



SAGE PFW

BANK BOOK

■ **CUSTOMIZATION**

Sage PFW is easily customized, not only within Bank Book, but also throughout the solution to fit the widely varying needs of today's businesses.

■ **MULTI-CURRENCY CAPABILITIES**

Extensive multi-currency capabilities, including instant conversion of foreign currencies to home currency and vice versa, give you the competitive edge to succeed in the global marketplace.

■ **ACCESS BUSINESS CRITICAL INFORMATION**

Empower your staff with vital information when they need it! Universal Notes and Attachments put critical information at your fingertips, improving customer satisfaction and increasing productivity.

■ **STREAMLINED INTEGRATION**

Seamless integration with other Sage PFW modules eliminates redundant data entry and automates your workflow, creating a fully integrated solution.

■ **SIMPLIFIED RECONCILIATION**

Bank Book integrates all your cash-related accounts and transactions for quick, organized reporting and reconciliation.

■ **FLEXIBLE PROCESSING**

Flexible processing and automation eliminates manual bank book processes, saves valuable time and frees you for more productive activities.

■ **INSIGHTFUL REPORTS**

Knowledge of your cash position provides the insight for strategic decision making. Real time status reports put this critical information at your fingertips whenever and wherever you need it.

Account Reconciliation By Document Date								
File Edit View Window Help								
MSMITH 07/18/01 07:37:16 PM								
	Doc	Orig	Date	Description	Natural Amt	Book Amount	Bank Amount	Uncleared
1	000001	BB	06/30/00	Note	9,000,000.00	9,000,000.00	9,000,000.00	0.00
2	000001	AR	06/30/00	DEPOSIT	204,750.00	180,896.63	180,896.63	0.00
3	044872	AR	06/30/00	DEPOSIT	1,548,270.30	1,548,270.30	1,548,270.30	0.00
4	001000	AP	07/08/01	ABC Advertising Co.	-21,450.00	-21,450.00	0.00	-21,450.00
5	001001	AP	07/08/01	Century Office Supply, Inc.	-2,220.00	-2,220.00	-2,220.00	0.00
6	001002	AP	07/08/01	Helix Corporation	-846,210.00	-846,210.00	-846,210.00	0.00
7	001003	AP	07/08/01	IDM Golf Co.	-420,059.00	-420,059.00	-420,059.00	0.00
8	001004	AP	07/08/01	Irvine Telephone & Utilities	-15,180.00	-15,180.00	-15,180.00	0.00
9	001005	AP	07/08/01	North Consulting Group	-4,040.00	-4,040.00	-4,040.00	-36.00
10	001006	AP	07/08/01	So. Cal. General Properties	-51,400.00	-51,400.00	-51,400.00	0.00
11	001007	AP	07/08/01	United Parcel Service	-2,600.00	-2,600.00	-2,600.00	0.00
12	032241	AR	07/15/01	Deposit	250.38	250.38	0.00	250.38

Key	Description	Last Rec Amount	Uncleared Trans
Cash Acct	1000-000 Checking - General	0.00	-21,235.62
Acct Curr	U.S. Dollars	Opening Balance	9,387,493.93
Tran Curr	U.S. Dollars	Cleared Debits	Bank Stmt Balance 9,387,457.93
		Cleared Credits	Total Discrepancy -36.00

Demo Golf, Inc.

A critical consideration weighed into nearly every business decision and all too often the one you know the least about at any given moment—is your cash position. Sage PFW Bank Book makes it easy to determine your cash position and reconcile your books. As a true sub-ledger to the general ledger, it integrates all your cash transactions into a single system for reconciliation. Transferring funds between cash accounts and adjusting and entering miscellaneous cash transactions has never been easier. In addition to providing quick access to your cash position, Bank Book also generates insightful cash balance reports for all accounts or select accounts. Account balances can be instantly viewed in detail or in a summary recap of cash receipts and disbursements. By comparing your current cash receipt position with projected cash receipts, Bank Book can provide the insight for appropriate investment and financial strategies.

From developing innovative products that anticipate our customers' changing needs to providing award-winning customer support, we are dedicated to surpassing expectations in all aspects of our business. Rest assured our software is supported by a nationwide network of specialists who are your resource for implementation, training, service and support. For more information about Sage PFW and to reach a higher level of performance and profitability, please contact your local business partners, or call us directly toll free at 1-888-473-5135. You may also visit our Web site at: www.sagesoftware.com or e-mail us at: sagepfwinfo@sage.com



Sage PFW

Bank Book

"We're probably not even using Platinum for Windows to its fullest potential. And it still does everything we want!"

Jeff Kogel, CPA and Director
Costello Property Management, Ltd.

FEATURES

Customization

The Bank Book module can be easily customized to your business processes for maximum functionality and efficiency, ensuring consistent system use and reducing training requirements. Unique customization templates enable you to remove, rename, require or prevent entry, and set minimum/maximum numeric ranges for any entry field. Additionally, you can hide screen tabs that are not required in your business and even create your own field level help. These are just a few of the possibilities that will set productivity soaring throughout your organization.

Multi-currency Capabilities

Take control of the global marketplace with robust multi-currency capabilities including instant conversion of foreign currencies to home currency (and vice versa) and calculation of gains and losses accrued through currency exchange. For maximum versatility, it also accommodates multiple bank accounts in an unlimited number of currency types. Sage PFW Multi-currency Manager module empowers you to transcend many of the operational challenges of global enterprise.

Access Business Critical Information

Proactively maintain proper audit trails on your journal entries down to the line item level. In cases where the bank information was downloaded from the Web or requires more information, you can attach supporting documents and then launch that document for viewing right from the journal entry screen. This ensures that each journal entry can be validated even if the person making the entry is not readily available. Sage PFW version 5.2 Universal Notes and Attachments functionality provides insight into your bank book journal entries and much more. Since this functionality is available throughout Sage PFW, the possibilities are virtually unlimited.

Streamlined Integration

Streamlined integration with Sage PFW modules such as Accounts Receivable, Accounts Payable and Standard or Premier Ledger further simplifies work processes, eliminates redundant entry efforts, and reduces errors. When bank fees, adjustments and cash transfers are entered in Bank Book, they automatically post into your general ledger. Payroll data may also be imported from Abra or various payroll systems.

Simplified Reconciliation

Sage PFW Bank Book is your central clearinghouse for cash management, simplifying reconciliation so you are always armed with the most accurate and comprehensive financial information. Through Account Reconciliation, all cash transactions (from fully integrated Sage PFW modules and Bank Book Journal Entry) are compared to the transactions listed on your bank statement. For ease of comparison, the transactions are sequenced in the same order in which they are listed on your bank statement; that is, either by document date or document number. As you compare the transactions listed in your bank statement to those listed on the screen, you indicate those which are accounted for in both places. You can use the Reconcile Line option to have the system clear a line by duplicating the line's book amount, or the Auto Reconcile option to reconcile all lines.

Flexible Processing

Sage PFW Bank Book can be easily tailored to your business processes for maximum functionality. For example, you can define categories for transfers between accounts, corrections and adjustments, bank fees, deposits and withdrawals, interest charges and loan payments—each with an associated general ledger account. Transactions can then be referenced and grouped by category. When you select a category during transaction entry, the description and general ledger account are automatically entered, simultaneously increasing efficiency and reducing errors. Bank Book automates time-consuming manual cash management processes such as reconciliation and general ledger posting, so you can concentrate on more important tasks.

Insightful Real Time Status Reports

To make critical business decisions you need to have accurate and immediate knowledge of your cash position. The Cash Balance report provides access to your current cash position for each defined cash account in any currency, at any time—all without having to manually finalize sub-ledgers or update your Bank Book module with cash receipts and disbursements. The Reconciliation Report lists outstanding checks or deposits in-transit and the Distribution Report automatically generates entries when there is a different buy/sell rate from the exchange rate file. In addition, all reports may be performed on a trial basis for review purposes without altering any records. Bank Book makes it easy to stay in the know, even when you're on the go.