



SOFTWARE PRODUCTS LIST

General Accounting Applications

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Licensing Applications

MSI-Vehicle Licensing

MSI-Business Licensing

MSI-Animal Licensing

Additional Applications

MSI-Utility Billing:

Offering an Optional Electronic Bill Presentment & Payment Module

MSI-Building Permits & Inspections

MSI-Parking Tickets

MSI-Service Requests

MSI-Fixed Assets

MSI-Job Costing

MSI-Human Resources

MSI-Accounts Payable

System Features

Features of the MSI-Accounts Payable Module Include:

- *Complete invoice entry with up to 99 items per invoice*
- *Unlimited allocation of expenses to General Ledger accounts*
- *Creation of vendor maintenance file during invoice entry*
- *User defined terms & invoice status codes*
- *Check printing with A/P check register*
- *Single check printing for multiple invoices per vendor*
- *Automatic posting to General Ledger with distribution journal*
- *"Manual" interim check processing*
- *Electronic interface with MSI- Purchase Order application*
- *Electronic interface with MSI- Fixed Assets*
- *Electronic payment to vendors*
- *Check voiding with automatic general ledger reversing entries*
- *Standard refund interface with popular Park District registration software*
- *Check Reconciliation*
- *Complete on-line vendor & invoice inquiry*
- *Current and historic vendor & invoice information*
- *Detail and summary board report printing*
- *Alphabetical or numeric vendor listings*
- *Supports full 1099 reporting*
- *Annual Treasurer's report with user defined limits*
- *Logical audit trails*
- *Expense tracking by project*
- *One-time vendor creation*
- *Recurring monthly invoice processing*

MSI ACCOUNTS PAYABLE
Paid Invoice Inquiry Screen

Display
Vendor Name: Total:

Vendor Num	Invoice Number	Invoice Date	P.O. Number	Check Num	Check Date	Check Amount	Invoice Amount
00016	060200	2000/06/02		150515	2000/06/16	800.00	800.00
00016	061101	2001/06/11		160410	2001/07/13	300.00	300.00
00016	090399	1999/09/03		143275	1999/09/17	100.00	100.00
00016	103100	2000/10/31		154825	2000/11/17	700.00	700.00
00016	112796	1996/11/27		114848	1996/12/20	1,417.80	1,417.80
00016	18448	1996/06/28		110590	1996/07/12	4,233.32	4,233.32
00016	18895	1996/07/05		110898	1996/07/26	186.66	186.66
00016	19295	1996/08/15		111469	1996/08/16	1,005.00	1,005.00
00016	19466	1996/08/22		111669	1996/08/23	3,500.00	3,500.00
00016	20658	1996/09/02		112429	1996/09/20	635.00	635.00
00016	20658-02	1996/11/15		114455	1996/12/06	503.82	503.82
00016	20658-10	1996/10/18		113179	1996/10/18	5,214.20	5,214.20
00016	3795	1997/07/10		120954	1997/08/01	3,795.00	3,795.00
00016	PF0001	2001/06/27	00022340	160579	2001/07/20	1,499.00	1,499.00
00016	PF0002	2001/06/28	00022340	161345	2001/08/17	15,230.90	2,596.10
00016	PF0003	2001/07/25	00022340	161345	2001/08/17	15,230.90	3,277.50
00016	PF0004	2001/08/07		161345	2001/08/17	15,230.90	9,357.30
00016	PF0006	2001/08/16	00022340	161632	2001/08/31	3,449.10	3,449.10
00016	PF0007	2001/08/31	00022340	162159	2001/09/21	5,363.30	1,433.50
00016	PF0008	2001/08/31	00022340	162159	2001/09/21	5,363.30	3,929.80
00016	PF0009	2001/09/18	00022340	162571	2001/10/05	4,684.50	2,805.00
00016	PF0010	2001/09/18	00022340	162571	2001/10/05	4,684.50	1,188.50
00016	PF0011	2001/09/12	00022340	162571	2001/10/05	4,684.50	691.00
00016	PF0012	2001/10/12	00022340	163205	2001/10/26	1,809.10	1,809.10
00016	PF0013	2001/10/16	00022340	163359	2001/11/02	2,111.30	2,111.30
00016	PF0014	2001/10/22	00022340	163528	2001/11/09	2,899.70	500.00
00016	PF0015	2001/10/25	00022340	163528	2001/11/09	2,899.70	2,399.70
00016	PF0016	2001/11/01	00022340	163860	2001/11/16	710.20	710.20

Buttons: OK, Cancel, Delete, Exit

The MSI Accounts Payable Module offers an “open” design and user definable codes that combine to make it the most sophisticated and flexible Accounts Payable System on the market.

Paid Invoice Inquiry Screen provides the ability to sort the paid invoice list by column headings, as well as to drill down to individual invoice detail with the click of a mouse.

MSI-Accounts Receivable

System Features

Features of the MSI-Accounts Receivable Module Include:

- *Flexible creation and maintenance of invoices*
- *Invoice printing with user defined headings and messages*
- *Invoice inquiry by invoice number, customer number or name*
- *Aged Accounts Receivable reporting*
- *Statement and late notice printing for past-due accounts*
- *Billing activity reporting for any time frame*
- *Interfaces with MSI-General Ledger & MSI-Cash Register systems*
- *Credit memo creation and application*
- *All code maintenance is user defined*
- *Cash receipts entry with control totals*
- *Bar code support*
- *Alphabetical or numeric customer listing*
- *Separate Bill-to and Ship-to addresses*
- *Automatic generation of recurring invoices*

MSI ACCOUNTS RECEIVABLE

Invoice Entry Screen

AR Invoice Entry

File Help

Enter Item Code - all spaces will be considered a comment line.
Use binoculars or F4 to view existing.

Summary

Invoice Number: 40261

Customer Number: 30133 PRESTO GRAPHICS

Invoice Date: 03/31/2003 67 LESTER

Due Date: 04/01/2003 PARK FOREST IL 60466

Detail

Line #	Item Code	Item Description	Quantity	Unit Price	Amount
3					
GL Account #					
02		APRIL 2003			
01	800	PLAZA RENT RECEIVABLE 80-00-00-45-0750	1.00	1,087.50	1,087.50
		PLAZA RENT			

Sub-Total: 1,087.50 Tax: 0.00 Invoice Total: 1,087.50

Number of Items: 2

OK Cancel Delete Exit

Add Remove

The **MSI Accounts Receivable Module** provides the ability to create and define recurring invoices based on user defined criteria. It also provides real time viewing of open receivables with the ability to sort by invoice number or customer name.

MSI-Budget Planning

System Features

Features of the MSI-Budget Planning Module Include:

- *Budget work file created from current general ledger*
- *Detailed line item budgeting performed by budget type codes*
- *Load budget data into General Ledger for comparative reporting*
- *12-month breakdown by dollar amount or percentage*
- *Ability to budget by fund, dept, class, subclass, and by object*
- *Restrictive budgeting based on password protection*
- *Allows for import of file from external data sources*
- *Projected budget calculations with the ability to override*
- *Revised Budget printing*
- *Final Budget printing*
- *Projected profit / loss calculations*
- *Comparative Budget Worksheet printing*
- *Automatic recalculation of worksheets*
- *Allows the entry of unlimited notes by line item with reporting capabilities*

MSI BUDGET PLANNING

Budget Entry Screen

The MSI Budget Planning Module improves the speed and accuracy of budget preparation. Prepare "what if" scenarios and make responsible budget requests based on comparative data.

Selection

Account # Fund Dept Class SubClass Object

To

Account Description	Prior Actual	Current Budget	YTD Actual	Current Projected	Next Budget
REGULAR SALARIES	296,794.00	311,173.00	226,434.00	250,000.00	251,589.00
OVERTIME SALARIES	538.00	501.00	152.00	203.00	1,308.00
TEMPORARY/PART-TIME SALARIES	5,692.00	5,082.00	5,160.00	6,880.00	7,878.00
REGULAR SALARIES	0.00	0.00	0.00	0.00	87,292.00
OVERTIME SALARIES	0.00	0.00	0.00	0.00	0.00
TEMPORARY/PART-TIME SALARIES	34,050.00	35,650.00	21,410.00	28,546.00	0.00
REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00
OVERTIME SALARIES	0.00	0.00	0.00	0.00	0.00
TEMPORARY/PART-TIME SALARIES	712.50	4,000.00	806.25	1,074.99	0.00

Entry

Account # Current Projected

#	Employee	Hr Rte	Hrs/Day	Days/Wk	# Wks	Total Budget
010						
009	FRED DERF	9.75	8.00	4.00	52.00	16,224.00
008	FINANCE DIRECTOR	15.00	8.00	5.00	52.00	31,200.00
007	INTERN	5.00	2.00	3.00	52.00	1,560.00
006	RECEPTIONIST 2	5.00	3.00	5.00	52.00	3,900.00
005	RECEPTIONIST 1	5.25	5.00	5.00	52.00	6,825.00
004	ADMIN STAFF (3 PEOPLE)	8.25	24.00	5.00	52.00	51,480.00

Buttons: Add, Remove, OK, Cancel, Delete, Exit

Budget Entry Screen with the ability to budget by groups of account number components with notification of budgeting for a profit or loss by groups of line items.

MSI-Cash Register

System Features

Features of the MSI-Cash Register Module Include:

- *Interfaces with all related MSI systems providing centralized cash collection*
- *Cash Receipts Edit Report for a single day or range of days*
- *Extended security for access to cash drawer & receipt entry*
- *User Definable Receipt Type Codes*
- *Stub Validation & Check Endorsement Available*
- *Customer account number & address validation*
- *On-line receipt inquiry*
- *Bar code scanning available*
- *Impact or thermal printing of receipts available*
- *Multiple open batch processing*

MSI CASH REGISTER

Cash Register Entry Screen

CR Entry
_ □ ×

File Help

Batch Information

Batch # Register ID Entry Date Cashier Code

Summary

Transaction # Name
 Address

Detail

Entry #	Type	Reference #	Amount	Payment Type	Check #
<input type="text" value="005"/>	<input type="text" value="UB"/>	<input type="text" value="010102120000"/>	<input type="text" value="13.57"/>	<input type="text" value="2"/>	<input type="text" value="46035"/>
<input type="text" value="MSI-Utility Bill payment"/>				<input type="text" value="CHECK"/>	
005	UB	0101021200-00	13.57	2	CHECK 46035
004	VL	1015290	40.00	2	CHECK Sticker # 7882 46035
003	PT	20030025	4,529.00	2	CHECK 46034
002	BL	01024 001	50.00	2	CHECK License # 46033 625
001	AR	38120	325.00	2	CHECK 45032
		MSI-Accounts Receivable inv.			

Summary Information

Balance Due	<input type="text" value="4,957.57"/>	<input type="button" value="OK (F9)"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>	<input type="button" value="Exit"/>
Amt. Tendered	<input type="text" value="4,957.57"/>	<input type="button" value="Summarize (F8)"/>			
Change	<input type="text" value="0.00"/>				

The MSI Cash Register Module was designed to assist the user with billing and receivables. Cash Register allows the user to input cash receipts for multiple systems.

MSI-Cash Register

Credit Card Processing Module

Features of the MSI-Cash Register, Credit Card Processing Module Include:

- *Swipe Card Entry Increases Credit Card Processing Accuracy*
- *Lynk Systems Interface automates & streamlines the credit card acceptance process*
- *Automatically initiates the credit card authorization process based on the payment type code entered*
- *Transaction completes upon credit card approval and a customer & merchant receipt are printed*
- *A pop-up box informs the cashier if the credit card is declined & requests an alternate form of payment*
- *Provides a manual entry option if necessary*
- *“Reenter Card” button clears any previously entered data if reentry of the credit card is required*
- *“Cancel” button allows the cashier to cancel a credit card entry before it is submitted*

THE MSI CASH REGISTER

Credit Card Processing Module

CC Accept Form

Swipe Credit Card Click "Submit"

Card Type

- Master Card
- Visa
- American Express

Card Info

Card Number

Expiration Date mm/yy


Amount

OK Submit Manual Entry Re-Enter Card Cancel

Credit Card Authorization Status

Credit Card Verification in Progress

CREDIT CARD DECLINED 000001515

 The credit card was not authorized, please try another form of payment.

OK

MSI-General Ledger

System Features

Features of the MSI-General Ledger Module Include:

- *Supports multiple funds, departments, classes, sub-classes, & accounting codes up to thirteen characters*
- *Period "13" for adjusting entries*
- *Flexible, user defined account numbers and report breaks*
- *Fund based accounting in accordance with GAAFR*
- *Retains complete journal entry and cash receipt history*
- *Detailed cash receipt entry*
- *Complete account and journal inquiry*
- *Tracking of receipts by project*
- *Standard Treasurer's report*
- *Multiple Revenue/Expense Reports compared to budget with varying column descriptions*
- *Ledger Activity Report for user-selected groups of accounts*
- *Month-to-Date & Year-to-Date Trial Balance printing*
- *Processing allowed in new fiscal year without closing prior fiscal year*
- *Recurring journal entry option*
- *Encumbrance accounting supported*
- *Journal reversal with automatic posting*
- *GASB-34 features and reporting*

MSI GENERAL LEDGER

Journal Entry Screen

Summary

Journal # Accounting Period Recurring Journal #
Entry Date Fiscal Year

Detail

#	Account #	Transaction Description	Debit	Credit
5				
004	010000110000	JUNE TRANSFER CHARGE	\$0.00	\$17,112.00
003	520000110000	JUNE TRANSFER CHARGE	\$15,000.00	\$0.00
002	520700454900	JUNE TRANSFER CHARGE	\$0.00	\$15,000.00
001	010700600400	JUNE TRANSFER CHARGE	\$17,112.00	\$0.00

Debit/Credit Balance to be Entered

OK Cancel Delete Exit

The MSI General Ledger Module provides the financial officer with concise and meaningful information allowing for better administration and control of municipal finances.

MSI-Payroll

System Features

Features of the MSI-Payroll Module Include:

- *Retains MTD, QTD, and YTD data on all employees*
- *Employee master files with relevant personnel information*
- *Provides for EEOC reporting*
- *Automatic payroll tax calculations*
- *Accrual disbursement & reporting of benefit hours*
- *Up to 99 voluntary deductions per employee*
- *Up to ten automatic labor distributions per employee*
- *Labor distribution interfaced with MSI-General Ledger*
- *Payroll Distribution Journal printing*
- *Payroll Check Register printing*
- *State unemployment report with magnetic media option*
- *State pension reporting with magnetic media option*
- *Form 941 printing*
- *Supports NACHA file direct deposit for multiple depository accounts*
- *Automatic liability check printing*
- *Override of all deductions during pay cycle*
- *Employee maintenance report tracks all changes to maintenance file*

MSI PAYROLL

Payroll Time Card Entry Screen

PR Time Card Entry

File Help

Employee Number First Name Last Name

Time Card Entry | Excludes | Tax Override | Deduction Overrides | Other Overrides

Employee # Check Sequence # Dept

Job Class Job Class Pay Rate

#	Date	Hours Type	Rate	Hours	Default/Override G/L Acct. #
<input type="text" value="06"/>	<input type="text" value="052305"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05	05/23/05	OT	OVER-TIME	56.3119	5.000 MULTIPLE ACCT
04	05/23/05	JUR	JURY DUTY	37.5413	4.000 MULTIPLE ACCT
03	05/23/05	SIC	SICK PAY	37.5413	8.000 MULTIPLE ACCT
02	05/23/05	VAC	VACATION PAY	37.5413	8.000 MULTIPLE ACCT
01	05/23/05	REG	REGULAR PAY	37.5413	60.000 MULTIPLE ACCT

Regular Hours Other Hours Total Hours

Add Remove

OK Cancel Delete Exit

The **MSI Payroll Module** has been designed to cover all facets of the municipal payroll process. Payroll generation is straightforward, and produces a logical audit trail and all necessary government reports.

MSI-Purchase Orders

System Features

Features of the MSI-Purchase Orders Module Include:

- *Purchase Requisitions with Multiple Approval Levels & Automatic Notifications*
- *Fully Encumbered Purchase Orders with Automatic Liquidation Option of Encumbrancing Selected Items*
- *Processes Blanket Purchase Orders*
- *Open Purchase Order Report*
- *Open Requisition Report*
- *Open Purchase Orders Aging Report*
- *Open Encumbrance Report*
- *Purchase Order & Purchase Requisition Inquiry*
- *Interfaces with MSI-Accounts Payable & MSI-General Ledger systems*
- *Automatic warning when an account's expense is nearing budget*

MSI PURCHASE ORDERS

Purchase Order Entry Screen

Purchase Order Summary

Purchase Order Number: 8526 Type Code: SVC SERVICE CENTER
Requisition Number: 3353 Vendor #: RA73350 RANGE AUTOMATION SYSTEMS L.L.C
Purchase Order Date: 12/16/2003 Deliver To: SVC PARK SERVICES
Expected Date: 01/31/2004
Requested By: FRED GRAPES Attention Of: FRED GRAPES

Purchase Order Detail

Item #	Code	Description	Status	Quantity	Unit Price	Amount
05						
Account #						
04		FLEXIBLE CONVEYOR SHAFT-210' 40-18-10-418-5580 E&R Range Equipment Repairs	C	1.000	3,150.00	3,150.00
03	C	EMERGENCY REPAIR	X			
02	C	BACK UP REPLACEMENT	X			
01		FLEXIBLE CONVEYOR SHAFT-210' 40-18-10-418-5580 E&R Range Equipment Repairs	C	1.000	3,150.00	3,150.00

Number of Items : 4 P O Status : OPEN Purchase Order Total : 6,300.00

Buttons: Add, Remove, OK, Cancel, Delete, Exit

The **MSI Purchase Order Module** has been designed to provide ease of purchase order requisition, approval, and tracking. It utilizes Outlook for requisition e-mail notification and approval.