



Munis Financials

*Major Enhancements
Version 10.3 to 10.5*

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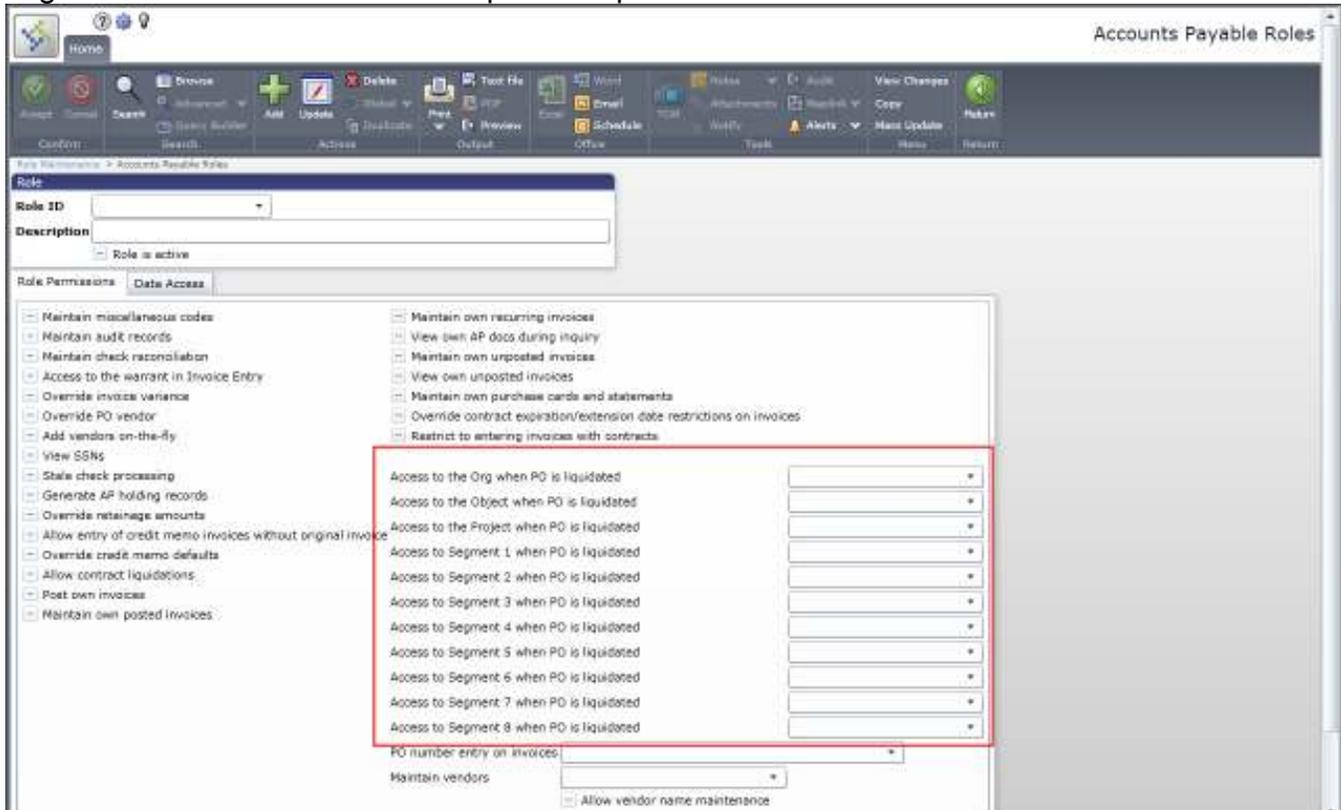
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Financials Version 10.3

Accounts Payable Roles

The Accounts Payable Roles program contains a series of lists that control users' access to segment codes for invoices that liquidate a purchase order.



Each permission can be set to None, Blanket POs Only, Non-Blanket POs Only, or All POs. Selecting None prevents any changes to segment values when the invoice liquidates a purchase order.

The Invoice Entry program enforces these permissions for all invoices that liquidate a purchase order.

Budget Approval Workflow Bypass

The Budget Roles program contains a Bypass Workflow for Budget Amendment/Transfers check box. When this permission is assigned to a user role, the Budget Amendments and Transfers program allows users with that role to bypass workflow for all amendment types.

Home Budget Roles

Accept Cancel Search Browse Advanced Add Update Delete Global Print Text file Word Notes Audit View Changes
Confirm Search Query Builder Actions Output Office TCM Attachments Maplink Copy Return
Mass Update

Role Maintenance > Budget Roles

Role

Role ID

Description

Role is active

Budget amendments

- Post amendments
- Approve amendments
- Disallow 1-sided amendments
- Disallow inter-fund transactions (types 7 and 8)
- Bypass workflow for budget amendment/transfers

Next year budgeting

Maximum budget level

Projection access type

- Hide restricted budget levels
- Budget approver
- Projection detail access only

Data Access

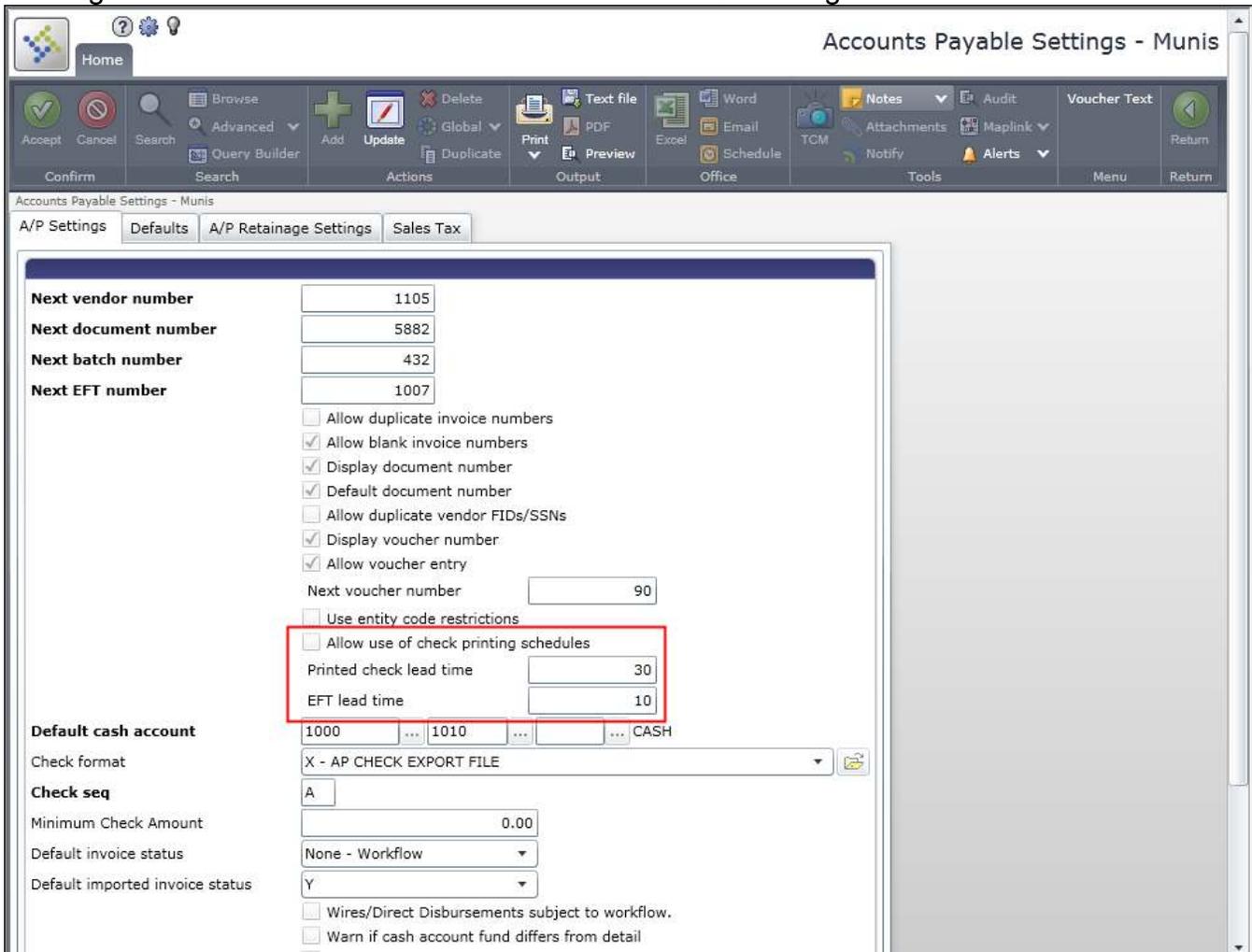
Budget object code access

Budget amendment transfer

0 of 0

Check Printing Schedules

The Accounts Payable Settings program contains a check box labeled Allow Use of Check Printing Schedules. This check box is located on the AP Settings tab.



Accounts Payable Settings - Munis

A/P Settings Defaults A/P Retainage Settings Sales Tax

Next vendor number 1105

Next document number 5882

Next batch number 432

Next EFT number 1007

Allow duplicate invoice numbers

Allow blank invoice numbers

Display document number

Default document number

Allow duplicate vendor FIDs/SSNs

Display voucher number

Allow voucher entry

Next voucher number 90

Use entity code restrictions

Allow use of check printing schedules

Printed check lead time 30

EFT lead time 10

Default cash account 1000 ... 1010 ... CASH

Check format X - AP CHECK EXPORT FILE

Check seq A

Minimum Check Amount 0.00

Default invoice status None - Workflow

Default imported invoice status Y

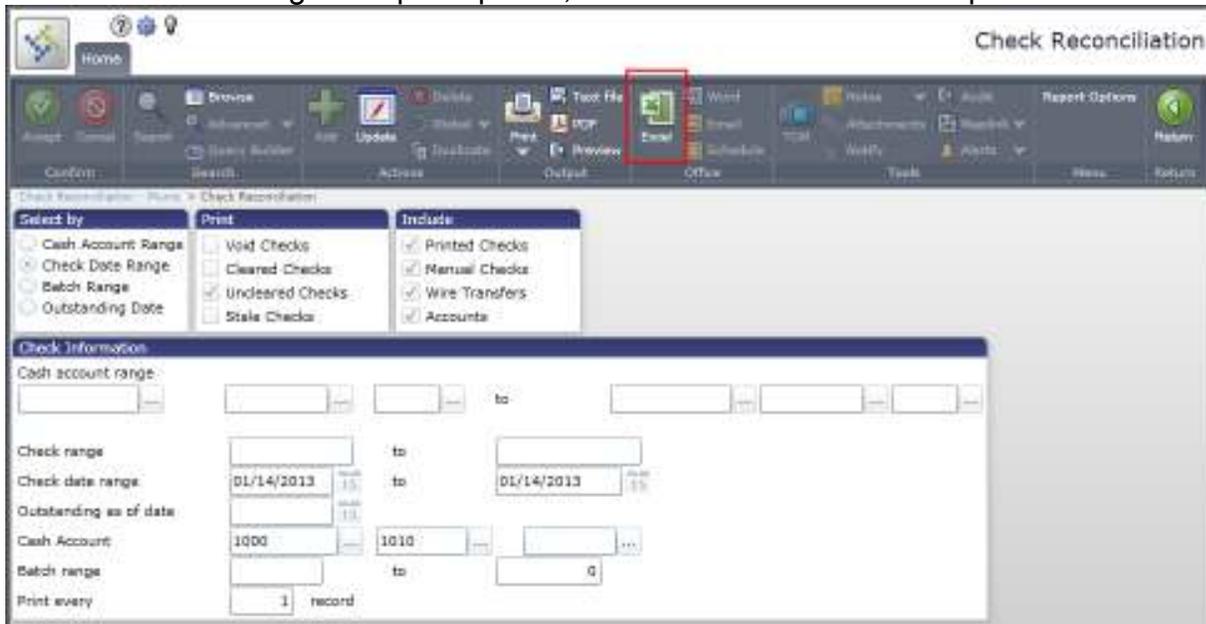
Wires/Direct Disbursements subject to workflow.

Warn if cash account fund differs from detail

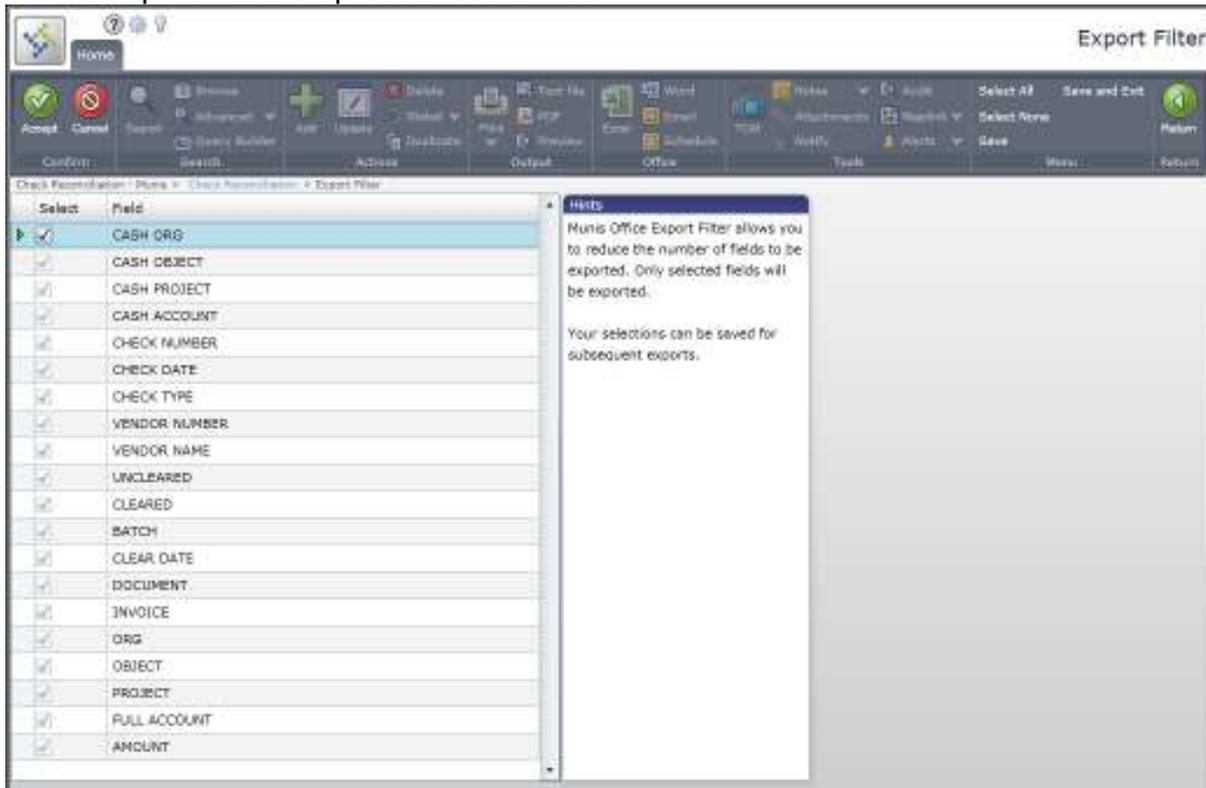
Selecting the check box causes the Select Items to be Paid program to select invoices for payment based on the lead times entry entered in the Printed Check Lead Time and EFT Lead Time boxes.

Check Reconciliation Excel Output

The Check Reconciliation program allows you to create output in Excel. To create the output, click the Reports option on the Check Reconciliation screen, which opens the report options screen. After defining the report options, click Excel to create the output.

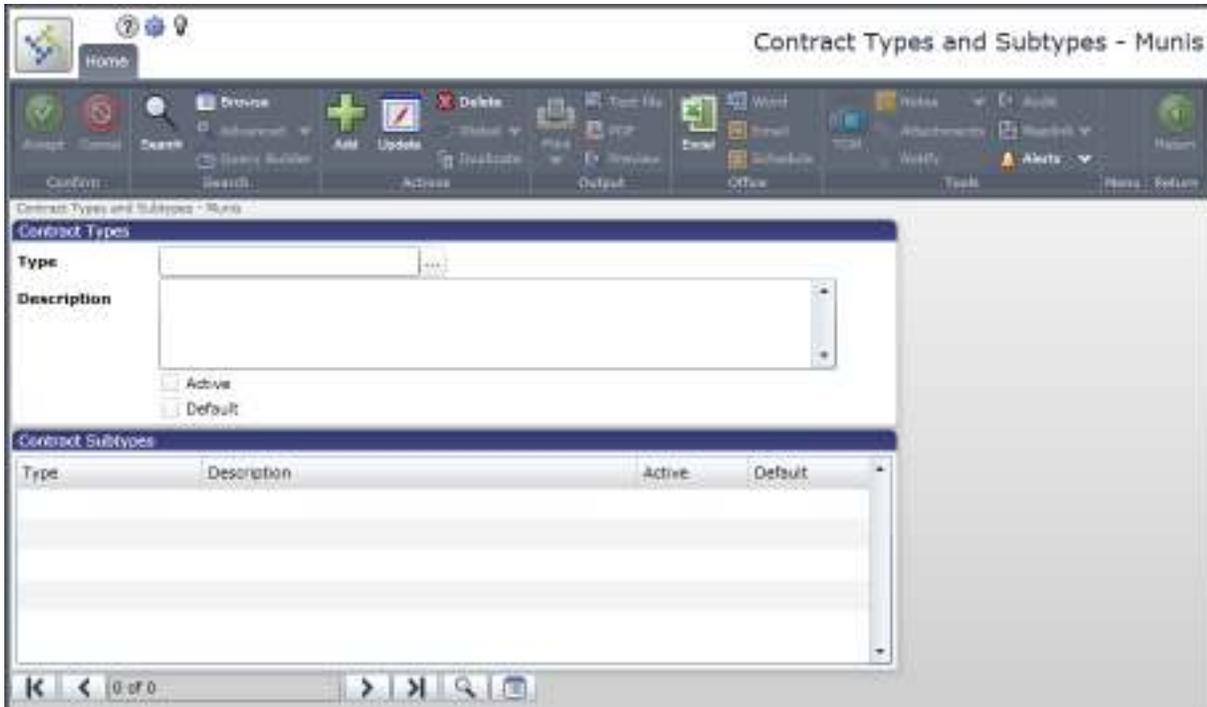


Clicking Excel displays the Export Filter screen, where you can select a check box for each field to export into the spreadsheet format.

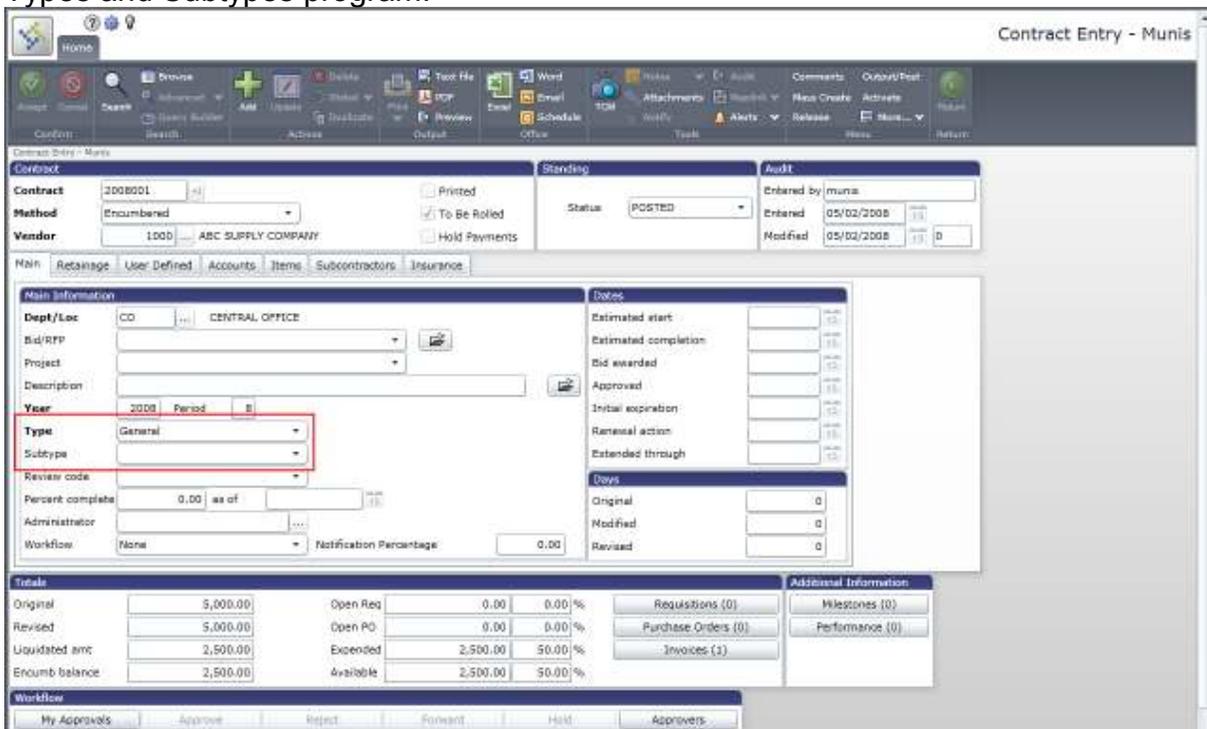


Contract Types and Subtypes

The Contract Types and Subtypes program defines type codes for contracts, as well as subtype codes that are subordinate to a type code.

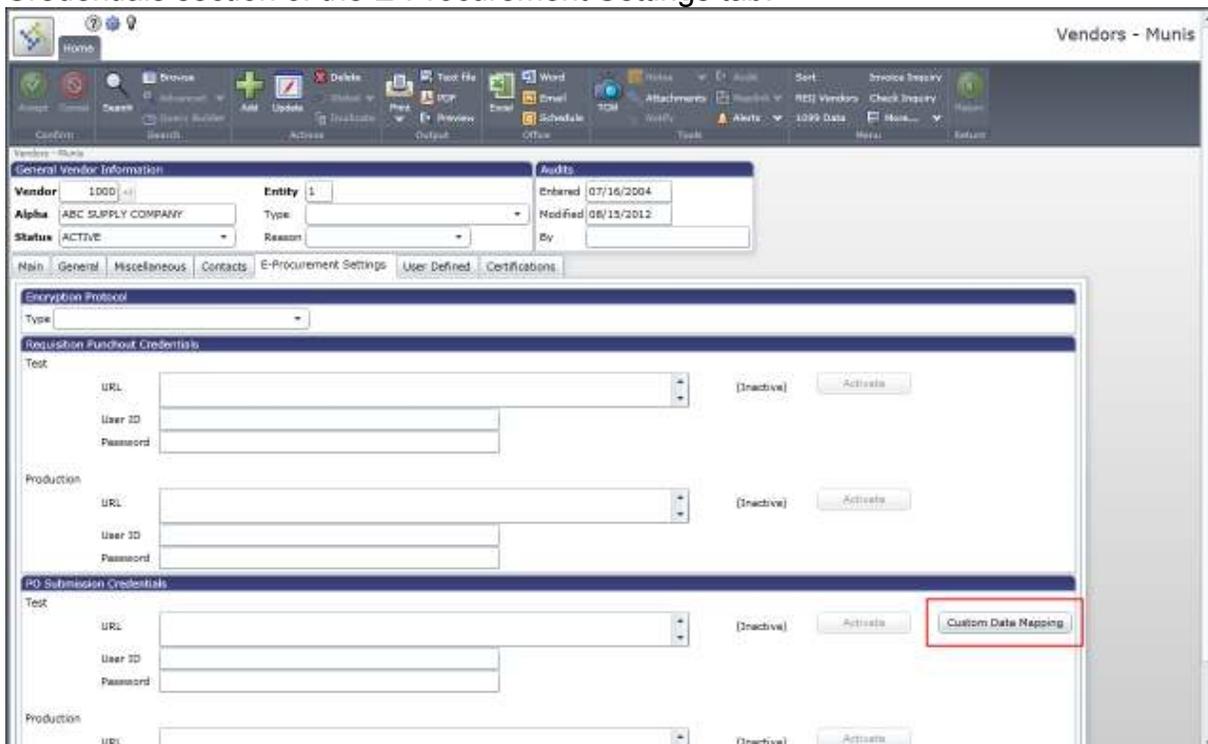


After you have created type and subtype codes, they are available for selection in the Contract Entry and Contract Change Orders programs. Contracts created by converting requisitions or bids are automatically assigned the default contract type and subtype entered in the Contract Types and Subtypes program.



eProcurement Data Mapping

The Vendors program contains a Custom Data Mapping button in the PO Submission Credentials section of the E-Procurement Settings tab.



The screenshot shows the 'Vendors - Munis' application interface. The 'E-Procurement Settings' tab is active, displaying three sections: 'Encryption Protocol', 'Reduction Function Credentials', and 'PO Submission Credentials'. Each section contains 'Test' and 'Production' fields with 'URL', 'User ID', and 'Password' sub-fields. In the 'PO Submission Credentials' section, a 'Custom Data Mapping' button is highlighted with a red box next to the 'Test' URL field.

Clicking the Custom Data Mapping button displays a screen where you can create custom mappings of the Munis XML tags used for e-procurement purchase order submissions.

Vendor E-Procurement PO Submission Custom Data Mapping

Tag Name	Tag Description	Tag Value	User-Defined Value
Header/ShipTo/addressID	Header ship-to code.	Munis Value	
Header/ShipTo/Name	MUNIS client name.	Munis Value	
Header/ShipTo/DeliverTo	Header deliver-to name.	Munis Value	
Header/ShipTo/Street (1)	Header shipping address street line 1.	Munis Value	
Header/ShipTo/Street (2)	Header shipping address street line 2.	Munis Value	
Header/ShipTo/Street (3)	Header shipping address street line 3.	Munis Value	
Header/ShipTo/City	Header shipping address city.	Munis Value	
Header/ShipTo/State	Header shipping address state.	Munis Value	
Header/ShipTo/PostalCode	Header shipping address postal code.	Munis Value	
Header/ShipTo/TelephoneNumber	Header shipping address phone number.	Munis Value	
Header/BillTo/addressID	Header bill-to code.	Munis Value	
Header/BillTo/Name	MUNIS client name.	Munis Value	
Header/BillTo/DeliverTo	Header billing deliver-to name.	Munis Value	
Header/BillTo/Street (1)	Header billing address street line 1.	Munis Value	
Header/BillTo/Street (2)	Header billing address street line 2.	Munis Value	
Header/BillTo/Street (3)	Header billing address street line 3.	Munis Value	
Header/BillTo/City	Header billing address city.	Munis Value	
Header/BillTo/State	Header billing address state.	Munis Value	
Header/BillTo/PostalCode	Header billing address postal code.	Munis Value	
Header/ShipTo/TelephoneNumber	Header billing address phone number.	Munis Value	
Item/ShipTo/addressID	Item ship-to code.	Munis Value	
Item/ShipTo/Name	MUNIS client name.	Munis Value	
Item/ShipTo/DeliverTo	Item billing deliver-to name.	Munis Value	
Item/ShipTo/Street (1)	Item billing address street line 1.	Munis Value	

When you click Update on the ribbon, the program opens the table for entry and selection of a tag value (Munis or User Defined). If you select User Defined, you can enter the value in the User Defined Value column. This value replaces the actual value from the purchase order when the file delivered to the vendor.

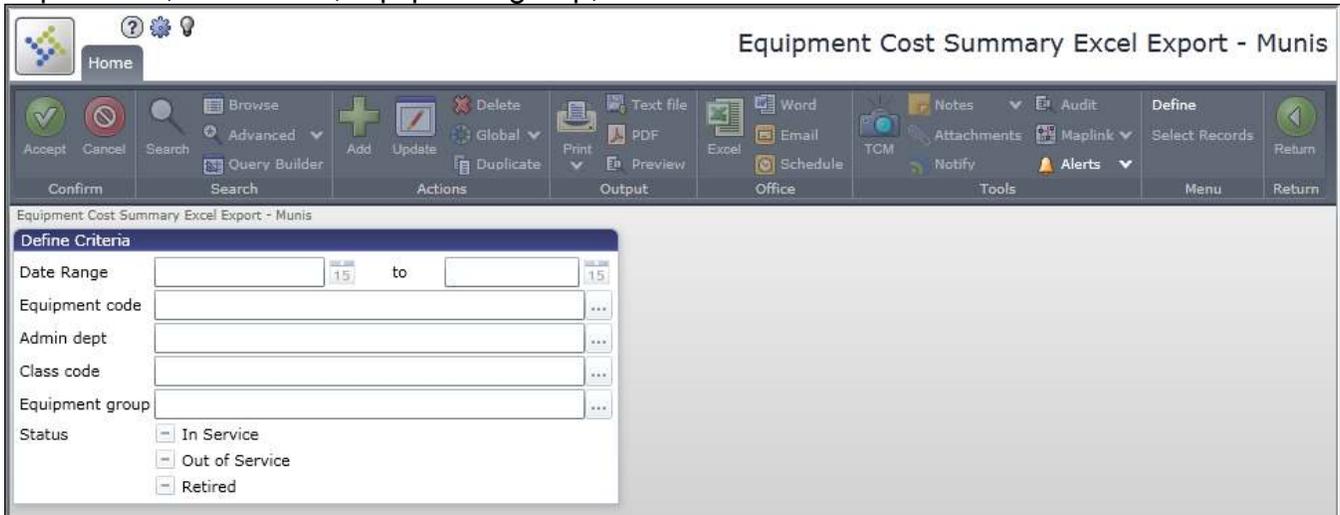
Vendor E-Procurement PO Submission Custom Data Mapping

Tag Name	Tag Description	Tag Value	User-Defined Value
Header/ShipTo/addressID	Header ship-to code.	User-Defined Value	
Header/ShipTo/Name	MUNIS client name.	Munis Value	
Header/ShipTo/DeliverTo	Header deliver-to name.	Munis Value	
Header/ShipTo/Street (1)	Header shipping address street line 1.	Munis Value	
Header/ShipTo/Street (2)	Header shipping address street line 2.	Munis Value	

Equipment Cost Summary

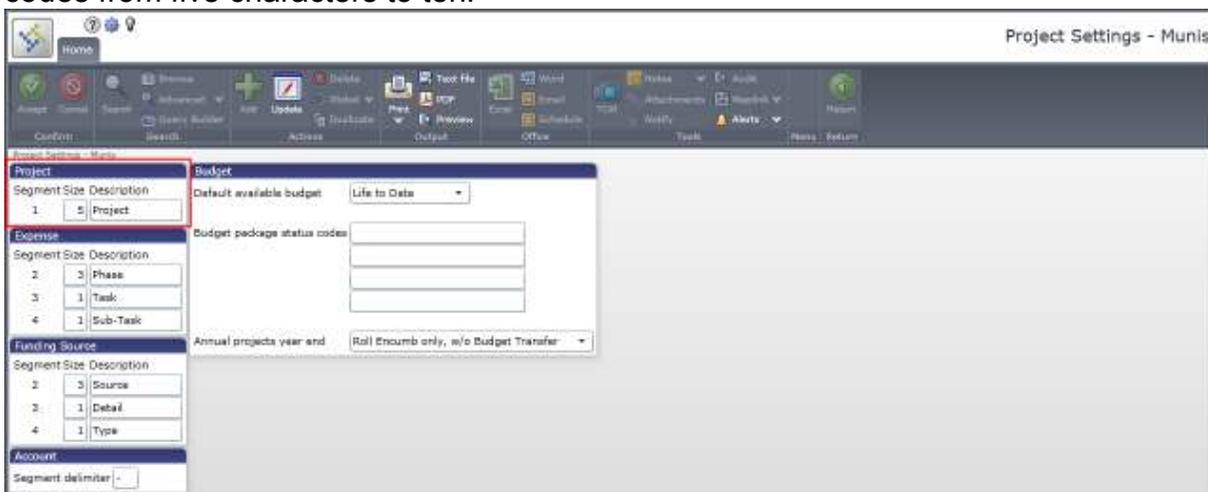
The Equipment Cost Summary report program generates an Excel export file that facilitates fleet asset cost analysis. The program provides filters for date range, equipment code,

department, class code, equipment group, and status.



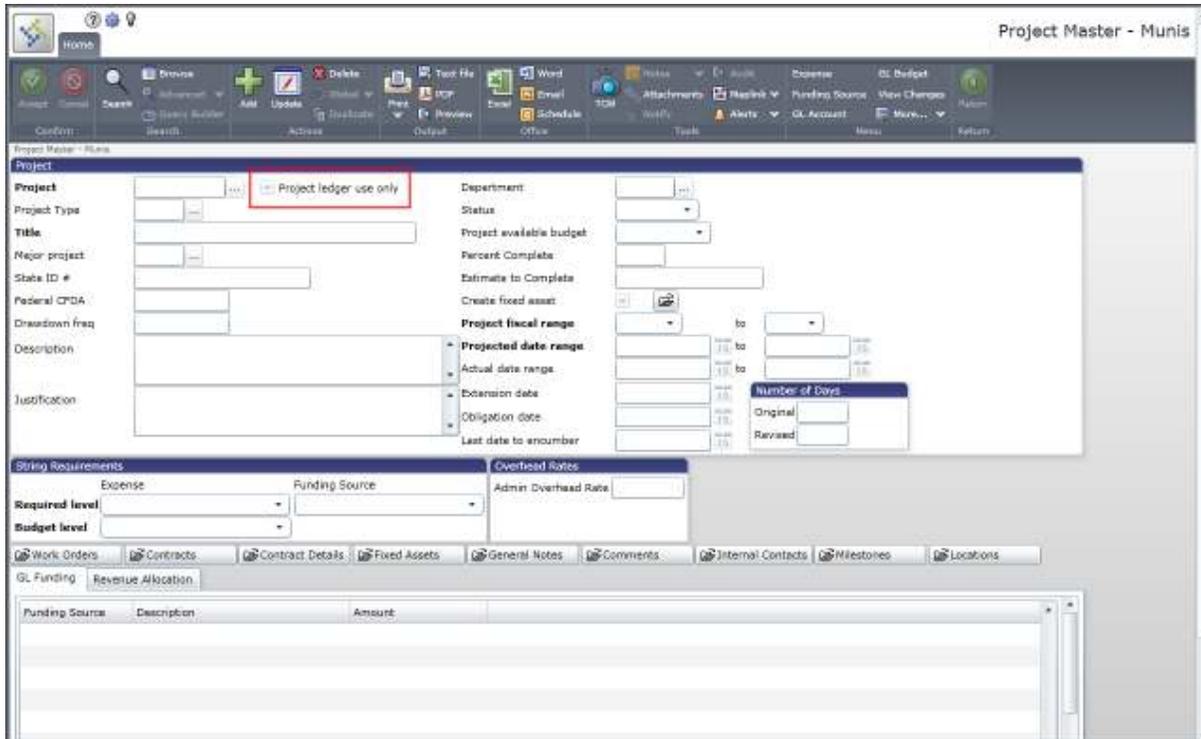
Extended Project Codes

The Project Settings program allows you to increase the maximum length of project segment codes from five characters to ten.



If you increase the maximum segment size beyond five, any code created that is greater than five characters in length cannot be used outside of the project ledger. These extended project codes cannot be entered as part of general ledger accounts. Codes of five characters or less are unaffected by this change, and you can continue to use them as part of general ledger accounts.

The Project Master and Project Inquiry programs contain a check box labeled Project Ledger Use Only. The programs automatically select this check box for any project segment code in excess of five characters. The check box cannot be updated or accessed.

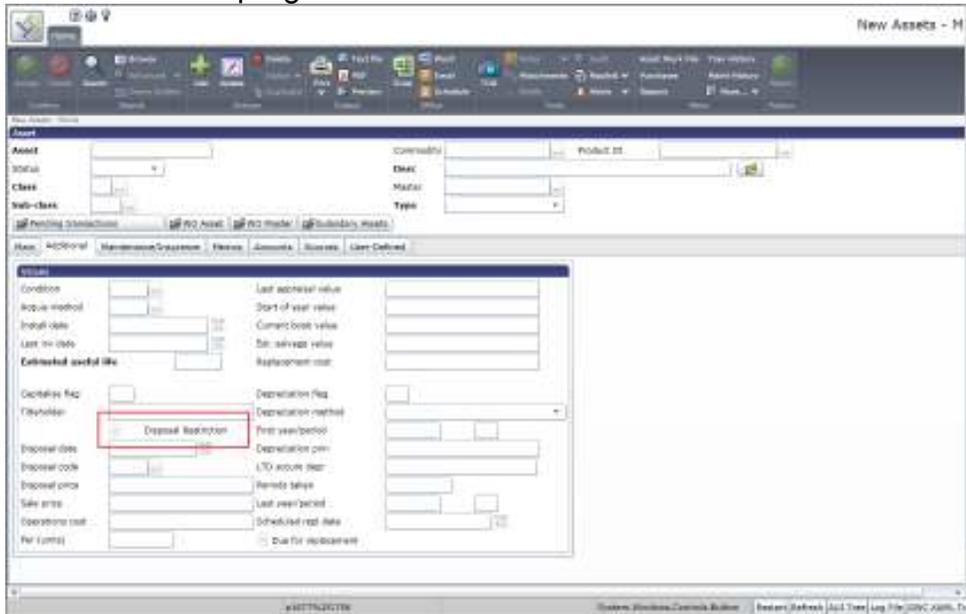


Fixed Assets

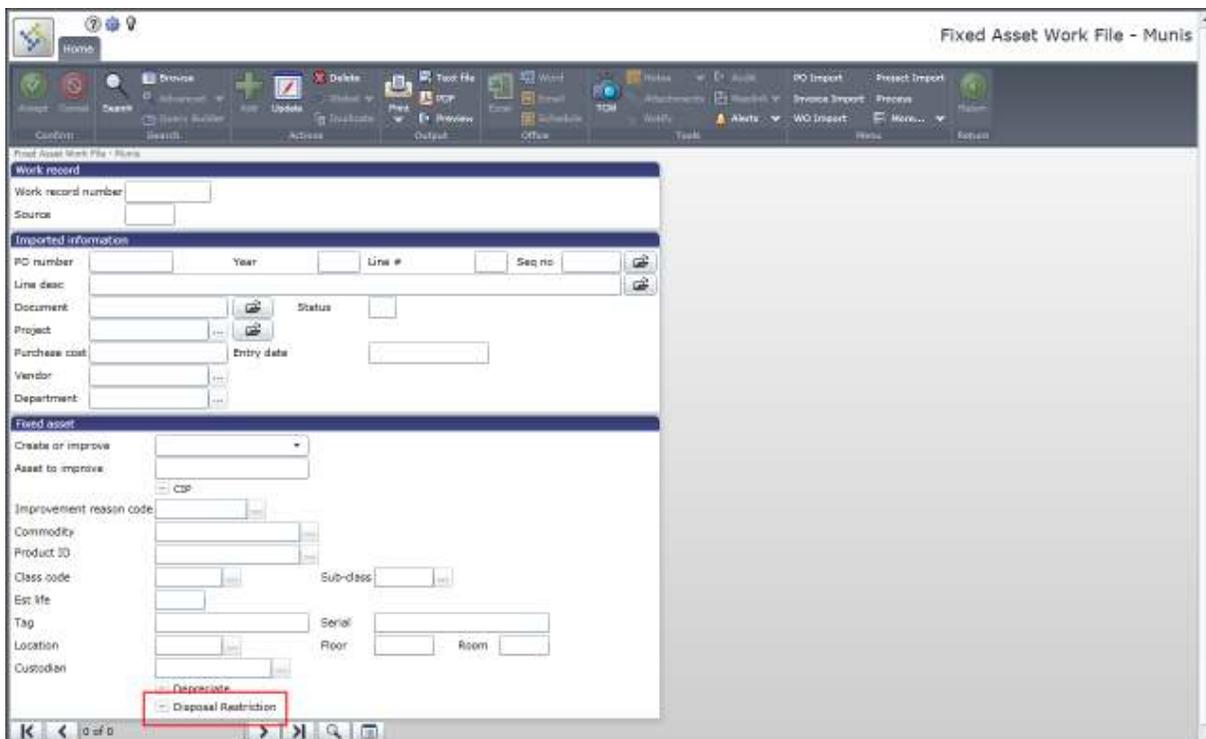
Asset Disposal Restrictions

The Disposal Restrictions check box is available on the Additional tab of the New Assets program. Selecting the check box for an asset indicates that it has special disposal restrictions. A Disposal Restrictions check box is also available in the same locations in the Import/Export to ASCII and Adjustments and Retirements programs, and on the main screen of the Fixed

Asset Work File program.

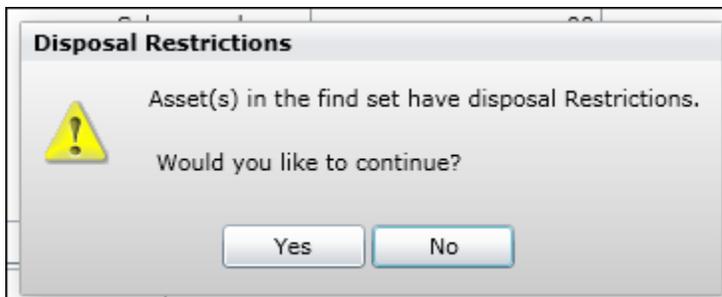


The screenshot shows the 'New Assets - M' window. The 'Disposal Restriction' checkbox is highlighted with a red box. The window contains various input fields for asset details, including 'Asset', 'Class', 'Sub-class', 'Commodity', 'Date', 'Material', and 'Type'. Below these fields are several tabs: 'Basic', 'Additional', 'Maintenance/Scenarios', 'Finance', 'Accounts', 'Success', and 'User Defined'. The 'Basic' tab is active, showing a 'Values' section with numerous input fields for depreciation and asset management, such as 'Condition', 'Acquire method', 'Initial date', 'Last in date', 'Estimated useful life', 'Depreciable flag', 'Theft indicator', 'Disposal date', 'Disposal code', 'Disposal price', 'Sale price', 'Operations cost', 'Net income', 'Last appraisal value', 'Start of year value', 'Current book value', 'Est. salvage value', 'Replacement cost', 'Depreciation flag', 'Depreciation method', 'First year/period', 'Depreciation per', 'LTD accrue year', 'Renewal basis', 'Last year/period', 'Scheduled next date', and 'Due for replacement'.

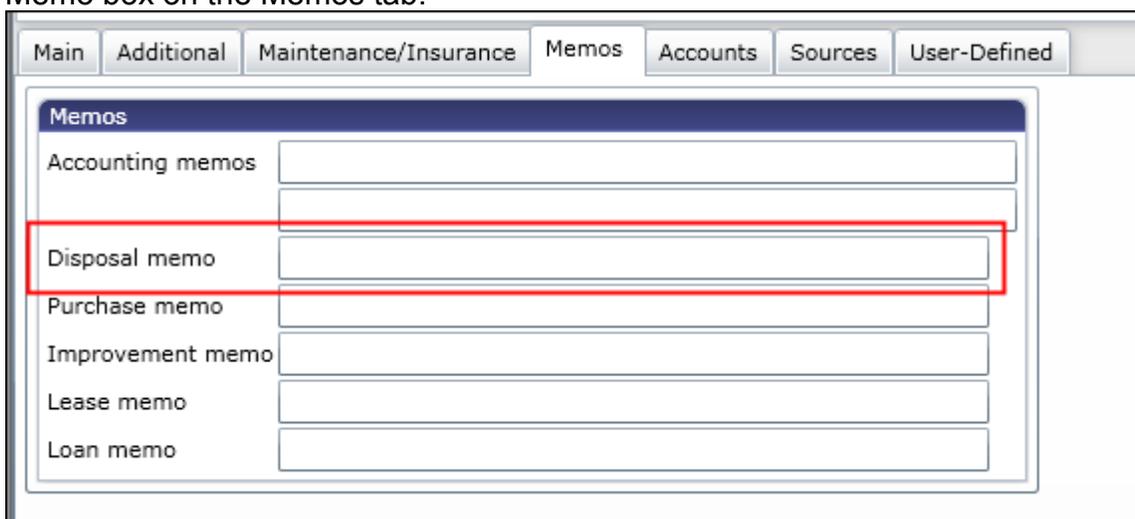


The screenshot shows the 'Fixed Asset Work File - Munis' window. The 'Disposal Restriction' checkbox is highlighted with a red box. The window features a top toolbar with icons for 'Home', 'Drive', 'Delete', 'Tool File', 'Word', 'Notes', 'Audit', 'PO Import', 'Project Import', 'Attachments', 'Workflow', 'Alerts', 'WO Import', 'Preview', 'More...', and 'Export'. Below the toolbar are sections for 'Work record', 'Imported information', and 'Fixed asset'. The 'Fixed asset' section includes fields for 'Create or improve', 'Asset to improve', 'Improvement reason code', 'Commodity', 'Product ID', 'Class code', 'Sub-class', 'Est. life', 'Tag', 'Location', 'Custodian', 'Serial', 'Room', and 'Room'. The 'Disposal Restriction' checkbox is highlighted with a red box.

When the Disposal Restriction check box is selected, Munis displays a warning message when you attempt to process the disposal of the asset record.



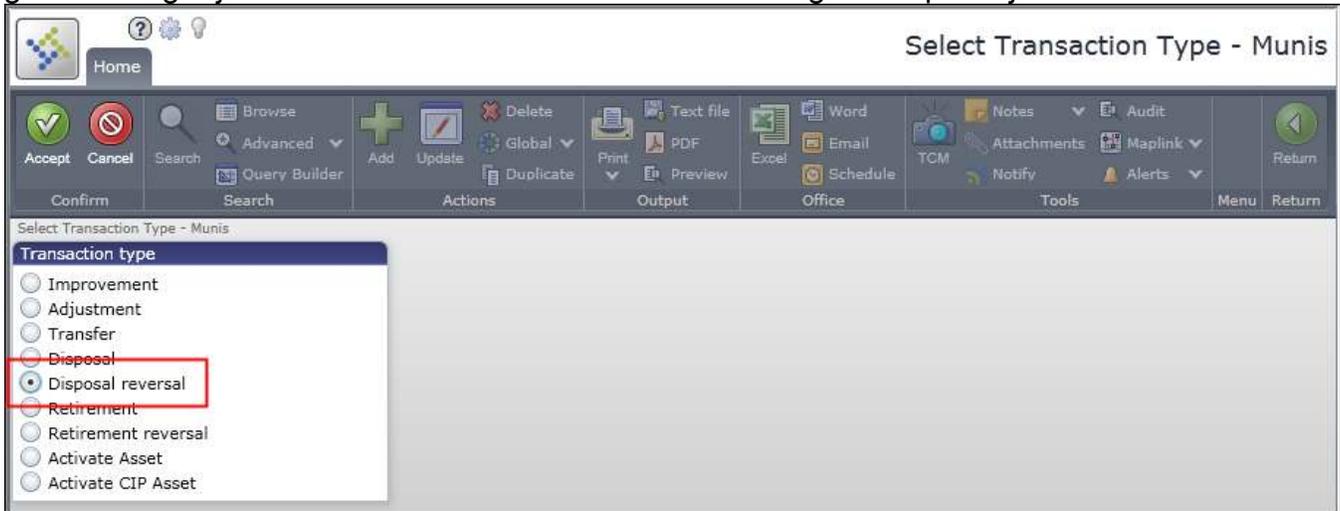
The program does not enforce the disposal restriction. The dialog box is for informational purposes only. If the asset has disposal restrictions, they should be detailed in the Disposal Memo box on the Memos tab.



Asset Disposal Reversals

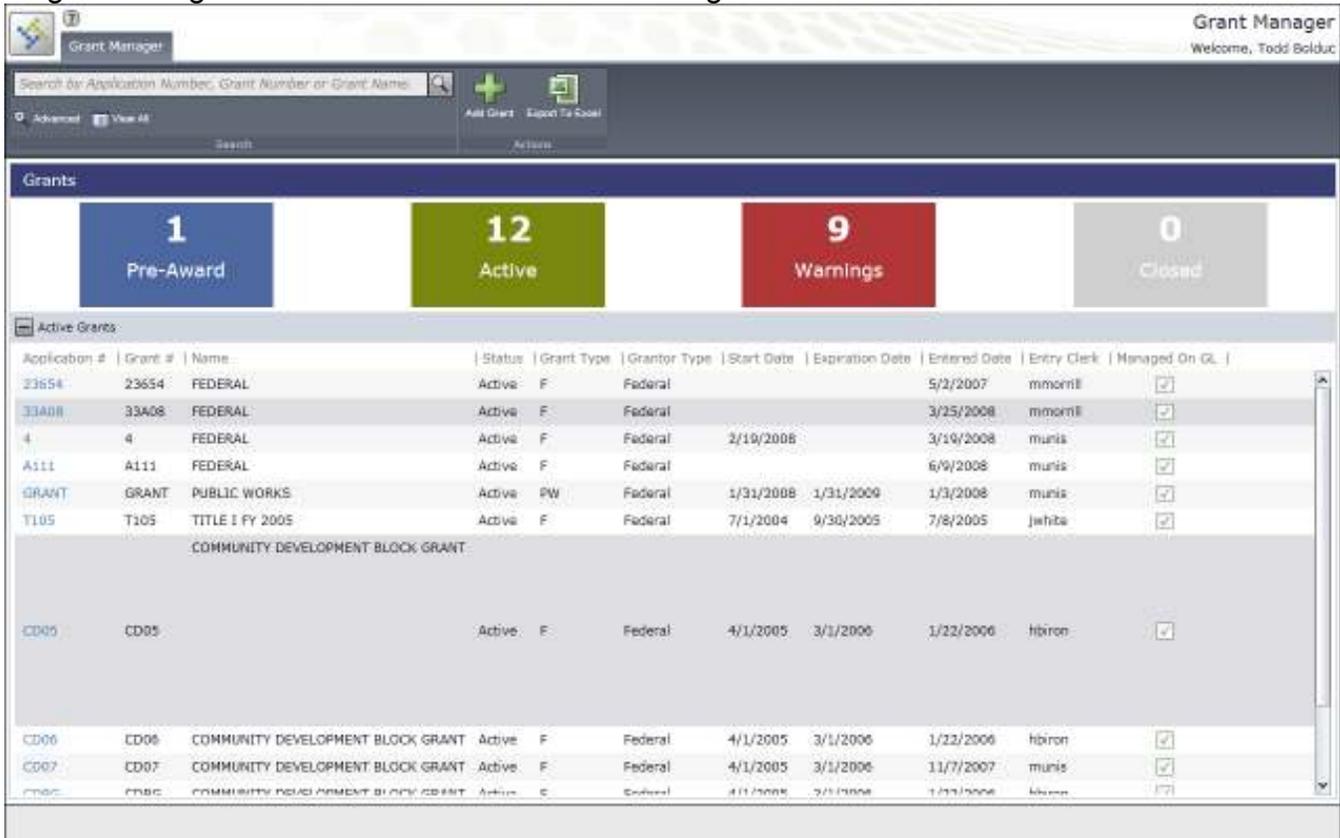
The Adjustments and Retirements, and Fixed Asset Transaction Entry Post programs contain a Disposal Reversal option. The option is only available for assets that have a status of Disposed. When the disposal is reversed, the asset is given a status of Active and supporting

general ledger journal entries are made to reverse the original disposal journal.



Grant Manager

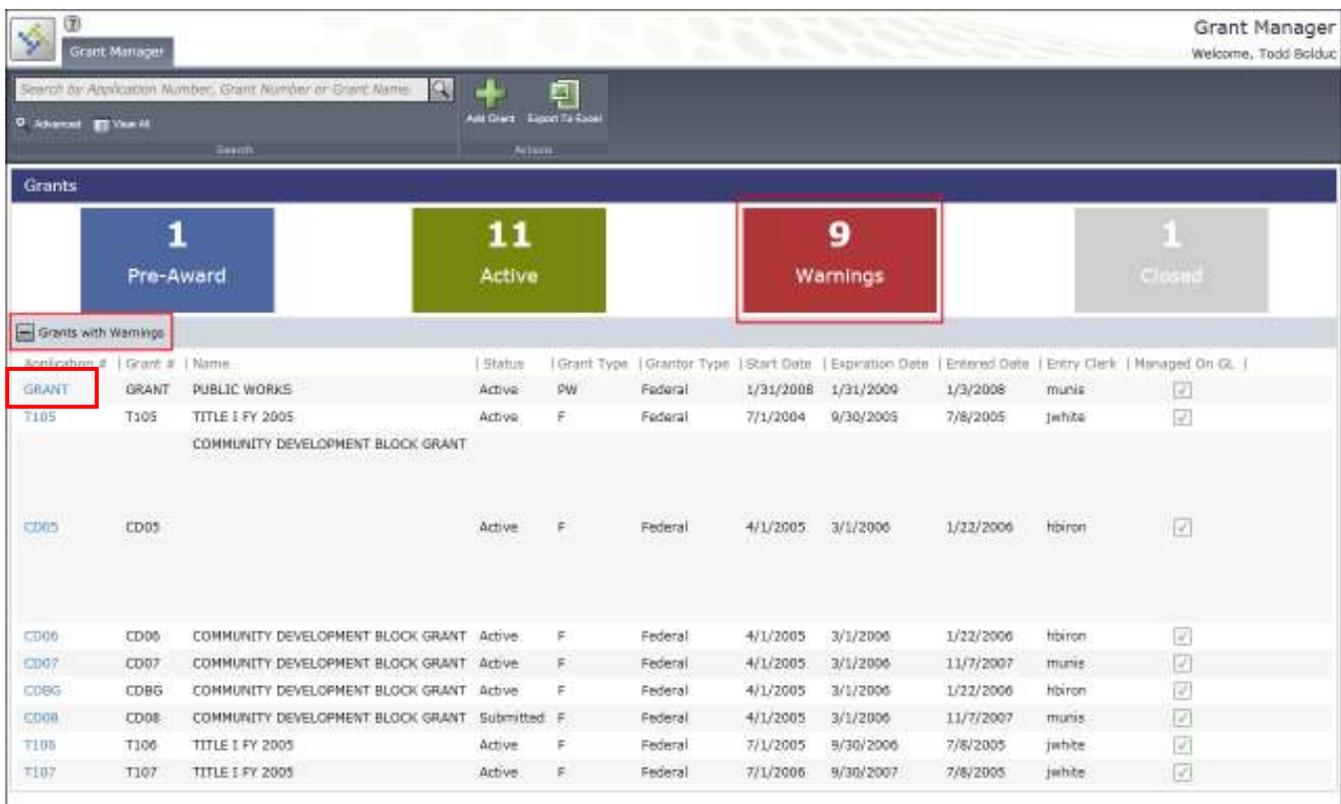
The Grant Manager program is available. You can use the program to create new grants and maintain existing grants. Grant Manager also displays general ledger account and project ledger funding sources that are associated with a grant record.



The main program screen displays a list of active grants and a series of colored status boxes. The status boxes display the total number of grants in the system that meet the following criteria:

- The Pre-Award box displays grants with a status of Entered or Submitted.
- The Active box displays grants with a status of Entered or Awarded.
- The Warnings box displays grants with a status of Entered for which the submit date is less than 30 days away, grants with a status of Entered for which the application due date is less than 30 days away, and grant with a status of Active for which the expiration date is less than 30 days away.
- The Closed box displays grants with a status of Closed.

Clicking the number in a colored status box causes the program to display a list of the grants for which that status applies, and update the title of the Grants table to match.



The screenshot shows the Grant Manager interface. At the top right, it says "Grant Manager" and "Welcome, Todd Bolduc". Below the search bar, there are four status boxes: "1 Pre-Award" (blue), "11 Active" (green), "9 Warnings" (red, highlighted with a red box), and "1 Closed" (grey). Below the status boxes, there is a link "Grants with Warnings" (highlighted with a red box). Below that is a table of grants with the following columns: Application #, Grant #, Name, Status, Grant Type, Grantor Type, Start Date, Expiration Date, Entered Date, Entry Clerk, and Managed On GL. The first row is highlighted with a red box.

Application #	Grant #	Name	Status	Grant Type	Grantor Type	Start Date	Expiration Date	Entered Date	Entry Clerk	Managed On GL
GRANT	GRANT	PUBLIC WORKS	Active	PW	Federal	1/31/2008	1/31/2009	1/3/2008	munis	<input checked="" type="checkbox"/>
T105	T105	TITLE I FY 2005	Active	F	Federal	7/1/2004	9/30/2005	7/8/2005	jwhite	<input checked="" type="checkbox"/>
COMMUNITY DEVELOPMENT BLOCK GRANT										
CD05	CD05		Active	F	Federal	4/1/2005	3/1/2006	1/22/2006	hbrion	<input checked="" type="checkbox"/>
CD06	CD06	COMMUNITY DEVELOPMENT BLOCK GRANT	Active	F	Federal	4/1/2005	3/1/2006	1/22/2006	hbrion	<input checked="" type="checkbox"/>
CD07	CD07	COMMUNITY DEVELOPMENT BLOCK GRANT	Active	F	Federal	4/1/2005	3/1/2006	11/7/2007	munis	<input checked="" type="checkbox"/>
CD08	CD08	COMMUNITY DEVELOPMENT BLOCK GRANT	Active	F	Federal	4/1/2005	3/1/2006	1/22/2006	hbrion	<input checked="" type="checkbox"/>
CD08	CD08	COMMUNITY DEVELOPMENT BLOCK GRANT	Submitted	F	Federal	4/1/2005	3/1/2006	11/7/2007	munis	<input checked="" type="checkbox"/>
T106	T106	TITLE I FY 2005	Active	F	Federal	7/1/2005	9/30/2006	7/8/2005	jwhite	<input checked="" type="checkbox"/>
T107	T107	TITLE I FY 2005	Active	F	Federal	7/1/2006	9/30/2007	7/8/2005	jwhite	<input checked="" type="checkbox"/>

You can click the hyperlink in the Application # column for a grant record of any status to open the summary information screen for that record.

Grant Manager
Welcome, Todd Bolduc

Search for Application Number, Grant Number or Grant Name

Application #: 4 Summary | Grant Details | Grant Dates | Matching/Billing | Associated Accounts/Projects

Grant Details

Requested	\$20,000.00
Awarded	\$15,000.00
Billed LTD	\$0.00
Received LTD	\$0.00
AP Checks LTD	\$41,911,259.85

Budget Details

	2009	2008	2007
Original Budget	\$0.00	\$0.00	\$0.00
Revised Budget	\$0.00	\$0.00	\$0.00
Actuals (Expenses)	\$0.00	\$0.00	\$0.00
Encumbrances	\$0.00	\$0.00	\$0.00
Requisitions	\$0.00	\$0.00	\$0.00
Available Budget	\$0.00	\$0.00	\$0.00

Grant Totals

	Expenses	Received	Billed	Expenses LTD	Received LTD
▼ 2009	0.00	0.00	0.00	0.00	0.00
▶ Quarter: 1	0.00	0.00	0.00	0.00	0.00
▶ Quarter: 2	0.00	0.00	0.00	0.00	0.00
▼ Quarter: 3	0.00	0.00	0.00	0.00	0.00
January	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00
▶ Quarter: 4	0.00	0.00	0.00	0.00	0.00

Activity Detail for February, 2009 (18)

Effective Date	Source	Comments	Amounts	Warrant	Check #	Vendor	Account Description	Org
2/1/2009	PRJ	WARRANT= RUN=1 BIWEEKLY	8,340.69				CASH	1000
2/1/2009	PRJ	WARRANT= RUN=1 BIWEEKLY	3,520.44				CASH	1000
2/16/2009	CRP		2,000.00				CASH	1000
2/16/2009	CRP		2,000.00				CASH	1000
2/16/2009	CRP	0000/	100.00				CASH	1000
2/16/2009	CRP		3,000.00				CASH	1000
2/16/2009	CRP		3,000.00				CASH	1000
2/12/2009	CRP		500.00				CASH	1000

Note that the Application # Summary tab does not display any data until you have entered the grant number for at least one general ledger account in the Account Master program.

Account Master - Munis

Account Detail

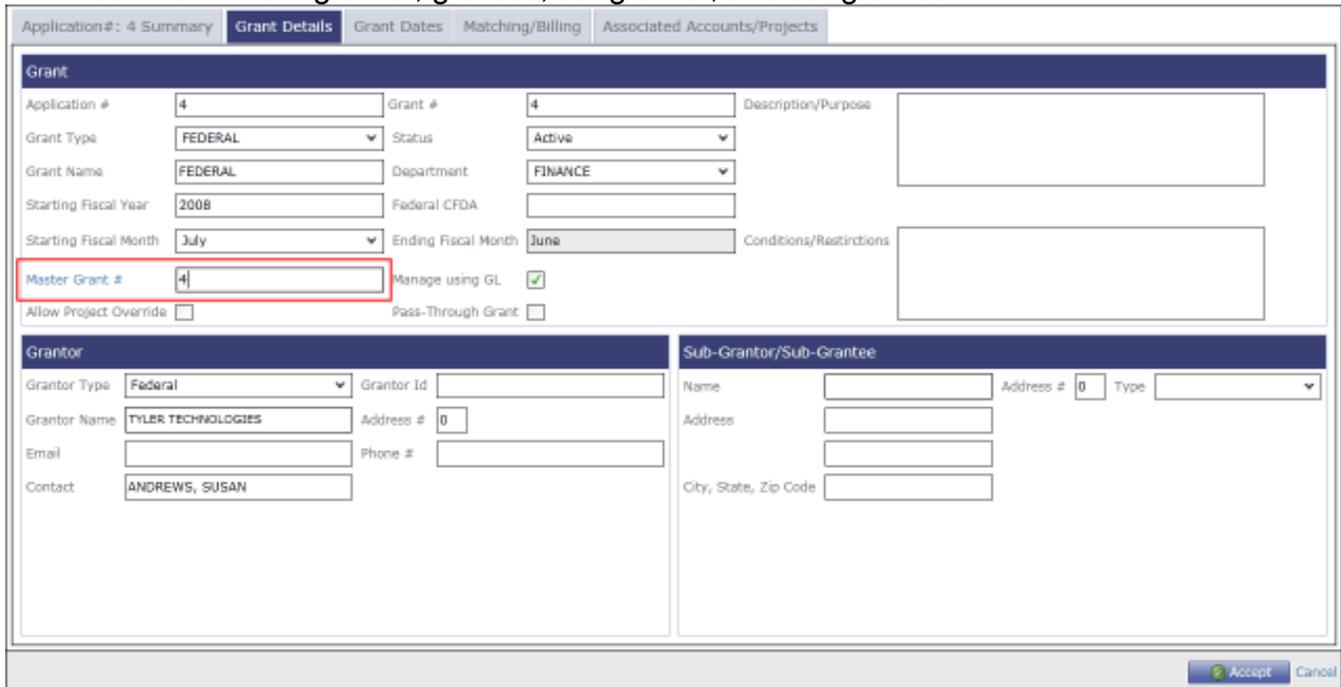
Org code: 1000 GENERAL FUND
Object code: 1010 CASH
Project code: [Empty]

Pund: 1000 GENERAL FUND
Fundson/CC: 0 HIDDEN SEGMENT
Department: 000 NO DEPARTMENT
Program: 000
Grade: 00 NO GRADE

Account detail: Last updated: 03/04/2013
Account type: Balance
Status: Active
Entity: 1
Character code: 01 CASH
Grant: 4 FEDERAL
Requires Project Setting on Entry

The Grant Details tab in the Grant Manager program contains details for revenue accounts associated with the grant. The Grant totals panel displays a summary of expenses for the grant, and the Activity Detail panel displays a listing of journal entries with an effective date that falls within the date range entered in the Grant Totals pane. Clicking a year, quarter, or month on the Grant Totals pane changes the list of journal entries displayed in the Activity Detail panel.

Clicking the Grant Details tab displays general information about the grant, as well as information about the grantor, grantee, subgrantor, and subgrantee.



Application#: 4 Summary **Grant Details** Grant Dates Matching/Billing Associated Accounts/Projects

Grant

Application # 4 Grant # 4 Description/Purpose

Grant Type FEDERAL Status Active

Grant Name FEDERAL Department FINANCE

Starting Fiscal Year 2008 Federal CFDA

Starting Fiscal Month July Ending Fiscal Month June Conditions/Restrictions

Master Grant # 4 Manage using GL

Allow Project Override Pass-Through Grant

Grantor

Grantor Type Federal Grantor Id

Grantor Name TYLER TECHNOLOGIES Address # 0

Email Phone #

Contact ANDREWS, SUSAN

Sub-Grantor/Sub-Grantee

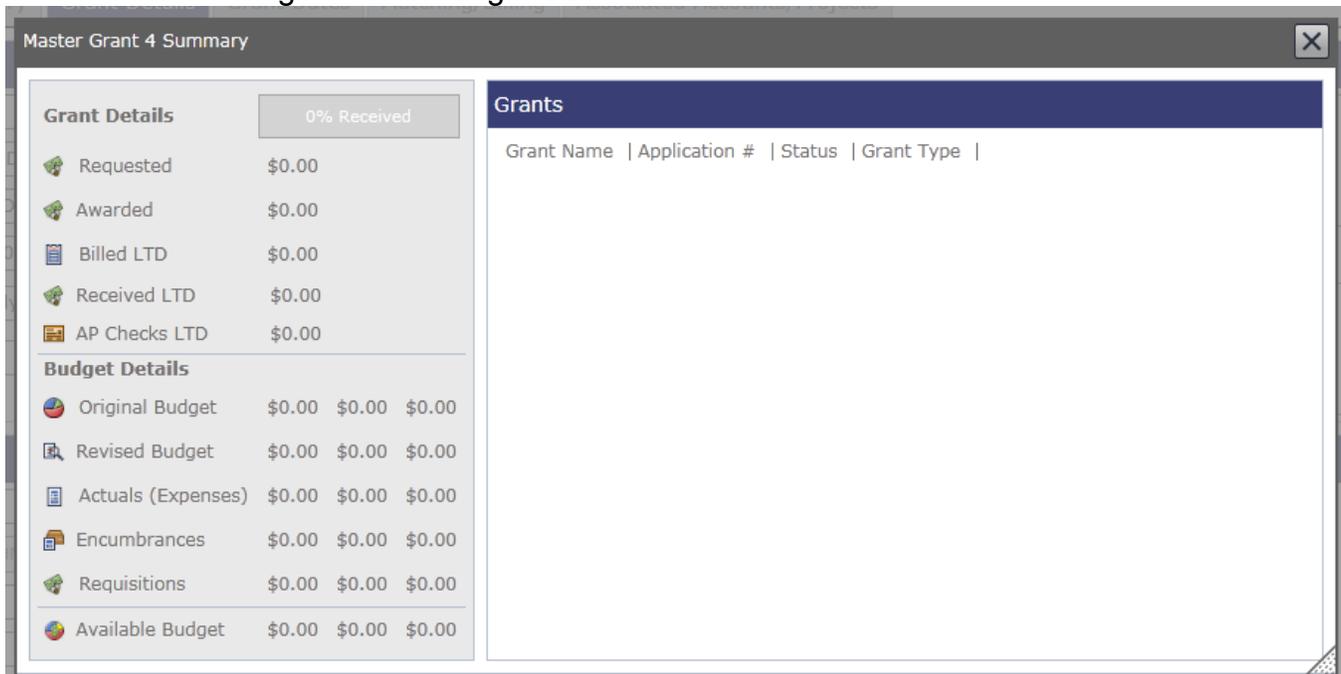
Name Address # 0 Type

Address

City, State, Zip Code

Accept Cancel

If a grant number has been entered in the Master Grant # box, you can click the Master Grant # label to view that grant in a dialog box.



Master Grant 4 Summary

Grant Details 0% Received

Requested \$0.00

Awarded \$0.00

Billed LTD \$0.00

Received LTD \$0.00

AP Checks LTD \$0.00

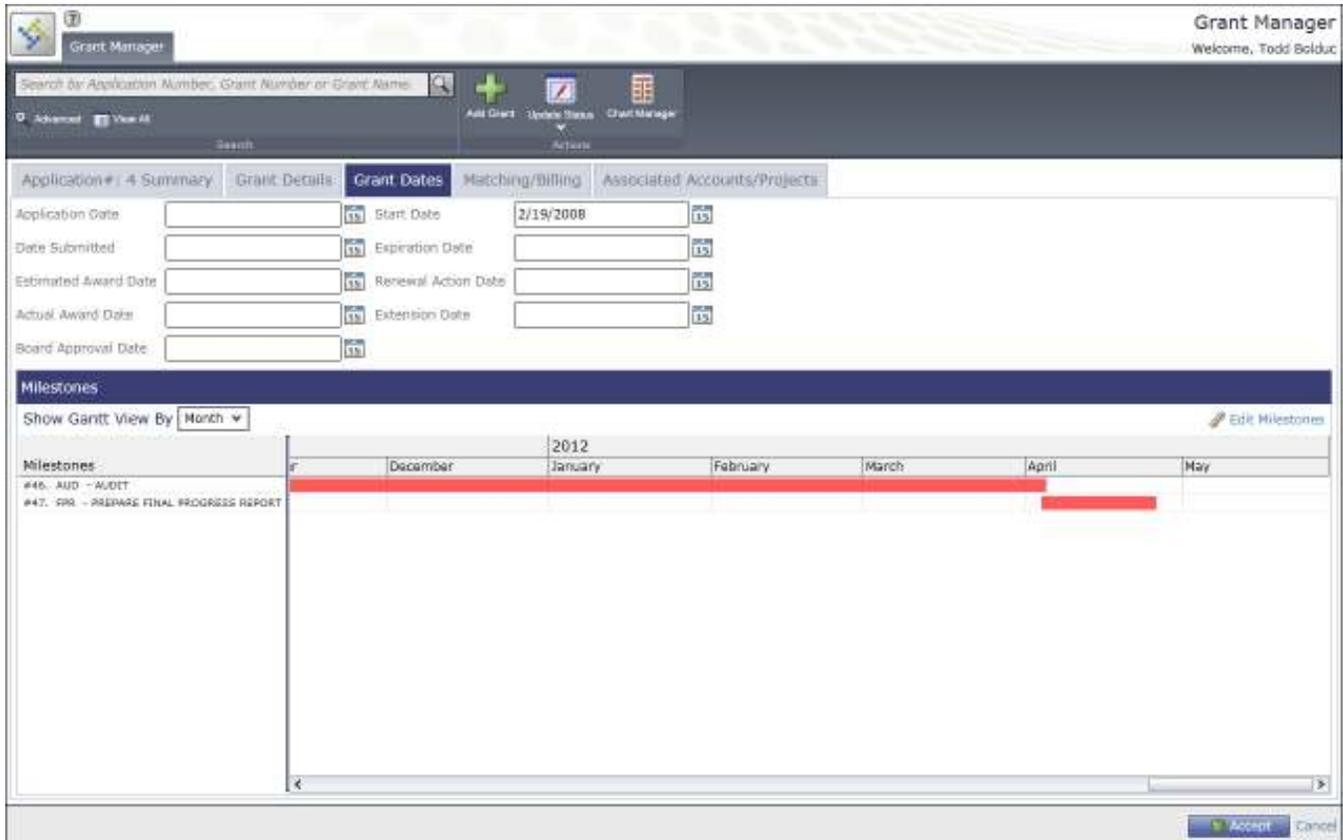
Budget Details

Original Budget	\$0.00	\$0.00	\$0.00
Revised Budget	\$0.00	\$0.00	\$0.00
Actuals (Expenses)	\$0.00	\$0.00	\$0.00
Encumbrances	\$0.00	\$0.00	\$0.00
Requisitions	\$0.00	\$0.00	\$0.00
Available Budget	\$0.00	\$0.00	\$0.00

Grants

Grant Name	Application #	Status	Grant Type
------------	---------------	--------	------------

Clicking the Grant Dates tab displays a listing of grant dates and the Milestones panel.



The screenshot shows the Grant Manager application interface. At the top right, it says "Grant Manager" and "Welcome, Todd Bolduc". Below this is a search bar and navigation buttons: "Add Grant", "Update Status", and "Grant Manager". The main area has several tabs: "Application # 4 Summary", "Grant Details", "Grant Dates" (which is selected), "Matching/Billing", and "Associated Accounts/Projects".

The "Grant Dates" tab contains several date fields with calendar icons:

- Application Date: []
- Date Submitted: []
- Estimated Award Date: []
- Actual Award Date: []
- Board Approval Date: []
- Start Date: 2/19/2008
- Expiration Date: []
- Renewal Action Date: []
- Extension Date: []

Below the date fields is the "Milestones" panel. It has a "Show Gantt View By" dropdown set to "Month" and an "Edit Milestones" link. The Gantt chart shows a timeline for the year 2012, with months from December to May. Two milestones are listed on the left:

- #46. AUD - AUDIT
- #47. PRG - PREPARE FINAL PROGRESS REPORT

The Gantt chart shows a red bar for the first milestone starting in December and ending in March. The second milestone has a red bar starting in April and ending in May.

The Milestones panel displays a listing of entered milestones for the grant, and a Gantt chart that illustrates the milestones. You can view the Gantt chart by year, month, or day by selecting a value from the Show Gantt View By list. You can edit the grant's milestone information by clicking the Edit Milestones link, which opens the Milestones program. The Matching/Billing tab contains panels that display information about matching funds, billing, and account allocations.

Application#: 4 Summary Grant Details Grant Dates **Matching/Billing** Associated Accounts/Projects

Matching Funds		Billing	
Type	IN KIND	Indirect	
Percent	5.00	AR Code	
Amount	10000.00	Charge Code	
Other Amount	0.00	Reimbursement	
Comments		AR Code	GB
		Charge Code	CD05

Allocations Add Line

Seq	Expense Type	Priority	Request Amount	Award Amount	Reimb %	Reimb Max Amount	Indirect %	Beginning Date	Ending Date	Comment
1	5400	1	20000.00	15000.00	90.000	15000.00	5.000	3/19/2008	3/19/2009	

Accept Cancel

The Associated Accounts/Projects contains two panels. The first panel displays general ledger accounts associated with the grant, divided between expense accounts and revenue accounts. General ledger accounts are associated with grants by entering the grant number in the Grant box for the account in Account Master.

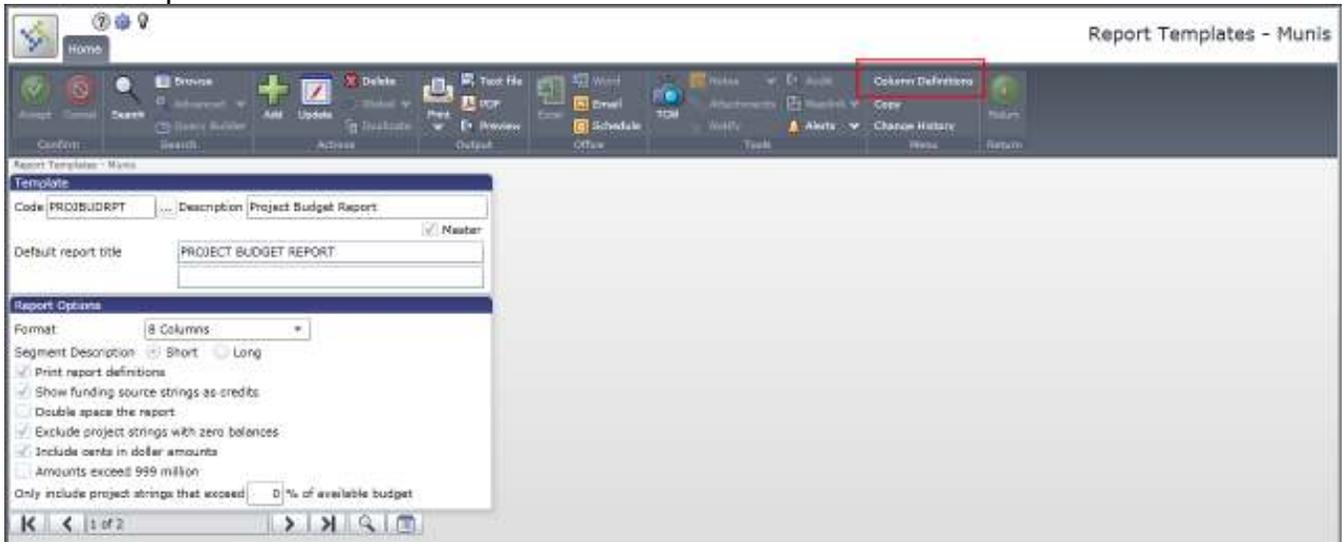
The second panel contains the projects associated with the grant. Projects are associated with grants by entering the grant number in the Grant box on the Project Funding Source String screen in Project Master.

Application#: 4 Summary				Grant Details	Grant Dates	Matching/Billing	Associated Accounts/Projects
Associated GL Accounts				Associated Projects			
		Actuals	Revised Budget				
	Expense Accounts	0	0				
	Revenue Accounts	0	0				

Accept Cancel

Life-to-Date Project Reports

The Report Templates program contains Life-to-Date check boxes for each column definition on the Template Column Definitions screen.



Report Templates - Munis

Column Definitions

Template

Code: PROJBUJDRPT Description: Project Budget Report

Default report title: PROJECT BUDGET REPORT

Report Options

Format: 8 Columns

Segment Description: Short Long

Print report definitions

Show funding source strings as credits

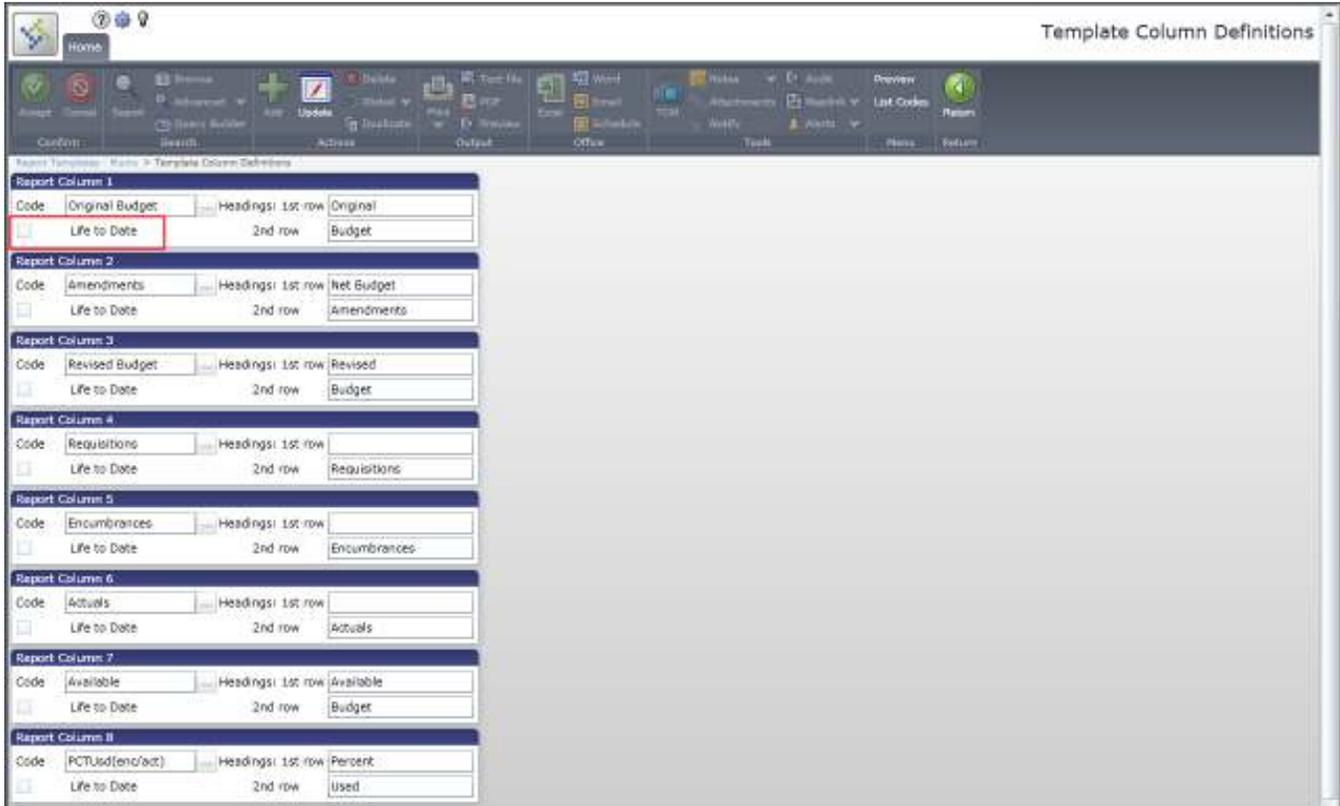
Double space the report

Exclude project strings with zero balances

Include cents in dollar amounts

Amounts exceed 999 million

Only include project strings that exceed: 0 % of available budget



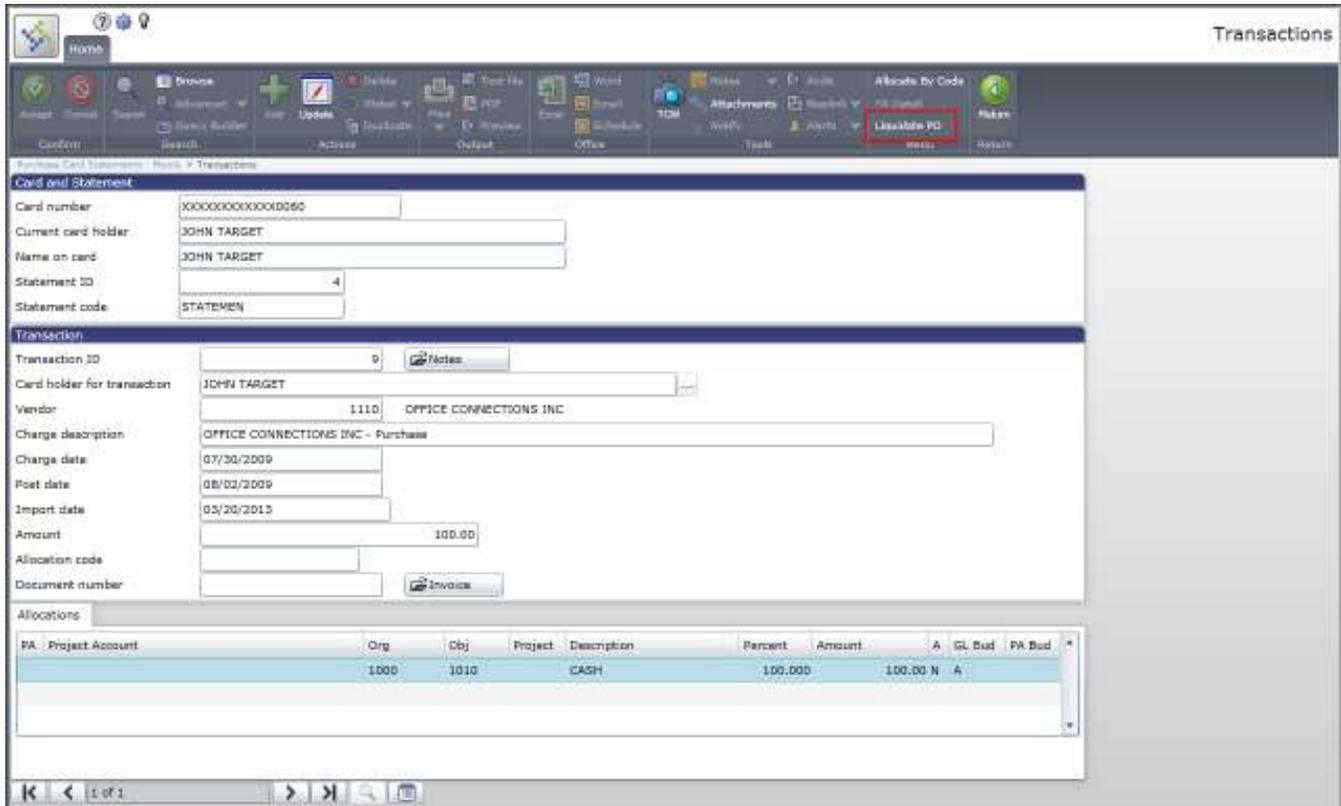
Selecting the check box for a column causes the generated report to ignore the month/year range for the report, and instead use a life-to-date calculation. The report header includes the text "LTD" to indicate the life-to-date calculation, but you can change the text. Note that this is the only indicator of a life-to-date calculation on the report output.

The screenshot shows a report header and a table. The header includes the date '03/12/2013 13:11', user 'todd.boiduc', and report title 'MUNIS PROJECT BUDGET REPORT'. The table has columns for 'LTD Original Budget', 'LTD Net Budget Amendments', 'LTD Revised Budget', 'Requisitions', 'Encumbrances', 'Actuals', 'LTD Available Budget', and 'Percent Used'. The 'LTD' labels are highlighted with red boxes.

	LTD Original Budget	LTD Net Budget Amendments	LTD Revised Budget	Requisitions	Encumbrances	Actuals	LTD Available Budget	Percent Used
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Liquidating POs with Purchase Card Transactions

Transactions screen of the Purchase Card Statements program contains a Liquidate PO button.



Transactions

Home

Accept Cancel Search Browse Update Delete Import File Word Release Attachments Alerts Allocate by Code Liquidate PO Return

Configure Search Address Output Office Tools

Purchase Card Statements - Home > Transactions

Card and Statement:

Card number: XXXXXXXXXXXXXXX060
 Current card holder: JOHN TARGET
 Name on card: JOHN TARGET
 Statement ID: 4
 Statement code: STATEMEN

Transaction:

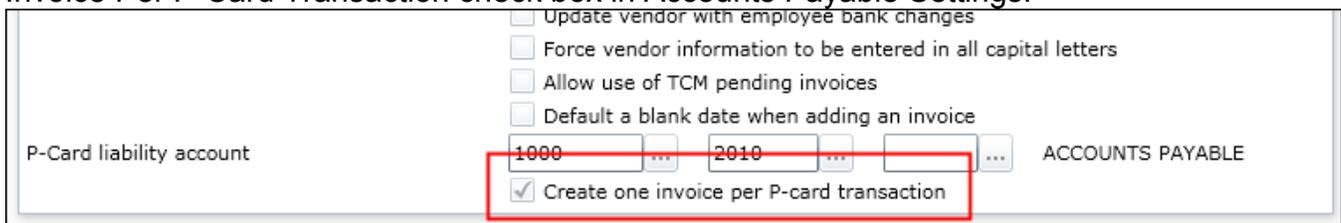
Transaction ID: 0 [Notes]
 Card holder for transaction: JOHN TARGET
 Vendor: 1110 OFFICE CONNECTIONS INC
 Charge description: OFFICE CONNECTIONS INC - Purchase
 Charge date: 07/30/2009
 Post date: 08/03/2009
 Import date: 03/20/2015
 Amount: 100.00
 Allocation code:
 Document number: [Invoice]

Allocations:

PA - Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud	PA Bud
	1000	1010		CASH	100.000	100.00	N	A	

Navigation: 1 of 1

In order for the button to appear on the Transactions screen, you must select the Create One Invoice Per P-Card Transaction check box in Accounts Payable Settings.



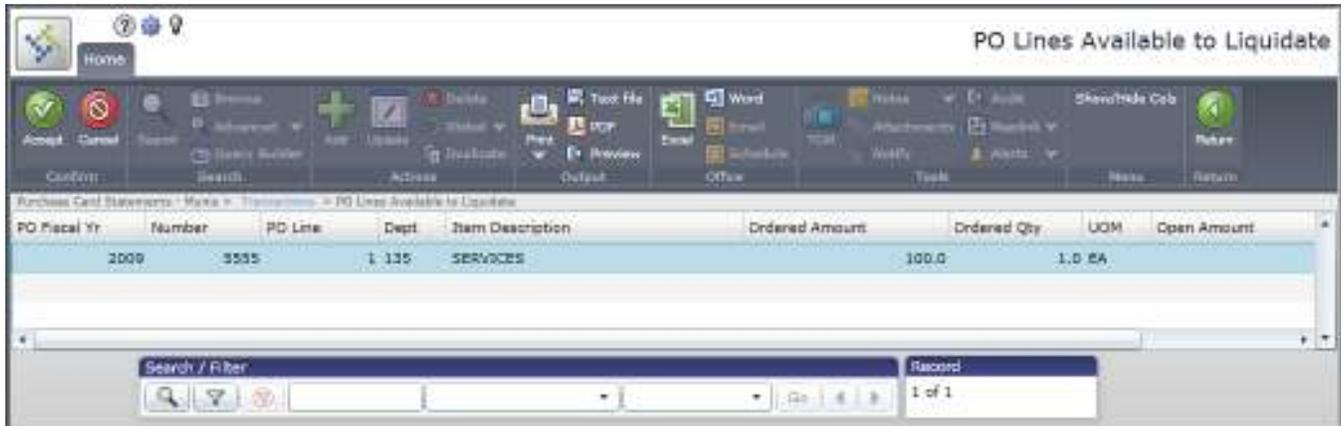
Update vendor with employee bank changes
 Force vendor information to be entered in all capital letters
 Allow use of TCM pending invoices
 Default a blank date when adding an invoice

P-Card liability account: 1000 ... 2010 ... ACCOUNTS PAYABLE

Create one invoice per P-card transaction

In addition, the button only appears for transactions that have a non-negative amount, that have not already liquidated a purchase order, and that exist on a purchase card statement with a status of New or Released. Your user role must have permission to update purchase card transactions and purchase orders in order to access the Liquidate PO feature.

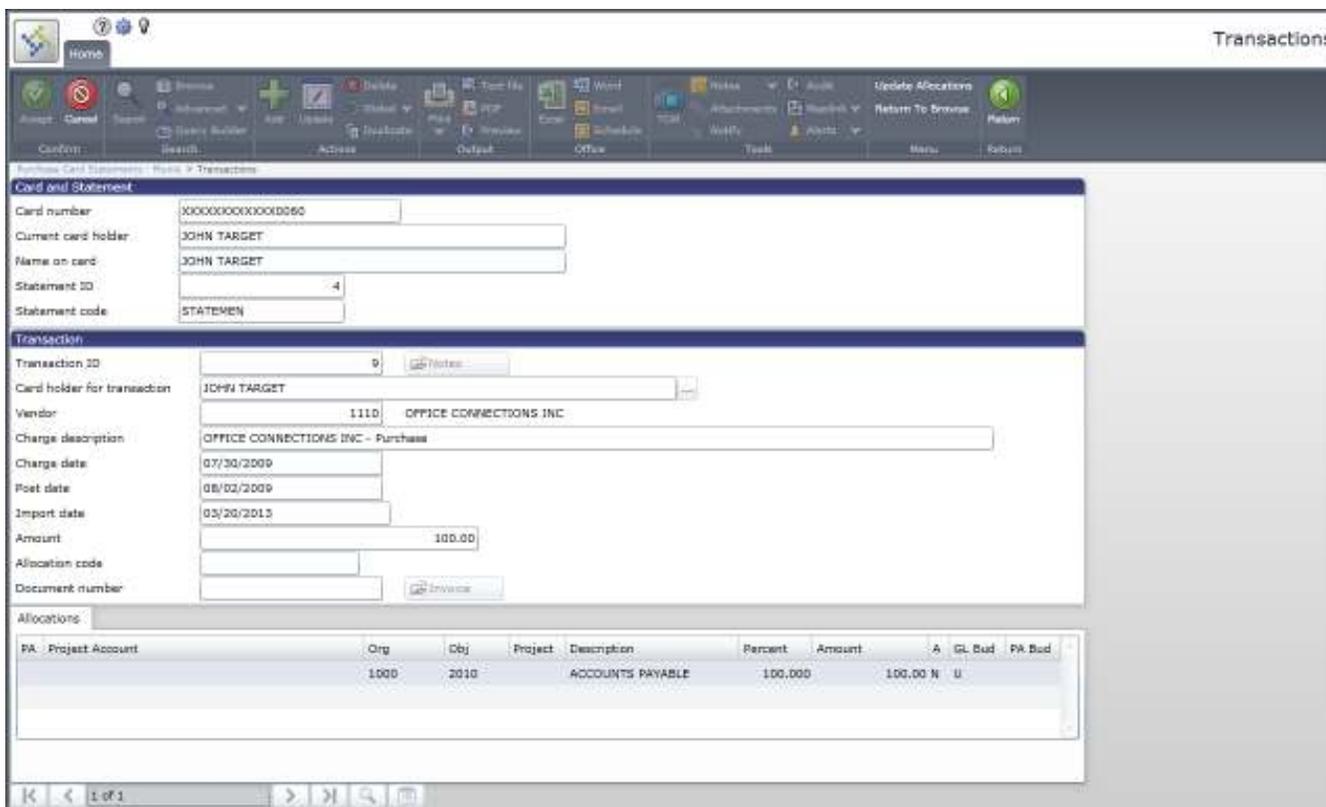
Clicking the Liquidate PO button displays the PO Lines Available to Liquidate screen.



To be a valid selection on the PO Lines Available to Liquidate screen, a purchase order must meet the following criteria:

- The purchase order must be posted.
- The vendor on the transaction must match the vendor on the purchase order.
- There must not be any outstanding change orders for the purchase order.
- The purchase order cannot require three-way matching.
- The purchase order cannot have a sales tax or use tax amount.
- The purchase order cannot be associated with a contract, work order, or inventory item.
- The order's open amount must be greater than or equal to the amount of the purchase card transaction.

Selecting a purchase order detail line from the screen causes the program to display the Liquidate PO Line screen.



Card and Statement

Card number: XXXXXXXXXXXXXXX060
 Current card holder: JOHN TARGET
 Name on card: JOHN TARGET
 Statement ID: 4
 Statement code: STATEMEN

Transaction

Transaction ID: 0
 Card holder for transaction: JOHN TARGET
 Vendor: 1110 OFFICE CONNECTIONS INC
 Charge description: OFFICE CONNECTIONS INC - Purchase
 Charge date: 07/30/2009
 Post date: 08/03/2009
 Import date: 03/20/2013
 Amount: 100.00
 Allocation code:
 Document number:

Allocations

PA - Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud	PA Bud
	1000	2010		ACCOUNTS PAYABLE	100.000	100.00	N	U	

You can click Return to Browse on the ribbon to return to the PO Lines Available to Liquidate screen and make a new selection, or click Update Allocations. Clicking Update Allocations automatically updates the allocation lines on the purchase card transaction to match those on the purchase order line, including percentage allocations by account. For example, if a purchase card transaction for \$100 is updated to match a purchase order with a 60% allocation to Account A and a 40% allocation to Account B, the transaction allocates \$60 to Account A and \$40 to Account B.

After updating the transaction's allocation lines by clicking Update Allocations, the program displays the Liquidate button.



Transactions

Card and Statement

Card number: XXXXXXXXXXXXXXX060
 Current card holder: JOHN TARGET
 Name on card: JOHN TARGET
 Statement ID: 4

Clicking Liquidate opens the P-Card Liquidation Quantity box for entry. The value entered in the box is liquidated from the purchase order, along with the transaction amount when you click Accept. The liquidated quantity can never be negative, or exceed the open quantity on the purchase order line.

You can automatically reverse the liquidation by clicking the Unliquidate PO button on the Transaction screen.



Purchase orders that have been liquidated by a purchase card transaction cannot be updated until the purchase card statement containing the transaction has been converted into invoices. You can view the purchase card transactions that liquidated a purchase order by clicking P-Card Liquidations in the Purchase Order Detail screen.



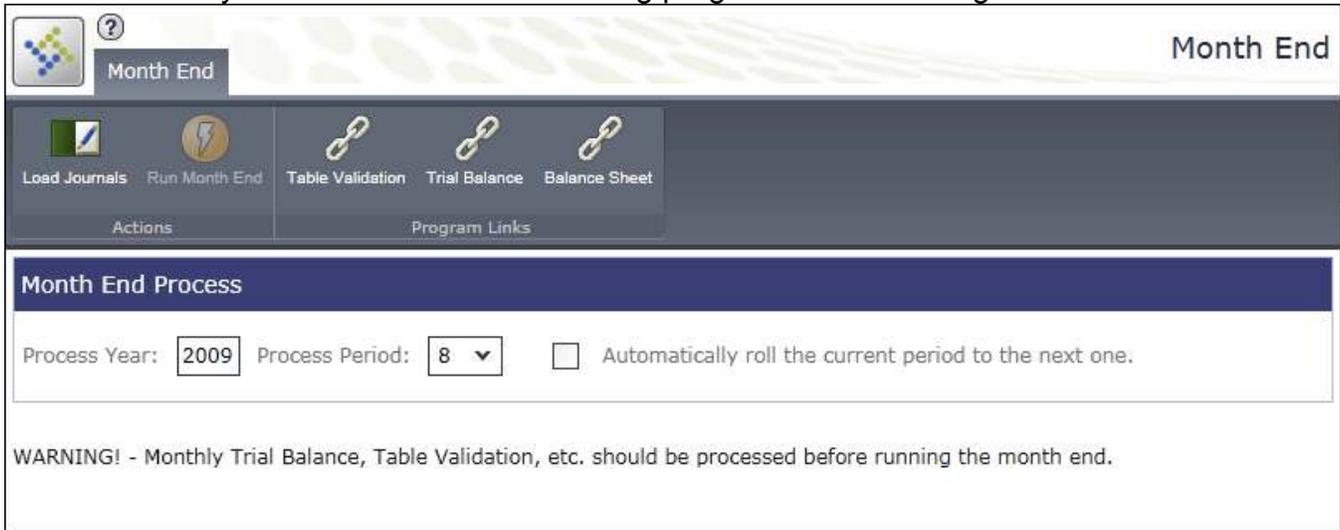
Month End Processing

The Month End Processing program has been redesigned for more efficient usability. The program includes a ribbon that contains an Actions group and a Program Links group.

The buttons in the Actions group load journals and activate the month end process. Clicking Load Journals begins the month end process by loading all of the created journals into the program tables. Once the journals have been loaded, the Run Month End button is available. Clicking this button performs the month end processing.

Clicking the buttons in the Program Links group opens report generation programs that should be run before completing the month end process.

The functionality of the Month End Processing program has not changed.



Month End

Load Journals Run Month End Table Validation Trial Balance Balance Sheet

Actions Program Links

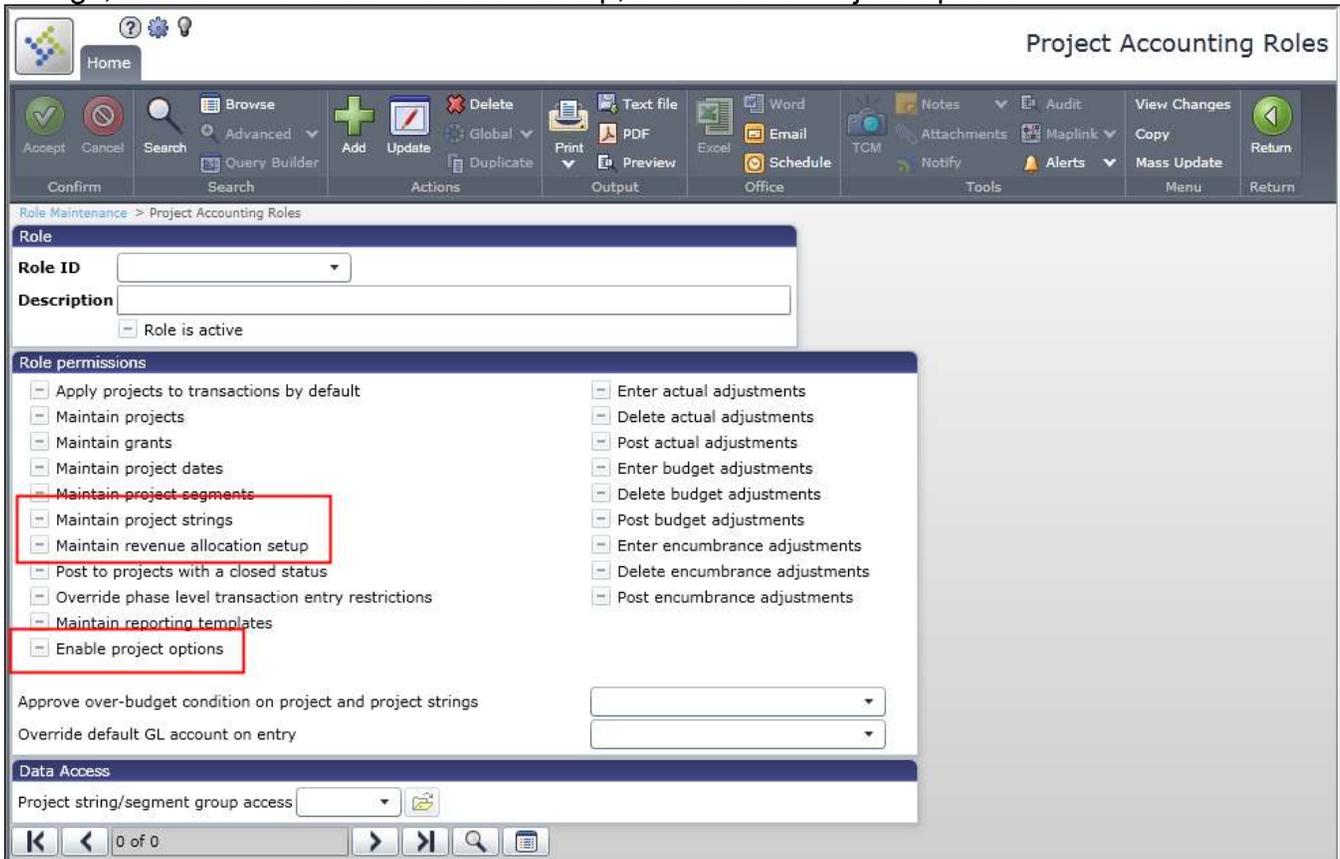
Month End Process

Process Year: 2009 Process Period: 8 Automatically roll the current period to the next one.

WARNING! - Monthly Trial Balance, Table Validation, etc. should be processed before running the month end.

Project Accounting Roles

The Project Accounting Roles program contains three additional permissions: Maintain Project Strings, Maintain Revenue Allocation Setup, and Enable Project Options.



Project Accounting Roles

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Text file Excel Word Email Schedule TCM Notes Attachments Notify Alerts View Changes Copy Mass Update Return

Role Maintenance > Project Accounting Roles

Role

Role ID

Description

Role is active

Role permissions

- Apply projects to transactions by default
- Maintain projects
- Maintain grants
- Maintain project dates
- Maintain project segments
- Maintain project strings
- Maintain revenue allocation setup
- Post to projects with a closed status
- Override phase level transaction entry restrictions
- Maintain reporting templates
- Enable project options
- Enter actual adjustments
- Delete actual adjustments
- Post actual adjustments
- Enter budget adjustments
- Delete budget adjustments
- Post budget adjustments
- Enter encumbrance adjustments
- Delete encumbrance adjustments
- Post encumbrance adjustments

Approve over-budget condition on project and project strings

Override default GL account on entry

Data Access

Project string/segment group access

0 of 0

When the Maintain Project Strings permission is assigned to your user role, you can add, update, and delete expense and funding source project strings. If the check box is cleared for your user role, you cannot access the Add, Update, and Delete buttons on the ribbon.

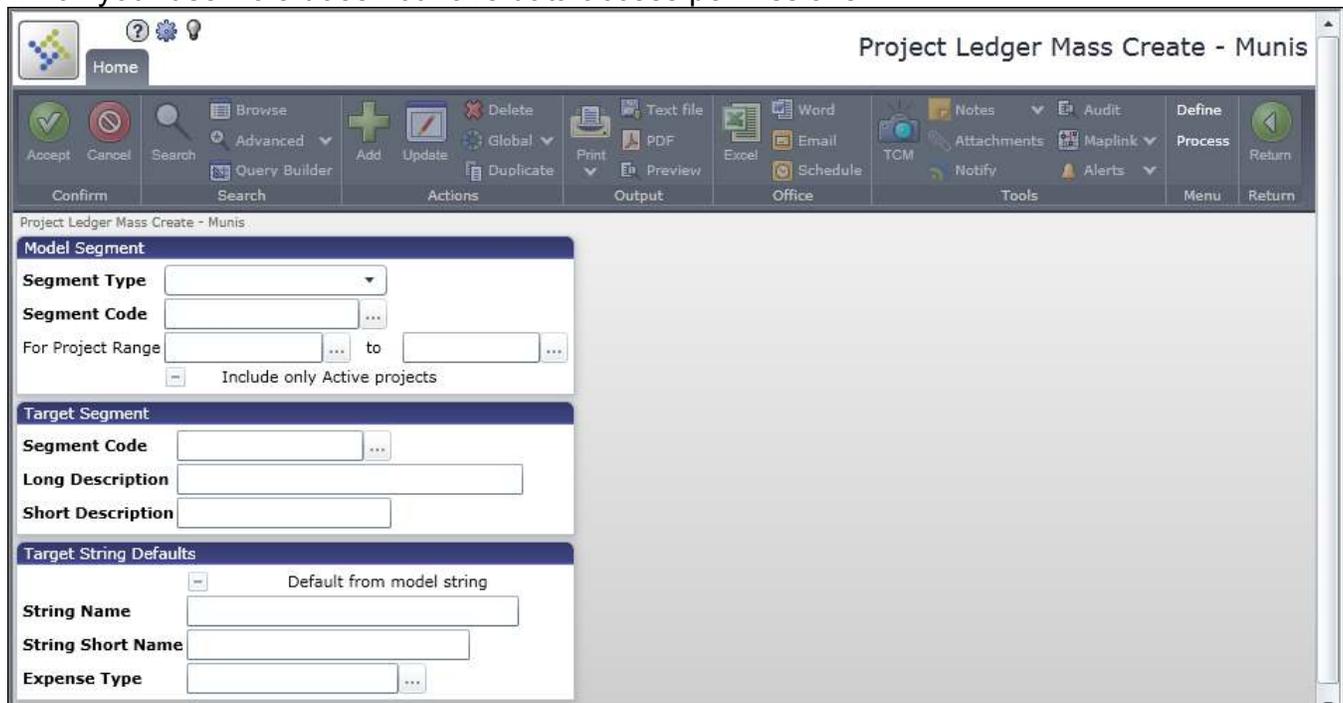
The Maintain Revenue Allocation Setup permission controls access to the Revenue Allocation section and the Allocation Lines tab in the Project Funding Source String program. If the permission is not assigned to your user role, you cannot access the allocation sections.

The Enable Project Options permission controls access to the Close Project, Copy Project, and Limit Transactions options in the Project Master program.

Project Ledger Mass Create

The Project Ledger Mass Create program allows you to add new project strings to existing projects, which is typically done when a new segment is added to the project hierarchy.

Your user role must have permission to maintain projects, project segments, and project strings in order to utilize this program. The program does not allow you to access segments for which your user role does not have data access permissions.



The screenshot shows the 'Project Ledger Mass Create - Munis' application window. The ribbon at the top contains various toolbars: Confirm (Accept, Cancel), Search (Browse, Advanced, Query Builder), Actions (Add, Update, Duplicate, Delete, Global), Output (Text file, PDF, Print, Preview), Office (Excel, Word, Email, Schedule), Tools (Notes, Attachments, TCM, Notify, Alerts), and Menu (Define, Process, Return). The main content area is divided into three sections:

- Model Segment:** Includes a dropdown for Segment Type, a text field for Segment Code, and a range selector for For Project Range (from to). There is a checkbox for 'Include only Active projects'.
- Target Segment:** Includes a text field for Segment Code, a text field for Long Description, and a text field for Short Description.
- Target String Defaults:** Includes a dropdown for String Name (with a note 'Default from model string'), a text field for String Short Name, and a text field for Expense Type.

The mass creation process requires you to complete the Model Segment section with the segment information to use as a model for the created segment, and to complete the Target Segment section with the code and descriptions to create. If the code to be created does not

exist in the system, then you can create it here.

Model Segment

Segment Type Phase

Segment Code ONE ... ONE

For Project Range [] ... to [] ...

Include only Active projects

Target Segment

Segment Code TWO ...

Long Description SEGMENT TWO

Short Description TWO

The Target String Defaults section contains boxes that define the string information. You can select the check box to keep the default information from the model string, or enter new values in the boxes.

Target String Defaults

Default from model string

String Name []

String Short Name []

Expense Type [] ...

After you have completed the boxes and clicked Process, the program displays the String Creation screen, which lists all of the potential project strings to be created. The Select column contains check boxes that determine which strings are actually created when you click the Create option.

String Creation - Munis

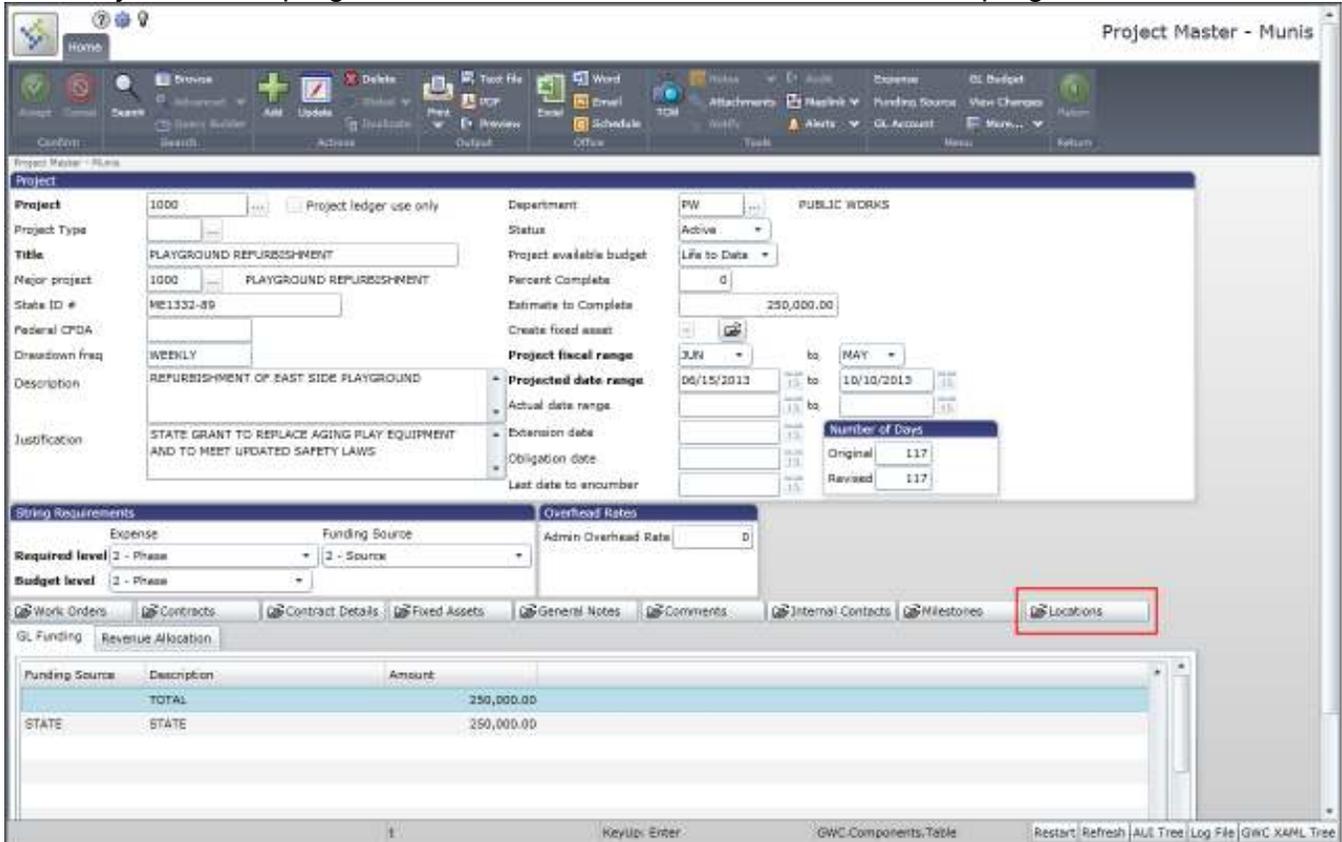
Project Ledger Mass Create - Munis > String Creation - Munis

Select	New Project String	Status	Name	Short Name	Expense Type	Org
<input type="checkbox"/>	PWG -TWO- -	Active	PHASE ONE EXPENSES	PHASE ONE		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

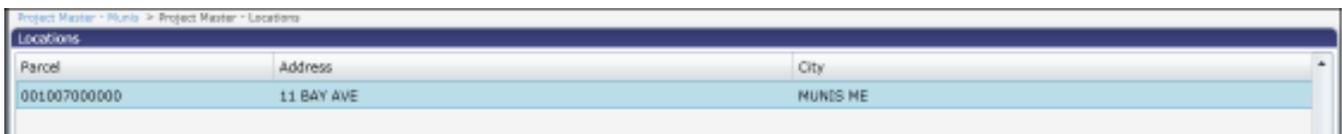
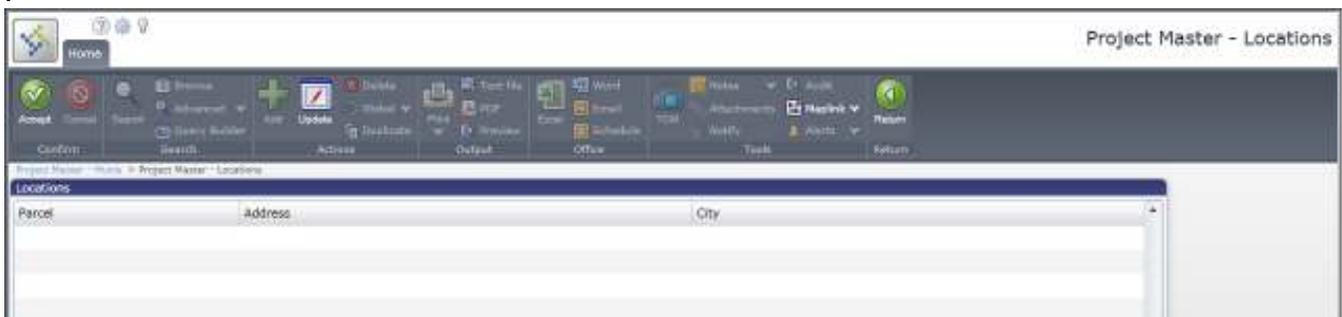
1 Potential new string(s)

Project Locations

The Project Master program contains a Locations button on the main program screen.



Clicking the button opens the Project Master – Locations screen, from which you can click Update on the ribbon to open the table for entry of project locations. You must select existing Munis parcels.



You can double-click a parcel line to view the parcel properties in a new pane.

Property Location

Location

11 BAY AVE

Primary address Record ID

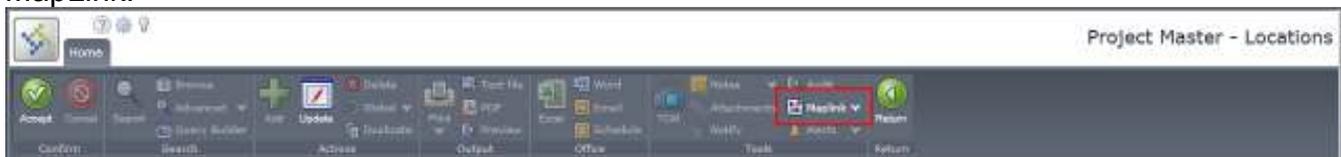
Property address

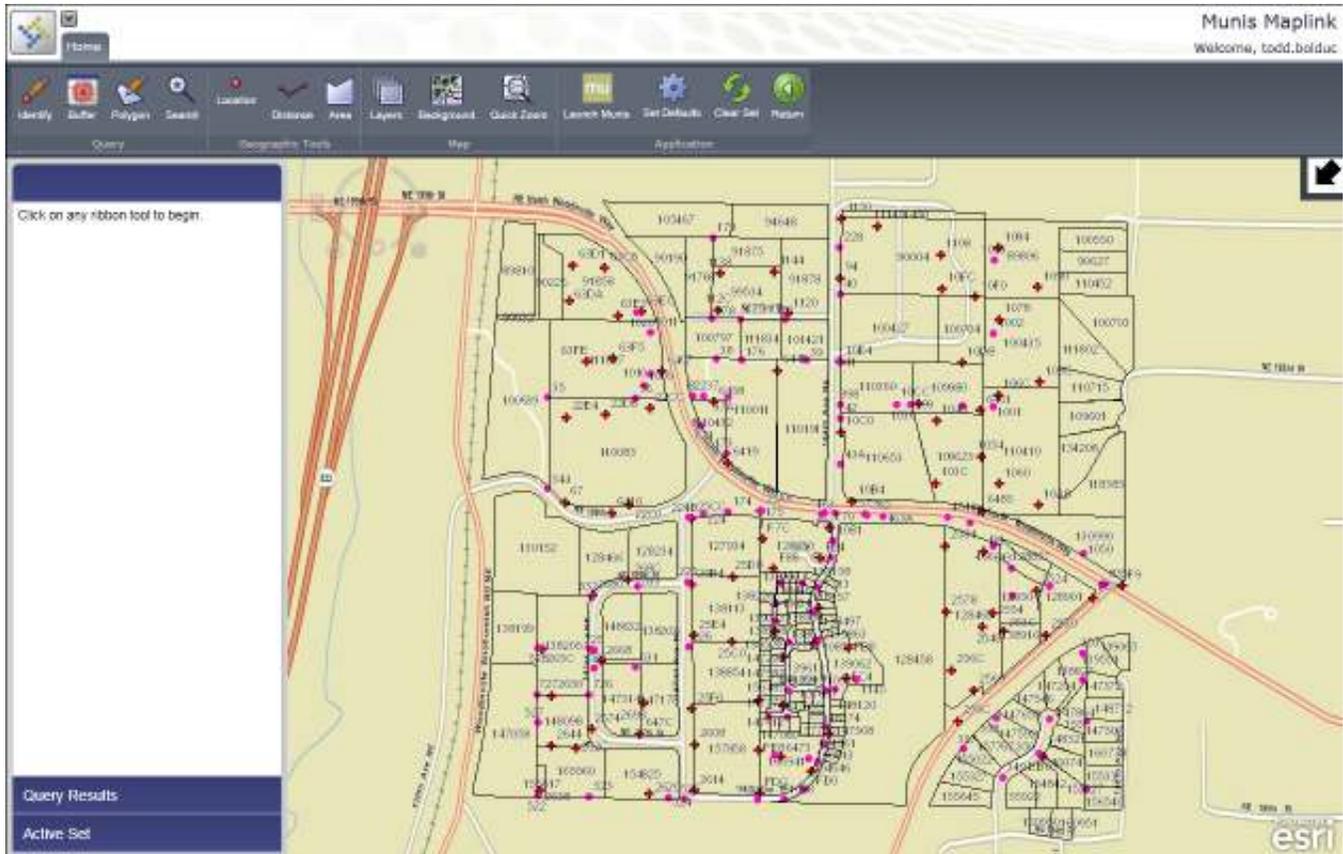
Loc No	Pre-Dir	Street	Type	Post-Dir	Unit
<input type="text" value="11"/>	<input type="text"/>	BAY AVE	<input type="text"/>	<input type="text"/>	<input type="text"/>

Municipality	St	Zip Code	Parcel ID	Loc ID	Seq	Status
MUNIS	ME	<input type="text"/>	001007000000	18	<input type="text" value="0"/>	Active

Description

Clicking the MapLink button on the ribbon opens the current project locations in Munis MapLink.





Project Strings in Performance Based Budgeting

The Activities program allows entry of project account strings as part of the performance based budgeting processes. Account strings are added on the Indicator Funding Summary screen.

Indicator Funding Summary Screen

Program: 172401 STORM WATER MANAGEMENT
 Activity: 10 SWM INSPECTIONS
 Fiscal Year: 2006

Expense records

Org	Object	Project	Percent	Expense budget	Additional amount	Actual amount
14172250	5110		10.000	100,000.00	.00	2,000.00

Positions

Position	Job	Qty	Percent	Salary	Benef rate	Additional amount	Actual amount
25509		0	10.000	34,000.00	0.000	.00	.00

Project String

Project String	Percent	Project budget	Goal amount	Actual amount

s013=48a046=48a671=4 KeyUp: Enter GWC.Components.Table Restart Refresh All Trac Log File GWC.XAML.Tree

The main Activities screen contains boxes for goal and actual amounts for project string expense dollars. The values in the boxes are calculated by using the values entered on the Indicator Funding Summary screen.

Activities - Munis

Performance Activity

Department: 172 PUBLIC WORKS DEPARTMENT
 Cost Center: 4 PUBLIC WORKS
 Program: 172401 STORM WATER MANAGEMENT
 Activity: 10
 Fiscal Year: 2006
 Description: SWM INSPECTIONS
 Objective:

Activity Settings

Type: [dropdown]
 Priority: [dropdown] [Project?]
 Group: [dropdown]
 Status: A
 Performance type: Performance

Resources In

	Goal	Actual
Project String Expense Dollars	.00	.00
Expense dollars	100,000.00	2,000.00
Position pay	34,000.00	.00
Position hours	1,280.00	.00

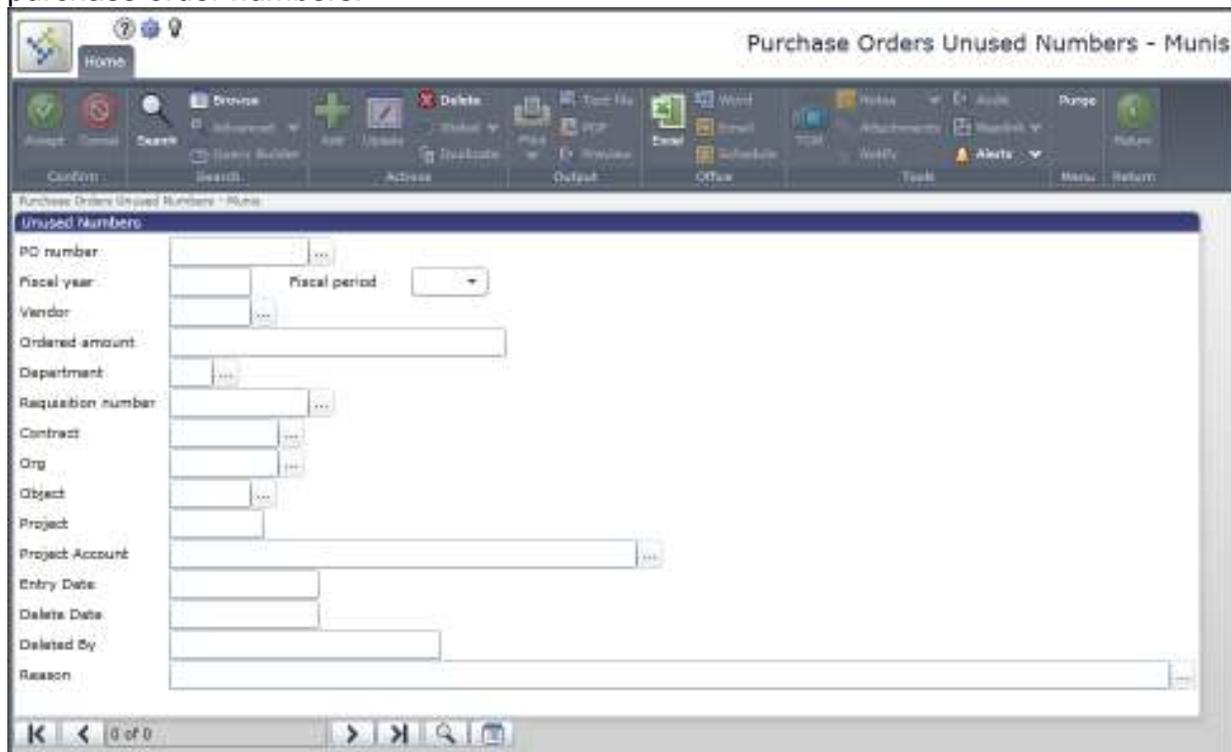
Indicators Postnotes Employees Responsible

Type	Description	Goal	Actual
Resources In	Inspection Expenses	134,000.00	2,000.00
Output	Inspections	.00	10.00
Efficiency	Cost in dollar per inspection	.00	200.00
Percent Complete	Percent of work done	100.00	.00
	Hours per task	.85	.00

1 of 6

Purchase Orders Unused Numbers

The Purchase Orders Unused Numbers program creates a list of all unused and deleted purchase order numbers.



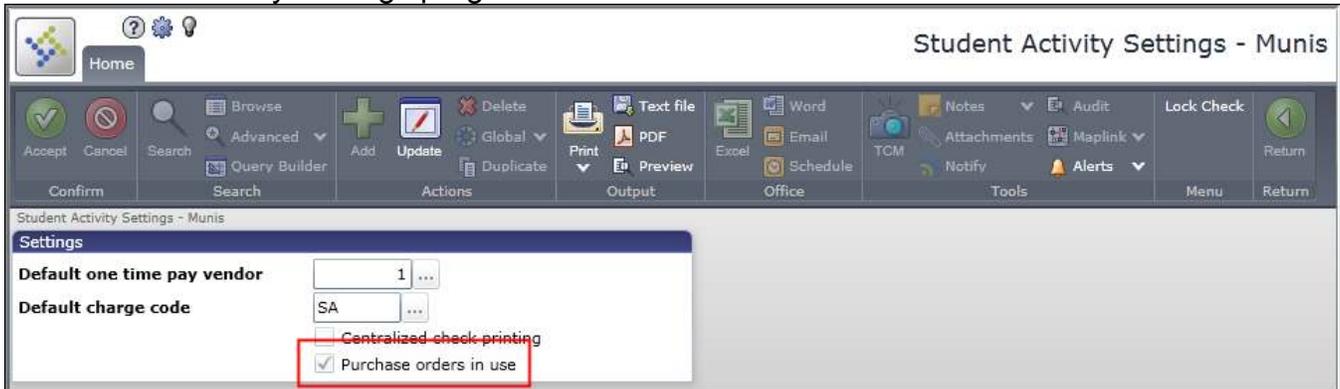
Each time a purchase order is deleted from the Purchase Order Entry program, the purchase order number is recorded on the Unused Numbers table. A record is also entered on the table each time a purchase order is canceled during the Add process or the default purchase number is manually overridden. This applies to all programs that allow entry of new purchase order numbers, such as Requisition Entry or Requisition Conversions.

Your user role must have permission to maintain audit records in order to delete records from the Purchase Orders Unused Numbers program. The permission is assigned in Purchase Orders Roles.

Student Activity Purchase Orders

The Next Transaction Number box has been removed from the Student Activity Settings program.

The Student Activity Settings program contains a Purchase Orders in Use check box.



Student Activity Settings - Munis

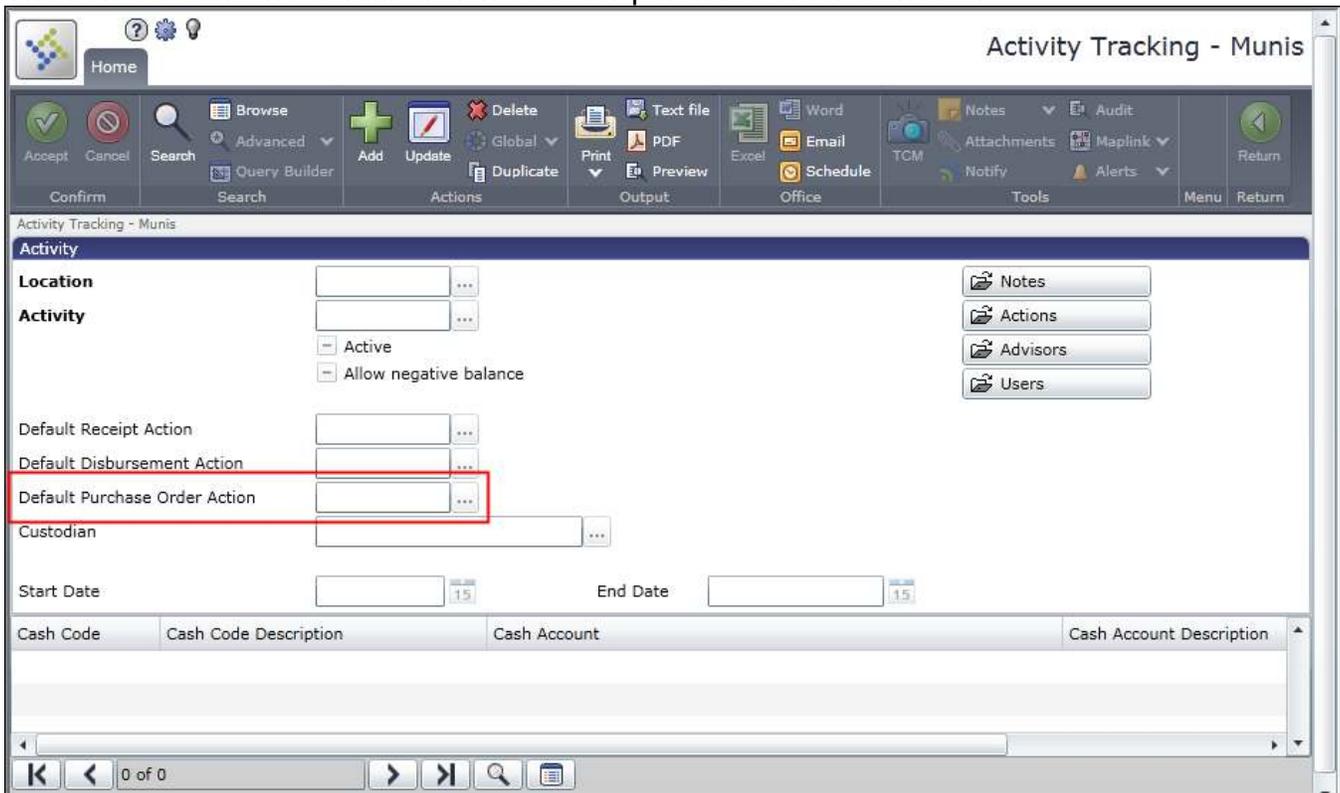
Settings

Default one time pay vendor: 1

Default charge code: SA

Purchase orders in use

Selecting the check box allows you to create purchase orders for Student Activity transactions, and also causes the Activity Tracking program to include a Default Purchase Order Action box. The box contains the default action code for purchase order activities.



Activity Tracking - Munis

Activity

Location: [Field]

Activity: [Field]

- Active

- Allow negative balance

Default Receipt Action: [Field]

Default Disbursement Action: [Field]

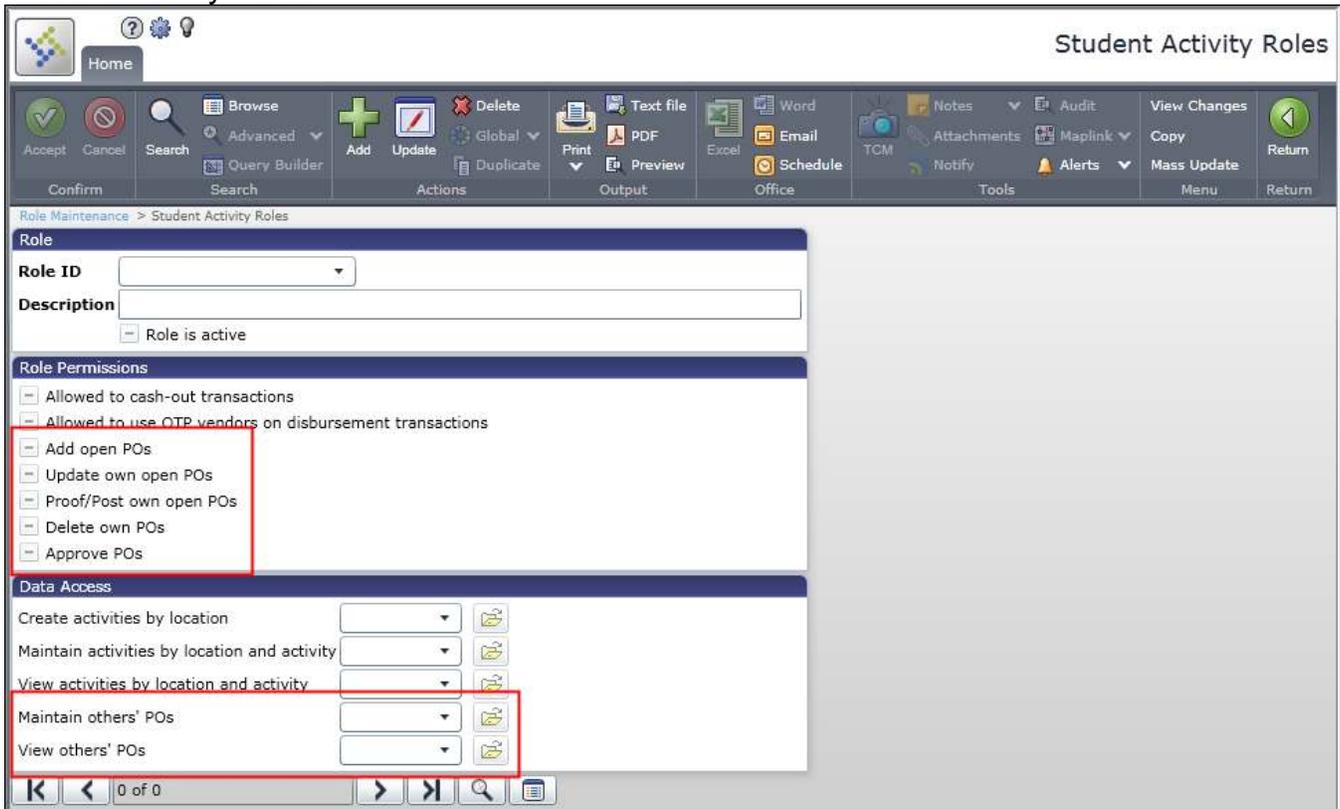
Default Purchase Order Action: [Field]

Custodian: [Field]

Start Date: [Field] End Date: [Field]

Cash Code | Cash Code Description | Cash Account | Cash Account Description

Your ability to create student activity purchase orders is controlled by the permissions in Student Activity Roles.

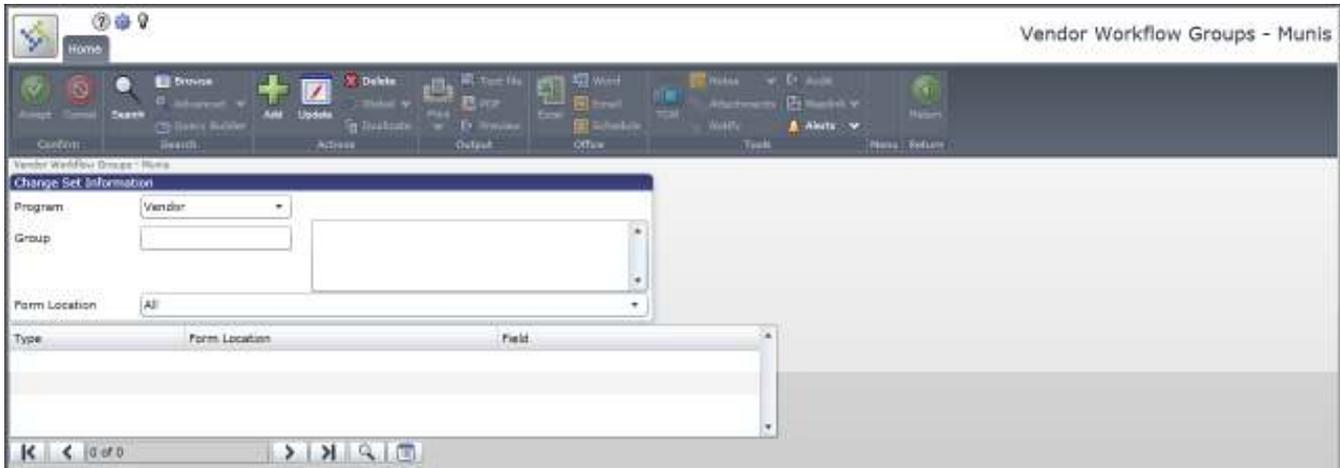


Vendor Creation/Update Workflow

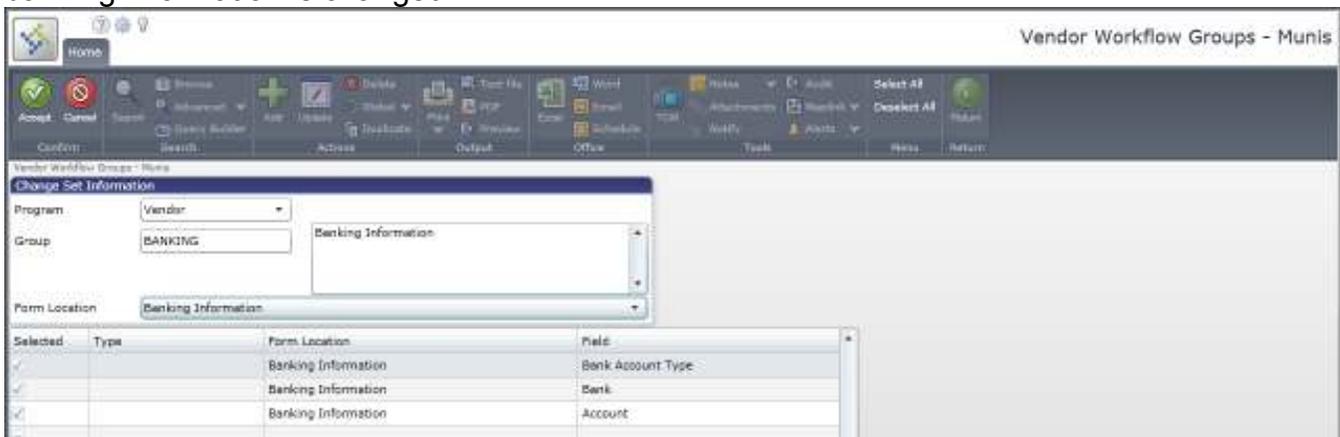
Workflow business rules are available that control entry of new vendor records and updates to existing vendor records. These business rules can be defined for both internal entries and updates, and external entries and updates. Internal sources are the result of maintenance performed in the Vendors program. External sources are the result of maintenance performed using Vendor Self Service.

Vendor Workflow Field Groups

Before you can successfully create vendor workflow business rules, you must define at least one vendor workflow field group, which is performed in the Vendor Workflow Field Groups program.



The program groups fields from the Vendors program in order to determine the recipient to which to direct workflow notifications when a field is updated. For example, you can create a grouping for bank information boxes. When the grouping is applied to a business rule, the workflow approver only receives notifications and requests for approval when a vendor's banking information is changed.

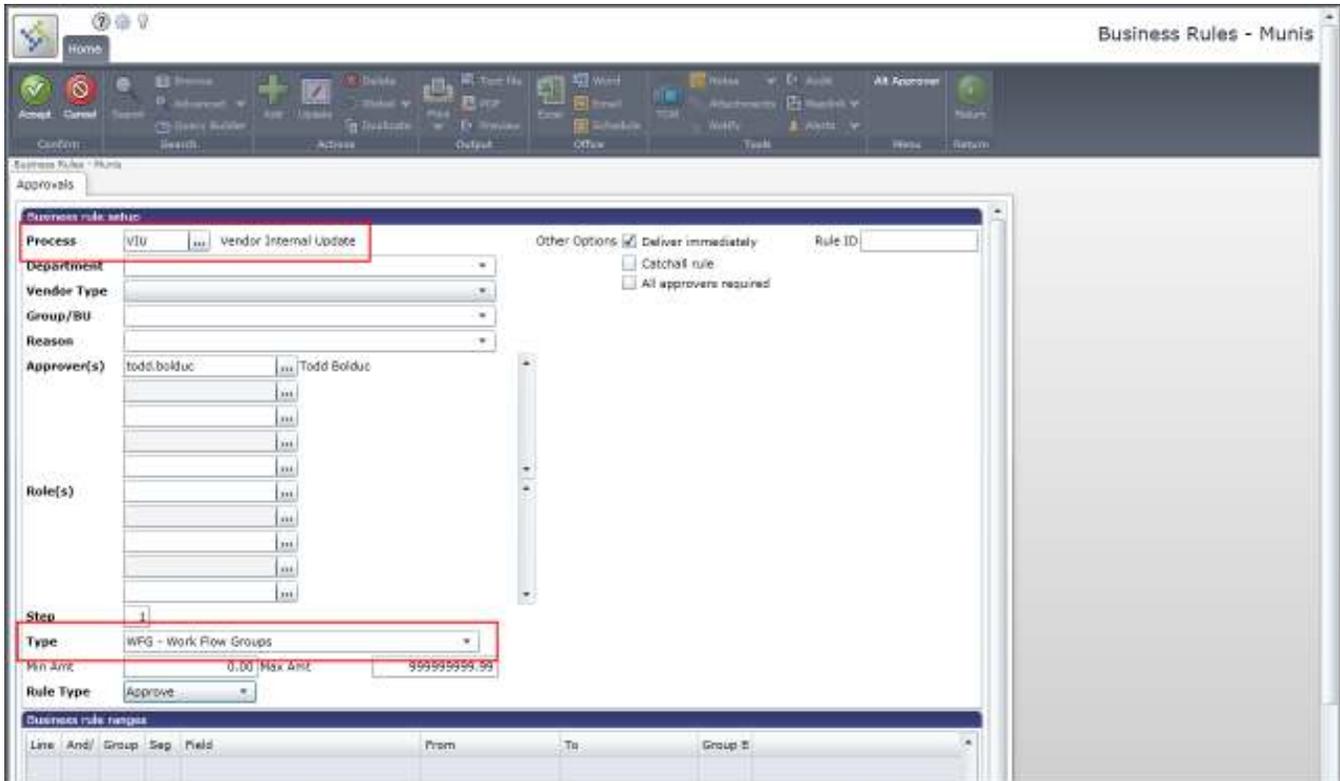


Workflow Business Rules

Workflow groups are applied to business rules in the Workflow Business Rules program. The available workflow business rules are:

- VEA (Vendor External Add)
- VEU (Vendor External Update)
- VIA (Vendor Internal Add)
- VIU (Vendor Internal Update)

When you create a VEA, VEU, VIA, or VIU business rule, the program sets the value of the Type list to WFG – Work Flow Groups.

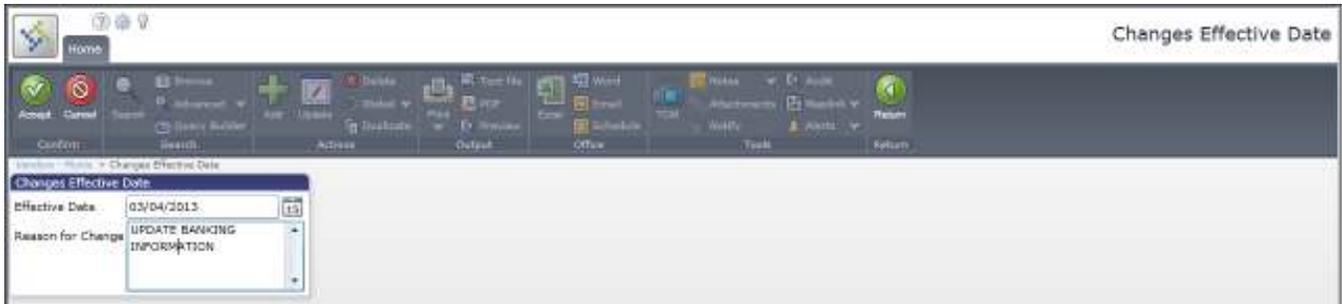


The program requires you to enter at least one range of workflow groups to successfully create the business rule.

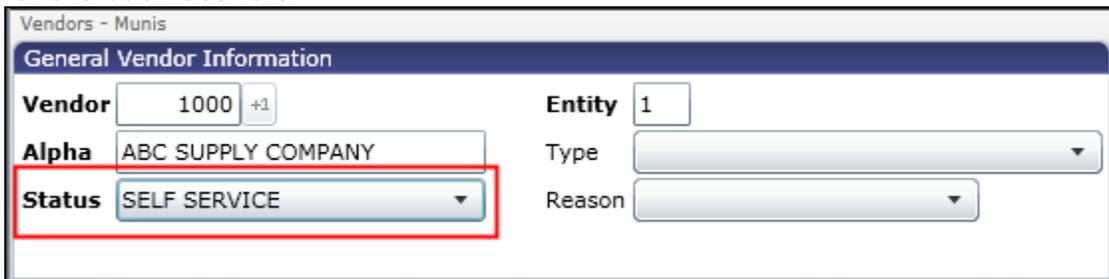
Line	And/	Group	Seg	Field	From	To	Group E
1				Work Flow Groups	BANKING	BANKING	

Vendors

After a vendor business rule has been created, the Vendors program displays the Changes Effective Date screen when you click Update or Add, depending on the business rules that exist. If no business rule exists for adding a vendor, the program does not display the Changes Effective Date screen when you add vendors.



Note that vendor records that have been created and are awaiting workflow approval have a status of Self Service. The status can only be updated after approval by the workflow approver for the business rule.

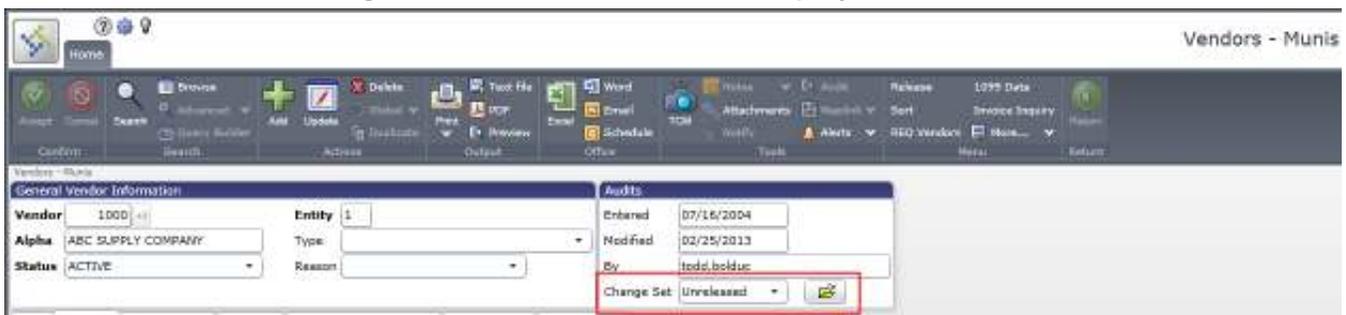


After you have created or updated the vendor record, the Release option is available on the ribbon.

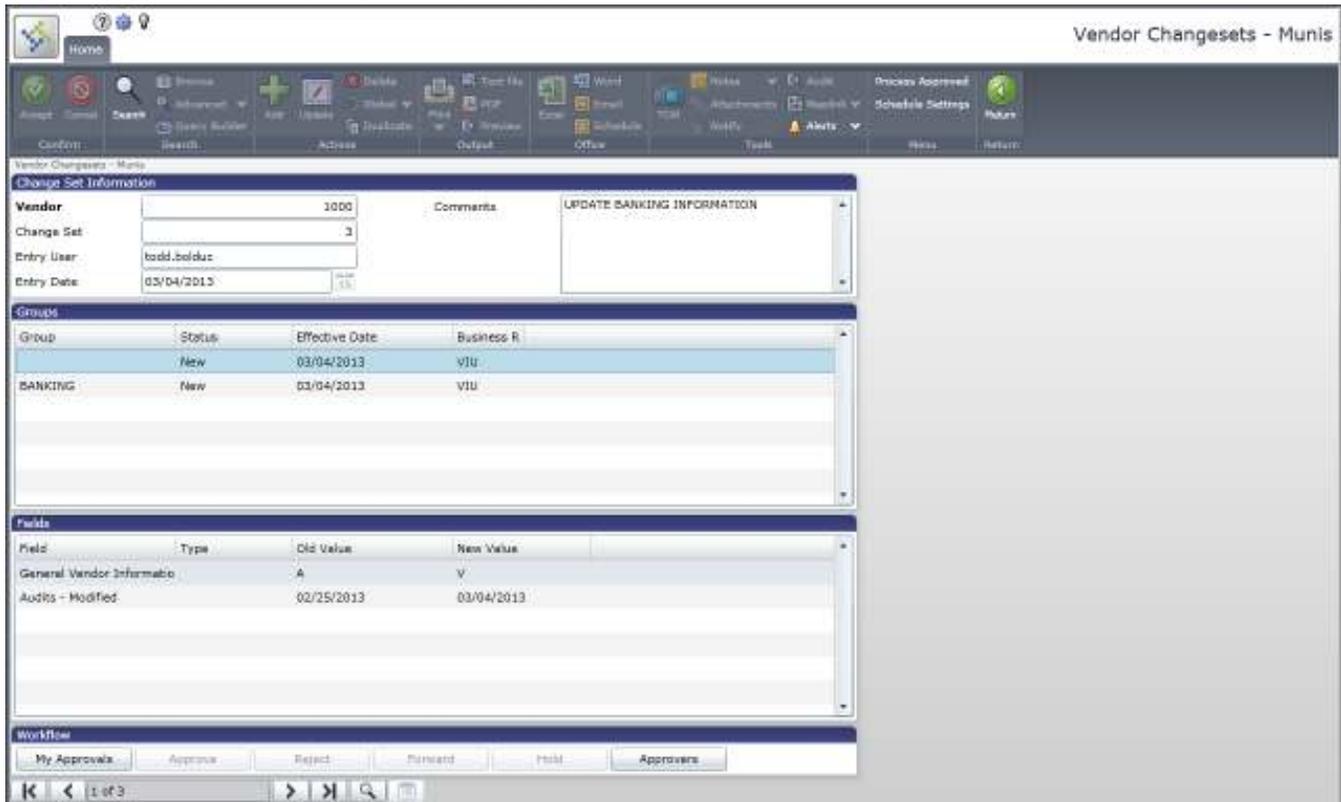


The program also contains a Change Set list in the Audits group. This list displays the workflow status of the current set of changes made to the vendor record, or the entire vendor record if it is newly created. The available statuses are:

- Unreleased – The change set has not been released.
- Pending – The change set has been released and is awaiting approval.
- Approved – The workflow approver has approved the change set.
- Current – No changes have been made to the displayed vendor record.

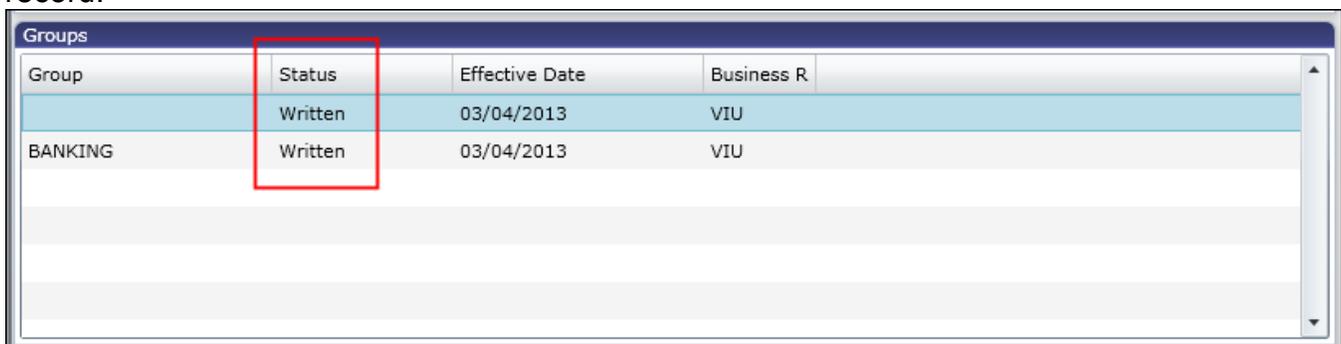


Clicking the folder button next to the Change Set list opens the Vendor Changesets program, with the current vendor as the active set.



The program displays the change set information, as well as a listing of groups affected by the change set. Clicking a group causes the program to display the old and new values of fields in that group in the Fields table.

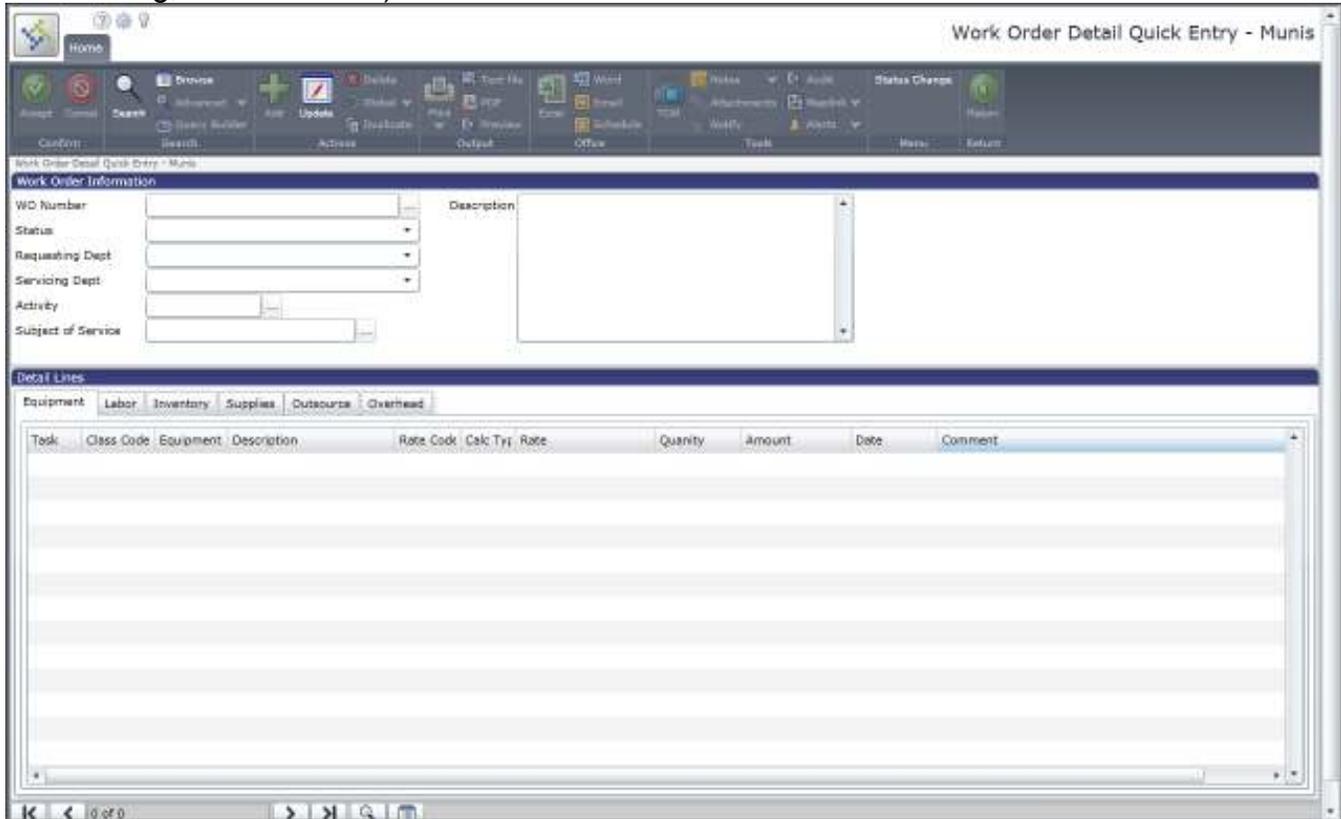
After you click Release in the Vendors program, the workflow approver can approve, reject, or hold the change set using the workflow buttons. After the change set has been approved, the program updates the status of the change set to Written, and applies them to the vendor record.



If the workflow approver rejects a change set, the changes are discarded and the value of the Change Set list is set to Current.

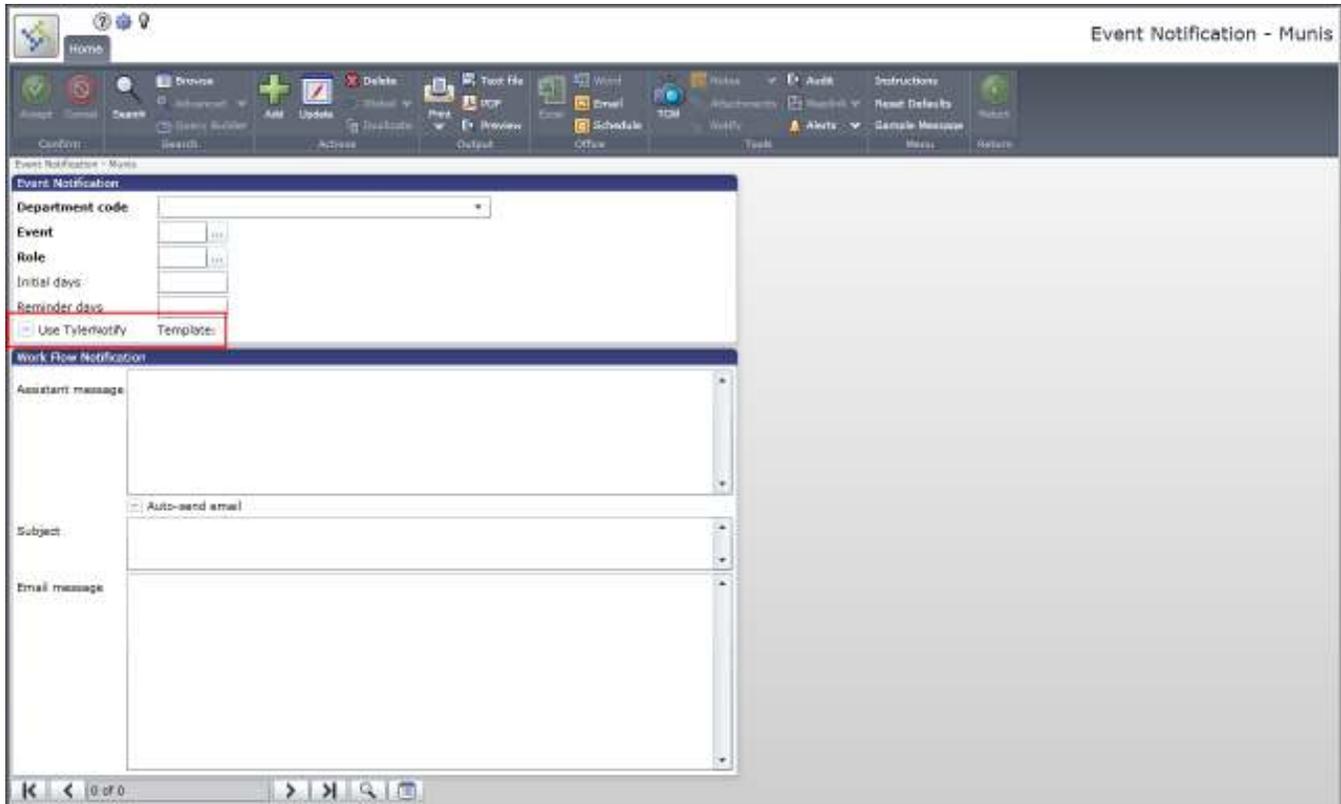
Work Order Detail Quick Entry

The Work Order Detail Quick Entry program allows you to enter all of the actual detail records for a work order at one time, regardless of cost type (equipment, labor, inventory, supplies, outsourcing, and overhead).



Work Order Event Notifications Using Tyler Notify

The Event Notification program can generate work order event notifications by email or telephone using Tyler Notify. To enable this feature, select the Use Tyler Notify check box in the Event Notification program.

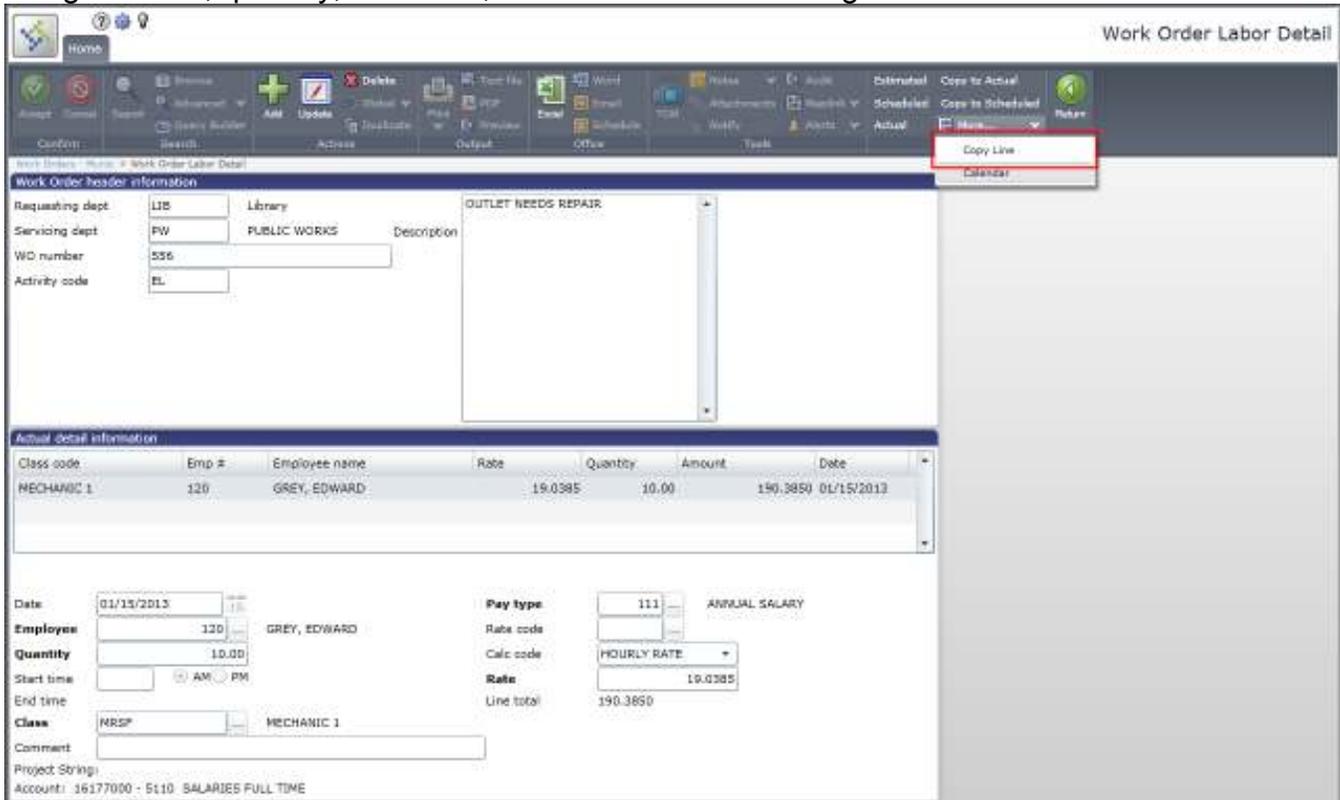


After you select the check box, the program requires you to select the Tyler Notify template to use for the notification.

This feature requires that Tyler Notify is implemented by your organization.

Work Order Labor Detail Copy

The Work Order Labor Detail screen of the Work Orders program contains a Copy Line button. Selecting a detail line, and then clicking the Copy Line button creates a duplicate of the line using the date, quantity, start time, and comments of the original line.



The screenshot shows the 'Work Order Labor Detail' screen. The 'Copy Line' button is highlighted with a red box. The screen displays the following information:

Work Order header information

Requesting dept: LIB Library
 Servicing dept: FW PUBLIC WORKS Description: OUTLET NEEDS REPAIR
 WD number: 556
 Activity code: EL

Actual detail information

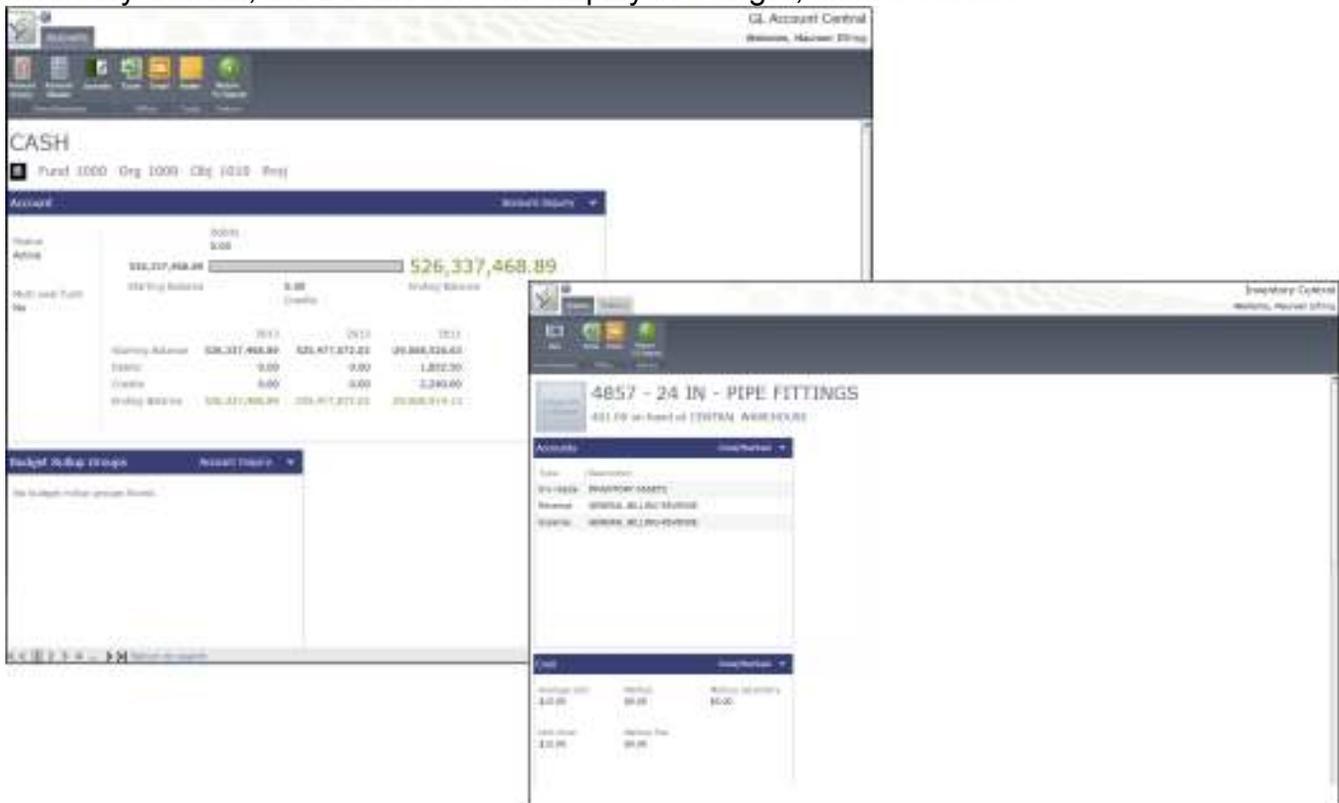
Class code	Emp #	Employee name	Rate	Quantity	Amount	Date
MECHANIC 1	120	GREY, EDWARD	19.0385	10.00	190.3850	01/15/2013

Date: 01/15/2013
Employee: 120 GREY, EDWARD
Quantity: 10.00
Start time: AM PM
End time:
Class: NRSP MECHANIC 1
Comment:
 Project String:
 Account: 16177000 - 5t10 SALARIES FULL TIME

Pay type: 111 ANNUAL SALARY
Rate code:
Calc code: HOURLY RATE
Rate: 19.0385
Line total: 190.3850

Central Programs Version 10.3

Central programs are updated to improve usability and readability. For example, when you click an account description in GL Account Central or when you click Details for an item in Inventory Central, the Details screens display in a larger, clearer format.



Important! The Central search programs cap search results at 1000 records. The programs do not provide a message or other indicator when the maximum number of records is reached.

Available Web Parts Version 10.3

Web parts are web-based portals that display information from various Tyler organizations or that provide links to third-party applications. The following table provides a description of web parts available in Munis Version 10.3 for the Tyler Dashboard and Munis tenants.

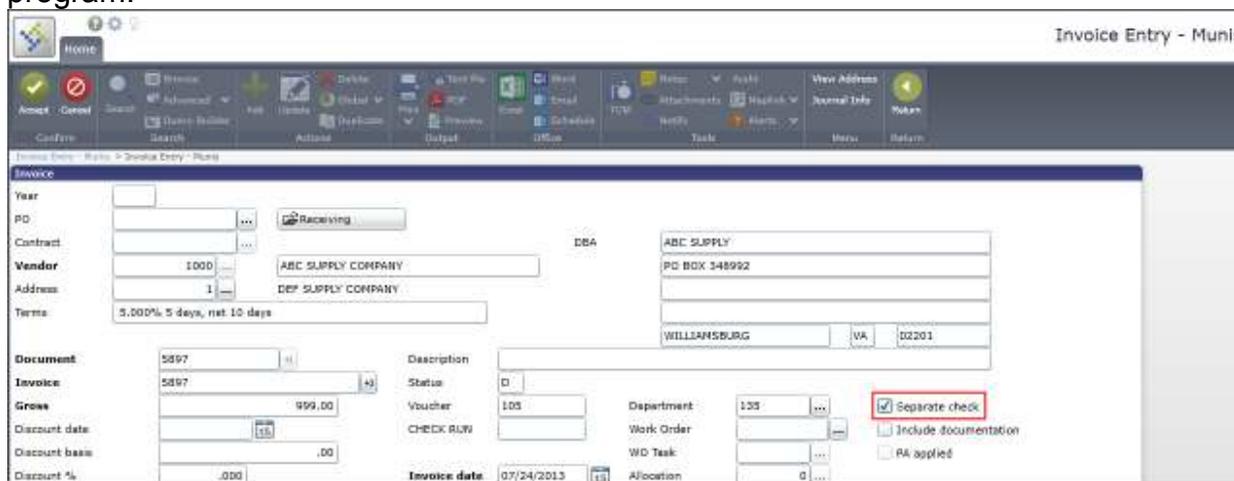
Web Part	Description
Tyler Dashboard	
My Tyler Community	Provides direct access to Tyler Community items such as forums, conversations, and groups.
Munis	
eLearning Links	Provides a catalog of available Munis eLearning tutorials; when you click a tutorial link, the tutorial opens in a window outside of the Tyler Dashboard.

Financials Version 10.4

Accounts Payable

Combined Checks for One Time Pay Vendors

Munis can combine invoice payments for one-time pay vendors into a single check. This feature is controlled by the value of the Separate Check check box in the Invoice Entry program.



The screenshot shows the 'Invoice Entry - Munis' window. The 'Vendor' section is populated with 'ABC SUPPLY COMPANY' and 'DEF SUPPLY COMPANY'. The 'Invoice' section shows a gross amount of 999.00. The 'Separate check' checkbox is checked and highlighted with a red box. Other visible fields include 'Year', 'PO', 'Contract', 'Vendor', 'Address', 'Terms', 'Document', 'Invoice', 'Gross', 'Discount date', 'Discount basis', 'Discount %', 'Description', 'Status', 'Voucher', 'CHECK RUN', 'Invoice date', 'Department', 'Work Order', 'WD Task', and 'Allocation'.

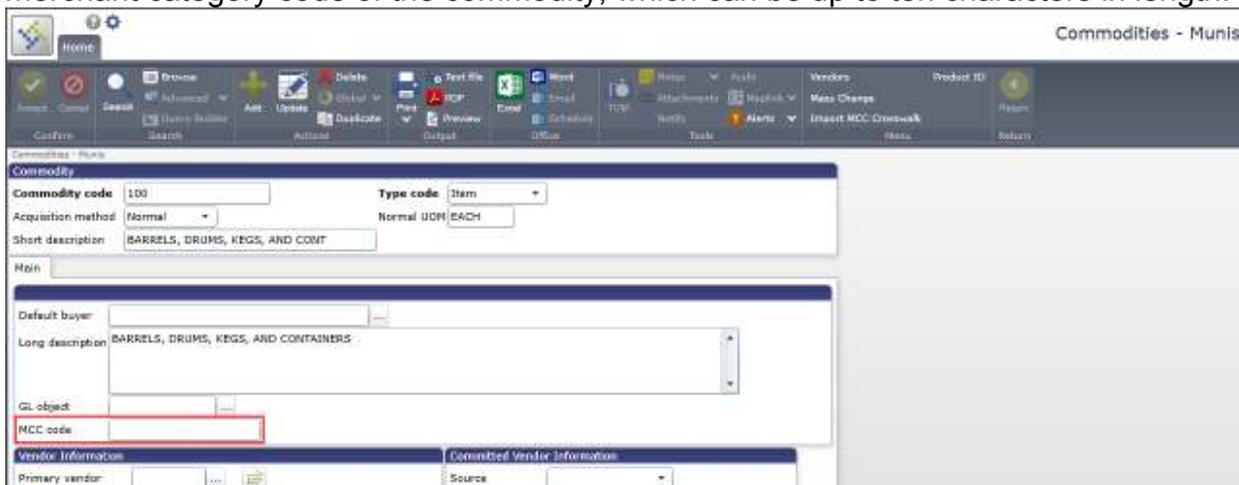
The Separate Check check box is also available in the Modify Invoices program. The default value of the check box in both Invoice Entry and Modify Invoices is drawn from the Separate Checks check box on the vendor record. Clearing the check box in Invoice Entry or Modify Invoices causes the Select Items to be Paid and Print Checks programs to generate a single

check for all invoices to the vendor. However, the following fields on each invoice must match exactly for those invoices to be combined on a single check: Name, DBA, Address 1, Address 2, City, State, ZIP, SSN, and FID. If the value of any of these fields does not match exactly, a separate check is created for that invoice. If the Separate Check check box is selected for an invoice, Munis always creates a separate check for that invoice.

Commodities

Merchant Category Codes (MCC)

The Commodities program contains an MCC Code box on the Main tab. This box holds the merchant category code of the commodity, which can be up to ten characters in length.



The screenshot shows the 'Commodities - Munis' application window. The 'Main' tab is active, displaying a form for a commodity. The 'Commodity code' is '100' and the 'Type code' is 'Item'. The 'Short description' is 'BARRELS, DRUMS, KEGS, AND COM'. The 'MCC code' field is highlighted with a red box. Other fields include 'Default buyer', 'Long description', and 'GL object'.

MCC codes can be manually entered or imported by clicking the Import MCC Crosswalk option.



The screenshot shows the 'Commodities - Munis' application window. The 'Main' tab is active, displaying the same commodity form as the previous screenshot. The 'Import MCC Crosswalk' button in the top right corner is highlighted with a red box.

In order to use the Import MCC Crosswalk option, you must create an import file in Excel and save that file with a .csv file extension. The import file contains columns for the MCC code, MCC description, class code, item code, compounded class-item code, and an NIGP description.

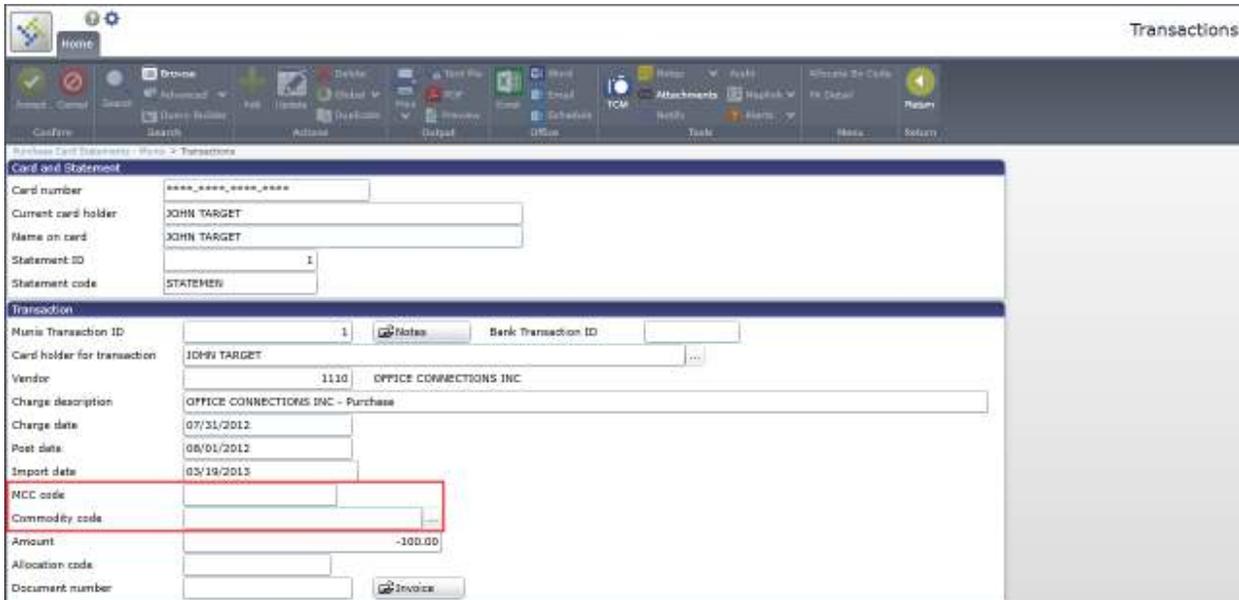
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	MMC CODE	DESCRIPTION	CLASS	ITEM	CLASS	ITEM	DESCRIPTION									
2	0742	Veterinary Services	961	86	961-86		Veterinary Services									
3	0763	Agricultural Cooperative	958	02	958-02		Agricultural Management Services (Not Otherwise Classified)									
4	0780	Landscaping Services	988	52	988-52		Landscaping (Including Design, Fertilizing, Planting, etc., But Not Grounds Maintenance or Tree Trimming Services)									
5	1520	General Contractors	912	23	912-23		Construction, General (Backfill Services, Digging, Ditching, Road Grading, Rock Stabilization, etc.)									
6	1711	"Heating, Plumbing, A/C"	914	50	914-50		Heating, Ventilating and Air Conditioning (HVAC)									
7	1731	Electrical Contractors	914	38	914-38		Electrical									
8	1740	"Masonry, Stonework, and Plaster"	914	55	914-55		Masonry									
9	1750	Carpentry Contractors	914	27	914-27		Carpentry									
10	1761	"Roofing/Siding, Sheet Metal"	914	73	914-73		Roofing and Siding									
11	1771	Concrete Work Contractors	914	30	914-30		Concrete									
12	1799	Special Trade Contractors	914	84	914-84		Trade Services, Construction (Not Otherwise Classified)									
13	2741	Miscellaneous Publishing and Printing	966	00	966-00		PRINTING AND TYPESETTING SERVICES									
14	2791	"Typesetting, Plate Making, and Related Services"	966	92	966-92		Typesetting, Hot Type (Linotype)									
15	2842	Specialty Cleaning	485	00	485-00		JANITORIAL SUPPLIES, GENERAL LINE									
16	2842	Specialty Cleaning	486	00	486-00		JANITORIAL SUPPLIES, GENERAL LINE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION									
17	3000	Airlines	962	88	962-88		Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter)									
18																

Only the MCC code, class code, and item code are mandatory. During the import process, Munis adds the MCC codes to commodity codes by comparing the combination of class and item codes to the commodity codes. For example, an import line for an MCC code of 999 with a class code of 11 and an item code of 222 causes Munis to add 999 to the MCC Code box of commodity code 11222.

The JP Morgan import format in the Purchase Card Import program supports the use of MCC codes. The MCC code appears at the end of each line in the import file. When you import the file, the program examines the MCC code for each transaction and searches for the NIGP commodity code it is associated with in the Commodities program. If a commodity code exists for the MCC code, the commodity code is entered as the default value on the imported purchase card transaction. If no commodity code exists for the MCC code, no commodity code is entered for the imported purchase card transaction.

Purchase Card Statements

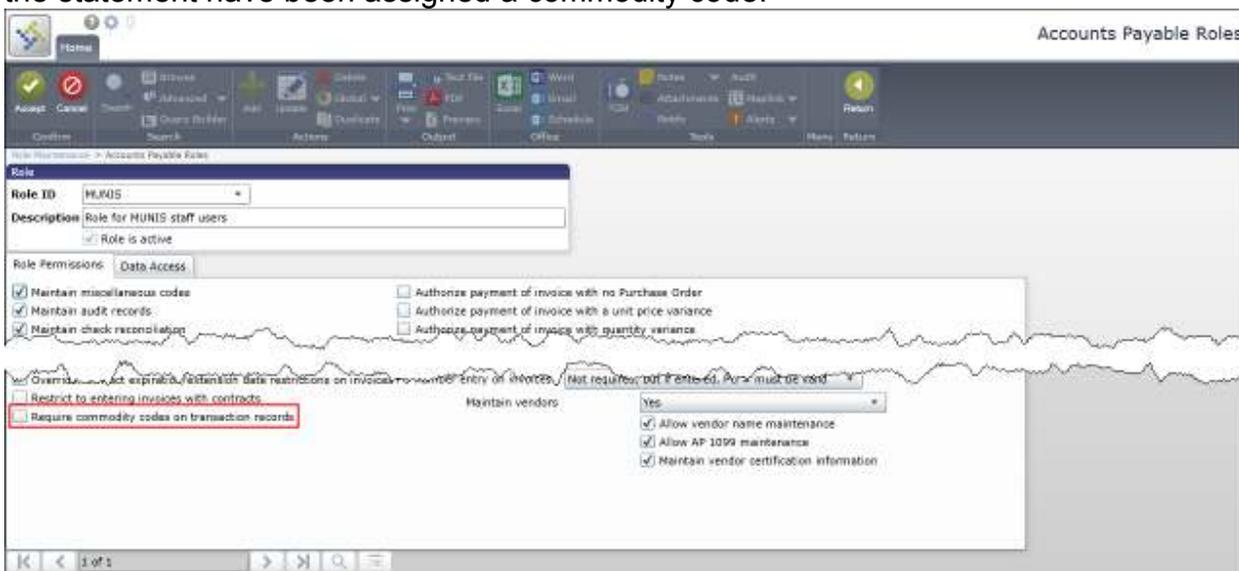
The Transactions screen of the Purchase Card Statements program contains MCC Code and Commodity Code boxes. These boxes contain the merchant category code and commodity code from the purchase order transaction. The values of the boxes can be manually entered if you have role permissions that allow you to update purchase card transactions, or the values can be imported during the purchase card import process.



Manually updating a commodity code allows you to overwrite the object code on the transaction allocations if a default object code exists for the commodity code and the following criteria are met:

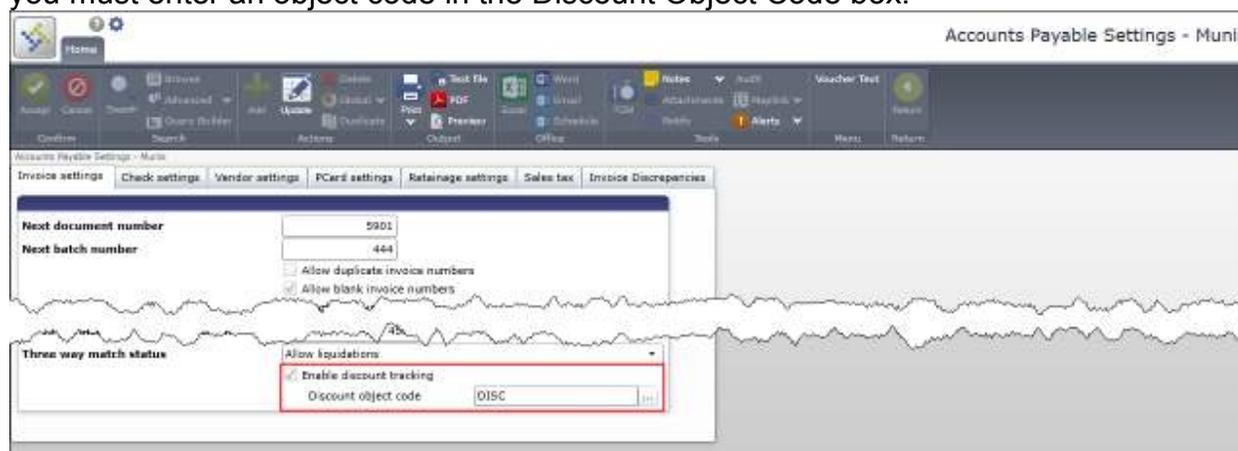
- The object code on the commodity is different from at least one of the current allocation object codes.
- None of the affected allocation lines are associated with a fixed asset.
- The object change would result in a valid account to which you have permission to post.

A Require Commodity Codes on Transaction Records check box is available in the Accounts Payable Roles program. If the check box is selected for your user role, the Purchase Card Statements program prevents you from releasing a statement until all of the transactions on the statement have been assigned a commodity code.



Discount Tracking

Munis Accounts Payable programs can track the dollar amounts of discounts taken versus discounts lost for paid invoices. The feature is activated by selecting the Enable Discount Tracking check box in the Accounts Payable Settings program. After selecting the check box, you must enter an object code in the Discount Object Code box.



The object code entered in the box should be created in the Chart of Account Segments program, with an account type of Expense, specifically for tracking discount amounts. Once the object code is created, you must associate it with each general ledger expense account in your organization's chart of accounts using the Account Master program. Attempting to post an invoice to an expense account for which the discount tracking object has not been established causes the invoice to have a status of Held. It cannot be posted until the tracking account has been created for the accounts on the invoice.

When the tracking setup is complete, each time an invoice is posted, the Invoice Entry program creates a credit transaction to the tracking expense account when a payment is made within the defined discount eligibility dates for that invoice. This transaction is created in addition to all of the standard transaction entries associated with invoice posting.

When you run the Cash Disbursements Journal program, it examines each printed check and generated electronic fund transfer and compares the dates of the transactions to the discount date of the invoices paid by the transactions. If the payment transaction occurs after the discount date, the program creates a debit against both the accounts payable control account and the discount tracking account. It then credits the cash account. This removes the discount tracking amount from the account total and ensures the discount reporting is accurate.

After the Cash Disbursements Journal is run, reports of discount amounts lost and taken are created using the Discounts Taken/Lost program.

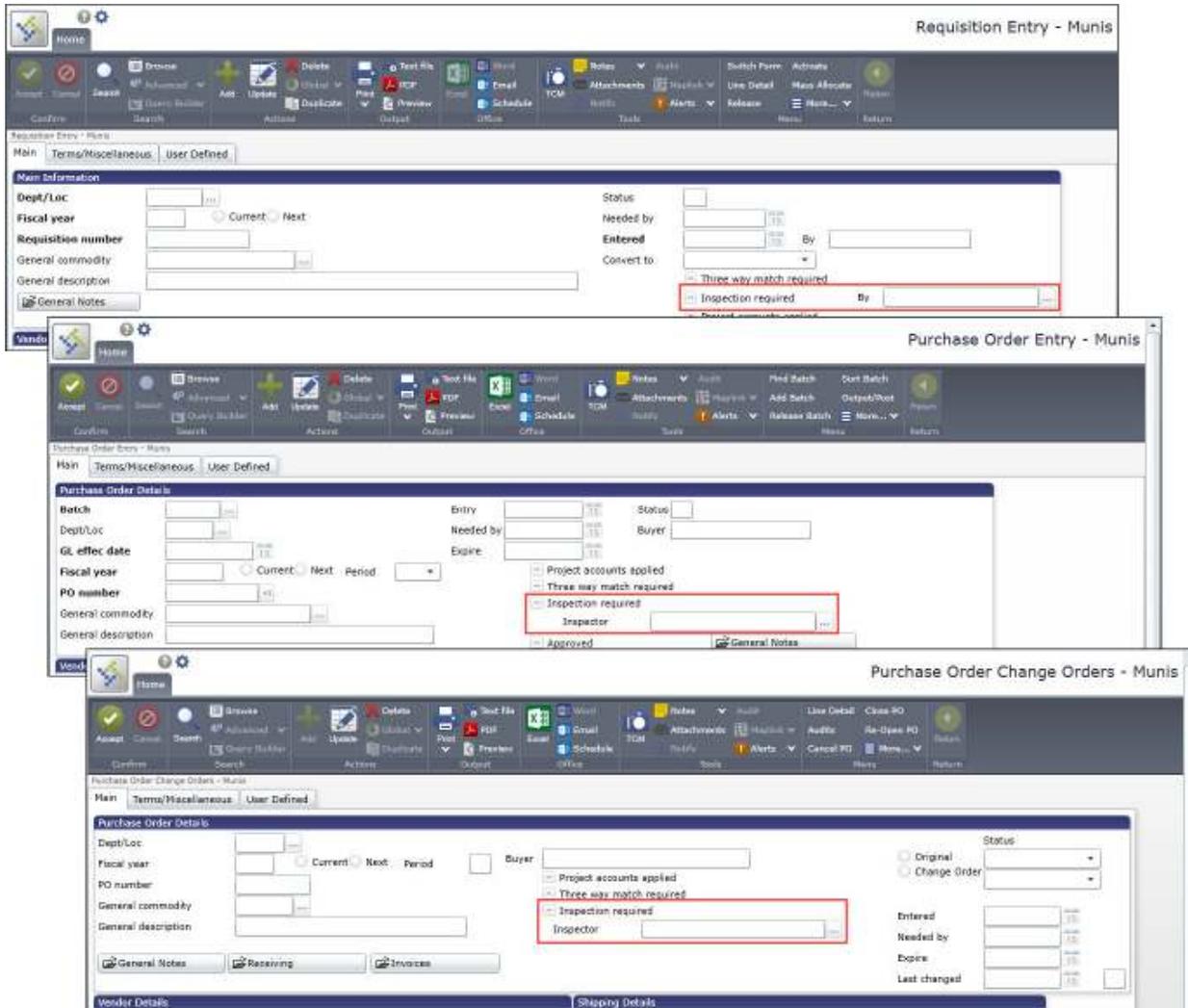


The program can be run using Munis Scheduler, and for a range of check dates, vendor numbers, and department codes. Options are available to create either a detailed or summary report and to sort the report by vendor or account number.

Four-Way Matching

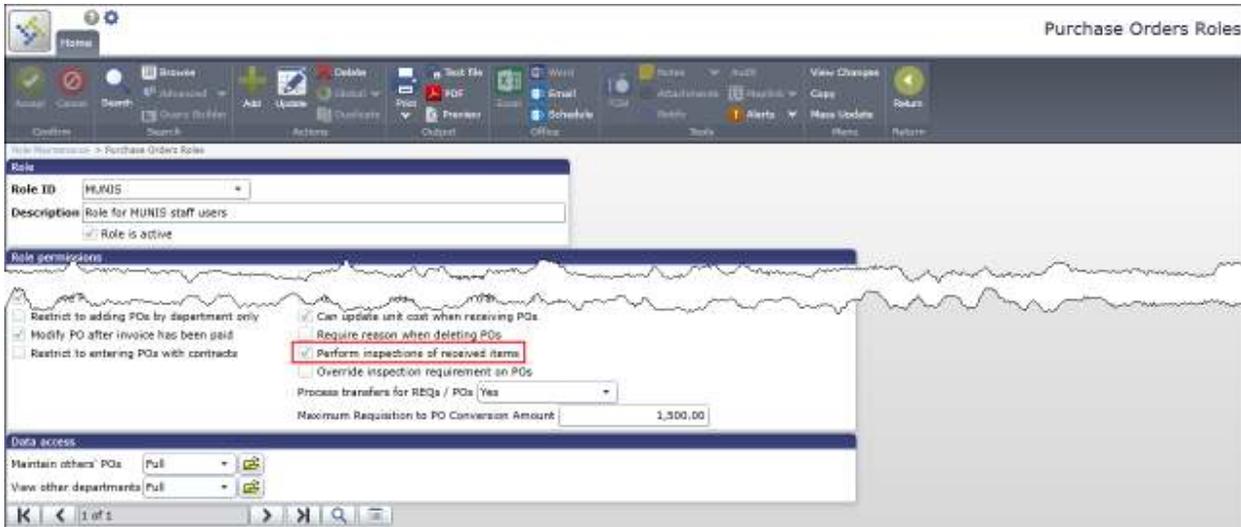
Munis supports four-way matching for accounts payable invoices. Four-way matching functions in a similar manner as three-way matching, which requires entry of invoice receiving records before an invoice can be liquidated. Four-way matching adds the requirement of inspector approval of received items.

The four-way matching requirement is activated by selecting the Three Way Match Required check box, and then entering values in the Inspection Required and By fields in Requisition Entry, Purchase Order Entry, or Purchase Order Change Orders programs. The selected inspector must approve the receipt record before you can create an invoice that liquidates a four-way match purchase order.

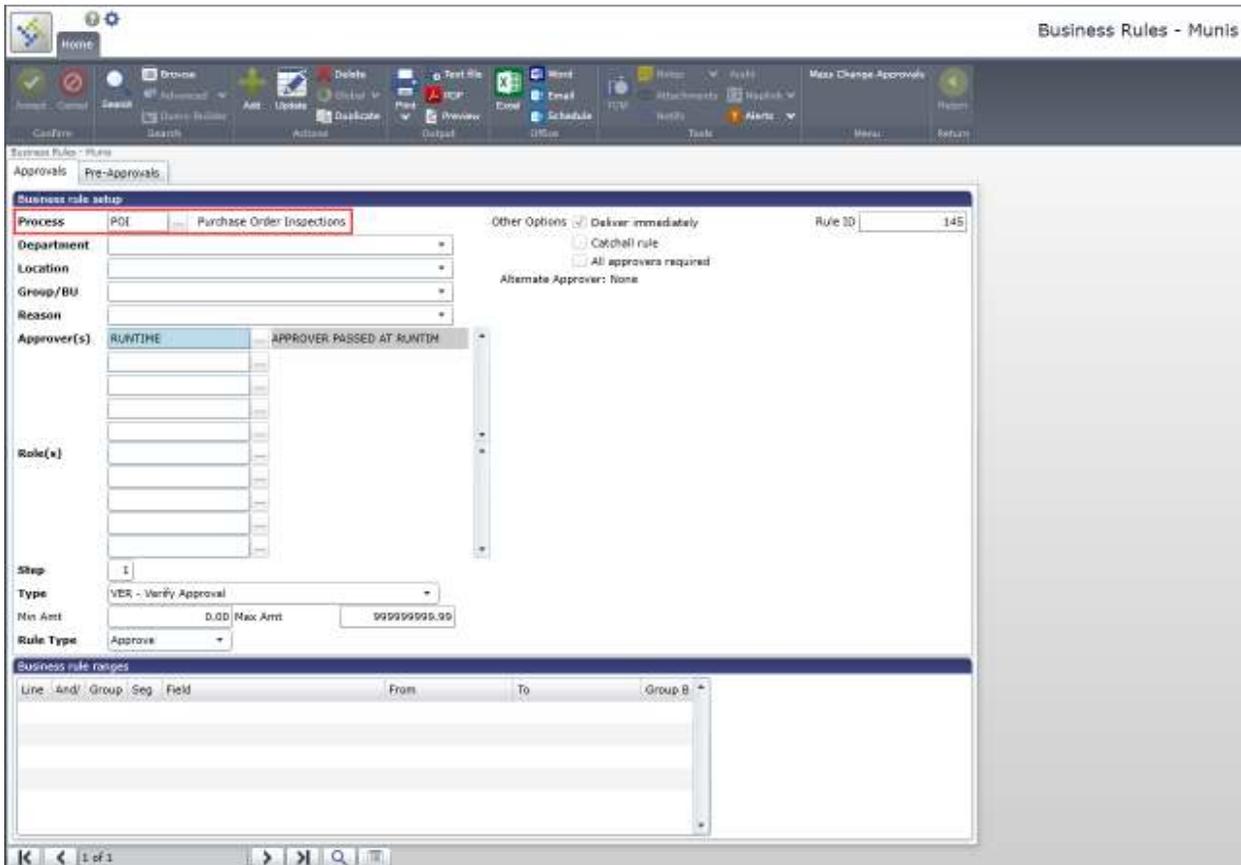


If you select the Inspection Required check box and enter an inspector in the Requisition Entry program, the values of the fields are copied to the purchase order that is created during requisition conversion.

In order to be a valid selection in the Inspector box, the Munis user must have the Perform Inspections of Received Items check box selected for their user role in Purchase Orders Roles.



The Workflow Business Rules program contains a Purchase Order Inspections (POI) business rule.

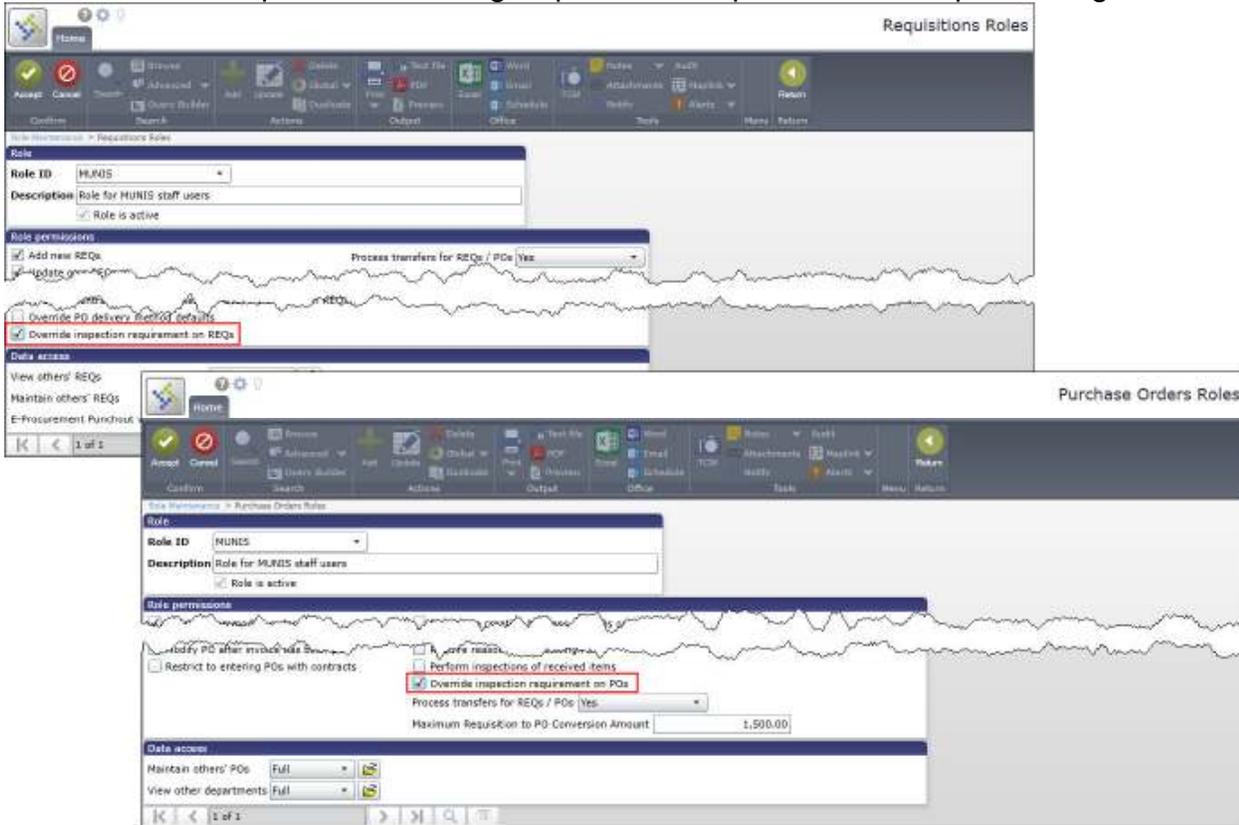


After the POI business rule is created, the Purchase Order Receiving program creates a notification to the inspector when a receiving record is entered against a purchase order. The inspector must open the Purchase Order Receiving program and use the workflow buttons to approve the receiving record. This updates the value of the Receipt Status box to Approved,

fulfills the four-way matching requirement, and allows creation of invoices against the purchase order.



The Requisition Roles and Purchase Order Roles programs contain check boxes that, when selected, allow the assigned user the ability to override the inspection requirement for a requisition or purchase order. These permissions control access to the Inspection Required check box and Inspector box during requisition and purchase order processing.

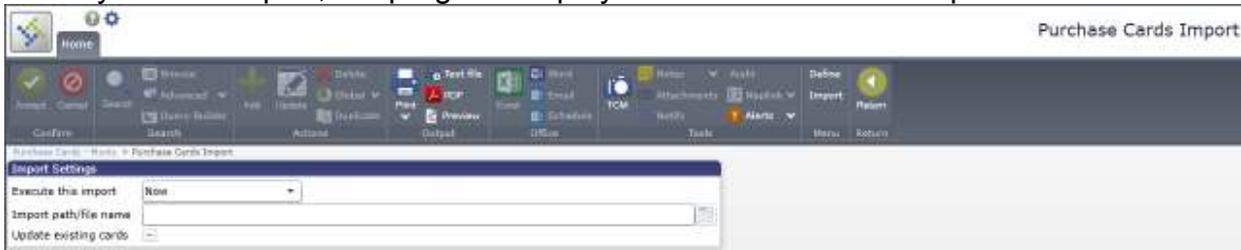


Importing Purchase Cards

An Import option is available on the ribbon in the Purchase Cards program. Clicking this option imports a listing of purchase cards from a file. This process allows you to rapidly create purchase cards without requiring manual entry of individual card information.



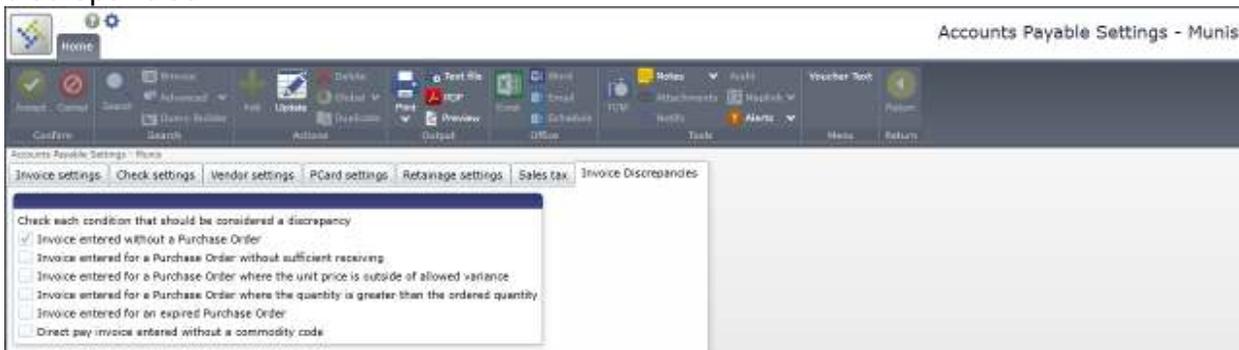
When you click Import, the program displays the Purchase Card Import screen.



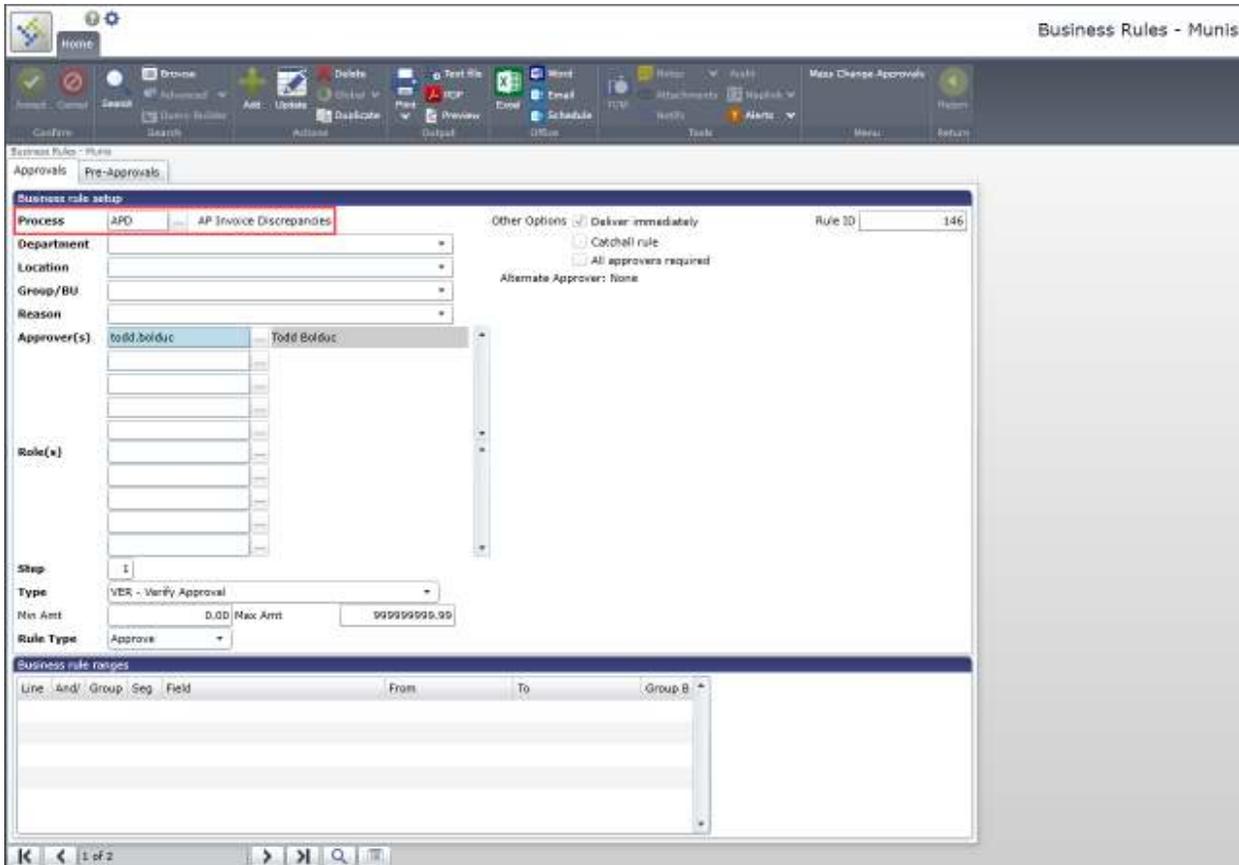
Click Define, complete the fields, and then click Accept. After completing these steps, click Import to perform the purchase card import process. Note that if you select the Update Existing Cards check box, and the import file contains information for an existing card, the program overwrites the card information as part of the import process.

Invoice Discrepancies

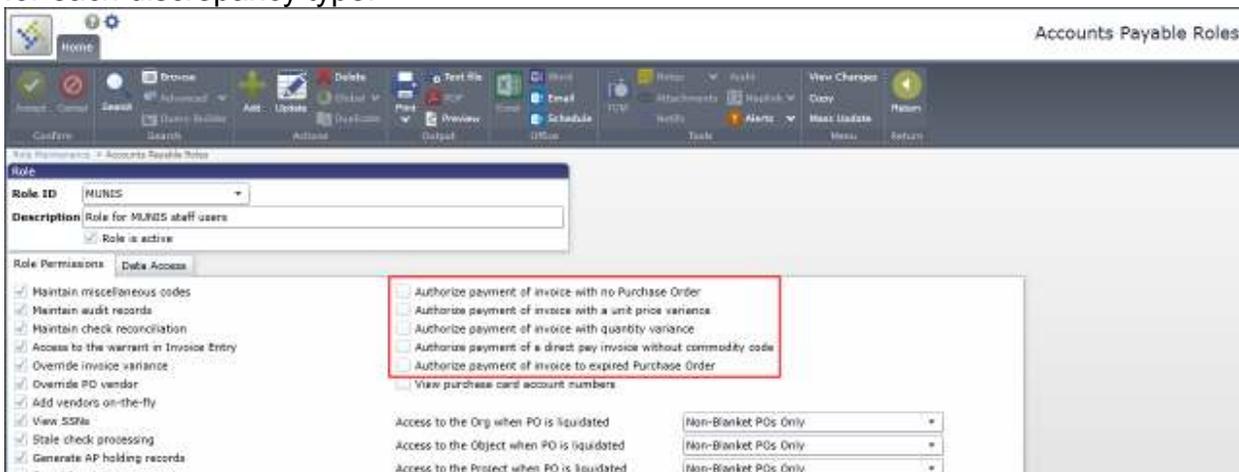
An Invoice Discrepancies tab is included in the Accounts Payable Settings program. This tab contains check boxes that determine the invoice conditions that are to be considered discrepancies.



The discrepancy criteria are evaluated when an invoice is created. When a discrepancy is found, the invoice triggers the AP Invoice Discrepancies (APD) business rule. This business rule must be created in the Workflow Business Rules program. The rule can only be set up with a type code of VER – Verify Approval. The APD business rule is designed to be used for approval of all invoice discrepancy types.

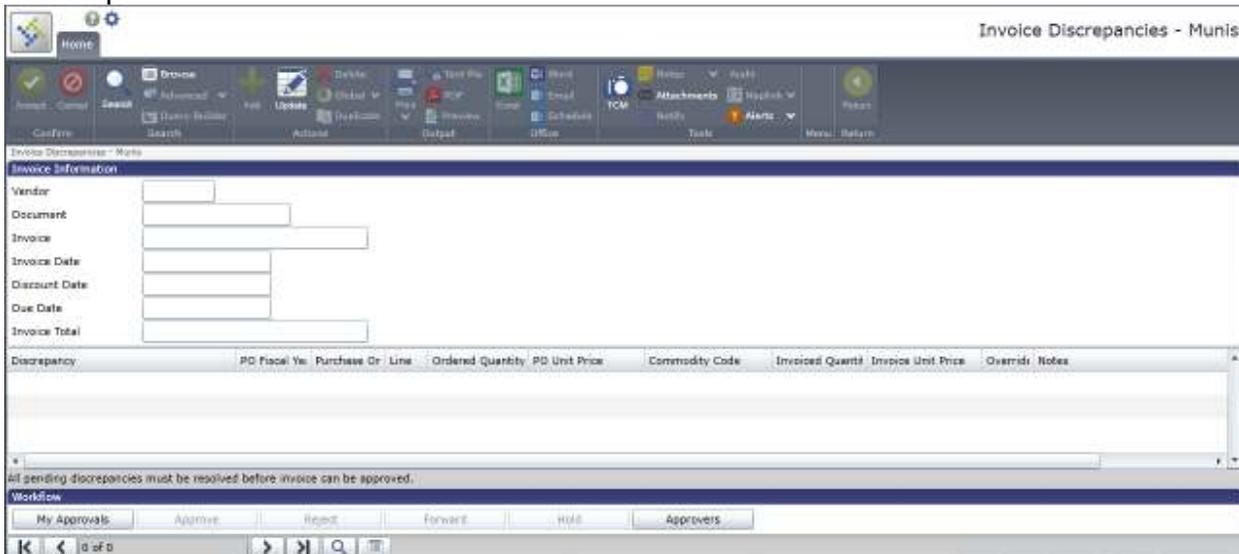


The Accounts Payable Roles program can be used to provide specific users with the ability to override specific invoice discrepancy types. This is accomplished by selecting the check boxes for each discrepancy type.



When an invoice discrepancy notification is generated by the APD business rule, the approver can reject the invoice, update the purchase order to fix the discrepancy, or approve the invoice despite the discrepancy. The approver must have the appropriate check box selected for their user role in order to approve an invoice despite a discrepancy.

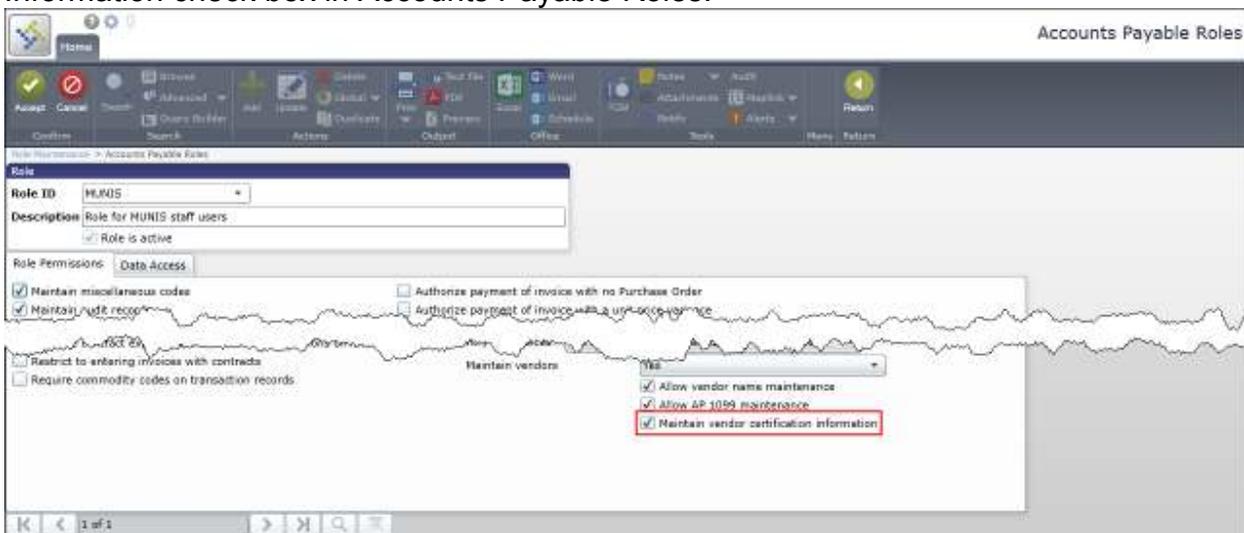
Use the Invoice Discrepancies program to view all of the invoices that possess a discrepancy that requires resolution.



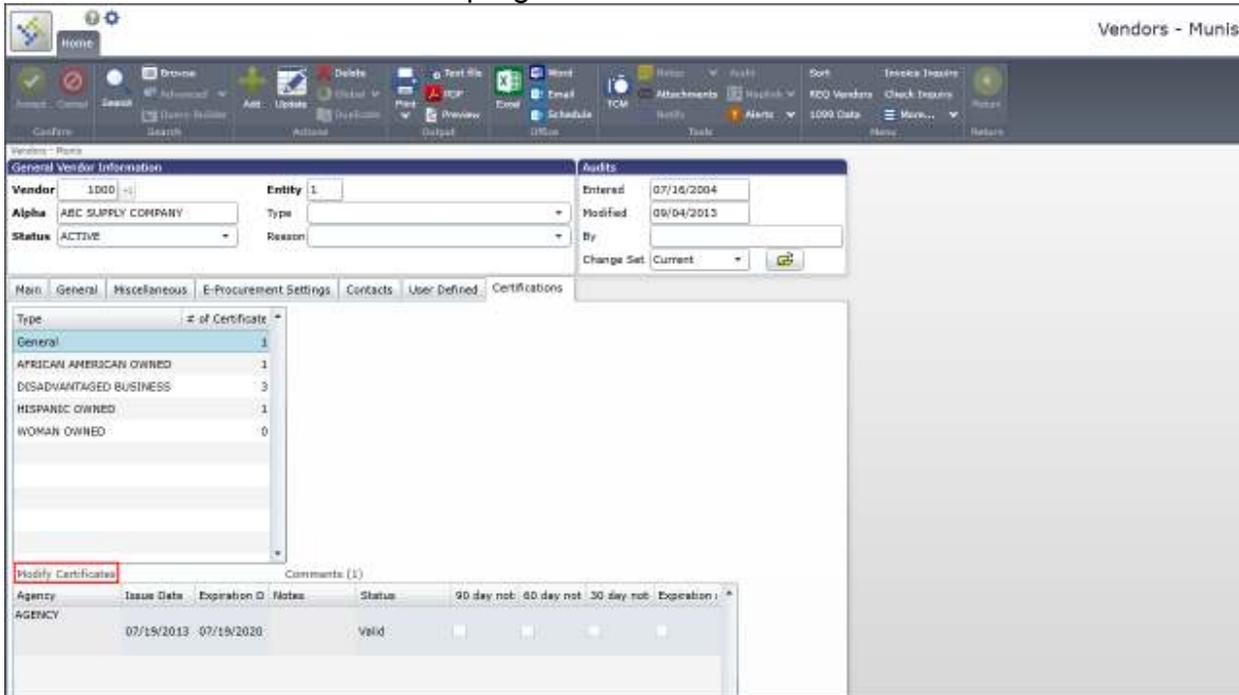
When you search for invoices based on the fields in the Invoice Information group, the results are displayed in the table. Only a user whose user role has been assigned override permissions can use the Update button to select the check boxes in the Override column. After the discrepancy has been overridden, normal invoice processing can occur.

Maintain Vendor Certification Information

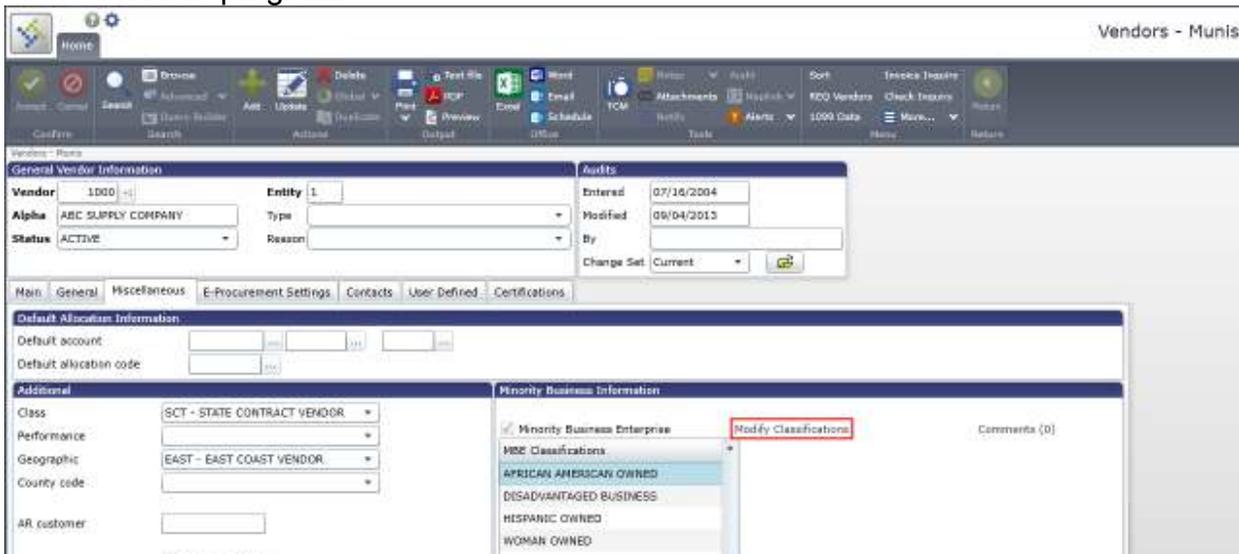
The ability to maintain vendor certifications is controlled by the Maintain Vendor Certification Information check box in Accounts Payable Roles.



The check box is not available unless you select Yes from the Maintain Vendors list. Once the check box is selected, users assigned to the role can use the Modify Certificates option on the Certifications tab of the Vendors program to maintain vendor certification information.

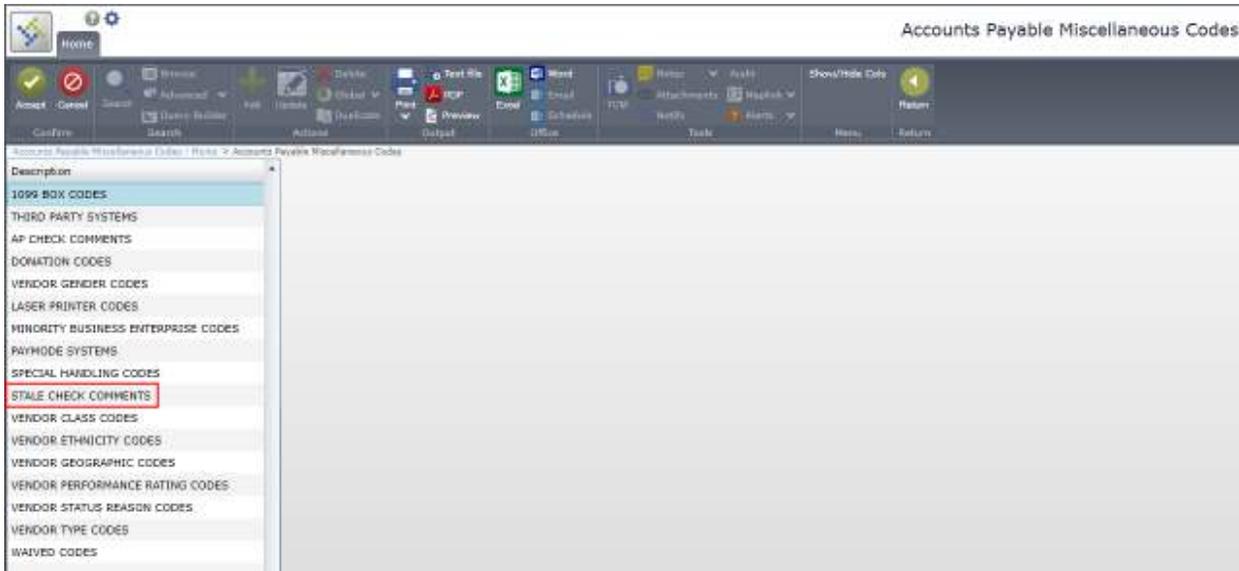


The Maintain Vendor Certification Information permission also controls access to the Minority Business Enterprise check box and the Modify Classifications option on the Miscellaneous tab of the Vendors program.

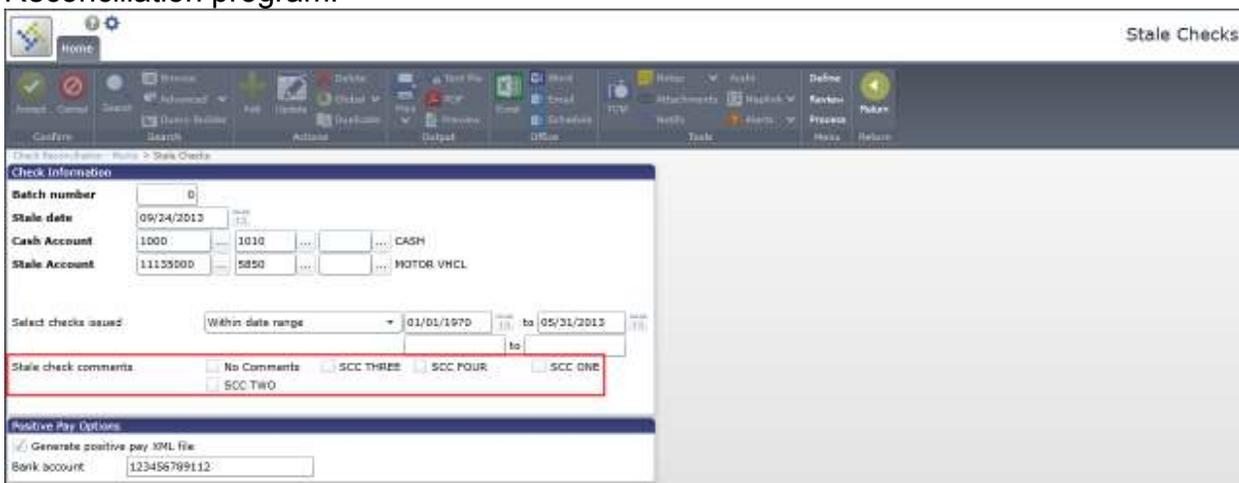


Stale Check Comments

The Accounts Payable Miscellaneous Codes program contains the Stale Check Comments code type.



Codes of this type are designed to be used in the Check Reconciliation program in order to classify stale checks. Each stale check comment code you create in Accounts Payable Miscellaneous Codes is available as a check box on the Stale Checks screen in the Check Reconciliation program.



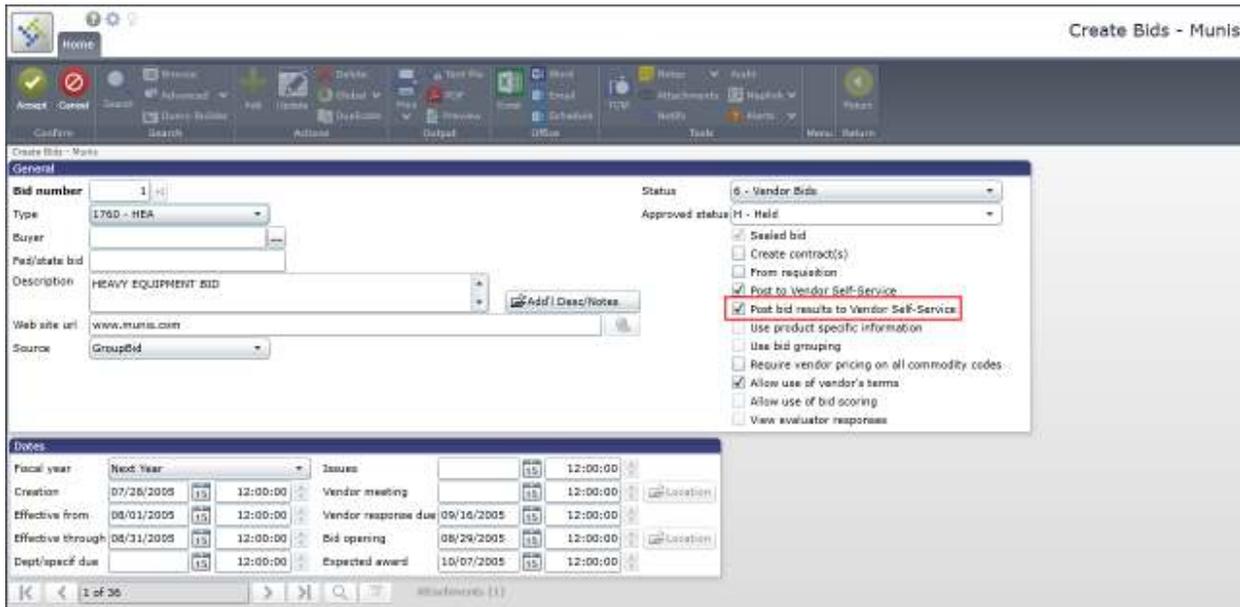
The stale check comments can be used as selection criteria when generating stale check letters to the appropriate vendors.

Bid Management

Vendor Self Service Bid Results

A Post Bid Results to Vendor Self Service check box is available in the Create Bids program. Selecting the check box for a bid record causes the program to publish the results of the

bidding to Vendor Self Service (VSS) after the bidding has closed and the bid has been awarded.



Create Bids - Munis

General

Bid number: 1
 Type: 1700 - HEA
 Buyer: [blank]
 Fed/state bid: [blank]
 Description: HEAVY EQUIPMENT BID
 Web site url: www.munis.com
 Source: GroupBid

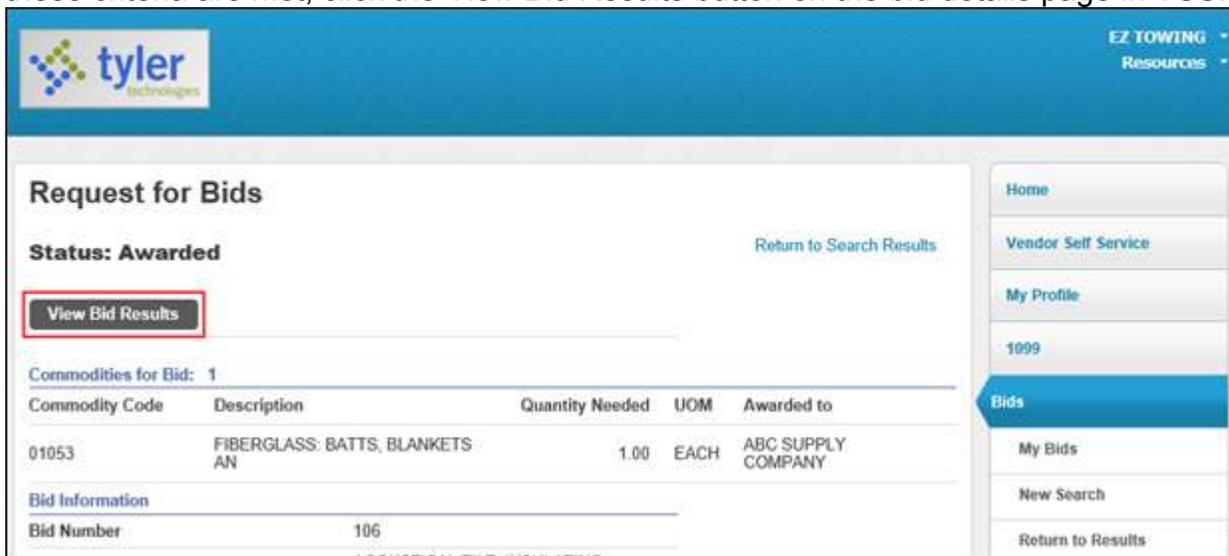
Status: 6 - Vendor Bids
 Approved status: H - Held

Sealed bid
 Create contract(s)
 From requisition
 Post to Vendor Self-Service
 Post bid results to Vendor Self-Service
 Use product specific information
 Use bid grouping
 Require vendor pricing on all commodity codes
 Allow use of vendor's terms
 Allow use of bid scoring
 View evaluator responses

Notes

Fiscal year	Next Year	Issues		
Creation	07/26/2005	13	12:00:00	Vendor meeting
Effective from	08/01/2005	13	12:00:00	Vendor response due
Effective through	08/31/2005	13	12:00:00	Bid opening
Dept/specif due		13	12:00:00	Expected award

To view the bid results, the bid must have a status of 8 – Awarding or 9 – Closed and the Approved Status must be Approved. The bid must also contain at least one commodity code. If these criteria are met, click the View Bid Results button on the bid details page in VSS.



Request for Bids

Status: Awarded [Return to Search Results](#)

Commodities for Bid: 1

Commodity Code	Description	Quantity Needed	UOM	Awarded to
01053	FIBERGLASS: BATTS, BLANKETS AN	1.00	EACH	ABC SUPPLY COMPANY

Bid Information

Bid Number: 106

Navigation: Home, Vendor Self Service, My Profile, 1099, Bids, My Bids, New Search, Return to Results

Clicking the button causes Vendor Self Service to open the Bid Results page. This page lists all of the vendors that submitted a bid, the number of awarded items, and the makeup of each vendor's bid. The page can be viewed without logging in to Vendor Self Service, as the results of bidding are public domain information.

Bid Results
 Bid Number: 106 [Return to Bid Details](#)

ABC SUPPLY COMPANY **Awarded Items: 1**

Quantity	Description	Unit	Unit Price	Total	Awarded
1.00	FIBERGLASS BATT, BLANKETS AND ROLLS		\$300.00	\$300.00	Yes

ABLE CONCRETE **Awarded Items: 0**

Quantity	Description	Unit	Unit Price	Total	Awarded
1.00	FIBERGLASS BATT, BLANKETS AND ROLLS		\$500.00	\$500.00	No

Navigation menu: Home, Vendor Self Service, My Profile, 1099, Bills, Checks, Invoices, Purchase Orders

Budgeting

Define/Start Budget Projection

When creating a budget projection, the Define/Start Budget Projection program allows you to select Prior Year Remaining Available Budget from the Budget Amounts to Use list. The option is available for all fund types, and selecting it for a fund causes the program to enter the prior year's last available budget amount as the original amount in the new projection.

Define/Start Budget Projection - Munis

Projection Detail:
 Projection number: 55512, Budget year: 2010
 Description: PROJECTION
 Ceiling percent: .00
 Budget type: Operating Budget
 Fund type: Annual funds

Budget Amounts:
 Budget amounts to use: **Prior yr remaining avail bud**
 Additional percentage: 0.00

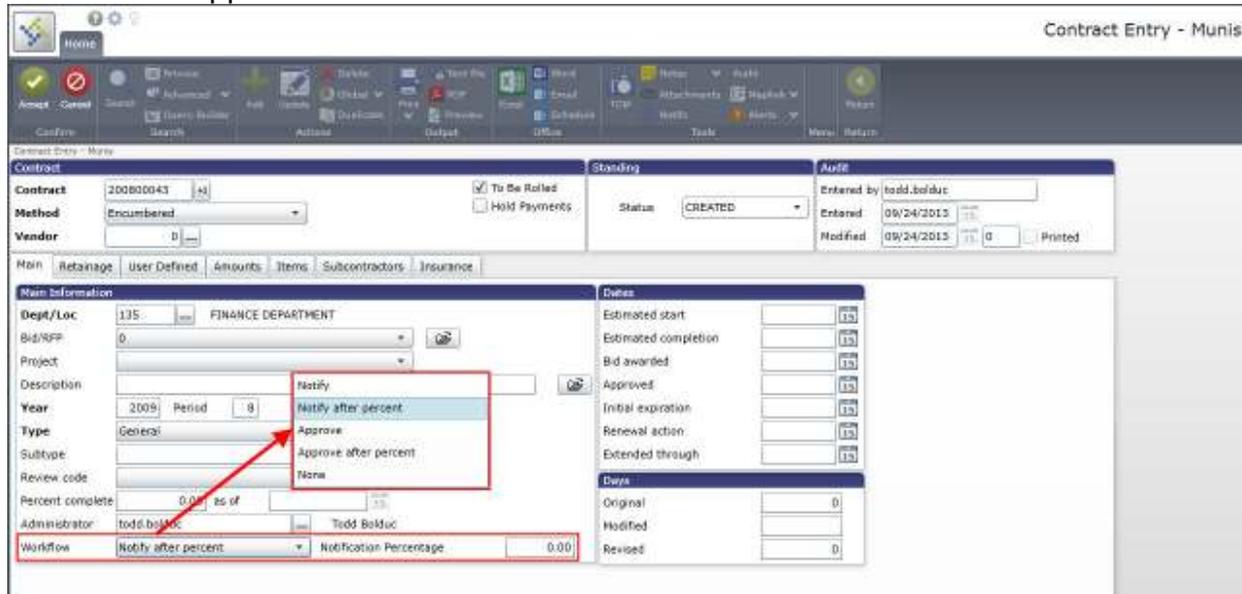
Budget Amounts List (highlighted):
 Next yr req level 1
 Current yr original
 Current yr revised
 Current yr actual
 Prior yr original
 Prior yr revised
 Prior yr actual
 Prior yr 2 original
 Prior yr 2 revised
 Prior yr 2 actual
 Prior yr 3 original
 Prior yr 3 revised
 Prior yr 3 actual
 Current yr revised, no CFWD
 Prior yr revised, no CFWD
 Prior yr 2 revised, no CFWD
 Prior yr 3 revised, no CFWD
Prior yr remaining avail bud
 Zero budget amounts

Contract Management

Contract Entry

Contract Workflow Options

The Workflow list in the Contract Entry program contains two additional options: Notify After Percent and Approve After Percent.



The screenshot shows the 'Contract Entry - Munis' application window. The 'Contract' section displays details for contract 200800043, with a status of 'CREATED'. The 'Workflow' dropdown menu is open, showing options: 'Notify', 'Notify after percent', 'Approve', 'Approve after percent', and 'None'. A red box highlights the 'Notify after percent' option, and a red arrow points to it. The 'Notification Percentage' field is set to 0.00.

Selecting Notify After Percent causes the program to only create a notification to the contract administrator when the percentage defined in the Notification Percentage box has been expended. When you select Approve After Percent, the Contract Entry program only includes the administrator in the workflow process after the defined expenditure percentage has been reached. If you select Notify After Percent or Approve After Percent from the Workflow list, you must enter a value greater than zero in the Notification Percentage box.

These list options are designed to allow the contract administrator to only receive contract notifications when the contract nears completion, instead of receiving notifications throughout the life of the contract.

Copying Contracts

The Contract Entry program can create new contract records by copying existing contract records. This is done by clicking Duplicate on the Munis ribbon.

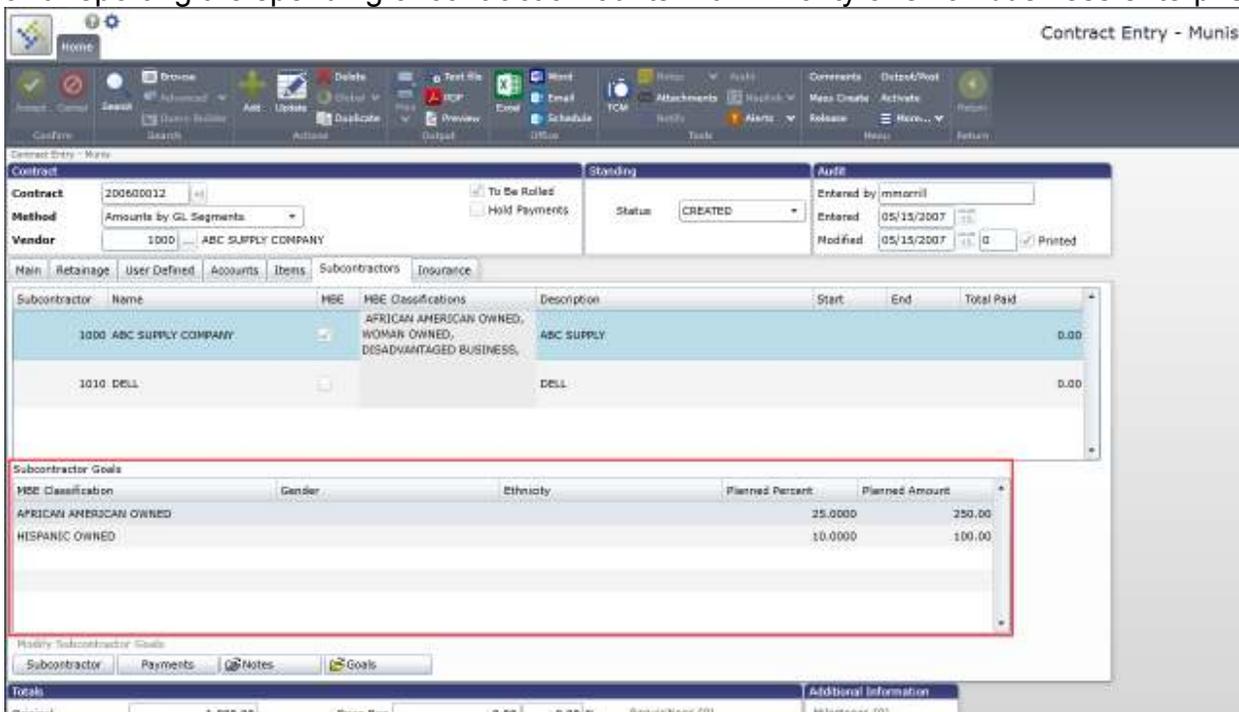


Only contracts with an enforcement method of Not to Exceed can be copied. Attempting to duplicate a contract that does not meet these criteria causes the program to display an error message.

When you click Duplicate, the program automatically selects the next available contract number and opens the fields for entry. You can retain the information from the original contract or modify the data for the new contract.

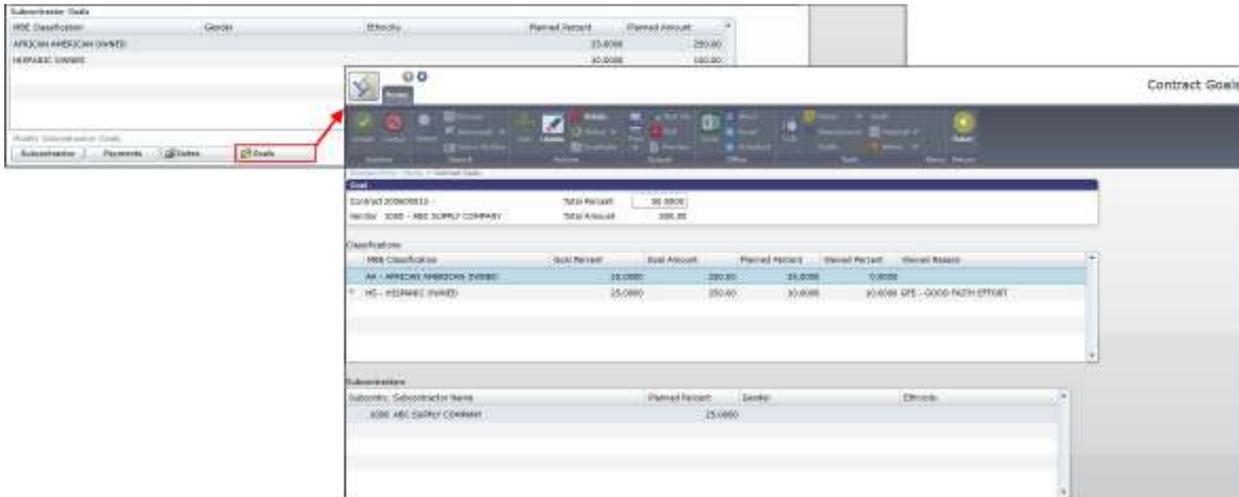
Subcontractor Goals

A Subcontractor Goals table has been added on the Subcontractors tab in the Contract Entry and Contract Change Orders programs. The table is designed to assist in tracking, enforcing, and reporting the spending of contract amounts with minority or small business enterprises.

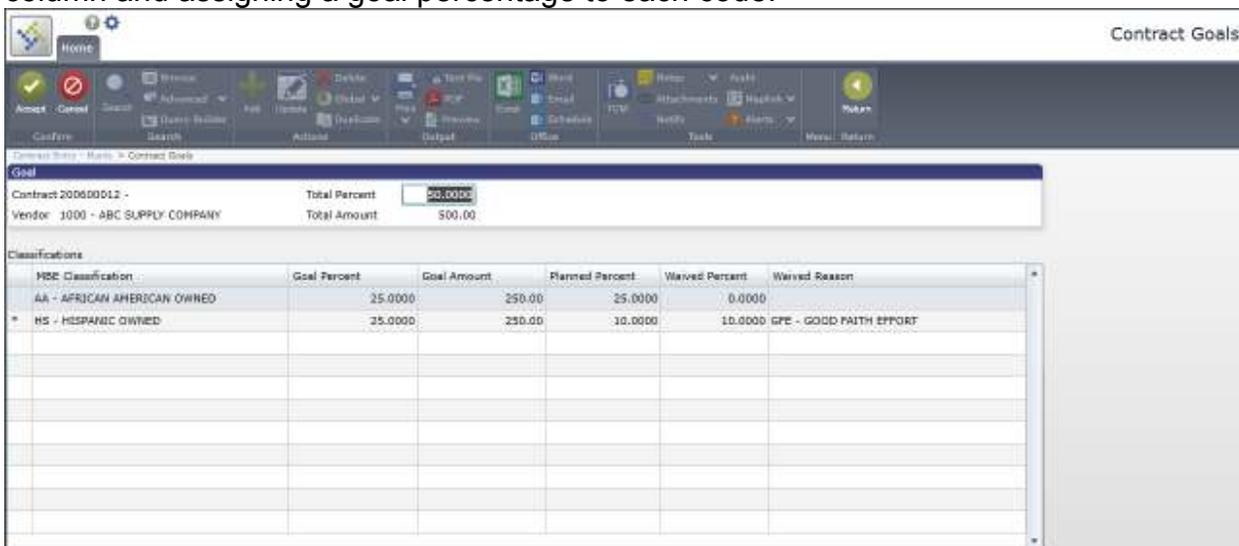


The table displays the planned percentage and dollar amount to be spent with businesses that possess minority business enterprise certifications.

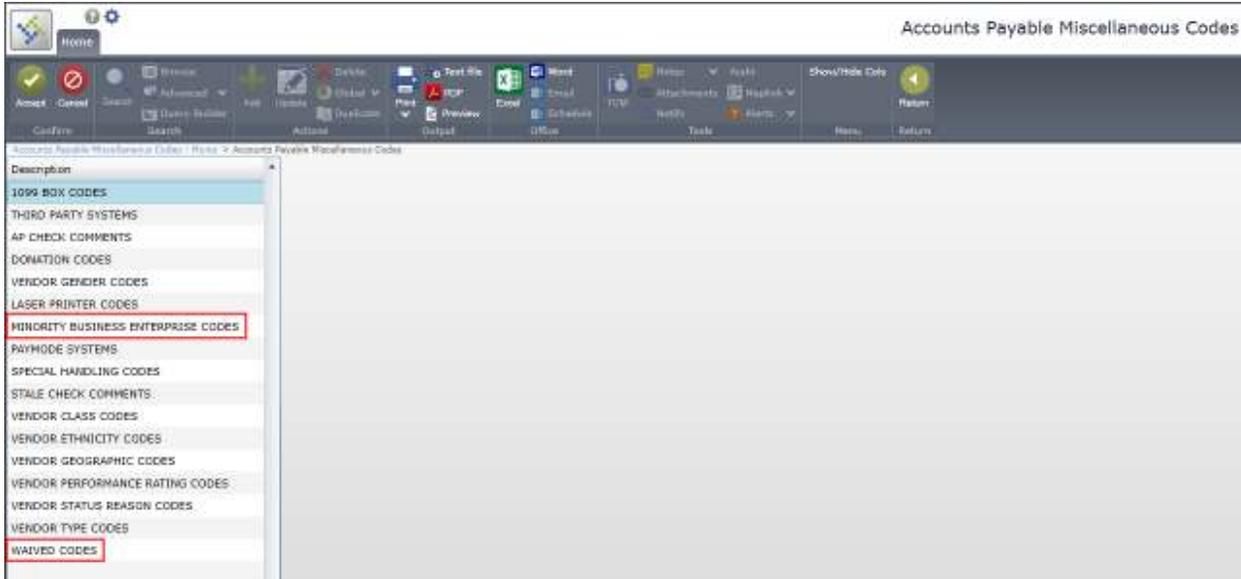
You must click the Goals button to define the overall contract MBE percentage totals. This opens the Contract Goals screen, which is used to view and maintain goal details for the contract.



On the ribbon, click Update to open the fields on the screen for entry. You must first enter a total percentage in the Total Percent box. After entering the total percentage, define the classification codes that make up the percentage by selecting them in the MBE Classification column and assigning a goal percentage to each code.



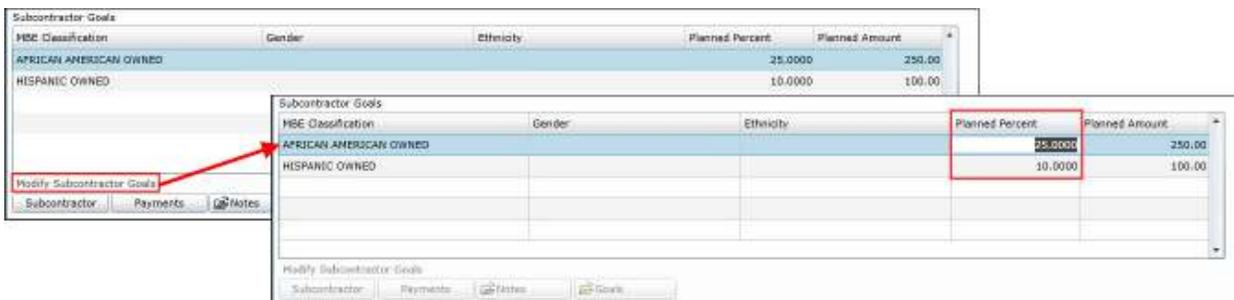
Percentages that have been waived are entered in the Waived Percent box. If you enter a value in the box, you must select a waived reason code. The codes available from the list are defined in the Accounts Payable Miscellaneous Codes program.



After you complete the Contract Goals screen, click Accept and then return to the main Contract Entry screen.

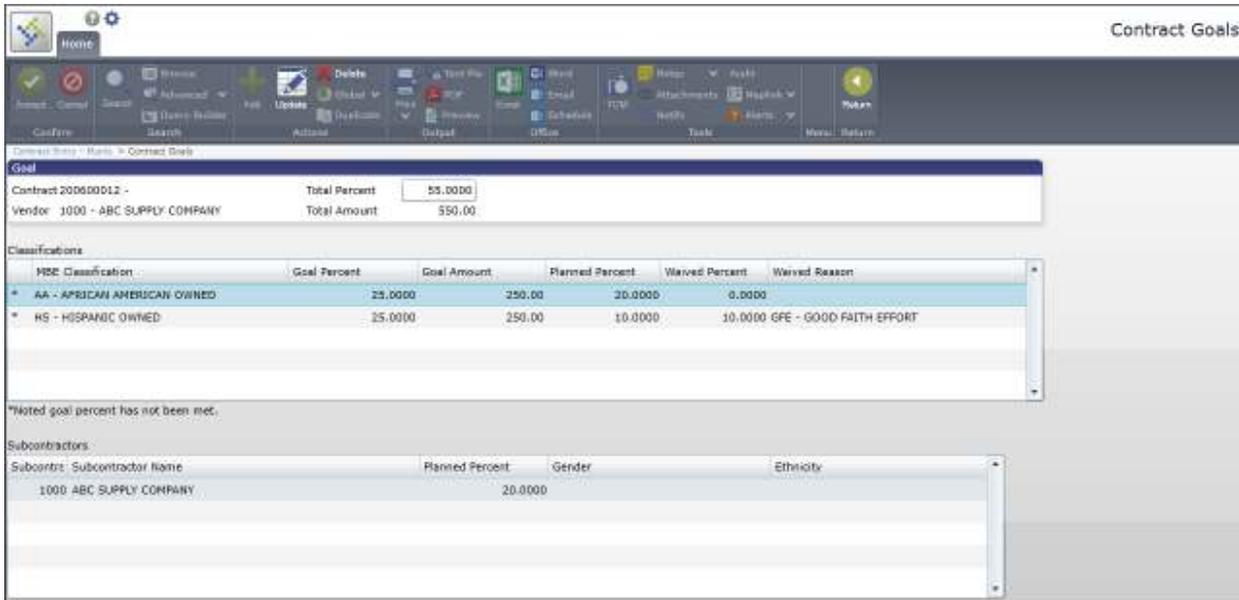
In order to enter information in the Subcontractor Goals table, the contract must have at least one subcontractor. That subcontractor must have at least one minority business enterprise certification.

Click the subcontractor that has MBE certifications to highlight it, and then click Modify Subcontractor Goals. The program opens the Subcontractor Goals table for entry of planned percentages to be met by using the subcontractor.



Complete the planned percentage values. The program automatically calculates the Planned Amount column based on these percentages and the contract amount. Clicking Accept saves the percentages.

Use the Goals button to view the updated contract goal values.

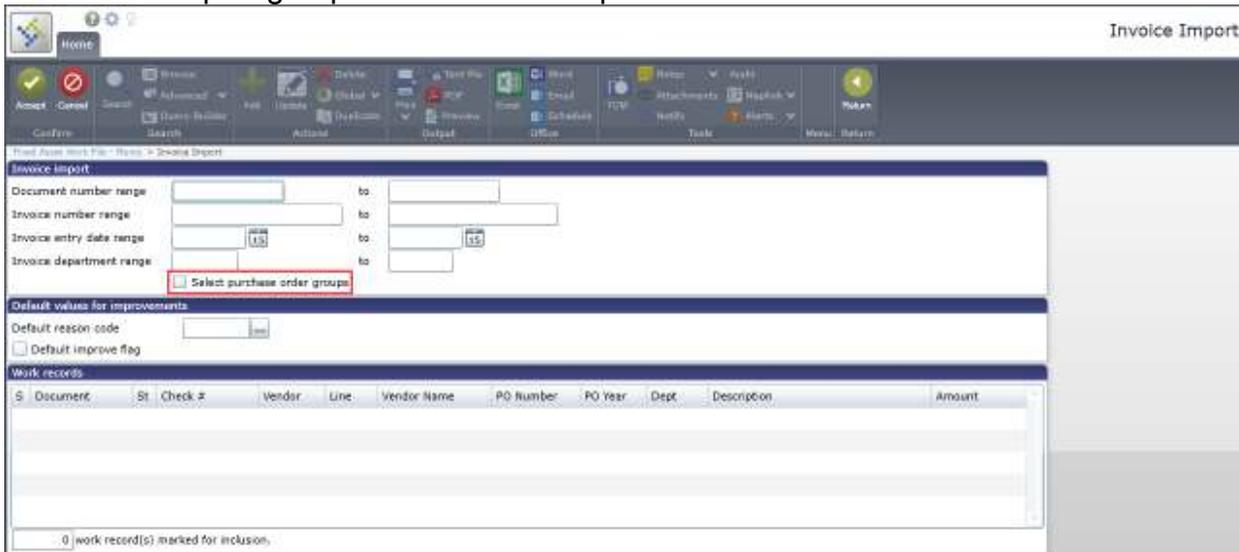


Fixed Assets

Fixed Asset Work File

Purchase Order Groups

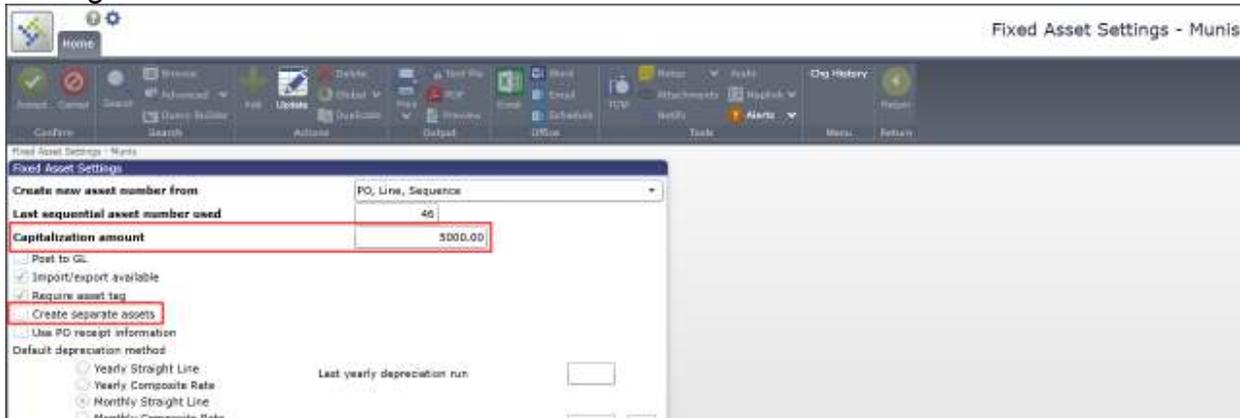
The Fixed Asset Work File program contains a Select Purchase Order Groups check box in the Invoice Import group on the Invoice Import screen.



If you select the check box when defining the invoice import, the program automatically selects all work records that have the same purchase order number when you select a check box in the Work Records table. The selection is based on the value of the PO Number and PO Year

columns in the table. The check box has no effect if only one work record is associated with a purchase order.

When performing an import, the program can split invoices into separate work records based on the value of the Capitalization Amount and Create Separate Asset fields in Fixed Asset Settings.



If the capitalization amount is greater than the imported invoice amount, and the Create Separate Assets check box is cleared, the Fixed Asset Work File program only generates a single fixed asset work file record. If the check box is selected, the program creates a number of fixed asset work file records that matches the quantity on the invoice.

Work Order Assets

The Fixed Asset Work File program can create work order asset records at the same time it creates fixed asset records. In order to create a work order asset record, you must select the Create Work Order Asset check box. The check box is not available if your organization does not use the Munis Work Orders, Fleet, and Facilities product.

Fixed Asset Work File - Munis

Work record number: 3
Source: AP

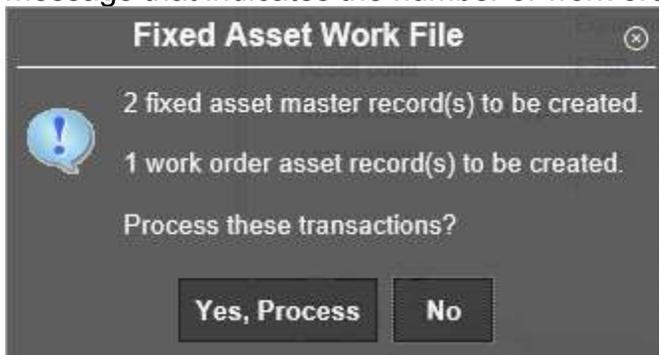
Imported information
 PD number: 20060021 Year: 2006 Line #: 1 Seq no: 1
 Line desc: PUBLIC WORKS CAR
 Document: 409 Status: P Check #: 99958
 Project: ...
 Purchase cost: 1,212.00 Entry date: 02/28/07
 Vendor: 1007 FORD MOTOR COMPANY
 Department: PIN PD

Fixed Asset
 Create or improve: ...
 Asset to improve: ...
 Improvement reason code: ...
 Commodity: ...
 Product ID: ...
 Class code: 40 MACHINERY
 Sub-class: 43 VEHICLES
 Est life: 5
 Tag: 1111324
 Serial: ...
 Location: ... Room: ... Room: ...
 Custodian: FAC FIXED ASSET CUSTODIAN
 Depreciate
 Disposal Restriction

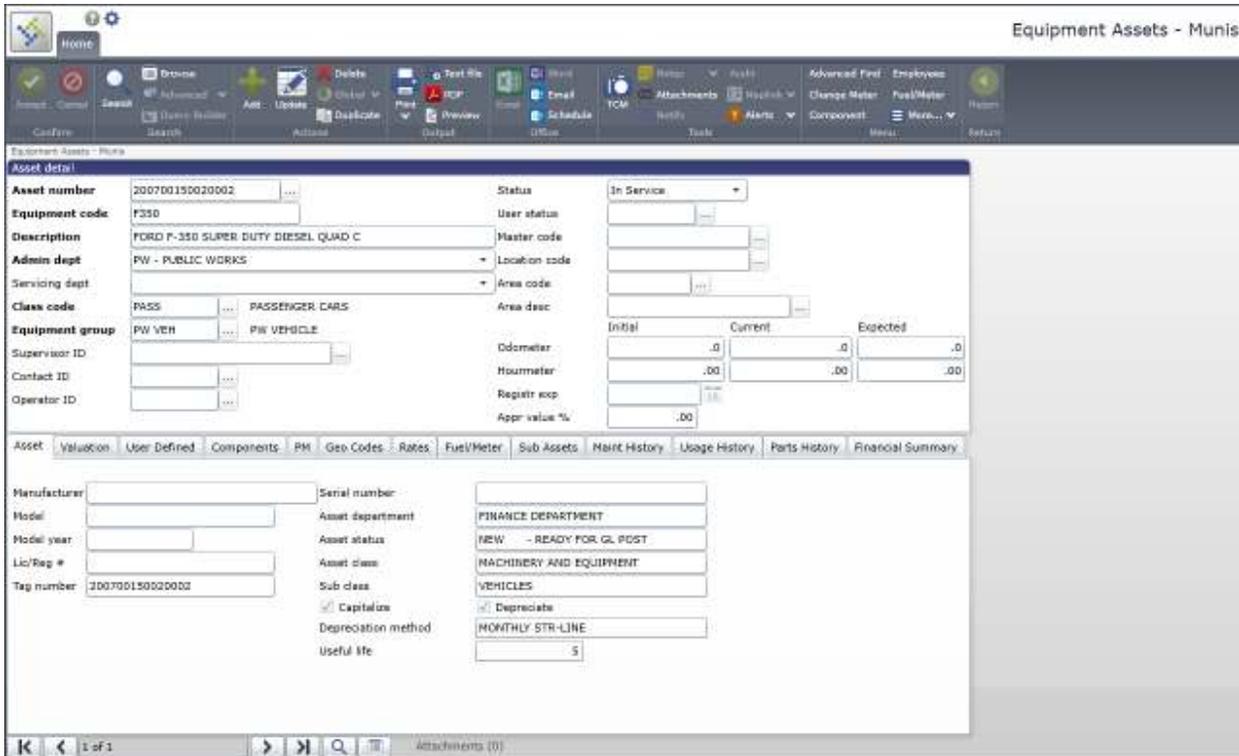
Work Order Asset
 Create Work Order asset
 Asset type: Equipment
 Asset code: #350
 Infrastructure/Street type: ...
 Description: PUBLIC WORKS CAR
 Admin department: PW - PUBLIC WORKS
 Class code: PASS PASSENGER CARS
 Group code: PW VEH PW VEHICLE

Field Name	Required	Code	Value
FUEL CODE			UNLEAD

If you select the check box, you must complete the rest of the fields in the Work Order Asset section. After you complete the fields and process the work file, the program displays a message that indicates the number of work order asset records to be created.



After the work order asset is created, it can be viewed in the appropriate work order asset maintenance program.



General Ledger

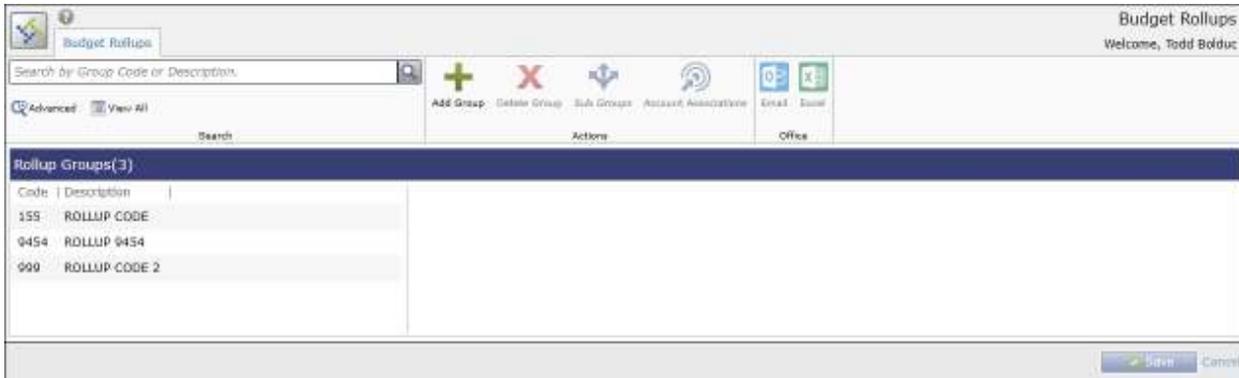
Account Merge

The Account Merge program is available. Use this program to merge two accounts into a single account. The historical data from the original account is added to the target account. Perform a mass merge by clicking Mass Account Merge Import on the ribbon and defining the import file.



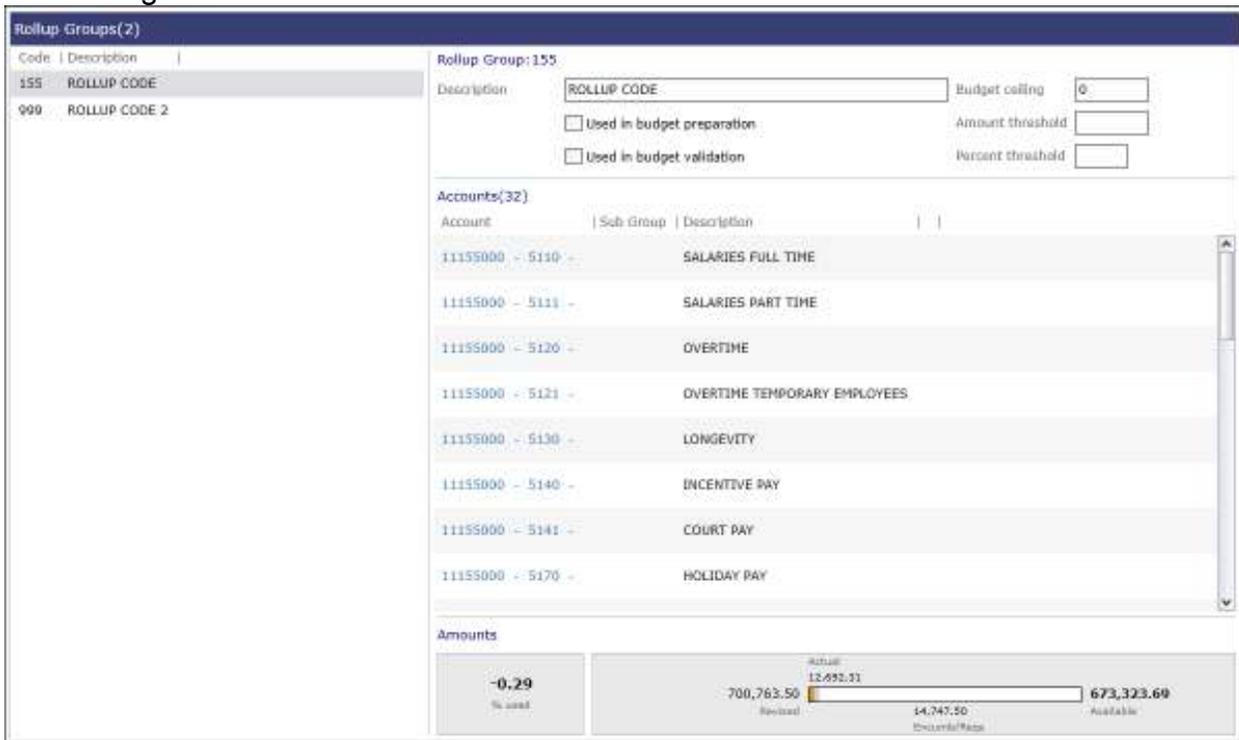
Budget Rollups

The Budget Rollup Groups program has been removed and replaced with the Budget Rollups program.

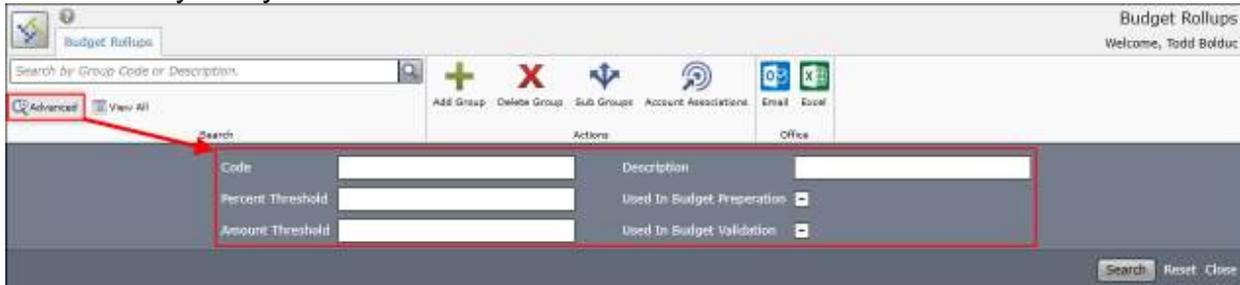


The Budget Rollups program links general ledger accounts together in order to create budget rollup groups and subgroups. Accounts that have been combined into a budget rollup group or subgroup use the combined budget of all accounts in the group as the available budget for transactions. For example, Account A has a budget of \$10,000 and Accounts B and C each have a budget of \$1,000. If these three accounts are assigned to budget rollup group ABC, the available budget for the rollup group is \$12,000. A transaction of \$2,000 entered against Account B will be allowed due to the combined budget of the rollup group.

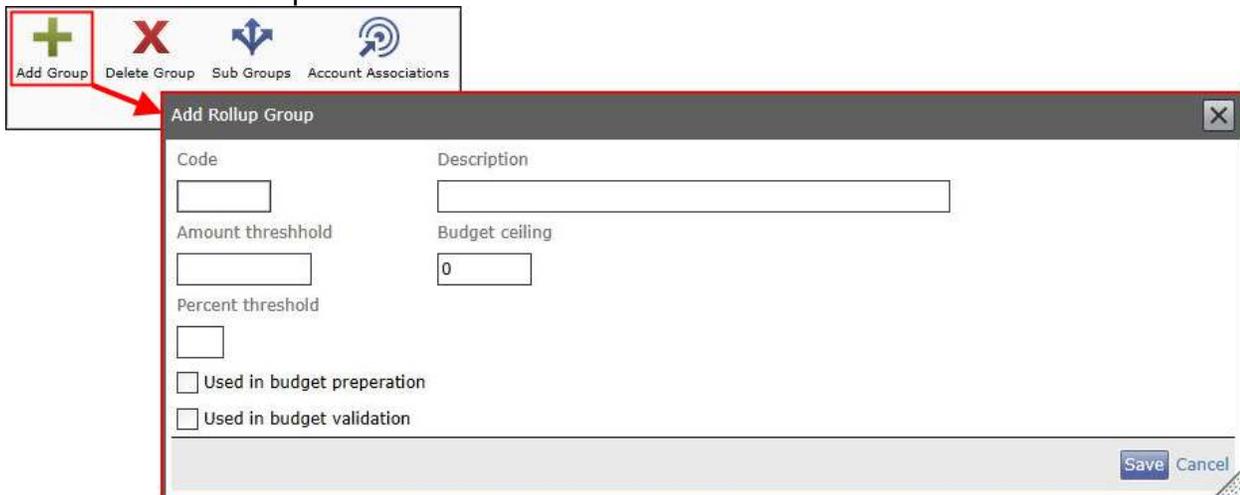
When you open Budget Rollups, it immediately displays all of the rollup codes that exist for your organization. Click a rollup code to display its details and a list of accounts to which it has been assigned.



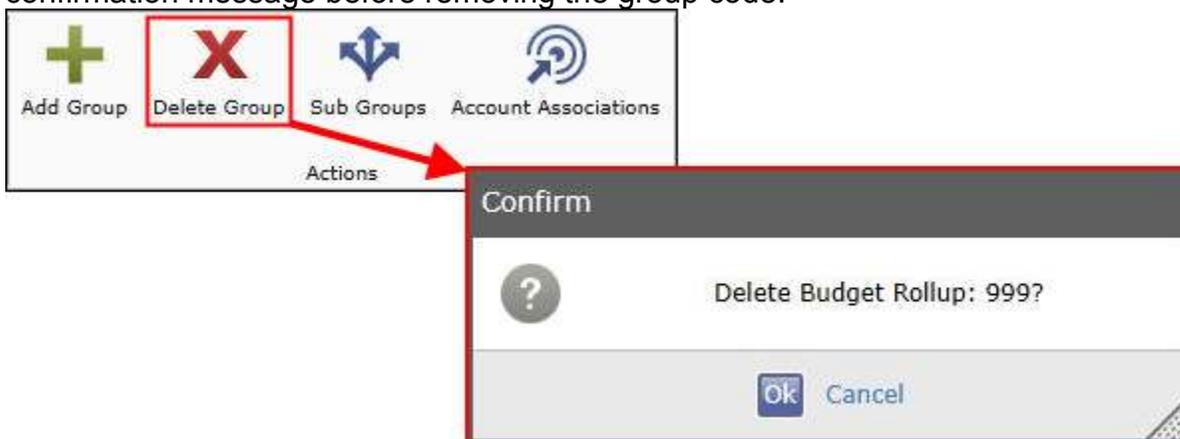
Use the Search box to find a specific rollup code or click Advanced to expand the search pane and display additional search criteria boxes. Clicking View All displays all of the rollup codes that exist in your system.



Clicking Add Group opens the Add Rollup Group dialog box, which contains the data needed to create a new rollup code.



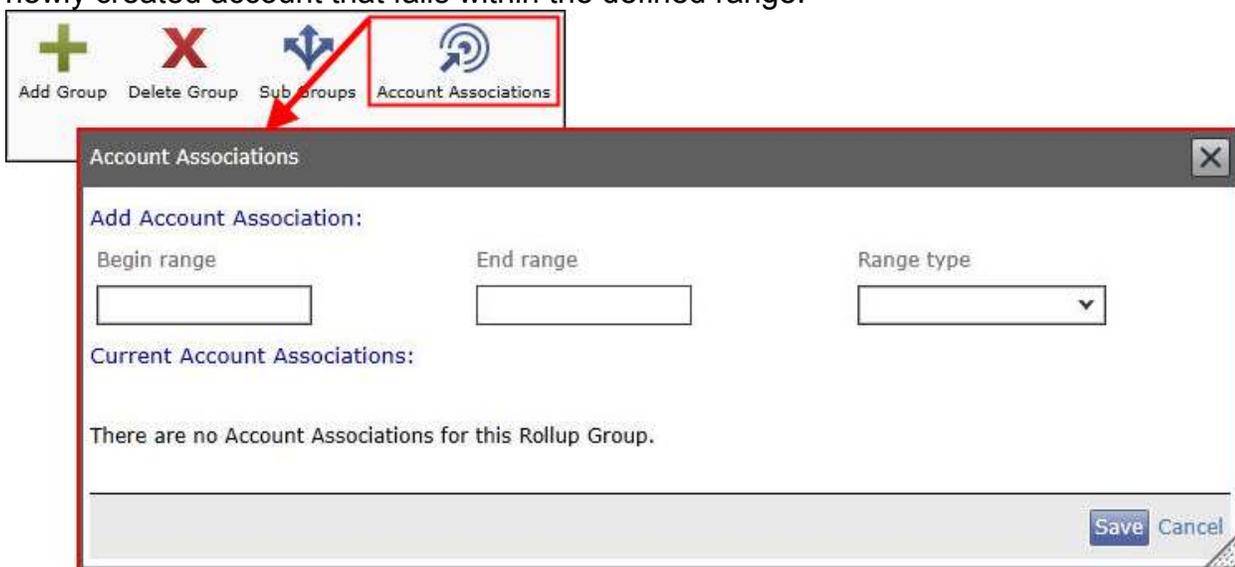
To remove a code, highlight the code and then click Delete Group. The program displays a confirmation message before removing the group code.



When you click Sub Groups, the Budget Rollups program displays the Add Sub Rollup Group dialog box. Use this dialog box to define a new sub group.

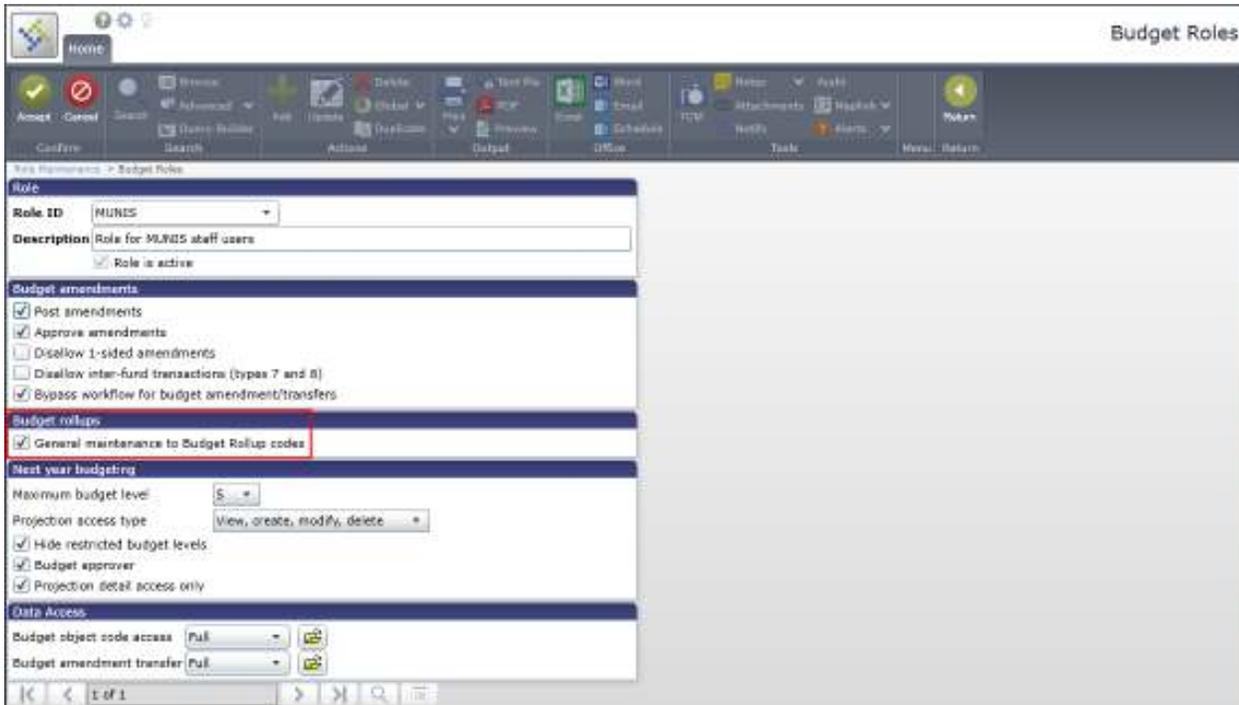


Click Account Associations to open the Account Associations dialog box, which allows you to automatically add the rollup code to all accounts in a defined range. This also causes the Account Master and Chart Manager programs to automatically add the rollup code to any newly created account that falls within the defined range.

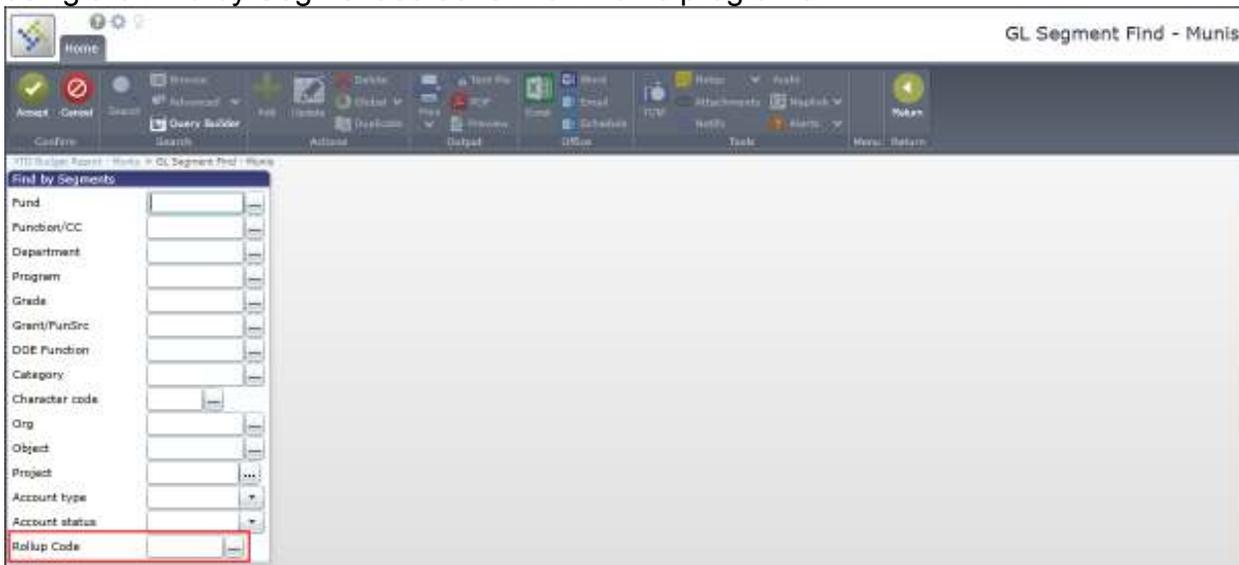


Export the active set of rollup code information to an email or Excel by clicking the Email and Excel buttons on the ribbon.

In order to maintain budget rollup group codes, your user role must be assigned the General Maintenance to Budget Rollup Codes permission in Budget Roles.

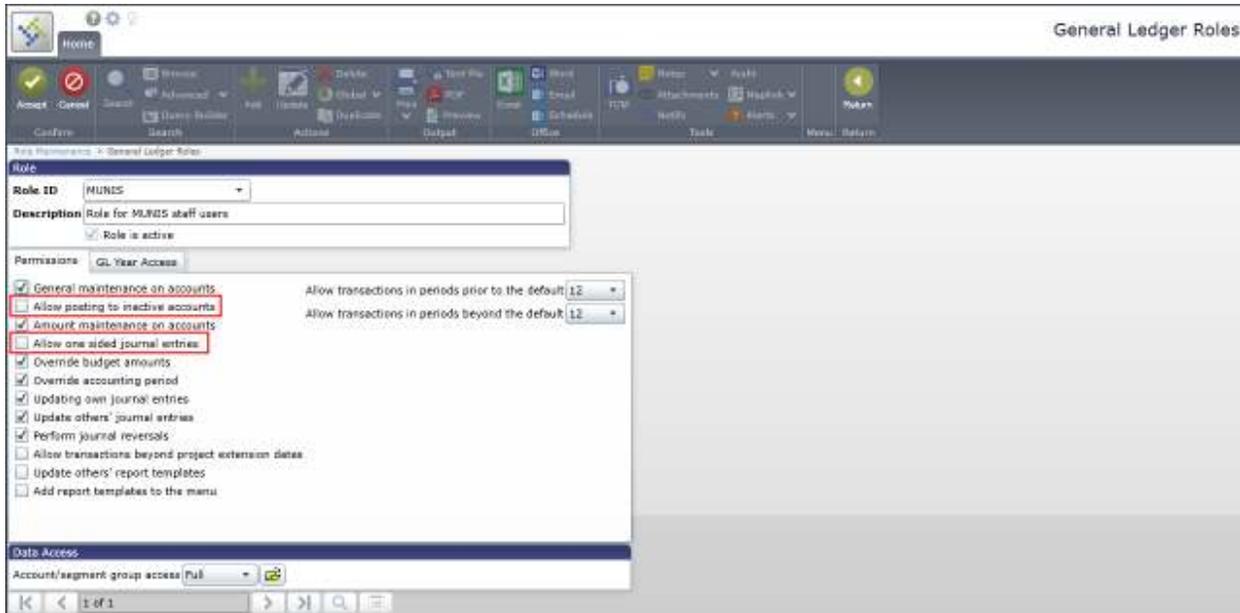


Rollup group codes are stored on the glmaster table and can be searched for or filtered by using the Find by Segment screens in all Munis programs.



General Ledger Roles

The General Ledger Roles program contains permissions that control users' ability to post to inactive accounts and to post one-sided journal entries.



Selecting the Allow Posting to Inactive Accounts check box grants users assigned to the role the ability to post transactions to general ledger accounts that have a status of Inactive. Clearing the check box causes Munis programs to disallow transactions to inactive accounts and display an error message when a user attempts to enter an inactive account.

If the Allow One Sided Journal Entries check box is cleared for a user role, users assigned to the role must always enter balanced general ledger journal entries. Select the box to allow entry of one-sided journals.

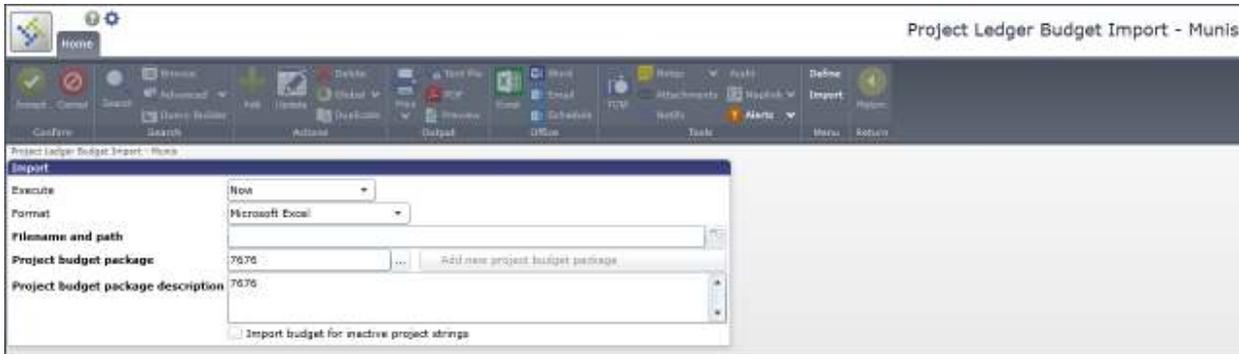
Project Accounting

Project Accounting Budget Processes

Project Budget Import

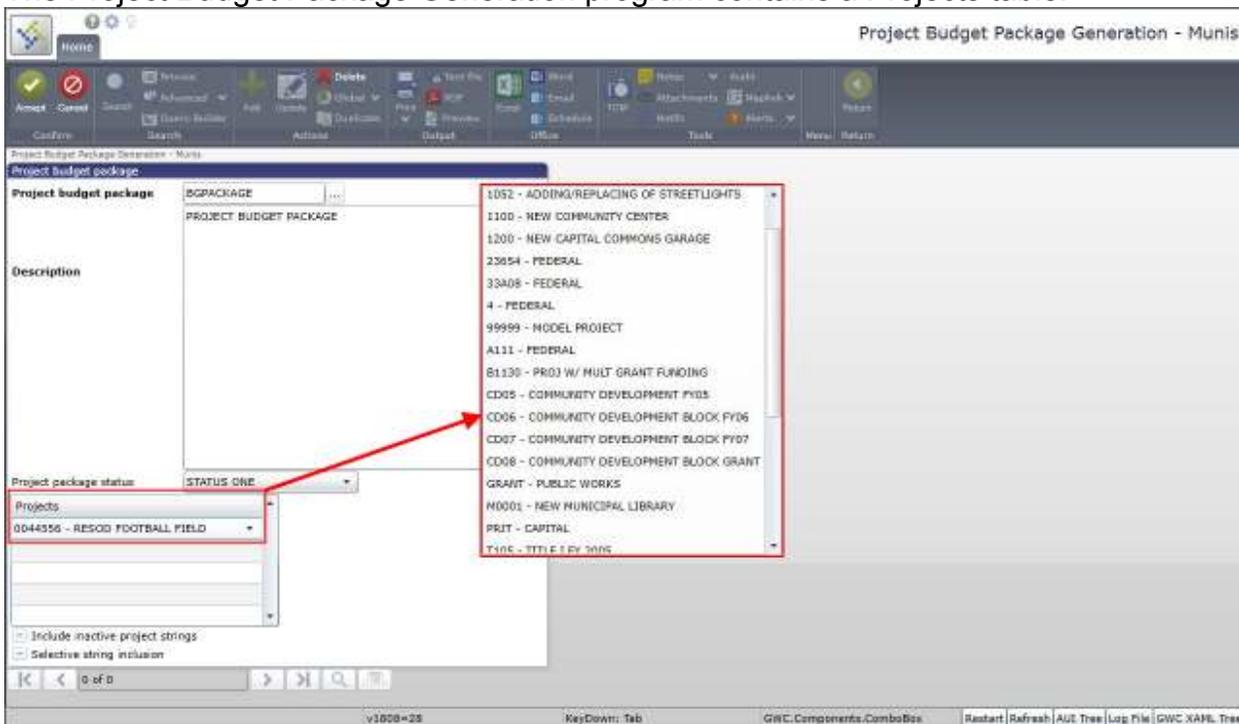
The Project Budget Import program is available. Use this program to import an Excel file that contains three columns and a header row. The column titles on the header row must be: PL String, Amount, and Text. The columns can appear in any order in the import file.

Successfully importing a correctly formatted file creates project budget package amounts for an existing budget package. Alternatively, click the Add New Project Budget Package button before performing the import to enter the imported values into a new package. If you import the information into an existing budget package, the program overwrites all of the existing amounts.



Project Budget Package Generation

The Project Budget Package Generation program contains a Projects table.



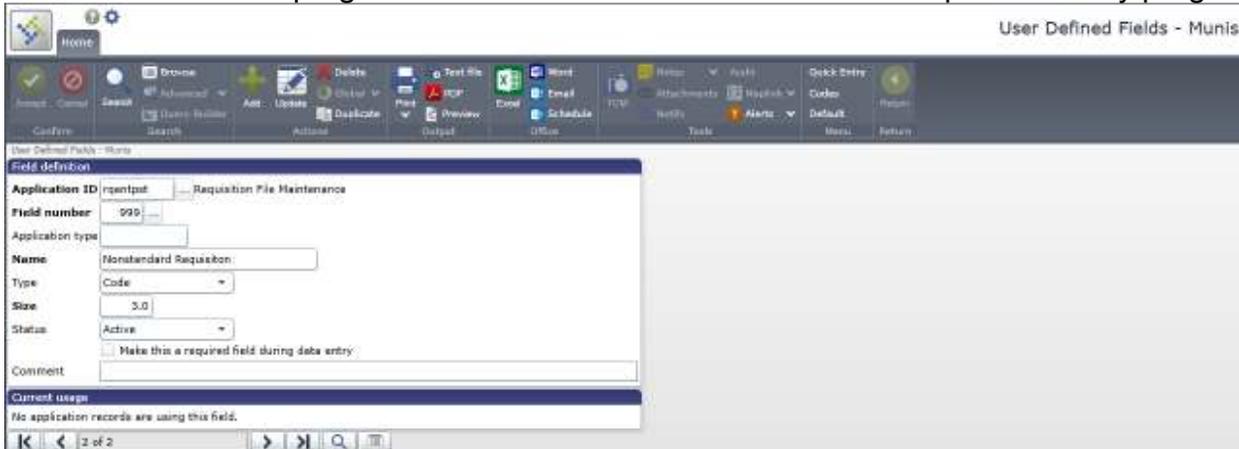
Selecting project codes using the table directs the program to include multiple projects when generating a budget package. Any project that is currently active in your Munis system is available for selection.

Purchasing

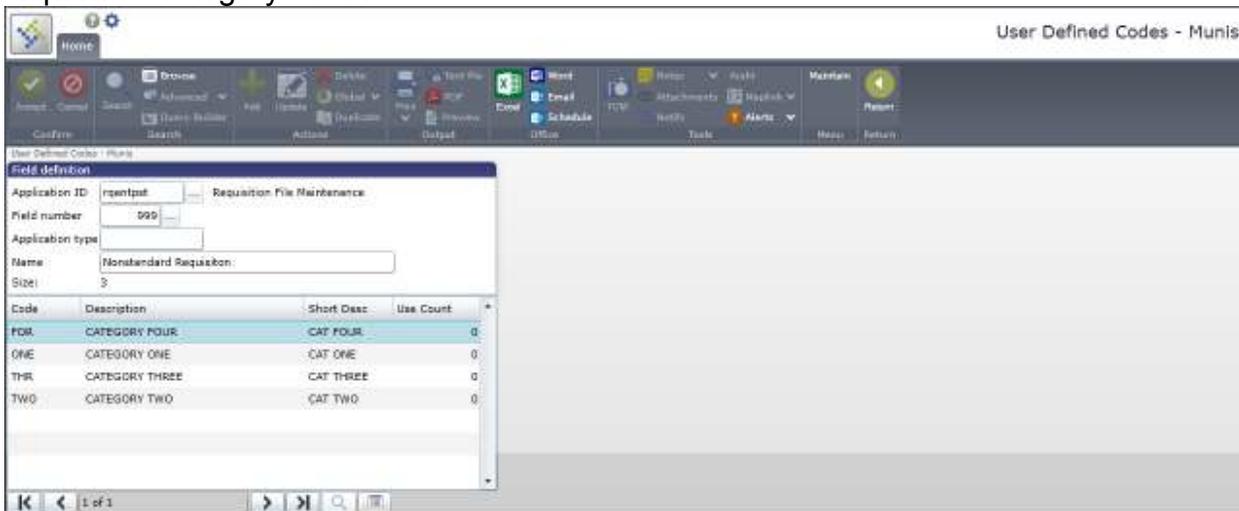
Non-Standard Requisitions

The ability to define non-standard requisitions is available in the Requisition Entry program. Non-standard requisitions can be routed differently than standard requisitions when processed using Munis Workflow.

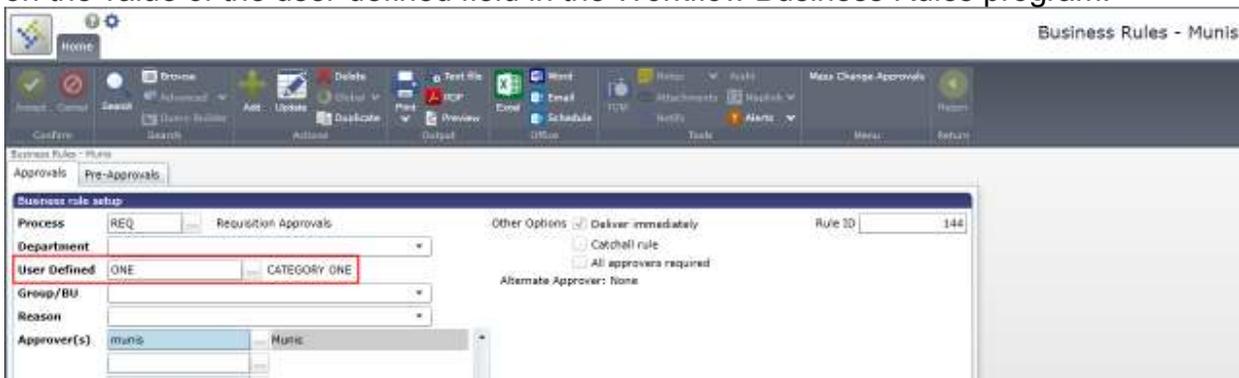
In order to define non-standard requisitions, you must first create a user-defined field in the User Defined Fields program with a field number of 999 for the Requisition Entry program.



After defining the field, use the User Defined Codes program to create the non-standard requisition category codes.



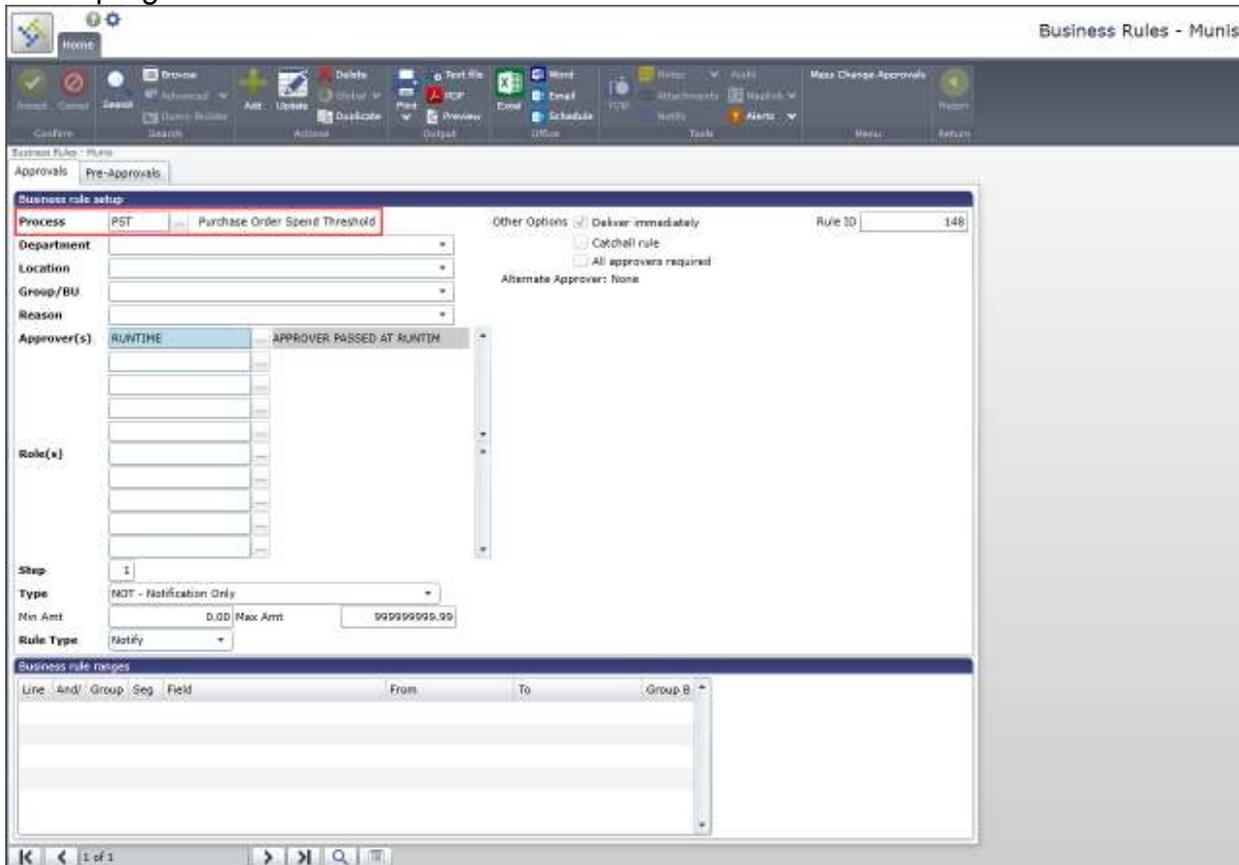
Once the user-defined field and codes have been created, define REQ business rules based on the value of the user-defined field in the Workflow Business Rules program.



Each user-defined category for field 999 in Requisition Entry is available in the User Defined box. The workflow business rules for these user-defined category codes are defined in the same manner as other business rules.

Purchase Order Notification Percentages

Munis allows you to define a spending threshold percentage for purchase orders. This is done by creating a Purchase Order Spend Threshold (PST) business rule in the Workflow Business Rules program.



The screenshot displays the 'Business Rules - Munis' interface. The main window is titled 'Business rule setup' and shows the configuration for a rule named 'PST - Purchase Order Spend Threshold'. The 'Process' field is set to 'PST' and 'Purchase Order Spend Threshold'. The 'Rule ID' is 148. The 'Approvers' section is configured with 'RUNTIME' and 'APPROVER PASSED AT RUNTIME'. The 'Step' is set to 'I' and the 'Type' is 'NOT - Notification Only'. The 'Min Amt' is 'D.00' and the 'Max Amt' is '99999999.99'. The 'Rule Type' is 'Notify'. Below the setup section is a table for 'Business rule ranges' with columns for Line, And, Group, Seg, Field, From, To, and Group B.

Creation of the PST business rule does not require you to define any workflow parameters. Only the existence of the rule is required. Each purchase order defines the recipient of the generated notifications.

After you have created the PST business rule, the Purchase Order Change Orders, Purchase Order Entry, Request for Item, and Requisition Entry programs contain a Notification Threshold % box on the Terms/Miscellaneous tab.

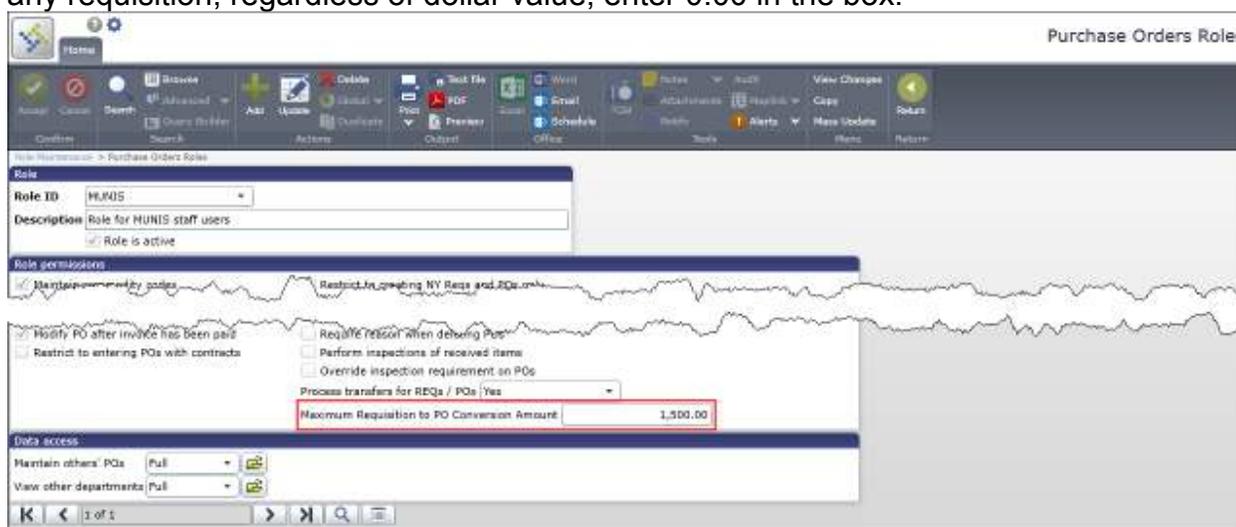
You are being notified that purchase order 555121 for fiscal year 2013 has exceeded its spend threshold of 50,000. This occurred with vendor 1000 - ABC SUPPLY COMPANY - and invoice number 5551212.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

This feature is designed for use with blanket purchase orders and is intended to serve as an expiration warning based on the liquidation of the remaining purchase order amount.

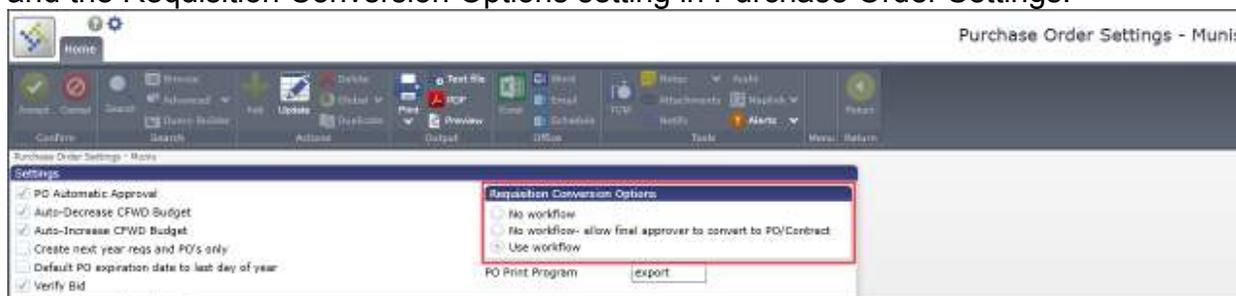
Requisition Conversion Restrictions

The Purchase Order Roles program contains a Maximum Requisition to PO Conversion Amount box. The value of the box is the maximum requisition dollar amount that a user assigned to the role can convert to a purchase order. To grant a user permission to convert any requisition, regardless of dollar value, enter 0.00 in the box.



The screenshot shows the 'Purchase Orders Roles' configuration interface. The 'Role ID' is 'MUNIS' and the 'Description' is 'Role for MUNIS staff users'. Under 'Role permissions', the 'Maximum Requisition to PO Conversion Amount' field is highlighted with a red box and contains the value '1,500.00'. Other fields include 'Notify PO after invoice has been paid', 'Restrict to entering POs with contracts', 'Require reason when deleting POs', 'Perform inspections of received items', 'Override inspection requirement on POs', and 'Process transfers for RDQs / POs / Yes'.

When you attempt to convert a requisition to a purchase order, Munis uses a combination of the value of the Maximum Requisition to PO Conversion Amount box in Purchase Order Roles and the Requisition Conversion Options setting in Purchase Order Settings.

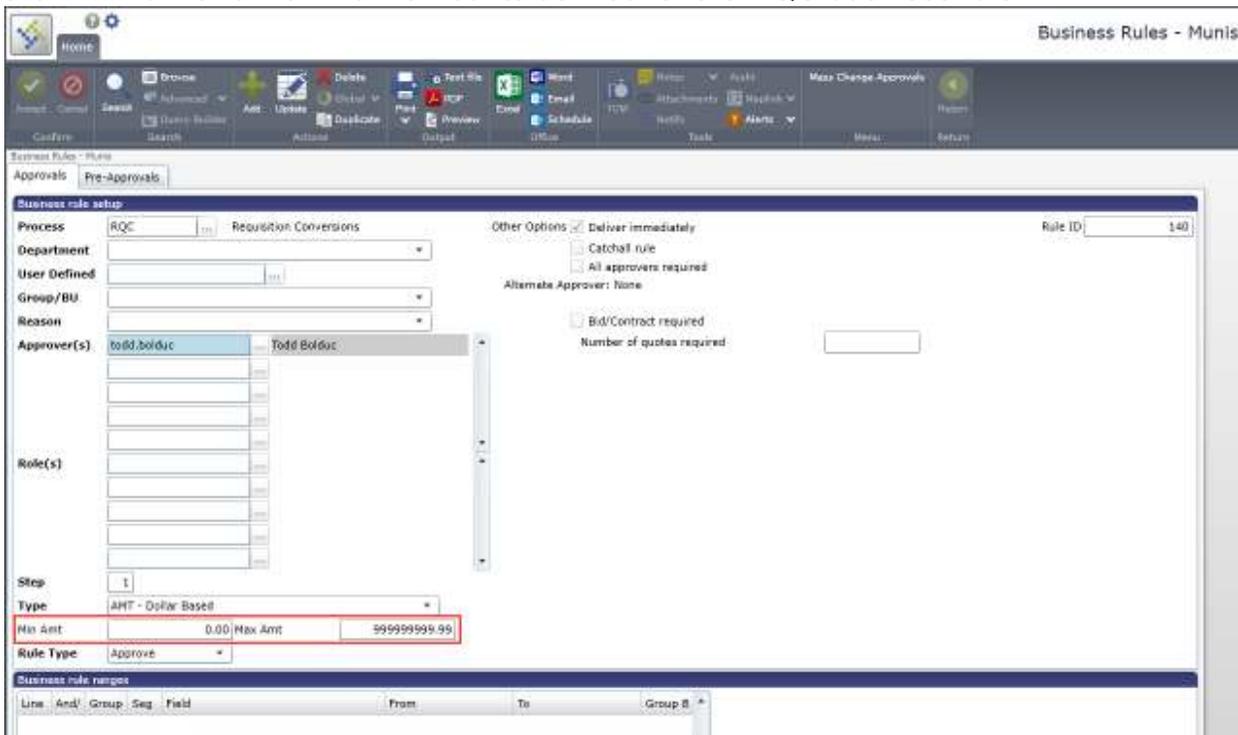


The screenshot shows the 'Purchase Order Settings - Munis' configuration interface. The 'Requisition Conversion Options' section is highlighted with a red box and shows three radio button options: 'No workflow' (selected), 'No workflow - allow final approver to convert to PO/Contract', and 'Use workflow'. Other settings include 'PO Automatic Approval', 'Auto-Decrease CFWD Budget', 'Auto-Increase CFWD Budget', 'Create next year reqs and PO's only', 'Default PO expiration date to last day of year', and 'Verify Bid'.

Selecting No Workflow as the requisition conversion option prevents users from converting any record that exceeds the threshold amount for their user role. In order to convert a requisition that is outside the amount threshold, a different Munis user with the correct threshold value must access the record.

If you select the No Workflow – Allow Final Approver to Convert to PO/Contract option, the conversion is performed by the final workflow approver as determined by the REQ business rule. The workflow approver is still bound by the conversion threshold amount for their user role and cannot convert any requisition record that exceeds that amount, regardless of which program they attempt to use.

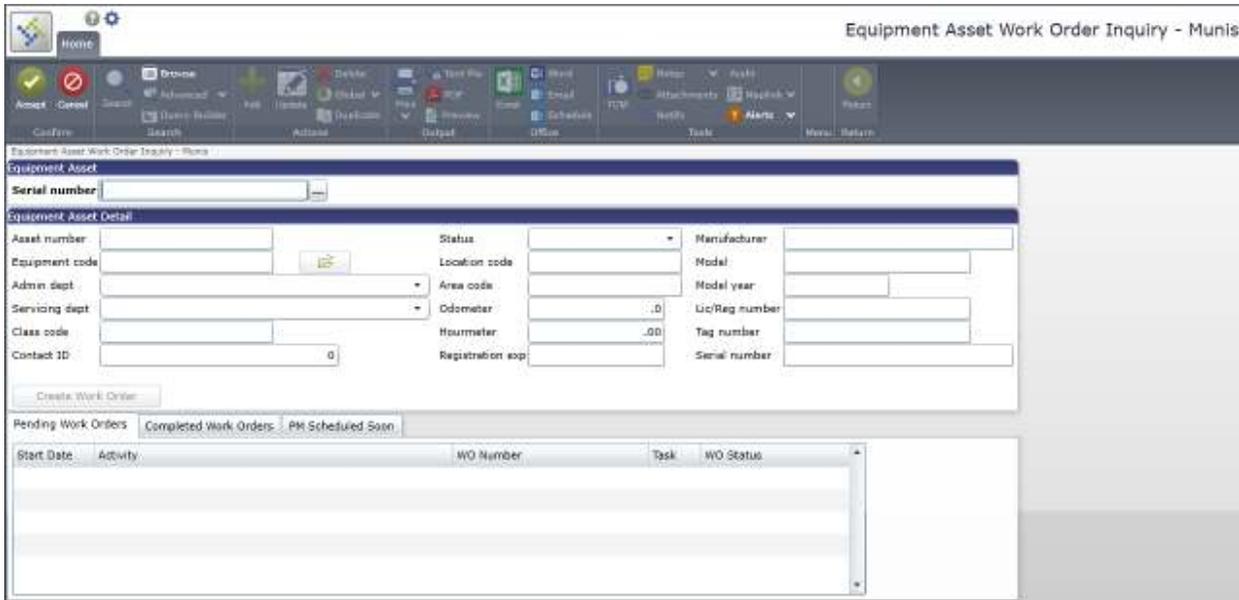
When selected, the Use Workflow option causes all requisition conversion to be controlled by the minimum and maximum amounts defined for the RQC business rule.



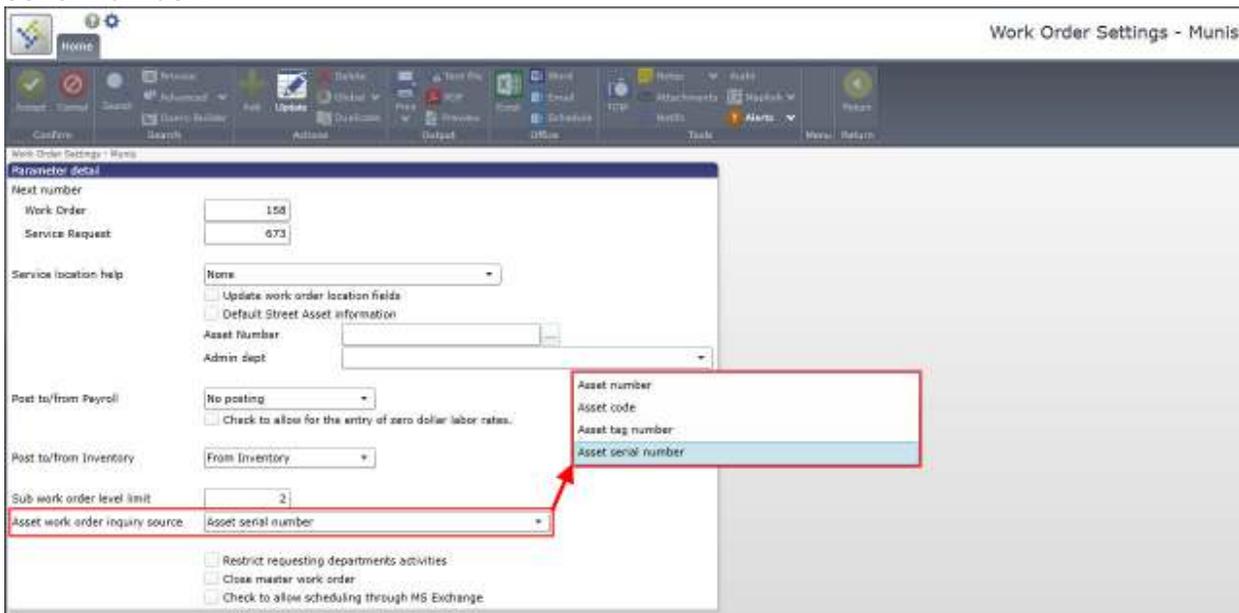
Work Orders, Fleet, and Facilities

Asset Work Order Inquiry

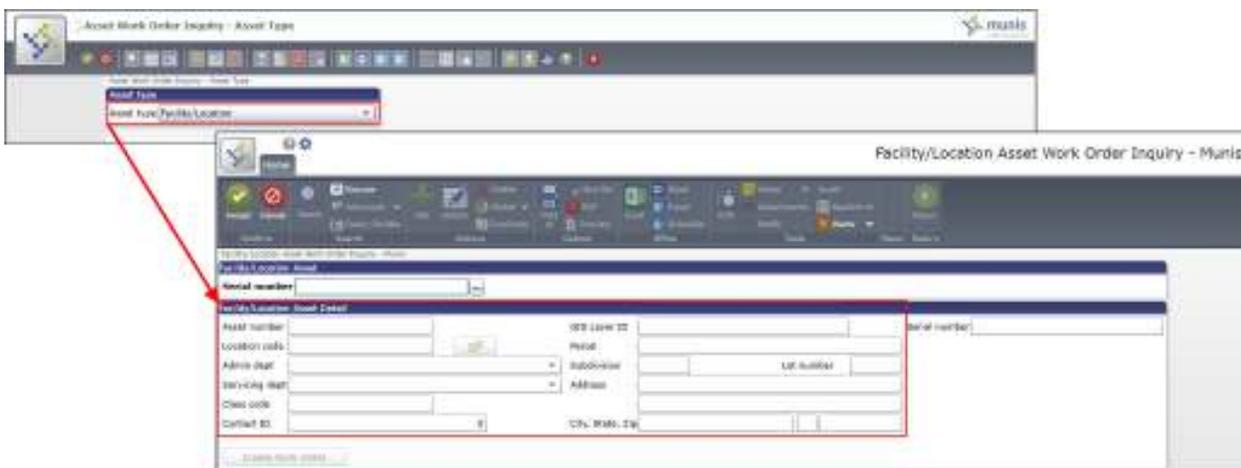
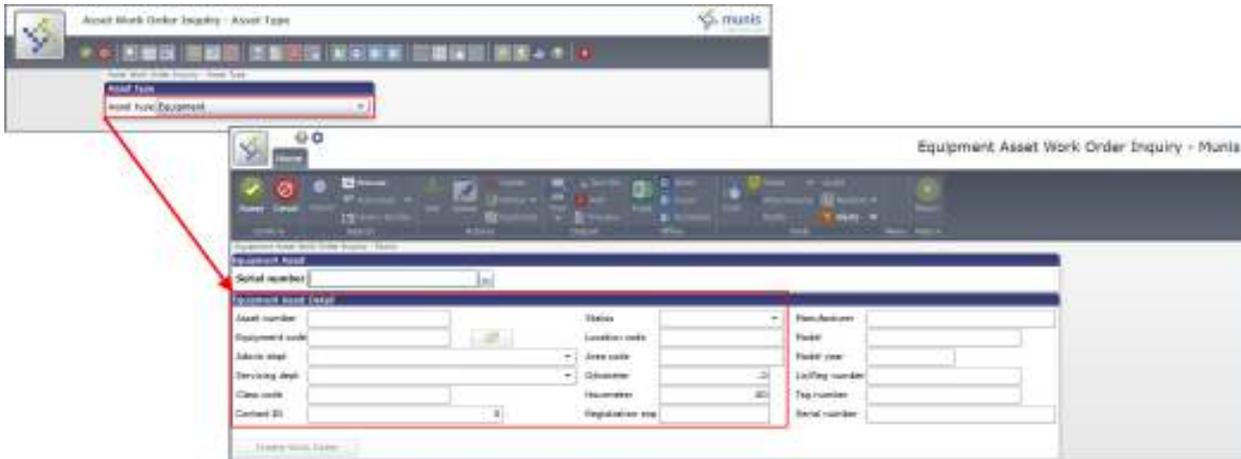
The Asset Work Order Inquiry program is designed for use by shop or warehouse staff and is compatible with barcode scanners. The program searches for any outstanding or upcoming work orders associated with an asset.



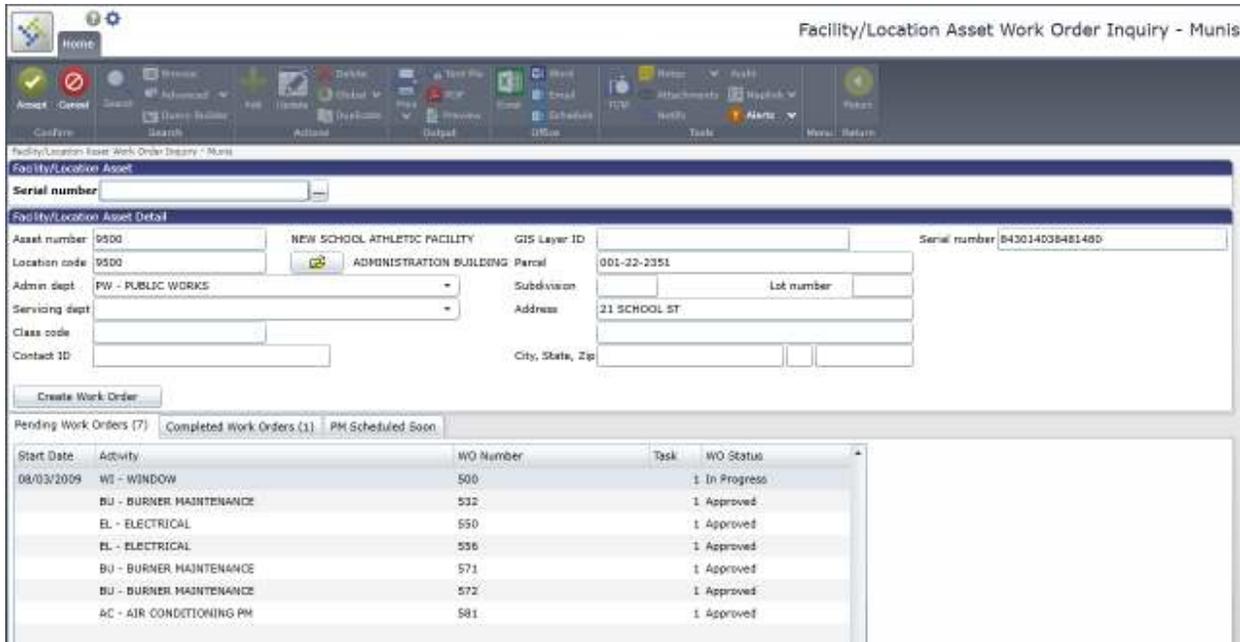
The Tag Number box in the Equipment Asset or Facility/Location Asset group is replaced with a different asset identifier box by changing the value of the Asset Work Order Inquiry Source list in Work Orders Settings. The available options are asset number, code, tag number, or serial number.



When the Asset Work Order Inquiry program opens, you must select an asset type from the provided list. The selection you make from this list determines which asset identification fields appear on the program screen.



After you manually enter the asset identifier and click Accept, or scan the asset barcode, the program displays all of the work orders associated with the asset.



Click the Pending Work Orders tab or the Completed Work Orders tab to view a listing of the asset's work orders of that status. The PM Scheduled Soon tab displays any upcoming preventative maintenance work orders for the asset.

Clicking the Create Work Order button opens a new record in the Work Orders program with the asset information fields already completed.

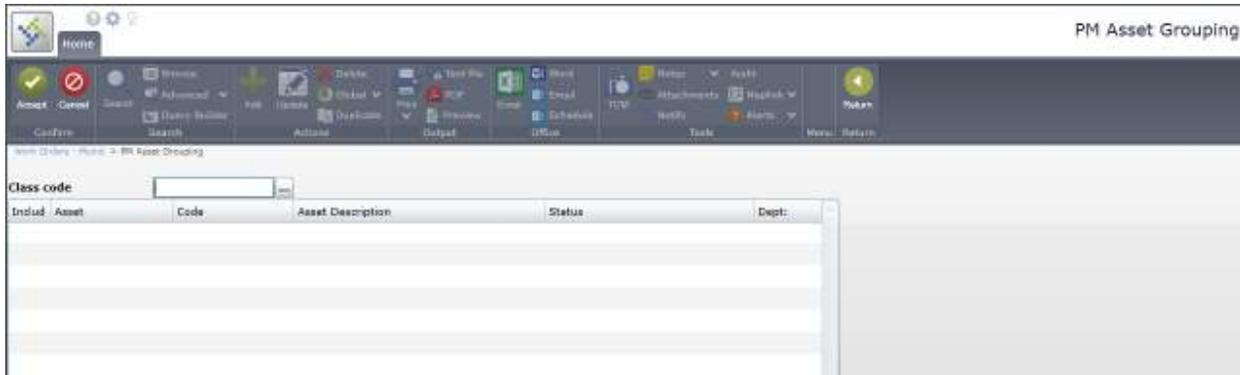
Work Order Asset Grouping

Work orders can be defined for a group of assets, and then charged against each asset listed on a single work order. For example, you could create a work order to rotate the tires of every vehicle in your organization's motor pool, and then distribute the costs to each vehicle in the grouping.

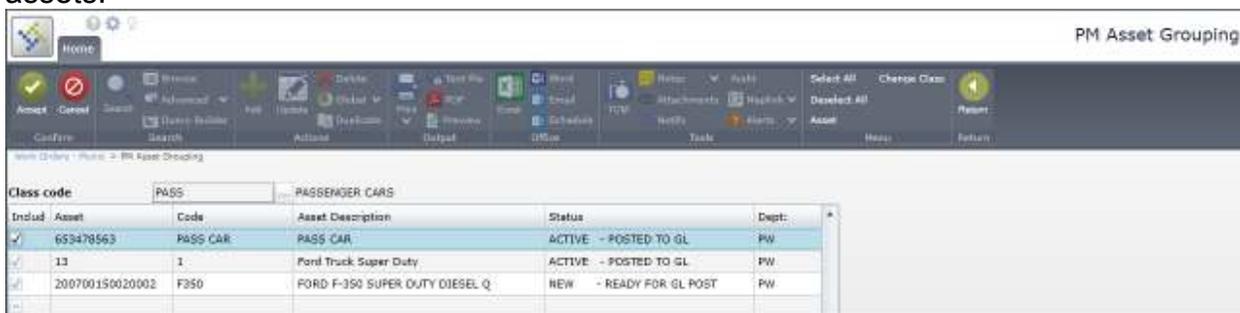
To group work order assets, select the Asset Group check box in the Subject of Service group on the Main tab in the Work Orders program during work order creation.

When you select the check box, the program sets the value of the Code box to Class Grouped.

Clicking the yellow folder button next to the Code box opens the PM Asset Grouping screen.



Use this screen to define the asset class code from which to select assets, and then select individual assets of that class code to include on the work order. When the work is complete and the work order closed, the program distributes the total cost evenly across all of the assets.

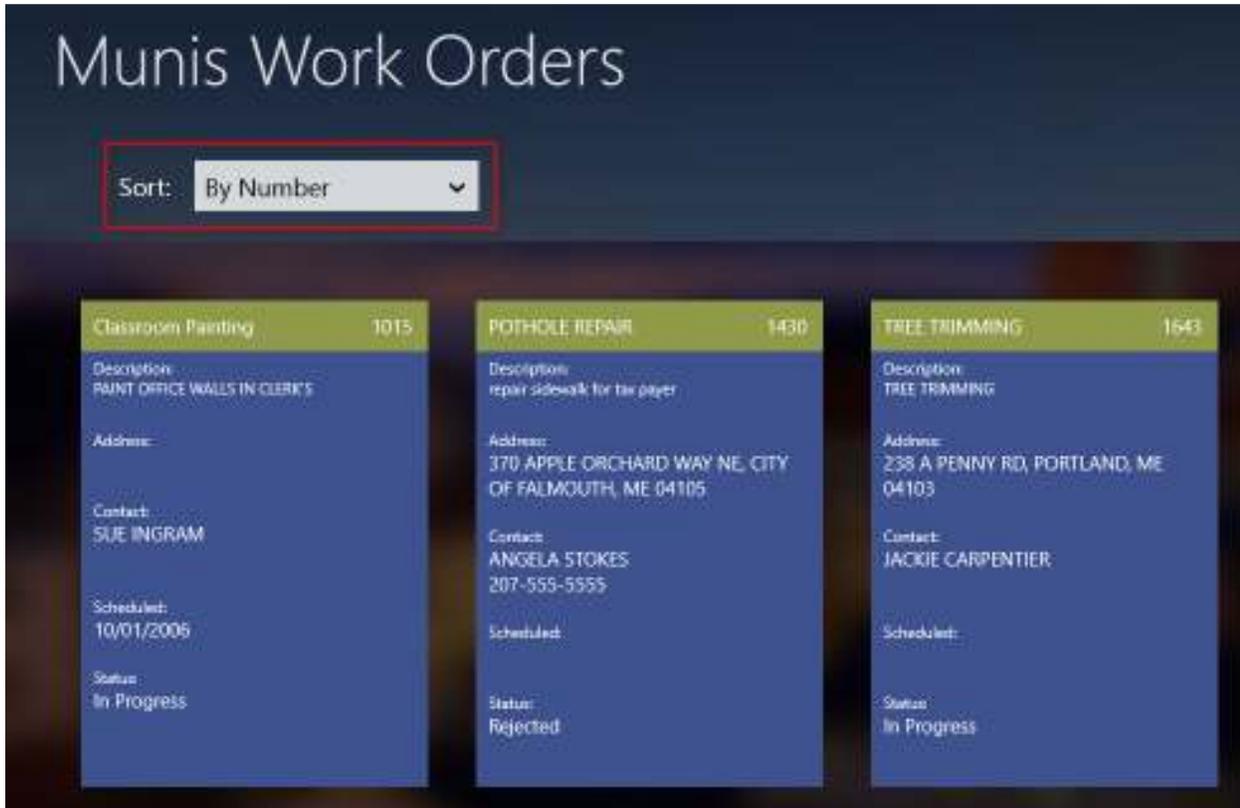


Work Orders App

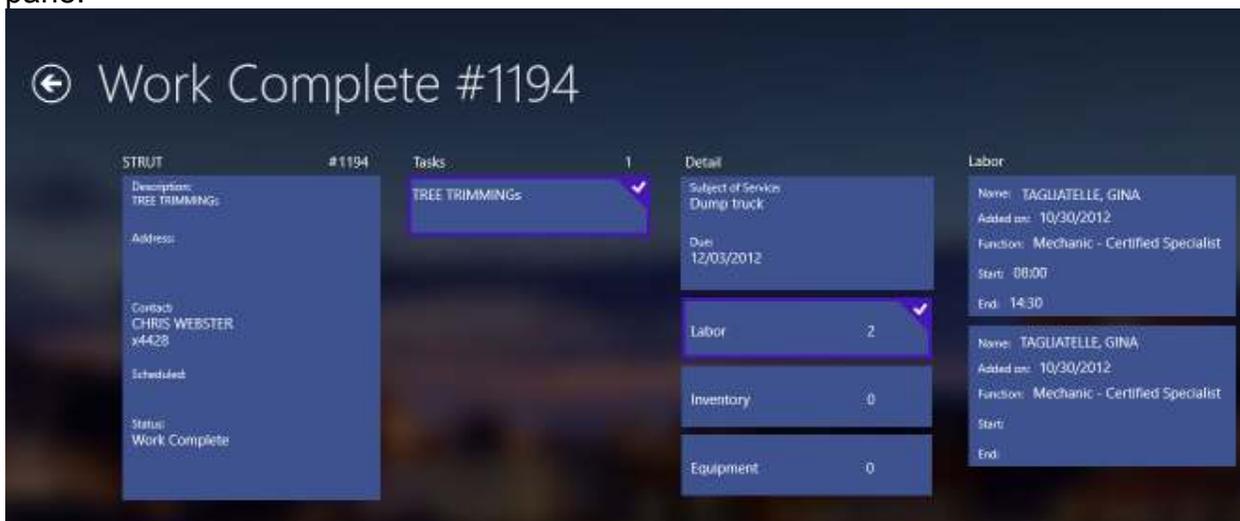
Munis Work Orders is available from the Microsoft Windows 8 App Store. The application displays a registered user's assigned work orders and allows that user to update work order details using a mobile device.

The Work Orders application is designed to be used with a Windows 8 tablet. However, you can successfully use the application on a personal computer that is running the Windows 8 operating system. The Work Orders application also requires a direct connection to your Munis database so before using the app, you must contact Munis Operating System and Database Administration (OSDBA) support services to receive an URI address that is specific to your organization.

When the app is successfully connected to your organization's database, it displays all of the work orders that have been assigned to your Munis employee number. The work orders can be sorted by number or status.



Tap a work order to open it in a detailed view, and then tap a Task item to view the Detail pane for that task. Tapping a detail type, such as Labor, displays the detail information in a new pane.



To add a labor, inventory, or equipment detail record to a task, tap the Task to select it, flick upward from the bottom of the screen, and then tap Add Labor, Add Inventory, or Add Equipment. Change the status of a task by tapping Change Status.

← In Progress #1015

Classroom Painting # 1015	Tasks 4	Detail
<p>Description: PAINT OFFICE WALLS IN CLERK'S</p> <p>Address:</p> <p>Contact: SUE INGRAM</p> <p>Scheduled: 10/01/2006</p> <p>Status: In Progress</p>	<p>PAINT OFFICE WALLS IN CLERK'S ✓</p> <hr/> <p>Paint hallway in front of clerk's office</p> <hr/> <p>Wax Floors</p> <hr/> <p>Change filters after paint is dry</p>	<p>Subject of Service: meeting room 1</p> <p>Due: 10/02/2006</p> <hr/> <p>Labor: 7</p> <hr/> <p>Inventory: 22</p> <hr/> <p>Equipment: 24</p>

 Add Labor
 Add Inventory
 Add Equipment
 Change Status

System Administration – Financial Roles

The following table provides a description of permission changes in the Munis Roles programs for Accounts Payable, Budget, General Ledger, Item File, Purchase Orders, and Requisitions programs.

Module	Field Name	Description
Accounts Payable		
	Authorize Payment of Invoice to Expired Purchase	This check box, if selected, grants users assigned to the role permissions to override an expired purchase order invoice discrepancy. The default value is not selected.
	<ul style="list-style-type: none"> Authorize Payment of Invoice with no Purchase Order Authorize Payment of Invoice with a Unit Price Variance Authorize Payment of Invoice with Quantity Variance Authorize Payment of a Direct Pay invoice without Commodity Code 	Each of these check boxes, if selected, grant users assigned to the role permission to manage payments for invoice discrepancies. The default value for each check box is not selected.
	Require Commodity Codes on Transaction Records	When this check box is selected, users assigned to the role are required to provide commodity codes on P-Card transaction records.
	View Others' Purchase Cards and Statements	This data access list determines a role's ability to view other users' purchase card and statement information: Full, None, or Limited by Department. If you select None, users assigned to the role have no permissions to access others' purchase card information; if you select Full, users assigned to the role have full permissions to access

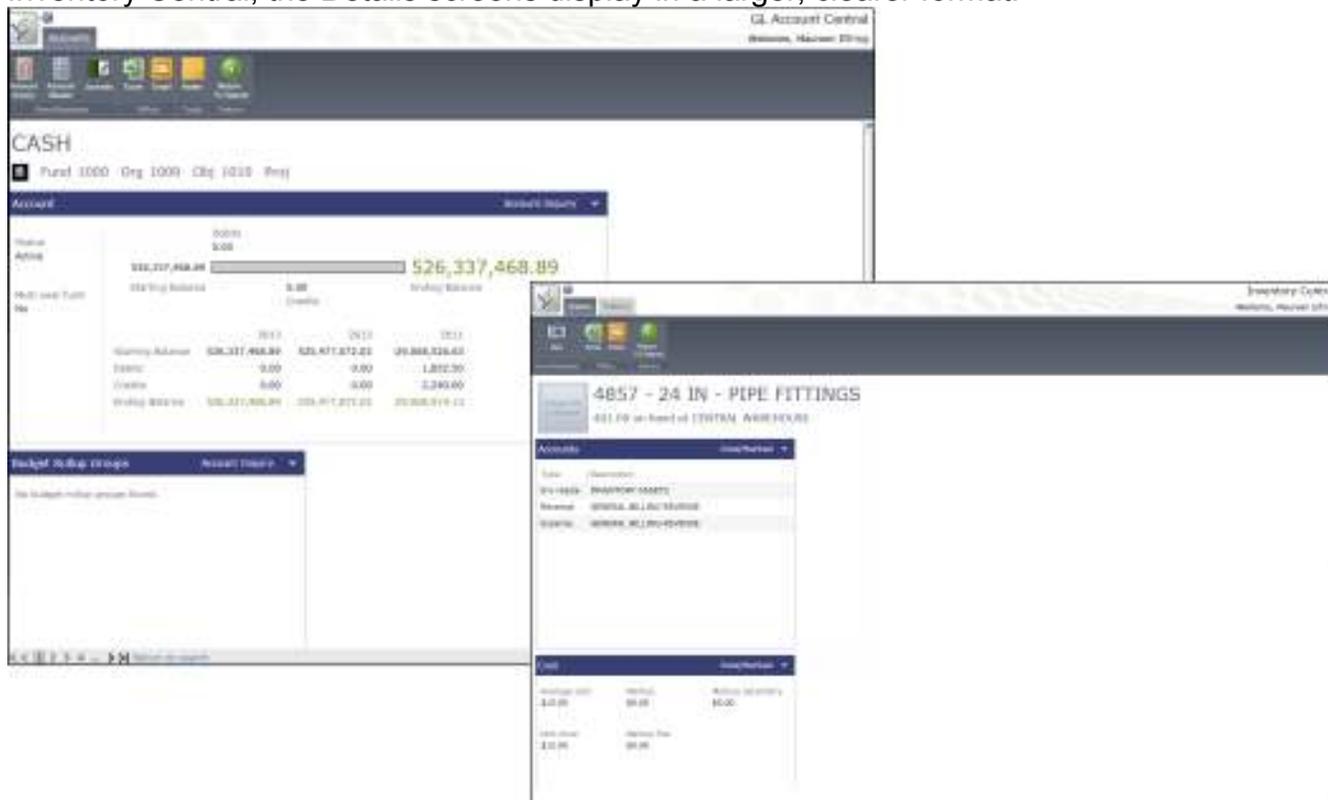
Module	Field Name	Description
		<p>others' purchase card information. If you select Limited, when you save the record, the program displays the View Others' Purchase Cards and Statements screen, where you can restrict access to view other users purchase cards information by department. The default value is None.</p>
	View Purchase Card Account Numbers	<p>If selected, this check box allows users assigned to this role to view account numbers assigned to purchase cards. The default value is not selected.</p>
	<p>Allow Vendor Remit Maintenance <i>Replaces the Allow Vendor Remit Maintenance check box.</i></p>	<p>This data access list controls the user role's ability to add and maintain vendor address records. The list contains the following selections: Full, Limited, and None. In order to use the Limited option to restrict users to a specific address type, your organization must clear the Use General Vendor Address Types check box on the Vendors tab in the Accounts Payable Settings program.</p> <p>Important! For V10.4, the Limited option is not applicable. Select Full to grant address maintenance permissions; select None to prohibit users from updating address records.</p>
	Override Special Conditions Preventing Payment	<p>If selected, users assigned to this role can override special conditions that are preventing payments from being applied. The default value for this check box is not selected (No).</p>
Budget		

Module	Field Name	Description
	General Maintenance to Budget Rollup Codes	This check box, if selected, allows users assigned to the role to add and update budget rollup codes and their threshold values..
General Ledger		
	Allow Posting to Inactive Accounts	This check box, if selected, allows users to post transactions to accounts with a status of Inactive.
	Allow One Sided Journal Entries	This check box, if selected, allows users to post out-of-balance general and recurring journal entries.
Item File		
	Allow Purchase of Items with No Supplier Records	This check box, if selected, allows users to override the supplier records on items that have active supplier records. Users without this permission can purchase items that have no supplier records.
	Maintain Items	The Maintain Items check box, if selected, allows users to maintain attributes for purchased items. The default value is not selected.
	Purchase Sourced Items by Department	The Purchase Sourced Items by Department list restricts item maintenance to defined departments
Purchase Orders		
	Maximum Requisition to PO Conversion Amount	This permission specifies the maximum requisition amount that a user assigned to this role can convert to a purchase order. The user cannot convert a requisition for an amount greater than the amount specified in this permission.
	Perform Inspections of Received Items	If selected, this check box grants the user permission to complete inspections on received items. The

Module	Field Name	Description
		default value for this check box is not selected.
	Override Inspection Requirement	The Override Inspection Requirement on POs check box is also available. This check box, if selected, grants the user permission to override the inspection requirement on purchase orders. The default value is not selected.
Requisitions		
	Override Inspection Requirement on REQs	If selected, the check box grants the user permissions to override the inspection requirement on requisitions. The default value for this check box is not required.

Munis Central Programs

Central programs are updated to improve usability and readability. For example, when you click an account description in GL Account Central or when you click Details for an item in Inventory Central, the Details screens display in a larger, clearer format.



Expenditure Command Center

Expenditure Command Center is a consolidated, centralized program used to access financial information from your Munis database. The program enforces all role based permissions related to the programs and data that it accesses. Clicking the options on the left menu cause the program to display the Expenditures Activity, Purchasing, Accounts Payable, Vendors, and Accounts panes.

The Expenditures Activity pane provides a search box that can be used to find checks, invoices, contracts, contract line items, purchase orders, purchase order line items, and requisitions. The records displayed as the result of a successful search are drawn from your Munis database. The options for each record allow you to access a variety of financial information.

Expenditure Command Center
Welcome, Todd Bolduc

Search

Invoice Invoice number

Advanced Search

Expenditure Activity

Purchasing

Accounts Payable

Vendor

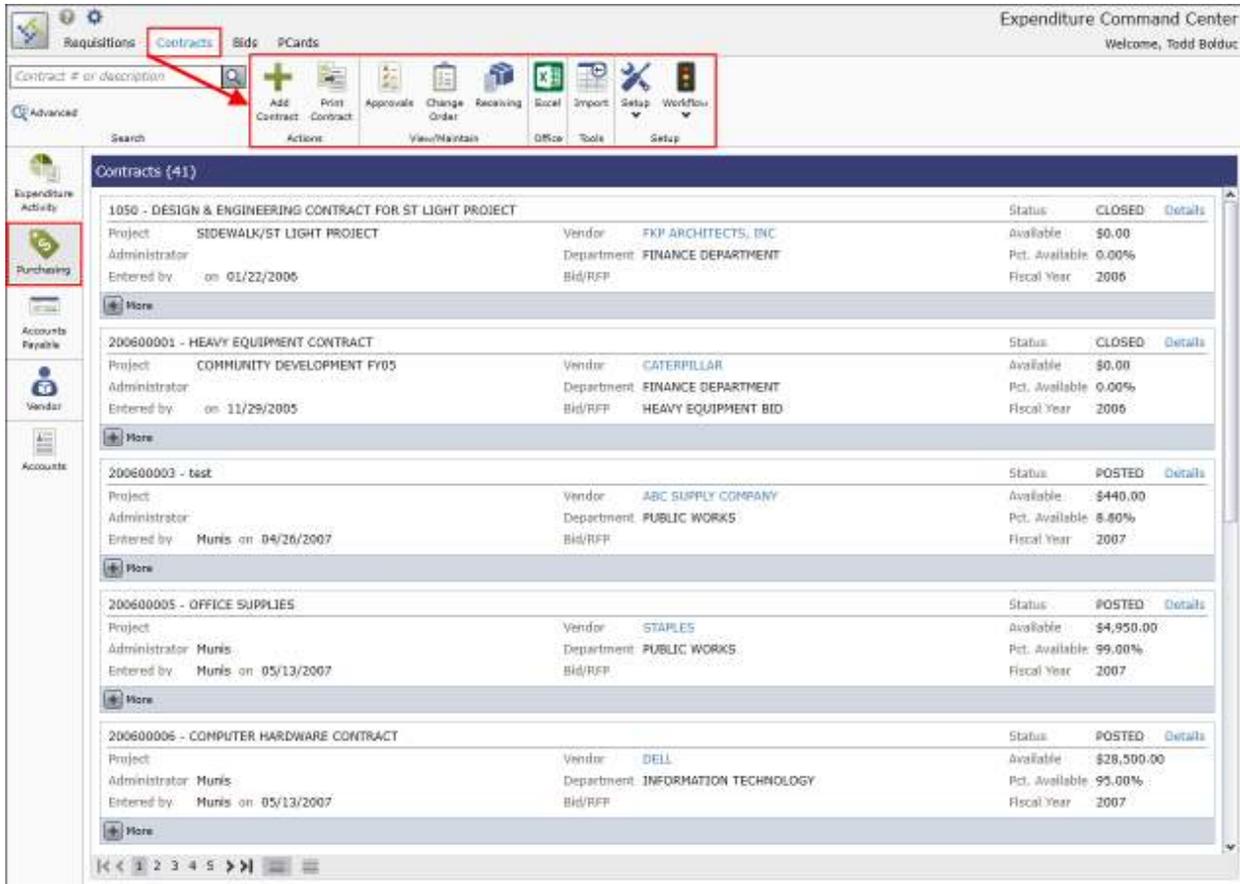
Accounts

Invoices (96)

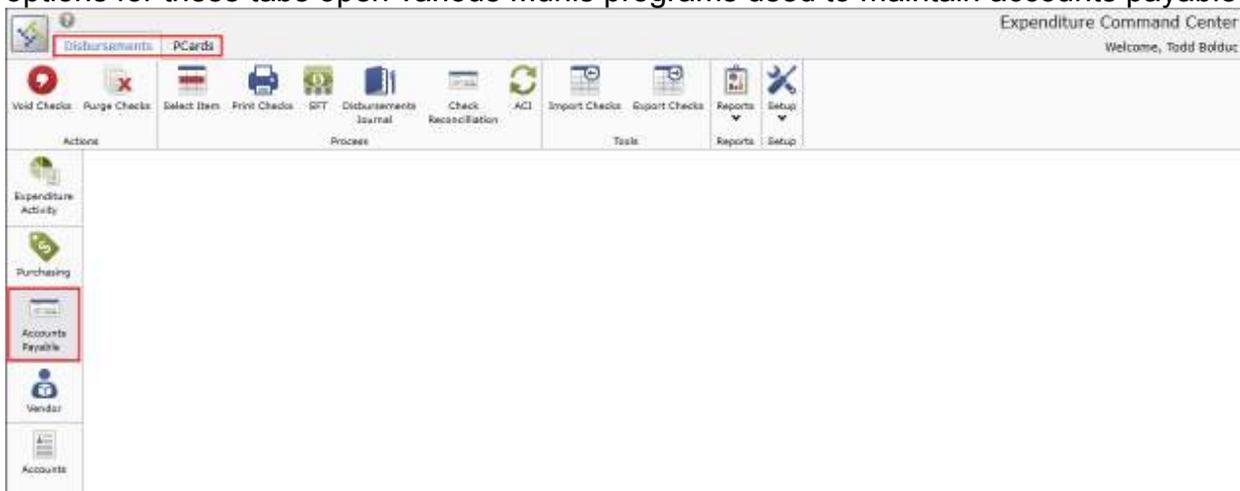
5866 -	Paid	Details
Amount \$100.00 Vendor ABC SUPPLY COMPANY	PO #	Date 07/27/2009
Year 2009	Contract #	Due 08/06/2009
5867 -	Paid	Details
Amount \$1,000.00 Vendor ABC SUPPLY COMPANY	PO #	Date 07/27/2009
Year 2009	Contract #	Due 08/06/2009
5868 -	Paid	Details
Amount \$1,140.00 Vendor ABC SUPPLY COMPANY	PO #	Date 07/27/2009
Year 2009	Contract #	Due 08/06/2009
98302938 -	Paid	Details
Amount \$98.00 Vendor ABC SUPPLY COMPANY	PO #	Date 02/27/2009
Year 0	Contract #	Due 02/27/2009
6876786 -	Paid	Details
Amount \$25.00 Vendor ABC SUPPLY COMPANY	PO #	Date 02/09/2009
Year 0	Contract #	Due 02/09/2009
5818 - test	Paid	Details
Amount \$102.00 Vendor ABC SUPPLY COMPANY	PO #	Date 02/03/2009
Year 2009	Contract #	Due 02/13/2009
5815 -	Approved	Details
Amount \$114.00 Vendor ABC SUPPLY COMPANY	PO #	Date 01/15/2009
Year 2009	Contract #	Due 01/25/2009
5784 -	Paid	Details
Amount \$10.00 Vendor ABC SUPPLY COMPANY	PO #	Date 12/08/2008

Navigation: << 1 2 3 4 ... >>

The Purchasing pane contains tabs for requisition, contract, bid, and purchase card information. The buttons on the ribbon of each tab open Munis programs that allow you to maintain records.



The Accounts Payable pane consists of a Disbursements tab and a PCards tab. The ribbon options for these tabs open various Munis programs used to maintain accounts payable data.



Use the Vendor pane to view and maintain vendor information on the Vendors and 1099s tabs.

Expenditure Command Center
Welcome, Todd Bolduc

Vendors 1099's

ABC

Advanced Search Actions View/Maintain Office Tools Reports Setup

Vendors (2)

ABC SUPPLY COMPANY	ID: 1000	Details
Sort Name: ABC SUPPLY COMPANY	Performance	
Status: ACTIVE		
More		
ABC SUPPLY COMPANY	ID: 1112	Details
Sort Name: ABC SUPPLY COMPANY	Performance	
Status: ACTIVE		
More		

The Accounts pane is an interface for the GL Account Central program.

Expenditure Command Center
Welcome, Todd Bolduc

Accounts

1000 Org Object Project

Advanced Search Office

Accounts (385)

CASH	Debits: 730,447.00	526,337,408.89	525,980,181.60
Fund: 1000 Org: 1000 Obj: 1010 Proj:	Starting Balance	1,067,794.29	Ending Balance
Status: Active Multi year fund: No	Credits:		
Balance History			
ENCUMBRANCE CONTROL	Debits: 346,614.18	79,133,389.76	79,661,949.16
Fund: 1000 Org: 1000 Obj: 3940 Proj:	Starting Balance	14,054.76	Ending Balance
Status: Active Multi year fund: No	Credits:		
Balance History			
RESERVE FOR ENCUMBRANCES	Debits: 18,054.76	-79,133,389.76	-79,661,949.16
Fund: 1000 Org: 1000 Obj: 3950 Proj:	Starting Balance	346,614.18	Ending Balance
Status: Active Multi year fund: No	Credits:		
Balance History			
REVENUE CONTROL	Debits: 11,011,100.00	0.00	-203,235.58
Fund: 1000 Org: 1000 Obj: 3910 Proj:	Starting Balance	11,214,225.58	Ending Balance
Status: Active Multi year fund: No	Credits:		

My Filters

- Account Type: 0 item(s) selected
- Status: 0 item(s) selected
- Multi Year: 0 item(s) selected
- Account Segments
- Budget
- Trial Balance

Totals: Budget

By Year	2016	2015	2014	2013
Revised	300,000.00	-34,621,712.99	-35,266,229.05	-136,424,782.49
Actual	0.00	271,863.11	-570,771.11	-655,240,103.04
Enc/Res	630.00	933,952.20	90,603.79	36,790.68
Available	300,630.00	-25,321,921.30	-32,745,461.77	518,766,330.21
Used	0%	-2.02%	1%	480%

Apply / Reset / New

Munis Financials 10.5

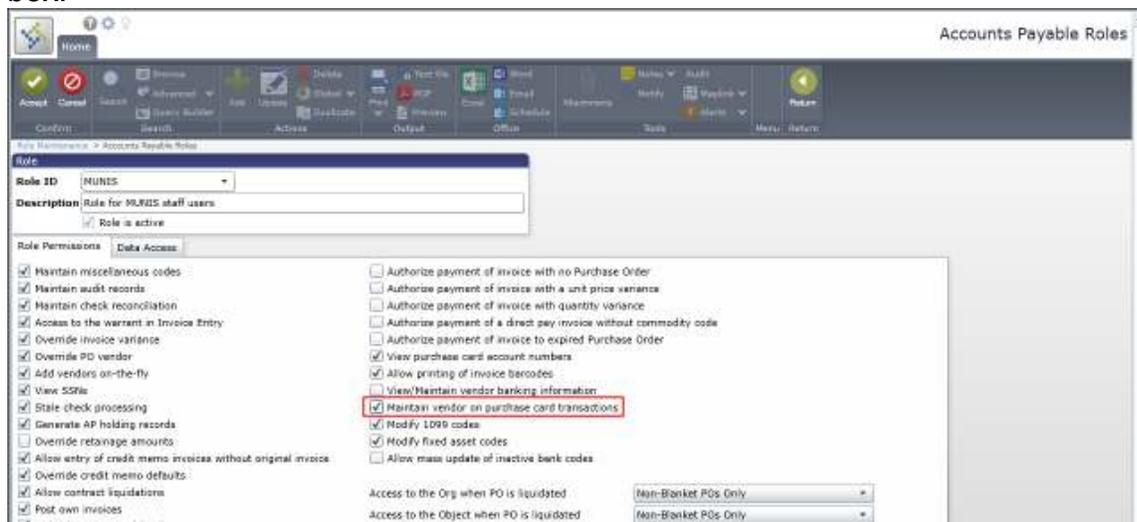
This document provides an overview of the major Financials enhancements available for early adoption of Munis® Version 10.5.

Accounts Payable 10.5

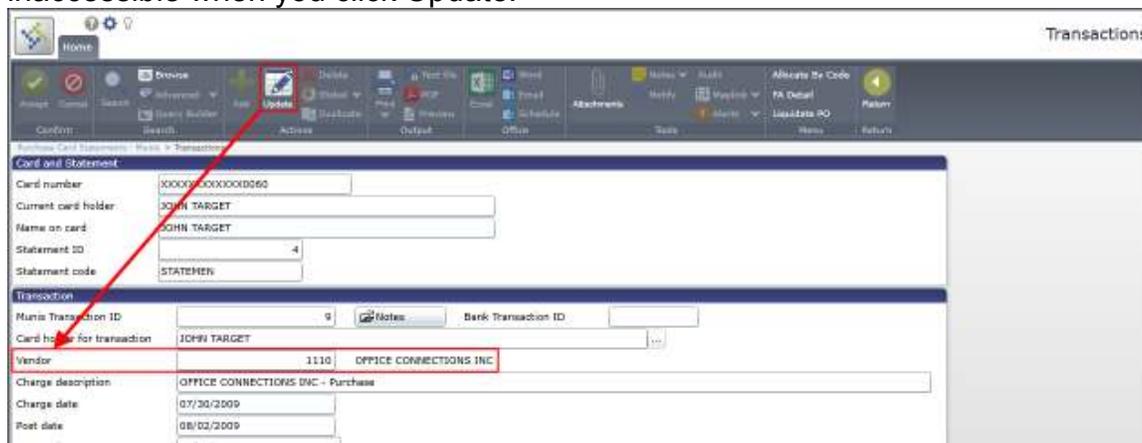
Accounts Payable Roles

Maintain Vendors on Purchase Card Transactions

Accounts Payable Roles contains a Maintain Vendor on Purchase Card Transactions check box.

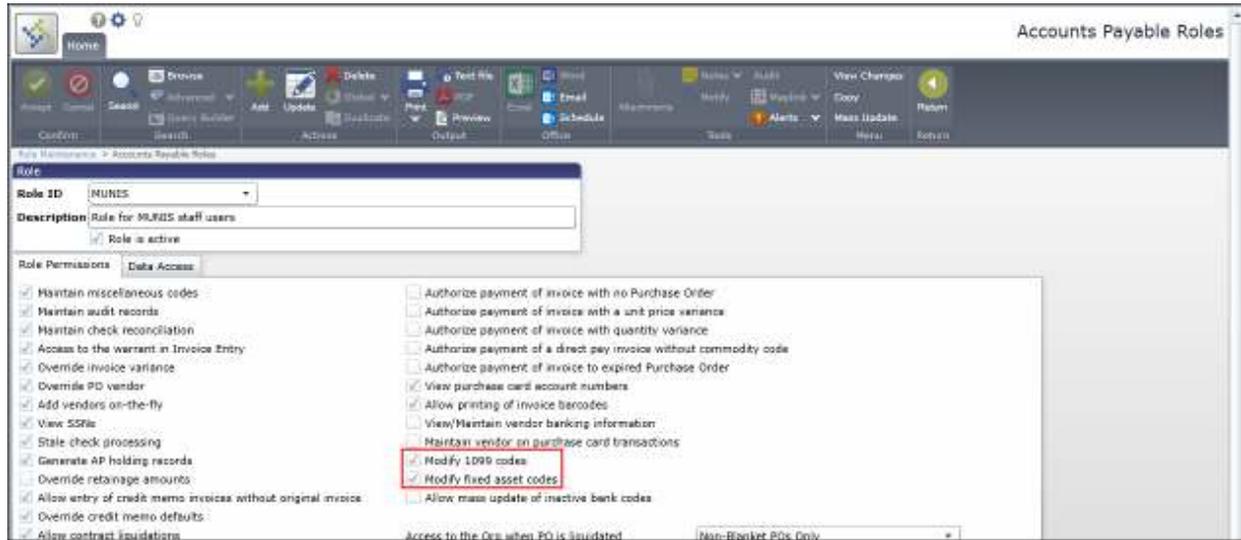


In order to access and modify vendor information on a purchase card transaction, the check box must be selected for your user role. When the check box is selected, you can access the Vendor box on the Transactions screen of the Purchase Card Statements program by clicking Update on the ribbon. When the check box is not selected for your user role, the Vendor box is inaccessible when you click Update.



Modify 1099 and Fixed Asset Codes

The Accounts Payable Roles program contains Modify 1099 Codes and Modify Fixed Asset Codes check boxes.



Accounts Payable Roles

Role Maintenance > Accounts Payable Roles

Role

Role ID: MUNES

Description: Role for MUNES staff users

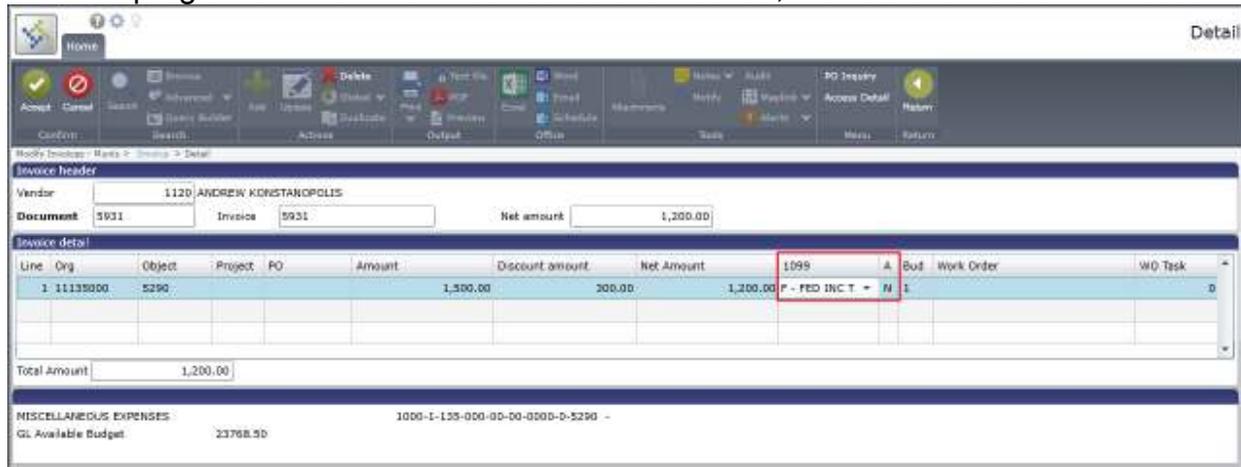
Role is active

Role Permissions

- Maintain miscellaneous codes
- Maintain audit records
- Maintain check reconciliation
- Access to the warrant in Invoice Entry
- Override invoice variance
- Override PO vendor
- Add vendors on-the-fly
- View SSFile
- State check processing
- Generate AP holding records
- Override retainage amounts
- Allow entry of credit memo invoices without original invoice
- Override credit memo defaults
- Allow contract liquidations
- Authorize payment of invoice with no Purchase Order
- Authorize payment of invoice with a unit price variance
- Authorize payment of invoice with quantity variance
- Authorize payment of a direct pay invoice without commodity code
- Authorize payment of invoice to expired Purchase Order
- View purchase card account numbers
- Allow printing of invoice barcodes
- View/Maintain vendor banking information
- Maintain vendor on purchase card transactions
- Modify 1099 codes
- Modify fixed asset codes
- Allow mass update of inactive bank codes

Access to the Ora when PO is liquidated: Non-Banket POs Only

When the check boxes are selected for your user role, the 1099 Box and Fixed Asset lists are accessible on the detail entry screens of the Invoice Entry, Modify Invoices, and Recurring Invoices programs. When the check boxes are cleared, the lists are visible but inaccessible.



Detail

Invoice Entry > Entry > Detail

Invoice header

Vendor: 1120 ANDREW KONSTANOPOLIS

Document: 5931 Invoice: 5931 Net amount: 1,200.00

Invoice detail

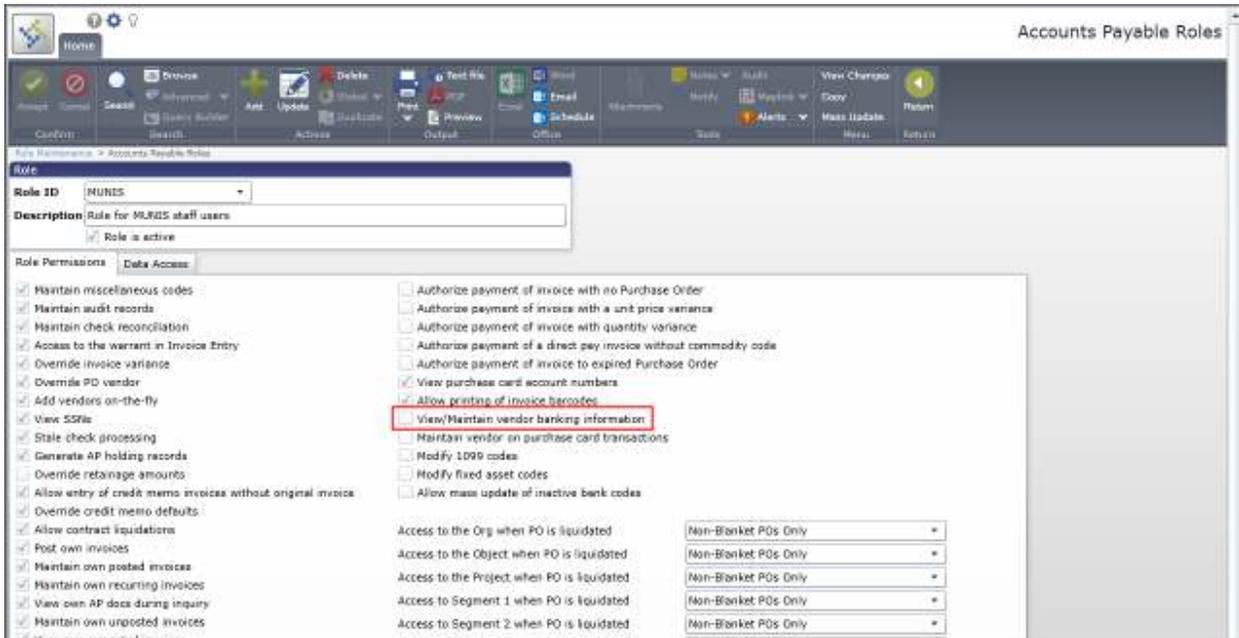
Line	Org	Object	Project	PO	Amount	Discount amount	Net Amount	1099	Bud	Work Order	WO Task
1	1113900	5290			1,500.00	300.00	1,200.00	P - FED INC T - N 1			
Total Amount					1,200.00						

MISCELLANEOUS EXPENSES 1000-1-135-000-00-0000-0-5290 -

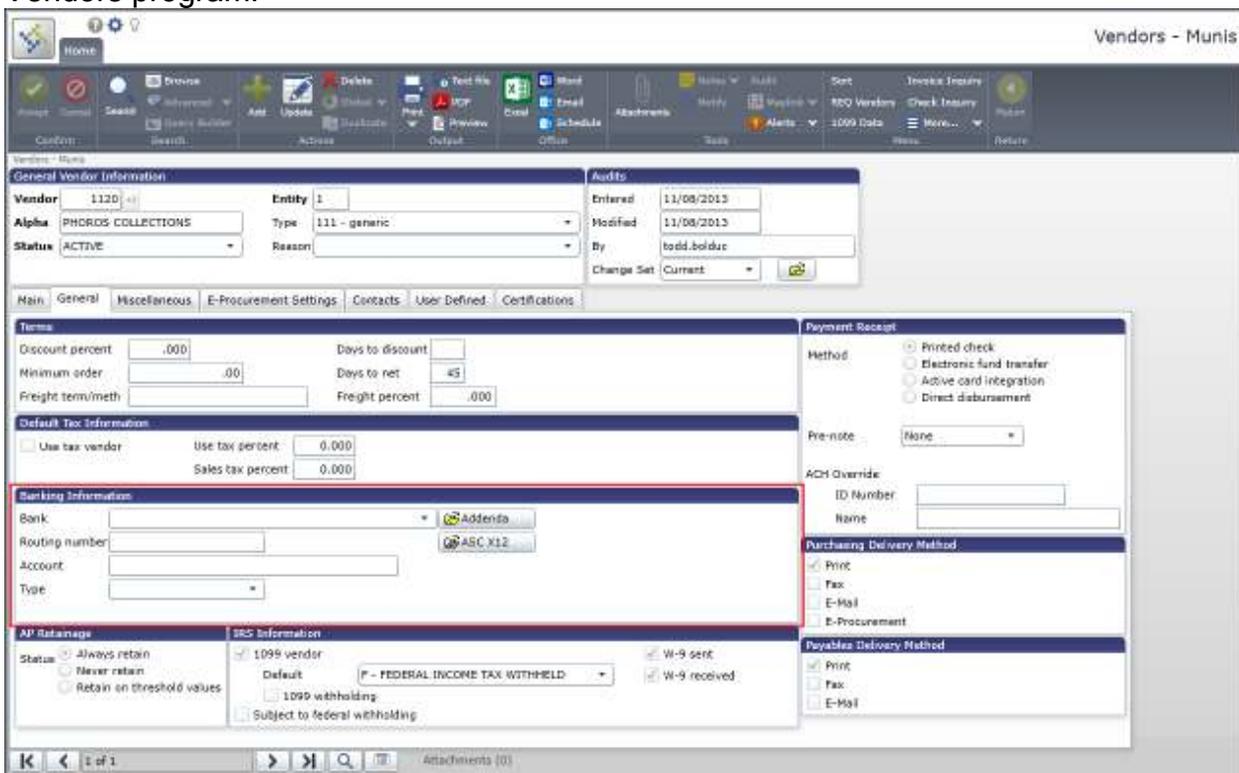
GL Available Budget: 23768.50

Vendor Banking Information

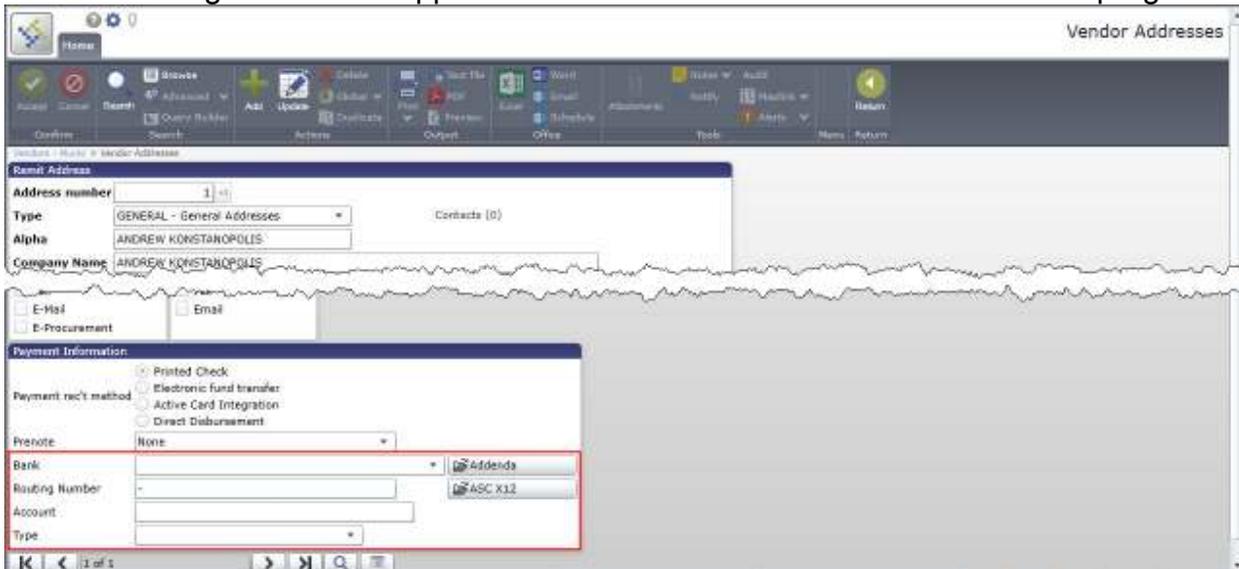
The Accounts Payable Roles program includes a View/Maintain Vendor Banking Information check box. The check box controls a user's ability to view banking information on a vendor record.



When the check box is selected for your role, the Vendors program displays the Banking Information group on the General tab. When the View/Maintain Vendor Banking Information check box is cleared for your user role, the Banking Information group is not visible in the Vendors program.

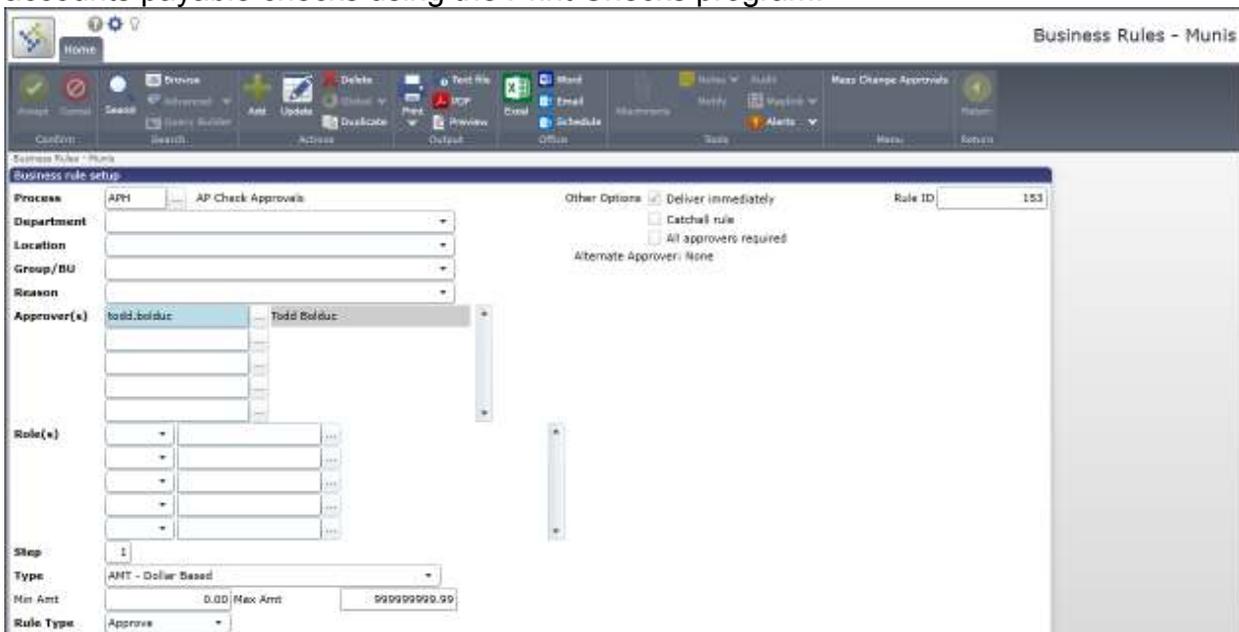


The value of the View/Maintain Vendor Banking Information check box also controls whether vendor banking information appears on the Addresses screen in the Vendors program.



Check Printing Workflow Approvals

The APH – AP Check Approvals business rule is available. This rule controls the ability to print accounts payable checks using the Print Checks program.



After the APH business rule has been defined, the Print Checks program includes Release and Approvals options on the ribbon.



Complete the check run information, and then click Release. Click Approvals to submit the check printing run to workflow. Once a cash account has been used on a check run that has not been approved using workflow, that cash account cannot be used on another check run until the original run has been approved.

PDF Invoice Bar Code Label Printing

Invoice Entry provides the option to print invoice bar code labels as PDF files. In order to utilize this feature, your organization must have Tyler Content Manager installed, the Enable Printing Invoice Barcode Labels for TCM check box must be selected in Accounts Payable Settings, and your user role must be assigned the Allow Printing of Invoice Barcodes permission in Accounts Payable Roles.

After you enter an invoice when those three criteria are met, the Invoice Entry program displays the Print Labels screen.



This screen requires you to enter the number of pages on the invoice, and then select a printing option. The available options are:

- Print Now – the program immediately prints the PDF label to the Munis printer.
- Add to Queue – the PDF label is added to a print queue for later printing. This option is typically used when you are creating multiple invoices at one time and prefer to print all of the labels at a later time. When you click this button, the program adds the label to the queue and returns to the Invoice Entry screen. To access the Print Labels screen in order to print the queue, click Print Label on the ribbon in Invoice Entry.
- Print Queue – the program immediately prints all of the labels currently stored in the print queue. The number in parentheses is the number of PDF labels currently in the queue. Printing labels resets the number to zero.

The Print Labels screen displays a Define Printer option on the ribbon. Click this option to open the Select a Printing Destination screen, which allows you to direct the program to print to PDF for printing on a standard printer or to print to a label printer.



Bid Management 10.5

Bid Pricing Import

An Import Vendor Prices option is available on the ribbon in the Enter Vendor Bid Prices program. Clicking this option opens the Vendor Bid Prices Import screen.



The Vendor Bid Prices Import screen imports a file in .csv format that contains the vendor bid prices for the entered bid. You can import pricing information only for bids that exist in the Munis system. If the import file applies to a bid that has not been entered in Munis, you must first create the bid record before performing the import.

After the import is complete, view the bid pricing information by clicking Details on the Enter Vendor Bid Prices program screen.

Item Specific Bid Entry

Bid number: 12 BID FOR CONTAINERS
Vendor: 1000 ABC SUPPLY COMPANY

Commodity	Description	Quantity	Ordered UOM	Per Unit Bid	Bidding UOM	5	Minimum	Handling	Freight	Discount
100		0.00	EACH	12.00000	EACH		.00	5.00	12.00	5.000
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	.75000	EACH		.00	.00	.00	5.000
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	1.00000	EACH		.00	.00	.00	.000
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	2.00000	EACH		.00	.00	.00	.000

Budgeting 10.5

Budget Check During Posting

The Budget Transfers and Amendments program performs a budget check when posting a transfer. This ensures that when a delay between entry of the transfer and posting occurs due to the workflow approval process, the funds are actually available at the time the transfer is posted.

A Bypass Over Budget Conditions at the Time of Posting list is available in Budget Roles. In order to access the list, the Post Amendments check box must be selected for the user role. If the check box is cleared, the value of the list is Never and it cannot be updated.

Budget Roles

Role ID: MUNIS
Description: Role for MUNIS staff users
 Role is active

Budget amendments

Post amendments
Bypass over budget conditions at the time of posting: Always

Approve amendments
 Disallow 1-sided amendments
 Disallow inter-fund transactions (types 7 and 8)
 Bypass workflow for budget amendment/transfers

Budget transfers need to be in balance by GL account segment: Object

Budget rolups

General maintenance to Budget Rolup codes

Next-year budgeting

Maximum budget level: 5
Projection access type: View, create, modify, delete
 Hide restricted budget levels
 Budget approver
 Projection detail access only

Data Access

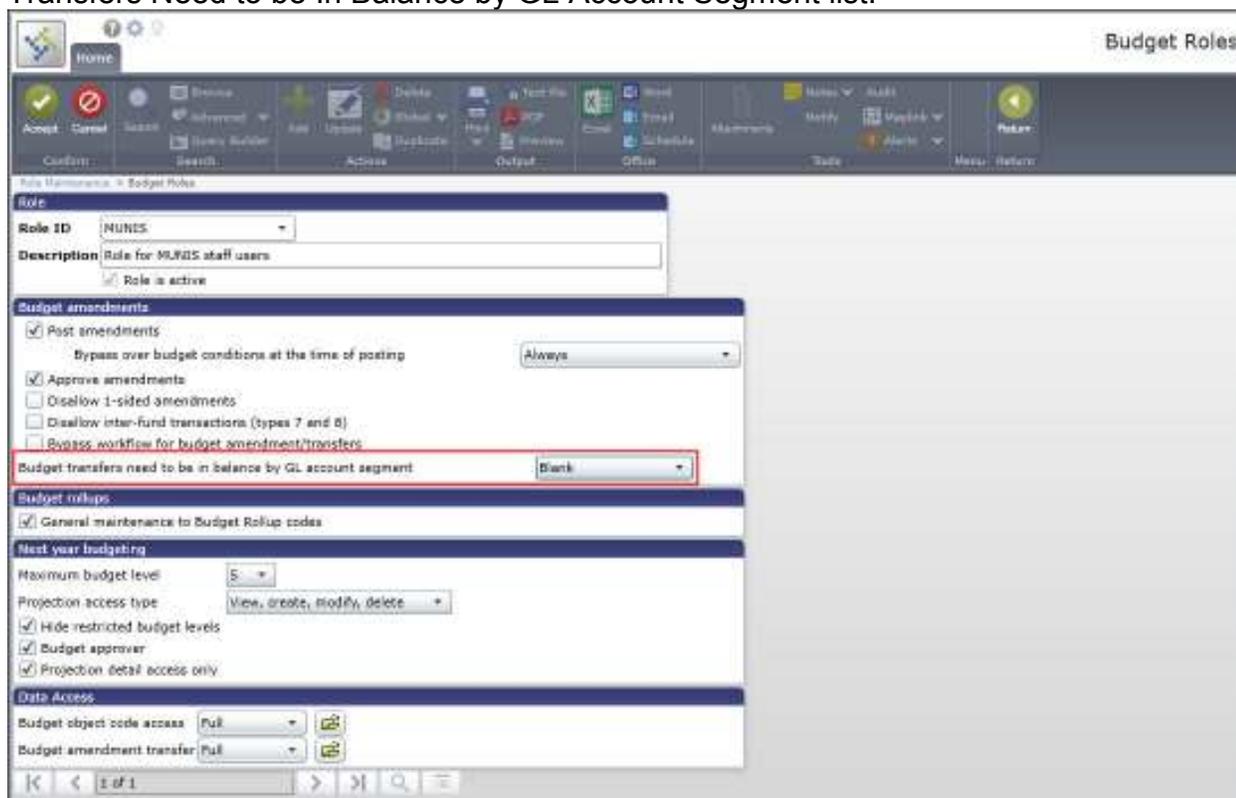
Budget object code access: Full
Budget amendment transfer: Full

For user roles that can post amendments, the options available from the Bypass Over Budget Conditions list are:

- Always - allows an override without displaying a warning message.
- Never - prevents entry of any over budget conditions.
- Override with Warning - allows the user to override the budget condition after confirming a warning message.

Budget Transfers Balance by Segment

Using the Budget Roles program, you can require that budget transfers be in balance by a specific account segment. This is done by selecting a segment value from the Budget Transfers Need to be In Balance by GL Account Segment list.



The screenshot shows the 'Budget Roles' configuration window. The 'Budget amendments' section is expanded, showing the following options:

- Post amendments
 - Bypass over budget conditions at the time of posting: Always
- Approve amendments
- Disallow 1-sided amendments
- Disallow inter-fund transactions (types 7 and 8)
- Bypass workflow for budget amendment/transfers
- Budget transfers need to be in balance by GL account segment: Blank

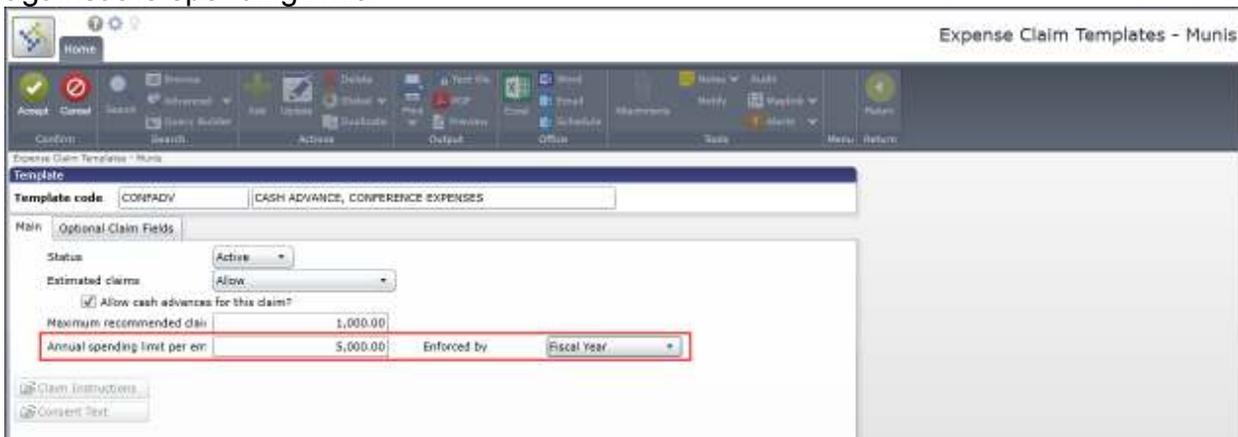
Other sections visible include 'Budget rollops', 'Next year budgeting', and 'Data Access'.

Select any segment value from two through eight, the object code, or the project code. Once this permission is applied, all budget transfers created by users assigned to the role must be in balance by the selected segment.

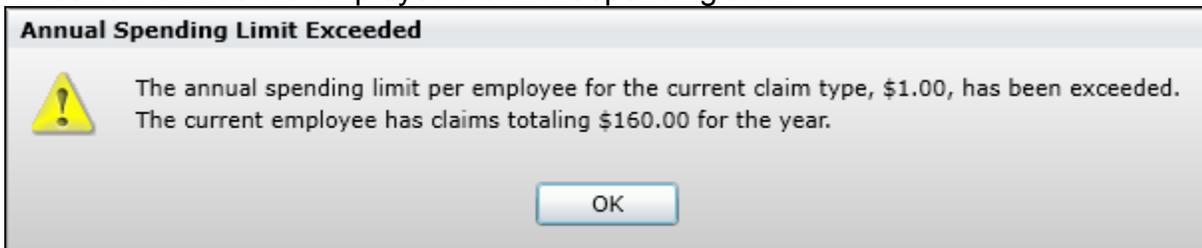
Employee Expense 10.5

Annual Spending Limits

The ability to define an annual spending limit for an employee is available in the Expense Claim Templates program. To apply a spending limit, enter the dollar amount in the Annual Spending Limit per Employee box. Select Fiscal Year or Calendar Year from the Enforced By list to define how the spending limit is calculated. This spending limit applies to all employees in your Munis database that use the claim template. Spending limits are calculated based on the start dates and totals of all estimated and actual claims. Rejected claims do not count against the spending limit.



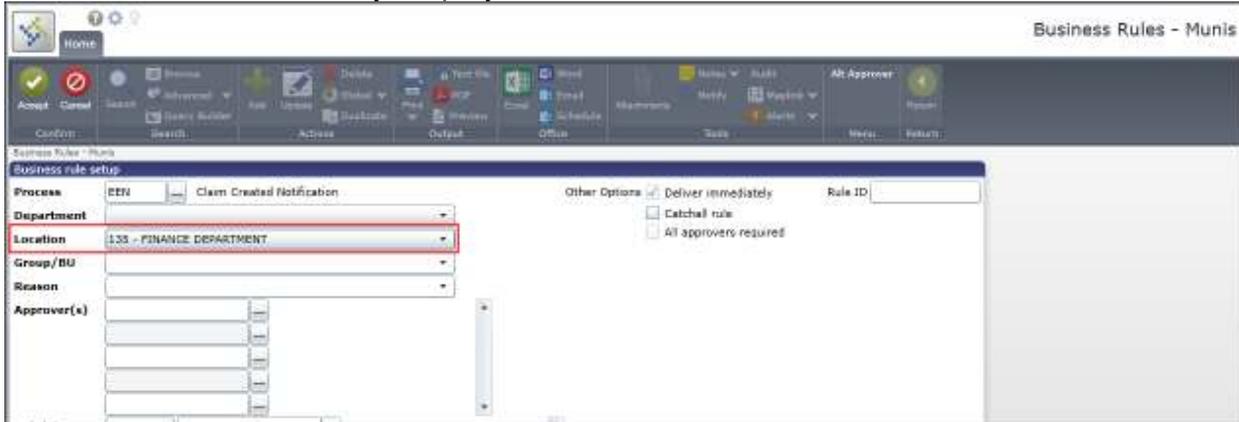
When you attempt to create an expense claim for employee who has exceeded the spending limit for the selected template in the Expense Claims program, the program displays a warning message. The message indicates that the employee has exceeded the template's spending limit and includes the employee's current spending total.



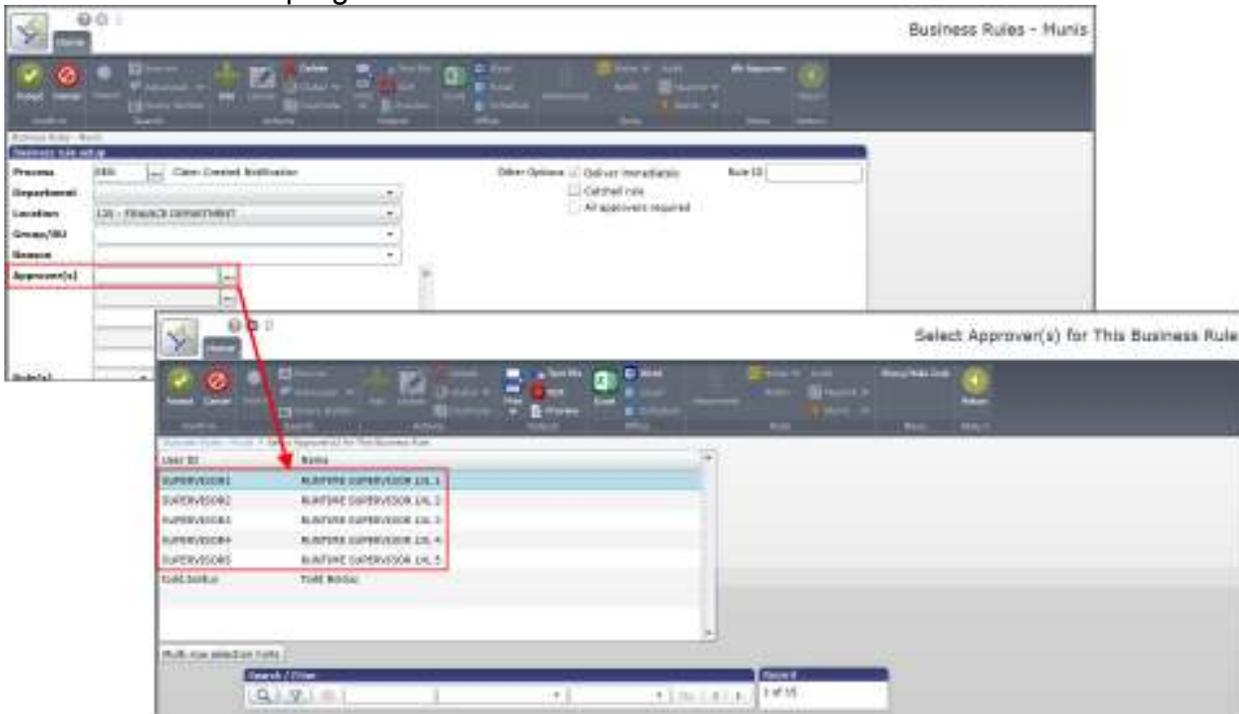
This warning message is for informational purposes only. After you click OK to acknowledge the warning message, the Expense Claims program continues with the claim process. If the claim should not be completed due to the spending limit, you must manually cancel entry of the claim record.

Employee Expense Workflow

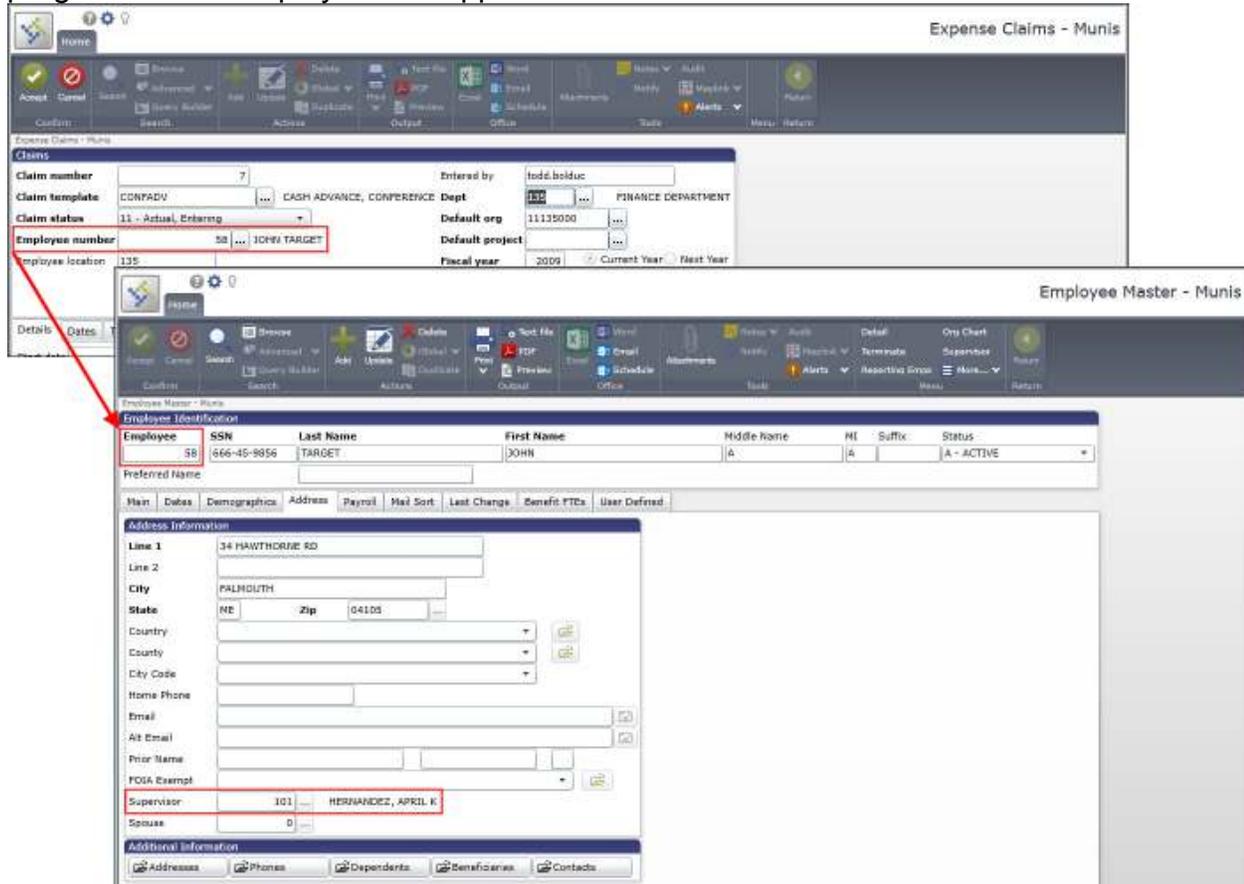
The Workflow Business Rules program provides the option to send notifications and approvals for the Employee Expense Actual Claim (EEA), Employee Expense Estimate Claim (EEE), and Claim Created Notification (EEN) rules based on employee location and supervisor. To route a business rule by employee location, select a value from the Location list.



To route expense claims directly to an employee's supervisor, select one of the SUPERVISOR1 through SUPERVISOR5 options from the Select Approver(s) for this Business Rule screen. The screen is accessed by clicking the field help button in the Approver(s) box in the Business Rules program.



Selecting SUPERVISOR1 sends the approval or notification to the employee's direct supervisor. This is the supervisor who is listed on the Address tab of the Employee Master program for the employee that appears on the claim.



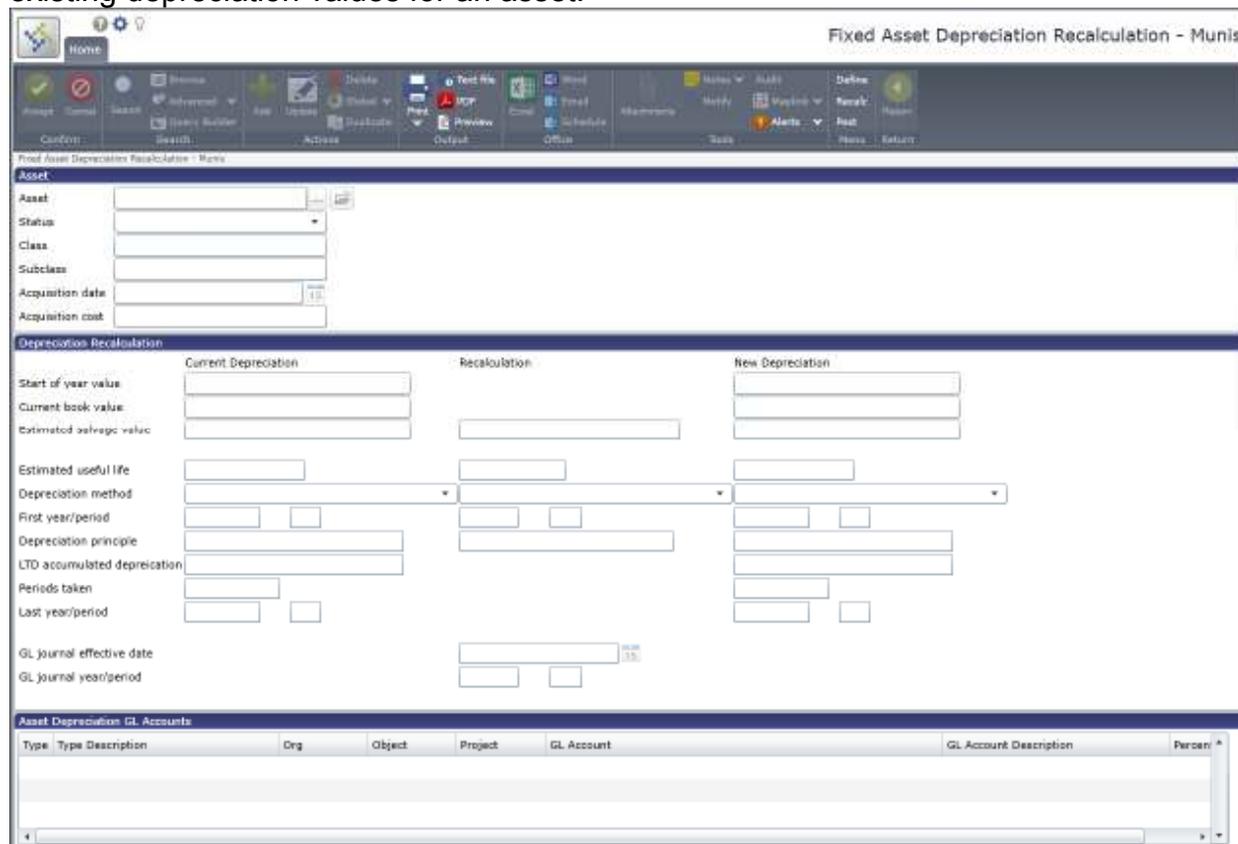
If you select SUPERVISOR2, the approval or notification is sent to the supervisor's supervisor. Selecting SUPERVISOR3 causes the notification to be sent to the third level supervisor, and so on.

Both the routing by location and delivery to a supervisor features require that your organization have Munis Payroll installed. Attempting to route Employee Expense business rules by location or supervisor without Munis Payroll causes the process to fail.

Fixed Assets 10.5

Fixed Asset Depreciation Recalculation

The Depreciation Recalculation program is available. The program recalculates and updates existing depreciation values for an asset.



In order to recalculate depreciation, you must select an asset that has existing depreciation and that has no pending transactions of any type. You cannot recalculate depreciation for assets with pending transactions.

After you select a valid asset, the program displays the original depreciation values in the fields in the Current Depreciation column and makes the fields in the Recalculation column available for entry.

Fixed Asset Depreciation Recalculation - Munis

Asset: 13
 Status: ACTIVE - POSTED TO GL
 Class: 40 MACHINERY AND EQUIPMENT
 Subclass: 43 VEHICLES
 Acquisition date: 02/28/2005
 Acquisition cost: 50000.00

Depreciation Recalculation

	Current Depreciation	Recalculation	New Depreciation
Start of year value	32250.00		0.00
Current book value	34250.00		0.00
Estimated salvage value	0.00	0.00	0.00
Estimated useful life	5	5	0
Depreciation method	2 - MONTHLY STR-LINE	2 - MONTHLY STR-LINE	
First year/period	2005 8 FEB	2005 8 FEB	0 0
Depreciation principle	45000.00	45000.00	0.00
LTD accumulated depreciation	12750.00		0.00
Periods taken	17		0
Last year/period	2008 12 JUN		0 0

GL journal effective date: 13
 GL journal year/period: 13

Asset Depreciation GL Accounts

Type	Type Description	Org	Object	Project	GL Account	GL Account Description	Percent

Update the values of the Estimated Salvage Value, Estimated Useful Life, Depreciation Method, First Year/Period, and Depreciation Principle fields in the Recalculation column in order to redefine the asset's depreciation amounts. After you complete the updates and click Recalc on the ribbon, the program displays the new values in the New Depreciation column.

Fixed Asset Depreciation Recalculation - Munis

Asset: 13
 Status: ACTIVE - POSTED TO GL
 Class: 40 MACHINERY AND EQUIPMENT
 Subclass: 43 VEHICLES
 Acquisition date: 02/28/2005
 Acquisition cost: 50000.00

Depreciation Recalculation

	Current Depreciation	Recalculation	New Depreciation
Start of year value	32250.00		27328.12
Current book value	34250.00		29328.12
Estimated salvage value	0.00	1500.00	1500.00
Estimated useful life	5	8	8
Depreciation method	2 - MONTHLY STR-LINE	2 - MONTHLY STR-LINE	2 - MONTHLY STR-LINE
First year/period	2005 8 FEB	2005 10 FEB	2005 10 APR
Depreciation principle	45000.00	43500.00	43500.00
LTD accumulated depreciation	12750.00		17671.08
Periods taken	17		39
Last year/period	2008 12 JUN		2008 12 JUN

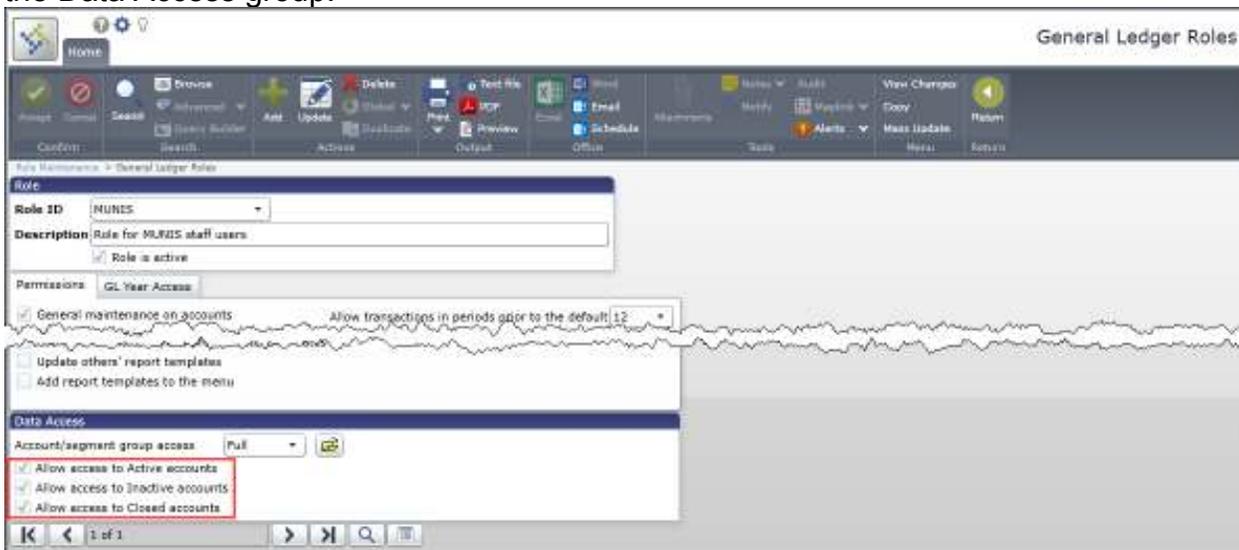
The depreciation recalculation is not complete until you click Post on the ribbon and create the adjustment detail report.

01/14/2014 09:13	MUNIS		PG 1
todd.bolduc	FIXED ASSET ADJUSTMENT DETAIL REPORT		faentpst
ASSET: 13 POSTED TO GL: Y			
ACQUISITION COST CHANGE:	2,000.00	BOOK VALUE CHANGE:	2,000.00 ESTIMATED LIFE CHANGE: 0
CURRENT YEAR DEPR CHANGE:	.00	LTD DEPRECIATION CHANGE:	.00 PERIODS TAKEN CHANGE: 0
START OF YEAR VALUE CHANGE:	.00	SALVAGE VALUE CHANGE:	.00 DEPRECIATION FLAG: Y
DEPRECIATION PRINCIPAL CHANGE:	.00	EST. REPLACEMENT COST CHANGE:	.00 DEPRECIATION METHOD: 2
LAST APPRAISAL VALUE CHANGE:	.00		
FIRST DEPRECIATION YEAR/PERIOD:	2005/08	REPLACEMENT DATE:	02/27/2012
REASON: OVER/UNDER VALUATION			
** END OF REPORT - Generated by Todd Bolduc **			

General Ledger 10.5

Account Access by Status

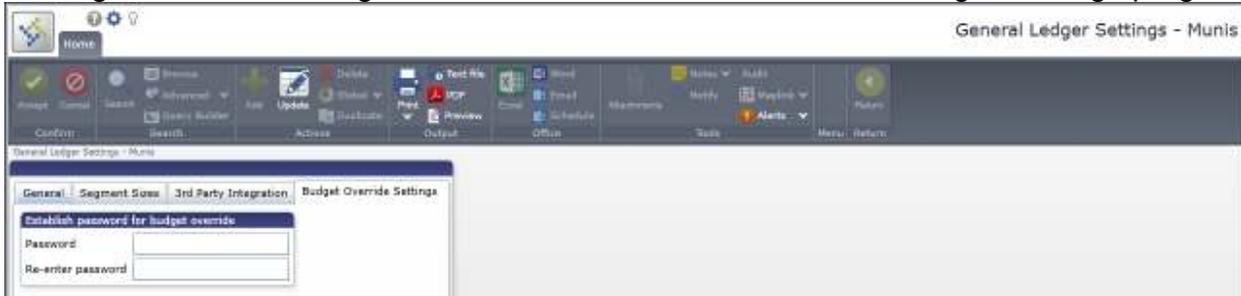
The General Ledger Roles program provides the ability to restrict account access during transaction entry based on account status. Access is restricted by clearing the check boxes in the Data Access group.



The check boxes are not mutually exclusive. You can grant or deny access to any combination of active, inactive, and closed accounts. Access based on status combines with access based on segment. For example, if you have been given permission to access accounts with a fund value of 1000 and all accounts of Active status, any account that is inactive or closed and not in fund 1000 is not available to you.

Budget Override Password

A Budget Override Settings tab has been added to the General Ledger Settings program.



When a budget override password has been defined, Munis programs require entry of that password when you attempt to override the available budget warning for an account during entry of a transaction. If you do not enter a password, or enter an incorrect password, an error message appears. Entering the correct password allows you to continue processing the transaction.

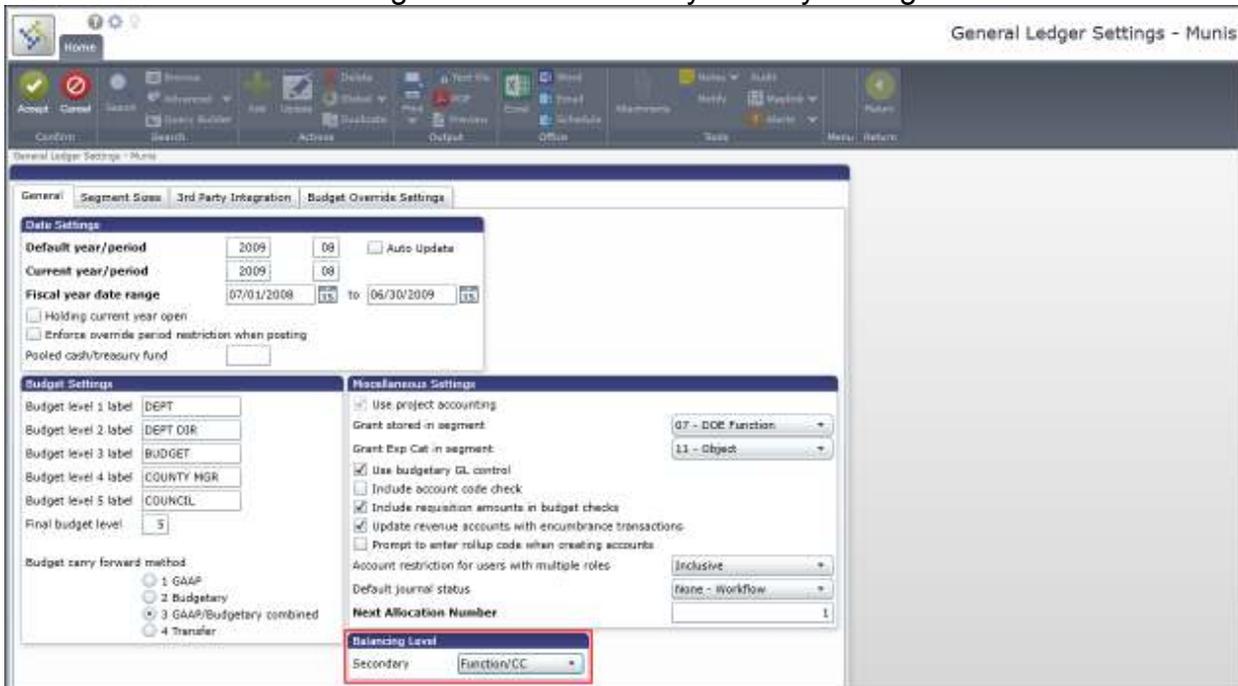


The requirement to enter a password does not apply to users who have been assigned the Override Budget Amounts permission in General Ledger Roles.

Fund Balancing

General Ledger Settings and Chart of Account Segments

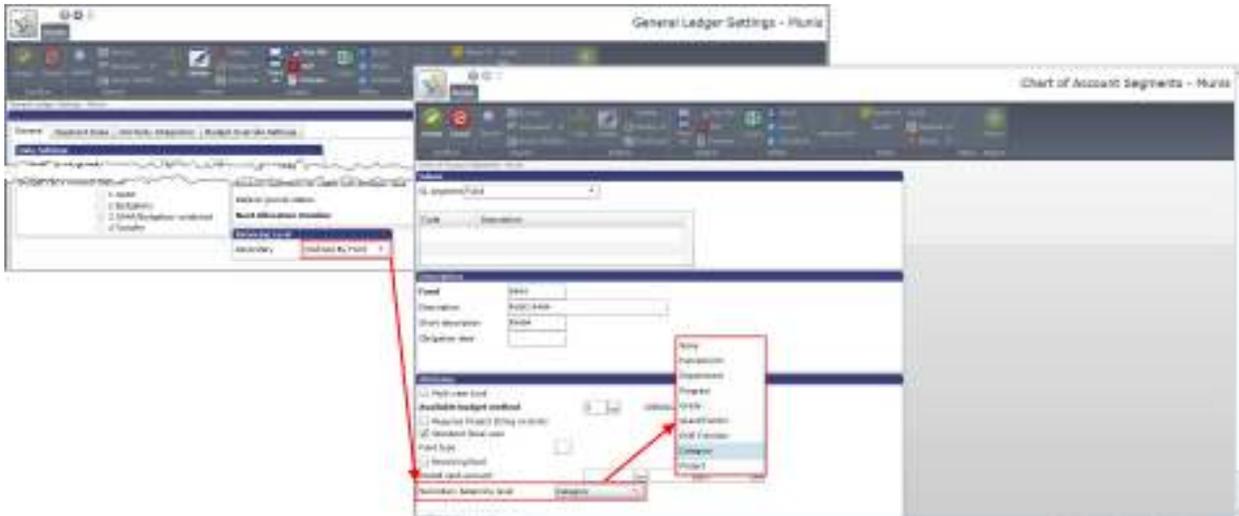
The General Ledger Settings program has been updated to facilitate fund-segment balancing at the individual fund level. The Journals Balance to Fund list has been renamed as Secondary and moved to a Balancing Level group on the General tab. The value selected from the list determines the fund and segment combination by which your organization balances.



The screenshot shows the 'General Ledger Settings - Munis' interface. The 'General' tab is selected, and the 'Balancing Level' dropdown is highlighted with a red box. The dropdown menu is open, showing 'Secondary' as the selected option and 'Function/CC' as the current value. Other settings visible include 'Date Settings' (Default year/period: 2009, Current year/period: 2009, Fiscal year date range: 07/01/2009 to 06/30/2009) and 'Budget Settings' (Budget level 1 label: DEPT, Budget level 2 label: DEPT OIR, Budget level 3 label: BUDGET, Budget level 4 label: COUNTY MGR, Budget level 5 label: COUNCIL, Final budget level: 5). The 'Miscellaneous Settings' section includes options for project accounting, budgetary GL control, and revenue account updates.

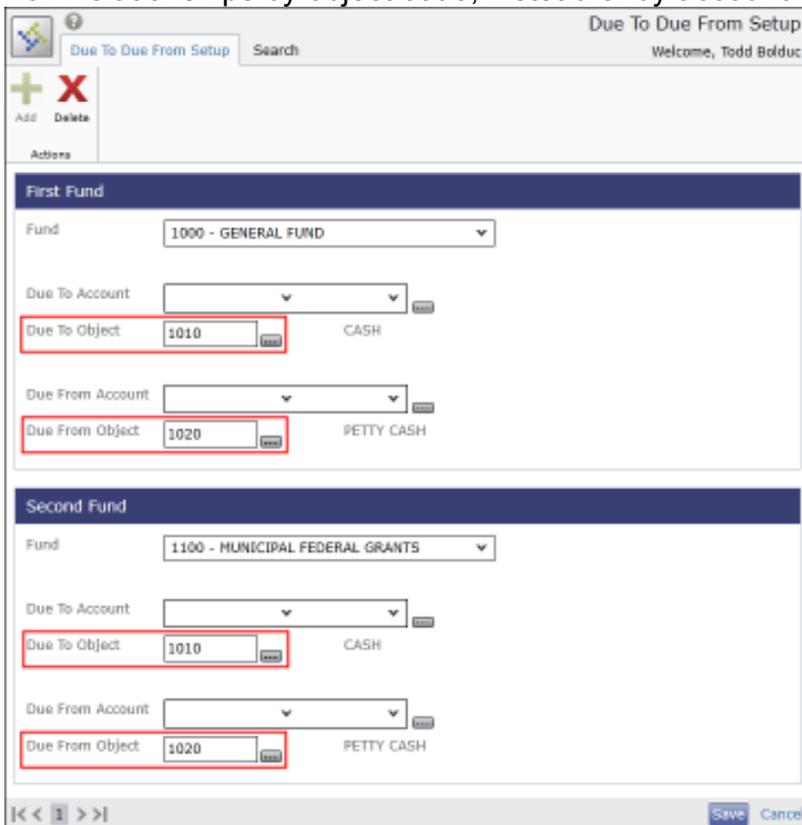
The Secondary list contains all of the segment values defined on the Segment Sizes tab. It also contains a Defined by Fund option. Selecting this option allows individual funds to balance by different segment combinations, instead of defining the fund and segment combination at the system level.

When Defined by Fund is selected from the Secondary list, the Chart of Account Segments program displays a Secondary Balancing Level list for fund segments. This list determines the segment by which the selected fund balances. The value of the list can be defined only for new funds in order to prevent the balancing segment of an existing fund from being changed during a fiscal year. All existing funds have a value of None. You cannot manually update an account to balance from one segment to another after creation.



Due To/Due From Setup

The Due To/Due From Setup program has been altered to ensure compatibility with organizations that balance to a fund-segment combination. The program can define due to/due from relationships by object code, instead of by account.



An account that utilizes the entered object codes must exist for each balancing segment in order for the due to/due from process to complete successfully. Organizations that balance at

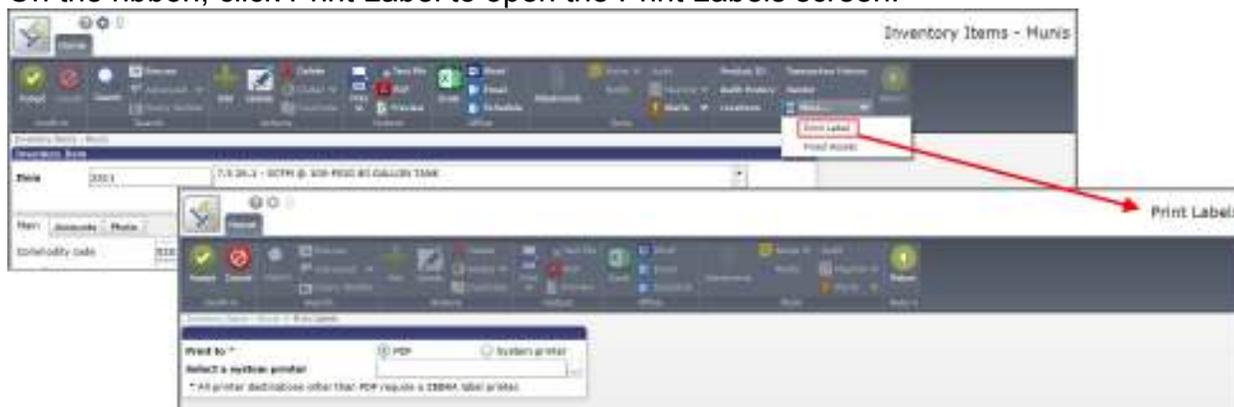
the fund level can also define due to/due from relationships by object code. Correct setup of due to/due from objects eliminates the need to set up Journal Source Posting records.

Inventory 10.5

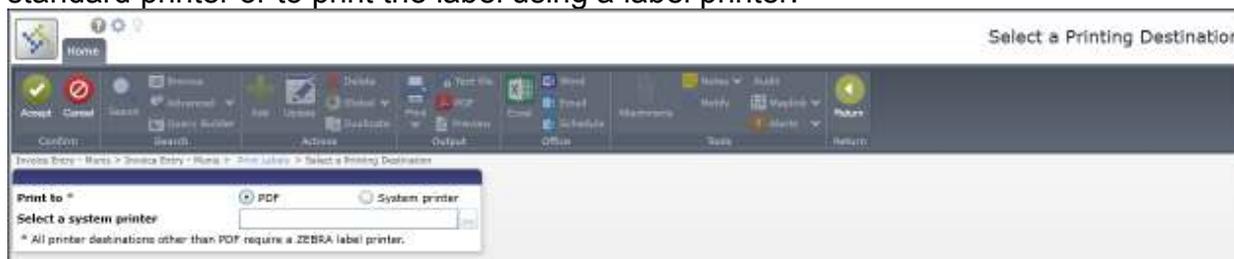
PDF Inventory Bar Code Label Printing

The Inventory Items program provides the option to print inventory bar code labels as PDF files.

On the ribbon, click Print Label to open the Print Labels screen.



The Print Labels screen allows you to direct the program to print to PDF for printing on a standard printer or to print the label using a label printer.



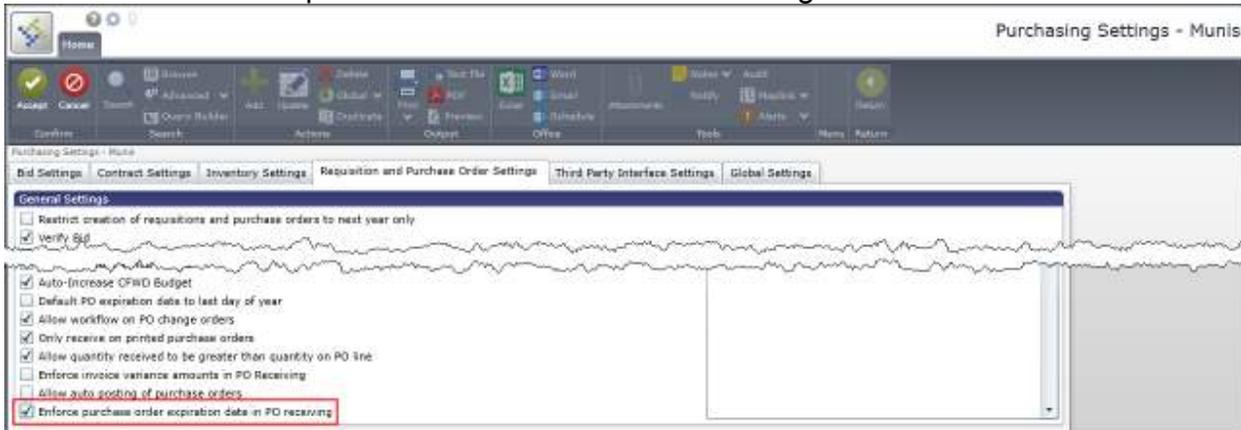
Select PDF, and then click Accept. This causes the program to generate a PDF file of the barcode label that can then be printed directly from your PC to a connected printer.



Purchasing 10.5

Expiration Dates in Purchase Order Receiving

Purchasing Settings contains an Enforce Purchase Order Expiration Date in PO Receiving check box on the Requisition and Purchase Order Settings tab.

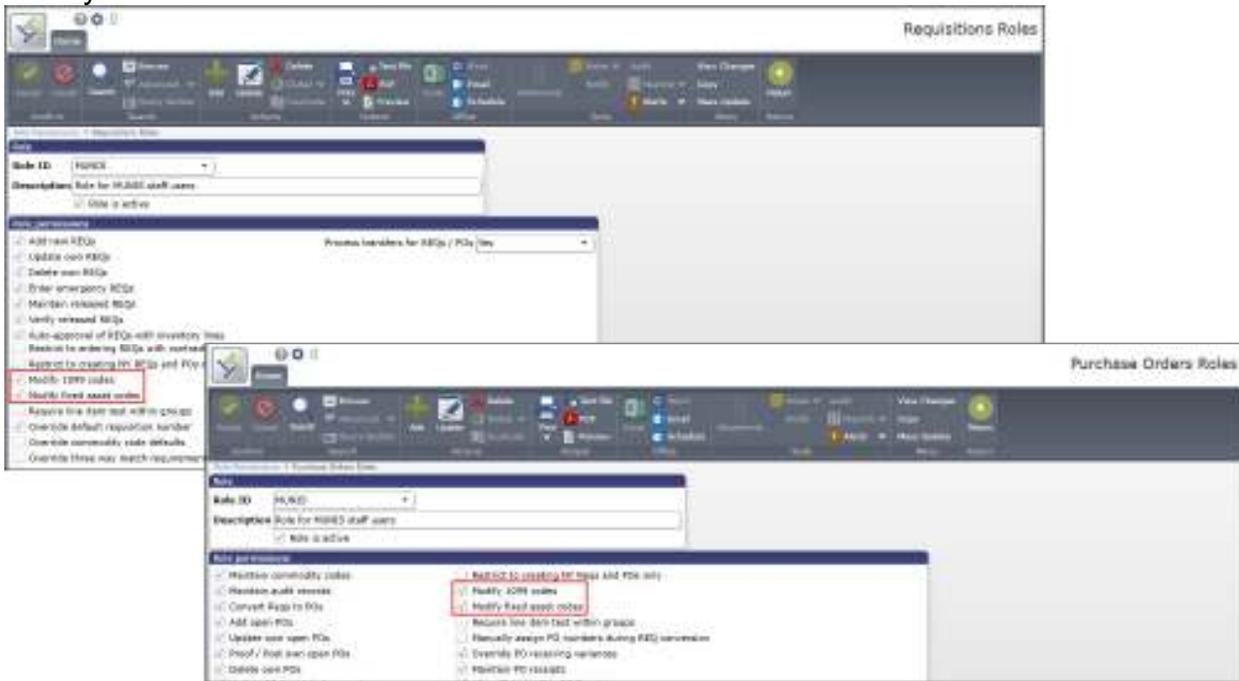


Selecting the check box directs the Purchase Order Receiving and Purchase Order Quick Receipt programs to disallow entry of receiving records for orders that have passed their expiration date as defined in Purchase Order Entry. In addition, Purchase Order Change Orders does not allow changes to order quantities for expired purchase orders.

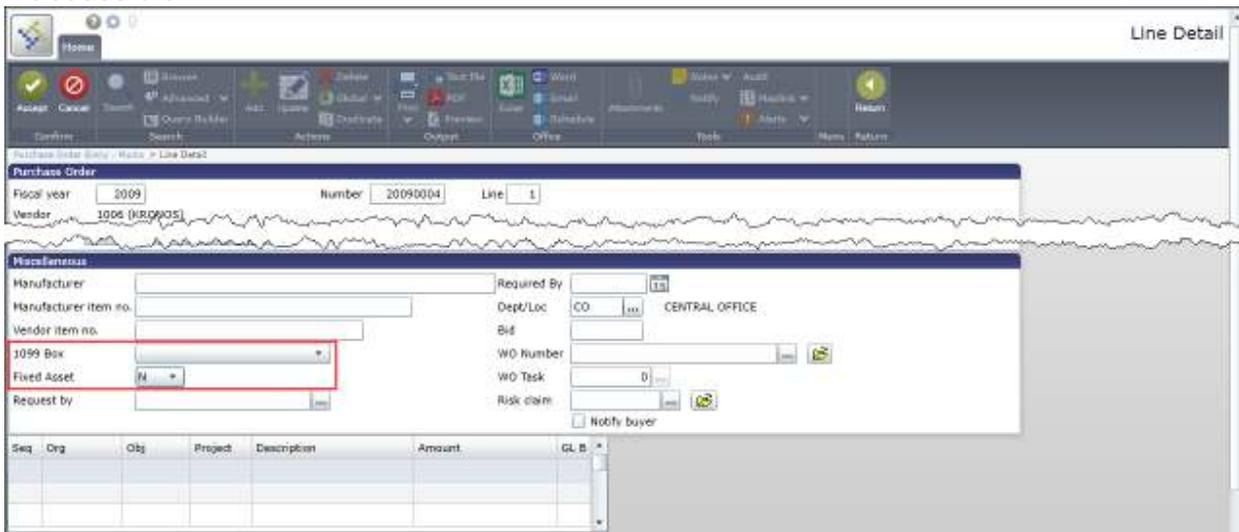


Modify 1099 and Fixed Asset Codes

The Purchase Order Roles and Requisition Roles programs contain Modify 1099 Codes and Modify Fixed Asset Codes check boxes.



When the check boxes are selected, the 1099 Box and Fixed Asset lists are accessible on the detail entry screens of the Purchase Order Change Orders, Purchase Order Entry, and Requisition Entry programs. If the check boxes are cleared, the lists are visible but inaccessible.



Purchasing Settings

The Purchase Order Settings program has been renamed as Purchasing Settings. The fields available on the program screen have been divided into the following tabs: Bid Settings, Contract Settings, Inventory Settings, Requisition and Purchase Order Settings, Third Party Interface Settings, and Global Settings.

Purchasing Settings creates audit records each time a setting is changed. To view the audit history, click Audits on the ribbon. This opens the Purchasing Settings Audits screen, which contains a complete change history for each tab in the Purchasing Settings program.

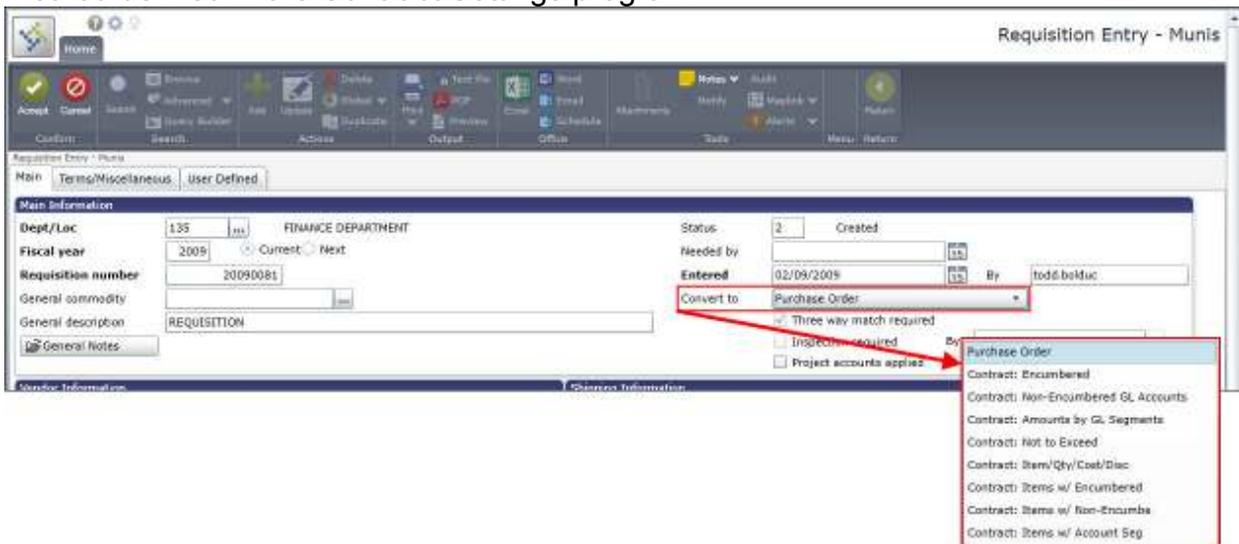
Date	Time	Created By	Setting	Previous value	New value
05/13/2014	11:18:45	Todd Bolduc	Requisition conversion method	N	0
05/13/2014	11:18:45	Todd Bolduc	Provide inventory reorder point v 0		1

Click Lock Check on the ribbon in the Purchasing Settings program to view and clear any locks that have been applied to the program. The Lock Check screen displays the Munis user that has locked the program. Clicking Delete on the ribbon clears the lock.



Requisition Conversion to Contracts

The Requisition Entry program allows you to select a contract enforcement method during creation of a requisition. The Convert To list contains an option for each contract enforcement method defined in the Contract Settings program.



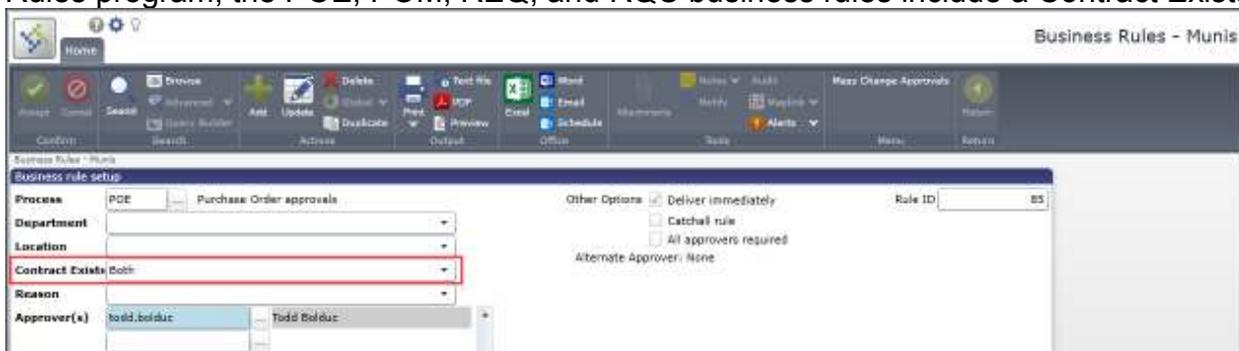
The enforcement methods available for selection from the Convert To list are determined by your user role. In order for an enforcement method to be available, you must be granted permission to create contracts of that type in Contract Management Roles. If the Create New Contracts check box in Contract Management Roles has not been selected for your user role, none of the enforcement methods are available and you can select only Purchase Order from the list.

When the value of the Convert To list is Purchase Order, Contract: Encumbered Accounts, or Contract: Items w/Encumbered Accounts, Requisition Entry performs a budget check on the allocation lines entered on the requisition. The program sets the value of the Budget code column (U or A) on each allocation line based on the result of the budget check. When the value of the list is any other value, the program does not perform budget checks on the allocation lines and the value of the Budget column is U for all lines.

If a requisition is initially designated to convert to a purchase order, or a contract with an enforcement method of Contract: Encumbered Accounts, or Contract: Items w/Encumbered Accounts, and the value of the Convert To list is later changed to another value, the program automatically updates the value of the Budget column on each allocation line to U. If a requisition is entered without one of those three contract enforcement types and later changed to one, the program performs budget checks on the allocation lines and sets the value of the Budget column based on those checks.

Workflow Routing by Contract

The POE – Purchase Order Entry, POM – Purchase Order Maintenance, REQ – Requisition Entry, and RQC – Requisition Conversion business rules can be defined to route workflow approvals and notifications based on the existence of a contract on the record. In the Business Rules program, the POE, POM, REQ, and RQC business rules include a Contract Exists list.



The screenshot shows the 'Business Rules - Munis' interface. The 'Business rule setup' form is displayed with the following fields:

- Process:** POE - Purchase Order approvals
- Department:** (empty dropdown)
- Location:** (empty dropdown)
- Contract Exists:** Both (highlighted with a red box)
- Reason:** (empty dropdown)
- Approver(s):** todd.bolduc
- Other Options:**
 - Deliver immediately
 - Catchall rule
 - All approvers required
 - Alternate Approver: None
- Rule ID:** 83

The options available from the list are Yes, No, and Both. Select Yes to configure the business rule to apply only to records that are associated with a contract. Select No to configure the business rule to apply only to records without a contract, and. Select Both to configure the business rule to apply to all records regardless of whether they are associated with a contract or not.

The My Workflow web part includes the contract number when you click View Details for workflow actions with the REQ business rule type.

My Workflow

Notifications 10 (10 Unread)

Approvals: All 21 (16 Unread)

<input type="checkbox"/>	Type	Created	Summary	Actions
<input type="checkbox"/>	BMA	11/08/2013	58785	▼
<input type="checkbox"/>	COE	11/08/2013	\$100,000.00 - No Contract desc	▼
<input type="checkbox"/>	GBI	04/20/2007	Details Available	▼
<input type="checkbox"/>	GLJ	11/11/2013	DECR	▼
<input type="checkbox"/>	GLJ	11/11/2013	INCR	▼
<input type="checkbox"/>	POM	11/11/2013	\$200.00	▼
<input type="checkbox"/>	POM	11/11/2013	\$0.00	▼
<input checked="" type="checkbox"/>	REQ	02/07/2013	\$475.00 - ITEM	▼
<input type="checkbox"/>	REQ	02/18/2010	\$100.00 - No Requis	▼

Settings Forwarding On Updated: 1/15/2014 11:03:14 AM

Notifications 10 (10 Unread)

Approvals: All 21 (16 Unread)

Requisitions pending approvals 02/07/2013 02:25 PM

Details Reason | More Info

Requisition Header

Fiscal year: 2009

Requisition number: 20090066

General description: ITEM

Contract: 20090066

Total amount: \$475.00

Requested by: todd.bolduc - Todd Bolduc

Status code: 6 - Released

Settings Forwarding On Updated: 1/15/2014 11:03:14 AM

System Administration – Financial Roles 10.5

The following table provides a description of permission changes in the Munis Roles programs for Accounts Payable, Budget, General Ledger, Purchase Orders, and Requisitions programs.

Module	Field Name	Description
Accounts Payable		
	Allow Mass Update of Inactive Bank Codes	The Allow Mass Update of Inactive Bank Codes permission grants users assigned to the role permission to mass update inactive bank codes.
	Allow Printing of Invoice Bar Codes	The Allow Printing of Invoice Barcodes check box, if selected, allows users assigned to the role to print barcode labels for invoices. The default value for this permission is not selected. In addition to this permission, to print barcodes, Tyler Content Manager (TCM) must be installed and in the Accounts Payable Settings program, the Enable Printing Invoice Barcode Labels for TCM check box must be selected.
	Maintain Vendors on Purchase Card Transactions	If selected, users assigned to the role can maintain vendor details on purchase card transactions.
	Modify 1099 Codes Modify Fixed Asset Codes	When selected, these check boxes allow users assigned to the role to modify the default 1099 and fixed asset codes on invoices.
	View/Maintain Vendor Banking Information	The View/Maintain Vendor Banking Information permission grants users assigned to the role the ability to view and maintain banking information in the Vendors program.
Budget		
	Budget Transfers Need to be in Balance by GL Account Segment	The Budget Transfers Need to be in Balance by GL Account Segment permission allows a user assigned to this role to perform a secondary balancing check for a specified segment value. You can specify Segments 2-8, Object, or Project. The number of segments 2-8 is based on the number of segments in use in General Ledger Settings. The default

Module	Field Name	Description
		<p>value is Blank. If you specify a value, budget transfers are only permitted if the segment specified is in balance.</p>
	<p>Bypass Over Budget Conditions at the Time of Posting</p>	<p>The Bypass Over Budget Conditions at the Time of Posting permission provides a user assigned to the role the ability to override over-budget conditions when a transaction is posted. In order to access the list, the Post Amendments check box must be selected for the user role. If the check box is cleared, the value of the list is Never and it cannot be updated. For user roles that can post amendments, the options available from the Bypass Over Budget Conditions list are: Always, Never, and Override with Warning. Selecting Never prevents over budget conditions from being overridden. Override with Warning allows the user to override the budget condition after confirming a warning message. Always allows an override without displaying a warning message.</p>
General Ledger		
	<p>Allow Access to Active Accounts Allow Access to Inactive Accounts Allow Access to Closed Accounts</p>	<p>These check boxes limit general ledger account access to certain account statuses. The check boxes are not mutually exclusive. You can grant or deny access to any combination of active, inactive, and closed accounts. Access based on status combines with access based on segment. For example, if you have been given permission to access accounts with a fund value of 1000, and all accounts of Active status, any account that is inactive or closed and not in fund 1000 is not available to you.</p>
Purchase Orders		
	<p>Modify 1099 Codes Modify Fixed Asset Codes</p>	<p>When these check boxes are selected, the 1099 Box and Fixed Asset lists are accessible on the detail entry screens of</p>

Module	Field Name	Description
		the Purchase Order Change Orders and Purchase Order Entry programs. If the check boxes are cleared, the lists are visible but inaccessible.
Requisitions		
	Modify 1099 Codes Modify Fixed Asset Codes	When these check boxes are selected, the 1099 Box and Fixed Asset lists are accessible on the detail entry screen of the Requisition Entry program. If the check boxes are cleared, the lists are visible but inaccessible.

Munis Central Programs 10.5

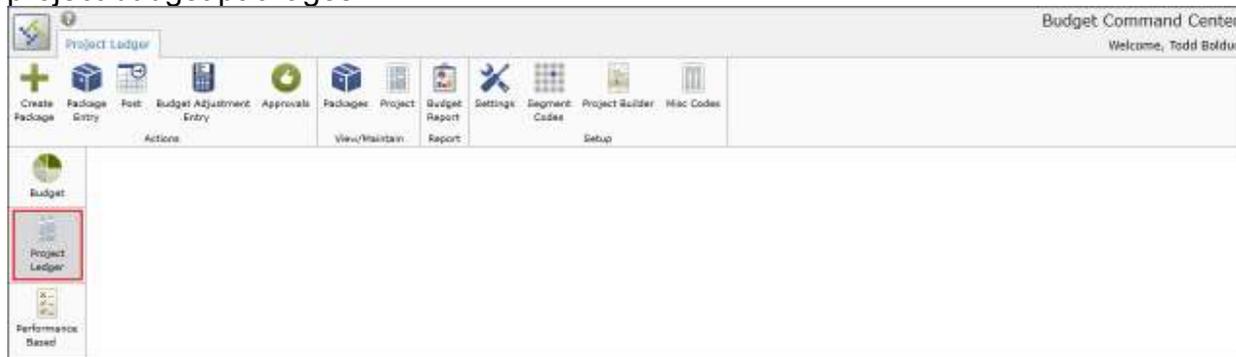
Budget Command Center

The Budget Command Center functions as a consolidated resource for accessing and processing budget information from your organization's Munis database. The program applies all role based permissions related to the programs and information that it accesses. Clicking the options on the left menu causes the program to display the Budget, Project Ledger, or Performance Based panes.

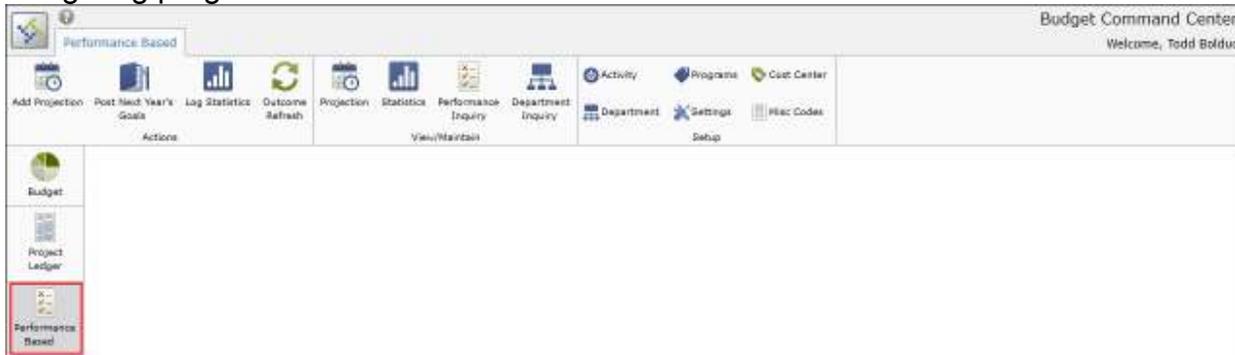
The Budget pane consists of two tabs: Budget and Accounts. The ribbon on the Budgets tab provides access to the Munis programs used to process and report budget information. The Accounts tab facilitates account maintenance and inquiry.



The Project Ledger pane features buttons that open Munis programs used for processing project budget packages.



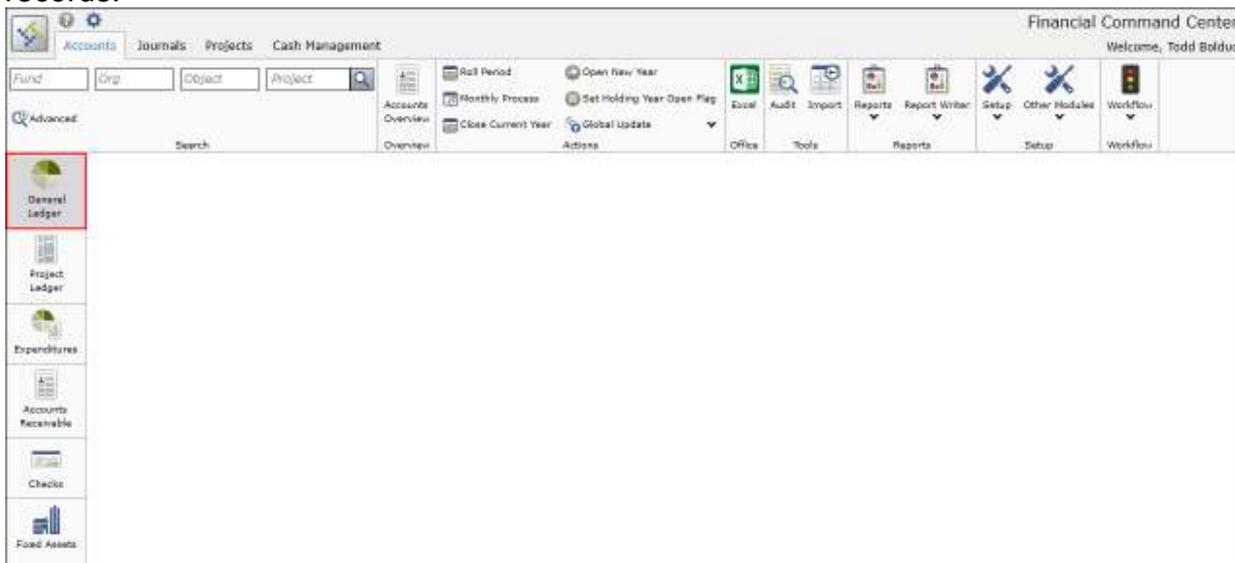
The Performance Based tab contains buttons which provide access to Performance Based Budgeting programs.



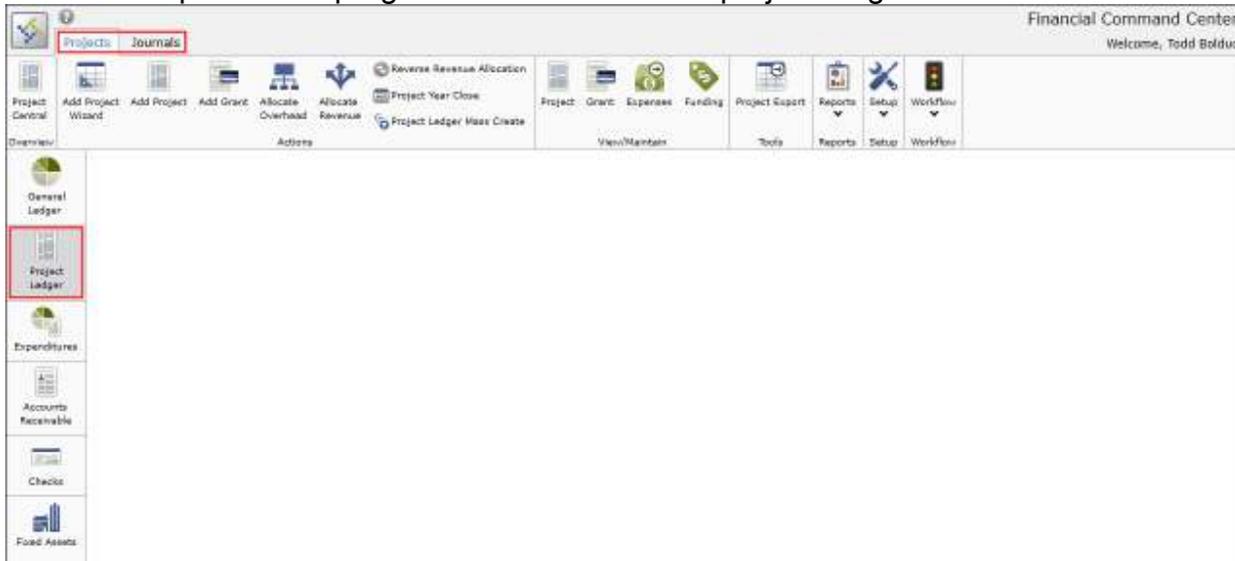
Financials Command Center

The Financials Command Center is a consolidated, centralized program used to access financial information from your Munis database. The program enforces all role based permissions related to the programs and data that it accesses. Clicking the options on the left menu causes the program to display the General Ledger, Project Ledger, Expenditures, Accounts Receivable, Checks, or Fixed Assets panes.

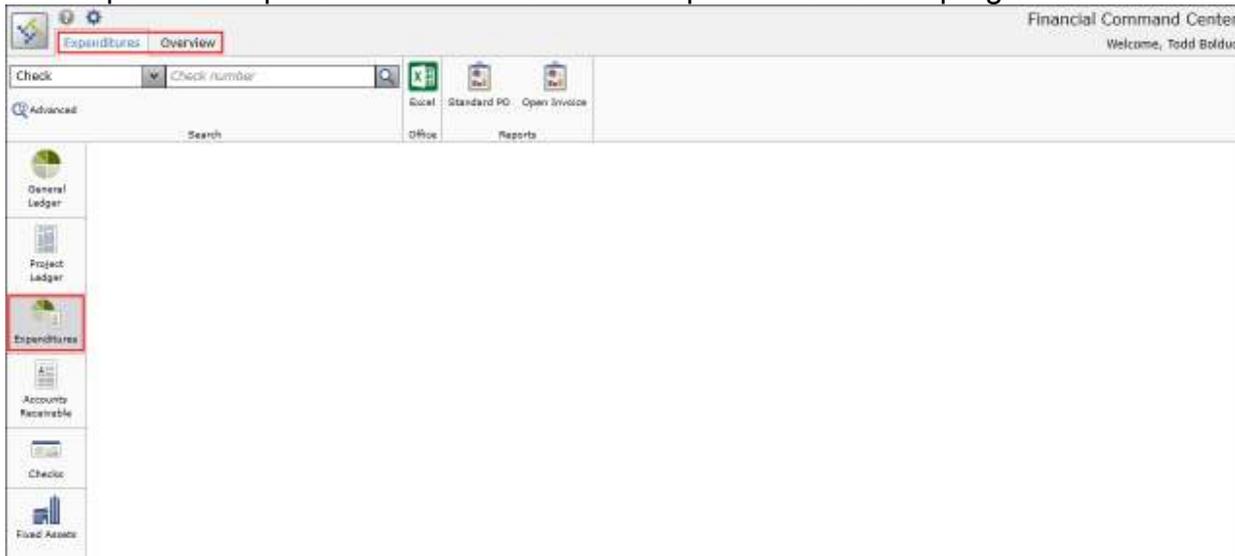
The General Ledger pane contains tabs for account, journal, project, and cash management information. The buttons on the ribbon of each tab open Munis programs that allow you to maintain records.



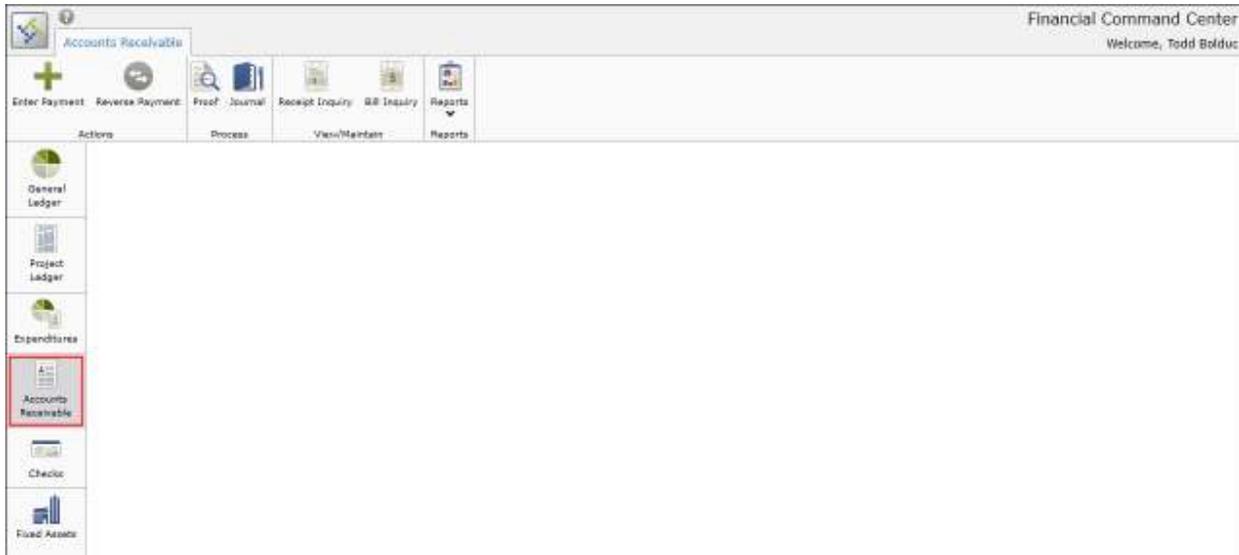
The Project Ledger pane consists of a Projects tab and a Journals tab. The ribbon options for these tabs open Munis programs used to maintain project ledger data.



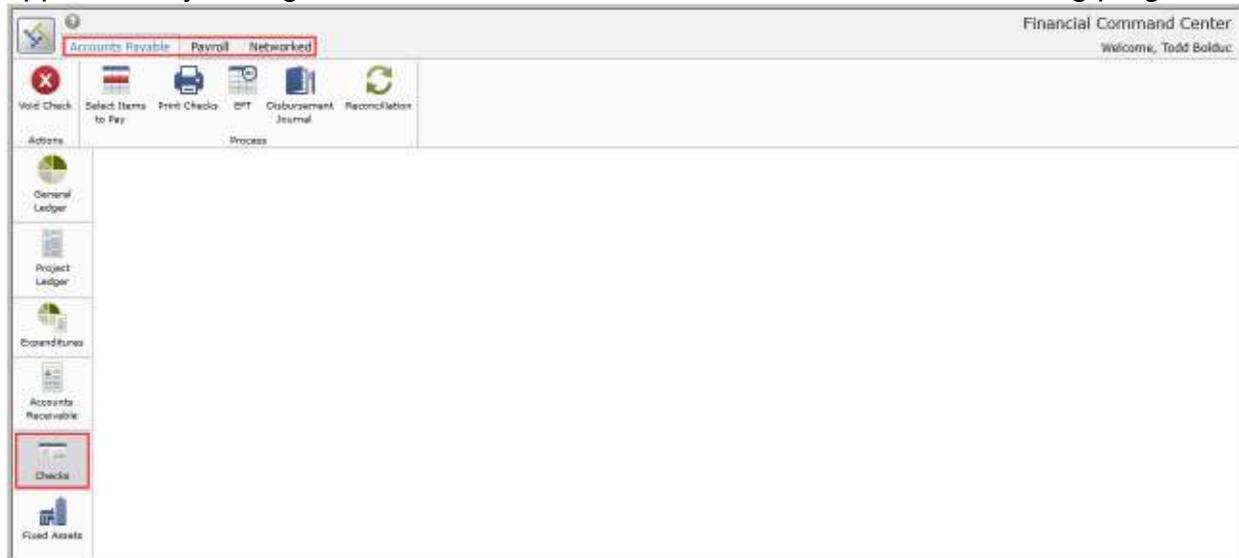
The Expenditures pane is an interface for the Expenditure Central program.



The Accounts Receivable pane provides buttons that open programs used to process accounts receivable records.



The Checks pane is divided into Accounts Payable, Payroll, and Networked tabs. The ribbon on each tab facilitates the processing of checks of the labeled type. The Networked tab is only applicable if your organization uses the Networked District Check Processing programs.



The Fixed Assets pane contains buttons that open fixed asset processing and reporting programs.

