



ELECTRONIC CHECKBOOK™



GP ENTERPRISE SYSTEMS, INC.

HOMEOWNERS ASSOCIATION MANAGEMENT  
Pro/AMS Electronic Checkbook

## Your Solution for Bank Account Management and Reconciliation

Enabling you to stay on top of your financial record-keeping

Managing multiple bank accounts can be challenging. It is easy to get bogged down in a paper trail each month as you try to balance your checkbook(s), often resulting in costly errors and wasted time. The Pro/AMS Electronic Checkbook provides you with a fully automated solution, eliminating the confusion and inaccuracies caused by manual management and reconciliation of multiple bank accounts.

The Electronic Checkbook is a component of the Pro/AMS System from GP Enterprise Systems, Inc. (GPE). Pro/AMS is a comprehensive management system customized for use by any type of association including condominiums, homeowners, communities and many others. A single entry system, the Electronic Checkbook eliminates the need for duplicate entries as all the different modules and options talk to each other to communicate information as needed. This means less data entry for you and more time to spend on the really important parts of your business.

### ▶ CHALLENGE

Keeping track of multiple bank accounts

### ▶ SOLUTION

Electronic Checkbook eases the management and reconciliation of multiple bank accounts.

### ▶ BENEFIT

Now you have a central place to manage all the bank accounts your company processes, enabling you to stay on top of your financial record keeping.

### PRODUCT HIGHLIGHTS

- Owner payments, NSF items, and vendor checks are posted automatically as part of your daily processing.
- Manual entries of miscellaneous items are automatically posted to the general ledger.
- A valuable reconciliation function and reconciliation reports by client ease the management of accounts for multiple associations.
- Integration with the rest of the GPE accounting software eliminates double entry of information.
- A simple menu function enables you to transfer money between accounts.
- Compatibility with Windows 98, NT, 2000, and XP, so you can use it on all of your computers.
- Network ready and scalable to meet your needs, making it the ideal system for two workstations or 200.



### PROVIDES QUICK, EASY ACCESS TO YOUR ACCOUNT INFORMATION

With the Electronic Checkbook, your financial transactions are automatically posted to your general ledger, eliminating double entry. Using display customization and one-button searching capabilities, you can then easily locate and review your account details.

- The Select Account screen shows the available cash balances in each account instantly.
- The Detail Transaction screens lets you view all the activity in an account, displaying the running balance in the Balance column.
- Checks are automatically posted to the electronic checkbook every time you print them.
- Owner payments are automatically posted to the checkbook every time you process them.
- Manual entry of miscellaneous items, such as interest and transfers, are automatically posted to the general ledger.

### ENABLES TIMELY REPORTING OF MANAGEMENT INFORMATION

Reconciliation functions assist you in keeping your books in order, enabling you to manage a virtually unlimited number of associations and their bank accounts.

- Reconciliation function lets you easily mark items cleared and notifies you when you're finished.
- Reconciliation report provides a detail of the current reconciliation, including cleared items, outstanding items, statement balance, and check book balance.
- Reconciliation Summary consolidates reconciliation information for multiple accounts into one simple report for each association.

### ABOUT GP ENTERPRISE SYSTEMS AND PRO/AMS

GP Enterprise Systems, Inc. has been providing software solutions to the Real Estate and Association Management industries for over 20 years. This high level of industry-specific knowledge has helped them create a system that truly meets the daily demands of association managers. Pro/AMS is a comprehensive management system customized for use by any type of association including condominiums, homeowners, communities, and many others. The Electronic Checkbook is just one component of this feature-rich software application.

Client	Client Name	Account Name	Account	Balance
3	Beaches on Siesta	Checking	1234	1,200.00
3	Beaches on Siesta	Reserve 1	2234	2,010.00
3	Beaches on Siesta	CD #2	23454321	5,022.92
3	Beaches on Siesta	CD #1	345678901	20,087.50
3	Beaches on Siesta	Reserve 2	123456789	938.00
7	Center Gate Villas	Operating Account	123456	800.00
6	The Ranches	Checking	55555	0.00
978	The Sea Oat Beach Houses	Share Draft Account	16639	6,480.01
978	The Sea Oat Beach Houses	Reserve Account	12345678	7,274.62
9	Windjammer Condo Assoc	Operating Account	23456789	0.00
9	Windjammer Condo Assoc	CD #2	234567890	5,000.00
9	Windjammer Condo Assoc	CD #3	1122334	5,000.00
9	Windjammer Condo Assoc	Operating	1122335	0.00

The Select Account screen shows the available cash balances in each account instantly.

Date	Number	Payee	Amount	Balance	C
10/31/2001		Statement Balance	4,585.00	4,585.00	R
11/20/2001	1234	FPL Acct#09998-09989	178.52-	4,406.48	R
11/21/2001		Owner Payments	550.00	4,956.48	R
11/30/2001		Interest	10.00	4,966.48	R
2/10/2002		Owner Payments	1,415.24	6,381.72	
2/15/2002	103	FLORIDA POWER & LIGHT	502.75-	5,878.97	
2/15/2002	104	VERIZON WIRELESS	125.78-	5,753.19	
3/10/2002		Owner Payments	533.84	6,287.03	
3/15/2002	105	FLORIDA POWER & LIGHT	578.41-	5,708.62	
3/15/2002	106	WINDOW REPAIR CO.	75.00-	5,633.62	
3/15/2002	107	APEX PEST CONTROL	125.00-	5,508.62	
4/10/2002		Owner Payments	533.84	6,042.46	
4/16/2002	108	FLYING COLORS PAINT CO.	85.00-	5,957.46	
4/16/2002	109	FLORIDA POWER & LIGHT	377.45-	5,580.01	
4/16/2002	110	JOHN EDWARDS	100.00-	5480.01	
4/22/2002		Transfer from Reserve	1,000.00	6,480.01	

The Detail Transaction screen includes the running balance after each transaction.

8/31/yyyy		The Sea Oat		Page 1	
Client 978		Reconciliation Summary			
For the Period 8/1/yyyy to 8/31/yyyy					
<b>Nationsbank Operating Account</b>					
Account 4400001					
<b>Checkbook Summary</b>					
	Beginning Balance			68,022.16	
	Checks			(12,061.09)	
	Deposits			4,222.39	
	NSF			(565.00)	
	Interest			17.20	
	Bank Fees			(20.00)	
	<b>Checkbook Balance</b>			<b>59,615.66</b>	
<b>Outstanding Checks</b>					
	179	08/10/yyyy	DOVE VALLEY-RESERVES	480.00	
	180	08/10/yyyy	U S POSTAL SERVICE	66.00	
			Total	546.00	
<b>**No Outstanding Deposits**</b>					
				<b>560,161.66</b>	
<b>Statement Balance</b>					

The Reconciliation Summary provides a summary of all the accounts for a specific association (In this example, the association has only one account).