

# AR and General Billing

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Finance Officer  
East Bernstadt Ind. School

# General Billing Uses

- Tracking Accounts Receivable
- Entering and tracking daily receipts

# Accounts Receivable

## Benefits

- Searching for receipt detail
- Reporting
  - \* Multiple reports can be ran during the year
- Invoices are available to send to customers including schools in your district
- Minimum setup – available to all Munis users
- Workflow can be setup to segregate duties

# Required Setup

- Must setup Customers  
General Revenues, General Billing, Auxiliary Programs and Customer F/M.
- Must setup A/R Codes for each Fund  
General Revenues, General Billing, Auxiliary Programs and Customer F/M.
- Must setup A/R Charge Codes  
General Revenues, Accounts Receivable, Auxiliary Programs and A/R Charge Code F/M
- Must setup A/R Adjustment Codes  
General Revenues, Accounts Receivable, Auxiliary Programs and A/R Miscellaneous Code F/M

# Customer Setup

Customer File Maintenance - MUNIS [\*\*\*TEST SYSTEM\*\*\*]

My File Edit Tools Help

Alternate Find  
User Def  
History  
Invoices  
Bills  
View Audit  
General Data  
Personal Data

Number  +1  
Created by  thru   
Last changed by   
on  at

Person/Entity

Name   THE

Address

City, State

Zip code

Country

SSN/FID

Telephone

Fax

E-Mail

Website

Geo Code

Customer Type

Employee #

Vendor #

External Ref

Resident  
 Confidential

Additional Addresses Special Conditions/Notes Text EFT Data

0 of 0

Alternate find data. QWR

# A/R Code

**M** AR Code Maintenance - MUNIS [EAST BERNSTADT INDEPENDENT SCHOOL] [-] [ ] [X]

My File Edit Tools Help

**Code** 10GB

**Description** GENERAL FUND-GENERAL BILLING

**Short description** GF-GB

**AR category** 01 - GENERAL BILLING & MISC CASH

Accounting method  Cash  Accrual

**Cash account** 10 6101 CASH IN BANK

**Name** EAST BERNSTADT IND. BOARD OF EDUCATION

**Address** PO BOX 128

**City/State/Zip** EAST BERNSTADT KY 40729

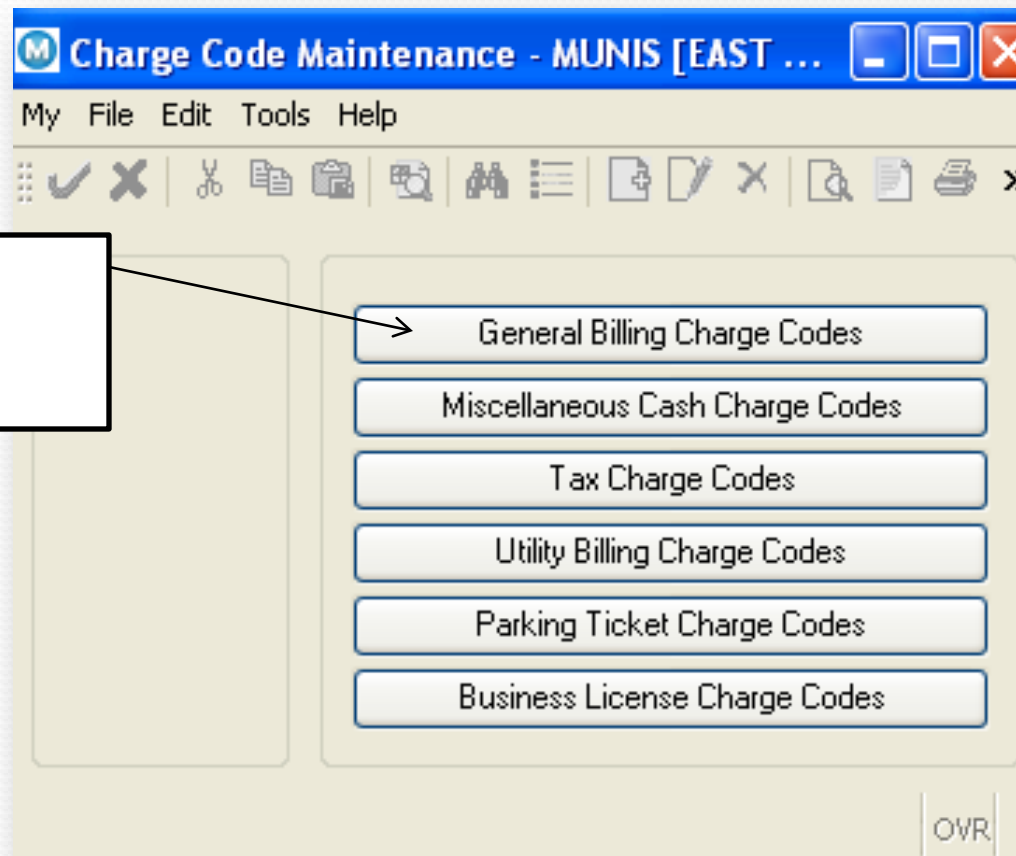
**Telephone** 606-843-7373

1 of 7

OVR

# A/R Charge Code F/M

Select General  
Billing Charge  
Codes





Copy

Rate Table

Sales Tax

General G/L Accounts

**Year** 2010

**Charge code** 129X

**AR code** 20GB - SPECIAL REVENUE-GENERAL BILLING

**Activity** PRIN - PRINCIPAL

**Description** FAMILY RESOURCE CENTER

**Short description** FAMILY RES

Use as a fee charge

Use for deposits

**Calc code** 05 ... QUANTITY X UNIT PRICE

Rate code

**Rate/amount** .000000

Fee minimum 0

Fee maximum 0

Use for miscellaneous cash

Subject to interest

Interest rate .00000

Update Recurring Invoices

Charge Code Maintenance - MUNIS [EAST BERNSTADT INDEPENDENT SCHOOL]

My File Edit Tools Help

General G/L Accounts

Copy  
Rate Table  
Sales Tax

Accounts receivable	20	6153		ACCOUNTS RECEIVABLE
Revenue 1	220	3200	1290	100.000000 RESTRICTED STATE REVENUE
Revenue 2				.000000
Revenue 3				.000000
Revenue 4				.000000
Revenue 5				.000000
Deferred revenue				
Cash	20	6101		CASH IN BANK
Interest revenue				
Over/short	220	3200	1290	RESTRICTED STATE REVENUE
Deposit				
Liability				

Tax transfer Charge code

Principal

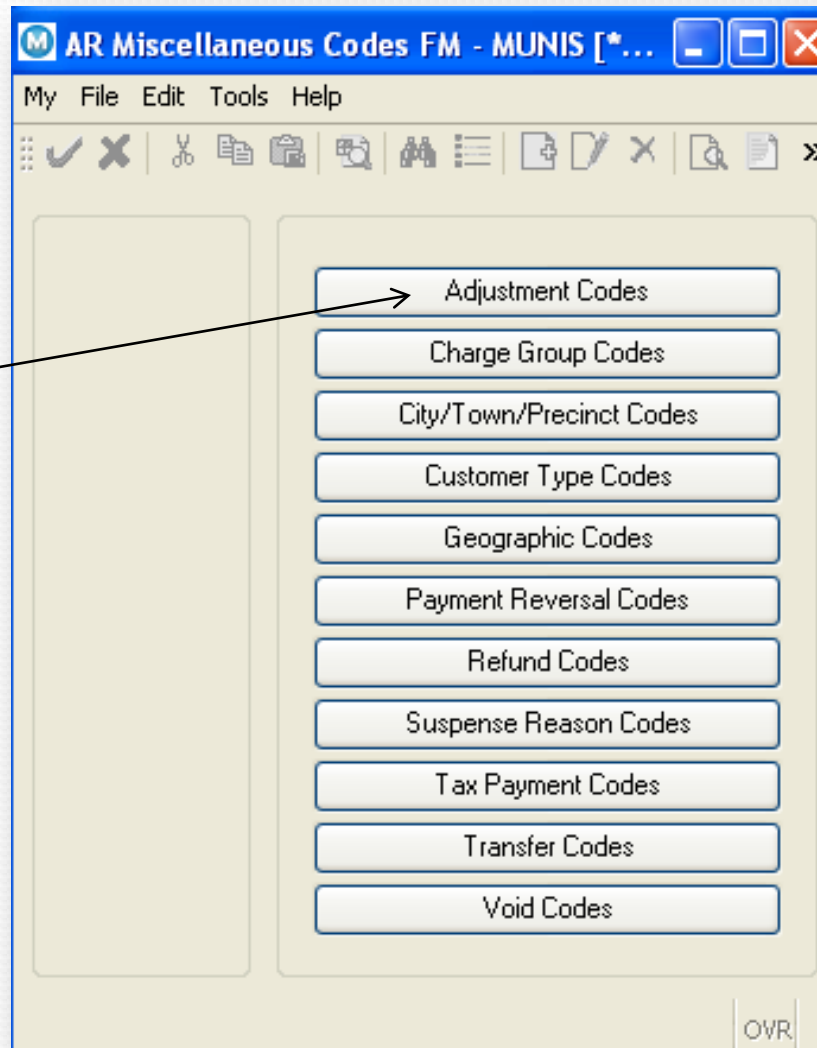
2 of 4

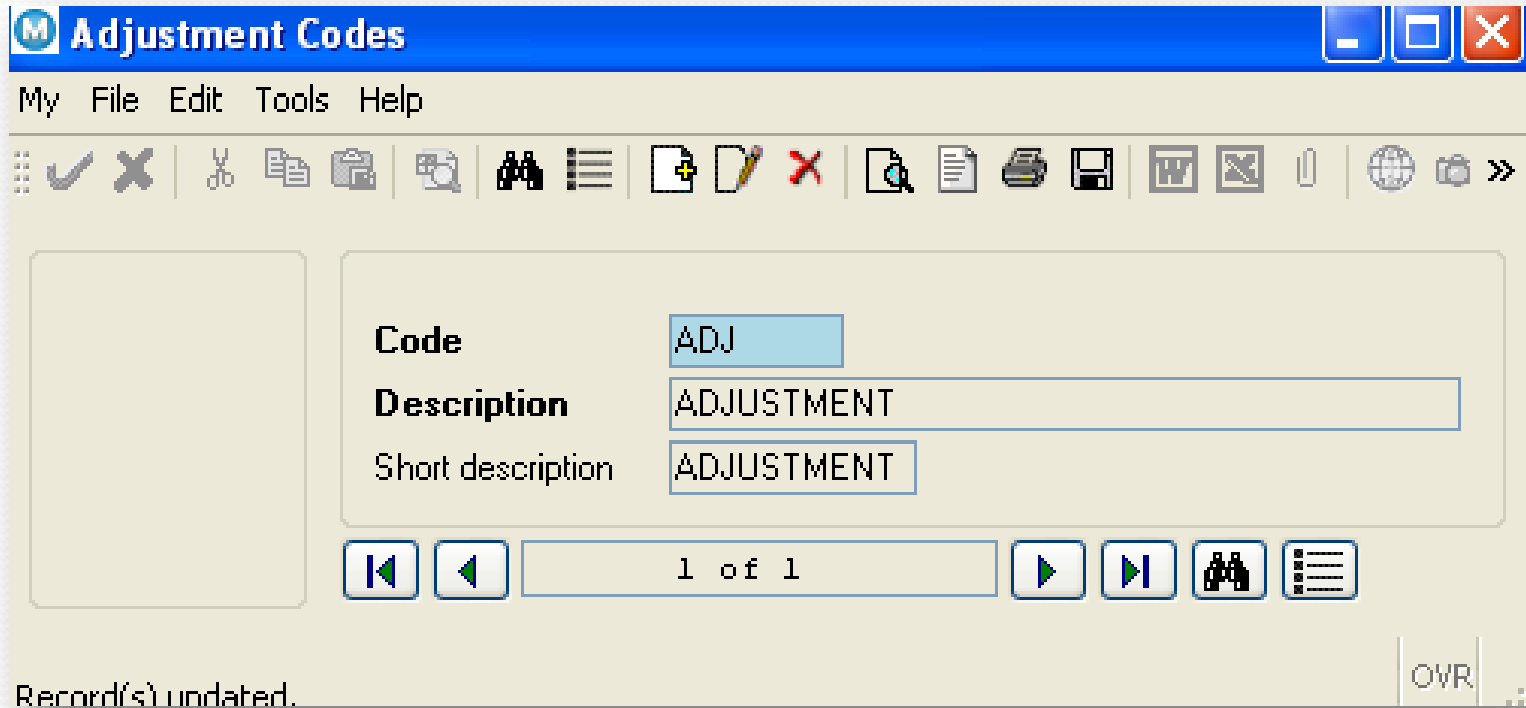
Copy a group of charge codes.  
Record(s) updated.

OWR

\* A/R Code is chosen here and the revenue code as well. Revenue codes must be updated each year for Fund 2 charge codes.

# A/R Adjustment Codes





Add any necessary adjustment reason codes including a Description and Short description.

# A/R Entry – Invoice Processing

The screenshot displays the MUNIS App Center interface. The title bar reads "MUNIS App Center - \*\*\*TEST SYSTEM\*\*\* - ahooker - 03/19/2010". The main menu includes "Favorites", "Financials", "Payroll/Personnel", "General Revenues", "Property Revenues", "Other", "Dept", "Admin", and "Help". The "General Revenues" menu is expanded, showing options A through I. Option D, "General Billing", is selected, and its sub-menu is also expanded, showing options A through F. Option B, "Invoice Processing", is selected, and its sub-menu is expanded, showing options A through I. The background features a blue and green graphic with the text "MUNIS FINANCIAL MANAGEMENT" and "TECHNOLOGIES".

MUNIS App Center - \*\*\*TEST SYSTEM\*\*\* - ahooker - 03/19/2010

Financials Payroll/Personnel General Revenues Property Revenues Other Dept Admin Help

- A. Payment Processing ▶
- B. Accounts Receivable ▶
- C. Animal Licenses ▶
- D. General Billing ▶**
  - A. Auxiliary Programs ▶
  - B. Invoice Processing ▶**
    - A. Invoice Entry and Proof**
    - B. Invoice Inquiry
    - C. Invoice Maintenance/Inquiry
    - D. Print Invoices
    - E. Recurring Invoice Maintenance
    - F. Create Employee Insurance Bills
    - G. Invoice Import
    - H. Create Coll Trans Export File
    - I. Electronic Funds Transfer (EFT)
  - C. Reports and End of Period ▶
  - D. Site Specific Functions ▶
  - E. General Billing Workflow Admin ▶
  - F. Incident Tracking ▶
- E. Parking Tickets ▶
- F. Slip Reservations ▶
- G. Vehicle Stickers ▶
- H. Virginia State Income Tax ▶
- I. Maine Vehicle Registration ▶

MUNIS FINANCIAL MANAGEMENT

TECHNOLOGIES

M Invoice Entry and Proof - MUNIS [\*\*\*TEST SYSTEM\*\*\*]

My File Edit Tools Help



Add Batch

View Batch

Resume

Output Post

**Batch**

Invoice count

Amount total

**Effective date**

**Year/period**

Payment terms

Invoice message

Invoice message text

Add a new batch.

OVR

**Proof Header**

My File Edit Tools Help

Can Add Customer During Entry

Year/per 2010 9 MAR

Customer [ ] [ ] Addr 0

AR code [ ]

Invoice 0 +1

Inv. date 03/19/2010 Due date 03/19/2010

Discount code [ ]

Discount pct [ ]

Department [ ]

Cash account [ ] [ ] [ ]

Ins. code [ ]

Ins. policy [ ]

Comments [ ]

Cust PO [ ]

For/Loc [ ]

Parcel [ ]

0 of 0

Customer Number.

OVR

\* Customers can also be added from the Munis menu by going to General Revenues, General Billing, Auxiliary Programs and Customer F/M.



Year/per 2010 9 MAR

Customer 6 Addr 0

COMMONWEALTH OF KY

AR code 20GB - SPECIAL REVENUE-GENERAL BILLING

Invoice 3 +1

Inv. date 03/19/2010 Due date 03/19/2010

Discount code

Discount pct .00

Department

Cash account 20 6101 CASH IN BANK

Ins. code

Ins. policy

Comments

AR Codes setup in General Revenues, Accounts Receivable, Auxiliary Programs and A/R Code F/M

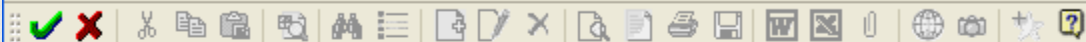
Cust PO

For/Loc

Parcel

Proof Detail

My File Edit Tools Help



Year 2010 Invoice 3 Total invoice  
Customer 6  
COMMONWEALTH OF KY

Charge Codes must be setup in Charge Code F/M

Ln 1

Chg code	129X - FAMILY RESOURCE CENTER
Qty	120X - EXTENDED SCHOOL SERVICES
Price	129X - FAMILY RESOURCE CENTER
Disc amt	130X - GIFTED AND TELENATED
Bill amt	135X - PRESCHOOL
Recipient	140X - PROF. DEVELOPMENT
	1589 - ARCHERY GRANT
	158X - UNITE ARCHERY GRANT
	160X - TEXTBOOKS
	162X - KETS OFFER OF ASSISTANCE
	168X - SAFE SCHOOLS

Org  Total Amount

Total allocation

**Proof Detail**

My File Edit Tools Help

GL Detail  
Add GL  
User Def

Year 2010 Invoice 3 Total invoice 90000.00  
Customer 6  
COMMONWEALTH OF KY

Ln 1  
Chg code 129X - FAMILY RESOURCE CENTER FAMILY RESOURCE CENTER  
Qty 1.00 UOM EACH  
Price 90,000.000000  
Disc amt .00  
Bill amt 90,000.00  
Recipient

Org	Obj	Proj	Description	Total Amount
220	3200	1290	RESTRICTED STATE REVENUE	90000.00

Total allocation 90000.00

1 of 1

Maintain GL Detail Lines.  
Record(s) updated.

OVR

\* Total amount of expected revenue should be entered.



# Applying Payment to A/R Entry

MUNIS App Center - \*\*\*TEST SYSTEM\*\*\* - ahooker - 03/19/2010

Favorites Financials Payroll/Personnel **General Revenues** Property Revenues Other Dept Admin Help

- A. Payment Processing ▶
- B. Accounts Receivable ▶
- C. Animal Licenses ▶
- D. General Billing ▶
- E. Parking Tickets ▶
- F. Slip Reservations ▶
- G. Vehicle Stickers ▶
- H. Virginia State Income Tax ▶
- I. Maine Vehicle Registration ▶

- A. Payment Entry**
- B. Payments Proof
- C. Payments Journal and Post
- D. Payment Reversals
- E. Receipt Maintenance
- F. Print Receipt Images
- G. Bill Inquiry
- H. Payment Redistribution
- I. Receipt Image Purge
- J. Misc Cash Payments Import



**Bill Information**

My File Edit Tools Help

Year/Type/Bill No. 2010 GB-20GB 3

Customer account information 6  
COMMONWEALTH OF KY  
FRANKFORT, KY 40620  
Special Conditions/Notes

Property information  
Parcel ID  
Prop Loc

Int Dt	Billed	Abt/Adj	Pmt/Crd	Interest	Unpaid bal
03/19/10	90,000.00	.00	.00	.00	90,000.00
Fees/Pen	.00	.00	.00	.00	.00
Totals	90,000.00	.00	.00	.00	90,000.00

Notes/Alerts

Due 03/19/2010 90,000.00  
Next Int .00  
Int Paid .00

View prior unpaid bills

1 of 1

\* Find the invoice you wish to apply payment to and click Apply Pmt



Payment Entry - MUNIS [\*\*\*TEST SYSTEM\*\*\*]

My File Edit Tools Help

Resume  
 Lookup Batch  
 View-Rev  
 Output-Rel  
 Deposit Rpt  
 Settlement

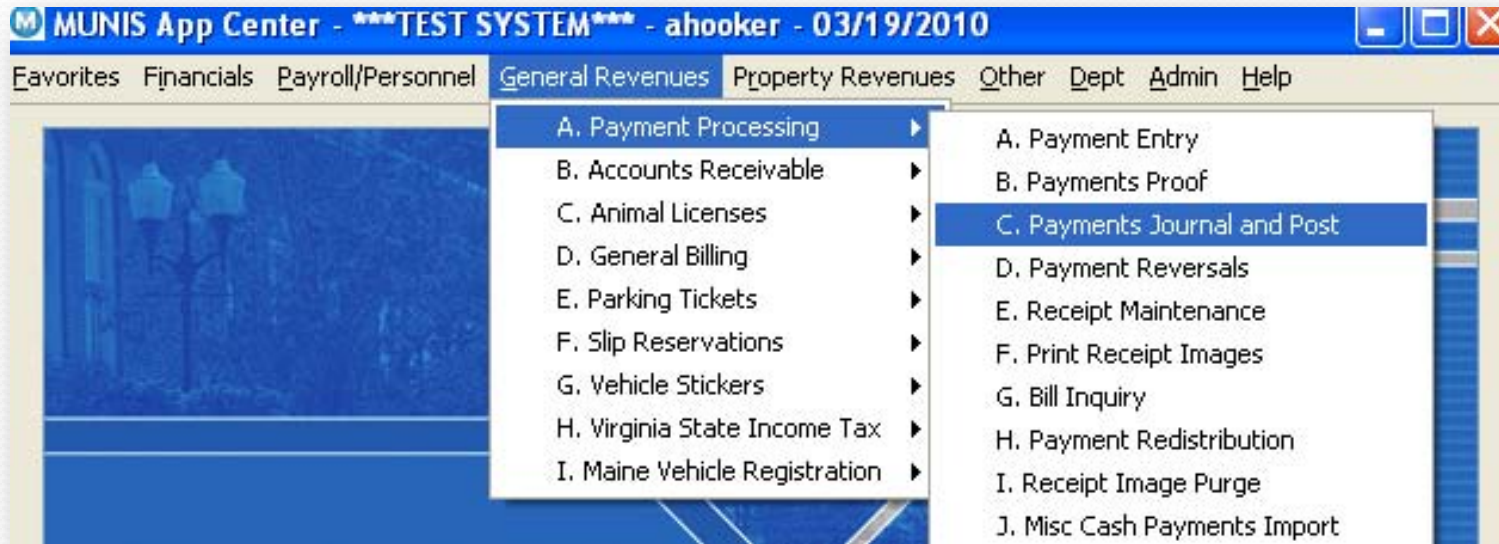
Entry Date: 03/19/2010  
 Clerk: ahooker  
 Receipt Option: 1 - INDIV ONLY  
 Department: 000 CENTRAL OFFICE  
**Batch Number**: 112  
 Deposit Number:  
 Interest Effective Date: 03/19/2010  
 Year/Period: 2010 9 MAR  
 Receipt Number:  
 Number of Receipts: 1  
 Amount Total: 30,000.00  
 Batch Released

Validation Options  
 Auto Validate  
 Bank Code:  
 Bank Acct:

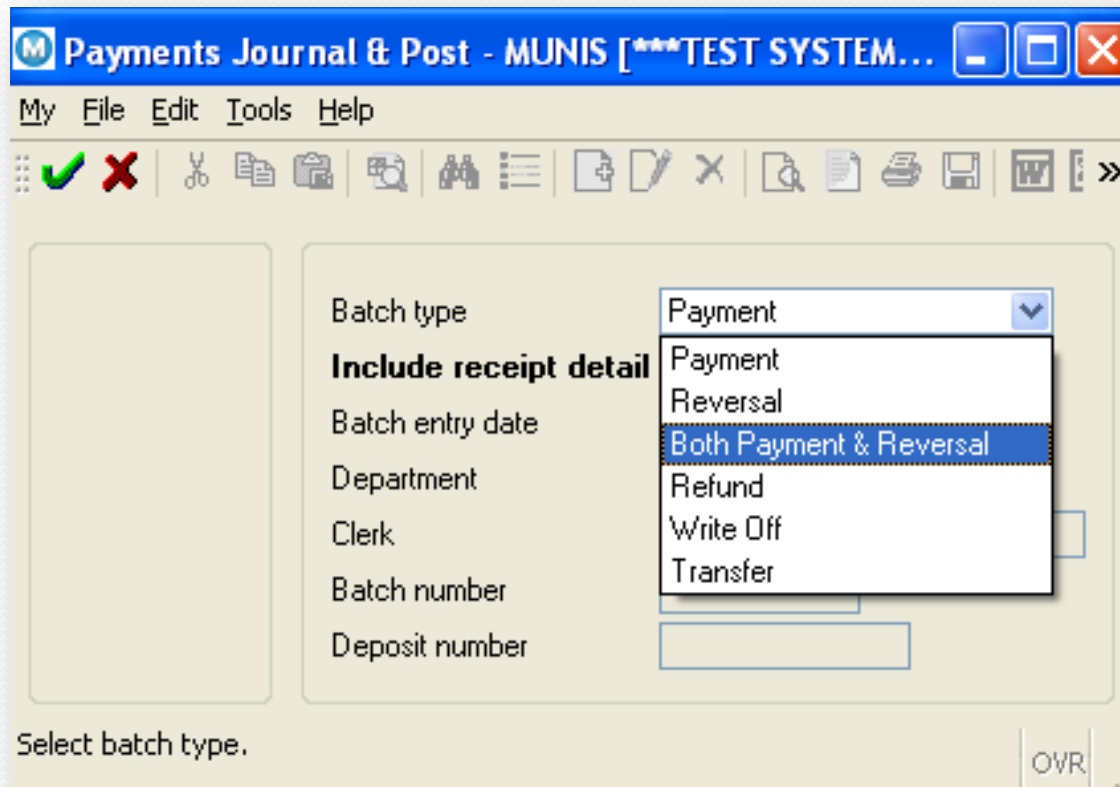
1 of 1

Resume current batch entry. OVR

\* Multiple payments can be added in a single batch. Once all entries have been made post the batch



\* Once the batch has been posted you must do a final post to apply it to the account.



\* Choose the batch type you wish to post. This will locate all entries ready to post.

# Editing an A/R Invoice

The screenshot displays the MUNIS App Center interface. The title bar reads "MUNIS App Center - \*\*\*TEST SYSTEM\*\*\* - Ahooker - 12/10/2008". The main menu includes "System", "Favorites", "Financials", "Payroll/Personnel", "General Revenues", "Property Revenues", "Other", "Dept", and "Admin". The "General Revenues" menu is expanded, showing options A through I. The "General Billing" option (D) is selected, which has further expanded into a sub-menu with options A through E. The "Invoice Processing" option (B) is selected in this sub-menu, which has further expanded into a final sub-menu with options A through I. The "Invoice Maintenance/Inquiry" option (C) is selected in this final sub-menu. The background features a blue and green graphic with the text "MUNIS FINANCIAL MANAGEMENT" and "tyler TECHNOLOGIES". On the right side, there is a "To-Do Bar" with a search field "Type a question f...", a calendar for "December 20...", and a list of tasks. The tasks list includes "A. Invoice Entry and Proof", "B. Invoice Inquiry", "C. Invoice Maintenance/Inquiry", "D. Print Invoices", "E. Recurring Invoice Maintenance", "F. Create Employee Insurance Bills", "G. Invoice Import", "H. Create Coll Trans Export File", and "I. Electronic Funds Transfer (EFT)". Below the tasks list, there is a section for "No upcoming appo..." and a search field "Arranged By: Due D..." with a "Type a new task" input field. At the bottom, it says "There are no item show in this vie".

MUNIS App Center - \*\*\*TEST SYSTEM\*\*\* - Ahooker - 12/10/2008

System Favorites Financials Payroll/Personnel General Revenues Property Revenues Other Dept Admin

- A. Payment Processing
- B. Accounts Receivable
- C. Animal Licenses
- D. General Billing
- E. Parking Tickets
- F. Slip Reservations
- G. Vehicle Stickers
- H. Virginia State Income Tax
- I. Maine Vehicle Registration

- A. Auxiliary Programs
- B. Invoice Processing
- C. Reports and End of Period
- D. Site Specific Functions
- E. General Billing Workflow Admin

- A. Invoice Entry and Proof
- B. Invoice Inquiry
- C. Invoice Maintenance/Inquiry
- D. Print Invoices
- E. Recurring Invoice Maintenance
- F. Create Employee Insurance Bills
- G. Invoice Import
- H. Create Coll Trans Export File
- I. Electronic Funds Transfer (EFT)

MUNIS FINANCIAL MANAGEMENT

tyler TECHNOLOGIES

To-Do Bar

Type a question f

December 20

Arranged By: Due D

Type a new task

There are no item show in this vie

**M Invoice Maintenance/Inquiry - MUNIS [...**

My File Edit Tools Help

✓ ✗ ✂ 📄 📁 🔍 📄 ✂ 🔍 📄 >>

Inquire

Modify

**Year/period**

**Effective date**  📅

**Journal desc.**

**Invoice year**

**Invoice**

**Auto spool**

Maintain invoices. OVR

**Click on Modify and enter the Year, Period and Effective date that this adjustment should post. Enter a Journal description. In the Invoice Year enter the year that the invoice was created. Enter the invoice number and then hit enter.**

# Open Item Header

My File Edit Tools Help



2scr

Cancel Maint

Audit

History

User Def

Name Update

Year/per 2009 6 DEC

Customer 1 Addr 0

SEEK

AR code 10GB GENERAL FUND-GENERAL BILLING

Invoice 1

Inv date 12/10/2008

Due date 12/10/2008

Int date 12/10/2008

Discount code

Discount pct .00

Department

Cust. PO

Cash account 10 6101 CASH IN BANK

Ins. code

Ins. policy Parcel

For/Loc Comments

Comments

Total 100.00

Bill 100.00

Adj .00

Paid .00

Due 100.00

Click on 2scr

1 of 1

Open item detail screen.

OVR

**Open Item Detail**

My File Edit Tools Help

GL Detail  
Add GL  
Cancel Maint  
Line Audit  
User Def

Year 2009 Invoice 1 Total invoice 100.00  
Customer 1  
SEEK

Line 1  
Charge code SEEK - SEEK  
UDM EACH  
Qty 1.00  
Price 100.000000  
Disc amt .00  
Orig amt 100.00 Billed 100.00  
Adj amt .00 Paid amt .00  
New adj amt .00 Due amt 100.00  
Recipient

Org	Obj	Proj	Description	Total Amt
110	3111		SEEK PROGRAM	100.00
Total Allocation				100.00

1 of 1

Browse GL Detail Lines

OVR

Click on the Update button and change the desired fields. When you hit enter it will ask for an adjustment reason code. Once you choose the code, output and post the adjustment.

# Daily Receipts (Misc. Receipts)

- Used when an A/R entry was not made and no corresponding invoice is available
- Create a batch by following the same steps used for A/R payments or add the entries to a current batch. Both A/R payments and misc. receipts can be entered in the same batch and posted together.





**Completing Receipt 393**

File Edit Tools Help

Last receipt for customer

Payment method: 1 - CHECK

Check/reference #: 1234

Add'l payment ref: JIM JOHNSON

Receipt option: 1 - INDIV ONLY

Indv. receipt format:

Printer: draft

Print GL accounts  
 Validate

Effective date: 03/19/2010

Total this receipt:

Total for customer:

Reference:

Paid by customer #: 11

Paid by reference: MISCELLANEOUS RECEIPT

**Total remitted:** 1,000.00

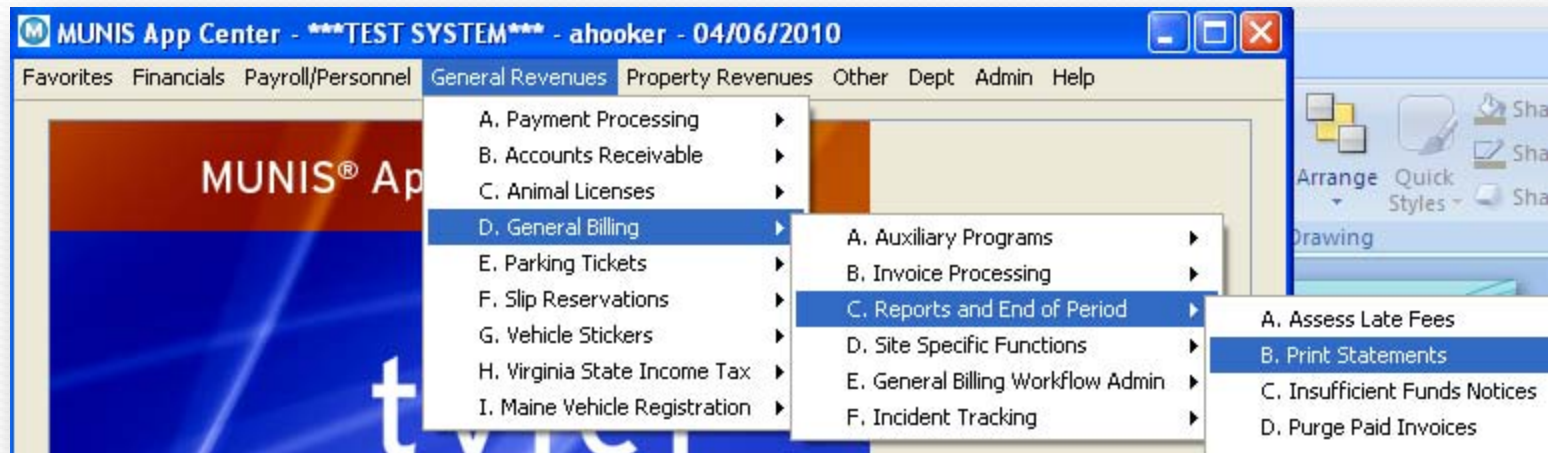
Change due: .00

Enter NSF check data

Enter the total remitted. OVR

\* Choose the payment method (check, cash, bank transfer, etc.), enter reference number and additional payment reference if needed. Post the batch and then the final post as well (same process as A/R Entries).

# Printing Statements





Define  
Align

**Statement date** Today

**Invoice date range** Specific date  to

Customer range  to

Department range  to

AR code range  to

Customer type

Include statement balance over

Print balance due:

- 1 - 30
- 31 - 60
- 61 - 90
- over 90

- Include all open invoices for selected customers
- Create XML export file
- Print on plain paper
- Include scan line
- Print statements with zero balance
- Print invoices with zero balance

Calculate interest to

Statement Message

Sort Option

- Name
- Customer ID
- Zip code

Selected

Define the report parameters.  
Selecting accounts.

OVR

# Custom Reports

- Customized reports can be purchased with Tyler Forms for the following:
  - \* Invoices
  - \* Customer Statements
  - \* Receipts

# Invoice



**Tyler Town**  
 Accounts Payable  
 370 US Rt 1  
 Falmouth, ME 04105-4182  
 (207) 222-3333 Fax (207) 222-4444

## Invoice

Invoice Date	Invoice No.
09/23/2002	2002793
Customer Number	
10930	
Invoice Total Due	
\$130.00	
Payment Terms	
60 DAYS	

JONES, DAVID  
 -100 E MAIN ST.  
 MAYPORT, ME 04105

For/Loc comment for bill  
 2002793.

Please remit payment by the 15th of the month.

Description	Original Bill	Adjustment	Paid	Amount Due
Charge Code 1 Gizmos	25.00	.00	.00	25.00
Charge Code 2 Gadgets	100.00	.00	.00	100.00
Charge Code 3 Trinkets	5.00	.00	.00	5.00

**G/L ACCOUNT SUMMARY:**

Organization	Object	Project	G/L Amount
10001	40210	01234	25.00
10001	40220		100.00
10001	40500		5.00

Please put Invoice Number on your check.  
 Make Checks Payable to: Tyler Town

**Invoice Total:**

**\$130.00**

# Customer Statements



**Tyler Town**  
 Attn: Accounts Receivable  
 123 Any Street  
 Tyler Town, ME 00000-0000

## Statement

Page 1

Statement Date	Customer Number
04/11/2006	3
Statement Total	
10.00	

BETHESDA ELEMENTARY SCHOOL  
 4907 BETHESDA ROAD  
 THOMPSON STATION, TN 37179

Statement message 1  
 Statement message 2  
 Statement message 3



Attn: Accounts Receivable, 123 Any Street, Tyler Town, ME 00000-0000

## Statement

Description	Bill Number	Date	Bill Amount	Bill Adjusted	Amount Paid	Balance Due
<b>FACILITIES GENERAL BILLING</b>	<b>2</b>	<b>04/11/2006</b>				
1 LEASE/RENTALS BRENTWOOD HIGH		04/11/2006	10.00	.00	.00	10.00
<b>Bill Summary</b>			<b>10.00</b>	<b>.00</b>	<b>.00</b>	<b>10.00</b>
1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Other Fees	Total Due	
10.00	.00	.00	.00	.00	10.00	

# Receipts



**Tyler Town**  
 370 US Route 1  
 Falmouth, ME 04105  
 (207) 781-2260 Fax: (207) 781-6005

Official Receipt	
Receipt Number	41470

Receipt Date	02/07/06
--------------	----------

Received from:

**THIS STATEMENT IS ONLY PRESENT DURING PROOFING, AFTER APPROVAL IT WILL BE REMOVED.  
 PLEASE INDICATE APPROVAL ON PROOF COVER SHEET & RETURN TO TYLER FORM.**

MARINA

Charge Code	Org - Object - Proj	Comment	Description	Amount
MARP&F		TEST RECEIPT	MARINA PARK & F	\$112.00
MARWDS			MARINA WINTER D	\$1,112.00
AMOUNT PAID:				\$1,224.00
PAID BY:		CUSTOMER		
PAYMENT		MULTIPLE		
Payment Type				Amount
CH CHECK/REF: 11				\$550.00
CH CHECK/REF: 22				\$500.00
CA CHECK/REF:				\$174.00
AMT TENDERED:				\$1,224.00
AMT APPLIED:				\$1,224.00
CHANGE:				\$0.00
TIME: 12:39				
CLERK: munis				

mrc020706