

Munis[®] General Billing

Local governments and school districts often need to create invoices and bills for miscellaneous charges, such as rented building space, charges for parking spaces, or certain types of permits. Tyler's Munis[®] General Billing (GB) software creates invoices for various departments and activities not covered by other Munis revenue applications, such as Utility Billing and Tax Billing. Munis GB eliminates handwritten bills and manual calculations. Invoices contain itemized charges at calculated rates, accumulated totals and payment history. Munis GB works with Munis Payment Entry (Accounts Receivable) and integrates with the General Ledger to provide accurate, up to the minute accountability.

General Features

- Creation and maintenance of user-defined invoices
- Flexibility to include multiple line items and revenue distributions per invoice
- Automatic calculation of sales tax and interest
- Customizable invoice descriptions and account distributions
- Sufficient text area to adequately describe services provided
- Various accounting methods accommodated including Cash and Accrual
- Automatic generation of recurring invoices for leases, business licenses, permits, etc.
- Support of Electronic Fund Transfers (EFT)
- Invoice creation for reimbursements and indirect costs for a specific project, or for all projects
- Interdepartmental billing to automatically pay internal bills using designated funds
- Incident tracking for false alarms, traffic violations, etc. with the ability to generate invoices according to escalating business rules
- Customer statements showing activity and balances for a user-defined period of time
- Consolidated statements for customers with multiple accounts
- Ability to send invoices to multiple addresses for the same customer
- Collection and handling of general billing deposits – collected as miscellaneous cash receipts earmarked for customer accounts; reversal of the deposit receipt automatically reduces the customer's deposit balance
- Invoice reprints reflect corrections, comments and latest payment activity
- Assess multiple fees on the same invoice on the same day
- Various fee calculation methods to assess late fees, including an option to not allow the fee to exceed the unpaid invoice amount
- Insurance billing for retired employees with the ability to apply state credits
- Option to import General Billing invoices
- Workflow approval according to invoice amount

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Inquiries and Reports

- Ability to generate account statements for the following:
 - » Specific accounts
 - » Range of accounts within a department
 - » Range of customers
 - » Delinquent accounts
- Ability to print a duplicate bill or statement upon request
- Payment Entry (Accounts Receivable) permits look up by invoice number or customer name/number, and supports partial payments and user-defined distribution of payments
- Automate certain reports, notices, and other tasks via Munis Scheduler
- Analysis reports by department or activity, items or services sold, and age of bill include:
 - » Invoice Journal
 - » Aged Trial Balance
 - » Detail History Report