SERIES 3

ACCOUNTING SOFTWARE
FOR WINDOWS™

ACCOUNTS PAYABLE

REPORTS:

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

- Detail Open Item
- Aged Open Item
- Vendor Balance Due
- Closed Invoice History
- History/Open Item Detail
- Cash Requirements
- Discounts Available
- Vendor List, Mailing Labels, & Rolodex
- Purchase Statistics
- A/P checks and Non-AP Checks
- Computer Check Trial Payment
- Check Register
- Recurring Invoices
- 1099 Report and 1099-MISC Form
- Account Transfer List
- Edit Journals and Audit Trails

MBA's SERIES 3 Accounts Payable helps manage cash flow by tracking vendors, recording purchases, and printing checks. Powerful reporting capabilities provide you with a simple method to keep track of and control your expenditures. Accurate information on money owed to creditors, due-dates, and available discounts is easily accessible.

The Accounts Payables system performs payables accounting and cash requirements management. Flexible aging and cash requirement reports list unpaid invoices for each vendor, enabling you to analyze and revise scheduled cash disbursements.

Invoices, credit adjustments, and debit adjustments can be simply produced. Invoices can be selected for payment using our flexible automated process. Checks can be printed using one of the many check formats that are available to fit your needs. Prepayments can be generated when needed, and checks can be voided or reprinted when necessary.

Unlimited expense account distributions are available for each invoice. Up to 8 default expense accounts with percent allocations may be set up for each vendor. Vendor checks may be printed with detail or summary remittance/check stubs. MICR check processing is also available for printing on blank check stock. Information is provided to meet government reporting requirements for 1099 processing.

The extensive reporting capabilities within MBA's Accounts Payable will provide you with the information you need to accurately and easily maintain your payables. Multiple sort and filter options give you great flexibility.

MBA SOFTWARE & CONSULTING INC.
Accounting Software & More

FEATURES	SERIES 3 ACCOUNTS PAYABLE
VENDOR INFORMATION	• Unlimited number of vendors or transactions • 9-character alpha-numeric Vendor ID to uniquely identify vendors • Browse screens make it easy to access and find vendor information • Look up vendors by vendor id, name, contact, phone, or zip code • Easily access purchase statistics, open invoices, checks paid, and vendor history from the Vendor Inquiry screen • Six user-defined fields are available for each vendor • Vendor notes can be entered and reviewed by the date entered • Terms codes can be assigned to each vendor • A vendor type code may be assigned for report grouping, etc. • Up to 8 default expense accounts may be assigned to each vendor
A/P TRANSACTIONS	• Batch Processing for all types of A/P transactions • Unlimited General Ledger expense distributions • Invoices, debit and credit adjustments, computer checks, void checks, handwritten checks, handwritten checks with invoice, prepayments, and even non-A/P check transactions can be easily entered • Audit trails and edit journals provide you with detailed transaction records • Click on a button to lookup your vendors, terms, vendor types, checks, dates, etc. during transaction entry • Recurring invoice groups may be set up for expenses that reoccur on a regular basis
CHECK PROCESSING	• Several different check processing options are available to suit your needs: automatically select invoices for payment by due date or discount date, or manually pick which invoices to pay • Pick from one of many different check printing formats • The Quick Check feature allows you to enter an invoice(s) and immediately print a check to pay the invoice(s) from the same screen • A facsimile of the check can be viewed from Vendor and Check Inquiry and the checks can be reprinted if necessary
TERMS CODE	• A terms code table can be set up that is very useful for calculating due dates, discounts, and discount dates for your invoices • The terms codes can be assigned to your vendors as defaults
1099 PROCESSING	• Up to 2 years of 1099 statistics are maintained by the A/P system for vendors who have been assigned a 1099 status • At year-end, the data can be printed on the 1099-MISC form or written to magnetic media
QUERY CENTER WIZARD AND QUERY WIZARDS	• The Query Center Wizard provides a powerful method of searching the Vendor file. For example, you can search for all vendors with a vendor type of 'Utilities' who have balances due. • Query Wizard buttons on many of the file browsing screens also allow you to selectively view records based upon criteria you have chosen
POWERFUL IMPORT/EXPORT UTILITIES	• 2 different Import/Export Utilities enable you to easily interface with your favorite applications