

FINANCIAL MANAGEMENT

MUNIS® TREASURY MANAGEMENT

The MUNIS® Treasury Management System provides the treasurer's department with:

- Disbursement and Check Reconciliation functions from Accounts Payable and Payroll
- A Cash Receipts module for both miscellaneous receipts as well as bill payments
- A separate file for recording bank account transactions, including pooled cash, an Investments detail file, and a Debt detail file
- A tool for cash flow forecasting, for any cash account for any date range; this provides the option to integrate with accounting system transactions to provide a "budget vs. actual" cash flow file
- Bank Reconciliation reconciles MUNIS cash accounts (book balance) with their corresponding bank accounts (bank balance)

Check/Warrant Reconciliation

- Auto-processing of files to/from the bank
- Payables/Payroll check writing history files
- Can manually indicate that checks have cleared
- Reports for cleared, outstanding, and voided checks

Contract Approvals

- Miscellaneous receipts can include:
 - Walk-in payments from the public
 - Mailed-in payments
 - Turnovers from other departments
 - Payments against any outstanding invoices, including delinquent accounts
- Daily Payments Journal includes a detailed list of payments received, as well as a summary by receipt and tender type

Cash Flow Utilization

- Create Recurring Cash Flow records to simplify entry of many redundant records, such as payroll expenditures
- Establish one recurring Cash Flow Record (for example, the estimated weekly A/P check process) and have the system automatically generate all detail cash flow entries by calendar date
- Track investments and debt service in detail

- Allocate interest across one or more cash accounts
- Use MUNIS Crystal Reports (sold separately) to create customized listings based on investment/debt information
- Reports include:
 - Daily Treasurer's Totals
 - Cash Flow Journal (summary)
 - Cash Flow Journal (detail): Reports receipts, disbursements, and balances each day
 - Investment Journals
 - Debt Service Journals
- Ability to forecast cash account cash flows for any date range; integrating with actual transaction provides a "budget vs. actual" cash flow file

Bank Reconciliation

- Create multiple bank account numbers for each bank code
- Define which GL cash org-object(s) correspond to each bank account
- Automatically provides "bank items" reconciliation file of adjustments, deposits, and AP and Payroll reconciliation files
- Bank Reconciliation reconciles MUNIS cash accounts (book balance) with their corresponding bank accounts (bank balance)

These tools provide the treasurer with all the necessary functions to automate all aspects of the office.

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Bank Reconciliation (cont.)

- All outstanding Journal Entries for both open and closed months are imported into the reconciliation module (without duplication or omission of entries)
- Search Bank Items file by bank code/ account, date range, item type (adjustments, deposits or both), and status (cleared/not cleared/all)
- Transactions are cleared either manually or automatically using an XML interface with your bank
- Reconciling bank statement to GL book balance:
- Enter valid bank code/account and reconciliation date range, followed by bank statement balance
- Drill-down lets you view transaction details for cleared and outstanding totals within date range
- Reconciliation balance is calculated as entered bank balance plus/minus outstanding amounts (should equal the current GL balance upon entrance of all bank fees/adjustments)
- Product Description