Client Bookkeeping Solution®

BUSINESS BOOKKEEPING SOFTWARE TO HELP YOU DO WHAT YOU DO BEST—TAKE CARE OF YOUR BUSINESS.
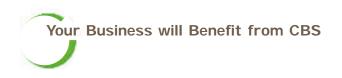
CBS CHECKWRITER™ ☐

CBS PAYCHECK™ ☐

CBS ACCOUNTS PAYABLE® ☐

CBS ACCOUNTS RECEIVABLE® ☐

CBS FINANCIAL STATEMENTS ☐

FAMILY OF SOFTWARE

FOR YOUR BOOKKEEPING, CHECK WRITING, PAYROLL, ACCOUNTS PAYABLE, AND ACCOUNTS RECEIVABLE NEEDS.

Spend More Time Managing Your Business
(and Less Time on Bookkeeping Tasks!)

Client Bookkeeping Solution (CBS) is designed to help you manage your daily check writing, recording, and business bookkeeping needs—so you can focus on running your business. It offers you ongoing and immediate access to all your checking account balances for an up-to-the-minute picture of your cash flow, and helps you complete your bookkeeping with speed and accuracy.

We customize CBS for your business. We work with you to determine which setup, options, and functions will work best for you. We set up your accounting information so transactions transfer cleanly and completely into our professional accounting software. Prior to transfer, we review any electronic notes you may have. CBS organizes your information in a way that enables us to get a clearer, more thorough picture of your business performance, and to produce the financial statements, reports, and/or analyses you need to make informed business decisions.

CBS gives you everything you need—full featured bookkeeping software that follows the accounting principles we use in our firm, along with advanced capabilities such as online banking, and an automated way to communicate questions or concerns with us. With CBS, you can handle your day-to-day bookkeeping needs easily, and leave the more complex accounting to us, while you focus on making your business thrive.

Maximize the Productivity of Your Business
(and Leave the Accounting to Us!)

With CBS you will:

- **Focus more on running your business—and spend less time on bookkeeping.**
- **Use intuitive, easy-to-use software to accomplish your daily bookkeeping tasks.**
- **Rely on a trusted resource—us, your accounting firm—when you need help or have a question.**

The CBS family of software includes six easily integrated modules to help you efficiently and effectively manage your check writing and bookkeeping, including:

- **CBS CheckWriter**
- **CBS PayCheck**
- **CBS Accounts Payable**
- **CBS Accounts Receivable**
- **CBS Financial Statements**
- **Intercept Direct Deposit**

Details about each of these modules, as well as the benefits of CBS ASP, can be found on the following pages. If you have any questions about the benefits of CBS, please contact our office.

CBS: Offering Advanced, Comprehensive Features to Simplify Your Bookkeeping Tasks and Help You Manage Your Business

Client Bookkeeping Solution offers several helpful features that make it easy for you to accomplish your bookkeeping tasks as quickly as possible. Some features shared by all CBS applications are:

- **Online Banking—**Perform online banking securely, including bill pay and fund transfers, for maximum convenience and speed. Online banking helps you to manage cash flow, set dates for payment, and keep track of payments that have cleared (not to mention save on postage and envelopes).

- **Electronic Notes—**If you have a question about a transaction, attach a message to your transactions for us to review. Electronic notes help to flag your questions or potential issues so that they receive immediate attention and action from us. No more waiting for your questions to be answered—you can be sure the data we're using is accurate.

- **Management Reports—**Print numerous informative management reports to help you make informed business decisions using up-to-date, relevant, and thorough data.

- **Layout Editor—**Create professional checks and forms using an intuitive WYSIWYG (what-you-see-is-what-you-get) interface to easily view your layouts as you design them. You can also add your company logo and signatures to checks and forms.

- **Help—**Get answers to your questions quickly with the comprehensive system help files. The built-in help also includes searchable user guides and training aids.

- **Security—**Ensure the confidentiality of your data with a secure password-protected system.

How Client Bookkeeping Solution Works
WE'LL INSTALL CBS AND SET YOU UP TO START USING IT. THEN, DURING EACH PROCESSING PERIOD...

YOUR OFFICE

You write checks and record your company's day-to-day transactions in CBS.

If you have questions, attach an electronic "Note to Accountant."

When the period is complete, make your data available to us online, via email, or on CD or diskette.

OUR FIRM

We retrieve your transaction information and directly transfer it into our system to avoid errors.

We review your notes, answer your questions, and ensure transactions are marked for the proper accounts.

Our office prepares your financial statements and payroll compliance documents, provides analysis, offers advice, and then delivers your statements to you.

Use CBS ASP—and Have Anytime-Anywhere Access to Your Software

Now you can have access to your CBS software 24 hours a day, seven days a week from any location—with CBS ASP. The CBS ASP version uses Application Service Provider technology to enable you to access your CBS software via our website from any location. With CBS ASP, the software works just as if you installed it on your computer. And we'll have access to your data any time we need it—there's no need for you to send us your data via disk or email.

And with CBS ASP, you won't need to take time away from running your business to install software updates because updates are done automatically through the power of the Internet. With CBS ASP, CBS is available to you through a portal—a private, secure area on our website. With CBS ASP, you will always be using the most up-to-date version of the program—with no manual updating required!

We will work with you to determine if CBS ASP is the most efficient solution for you.

How CBS ASP Works

It's all done through advanced private portal technology that enables you to access CBS via the Internet through our website, instead of from a desktop installation. We'll provide you with a secure, private, and personalized portal on our website where you can access your CBS software. You simply visit our website and enter your user ID and password to gain access to your portal and your CBS application software. If you've ever accessed your personal bank information or shopped online, you've used a portal—it's that easy!

With CBS ASP, the software works just as if you installed it on your computer. However, the software is actually running on servers housed in a world-class data center, where your data is stored and protected by a state-of-the-art fail-safe system—completely secure and continually archived. By accessing CBS online, computer hardware requirements can be minimized and you can extend the life of your computer hardware.

Consider the value and benefits of CBS ASP:

- **Offers the convenience of anytime-anywhere access—**Your CBS software is available at any time and from anywhere you have access to the Internet. You and your staff are not limited to working only from the office.

- **Saves you time when exporting your data—**We simply access your transaction data over the Internet with the click of a mouse. No creating and swapping of diskettes. It's easy and instant!

- **Eliminates the need to download software updates in your office—**CBS ASP always offers the most current software release, without the inconvenience of having to load manual updates.

CBS CheckWriter

CBS CheckWriter is the basic module of CBS. It automates your check writing and daily bookkeeping functions—enabling you to keep track of your checkbook balances at all times. CBS CheckWriter is intuitive and easy to use—significantly reducing your learning curve. We'll work with you to set up CheckWriter to work best for you. With CBS CheckWriter you will:

Print Professional Checks, Save Significant Time, and Minimize Tedious Tasks

- Print checks **individually or in batches** with or without reports.

- Work with **multiple checking accounts** at one time.

- Quickly **reproduce repeated periodic transactions**. For example, for a single vendor or payee you can schedule recurring payments without having to re-enter the data.

- Choose from **predefined check layouts** provided with the software or customize your own check layout, using the program's WYSIWYG Layout Editor with MICR encoding, logos, and signatures.

- **Record all account activity** quickly and easily: bank deposits, ATM activity, and debits, credits, transfers, and journal entries.

- **Add information on-the-fly** during data entry for new general ledger accounts, vendors, and employees.

- Maintain **running checkbook balances**. You can also view "tentative balances" when checks have not yet been printed.

- **Distribute deposits and check amounts** to as many accounts as needed.

- Enter and print both **regular checks and non-calculating payroll checks** from as many as 100 different checking accounts.

- Print **mailing labels** for vendor and/or employees.

CBS CheckWriter Reports Help You Manage Your Business More Effectively

CBS CheckWriter enables you to select and print several types of reports at any time. The reporting capabilities within CBS CheckWriter offer helpful, informative data, based on all your system transactions. These reports fully support thorough analysis of your cash usage and sources, and aid in sound business decisions. Reports include:

- Unprinted Checks List
- Printed Checks List
- Checkbook Register Report
- Deposits List
- Other Bank Items List
- Checkbook Reconciliation Report

- Skipped Check Numbers List
- Journal Entries List
- Unprinted Checks Journal Entry List
- Transactions List
- Chart of Accounts List

- Vendor List
- 1099 Transaction Activity
- Unprinted Payroll Checks List
- Printed Payroll Checks List
- Employee List

CBS CheckWriter's Robust Functionality Ensures Maximum Productivity

The powerful and robust features and functionality offered in CBS CheckWriter will help you quickly and efficiently process all your bank activity. With CBS CheckWriter you can:

- Maintain an unlimited amount of **historical data**.
- **Set up vendors** to quickly produce checks.
- Print **one or multiple checks** instantly.
- **Review all amounts onscreen** before printing the check.
- Use the **online register** to quickly navigate to any transaction.

Fast and Easy to Use, CBS CheckWriter Simplifies Your Bookkeeping Work

CBS CheckWriter is more than a powerful bookkeeping system—it's also easy to use! Here are just a few of the many ways you can use CBS CheckWriter to simplify your check writing processes:

- **Consolidate multiple payments** to the same payee or vendor on a single check.
- Designate vendors as **Form 1099 recipients**.
- Apply **data-entry filters** to easily sort and analyze transactions.
- Use **search capabilities** to quickly locate specific items—such as checks, deposits, vendors, and more— to update or review information.
- Save **lists of frequently used information**, such as city names and zip codes.
- Set up **"memorized transactions"** as templates for creating repetitive transactions on demand or on a preset schedule.
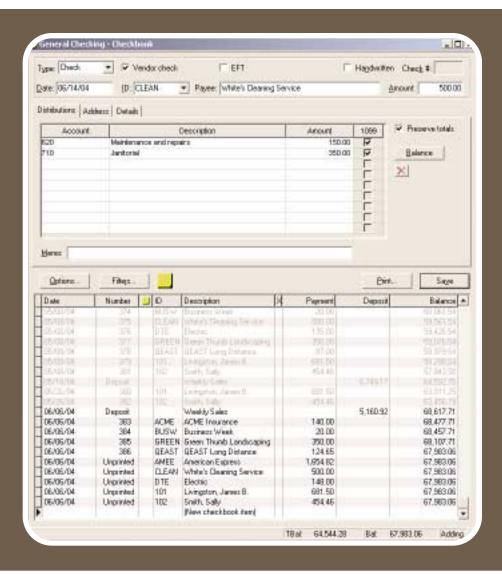
Powerful

Flexible Check Writing Functionality

Quickly and easily design personalized check layouts with the powerful capabilities of the Layout Editor. You can:

- Easily create and edit layouts using **drag-and-drop** functionality.
- Specify **different fonts** for any layout variable.
- Choose between **legal (two checks per page) and letter-size checks** (one or three checks per page).
- Select from **predefined check layouts** provided with CBS or create custom layouts with MICR encoding, logos, and signatures.

Flexible

CBS CheckWriter—

With CBS CheckWriter, daily check writing and bookkeeping functions are automated—so you can keep track of your checkbook balances at all times. Enter amounts to be paid, who you're paying, and what you're paying for—all in one window!

CBS PayCheck—Accomplish Payroll Tasks Quickly and Easily

CBS PayCheck makes it easy for you to process your own payroll while providing accurate, timely data to us for tax compliance reporting. Working with CBS CheckWriter, CBS PayCheck streamlines this process so you save time and effort. With CBS PayCheck, you can accomplish payroll tasks quickly and easily—entering the details about hours worked, salary changes, and employee status changes—giving you more time to manage your business. CBS PayCheck enables you to:

Print Employee Payroll Checks and Save Significant Time and Money

- **Automate your entire payroll process**, making it more accurate and less time-consuming.
- **Automatically calculate pre-tax deductions**, gross pay, withholdings, and net pay for hourly employees by simply entering the number of regular, overtime, and double-time hours.
- **Ensure payroll security**—configure different security settings for various individuals responsible for data entry in your office.
- Provide accurate, automatically updated employee payroll data in **electronic format** to us each month.
- Enter **various tax withholding**, deductions, exemptions, allowances, and tax credits to meet a variety of your employee payroll needs.
- Create **salary payroll checks** for all employees with one command.

Use Reports to Easily Manage Your Payroll

Several detailed reports come with the CBS PayCheck module. The reporting capabilities within CBS PayCheck offer helpful, informative data, based on all your payroll transactions, which fully support thorough analysis of your payroll functions. Detailed reports offered in CBS PayCheck include:

- Unprinted Checks List
- Printed Checks List
- Payroll Journal*
- PayCheck Items Report
- Earnings Report
- Earnings Summary

- Employee List
- SUTA Employee List
- Workers' Compensation Report
- Deductions List
- Employee Benefits Report
- PayCheck Items List

*Includes EFTPS Worksheet

Productive

CBS PayCheck Makes it Easy to Process Payroll

CBS PayCheck is an intuitive application that enables you to easily speed through your payroll processes and produce accurate and detailed results. A powerful and comprehensive module, CBS PayCheck offers you all standard CBS features and flexibility, along with the ability to:

- Use the optional Intercept module to **provide employees Direct Deposit** through a "trusted third party."
- Add **employee data** on-the-fly.
- Use optional **withholding settings** to accommodate employees who want to withhold at higher rates.
- Enter a specific **tax withholding percentage** for a data-entry session or on a check-by-check basis for bonus check preparation.
- Define **deduction items** based on the total number of hours worked.
- Set up **templates of default information** to facilitate setting up new employees.
- Handle pre-tax deductions sequentially to exclude the first deduction from the basis of the second one.
- View or print **calculation detail** to verify withholding amounts.
- Handle **multiple states** and/or localities.
- Track and report **by department.** Even set up **multi-department employees.**

CBS PayCheck— Update Benefit Accruals

With CBS PayCheck you can generate payroll checks and reports for your employees—enter the details about hours worked, benefits used, and optional overrides.

Automate your Payables Process with CBS Accounts Payable

CBS Accounts Payable offers you a clear picture of what is owed to vendors and when payments are due—completely automating your payables process. It helps you take advantage of early-payment discounts, avoid late-payment penalties, and more effectively manage your available cash. CBS Accounts Payable offers you an ongoing and complete picture of your payable accounts to help you successfully manage your business. Using CBS Accounts Payable, you can:

- **Record payables**, track cash requirements, and produce aging reports.
- Reduce data entry by automatically using **vendor default information**.
- Handle vendor-issued **credit memos**.
- **Accommodate handwritten checks and cash payments** after-the-fact.
- Distribute payable amounts to an unlimited number of **general ledger accounts** per payable.
- Handle payments for which only a portion of the amount is reportable on **Form 1099**.
- **Override pre-calculated information** to accommodate special circumstances, such as a change in discount amount.
- Designate **check stub regions** to present details, including invoice listings.
- **Trace payment applications** to source payables with a single mouse click.
- Review **payment history** for any payable.
- Handle vendors with **multiple 1099 Form types**.

More Effectively Manage Your Cash Flow

- Designate fixed expenses as **recurring payables** to automatically notify you of payment dates—never miss another payable date, pay late fees, or miss out on early payment discounts.
- Take maximum advantage of early payment **vendor discounts** for an unlimited number of modifiable discount terms. CBS Accounts Payable automatically calculates discounts and net payable amounts, based on dollar amounts or percentages.
- Print detailed **vendor history** to negotiate more favorable terms.

Save Significant Time and Minimize Tedious Tasks

- **Automate your accounts payable** tasks—minimizing data re-entry, manual effort, and your time investment.
- Directly **access check printing** from the payables data-entry window.
- **Consolidate an unlimited number of payables** to be paid with one check or multiple checks—don't waste time entering and printing individual checks.
- Generate **management reports** to determine your current payables status at any time.
- Generate **payable items** automatically for recurring payables, eliminating the need for additional data entry.
- Automatically **track payroll liabilities** when used with CBS PayCheck.
- Maintain an **unlimited number of historical transactions**.

Effective

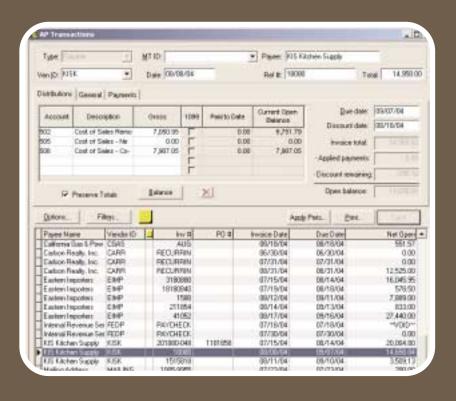**Use Reports to Manage Your Accounts Payable More Effectively**

Many reporting options are available, in both summary and detail formats, to help you manage your accounts payable more effectively. You can view an accounts payable report at any time in order to support key management decisions and communicate important financial information to staff that require it. CBS Accounts Payable module includes:

- Cash Requirements Report
- Cash Requirements Projection Report
- Aging Schedule
- Purchases Journal
- AP Transactions List
- Vendor Activity Report
- Vendor List

Automate management of your accounts payable and take advantage of early payment discounts, avoid late payment penalties, and effectively manage your available cash.

Automate

CBS Accounts Payable—

With CBS Accounts Payable, it's easy to track the amounts you owe and the amounts that have been paid to vendors. By viewing just one screen, you can see a summary of vendors to whom you owe payments, how much is owed, and both invoice dates and payment due dates.

Simplify Your Accounts Receivable Processes

CBS Accounts Receivable automates your invoicing and billing functions, maintains receipts information, and tracks sales to give you an ongoing, accurate picture of your receivables. CBS Accounts Receivable also significantly reduces data entry time—you enter customer data only one time! Once you have set up customers, invoice items, payment terms, sales tax codes, and optional sales persons, the appropriate invoice information automatically transfers into the invoice. Using CBS Accounts Receivable, you can:

- Designate **information to appear on invoices**, such as program-calculated sales tax, aging messages, and formatted descriptions.
- Incorporate **transaction detail** and account status information on invoice forms or create invoices without item detail.
- Enter **pending transactions** for review before accepting the data as "final."
- Maintain **separate mailing and billing addresses** for each customer.
- Maintain **unlimited transaction history** to analyze/monitor sales and customer activity.
- Automatically apply payments based on **invoice date or open amount**, or manually apply multiple customer payments to one or more invoices.
- **Unapply a payment** from an invoice at any time.
- **Edit account information** at any time to maintain accurate accounting of all your sales activity.
- Apply data filters to **easily sort and analyze transactions**. For example, you can sort transaction information for a specific customer or view all transactions with open balances.
- **Edit transaction records**, remove customer payments as needed, and enter invoices and cash receipts after-the-fact to maintain accurate accounting of all sales activity.
- Generate reports to determine your **current receivables** status at any time.
- Deposit a customer payment to **multiple checking accounts** or to cash expenditures.
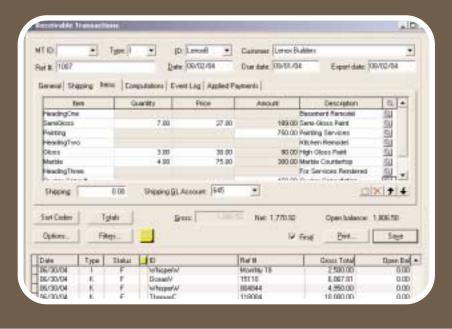
Save Time and Minimize Tedious Tasks

- Produce **customized invoices** and statements efficiently using preset customer data—with no need to re-key information in each billing cycle.
- **Group and sort data quickly** and easily to locate needed information—don't waste time with tedious account by-account searching.
- Choose from **numerous predefined invoice forms** to "jump start" your billing process—no need to start with a blank page.
- Select the **date range for statements** to control the exact information presented or reprint a prior period statement for customers who request it.
- Set up **customer-specific pop-up prompts** to provide general information while viewing any customer's information.
- Process an **unlimited number of customers** with an unlimited number of invoices per month—design your system to work for you.
- Create **customized invoices** to show as much or as little detail as needed, including aging, item detail, any payment detail, and freight costs.

Use Reports to Manage Your Accounts Receivable More Effectively

CBS Accounts Receivable enables you to choose from several reports (including report activity from historical periods) to help make accurate, successful business decisions. Run a predefined or customized report at any time to review the status of accounts and maintain an ongoing and up-to-date view of all your transactions. Reports include:

- AR Deposit Journal
- Aging Schedule
- Customer Ledger
- Invoice/Payment List
- Memorized Transaction List
- AR Transactions List

- Receipts Projection Report
- Sales Tax Report
- Sales Report
- Sales By Item/Service
- Invoice Items List
- Customer List

Customize

CBS Accounts Receivable—

CBS Accounts Receivable gives you an ongoing, accurate picture of your receivables, including total amounts due from a specific person, total open balances, and to which invoices the payments are applied.

CBS Financial Statements

With CBS Financial Statements you can print your own set of standard financial statements at any time. Statements include:

- Balance Sheet
- Income Statement
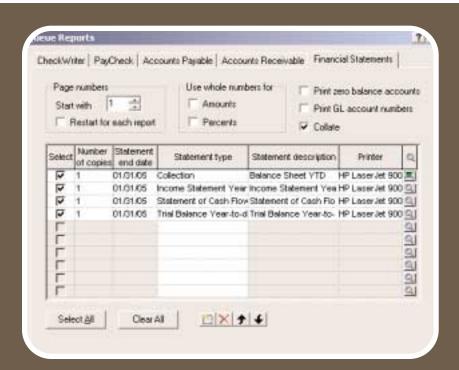- Cash Flow (direct and indirect)
- Trial Balance

We'll work with you to decide if you can benefit from the ability to produce interim financial statements throughout the month. If so, you will no longer have to wait until we can provide a month-end financial statement. You can get this information about your financial position whenever you want it with CBS Financial Statements This module offers several options, such as balance periods (for example, current year only, current year vs. prior year, and current period), percentages, individual departments, and more.

Of course, we will still produce your official financial statements at regular intervals, but CBS Financial Statements will allow you to get a quick snapshot of where you stand at any time during your processing period.

The CBS Financial Statements module can be purchased and licensed separately. For more information about CBS Financial Statements, please call us. We will work with you to decide if this module will meet the unique needs of your business.

CBS Financial Statements—

Use CBS Financial Statements to print a variety of financial statements throughout the month. Select the ending date for the statement and which of four statements you want to print—using just one dialog.

CBS: The Best Bookkeeping Software for You

CBS CheckWriter • CBS PayCheck • CBS Accounts Payable • CBS Accounts Receivable • CBS Financial Statements

CBS is easy to use and helps you organize and manage your bookkeeping information with maximum efficiency. Using CBS, you have instant access to checkbook balances while speeding through the time-intensive and repetitious day-to-day bookkeeping tasks.

We customize CBS to meet your firm's needs. CBS's modular approach lets us work with you to determine which modules you need to start. We also can add new modules as your needs grow and you become more familiar with the program.

Quality data is assured. CBS applies the principles of debits and credits to your day-to-day accounting, and provides a detailed audit trail. Many off-the-shelf packages don't operate according to the fundamental accounting principle of debits and credits, and don't provide an adequate audit trail. And their financial reports often don't provide the information we need to accurately prepare your tax returns.

Do What You Do Best—and Leave the Accounting to Us!

CBS offers tremendous time savings and enhanced productivity, so you are free to concentrate on running your business while we take care of your accounting needs. And when you need assistance, you can call us, rather than a faceless 800 number that doesn't know your name or your business. CBS enables you to work directly with us to consistently gain a better and more thorough understanding of your business.

CBS is more than an easy-to-use, reliable accounting system. It's the intelligent solution for your daily bookkeeping needs!

Interactive Training Program Especially for You!

To help you quickly become a proficient CBS user, try the CBS Interactive Training Program (ITP). This ITP is a self-training module that's available on CD and is easy to navigate. It is designed for you to work through at your own pace. The topics include basic configuration and monthly processing in CBS, examination of available reports, check and invoice layouts, and exporting of period-end data back to us. For more information about this ITP, please contact our office.

System Requirements

Achieve Optimum Product Performance—Periodically Update Your Hardware

CBS is designed for professional production work. These system requirements are based on the assumption that businesses are replacing their computer hardware on an approximate three-year rotating basis. While the software may operate on less powerful hardware, we do not believe it will perform at a level suitable for production work. Of course, as processing speed and amount of RAM are increased, software performance will also improve. Check with your accountant for details.

Operating System

We fully support Windows® 98 Second Edition, Windows 2000 Professional, and Windows XP Professional Operating Systems.

Processor/Memory

- We recommend a processor speed of 600 MHZ or higher.

- An Intel Pentium® III or Celeron (any generation) processor, or an Athlon™, Duron™, or Thunderbird™.

- 128 MB RAM or more is required. 256 MB of RAM or higher is recommended.

- A CD-ROM drive, or a access to a CD-ROM drive for software installation (Not required for ASP clients). For installations that are done via the Internet, a high-speed Internet connection is required.

Monitor—SVGA monitor, capable of 256 colors and 800 x 600 resolution or higher is required. We recommend a monitor 17" or larger , with minimum requirement of 15".

Modem—We recommend a 56 KB or faster baud modem for use with the CBS Connect electronic communications system.

Printer—Windows compatible laser or inkjet printer.

Network Requirements—CBS modules are available in a multi-user version, and CBS can also be installed in a network environment. Multiple users may access the company data since access to documents is transaction-based rather than module-based. CBS multi-user capability is supported on Windows 2000 Professional and XP Professional operating systems.

CBS Application Service Provider (ASP) Technical Requirements to Consider

Bandwidth—The servers used for CBS ASP products are specifically designed to optimize processing with your CBS software with a sufficient Internet connection. You should normally experience top-level performance using CBS in the ASP environment. However, because CBS ASP is accessed via the Internet, the performance of your software is subject to the same speed variations that you experience using the Web. For this reason, the bandwidth you use to access the Internet will have a significant impact on the performance of your software.

To achieve optimum product performance, you will need a continuous Internet connection with minimum bandwidth of 128Kbps.

CBS ASP will function appropriately with a standard dial-up connection and enable you to perform simple tasks for relatively short intervals from various locations. For production work, however, we strongly recommend a dedicated connection (e.g., cable modem, DSL, T1, T3, or satellite) to safeguard against interruptions and breaks in communication that can occur with a typical phone line connection.

Hardware—Because CBS ASP uses "thin client" technology your CBS software will perform as well over the Internet from any computer or laptop as it does on your local hard drive or network.

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