



### DO I NEED THIS SOFTWARE?

You need this application if you want to:

- Have unlimited batches open at once
- Distribute invoice entry responsibilities between multiple employees
- Streamline information processing
- Easily switch from batch to batch

### WHAT WILL THIS APPLICATION DO FOR ME?

Multi-Batch Accounts Payable is our most popular Multi-Batch extension. With this extension, you can enter invoices into one or more batches for one or more periods. Additionally, you can open more than one payments batch before posting the first batch.

### WHAT CAN I LOOK FORWARD TO WHEN USING THIS PROGRAM?

#### **Convenience:**

- You will enjoy the ease with which you can move from working in one batch to working in another
- You will have the ability to open as many batches as you need without having to close other batches first

#### **Augmented Office Efficiency:**

- You will expedite data entry by distributing invoice entry tasks among multiple employees who can work in their own batch or in the same batch simultaneously

- You will hold your employees and colleagues accountable and responsible for the accuracy of their own invoice batches

#### **Multiple Invoice Batches:**

- You can create separate batches for each invoice type — such as Recurring and Special Payments — allowing for enhanced data organization and quicker information retrieval
- You will find the ability to enter invoices for two different periods handy at month end

- You will especially appreciate multi-batch when emergency invoice batches are required to clear up a problem

#### **Multiple Payment Batches:**

- You can filter by Payment Method or Bank Code during payment generation, convenient for creating a separate batch, for EFT payments, for example
- You can create and print cheques for the next month before posting the existing batch

To place an order, please visit our [Software Order Desk](#) on our website or email [clientcare@munisoft.ca](mailto:clientcare@munisoft.ca).