



DO I NEED THIS SOFTWARE?

You need this application if you want to:

- Ensure timely payments for your vendors
- Save precious time and minimize data entry
- Increase office efficiency
- Keep track of payments with minimal effort

WHAT WILL THIS APPLICATION DO FOR ME?

MuniSoft's Accounts Payable program allows you to pay your various vendors with ease. With the system's excellent tracking system, it reminds you when payments need to be processed and remembers frequently entered invoice details to expedite data entry.

WHAT CAN I LOOK FORWARD TO WHEN USING THIS PROGRAM?

Saving Time:

- You will save time and effort by re-using routine payment transactions
- You will appreciate the Load functionality — allowing you to load previously posted batches or invoices into the current batch — freeing you from re-entering commonly entered data over and over

A Helpful System:

- Your system will extract GST or PST accrual automatically, ensuring accurate calculations

- Your system supports a wide variety of cheque formats; use the format you always use or change it if you wish
- Your program will use the Reverse Payment function to automatically adjust the General Ledger when a payment is voided, eliminating manual adjustments

Convenient Functions:

- You will enter and post your invoices as you receive them and the system will alert you when their due date approaches

- You can easily set up temporary vendors for one-time purchases
- You can use the Quick Cheque function to generate payments on the fly, when needed

Reduced Paper Usage:

- You can attach source documents to invoices to facilitate approvals
- You can set up payment methods for online, automatic, & etransfers
- You will appreciate the optional extensions that are available to facilitate remote approval processing and notification

Extensions Available: Electronic Funds Transfer, Purchase Orders, Digital Signatures and Multi-Batch. To place an order, please visit our [Software Order Desk](#) on our website or email clientcare@munisoft.ca.