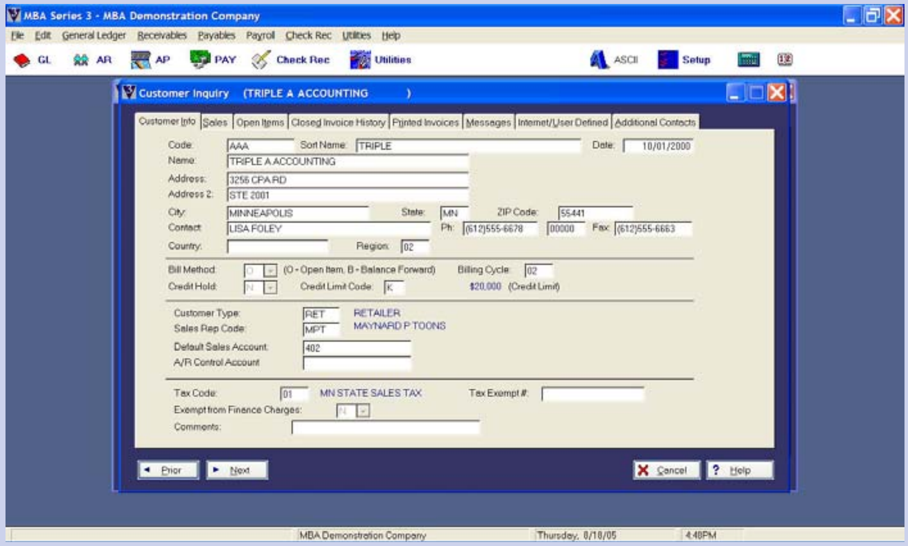
SERIES 3

ACCOUNTING SOFTWARE
FOR WINDOWS™

ACCOUNTS RECEIVABLE



MBA's SERIES 3 Accounts Receivable is a powerful cash and credit management system. It is designed to provide you with up-to-date information about one of your most important assets – your customers' accounts receivable balances.

You can easily produce invoices, credit memos, and debit or credit adjustments. Cash receipts and prepayments can be applied to specific invoices or to the oldest invoices first. Finance charges can be automatically calculated. User-defined aging periods can be set up for aging your customers' balances. You can print Statements by billing cycle to ensure that your customers receive up-to-date information about their balances. Preliminary statements can also be printed or previewed prior to the actual production of statements. Collection letters that automatically list the amount past due can be printed for each customer.

Access to customer information is simple and efficient. You can look up a customer by sort name, contact name, sales rep, customer code, phone number, or ZIP code. Sales analyses, statistics, and history are available at the click of a button. Customer codes of up to 9 characters can be created to uniquely identify your customers. This allows flexibility for a variety of coding systems and is large enough to accommodate social security numbers. Credit limits provide a simple method to warn you of potential problems.

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

REPORTS:

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

- Detail Open Item
- Aged Open Item
- History/Open Item Detail
- Closed Invoice History
- Customer Invoices and Statements
- Customer Balance Due
- Customer Collection Letter
- Customer List, Mailing Labels, & Rolodex
- Customer Sales By Date
- Customer Sales By Month
- Sales Representative List
- Sales Rep Sales By Month
- Recurring Invoices
- Tax Code List
- Item List
- Sales Tax
- Credit Limit
- Chart of Accounts
- Cash Flow Analysis
- Four Sales Analysis Reports
- Edit Journals and Audit Trails

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Accounting Software & More

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FEATURES

SERIES V
ACCOUNTS RECEIVABLE

CUSTOMER INFORMATION	• Unlimited number of customers or transactions • 9-character alpha-numeric customer ID to uniquely identify customers • Browses make it easy to access and find customer information • Sort by customer ID, name, contact, phone, sales rep or zip code • Easy access to open items, sales statistics and sales history • Balance forward or open item • Customer notes can be entered and reviewed by the date entered • Can assign customers to different tax codes and tax them at different rates • A customer type code may be assigned for report grouping, etc. • Default Sales and A/R Control accounts may be set up per customer • Sales reps may be assigned/defaulted to a customer
A/R TRANSACTIONS	• Batch Processing is available for all types of A/R transactions • Invoices, credit memos, debit and credit adjustments, cash receipts, prepayments, finance charges, recurring invoices, and Non-A/R cash receipt transactions are available • Audit trails and edit journals provide you with detailed transaction records
PRINTED INVOICES AND STATEMENTS	• Choose from seven different types of invoices • Invoices can be printed individually or in batches • Click on a button to lookup your customers, sales rep codes, items, dates, etc. during transaction entry • Multiple invoice copies can be printed, and even reprinted at a later date • Four statement types can be printed in order of customer code, name, or ZIP code • Optional compounding of finance charges • Multiple billing cycles allow customization of statement printing • Recurring invoices can also be generated and printed • Quotes may be entered, printed, and transferred to become an invoice • Messages that print on Statements and Printed Invoices can be set up globally and per individual customer
SALES REPS	• Two years of monthly sales statistics are maintained for each rep • Reports are available based upon the sales rep code
A/R ITEM INVENTORY	• Item receipts can easily be entered to update the on-hand quantities • On-hand quantities are maintained using an average costing method
QUERY CENTER WIZARD AND QUERY WIZARDS	• The Query Center Wizard provides a powerful method of searching through the Customer file. For example, you can search for all Minnesota customers who purchased over $500 of product. • Query Wizard buttons 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