

Munis[®] Purchase Orders

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

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

Flexible and Easy to Use

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

- Describe a one-time buy in as much detail as you need, with unlimited description per line item and unlimited number of comment lines
- Accommodates discounts and trade-ins
- Close the year with open purchase orders
- Determine what happens to open encumbrances at year end – choose the carry forward method: GAAP, Budgetary, GAAP/Budgetary, or Transfer
- Choose to use the NIGP (National Institute of Governmental Purchasing) commodity codes, or define your own
- Generate change orders for posted Purchase Orders and follow Workflow approval process
- Integrates with Fixed Assets, identifying purchases as assets for later creation into the Fixed Assets system

- Security permissions can be used to limit users to specific GL accounts within the purchasing system, preventing inadvertent use of incorrect accounting codes
- Workflow business rules can be generated for POs based on GL account segments, over budget conditions, commodity code, department code, or amount-based (i.e. all POs over 5000 must get the buyer's approval)
- Allows encumbrances of use and sales tax
- Integrated with Contracts to enforce contractual rules, such as which GL accounts to use, maximum amount per account for a given year, or price and discount terms
- Allows for user defined attributes on Purchase Orders
- Holds POs for payment without receiving records, prohibiting vendor invoicing until goods are received

...Continued on Reverse

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

Munis® Purchase Orders

Control Costs

- Munis confirms whether a purchase is within the budget, online, during purchase order entry, and updates the available budget in real time, so it's always current
- Determine if the entry clerk/user has the authority to exceed budget with security codes
- Use workflow to define the business rules that guide the requisition and purchase order approval process
- Create multiple purchase orders from a single requisition, or one purchase order from multiple requisitions
- Ability to e-mail Purchase Orders to vendors to minimize delivery cost

Inquiries and Reports

- Manage vendor performance by analyzing purchases across commodity codes, vendor types, classes, geographic areas, etc. Track past due deliveries, fill percentage, returns and bid performance
- Allows reporting of open POs to be compared to General Ledger accounts
- Ability to search and export Purchase Order data to Excel for analysis and custom reports
- Central View of Purchase Order allows full history of Purchase Order to be viewed from requisition inception to check creation and all steps in between