabilities, results and benefits of Entry-Level Commercial BMS® II.

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