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Advanced Lease Systems, Inc.

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Memo

To: A.L.S. Customer

From: Advanced Lease Systems, Inc.

Re: Checking Your Cycles

The following information should be verified after every Daily, Monthly, and Year-End cycle process. Verification of this information will insure accurate accounting entries from your lease accounting system.

Contact ALS customer support immediately if:

1. You do not receive all cycle reports
2. The date on Posting Journal or Trial Balance is not the date you intended to run a cycle.
3. The Posting Journal Company summary "Beginning Balances" do not match yesterdays "Ending Balances" (see Example 1)
4. If there is a variance on the Trial Balance. (see Example 2)
** If late charges receivable is set to post to the G/L at payment rather than at assessment, a variance is acceptable for this G/L account.*

Please call ALS customer support with any questions.

Advanced Lease Systems, Inc.

Example 1- Posting Journal Company Summary

 * COMPANY ID: 000300 PAGE: 0010 *
 * POSTING JOURNAL - COMPANY SUMMARY REPORT ID: PSTJNL.PRT *
 * TEST IT RUN DATE: 10/01/01 TIME: 13:40:16 *

ACCOUNT	DESCRIPTION	BEG. G/L BALANCE	DEBITS POSTED	CREDITS POSTED	NET CHANGE	G/L BALANCE
600	ACCUM. DEPRECIATION	-1,166.64	0.00	194.44	-194.44	-1,361.08
700	ACCOUNTS RECEIVABLE	2,400.00	400.00	0.00	400.00	2,800.00
800	DEPRECIATION EXPENSE	1,166.64	194.44	0.00	194.44	1,361.08
900	RENTAL INCOME	-2,400.00	0.00	400.00	-400.00	-2,800.00
			594.44	594.44		

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 Compare Beginning G/L
 Balances with Yesterdays
 Ending G/L Balances

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 Compare G/L Balances
 to Tomorrows
 Beginning Balances

Example 2- Trial Balance Summary

 * COMPANY ID: ALL TRIAL BALANCE SUMMARY 11/05/01 PAGE: 0001 *
 * TEST COMPANY NAME FIELD > REPORT ID: TRIBNC.PRT *
 * RUN DATE: 11/05/01 TIME: 14:30:32 *

GENERAL LEDGER ACCOUNT NUMBER	ACCT CODE	ACCOUNT NAME	TRIAL BALANCE	GENERAL LEDGER ACCOUNT BALANCE	VARIANCE
100	002	LEASE PMTS RECEIVABLE	114,813.81	114,813.81	0.00
200	003	RESIDUAL RECEIVABLE	66,452.64	66,452.64	0.00
300	004	UNEARNED INCOME	4,175.07	4,175.07	0.00
700	052	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
400	050	LEASED ASSET INVENTORY	0.00	0.00	0.00
800	051	ACCUM. DEPRECIATION	0.00	0.00	0.00
	108		0.00	0.00	0.00
	112	N/R ACCOUNTS REC.	32,663.32	32,663.32	0.00
	116	N/R NOTE RED. PAYABLE	44,300.00	44,300.00	0.00
	008	INVENTORY	9,242.67	9,242.67	0.00
	005	SECURITY DEPOSIT	500.00	-500.00	0.00
	036	LAST MONTHS RENT HELD	0.00	0.00	0.00
	006	OTHER CHGS RECEIVABLE	50.00	50.00	0.00
	007	LATE CHARGE RECEIVABLE	20.00	10.00	10.00
	027	LUXURY TAX RECEIVABLE	0.00	0.00	0.00
	045	INSURANCE RECEIVABLE	0.00	0.00	0.00
	047	MAINT/MISC. RECEIVABLE	0.00	0.00	0.00
	046	EXCISE TAX RECEIVABLE	0.00	0.00	0.00
	010	SALES TAX PAYABLE	4,968.67	4,968.67	0.00
	026	LUXURY TAX PAYABLE	0.00	0.00	0.00
	009	DEALER RESERVE PAYABLE	0.00	0.00	0.00
	020	DEALER HOLDBACKS	0.00	0.00	0.00
	033	PRE-PAID EXPENSES	0.00	0.00	0.00

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 Check this column
 for Variances