



insights for the life of your organization™

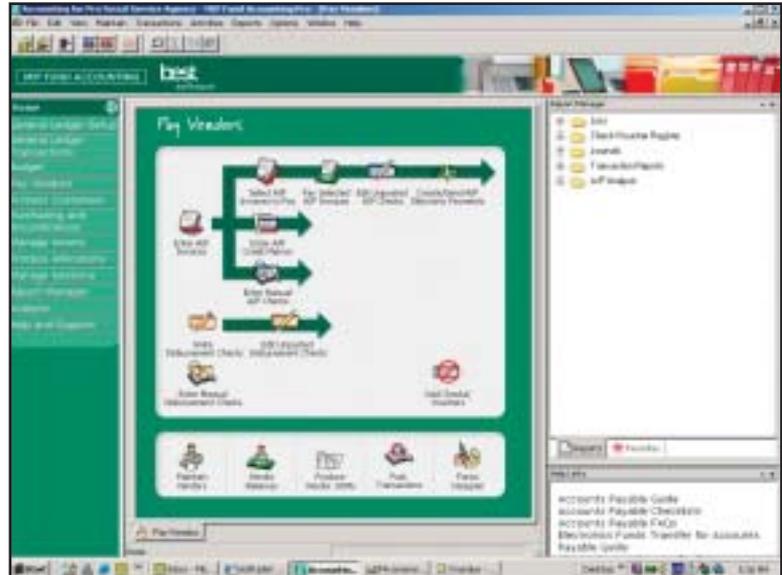


MIP Fund Accounting

MIP FUND ACCOUNTING AVAILABLE MODULES

- Accounts Payable
- Accounts Receivable Reporting
- Accounts Receivable Billing
- Advanced Security
- Allocations Management
- Payroll
- Budget
- Purchase Orders
- Encumbrances
- Bank Reconciliation
- Fixed Assets
- NightShift Scheduler
- Forms Designer.
- Direct Deposit
- Data Import/Export
- Electronic Funds Transfer for Accounts Payable
- Electronic Requisitions
- Data Consolidation
- Executive View

FUND ACCOUNTING MODULES



The One-Click Navigator makes processing vendor payments fast and efficient.

MIP Fund Accounting Module Overview

Every organization is unique – and so are their accounting requirements and challenges. With this in mind, Best Software created an accounting system that is flexible and customizable to meet the needs of every nonprofit, from small organizations to large foundations. MIP Fund Accounting’s modular structure gives you the freedom to build a system that is customized to your organization’s specific needs. Choose to integrate as many modules as benefit your organization. As your organization evolves, add to the system to meet your changing needs, maximizing efficiency and effectiveness.

MIP Fund Accounting products all center around the General Ledger. Featuring a flexible, table-driven chart of accounts structure, a built-in check writer and a complete financial report writer; the General Ledger can operate independently from other MIP Fund Accounting modules, or in harmony for a complete accounting solution. Designed for organizations that need to manage high transaction volume or access data from remote sites, the General Ledger tracks Cash Receipts, Cash Disbursements, Journal Vouchers and other types of transactions.

With the powerful built-in Report Writer, users create customized financial statements, statements of budgeted revenues and expenditures, plus many other reports. The Report Writer also contains many standardized reports that can be printed directly or customized and printed periodically. The General Ledger’s unique account structure enables you to track and print reports for individual grants, projects or programs that meet FASB or GASB reporting requirements.



PRODUCT BENEFITS

- Tailor the system to fit your organization's needs, adding to the system as your needs evolve.
- All MIP Fund Accounting modules are fully integrated with the General Ledger and complement each other for a complete fund accounting solution.
- Specialized modules help you meet your unique accounting challenges effectively and easily.

Accounts Payable

A flexible, user-friendly system that enables you to set up and track an unlimited number of payable accounts, the Accounts Payable module is essential for organizations that need centralized vendor information, automated 1099 processing and the ability to pay vendors from multiple cash accounts. Within the system, track and report on vendor payables as well as check balances and issue payments. Accounts Payable transactions simultaneously update vendor accounts and the General Ledger and enable you to view payments by vendor throughout the system.

Accounts Receivable Reporting and Billing

The Accounts Receivable Reporting module provides comprehensive tracking of your customers and donors and their receivables. Accounts Receivable Billing builds on these capabilities with the ability to generate detailed customer invoices and statements. Whether providing goods or services for a fee, recording and collecting pledges or checking on anticipated receipts, the Accounts Receivable modules facilitate smooth processing and provide critical information.

For organizations that need to centralize customer information and manage receivables from multiple funding sources, AR Reporting provides comprehensive tracking of your customers and donors and their receivables.

AR Billing speeds processing and facilitates automated General Ledger entries to multiple projects, programs, grants and more. The AR Billing module enables you to create payment requests for customers and donors and invoice as often as needed with multiple custom billing cycles.

Advanced Security

The Advanced Security module enables you to control transaction entry and viewing access by individual program, department, General Ledger code and more for secure distributed use of the system. Allow program managers and department heads to monitor their own budgets without exposing other budgets. The Advanced Security module reduces demands for reports from the accounting staff while ensuring accuracy and timeliness of reports and protecting confidential information.

Allocations Management

Calculate, review and generate even the most complex allocation entries quickly and easily with the Allocations Management module. Rather than working on complicated spreadsheets to figure allowable allocation amounts, set up your allocation parameters and the Allocations Management module performs your complicated allocations with the click of a button with accuracy and consistency.

Allocations can be performed on virtually any account balance at the program level, department level grant level and more – even advanced allocations, such as fixed or dynamic percentages and unit measures, are simple to perform. General Ledger entries generated by the Allocations module can easily be recalled for review, making audit reports easy, and a host of reports allow you to view the impact of the allocation prior to accepting it.

Payroll

The Payroll module provides your organization with a powerful tool for tracking employee service efforts, easily producing timely and accurate pay, generating distributed accounting entries and keeping comprehensive employee records. You can process payroll directly from employee templates, automatically allocate payroll costs and keep an unlimited number of payroll years online to research payroll issues quickly and easily. The Payroll module facilitates tax reporting through tax worksheets, summary tax reports and detailed tax accumulation histories, and you can even produce paper and magnetic W-2 filings directly from the system.

Budget

The Budget module is a powerful planning, compliance monitoring and reporting tool which expedites recording and tracking available budget for your programs, departments and more. You can create multiple customized budgets simultaneously or individually through direct entry and wizards, or generate the current budget based on a previous year's actual activity or budget. Since grant and program years may vary, the Budget module makes it easy to create budgets for any timeframe, including multiple fiscal years. Check for available budget, including encumbrances, during transaction entry with the click of a button and activate warnings or prevent entry if an over-budget situation would result. Report on multi-year budgets and grantor budget cycles using the numerous ready-to-use reports or create your own.

Purchase Orders

The Purchase Orders module combines easy-to-use purchase order entry with strong reporting to offer a complete purchasing solution. Assign buyers, track the dates items are promised for delivery, requisition authorizing purchase and more, all within the Purchase Orders system. Speed purchase order entry by utilizing item codes to facilitate the storage of item descriptions, standard quantities, pricing and account coding. Adhere to your organization's purchasing policies by tailoring purchase orders to collect and report on the information you need, and stay within your budget using the one-click budget check within the system before issuing a purchase order.

Encumbrances

Easily reserve funds for planned expenditures and financial commitments with the Encumbrances module and improve your internal tracking and external compliance for administering and reporting on encumbered funds. Rather than using spreadsheets to try and get an accurate picture of your budget position, the Encumbrances module allows you to include encumbrances in budget reports, budget checking and inquiry so that you can closely monitor your budget performance. Encumbrance Analysis Reports utilize encumbrance summary and detail ledgers, aging report and purchase tracking (with the Purchase Order module) reports. View encumbrance amounts for comparison or include encumbrances as part of your expenditures.

Bank Reconciliation

The Bank Reconciliation module simplifies reconciling and monitoring your cash accounts. Fully integrated with the General Ledger, any check, voucher, deposit or adjustment to cash that is posted in the system is immediately available for reconciliation. You can reconcile an unlimited number of cash accounts independently and as frequently as needed. The Bank Reconciliation module also enables you to track suspense items such as bank errors or disputed transactions until resolved rather than recording unexplained entries in the General Ledger. Whether investigating a vendor's lost check or a customer's deposit, know if the item has been recorded in your system and whether it has cleared the bank.

Fixed Assets

The Fixed Assets module provides your organization with a powerful tool for tracking assets, easily calculating depreciation and automatically allocating depreciation and disposal entries in the General Ledger. Maintain detailed asset records including standard asset fields such as cost and estimated useful life, plus additional tracking fields such as tag number, location, responsibility, warranties, purchase information and notes. Assets are grouped by category and type to facilitate depreciation calculation, entry generation and reporting.

NightShift Scheduler

Finding time for printing reports or processing data can be difficult on a busy system. The NightShift Scheduler module reduces the load by producing reports or posting transactions during times when there is less network traffic. NightShift works behind the scenes, polling the database and running scheduled tasks at user-defined intervals. Pick a job to do, enter a task name and description, as well as a date and time for the task to run, and NightShift takes over the process. Single tasks, multiple tasks or recurring tasks can all be scheduled ahead of time.

Forms Designer

The Forms Designer module allows you to customize virtually any printed form. Add a logo to your customer billing statements, utilize an auto-signature for check authorization or even generate your own check stock. The Forms Designer module helps you get the most out of your MIP system by adding power and flexibility to other key modules.

Direct Deposit

The Direct Deposit module works with the Payroll module to help you exercise more control over payroll disbursements while giving your employees the convenience of electronically deposited pay. Allow your employees to deposit pay into multiple bank accounts, including both checking and savings account types. And since you designate when payments are taken from your account, cash flow is more predictable. Process both checks and direct deposits in a single payroll processing step—the audit trail clearly tracks payment type issued to employees.



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software

insights for the life of your organization™

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Data Import/Export

The Data Import/Export module facilitates the transfer of information to and from the accounting system, eliminating time-consuming double-entry and errors from data entry. Bring data such as timesheets from timekeeping software, cash receipts from point-of-sale systems and accounts receivable transactions from specialized billing systems into the system during the initial setup to establish chart of accounts codes, vendors and beginning balances or on a recurring basis to bring accounting entries from other applications. Export reports to Excel and other applications.

Electronic Funds Transfer for Accounts Payable

The Electronic Funds Transfer module helps your organization save time and money by issuing vendor payments electronically. Process electronic payments using the same easy-to-use select and pay processing method used for Accounts Payable checks, then automatically send payment notifications via e-mail to vendors, saving staff time and effort as well as postage. Electronic payments are a safe, inexpensive and predictable payment alternative to paper checks, and they make cash flow predictable by designating when payments are taken from your account.

Electronic Requisitions

The Electronic Requisitions module offers a request entry, approval and tracking system that is powerful and easy-to-use. The one-click Budget Checking tool keeps you within your budgetary constrictions by enabling you to review the impact of the current request, including actual, encumbered and pre-encumbered funds. Managing your requisitions is easy. The Manage Requisitions form allows you to quickly and easily monitor your own requests and those requests awaiting your approval, and the system e-mails you when your request is approved or if a request is awaiting your approval. Once granted final approval, requests automatically transfers to the Purchase Orders module.

Data Consolidation

Do you have chapters, local offices or field locations that maintain their own accounting books day-to-day, yet you need to see aggregate and comparative reports? The Data Consolidation module makes it easy to generate consolidated reports from independent locations that utilize any MIP Fund Accounting product to produce aggregate financial statements or to generate comparative reports for more effective decision-making. Save time and audit fees by creating consolidation files from the site locations with the click of a button and combine those files into a single reporting database. Custom reports from the component databases are included in the consolidated organization when you perform a consolidation and you can design new reports in the consolidated data.

Executive View License

Executive View, a new licensing option for reports-only viewing, extends "read only" access to your data for select staff. Users get a direct view of operating results and budget position through direct access to your MIP Fund Accounting system without accounting transaction access—at a fraction of the price of purchasing full software seats.

About Best Software

Over the last two decades, Best Software has established itself as a global provider of superior accounting and business management solutions and services. MIP, Abra, ACT!, MAS 90 and Peachtree are just a few of our complete line of industry-leading products. Organizations ranging from small, privately-owned businesses to large nonprofits and government agencies, all capitalize on the innovation, efficiency and intelligence of these powerful solutions. Millions of customers rely on Best Software to meet their daily operational challenges and gain the insight they need to make informed management decisions.