



Conner Ash P.C. and AccountMate Software

Simplify Your Fund Accounting

May 21, 2015



CONNER ASH P.C.

Certified Public Accountants
and Business Consultants

Experience Conner Ash

DISCOVER THE DIFFERENCE

About Conner Ash P. C.

- Conner Ash is one of the top 20 public accounting firms in St. Louis with 30+ team members
- The firm is large enough to specialize in many areas, but small enough to provide the type of personal attention you might expect of a small firm



CONNER ASH P.C.

Certified Public Accountants
and Business Consultants

Experience Conner Ash

DISCOVER THE DIFFERENCE

About Conner Ash P. C.

- We have been serving a wide variety of not-for-profit and commercial clients for more than 80 years
- The Fund Accounting needs of our not-for-profit clients are not always met by their current software. AccountMate's Fund Accounting capabilities make it a perfect product for our current and prospective client.



Team Members

- Both Sue Deters and Suzanne Watson have over 20 years experience supporting accounting systems
- Our primary goal is to empower users to be self-sufficient and get the most out of their accounting software



CONNER ASH P.C.

Certified Public Accountants
and Business Consultants

Experience Conner Ash

DISCOVER THE DIFFERENCE

In Summary

Going 'above and beyond' for each of our clients is not just a saying, it's what we do!



CONNER ASH P.C.
Certified Public Accountants
and Business Consultants

Experience Conner Ash
DISCOVER THE DIFFERENCE

Contact Us

Sue Deters

Email: sdeters@connerash.com

Suzanne Watson

Email: swatson@connerash.com

Phone: (314) 205-2510

www.connerash.com



CONNER ASH P.C.
Certified Public Accountants
and Business Consultants

Experience Conner Ash
DISCOVER THE DIFFERENCE

AccountMate



AccountMate Software Corporation

A Presentation on Fund Accounting
with Conner Ash, P.C.



Mission

- AccountMate provides cutting edge financial and business management software as a foundation to provide flexible and customized solutions to meet the needs of small and medium-sized businesses.



Company Overview

- Founded in 1984
- Privately owned and operated
- Headquartered in Northern California
- Development & Support in Philippines
- 43 employees (26 in Product Dev & Support)
- 145,000 users, 50 countries, 200 industries
- 200+ Business Partners & Developers
- Markets: Wholesale Distribution, Light Manufacturing, Services, Non-for-Profit

Strengths

- 30+ years of experience serving small to medium-sized businesses
- Experienced and diverse Business Partner channel
- Proven longevity of our software applications through
 - Regularly scheduled product releases and updates
 - Source Code for modifications
 - Integration with best-of-breed applications

Available Modules

➤ Financial

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Consolidated Ledger
- General Ledger
- Payroll
- Purchase Order
- Sales Order

➤ Inventory

- Inventory Control
- Item Specification
- Kitting
- Lot Control
- Manufacturing
- Price Control
- RMA

Complete Business Process Management



NFP References

United Way

- Over 50 chapters in the U.S. use AccountMate software to meet fund accounting requirements.



Chicago Lighthouse for the Blind

- Contract Management Services and Call Center Divisions use AccountMate to manage accounting and customer-facing operations.



F.A.C.E.

- Not-for-profit alcohol and drug rehab organization markets services more efficiently using AccountMate and INFOtrac CRM.



Fund Accounting Features

- Funding Segment to Chart-of-Accounts
- Posting into prior periods
- Unlimited number of temporary, restricted, & unrestricted funds
- Multiple AP & GL account ID's for AP invoices
- Eight available fund types
- Specific fund accounting reports and statements
- Automatic inter-fund balancing option
- Unlimited number of years of account balance history

What to Remember

AccountMate's accounting and business management software has the ability to work with your unique business processes. The mechanics of the software are modifiable so your system can be adapted to any business situation and evolve as your company evolves.

AccountMate



AccountMate Software Corporation

Product Demonstration

Lorraine Nichols, Application Specialist



Fund Accounting

Welcome to the AccountMate 9

Fund Accounting Demo

Session Outline

- Fund Accounting Setup
- Fund Accounting Features in the GL Module
- Fund Accounting Features in Other Modules
- Multiple AP/Multiple Cash Feature

Fund Accounting Setup

- Create Company
- Set up GL Module

Fund Accounting Setup

- Create Company
 - Enable Use for Non-Profit (Fund Accounting) feature
 - Add a fund segment

A Add Company ✕

Use for Non-Profit Organization (Fund Accounting)

GL Account Segment Definition

	Description (ID)	Length	Type	Major	Fund
1.	Fund	2	Numeric	<input type="radio"/>	<input checked="" type="radio"/>
2.	Account #	6	Alphanumeric	<input checked="" type="radio"/>	<input type="radio"/>
3.	Dept/Project	0	Numeric	<input type="radio"/>	<input type="radio"/>
4.		0	Numeric	<input type="radio"/>	<input type="radio"/>
5.		0	Numeric	<input type="radio"/>	<input type="radio"/>
6.		0	Numeric	<input type="radio"/>	<input type="radio"/>
7.		0	Numeric	<input type="radio"/>	<input type="radio"/>
8.		0	Numeric	<input type="radio"/>	<input type="radio"/>
9.		0	Numeric	<input type="radio"/>	<input type="radio"/>

Fund Accounting Setup

- Set up GL Module
 - Fund Accounting Setup tab

The screenshot shows the 'GL Module Setup' window with the 'Fund Accounting Setup' tab selected. The window title is 'GL Module Setup' and it has standard Windows window controls. The tabs are 'General', 'Transfer Restrictions', 'Account Categories', 'Cash Flow Captions', and 'Fund Accounting Setup'. The 'Fund Accounting Setup' tab is highlighted with a red box. The settings include:

- Enable Automatic Interfund Balancing
- Default Fund Balance Account:
 - Unrestricted / Default: 01-300100-000, Unrestricted Fund
 - Temporarily Restricted: 10-310100-000, Temporarily Restricted Fund
 - Permanently Restricted: 20-310100-000, Temporarily Restricted Fund
- Statement of Activities Report Format:
 - Stacked Net Asset Group
 - Side-by-Side Net Asset Group
 - Standard (Stacked) Two-Part Statement
 - Alternate (Side-by-Side) Two-Part Statement
- Use Schedule of Changes Report
- Use Summary Statement Report

Fund Accounting Setup

- Set up GL Module
 - Fund Accounting Setup tab
 - Create Fund segment values

The screenshot shows the 'Account Segment Values Maintenance' window. The window title is 'Account Segment Values Maintenance'. The toolbar includes 'Update', 'Delete', 'Copy', 'Clear', and 'Close' buttons, along with a 'By' dropdown menu set to 'Segment Value' and navigation arrows. The main form area contains the following fields:

Segment ID	Fund
Segment Value	01
Description	Unrestricted Fund - General

Below these fields are two tabs: 'Major Segment Default Setup' and 'Fund Segment Default Setup'. The 'Fund Segment Default Setup' tab is active and contains the following fields:

Fund Type	G General Operating Fund
Fund Balance Account ID	01-300100-000
Interfund Balance Account ID	01-190100-000
	Due To / Due From

Fund Accounting Setup

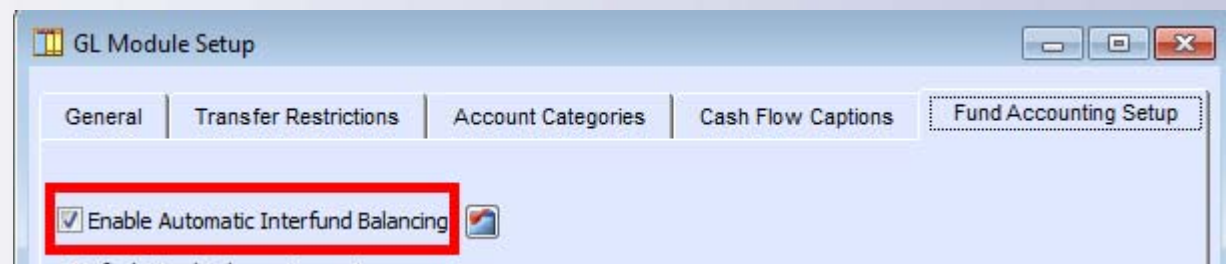
- Set up GL Module
 - Fund Accounting Setup tab
 - Create Fund segment values
 - Create Chart of Accounts

The screenshot shows the 'Chart of Accounts Maintenance' window. The 'Account ID' is '01-300100-000' and the 'Description' is 'Unrestricted Fund'. The 'Information' tab is selected, showing fields for 'Account Group ID' (F3000), 'Cash Flow 1' (Capital Stock), 'Cash Flow 2', and 'Ratio Group'. The 'Status' is 'Active' and the 'Create' date is '10/31/10'. There are radio buttons for 'Typical Entry' (Debit/Credit) and 'Account Type' (Posting/Allocation). There are also checkboxes for 'Auto Distribute', 'Transfer as Summary' (Accounts Payable, Accounts Receivable, Return Authorization, Payroll, Bank Reconciliation, Manufacturing, Inventory Control), and 'Cash Account'.

Field	Value
Account ID	01-300100-000
Description	Unrestricted Fund
Account Group ID	F3000
Cash Flow 1	Capital Stock
Cash Flow 2	
Ratio Group	
Status	Active
Create	10/31/10
Typical Entry	Credit
Account Type	Posting
Auto Distribute	<input type="checkbox"/>
Transfer as Summary	<input type="checkbox"/> Accounts Payable <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Return Authorization <input type="checkbox"/> Payroll <input type="checkbox"/> Bank Reconciliation <input type="checkbox"/> Manufacturing <input type="checkbox"/> Inventory Control
Cash Account	<input type="checkbox"/>

Fund Accounting Setup

- Set up GL Module
 - Fund Accounting Setup tab
 - Create Fund segment values
 - Create Chart of Accounts
 - Enable Automatic Interfund Balancing feature



Fund Accounting Features in the GL Module

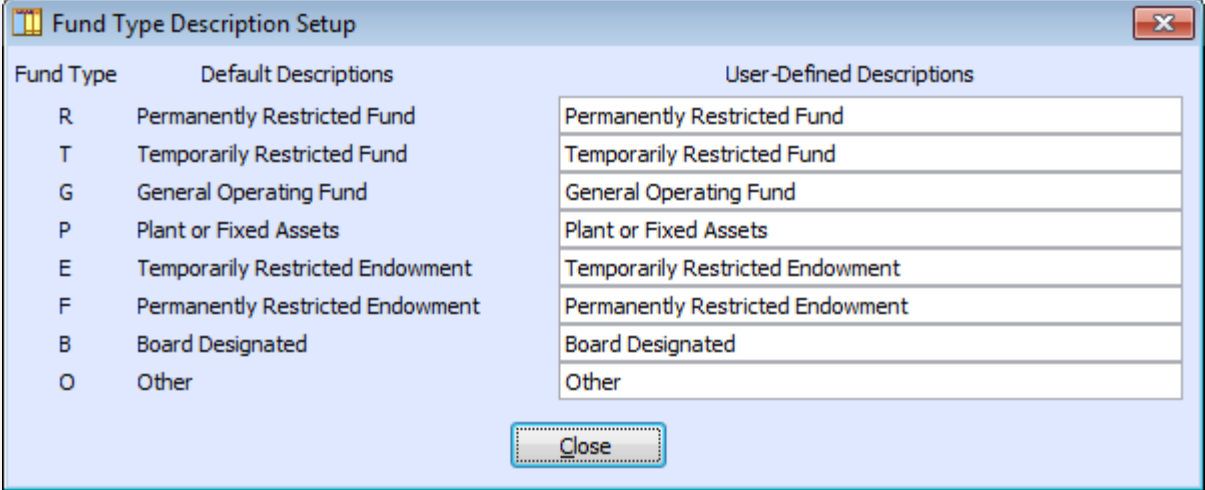
- Ability to set up various Fund Types
- Ability to customize Fund Types description
- Automatic Interfund Balancing
- Various Fund Reports
- GL Listing shows Due To/Due From details

Fund Accounting Features in the GL Module

- Ability to set up various Fund Types
 - Permanently Restricted Fund
 - Temporarily Restricted Fund
 - General Operating Fund
 - Plant or Fixed Assets
 - Temporarily Restricted Endowment
 - Permanently Restricted Endowment
 - Board Designated
 - Other

Fund Accounting Features in the GL Module

- Ability to customize Fund Types description



Fund Type	Default Descriptions	User-Defined Descriptions
R	Permanently Restricted Fund	Permanently Restricted Fund
T	Temporarily Restricted Fund	Temporarily Restricted Fund
G	General Operating Fund	General Operating Fund
P	Plant or Fixed Assets	Plant or Fixed Assets
E	Temporarily Restricted Endowment	Temporarily Restricted Endowment
F	Permanently Restricted Endowment	Permanently Restricted Endowment
B	Board Designated	Board Designated
O	Other	Other

Close

Fund Accounting Features in the GL Module

- Automatic Interfund Balancing Feature
 - AccountMate automatically generates the interfund (Due To/Due From) journal entries
 - Ensures that all funds are in balance

Fund Accounting Features in the GL Module

- Fund Reports
 - Fund Statement
 - Revenue and Expense Statement
 - Selective Accounts Classification
 - Statement of Financial Position
 - Statement of Activities
 - Summary Statement
 - Schedule of Changes Report

Fund Accounting Features in the GL Module

- Other Key Reports
 - General Ledger Listing
 - Chart of Accounts Reports
 - Budget Reports
 - Cash Receipts and Disbursements

Fund Accounting Features in the GL Module

➤ General Ledger Listing

The screenshot displays the 'General Ledger Listing' window in AccountMate. The interface includes a toolbar with options like 'Preview', 'Print', 'Printer', 'Export', 'Email', 'Notes', 'Batch', and 'Close'. The 'Macro' is set to 'SYSTEM DEFAULT'. On the left, the 'Type' section has 'Detail' selected, with 'Subtotal' and 'Grand Total' as options. The 'Sort By' dropdown is set to 'Fund'. Below that, there are checkboxes for 'Individual Fund' and 'Report Header' (with 'Include Time' and 'Include Printed By' checked). The main 'Criteria' section has columns for 'All', 'From', and 'To'. It includes dropdowns for 'Fund', 'Account #', and 'Dept/Proj', each with a search icon. The 'Period Range' is set to '2015' and 'May 15', with a 'Specific Period' dropdown. At the bottom, there are checkboxes for 'Include Accounts With No Transaction', 'Include Zero Balance Accounts', 'Each Account on New Page', and 'Ignore Summary Settings'.

Fund Accounting Features in the GL Module

- GL Listing
 - Shows breakdown of Due To/Due From entries (interfund balancing entries) per fund

AccountID: 01-190100-000		Description: Due To / Due From		Balance:	-3,000.00	
<u>Batch#</u>	<u>Src Date</u>	<u>Master/Ref#</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Feb12:						
10001	GL 02/02/12		Due from other funds (Auto)		1,000.00	-1,000.00
	Interfund: 02 (Due to)					
10002	GL 02/03/12		Due from other funds (Auto)		2,000.00	-3,000.00
	Interfund: 03 (Due to)					
Interfund Total: 02			-1,000.00		3,000.00	-3,000.00
	03		-2,000.00			
			<u>-3,000.00</u>			

Fund Accounting Features in the GL Module

➤ Chart of Accounts Reports

The screenshot displays the 'Account Listing' window with the following configuration:

- Macro:** SYSTEM DEFAULT
- Type:** Detail, Subtotal, Grand Total
- Sort By:** Fund
- Individual Fund:** (with search icon)
- Report Header:** Include Time, Include Printed By
- Criteria:**

	All	From	To
Fund	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Account #	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Dept/Proj	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Create Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> [Range]

 - Active and Inactive GL Accounts
 - Active GL Accounts Only
 - Inactive GL Accounts Only
 - Show Cash Flow 1 & 2
 - Show Ratio Group

Fund Accounting Features in the GL Module

➤ Budget Reports

The screenshot shows the 'Budget Maintenance' window with the following details:

- Window Title:** Budget Maintenance
- Toolbar:** Save, Delete, Copy, Clear, Close, Export, Import
- Fields:**
 - Budget ID: MAY15
 - Description: May 2015
 - Budget Year: 2015
- Update Options:**
 - Individual Account Update (selected)
 - Multiple Account Update
- Update Source:**
 - Other Budget ID
 - Actual Balances
 - Current Budget
- Source Budget ID:** [Empty field]
- Actual Bal. Year:** 2014
- % Change (+/-):** 0.00
- Checkboxes:**
 - Allow to Overwrite Existing Budget
 - Include Zero Balance Accounts
 - Use Account Filters
- Button:** Start Update

Fund Accounting Features in the GL Module

➤ Budget Reports

05/20/2015 02:55:19PM
Printed By: Tech Support 02

SampleFund Company

Page 1 of 2

Budgeted Revenue and Expense Statement for Fund [Unrestricted Fund - General]

May 15 Actual vs Budget ID [MAY15] (Year 2015)

	Period-to-Date				Year-to-Date			
	Actual	Budget	Difference	%Diff	Actual	Budget	Difference	%Diff
Total Receipts:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Fund Raising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Gross Revenue *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Grant & Distrib Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Related Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Personnel Related Expenses:								
Non-Personnel Expense								
01-700100-000 Office Supplies -Gen	600.00	0.00	600.00	0.00	600.00	0.00	600.00	0.00
Total Non-Personnel Expense	600.00	0.00	600.00	0.00	600.00	0.00	600.00	0.00
Total Non-Personnel Related Expenses:	600.00	0.00	600.00	0.00	600.00	0.00	600.00	0.00
Total Miscellaneous Expenses:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses 1,2 & 3	600.00	0.00	600.00	0.00	600.00	0.00	600.00	0.00
*Revenue from Operations *	(600.00)	0.00	(600.00)	0.00	(600.00)	0.00	(600.00)	0.00
Other Receipts:								
Program Services - Government								
01-500400-000 Medicare/Medicaid Payments	0.00	0.00	0.00	0.00	0.00	3,450.00	(3,450.00)	(100.00)
Total Program Services - Government	0.00	0.00	0.00	0.00	0.00	3,450.00	(3,450.00)	(100.00)
Total Other Receipts:	0.00	0.00	0.00	0.00	0.00	3,450.00	(3,450.00)	(100.00)
Total Other Costs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenses:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Net surplus ->deficit-> *	(600.00)	0.00	(600.00)	0.00	(600.00)	3,450.00	(4,050.00)	(117.39)
Net Income	(600.00)	0.00	(600.00)	0.00	(600.00)	3,450.00	(4,050.00)	(117.39)

Fund Accounting Features in Other Modules

- **GL Transfer Report**
 - Ability to sort the report by Fund + GL Account ID
 - Ability to filter the report by Fund

Fund Accounting Features in Other Modules

- GL Transfer Report

The screenshot shows the 'GL Transfer Report' window in AccountMate. The window title is 'GL Transfer Report' and it has standard Windows window controls (minimize, maximize, close). The 'Macro' is set to 'SYSTEM DEFAULT'. The toolbar includes buttons for 'Preview', 'Print', 'Printer', 'Export', 'Email', 'Notes', 'Batch', and 'Close'. The 'Type' section has three radio buttons: 'Detail' (selected), 'Subtotal', and 'Grand Total'. The 'Sort By' section has a dropdown menu set to 'Fund + GL Acct ID'. The 'Criteria' section has a table with columns 'All', 'From', and 'To'. The 'Fund' row has 'All' in the 'All' column and empty fields in 'From' and 'To'. The 'GL Account ID' row has 'All' in the 'All' column and '-' in 'From' and 'To'. The 'Vendor #' row has 'All' in the 'All' column and empty fields in 'From' and 'To'. The 'Transaction Date' row has a checked checkbox, two date input fields, and a '[Range]' dropdown. There is also an 'Individual Fund' checkbox and a search field. The 'Report Header' section has two checked checkboxes: 'Include Time' and 'Include Printed By'. There is also an 'Ignore Summary Settings' checkbox.

Macro: SYSTEM DEFAULT

Preview Print Printer Export Email Notes Batch Close

Type

Detail
 Subtotal
 Grand Total

Sort By

Fund + GL Acct ID

Individual Fund

Report Header

Include Time
 Include Printed By

Criteria

	All	From	To
Fund	All		
GL Account ID	All	-	-
Vendor #	All		
Transaction Date	<input checked="" type="checkbox"/>	//	// [Range]

Ignore Summary Settings

Multiple AP/Multiple Cash Feature

- Feature and Benefits
- Setup
- Sample transaction involving multiple A/P and multiple cash

Multiple AP/Multiple Cash Feature

- Feature and Benefits
 - Authorized users can assign a unique A/P account to each fund. When an invoice is recorded, AccountMate will use the A/P account assigned to the fund associated with each GL distribution account that is used in the invoice.
 - Authorized users can assign a unique cash account to each fund. When a payment is recorded, it can be posted to several different cash accounts depending on the funds that were charged for the AP invoice.

Multiple AP/Multiple Cash Feature

- Results in fewer interfund entries to reconcile
- Makes it easier to determine the A/P account balance by fund at any given time
- Makes it easier to determine each fund's share in the cash account balance at any given time

Multiple AP/Multiple Cash Feature

- Setup
 - Activate the Multiple AP/Multiple Cash feature in AP Module Setup

AP Module Setup

General (1) | General (2) | 1099 Setup | Printing | GL Accounts

Period-End Closing

Current Period: 2012 | Jan 12

Date Range: 01/01/12 to 01/31/12

Purge Invoices With Dates Before: //

Purge Checks With Dates Before: //

Multiple Distribution by Fund

- Multiple Payable Account
- Multiple Cash Account

Multiple AP/Multiple Cash Feature

- Set up AP, Cash, and Finance Charge Account ID for each Fund segment in Segment Values Maintenance

Account Segment Values Maintenance

Update Delete Copy Clear Close By Segment Value

Segment ID Fund
Segment Value 01
Description Unrestricted Fund - General

Major Segment Default Setup Fund Segment Default Setup

Fund Type G General Operating Fund

Fund Balance Account ID 01-300 100-000
Unrestricted Fund

Interfund Balance Account ID 01-190 100-000
Due To / Due From

Accounts Payable Account ID 01-200 100-000
Accounts Payable

Cash Account ID 01-100 100-000
Checking -Operating

Finance Charge Account ID 01-730 100-000
Interest Expense -Gen

Multiple A/P (sample transaction)

AP Invoice Transactions

Save Void Copy Clear Close

Post AP Invoice Vendor # 01-ABLE Company Able Merchandising

Information GL Distribution Activity Vendor NotePad

		Amount
Accounts Payable	- -	1,500.00
Prepayment	01-140200-000	Prepaid Expenses 0.00
Nonpayment	01-210100-000	Miscellaneous Payable 0.00
Invoice Amt		1,500.00

GL Distribution Accounts	Account Description	Amount	Line Item Description
01-700100-000	Office Supplies -Gen	900.00	
02-700100-000	Office Supplies -Gen	375.00	
03-700100-000	Office Supplies -Gen	225.00	

Multiple AP Distribution

AP Account	Account Description	Distribution Amount
01-200100-000	Accounts Payable	900.00
02-200100-000	Accounts Payable	375.00
03-200100-000	Accounts Payable	225.00

Multiple Cash (sample transaction)

Post Handwritten Check

Save Void Copy Clear Close

Vendor # 01-ABLE
 Company Able Merchar
 Address 6200 Lincoln
 City Santa Rosa
 State CA
 Phone 707-456-310

Invoice #	AP Account	Account Description	Distribution Amt	Finance Charge	Net Amount	Apply Amt
0201	01-200100-000	Accounts Payable	900.00	0.00	900.00	0.00
051212	02-200100-000	Accounts Payable	375.00	0.00	375.00	0.00
1	03-200100-000	Accounts Payable	225.00	0.00	225.00	0.00
123						
1234						
12345						
AB-010711-101						

Multiple Payment Dist...

Terms 0.00%
 Discount Date 07/23/12
 Due Date 07/23/12
 Sugg Discount 0.00

Multiple Payment Distribution

Invoice #	Date	Curr	Invoice Amt	Balance	Apply Amt	Apply Disc	Apply Adj	Unapply Bal
12345	07/23/12	USD	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00

OK

Total Distribution Amount	1,500.00	Total Paid	0.00	Total Apply Amt	0.00
Total Finance Charge	0.00	Total Committed Disc	0.00	Total Apply Disc	0.00
		Total Committed Adj	0.00	Total Apply Adj	0.00
				Total Apply Prepaid	0.00
				Total Nonpayment	0.00
		Inv Net Amount	1,500.00	Total Unapply Bal	1,500.00
		Committed Disc	0.00		

Multiple AP/Multiple Cash Feature

07/23/12 03:06:00 PM

Fund Company with Multiple AP/Cash

Page 1 of 1

Printed By: Supervisor

AP Transfer to GL Report

<u>Invoice#</u>	<u>GL Account ID</u>	<u>Account Description</u>	<u>Date</u>	<u>Inv Ref/Check #</u>	<u>Inv Description/Pay To</u>	<u>Transfer Amt</u>	
Vendor#: 01-ABLE(Able Merchandising)							
12345	01-200100-000	Accounts Payable	07/23/12			-900.00	
12345	01-700100-000	Office Supplies -Gen	07/23/12			900.00	
12345	02-200100-000	Accounts Payable	07/23/12			-375.00	
12345	02-700100-000	Office Supplies -Gen	07/23/12			375.00	
12345	03-200100-000	Accounts Payable	07/23/12			-225.00	
12345	03-700100-000	Office Supplies -Gen	07/23/12			225.00	
12345	01-100100-000	Checking-Operating	07/24/12	Check# 100020	Able Merchandising	-900.00	
12345	01-200100-000	Accounts Payable	07/24/12	Check# 100020		900.00	
12345	02-100100-000	Checking-Operating	07/24/12	Check# 100020	Able Merchandising	-375.00	
12345	02-200100-000	Accounts Payable	07/24/12	Check# 100020		375.00	
12345	03-100100-000	Checking-Operating	07/24/12	Check# 100020	Able Merchandising	-225.00	
12345	03-200100-000	Accounts Payable	07/24/12	Check# 100020		225.00	
Vendor#: 01-ABLE Invoice #: 12345:12 Record(s)						Total for Vendor #: 01-ABLE Invoice#: 12345 :	0.00

Total for this Report : 0.00

Questions...

- Visit our website: www.accountmate.com for more information about our products.



Thank you.
Have a nice day!