



Munis Financials

*Major Enhancements
Version 10.4 to 10.5*

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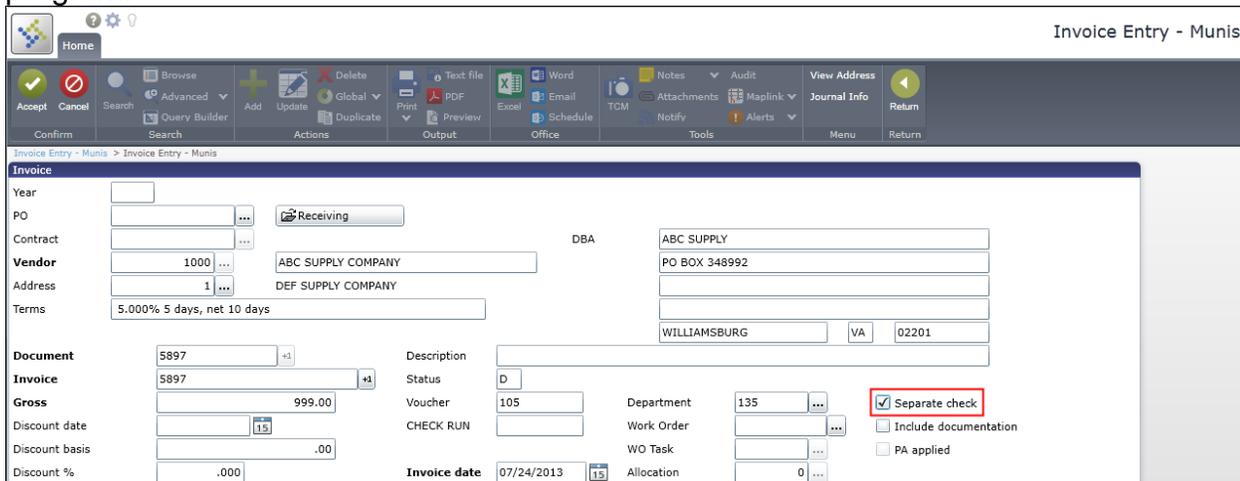
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Financials Version 10.4

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 'Invoice' tab is active, displaying various fields for invoice entry. The 'Separate check' checkbox is checked and highlighted with a red box. Other visible fields include:

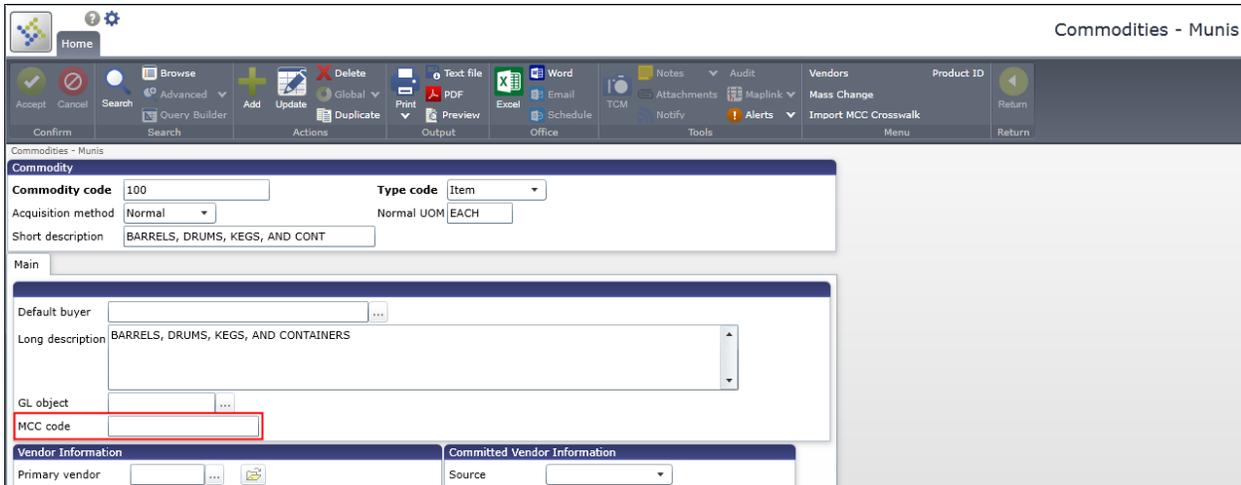
- Year: []
- PO: []
- Contract: []
- Vendor: 1000, ABC SUPPLY COMPANY
- Address: 1, DEF SUPPLY COMPANY
- Terms: 5.000% 5 days, net 10 days
- DBA: ABC SUPPLY
- PO BOX: 348992
- City: WILLIAMSBURG, State: VA, ZIP: 02201
- Document: 5897
- Invoice: 5897
- Gross: 999.00
- Discount date: []
- Discount basis: .00
- Discount %: .000
- Invoice date: 07/24/2013
- Status: D
- Voucher: 105
- CHECK RUN: []
- Department: 135
- Work Order: []
- WO Task: []
- Allocation: 0

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.



Commodities - Munis

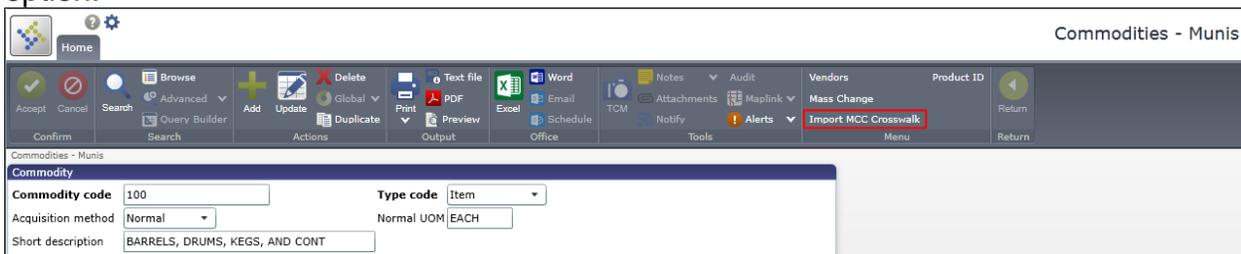
Commodity code: 100, Type code: Item, Acquisition method: Normal, Normal UOM: EACH, Short description: BARRELS, DRUMS, KEGS, AND CONT

Default buyer: [dropdown], Long description: BARRELS, DRUMS, KEGS, AND CONTAINERS

GL object: [dropdown], **MCC code: [input field]**

Vendor Information: Primary vendor [dropdown], Committed Vendor Information: Source [dropdown]

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



Commodities - Munis

Commodity code: 100, Type code: Item, Acquisition method: Normal, Normal UOM: EACH, Short description: BARRELS, DRUMS, KEGS, AND CONT

Import MCC Crosswalk (highlighted in menu)

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	MCC CODE	MCC DESCRIPTION	CLASS	ITEM	CLASS-ITEM	NIGP 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 CERTIFICATE										
17	3000	Airlines	962	88	962-88	Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter										
18																

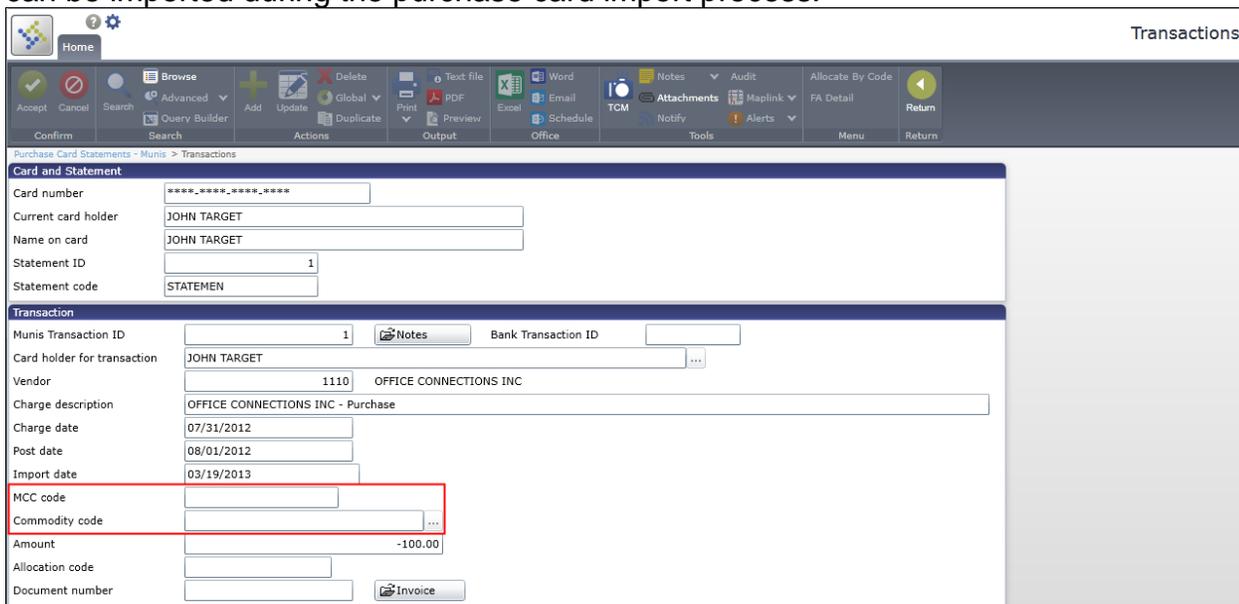
Only the MCC code, class code, and item code are mandatory. During the import process, Munis adds the MCC codes to commodity codes by comparing the combination of class and item codes to the commodity codes. For example, an import line for an MCC code of 999 with a class code of 11 and an item code of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

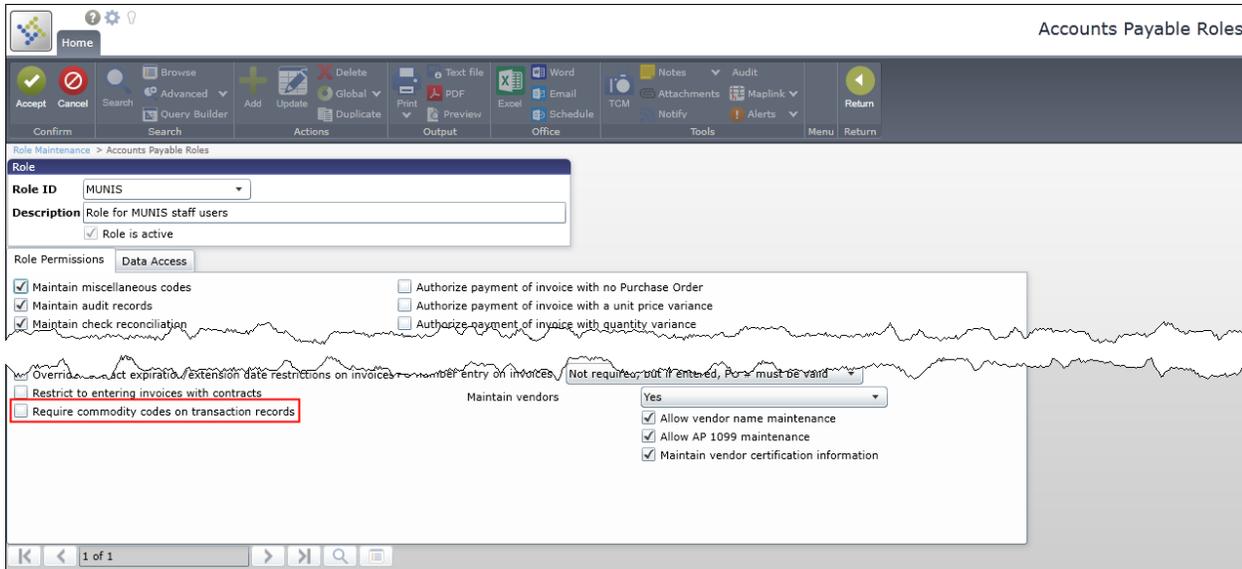
The Transactions screen of the Purchase Card Statements program contains MCC Code and Commodity Code boxes. These boxes contain the merchant category code and commodity code from the purchase order transaction. The values of the boxes can be manually entered if you have role permissions that allow you 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.



Accounts Payable Roles

Role Maintenance > Accounts Payable Roles

Role ID: MUNIS

Description: Role for MUNIS staff users

Role is active

Role Permissions

Maintain miscellaneous codes

Maintain audit records

Maintain check reconciliation

Authorize payment of invoice with no Purchase Order

Authorize payment of invoice with a unit price variance

Authorize payment of invoice with quantity variance

Restrict to entering invoices with contracts

Require commodity codes on transaction records

Maintain vendors: Yes

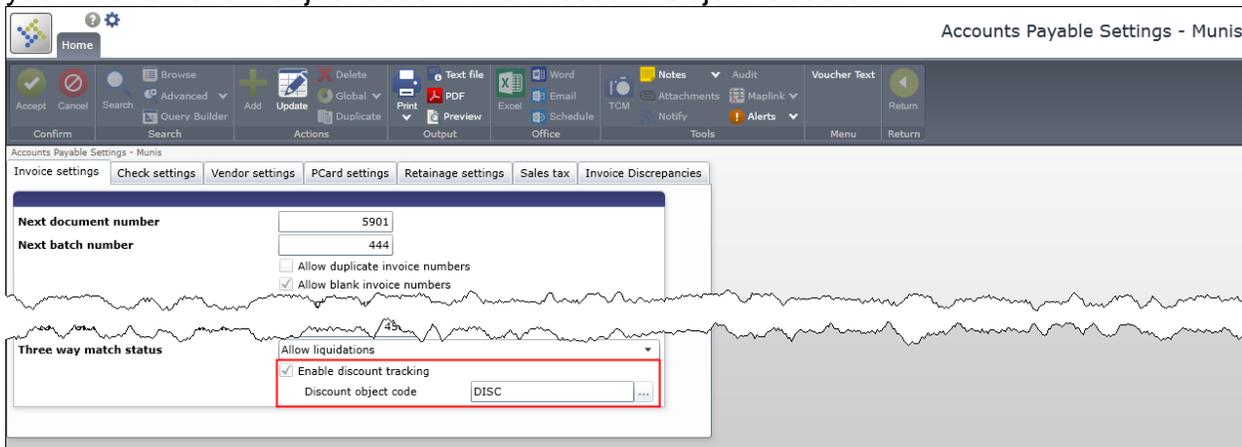
Allow vendor name maintenance

Allow AP 1099 maintenance

Maintain vendor certification information

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.



Accounts Payable Settings - Munis

Invoice settings | Check settings | Vendor settings | PCard settings | Retainage settings | Sales tax | Invoice Discrepancies

Next document number: 5901

Next batch number: 444

Allow duplicate invoice numbers

Allow blank invoice numbers

Three way match status: Allow liquidations

Enable discount tracking

Discount object code: DISC

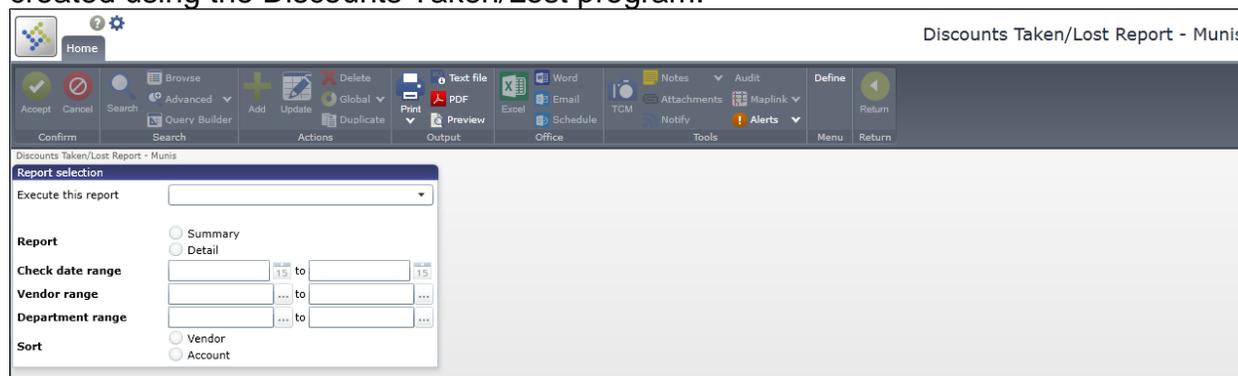
The object code entered in the box should be created in the Chart of Account Segments program, with an account type of Expense, specifically for tracking discount amounts. Once the object code is created, you must associate it with each general ledger expense account in your organization's chart of accounts 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.

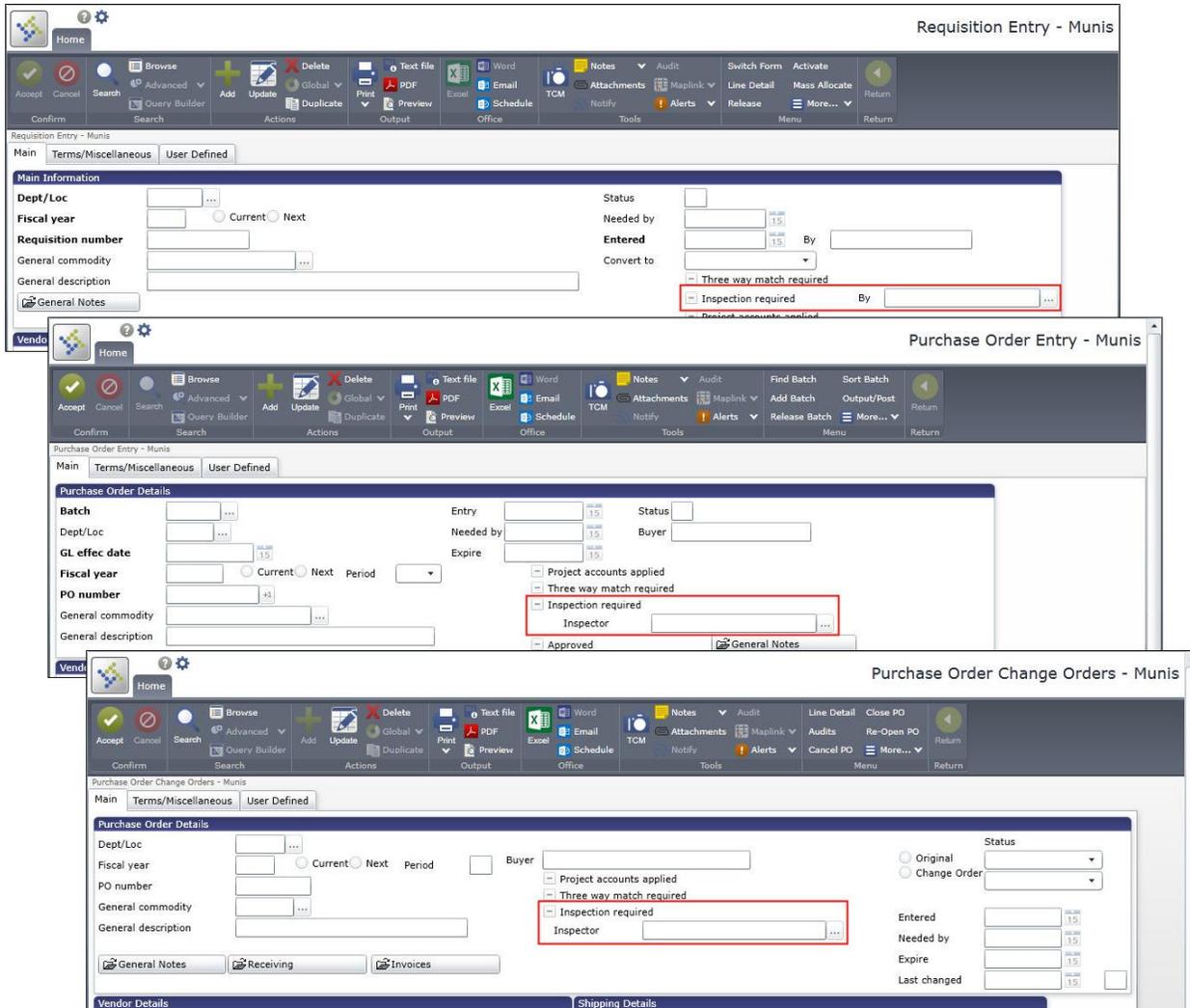


The program can be run using Munis Scheduler, and for a range of check dates, vendor numbers, and department codes. Options are available to create either a detailed or summary report and to sort the report by vendor or account number.

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.

Purchase Orders Roles

Home

Accept Cancel Search Browse Advanced Add Update Duplicate Print Preview PDF Excel Word Notes Attachments Audit View Changes Copy Mass Update Return

Confirm Search Query Builder Search Actions Output Office TCM Notify Alerts Menu Return

Role Maintenance > Purchase Orders Roles

Role

Role ID: MUNIS

Description: Role for MUNIS staff users

Role is active

Role permissions

Restrict to adding POs by department only

Modify PO after invoice has been paid

Restrict to entering POs with contracts

Can update unit cost when receiving POs

Require reason when deleting POs

Perform inspections of received items

Override inspection requirement on POs

Process transfers for REQs / POs: Yes

Maximum Requisition to PO Conversion Amount: 1,500.00

Data access

Maintain others' POs: Full

View other departments: Full

1 of 1

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

Business Rules - Munis

Home

Accept Cancel Search Browse Advanced Add Update Duplicate Print Preview PDF Excel Word Notes Attachments Audit Mass Change Approvals Return

Confirm Search Query Builder Search Actions Output Office TCM Notify Alerts Menu Return

Business Rules - Munis

Approvals Pre-Approvals

Business rule setup

Process: POI Purchase Order Inspections

Other Options: Deliver immediately

Catchall rule

All approvers required

Alternate Approver: None

Rule ID: 145

Department: [Dropdown]

Location: [Dropdown]

Group/BU: [Dropdown]

Reason: [Dropdown]

Approver(s): RUNTIME APPROVER PASSED AT RUNTIM

Role(s): [List of roles]

Step: 1

Type: VER - Verify Approval

Min Amt: 0.00 Max Amt: 99999999.99

Rule Type: Approve

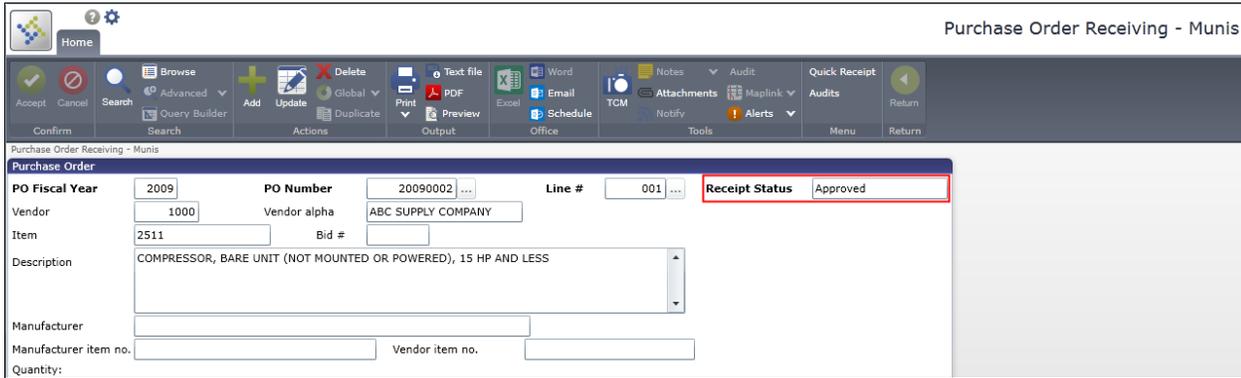
Business rule ranges

Line	And/	Group	Seg	Field	From	To	Group B

1 of 1

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.



Purchase Order Receiving - Munis

Purchase Order

PO Fiscal Year: 2009 PO Number: 20090002 Line #: 001 Receipt Status: **Approved**

Vendor: 1000 Vendor alpha: ABC SUPPLY COMPANY

Item: 2511 Bid #:

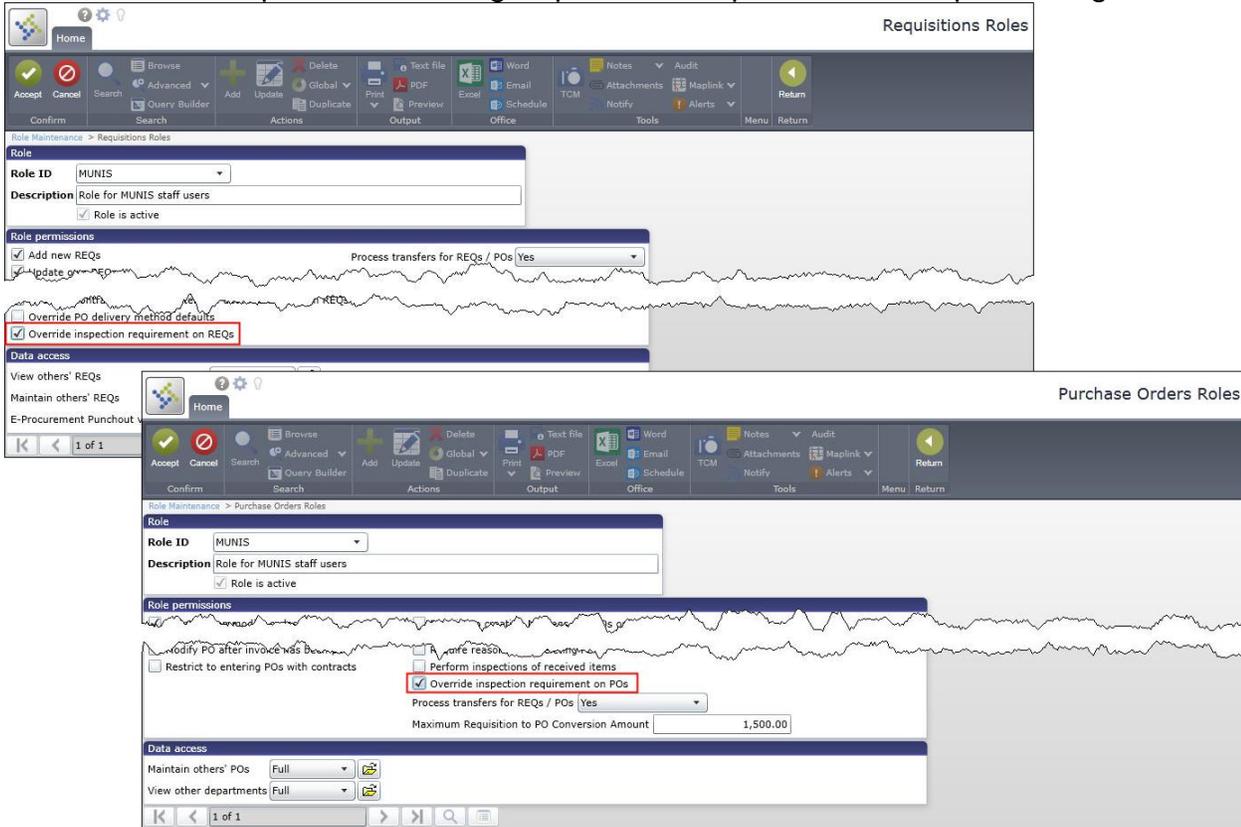
Description: COMPRESSOR, BARE UNIT (NOT MOUNTED OR POWERED), 15 HP AND LESS

Manufacturer:

Manufacturer item no.: Vendor item no.:

Quantity:

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.



Requisitions Roles

Role ID: MUNIS

Description: Role for MUNIS staff users

Role permissions

- Add new REQs
- Update REQs
- Override PO delivery method defaults
- Override inspection requirement on REQs**

Data access

View others' REQs

Maintain others' REQs

E-Procurement Punchout

Purchase Orders Roles

Role ID: MUNIS

Description: Role for MUNIS staff users

Role permissions

- Restrict to entering POs with contracts
- Perform inspections of received items
- Override inspection requirement on POs**

Process transfers for REQs / POs: Yes

Maximum Requisition to PO Conversion Amount: 1,500.00

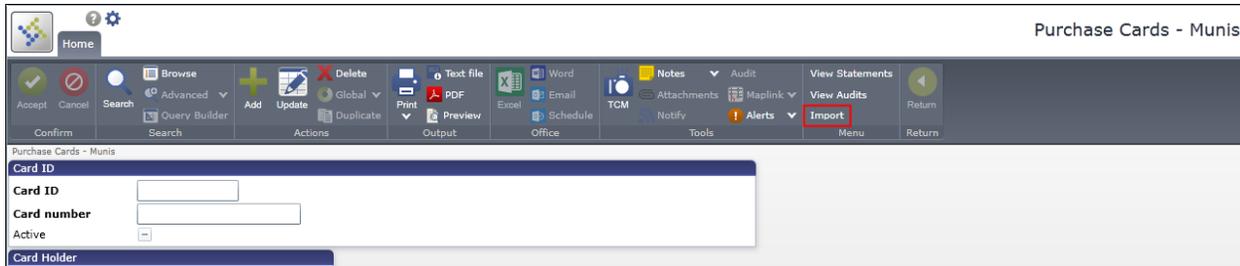
Data access

Maintain others' POs: Full

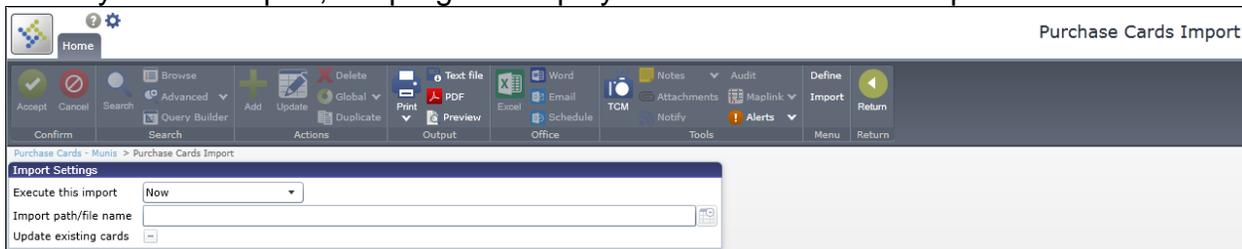
View other departments: Full

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.



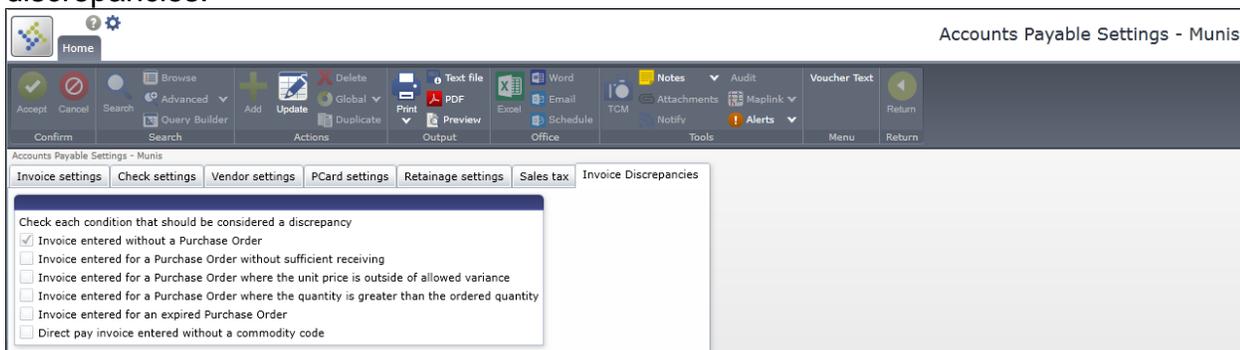
When you click Import, the program displays the Purchase Card Import screen.



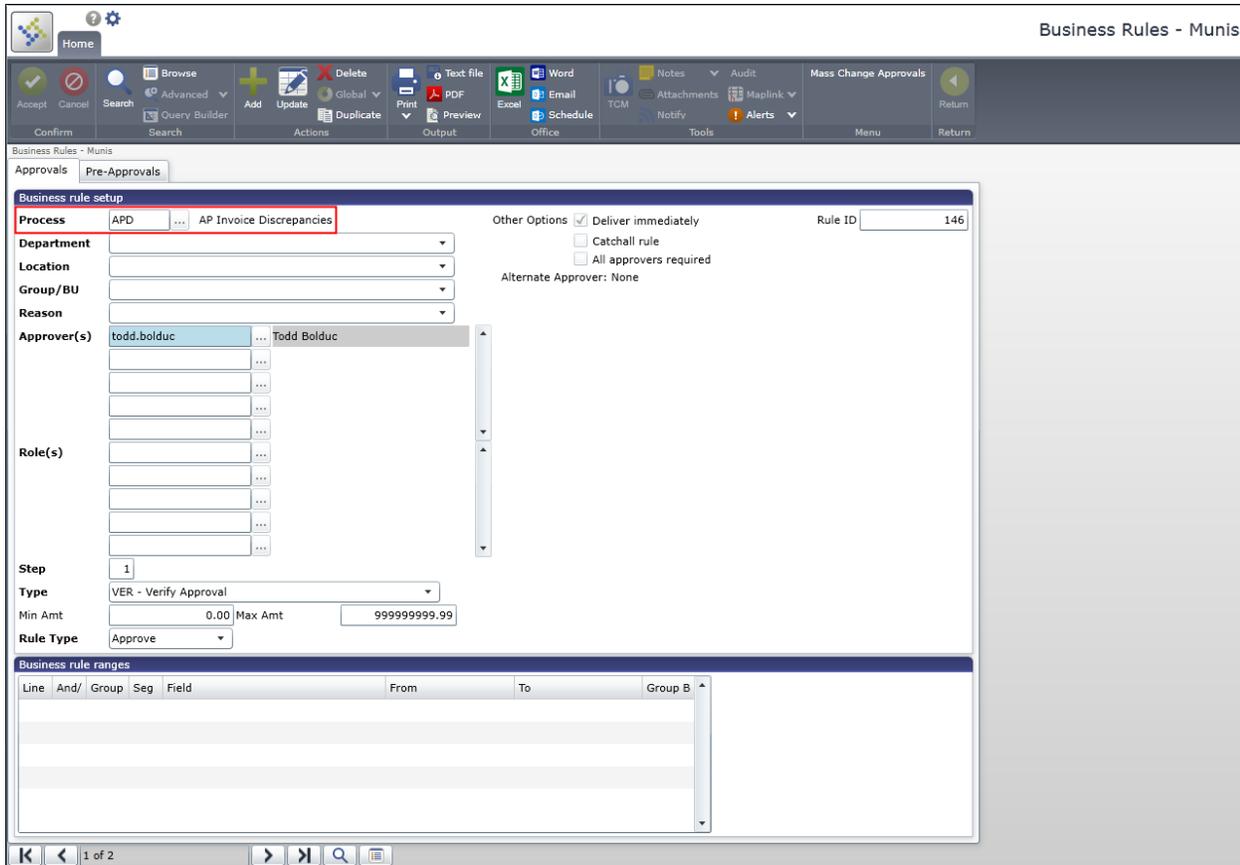
Click Define, complete the fields, and then click Accept. After completing these steps, click Import to perform the purchase card import process. Note that if you select the Update Existing Cards check box, and the import file contains information for an existing card, the program overwrites the card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



Business Rules - Munis

Approvals Pre-Approvals

Business rule setup

Process: APD AP Invoice Discrepancies

Department: [Dropdown]

Location: [Dropdown]

Group/BU: [Dropdown]

Reason: [Dropdown]

Approver(s): todd.bolduc Todd Bolduc

Role(s): [Dropdown]

Step: 1

Type: VER - Verify Approval

Min Amt: 0.00 Max Amt: 99999999.99

Rule Type: Approve

Other Options:

- Deliver immediately
- Catchall rule
- All approvers required

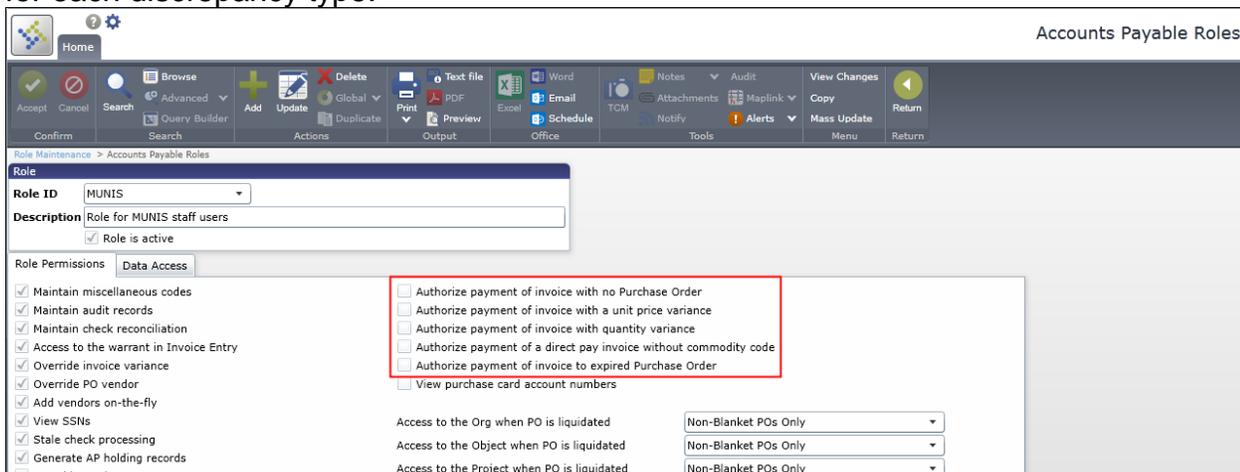
 Alternate Approver: None

Rule ID: 146

Business rule ranges

Line	And/	Group	Seg	Field	From	To	Group B

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.



Accounts Payable Roles

Role Maintenance > Accounts Payable Roles

Role

Role ID: MUNIS

Description: Role for MUNIS staff users

Role is active

Role Permissions

Data Access

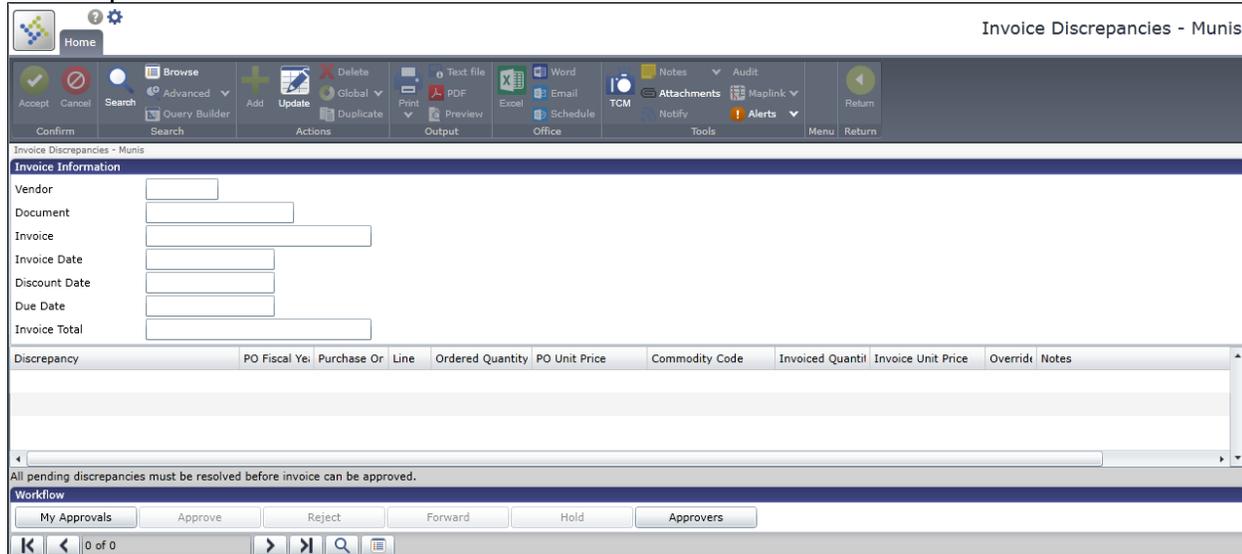
- Maintain miscellaneous codes
- Maintain audit records
- Maintain check reconciliation
- Access to the warrant in Invoice Entry
- Override invoice variance
- Override PD vendor
- Add vendors on-the-fly
- View SSNs
- Stale check processing
- Generate AP holding records

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

Access to the Org when PO is liquidated: Non-Blanket POs Only
 Access to the Object when PO is liquidated: Non-Blanket POs Only
 Access to the Project when PO is liquidated: Non-Blanket POs Only

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.

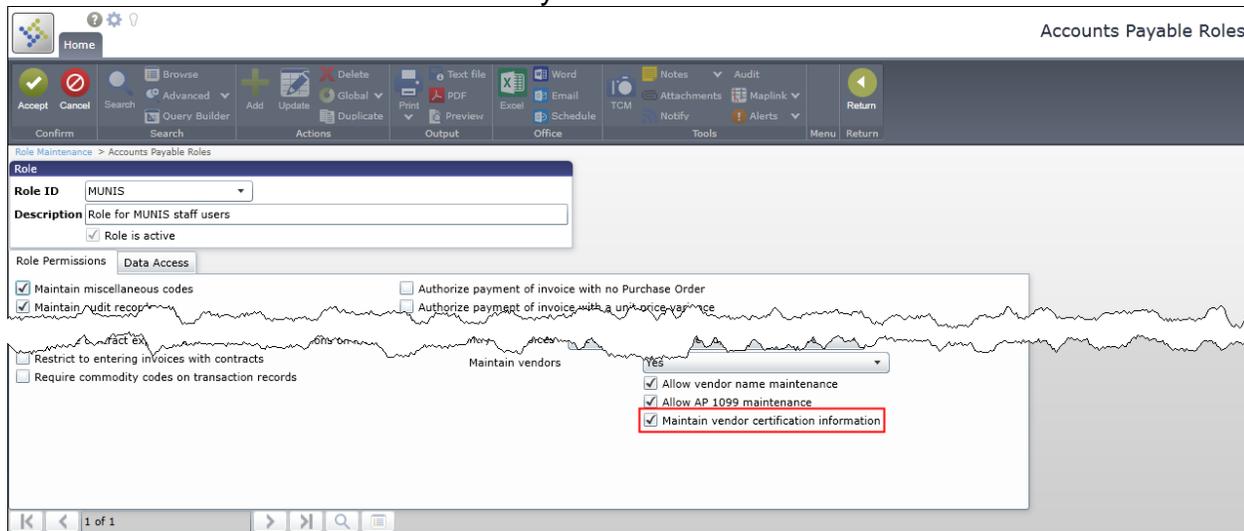
Use the Invoice Discrepancies program to view all of the invoices that possess a discrepancy that requires resolution.



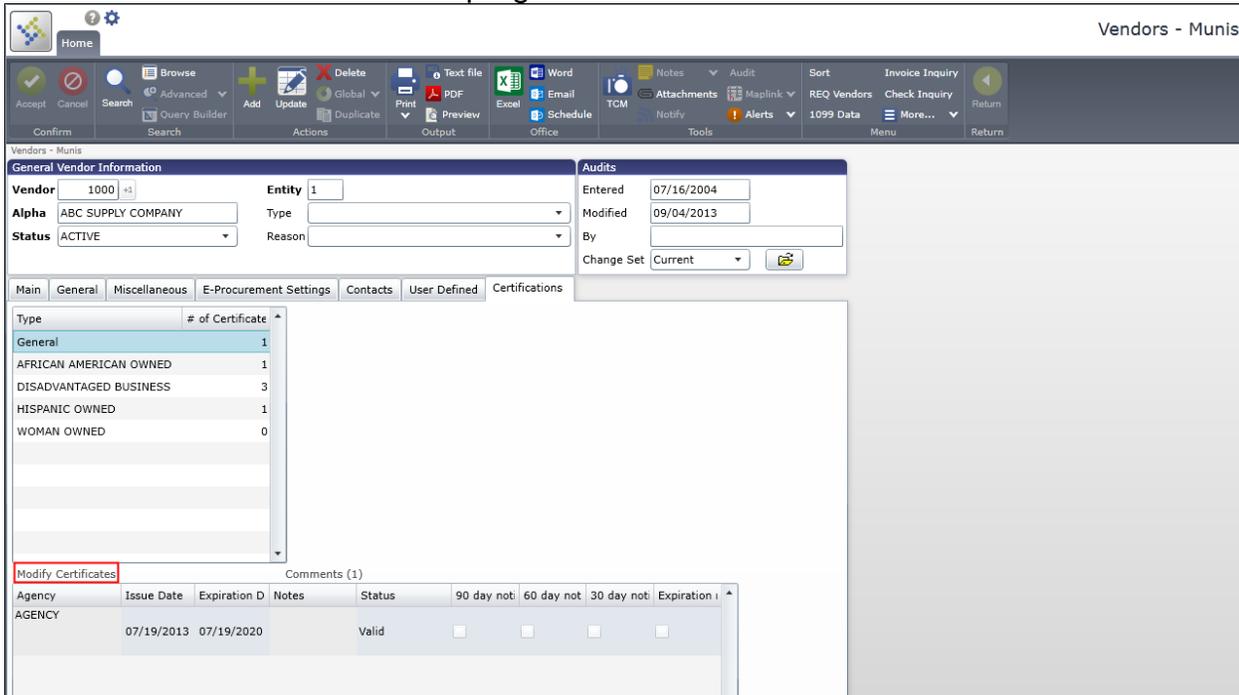
When you search for invoices based on the fields in the Invoice Information group, the results are displayed in the table. Only a user whose user role has been assigned override permissions can use the Update button to select the check boxes in the Override column. After the discrepancy has been overridden,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

Maintain Vendor Certification Information

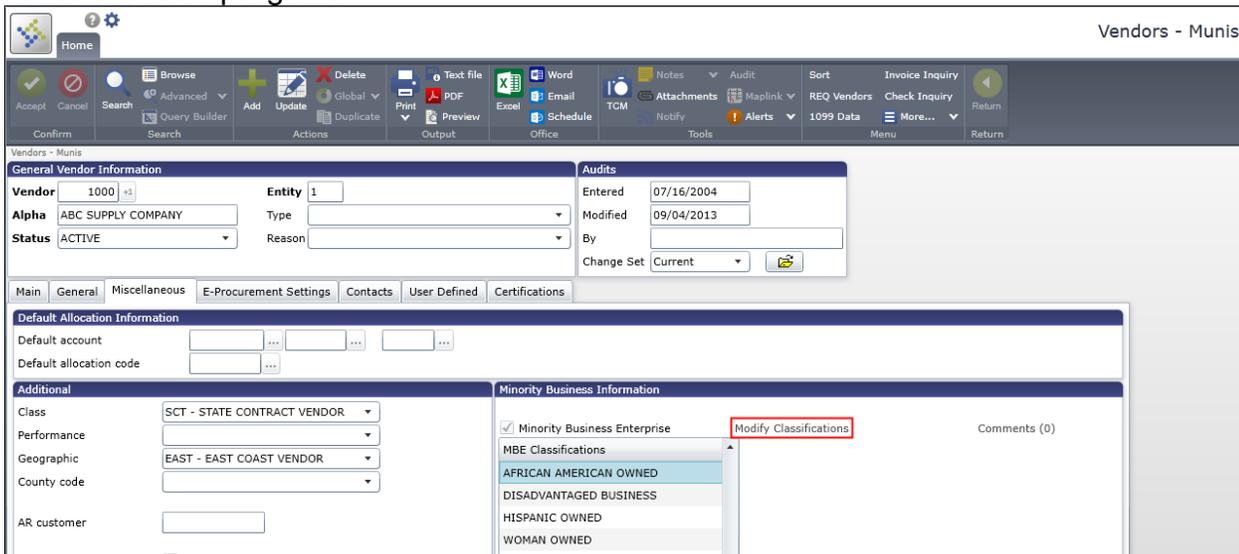
The ability to maintain vendor certifications is controlled by the Maintain Vendor Certification Information check box in Accounts Payable Roles.



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.

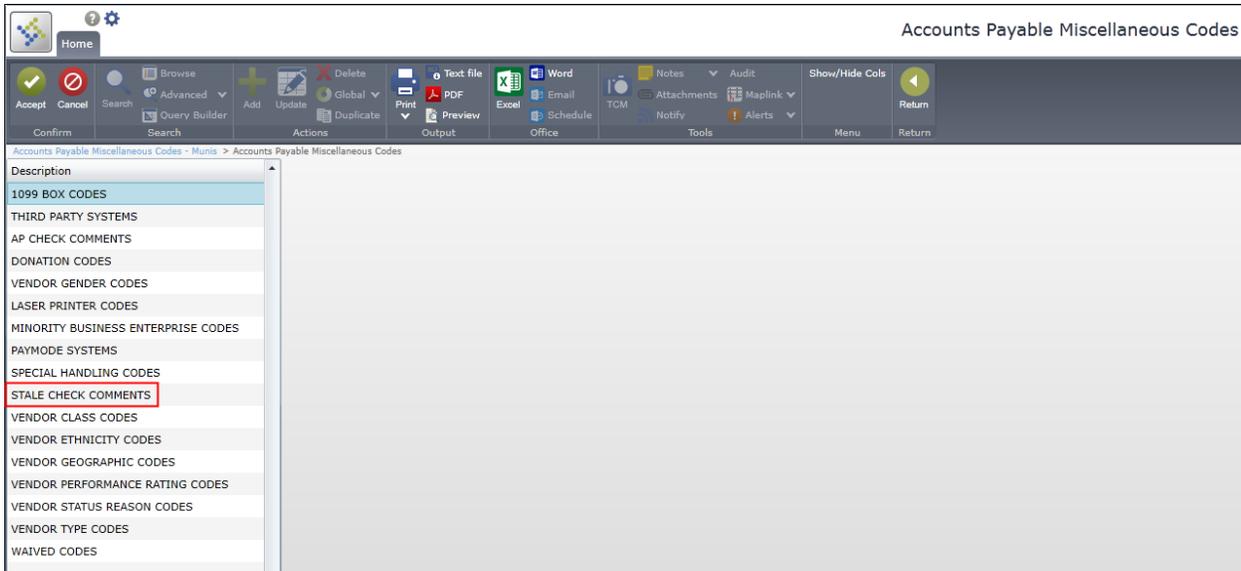


The Maintain Vendor Certification Information permission also controls access to the Minority Business Enterprise check box and the Modify Classifications option on the Miscellaneous tab of the Vendors program.

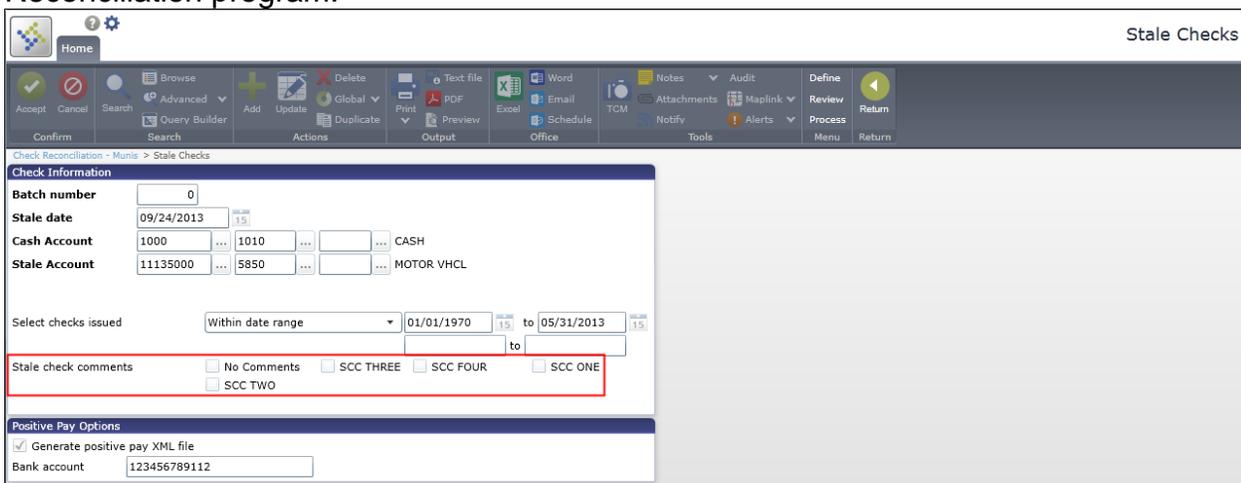


Stale Check Comments

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.



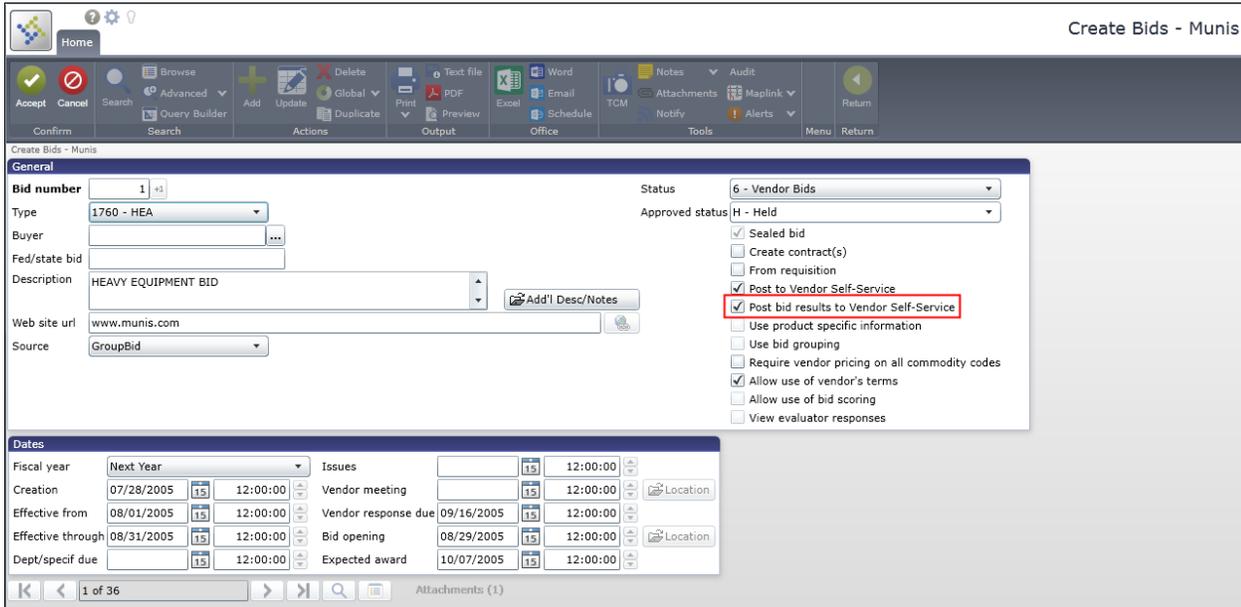
The stale check comments can be used as selection criteria when generating stale check letters to the appropriate vendors.

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: 1760 - HEA
 Buyer: [Select]...
 Fed/state bid: [Select]...
 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

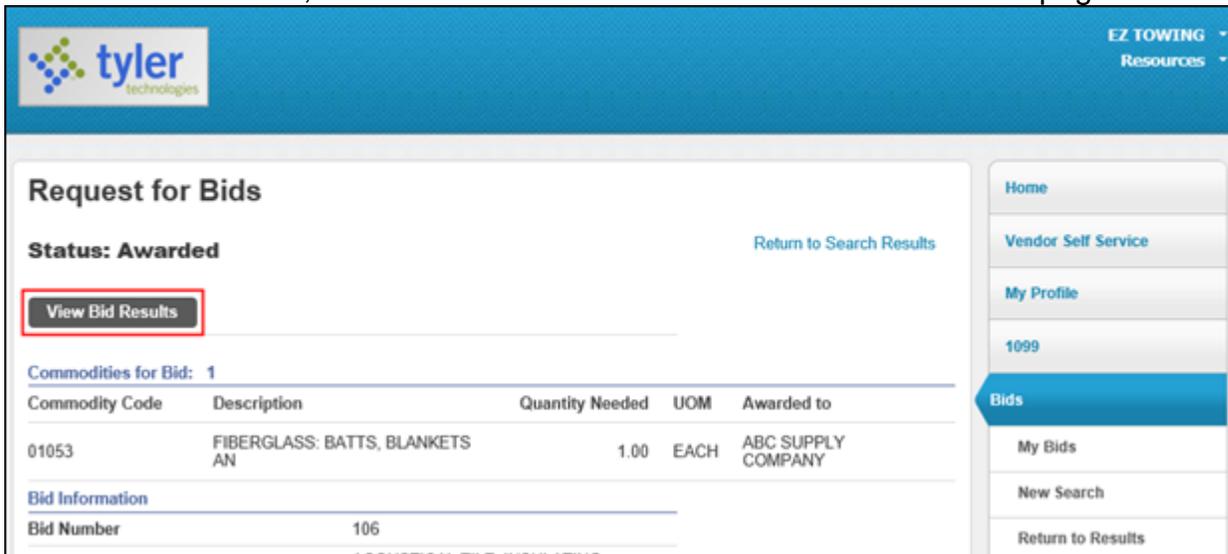
Dates

Fiscal year: Next Year
 Creation: 07/28/2005 12:00:00
 Effective from: 08/01/2005 12:00:00
 Effective through: 08/31/2005 12:00:00
 Dept/specif due: [Select] 12:00:00

Issues:
 Vendor meeting: [Select] 12:00:00
 Vendor response due: 09/16/2005 12:00:00
 Bid opening: 08/29/2005 12:00:00
 Expected award: 10/07/2005 12:00:00

Attachments (1)

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](#)

View Bid 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.

EZ TOWING ▾

Bid Results

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

▣ **ABC SUPPLY COMPANY** **Awarded Items: 1**

Commodity	Description	Quantity	UOM	Unit Price	Total	Awarded
01053	FIBERGLASS: BATTS, BLANKETS AND ROLLS	1.00		\$300.00	\$300.00	Yes

▣ **ABLE CONCRETE** **Awarded Items: 0**

Commodity	Description	Quantity	UOM	Unit Price	Total	Awarded
01053	FIBERGLASS: BATTS, BLANKETS AND ROLLS	1.00		\$500.00	\$500.00	No

[Home](#)

[Vendor Self Service](#)

[My Profile](#)

[1099](#)

[Bids](#)

[Checks](#)

[Invoices](#)

[Purchase Orders](#)

Budgeting

Define/Start Budget Projection

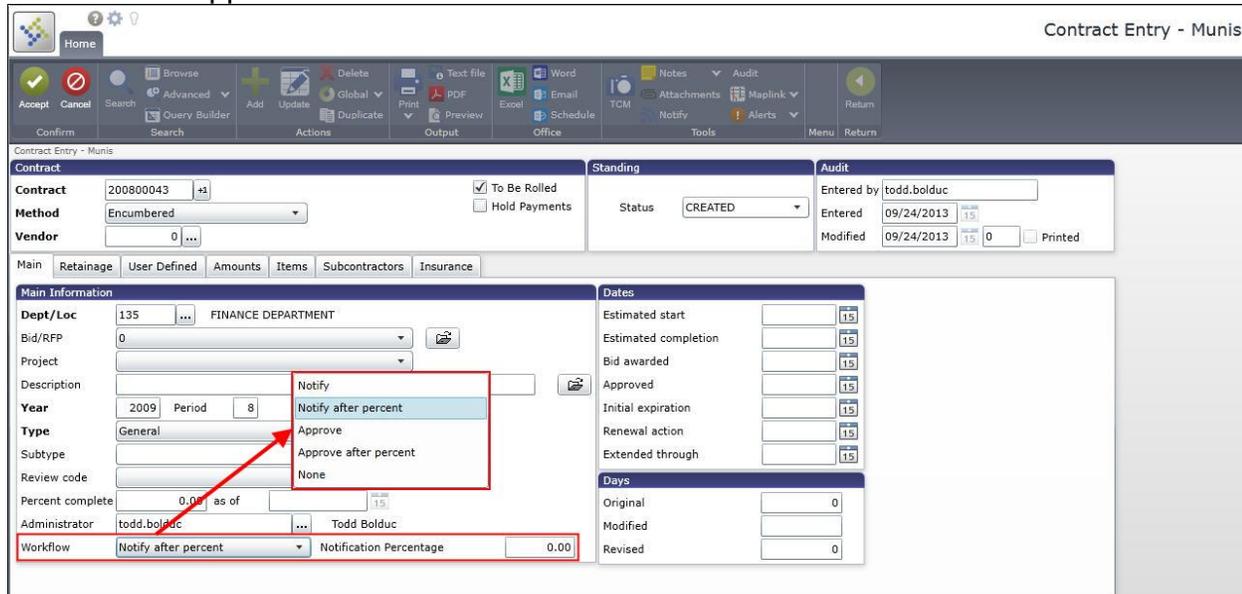
When creating a budget projection, the Define/Start Budget Projection program allows you to select Prior Year Remaining Available Budget from the Budget Amounts to Use list. The option is available for all fund types, and selecting it for a fund causes the program to enter the prior year's last available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

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.



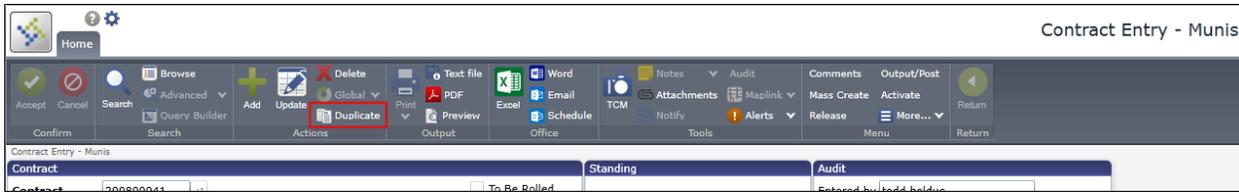
The screenshot shows the 'Contract Entry - Munis' application window. The 'Workflow' dropdown menu is open, displaying the following options: Notify, Notify after percent, Approve, Approve after percent, and None. A red arrow points to the 'Notify after percent' option. The 'Notification Percentage' field is currently set to 0.00. Other visible fields include Contract (200800043), Method (Encumbered), Vendor (0), Status (CREATED), and Entered by (todd.bolduc).

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.

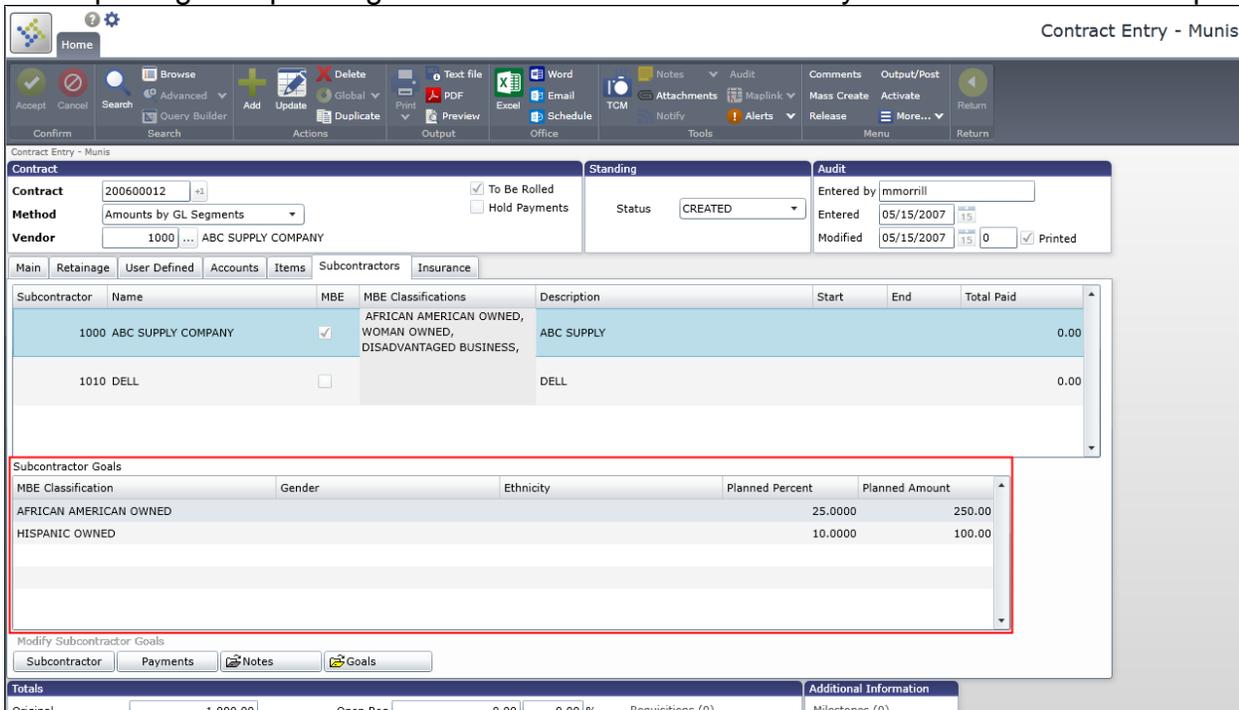


Only contracts with an enforcement method of Not to Exceed can be copied. Attempting to duplicate a contract that does not meet these criteria causes the program to display an error message.

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.

Subcontractor Goals	Gender	Ethnicity	Planned Percent	Planned Amount
AFRICAN AMERICAN OWNED			25.0000	250.00
HISPANIC OWNED			10.0000	100.00

Contract Goals

Contract Entry - Munis > Contract Goals

Goal

Contract 200600012 - Total Percent
 Vendor 1000 - ABC SUPPLY COMPANY Total Amount 500.00

Classifications

MBE Classification	Goal Percent	Goal Amount	Planned Percent	Waived Percent	Waived Reason
AA - AFRICAN AMERICAN OWNED	25.0000	250.00	25.0000	0.0000	
* HS - HISPANIC OWNED	25.0000	250.00	10.0000	10.0000	GFE - GOOD FAITH EFFORT

Subcontractors

Subcontractor Name	Planned Percent	Gender	Ethnicity
1000 ABC SUPPLY COMPANY	25.0000		

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.

Contract Goals

Contract Entry - Munis > Contract Goals

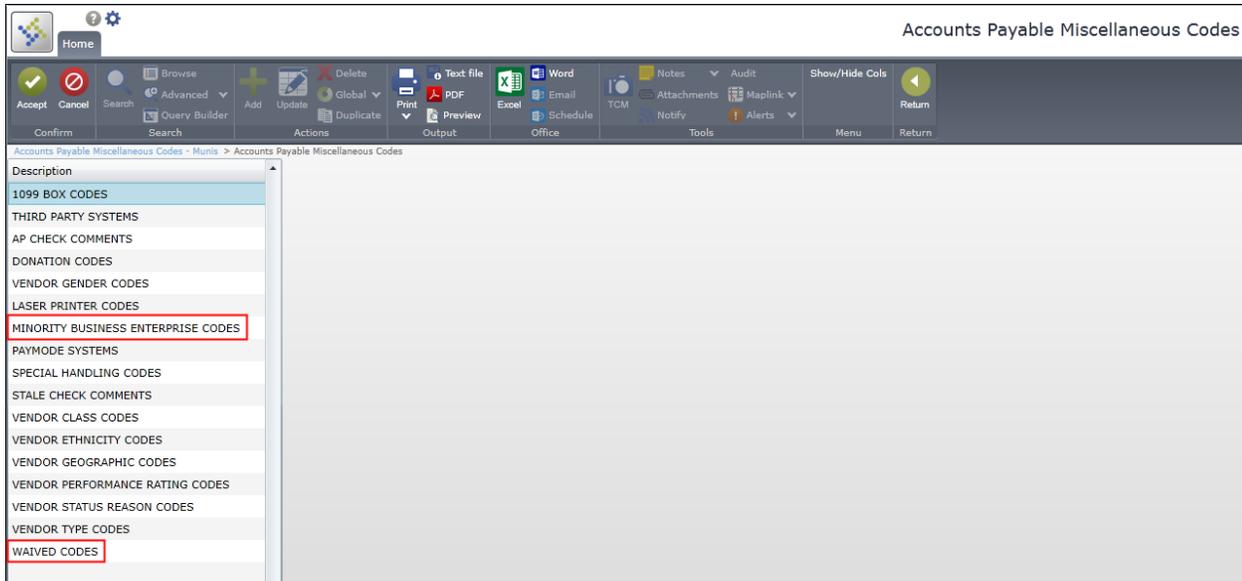
Goal

Contract 200600012 - Total Percent
 Vendor 1000 - ABC SUPPLY COMPANY Total Amount 500.00

Classifications

MBE Classification	Goal Percent	Goal Amount	Planned Percent	Waived Percent	Waived Reason
AA - AFRICAN AMERICAN OWNED	25.0000	250.00	25.0000	0.0000	
* HS - HISPANIC OWNED	25.0000	250.00	10.0000	10.0000	GFE - GOOD FAITH EFFORT

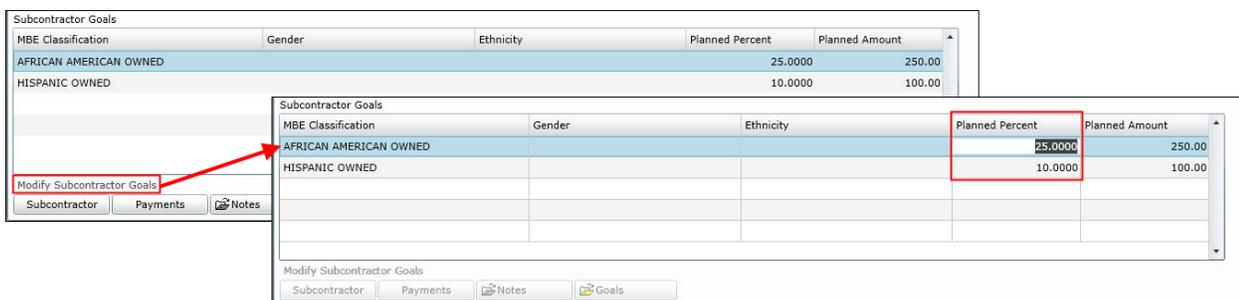
Percentages that have been waived are entered in the Waived Percent box. If you enter a value in the box, you must select a waived reason code. The codes available from the list are defined in the Accounts Payable Miscellaneous Codes program.



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

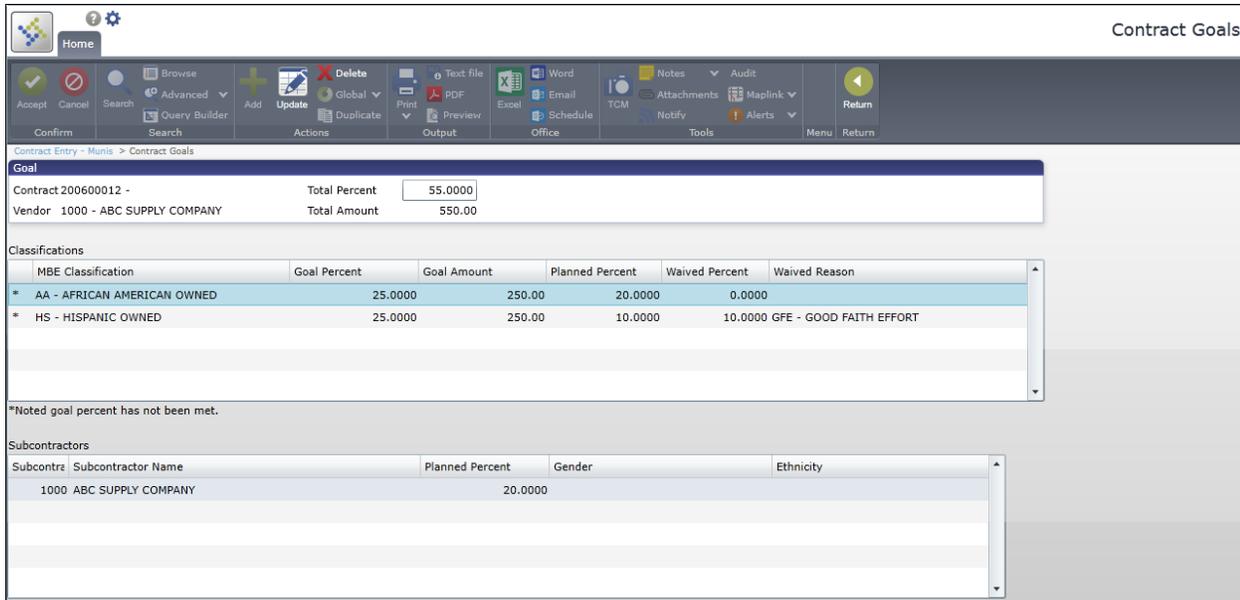
In order to enter information in the Subcontractor Goals table, the contract must have at least one subcontractor. That subcontractor must have at least one minority business enterprise certification.

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.



Contract Goals

Contract 200600012 - Total Percent 55.0000
 Vendor 1000 - ABC SUPPLY COMPANY Total Amount 550.00

MBE Classification	Goal Percent	Goal Amount	Planned Percent	Waived Percent	Waived Reason
* AA - AFRICAN AMERICAN OWNED	25.0000	250.00	20.0000	0.0000	
* HS - HISPANIC OWNED	25.0000	250.00	10.0000	10.0000	GFE - GOOD FAITH EFFORT

*Noted goal percent has not been met.

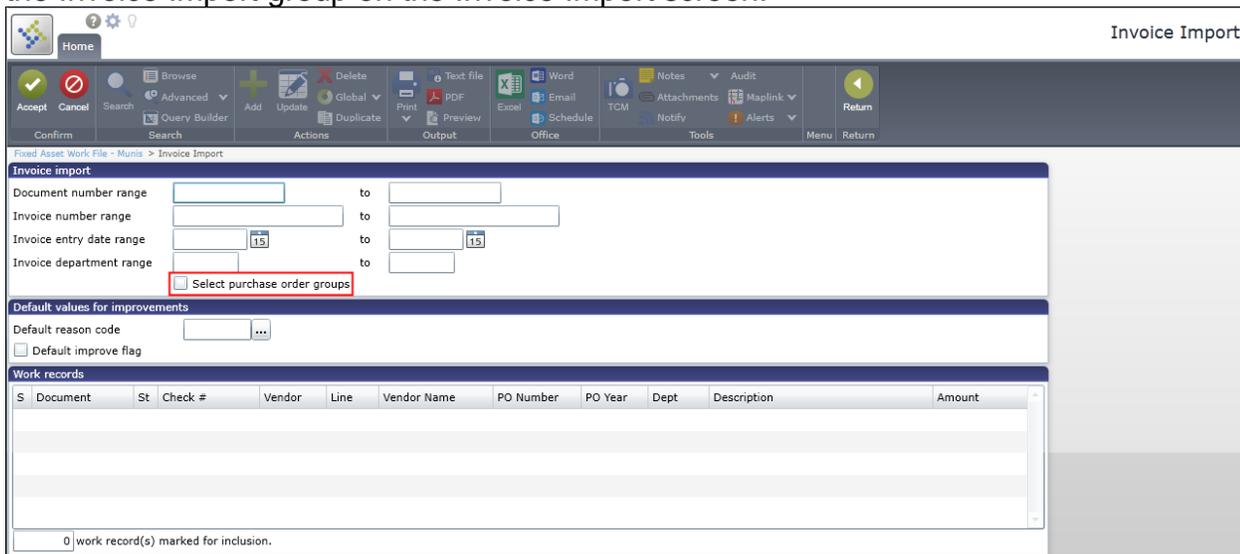
Subcontractor Name	Planned Percent	Gender	Ethnicity
1000 ABC SUPPLY COMPANY	20.0000		

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.



Invoice Import

Document number range: [] to []
 Invoice number range: [] to []
 Invoice entry date range: [] 15 to [] 15
 Invoice department range: [] to []

Select purchase order groups

Default values for improvements
 Default reason code: [] ...
 Default improve flag

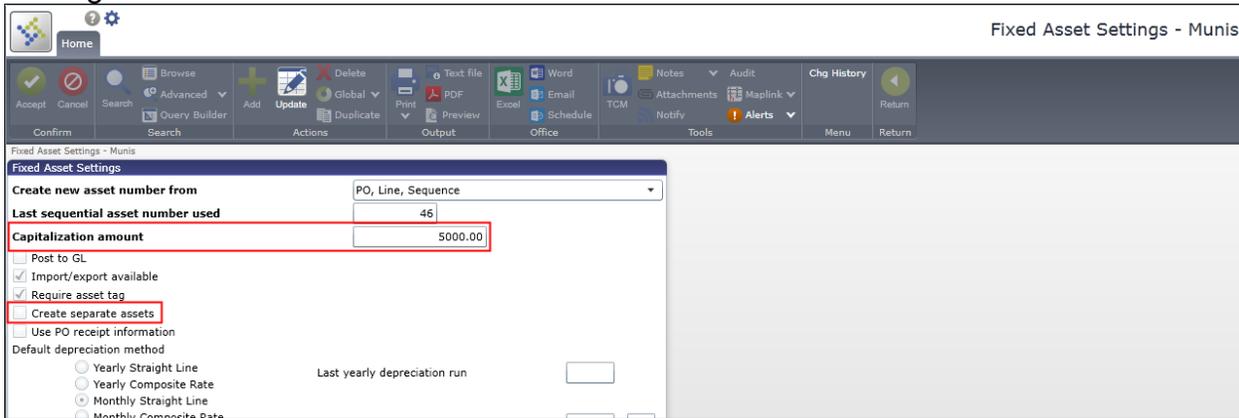
S	Document	ST	Check #	Vendor	Line	Vendor Name	PO Number	PO Year	Dept	Description	Amount

0 work record(s) marked for inclusion.

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

Home

Accept Cancel Search Advanced Add Update Duplicate Print Preview Output Text file Word Excel Email Schedule Office Notes Attachments MapLink Audit TCM Notify Alerts Tools Menu Return

Fixed Asset Work File - Munis

Work record

Work record number
 Source

Imported information

PO number Year Line # Seq no
 Line desc
 Document Status Check #
 Project
 Purchase cost Entry date
 Vendor FORD MOTOR COMPANY
 Department FD

Fixed Asset

Create or improve
 Asset to improve
 Improvement reason code
 CIP
 Commodity
 Product ID
 Class code MACHINERY
 Sub-class VEHICLES
 Est life
 Tag
 Serial
 Location Floor Room
 Custodian FIXED ASSET CUSTODIAN
 Depreciate
 Disposal Restriction

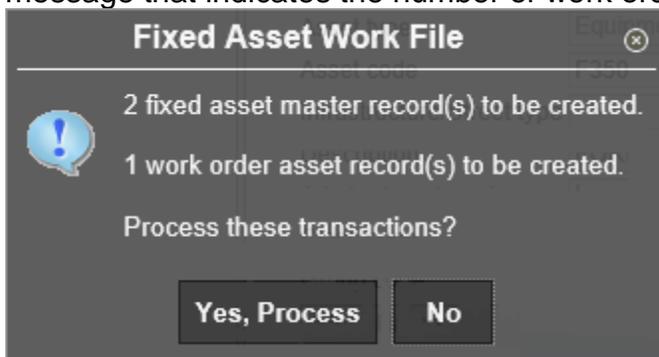
Work Order Asset

Create Work Order asset
 Asset type
 Asset code
 Infrastructure/Street type
 Description
 Admin department
 Class code PASSENGER CARS
 Group code PW VEHICLE

Field Name	Required	Code	Value
FUEL CODE	<input type="checkbox"/>		UNLEAD
	<input type="checkbox"/>		

1 of 17

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.

Equipment Assets - Munis

Home

Accept Cancel Search Advanced Add Update Duplicate Print PDF Preview Output Text file Word Excel Notes Attachments Audit TCM Maplink Alerts Notify Tools Advanced Find Employees Change Meter Fuel/Meter Component More... Return

Equipment Assets - Munis

Asset detail

Asset number: 200700150020002 Status: In Service

Equipment code: F350 User status: ...

Description: FORD F-350 SUPER DUTY DIESEL QUAD C Master code: ...

Admin dept: PW - PUBLIC WORKS Location code: ...

Servicing dept: ... Area code: ...

Class code: PASS PASSENGER CARS Area desc: ...

Equipment group: PW VEH PW VEHICLE Initial: .0 Current: .0 Expected: .0

Supervisor ID: ... Odometer: .0

Contact ID: ... Hourmeter: .00

Operator ID: ... Registr exp: 15

Appr value %: .00

Asset Valuation User Defined Components PM Geo Codes Rates Fuel/Meter Sub Assets Maint History Usage History Parts History Financial Summary

Manufacturer: ... Serial number: ...

Model: ... Asset department: FINANCE DEPARTMENT

Model year: ... Asset status: NEW - READY FOR GL POST

Lic/Reg #: ... Asset class: MACHINERY AND EQUIPMENT

Tag number: 200700150020002 Sub class: VEHICLES

Capitalize Depreciate

Depreciation method: MONTHLY STR-LINE

Useful life: 5

1 of 1 Attachments (0)

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.

Merge General Ledger Accounts - Munis

Home

Accept Cancel Search Advanced Add Update Duplicate Print PDF Preview Output Text file Word Excel Notes Attachments Audit TCM Maplink Alerts Notify Tools Define Process Merge Mass Account Merge Import Return

Merge General Ledger Accounts - Munis

Original Account: ...

Target Account: ...

Budget Rollups

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

Budget Rollups
Welcome, Todd Bolduc

Search by Group Code or Description.

Advanced View All

Search

Actions: Add Group, Delete Group, Sub Groups, Account Associations, Email, Excel

Office

Code	Description
155	ROLLUP CODE
9454	ROLLUP 9454
999	ROLLUP CODE 2

Save Cancel

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.

Rollup Groups(2)

Code	Description
155	ROLLUP CODE
999	ROLLUP CODE 2

Rollup Group: 155

Description: ROLLUP CODE

Budget ceiling: 0

Used in budget preparation

Amount threshold: []

Used in budget validation

Percent threshold: []

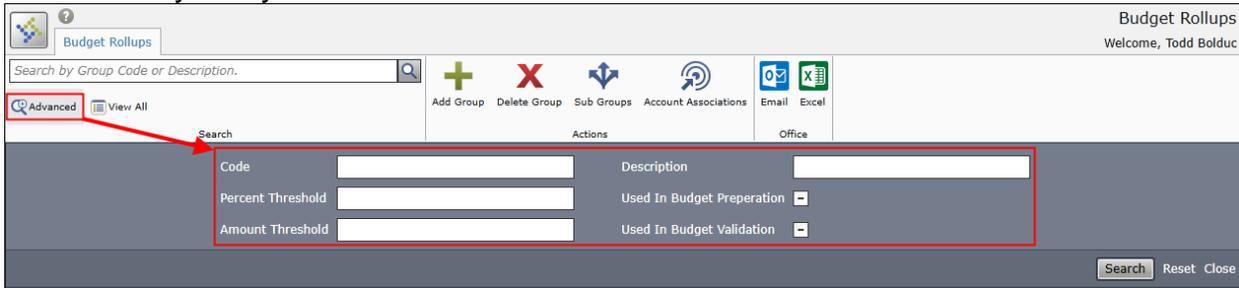
Accounts(32)

Account	Sub Group	Description
11155000 - 5110 -		SALARIES FULL TIME
11155000 - 5111 -		SALARIES PART TIME
11155000 - 5120 -		OVERTIME
11155000 - 5121 -		OVERTIME TEMPORARY EMPLOYEES
11155000 - 5130 -		LONGEVITY
11155000 - 5140 -		INCENTIVE PAY
11155000 - 5141 -		COURT PAY
11155000 - 5170 -		HOLIDAY PAY

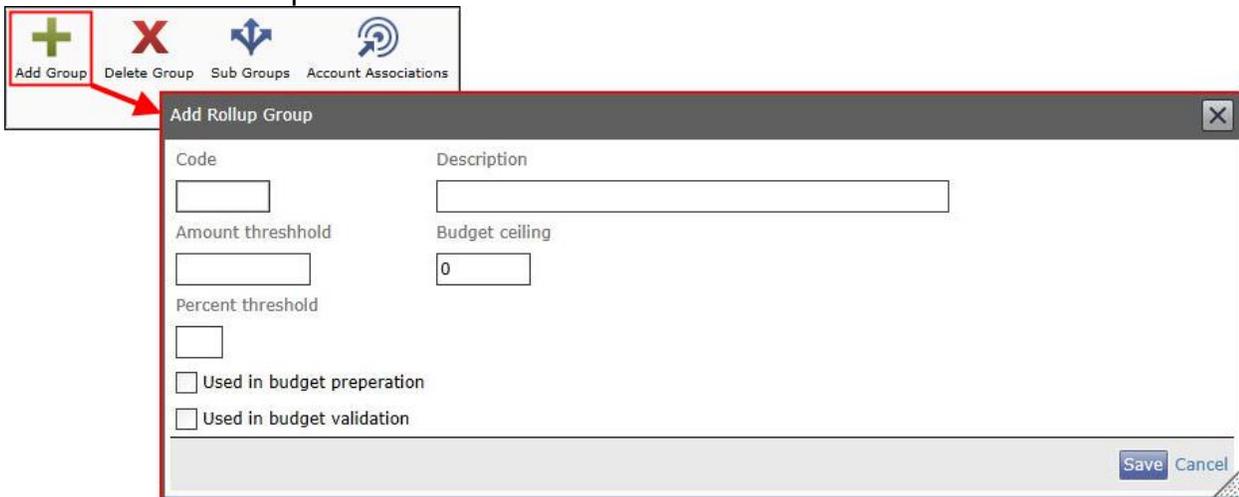
Amounts

-0.29 % used	Actual 12,692.31	700,763.50 Revised	14,747.50 Encumb/Reqs	673,323.69 Available
-----------------	---------------------	-----------------------	--------------------------	-------------------------

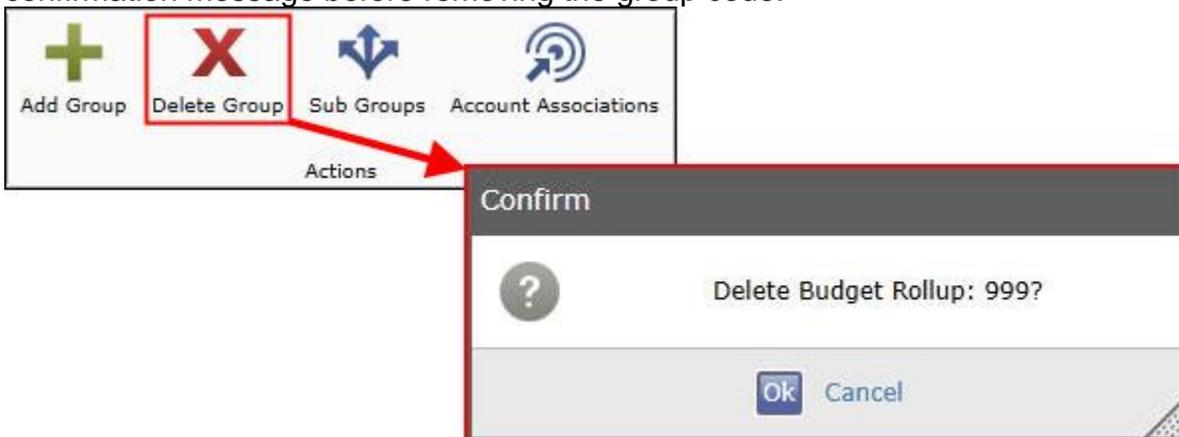
Use the Search box to find a specific rollup code or click Advanced to expand the search pane and display additional search criteria boxes. Clicking View All displays all of the rollup codes that exist in your system.



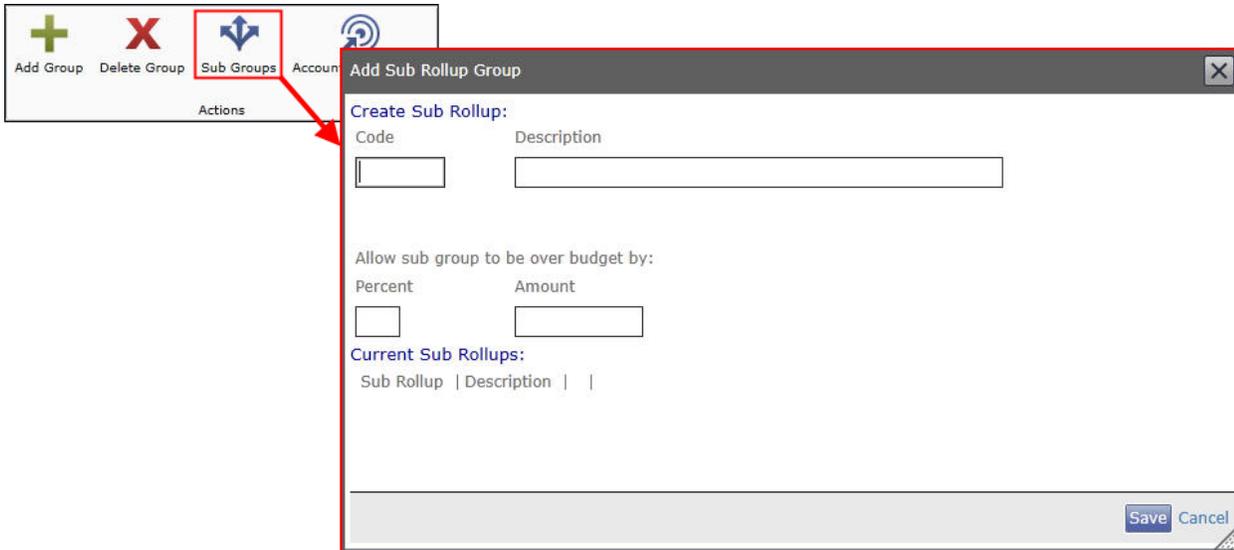
Clicking Add Group opens the Add Rollup Group dialog box, which contains the data needed to create a new rollup code.



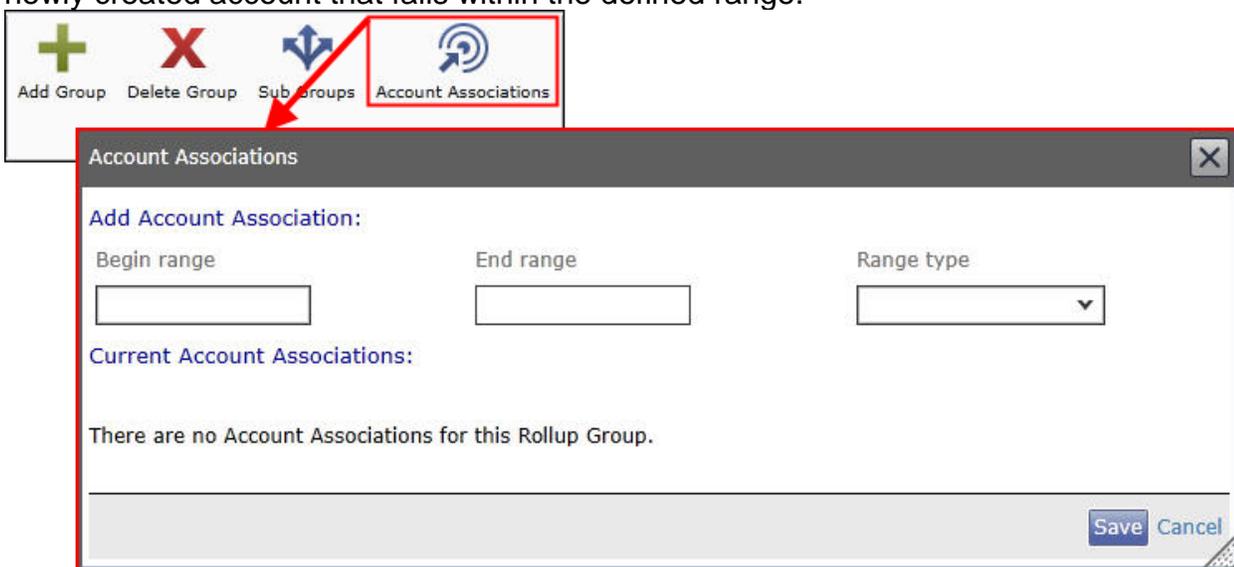
To remove a code, highlight the code and then click Delete Group. The program displays a confirmation message before removing the group code.



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.

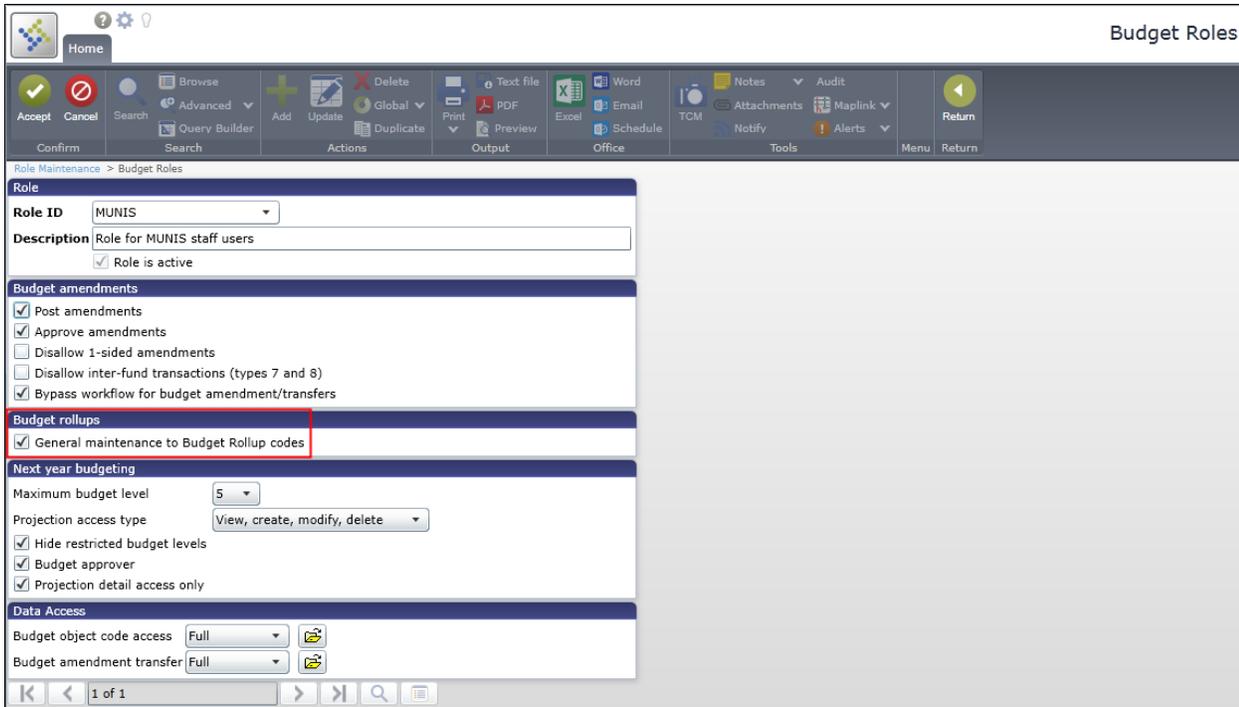


Click Account Associations to open the Account Associations dialog box, which allows you to automatically add the rollup code to all accounts in a defined range. This also causes the Account Master and Chart Manager programs to automatically add the rollup code to any newly created account that falls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

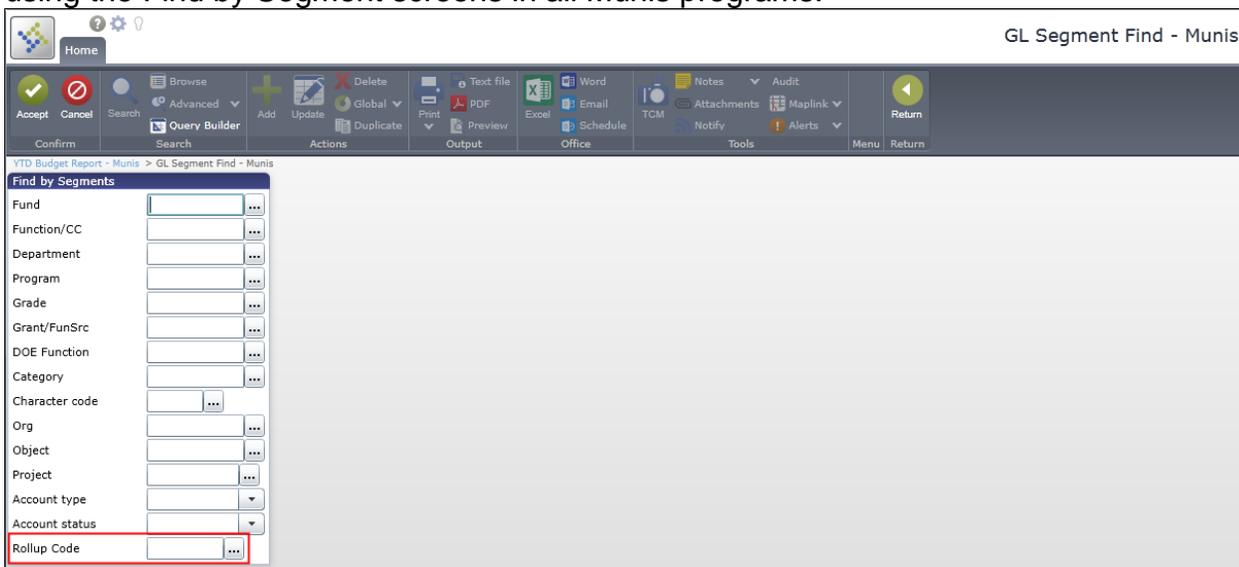


Export the active set of rollup code information to an email or Excel by clicking the Email and Excel buttons on the ribbon.

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.

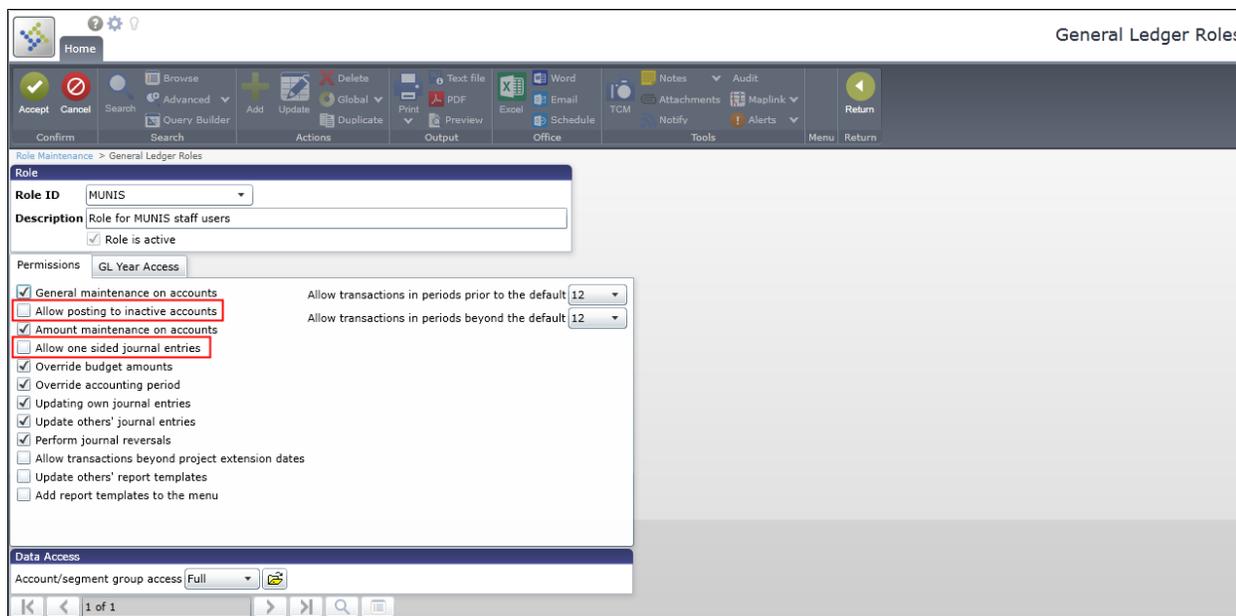


Rollup group codes are stored on the glmaster table and can be searched for or filtered by using the Find by Segment screens in all Munis programs.



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.

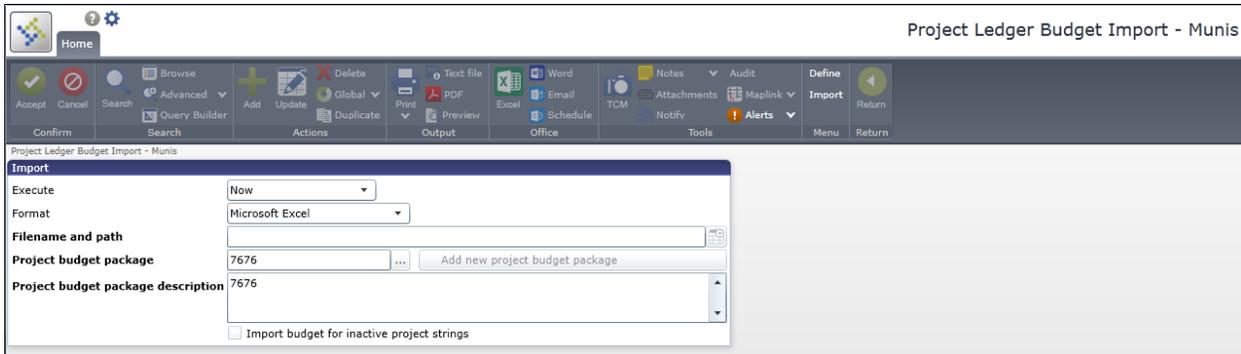
Project Accounting

Project Accounting Budget Processes

Project Budget Import

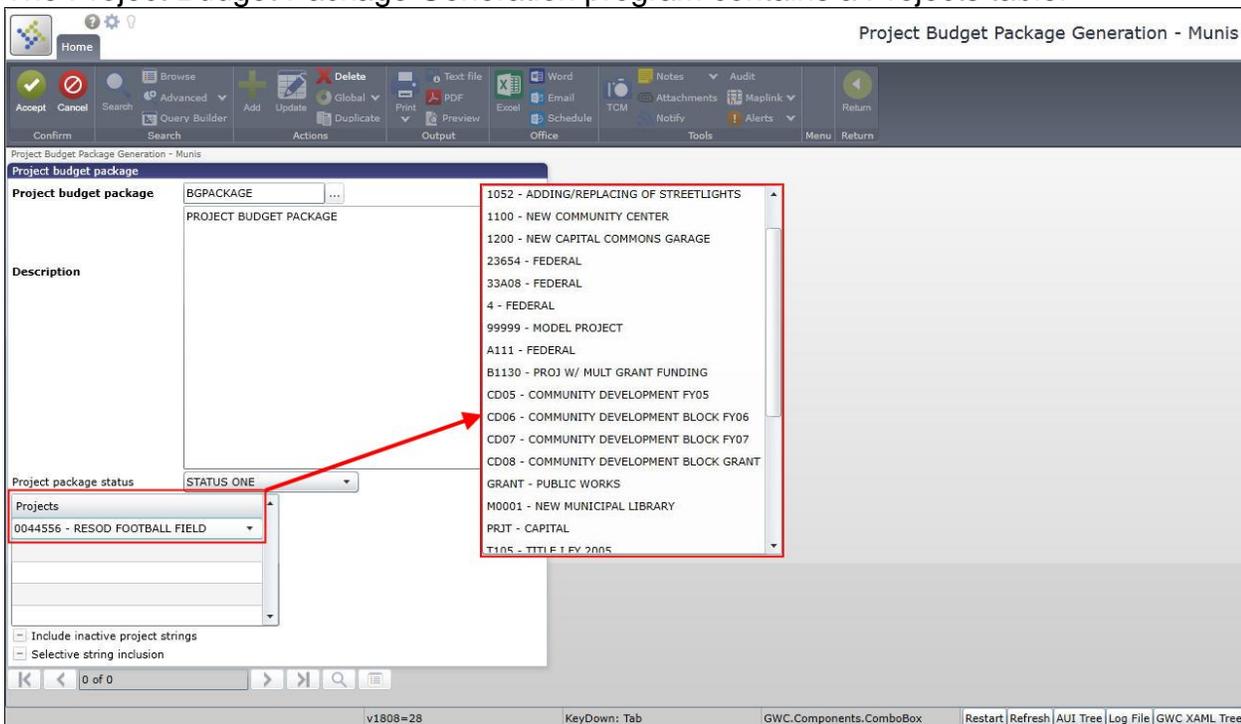
The Project Budget Import program is available. Use this program to import an Excel file that contains three columns and a header row. The column titles on the header row must be: PL String, Amount, and Text. The columns can appear in any order in the import file.

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.



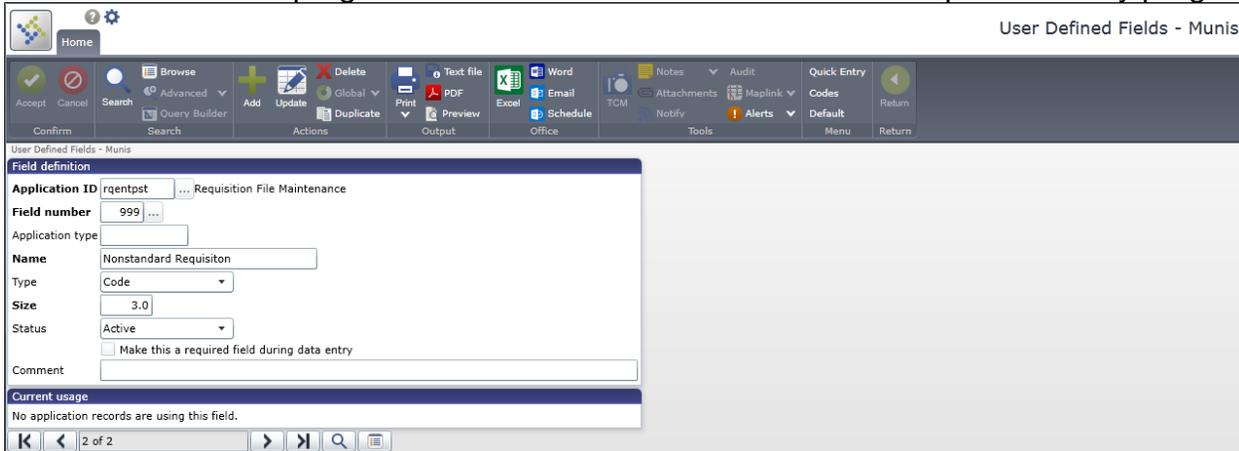
Selecting project codes using the table directs the program to include multiple projects when generating a budget package. Any project that is currently active in your Munis system is available for selection.

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.



User Defined Fields - Munis

Application ID: rgentpst ... Requisition File Maintenance

Field number: 999 ...

Application type: []

Name: Nonstandard Requisition

Type: Code

Size: 3.0

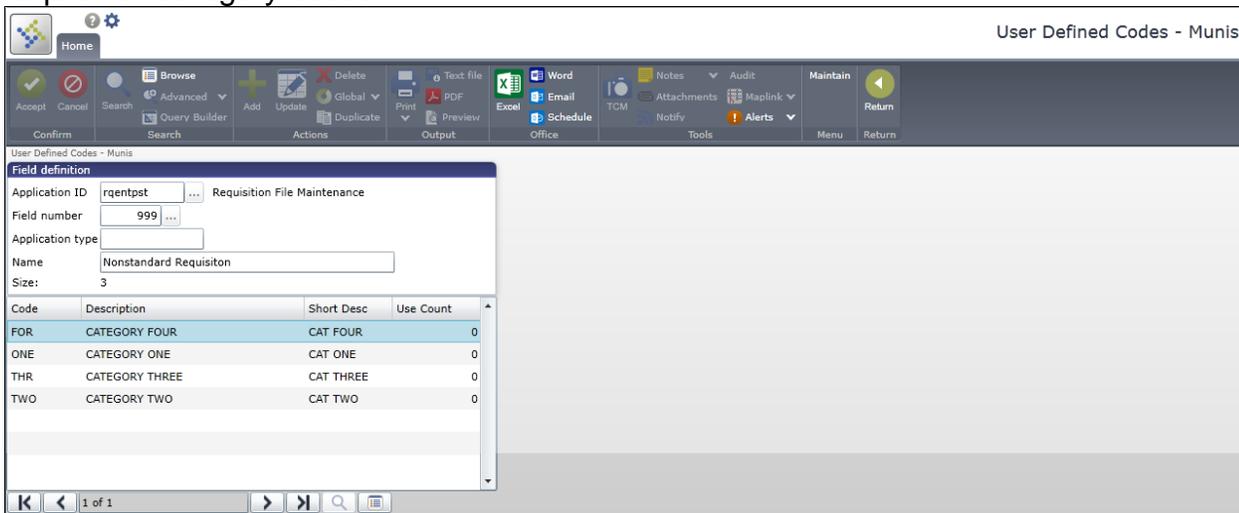
Status: Active

Make this a required field during data entry

Comment: []

Current usage: No application records are using this field.

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



User Defined Codes - Munis

Application ID: rgentpst ... Requisition File Maintenance

Field number: 999 ...

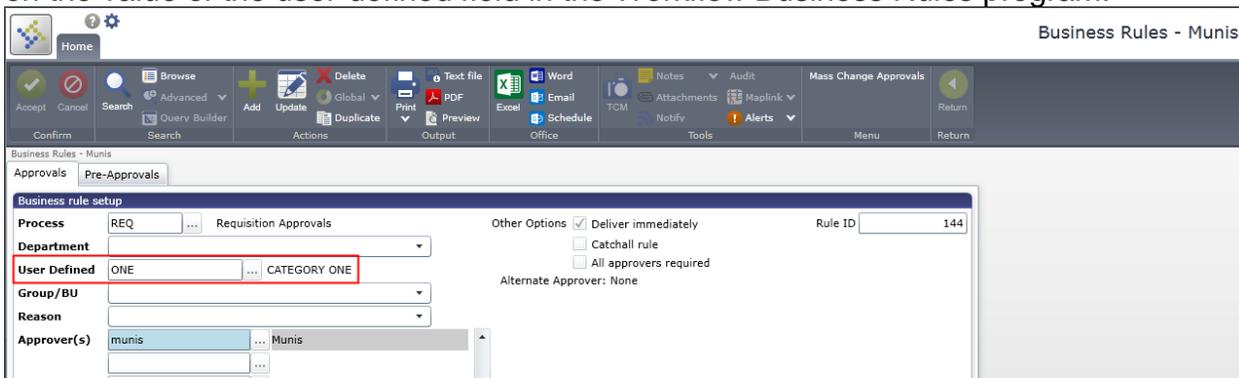
Application type: []

Name: Nonstandard Requisition

Size: 3

Code	Description	Short Desc	Use Count
FOR	CATEGORY FOUR	CAT FOUR	0
ONE	CATEGORY ONE	CAT ONE	0
THR	CATEGORY THREE	CAT THREE	0
TWO	CATEGORY TWO	CAT TWO	0

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.



Business Rules - Munis

Process: REQ ... Requisition Approvals

Department: []

User Defined: ONE ... CATEGORY ONE

Group/BU: []

Reason: []

Approver(s): munis ... Munis

Other Options: Deliver immediately, Catchall rule, All approvers required

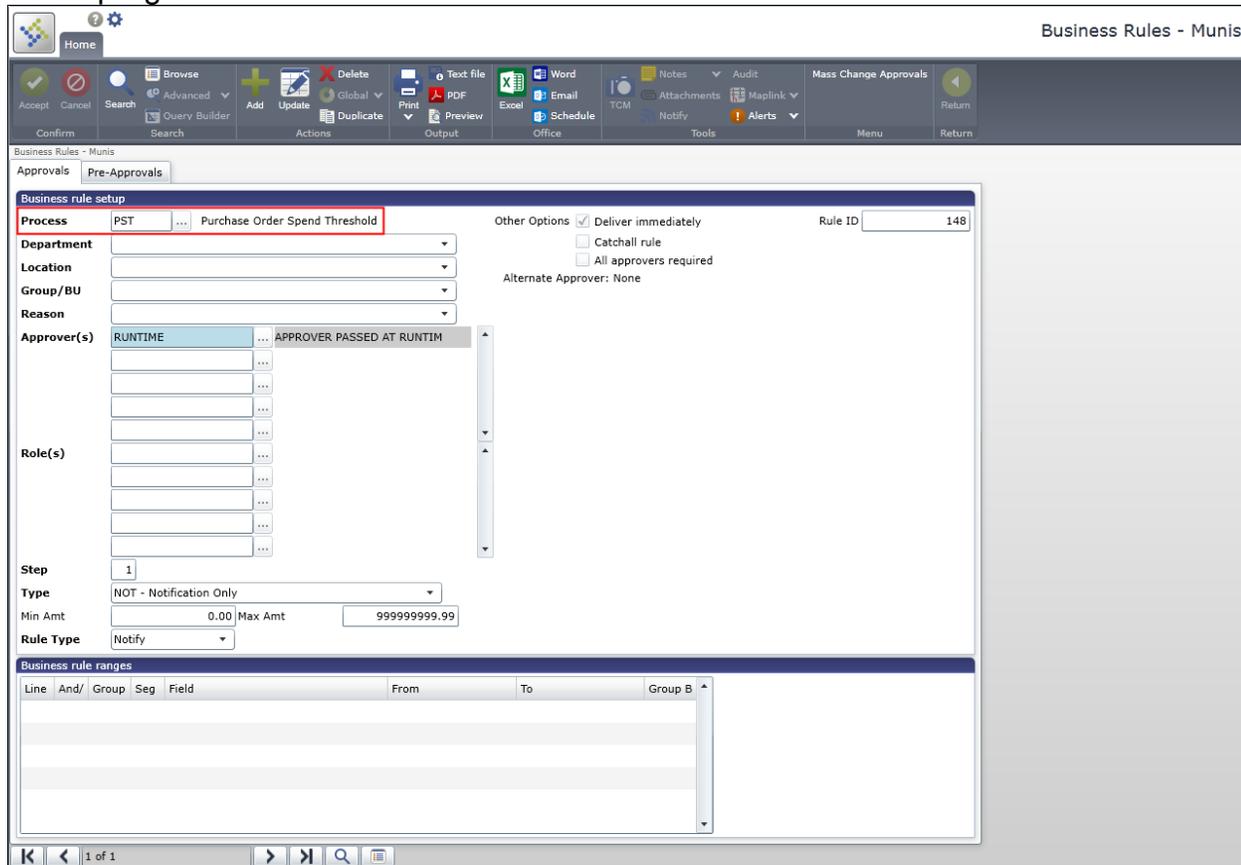
Alternate Approver: None

Rule ID: 144

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 shows the 'Business Rules - Munis' application window. The 'Business rule setup' dialog is open, showing the following details:

- Process:** PST Purchase Order Spend Threshold
- Other Options:**
 - Deliver immediately
 - Catchall rule
 - All approvers required
- Rule ID:** 148
- Department:** (empty dropdown)
- Location:** (empty dropdown)
- Group/BU:** (empty dropdown)
- Reason:** (empty dropdown)
- Approver(s):** RUNTIME APPROVER PASSED AT RUNTIM
- Role(s):** (empty list)
- Step:** 1
- Type:** NOT - Notification Only
- Min Amt:** 0.00 **Max Amt:** 999999999.99
- Rule Type:** Notify

Below the setup window is a 'Business rule ranges' table with columns: Line, And/ Group, Seg, Field, From, To, 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.

Purchase Order Entry - Munis

Home

Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Notes Attachments Audit Find Batch Sort Batch Add Batch Outout/Post Add Batch Outout/Post Return

Purchase Order Entry - Munis

Main Terms/Miscellaneous User Defined

Discount % Contract

Days to discount Work Order

Days to net Number

Freight % Task

Notification Threshold %

Freight me Purchase Order Change Orders - Munis

Home

Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Notes Attachments Audit Line Detail Close PO Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Notes Attachments Audit Line Detail Close PO

Purchase Order Change Orders - Munis

Main Terms/Miscellaneous User Defined

Discount %

Days to discount

Days to net

Freight %

Notification Threshold %

Freight method/terms

Requisition Entry - Munis

Home

Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Notes Attachments Audit Switch Form Activate Line Detail Mass Allocate Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Notes Attachments Audit Switch Form Activate Line Detail Mass Allocate

Requisition Entry - Munis

Main Terms/Miscellaneous User Defined

Terms Miscellaneous

Discount % Allocation

Freight % Buyer

Notification Threshold % Review

Freight me Requisitions

Request for Item Welcome, todd.bolduc

Search by requisition number

Advanced New Deletes Mass Allocate Recent Requests Recent Items Last Search TCM Excel Actions/ Approvers Activate My Approvals

Search Edit Copy Menu Views Tools Office Workflow

Requisition 2009 20090083 Created on 9/25/2013 15 by Todd Bolduc Custom Interface None Status: Created

Department (135) FINANCE DEPARTMENT View Buyer

Commodity Review

Description Needed By

Contract Inspector

Type (N) NORMAL

Purchase Order

Project accounts applied

Three way match required

Inspection required

Notify originator when converted to PO

Notify originator of overages

Notification threshold % 0.00

Convert To Purchase Order

General Notes (0)

Vendor Quotes (0)

The value entered in the Notification Threshold % box is used by the Invoice Entry program. When an invoice liquidation exceeds the notification percentage of the associated purchase order, Invoice Entry generates a notification email to the requester (if the purchase order was converted from a requisition) and the buyer, as listed on the purchase order. Both the buyer and the requester must have a defined email address in User Attributes in order to receive the notification email.

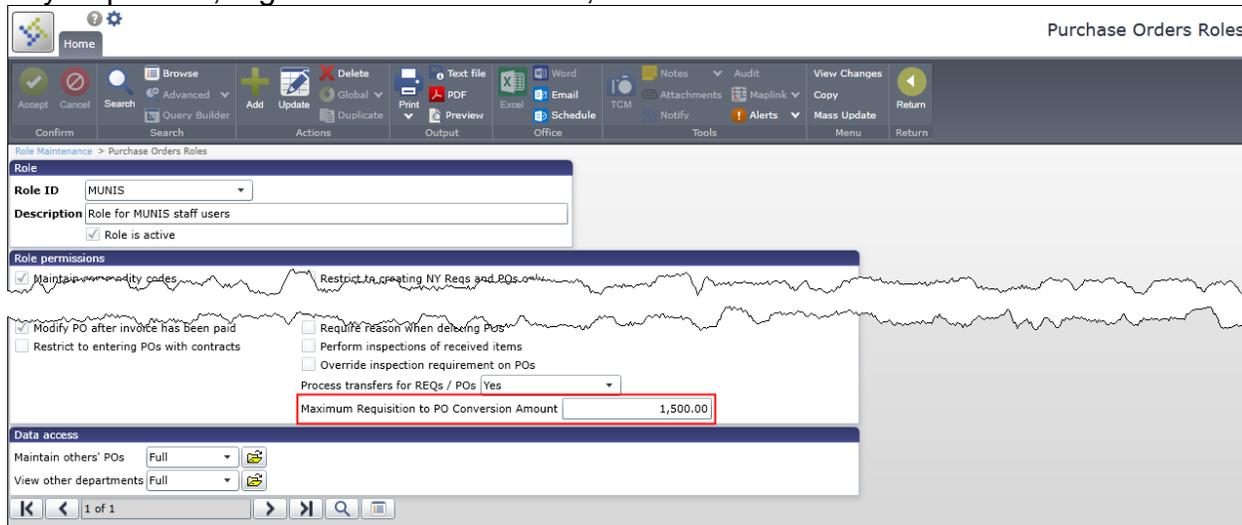
You are being notified that purchase order 555121 for fiscal year 2013 has exceeded its spend threshold of 50,000. This occurred with vendor 1000 - ABC SUPPLY COMPANY - and invoice number 5551212.

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.

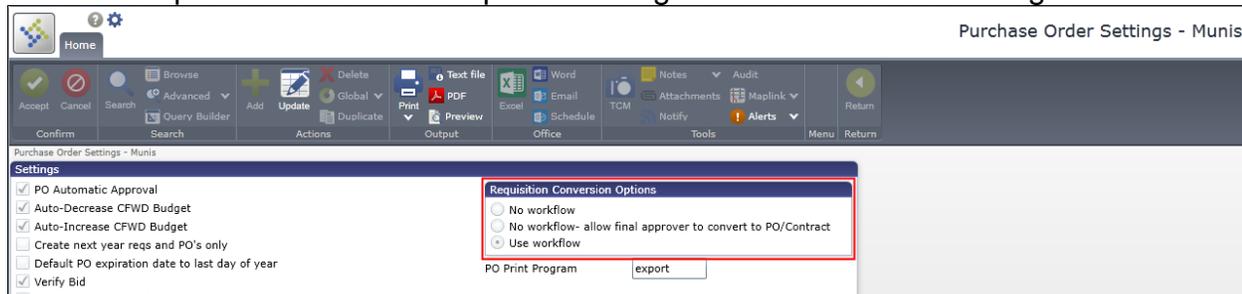
Requisition Conversion Restrictions

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 set to '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 visible settings include 'Process transfers for REQs / POs' set to 'Yes' and 'Data access' options for 'Maintain others' POs' and 'View other departments' both set to 'Full'.

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.

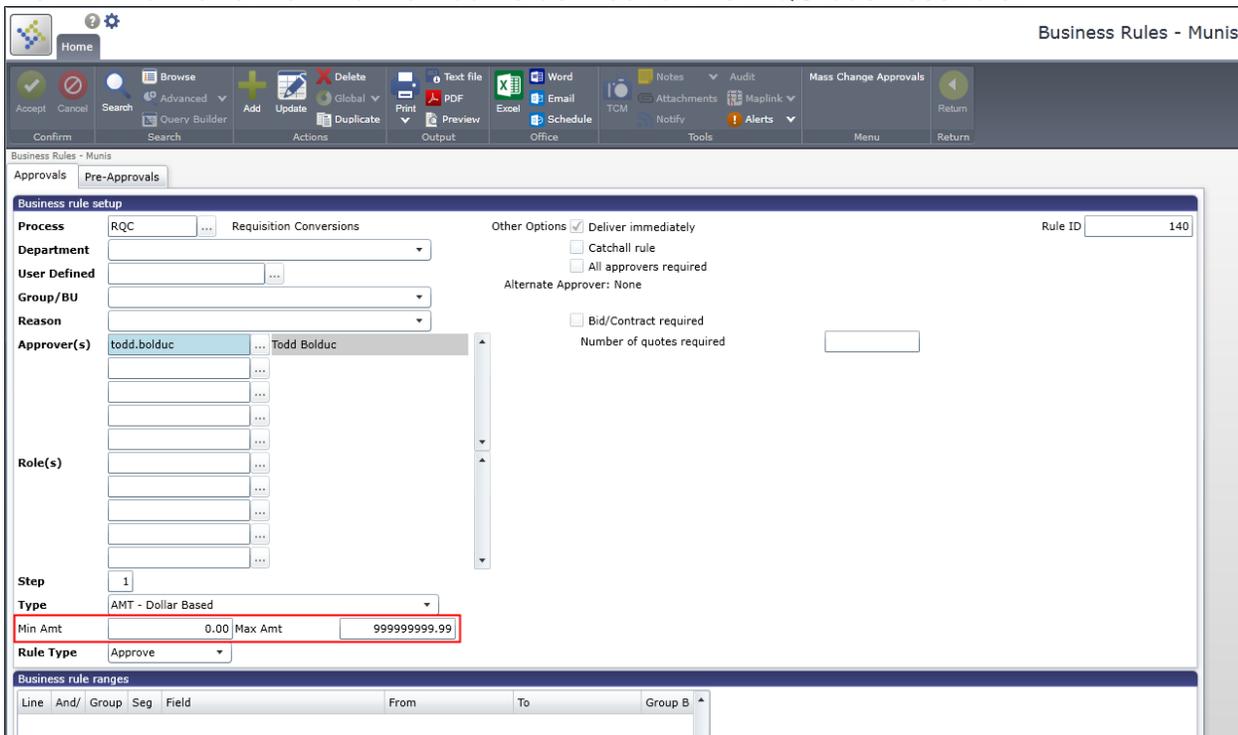


The screenshot shows the 'Purchase Order Settings - Munis' configuration interface. The 'Requisition Conversion Options' dropdown menu is highlighted with a red box, showing 'No workflow' selected. Other visible settings include 'PO Automatic Approval' checked, 'Auto-Decrease CFWD Budget' checked, 'Auto-Increase CFWD Budget' checked, 'Create next year reqs and PO's only' checked, 'Default PO expiration date to last day of year' checked, and 'Verify Bid' checked. The 'PO Print Program' is set to 'export'.

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.



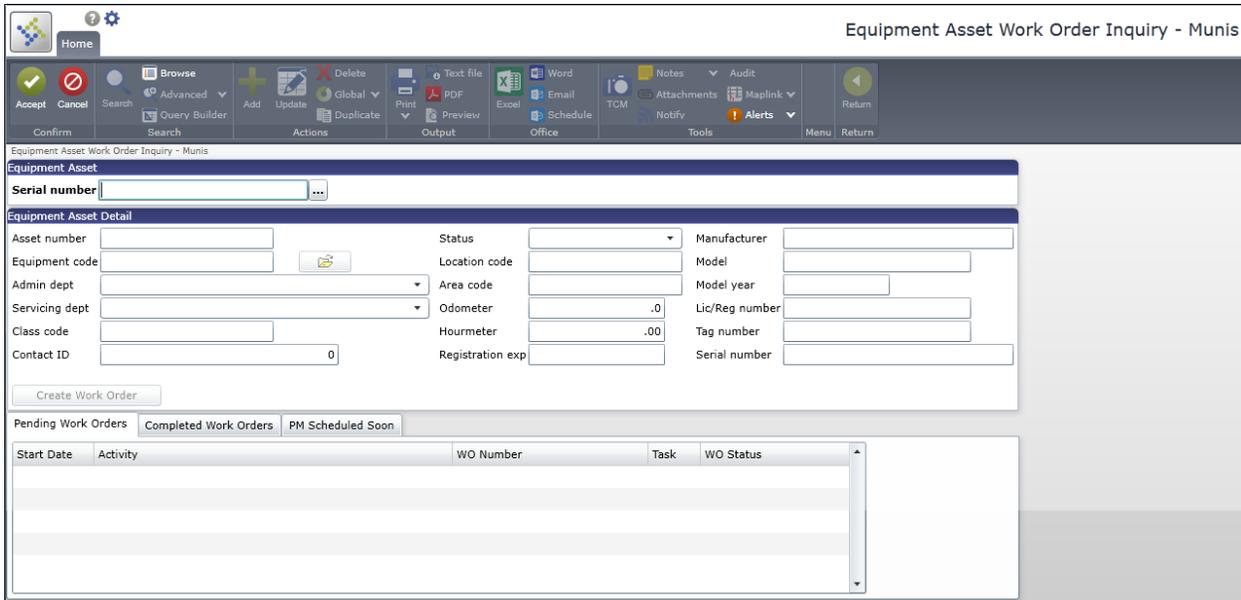
The screenshot shows the 'Business rule setup' window for 'Requisition Conversions' (Rule ID 140). The 'Process' is 'RQC'. The 'Approver(s)' list includes 'todd.bolduc' (Todd Bolduc). The 'Type' is 'AMT - Dollar Based'. The 'Min Amt' is 0.00 and the 'Max Amt' is 999999999.99. The 'Rule Type' is 'Approve'. The 'Business rule ranges' table is partially visible at the bottom.

Line	And/	Group	Seg	Field	From	To	Group B

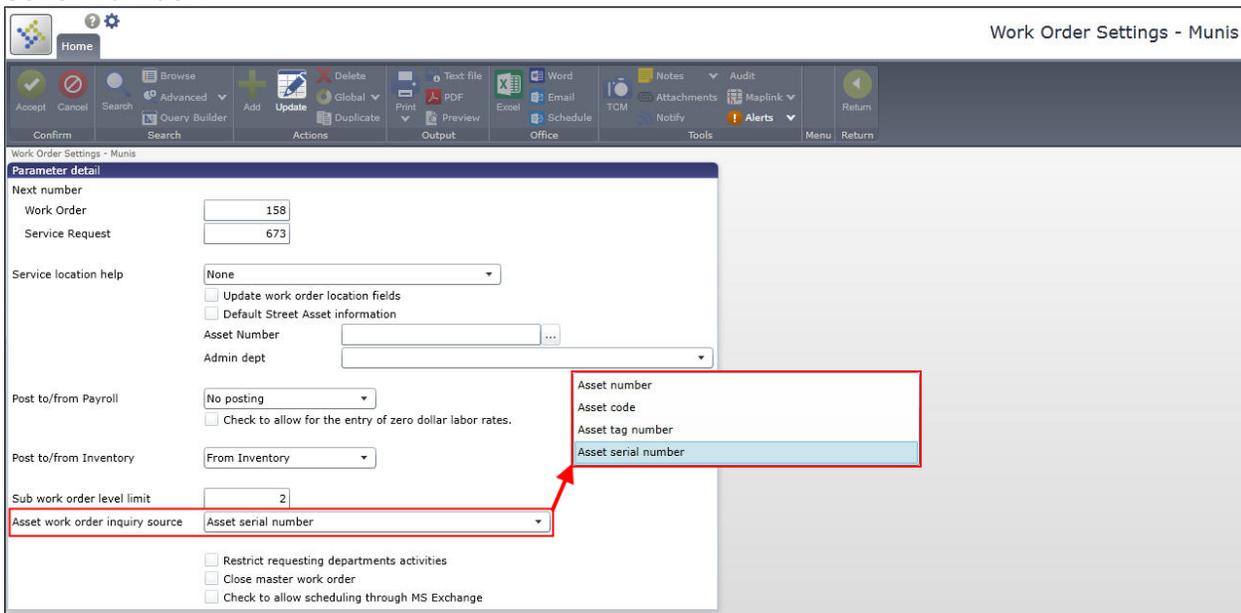
Work Orders, Fleet, and Facilities

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.

Asset Work Order Inquiry - Asset Type

Asset type: **Equipment**

Equipment Asset Work Order Inquiry - Munis

Serial number:

Equipment Asset Detail

Asset number	Status	Manufacturer
Equipment code	Location code	Model
Admin dept	Area code	Model year
Servicing dept	Odometer	Lic/Reg number
Class code	Hourmeter	Tag number
Contact ID	Registration exp	Serial number

Create Work Order

Asset Work Order Inquiry - Asset Type

Asset type: **Facility/Location**

Facility/Location Asset Work Order Inquiry - Munis

Serial number:

Facility/Location Asset Detail

Asset number	GIS Layer ID	Serial number
Location code	Parcel	
Admin dept	Subdivision	Lot number
Servicing dept	Address	
Class code		
Contact ID	City, State, Zip	

Create Work Order

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.

Facility/Location Asset Work Order Inquiry - Munis

Home

Accept Cancel Search Advanced Add Update Duplicate Print PDF Preview Output Text file Word Excel Schedule Office Notes Attachments MapLink TCM Notify Alerts Menu Return

Facility/Location Asset Work Order Inquiry - Munis

Facility/Location Asset

Serial number

Facility/Location Asset Detail

Asset number 9500 NEW SCHOOL ATHLETIC FACILITY GIS Layer ID Serial number 843014038481480

Location code 9500 ADMINISTRATION BUILDING Parcel 001-22-2351

Admin dept PW - PUBLIC WORKS Subdivision Lot number

Servicing dept Address 21 SCHOOL ST

Class code

Contact ID City, State, Zip

Create Work Order

Pending Work Orders (7) Completed Work Orders (1) PM Scheduled Soon

Start Date	Activity	WO Number	Task	WO Status
08/03/2009	WI - WINDOW	500		1 In Progress
	BU - BURNER MAINTENANCE	532		1 Approved
	EL - ELECTRICAL	550		1 Approved
	EL - ELECTRICAL	556		1 Approved
	BU - BURNER MAINTENANCE	571		1 Approved
	BU - BURNER MAINTENANCE	572		1 Approved
	AC - AIR CONDITIONING PM	581		1 Approved

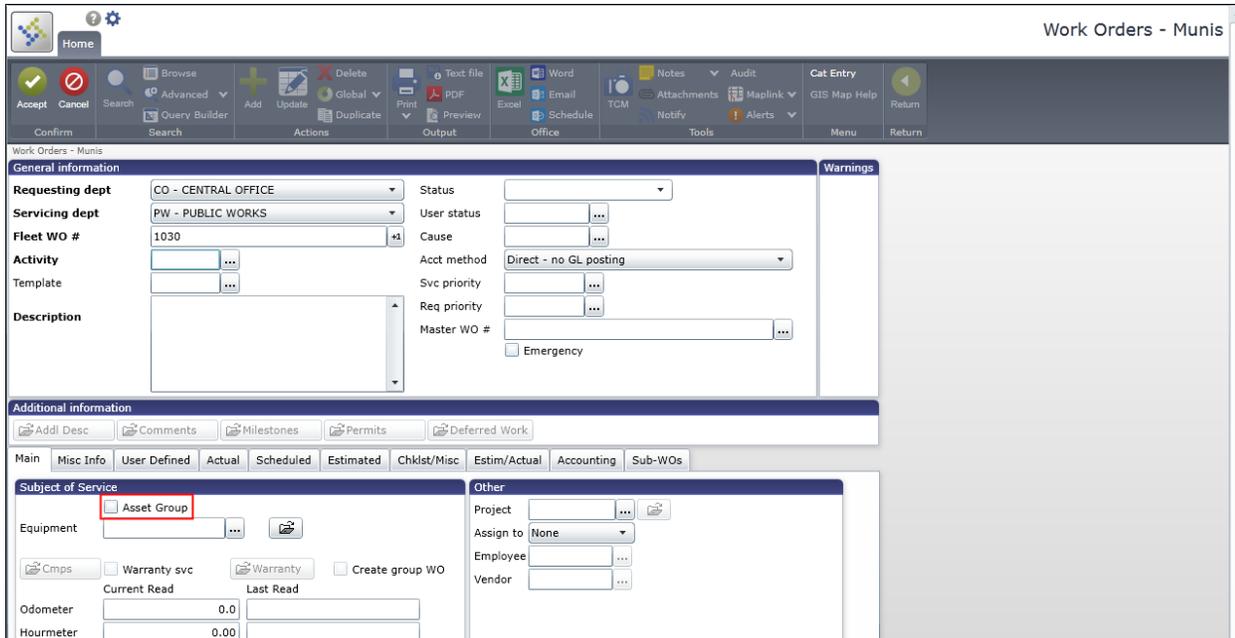
Click the Pending Work Orders tab or the Completed Work Orders tab to view a listing of the asset's work orders of that status. The PM Scheduled Soon tab displays any upcoming preventative maintenance work orders for the asset.

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.



Work Orders - Munis

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Notes Audit Cat Entry GIS Map Help

Confirm Query Builder Search Actions Output Office TCM Attachments Maplink Notify Alerts Menu Return

Work Orders - Munis

General information

Requesting dept: CO - CENTRAL OFFICE Status: [dropdown]

Servicing dept: PW - PUBLIC WORKS User status: [dropdown]

Fleet WO #: 1030 Cause: [dropdown]

Activity: [dropdown] Acct method: Direct - no GL posting

Template: [dropdown] Svc priority: [dropdown]

Description: [text area] Req priority: [dropdown]

Master WO #: [dropdown]

Emergency

Additional information

Addl Desc Comments Milestones Permits Deferred Work

Main Misc Info User Defined Actual Scheduled Estimated Chklist/Misc Estim/Actual Accounting Sub-WOs

Subject of Service

Asset Group

Equipment: [dropdown]

Warranty svc Warranty Create group WO

Odometer: 0.00 Last Read: [text]

Hourmeter: 0.00

Other

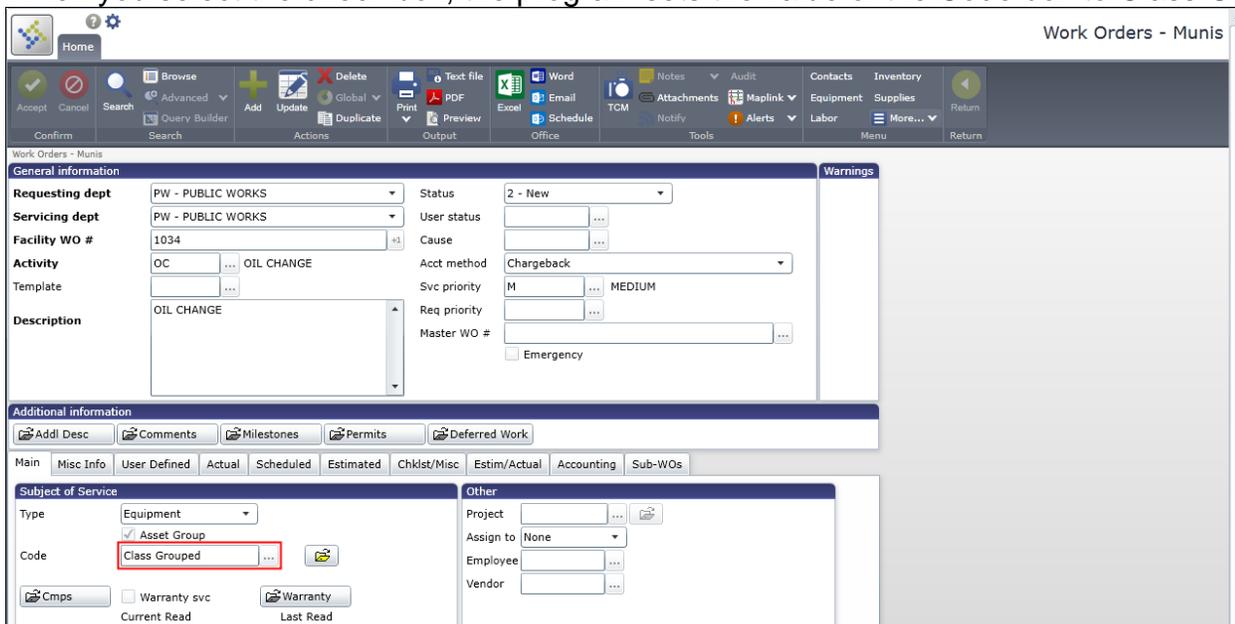
Project: [dropdown]

Assign to: None

Employee: [dropdown]

Vendor: [dropdown]

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



Work Orders - Munis

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Notes Audit Contacts Inventory Equipment Supplies Labor More... GIS Map Help

Confirm Query Builder Search Actions Output Office TCM Attachments Maplink Notify Alerts Menu Return

Work Orders - Munis

General information

Requesting dept: PW - PUBLIC WORKS Status: 2 - New

Servicing dept: PW - PUBLIC WORKS User status: [dropdown]

Facility WO #: 1034 Cause: [dropdown]

Activity: OC OIL CHANGE Acct method: Chargeback

Template: [dropdown] Svc priority: M MEDIUM

Description: OIL CHANGE Req priority: [dropdown]

Master WO #: [dropdown]

Emergency

Additional information

Addl Desc Comments Milestones Permits Deferred Work

Main Misc Info User Defined Actual Scheduled Estimated Chklist/Misc Estim/Actual Accounting Sub-WOs

Subject of Service

Type: Equipment

Asset Group

Code: Class Grouped

Warranty svc Warranty

Current Read: [text] Last Read: [text]

Other

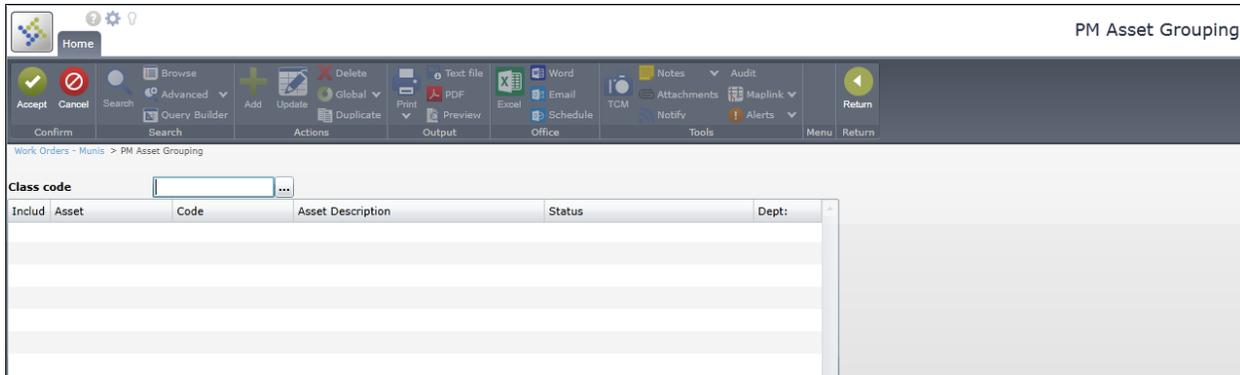
Project: [dropdown]

Assign to: None

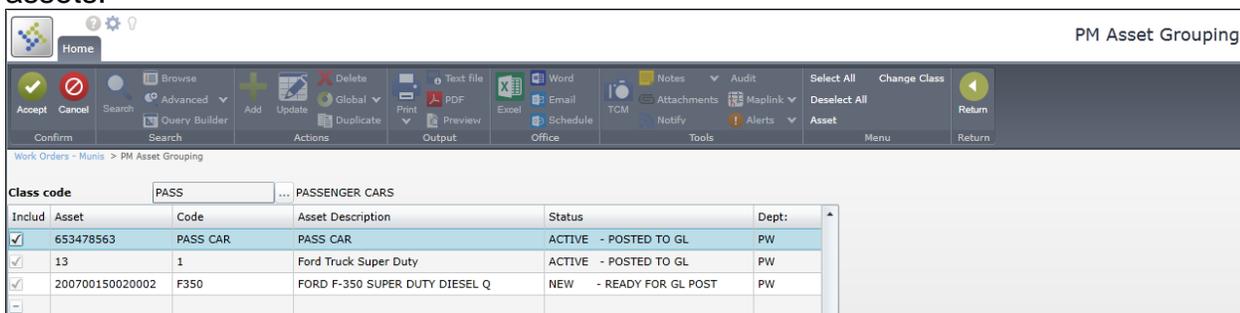
Employee: [dropdown]

Vendor: [dropdown]

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.

Munis Work Orders

Sort: By Number 

Classroom Painting 1015	POTHOLE REPAIR 1430	TREE TRIMMING 1643
Description: PAINT OFFICE WALLS IN CLERK'S Address: Contact: SUE INGRAM Scheduled: 10/01/2006 Status: In Progress	Description: repair sidewalk for tax payer Address: 370 APPLE ORCHARD WAY NE, CITY OF FALMOUTH, ME 04105 Contact: ANGELA STOKES 207-555-5555 Scheduled: Status: Rejected	Description: TREE TRIMMING Address: 238 A PENNY RD, PORTLAND, ME 04103 Contact: JACKIE CARPENTIER Scheduled: Status: In Progress

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.

← Work Complete #1194

STRUT #1194	Tasks 1	Detail	Labor
Description: TREE TRIMMINGs Address: Contact: CHRIS WEBSTER x4428 Scheduled: Status: Work Complete	TREE TRIMMINGs 	Subject of Service: Dump truck Due: 12/03/2012 Labor 2  Inventory 0 Equipment 0	Name: TAGLIATELLE, GINA Added on: 10/30/2012 Function: Mechanic - Certified Specialist Start: 08:00 End: 14:30 Name: TAGLIATELLE, GINA Added on: 10/30/2012 Function: Mechanic - Certified Specialist Start: End:

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

Description:
PAINT OFFICE WALLS IN CLERK'S

Address:

Contact:
SUE INGRAM

Scheduled:
10/01/2006

Status:
In Progress

Tasks 4

- PAINT OFFICE WALLS IN CLERK'S ✓
- Paint hallway in front of clerk's office
- Wax Floors
- Change filters after paint is dry

Detail

Subject of Service:
meeting room 1

Due:
10/02/2006

Labor	7
Inventory	22
Equipment	24


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

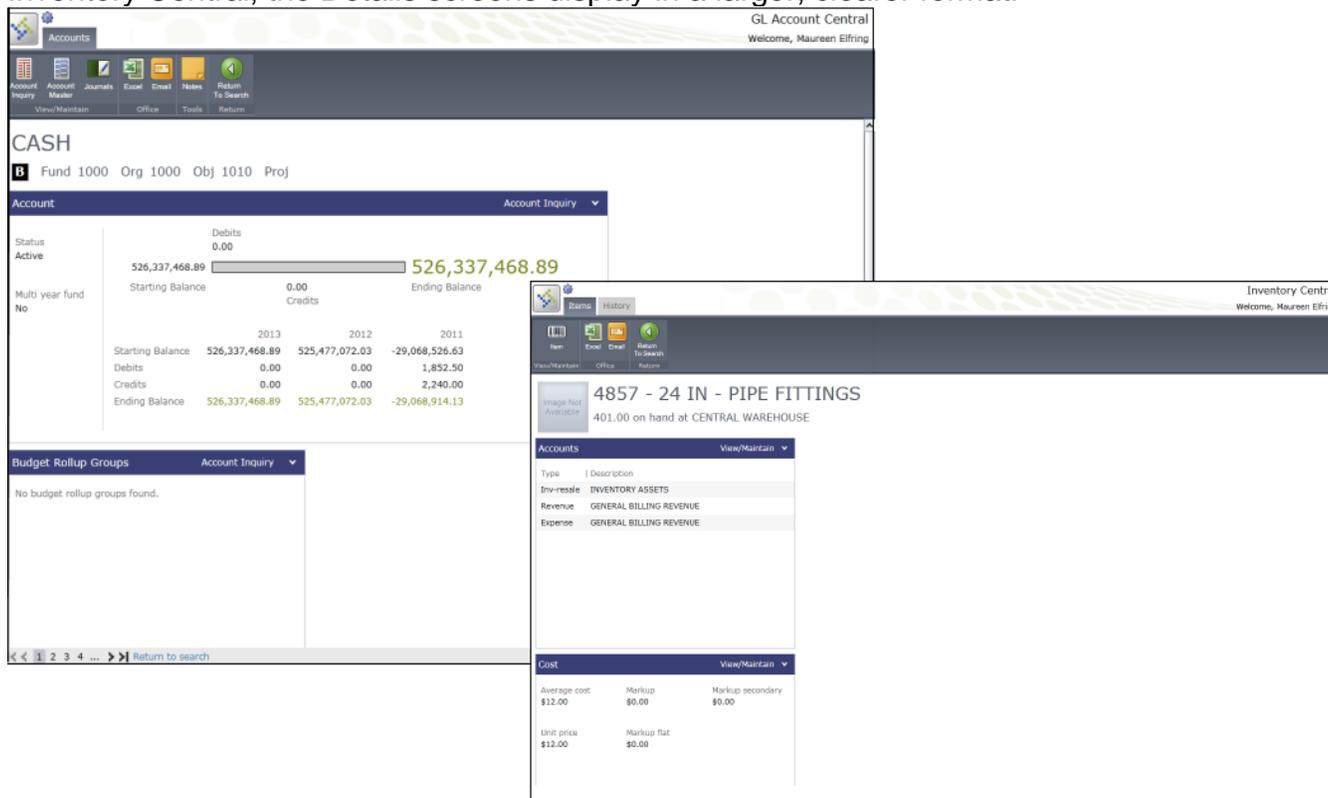
Module	Field Name	Description
		<p>others' purchase card information. If you select Limited, when you save the record, the program displays the View Others' Purchase Cards and Statements screen, where you can restrict access to view other users purchase cards information by department. The default value 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.



GL Account Central
Welcome, Maureen Effring

CASH
Fund 1000 Org 1000 Obj 1010 Proj

Account Inquiry

Status	Debits	Ending Balance
Active	0.00	526,337,468.89
Multi year fund	0.00	
No		
	2013	2012
Starting Balance	526,337,468.89	525,477,072.03
Debits	0.00	1,852.50
Credits	0.00	2,240.00
Ending Balance	526,337,468.89	525,477,072.03

Budget Rollup Groups: No budget rollup groups found.

Inventory Central
Welcome, Maureen Effring

4857 - 24 IN - PIPE FITTINGS
401.00 on hand at CENTRAL WAREHOUSE

Type	Description
Inv-resale	INVENTORY ASSETS
Revenue	GENERAL BILLING REVENUE
Expense	GENERAL BILLING REVENUE

Average cost	Markup	Markup secondary
\$12.00	\$0.00	\$0.00

Unit price	Markup flat
\$12.00	\$0.00

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  Office

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.

Expenditure Command Center
Welcome, Todd Bolduc

Requisitions **Contracts** Bids PCards

Contract # or description

Advanced Search

Actions: Add Contract, Print Contract, Approvals, Change Order, Receiving, Excel, Import, Setup, Workflow

View/Maintain: Approvals, Change Order, Receiving

Office: Excel, Import

Tools: Setup, Workflow

Setup: Setup, Workflow

Contracts (41)

Contract #	Description	Status	Available	Pct. Available	Fiscal Year
1050	DESIGN & ENGINEERING CONTRACT FOR ST LIGHT PROJECT	CLOSED	\$0.00	0.00%	2006
Project: SIDEWALK/ST LIGHT PROJECT Vendor: FKP ARCHITECTS, INC Administrator: Finance Department Entered by: on 01/22/2006 Bid/RFP:					
200600001	HEAVY EQUIPMENT CONTRACT	CLOSED	\$0.00	0.00%	2006
Project: COMMUNITY DEVELOPMENT FY05 Vendor: CATERPILLAR Administrator: Finance Department Entered by: on 11/29/2005 Bid/RFP: HEAVY EQUIPMENT BID					
200600003	- test	POSTED	\$440.00	8.80%	2007
Project: ABC SUPPLY COMPANY Vendor: PUBLIC WORKS Administrator: Munis Entered by: on 04/26/2007 Bid/RFP:					
200600005	OFFICE SUPPLIES	POSTED	\$4,950.00	99.00%	2007
Project: STAPLES Vendor: PUBLIC WORKS Administrator: Munis Entered by: on 05/13/2007 Bid/RFP:					
200600006	COMPUTER HARDWARE CONTRACT	POSTED	\$28,500.00	95.00%	2007
Project: DELL Vendor: INFORMATION TECHNOLOGY Administrator: Munis Entered by: on 05/13/2007 Bid/RFP:					

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.

Expenditure Command Center
Welcome, Todd Bolduc

Disbursements **PCards**

Void Checks, Purge Checks, Select Item, Print Checks, EFT, Disbursements Journal, Check Reconciliation, ACI, Import Checks, Export Checks, Reports, Setup

Actions: Void Checks, Purge Checks, Select Item, Print Checks, EFT, Disbursements Journal, Check Reconciliation, ACI, Import Checks, Export Checks, Reports, Setup

Process: Disbursements Journal, Check Reconciliation

Tools: Import Checks, Export Checks

Reports: Reports

Setup: Setup

Accounts Payable

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

Vendors (2)

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

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

Accounts (385)

CASH

Fund 1000 Org 1000 Obj 1010 Proj
Status Active Multi year fund No

Debits: 730,497.00
Starting Balance: 526,337,468.89
Credits: 1,087,784.29
Ending Balance: 525,980,181.60

ENCUMBRANCE CONTROL

Fund 1000 Org 1000 Obj 3940 Proj
Status Active Multi year fund No

Debits: 546,614.18
Starting Balance: 79,133,389.76
Credits: 18,054.78
Ending Balance: 79,661,949.16

RESERVE FOR ENCUMBRANCES

Fund 1000 Org 1000 Obj 3950 Proj
Status Active Multi year fund No

Debits: 18,054.78
Starting Balance: -79,133,389.76
Credits: 546,614.18
Ending Balance: -79,661,949.16

REVENUE CONTROL

Fund 1000 Org 1000 Obj 3910 Proj
Status Active Multi year fund No

Debits: 11,011,100.00
Starting Balance: 0.00
Credits: 11,214,335.58
Ending Balance: -203,235.58

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			
		2010	2009	2008	2007
Revised		300,000.00	-34,621,712.99	-33,268,229.09	-136,424,782.45
Actual	271,801.11	0.00	271,801.11	-570,771.11	-655,243,103.34
Enc/Reqs		638.00	539,952.15	98,003.79	58,990.68
Available		299,462.00	-35,321,921.30	-32,795,461.77	518,760,330.21
Used		0%	-2.02%	1%	480%

Munis Financials 10.5

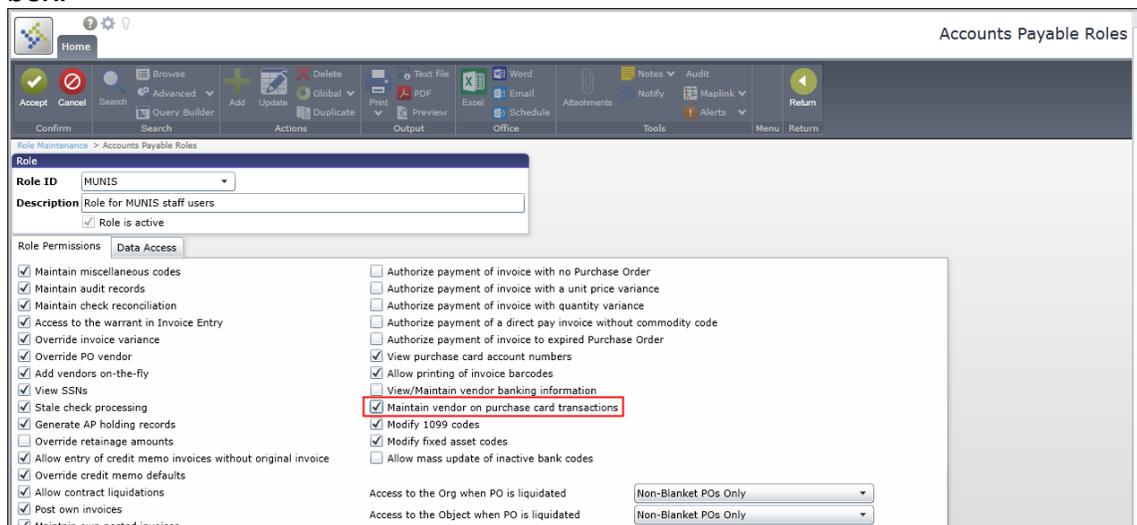
This document provides an overview of the major Financials enhancements available for early adoption of Munis® Version 10.5.

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.



Accounts Payable Roles

Role Maintenance > Accounts Payable Roles

Role ID: MUNIS

Description: Role for MUNIS staff users

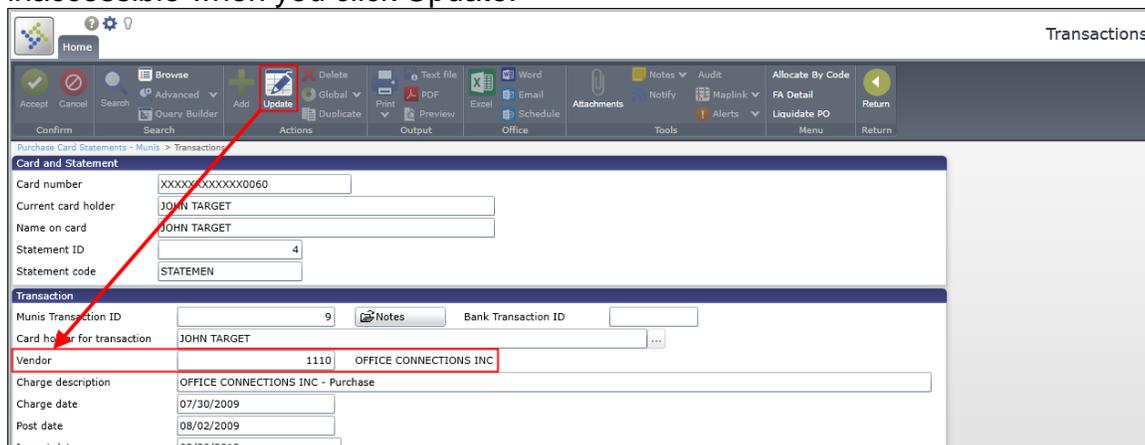
Role Permissions

- 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 SSNs
- Stale 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
- Post own invoices
- Maintain own sorted invoices
- 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 Org when PO is liquidated: Non-Blanket POs Only

Access to the Object when PO is liquidated: Non-Blanket POs Only

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.



Transactions

Purchase Card Statements > Munis > Transactions

Card and Statement

Card number: XXXXX XXXXXX0060

Current card holder: JOHN TARGET

Name on card: JOHN TARGET

Statement ID: 4

Statement code: STATEMEN

Transaction

Munis Transaction ID: 9

Card holder for transaction: JOHN TARGET

Vendor: 1110 OFFICE CONNECTIONS INC

Charge description: OFFICE CONNECTIONS INC - Purchase

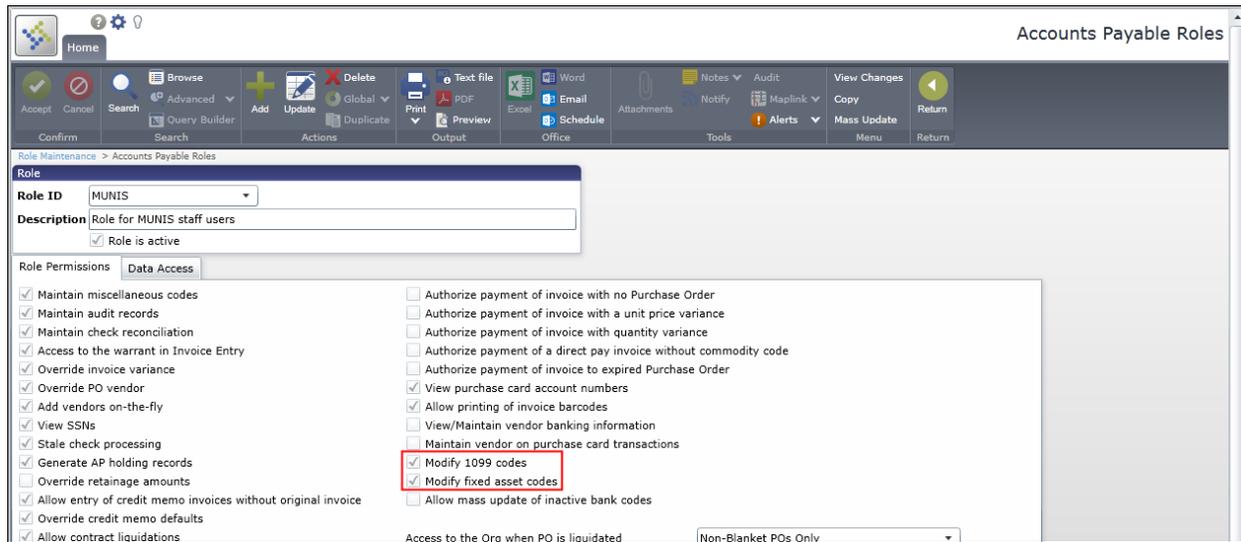
Charge date: 07/30/2009

Post date: 08/02/2009

Import date: 03/20/2013

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: MUNIS

Description: Role for MUNIS staff users

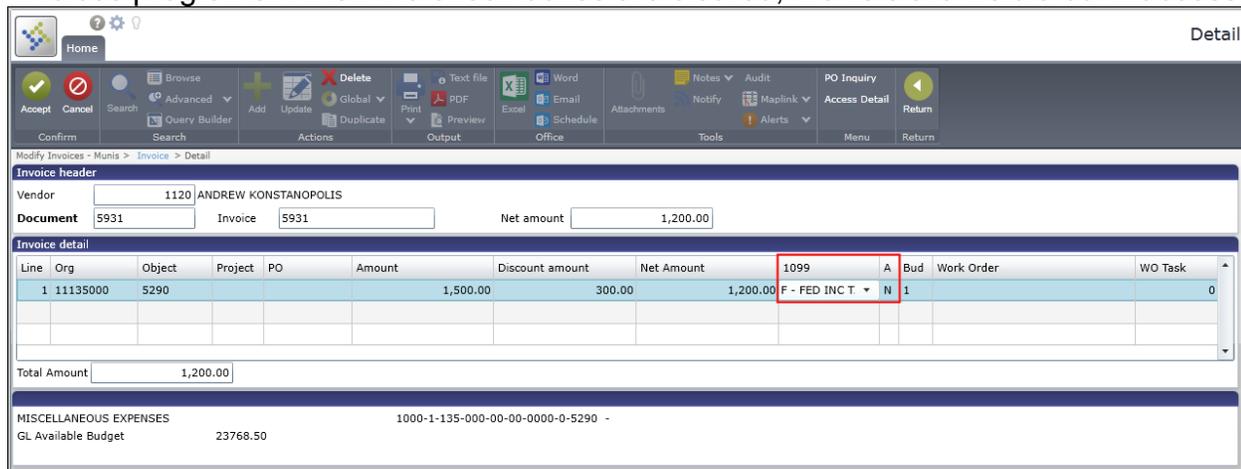
Role is active

Role Permissions Data Access

- 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 SSNs
- Stale 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-Blanket 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

Modify Invoices - Munis > Invoice > 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	A	Bud	Work Order	WO Task
1	11135000	5290			1,500.00	300.00	1,200.00	F - FED INC T	N	1		0
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.

Accounts Payable Roles

Role Maintenance > Accounts Payable Roles

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

Role Permissions

<input checked="" type="checkbox"/> Maintain miscellaneous codes	<input type="checkbox"/> Authorize payment of invoice with no Purchase Order
<input checked="" type="checkbox"/> Maintain audit records	<input type="checkbox"/> Authorize payment of invoice with a unit price variance
<input checked="" type="checkbox"/> Maintain check reconciliation	<input type="checkbox"/> Authorize payment of invoice with quantity variance
<input checked="" type="checkbox"/> Access to the warrant in Invoice Entry	<input type="checkbox"/> Authorize payment of a direct pay invoice without commodity code
<input checked="" type="checkbox"/> Override invoice variance	<input type="checkbox"/> Authorize payment of invoice to expired Purchase Order
<input checked="" type="checkbox"/> Override PO vendor	<input checked="" type="checkbox"/> View purchase card account numbers
<input checked="" type="checkbox"/> Add vendors on-the-fly	<input checked="" type="checkbox"/> Allow printing of invoice barcodes
<input checked="" type="checkbox"/> View SSNs	<input checked="" type="checkbox"/> View/Maintain vendor banking information
<input checked="" type="checkbox"/> Stale check processing	<input type="checkbox"/> Maintain vendor on purchase card transactions
<input checked="" type="checkbox"/> Generate AP holding records	<input type="checkbox"/> Modify 1099 codes
<input type="checkbox"/> Override retainage amounts	<input type="checkbox"/> Modify fixed asset codes
<input checked="" type="checkbox"/> Allow entry of credit memo invoices without original invoice	<input type="checkbox"/> Allow mass update of inactive bank codes
<input checked="" type="checkbox"/> Override credit memo defaults	
<input checked="" type="checkbox"/> Allow contract liquidations	Access to the Org when PO is liquidated
<input checked="" type="checkbox"/> Post own invoices	Access to the Object when PO is liquidated
<input checked="" type="checkbox"/> Maintain own posted invoices	Access to the Project when PO is liquidated
<input checked="" type="checkbox"/> Maintain own recurring invoices	Access to Segment 1 when PO is liquidated
<input checked="" type="checkbox"/> View own AP docs during inquiry	Access to Segment 2 when PO is liquidated
<input checked="" type="checkbox"/> Maintain own unposted invoices	

Access to the Org when PO is liquidated: Non-Blanket POs Only

Access to the Object when PO is liquidated: Non-Blanket POs Only

Access to the Project when PO is liquidated: Non-Blanket POs Only

Access to Segment 1 when PO is liquidated: Non-Blanket POs Only

Access to Segment 2 when PO is liquidated: Non-Blanket POs Only

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.

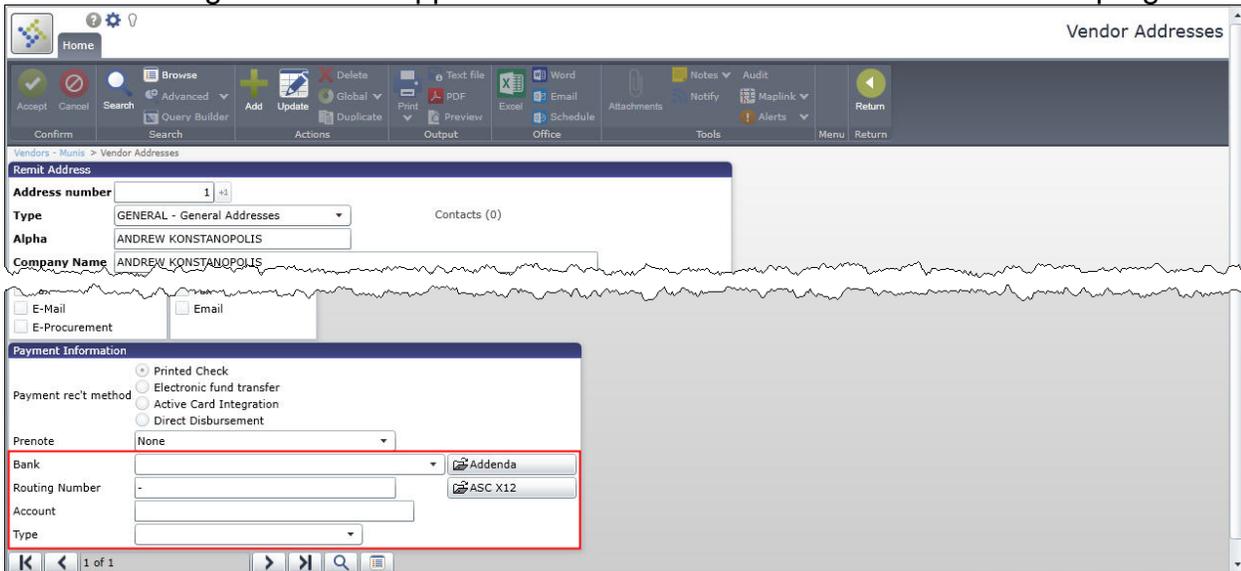
Vendors - Munis

Vendor: 1120
 Alpha: PHOROS COLLECTIONS
 Status: ACTIVE
 Entity: 1
 Type: 111 - generic
 Reason:
 Entered: 11/08/2013
 Modified: 11/08/2013
 By: todd.bolduc
 Change Set: Current

Banking Information

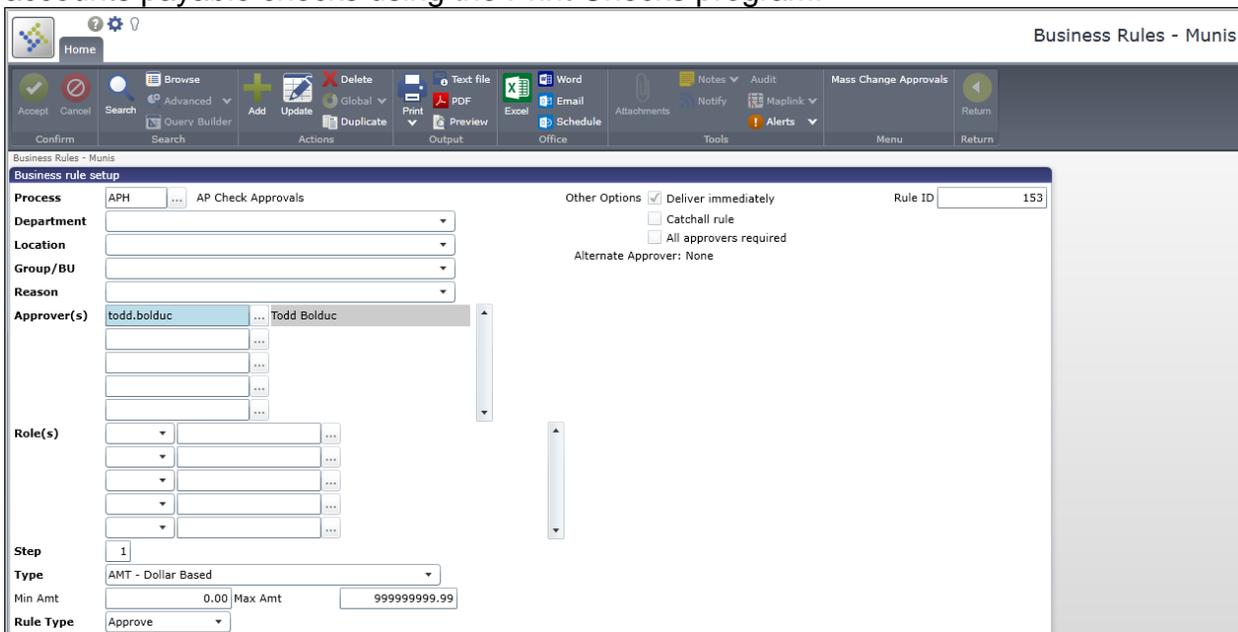
Bank:
 Routing number:
 Account:
 Type:
 Addenda:
 ASC X12:
 AP Retainage:
 Status: Always retain
 Never retain
 Retain on threshold values
 1099 vendor:
 Default: F - FEDERAL INCOME TAX WITHHELD
 1099 withholding:
 Subject to federal withholding:
 W-9 sent:
 W-9 received:
 Payment Receipt:
 Method:
 Printed check
 Electronic fund transfer
 Active card integration
 Direct disbursement
 Pre-note: None
 ACH Override:
 ID Number:
 Name:
 Purchasing Delivery Method:
 Print
 Fax
 E-Mail
 E-Procurement
 Payables Delivery Method:
 Print
 Fax
 E-Mail

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.

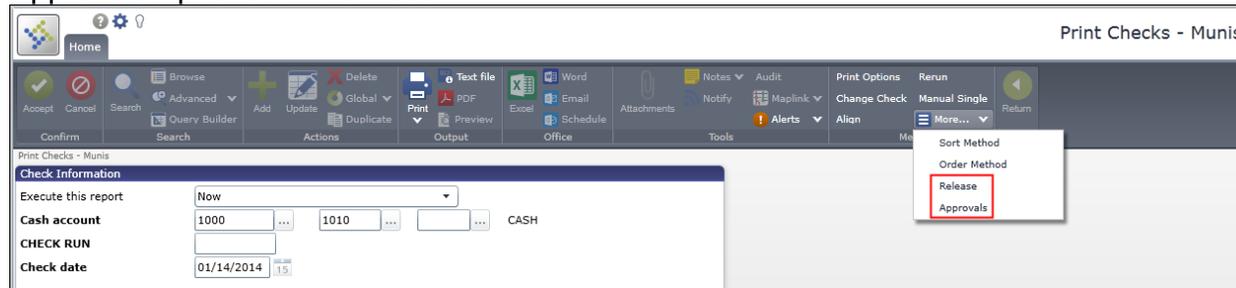


Check Printing Workflow Approvals

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.

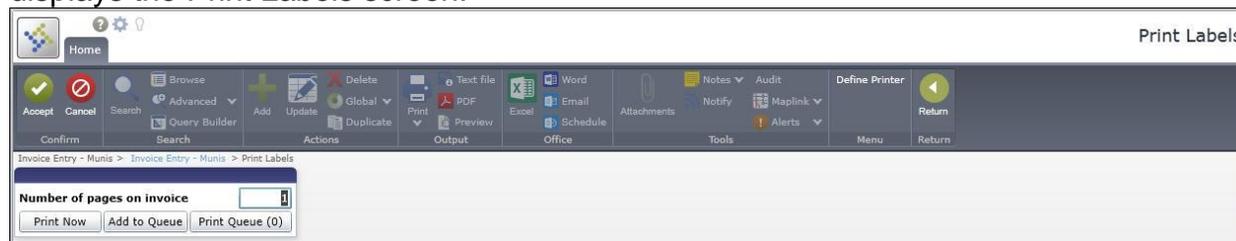


Complete the check run information, and then click Release. Click Approvals to submit the check printing run to workflow. Once a cash account has been used on a check run that has not been approved using workflow, that cash account cannot be used on another check run until the original run has been approved.

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.

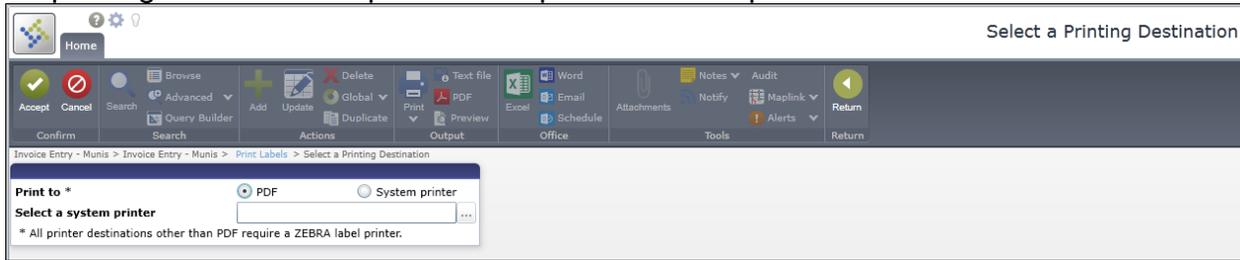
After you enter an invoice when those three criteria are met, the Invoice Entry program displays the Print Labels screen.



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.

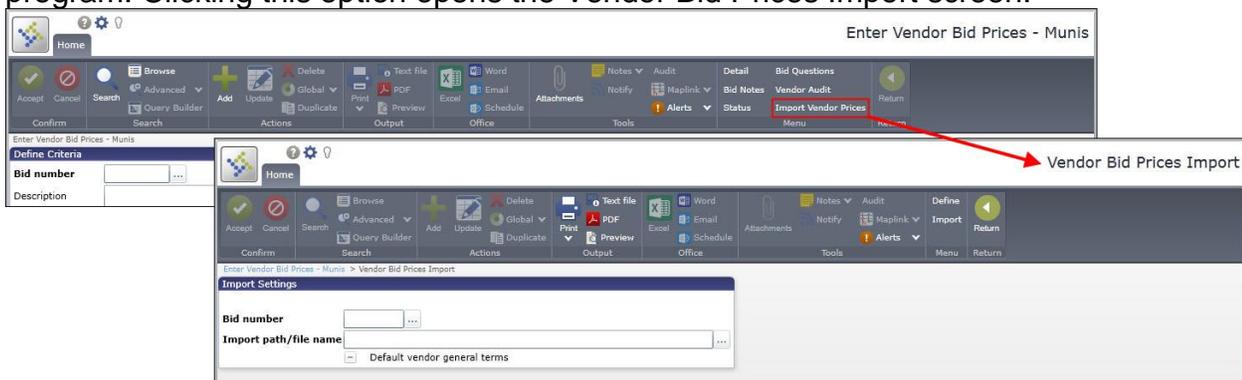
The Print Labels screen displays a Define Printer option on the ribbon. Click this option to open the Select a Printing Destination screen, which allows you to direct the program to print to PDF for printing on a standard printer or to print to a label printer.



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

Enter Vendor Bid Prices - Munis > 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	S	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 Maintenance > 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 rollups

General maintenance to Budget Rollup 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

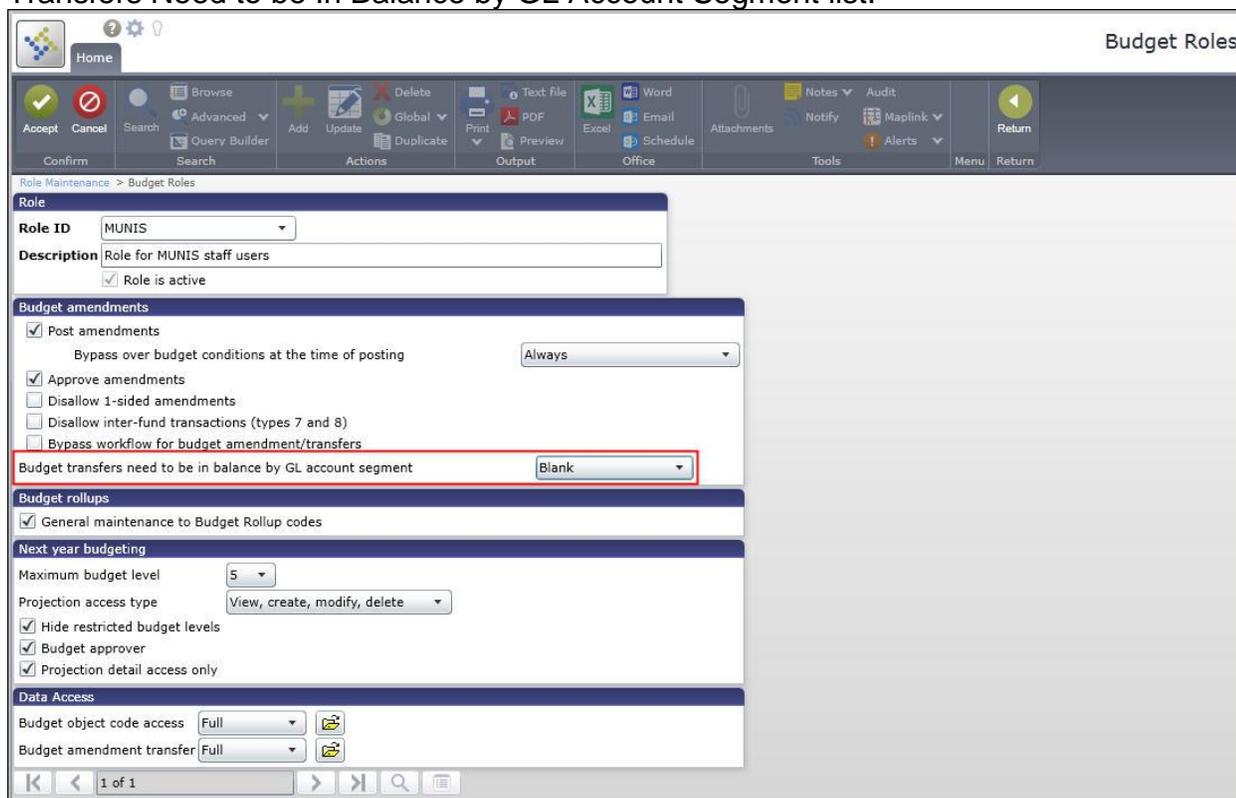
Budget object code access: Full
Budget amendment transfer: Full

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.



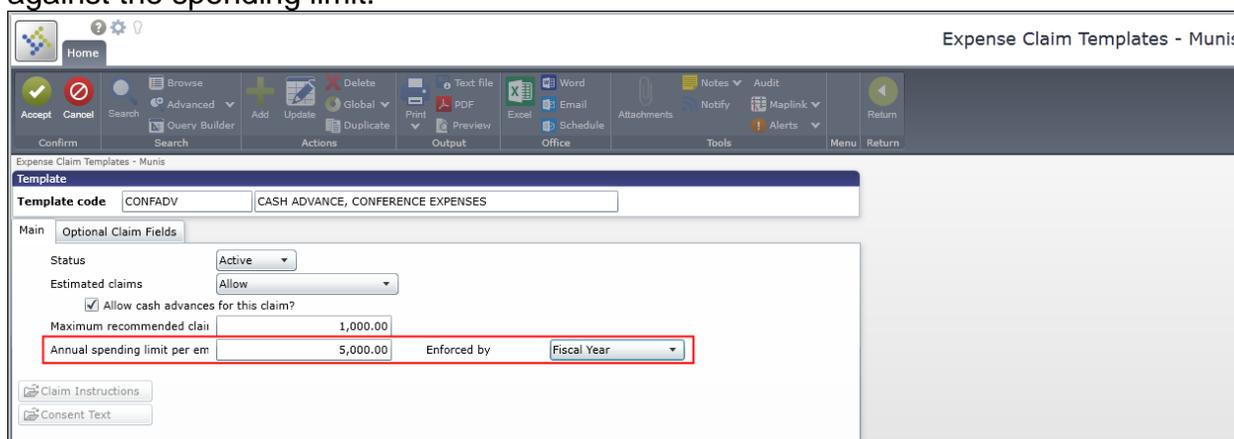
The screenshot shows the 'Budget Roles' configuration window. The 'Budget amendments' section is highlighted with a red box. Within this section, the 'Budget transfers need to be in balance by GL account segment' dropdown menu is set to 'Blank'. Other options in the 'Budget amendments' section include 'Post amendments' (checked), 'Bypass over budget conditions at the time of posting' (set to 'Always'), 'Approve amendments' (checked), 'Disallow 1-sided amendments' (unchecked), 'Disallow inter-fund transactions (types 7 and 8)' (unchecked), and 'Bypass workflow for budget amendment/transfers' (unchecked). The 'Budget rollups' section has 'General maintenance to Budget Rollup codes' checked. The 'Next year budgeting' section has 'Maximum budget level' set to 5, 'Projection access type' set to 'View, create, modify, delete', and 'Hide restricted budget levels', 'Budget approver', and 'Projection detail access only' all checked. The 'Data Access' section has 'Budget object code access' and 'Budget amendment transfer' both set to 'Full'.

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.



Expense Claim Templates - Munis

Template code: CONFADV CASH ADVANCE, CONFERENCE EXPENSES

Main Optional Claim Fields

Status: Active

Estimated claims: Allow

Allow cash advances for this claim?

Maximum recommended claim: 1,000.00

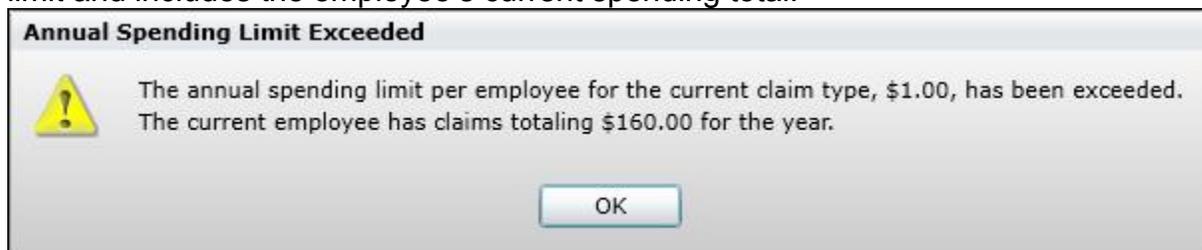
Annual spending limit per em: 5,000.00

Enforced by: Fiscal Year

Claim Instructions

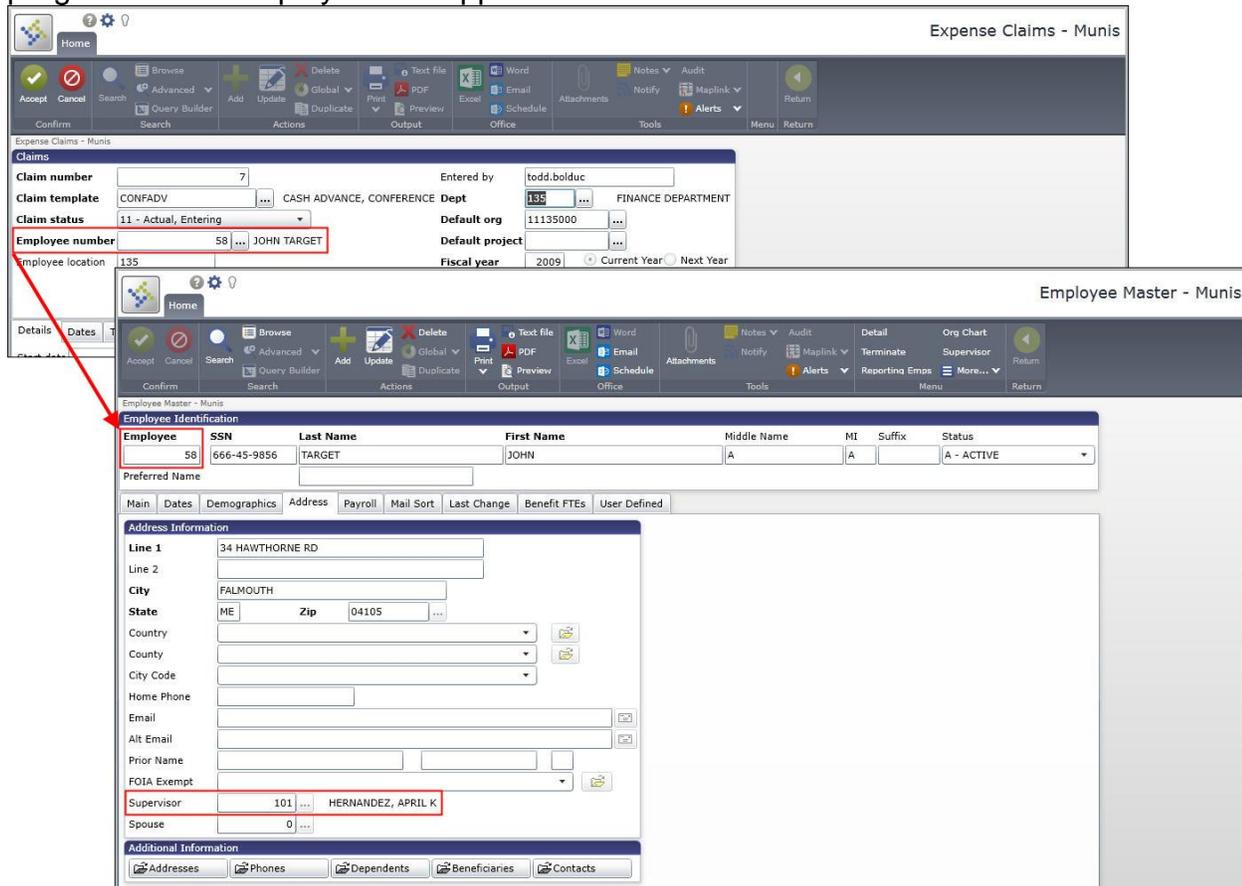
Consent Text

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.

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.



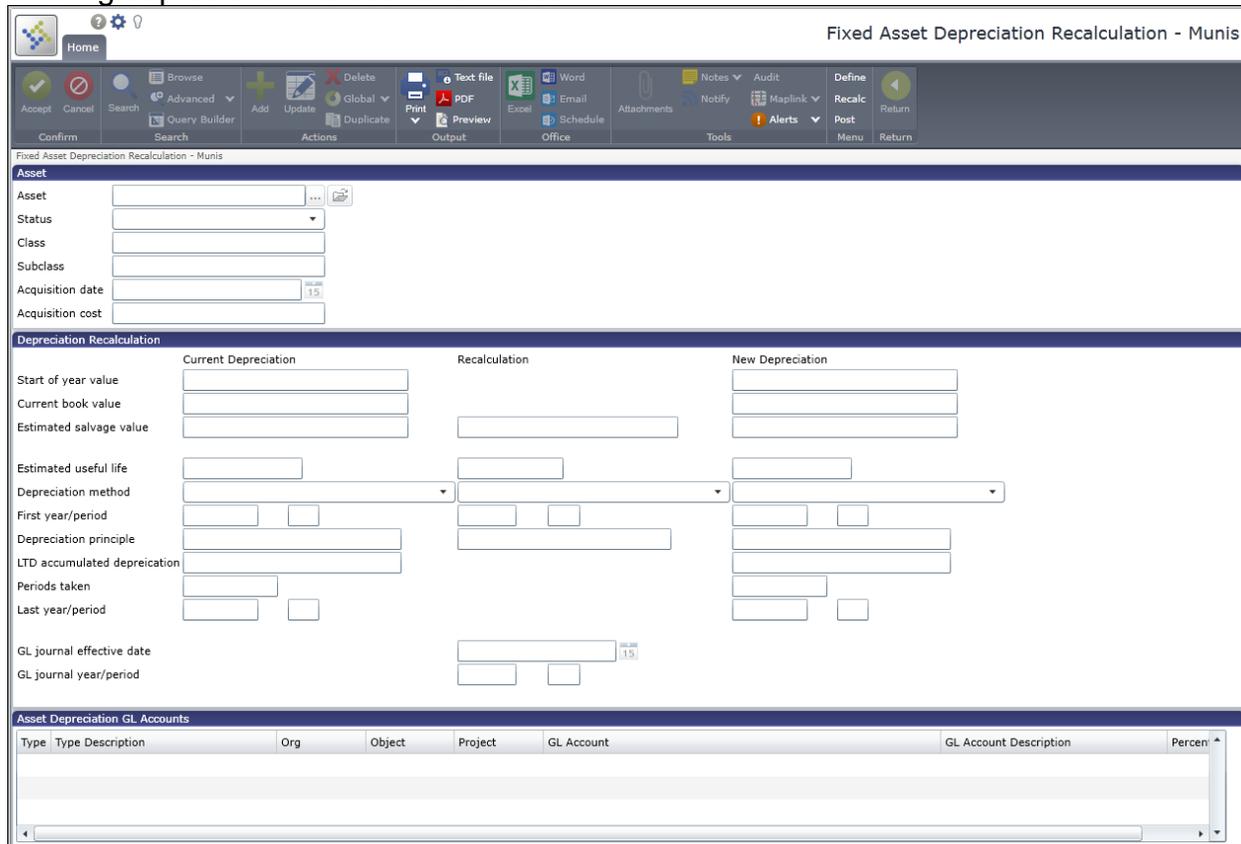
If you select SUPERVISOR2, the approval or notification is sent to the supervisor's supervisor. Selecting SUPERVISOR3 causes the notification to be sent to the third level supervisor, and so on.

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

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Attachments Notify Alerts Maplink Return

Fixed Asset Depreciation Recalculation - Munis

Asset

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: .15
 GL journal year/period: .15

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

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Attachments Notify Alerts Maplink Return

Fixed Asset Depreciation Recalculation - Munis

Asset

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		17671.88
Periods taken	17		39
Last year/period	2008 12 JUN		2008 12 JUN

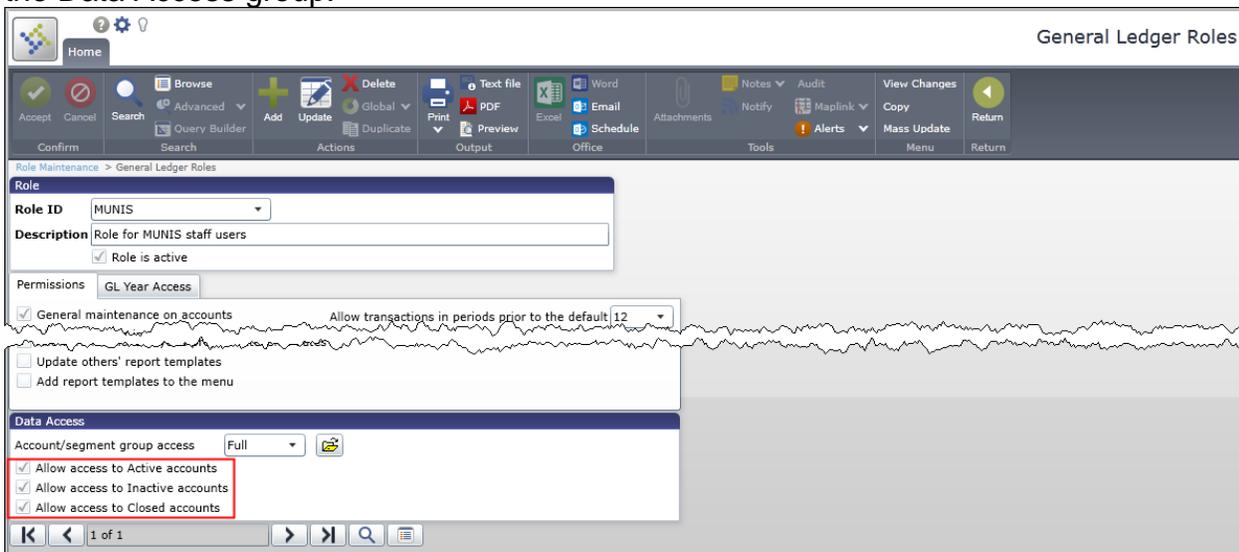
The depreciation recalculation is not complete until you click Post on the ribbon and create the adjustment detail report.

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.



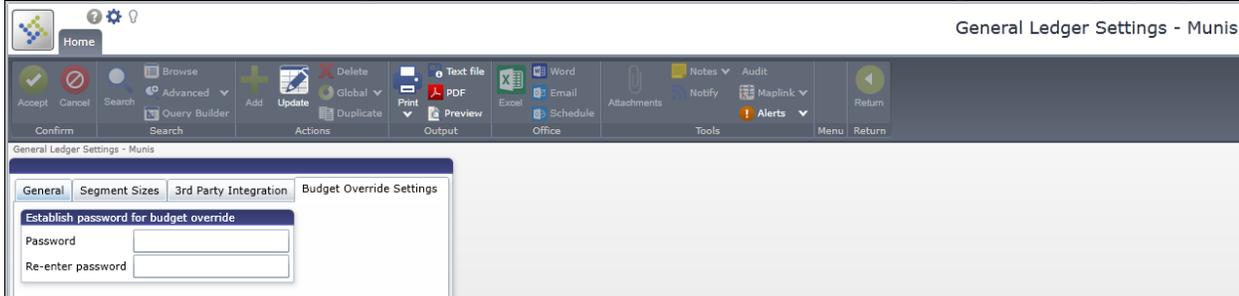
The screenshot shows the 'General Ledger Roles' configuration window. The 'Data Access' section is highlighted with a red box, indicating the following settings:

- Allow access to Active accounts
- Allow access to Inactive accounts
- Allow access to Closed accounts

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.

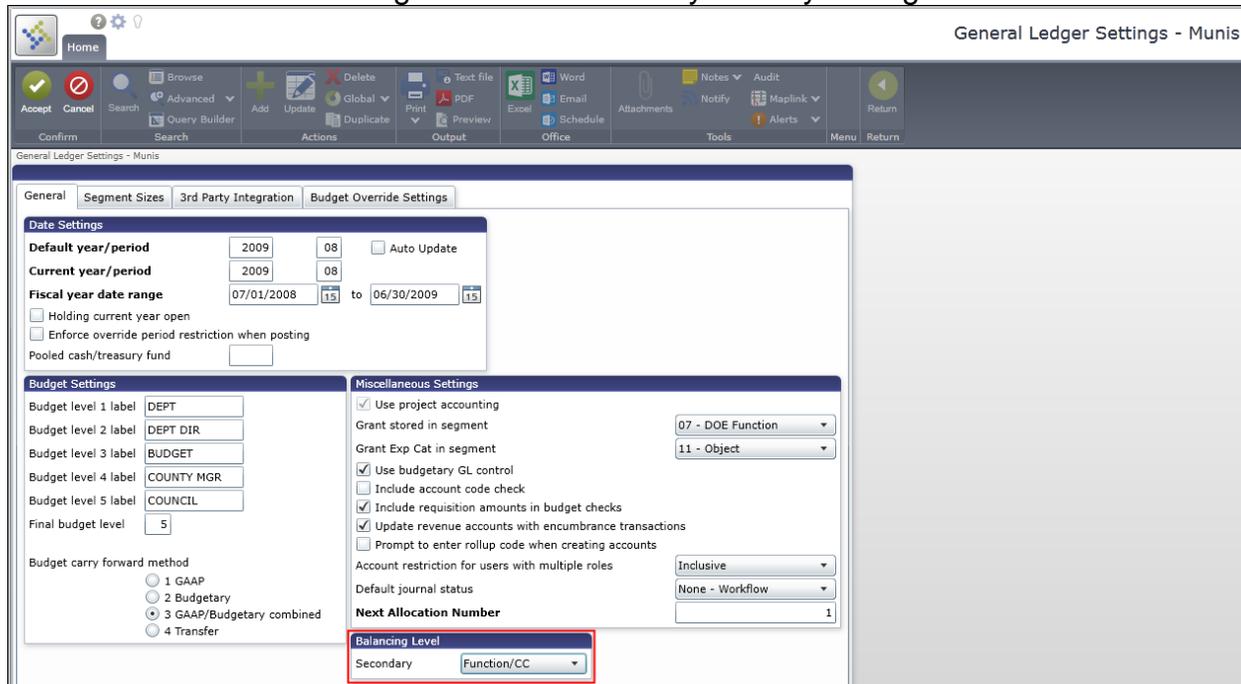


The requirement to enter a password does not apply to users who have been assigned the Override Budget Amounts permission in General Ledger Roles.

Fund Balancing

General Ledger Settings and Chart of Account Segments

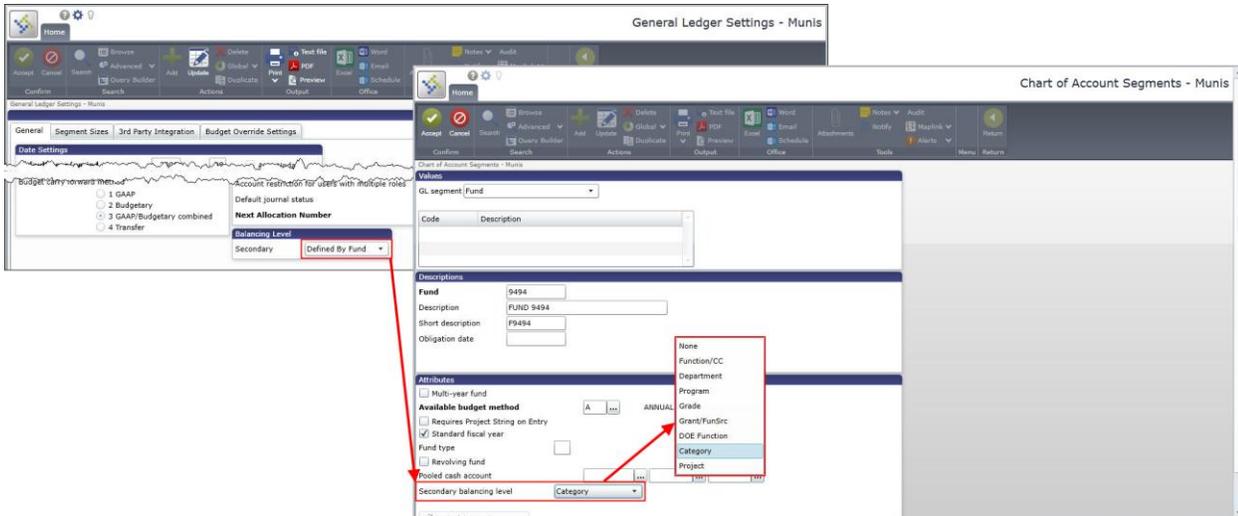
The General Ledger Settings program has been updated to facilitate fund-segment balancing at the individual fund level. The Journals Balance to Fund list has been renamed as Secondary and moved to a Balancing Level group on the General tab. The value selected from the list determines the fund and segment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



The screenshot shows the 'General Ledger Settings - Munis' application. 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 chosen option.

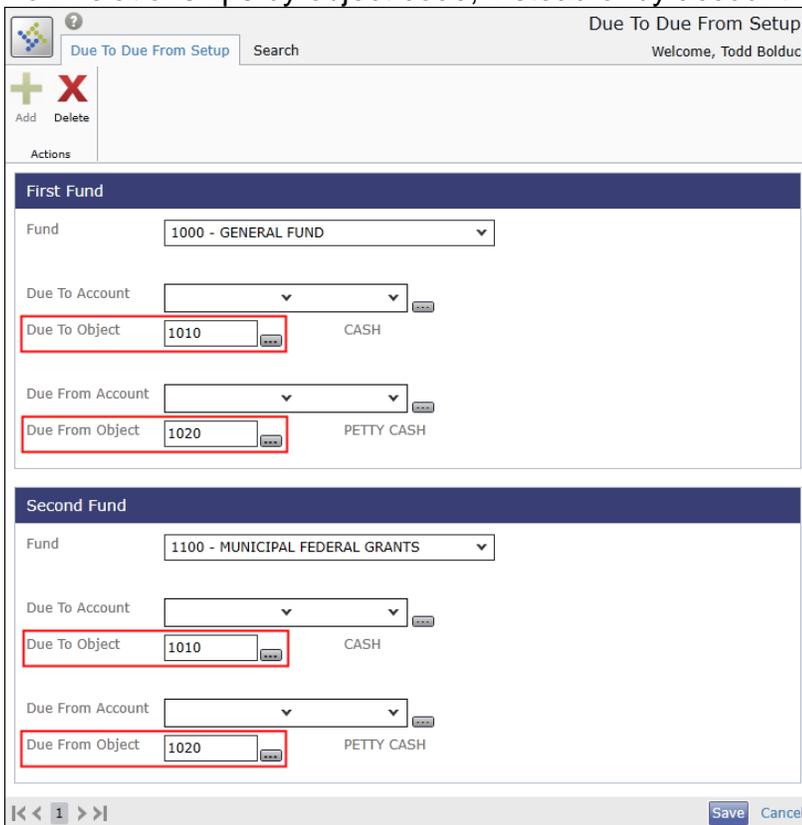
The Secondary list contains all of the segment values defined on the Segment Sizes tab. It also contains a Defined by Fund option. Selecting this option allows individual funds to balance by different segment combinations, instead of defining the fund and segment combination at the system level.

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

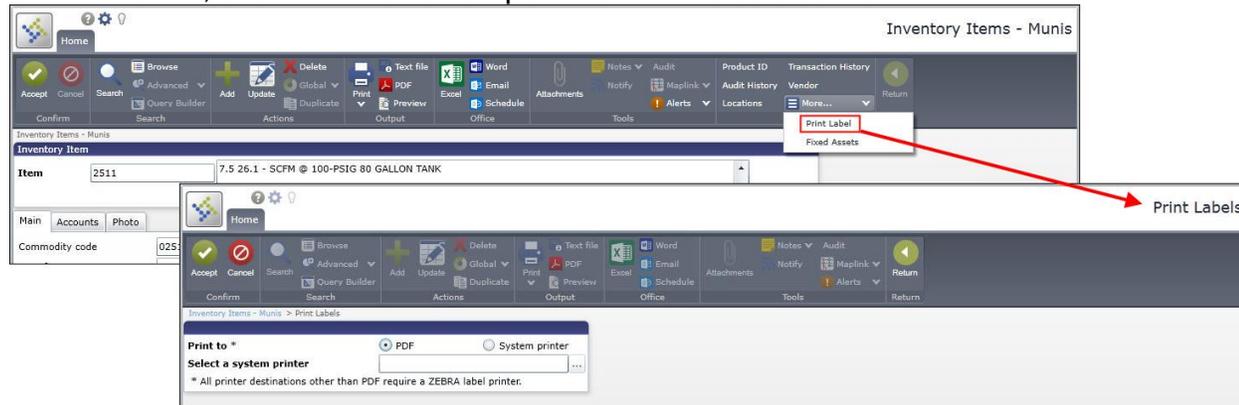
the fund level can also define due to/due from relationships by object code. Correct setup of due to/due from objects eliminates the need to set up Journal Source Posting records.

Inventory 10.5

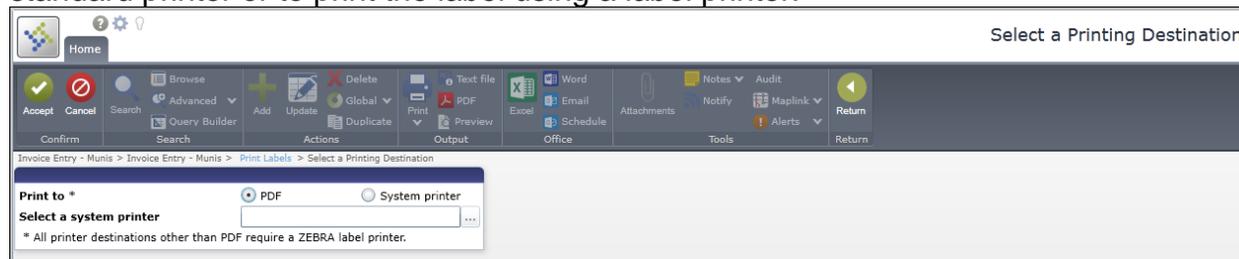
PDF Inventory Bar Code Label Printing

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.



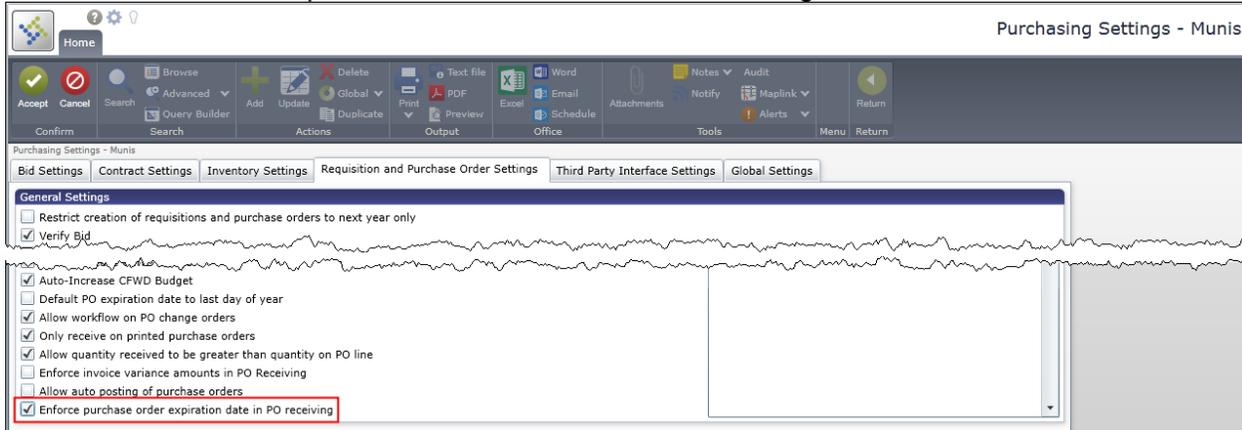
Select PDF, and then click Accept. This causes the program to generate a PDF file of the barcode label that can then be printed directly from your PC to a connected printer.



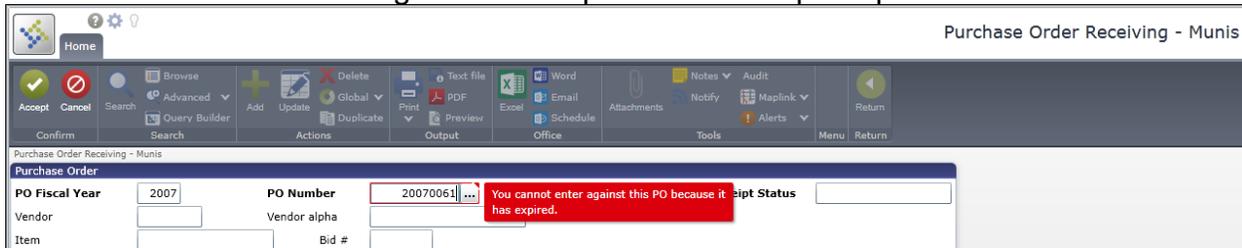
Purchasing 10.5

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.

The image shows two screenshots of the Tyler Technologies interface. The top screenshot is titled 'Requisitions Roles' and shows the 'Role permissions' section for the 'MUNIS' role. The 'Modify 1099 codes' and 'Modify fixed asset codes' checkboxes are checked and highlighted with a red box. The bottom screenshot is titled 'Purchase Orders Roles' and shows the 'Role permissions' section for the 'MUNIS' role. The 'Modify 1099 codes' and 'Modify fixed asset codes' checkboxes are also checked and highlighted with a red box.

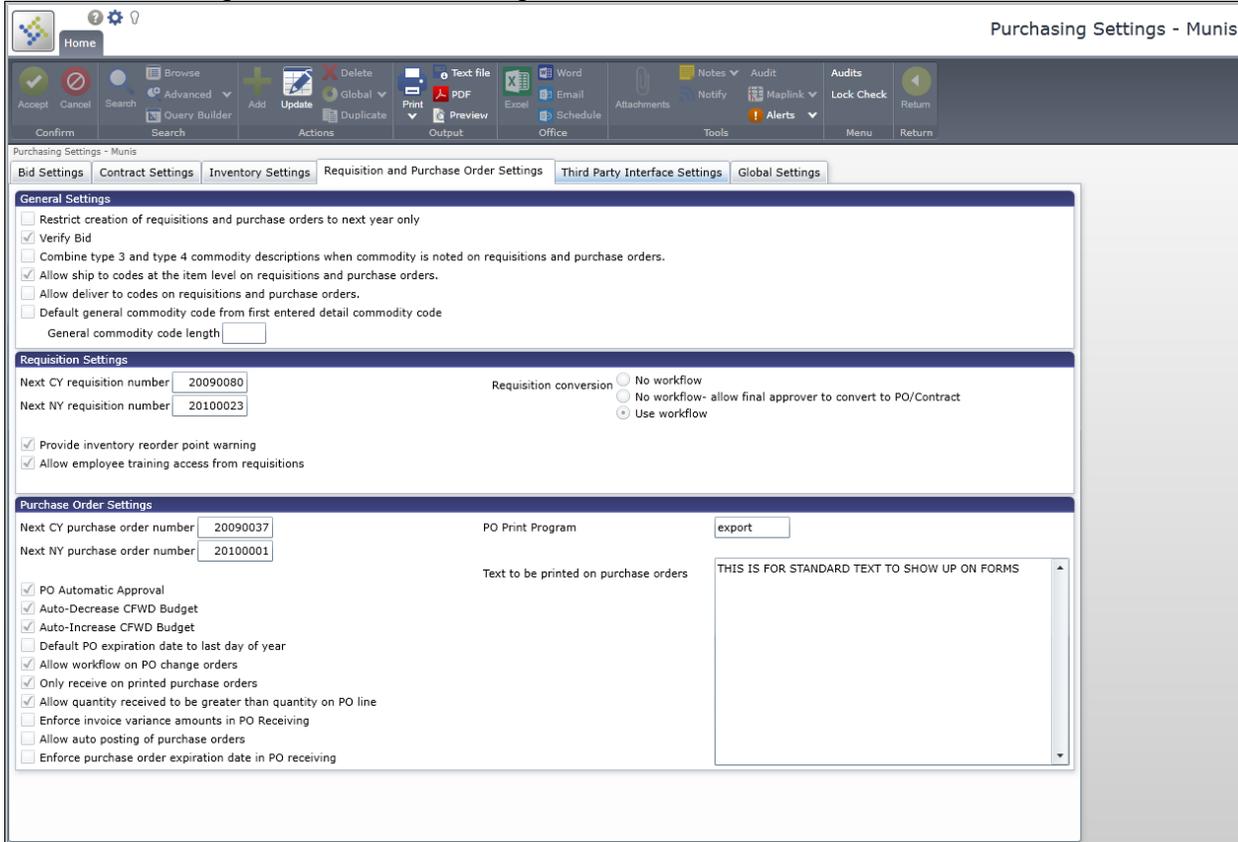
When the check boxes are selected, the 1099 Box and Fixed Asset lists are accessible on the detail entry screens of the Purchase Order Change Orders, Purchase Order Entry, and Requisition Entry programs. If the check boxes are cleared, the lists are visible but inaccessible.

The image shows a screenshot of the 'Line Detail' screen in the Tyler Technologies interface. The 'Purchase Order' section shows 'Fiscal year' as 2009, 'Number' as 20090004, and 'Line' as 1. The 'Vendor' is listed as 1006 (KRONOS). The 'Miscellaneous' section shows 'Manufacturer', 'Manufacturer item no.', 'Vendor item no.', '1099 Box' (set to N), 'Fixed Asset' (set to N), 'Request by', 'Required By', 'Dept/Loc' (CO), 'CENTRAL OFFICE', 'Bid', 'WO Number', 'WO Task', 'Risk claim', and 'Notify buyer'.

Seq	Org	Obj	Project	Description	Amount	GL B

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 - Munis

Home

Accept Cancel Search Advanced Add Update Global Delete Text file Word Notes Audit Audits Lock Check Return

Purchasing Settings - Munis

Bid Settings Contract Settings Inventory Settings Requisition and Purchase Order Settings **Third Party Interface Settings** Global Settings

General Settings

- Restrict creation of requisitions and purchase orders to next year only
- Verify Bid
- Combine type 3 and type 4 commodity descriptions when commodity is noted on requisitions and purchase orders.
- Allow ship to codes at the item level on requisitions and purchase orders.
- Allow deliver to codes on requisitions and purchase orders.
- Default general commodity code from first entered detail commodity code

General commodity code length

Requisition Settings

Next CY requisition number Requisition conversion No workflow
 No workflow - allow final approver to convert to PO/Contract
 Use workflow

Next NY requisition number

- Provide inventory reorder point warning
- Allow employee training access from requisitions

Purchase Order Settings

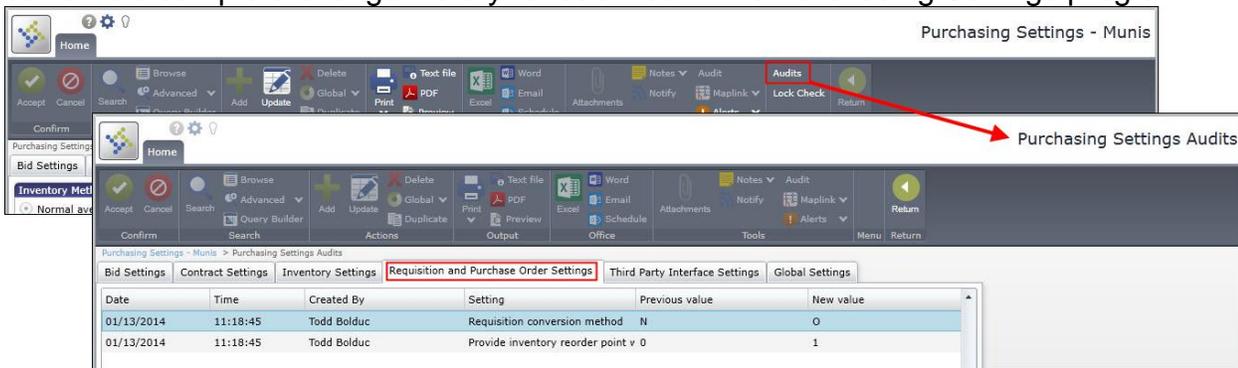
Next CY purchase order number PO Print Program

Next NY purchase order number

Text to be printed on purchase orders

- PO Automatic Approval
- Auto-Decrease CFWD Budget
- Auto-Increase CFWD Budget
- Default PO expiration date to last day of year
- Allow workflow on PO change orders
- Only receive on printed purchase orders
- Allow quantity received to be greater than quantity on PO line
- Enforce invoice variance amounts in PO Receiving
- Allow auto posting of purchase orders
- Enforce purchase order expiration date in PO receiving

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.



Purchasing Settings - Munis

Home

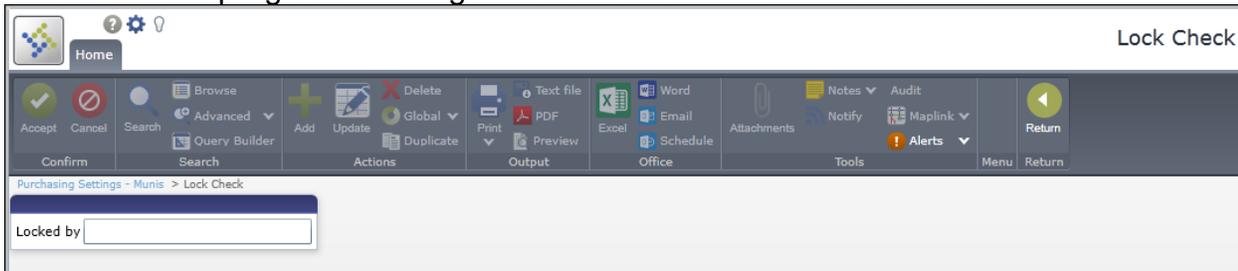
Accept Cancel Search Advanced Add Update Global Delete Text file Word Notes Audit **Audits** Lock Check Return

Purchasing Settings - Munis

Bid Settings Contract Settings Inventory Settings **Requisition and Purchase Order Settings** Third Party Interface Settings Global Settings

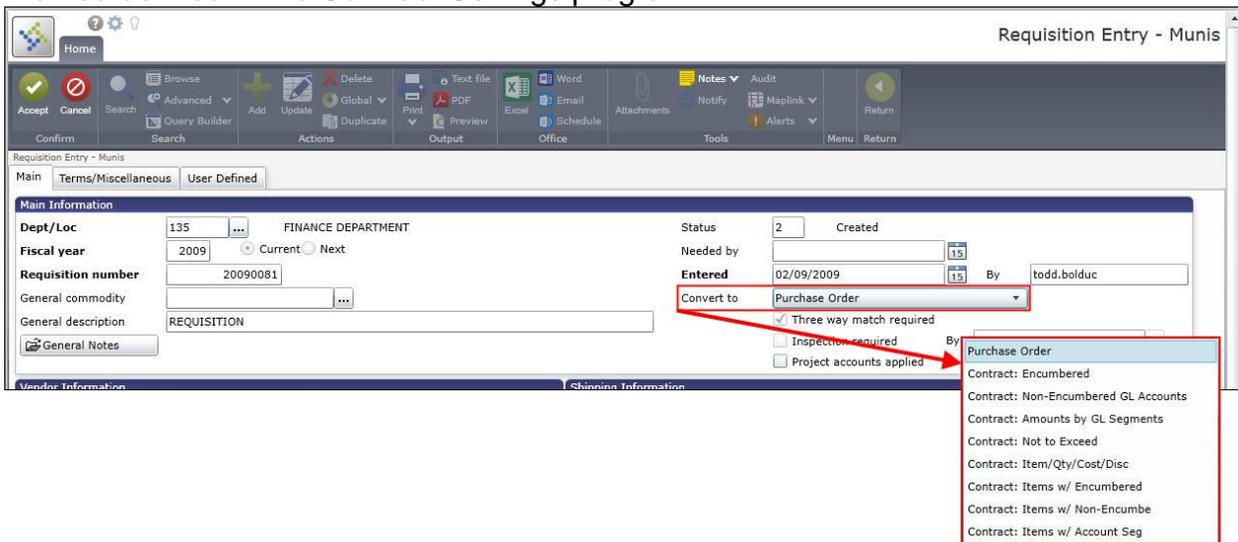
Date	Time	Created By	Setting	Previous value	New value
01/13/2014	11:18:45	Todd Bolduc	Requisition conversion method	N	0
01/13/2014	11:18:45	Todd Bolduc	Provide inventory reorder point v	0	1

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.



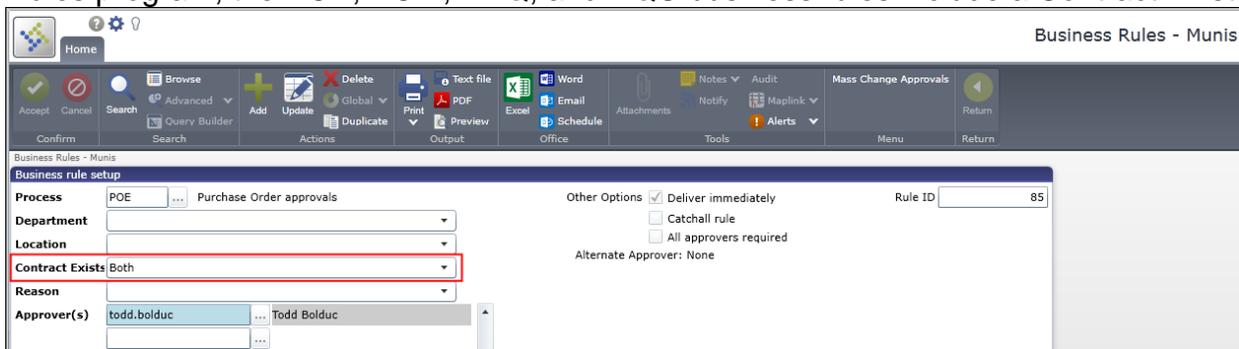
The enforcement methods available for selection from the Convert To list are determined by your user role. In order for an enforcement method to be available, you must be granted permission to create contracts of that type in Contract Management Roles. If the Create New Contracts check box in Contract 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 rule setup' form in the 'Business Rules - Munis' application. The form includes the following fields and options:

- 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 (Todd Bolduc)
- Other Options:**
 - Deliver immediately
 - Catchall rule
 - All approvers required
 - Alternate Approver: None
- Rule ID:** 85

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 type="checkbox"/>	REQ	02/07/2013	\$475.00 - ITEM	▼
<input type="checkbox"/>	REQ	02/18/2010	\$100.00 - No Requis	▼

View Details

More Info

Accept

Reject

Forward

Hold

Accept Reject Forward Hold

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

Accept Reject Forward Hold

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>

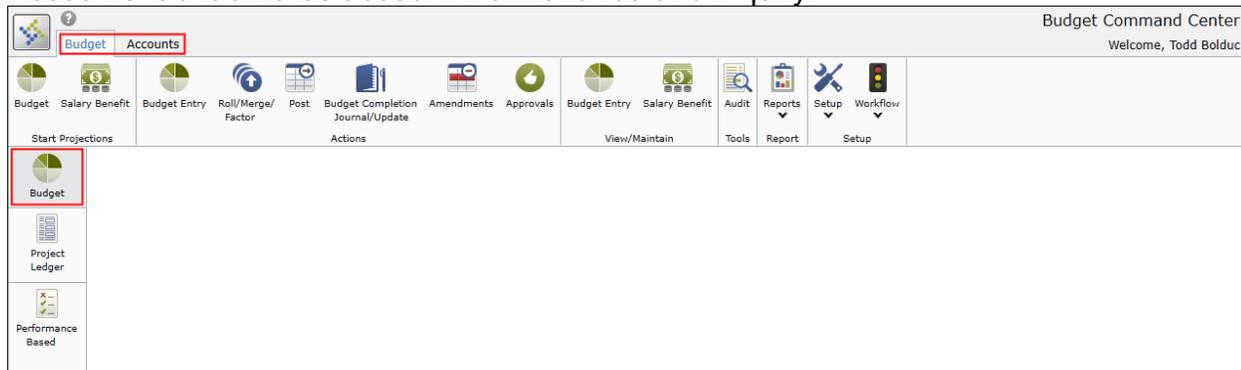
Module	Field Name	Description
		the Purchase Order Change Orders and Purchase Order Entry programs. If the check boxes are cleared, the lists are visible but inaccessible.
Requisitions		
	Modify 1099 Codes Modify Fixed Asset Codes	When these check boxes are selected, the 1099 Box and Fixed Asset lists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

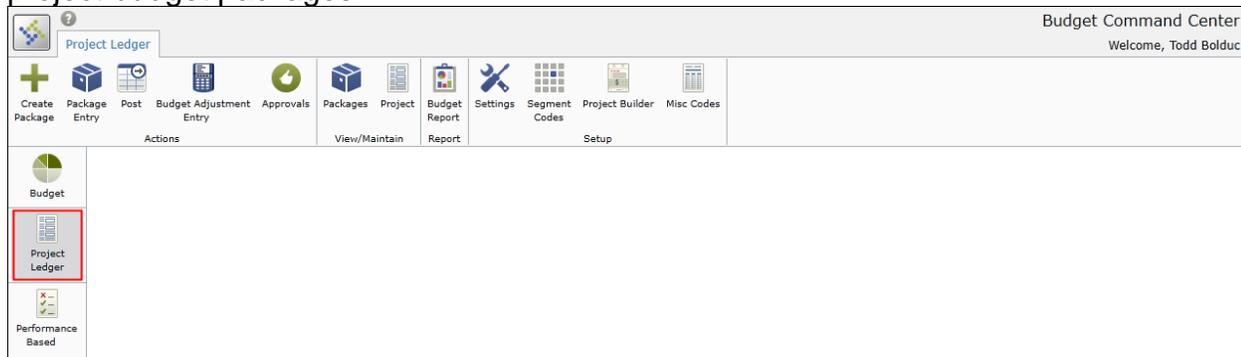
Budget Command Center

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.

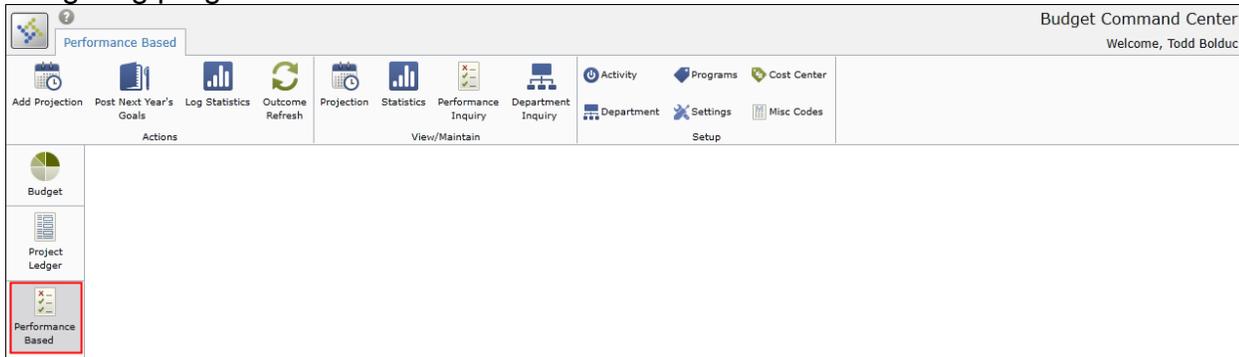
The Budget pane consists of two tabs: Budget and Accounts. The ribbon on the Budgets tab provides access to the Munis programs used to process and report budget information. The Accounts tab facilitates account maintenance and inquiry.



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



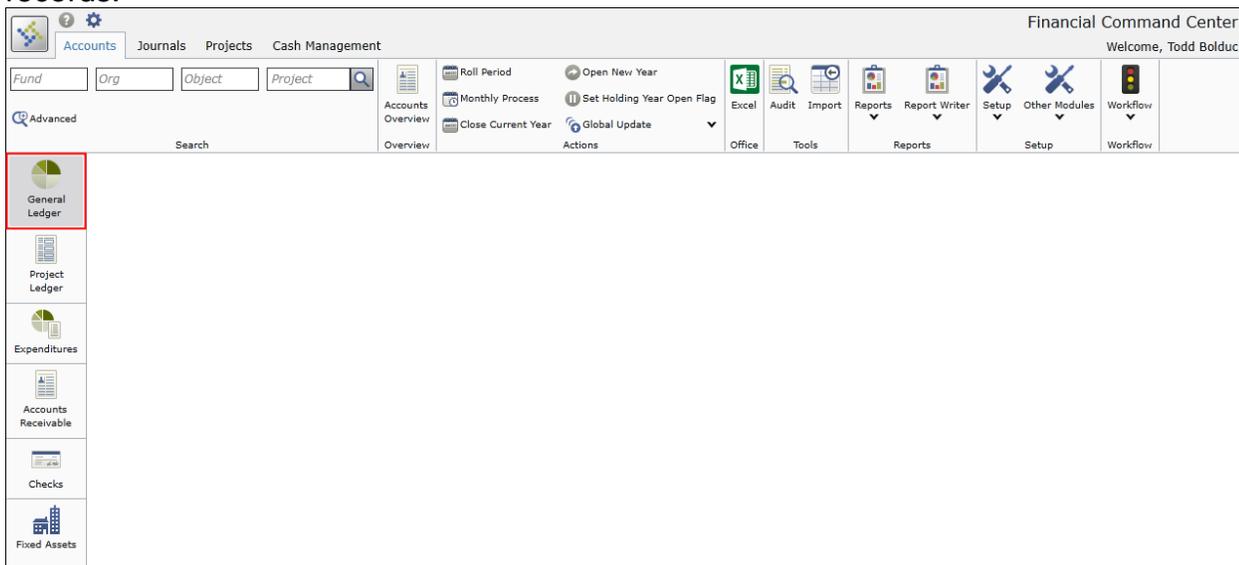
The Performance Based tab contains buttons which provide access to Performance Based Budgeting programs.



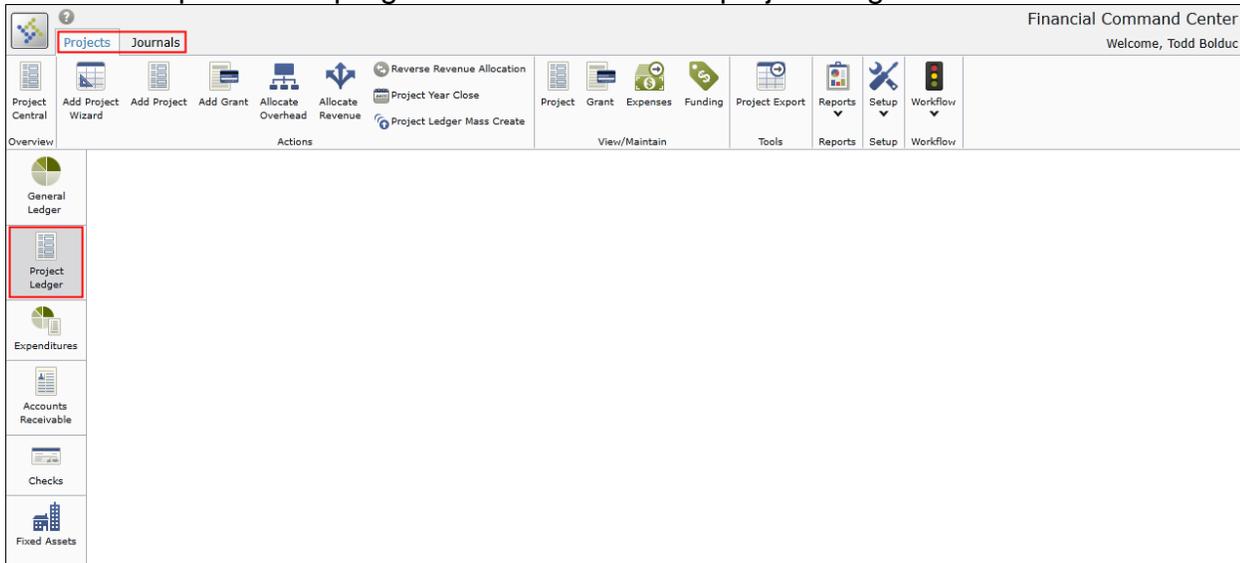
Financials Command Center

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.

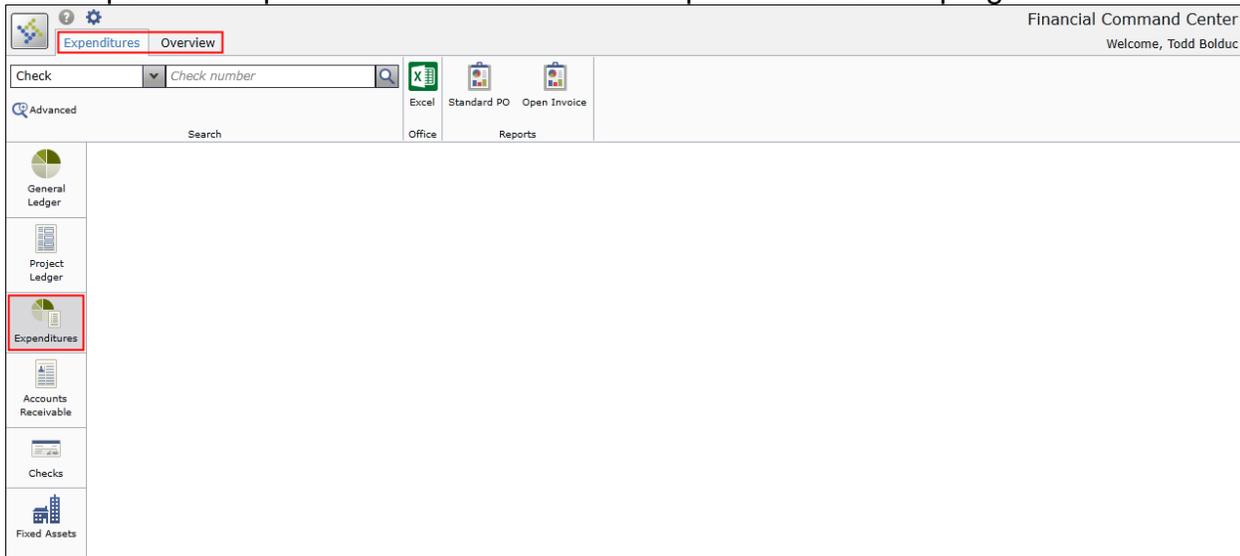
The General Ledger pane contains tabs for account, journal, project, and cash management information. The buttons on the ribbon of each tab open Munis programs that allow you to maintain records.



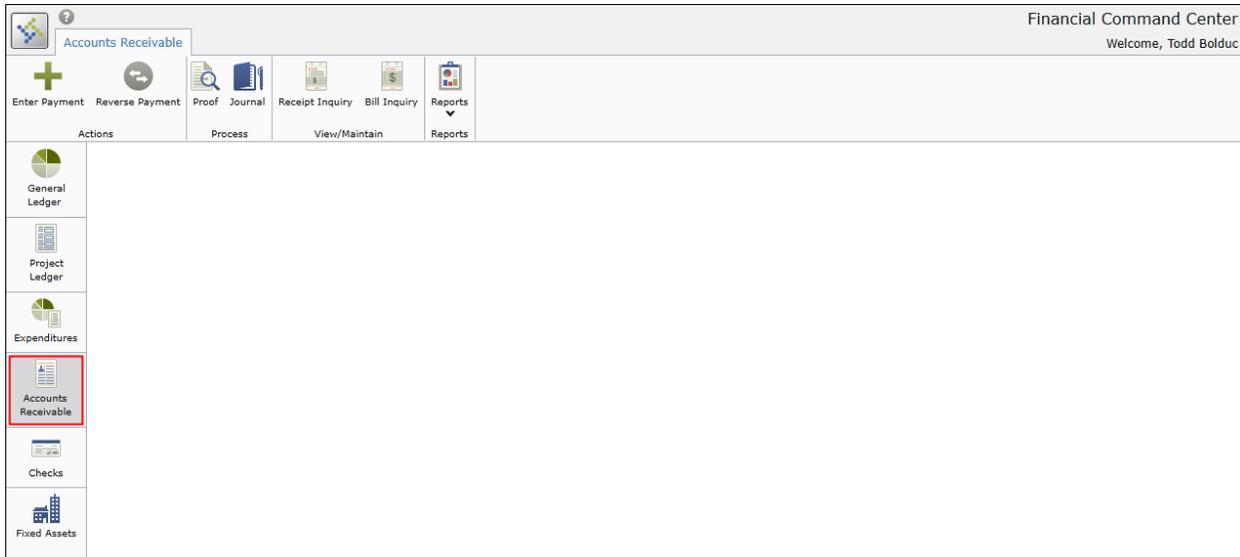
The Project Ledger pane consists of a Projects tab and a Journals tab. The ribbon options for these tabs open Munis programs used to maintain project ledger data.



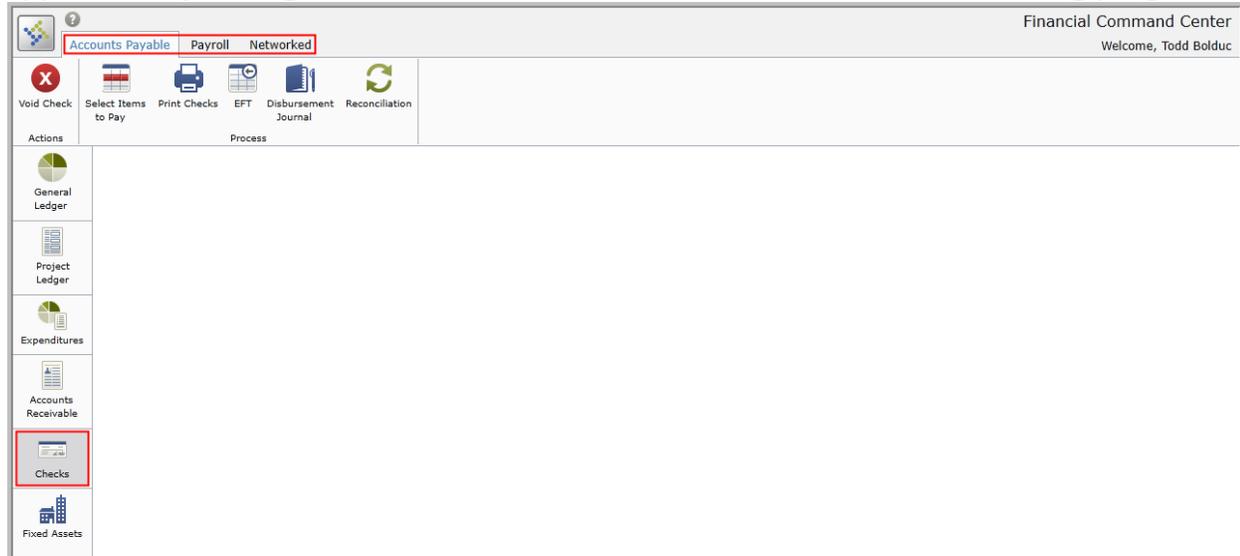
The Expenditures pane is an interface for the Expenditure Central program.



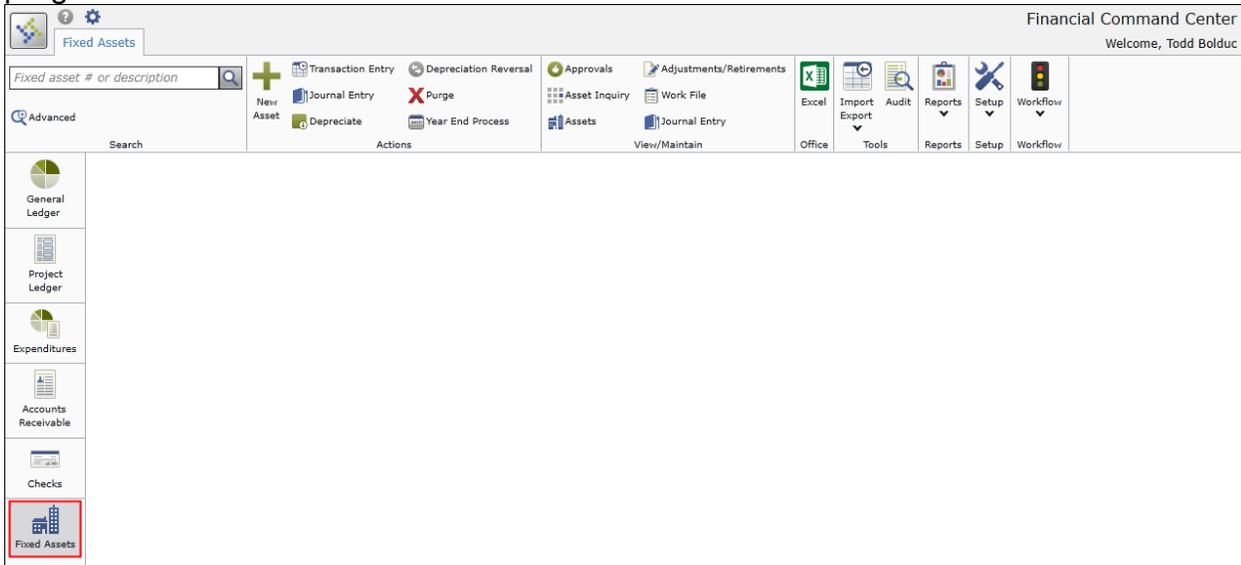
The Accounts Receivable pane provides buttons that open programs used to process accounts receivable records.



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.



The screenshot displays the 'Fixed Assets' pane within the 'Financial Command Center'. At the top right, it says 'Financial Command Center' and 'Welcome, Todd Bolduc'. Below this is a search bar labeled 'Fixed asset # or description'. The main area is divided into several sections:

- Actions:** Contains buttons for Transaction Entry, Depreciation Reversal, Approvals, Adjustments/Retirements, New Asset, Journal Entry, Purge, Depreciate, and Year End Process.
- View/Maintain:** Contains buttons for Asset Inquiry, Work File, and Journal Entry.
- Office:** Contains buttons for Excel, Import Export, and Audit.
- Tools:** Contains buttons for Reports, Setup, and Workflow.

On the left side, there is a vertical sidebar with the following menu items: General Ledger, Project Ledger, Expenditures, Accounts Receivable, Checks, and Fixed Assets. The 'Fixed Assets' item is highlighted with a red rectangular box.