

FINANCIAL MANAGEMENT

MUNIS® GENERAL LEDGER

The MUNIS® General Ledger application is a true multi-fund budgeting and accounting system that meets GAAFR and GAAP standards. It accommodates multi-year funds and grants, as well as staggered fiscal years. It maintains account balances for both Balance Sheet and Subsidiary Ledgers.

MUNIS General Ledger is a comprehensive journal processing system. You can automate journal reversal, retrieve up to ten years of journal history, and add as much descriptive text to each journal entry as you need. You have quick, online access to account information, including the ability to “drill down” to subsidiary detail and “drill across” to related information. General Ledger also includes reports to help your organization achieve GASB 34 compliance. MUNIS General Ledger is distributed in conjunction with Budgeting and Accounts Payable.

Flexible

A key feature of MUNIS General Ledger is its flexible chart of accounts structure, with 45 alphanumeric characters across ten segments. This allows you to define segments such as Fund, Department, Function, and Category—whatever your organization or government agency requires. You can sort, sum, and report each segment separately or in combination. And when state requirements change, for example, you can change the account structure without losing or having to manually re-enter any balance or journal information.

- Flexible chart of accounts: Create account numbers to fit your reporting needs, such as by department, or across departments and funds
- Multiple, simultaneous open periods and years: Work in the current period and access others for budgeting and closing
- Download to Excel: Use MUNIS, Office to save financial information to Excel for detailed spreadsheet analysis
- Change an account's number at any time. All journal entries are automatically transferred to the new number.
- Need to make a mass change across accounts? It's easy with MUNIS. Make global changes such as zeroing the balance of specific funds.

- Need to distribute charges (such as overhead) across many accounts? For example, you receive a phone bill for the entire organization. With auto-allocations, distribute the charges to many departments based on a specified percentage.

Journal Features

- MUNIS updates all balances in real-time (not batch) with each transaction
- Balance journals to fund or sub-fund
- Need to reverse a journal? Review the entry, click a button, and MUNIS automatically figures out the details. You can even reverse journals that affect prior, closed periods (all accounting occurs in the current period, leaving history intact). In addition, you can set up journals to auto-reverse at period end.
- Recurring journals can generate entries automatically by day, week, month, and so on
- Inter-fund accounting: automatic Due To/ Due From transfers. Pay obligations out of a single General Fund and properly record the transaction against the appropriate specific fund.
- Import 3rd party journals, such as subsidiary ledger entries, from another system. Journal Import creates the correct entries in MUNIS and reports any problems for easy correction.

...continued on reverse

General Ledger is the cornerstone of a very powerful financial management system, fully integrated with all other MUNIS applications. MUNIS Scheduler (optional) can automate the processing of certain reports.

Security and Control

- Supports both Encumbrance accounting (purchase orders) and pre-encumbrances (requisitions)
- With flexible security and control, you can:
 - Limit users to a specific range of funds, organizations, accounts, budget levels/lines, etc.
 - Prevent updates to account amounts, while still allowing general maintenance
 - Allow or deny budget override
 - Limit access to a specific (approval) level
 - For balance accounts, set a Cash Account Warning Level that notifies users (via Workflow) when the cash level falls below the warning level. Affects GL Account FM, Invoice Entry/Proof, Invoice Maintenance, Requisition Entry, and PO Entry/Proof
 - For expense and set a Budget Warning Percent that notifies users (via Workflow) when the available budget falls to a percent of the revised budget. Affects GL Account Inquiry, GL Mass Account Creation, Invoice Entry/Proof, Invoice Maintenance, Requisition Entry, PO Entry/Proof, and Purchase Order Maintenance
- Detailed, comprehensive audit trail: Records all account maintenance changes, along with Date, Time, User, Old Value, and New Value of the change
- Supports Project Accounting (distributed separately): Summary/detail reports for capital improvement projects, federally funded programs, and so on

Extensive Reporting Options

- GASB 34 Reports, such as:
 - Statement of Activities
 - Statement of Net Assets
- Customize the standard reports, adding or removing columns, or create new reports to meet your specific organization's needs. Custom reports are especially useful for fulfilling the requirements of different outside agencies.
- Detail journal history files kept online for up to ten years and are always available for reports via Crystal or Sequel Reporting Services
- Financial Statements include:
 - Balance Sheet by Fund
 - Statement of Revenues
 - Statement of Expenditures
 - Changes in Fund Balance
 - Available Budget
 - Budget History (up to the last ten years)
 - Account History