

AUTOMATED BANK RECONCILIATION

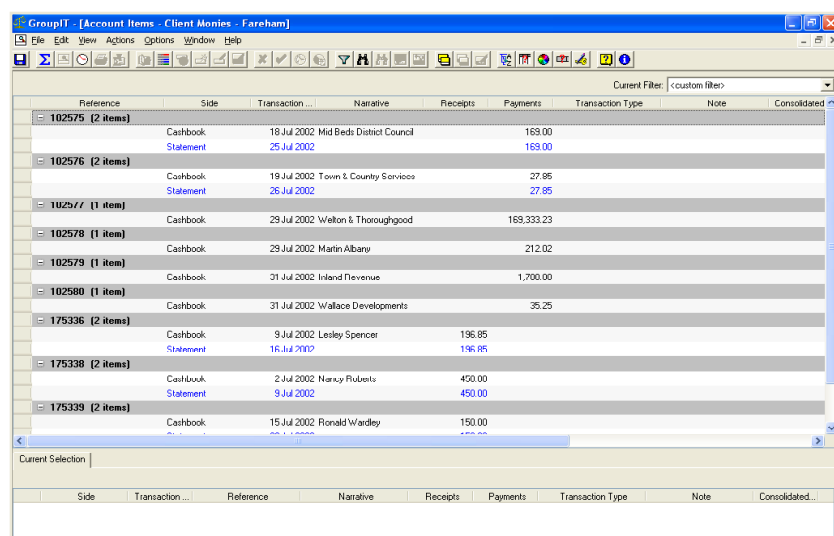
Use SoloRec to match data in Partner for Windows to data imported from an external electronic bank statement

The majority of firms spend a considerable number of hours each week performing manual bank reconciliation, which they are legally required to do. Automating this reconciliation process means the tedious and time consuming task of manually identifying matching items is removed, and only exceptions need to be manually investigated. The automation of this reconciliation process saves time and money giving a return on the investment in a comparatively short space of time.

SoloRec is an automated single-user cash-to-bank reconciliation system that integrates with Partner for Windows Accounting Partner. It automatically matches Partner cashbook data to data imported from external statements and has been designed with a huge amount of functionality and flexibility, allowing inference of data to improve match rates, as well as queries on both reconciled and unreconciled transactions.

FEATURES

- Loads data from any text file or database table
 - Standard loaders for common bank statement files
 - Define “custom” data loaders
 - Define “inference rules” to improve match rates
 - Load data files in the order they appear
 - Use cut-and-paste technology to quickly enter transactions “manually”
- Customisable transaction display screen



Reference	Side	Transaction ...	Narrative	Receipts	Payments	Transaction Type	Note	Consolidated ...
- 102575 (2 items)	Cashbook	18 Jul 2002	Mid Beds District Council	169.00				
	Statement	25 Jul 2002			169.00			
- 102576 (2 items)	Cashbook	19 Jul 2002	Town & County Services	27.85				
	Statement	26 Jul 2002			27.85			
- 102577 (1 item)	Cashbook	29 Jul 2002	Wilton & Thoroughgood	169,333.23				
- 102578 (1 item)	Cashbook	29 Jul 2002	Martin Albani	212.02				
- 102579 (1 item)	Cashbook	31 Jul 2002	Inland Revenue	1,700.00				
- 102580 (1 item)	Cashbook	31 Jul 2002	Wallace Developments	35.25				
- 175336 (2 items)	Cashbook	9 Jul 2002	Lesley Spencer	196.85				
	Statement	16 Jul 2002			196.85			
- 175338 (2 items)	Cashbook	2 Jul 2002	Nancy Pollett	450.00				
	Statement	9 Jul 2002			450.00			
- 175339 (2 items)	Cashbook	15 Jul 2002	Ronald Wardley	150.00				

Group items together

- Group and sort transactions however you want
- Colour transactions with user-defined criteria
- Total and subtotal by group
- Extensive capabilities for filtering, locating and selecting data
- Configure account-specific column names

ABOUT PARTNER FOR WINDOWS

Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

The extensive functionality of Partner for Windows can further be enhanced using a range of specialist third party solutions designed to address key business issues for the legal profession. Each of these solutions is seamlessly integrated into Partner for Windows to ensure that the single practice and case management database remains at the core of the system.

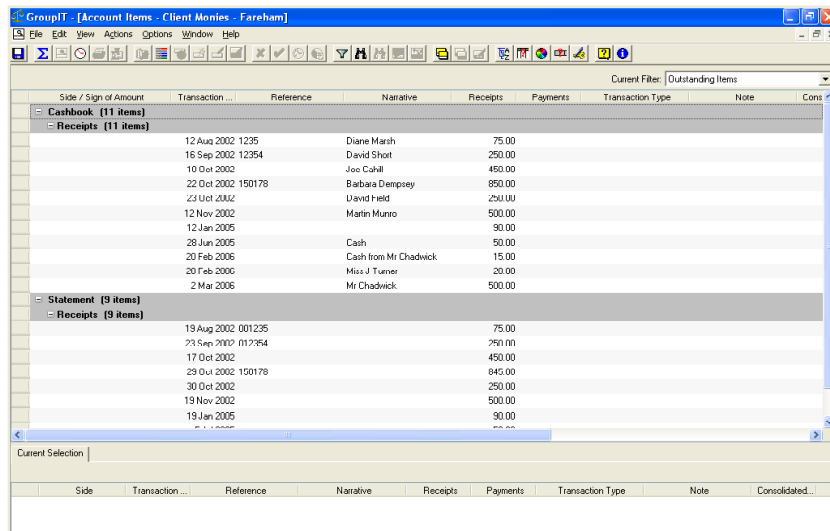


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- Comprehensive matching capabilities
 - Automatically match using any field or combination of fields
 - Run as many automatic matches as required
 - Reconcile transactions using innovative transaction display screen
 - Un-reconcile previously reconciled transactions
- Fully maintained Account History



Side / Sign of Amount	Transaction ...	Reference	Narrative	Receipts	Payments	Transaction Type	Note	Consolidated
Cashbook (11 items)								
- Receipts (11 items)								
	12 Aug 2002	1235	Diane Marsh	75.00				
	16 Sep 2002	12354	David Short	250.00				
	10 Oct 2002		Joe Cahill	450.00				
	22 Oct 2002	150178	Barbara Dempsey	850.00				
	23 Oct 2002		David Field	250.00				
	12 Nov 2002		Martin Munro	500.00				
	12 Jan 2005		Cash	30.00				
	28 Jun 2005		Cash	50.00				
	20 Feb 2006		Cash from Mr Chadwick	15.00				
	20 Feb 2006		Miss J Turner	20.00				
	2 Mar 2006		Mr Chadwick	500.00				
- Statement (9 items)								
- Receipts (9 items)								
	19 Aug 2002	001235		75.00				
	23 Sep 2002	0112354		250.00				
	17 Oct 2002			450.00				
	29 Oct 2002	150178		845.00				
	30 Oct 2002			250.00				
	19 Nov 2002			500.00				
	19 Jan 2005			30.00				

View the cashbook and external statements simultaneously

- Log of all files loaded
- Log of all automatic reconciliations run
- Reconciled and unreconciled transactions stored in the same database for ease of access
- Easy and straightforward to install
 - Minimal IT involvement
 - Creates and maintains its own database within the application
 - Update some "source" systems with reconciliation details
 - Fully compatible with Microsoft Windows
 - Upgrades downloadable from the internet

To view the latest fact sheet on Step Automation Manager please visit <http://www.tfbplc.co.uk/assets/library/documents/SoloRec.pdf>

OTHER SOLUTIONS THAT ARE COMPATIBLE WITH SOLOREC ARE:

Accounting Partner for legal accounts and desktop environment

ABOUT TIKITTFB

With more than 30 years of dedication to the legal profession, TikitTFB supports over 600 legal practices throughout the UK with managing risk, ensuring compliance and enhancing profitability using our award-winning Partner for Windows Practice and Case Management system.

Partner for Windows uses industry standard Microsoft technology, enabling the software to be smoothly integrated into existing infrastructures. Catering for firms of all shapes and sizes, Partner for Windows provides a flexible and comprehensive solution which can be readily tailored to meet the needs of practices now and in the future.

Part of the Tikit Group, provider of IT services and software to 90% of the UK's top 100 law firms, TikitTFB is well positioned to make magic circle technology accessible and affordable to large regional and high street firms.

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