

FINANCIAL MANAGEMENT

MUNIS® ACCOUNTS RECEIVABLE

Tyler's MUNIS® Accounts Receivable (AR) software performs two major functions: collections of miscellaneous cash and the collection of billed receivables. Processing over-the-counter or mailed payments for non-billed items such as licenses, permits, and registrations is easy using MUNIS AR software. You also have the option to print a receipt if necessary. Set your own charge codes to facilitate data entry and provide detailed or summary analysis (daily, weekly, monthly) by type. Additionally, you can pre-set General Ledger revenue accounts to these codes so that data entry personnel doesn't need to know or have to enter account numbers—creating efficiencies, and saving your organization critical time and resources.

Collections

- Full cash station support
- Supports scan line entry
- Optional validation
- Create receipts for both bill payments and miscellaneous cash processing, with the option to print customer receipts online
- Bank lockbox and Web import interface available
- Reverse most payment batches including lockbox or mass pay file
- Batch balancing supported by Clerk/Cash Station, allowing reconciliation of cash totals, check totals, etc.
- Daily cash journal includes detail receipt information and summary by category

Payment Processing

- Accommodates partial payments, overpayments, and both positive and negative adjustments
- Allows payment effective date to be adjusted to determine future payment amounts or back posting
- Payment reversals update bill balances instantly
- Supports special conditions and warning messages such as “Cash Only Payment”

- Pre-pay, or pay by installment
- Multi-bill payment processing is available
- Over/short adjustment processing
- Provide a variety of ways to apply payments; by charge, by charge group, by bill, by account, and more

Record Keeping

- Customer payment detail is recorded (cash, check, credit card, other)
- Displays original bill in detail
- Displays all transactions such as payments and adjustments in summary and detail
- Prints duplicate receipts
- Bill search by:
 - Customer Name or Number (ID)
 - Property Location
 - Bill Number/Bill Type
 - Property Code
 - Social Security Number
 - Year
 - Parcel (Primary/Alternate)
 - Other Names on Account
 - UB Specific Fields
 - Tax Sale/Lien/Title Fields

Accounts Receivable & Collections is integrated with all MUNIS Receivables (Tax, Excise, Utility Billing, General Billing, and so on). This allows a customer to process many types of payments within a single transaction. Moreover, MUNIS Scheduler enables you to automate a variety of reports and processes.