AccountMate
SOFTWARE THAT FITS

AccountMate 6.5 Bank Reconciliation Module

Keeping an accurate tab on your cash flow is an important part of your business and AccountMate 6.5's Bank Reconciliation module makes it a breeze. With the Bank Reconciliation module, you can record disbursements, receipts and bank transfers not recorded through other AccountMate modules; indicate which receipts, disbursements and transfers have cleared the bank; and then reconcile their book entries with the bank statements. You can also set up and amend bank accounts and define the currency in which transactions will be shown for each bank account, keeping you informed on the real-time cash position of your company.

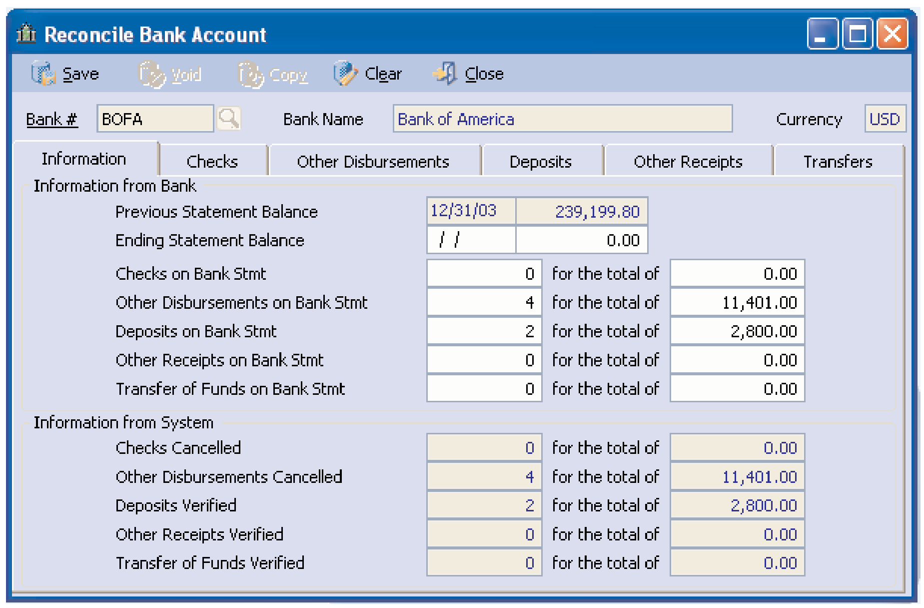
Bank Reconciliation Module

Easy Bank Account Reconciliation

Enter summary information from a bank statement (such as the ending balance, the total number and amount of disbursements, deposits and bank transfers shown on a statement). You can then quickly reconcile that data with the detailed data within AccountMate by marking which disbursements, receipts and transfers appear on the statement.

Each transaction category (Checks, Other Disbursements, Deposits, Other Receipts and Transfers) appears on a separate tab in the bank reconciliation window, making it easier to check off the items that have cleared the bank.

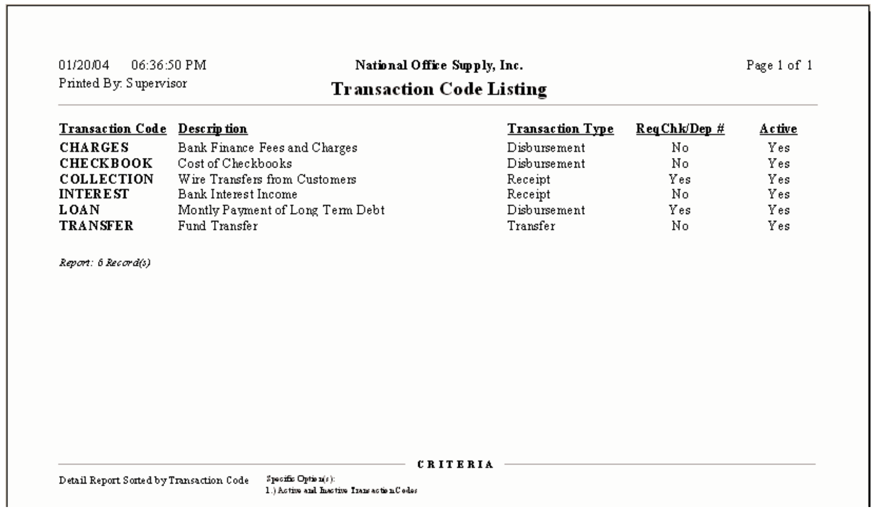
Bank Reconciliation integrates seamlessly with other AccountMate modules so all transactions affecting your bank balance are displayed together.



Reconcile Bank Account Function

Manage Bank Accounts

Set up an unlimited number of bank accounts and indicate which currency is used for each account. You can also set the starting check and deposit numbers for each account, define each account's maximum check amount, and specify which bank accounts will be used for Accounts Payable and Accounts Receivable/ Sales Order functions. You can also set up each bank account's beginning statement balances, making it easier for you to record bank account balances in place before you started using AccountMate.



01/20/04 06:36:50 PM National Office Supply, Inc. Page 1 of 1
Printed By: Supervisor

Transaction Code Listing

Transaction Code	Description	Transaction Type	ReqChk/Dep #	Active
CHARGES	Bank Finance Fees and Charges	Disbursement	No	Yes
CHECKBOOK	Cost of Checkbooks	Disbursement	No	Yes
COLLECTION	Wire Transfers from Customers	Receipt	Yes	Yes
INTEREST	Bank Interest Income	Receipt	No	Yes
LOAN	Montly Payment of Long Term Debt	Disbursement	Yes	Yes
TRANSFER	Fund Transfer	Transfer	No	Yes

Report: 6 Record(s)

CRITERIA

Detail Report Sorted by Transaction Code

Specific Option(s):
1.) Active and Inactive Transaction Codes

Transaction Code Listing - Report Preview

Record Bank Transfers

Record transfers between two bank accounts (e.g. wire transfers) that are not entered through other modules. You can also transfer funds from one bank account to another using a different currency.

Transaction Code Set Up

You have the flexibility to set up transaction codes in order to classify transactions by type; thus allowing you to easily identify the nature of the transaction entered (e.g., to differentiate between charges for returned checks and monthly service fees). Transaction codes can also define whether a check or deposit number must be entered for the transaction.

Currency Codes

Currency codes can be set up for each foreign currency used to transact business. These codes can be assigned to bank accounts, vendors and customers to ensure the proper currency is used. Exchange rates can be updated at any time and can be overwritten for most transactions.

Bank Routing Codes

Electronic bank routing codes for each bank account can be defined. These codes are used by the Electronic Funds Transfer Agency (EFTA) to process transactions related to the bank accounts.

Quickly Generate Recurring Transactions

Templates can be set up for recurring disbursements, deposit receipts and transfers that are not entered through other modules; and can be scheduled to happen on a specific cycle, i.e. weekly, monthly, quarterly, or yearly.

Record Checks and Other Disbursements

Record checks and other disbursements (e.g., bank fees and loan payments automatically deducted from accounts) not entered through other modules.

Record Deposits and Other Receipts

You can record deposits and other receipts (e.g., bank interest and automatic customer payments) not entered through other modules.

Cut-off Date for Purging Old Data

You can maintain bank reconciliation data for an unlimited number of years, or specify dates for purging data. Separate cut-off dates can be entered for disbursements, receipts and bank transfers.

Reports

A wide variety of reports provides you with information required in the daily operation of your business. Quickly find out which checks, deposits and transfers have cleared and which have not; the status of each bank reconciliation; what recurring transactions have been generated; and what transaction codes and currency codes have been set up.

Integration with General Ledger, Accounts Payable, Accounts Receivable and Payroll Modules

Integration with the General Ledger module allows a temporary or permanent transfer of bank reconciliation transactions to the General Ledger through the Transfer Data to GL or Period-End Closing functions, respectively. You can also control whether or not a transaction will be transferred to the General Ledger.

Integration with the Accounts Payables module allows all checks recorded to automatically appear in the reconciliation for the related bank account. For ease of identification transaction descriptions and references are also shown in the Bank Reconciliation function. You can also choose whether or not to show vendor names as the payees associated with AP check amounts in the reconciliation.

Integration with the Accounts Receivable module enables all bank deposit information entered in Accounts Receivable module to be available in the Bank Reconciliation module. This saves time when reconciling bank accounts.

Integration with the payroll module allows all payroll checks to automatically appear in the reconciliation for the related bank account. For ease in identification transaction descriptions and references are also shown in the Bank Reconciliation function. You can also choose whether or not to show employee names as the payees associated with PR check amounts in the reconciliation.

AccountMate - Software That Fits
88 Rowland Way, Suite 350 | Novato, California 94945