

FINANCIAL MANAGEMENT

MUNIS® GENERAL BILLING

Local governments and school districts often need to create invoices and bills for miscellaneous charges, such as rented building space, charges for parking spaces, or certain types of permits. Tyler's MUNIS® General Billing (GB) software creates invoices for various departments and activities not covered by other MUNIS revenue application, such as Utility Billing or Tax. MUNIS GB eliminates handwritten bills and manual calculations. It totals invoice lines and provides accurate payment information. MUNIS GB works with MUNIS Payment Entry (Accounts Receivable) and General Ledger, and provides accurate and up to the minute accountability.

General Features

- Accommodates both Cash and Accrual accounting methods
- User-defined invoice creation and printing
- Supports multiple line items and revenue distributions per invoice, including:
 - Items or services sold
 - Text lines
 - Sales tax
 - Interest
- Recurring invoices can be automatically generated for leases, business licenses, permits, and so on, and includes calculation of sales tax, if appropriate
- Supports Electronic Fund Transfers (EFT)
- Create general billing invoices for reimbursements and indirect costs for a specific project, or for all projects
- Create interdepartmental bills within the organization automatically pay the bills when they are generated using funds from the billed department.
- Use Incident Tracking and generate invoices for billable incidents such as Alarm Billing
- Option to print monthly customer statements
- Pre-defined invoice descriptions and account distributions
- Powerful process for handling general billing deposits establish deposit-only general billing charge codes and use to collect deposit amounts as miscellaneous receipts. The Payment Entry program automatically updates the Deposit Amount for the customer. If the miscellaneous receipt is reversed, the Deposit Amount is automatically updated.
- Invoice reprint capability reflects any payments to date and any comments added
- Assess multiple fees on the same invoice on the same day
- Various fee calculation methods are available when Assessing Late Fees, including an option to not allow the fee to exceed the unpaid invoice amount
- Scheduled payments against a master invoice
- Medicare/Insurance data for medical or ambulance invoices
- Allows a General Billing Invoice Import Layout
- Access General Billing information from invoice or customer in Accounts Receivable and Collections
- Give user permission to Apply GB Credits without having permission to Maintain Invoices, and vice versa

Multiple bills and bill history for a given customer is easily accessible from one convenient location. This lets you be more efficient when looking up information or answering questions.

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Inquiries and Reports

- Monthly statements available
- Payment Entry (Accounts Receivable) permits look up by invoice number or customer name/number, and supports partial payments and user-defined distribution of payments
- Automate certain reports, notices, and other tasks via MUNIS Scheduler
- Analysis reports by department or activity, items or services sold, and age of bill include:
 - Detail Invoice Journal
 - Aged Trial Balance
 - Detail History Report