

An Agency President's Guide to Control G

Agency Presidents Know (Almost) Everything

Agency presidents understand advertising. Not every agency president knows how to maximize profit. While agencies buy creative software and hardware knowing exactly what they are trying to accomplish, they are unsure of what is needed to help manage their firm.

This Is Where We Can Help

Control G was developed by and expressly for advertising agency use. It incorporates the functions and services agencies need. And best of all, it is a proven software product used over ten years by agencies from coast to coast and in Canada. Sophisticated computerized solutions for agency management is becoming a required resource for the agencies who are growth and quality oriented.

The Results Are Clear

Control G is a straight forward management software system that agencies can easily install and depend upon month after month to improve their financial operations. This booklet will lead you, function by function, through Control G, and illustrate its capabilities with sample print-outs and sample computer screens. We believe its simplicity and efficiency will be convincing. It's a primer for the agency who is looking to the future.

And the future begins with Control G.

We Promise To Deliver Software That's

- Fast.
- Flexible.
- Easy to use.
- Meets your needs today and tomorrow.
- Works the way you work.
- Supported by "agency" experienced staff.
- Designed to work with Mac's, PC's & Networks



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"Control G has put it all together in one neat package."

David Gutting,
St. Louis, MO

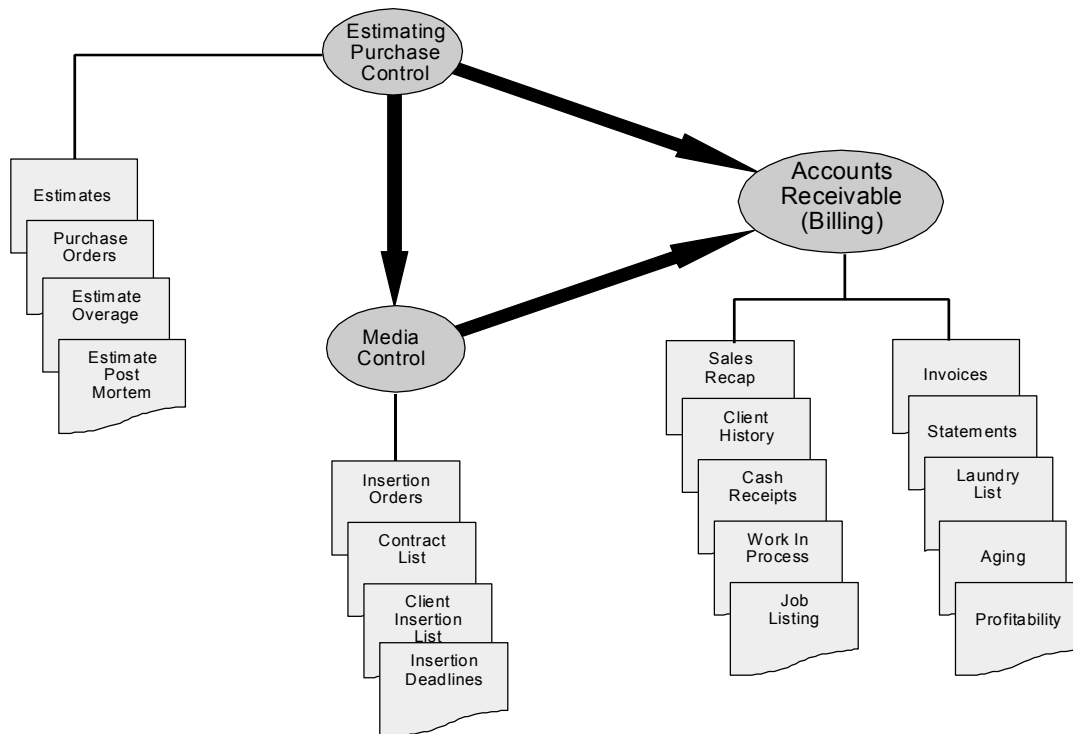
Client Billing

“Everything fits together so logically.”

Hope Galvin—Middleburg & Associates, New York, NY

Control G is keyed to a date sensitive billing cycle which can handle essentially unlimited numbers of transactions per month. Client Billing coupled with Time, Estimating, and Purchase Control modules allow you to input purchase orders, job estimates, supplier invoices, media bills and /or insertions, time sheets, fees and miscellaneous data. Resulting output equips you with a pre-billing analysis we call the "laundry list", client invoices, statements, client profitability reports and accounts receivable aging data.

Control G maintains a myriad of individual custom client options including mark-up structures, time function rates, finance charges, invoice appearance options and sales tax rates.



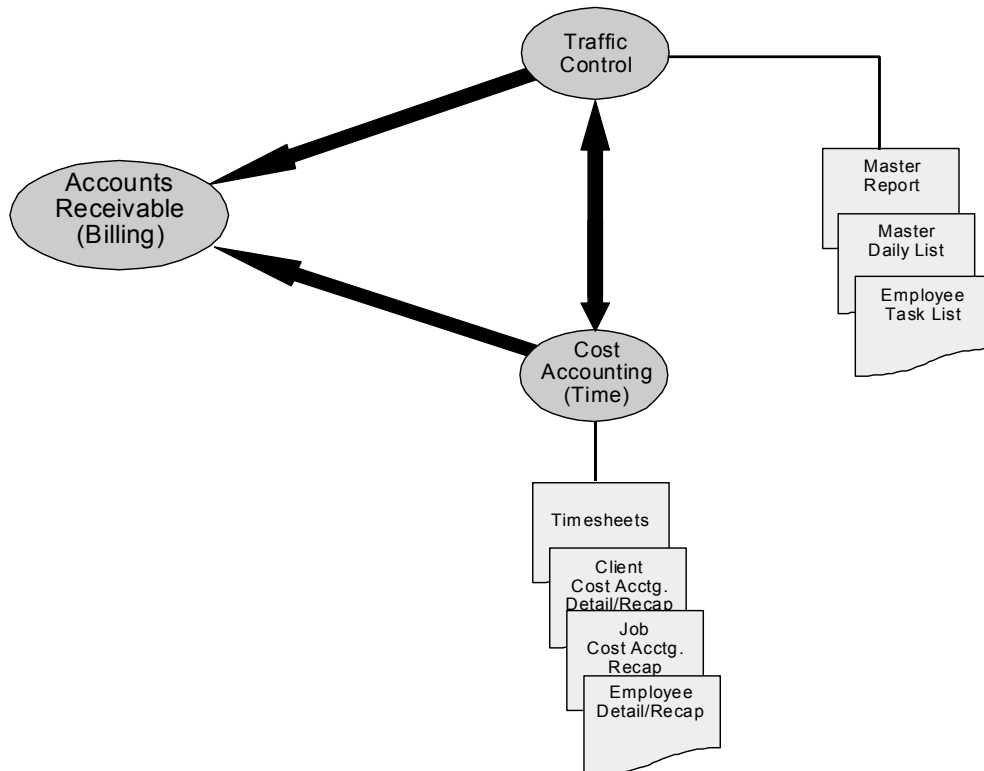
Time/Estimating/Purchase Control

"I'm confident now that I know the whole picture with each client and each employee."

Marcie May, The Rankin Group, Fountain Valley, CA

Although time input, estimating and purchase control are categorized under separate sub menus, this entire first section relates to (and of course interacts with) Client Billing. In addition to the billing documents and reports, an employee time analysis, client cost accounting time analysis, outstanding purchase commitment detail, and post-mortem estimate analysis are produced.

It is through the time / cost accounting reports where Control G holds a "microscope" to your clients and employees. By initiating Control G's daily or weekly time reporting procedures, you'll quickly start to appreciate which clients and which employees are paying their way, and maybe which ones aren't!




Job Invoice

"The invoice format is very flexible."

Bev Kahler, Kahler & Company, Omaha, NE

For each active job during the month, Control G will print a detailed function and cost invoice. The size of the form is totally at your discretion and your pre-printed logo can be included. Invoicing options include detailed line items, paragraph invoicing, sales category consolidation, employee identifier stripping, date include or omit, non-print lines, comment lines, invoice numbers, line continuation, sub-total insertion, bill per estimate, progress billing, bill upon completion, etc. If you don't find the option you're looking for, call us - we probably have it.

		UWIN I Want It Now Advertising 123 Main Street Colorado Springs, Colorado 80903 (800) 843-1795	
JOB INVOICE #81683			
CLIENT ID	CLIENT	DATE	
100080	CSCVB 4240 East Colorado Colorado Springs, Colorado 80903	04/08/99	
		YOUR P.O.#	
		4589758	
JOB ID	JOB DESCRIPTION	PAGE	
97650	MAJOR BROCHURE	1	
	DESCRIPTION	AMOUNT	
SPECIFICS:	65,000 4-color 64 pages Printer: The Craftsman Printers Inc.		
*****ACCOUNT COORDINATION AND SERVICE*****			
	ACCOUNT MANAGEMENT	9,036.25	
	ADMINISTRATIVE MANAGEMENT	1,592.50	10,628.75
*****GRAPHIC AND DESIGN PRODUCTION SERVICES*****			
	PRODUCTION ART	9,616.25	
	PROJECT COORDINATION	1,177.50	
	CREATIVE CONCEPTING	1,331.25	
	COPYWRITING	3,188.43	15,313.43
	ILLUSTRATION		758.75
	PHOTOGRAPHY		1,250.00
	PRINTING		36,455.50
	SHIPPING		609.97
Estimated final delivery to be per previously discussed with the exception of 2000 brochures going directly to the state. Additional shipping charges to be billed later.			
	* Sub Total *		65,016.40
	STATE SALES TAX		2,584.20
	CITY SALES TAX		646.05

Budget:	75,000	YTD:	70,221.03
		TOTAL THIS JOB:	\$68,246.65
Terms: NET 30			

Use your custom pre-printed logo (optional)

Customer P.O. goes here if supplied. As much room as required for job specifics.

Paragraph invoice option

Detail printing option

Comment Line

Sub-total before sales tax optional
Various sales taxing options

Optional "terms", "budget", and "YTD"

Review invoices prior to mailing and easily re-print.

Clear, concise and easy to read.


Invoice options can even vary between clients.

The Statement

"The ability to print statements at any time for any client really helps our cash flow"
 Sherry Diddy, Daymark, Inc., Cincinnati, OH

As a summary to the job invoices, a complete statement is issued by Control G. This statement begins with balance forward (optional) and lists all new charges and ends with a complete account aging report. The statement categorically lists the totals for production jobs, media charges and agency fees. For agencies not on a regimented monthly billing cycle, open-item invoicing and statements are available as a standard option.

Shown here is a "balance forward" statement. Also available is the "open invoice" statement which would summarize the previous invoice charges.



UWIN I Want It Now Advertising
 123 Main Street
 Colorado Springs, Colorado 80903
 (800) 843-1795

STATEMENT

Page 1

CITY OF BROOK CHAMBER OF COMMERCE
 ACCOUNTS PAYABLE
 P.O. BOX 3085
 BROOK, COLORADO 80775

Account No.
 100019
Month Ending
 03/31/99

Date	Inv. #	Job ID	Job Desc.	Amount
02/28/99			Balance Forward	1,735.46
03/11/99			Payment	-1,735.46
03/31/99	81498	1900	REIMBURSABLE EXPENSES	31.88
03/31/99	81499	190296	FUNDRAISER TICKETS	-9.18
03/31/99	81497	97507	HVB HUI AD	7,628.94
03/31/99	81500	98140	APRIL FACULTY NEWS	255.00
03/31/99	81501	98147	ADVENTURE WEST/HVB BROCHURE	79.69

Current	30 Days	60 Days	90 Days	Balance
7,986.33	0.00	0.00	0.00	7,986.33

Terms: 2% CHARGED ON PAST DUE BALANCES

Pre-print your custom logo (optional).

Example "balance forward" statement.

Finance charges may be added as an option.

"Terms" optional and controlled by you.

"Balance Forward" or "Open Invoice" option available.

Call
 1-800-843-1795
 and take CONTROL

Clearly shows balance due, monthly activity, and account status..

Estimate

"Getting the client to sign-off on estimates and estimate revisions has almost eliminated disputes."

Erma Glanton, Sanchez & Levitan, Miami, FL

Preparing the estimate for a production job, sets the stage for total job cost control as the job progresses. Shown here is the client copy of the estimate. An internal copy which additionally details net amounts is available as well as a "Post Mortem" estimate report which details exactly how you did on the job after completion. Job specifications, the client disclaimer, sales categories and subtotal categories are totally flexible and under your control.

In addition to the estimate, Control G helps control overages through the "Estimate Overage Report". This report (not shown) can be printed as often as you enter time or log supplier invoices.

I Want It Now Advertising
 UWIN I Want It Now Advertising
 123 Main Street
 Colorado Springs, Colorado 80903
 (800) 843-1795

ESTIMATE Date 04/19/99

TO: DENVER AUTO PARK
 GEORGE WOOLARD
 P.O. BOX 16390
 Denver, CO 80233 Page 1

CLIENT ID: 100568
JOB ID: 97159
JOB DESC.: LEAD BROCHURE

JOB SPECIFICATIONS:
 QTY: 76,000 SIZE: 8 1/2 X 11 PRINTS: 2/0
 COLOR: 2/0 FOLDED TO LETTER SIZE
 SEE SHIPPING SLIP IN JOB JACKET FOR INSTRUCTIONS

ACCOUNT MANAGEMENT	200.00
PRODUCTION ART	680.00
PROJECT COORDINATION	100.00
COPYWRITING	200.00
DESIGN	500.00
PRINTING: 8.5" X 11" SINGLE SIDED/LETTER FOLD/BLACK	
+ COLOR ON WHITE 24LB STOCK	3,625.00
SHIPPING	400.00
Total Estimate	----- \$5,705.00

THIS ESTIMATE DOES NOT INCLUDE SALES TAX
 *Fee estimate is firm plus or minus 10% if required data and approvals are provided per schedule, AND IF scope and objectives of project remain the same. *Purchased materials/services figures are ESTIMATED AND SUBJECT TO CHANGE. Firm quotes will be obtained upon approval of copy and layout. *Estimate will be honored up to 30 days from date presented. ADDITIONAL SHIPPING / DELIVERY / INCIDENTAL COSTS NOT INCLUDED.

Can use Control G's format or "log" your own estimate figures into the system.

Detailed job specifications help reduce questions later.

Optional usage of invoice printing options to make estimate and invoice look similar.

Disclaimer wording under your control. Could include client acceptance signature line.

A quality estimate will reduce questions and speed payment.

Completely "spelling out" the job greatly reduces those "misunderstandings".

All estimates automatically integrate to the pre-billing "laundry list".

The Laundry List

"The Laundry List has become an indispensable tool. It shows us the whole picture in one place."

Sondra Phillips, Phillips Team & Myers, Ft. Worth, TX

The pre-billing laundry list enables each Account Executive to preview client charges (against estimates if they exist) and make any necessary additions, deletions or changes prior to invoice - statement printing. The list clearly labels the prior period charges, outstanding purchase orders, the job's estimate and its month and year-to-date totals and subtotals by category (categories that you select). You have the ability to bill in progress, or job completion. This clear format makes for quick approvals or revisions. Partial laundry lists by job or client can be selected at anytime during the month to facilitate weekly or job completion billing. Changes can be made easily by job or by client.

Laundry List - Printed: 08/14/02 (225 :Running Gazelle, Inc.) Page 1

GL ID	Client Name									
225	Running Gazelle, Inc.									
Job ID	Job Description	Type	A.E.	Cust. P.O.	Attn:	Open Date	Due Date	Closed		
225001	Account Service And Management	Production	NOGA	12889		06/17/97	/ /	/ /		
Tran #	Date	Billing Desc.	Committed	Estimate	Emp.	Hrs.	Rate	Labor	Net	Gross Tax
Spec: Every morning in an Ad Agency, an account executive wakes up (perhaps). It must outrun the fastest competitor or it will starve. Every morning in an Ad Agency, the competition wakes up (always). It must outrun the incumbent or it will starve. It doesn't matter whether you're the incumbent or the competition. - When the sun comes up, you'd better be running.										
GL: 412.00* Account Management *										
2497IVT	06/16/97	Account Management / Organization (15167IM)			NOGA	0.8	100.00	87.75	0.00	75.000 <
2495IVT	06/16/97	CONFERENCE/MEETINGS (15149IM)			NOGA	5.5	30.00	5.50	0.00	165.000 <
2494IVT	06/16/97	MANAGEMENT/ORGANIZATION (15157IM)			NOGA	1.8	50.00	1.75	0.00	87.500 <
2494IVT	06/17/97	ADMINISTRATIVE/ORGANIZATION (15127IM)			NOGA	1.0	50.00	1.00	0.00	50.000 <
2500IVT	06/18/97	Account Management / Organization (15217IM)			NOGA	1.3	100.00	1.25	0.00	125.000 <
2501IVT	06/18/97	MANAGEMENT/ORGANIZATION And a bunch of BS talk (15227IM)			FRAN	1.0	50.00	50.00	0.00	50.000 <
2506IVT	06/22/97	ADMINISTRATIVE/ORGANIZATION (15277IM)			NOGA	1.0	50.00	1.00	0.00	50.000 <
2513IVT	06/23/97	ADMINISTRATIVE/ORGANIZATION (15347IM)			BL	3.0	50.00	150.00	0.00	150.000 <
2514IVT	06/23/97	CLERICAL/PROOFREADING (15357IM)			EMPT	2.5	30.00	125.00	0.00	75.000 <
2515IVT	06/23/97	Client Phone Calls (15367IM)			EMPT	1.3	0.00	62.50	0.00	0.000 <
2516IVT	06/26/97	ADMINISTRATIVE/ORGANIZATION (15377IM)			FRAN	8.0	50.00	400.00	0.00	400.000 <
** G/L 412.00 Current: 27.0 798.75 0.00 1027.50 <<										
Prior: 0.0 0.00 0.00 0.00										
To Date: 1227 0 27.0 798.75 0.00 1227.50										
GL: 472.00* Printing *										
7150IVT	01/31/02	Mailing Envelopes (#599875)			A Better Vendor ven			325.00	406.250	
7149IVT	01/31/02	Printing 2500 special brochures (100220PBB)			A Good Vendor			1.0	850.00	1062.500 <
** G/L 472.00 Current: 0.0 0.00 850.00 1062.50 <<										
Prior: 0.0 0.00 0.00 0.00										
To Date: 1469 0 0.0 850.00 1062.50										
GL: 486.00* Misc-Copies-Phone-Postage *										
2517IVT	06/20/97	Pedestrian Express (10494PBB)			Pedestrian Express			[X] 4.00	5.000 <	
2518IVT	06/20/97	Pedestrian Express (10494PBB)			Pedestrian Express			[X] 4.00	5.000 <	
** G/L 486.00 Current: 0.0 0.00 8.00 10.00 <<										

"<" identifies items to be billed,
 "<<" identifies GL code subtotals,
 "<<<" identifies job total.
 No "<" means item is on hold.

Prior as well as current period billings shown

[X] indicates supplier invoice has been paid.

Laundry List - Printed: 04/23/99 (100568: DENVER AUTO PARK) Page 1

GL ID	Client Name									
100568	DENVER AUTO PARK									
Job ID	Job Description	Type	A.E.	Cust. P.O.	Attn:	Open Date	Due Date	Closed		
97159	LEAD BROCHURE	Production	1070			01/06/99	05/29/99	/ /		
Tran #	Date	Billing Desc.	Committed	Estimate	Emp.	Hrs.	Rate	Labor	Net	Gross Tax
340289IVT	02/26/99	ACCOUNT MANAGEMENT (911577IM)			1070	1.0	60.00	0.00	0.00	60.000 <
341714IVT	03/21/99	ACCOUNT MANAGEMENT (925657IM)			2501	1.8	60.00	0.00	0.00	105.000 <
341715IVT	03/21/99	CLERICAL (925667IM)			2501	1.0	0.00	0.00	0.00	0.000 <
341235IVT	03/28/99	PRODUCTION ART (923367IM)			2300	0.8	60.00	0.00	0.00	45.000 <
340964IVT	03/27/99	IDENTIFYING-VENDOR CONTACT & QUOTES (918077IM)			2300	0.3	50.00	0.00	0.00	12.500 <
339775IVT	01/17/99	PRODUCTION SUPERVISION (904677IM)			1100	1.0	50.00	0.00	0.00	50.000 <
341204IVT	03/28/99	PROOFING (922697IM)			1700	0.3	50.00	0.00	0.00	12.500 <
339375IVT	01/06/99	CREATIVE CONCEPTS (899377IM)			1100	0.5	75.00	0.00	0.00	37.500 <
339381IVT	01/08/99	CREATIVE CONCEPTS (8995977IM)			1100	1.0	75.00	0.00	0.00	75.000 <
341222IVT	03/27/99	COPYWRITING (9256377IM)			1010	2.3	65.00	0.00	0.00	146.250 <
341713IVT	03/27/99	DESIGN (9256477IM)			1010	0.8	75.00	0.00	0.00	56.250 <
341726IVT	04/12/99	SEPARATIONS (101186PBB)			HARBOR GRAPHICS & FINE PR			[X] 585.00	731.250 <	
341710IVT	05/09/99	PRINTING (84227)			HARBOR GRAPHICS & FINE PR			2718.25	3625.000 <	
341711IVT	05/09/99	SHIPPING (84227)			HARBOR GRAPHICS & FINE PR			400.00	400.000 <	
JOB TOTALS										
			JOB TOTALS				JOB TOTALS			
	Budget	Gross Income	Profit	Committed	Estimate	Labor	Net	Gross		
Current		733.75	525.09			10.5	208.65	585.00	3318.75	<<<
Prior		550.00	550.00			0.0	0.00	0.00	550.00	
Total	6000.00	1283.75	1075.09	5906	5705	10.5	208.65	585.00	1868.75	
CLIENT TOTALS			CLIENT TOTALS			CLIENT TOTALS				
Current		733.75	525.09			10.5	208.65	585.00	3318.75	
Prior		550.00	550.00			0.0	0.00	0.00	550.00	
Total		1283.75	1075.09	5906	5705	10.5	208.65	585.00	1868.75	

Purchase commitments (P.O.'s) also shown and may be billed or held.

Easily compare "committed" (prior billings, purchase commitments, & current billings) against estimate.

See the entire picture on a job including estimate, purchase orders and prior billing.

The "preview" capability reduces billing errors, speeds billing and improves accuracy.

Compare estimate to actual and easily identify variances.

Billing Transaction Maintenance/Input

"It's so easy to flip through the Laundry List and make changes."

Mike Adams, Lippi & Company, Charlotte NC

This exhibit of a "direct transaction" screen and laundry list maintenance screen demonstrates the entry and adjustment capabilities of the billing process. Billing transactions are created through accounts payable voucher entries, time sheet input, general ledger entries, and may also be entered and adjusted through direct transactions. This gives your billing process flexibility to handle adjustments you or your AE's wish to make.

Invoice Transactions	
Transaction ID	338838IVT
Job ID	97650 MAJOR BROCHURE
Transaction Date	12/30/98
G/L Acct	443.00 ILLUSTRATION
Billing Description	Special Print Illustration For Brochure
Net Cost	550.00
Billable Gross	687.50
Origin	PBT
Origin ID	174798PBT
Taxable?	Y
Billing Status	REG
Invoice ID (#)	

The laundry list maintenance screens allow you to look at a specific job or the entire client and make changes. Control G's exclusive mass adjust feature will allow you to adjust the job or client to a ceiling figure you specify. Line items can be put on hold for future billing. "Total Gross" changes as you adjust each line item.

Invoice Transactions									
Job ID	Date	G/L	Desc.	Net	Gross	Org	Tx	Stat	
Total Gross: 65016.40 [Ctrl G]=Mass Adjust [Ctrl O]=Mass (un)Hold									
Job: MAJOR BROCHURE Client: CSCVB									
97650	12/09/98	477.00	PHONE	22.32	22.32	PBT	F	REG	
97650	12/23/98	477.00	PHONE	27.91	27.91	PBT	F	REG	
97650	11/01/98	477.00	POSTAGE	0.00	21.86		F	REG	
97650	12/01/98	477.00	POSTAGE	0.00	11.16		F	REG	
97650	01/01/99	477.00	POSTAGE	0.00	1.92		F	REG	
97650	03/01/99	477.00	POSTAGE	0.00	0.32		F	REG	
97650	12/23/98	477.00	PRODUCTION EXPENS	15.95	15.95	PBT	F	REG	
97650	12/23/98	477.00	PRODUCTION EXPENS	3.71	3.71	PBT	F	REG	
97650	12/23/98	477.00	PRODUCTION EXPENS	7.70	7.70	PBT	F	REG	
97650	02/17/99	477.00	SHIPPING	28.75	28.75	PBT	F	REG	
97650	01/28/99	477.00	TELEPHONE	20.83	20.83	PBT	F	REG	
97650	02/17/99	477.00	TELEPHONE	10.40	10.40	PBT	F	REG	
97650	12/23/98	477.00	TRAVEL EXPENSE	20.00	20.00	PBT	F	REG	
97650	12/23/98	477.00	TRAVEL EXPENSE	14.00	14.00	PBT	F	REG	
97650	03/31/99	477.00	TRAVEL EXPENSE	13.42	13.42	PBT	F	REG	
97650	12/23/98	477.00	TRAVEL EXPENSE	95.97	95.97	PBT	F	REG	

Through Laundry List maintenance, individual billing transactions can be edited and created. Editable fields include job#, transaction date, billing description, gross amount, tax and billing status.

Billing descriptions are "memo" fields which allow for virtually unlimited length descriptions.

Edit feature allows you to add a job on the fly, or choose search for a listing of existing jobs.

Cross reference (Origin & Origin ID) to help you trace origin of Transactions

Complete "audit trail" of maintenance activity.

Control G is continuously keeping you aware of your gross income progress.

"Laundry List" changes are fast, flexible and easy.

Accounts Receivable Aging

"The Ability to print weekly (or daily if we want) agings really helps with collections."
 Laurel Conley, Gish Sherwood, Nashville, TN

This tool is indispensable for agency management. Quickly and concisely, Control G reports past due accounts along with the last payment received for each client. The report is continually updated as you log your cash receipts and do invoicing. Control G's "transaction processing" provides you the option of "as of" agings which give you the opportunity to "reconstruct" the aging for any given point in time.

Accounts Receivable Aging												Page 1
UWIN I Want It Now Advertising												
Printed As Of: 03/31/99 (Printed 04/19/99)												
100019 CITY OF BROOK CHAMBER OF												
Invoice #	Job ID	Inv. Date	Job Desc.	Partl Pymt.	Org. Inv.	Balance	Last Payment for 1735.46 received 03/11/99					
							Current	30 Days	60 Days	90 Days		
81497	97507	03/31/99	HVB HIJ AD		7,628.94	7,628.94	0.00	0.00	0.00	0.00	0.00	
81498	1900	03/31/99	REIMBURSABLE		31.88	31.88	31.88	0.00	0.00	0.00	0.00	
81499	190296	03/31/99	FUNDRAISER TICKETS		-9.18	-9.18	-9.18	0.00	0.00	0.00	0.00	
81500	98140	03/31/99	APRIL FACULTY NEWS		255.00	255.00	255.00	0.00	0.00	0.00	0.00	
81501	98147	03/31/99	ADVENTURE		79.69	79.69	79.69	0.00	0.00	0.00	0.00	
						7,986.33	7,986.33	0.00	0.00	0.00	0.00	
100020 CITY OF ROCK												
Invoice #	Job ID	Inv. Date	Job Desc.	Partl Pymt.	Org. Inv.	Balance	Last Payment for 1045.44 received 02/19/99					
							Current	30 Days	60 Days	90 Days		
81243	97433	02/01/99	UNITED FILIPINO		158.05	158.05	0.00	158.05	0.00	0.00	0.00	
81244	97470	02/01/99	PBN SEPT. INSERT		30.88	30.88	0.00	30.88	0.00	0.00	0.00	
81245	97476	02/01/99	BEATLES CATALOG		99.51	99.51	0.00	99.51	0.00	0.00	0.00	
81442	77020	03/01/99	OFFICE DEPOT		9.14	9.14	0.00	9.14	0.00	0.00	0.00	
81443	97472	03/01/99	KOREAN RACK CARDS		680.00	680.00	0.00	680.00	0.00	0.00	0.00	
						977.58	0.00	977.58	0.00	0.00	0.00	
100022 CITY OF COLORADO FINANCE DIVISION												
Invoice #	Job ID	Inv. Date	Job Desc.	Partl Pymt.	Org. Inv.	Balance	Last Payment for 13281.25 received 01/03/99					
							Current	30 Days	60 Days	90 Days		
81390	97888	03/01/99	MINI-PROMO RADIO		1,047.93	1,047.93	0.00	1,047.93	0.00	0.00	0.00	
						1,047.93	0.00	1,047.93	0.00	0.00	0.00	
100025 CITY OF DENVER PUBLIC EYE												
Invoice #	Job ID	Inv. Date	Job Desc.	Partl Pymt.	Org. Inv.	Balance	Last Payment for 106.25 received 01/23/99					
							Current	30 Days	60 Days	90 Days		
81391	98068	03/01/99	MARCH EVENT TV &		297.50	297.50	0.00	297.50	0.00	0.00	0.00	
						297.50	0.00	297.50	0.00	0.00	0.00	
100059 IMPORT CAR MOTORS												
Invoice #	Job ID	Inv. Date	Job Desc.	Partl Pymt.	Org. Inv.	Balance	Last Payment for 2208.43 received 03/04/99					
							Current	30 Days	60 Days	90 Days		
81444	97413	03/01/99	LARGE CRIME AD -		132.81	132.81	0.00	132.81	0.00	0.00	0.00	
81445	97691	03/01/99	'JEWEL' COVER		132.81	132.81	0.00	132.81	0.00	0.00	0.00	
						265.62	0.00	265.62	0.00	0.00	0.00	
100061 GHOST CITY												
Invoice #	Job ID	Inv. Date	Job Desc.	Partl Pymt.	Org. Inv.	Balance	Last Payment for 375.00 received 02/19/99					
							Current	30 Days	60 Days	90 Days		
81248	98079	02/01/99	MOUNTAIN HOME AD	02/19/99	79.69	-295.31	0.00	-295.31	0.00	0.00	0.00	
						-295.31	0.00	-295.31	0.00	0.00	0.00	
100062 BILLY RAE CHEVROLET												
Invoice #	Job ID	Inv. Date	Job Desc.	Partl Pymt.	Org. Inv.	Balance	Last Payment for 2603.58 received 01/29/99					
							Current	30 Days	60 Days	90 Days		
81224	97788	01/01/99	MEDIA PLAN	01/03/99	264.95	15.48	0.00	0.00	15.48	0.00	0.00	
81250	430496	02/01/99	DEC OTSUKA RADIO	01/29/99	850.02	-548.92	0.00	-548.92	0.00	0.00	0.00	
81251	432396	02/01/99	DEC OTSUKA NP		557.82	557.82	0.00	557.82	0.00	0.00	0.00	
81252	97793	02/01/99	REVISED SOLVE-IT		411.04	411.04	0.00	411.04	0.00	0.00	0.00	
81461	430796	03/01/99	ENCORE SHOW		-90.31	-90.31	0.00	-90.31	0.00	0.00	0.00	
81462	430496	03/01/99	DEC OTSUKA RADIO		106.25	106.25	0.00	106.25	0.00	0.00	0.00	
81463	98026	03/01/99	DFA 2/26 CLASSIFIED		442.91	442.91	0.00	442.91	0.00	0.00	0.00	
81464	98118	03/01/99	CORP TV PUMP		584.39	584.39	0.00	584.39	0.00	0.00	0.00	
						1,478.66	0.00	1,463.18	15.48	0.00	0.00	
100064 SANTA C NATIONWIDE												
Invoice #	Job ID	Inv. Date	Job Desc.	Partl Pymt.	Org. Inv.	Balance	Last Payment for 63.64 received 01/29/99					
							Current	30 Days	60 Days	90 Days		
80296	97434	08/01/98	WORKERS COMP		297.50	297.50	0.00	0.00	0.00	297.50	0.00	
80445	76001	09/01/98	ACCOUNT SERVICE	09/19/98	-494.74	-580.39	0.00	0.00	0.00	-580.39	0.00	
80446	760396	09/01/98	RETURN ENVELOPES	10/03/98	984.25	-3.88	0.00	0.00	0.00	-3.88	0.00	
80961	77064	12/01/98	MEDIA ADVERTISING		4.48	4.48	0.00	0.00	0.00	4.48	0.00	
						-282.29	0.00	0.00	0.00	-282.29	0.00	
**** Report Totals ****						11,476.02	7,986.33	3,756.50	15.48	-282.29		

Clearly shows last payment and receipt date.

Options include printing by account executive and/or selected clients.

Detailed invoice information

You may optionally show paid invoices also

Summary and overdue only listing available.

Up to the minute information keeps you on top of collections.

Print a copy for each account executive.

The Cost Accounting Recap

"The client recap is a great measuring stick for real client profitability."
 Vicki Witte, Loomis and Pollock, Honolulu, HI

The cost accounting recap is automatically generated after your billing is completed. Recaps are available by client and by job. The overhead is a spread-based figure tied to labor cost percentages. This AAAA suggested methodology accurately delivers a net profit figure for each client and/or job. These reports are invaluable for fee support or re-negotiation and for calculating A.E. commissions whether based on client or individual job gross income or net profit.

Job Cost Report		Page 1									
LWIN I Ward II Now Advertising		03/31/99 for 3 Months (Printed 04/19/99)									
Hours	GIHr.	Labor \$'s Logged	Labor \$'s Billed	Sales	Net Costs	Gross Income	Labor Cost	Overhead	Net Profit		
100019 CITY OF BROOK CHAMBER OF											
1900	REBURSABLE EXPENSES										
Month	0.50	40.00	30.00	30.00	0.00	30.00	12.26	34.14		-16.40	
YTD	3.50	55.71	195.00	195.00	0.00	195.00	79.64	218.50		-103.14	
190296 FUNDRAISER TICKETS											
Month	0.00	0.00	0.00	-8.64	-8.64	0.00	0.00	0.00		0.00	
YTD	0.00	0.00	0.00	1,246.74	1,058.40	188.34	0.00	0.00		188.34	
97507 HVB HUI AD											
Month	0.00	0.00	0.00	7,180.18	6,103.00	1,077.18	0.00	0.00		1,077.18	
YTD	0.00	0.00	0.00	7,180.18	6,103.00	1,077.18	0.00	0.00		1,077.18	
98025 APRIL 12TH FUNDRAISER TICKETS											
Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
YTD	1.00	213.00	65.00	0.00	213.00	0.00	213.00	24.52	67.27	121.21	
98140 APRIL FACULTY NEWS											
Month	2.25	32.88	72.50	32.50	240.00	166.00	74.00	33.75	93.99	-53.74	
YTD	2.25	32.88	72.50	32.50	240.00	166.00	74.00	33.75	92.60	-52.35	
98147 ADVENTURE WESTHVB BROCHURE											
Month	3.75	20.00	145.00	75.00	0.00	75.00	53.37	148.63		-127.00	
YTD	3.75	20.00	145.00	75.00	0.00	75.00	53.37	148.63		-124.80	
Totals:											
Month	6.50	192.25	247.50	137.50	7,516.54	6,260.36	1,256.18	99.38	276.76	880.04	
YTD	10.50	173.57	477.50	302.50	9,149.92	7,327.40	1,822.52	191.28	524.80	1,106.44	
100020 CITY OF ROCK											
77020	OFFICE DEPOT BUSINESS MAGAZINE										
Month	0.00	0.00	0.00	9.14	9.14	0.00	0.00	0.00		0.00	
YTD	0.00	0.00	0.00	14.73	14.73	0.00	0.00	0.00		0.00	
97224 FOLDER											
Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
YTD	0.00	0.00	0.00	0.00	109.00	-109.00	0.00	0.00		-109.00	
97433 UNITED FILIPINO COUNCIL AD											
Month	1.75	85.00	148.75	148.75	0.00	148.75	31.55	86.57		30.62	
YTD	1.75	85.00	148.75	148.75	0.00	148.75	31.55	86.57		30.62	
97470 PBN SEPT. INSERT											
Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
YTD	0.00	0.00	0.00	29.06	23.25	5.81	0.00	0.00		5.81	
97472 KOREAN RACK CARDS											
Month	0.00	0.00	0.00	640.00	0.00	640.00	0.00	0.00		640.00	
YTD	31.75	20.16	1,280.00	640.00	0.00	640.00	572.65	1570.60		-1,503.05	
97473 COLORADO FOOD SERVICE NEWS AD											
Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
YTD	0.00	0.00	0.00	370.00	0.00	370.00	0.00	0.00		370.00	
97476 BEATLES CATALOG											
Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
YTD	0.00	0.00	0.00	721.58	76.70	644.88	0.00	0.00		644.88	
Totals:											
Month	0.00	0.00	0.00	649.14	9.14	640.00	0.00	0.00		640.00	
YTD	33.50	50.76	1,428.75	1,428.75	1,924.12	223.68	1,700.44	604.00	1657.17	-560.73	
100022 CITY OF COLORADO FINANCE DIVISION											
97888	MINI-PROMO RADIO SPOTS										
Month	0.00	0.00	0.00	986.79	176.13	810.66	0.00	0.00		810.66	
YTD	22.00	36.85	1,228.75	1,228.75	986.79	176.13	810.66	396.66	1088.29	-674.29	
Totals:											
Month	0.00	0.00	0.00	986.79	176.13	810.66	0.00	0.00		810.66	
YTD	22.00	36.85	1,228.75	1,228.75	986.79	176.13	810.66	396.66	1088.29	-674.29	
100025 CITY OF DENVER PUBLIC EYE											
98060	MARCH EVENT TV & RADIO										
Month	1.00	280.00	280.00	280.00	0.00	280.00	15.00	41.77		223.23	
YTD	1.00	280.00	280.00	280.00	0.00	280.00	15.00	41.15		223.85	
Totals:											
Month	1.00	280.00	280.00	280.00	0.00	280.00	15.00	41.77		223.23	
YTD	1.00	280.00	280.00	280.00	0.00	280.00	15.00	41.15		223.85	
100059 IMPORT CAR MOTORS											
97413	LARGE CRIME AD - GREELEY NEWS										
Month	0.00	0.00	0.00	125.00	0.00	125.00	0.00	0.00		125.00	
YTD	0.00	0.00	0.00	375.00	0.00	375.00	0.00	0.00		375.00	
97691 'JEWEL' COVER LETTER											
Month	0.00	0.00	0.00	125.00	0.00	125.00	0.00	0.00		125.00	
YTD	0.00	0.00	0.00	375.00	0.00	375.00	0.00	0.00		375.00	
97859 MEDIA PLAN											
Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
YTD	0.00	0.00	0.00	85.00	0.00	85.00	0.00	0.00		85.00	

Each individual hour is costed per employee rates.

Overhead is spread based on labor costs.

Hours logged to the agency are reported, but no overhead is allocated.

Total Net Profit on both reports will balance with your general ledger.

Find out whether or not a client or job is really making you money.

Follows the AAAA method for Client Cost Accounting.

A great tool for negotiating a client fee structure.

Client Time Detail

"The time detail report really helps us pinpoint who is spending all that time, and what they're doing."
 Todd Cooley, Winward Cooley Advertising, Phoenix, AZ

With the client time detail print-out, you can examine the labor cost accrued for each of the agency's clients. As you will note, the labor costs are by employee and function with corresponding hours and hourly charges noted. A detailed recap by time function is a standard feature.

Client Time Detail								Page 1	
UWIN Want It Now Advertising									
Covering Period: 01/01/99 thru 03/31/99									
Job ID	Emp.	Date	Code Description	Hours	Cost	Sell	Gross	Billed	
Client: 100119: CITY OF BROOK CHAMBER OF									
1900	1075	01/14/99	80 MEDIA PLANNING/PLACEMENT	0.50	10.71	32.50	32.00	Y	
1900	1075	01/16/99	80 MEDIA PLANNING/PLACEMENT	1.00	21.43	65.00	65.00	Y	
1900	1075	01/20/99	80 MEDIA PLANNING/PLACEMENT	0.50	10.71	32.50	33.00	Y	
1900	1100	01/07/99	47 JOB OPEN-CLOSE	1.00	24.52	35.00	35.00	Y	
1900	1100	03/10/99	36 ACCOUNT MANAGEMENT	0.50	12.26	30.00	30.00	Y	
** Totals This Job **				3.50	79.64	195.00	195.00		
98025	1100	01/07/99	56 COPYWRITING	1.00	24.52	65.00	0.00	Y	
** Totals This Job **				1.00	24.52	65.00	0.00		
98140	2300	03/07/99	52 PRODUCTION ART	0.50	7.50	30.00	0.00	Y	
98140	2300	03/07/99	67 MATERIALS FOR PRODUCTION	0.25	3.75	0.00	0.00	Y	
98140	2300	03/10/99	52 PRODUCTION ART	0.25	3.75	15.00	5.00	Y	
98140	2300	03/10/99	52 PRODUCTION ART	0.25	3.75	15.00	15.00	Y	
98140	2300	03/10/99	39 ORDER OUTPUT/COLOR SEPS	0.25	3.75	12.50	12.50	Y	
98140	2300	03/17/99	67 MATERIALS FOR PRODUCTION	0.75	11.25	0.00	0.00	Y	
** Totals This Job **				2.25	33.75	72.50	32.50		
98147	1010	03/16/99	62 VIDEO POST PRODUCTION	2.00	27.12	130.00	130.00	N	
98147	2300	03/13/99	67 MATERIALS FOR PRODUCTION	0.50	7.50	0.00	0.00	Y	
98147	2300	03/14/99	67 MATERIALS FOR PRODUCTION	1.00	15.00	0.00	0.00	Y	
98147	2300	03/17/99	52 PRODUCTION ART	0.25	3.75	15.00	75.00	Y	
** Totals This Job **				3.75	53.37	145.00	205.00		
** Totals This Client **				10.50	191.28	477.50	432.50		
Client: 100568: DENVER AUTO PARK									
160096	1070	03/10/99	42 COUNSEL & CONTACT/MEETINGS	1.75	42.91	148.75	148.75	Y	
160096	1070	03/10/99	53 TRAVEL	0.25	6.13	0.00	0.00	Y	
** Totals This Job **				2.00	49.04	148.75	148.75		
97159	1010	03/25/99	856 COPYWRITING	0.25	3.39	16.25	0.00	N	
97159	1010	03/27/99	54 DESIGN	0.75	10.17	56.25	56.25	N	
97159	1010	03/27/99	56 COPYWRITING	2.25	30.51	146.25	146.25	N	
97159	1070	02/26/99	36 ACCOUNT MANAGEMENT	1.00	24.52	60.00	60.00	N	
97159	1100	01/06/99	55 CREATIVE CONCEPTS	0.50	12.26	37.50	37.50	N	
97159	1100	01/08/99	55 CREATIVE CONCEPTS	1.00	24.52	75.00	75.00	N	
97159	1100	01/17/99	59 PRODUCTION SUPERVISION	1.00	24.52	50.00	50.00	N	
97159	1700	03/28/99	46 PROOFING	0.25	3.90	12.50	12.50	N	
97159	2300	03/27/99	37 ESTIMATING-VENDOR CONTACT & QUOTES	0.25	3.75	12.50	12.50	N	
97159	2300	03/28/99	52 PRODUCTION ART	0.75	11.25	45.00	45.00	N	
97159	2501	03/21/99	8 CLERICAL	1.00	23.00	0.00	0.00	N	
97159	2501	03/21/99	36 ACCOUNT MANAGEMENT	1.75	40.25	105.00	105.00	N	
** Totals This Job **				10.75	212.04	616.25	600.00		
97602	2300	03/10/99	67 MATERIALS FOR PRODUCTION	0.25	3.75	0.00	0.00	Y	
97602	2300	03/10/99	52 PRODUCTION ART	0.25	3.75	15.00	0.00	Y	
** Totals This Job **				0.50	7.50	15.00	0.00		
97880	1350	01/30/99	822 PROGRAMMING (CGL/HTML/JAVA)	2.00	36.06	170.00	0.00	Y	
97880	1350	01/30/99	842 COUNSEL & CONTACT HKI	1.25	22.53	106.25	0.00	Y	
97880	1350	02/03/99	822 PROGRAMMING (CGL/HTML/JAVA)	3.50	63.10	297.50	0.00	Y	
97880	1350	02/04/99	822 PROGRAMMING (CGL/HTML/JAVA)	3.00	54.09	255.00	0.00	Y	
97880	1350	02/06/99	822 PROGRAMMING (CGL/HTML/JAVA)	2.00	36.06	170.00	0.00	Y	
97880	1350	02/06/99	845 CLERICAL SERVICES HKI	1.25	22.53	43.75	0.00	Y	
** Totals This Job **				13.00	234.39	1,042.50	0.00		
98126	1070	03/13/99	36 ACCOUNT MANAGEMENT	1.00	24.52	60.00	60.00	Y	
98126	1070	03/14/99	46 PROOFING	0.75	18.39	37.50	37.50	Y	
98126	1700	03/20/99	46 PROOFING	0.25	3.90	12.50	12.50	Y	
98126	2300	03/06/99	37 ESTIMATING-VENDOR CONTACT & QUOTES	0.50	7.50	25.00	25.00	Y	
98126	2300	03/10/99	1 CONFERENCE/MEETING	0.25	3.75	0.00	0.00	Y	
98126	2300	03/14/99	52 PRODUCTION ART	0.50	7.50	30.00	30.00	Y	
98126	2300	03/24/99	39 ORDER OUTPUT/COLOR SEPS	0.50	7.50	25.00	25.00	Y	
98126	2300	03/24/99	52 PRODUCTION ART	1.00	15.00	60.00	60.00	Y	
98126	2300	03/26/99	39 ORDER OUTPUT/COLOR SEPS	0.25	3.75	12.50	12.50	Y	
** Totals This Job **				5.00	91.81	262.50	262.50		
98127	1020	03/19/99	52 PRODUCTION ART	0.50	10.52	30.00	30.00	Y	
98127	1020	03/19/99	52 PRODUCTION ART	0.50	10.52	30.00	30.00	Y	
98127	1070	02/28/99	36 ACCOUNT MANAGEMENT	1.00	24.52	60.00	60.00	Y	
98127	1070	03/03/99	40 PROGRAM PLANS-ORGANIZE WRITE	1.00	24.52	75.00	75.00	Y	
98127	1070	03/04/99	42 COUNSEL & CONTACT/MEETINGS	1.50	36.78	127.50	127.50	Y	
98127	1070	03/04/99	36 ACCOUNT MANAGEMENT	1.00	24.52	60.00	60.00	Y	
98127	1070	03/17/99	36 ACCOUNT MANAGEMENT	1.00	24.52	60.00	60.00	Y	

Job sub-totals tie to the Job Cost Accounting Report

Client Cost Totals tie to the Client Cost Accounting Recap Report

Complete Hour Breakdown shows types of hours spent

Gives you the information you need to re-think those marginal clients.

Giving away too many hours? Find out who's doing it.

Find out who's spending time on which clients, and what they're doing.

The Employee Time Recap

"The employee recap is a great productivity comparison for our employees."
Denise Thorseth, Flint Communications, Fargo, ND

The employee time analysis reports classify the time spent by each employee for the month and in year-to-date totals. This classification will aid you in determining what hours have been chargeable or non-chargeable to the client or to the agency itself. Control G provides even more employee time information by comparing the amount originally logged to the amount actually charged.

Employee Analysis												Page 1	
UWIN Want It Now Advertising													
As Of: 03/31/99 for 3 Months (Printed 04/19/99)													
1010 BILL PARNELLO													
	Logged		Month		Invoiced		Y.T.D.		Invoiced				
	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	
54 DESIGN	0.7	56	0.7	56	100.0%	0.0	0	0.0%	0.7	56	0.7	56	
56 COPYWRITING	2.2	146	2.2	146	100.0%	0.0	0	0.0%	2.2	146	2.2	146	
62 VIDEO POST	2.0	130	2.0	130	100.0%	0.0	0	0.0%	2.0	130	2.0	130	
67 MATERIALS FOR	0.7	0	0.7	0	100.0%	0.0	0	0.0%	0.7	0	0.7	0	
68 REVISIONS	3.0	195	1.2	81	41.6%	0.0	0	0.0%	3.0	195	1.2	81	
856 COPYWRITING	0.2	16	0.0	0	0.0%	0.0	0	0.0%	0.2	16	0.0	0	
916 CREATIVE	3.0	200	0.0	0	0.0%	0.0	0	0.0%	3.0	200	0.0	0	
Totals	12.0	843	7.0	413	49.0%	0.0	0	0.0%	12.0	843	7.0	413	
1020 JAMIE HALLAM													
	Logged		Month		Invoiced		Y.T.D.		Invoiced				
	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	
0 GENERAL	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
1 CONFERENCE/MEETI	19.5	0	0.0	0	0.0%	2.2	0	0.0%	19.5	0	2.2	0	
13 HOLIDAY	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
14 DOWNTIME	4.5	0	0.0	0	0.0%	0.0	0	0.0%	4.5	0	0.0	0	
15 TIME SHEETS DAILY	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
35 FINAL PREP	12.2	612	0.5	25	4.0%	11.5	125	20.4%	16.2	812	0.5	25	
37 ESTIMATING-VENDOR	2.0	100	0.0	0	0.0%	0.5	0	0.0%	2.0	100	0.0	0	
38 PRESS CHECK	5.2	262	0.0	0	0.0%	5.2	250	95.2%	11.2	562	6.0	300	
39 ORDER	0.5	25	0.0	0	0.0%	0.5	25	100.0%	0.5	25	0.0	0	
4 PERSONNEL WORK	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
40 PROGRAM	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
41 GATHER INFO/PREP	0.2	0	0.0	0	0.0%	0.0	0	0.0%	0.2	0	0.0	0	
44 BUDGETING	2.0	100	2.0	100	100.0%	0.0	0	0.0%	2.0	100	2.0	100	
45 CLERICAL SERVICES	9.5	332	0.0	0	0.0%	0.0	0	0.0%	9.5	332	0.0	0	
46 PROOFING	1.7	87	1.0	50	58.8%	0.0	0	0.0%	1.7	87	1.0	50	
48 MEETING	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
52 PRODUCTION ART	52.5	3,057	8.7	525	16.6%	0.0	0	0.0%	52.5	3,057	8.7	525	
53 TRAVEL	1.0	0	0.0	0	0.0%	0.0	0	0.0%	1.0	0	0.0	0	
54 DESIGN	12.2	918	3.5	262	28.8%	0.0	0	0.0%	12.2	918	3.5	262	
55 CREATIVE	5.0	375	0.5	37	7.5%	0.0	0	0.0%	5.0	375	0.5	37	
58 CONCEPT/ORG.	8.7	656	3.5	262	30.8%	0.0	0	0.0%	8.7	656	3.5	262	
59 PRODUCTION	9.0	450	0.5	25	5.6%	0.0	0	0.0%	9.0	450	0.5	25	
65 ART DIRECTION	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
67 MATERIALS FOR	5.2	0	1.0	0	0.0%	0.0	0	0.0%	5.2	0	1.0	0	
68 REVISIONS	39.2	2,551	1.2	81	3.1%	0.0	0	0.0%	39.2	2,551	1.2	81	
Totals	190.5	9,545	23.0	1,368	7.2%	0.0	0	0.0%	190.5	9,545	23.0	1,368	
1070 DAVID L. FRANKEN													
	Logged		Month		Invoiced		Y.T.D.		Invoiced				
	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	Hrs.	\$\$s	
0 GENERAL	21.7	0	0.0	0	0.0%	0.0	0	0.0%	21.7	0	0.0	0	
1 CONFERENCE/MEETI	11.0	0	0.0	0	0.0%	0.0	0	0.0%	11.0	0	0.0	0	
10 P.T.O.	7.5	0	0.0	0	0.0%	0.0	0	0.0%	7.5	0	0.0	0	
13 HOLIDAY	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
16 PRO BONO WORK	17.0	0	0.0	0	0.0%	0.0	0	0.0%	17.0	0	0.0	0	
17 ERRANDS	1.0	0	0.0	0	0.0%	0.0	0	0.0%	1.0	0	0.0	0	
2 ACCOUNTING	16.0	0	0.0	0	0.0%	0.0	0	0.0%	16.0	0	0.0	0	
36 ACCOUNT MANAGEMENT	8.7	0	0.0	0	0.0%	0.0	0	0.0%	8.7	0	0.0	0	
4 PERSONNEL WORK	0.0	0	0.0	0	0.0%	0.0	0	0.0%	0.0	0	0.0	0	
40 PROGRAM PLANS/ORGANIZE	1.5	0	0.0	0	0.0%	1.5	0	100.0%	1.5	0	0.0	0	
41 GATHER INFO/PREP	2.0	0	0.0	0	0.0%	1.5	0	75.0%	2.0	0	1.5	0	
42 COUNSEL & CONTACT/MEETINGS	12.2	0	0.0	0	0.0%	6.7	55.1%	3.0	24.4%	19.5	0	14.0	71.7%
43 ACCOUNT PLANNING AND BUDGETING	7.5	0	0.0	0	0.0%	5.2	73.3%	2.0	26.6%	8.5	0	6.5	76.4%
44 BUDGETING	1.0	0	0.0	0	0.0%	1.0	100.0%	0.0	0.0%	4.7	0	4.7	100.0%
46 PROOFING	0.7	0	0.0	0	0.0%	0.7	100.0%	0.0	0.0%	0.7	0	0.7	100.0%
47 JOB OPEN-CLOSE	0.5	0	0.0	0	0.0%	0.5	100.0%	0.0	0.0%	2.5	0	2.5	100.0%
48 MEETING PREP/CONF. REPORT	0.0	0	0.0	0	0.0%	0.0	0	0.0%	1.0	0	0.0	0	
53 TRAVEL	25.0	0	0.0	0	0.0%	12.5	50.0%	0.0	0.0%	50.2	0	50.2	100.0%
56 COPYWRITING	5.2	0	0.0	0	0.0%	5.2	100.0%	0.0	0.0%	7.2	0	7.2	100.0%
58 CONCEPT/ORG. MEETING	0.0	0	0.0	0	0.0%	0.0	0	0.0%	1.0	0	1.0	100.0%	
Totals	190.0	7,565	2.7	102	0.5%	0.0	0	0.0%	190.0	7,565	2.7	102	

Track agency as well as client related time.

Client charge vs. client "no-charge" vs. agency percentage calculation.

Always up to date, can be printed any time.

Find out how productive your employees are.

Keep track of vacations, holidays, sick time, etc.

A great tool to use in evaluating employee efficiency.

Employee Time Detail

"You can't hide anything!"

Valerie Grimes, Alexander Scott Advertising, Dallas, TX

If more employee detailing of time is required, Control G will issue a function-by-function cost analysis of time for an employee, subtotaled by client. You have the full scope of an employee's time for an entire month.

Employee Time Detail								Page 1
UWIN I Want It Now Advertising								
Period: 01/01/99 Thru 03/31/99								
Client	Job ID	Date	Code	Description	Hours	Cost	Sell	Gross Billed
Employee - 1010:	BILL PARNELLO							
100019	98147	03/16/99	02	VIDEO POST PRODUCTION	2.00	27.12	130.00	130.00 N
				** Totals This Client **	2.00	27.12	130.00	130.00
100303	98149	03/16/99	916	CREATIVE CONCEPTS	3.00	40.68	300.00	0.00 N
100303	98178	03/16/99	68	REVISIONS	1.75	23.73	113.75	0.00 N
				** Totals This Client **	4.75	64.41	413.75	0.00
100333	98148	03/16/99	68	REVISIONS	1.25	16.95	81.25	81.25 N
				** Totals This Client **	1.25	16.95	81.25	81.25
100564	98150	03/16/99	67	MATERIALS FOR PRODUCTION	0.75	10.17	0.00	0.00 N
				** Totals This Client **	0.75	10.17	0.00	0.00
100568	97159	03/27/99	54	DESIGN	0.75	10.17	56.25	56.25 N
100568	97159	03/27/99	56	COPYWRITING	2.25	30.51	146.25	146.25 N
100568	97159	03/25/99	85A	COPYWRITING	0.25	3.39	16.25	0.00 N
				** Totals This Client **	3.25	44.07	218.75	202.50
				** Totals This Employee **	12.00	162.72	843.75	413.75
Employee - 1020:	JAMIE HALLAM							
100064	98158	03/19/99	67	MATERIALS FOR PRODUCTION	0.50	10.52	0.00	0.00 Y
100064	98158	03/19/99	52	PRODUCTION ART	1.00	21.04	23.00	0.00 Y
				** Totals This Client **	1.50	31.56	23.00	0.00
100080	97590	02/11/99	53	TRAVEL	5.00	105.20	0.00	0.00 N
100080	97590	02/13/99	1	CONFERENCE/MEETING	0.75	15.78	0.00	0.00 N
100080	97650	02/12/99	38	PRESS CHECK - PROOFS	6.00	126.24	300.00	300.00 N
100080	97650	02/06/99	52	PRODUCTION ART	5.50	115.72	330.00	330.00 N
100080	97650	02/13/99	52	PRODUCTION ART	2.00	42.08	150.00	150.00 N
				** Totals This Client **	19.25	405.02	750.00	750.00
100125	97750	03/26/99	67	MATERIALS FOR PRODUCTION	1.00	21.04	0.00	0.00 Y
100125	97750	03/27/99	52	PRODUCTION ART	2.50	52.60	150.00	150.00 Y
100125	97750	03/27/99	67	MATERIALS FOR PRODUCTION	0.50	10.52	0.00	0.00 Y
100125	97750	03/27/99	46	PROOFING	0.25	5.26	12.50	12.50 Y
100125	97750	03/25/99	67	MATERIALS FOR PRODUCTION	0.50	10.52	0.00	0.00 Y
100125	97750	03/25/99	54	DESIGN	1.00	21.04	75.00	75.00 Y
100125	97750	03/25/99	55	CREATIVE CONCEPTS	0.50	10.52	37.50	37.50 Y
100125	97750	03/17/99	54	DESIGN	1.00	21.04	75.00	75.00 Y
				** Totals This Client **	7.25	152.54	350.00	350.00
100300	98069	03/13/99	68	REVISIONS	0.50	10.52	32.50	0.00 Y
				** Totals This Client **	0.50	10.52	32.50	0.00
100303	98042	03/10/99	52	PRODUCTION ART	0.50	10.52	30.00	0.00 N
100303	98054	02/13/99	55	CREATIVE CONCEPTS	1.00	21.04	75.00	0.00 N
100303	98054	02/25/99	1	CONFERENCE/MEETING	0.50	10.52	0.00	0.00 N
100303	98054	02/13/99	58	CONCEPT/ORG. MEETING	1.50	31.56	112.50	0.00 N
100303	98054	03/17/99	59	PRODUCTION SUPERVISION	0.50	10.52	25.00	0.00 N
100303	98054	03/01/99	37	ESTIMATING-VENDOR CONTACT & QUOTES	0.50	10.52	25.00	0.00 N
100303	98054	03/01/99	55	CREATIVE CONCEPTS	1.00	21.04	75.00	0.00 N
100303	98054	03/04/99	58	CONCEPT/ORG. MEETING	1.00	21.04	75.00	0.00 N
100303	98054	03/05/99	1	CONFERENCE/MEETING	0.50	10.52	0.00	0.00 N
100303	98054	03/01/99	55	CREATIVE CONCEPTS	1.00	21.04	75.00	0.00 N
100303	98054	03/13/99	59	PRODUCTION SUPERVISION	0.25	5.26	12.50	0.00 N
100303	98054	03/01/99	67	MATERIALS FOR PRODUCTION	0.50	10.52	0.00	0.00 N
100303	98054	03/05/99	37	ESTIMATING-VENDOR CONTACT & QUOTES	0.50	10.52	25.00	0.00 N
100303	98054	03/05/99	1	CONFERENCE/MEETING	0.25	5.26	0.00	0.00 N
100303	98054	03/01/99	37	ESTIMATING-VENDOR CONTACT & QUOTES	0.50	10.52	25.00	0.00 N
100303	98054	03/01/99	67	MATERIALS FOR PRODUCTION	0.50	10.52	0.00	0.00 N
100303	98054	03/01/99	54	DESIGN	1.50	31.56	112.50	0.00 N
100303	98054	03/01/99	54	DESIGN	1.00	21.04	75.00	0.00 N
100303	98056	03/16/99	14	DOWNTIME	0.25	5.26	0.00	0.00 N
100303	98144	03/13/99	58	CONCEPT/ORG. MEETING	0.75	15.78	56.25	0.00 N
				** Totals This Client **	14.00	294.56	798.75	0.00
100336	97668	03/17/99	68	REVISIONS	1.50	31.56	97.50	97.50 Y
100336	97668	03/18/99	68	REVISIONS	5.50	115.72	357.50	0.00 Y
100336	97668	03/17/99	59	PRODUCTION SUPERVISION	0.25	5.26	12.50	12.50 Y
100336	97668	03/17/99	68	REVISIONS	0.50	10.52	32.50	0.00 Y
100336	97668	03/14/99	52	PRODUCTION ART	0.50	10.52	30.00	0.00 Y
100336	97668	03/10/99	52	PRODUCTION ART	0.50	10.52	30.00	0.00 Y
100336	97668	03/07/99	58	CONCEPT/ORG. MEETING	2.00	42.08	150.00	0.00 Y
100336	97668	03/10/99	52	PRODUCTION ART	0.50	10.52	30.00	0.00 Y
100336	97668	03/10/99	59	PRODUCTION SUPERVISION	0.50	10.52	25.00	25.00 Y
100336	97668	03/11/99	52	PRODUCTION ART	1.75	36.82	105.00	0.00 Y
100336	97668	02/28/99	52	PRODUCTION ART	4.00	84.16	240.00	0.00 Y
100336	97668	03/03/99	52	PRODUCTION ART	0.50	10.52	30.00	0.00 Y
100336	97668	03/01/99	52	PRODUCTION ART	0.50	10.52	30.00	0.00 Y
100336	97668	03/14/99	41	GATHER INFO/PREP	0.25	5.26	16.25	16.25 Y
100336	97668	03/01/99	55	CREATIVE CONCEPTS	0.50	10.52	37.50	37.50 Y

Hours are grouped together by job and function.

Notice client sub-totals

Want more detail for a particular client? - Check the Client Time Detail Report.

Discover hour by hour where your employees are charging their time.

Great management tool for employee time analysis.

Available at anytime during the month.

The Client Gross Income Analysis

"What a great tool for pinpointing income sources."

Jeanne Hudson, Prisma, Inc., Pittsburgh, PA

Which clients produce income? Which are marginal? The profitability report shows you how much gross income was generated and by whom. The sales category recap analyzes the sales and income by specific sales category. These are just two of several income analysis report formats.

Profitability report Page 1

UWIN I Want It Now Advertising
Through: 03/31/99

	This Month				Year-To-Date			
	Gross	Net	Income	%	Gross	Net	Income	%
100019 CITY OF BROOK CHAMBER OF	7516.54	6260.36	1256.18	16.7%	9149.92	7327.40	1822.52	19.9%
* Totals *								
100020 CITY OF ROCK	649.14	9.14	640.00	98.5%	1924.12	223.68	1700.44	88.3%
* Totals *								
* Report Totals *	8165.68	6269.50	1896.18	23.2%	11074.04	7551.08	3522.96	31.8%

Shows both percentage of total gross income and individual gross income percentage.

Sales/Income by Client Report - Through 03/31/99 Page 1

UWIN I Want It Now Advertising

	This Month				Year-To-Date			
	Gross	Net	Income	%	Gross	Net	Income	%
100019 CITY OF BROOK CHAMBER OF								
412.00 ACCOUNT MANAGEMENT	30.00	0.00	30.00	100.0%	65.00	0.00	65.00	100.0%
413.00 PRODUCTION ART	95.00	0.00	95.00	100.0%	215.00	0.00	215.00	100.0%
414.00 PROJECT COORDINATION	12.50	0.00	12.50	100.0%	37.50	0.00	37.50	100.0%
420.00 COPYWRITING	0.00	0.00	0.00	***%	0.00	0.00	0.00	***%
441.00 LINO OUTPUT	207.50	166.00	41.50	20.0%	250.50	166.00	84.50	33.7%
477.00 SHIPPING	0.00	0.00	0.00	***%	25.00	0.00	25.00	100.0%
482.00 MEDIA-NEWSPAPER	-8.64	-8.64	0.00	0.0%	1246.74	1058.40	188.34	15.1%
484.00 MEDIA-MAGAZINE	7180.18	6103.00	1077.18	15.0%	7180.18	6103.00	1077.18	15.0%
488.00 OTHER MEDIA	0.00	0.00	0.00	***%	130.00	0.00	130.00	100.0%
* Totals *	7516.54	6260.36	1256.18	16.7%	9149.92	7327.40	1822.52	19.9%
100020 CITY OF ROCK								
412.00 ACCOUNT MANAGEMENT	0.00	0.00	0.00	***%	30.00	0.00	30.00	100.0%
415.00 TECHNICAL COPYWRITING	340.00	0.00	340.00	100.0%	1456.25	0.00	1456.25	100.0%
419.00 CREATIVE CONCEPTING	300.00	0.00	300.00	100.0%	300.00	0.00	300.00	100.0%
431.00 ART OUTSIDE PURCHASES	0.00	0.00	0.00	***%	86.89	69.51	17.38	20.0%
434.00 VIDEO PRODUCTION	0.00	0.00	0.00	***%	29.06	23.25	5.81	19.9%
477.00 SHIPPING	9.14	9.14	0.00	0.0%	21.92	130.92	-109.00	***%
* Totals *	649.14	9.14	640.00	98.5%	1924.12	223.68	1700.44	88.3%
100022 CITY OF COLORADO FINANCE DIVISION								
412.00 ACCOUNT MANAGEMENT	0.00	0.00	0.00	***%	0.00	0.00	0.00	***%
414.00 PROJECT COORDINATION	50.00	0.00	50.00	100.0%	50.00	0.00	50.00	100.0%
415.00 TECHNICAL COPYWRITING	718.75	0.00	718.75	100.0%	718.75	0.00	718.75	100.0%
431.00 ART OUTSIDE PURCHASES	209.52	167.61	41.91	20.0%	209.52	167.61	41.91	20.0%
477.00 SHIPPING	8.52	8.52	0.00	0.0%	8.52	8.52	0.00	0.0%
* Totals *	986.79	176.13	810.66	82.1%	986.79	176.13	810.66	82.1%
100025 CITY OF DENVER PUBLIC EYE								
413.00 PRODUCTION ART	280.00	0.00	280.00	100.0%	280.00	0.00	280.00	100.0%
* Totals *	280.00	0.00	280.00	100.0%	280.00	0.00	280.00	100.0%
100059 IMPORT CAR MOTORS								
415.00 TECHNICAL COPYWRITING	250.00	0.00	250.00	100.0%	835.00	0.00	835.00	100.0%
* Totals *	250.00	0.00	250.00	100.0%	835.00	0.00	835.00	100.0%
100060 APORUE LOCAL INC.								
472.00 PRINTING	0.00	-109.71	109.71	***%	-650.19	-109.71	-540.48	83.1%
* Totals *	0.00	-109.71	109.71	***%	-650.19	-109.71	-540.48	83.1%
100061 GHOST CITY								
415.00 TECHNICAL COPYWRITING	0.00	0.00	0.00	***%	75.00	0.00	75.00	100.0%
* Totals *	0.00	0.00	0.00	***%	75.00	0.00	75.00	100.0%
100062 BILLY RAE CHEVROLET								
412.00 ACCOUNT MANAGEMENT	30.00	0.00	30.00	100.0%	30.00	0.00	30.00	100.0%
413.00 PRODUCTION ART	150.00	0.00	150.00	100.0%	300.00	0.00	300.00	100.0%
414.00 PROJECT COORDINATION	0.00	0.00	0.00	***%	12.50	0.00	12.50	100.0%
482.00 MEDIA-NEWSPAPER	236.86	201.33	35.53	15.0%	710.58	603.99	106.59	15.0%
483.00 MEDIA-OUTDOOR	565.01	467.50	97.51	17.2%	3540.08	2996.25	543.83	15.3%
* Totals *	981.87	668.83	313.04	31.8%	4593.16	3600.24	992.92	21.6%
100064 SANTA C NATIONWIDE								
412.00 ACCOUNT MANAGEMENT	0.00	0.00	0.00	***%	0.00	0.00	0.00	***%
413.00 PRODUCTION ART	0.00	0.00	0.00	***%	0.00	0.00	0.00	***%
414.00 PROJECT COORDINATION	0.00	0.00	0.00	***%	0.00	0.00	0.00	***%
415.00 TECHNICAL COPYWRITING	0.00	0.00	0.00	***%	0.00	0.00	0.00	***%
422.00 ADMINISTRATIVE MANAGEMENT	0.00	0.00	0.00	***%	0.00	0.00	0.00	***%
477.00 SHIPPING	0.00	0.00	0.00	***%	63.64	23.91	39.73	62.4%
* Totals *	0.00	0.00	0.00	***%	63.64	23.91	39.73	62.4%
100080 CSCVB								
412.00 ACCOUNT MANAGEMENT	6000.00	0.00	6000.00	100.0%	12000.00	0.00	12000.00	100.0%
413.00 PRODUCTION ART	0.00	0.00	0.00	***%	0.00	0.00	0.00	***%
484.00 MEDIA-MAGAZINE	8482.82	0.00	8482.82	100.0%	8482.82	0.00	8482.82	100.0%
* Totals *	14482.82	0.00	14482.82	100.0%	20482.82	0.00	20482.82	100.0%

Want to know how the gross income was generated - here it is.

The classic "profitability" report.

Call
1-800-843-1795
and take CONTROL

Available minutes after billing or even during the month if helpful.

The Job Listing Report

"The job listing report gives us an easy way to know how each job is progressing"

Florence Agnesi, Dentsu Cadence Canada - Toronto, Ontario Canada

With Control G you can quickly call up a job listing report. It will show the budget and both the monthly and year-to-date charges for each job and client. This listing example details jobs by client but you can also print an agency-wide report listing jobs in job ID order.

Job ID	Description	Type	Opened	Due	Closed	Budget	A.E.	This Month	YTD
Job Listing - Printed 04/19/99 Page 1									
UWIN I Want It Now Advertising Showing Charges From: 01/01/99 thru 03/31/99 Sorted by: Client Includes: All Jobs									
100010	EXQUISIT CLEANING & MAINTENANCE								
1000	SAN FRANCISCO AD		1 01/02/98	// //		0.00	1070	0.00	0.00
77010	TV SPOT - RESPONSE TO CLIFF		1 01/02/98	// //		0.00	1070	0.00	0.00
97122	GO AHEAD AND PAINT IT		1 02/20/98	// //		0.00	1070	0.00	0.00
97123	FREE FILM CLUB CARD		1 02/20/98	// //		0.00	1070	0.00	0.00
97124	PORTLAND SHOW		1 02/20/98	// //		0.00	1070	0.00	0.00
97126	BELLEVUE SHOW		1 02/20/98	// //		0.00	1070	0.00	0.00
97127	HI INVESTOR SEPT '98		1 02/20/98	// //		0.00	1070	0.00	0.00
97128	PERFORMA COVERS		1 02/20/98	// //		0.00	1070	0.00	0.00
97320	1-BEDROOM & STUDIO CONVERSION		1 05/04/98	// //		0.00	1070	0.00	0.00
	* Totals *					0.00		0.00	0.00
100016	PROJECT WORK								
77016	CAR WASH 30 RADIO - DCJ		1 12/18/98	// //		0.00	1700	0.00	0.00
	* Totals *					0.00		0.00	0.00
100017	BEMIS ART SCHOOL OF DRAWING								
97417	AELOA MODEL COMPLEX GRAND		1 06/13/98	06/17/98	// //	0.00	1400	0.00	0.00
	* Totals *					0.00		0.00	0.00
100018	GROUP BANK								
1018	REVISED COLORADO REALTOR		1 02/02/98	// //		0.00	1400	0.00	0.00
77018	REPRINT CHINESE INVITES (PORTLAND,		1 12/18/98	// //		0.00	1700	0.00	0.00
97072	REIMBURSABLE EXPENSES		1 01/25/98	02/01/98	// //	0.00	1070	0.00	0.00
97114	CHAMPAGNE NIGHT		1 02/14/98	// //		0.00	1400	0.00	0.00
97119	FRESNO AD		1 02/20/98	// //		0.00	1400	0.00	0.00
97120	AUGUST PEPPERONI DOOR HANGER		1 02/20/98	// //		0.00	1400	0.00	0.00
97121	SAMOAN FLYER		1 02/20/98	// //		0.00	1400	0.00	0.00
	* Totals *					0.00		0.00	0.00
100019	CITY OF BROOK CHAMBER OF								
1900	REIMBURSABLE EXPENSES		3 07/02/98	// //	01/02/99	0.00	1100	31.88	207.19
190296	FUNDRAISER TICKETS		3 07/07/98	// //	01/01/99	0.00	1100	4.58	1324.66
97003	INHOUSE FORMS/REVISIONS &		1 01/08/98	03/01/98	// //	0.00	1100	0.00	0.00
97063	BELLEVUE FLYERS		1 01/23/98	// //		0.00	1100	0.00	0.00
97206	MANOR VALLEY THEATRE AD		1 03/28/98	// //		0.00	1100	0.00	0.00
97229	REIMBURSABLE EXPENSES		1 04/03/98	// //		0.00	1100	0.00	0.00
97230	MEDIA ADVERTISING		1 04/03/98	// //		0.00	1100	0.00	0.00
97308	THANK YOU CARDS		1 04/30/98	// //		0.00	1100	0.00	0.00
97309	NO NAME		1 07/24/98	// //		0.00	1100	0.00	0.00
97507	HVB HUI AD		3 07/24/98	// //		0.00	1100	7628.94	7628.94
98025	APRIL 12TH FUNDRAISER TICKETS		3 // //	// //		0.00	1100	0.00	226.31
98140	APRIL FACULTY NEWS		3 03/04/99	03/11/99	// //	0.00	1700	255.00	255.00
98147	ADVENTURE WEST/HVB BROCHURE		3 03/10/99	07/01/99	// //	0.00	1100	78.69	78.69
	* Totals *					0.00		7986.33	9721.79
100020	CITY OF ROCK								
77020	OFFICE DEPOT BUSINESS MAGAZINE		3 12/18/98	// //		0.00	1100	9.14	14.73
97224	FOLDER		3 04/01/98	// //		0.00	1100	0.00	0.00
97453	UNITED FILIPINO COUNCIL AD		1 06/25/98	// //		0.00	1100	0.00	158.06
97468	DFA 9/18 CLASSIFIED DISPLAY AD		3 07/12/98	// //		0.00	1100	0.00	0.00
97469	AB & A HARTFORD BROCHURE		3 07/12/98	// //		0.00	1100	0.00	0.00
97470	PBN SEPT. INSERT		1 07/12/98	// //		0.00	1100	0.00	30.38
97471	INAGURAL BALL LETTERS		1 07/12/98	// //		0.00	1100	0.00	0.00
97472	KOREAN RACK CARDS		3 07/12/98	// //		0.00	1100	680.00	680.00
97473	COLORADO FOOD SERVICE NEWS AD		1 07/12/98	// //		0.00	1100	0.00	393.13
97474	PARTNERSHIP AD - GREELEY		1 07/12/98	// //		0.00	1100	0.00	0.00
97475	POST ELECTION FUNDRAISER TICKETS		1 07/12/98	// //		0.00	1100	0.00	0.00
97476	BEATLES CATALOG		1 07/12/98	// //		0.00	1100	0.00	766.23
98160	APRIL '98 PERFORMANCE		3 03/15/99	// //		0.00	1100	0.00	0.00
98164	MEDICARE SUPPLEMENT		1 03/17/99	// //		0.00	1100	0.00	0.00
	* Totals *					0.00		689.14	2043.02
100022	CITY OF COLORADO FINANCE DIVISION								
77022	NEW BROCHURE		1 12/18/98	// //		0.00	1700	0.00	0.00
97724	4-COLOR BUSINESS		1 10/31/98	// //		10000.00	1350	0.00	0.00
97725	REVISED GIFT WRAP AD FOR 12/18 DFA		1 10/31/98	// //		950.00	1350	0.00	0.00
97888	MINI-PROMO RADIO SPOTS		1 12/09/98	// //		0.00	1070	1047.93	1047.93
	* Totals *					10950.00		1047.93	1047.93
100025	CITY OF DENVER PUBLIC EYE								
97889	REVISED COLORADO REALTOR		1 12/10/98	// //		100.00	1070	0.00	0.00
98068	MARCH EVENT TV & RADIO		1 02/03/99	// //		280.00	1070	297.50	297.50
98159	MEDIA ADVERTISING		1 03/13/99	// //		285.00	1070	0.00	0.00
	* Totals *					665.00		297.50	297.50
100037	CALDWELL MORTUARY, INC.								

Print all or selected clients by job, client, or employee.

You may omit or include completed jobs.

Additional information including total estimated and current unbilled amounts available.

Keep on top of those client budgets.

Call
1-800-843-1795
and take CONTROL

A great reference tool for looking up suppliers and details on old jobs.

Traffic Reports

"Not only do the traffic reports let us know what projects are due, but Control G keeps jobs from falling through the cracks!"

Kim Swan, Princing & Ewing, Saginaw, MI

The Control G Traffic System is an indispensable tool for production control. It is fully integrated with the Job Master File, the Client Master File, the Cost Accounting Time Function File and the Cost Accounting Employee Rates File. The Traffic System will allow the agency to create and track (by date) functions relating to existing or new jobs. The number of functions you wish to track for a particular job is essentially unlimited. Ultimately your tracking for a particular job can be as definitive or general as you desire.

Master Traffic Report 04/19/99 14:36:18 Page 1

UWIN I Want It Now Advertising

Client: 100020 CITY OF ROCK

Job:	Function:	Dep:	Emp:	Employee:	Opened:	Due:	City:	Notes:
FIC:	Function:				S Hrs.	Due Date	**In**	**Out**
37	ESTIMATING-VENDOR CONTACT &		2300	LUCILLE KREMER	1	2.0 04/03/99	//	//
101	BUDGET PLAN		1075	KATHY STOMBERT	1	4.0 04/04/99	//	//
913	AE REVIEW		1100	LARRY MILES	1	5.0 04/04/99	//	//
902	EST APPROVAL		1100	LARRY MILES	1	6.0 04/07/99	//	//
52	PRODUCTION ART		2300	LUCILLE KREMER	1	2.0 04/22/99	//	//
46	PROOFING		1700	TERESA SWINGER	1	1.0 04/23/99	//	//
910	FINAL APPROVAL		1100	LARRY MILES	1	3.0 04/24/99	//	//
906	OUTSIDE PREP		2300	LUCILLE KREMER	1	2.0 04/25/99	//	//
906	OUTSIDE PREP		2300	LUCILLE KREMER	1	5.0 04/29/99	//	//
906	OUTSIDE PREP		2300	LUCILLE KREMER	1	4.0 04/30/99	//	//
906	OUTSIDE PREP		2300	LUCILLE KREMER	1	2.0 05/01/99	//	//
80	MEDIA PLANNING/PLACEMENT		1075	KATHY STOMBERT	1	3.0 05/06/99	//	//
908	MEDIA PURCHASE ORDERS		1700	TERESA SWINGER	1	2.0 05/12/99	//	//
907	TRAFFIC		1800	KELLY SWENSON	1	1.0 05/12/99	//	//
918	VENDOR POS		1700	TERESA SWINGER	1	5.0 05/15/99	//	//
					1	2.0 05/15/99	//	//
					1	2.0 05/15/99	//	//

The Master Report shows the "whole picture" for all active jobs. You can also specify to print only specific jobs, clients, employees, or functions.

Show job specs optional.

Traffic Date Report - 04/19/99 14:36:44 Page 1

UWIN I Want It Now Advertising

Client: 100022 CITY OF COLORADO FINANC

Job: 97724 4-COLOR BUSINESS CARDS

FIC: Function

Specifics: 8 NODES

910 FINAL APPROVAL

Job: 97725 REVISED GIFT WRAP AD FOR

FIC: Function

Specifics: COURT DATE FEB 9 PRESENT OT QUESTIONS AS NEEDED

48 MEETING PREP/CONF. REPORT

842 COUNSEL & CONTACT

Client: 100059 IMPORT CAR MOTORS

Job: 98243 GRETA C. KIPLINEN POSTCARD

FIC: Function

Specifics: Update Website

902 EST APPROVAL

911 ESTIMATING

822 PROGRAMMING (CGLHTML.JAVA)

Client: 100061 GHOST CITY

Job: 98088 ST. PATRICK'S DAY PROMO

FIC: Function

Specifics: Add a full-server

Place links and search engines

Audio linkage

822 PROGRAMMING (CGLHTML.JAVA)

Client: 100062 BILLY RAE CHEVROLET

Date:	Client/Job:	Job Desc.:	Emp.:	FIC:	Function:	Hrs.:	In:	Out:	Notes:
//	100710 98187	RESTAURANT PROMO	1075	901	BUDGET PLAN	0.0	//	//	RUNS AS PART OF THE MONTHLY MEDIA SCHEDULE BETWEEN PROMOTIONS
04/03/99	100020 98160	APRIL '98 PERFORMANCE	2300	37	ESTIMATING-VENDOR	2.0	//	//	
04/04/99	100020 98160	APRIL '98 PERFORMANCE	1075	901	BUDGET PLAN	4.0	//	//	
04/04/99	100020 98160	APRIL '98 PERFORMANCE	1100	913	AE REVIEW	5.0	//	//	
04/07/99	100020 98160	APRIL '98 PERFORMANCE	1100	902	EST APPROVAL	6.0	//	//	
04/14/99	100870 98196	4/20 SUNPRESS AD (SSJ)	1020	52	PRODUCTION ART	0.0	//	//	
04/14/99	100870 98219	LASER LIGHT SHOW	1020	52	PRODUCTION ART	0.0	//	//	art file ready for vendor
04/14/99	100830 98220	AAAH POST CARDS	1020	906	OUTSIDE PREP	0.0	//	//	to print vendor (TBD)
04/16/99	100125 97750	SUSTAINING RADIO SPOT	1075	907	TRAFFIC	0.0	//	//	to Bowlin's Outdoor
04/16/99	100870 98196	4/20 SUNPRESS AD (SSJ)	2300	911	ESTIMATING	0.0	//	//	prod/printing est.
04/16/99	100870 98196	4/20 SUNPRESS AD (SSJ)	1075	902	EST APPROVAL	0.0	//	//	Final Design approval
04/16/99	100870 98196	4/20 SUNPRESS AD (SSJ)	1020	906	OUTSIDE PREP	0.0	//	//	to film output
04/16/99	100830 98197	UNITED PANGASINAN AD	1700	906	OUTSIDE PREP	0.0	//	//	to film output
04/16/99	100830 98197	UNITED PANGASINAN AD	1075	902	EST APPROVAL	0.0	//	//	Final design
04/16/99	100830 98197	UNITED PANGASINAN AD	2300	911	ESTIMATING	0.0	//	//	prod/printing est.
04/16/99	100870 98233	TABLE TENT	2300	911	ESTIMATING	0.0	//	//	
04/17/99	100870 98196	4/20 SUNPRESS AD (SSJ)	1020	906	OUTSIDE PREP	0.0	//	//	to printer (TBD)
04/17/99	100593 98223	DFA AD 4/28 (OCJ)	1350	821	WEB SITE	0.0	//	//	
04/17/99	100594 98225	INTERNAL ADS	2300	37	ESTIMATING-VENDOR	0.0	//	//	
04/18/99	100022 97724	4-COLOR BUSINESS	1350	910	FINAL APPROVAL	3.0	//	//	HTML PAGES
04/18/99	100099 98049	NAVY EXCHANGE - NELSON	1350	835	PLACEMENT ON	0.0	//	//	
04/18/99	100099 98049	NAVY EXCHANGE - NELSON	1350	822	PROGRAMMING	0.0	//	//	
04/18/99	100303 98085	SPRING CONTRACTOR	1350	852	PRODUCTION ART	0.0	//	//	
04/18/99	100303 98085	SPRING CONTRACTOR	1350	835	PLACEMENT ON	0.0	//	//	
04/18/99	100333 98102	CONSOLIDATED THEATER	1400	41	GATHER INFO/PREP	0.0	//	//	
04/18/99	100810 98120	CHILDHELP BROCHURE	1700	918	VENDOR POS	0.0	//	//	
04/18/99	100688 98124	REIMBURSABLE EXPENSES	1020	54	DESIGN	0.0	//	//	
04/18/99	100688 98124	REIMBURSABLE EXPENSES	2300	37	ESTIMATING-VENDOR	0.0	//	//	back from vendors
04/18/99	100064 98158	REIMBURSABLE EXPENSES	1800	907	TRAFFIC	0.0	//	//	TO NEW MEXICAN
04/18/99	100570 98199	DFA AD 4/21 (SSJ)	1700	46	PROOFING	0.0	//	//	
04/18/99	100570 98199	DFA AD 4/21 (SSJ)	2300	906	OUTSIDE PREP	0.0	//	//	FILM BACK
04/18/99	100570 98199	DFA AD 4/21 (SSJ)	2300	906	OUTSIDE PREP	0.0	//	//	TO FILM
04/18/99	100570 98199	DFA AD 4/21 (SSJ)	1700	918	VENDOR POS	0.0	//	//	
04/18/99	100570 98199	DFA AD 4/21 (SSJ)	1070	910	FINAL APPROVAL	0.0	//	//	
04/18/99	100570 98199	DFA AD 4/21 (SSJ)	2300	37	ESTIMATING-VENDOR	0.0	//	//	back from vendors
04/18/99	100570 98199	DFA AD 4/21 (SSJ)	1400	913	AE REVIEW	0.0	//	//	
04/18/99	100570 98199	DFA AD 4/21 (SSJ)	2300	52	PRODUCTION ART	0.0	//	//	
04/18/99	100593 98223	DFA AD 4/28 (OCJ)	1070	910	FINAL APPROVAL	0.0	//	//	
04/18/99	100593 98230	ACCOUNT SERVICES &	2300	52	PRODUCTION ART	0.5	//	//	
04/18/99	100870 98232	MEDIA ADVERTISING	1100	56	COPYWRITING	0.0	//	//	
04/18/99	100870 98232	MEDIA ADVERTISING	1100	902	EST APPROVAL	0.0	//	//	copy & est. approval
04/19/99	100870 98219	LASER LIGHT SHOW	1700	906	OUTSIDE PREP	0.0	//	//	to banner vendor (TBD)
04/21/99	100303 98054	SCRATCH AND SAVE GAME	1070	902	EST APPROVAL	0.0	//	//	
04/21/99	100333 98101	HENDERSON & EFREM	1400	41	GATHER INFO/PREP	0.0	//	//	
04/21/99	100333 98101	HENDERSON & EFREM	1400	903	COPY APPROVAL	0.0	//	//	
04/21/99	100333 98101	HENDERSON & EFREM	1100	56	COPYWRITING	0.0	//	//	
04/21/99	100333 98101	CONSOLIDATED THEATER	1400	903	COPY APPROVAL	0.0	//	//	

The Master Date Report is a great daily follow up tool for the production manager.

Reports can be printed as often as you update.

Fully integrated with jobs, clients, employees and functions.

Up to the minute information keeps you on top of all production jobs.

A great tool which can be used in concert with the weekly production meeting.

Traffic Reports (cont.)

"The employee 'to-do' list really helps our employees plan and organize their work week."
Laurie Urrutia, VHA, Irving, TX

Control G's exclusive "job standards" feature makes for quick job setup and maintenance. Your ability to setup "standards" (normal tracked functions) for different types of jobs (newspaper ads, TV Production, brochures etc.) speeds new job setup time. A full maintenance procedure allows you to continually update job/function statuses and print updated/revised reports and "to do" lists as required.

Employee Traffic Report 04/19/99 14:40:26 Page 2

UWIN I Want It Now Advertising

Due	Job	Client	Function	Hrs.	In	Out	Notes	
04/14/99	98220	AAAH POST CARDS	100830 TSAY	906	OUTSIDE PREP	0.0	///	to print vendor (TBD)
04/14/99	98196	420 SUNPRESS AD	100870 TSAY	52	PRODUCTION	0.0	///	
04/14/99	98219	LASER LIGHT SHOW	100870 TSAY	52	PRODUCTION	0.0	///	art file ready for vendor
04/14/99	98196	420 SUNPRESS AD	100870 TSAY	906	OUTSIDE PREP	0.0	///	to film output
04/14/99	98196	420 SUNPRESS AD	100870 TSAY	906	OUTSIDE PREP	0.0	///	to printer (TBD)
04/18/99	98124	REIMBURSABLE	100688 TILLERY	54	DESIGN	0.0	///	
04/21/99	98247	MAY FACULTY NEWS	100125 Raley GMC	55	CREATIVE	0.0	///	
04/21/99	98203	BUSINESS CARDS	100303 ***AGENCY	55	CREATIVE	0.0	///	
04/21/99	98187	RESTAURANT PROMO	100710 OHKAY	52	PRODUCTION	0.0	///	
04/21/99	98201	LEASING PLAN	100810 DENVER	906	OUTSIDE PREP	0.0	///	DUE BACK FROM PRINTER
04/21/99	98220	AAAH POST CARDS	100830 TSAY	906	OUTSIDE PREP	0.0	///	back from print vendor
04/21/99	98232	MEDIA ADV	100830 TSAY	52	PRODUCTION	0.0	///	MAKE REVISIONS

UWIN I Want It Now Advertising Page 28

Master Traffic Report 06/04/98 15:39:20

Job	Job Desc.	FAC	Function	Emp#	Employee	Hours	Due Date	Notes
98091	HI FOODSERVICE					0.0	///	
98092	ACCOUNT SERVICES &					0.0	///	
98109	DFA 324 DISPLAY AD					0.0	///	
98112	INCENTIVE PROGRAM					0.0	///	
98113	RAINBOW BUCKS					0.0	///	
98114	INCENTIVE FLYER					0.0	///	
98145	DFA 419 DISPLAY AD					0.0	///	
98177	KAUAI BAND AD 1998					0.0	///	
98179	SPRING SALE NEWSPAPER					0.0	///	
98196	420 SUNPRESS AD (SSJ)	910	FINAL APPROVAL	1100	LARRY MILES	0.0	04/14/99	Juliana Barbee
98219	LASER LIGHT SHOW	906	OUTSIDE PREP	1100	LARRY MILES	0.0	04/14/99	back from banne
98229	COMPANY NAME CHANGE					0.0	///	
98232	MEDIA ADVERTISING	56	COPYWRITING	1100	LARRY MILES	0.0	04/18/99	
98233	TABLE TENT	906	OUTSIDE PREP	1700	TERESA	0.0	04/16/99	pocket folders
98234	SALES PRESENTATION	913	AE REVIEW	1100	LARRY MILES	0.0	04/22/99	
98237	NEW FACILITY FACT SHEET	906	OUTSIDE PREP	1700	TERESA	0.0	05/05/99	back from color
98238	ROCKY MOUNTAIN FOOD					0.0	///	
98239	INTERNET TRAINING	906	OUTSIDE PREP	1700	TERESA	0.0	04/21/99	back from film
98240	EMPLOYMENT AD	906	OUTSIDE PREP	1700	TERESA	0.0	04/21/99	to film output
98241	COLORADO REALTOR	52	PRODUCTION ART	2300	LUCILLE	0.0	04/28/99	

The Employee/Date Report serves as the employee's daily/weekly "to do" list.

All reports include various printing options such as client/employee page breaks, specific clients and more.

The "next step" report. Shows a one line next function scheduled for all open jobs.

Eliminate "I said" - "you said" deadline misunderstandings.

All employees can have their personalized weekly "to do" lists.

Distribute the Master Traffic Report as an agency wide job/client reference tool.

Print Media Control

The Print Media module ties directly to invoicing. We only have to enter the data once.
 Kelli McKelvey, Cain & Cain, Fayetteville, NC

The Print Media Control Module is designed to be used by the media department to control print media insertion deadlines, camera-ready art deadlines, audit contract usage against commitments, and actually issue (print) the insertion orders and/or camera-ready art transmittals. Control Reports such as contract usage, insertion deadlines, client (total picture) review keep you constantly aware of deadlines and commitments in all areas.

Demo Advertising, Inc.
 P.O. Box 2425
 Colorado Springs, CO 80901
 Phone: 719-578-5204
 Fax: 719-578-8173

Insertion Order #5129

To:	The News Paper Bob Bark 1234 ABC Drive Suite D Paper City, PA 11111	Page	1
		Date	08/16/02
Publication:	The News Paper	Contract:	Retail
Phone:	555-555-5555	Fax:	444-444-4444
Client:	(100) Client 100	Contract Period:	05/01/01 thru 04/30/02
Product:	Widgets	Job ID:	100900
Special Notes:	Additional information as may be necessary		

Place-ments	Units Per Placement	Unit Description / Issue Date(s)	Rate Per Unit	Ad Title	Art-work	Additional Per Placement	Addtl. \$\$\$	Total
4	36.0000	Business Section 08/08/02, 08/15/02, 08/22/02, 08/29/02	8.85	You Need Widgets	[]		0.00	1,274.40
								Gross
							Total This Insertion:	\$ 1,274.40
							Terms:	Net 30

Note: All totals are 'Gross' and subject to a 0.15000 discount

This order is being placed by us as agent for the above disclosed client. Credit extended should be based on the client disclosed above.

Pre-print your own custom logo and let Control G print the balance of the form.

Specific details of order - as many lines as you'd like.

Control G automatically calculates total of order and commission based on the client contract and vendor information.

Disclaimer, signature line totally under your control

Don't miss any more deadlines!

Will interface to the Control G accounts payables and billing modules if desired.

Help protect your clients against short rates.

Broadcast Media Control

"It's now so easy to follow through the entire buy process."
 Mary Rios, Creative Advertising, Phoenix, AZ

Control G's Broadcast Media Control is designed to assist the broadcast media buyer with originating and planning broadcast media buys. Given a budget and a list of avails for your target demographic, Control G makes short work of determining station and spot mix. Emphasis is placed on ease of maintenance to help juggle the dollar mix between stations, specific spots and day parts. During spot entry, Control G's on-screen "quick recap" of station, dollar, day parts, and GRP mix lets you know instantly how you stand against your target.

Demo Advertising, Inc.
 P.O. Box 2425
 Colorado Springs, CO 80901
 719-578-5204

Broadcast Order #1003 Page 1

To: KKTV Phone: 719-577-3322
 John Jones Fax: 719-555-1223
 123 E. 8th. Street Date 06/01/98
 Suite 1234
 Colorado Springs, CO 12345

Place on Station: KKTV-TV
 Client: FNB First National Bank Period: 11/02/98 thru 11/29/98
 Job ID: 1234 Market: CSP Demo: P19-54
 Notes:

Spot Date	Day	Time Slot	Program	Len.	Commercial/Ad Title	Notes (Instructions)	Spot Cost
11/02/98	Mon	1900 2000	Melrose Place	:30	"Rite Stuff"		450.00
11/02/98	Mon	1900 2000	Melrose Place	:30	"Dog Treat"		450.00
11/03/98	Tue	2100 2200	NYPD Blue	:30	"Easy In"		600.00
11/03/98	Tue	2100 2200	NYPD Blue	:30	"Rite Stuff"		600.00
11/08/98	Sun	1800 1900	Sixty Minutes	:30	"Easy In"		500.00
11/08/98	Sun	1800 1900	Sixty Minutes	:30	"Rite Stuff"		500.00

Preprint your logo if desired.
 Auto numbered.
 Clearly shows spots, times, and rates.
 Detail fields included under your control.
 Provision included for signature and disclaimer block.

Detail fields (GRP's, costs, DP, etc) on master report under your control.

Buy ID: 1003 Thru: 11/29/98
 Buy Starts: 11/02/98 Job: 1234
 Client: FNB Budget: 31000.00
 Demo: P19-54 Market: CSP Campaign: Pocket Teller
 Notes:

Spot Date	Station	Program	Start	End	Grp's	Spot Cost	Commercial
11/02/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Rite Stuff"
11/02/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Easy In"
11/02/98	KOAA-TV	Days of our Lives	1400	1500	3.0	200.00	"Dog Treat"
11/02/98	KKTV-TV	Melrose Place	1900	2000	6.5	450.00	"Rite Stuff"
11/02/98	KKTV-TV	Melrose Place	1900	2000	6.5	450.00	"Dog Treat"
11/02/98	KOAA-TV	Mash	2230	2330	2.0	100.00	"Dog Treat"
11/02/98	KOAA-TV	Tonight Show	2230	2330	4.0	500.00	"Rite Stuff"
11/02/98	KOAA-TV	Late Nite Rotator	2230	2400	1.5	130.00	"Dog Treat"
11/03/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Dog Treat"
11/03/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Rite Stuff"
11/03/98	KOAA-TV	Days of our Lives	1400	1500	3.0	200.00	"Easy In"
11/03/98	KKTV-TV	NYPD Blue	2100	2200	8.0	600.00	"Easy In"
11/03/98	KKTV-TV	NYPD Blue	2100	2200	8.0	600.00	"Rite Stuff"
11/03/98	KOAA-TV	Mash	2230	2330	2.0	100.00	"Easy In"
11/03/98	KOAA-TV	Late Nite Rotator	2230	2400	1.5	130.00	"Easy In"
11/04/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Easy In"
11/04/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Dog Treat"
11/04/98	KOAA-TV	Days of our Lives	1400	1500	3.0	200.00	"Rite Stuff"
11/04/98	KRDO-TV	Law & Order	2100	2200	5.5	450.00	"Dog Treat"
11/04/98	KOAA-TV	Mash	2230	2330	2.0	100.00	"Rite Stuff"
11/04/98	KOAA-TV	Tonight Show	2230	2330	4.0	500.00	"Dog Treat"
11/04/98	KOAA-TV	Late Nite Rotator	2230	2400	1.5	130.00	"Rite Stuff"
11/05/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Rite Stuff"
11/05/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Easy In"
11/05/98	KOAA-TV	Days of our Lives	1400	1500	3.0	200.00	"Dog Treat"
11/05/98	KRDO-TV	ER	2100	2200	6.0	550.00	"Easy In"
11/05/98	KOAA-TV	Mash	2230	2330	2.0	100.00	"Dog Treat"
11/05/98	KOAA-TV	Late Nite Rotator	2230	2400	1.5	130.00	"Dog Treat"
11/06/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Dog Treat"
11/06/98	KRDO-TV	Daytime Rotator	1000	1500	2.0	125.00	"Rite Stuff"
11/06/98	KOAA-TV	Days of our Lives	1400	1500	3.0	200.00	"Easy In"

The "Master Schedule" could replace your hand-typed media calendars.

Eliminate lengthy station confirmation calls - fax your broadcast orders.

Easily modify an old client buy for a new time period.

Manager's Quick Recap

My boss and I review the 'Quick Status' report every day!"

Kim Sandoval, Muir Agency, Colorado Springs, CO

The Quick Recap report can be produced at any time during the month to help you keep abreast of your operations. It concisely recaps all of the important figures which will ultimately determine your gross income and profit for a particular month. You will be able to keep your fingers on your receivables, payables, billable hours, your cash balance and much more. The 'per day' figures help you track your progress through the month. Many agency presidents maintain a notebook of Quick Recaps for comparison purposes and are able to immediately recognize and act upon problem areas. The Quick Recap becomes the pulse of your agency.

```

UWIN I Want It Now Advertising
Manager's Quick Recap - For March, 1999
(23 Work Days) - Printed 03/31/99
=====
*Billing Recap*
          Billed      Pending      On Hold      Total
Sales          94,507.16    107,685.59    24,665.38    226,858.13
Cost of Sales   50,910.56      68,294.82    16,680.65    135,886.03
-----
Gross Income   43,596.60      39,390.77      7,984.73     90,972.10

'Billed' Gross Income : 1,895.50 Per Day
'Pending' Gross Income : 1,712.64 Per Day
'Held' Gross Income : 347.16 Per Day
'Potential' Gross Income : 3,955.31 Per Day
Last Invoice Printed : 03/31/99
=====

*Time Recap*
          Reported      Pending      Billed
Sell ($'s)          22,869.75    3,073.75    14,637.39
Billable Hours          552.75      57.00      495.75
Total All Hours          1,530.25
Billable 'Hours' : 24.03 Per Day
Billable 'Dollars' : 994.34 Per Day
Last Time Entered : 03/31/99
=====

*Receivables*
          Current      30 Days      60 Days      90 Days      Total
195,274.32    105,634.78    6,015.36    34,200.57    341,125.03
Last Cash : 03/28/99
=====

*Payables*
          Current      30 Days      60 Days      90 Days      Total
83,247.02     13,585.19    21,889.08    15,265.59    133,986.88
Last Disbursements : 03/31/99
=====

*Cash*
          Beg. Bal.      Receipts      Disb./Pyr1.      Other      Bal. Now
48,999.75    257,935.31    -166,937.42      9,938.57    149,936.21
=====

*Profit Picture*
          Sales      Income      Expenses      Net
94,507.16     43,596.60     40,036.44      3,560.16
=====
    
```

Shows items invoiced, pending, and on hold.

Invaluable for tracking the progress of your creative staff.

Keep abreast of any potential collection problems.

Make sure your payables don't lag. Those all important cash flow numbers.

Know where you stand "profit-wise" at all times.

Shows only pertinent totals essential to your agency operations.

Helps alleviate any "surprises" at the end of the month.

A "snapshot" of your monthly operations is immediately available.

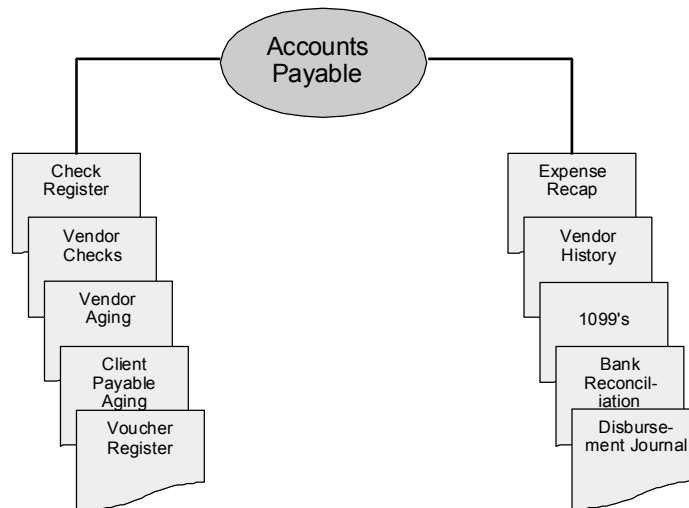
Accounts Payable

"Now that I don't have to type checks, I can spend my time on important things."

Diana Sanner, Oswald & Associates, Evansville, IN

The functions under accounts payable are some of the most efficient programs of Control G. Once your payables are input into the system, the computer does the rest of the work for you from the billing on through to the General Ledger. No more typing of checks or balancing of accounts payable. Open payables include a client account reference number which allows you to pay bills by that specific number. The resulting benefit is that you can pay suppliers when the client pays his invoice.

Standard input is made up of supplier bills, media bills or insertions and miscellaneous agency bills. Standard output reports and/or documents encompass disbursement checks, payable aging reports by client and/or supplier, check registers and general ledger account activity reports.



Accounts Payable Input

"The one step accounts payable/receivable input really makes it simple."

Dominique Henrotte, Burgress, Portland, ME

This is where Control G's "interactivity" shows itself. Logging a "Cost-of-sale" payable is all it takes to generate:

1. a vendor check
2. the expense entry
3. the accounts receivable billing transaction
4. the client invoice and statement
5. the sales G/L entry

Of course the timing of these interactive operations is totally under your control. The two screens below show you how entering a "Cost-of-sale" payable automatically puts you at the Billing Transaction screen; all you need to supply is the job number!

Of special importance is the classification labeled "Priority Code." This feature automatically causes cash discount invoices, expense report checks and the like to be paid on the next check run.

Accounts Payable

Voucher ID: 101188PEH
 P.O. ID (#):
 Vendor ID: TAYMAR TAYMAR INDUSTRIES, INC.
 Priority Code: S
 Invoice Date: 03/06/99 Total: 1685.00
 Due Date: 04/05/99 Balance: 1685.00
 Discount: 0.00 0%
 Reference: 69-006653

#	Date	G/L#	G/L Desc.	Amount	Inv. Tran. ID
1	03/06/99	581.00	MEDIA-RADIO	850.00	341728IVT
2	03/06/99	533.00	AUDIO PRODUCTIO	600.00	341729IVT
3	03/06/99	535.00	DUBS	235.00	341730IVT
4	/ /	0.00		0.00	
5	/ /	0.00		0.00	

Vendor Invoice # [] Ins Num []

Billing Desc. POCKET LIST OF RR OFFICIALS

Net 850.00
 Gross 1000.00
 Mark-up 0.176471
 Originated PBT
 Cross Ref.
 Sales Tax F
 Bill Status REG
 Invoice #

AP Voucher Register Page 1

IN I Want It Now Advertising
 th Ending 03/31/99

V. ID	Ven. ID	Vendor	G/L Acct.	Date	Mt. ID	Amount	Billed	Posted
447PBH	8001	THE AD RANCH INC.						
			643.00	03/01/99		12.98	N	Y
			665.00	03/01/99		2.11	N	Y
			577.00	03/01/99	340723IVT	23.58	Y	Y
			665.00	03/01/99		1.34	N	Y
			645.00	03/01/99		6.26	N	Y
			643.00	03/01/99		25.52	N	Y
			637.00	03/01/99		23.90	N	Y
			688.00	03/01/99		2.40	N	Y
			645.00	03/01/99		12.00	N	Y
			645.00	03/01/99		19.15	N	Y
			645.00	03/01/99		27.14	N	Y
			645.00	03/01/99		5.62	N	Y
*** Total This Voucher ***						162.00		

The "main" Accounts Payable input screen.

The "distribution" portion of the Accounts Payable "voucher". Provides for an "unlimited" number of accounting distributions.

Related "billing transaction" input performed in a one step input process.

Mark-ups automatically figured based on client mark-up scheme, g/l account, etc.

One step entry handles payables and receivables simultaneously.

Unlimited number of G/L accounting distributions and/or related jobs.

Several function keys speed and assist with input.

The Payable Check Run

"With so many payment options, I only need to key in a few numbers."
 Holly Williams, Randolph Partnership, Atlanta, GA

With Control G, you have complete control in paying bills. You can pay by client reference number, by supplier reference number, or specific supplier bill via a voucher number. Even the manual checks that need to be paid between check runs are tracked and recorded in the system. The cash requirements report is your worksheet before running checks. On the following page, you will see an example of the detailed itemizing produced on the check stub and an example of a Control G printed check.

Cash Requirements Report										Page 1
Printed: 04/05/99										
Checks to Print:										
11055 NEWPORT STATIONERS										
Voucher	Org. Date	Due Date	Client	Job	Reference	Balance	Amt. to Pay	Disc.	Cash Req.	
100491PBH	02/06/99	03/08/99	100710	97006	3808	1700.00	1700.00	0.00	1700.00	
100446PBH	01/08/99	02/07/99	100710	97006	3648	425.00	425.00	0.00	425.00	
100938PBH	03/01/99	03/31/99	100710	97006	3955	1062.50	1062.50	0.00	1062.50	
Totals This Vendor:						3187.50	3187.50	0.00	3187.50	
11413 HITCHCOCK PUBLISHING COMPANY										
Voucher	Org. Date	Due Date	Client	Job	Reference	Balance	Amt. to Pay	Disc.	Cash Req.	
100681PBH	02/06/99	03/06/99	100710	97006	5771	1088.00	1088.00	0.00	1088.00	
100546PBH	01/28/99	02/24/99	100710	97006	5696	272.00	272.00	0.00	272.00	
100585PBH	01/28/99	02/27/99	100710	97006	5696	272.00	272.00	0.00	272.00	
100803PBH	03/01/99	03/31/99	100710	97006	5841	1088.00	1088.00	0.00	1088.00	
Totals This Vendor:						2720.00	2720.00	0.00	2720.00	
11420 PRECISION OFFSET										
Voucher	Org. Date	Due Date	Client	Job	Reference	Balance	Amt. to Pay	Disc.	Cash Req.	
100689PBH	02/06/99	03/08/99	100160	98003	87931	476.00	476.00	0.00	476.00	
97404PBH	09/18/97	10/19/97	100370	370296	48121	297.50	297.50	0.00	297.50	
99149PBH	06/20/98	07/20/98	100370	370896		18.59	18.59	0.00	18.59	
Totals This Vendor:						792.09	792.09	0.00	792.09	
13034 CORPORATE BUSINESS INTERIORS										
Voucher	Org. Date	Due Date	Client	Job	Reference	Balance	Amt. to Pay	Disc.	Cash Req.	
100992PBH	03/18/99	03/18/99	100870	97799	98-182	60.00	60.00	0.00	60.00	
Totals This Vendor:						60.00	60.00	0.00	60.00	
14002 AMOS SUBURBAN NEWSPAPERS										
Voucher	Org. Date	Due Date	Client	Job	Reference	Balance	Amt. to Pay	Disc.	Cash Req.	
100043PBH	11/06/98	12/06/98				79.15	79.15	0.00	79.15	
Totals This Vendor:						79.15	79.15	0.00	79.15	
4004 AT&T										
Voucher	Org. Date	Due Date	Client	Job	Reference	Balance	Amt. to Pay	Disc.	Cash Req.	
100008PBH	11/01/98	12/01/98	100099	97566	458-7338200	837.75	837.75	0.00	837.75	
Totals This Vendor:						837.75	837.75	0.00	837.75	
9096 AD WEEK										
Voucher	Org. Date	Due Date	Client	Job	Reference	Balance	Amt. to Pay	Disc.	Cash Req.	
100445PBH	01/08/99	01/08/99	100710	97007	319622	226.00	226.00	0.00	226.00	
Totals This Vendor:						226.00	226.00	0.00	226.00	
TAYMAR TAYMAR INDUSTRIES, INC.										
Voucher	Org. Date	Due Date	Client	Job	Reference	Balance	Amt. to Pay	Disc.	Cash Req.	
100701PBH	02/06/99	03/08/99	100710	98014	69-006607	1711.60	1711.60	0.00	1711.60	
Totals This Vendor:						1711.60	1711.60	0.00	1711.60	
Total Checks to Print						9614.09	9614.09	0.00	9614.09	
*** Total Cash Requirements ***						9614.09	9614.09	0.00	9614.09	

There is a variety of payment selection options:

- by Client
- by Vendor
- by Specific Voucher
- by Prepaid
- by Specific Jobs
- by Paid AR Inv.
- by Priorities
- by Agency Bills

Change discount or pay a portion due on a specific payable "on the fly".

Check Register shows the vendor, vouchers paid, check number and date.

Check Register - 04/05/99								Page 1
ID	Vendor	Voucher#	Reference	Amount	Discount	Net Paid	Type	Ck # Ck. Date
11055 NEWPORT STATIONERS								
	100446PBH	3648		425.00	0.00	425.00	S	
	100491PBH	3808		1700.00	0.00	1700.00	S	
	100938PBH	3955		1062.50	0.00	1062.50	S	
* Total This Check *				3187.50	0.00	3187.50		18550 04/05/99
11413 HITCHCOCK PUBLISHING COMPANY								
	100546PBH	5696		272.00	0.00	272.00	S	
	100585PBH	5696		272.00	0.00	272.00	S	
	100681PBH	5771		1088.00	0.00	1088.00	S	
	100803PBH	5841		1088.00	0.00	1088.00	S	
* Total This Check *				2720.00	0.00	2720.00		18551 04/05/99
* Total This Register *				5907.50	0.00	5907.50		

Any corrections can be made quickly and easily prior to actually printing checks.

Call
 1-800-843-1795
 and take CONTROL

Bill paying will soon consist of pushing buttons.

The Payable Check

"The job I hated the most (bank reconciliations) now takes 15 to 20 minutes a month."

Pat Tatum, NKH&W Advertising, Kansas City, MO

After you have checked and approved the "Payable Check Run", you're ready to print your checks. With Control G taking care of your check printing, you know they're accurate and look great. By using the Control G check writing module, your agency can greatly reduce the time it takes to hand-type checks and add the confidence of computer accuracy.

And after you written the checks, Control G will help you balance your check book. Our standard **"Bank Reconciliation"** module keeps track of outstanding and returned checks, deposits and even provides for vendor history reports. It also interfaces with all payroll checks. Another example of how Control G can turn a boring routine into a fast and accurate computerized solution.

Check example is Laser Check - Top 2/3 Stub & Check, Bottom 1/3 File Copy
 Example Shown at 7less than actual size - Actual measurements are 8 1/2" x 11
 Control G accommodates *Laser* and/or continuous pin-feed checks

Voucher#	Reference	Balance	Amount Paid	Disc.	Payment
100070PBH	Monthly Contract	1750.00	1750.00	50.00	1700.00
100076PBH	Multiple	1500.00	1500.00	0.00	1500.00
Totals:		3250.00	3250.00	50.00	3200.00

UWIN IWIN ADVERTISING INC.	14496
123 Main Street	
Colorado Springs, Colorado 80808	
EXACTLY THREE THOUSAND, TWO HUNDRED & NO/100 DOLLARS	
	DATE AMOUNT
	08/19/02 \$*****3,200.00
The Utility Company	
14568 City Circle Drive	
City of Power, EL 88999	
⑈0000 14496⑈ ⑆4568888855558888⑆ 55885⑈	

Check#: 888905	Date: 08/19/02	Amount: 3200.00			
Vendor: UTILS The Utility Company					
Voucher#	Reference	Balance	Amount Paid	Disc.	Payment
100070PBH	Monthly Contract	1750.00	1750.00	50.00	1700.00
100076PBH	Multiple	1500.00	1500.00	0.00	1500.00
Totals:		3250.00	3250.00	50.00	3200.00

Client Payable Report

Knowing payables balances for each client really helps me plan my cash flow.
 Glen Glasco, Corporate Communications Group, Overland Park, KS

Below you'll find the "Client" version of the accounts payable aging report. It shows you "at a glance" to whom, when and what you owe for each client. A "must" for supplier and media payment scheduling and statement checking.

Accounts Payable Aging - By Client										Page	1		
UWIN I Want It Now Advertising As Of: 03/31/99 (Printed 04/05/99)										Due on or Before	03/31/99 thru	04/01/99 thru	Due on or After
Vchr. ID	Date	Due	Reference	Job ID	Balance	02/28/99	03/31/99	05/31/99	06/01/99				
100019	CITY OF BROOK CHAMBER OF												
14027	INTECH - ISA SERVICES, INC.			97507	6103.00 S	0.00	0.00	6103.00	0.00				
101058PBH	03/31/99 04/03/99 VG15605												
	* Totals This Vendor *				6103.00	0.00	0.00	6103.00	0.00				
4004	TECHNICAL PUBLISHING												
100928PBH	03/01/99 03/31/99 103414			190296	150.96 S	0.00	150.96	0.00	0.00				
	* Totals This Vendor *				150.96	0.00	150.96	0.00	0.00				
	* Totals This Client *				6253.96	0.00	150.96	6103.00	0.00				
100020	CITY OF ROCK												
22009	FOUNTAIN VALLEY BODY WORKS, INC.			77020	240.81 S	0.00	0.00	240.81	0.00				
101002PBH	03/16/99 04/15/99 ACCT 2012960												
	* Totals This Vendor *				240.81	0.00	0.00	240.81	0.00				
9121	SIGNS, INC.												
101004PBH	03/24/99 03/24/99 31066			77020	167.98 S	0.00	167.98	0.00	0.00				
	* Totals This Vendor *				167.98	0.00	167.98	0.00	0.00				
	* Totals This Client *				408.79	0.00	167.98	240.81	0.00				
100025	CITY OF DENVER PUBLIC EYE												
15040	CREATIVE IMAGE PRODUCTS			98068	467.50 S	0.00	467.50	0.00	0.00				
100972PBH	03/02/99 03/02/99 FEB 1998												
	* Totals This Vendor *				467.50	0.00	467.50	0.00	0.00				
	* Totals This Client *				467.50	0.00	467.50	0.00	0.00				
100062	BILLY RAE CHEVROLET												
4004	AT&T			430196	1636.25 S	0.00	1636.25	0.00	0.00				
100804PBH	03/26/99 03/26/99 458-8556500			432396	446.25 S	0.00	446.25	0.00	0.00				
	* Totals This Vendor *				2082.50	0.00	2082.50	0.00	0.00				
5000	REED BUSINESS PUBLISHING												
100927PBH	03/12/99 03/12/99 1040			98026	201.33 S	0.00	201.33	0.00	0.00				
100928PBH	03/12/99 03/12/99 1092			98115	201.33 S	0.00	201.33	0.00	0.00				
	* Totals This Vendor *				402.66	0.00	402.66	0.00	0.00				
	* Totals This Client *				2485.16	0.00	2485.16	0.00	0.00				
100080	CSCVB												
9174	AUDIO VISUAL COMPANY			97650	889.00 S	0.00	889.00	0.00	0.00				
100994PBH	03/12/99 03/12/99 1850												
	* Totals This Vendor *				889.00	0.00	889.00	0.00	0.00				
	* Totals This Client *				889.00	0.00	889.00	0.00	0.00				
100099	Commerce City Chamber Of Commerce												
14027	INTECH - ISA SERVICES, INC.			97554	10069.95 S	10069.95	0.00	0.00	0.00				
100333PBH	12/23/98 01/22/99 VG15605			97570	1215.50 S	0.00	0.00	0.00	0.00				
100141PBH	12/03/98 01/02/99 RM15423												
	* Totals This Vendor *				11285.45	11285.45	0.00	0.00	0.00				
14053	PLANT ENGINEERING												
100949PBH	03/07/99 03/07/99 12133			98051	52.00 S	0.00	52.00	0.00	0.00				
	* Totals This Vendor *				52.00	0.00	52.00	0.00	0.00				
19035	TIME-PROFESSIONAL SUBSCRIPTION			97569	5895.00 S	5895.00	0.00	0.00	0.00				
99971PBH	10/24/98 11/23/98 9712016368												
	* Totals This Vendor *				5895.00	5895.00	0.00	0.00	0.00				
4004	AT&T			97566	837.75 S	837.75	0.00	0.00	0.00				
100008PBH	11/01/98 12/01/98 458-7338200												
	* Totals This Vendor *				837.75	837.75	0.00	0.00	0.00				
9060	STANDARD RATE & DATA SERVICE												

You select aging periods - past, future, or both.

Sub-totals by vendor, the client. Client totals assist with cash planning.

Vendors can also be subtotaled by vendor type.

How much do you owe your supplier by client? - You've got it all here.

Call
1-800-843-1795
and take CONTROL

Another great tool for cash forecasting.

The Accounts Payable Aging Report

"It's so easy now to check out those month-end vendor statements"
 Carolyn DeVito, Nichols Advertising, Decatur, IL

Available by client, supplier, job, or supplier type at anytime, this report will keep you up-to-date on past due, current accounts or future payables. It can be printed at any time throughout the month to keep you constantly informed.

Accounts Payable Aging - By Vendor										Page 1
LWIN I Want It Now Advertising										
As Of: 03/31/99 (Printed 04/05/99)										
Vchr #	Date	Due	Client	Reference	Balance	Discount	Due on or Before 02/28/99	03/01/99 thru 03/31/99	04/01/99 thru 05/31/99	Due on or After 06/01/99
1004 ADRAY'S										
100860	03/06/99	04/05/99	100710		-40.46	S 0.00	0.00	0.00	-40.46	0.00
97705P	10/30/97	11/29/97	100370	A57001	964.50	S 0.00	964.50	0.00	0.00	0.00
97763P	10/31/97	11/30/97	100370		53.62	S 0.00	53.62	0.00	0.00	0.00
* Totals This Vendor *					957.66	0.00	1018.12	0.00	-60.46	0.00
1005 ALADDIN LITHO										
100313	12/23/98	01/22/99	100870	34777	236.38	S 0.00	236.38	0.00	0.00	0.00
100773	02/20/99	03/22/99	100710	36327	35.44	S 0.00	0.00	35.44	0.00	0.00
101012	03/25/99	04/24/99	100568	37684	231.10	S 0.00	0.00	0.00	231.10	0.00
* Totals This Vendor *					502.92	0.00	236.38	35.44	231.10	0.00
1019 BLOOMER, AGNES										
101096	03/02/99	04/01/99	100212	019 351 8042 001	54.64	S 0.00	0.00	0.00	54.64	0.00
* Totals This Vendor *					54.64	0.00	0.00	0.00	54.64	0.00
11001 CMP PUBLICATIONS										
100556	01/25/99	02/24/99	100680	124228	748.00	S 0.00	748.00	0.00	0.00	0.00
100680	02/06/99	03/08/99	100680	124357	748.00	S 0.00	0.00	748.00	0.00	0.00
* Totals This Vendor *					1496.00	0.00	748.00	748.00	0.00	0.00
11011 CIRCUIT CITY										
100704	02/06/99	03/08/99	100710	2440	1020.00	S 0.00	0.00	1020.00	0.00	0.00
100705	02/06/99	03/08/99	100710	2159	1020.00	S 0.00	0.00	1020.00	0.00	0.00
100933	03/01/99	03/31/99	100710	2354	1020.00	S 0.00	0.00	1020.00	0.00	0.00
100934	03/01/99	03/31/99	100710	752 01	1020.00	S 0.00	0.00	1020.00	0.00	0.00
98652P	04/01/98	05/01/98	1328 01 & 1327 01		1020.00	S 0.00	1020.00	0.00	0.00	0.00
99769P	09/25/98	10/25/98	100160	618 01	382.50	S 0.00	382.50	0.00	0.00	0.00
* Totals This Vendor *					5482.50	0.00	1402.50	4080.00	0.00	0.00
11012 CUTHILL A.D.										
100468	01/08/99	02/07/99	71210468		3922.75	S 0.00	3922.75	0.00	0.00	0.00
101041	03/18/99	04/17/99	802140593/80310129		3187.50	S 0.00	0.00	3187.50	0.00	0.00
* Totals This Vendor *					7110.25	0.00	3922.75	0.00	3187.50	0.00
11041 MASS TRANSIT										
100739	02/15/99	03/17/99	100125	4879-01	2677.50	S 0.00	0.00	2677.50	0.00	0.00
* Totals This Vendor *					2677.50	0.00	0.00	2677.50	0.00	0.00
11042 CAHNERS PUBLISHING										
100687	02/06/99	03/08/99	100125	21325	841.50	S 0.00	0.00	841.50	0.00	0.00
* Totals This Vendor *					841.50	0.00	0.00	841.50	0.00	0.00
11043 BYTE/MCGRAW HILL										
100816	01/26/99	02/25/99	100125	18917	1517.25	S 0.00	1517.25	0.00	0.00	0.00
* Totals This Vendor *					1517.25	0.00	1517.25	0.00	0.00	0.00
11051 DELGADO/BEESELEY INC.										
100776	02/20/99	03/22/99	100125	139100	433.50	S 0.00	0.00	433.50	0.00	0.00
* Totals This Vendor *					433.50	0.00	0.00	433.50	0.00	0.00
11055 NEWPORT STATIONERS										
100460	01/08/99	02/07/99	100710	3648	425.00	S 0.00	425.00	0.00	0.00	0.00
100691	02/06/99	03/08/99	100710	3808	1700.00	S 0.00	0.00	1700.00	0.00	0.00
100938	03/01/99	03/31/99	100710	3955	1062.50	S 0.00	0.00	1062.50	0.00	0.00
* Totals This Vendor *					3187.50	0.00	425.00	2762.50	0.00	0.00
11061 KEN HIRATA										
100736	02/15/99	03/17/99	100160	10309	880.00	S 0.00	0.00	880.00	0.00	0.00
100738	02/15/99	03/17/99	100710	10278	1224.00	S 0.00	0.00	1224.00	0.00	0.00
100948	03/15/99	04/14/99	100710	20373	1224.00	S 0.00	0.00	0.00	1224.00	0.00
97404P	09/19/97	10/19/97	100370	8766	280.50	S 0.00	280.50	0.00	0.00	0.00
* Totals This Vendor *					3608.50	0.00	280.50	2104.00	1224.00	0.00
11074 THE EXECUTIVE GALLERY, INC.										
100131	12/03/98	01/02/99	100333	3890	1071.00	S 0.00	1071.00	0.00	0.00	0.00
* Totals This Vendor *					1071.00	0.00	1071.00	0.00	0.00	0.00

Aging periods are user selected - lets you age forward or backward or both.

Lets you know precisely how much cash you need by a specific date.

"S" indicates a "standard" invoice. Other codes available: "P" Priority, "H" Hold, etc.

Select certain vendors or full report.

Shows both supplier and media bills.

A basic accounting report that puts you in control of your bills.

Keeps you from missing those important "cash" discounts.

Can serve as an excellent cash planning tool.

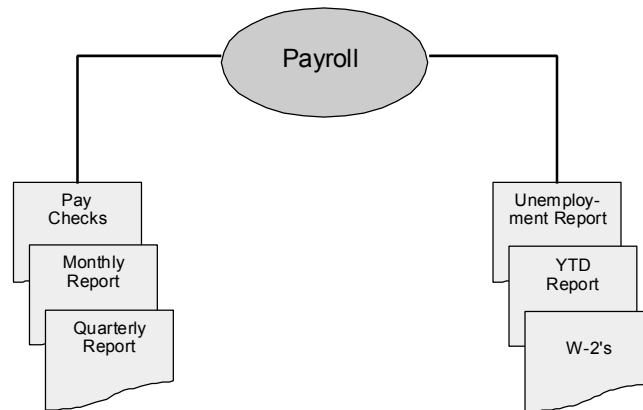
Payroll

"We certainly enjoy the convenience of controlling the payroll in house."

Geri Olson, Praco Advertising, Colorado Springs, CO

Control G masterfully handles the administration of your employee payroll. You establish how you want to cycle your pay periods: by the week, semi-monthly or monthly. You may even have a mix of hourly and salaried employees in the system. There is the built-in flexibility to pay bonuses, overtime and adjustments. And in addition to FICA, federal withholding, state and local taxes, you may input four extra deductions (two fixed and two variable).

Output reports include check registers, paychecks, monthly reports, quarterly reports, yearly reports, and W-2's. Control G realizes that payroll information is confidential in most agencies and consequently allows you to separately password protect your entire payroll module.



The Payroll Calculation / Check Register

"Payroll now takes about 15 minutes from start to finish, and it's so flexible."
 Cindy Ewart, Brodeur Group, Concord, NH

The payroll check register produced by Control G issues a complete file status and detail for each employee paycheck. The following page illustrates the format the employee paycheck will assume. It is clear, concise and complete.

Payroll Calculation

Date: 04/05/99

Beginning Check#: 14496

Payroll Cash Acct: 111.00

Cycles:

Weekly

Bi-Weekly

Semi_Monthly

Monthly

Quarterly

Deductions:

Cafe

Fixed #1

Fixed #2

Fixed #3

Fixed #4

Buttons: Compile Pay List, Edit Pay List, Print Check Reg., Print Checks, Finished

88NH Noga Hyde

Check # 0

Check Date 04/05/99

Regular Hours 0.00

Regular 1750.00 606.00

O.T. Hours 0.00

Overtime 0.00 606.00

Other 0.00 606.00

Cafe 100.00 606.00

Gross 1650.00

FICA 102.30 224.00

Medicare 23.93 224.00

Federal W/H 207.19 220.00

State W/H 74.48 0.00

Local W/H 0.00 0.00

Fixed #1 0.00 0.00

Fixed #2 0.00 0.00

Fixed #3 0.00 0.00

Fixed #4 0.00 0.00

Net 1242.10 111.00

Check Register

Printed: 04/05/99

Page 1

ID	Name	FICA	Medicare	Federal W/H	State W/H	Local W/H	Reguar Fixed #1	Overtime Fixed #2	Other Fixed #3	Other (Other #2) Fixed #4	Gross Net	Check#	Date
88NH	Noga Hyde	102.30	23.93	207.19	74.48	0.00	1750.00	0.00	0.00	100.00	1650.00	14496	04/05/99
91AM	Jill Franducci	272.36	63.70	947.71	211.63	0.00	4392.95	0.00	0.00	0.00	4392.95	14497	04/05/99
92FF	Frank Furlor	89.90	21.03	160.31	64.79	0.00	1500.00	0.00	0.00	50.00	1450.00	14498	04/05/99
94IE	D. E. Meanor	55.49	12.98	117.69	0.00	0.00	895.00	0.00	0.00	0.00	895.00	14499	04/05/99
Totals		520.05	121.64	1432.90	350.90	0.00	8537.95	0.00	0.00	150.00	8387.95		

Notice provision for 4 deductions in addition to federal, state and local.

You can mix hourly and salary.

Control G automatically calculates withholdings.

Handles weekly, bi-weekly, semi-monthly or monthly pay periods.

Hourly, salary, overtime, bonuses & adjustments.

Comes with federal tax tables already setup with built-in maintenance utilities.

The Paycheck

"Just Calculate, Print And It's Done."

Monica Ramey, Blakely & Company, Colorado Springs, CO

Once the payroll check register has been completed, the checks will automatically print. The check stub clearly shows deducted taxes and lists any fixed or miscellaneous additional deductions.

Checks are the only form required to be pre-printed with the Control G system. We surveyed several of the larger national computer forms supplier and chose the most standard form available.

Check example is Laser Check - Top 2/3 Stub & Check, Bottom 1/3 File Copy
Control G accommodates *Laser* and/or continuous pin-feed checks

Example Shown at 52% actual size - Actual measurements are 8 1/2" x 11

UWIN IWIN ADVERTISING INC					10052811
ID: NOGA Noga Hyde					
Pay Per.:	08/19/02	Reg. Hrs.	OT Hrs.	Check#	
This Per.:		N/A	N/A	10052811	
YTD:		N/A	N/A		
	Regular	Overtime	Other	(Other #2)	Gross
This Per.	1645.83	0.00	0.00	0.00	1645.83
YTD	27979.11	0.00	0.00	0.00	27979.11
	FICA	Medicare	Federal W/H	State W/H	Local W/H
This Per.	102.04	23.86	181.56	39.23	82.20
YTD	1734.68	405.62	3086.52	666.91	1397.40
	Fixed #1	Fixed #2	Fixed #3	Fixed #4	Net
This Per.	0.00	0.00	0.00	0.00	1216.94
YTD	0.00	0.00	0.00	0.00	20687.98

UWIN IWIN ADVERTISING INC. 10052811
 123 Main Street
 Colorado Springs, Colorado 80808

EXACTLY ONE THOUSAND, TWO HUNDRED, SIXTEEN & 94/100 DOLLARS

DATE AMOUNT
 08/19/02 \$***1,216.94

Noga Hyde
 123 Fourth Road
 Simulate, CO 55555

⑈001005281⑈ ⑆45688685558888⑆ 55885⑈

ID: NOGA Noga Hyde					
Pay Per.:	08/19/02	Reg. Hrs.	OT Hrs.	Check#	
This Per.:		N/A	N/A	10052811	
YTD:		N/A	N/A		
	Regular	Overtime	Other	(Other #2)	Gross
This Per.	1645.83	0.00	0.00	0.00	1645.83
YTD	27979.11	0.00	0.00	0.00	27979.11
	FICA	Medicare	Federal W/H	State W/H	Local W/H
This Per.	102.04	23.86	181.56	39.23	82.20
YTD	1734.68	405.62	3086.52	666.91	1397.40
	Fixed #1	Fixed #2	Fixed #3	Fixed #4	Net
This Per.	0.00	0.00	0.00	0.00	1216.94
YTD	0.00	0.00	0.00	0.00	20687.98

The Period Reports

"The quarterly reports make 941's and unemployment reports so easy."
 Becky Torres, Darby O'Brien, South Hadley, MA

Is there anyone out there who appreciates tax time? Control G makes the accounting job much easier with monthly, quarterly and year-to-date reports for developing 941's and other tax reports.

Printing the monthly report automatically produces your general ledger monthly payroll entry, including FICA and unemployment tax accrual entries.

Payroll Report: Monthly For Month March Page 1
 Printed: 04/05/99

ID	Name	FICA	Medicare	Fed. WH	Reg. Hrs. State WH	Regular Local WH	O.T. Hrs. Fixed #1	Overlime Fixed #2	Other Fixed #3	(Other #2) Fixed #4	Gross Net
88B	Bill Lee Bobb	210.80	49.30	360.64	117.34	3400.00	0.00	0.00	0.00	0.00	3400.00
91A	Jill Franducci	224.75	52.56	525.04	152.37	3400.00	0.00	85.00	0.00	0.00	3625.00
92F	Frank Furtor	165.34	38.66	359.12	107.90	2666.68	0.00	0.00	0.00	0.00	2666.68
92K	Kim I. Kunes	134.34	31.42	291.88	85.76	2166.66	0.00	0.00	0.00	0.00	2166.66
94IE	D. E. Meanor	155.00	36.26	294.38	85.38	2500.00	0.00	0.00	0.00	0.00	2500.00
95E	Edward U. Callion	35.62	8.33	6.04	95.75	574.50	0.00	0.00	0.00	0.00	574.50
96M	Monty Poldor	180.84	42.30	356.8	6.69	0.00	0.00	0.00	0.00	0.00	517.82
96V	R.U. Sleeping	183.52	42.92	335.8							
97M	Or E. Gone	128.96	30.16	278.8							
Totals:		1419.17	331.91	2808.7							

Alpha or numeric employee ID's.

Tax Report - Quarterly thru March, 1999 Page 1
 UWIN I Want It Now Advertising
 Printed: 04/05/99

*** Social Security ***

ID	Name	SSF	Tax	Gross	(Other #2)	Fixed #2	Adj. Gross	Tax Base	Withheld	Adff. Tax
96M	Monty Poldor	488-25-4556		8749.98	0.00	0.00	8749.98	8749.98	542.52	0.00
Total				8749.98	0.00	0.00	8749.98	8749.98	542.52	0.00
88B	Bill Lee Bobb	456-78-9898	FIC	11384.85	0.00	0.00	11384.85	11384.85	705.86	705.86
88N	Noga Hyde	177-45-9666	FIC	4038.38	0.00	0.00	4038.38	4038.38	250.37	250.37
91A	Jill Franducci	444-44-5654	FIC	11789.85	0.00	0.00	11789.85	11789.85	730.97	730.97
92F	Frank Furtor	369-47-4456	FIC	8000.04	0.00	0.00	8000.04	8000.04	496.02	496.02
92K	Kim I. Kunes	141-78-8289	FIC	6599.98	0.00	0.00	6599.98	6599.98	409.22	409.22
94IE	D. E. Meanor	565-66-6644	FIC	7500.00	0.00	0.00	7500.00	7500.00	465.00	465.00
95E	Edward U. Callion	125-88-6984	FIC	1774.50	0.00	0.00	1774.50	1774.50	110.02	110.02
96V	R.U. Sleeping	147-86-8417	FIC	8295.00	0.00	0.00	8295.00	8295.00	514.29	514.29
97M	Or E. Gone	125-85-6586	FIC	2560.00	0.00	0.00	2560.00	2560.00	158.72	158.72
Total SOCIAL SECURITY TAX				61942.60	0.00	0.00	61942.60	61942.60	3840.47	3840.47
*** Total ***				70692.58	0.00	0.00	70692.58	70692.58	4382.99	3840.47

*** Medicare ***

ID	Name	SSF	Tax	Gross	(Other #2)	Fixed #2	Adj. Gross	Tax Base	Withheld	Adff. Tax
96M	Monty Poldor	488-25-4556		8749.98	0.00	0.00	8749.98	8749.98	126.90	0.00
Total				8749.98	0.00	0.00	8749.98	8749.98	126.90	0.00
88B	Bill Lee Bobb	456-78-9898	MED	11384.85	0.00	0.00	11384.85	11384.85	165.08	165.08
88N	Noga Hyde	177-45-9666	MED	4038.38	0.00	0.00	4038.38	4038.38	58.57	58.57
91A	Jill Franducci	444-44-5654	MED	11789.85	0.00	0.00	11789.85	11789.85	170.95	170.95
92F	Frank Furtor	369-47-4456	MED	8000.04	0.00	0.00	8000.04	8000.04	115.98	115.98
92K	Kim I. Kunes	141-78-8289	MED	6599.98	0.00	0.00	6599.98	6599.98	95.71	95.71
94IE	D. E. Meanor	565-66-6644	MED	7500.00	0.00	0.00	7500.00	7500.00	108.78	108.78
95E	Edward U. Callion	125-88-6984	MED	1774.50	0.00	0.00	1774.50	1774.50	25.73	25.73
96V	R.U. Sleeping	147-86-8417	MED	8295.00	0.00	0.00	8295.00	8295.00	120.28	120.28
97M	Or E. Gone	125-85-6586	MED	2560.00	0.00	0.00	2560.00	2560.00	37.12	37.12
Total MEDICARE				61942.60	0.00	0.00	61942.60	61942.60	898.20	898.20
*** Total ***				70692.58	0.00	0.00	70692.58	70692.58	1025.10	898.20

*** Federal Withholding ***

ID	Name	SSF	Tax	Gross	(Other #2)	Fixed #2	Adj. Gross	Tax Base	Withheld	Adff. Tax
96M	Monty Poldor	488-25-4556		8749.98	0.00	0.00	8749.98	8749.98	1070.64	0.00
Total				8749.98	0.00	0.00	8749.98	8749.98	1070.64	0.00
88B	Bill Lee Bobb	456-78-9898	FED	11384.85	0.00	600.00	10784.85	10784.85	1324.59	0.00
88N	Noga Hyde	177-45-9666	FED	4038.38	0.00	0.00	4038.38	4038.38	472.62	0.00
91A	Jill Franducci	444-44-5654	FED	11789.85	0.00	255.00	11534.85	11534.85	1851.63	0.00
92F	Frank Furtor	369-47-4456	FED	8000.04	0.00	0.00	8000.04	8000.04	1086.66	0.00
92K	Kim I. Kunes	141-78-8289	FED	6599.98	0.00	0.00	6599.98	6599.98	898.76	0.00
Total FEDERAL - MARRIED				41813.10	0.00	855.00	40958.10	40958.10	5644.26	0.00
94IE	D. E. Meanor	565-66-6644	FED	7500.00	0.00	0.00	7500.00	7500.00	883.14	0.00
95E	Edward U. Callion	125-88-6984	FED	1774.50	0.00	0.00	1774.50	1774.50	25.27	0.00
96V	R.U. Sleeping	147-86-8417	FED	8295.00	0.00	450.00	7845.00	7845.00	920.47	0.00
97M	Or E. Gone	125-85-6586	FED	2560.00	0.00	0.00	2560.00	2560.00	334.32	0.00
Total FEDERAL - SINGLE				20129.50	0.00	450.00	19679.50	19679.50	2163.20	0.00
*** Total ***				70692.58	0.00	1305.00	69387.58	69387.58	8878.10	0.00

*** State Withholding ***

ID	Name	SSF	Tax	Gross	(Other #2)	Fixed #2	Adj. Gross	Tax Base	Withheld	Adff. Tax
94IE	D. E. Meanor	565-66-6644		7500.00	0.00	0.00	7500.00	7500.00	256.14	0.00
95E	Edward U. Callion	125-88-6984		1774.50	0.00	0.00	1774.50	1774.50	20.54	0.00
96M	Monty Poldor	488-25-4556		8749.98	0.00	0.00	8749.98	8749.98	329.88	0.00
Total				18024.48	0.00	0.00	18024.48	18024.48	606.56	0.00
88B	Bill Lee Bobb	456-78-9898	CO	11384.85	0.00	0.00	11384.85	11384.85	436.15	0.00
88N	Noga Hyde	177-45-9666	CO	4038.38	0.00	0.00	4038.38	4038.38	136.65	0.00
91A	Jill Franducci	444-44-5654	CO	11789.85	0.00	0.00	11789.85	11789.85	535.63	0.00
92K	Kim I. Kunes	141-78-8289	CO	6599.98	0.00	0.00	6599.98	6599.98	264.18	0.00
Total COLORADO STATE -				33813.06	0.00	0.00	33813.06	33813.06	1372.61	0.00
92F	Frank Furtor	369-47-4456	COS	8000.04	0.00	0.00	8000.04	8000.04	323.70	0.00
96V	R.U. Sleeping	147-86-8417	COS	8295.00	0.00	0.00	8295.00	8295.00	271.31	0.00
Total COLORADO STATE - SINGLE				16295.04	0.00	0.00	16295.04	16295.04	595.01	0.00
97M	Or E. Gone	125-85-6586	ORS	2560.00	0.00	0.00	2560.00	2560.00	90.02	0.00

Choose any monthly period.

You'll get separate tax report totals for all taxes administered.

Makes unemployment and 941 reporting a snap.

Call
 1-800-843-1794
 and take CONTROL

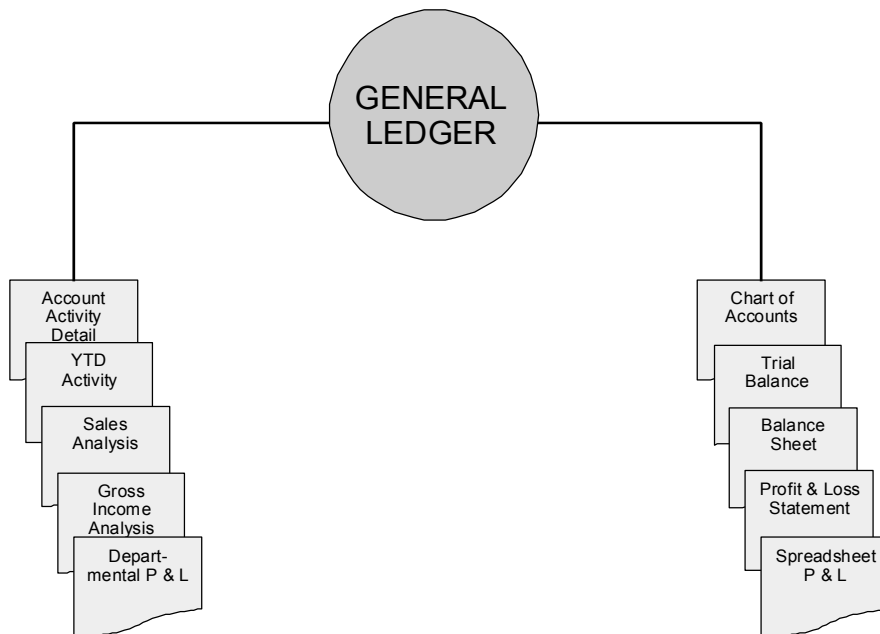
Why pay a service bureau since you do all the work for them anyway?

General Ledger

"The end of month closing now takes less than an hour from start to finish!"
Monique Henry, WhiteRunkle Associates, Spokane, WA

If you have ever filled out a AAAA yearly accounting report, you will definitely appreciate this program modeled to meet AAAA standards. Set-up procedures and sample files steer you toward the classic classification codes of 100's for assets, 200's for liabilities, 300's for the capital accounts and so on. Flexibility is present for account descriptions, subtotals and expense categories.

Standard input revolves around automatically-generated and manual journal entries. Standard output provides a trial balance, monthly activity report by account, balance sheet, sales and cost of sales summary, gross income analysis, monthly comparison report, plus expense and profit/loss recaps. Journal entry input is automatically provided from recap reports generated by the accounts receivable, accounts payable, cash receipts, and payroll programs. Easy-to-follow steps lead you through a routine month-end closing.



The Profit & Loss Sales Analysis

Using the 'Examining Specific Accounts' report allows me to analyze our sales by client"

Laura Fitzgerald, Sturges + Word, Kansas City, MO.

Sales and cost of sales are reported on a monthly basis, with accumulations for year-to-date. Sub-totals can be inserted at your option. Sales percentages are computed using total sales, while cost of sales percentages relate to the corresponding sale.

P & L Statement Thru 03/31/99				Page 1			
LWVN I Want It Now Advertising							
Compare Last Year	Month			Y-T-D			
	1999	%	1998	%	1999	%	1998
SALES							
AGENCY SERVICES							
410.00 ACCOUNT SERVICES	280.00	0.3	0	0.0	437.50	0.1	0
411.00 PHOTOGRAPHY COORDINATION	0.00	0.0	0	0.0	0.00	0.0	0
412.00 ACCOUNT MANAGEMENT	11,530.00	12.2	1,296	1.3	23,337.51	6.0	9,068
413.00 PRODUCTION ART	5,660.87	5.9	4,880	4.9	11,078.10	2.9	9,181
414.00 PROJECT COORDINATION	583.64	0.6	936	0.9	1,197.45	0.3	3,496
415.00 TECHNICAL COPYWRITING	1,770.00	1.9	1,152	1.2	13,222.03	3.4	5,091
416.00 ACCOUNT PLANNING AND RESEARCH	420.00	0.4	756	0.8	1,890.00	0.5	7,369
417.00 CLIENT CHANGES	243.75	0.3	778	0.8	480.44	0.1	1,588
418.00 AV COORDINATION	317.50	0.3	325	0.3	4,111.25	1.1	744
419.00 CREATIVE CONCEPTING	849.50	0.9	0	0.0	1,449.00	0.4	75
420.00 COPYWRITING	1,173.99	1.2	1,176	1.2	5,428.26	1.4	3,654
421.00 DESIGN	553.21	0.6	1,369	1.4	3,323.96	0.9	3,622
422.00 ADMINISTRATIVE MANAGEMENT	61.25	0.1	429	0.4	1,287.86	0.3	2,363
424.00 BUDGETING	0.00	0.0	0	0.0	278.50	0.0	0
426.00 PUBLIC RELATIONS	225.00	0.2	0	0.0	525.00	0.1	0
SUBTOTAL AGENCY SERVICES	23,608.71	25.0	13,099	13.2	68,046.86	17.6	46,231
AGENCY TANGIBLES							
431.00 ART OUTSIDE PURCHASES	578.58	0.6	313	0.3	1,013.33	0.3	325
432.00 LASER PRINTS	0.00	0.0	0	0.0	9.00	0.0	90
433.00 AUDIO PRODUCTION	866.94	0.9	1,191	1.2	5,902.58	1.5	6,231
434.00 VIDEO PRODUCTION	2,780.00	2.9	1,794	1.8	8,953.56	2.3	5,027
435.00 SUBS	60.00	0.1	309	0.3	1,006.27	0.3	3,817
436.00 AV TAGS	0.00	0.0	0	0.0	0.00	0.0	0
437.00 ART SUPPLIES PURCHASES	0.00	0.0	0	0.0	9.63	0.0	0
441.00 LINO OUTPUT	869.15	0.9	989	1.0	2,272.29	0.6	2,423
442.00 COLOR SEPARATIONS	125.00	0.1	63	0.1	376.00	0.1	2,342
443.00 ILLUSTRATION	0.00	0.0	0	0.0	300.00	0.1	0
444.00 PHOTOGRAPHY	74.81	0.1	171	0.2	2,563.56	0.7	1,327
445.00 COLOR OUTPUT	0.00	0.0	0	0.0	439.36	0.1	0
472.00 PRINTING	7,598.80	8.0	15,371	15.5	45,213.96	11.7	63,936
477.00 SHIPPING	783.84	0.8	2,888	2.9	5,748.76	1.5	11,062
478.00 OTHER	0.00	0.0	0	0.0	0.00	0.0	0
SUBTOTAL AGENCY TANGIBLES	13,757.12	14.6	23,089	23.2	73,808.30	19.1	96,570
MEDIA PLACEMENT							
480.00 MEDIA-TELEVISION	11,366.22	12.0	19,414	19.5	79,902.07	20.7	39,675
481.00 MEDIA-RADIO	15,240.42	16.1	18,612	18.7	82,114.59	21.3	53,496
482.00 MEDIA-NEWSPAPER	7,705.04	8.2	9,040	9.1	30,919.18	8.0	31,623
483.00 MEDIA-OUTDOOR	3,447.15	3.6	5,339	5.4	11,314.70	2.9	8,636
484.00 MEDIA MAGAZINE	18,266.31	19.3	5,464	5.5	36,961.54	9.6	20,326
485.00 REMOTES AND SPECIALS	401.19	0.4	0	0.0	580.21	0.2	2,771
486.00 DIRECT MAIL	0.00	0.0	676	0.7	438.00	0.1	476
488.00 OTHER MEDIA	715.00	0.8	4,683	4.7	2,270.00	0.6	5,437
SUBTOTAL MEDIA	57,141.33	60.5	63,228	63.6	244,506.29	63.3	162,440
TOTAL SALES	94,507.16	100.0	99,416	100.0	386,361.45	100.0	305,241
COST OF SALES							
AGENCY SERVICES							
510.00 ACCOUNT SERVICES	0.00	0.0	0	0.0	-4,000.00	0.0	0
511.00 PHOTOGRAPHY COORDINATION	0.00	0.0	0	0.0	0.00	0.0	0
512.00 ACCOUNT MANAGEMENT	0.00	0.0	0	0.0	0.00	0.0	0
513.00 PRODUCTION ART	1,035.85	0.0	874	0.0	1,035.85	0.0	1,016
514.00 PROJECT SUPERVISION	0.00	0.0	0	0.0	0.00	0.0	0
515.00 TECHNICAL COPYWRITING	828.50	0.0	796	0.0	2,282.10	0.0	3,340
516.00 ACCOUNT PLANNING AND RESEARCH	0.00	0.0	0	0.0	0.00	0.0	0
517.00 CLIENT CHANGES	0.00	0.0	0	0.0	0.00	0.0	0
518.00 AV COORDINATION	0.00	0.0	0	0.0	0.00	0.0	0
519.00 CREATIVE CONCEPTING	0.00	0.0	0	0.0	0.00	0.0	0
520.00 COPYWRITING	64.67	0.0	340	0.0	427.83	0.0	1,800
521.00 DESIGN	2,224.00	0.0	440	0.0	2,641.00	0.0	600
522.00 ADMINISTRATIVE MANAGEMENT	0.00	0.0	0	0.0	0.00	0.0	0
524.00 BUDGETING	0.00	0.0	0	0.0	0.00	0.0	0
526.00 PUBLIC RELATIONS	0.00	0.0	0	0.0	0.00	0.0	0
SUBTOTAL AGENCY SERVICES	4,153.02	17.6	2,450	18.7	1,331.12	2.0	6,756
AGENCY TANGIBLES							
531.00 ART OUTSIDE PURCHASES	-188.00	0.0	0	0.0	86.93	0.0	10

Comparatives optional.

Sub-totals where you want.

A great source for AAAA yearly reporting.

Interested in your sales percentage mix - here it is.

Are you making your 15% on media? Check your cost of sales percentages.

A distorted cost of sale percentage quickly identifies a problem area.

The Profit & Loss Expense Analysis

"You guys are wonderful."
 Stan Lewin, LKH&S Inc., Chicago, IL

Expenses are reported on a monthly and year-to-date basis. The percentages relate toward gross income, a standard AAAA method for agency-to-agency and period-to-period comparisons. Notice the agency selectable sub-totals at the end of various expense classifications.

P & L Statement Thru 03/31/99 (Continued)		Month		Y-T-D				
Compare Last Year	1999	%	1998	%	1999	%	1998	%
675.00 OFFICE-RENT	2,028.00	4.8	1,918	6.0	5,946.00	4.8	5,738	5.9
676.00 EQUIPMENT-LEASE	336.50	0.8	572	1.8	1,629.72	1.3	3,764	3.9
677.00 CONTRIBUTIONS	225.00	0.5	403	1.3	325.00	0.3	528	0.5
679.00 CLEANING SERVICES	374.00	0.9	159	0.5	573.20	0.5	319	0.3
680.00 STATIONERY/FORMS-PRINTING	200.62	0.5	0	0.0	2,074.06	1.7	537	0.6
681.00 UTILITIES	314.01	0.7	299	0.8	988.10	0.8	894	0.9
683.00 TELEPHONE MOBILE	229.28	0.5	298	0.9	539.64	0.4	488	0.5
684.00 LONG DISTANCES TELEPHONE CALLS	125.18	0.3	796	2.5	744.97	0.6	1,123	1.2
686.00 TELEPHONE-TELEGRAPH	665.35	1.4	521	1.6	1,734.95	1.4	2,146	2.2
687.00 TELEPHONE RECOVERY	0.00	0.0	0	0.0	0.00	0.0	23	0.0
688.00 TRAVEL/AIRFARE/HOTEL	872.33	2.1	2,673	8.3	2,347.29	1.9	5,010	5.2
TOTAL OVERHEAD EXPENSES	13,519.18	29.9	11,900	44.9	43,115.72	35.1	32,674	35.3
TOTAL OPERATING EXPENSES	42,183.15	93.4	32,201	121.4	124,133.57	101.0	96,639	104.3
MISCELLANEOUS INCOME	0.00	0.0	172	100.0	509.76	9.2	524	100.0
702.00 INTEREST EARNED	880.00	100.0	0	0.0	5,041.38	90.8	0	0.0
707.00 MISC. INCOME	0.00	0.0	0	0.0	0.00	0.0	0	0.0
TOTAL MISCELLANEOUS INCOME	880.00	1.9	172	0.6	5,551.14	4.5	524	0.6
MISCELLANEOUS EXPENSE	482.58	72.9	0	0.0	632.90	62.3	0	0.0
802.00 INTEREST EXPENSES	0.00	0.0	0	0.0	0.00	0.0	0	0.0
804.00 DEPRECIATION EXPENSE	0.00	0.0	24	100.0	78.35	7.7	33	97.1
805.00 BANK SERVICE CHARGE	170.00	26.1	0	0.0	304.00	29.9	1	2.9
806.00 MISC. EXPENSES	0.00	0.0	0	0.0	0.00	0.0	0	0.0
TOTAL MISCELLANEOUS EXPENSES	652.58	1.4	24	0.1	1,015.25	0.8	34	0.0
TOTAL EXPENSES	41,955.73	92.9	32,053	120.9	119,597.68	97.3	96,149	103.7
NET PROFIT (LOSS) BEFORE TAXES	3,205.35	7.1	-5,335	-20.9	3,304.22	2.7	-3,470	-3.7
936.00 CORPORATE TAXES-FEDERAL	0.00	0.0	0	0.0	1,791.00	1.5	0	0.0
937.00 CORPORATE TAXES-STATE	0.00	0.0	0	0.0	0.00	0.0	0	0.0
NET PROFIT (LOSS) AFTER TAXES	3,205.35	7.1	-5,335	-20.9	5,095.22	4.1	-3,470	-3.7

Percentages relate to total gross income -or- can relate to total expenses (or any total for that matter)..

Comparatives optional. Compare to last year or budget.

Percentages reported are gross income related.

Call
 1-800-843-1795
 and take CONTROL

Quickly and easily identify expense trends.

The Balance Sheet

Everything flows together so well that my financials come out perfect every time which makes Control G very easy to work with."

Duncan Harding, LeGrand Group, Colorado Springs, CO.

Simply and concisely Control G reports the balance sheet accounts. Balances are reported using the "normal state" theory in a format you can take to the bank. Control G ships with a complete advertising General Ledger already set up. You are then in total control to adopt it to your own individual agency needs.

Balance Sheet As Of 03/31/99		Page 1		
LWIN I Want It New Advertising				
Compare Last Year	1999	%	1998	%
ASSETS				
CURRENT ASSETS				
110.00 CASH IN BANK	105,834.83	17.6	83,660	18.0
111.00 CASH IN BANK/PAYROLL	56,994.74	9.5	23,252	5.0
114.00 PETTY CASH	1,159.62	0.2	1,098	0.2
128.00 WORK IN PROGRESS	17,218.93	2.9	2,889	0.6
129.00 ACCOUNTS RECEIVABLE - CLIENTS	341,507.09	56.9	300,300	64.5
TOTAL CURRENT ASSETS	522,713.21	87.1	411,299	88.3
EQUIPMENT & FURNITURE				
151.00 SOFTWARE	10,394.36	1.7	1,353	0.3
152.00 IMPROVEMENTS	2,074.98	0.3	2,075	0.4
153.00 FURNITURE AND FIXTURES	29,699.53	4.9	28,401	6.1
154.00 EQUIPMENT	160,926.00	26.8	105,432	22.6
155.00 ACCUMULATED DEPRECIATION-FURNITURE	-26,699.24	-4.4	-25,574	-5.5
156.00 ACCUMULATED DEPRECIATION-EQUIPMENT	-91,686.44	-15.3	-59,477	-12.8
157.00 ACCUMULATED DEPRECIATION-IMPROVEMENTS	-351.00	-0.1	-153	0.0
158.00 ACCUMULATED DEPRECIATION-SOFTWARE	-4,797.66	-1.1	550	0.1
TOTAL EQUIPMENT & FURNITURE	77,560.43	12.9	52,607	11.3
OTHER ASSETS				
164.00 ADVANCES-EMPLOYEES	200.00	0.0	2,000	0.4
TOTAL OTHER ASSETS	200.00	0.0	2,000	0.4
TOTAL ASSETS	600,473.64	100.0	465,906	100.0
LIABILITIES & STOCKHOLDERS EQUITY				
LIABILITIES				
205.00 BILLED BY P.O.	160,889.29	48.5	95,963	29.9
209.00 ACCRUED PREBILLING	500.00	0.2	0	0.0
210.00 ACCOUNTS PAYABLE	161,658.55	48.8	136,187	42.5
213.00 CLIENT PREPAYMENTS	-50,927.39	-16.8	69,757	21.8
214.00 NIP BANK OF SANTA FE 697	14,951.83	4.5	0	0.0
217.00 EMPLOYEE CONTRIBUTIONS 401K	217.50	0.1	235	0.1
220.00 FEDERAL INCOME TAX WITHHELD	-8,668.54	-2.6	0	0.0
222.00 STATE INCOME TAX WITHHELD	851.76	0.3	703	0.2
224.00 FICA TAX PAYABLE	-2,546.37	-0.8	0	0.0
227.00 UNEMPLOYMENT TAXES PAYABLE	164.93	0.0	356	0.1
230.00 ACCRUED FEDERAL UNEMPLOYMENT	389.88	0.1	391	0.1
234.00 SALES TAXES PAYABLE	25,215.85	7.6	17,111	5.3
TOTAL CURRENT LIABILITIES	302,697.29	91.3	320,703	100.0
LONG TERM LIABILITIES				
255.00 NOTES PAYABLE	28,858.30	8.7	0	0.0
TOTAL LONG TERM LIABILITIES	28,858.30	8.7	0	0.0
TOTAL LIABILITIES	331,555.59	0.0	320,703	0.0
STOCKHOLDERS EQUITY				
301.00 COMMON STOCK	2,000.00	0.7	2,000	1.4
320.00 RETAINED EARNINGS	209,953.72	78.1	146,669	101.0
YEAR-TO-DATE NET PROFIT (LOSS)	56,964.33	38.2	-3,470	-3.7
TOTAL STOCKHOLDERS EQUITY	268,918.05	44.8	145,199	31.2
TOTAL LIAB. & STOCKHOLDERS EQUITY	600,473.64	100.0	465,906	100.0

This Balance Sheet is printed directly from the General Ledger which is automatically updated from the other financial modules.

Headings, totals wherever preferred

Comparatives optional

Classic balance sheet format you can take to the bank.

Clear separation of your Asset, Liability and Equity accounts.

Quickly and easily determine yearly trends.

The Gross Income Analysis

"It really helps show us how important those media budgets are to our total income."
 Kathy Vinyard, Briscoe Hall, Kerrville, TX

Each sale, less its corresponding cost of sale, generates the figures for individual sales category gross income. The percentages relate to gross income margin, and again, subtotals may be inserted at your discretion.

Income Analysis Thru 03/31/99				Page 1				
UWIN I Want It Now Advertising								
Compare Last Year	Month		%		Y-T-D		%	
	1999	1998	1999	1998	1999	1998	1999	1998
SALES								
AGENCY SERVICES								
410.00 ACCOUNT SERVICES	0.00	0.0	0	0.0	332.50	100.0	0	0.0
411.00 PHOTOGRAPHY COORDINATION	0.00	0.0	0	0.0	0.00	0.0	0	0.0
412.00 ACCOUNT MANAGEMENT	9,691.68	100.0	1,296	100.0	30,488.68	100.0	9,068	100.0
413.00 PRODUCTION ART	5,939.71	99.2	4,006	82.1	13,629.06	99.3	8,165	88.9
414.00 PROJECT COORDINATION	1,515.64	100.0	936	100.0	2,300.59	100.0	3,496	100.0
415.00 TECHNICAL COPYWRITING	1,738.06	54.3	366	30.9	8,261.25	81.5	1,751	34.4
416.00 ACCOUNT PLANNING AND RESEARCH	1,348.87	100.0	758	100.0	2,548.87	100.0	7,369	100.0
417.00 CLIENT CHANGES	637.50	100.0	778	100.0	956.25	100.0	1,588	100.0
418.00 AV COORDINATION	1,947.00	100.0	325	100.0	3,970.75	100.0	744	100.0
419.00 CREATIVE CONCEPTING	347.50	100.0	0	0.0	1,534.00	100.0	75	100.0
420.00 COPYWRITING	788.46	62.5	836	71.1	2,903.47	63.0	1,834	50.5
421.00 DESIGN	-646.25	21.0	929	67.9	-78.79	2.0	3,022	83.4
422.00 ADMINISTRATIVE MANAGEMENT	463.75	100.0	429	100.0	1,303.75	100.0	2,363	100.0
424.00 BUDGETING	50.00	100.0	0	0.0	237.50	100.0	0	0.0
426.00 PUBLIC RELATIONS	0.00	0.0	0	0.0	337.50	100.0	0	0.0
SUBTOTAL AGENCY SERVICES	23,818.92	80.7	10,649	81.3	68,685.38	89.8	39,475	85.4
AGENCY TANGIBLES								
431.00 ART OUTSIDE PURCHASES	1.52	20.1	313	100.0	169.97	20.0	315	96.9
432.00 LASER PRINTS	89.00	100.0	0	0.0	98.00	100.0	50	55.6
433.00 AUDIO PRODUCTION	209.50	9.6	-174	-14.6	1,122.70	17.7	743	11.9
434.00 VIDEO PRODUCTION	317.26	20.0	-116	-6.5	1,369.47	15.7	73	1.5
435.00 DUBS	20.00	25.0	41	13.3	27.50	13.9	265	6.9
436.00 AV TAGS	0.00	0.0	0	0.0	0.00	0.0	0	0.0
437.00 ART SUPPLIES PURCHASES	0.00	0.0	0	0.0	0.00	0.0	0	0.0
441.00 LINO OUTPUT	-224.31	-32.6	292	29.5	423.98	16.4	470	19.4
442.00 COLOR SEPARATIONS	0.00	0.0	63	100.0	376.00	100.0	527	22.5
443.00 ILLUSTRATION	137.50	20.0	0	0.0	137.50	20.0	0	0.0
444.00 PHOTOGRAPHY	110.14	20.0	34	19.9	547.85	20.0	265	20.0
445.00 COLOR OUTPUT	0.00	0.0	0	0.0	72.00	20.0	0	0.0
472.00 PRINTING	2,645.87	23.5	3,241	21.1	7,059.48	27.8	12,905	20.2
477.00 SHIPPING	-27.49	-0.8	-107	-3.7	-647.27	-11.5	115	1.0
478.00 OTHER	0.00	0.0	0	0.0	0.00	0.0	0	0.0
SUBTOTAL AGENCY TANGIBLES	3,278.99	16.1	3,587	15.5	10,757.18	19.9	15,498	16.0
MEDIA PLACEMENT								
480.00 MEDIA-TELEVISION	7,153.71	16.6	7,768	40.0	11,061.14	17.2	16,644	42.0
481.00 MEDIA-RADIO	5,814.23	15.0	3,615	19.4	10,850.38	13.3	12,508	23.4
482.00 MEDIA-NEWSPAPER	1,434.48	15.1	1,286	14.2	4,231.19	16.2	5,166	16.4
483.00 MEDIA-OUTDOOR	713.73	15.0	990	18.5	2,031.35	15.1	1,519	17.6
484.00 MEDIA-MAGAZINE	1,790.42	15.6	-2,161	-29.5	12,270.97	36.8	309	1.5
485.00 REMOTES AND SPECIALS	0.00	0.0	0	0.0	245.21	8.8	22	0.8
486.00 DIRECT MAIL	0.00	0.0	101	14.9	0.00	0.0	101	14.9
488.00 OTHER MEDIA	1,156.60	100.0	883	14.6	2,769.10	100.0	1,437	26.4
SUBTOTAL MEDIA	18,063.17	16.3	12,282	19.4	43,459.34	19.4	37,706	23.2
TOTAL SALES	45,161.08	28.1	26,518	26.7	122,901.90	34.6	92,679	30.4

Sub-totals where you want them.

Percentages relate to gross income margin.

Quickly identify your sources of income generation.

Considering bringing an outside supplier service in-house? Check the figures.

Who's the shining star in your agency, Media or Creative?

G/L Activity Report

"I use the G/L Activity Report every month to make sure everything has been coded correctly"
 Ginger Duckett, Communication Design, Lincoln, NE

Want to know how a particular G/L account changed its balance in a certain month check out this report. Each G/L account is detailed with the individual monthly activity from beginning balance to ending balance, a must for the accountant and a valuable tool for understanding Control G's automatic journal entry system.

G/L Activity Report 03/01/99 thru 03/31/99					Page 1	
Acct	Description	Prior Period	Mo/Yr	Desc.	Activity	Ending
110.00	CASH IN BANK	4,898.37	3/ 99	J/E Recap	9,938.57	
			3/ 99	Cash Receipts	257,935.31	
			3/ 99	Disb. Journal	-166,937.42	
				Net Activity...	100,936.46	105,834.83
111.00	CASH IN BANK/PAYROLL	52,958.34	3/ 99	J/E Recap	21,083.98	
			3/ 99	Payroll Recap	-17,047.58	
				Net Activity...	4,036.40	56,994.74
114.00	PETTY CASH	1,156.74	3/ 99	J/E Recap	2.88	
				Net Activity...	2.88	1,159.62
128.00	WORK IN PROGRESS	-6,577.45	3/ 99	J/E Recap	23,794.38	
				Net Activity...	23,794.38	17,216.93
129.00	ACCOUNTS RECEIVABLE - CLIENTS	498,721.28	3/ 99	Sales Recap	99,704.50	
			3/ 99	Cash Receipts	-256,918.69	
				Net Activity...	-157,214.19	341,507.09
130.00	ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00		Net Activity...	0.00	0.00
140.00	PREPAID EXPENSES	0.00		Net Activity...	0.00	0.00
141.00	PREPAID INSURANCES	0.00		Net Activity...	0.00	0.00
151.00	SOFTWARE	8,869.36	3/ 99	A/P Recap	1,525.00	
				Net Activity...	1,525.00	10,394.36
152.00	IMPROVEMENTS	2,074.98		Net Activity...	0.00	2,074.98
153.00	FURNITURE AND FIXTURES	28,876.50	3/ 99	A/P Recap	823.03	
				Net Activity...	823.03	29,699.53
154.00	EQUIPMENT	132,847.84	3/ 99	A/P Recap	28,078.16	
				Net Activity...	28,078.16	160,926.00
155.00	ACCUMULATED DEPRECIATION-FURNIFIX	-26,699.34		Net Activity...	0.00	-26,699.34
156.00	ACCUMULATED DEPRECIATION-EQUIPMENT	-91,686.44		Net Activity...	0.00	-91,686.44
157.00	ACCUMULATED DEPRECIATION-IMPROVEMENTS	-351.00		Net Activity...	0.00	-351.00
158.00	ACCUMULATED DEPRECIATION-SOFTWARE	-7,022.00	3/ 99	A/P Recap	224.34	
				Net Activity...	224.34	-6,797.66
164.00	ADVANCES-EMPLOYEES	200.00		Net Activity...	0.00	200.00
205.00	BILLED BY P.O.	-187,196.80	3/ 99	J/E Recap	26,307.51	
				Net Activity...	26,307.51	-160,889.29
209.00	ACCRUED PREBILLING	-500.00		Net Activity...	0.00	-500.00
210.00	ACCOUNTS PAYABLE	-128,273.28	3/ 99	A/P Recap	-200,322.69	

Shows the detailed activity for the selected period.

Optional report shows all detail as opposed to "recap" detail..

Available on a monthly or year-to-date basis.

Call
 1-800-843-1795
 and take CONTROL

Quickly and easily identify the activity on a particular general ledger account.

Development Of Control G & The Company: GABEL SYSTEMS

"You can sure tell that an agency controller had a lot to do with this package."

Karen Marx, Marx Group, San Francisco, CA

As with many successful vertical market software packages, Control G was developed internally within an advertising agency (Gabel Advertising). It was developed by an agency controller whose background is in **accounting** and **computer programming**. Almost immediately, other agency principals started showing interest in the software for their own agencies.

Eleven years ago a separate company was formed (Gabel Systems) initially keeping the **close affiliation** with **Gabel Advertising**. Today, with clients throughout the United States and Canada we are able to keep in touch with the ever changing advertising industry.

The benefits to your agency are clear:

You're dealing with a software company (Gabel Systems) whose only purpose is developing and supporting the finest advertising agency financial software. We understand your daily, weekly and monthly challenges. We understand ad agencies. We understand how important your **clients** are to you and how **particular** they are **about their invoices**.

You'll find many options within the Control G package. Quite frankly, we didn't think up most of the options, our users did. If there's one thing you learn in dealing with ad agencies around the country, no two agencies do things the same way. With over 500 users, our software **must** be flexible.

Although our current release (Version 6) is a complete re-write of Control G, it incorporates all of the time tested features of the past versions. This latest release has taken almost two years to develop. It includes a new graphical look, better help screens, numerous new features, enhancements and redesigned reports. In addition, it is the first agency developed software that allows PC and Macintosh Computers to access the same data. But we won't stop there. We will continue to **enhance** and modify the system to meet the needs of advertising agencies into the next century. We do **listen** to our **users**.

Remember, with Control G, you are purchasing a software package that understands all the varied and complex financial needs of an ad agency. When you start using Control G this will become very obvious to you. As for computers, Gabel Systems has been here since microcomputers hit the market. We know how to get the most for your dollar. But most important, we are **here to serve you and help you get in Control of your agency**.

And for those who would like to know how we got the name...

Control G

Agency Financial **CONTROL** software from **Gabel Systems**

* Control G Pricing *

"You guys could charge twice as much!"

Karla Haugan, Lawrence & Schiller, Sioux Fall, SD

	SINGLE USER	MULTI USER†
<u>Control G Essential Modules</u>	\$2,195	\$2,695
Billing & Accounts Receivable:	**	**
Includes: Time, production & media billing - Flexible client invoicing - Receivable tracking - Work in process - Extensive pre-billing worksheet		
Accounts Payable/Cash Control:	**	**
Includes: Vendor accounting - Check printing - 1099's - Check reconciliation - Cash planning		
General Ledger:	**	**
Includes: Profit & Loss Analysis; G/L activity reporting - Tailored to AAAA reporting procedures - Auto interface with all accounting modules		
Job Costing:	**	**
Includes: Fast accurate and flexible time entry - Employee time review - Variable rates per client - Client gross and net		
Utilities:	**	**
Includes: Spreadsheet export - Complete password security - Media services import		
<u>Optional Modules</u>		
Job Estimating	\$ 295	\$ 295
Purchase Orders	\$ 295	\$ 295
Traffic (Job tracking)	\$ 395	\$ 395
Payroll	\$ 295	\$ 295
Print Media & Ordering	\$ 295	\$ 395
Broadcast Media Control	\$ 295	\$ 395
Employee Time Entry (unlimited number of user)	n/a	\$ 450
Each Additional Users above two (Multi-user Only)	n/a	\$ 180
Interface to Media Buying software	\$ 195	\$ 195
(For: TapScan, MM+, Core Media or Strata)		
Additional Platform (PC & MAC - Multi-User Only)	n/a	\$ 450

(Optional modules if ordered with the initial system are discounted 15%)

Package Pricing

Control G Complete (Control G Essential plus Traffic, Estimating, P/O & Payroll)	\$2,950	\$3,450
Control G Complete with Print Media	\$3,200	\$3,785
Control G Complete with Print & Broadcast Media	\$3,450	\$4,035

Please call for additional packaging options.

All originally purchased software includes 90 days of toll-free support.

** Included in Essential system

†Basic multi-user allows for two concurrent users. Additional charge per user \$180.

A Few Words About Our Price

"The Control G Finance Plan helped us take control with minimum cash outlay!"

Marc Seidenberg, Seidenberg & Associates, Clearwater, FL

A FEW WORDS ABOUT OUR PRICE

What Control G Essential gets you:

- You get a complete integrated financial software package for your agency including Accounts Receivable (media and production billing), Cost Accounting (time), Accounts Payable and General Ledger.
- You get three months worth of toll-free support; backed by people who not only know Control G in depth but also have advertising accounting background and personal computer knowledge that will help you with installation questions, computer questions, accounting questions, virtually everything you need to know to get up and running, at a pace that suits you.
- You get a complete "user manual" that was written to not only help you get started with **Control G** but also as a great reference for future questions you may have.
- You get a company whose only business is advertising agency software. You get a software package which continues to improve and change based on our commitment to enhance and fine tune Control G.
- You get a system that is easy to use and learn. You get a system that allows for quick but flexible billing which a growing agency needs.
- Since Control G does not have a limitation on number of time keepers, we do not penalize you for growing or staffing up for new clients. Our straight forward pricing and financing lets you select the software you need now and allows you to grow later without paying a penalty.

- Control G gives you the knowledge that you have bought the best at a fair price.

Training:

Control G offers an affordable on-site training option and periodic advanced training semi-

	Control G Essential	Control G Complete	Control G Complete & Print Media
Base Price	\$2195	\$2950	\$3200
Down Payment	\$695	\$795	\$895
Number of Months	12	12	12
Monthly payment	\$172	\$229	\$242
Months of Support	13	13	13

The Control G Demonstration

"The Control G demo really gave me a feel for the complete package."

Patty Filko, Kliskey Marketing, Cleveland OH

Why a demo?

We feel it is very important for prospective users to see first hand how easily **Control G** operates. We do this by making you the temporary bookkeeper for Demo Advertising at the end of a typical billing month. You'll have a few remaining media bills, supplier bills, and time entries to enter.

You'll print the "laundry list" (pre-billing analysis report). You'll see how easy it is to make corrections, adjustments, hold items to the next month or consolidate billing items. You'll actually print the client invoices and statements and become exposed to the many and varied invoice formats available.

To finish the month, the demonstration will show you how Control G automatically captures what you've done through interactive journal entries. You'll actually "post" the automatic journal entries and print the financials. You won't be able to cash in the profit you make, but you will see how easy it is to identify the source of your profits.

This demo will give you insight into the software operation without taking much of your valuable time. Since you actually run **Control G** on your machine with actual Control G programs, you get to see how it really works. We want you to know and see what you're buying ahead of time - something no salesperson, brochure, or even a video could possibly reveal.

What will you get?

- Diskette containing the demo
- Easy to follow demonstration narrative
- Complete Control G operator's manual.
- Toll-free assistance number for questions

What hardware will you need to run the demo?

Any IBM Compatible Pentium PC with 16mb memory, 20mb of free disk space, laser printer (ink jet ok) and Windows 9x or better.

- or -

Apple Macintosh 68040 or better (Quadra) with 16mb of memory and 10mb of free disk space, an extended keyboard and System 7. For a printer we suggest a local Laser Writer but you can use a network Laser Writer.

How to get the demo?

The Control G Demo costs \$100. Call or e-mail us on information about ordering on-line with your Visa, MasterCard, American Express number using a secure internet ordering service, COD shipment, or address for sending a check.

Why isn't the demo free?

We've been in business long enough to learn that when giving something away for free, it gets no respect. It sits on a shelf while other projects take priority. We want you to look at our product and see how our software operates. We're confident that you'll discover Control G does things the same way that you do things, but with the speed and efficiency of a computer.

If you purchase the system within 30 days, your \$100 can be applied towards the purchase price. However if you decide not to purchase Control G and return all demonstration materials and the completed survey within 30 days, we will refund your money.

We're Simple. And We're Proud Of It!

"It's just plain easy to use."

Skip Carney, Carney and Company, Rocky Mount, NC

Although we continually add new features, options, and modules to Control G, we never forget the one feature that made us a successful product, simplicity.

We maintain an ongoing dialogue with our agency users through our quarterly newsletter. We ask for suggestions, ask for critiques, explain neat little shortcuts, talk about tax changes, and talk about new modules being developed.

Recently we surveyed our users:

100% of those who responded were satisfied with our support!

"Your program **does things the way we do things...**", Karla Haugan, Lawrence & Schiller, Inc., Sioux Falls, SD

"Once you get it going, everything **makes so much sense...**", Linda Clark, N K H & W, Kansas City, MO

"**It's really simple**, but it seems like every time I want to do something unusual, there's always a way...", Lynne England, Leslie Evans Design, Portland, ME

"You guys are **always there when I need help...**", Ann Hamill, Fraser Advertising, Inc., Atlanta, GA

"**I can't wait to get the updates** and try the new features...", Carol Brown, Jan Gardner & Associates, Memphis, TN

"**If I had only had this sooner...**", Diane Malone, Phillips, Ft. Worth, TX

Control G - The Simple Solution!

Support

Included with our package purchase price, you'll receive **three months of toll-free tele-support**. We've been involved in over 500 phone installations. We realize that every agency is different and you'll want to **install at your pace**. We're **committed to getting you up and running**.

The support staff you'll be dealing with has a solid background in advertising accounting and computer programming, in fact **all of our people came from advertising agencies**. We've done field installations and we've done phone installations.

We're going to be here when you call. In the case when we're on another support call, we're going to call you back - not the next day or the next hour, but as soon as we possibly can. We know that you wouldn't be calling unless you need help - and **helping is why we're here**.

We're going to get to know your agency and the way you do things. You're not going to need to explain your entire situation each time you call. You're going to become another member of our family. And when you have a problem, whether it's with our software, your hardware, or just a procedural accounting question, we're going to work with you until you **get a solution**.

We're going to spend time with you. We're not just going to give you yes or no answers. We're going to take the time to explain our answers. We're going to **take the time to explain** how your particular operation question fits into the whole picture. We've learned that the more you understand about the "big picture", the quicker you become a sophisticated Control G user. Your questions will quickly evolve from "installation" questions to "fine tuning" questions.

We're going to encourage you to enroll in our ongoing Support Update service after your initial three months. Our fee per month is \$58.50 (slightly higher for the network version) which entitles you to the same toll-free tele-support you received with the package, plus all updates and upgrades (new versions) to the Control G package. The upgrades alone are worth \$600 to \$900) Ongoing support is totally optional, but when you realize that you're hiring an **advertising accounting - microcomputer consultant** for a retainer fee of \$58.50 per month, you'll appreciate the bargain you're getting.

Computer Hardware Suggestions

Below are minimum hardware requirements needed to operate Control G. If you already have a computer and are unsure if it has the necessary specifications, gives us a call and we'll be happy to assist.

Windows Version (Minimum)

- Pentium 166 MHZ Processor
- 32MB RAM
- 2 GB Hard Drive
- Diskette Drive 3.5"
- 14" Color Super VGA Monitor
- Enhanced Keyboard & Mouse
- Windows 95

Windows Version

- Pentium II or Better 300MHZ
- 128MB RAM
- 5 GB Hard Drive
- 17" Monitor 1024 X 768 Resolution
- CD ROM
- Diskette Drive 3.5"
- Enhanced Keyboard & Mouse
- Windows 98/2000

Printer: An easy accessible laser printer is recommended, ink jet is acceptable.

Power Macintosh

- PowerPC processor
- 1.0GB Disk
- 32MB RAM
- 13" Color Monitor
- Extended Keyboard & Mouse
- System 7.0 or greater

iMAC or G3 ,G4

- G3 or G4 Processor
- 5 GB Hard Drive
- 310MB RAM
- Extended Keyboard & Mouse
- System 9.0 or greater

Printer: Apple LaserWriter or HP LaserJet (Apple compatible) printer is recommended.

Backup System

Backing up your data files is an important part in securing your information. We recommend either the use of cartridge tape, or removable hard drive for data backup. Either of these allow you to backup all your data on for easy storage.

Networking

File Server: Control G needs a 'File Server' based network to handle the data base. File servers should be sized to handle the processing load in a timely manner. This means a file server with enough processing speed, memory and disk storage to handle your expanding needs. More than likely this will be one of your fastest computers. Please call with any questions concerning networking.

Network Supported: Novell Advanced NetWare 3.2 or later, Windows NT Server, Windows 95/98/2000 Networking or Ethernet/Apple Share network. If you have a multiple platform computer environment (PC and Macintosh) make sure that you have the right networking software that supports the mix platform environment.

An easy way to test Control G on your network is to load the demo on your network and try it out.

**Questions?
Call 800-843-1795**

Features

<p>Ease of Use:</p> <ul style="list-style-type: none"> - Completely Integrated - Pull-down Menu System - Context-sensitive help system - Spreadsheet interface available for all data files - User installable - Extensive audit trail listings - Immediate data entry error checking - All modules feed General Ledger - Automatic record/field repeat function - Multiple password protection scheme - Retains transaction history as long as you select - Mouse navigation and editing - Pop-up calculator - Look-up screens for all data entry - "Screen Preview" for all reports 	<p>Special Features:</p> <ul style="list-style-type: none"> - Accounting period jumping - Automatic ID assigner - Automatic procedural reminders - Numeric and/or alpha identifiers for clients, jobs, and employees - Re-assignable printer output - Automatic Disk Space Shortage Warning - Transaction based - Multi open accounting months - Laser printer compatible - User multi-printer preference - FoxPro Database structure - Multi User - Multi platform - Employee time entry - Flexible Horizontal file viewer - Spread Sheet interface module 	<p>Accounts Receivable:</p> <ul style="list-style-type: none"> - Consistent logical billing procedures - Tracks unlimited sales categories - Automatic mark-ups - Mark-ups variable by client or sales category - Optional finance charges on past dues - Accommodates up to 9 different sales taxes - Sales tax variable with job and/or client - Variable time rates per client - Easy job charge holding - Virtually unlimited invoice printing options - Verifies all transactions prior to invoicing - Unlimited invoice transaction description - Automatic job ceiling adjustment - Automatic WIP entries and listing - Look-up screens for all data entry
<p>Payroll:</p> <ul style="list-style-type: none"> - Handles weekly, bi-weekly, semi-monthly and/or monthly cycles - Federal Tax Tables already set up - 401K and Cafeteria deductions - Check run re-do for jammed checks - Four separate deductions available (in addition to standard tax deductions) - Retains last year's data for W-2 printing, etc. - User maintainable City, state, and federal tax tables - Hire and pay increase dates - Notes field for employee history 	<p>Accounts Payable:</p> <ul style="list-style-type: none"> - Unlimited account distributions per voucher - Same checks usable for payables & payroll - Automatic invoice due date calculation - "Priority" bill handling - Prompt payment discount handling - Automatically interacts with billing - Interactive check reconciliation - Provision for "manual" checks - Bill paying by vendor, client/job, & by due date - Accommodates vendor's federal ID - Direct billing transaction - Multiple checking accounts - Partial invoice payment - Quick vendor history look-up 	<p>General Ledger:</p> <ul style="list-style-type: none"> - Full interactively with all other modules - Presentation quality financial statements - Financials tailored to 4A reporting procedures - Total, subtotal positions definable - Can "undo" the G/L posting if necessary - Journal entry "auto" balancing - Agency tailored G/L template included - "Comparative with prior period" and budget reporting options - Allows posting to prior periods - Easy automatic year-end closing - Multiple months open
<p>Traffic Control:</p> <ul style="list-style-type: none"> - Virtually unlimited function tracking - Set up standard job types - Automatic date assignment capabilities - Interacts with existing job, client, estimating structure - Can be updated weekly, daily, even hourly - Reports can be limited to certain clients, job, or employees - Automatic due date assignment based on start or end - Unlimited function notes 	<p>Estimating:</p> <ul style="list-style-type: none"> - Extra large space for detailed job specifications - Can enter either net or gross figures (tracks both) - Allows space for a "disclaimer" and client signature block - Estimates automatically checked for overages - Invoice from estimate 	<p>Purchase Orders</p> <ul style="list-style-type: none"> - Unlimited purchase specification description - Will automatically track all sales categories - Auto G/L accrual for P.O. billed items - Unlimited purchase line items - List all outstanding purchase orders before billing - Current purchase editing before billing - Invoice by P.O. - Interfaces with both A/P & A/R
<p>Print Media: (Windows & Power Macintosh only):</p> <ul style="list-style-type: none"> - Issues Insertion orders - Handles custom insertion forms - Accumulates contract usage vs. commitments - Alerts you to impending insertion and camera ready art deadlines 	<p>Broadcast Media Control (Windows & Power Macintosh only)</p> <ul style="list-style-type: none"> - Issues Confirmation Orders - Analyzes GRP's, day parts, CPM - Facilitates Media Calendars - Interfaces with accounts receivable 	<p>Cost Accounting:</p> <ul style="list-style-type: none"> - Automatic posting for billable time - Checks time entries for legitimate job and client - Variable rates per time function - Variable rates per employee - Variable rates per client - Remote time entry options

Reports

<p>Accounts Receivable Reports:</p> <ul style="list-style-type: none"> - Client Name & Address Listing - Job Listing by Clients and by jobs - Cash Receipts Journal - Laundry List (Pre Billing Analysis) - Statement Printing - Accounts Receivable Aging Report - Open Balance Collection Report - Monthly Detailed Sales Recap Report - Client Profitability Report - Client Profitability analysis by sales category - Work in process Report - Sales versus cost of sales audit report - Client sales & gross income history (by sales category) - Profitability by Account Executive - Client payment history - Job budget overage 	<p>Invoice Printing with the following options:</p> <ul style="list-style-type: none"> - Detailed Transaction Listing - Consolidated categories - Paragraph Style - Continuous Invoice Style - Per estimate (with automatic adjustments) - More than one invoice per page - Automatically adds sales tax - Will optionally show sub-total before sales tax - Will optionally show commissions net costs, budgets, and/or YTD actual - Invoice media and production together or separately - Optional show job specification 	<p>Accounts Payable Reports:</p> <ul style="list-style-type: none"> - Alphabetic Vendor Listing - 1099 Printing - Check Register / Check Printing - Aging by Vendor - Aging by Client/Job - Specific Vendor "quick" Recap - Monthly Expense Detail & Recap - Voucher Register (Purchase Journal) - Disbursements Journal - Outstanding Check Listing - Returned Check Listing - Bank Reconciliation Report - Vendor History Report (for selected time periods)
<p>Estimating & Purchase Reports:</p> <ul style="list-style-type: none"> - Client Estimate (for approval) - Internal Estimate Copy - Client/Job/Estimate Listing - Estimate Post Mortem Analysis - Estimate Overage Report - Purchase Order listing by Job, Client, and/or P.O. Number 	<p>Cost Accounting Reports:</p> <ul style="list-style-type: none"> - Client Cost Accounting Detail - Client Cost Accounting Recap - Job Cost Accounting Recap - Employee hours detail - Employee hours recap - Manager's Quick Recap 	<p>General Ledger Reports:</p> <ul style="list-style-type: none"> - Trial Balance - Chart of accounts - Balance Sheet - P & L Summary - Spreadsheet P&L (results compared by month) - Schedule of Balance sheet changes - G/L Activity by: month, YTD, selective account, selective period - Sales Income Report - Detailed G/L Activity Report
<p>Traffic Reports:</p> <ul style="list-style-type: none"> - Master Traffic Report - Employee Assignment Report - Master Date Assignment Report 	<p>Print Media Reports:</p> <ul style="list-style-type: none"> - Insertion Order Printing - Camera Ready Art Transmittals - Insertion/CRA Deadline List - Client Print Media Summary - Contract Audit Report 	<p>Payroll Reports:</p> <ul style="list-style-type: none"> - Check printing & Check Register - Monthly, Quarterly, and YTD Payroll Earnings and Tax Reports - Quarterly Unemployment Report - W-2 Printing

User Reference List

Thomas-Tvert, Inc.

Phoenix, Arizona
Contact: Janet Klein
Phone: (602) 234-0162

Praco Ltd.

Colorado Springs, Colorado
Contact: Geri Olson
Phone: (719) 473-0704

Idea Bank Marketing

Hastings, Nebraska
Contact: Sharon Hecht
Phone: (402) 463-0588

T&O/ Roberts, Mealer & Lawrence & Schiller, Inc. Company

Irvine, California
Contact: John Rutledge
Phone: (949) 224-4052

Sioux Falls, South Dakota
Contact: Kara Mathis
Phone: (605) 338-8000

Princing & Ewend

Saginaw, Michigan
Contact: Kim Swan
Phone: (517) 755-9141

Evans Hardy & Young

Santa Barbara, California
Contact: Pat Hilliard
Phone: 805-963-5841

Miller Agency

Dallas, Texas
Contact: Gwen Wilkinson
Phone: (972) 243-2211

Erwin-Penland

Greenville, South Carolina
Contact: Ann Gwinn
Phone: (864) 672-5522

Jones & Thomas, Inc.

Decatur, Illinois
Contact: Norma Quihuis
Phone: (217) 423-1889

Catalyst, Inc.

Stamford, Connecticut
Contact: Chuck Wintrub
Phone: (203) 348-7541

Vance Wright Adams

Pittsburgh, Pennsylvania
Contact: Audrey Ruby
Phone: (412) 322-1800

Bruno Advertising

Pensacola, Florida
Contact: Ted Bruno
Phone: (850) 477-5885

Doggett Advertising

Charlotte, North Carolina
Contact: Jane Mikeal
Phone: (704)344-9944

Mandala Communicaitons, Inc.

Bend, Oregon
Contact: Jon Issacon
Phone: (541) 389-6344

Krienik Advertising, Inc.

Cincinnati, Ohio
Contact: Debbie Cassidy
Phone (513) 421-0090