



BusinessWorks®

Report Digest

Introduction

Since 1981, State Of The Art, Inc. has been delivering quality accounting and distribution software systems to companies across the country. Over 100,000 users nationwide enjoy the benefits of our award-winning products, which are recommended, sold, and supported by over 8,000 Authorized Resellers and Consultants nationwide. The BusinessWorks division, headquartered in Roseville, California, is committed to providing reliable, highly-evolved business applications today, as well as smooth, cost-effective upgrade paths to the new technologies and operating systems of tomorrow.

The acquisition of State Of The Art, Inc. by Sage Group plc in 1998 has further strengthened the company's ability to provide accounting software solutions that lead the industry. Based in the United Kingdom, The Sage Group is now the market leader in mid-range accounting systems in the UK, US, France and Germany. With an installed base of 1.1 million businesses worldwide, The Sage Group is the largest supplier of PC accounting software in the world.

The Sage Group is committed to bringing effective accounting solutions to small- and medium-sized businesses worldwide by focusing on the needs of its customers, and how its customers' requirements can be met using modern technology. These solutions are delivered by working closely with channel partners under a common worldwide "umbrella" that is synonymous with innovations, quality and service.

Today's BusinessWorks Accounting Software is full function, affordable accounting for the small corporate market. By combining high-end functionality, ease of use, and a price that is a fraction of other modular systems, BusinessWorks fills the gap between basic entry level products and complex high-end systems. BusinessWorks for Windows Version 12 offers over 200 built-in management reports that give you valuable information to help manage your business. If you're looking for an accounting system that virtually anyone can use, provides extensive reports instantly, and can grow with your business, BusinessWorks software is for you.

The BusinessWorks Digest

The BusinessWorks Digest is designed to provide you with an overview of the modules that compose the BusinessWorks product line. While the digest doesn't show every report, window or capability that is available in BusinessWorks, we have attempted to demonstrate a sampling of the powerful capabilities that BusinessWorks accounting software can bring to your business. ***We recommend that you print this PDF to view all the details within the BusinessWorks Report Digest.***

General Ledger Reports

BikeWorks International Income Statement					
	1 Month Ended Jun/97	1 Month Ended Jun/97 Budget	Variance Fav<UnF>	% Var	
Income					
Bicycle Sales	\$23,229.72	\$30,000.00	(\$6,770.28)	-22.6%	
Service Sales	3,409.15	7,000.00	(3,590.85)	-51.3%	
TOTAL Income	26,638.87	37,000.00	(10,361.13)	-28.0%	
Adjustments					
Sales Returns	(429.40)	(40.00)	(389.40)	-973.5%	
Sales Discounts	(1,124.25)	(1,200.00)	75.75	6.3%	
TOTAL Adjustments	(1,553.65)	(1,240.00)	(313.65)	-25.3%	
NET INCOME	25,085.22	35,760.00	(10,674.78)	-29.9%	
Cost of Goods Sold					
Cost of Goods Sold, Bicycles					
COGS, Bicycles, Domestic	6,316.41	8,000.00	1,683.59	21.0%	
COGS, Bicycles, Foreign	5,535.47	8,000.00	2,464.53	30.8%	
TOTAL Cost of Goods Sold, Bicycles	11,851.88	16,000.00	4,148.12	25.9%	
Cost of Goods Sold, Service					
COGS, Service, Inside	757.54	600.00	(157.54)	-26.3%	
COGS, Service, Outside	630.13	900.00	269.87	30.0%	
TOTAL Cost of Goods Sold, Service					

The General Ledger Budgeted Income Statement provides a comparison between actual and budgeted data and is available in both a Performance and Variance format. Both reports are excellent at helping you meet your established goals by alerting you to variances that need to be addressed. Income Statements are also available for a single period or for comparing two periods.

Accounts Payable Reports

BikeWorks International Accounts Payable Cash Flow, based on Due Date <i>Vendor IDs DUHOFF to WILSON</i>							
Invoice No.	Due Date	Disc Date	Ending 06/28/97	Ending 07/05/97	Ending 07/12/97	Ending 07/19/97	After 07/19/97
SUNSET							
Note - June	Sunset Bank 07/16					1000.00	
Vendor Total			0.00	0.00	0.00	1000.00	0.00
Cumulative			0.00	0.00	0.00	1000.00	1000.00
UPS							
1239820	United Parcel Service 07/15					75.40	
Vendor Total			0.00	0.00	0.00	75.40	0.00
Cumulative			0.00	0.00	0.00	75.40	75.40
Less Open Credits							-75.00
Net Balance Due							0.40
US							
159823d	U. S. Seat Manufacturing 06/30			3332.00			
Vendor Total			0.00	3332.00	0.00	0.00	0.00
Cumulative				3332.00	3332.00	3332.00	3332.00
Report Total			809.65	3875.66	982.23	2444.94	3527.96
Cumulative				4685.31	5667.54	8112.48	11640.44
Less Open Credits							-214.00
Net Balance Due							11426.44

* NOTE: These invoices are currently on hold.

The Cash Flow Report allows you to project how much cash you'll need at certain points of time for paying bills. This will enable you to plan ahead so that you will have plenty money to pay your expenses on time and possibly take advantage of vendor discounts. BusinessWorks displays the cash needed to pay invoices at the end of five equal user-defined periods of time. The report can be based in three ways including due date, discount date and scheduled days to pay.

BikeWorks International Trial Balance <i>(For the month of June 1997)</i>					
Acct No	Reference No. / Description	Date	Debits	Credits	Balance
1050.00	Cash in Checking				14868.77
	G/L PAYROLL Payroll, June 10	06/10		1862.26	
	G/L PAYROLL2 Payroll, June 25	06/25		1862.26	
	A/P SPORTS Handcheck: CK002022	06/01		18.00	
	A/P BROOKS Check: CK002052	06/01		30.00	
	Michael Brooks				
	A/P BROOKS Void: CK002052	06/01	30.00		
	A/P OTHERCHK Check: CK002023	06/08		28.75	
	Office Mart				
	A/P OTHERCHK Check: CK002024	06/09		45.82	
	Tony's Pizza				
	A/P Chg 1 Transfer funds	06/15	5000.00		
	A/P Chg 1 NSF Charge	06/15		15.00	
	A/P Chg 2 Transfer to petty cash	06/18		100.00	
	A/P AKENS Check: CK002050	06/21		32.65	
	John Akens				
	A/P GATEWAY Void: CK002049	06/29	1950.46		
	A/P JAMES Invoice: 62987	06/30		23.87	
	A/P GATEWAY Handcheck: CK002049	06/30		1950.46	
	A/P GATEWAY Handcheck: CK002051	06/30		1950.46	
	A/P GARCIA Check: CK002053	06/30		30.00	
	Renee Garcia				
	A/R ETC Return parts	06/01		160.95	
	A/R YATES Payment Cash	06/14	200.00		
	C/D SUMMARY June 1997 Summary	06/30		13.84	7716.13
	C/R SUMMARY June 1997 Summary	06/30		16863.35	
	PAY SUMMARY June 1997 Summary	06/30		1401.47	1037.92
	**** Ending Balance		25459.12	16864.53	23463.36

The Trial Balance sometimes referred to as a General Ledger Report shows the beginning balance, transaction information and ending balance for each account in your general ledger. Available in both a detailed and summarized format the Trial Balance is especially useful for checking the validity of your entries before producing financial statements.

BikeWorks International Discount Analysis Report, based on 06/15/97 Payment								
Invoice No.	Due Date	Disc Date	Current Balance	Discount to Take	Days Left	Discount Lost	Days Lost	Net Balance
AMER								
American Fastener								
2379	04/30	04/20	49.40			0.98	56	49.40
3128	07/22	07/10	893.34	14.23	25			879.11
2750	07/24	06/24	560.00	16.80	9			543.20
3050	07/31	07/01	356.00	10.68	16			345.32
Vendor Total			1858.74	41.71		0.98		1817.03
Less Open Credits								-77.00
Net Balance Due								1740.03
DONALD								
Donaldson Advertising								
4-90	06/10	06/05	25.00			25.00	10	25.00
5-95	07/25	06/30	500.00	15.00	15			485.00
Vendor Total			525.00	15.00		25.00		510.00
Less Open Credits								-25.00
Net Balance Due								485.00
DUHOFF								
Duhoff & Sons								
1566	07/24	06/24	352.00	10.56	9			341.44
ds-3	07/25		498.23					498.23
*ds-4	07/30		430.23					430.23
Vendor Total			1280.46	10.56		0.00		1269.90
GATEWAY								
Gateway Manufacturing								
9259	07/27	07/07	2369.00	47.38	22			2321.62
Vendor Total			2369.00	47.38		0.00		2321.62
Less Open Credits								-39.00

The Discount Analysis Report will help you determine the best possible time to pay invoices based on discounts that you can take. When you select a payment date, BusinessWorks calculates the anticipated cash needed to pay your invoices. Using the Discount Analysis report, you can determine the payment dates that will enable you to take advantage of the most discounts and still pay your invoices on time.

Accounts Receivable Reports

BikeWorks International Delinquent Accounts Report									
Customer	Name/Contact/Phone/FAX	Aging / Aged Balance		Current Bal					
ETC	Bikes Et Cetera Martin Spencer (312) 683-2688 (312) 684-2666	Current:		3362.93	12833.90				
		1 to 30 days:		3554.30					
		31 to 60 days:		3375.00					
		Over 90 days:		2500.00					
		Finance charges:		43.67					
		Open credits:		2.00					
		Last payment:		1202.53		06/30/97			
		Aging		Inv #		Due Date	P.O. #	Description	Balance
		Over 90 days	1064	01/31/97					2500.00
		31 to 60 days	1065	05/01/97					3375.00
1 to 30 days	1028	06/04/97		restocking		742.75			
	1032	06/14/97	980	26" bikes		2811.55			
IBS	Inter. Bicycle Sales Robert Yarmis (212) 567-9900 (212) 567-9910	Current:		2870.56	4258.67				
		1 to 30 days:		1263.85					
		31 to 60 days:		122.26					
		Finance charges:		2.00					
		Last payment:		1945.00		06/27/97			
		Aging		Inv #		Due Date	P.O. #	Description	Balance
		31 to 60 days	1011	05/02/97		12050	Raleigh bikes		0.26
			1016	05/21/97			T-SHIRTS		122.00
		1 to 30 days	1031	06/13/97			racing bikes		1263.85
		SHARPE	Sharpe Wheels Ronald Sharpe (415) 555-2390 (415) 555-2399	Current:		1107.10	6359.99		
31 to 60 days:				250.06					
61 to 90 days:				4971.40					
Finance charges:				31.43					

The Delinquent Accounts Report provides all the information necessary to contact your customers with overdue accounts. The report includes invoices based on user defined past due criteria as well as the contact name, phone, fax number and the customer's invoice and purchase order number. Not only will this report assist you when collecting on delinquent accounts, it will also aid your sales representatives in determining a customer's account status prior to selling the customer more goods or services.

BikeWorks International Accounts Receivable Flash Report			
Year-to-Date Accounts Receivable Summary			
Year-to-date sales	89,212.35		
Current A/R balance	32,950.52		
Current open credits	120.02		
Current finance charges	84.56		
Net A/R balance	32,915.06		
Deposits held on account	200.00		
Aging information:			
Current	11,008.37	33.4%	
1 to 30	9,269.76	28.1%	
31 to 60	5,200.99	15.8%	
61 to 90	4,971.40	15.1%	
Over 90	2,500.00	7.6%	
Month-to-Date Accounts Receivable Summary			
Monthly beginning balance	49,315.84		
Sales	25,204.93		
+ Miscellaneous charges	25.00		
- Discount	-106.08		
+ Freight charges	241.95		
+ Sales tax	1,160.48		
Invoice total	26,526.28		
Credit total	2,869.95		

A unique feature in BusinessWorks is its Flash Reports that give you "snapshot" summaries and highlights of information from each BusinessWorks module. The concise format provides an overview of information found in other reports and is ideal for those who don't have time to read numerous reports, but who need key data at a glance. The Accounts Receivable Flash Report shown highlights your best customers, most delinquent accounts and the best sales reps, to give you a month-to-date status on all your sales.

BikeWorks International Summary Payment Analysis Report Customer IDs BIKE RACK TO YATES All Current Transactions										
Customer ID	Name	Average Days to Pay						-Unpaid Invs--		Balance
		Jan	Feb	Mar	Apr	May	Jun	AVG	Age	
BIKE RACK	The Bike Rack	14	21	20	17	29	26	21	10	943.40
BIKES R US	Bikes R' Us	30	23	17	33	37	18	26	35	665.68
CYCLE TOWN	Cycle Town	29	26	17	28	20	18	23	10	901.00
ETC	Bikes Et Cetera	68	13	33	27	21	36	40	8	3540.05
GOLDEN	Golden Gate Rentals	17	17	29	36	61	47	36	15	2115.76
HIGH PERFORM	High Performance Bikes	14	0	21	12	21	18	14	16	265.00
IBS	Inter. Bicycle Sales	30	10	11	13	43	43	25	34	2991.01
JOHNSON	Johnson's Bikes	30	23	16	19	20	12	20	10	520.00
MOUNTAIN BIK	Mark's Mountain Bikes	14	20	29	17	28	11	20	10	477.00
PIT STOP	The Pit Stop	5	27	21	14	21	20	18	1	1017.60
RODEBYKE	Rodebyke Bikes & Mopeds	14	10	12	31	34	14	19	7	977.89
SF CYCLERY	San Francisco Cyclery	14	21	21	25	19	20	20	10	159.00
SHARPE	Sharpe Wheels	17	5	15	9	42	32	20	8	572.41
STANS	Stan's Cyclery	14	7	10	5	72	47	32	34	2453.89
YATES	Yates Bike Shop	17	26	6	15	32	33	23	30	2059.55
ALL CUSTOMERS		27	17	19	20	35	28	25	20	19659.24

Use the Payment Analysis Report to anticipate customer payments. This useful format will help you analyze your customers' payment trends and how they affect your business. For example, you may find that you need to set up collection efforts for customers with erratic payment histories. This report is available in both a detailed and summarized format.

BikeWorks International Sales Tax Detail Report June 1997 Transactions					
ID	Description / Transaction Information	Total Sales	Non Taxable	Taxable	Sales Tax
CA	Calif State Tax				
	IBS 1043 06/04/97	1837.15		1837.15	91.86
	RODEBYKE 1044 06/07/97	1666.12		1666.12	83.31
	CASH 1045 06/07/97	1619.00		1619.00	80.95
	STANS 1046 06/10/97	1015.00		1015.00	50.75
	YATES 1047 06/14/97	476.04		476.04	23.80
	SHARPE 1048 06/14/97	1976.71		1976.71	98.84
	CASH 1049 06/15/97	2215.00		2215.00	110.75
	GOLDEN 1051 06/21/97	325.00		325.00	16.25
	SHARPE 1052 06/23/97	1044.44		1044.44	52.22
	CASH 1053 06/23/97	1900.00		1900.00	95.00
	RODEBYKE 1055 06/24/97	3289.47		3289.47	164.47
	GOLDEN 1056 06/25/97	984.00		984.00	49.20
	CASH 1057 06/26/97	400.00		400.00	20.00
	IBS 1059 06/27/97	1111.00		1111.00	55.55
	CASH 1060 06/27/97	600.00		600.00	30.00
	GOLDEN 1062 06/30/97	105.95		105.95	5.30
	RODEBYKE 1063 06/24/97	315.46		315.46	15.77
	CR3 06/26/97	-160.95		-160.95	-8.05
Invoices Total		20880.34	0.00	20880.34	1044.02
Adjustments Total		-160.95	0.00	-160.95	-8.05
Total		20719.39	0.00	20719.39	1035.97
CITY	City Tax				
	CASH 1045 06/07/97	1619.00		1619.00	16.19
	YATES 1047 06/14/97	476.04		476.04	4.76
	SHARPE 1048 06/14/97	1976.71		1976.71	19.77

The Sales Tax Detail Report displays taxable as well as non-taxable sales for each user defined tax jurisdiction. This format is especially useful for helping you assemble the information needed to provide to state and local tax authorities.

Inventory Control & Purchasing Reports

BikeWorks International Inventory Performance Report						
Part Number	Month-to-Date Performance	Year-to-Date Performance	Prior Year Performance	Turnover Information Stock Information		
1001	26 inch bicycle, boy's			Avg onhand:	2,000	
				YTD issues:	17	
				Annualized:	34.00	
Receipts:	9	21	0	Turns/year:	17.00	
Issues:	11	17	0	Days/turn:	21	
Adjusts:	0	0	0			
Sales:	1,300.45	2,243.95	0.00			
COGS:	698.06	1,178.06	0.00			
Margin \$:	602.39	1,065.89	0.00	On hand:	4	
Margin %:	46.32	47.50	0.00	Unit cost:	79.95	
Av Price:	118.22	132.00	0.00	Stk value:	319.80	
1002	24 inch bicycle, girl's			Avg onhand:	1,000	
				YTD issues:	24	
				Annualized:	48.00	
Receipts:	9	26	0	Turns/year:	48.00	
Issues:	11	24	0	Days/turn:	8	
Adjusts:	0	0	0			
Sales:	1,487.45	3,218.70	0.00			
COGS:	714.59	1,797.74	0.00			
Margin \$:	772.86	1,420.96	0.00	On hand:	2	
Margin %:	51.96	44.15	0.00	Unit cost:	49.00	
Av Price:	135.22	134.11	0.00	Stk value:	98.00	
1003	20 inch bicycle, boy's			Avg onhand:	0,500	
				YTD issues:	16	
				Annualized:	32.00	
Receipts:	9	18	0	Turns/year:	64.00	
Issues:	9	16	0	Days/turn:	6	
Adjusts:	-1	-1	0			

The Inventory Performance Report outlines the month-to-date, year-to-date and prior year performance for each part. It includes sales, cost of goods sold, margin amount, and margin percentage. Turnover information is also given, including average days per turn and average turns per year. This report helps managers determine which items are selling and which contribute most to the profitability of the business.

BikeWorks International Order Recommendation Report <i>Sorted by Vendor ID</i>						
Part Number	Description/Line/Vendor	EOQ Order Pt	Min Bal Available	On Order Required	Last Cost Order Value	
CUST-26	Custom 26" bicycle FOREIGN	0 1	0 -2	0 3	800.46 2,401.38	
*** Vendor ID: GATEWAY ***						
1001	26 inch bicycle, boy's STANDARD/GATEWAY	0 1	0 -4	3 2	79.95 159.90	
1003	20 inch bicycle, boy's STANDARD/GATEWAY	4 2	0 -1	0 3	45.00 135.00	
					Vendor ID Total	294.90
*** Vendor ID: JAMES ***						
396-1010	Tire, 26 inch STANDARD/JAMES	0 10	10 -4	5 9	3.95 35.55	
					Vendor ID Total	35.55
*** Vendor ID: SCHWINN ***						
SCHWINN	Homegrown Straight 6 14 inch Schwinn Bicycle STANDARD/SCHWINN	4 2	3 -2	3 3	500.00 1,500.00	
					Vendor ID Total	1,500.00

The Order Recommendations Report is used when you want to see a list of parts whose on-hand quantity plus on-order quantity is less than the order point. BusinessWorks determines the number of units needed to raise the on-hand quantity to the order point. By examining this report on a regular basis, you can avoid accidentally running low on a part. This report can be printed regularly to help you place orders.

BikeWorks International Warehouse Stock Report <i>Parts 1001 to 1003</i>					
Part Number UM/Line/Vend	Description / YTD Activity	Quantities	Unit Cost	Stock Value	
1001	26 inch bicycle, boy's	O/H: 4	79.95	319.80	
	Receipts:	21 O/O: 3			
	Issues:	17 Com: 2			
	Adjusts:	0 B/O: 0			
STORE 1		O/H: 2	79.95	159.90	
	Receipts:	18 O/O: 3			
	Issues:	16 Com: 2			
	Adjusts:	0 B/O: 0			
STORE 2		O/H: 2	79.95	159.90	
	Receipts:	3 O/O: 0			
	Issues:	0 Com: 0			
	Adjusts:	0 B/O: 0			
1002	24 inch bicycle, girl's	O/H: 2	49.00	98.00	
	Receipts:	26 O/O: 7			
	Issues:	24 Com: 2			
	Adjusts:	0 B/O: 0			
STORE 1		O/H: 2	49.00	98.00	
	Receipts:	23 O/O: 4			
	Issues:	21 Com: 2			
	Adjusts:	0 B/O: 0			
STORE 2		O/H: 0	49.00	0.00	
	Receipts:	3 O/O: 3			
	Issues:	3 Com: 0			
	Adjusts:	0 B/O: 0			
1003	20 inch bicycle, boy's	O/H: 1	45.00	45.00	
	Receipts:	18 O/O: 0			
	Issues:	16 Com: 1			
	Adjusts:	-1 B/O: 1			

The Warehouse Stock Report displays a summary of your inventory for each warehouse. It shows receipts, issues and adjustments for each part. This report is useful for viewing a summary of your current inventory for each warehouse.

BikeWorks International Serialized Inventory Issues Report <i>Parts 1003 to 1005 June 1997 issues</i>				
Part Number	Desc/Customer/Reference	Date	Serial Number	
1003	20 inch bicycle, boy's YATES Yates Bike Shop	06/21/97	Warehouse: STORE 2 BB20-7054	
		06/21/97	Warehouse: STORE 2 BB20-7053	
		06/21/97	Warehouse: STORE 2 BB20-7052	
1004	26 inch racing bicycle RODEBYKE Rodebyke Bikes & Mopeds	06/21/97	Warehouse: STORE 2 RB26-8942	
		06/21/97	Warehouse: STORE 2 RB26-8941	
1005	24 inch racing bicycle RODEBYKE Rodebyke Bikes & Mopeds	06/21/97	Warehouse: STORE 2 RB24-5543	
		06/21/97	Warehouse: STORE 2 RB24-5541	
		06/21/97	Warehouse: STORE 2 RB24-5540	
	YATES Yates Bike Shop	06/21/97	Warehouse: STORE 2 RB24-5544	
		06/21/97	Warehouse: STORE 2 RB24-5547	
		06/21/97	Warehouse: STORE 2 RB24-5546	
		06/21/97	Warehouse: STORE 2	

Using the Serialized Inventory Issues Report you are able to view serial number issued from each user defined warehouse for any specified period of time. You can include all or a range of parts and product lines, as well as parts sold to all or a range of customers.

Order Entry Reports

BikeWorks International						
Order Entry Gross Profit Report - Paid Invoices Only						
<i>(Report period: July 1, 1997 to July 20, 1997)</i>						
Inv #	Customer	Invoice Information			Price Cost	Profit Margin
*** Sales rep: 2 Jeffrey P. Bernstein ***						
1062	GOLDEN	Inv date: 06/30/97	Rep: 2			
		aid date: 07/15/97	Order #:			
Item / Description	SA	Qty	Unit Price	Price Cost	Profit Margin	
1003 20 inch bicycle, boy's	4	1	90.95	90.95 45.00	45.95 50.5%	
Invoice totals				90.95 45.00	45.95 50.5%	
1068	GOLDEN	Inv date: 07/18/97	Rep: 2			
		aid date: 07/18/97	Order #:			
Item / Description	SA	Qty	Unit Price	Price Cost	Profit Margin	
1001 26 inch bicycle, boy's	4	3	160.95	482.85 239.85	243.00 50.3%	
1002 24 inch bicycle, girl's	4	1	98.95	98.95 49.00	49.95 50.5%	
Invoice totals				581.80 288.85	292.95 50.4%	
Totals for 2 Jeffrey P. Bernstein				672.75 333.85	338.90 50.4%	

The Order Entry Gross Profit Report reviews sales and profit information for each invoice. The report analyzes profit generated by individual customers, invoices or sales rep. The report shown is in detail format sorted by sales rep for paid invoices. The report shows the line item detail, including gross profit amount and margin. It also provides a total of all paid invoices and the total profit margin for each sales rep. The gross profit report is particularly useful in helping you calculate commission for your sales reps.

Job Cost Reports

BikeWorks International						
Cost Variance Report						
<i>Jobs ETC-6/16 to YATES-6/10</i>						
		Estimated	Actual	Variance Amount	%	
Job:	SHARPE-6/1 / Sharpe Wheels 6/1 Bike Order					
Customer:	SHARPE / Sharpe Wheels					
Manager:	2 / Jeffrey P. Bernstein					
Phase ID	Description					
BUILDING	Build 5 Custom Bikes	2583.15	0.00	-2583.15	-100.0	
SHIPPING	Shipping 5 Custom Bikes	57.75	0.00	-57.75	-100.0	
Job total		3961.35	0.00	3961.35	-100.0	
Price		3961.35	0.00	3961.35	-100.0	
Cost		2640.90	0.00	2640.90	-100.0	
Profit		1320.45	0.00	1320.45	-100.0	
Job:	YATES-6/10 / Yate's 6/10/93 Custom Bike Order					
Customer:	YATES / Yates Bike Shop					
Manager:	4 / Joy Lawrence					
Phase ID	Description					
BUILDING	Build Custom Bikes	5097.94	5169.33	71.39	1.4	
SHIPPING	Shipping Custom Bikes	132.55	0.00	-132.55	-100.0	
Job total		11500.00	11500.00	0.00	0.0	
Price		11500.00	11500.00	0.00	0.0	
Cost		5230.49	5169.33	61.16	-1.2	
Profit		6269.51	6330.67	-61.16	1.0	

The Cost Variance Report displays the estimated versus actual cost figures as well as profit or loss for each job or project. The detail report breaks out amounts for each job code, including category totals for labor, material, subcontracting, equipment, overhead, and miscellaneous items. You can also choose to have job code information consolidated.

BikeWorks International								
Order Entry Sales Analysis Report								
<i>Parts 1001 to 1002</i>								
<i>(Report period: April 1, 1997 to June 21, 1997)</i>								
Customer	Inv #	Inv Date	Rep	Acct	Qty	Unit Price	Price Cost	Profit Margin
*** Part number: 1001 26 inch bicycle, boy's ***								
YATES	1014	04/10/97	4	2	1	140.95	140.95 45.00	95.95 68.1%
YATES	1019	04/27/97	4	2	2	140.95	281.90 124.95	156.95 55.7%
ETC	1028	05/05/97	1	2	2	140.95	281.90 159.90	122.00 43.3%
Totals for 1001							704.75 329.85	374.90 53.2%
*** Part number: 1002 24 inch bicycle, girl's ***								
SHARPE	1012	04/03/97	2	1	1	134.95	134.95 79.95	55.00 40.8%
YATES	1014	04/10/97	4	2	2	134.95	269.90 159.90	110.00 40.8%
YATES	1019	04/27/97	4	2	3	134.95	404.85 239.85	165.00 40.8%
ETC	1028	05/05/97	1	2	2	134.95	269.90 90.00	179.90 66.7%
Totals for 1002							1079.60 569.70	509.90 47.2%
Report Totals							1784.35 899.55	884.80 49.6%

The Sales Analysis Report gives you a review of sales performance from a part-by-part perspective in a detailed or summarized format. You can organize this report several ways to analyze profit generated by individual parts. You may choose to run a range or all of the following categories within this report: customers, invoices, parts and sales reps. This report allows you to easily view which parts have the highest profit margin and which parts are profiting the most.

BikeWorks International						
Profit/Loss Report						
<i>Sorted by Manager #</i>						
Job ID	Customer ID / Manager / Status	Est Cost/ Act Cost	Est Price/ Act Price	Est P&L/ Act P&L		
IBS-6/21	IBS 1 / Mark W. Harper In progress / Est complete	2727.75 17.50	3000.53 19.25	272.78 1.75		
STANS-6/25	STANS 1 / Mark W. Harper In progress / Est complete	325.00 500.00	1500.00 1500.00	1175.00 1000.00		
ETC-6/16	ETC 2 / Jeffrey P. Bernstein In progress / Est complete	1557.65 1410.64	2057.65 1910.64	500.00 500.00		
SHARPE-6/1	SHARPE 2 / Jeffrey P. Bernstein Suspended / Est complete	2640.90 0.00	3961.35 0.00	1320.45 0.00		
GOLDEN-6/3	GOLDEN 3 / Midred Anthony Closed / Est complete	2709.15 2747.62	6000.00 6000.00	3290.85 3252.38		
SHARPE-5/23	SHARPE 4 / Joy Lawrence In progress / Est complete	2153.20 2159.60	3500.00 3500.00	1346.80 1340.40		
YATES-6/10	YATES 4 / Joy Lawrence In progress / Est complete	5230.49 5169.33	11500.00 11500.00	6269.51 6330.67		
Report Totals		17344.14	31519.53	14175.39		

The Profit/Loss Report helps you analyze the profitability of your jobs/projects so that you can make necessary changes in scheduling, materials, and subcontracting to improve profitability. This report can be organized in a variety of ways allowing you to analyze profit generated by individual jobs, managers, or customers. This report also lists the total amount that you have billed your customers to date, and the profits and/or losses recognized for each job.

Payroll Reports

BikeWorks International Commission Period Activity Report <i>Year-to-date</i>					
ID	Description / Employee Name	Check#	Date	Sales	Amnt Paid
PROMO	Special Promotion Sales				
	Mildred Anthony	10909	4/30/97	2945.00	295.00
	Jeffrey P. Bernstein	10910	4/30/97	3099.00	309.00
				6044.00	604.00
SALES	Bicycle Sales				
	Mildred Anthony	10877	3/31/97	11925.00	1713.75
	Jeffrey P. Bernstein	10878	3/31/97	9819.00	1397.85
	Mildred Anthony	10909	4/30/97	13950.00	2017.50
	Jeffrey P. Bernstein	10910	4/30/97	10398.00	1484.70
	Mildred Anthony	10938	5/29/97	14921.32	2163.19
	Jeffrey P. Bernstein	10939	5/29/97	11940.00	1716.00
	Mildred Anthony	10973	6/30/97	14950.00	2167.50
	Jeffrey P. Bernstein	10974	6/30/97	11960.00	1719.00
	Diann Kalsbeek	10982	6/15/97	2545.89	306.88
				102409.21	14686.37
		Report totals		108453.21	15290.37

BikeWorks International Worker's Compensation Report <i>Year-to-date</i>					
ID	Description / Employee Name	#Chks	Hours	Wages	Amount
WC-SALES	Workers' Comp., Sales				
	John Akens	1	40.00	160.00	8.00
	Diann Kalsbeek	1	72.00	864.00	43.20
			112.00	1024.00	51.20
WC-SRVC	Workers' Comp., Service				
	John Akens	1	40.00	218.00	13.08
	Janet Barstow	1	40.00	400.00	24.00
	Michael Brooks	1	40.00	400.00	24.00
	Mark W. Harper	1	40.00	160.00	9.60
	Diann Kalsbeek	1	20.00	240.00	14.40
				180.00	1418.00

The Commission Period Activity Reports lists commissions paid in the current pay period, a specific month, or the entire year. The detailed report shown provides the name of each employee who received a commission and the amount. It also includes a total of commissions paid for the specified period. This report is excellent at helping you analyze how much money is being spent to pay commissions and who your top performers are.

The Worker's Compensation Report shows all employees, payroll check numbers, hours, wages and deduction amounts for deductions that are assigned workers' compensation codes. This report will help you analyze how much liability is accrued for various worker's comp categories each month, quarter, year or pay cycle.

BikeWorks International Employee Vacation / Sick Pay Report						
Employee	Employee Name	Pay Type	Start	Earned	Taken	Balance
AKENS	John Akens	Vacation	8.00	40.62	40.00	8.62
		Sick pay	16.00	20.31	16.00	20.31
ANTHONY	Mildred Anthony	Vacation	100.00	40.00	8.00	132.00 *
		Sick pay	120.00	20.00	40.00	100.00 *
BARSTOW	Janet Barstow	Vacation	20.00	40.01	8.00	52.01
		Sick pay	0.00	20.01	8.00	12.01
BERNSTEIN	Jeffrey P. Bernstein	Vacation	8.00	0.31	8.00	0.31
		Sick pay	-16.00	16.00	0.00	0.00
BROOKS	Michael Brooks	Vacation	16.00	40.20	4.00	52.20
		Sick pay	32.00	20.11	20.00	32.11
GARCIA	Renee Garcia	Vacation	0.00	40.00	0.00	40.00
		Sick pay	0.00	20.00	0.00	20.00
		Comp time				17.00
HARPER	Mark W. Harper	Vacation	40.00	40.14	40.00	40.14
		Sick pay	0.00	20.07	8.00	12.07
JONES	Susan Jones	Vacation	40.62	40.60	40.00	41.22
		Sick pay	0.00	20.31	8.00	12.31
WRIGHT	William Wright	Vacation	0.00	20.13	32.00	-11.87
		Sick pay	0.00	20.13	0.00	20.13
	Report total					
		Vacation	232.62	302.01	180.00	354.63
		Sick pay	152.00	176.94	100.00	228.94
		Comp time				17.00

This report shows the amount of vacation and sick pay each employee had available at the beginning of the year, the amount earned so far this year, the amount taken year-to-date, and the current balance available. The report will also show the balance of any comp. time hours. You can use this report to alert you to employees who have vacation time to be used, to evaluate the amount of sick leave taken, or target employees who are accruing too much comp.time.

BikeWorks International California State Tax Information Report					
Employee	Name / Soc. Sec. No.	QTD/YTD Hours	QTD/YTD Gross Wage	QTD/YTD Taxable SDI	QTD/YTD Taxable SUI
AKENS	John Akens	469.90	2950.75	2950.75	2950.75
	466-32-6655	983.90	5801.09	5801.09	5801.09
ANTHONY	Mildred Anthony	0.00	6683.19	6683.19	2881.76
	672-98-2716	0.00	10801.43	10801.43	7000.00
BARSTOW	Janet Barstow	504.00	5225.00	5225.00	1800.00
	532-53-6323	1008.00	10425.00	10425.00	7000.00
BERNSTEIN	Jeffrey P. Bernstein	0.00	5264.70	5264.70	3716.06
	201-83-2442	0.00	8548.64	8548.64	7000.00
BROOKS	Michael Brooks	497.00	5275.00	5275.00	1800.00
	315-83-9812	1009.00	10475.00	10475.00	7000.00
GARCIA	Renee Garcia	511.67	6240.00	6240.00	760.00
	522-56-5678	1031.67	12480.00	12480.00	7000.00
HARPER	Mark W. Harper	515.25	2279.50	2279.50	2279.50
	565-29-9999	1027.25	4359.50	4359.50	4359.50
JONES	Susan Jones	519.50	2173.00	2238.00	2238.00
	522-98-1231	1031.50	4253.00	4383.00	4383.00
KALSBECK	Diann Kalsbeek	0.00	10801.43	6683.19	2881.76
	895-11-4890	0.00	10801.43	10801.43	7000.00
WRIGHT	William Wright	519.00	1977.14	2042.14	2042.14
	533-53-6233	999.00	3719.14	3849.14	3849.14
	Report totals	3536.32	48869.71	44881.47	23349.97
		7090.32	81664.23	81924.23	60392.73

The State Tax Information Reports lists accrued state withholding and disability (SWT and SDI) liabilities and deposits made for the current or previous quarter. The report also includes a list of your employees and their social security numbers along with the QTD and YTD hours, gross wages and SDI and SUI taxable pay. Your state may require that you file this information. The worksheet and or/report supplied by this option can help satisfy that obligation.

Custom Reports & Forms

BikeWorks International		<i>Vendor Purchases</i>		
NAME	CONTACT NAME	PHONE NUMBER	M-T-D	Y-T-D
American Fastener	Will Wright	(312) 555-1234	1,693.57	5,941.83
Donaldson Advertising	Jane Donaldson	(415) 555-2920	825.00	2,904.00
Duhoff & Sons	Deborah Jones	(504) 888-1001	939.41	2,456.34
Gateway Manufacturing	David Gebhardt	(415) 891-5000	4,319.46	30,491.34
Janet LeMonde	Janet Lemonde	(415) 555-2392	400.00	4,000.00
Metal Fab & Welding	Jack Mooreshead	(408) 432-9000	513.28	3,452.52
PG&E	Roxanne Johnson	(415) 555-6788	198.23	2,355.86
Pacific Telephone		(415) 322-4567	309.23	2,618.46
Remy Clothing Co.	Cecille Remy	(415) 555-3232	1,593.27	7,504.45
Shell Oil Co.	Robert Tripston	(303) 431-2020	89.00	548.65
Sports Retailer Magazine		(212) 434-3920	800.00	843.00

A mini report writer is built right into BusinessWorks. This intuitive, easy-to-use tool can provide reports based on the data you select, in the format you want, from any module you choose. You can also place graphic images such as your logo or photo in your reports. Your reports can look just the way you want. The sort and filter options also allow you to exclude unwanted information from your reports and sort the data just the way you need to see it.

BikeWorks International		Invoice	
1278 Golden Gate Drive San Francisco, CA 95125		Customer No.: GOLDEN Invoice No.: 1852	
Ph: (510) 486 - 9999 Fax: (510) 486 - 9988 http://www.bikes.com		Bill To: Golden Gate Rentals 8812 Haight St. San Francisco, CA 94102	
		Ship To: Golden Gate Rentals 78 Sacramento St. San Francisco, CA 94102	
Date: 6/21/97	Ship Via: UPS Ground	F.O.B: Destination	Terms: 3.00%- 5 / Net 30
Purchase Order Number: 15889	Order Date: 6/12/97	Sales Person: Diann Kalsbeek	Our Order Number: 1980
Quantity	Item Number	Description	Unit Price Amount
Required Shipped B.O.			
2 2	1001	26 inch bicycle, boy's	350.00 700.00
3 2	1 1003	20 inch bicycle, boy's	325.00 650.00
Invoice Subtotal			1,350.00
Freight Charges			15.00
Sales Tax @ 7.25%			97.87
INVOICE TOTAL			\$1,462.87

Thank You For Your Business

The look of your forms is in your control. All forms in BusinessWorks, such as checks, invoices (as shown), quotes, sales orders, etc., can be customized! Font types, sizes, styles (bold, underline, italic, all caps etc.) and colors are completely customizable. You can also place graphic images such as your logo in your forms to give them a more professional appearance as well as define and maintain several different styles of a particular form.

Export Customer / Invoice Information

OutLine ID: SALES
 Description: Sales Report
 Type of information: Customer
 Past due criteria: No past due criteria
 Include all customers
 From: [] to: []

Exportable Items: High balance, Y-T-D sales, Y-T-D adjustments, Y-T-D finance charges, M-T-D sales, M-T-D adjustments, Last statement date

Items that will be Exported: Sales rep, Customer name, Contact name, Telephone number, M-T-D sales

Export... Filters...

Shown above is an outline which is used to define, for future or repeated use, the scope of account data to be exported and to specify which Accounts Receivable items will actually be exported. Exportable items vary depending on the type of information being exported. You can export a maximum of 16 items. Once your outline is defined, you can transfer your information to a spreadsheet, database or other type of file that will be accessible when you use another program.

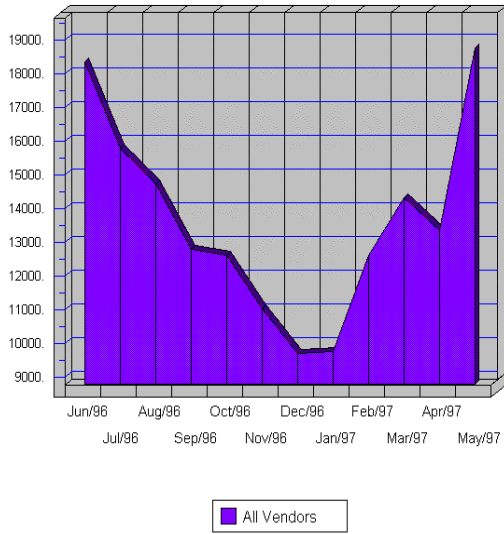
Microsoft Excel - sales.xls

Sales Rep.	Customer Name	Contact Name	Phone #	MTD Sales
Jeffrey Bernstein	Sharpe Wheels	Ronald Sharpe	(415) 555-2390	\$3,202.42
Jeffrey Bernstein	Golden Gate Rentals	Dorothy Meade	(415) 555-2240	\$1,599.85
Joy Lawrence	Yates Bike Shop	Renee Yates	(415) 555-2393	\$2,959.67
Mark W. Harper	Bikes Et Cetera	Martin Spencer	(312) 683-2688	\$4,385.46
Mildred Anthony	Rodebyke Bikes & Moped	Susan Barnes	(408) 946-4952	\$5,534.60
Mildred Anthony	Inter Bicycle Sales	Robert Yarnis	(212) 567-9900	\$3,095.56
Mildred Anthony	Stan's Cyclery	Stanley Morris	(408) 371-7144	\$1,065.75

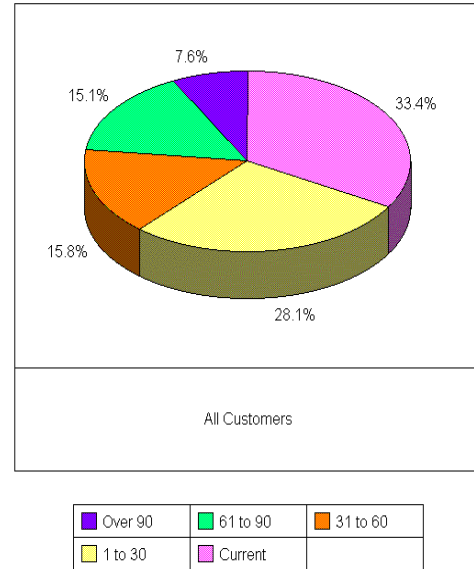
As shown, the most common use of the export feature is to create spreadsheets of accounting data for trend analysis and financial projections. Other uses include, creating databases of accounts, customers, vendors, parts and creating lists for the merge functions of word processors. BusinessWorks provides more than 30 data export formats, so you are likely to find the one to fit your needs such as formats used by, Lotus 1-2-3®, Quattro Pro®, dBase®, Paradox®, Microsoft Excel®, and Microsoft Word. In order to make the accounting information accessible to another application you need to know the file format that the application requires.

Graphs

Purchase History



Aging



Bar, line or pie graphs are available in each module to allow you to view your financial data in a format other than text. At the click of a button you can select the graph you want and present your data in a visual 3D or 2D format. The reports shown include the Accounts Receivable Aging Report in a pie format and the Accounts Payable Purchase in an area format.

More reporting flexibility with BusinessWorks Date Range Reporting and Filtering

BusinessWorks allows you to produce reports based on a specific period of time or date range. The Date Range Reporting option allows you to view any period of time you choose. This is useful for comparing information between months, allowing you to bypass the issue of months with varying lengths. For example, you might want to print reports for February and March for the same date range to analyze income for two months.

BusinessWorks also has filters, which allow you to tailor reports to your special needs by defining additional selection criteria. Filters consist of search conditions that tell BusinessWorks how to select data to include in your reports. When the **Filters** button is highlighted, you know that a filter exists and will be used for the current report.

Extensive Inquiry and Drill Down capabilities

In addition to its versatile reporting and exporting capabilities BusinessWorks gives you extensive inquiry capabilities. In most BusinessWorks options, you have the ability to view almost any related piece of information, without interrupting the current transaction to print a report. By clicking an inquiry button, you can check the status of the account, vendor, customer, employee, part, or job. You can even "drill down" to past transactions for the previous 60 months. This feature allows you to "drill" all the way down to the source of a related transaction record.

Get BusinessWorks FREE for 30 days

The hands-on BusinessWorks Tour and Test Drive CD lets you evaluate the full features and functions of BusinessWorks software before you buy the live product. Included in the CD is a self-guided tour of BusinessWorks and a hands-on demo with step-by-step instructions. Two sample companies are included, or, you can enter your own company data. During your 30-day trial period you'll receive unlimited, free technical support. Our team of knowledgeable BusinessWorks software consultants will assist you with any BusinessWorks questions that might arise. To obtain a copy of the Tour and Test Drive CD you can utilize the free online order from via our Web site at <http://www.sota.com>, or you can order it from a BusinessWorks Authorized Resellers or directly from State Of The Art BusinessWorks Product Division at 800/447-5700.



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