

Flash Report

The General Ledger Flash Report provides management with financial ratios and summary history reports. These figures can help signal trends and provide a basis for industry comparison and competitor analysis. The sample on this page and the next few pages shows pages 1 through 4 of the report. See the Appendix in this digest for a description of the formulas used to calculate each of these ratios.

Jun 21, 2004 9:15 am		BikeWorks International General Ledger Flash Report		
Balance Sheet Ratios ←				
	Dec 31, 2002	Dec 31, 2003	Current	
Quick Ratio	3.2	3.9	3.5	
Current Ratio	2.9	3.9	3.6	
Cash to Current Assets	70.80%	72.83%	68.71%	
Cash to Total Assets	18.65%	27.46%	29.64%	
A/R to Current Assets	39.86%	29.33%	28.58%	
A/R to Total Assets	10.50%	11.06%	12.33%	
Current Liab. to Net Worth	0.3	0.2	0.2	
Total Liab. to Net Worth	1.8	1.1	0.9	
Fixed Assets to Net Worth	2.1	1.3	1.1	
Debt to Equity	0.1	0.1	0.1	
Debt Ratio	0.6	0.5	0.5	
Equity Ratio	0.9	0.9	0.9	
Income Statement Ratios ←				
	Last Year	Year to Date		
Gross Profit Ratio	51.61%	51.12%		
Net Profit Margin	8.78%	7.68%		
Return on Assets	19.02%	15.02%		
Return on Equity	53.92%	31.29%		
Payables to Sales	0.0	0.2		
Inventory Turnover	-44.8	-998.6		
Average Days to Turnover	-8.2	-0.4		
Days' Sales in Inventory	-4.9	4.0		
Accounts Receivable Turnover	18.8	16.1		
Average Age of Receivables	19.4	22.7		
Days' Sales in Receivables	21.1	24.7		
Operating Cycle, in Days	16.2	28.7		

The Balance Sheet Ratios section lists the current year-to-date ratios (in the last column) along with the ratios for the end of each of the previous two fiscal years.

Under Income Statement Ratios, each ratio is computed as of the end of the prior year and current year-to-date. Year-to-date figures are annualized where appropriate.

Flash Report (cont.)

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BikeWorks International
General Ledger Flash Report

Summary Balance Sheet History ←

Period	Current Assets	All Other Assets	Total Assets	Current Liability	All Other Liability	Equity
Jun 2002	23,517	110,683	134,200	7,241	87,776	39,183
Jul 2002	25,860	110,303	136,163	9,111	86,806	40,245
Aug 2002	27,043	109,913	136,956	10,386	85,828	40,743
Sep 2002	27,862	109,523	137,386	10,953	84,858	41,575
Oct 2002	28,780	109,133	137,913	11,686	83,887	42,340
Nov 2002	31,580	108,743	140,323	13,730	82,911	43,682
Dec 2002	38,757	108,353	147,110	13,282	81,942	51,887
Jan 2003	33,263	107,963	141,227	9,598	80,972	50,657
Feb 2003	32,102	107,573	139,675	10,687	79,993	48,995
Mar 2003	37,396	107,183	144,579	11,114	79,022	54,444
Apr 2003	39,966	106,793	146,759	12,945	78,050	55,764
May 2003	41,257	106,403	147,660	13,232	77,079	57,350
Jun 2003	43,853	106,013	149,866	13,297	76,109	60,460
Jul 2003	46,115	105,623	151,738	13,843	75,139	62,756
Aug 2003	44,253	105,233	149,486	10,107	74,169	65,210
Sep 2003	46,705	104,843	151,548	12,061	73,200	66,287
Oct 2003	49,246	104,453	153,700	13,682	72,230	67,787
Nov 2003	53,683	104,063	157,746	18,243	71,265	68,238
Dec 2003	62,731	103,673	166,404	16,247	70,295	79,862
Jan 2004	55,600	103,700	159,300	12,569	69,599	77,133
Feb 2004	51,509	103,300	154,809	12,159	68,629	74,021
Mar 2004	59,655	102,910	162,565	11,616	67,659	83,290
Apr 2004	63,610	102,320	165,930	13,818	66,969	85,144
May 2004	68,610	101,930	170,540	15,660	66,000	88,881
Jun 2004	77,019	101,540	178,559	21,169	65,032	92,358

The Summary Balance Sheet History section shows assets, liabilities, and equity totals as of the end of each month for the current month and previous 24 months. This two-year list provides a quick balance sheet summary.

Flash Report (cont.)

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BikeWorks International
General Ledger Flash Report

Summary Income Statement History ←

Period	Net Income	Cost of Goods Sold	Gross Profit	Expenses	Operating Profit	Net Profit
Jun 2002	22,665	28,563	(5,898)	9,022	(14,920)	(15,817)
Jul 2002	25,204	14,808	10,396	8,803	1,593	1,062
Aug 2002	18,710	8,948	9,762	8,685	1,077	497
Sep 2002	17,257	6,536	10,721	9,371	1,350	832
Oct 2002	19,793	9,054	10,739	9,407	1,333	765
Nov 2002	15,668	4,627	11,040	9,175	1,866	1,343
Dec 2002	29,391	8,702	20,689	11,035	9,654	8,204
Tot 2002	148,688	81,239	67,449	65,498	1,951	(3,113)
Jan 2003	15,936	8,058	7,878	8,590	(712)	(1,230)
Feb 2003	18,960	9,503	9,457	10,589	(1,132)	(1,663)
Mar 2003	30,205	12,926	17,279	10,726	6,553	5,450
Apr 2003	25,312	13,347	11,965	10,164	1,801	1,320
May 2003	24,303	12,386	11,917	9,712	2,205	1,586
Jun 2003	27,104	13,056	14,048	10,226	3,822	3,110
Jul 2003	30,794	15,792	15,002	10,710	4,292	2,296
Aug 2003	27,373	12,706	14,667	11,160	3,507	2,454
Sep 2003	19,915	8,665	11,250	9,101	2,149	1,077
Oct 2003	19,107	9,418	9,689	9,495	194	1,500
Nov 2003	28,698	14,393	14,305	10,620	3,684	451
Dec 2003	50,810	23,882	26,927	13,576	13,352	11,624
Tot 2003	318,516	154,133	164,383	124,668	39,715	27,975
Jan 2004	14,832	7,002	7,830	10,080	(2,250)	(2,729)
Feb 2004	17,355	8,106	9,249	11,696	(2,447)	(3,112)
Mar 2004	35,590	13,449	22,140	11,536	10,604	9,268
Apr 2004	34,274	21,255	13,019	10,144	2,875	1,854
May 2004	35,532	16,330	19,202	11,614	7,588	3,737
Jun 2004	25,085	13,368	11,718	9,491	2,226	3,478
Tot 2004	162,668	79,510	83,158	64,561	18,597	12,496

The Summary Income Statement History section summarizes the income statement totals for the current month and the previous 24 months. This summary provides a concise picture of your company's growth.

Flash Report (cont.)

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BikeWorks International General Ledger Flash Report

Source Figures for Ratios ←

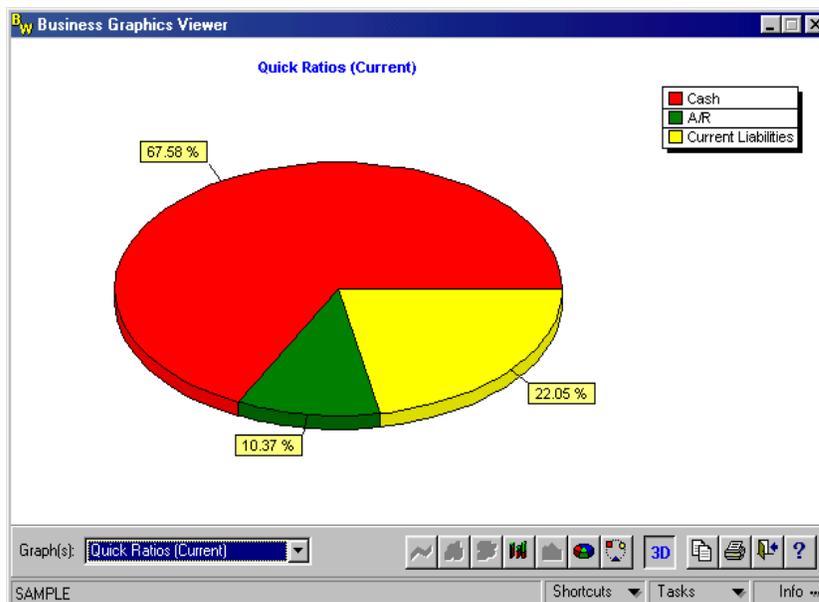
Balance Sheet Items	Dec 31, 2002	Dec 31, 2003	Current
Cash	27,439	45,689	52,917
Accounts Receivable	15,448	18,398	22,014
Inventory	(4,831)	(2,057)	1,738
Current Assets	38,757	62,731	77,019
Fixed Assets	108,353	103,673	101,540
Total Assets	147,110	166,404	178,559
Accounts Payable	9,929	10,846	15,046
Shareholder Loans	81,942	70,295	65,032
Current Liabilities	13,282	16,247	21,169
Total Liabilities	95,223	86,542	86,201
Equity	51,887	79,862	92,358
Income Statement Items	Last Year	Year to Date	
Net Income	318,516	162,668	
Cost of Goods Sold	154,133	79,510	
Gross Profit	164,383	83,158	

The Source Figures for Ratios are used to calculate the ratios on the first page of the report. The Appendix in this digest explains how these figures are used in the ratio calculations.

Business Graphics Reports

Business Graphics presents data similar to the Flash Reports in graphical format. You can view these reports in a variety of chart formats, including area, bar, line, and pie charts.

Each chart appears in color in the Viewer.



You can view and print charts for the following aspects of your general ledger finances:

<i>Quick & Current Ratios</i>	Displays assets and liabilities for two full years plus the current year. Quick Ratio shows cash, accounts receivable, and current liabilities. Current Ratio shows current assets and current liabilities.
<i>Cash & A/R to Assets</i>	Displays assets for two full years plus the current year. Current Assets shows cash, accounts receivable, and other current assets. Total Assets shows cash, accounts receivable, and all other assets.
<i>Profit</i>	Compares monthly profit from the current year and the previous year.
<i>Revenue (this year vs. last year)</i>	Compares monthly revenue from the current year and the previous year.
<i>Expenses (this year vs. last year)</i>	Compares monthly expenses from the current year and the previous year.
<i>Balance Sheet History</i>	Compares monthly assets and liabilities from the current year and the previous year.
<i>Income Statement History</i>	Compares monthly profit, expenses, and revenue from the current year and the previous year.

Flash Report

The Accounts Payable Flash Report is a summary of important Accounts Payable data. This report lets management identify your company's most important vendors, analyze information on these vendors, and get an overall idea of how the company has handled its payables. It provides an overview of information found in other reports and is ideal for those who do not have time to read a lot of reports, but who have a pressing need for critical information.

The Flash Report is divided into six sections, and is generally one to three pages long. You can produce this report for any or all of your vendors. If you want to analyze your total payables, include all vendors. This report is intended as a summary. Do not use it for reconciling your Accounts Payable module. Use the Accounts Payable Detail Report or Aging Report (current month) for reconciling.

Jun 21, 2004
4:55 pm

BikeWorks International

Accounts Payable Flash Report

Displays current balance, open credit balance, year-to-date information, the balance for invoices on hold, and aging information compiled from statistics on all Accounts Payable transactions for the specified vendors.

Year-to-Date Accounts Payable Summary

Current balance	12,608.18	
Open credits	277.00	
Current net A/P balance	12,331.18	
Invoices on hold balance	0.00	
Y-T-D purchases	85,657.00	
Y-T-D payments	57,997.31	
Y-T-D discounts	441.51	
Y-T-D 1099 payments	6,442.18	
Aging information		
Current	11,724.13	93.0%
1 to 30	454.62	3.6%
31 to 60	186.43	1.5%
61 to 90	243.00	1.9%
Over 90	0.00	0.0%

Displays month-to-date information compiled from statistics on all Accounts Payable transactions for the specified vendors.

Month-to-Date Accounts Payable Summary

Month beginning balance	16,098.41	
Purchases	17,992.98	
Credit memos	572.71	
Debit memos	10.95	
Prepaid invoices	23.87	
Cash and/or check payments	20,405.22	
Discounts taken	66.23	

Shows purchases history for the twelve preceding months.

Purchases History

May/04	17,821.43	
Apr/04	13,311.03	
Mar/04	14,284.57	
Feb/04	12,555.18	
Jan/04	9,710.34	
Dec/03	9,652.22	
Nov/03	10,976.56	
Oct/03	12,553.67	
Sep/03	12,730.66	
Aug/03	14,688.32	
Jul/03	15,758.20	
Jun/03	18,321.46	

Flash Report (cont.)

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BikeWorks International Accounts Payable Flash Report

Vendor Highlight, based on Y-T-D Purchases

Vendor ID	Vendor Name	Yearly Purchases	Yearly Payments	Current Balance
GATEWAY	Gateway Manufacturing	30,491.34	23,329.13	2,369.00
US	U.S. Seat Manufacturing	20,119.70	14,086.30	3,332.00
REMY	Remy Clothing Co.	7,504.45	3,442.18	1,936.27

Vendor Highlight, based on Current Balance

Vendor ID	Vendor Name	Current Balance	Open Credits	Yearly Purchases
US	U.S. Seat Manufacturing	3,332.00	0.00	20,119.70
GATEWAY	Gateway Manufacturing	2,369.00	0.00	30,491.34
REMY	Remy Clothing Co.	1,936.27	100.00	7,504.45

Vendor Highlight, based on Oldest Unpaid Invoice Date

Vendor ID	Vendor Name	Oldest Inv Date	Invoice Balance	Current Balance
AMER	American Fastener	04/02/04	49.40	942.74
PT&T	Pacific Telephone	04/03/04	137.03	875.88
REMY	Remy Clothing Co.	04/14/04	243.00	1,936.27

Displays information on your top vendors based on their total year-to-date purchases. (Information limited to 10 percent of your vendors, up to a maximum of 20 vendors.)

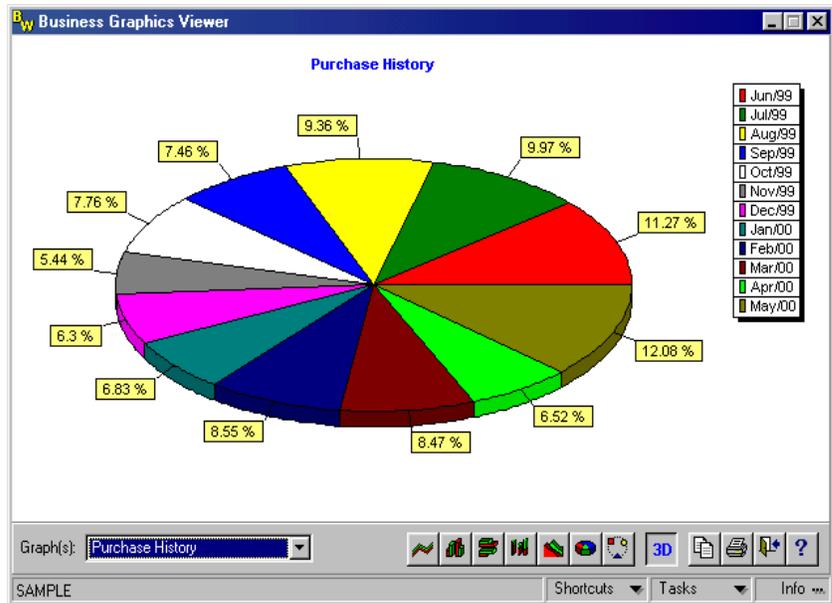
Includes information on your top vendors based on the current balance owed to each one. (Information limited to 10 percent of your vendors, up to a maximum of 20 vendors.)

Includes information on your top vendors with nonzero balances, based on the oldest date of unpaid invoices. It shows the date and balance of the oldest unpaid invoice for each one. Use this information to locate vendors whom you forgot to pay. (Information limited to 10 percent of your vendors, up to a maximum of 20 vendors.)

Business Graphics Reports

Business Graphics presents data similar to the Flash Reports in graphical format. You can view these reports in a variety of chart formats, including area, bar, line, and pie charts.

Each chart appears in color in the Viewer.



You can view and print charts for the following aspects of your Accounts Payable finances:

- | | |
|---|---|
| <i>Aging</i> | Displays aging information based on aging periods established in Maintain A/P Parameters. |
| <i>Purchase History</i> | Displays the total amount of purchases for each of the 12 preceding months. This information is entered for the vendor in SETUP mode or when entering a new vendor in the Accounts Payable module. Sage BusinessWorks then updates the information. |
| <i>Vendor Purchase Highlight</i> | Based on year-to-date purchases, the top three to ten vendors are highlighted individually and all others as one group. |
| <i>Vendor Balance Highlight</i> | Based on highest current balance, the top three to ten vendors are highlighted individually and all others as one group. |

Flash Report

The Accounts Receivable Flash Report is a summary of receivables information maintained by Sage BusinessWorks. This concise report is often used by management to identify the company's most important customers, sales reps, and accounts, and to get an overall idea of how the company has handled its receivables. The report provides an overview of information found in other reports and is ideal for those who don't have time to read a lot of reports, but who have a critical need for information.

Each section of the report summarizes important information about different facets of your receivables. The report is never more than six pages long, making it useful to view a summary of accounts receivable activity. This report is accurate only for the time it is run. It is intended as a general view of your accounts receivable. Do not use it for reconciling your Accounts Receivable module.

Jun 21, 2004
10:30 am

BikeWorks International

Accounts Receivable Flash Report

Summarizes all Accounts Receivable transactions so far this year for all customers included in the report. The aging information shows amounts owed to you in each aging category, and the percentage owed for each category.

→ **Year-to-Date Accounts Receivable Summary**

Year-to-date sales.....	78,365.95	
Current A/R balance.....	22,104.12	
Current open credits.....	120.02	
Current finance charges.....	84.56	
	22,068.66	
Net A/R balance.....	22,068.66	
Deposits held on account.....	200.00	
Aging information:		
Current.....	11,008.37	49.8%
1 to 30.....	9,269.76	41.9%
31 to 60.....	1,825.99	8.3%
61 to 90.....	0.00	0.0%
Over 90.....	0.00	0.0%

Summarizes all Accounts Receivable transactions so far this month for all customers included in the report.

→ **Month-to-Date Accounts Receivable Summary**

Monthly beginning balance.....	38,469.44	
Sales.....	25,204.93	
+ Miscellaneous charges.....	25.00	
- Discount.....	-106.08	
+ Freight charges.....	241.95	
+ Sales tax.....	1,160.48	
	26,526.28	
Invoice total.....	26,526.28	
Credit total.....	2,869.95	
Debit total.....	180.00	
Payments received + prepaid invoices....	40,989.79	
Early payment discounts.....	0.00	
Finance charges.....	166.73	
Cash refunds.....	385.95	
Write offs.....	0.00	
Voided invoices.....	0.00	
Open credits applied.....	484.98	
Deposits applied.....	0.00	

Flash Report (cont.)

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10:30 am

BikeWorks International Accounts Receivable Flash Report

Summarizes the total monthly sales for each sales account. This section also provides a sales history for the past 12 months.

→ **Month-to-Date Sales Account Summary**

No	Description	Amount
1	Schwinn bikes	11,963.90
2	Raleigh bikes	7,907.58
3	Bicycle accessories	2,492.50
4	Service	2,840.95

Summarizes total sales for the past 12 months.

→ **Sales History**

May 2004.....	18,290.40
April 2004.....	12,039.24
March 2004.....	7,255.70
February 2004.....	4,479.35
January 2004.....	2,276.02
December 2003.....	9,179.25
November 2003.....	9,636.37
October 2003.....	8,356.78
September 2003.....	7,551.62
August 2003.....	7,850.36
July 2003.....	8,077.13
June 2003.....	7,670.77

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BikeWorks International Accounts Receivable Flash Report

Lists total sales, taxable sales, and sales tax collected for each sales tax jurisdiction in the current month.

→ **Month-to-Date Sales Tax Summary**

ID	Description	Total Sales	Taxable	Collected
CA	Calif. State Tax	20,719.39	20,719.39	1,035.97
CITY	City Tax	11,646.14	11,646.14	116.46

Lists total sales, taxable sales, and sales tax collected for each sales tax jurisdiction in the current calendar quarter.

→ **Quarter-to-Date Sales Tax Summary**

ID	Description	Total Sales	Taxable	Collected
CA	Calif. State Tax	37,662.21	37,662.21	1,883.11
CITY	City Tax	16,018.13	16,018.13	160.28

Lists total sales, taxable sales, and sales tax collected for each sales tax jurisdiction for the year.

→ **Year-to-Date Sales Tax Summary**

ID	Description	Total Sales	Taxable	Collected
CA	Calif. State Tax	57,603.80	57,603.80	2,880.19
CITY	City Tax	19,827.92	19,827.92	198.28

Flash Report (cont.)

The Customer highlight section of the Flash Report includes 10 percent of your customers, but not more than 20 of them. For example, if customer ETC has a balance of \$1 for 60 days, ETC's average monthly delinquency is \$2. If Customer STANS has a balance of \$100 for 15 days, STANS' average monthly delinquency is \$50. Even though ETC has owed money for a longer period of time, STANS' overdue balance is more important to you because the dollar amount is so much greater.

Displays the top customers among the range you selected in the report setup, based on year-to-date sales. Customers are listed according to the amounts they have purchased so far this year.

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10:30 am

BikeWorks International Accounts Receivable Flash Report

Customer highlight, based on Yearly Sales

ID	Customer name	Yearly Sales	% of Total	Net Balance
IBS	Inter. Bicycle Sales	19,412.67	24.8%	4,258.67
RODEBYKE	Rodebyke Bikes & Mopeds	13,619.58	17.4%	1,558.31
YATES	Yates Bike Shop	3,759.72	4.8%	3,099.10

Lists top customers among those selected in the report setup, based on month-to-date sales. Customers are listed according to the amounts they have purchased so far this month.

Customer highlight, based on Monthly Sales

ID	Customer name	Monthly Sales	% of Total	Net Balance
RODEBYKE	Rodebyke Bikes & Mopeds	5,534.60	20.9%	1,558.31
ETC	Bikes Et Cetera	4,385.46	16.5%	6,958.90
YATES	Yates Bike Shop	504.60	1.9%	3,099.10

Lists those customers among those selected in report setup who owe you the most money, based on current net balance including finance charges and open credits. Customers are listed according to their balances.

Customer highlight, based on Current Balance

ID	Customer name	Net Balance	Open Credits	Yearly Sales
ETC	Bikes Et Cetera	6,958.90	2.00	10,585.39
IBS	Inter. Bicycle Sales	4,258.67	0.00	19,412.67
YATES	Yates Bike Shop	3,099.10	13.00	3,759.72

Displays who owes the most money for the longest period of time. It lists the most delinquent customers based on average monthly delinquency. The average monthly delinquency is calculated by multiplying each delinquent invoice times the number of days delinquent, then dividing the sum of all delinquent accounts by 30.

Customer highlight, based on Account Delinquency

ID	Customer name	Avg Delinq	Net Balance	Yearly Sales
STANS	Stan's Cyclery	1,892.93	3,305.24	8,430.67
YATES	Yates Bike Shop	1,817.18	3,099.10	3,759.72

Customer highlight, based on Credit Limit

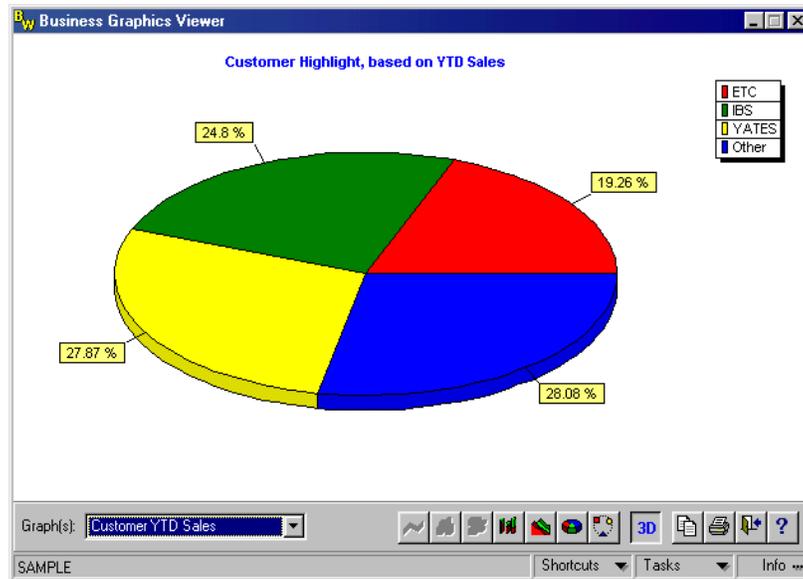
ID	Customer name	Credit Limit	Net Balance	Yearly Sales
IBS	Inter. Bicycle Sales	10,000.00	4,258.67	19,412.67
ETC	Bikes Et Cetera	10,000.00	6,958.90	10,585.39
YATES	Yates Bike Shop	1,000.00	3,099.10	3,759.72

Lists the top customers among those selected in report setup, based on their credit limits. Yearly sales and current balance are also included.

Business Graphics Reports

Business Graphics presents data similar to the Flash Reports in graphical format. You can view these reports in a variety of chart formats, including area, bar, line, and pie charts.

Each chart appears in color in the Viewer.



You can view and print charts for the following aspects of your Accounts Receivable finances:

- Aging*** Displays aging information based on the aging periods you established in Maintain A/R Parameters.
- Sales History*** Displays the total amount of sales for each of the 12 preceding months. This information is entered for the customer in SETUP mode or when entering a new customer in the system. Sage BusinessWorks then updates the information.
- Customer Sales Highlights*** Evaluates up to 10 percent of the top customers based on year-to-date or month-to-date purchases.
- Customer Current Balance*** Displays customer share of business transactions based on current balance.
- Customer Deposits*** Displays customer share of deposits based on deposits.
- Sales Representatives Highlights*** Evaluates up to 10 percent of the top sales representatives based on yearly and monthly sales.

Flash Report

Print the Order Entry Flash Report when you need a concise summary of your order activity for use. The report provides an overview of information found in other reports and is ideal for managers who often don't have time to read a lot of reports, but who have a critical need for information.

This report contains a summary and a customer highlight section. The items it contains depends on the type of transactions you have processed (whether you have entered quotes and orders, processed returns, and so on). The highlight sections list the top 10 percent (up to a maximum of 20) of the customers and sales representatives for each highlight section.

The number of open sales orders, sales orders on backorder, open quotes, and expired quotes.

Jun 21, 2004
11:17 am

BikeWorks International

Order Entry Flash Report

Order Entry Summary Information

Number of open sales orders.....	13
Number of sales orders on backorder.....	1
Number of open quotes.....	12
Number of expired quotes.....	0

Description	#Quotes/Orders	Amount
Current month projected sales	7	2869.84
Month-to-date quotes	7	11339.60
Month-to-date sales orders	9	5811.30
Sales orders on hold		0.00

Description	0-30 Days	31-60 Days	61-90 Days	90+ Days	Total
Open sales orders	6715.55	0.00	0.00	0.00	6715.55
Projected sales	3859.02	0.00	0.00	0.00	3859.02
Totals	10574.57	0.00	0.00	0.00	10574.57

Customer highlight, based on Cumulative Sales Orders

Customer ID	Customer name	#Orders	Amount
ETC	Bikes Et Cetera	1	1930.75
YATES	Yates Bike Shop	2	1714.00
SHARPE	Sharpe Wheels	3	1219.80

Customer highlight, based on Cumulative Quotes

Customer ID	Customer name	#Quotes	Amount
SHARPE	Sharpe Wheels	2	4777.57
YATES	Yates Bike Shop	2	4047.45
IBS	Inter. Bicycle Sales	2	2441.15

The projected sales for the current month, month-to-date quotes and sales orders, and sales orders on hold are shown with the total number of quotes and sales orders and their total dollar amounts.

The sales projection section shows how long your sales orders have been open, along with projected sales (the probability percentage for each quote multiplied by the quote subtotal).

The customer ID, customer name, number of orders placed, and total amount of orders placed.

The customer ID, customer name, number of quotes placed, and total amount of quotes placed.

Flash Report (cont.)

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11:17 am

BikeWorks International Order Entry Flash Report

The customer ID, customer name, number of returns*, and total amount* of returns.

Customer highlight, based on Cumulative Returns

Customer ID	Customer name	#Returns	Amount
RODEBYKE	Rodebyke Bikes & Mopeds	2	259.00
ETC	Bikes Et Cetera	1	160.95

The sales rep code, sales rep name, number of orders placed, and total amount of orders placed.

Sales Representative highlight, based on Cumulative Sales Orders

Rep	Representative's Name	#Orders	Amount
2	Jeffrey P. Bernstein	8	1971.40
1	Mark W. Harper	1	1930.75
4	Joy Lawrence	2	1714.00

The sales rep code, sales rep name, number of quotes entered, and total amount of quotes entered.

Sales Representative highlight, based on Cumulative Quotes

Rep	Representative's Name	#Quotes	Amount
2	Jeffrey P. Bernstein	4	1509.00
3	Mildred Anthony	3	1281.16
1	Mark W. Harper	3	658.06

The sales rep code, sales rep name, number of returns*, and total amount* of returns.

Sales Representative highlight, based on Cumulative Returns

Rep	Representative's Name	#Returns	Amount
3	Mildred Anthony	1	169.00

The sales rep code, sales rep name, and total number of orders, quotes, and returns*.

Sales Representative highlight, based on Total Activity

Rep	Representative's Name	#Orders	#Quotes	#Returns	Total#
2	Jeffrey P. Bernstein	8	4	0	12
3	Mildred Anthony	2	3	1	6
1	Mark W. Harper	1	3	0	4

* Does not include voids.

Flash Report (cont.)

Jun 21, 2004
11:17 am

BikeWorks International

Order Entry Flash Report

The sales orders from largest to smallest, including customer ID, sales rep name, order number, description, and amount.

Customer ID	Sales Representative	Order#	Description	Amount
ETC	1 Mark W. Harper	19	racing bikes	1930.75
SHARPE	2 Jeffrey P. Bernstein	21	racing shorts	1184.00
RODEBYKE	3 Mildred Anthony	14	custom bike	857.00

Sales orders invoiced in the current month, including the month the sales order was entered, the number of orders converted, and the total invoiced amount for these converted orders.

Sales order highlight, based on June 2004 invoices

Month of order	#Orders	Inv. Amount
June 2004	1	321.90
Totals	1	321.90

Quotes from largest to smallest, including customer ID, sales rep name, quote number, description, and amount.

Quote highlight, based on Largest Quote

Customer ID	Sales Representative	Quote#	Description	Amount
SHARPE	2 Jeffrey P. Bernstein	27	racing bikes	3849.50
YATES	4 Joy Lawrence	25	just quoting	3668.50
IBS	3 Mildred Anthony	24	racing bikes	1930.75

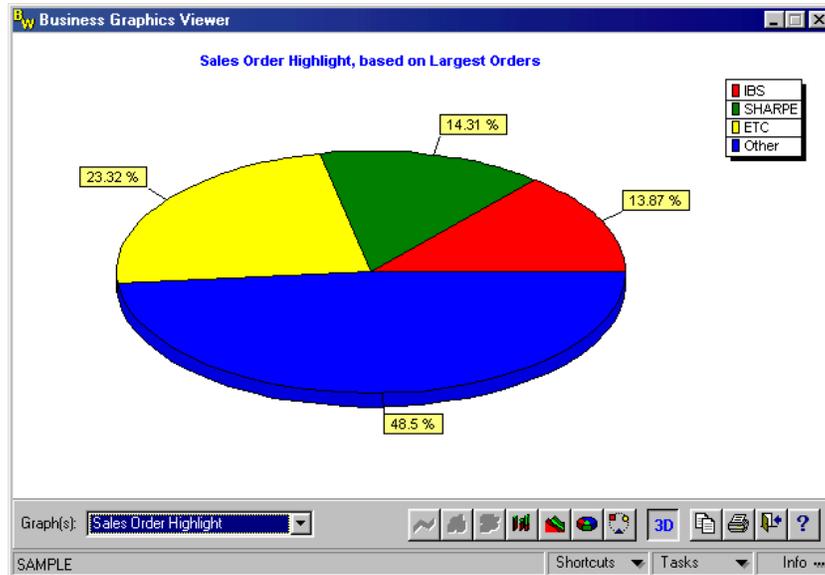
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Sage BusinessWorks

Business Graphics Reports

Business Graphics presents data similar to the Flash Reports in graphical format. You can view these reports in a variety of chart formats, including area, bar, line, and pie charts.

Each chart appears in color in the Viewer.



You can view and print charts for the following aspects of your Order Entry accounting:

***Open Orders/
Projected Sales***

Displays summarized information on open orders and projected sales.

***Customer
Highlight***

Lists up to 10 customers (and displays an aggregate of all other customers) based on Cumulative Orders.

***Sales
Representative
Highlight***

Lists up to 10 of the top Sales Representatives based on year-to-date purchases.

***Sales Order
Highlight***

Lists up to 10 (+ other) of the top Sales Orders based on the Largest Sales Orders.

Flash Report

The Inventory Flash Report summarizes important information for use by management when studying inventory activity. The report provides an overview of information found in other reports and is ideal for those who don't have time to read a lot of reports, but who have a critical need for information.

Jun 21, 2004
1:02 pm

BikeWorks International

Inventory Flash Report

This section summarizes important information for your entire Inventory Control system. It shows the total on-hand value of your inventory based on cost and price. It also shows the total value of all parts on order, price levels and margins for each level, the actual profit margin of your inventory, and turnover information.

→ **Inventory Summary:**

On hand value at cost	7,224.31
On hand value at A prices	18,178.77
Average margin	60.26%
On hand value at B prices	14,405.02
Average margin	49.85%
On hand value at C prices	12,050.83
Average margin	40.05%
Year-to-date cost of goods sold	13,567.79
Year-to-date sales	25,018.73
Actual margin	45.77%
Approximate on order value	1,143.00
Inventory turns per year	7.51
Number of days per turn	49

This section shows the financial impact of all inventory transactions this month. It lists the beginning on-hand value, the total receipts, issues, returns and adjustments with the net change in inventory, and the ending on-hand value. Month-to-date sales, costs of goods sold, and actual margin are also shown.

→ **Month-to-date Inventory Summary:**

Beginning on hand value	7,716.36
Receipts	1,678.15
Issues and Sales	-1,821.51
Returns	0.00
Adjustments	-348.69
Change in inventory	-492.05
Ending on hand value	7,224.31
Month-to-date sales	8,778.00
Month-to-date Cost of Goods Sold	4,303.13
Actual margin	50.98%

This section lists up to 20 inventory parts (depending on the total number of parts you have in inventory) in order of their on-hand value. This information lets you see at a glance your top parts based on the on-hand value.

→ **Inventory Highlight, based on On hand value:**

Part Number	Description	Unit Cost	Stock Value	Prod Line
WHEEL,26	26" wheel assembly	91.49	1,738.30	ACCESSRY
FRAME,SP	Custom racing frame	379.00	1,137.00	STANDARD
1005	24 inch racing bicycle	195.00	975.00	STANDARD

Flash Report (cont.)

This portion of the report is divided into five sections. Each section lists the top 10 percent of inventory parts up to a maximum of 20 parts (depending on the total number of parts you have in inventory).

Jun 21, 2004		BikeWorks International					
		Inventory Flash Report					
<p>Lists parts in order of their year-to-date cost of goods sold. Similar to the ABC Analysis Report, this information allows you to see at a glance, your top parts based on year-to-date cost of goods sold.</p>	➔	Inventory Highlight, based on Year-to-date cost of goods sold:					
		<u>Part Number</u>	<u>Description</u>	<u>YTD Issues</u>	<u>Unit Cost</u>	<u>YTD COGS</u>	
		1004	26 inch racing bicycle	16	189.00	3,402.00	
		1005	24 inch racing bicycle	12	195.00	2,340.00	
		CUST-26	Custom 26" bicycle	3	600.00	1,800.00	
<p>Lists parts in order of year-to-date sales. Allows you to see at a glance your best-selling parts.</p>	➔	Inventory Highlight, based on Year-to-date sales:					
		<u>Part Number</u>	<u>Description</u>	<u>YTD Issues</u>	<u>Unit Cost</u>	<u>YTD Sales</u>	
		1004	26 inch racing bicycle	16	189.00	6,447.30	
		1005	24 inch racing bicycle	12	195.00	4,635.40	
		CUST-26	Custom 26" bicycle	3	600.00	3,285.00	
<p>Lists parts in order of profit margin. Profit margin is calculated for all parts based on price level A. Those with the highest margins are listed on the report. This helps you determine your most profitable parts.</p>	➔	Inventory Highlight, based on Highest margin:					
		<u>Part Number</u>	<u>Description</u>	<u>Marg%</u>	<u>Unit Cost</u>	<u>Stock Value</u>	<u>ProdLine</u>
		SPOKE,26,SUB	Replacement 26" spoke	70.0	0.15	148.42	ACCESSRY
		SHORTS-BLUE	Blue cycling shorts	62.8	9.00	180.00	ACCESSRY
		SHORTS-RED	Red cycling shorts	61.3	8.76	192.72	ACCESSRY
<p>Lists parts in order of profit margin. Profit margin is calculated for all parts; those with the lowest margins are listed on the report. This helps you determine your least profitable parts.</p>	➔	Inventory Highlight, based on Lowest margin:					
		<u>Part Number</u>	<u>Description</u>	<u>Marg%</u>	<u>Unit Cost</u>	<u>Stock Value</u>	<u>ProdLine</u>
		396-1010	Tire, 26 inch	0.0	4.03	64.40	STANDARD
		FRAME,SP	Custom racing frame	0.0	379.00	1,137.00	STANDARD
		SPOKE, 26"	26" wheel spoke	0.0	0.17	103.43	ACCESSRY
<p>Lists parts in order of approximate on-order value (approximate, because it is based on the last cost for each part). Sage BusinessWorks looks at all parts on order and sorts them according to the highest on-order value.</p>	➔	Inventory Highlight, based on Approximate on order value:					
		<u>Part Number</u>	<u>Description</u>	<u>On Order</u>	<u>Last Cost</u>	<u>Order Value</u>	
		T-SHIRT	BikeWorks Custom T-Shirt	72	6.00	432.00	
		1004	26 inch racing bicycle	1	189.00	189.00	
		1003	20 inch bicycle, boy's	4	45.00	180.00	

Flash Report (cont.)

Jun 21, 2004

1:02 pm

BikeWorks International Inventory Flash Report

This section lists the approximate value of your inventory at each warehouse using the active price levels (which we labeled A, B, C, and D in Maintain I/C Parameters).

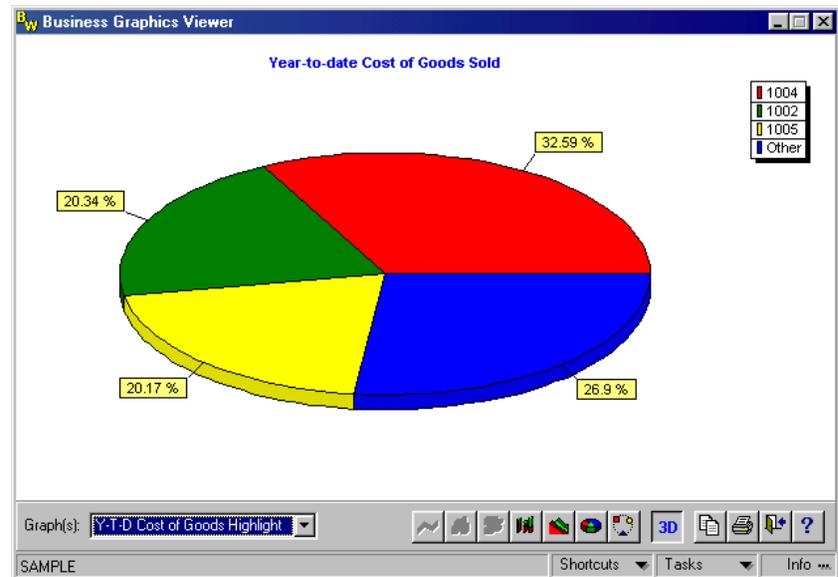
→ Approximate on hand value for each warehouse:

Warehouse	Cost	Prices			
		Price Lvl	Price	Price Lvl	Price
STORE 1	7321.54	A	16229.68	B	13241.06
		C	11381.97	D	5469.57
STORE 2	3790.00	A	7589.50	B	6329.50
		C	5419.50		
Totals	11111.54	A	23819.18	B	19570.56
		C	16801.47	D	5469.57

Business Graphics Reports

Business Graphics presents data similar to the Flash Reports in graphical format. You can view these reports in a variety of chart formats, including area, bar, line, and pie charts.

Each chart appears in color in the Viewer.



You can view and print charts for the following aspects of your Inventory Control accounting:

- | | |
|---|--|
| <i>On Hand Value</i> | Displays the on-hand value of your inventory based on cost and price. Shows the average margin at good, better, and best prices. |
| <i>Cost and Profit</i> | Displays the cost of goods sold as a percentage of your gross profit, based on year-to-date and month-to-date activity. |
| <i>On Hand Value Highlight</i> | Itemizes the top ten percent (showing between three and ten parts) of your parts as a percentage of the total on-hand value at cost of your inventory. |
| <i>Y-T-D Cost of Goods Highlight</i> | Itemizes the cost of goods sold of the top three to ten parts as a percentage of the total cost of goods sold. |
| <i>Y-T-D Sales Highlight</i> | Itemizes the year-to-date sales of the top three to ten parts as a percentage of the total year-to-date sales. |

Flash Report

The Payroll Flash Report provides a concise summary of your payroll activity and highlights information on employees. It can be used by management to get an overall idea of how the company has handled its payroll. The report provides an overview of information found in other reports and is ideal for those who need information, but who do not have time to read a lot of reports.

Total number of employees in each category.		BikeWorks International Payroll Flash Report		
Jun 21, 2004 3:52 pm				
Quarter- and year-to-date gross wages for active, inactive and terminated employees, as well as total amounts.	Employee Gross Wage (plus Tips) Summary:	Quarter-to-Date	Year-to-Date	
	9 Active employees	38068.28	70862.80	
	0 Inactive employees	0.00	0.00	
	0 Terminated employees	0.00	0.00	
	9 Total	38068.28	70862.80	
Total regular and overtime hours taken in sick pay, vacation pay, and overtime so far this quarter and year.	Benefit and Overtime Hours Summary:	Quarter-to-Date	Year-to-Date	
	Regular hours	3491.67	7043.67	
	Overtime hours	44.65	46.65	
	Vacation hours taken		80.00	
	Vacation hours accrued		193.88	
	Sick pay hours taken		52.00	
	Sick pay hours accrued		89.09	
	Comp time accrued		17.00	
Quarter- and year-to-date figures for federal and state payroll taxes. If you pay taxes in more than one state, all states will be included.	Payroll Tax Summary:	Quarter-to-Date	Year-to-Date	
	Federal Payroll Taxes			
	FWT	4105.63	7279.95	
	Company OASDI	2366.33	4361.53	
	Employee OASDI	2366.33	4361.53	
	Company Medicare	553.92	1031.33	
	Employee Medicare	553.92	1031.33	
	FUTA	163.76	427.14	
	California Payroll Taxes			
	SWT	671.19	1118.48	
	Employee SDI	458.38	853.45	
	Company SUI	695.93	1815.35	
The current balances of each of your tax liabilities for both state and federal taxes.	Current Payroll Tax Balances:			
	Federal Payroll Taxes			
	Withholding tax	1390.74		
	OASDI taxes	2149.48		
	Medicare taxes	-1.02		
	Unemployment insurance	163.76		
	Earned income credit	0.00		
	Total	3702.96		
	California Payroll Taxes			
	Withholding tax	219.59		
	Disability insurance	163.40		
	Unemployment insurance	695.93		

Flash Report (cont.)

Between 3 and 20 items will be listed in these areas, depending on the number of employees you have.

Jun 21, 2004
3:52 pm

BikeWorks International

Payroll Flash Report

California Payroll Taxes			
Withholding tax		219.59	
Disability insurance		163.40	
Unemployment insurance		695.93	
Total		1078.92	

Employees who have received the greatest amounts of gross wages. The percent of the total gross wages is shown for each employee included on this report.

Employee Highlight, based on Year-to-Date Gross Pay:

Employee	Name	Gross Wages	% of Total
GARCIA	Renee Garcia	12480.00	17.61%
ANTHONY	Mildred Anthony	10801.43	15.24%
BROOKS	Michael Brooks	10475.00	14.78%

The task codes with the highest dollars attributed to them for the current quarter.

Task Code Highlight, based on Quarter-to-Date Totals:

Task	Description	Amount	Hours
SALES	Bicycle Sales	14016.8	527.50
REPAIR	Bicycle Repair	8957.1	1386.90
MANAGE	Store Management	6240.0	520.00
ASSEMBLY	Bicycle Assembly	5275.4	554.25
TUNEUP	Bicycle Tune-up	2602.2	564.00

The task codes with the highest dollars attributed to them for the year.

Task Code Highlight, based on Year-to-Date Totals:

Task	Description	Amount	Hours
SALES	Bicycle Sales	23499.0	1047.50
REPAIR	Bicycle Repair	18669.4	2940.90
MANAGE	Store Management	12480.0	1040.00
ASSEMBLY	Bicycle Assembly	10475.4	1074.25
TUNEUP	Bicycle Tune-up	4682.2	1084.00

Flash Report

The Job Cost Flash Report provides a concise summary of your Job Cost activity and includes an overview of information found in other reports. It can be used by upper management to identify the company's most important jobs, managers, and customers, and to get an overall idea of how the company has handled its jobs. It is ideal for those who do not have time to read a lot of reports, but who have a critical need for information.

This Flash Report contains a summary and a highlight section. The summary shows the total charges, billings, payments, discounts, write-offs, and total for selected jobs. The highlight section lists customers, managers, and jobs by total charges, total billings, and total due. It also highlights jobs by highest actual price and highest bid price.

Jun 21, 2004

BikeWorks International

Job Cost Flash Report

The total charges, billings, payments, discounts, and write-offs. It also displays the total due.

➤ **Current Job Cost Summary**

Total Charges	11487.19
Total Billings	9500.00
Total Payments	5750.00
Total Discounts	250.00
Total Write Offs	0.00
Total Due	3500.00

The total amount of charges posted against jobs for each customer. Includes the top 10 percent of your customers up to a maximum of 20.

➤ **Customer Highlight, based on Total Charges**

Customer ID	Customer name	Total
SHARPE	Sharpe Wheels	5169.33
GOLDEN	Golden Gate Rentals	2747.62
R.ODEEBYKE	Rodebyke Bikes & Mopeds	2159.60

The customer ID, customer name, and total amount of billings posted against jobs for each customer. Includes the top 10 percent of your customers up to a maximum of 20.

➤ **Customer Highlight, based on Total Billings**

Customer ID	Customer name	Total
GOLDEN	Golden Gate Rentals	6000.00
R.ODEEBYKE	Rodebyke Bikes & Mopeds	3500.00

The total amount each customer owes for jobs. Includes the top 10 percent of your customers up to a maximum of 20.

➤ **Customer Highlight, based on Total Due**

Customer ID	Customer name	Total
R.ODEEBYKE	Rodebyke Bikes & Mopeds	3500.00

The total amount of charges posted against jobs for each manager. Includes the top 10 percent of your managers up to a maximum of 20.

➤ **Manager Highlight, based on Total Charges**

#	Manager	Total
4	Joy Lawrence	7328.93
3	Mildred Anthony	2747.62
2	Jeffrey P. Bernstein	1410.64

The manager number, name, and total billings for jobs assigned to each manager. Includes the top 10 percent of your managers up to a maximum of 20.

➤ **Manager Highlight, based on Total Billings**

#	Manager	Total
3	Mildred Anthony	6000.00
4	Joy Lawrence	3500.00

Flash Report (cont.)

2004

BikeWorks International

Job Cost Flash Report

The total amount currently due from customers for jobs assigned to each manager. Includes the top 10 percent of your managers up to a maximum of 20.

→ **Manager Highlight, based on Total Due**

#	Manager	Total
4	Joy Lawrence	3500.00

The description and the total costs (charges) incurred to date for each job. Includes the top 10 percent of your jobs up to a maximum of 20.

→ **Job Highlight, based on Total Charges**

Job ID	Description	Total
YATES-6/10	Yate's 6/10/00 Custom Bike Order	5169.33
GOLDEN-6/3	GOLDEN's 6/3 Bike Order	2747.62
SHARPE-5/23	Sharpe Wheels 5/23 Bike Order	2159.60

The description and the total billings (revenue) resulting from each job. Includes the top 10 percent of your jobs up to a maximum of 20.

→ **Job Highlight, based on Total Billings**

Job ID	Description	Total
GOLDEN-6/3	GOLDEN's 6/3 Bike Order	6000.00
SHARPE-5/23	Sharpe Wheels 5/23 Bike Order	3500.00

The description and the total amount currently due from customers for each job. Includes the top 10 percent of your jobs up to a maximum of 20.

→ **Job Highlight, based on Total Due**

Job ID	Description	Total
SHARPE-5/23	Sharpe Wheels 5/23 Bike Order	3500.00

The description and price for your biggest jobs. Includes the top 10 percent of your jobs up to a maximum of 20.

→ **Job Highlight, based on Highest Actual Price**

Job ID	Description	Price
YATES-6/10	Yate's 6/10/00 Custom Bike Order	11500.00
GOLDEN-6/3	GOLDEN's 6/3 Bike Order	6000.00
SHARPE-5/23	Sharpe Wheels 5/23 Bike Order	3500.00

The description and price for your biggest bids. Includes the top 10 percent of your jobs up to a maximum of 20.

→ **Job Highlight, based on Highest Bid Price**

Job ID	Description	Price
SHARPE-6/1	Sharpe Wheels 6/1 Bike Order	3961.35
IBS-6/21	Inter. Bicycle's 6/21 Bike Order	3000.53