

GENERAL LEDGER

TABLE OF CONTENTS

GENERAL LEDGER	298
General Ledger Menu	298
Overview Of The General Ledger Account Number Structure	299
Profit Center Processing	300
G/L MAINTENANCE	302
General Ledger Maintenance Screen	302
Budget Values	304
Budget Values by Month Screen	304
JOURNAL ENTRY SOURCE MAINTENANCE	307
Journal Entry Source Maintenance Screen	307
JOURNAL ENTRY PROCESSING	309
Journal Entry Processing Screen	309
Print/View Button	310
Post Journal Entries	310
Out Of Balance Journal Entries	310
Sample: Journal Entry Edit List	311
YEAR END CLOSE	313
Year End Close Screen	314
Sample: Year End Close Journal Entry	315
JOURNAL ENTRY SUMMARY REPORT	317
Journal Entry Summary Report Selection	317
Sample: Journal Entry Summary Report	318
TRIAL BALANCE	320
Trial Balance Selection Screen	320
Sample: Trial Balance	320
DETAIL GENERAL LEDGER	322
Detail General Ledger Selection	322
Sample: Detail General Ledger Report	323
CHART OF ACCOUNTS	325
Chart of Accounts Selection	325
Sample: Chart of Accounts	325
FINANCIAL STATEMENTS	327
Financial Statement Processing Screen	327
Sample: Financial Statement Format List - Income Statement	333
Sample: Financial Statement Format List - Balance Sheet	333
Sample: Error List	333
Sample: Income Statement	333
Sample: Budget Statement	333
Sample: Balance Sheet	333
DAILY ACTIVITY	340
Daily Activity Selection	340
Inquiry Option	341
Daily Cash Inquiry Option	341
A/R Inquiry Option	342
WIP Inquiry Option	343
Daily Activity Report Options	344
Sample: Daily Cash, Accounts Receivable and WIP Activity	344
Sample: Monthly Summary of Cash, A/R and WIP	344

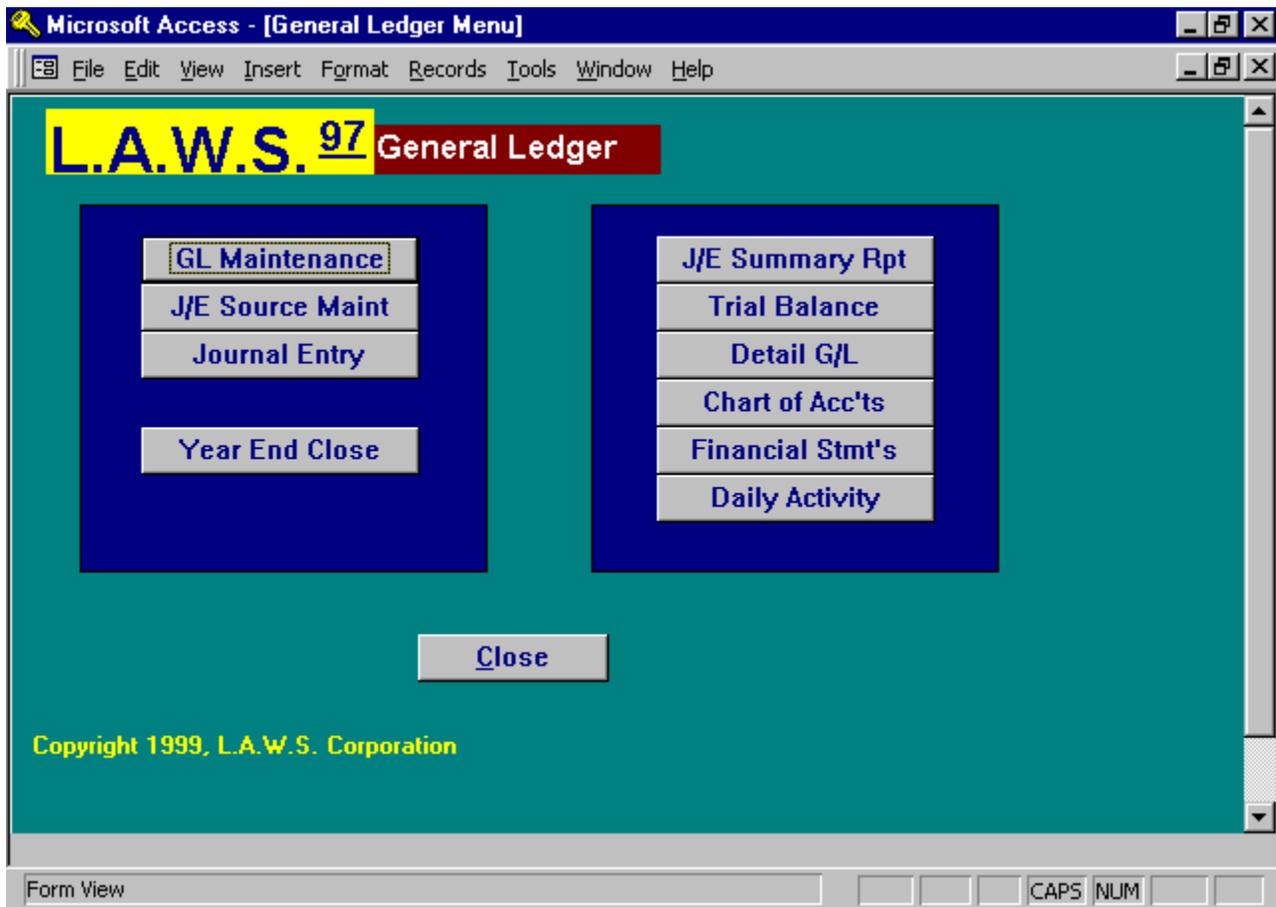
GENERAL LEDGER

The L.A.W.S. General Ledger module is fully integrated with all other systems within L.A.W.S. Revenue is automatically posted from cash receipts processing. Expenses are posted through cash disbursements. Trust activity may, or may not, be posted to the general ledger based on the firm's accounting desires. Manual Journal Entries may be posted through the General Ledger system to account for all non-system generated entries.

L.A.W.S. utilizes the cash basis accounting method. Accordingly, WIP, A/R and open payable balances are not maintained within the general ledger. If accrual basis accounting is desired, journal entries may be generated at month end recording the desired accrual activity.

The General Ledger contains a variety of standard General Ledger reports that summarize or analyze firm performance. Income Statements, Balance Sheets and supporting schedules are all user defined allowing these statements to be customized to the firms specific needs.

After selecting *GENERAL LEDGER* from the *MASTER MENU*, the following form is displayed.



General Ledger Menu

A detailed description of each General Ledger function follows.

Overview Of The General Ledger Account Number Structure

The General Ledger Account Number consists of four components: Firm Number, Major Account, Sub Account, and Attorney. The combination of these components allow the firms Chart of Accounts to be as simple or as complex as desired. A simple general ledger structure would utilize the Firm Number and Major Account only. The Sub Account and Attorney would be blank. More complex structures would include the use of Sub Accounts and/or Attorneys codes. It is always best to keep the Chart of Accounts as simple as possible. Utilize the more complex features of the general ledger number only if they provide meaning to the firm. Initially, a simple chart of accounts should be developed, and modifications involving Sub Accounts and/or Attorneys may be phased in over time as needed.

Simple Chart of Accounts

An Example of a simple Chart would be as follows:

Firm #	Major Account	Description
1	500	Auto Expense
1	501	Insurance

More Detailed Chart of Accounts using Sub-Accounts

A more detailed general ledger structure may be established through the use of sub accounts as detailed below:

Firm #	Major Account	Sub Account	Description
1	500	01	Auto Expense-Gas and Oil
1	500	02	Auto Expense-Leasing
1	500	03	Auto Expense-Parking
1	501	01	Insurance-Liability
1	501	02	insurance-Malpractice

Complex Chart of Accounts using Sub-Accounts and Attorney Codes

If desired, the chart may be further enhanced by using the attorney code as described below:

Firm #	Major Account	Sub Account	Atty	Description
1	500	01	JJK	Auto Expense-JJK
1	500	01	PDK	Auto Expense -PDK
1	500	01	VJC	Auto Expense-VJC

The use of Sub Accounts and Attorneys provide very useful accumulation and reporting tools, but be sure not to make the chart more complex than it needs to be.

Profit Center Processing

L.A.W.S. supports the use of Profit Centers. A profit center is a division within the firm. This division may be physical such as multiple locations, or logical such as multiple areas of practice. If desired, the firm may elect to track performance within these divisions, or Profit Centers.

Example: Assume the firm has two locations, Detroit and Chicago. The firm wants to track profitability by location.

To implement Profit Center Accounting, perform the following steps:

- 1) Identify the desired Profit Centers and assign Profit Center Numbers.
In this example, the profit centers would correspond to physical location, Detroit and Chicago. The Profit Center codes should be numeric usually starting with one. In this example the profit centers are set defined as follows:

Detroit - 01
Chicago - 02

- 2) Create General Ledger Account Numbers utilizing Profit Centers for all relevant accounts.
Since the firm wants to capture productivity by location, the firm must identify general ledger accounts by profit center. In this instance, the Sub Account identifies the Profit Center. A sampling of the account structure follows:

<u>Account Number</u>			<u>Description</u>
<u>Firm</u>	<u>Major Account</u>	<u>Profit Center</u>	
1	400		Fees
1	400	01	Fees - Detroit
1	400	02	Fees - Chicago
1	500		Client Costs
1	500	01	Client Costs - Detroit
1	500	02	Client Costs - Chicago
1	501	01	Office Rent - Detroit
1	501	02	Office Rent - Chicago
1	502	01	Utilities - Detroit
1	502	02	Utilities - Chicago
Etc.			

- 3) Identify Matters with the correct Profit Center.
Each Matter may be assigned a profit center through Matter File Maintenance. (See *Matter File Maintenance within the Data File Maintenance chapter for additional information.*) All matters which reside in Detroit should have the profit centers defined as profit center 01 while the Chicago files should be defined as profit center 02. It is not required that all matters be assigned a profit center. Financial activity associated with non-profit center matters will be posted to non-profit center accounts.

The profit center field within *Matter File Maintenance* is not a verified field. L.A.W.S. will accept any character whatsoever. Ensure that the Profit Centers are entered exactly as the Sub Account numbers were assigned within the chart of accounts.

- 4) Posting Revenue to Profit Centers
L.A.W.S. automatically posts revenue from the *Cash Receipts Processing* module within the *Accounts Receivable* system. The general ledger numbers utilized by L.A.W.S. for Cash received, Fees received, disbursements reimbursed and expenses reimbursed are stored in the Firm File. These numbers should be stored without sub accounts. In this example, the fee account stored in the Firm File would be 1 400 (without a Sub-Account). General ledger numbers for receipts are based on the matter that generated the receipt. L.A.W.S. retrieves the standard general ledger number from *Firm Maintenance* and automatically inserts the profit center assigned to the matter as the sub-account assigned to the standard general ledger account number. If the new general ledger number exists, including the profit center as the

sub account, then L.A.W.S. will post the receipt information to the newly created account. Otherwise, L.A.W.S. will use the original General Ledger number without the profit center as the sub account.

In this example, all fee activity associated with matters within the Detroit profit center will post to the fee account 1 400 01. All fee activity for matters within the Chicago profit center will post to the fee account 1 400 02. Fees received for matters not assigned to profit centers will post to the standard fee account 1 400. The same logic is applied for all the other standard general ledger accounts retrieved from the Firm File including cash, disbursements and expenses.

Client Miscellaneous receipts utilize the same logic for retainers received and cost reimbursements. The actual General Ledger Account number must be specified for non-client miscellaneous receipts. Accordingly, the user simply selects the desired general ledger number with or without a profit center.

5) Posting Client Costs to Profit Centers

All Client Costs are posted to the General Ledger and Work In Process through the *Cash Disbursement* module. The standard Client Cost general ledger distribution number is the "*Disb Chg*" account number stored in the *Firm* file. Please review *Firm File Maintenance* within the *Data File Maintenance* chapter of this manual for review of the firm's standard general ledger numbers. The "*Disb Chg*" general ledger number should be entered into *Firm Maintenance* without a sub account.

As client costs are entered, L.A.W.S. automatically appends the matter's profit center as the sub account to the standard "*Disb Chg*" general ledger number. If a valid general ledger number is created, L.A.W.S. will utilize the newly created number, otherwise L.A.W.S. will use the standard account number without the appended profit center. The same logic applies to cash the cash account.

Specific general ledger numbers must be selected for non-client cost disbursements. For example, the Detroit utility check will be posted to the 1 502 01 general ledger account number, while the Chicago utility check will be distributed to the 1 502 02 general ledger account number.

G/L MAINTENANCE

General Ledger Maintenance allows the creation of, or modification to, account numbers constituting the firms Chart of Accounts. The account number consists of four sections including the Firm Number, Major Account, Sub Account and Attorney code. The Firm Number and Major Account are required, but the Sub Account and Attorney are not required.

After Selecting the G/L MAINTENANCE option, the following form is displayed:

General Ledger Maintenance Screen

FIRM #

Enter the firm number associated with this entry. Firms must be defined through Firm Maintenance prior to being used.

MAJOR ACCT #

Enter the major account associated with this entry. The Major Account Numbers are typically 3 - 4 digits in length. The generally accepted grouping of major account numbers are as follows:

<u>Account Number Range</u>	<u>Account Type</u>
100 - 199 or 1000 - 1999	Asset
200 - 299 or 2000 - 2999	Liability
300 - 399 or 3000 - 3999	Equity
400 - 499 or 4000 - 4999	Revenue
500 - 999 or 5000 - 9999	Expense

(See the above explanation of the General Ledger Account Number for detailed review.)

SUB ACCT#

Enter sub account associated with this entry. The sub account is optional. It is often used to identify distinctions such as profit centers or physical locations associated with the firm.

(See the above explanation of the General Ledger Account Number and Profit Center Processing for detailed review of the use of this field.)

ATTORNEY ID

Enter the attorney associated with this account. The attorney is optional. If used, the attorney is verified and must be defined through Attorney File Maintenance.

SCAN G/L #

Use this field to scan the existing chart of accounts. Once the account is selected, the relevant information is displayed for the selected account. This field may be viewed by either account number or account description. The left dropdown box references the account number while the right dropdown box references description.

ACCOUNT DESCRIPTION

Enter the description of the referenced account.

ACCOUNT TYPE

Enter the type of account. The available options are:

- 1 Asset
- 2 Liability
- 3 Equity
- 4 Revenue
- 5 Expenses

TRI BAL SUB TOT

This is a user-defined field, which determines subtotal classifications on the trial balance. All accounts with the same trial balance sub total code will be sub-totaled together, within the account type, on the trial balance.

LAST CHECK #

L.A.W.S. maintains the last check number used per cash account. If necessary, this number may be changed to reflect the starting point of a new batch of checks. This number is displayed when checks are printed. Modifications made to the check number when the check is printed are naturally carried back to this field.

CASH ACCOUNT

Use this field to classify cash accounts. Each Disbursement entry consists of a credit to cash and a debit to one or more distribution accounts. Only General Ledger Numbers classified as a *Cash Account* may be used as the credit account. The available options include:

- Yes** Disbursement checks can be drawn, credited, against this account.
- No** Disbursement checks cannot be drawn, credited, against this account.

COST ACCOUNT

Use this field to classify cost accounts. Client cost checks credit cash and debit a client cost account. Accounts debited on behalf of a client cost disbursement need to be marked as a "Yes" in this field. The available options include:

- Yes** Client cost amounts can be debited to this account.
- No** Client cost amounts cannot be debited to this account.

This option is ignored if the *Use Client Cost Account* option is set to No in *Firm Maintenance*.

DAILY BALANCE

A Daily Balance report, listed on the General Ledger Menu summarizes Cash, Accounts Receivable and WIP Balances. This Daily Balance field identifies the Cash general ledger accounts that should be summarized and reported as cash in the Daily Balance report. The available options include:

- Yes** The account will be summarized and reported as cash on the Daily Balance report.
- No** The account will not be summarized and reported as cash on the Daily Balance report.

NOTES

Enter notes associated with this account. Examples may be bank account numbers, contact people, serial numbers of assets, etc.

INACTIVE DATE

Specifies if the active status of the account. Accounts with blank Inactive Dates are active accounts and may be utilized throughout the system. Accounts containing an Inactive Date can not be utilized for day to day postings. As a general rule G/L account numbers should not be deleted since access to prior years history would be eliminated. A better solution is to classify unnecessary accounts as inactive eliminating current use of the account but allowing access to the prior years activity.

Budget Values

BUDGET Button

L.A.W.S. provides the ability of generating Budget Reports that compare actual financial performance against budgeted values. Budget values are normally entered for revenue and expense accounts only.

BUDGET PERIOD

Specifies starting date for display of the 12 months budget activity. The budget period always defaults to the fiscal start date noted in the firm file. L.A.W.S. can store budgets for multiple years simultaneously. For example, if the *Budget Period* is identified as 1/1/98, the 12 months within 1998 will be displayed. If the *Budget Period* of 1/1/99 is entered, the values for the 12 months within 1999 will be displayed.

Budget values are always entered for the general ledger number currently displayed. Ensure that the desired general ledger number is displayed prior to clicking the *Budget Button*. After clicking the *Budget Button* the following form is displayed.

Budget Values by Month:

Account Number: 1 400
Fees Received - general

Budget Period: 01/01/1998
Annual Budget: \$0.00

Month	Amount	Month	Amount
01/01/1998	\$10,000.00	07/01/1998	(\$10,000.00)
02/01/1998	(\$10,000.00)	08/01/1998	(\$10,000.00)
03/01/1998	(\$10,000.00)	09/01/1998	(\$10,000.00)
04/01/1998	(\$10,000.00)	10/01/1998	(\$10,000.00)
05/01/1998	(\$10,000.00)	11/01/1998	(\$10,000.00)
06/01/1998	(\$10,000.00)	12/01/1998	(\$10,000.00)

Total: (\$120,000.00)

Buttons: Clear Monthly Totals, Post Budget Values, Close

Record: 1 of 96
budget amount for period

Budget Values by Month Screen

Note: Budget reports are run using the user defined financial statement formats. It is possible, likely, that multiple general ledger accounts are combined within each line which prints on the financial statement. It is not necessary that budget values be entered for each account number but simply for a single account number within the line item.

Example: The firm wishes to establish a budget for auto expense of \$6,000. The auto expense line item on the Financial Statement Format may consist of three accounts including:

<u>Account Description</u>	<u>Actual Charges</u>	<u>Budget Amount</u>
Auto - Lease Charges	\$1200	\$ 6000
Auto - Repair and Maintenance	\$1000	0
Auto - Gas and Oil	<u>\$ 3600</u>	<u>0</u>
Total Auto Expense	\$ 5800	\$ 6000

When the Budget Report prints, a single line item will print showing auto expense of \$5800 and a corresponding budget amount of \$6000 with a computed variance of -\$200.

If desired, budget values could have been entered for each individual account within the line item, but is not necessary.

ACCOUNT NUMBER

The account number for which budget values are being entered. This field is informational only.

BUDGET PERIOD

The budget period carried over from the prior screen. This field is informational only.

ANNUAL BUDGET

Allows the entry of an annual budget value. This annual budget value will be divided by 12 and inserted into each months budget value.

The annual budget distribution will be performed only if the existing monthly distribution values total zero. If monthly budget distribution values have previously been entered, an error message is displayed and the annual budget distribution is canceled. If unwanted values exist, use the *Clear Monthly Totals* button to clear the existing totals, then enter the annual budget amount.

Note: Budget values must be entered consistent with the natural storage of values in the general ledger. Budget values associated with revenue accounts must be posted as credits (negative values), and expenses must be entered as debits (positive values).

MONTH / AMOUNT (Monthly Distributions)

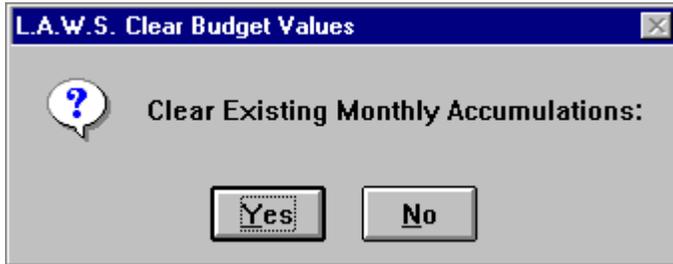
Specifies the budget dollar values assigned to each month within the budget period. L.A.W.S. will automatically distribute the *Annual Budget* value evenly between months. If desired, the monthly amounts may be entered differently to reflect seasonal fluctuations.

TOTAL

The total of the monthly budget amounts. This is informational and visual verification purposed only.

CLEAR MONTHLY TOTALS Button

The Clear Monthly Totals button provides a simple method of clearing monthly accumulations from the displayed 12 budget months. It performs the same function as manually tabbing through the form zeroing out each months budget value. After pressing the Clear Monthly Totals Button, the following message is displayed.



The available options include:

- Yes** Will clear the monthly totals.
- No** Will not clear the monthly totals.

POST BUDGET VALUES

Once the budget values have been assigned as desired to the budget months, press the Post Budget Values button to store the entered values. After posting, the budget form is closed and the general ledger maintenance form is displayed.

NOTE: If the *Post Budget Values* is not pressed, **budget values will not be posted**. Accordingly, if budget values are cleared and re-entered, then the budget form is closed without pressing the *Post Budget Value* button, the original budget values originally displayed on the screen will remain. The clearing and re-entering of the budget values will be ignored.

JOURNAL ENTRY SOURCE MAINTENANCE

The JOURNAL ENTRY SOURCE defines the “source” of journal entries within L.A.W.S. All Journal Entry Sources utilized by L.A.W.S. come pre-loaded with the software so there is not a need to enter new sources. If desired, the descriptions or last assigned reference number maybe modified to meet the firms needs.

After selecting the *J/E SOURCE MAINT* selection, the following form is displayed.

The screenshot shows a Microsoft Access window titled "Microsoft Access - [L.A.W.S. -- J/E Source Maintenance]". The window contains a form titled "J/E Source Maintenance:" with a teal background. The form has three input fields: "Journal Code:" with a dropdown menu showing "CD", "Code Description:" with a text box containing "Cash Disbursements", and "Last Assigned Sequence #:" with a text box containing "0". At the bottom of the form, there are three buttons: "Add", "Delete", and "Close". The status bar at the bottom shows "Record: 1 of 7" and a "Journal Code" field with "NUM".

Journal Entry Source Maintenance Screen

JOURNAL CODE

The journal code identifies the type of journal entry. Standard journal codes used by L.A.W.S. include:

CD	Cash Disbursements
CR	Cash Receipts
TD	Trust Disbursements
TR	Trust Receipts
JE	Manual Journal Entries
PR	Payroll
YE	Year End Close

The Source of the journal entry is automatically assigned by L.A.W.S. Additional User defined source codes will not be utilized.

Do not delete journal codes. An error may occur during posting to the general ledger if journal codes are deleted.

CODE DESCRIPTION

The description of the general ledger source code. Pre-defined descriptions are associated with the journal codes utilized by L.A.W.S. If desired, the descriptions may be changed.

LAST ASSIGNED SEQUENCE #

Every journal entry is automatically assigned one of the pre-defined source codes based on the source of the entry. Each journal entry is also assigned a consecutive sequence number within the source code. L.A.W.S. maintains the last assigned sequence number by journal entry source. If desired, this source may be reset at the start of each year.

JOURNAL ENTRY PROCESSING

All financial activity is posted to the general ledger through **Journal Entries**. Most Journal Entries are system created and posted through normal L.A.W.S. functions such as cash receipts and disbursements. Non-cash transactions or adjusting journal entries can be process through this *Journal Entry Processing* program.

L.A.W.S. utilizes the double entry bookkeeping method. Each Journal Entry must have offsetting debits and credits. Manual journal entries are automatically assigned a journal entry source code of "JE".

After selecting Journal Entry, the following form is displayed:

Processing Journal Entries Firm#: 1

Source#: 46 Description: Record Bank Service Charge - April 1998
 Date: 04/30/1998

G/L No	Amount	Specific Description
1100	(\$15.32)	
1510	\$15.32	
*	\$0.00	

Total: \$0.00

Buttons: Print, View, Post, Add, Delete, Close

Record: 1 of 1

Form View

Journal Entry Processing Screen

FIRM #

Enter the firm number to which the journal entry applies. All account numbers within the journal entry must have the same firm #. The default firm number is one (1).

SOURCE #

The Journal Entry Source Number assigned to this manual journal entry. If a new journal entry is being processed, leave the source # blank and the next available Sequence Number associated with the "JE" Journal Entry Source code, will be assigned.

To reference an existing non-posted journal entry, use the drop down box to select the desired journal entry via the system assigned source number. All line items previously entered with this journal entry will be displayed.

DATE

Enter the date of the journal entry. The date must fall within the current fiscal year.

DESCRIPTION

Enter the global description pertaining to this journal entry. When this entry is posted, this description will be automatically posted with each line item. This is a required field.

The following columns are used to define the line items within the journal entry.

G/L NO

Enter the general ledger account number for which a value should be posted. All general ledger numbers must have the same firm number as identified within the header of the form. General Ledger Numbers may be selected by code using the left drop down box, or by the account description using the right drop down box.

AMOUNT

Enter the amount to be posted to the referenced G/L number. Debits are entered as positive numbers while credits are entered as negative.

SPECIFIC DESCRIPTION

If desired, a specific description may be associated with the referenced line item. Do not duplicate the global description. The entered specific description will automatically be added to the global description when posted.

TOTAL

Summarizes the total of all debits and credits contained in this journal entry. The entry is balanced if the total is zero.

Print/View Button

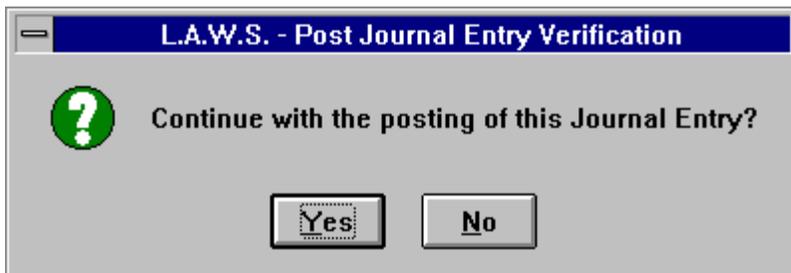
The Print/View button produces an edit listing of the current journal entry for visual verification.

A sample Journal Entry can be found at the end of this section.

Post Journal Entries

The *POST* button physically applies the journal entry transactions against the general ledger balances. If the journal entry is out of balance, a warning is displayed, but the posting is not automatically canceled.

After selecting *POST*, but before the actual posting commences, the following message is displayed.

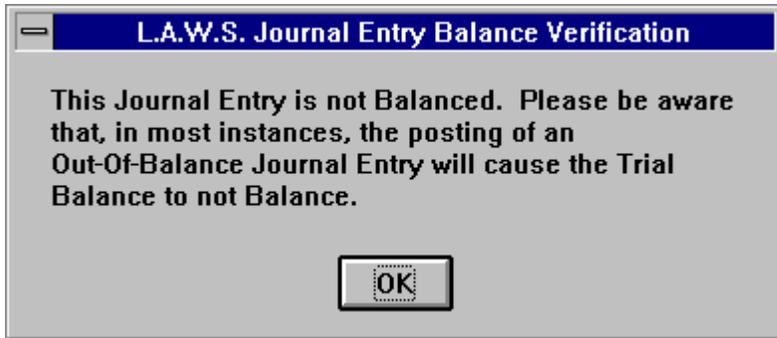


No- Will cancel the posting and return to the journal entry processing form.

Yes- Will post the journal entry to the general ledger, then delete this journal entry from the system.

Out Of Balance Journal Entries

If the journal entry is out-of-balance, (the total does not equal zero), the following warning message is displayed when you try to post.



Out-of-balance entries MAY be posted, but be aware that out-of-balance entries might cause the trial balance not to balance.

Out-of-balance entries may be useful to correct a system posting error. For example, suppose a deposit is being processed, and for some reason, the fee account is not defined in the firm file. The system generated journal entry may be out of balance by the fee amount. An offsetting out of balance manual journal entry may be produced to correct this system entry.

When posting adjusting entries, it is a good idea to always refer to the original Journal Entry Source and Source number creating a viable audit trail.

A Sample Journal Entry is displayed on the following page.

Sample: Journal Entry Edit List

L.A.W.S. CORPORATION - DEMONSTRATION

Journal Entry Edit: (Firm#: 1)

Manual Journal Entry

Source Date G/L Number Acct Description Debit Credit Description

46 04/30/1998 1 100 Cash In Bank - General Record Bank Service Charge - April 1998
 (\$15.32)

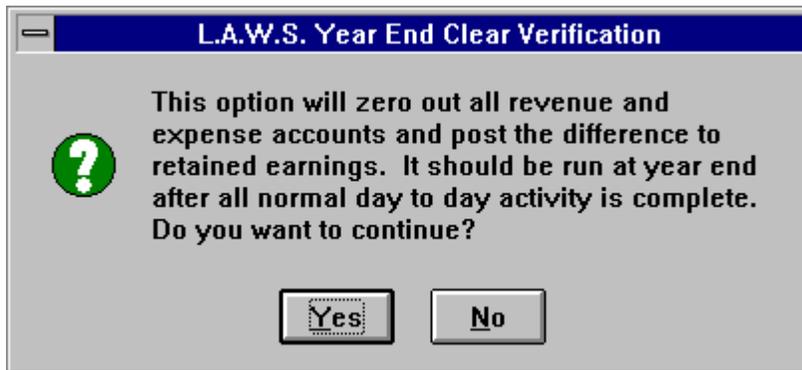
1 510 Office Expense \$15.32

Journal Entry Total: \$15.32 (\$15.32)

YEAR END CLOSE

The Year End Close Procedure creates, then posts the year end closing journal entry. This entry will zero out the revenue and expense account balances then posts the difference to the firms Retained Earnings Account. It may be run multiple times per year. Each time the Year End Close is run, it closes transactions posted to the general ledger system since the last time the close was initiated. The close should be run initially after all normal day to day activity is completed for the year being closed. The close should be run a second time after all year end adjusting entries have been posted. If the prior years transactions are not cleared from the system, the prior years activity will be included in the current years beginning revenue and expense balances.

After selecting YEAR END CLOSE the following message is displayed



This is simply an informational message stating that the Year End Close option was selected. If it was selected in error, simple answer "No" to return to the G/L Menu, otherwise, select "Yes" to display the Year End Close Processing Screen displayed below.

Microsoft Access - [Year End Close]

File Edit View Insert Format Records Tools Window Help

Processing Year End Closing Entry

Firm#: 1 Retained Earnings G/L#: 1300
Retained Earnings

Fiscal Year End: 12/31/1998

Year End Closing Entry

Print View Post

This option will produce a Journal Entry which will zero all revenue and expense accounts within the identified fiscal year and post the difference to Retained Earnings.

Close

Record: 1 of 1

Select Firm Number to Close

Year End Close Screen

FIRM #

Enter the firm number for which a closing entry should be produced. Firm number "1" is assumed. Once the firm is selected, the end date and retained earnings G/L # are automatically displayed based on the information in the Firm file.

FISCAL YEAR END

Enter the fiscal year end date corresponding to the year being closed. The system automatically adds one year to the fiscal start date in the Firm file as a default end date. This date may be modified as needed. The resulting journal entry will clear all revenue and expense activity through the specified Fiscal Year End Date.

RETAINED EARNINGS G/L #

The difference between total revenue and total expense will be posted to the retained earnings account noted in the Firm file. If the displayed account number is incorrect, the correction must be made through Firm Maintenance.

PRINT/VIEW BUTTON

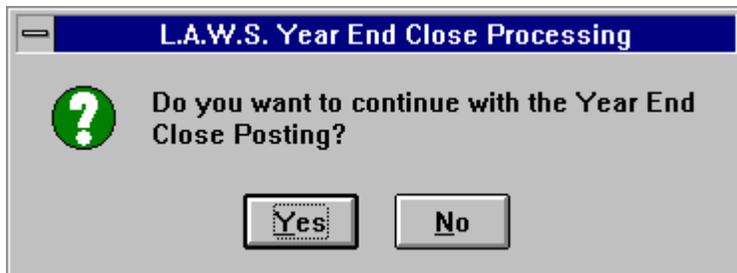
The Print or View button will display the system generated closing entry.

A sample of this report can be found following this section.

POST BUTTON

The *Post Button* physically posts the system generated closing entry to the general ledger.

After pressing the Post Button, the following message is displayed:



Answering "Yes" will post the generated year end closing entry. "No" will return to the prior form.

A sample Year End Close Journal Entry is displayed on the following page.

Sample: Year End Close Journal Entry

L.A.W.S. CORPORATION - DEMONSTRATION

Year End Close Entry: (Firm#: 1)

Source	Date	G/L Number	Acct Description	Debit	Credit
YE	12/31/1998	400	Fees Received - general	\$8,620.50	
		400	Fees Received - AAA	\$3,710.00	
		400	Fees Received - CCC	\$3.00	
		400	Fees Received - Firm	\$149.32	
		400	Fees received = PDK	\$49,119.54	
		400	Fees Received - AAA - Profit Center 01	\$475.00	
		401	Client Expense Reimbursement Account	\$1,420.99	
		402	Retainer's Received	\$3,340.00	
		500	Client Costs	\$362.36	
		500	Client costs for alan Appleberry		(\$5.00)
		500	Client Costs for PDK	\$2,162.50	
		502	Rent Expense	\$175.00	
		506	Payroll Tax Expense		(\$359.81)
		507	Payroll- Officers		(\$5,453.35)
		508	Telephone Expense		(\$125.00)
		508	Telephone Expense Reimbursement	\$2,500.00	
		508	Fax Reimbursement	\$161.50	
		509	Photocopy Expense		(\$5.00)
		509	Photocopy Client Reimbursement	\$327.50	
		510	Office Expense		(\$140.32)
		598	Postage	\$50.00	
		1300	Retained Earnings		(\$66,488.73)
Journal Entry Total:				\$72,577.21	(\$72,577.21)

JOURNAL ENTRY SUMMARY REPORT

The purpose of the Journal Entry Summary Report is to reprint journal entries which have been previously posted to the general ledger. The *JOURNAL ENTRY SUMMARY REPORT* is a useful tool in analysis of an out of balance general ledger. All selection criteria works in conjunction with each other allowing for as broad or as narrow reporting as desired.

After selecting the *J/E SUMMARY* option, the following form is displayed.

Journal Entry Summary Report Selection

FIRM NO

Enter the firm number with which the journal entries are associated. The default Firm # is "1".

START AND END DATES

Enter the date range for inclusion of data on the report. All transactions falling within this date range, and meeting the other criteria, will be included on the report. The default dates for the report are the first and last day of the month referenced within the WIP Entry Cutoff Date in the Firm file.

SOURCE TYPE

Enter the desired "Source Type" of the journal entries to be selected. Leave the "Source Type" blank for all types. The available Journal Entry Source Types are listed below:

CD	Cash Disbursements	CR	Cash Receipts
TD	Trust Disbursements	TR	Trust Receipts
JE	Manual Journal Entries	PR	Payroll
YE	Year End Close		

SOURCE NO

To select a single, specific journal entry, enter the system assigned G/L source number identifying the journal entry. Otherwise, leave this option blank to choose all entries meeting the other criteria.

After entering the desired criteria, select **PRINT** or **VIEW** to generate the report.

A sample of the Journal Entry Summary Report may be found on the following page.

Sample: Journal Entry Summary Report

L.A.W.S. CORPORATION - DEMONSTRATION
Journal Entry Summary Report:
 (Firm#: 1)

J/E Source: CR
 Source No: * ALL *

Start Date: Feb 01/1998
 End Date: Feb 28/1998

Source	Date	G/L Number	Maj Sub	Atty	Check#	Acct Description	Debit	Credit	Detail Ref#	Description
Cash Receipts										
CR 115	02/03/1998									
	100					0 Cash In Bank - General	500.00		CR Ref# 1 - 1	
	500	02	PDK			0 Client Costs for PDK		-500.00	CR Ref# 1 - 1	
						Total: CR 115 2/3/98	\$500.00	(\$500.00)		
<hr/>										
CR 116	02/05/1998									
	100					0 Cash In Bank - General	500.00		CR Ref# 1 - 3	
	400					0 Fees Received - general		-200.00		
	400					0 Fees Received - general		-150.00		
	400					0 Fees Received - general		-100.00		3 (2) Filing Fee
	400					0 Fees Received - general		-50.00		4 (3) Cost Reimb posted as misc receipt instead of disb.
						Total: CR 116 2/5/98	\$500.00	(\$500.00)		
<hr/>										
CR 117	02/06/1998									
	100					0 Cash In Bank - General	845.00		CR Ref# 4 - 6	
	400					0 Fees received = PDK		-110.00		
	400	01	AAA			0 Fees Received - AAA - Profit Center 01		-132.19		
	400	01	AAA			0 Fees Received - AAA - Profit Center 01		-102.81		** Out Of Balance \$500.00
						Total: CR 117 2/6/98	\$845.00	(\$345.00)		
<hr/>										
CR 119	02/06/1998									
	100					0 Cash In Bank - General	845.00		CR Ref# 4 - 6	
	400					0 Fees received = PDK		-110.00		
	400	01	AAA			0 Fees Received - AAA - Profit Center 01		-132.19		
	400	01	AAA			0 Fees Received - AAA - Profit Center 01		-102.81		
	500	02	PDK			0 Client Costs for PDK		-500.00	10 (6) Filing Fee Checking disb GL#	
						Total: CR 119 2/6/98	\$845.00	(\$845.00)		
<hr/>										
Firm Total: 1							\$2,690.00	(\$2,190.00)		** Out Of Balance \$500.00

TRIAL BALANCE

The purpose of the trial balance is to list selected general ledger accounts, along with the beginning of the period balance, current period debit, current period credit and the ending balance. The report balances if the beginning and ending of period balances are zero. The Trial Balance is sorted by the general ledger user defined sub-total code within the account type. After selecting TRIAL BALANCE, the following form is displayed:

Trial Balance Selection Screen

FIRM NO

Enter the firm number with which the Trial Balance is to be printed. The default Firm # is "1".

START AND END DATES

Enter the date range for inclusion of data on the report. All transactions falling within this date range, and meeting the other criteria, will be summarized within the current debit and current credit columns on the report. The default dates for the report are the first and last day of the month referenced within the WIP Entry Cutoff Date in the Firm file.

START GL# / END GL#

Enter the range of general ledger numbers to be contained on the trial balance. L.A.W.S. automatically inserts the lowest GL number for the firm as the starting GL# and the highest GL number for the firm as the ending GL#. These numbers may be changed as desired. For a single account, enter the desired account number in both the start and end GL#s.

A sample of the Trial Balance Report can be found on the following page. Please note, this trial balance is out of balance. To force the report to fit an a single page the expenses were omitted.

Sample: Trial Balance

L.A.W.S. CORPORATION - DEMONSTRATION

Trial Balance: (Firm#1)

G/L Account Number

CO Major Sub Aty Description

		Beginning Balance 1/31/98	02/01/1998 Current Debit	Thru	02/28/1998 Current Credit	Ending Balance 2/28/98
Assets						
1 100	Cash In Bank - General	\$3,788.57	\$2,690.00			\$6,478.57
1 100	Cash in Bank - Profit Center 01	(\$65.00)				(\$65.00)
1 101	Cash - Trust Chemical Bank	\$511.75				\$511.75
1 102	Cash- Trust Comerica	\$1,125.00				\$1,125.00
1 103	Cash Trust NBD	\$9,675.00				\$9,675.00
	Total Assets:	\$15,035.32	\$2,690.00		\$0.00	\$17,725.32

Liabilities						
1 200	Federal Income Tax withholding	(\$592.18)				(\$592.18)
1 201	State Income Tax Withholding	(\$311.75)				(\$311.75)
1 202	Local Income Tax Withholding	\$0.00				\$0.00
1 203	Trust Account NBD	(\$4,500.00)				(\$4,500.00)
1 270	United Fund Withholding	(\$100.00)				(\$100.00)
	Total Liabilities:	(\$5,503.93)	\$0.00		\$0.00	(\$5,503.93)

Equity						
1 300	Retained Earnings	\$51,362.90	\$0.00		\$0.00	\$51,362.90
	Total Equity:	\$51,362.90	\$0.00		\$0.00	\$51,362.90

Revenue						
1 400	Fees Received - general	(\$7,466.50)				(\$7,466.50)
1 400	AAA Fees Received - AAA	(\$3,710.00)			(\$500.00)	(\$3,710.00)
1 400	CCC Fees Received - CCC	(\$3.00)				(\$3.00)
1 400	FIRM Fees Received - Firm	(\$149.32)				(\$149.32)
1 400	JJK Fees Received - JJK	\$0.00				\$0.00
1 400	PDK Fees received = PDK	(\$47,476.60)				(\$47,476.60)
1 400	AAA Fees Received - AAA - Profit Center 01	(\$5.00)			(\$220.00)	(\$47,696.60)
1 400	PDK Fees Received -PDK , Profit Center 01	\$0.00			(\$470.00)	(\$475.00)
1 401	Client Expense Reimbursement Account	(\$1,380.99)				(\$1,380.99)
1 402	Retainer's Received	(\$2,340.00)				(\$2,340.00)
	Total Revenue:	(\$62,531.41)	\$0.00		(\$1,190.00)	(\$63,721.41)

	Firm Total:	(\$1,637.12)	\$2,690.00		(\$1,190.00)	(\$137.12)
--	--------------------	---------------------	-------------------	--	---------------------	-------------------

DETAIL GENERAL LEDGER

The DETAIL GENERAL LEDGER report lists all transactions associated with general ledger accounts within a user supplied date range. The report can list each detail transaction affecting the selected account, or it can summarize transactions based on the journal entry source.

After selecting the DETAIL G/L, the following form is displayed

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Detail General Ledger Report]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The main area is titled "Detail General Ledger Report: Selection Criteria" and contains several input fields and buttons. The "Firm No." field is set to "1". The "Start Date" is "02/01/1998" and the "End Date" is "02/28/1998". The "Start G/L #" is "1100" and the "End G/L #" is "1598". The "Report Format" is "Summary" and the "Sort Option" is "Source Type". There are "Print" and "View" buttons. At the bottom, there is a "Close" button and a status bar showing "Record: 1 of 1" and "Select Firm Number".

Detail General Ledger Selection

FIRM NO

Enter the firm number with which the detail general ledger is to be printed. The default Firm# is "1".

START AND END DATES

Enter the date range for inclusion of data on the report. All transactions falling within this date range, and meeting the other criteria, will be included on the report. The default dates for the report are the first and last day of the month referenced within the WIP Entry Cutoff Date in the Firm file.

START AND END G/L #

The data to be included on the report may be selected based on a range of general ledger numbers. The default range is the first through last general ledger number. If desired, the range may be narrowed to as little as a single account.

REPORT FORMAT

Enter the form in which the data should be presented. The available options include:

- Detail** Prints each individual transaction
- Summary** Summarizes transactions into a single line item by date within the G/L source code for each account.

SORT OPTION

Specifies the method by which the report should be sorted. The available options include:

- Source Type** Subtotals activity on the report by Source Type Code.
- Date** Subtotals activity on the report by Source Type Code within the transaction month.

For example: The date range for the report may be 01/01/98 through 02/28/98. If the sort option is "Date", then January's activity will be totaled, and February's activity will also be totaled. Within each month, activity will be sorted and subtotaled by source type.

A sample of the Detail General Ledger report is displayed on the following page.

Sample: Detail General Ledger Report

L.A.W.S. CORPORATION - DEMONSTRATION

Detail General Ledger- Detail Transactions Summary by Source: Firm# 1

Start G/L #: 1100
End G/L#: 1100

Start Date: 01/01/1998
End Date: 04/30/1998

Description	Vendor	Date	Src Je#	Debit	Credit	Check#	Client	Matter	Atty
100 Cash In Bank - General				\$116,550.21					
(52) Delivery Service	United Parcel Service (UPS)	04/21/1998	CD 104		(\$100.00)	48802			
(51) Contract Labor - Yard Work	Geroge Hanson (MISC)	04/21/1998	CD 104		(\$100.00)	48803			
Total (CD):					(\$200.00)				(\$200.00)
CR Ref# 1 - 1		02/03/1998	CR 115	\$500.00			0		
CR Ref# 1 - 3		02/05/1998	CR 116	\$500.00			0		
CR Ref# 4 - 6		02/06/1998	CR 117	\$845.00			0		
CR Ref# 4 - 6		02/06/1998	CR 119	\$845.00			0		
CR Ref# 1 - 3		03/01/1998	CR 123	\$1,292.94			0		
CR Ref# 1 - 3		03/07/1998	CR 123	\$2,500.00			0		
CR Ref# 1 - 3		03/25/1998	CR 123	\$364.00			0		
CR Ref# 9 - 11		04/03/1998	CR 121	\$1,340.00			0		
CR Ref# 2 - 4		04/03/1998	CR 122	\$1,340.00			0		
Total (CR):				\$9,526.94					\$9,526.94
balance cash		01/01/1998	JE 45		(\$112,761.64)		0		
Record Bank Service Charge - April 1998		04/30/1998	JE 46		(\$15.32)		0		
Total (JE):					(\$112,776.96)				(\$112,776.96)
03/31/1998 PR 5					(\$323.25)		0		
04/15/1998 PR 6					(\$1,318.27)		0		
Total (PR):					(\$1,641.52)				(\$1,641.52)
Account Total:				\$9,526.94	(\$114,618.48)				\$11,458.67
Firm Total: Bal Fwd:				\$116,550.21	(\$114,618.48)				\$11,458.67

CHART OF ACCOUNTS

The CHART OF ACCOUNTS lists all non-financial general ledger account information in account number order. After selecting *CHART OF ACC'TS*, the following form is displayed.

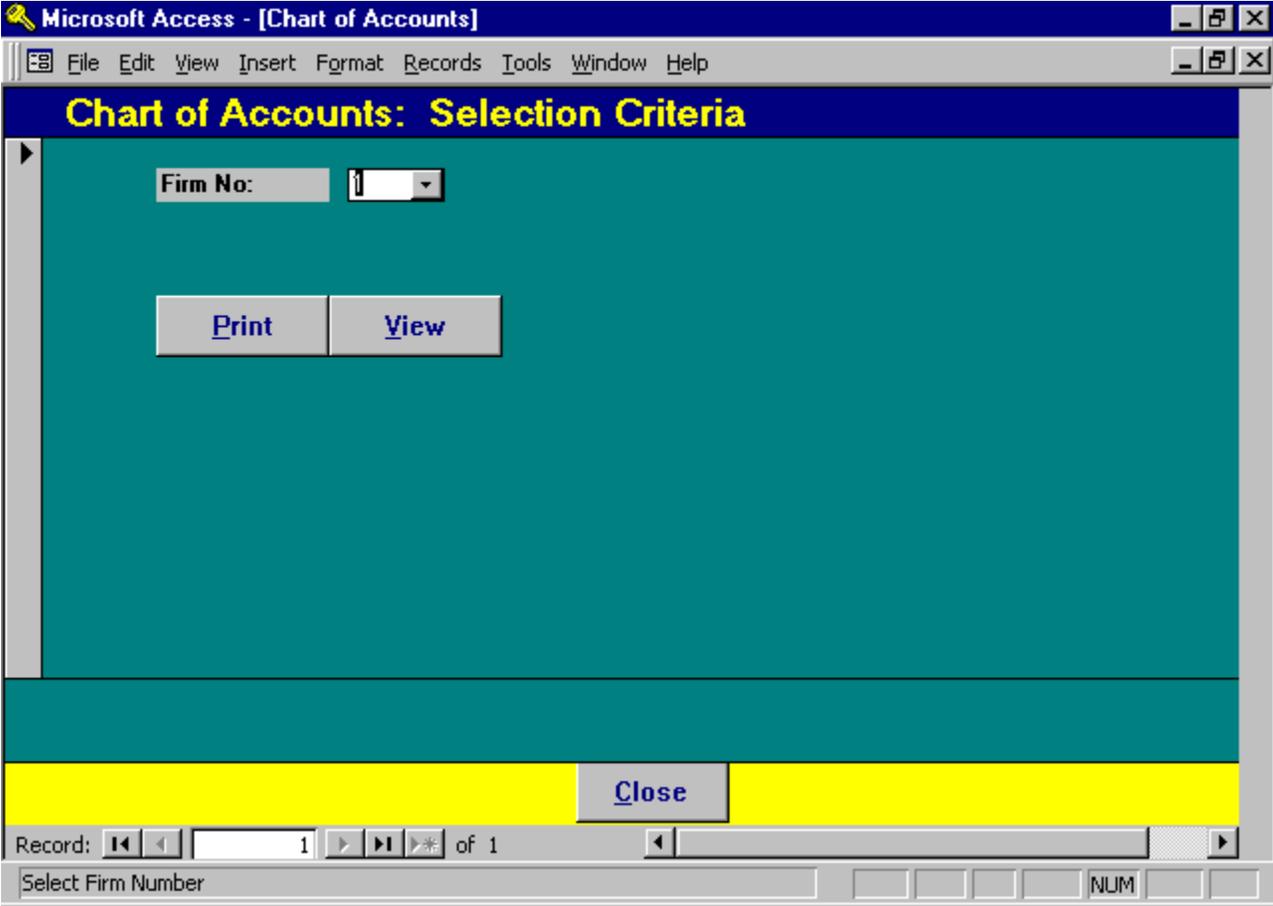


Chart of Accounts Selection

FIRM #

Enter the firm number with which the chart of accounts should be printed. The default firm # is "1". All general ledger account numbers associated with the specified Firm Number will be selected.

No other options are available.

A sample of the Chart of Accounts report can be found on the following page.

Sample: Chart of Accounts

L.A.W.S. CORPORATION - DEMONSTRATION

Chart of Accounts: (Firm#1)

G/L Account Number
CO Major Sub Aty

Description

Type of
Account

Sub Total
Description

Cash
Account

Notes

Inactive Date

1	100			1		Yes			
		Cash In Bank - General					NBD Account # 2001234567		
1	100	Cash in Bank - Profit Center 01	01	1		Yes	Signers: John Kelly, Carol Fitzman		
1	101	Cash - Trust Chemical Bank		1		Yes			
1	102	Cash- Trust Comerica		1		Yes			
1	103	Cash Trust NBD		1		Yes			
1	200	Federal Income Tax withholding		2		No			
1	201	State Income Tax Withholding		2		No			
1	202	Local Income Tax Withholding		2		No			
1	203	Trust Account NBD		2		No			
1	270	United Fund Withholding		2		No			
1	300	Retained Earnings		3		No			
1	400	Fees Received - general		4		No			
1	400	Fees Received - AAA	AAA	4		No			
1	400	Fees Received - CCC	CCC	4		No			
1	400	Fees Received - Firm	FIRM	4		No			
1	400	Fees Received - JJK	JJK	4		No			
1	400	Fees received = PDK	PDK	4		No			
1	400	Fees Received - AAA - Profit Center 01	01	4		No			
1	400	Fees Received -PDK , Profit Center 01	01	4		No			
1	401	Client Expense Reimbursement Account		4		No	Overhead expenses reimbursed from clients. Overhead expensed may be allocated to a different account based on the bill code used.		
1	402	Retainer's Received		4		No			
1	500	Client Costs		5		No			
1	500	Client costs for alan Appleberry	01	5		No			
1	500	Client Costs for PDK	02	5		No			
1	502	Rent Expense		5		No			
1	506	Payroll Tax Expense		5		No			
1	507	Payroll- Officers		5		No			
1	507	Payroll - Attorneys	02	5		No			
1	508	Telephone Expense		5		No			
1	508	Telephone Expense Reimbursement	01	5		No			
1	508	Fax Reimbursement	02	5		No			
1	509	Photocopy Expense		5		No			
1	509	Photocopy Client Reimbursement	01	5		No			
1	510	Office Expense		5		No			
1	598	Postage		5		No			

FINANCIAL STATEMENTS

L.A.W.S. allows for the creation of "User Defined" Financial Statements. User defined statements allow the firm to design customized income statements, balance sheets, budgets, and supporting statements. These statements may be as detailed, or as summarized, as the firm desires. Many people find the setup and design of Financial Statements unnecessarily confusing. Take time to review the associated examples, especially relating to the total lines. Within a little time and experimentation your financial statements will not only look professional, but also balance.

After specifying FINANCIAL STATEMENTS, the following form is displayed.

Financial Statement Processing Screen

This screen has four major functions including:

- 1) Entry and modification of Financial Statement formats.
- 2) Listing of existing Financial Statement formats.
- 3) Generation of a Financial Statement Format Error List identifying duplicate, missing or extra account numbers within a specified format.
- 4) Generation of the actual Financial Statement in Actual or Budget form.

The concepts associated with building Financial Statements are straight forward, but sometimes difficult to grasp. Throughout this section in the documentation manual, we will be building an actual Income Statement. All the examples will relate specifically to the Income Statement being created. Listed at the end of this section is the end result of our efforts portrayed as a Financial Statement along with the corresponding Financial Statement Format Listing. Please pay close attention to the examples to gain an understanding of how the Financial Statement program functions.

The Financial Statements may be printed in one of three layouts including the Income Statement Format, Budget Format or the Balance Sheet Format. Actual performance is defined as the actual performance of the firm as accumulated within the general ledger. Actual balances are reported through standard financial reports such as the trial balance and detail general ledger. Budget performance is defined as the budget values developed within the firm and posted to specific general ledger numbers using the *Budget* button within *General Ledger Maintenance*.

The **Income Statement** compares the actual current month and year to date performance to the prior year's actual month and year to date performance.

The **Budget** compares the actual current month and year to date performance to the budgeted month and year to date performance.

The **Balance Sheet** notes the Current and Prior year-to-date totals only.

All financial statements are user defined meaning the firm determines what will be included on the statement and how the data will be summarized and titled. The firm may develop many different statements such as income statements, balance sheets, and supporting schedules. Each individual statement must be defined through the *Statement Code*. Examples of Statement codes are "INC" for the Income Statement, "BAL" for the Balance Sheet, "Sch1" for supporting Schedule 1, etc. Although statements can be defined with any code, the convention within L.A.W.S. is that Balance sheet type statements start with the letter "B" while Income Statement and Budget reports start with letters other than "B".

As a default, all statement codes starting with "B" will utilize the Balance Sheet format, while statement codes starting with letters other than "B" will use the Income Statement or Budget format.

Financial statements consist of a series of user defined line items. Each line item specifies to L.A.W.S. the information to print on the statement such as headings, detail, or total lines. The order of printing the lines is determined by the line items *Print Sequence Number*.

The Financial Statement *Format* refers to the collection of line items constituting each financial statement.

Financial statements consist of three distinct types of line items as defined below:

- Header:** Lines that print titles and are not associated with General ledger numbers. Heading lines do not print dollar amounts.
- Detail:** Lines that compute and print the dollar balances for all general ledger account numbers identified with the line item.
- Total:** Lines that print the total of the proceeding detail lines. Total lines can be defined to print a single subtotal which summarizes a few detail lines within a financial statement, or to summarize several of all of the previously computed subtotals.

POSTING THE SCREEN

It is important that the each financial statement format line item is posted prior to adding or modifying another line item. **BE SURE TO CLICK THE PENCIL, LOCATED IN THE RECORD SELECTOR, TO POST THE CURRENT RECORD PRIOR TO MOVING TO A NEW LINE ITEM.**

A detailed description of the information associated with each financial statement line item follows:

STATEMENT CODE

Specify the user defined statement code associated with the desired financial statement. If an pre-defined statement code is referenced, the heading line of the specified format will be displayed. When a new statement code is entered, the statement heading must be entered on the line description of print sequence number zero.

FIRM NUMBER

Specifies the Firm for which the financial statement is being developed. This field is required only if the multiple firm numbers have been established within *Firm Maintenance*, and the law firm maintains separate and distinct general ledgers on all established firms. In the great majority of instances, the law firm will be utilizing a single firm only which is defined as firm "1".

Financial statements are specific to a firm number. Assume a law firm maintains two general ledgers for firm numbers 1 and 2, and desires income statements for the established firms. Two separate financial statements need to be established, the first for firm 1 using firm 1's general ledger account numbers, and the second for firm 2 using firm 2's general ledger numbers.

SELECTED SEQ#

The *Selected Seq#* specifies the line number of the financial statement format which is currently being created or modified. All line items entered into a financial statement format print consecutively by the print sequence number. L.A.W.S. automatically assigns sequence numbers to new lines in increments of ten (10). If desired, the sequence number of new or existing line items may be modified so that the line prints in the desired location on the format.

The first line within a financial statement format is always numbered zero (0) and contains the Statement Heading.

PRINT SEQ#:

The *Print Sequence Number* is usually equal to the *Selected Sequence Number*. The purpose of this field is to allow modification of the previously assigned line item sequence number.

Example: Assume a line item was entered into the format with a sequence number of 50. Upon review of the format it is decided to change the position of the line item from 50 to 77. The *Selected Seq#* has to reference the original line item, in this example 50. Once line 50 is displayed, the *Print Seq#* will be changed from 50 to 77. After exiting the field, the line item sequence number will be changed and both fields will read the current value.

LINE DESCRIPTION

Enter the description of the line that should appear on the financial statement line for this line item. When entering description lines, be consistent with the spacing of "like" types of lines. For example, heading lines may be flush left, detail lines may be indented several spaces, and total lines may be indented an additional few spaces. The indentation options are totally dependant on the users preference. Please review the Sample below and note the line item types.

Revenue	(Heading Line)
Fee Income	(Detail Line)
Client Expense Recovered	(Detail Line)
Other Income	
Total Income	(Total Line)

The Statement Heading is always entered with print sequence number zero. The statement heading will be automatically centered under the firm name, and should be entered flush left.

ADD/SUB

This field specifies whether the current balances associated with the line items General Ledger account numbers, should be added to or subtracted from the running totals or sub-totals. This option is applicable to *Detail* line items only and is ignored when used with *Heading* or *Total* line items. The addition or subtraction occurs after reversing the sign. The available options are:

- A** The generated line item total is added to the report's totals,
- S** The generated line total is subtracted from the report's totals.

REVERSE SIGN

This field specifies if the sign of the computed dollar amount should be reversed prior to being accumulated and printed. The available options are:

- Y** The computed dollar amount associated with this line item will be reversed.
- N** The computed dollar amount associated with this line item will not be reversed.

Fees, Liabilities, and Equity accounts are naturally recorded throughout the general ledger as credit, negative, balances. When printed on financial statements, it is normally clearer to reverse the sign of the credit accounts and display them as positive numbers.

Asset and Expense accounts normally have debit, positive, balances. When displaying these accounts, the sign is not normally reversed.

Add and subtract options refer to the impact on the final figure. In the income statement the final figure is "Net Income". Accordingly, revenue amounts are added to net income, while the expense lines are subtracted from net income. Subtotaled amounts within the statement may need to be reversed based on the line item options. Pay special attention to the examples for a fuller understanding of this concept.

As the general rule, the add/subtract options and reverse sign options work as follows on the specified statements.

<u>Statement Type</u>	<u>GL Type</u>	<u>Usual Line Item Treatment</u>
Income/Budget Statements:	Assets	Generally not included on this statement.
	Liabilities	Generally not included on this statement.
	Equity	Generally not included on this statement.
	Revenue	Added Reversed
	Expenses	Subtracted Not Reversed
Balance Sheet:	Assets	Added Not Reversed
	Liabilities	Added Reversed
	Equity	Added Reversed
	Revenue & Expenses	Usually totaled together into a single amount titled something like "Year To Date Income". This total is usually listed within the equity section of the Balance Sheet. The treatment is the same as the equity. Added Reversed

Please review the add/subtract and reverse sign options associated with the sample line items below:

Revenue	(Heading Line-codes ignored)
Fee Income	(Detail Line - Reverse & Add)
Client Expense Recovered	(Detail Line - Reverse & Add)
Other Income	(Detail Line - Reverse & Add)
Total Income	(Total Line-Do not Reverse, Add/Sub ignored)
Expenses	(Heading Line-codes ignored)
Client Costs	(Detail Line-Do not reverse & Sub)
Administrative Expenses	(Detail Line-Do not reverse & Sub)
Total Expense	(Total Line-Reverse, Add/Sub ignored)
Net Income	(Total Line-Do not Reverse, Add/Sub ignored)

If "Subtract" is used to subtract expense amounts from the net income total, then the subtotal of expenses will be a negative number and should be reversed prior to printing. The example associated with the *Sub Total* option displays running totals that reinforce the concepts associated with these codes.

TOTAL OPTION

Specifies whether the line item is a heading, detail or total line. The financial statements allow for six "levels" of totals. The available options for this option are:

Blank Detail Line Item.

H Heading Line

1 - 6 Total Line. - the entered number specifies the specific total to be printed. When printed the specified total and all lower number totals are set to zero.

The Financial Statement program contains six levels of totals. Whenever a detail line is processed the computed balances associated with the detail line item are added to or subtracted from all six totals. The *Total* option specifies which Total balance, 1 - 6, is to be printed.

Below, please review the subtotal accumulations associated with the above example.

	Total/Add Option	Cur Month Line Item Amount	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Revenue	H	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Fee Income	Blank/Add	\$ 45,130	\$ 45,130	\$ 45,130	\$ 45,130	\$ 45,130	\$ 45,130	\$ 45,130
Client Expense	Blank/Add							
Recovery		\$ 50	\$ 45,180	\$ 45,180	\$ 45,180	\$ 45,180	\$ 45,180	\$ 45,180
Other Income	Blank/Add	\$ 1,000	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180
Total Income	1	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180

The total income line is classified as Total, Level 1. Accordingly, the current value of the level 1 total will be used as the total amount, then cleared after it is printed.

Total Values After Printing			\$ 0	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180
--------------------------------	--	--	------	-----------	-----------	-----------	-----------	-----------

Expenses	H	\$ 0	\$ 0	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180	\$ 46,180
Client Costs	Blank/Sub	\$ 7,700	\$ -7,700	\$ 38,480	\$ 38,480	\$ 38,480	\$ 38,480	\$ 38,480
Administrative Expenses	Blank/Sub	\$ 16,765	\$ -24,465	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715
Total Expense	1 (rev sign)	\$ 24,465	\$ -24,465	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715

The total expense line is also classified as a level 1 total. Since the level 1 total was cleared after Total Income, the value of level 1 represents the sum total of all detail line items processed since the last level 1 total. Expenses are coded as being subtracted from totals. The value of the Level 1 Total is therefore negative and must be reversed prior to printing.

The total expense line is classified as Total, Level 1. Accordingly, the current value of the level 1 total will be used as the total amount, then cleared after it is printed.

Total Values After Printing			\$ 0	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715
--------------------------------	--	--	------	-----------	-----------	-----------	-----------	-----------

Net Income	2	\$ 21,715	\$ 0	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715
------------	---	-----------	------	-----------	-----------	-----------	-----------	-----------

The Net Income Total number could have been any level number greater than 1 since level 2 - 6 contain equal values and there are no additional line items in this sample format. After the net income is printed, the value of the level, 2, and all lower levels are automatically cleared as noted below.

Total Values After Printing			\$ 0	\$ 0	\$ 21,715	\$ 21,715	\$ 21,715	\$ 21,715
--------------------------------	--	--	------	------	-----------	-----------	-----------	-----------

LINE SPACING

The line spacing value specifies how many blank lines should be printed AFTER the specified line is printed. The available options are:

- 1 Single Spaced
- 2 Double Spaced
- 3 Triple Spaced

Single spacing is assumed if the *Line Spacing* option is blank.

GENERAL LEDGER DISTRIBUTION

The General Ledger Distribution allows G/L #s to be associated with detail line items. Each distribution line contains a G/L Lower and G/L Upper number. If a single account is to be associated with a line, simply enter the lower value and leave the upper blank. If a range of numbers should be processed, enter the lower and upper values and the system will accumulate the value of all accounts within the specified range. The G/L Lower value is verified for accuracy, but the G/L Upper value is not verified. There is no limit to the number of *GENERAL LEDGER DISTRIBUTION* lines which may be associated with a financial statement line item.

Note: The upper right corner displays identification information about the currently displayed record. Please note that if the record selectors are used to scroll through the format, all line items from all defined formats will be available for review. Use care, when modifying data to ensure that the desired line item is being changed.

FORMAT LISTING (PRINT/VIEW)

The Format Listing button simply prints a copy of a financial statement format. A sample Income Statement and Balance Sheet format are displayed at the end of this section.

ERROR LIST (PRINT/VIEW)

The Error List is designed to detect three common errors associated with Financial Statement Formats.

In order to run the Error List, the **START G/L#** and **END G/L#** fields must be entered identifying the account numbers to be utilized for verification. The Start and End numbers associated with a balance sheet would include the entire chart of accounts from the first asset account through the last expense. An income statement would have a more limited scope including the first revenue account through the last expense account.

The errors noted on the report include:

Duplicate General Ledger Numbers: If duplicate General Ledger Account Numbers are included in the same or different line items within the same financial statement format, the accumulated total will be misstated causing the statement to be inaccurate. The Duplicate General Ledger Number portion of the Error Report checks for, then identifies Duplicate General Ledger Numbers used within the displayed format.

Missing General Ledger Numbers: The Missing Number portion of the Error Report verifies that all G/L numbers from the chart of accounts, within the entered Start and End G/L# range, are included in the format. If a new account is added to the chart of accounts, it must be added to the appropriate financial statement format. It is possible that the added number will be naturally added to a line item if it falls within a pre-defined range of numbers.

Extra General Ledger Numbers: The Extra General Ledger Number portion of the report checks for and reports all account numbers falling outside the specified Start and End G/L # range. For example, Income statements typically include only revenue and expense items. If a liability account were inadvertently added to the income statement format in error, it would be detected via the extra account number section of this error report.

The error list cannot verify the accuracy of the Add/Sub or the Reverse Sign codes. It is important to visually verify the accuracy of new formats as they are entered into the system. It is highly recommended that existing formats be reviewed for accuracy on a regular basis to ensure that all new accounts are reflected in the formats accurately.

An sample Error list can be found at the end of this section.

PRINT STATEMENT (PRINT/VIEW)

The Print Statement button prints the actual financial statement defined through the format. A *Thru Date* must be specified defining the scope of the report. The current month is always the month noted within the *Thru Date*. Year to Date Totals are computed from the *Start Date* through the *Thru Date*.

FORMAT TYPE:

The Format Type identifies the type of Statement to be printed. The two available types of formats are the *Balance Sheet Format* and the *Income Statement Format*. The default format type is determined by the first character of the Statement Code. Statement codes starting with the letter "B" default to the *Balance Sheet Format*. All other Statement Codes default to the *Income Statement Format*. The available options are:

- I:** Income Statement Format. Compares Current and Year to Date totals to either the prior year or to budget values. Computes a variance.
- B:** Balance Sheet Format. Reports current year to date balances only.

STATEMENT TYPE:

The Statement Type identifies the type of Statement to be printed. Balance Sheet type formats, Formats starting with a "B" always utilize actual. Income Statement type formats may use either option. The available options are:

- Actual:** Compares the Current Year General Ledger Values to the Prior Years General Ledger Values.
- Budget:** Compares the Current Years General Ledger Values to the Budgeted Values.

A sample balance sheet and income statement is displayed at the end of this section.

- Sample: Financial Statement Format List - Income Statement**
- Sample: Financial Statement Format List - Balance Sheet**
- Sample: Error List**
- Sample: Income Statement**
- Sample: Budget Statement**
- Sample: Balance Sheet**

L.A.W.S. CORPORATION - DEMONSTRATION
Financial Statement Format List: INC

Print Seq	Line Description	Add Sub	Rev Sign	Total Space	Page	Lower GL #	Upper GL #	Ref No.
0	Income Statement	A	N	H 2	1			46
10	Revenue	A	N	H 1	1			47
20	Fee Income	A	Y	1 1	1	1400	140001PDK	48
22	Client Expenses Recovered	A	Y	1 1	2	1401		93
27	Other Income	A	Y	1 1	2	1402		94
30	Total Income		N	1 2	1			49
33	Expenses		N	H 1	2			73
35	Client Costs	S	N	1 1	2	1500	150002PDK	92
40	Administrative Expenses	S	N	1 1	2	1502	1999999	53
50	Total Expenses		Y	1 2	2			96
60	Net Income		N	2 1	2			97

L.A.W.S. CORPORATION - DEMONSTRATION
Financial Statement Format List: BS

Print Seq	Line Description	Add Sub	Rev Sign	Total	Space	Page	Lower G/L #	Upper G/L #	Ref No.
0	Balance Sheet		N	H	1	1			98
10	ASSETS		N	H	1	1			79
20	Cash in Bank	A	N		1	1	1100	110001	80
30	Cash in Bank - Trust Accounts	A	N		1	1	1101	1103	81
40	Total Assets		N	6	2	1			82
50	LIABILITIES		Y	H	1	1			83
55	Payroll Withholdings	A	Y		1	1	1200	1202	56
60	Other Liabilities	A	Y		1	1	1203		84
		A	Y		1	1	1270		84
65	Total Liabilities		N	1	2	1			89
70	EQUITY		N	H	2	1			85
80	Year to Date Income	A	Y		1	1	1400	1598	86
85	Retained Earnings	A	Y		1	1	1300		88
86	Total Equity		N	1	2	1			100
90	Total Equity and Liabilities		N	6	2	1			87

L.A.W.S. CORPORATION - DEMONSTRATION

Start G/L#: 1300
End G/L #: 1598

Financial Statement Format Error List - Format Code:INC

Duplicate Account Numbers Referenced within this Format:

<u>Acct No</u>	<u>Account Description</u>	<u>Sequence #'s</u>
----------------	----------------------------	---------------------

Missing Account Numbers within this Format:

<u>Acct No</u>	<u>Account Description</u>
1300	Retained Earnings

Account Numbers within this Format Outside Specified Range:

<u>Acct No</u>	<u>Account Description</u>
----------------	----------------------------

L.A.W.S. CORPORATION - DEMONSTRATION

Income Statement

	Month to Date (Apr 30 1998)		Year to Date (Jan 01 1998 - Apr 30 1998)		%
	Current Year	Prior Year	Current Year	Prior Year	
Revenue					
Fee Income	\$45,130	\$44,673	\$48,267	\$56,580	-15%
Client Expenses Recovered	\$50	\$146	\$40	\$1,381	-97%
Other Income	\$1,000	(\$90)	\$1,000	\$2,340	-57%
Total Income	\$46,180	\$44,728	\$49,307	\$60,301	-18%
Variance		\$1,452		(\$10,994)	
Expenses					
Client Costs	\$7,700	\$11,927	\$6,700	\$11,765	-43%
Administrative Expenses	\$16,765	\$23,369	\$15,110	\$23,506	-36%
Total Expenses	\$24,465	\$35,295	\$21,810	\$35,271	-38%
Variance		(\$10,830)		(\$8,396)	
Net Income	\$21,715	\$9,433	\$27,497	\$25,030	10%
Variance		\$12,281		\$2,466	

**Budget
INC**

**L.A.W.S. CORPORATION - DEMONSTRATION
Income Statement**

	Month to Date (Apr 30 1998)			Year to Date (Jan 01 1998 - Apr 30 1998)		
	Actual M-T-D	Budget M-T-D	Variance %	Actual Y-T-D	Budget Y-T-D	Variance %
Revenue						
Fee Income	\$45,130	\$10,000	\$35,130 351%	\$48,267	\$40,000	\$8,267 21%
Client Expenses Recovered	\$50	\$0	\$50	\$40	\$0	\$40
Other Income	\$1,000	\$0	\$1,000	\$1,000	\$0	\$1,000
Total Income	\$46,180	\$10,000	\$36,180 362%	\$49,307	\$40,000	\$9,307 23%
Expenses						
Client Costs	\$7,700	\$0	\$7,700	\$6,700	\$0	\$6,700
Administrative Expenses	\$16,765	\$0	\$16,765	\$15,110	\$0	\$15,110
Total Expenses	\$24,465	\$0	\$24,465	\$21,810	\$0	\$21,810
Net Income	\$21,715	\$10,000	\$11,715 117%	\$27,497	\$40,000	(\$12,503) -31%

BS

L.A.W.S. CORPORATION - DEMONSTRATION**Balance Sheet
As of April 30, 1998**

	Current Year to Date		Prior Year to Date	
ASSETS				
Cash in Bank	\$11,393.67		\$118,592.86	
Cash in Bank - Trust Accounts	\$11,001.33		\$11,311.75	
Total Assets		\$22,395.00		\$129,904.61
LIABILITIES				
Payroll Withholdings	\$1,274.25		\$311.75	
Other Liabilities	\$4,672.60		\$4,500.00	
Total Liabilities		\$5,946.85		\$4,811.75
EQUITY				
Year to Date Income	\$27,496.76		\$25,030.27	
Retained Earnings	(\$11,048.61)		\$97,444.09	
Total Equity		\$16,448.15		\$122,474.36
Total Equity and Liabilities		\$22,395.00		\$127,286.11

DAILY ACTIVITY

The DAILY ACTIVITY button summarizes Cash, Accounts Receivable and Work In Process. The Daily Activity inquiry functions always display the Cash, A/R or WIP balance forward amount along with individual line items summarizing activity per day. The ending balance always displays the Cash, A/R or WIP balance as of the specified End Date. The Daily Activity Report has the option of summarizing data by either day or by month.

After selecting Daily Activity, the following form is displayed.

Daily Activity Selection

FISCAL START

This field is used when generating the *Monthly Summary Report* only. It is ignored when used in conjunction with the *Inquiry* and the *Daily Summary Report* options. The *Monthly Summary Report* summarizes twelve months of activity. The report begins at month identified within the *Fiscal Start* field and ends at the month identified within the *End Date* field.

MONTH START

Identifies the starting date for inclusion of data on the *Inquiry* and *Daily Summary Report* options. This option is ignored with the *Monthly Summary Report*.

END DATE

Identifies the ending date for inclusion of data within all Daily Activity options.

Inquiry Option

The inquiry option allows review of Cash, Accounts Receivable or WIP. The Inquiry option summarizes activity by day. The *Balance* column displays the actual balance forward on the first line of the form. Each Daily Activity Line summarizes the daily activity along with the daily change in value. The form total always displays the actual ending balance. The Available options include:

- Cash** Cash Activity will be summarized and displayed.
- A/R** Accounts Receivable Activity will be summarized and displayed.
- WIP** Work In Process Activity will be summarized and displayed.

INQUIRY BUTTON

The Inquiry Button will display either the firms Cash, Accounts Receivable or WIP activity within the date range specified.

Daily Cash Inquiry Option

Cash: If the Cash option is specified, the following form will be displayed:

Date	Receipts	Disbursements	Adjustment	Balance/ Daily Change
02/28/1998	\$0.00	\$0.00	\$0.00	\$6,413.57
03/01/1998	\$1,292.94	\$0.00	\$0.00	\$1,292.94
03/07/1998	\$2,500.00	\$0.00	\$0.00	\$2,500.00
03/25/1998	\$364.00	\$0.00	\$0.00	\$364.00
03/31/1998	\$0.00	\$0.00	(\$323.25)	(\$323.25)
04/03/1998	\$2,680.00	\$0.00	\$0.00	\$2,680.00
04/15/1998	\$0.00	\$0.00	(\$1,318.27)	(\$1,318.27)
04/21/1998	\$0.00	\$200.00	\$0.00	(\$200.00)
Total:	\$6,836.94	\$200.00	(\$1,641.52)	\$11,408.99

Information Displayed

DATE

The date on which cash activity occurred. Only dates on which cash activity was posted will be displayed. The first entry on the form represents the balance forward date. All other dates on the form represent the summary of daily activity.

RECEIPTS, DISBURSEMENTS, and ADJUSTMENTS

Represents the summarized daily cash activity for the specified date. Receipts are accumulated through the Cash Receipts program, Disbursements through the Cash Disbursement program, and Adjustments through the processing of Manual Journal Entries.

BALANCE / DAILY CHANGE

Represents either the beginning or ending cash balance or the daily change in cash position.

The first line on the form represents the Cash Balance Forward amount.

Each line item thereafter summarizes daily cash activity. The Balance / Daily Change amount on these lines represents the net change per day in the cash balance, i.e. the daily disbursements and or adjustments subtracted from the daily receipts.

The total line on the form summarizes all activity by category on the form. The Balance / Daily Change amount is the Ending Cash Balance as of the specified End Date.

A/R Inquiry Option

A/R: If the A/R option is specified, the following form will be displayed:

Date	Billing	Receipts	Adjustment	Balance/ Daily Change
02/28/1998	\$0.00	\$0.00	\$0.00	\$44,453.88
03/01/1998	\$0.00	\$1,292.94	\$0.00	(\$1,292.94)
03/12/1998	\$598.85	\$0.00	\$0.00	\$598.85
03/25/1998	\$0.00	\$364.00	\$0.00	(\$364.00)
04/03/1998	\$0.00	\$590.00	\$0.00	(\$590.00)
04/24/1998	\$555.00	\$0.00	\$0.00	\$555.00
Total:	\$1,153.85	\$2,246.94	\$0.00	\$43,360.79

Record: 1 of 6
Form View

Information Displayed

DATE & BALANCE / DAILY CHANGE

The Date and Balance / Daily Change columns are as described with the Cash Inquiry option. Only days on which A/R activity is posted are displayed. The Daily Change is computed by subtracting the A/R Receipts and Adjustments from the Billings.

BILLING, RECEIPTS, ADJUSTMENTS

Billing totals are accumulated from the Finalized Bills based on the invoice date. Receipts and Adjustments are accumulated from the Process Cash program based on the Deposit Date.

WIP Inquiry Option

WIP: If the WIP option is specified, the following form will be displayed::

Date	Entry/Adj	Billing	Balance/ Daily Change
02/28/1998	\$0.00	\$0.00	\$36,378.10
03/01/1998	\$687.50	\$0.00	\$687.50
03/02/1998	\$390.00	\$0.00	\$390.00
03/03/1998	\$800.00	\$0.00	\$800.00
03/04/1998	\$1,050.00	\$0.00	\$1,050.00
03/05/1998	\$1,750.00	\$0.00	\$1,750.00
03/06/1998	\$750.00	\$0.00	\$750.00
03/07/1998	\$520.00	\$0.00	\$520.00
03/09/1998	\$900.00	\$0.00	\$900.00
03/10/1998	\$52.50	\$0.00	\$52.50
03/12/1998	\$0.00	\$598.85	(\$598.85)
03/17/1998	\$2.50	\$0.00	\$2.50
03/31/1998	(\$500.00)	\$0.00	(\$500.00)
04/03/1998	(\$500.00)	\$0.00	(\$500.00)
04/21/1998	\$125.00	\$0.00	\$125.00
04/24/1998	\$0.00	\$555.00	(\$555.00)
Total:	\$6,027.50	\$1,153.85	\$41,251.75

Record: 1 of 16
Form View

Information Displayed

DATE & BALANCE / DAILY CHANGE

The Date and Balance / Daily Change columns are as described with the Cash Inquiry option. Only days on which WIP activity is posted are displayed. The Daily Change is computed by subtracting the Billing from the Entry / Adjustments.

ENTRY / ADJUSTMENT

The dollar value of WIP entered into the system through Time Entry and Check Writing , net of the adjustments to WIP entered through the WIP adjustment program.

Daily Activity Report Options

PRINT / VIEW Button

The *Print/View* button will generate the Daily Activity Reports. The generated reports summarize all three categories on information including Cash, Accounts Receivable, and Work in process. The report may be generated based on the available options:

- | | |
|------------------------|--|
| Daily Summary | Displays the summarized daily activity within each category of data. Days without activity are not included on the report. |
| Monthly Summary | Summarizes Cash, Accounts Receivable and Work In Process activity within month. |

Sample Daily Activity Reports are displayed on the following pages.

- Sample: Daily Cash, Accounts Receivable and WIP Activity**
- Sample: Monthly Summary of Cash, A/R and WIP**

L.A.W.S. CORPORATION - DEMONSTRATION
Daily Cash, Accounts Receivable and WIP Activity

Start: Mar 01, 1998
 End: Apr 28, 1998

Date	Cash			Accounts Receivable			Work In Process		
	Receipts	Disb's	J/E's	Balance	Billing	Entry/Adj	Balance	Billing	Balance
02/28/1998				6,414			44,454		36,378
03/01/1998			0	7,707	0		43,161	688	37,066
03/02/1998	1,293		0	7,707	0	1,293	43,161	390	37,456
03/03/1998	0		0	7,707	0	0	43,161	800	38,256
03/04/1998	0		0	7,707	0	0	43,161	1,050	39,306
03/05/1998	0		0	7,707	0	0	43,161	1,750	41,056
03/06/1998	0		0	7,707	0	0	43,161	750	41,806
03/07/1998	2,500		0	10,207	0	0	43,161	520	42,326
03/09/1998	0		0	10,207	0	0	43,161	900	43,226
03/10/1998	0		0	10,207	0	0	43,161	53	43,278
03/12/1998	0		0	10,207	599	0	43,760	0	42,679
03/17/1998	0		0	10,207	0	0	43,760	3	42,682
03/25/1998	364		0	10,571	0	364	43,396	0	42,682
03/31/1998	0		-323	10,247	0	0	43,396	-500	42,182
04/03/1998	2,680		0	12,927	0	590	42,806	-500	41,682
04/15/1998	0		-1,318	11,609	0	0	42,806	0	41,682
04/21/1998	0	200	0	11,409	0	0	42,806	125	41,807
04/24/1998	0	0	0	11,409	555	0	43,361	0	41,252
Firm Total:	6,837	200	-1,642	11,409	1,154	2,247	43,361	6,028	41,252
Accounts Payable Due:				\$977.00					
0 - 7 Days:				\$0.00					
8 - 14 Days:				\$0.00					
15 - 21 Days:				\$0.00					
22 - 28 Days:				\$0.00					
Over 28 Days:				\$0.00					
Total Due:				\$977.00					

L.A.W.S. CORPORATION - DEMONSTRATION

Monthly Summary of Cash, A/R & WIP

Start Date: January 01 1998
End Date: April 28 1998

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<u>CASH</u>												
Balance Fwd:	\$116,485.21	\$3,723.57	\$6,413.57	\$10,247.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CR \$2,690.00		\$4,156.94	\$2,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Disbursements				(\$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
J/E Adj	(\$112,761.64)		(\$323.25)	(\$1,318.27)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Balance:	\$3,723.57	\$6,413.57	\$10,247.26	\$11,408.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Receivables

Balance Fwd:	\$45,396.88	\$45,396.88	\$44,453.88	\$43,395.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Billing	\$0.00	\$97.00	\$598.85	\$555.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receipts	\$0.00	(\$1,040.00)	(\$1,656.94)	(\$590.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Write Up/Down	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Balance:	\$45,396.88	\$44,453.88	\$43,395.79	\$43,360.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Work In Process:

Balance Fwd:	\$36,524.75	\$37,028.50	\$36,378.50	\$42,182.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Billing	\$0.00	\$0.00	(\$598.85)	(\$555.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wip Entry/Adj	\$503.75	(\$650.00)	\$6,402.50	(\$375.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Balance:	\$37,028.50	\$36,378.50	\$42,182.15	\$41,252.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00