

CONNECT
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Title: What's New in Purchasing and Payables

Description: Come learn about the latest additions to the Munis Procurement process and see how to utilize the new features to make your purchasing process more efficient. This session will demonstrate the new features and functionalities from requisition to invoice, with a few tips and tricks along the way. Whether you have just started using Munis procurement or you are looking to incorporate the new features into your existing procedures, there is something in this session for you to take back to your office and start using every day.

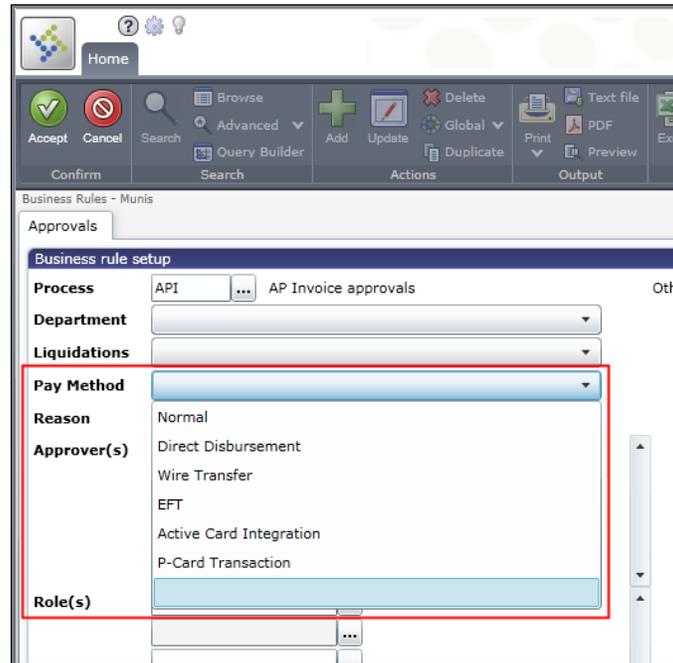
API Workflow Business Rules

There are two new available workflow business rules within the Accounts Payable module, *Routing by Payment Method* and *Routing by PO/Contract*. Each is outlined below.

Routing by Payment Method

The Accounts Payable Invoice Approvals business rule (API) is an existing workflow rule, most commonly used in a decentralized Accounts Payable setup. In the past, the API rule was set up by department, which allowed for the routing of invoice approvals to the appropriate department head(s).

Now, new functionality has been added to allow you to use the invoice payment method as routing criteria as well. This is achieved by selecting an option from the Pay Method list, as seen below:

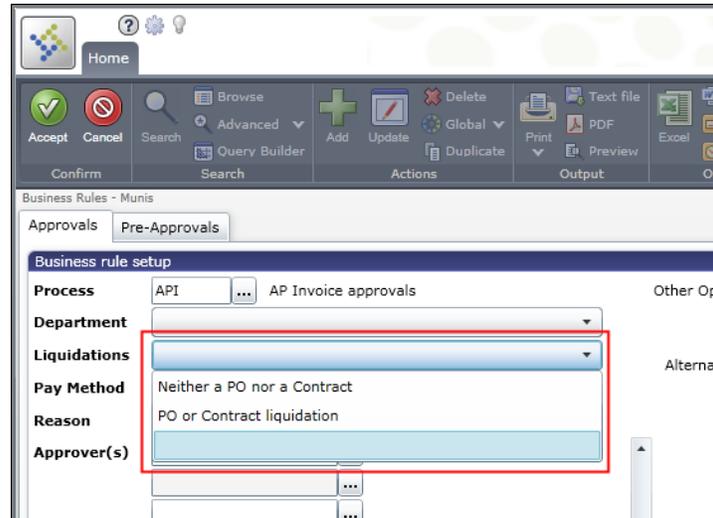


Using these new options for routing now allow greater flexibility in which approver(s) is called upon to approve an item, based upon how an AP invoice is coded for Pay method. This allows for the delivery of approval requests to the appropriate person such as a Treasury supervisor for Wire Transfers or the person responsible for managing Purchase Card (P-Card) transactions.

Routing by Purchase Order/Contract

The other new addition within the Accounts Payable Invoice Approvals business rule (API) is the ability for you to use the existence or absence of an associated purchase order or contract as routing criteria.

This is achieved by selecting an option from the Liquidations list, which replaces the Location list for the API business rule only, as seen below:



Selecting the *Neither a PO nor a Contract* option causes the business rule to activate when the invoice is not associated with a contract or purchase order.

Selecting the *PO or Contract Liquidation* option causes the business rule to activate when the invoice is associated with a contract, a purchase order or both.

This new functionality allows you greater flexibility in how invoice approvals get routed. A perfect example is what is commonly referred to as “Direct Invoicing”, which often means the invoice is entered directly within the AP invoice Entry screen without referencing a purchase order. You can use the new rule method to route those invoices without pre-approved POs to an approver, while allowing those invoices that reference a pre-approved PO to go through without further approval.

Contract Payment Holds

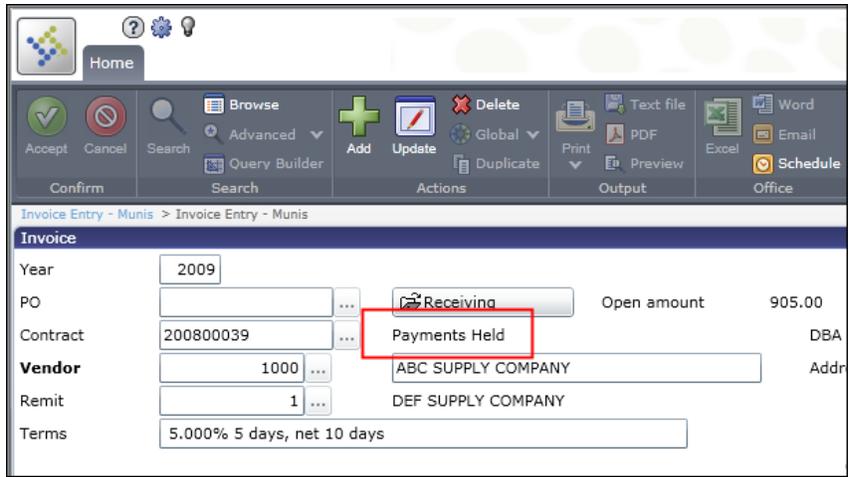
The Contract Entry program is used to enter a new contract into Munis. It is within this program that a qualified user can enter all of the information related to a particular contract, so that any subsequent purchases made against the contract can follow the protocols set forth within the contract itself.

The Contract Entry program now contains a *Hold Payments* check box, as seen below:

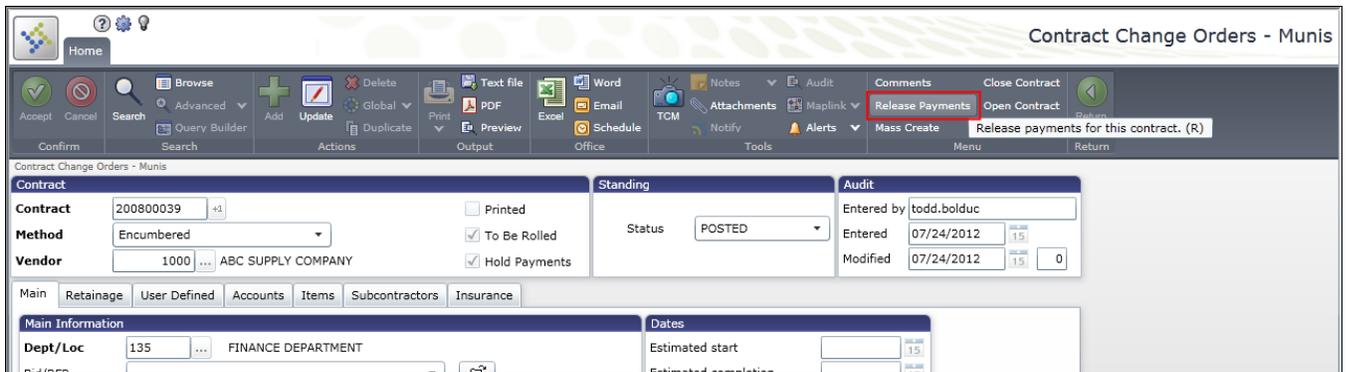
The screenshot shows the 'Contract Entry - Munis' application window. The 'Contract' section at the top contains fields for Contract, Method, and Vendor. A red box highlights the 'Hold Payments' checkbox, which is checked. Other options in this section include 'Printed', 'To Be Rolled', and 'Standing'. The 'Main Information' section includes fields for Dept/Loc, Bid/RFP, Project, Description, Year, Contract type, Review code, Percent complete, Administrator, and Workflow. The 'Dates' section includes fields for Estimated start, Estimated completion, Bid awarded, Approved, Initial expiration, Renewal action, and Extended through. The 'Totals' section includes fields for Original, Revised, Liquidated amt, Encumb balance, Open Req, Open PO, Expended, and Available. The 'Additional Information' section includes buttons for Requisitions (0), Purchase Orders (0), Invoices (0), Milestones (0), and Performance (0). The 'Workflow' section includes buttons for My Approvals, Approve, Reject, Forward, Hold, and Approvers.

The selection of the *Hold Payments* check box on a contract prevents any invoices from posting against the contract record. This can be utilized when your organization determines that payments should be withheld or stopped temporarily for issues such as a poor performance or craftsmanship, failure to provide discounts and other vendor related concerns.

If the *Hold Payments* check box is selected on a contract, then when an Accounts Payable invoice is entered against that contract, the Invoice Entry program displays a *Payments Held* note on the invoice record, preventing that invoice from being included in a check run.



Once all concerns with the contract vendor are satisfied and your organization decides to release any held payments to the vendor, within the Contract Change Orders program, simply select the *Release Payments* option to release the invoices. Clicking *Release Payments* also automatically clears the *Hold Payments* check box on the contract itself. With the *Hold Payments* box now unchecked, any future payments will be made without being held.



Recurring Invoices

The Recurring Invoices program is often used to minimize the amount of time and effort needed to produce a recurring invoice, which happens on a weekly, monthly or quarterly basis. Using this program allows your organization to quickly and easily produce such invoices each time they are due for payment.

The Recurring Invoices program now allows you to generate invoices by date using the new *Days* functionality, in addition to the existing week/month/quarterly options. Invoices are generated each month on the dates entered in the Days boxes.

The screenshot shows the 'Recurring Invoices - Munis' software interface. The top navigation bar includes 'Home' and 'Recurring Invoices - Munis'. The toolbar contains various icons for actions like 'Accept', 'Cancel', 'Search', 'Add', 'Update', 'Delete', 'Global', 'Print', 'PDF', 'Excel', 'Word', 'Email', 'Schedule Office', 'Notes', 'Attachments', 'Maplink', 'Alerts', 'Invoice Detail', 'Address', 'Generate', 'Remits', 'Return', 'Quick Entry', and 'More...'. The main area is divided into several sections: 'Invoice Header' with fields for Vendor, Remit, Payment Method, Document, Invoice, Year, PO, Contract, Desc, Effective dates, Cash account, Dept/Loc, Status, and Alloc; 'Generate Frequency' with 'Months' (01-12) and 'Weeks' (1-5) dropdowns, and 'Days' input boxes (one is highlighted with a red box); and 'Invoice Amounts' with fields for Gross amount, Disc basis, Disc percent, and Net amount. At the bottom, there is an 'Invoice History' section with 'Last generated:' and 'Created:' labels, and a status bar showing '0 of 0' and 'Attachments (0)'.

You can enter up to two days in the boxes. For example, if you enter 1 in the first box and 15 in the second box, the program generates the recurring invoice on the first and fifteenth of each selected month.

Retainage Processing

The procedure for processing retainage has been expanded, with the following new programs.

The Retainage Report program is now strictly a reporting program. It does not process retainage amounts as it had allowed previously. The program screen contains only report generation options and does not allow for any processing of retainage amounts.

Retainage Report - Munis

Define Criteria

Include: General 1099 Contractor

Check dates: [] 15 to [] 15

Retainage: Processed Unprocessed

Vendor: [] ... to [] ...

Contract: [] ... to [] ...

Totals

Records: [0]

Accounts Payable retainage is now processed by the AP Retainage program. This program replaces the previous functionality of the Retainage Report program, which, as mentioned above, is not strictly a reporting tool. Having separate programs allows for greater control over who can do which option using Munis menu securities.

AP Retainage - Munis

Define Criteria

Include: General 1099

Check dates: [] 15 to [] 15

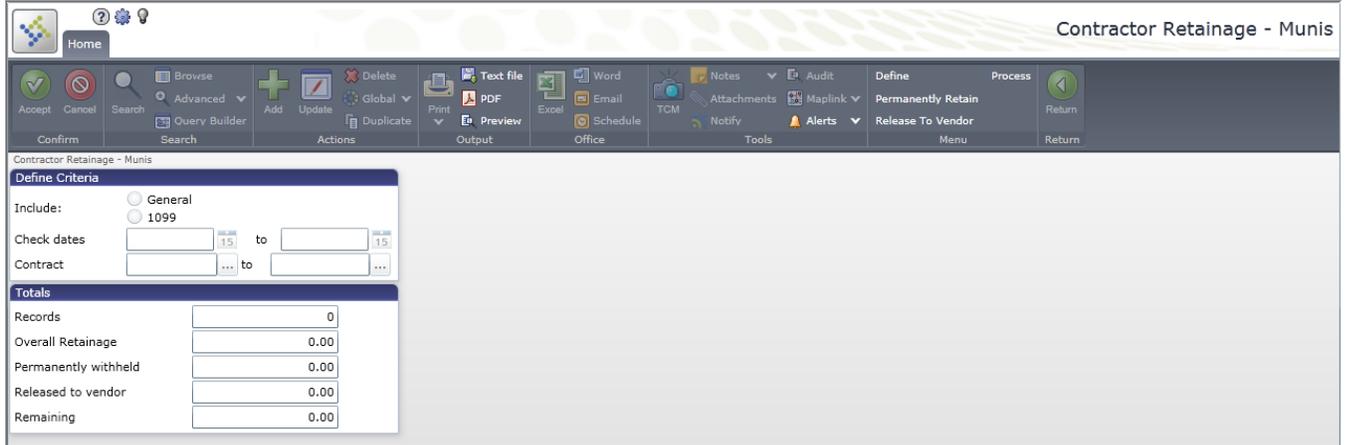
Vendor: [] ... to [] ...

Totals

Records	[0]
Overall Retainage	0.00
Permanently withheld	0.00
Released to vendor	0.00
Remaining	0.00

The AP Retainage program processes general and 1099 retainage amounts for permanent withholding or release to the vendor. The program must process full retainage amounts, as partial amounts cannot be processed within this program.

The Contract Retainage program is available for processing of contract retainage amounts. This program also replaces the previous functionality available within the prior Retainage Report program.

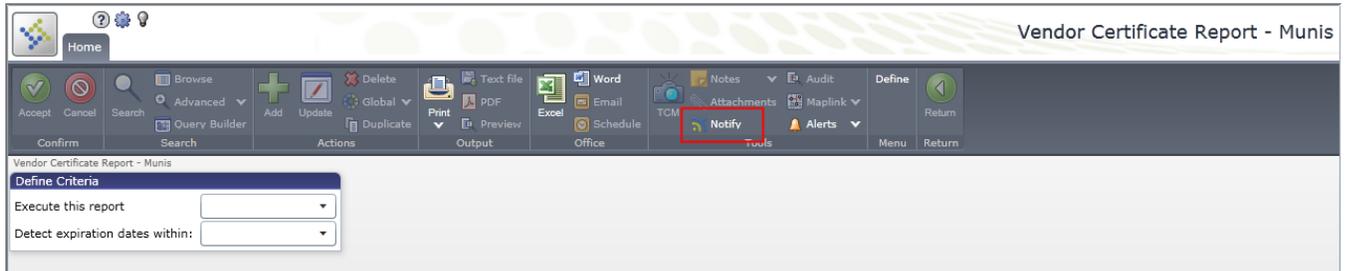


The Contract Retainage program processes contract retainage amounts for permanent withholding or release to the vendor. This program can process full or partial retainage amounts, unlike the AP Retainage program.

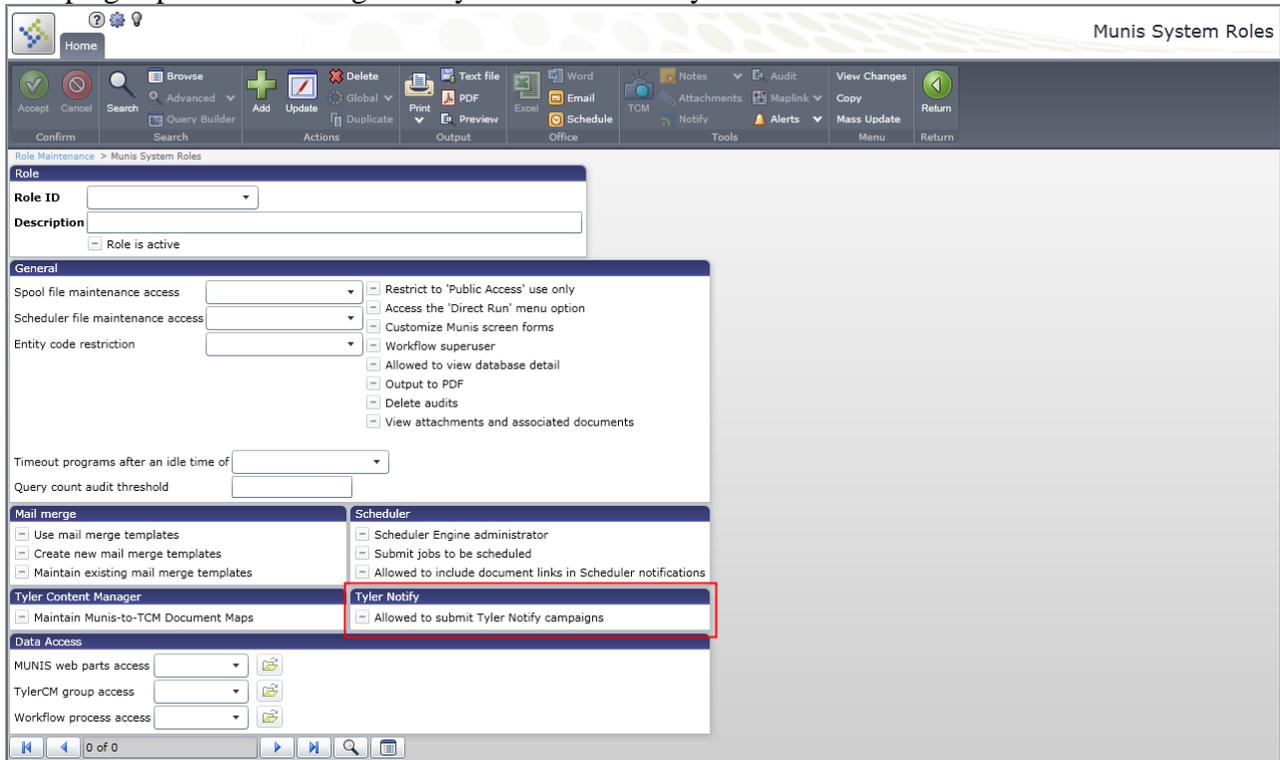
Vendor Certificate Report

The Vendor Certificate Report program is now compatible with Tyler Notify.

Clicking *Notify* within the Vendor Certificate Report allows you to notify various contacts about the upcoming or current expiration of a vendor certification using the vendors' phone, email or mailing addresses. This will send a predefined mass mailing letter/email/phone message to the selected vendor set, saving your staff from a lot of time spent doing the same.



In order to access the Notify option, you must first have the Allowed to Submit Tyler Notify Campaigns permission assigned to your user role in System Roles.



Note: This feature is only available if your organization has implemented Tyler Notify. Templates and message content for this functionality are maintained within the Tyler Notify Settings program.