



Munis Financials

*Major Enhancements
Version 10.1
January 13, 2012*

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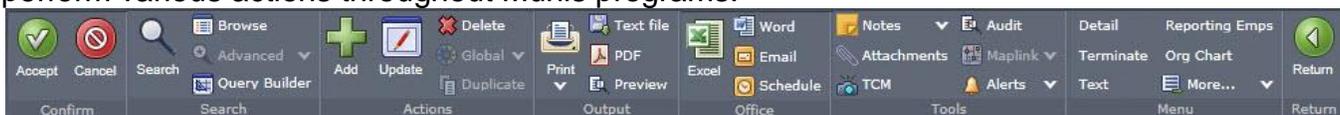
Financial Overview 49

Munis Financials

This document provides an overview of the major Financials enhancements for Munis Version 10.1. This document also includes information about changes made to the Tyler Dashboard, which is the launching point for Munis programs.

Munis Ribbon

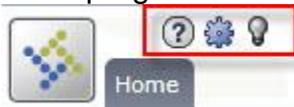
If your organization uses the GWC-SL interface, the Munis ribbon replaces the Munis toolbar. This ribbon contains tabs, which in turn, contain groups of related buttons that allow you to perform various actions throughout Munis programs.



The groups on the Munis ribbon are as follows:

- Confirm - Accept, Cancel.
- Search - Search, Browse, Advanced, Query Builder. Click the down arrow for the Advanced button to access advanced search options.
- Actions - Add, Update, Delete, Global, Duplicate. Click the down arrow for the Global button to view options.
- Output - Print, Text File, PDF, Preview.
- Office - Excel, Word, Email, Schedule.
- Tools - Notes, Attachments, TCM, Audit, MapLink, Alerts. Click the down arrow for the Notes, MapLink, and Alerts buttons to access specific options for each.
- Menu - Options specific to managing data in the active program and options for accessing related programs. Click the down arrow for the More button to view a complete list of menu options.
- Return - Closes the current screen. To close a program, close the Internet browser window.

In the program banner, the Munis Help, Settings, and Enhancements buttons are available.



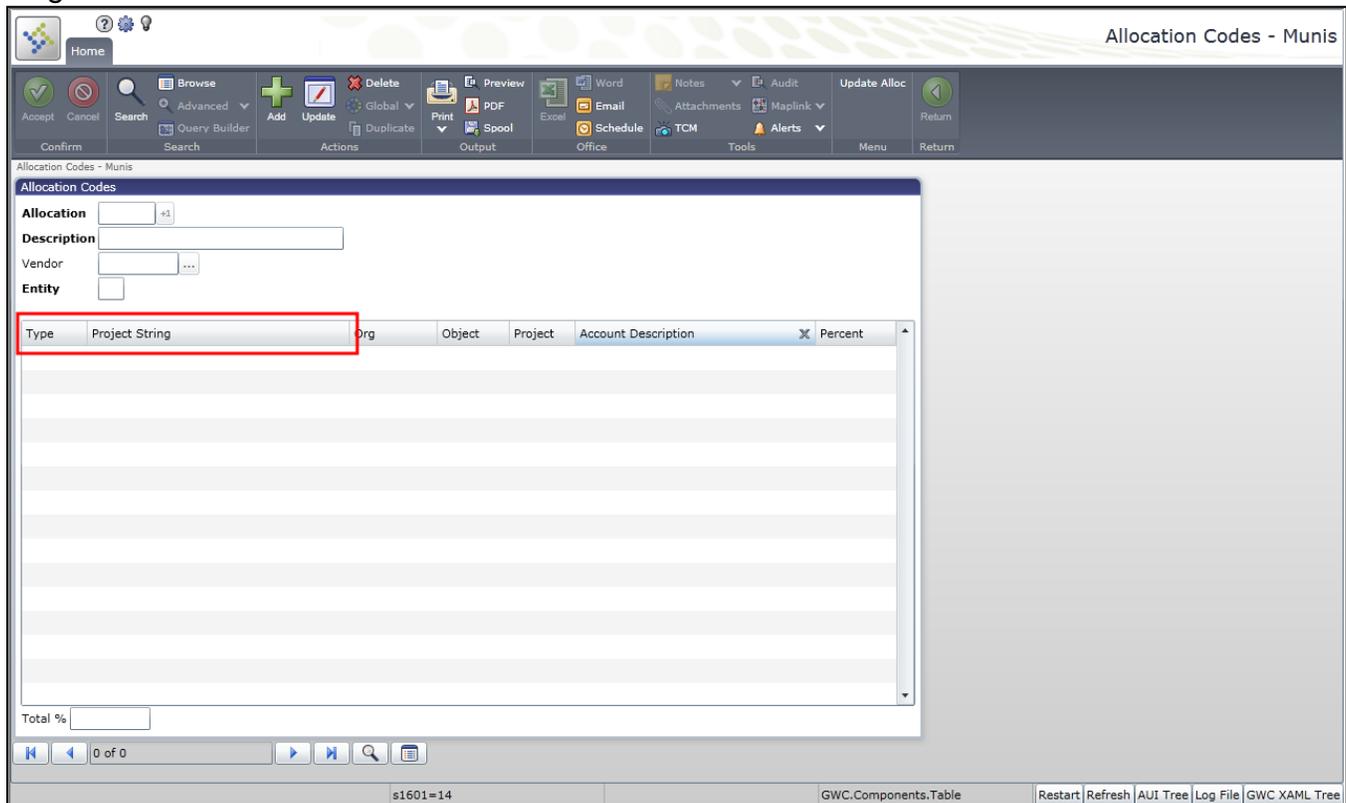
These buttons provide the following options specific to the active program:

- Help - Provides the Munis online help content, displays the Munis KnowledgeBase search screen with a list of documents related to the active program, and provides About Munis details.

- Settings - Provides the Customizable Field Label and View Database Column options.
- Enhancements - Displays the most recent enhancements to the active program.

Allocation Codes

The Allocation Codes program allows you to enter project account strings as part of general ledger allocation codes.

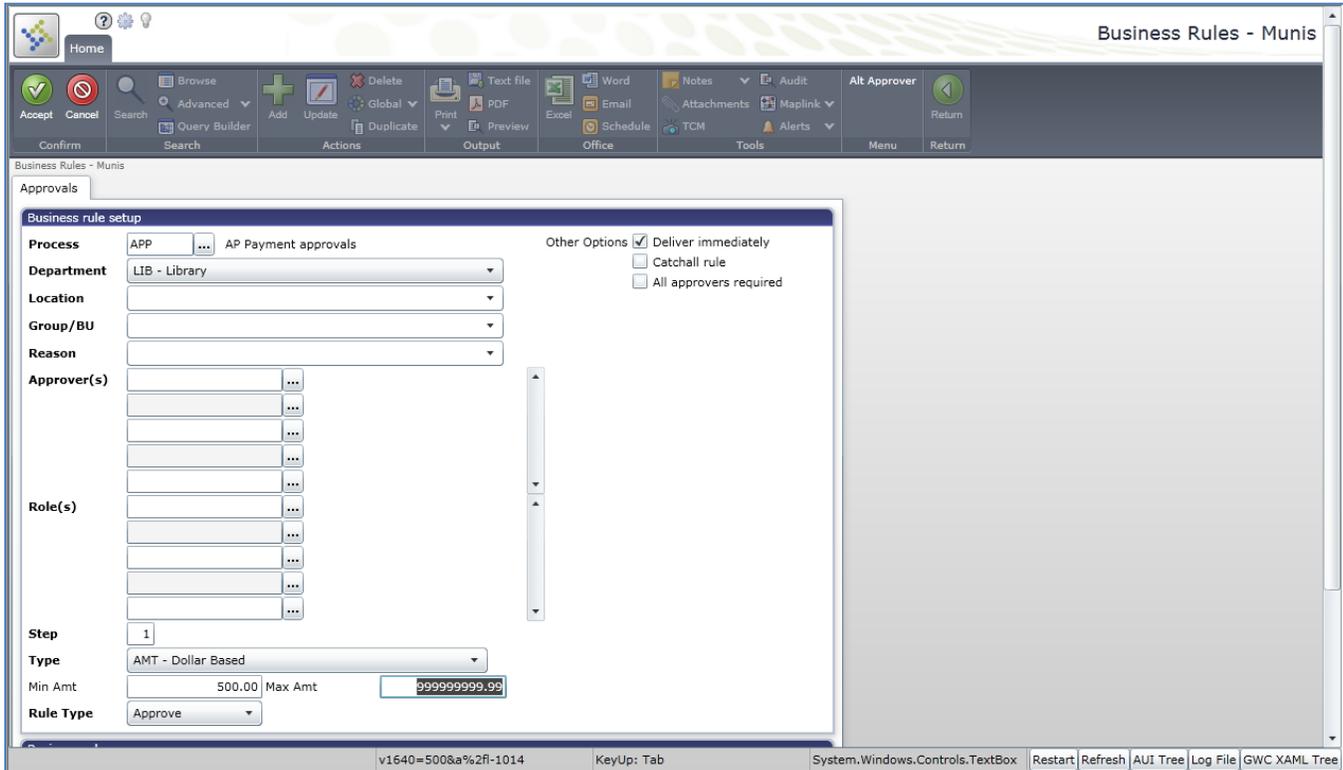


Project strings retain their default settings when applied to allocation codes. The default general ledger accounts are still applied, as are role-based override permissions.

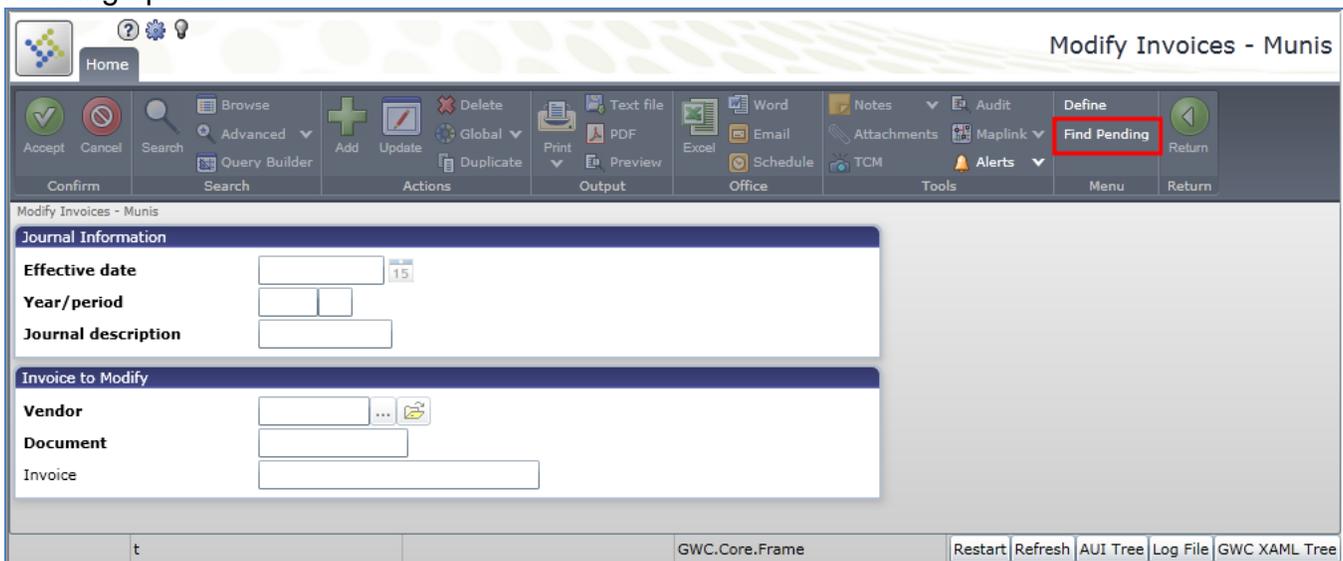
APP Workflow Business Rule

The APP Workflow business rule is available.

Once defined, the APP process controls the approval of pending payments. The process is triggered after an invoice is posted to the general ledger. No payments can be made against the invoice until the APP process has been approved.



Approvals can be entered in either the My Workflow web part, or the Modify Invoices program. After the APP business rule has been defined, the Modify Invoices program contains a Find Pending option.

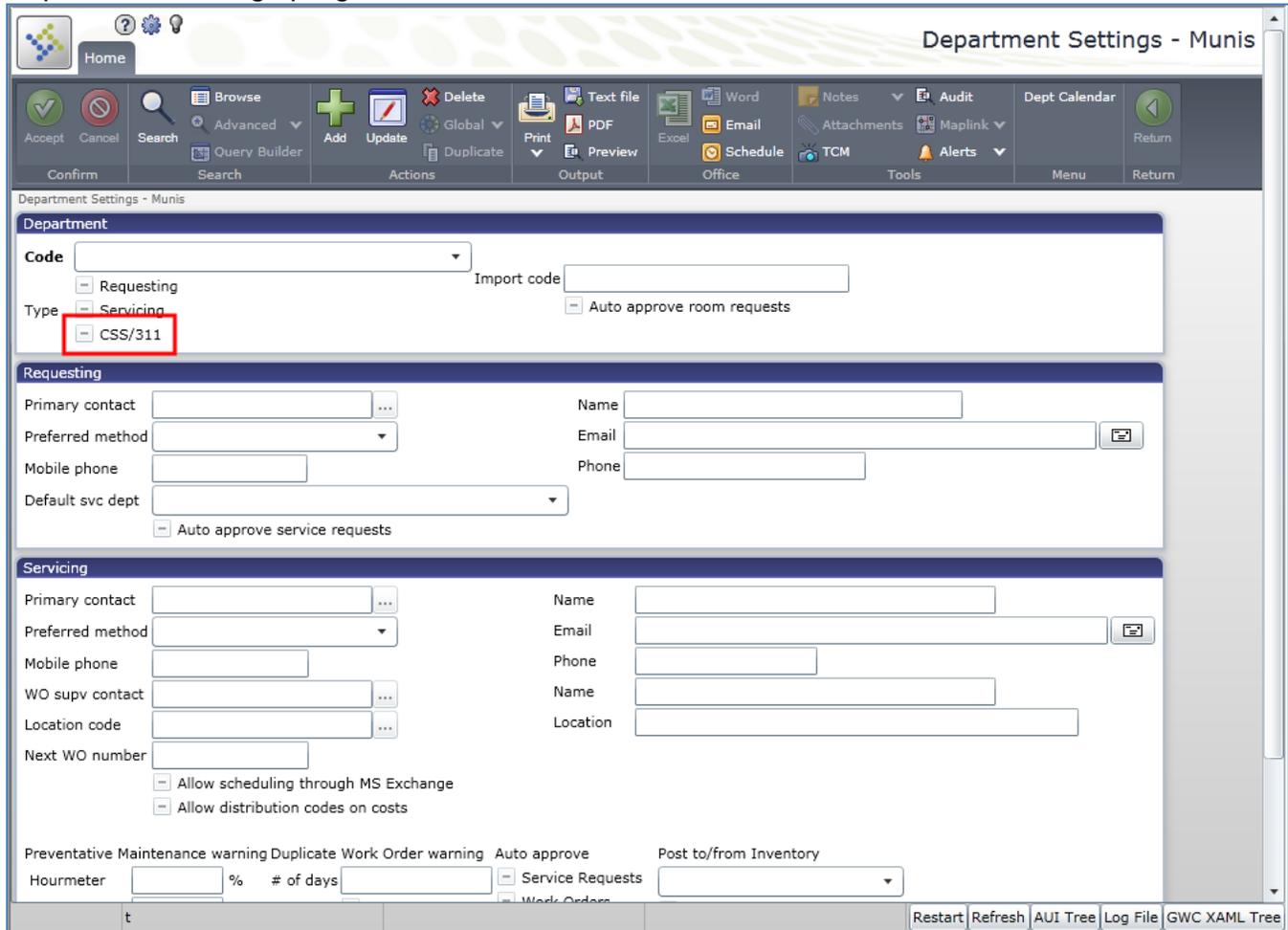


Selecting the Find Pending option opens a screen listing all posted invoices that are awaiting approval before they can be paid.

Automatic Munis 311 Request Conversion

The Munis Work Orders, Fleet, and Facilities application can define a single department to be used as the default requesting department when automatically converting Munis 311 and Citizen Self Service requests into work order records.

To do so, you must select the CSS/311 check box for the desired department in the Department Settings program.



The screenshot shows the 'Department Settings - Munis' application window. The 'Department' section includes a 'Code' dropdown menu with three options: 'Requesting', 'Servicing', and 'CSS/311'. The 'CSS/311' option is highlighted with a red box. Below the 'Code' dropdown is an 'Import code' input field. The 'Type' section includes a 'Requesting' checkbox and an 'Auto approve room requests' checkbox. The 'Requesting' section includes fields for 'Primary contact', 'Preferred method', 'Mobile phone', and 'Default svc dept', along with an 'Auto approve service requests' checkbox. The 'Servicing' section includes fields for 'Primary contact', 'Preferred method', 'Mobile phone', 'WO supv contact', 'Location code', and 'Next WO number', along with checkboxes for 'Allow scheduling through MS Exchange' and 'Allow distribution codes on costs'. At the bottom, there are fields for 'Preventative Maintenance warning', 'Duplicate Work Order warning', 'Auto approve', and 'Post to/from Inventory'.

Only one department in an organization can have this check box selected. Selecting the check box for more than one department will cause errors when attempting to automatically convert service requests.

After the default requesting department has been selected, you must select the Auto Convert Service Requests check box for the request activity code in the Activity Codes program.

Activity Codes - Munis

Home

Accept Cancel Search Browse Advanced Query Builder Add Update Duplicate Global Print PDF Excel Word Email Schedule TCM Notes Attachments Alerts Rates Audit Maplink Return

Activity Codes - Munis

General

Servicing dept:
 Activity code: ...
 General category: ...
 Subcategory: ...
 Import xref code:

Work Order restrictions

Type:
 Trade code: ...
 Preventative maintenance
 Seasonal Activity
 Starting Month: Ending Month:
 Multiple tasks
 Auto-convert Service Requests

Work Order defaults

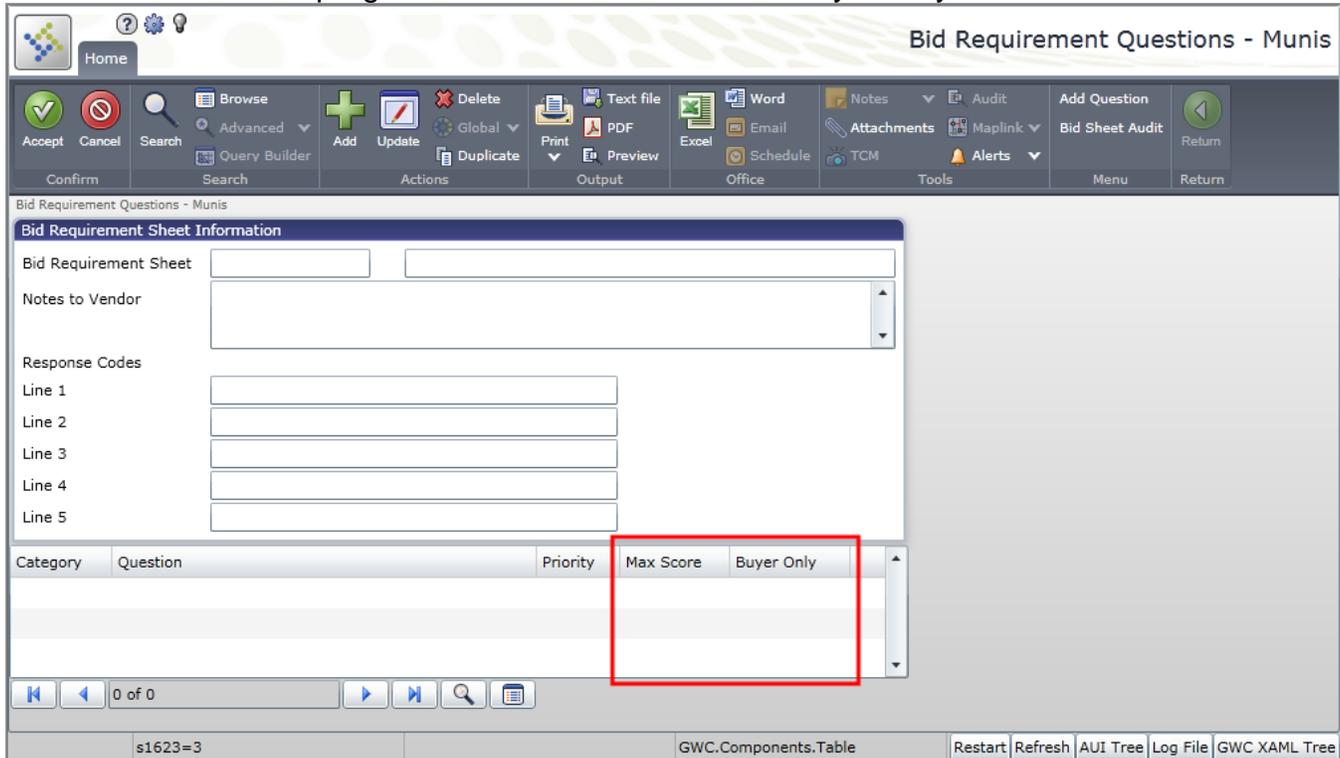
Accounting method:
 Asset type:
 Sched priority: ...
 Cause code: ...
 Statistical Org/Obj/Proj:

t GWC.Core.Frame Restart Refresh AUI Tree Log File GWC XAML Tree

Bid Evaluations

The Bid Management application allows users to evaluate and award vendor bid responses based on criteria other than price. The application also allows for the assignment of specific evaluators for a bid record.

The Create Bid Sheet program contains Max Score and Buyer Only columns.



Category	Question	Priority	Max Score	Buyer Only

When defining the bid sheet, the Max Score column holds the highest point value score a question can be awarded during evaluation. The Buyer Only column indicates that the question is only visible to users who have been defined as buyers.

Buyers are defined in the Bid Management Roles program by selecting the Allow Access to Buyer-Only Questions On Bid Sheets check box.

Home Bid Management Roles

Accept Cancel Search Browse Advanced Add Update Delete Global Print PDF Text file Word Notes Audit View Changes
 Confirm Query Builder Search Actions Output Office Tools Alerts Mass Update Return

Role Maintenance > Bid Management Roles

Role

Role ID: [dropdown]
 Description: [text field]
 Role is active

Role permissions

- Maintain audit records
- Enforce bid defaults
- View / Maintain vendor bid prices
- Maintain quantities after posting/awarding of bid
- Allow access to bids in Requisitions
- View attachments on sealed bids
- Allow access to buyer-only questions on bid sheets

Data access

Maintain requested quantities: [dropdown] [icon]

0 of 0

t GWC.Core.Frame Restart Refresh AUI Tree Log File GWC XAML Tree

The Create Bids program contains an Evaluators option.

Home Create Bid - Munis

Accept Cancel Search Browse Advanced Add Update Delete Global Print PDF Text file Word Notes Audit Commodities Activate
 Confirm Query Builder Search Actions Output Office Tools Alerts Status More... Return

Create Bid - Munis

General

Bid number: [text field] +1 Status: [dropdown]
 Type: [dropdown] Approved status: [dropdown]
 Buyer: [text field] ...
 Fed/state bid: [text field]
 Description: [text field] [Add'l Desc/Notes]
 Web site url: [text field] [icon]
 Source: [dropdown]

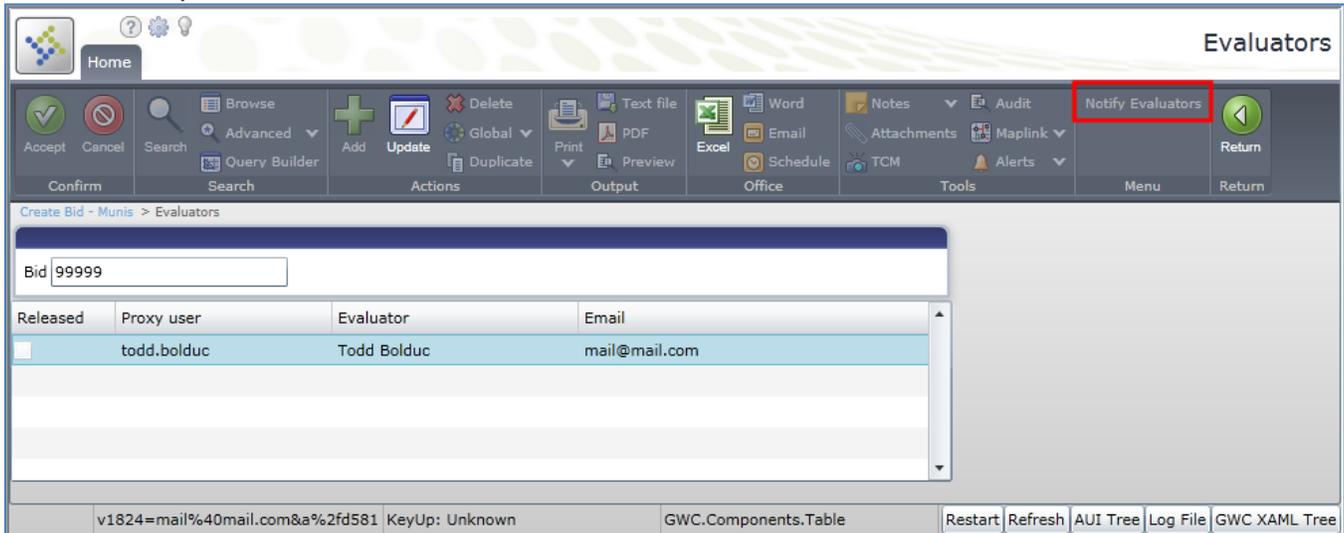
Dates

Fiscal year	[dropdown]	Issues	[text field]	[dropdown]	[dropdown]
Creation	[text field]	Vendor meeting	[text field]	[dropdown]	[dropdown]
Effective from	[text field]	Vendor response due	[text field]	[dropdown]	[dropdown]
Effective through	[text field]	Bid opening	[text field]	[dropdown]	[dropdown]
Dept/specif due	[text field]	Expected award	[text field]	[dropdown]	[dropdown]

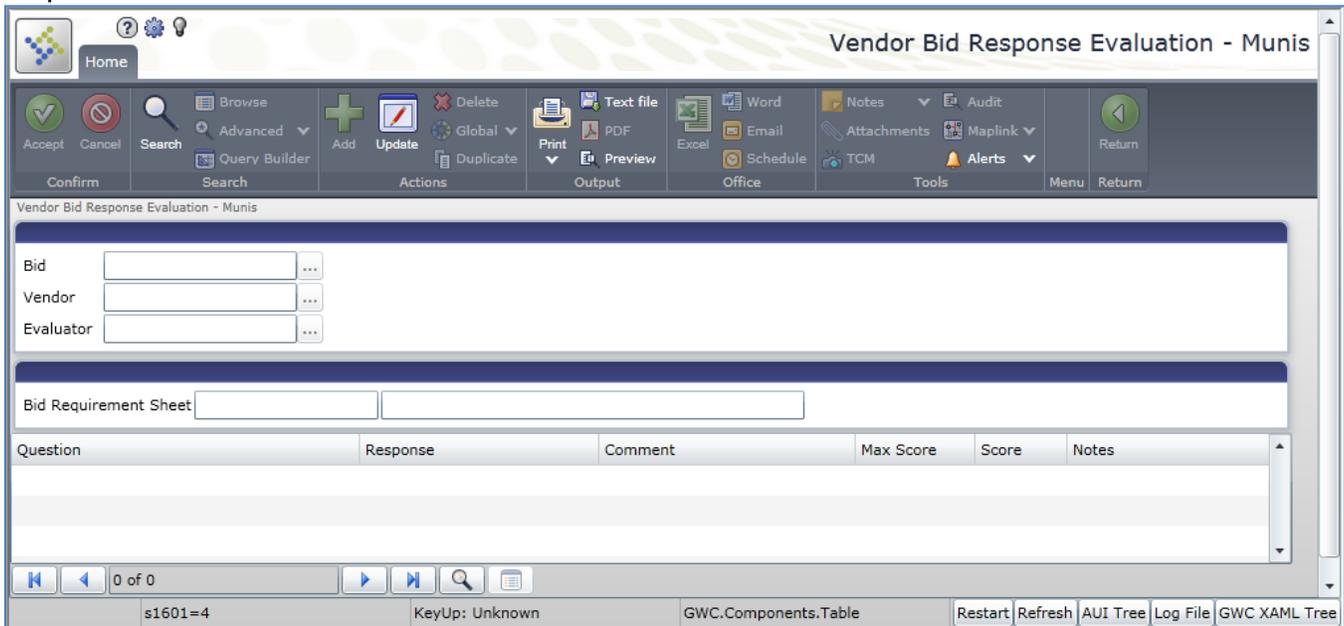
0 of 0 Attachments (0)

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Selecting this option opens the Evaluators screen, which allows for selection and notification of bid evaluators. The evaluators are notified using the entered e-mail addresses and the Notify Evaluators option.

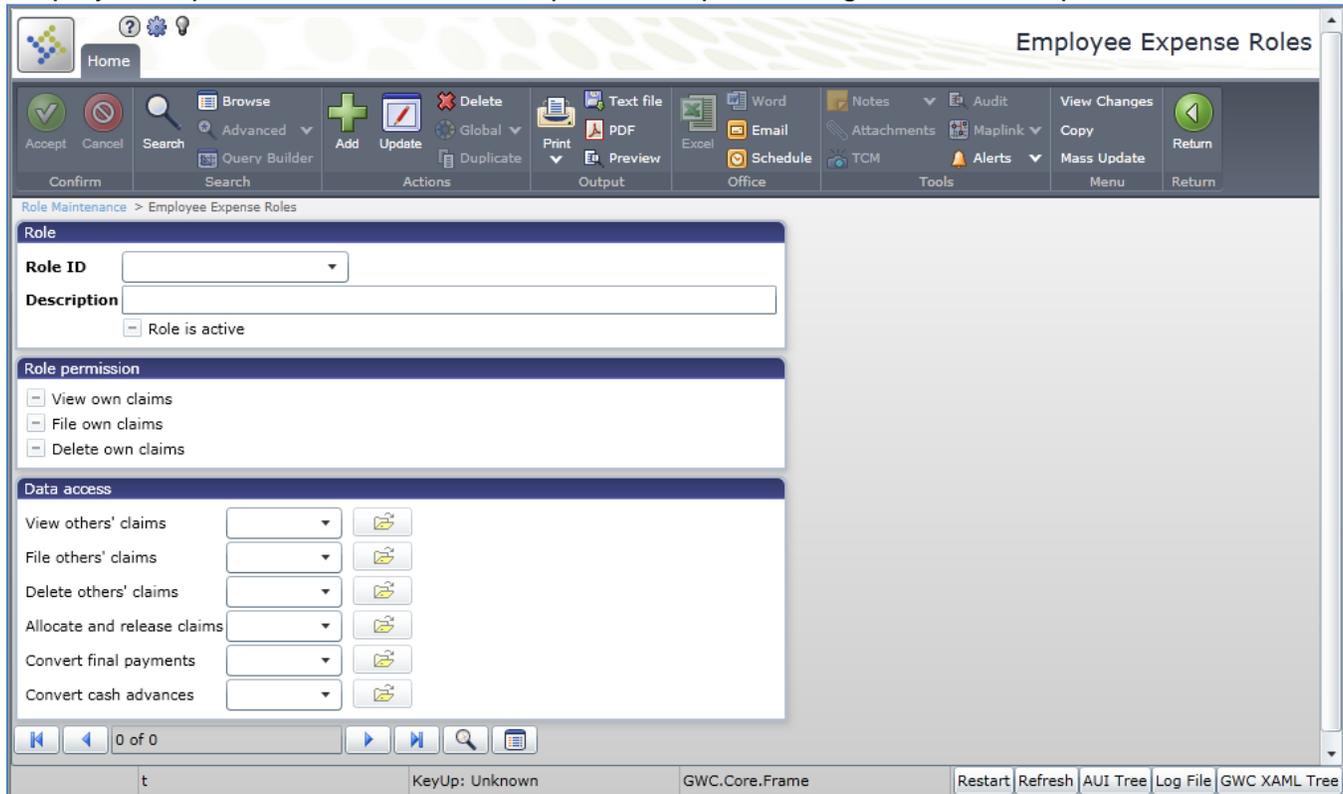


Bid evaluators use the Vendor Bid Response Evaluation program to award points for each bid response.



Employee Expense Roles

Employee Expense Roles has been expanded to provide a greater level of permission detail.



The View, File, and Delete options have been converted to check boxes, and they control access to a user's own records.

The remaining options are controlled on a departmental basis. Users can be granted access to all, none, or a selection of department codes.

GL Multiyear Budget Enhancements

The process of managing multiyear funds has been altered. The Munis General Ledger application does not use Type 1 and Type 2 designations for multiyear funds. Instead, multiyear funds are defined as either budgeting for life or budgeting annually. All existing multiyear funds used by client sites are considered to budget for life.

Multiyear funds are defined at the segment code level using the Chart of Account Segments program. When the Multi-Year Fund check box is selected on the Attributes pane, the pane expands to display a Budget Multi-Year Fund Annually check box.

Attributes

Multi-year fund
 Budget multi-year fund annually

Default multi-year report view: [Dropdown]

Standard fiscal year First period: [0] Current budget: [Dropdown] [Change NSFY Budget Year]

Fund type: [G]

Revolving fund

Pooled cash account: [2000] ... [1010] ... [] ...

[Control Accounts]

Annual multi-year funds budget a portion of the overall budget each year. Funds that budget for life establish the full amount in the first year.

The Default Multi-Year Report View field determines the appearance of the fund information during reporting. Annual multi-year funds are always set to a value of Fiscal Year. Funds that budget for life can be viewed by fiscal year, or life to date. Each reporting program allows a user to select one of these view methods or use the default selection.

Report Options

YTD Budget Report - Munis > Report Options

Report Sequence

Execute this report: [Now]

Sequence	Field #	Total	Page Break
Sequence 1	[11 - Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	[]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	[]	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	[]	<input type="checkbox"/>	<input type="checkbox"/>

Report title: [YEAR-TO-DATE BUDGET REPORT]

Additional Options

Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	[Journal entries]
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	[Standard format]
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Sort/total budget rollup	<input type="checkbox"/>	Multiyear view	[Default view]
Print journal detail	<input type="checkbox"/>	Amounts/totals exceed 999 million dollars	[Default view]
			[Life-to-date view]
			[Fiscal year view]

From yr/per: [2004] [1]
 To yr/per: [2007] [10]

f%2fv615 KeyUp: Enter Restart Refresh AUI Tree Log File GWC XAML Tree

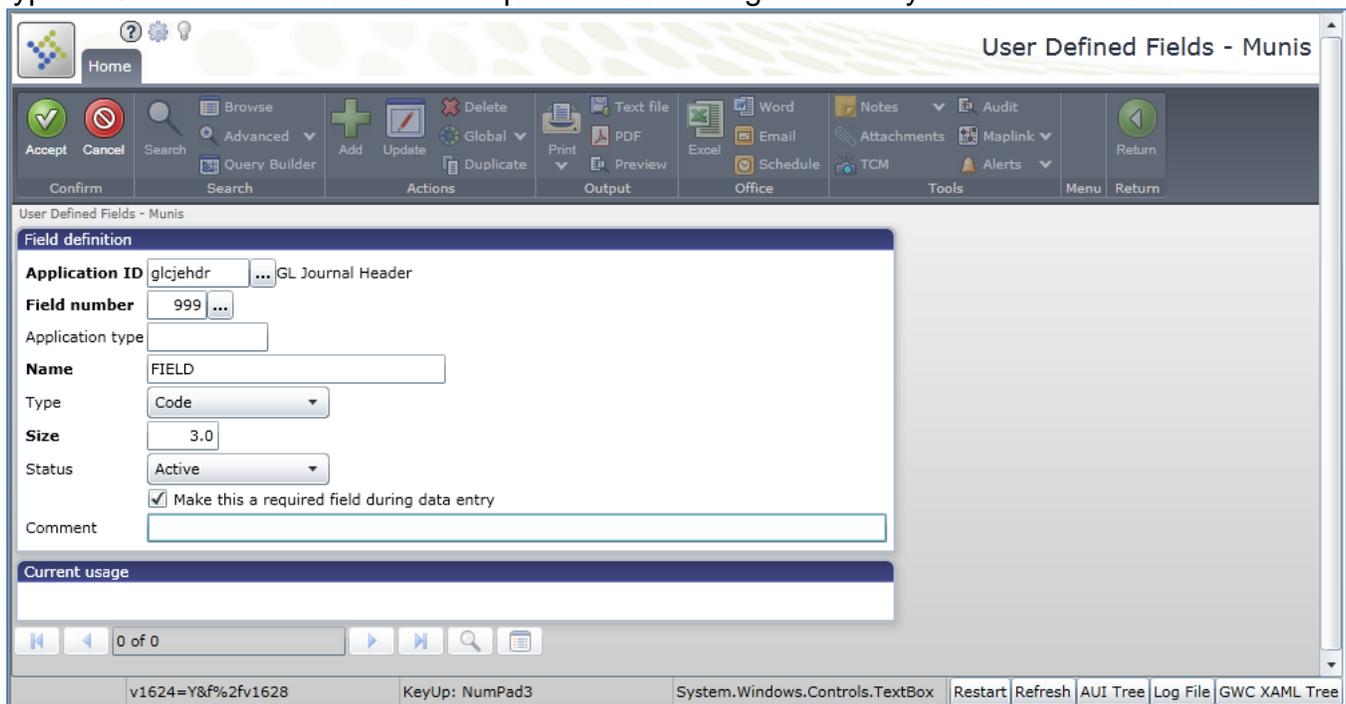
Multi-year funds that budget for life have a single budget completion journal posted in the first year to establish the initial budget amount. Once the journal is posted, the account is no longer

marked as budgetary and will not appear in any additional projections. At the end of each fiscal year, the account's ending budget becomes the new year's original budget. Multi-year funds that budget annually have a single budget completion journal posted each fiscal year for the portion of the total budget available in that year. The account appears on a budget projection each year. At the beginning of each year, the account's original amount matches the amount from the budget projection.

GLJ Workflow Business Rules

The GLJ Workflow business rule has been modified to allow routing based on the value of user defined fields.

To use this functionality, a user-defined field must be created with a field number of 999 and a type of Code. The Make This A Required Field During Data Entry check box must be selected.



The screenshot shows the 'User Defined Fields - Munis' application window. The 'Field definition' form is open, displaying the following fields and values:

- Application ID:** glcjehdr (dropdown menu)
- Field number:** 999 (dropdown menu)
- Application type:** (empty text box)
- Name:** FIELD (text box)
- Type:** Code (dropdown menu)
- Size:** 3.0 (text box)
- Status:** Active (dropdown menu)
- Make this a required field during data entry:** (checkbox)
- Comment:** (empty text box)

The 'Current usage' section is empty. The application window includes a toolbar with various icons for actions like Accept, Cancel, Search, Add, Update, Delete, Print, PDF, Excel, Word, Notes, Audit, Attachments, Maplink, Alerts, and Return. The status bar at the bottom shows 'v1624=Y&F%2fv1628', 'KeyUp: NumPad3', and 'System.Windows.Controls.TextBox'.

After creating the user defined field, code values for the field must be created in the User Defined Codes program.

User Defined Codes - Munis

Home

Accept Cancel Search Browse Advanced Add Update Delete Global Print Text file Word Notes Audit Maintain Return

Confirm Query Builder Search Actions Output Office Tools Menu Return

User Defined Codes - Munis

Field definition

Application ID: glcjehdr GL Journal Header
 Field number: 999
 Application type:
 Name: FIELD
 Size: 3

Code	Description	Short Desc	Use Count
ONE	CODE ONE	CODE ONE	0
THR	CODE THREE	CODE THREE	0
TWO	CODE TWO	CODE TWO	0

1 of 1

a%2fd711 KeyUp: Unknown GWC.Components.Table Restart Refresh AUI Tree Log File GWC XAML Tree

The User Defined field in the Business Rules program stores the code values of the 999 field. This allows organizations to route the GLJ approval process based on a user defined value.

Business Rules - Munis

Home

Accept Cancel Search Browse Advanced Add Update Delete Global Print Text file Word Notes Audit Alt Approver Return

Confirm Query Builder Search Actions Output Office Tools Menu Return

Business Rules - Munis

Approvals

Business rule setup

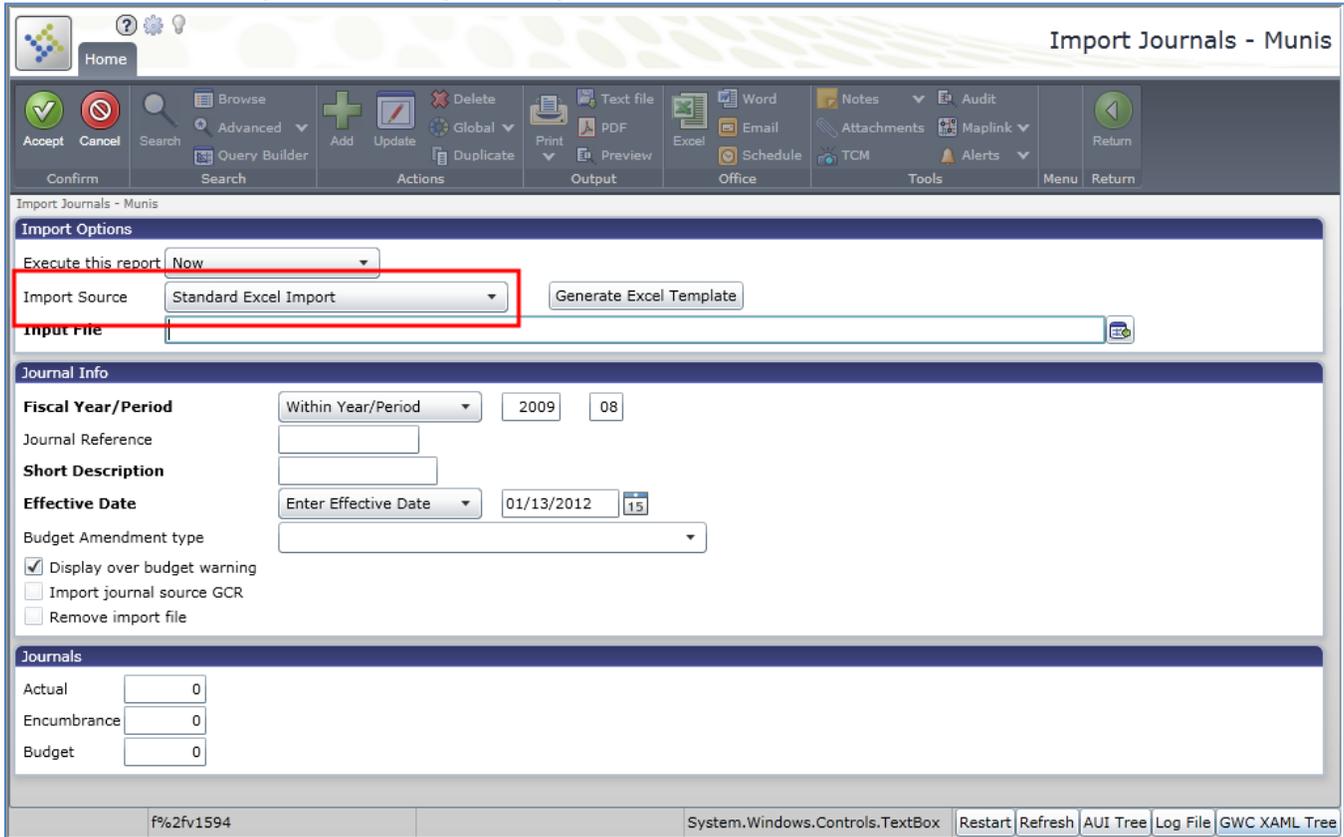
Process: GLJ GL Journal Approvals
 Department:
 User Defined: ONE CODE ONE
 Group/BU:
 Reason:
 Approver(s):
 Role(s):
 Step:
 Type:
 Min Amt: 0.00 Max Amt: 999999999.99
 Rule Type: Approve

Other Options: Deliver immediately
 Catchall rule
 All approvers required

t KeyUp: Unknown System.Windows.Controls.TextBox Restart Refresh AUI Tree Log File GWC XAML Tree

Journal Import in Excel Format

The Import Journals program can import journal records using a Microsoft Excel file. Select the Standard Excel Import format option to perform this action.



Import Journals - Munis

Import Options

Execute this report: Now

Import Source: Standard Excel Import Generate Excel Template

Input File:

Journal Info

Fiscal Year/Period: Within Year/Period | 2009 | 08

Journal Reference:

Short Description:

Effective Date: Enter Effective Date | 01/13/2012 | 15

Budget Amendment type:

Display over budget warning

Import journal source GCR

Remove import file

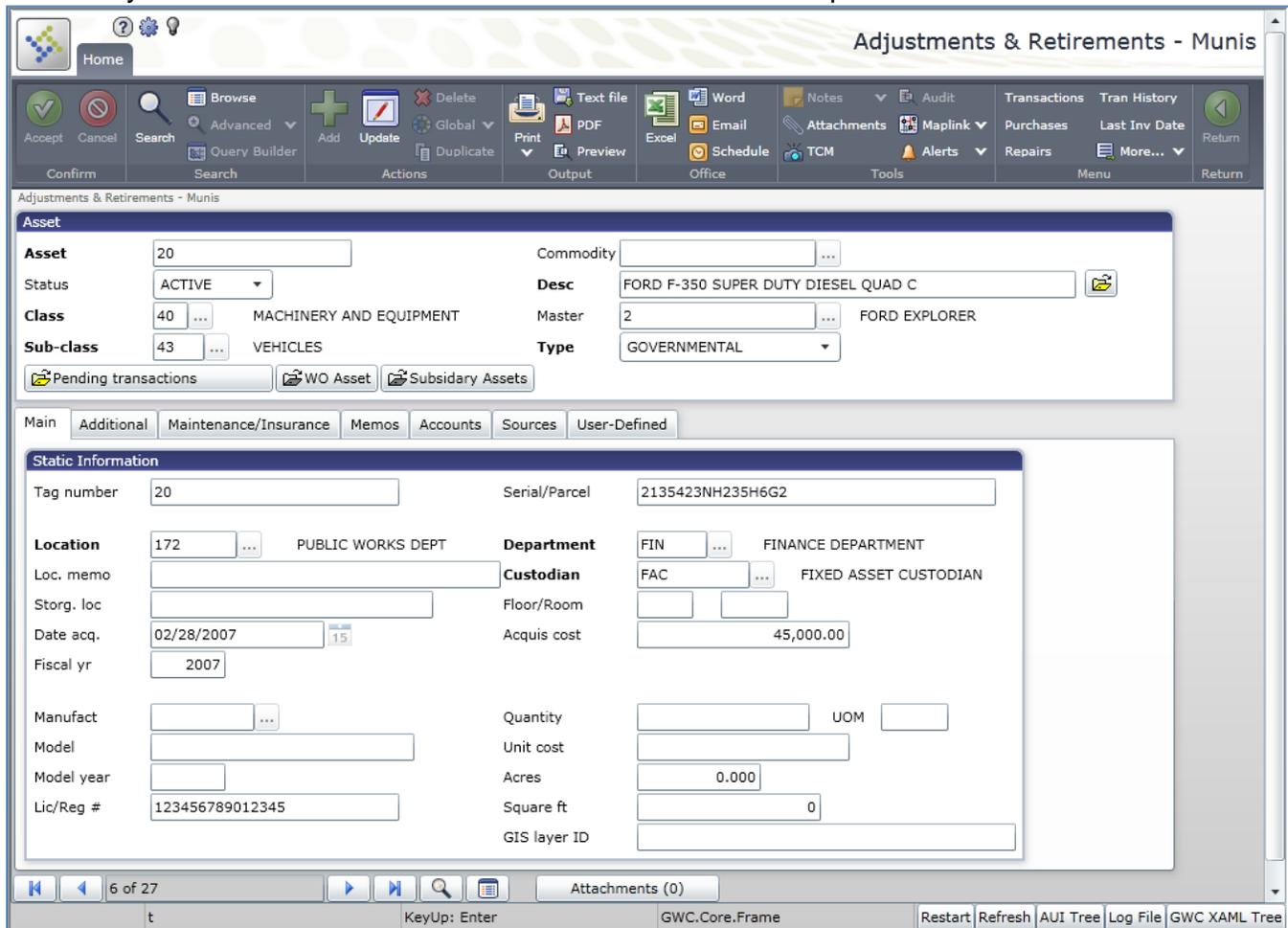
Journals

Actual	<input type="text" value="0"/>
Encumbrance	<input type="text" value="0"/>
Budget	<input type="text" value="0"/>

f%2fv1594 System.Windows.Controls.TextBox Restart Refresh AUI Tree Log File GWC XAML Tree

Master Asset Retirement Reversals

The Adjustments and Retirements program automatically reverses the retirement of all subsidiary assets when a master asset retirement reversal is performed.



The screenshot displays the 'Adjustments & Retirements - Munis' application window. The interface includes a top navigation bar with a 'Home' button and a 'Return' button. Below this is a toolbar with various icons for actions like 'Accept', 'Cancel', 'Search', 'Browse', 'Add', 'Update', 'Delete', 'Global', 'Duplicate', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'Attachments', 'Maplink', 'Alerts', 'TCM', 'Purchases', 'Repairs', 'Tran History', and 'More...'. The main content area is titled 'Adjustments & Retirements - Munis' and contains a form for asset details. The form is divided into several sections: 'Asset', 'Static Information', and 'Main'. The 'Asset' section includes fields for 'Asset' (20), 'Status' (ACTIVE), 'Class' (40 MACHINERY AND EQUIPMENT), 'Sub-class' (43 VEHICLES), 'Commodity', 'Desc' (FORD F-350 SUPER DUTY DIESEL QUAD C), 'Master' (2 FORD EXPLORER), and 'Type' (GOVERNMENTAL). The 'Static Information' section includes fields for 'Tag number' (20), 'Serial/Parcel' (2135423NH235H6G2), 'Location' (172 PUBLIC WORKS DEPT), 'Department' (FIN FINANCE DEPARTMENT), 'Custodian' (FAC FIXED ASSET CUSTODIAN), 'Date acq.' (02/28/2007), 'Acquis cost' (45,000.00), 'Fiscal yr' (2007), 'Manufact', 'Quantity', 'UOM', 'Model', 'Unit cost', 'Acres' (0.000), 'Square ft' (0), and 'Lic/Reg #' (123456789012345). The 'Main' section has tabs for 'Additional', 'Maintenance/Insurance', 'Memos', 'Accounts', 'Sources', and 'User-Defined'. The bottom of the window shows a status bar with '6 of 27' items, a search icon, and buttons for 'Attachments (0)', 'Restart', 'Refresh', 'AUI Tree', 'Log File', and 'GWC XAML Tree'.

Online Shopping

Munis provides the ability to use vendor websites to assist in the creation of requisitions and purchase orders. This feature is referred to as e-procurement. To successfully use Munis e-procurement, your organization must have Vendor Self Service installed, but you do not have to be making active use of the program.

The e-procurement feature is set up by selecting the Use Individual Vendor's Settings check box in the Purchase Order Settings program.

Purchase Order Settings - Munis

Home

Accept Cancel Search Advanced Query Builder Confirm

Add Update Global Duplicate Actions

Print PDF Spool Output

Word Excel Office

Notes Attachments TCM

Audit Maplink Alerts Tools

Return

Purchase Order Settings - Munis

Settings

- PO Automatic Approval
- Auto-Decrease CFWD Budget
- Auto-Increase CFWD Budget
- Create next year reqs and PO's only
- Default PO expiration date to last day of year
- Verify Bid
- Inventory reorder point warning
- Combine type 3 and type 4 commodity description
- Allow ship to codes on po/req detail
- Allow employee training access from requisitions
- Allow GL segment obligation date validation
- Allow workflow on PO change orders
- Only receive on printed purchase orders
- Allow first five characters of type 2 commodity codes to be non-unique
- Allow quantity received to be greater than quantity on PO line
- Enforce invoice variance amounts in PO receiving
- Use Product IDs
- Allow auto posting of purchase orders

Requisition Conversion Options

No workflow

No workflow- allow final approver to convert to PO/Contract

Use workflow

PO Print Program:

Text To Be Printed On The Purchase Order

This message is to be printed on the Purchase Orders. Set up during process testing.

Next in sequence

Bid:

Requisition

CY:

NY:

Purchase Order

CY:

E-Procurement Settings

Use individual vendor's settings

Allow third party shopping on requisitions

URL:

Customer ID:

User ID:

Password:

Restart Refresh AUI Tree Log File GWC XAML Tree

Selecting the check box causes the E-Procurement Settings tab to appear in the Vendors program.

Vendors - Munis

Home

Accept Cancel Search Advanced Query Builder Confirm

Add Update Global Duplicate Actions

Print PDF Spool Output

Word Excel Office

Notes Attachments TCM

Audit Maplink Alerts Tools

Sort Invoice Inquiry REQ Vendors Check Inquiry 1099 Data More... Return

Vendors - Munis

General Vendor Information

Vendor: Entity:

Alpha: Type:

Status: Reason:

Audits

Entered:

Modified:

By:

Main General Miscellaneous Contacts **E-Procurement Settings** User Defined Certifications

Requisition Punchout Credentials

Test

URL: (Inactive)

User ID:

Password:

Production

URL: (Inactive)

User ID:

Password:

PO Submission Credentials

Test

URL: (Inactive)

User ID:

Password:

Production

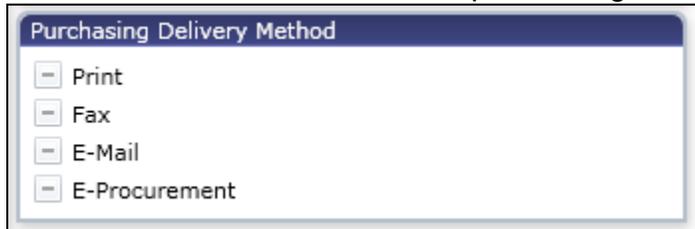
URL: (Inactive)

User ID:

p1616%2f1939 System.Windows.Controls.Button Restart Refresh AUI Tree Log File GWC XAML Tree

This tab contains two panes: Requisition Punchout Credentials and PO Submission Credentials. Each pane contains URL, User ID, and Password fields for both your Test environment and your Production environment. Enter information in these fields in order to use the e-procurement feature. Once you have entered a URL and user ID, the Activate button for an environment becomes available. Clicking the button activates that environment's credentials. It is important to note that you cannot have both Test and Production environments active at the same time in a single pane.

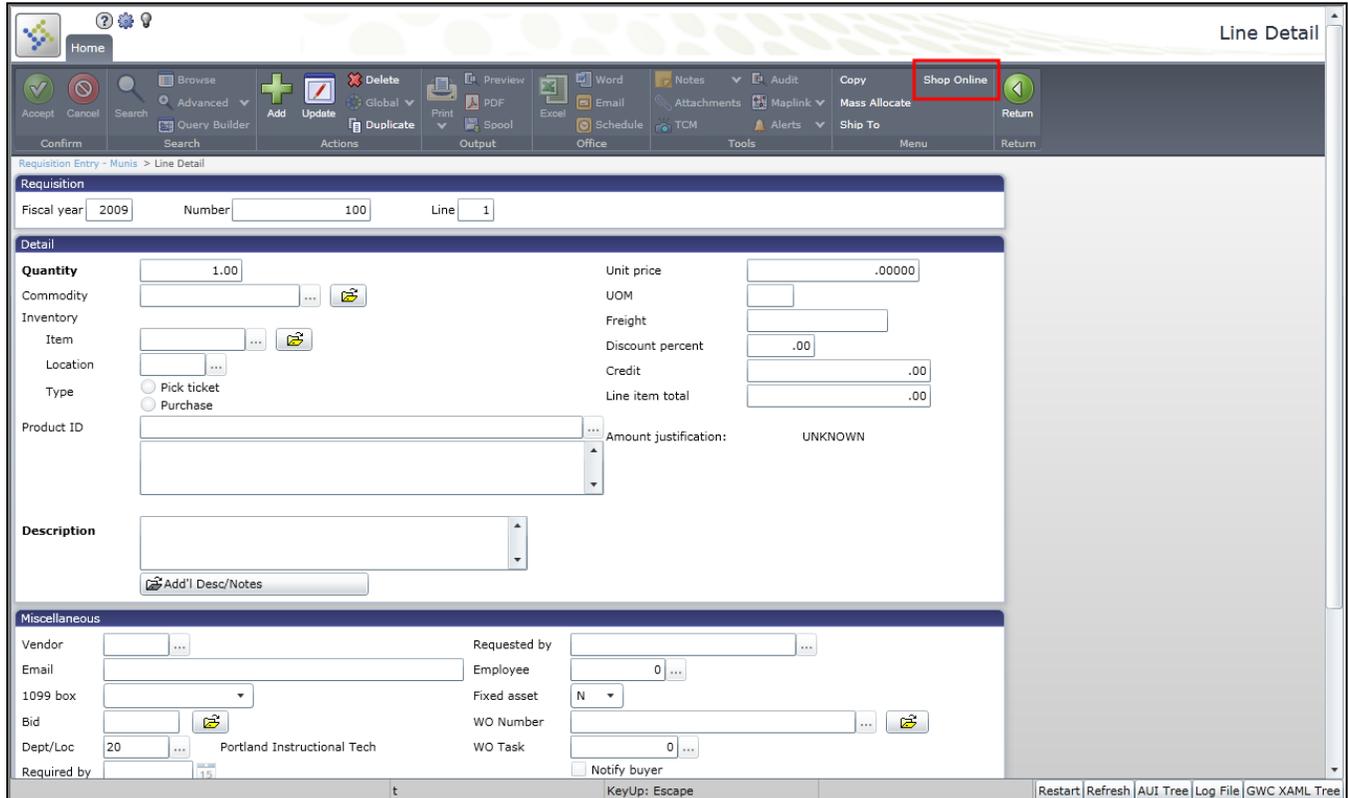
In addition to the E-Procurement tab, the Vendors program allows E-Procurement as a valid selection for the vendor's default purchasing delivery method on the General tab.



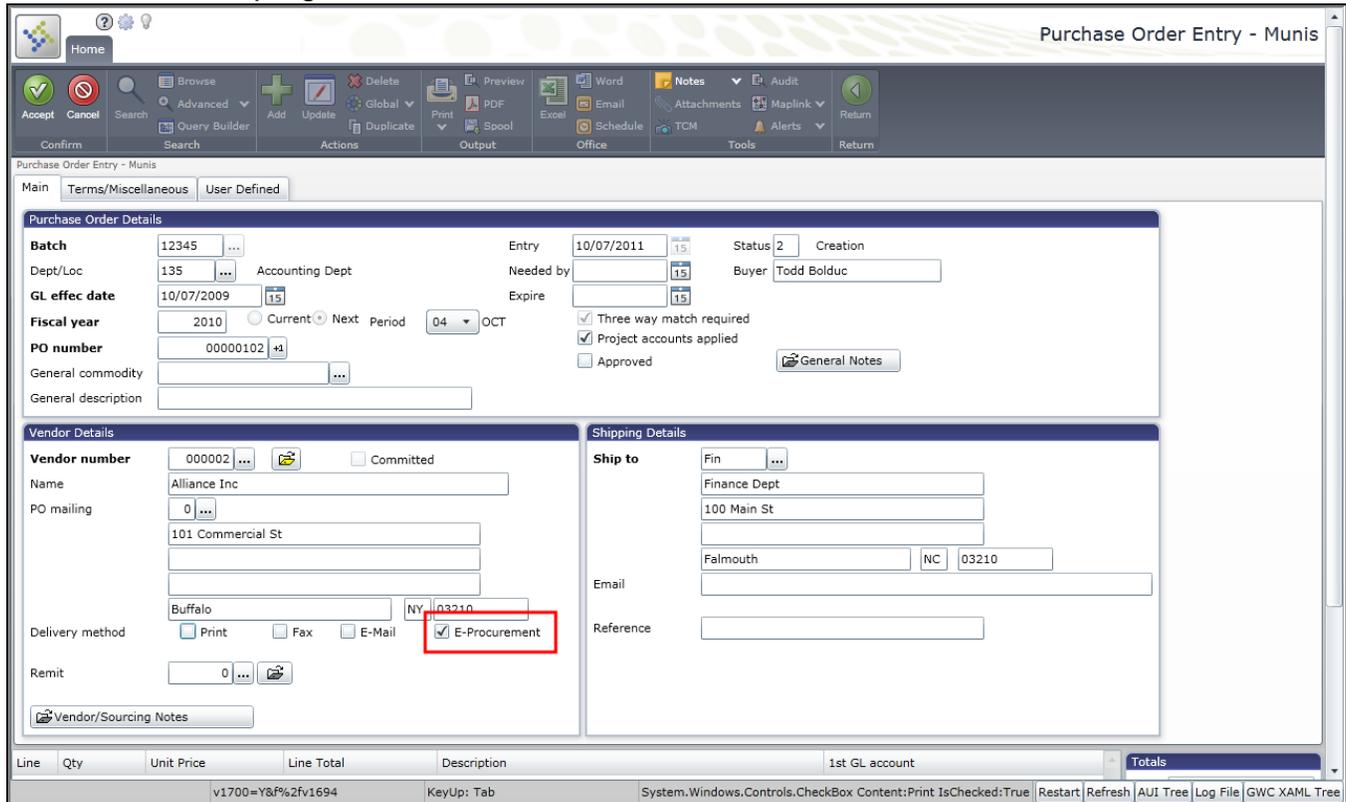
This check box should be selected for each of the vendor's remittance addresses that will receive e-procurement submissions.

Once e-procurement is active, it can be used to select items for a requisition, or to submit purchase orders to a vendor.

The selection of requisition items via e-procurement is done on the Line Detail screen of Requisition Entry. Click Shop Online to open the entered vendor's online shopping site.



Submission of purchase orders using e-procurement is achieved by selecting E-Procurement as the purchase order delivery method in Purchase Order Entry and then running the Print Purchase Orders program.



Purchase Order Entry - Munis

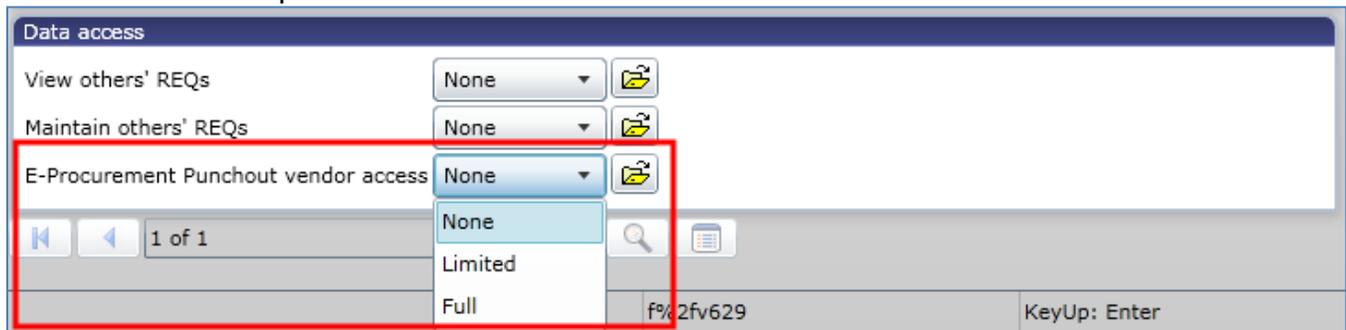
Batch: 12345, Entry: 10/07/2011, Status: 2, Buyer: Todd Bolduc

Vendor number: 000002, Name: Alliance Inc

Shipping to: Fin, Finance Dept, 100 Main St, Falmouth, NC 03210

Delivery method: E-Procurement

Access to e-procurement vendors can be controlled using role-based security. The Requisitions Roles program contains an E-Procurement Vendor Punchout Access permission in the Data Access pane.



Data access

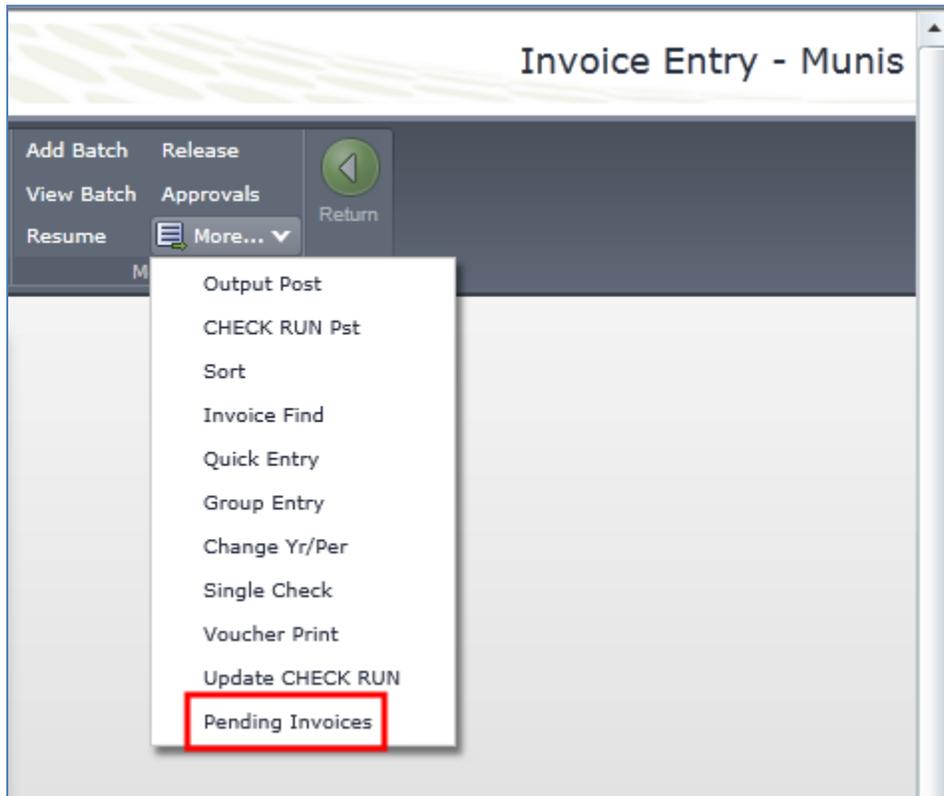
View others' REQs: None

Maintain others' REQs: None

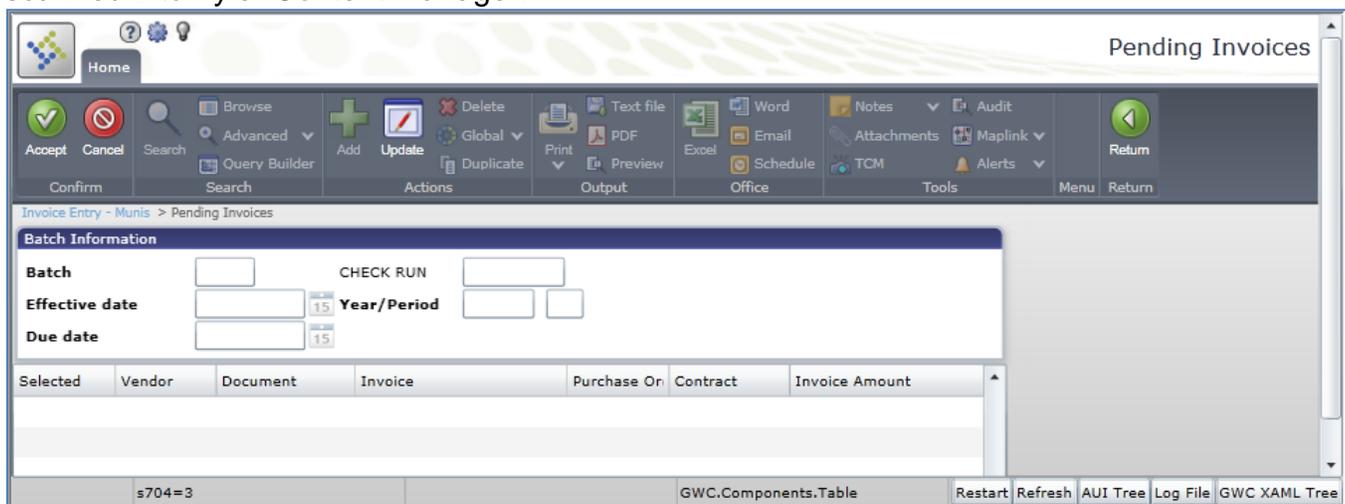
E-Procurement Punchout vendor access: None (highlighted)

Options: None, Limited, Full

User roles can be assigned access to all vendors, a limited selection of vendors, or no vendors. If no vendors are assigned, the user cannot make use of the e-procurement punchout feature.



Selecting the option opens the Pending Invoices screen, which displays a listing of all invoices scanned into Tyler Content Manager.

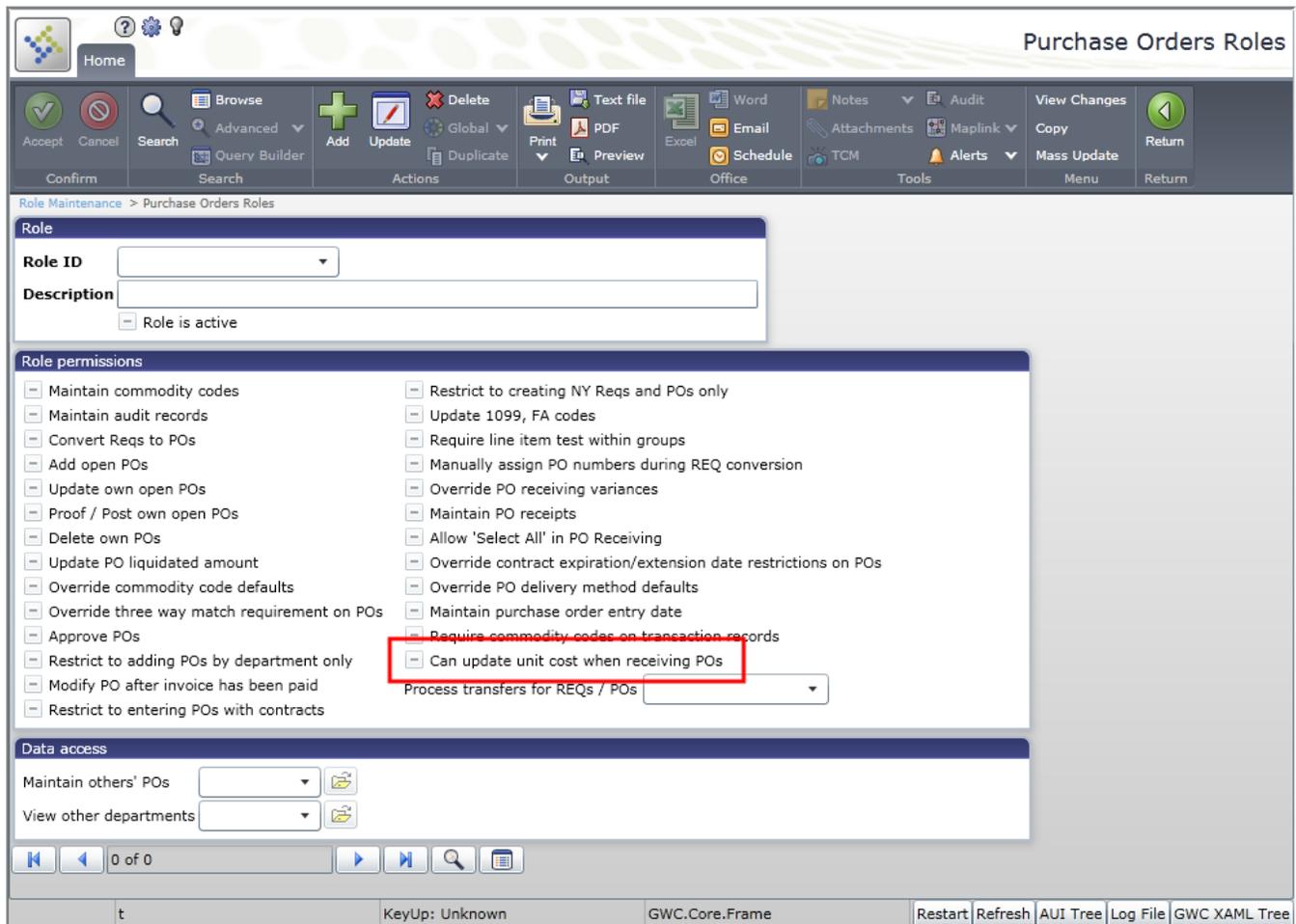


Users can enter batch information, including a batch number, and select the scanned invoices to include in the batch. Clicking Accept after invoices are selected creates the invoice batch. The Pending Invoices screen is then closed, which returns the user to the Invoice Entry program with the created batch as the active record available for further invoice processing.

Purchase Order Roles

The Purchase Order Roles program contains a permission labeled Can Update Unit Cost When Receiving POs.

Granting this permission to a Munis user allows them to update item unit costs when using the Purchase Order Receiving program, or when entering a receipt in the Inventory Transactions program.

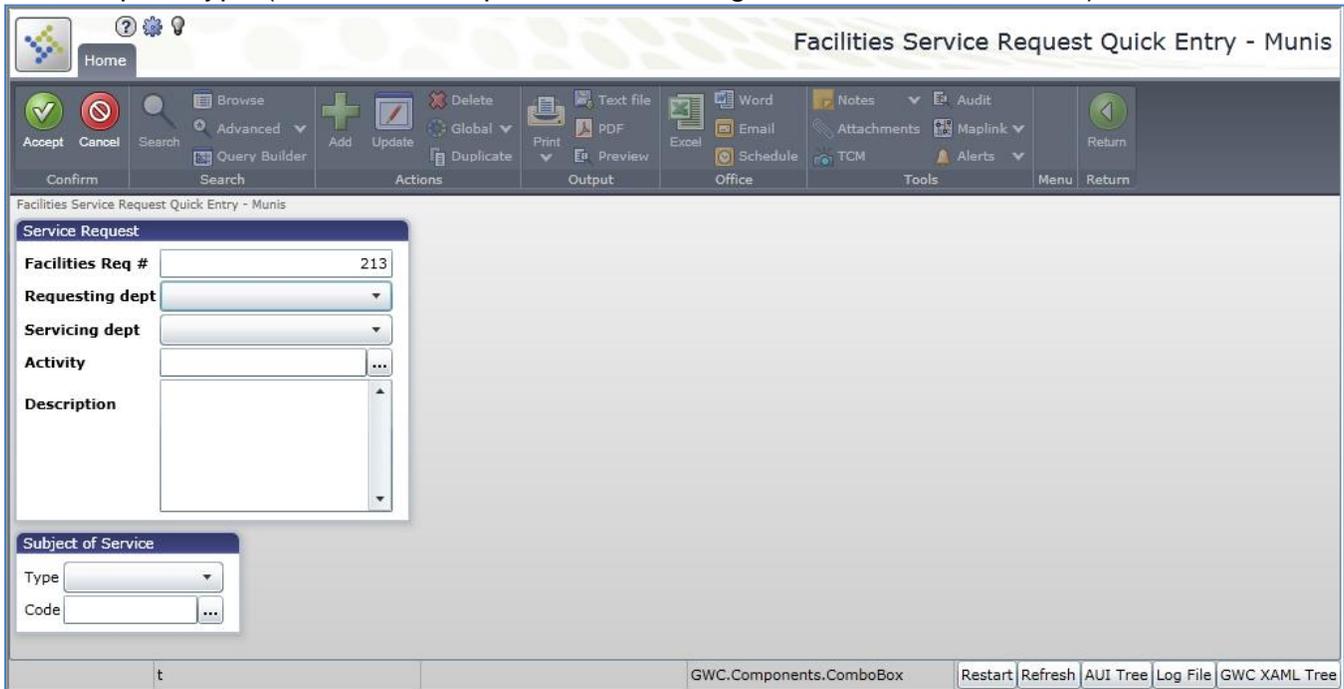


The screenshot shows the 'Purchase Orders Roles' configuration window. The 'Role permissions' section contains a list of permissions, each with a checkbox. The permission 'Can update unit cost when receiving POs' is highlighted with a red rectangular box. Other permissions include 'Maintain commodity codes', 'Maintain audit records', 'Convert Reqs to POs', 'Add open POs', 'Update own open POs', 'Proof / Post own open POs', 'Delete own POs', 'Update PO liquidated amount', 'Override commodity code defaults', 'Override three way match requirement on POs', 'Approve POs', 'Restrict to adding POs by department only', 'Modify PO after invoice has been paid', 'Restrict to entering POs with contracts', 'Restrict to creating NY Reqs and POs only', 'Update 1099, FA codes', 'Require line item test within groups', 'Manually assign PO numbers during REQ conversion', 'Override PO receiving variances', 'Maintain PO receipts', 'Allow 'Select All' in PO Receiving', 'Override contract expiration/extension date restrictions on POs', 'Override PO delivery method defaults', 'Maintain purchase order entry date', and 'Requires commodity codes on transaction records'. Below the permissions list is a dropdown menu for 'Process transfers for REQS / POs'. The 'Data access' section at the bottom has two dropdown menus: 'Maintain others' POs' and 'View other departments', each with a folder icon to its right. The status bar at the bottom shows 't', 'KeyUp: Unknown', 'GWC.Core.Frame', and buttons for 'Restart', 'Refresh', 'AUI Tree', 'Log File', and 'GWC XAML Tree'.

Quick Entry Service Requests

The Quick Entry Service Requests program is available. This program allows entry of service requests with a minimum of information. A separate version of the program is available for

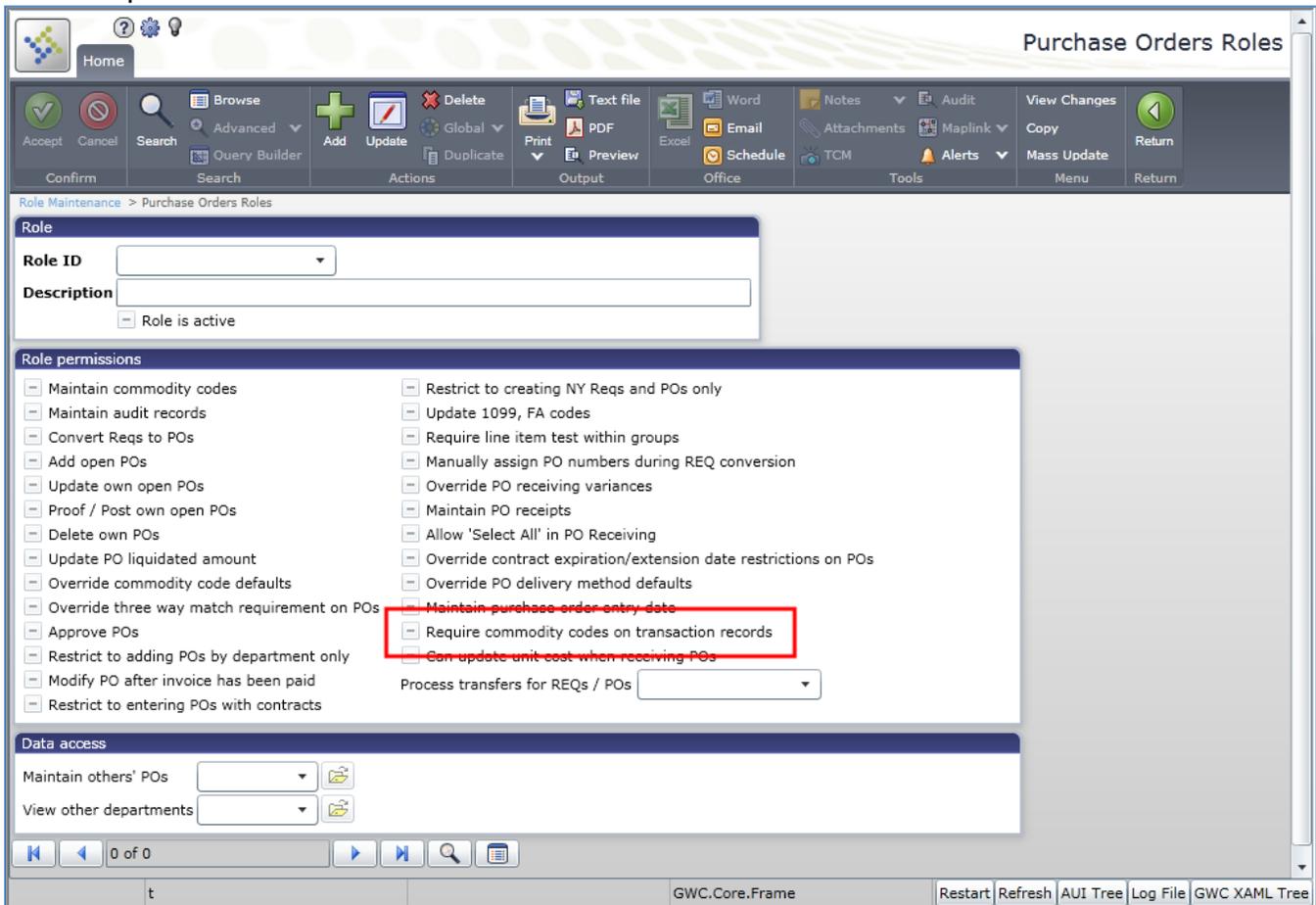
each request type (facilities, fleet, public works and general, utilities, and MIS).



You can customize which fields appear on the quick entry request by using the Form Definitions program.

Required Commodity Codes

The Purchase Order Roles program contains a Require Commodity Codes On Transaction Records permission.



Purchase Orders Roles

Role Maintenance > Purchase Orders Roles

Role

Role ID: [Dropdown]
 Description: [Text Field]
 Role is active

Role permissions

- Maintain commodity codes
- Maintain audit records
- Convert Reqs to POs
- Add open POs
- Update own open POs
- Proof / Post own open POs
- Delete own POs
- Update PO liquidated amount
- Override commodity code defaults
- Override three way match requirement on POs
- Approve POs
- Restrict to adding POs by department only
- Modify PO after invoice has been paid
- Restrict to entering POs with contracts
- Restrict to creating NY Reqs and POs only
- Update 1099, FA codes
- Require line item test within groups
- Manually assign PO numbers during REQ conversion
- Override PO receiving variances
- Maintain PO receipts
- Allow 'Select All' in PO Receiving
- Override contract expiration/extension date restrictions on POs
- Override PO delivery method defaults
- Maintain purchase order entry date**
- Require commodity codes on transaction records**
- Can update unit cost when receiving POs

Process transfers for REQs / POs: [Dropdown]

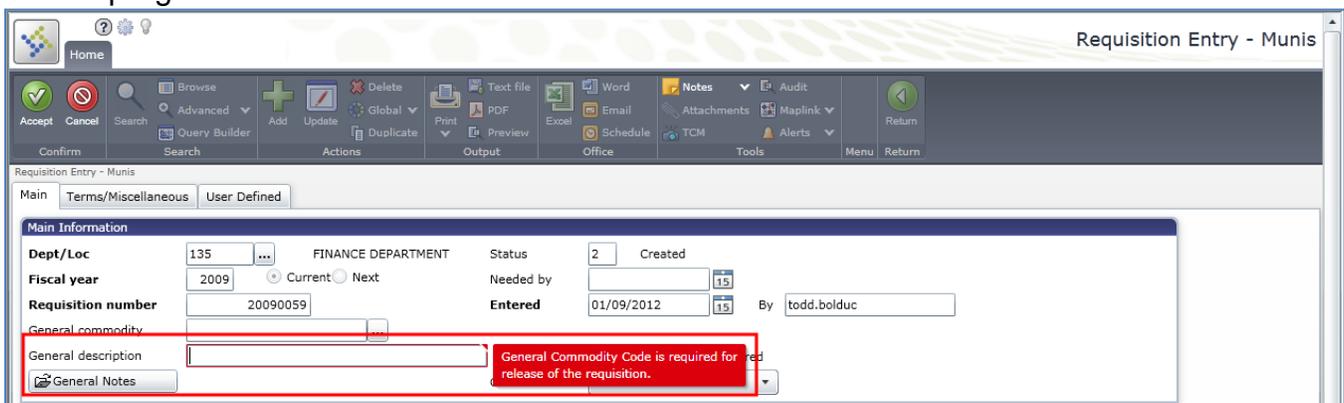
Data access

Maintain others' POs: [Dropdown] [Icon]
 View other departments: [Dropdown] [Icon]

0 of 0

Restart Refresh AUI Tree Log File GWC XAML Tree

When assigned, this permission requires users to enter a commodity code on the header and each detail line of the Requisition Entry, Purchase Order Entry, and Purchase Order Change Orders programs.



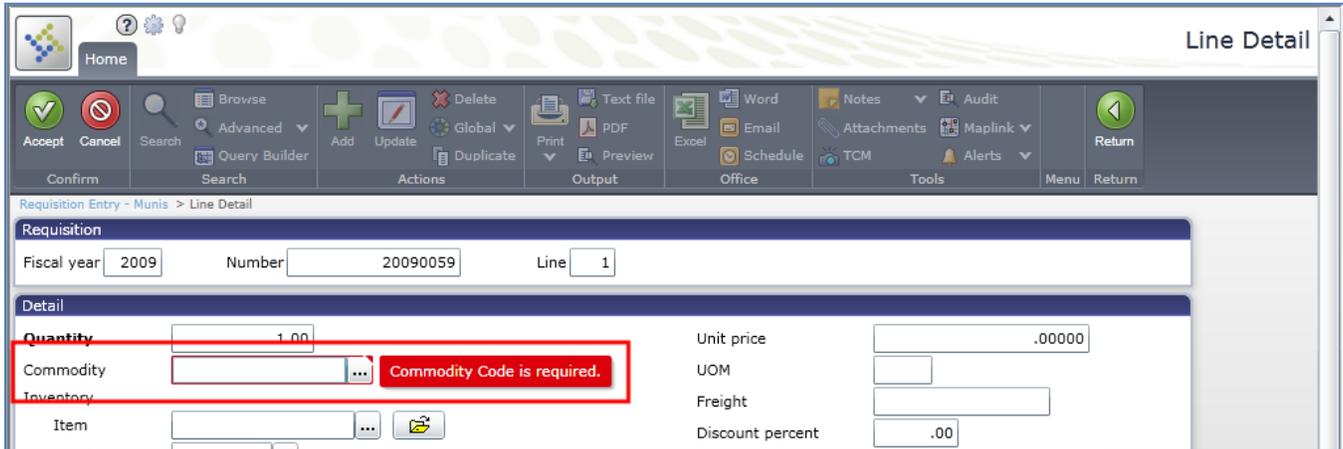
Requisition Entry - Munis

Main Information

Dept/Loc: 135 FINANCE DEPARTMENT Status: 2 Created
 Fiscal year: 2009 Current Next Needed by: [Date]
 Requisition number: 20090059 Entered: 01/09/2012 By: todd.bolduc

General commodity: [Field]
 General description: [Field] **General Commodity Code is required for release of the requisition.**

General Notes: [Field]



Line Detail

Requisition Entry - Munis > Line Detail

Requisition

Fiscal year 2009 Number 20090059 Line 1

Detail

Quantity 1.00 Unit price .00000

Commodity Commodity Code is required.

Inventory

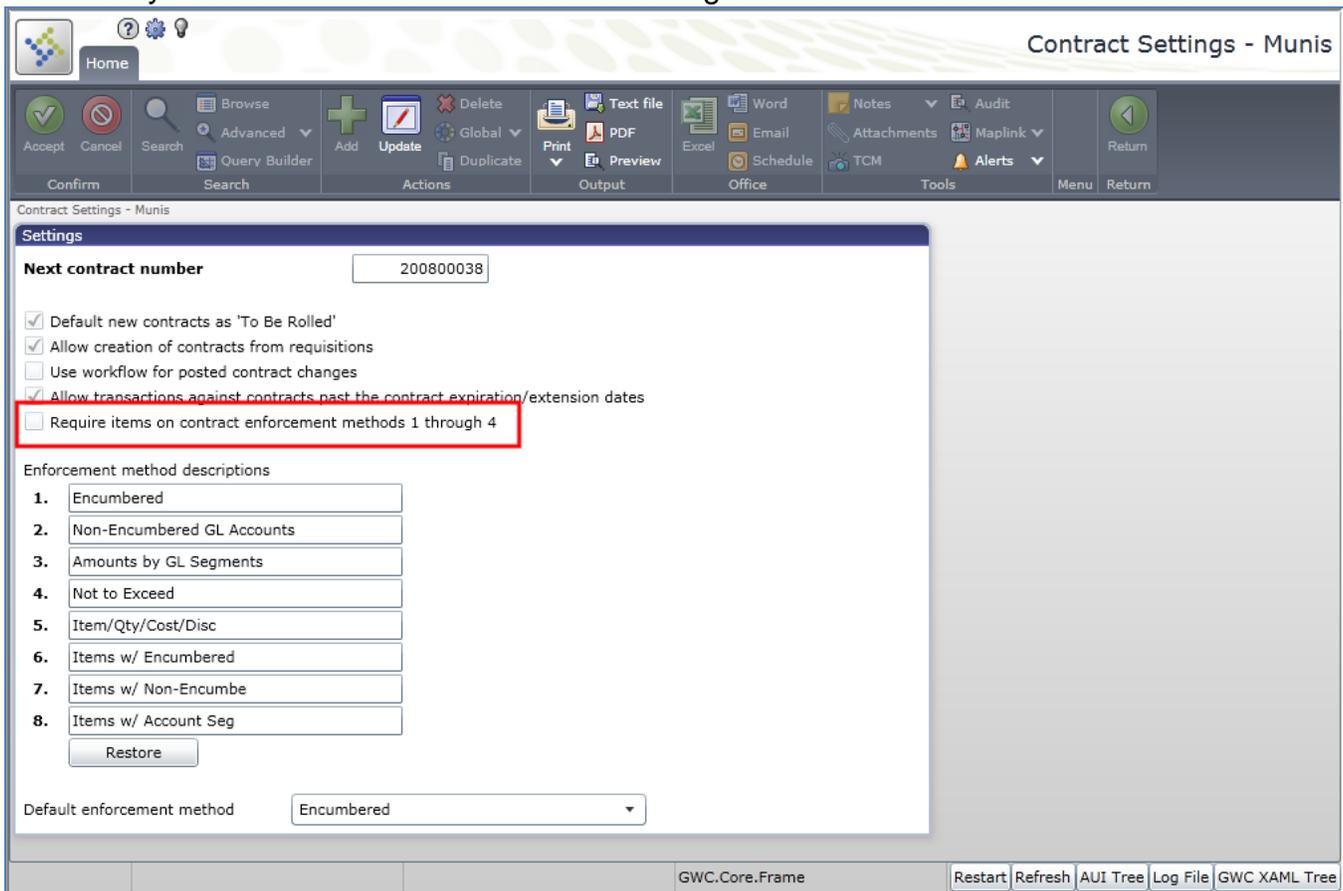
Item

UOM

Freight

Discount percent .00

The Contract Settings program contains a Require Items On Contract Enforcement Methods 1 Through 4 check box. This setting is not fully enforced unless the user has had the Require Commodity Codes On Transaction Records setting enabled in Purchase Order Roles.



Contract Settings - Munis

Settings

Next contract number 200800038

Default new contracts as 'To Be Rolled'

Allow creation of contracts from requisitions

Use workflow for posted contract changes

Allow transactions against contracts past the contract expiration/extension dates

Require items on contract enforcement methods 1 through 4

Enforcement method descriptions

1. Encumbered
2. Non-Encumbered GL Accounts
3. Amounts by GL Segments
4. Not to Exceed
5. Item/Qty/Cost/Disc
6. Items w/ Encumbered
7. Items w/ Non-Encumbe
8. Items w/ Account Seg

Restore

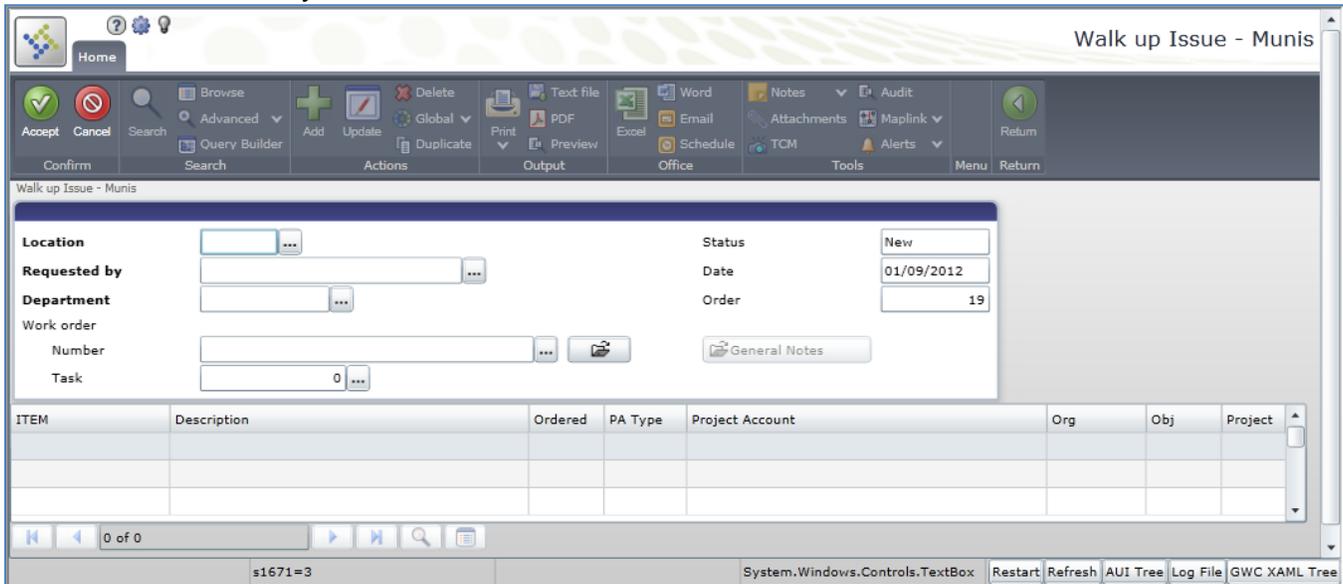
Default enforcement method Encumbered

GWC.Core.Frame Restart Refresh AUI Tree Log File GWC XAML Tree

Selecting the check box causes the Contract Change Orders and Contract Entry programs to require the entry of a commodity code for contracts with line items.

Walk Up Inventory Issue

The Walk Up Issue program is available. This program allows inventory to be issued without an existing pick ticket. Walk Up Issue creates and processes a pick ticket on the spot with a minimum of data entry.



When the program is opened, warehouse staff enters the appropriate information in the header fields. When the program advances to the item table, staff can enter items manually, or use a barcode scanner to quickly enter items to be issued. Scanning a barcode completes the item information automatically. The warehouse staff enters the issuing quantity to complete the process.

The program does not save the issue information until the Process option is clicked. If the program is closed before the user clicks Process, the entry is lost.

Once the Process option is clicked, the program creates a supporting pick ticket, ships the items from inventory, updates the inventory records and counts, and issues the created pick ticket all in a single action.

Munis Central Programs

Munis Central Programs Ribbon

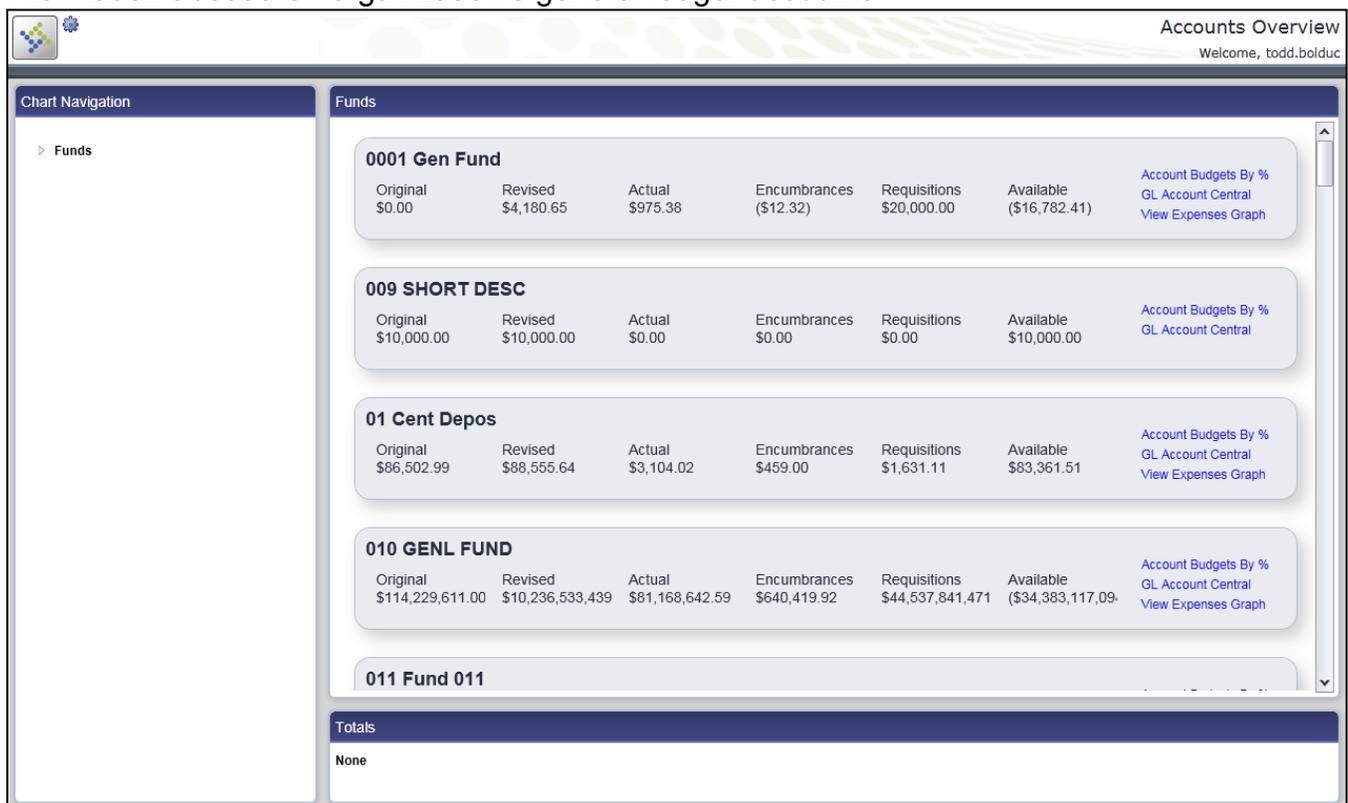
The Munis Centrals ribbon replaces the Munis Centrals toolbar in most Munis Central programs. This ribbon contains tabs, which in turn, contain groups of related buttons that allow you to perform various actions throughout the Munis Central program. The tabs and groups available on the ribbon vary depending on the Central program you are using.

The following table describes some of the options that may be available on the ribbon:

Option	Description
 Excel	This button exports the active set of records to a Microsoft® Excel file.
 Reminders	This button accesses calendar reminders for processes associated with the Central program.
 Advanced	This button opens advanced search options.
 Refresh	This button refreshes the information in the Central program or in associated reports.
 Schedule Reports	This button opens options to schedule reports for the Central program.

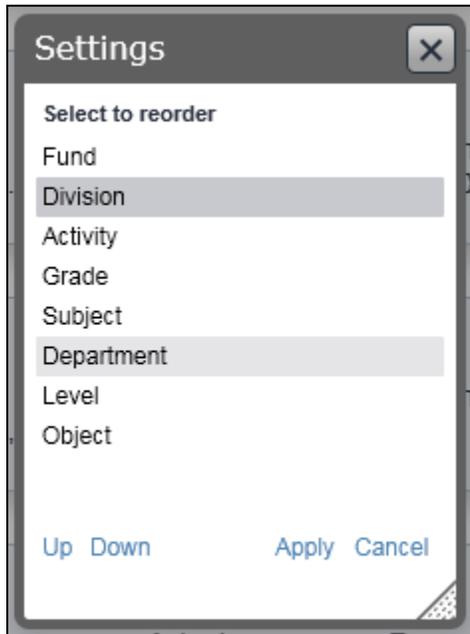
Account Overview

The Account Overview program is available. This program allows users to view general information about their organization’s general ledger accounts.

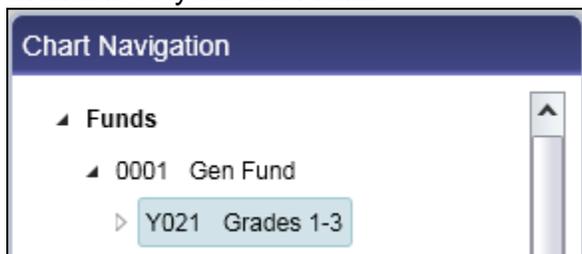


Fund	Original	Revised	Actual	Encumbrances	Requisitions	Available	Actions
0001 Gen Fund	\$0.00	\$4,180.65	\$975.38	(\$12.32)	\$20,000.00	(\$16,782.41)	Account Budgets By % GL Account Central View Expenses Graph
009 SHORT DESC	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Account Budgets By % GL Account Central
01 Cent Depos	\$86,502.99	\$88,555.64	\$3,104.02	\$459.00	\$1,631.11	\$83,361.51	Account Budgets By % GL Account Central View Expenses Graph
010 GENL FUND	\$114,229,611.00	\$10,236,533,439	\$81,168,642.59	\$640,419.92	\$44,537,841,471	(\$34,383,117.09)	Account Budgets By % GL Account Central View Expenses Graph
011 Fund 011							
Totals	None						

Clicking the Settings button opens the Settings pane. The pane allows you to select the order in which account segments are displayed. Highlight a segment and use the Up and Down options to move it in the segment order. Click Apply to activate the new order. Clicking Cancel closes the pane without applying any changes made.



Click the segment label in the Chart navigation pane to expand it and view all of the segments available to your user role.



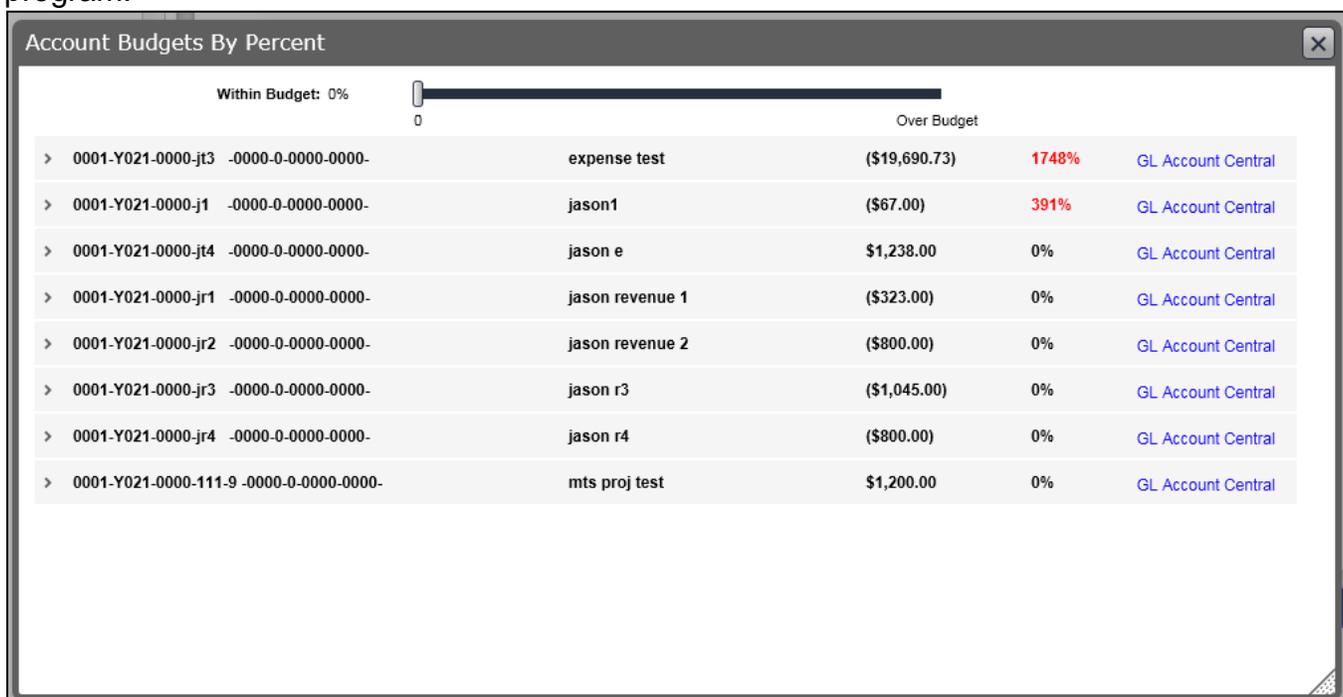
You can highlight an account segment to view all of its subordinate segments in the main program pane.

Y021 - Grades 1-3						
0000 0000 Seg 3						
Original	Revised	Actual	Encumbrances	Requisitions	Available	Account Budgets By % GL Account Central View Expenses Graph
\$0.00	\$4,180.65	\$975.38	(\$12.32)	\$20,000.00	(\$16,782.41)	

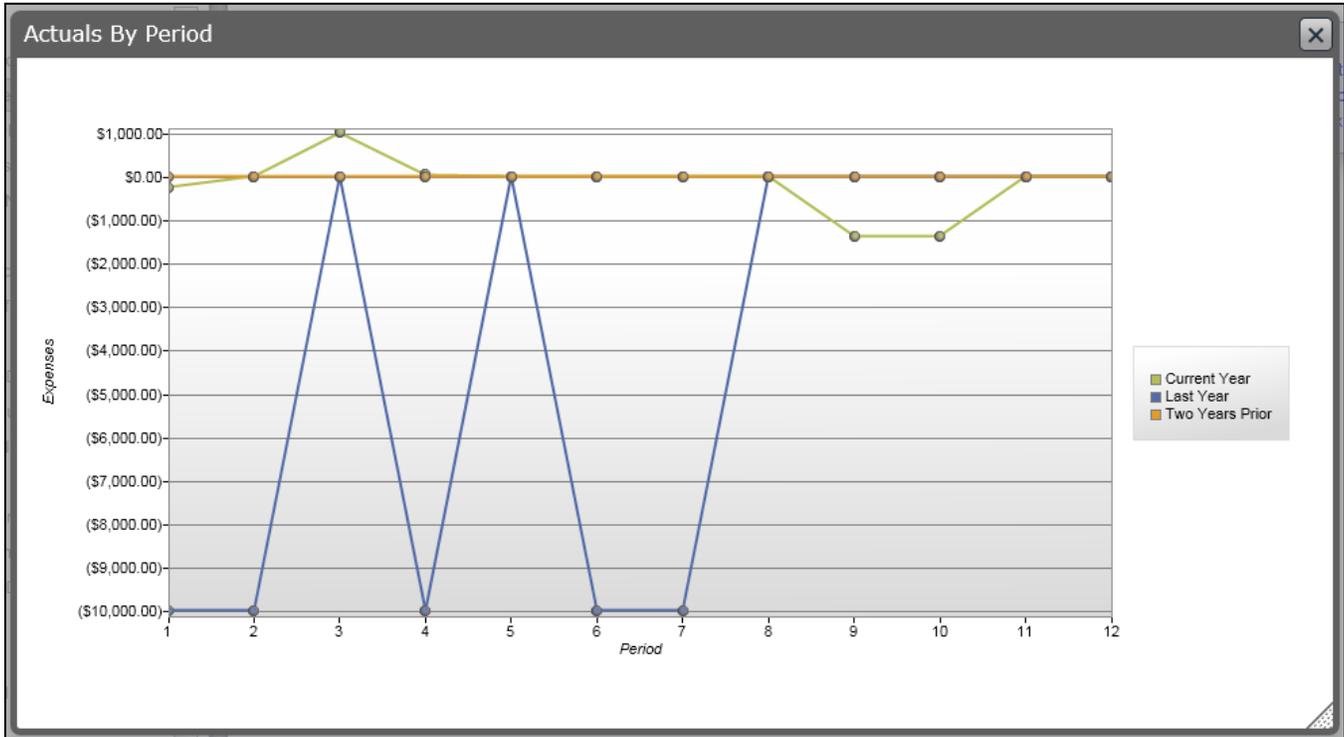
The program displays the dollar amounts for each subordinate segment. Clicking the Account Budgets By % option opens a pane of the same name.



This pane displays all of the accounts that use the selected segment combination and the percentage of their budget that they have expended. You can use the slider bar to filter the display by an expenditure percentage. Click GL Account Central to open the account in that program.



You can click the View Expenses Graph option on the main program screen to display the Actuals by Period pane. This pane displays a line graph of actual expenditures for the current year, last year, and two years prior.



The Totals For pane on the main program screen displays the total amount for all segments subordinate to the currently selected segment. If the segment contains only one subordinate segment, the totals match those in the main program pane.

9999 - Investigat								
1234 1234 Seg 2								
Original	Revised	Actual	Encumbrances	Requisitions	Available	Account Budgets By % GL Account Central View Expenses Graph		
\$0.00	\$3,500,000.00	\$3,000,000.00	\$0.00	\$0.00	\$500,000.00			
5678 5678 Seg 2								
Original	Revised	Actual	Encumbrances	Requisitions	Available	Account Budgets By % GL Account Central View Expenses Graph		
\$0.00	\$2,500,000.00	\$2,000,000.00	\$0.00	\$0.00	\$500,000.00			
Totals for: 9999 - Investigat								
Fiscal Year	Original	Revised	Actuals	Encumbrances	Requisitions	Available	Revenues	Account Budgets By % GL Account Central
2012	\$0.00	\$6,000,000.00	\$5,000,000.00	\$0.00	\$0.00	\$1,000,000.00	(\$1,875,000.00)	

Budget Scenarios

The Budget Scenarios central program is available. This program is used to prepare multiple versions of proposed budgets at any budget level. Multiple scenarios are created by applying one or more decision packages to a budget projection. You can view the impact upon a budget by applying dollar value or percentage point increases or decreases to specific accounts.

Budget Scenarios

Welcome, Todd Bolduc

Scenarios [+ New](#)

Scenarios (0)

Scenario	Projection	Level	Expenditures	Revenues	Created By	Created On	Actions
(Empty table)							

Filter

Budget

Fiscal Year:

Budget Level:

Scenario

Projection:

Created By:

Date Created:

[Apply](#) [Save](#) [Reset](#)

Saved Filters

Navigation: [<<](#) [1](#) [>>](#) [Duplicate](#) [Delete](#)

Budget Scenarios restricts users' access to budget information based upon their assigned budget access level as assigned in Budget Roles, as well as their general ledger access permissions as assigned in General Ledger Roles.

Role Maintenance > Budget Roles

Role

Role ID:

Description:

Role is active

Budget amendments

Post amendments

Approve amendments

Disallow 1-sided amendments

Disallow inter-fund transactions (types 7 and 8)

Next year budgeting

Maximum budget level:

Projection access type:

Hide restricted budget levels

Budget approver

Projection detail access only

Data Access

Budget object code access:

Budget amendment workflow bypass:

1 of 1

Role Maintenance > General Ledger Roles > Account/Segment Group Access

Role

Role ID: MUNIS
 Description: Private Role for munis
 Status: Active

Access

Full Limit None

Ranges

Account segments

Type	From	To	

Applicable programs

Select Programs

Accept Cancel

Close

You can create budget scenarios by clicking New. This opens the Create New Scenario pane.

Create New Scenario

Name

Description

Projection

Level: 1-DEPARTMENT
 Fiscal Year: 2009

Save Cancel

Enter the scenario name and description, and then select the budget projection the scenario is to be based upon.

After creation, the scenarios appear in the Scenarios pane.

Scenarios (2)							
<input type="checkbox"/> Scenario ▲	Projection	Level	Expenditures	Revenues	Created By	Created On	Actions
<input type="checkbox"/> PRIMARY SCENARIO	School's annual budget (98765)	DEPARTMENT	0.00	0.00	todd.bolduc	10/7/2011 11:50:00 AM	
<input type="checkbox"/> SECONDARY SCENARIO	School's annual budget (98765)	DEPARTMENT	0.00	0.00	todd.bolduc	10/7/2011 11:51:00 AM	

Clicking the Actions arrow allows you to select from four options to edit, view, copy, or delete the scenario.

Scenarios (2)							
<input type="checkbox"/> Scenario ▲	Projection	Level	Expenditures	Revenues	Created By	Created On	Actions
<input type="checkbox"/> PRIMARY SCENARIO	School's annual budget (98765)	DEPARTMENT	0.00	0.00	todd.bolduc	10/7/2011 11:50:00 AM	<ul style="list-style-type: none"> Edit View Copy Delete
<input type="checkbox"/> SECONDARY SCENARIO	School's annual budget (98765)	DEPARTMENT	0.00	0.00	todd.bolduc	10/7/2011 11:51:00 AM	

The Filters pane allows you to refine the displayed scenario list by budget and scenario criteria.

The Budget Scenarios screen is accessed by clicking the button at the top of the screen.

Budget Scenarios

Welcome, Todd Bolduc

Scenarios
+
New

Decision Packages

Scenarios (2)							
<input type="checkbox"/> Scenario ▲	Projection	Level	Expenditures	Revenues	Created By	Created On	Actions
<input type="checkbox"/> PRIMARY SCENARIO	School's annual budget (98765)	DEPARTMENT	0.00	0.00	todd.bolduc	10/7/2011 11:50:00 AM	
<input type="checkbox"/> SECONDARY SCENARIO	School's annual budget (98765)	DEPARTMENT	0.00	0.00	todd.bolduc	10/7/2011 11:51:00 AM	

Filter

[-] Budget
 Fiscal Year

Budget Scenarios Welcome, Todd Bolduc

Package	Priority	Status	Amount	Created By	Created On	Actions
Decision Packages (0)						

Filter

Package

Priority:

Status:

Created By:

Date Created:

Saved Filters

Clicking New opens the Package Builder pane, where you can define decision packages.

Package Builder ✕

Name: Priority:

Description:

0.00

Based on School's annual budget (98765)

Budget Lines (2)

Line Description	Org	Object	Project	Amount
<input type="text" value="DECREASE"/>	<input type="text" value="01105003 - GN GOV-CAP"/>	<input type="text" value="10100 - CA"/>	<input type="text"/>	<input type="text" value="Decrease"/> <input type="text" value="\$"/> <input type="text" value="15,000.00"/>
<input type="button" value="+ Line Details"/>				
<input type="text" value="INCREASE"/>	<input type="text" value="01 - GENRL FUND"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Increase"/> <input type="text" value="%"/> <input type="text" value="50.00"/>
<input type="button" value="+ Line Details"/>				

Last updated on 10/7/2011 12:05 PM by todd.bolduc

After scenarios and packages are created, you can view a scenario by selecting View from the Actions option.

The screen displays several panes of information about the scenario, budget, and decision packages. You can drag and drop decision packages to apply them to the scenario and use the Save button to save the scenario for later use.

GL Account Central

The GL Account Central program is available. This program provides users with a variety of account-related information that is display-only. You cannot directly alter account information in the program.

The program screen is blank when first opened. You must perform a basic or advanced search in order to view account information.


Accounts

GL Account Central
 Welcome, Todd Bolduc

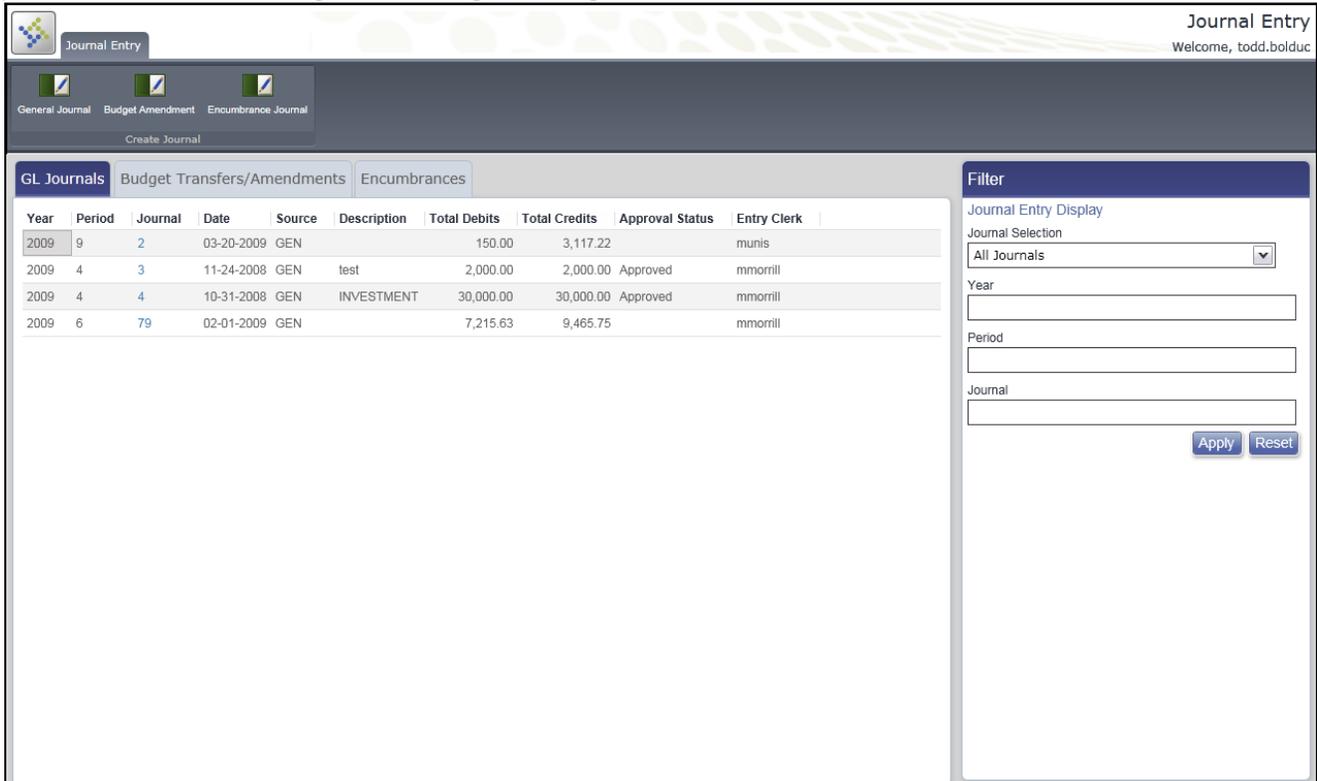
Fund	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Function	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Dept/Loc	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Program	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Subject	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Grade	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Category	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Org	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Object	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>
Project	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>

Account	<input type="text"/>
Account name	<input type="text"/>
Account type	<input type="text" value="All"/>
Account status	<input type="text" value="All"/>
Budget rollup	<input type="text" value="0 item(s) selected"/> <input type="button" value="Clear"/>

It presents basic information such as the description, type, status and a four year comparison of account totals. It also provides a total of all the four year comparison amounts for the entire find set. The Details page has several ways to present journal details, each of which provide Journal Inquiry links and links to the original data prior to being posted. It will also provide information on requisitions, current year vs. carry forward data, budget rollup groups, and unclosed monthly totals.

Journal Entry

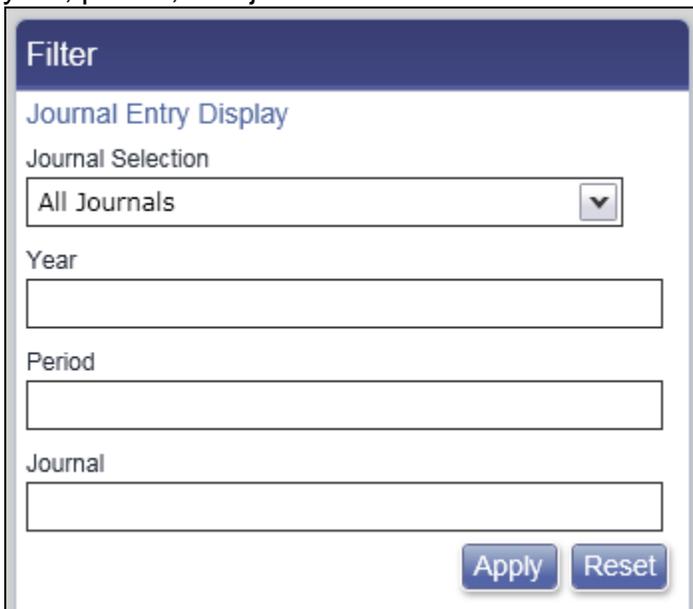
The Journal Entry program is available. The program allows you to view, add, and maintain journal entries for the general ledger, budget transfers and amendments, and encumbrances.



The screenshot shows the Journal Entry application interface. At the top right, it says "Journal Entry" and "Welcome, todd.bolduc". Below this is a navigation bar with icons for "General Journal", "Budget Amendment", and "Encumbrance Journal", and a "Create Journal" button. The main area is divided into three tabs: "GL Journals", "Budget Transfers/Amendments", and "Encumbrances". The "GL Journals" tab is active, displaying a table of journal entries. To the right of the table is a "Filter" pane with a "Journal Entry Display" section, including a "Journal Selection" dropdown menu (set to "All Journals"), and input fields for "Year", "Period", and "Journal". "Apply" and "Reset" buttons are located at the bottom of the filter pane.

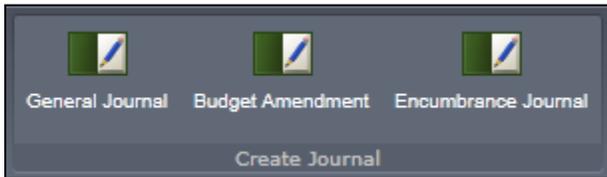
Year	Period	Journal	Date	Source	Description	Total Debits	Total Credits	Approval Status	Entry Clerk
2009	9	2	03-20-2009	GEN		150.00	3,117.22		munis
2009	4	3	11-24-2008	GEN	test	2,000.00	2,000.00	Approved	mmorrill
2009	4	4	10-31-2008	GEN	INVESTMENT	30,000.00	30,000.00	Approved	mmorrill
2009	6	79	02-01-2009	GEN		7,215.63	9,465.75		mmorrill

On startup, the program displays all of the general ledger journal entries you have permission to view. You can use the Filter pane to refine the displayed list of journals by journal creator, year, period, and journal number.



This is a close-up of the "Filter" pane. It has a dark blue header with the word "Filter" in white. Below the header, the text "Journal Entry Display" is shown. Underneath is a "Journal Selection" label followed by a dropdown menu currently showing "All Journals". Below that are three input fields labeled "Year", "Period", and "Journal". At the bottom of the pane are two buttons: "Apply" and "Reset".

Use the buttons in the Create Journal section to produce new journals of the selected type.



The journal listing is divided into three tabs: GL Journals, Budget Transfers/Amendments, and Encumbrances. Each tab displays only journal entries of the titled type.

GL Journals										Budget Transfers/Amendments										Encumbrances									
Year	Period	Journal	Date	Source	Description	Total Debits	Total Credits	Approval Status	Entry Clerk																				
2009	9	2	03-20-2009	GEN		150.00	3,117.22		munis																				
2009	4	3	11-24-2008	GEN	test	2,000.00	2,000.00	Approved	mmorrill																				
2009	4	4	10-31-2008	GEN	INVESTMENT	30,000.00	30,000.00	Approved	mmorrill																				
2009	6	79	02-01-2009	GEN		7,215.63	9,465.75		mmorrill																				

Click the hyperlink in the Journal column to open that journal in a new screen, which is the same screen displayed when you click one of the buttons in the Create Journal section.

Journal Entry
Journal Entry
Welcome, todd.bolduc

+ Add Line
 - Delete Journal
 ⚡ Generate DT/DF
 📅 Release Journal
 📄 Post Journal
 📊 Proof Report
 ↶ Return To Recordset

General Ledger Journal Entry

7,215.63
Debits

9,465.75
Credits

Fiscal Year:
 Effective Date:
 Journal Source:
 Period:
 Short Description:
 Approval Status:
 Journal:
 Entry Clerk: mmorrill

[+ Journal Details](#)

Journal Lines Gen DT/DF | Add Line | Release Journal | Proof Report | Post Journal

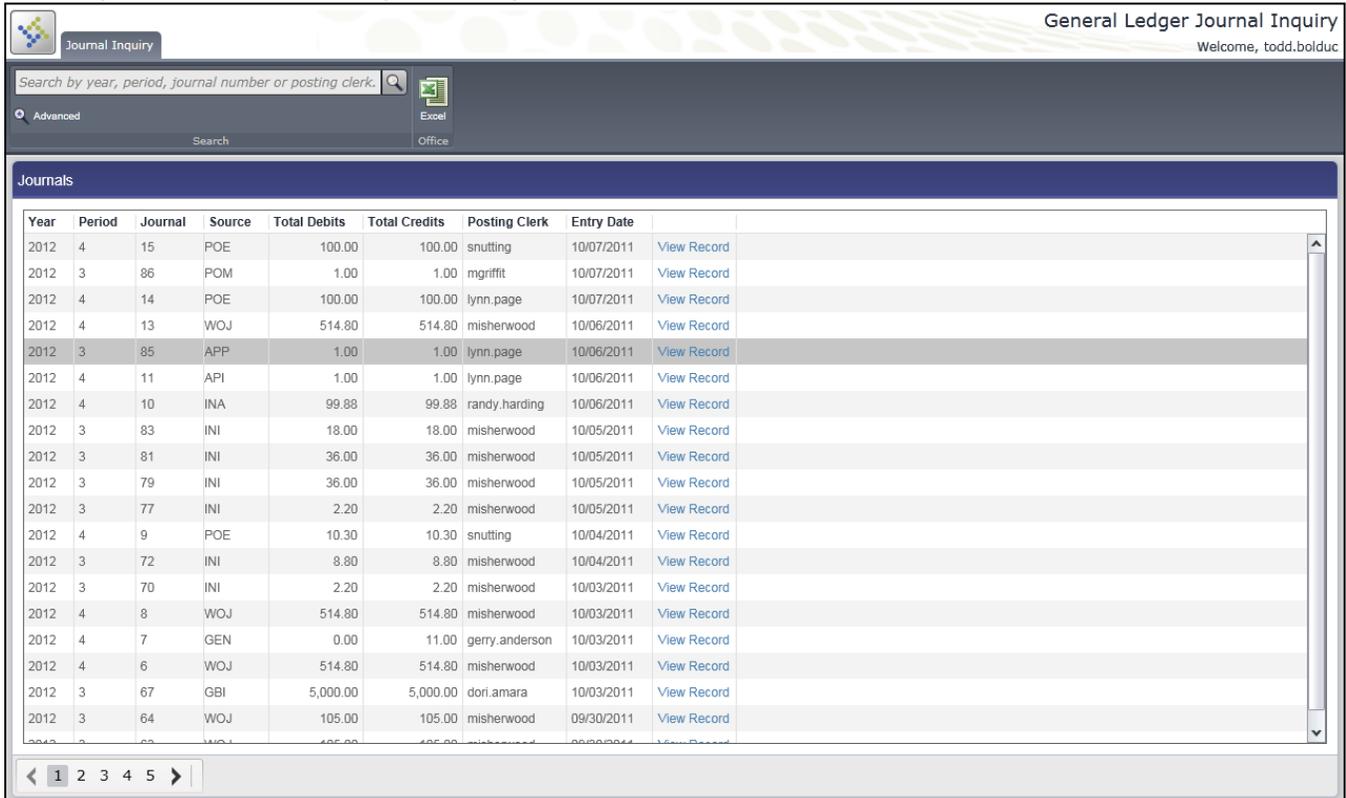
Delete	Line	Org - Object - Project	Account Description	Line Description	Debit	Credit	Notes
X	1	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		186.78	Add/View Notes
X	2	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		100.00	Add/View Notes
X	3	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		11.00	Add/View Notes
X	4	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		338.97	Add/View Notes
X	5	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		200.00	Add/View Notes
X	6	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		0.40	Add/View Notes
X	7	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		743.55	Add/View Notes
X	8	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		338.97	Add/View Notes
X	9	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		338.97	Add/View Notes
X	10	1000-2130	PAYROLL WITHHOLDING	WARRANT=je RUN=1 BIWEEKLY		406.77	Add/View Notes

[Return to Recordset](#)
[Delete Journal](#) [Save](#) [Cancel](#)

This screen allows you to add or delete lines, generate due-to/due-from lines, and release or post the journal. You can also view a proof report by clicking the Proof Report button. Clicking Return to Recordset returns you to the main program screen.

Journal Inquiry

The Journal Inquiry program is available. This program displays a list of journal entries and allows you to filter the list by a variety of criteria.



General Ledger Journal Inquiry
Welcome, todd.bolduc

Journal Inquiry

Search by year, period, journal number or posting clerk.

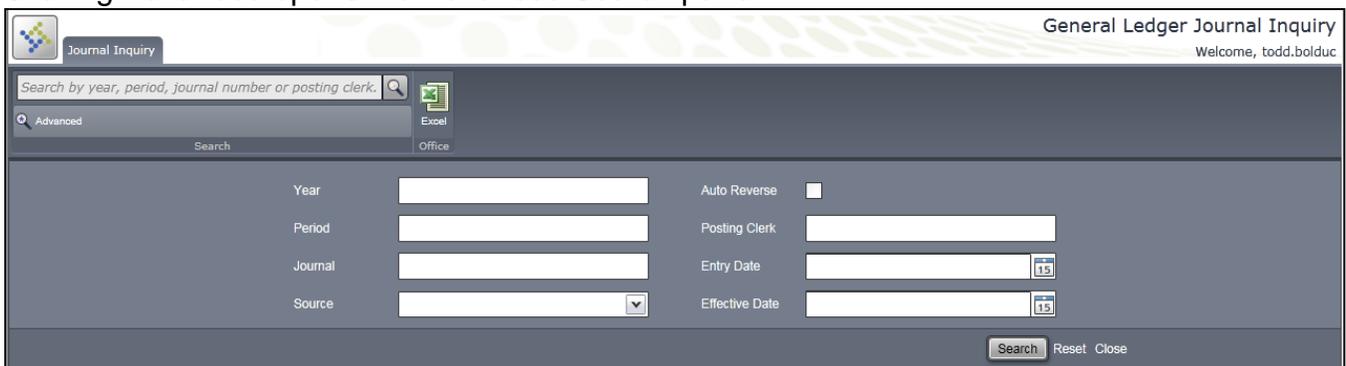
Advanced Search

Excel Office

Year	Period	Journal	Source	Total Debits	Total Credits	Posting Clerk	Entry Date	
2012	4	15	POE	100.00	100.00	snutting	10/07/2011	View Record
2012	3	86	POM	1.00	1.00	mgriffit	10/07/2011	View Record
2012	4	14	POE	100.00	100.00	lynn.page	10/07/2011	View Record
2012	4	13	WOJ	514.80	514.80	misherwood	10/06/2011	View Record
2012	3	85	APP	1.00	1.00	lynn.page	10/06/2011	View Record
2012	4	11	API	1.00	1.00	lynn.page	10/06/2011	View Record
2012	4	10	INA	99.88	99.88	randy.harding	10/06/2011	View Record
2012	3	83	INI	18.00	18.00	misherwood	10/05/2011	View Record
2012	3	81	INI	36.00	36.00	misherwood	10/05/2011	View Record
2012	3	79	INI	36.00	36.00	misherwood	10/05/2011	View Record
2012	3	77	INI	2.20	2.20	misherwood	10/05/2011	View Record
2012	4	9	POE	10.30	10.30	snutting	10/04/2011	View Record
2012	3	72	INI	8.80	8.80	misherwood	10/04/2011	View Record
2012	3	70	INI	2.20	2.20	misherwood	10/03/2011	View Record
2012	4	8	WOJ	514.80	514.80	misherwood	10/03/2011	View Record
2012	4	7	GEN	0.00	11.00	gerry.anderson	10/03/2011	View Record
2012	4	6	WOJ	514.80	514.80	misherwood	10/03/2011	View Record
2012	3	67	GBI	5,000.00	5,000.00	dori.amara	10/03/2011	View Record
2012	3	64	WOJ	105.00	105.00	misherwood	09/30/2011	View Record

Navigation: < 1 2 3 4 5 >

Clicking Advanced opens the Advanced Search pane.



General Ledger Journal Inquiry
Welcome, todd.bolduc

Journal Inquiry

Search by year, period, journal number or posting clerk.

Advanced Search

Excel Office

Year:

Period:

Journal:

Source:

Auto Reverse:

Posting Clerk:

Entry Date:

Effective Date:

Search Reset Close

You can click any column header to sort the list of journal entries by the value of that column. Use the navigation bar to view additional pages of journal entries, if applicable.

Year	Period	Journal	Source	Total Debits	Total Credits	Posting Clerk	Entry Date	
2012	10	3453	MVB	0.00	0.00		05/05/2006	View Record
2012	10	3030	UBN	1.04	0.00		04/26/2006	View Record
2012	10	2985	GNI	0.00	0.00		04/26/2006	View Record
2012	10	2984	GNI	0.00	0.00		04/26/2006	View Record
2012	10	2886	GNI	70.20	0.00		04/21/2006	View Record
2012	10	2269	GBI	0.00	0.00		04/13/2006	View Record
2012	10	2112	API	200.30	0.00		04/12/2006	View Record
2012	10	2109	API	34.00	0.00		04/12/2006	View Record
2012	10	1917	API	100.00	0.00		04/10/2006	View Record
2012	10	1463	UBN	112.68	0.00		04/06/2006	View Record
2012	10	1375	UBN	15.37	0.00		04/05/2006	View Record
2012	10	1374	UBN	10.10	0.00		04/05/2006	View Record
2012	10	3676	CRP	50.66	0.66		05/11/2006	View Record
2012	3	86	POM	1.00	1.00	mgriffit	10/07/2011	View Record
2012	3	85	APP	1.00	1.00	lynn.page	10/06/2011	View Record
2012	4	11	API	1.00	1.00	lynn.page	10/06/2011	View Record
2012	3	77	INI	2.20	2.20	misherwood	10/05/2011	View Record
2012	3	70	INI	2.20	2.20	misherwood	10/03/2011	View Record

< 1 2 3 4 5 >

Clicking View Record opens the journal entry in a detail screen.

Journal Inquiry
General Ledger Journal Inquiry
Welcome, todd.bolduc

Excel Return To Recordset

Journal Synopsis

Year	2012	Source	WOJ	Auto Reverse	N	4	0	514.80
Period	4	Status	Open	Entry Date	10/06/2011	Total Line Items Over Budget Line Items Balanced Journal		
Journal	13	Posting Clerk	misherwood					

Journal Line Items

Line	Org	Object	Project	Source	Transaction	Ref1	Ref2	Ref3	Ref4	Debit	Credit	OB	Projects Applied	
1	00000010	01011		WOJ	1					257.40		<input type="checkbox"/>	<input checked="" type="checkbox"/>	GL Account Central
2	00001	55100		WOJ	1						257.40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GL Account Central
4	010	10012		WOJ	1					257.40		<input type="checkbox"/>	<input type="checkbox"/>	GL Account Central
5	0001	10010		WOJ	1						257.40	<input type="checkbox"/>	<input type="checkbox"/>	GL Account Central

System Generated Line Items (1)

Line	Org	Object	Project	Source	Transaction	Ref1	Ref2	Ref3	Ref4	Debit	Credit	OB	Projects Applied	
3	010	29200		WOJ	1						257.40	<input type="checkbox"/>	<input type="checkbox"/>	

< 10 11 12 13 14 > [Return To Recordset](#)

This screen displays a Journal Synopsis pane and a Journal Line Items pane. The Journal Synopsis pane displays general information about the journal, including the number of line items and the number of over budget line items.

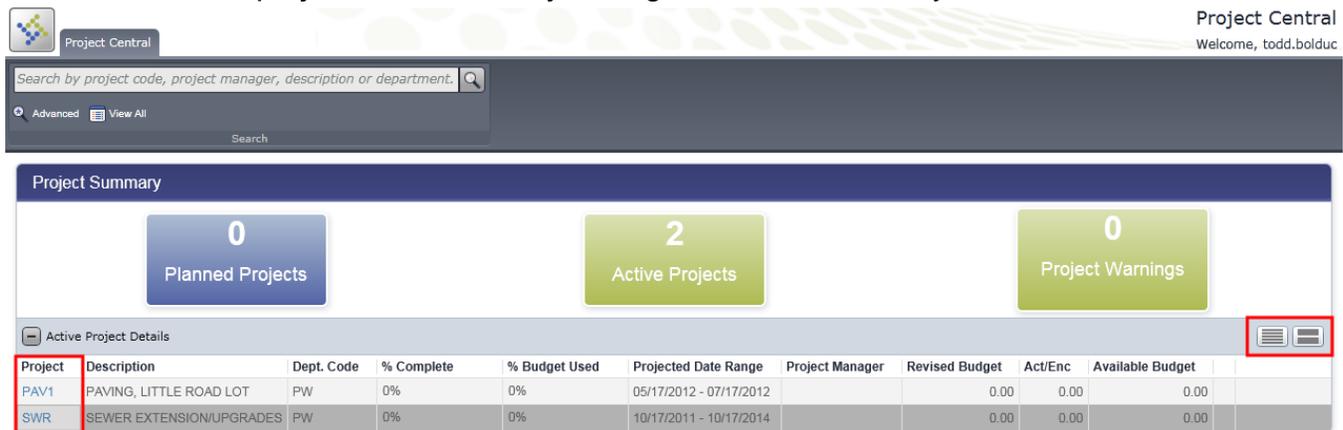
Click the GL Account Central link for any line item to open the account to which the line item applies in the GL Account Central program.

Use the Excel option to export the current record or journal listing to Excel. You can return to your journal listing by clicking Return to Recordset.

You cannot make changes or modifications to journals in the Journal Inquiry program. It is intended for display only. The program also applies your Munis data access permissions. If you do not have permission to access a journal in Munis, you cannot access it in Journal Inquiry.

Project Central

The Project Central program is available. This program allows you to view summary and detail information about projects that exist in your organization's Munis system.



Project Central
Welcome, todd.bolduc

Search by project code, project manager, description or department.

Advanced View All

Search

Project Summary

0 Planned Projects

2 Active Projects

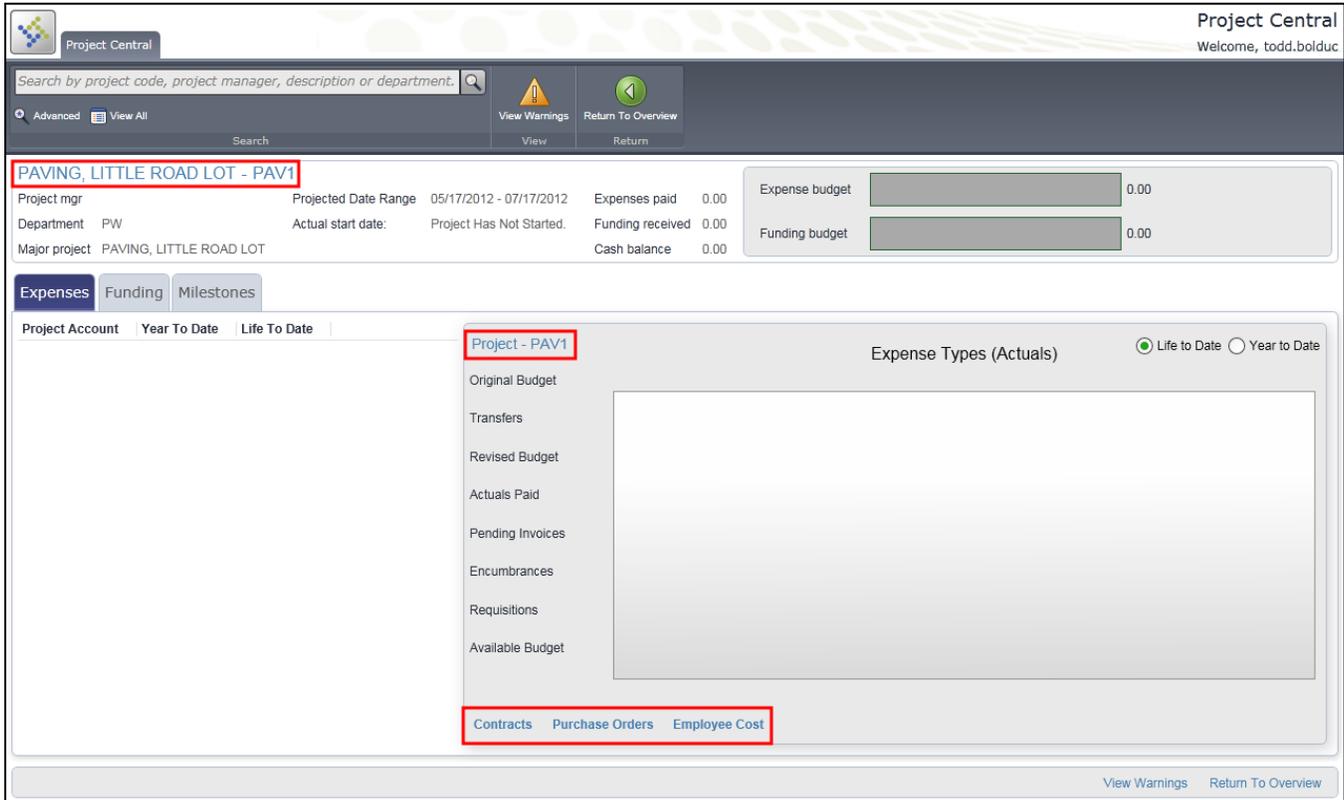
0 Project Warnings

Active Project Details

Project	Description	Dept. Code	% Complete	% Budget Used	Projected Date Range	Project Manager	Revised Budget	Act/Enc	Available Budget
PAV1	PAVING, LITTLE ROAD LOT	PW	0%	0%	05/17/2012 - 07/17/2012		0.00	0.00	0.00
SWR	SEWER EXTENSION/UPGRADES	PW	0%	0%	10/17/2011 - 10/17/2014		0.00	0.00	0.00

The Project Summary screen displays the number of active or planned projects and project warnings in the colored boxes. Clicking the Planned Projects or Active Projects boxes displays the projects of that type in the table. You can click the buttons at the top of the table to view the projects in a list view or a grid view.

Click a project code to view it in detail format.



Project Central
Welcome, todd.bolduc

Search by project code, project manager, description or department.

Advanced View All

View Warnings Return To Overview

PAVING, LITTLE ROAD LOT - PAV1

Project mgr Projected Date Range 05/17/2012 - 07/17/2012 Expenses paid 0.00 Expense budget 0.00

Department PW Actual start date: Project Has Not Started. Funding received 0.00 Funding budget 0.00

Major project PAVING, LITTLE ROAD LOT Cash balance 0.00

Expenses Funding Milestones

Project Account Year To Date Life To Date

Project - PAV1 Expense Types (Actuals) Life To Date Year To Date

- Original Budget
- Transfers
- Revised Budget
- Actuals Paid
- Pending Invoices
- Encumbrances
- Requisitions
- Available Budget

Contracts Purchase Orders Employee Cost

View Warnings Return To Overview

The detail screen is divided into a header and three tabs of information. You can click the project title to open it in the Project Master program. Clicking the project code in the line graph section opens the expense or funding source string in the Expense or Funding Source Inquiry program. The Contracts, Purchase Orders, and Employee Cost links allow you to view additional project detail information. Click the View Warnings option to view the Project Warning Summary pane. This pane contains colored boxes that display any warnings that apply to the project.



Project Warning Summary

Expense String(s) Budget
0.00

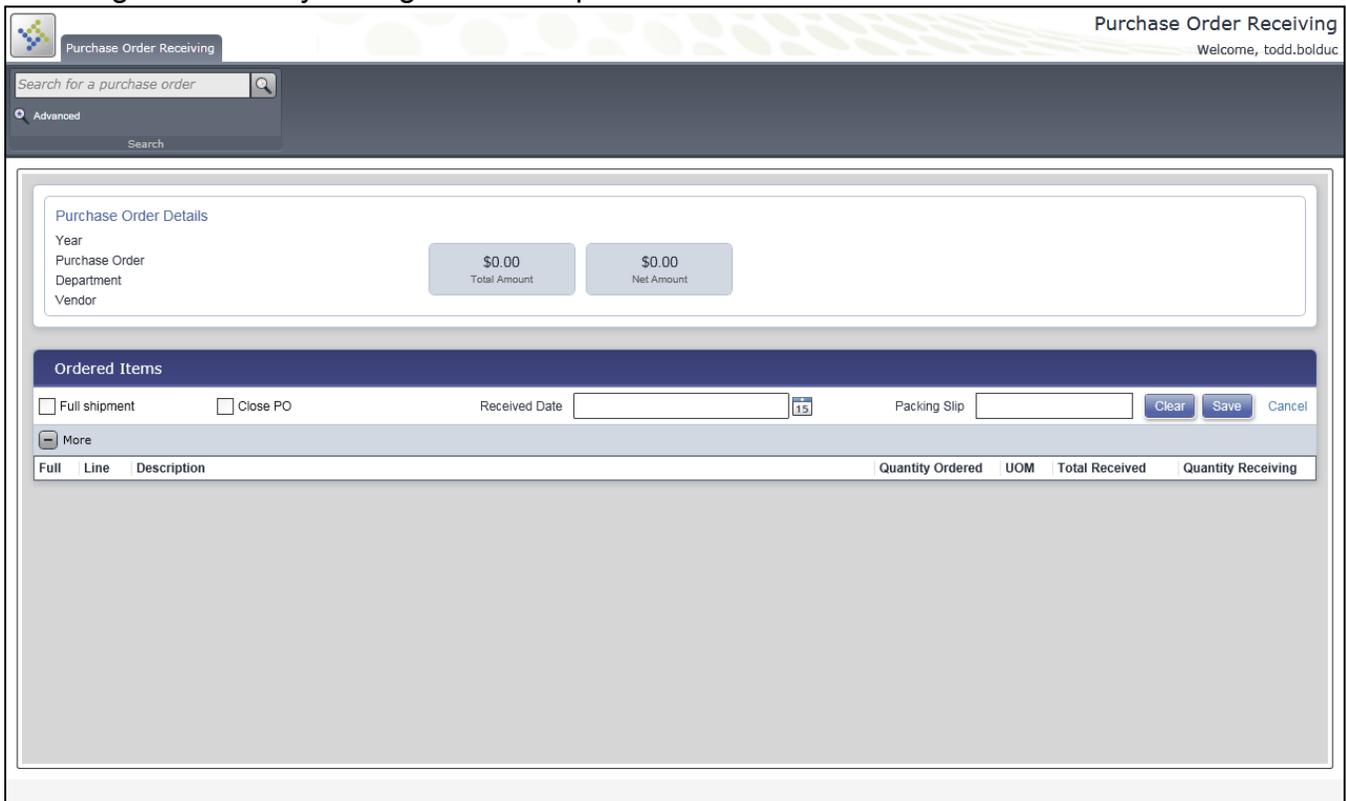
Expenses vs Funding
Expenses: 0.00
Funding: 0.00

Milestones Missed
0

+ Details

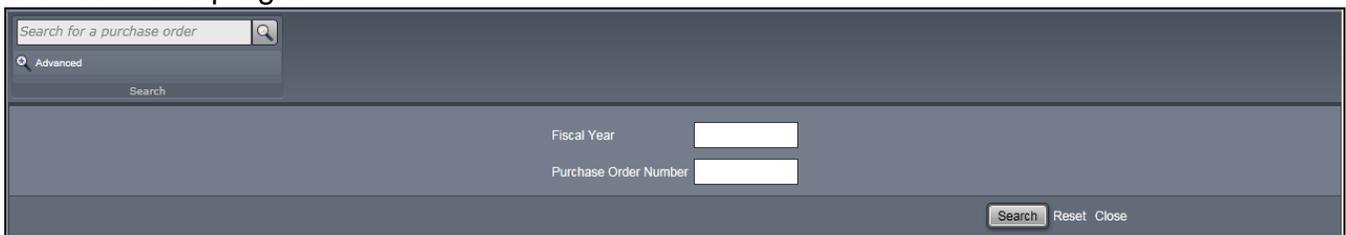
Purchase Order Receiving

The Purchase Order Receiving program is available. The program allows you to enter receiving records for your organization's purchase orders.



The screenshot shows the 'Purchase Order Receiving' application interface. At the top right, it says 'Purchase Order Receiving' and 'Welcome, todd.bolduc'. Below the header is a search bar with the placeholder text 'Search for a purchase order' and a magnifying glass icon. To the left of the search bar is a dropdown menu with 'Advanced' selected and a 'Search' button. Below the search bar is a 'Purchase Order Details' section with a white background. It lists 'Year', 'Purchase Order', 'Department', and 'Vendor' on the left, and two buttons on the right: '\$0.00 Total Amount' and '\$0.00 Net Amount'. Below this is an 'Ordered Items' section with a dark blue header. It contains checkboxes for 'Full shipment' and 'Close PO', a 'Received Date' field with a calendar icon showing '15', and a 'Packing Slip' field with 'Clear', 'Save', and 'Cancel' buttons. A 'More' dropdown is also present. Below the 'Ordered Items' section is a table with the following columns: 'Full', 'Line', 'Description', 'Quantity Ordered', 'UOM', 'Total Received', and 'Quantity Receiving'. The table body is currently empty.

The program provides a search box, and an advanced search option. When searching for a purchase order, you must know the purchase order number. Wildcard searches are not allowed in this program.



This screenshot shows the advanced search interface. It features a search bar at the top with the placeholder 'Search for a purchase order' and a magnifying glass icon. Below the search bar is a dropdown menu with 'Advanced' selected and a 'Search' button. The main area contains two input fields: 'Fiscal Year' and 'Purchase Order Number'. At the bottom right, there are three buttons: 'Search', 'Reset', and 'Close'.

After a successful search, the program displays the purchase order details and ordered items in the panes.

Purchase Order Details
 Year: 2006
 Purchase Order: 2
 Department: 135
 Vendor: SHERWIN WILLIAMS

\$27.00
Total Amount

\$27.00
Net Amount

Ordered Items
 Full shipment Close PO Received Date: Packing Slip:

Full	Line	Description	Quantity Ordered	UOM	Total Received	Quantity Receiving
<input type="checkbox"/>	1	Copy Paper	1.00	EA	0.00	1.00
<input type="checkbox"/>	2	Note Book	1.00	EA	0.00	0.00

You can update the Received Date box and enter a packing slip number, if applicable. Selecting the Close PO check box directs the program to close the purchase order once the receipt is completed. If you select the Full Shipment check box, the program sets the quantity received amount for each line item to its full ordered amount. Click a line item to expand it and display additional detail information.

Full	Line	Description	Quantity Ordered	UOM	Total Received	Quantity Receiving
<input type="checkbox"/>	1	Copy Paper	1.00	EA	0.00	1.00
<input type="checkbox"/>	2	Note Book	1.00	EA	0.00	0.00

Requested by	Required by	Commodity Code	Item	
Unit Price: 15.00000	Freight: 0.00	Sales Tax: 0.00		<input type="checkbox"/> Fixed Asset

Click the hyperlink in the Description field to enter receipt information for that item. The program opens a new pane that displays item information and allows you to enter the received or returned amounts. The pane automatically calculates the Dollar Amount field according to the number of items received multiplied by the per-item cost. After entering receipt or return information, click Save. You can click Cancel to clear the current entries, or click Delete to remove a previously saved entry.

Purchase Order: 2 Year: 2006 Line: 2
 Note Book
 Quantity Ordered: 1.00 Received to Date: 0.00 Has Returns
 Quantity Remaining: 1.00 Quantity Invoiced: 0 Fully Invoiced

Received
 Quantity: Received Date: Close PO
 Dollar Amount: Packing Slip:

Comments:

Returned Items

Fixed Assets
 Receipt last updated by:

Request for Check

The Request for Check program is available. This program allows users to enter requests for checks to be used to pay vendors without requiring an invoice against which to apply the payment.



Request For Check
Welcome, todd.bolduc

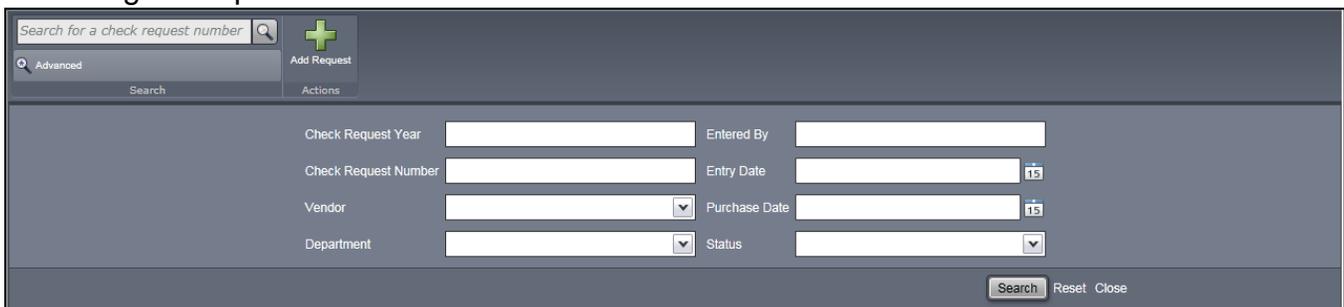
Search for a check request number

Advanced Search Actions

Recent Requests For Check

Details	Check Request ID	Vendor	Requested By	Entered By	Date Purchased	Date Entered	Gross Amount	Sales Tax Amount	Net Amount
	20090060	(5) ABLE CONCRETE	todd.bolduc	todd.bolduc	10/14/2011	10/14/2011	\$25.00	\$0.00	\$25.00
	20090061	(25) WORLD TRAVEL AGENCY	todd.bolduc	todd.bolduc	10/14/2011	10/14/2011	\$25.00	\$0.00	\$25.00

The program provides a search option for finding previously entered requests. Wildcard searching is not permitted.



Search for a check request number

Advanced Search Actions

Check Request Year Entered By

Check Request Number Entry Date

Vendor Purchase Date

Department Status

Clicking the Add Request button opens a screen that allows you to define the check request.

Request For Check
Request For Check
Welcome, todd.bolduc

Delete Return to Search

Actions Return

Check Request Year / Number
2012 20090063
Entered on
10/14/2011
by
todd.bolduc
Status:
Allocated

Vendor

Remittance address

Department (1) FINANCE DEPARTMENT

Requested by todd.bolduc

Purchase date 10/14/2011

Request for Check Details

Description	Gross Amount
Gross total \$0.00	
Tax \$0.00	
Net total \$0.00	

Request for Check Allocations

Account	Allocation %	Amount	GL Budget Code	Project String	Project Stri
+					

Errors (0)
Save
Cancel

Enter the request information and click Save. If the program encounters any errors in the request, the Errors button displays the number encountered. Clicking the button displays a listing of the error messages.

You can click the Details button on the main screen to expand the request listing and view the check details of the request. Clicking the request number hyperlink opens the request for viewing or updates.

Recent Requests For Check										
Details	Check Request ID	Vendor	Requested By	Entered By	Date Purchased	Date Entered	Gross Amount	Sales Tax Amount	Net Amount	
	20090060	(5) ABLE CONCRETE	todd.bolduc	todd.bolduc	10/14/2011	10/14/2011	\$25.00	\$0.00	\$25.00	
	20090061	(25) WORLD TRAVEL AGENCY	todd.bolduc	todd.bolduc	10/14/2011	10/14/2011	\$25.00	\$0.00	\$25.00	
Item Description		Gross Amount								
PAYMENT		\$25.00								

Request for Item

The Request for Item program is available. This program allows users to quickly enter requisitions for inventory or purchased items.

Munis Web Parts

Web parts are used with the Tyler Dashboard to provide summary information from your Munis database. There are several Web parts available for Financials, including Buyer Productivity, Budget Overview, and Next Year Budget Entry Tracking. The information provided in the following section explains major changes to existing Web parts, as well as the functionality available for new Financials Web parts.

Financial Overview

The Financial Overview Web part is available under Executive/Board. This Web part allows you to view high level financial information and includes tabs for Budget, Collections, Permits, and Licenses. On each tab you can view a graph of line item details for the category.

The Budget tab displays your total available budget, as well as the total spent and actual and available amounts by fund. When you click Fund Details, the Web part displays a chart for spending by period for the selected fund.

The following table provides a list of Munis Web parts that apply to Financials programs. This table also includes administrative type Web parts.

Web Part	Description
Accounts Payable	
Buyer Productivity	Displays the current number of requisitions, current dollar amount, fiscal year-to-date requisitions, and average days to convert for each buyer. Displays a graph of requisitions in the queue by buyer.
Commodities Analysis	Displays a list of commodities purchased within a specified timeframe. Also displays a graph commodities purchased by quantity, and a graph of commodities purchased by total dollar amount.
Open Contracts	Displays information about open contracts, including a graph that displays dollars available by vendor, and a graph the displays the percent completed for each contract.
Vendor Dollars	Displays a list of dollar amounts paid to the least or most paid vendor for a specified timeframe. Also displays a graph depicting the dollar amounts paid to vendors.
Vendor Performance	Displays a list of vendors given a status of Stop within a specified timeframe.
Budgeting	
Budget Overview	Displays a graph of budget amounts under a specified threshold for a specified timeframe. You can indicate which budget items displays on the graph.
Budgets	Displays Munis budgeting information in a data grid that includes the budget code, fund description, and original and revised budget amounts for each code.

Web Part	Description
General Ledger	
NYBE Tracking	Displays a general summary of budget actions taken for next year budget projections.
Work Orders, Fleets, and Facilities Management	
<i>For each of the Work Orders, Fleet, and Facilities Management Web parts you must indicate the service department and work order type for which to view information. To do this, you can click the Modify This Web Part icon. You can then enter the department code and work order type in the fields under User Defined.</i>	
Active Statistics	Displays a list of the work order activities for the selected time period.
Asset Statistics	Displays a list of work order assets for the selected time period.
Class Statistics	Displays a list of work order activity by class code.
Employee Statistics	Displays a list of work orders activity by employee.
Work Order Activity Graph	Displays a graph of monthly work orders activity by cost or by count.
Work Orders	Displays the number of Recent Citizen Requests, Recent Internal Service Requests, Unscheduled Work Orders, In Progress Work Orders, Overdue Work Orders, and Preventative Maintenance Projections.
Work Order Mapping on Custom ESRI Maps	Displays mapping of work order locations based on GIS coordinates.
Work Order Mapping on ESRI Maps	
Work Order Mapping on Bing Maps	
System Administration	
Audit Central	Displays a list of all of the changes made for the application, user ID, action, file, or field that you indicate on the Filter lists.
Central Search	Searches Employee Central, Customer Central, Vendor Central, and Property Central.
Program Activity Log	Displays information about programs that have completed running or that are currently running in Munis.
System Error Log Viewer	Displays a list of errors encountered in Munis. This pulls directly from the Munis system error log.
Tyler Dashboard	
Dashboard Configuration	Configures the Tyler Dashboard.
Dashboard Connections	Maintains the connection between the Tyler Dashboard and the Web services for each Tyler application, or Tenant, using the Dashboard.
Dashboard Sites	Maintains the pages that are connected to the Tyler Dashboard.
E-mail Settings	Configures the settings for sending e-mails from Web parts that have the e-mail button enabled, such as

Web Part	Description
	Exception Viewer or Workflow Manager.
Exception Viewer	Displays a list of exceptions encountered by the Tyler Dashboard. The exceptions are compiled according to date.
My Favorites	Creates links to frequently used Web sites, Tyler Dashboard views, or programs.
Tyler Menu	Displays the menus for the Tyler products, such as Munis®, that your organization uses.
User Control	Copies programs, views, and Web parts from one user to another.
User Profile	Maintains settings, such as your Workflow password and your Tyler program runner.
Munis Workflow	
My Work	Displays the number of Workflow approvals, notifications, and alerts currently pending.
My Work Detail	Displays a list of your pending approvals, notifications, or alerts.
Workflow Manager	Displays a list of Workflow items by process or approver compared to a specified date