

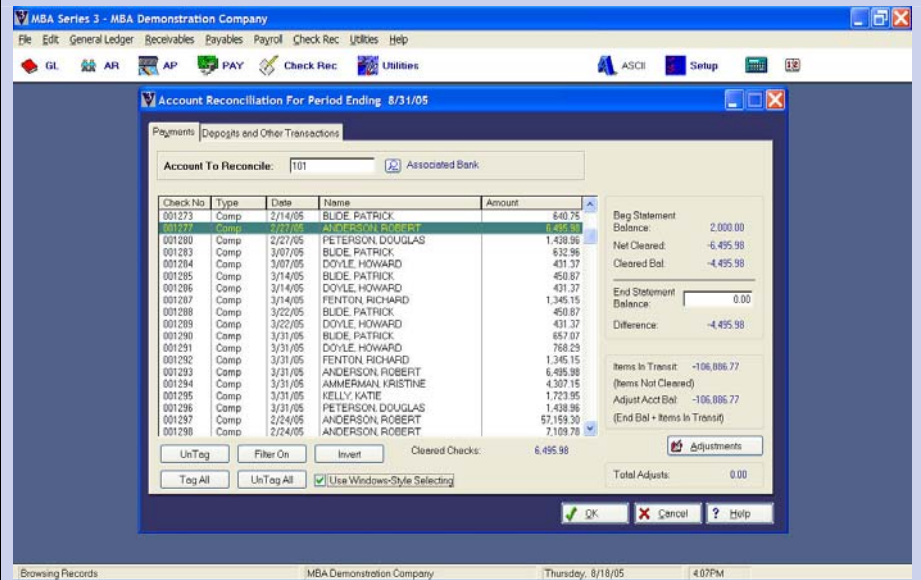
# SERIES 3

ACCOUNTING SOFTWARE  
FOR WINDOWS™

## CHECK RECONCILIATION

### FEATURES:

- Includes All Bank Account Transactions – Checks, Deposits, Adjustments, etc.
- Last Reconciliation Report
- Outstanding Items Report
- Combined Check Register includes Both Payroll and Accounts Payable
- Bank Account Management
- Easy Adjustment Entry During the Reconciliation Process



MBA's SERIES 3 Check Reconciliation helps you conveniently and accurately balance your bank accounts with your bank statements. For each bank account, all of the transactions entered within the various MBA SERIES 3 modules can be reconciled at the same time. These transactions include checks written in Accounts Payable or Payroll, cash receipts entered in Accounts Receivable, and transactions entered in the General Ledger.

Only transactions on or before the date you specify will be displayed for reconciliation. Similar to most bank statements, checks are listed separately from other account activity, which enables you to select items by following the order of your bank statement.

Selecting and deselecting an item for reconciliation is as simple as a click of the mouse. You may also select or deselect all items at once. When the difference between the cleared balance and ending balance becomes zero, your account is balanced to your statement. If you are unable to finish the reconciliation, you can save your work and continue at a later time.

Adjustments to provide for bank fees, interest earnings, etc. can be entered to keep track of items not yet recorded in the General Ledger. Any adjustments entered will be written into your General Ledger upon completion of the account reconciliation.

At the end of the reconciliation, three reports are available. The first details the reconciliation you just completed, which can be reprinted until you complete the next reconciliation. The second report lists the remaining un-reconciled items for comparing your bank account's current balance to the General Ledger bank account balance. The third report prints a combined check register for those who use the same bank account for both Payroll and Accounts Payable.



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