**Professional
Computer Services
Incorporated**

2321 E. 28th St.
Long Beach, Ca. 90808
213/426-9561

Professional Computer Services (PCS) is a computer service
company located in Long Beach, and has been providing quality
computer services for 10 years.

PCS has specialized in the business applications of computers,
and has developed package programs for Accounts Payable, Pay-
roll, Accounts Receivable and General Ledger/Financial State-
ments. These package programs are now running on the Hewlett-
Packard System 3000, Series II, and can run on any model of
of the HP System 3000.

PCS has used the package programs to serve many different
companies of varying sizes and types. The packages are ex-
tremely flexible and mature.

The attachment describes the package programs in general.
For details, further information on custom programming or
questions on the attached, please contact Bob Goodman by
phone or mail at the above address and phone number.

PACKAGE SOFTWARE

Accounts Payable

The Accounts Payable package uses a vendor master file which
stores the vendor number, name and address, and terms. When
an invoice or expense has been authorized to pay, it is input
to the system. An Invoice Register is printed. The due date
and discount are computed from the invoice date and the vendor
terms.

When it is time to print checks, a "pay through" date is
provided. The system pays all invoices with computed due
dates less than or equal to the "pay through" date. Pro-
vision is made to override the computed decision to pay or
not pay. All of the invoices which are to be paid for a
particular vendor are collected and one check is printed
with a remittance advice showing those invoices being paid.
A Check Register is printed.

The system provides for the entry of handwritten checks and
prints a Check Register and a Cash Disbursement Journal.
At the end of an accounting period, a General Ledger Distri-
bution is printed. All entries against each account are
listed with a description, and the summary posting for the
account is printed. Entries are generated to the cash,
accounts payable, and discount accounts and the report zero
balances. This General Ledger Distribution becomes input
to the General Ledger and serves as a subsidiary ledger.
The distribution for more than one month can be accumulated
at the same time so that entries for future periods can be
made before finishing with the current or past periods.

The following reports can be generated at any time:

- Listing of all open items by due date or vendor
- Aging of open items
- Vendor file list
- Vendor labels

Payroll

The Payroll package uses an employee master file to store employee number, name, address, pay rates, tax status, deductions, and personnel data for each employee. When a payroll is to be processed, payroll entries are made for each employee to be paid. The following variables are provided on payroll entries:

- Type Pay - Regular hours, sick, vacation, holiday, excludable sick, meals, tips, 1099, miscellaneous gross.

- Rate - Up to five different rates can be stored in the employee master to provide for different rates for different shifts and job classifications.

- Department - Employee hours can be split across multiple departments.

- Overtime - Time and a half or double time.

The system computes gross payroll, taxes, and other deductions. Up to nine deductions per employee are allowed on a fixed, one time or up to a limit basis. A Payroll Register prints a listing of all employees showing the gross-to-net computation. A Deduction Register prints a listing of all employees who have other deductions with each deduction type listed in a separate column. The Paycheck includes the employee address, and the stub shows the elements making up the gross pay, the current pay taxes, the year-to-date taxes, and the other deductions taken.

A monthly Payroll Report is printed which becomes input to the General Ledger. The account number, the breakdown of gross by the tax boundaries, and the tax and other deductions are listed for each department.

The quarterly 941A and DE3 continuation sheets are printed on appropriate forms and the tax calculations are done. The annual W2 forms are printed.

The following optional reports can be selected as required:

- Employee Master List
- Individual Earnings Records
- Workmans Compensation Report
- Bank Reconciliation
- Deduction Reports
- Time Cards

Accounts Receivable

The Accounts Receivable package uses a customer master file which stores the customer name and address and sales analysis variables. Sales, payments, and adjusting entries are input to the system. An Invoice Register, Cash Receipts Register, and adjustment registers are printed. All entries are posted to an open item file and to sales analysis files which have been selected. Sales analysis is available by customer, product category, salesman and department. An account number is computed from client option parameters and each journal is posted to a General Ledger Distribution.

At a selected frequency, a trial balance is printed showing all unpaid items for each customer. Each entry is aged according to the invoice date and customer terms.

Each customer has a statement frequency and statements are run at the selected frequency for all qualifying customers. Sales Analysis Reports are printed at required intervals. At the end of each accounting period the General Ledger Distribution is printed. Entries are generated against the cash and accounts receivable accounts and the report zero balances. The General Ledger Distribution becomes input to the General Ledger system and serves as a subsidiary ledger.

General Ledger and Financial Statements

The General Ledger system uses a Balance Forward master file to store account number, descriptions, balances, and report attributes of the accounts. The output of the Payroll, Accounts Payable, and Accounts Receivable systems are inputs. Miscellaneous general entries are input, also.

The system produces journals, General Ledger, and Financial Statements. Some of the features of the system are listed below:

- Up to two financial statements in different formats and up to five supporting schedule groups in different sequences and formats.
- Two, four, or six column financial statements for use in budgetary statements. Annual or monthly budgeting. Whole dollar option.
- Completely optional financial statement captions and total descriptions.
- Four levels of totals on financial statements. Progressive totals on all levels. Tabulate or print the accounts making up any total level.
- Page change and line skip options at any point on financial statements.
- Optionally print percentages or dollars per unit above and below a percentage base accumulation.
- Year-to-date net change financial statements.
- Source and application of funds statements.
- Any chart of accounts up to seven digit account numbers. Print or nonprint on financial statements.
- Detail description on input.
- Automatic year-end closing.
- Direct entry for corrections without running General Ledger.
- Automatic debit and credit of accounts based on percentage of input or account balance.
- Automatic cost of sales entry.
- Audit report of invalid and special accounts.

ACCOUNTING APPLICATIONS

PACKAGE PROGRAMS

PRICE SCHEDULE

Application Program	Purchase Price
General Ledger and Financial Statements	$3500
Payroll	3000
Accounts Payable	3000
Accounts Receivable	3500
Medical Billing	2500
Inventory	2500

Notes to Price Schedule

1. Four hours of technical support at our Long Beach facility are provided with each package. Time and expense for travel outside of the Greater Los Angeles area is paid by the buyer.

2. All programs are warranted against program defects for 90 days.

3. Program maintenance contracts are available at 1% of the purchase price per month or on a time and expense basis.

4. Programs may be rented. The monthly rental is 10% of the purchase price plus a $200 installation charge. Fifty percent of all charges for the first 90 days may be applied toward purchase.