# SERIES³
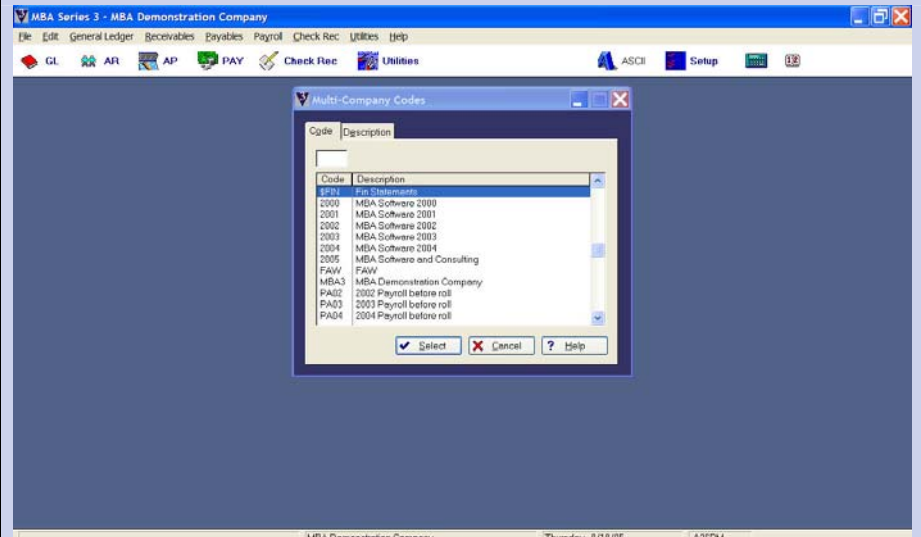## ACCOUNTING SOFTWARE
### FOR WINDOWS™

# SYSTEM MANAGER



## REPORTS:

Reports may be printed, previewed, written to PDF files, or written to text files

- Multi-Company Information
- Predefined Chart of Accounts
- Data File Layouts
- Security Group Details
- Security Resources
- Security User Details

## SYSTEM REQUIREMENTS:

- Pentium II or faster computer
- Windows 98™ or newer
- 256 MB of RAM
- SVGA Monitor
- Mouse
- CD-ROM Drive
- Windows™ compatible printer



## MBA
### SOFTWARE & CONSULTING INC.
#### Accounting Software & More

The SERIES 3 System Manager integrates and controls the functioning of your entire accounting system. Some of the features included with this package are: Multi-company, a Data Utility program, a flexible Security System, a Backup Utility, Year-end Wizards, a Setup Wizard, and a Data Repair Utility. The System Manager is available for either single-user or multi-user environments. It is compatible with any Windows 98™ or newer operating system.

Multi-company provides the capability to maintain books for an unlimited number of companies, and also to keep data for previous years for your main company. The General Ledger Chart of Accounts can be copied from one company to another in its entirety or by a range of account numbers. The program also allows consolidation of companies for financial reporting.

The Year-end Wizard simplifies your year-end process by walking you through each of the steps.

The Setup Wizard walks new customers through all of the steps needed to help you get started in MBA.

The Database Utility allows you to view and edit MBA data files. It is designed to give you access to these files outside of a normal application. It also allows you to perform mass data updates, detailed file analysis, data export, plus a variety of file sorting options.

An extensive application security system provides you with an easy method to set up security for all users. User codes, passwords and access rights can be provided for each user. Security can be turned 'On' for the system, allowing only those users assigned rights to access certain menu selections. Access rights can be set up for each menu selection within each application.

All of these tools are provided to help simplify your accounting tasks, and make you more efficient in your business.

| FEATURES | SERIES 3<br>SYSTEM MANAGER |
|---|---|
| MULTI-COMPANY | • Maintain the books for an unlimited number of companies<br>• The Chart of Accounts can be copied from one company to another<br>• A predefined Chart of Accounts can be selected to simplify setup<br>• Consolidated companies can be created, allowing you to consolidate financial information for multiple companies |
| FLEXIBLE REPORT PRINTING | • Uses the standard Windows printer setup<br>• Reports can be printed, previewed on screen, or written to a text file<br>• Reports can also be written to PDF files for emailing, or to maintain a 'paperless office'<br>• An excellent preview utility allows you to print specific pages or a range of pages, print multiple copies, and to easily search through a report |
| EASY TO USE APPLICATION SECURITY | • Security may be turned 'ON' or 'OFF'<br>• Users can be assigned access rights based upon the company code, application, and menu selection<br>• Groups of users can be created to make it easier to assign access rights |
| SIMPLE BACK UP UTILITY | • Can select company codes, the application, and the drive to which you want to back up your data |
| QUERY CENTER WIZARDS AND QUERY WIZARDS | • Query Center Wizards provide a powerful new method to search through the main MBA files (vendors, accounts, customers and employees). For example, you can sort through the customer file and only display those customers who live in Minnesota and have overdue balances.<br>• Query Wizard buttons have been added throughout the system to give you added flexibility when searching for, or viewing, your data<br>• Queries can be saved or reused, and only those records matching your criteria will be displayed in the browse |
| QUICK MENUS | • Selecting a Quick Menu opens a window with the menu options for the application selected<br>• These windows can be left open as you work in MBA<br>• They enable you to have quick access to the features, without having to maneuver through the standard pull-down menus |
| YEAR-END WIZARDS | • Separate year-end wizards walk you through the year-end process for both accounting and payroll<br>• Each year-end step is listed on the wizard and simplifies your year-end |
| SET-UP WIZARDS | • Assists you with getting started in MBA |
| DATABASE UTILITY/REPAIR | • This unique tool allows you to re-index your data files<br>• Perform mass updates • Search your data using any key<br>• Export data • Update your data outside of the normal application<br>• The Repair Utility helps repair your data if it ever becomes corrupted |
| CALENDAR & CALCULATOR | • A pop-up calendar and calculator are available throughout the system |
| HELP AND DOCUMENTATION | • Press F1, or click the Help button to access screen sensitive help, or to search for a specific topic • Separate written documentation is available |
| REPORTING TOOLS | • Crystal Reports™ - the top rated report writer for accounting software<br>• Clarion Report Writer™ - an easy to use report writer from TopSpeed™<br>• ODBC Driver allows you to easily interface with Windows applications |