

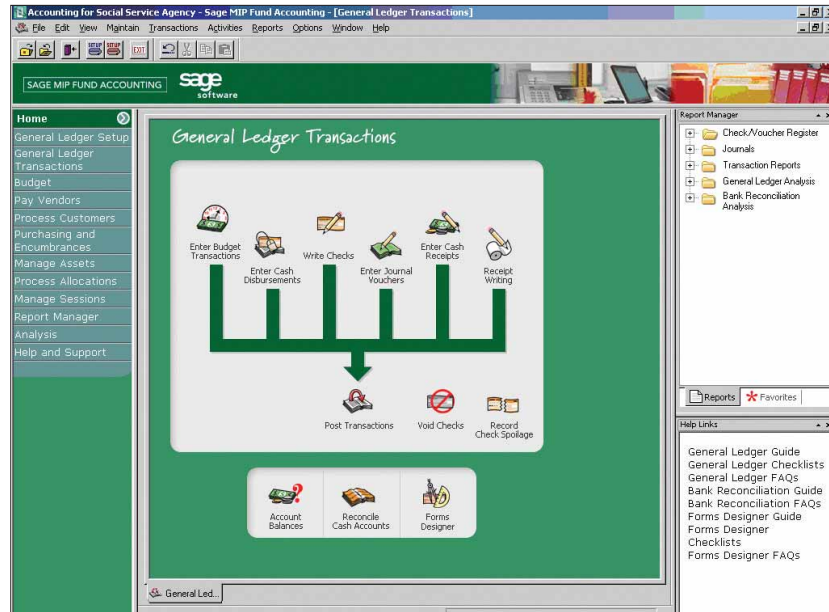


SAGE MIP FUND ACCOUNTING

SAGE MIP FUND ACCOUNTING MODULES

SAGE MIP FUND ACCOUNTING AVAILABLE MODULES

- Grant Administration
- Accounts Payable
- Accounts Receivable Reporting
- Accounts Receivable Billing
- Advanced Security
- Allocations Management
- Payroll
- Budget
- GASB Reporting
- 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



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

Sage MIP Fund Accounting Module Overview

Sage Software offers nonprofits a flexible, modular accounting system that meets the varied needs of every size and type of nonprofit and government organization. The modular structure of Sage MIP Fund Accounting gives you the freedom to build a system that is customized to your specific needs, paying only for the modules you need today, while maintaining the flexibility to add modules as the organization grows.

Sage MIP Fund Accounting modules build on the core General Ledger module. 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 Sage 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 financial transactions.

With the powerful built-in Report Writer, users can easily create customized financial statements, statements of budgeted revenues, expenditures, and many other reports. The Report Writer offers more than 100 standardized reports that can be printed directly or customized. 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.

Grant Administration

The Grant Administration module centralizes grant-related information and documentation to simplify the grant administration process. This module maintains comprehensive profiles of each grant to track details, including contact information, reporting periods, indirect cost rates, notes, custom fields, and more. With this module, budget position can be easily monitored to ensure that grant funds are fully utilized. Users can forecast expenditures for remaining periods within a grant, drill down to the details associated with every transaction, and quickly view all activity including outstanding invoices, payments, and credits for each grant.



PRODUCT BENEFITS

- Tailor the system to fit your organization's needs, adding to the system as your needs evolve.
- All Sage 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

Set up and track an unlimited number of payable accounts with the Accounts Payable module. An essential module for organizations that need centralized vendor information, the Accounts Payable module automates 1099 processing and the ability to pay vendors from multiple cash accounts. Track and report on vendor payables. Verify balances and issue payments. Accounts Payable transactions simultaneously update vendor accounts and the General Ledger, and enables you to view payments by vendor throughout the system.

Accounts Receivable Reporting and Billing

For organizations that need to centralize customer information and manage receivables from multiple funding sources, the Accounts Receivable Reporting module provides comprehensive tracking of your customers, donors, and their receivables. Accounts Receivable Billing builds on these capabilities, enabling you to create payment requests, receipts, and generate account statements for customers and donors. Invoice as often as you need with multiple custom billing cycles. Calculate billing amounts using flat pricing, variable unit pricing, and more. Accounts Receivable Billing speeds processing and facilitates automated General Ledger entries to multiple projects, programs, and grants. Easily bill grantors or funding agents based on the percentage of allowable expenditures.

Advanced Security

Control transaction entry and viewing access by individual program, department, and General Ledger code for secure distributed use of the system with the Advanced Security module. 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

Never use an allocation spreadsheet again! Calculate, review, and generate even the most complex allocation entries quickly and easily with the Allocations Management module. With designated allocation parameters, the Allocations Management module performs your complicated allocations in a single mouse click with accuracy and consistency. Allocations can be performed on virtually any account balance at the program level, department level, or grant level—even fixed or dynamic percentages and unit measures are simple to perform. Allocate across multiple segments at one time. General Ledger entries generated by the Allocations Management module can easily be recalled for review, 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. Process payroll directly from employee templates, automatically allocate payroll costs, keep an unlimited number of records online to quickly resolve payroll issues, and produce paper and magnetic W-2 filings directly from the system. The Payroll module facilitates tax reporting through tax worksheets, summary tax reports, and detailed tax accumulation histories. A range of new labor reports let you track and report labor hours, quickly view all relevant payroll information for employees in one easy-to-read report, and produce federal worksheets to assist in report preparation.

Budget

The Budget module expedites creation and tracking of budgets for your grants, programs, departments, and more, and extends reporting in all these areas. Create an unlimited number of customized budgets simultaneously or individually through direct entry. Save time with entry wizards or generate the current budget based on a previous year's numbers. Create budgets for any timeframe, including multiple year budgets. Calculate custom budget variances utilizing the custom columns feature. Enforce budget controls by checking for available budget with a single click, including encumbrances, during transaction entry. Advanced budget controls let you easily view budget impact and activate warnings or prevent transaction entry to alert you to potential over-spending. Create a custom report on multi-year budgets and grantor budget cycles, or use one of the numerous standard reports. Easily compare budgeted performance measures to actual results for compliance reporting. Use a variety of tools to estimate future periods and calculate forecasted financial position. "What if" analysis for smart decision-making becomes a cinch.

GASB Reporting

Governmental agencies and entities have specific reporting responsibilities as indicated by the Governmental Accounting Standards Board (GASB) Statement Numbers 34 & 35. This module was created specifically for government customers that must be GASB compliant. The GASB Reporting module includes pre-formatted reports, including the audit-ready FASB and GASB financial and accounting reports required by funding sources and auditors.

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 Orders module) reports. View encumbrance amounts for comparison or include encumbrances as part of your expenditures.

Bank Reconciliation

The Bank Reconciliation module simplifies the reconciling and monitoring of 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 Sage MIP Fund Accounting 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, while the audit trail clearly tracks payment type issued to employees.

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.



Sage MIP Fund Accounting's modular structure gives you the freedom to build a system that is customized to your organization's specific needs.



Sage MIP Fund Accounting

Sage MIP Fund Accounting Module

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 by 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 sends you e-mail when your request is approved or if a request is awaiting your approval. Once granted final approval, requests automatically transfer 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 Sage 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 Sage MIP Fund Accounting system without accounting transaction access—at a fraction of the price of purchasing full software seats.

About Sage Software

Sage Software (formerly Best Software) offers leading business management software and services that support the needs, challenges, and dreams of more than 2.4 million small and mid-sized business customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports 4.5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries. For more information, please visit the Web site at www.sagesoftware.com/moreinfo or call 866-308-2378.