# Munis Financials

*Major Enhancements*
*Version 10.1*
*January 13, 2012*

For more information, visit www.tylertech.com.

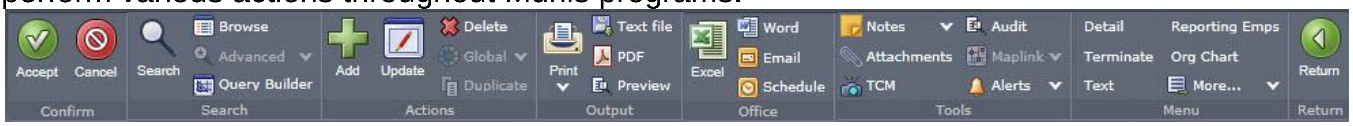
TABLE OF CONTENTS

# 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

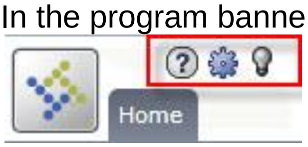
If your organization uses the GWC-SL interface, the Munis ribbon replaces the Munis toolbar. This ribbon contains tabs, which in turn, contain groups of related buttons that allow you to perform various actions throughout Munis programs.




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.



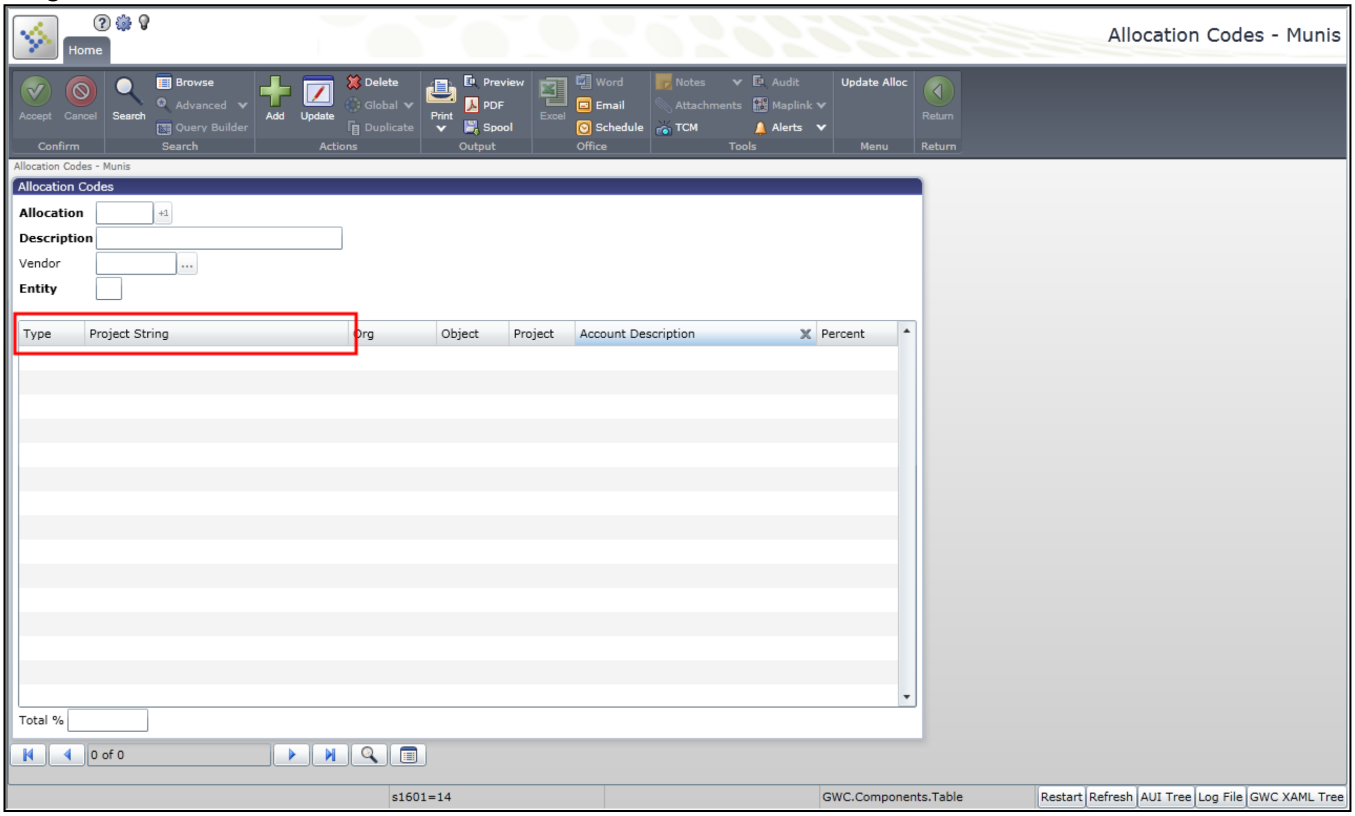

These buttons provide the following options specific to the active program:

- 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.

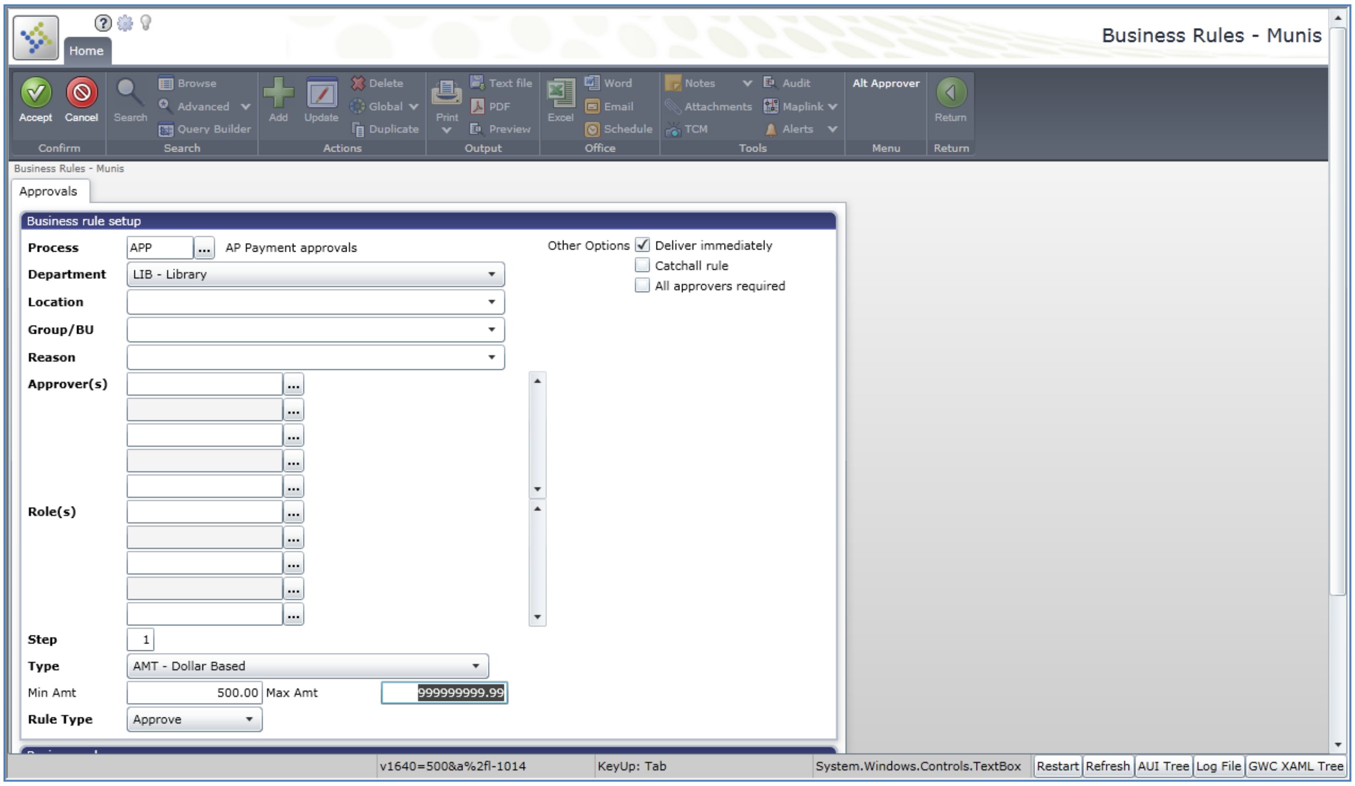



Project strings retain their default settings when applied to allocation codes. The default general ledger accounts are still applied, as are role-based override permissions.

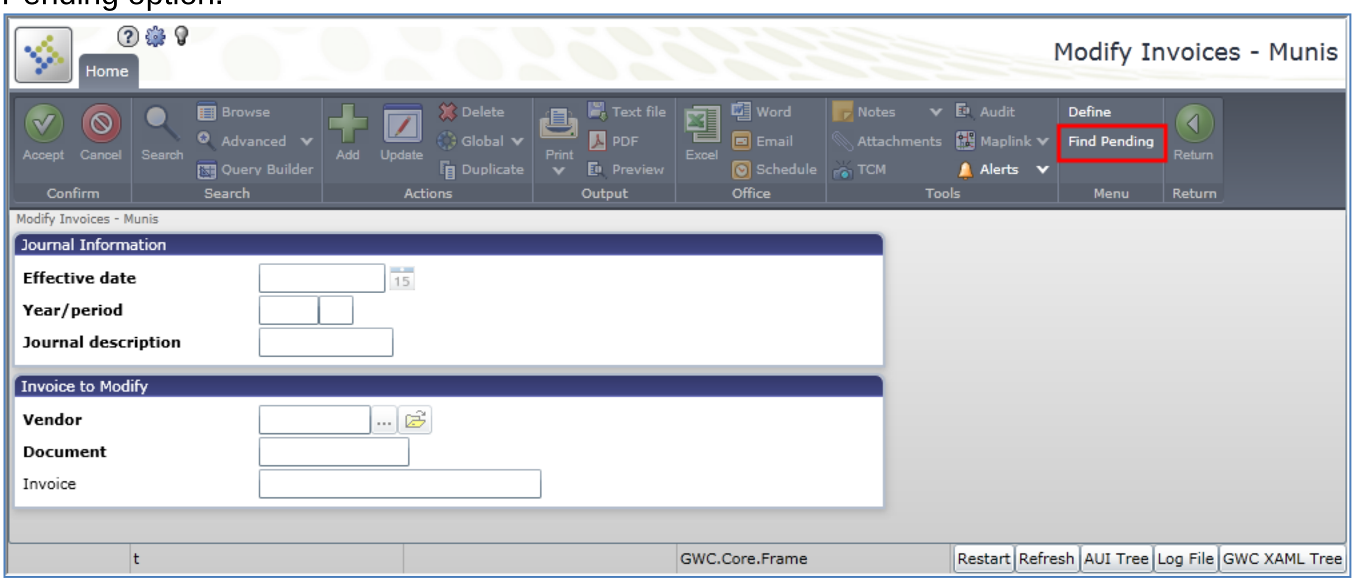
## APP Workflow Business Rule

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.

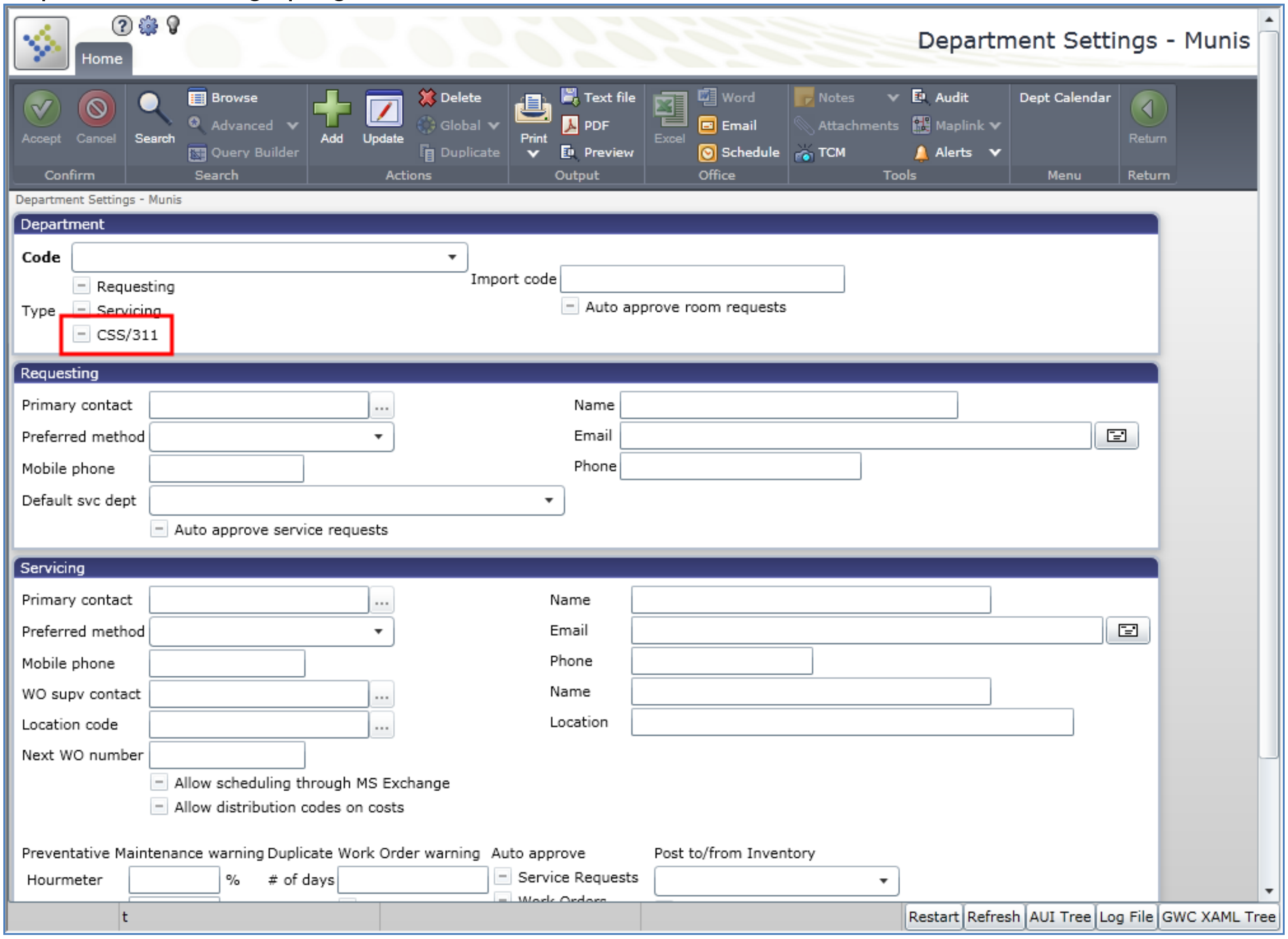



Selecting the Find Pending option opens a screen listing all posted invoices that are awaiting approval before they can be paid.

## Automatic Munis 311 Request Conversion

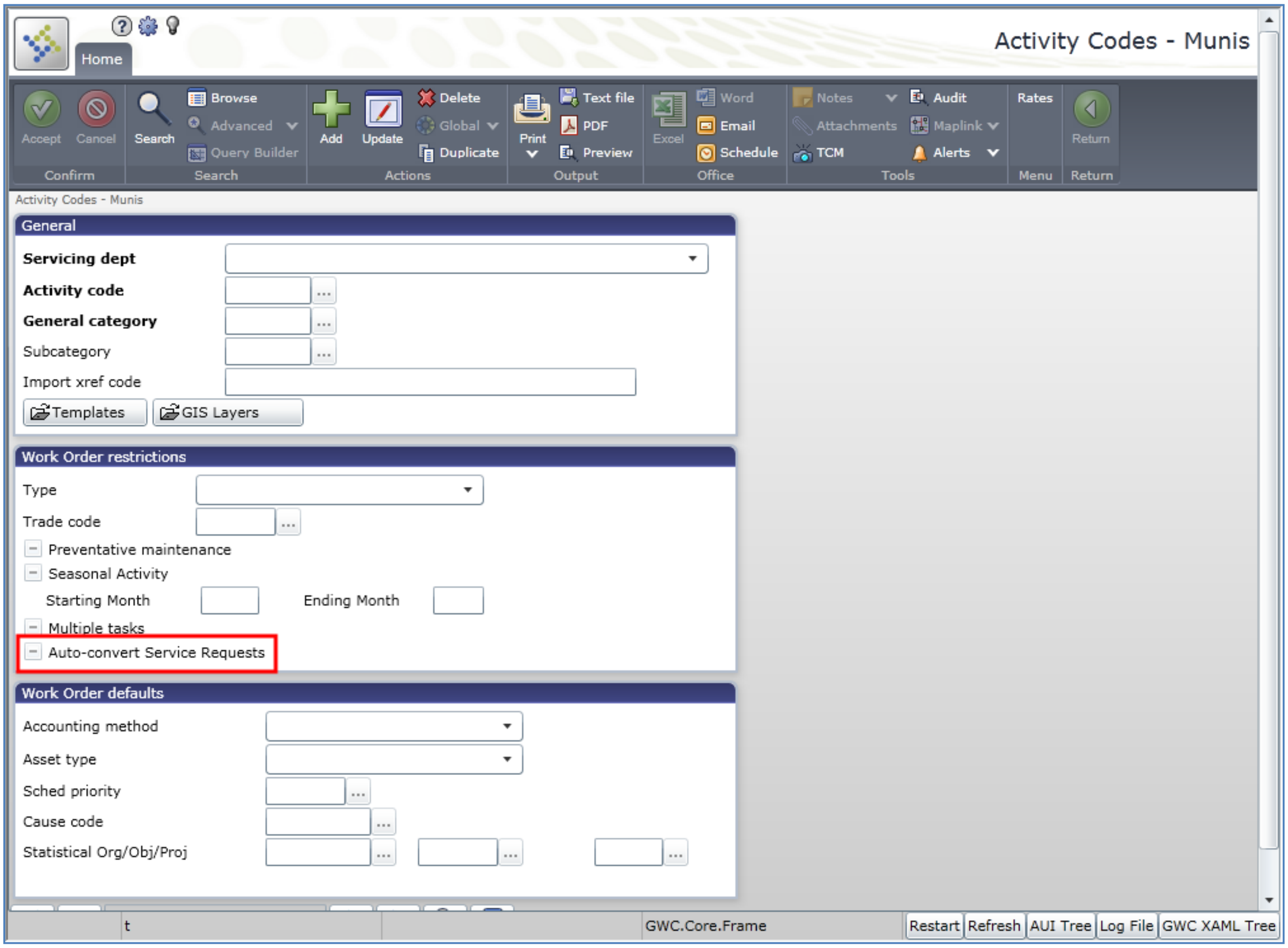
The Munis Work Orders, Fleet, and Facilities application can define a single department to be used as the default requesting department when automatically converting Munis 311 and Citizen Self Service requests into work order records.

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




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.

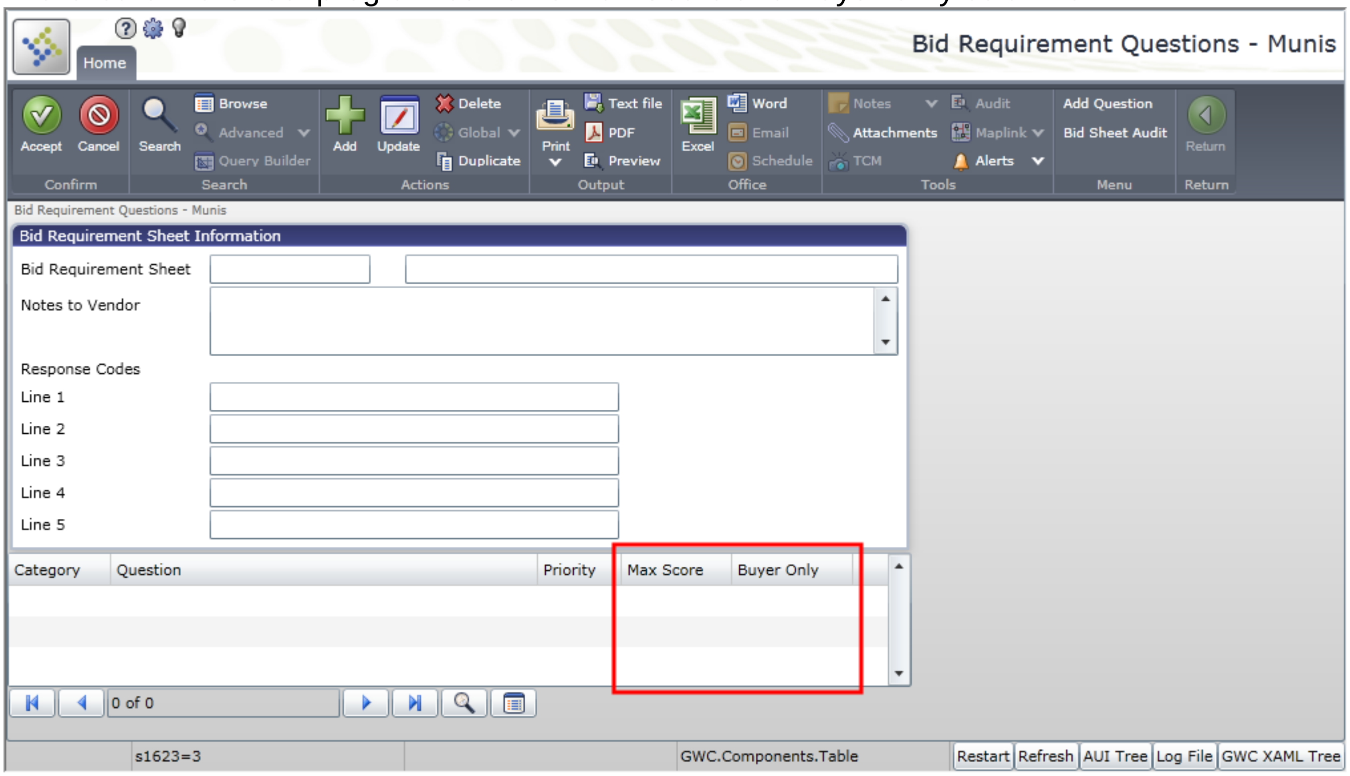
After the default requesting department has been selected, you must select the Auto Convert Service Requests check box for the request activity code in the Activity Codes program.


Activity Codes - Munis
Home
Accept
Cancel
Confirm
Search
Browse
Advanced
Query Builder
Add
Update
Delete
Global
Duplicate
Actions
Print
Text file
PDF
Preview
Output
Excel
Word
Email
Schedule
Office
Notes
Attachments
TCM
Audit
Maplink
Alerts
Tools
Rates
Menu
Return
General
Servicing dept
Activity code
General category
Subcategory
Import xref code
Templates
GIS Layers
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
GWC.Core.Frame
Restart
Refresh
AUI Tree
Log File
GWC XAML Tree

# Bid Evaluations

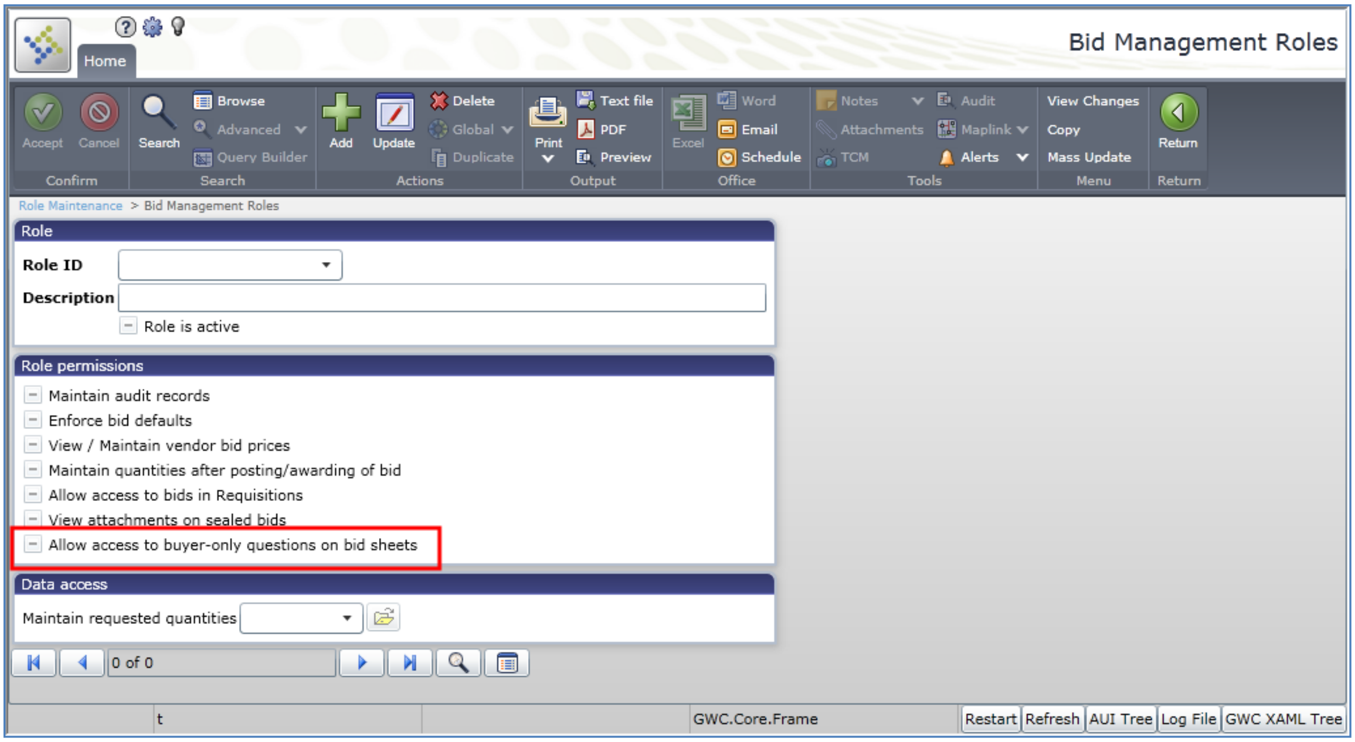
The Bid Management application allows users to evaluate and award vendor bid responses based on criteria other than price. The application also allows for the assignment of specific evaluators for a bid record.

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

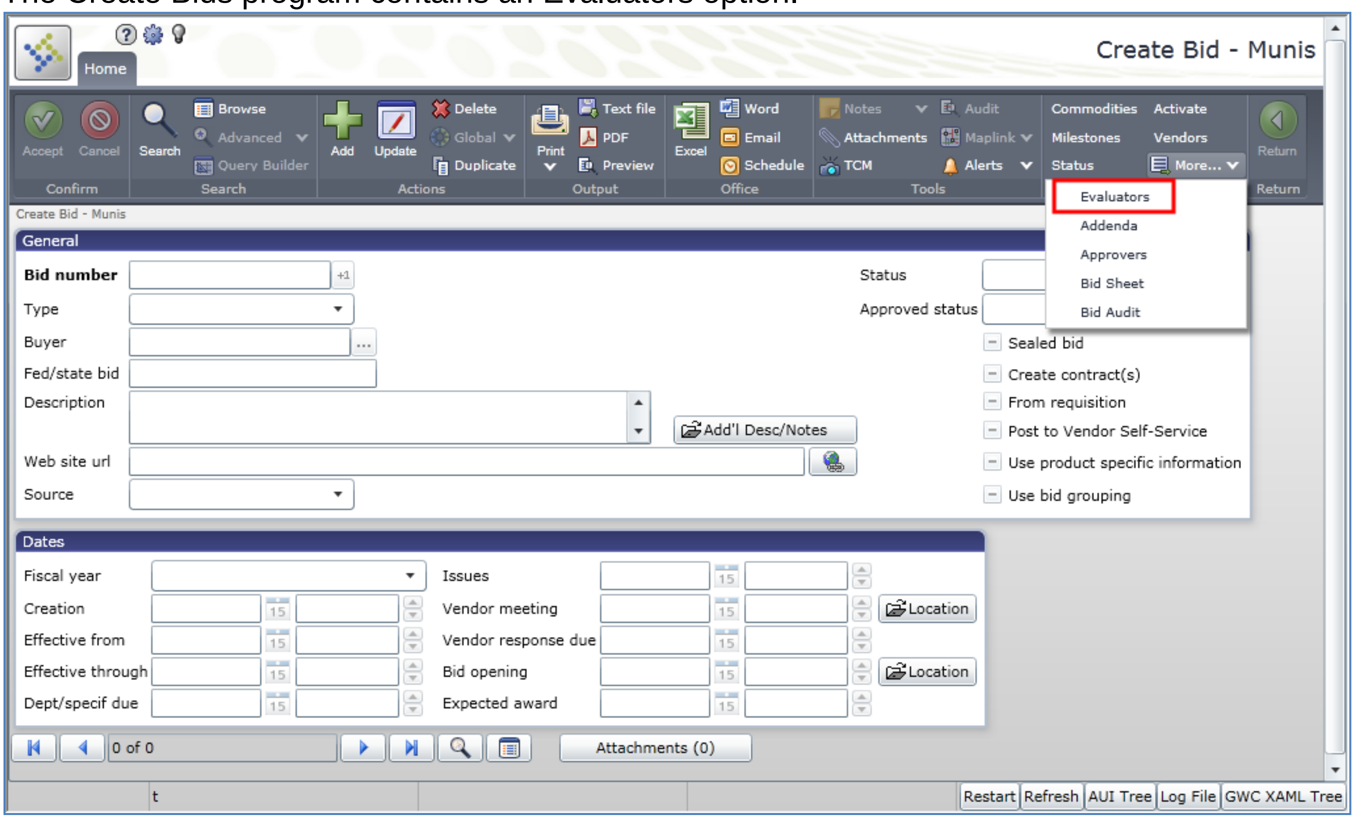



When defining the bid sheet, the Max Score column holds the highest point value score a question can be awarded during evaluation. The Buyer Only column indicates that the question is only visible to users who have been defined as buyers.

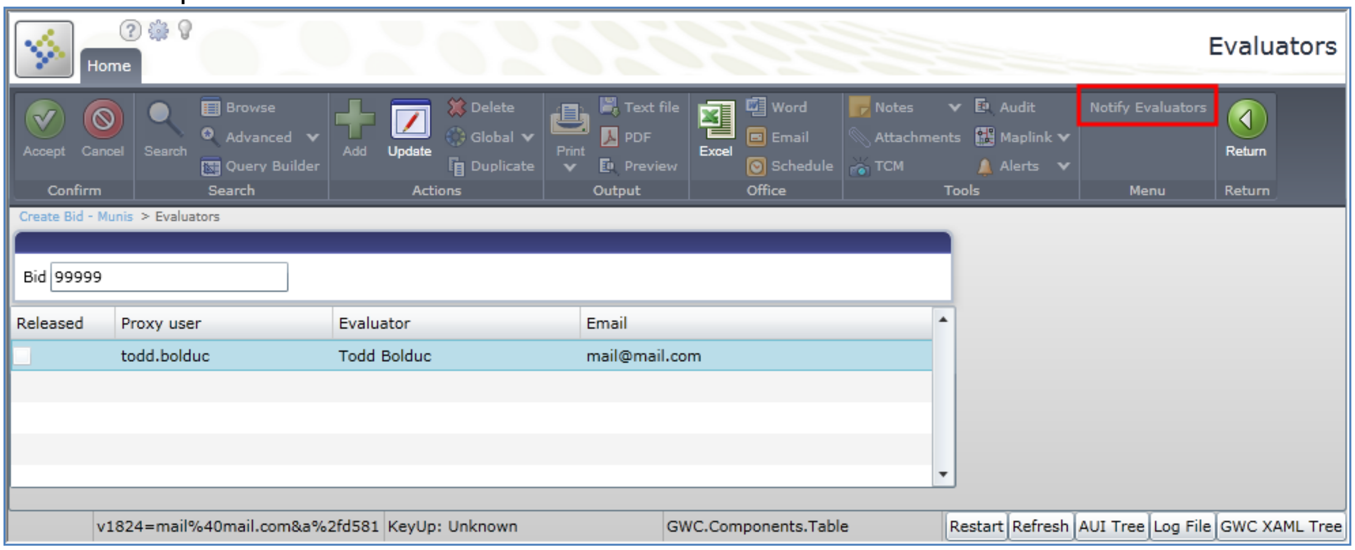
Buyers are defined in the Bid Management Roles program by selecting the Allow Access to Buyer-Only Questions On Bid Sheets check box.



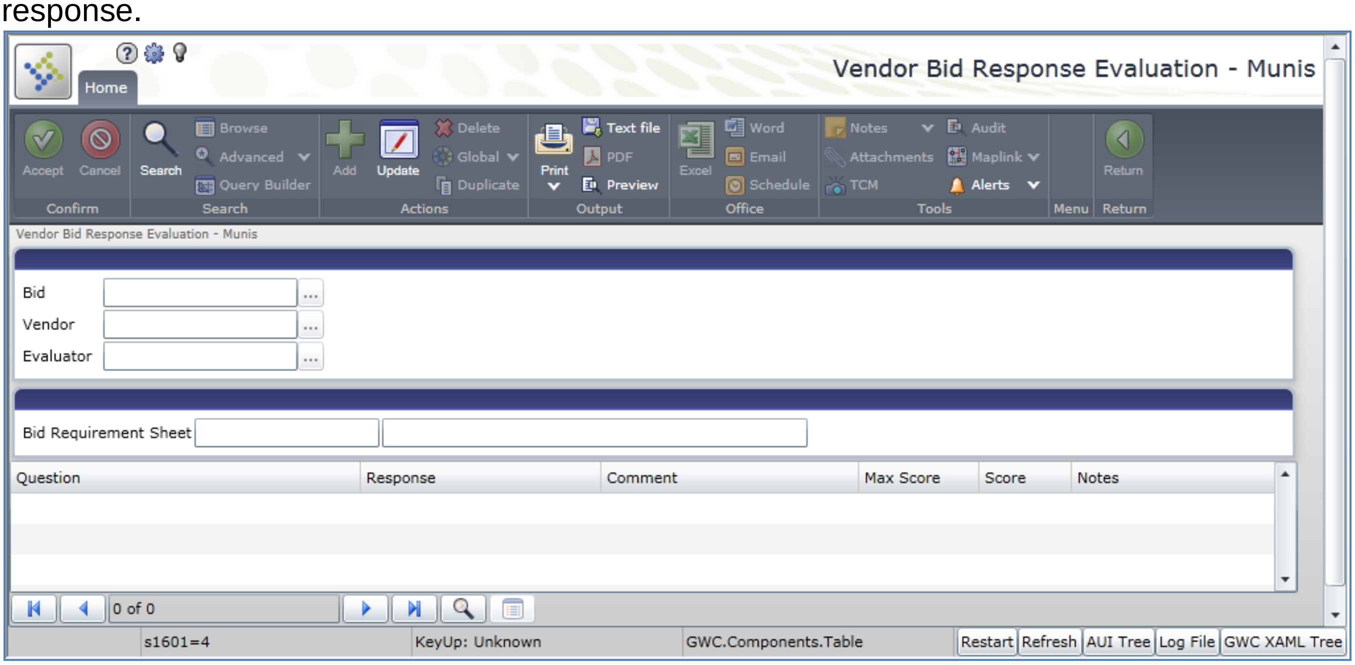

The Create Bids program contains an Evaluators option.



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.

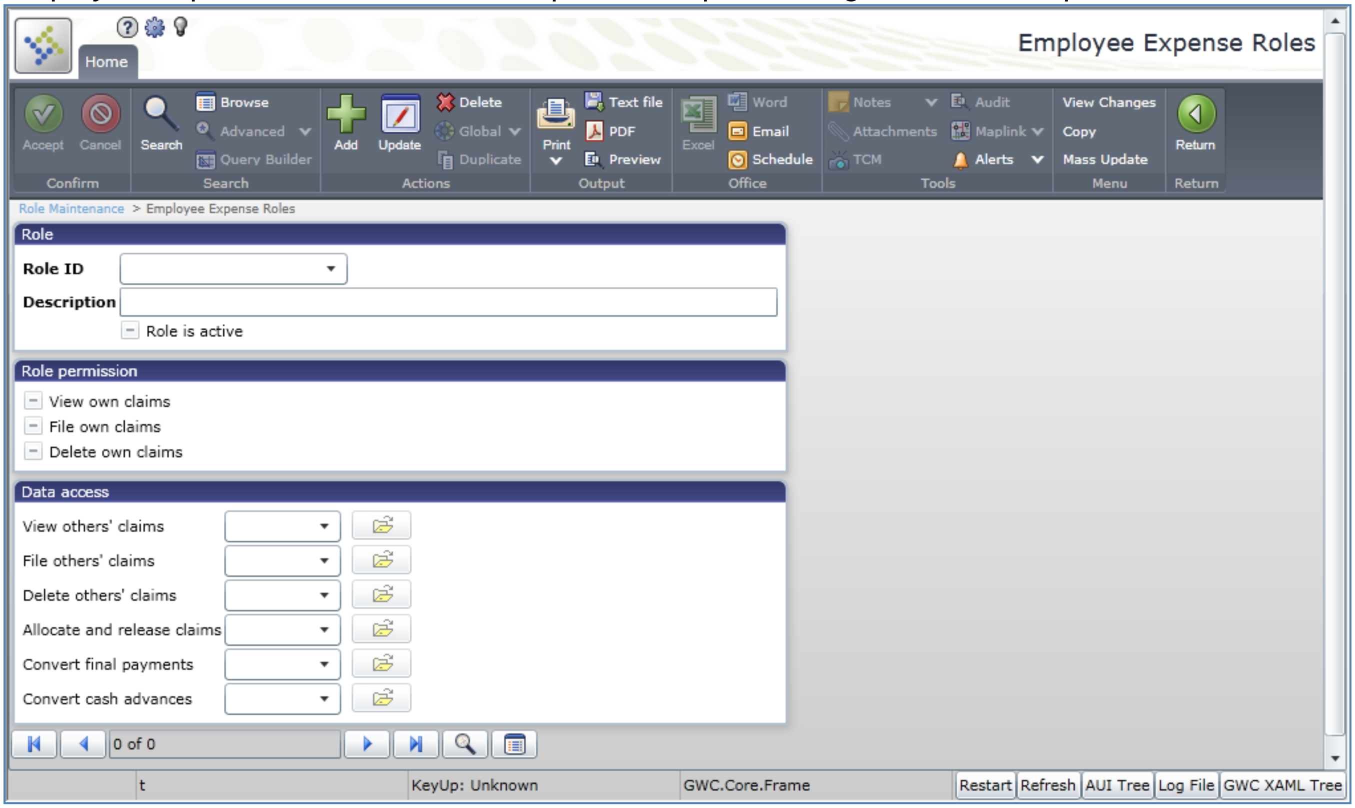



Bid evaluators use the Vendor Bid Response Evaluation program to award points for each bid response.



## Employee Expense Roles

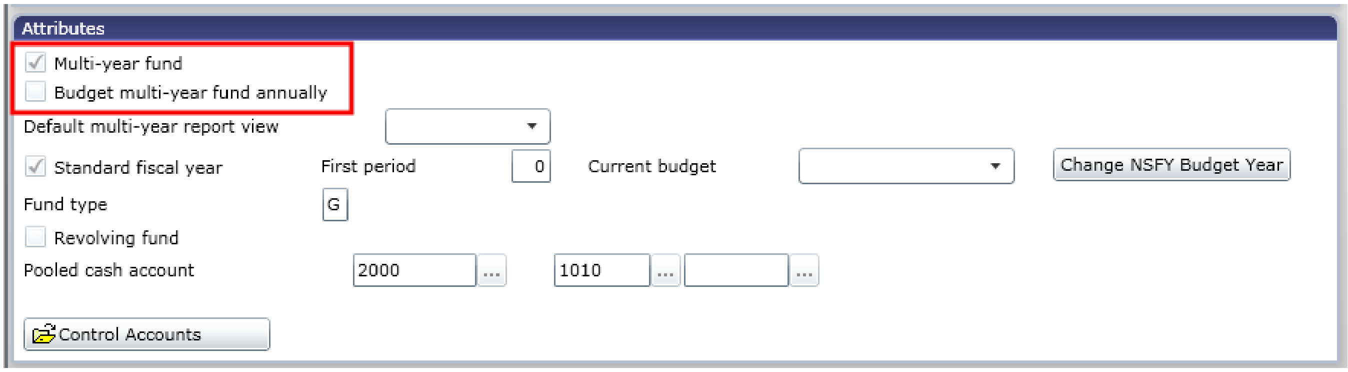
Employee Expense Roles has been expanded to provide a greater level of permission detail.




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.

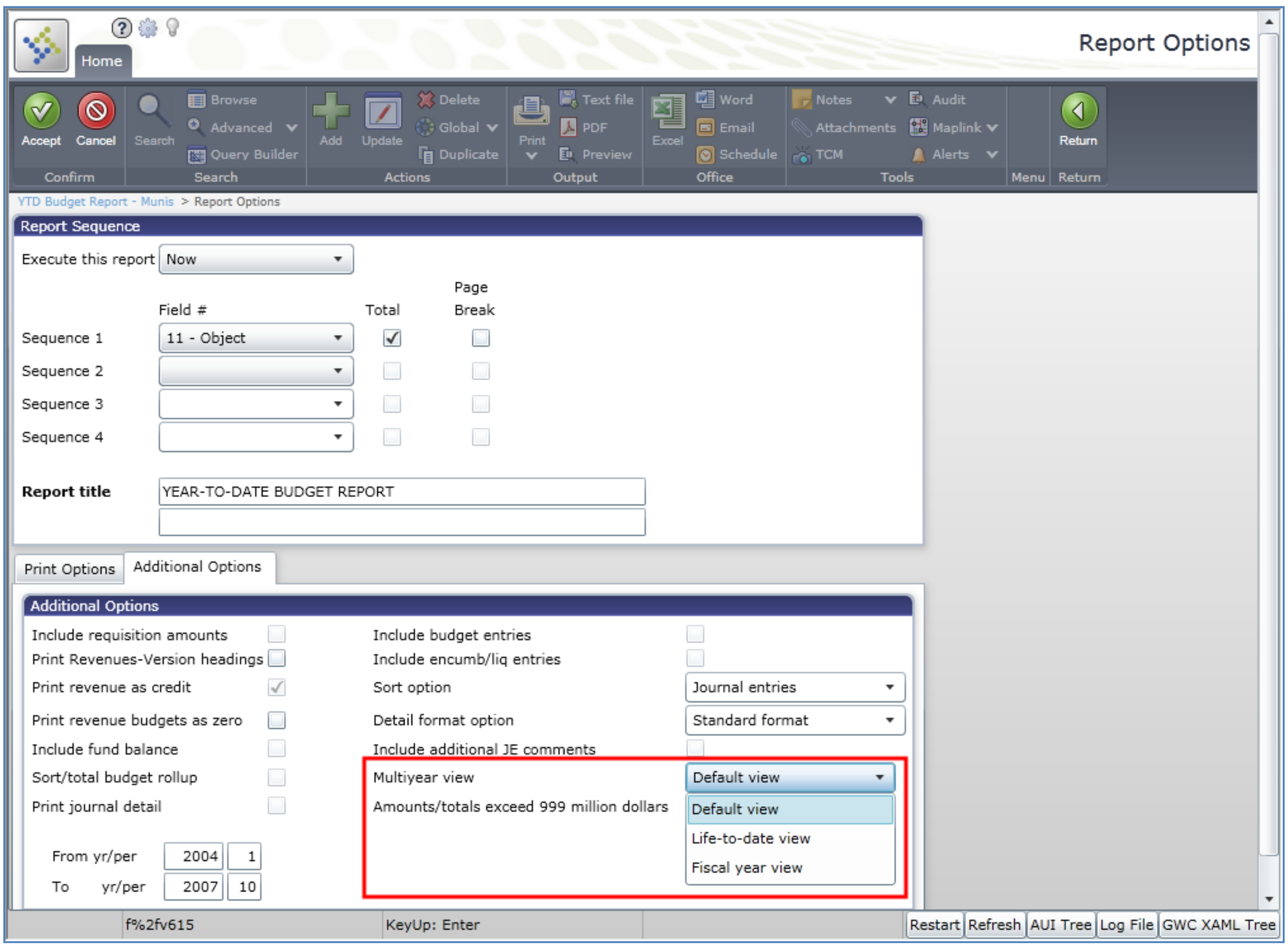
## GL Multiyear Budget Enhancements

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.




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.



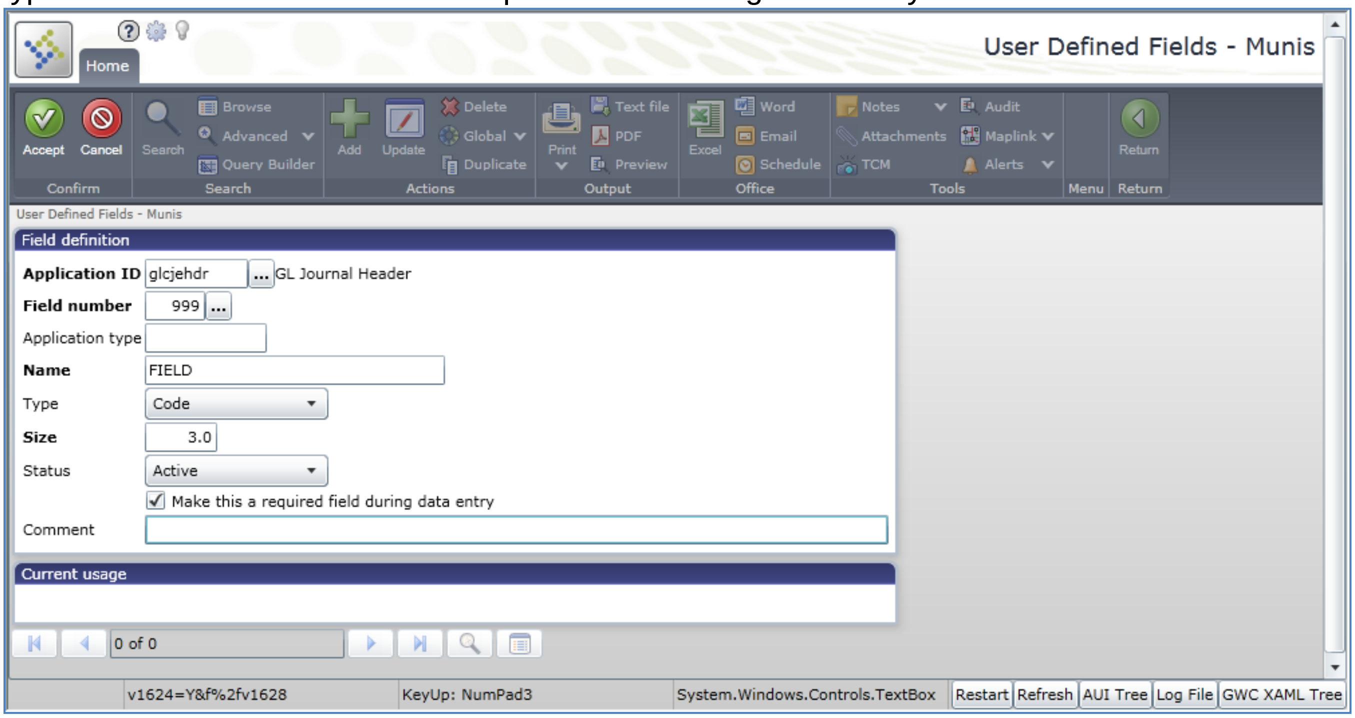

Multi-year funds that budget for life have a single budget completion journal posted in the first year to establish the initial budget amount. Once the journal is posted, the account is no longer marked as budgetary and will not appear in any additional projections. At the end of each fiscal year, the 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.

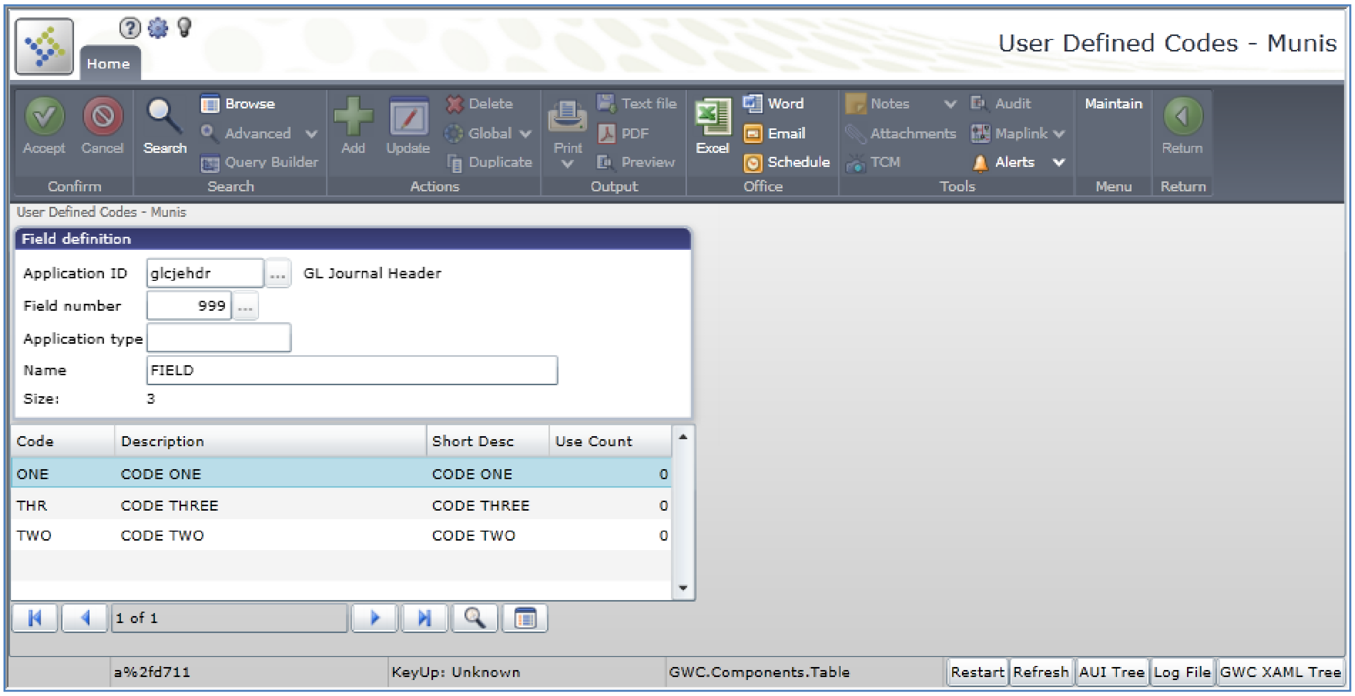
## GLJ Workflow Business Rules

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

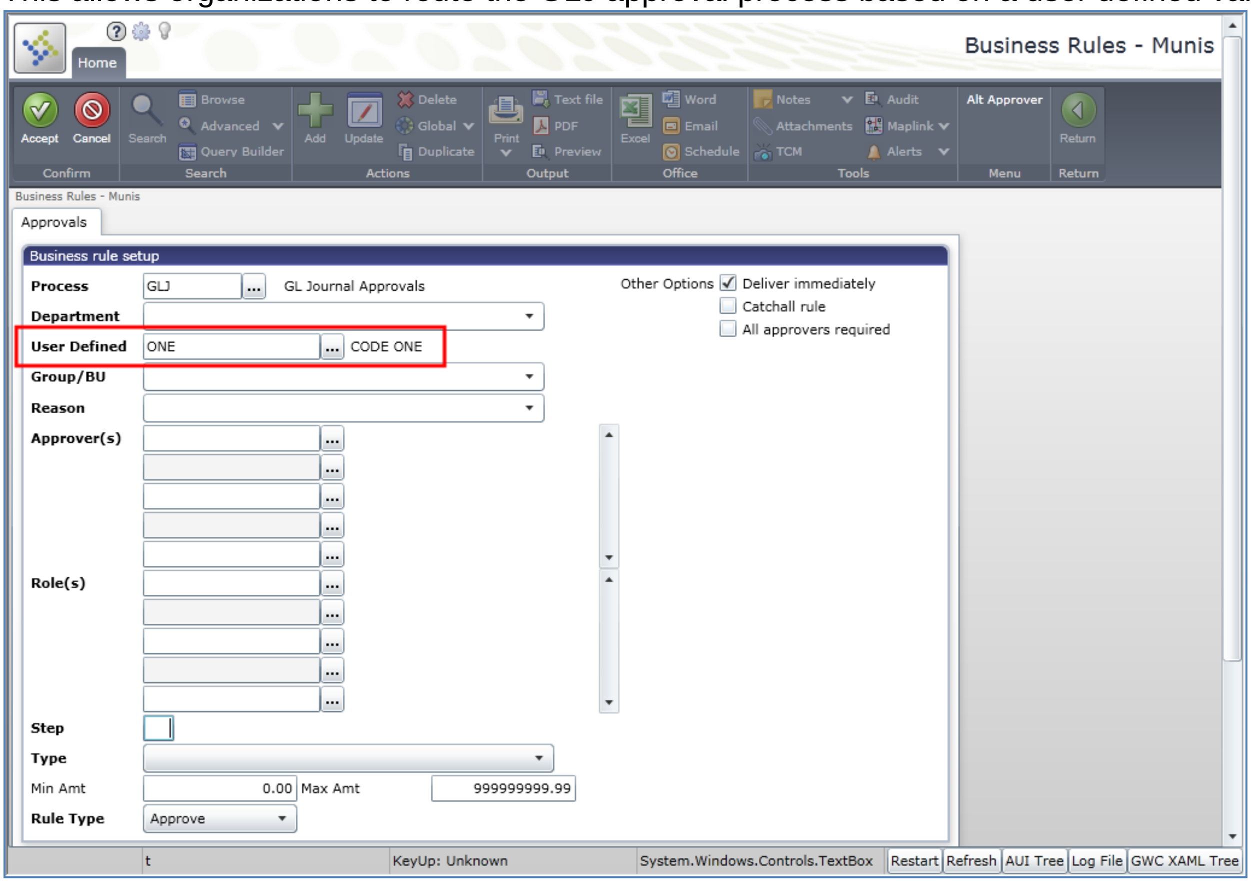
To use this functionality, a user-defined field must be created with a field number of 999 and a type of Code. The Make This A Required Field During Data Entry check box must be selected.




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

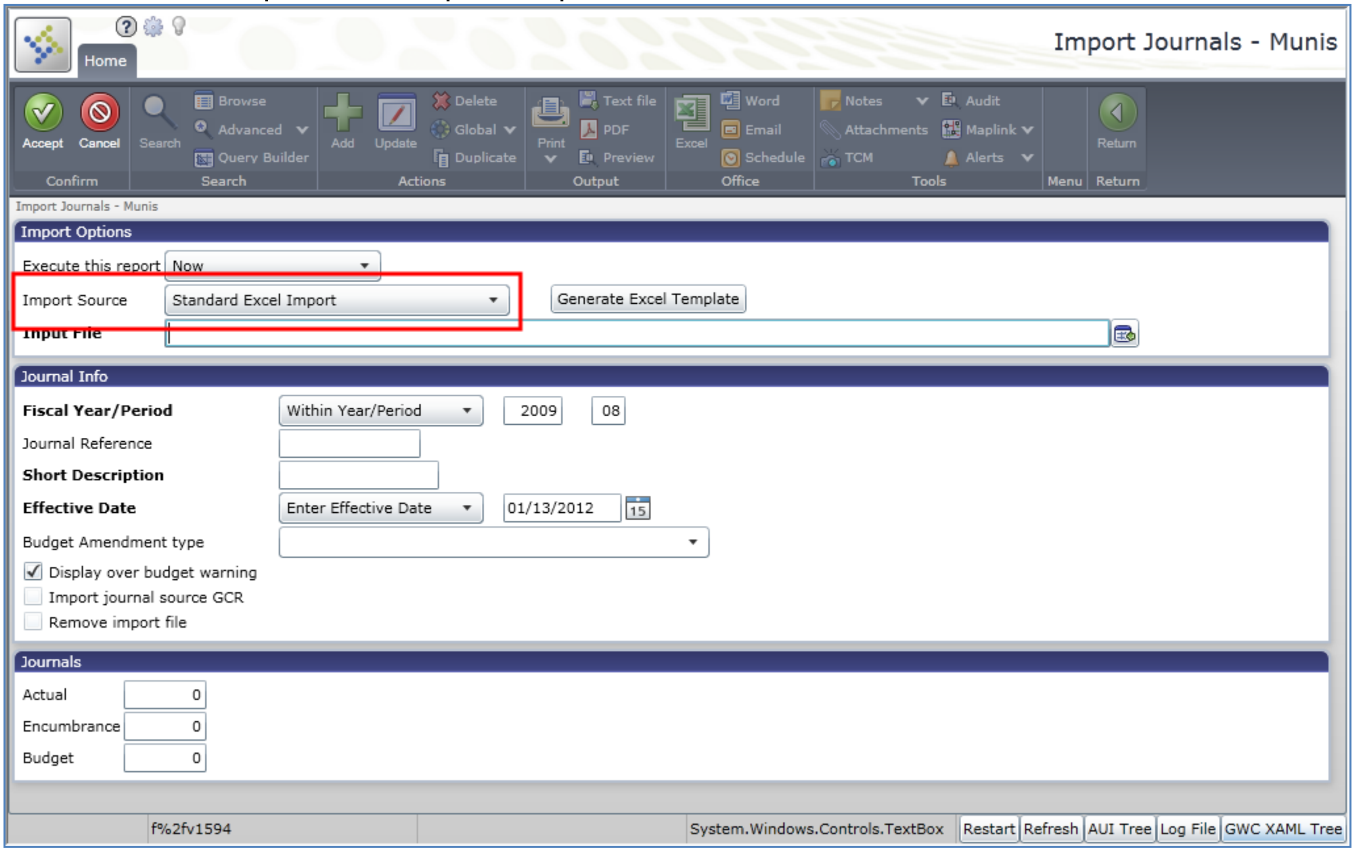



The User Defined field in the Business Rules program stores the code values of the 999 field. This allows organizations to route the GLJ approval process based on a user defined value.



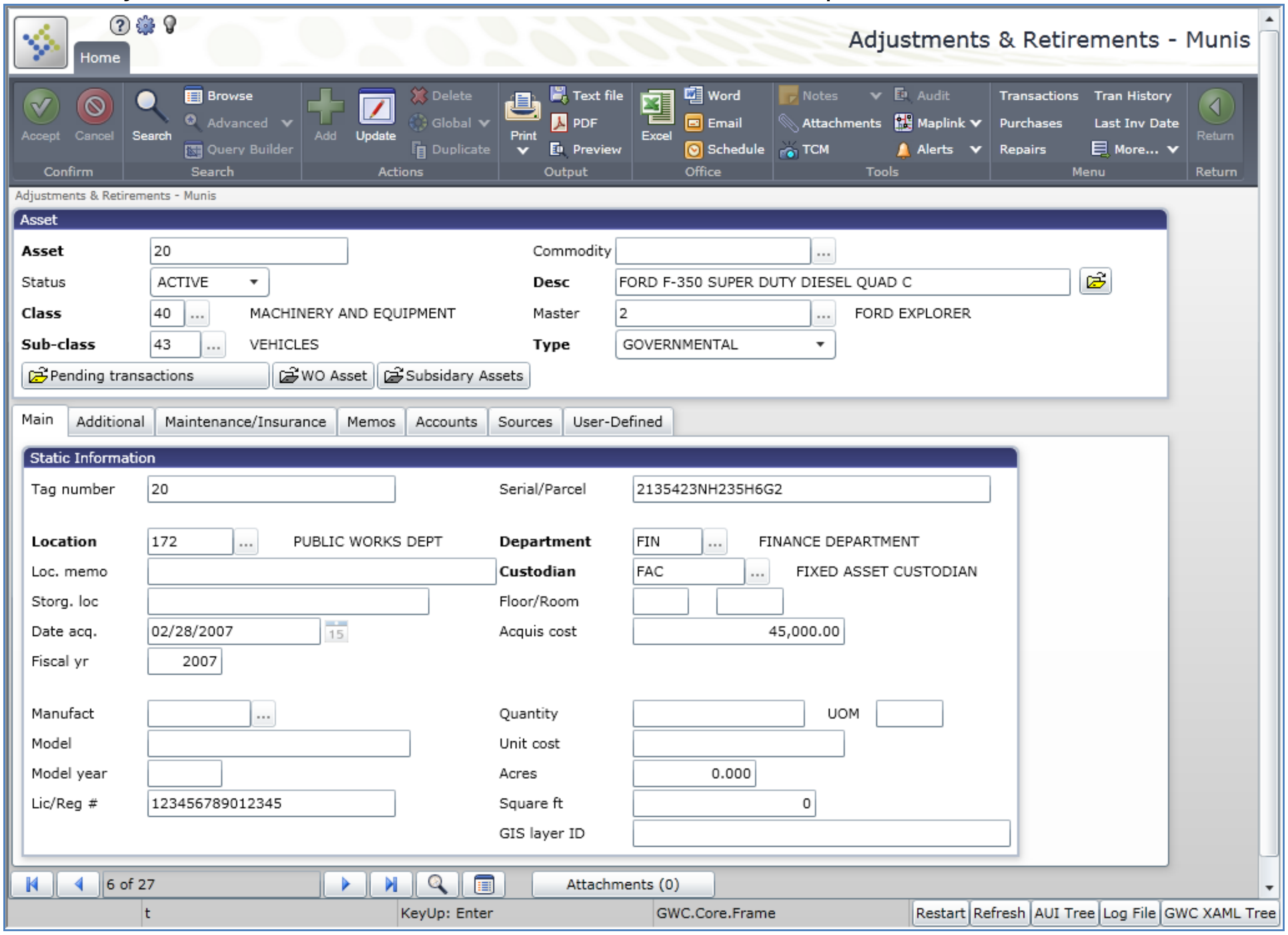
# Journal Import in Excel Format

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



# Master Asset Retirement Reversals

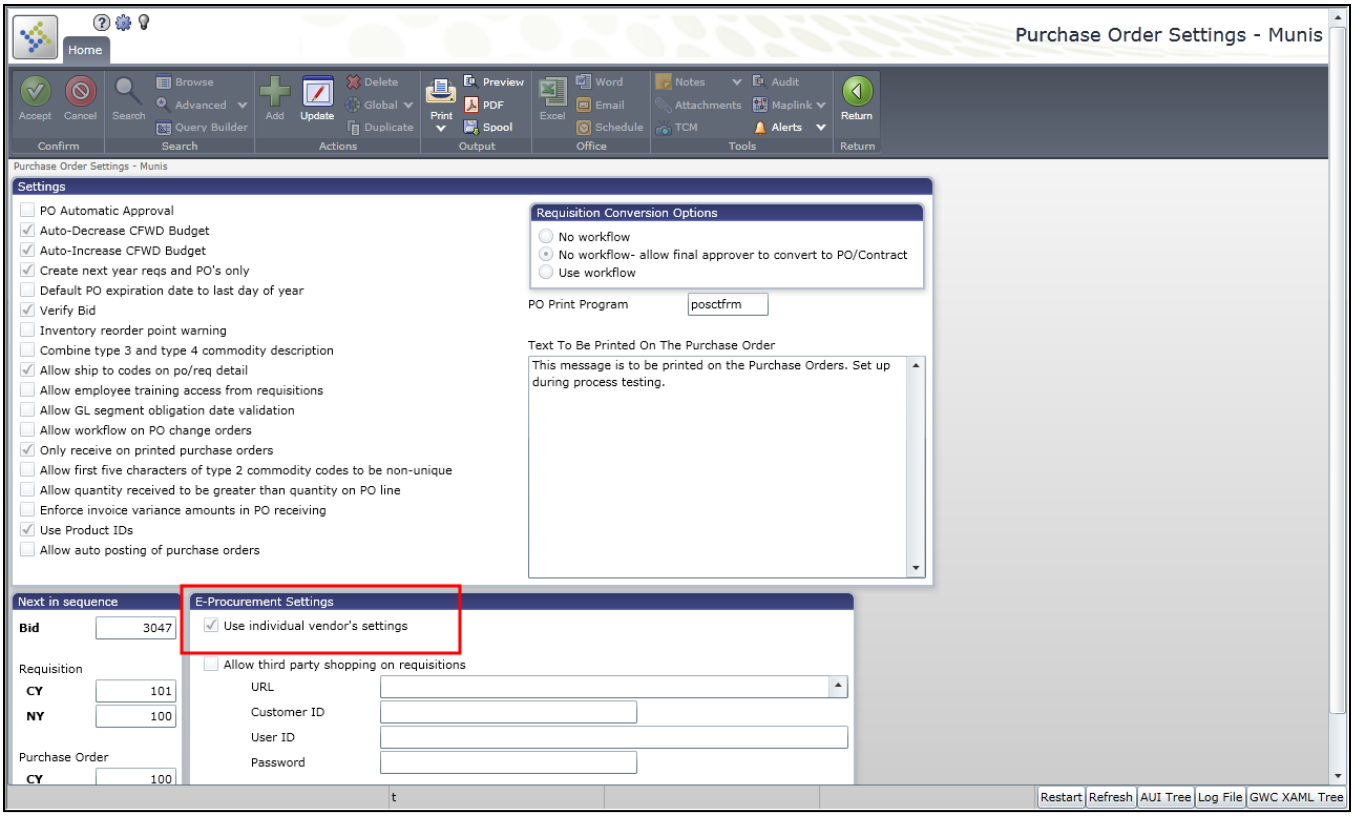
The Adjustments and Retirements program automatically reverses the retirement of all subsidiary assets when a master asset retirement reversal is performed.



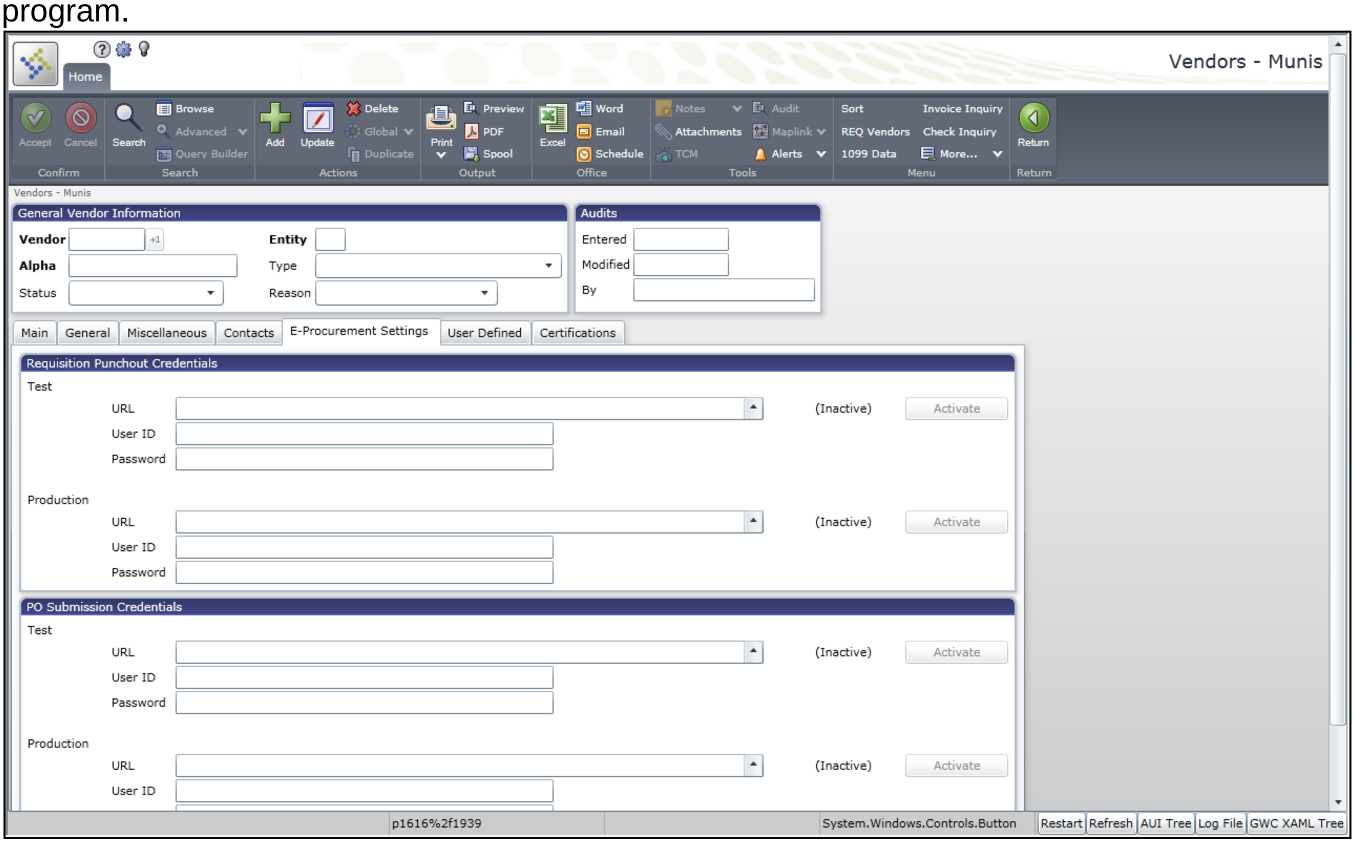
# Online Shopping

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.

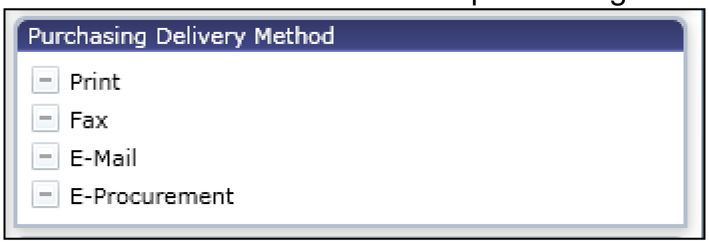



Selecting the check box causes the E-Procurement Settings tab to appear in the Vendors program.



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.

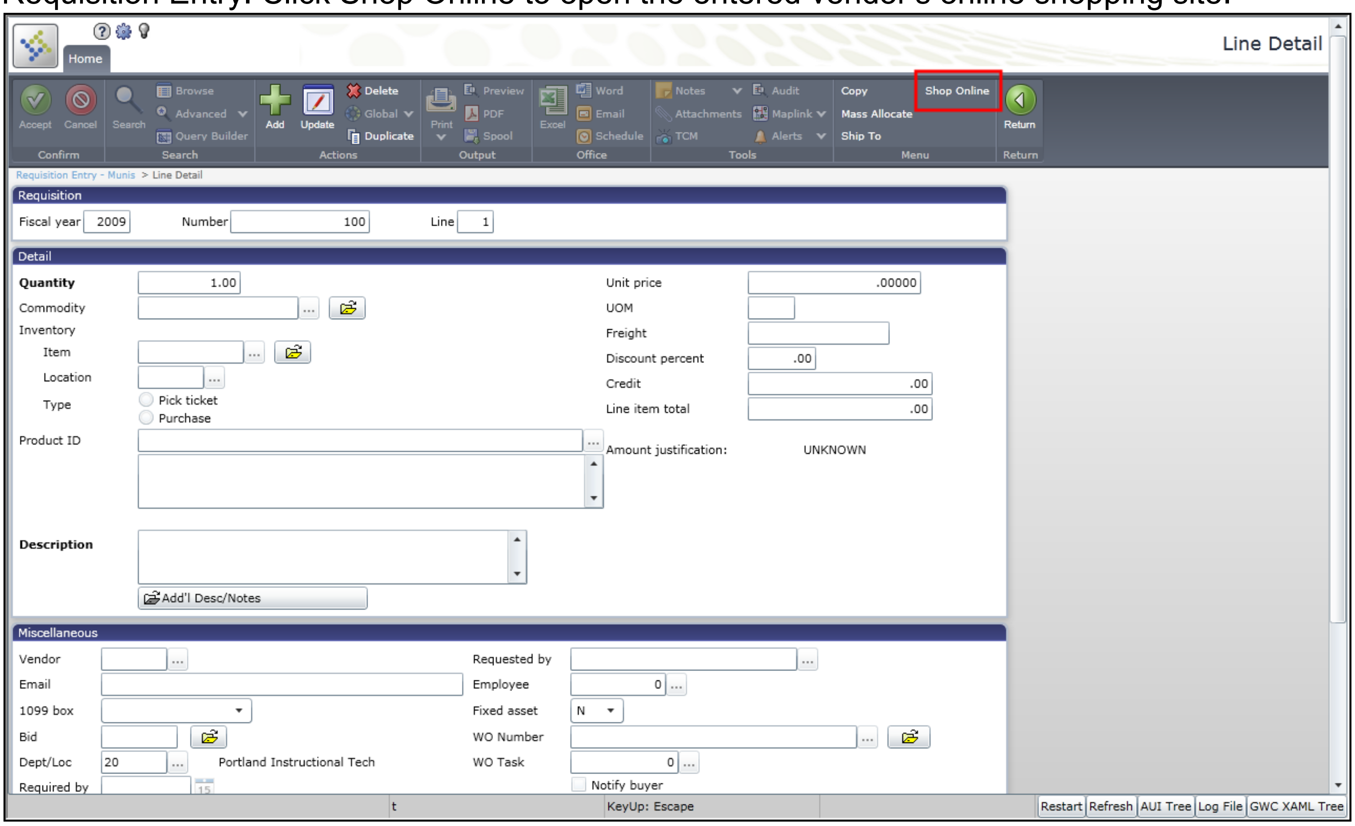
In addition to the E-Procurement tab, the Vendors program allows E-Procurement as a valid selection for the vendor's default purchasing delivery method on the General tab.



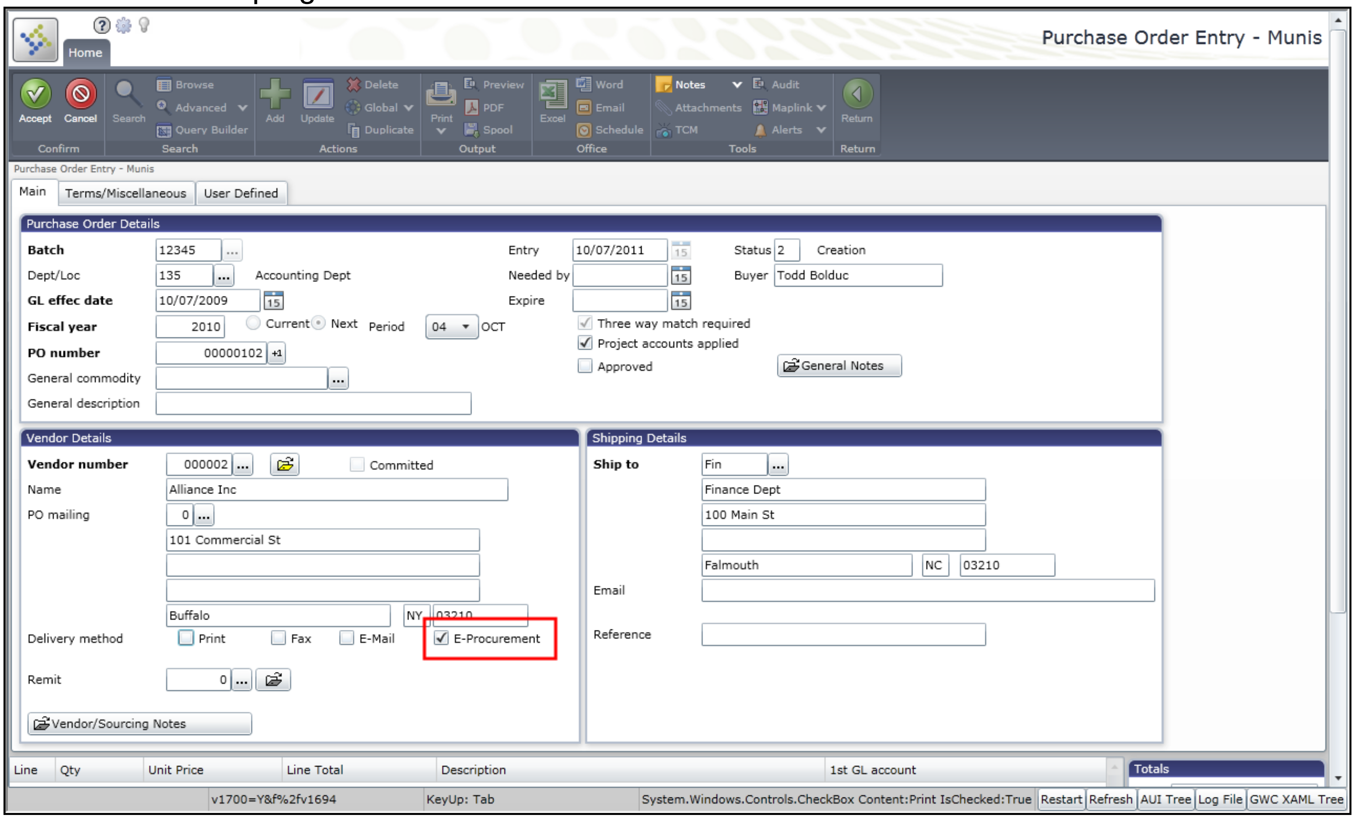

This check box should be selected for each of the vendor's remittance addresses that will receive e-procurement submissions.

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

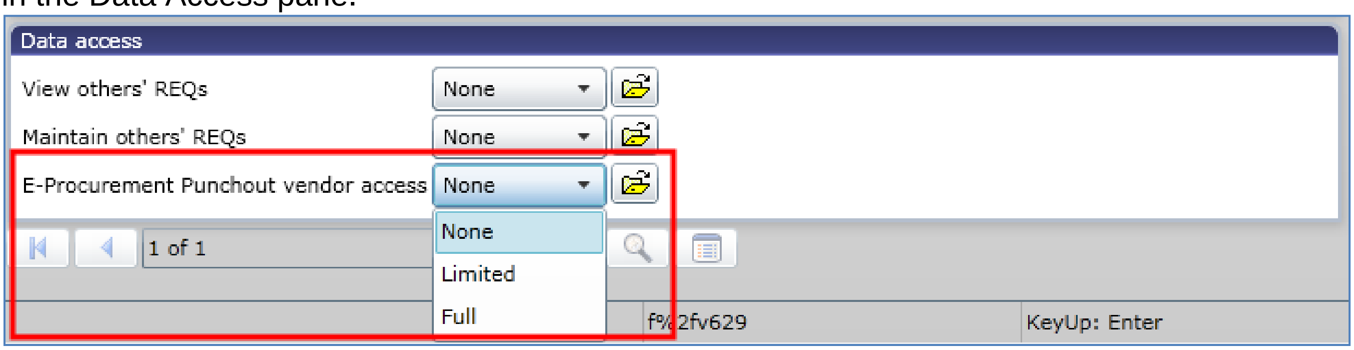
The selection of requisition items via e-procurement is done on the Line Detail screen of Requisition Entry. Click Shop Online to open the entered vendor's online shopping site.



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.




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.

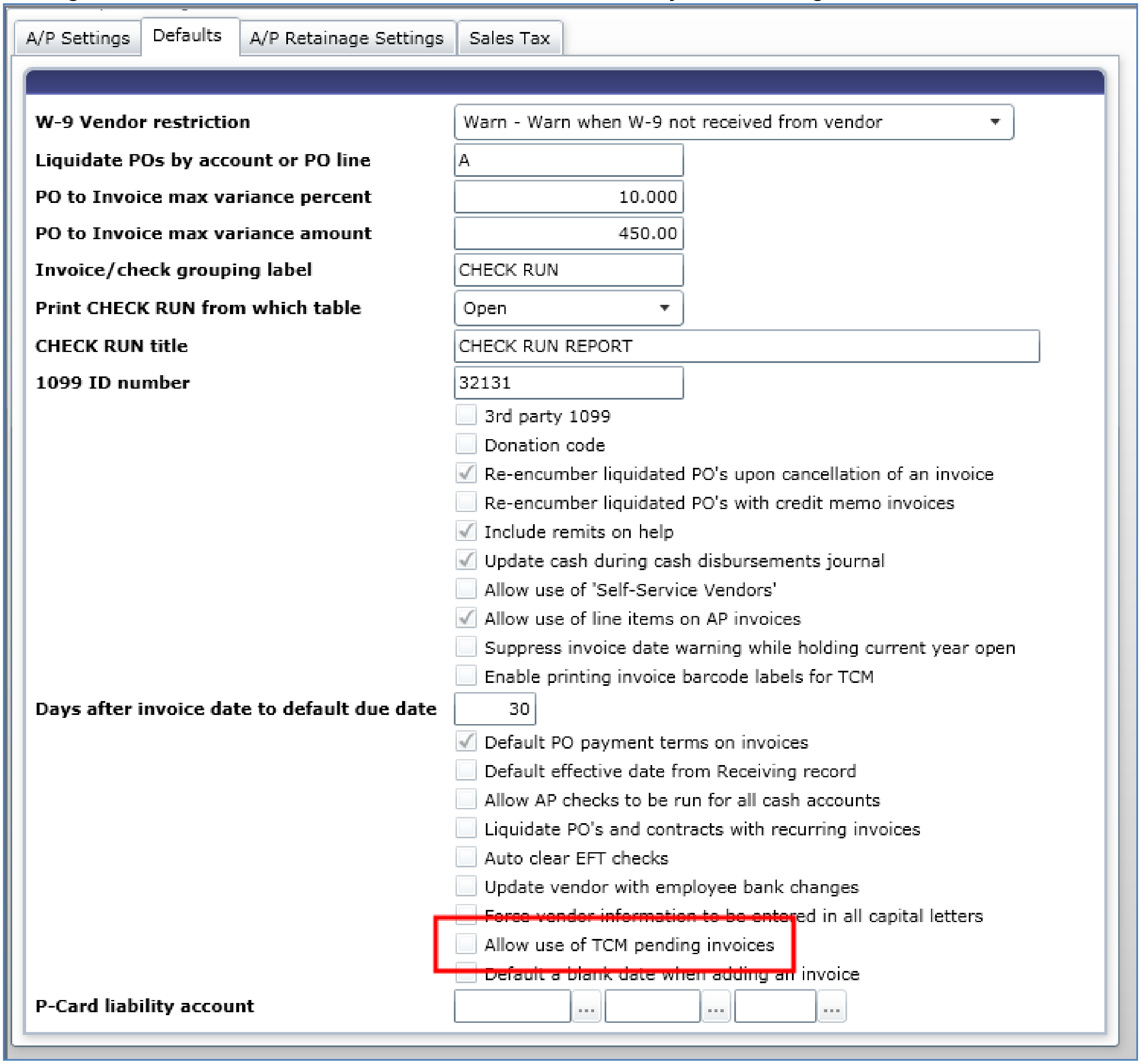



User roles can be assigned access to all vendors, a limited selection of vendors, or no vendors. If no vendors are assigned, the user cannot make use of the e-procurement punchout feature.

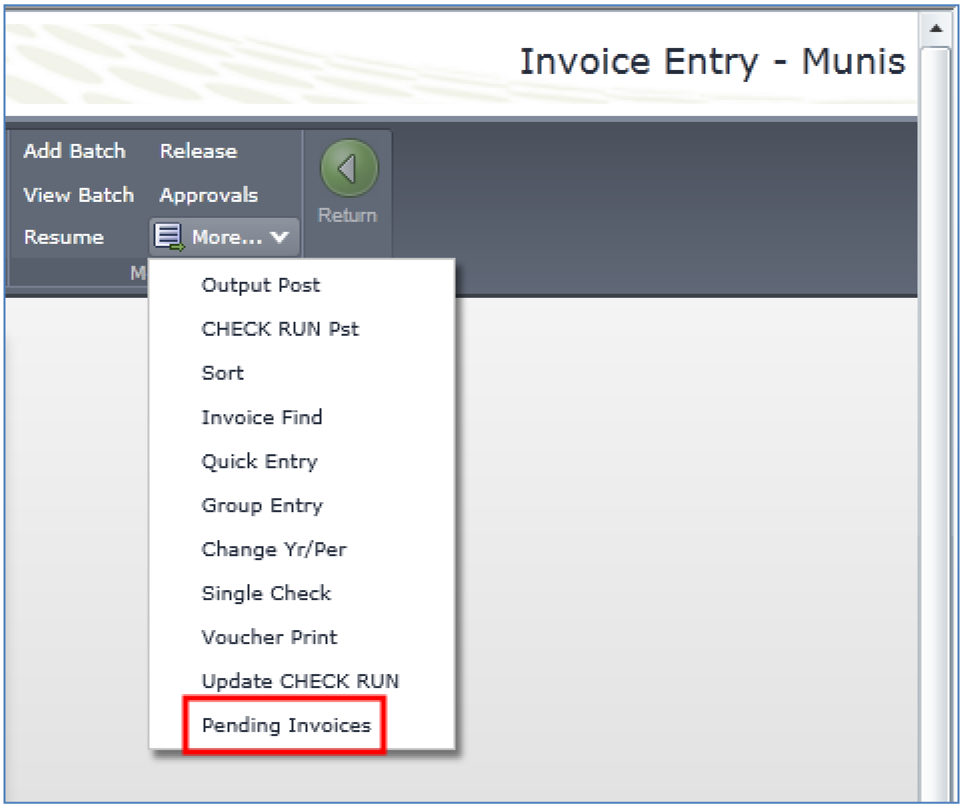
# Pending Invoices via TCM

Munis allows users to scan invoices into Tyler Content Manager and hold the records as pending, instead of immediately creating invoice records in single invoice batches. Tyler Content Manager version 3.8 or higher is required to use this process.

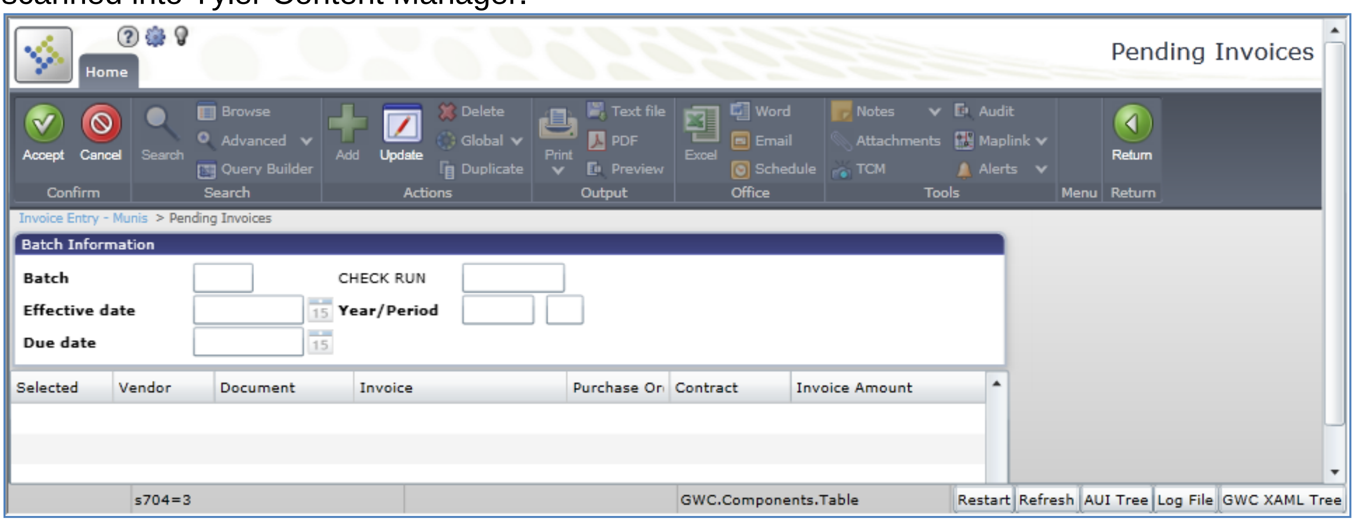
To enable this feature, the Allow Use of TCM Pending Invoices setting must be selected. The setting is located on the Defaults tab of the Accounts Payable Settings tab.




After the check box is selected, the Pending Invoices option appears in Invoice Entry.




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

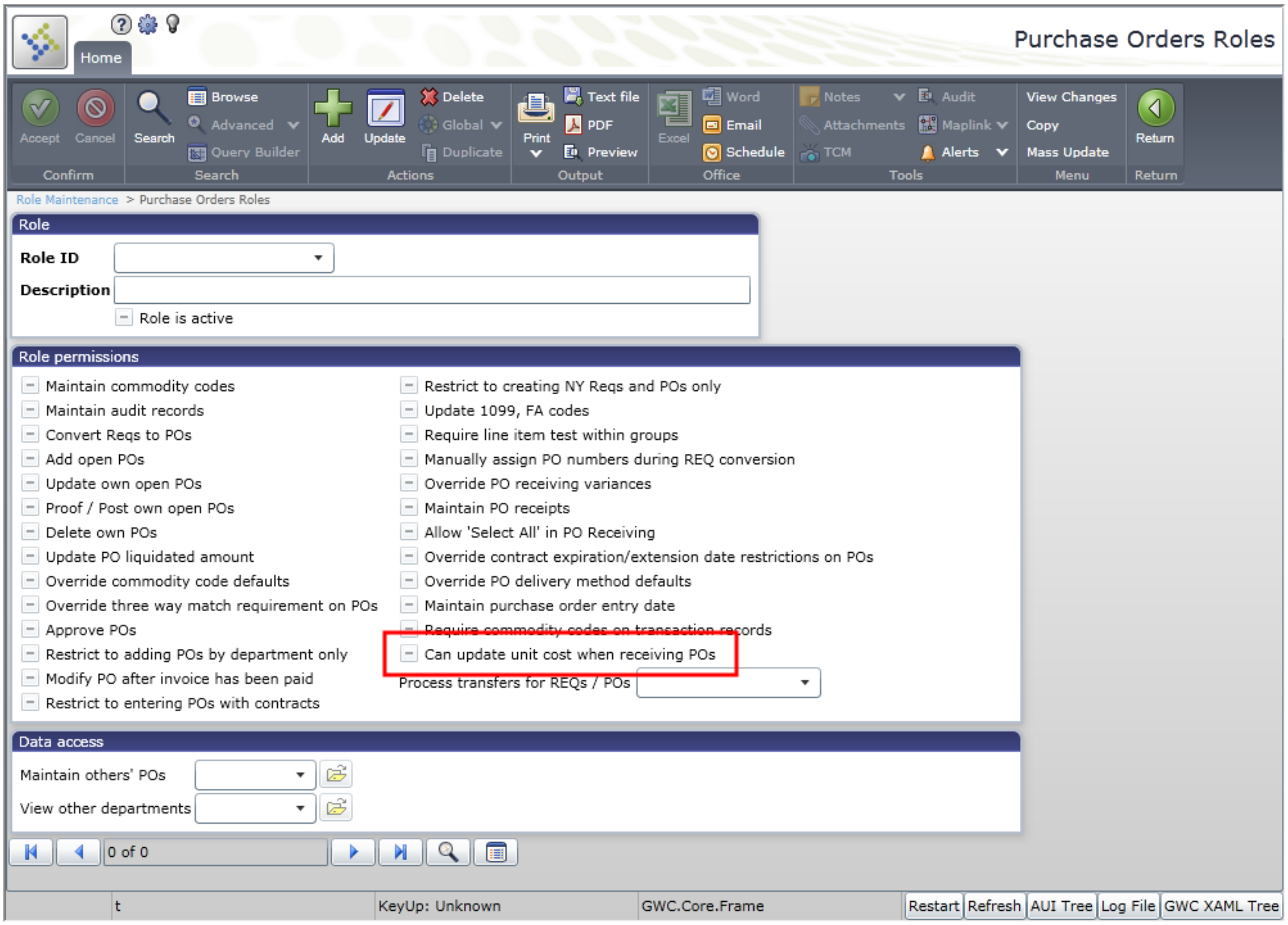



Users can enter batch information, including a batch number, and select the scanned invoices to include in the batch. Clicking Accept after invoices are selected creates the invoice batch. The Pending Invoices screen is then closed, which returns the user to the Invoice Entry program with the created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

# Purchase Order Roles

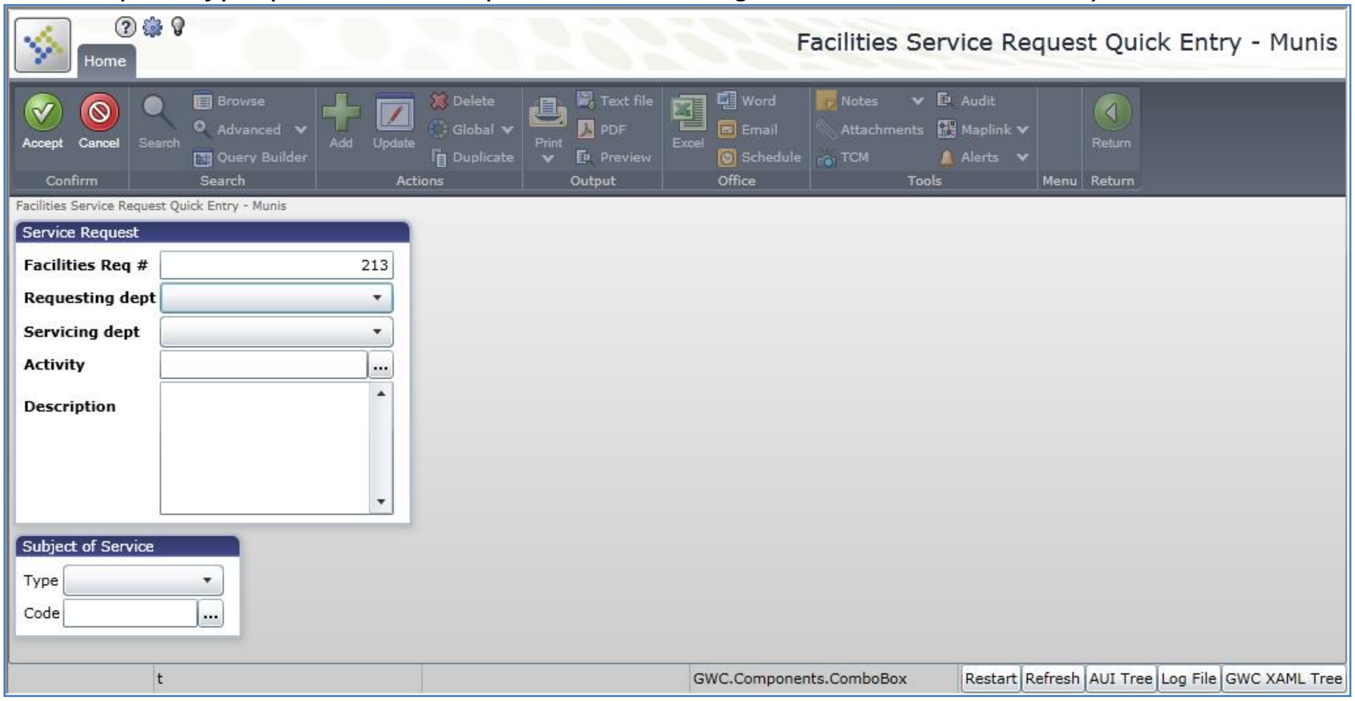
The Purchase Order Roles program contains a permission labeled Can Update Unit Cost When Receiving POs.

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.




# Quick Entry Service Requests

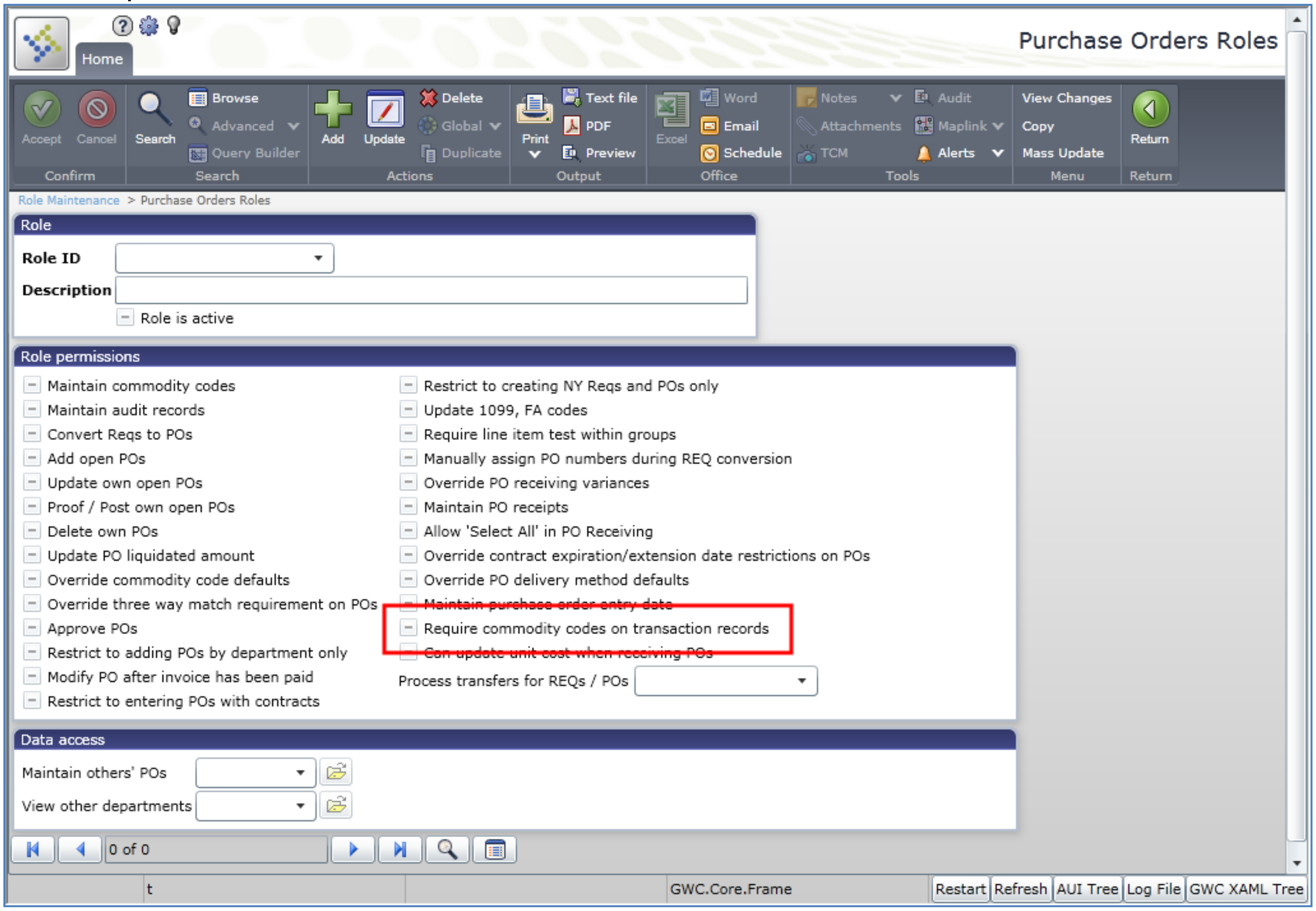
The Quick Entry Service Requests program is available. This program allows entry of service requests with a minimum of information. A separate version of the program is available for each request type (facilities, fleet, public works and general, utilities, and MIS).



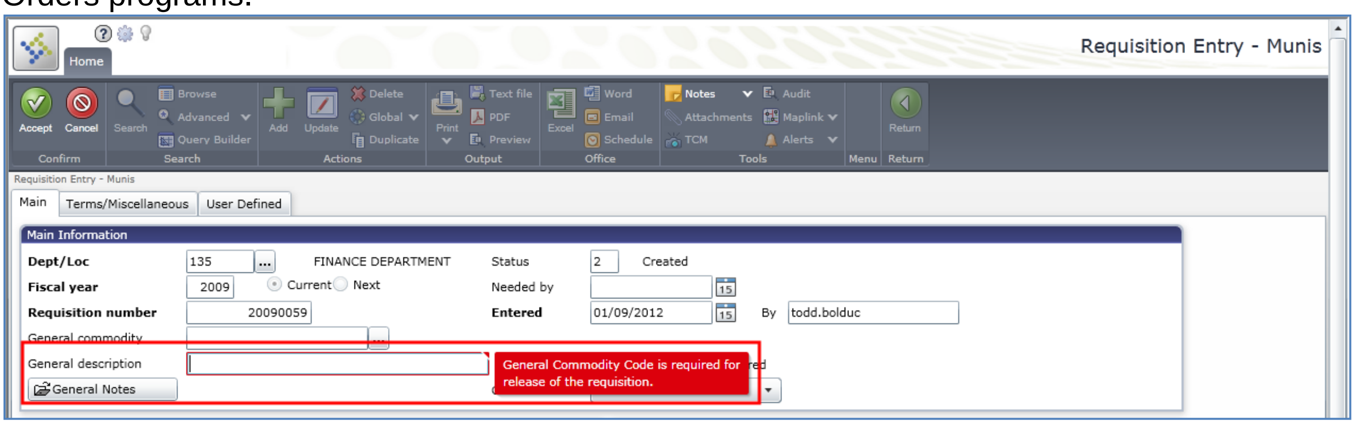

You can customize which fields appear on the quick entry request by using the Form Definitions program.

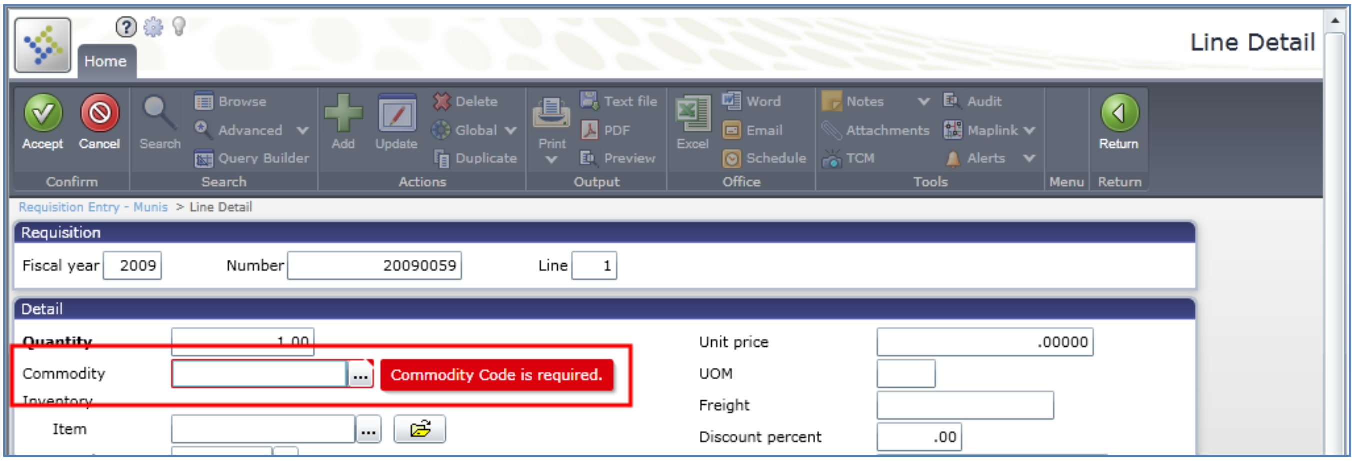
# Required Commodity Codes

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

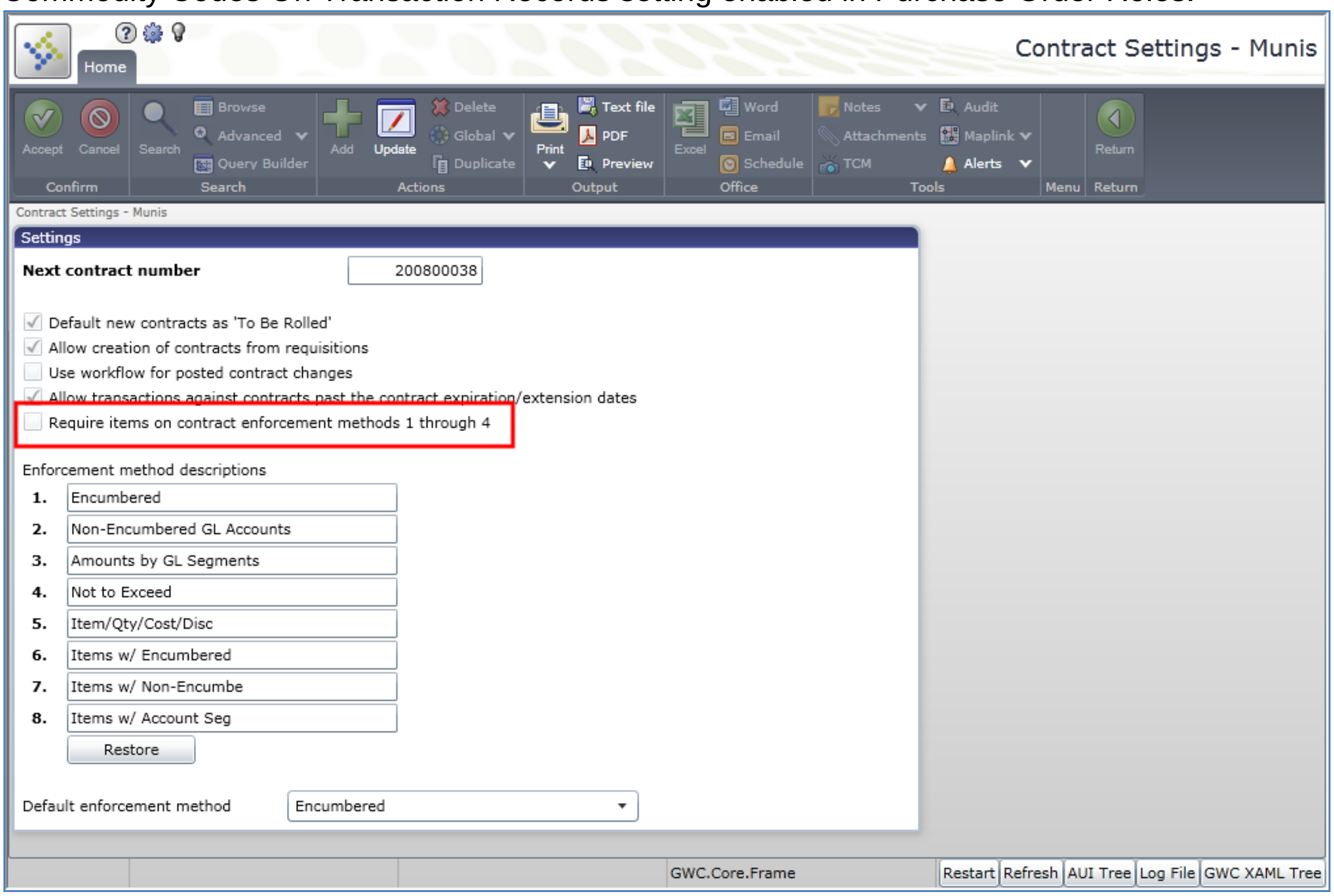



When assigned, this permission requires users to enter a commodity code on the header and each detail line of the Requisition Entry, Purchase Order Entry, and Purchase Order Change Orders programs.





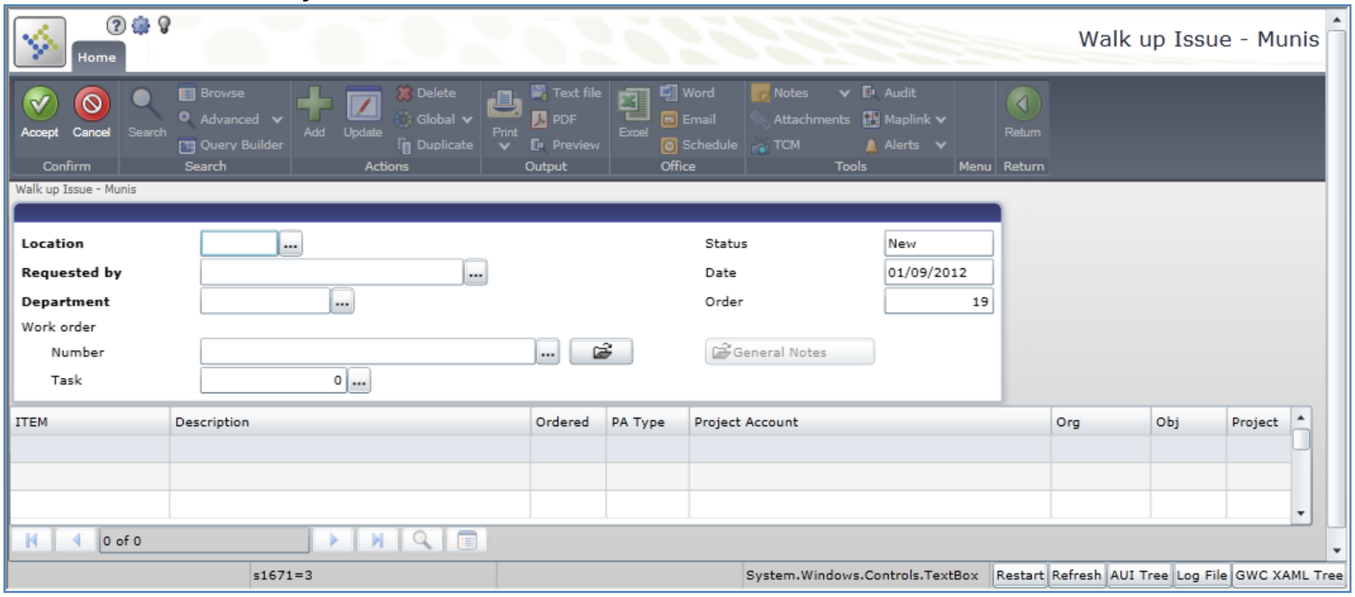

The Contract Settings program contains a Require Items On Contract Enforcement Methods 1 Through 4 check box. This setting is not fully enforced unless the user has had the Require Commodity Codes On Transaction Records setting enabled in Purchase Order Roles.




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

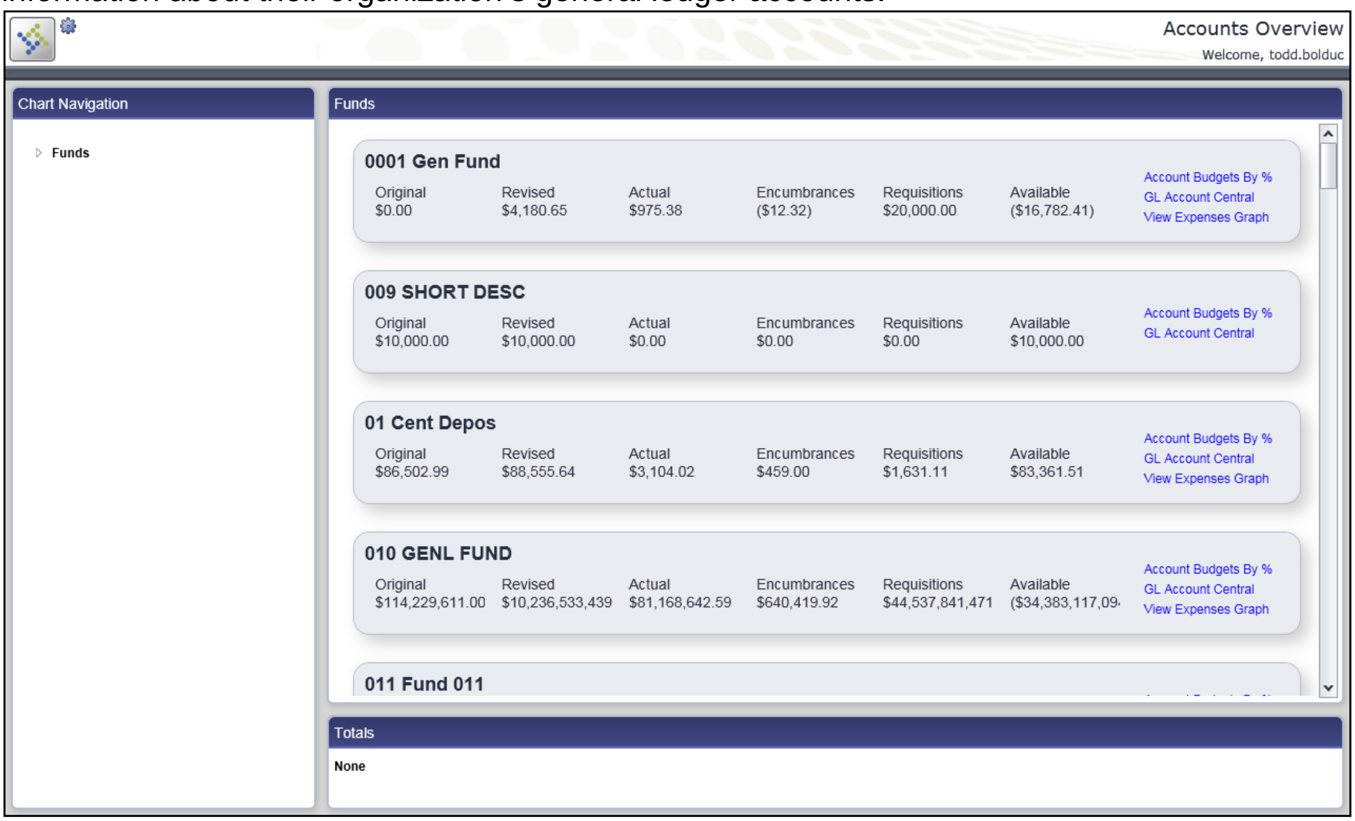
The Munis Centrals ribbon replaces the Munis Centrals toolbar in most Munis Central programs. This ribbon contains tabs, which in turn, contain groups of related buttons that allow you to perform various actions throughout the Munis Central program. The tabs and groups available on the ribbon vary depending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

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

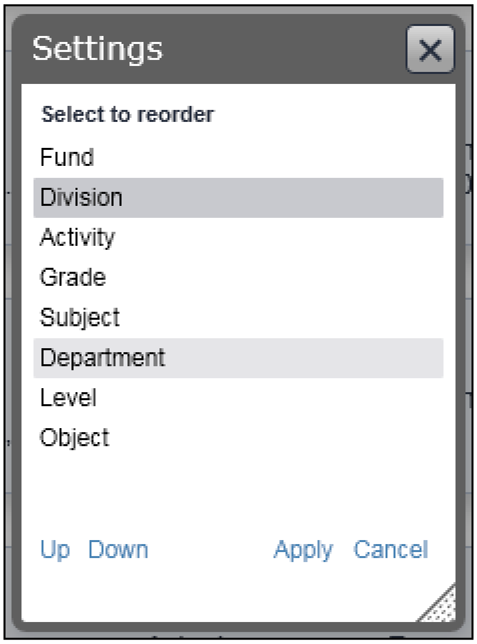
| Option | Description |
|---|---|
| Excel | This button exports the active set of records to a Microsoft® Excel file. |
| Reminders | This button accesses calendar reminders for processes associated with the Central program. |
| Advanced | This button opens advanced search options. |
| Refresh | This 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

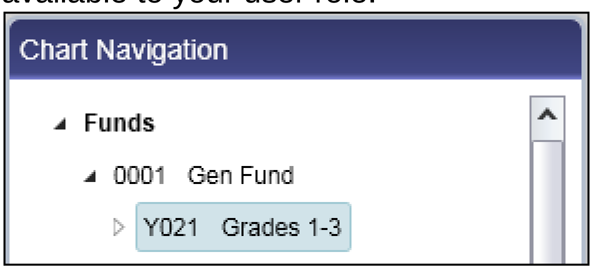
The Account Overview program is available. This program allows users to view general information about their organization's general ledger accounts.




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.

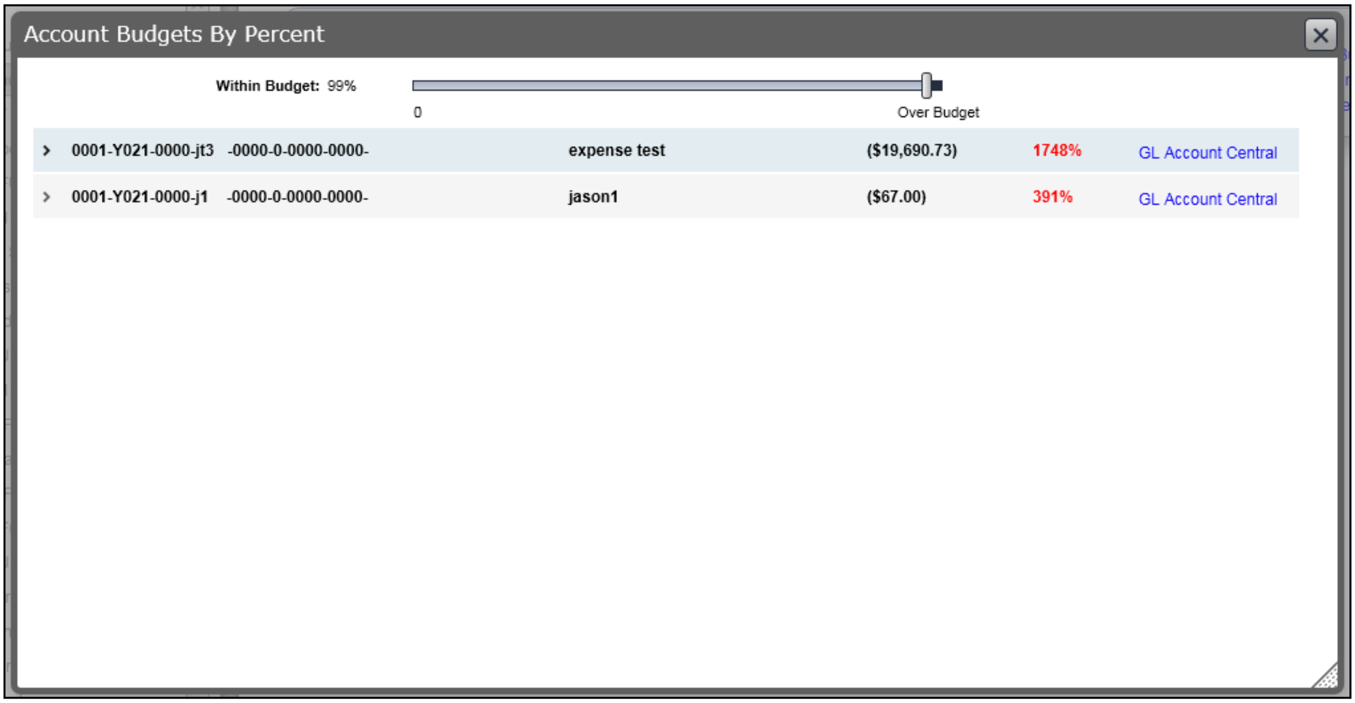



Click the segment label in the Chart navigation pane to expand it and view all of the segments available to your user role.

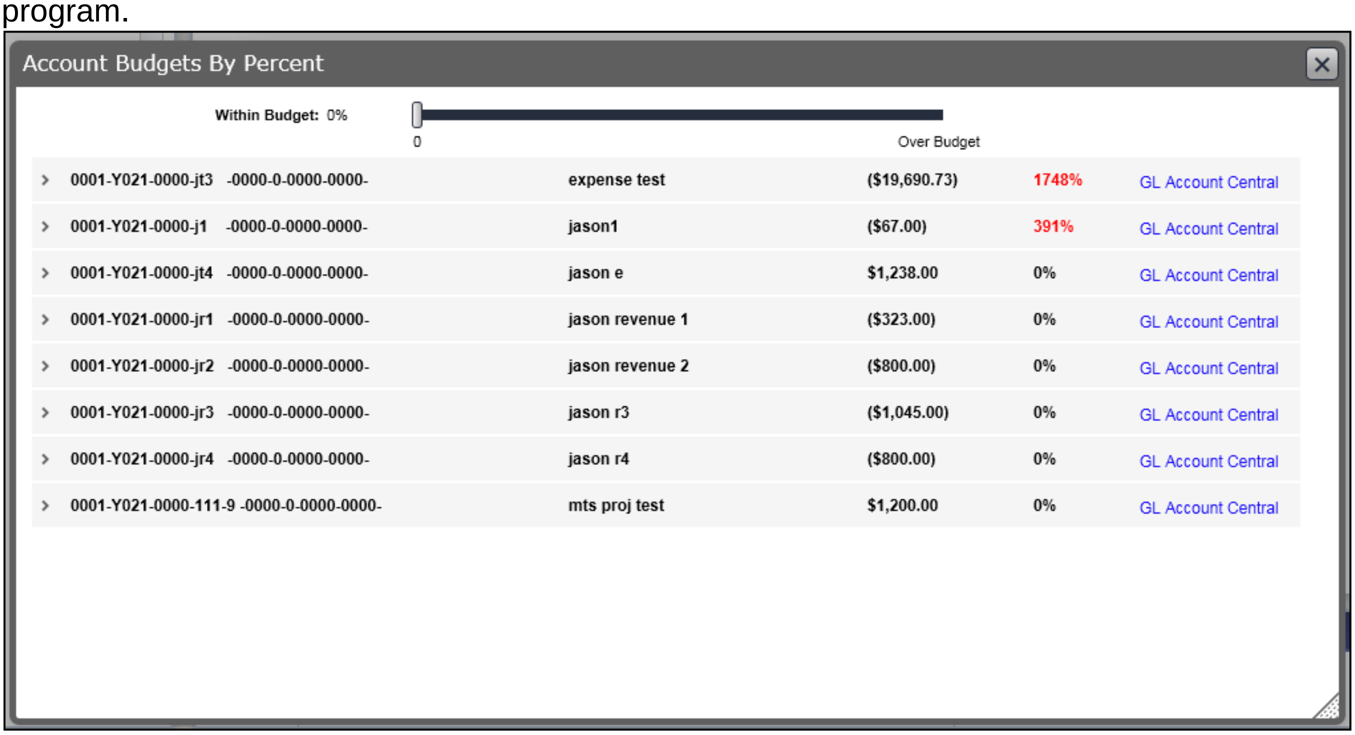



You can highlight an account segment to view all of its subordinate segments in the main program pane.

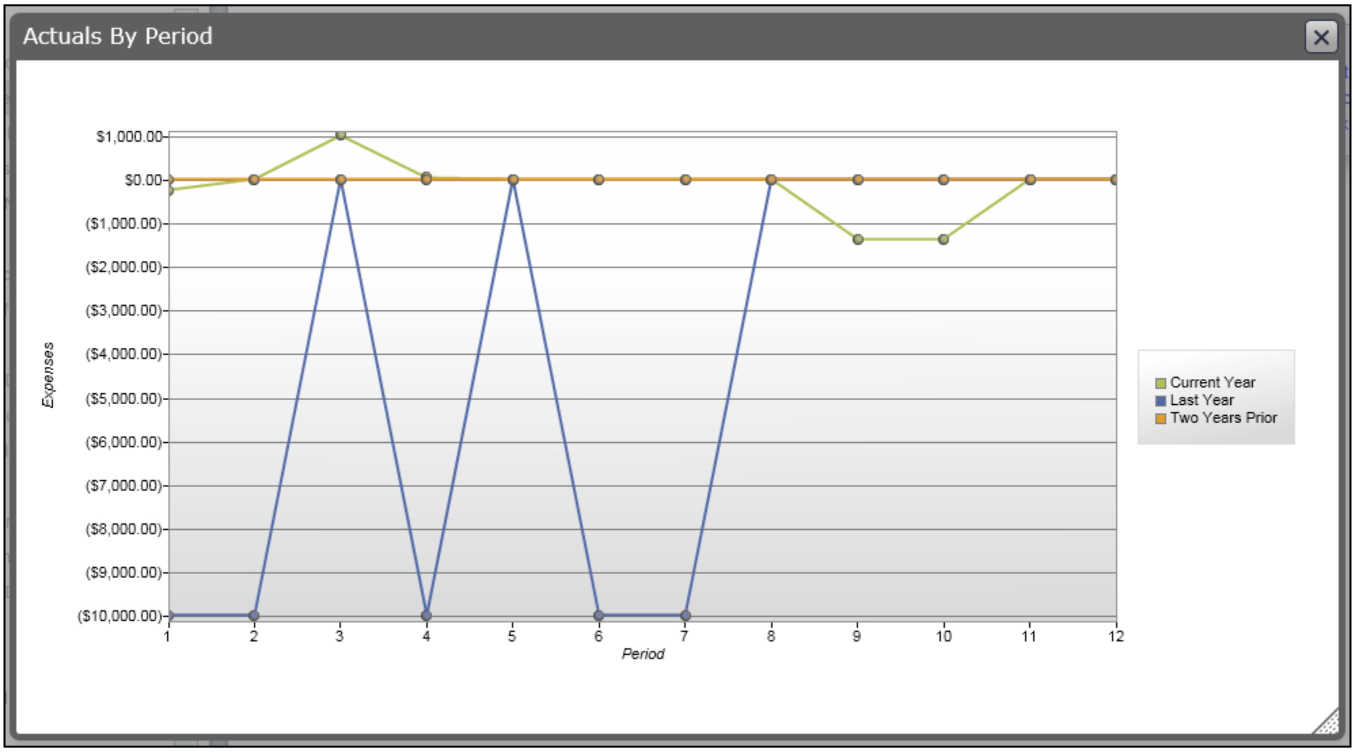

The program displays the dollar amounts for each subordinate segment. Clicking the Account Budgets By % option opens a pane of the same name.



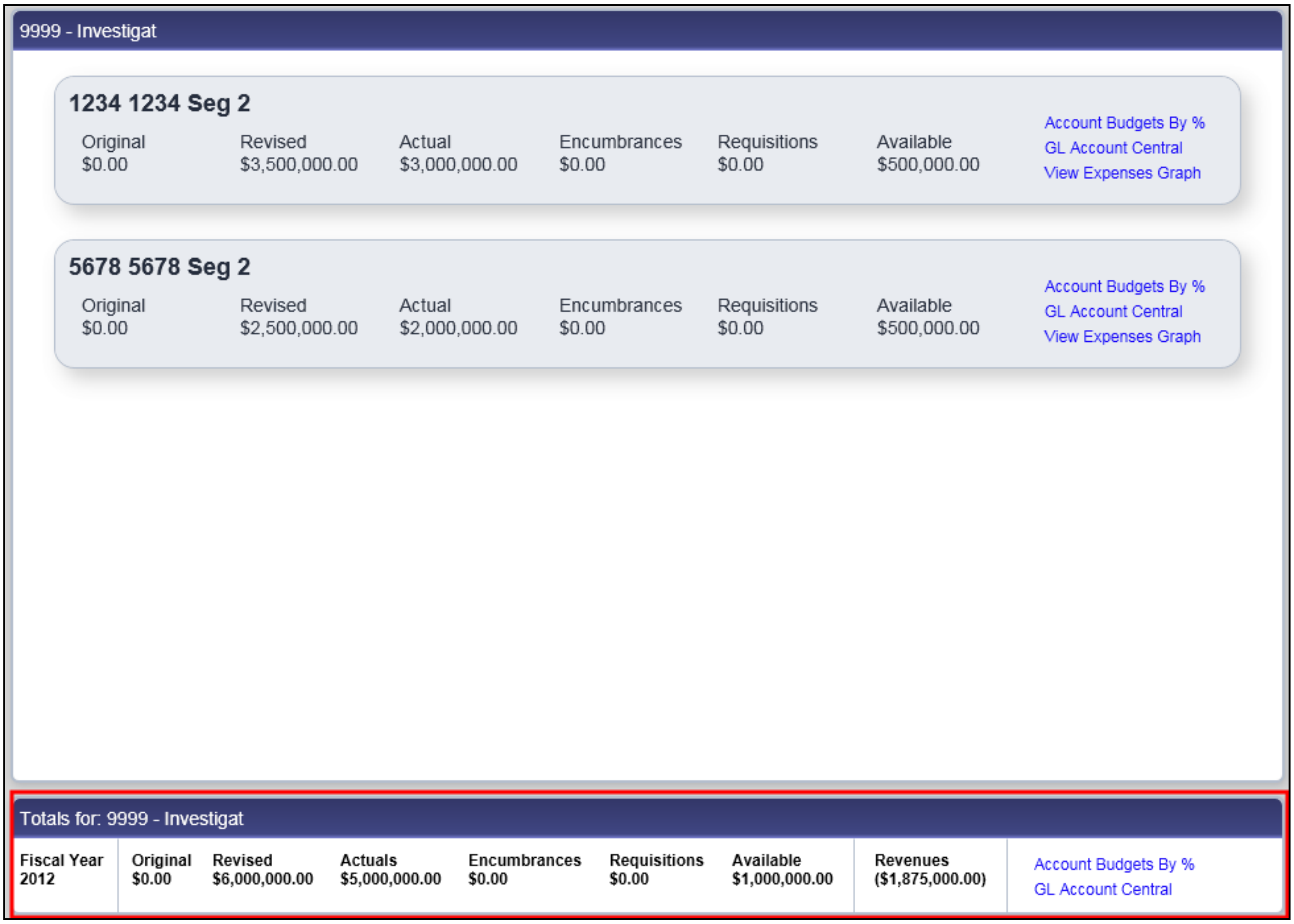

This pane displays all of the accounts that use the selected segment combination and the percentage of their budget that they have expended. You can use the slider bar to filter the display by an expenditure percentage. Click GL Account Central to open the account in that program.




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.

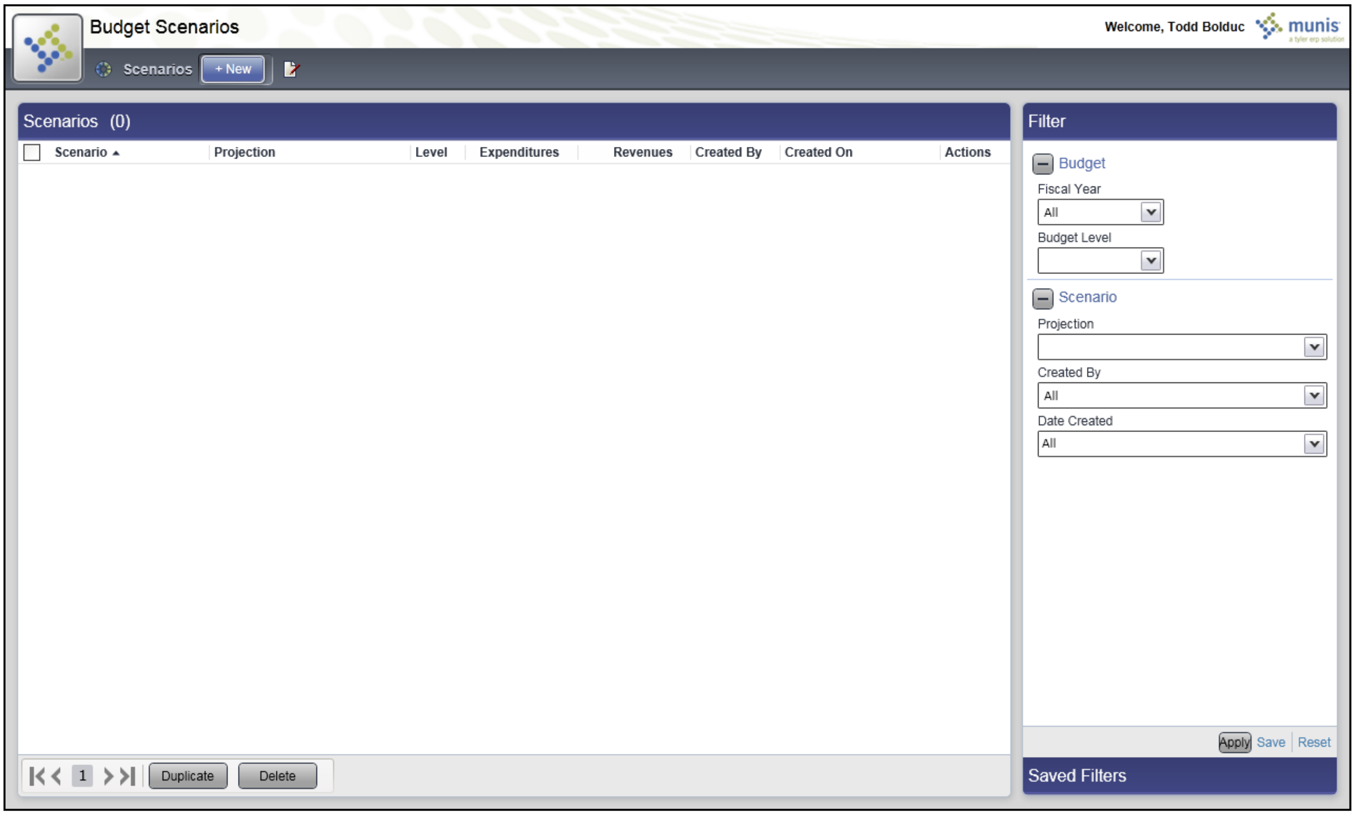



The Totals For pane on the main program screen displays the total amount for all segments subordinate to the currently selected segment. If the segment contains only one subordinate segment, the totals match those in the main program pane.

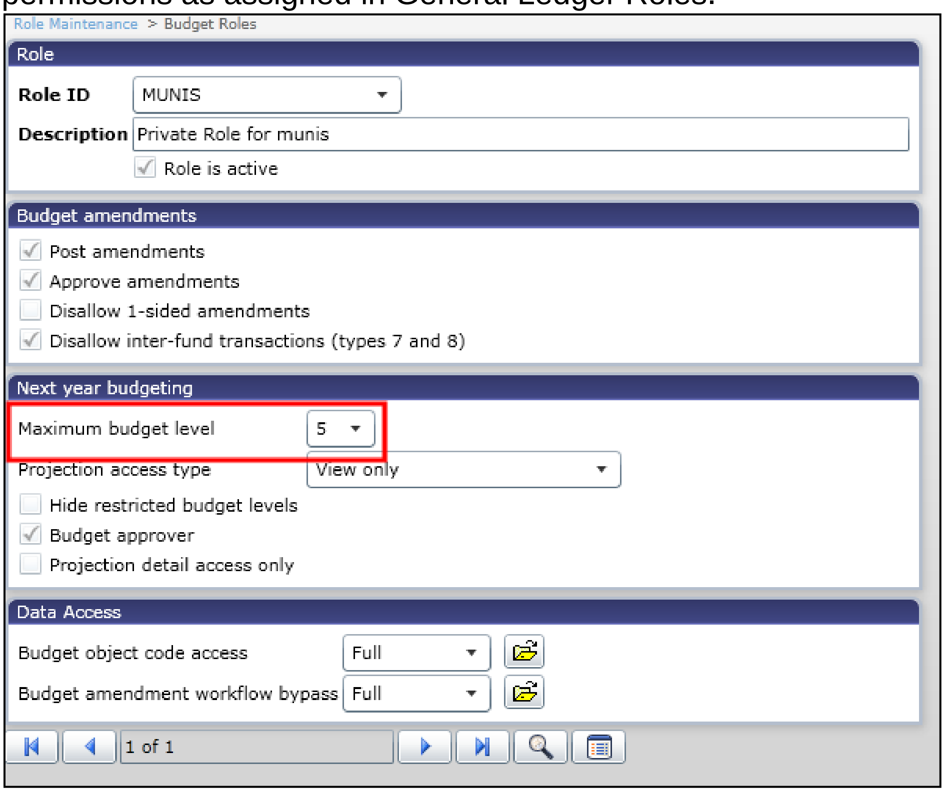


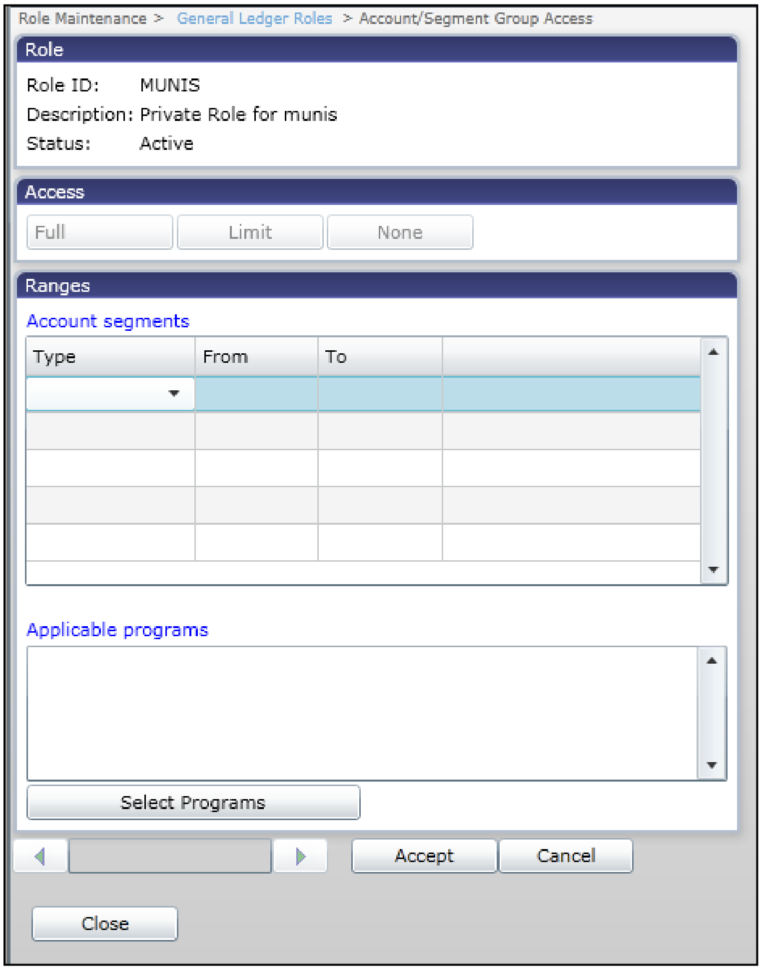

## Budget Scenarios

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.

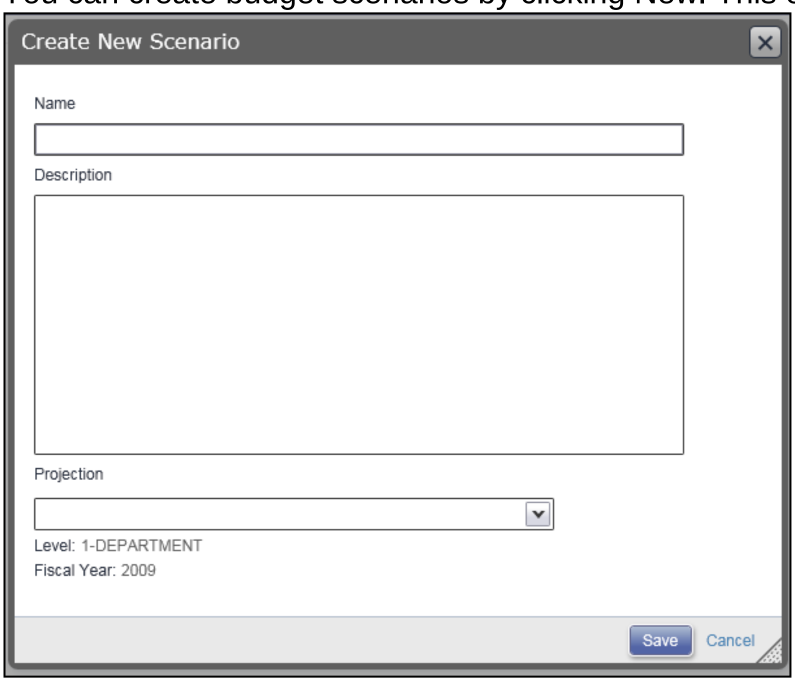



Budget Scenarios restricts users' access to budget information based upon their assigned budget access level as assigned in Budget Roles, as well as their general ledger access permissions as assigned in General Ledger Roles.

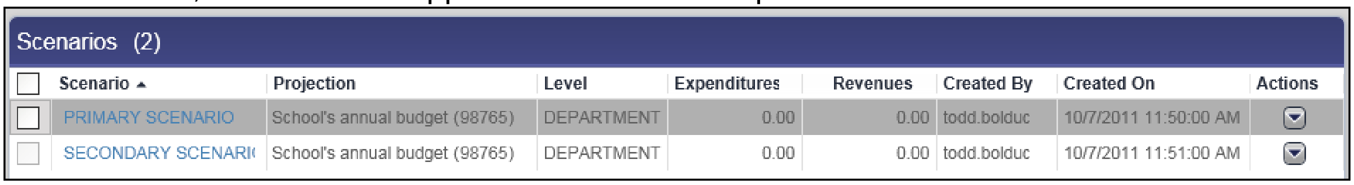




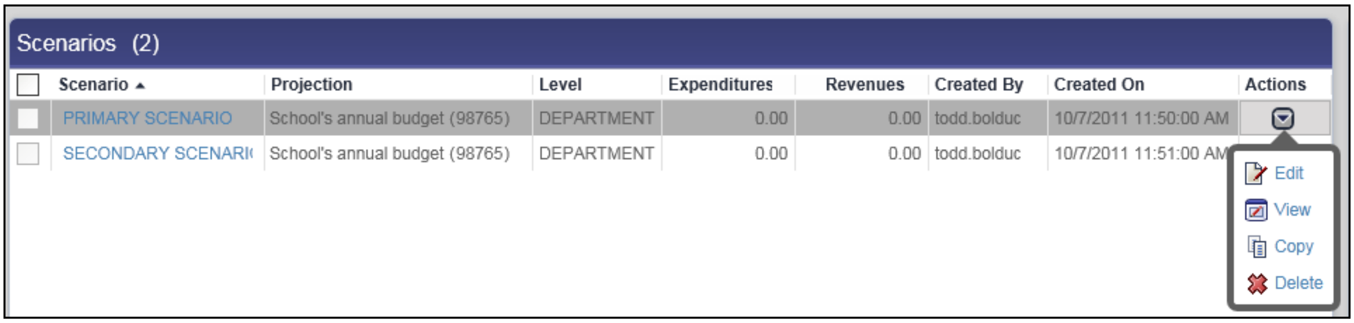

You can create budget scenarios by clicking New. This opens the Create New Scenario pane.



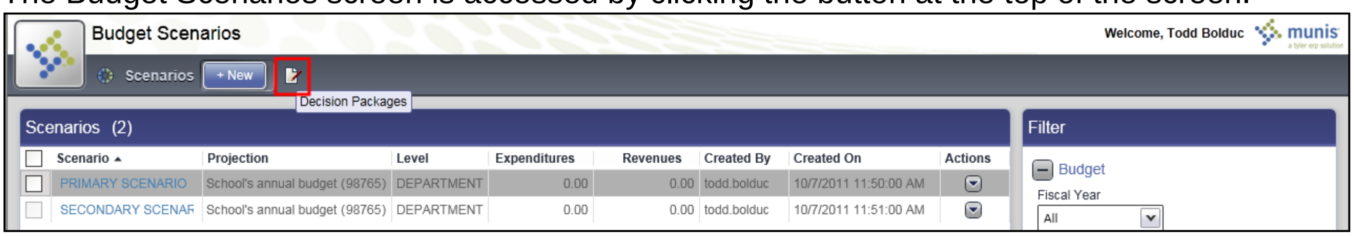
Enter the scenario name and description, and then select the budget projection the scenario is to be based upon.
After creation, the scenarios appear in the Scenarios pane.

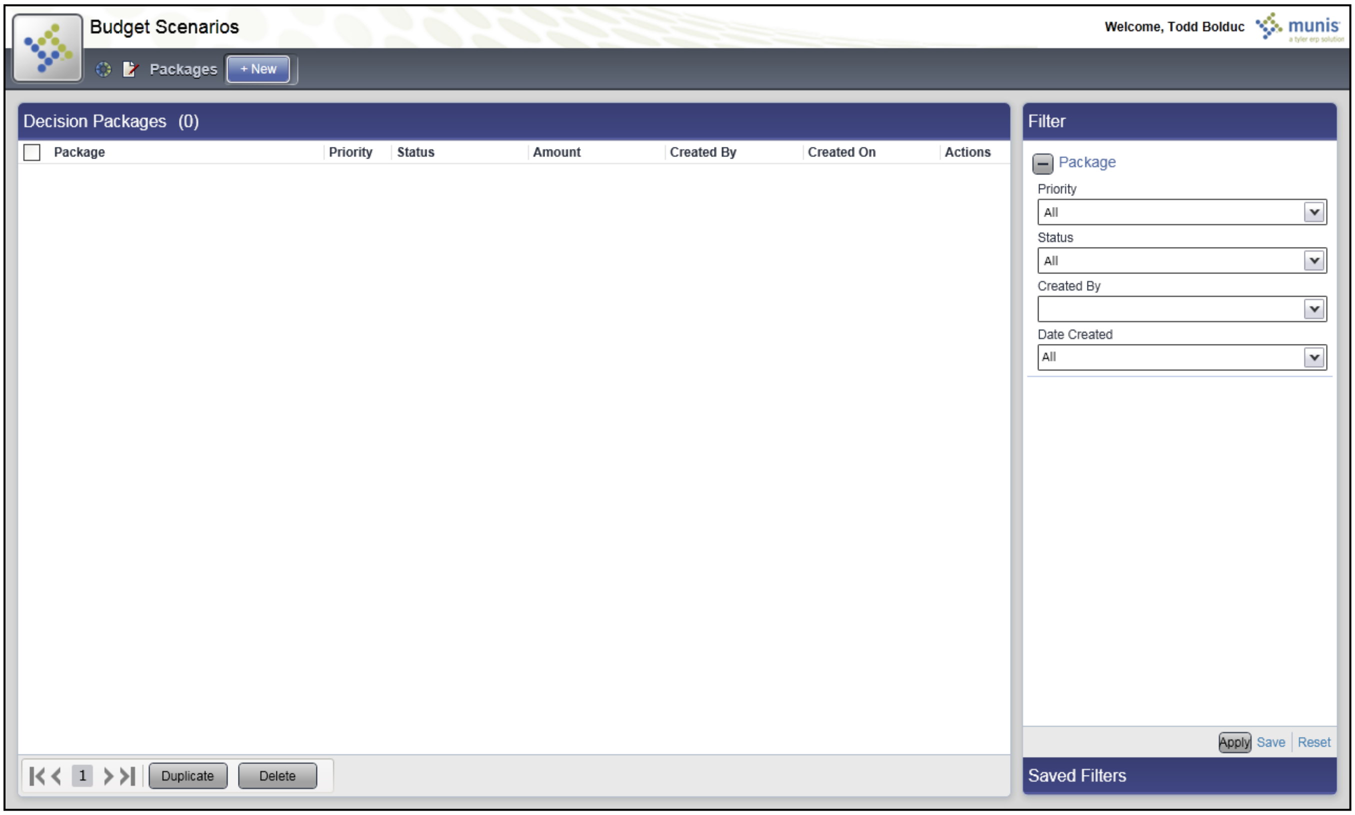



Clicking the Actions arrow allows you to select from four options to edit, view, copy, or delete the scenario.

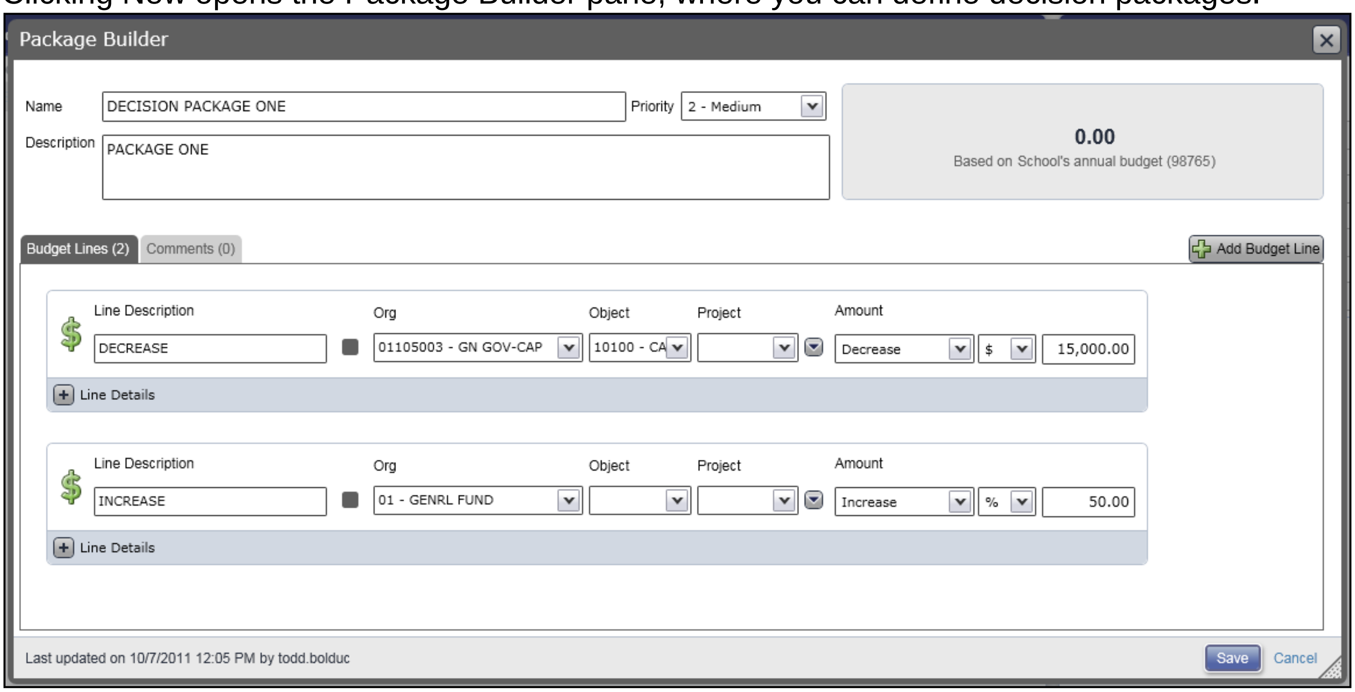



The Filters pane allows you to refine the displayed scenario list by budget and scenario criteria.
The Budget Scenarios screen is accessed by clicking the button at the top of the screen.

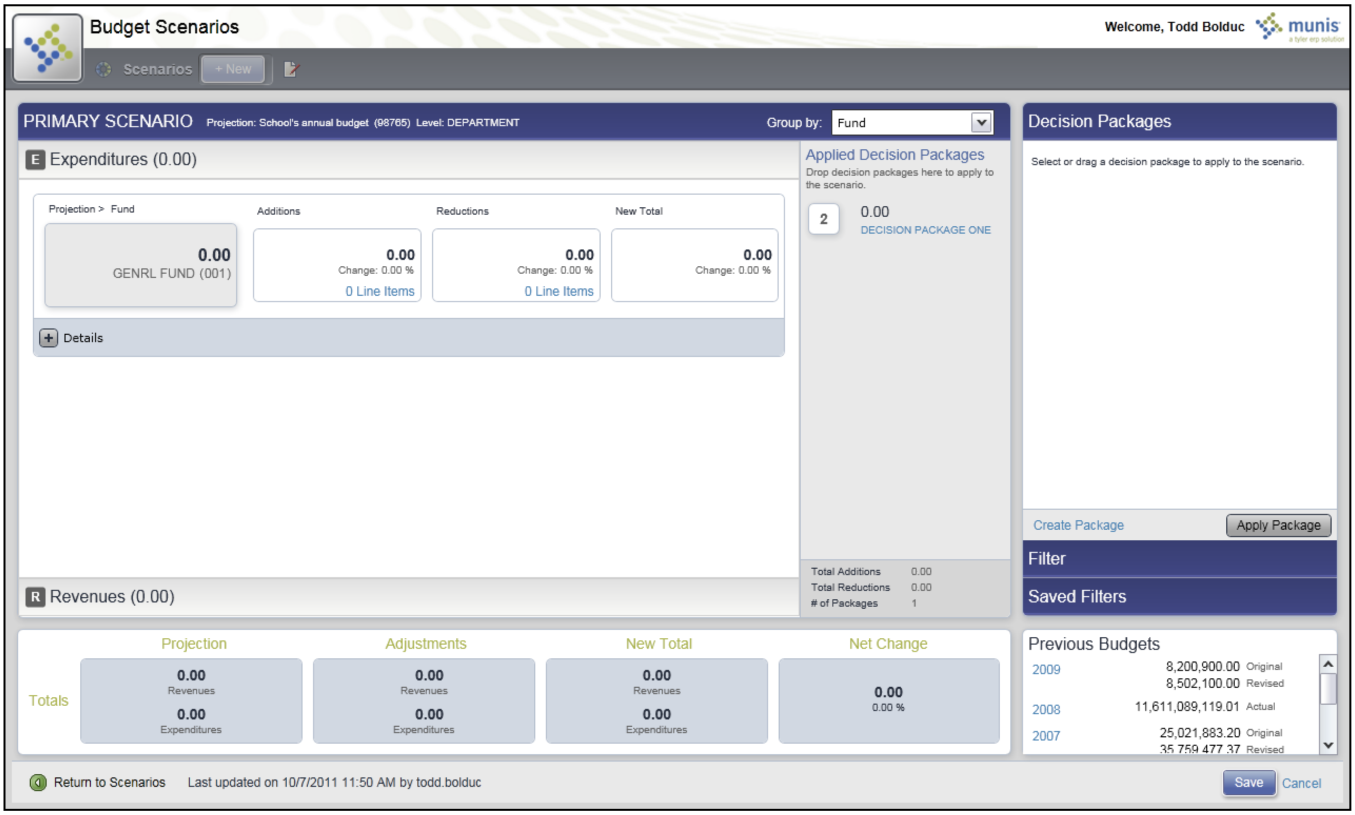





Clicking New opens the Package Builder pane, where you can define decision packages.



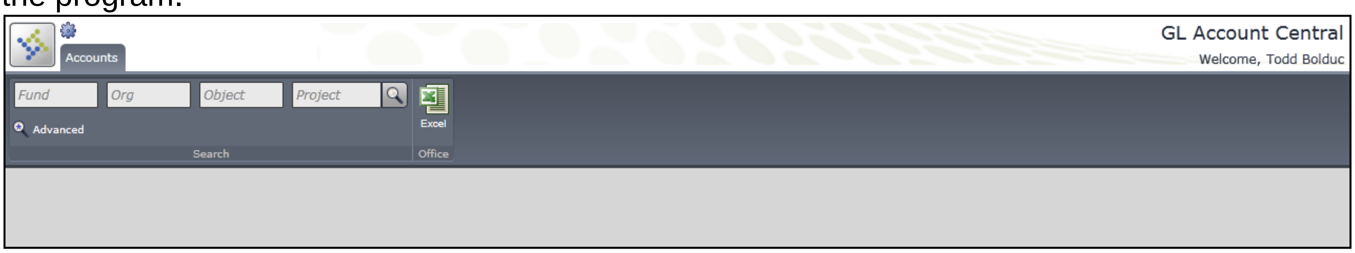

After scenarios and packages are created, you can view a scenario by selecting View from the Actions option.



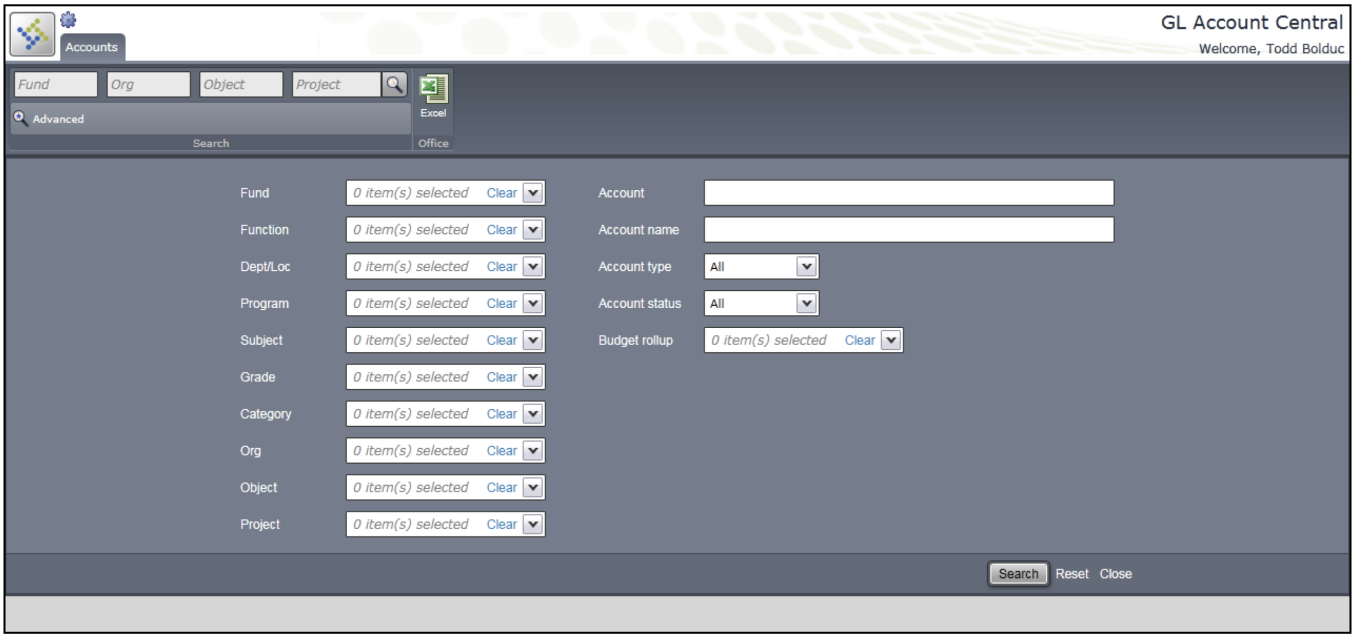

The screen displays several panes of information about the scenario, budget, and decision packages. You can drag and drop decision packages to apply them to the scenario and use the Save button to save the scenario for later use.

## 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.



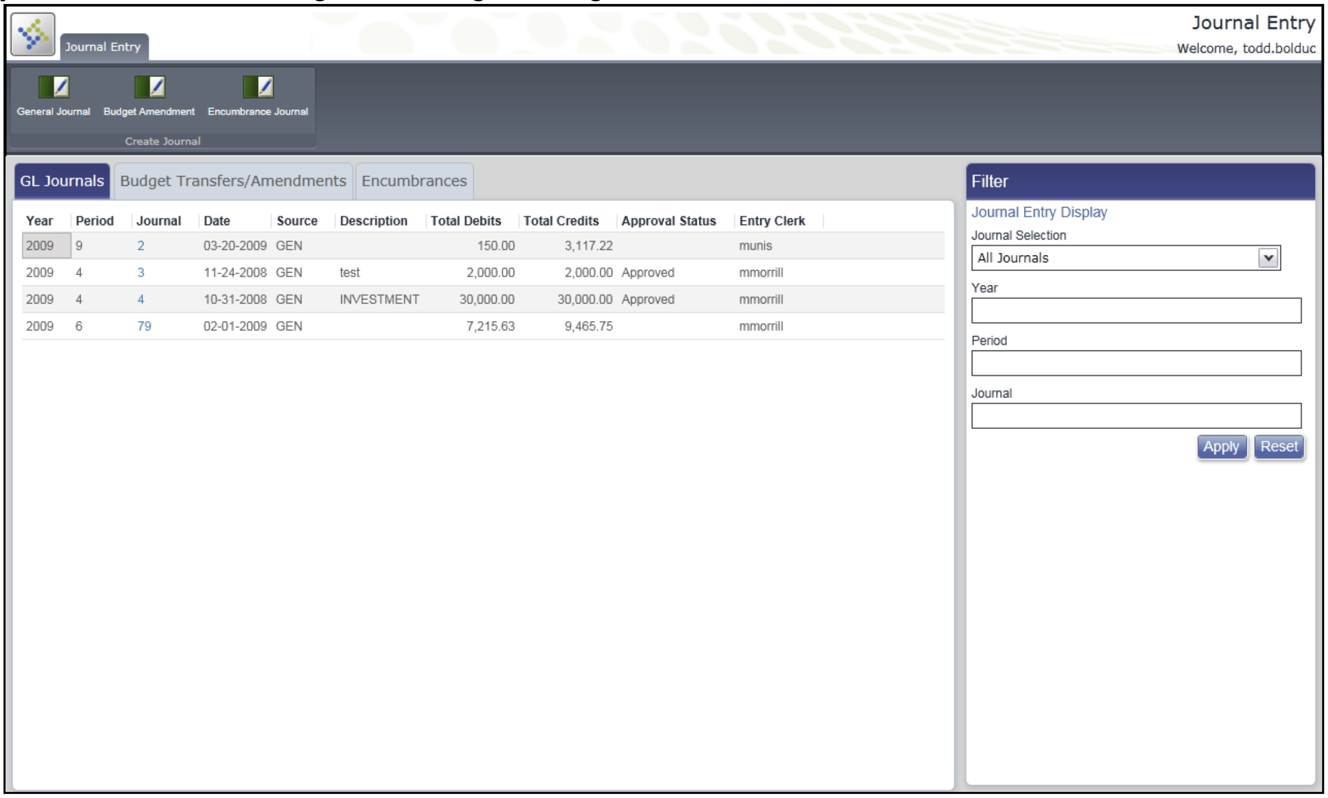

The program screen is blank when first opened. You must perform a basic or advanced search in order to view account information.



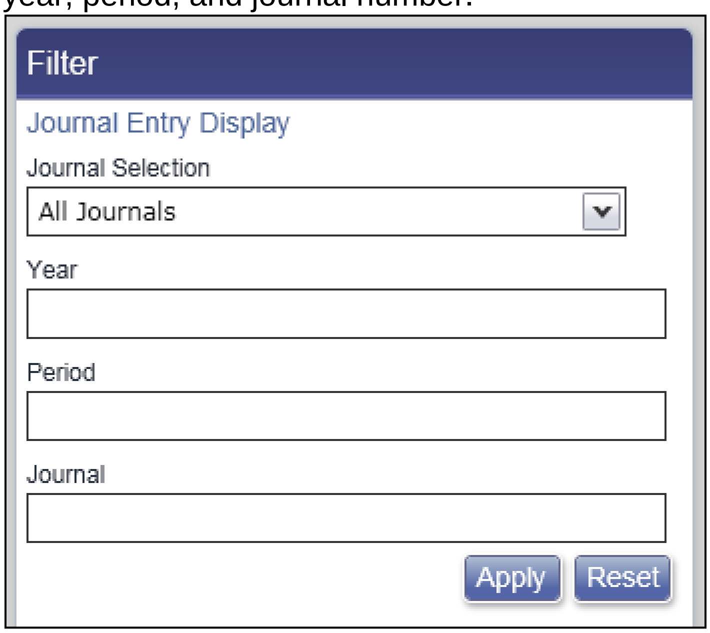

It presents basic information such as the description, type, status and a four year comparison of account totals. It also provides a total of all the four year comparison amounts for the entire find set. The Details page has several ways to present journal details, each of which provide Journal Inquiry 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

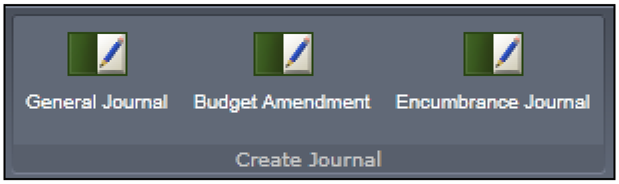
The Journal Entry program is available. The program allows you to view, add, and maintain journal entries for the general ledger, budget transfers and amendments, and encumbrances.



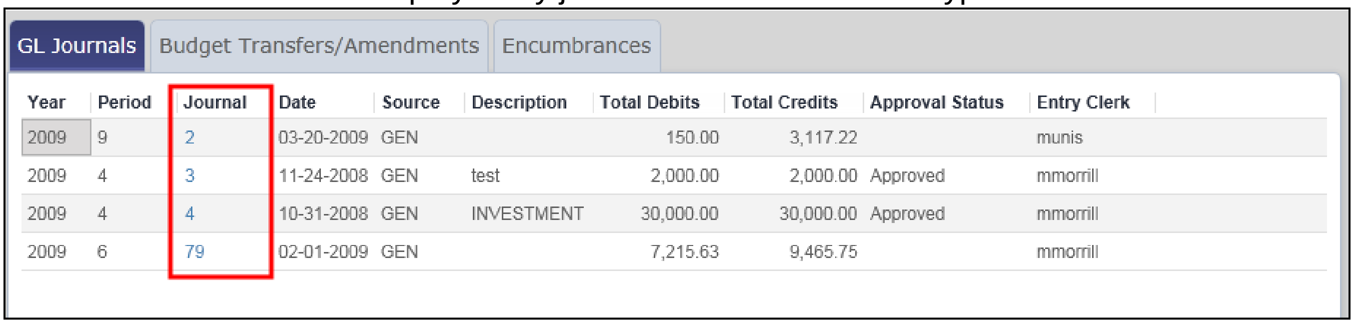

On startup, the program displays all of the general ledger journal entries you have permission to view. You can use the Filter pane to refine the displayed list of journals by journal creator, year, period, and journal number.



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

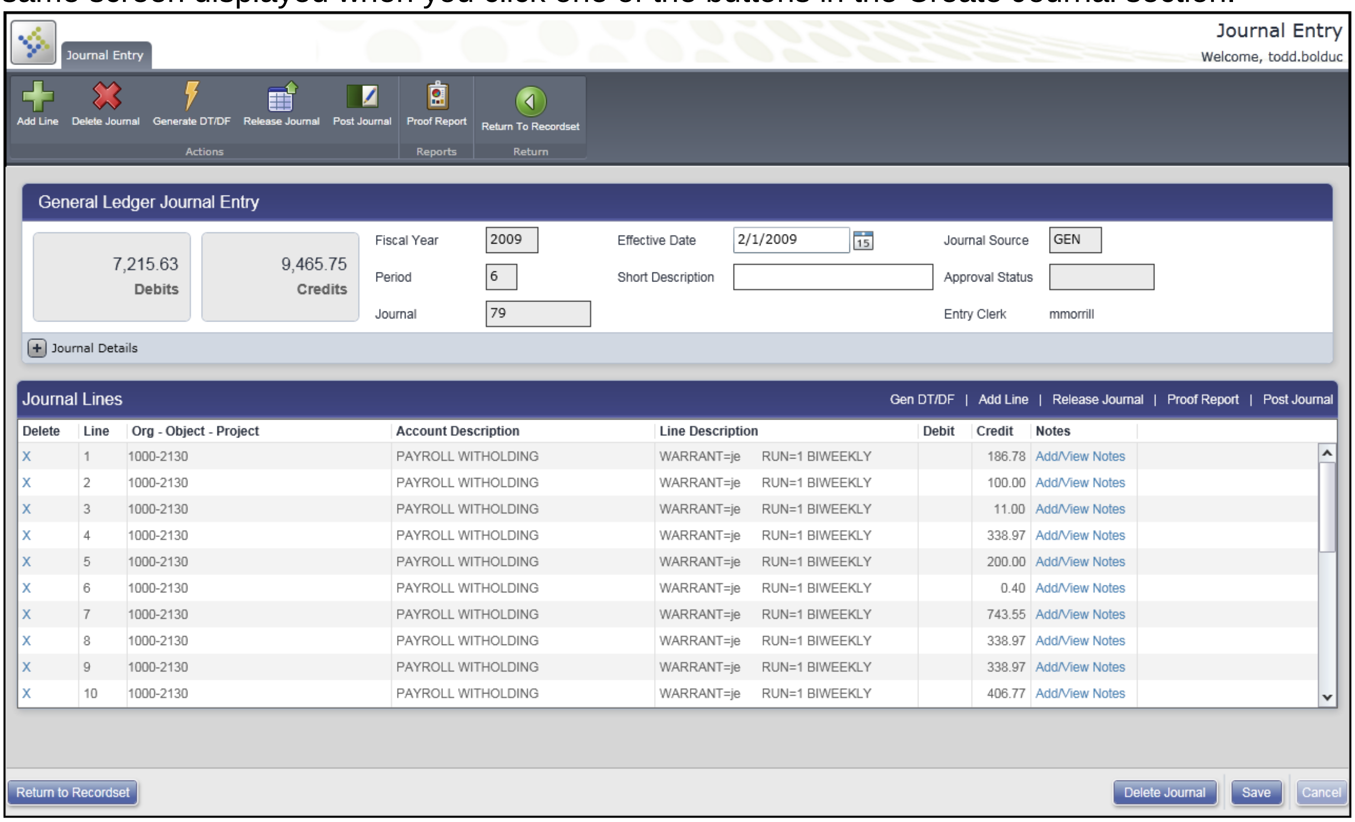



The journal listing is divided into three tabs: GL Journals, Budget Transfers/Amendments, and Encumbrances. Each tab displays only journal entries of the titled type.




| 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.

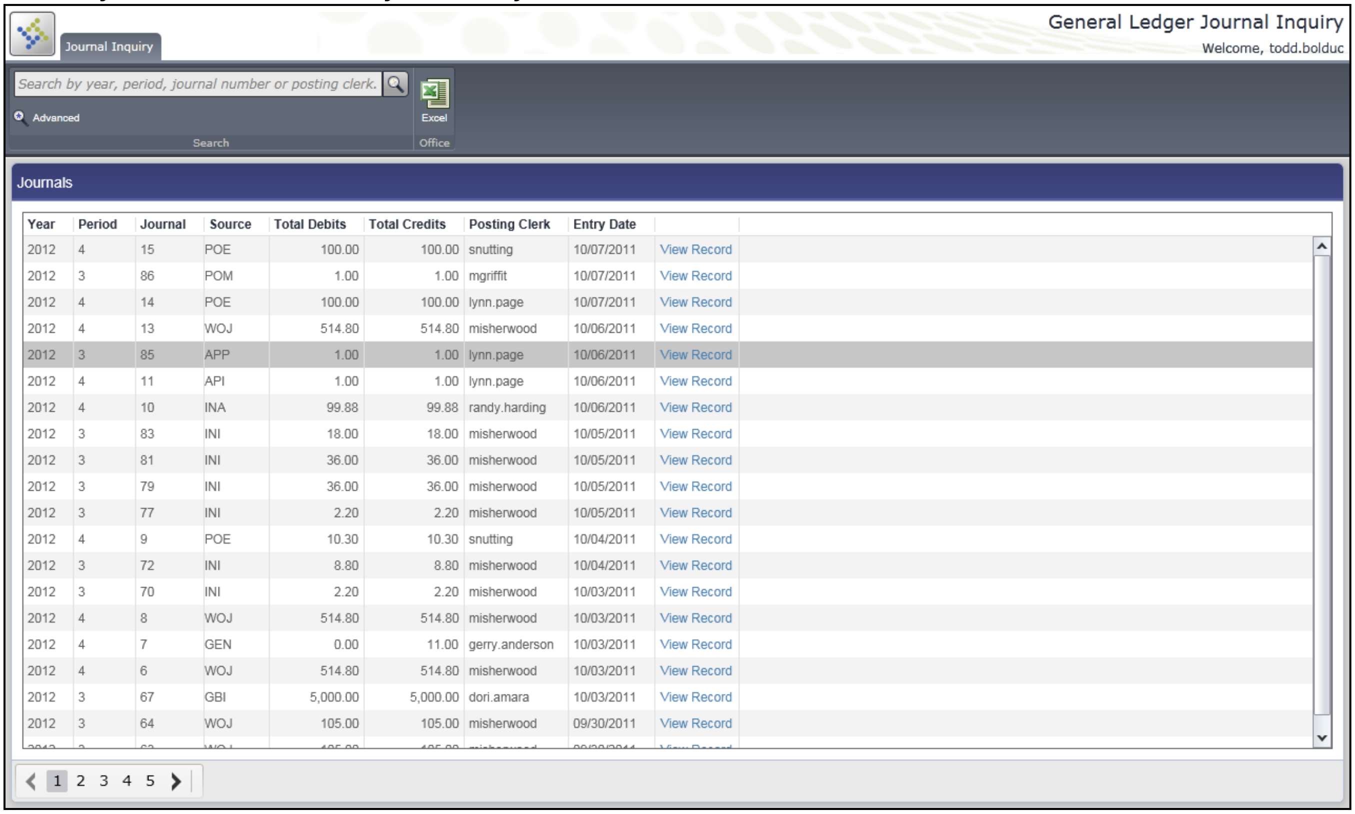



| Delete | Line | Org - Object - Project | Account Description | Line Description | Debit | Credit | Notes |
|---|---|---|---|---|---|---|---|
| X | 1 | 1000-2130 | PAYROLL WITHOLDING | WARRANT=je RUN=1 BIWEEKLY | | 186.78 | Add/View Notes |
| X | 2 | 1000-2130 | PAYROLL WITHOLDING | WARRANT=je RUN=1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

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.

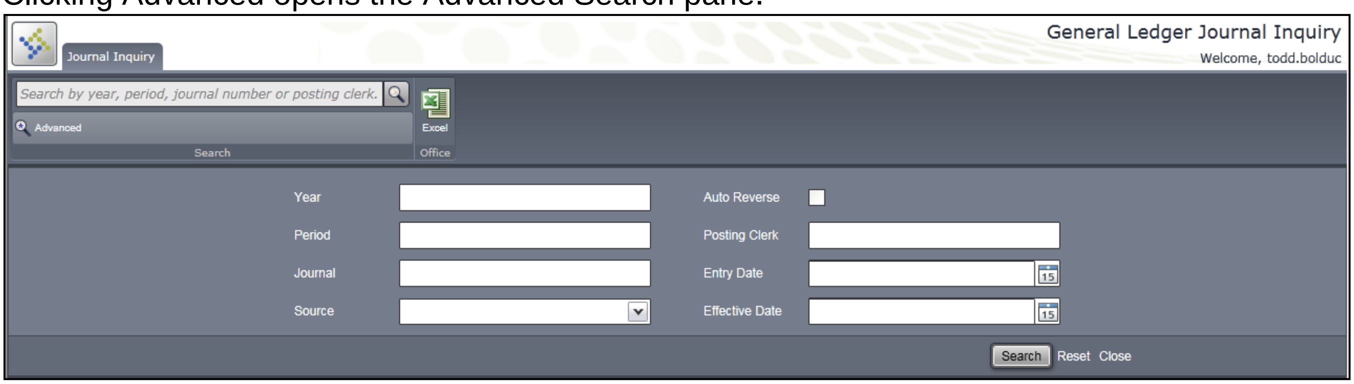
# Journal Inquiry

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.

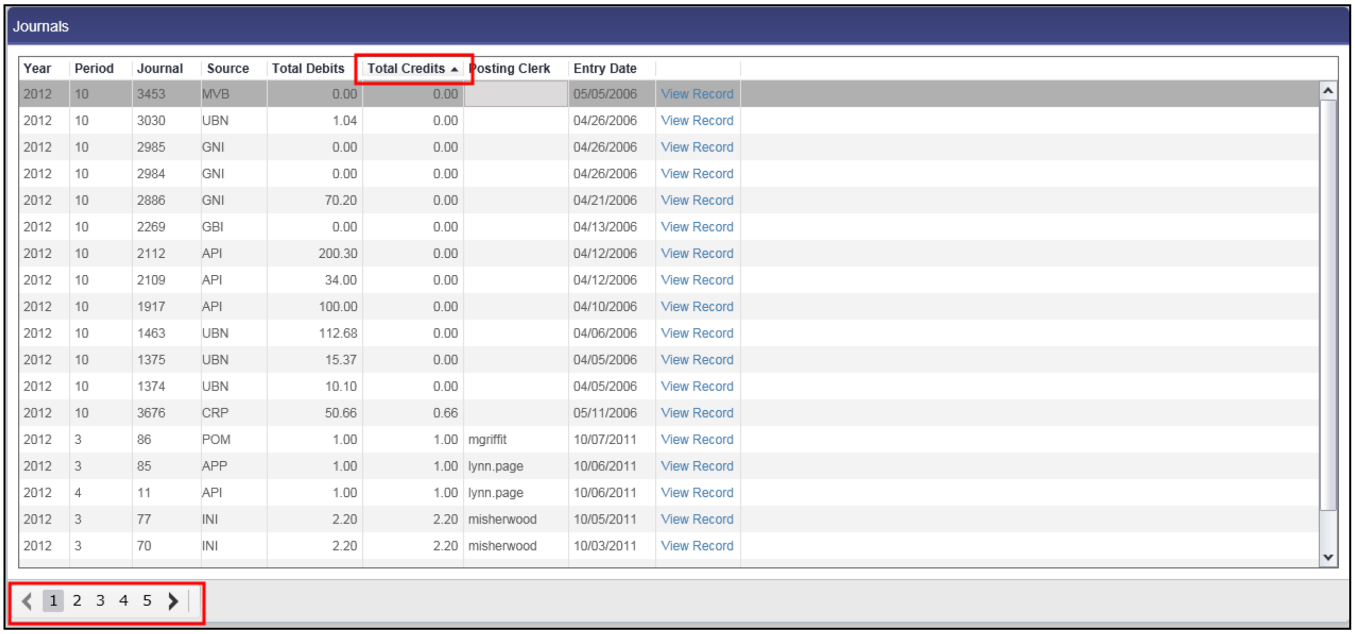



| Year | Period | Journal | Source | Total Debits | Total Credits | Posting Clerk | Entry Date | |
|---|---|---|---|---|---|---|---|---|
| 2012 | 4 | 15 | POE | 100.00 | 100.00 | snutting | 10/07/2011 | View Record |
| 2012 | 3 | 86 | POM | 1.00 | 1.00 | mgriffit | 10/07/2011 | View Record |
| 2012 | 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 |

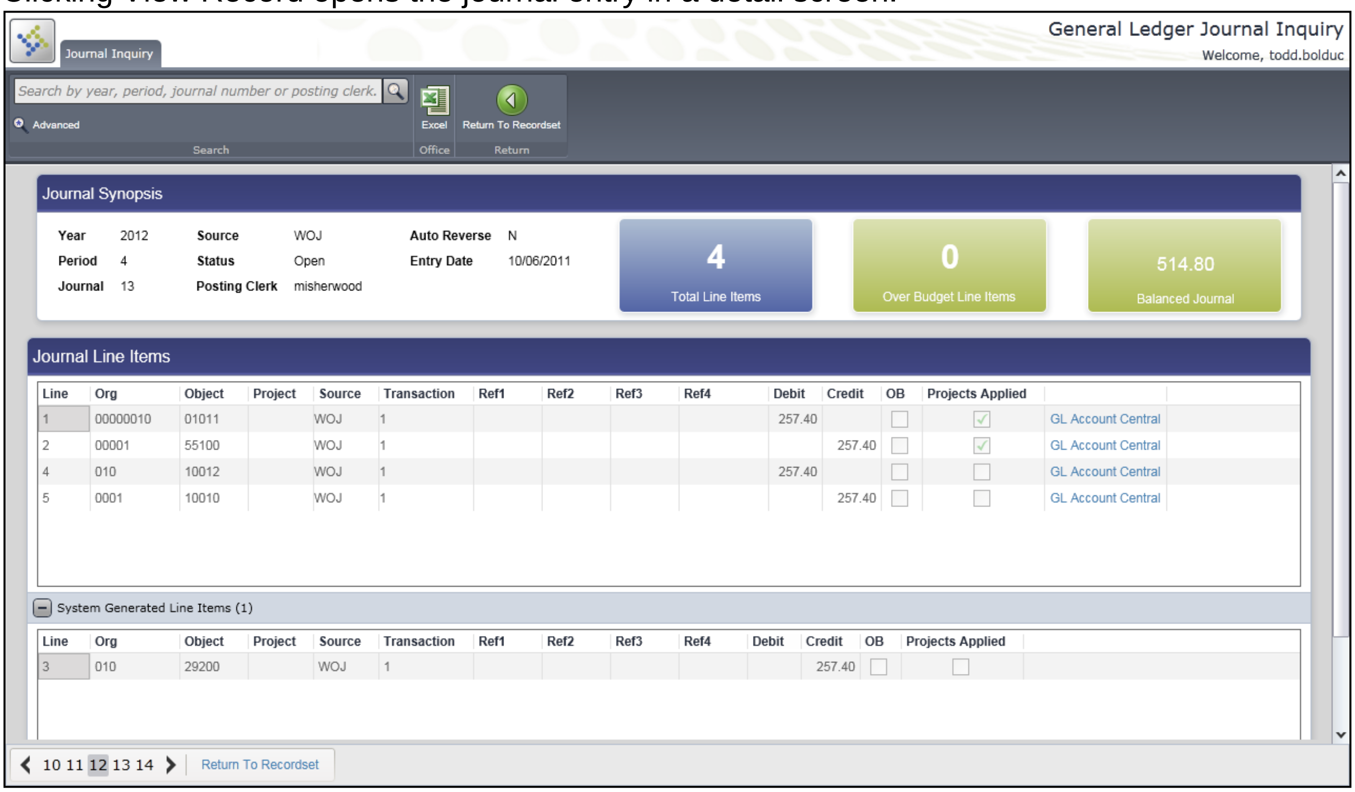
Clicking Advanced opens the Advanced Search pane.




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.




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




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.

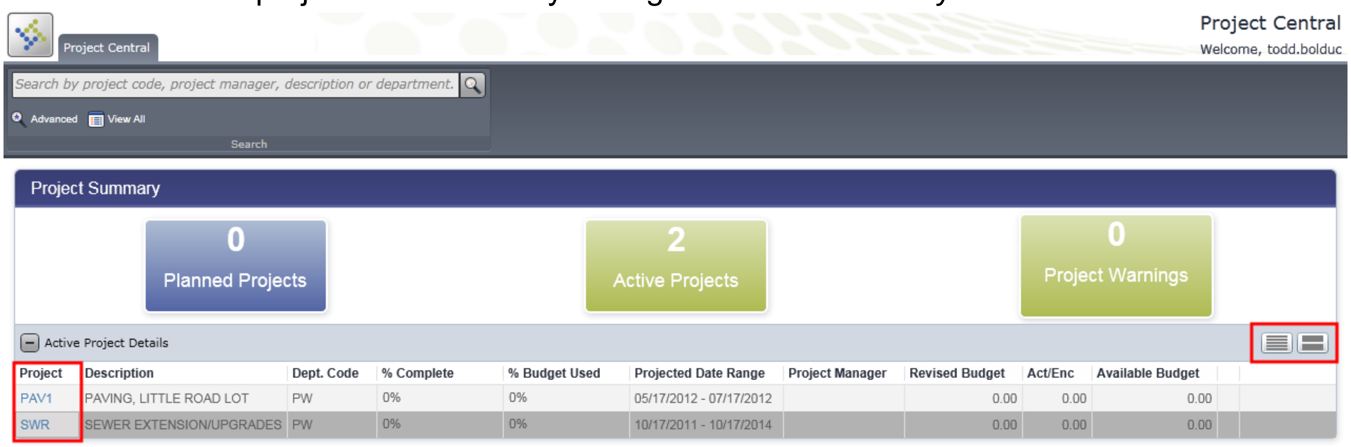
Click the GL Account Central link for any line item to open the account to which the line item applies in the GL Account Central program.

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.

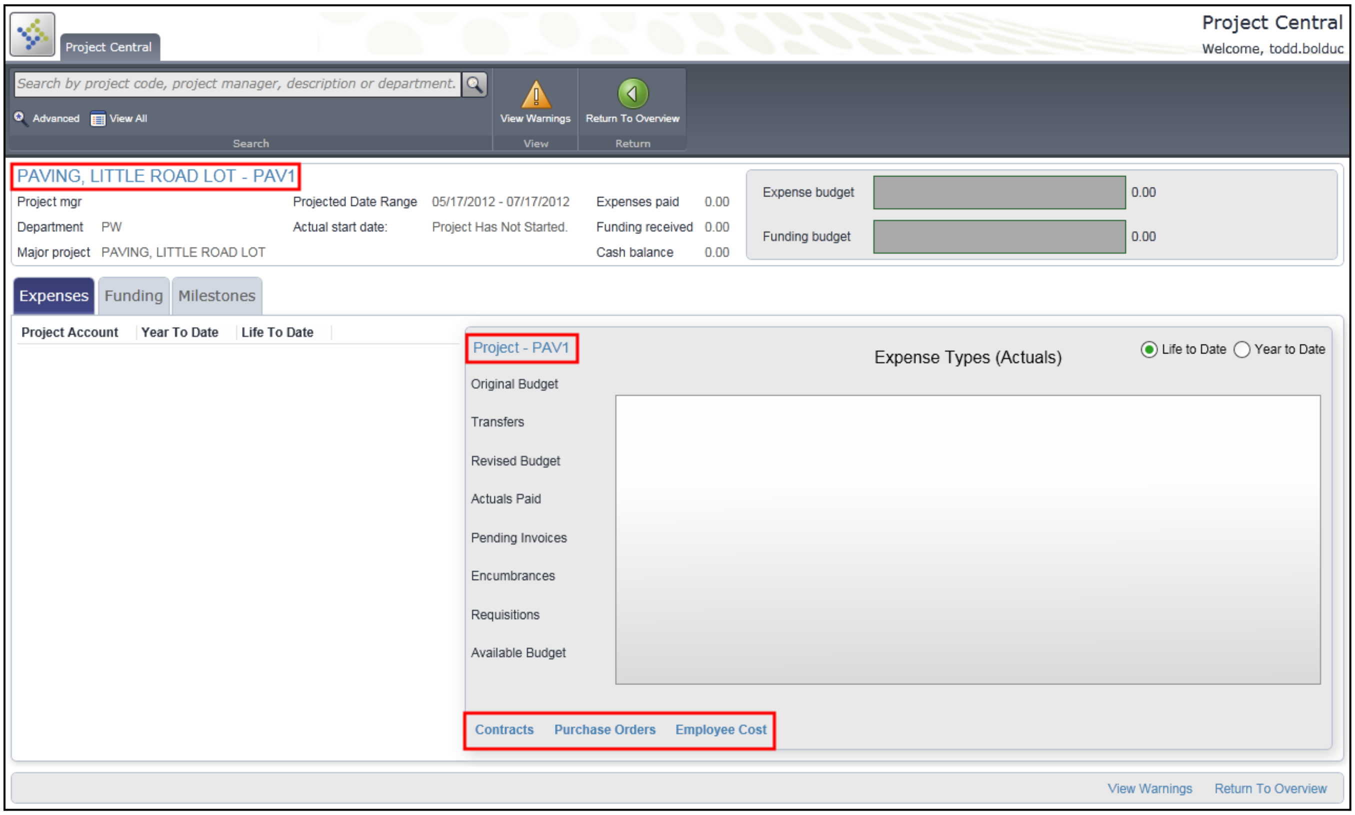
## Project Central

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.




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.

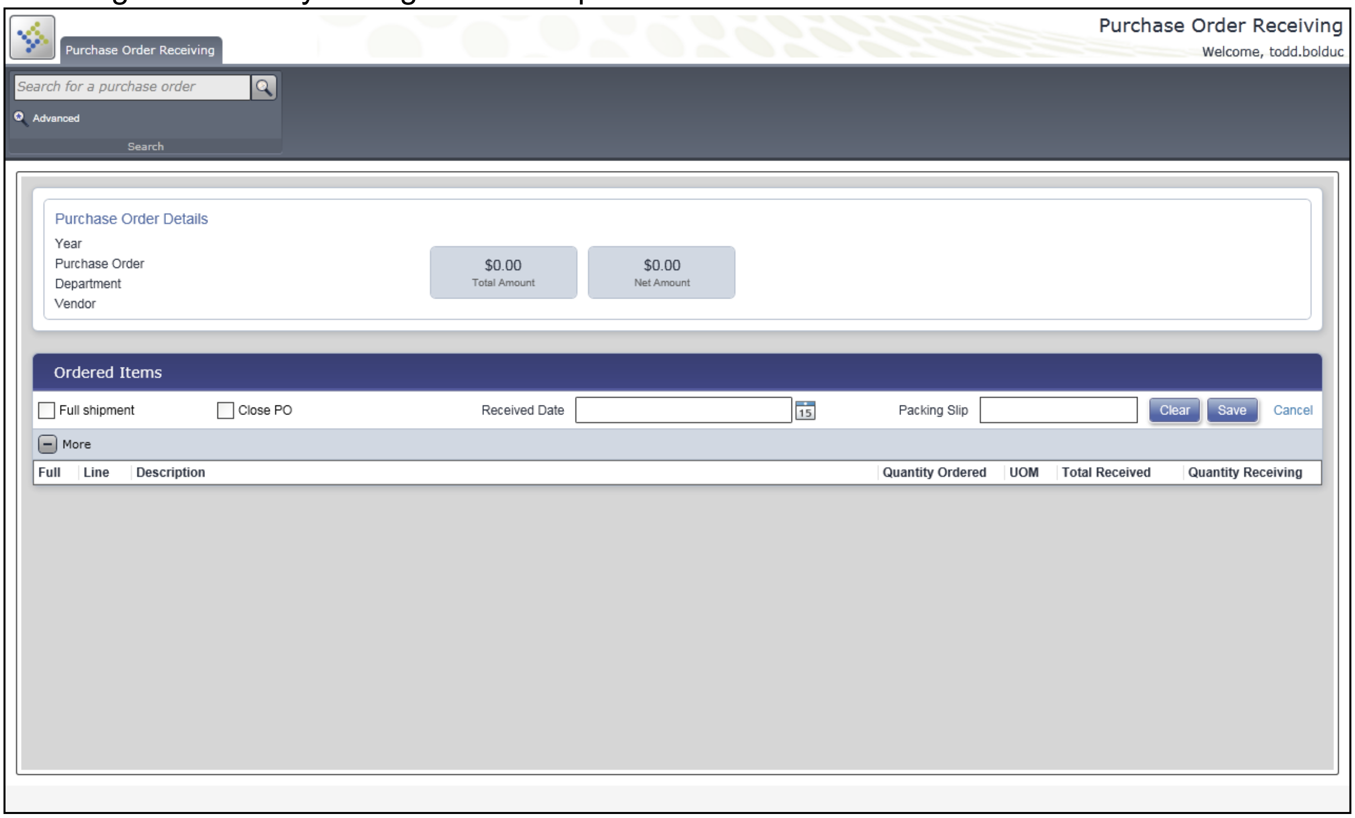
Click a project code to view it in detail format.



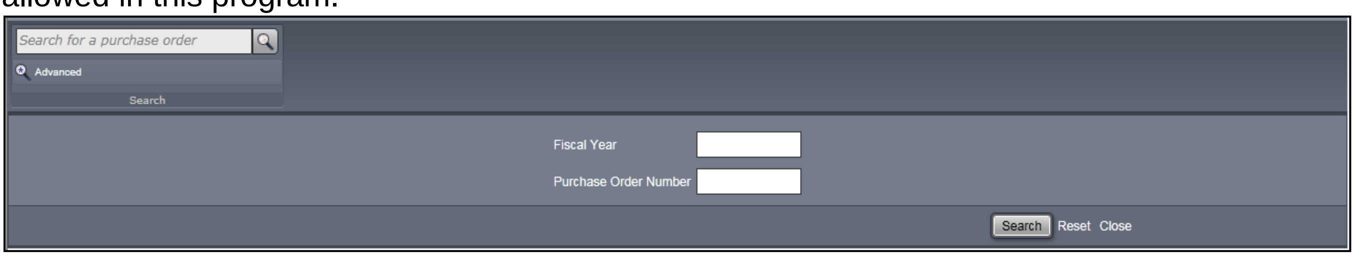

The detail screen is divided into a header and three tabs of information.
You can click the project title to open it in the Project Master program. Clicking the project code in the line graph section opens the expense or funding source string in the Expense or Funding Source Inquiry program. The Contracts, 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.

# Purchase Order Receiving

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

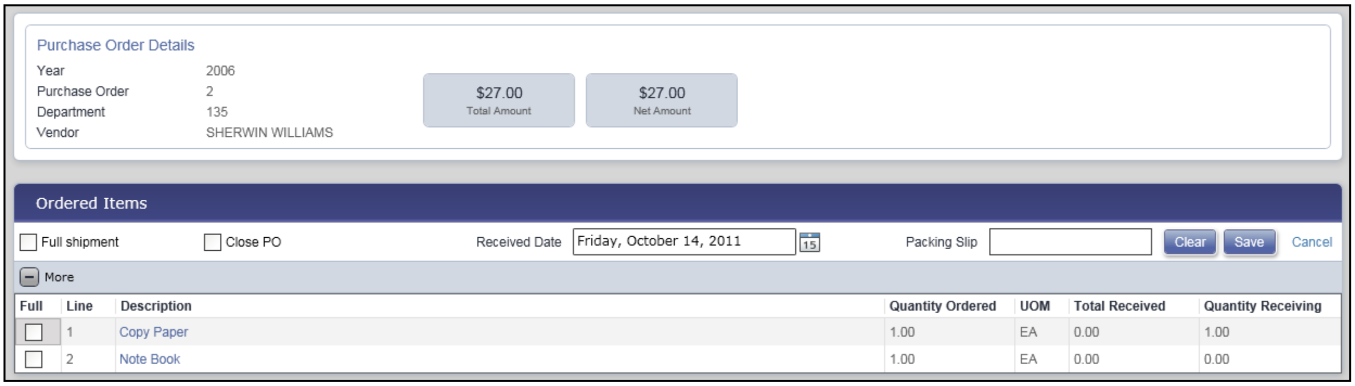



The program provides a search box, and an advanced search option. When searching for a purchase order, you must know the purchase order number. Wildcard searches are not allowed in this program.

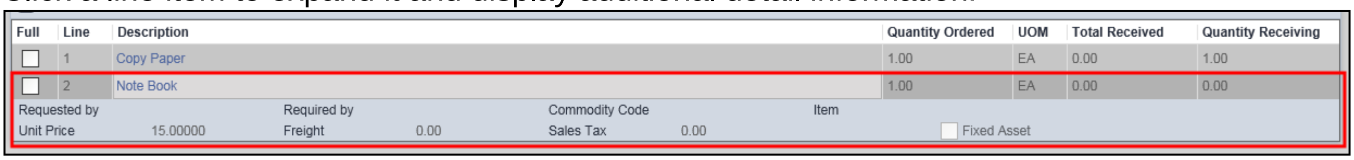



After a successful search, the program displays the purchase order details and ordered items in the panes.

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.

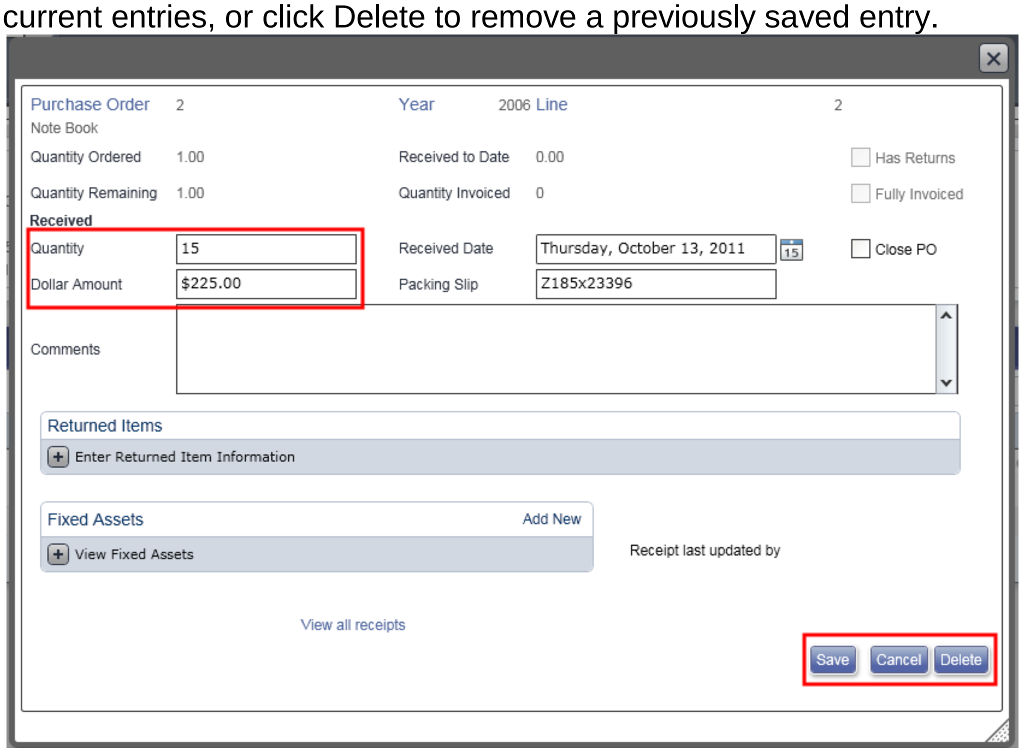



Click a line item to expand it and display additional detail information.



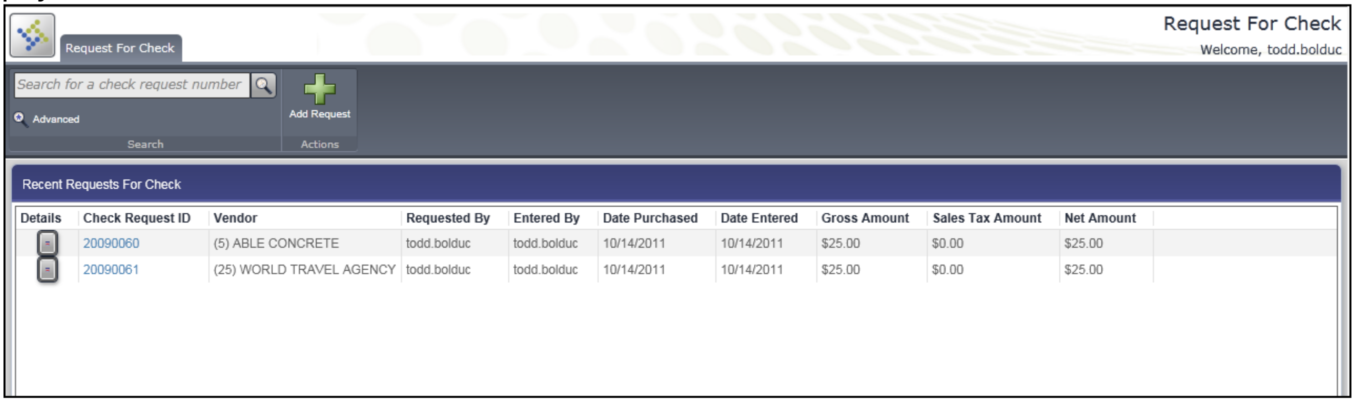

Click the hyperlink in the Description field to enter receipt information for that item. The program opens a new pane that displays item information and allows you to enter the received or returned amounts. The pane automatically calculates the Dollar Amount field according to the number of items received 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.

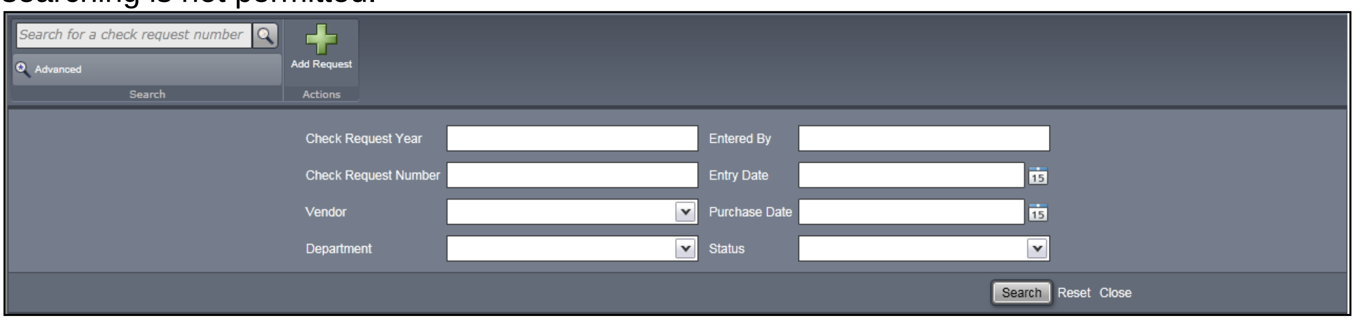


# Request for Check

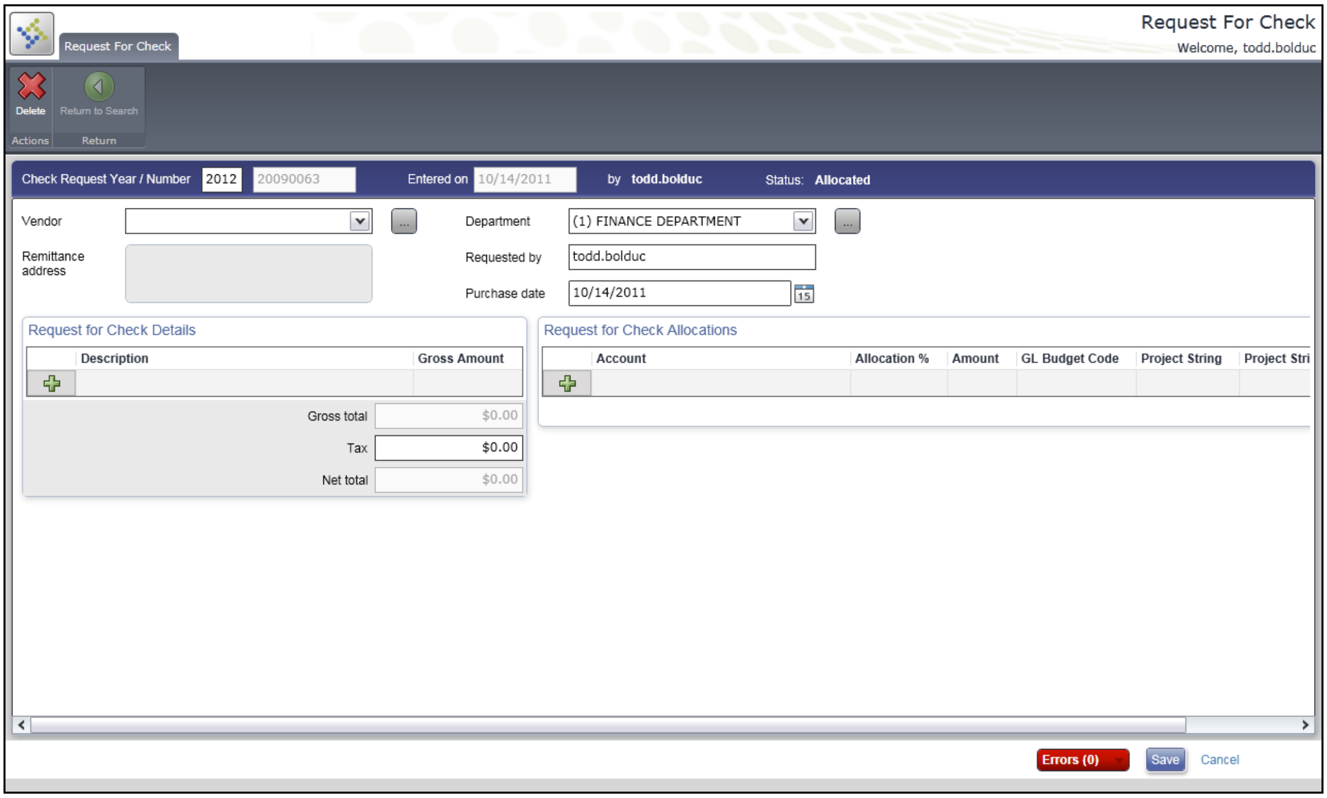
The Request for Check program is available. This program allows users to enter requests for checks to be used to pay vendors without requiring an invoice against which to apply the payment.




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




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




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.


## 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**<br>*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.* | |
| 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 |