



Munis Financials

*Major Enhancements
Version 10.3
March 21, 2013*

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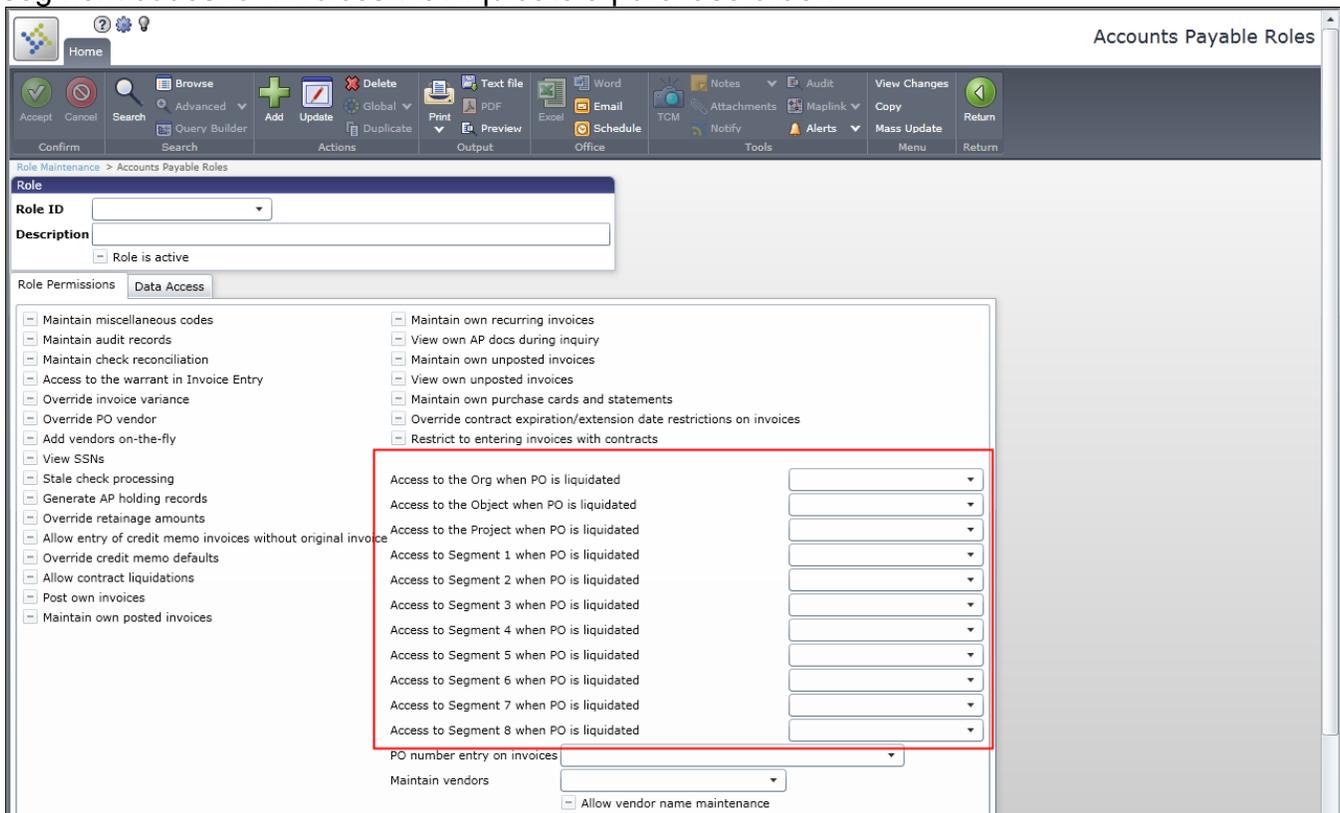
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Munis Financials

This document provides an overview of the major Financials enhancements available for Munis® Version 10.3.

Accounts Payable Roles

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



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

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

Budget Approval Workflow Bypass

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


Home

Budget Roles

Accept Cancel Search Browse Advanced Add Update Delete Global Duplicate

Print PDF Text file Word Excel Email Schedule TCM Notes Attachments Audit Maplink Alerts View Changes Return

Confirm Search Actions Output Office Tools Menu Return

Role Maintenance > Budget Roles

Role

Role ID

Description

Role is active

Budget amendments

Post amendments

Approve amendments

Disallow 1-sided amendments

Disallow inter-fund transactions (types 7 and 8)

Bypass workflow for budget amendment/transfers

Next year budgeting

Maximum budget level

Projection access type

Hide restricted budget levels

Budget approver

Projection detail access only

Data Access

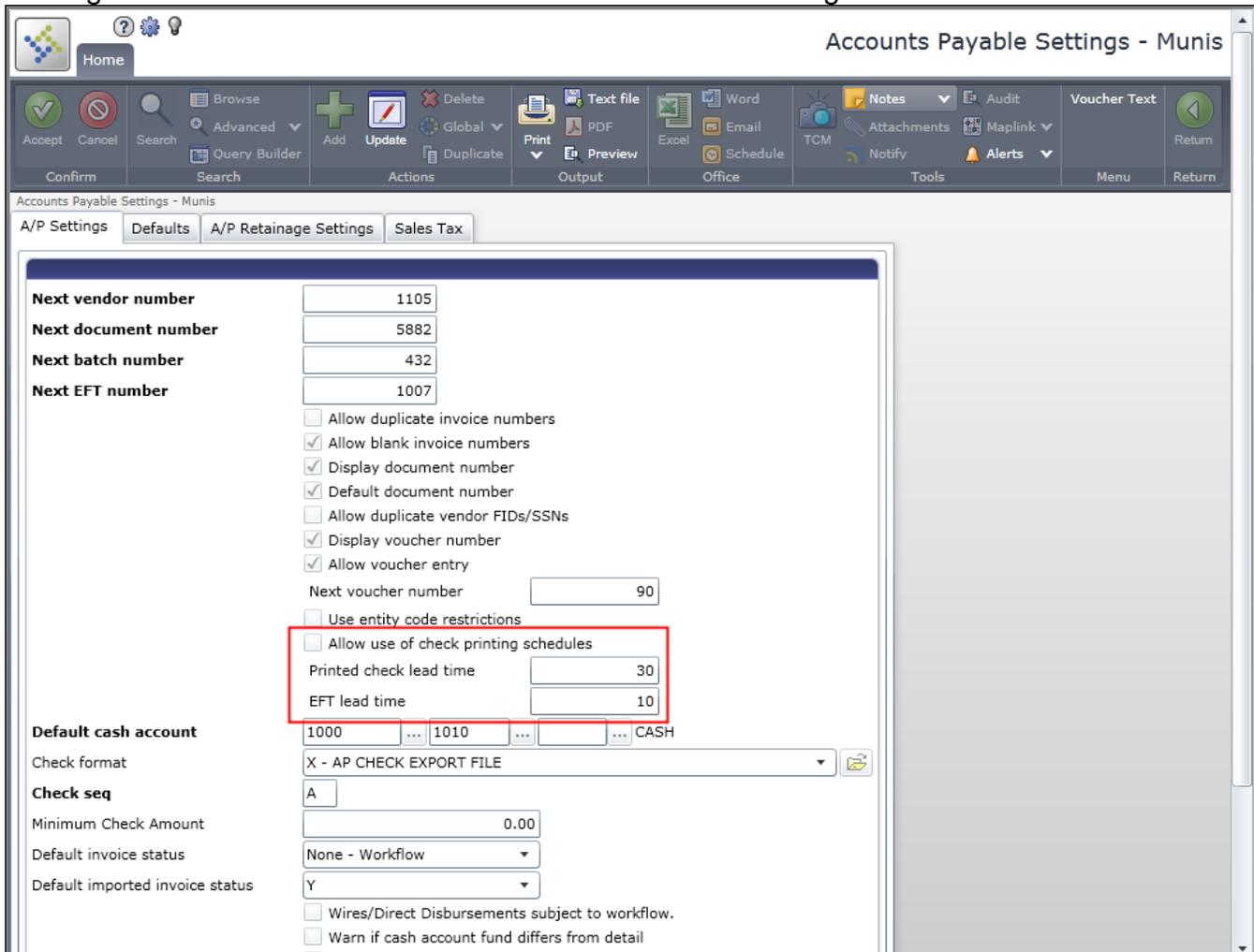
Budget object code access 

Budget amendment transfer 

⏪ ⏩ 0 of 0 🔍 📄

Check Printing Schedules

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



Accounts Payable Settings - Munis

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

Next vendor number: 1105
 Next document number: 5882
 Next batch number: 432
 Next EFT number: 1007

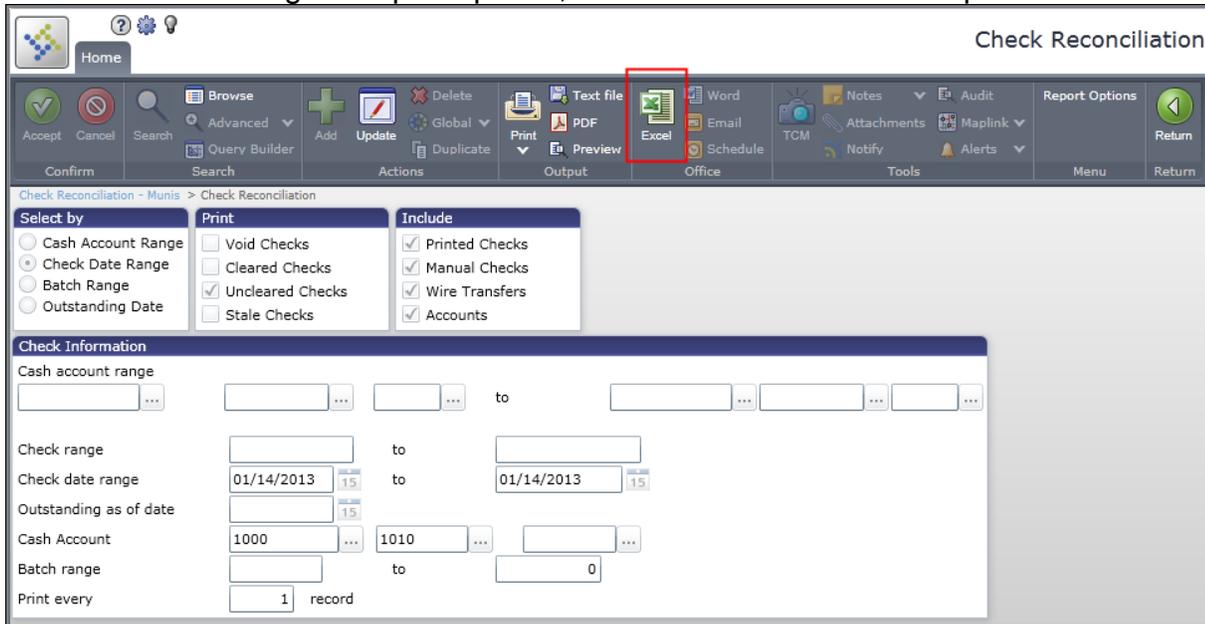
Allow duplicate invoice numbers
 Allow blank invoice numbers
 Display document number
 Default document number
 Allow duplicate vendor FIDs/SSNs
 Display voucher number
 Allow voucher entry
 Next voucher number: 90
 Use entity code restrictions
 Allow use of check printing schedules
 Printed check lead time: 30
 EFT lead time: 10

Default cash account: 1000 ... 1010 ... CASH
 Check format: X - AP CHECK EXPORT FILE
 Check seq: A
 Minimum Check Amount: 0.00
 Default invoice status: None - Workflow
 Default imported invoice status: Y
 Wires/Direct Disbursements subject to workflow.
 Warn if cash account fund differs from detail

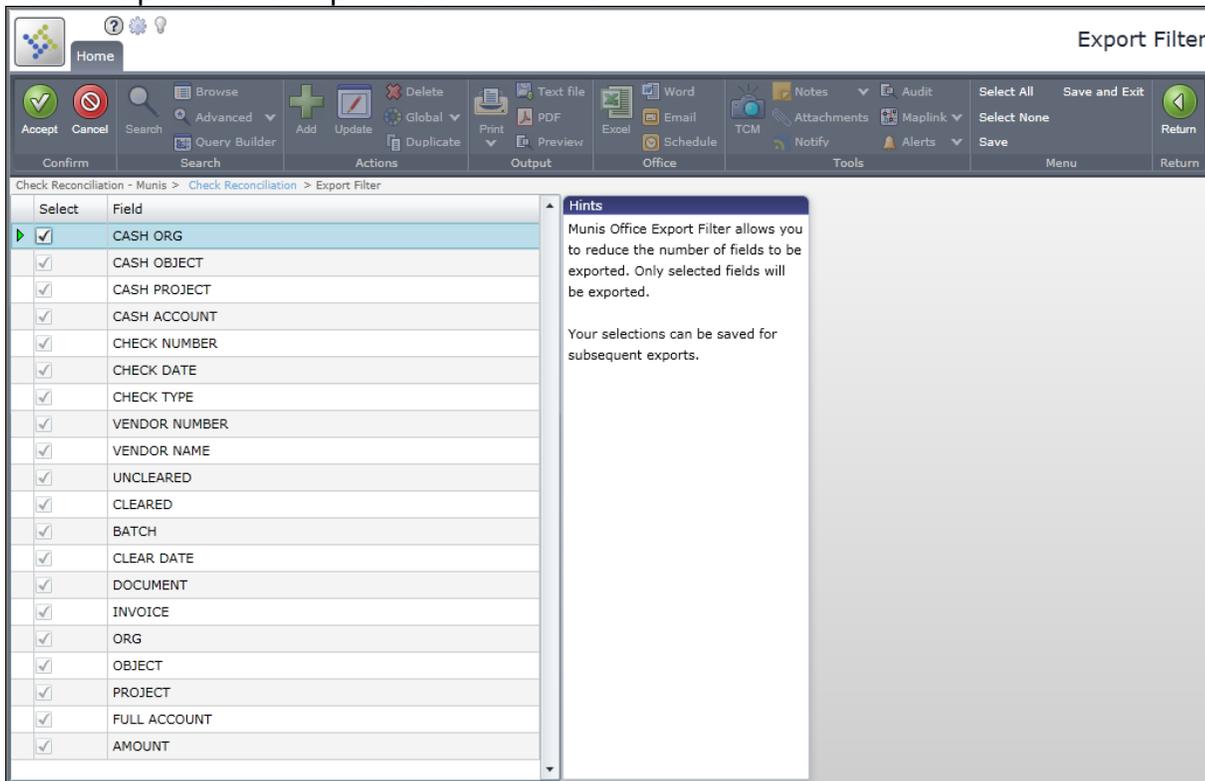
Selecting the check box causes the Select Items to be Paid program to select invoices for payment based on the lead times entered in the Printed Check Lead Time and EFT Lead Time boxes.

Check Reconciliation Excel Output

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

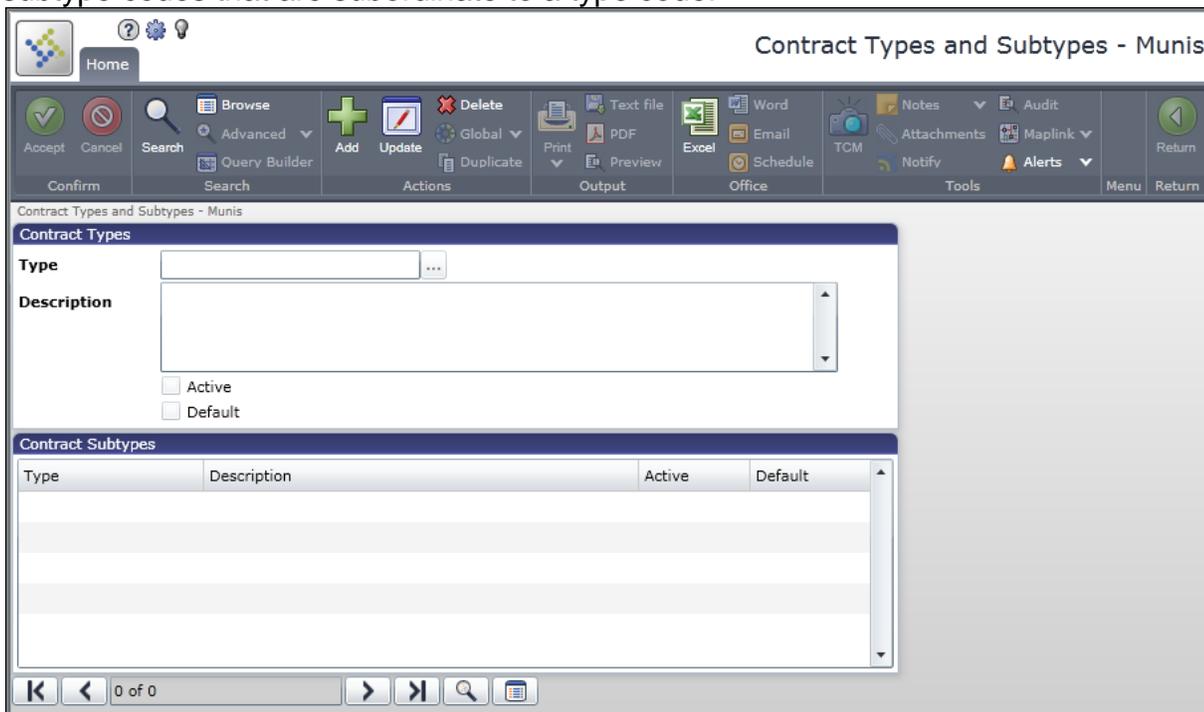


Clicking Excel displays the Export Filter screen, where you can select a check box for each field to export into the spreadsheet format.



Contract Types and Subtypes

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



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

Contract Entry - Munis

Contract: 2008001
 Method: Encumbered
 Vendor: 1000 ABC SUPPLY COMPANY
 Status: POSTED
 Entered by: munis
 Entered: 05/02/2008
 Modified: 05/02/2008

Main Information
 Dept/Loc: CO CENTRAL OFFICE
 Bid/RFP: [Dropdown]
 Project: [Dropdown]
 Description: [Text]
 Year: 2008 Period: 8
 Type: General
 Subtype: [Dropdown]
 Review code: [Dropdown]
 Percent complete: 0.00 as of [Date]
 Administrator: [Dropdown]
 Workflow: None Notification Percentage: 0.00

Dates
 Estimated start: [Date]
 Estimated completion: [Date]
 Bid awarded: [Date]
 Approved: [Date]
 Initial expiration: [Date]
 Renewal action: [Date]
 Extended through: [Date]

Days
 Original: 0
 Modified: 0
 Revised: 0

Totals		Open Req		Open PO		Expended		Available	
Original	5,000.00	0.00	0.00 %	0.00	0.00 %	2,500.00	50.00 %	2,500.00	50.00 %
Revised	5,000.00								
Liquidated amt	2,500.00								
Encumb balance	2,500.00								

Additional Information
 Requisitions (0)
 Purchase Orders (0)
 Invoices (1)
 Milestones (0)
 Performance (0)

Workflow
 My Approvals: Approve, Reject, Forward, Hold, Approvers

eProcurement Data Mapping

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

Vendors - Munis

General Vendor Information
 Vendor: 1000 Entity: 1
 Alpha: ABC SUPPLY COMPANY Type: [Dropdown]
 Status: ACTIVE Reason: [Dropdown]
 Entered: 07/16/2004
 Modified: 08/15/2012
 By: [Text]

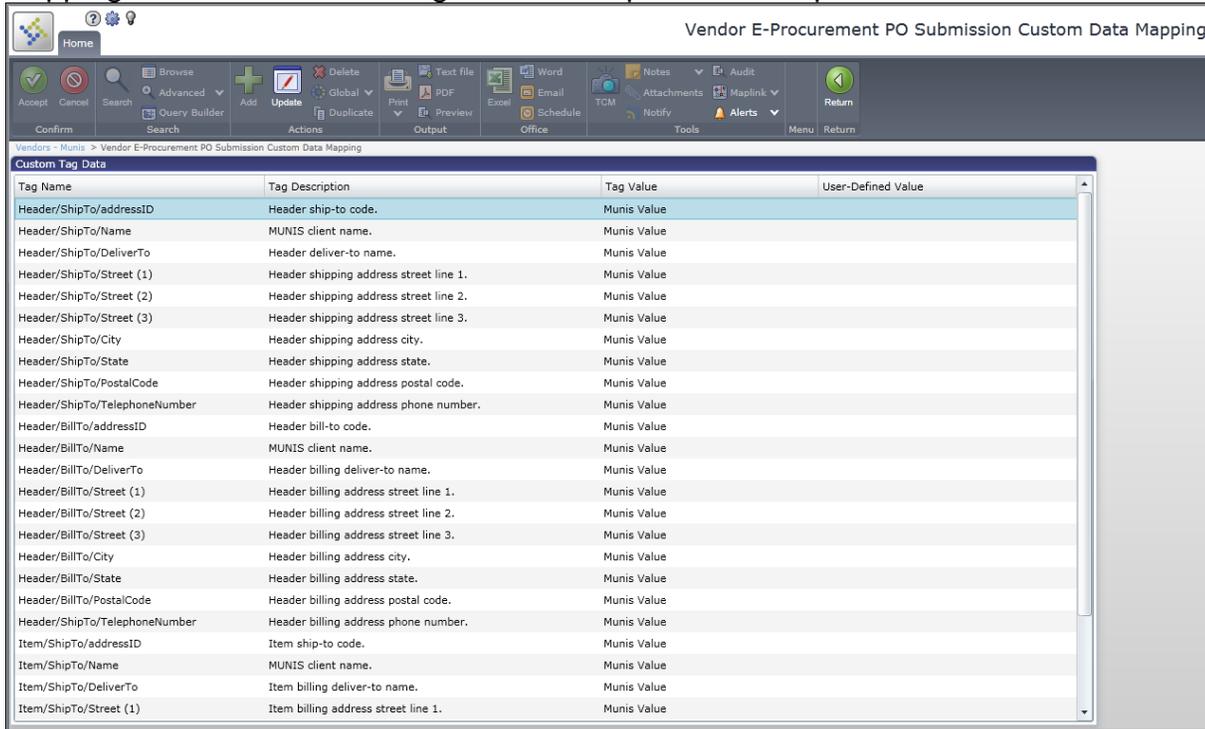
Main General Miscellaneous Contacts E-Procurement Settings User Defined Certifications

Encryption Protocol
 Type: [Dropdown]

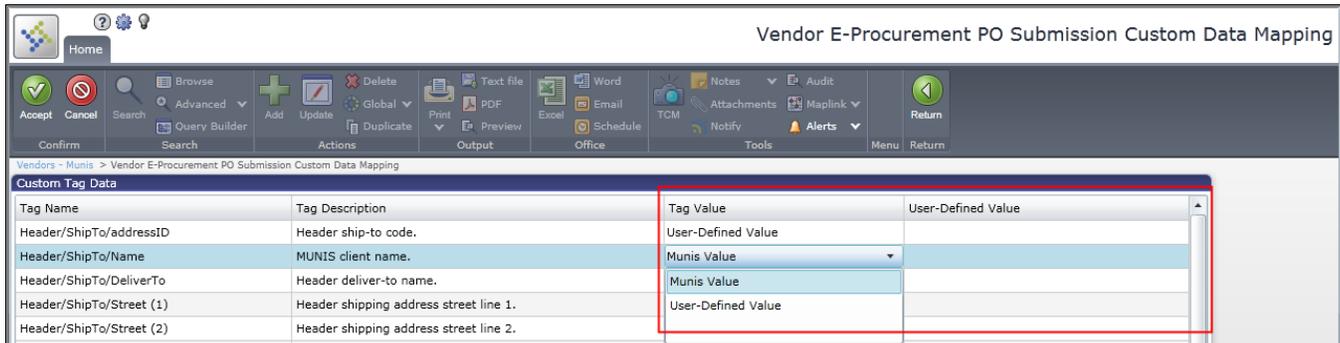
Requisition Punchout Credentials
 Test
 URL: [Dropdown] (Inactive) Activate
 User ID: [Text]
 Password: [Text]
 Production
 URL: [Dropdown] (Inactive) Activate
 User ID: [Text]
 Password: [Text]

PO Submission Credentials
 Test
 URL: [Dropdown] (Inactive) Activate **Custom Data Mapping**
 User ID: [Text]
 Password: [Text]
 Production
 URL: [Dropdown] (Inactive) Activate

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



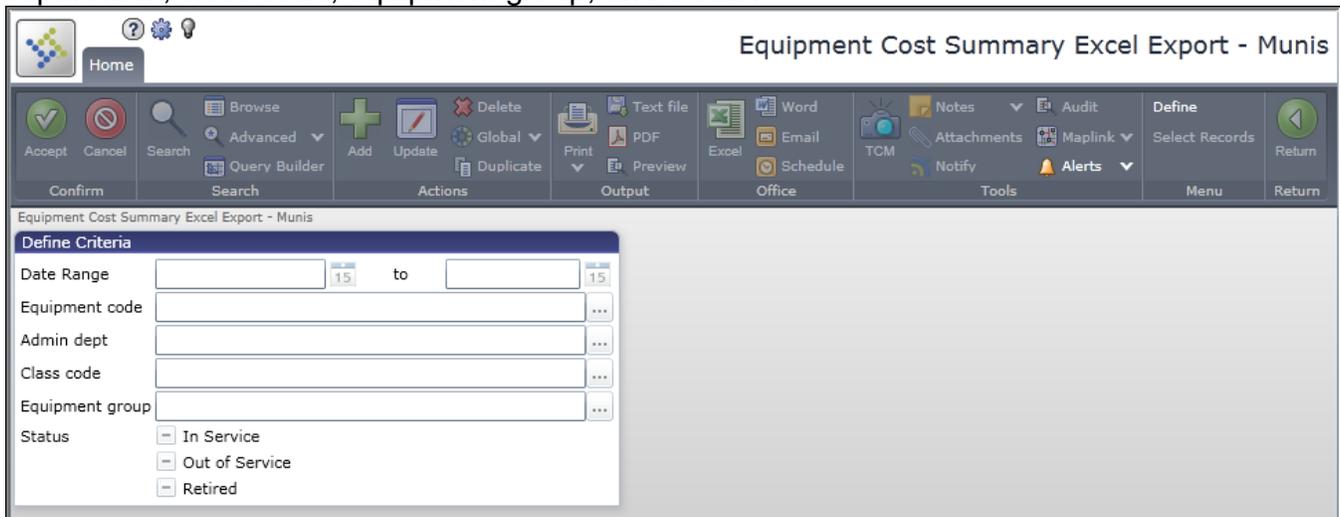
When you click Update on the ribbon, the program opens the table for entry and selection of a tag value (Munis or User Defined). If you select User Defined, you can enter the value in the User Defined Value column. This value replaces the actual value from the purchase order when the file delivered to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



Equipment Cost Summary

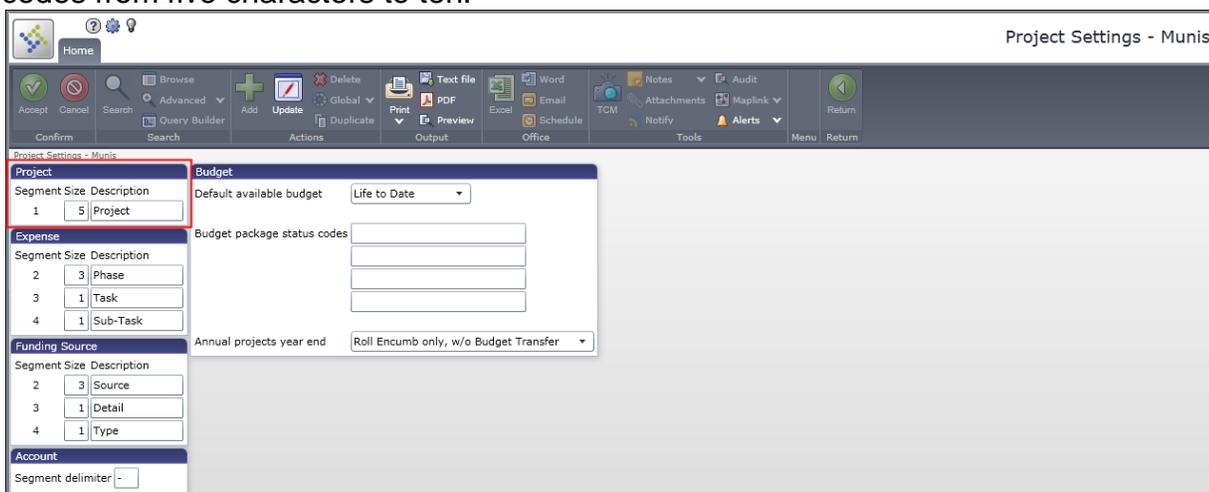
The Equipment Cost Summary report program generates an Excel export file that facilitates fleet asset cost analysis. The program provides filters for date range, equipment code,

department, class code, equipment group, and status.



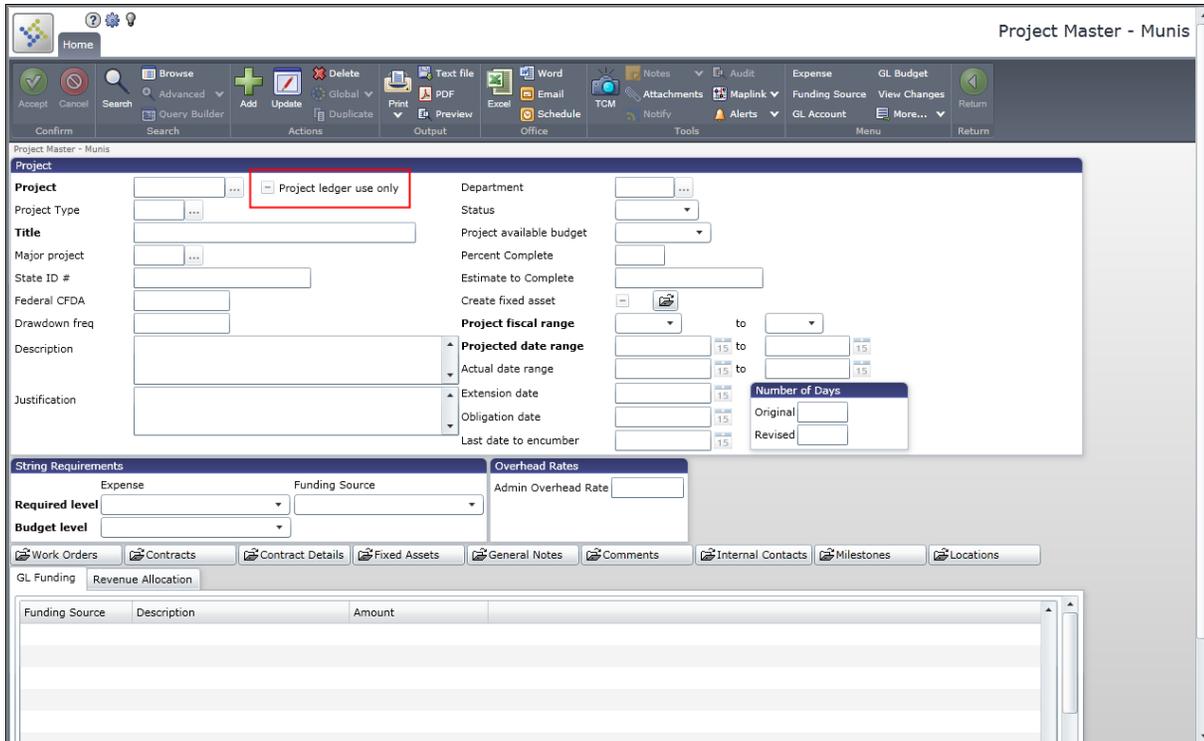
Extended Project Codes

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



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

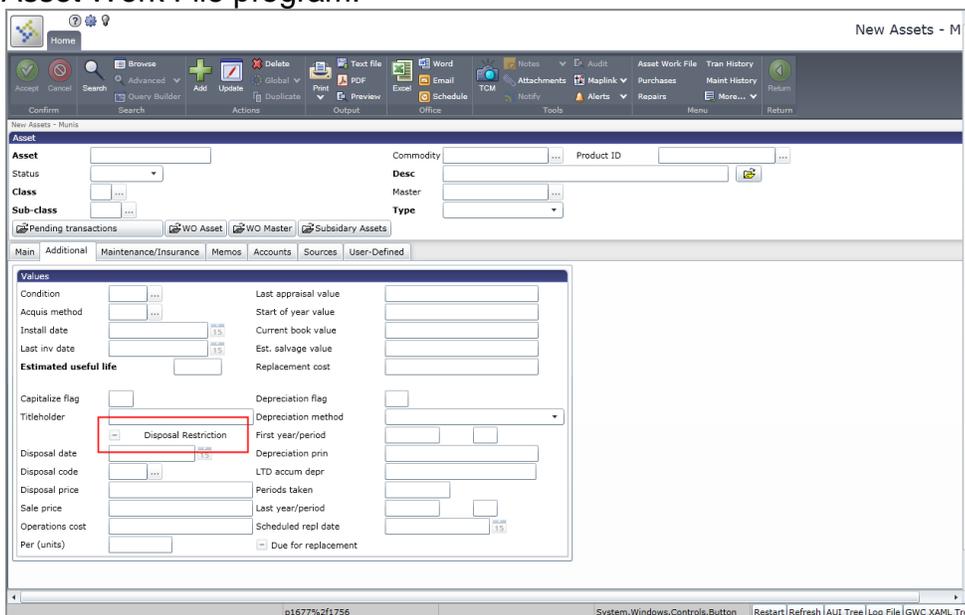
The Project Master and Project Inquiry programs contain a check box labeled Project Ledger Use Only. The programs automatically select this check box for any project segment code in excess of five characters. The check box cannot be updated or accessed.

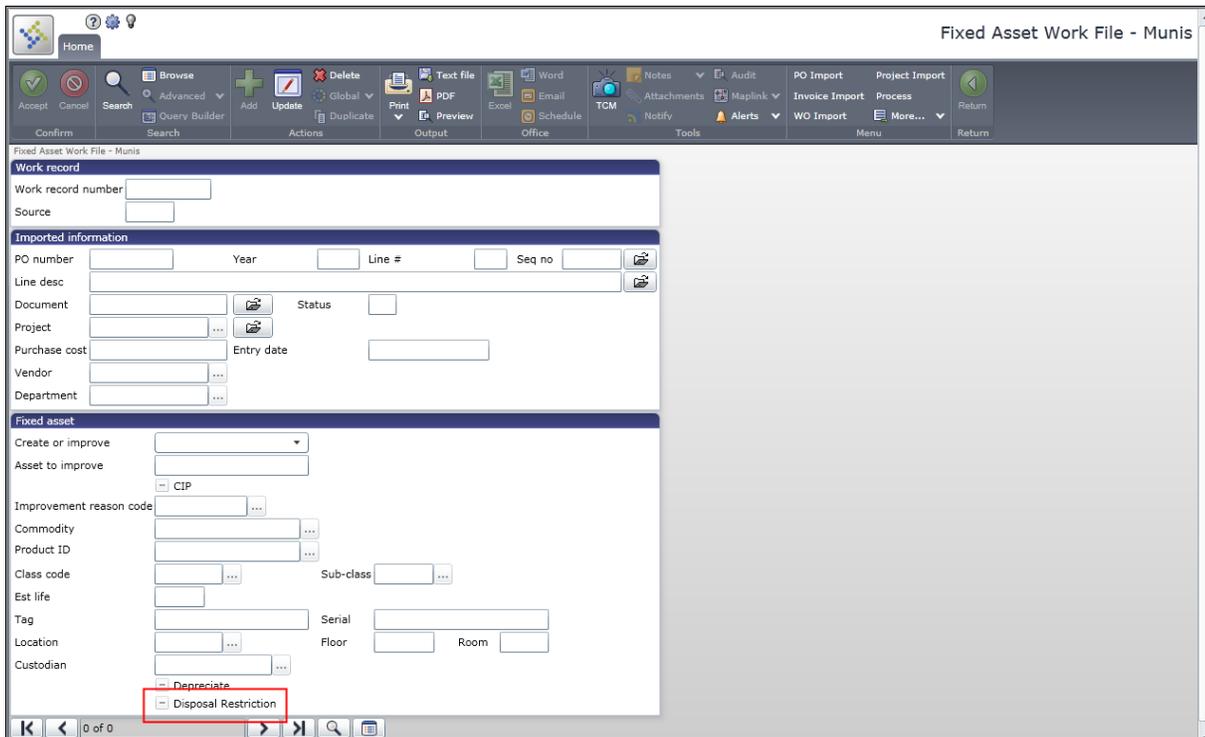


Fixed Assets

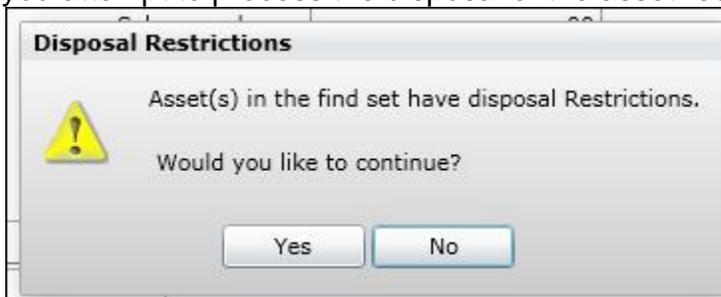
Asset Disposal Restrictions

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

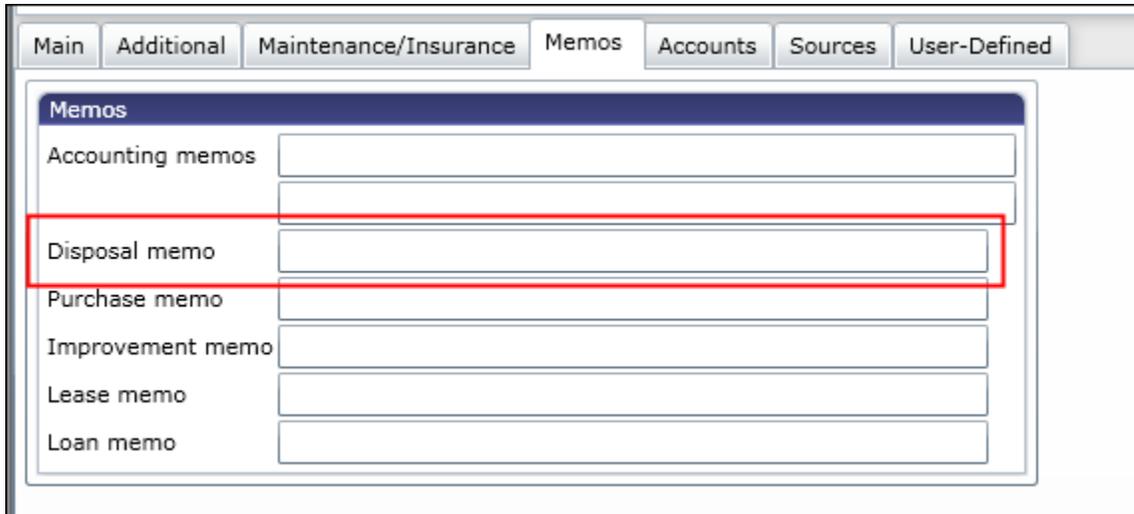




When the Disposal Restriction check box is selected, Munis displays a warning message when you attempt to process the disposal of the asset record.

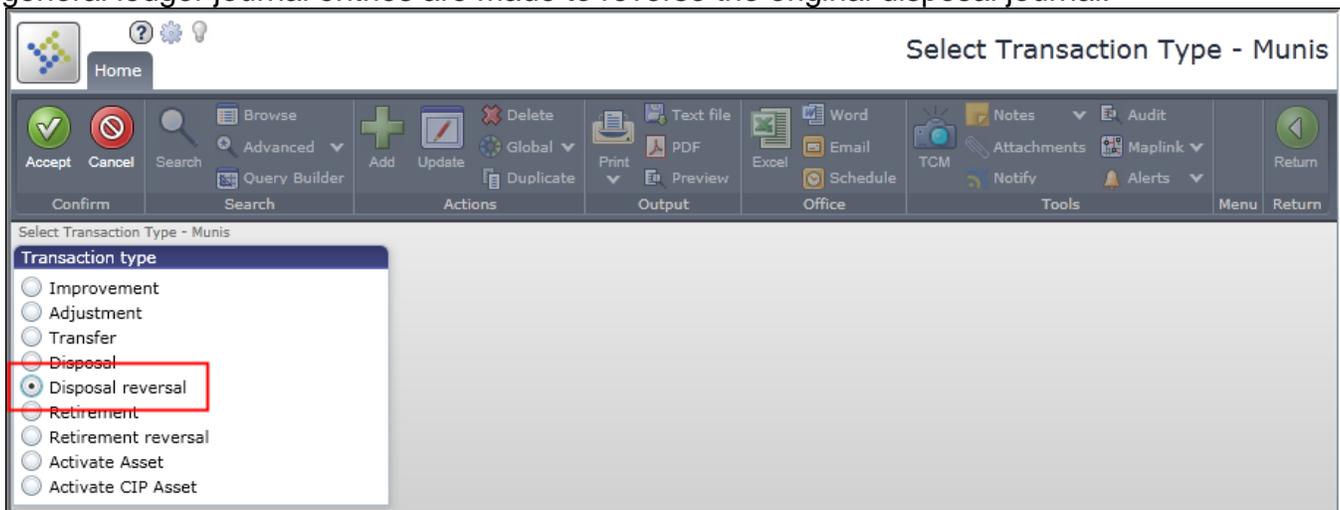


The program does not enforce the disposal restriction. The dialog box is for informational purposes only. If the asset has disposal restrictions, they should be detailed in the Disposal Memo box on the Memos tab.



Asset Disposal Reversals

The Adjustments and Retirements, and Fixed Asset Transaction Entry Post programs contain a Disposal Reversal option. The option is only available for assets that have a status of Disposed. When the disposal is reversed, the asset is given a status of Active and supporting general ledger journal entries are made to reverse the original disposal journal.



Grant Manager

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

Grant Manager
Welcome, Todd Bolduc

Search by Application Number, Grant Number or Grant Name. [Search Icon]

Advanced View All [Add Grant] [Export To Excel]

Search Actions

Grants

1 Pre-Award **12** Active **9** Warnings **0** Closed

Active Grants

Application #	Grant #	Name	Status	Grant Type	Grantor Type	Start Date	Expiration Date	Entered Date	Entry Clerk	Managed On GL
23654	23654	FEDERAL	Active	F	Federal			5/2/2007	mmorrill	<input checked="" type="checkbox"/>
33A08	33A08	FEDERAL	Active	F	Federal			3/25/2008	mmorrill	<input checked="" type="checkbox"/>
4	4	FEDERAL	Active	F	Federal	2/19/2008		3/19/2008	munis	<input checked="" type="checkbox"/>
A111	A111	FEDERAL	Active	F	Federal			6/9/2008	munis	<input checked="" type="checkbox"/>
GRANT	GRANT	PUBLIC WORKS	Active	PW	Federal	1/31/2008	1/31/2009	1/3/2008	munis	<input checked="" type="checkbox"/>
T105	T105	TITLE I FY 2005	Active	F	Federal	7/1/2004	9/30/2005	7/8/2005	jwhite	<input checked="" type="checkbox"/>
COMMUNITY DEVELOPMENT BLOCK GRANT										
CD05	CD05		Active	F	Federal	4/1/2005	3/1/2006	1/22/2006	hbiron	<input checked="" type="checkbox"/>
CD06	CD06	COMMUNITY DEVELOPMENT BLOCK GRANT	Active	F	Federal	4/1/2005	3/1/2006	1/22/2006	hbiron	<input checked="" type="checkbox"/>
CD07	CD07	COMMUNITY DEVELOPMENT BLOCK GRANT	Active	F	Federal	4/1/2005	3/1/2006	11/7/2007	munis	<input checked="" type="checkbox"/>
CD08	CD08	COMMUNITY DEVELOPMENT BLOCK GRANT	Active	F	Federal	4/1/2005	3/1/2006	1/22/2006	hbiron	<input checked="" type="checkbox"/>

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

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

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

Grant Manager
Welcome, Todd Bolduc

Search by Application Number, Grant Number or Grant Name.

Advanced View All Add Grant Export To Excel

Search Actions

Grants

1 Pre-Award 11 Active **9 Warnings** 1 Closed

Grants with Warnings

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

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

Grant Manager
Welcome, Todd Bolduc

Search by Application Number, Grant Number or Grant Name.

Advanced View All

Search

Actions: Add Grant, Update Status, Chart Manager

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

Grant Details 0% Received

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

Budget Details

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

Grant Totals

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

Activity Detail for February, 2009 (18)

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

Accept Cancel

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

Account Master - Munis

Home

Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Email Schedule TCM Attachments Maplink Notify Alerts Control Accts Project Accts Job Class Global Update Return

Account Master - Munis

Account

Org code: 1000 GENERAL FUND

Object code: 1010 CASH

Project code:

Fund: 1000 GENERAL FUND

Function/CC: 0 HIDDEN SEGMENT

Department: 000 NO DEPARTMENT

Program: 000

Grade: 00 NO GRADE

Account detail

Last updated: 03/04/2013

Account type: Balance

Status: Active

Contra Account

Entity: 1

Character code: 01 CASH

Grant: 4 FEDERAL

Requires Project String on Entry

Budget

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

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

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

Grant

Application # Grant # Description/Purpose

Grant Type Status

Grant Name Department

Starting Fiscal Year Federal CFDA

Starting Fiscal Month Ending Fiscal Month Conditions/Restrictions

Master Grant # Manage using GL

Allow Project Override Pass-Through Grant

Grantor

Grantor Type Grantor Id

Grantor Name Address #

Email Phone #

Contact

Sub-Grantor/Sub-Grantee

Name Address # Type

Address

City, State, Zip Code

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

Master Grant 4 Summary X

Grant Details	0% Received		
Requested	\$0.00		
Awarded	\$0.00		
Billed LTD	\$0.00		
Received LTD	\$0.00		
AP Checks LTD	\$0.00		
Budget Details			
Original Budget	\$0.00	\$0.00	\$0.00
Revised Budget	\$0.00	\$0.00	\$0.00
Actuals (Expenses)	\$0.00	\$0.00	\$0.00
Encumbrances	\$0.00	\$0.00	\$0.00
Requisitions	\$0.00	\$0.00	\$0.00
Available Budget	\$0.00	\$0.00	\$0.00

Grants

Grant Name	Application #	Status	Grant Type

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

Grant Manager

Grant Manager
Welcome, Todd Bolduc

Advanced View All

+ Add Grant

↻ Update Status

📄 Chart Manager

Application#: 4 Summary

Grant Details

Grant Dates

Matching/Billing

Associated Accounts/Projects

Application Date	<input type="text"/>	Start Date	<input type="text" value="2/19/2008"/>
Date Submitted	<input type="text"/>	Expiration Date	<input type="text"/>
Estimated Award Date	<input type="text"/>	Renewal Action Date	<input type="text"/>
Actual Award Date	<input type="text"/>	Extension Date	<input type="text"/>
Board Approval Date	<input type="text"/>		

Milestones

Show Gantt View By Month 🔗 Edit Milestones

	2012	December	January	February	March	April	May
#46. AUD - AUDIT							
#47. FPR - PREPARE FINAL PROGRESS REPORT							

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

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

Matching Funds		Billing	
Type	IN KIND	Indirect	
Percent	5.00	AR Code	
Amount	10000.00	Charge Code	
Other Amount	0.00	Reimbursement	
Comments		AR Code	GB
		Charge Code	CD06

Allocations + Add Line

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

Accept Cancel

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

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

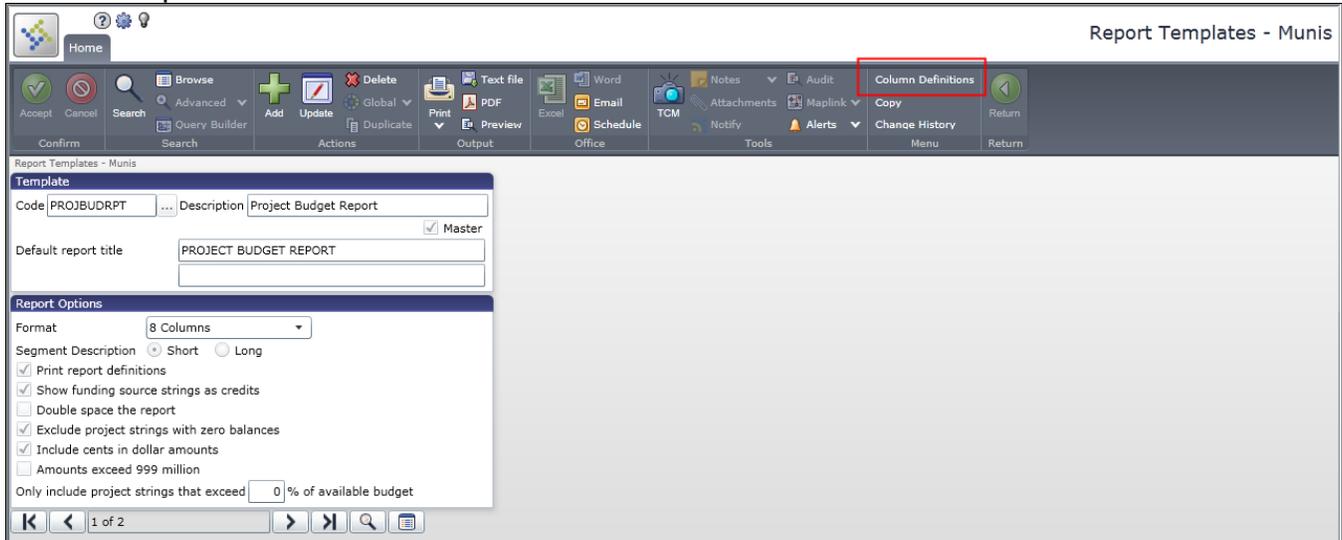
Application#: 4 Summary | Grant Details | Grant Dates | Matching/Billing | **Associated Accounts/Projects**

Associated GL Accounts		Associated Projects	
	Actuals	Revised Budget	
Expense Accounts	0	0	
Revenue Accounts	0	0	

Accept Cancel

Life-to-Date Project Reports

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



Report Templates - Munis

Home

Accept Cancel Search Browse Advanced Add Update Delete Global Print PDF Excel Word Email Schedule TCM Notes Attachments Maplink Audit Copy Change History Return

Report Templates - Munis

Template

Code: PROJBUDRPT Description: Project Budget Report

Default report title: PROJECT BUDGET REPORT

Report Options

Format: 8 Columns

Segment Description: Short

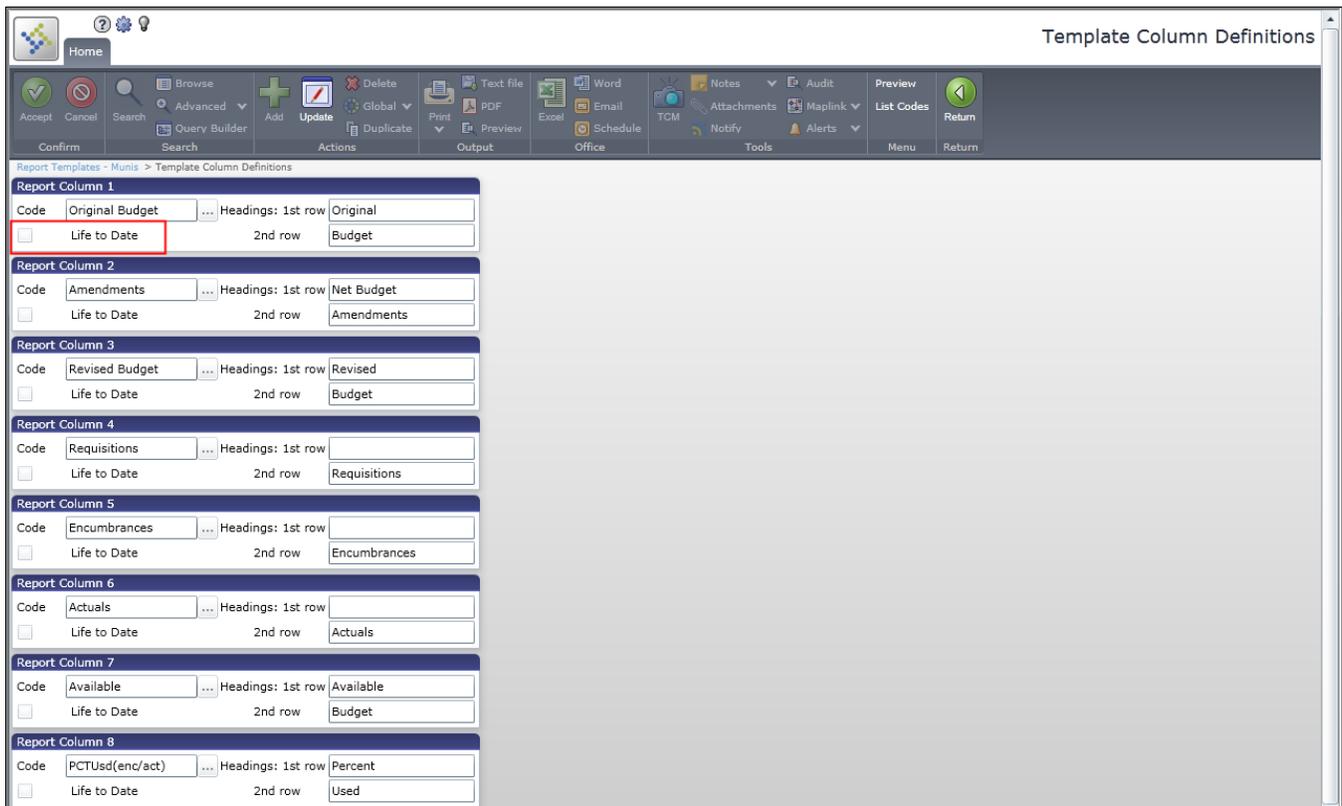
Print report definitions:

Show funding source strings as credits:

Exclude project strings with zero balances:

Include cents in dollar amounts:

Only include project strings that exceed 0% of available budget



Template Column Definitions

Home

Accept Cancel Search Browse Advanced Add Update Delete Global Print PDF Excel Word Email Schedule TCM Notes Attachments Maplink Audit Preview List Codes Return

Report Templates - Munis > Template Column Definitions

Report Column	Code	Headings: 1st row	Headings: 2nd row	Life to Date
Report Column 1	Original Budget	Original	Budget	<input type="checkbox"/>
Report Column 2	Amendments	Net Budget	Amendments	<input type="checkbox"/>
Report Column 3	Revised Budget	Revised	Budget	<input type="checkbox"/>
Report Column 4	Requisitions		Requisitions	<input type="checkbox"/>
Report Column 5	Encumbrances		Encumbrances	<input type="checkbox"/>
Report Column 6	Actuals		Actuals	<input type="checkbox"/>
Report Column 7	Available	Available	Budget	<input type="checkbox"/>
Report Column 8	PCTUsd(enc/act)	Percent	Used	<input type="checkbox"/>

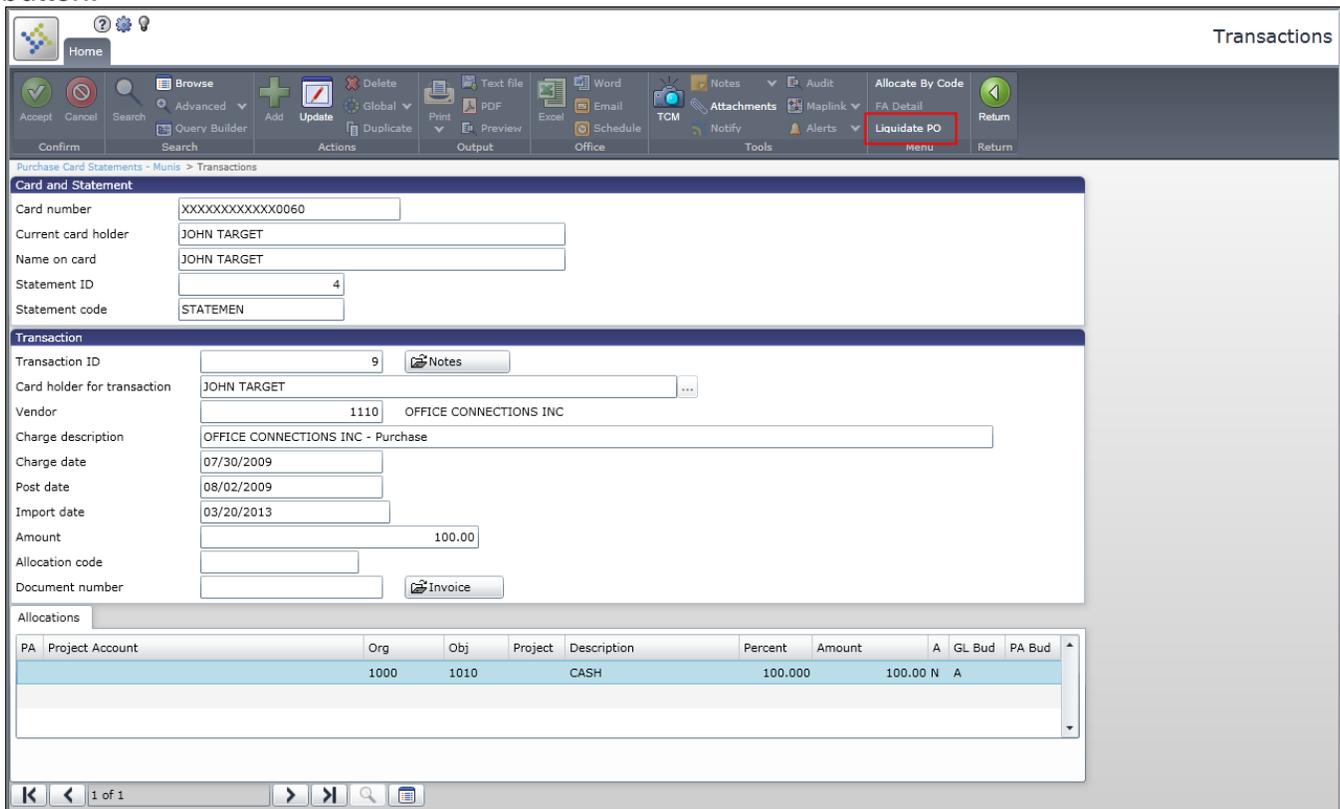
Selecting the check box for a column causes the generated report to ignore the month/year range for the report, and instead use a life-to-date calculation. The report header includes the

text "LTD" to indicate the life-to-date calculation, but you can change the text. Note that this is the only indicator of a life-to-date calculation on the report output.

munis a tyler erp solution								
03/12/2013 13:11 todd.bolduc		MUNIS PROJECT BUDGET REPORT					PG 1 pareport	
FOR 01/01/2001 - 11/30/2012								
LTD Original Budget	LTD Net Budget Amendments	LTD Revised Budget	Requisitions	Encumbrances	Actuals	LTD Available Budget	Percent Used	
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Liquidating POs with Purchase Card Transactions

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



Transactions

Home

Accept Cancel Search Browse Advanced Add Update Delete Global Print PDF Excel Word Email Attachments TCM Notes Audit Allocate By Code FA Detail Return

Confirm Search Query Builder Actions Duplicate Preview Schedule Office Tools Alerts Menu

Purchase Card Statements - Munis > Transactions

Card and Statement

Card number: XXXXXXXXXXXX0060
 Current card holder: JOHN TARGET
 Name on card: JOHN TARGET
 Statement ID: 4
 Statement code: STATEMEN

Transaction

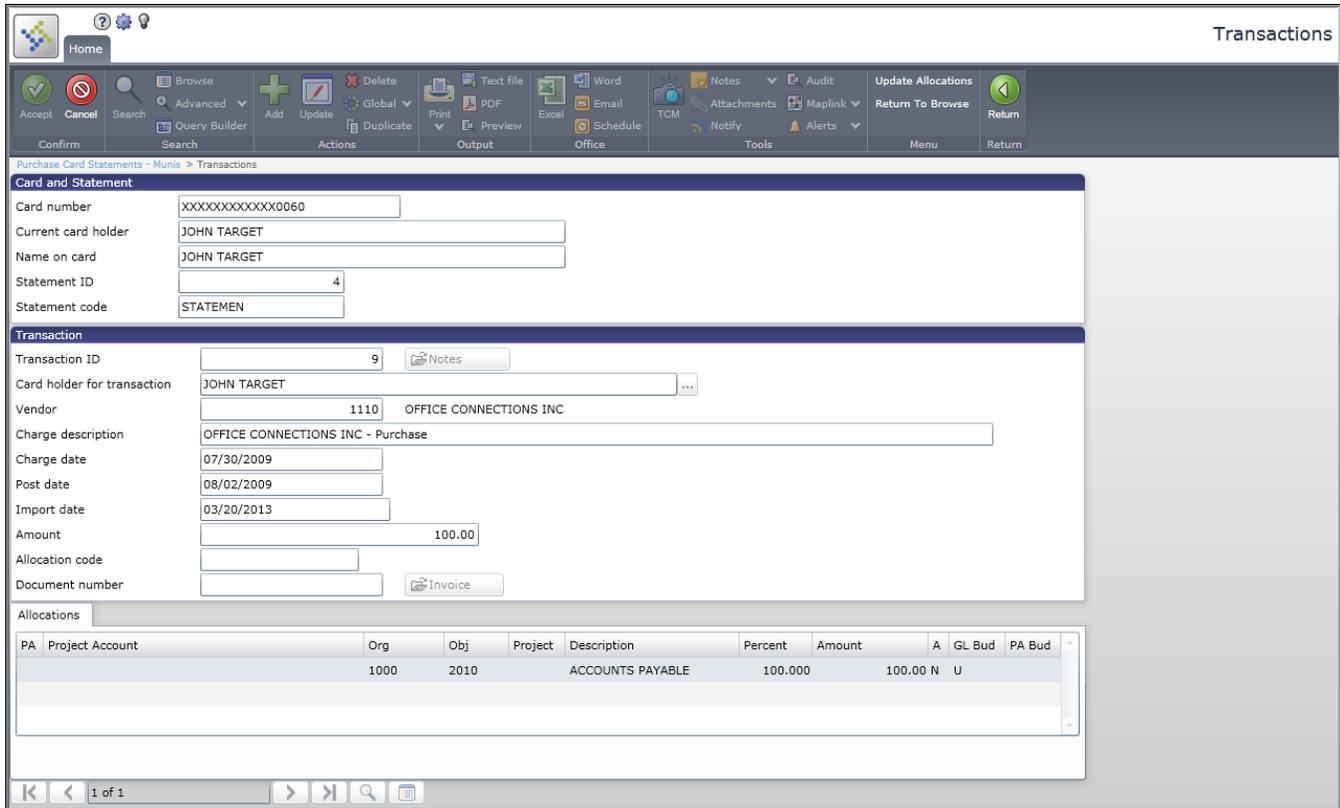
Transaction ID: 9
 Card holder for transaction: JOHN TARGET
 Vendor: 1110 OFFICE CONNECTIONS INC
 Charge description: OFFICE CONNECTIONS INC - Purchase
 Charge date: 07/30/2009
 Post date: 08/02/2009
 Import date: 03/20/2013
 Amount: 100.00
 Allocation code:
 Document number:

Allocations

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

K 1 of 1

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



Purchase Card Statements - Munis > Transactions

Card and Statement

Card number: XXXXXXXXXXXX0060
 Current card holder: JOHN TARGET
 Name on card: JOHN TARGET
 Statement ID: 4
 Statement code: STATEMEN

Transaction

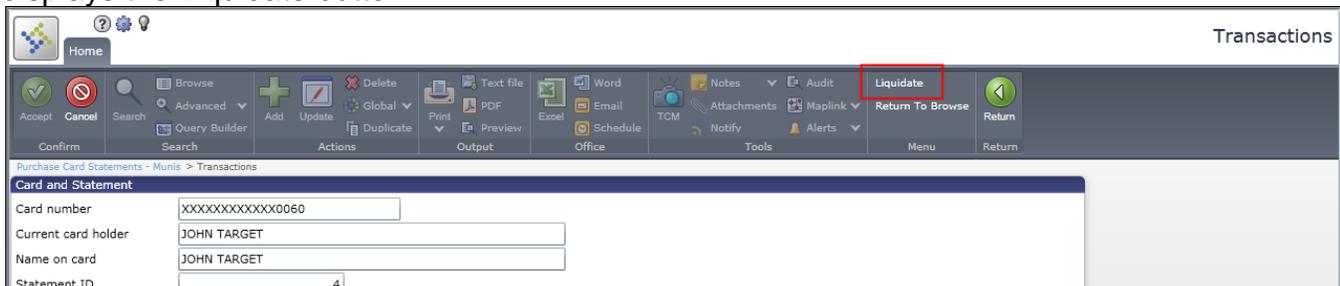
Transaction ID: 9
 Card holder for transaction: JOHN TARGET
 Vendor: 1110 OFFICE CONNECTIONS INC
 Charge description: OFFICE CONNECTIONS INC - Purchase
 Charge date: 07/30/2009
 Post date: 08/02/2009
 Import date: 03/20/2013
 Amount: 100.00
 Allocation code:
 Document number:

Allocations

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

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

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



Purchase Card Statements - Munis > Transactions

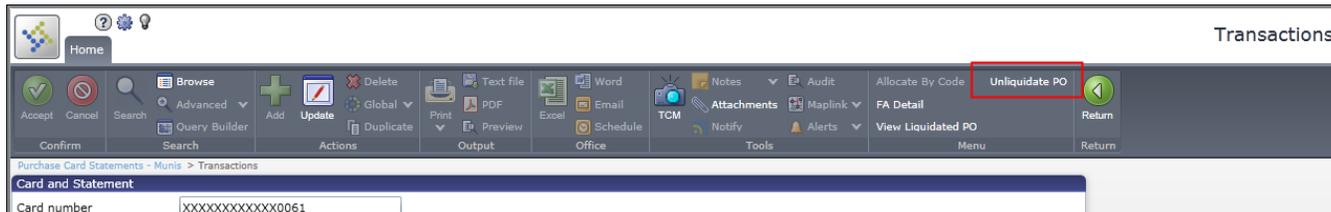
Card and Statement

Card number: XXXXXXXXXXXX0060
 Current card holder: JOHN TARGET
 Name on card: JOHN TARGET
 Statement ID: 4

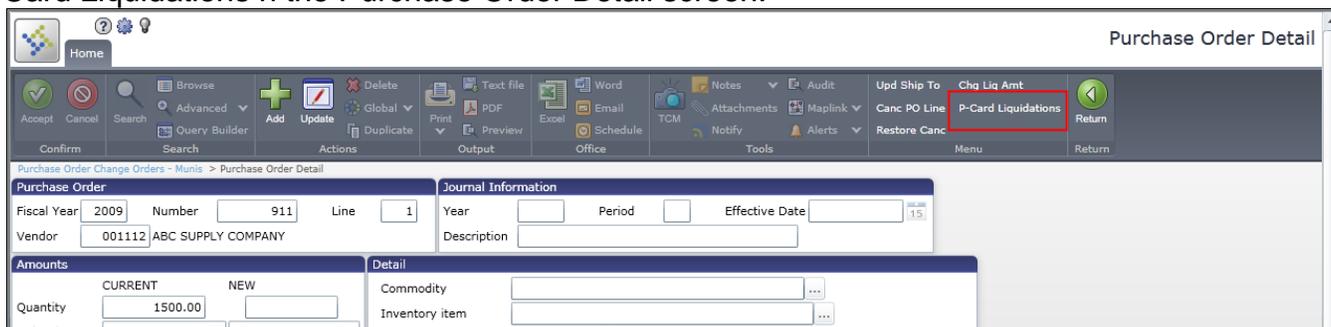
The ribbon contains a **Liquidate** button, which is highlighted with a red box.

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

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



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



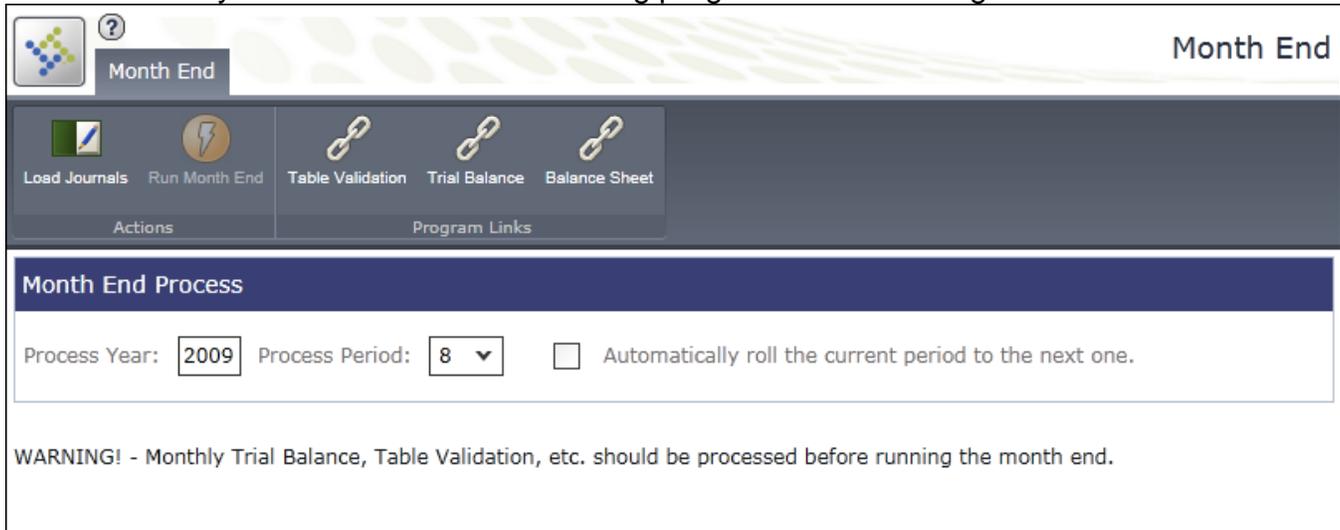
Month End Processing

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

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

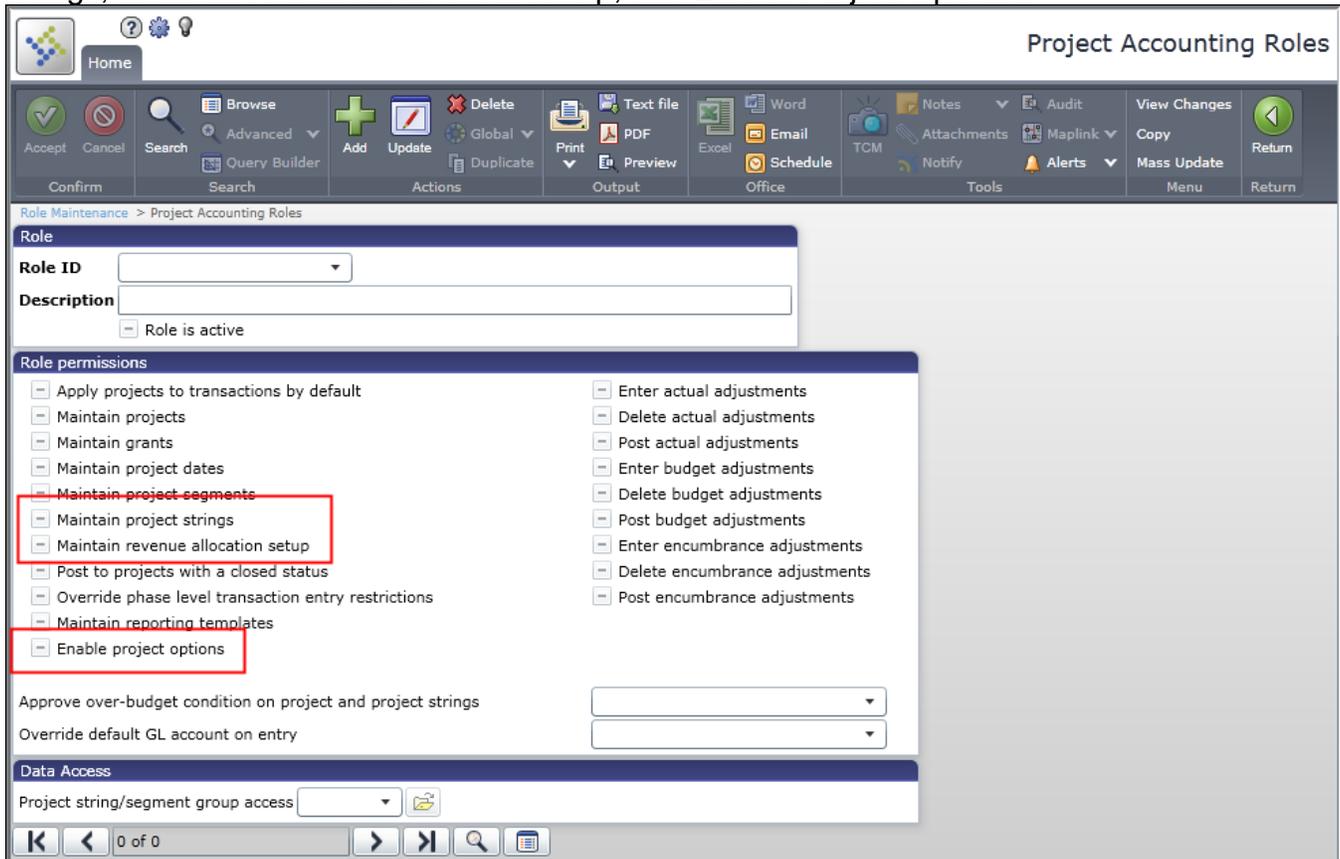
Clicking the buttons in the Program Links group opens report generation programs that should be run before completing the month end process.

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



Project Accounting Roles

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



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

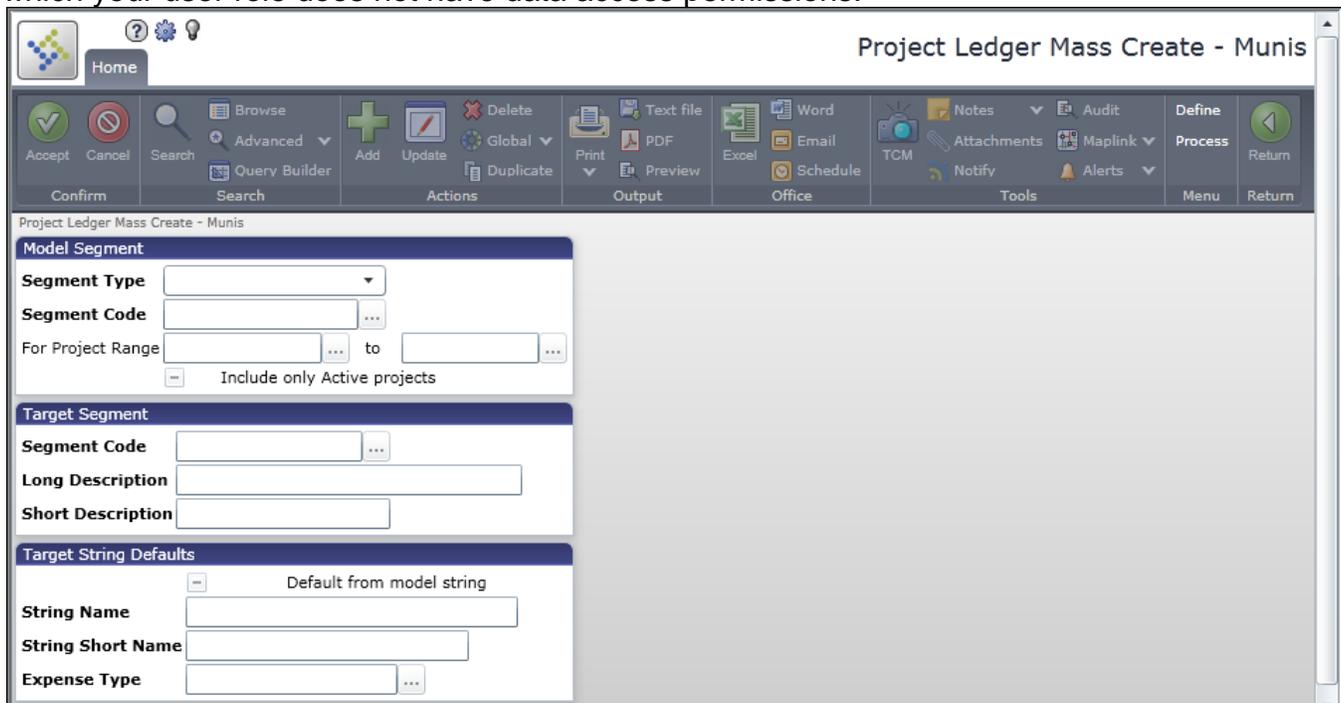
The Maintain Revenue Allocation Setup permission controls access to the Revenue Allocation section and the Allocation Lines tab in the Project Funding Source String program. If the permission is not assigned to your user role, you cannot access the allocation sections.

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

Project Ledger Mass Create

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

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



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

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

Model Segment

Segment Type Phase

Segment Code ONE ... ONE

For Project Range ... to ...

Include only Active projects

Target Segment

Segment Code TWO ...

Long Description SEGMENT TWO

Short Description TWO

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

Target String Defaults

Default from model string

String Name []

String Short Name []

Expense Type [] ...

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

String Creation - Munis

Project Ledger Mass Create - Munis > String Creation - Munis

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

1 Potential new string(s)

Project Locations

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

The screenshot shows the 'Project Master - Munis' main program screen. The interface includes a ribbon with various actions like 'Add', 'Update', 'Delete', and 'Global'. Below the ribbon, there are several form fields for project details such as 'Project', 'Project Type', 'Title', 'Major project', 'State ID #', 'Federal CFDA', 'Drawdown freq', 'Description', and 'Justification'. There are also sections for 'String Requirements', 'Overhead Rates', and 'Budget level'. At the bottom, there is a navigation bar with buttons for 'Work Orders', 'Contracts', 'Contract Details', 'Fixed Assets', 'General Notes', 'Comments', 'Internal Contacts', 'Milestones', and 'Locations'. The 'Locations' button is highlighted with a red rectangle.

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

The screenshot shows the 'Project Master - Locations' screen. The interface includes a ribbon with various actions like 'Add', 'Update', 'Delete', and 'Global'. Below the ribbon, there is a table with the following columns: 'Parcel', 'Address', and 'City'. The table is currently empty.

The screenshot shows the 'Project Master - Locations' screen. The interface includes a ribbon with various actions like 'Add', 'Update', 'Delete', and 'Global'. Below the ribbon, there is a table with the following columns: 'Parcel', 'Address', and 'City'. The table contains one row of data:

Parcel	Address	City
001007000000	11 BAY AVE	MUNIS ME

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

Property Location

Location

11 BAY AVE

Primary address Record ID

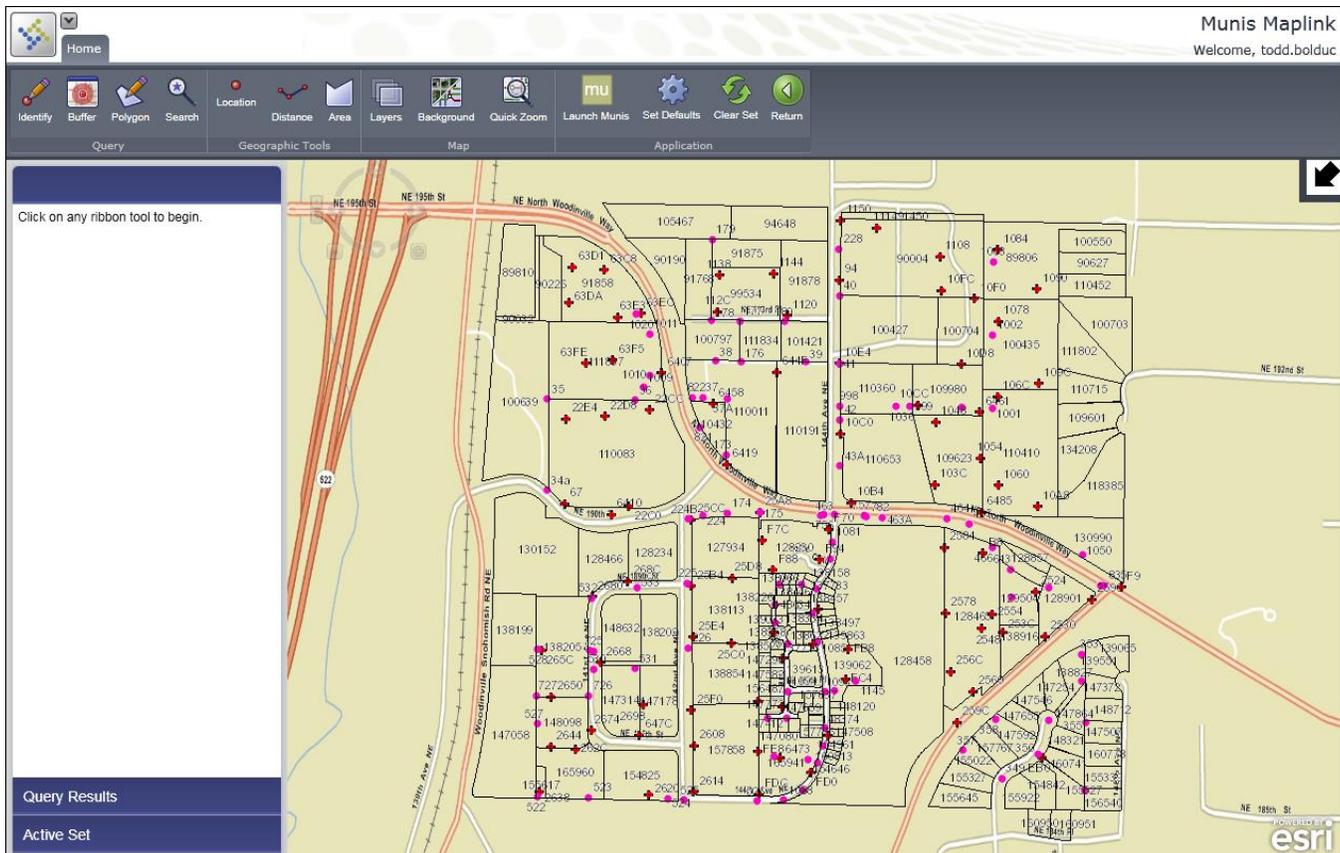
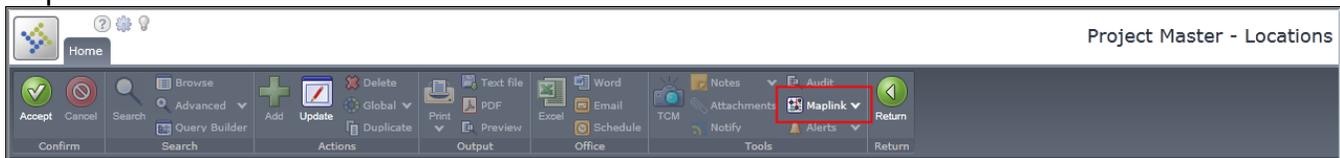
Property address

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

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

Description

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



Project Strings in Performance Based Budgeting

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

Indicator Funding Summary Screen

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

Org	Object	Project	Percent	Expense budget	Additional amount	Actual amount
14172250	S110		10.000	100,000.00	.00	2,000.00

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

Project String	Percent	Project budget	Goal amount	Actual amount

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

Activities - Munis

Performance Activity

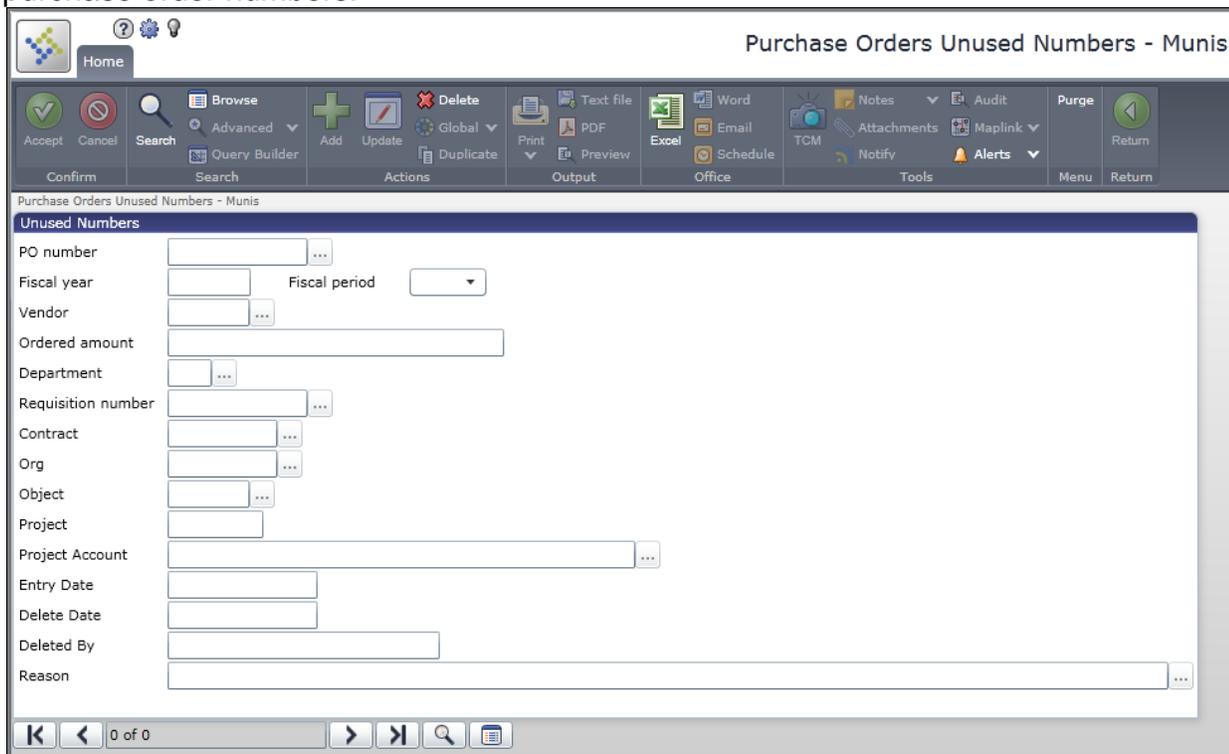
Department: 172 PUBLIC WORKS DEPARTMENT
 Cost Center: 4 PUBLIC WORKS
 Program: 172401 STORM WATER MANAGEMENT
 Activity: 10
 Fiscal Year: 2006
 Description: SWM INSPECTIONS

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

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

Purchase Orders Unused Numbers

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



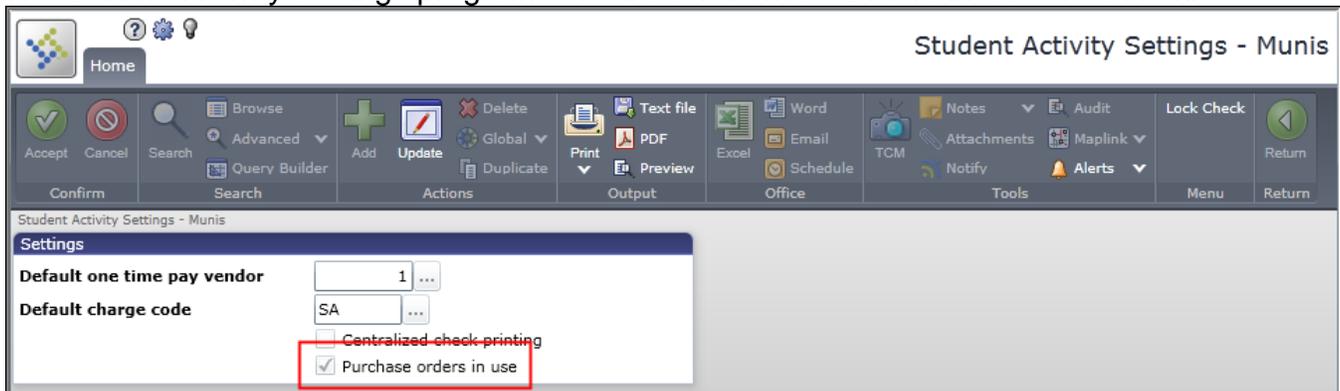
Each time a purchase order is deleted from the Purchase Order Entry program, the purchase order number is recorded on the Unused Numbers table. A record is also entered on the table each time a purchase order is canceled during the Add process or the default purchase number is manually overridden. This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

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

Student Activity Purchase Orders

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

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



Student Activity Settings - Munis

Settings

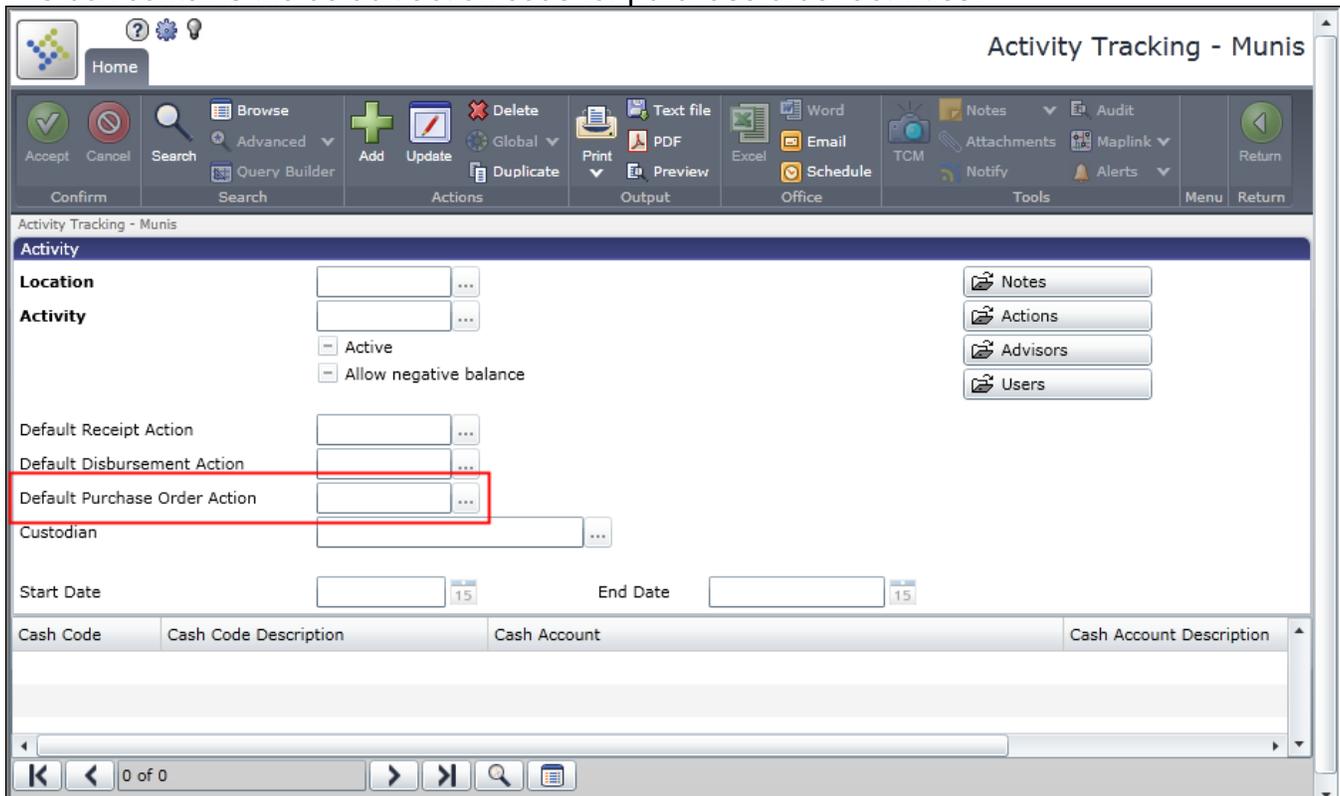
Default one time pay vendor: 1

Default charge code: SA

Centralized check printing

Purchase orders in use

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



Activity Tracking - Munis

Activity

Location: []

Activity: []

- Active

- Allow negative balance

Default Receipt Action: []

Default Disbursement Action: []

Default Purchase Order Action: []

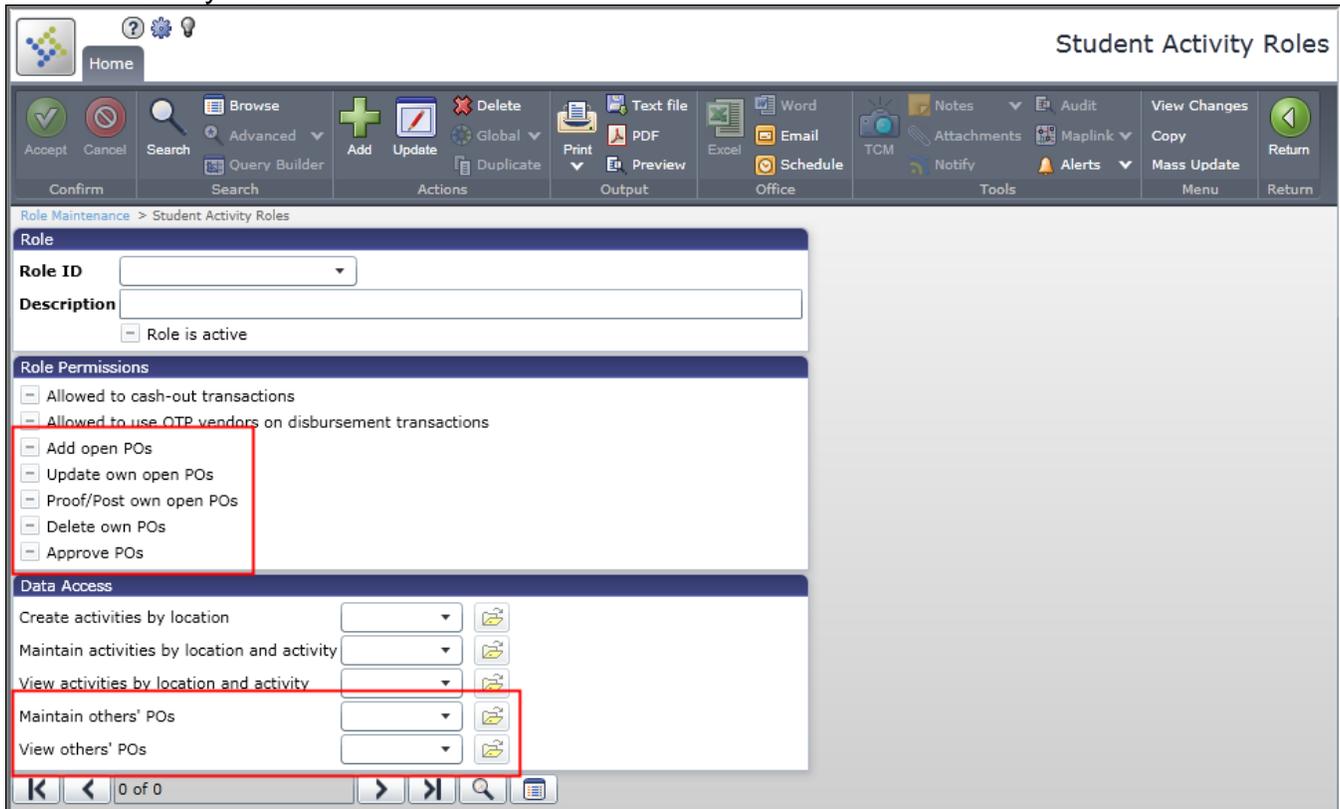
Custodian: []

Start Date: [] 15 End Date: [] 15

Cash Code	Cash Code Description	Cash Account	Cash Account Description

0 of 0

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

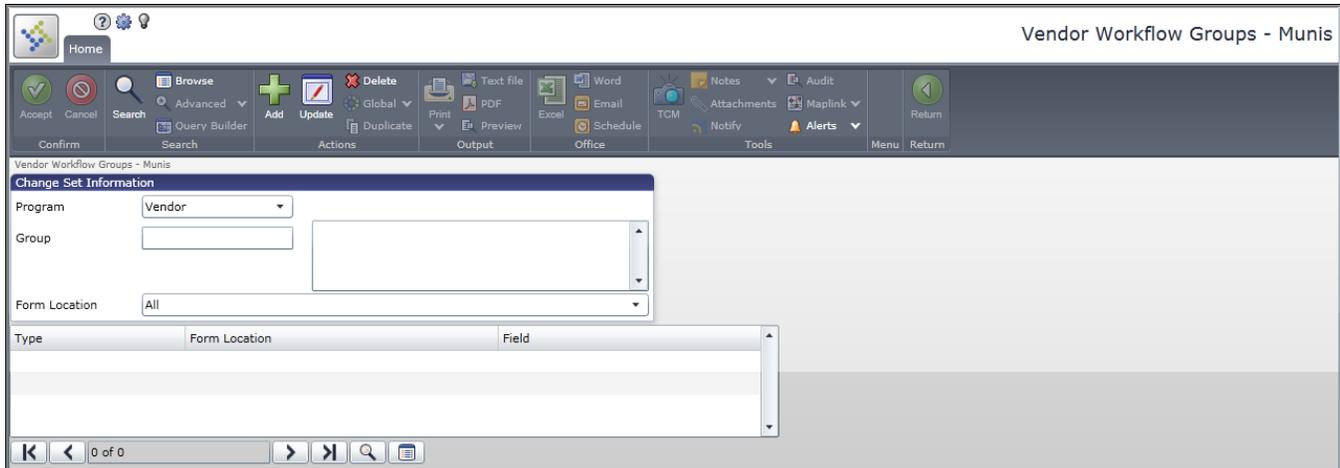


Vendor Creation/Update Workflow

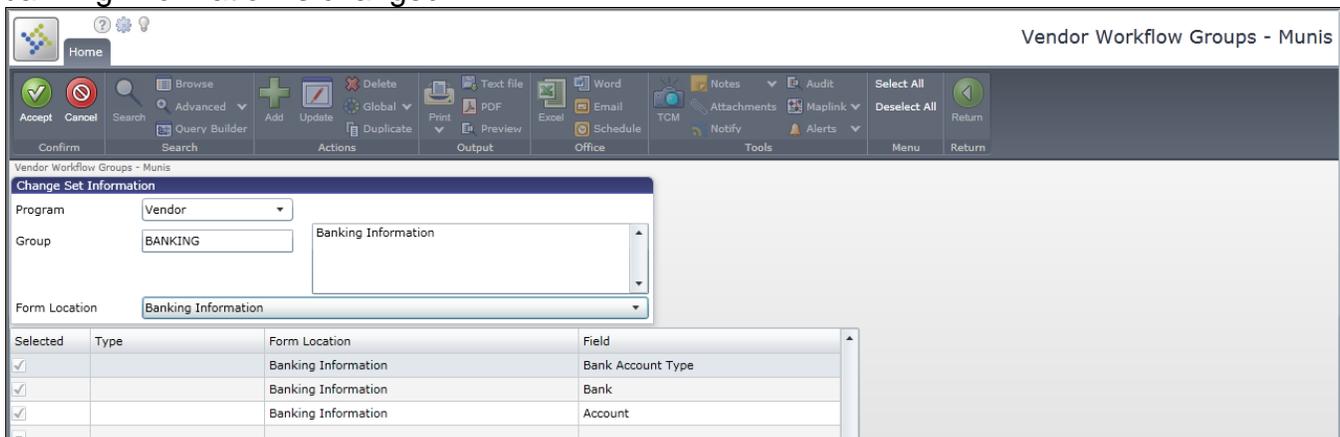
Workflow business rules are available that control entry of new vendor records and updates to existing vendor records. These business rules can be defined for both internal entries and updates, and external entries and updates. Internal sources are the result of maintenance performed in the Vendors program.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

Vendor Workflow Field Groups

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



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



Workflow Business Rules

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

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

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

Business Rules - Munis

Home

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

Business Rules - Munis

Approvals

Business rule setup

Process: VIU Vendor Internal Update

Department: [Dropdown]

Vendor Type: [Dropdown]

Group/BU: [Dropdown]

Reason: [Dropdown]

Approver(s): todd.bolduc Todd Bolduc

Role(s): [Dropdown]

Step: 1

Type: WFG - Work Flow Groups

Min Amt: 0.00 Max Amt: 99999999.99

Rule Type: Approve

Other Options: Deliver immediately Catchall rule All approvers required

Rule ID: [Text Box]

Business rule ranges

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

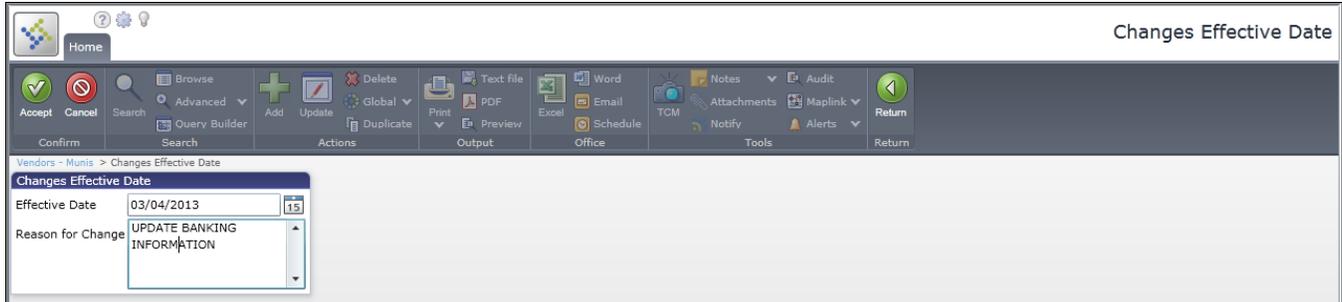
The program requires you to enter at least one range of workflow groups to successfully create the business rule.

Business rule ranges

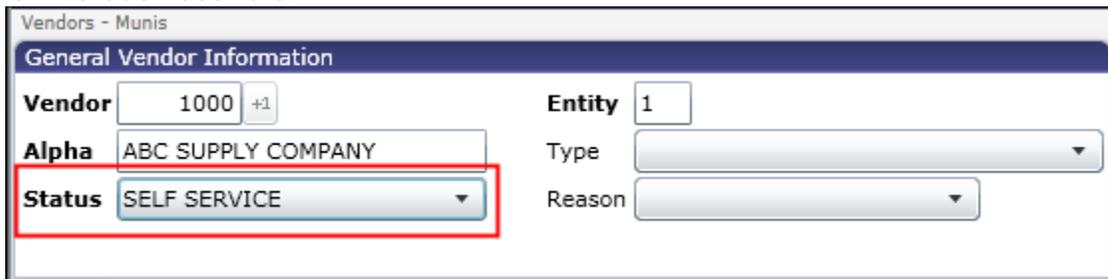
Line	And/	Group	Seg	Field	From	To	Group B
1				Work Flow Groups	BANKING	BANKING	

Vendors

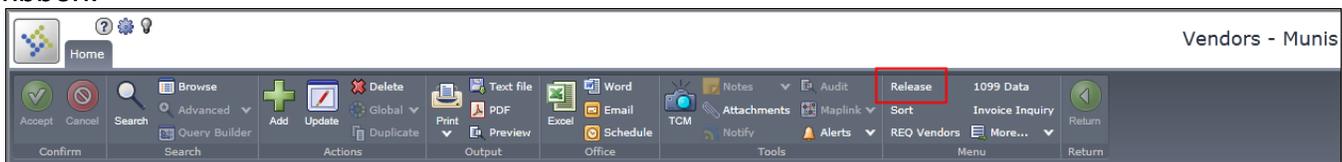
After a vendor business rule has been created, the Vendors program displays the Changes Effective Date screen when you click Update or Add, depending on the business rules that exist. If no business rule exists for adding a vendor, the program does not display the Changes Effective Date screen when you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



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

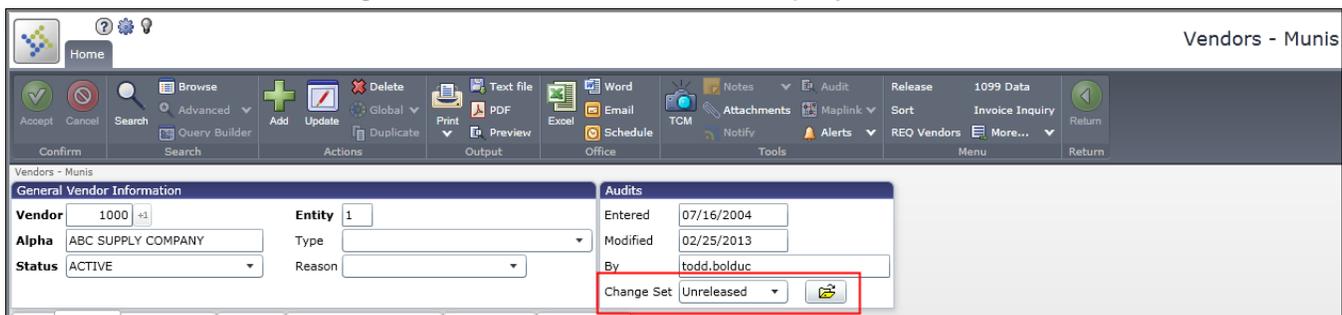


After you have created or updated the vendor record, the Release option is available on the ribbon.

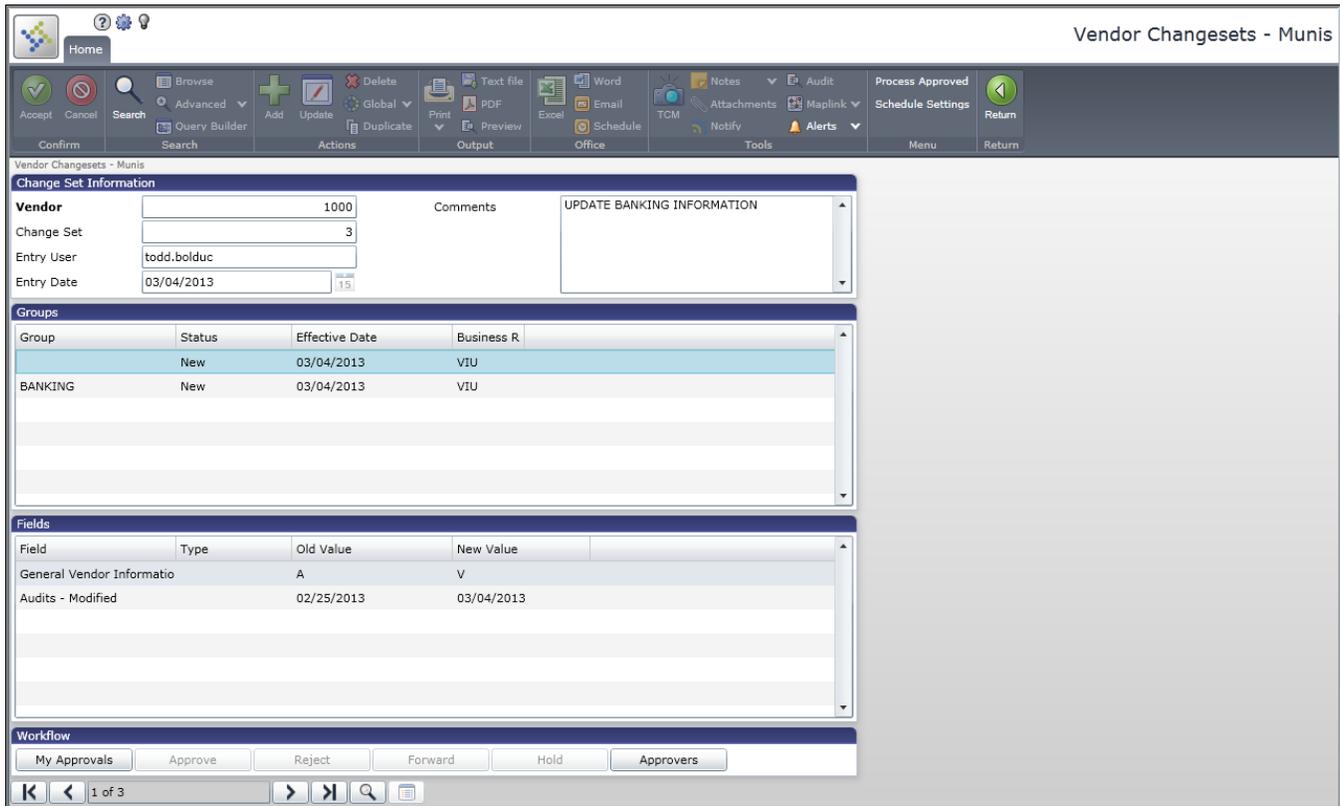


The program also contains a Change Set list in the Audits group. This list displays the workflow status of the current set of changes made to the vendor record, or the entire vendor record if it is newly created. The available statuses are:

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

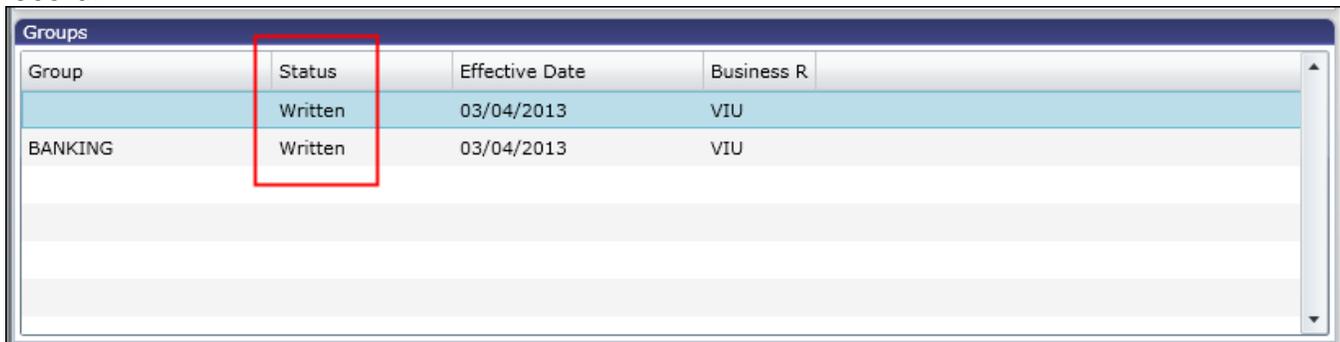


Clicking the folder button next to the Change Set list opens the Vendor Changesets program, with the current vendor as the active set.



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

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

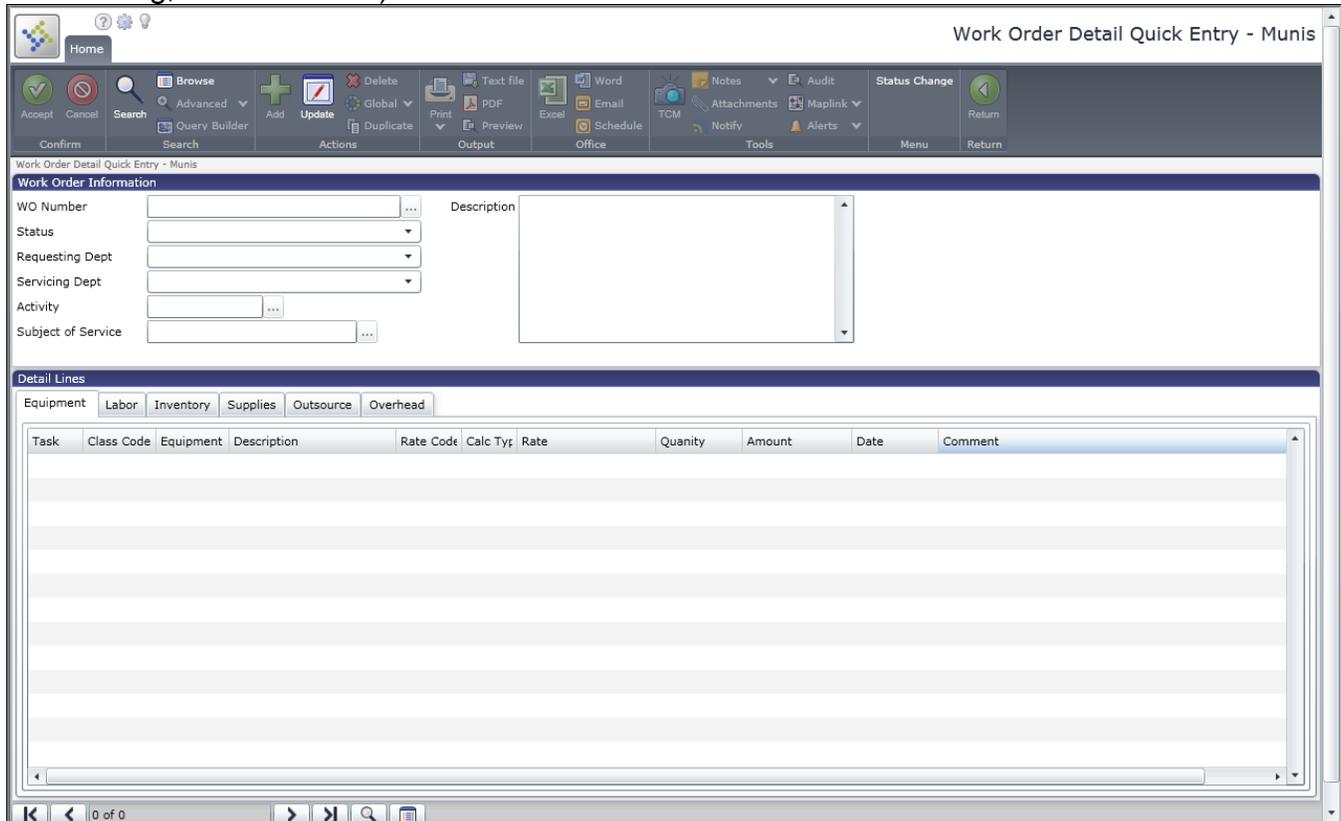


Group	Status	Effective Date	Business R
	Written	03/04/2013	VIU
BANKING	Written	03/04/2013	VIU

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

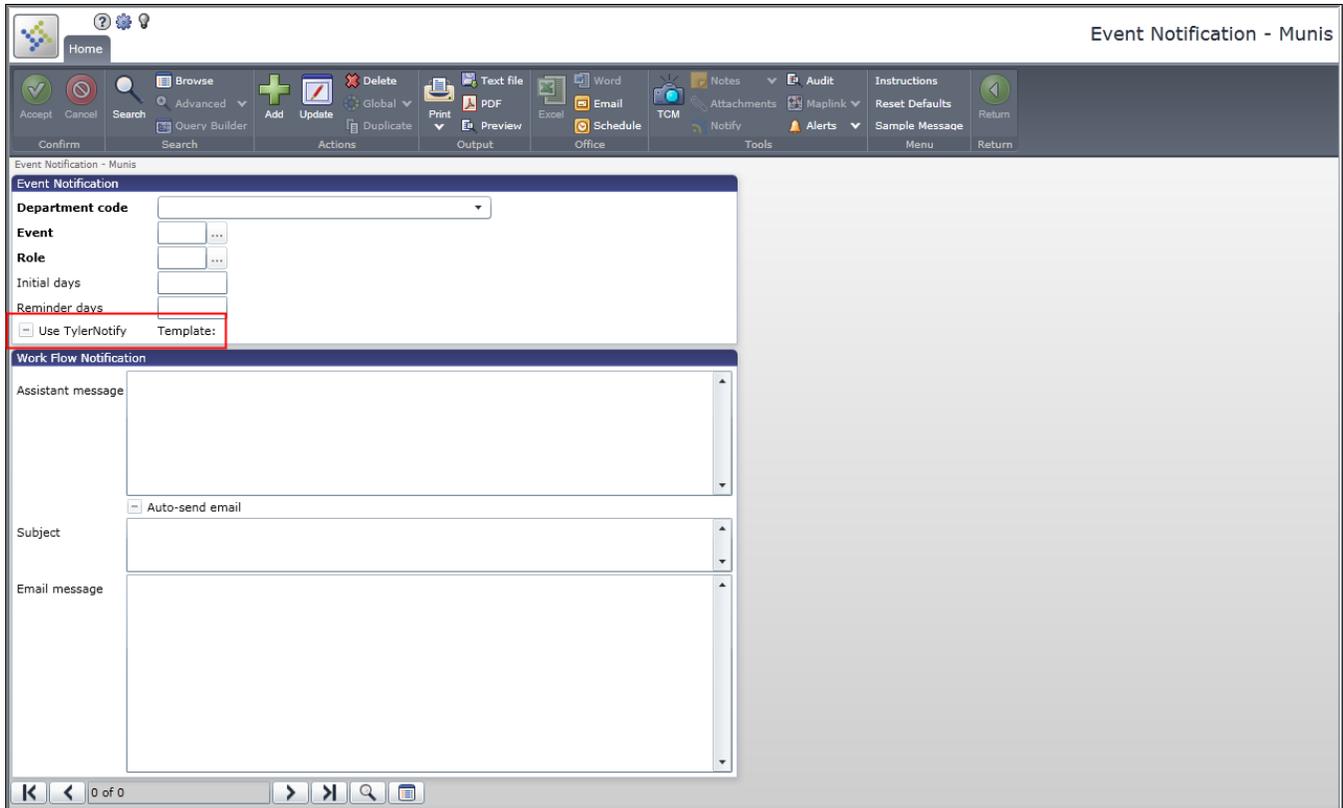
Work Order Detail Quick Entry

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



Work Order Event Notifications Using Tyler Notify

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

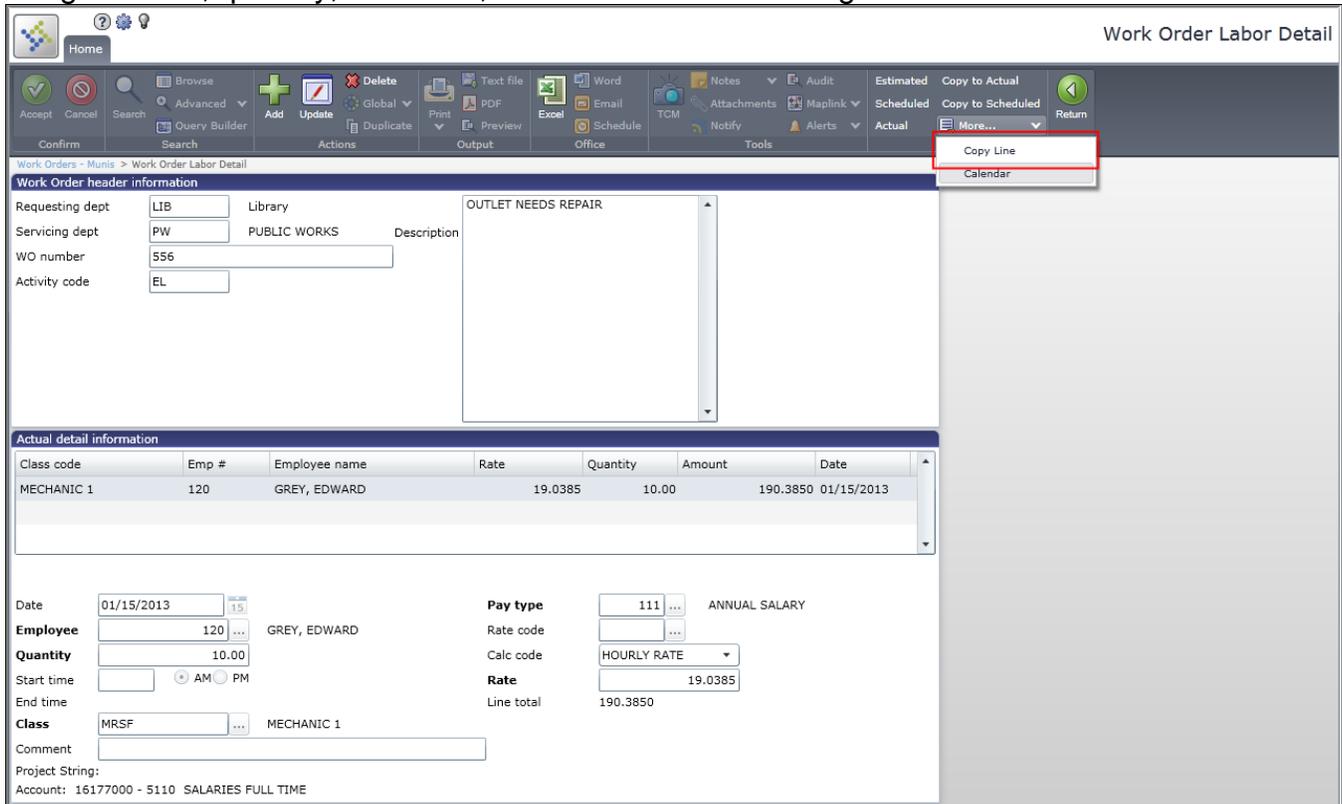


After you select the check box, the program requires you to select the Tyler Notify template to use for the notification.

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

Work Order Labor Detail Copy

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



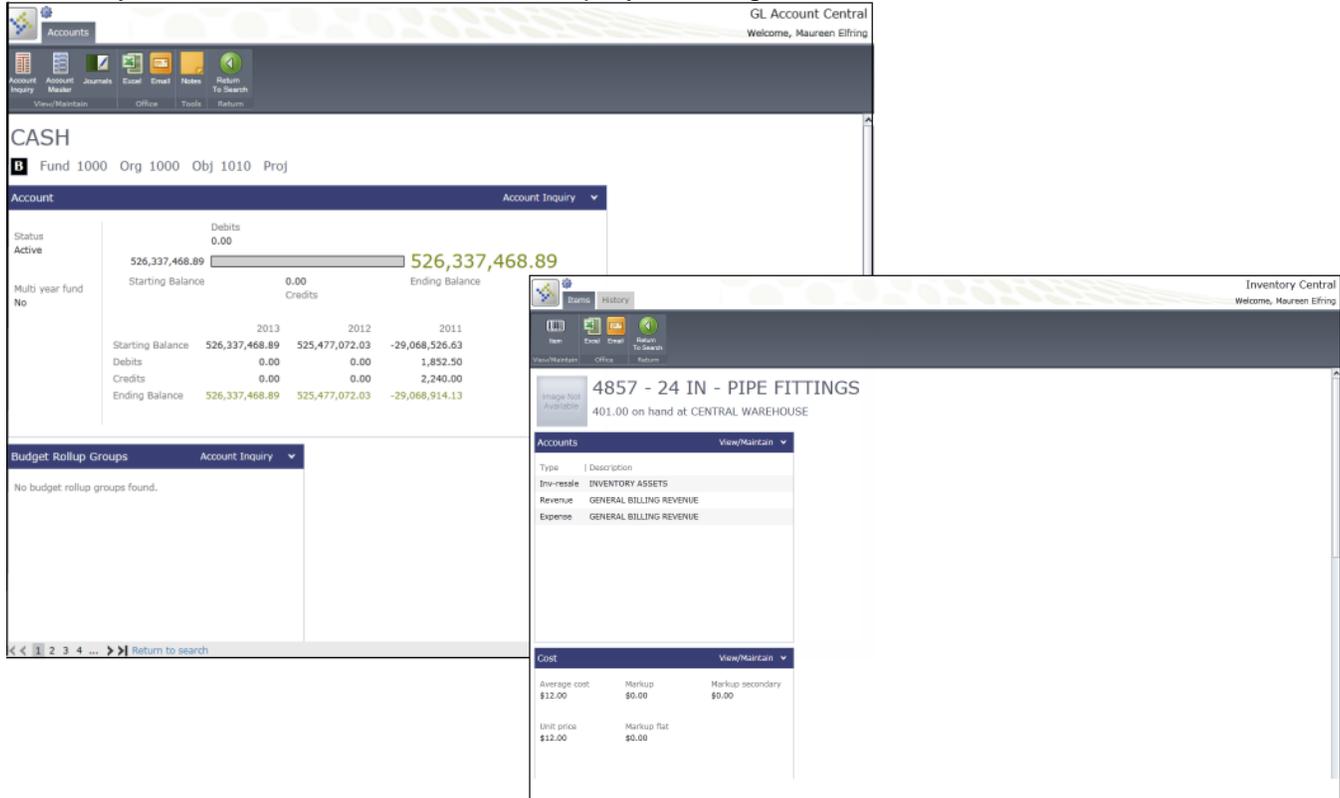
The screenshot shows the 'Work Order Labor Detail' interface. The top toolbar contains various action buttons, with 'Copy Line' highlighted in a red box. Below the toolbar, the 'Work Order header information' section includes fields for Requesting dept (LIB), Servicing dept (PW), WO number (556), and Activity code (EL). The 'Actual detail information' section displays a table with one row of data:

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

Below the table, there are input fields for Date (01/15/2013), Employee (120 GREY, EDWARD), Quantity (10.00), Start time, End time, Class (MRSF MECHANIC 1), and Comment. The 'Pay type' is set to 111 ANNUAL SALARY, and the 'Rate' is 19.0385. The 'Line total' is 190.3850. The Project String is 16177000 - 5110 SALARIES FULL TIME.

Munis Central Programs

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



GL Account Central
Welcome, Maureen Elfing

CASH
Fund 1000 Org 1000 Obj 1010 Proj

Account Inquiry

Status	Active	Debits	0.00		
		526,337,468.89			526,337,468.89
Multi year fund	No	Starting Balance	0.00	Ending Balance	
		2013	2012	2011	
		Starting Balance	526,337,468.89	525,477,072.03	-29,068,526.63
		Debits	0.00	0.00	1,852.50
		Credits	0.00	0.00	2,240.00
		Ending Balance	526,337,468.89	525,477,072.03	-29,068,914.13

Budget Rollup Groups

No budget rollup groups found.

Inventory Central
Welcome, Maureen Elfing

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

ACCOUNTS

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

COST

Average cost	Markup	Markup secondary
\$12.00	\$0.00	\$0.00
Unit price	Markup flat	
\$12.00	\$0.00	

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

Available Web Parts

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

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