



2014
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[MU-FN-7-B] [MU-FN-9-A]

What's New in Purchasing and Payables

Munis-Financials: Purchasing & Accounts Payable

CLASS DESCRIPTION

Come learn about the latest additions to Munis procurement and see how to utilize new tools for more efficient purchasing and more strategic sourcing. This session will showcase new features and functionalities available within the “req to check” process with tips and tricks along the way. Whether you have just started using Munis procurement or you want to increase the effectiveness of existing procedures, there is something in this session for you to take back to your office and start using every day.

OBJECTIVE

This session will familiarize participants with the latest enhancements to the Munis procurement process.

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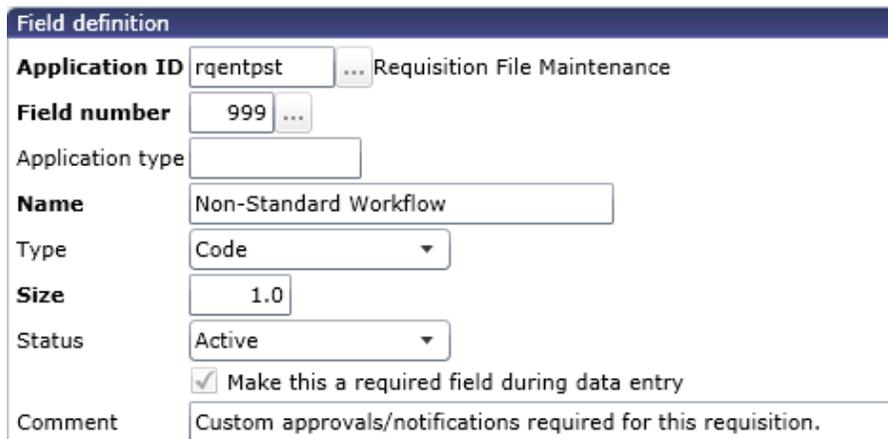
PURCHASING

Routing Requisition Workflow by User-Defined Codes

Requisitions now allows special workflow routing based on a user-defined field. Selecting a code other than the standard defaulted option when adding a requisition will trigger additional REQ or RQC business rules that are designated with the same code. For example: a code could indicate that a requisition is an emergency requisition, and route it to an approver who handles all emergency requisitions.

SETUP

To implement this functionality, a required field must be added in User Defined Fields. The field number must be set to "999", the field type must be set to "Code" and the field must be required.



Field definition

Application ID: rqentpst ... Requisition File Maintenance

Field number: 999 ...

Application type: []

Name: Non-Standard Workflow

Type: Code

Size: 1.0

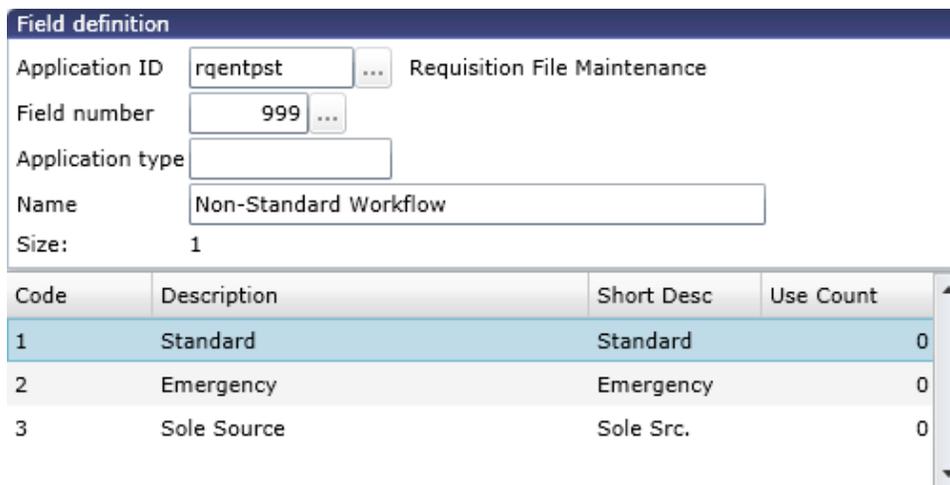
Status: Active

Make this a required field during data entry

Comment: Custom approvals/notifications required for this requisition.

User Defined Fields

After defining the field, use the User Defined Codes program to create the non-standard requisition category codes.



Field definition

Application ID: rqentpst ... Requisition File Maintenance

Field number: 999 ...

Application type: []

Name: Non-Standard Workflow

Size: 1

Code	Description	Short Desc	Use Count
1	Standard	Standard	0
2	Emergency	Emergency	0
3	Sole Source	Sole Src.	0

User Defined Codes

Next, a default code can be assigned to the previously-created field. In this example, the code '1 – Standard' will be the default. This will allow ordinary requisitions to be added without the extra step of choosing the new code, while allowing users to override it on applicable entries.

The screenshot shows the 'User Defined Fields' window for 'Munis [TRAIN DATABASE Nov 20 2013]'. The 'Field definition' section includes the following fields:

- Application ID: rqentpst (with a dropdown arrow) Requisition File Maintenance
- Field number: 999 (with a dropdown arrow)
- Application type: (empty text box)
- Name: Non-Standard Workflow
- Type: Code (dropdown menu)
- Size: 1.0
- Status: Active (dropdown menu)
- Make this a required field during data entry
- Comment: Custom approvals/notifications required for this requisition.

The 'Current usage' section shows: No application records are using this field.

Select the Default action from the field record to indicate which code should default.

The screenshot shows the 'Default' section with a 'Default value' field containing the number '1'.

Note: The default value functionality in User Defined Fields was added to facilitate this process, but it is not limited to the '999' field. It can be applied to any user-defined fields in requisitions!

Once the user-defined field and codes have been set up, define REQ business rules based on the value of the user-defined field in the Workflow Business Rules program.

Business rule setup

Process: REQ Requisition Approvals

Department: 135 - FINANCE DEPARTMENT

User Defined: 2 Emergency

Group/BU:

Reason:

Approver(s): mmadore Madore, Michelle

Role(s):

Step: 10

Type: AMT - Dollar Based

Min Amt: 0.00 Max Amt: 999999999.99

Rule Type: Approve

Code	Description
1	Standard
2	Emergency
3	Sole Source

REQUISITION PROCESSING

Now in Requisitions, any requisitions for the specified department designated with code '2 – Emergency' will be routed user who approves emergency requisitions in addition to any other applicable workflow approvers.

Field name	REQ	Value	Code descr
Non-Standard Workflow	<input checked="" type="checkbox"/>	2	Emergency
	<input type="checkbox"/>		

Purchase Order Notification Percentages

Purchase orders may now be set up to have requesters and buyers notified once a spending threshold percentage has been reached.

You are being notified that purchase order 555121 for fiscal year 2013 has exceeded its spend threshold of 50,000. This occurred with vendor 1000 - ABC SUPPLY COMPANY - and invoice number 5551212.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

Example of notification email to buyer generated by using notification percentages.

SETUP

To enable this functionality, create a single Purchase Order Spend Threshold (PST) business rule in the Workflow Business Rules program:

The screenshot shows the 'Business rule setup' form. The 'Process' is set to 'PST' and 'Purchase Order Spend Threshold'. The 'Department', 'Location', 'Group/BU', and 'Reason' fields are empty. The 'Approver(s)' list contains one entry: 'RUNTIME' with the description 'APPROVER PASSED AT RUNTIM'. The 'Role(s)' section has five empty rows. The 'Step' is set to '1', the 'Type' is 'NOT - Notification Only', the 'Min Amt' is '0.00', and the 'Max Amt' is '999999999.99'. The 'Rule Type' is set to 'Notify'.

Creation of the PST business rule does not require any workflow parameters. Only the existence of the rule is required. Each purchase order defines the recipient of the generated notifications based on the buyer and the requester (if the purchase order was converted from a requisition).

After the PST business rule is created, the notification threshold # field will be visible in Requisitions, Request for Item, Purchase Order Entry and Purchase Order Change Orders.

Requisition Entry - Munis

Home

Accept Cancel Search Advanced Add Update Global Delete Print PDF Excel Word Notes Attachments Maplink Line Detail Mass Allocate Return

Confirm Query Builder Search Actions Duplicate Preview Output Office Schedule Office Notify Alerts Release Menu More... Return

Requisition Entry - Munis

Main Terms/Miscellaneous User Defined

Terms

Discount %

Freight %

Notification Threshold %

Miscellaneous

Allocation

Buyer

Review

Type

Requisitions

Welcome, todd.bolduc

Request for Item

Search by requisition number

Advanced

New Delete Mass Allocate Recent Requests Recent Items Last Search TCM Excel Actions/ Approvers Activate

Search Edit Menu Views Tools Office Workflow

My Approvals

Requisition 2009 20090083 Created on 9/25/2013 15 by Todd Bolduc Custom Interface None Status: Created

Department (135) FINANCE DEPARTMENT View Buyer

Commodity View Review

Description Needed By

Contract View Inspector

Type (N) NORMAL

Purchase Order

Project accounts applied

Three way match required

Inspection required

Notify originator when converted to PO

Notify originator of overages

Notification threshold % 0.00

Convert To Purchase Order

General Notes (0)

Vendor Quotes (0)

Purchase Order Entry - Munis

Home

Accept Cancel Search Advanced Add Update Global Delete Print PDF Excel Word Notes Attachments Maplink Find Batch Sort Batch Add Batch Output/Post Return

Confirm Query Builder Search Actions Duplicate Preview Output Office Schedule Office Notify Alerts Release Batch More... Return

Purchase Order Entry - Munis

Main Terms/Miscellaneous User Defined

Discount %

Days to discount

Days to net

Freight %

Notification Threshold %

Contract

Work Order Number

Task

Purchase Order Change Orders - Munis

Home

Accept Cancel Search Advanced Add Update Global Delete Print PDF Excel Word Notes Attachments Maplink Line Detail Close PO Audits Re-Open PO Return

Confirm Query Builder Search Actions Duplicate Preview Output Office Schedule Office Notify Alerts Cancel PO More... Return

Purchase Order Change Orders - Munis

Main Terms/Miscellaneous User Defined

Discount %

Days to discount

Days to net

Freight %

Notification Threshold %

Freight method/terms

USING NOTIFICATION PERCENTAGES

The value entered in the Notification Threshold % box is used by the Invoice Entry program. When an invoice liquidation exceeds the notification percentage of the associated purchase order, Invoice Entry generates a notification email to the requester (if the purchase order was converted from a

requisition) and the buyer, as listed on the purchase order. Both the buyer and the requester must have a defined email address in User Attributes in order to receive the notification email.

This feature is designed for use with blanket purchase orders and is intended to serve as an expiration warning based on the liquidation of the remaining purchase order amount.

Requisition Conversion Restrictions

Users can now be restricted by role from converting requisitions based on the dollar amount of the resulting purchase order. Additionally, requisition conversion workflow (RQC) will be re-routed accordingly when the dollar amount of an approved requisition is modified.

SETUP

In Purchase Order Roles, specify a dollar amount in the Maximum Requisition to PO Conversion Amount field.

Role Maintenance > Purchase Orders Roles

Role

Role ID: MUNIS

Description: Private Role for munis

Role is active

Role permissions

<input checked="" type="checkbox"/> Maintain commodity codes	<input type="checkbox"/> Restrict to creating NY Reqs and POs only
<input type="checkbox"/> Maintain audit records	<input checked="" type="checkbox"/> Update 1099, FA codes
<input checked="" type="checkbox"/> Convert Reqs to POs	<input type="checkbox"/> Require line item test within groups
<input checked="" type="checkbox"/> Add open POs	<input type="checkbox"/> Manually assign PO numbers during REQ conversion
<input checked="" type="checkbox"/> Update own open POs	<input type="checkbox"/> Override PO receiving variances
<input checked="" type="checkbox"/> Proof / Post own open POs	<input checked="" type="checkbox"/> Maintain PO receipts
<input checked="" type="checkbox"/> Delete own POs	<input type="checkbox"/> Allow 'Select All' in PO Receiving
<input checked="" type="checkbox"/> Update PO liquidated amount	<input type="checkbox"/> Override contract expiration/extension date restrictions on POs
<input type="checkbox"/> Override commodity code defaults	<input type="checkbox"/> Override PO delivery method defaults
<input type="checkbox"/> Override three way match requirement on POs	<input type="checkbox"/> Maintain purchase order entry date
<input checked="" type="checkbox"/> Approve POs	<input type="checkbox"/> Require commodity codes on transaction records
<input type="checkbox"/> Restrict to adding POs by department only	<input type="checkbox"/> Can update unit cost when receiving POs
<input checked="" type="checkbox"/> Modify PO after invoice has been paid	<input type="checkbox"/> Require reason when deleting POs
<input type="checkbox"/> Restrict to entering POs with contracts	<input type="checkbox"/> Perform inspections of received items
	<input type="checkbox"/> Override inspection requirement on POs

Process transfers for REQs / POs: No

Maximum Requisition to PO Conversion Amount: 10,000.00

Data access

Maintain others' POs: None

View other departments: None

The value of the box is the maximum requisition dollar amount that a user assigned to the role can convert to a purchase order. To grant a user permission to convert any requisition, regardless of dollar value, enter 0.00 in the box.

REQUISITION CONVERSION OPTIONS

Setting the Maximum Requisition to PO Conversion Amount for users will have different implications depending on which requisition conversion option is chosen in Purchase Order Settings.

Requisition Conversion Options

No workflow

No workflow- allow final approver to convert to PO/Contract

Use workflow

Purchase Order Settings' Requisition Conversion Options setting.

1. No workflow

When 'No workflow' is selected as the requisition conversion option, users are prevented from converting any record that exceeds the threshold amount for their role. In order to convert a requisition that is above the amount threshold, a different Munis user with the correct threshold value must perform the conversion in the Requisition Conversion program.

Merges and splits will be prevented when any of the resulting purchase orders exceed the amount threshold.

2. No workflow- allow final approver to convert to PO/Contract

When 'No workflow – allow final approver to convert to PO/Contract' is selected as the requisition conversion option, the same restrictions exist in Requisition Conversion as when 'No workflow' is selected.

Additionally, in Requisitions, the final workflow approver is bound by the conversion threshold amount for their user role and cannot convert any requisition record that exceeds that amount by using the 'Convert' option. They will still be allowed to approve the requisition, but a user with an appropriate threshold value must perform the conversion in the Requisition Conversion program.

3. Use workflow

When 'Use workflow' is selected, the same restrictions exist in Requisition Conversion as when 'No workflow' is selected. Final RQC approvers are prevented from approving requisitions in any program if the PO's dollar amount would exceed their role's permitted maximum.

The Maximum Requisition to PO Amount permission is intended to work in tandem with RQC business rules. A typical configuration would have RQC approval business rules route approvals based on a dollar amount range to users whose roles are set up to only convert requisitions to POs up to the maximum dollar value of the business rule's range.

Notify Requestor When Items Are Received

Notifications can now be sent to the requestors when items are received.

You are being notified that items from line number 1 on purchase order 140002 (fiscal year 2014) to vendor 1 - ABC Supply Company that were shipped to location DPW were received by snutting on Feb 25 2014 12:00AM.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

Sample email message from a PO Receipt Notification.

SETUP

In order to enable this functionality, a single PO Line Receipt Notification (PRN) rule must be added in Workflow Business Rules.

Business rule setup	
Process	PRN ... PO Line Receipt Notification
Department	<input type="text"/>
Location	<input type="text"/>
Group/BU	<input type="text"/>
Reason	<input type="text"/>
Approver(s)	RUNTIME ... APPROVER PASSED AT RUNTIM <input type="text"/> ... <input type="text"/> ... <input type="text"/> ... <input type="text"/> ...
Role(s)	<input type="text"/> ... <input type="text"/> ... <input type="text"/> ... <input type="text"/> ... <input type="text"/> ...
Step	1
Type	NOT - Notification Only
Min Amt	0.00
Max Amt	999999999.99
Rule Type	Notify

Workflow Business Rules

Once this rule is established, in Requisition Entry, use the 'Receipt notification to' field on detail lines to indicate which Munis user should be notified when this item is received in Purchase Order Receiving.

Detail	
Quantity	5.00
Commodity	
Inventory Item	
Location	
Type	<input type="radio"/> Pick ticket <input type="radio"/> Purchase
Description	Fire extinguisher
Add'l Desc/Notes	
Unit price	20.00000
UOM	Each
Freight	.00
Discount percent	.00
Credit	.00
Line item total	100.00
Amount justification:	Not Needed
Miscellaneous	
Manufacturer	
Manufacturer item no.	
Vendor	1 ... ABC Supply Company
Vendor item no.	
1099 box	
Bid	
Dept/Loc	2121 ... MK Department Code
Required by	
Requested by	
Receipt notification to	snutting ... Scott Nutting
Fixed asset	
WO Number	
WO Task	0 ...
<input type="checkbox"/> Notify buyer	

The user will then be notified whenever purchase order receiving records are added for that line.

CONTRACT MANAGEMENT

Contract Administrator Workflow Options

Contracts can now be set up to have their administrator notified or require administrator approval only after a certain percentage of the contract has been expended. This allows contract administrators to only receive notifications or approve expenditures against contracts when the contract nears completion, instead of throughout the life of the contract.

SETUP

In addition to the 'Notify' and 'Approve' options available in Contract Entry, two new options are available: 'Notify after percent' and 'Approve after percent'.

Main Information		Dates	
Dept/Loc	135 ... FINANCE DEPARTMENT	Estimated start	
Bid/RFP	0	Estimated completion	
Project		Bid awarded	
Description		Approved	
Year	2009 Period 8	Initial expiration	
Type	General	Renewal action	
Subtype		Extended through	
Review code		Days	
Percent complete	0.00 as of	Original	0
Administrator	todd.bolduc ... Todd Bolduc	Modified	
Workflow	Notify after percent	Revised	0
	Notification Percentage 0.00		

Contract Entry

If one of the two new options is chosen, the new Notification Percentage field becomes accessible and a valid percent value must be entered.

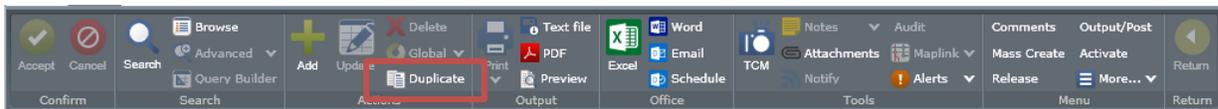
If 'Notify after percent' is chosen, then the administrator will not be notified of invoices against the contract until the expended contract percentage is greater than or equal to the specified notification percentage.

When invoices are entered against a contract with "Approve after percent" selected, the administrator on the contract will not be included in workflow if the invoice does not cause the contract's expended percentage to be greater than the specified notification percentage.

The ceiling notification percentage email is still sent regardless of which workflow type is selected. This only occurs once, when the percentage threshold has been reached.

Copying Contracts

The 'Duplicate' option is now available in Contract Entry for contracts that use the 'Not to Exceed' enforcement method.



Contract Entry ribbon

When viewing an existing contract, selecting 'Duplicate' will create a new contract using the existing contract as a template:

- Contract header information will be copied from the existing contract.
- User defined fields will be copied from the existing contract.
- Dates and amounts will be copied from the existing contract only if it is unposted.
- If the existing contract has a status of 'Posted', amounts, dates, items subcontractors and insurance will not be copied.
- Retainage information will not be copied.
- The current year and period will be defaulted

Once the new contract is created, users can update any of defaulted values prior to saving.

Subcontractor Goals

Contracts now allows for planning, tracking and enforcing goals for utilizing subcontractors with minority or small business certifications.

Contract Entry - Munis

Contract		Standing		Audit	
Contract	200600012	<input checked="" type="checkbox"/> To Be Rolled	Status	Entered by	mmorrill
Method	Amounts by GL Segments	<input type="checkbox"/> Hold Payments	CREATED	Entered	05/15/2007 15:00
Vendor	1000 ABC SUPPLY COMPANY			Modified	05/15/2007 15:00 0 <input checked="" type="checkbox"/> Printed

Main Retainage User Defined Accounts Items Subcontractors Insurance

Subcontractor	Name	MBE	MBE Classifications	Description	Start	End	Total Paid
1000	ABC SUPPLY COMPANY	<input checked="" type="checkbox"/>	AFRICAN AMERICAN OWNED, WOMAN OWNED, DISADVANTAGED BUSINESS,	ABC SUPPLY			0.00
1010	DELL	<input type="checkbox"/>		DELL			0.00

Subcontractor Goals

MBE Classification	Gender	Ethnicity	Planned Percent	Planned Amount
AFRICAN AMERICAN OWNED			25.0000	250.00
HISPANIC OWNED			10.0000	100.00

Modify Subcontractor Goals

Subcontractor Payments Notes Goals

Contract Entry's Subcontractors tab shows the Subcontractor Goals table

The Subcontractor Goals table displays the planned percentage and dollar amount to be spent with business that have MBE/SBE certifications.

SETUP

Once a contract is entered, goals for overall contract MBE/SBE percentage totals can be defined by selecting the Goals button which launches the Contract Goals detail screen. Update the Total Percent and then define the classification codes that make up the percentage by selecting from available classifications, and assigning a goal percentage to each.

MBE Classification	Gender	Ethnicity	Planned Percent	Planned Amount
AFRICAN AMERICAN OWNED			25.0000	250.00
HISPANIC OWNED			10.0000	100.00

Modify Subcontractor Goals

Subcontractor Payments Notes **Goals**

Contract Goals

Home

Contract Goals

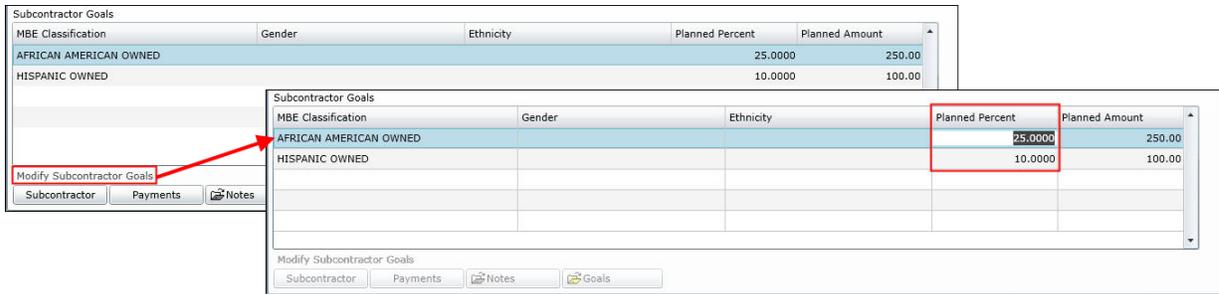
Contract 200600012 - Total Percent 50.0000
Vendor 1000 - ABC SUPPLY COMPANY Total Amount 500.00

MBE Classification	Goal Percent	Goal Amount	Planned Percent	Waived Percent	Waived Reason
AA - AFRICAN AMERICAN OWNED	25.0000	250.00	25.0000	0.0000	
* HS - HISPANIC OWNED	25.0000	250.00	10.0000	10.0000	GFE - GOOD FAITH EFFORT

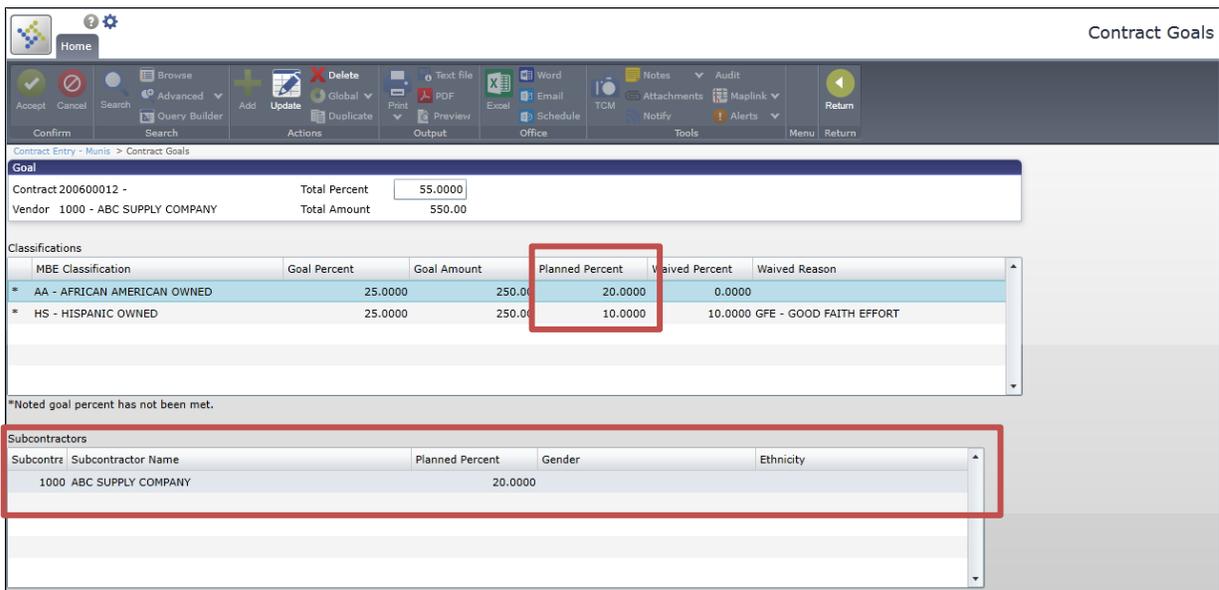
Subcontractors

Subcontractor	Subcontractor Name	Planned Percent	Gender	Ethnicity
1000	ABC SUPPLY COMPANY	25.0000		

After subcontractors with MBE/SBE certifications have been added on the Subcontractors tab, planned percentages and amounts to can be added to them by highlighting them and selecting the Modify Subcontractor Goals link.



As the planned percentages and amounts are added for the individual subcontractors' goals, the planned percent for the appropriate contract goal is automatically updated. This can be viewed back on the Contract Goals detail screen:



Highlighting the MBE Classification row will show a list of the subcontractors that are contributing the planned percentages for that classification.

Ideally, planned percentages would match or exceed the original goal percentage for each classification. However, if planned percentages fall short, they can be waived by updating the Waived Percent column. Waived percentages require a Waived Reason code which can be established in AP Miscellaneous Codes:

Code type	WAIVED CODES
Code	GFE
Description	GOOD FAITH EFFORT
Short description	GFE

WAIVED CODES in AP Miscellaneous Codes

TRACKING

After a contract is set up to use subcontractor goals, as subcontractor payment amounts are entered through Accounts Payable and the Total Paid amount is added to the subcontractor record. The total paid can be compared to the planned amount that was initially added to determine if the goal is met.

ACCOUNTS PAYABLE

Combined Checks for One Time Pay Vendors

Munis can combine invoice payments for one-time pay vendors into a single check. This feature is controlled by the value of the *Separate check* indicator on invoice records.

Invoice

Year: []
 PO: [] Receiving
 Contract: []
 Vendor: 4480 Sue DeCosta 10 Western Prom
 Address: 0
 Terms: []
 Auburn ME 04102

Document 6034 Description: First invoice to One Time Vendor
Invoice 6034 Status: A
Gross 10.00 Voucher: [] Department: CO
 Discount date: [] CHECK RUN: [] Work Order: []
 Discount basis: [] .00 Invoice date: 04/29/2013 Allocation: []
 Discount %: .000 Received date: 04/29/2013 Requisition: []
 Net amount: 10.00 Due date: 05/29/2013 Liq Method: []
 Payment method: Normal
 Check/Wire: []

Separate check
 Include Documentation
 PA applied
 Comments
 Retainage (.00)

Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order	WO task
1	44780000	0952			10.00		N	1		0

Invoice Entry

Vendors with a status of ONE TIME PAY now allows access to the *Separate checks* field. This will determine the default value for the *Separate checks* field when that one-time pay vendor is used.

General Vendor Information

Vendor: 4480 Entity: 1
 Alpha: OTP COMBINED CHK Type: []
 Status: ONE TIME PAY Reason: []

Audits
 Entered: 01/31/2014
 Modified: 01/31/2014
 By: financials
 Change Set: Current

Default Allocation Information
 Default account: [] [] []
 Default allocation code: []

Additional
 Class: []
 Performance: []
 Geographic: []
 County code: []
 AR customer: []
 Separate checks
 Include Documentation
 Notify vendor on self-service updates
 Allow duplicate invoice numbers
 Allow blank invoice numbers

Minority Business Information
 Minority Business Enterprise
 MBE Classifications: []

Miscellaneous tab of Vendors

In addition to the *Separate checks* checkbox being deactivated, all the information on the Vendor Address screen must be an exact match between invoices in order for them to be combined into a single check.

Vendor Address			
Vendor	4480		
Name	Peter Smith		
Address	25 Congress St.		
C/S/Z	Portland	ME	04101
SSN			
FID			

Name, Address (both lines), City, State, ZIP, SSN and FID must be an exact match.

When Select Items to be Paid and Print Checks are run, invoices will be grouped on the same check if all the criteria is met.

CASH ACCOUNT: TREA 1001 BOA - Operating Acct 0457 CHECK RUN: 22514 02/25/2014

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT
1000 ABC SUPPLY COMPANY		00001		INV	05/09/2013	1235	6021
1 11135000 5400		FINANCE		OFF SUPPLY		950.00	
		Invoice Net				950.00	
				CHECK TOTAL		950.00	
4480 Frank Gerrard		00000		INV	05/29/2013	6036	6036
1 44780000 59400		SMN EXP.		SMN EX		10.00	
		Invoice Net				10.00	
				CHECK TOTAL		10.00	
4480 Sue DeCosta		00000		INV	05/29/2013	6034	6034
1 44780000 0952		SMN EXP.		EQUIP		10.00	
		Invoice Net				10.00	
4480 Sue DeCosta		00000		INV	05/29/2013	6035	6035
1 44780000 59400		SMN EXP.		SMN EX		15.00	
		Invoice Net				15.00	
				CHECK TOTAL		25.00	

Select Items to be Paid

Merchant Category Codes

Merchant Category Codes (MCC) can now be mapped to NIGP commodity codes already in Munis. Once established, purchase card imports can include MCC code information which will be populated along with the corresponding commodity code in Purchase Card Statements.

COMMODITY SETUP

The Commodities program contains an MCC Code box on the Main tab. This box holds the merchant category code of the commodity, which can be up to ten characters in length.

Commodity

Commodity code: 100 Type code: Item

Acquisition method: Normal Normal UOM: EACH

Short description: BARRELS, DRUMS, KEGS, AND CONT

Main

Default buyer: []

Long description: BARRELS, DRUMS, KEGS, AND CONTAINERS

GL object: []

MCC code: []

Vendor Information Committed Vendor Information

In addition to manually updating commodity codes with MCC codes, the Import MCC Crosswalk action allows for mass importing of MCC codes by choosing a CSV (comma separated value) file.

Accept Cancel Search Advanced Query Builder Add Update Duplicate Print Preview Output Text file PDF Excel Word Notes Attachments TCM Alerts Vendors Product ID

Mass Change Import MCC Crosswalk

Commodities - Munis

Commodity

Commodity code: 100 Type code: Item

Acquisition method: Normal Normal UOM: EACH

Short description: BARRELS, DRUMS, KEGS, AND CONT

The crosswalk file is currently a Microsoft Excel file and will need to be saved as a CSV file by the user prior to importing. Each line of the file contains an MCC code, an MCC description, a class code, an item code, a compounded class-item code, and an NIGP description.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
#	MMC CODE	MMC DESCRIPTION	CLASS	ITEM	CLASS-ITEM	NIGP DESCRIPTION										
2	0742	Veterinary Services	961	86	961-86	Veterinary Services										
3	0763	Agricultural Cooperative	958	02	958-02	Agricultural Management Services (Not Otherwise Classified)										
4	0780	Landscaping Services	988	52	988-52	Landscaping (Including Design, Fertilizing, Planting, etc., But Not Grounds Maintenance or Tree Trimming Services)										
5	1520	General Contractors	912	23	912-23	Construction, General (Backfill Services, Digging, Ditching, Road Grading, Rock Stabilization, etc.)										
6	1711	"Heating, Plumbing, A/C"	914	50	914-50	Heating, Ventilating and Air Conditioning (HVAC)										
7	1731	Electrical Contractors	914	38	914-38	Electrical										
8	1740	"Masonry, Stonework, and Plaster"	914	55	914-55	Masonry										
9	1750	Carpentry Contractors	914	27	914-27	Carpentry										
10	1761	"Roofing/Siding, Sheet Metal"	914	73	914-73	Roofing and Siding										
11	1771	Concrete Work Contractors	914	30	914-30	Concrete										
12	1799	Special Trade Contractors	914	84	914-84	Trade Services, Construction (Not Otherwise Classified)										
13	2741	Miscellaneous Publishing and Printing	966	00	966-00	PRINTING AND TYPESETTING SERVICES										
14	2791	"Typesetting, Plate Making, and Related Services"	966	92	966-92	Typesetting, Hot Type (Linotype)										
15	2842	Specialty Cleaning	485	00	485-00	JANITORIAL SUPPLIES, GENERAL LINE										
16	2842	Specialty Cleaning	486	00	486-00	JANITORIAL SUPPLIES, GENERAL LINE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATE										
17	3000	Airlines	962	88	962-88	Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter										
18																

Only three of these fields are used - the MCC code, the class code, and the item code. For each line imported, the MCC code is added to the commodity code that matches the class code and item code concatenated. E.g., if a line contains MCC code 123, Class code 55 and Item code 666, we search for commodity '55666'. If found, we update its MCC field to contain '123'. The following errors are trapped and written to a saved report for the user to review:

- MCC Codes - any MCC code containing non numeric characters
- NIGP Codes - any NIGP code containing non numeric characters

- NIGP Codes not found - Imported NIGP codes that are not found in the commodities table.

PURCHASE CARD INTEGRATION

The JP Morgan import format in the Purchase Card Import program supports the use of MCC codes. The MCC code appears at the end of each line in the import file. When you import the file, the program examines the MCC code for each transaction and searches for the NIGP commodity code it is associated with in the Commodities program. If a commodity code exists for the MCC code, the commodity code is entered as the default value on the imported purchase card transaction. If no commodity code exists for the MCC code, no commodity code is entered for the imported purchase card transaction.

Card and Statement	
Card number	****_****_****_****
Current card holder	JOHN TARGET
Name on card	JOHN TARGET
Statement ID	1
Statement code	STATEMEN
Transaction	
Munis Transaction ID	1 <input type="button" value="Notes"/> Bank Transaction ID <input type="text"/>
Card holder for transaction	JOHN TARGET <input style="float: right;" type="button" value="..."/>
Vendor	1110 OFFICE CONNECTIONS INC
Charge description	OFFICE CONNECTIONS INC - Purchase
Charge date	07/31/2012
Post date	08/01/2012
Import date	03/19/2013
MCC code	<input type="text"/>
Commodity code	<input type="text"/> <input style="float: right;" type="button" value="..."/>
Amount	-100.00
Allocation code	<input type="text"/>
Document number	<input type="text"/> <input type="button" value="Invoice"/>

Manually updating a commodity code allows you to overwrite the object code on the transaction allocations if a default object code exists for the commodity code and the following criteria are met:

- The object code on the commodity is different from at least one of the current allocation object codes.
- None of the affected allocation lines are associated with a fixed asset.
- The object change would result in a valid account to which you have permission to post.

A Require Commodity Codes on Transaction Records check box is available in the Accounts Payable Roles program. If the check box is selected for your user role, the Purchase Card Statements program prevents you from releasing a statement until all of the transactions on the statement have been assigned a commodity code.

Discount Tracking

Munis Accounts Payable programs can track the dollar amounts of discounts taken versus discounts lost for paid invoices.

SETUP

First, a new object code must be created in Chart of Account Segments program, with an account type of Expense, specifically for tracking discount amounts. Next, the new object must be tied to each general ledger expense account (each expense ORG) by creating accounts using the Account Master program. Attempting to post an invoice to an expense account for which the discount tracking object has not been established causes the invoice to have a status of Held. It cannot be posted until the tracking account has been created for the accounts on the invoice.

Once the GL Setup is complete, the discount tracking is activated by selecting the Enable Discount Tracking check box in the Accounts Payable Settings program. After selecting the check box, you must enter the new discount object code in the Discount Object Code box.

The screenshot shows the 'Accounts Payable Settings' window with the 'Invoice settings' tab selected. The 'Enable discount tracking' checkbox is checked and highlighted with a red box. Below it, the 'Discount object code' field is empty and also highlighted with a red box. Other settings include 'Next document number' (949), 'Next batch number' (966), 'Default invoice status' (Approved), 'Default imported invoice status' (Hold), 'Default liquidation method' (Liquidate by line), 'Days after invoice date to default due date' (1), 'PO to Invoice max variance percent' (10.00), and 'PO to Invoice max variance amount' (200.00).

Accounts Payable Settings

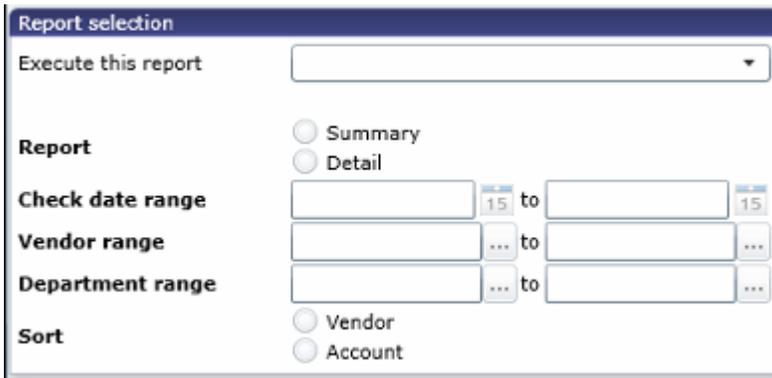
TRACKING

Once set up, each time an invoice is posted, the Invoice Entry program creates a credit transaction to the tracking expense account when a payment is made within the defined discount eligibility dates for

that invoice. This transaction is created in addition to all of the standard transaction entries associated with invoice posting.

When the Cash Disbursements Journal program is run, it examines each check and ETF being disbursed and compares the dates of the transactions to the discount date of the invoices paid by the transactions. If the payment transaction occurs after the discount date, the program creates a debit against both the accounts payable control account and the discount tracking account. It then credits the cash account. This removes the discount tracking amount from the account total and ensures the discount reporting is accurate.

Later, the Discounts Taken/Lost Report program can be used to generate a report of discounts taken and discounts lost:



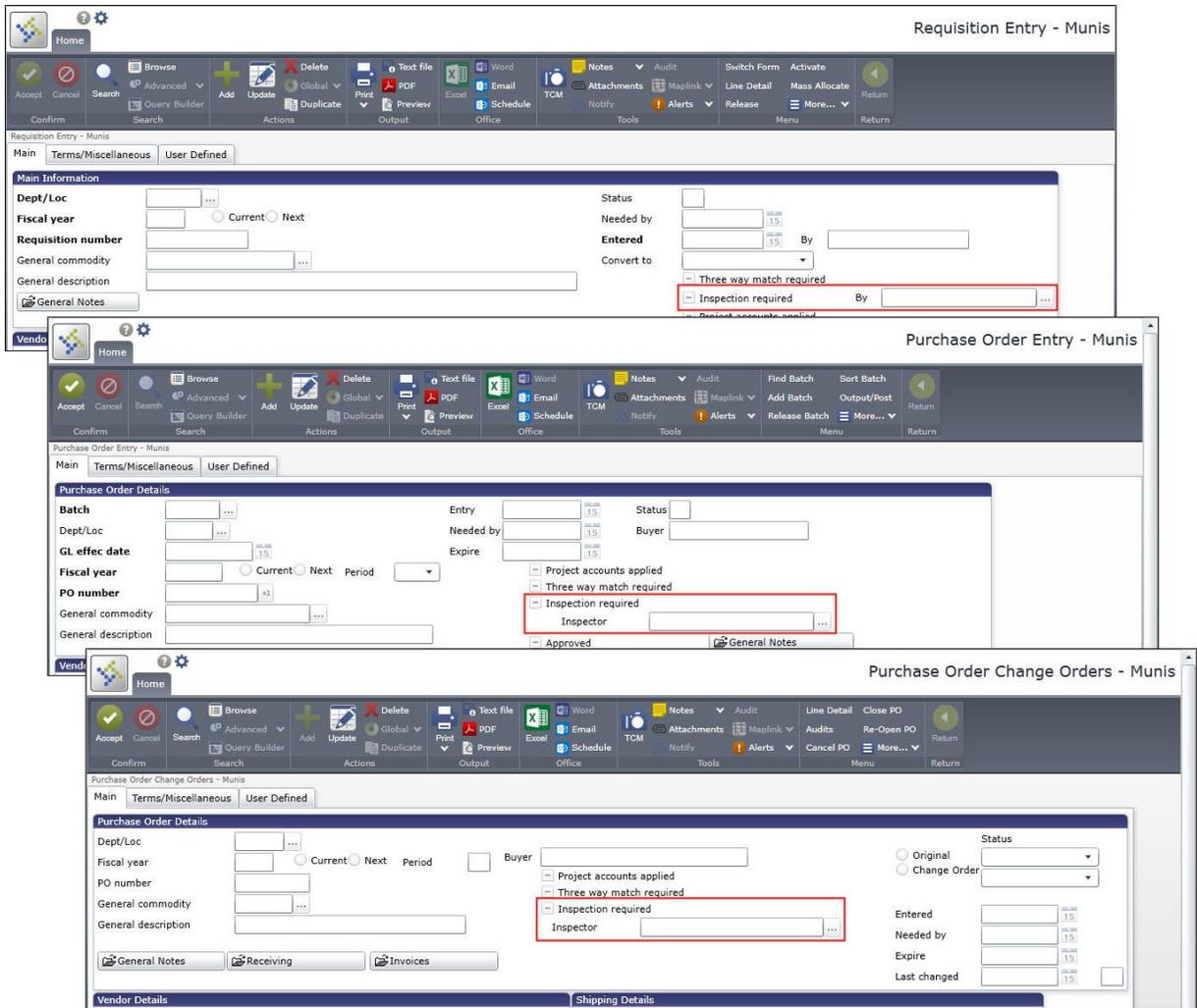
The screenshot shows a 'Report selection' dialog box. At the top, there is a dropdown menu labeled 'Execute this report'. Below this, there are two radio buttons for 'Report': 'Summary' and 'Detail'. The 'Check date range' section contains two date pickers, each with '15' in the day field, separated by 'to'. The 'Vendor range' section contains two dropdown menus, each with '...' in the selection field, separated by 'to'. The 'Department range' section contains two dropdown menus, each with '...' in the selection field, separated by 'to'. Finally, there are two radio buttons for 'Sort': 'Vendor' and 'Account'.

The program can be run using Munis Scheduler, and for a range of check dates, vendor numbers, and department codes. Options are available to create either a detailed or summary report and to sort the report by vendor or account number.

Four-Way Matching

On top of standard three-way matching, which requires invoice amounts to tie out to purchase order amounts and verifies the receipt of items prior to releasing payments to vendors, four-way matching add an additional verification: the requirement of inspector approval of received items prior to approving and posting an invoice for payment. This is generally intended for use with big-ticket items or items that may require comprehensive inspections to determine that what has been received is the same as what was ordered.

The four-way matching requirement is activated by selecting the Three Way Match Required check box, and then entering values in the Inspection required and By fields in Requisition Entry, Purchase Order Entry, or Purchase Order Change Orders programs. The selected inspector must approve the receipt record before you can create an invoice that liquidates a four-way match purchase order.



If the Inspection required check box is selected and an inspector user is entered in the Requisition Entry program, the values of the fields are copied to the purchase order that is created during requisition conversion.

In order to be a valid selection in the Inspector box, the Munis user must have the Perform Inspections of Received Items check box selected for their user role in Purchase Orders Roles.

Role	
Role ID	MUNIS
Description	Role for MUNIS staff users
	<input checked="" type="checkbox"/> Role is active
Role permissions	
<input type="checkbox"/> Restrict to adding POs by department only	<input checked="" type="checkbox"/> Can update unit cost when receiving POs
<input checked="" type="checkbox"/> Modify PO after invoice has been paid	<input type="checkbox"/> Require reason when deleting POs
<input type="checkbox"/> Restrict to entering POs with contracts	<input checked="" type="checkbox"/> Perform inspections of received items
	<input type="checkbox"/> Override inspection requirement on POs
	Process transfers for REQs / POs Yes
	Maximum Requisition to PO Conversion Amount 1,500.00
Data access	
Maintain others' POs	Full
View other departments	Full

Purchase Orders Roles

In order to notify inspectors when items are received in Purchase Order Receiving, a single Purchase Order Inspections (POI) business rule must be created:

Business rule setup	
Process	POI ... Purchase Order Inspections
Department	
Location	
Group/BU	
Reason	
Approver(s)	RUNTIME ... APPROVER PASSED AT RUNTIM
Role(s)	
Step	1
Type	VER - Verify Approval
Min Amt	0.00
Max Amt	99999999.99
Rule Type	Approve
Other Options	<input checked="" type="checkbox"/> Deliver immediately <input type="checkbox"/> Catchall rule <input type="checkbox"/> All approvers required
	Alternate Approver: None

Workflow Business Rules

Purchase Order Receiving will now create a notification to the inspector when a receiving record is entered against a purchase order flagged as requiring inspection. The inspector must open the Purchase Order Receiving program and use the workflow buttons to approve the receiving record.

This updates the value of the Receipt Status box to Approved, fulfills the four-way matching requirement, and allows creation of invoices against the purchase order.

Purchase Order					
PO Fiscal Year	2009	PO Number	20090002 ...	Line #	001 ...
Vendor	1000	Vendor alpha	ABC SUPPLY COMPANY	Receipt Status	Approved
Item	2511	Bid #			
Description	COMPRESSOR, BARE UNIT (NOT MOUNTED OR POWERED), 15 HP AND LESS				
Manufacturer					
Manufacturer item no.		Vendor item no.			
Quantity:					

Purchase Order Receiving

The Requisition Roles and Purchase Order Roles programs contain check boxes that, when selected, allow the assigned user the ability to override the inspection requirement for a requisition or purchase order. These permissions control access to the Inspection required check box and Inspector box during requisition and purchase order processing.

Requisitions Roles

Role Maintenance > Requisitions Roles

Role ID: MUNIS

Description: Role for MUNIS staff users

Role is active

Role permissions

Add new REQs

Update REQs

Override PO delivery method defaults

Override inspection requirement on REQs

Data access

View others' REQs

Maintain others' REQs

E-Procurement Punchout

Purchase Orders Roles

Role Maintenance > Purchase Orders Roles

Role ID: MUNIS

Description: Role for MUNIS staff users

Role is active

Role permissions

Modify PO after invoice is built

Restrict to entering POs with contracts

Perform inspections of received items

Override inspection requirement on POs

Process transfers for REQs / POs: Yes

Maximum Requisition to PO Conversion Amount: 1,500.00

Data access

Maintain others' POs: Full

View other departments: Full

Importing Purchase Cards

It is now possible to rapidly create purchase cards without requiring manual entry of individual card information by importing them from a file.

Additionally, the Purchase Cards program has been updated with two new fields to help manage purchase cards: An 'Active' checkbox and a 'Munis User ID' field:

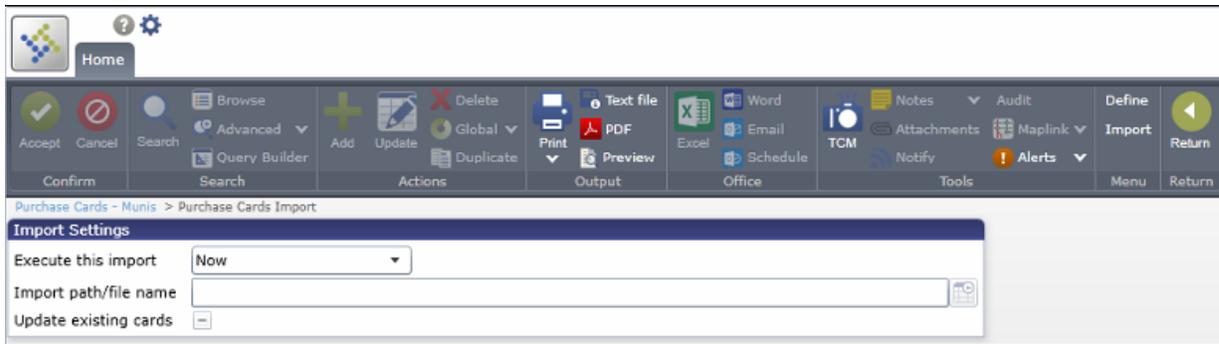
The screenshot displays the 'Purchase Cards - Munis [MUNIS QA TOWN 10.4 CY2013]' application window. The interface includes a top toolbar with various actions like 'Accept', 'Cancel', 'Search', 'Add', 'Update', 'Delete', 'Text file', 'Word', 'Excel', 'Email', 'Schedule', 'Notify', 'Alerts', 'View Statements', and 'View Audits'. The 'Import' button under 'View Audits' is highlighted with a red box. The main form is titled 'Card ID' and contains several fields: 'Card ID', 'Card number', 'Active' (checkbox), 'Employee number', 'Munis User ID' (with a dropdown arrow), 'First name', and 'Last name'. Below this is a 'Details' section with fields for 'Name on card', 'Department', 'Bank code', 'Issue date', 'Expiration date', 'Expiration month/year', 'Comment', 'Daily limit', 'Monthly limit', and 'Single purchase limit'. At the bottom, there is a 'Default Account' section with 'Org/object/project' fields. The 'Active' checkbox and 'Munis User ID' field are highlighted with red boxes.

The Active checkbox will default to checked, but can be unchecked to deactivate a purchase card within Munis.

The Munis User ID field will auto-populate if an employee number is used that is already linked to a Munis user ID. However, if Munis Payroll is not being used, the Munis user ID may be used instead of an employee number. Purchase Cards will only allow the direct entry of one or the other.

The Import action is only available to users whose Maintain others' purchase cards and statements data access permission is set to "Full" within Accounts Payable Roles. When the Import action is chosen, the program displays the Purchase Card Import screen.

Import files should be comma-separated lines for each field on the screen.



After defining the import path, clicking the Import action will perform the import process.

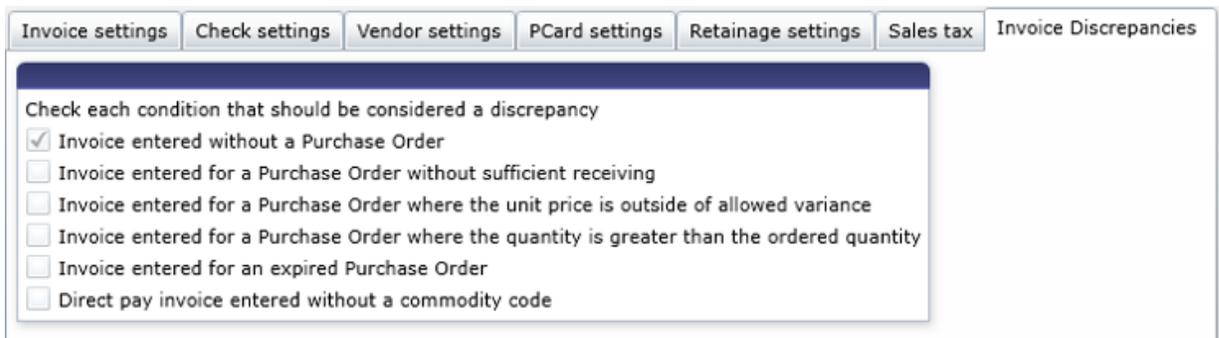
If Update existing cards is selected, and the import file contains information for an existing card, the program overwrites previously-established card information as part of the import process.

Invoice Discrepancies

Invoices now allow for workflow to be performed when there are discrepancies between invoices and the purchasing records from which they were generated. By design, this allows for decentralized purchasing departments to take action when discrepancies are recognized in centralized accounts payable processing. The department level user can make changes to resolve discrepancies, or approve and override the condition. Finally, the accounts payable user can resume the payment.

Six Discrepancy Conditions can be activated site-wide via the Invoice Discrepancy tab of Accounts Payable Settings:

1. Invoice entered without a Purchase Order
2. Invoice entered for a Purchase Order without sufficient receiving
3. Invoice entered for a Purchase Order where the unit price is outside of allowed variance
4. Invoice entered for a Purchase Order where the quantity is greater than the ordered quantity
5. Invoice entered for an expired Purchase Order
6. Direct pay invoice entered without a commodity code



Accounts Payable Settings

The discrepancy criteria are evaluated when an invoice is created. When a discrepancy is found, the invoice triggers the AP Invoice Discrepancies (APD) business rule. This business rule must be created in the Workflow Business Rules program. The rule can only be set up with a type code of VER – Verify Approval. The APD business rule is designed to be used for approval of all invoice discrepancy types.

Approvals **Pre-Approvals**

Business rule setup

Process APD ... AP Invoice Discrepancies

Department [Dropdown]

Location [Dropdown]

Group/BU [Dropdown]

Reason [Dropdown]

Approver(s) todd.bolduc ... Todd Bolduc

[Empty input] ...

[Empty input] ...

[Empty input] ...

[Empty input] ...

Role(s) [Dropdown]

[Empty input] ...

[Empty input] ...

[Empty input] ...

[Empty input] ...

Step 1

Type VER - Verify Approval

Min Amt 0.00 Max Amt 999999999.99

Rule Type Approve

Business Rules

Accounts Payable Roles provide specific users with the ability to override specific invoice discrepancy types. This is accomplished by selecting the check boxes for each discrepancy type.

Role

Role ID:

Description:

Role is active

Role Permissions: **Data Access**

- Maintain miscellaneous codes
- Maintain audit records
- Maintain check reconciliation
- Access to the warrant in Invoice Entry
- Override invoice variance
- Override PO vendor
- Add vendors on-the-fly
- View SSNs
- Stale check processing
- Generate AP holding records
- Override retainer amounts

- Authorize payment of invoice with no Purchase Order
- Authorize payment of invoice with a unit price variance
- Authorize payment of invoice with quantity variance
- Authorize payment of a direct pay invoice without commodity code
- Authorize payment of invoice to expired Purchase Order
- View purchase card account numbers

Access to the Org when PO is liquidated:

Access to the Object when PO is liquidated:

Access to the Project when PO is liquidated:

Accounts Payable Roles

When an invoice discrepancy notification is generated by the APD business rule, the approver can reject the invoice, update the purchase order to fix the discrepancy, or approve the invoice despite the discrepancy. If a user is the approver, but does not have override permission, they will need to make any necessary adjustments to the purchasing records to resolve the discrepancy prior to approving.

The new Invoice Discrepancy program will allow the appropriate users to view invoices that are in a state of discrepancy and take appropriate actions.

Invoice Discrepancies - Munis [MUNIS QA TOWN 10.4 CY2013]

Invoice Information

Vendor: MK REMIT NAME-----X

Document:

Invoice:

Invoice Date:

Discount Date:

Due Date:

Invoice Total:

Discrepancy	PO Fiscal Year	Purchase Order	Line	Ordered Quantity	PO Unit Price	Commodity Code	Invoiced Quantity	Invoice Unit Price	Override	Notes
Insufficient Receiving	2014	20140001	1	5.00	100.00000		1.00	100.00000	<input type="checkbox"/>	

All pending discrepancies must be resolved before invoice can be approved.

Workflow

My Approvals:

When you search for invoices based on the fields in the Invoice Information group, the results are displayed in the table. Only a user whose user role has been assigned override permissions can use the Update button to select the check boxes in the Override column. After the discrepancy has been overridden, normal invoice processing can occur.

Once a discrepancy is resolved by the purchasing approver, the Complete Invoice action will be available on the invoice record when it is accessed again:

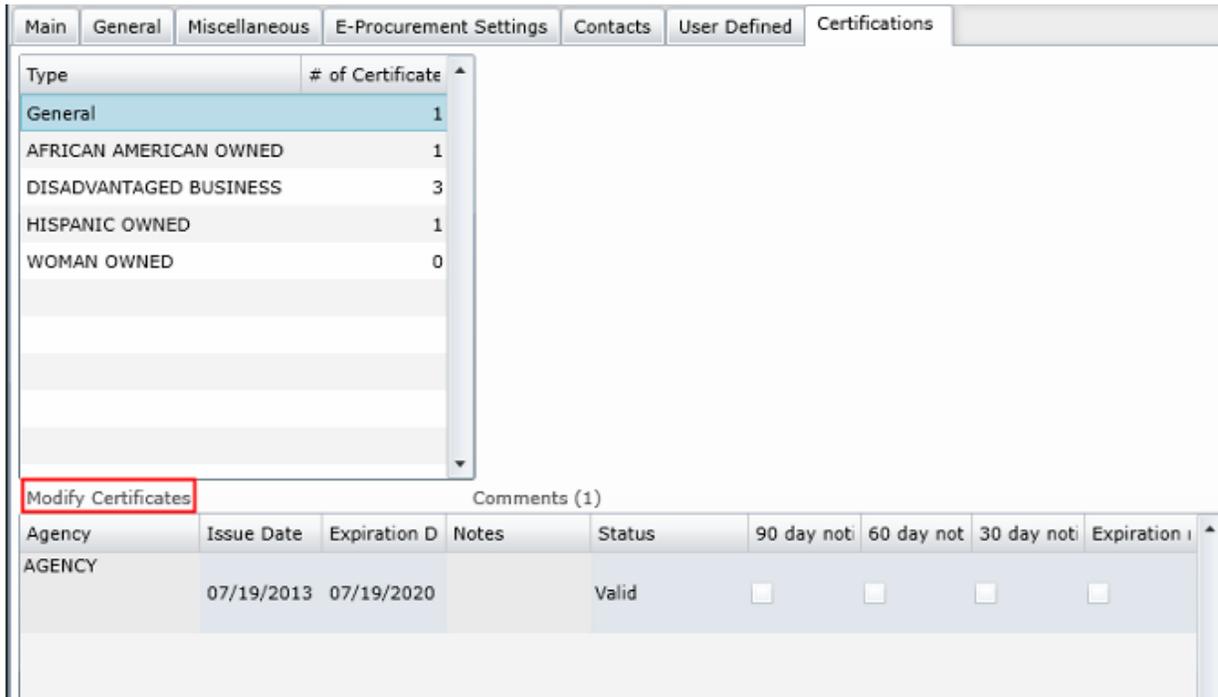
Similar to resolving traditional 3-way match discrepancies on invoices, clicking Complete Invoice will bring up the PO liquidation screen, where the user can update the PO liquidation amount and invoice amount. Also note the status of 'D' that is assigned to invoices when a discrepancy needs to be resolved.

As long as no new discrepancies are found at this point, the invoice will move to the 'Approved' status, and can be posted for payment.

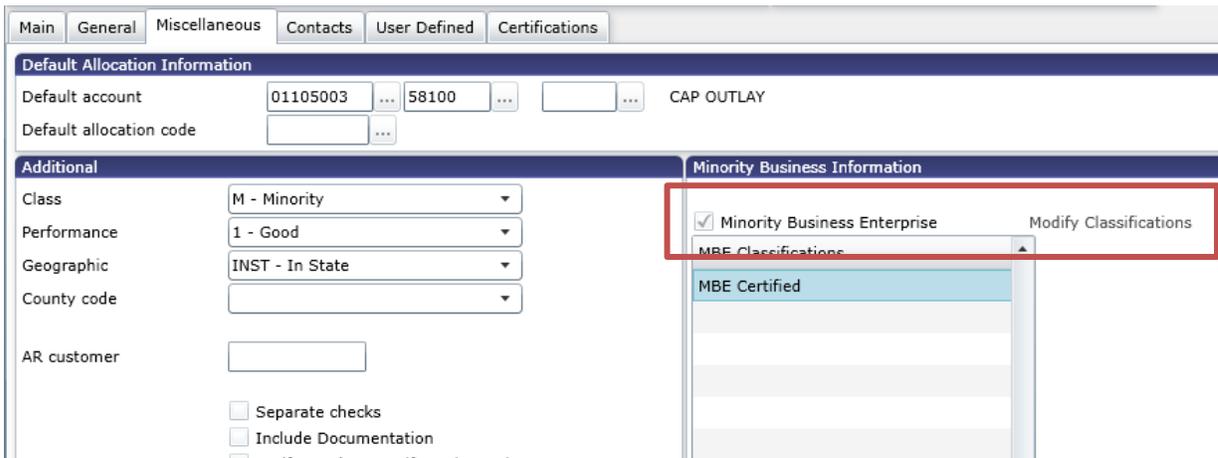
Maintain Vendor Certificate Information

The ability to maintain vendor certifications can now be limited by the Maintain Vendor Certification Information check box in Accounts Payable Roles.

Once the permission is activated, users assigned the role can use the Modify Certificates link option on the Certifications tab of the Vendors program:



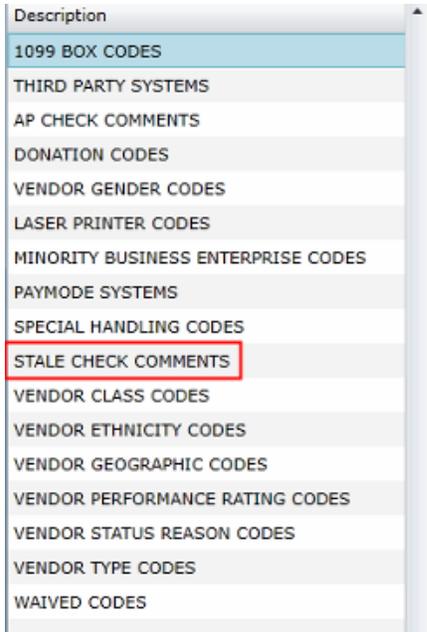
The Maintain Vendor Certification Information permission also controls access to the Minority Business Enterprise check box and the Modify Classifications option on the Miscellaneous tab of the Vendors program.



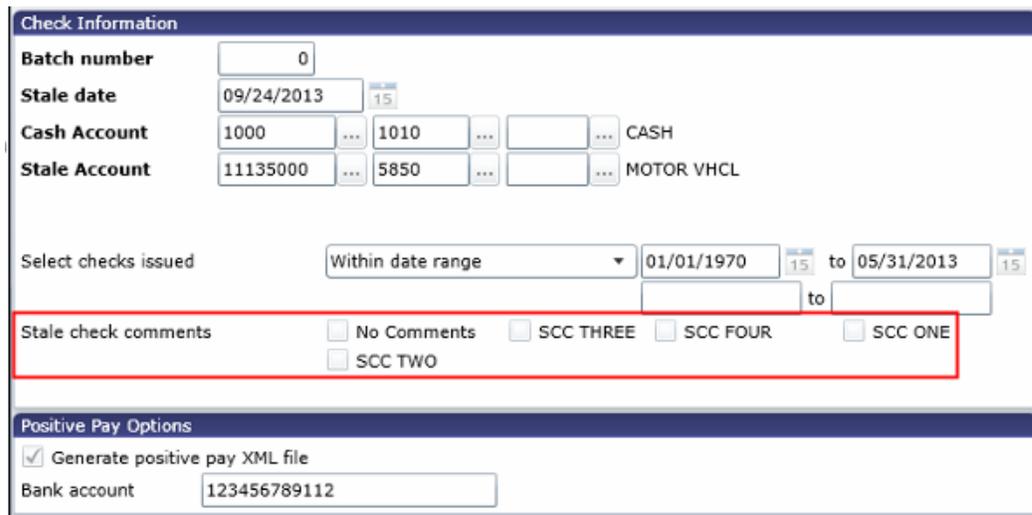
Stale Check Comments

Stale checks can now be tagged with custom comments.

Stale Check Comments has been added as type in AP Miscellaneous Codes:



Codes of this type that are added will be available to users in the Stale Checks screen of the Check Reconciliation program.



A screenshot of the 'Check Information' screen in the Check Reconciliation program. The screen displays various fields for check details:

- Batch number:** 0
- Stale date:** 09/24/2013
- Cash Account:** 1000 ... 1010 ... CASH
- Stale Account:** 11135000 ... 5850 ... MOTOR VHCL
- Select checks issued:** Within date range, 01/01/1970 to 05/31/2013
- Stale check comments:** No Comments, SCC THREE, SCC FOUR, SCC ONE, SCC TWO (this section is highlighted with a red box)
- Positive Pay Options:** Generate positive pay XML file, Bank account: 123456789112

Check Reconciliation>Stale Checks

The stale check comments can be used as selection criteria when generating stale check letters to the appropriate vendors.

Check Printing Schedules

To better manage cash flow, Select Items to be Paid can now intelligently select invoices to be included in the current check run so that invoices are paid in the latest run possible while still being paid by the discount date or the net due date.

SETUP

On the Check settings tab of Accounts Payable Settings, Allow use of check printing schedules can be activated.

Allow use of check printing schedules

Printed check lead time

EFT lead time

Once checked, a lead time (in days) must be entered for printed checks and EFTs in the appropriate box. So for the example above, invoices will be processed for printed checks at a minimum of 6 days and EFTs 2 days before their discount date (or due date if the discount date has passed or is not defined).

SELECTING CHECKS FOR PAYMENT

Once set up, a new field will be available in Select Items to be Paid: Next Check Run date. Also, current fields Due date and Discount date will be hidden.

Report Criteria

Execute this report

Warrant

Warrant date

Next Check Run date

Invoices with no Warrant Include Exclude

Warrant Preliminary Non - Preliminary

Cash Account CASH-----X

Budget Current year Next year

Print cash account balance

Print cash balance warning

Print certification page

Print vendor receipts due

Include credit memos

Include on Report

Now Select Items to be Paid will use the current date, the next check run date and the check/EFT lead times in conjunction with the discount and due dates from unpaid invoices in the find set to determine which invoices should be included in the check run.

EXAMPLES

To better illustrate this process, consider the below examples. Each scenario is to be considered on its own, not a succession of events.

- Invoice1 – Discount date 03/10, due date 03/25 (EFT)
- Invoice2 – Discount date 03/15, due date 03/30 (printed)
- Invoice3 – Discount date 03/17, due date 04/2 (EFT)

Printed Check Lead Time: 6 days, EFT Lead Time: 2 days

Scenario 1:

Current Date 03/07, Next Check Run Date 03/08 – No invoices selected for current check run

Scenario 2:

Current Date 03/07, Next Check Run Date 03/09 – Invoice1 selected for current check run

Scenario 3:

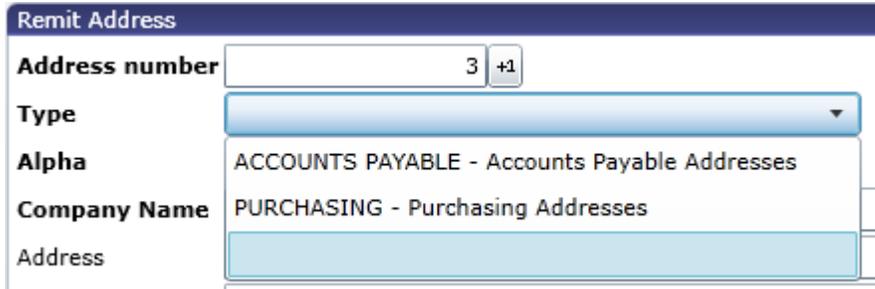
Current Date 03/07, Next Check Run Date 03/10 – Invoice1 and Invoice2 selected for check run

An important note - the manual-single check process from AP Invoice Entry and AP Checks will be unaffected by this change. Running a manual check will supersede all other settings, and will process the check immediately as requested.

Vendor Address Types

It is now possible to completely differentiate between PO mailing and AP remit addresses for vendors within Purchasing and Accounts Payable. This allows control, via role permissions, over which address types a particular role can update.

Sites upgrading from previous versions will only be able to designate vendor addresses as GENERAL, which maintains their current functionality of being available for both AP and PO functions. Conversion to the new differentiated setup are possible through Tyler Technologies Support.

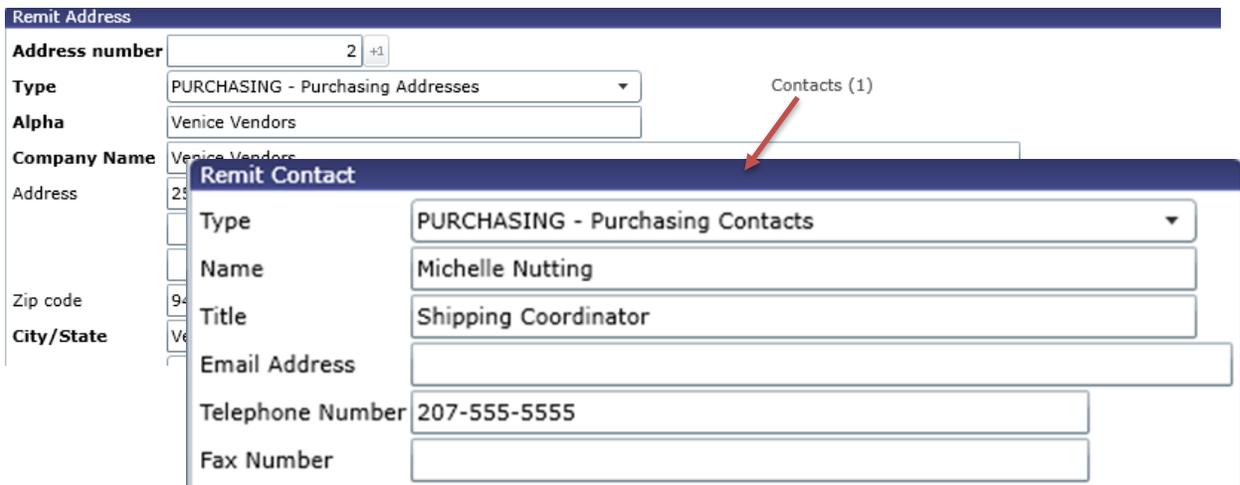


The screenshot shows the 'Remit Address' form with the 'Type' dropdown menu open. The dropdown options are 'ACCOUNTS PAYABLE - Accounts Payable Addresses' and 'PURCHASING - Purchasing Addresses'. The 'Address number' field contains '3' and has a '+1' button. The 'Alpha' field is empty, and the 'Company Name' field contains 'PURCHASING - Purchasing Addresses'. The 'Address' field is empty.

Address Type selection is required to be Accounts Payable or Purchasing

In Vendors, when new vendor addresses are added, they will be designated as Accounts Payable or Purchasing, and this will limit their selection to the appropriate context throughout Munis purchasing and payables programs.

Each address can have its own set of contacts linked to it by using the Contact screen on the remit record:



The screenshot shows the 'Remit Address' form with the 'Type' dropdown set to 'PURCHASING - Purchasing Addresses'. The 'Alpha' field contains 'Venice Vendors' and the 'Company Name' field also contains 'Venice Vendors'. A red arrow points from the 'Contacts (1)' label to a 'Remit Contact' modal window. The modal window has the following fields: 'Type' (PURCHASING - Purchasing Contacts), 'Name' (Michelle Nutting), 'Title' (Shipping Coordinator), 'Email Address' (empty), 'Telephone Number' (207-555-5555), and 'Fax Number' (empty). The 'Remit Address' form also shows 'Address number' as '2', 'Address' as '25', 'Zip code' as '9-', and 'City/State' as 'Ve'.

Remit Address

Address number +1

Type ACCOUNTS PAYABLE - Accounts Payable Addresses Contacts (0)

Alpha Venice Vendors

Company Name Venice Vendors

Address 25 School St.

Zip code 94698 ...

City/State Venice FL ... Florida

County

Country

Fax

Email

DUNS

Active
 Default Address

Payables Delivery Method

Print
 Fax
 Email

Payment Information

Payment rec't method

- Printed Check
- Electronic fund transfer
- Active Card Integration
- Direct Disbursement

Bank Addenda

Routing Number - ASC X12

Account

Type

Prenote None

Accounts Payable Address Type (Remit Address)

Remit Address

Address number +1

Type PURCHASING - Purchasing Addresses Contacts (0)

Alpha Venice Vendors

Company Name Venice Vendors

Address 25 School St.

Zip code 94698 ...

City/State Venice FL ... Florida

County

Country

Fax

Email

DUNS

Active
 Default Address

Purchasing Delivery Method

Print
 Fax
 E-Mail

Purchasing Address Type (PO Mailing)

In Accounts Payable Roles, on the Data Access tab, the 'Full' setting allows the assigned user to modify both address types. Limited – Purchasing limits users to only update purchasing address types, while Limited – Accounts Payable limits users to only updating accounts payable address types.

Role

Role ID SNUTTING

Description Private Role for snutting

Role is active

Role Permissions **Data Access**

Vendor maintenance access by type	Full	
Post others' invoices	Full	
Maintain others' posted invoices	Full	
Maintain others' recurring invoices	Full	
View others' AP docs during inquiry	Full	
Maintain others' unposted invoices	Full	
View others' unposted invoices	Full	
Maintain others' purchase cards and statements	Full	
Convert purchase card statements to invoices	Full	
Allow vendor address maintenance	Full	
View others' purchase cards and statements	Full	

Accounts Payable Roles>Data Access