

USER MANUAL

AICPA

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

reSOURCE

AICPA's Accounting and Auditing Literature

**(Includes: *AICPA Professional Standards*;
AICPA Technical Practice Aids; AICPA Audit and
Accounting Guides, including Audit Risk Alerts)**

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Introduction

Welcome to the *reSOURCE: AICPA's Accounting and Auditing Literature* CD-ROM. This valuable research tool is being distributed with Folio Views,[®] to give you powerful search and retrieval capabilities that are easy to use. The following AICPA products (referred to as "infobases") are available on a subscription basis:

- Professional Standards
- Technical Practice Aids
- AICPA Audit and Accounting Guides (including Audit Risk Alerts) [The Audit and Accounting Guides are available as a set and also as individual products.]

To order additional products, please call 1 (888) 777-7077. A complete listing of the products available on this CD-ROM can be found in Appendix D of this manual.

System Requirements

Personal computer with a 486 or higher processor (Pentium[®] recommended) and a CD-ROM drive

Microsoft Windows[®] 3.1, Microsoft Windows 95[™], Microsoft Windows 98[™], Microsoft Windows NT[®] Workstation 3.51 or later

4 MB memory for use on Windows 3.1; 8 MB memory for use on Windows 95/98; 12 MB memory for use on Windows NT

- 8 MB of available hard disk space

VGA or higher-resolution video adapter (SVGA 256-color recommended)

Installation

IMPORTANT NOTICE

During installation of the infobases, you will be asked to input a password. Typically, your password will be your subscriber number. This number is printed above your name on the MAILING LABEL. If that number doesn't open the file(s), please refer to the password(s) listed on the enclosed PACKING SLIP (an eight digit number, preceded by the letters RSC).

The publications on this CD-ROM can be run in a number of ways:

- From the CD-ROM (*certain necessary files will be installed on your hard drive*)
- Local installation on your hard drive
- Network (Administrator) installation [*refer to Appendix C for installation instructions*]

The **initial** installation of the publications for any of the above methods is a **two-part** installation. First you will need to install the Folio Views software followed by installation of the publications that you have subscribed to.

The Folio Views software need only be loaded once. Upon receipt of the updated infobases you will only need to load the infobases.

Note: Prior to beginning the installation process, you must close all other applications.

Local Installation (CD-ROM and/or Hard Drive)

Note: For Network Installation, refer to Appendix C.

Part A—Installing Folio Views Software:

Insert the CD-ROM into your drive and **Run Setup**.

Depending on the platform you are using, type one of the following commands in the dialog box:

Windows 3.1: [drive]\Win3-1\AICPA\Setup.exe

Windows 95/98/NT: [drive]\Win95NT\AICPA\Setup.exe

Note: [drive] refers to your CD-ROM drive (e.g., if your CD-ROM drive is D and you are running on the Windows 95 platform, type D:\Win95NT\AICPA\Setup.exe).

- Follow the on-screen instructions until you reach the Setup Type screen. At the Setup Type screen, select the type of installation you want to perform and press **Next**:
 1. **Install—Typical** (*copies the Folio Software to the local drive*)
 2. **Install—Compact** (*copies the Folio Software except the help files to the local drive*)
 3. **Install to Run from CD**
 4. **Network (Administrator)** [*Proceed to Appendix C for Network Installation.*]

At the Choose Destination Location for Folio VIEWS screen, **accept the default location** and press **Next** [or **Browse** to select another location (be sure to indicate a directory to install to [e.g., C:\Program Files\aicparsc]), press **OK** and press **Next**] to continue.

At the Select Program Folder screen press **Next** to **accept the default, AICPA reSOURCE Library** [or select or type a new folder name and press **Next**].

At the Setup Complete screen, press **Finish** and then install the infobases of the publications you have purchased [*refer to Part B below*].

Part B—Installing Your Infobases:

Note: You must install the Folio Views software [refer to Part A above] before you proceed with installing the infobases.

Insert the CD-ROM into your drive and **Run Setup**.

Depending on the platform you are using, type one of the following commands in the dialog box:

Windows 3.1: [drive]\Win3-1\Updinfo\Setup.exe

Windows 95/98/NT: [drive]\Win95NT\Updinfo\Setup.exe

Note: [drive] refers to your CD-ROM drive (e.g., if your CD-ROM drive is D and you are running on the Windows 95 platform, type D:\Win95NT\Updinfo\Setup.exe).

- Follow the on-screen instructions until you reach the User Information screen. At the User Information screen enter your name, company, and your subscriber number (the 8 digit number above your name on the address label (e.g., 00011111)).

Note: If your subscriber number does not unlock your infobase(s), please refer to the temporary unlocking code(s) on your packing slip (e.g., RSC00012345).

At the Select Setup Type screen, select the type of setup you would like to perform and press **Next**. [For Network installations proceed to Appendix C.]

At the Select Components screen, confirm the items selected are correct and press **Next** to continue.

Note: If you are updating your infobases, only the titles that are updated will appear on the screen.

At the Select Destination screen, indicate whether you would like to access your infobases from your local hard drive or from the CD-ROM drive.

If you select local hard drive, confirm the correct installation location at the Select Destination Folder screen, and press **Next** to continue (C:\Program Files \aicparsc\info is set as the default directory).

At the Setup Complete screen, press **Finish** to exit the setup.

Opening a File

You may open an infobase by double-clicking on the icon on your desktop (which is automatically created when you first install) or by selecting **Start, Programs, AICPA reSOURCE Library, Product Name** (e.g., *Professional Standards*) from the Windows Menu (on the bottom left-hand corner of your screen).

This will launch the Folio Views 4.2 application and open the selected infobase.

You may open another infobase by doing the following:

1. Choose **File, Open**; Or press **CTRL+O**; Or click the **OPEN** button on the Toolbar at the top of your screen.
2. Browse for the location of the infobase (“nfo”) file.
3. Choose **OPEN** to open the infobase.

Familiarizing Yourself With the Features



Title Bar—At the top of your screen is the title bar containing the name of the infobase that you are in (e.g., *AICPA reSOURCE—Professional Standards*).

Main Menu—Directly under the title bar is the Main menu. Access any of the items in the Main menu by clicking on the item.

Toolbar—The Toolbar appears underneath the Main menu. It allows one-click mouse access to several features.

Reference Window Pane—The Reference Window pane follows the Toolbar. This window displays where you are in the infobase. You may change the size of this window as desired.

Contents Pane—The Contents pane is on the left side of your screen. By clicking on any item in the Contents pane, you will automatically move to the selected section in the Document pane.

Document Pane—This pane is on the right side of your screen and displays the body of the document.

Hit List—Allows you to view your search results. By double-clicking on any reference in the Hit List, you will be taken to the appropriate section in the Document pane.

Infobase View Tabs—These are located underneath the Document pane. They allow you to display the information in the infobase in different ways. Some of the most important icons are:



All: Displays the Contents, Reference, Document, and Hit List panes. *Use this View when searching the infobase or when you need to see all of the related information at once.*

Search: Displays the Reference, Document, and Hit List panes. *Use this View when you are searching to find the most relevant information. (The Hit List can help you identify the most relevant sections in the infobase to begin reading once your search is completed.)*

Browse: Displays the Contents, Reference, and Document panes. *Use this View when you are browsing the infobase for information—it gives you the best access to the Table of Contents while maximizing the space allocated for the infobase text.*

Document: Displays the Reference and Document panes. *Use this View when you need as much of the body of the infobase on the screen as possible.*

Contents: Displays the Contents pane. Double-clicking on a heading will take you to the selected section in the document. *Use this View when you are navigating or scanning the Table of Contents and need to see the full name of the headings in the Table of Contents.*

Hit List: Displays the Hit List pane. *Use this View after performing a search to View as many references in the hit list as possible.*

Object: Displays the Object pane. *The Object pane is activated whenever an object link is followed.*

Query Tool—This is located underneath the Infobase View Tabs. Some of the most important icons are:

Advanced Query: Opens the Advanced Query dialog box to enable you to search the infobase. You can also press **F2**.

Clear Query: Removes the highlights from the last query performed.

Query Tool: A small window which allows you to enter simple queries. You can also press **F3**.

Previous Hit: Returns the cursor to the previous query hit. You can also press **SHIFT + F4**.

Next Hit: Advances the cursor to the next query hit. You can also press **F4**.

Using the Features

Certain features that you will be utilizing are described below. For more in-depth discussion of a particular feature press **F1** or choose **Help** from the Main menu.

Contents

The Table of Contents, with its expandable and collapsible branches, allows you to quickly and easily browse through the infobase, access a desired section, or select a particular section for searching and printing. There are a number of different ways to view the Contents pane. (See *Infobase View Tabs* under the “Familiarizing Yourself With the Features” section above.)

To easily access a given section of the document from the Table of Contents, be sure that the **Synchronize Contents** feature is turned on. You can access it from the **View** menu when the Document pane is selected or by clicking on the Synchronize Contents button in the Toolbar. This convenient feature enables you to see the section of the document as you scroll through the Contents (and vice versa).

To expand or collapse the Table of Contents, simply click on plus (+) or minus (-) sign, respectively.

TIP

If you've expanded many branches in the Table of Contents and you want to collapse them all back again, simply press the number "1" on your keyboard (or, conversely, select the letter "A" for "All"). You can also expand the Table of Contents to any level by pressing the corresponding number on your keyboard (e.g., pressing the number "3" will expand the infobase to the third level of headings).

Each heading in the Table of Contents is linked to its location in the infobase. By double-clicking on the heading (or by selecting it and pressing Enter), you will be taken immediately to that location.

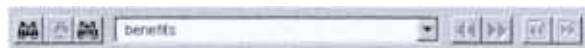
Jump Links

Jump links take you from one point in the infobase to another. They can be identified by the green text and when you point your mouse on them a white hand with a pointing finger will appear. A jump link is used to connect related information. To jump to a link location, **click** on the link. To return, choose **Go Back** on the Toolbar (or **F6** on your keyboard).

Searching

You may search information by using the **Search** menu or the **Search** toolbar.

Note: A simple query *only* retrieves 50 records. If you are performing in-depth research, you should *always* use the Advanced Query function.



Simple Query:

- Type in the query you wish to perform in the **Query Tool** at the bottom of your screen. [Or, choose **Query** from the **Search** menu or press **F3**.]
- Press **Enter**. The search hits are displayed in the Document pane.
- Use the **Next Hit** (or press **F4**), **Previous Hit** (or press **SHIFT + F4**) and/ or **Clear Query** icons to navigate through your searches.

Note: To view only records with hits, with your cursor in the document pane, select **Records with Hits** from the **View** menu.

Copying

Occasionally, you may need to use certain of the information contained in this infobase in other documents. To perform this function:

Select the desired text.

Choose **Copy** from the **Edit** menu or press **CTRL + C**.

Switch to the application you are copying to (e.g., your word processing software).

Choose **Paste** from the **Edit** menu or press **CTRL + V**.

Note: The formatting of the text (e.g., bold and italics) will not be maintained during the copy. You will need to reformat the copied material in the other application.

Bookmark

Creating a Bookmark:

- Place the cursor at the location where you want to place the bookmark.

Choose **Bookmark** from the **Tools** menu, click on the **Bookmark** icon, or press **CTRL + M**.

Type a name for the bookmark.

Choose **Set**.

To turn to a bookmark at a later time, choose **Bookmark** from the **Tools** menu, click on the **Bookmark** icon, or press **CTRL + M**. Select the bookmark and choose **Go To**.

Removing a Bookmark:

Choose **Bookmark** from the **Tools** menu, click on the **Bookmark** icon, or press **CTRL + M**.

Scroll to the bookmark you wish to remove.

Choose **Delete**.

Notes

Creating a Note:

- Select the text where you wish to attach a note.

Choose **Note** from the **Tools** menu, click on the **Note** icon, or press **CTRL + N**.

Type in the text you wish to include in the note.

- Press **ESC** and then **YES** to save and close the note. A small note icon is placed to the left of the paragraph.

To open the **Note**, click on the note icon next to the paragraph. Press **ESC** to close the note.

Deleting a Note:

Place the cursor in the paragraph which contains the note you are deleting.

- Choose **Remove Note** from the **Tools** menu or press **CTRL + SHIFT + N**.

Highlighter

Creating a Highlighter:

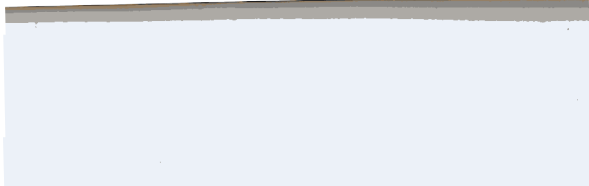
Choose **Highlighter** from the **Tools** menu, click on the **Highlighter** icon, or press **CTRL + H**.

Choose **New**.

Type a name for the highlighter.

Choose the background color you wish to use.

- Choose **OK**.
- Choose **Close** to close the initial highlighter dialog box.



Applying a Highlighter:

Select the text you want to apply the highlighter to.

- Choose **Highlighter** from the **Tools** menu, click on the **Highlighter** icon or press **CTRL + H**.
- Select the highlighter you wish to apply.

Choose **Apply**.

Clearing a Highlighter:

- Select the text you wish to clear the highlighter from.
- Choose **Remove Highlighter** from the **Tools** menu.

Obtaining Help

You may obtain additional help by using the pull-down Help menu from the main menu or by pressing **F1**.

Support may also be obtained by calling AICPA Software Connection at 1 (888) 843-5577.

Appendix A—Quick Keystrokes

| BY NAME | | BY KEYSTROKE | |
|--|-----------|--------------|--|
| Collapse TOC* branch one level | - | CTRL+C | Copy |
| Copy | CTRL+C | CTRL+G | Go To |
| Exit Folio | ALT+F4 | CTRL+O | Open |
| Expand TOC* branch one level | + | CTRL+P | Print |
| Expand all TOC* branches | A | CTRL+T | Tag Record |
| Expand TOC* branches to specific level | 1-9 | CTRL+V | Paste |
| Go Back | F6 | CTRL+HOME | Go to top of infobase |
| Go Forward | SHIFT+F6 | SHIFT+F4 | Previous Hit |
| Go To | CTRL+G | SHIFT+F5 | Previous Partition Hit |
| Go to top of infobase | CTRL+HOME | SHIFT+F6 | Go Forward |
| Help | F1 | ALT+F4 | Exit Folio |
| Next Hit | F4 | F1 | Help |
| Next Partition Hit | F5 | F2 | Query Advanced |
| Open | CTRL+O | F3 | Query Simple |
| Paste | CTRL+V | F4 | Next Hit |
| Previous Hit | SHIFT+F4 | F5 | Next Partition Hit |
| Previous Partition Hit | SHIFT+F5 | F6 | Go Back |
| Print | CTRL+P | - | Collapse TOC* branch one level |
| Query Advanced | F2 | + | Expand TOC* branch one level |
| Query Simple | F3 | A | Expand all TOC* branches |
| Tag Record | CTRL+T | 1-9 | Expand TOC* branches to specific level |

* TOC = Table of Contents

Appendix B—Query Summary

Press **F2** to invoke the Query Dialogue. For more details on Query, press **F1** from the Query Dialogue.

| OPERATOR | EXAMPLES |
|-----------------------------|--|
| And | employee employer employee & employer <i>employer and employer</i> |
| Or | employee employer employee or employer |
| Not | employee ^ employer employee not employer |
| Xor | employee ~ employer employee xor employer |
| Phrase | "all or substantially all" |
| Single Character Wildcard | wom?n |
| Multiple Character Wildcard | tax* |
| Record Proximity | "employee employer" #5 |
| Ordered Proximity | "employee employer" /5 |
| Unordered Proximity | "employee employer" @10 |
| Stem (word form) | benefit% |
| Thesaurus (synonym) | person\$ |

Appendix C—Network Installation

For first time network installations there are three steps:

1. Transfer the necessary client files to the network drive for installation on network and set-up at the client workstations.
2. Run the Folio VIEWS software and Infobase set-ups from the workstations where you wish to have access.
3. Each infobase requires a Library Collection File (LCF), or rights administrator file, which resides in the RIGHTS directory on the network drive. Ensure that the RIGHTS directory has both read and write access and that the LCF file attributes allow both read and write actions.

For updates to the Infobase, there is one step:

1. The Network Administrator updates the Infobase on the network drive (*see Installing your Infobases below*) and nothing needs to be done at the client workstation.

Installing the Folio Views Software

(In the instructions below, the letter "R:*i*" is used as an example to designate the network drive.)

1. Insert the CD-ROM into your drive and **Run Setup**.

Depending on the platform you are using, type one of the following commands in the dialog box:

Windows 3.1: [drive]\Win3-1\AICPA\Setup.exe

Windows 95/98/NT: [drive]\Win95NT\AICPA\Setup.exe

Note: [drive] refers to your CD-ROM drive (e.g., if your CD-ROM drive is D and you are running on the Windows 95 platform, type D:\Win95NT\AICPA\Setup.exe).

2. Follow the on-screen instructions until you reach the Setup Type screen. At the Setup Type screen, select Option 4, Network (Administrator) Install and press Next.

3. At the Select Components screen **check the box** of the client files you wish to copy and press **Next** to continue.

Windows 3-1 clients files

Windows 95 client files

4. At the Choose Destination Location **select** the network drive and directory to store the files (e.g., R:\aicparsc). The program will copy the directory structure of the CD-ROM to the destination path chosen on the network drive and press **Next** to continue.
5. At the Setup Complete screen, press **Finish** to exit the setup.

Installing Your Infobases

Note: You must install the Folio Views software before you proceed with installing the infobases.

Insert the CD-ROM into your drive and **Run Setup**.

Depending on the platform you are using, type one of the following commands in the dialog box:

Windows 3.1: [drive]\Win3-1\Updnfo\Setup.exe

Windows 95/98/NT: [drive]\Win95NT\Updnfo\Setup.exe

Note: [drive] refers to your CD-ROM drive (e.g., if your CD-ROM drive is D and you are running on the Windows 95 platform, type D:\Win95NT\Updnfo\Setup.exe).

Follow the on-screen instructions until you reach the User Information screen. At the User Information screen enter your name, company, and your subscriber number (the 8 digit number above your name on the address label (e.g., 00011111)).

Note: If your subscriber number does not unlock your infobase(s), please refer to the temporary unlocking code(s) on your packing slip (e.g., RSC00012345).

At the Setup Type screen, **select** Option 4, Network (Administrator) Install and press **Next**.

4. At the Select Components screen, confirm the items selected are correct and press **Next** to continue.

Note: If you are updating your infobases, only the titles that are updated will appear on the screen.

5. At the Select Destination screen **confirm** the correct destination folder on the network drive and press **Next** to continue (e.g., R:\AICPARS\info).
6. At the Setup Complete screen, press **Finish** to exit the setup.

Setting Up the Workstations

To install the Folio software on the workstation go to the workstation you want to setup. At the Run dialogue box **execute** the setup.exe file from the following directories (or from the alternate drive/directories where you have installed the program) and press **Next** to continue:

Windows 3.1: [drive\directory]\Win3-1\Setup.exe

Windows 95/98/NT: [drive\directory]\Win95NT\Setup.exe

Note: [drive\directory] refers to your network drive and directory where you installed the Folio Views software (as indicated above) (e.g., if your network drive is R, the software has been installed in the default directory, and you are running on the Windows 95 platform, type R:\aicparse\Win95NT\Setup.exe).

2. The workstation setup will allow for two setup types:

Install–Typical (will copy the client software to the workstation and referencing the help files on the network drive)

Setup to Run from the Network (will create the necessary shortcuts on the workstation and run the software from the network drive)

3. Follow the on-screen instructions to proceed with the installation; at the Setup Complete screen, press **Finish** to exit the setup.

At the Run dialogue box **execute** the setup.exe file from the following directories (or from the alternate drive/directories where you have installed the Infobases) and press **Next** to continue:



Windows 3.1: [drive\directory]\Win3-1\Updinfo\Setup.exe

Windows 95/98/NT: [drive\directory]\Win95NT\Updinfo\Setup.exe

Note: [drive\directory] refers to your network drive and directory where you installed the infobases (as indicated above) (e.g., if your network drive is R, the software has been installed in the default directory, and you are running on the Windows 95 platform, type R:\aicparse\Win95NT\Updinfo\Setup.exe).

IMPORTANT INFORMATION: The infobases will NOT be copied to the workstation. The setup will create the icons and proper registry entries on the workstation.

4. Follow the on-screen instructions to proceed with the installation; at the Setup Complete screen, press **Finish** to exit the setup.

You may now open your infobase by double-clicking on the icon on the desktop.

Appendix D—Ordering Additional Products on This CD-ROM

To order additional products from this CD-ROM, please call 1 (888) 777-7077. Upon ordering additional products, you will be given a password that will enable you to immediately access the product on your CD-ROM.

The prices listed below represent single-user prices. Multi-user pricing is available by calling 1 (888) 777-7077.

| <i>Product</i> | <i>Product Number</i> | <i>Member</i> | <i>Non Member</i> |
|--|-----------------------|---------------|-------------------|
| Professional Standards | G80100AM | \$230.00 | \$288.00 |
| Technical Practice Aids | G80101AM | \$181.00 | \$226.00 |
| Audit and Accounting Guides Set (includes all Audit and Accounting Guides and all Audit Risk Alerts) | G80102AM | \$465.00 | \$581.00 |
| Individual Audit and Accounting Guides and Audit Risk Alerts: | | | |
| Consideration of Internal Control in a Financial Statement Audit | G80104AM | \$45.00 | |
| Personal Financial Statements Guide | G80105AM | \$45.00 | \$51.25 |
| Guide for Prospective Financial Information | G80106AM | \$45.00 | \$51.25 |
| Guide for the Use of Real Estate Appraisal Information | G80107AM | \$45.00 | |
| Audits of Agricultural Producers and Agricultural Cooperatives | G80108AM | \$45.00 | \$51.25 |
| Audits of Airlines | G80109AM | \$45.00 | \$51.25 |
| Banks and Savings Institutions (including Depository Institutions and Lending Industry Developments) | G80110AM | \$54.00 | \$68.00 |
| Brokers and Dealers in Securities (including Securities Industry Developments) | G80111AM | \$54.00 | |
| Audits of Casinos | G80112AM | \$45.00 | \$51.25 |
| Common Interest Realty Associations (including Common Interest Realty Associations Industry Developments) | G80114AM | \$54.00 | \$68.00 |
| Construction Contractors (including Construction Contractors Industry Developments) | G80115AM | \$54.00 | |
| Audits of Credit Unions (including Depository Institutions and Lending Industry Developments) | G80116AM | \$54.00 | |
| Audits of Employee Benefit Plans (including Employee Benefit Plans Industry Developments) | G80117AM | \$54.00 | |

| Product | Product Number | Member | Non Member |
|--|-----------------------|---------------|-------------------|
| Audits of Federal Government Contractors | G80118AM | \$45.00 | \$51.25 |
| Audits of Finance Companies | G80119AM | \$45.00 | \$51.25 |
| Health Care Organizations (including Health Care Industry Developments) | G80120AM | \$54.00 | \$68.00 |
| Audits of Investment Companies (including Investment Companies Industry Developments) | G80121AM | \$54.00 | \$68.00 |
| Not-for-Profit Organizations (including Not-for-Profit Industry Developments) | G80122AM | \$54.00 | \$68.00 |
| Audits of Entities With Oil and Gas Producing Activities | G80124AM | \$45.00 | \$51.25 |
| Audits of Property and Liability Insurance Companies (including Insurance Industry Developments) | G80125AM | \$54.00 | \$68.00 |
| Audits of State and Local Governmental Units (including State and Local Governmental Developments) | G80126AM | \$54.00 | \$68.00 |
| High-Technology Industry Developments | G80129AM | \$19.95 | \$24.95 |
| Real Estate Industry Developments | G80130AM | \$19.95 | \$24.95 |
| Compilation and Review Alert | G80131AM | \$21.50 | \$27.00 |
| Retail Industry Developments | G80132AM | \$19.95 | \$24.95 |
| Auto Dealerships Industry Developments | G80137AM | \$19.95 | \$24.95 |
| General Audit Risk Alert | G80133AM | \$21.50 | \$27.00 |

| <i>Product</i> | <i>Product Number</i> | <i>Member</i> | <i>Non Member</i> |
|--|----------------------------------|----------------------|------------------------------|
| Audits of Federal Government Contractors | G80118AM | \$45.00 | \$51.25 |
| Audits of Finance Companies | G80119AM | \$45.00 | \$51.25 |
| Health Care Organizations (including Health Care Industry Developments) | G80120AM | \$54.00 | \$68.00 |
| Audits of Investment Companies (including Investment Companies Industry Developments) | G80121AM | \$54.00 | \$68.00 |
| Not-for-Profit Organizations (including Not-for-Profit Industry Developments) | G80122AM | \$54.00 | \$68.00 |
| Audits of Entities With Oil and Gas Producing Activities | G80124AM | \$45.00 | \$51.25 |
| Audits of Property and Liability Insurance Companies (including Insurance Industry Developments) | G80125AM | \$54.00 | \$68.00 |
| Audits of State and Local Governmental Units (including State and Local Governmental Developments) | G80126AM | \$54.00 | \$68.00 |
| High-Technology Industry Developments | G80129AM | \$19.95 | \$24.95 |
| Real Estate Industry Developments | G80130AM | \$19.95 | \$24.95 |
| Compilation and Review Alert | G80131AM | \$21.50 | \$27.00 |
| Retail Industry Developments | G80132AM | \$19.95 | \$24.95 |
| Auto Dealerships Industry Developments | G80137AM | \$19.95 | \$24.95 |
| General Audit Risk Alert | G80133AM | \$21.50 | \$27.00 |