

SKYLINE ENHANCEMENT MODULE

WORKING TRIAL BALANCE

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The Working Trial Balance consists of two sections. One is a file matrix that the user maintains to assign accounts into groups for totaling and reporting. The second is executing the program. The thing that makes this report unique is the Account Grouping. It is designed to let users analyze a group of accounts and subtotal their activity. For example: Capital Improvements, Accounts Receivables, etc. The second thing it does is it prints a Trial Balance for the current year or current period in comparison to the prior year or prior year current period. Finally it prints the change in dollars and a percent comparing current year with last year.

| Account | Group | Description |
|-----------|-------|---------------|
| 1222-0000 | 22 | Group Name 22 |
| 1223-0000 | 22 | Group Name 22 |
| 2323-0000 | 33 | Group Name 33 |
| 3244-0000 | 22 | Group Name 22 |
| 4343-0000 | 33 | Group Name 33 |
| 4434-0000 | 22 | Group Name 22 |
| 5543-0000 | 33 | Group Name 33 |
| 6222-0001 | 33 | Group Name 33 |

The first step is to set up the Account Groups. A Group is a range of Accounts. The user defines the Group and the Group Title. It then assigns Account Numbers into different Groups. The Group Number is the order in which the report will print.

Working Trial Balance

File Window Help

Working Trial Balance

Pass 1: 000000 Pass 2: 000000

Company Number: 223 ABC Construction

Period for report: 03

Use Full Prior Year Data in Calculation
 Form Feed After Subtotals

Grouped By
 Chart Types
 Group Numbers

Printer
 View Filename: c:\skyline\ifs\223\worktb.out
 File

Go

Once the Group Entries have been completed the report can be run anytime without updating the account groups. When running the report the user selects the Company number from the pull down menu. Then they select the desired Fiscal Period to start reporting. Use Full Prior Year Data in Calculation - if checked, this will calculate the entire previous Fiscal Year instead of calculating to the selected period in the previous year. Grouped by Chart Number subtotals after Chart

type 20. Group Numbers will subtotal by Group Numbers defined on the Group Setup under the Windows menu.

Sample Report on Reverse Side:

Date: 10/27/1999

Working Trial Balance - Period 12 - Full Previous Year
Property/Company: 115 - Kellers Test data

Page: 3

| Account Description | GL Trial Balance | | FY Trial Balance | | Change | | Adjustments | | Adjusted Trial Balance | |
|-------------------------------------|------------------|--------|------------------|--------|---------------|---------|-------------|--------|------------------------|--------|
| | Debit | Credit | Debit | Credit | Amount | Percent | Debit | Credit | Debit | Credit |
| 62560000 OTHER PROFESSIONAL SERV | 235.43 | | 11,961.88 | | -11,726.45 | >999.99 | | | | |
| 62610000 OFFICE REHT | 238,728.96 | | 181,821.99 | | 56,906.07 | 23.84 | | | | |
| 62630000 OFFICE ELECTRIC | 24,105.46 | | 22,078.18 | | 2,027.28 | 8.41 | | | | |
| 62630002 OFFICE - FOOD | 3,670.75 | | 3,942.21 | | -271.46 | -7.40 | | | | |
| 62630024 COMPUTER MAINTENANCE | 27,601.96 | | 19,639.27 | | 7,962.69 | 28.85 | | | | |
| 62630047 PHONE | 34,766.09 | | 43,403.77 | | -8,637.68 | -24.85 | | | | |
| 62630049 MOBILE PHONES | 19,960.66 | | 21,909.18 | | -2,048.52 | -10.31 | | | | |
| 62630053 OFFICE SUPPLIES | 13,317.59 | | 12,356.29 | | 961.30 | 7.22 | | | | |
| 62630055 OFFICE POSTAGE | 17,833.16 | | 16,463.14 | | 1,370.02 | 7.68 | | | | |
| 62630056 OFFICE PRINTING | 1,474.41 | | 2,951.36 | | -1,476.95 | -100.17 | | | | |
| 62630064 PAYROLL FEES | 2,258.78 | | 1,518.28 | | 740.50 | 32.78 | | | | |
| 62630065 OFFICE EQUIP REPTL/MAINT | 16,648.09 | | 13,466.65 | | 3,181.44 | 19.11 | | | | |
| 62630070 ADVERTISING - NAHT ADS | 2,929.06 | | 3,779.51 | | -851.45 | -29.08 | | | | |
| 62630124 SECURITY | 231.00 | | 889.10 | | -658.10 | -284.89 | | | | |
| 62630125 OFFICE PLANT MAINTENANCE | | | 1,050.00 | | -1,050.00 | | | | | |
| 62630126 OFFICE-BUILD'G FLORAL | 6,766.75 | | 3,090.06 | | 3,676.69 | 54.33 | | | | |
| 62800000 DUES & SUBSCRIPTIONS | 9,451.53 | | 5,896.09 | | 3,555.44 | 37.62 | | | | |
| 62810000 NON DEDUCTABLE DUES | 4,683.00 | | 5,307.80 | | -624.80 | -13.34 | | | | |
| 62820000 EDUCATIONS/SEMINARS | 469.00 | | 5,346.00 | | -4,877.00 | >999.99 | | | | |
| 62830000 TEMPORARY HELP | 685.26 | | 9,641.15 | | -8,955.89 | >999.99 | | | | |
| 62900000 CONSULTANT FEES | 216,000.00 | | 288,000.00 | | -72,000.00 | -33.33 | | | | |
| 62900100 CONSULTANT FEES - EXPENSES | 14,834.24 | | 20,286.57 | | -5,452.33 | -36.76 | | | | |
| 62990000 MISCELLANEOUS | 4,932.95 | | 9,004.56 | | -4,071.61 | -82.54 | | | | |
| 64000020 PAYROLL-TRUST DISTRIBUT | 400,000.00 | | 500,000.00 | | -100,000.00 | -25.00 | | | | |
| 64000030 PAYROLL - EXECUTIVE | 68,567.20 | | 126,786.40 | | -60,219.20 | -87.83 | | | | |
| 64000031 PAYROLL - ADMINISTRATIVE | 199,670.41 | | 214,426.99 | | -14,756.58 | -7.39 | | | | |
| 64000034 PAYROLL - MAINTENANCE | | | 6,390.47 | | -6,390.47 | | | | | |
| 64000035 PAYROLL - ACCOUNTANTS | 226,893.04 | | 326,473.46 | | -99,580.42 | -43.89 | | | | |
| 64000036 PAYROLL - LEASING | 303,415.55 | | 568,657.13 | | -265,241.58 | -87.42 | | | | |
| 64000037 PAYROLL - INVESTMENTS | 115,820.00 | | 222,111.64 | | -106,291.64 | -91.77 | | | | |
| 64000040 PAYROLL - HOUSEHOLD | 62,115.18 | | 16,346.10 | | 45,769.08 | 73.68 | | | | |
| 64000045 PAYROLL-HOUSEHOLD-REIMBUR | | | 62,115.18 | | 16,346.10 | 73.68 | | | | |
| 69800000 DEPRECIATION | 618,800.00 | | 490,839.00 | | 127,961.00 | 20.68 | | | | |
| 69900000 INTEREST | 37,443.40 | | | | 37,443.40 | 100.00 | | | | |
| 70010000 PAYROLL REGULAR | 973,699.59 | | 1,025,954.05 | | -52,254.46 | -5.37 | | | | |
| 70020000 PAYROLL OVERTIME | 2,781.79 | | 1,775.65 | | 1,006.14 | 36.17 | | | | |
| 70020100 PAYROLL COSTRA | | | 976,481.38 | | -1,027,729.70 | -5.25 | | | | |
| 70020200 FRINGES BENEFITS APPLIED | | | | | 560,662.08 | | | | | |
| 70030000 SICK TIME | | | | | -7,157.11 | | | | | |
| 70060000 HOLIDAYS | | | | | -37,267.15 | | | | | |