

SERIES 3

ACCOUNTING SOFTWARE
FOR WINDOWS™

REPORTS:

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

- Balance Sheet
- Income Statement
- Prior Year Comparison
- Budget Comparison
- Budget/Prior Year Comparison
- Prior Year Balance Sheet
- Cash Flow
- Trial Balance
- Working Trial Balance
- MTD/YTD General Ledger
- Edit Journal
- Posted Edit Journal
- Audit Trail
- Posted Journal Entry Detail
- Recurring Journal Entry Group
- Display Trial Balance Totals
- Net Change Verification
- Net Change Reports
- Chart of Accounts
- Financial Statement Formats
- Account Inquiry Summary
- Running Balance
- Batch Notes Report



5409 Nicollet Avenue
Minneapolis, MN 55419
Telephone: 612.825.3315 • 800.431.1416
Fax: 612.825.3245 • website: www.mbasoft.com

GENERAL LEDGER

Account Inquiry (401 - Sales-Small Merchandise)

Account Number: 401
Account Description: Sales-Small Merchandise
Beginning Balance: 0.00

Month	Current	Balance
January	-7,210.00	-7,210.00
February	-39,870.00	-46,290.00
March	-369.00	-46,659.00
April		
May		
June		
July		
August		
September		
October		
November		
December		
Month 13		
Month 14		
Month 15		
Month 16		
Month 17		
Month 18		

Monthly Net Change Amounts

MBA's SERIES 3 General Ledger is the foundation of your accounting system. It processes all of your accounting transactions. Subsidiary ledgers are integrated with the General Ledger, and may be posted automatically from Accounts Receivable, Accounts Payable, and Payroll modules. Excellent budgeting and reporting capabilities allow you to maintain control of your business at all times.

You may adapt any existing account numbering scheme into the General Ledger Chart of Accounts. It is very flexible: account numbers can be up to 15 characters, with free-form segmentation for department usage. You may also choose from over 50 predefined Chart of Accounts when setting up your system.

The General Ledger module provides your management with the valuable financial information that is necessary to run your business. We have included a very powerful and flexible financial statement generator that makes it easy for you to generate and modify your financials. The system prepares and prints balance sheets and profit and loss statements for up to 18 accounting periods, which may be processed concurrently. This allows current year posting while adjusting the prior year's books for up to two full quarters after the end of the fiscal year. Prior year and budgetary data is also maintained to provide comparative management analysis reports.

FEATURES

SERIES GENERAL LEDGER

CHART OF ACCOUNTS	<ul style="list-style-type: none">• 15 alpha-numeric characters• Define your own department structure• Choose from over 50 predefined Chart of Accounts, or define your own• On-line inquiry lets you easily and quickly view account balances, transaction detail, prior year, budget, and memo account information• View and search detail transactions using multiple sort orders: by account number, journal source, period, account description and check #• View monthly budget and prior year amounts and compare with current balances• Drill-down to view the batch in which a transaction was posted
MULTIPLE BATCH ENTRY TYPES	<ul style="list-style-type: none">• Double entry accounting prevents posting unbalanced batches• Standard journal entries are used for normal debit/credit processing• User Defined Easy Journal Entry screens are used for quick entry of repetitive transactions where only the amounts change• Recurring Journal Entries are used for recurring types of transactions where only the dates change• All types include full screen processing for ease of use and easy viewing• If you post a batch in error, a 'Reversing Batch' can be created to offset the original entry
EDIT JOURNALS AND AUDIT TRAILS	<ul style="list-style-type: none">• Automatic or selective printing of detailed audit trails and edit journals provides you with detailed hard copy records of your transactions
PRIOR YEAR/BUDGET/MEMO ACCOUNT MAINTENANCE	<ul style="list-style-type: none">• Automatic updating of prior year amounts when closing the year• Easy to maintain budget, prior year, and memo account information• Comparative analysis reporting, complete with variances• Ability to post transactions to Budget and Memo accounts
ACCOUNTING PERIODS	<ul style="list-style-type: none">• 18 open accounting periods can be processed concurrently• This allows current year posting, while adjusting the prior year's books for up to 2 full quarters after the end of the fiscal year• The year-end close is automatically performed for you• Posting months can be closed/re-opened at any time during the year - this can prevent inadvertent posting to an incorrect month
CUSTOM FINANCIAL REPORTS	<ul style="list-style-type: none">• A virtually unlimited number of Financial Statements can be set up using MBA's flexible financial statements generator• Predefined reports may be used, or you can create your own• Balance Sheet, Income Statement, Prior Year Comparison, Budget Comparison, Prior Year Budget Comparison, Cash Flow and Prior Year Balance Sheet format types are available
QUERY CENTER WIZARDS AND QUERY WIZARDS	<ul style="list-style-type: none">• The Query Center Wizard provides a powerful new method of searching through the Chart of Accounts. For example, you can search for a transaction amount of \$25.35 in post month 10, and all transactions with that amount will display.• Query Wizard buttons on many of the file browsing screens also allow you to selectively view records based upon criteria you have chosen
POWERFUL SPREADSHEET AND ASCII INTERFACES	<ul style="list-style-type: none">• Easily export your data for further analysis in a spreadsheet or database