

# **CUSTOM REPORT EXPORT UTILITY**

TOPS Software, LLC



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# Chapter 1

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## INTRODUCTION

The **TOPS Custom Report Export Utility** was developed by *TOPS Software, LLC* to provide their customers with a utility to assist in the creation of custom reports using their TOPS 2000™ data. The data exports are provided in the **.mdb** format. Any **ODBC** (Open Database Connectivity) compliant software may be used to design reports. The following is a brief list of several common database applications you can use to manage your data that also provide report - writing tools.

- Access
- Dbase
- DB2
- Crystal Reports
- Excel
- Text

This document serves as the User Guide to the **TOPS Custom Report Export Utility**, providing step - by - step instructions on the use of the export utility. It also provides descriptions of the data items from TOPS 2000™ modules for the benefit of others who need to refer to them when using the **TOPS Report Export Utility**. The data items are presented in tables, each data item is given a descriptive name, its relationship is described, the type of data (such as text or TEXT or currency) is described, predefined values are listed, and a brief textual description is provided.

Consult this document to understand where a data item fits in the structure, what values it may contain, basically, what the data items mean in terms of creating reports with your *TOPS 2000™* data.

Field or data types are defined as:

- Text
- TEXT
- Date/Time

- Currency
- Yes/No
- True/False (Typically used with Checkbox or Radio Buttons)

## ***DISCLAIMER***

This document has been provided by *TOPS Software, LLC*. as a reference and help tool for using the **TOPS Custom Report Export Utility**.

It is assumed the user of this document will have knowledge in the use of report writing software. It is also assumed the user of this manual will have a command of windows functionality and navigation tools. It is neither the intent nor purpose of TOPS Software, LLC, to provide instruction or support in the use of report writing software. Refer questions regarding ODBC compliant software to your system administrator.

*TOPS Software, LLC*, neither endorses nor recommends one software application over another. See the Appendix for a listed some online resources which you may wish to consult if you are not yet using ODBC compliant software. If you require training in the use of report writing software the Appendix also contains a list of Software Training resources.

# Chapter 2

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## ABOUT THE CUSTOM REPORT EXPORT UTILITY

The TOPS Custom Report Export Utility allows you to export data from the following TOPS 2000™ modules:

- Owners
- Accounts Receivable
- General Ledger
- Accounts Payable
- Check Reconciliation

The data is exported as an Access database (.mdb) and organized into the following Tables:

- Bank Accounts
- Check Reconciliation
- Community Info
- G/L Summary
- G/L Detail
- Officers
- Owners
- Owner History Detail
- Owner History
- Vendors
- Balance Sheet
- Income Statement





# Chapter 3

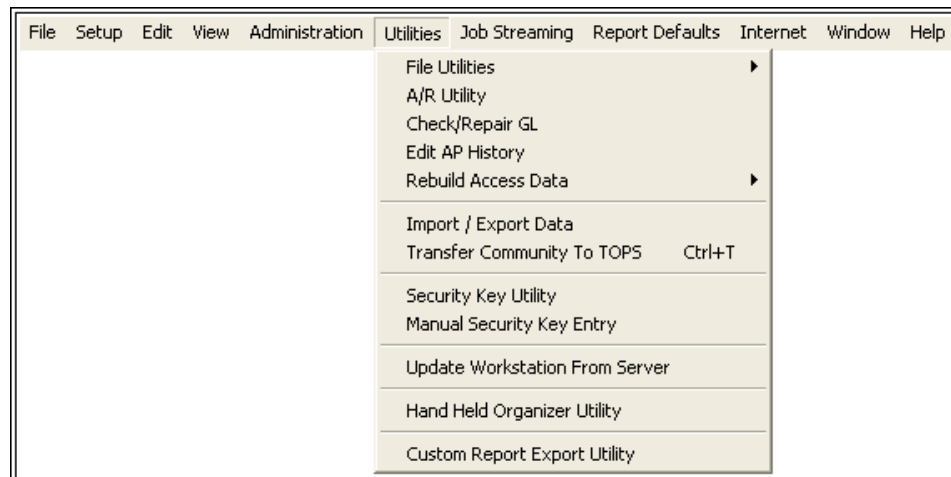
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## USING THE CUSTOM REPORT EXPORT UTILITY

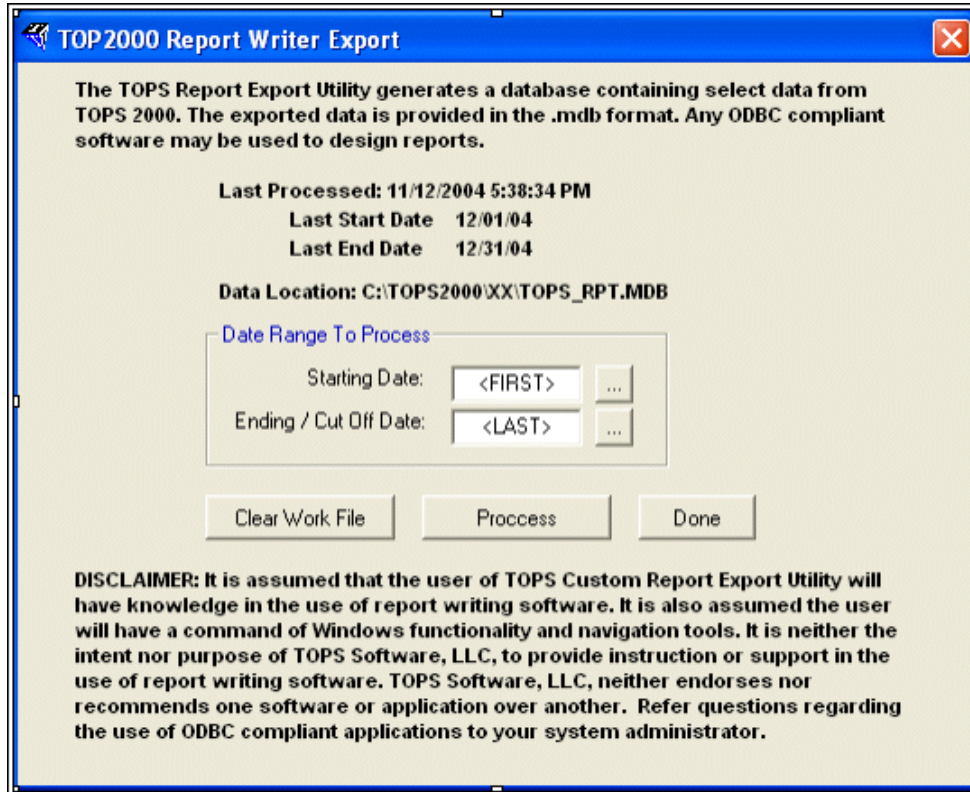
Open *TOPS 2000™*; select the community you wish to export data.

From the *TOPS 2000™* Main menu:

1. **Click** the **Utilities** button on the menu bar.
2. The **Utilities** drop down list of options appears.



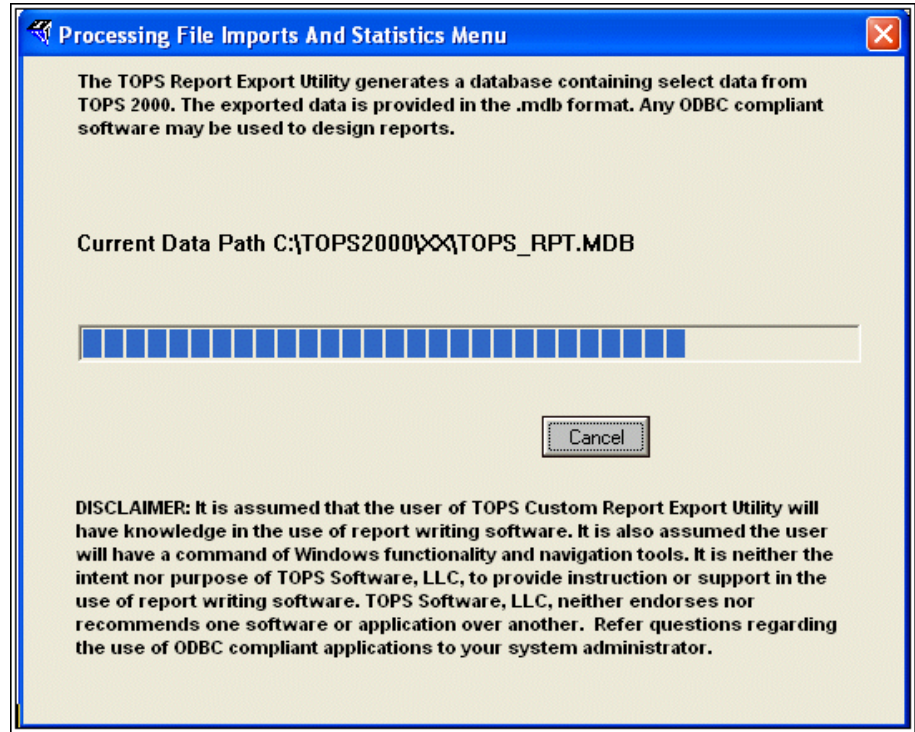
3. **Click** the **Custom Report Export Utility** option on the dropdown menu.
4. The **Custom Report Export Utility** window appears.



The window displays the date and time of your last export and the date range used for that export.

Note **Data Location**: Each export will always have the same file name “**TOPS\_RPT.MDB**”. The file will be exported to the community folder in which you are working.

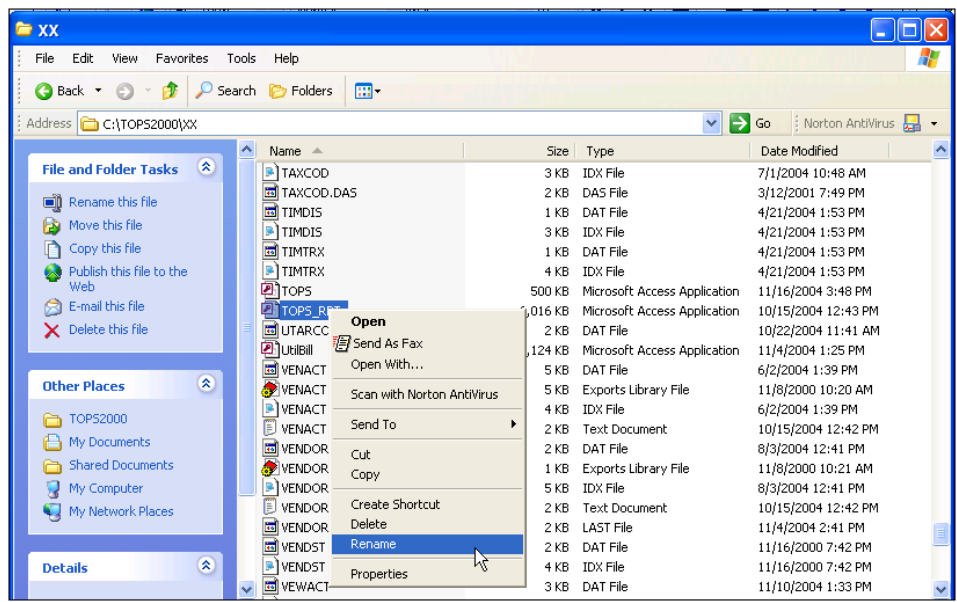
5. **Enter** a **Starting Date** range for the data export or **Click** the **Ellipses** button to select a date using the Calendar.
6. **Enter** an **Ending / Cut Off Date** range or Click the Ellipses to select a date using the Calendar.
7. **Click** the **Process** button.
8. The export launch window appears.



9. **Click Cancel** to return to the previous window.
10. When the database export is finished you are returned to the Export Writer window.
11. To view the database, **Click Data Location: C:\TOPS2000\your community id\TOPS\_RPT.MDB.**
12. **Click Done** to exit the **Custom Report Export Utility.**

The **Clear Work File** button will clear your **TOPS\_RPT.mdb** tables. New exports will overwrite selected data tables in the **TOPS\_RPT.mdb**. Before processing a new export you may wish to clear the work file to ensure data fields in the database are populated with the current export.

If you wish to store the current database, you may change the default name from **TOPS\_RPT.mdb** to a name you define by using the *Windows Explorer File: Rename* function. You may also wish to move your stored databases to a new folder.



# Tables

Each table provides the field name, data type, data example and a description of what the data means in relation to TOPS.

## ***BANK ACCOUNTS TABLE***

| Field Name        | Field Type | Data Example  | Description  |
|-------------------|------------|---------------|--|
| GL Account        | TEXT       | 01010         | General Ledger TEXT used for the Bank Account.   |
| Bank ID           | TEXT       | 01            | The unique identifier of the bank account.   |
| Bank Name         | TEXT       | Sun Trust     | The name of the Bank.  |
| Checkbook Balance | CURRENCY   | \$2,595.00    | The current Balance for the bank account.  |
| Account TEXT      | TEXT       | 0102334566778 | The community's Bank Account TEXT.   |
| Bank Address 1    | TEXT       | 123 Main St.  | Bank Address line 1.   |
| Bank Address 2    | TEXT       | PO Box 2243   | Bank Address line 2.   |
| Bank Address 3    | TEXT       |               | Bank Address line 3.   |
| Last check # used | TEXT       | 5123          | The last check TEXT printed or used.   |
| Community ID      | TEXT       | XX            | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™. |

**CHECK RECONCILIATION TABLE**

| Field Name     | Field Type | Data Example            | Description  |
|----------------|------------|-------------------------|--|
| Bank ID        | TEXT       | 1                       | The numeric Bank ID assigned to this checkbook when it was set up in TOPS 2000™.                                       |
| Date           | DATE/TIME  | 11/09/2004              | The Date the entry was made.   |
| Source ID      | TEXT       | AR                      | Indicates which module and transaction the entry came from in TOPS 2000™.  |
| Sequence No    | TEXT       | 002                     | The sequential order of the transaction from the source module (Source ID.)  |
| Description    | TEXT       | Owner cash receipts - 2 | A description of this transaction  |
| Amount         | CURRENCY   | \$35,880.00             | The amount of the transaction, either positive (+) or negative (-).  |
| Cleared Date   | DATE/TIME  | 11/09/2004              | The date this transaction was cleared by the check rec program.  |
| Vendor –Emp ID | TEXT       | 005                     | Vendor or Employee ID  |
| Community ID   | TEXT       | XX                      | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™. |

**COMMUNITY INFO TABLE**

| Field Name     | Field Type | Data Example        | Description   |
|----------------|------------|---------------------|---|
| Report Name    | TEXT       | Sample Condominium  | The Community name used on reports generated in TOPS 2000™          |
| Display Name   | TEXT       | Sample Condominium  | The Community name as displayed in TOPS 2000™                       |
| Address1       | TEXT       | 20010 Diamond Drive | Address line 1 in which the community is located.                   |
| Address 2      | TEXT       | PO Box 2341         | Address line 2 in which the community is located.                   |
| City           | TEXT       | Rockville           | The City in which the community is located.                         |
| State          | TEXT       | MD                  | The State in which the community is located.                        |
| Zip            | TEXT       | 22945               | The Zip code with which the community is associated.                |
| Zip4           | TEXT       | 4568                | The four digit code associated with the zip code for this location. |
| Phone          | TEXT       | 727-555-1212        | The primary phone TEXT for the community.                           |
| Federal Tax ID | TEXT       | 52-9999999          | The Community's Federal Tax ID                                      |

**G/L SUMMARY TABLE**

| New Field Name            | Field Type | DATA EXAMPLE              | Description  |
|---------------------------|------------|---------------------------|--|
| Main GL Account           | TEXT       | 01010                     | The General Ledger Account TEXT.   |
| Cut off date              | DATE/TIME  | 11/09/2004                | The last date of transactions that are allowed in the report output. The cut - off date is entered into the Custom Report Export Utility when the export is performed. |
| Account Desc              | TEXT       | Cash Checking - Operating | A description of the account.  |
| Statement type            | TEXT       | B                         | Statement types:<br>B - Balance Sheet<br>P – Profit and Loss   |
| Account type              | TEXT       | A                         | Account types:<br>A – Asset<br>L – Liability<br>E –Equity<br>I – Income<br>X – Expense   |
| Paren Control             | TEXT       | C                         | Parentheses Control Codes:<br>C – Credit<br>D – Debit  |
| Fund Type                 | TEXT       | 1                         | Fund Types:<br>1 – Operating<br>2 – Reserve  |
| Start Date                | DATE/TIME  | 10/01/04                  | The beginning GL transaction date for information included in export output  |
| End Date                  | DATE/TIME  | 10/31/04                  | The last GL transaction date for information included in export output   |
| Net Change Current Period | CURRENCY   | (\$1,360.00)              | The net change to this GL account for the current period.  |
| Current Balance           | CURRENCY   | \$101,225.00              | The current balance in this GL account.  |
| Budget Amount             | CURRENCY   | \$25,000.00               | Budget amount for current period.  |
| YTD Budget                | CURRENCY   | \$99,865.00               | Year to date budget amount.  |



| <b>New Field Name</b> | <b>Field Type</b> | <b>DATA EXAMPLE</b> | <b>Description</b>                          |
|-----------------------|-------------------|---------------------|---|
| Yearly Budget         | CURRENCY          | \$125,000.00        | Total budgeted amount.                      |
| Prior Actual          | CURRENCY          | \$110,000.00        | Prior actual amount for the current period. |

**GL DETAIL TABLE**

| Field Name    | Field Type | DATA EXAMPLE        | Description  |
|---------------|------------|---------------------|--|
| GL Account    | TEXT       | 01010               | Primary General Ledger account.  |
| Date          | DATE/TIME  | 11/01/04            | The date the transaction was created.  |
| Source        | TEXT       | AR                  | Source module type where transaction originated  |
| Source Number | TEXT       | 0000                | The source code of module type   |
| Document      | TEXT       | AR - 002            | Reference code of module type  |
| Sequence      | TEXT       | 000                 | Sequential order of this transaction   |
| Amount        | CURRENCY   | 00000358800         | The amount of the transaction, either positive (+) or negative (-).  |
| Reference     | TEXT       | Owner Cash Receipts | A reference that describes the transaction.  |
| AP Reference  | TEXT       | Jan Repairs         | A Reference describes an AP transaction.   |
| Closed Flag   | TRUE/FALSE | T                   | T – whether the entry is closed<br>OR<br>F – the entry is not closed.  |
| Community ID  | TEXT       | XX                  | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™. |

**OFFICERS TABLE**

| Field Name   | Field Type | Data Example       | Description  |
|--------------|------------|--------------------|--|
| Class        | TEXT       | 1                  | The identifier of the officers category.   |
| Sequence     | TEXT       | 001                | A unique identifier for this officer within the category.  |
| Last Name    | TEXT       | SIMON              | The officer's last name/sort name.   |
| Full Name    | TEXT       | Ray Simon          | The officer's full name.   |
| Title        | TEXT       | President          | The officer's title.   |
| Address1     | TEXT       | 100 Easy Street    | The first line of the officer's mailing address.   |
| Address2     | TEXT       |                    | The second line of the officer's mailing address.  |
| City         | TEXT       | Rockville          | The city of the officer's address.   |
| State        | TEXT       | MD                 | The state of the officer's address.  |
| Zip          | TEXT       | 20888              | The zip code of the officer's address.   |
| Zip4         | TEXT       | 1212               | The four - digit code associated with the zip code for the officer's address.  |
| Carrier      | TEXT       |                    | The carrier route for the zip code for the officer's address.  |
| Home Phone   | TEXT       | 301-253-1111       | The officer's home phone.  |
| Work Phone   | TEXT       | 202-555-1212       | The officer's work phone.  |
| Term Exp     | DATE/TIME  | November 2005      | The date the officer's term expires.   |
| Fax          | TEXT       | 202-555-1222       | The officer's fax TEXT.  |
| Cell         | TEXT       | 202-999-8123       | The officer's cell phone TEXT.   |
| Email        | TEXT       | Rsimon2005@aol.com | The officer's email address.   |
| Property     | TEXT       |                    | The officers property address.   |
| Community ID | TEXT       | XX                 | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™. |

### **OWNERS TABLE**

| <b>Field Name</b> | <b>Field Type</b> | <b>Data Example</b> | <b>Description</b>  |
|-------------------|-------------------|---------------------|---|
| Owner ID          | TEXT              | 000006 H 001        | A numeric ID assigned to an owner made up of the property ID, Owner Types:<br>H – Current Homeowner<br>P – Previous Homeowner<br>R – Renter<br>V - Developer<br>Owner Sequence TEXT, whether primary, secondary or tertiary owner of a property used as the owners table's unique identifier. |
| Owner1 Last Name  | TEXT              | SIMON               | The first owner's last name/sort name.  |
| Owner2 Last Name  | TEXT              | BERTRAND            | The second owner's last name/sort name.   |
| Owner1 Full Name  | TEXT              | Ray & Nancy Simon   | The first owner's full name.  |
| Owner2 Full name  | TEXT              | YVAN BERTRAND       | The second owner's full name.   |
| Street Name       | TEXT              | Diamond Blvd        | The street name of the owner's property address.  |
| Street TEXT       |                   | 223                 | The street TEXT of the owner's property address.  |
| Apt TEXT          | TEXT              |                     | The apartment TEXT of the property address.   |
| City              | TEXT              | Orland              | The city of the property address.   |
| State             | TEXT              | FL                  | The state of the property address.  |
| Zip               | TEXT              | 33333               | The zip code of the property address.   |
| Account TEXT      | TEXT              | 223                 | The TOPS Account TEXT – a unique identifier for the property.   |
| LotUnit TEXT      | TEXT              | 223                 | The Lot/Unit TEXT of the property within the community.   |
| Cost Center       | TEXT              | 001                 | The General Ledger Cost Center the property is assigned to.   |
| Section           | TEXT              | 003                 | The section TEXT of the property within the community.  |
| Assessed Value    | CURRENCY          | \$400,000.00        | The assessed value of the property.   |
| Sq Footage        | TEXT              | 3500                | The square footage of the home.   |

| Field Name        | Field Type | Data Example      | Description   |
|-------------------|------------|-------------------|---|
| Legal 1           | TEXT       | Plat Book #       | The property description as might be found in the local government records.   |
| Legal 2           | TEXT       | Block, Section    | An additional property description as might be found in the local government records.   |
| Owner Ratio       | TEXT       | 0.002285000       | The ratio of ownership or voting shares for this home.  |
| Alt Address 1     | TEXT       | 12100 Taft Street | The first line of a mailing address other than the physical address of the property.  |
| Alt Address 2     | TEXT       |                   | -The second line of a mailing address other than the address of the property.   |
| Alt City          | TEXT       | Rockville         | The city in which the alternate address is located.   |
| Alt State         | TEXT       | MD                | The state in which the alternate address is located.  |
| Alt Zip           | TEXT       | 20888             | The zip code for the alternate address.   |
| Alt Zip4          | TEXT       | 6789              | The four - digit code associated with the zip code of the alternate address.  |
| Alt Carrier       | TEXT       |                   | The carrier route for the zip code of the alternate address.  |
| Home              | TEXT       | 301-555-1212      | The owner's home phone.   |
| Work              | TEXT       | 202-222-3322      | The owner's work phone.   |
| Alt Phone         | TEXT       | 301-881-1212      | An alternate phone TEXT for the owner, such as cell phone or pager TEXT.  |
| Hold Payment Flg  | TEXT       | Y                 | If (Y) yes, legal action is pending, and no payments will be accepted.  |
| Inv Statemnt Flg  | TEXT       | N                 | If (Y) yes, allow printing of invoices or statements for this owner. If (N) no, invoice and statement printing is suppressed. |
| Settlement date   | DATE/TIME  | 10/30/2004        | The date the owners went to settlement to purchase a property.  |
| Lease Expiration  | DATE/TIME  | 12/31/2004        | The date the lease will expire (if a renter)  |
| Del Lttr Flg      | TEXT       | Y                 | If (Y) yes, allow printing of delinquent letter for this owner. If (N) no, delinquent letter printing is suppressed.          |
| Mailing Label Flg | TEXT       | N                 | If (Y) yes, print mailing label for this owner.   |
| Accelerated Flg   | TEXT       | Y                 | If (Y) yes, allow accelerated assessments for habitual delinquent owners.   |

| Field Name                    | Field Type | Data Example              | Description   |
|-------------------------------|------------|---------------------------|---|
| Hold Collection Flg           | TEXT       | N                         | If (Y) yes, hold collection actions for this owner. If (N) no, proceed with collection actions for this owner.        |
| A1 Category                   | TEXT       | 01                        | Assessment type code 1  |
| C1 Category                   | TEXT       | 01                        | Charge type code 1  |
| C2 Category                   | TEXT       | 00                        | Charge type code 2  |
| C3 Category                   | TEXT       | 00                        | Charge type code 3  |
| C4 Category                   | TEXT       | 00                        | Charge type code 4  |
| C5 Category                   | TEXT       | 00                        | Charge type code 5  |
| C6 Category                   | TEXT       | 00                        | Charge type code 6  |
| C7 Category                   | TEXT       | 00                        | Charge type code 7  |
| C8 Category                   | TEXT       | 00                        | Charge type code 8  |
| C9 Category                   | TEXT       | 00                        | Charge type code 9  |
| Flex Data 1                   | TEXT       | Parking Space #           | First user defined field.   |
| Flex Data 2                   | TEXT       | Emrg. Contact             | Second user defined field.  |
| Flex Data 3                   | TEXT       | # of Pets                 | Third user defined field.   |
| Flex Data 4                   | TEXT       | Lightbox TEXT             | Fourth user defined field.  |
| Flex Data 5                   | TEXT       | HUD                       | Fifth user defined field.   |
| 2nd Alternate Address Flag    | TEXT       | Y                         | If (Y) yes, a second alternate address is being used for this owner. If (N) no, there is no second alternate address. |
| 2 <sup>nd</sup> Alt Address 1 | TEXT       | 932 2 <sup>nd</sup> Ave W | The first line of the secondary alternate mailing address.  |
| 2 <sup>nd</sup> Alt Address 2 | TEXT       |                           | The second line of the secondary alternate mailing address.   |
| 2nd Alternate City            | TEXT       | Calgary                   | The city of the secondary alternate mailing address.  |
| 2nd Alternate State           | TEXT       | AB                        | The state of the secondary alternate mailing address.   |
| 2nd Alternate Zip             | TEXT       | T2N 0E6                   | The zip code of the secondary alternate mailing address.  |
| 2nd Alternate Zip Plus 4      | TEXT       |                           | The four - digit code associated with the zip code of the secondary alternate address.                                |

| Field Name                            | Field Type | Data Example         | Description  |
|---------------------------------------|------------|----------------------|--|
| 2nd Alternate Carrier                 | TEXT       |                      | The carrier route for the zip code of the secondary alternate address.   |
| 2 <sup>nd</sup> Alt Mailing Label Flg | TEXT       | Y                    | If (Y) yes, print secondary mailing address on a mailing label. If (N) no, do not print secondary mailing address label. |
| Fax TEXT                              | TEXT       | 202 - 555 - 3122     | The owner's fax TEXT.  |
| Email Address                         | TEXT       | Simonrndn223@aol.com | The owner's email Address.   |
| Security Deposit                      | CURRENCY   | \$7,000.00           | The amount of a security deposit a renter has made.  |
| BALANCE DUE                           | CURRENCY   | \$3,500.00           | The amount of money the owner currently owes.  |
| Community ID                          | TEXT       | XX                   | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™.   |

**OWNER HISTORY DETAIL TABLE**

| Field Name       | Field Type | Data Example  | Description   |
|------------------|------------|---------------|---|
| Owner ID         | TEXT       | 000006 H 001  | A numeric ID assigned to an owner made up of the property ID, Owner Types:<br>H – Current Homeowner<br>P – Previous Homeowner<br>R – Renter<br>V - Developer<br>Owner Sequence TEXT, whether primary, secondary or tertiary owner of a property used as the owners table’s unique identifier. |
| Sequence TEXT    | TEXT       | 010           | The transaction sequence TEXT.  |
| Date             | DATE/TIME  | 10/01/2004    | The date of the transaction.  |
| Transaction Type | TEXT       | E             | Transaction Types:<br>C – Cash Receipt<br>E – Charges<br>J – Adjustment<br>N – Note   |
| Charge code      | TEXT       | A1            | The main charge table charge code:<br>A1 – Maintenance Fee<br>C1 –Special Assessment<br>PP – Prepaid  |
| Description      | TEXT       | APPLY CHARGES | A description of the transaction.   |
| Debit Amount     | CURRENCY   | \$30.00       | The Debit Amount.   |
| Debit Account    | TEXT       | 01310 - 000   | Accounts Receivable Debit General Ledger Account TEXT, cost center.   |
| Credit Amount    | CURRENCY   | \$30.00       | The Credit Amount.  |
| Credit Account   | TEXT       | 06310 - 000   | Accounts Receivable Credit General Ledger Account TEXT, cost center.  |
| Batch TEXT       | TEXT       | 3             | Accounts Receivable batch TEXT.   |
| PP code          | TEXT       | PP            | Prepaid Credit item.  |
| Batch Type       | TEXT       |               | Currently blank.  |
| Year             | TEXT       | 2004          | Current Accounts Receivable Year.   |



| Field Name   | Field Type | Data Example | Description  |
|--------------|------------|--------------|--|
| Community ID | TEXT       | XX           | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™. |

**OWNER HISTORY TABLE**

| Field Name   | Field Type | Data Example  | Description   |
|--------------|------------|---------------|---|
| Owner ID     | TEXT       | 000006 H 001  | A numeric ID assigned to an owner made up of the property ID, Owner Types:<br>H – Current Homeowner<br>P – Previous Homeowner<br>R – Renter<br>V - Developer<br>Owner Sequence TEXT, whether primary, secondary or tertiary owner of a property used as the owners table’s unique identifier. |
| Cut Off Date | DATE/TIME  | 10/31/2004    | The last date of transactions that are allowed in the report output. The cut - off date is entered into the Custom Report Export Utility when the export is performed.  |
| Charge Code  | TEXT       | A1            | Main Charge Table - Charge code:<br>A1 – Maintenance Fee<br>C1 –Special Assessment<br>PP – Prepaid<br>This is the charge table to which the transaction is attached.  |
| Description  | TEXT       | APPLY CHARGES | A description of the transaction.   |
| Amount       | CURRENCY   | \$30.00       | The amount of the transaction.  |
| Community ID | TEXT       | XX            | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™.  |

## VENDORS

| Field Name                  | Field Type | Data Example              | Description  |
|-----------------------------|------------|---------------------------|--|
| Vendor ID                   | TEXT       | ABC                       | User defined unique vendor ID.   |
| Vendor                      | TEXT       | ABC MAINTENANCE           | The vendor's name.   |
| Address 1                   | TEXT       | 100 Main Street           | The first line of the vendor's mailing address.  |
| Address 2                   | TEXT       | Gaithersburg, MD<br>20879 | The second line of the vendor's mailing address.   |
| Address 3                   | TEXT       |                           | The third line of the vendor's mailing address.  |
| Contact 1                   | TEXT       | Bill Jones                | The primary contact for the vendor company.  |
| Phone 1                     | TEXT       | 301-555-1212              | The primary phone TEXT for the vendor.   |
| Comment                     | TEXT       | Handyman                  | The type or description of the vendor or vendor service.   |
| Main GL account             | TEXT       | 09110                     | The default General Ledger expense account # for this vendor.  |
| Sub GL Account              | TEXT       | 000                       | The default cost center General Ledger sub account # for this vendor.                                    |
| 1099 ID                     | TEXT       | 52 - 1123417              | The vendors taxpayer ID TEXT.  |
| 1099 Description            | TEXT       | 1099 MISC                 | 1099 Description:<br>1099 MISC – Miscellaneous Income<br>1099 S – Proceeds from Real Estate Transactions |
| 1099 Flg                    | TEXT       | Y                         | If (Y) yes, print 1099 form. If (N) no, do not print 1099 form.  |
| Current Balance             | CURRENCY   | \$6,000.00                | Current Balance  |
| Contact 2                   | TEXT       | Joe Smith                 | An alternate vendor contact.   |
| Phone 2                     | TEXT       |                           | The alternate vendor contact phone TEXT.   |
| Fax                         | TEXT       | 300-555-1111              | The vendor Fax TEXT.   |
| Active                      | TEXT       | Y                         | If (Y) yes, vendor is active. If (N) no, vendor is not active.   |
| Email                       | TEXT       | abcmaintco@aol.com        | The vendor email address.  |
| Liability Insurance Company | TEXT       | Any State Insurance       | Name of the vendor's General Liability Insurance Company.  |

| Field Name                   | Field Type | Data Example             | Description  |
|------------------------------|------------|--------------------------|--|
| Liability Insurance Exp Date | DATE/TIME  | 01/31/2005               | The vendor's liability insurance expiration date   |
| Liability Insurance TEXT     | TEXT       | 12763CA124               | The vendor's liability insurance policy TEXT   |
| Workers Comp Company         | TEXT       | General WC Insurance Co. | The vendor's Workers Compensation Insurance provider.  |
| Workers Comp Exp Date        | DATE/TIME  | 01/31/2005               | The vendor's Workers Compensation Insurance policy expiration date.  |
| Workers Comp TEXT            | TEXT       | 12345                    | The vendor's Workers Compensation TEXT.  |
| Community ID                 | TEXT       | XX                       | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™. |

## **BALANCE SHEET**

For All Statement Types

| <b>Field Name</b> | <b>Field Type</b> | <b>Data Example</b>       | <b>Description</b>   |
|-------------------|-------------------|---------------------------|--|
| GL Account        | TEXT              | 01010                     | Main GL Account  |
| Cut off date      | DATE/TIME         | 10/31/2004                | Cut off date – last transaction date to be used in report output.  |
| Amount            | CURRENCY          | \$3,588.00                | Amount in the G/L Account  |
| Account Desc      | TEXT              | Cash Checking - Operating | Account Description  |
| Statement type    | TEXT              | B                         | Statement type:<br>B - Balance Sheet<br>P – Profit and Loss  |
| Account type      | TEXT              | A                         | Account type:<br>A – Asset<br>L – Liability<br>E –Equity<br>I – Income<br>X - Expense                                  |
| Paren Control     | TEXT              | C                         | Parentheses Control Code<br>C – Credit<br>D - Debit  |
| Fund Type         | TEXT              | 1                         | Fund Type:<br>1 – Operating<br>2 - Reserve   |
| Budget Amount     | CURRENCY          |                           | Budget Amount for current period   |
| Yearly Budget     | CURRENCY          |                           | Yearly Budget  |
| Prior Actual      | CURRENCY          |                           | Prior Actual for current period  |
| Community ID      | TEXT              | XX                        | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™. |

**INCOME STATEMENT**

| Field Name                | Field Type | Data Example      | Description  |
|---------------------------|------------|-------------------|--|
| Main GL Account           | TEXT       | 06360             | Main GL Account  |
| Cut off date              | DATE/TIME  | 10/31/2004        | The last date of transactions that are allowed in the report output. The cut - off date is entered into the Custom Report Export Utility when the export is performed. |
| Net Change Current Period | CURRENCY   | \$5,500.00        | Amount in the G/L Account  |
| Account Desc              | TEXT       | MISC Owner Income | Account Desc   |
| Statement type            | TEXT       | P                 | Statement type: P – Profit and Loss  |
| Account type              | TEXT       | X                 | Account type:<br>I – Income<br>X - Expense   |
| Paren Control             | TEXT       | C                 | Parentheses Control Code<br>C – Credit<br>D – Debit  |
| Fund Type                 | TEXT       | 1                 | Fund Type:<br>1 – Operating<br>2 – Reserve   |
| Budget Amount             | CURRENCY   |                   | Budget Amount for current period   |
| Yearly Budget             | CURRENCY   |                   | Yearly Budget  |
| Prior Actual              | CURRENCY   |                   | Prior Actual for current period  |
| Community ID              | TEXT       | XX                | A unique two or three character code assigned to each community under which their data files are stored in TOPS 2000™.   |

# Appendix A

While it is not the intent of TOPS Software, LLC to endorse or recommend any specific product, the following is a partial list of ODBC compliant report writing applications you may refer to if you are considering a purchase:

| <b>Program Name</b> | <b>Web site</b>   |
|---------------------|---|
| Microsoft Access    | <a href="http://office.microsoft.com/en-us/assistance/HA011549641033.aspx">http://office.microsoft.com/en-us/assistance/HA011549641033.aspx</a>                         |
| Crystal Reports     | <a href="http://www.businessobjects.com/products/reporting/crystalreports/default.asp">http://www.businessobjects.com/products/reporting/crystalreports/default.asp</a> |
| FoxPro              | <a href="http://msdn.microsoft.com/vfoxpro/productinfo/">http://msdn.microsoft.com/vfoxpro/productinfo/</a>   |
| File Maker Pro      | <a href="http://www.filemaker.com/products/fm_home.html">http://www.filemaker.com/products/fm_home.html</a>   |

TOPS Software, LLC suggests you speak with your systems administrator to determine which database management system may already be used by your organization. Once you have determined the application, and if it provides a report writing tool that you may not be familiar with, we encourage you to get training before attempting to design reports.

The following list is intended to suggest possible training resources and is not an endorsement of any particular product or training service.

| <b>Training Resource / Product</b>   |   |
|--------------------------------------|---|
| Local Community Colleges             | Corporate Training Services. Business Training and Professional Education.      |
| County Technical Education Centers – | Adult computer software classes such as Microsoft Access.                       |
| CompUSA Training Centers             | <a href="http://www.compusa.com/training/">http://www.compusa.com/training/</a> |

New Horizons Learning Centers <http://www.newhorizons.com/>

Product Websites contain information about available training, for example:

Crystal Reports <http://www.businessobjects.com/services/training/default.asp>

DB2 [http://www - 306.ibm.com/services/learning/](http://www-306.ibm.com/services/learning/)