



## Munis Financials

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*Major Enhancements  
Version 10.4  
November 1, 2013*

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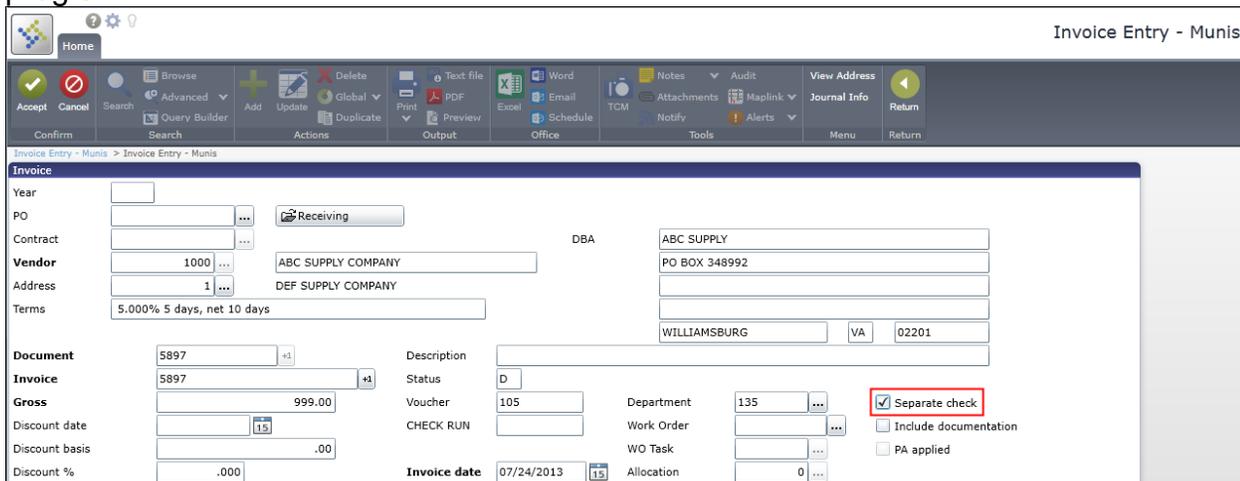
# Munis Financials

This document provides an overview of the major Financials enhancements available for Munis® Version 10.4.

## Accounts Payable

### Combined Checks for One Time Pay Vendors

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



The screenshot shows the 'Invoice Entry - Munis' application window. The 'Invoice' tab is active, displaying various fields for invoice entry. The 'Separate check' checkbox is checked and highlighted with a red box. Other visible fields include:

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

The Separate Check check box is also available in the Modify Invoices program. The default value of the check box in both Invoice Entry and Modify Invoices is drawn from the Separate Checks check box on the vendor record. Clearing the check box in Invoice Entry or Modify Invoices causes the Select Items to be Paid and Print Checks programs to generate a single check for all invoices to the vendor. However, the following fields on each invoice must match exactly for those invoices to be combined on a single check: Name, DBA, Address 1, Address 2, City, State, ZIP, SSN, and FID. If the value of any of these fields does not match exactly, a separate check is created for that invoice. If the Separate Check check box is selected for an invoice, Munis always creates a separate check for that invoice.

## Commodities

### Merchant Category Codes (MCC)

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

Commodities - Munis

Home

Accept Cancel Search Advanced Add Update Duplicate Print PDF Preview Excel Word Notes Attachments TCM Notify Alerts Vendors Product ID Mass Change Import MCC Crosswalk Return

Commodity code: 100 Type code: Item

Acquisition method: Normal Normal UOM: EACH

Short description: BARRELS, DRUMS, KEGS, AND CONT

Main

Default buyer: [ ]

Long description: BARRELS, DRUMS, KEGS, AND CONTAINERS

GL object: [ ]

MCC code: [ ]

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

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

Commodities - Munis

Home

Accept Cancel Search Advanced Add Update Duplicate Print PDF Preview Excel Word Notes Attachments TCM Notify Alerts Vendors Product ID Mass Change Import MCC Crosswalk Return

Commodity code: 100 Type code: Item

Acquisition method: Normal Normal UOM: EACH

Short description: BARRELS, DRUMS, KEGS, AND CONT

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

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

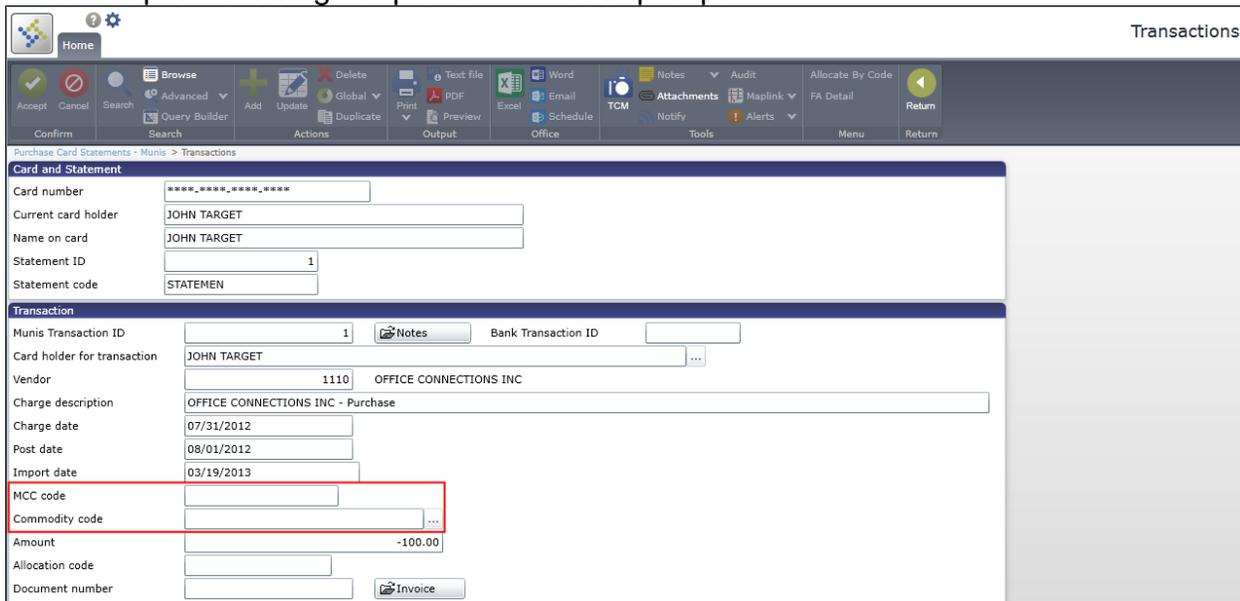
Only the MCC code, class code, and item code are mandatory. During the import process, Munis adds the MCC codes to commodity codes by comparing the combination of class and item codes to the commodity codes. For example, an import line for an MCC code of 999 with a class code of 11 and an item code of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

The JP Morgan import format in the Purchase Card Import program supports the use of MCC codes. The MCC code appears at the end of each line in the import file. When you import the file, the program examines the MCC code for each transaction and searches for the NIGP

commodity code it is associated with in the Commodities program. If a commodity code exists for the MCC code, the commodity code is entered as the default value on the imported purchase card transaction. If no commodity code exists for the MCC code, no commodity code is entered for the imported purchase card transaction.

## Purchase Card Statements

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



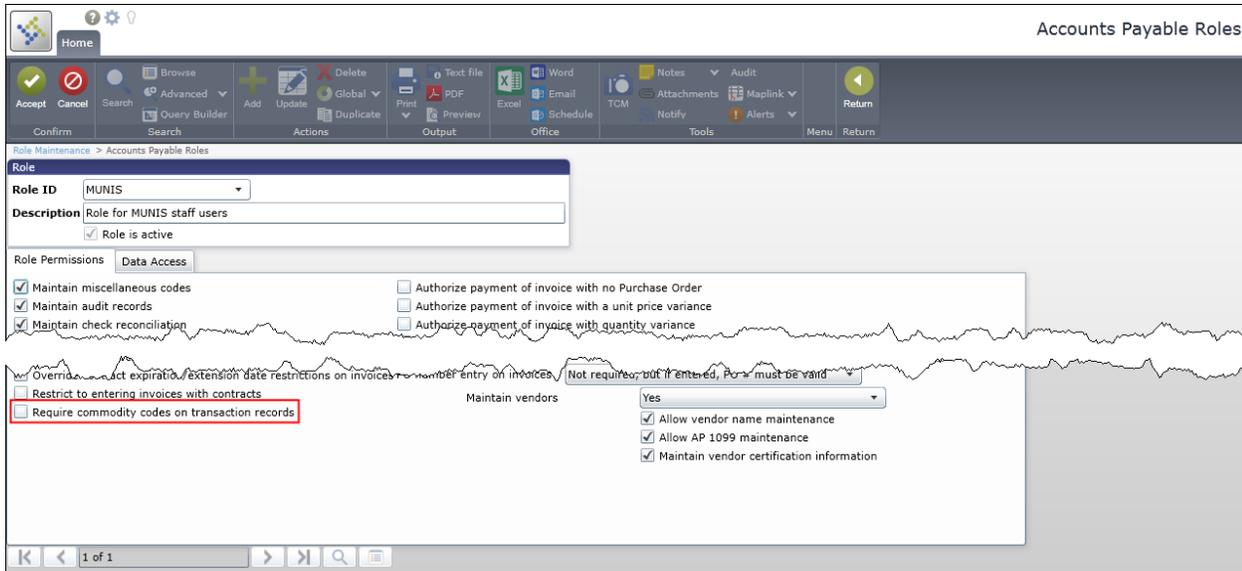
The screenshot shows the 'Transactions' screen in the Purchase Card Statements program. The 'Transaction' section is highlighted with a red box, showing the following fields:

Munis Transaction ID	1	Notes	Bank Transaction ID	
Card holder for transaction	JOHN TARGET			
Vendor	1110	OFFICE CONNECTIONS INC		
Charge description	OFFICE CONNECTIONS INC - Purchase			
Charge date	07/31/2012			
Post date	08/01/2012			
Import date	03/19/2013			
MCC code				
Commodity code				
Amount	-100.00			
Allocation code				
Document number	Invoice			

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

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

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



Accounts Payable Roles

Role Maintenance > Accounts Payable Roles

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

Role Permissions: Data Access

- Maintain miscellaneous codes
- Maintain audit records
- Maintain check reconciliation
- Authorize payment of invoice with no Purchase Order
- Authorize payment of invoice with a unit price variance
- Authorize payment of invoice with quantity variance

Override object expiration/extension date restrictions on invoices: Not required, but if entered, PO# must be valid

Restrict to entering invoices with contracts

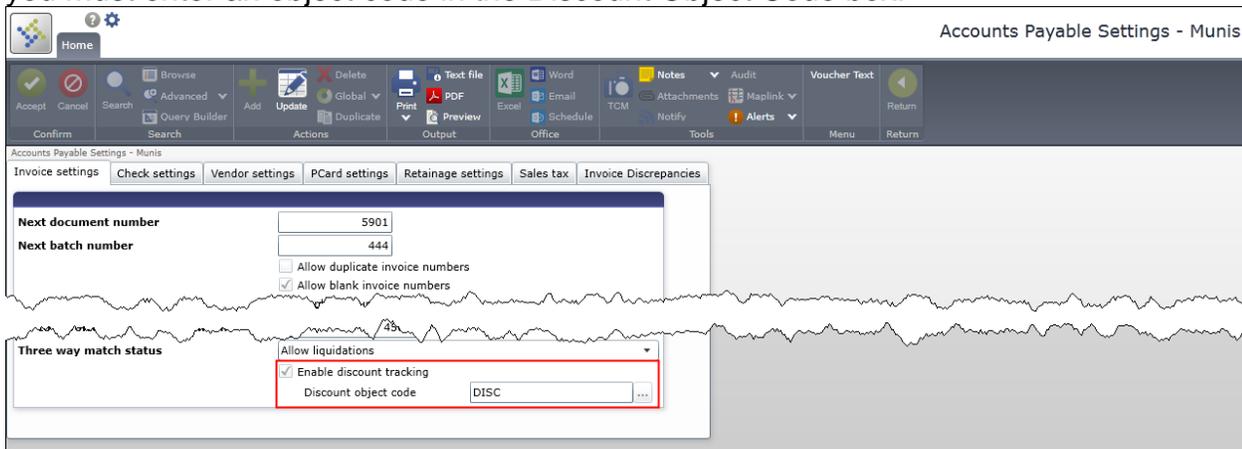
Require commodity codes on transaction records

Maintain vendors: Yes

- Allow vendor name maintenance
- Allow AP 1099 maintenance
- Maintain vendor certification information

## Discount Tracking

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



Accounts Payable Settings - Munis

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

Next document number: 5901  
 Next batch number: 444  
 Allow duplicate invoice numbers  
 Allow blank invoice numbers

Three way match status: Allow liquidations

Enable discount tracking  
 Discount object code: DISC

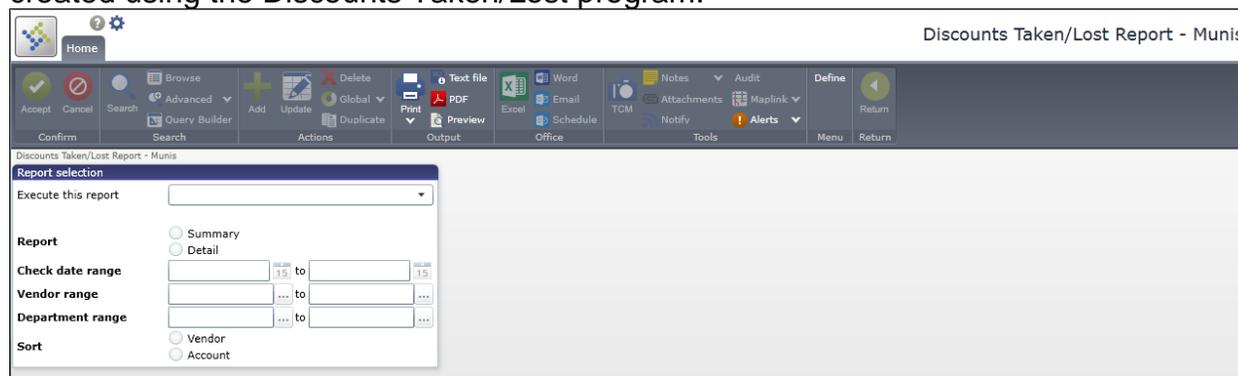
The object code entered in the box should be created in the Chart of Account Segments program, with an account type of Expense, specifically for tracking discount amounts. Once the object code is created, you must associate it with each general ledger expense account in your organization's chart of accounts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

When the tracking setup is complete, each time an invoice is posted, the Invoice Entry program creates a credit transaction to the tracking expense account when a payment is made

within the defined discount eligibility dates for that invoice. This transaction is created in addition to all of the standard transaction entries associated with invoice posting.

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

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

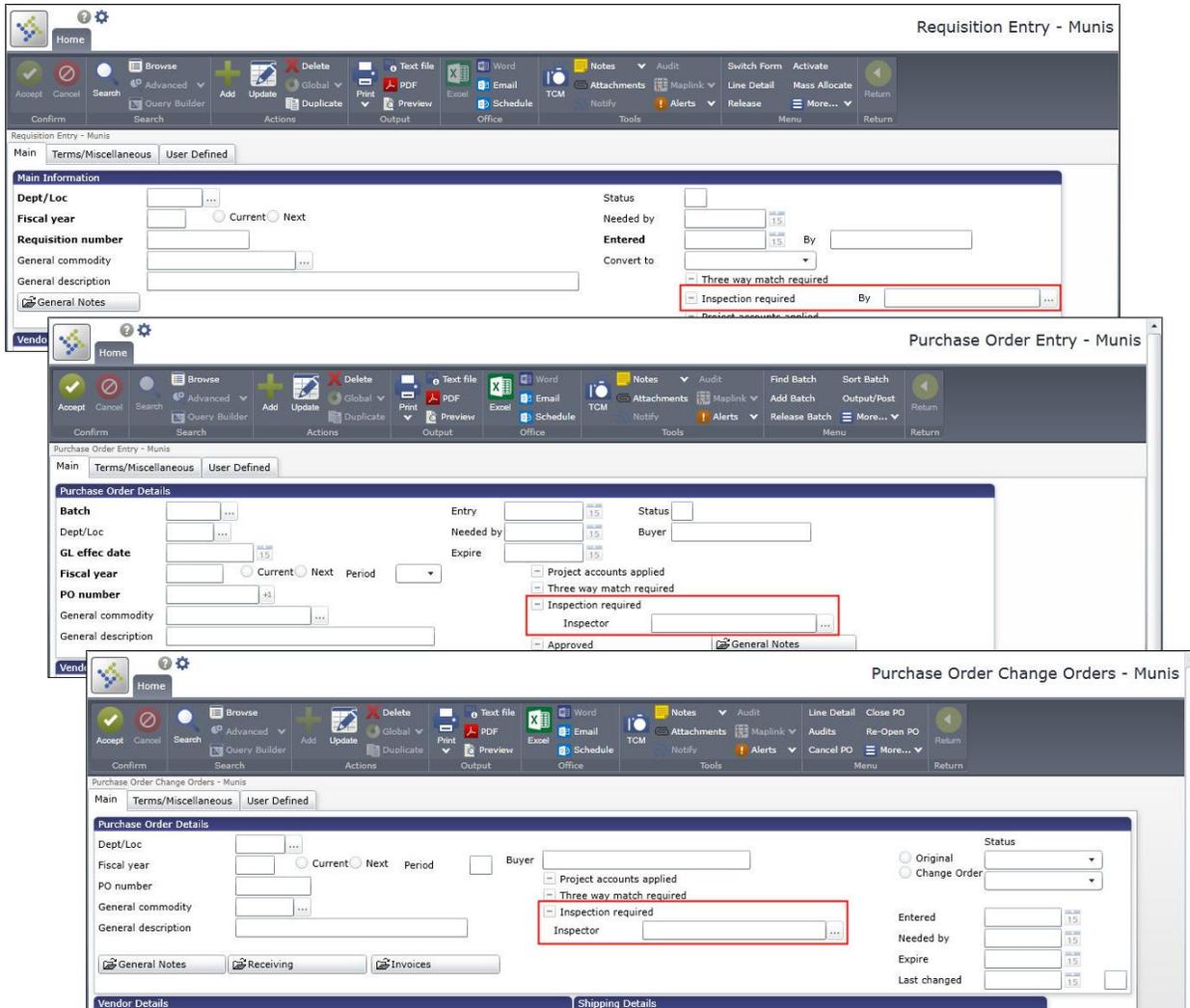


The program can be run using Munis Scheduler, and for a range of check dates, vendor numbers, and department codes. Options are available to create either a detailed or summary report and to sort the report by vendor or account number.

## Four-Way Matching

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

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



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

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

Purchase Orders Roles

Home

Accept Cancel Search Query Builder Add Update Duplicate Print PDF Preview Output Text file Word Excel Email Schedule TCM Notes Attachments Maplink Notify Alerts Mass Update Copy View Changes Return

Role Maintenance > Purchase Orders Roles

Role

Role ID: MUNIS

Description: Role for MUNIS staff users

Role is active

Role permissions

Restrict to adding POs by department only

Modify PO after invoice has been paid

Restrict to entering POs with contracts

Can update unit cost when receiving POs

Require reason when deleting POs

Perform inspections of received items

Override inspection requirement on POs

Process transfers for REQs / POs: Yes

Maximum Requisition to PO Conversion Amount: 1,500.00

Data access

Maintain others' POs: Full

View other departments: Full

1 of 1

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

Business Rules - Munis

Home

Accept Cancel Search Query Builder Add Update Duplicate Print PDF Preview Output Text file Word Excel Email Schedule TCM Notes Attachments Maplink Notify Alerts Mass Change Approvals Return

Business Rules - Munis

Approvals Pre-Approvals

Business rule setup

Process: POI Purchase Order Inspections

Other Options:  Deliver immediately

Catchall rule

All approvers required

Alternate Approver: None

Rule ID: 145

Department: [Dropdown]

Location: [Dropdown]

Group/BU: [Dropdown]

Reason: [Dropdown]

Approver(s): RUNTIME APPROVER PASSED AT RUNTIM

Role(s): [List of roles]

Step: 1

Type: VER - Verify Approval

Min Amt: 0.00 Max Amt: 99999999.99

Rule Type: Approve

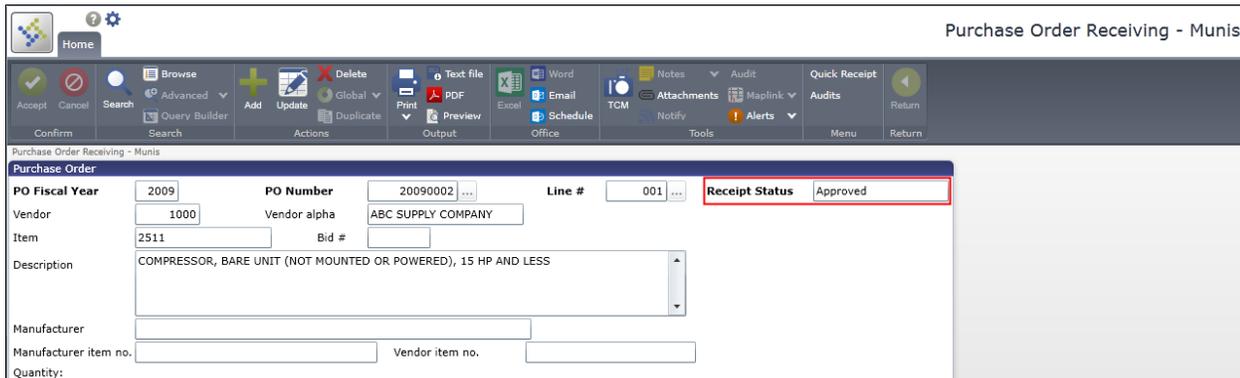
Business rule ranges

Line	And/	Group	Seg	Field	From	To	Group B

1 of 1

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

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



Purchase Order Receiving - Munis

Purchase Order

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

Vendor: 1000 Vendor alpha: ABC SUPPLY COMPANY

Item: 2511 Bid #:

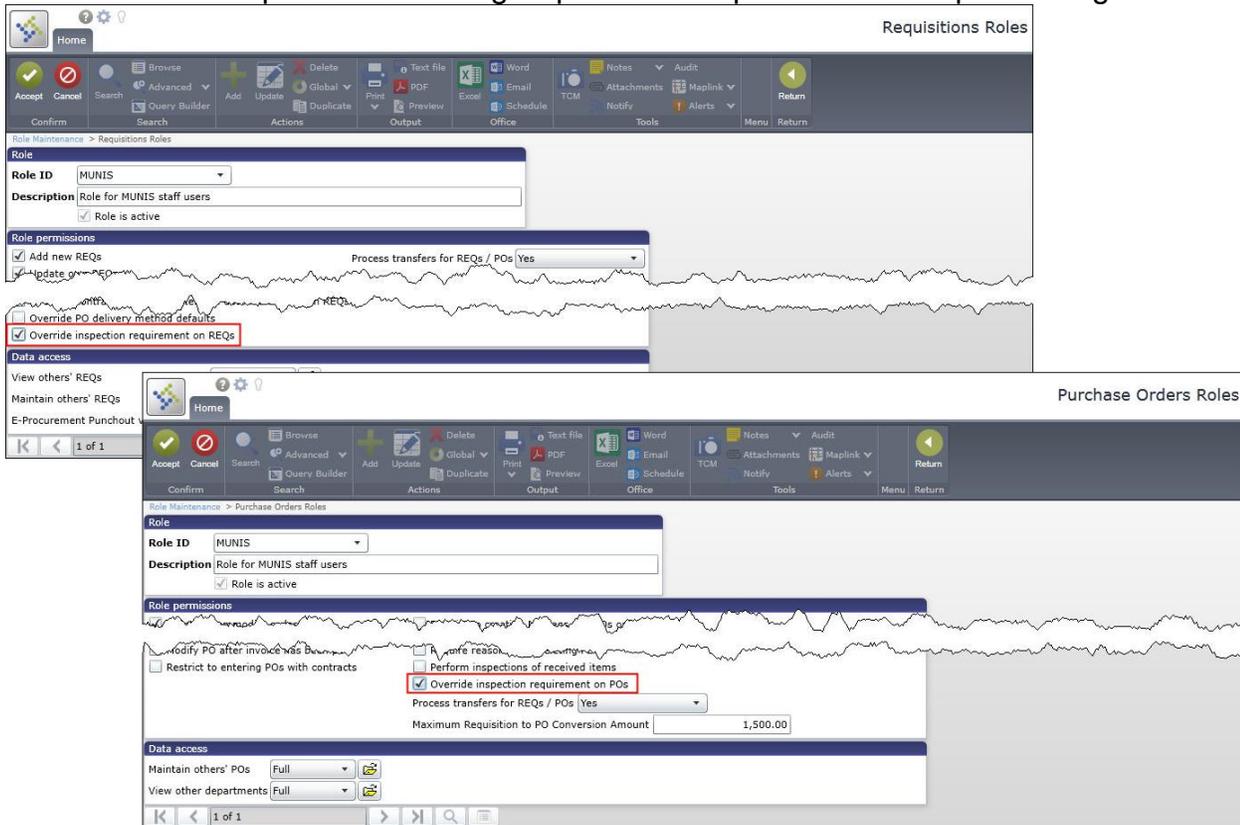
Description: COMPRESSOR, BARE UNIT (NOT MOUNTED OR POWERED), 15 HP AND LESS

Manufacturer:

Manufacturer item no.: Vendor item no.:

Quantity:

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



Requisitions Roles

Role ID: MUNIS

Description: Role for MUNIS staff users

Role permissions:

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

Data access:

- View others' REQs
- Maintain others' REQs
- E-Procurement Punchout

Purchase Orders Roles

Role ID: MUNIS

Description: Role for MUNIS staff users

Role permissions:

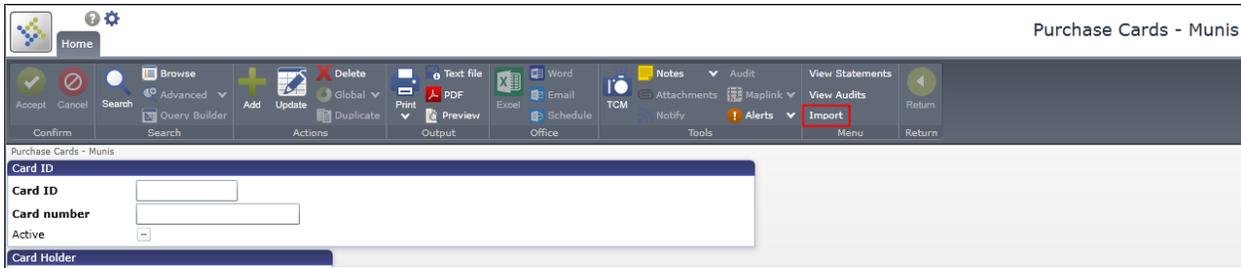
- Restrict PO after invoice has been entered
- Restrict to entering POs with contracts
- Perform inspections of received items
- Override inspection requirement on POs**

Data access:

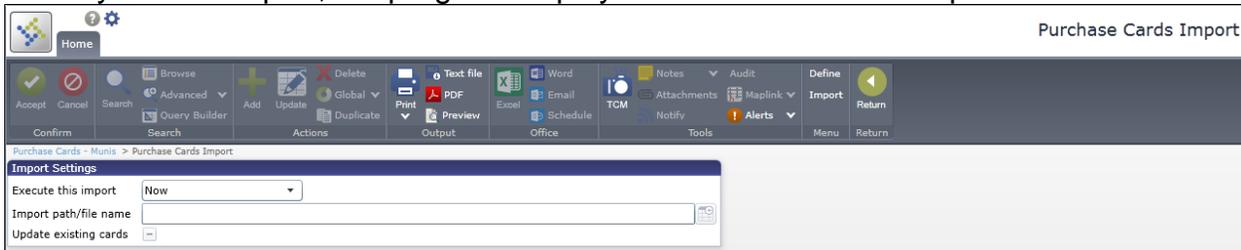
- Maintain others' POs: Full
- View other departments: Full

## Importing Purchase Cards

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



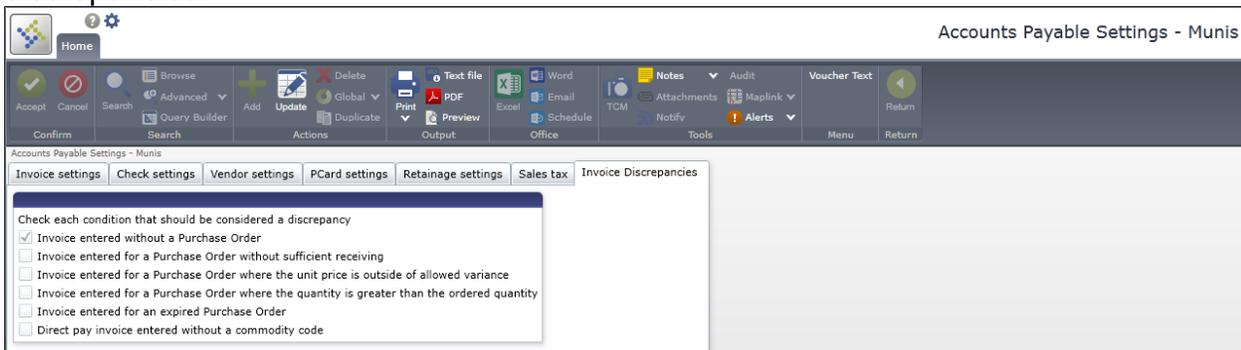
When you click Import, the program displays the Purchase Card Import screen.



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

## Invoice Discrepancies

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



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

Business Rules - Munis

Home

Accept Cancel Search Advanced Global Add Update Duplicate Print PDF Preview Output Text file Word Email Schedule TCM Notes Attachments Maplink Audit Notify Alerts

Business Rules - Munis

Approvals Pre-Approvals

Business rule setup

Process APD AP Invoice Discrepancies

Department

Location

Group/BU

Reason

Approver(s) todd.bolduc Todd Bolduc

Role(s)

Step 1

Type VER - Verify Approval

Min Amt 0.00 Max Amt 99999999.99

Rule Type Approve

Other Options  Deliver immediately  Catchall rule  All approvers required

Alternate Approver: None

Rule ID 146

Business rule ranges

Line	And/	Group	Seg	Field	From	To	Group B

1 of 2

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

Accounts Payable Roles

Home

Accept Cancel Search Advanced Global Add Update Duplicate Print PDF Preview Output Text file Word Email Schedule TCM Notes Attachments Maplink Audit Notify Alerts

Role Maintenance > Accounts Payable Roles

Role ID MUNIS

Description Role for MUNIS staff users

Role is active

Role Permissions Data Access

Maintain miscellaneous codes

Maintain audit records

Maintain check reconciliation

Access to the warrant in Invoice Entry

Override invoice variance

Override PO vendor

Add vendors on-the-fly

View SSNs

Stale check processing

Generate AP holding records

Authorize payment of invoice with no Purchase Order

Authorize payment of invoice with a unit price variance

Authorize payment of invoice with quantity variance

Authorize payment of a direct pay invoice without commodity code

Authorize payment of invoice to expired Purchase Order

View purchase card account numbers

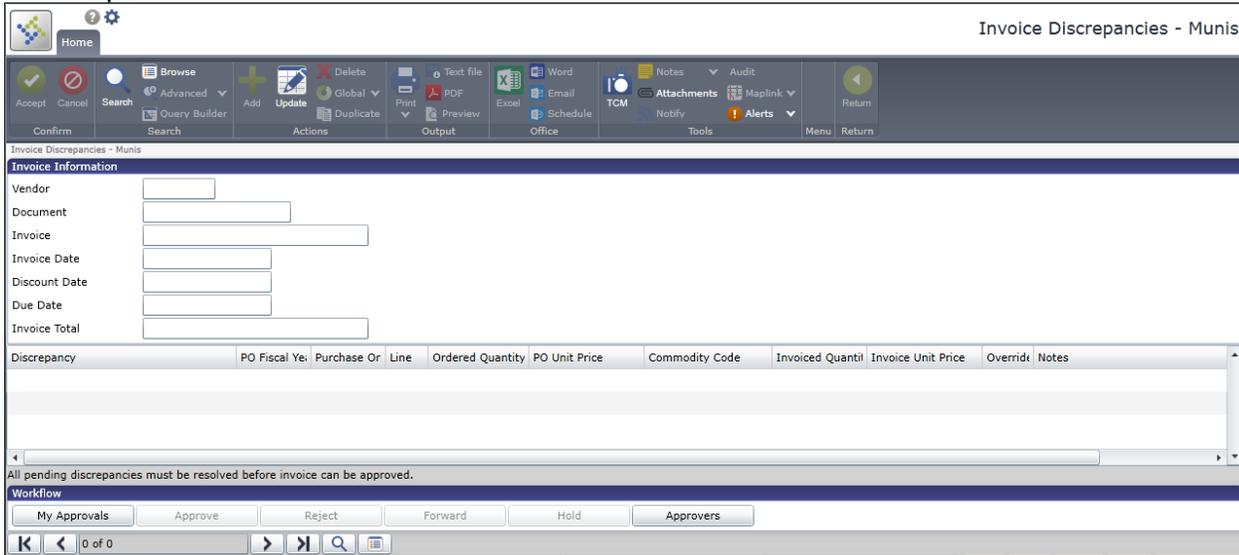
Access to the Org when PO is liquidated Non-Blanket POs Only

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

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

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

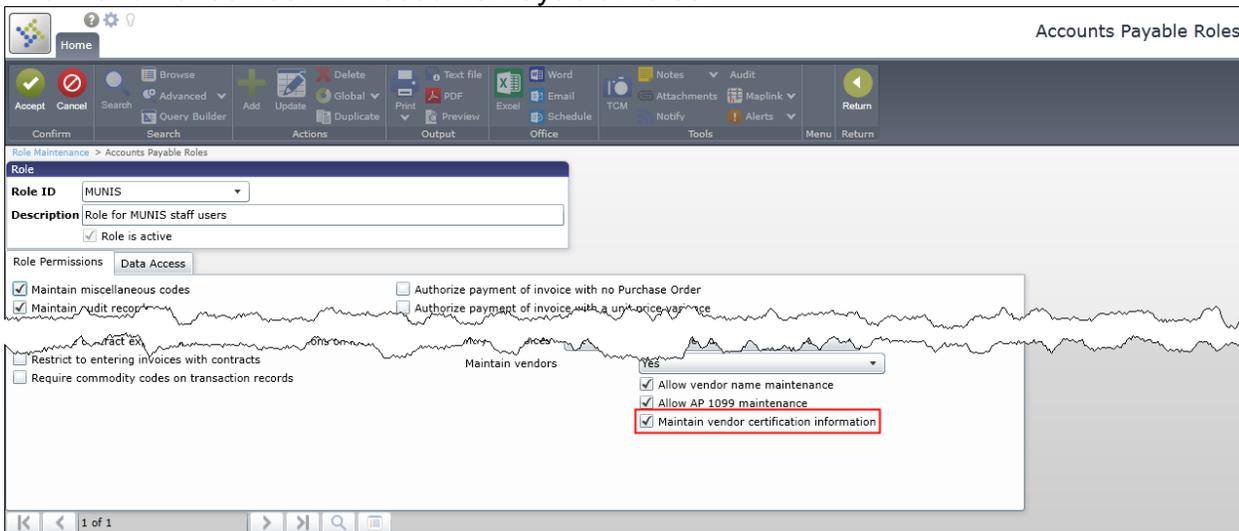
Use the Invoice Discrepancies program to view all of the invoices that possess a discrepancy that requires resolution.



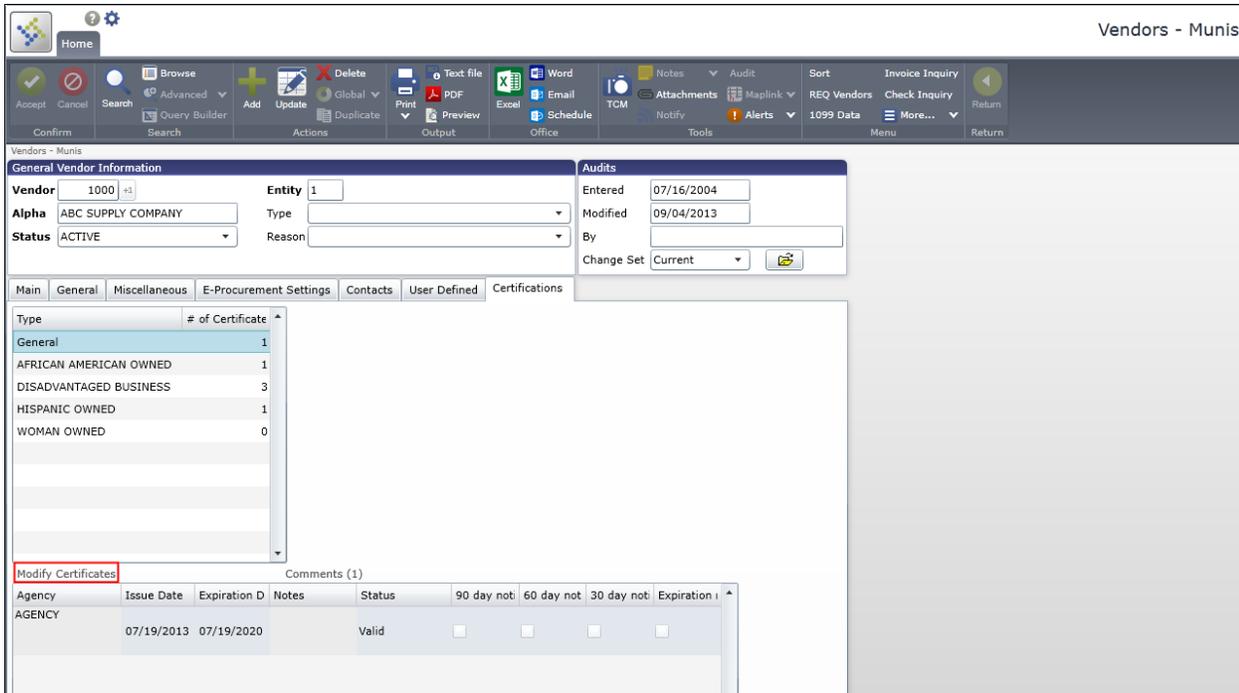
When you search for invoices based on the fields in the Invoice Information group, the results are displayed in the table. Only a user whose user role has been assigned override permissions can use the Update button to select the check boxes in the Override column. After the discrepancy has been overridden,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

## Maintain Vendor Certification Information

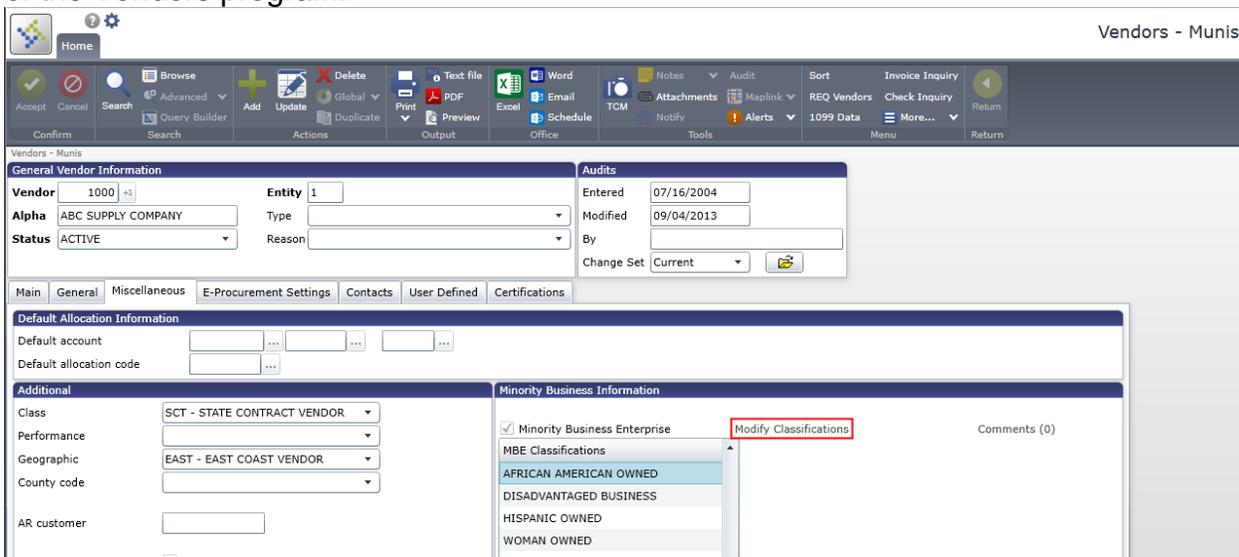
The ability to maintain vendor certifications is controlled by the Maintain Vendor Certification Information check box in Accounts Payable Roles.



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

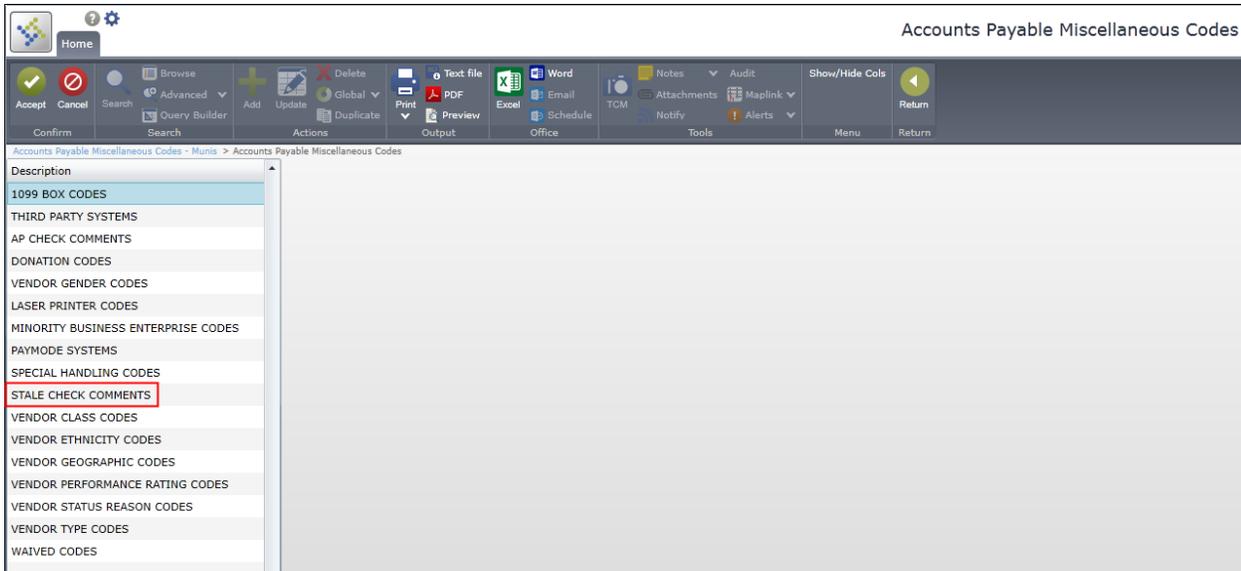


The Maintain Vendor Certification Information permission also controls access to the Minority Business Enterprise check box and the Modify Classifications option on the Miscellaneous tab of the Vendors program.

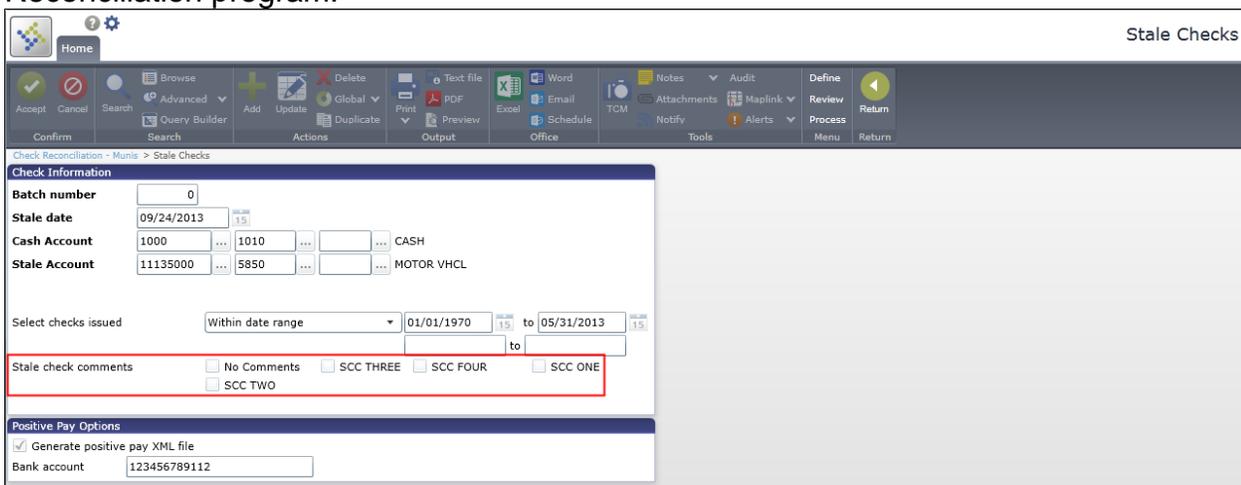


## Stale Check Comments

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



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



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

## Bid Management

### Vendor Self Service Bid Results

A Post Bid Results to Vendor Self Service check box is available in the Create Bids program. Selecting the check box for a bid record causes the program to publish the results of the bidding to Vendor Self Service (VSS) after the bidding has closed and the bid has been awarded.

Create Bids - Munis

Home

Accept Cancel Search Advanced Query Builder Add Update Duplicate Print PDF Excel Word Notes Attachments TCM Notify Alerts Tools Menu Return

Create Bids - Munis

General

Bid number: 1 | Status: 6 - Vendor Bids

Type: 1760 - HEA | Approved status: H - Held

Buyer: | Sealed bid:

Fed/state bid: | Create contract(s):

Description: HEAVY EQUIPMENT BID | From requisition:

Web site url: www.munis.com | Post to Vendor Self-Service:

Source: GroupBid | Post bid results to Vendor Self-Service:

Use product specific information:

Use bid grouping:

Require vendor pricing on all commodity codes:

Allow use of vendor's terms:

Allow use of bid scoring:

View evaluator responses:

Dates

Fiscal year: Next Year | Issues: | 15 | 12:00:00

Creation: 07/28/2005 | 15 | 12:00:00 | Vendor meeting: | 15 | 12:00:00 | Location

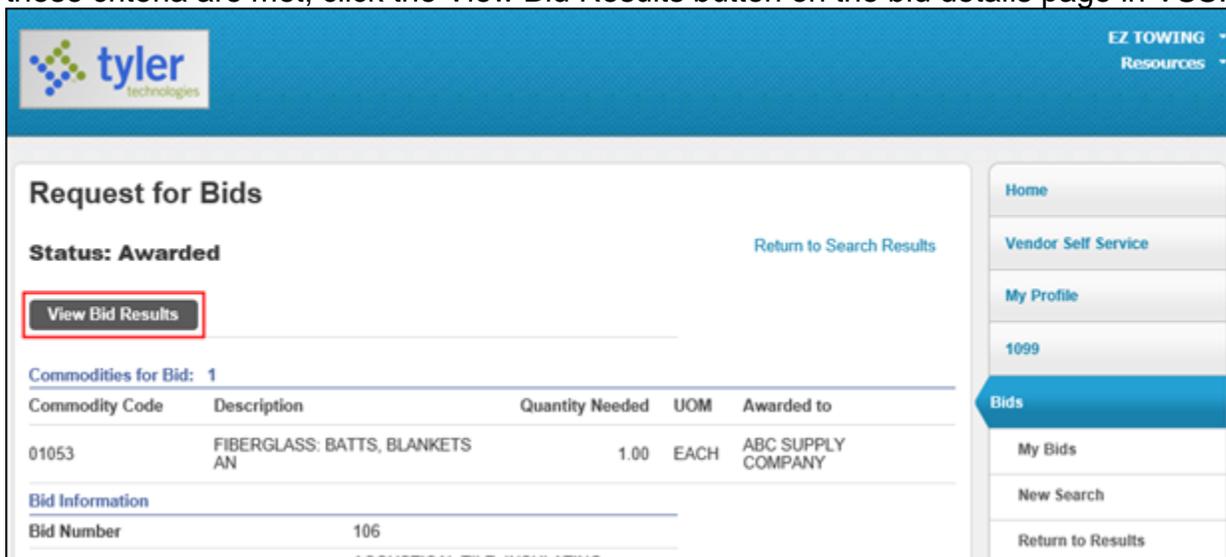
Effective from: 08/01/2005 | 15 | 12:00:00 | Vendor response due: 09/16/2005 | 15 | 12:00:00

Effective through: 08/31/2005 | 15 | 12:00:00 | Bid opening: 08/29/2005 | 15 | 12:00:00 | Location

Dept/specif due: | 15 | 12:00:00 | Expected award: 10/07/2005 | 15 | 12:00:00

1 of 36 | Attachments (1)

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



Request for Bids

Status: Awarded

Return to Search Results

View Bid Results

Commodities for Bid: 1

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

Bid Information

Bid Number: 106

Home

Vendor Self Service

My Profile

1099

Bids

My Bids

New Search

Return to Results

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

EZ TOWING ▾

---

## Bid Results

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

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

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

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

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

[Home](#)

[Vendor Self Service](#)

[My Profile](#)

[1099](#)

[Bids](#)

[Checks](#)

[Invoices](#)

[Purchase Orders](#)

# Budgeting

## Define/Start Budget Projection

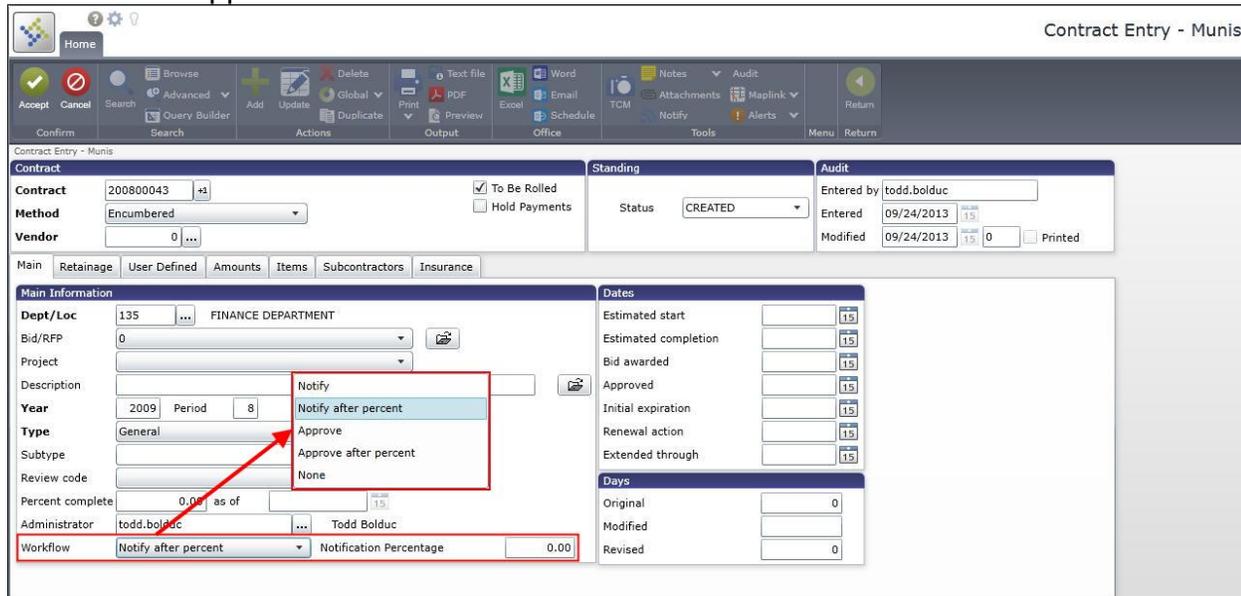
When creating a budget projection, the Define/Start Budget Projection program allows you to select Prior Year Remaining Available Budget from the Budget Amounts to Use list. The option is available for all fund types, and selecting it for a fund causes the program to enter the prior year's last available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

# Contract Management

## Contract Entry

### Contract Workflow Options

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

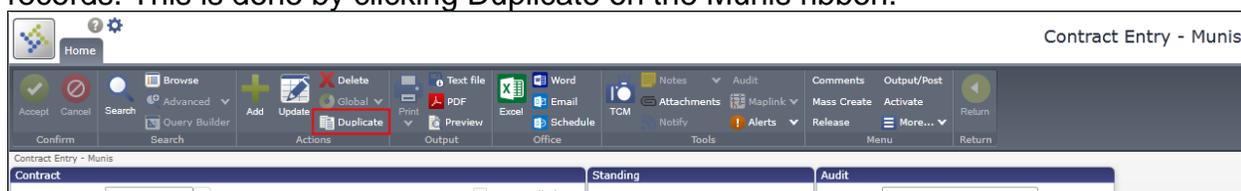


Selecting Notify After Percent causes the program to only create a notification to the contract administrator when the percentage defined in the Notification Percentage box has been expended. When you select Approve After Percent, the Contract Entry program only includes the administrator in the workflow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

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

### Copying Contracts

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

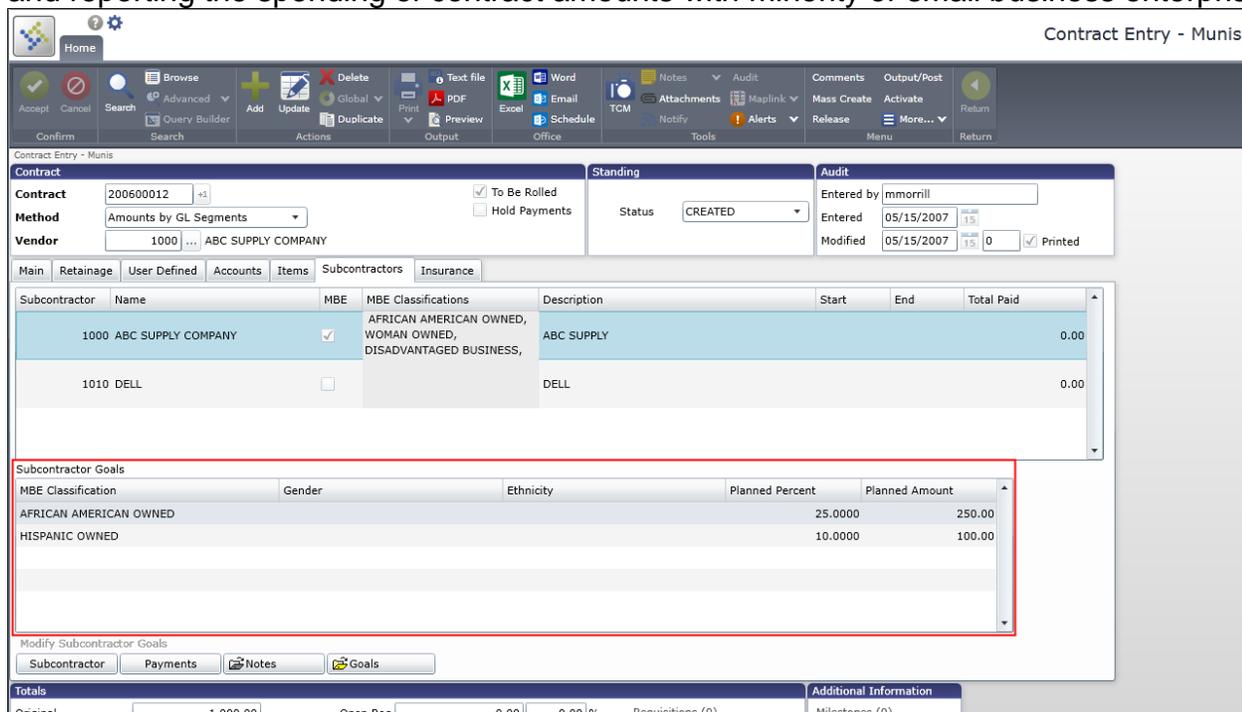


Only contracts with an enforcement method of Not to Exceed can be copied. Attempting to duplicate a contract that does not meet these criteria causes the program to display an error message.

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

## Subcontractor Goals

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



The screenshot shows the 'Contract Entry - Munis' application. The 'Subcontractors' tab is active, displaying a table of subcontractors and a 'Subcontractor Goals' table. The 'Subcontractor Goals' table is highlighted with a red border.

Subcontractor	Name	MBE	MBE Classifications	Description	Start	End	Total Paid
1000	ABC SUPPLY COMPANY	<input checked="" type="checkbox"/>	AFRICAN AMERICAN OWNED, WOMAN OWNED, DISADVANTAGED BUSINESS,	ABC SUPPLY			0.00
1010	DELL	<input type="checkbox"/>		DELL			0.00

MBE Classification	Gender	Ethnicity	Planned Percent	Planned Amount
AFRICAN AMERICAN OWNED			25.0000	250.00
HISPANIC OWNED			10.0000	100.00

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

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

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

Contract Goals

Contract Entry - Home > Contract Goals

Goal

Contract 200600012 - Total Percent

Vendor 1000 - ABC SUPPLY COMPANY Total Amount 500.00

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

Subcontractors

Subcontractor Name	Planned Percent	Gender	Ethnicity
1000 ABC SUPPLY COMPANY	25.0000		

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

Contract Goals

Contract Entry - Home > Contract Goals

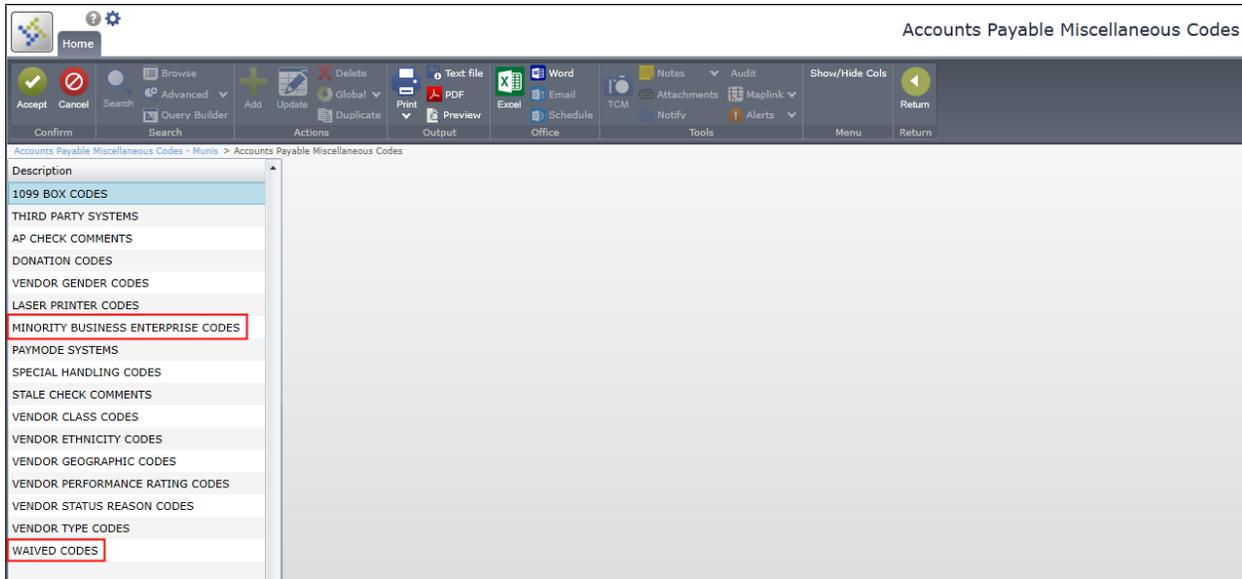
Goal

Contract 200600012 - Total Percent

Vendor 1000 - ABC SUPPLY COMPANY Total Amount 500.00

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

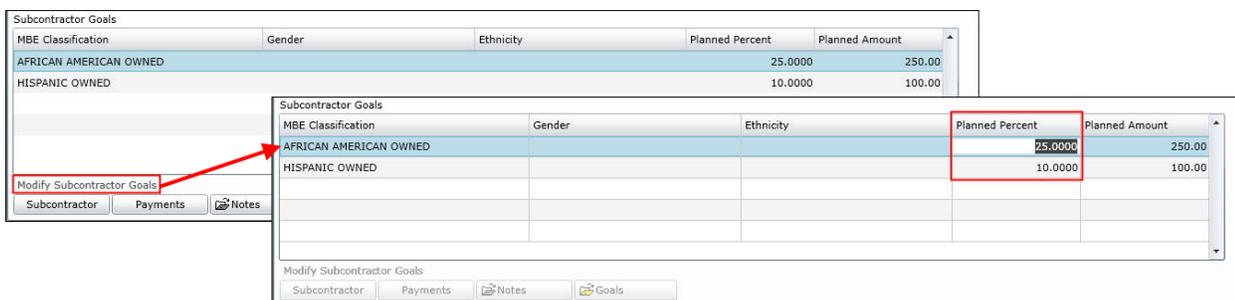
Percentages that have been waived are entered in the Waived Percent box. If you enter a value in the box, you must select a waived reason code. The codes available from the list are defined in the Accounts Payable Miscellaneous Codes program.



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

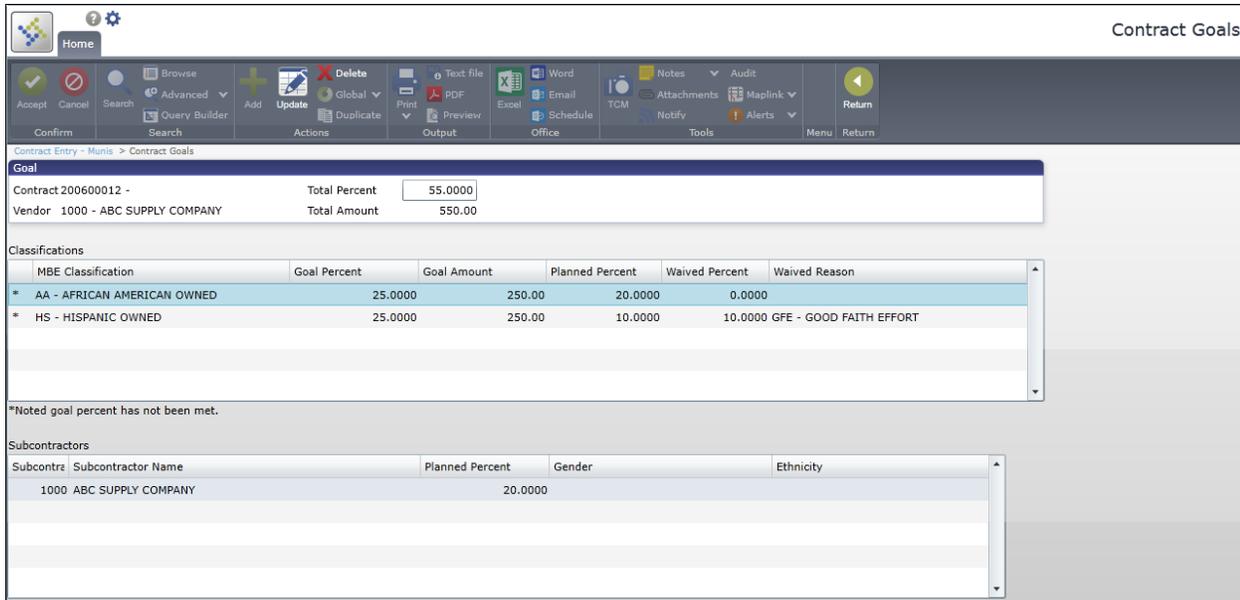
In order to enter information in the Subcontractor Goals table, the contract must have at least one subcontractor. That subcontractor must have at least one minority business enterprise certification.

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



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

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



**Contract Goals**

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

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

\*Noted goal percent has not been met.

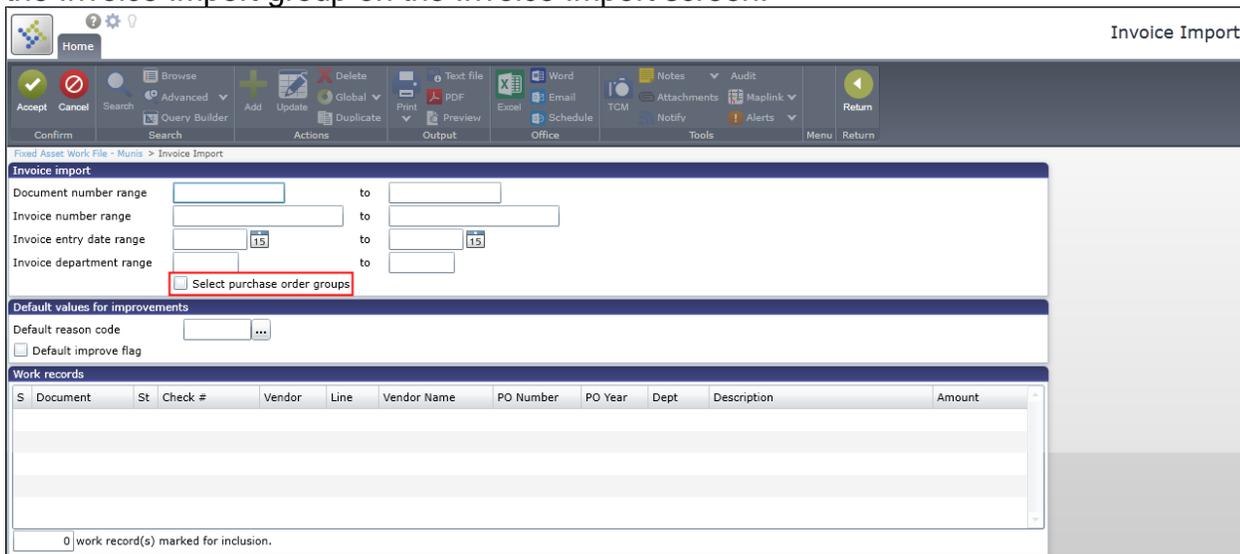
Subcontr	Subcontractor Name	Planned Percent	Gender	Ethnicity
1000	ABC SUPPLY COMPANY	20.0000		

# Fixed Assets

## Fixed Asset Work File

### Purchase Order Groups

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



**Invoice Import**

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

Select purchase order groups

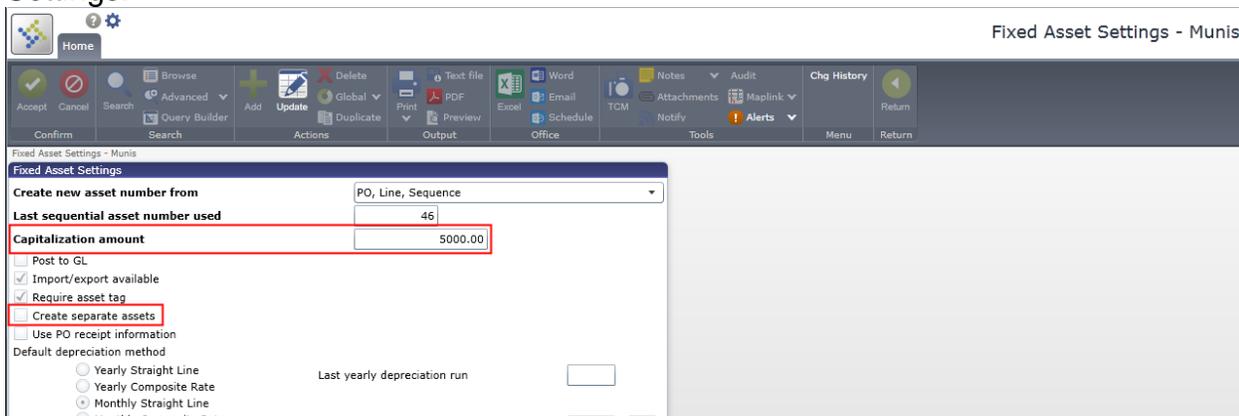
Default values for improvements  
 Default reason code [ ] ...  
 Default improve flag

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

0 work record(s) marked for inclusion.

If you select the check box when defining the invoice import, the program automatically selects all work records that have the same purchase order number when you select a check box in the Work Records table. The selection is based on the value of the PO Number and PO Year columns in the table. The check box has no effect if only one work record is associated with a purchase order.

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



Fixed Asset Settings - Munis

Home

Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Notes Audit Chg History Return

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

Fixed Asset Settings - Munis

Fixed Asset Settings

Create new asset number from PO, Line, Sequence

Last sequential asset number used 46

Capitalization amount 5000.00

Post to GL

Import/export available

Require asset tag

Create separate assets

Use PO receipt information

Default depreciation method

Yearly Straight Line Last yearly depreciation run

Yearly Composite Rate

Monthly Straight Line

Monthly Composite Rate

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

### Work Order Assets

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

Fixed Asset Work File - Munis

Home

Accept Cancel Search Advanced Global Delete Text file Word Notes Audit Attachments MapLink TCM Notify Alerts Return

Fixed Asset Work File - Munis

**Work record**

Work record number   
 Source

**Imported information**

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

**Fixed Asset**

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

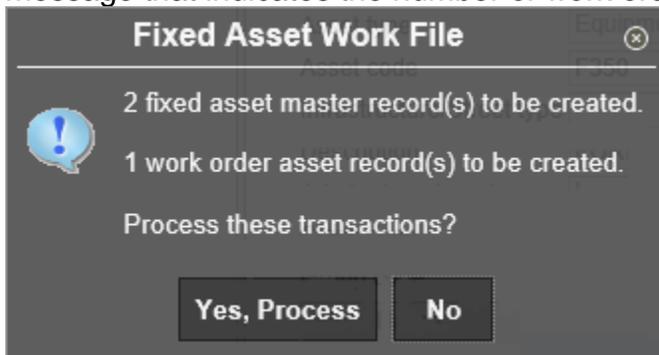
**Work Order Asset**

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

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

1 of 17

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



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

Equipment Assets - Munis

Home

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

Equipment Assets - Munis

**Asset detail**

Asset number: 200700150020002 Status: In Service

Equipment code: F350 User status: ...

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

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

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

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

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

Supervisor ID: ... Odometer: .0

Contact ID: ... Hourmeter: .00

Operator ID: ... Registr exp: 15

Appr value %: .00

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

Manufacturer: ... Serial number: ...

Model: ... Asset department: FINANCE DEPARTMENT

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

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

Tag number: 200700150020002 Sub class: VEHICLES

Capitalize  Depreciate

Depreciation method: MONTHLY STR-LINE

Useful life: 5

1 of 1 Attachments (0)

## General Ledger

### Account Merge

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

Merge General Ledger Accounts - Munis

Home

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

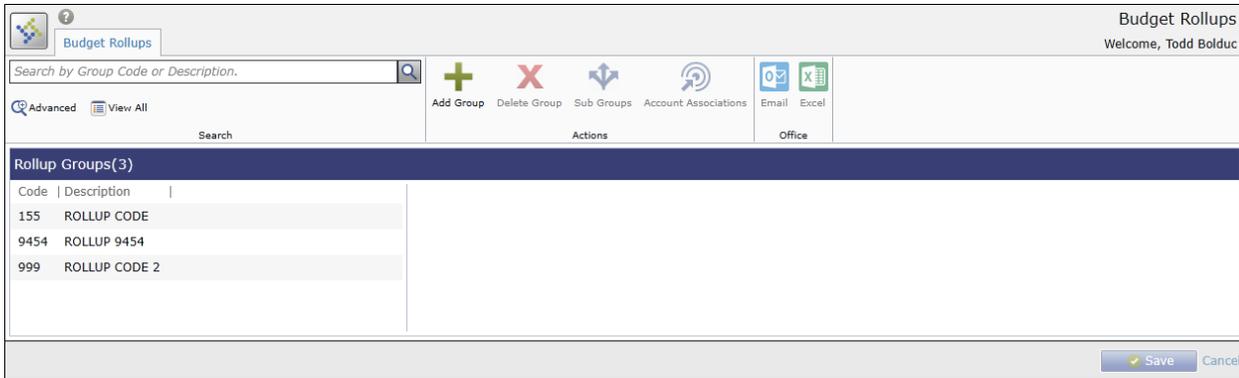
Merge General Ledger Accounts - Munis

Original Account: ...

Target Account: ...

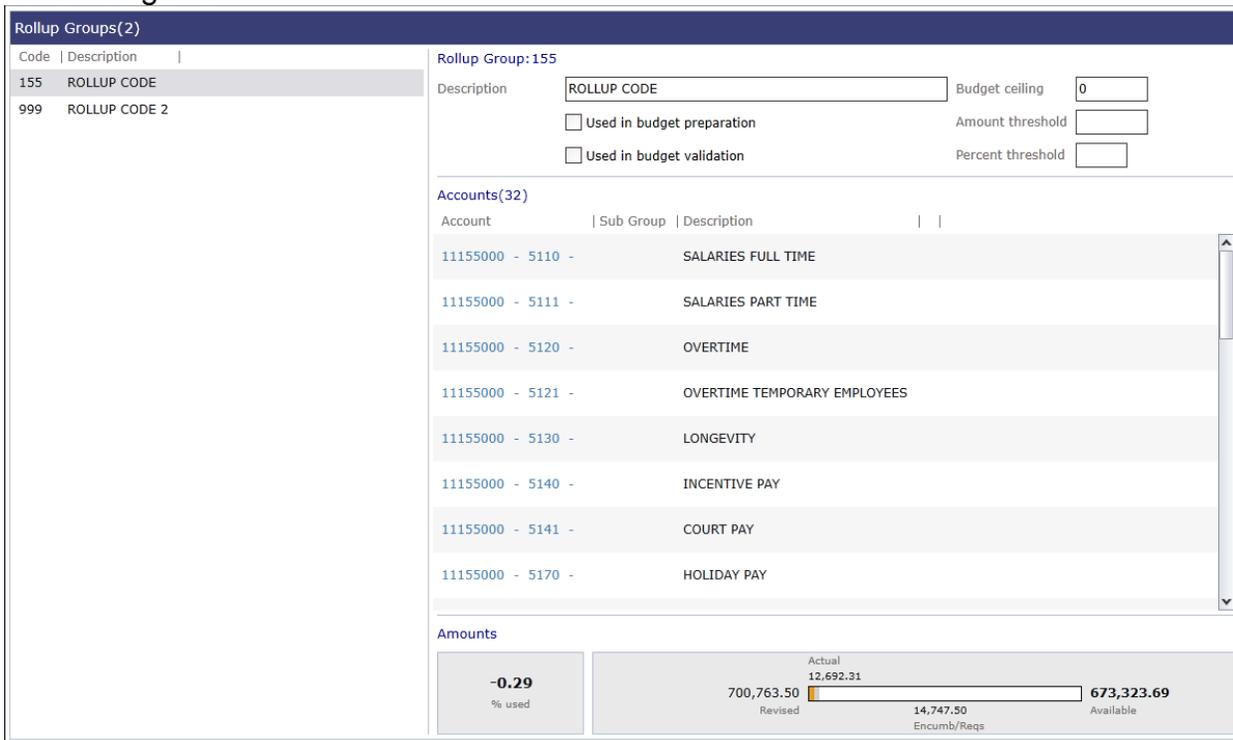
### Budget Rollups

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

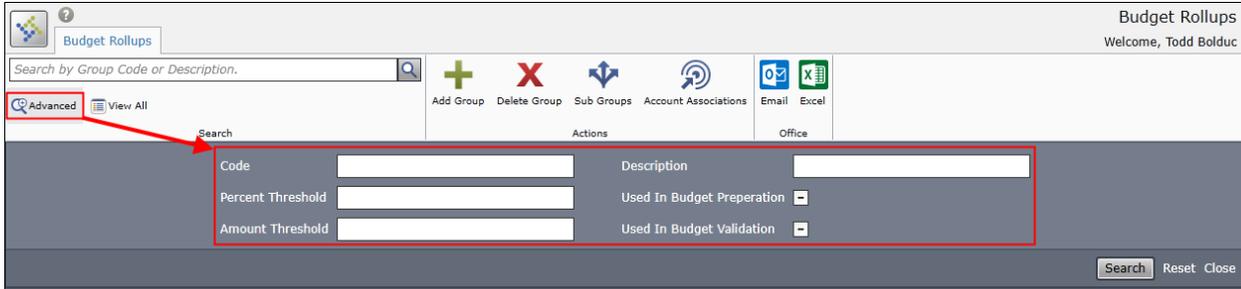


The Budget Rollups program links general ledger accounts together in order to create budget rollup groups and subgroups. Accounts that have been combined into a budget rollup group or subgroup use the combined budget of all accounts in the group as the available budget for transactions. For example,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

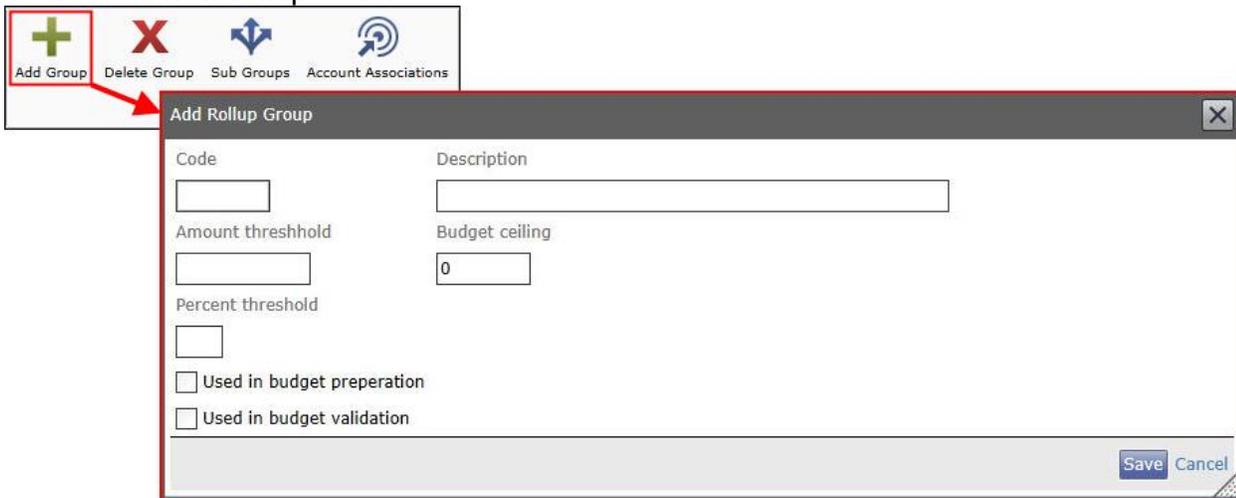
When you open Budget Rollups, it immediately displays all of the rollup codes that exist for your organization. Click a rollup code to display its details and a list of accounts to which it has been assigned.



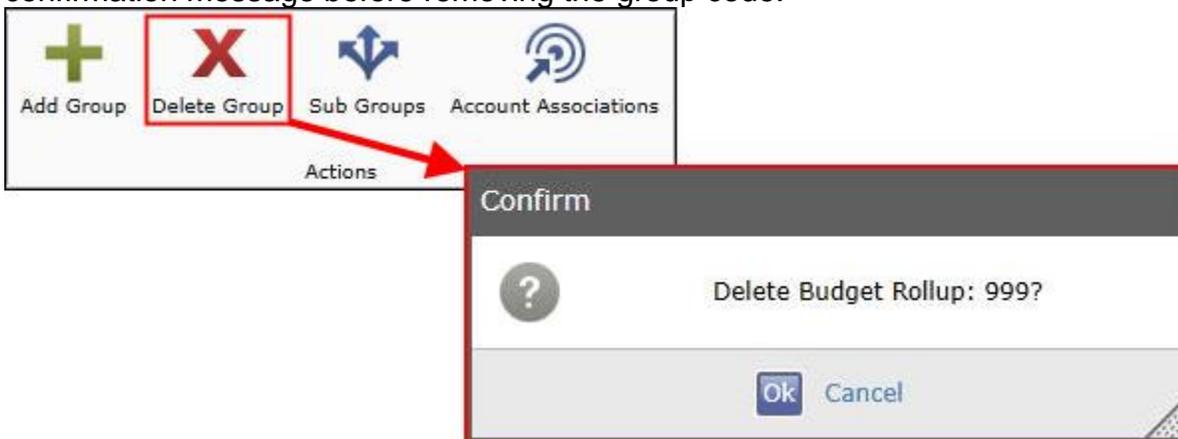
Use the Search box to find a specific rollup code or click Advanced to expand the search pane and display additional search criteria boxes. Clicking View All displays all of the rollup codes that exist in your system.



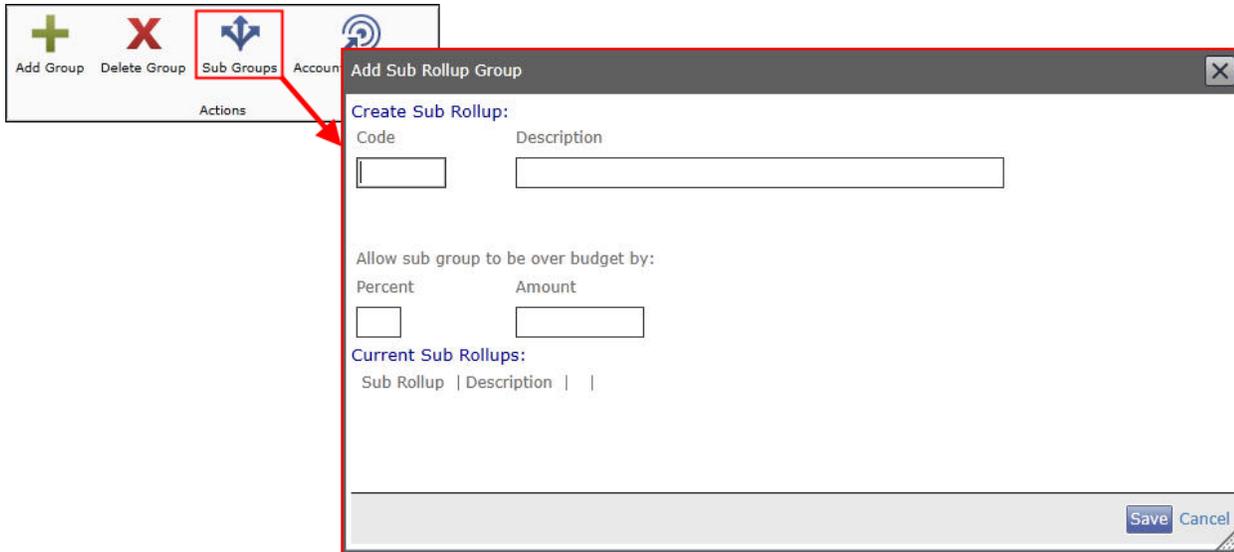
Clicking Add Group opens the Add Rollup Group dialog box, which contains the data needed to create a new rollup code.



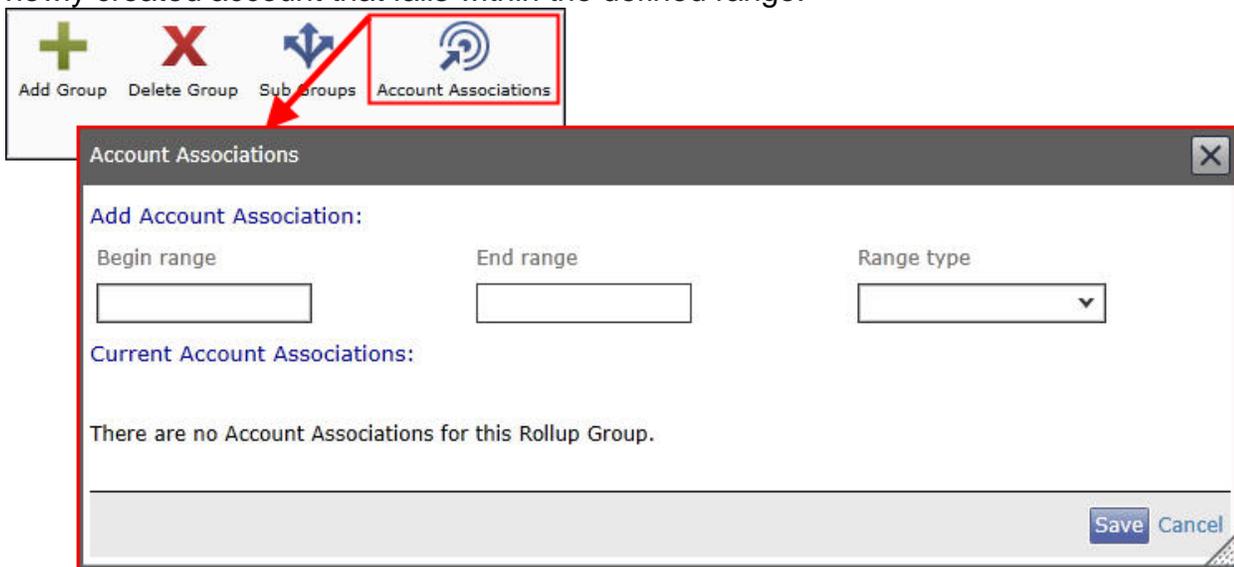
To remove a code, highlight the code and then click Delete Group. The program displays a confirmation message before removing the group code.



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

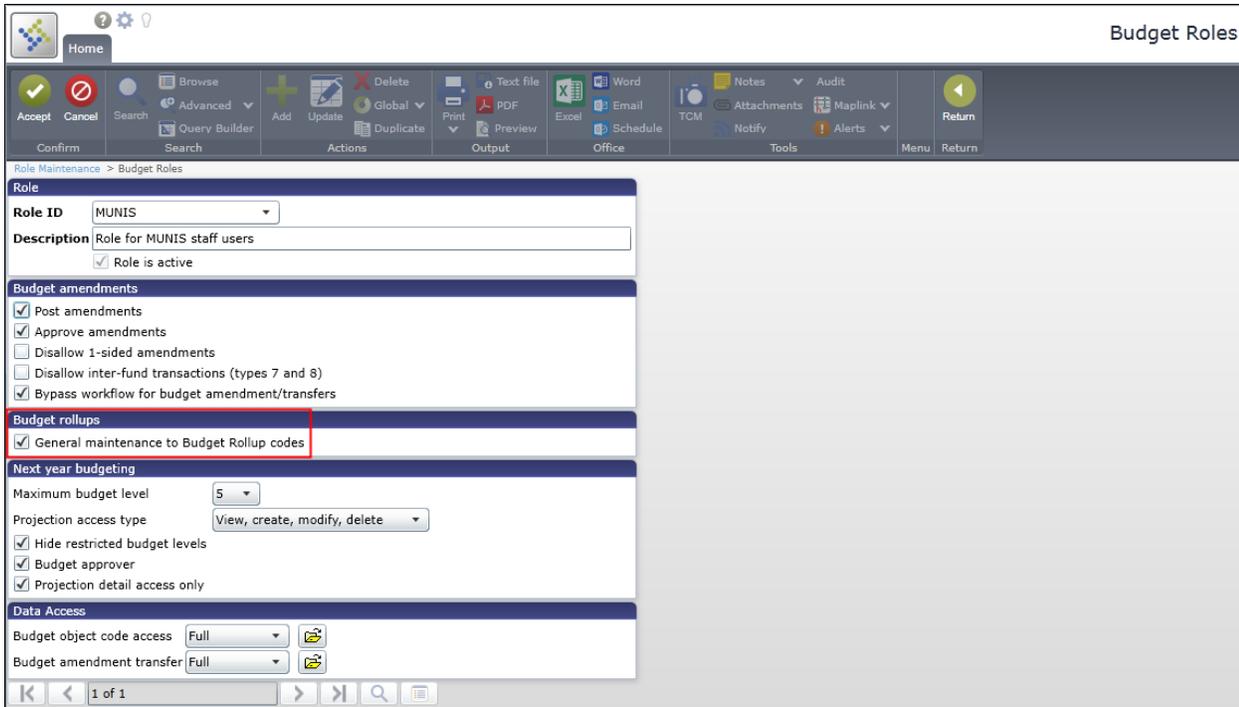


Click Account Associations to open the Account Associations dialog box, which allows you to automatically add the rollup code to all accounts in a defined range. This also causes the Account Master and Chart Manager programs to automatically add the rollup code to any newly created account that falls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



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

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



**Budget Roles**

Role Maintenance > Budget Roles

**Role**

Role ID: MUNIS

Description: Role for MUNIS staff users

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

**Budget rollups**

General maintenance to Budget Rollup codes

**Next year budgeting**

Maximum budget level: 5

Projection access type: View, create, modify, delete

Hide restricted budget levels

Budget approver

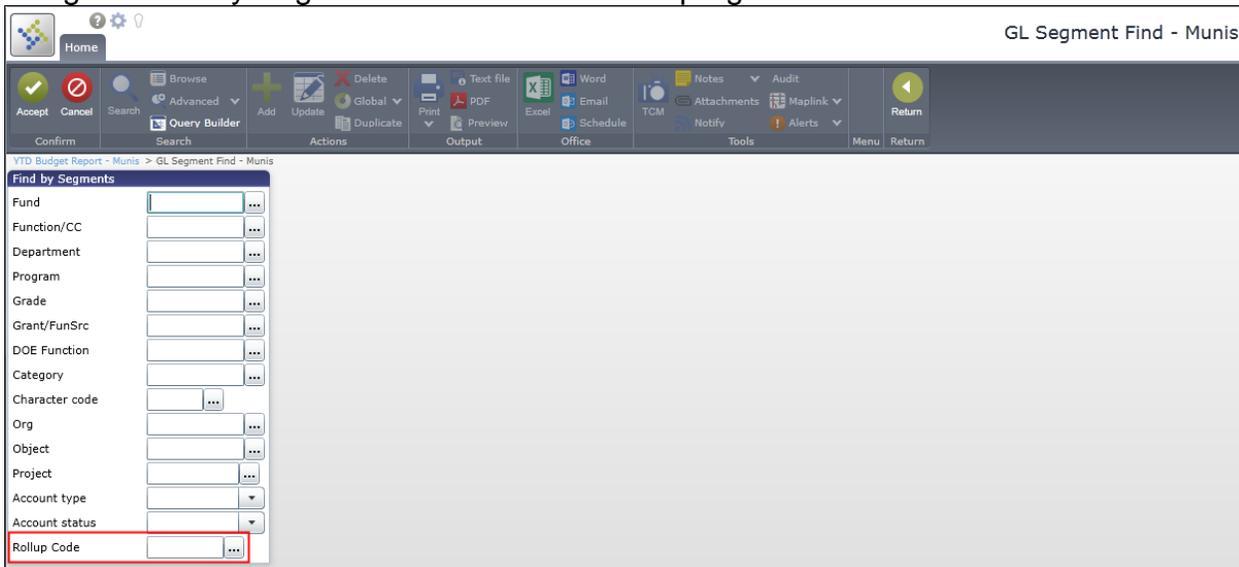
Projection detail access only

**Data Access**

Budget object code access: Full

Budget amendment transfer: Full

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



**GL Segment Find - Munis**

FTD Budget Report - Munis > GL Segment Find - Munis

**Find by Segments**

Fund: [ ] ...

Function/CC: [ ] ...

Department: [ ] ...

Program: [ ] ...

Grade: [ ] ...

Grant/FunSrc: [ ] ...

DOE Function: [ ] ...

Category: [ ] ...

Character code: [ ] ...

Org: [ ] ...

Object: [ ] ...

Project: [ ] ...

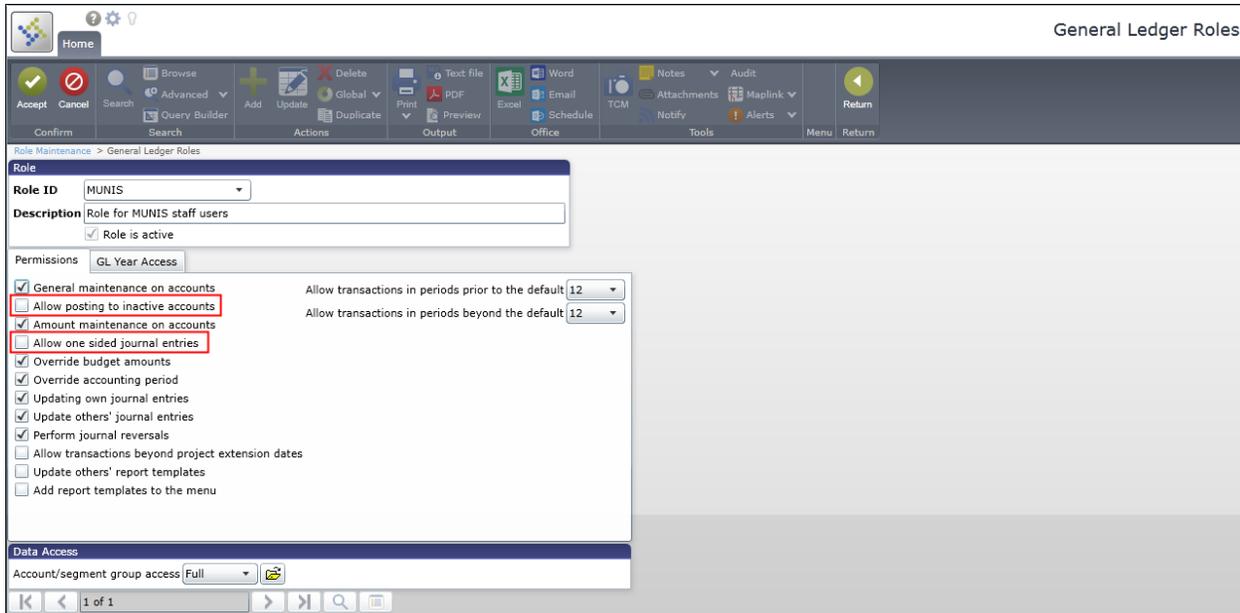
Account type: [ ]

Account status: [ ]

**Rollup Code: [ ] ...**

## General Ledger Roles

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



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

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

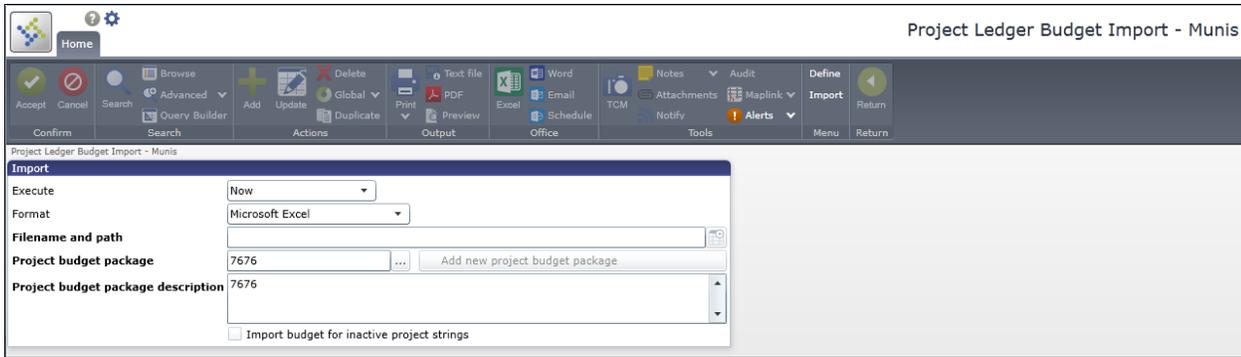
## Project Accounting

### Project Accounting Budget Processes

#### Project Budget Import

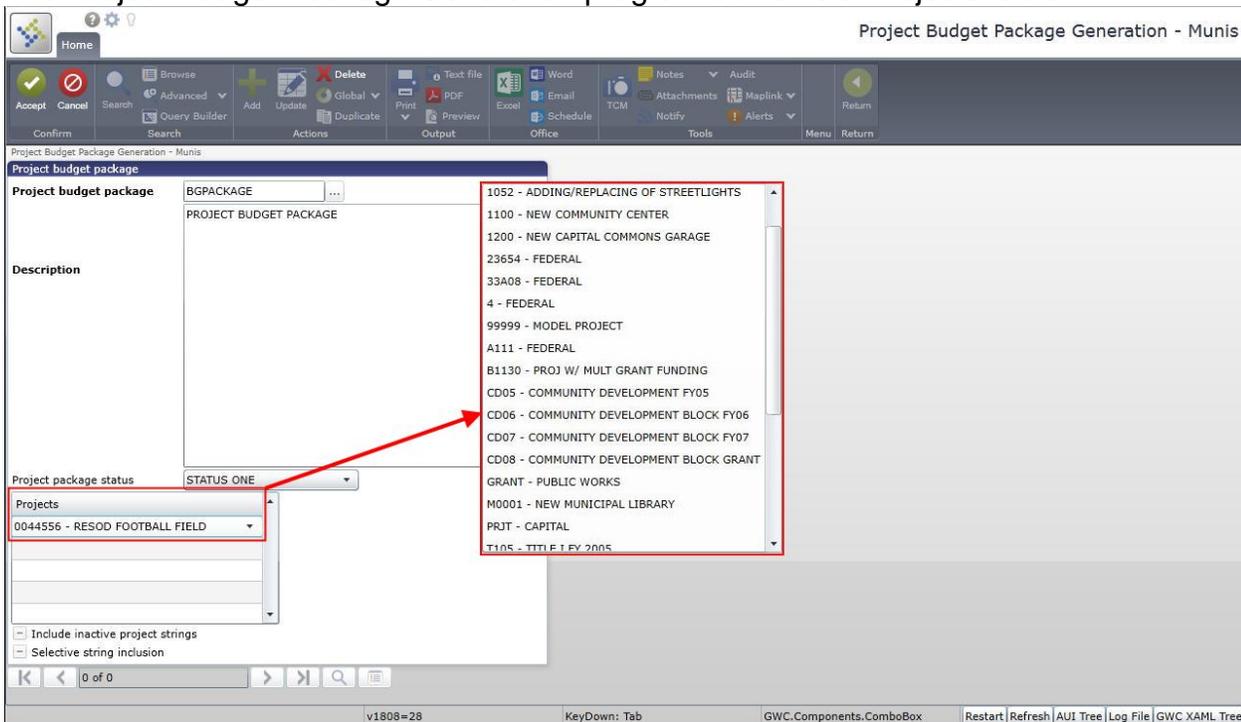
The Project Budget Import program is available. Use this program to import an Excel file that contains three columns and a header row. The column titles on the header row must be: PL String, Amount, and Text. The columns can appear in any order in the import file.

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



## Project Budget Package Generation

The Project Budget Package Generation program contains a Projects table.



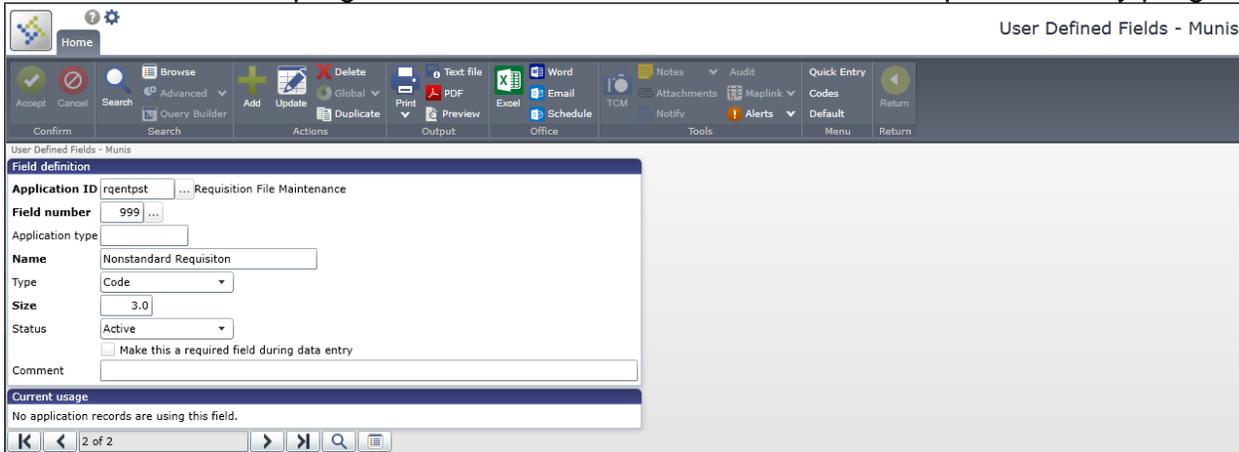
Selecting project codes using the table directs the program to include multiple projects when generating a budget package. Any project that is currently active in your Munis system is available for selection.

## Purchasing

### Non-Standard Requisitions

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

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

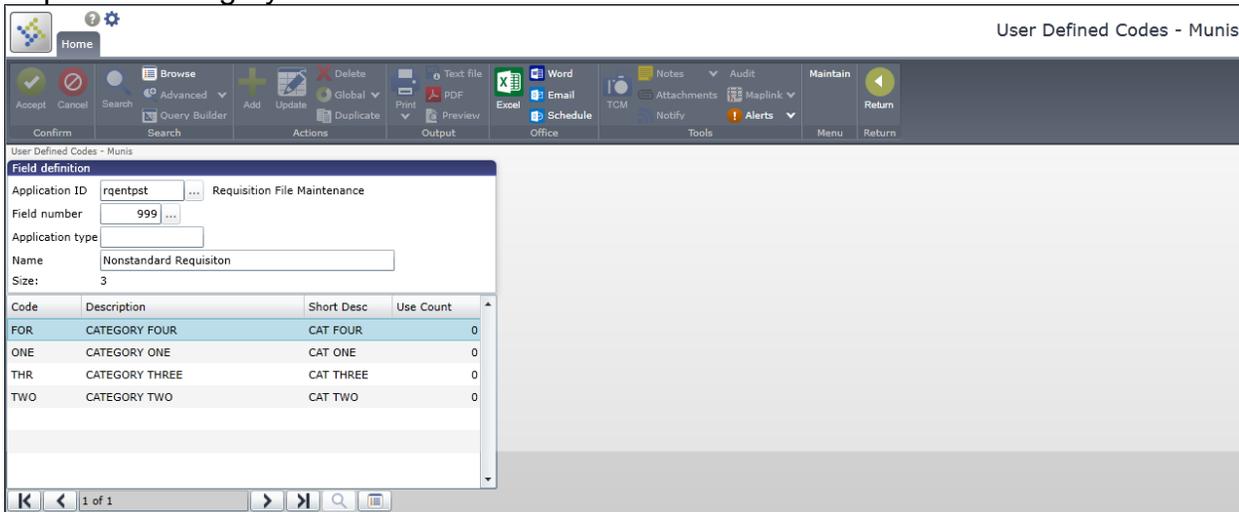


The screenshot shows the 'User Defined Fields - Munis' application. The 'Field definition' form is open, showing the following details:

- Application ID: rgentpst ... Requisition File Maintenance
- Field number: 999 ...
- Application type: (empty)
- Name: Nonstandard Requisition
- Type: Code
- Size: 3.0
- Status: Active
- Make this a required field during data entry
- Comment: (empty)

Below the form, the 'Current usage' section indicates: 'No application records are using this field.'

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



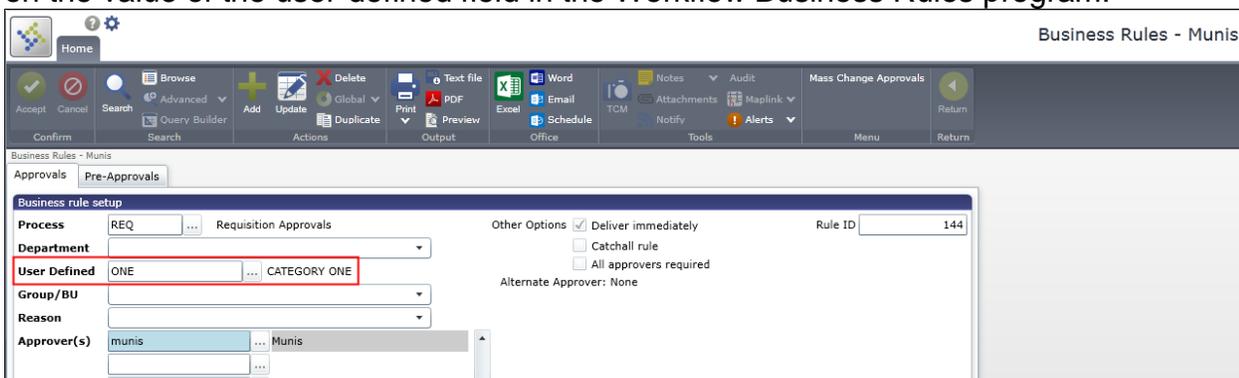
The screenshot shows the 'User Defined Codes - Munis' application. The 'Field definition' form is open, showing the following details:

- Application ID: rgentpst ... Requisition File Maintenance
- Field number: 999 ...
- Application type: (empty)
- Name: Nonstandard Requisition
- Size: 3

Below the form, a table lists the defined codes:

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

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



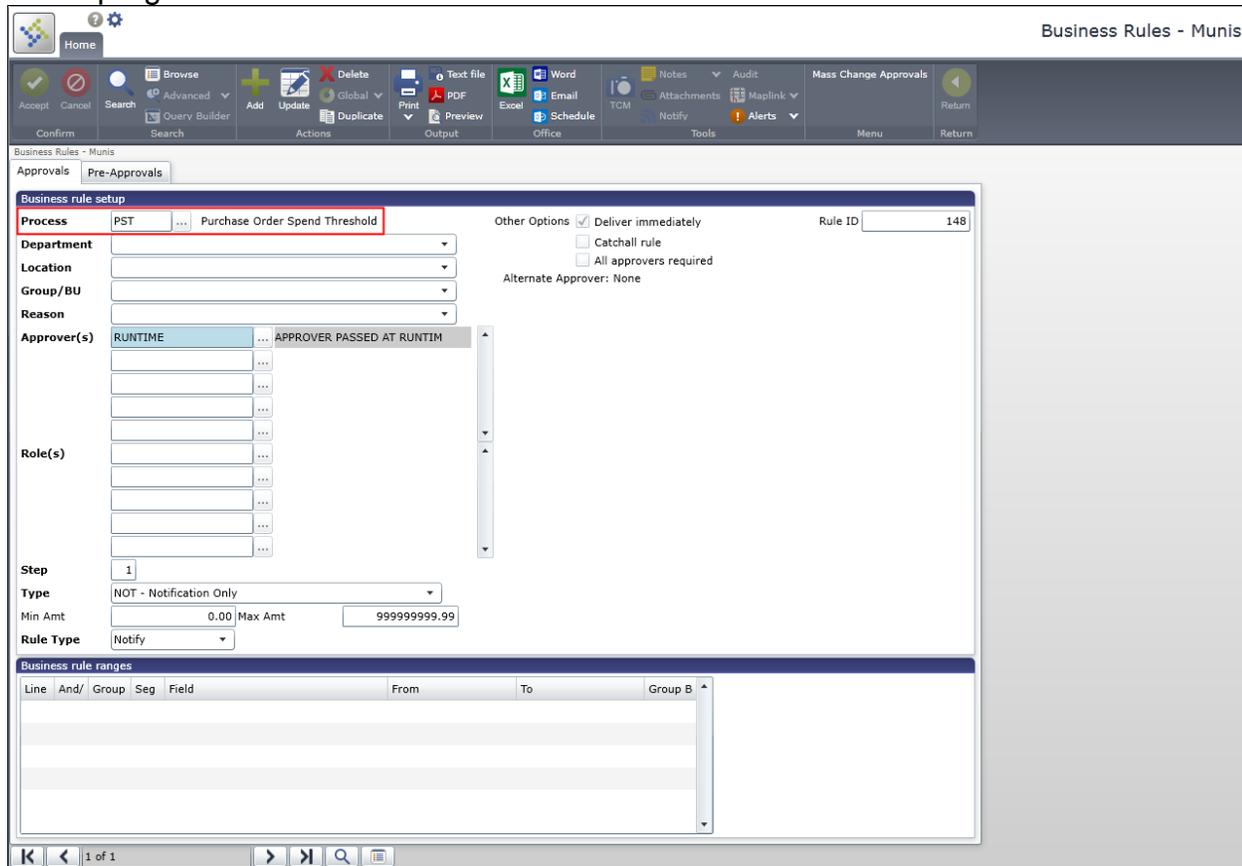
The screenshot shows the 'Business Rules - Munis' application. The 'Business rule setup' form is open, showing the following details:

- Process: REQ ... Requisition Approvals
- Department: (empty)
- User Defined: ONE ... CATEGORY ONE (highlighted with a red box)
- Group/BU: (empty)
- Reason: (empty)
- Approver(s): munis ... Munis
- Other Options:
  - Deliver immediately
  - Catchall rule
  - All approvers required
- Alternate Approver: None
- Rule ID: 144

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

## Purchase Order Notification Percentages

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



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

- Process:** PST (highlighted with a red box), Purchase Order Spend Threshold
- Other Options:**
  - Deliver immediately
  - Catchall rule
  - All approvers required
- Rule ID:** 148
- Department, Location, Group/BU, Reason:** (Empty dropdown menus)
- Approver(s):** RUNTIME, APPROVER PASSED AT RUNTIM
- Role(s):** (Empty dropdown menus)
- Step:** 1
- Type:** NOT - Notification Only
- Min Amt:** 0.00, **Max Amt:** 99999999.99
- Rule Type:** Notify

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

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

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

Purchase Order Entry - Munis

Home

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

Purchase Order Entry - Munis

Main Terms/Miscellaneous User Defined

Discount %

Days to discount

Days to net

Freight %

Notification Threshold %

Contract

Work Order Number

Task

Freight method

Purchase Order Change Orders - Munis

Home

Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Notes Attachments Audit Line Detail Close PO Audits Re-Open PO Cancel PO More... Return

Purchase Order Change Orders - Munis

Main Terms/Miscellaneous User Defined

Discount %

Days to discount

Days to net

Freight %

Notification Threshold %

Freight method/terms

Requisition Entry - Munis

Home

Accept Cancel Search Advanced Add Update Global Print PDF Excel Word Notes Attachments Maplink Line Detail Mass Allocate Release More... Return

Requisition Entry - Munis

Main Terms/Miscellaneous User Defined

Terms

Discount %

Freight %

Notification Threshold %

Miscellaneous

Allocation

Buyer

Review

Type

Request for Item

Requisitions Welcome, todd.bolduc

Search by requisition number

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

Search Edit Copy Menu Views Tools Office Workflow

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

Department (135) FINANCE DEPARTMENT View Buyer

Commodity  View Review

Description  Needed By

Contract  View Inspector

Type (N) NORMAL

Purchase Order

Notification threshold %

Convert To Purchase Order

General Notes (0)

Vendor Quotes (0)

Project accounts applied

Three way match required

Inspection required

Notify originator when converted to PO

Notify originator of overages

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

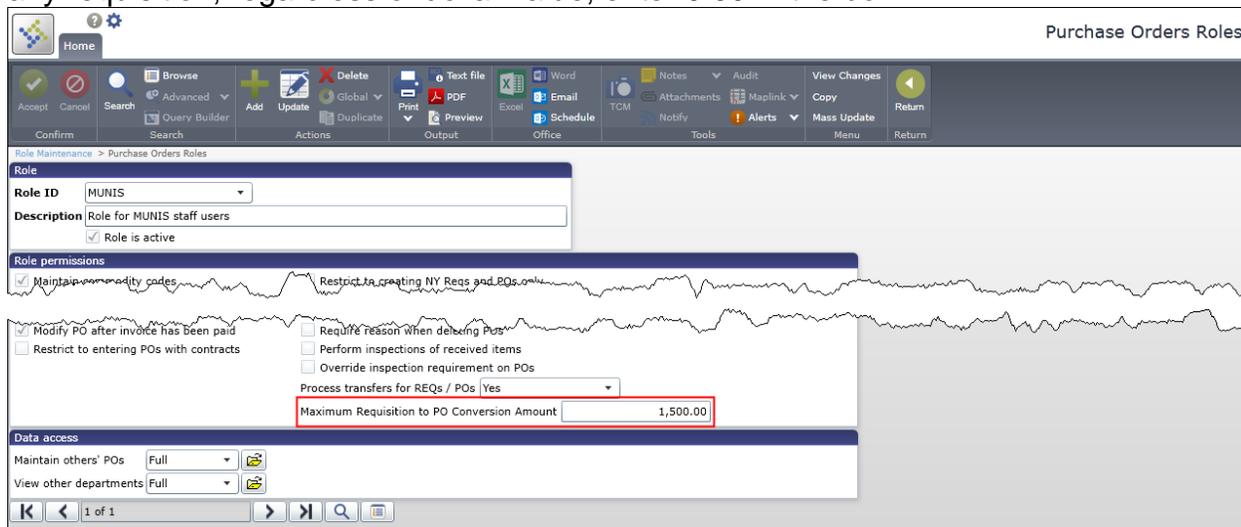
You are being notified that purchase order 555121 for fiscal year 2013 has exceeded its spend threshold of 50,000. This occurred with vendor 1000 - ABC SUPPLY COMPANY - and invoice number 5551212.

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

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

## Requisition Conversion Restrictions

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



Purchase Orders Roles

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

Role permissions

Maintain commodity codes  
 Restrict creating NY Reqs and POs only

Modify PO after invoice has been paid  
 Restrict to entering POs with contracts  
 Require reason when deleting POs  
 Perform inspections of received items  
 Override inspection requirement on POs

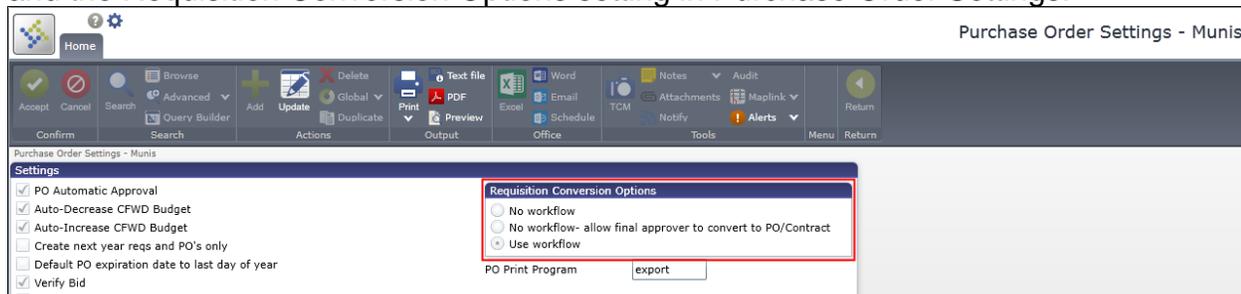
Process transfers for REQs / POs: Yes

Maximum Requisition to PO Conversion Amount: 1,500.00

Data access

Maintain others' POs: Full  
View other departments: Full

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



Purchase Order Settings - Munis

Settings

PO Automatic Approval  
 Auto-Decrease CFWD Budget  
 Auto-Increase CFWD Budget  
 Create next year reqs and PO's only  
 Default PO expiration date to last day of year  
 Verify Bid

Requisition Conversion Options

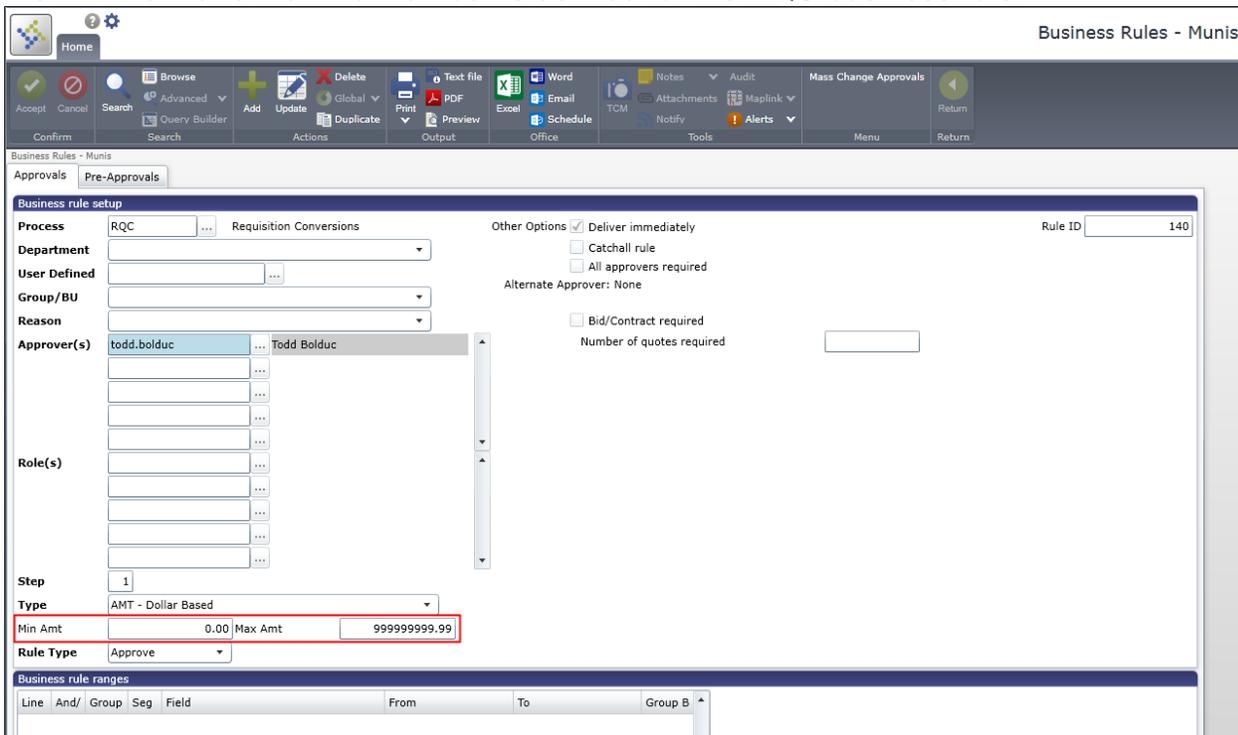
No workflow  
 No workflow- allow final approver to convert to PO/Contract  
 Use workflow

PO Print Program: export

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

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

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



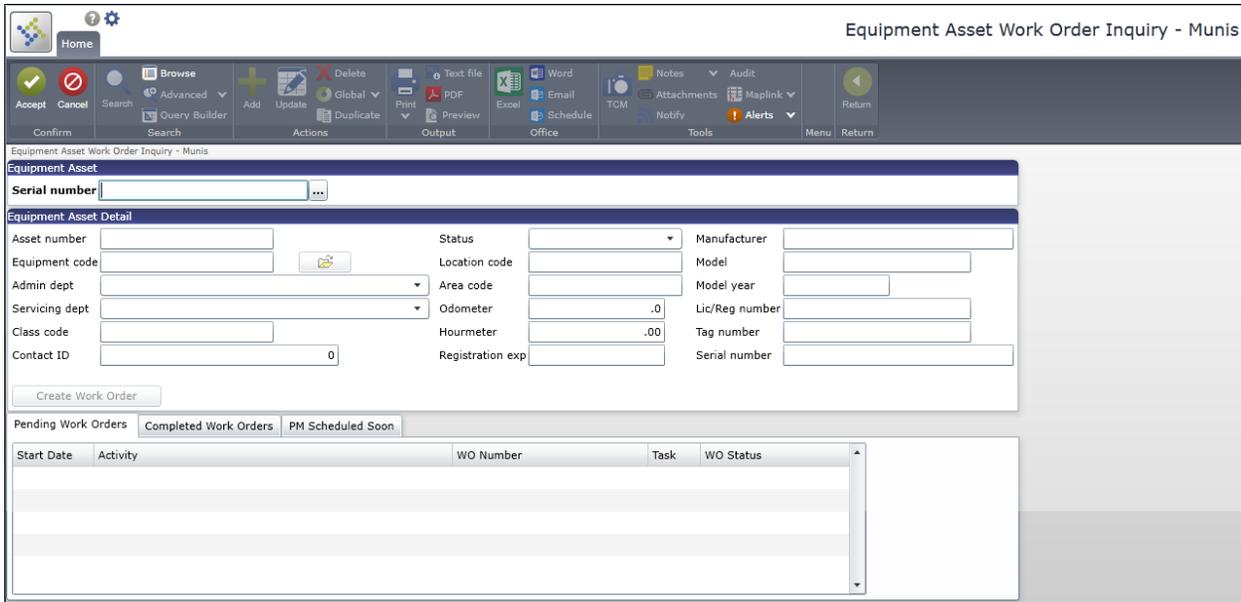
The screenshot shows the 'Business rule setup' window for 'Requisition Conversions' (Rule ID 140). The 'Process' is 'RQC'. The 'Approver(s)' list includes 'todd.bolduc' (Todd Bolduc). The 'Type' is 'AMT - Dollar Based'. The 'Min Amt' is 0.00 and the 'Max Amt' is 999999999.99. The 'Rule Type' is 'Approve'.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

Line	And/	Group	Seg	Field	From	To	Group B

## Work Orders, Fleet, and Facilities

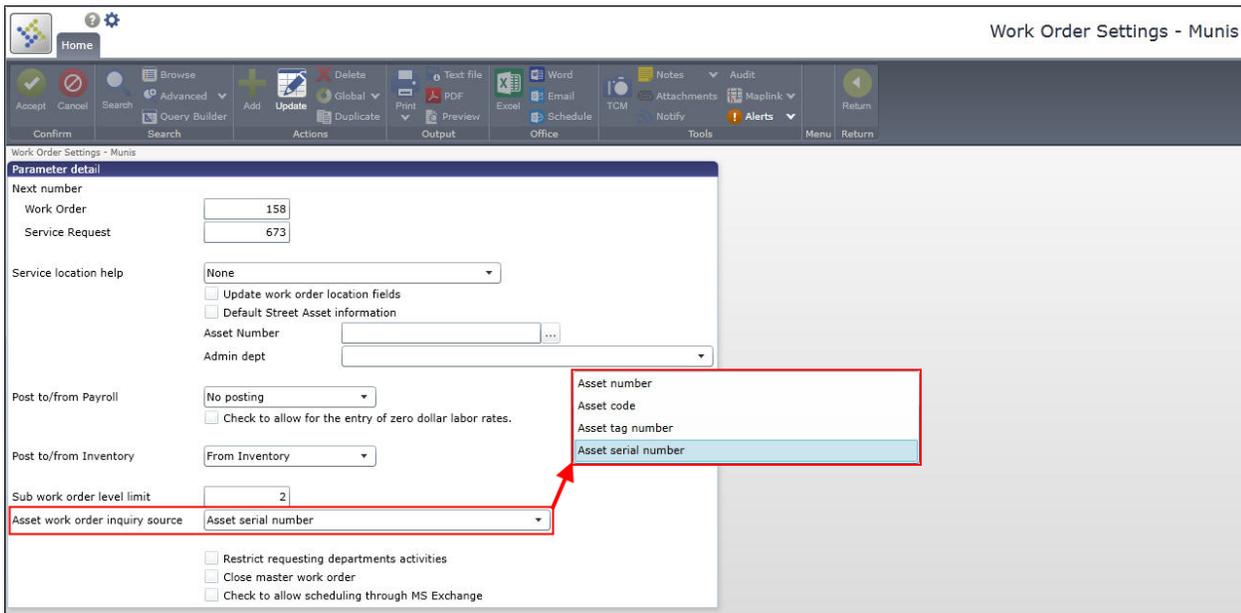
### Asset Work Order Inquiry

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



The screenshot shows the 'Equipment Asset Work Order Inquiry - Munis' window. At the top, there is a toolbar with various icons for actions like Accept, Cancel, Search, and Print. Below the toolbar, the 'Equipment Asset' section contains a 'Serial number' input field. The 'Equipment Asset Detail' section includes several input fields: Asset number, Status, Manufacturer, Equipment code, Location code, Model, Admin dept, Area code, Model year, Servicing dept, Odometer, Lic/Reg number, Class code, Hourmeter, Tag number, Contact ID, and Registration exp. A 'Create Work Order' button is located below these fields. At the bottom, there are tabs for 'Pending Work Orders', 'Completed Work Orders', and 'PM Scheduled Soon', followed by a table with columns for Start Date, Activity, WO Number, Task, and WO Status.

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



The screenshot shows the 'Work Order Settings - Munis' window. The 'Parameter detail' section includes fields for 'Next number' (Work Order: 158, Service Request: 673), 'Service location help' (None), 'Asset Number' (with a dropdown arrow), 'Admin dept', 'Post to/from Payroll' (No posting), 'Post to/from Inventory' (From Inventory), 'Sub work order level limit' (2), and 'Asset work order inquiry source' (Asset serial number). A red box highlights the 'Asset work order inquiry source' dropdown, and a red arrow points to its list of options: Asset number, Asset code, Asset tag number, and Asset serial number.

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

Asset Work Order Inquiry - Asset Type

Asset type: Equipment

Equipment Asset Work Order Inquiry - Munis

Serial number: [input field]

Equipment Asset Detail

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

Create Work Order

Asset Work Order Inquiry - Asset Type

Asset type: Facility/Location

Facility/Location Asset Work Order Inquiry - Munis

Serial number: [input field]

Facility/Location Asset Detail

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

Create Work Order

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

Facility/Location Asset Work Order Inquiry - Munis

Home

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

Facility/Location Asset Work Order Inquiry - Munis

Facility/Location Asset

Serial number

Facility/Location Asset Detail

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

Location code 9500 ADMINISTRATION BUILDING Parcel 001-22-2351

Admin dept PW - PUBLIC WORKS Subdivision Lot number

Servicing dept Address 21 SCHOOL ST

Class code

Contact ID City, State, Zip

Create Work Order

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

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

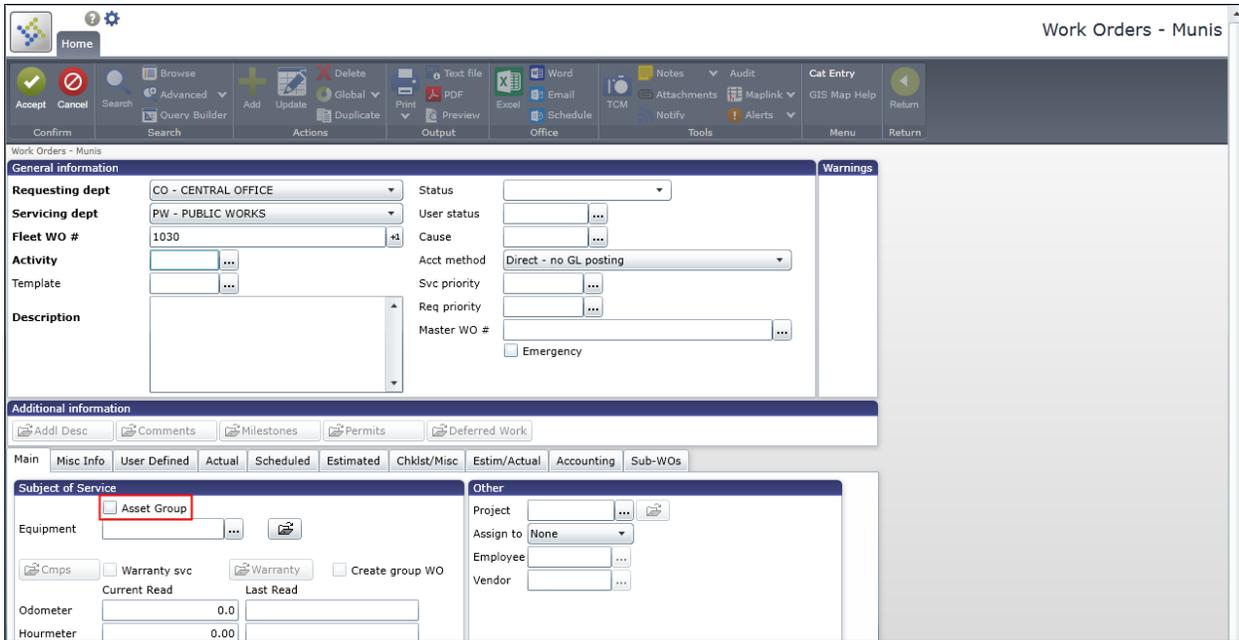
Click the Pending Work Orders tab or the Completed Work Orders tab to view a listing of the asset's work orders of that status. The PM Scheduled Soon tab displays any upcoming preventative maintenance work orders for the asset.

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

## Work Order Asset Grouping

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

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



Work Orders - Munis

Home

Accept Cancel Search Advanced Add Update Duplicate Print PDF Preview Output Text file Word Excel Schedule TCM Notes Attachments Maplink GIS Map Help Cat Entry Return

Work Orders - Munis

**General information**

Requesting dept: CO - CENTRAL OFFICE Status: [ ]

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

Fleet WO #: 1030 Cause: [ ]

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

Template: [ ] Svc priority: [ ]

Description: [ ] Req priority: [ ]

Master WO #: [ ]

Emergency

**Additional information**

Addl Desc Comments Milestones Permits Deferred Work

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

**Subject of Service**

Equipment: [ ]  Asset Group

Project: [ ]

Assign to: None

Employee: [ ]

Vendor: [ ]

Warranty svc: [ ]

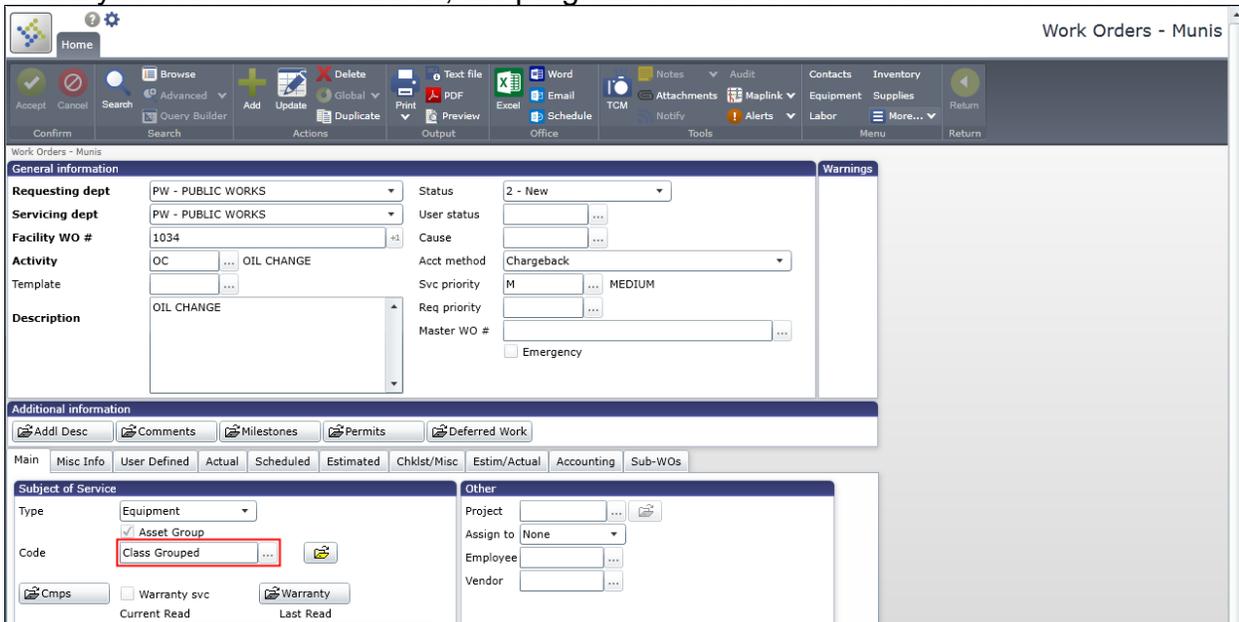
Warranty: [ ]

Create group WO: [ ]

Odometer: 0.00

Hourmeter: 0.00

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



Work Orders - Munis

Home

Accept Cancel Search Advanced Add Update Duplicate Print PDF Preview Output Text file Word Excel Schedule TCM Notes Attachments Maplink GIS Map Help Cat Entry Return

Work Orders - Munis

**General information**

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

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

Facility WO #: 1034 Cause: [ ]

Activity: OC OIL CHANGE Acct method: Chargeback

Template: [ ] Svc priority: M MEDIUM

Description: OIL CHANGE Req priority: [ ]

Master WO #: [ ]

Emergency

**Additional information**

Addl Desc Comments Milestones Permits Deferred Work

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

**Subject of Service**

Type: Equipment

Asset Group

Code: Class Grouped

Project: [ ]

Assign to: None

Employee: [ ]

Vendor: [ ]

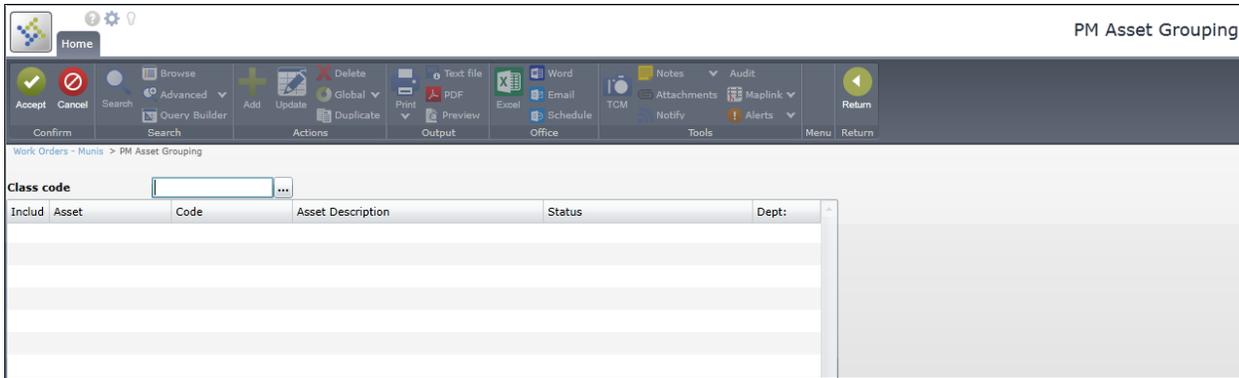
Warranty svc: [ ]

Warranty: [ ]

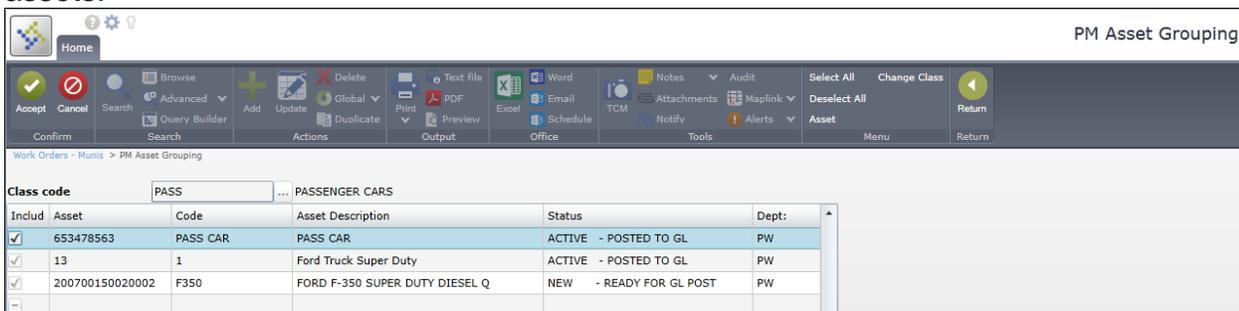
Current Read: [ ]

Last Read: [ ]

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



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



## Work Orders App

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

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

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

# Munis Work Orders

Sort: By Number 

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

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

← Work Complete #1194

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

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

# ← In Progress #1015

## Classroom Painting #1015

Description:  
PAINT OFFICE WALLS IN CLERK'S

Address:

Contact:  
SUE INGRAM

Scheduled:  
10/01/2006

Status:  
In Progress

## Tasks 4

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

## Detail

Subject of Service:  
meeting room 1

Due:  
10/02/2006

Labor	7
Inventory	22
Equipment	24

+ Add Labor   
 + Add Inventory   
 + Add Equipment   
  Change Status

## System Administration – Financial Roles

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

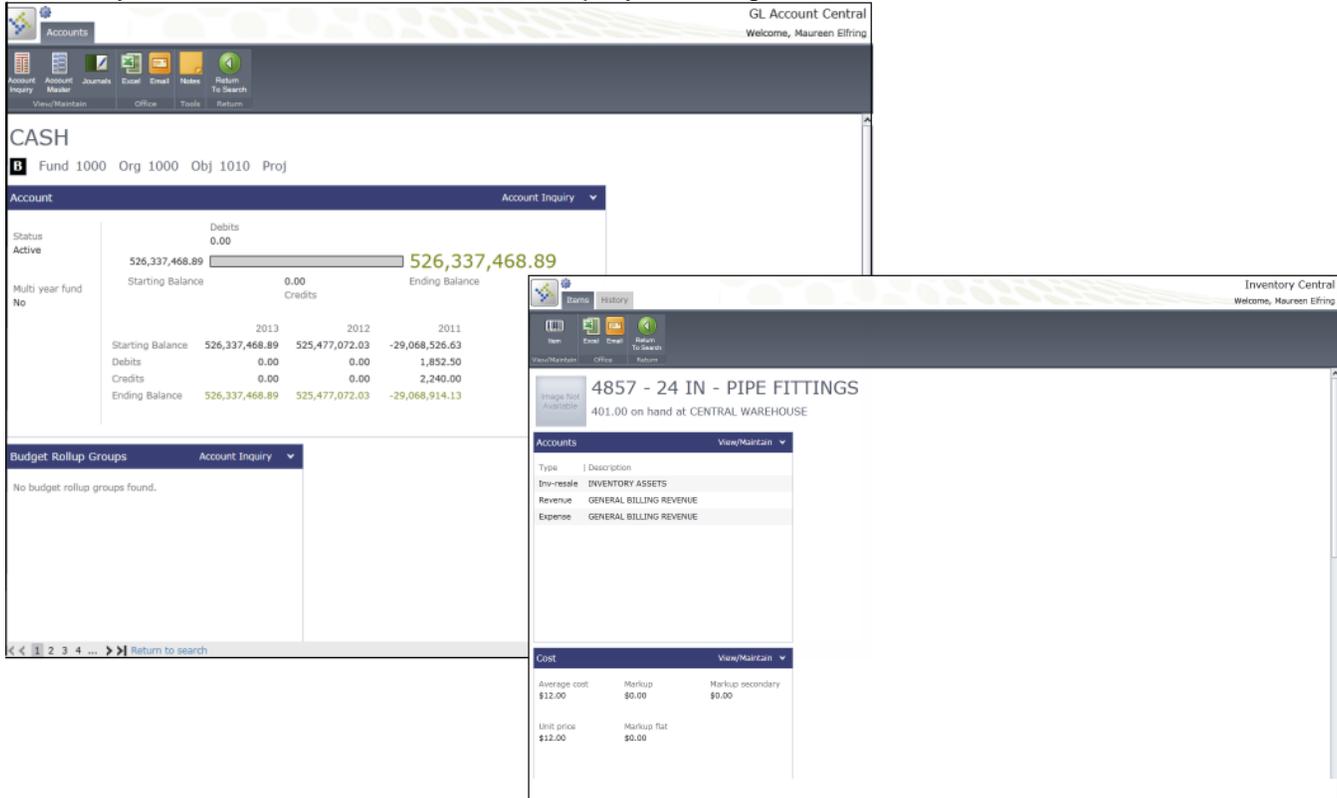
Module	Field Name	Description
<b>Accounts Payable</b>		
	Authorize Payment of Invoice to Expired Purchase	This check box, if selected, grants users assigned to the role permissions to override an expired purchase order invoice discrepancy. The default value is not selected.
	<ul style="list-style-type: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

Module	Field Name	Description
		The default value is None.
	View Purchase Card Account Numbers	If selected, this check box allows users assigned to this role to view account numbers assigned to purchase cards. The default value is not selected.
	Allow Vendor Remit Maintenance <i>Replaces the Allow Vendor Remit Maintenance check box.</i>	This data access list controls the user role's ability to add and maintain vendor address records. The list contains the following selections: Full, Limited, and None. In order to use the Limited option to restrict users to a specific address type, your organization must clear the Use General Vendor Address Types check box on the Vendors tab in the Accounts Payable Settings program. <b>Important!</b> For V10.4, the Limited option is not applicable. Select Full to grant address maintenance permissions; select None to prohibit users from updating address records.
	Override Special Conditions Preventing Payment	If selected, users assigned to this role can override special conditions that are preventing payments from being applied. The default value for this check box is not selected (No).
<b>Budget</b>		
	General Maintenance to Budget Rollup Codes	This check box, if selected, allows users assigned to the role to add and update budget rollup codes and their threshold values..
<b>General Ledger</b>		
	Allow Posting to Inactive Accounts	This check box, if selected, allows users to post transactions to accounts with a status of Inactive.
	Allow One Sided Journal Entries	This check box, if selected, allows users to post out-of-balance general and recurring journal entries.
<b>Item File</b>		
	Allow Purchase of Items with No	This check box, if selected,

Module	Field Name	Description
	Supplier Records	allows users to override the supplier records on items that have active supplier records. Users without this permission can purchase items that have no supplier records.
	Maintain Items	The Maintain Items check box, if selected, allows users to maintain attributes for purchased items. The default value is not selected.
	Purchase Sourced Items by Department	The Purchase Sourced Items by Department list restricts item maintenance to defined departments
<b>Purchase Orders</b>		
	Maximum Requisition to PO Conversion Amount	This permission specifies the maximum requisition amount that a user assigned to this role can convert to a purchase order. The user cannot convert a requisition for an amount greater than the amount specified in this permission.
	Perform Inspections of Received Items	If selected, this check box grants the user permission to complete inspections on received items. The default value for this check box is not selected.
	Override Inspection Requirement	The Override Inspection Requirement on POs check box is also available. This check box, if selected, grants the user permission to override the inspection requirement on purchase orders. The default value is not selected.
<b>Requisitions</b>		
	Override Inspection Requirement on REQs	If selected, the check box grants the user permissions to override the inspection requirement on requisitions. The default value for this check box is not required.

# Munis Central Programs

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



## Expenditure Command Center

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

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

Expenditure Command Center  
Welcome, Todd Bolduc

Search

Invoice   Office

Advanced Search

**Expenditure Activity**

Purchasing

Accounts Payable

Vendor

Accounts

**Invoices (96)**

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

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

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

Expenditure Command Center  
Welcome, Todd Bolduc

Requisitions **Contracts** Bids PCards

Contract # or description

Advanced Search

Add Contract  
 Print Contract  
 Approvals  
 Change Order  
 Receiving  
 Excel  
 Import  
 Setup  
 Workflow

Contracts (41)

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

Navigation: << 1 2 3 4 5 >>

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

Expenditure Command Center  
Welcome, Todd Bolduc

Disbursements **PCards**

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

Accounts Payable

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

Expenditure Command Center  
Welcome, Todd Bolduc

Vendors 1099's

ABC

Advanced Search

Vendors (2)

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

Vendor

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

Expenditure Command Center  
Welcome, Todd Bolduc

Accounts

1000 Org Object Project

Advanced Search

Accounts (385)

**CASH**

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

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

**ENCUMBRANCE CONTROL**

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

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

**RESERVE FOR ENCUMBRANCES**

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

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

**REVENUE CONTROL**

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

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

My Filters

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

Totals: Budget

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

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