



# MUNIS<sup>®</sup> Accounts Payable

Presented by *PSST* University

<b>6 CEU Hours</b> Leadership Hours CPA CEU Hours KDE Cert #FO- pending EILA – pending	<b>Prerequisites:</b> <b>None</b>	<b>Course Times</b> <b>9 AM – 4 PM</b>	<b>Who should attend: Staff who are responsible for data entry or management of Accounts Payable</b>
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## **Class Description:**

This class provides complete instruction on the MUNIS Accounts Payable module for Kentucky school districts. Upon completion, each class participant will understand the purpose of Accounts Payable, correct entry procedures, accounts payable controls, reporting, check writing and audit trails.

Detailed class discussion and activities will be conducted in the following areas:

- MUNIS setup options
- Invoice entry
- Purchase order liquidation
- Posting
- Board approval process and reporting
- Check processing
  - Automated & manual selection of items to be paid
  - Rerunning checks
  - Cash disbursements journal
  - Check reconciliation
- Affects on the General Ledger
- Other Accounts Payable Reports
- Audit Trails

To request a class at your district contact Belinda McDermott at 1-800-488-7395 or email [belindam@psst.com](mailto:belindam@psst.com)