



Keeping an accurate tab on your cash flow is an essential part of managing your business. AccountMate's Bank Reconciliation module provides a convenient way to handle this process. With this module, you can record miscellaneous disbursements, receipts and bank transfers that are not logged in other AccountMate modules. You can specify which transactions have cleared the bank and reconcile your book entries with the bank statements. You can set up and update bank accounts and specify the currency in which transactions will be recorded for each one. You can quickly view your current bank account balance, the last reconciled bank statement balance and the total amount of unreconciled bank transactions. This keeps you well informed about your company's real-time cash position.

## AccountMate Enterprise 2026

### Bank Reconciliation Module

#### Manage Bank Accounts

Set up an unlimited number of bank accounts and specify the currency in which transactions are recorded for each one. You can also set the next check and/or electronic payment number for each bank account and define the maximum check amount that can be issued in a single check. You can further specify which bank accounts can be used in payroll, accounts payable, and accounts receivable/sales order transactions. You can set a bank account record to inactive to restrict the use of retired bank accounts in transactions.

*Bank Account Maintenance – Information Page*

#### Maintain Bank Account and Branch Information

You can record the account number and routing number for each bank account. For security purposes, the account number is encrypted in the database. Only the last 4 digits of the account number are displayed on the screen and reports for users who do not have the requisite access rights. If using blank check stock or deposit advice, you can enter the branch number and address for the bank branch where you maintain the account. This information will be used when printing checks or generating ACH (Automated Clearing House) files from the integrated Accounts Payable, Accounts Receivable, and Payroll modules.

#### Quickly Determine Real Time Cash Position

AccountMate displays the current book balance and previous statement balance (i.e., from the last completed bank reconciliation) for each bank account. It also shows the total unreconciled amount with the ability to drill down to a screen that displays details of unreconciled transactions grouped into debits and credits. These features give you a better grasp of your company's real-time cash position to manage your financial resources more effectively.



## **Set Access Restrictions to Bank Accounts**

You can restrict access to specific bank accounts to selected authorized users only. Restricted users can neither access that bank account record in Bank Account Maintenance nor use it in transactions. This helps ensure that only authorized users can view or record transactions for specific bank accounts.

## **Comes with ISO-standardized Currency Codes**

AccountMate comes with the standard ISO-based currency codes already available in the system. Just set the currency code status to 'Active' and it can be used in transactions. You can still create your own currency codes, if needed.

## **Maintain Multiple Exchange Rates**

You can enter exchange rates for any 2 currency codes that are active in the system, regardless of whether one of them is the company's home currency or not. This makes it easier to record bank transactions between two foreign currency bank accounts. Each exchange rate requires an Effective Date, which allows you to maintain an unlimited number of exchange rate records to use in transactions.

## **Record Transactions in Foreign Currency**

If you have foreign currency bank accounts, you can assign the appropriate foreign currency code to a bank account record. All transactions recorded in AccountMate for that bank account will be in the foreign currency, which facilitates reconciliation with the bank statement. The system uses the exchange rate with an effective date that falls on or before the transaction date to convert foreign currency transactions into home currency amounts that will be used in the journal entries that will be posted to the General Ledger.

## **Set Up Unlimited Transaction Codes**

Set up transaction codes to classify transactions by type. This allows you to readily identify the nature of the transaction (e.g., differentiate between charges for returned checks and monthly service fees) and its effect on your bank account balance.

## **Support Multiple Distribution Accounts**

You can assign multiple GL account IDs to each transaction code and to each disbursement or receipt transaction that is recorded in this module. When setting up transaction codes, you can define alternate GL account IDs that can be used and have the option to assign 0% distribution to all or selected GL account IDs. AccountMate uses the reference accounts in the transaction code as the default GL distribution that you can overwrite for each transaction. Use this feature to distribute the receipt or disbursement among various reporting segments (e.g., department, division, location, etc.) that benefit from the transaction.

## **Record Receipts, Disbursements, and Bank Transfers**

You can record in the Bank Reconciliation module those receipts (e.g., bank interest) and disbursements (e.g., monthly bank fees) not entered in other modules. You can also record fund transfer transactions between two bank accounts that have the same currency or different currencies.

## **Quickly Generate Recurring Transactions**

Templates can be set up for recurring disbursements, receipts, or bank transfers that are scheduled to occur in a specific cycle. These templates can be set to recur at different intervals with a defined limit to the number of recurring cycles and/or a recurring end date. This saves you time and reduces data entry errors.

## **Easy Bank Reconciliation**

Enter summary information from the bank statement such as the ending statement balance, total check and disbursement amount, and total deposit and receipt amount that have cleared during the statement period. AccountMate will show you the net amount to be reconciled. Easily match the bank statement data with the detailed information in AccountMate using the various transaction filters that are provided in the selection criteria.



For example, you can set AccountMate to display only the check transactions to reconcile them with the checks that are listed on your bank statement. You can also change the way data is sorted on the screen to make it easier to find the records that you want to reconcile. You can sort the transactions by amount, transaction # or transaction date. To reconcile transactions, simply mark the checkbox for the AccountMate checks, disbursements, deposits, receipts, incoming transfers, and outgoing transfers that appear on the bank statement.

## **Generate Positive Pay File for Fraud Protection**

AccountMate lets you generate an electronic file (positive pay file) that you can send to your bank. This electronic file lists the accounts payable checks and payroll checks you issued. Arrangements can be made with your banks to honor only the checks listed in the positive pay file. This is a most effective tool to help protect your company against check fraud.

## **Print Bank Reconciliation Report for Any Statement Period**

AccountMate retains each month's bank reconciliation data even after you have moved on to a new bank statement period. This allows you to print the Bank Reconciliation Report for the current or any prior statement period that can be sent to banks, accountants, auditors, and other interested parties. This report shows summary information about the bank reconciliation as well as details about the transactions that have cleared, deposits that are still in transit and outstanding checks at the end of the specified bank statement period.

## **Integration with Other Modules**

- Integration with the General Ledger module allows you to post journal entries for bank transactions.
- Integration with the Accounts Payable, Accounts Receivable, and Payroll modules allow all recorded checks, electronic payments, and deposits to be available during reconciliation of the related bank account. This allows users to reconcile all the bank account's transactions in one place. To facilitate this process, transaction descriptions and references are displayed on the bank reconciliation screen.

## **Other Features**

- Generate reports showing the status of all checks, disbursements, deposits, receipts, bank transfers, and recurring transactions recorded in AccountMate.
- Generate real-time reports showing reconciled and outstanding bank transactions and transactions that are still in transit