

## MUNIS® PURCHASE ORDERS

With Workflow approvals, you define the business rules specific to your organization. For example, you can route over-budget purchase orders to the proper approver automatically. Workflow can also notify requestors electronically when their requisition is converted to a purchase order.

You can report on vendors by a variety of codes you define, such as type, class, geography, and performance, among others. This allows you to sum and analyze PO and invoice information for specific vendor categories. In addition, MUNIS supports blanket purchase orders, contracts, price agreements, and bids and quotes. You can even import receipts from purchase cards to create invoices automatically.

### Flexible and Easy to Use

Purchase Orders supports both Encumbrance accounting (purchase orders) and pre-encumbrances (requisitions), and provides blanket POS, contracts, and price agreement verification. Each line item supports multiple General Ledger account distributions.

- Describe a one-time buy in as much detail as you need, with unlimited descriptions per line item and unlimited number of comment lines
- Accommodate discounts and trade-ins
- Close the year with open purchase orders.
- Determine what happens to encumbrances—choose the carry forward method: GAAP, Budgetary, GAAP/Budgetary, or Transfer
- Choose to use the NIGP (National Institute of Governmental Purchasing) commodity codes, or define your own
- Generate change orders for posted contracts and follow Workflow approval process
- Integrates with Fixed Assets, identifying purchases as assets for later auto-import into the Fixed Assets system
- Security permissions can be used to limit users to specific GL accounts within the purchasing system, preventing inadvertent use of payroll object codes
- Workflow business rules can be generated for POs based on GL account segments, over budget conditions, commodity code, dept code, or amount-based (i.e. all POs over 5000 must get the buyer's approval)

- Allows encumbrances of use tax
- Integrated with Contracts to enforce contractual rules, such as which GL accounts to use, max amount per account for a given year, or price/discount, and so on
- Allows for user defined attributes on Purchase Orders
- Holds Pos without receiving records, prohibiting liquidation until receiving records are added

### Control Costs

MUNIS confirms whether a purchase is within the budget, online, during purchase order entry, and updates the available budget in real time, so it's always current.

- Determine if the entry clerk/user has the authority to exceed budget with security codes
- Use workflow to define the business rules that guide the requisition and purchase order approval process
- Create multiple purchase orders from a single requisition, or one purchase order from multiple requisitions

### Inquiries and Reports

- Manage vendor performance by analyzing purchases across commodity codes, vendor types, classes, geographic areas, etc. Track past due deliveries, fill percentage, returns, and bid performance.
- Freight/FOB data for review by Accounts Payable

*MUNIS® Purchase Orders helps you control your procurement costs. First, order costs are significantly reduced through decentralized requisition entry, automated workflow approvals, and online budget checking. Then, through statistical reporting, MUNIS helps you evaluate vendor performance and get a handle on what you're spending.*

*MUNIS Scheduler (optional) automates the processing of certain reports.*