

# SafeChoice Fund Accounting for Municipalities

## Software Features

The SafeChoice Fund Accounting system is a powerful, easy to learn accounting system that is flexible and comprehensive. SafeChoice Fund Accounting covers the entire fund accounting needs of a Municipality with a simple to use Microsoft Windows® interface that can handle multiple funds, companies and vendor data.

To order SafeChoice Fund Accounting for Municipalities, call SafeChoice at 1-800-513-1916.

## General Ledger Functions

---

- Flexible Chart of Account Format Options Including Sub-Accounts
- Predefined Chart of GASB 34 recommended G/L account number format
- Flexible Financial Period Definition
- Powerful General Ledger & Transaction Reporting
- Visual General Ledger Account Analysis based on User Defined Options
- Transaction Drill Down Feature Allows the User to View the Entire Transaction, Source of Entry, and GL Posting Information
- Option to Post to Transaction Date or Today's Date
- Simple General Journal Entry
- Multiple Years may be Open for Adjust Entry Purposes
- Enter Budgets Quickly Utilizing Fill Options
- Automatic Reversing Entry Options
- User Definable Financial Statements
- Multi-Format Income Statement Including Account Roll-Features
- Flexible Budget Comparison
- Accounting Advisory Alerts to Post Transactions
- Balance Sheet, Income Statement, Trial Balance
- Detailed GL Report with Running Balance
- Powerful Transaction Journal Reports using Detail or Summary Formats

## Receivables Management

---

- Visual Customer Aged Accounts Receivable Screen for Management & Collection Purposes
- Visual Receivables Screen Offers Drill Down to Individual Invoice & Payment Information
- Visual A/R Screen Shows Paid Invoices, Unpaid Invoices, or Both
- Prints One of Three Collection Letters from Visual A/R Screen
- Powerful Statement Printing Includes:
  - Open Item or Balance Forward Formats by Customer
  - Print Statements to Plain Paper or to Pre-Printed Forms Allows Individual Customer Selection for Statement Printing
  - Optionally Include Zero or Credit Balance Accounts for Statement Printing
  - Optionally Include Invoice Comments on Statements
  - Create & Print Dunning Messages on Statements Based Upon Aged Balance
  - Define Minimum Age & Balance to Print Statements
  - Ability to Reprint the Previous Statement for one or more customers
  - Assess User Defined Finance Charge on Past Due Customer Account
  - Pick & Choose Invoices or Customers for Finance Charges
  - Powerful User Defined Finance Setup by Customer
- Receive Payments Using the Simple Visual Receipts Screen or Directly to the Invoice
- Track & Apply Customer Credit Balance to Invoices
- Automatically Calculates & Tracks Early Payment Discount Terms
- Handles Credit Card Payments

- Payment Register Screen Shows all Customer Payments for Any Date Range
- Automatic NSF Feature Creates Payment Reversal & NSF Invoice Charge to Customer
- Automatic bill creation for payback of customer credits and/or deposit
- Define Customer Credit Limit, Sales Tax Status with Multiple Sales Tax Rates
- Tracks Customer Sales History with Drill Down Review of Invoice Information
- Review Customer Sales History from Customer Screen
- Define Recurring Invoice within the Customer Screen

## Purchasing & Inventory

---

- Seamless Interface with Sales Orders & Purchase Orders
- Maintains Complete Transactional History & Audit Trail
- Separate Sales, Cost of Goods, Inventory GL Accounts Per Item
- Unlimited Categories for Grouping Inventory Items
- Holds Insurance Valuation & Replacement Cost Information
- Create Purchase Orders Using One of Three Different Numbering Systems: Sequential, Date Sequential, or Manually Number
- Prepare Purchase Orders by Listing Only Items for Specific Suppliers or All Suppliers
- Add or Update Suppliers via the Supplier Screen, Purchase Orders or Bills
- Setup Payment Terms by Supplier with the Option to Edit Payment Terms on Purchase Orders
- Automatically Creates a New Line Item on a Purchase Order When Partial Shipments are Received
- Create Bills from Purchase Orders or Add Bills Manually from the Bills Screen
- Bills Screen Tracks all Invoice Information, Including Discounts Available and Due dates
- Pay Bills Directly from Bills Screen or Utilize the Powerful Accounts Payable Wizard
- Define Payment Information and Other Criteria Using the AP Wizard
- Pay One Supplier or All Suppliers Using the AP Wizard
- Pay Multiple Bills by Supplier Using the AP Wizard
- Option to Apply Outstanding Supplier Credits within the AP Wizard
- View the Selected Bank Funds Available Option in the AP Wizard
- Review Individual Invoices Using the Drill Down Feature in the AP Wizard
- Pay Multiple Bills Using the Options All, None, Due or Select Bills Individually
- View the Total Bills to be Paid by Reviewing the Summary by Supplier Screen
- Pay Bills Using Supplier Credits, Credit Card or Check
- View and Print Accounts Payable Reports by Aging Payables, Supplier Statement, Unpaid Bills by Supplier or Bills Coming Due
- Batch Post or Individually Post Bills

## Payroll

---

- Ability to Split Payroll Amongst All Funds
- Direct Deposit available
- Calculates, Creates, Posts & Prints Payroll Checks
- Includes all Federal & State Tax
- Calculation Methods Provides State & Local Tax
- Tracks & Prints W2's, W3, 941 Reports
- Provides for Payroll Management for Active Employees
- Handles Batch Payroll Processing for Pay Groups
- Accommodates After-the-fact Payroll Information
- Predefined Employee Templates Included to Simplify Setup
- Automatically Creates Payroll GL Postings
- Holds & Tracks Payroll Tax Deposit Rules and Reminders

- Automatic Tax Deposit Features
- Automatic 3rd Party Payment Features
- Process Payroll by Employee
- Pay Groups Retains Hours Worked from Last Pay Period to Simplify Next Pay Run
- Tracks Unlimited Employee Pay Rates & Pay History
- Holds & Tracks Unlimited Number of Employee
- Holds & Tracks Unlimited Number of Pay Types and Pay Rates Per Employee
- Holds & Tracks Unlimited Number of Taxes Per Employee
- Holds & Tracks Unlimited Number of Deductions Per Employee
- Holds & Tracks Unlimited Number of Employer Benefits Per Employee
- Reports Available Vacation, Sick Time, Personal Time, Holidays, Warnings, Etc.
- Optionally Accrues & Posts Vacation, Sick Time, etc. Automatically
- Includes Predefined Taxes, Pay Types, Deductions, Vacation & Benefit Records
- Handles Separate GL Accounts for Pay Types, Taxes, Deductions, Benefits, Sick Pay, Etc.
- Deductions Calculated: Table Based, Fixed, % of Gross, % of Net, Amt X Hrs. & Custom Calculations
- Calculates & Tracks Pension Plans with Employee & Employer Matching
- Holds & Tracks Payroll Information

## Sales & Invoicing

---

- Creates and Prints Invoices
- Three Invoice Formats: Detail, Service or Professional
- Prints Professional Invoice Format on Letterhead
- Duplicate Feature for Invoices
- Locate Invoices Using Multiple Find Features
- Easy Invoice Entry Screen Mimics Form Invoice Entry Screen
- Shows Payment Information & Balance Due
- Recurring Invoice Feature
- Drill Down Feature to Review Customer Information
- Tracks Customer Sales
- History Handles 2 Sales Tax Rates Per Invoice
- Unlimited Sales Tax Rates
- Sales Tax Reporting with Multiple Sales Tax Locations
- Batch Post or Individually Post Invoices

## Banking & Checking

---

- Accommodates Unlimited Bank Accounts
- Tracks Next Check Number for Manual, Computer, and Other Per Account
- Create Recurring Checks Quickly
- Control Check Printing Format
- Accommodates Large Check Stub Details
- Check Duplicate Feature to Create New Check Records
- Easy & Fast Bank Reconciliation
- Features Auto Clear Feature to Speed Reconciliation
- Add transactions within the Bank Reconciliation Wizard
- View Transactions within the Bank Reconciliation Wizard Using Criteria Defined by You
- Unique Cleared Transactions Report Quickly Finds Bank Reconciliation Errors
- Vendor Tracking with 1099 Form Printing
- Bank Deposit Screen Mimics Actual Bank Deposit Slip Form

- Detail Deposit Slip Screen Easily Creates Deposit Total Amount
- Bank Adjustments Accommodate Electronic & Non-Check Entries
- Multiple Check Register
- Reports List Checks in Variety of Ways
- Multiple Banking Reports with Advanced Options
- Multiple Check Printing Formats
- Select Checks to Print One at a Time, Queued Checks, by Date Range, or by Check Number Range
- Post Entries One at a Time or Batch Post by Bank Account
- Bank Account Activity Reports Includes Detail with Running Balance
- Transfer Funds Between Accounts and/or Funds With the Simple Automatic Cash Transfer Wizard
- Print Checks to Plain Check Stock with the Add-on MICR Check Printing

## Reporting

---

- **Accounting Reports**  
Print or Display Revenue Statements, Trial Balance, Budget Reports, General Ledger Reports, Transactions Journals, and many other accounting reports. Utilize the Advanced button to define your reports using dates and the specific criteria YOU choose to review.
- **Budget Reports**  
Displays a comparison of total monthly budget to total monthly actual for each account for the date range requested. Choose from two formats...Budget, Actual, Percentage of Budget and Variance amount OR Budget, Actual, Percentage Remaining and Amount Remaining.
- **General Ledger Reports**  
Running Balance...a complete general ledge for the selected time frame, displaying each account in account number order and complete transaction detail within the account. Also displays the cumulative balance after each transaction. This report can be run for all accounts or for selected accounts.
- **Transaction Journal Reports**  
Use this powerful report to review detailed information using the many criteria selections available under the Advanced Options button. This report displays the General Journal for the time frame specified and by the transaction date.
- **AP/AR Reports**  
Print your Accounts Receivable and Accounts Payable to show either one line entry per customer or supplier, OR the detail for each.

## Supporting Features

---

- Project Cost ... Make Certain That Your Projects Are Profitable!
- Unlimited Number of Projects
- Track Projects By Supervisor and Type of Project
- Projects Can Be Tracked By Cash or Accrual
- You Define the Unlimited Income and Expense Categories to Fit YOUR Business
- Create Detailed Proposals
- Create Projects From Proposals
- Design Your Own Reports By Using the Report Grouping Feature
- Apply Payroll Costs When You Use Professional Payroll
- Assign Costs and Expenses By Simply Clicking On the PROJECTS Button Within the Appropriate Screens
- Escrow Tracking
- Escrow By Individual Designate
- Escrow Fund Tracking Per Account
- Group Checking or Individuals Checking Accounts Available
- Revenue & Expense Reports Per Escrow Account
- Bank Reconciliation Based On Type of Cash Account Used
- Use the Budget and Costs Assigned in Payables and Receivables (Accrual) or Checks and Deposits (Cash) to Prepare Complete Management Reports