

# General Ledger

## Functionality Brief



The General Ledger functionality in MEDITECH's General Accounting solution allows staff to produce timely and informative financial inquiries and integrated reports for single- and multi-facility healthcare organizations, while conforming to generally accepted accounting principles (GAAP). The functionality provides your Accounting department with controlled and accurate bookkeeping, as well as the flexibility to drill down into detailed transactions for comprehensive financial analysis.

### ***Highlights:***

- Eliminate redundant data entry through seamless integration with MEDITECH's financials
- Easily analyze statistical information across your organization
- Create a customized chart of accounts and hierarchical structure based on your organization's accounting practices
- Automatically record accruals and reversing entries
- Automate notification prior to posting when credits and debits do not balance
- Drill down into department-level detail, such as invoices, timecards, and expenses

### ***The General Ledger Enables Executives and Financial Staff to:***

#### **Customize a Chart of Accounts and Organizational Hierarchy**

All MEDITECH financial applications share the same integrated chart of accounts. MEDITECH provides your organization with the option to convert your existing chart of accounts and organizational hierarchy into our General Ledger, or to create a new custom chart of accounts to address your unique needs. Flexible methods of structuring the hierarchy and assigning account numbers include:

- Support for an unlimited number of defined accounts
- The option to utilize user-defined account number lengths and alphanumeric accounts
- The flexibility to assign security according to multiple hierarchical structures
- The flexibility to define an unlimited number of summary reporting paths
- Support of control and subsidiary accounts
- The ability to assign mnemonics to specific accounts to support rapid account recall
- Effortless creation of new cost centers and assignment of expense codes to multiple departments.

#### **Efficiently Manage Workload through Roles-based Desktops**

The General Ledger helps all financial staff better manage their workloads through roles-based desktops. These desktops, which are currently available for accounting, allocations, management, and report writing, provide users with access to their most commonly used routines from a single screen. From their desktops, staff can view, sort, and complete their daily tasks by working from user-defined worklists based on preferences. Staff has the flexibility to sort user-defined work items by date, journal, number, status, period, originating database, debits, or credits. In addition, the roles-based options can give your executives direct access to financial data and multiple layers of reporting options on one desktop for streamlined and convenient financial analysis.

## View Real-time Inquiries and Drill Down into Detailed Financial Transactions

The General Ledger takes reporting one step further by enabling users to drill down into account summaries to view detailed departmental information captured across your organization. For example, a purchasing manager has the option to drill down into department expenses to see individual purchase orders. As a byproduct of MEDITECH's integration, General Ledger even enables users to select a batch and drill down into a specific application, such as Payroll for timecard information or Revenue Cycle for patient financial detail. General Ledger also supports the ability to:

- Display detailed or summary on-line account inquiries and period and budget comparisons
- Select accounts for inquiry by account number, a range of numbers, or by specifying component values, such as salaries and wages for a manager's area of responsibility
- View all inquiries in real time to promote accurate and timely decision making.

## Allocate Expenses and Revenues and Post Journal Entries across your Organization

Staff can allocate expenses and revenues to departments across single- and multi-facility organizations at any time. Allocations are created manually or automatically throughout the financial year based on organization-defined rules and methods. These features include:

- User-defined allocation methods, including simultaneous calculation and step down
- Allocation based on account statistics, money, or manual weighting
- Automatically generated General Ledger batches from allocation tables for both actual and budget data.

Your staff can also create and post journal entries automatically or manually in the General Ledger. When manually posting journal entries, the system provides the flexibility to post multiple journal entries in a batch, establish controls and restrictions for posting, and to create your own template for recurring batches. Once filed, journal entries appear on a worklist for posting. Entries are checked to ensure all credits and debits are in balance before posting. Users can also run standard reports, such as List Batches, to identify unposted journal entries, edit, and post them. Account balances are automatically updated upon posting.

## Monitor, Track, and Manage System Use through Multi-level Security

The General Ledger provides robust security settings which can be defined at the system, department, and user levels. All financial transactions are also tracked and reported on to include the change, date of change, and the user who created the change.

A number of security checks are available to monitor, track, and manage system use, such as:

- Authentication through a user-defined network password
- Organization-defined and password-based security checks, located throughout the system
- Access restrictions based on specific department, entity, or corporation
- Restrictions on performing certain system functions and routines
- Audit trails to link various system activities to specific user passwords.

## Analyze Financial Data through Robust Reporting Capabilities

MEDITECH provides both standard and customer-defined reports to help your organization manage all your financial needs. Features include the use of multi-corporate reports, detailed and summary budget reports, comparative reports, as well as the option to create your own reports through our custom General Ledger reporting tool. Examples of reports available in the General Ledger include:

- Balance sheets (condensed external, detailed internal, comparative)
- Operating and projected operating statements at all reporting levels (in the appropriate formats)

- Statistical reports
- Responsibility reports
- Profitability reports
- Preliminary (trial period still open) and final (period closed) reports
- Trial balance reports (summary, detail, subsidiary summary, subsidiary detail)
- Department expense detail reports.

### Reap the Benefits of Integration

The General Ledger is the backbone of MEDITECH's integrated financial solution and helps your organization analyze your financial information with greater efficiency. Information automatically flows into the General Ledger from throughout the MEDITECH system, eliminating redundant data entry. Likewise, users can drill down into the General Ledger to view detailed financial transactions captured in other applications. Integration highlights include the ability to:

- Automatically debit and credit invoices through Accounts Payable
- Pass patient revenue, receipts, daily and monthly bills, procedure statistical quantities, adjustments, and refunds through Revenue Cycle
- Depreciate assets through integration with Fixed Assets
- Record inventory records and non-invoiced receipts using Materials Management
- Receive accounting transactions from Payroll, such as: money batches, statistics for hours worked, month- or period-end money statistics and accruals, and budgeted money statistics.

For more information about us, contact a MEDITECH Marketing Consultant.

March 10, 2010