



SUITE ACCOUNTING

EASY! AUTOMATED! COMPREHENSIVE! FOOLPROOF!

CTI Software's Accounts Receivable Module, "Suite Accounting" is specifically designed to integrate with Suite Answer Center software. "Suite Accounting" is Windows based software developed for Executive Suites and Call Centers and integrates with Mitel's MiVoice 250 and MiVoice Business platforms, as well as CTI's cloud-based hosting solution. "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.

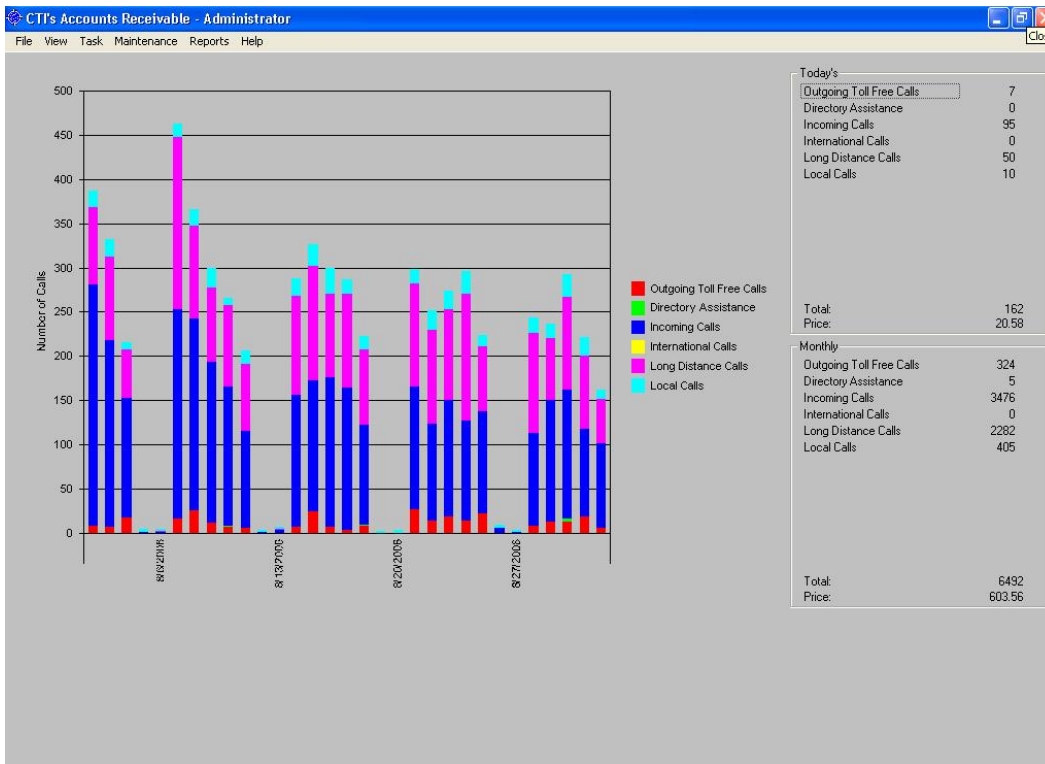
MULTIPLE BENEFITS TO STREAMLINE YOUR BUSINESS!

- 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.
- Cash Receipts applications have two options:
 - A) Automatic application – Applies payment automatically to oldest outstanding invoice.
 - B) Manual application – Apply payment to statement of your choosing.

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

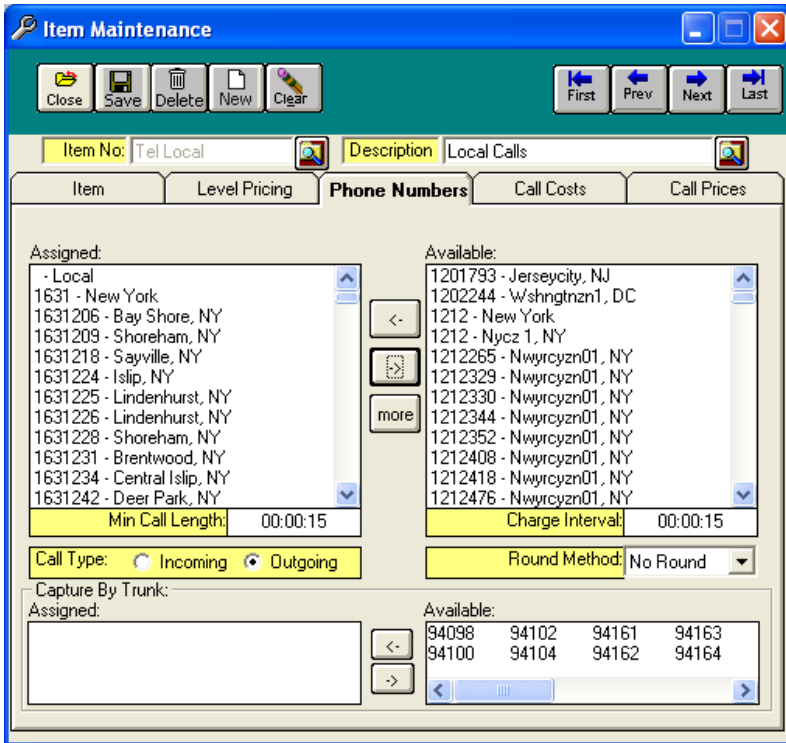
The screenshot shows the 'Customer Maintenance' window for 'Altman Law, PLLC' (Customer No. 7). The 'Recur. Billing' tab is active, displaying a table of recurring items and their details.

Effective Period	Item No	Description	Qty	Unit	Price	Ext. Price	Notif. Days	Email
9/30/2013 - 9/30/2015	OFRR	Office Rent	1	Each	535.00	535.00	30	N
9/30/2013 - 9/30/2015	FRN	Furniture: Office	1	Each	50.00	50.00	30	N
9/30/2013 - 9/30/2015	T1 Basic	Internet Access Basic Level	1	Each	90.00	90.00	30	N
9/30/2013 - 9/30/2015	TBasic	Telephone Basic	1	Each	150.00	150.00	30	N
9/30/2013 - 9/30/2015	COF	Kitchen Access Fee	1	Each	45.00	45.00	30	N
9/30/2013 - 9/30/2015	SVC	SVC Recurring Monthly Fee Only	2	Each	30.00	60.00	30	N

Start Date: 9/30/2013 Frequency: 1 Month /s
 Renewal Date: 9/30/2015 Next Bill Date: 9/1/2015

Item No: OFRR Description: Office Rent
 Price: 535.00 QTY: 1 Ext Price: 535.00
 Unit Cost: 0.00 Taxable Adv Billing
 Units of Measure: Each
 General Ledger Code: 4105 Office Rent Active
 Notification Days: 30 Send Notification Email

Monthly Rent Totals	
Subtotal	\$930.00
Sales Tax	+\$0.00
Total Rent	\$930.00



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	
T1 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.

Suite Conference Room Booking

Close New Save Delete Clear

Company Altman Law, PLLC Employee 7 Day View 1 Day View Suite View

Schedule Info:
 Suite #: [Lg Board]
 Book Date: []
 Start Time: [] End Time: []
 Summary: []
 Recurring Schedule
 Don't Post to Billing
 Customer Notes: []
 Office Notes: []

Calendar

	Monday, Apr 27 15	Tuesday, Apr 28 15	Wednesday, Apr 29 15	Thursday, Apr 30 15	Friday, May 1 15	Saturday, May 2 15	Sunday, May 3 15
07:00 AM							
07:15 AM							
07:30 AM							
07:45 AM							
08:00 AM							
08:15 AM							
08:30 AM							
08:45 AM							
09:00 AM	Newton		Starrett	Newton			
09:15 AM							
09:30 AM							
09:45 AM							
10:00 AM				Altman	Altman		
10:15 AM	Starrett						
10:30 AM							
10:45 AM							
11:00 AM							
11:15 AM							
11:30 AM							
11:45 AM							
12:00 PM							
12:15 PM							
12:30 PM					Starrett		
12:45 PM							
01:00 PM							
01:15 PM							
01:30 PM							
01:45 PM			Starrett				
02:00 PM					Starrett		
02:15 PM							

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

5/15/2003 at 4:34:16 PM

CTI SOFTWARE
 Activity Report (Summary)
 All Dates

Employee: General

Manually Entered Items:
 Description Qty Chrg Unit Ext Price
 Secretarial Services 5 Hours \$75.00

Other Items:
 Description Qty Chrg Unit Ext Price
 Suite Rental 1 Room \$1,500.00

Employee: Roth, Terri

Call Listings:
 Description Qty Chrg Unit Ext Price
 Incoming Calls 121.9 Mins \$0.00
 Local Calls 37.3 Mins \$0.00
 Long Distance Calls 39.8 Mins \$3.99
 48.7 Mins \$9.77

Employee: Leuenroth, Ernie

Call Listings:
 Description Qty Chrg Unit Ext Price
 Incoming Calls 428 Mins \$0.00
 Local Calls 1971.9 Mins \$0.00
 Long Distance Calls 437.3 Mins \$43.79
 552.4 Mins \$105.03

Employee: Unknown employee

Call Listings:
 Description Qty Chrg Unit Ext Price
 Incoming Calls 26.6 Mins \$0.00
 Local Calls 67.9 Mins \$6.79