



# NEXTSTEP – Helping To Make A Difference

## A MAS 90® Not-For-Profit Accounting Solution

“NextStep is very good at working through the thought process with us. In order to make this work, they had to understand the end result and then know how to get there.”



Neighborhood Services has lived up to its name by providing valuable services to the elderly and disadvantaged of Lancaster, Pennsylvania since 1964. This community-based outreach agency offers residents of central Pennsylvania a broad range of programs directed toward personal and financial protection, training for financial independence, and promotion of individual and family stability. Specifically, Neighborhood Services provides guardianship, power-of-attorney, life-skills training, and emergency interventions to people at risk.

A role that they are particularly proud of is that of financial custodian for those who have been designated by the courts, or deemed by the Social Security Administration or other social service agency as incapable of handling their own finances. For these individuals, Neighborhood Services establishes and manages a custodial account from which rent and other expenses are paid, and into which the individual's benefit checks are deposited.

### The Challenge

Neighborhood Services receives funding from a variety of sources, including the United Way. Grants received are typically earmarked for a particular program, so Neighborhood Services must be able to track the funding they receive by benefactor and program. Program funding is often granted on a calendar year, not coinciding with Neighborhood Services' fiscal year, which adds to the complexity. Additionally, there is an

annual audit of the agency's books performed by the Social Security Administration to ensure compliance with their stringent standards. It is imperative to be able to produce reports by funding source, by program, and by individual client.

Expecting that their requirements could only be met by costly software specifically developed for not-for-profit organizations, Neighborhood Services was pleased to discover that MAS 90 was a cost effective and flexible solution that met their needs.

### Putting Every Dollar To Work



MAS 90 allows Neighborhood Services to concentrate on providing better services to the disadvantaged and senior residents of Lancaster

Serving as both the internal accounting system and the system for managing their charitable activities, MAS 90 has exceeded all expectations for Neighborhood Services. “I'm confident that I can retrieve any required information from MAS 90,” explains Imelda Juba, Neighborhood Services' Accounting Manager, “It's truly almost effortless to get the results I need.”

The Accounts Receivable module was recently added to create invoices for their funding sources, which gives them the valuable ability to forecast future funding receipts.

MAS 90 enables Neighborhood Services to increase the efficiency of their agency, freeing them to focus more money and time on their clients. The required audits by the Social Security Administration are now completed in a fraction of the time they took prior to the implementation of MAS 90. They are able to produce every report required for the audit directly from MAS 90. The auditor even commented to Juba

Client Profile

after the last audit, “Don’t change a thing.”

Juba has used MAS 90 software for years, going so far as to say she wouldn’t accept a job at a company that didn’t use MAS 90. “It’s the greatest system I’ve ever worked with. It’s continually improving, yet remains easy to use.”

### Right From The Start

It is imperative to retain history from the onset of each funding source (contract), each program, and each client, for without such history a complete audit trail cannot be produced. Fundamental to preserving such history is the proper initial configuration of the software. Two MAS 90 companies are utilized: one to manage the custodial accounts, the second to manage the agency’s internal accounting. NextStep configured MAS 90 to enable Neighborhood Services to track income and expenses by caseworker and by client in the custodial company, and by contract and program within the accounting company. “They set it up correctly, right from the beginning,” explains Juba. “They took the time initially to thoroughly understand the data we would ultimately need from the system.”

With that understanding, NextStep’s staff then worked backward from the required output to design the underlying account structure and software performance options that would ensure the required data would be available.

### Powerful General Ledger Capabilities

A single program, such as their financial custodian program, may be funded by four distinct contracts. Complicate that with the reality that the contracts, renewed yearly, have beginning and ending dates that do not correspond with the agency’s fiscal year. From MAS 90, Juba is able to produce Monthly Trend Reports and General Ledger Detail Reports selected by a range of periods, and separate selection ranges for contract, program, and natural account number, thereby isolating each contract’s yearly activity. “The Board loves these reports,” states Juba, “They are right to the point and understandable, whether they need a one page summary or fifty pages of detail.”

The ability to perform automatic monthly allocations at the end of each month is of particular benefit to the agency. Overhead such as

utilities and corporate staff salaries must be allocated to each contract and program. Allocation schedules can be set up to allocate such expenses based on a designated percentage. During period-end processing, the allocations are run automatically, appropriately apportioning these expenses.

### Detailed Transaction History

A single checking account is used to manage the banking activity of all the agency’s clients, which would be impossible if not for the intricate level of detail kept within MAS 90. Since the account number holds the key to the client, and all checks written and deposits recorded are posted using the appropriate client-specific account numbers, Neighborhood Services can easily inquire into and report on the transactions made on behalf of each individual client. Juba credits the agency’s ability to successfully manage this process in MAS 90 primarily to NextStep’s foresight, “NextStep is very good at working through the thought process with us. In order to make this work, they had to understand the end result and then know how to get there.”

The Accounts Payable Expense by G/L Account report is particularly useful since it sorts each invoice by the expense accounts referenced on each invoice. A favorite feature is MAS 90’s drill-down function, allowing the user to trace transactions back to the source quickly and easily.

### Responsive Service

Neighborhood Services is impressed with the responsiveness of NextStep’s staff. Juba says she often speaks with a consultant right away, but if all are currently busy, she receives a return call promptly. “They will call me from wherever they are,” says Juba, “If they don’t know the answer immediately, they tell me so, which I appreciate, and then they find the answer for me and solve the problem!”

How valuable are NextStep’s services to the agency? “I wouldn’t work with anyone else,” declares Juba.

Neighborhood Services and NextStep—providing excellent service, working in concert to prove that with hard work, skill, and good intentions, *it is possible to make a difference.*

**H**eadquartered in Lancaster, Pennsylvania, our firm has specialized in MAS 90 and MAS 200 by Best Software since 1989.

Our extensive experience, exceptional service, and broad expertise assure you of our ability to solve even the toughest business problems.

If you would like to fine-tune your firm’s approach to accounting, we would like to talk with you and see if MAS 90 is the right solution for you.



444 Murry Hill Circle • Lancaster, PA 17601

(717) 519-1200 • fax (717) 569-7313

info@NextStepTA.com • www.NextStepTA.com