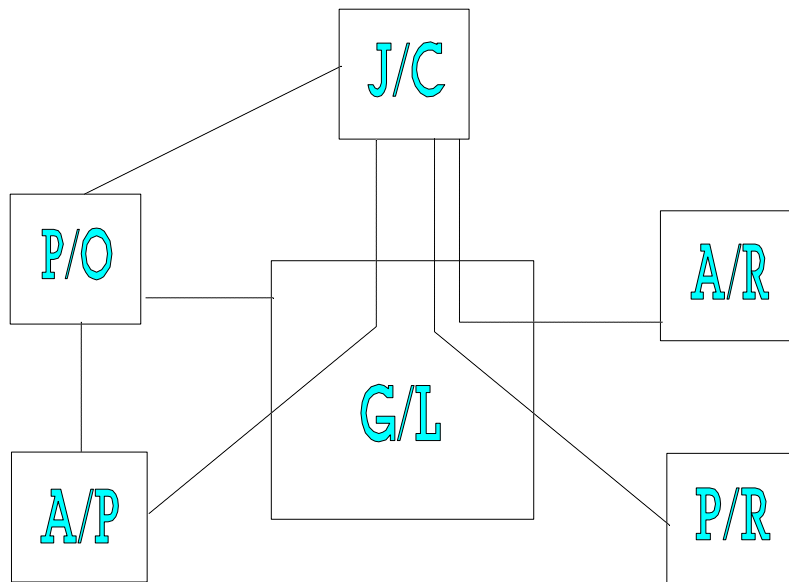


SYSTEM OVERVIEW

Prosoft's Contractor Cost Accounting Package offers the speed and flexibility of program design not found in other software packages. It produces easily understood, well designed reports that provide you with the detailed, up to date information needed to make critical day-to-day decisions. Paramount in Prosoft's program design is a complete accounting sound structure with full audibility.



The system is fully integrated. Each module interacts with others, so each entry effects information elsewhere in the system which makes an automatic adjustment to the affected accounts. This process occurs in a real time batch environment. This accurate posting of entries creates an in-balance, accounting-sound documentation of your financial picture.

Prosoft offers you simplicity by talking in a language that you understand. The Windows standard pull down structure adds comfort and familiarity from the very first day of usage. You see all the options and select the operation you wish to perform. Accounts are user-defined and can be referenced and accessed by name or by number. And unlike many systems, Prosoft makes it easy for you to customize programs and reports to meet your needs.

With just the push of a button Prosoft opens up a whole world of Contractor Cost Accounting Benefits. From there, the possibilities are limitless.

GENERAL LEDGER

The general ledger is the heart of the system. Since it is the primary element between all other applications, it is one of the three mandatory modules (GL, AP, JC). Its function is to compile, store and present information in a format which



allows an overall view of a company's current position as well as its performance over a period of time. Conforming to standard accounting practices, the general ledger maintains a constant in-balance situation and provides a complete, detailed audit trail of each transaction by utilizing a unique reference number system.

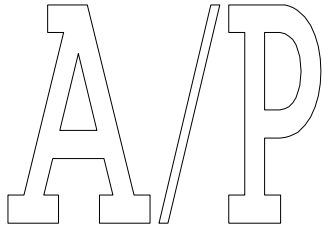
Produces percent complete or completed contract statements at anytime. When entries in the general ledger effect job costing the system automatically updates the detail job files. This eliminates costly mistakes by maintaining the job files as true subsidiaries of the ledger. Additionally, the general ledger automatically produces and prints complete financial reports for current or any past month or year. Allows for prior month/year entries with ease.

SYSTEM HIGHLIGHTS

- * Drill down functions throughout GL options.
- * Follows the NAHB recommended chart of account structure.
- * Allows direct posting to jobs and cost within jobs.
- * Provides the ability to post to current month or prior month/years.
- * Prevents deletion of active accounts or postings to undefined accounts.
- * Accepts entries from all sources - G/L, A/P, J/C, P/R, P/O, A/R.
- * Produces reports for any period, current or historical on demand.
- * Performs monthly and annual close outs automatically.
- * Handles multiple departments.
- * Allows for budgeting of monthly expenses and incomes.
- * Includes full detail financial report writer
- * Produces percent complete or completed contract statements simultaneously.
- * Maintains all required information for detail analysis of current or history.

ACCOUNTS PAYABLE

The accounts payable module is designed to provide full purchases and payable reporting. It allows for posting of paid or unpaid invoices, simultaneously posting the information to multiple jobs or costs within jobs. When you enter invoices against jobs you can also enter job cost memos which stays with the specific job or jobs. Immediate notification, on the screen, of an over budget situation helps prevent incorrect entries. During entry the system checks for duplicate invoices to prevent costly mistakes. All invoice information is available to the screen or printer for projecting cash requirements.



Other features include on screen notification of a vendors liability insurance and worker's compensation expiration dates. You also have the ability to deduct an amount from a vendor with an expired worker's compensation certificate.

The selection for payment of invoices is accomplished on the screen. Partial payments on invoices or processing of manual checks is easy.

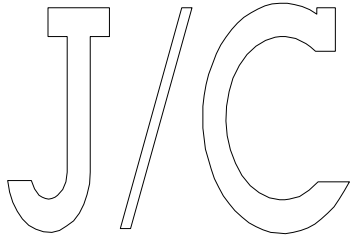
The ability to retrieve information by date ranges allows for complete audit of the entire year or specific months detail entries.

SYSTEM HIGHLIGHTS

- * Allows for vendor / invoice to be placed on hold.
- * Accesses and tracks information by vendor, date or paycode.
- * Allows for partial payment on invoices.
- * Automatically generates waiver of lien when required by vendor.
- * Ages payables, calculates discounts, and controls retainage.
- * Accepts paid or unpaid entries.
- * Full check writing and check register capabilities.
- * Tracks worker's compensation insurance by vendor.
- * Allows for worker's compensation deduction at time of check writing.
- * Tracks liability insurance by vendor.
- * Allows for job cost memos to be entered while posting invoices.
- * Print detail for specific vendors by date range.
- * Immediate notification of job cost overruns on the screen.
- * Produces 1099's or magnetic media diskette
- * Workers compensation and liability expiration reports on demand.
- * Handles multiple checking accounts.

JOB COSTING

The job costing module provides complete job tracking by presenting information in detail or summary form on period-to-date and job-to-date costs. Data reports can be based on single jobs, job types and individual recurring cost items. Multiple jobs can



be printed and then grouped for project or multi-unit reporting. With this accurate tracking, you can see cost overruns and where they are occurring, prior to checkwriting. Project profits are calculated based on projected and actual cost versus budgeted cost. The system maintains historical archives of the line item cost, providing quick estimates on future jobs. Unlimited detail in the form of memo's may be entered into jobs for help in invoice evaluation.

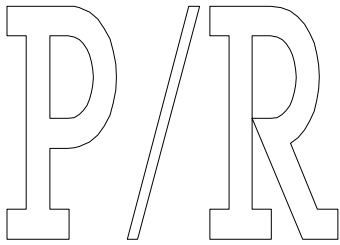
The module's capability of having up to ten master cost code lists allows you to separate various types of construction. Each master list tracks up to twenty-seven thousand detailed cost codes and procedures, grouping them into twenty-seven major phases, each phase subtotals to ten different categories. As a result, you can track almost an infinite number of items, simply and effectively. With the ten master lists, the quick estimator is able to separate the unique costs broken down in each list. Remodeling, new construction, commercial, and land development are examples of using separate item lists for tracking costs that can then be re-evaluated with the quick estimator.

SYSTEM HIGHLIGHTS

- * Tracks original budget by cost code within jobs.
- * Maintains change order amounts and descriptive detail.
- * Conforms to standard numbering system for cost codes.
- * Maintains industry standard draw request information.
- * Pinpoints overruns and produces variance reports.
- * Prints detail or summary reports to screen, printer, or disk.
- * Compares actual versus budgeted costs.
- * Calculates actual versus committed cost by purchase order entries.
- * Reflects dollars or percentages over or under budget.
- * Produces spreadsheet type comparison reports.
- * Includes quick estimating as a by product of detail postings.
- * Tracks hours, units or quantity information.
- * Historical detail available for prior months or years.
- * Maintains an in-balance status between the general ledger and each job.
- * Jobs are true subsidiaries of the general ledger.
- * Job revenue maintained for proper gross profit reporting.
- * Sub-totals labor, material, sub-contract, and other major groupings.

PAYROLL

The payroll module performs all of the company payroll functions plus generates payroll reports and journals. This module offers you flexibility by accepting a combination of pay types, pay basis and pay schedules.



Job cost entries are posted to individual costs breakdowns within one or multiple jobs. Payroll burden or payroll taxes can be distributed to jobs if desired. As tax and deduction information change it is easy to make the changes to the employee and company files.

Your employee historical information including detail payroll and attendance is maintained and available at all times. The system will work with multiple checking accounts and will handle hand written checks in addition to automatic computer generated checks.

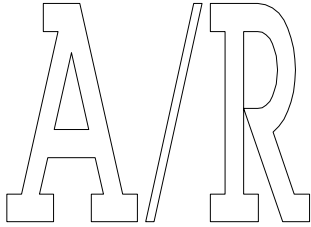
Information for quarterly and yearly reports is available at any time and are updated during payroll entry. Detail employee reports may be selected and sorted by job, date or worker's compensation classification, offering complete audit of all payroll entries.

SYSTEM HIGHLIGHTS

- * Tax tables are user modified.
- * Allows posting to multiple jobs and detailed costs within jobs.
- * A flexible coding system allows for automatic deduction of insurance, retirement contributions and other user definable deductions.
- * Prints checks showing earnings history.
- * Allows departmentalization of employees.
- * Journalizes time in full or fractional hours.
- * Credits Salaries Payable until checks are printed.
- * Shows current and year to date earnings.
- * Produces 941 quarterly reports, payroll journal, employee reports.
- * Includes government reporting for certified payroll.
- * Detail employee report by date range.
- * Job detail sorted by week, employee, or date.
- * Complete audit trail for workers compensation.
- * Tracks I9 information per government requirements.
- * Posts by employee name or number.
- * Prints W2s and produces magnetic media diskettes.

ACCOUNTS RECEIVABLE

The accounts receivable module is designed to provide full receivables reporting. Designed to function as an open item system, the module creates invoices based on your needs, and provides you with a comprehensive statement of all receivable activities. You can retrieve detail invoice information by customer or due dates. Monthly sales reports are available by customer or salesperson. Completing your end of month sales tax report is simplified with the use of the end of month summary report.



The module ages receivables on a standard 30-60-90 day schedule allowing you to evaluate receivables for cash flow requirements.

Unlike many other systems on the market, the system offers retainage processing at invoice entry. When you enter retainage on an invoice, the retainage is maintained, but not aged, until you activate the retainage.

If you have monthly recurring charges for specific customers the auto billing function is used. Since detail invoice entries are maintained, payment processing on outstanding invoices is handled on the screen easily.

SYSTEM HIGHLIGHTS

- * Provides fully detailed reports on receivables.
- * Automatically bills and updates customer accounts for recurring charges.
- * Handles discounts, taxes and retainage, interest charges.
- * Prints invoices on demand.
- * Applies finance charges on past due billing where desired.
- * Payments can be applied by invoice or FIFO method.
- * Invoices can be grouped by classification.
- * Maintains payment history by customer.
- * Updates job revenue by detail line item.
- * Handles text entries in addition to line items with detail quantity.
- * Statements printed for all or selected customers.
- * Customer ageing is printed on statements.
- * Statements print retainage held for added control.
- * Invoices / statements maintained in detail.
- * Handles time and material billing and prevailing rate billing.

PURCHASE ORDERS

Prosoft's purchase order system also includes the contract management system for contracts and work orders. The purchase order module produces sequentially numbered purchase orders or work orders for detailed instructions or contract requirements. It provides a true job cost picture by entering purchase orders as committed cost, posting the actual amount at the time of order fulfillment and producing a variance report for any differences.



This module includes a full sub-contract work order package which allows you to enter multi-line descriptions of work to be performed. Job models or existing jobs can be used for automatic generation of desired purchase orders on future jobs.

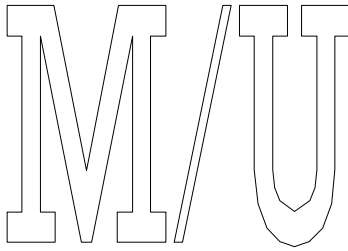
You can edit documents to produce one or all of the purchase orders for specific jobs without effecting the permanently stored information. Invoices are electronically matched to outstanding purchase orders or contracts eliminating accidental double postings or over-budget situations. This process automatically creates the accounts payable open item and exceptions to purchase orders.

SYSTEM HIGHLIGHTS

- * Contract / work orders are handled with ease.
- * Allows for variable layout to accommodate contracts or purchase orders in one module.
- * Shows committed cost by individual cost code.
- * Matches invoice to purchase orders and creates the accounts payable entries automatically.
- * Produces variance reports upon acceptance if needed.
- * Deletes or backorders outstanding items or quantities.
- * Sorts by job, vendor, or purchase order number.
- * Access purchase orders by vendor name or number.
- * Creates recurring purchase orders or contracts by using existing jobs.
- * Price book feature provides ease in purchase order creation.

MULTI-USER SYSTEM

The multi-user module is totally integrated and interactive with all our other accounting modules. The multi-user run time module allows multiple people entering, reviewing and updating in the Procap Job Cost Accounting System at the same time.



With our multi-user module, you have the capability to be working in accounts payable, general ledger, payroll, job costing, accounts receivable and purchase orders while others in your office are processing in the same or related areas. The system has full program and user level security. The real-time update combined with the multi-user environment provides you with a complete up-to-date position of the company.

Any operator, provided they have security access, can review posting information or details entered by other operators with ease.

Complete record and file locking is maintained by the module to assure accurate and timely update of all critical information.

Our multi-user option allows for an unlimited number of users to simultaneously access and enter information at the same time within a company.

SYSTEM HIGHLIGHTS

- * System security at program option level
- * All users can be POSTING / ENTERING at the same time
- * Real-time update of all files
- * Latest changes available to all users
- * Quick on screen review of other users on-line status
- * Full record and file locking is maintained (NT, Novel, Windows 95 / 98)
- * Compatible with most networks
- * Easily installed and implemented

AIA DRAW MANAGEMENT SYSTEM

The AIA (The American Institute of Architects) established a standard format for requesting payments (draws) from banks and owners. Prosoft has automated this process by totally integrating the three standard documents.

AIA

The G701 (Change Order), G702 (Application and Certificate For Payment) and G703 (Application and Certificate For Payment - Continuation Sheet). Then can now be printed on the forms provided by the AIA.

In addition if you are using our Job Cost Accounting System the job cost package updates the AIA system with the latest cost information including markup.

SYSTEM HIGHLIGHTS

- * Handles multiple AIA jobs with individual payment application summaries.
- * Tracks which draws have been received.
- * Interfaces to Prosoft Job Cost Accounting System.
- * G701 - Completely manages the G701 Change Order from the beginning to end. Automatically updates G702 and G703 after acceptance.
- * G702 - Manipulate the G703 and all information required for the summary page including accepted change orders are prepared. Once accepted, the system tracks the status of the application for payment by job.
- * G703 - Prints the G702 page from calculations derived on the other forms.
- * Completes and prints out on the standard AIA forms.
- * Multi-user version available.

REPORTING

- * Prints the AIA document G701.
- * Prints the AIA document G702.
- * Prints the AIA document G703.
- * Spreadsheet format of G703.
- * Prints Change Order detail.