

SUITE ACCOUNTING

EASY! AUTOMATED! COMPREHENSIVE! FOOLPROOF!

CTI Software's Accounts Receivable Module, "Suite Accounting" is specifically designed to integrate with Suite Answer Center/The Answer software on CTI's Hosted Platform. "Suite Accounting" is Windows based software developed for Executive Suites and Answering Services. "Suite Accounting" eliminates the need to manually enter recurring billable items such as suite rental, furniture rental, T1 and Internet Access. It automatically captures all tasks performed for the client including calls answered, outgoing calls, copy services, conference room rentals and all other services which can be customized for each client on an individual basis. Items are posted to your clients' accounts, and invoices can be generated automatically. Record keeping is simplified! Current account balance information is accessible at all times, with uninterrupted updates on customer activities.

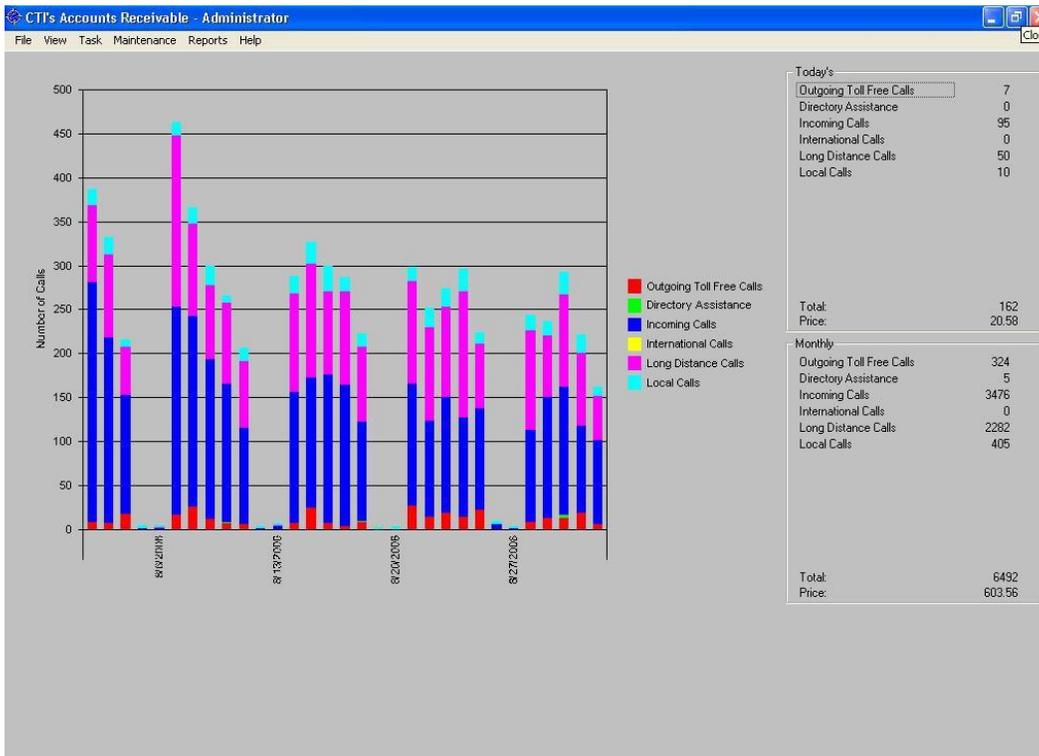
MULTIPLE BENEFITS TO STREAMLINE YOUR BUSINESS!

- Lease Management is simplified.
- Automatically posts all billable outgoing phone calls from SMDR software.
- Generate Invoices/Statements automatically, calculates finance charges if they apply.
- Credit Memos applied quickly and easily.
- Imports photocopy/printer information directly into a client's account for billing purposes.
- Automatically posts scheduled conference room charges for billing.

GENERATE ACCOUNTING REPORTS

A/R Aging
Cash Receipts Journal
Sales Tax Reports
Customer Ledgers
Invoice Registry
Activities
A/R w/ G/L Codes

Unknown Ext/Acct Code Activity
Sales Report
Phone Calls
Trend Analysis
Customer Maintenance
Sales Tax Codes
Billing Cycles



In Suite Accounting, the system administrator can view real time call charts for your office. A bar graph shows the number of calls coming in and going out of your site. The calls are broken down by incoming calls, local calls, long distance and international calls.

At a glance, you can see the total number of calls that have been processed and the total cost of those calls.

When setting up your client information in Suite Accounting, by entering monthly recurring billable items under the client's profile, their standard monthly charges are automatically posted to the client's account every month, thereby eliminating the need to manually enter recurring monthly charges for billing.

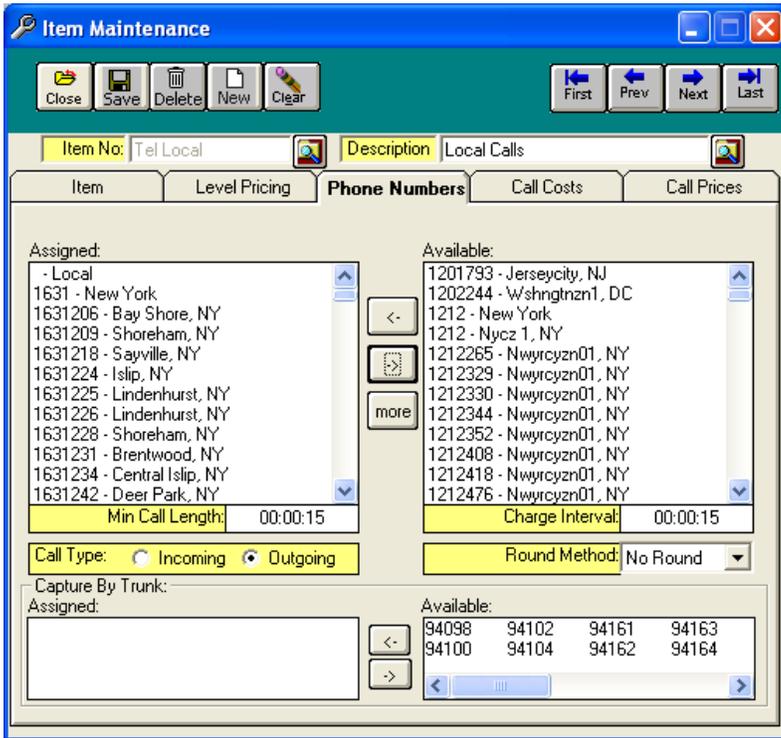
The screenshot shows the 'Customer Maintenance' interface. At the top, there are navigation buttons (Close, Save, Delete, New, Print, Clear) and a 'Customer Name' dropdown. Below, the 'Company' is set to 'CTI Software Inc' and 'Customer No.' is '3'. The 'Recur. Billing' tab is active, displaying a table of recurring items:

Effective Period	Item No	Description	Qty	Unit	Price	Ext. Price
4/1/2013 - 9/30/2014	COF	Kitchen Access Fee	4	Each	45.00	180.00
4/1/2013 - 9/30/2014	FRN	Furniture: Office	4	Each	106.25	425.00
4/1/2013 - 9/30/2014	T1 Exec	Internet Access Executive	6	Each	110.00	660.00
4/1/2013 - 9/30/2014	TBasic	Telephone Basic	5	Each	150.00	750.00
4/1/2013 - 9/30/2014	SVC	SVC Recuring Monthly Fee Only	2	Each	30.00	60.00
2/22/2013 - 9/30/2014	OFR	Office Rent	1	Each	1,165.00	1,165.00
6/17/2013 - 9/30/2014	OFR	Office Rent	1	Each	1,335.00	1,335.00
9/26/2013 - 9/30/2014	OFR	Office Rent	1	Each	1,065.00	1,065.00

Below the table, there are fields for 'Start Date' (4/1/2013), 'Renewal Date' (9/30/2014), 'Frequency' (1), and 'Next Bill Date' (8/1/2014). A 'Monthly Rent Totals' summary shows:

Subtotal	\$5,640.00
Sales Tax	+\$0.00
Total Rent	\$5,640.00

At the bottom, there are fields for 'Item No.' (COF), 'Description' (Kitchen Access Fee), 'Price' (45.00), 'QTY' (4), 'Ext Price' (180.00), 'Unit Cost' (0.00), 'Units of Measure' (Each), and 'General Ledger Code' (4171). There is also a checkbox for 'Active' which is checked.



BUILT IN SMDR SOFTWARE

Have the ability to customize your clients billable calls with Suite Accounting's built in SMDR Software.

Call charges can be set up according to your specifications – (charge intervals, length of call rounding, call cost and call charge prices)

Call charges to your clients can be marked up from your cost on either a price or percentage basis.

AUTOMATICALLY GENERATE MONTHLY INVOICES

Invoices can be automatically generated on a monthly basis. Invoices will show all the monthly activity as line items showing the type of activity, the quantity used, the quantity charged, the unit of measurement for the item, the unit price (if applicable) and the total price for the item.

Invoices also show the last payment amount, the balance forward (if any), total new charges, a total account balance as well as the aging of any past due amounts.

44 JEFFRYN BLVD
DEER PARK, NY 11729
516-242-5450 - TEL
516-242-0365 - FAX

INVOICE

Invoice Number	203
Account Number	2023
Billing Period	4/1/2003 to 4/30/2003
Invoice Date	5/7/2003
Payment Terms	Net 30

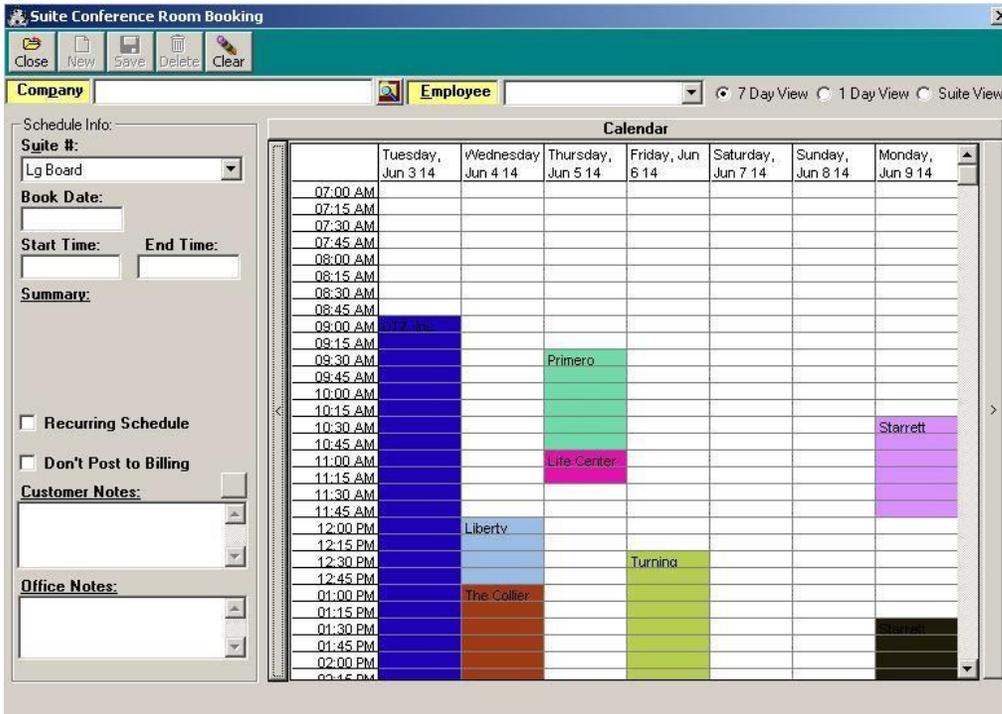
Bill to:
CTI SOFTWARE
17 BRANDYWINE RD
11111
DEER PARK NY 11729

Client:
CTI SOFTWARE
17 BRANDYWINE RD
11111
DEER PARK NY 11729

Payment	Balance Forwarded	New Charge	Balance
\$0.00	\$1,421.23	\$3,462.63	\$4,883.86

ITEMIZED ACCOUNT					
Activity	Qty Used	Qty Chrgd	Unit	Unit Price	Ext Price
Incoming Calls	1994.2	1994.2	Mins		\$0.00
Large Desk	4	4	Each	\$40.00	\$160.00
Local Calls	730.4	730.4	Mins		\$73.11
Long Distance Calls	668.0	668.0	Mins		\$114.52
Phone Equipment	4	4	Each	\$15.00	\$60.00
Rented Suite Room	1	1	Each	\$2,500.00	\$2,500.00
Secretarial Services	5	5	Hours	\$15.00	\$75.00
TI Access	4	4	Each	\$120.00	\$480.00
	0	0	Mins	\$0.00	\$0.00
Current	31 - 60	61 - 90	Over 90	Sub-Total	\$3,462.63
\$3,462.63	\$0.00	\$0.00	\$0.00	Tax	\$0.00
				TOTAL	\$3,462.63

Last Payment - Rec No -
Thank you for your last payment.



Conference Room Booking Module - Suite Accountings' conference room booking module was designed to allow you to track and schedule conference room usage in addition to automatically posting charges for used conference room time.

Activity Report: (summary or detailed)

Displays the activities posted to client accounts. Activities shown are:

- Phone calls - (incoming, local, long distance and international)
- Manually entered billable items - (Secretarial Services, Copy and Fax machine usage, etc.)
- Suite Rental and other recurring billing charges.
- Suite Answer Center activities

CTI Software Inc
Activity Log Report (Summary)
Mar 1, 2014 - Mar 31, 2014

Employee: General					
Manually Entered Items:					
Description	Qty	Unit	Ext Price		
Folder: 1/3 Cut Manila	11	Each	\$0.55		
Legal Pad	4	Each	\$5.00		
Print Documents	5	Each	\$0.00		
Print/Deliver	1	Each	\$0.00		
Send Agreement	1	Each	\$0.00		
			\$5.55		
Other Items:					
Description	Qty Used	Qty	Unit	Ext Price	
Furniture: Office	4	4	Each	\$425.00	
Internet Access Executive	6	6	Each	\$660.00	
Kitchen Access Fee	4	4	Each	\$180.00	
Office Rent	3	3	Each	\$3,565.00	
SVC Recurring Monthly Fee Only	2	2	Each	\$60.00	
Telephone Basic	5	5	Each	\$750.00	
			\$5,640.00		
Employee: *Main Number					
Other Items:					
Description	Qty Used	Qty	Unit	Ext Price	
Copy: B/W	36	36	Each	\$4.32	
Copy: Color Copy	470	470	Each	\$282.00	
Scan	7	7	Each	\$0.35	
			\$286.67		
Employee: Bishop, Anthony					
Call Listings:					
Description	Qty Used	Qty Chrgd	Unit	Ext Price	
Incoming Calls	394.74	394.74	Min	\$0.00	
Local Calls	86.56	86.56	Min	\$0.00	
Long Distance Calls	24.18	24.17	Min	\$2.90	
Toll Free Calls	160.85	160.84	Min	\$0.00	
			\$2.90		
Manually Entered Items:					
Description	Qty	Unit	Ext Price		
FedEx Package to Peter Christy - 451 Research	1	Each	\$12.51		
FedEx Package to Steve Froelich - 451 Research	1	Each	\$43.24		
Scan and Email	3	Each	\$0.00		
Scan and Email	1	Each	\$0.00		
Scan and Email	1	Each	\$0.00		