

FINANCIAL MANAGEMENT

MUNIS® ACCOUNTS PAYABLE

MUNIS® Accounts Payable manages vendor invoices (vouchers), tracks open payables, prepares pre-check registers, automatically batch generates checks, and maintains vendor and expenditure history. You can liquidate purchase orders in full or in part, with detail receiving information available online. Invoices may be scheduled for payment on a flexible basis. Integrated workflow functionality allows you to route and approve invoices online. You can even review and approve invoices without logging in to MUNIS.

Invoice Entry

- End of the period... how much sales tax do you refund? MUNIS reports the exact amount based on your state's requirements.
- Decentralized invoice entry: Departments anywhere can enter invoices, but if you choose, only your central AP can process payments for check printing security
- You adjust an invoice for an encumbered purchase order. What happens to the encumbrance? You can set parameters so MUNIS reverses it automatically.
- Using more than one invoice entry system? Import the others and let MUNIS handle the processing.
- For POs without receiving records, invoice status is set to T-Awaiting Three-Way Match, prohibiting liquidation until receiving records are added
- Enter new vendors "on the fly", while creating the invoice
- Or let new vendors sign up themselves, using the Internet (with MUNIS Self Service, distributed separately)
- 199 lines for General Ledger and Project distributions/allocations per invoice/voucher
- Supports an unlimited number of physical checking accounts or pooled, multi-fund cash in a single bank account
- Online budget sufficiency calculations
- Credit Memos, Direct Disbursements and Wire Transfers are all supported
- Recurring Invoice feature saves entry time
- Option to allow duplicate invoice numbers

Checks

- Pay multiple purchase orders on a single invoice
- Ability to accommodate vendors requiring one check per invoice
- Several check printing form options available
- Processes check re-runs and voids
- Manual, tape, or file check reconciliation
- Positive Pay Validation
- Ability to process EFT/ACH payments to vendors

Inquiries and Reports

- Includes:
 - Invoice, Check, Purchase Order Detail
 - Recurring Invoice Master Records
 - 1099 Summary and Detail
 - General Ledger Detail Y-T-D
 - Query by any vendor data element
 - Cash Requirements Report
 - Paid Invoices Report
 - Vendor Fiscal year Report
 - User Defined Reports
- You can also report sales tax information specific to a given state's requirements

...continued on reverse

MUNIS Accounts Payable is fully integrated with MUNIS General Ledger, Fixed Assets, AR (+ Tax, UB, Excise, etc.) for refund processing, Payroll for liability check processing, Purchase Order Receiving for payments of inventory items received, and Treasury Management to facilitate Bank Reconciliation. Additionally, you can view or add scanned document images using Tyler Content Manager for MUNIS. Accounts Payable is distributed in conjunction with General Ledger and Budgeting.

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Vendor Information

- 1099 Processing with detail reports
- Classifies vendors by user defined criteria including: geographic code, type code and class code
- Supports vendor commodity links, multiple vendor addresses, and third party vendors
- Vendor Inquiry allows any user to query the vendor history files without the ability to modify data
- When used with MUNIS Self Service, new vendors can sign up with your organization via the Internet