



2014
SAN ANTONIO, TEXAS ♦ April 13-16, 2014

[MU-FN-4-B] [MU-FN-13-B]

What's New in General Ledger

Munis-Financials: General Ledger

Description: This session will highlight some of the new functionality available in the version 10 releases in the General Ledger, Project Ledger, Fixed Assets and Budgeting programs. Learn what is newly available when your organization upgrades to the latest release version.

Budget Rollups

Available in version 10.4, Budget Rollup Groups has been replaced with the new and improved **Budget Rollups** Program. Improvements include auto-ranges, streamlined “lead account” functionality, and ease of viewing group remaining available budget.

Note: Due to the significant changes with this functionality, a migration is processed as part of your upgrade to version 10.4. These conditions are addressed through the Data Integrity Assistant which is a prerequisite for an upgrade to any version 10.X.

Prerequisites

Budget permissions have been expanded to allow users to add/update/delete rollup groups. Users must have access to perform “General maintenance to Budget Rollup codes.”

Role	
Role ID	MUNIS
Description	Role for MUNIS staff users
	<input checked="" type="checkbox"/> Role is active
Budget amendments	
	<input checked="" type="checkbox"/> Post amendments
	<input checked="" type="checkbox"/> Approve amendments
	<input type="checkbox"/> Disallow 1-sided amendments
	<input type="checkbox"/> Disallow inter-fund transactions (types 7 and 8)
	<input type="checkbox"/> Bypass workflow for budget amendment/transfers
Budget rollups	
	<input checked="" type="checkbox"/> General maintenance to Budget Rollup codes
Next year budgeting	
Maximum budget level	5
Projection access type	View, create, modify, delete
	<input type="checkbox"/> Hide restricted budget levels
	<input checked="" type="checkbox"/> Budget approver
	<input type="checkbox"/> Projection detail access only
Data Access	
Budget object code access	Full 
Budget amendment transfer	Full 

To utilize the default capabilities with our **Account Association** feature, select “default rollup code when creating accounts” in **General Ledger Settings**.

General Ledger Settings - Munis [Tyler Connect 2014]

General Segment Sizes 3rd Party Integration

Date Settings

Default year/period 2014 07 Auto Update

Current year/period 2014 01

Fiscal year date range 07/01/2013 15 to 06/30/2014 15

Holding current year open

Enforce override period restriction when posting

Pooled cash/treasury fund

Budget Settings

Budget level 1 label DEPT

Budget level 2 label DEPT DIR

Budget level 3 label BUDGET

Budget level 4 label COUNTY MGR

Budget level 5 label COUNCIL

Final budget level 5

Budget carry forward method

1 GAAP

2 Budgetary

3 GAAP/Budgetary combined

4 Transfer

Miscellaneous Settings

Use project accounting

Grant stored in segment 07 - DOE Function

Grant Exp Cat in segment 11 - Object

Use budgetary GL control

Journals balance to fund

Include account code check

Include requisition amounts in budget checks

Update revenue accounts with encumbrance transactions

Default rollup code when creating accounts

Account restriction for users with multiple roles Inclusive

Default journal status None - Workflow

Next Allocation Number 2

Users must have menu access to the **Budget Rollups** program found under Financials>General Ledger>Miscellaneous Set Up> Budget Rollups.

- ▲ Financials
 - ▲ General Ledger Menu
 - ▷ Set Up/Chart of Accounts
 - ▲ Miscellaneous Set Up
 - Journal Number Control
 - Allocation Codes
 - Budget Rollups

The Budget Rollups program opens with a default view of all existing rollup codes. Use the search bar to narrow your selection to a specific group.

 **Budget Rollups**

Search by Group Code or Description.

 Advanced
  View All

 Add Group
  Delete Group
  Sub Groups
  Account Associations
  Email
  Excel

Search Actions Office

Rollup Groups(7)

Code	Description
135S	Finance Department Non-Salary
155	all
210S	Police Department Non-Salary
220S	Fire Department Non-Salary
300	ESS GL AccountsESS GL Accounts
573	WP FOOD SERVICE
999	test

Highlight a rollup to display details of accounts, budget thresholds, and remaining available budget. Budget rollups can be designated for use in budget preparation, validation, or both.

210S	Police Department Non-Salary
220S	Fire Department Non-Salary
300	ESS GL AccountsESS GL Accounts
573	WP FOOD SERVICE
999	test

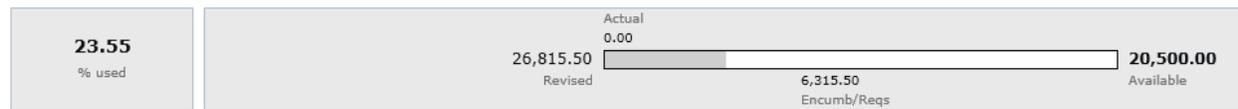
Rollup Group:2205

Description	<input type="text" value="Fire Department Non-Salary"/>	Budget ceiling	<input type="text" value="127,000.00"/>
<input checked="" type="checkbox"/> Used in budget preparation		Amount threshold	<input type="text" value="15,000.00"/>
<input checked="" type="checkbox"/> Used in budget validation		Percent threshold	<input type="text" value="10.00"/>

Accounts(22)

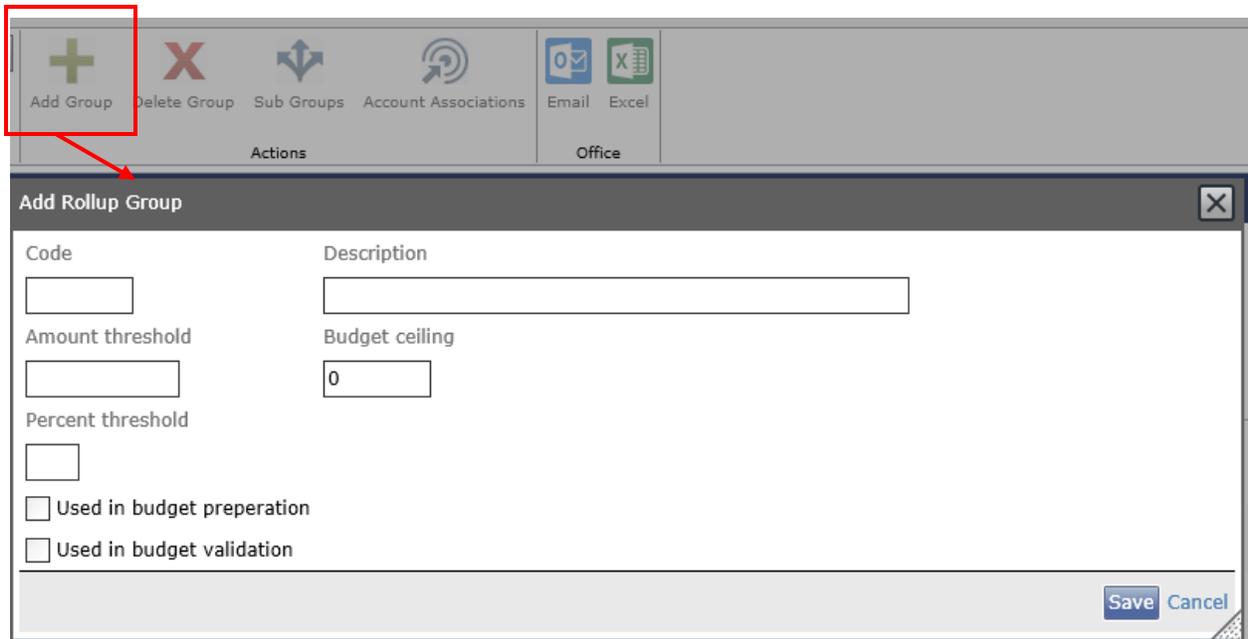
Account	Sub Group	Description
12220000 - 5206 -		EQUIPMENT MAINTENANCE
12220000 - 5209 -		TRAVEL
12220000 - 5211 -		ELECTRIC
12220000 - 5215 -		TELEPHONE
12220000 - 5218 -		PROFESSIONAL DEVELOPMENT
12220000 - 5223 -		PRINTING AND COPYING

Amounts



Create a Budget Rollup.

From the ribbon, click **Add Group**.



Code: Up to 5 alpha/numeric rollup code

Description: up to 30 character rollup description

Amount threshold: Used with budget validation: when the overall rollup revised budget drops below this amount, the system will trigger a warning.

Percent threshold: Used with budget validation: when this percentage of overall rollup revised budget is used, the system will trigger a warning.

Budget ceiling: Used with budget preparation, this establishes the budget cap, or maximum budget amount to be allocated through Next Year Budget entry.

Create a **Sub-group**

Sub-groups can further limit accounts' usage of the overall rollup budget. Set a percentage or flat amount the accounts are able to exceed their own available budget.

The screenshot shows a software interface for creating a sub-rollup group. At the top, there is a navigation bar with several icons: a green plus sign for 'Add Group', a red X for 'Delete Group', a blue double-headed arrow for 'Sub Groups' (highlighted with a red box and an arrow), a target icon for 'Account Associations', an envelope for 'Email', and a green X for 'Excel'. Below the navigation bar is a dark blue header for the 'Add Sub Rollup Group' form. The form contains the following sections:

- Create Sub Rollup:** Two input fields for 'Code' and 'Description'.
- Allow sub group to be over budget by:** Two input fields for 'Percent' and 'Amount'.
- Current Sub Rollups:** A table with two rows:

Sub Rollup	Description
220S1	Fire Professional Services
220S2	Fire Supplies

Subgroups are assigned to accounts in **Account Master**, and can also be applied to a find set using **Global Update**.

Account Master - Munis [Tyler Connect 2014]

Account

Org code: 11140000 ... DG Department
 Object code: 5206 ... EQUIPMENT MAINTENANCE
 Project code: ...

Fund: 1000 ... GENERAL FUND
 Function/CC: 1 ... GENERAL GOVERNMENT
 Department: 140 ... DG Department
 Program: 000 ...
 Grade: 00 ...
 Grant/FunSrc: 00 ...
 DOE Function: 0000 ... UNDEFINED
 Category: 0 ... NO CATEGORY
 Object: 5206 ... EQUIPMENT MAINTENANCE
 Project: ...

Account detail

Last updated: 02/10/2014
 Account type: Expense
 Status: Active
 Contra Account
 Entity: 1
 Spending plan: ...
 Character code: 52 PURCHASED SERVICES
 Grant: ...
 Requires Project String on Entry

Budget

Budgetary
 Auto-encumber
 Require budget detail
 Roll available budget forward

Budget rollup code: 140 ... DG Rollup
 Budget sub-rollup code: ...

By defining **Account Association** ranges in a rollup code, you are establishing a default for any new accounts created within the specified range. By selecting the “default rollup code when creating accounts” option in **General Ledger Settings** the rollup will default on any new account that falls within the defined ranges.

Account Associations

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

Add Account Association:

Begin range: End range: Range type:

Current Account Associations:

Range Start	Range End	Type
5300	5999	Object
135	135	Department

Save Cancel

Account Master - Munis [Tyler Connect 2014]

Account		
Org code	11135000	FINANCE DEPARTMENT
Object code	5400	OFFICE SUPPLIES
Project code	10221	Project 10221
Fund	1000	GENERAL FUND
Function/CC	1	GENERAL GOVERNMENT
Department	135	FINANCE DEPARTMENT
Program	000	
Grade	00	
Grant/FunSrc	00	
DOE Function	0000	UNDEFINED
Category	0	NO CATEGORY
Object	5400	OFFICE SUPPLIES
Project	10221	Project 10221

Account detail	
Last updated	
Account type	Expense
Status	Active
	<input type="checkbox"/> Contra Account
Entity	1
Spending plan	
Character code	
Grant	
	<input type="checkbox"/> Requires Project String on Entry

Budget	
<input checked="" type="checkbox"/>	Budgetary
<input type="checkbox"/>	Auto-encumber
<input type="checkbox"/>	Require budget detail
<input type="checkbox"/>	Roll available budget forward
Budget rollup code	135S
Budget sub-rollup code	

Posting effective dates

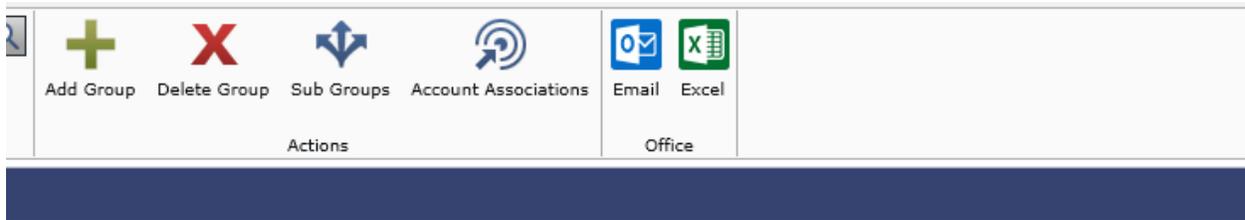
Rollup codes can be assigned manually via **Account Master**, or auto-assigned if the account resides within the defined **Account Association** range. Rollups and Sub-groups may be assigned to existing accounts using the **Global Update** feature in Account Master.

Processing with Budget Rollups

Budget Rollups can be used for 2 primary purposes: Budget Preparation (ceilings) and Budget Validation (checking). Budget rollup reporting is also improved with the added option to sequence and/or total by rollup group within general ledger reports.

Budget Preparation

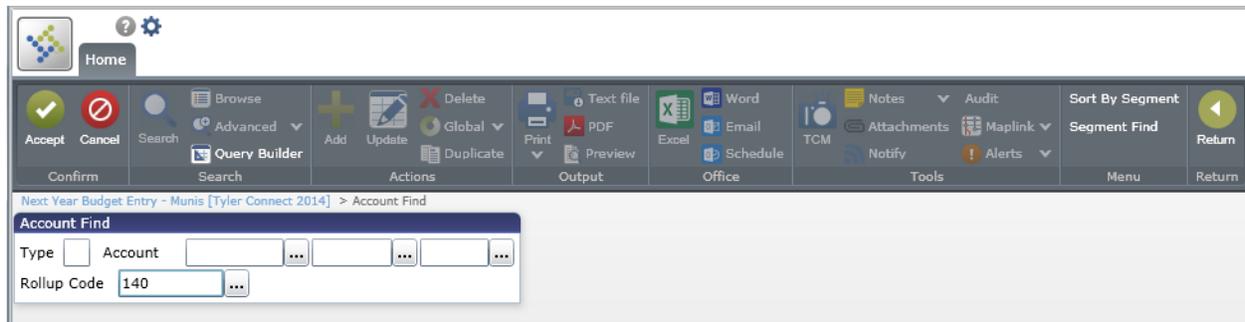
Select the “used in budget preparation” option, and establish a ceiling amount. This is the dollar amount you will be held to while requesting budget amounts through **Next Year Budget Entry**.



Rollup Group: 140

Description	DG Rollup	Budget ceiling	35000.00
	<input checked="" type="checkbox"/> Used in budget preparation	Amount threshold	1000.00
	<input checked="" type="checkbox"/> Used in budget validation	Percent threshold	10.00

In **Next Year Budget Entry** a search field has been added to search by **Rollup Code**.



Accept. Accounts within the rollup are returned. While highlighting any account within a rollup, the total available amount to be allocated is displayed.

Next Year Budget Entry - Munis [Tyler Connect 2014]

Current Projection

Projection number: 2 - DG Projection DEPT Total

Budget level: 1 Calculation Method: 1 - Curr Bud

Account

Rollup code: 140 DG Rollup Available amount: 35,000.00

Text	Org	Object	Proj	Description	2014 DEPT Amount	2014 DEPT
N	11140000	5206		EQUIPMENT MAINTENANCE		.00
N	11140000	5209		TRAVEL		.00
N	11140000	5211		ELECTRIC		.00
N	11140000	5215		TELEPHONE		.00
N	11140000	5218		PROFESSIONAL DEVELOPMENT		.00
N	11140000	5223		PRINTING AND COPYING		.00
N	11140000	5227		CONTRACTUAL SERVICES		.00

As you allocate the budget, the available amount is reduced.

Account

Rollup code: 140 DG Rollup Available amount: 7,700.00

Text	Org	Object	Proj	Description	2014 DEPT Amount	2014 DEPT D
N	11140000	5206		EQUIPMENT MAINTENANCE	4,500.00	
N	11140000	5209		TRAVEL	2,000.00	
N	11140000	5211		ELECTRIC	6,500.00	
N	11140000	5215		TELEPHONE	2,300.00	
N	11140000	5218		PROFESSIONAL DEVELOPMENT	12,000.00	
N	11140000	5223		PRINTING AND COPYING	.00	
N	11140000	5227		CONTRACTUAL SERVICES	.00	

If you exceed the available amount a warning displays.

Next Year Budget Entry - Munis [Tyler Connect 2014]

Current Projection

Projection number: 2 - DG Projection DEPT Total: 27,300.00 DEPT DIR Total: .00

Budget level: 1 Calculation Method: 1 - Curr Bud

Account

Rollup code: 140 DG Rollup Available amount: 7,700.00

Text	Org	Object	Proj	Description	2014 DEPT Amount	2014 DEPT DIR Amount	2014 BUDG
N	11140000	5206		EQUIPMENT MAINTENANCE	4,500.00	.00	
N	11140000	5209		TRAVEL	2,000.00	.00	
N	11140000	5211		ELECTRIC	6,500.00	.00	
N	11140000	5215		TELEPHONE	2,300.00	.00	
N	11140000	5218		PROFESSIONAL DEVELOPMENT	12,000.00	.00	
N	11140000	5223		PRINTING AND COPYING	.00	.00	
N	11140000	5227		CONTRACTUAL SERVICES	.00	.00	

Cannot allocate more than Available Allocation.

Accept to save you budget amounts.

The **ceiling** is enforced for all budget levels. You can make changes to the ceiling on the **Rollup**, but it will only be enforced with future updates to budget figures.

Budget Validation

Select the “used in budget validation” option to allow accounts within the rollup to share available budget.

Add Rollup Group

Code: [] Description: []

Amount threshold: [] Budget ceiling: 0

Percent threshold: []

Used in budget preparation

Used in budget validation

Save Cancel

By selecting “Used in budget validation” the system will allow the use of the Amount and Percent thresholds. These will trigger warnings during transaction processing when allocation puts the account below the defined threshold. Enter zero and no warnings will be displayed during transaction processing.

When processing transactions against an account that belongs to a budget rollup, the available budget will be checked against the sum of the available budget.

Example: **Requisition Entry** exceeding the overall available budget:

The screenshot shows a 'Budget Check' dialog box with the message: 'WARNING: Available budget of \$ 30,000.00 exceeded.' and an 'OK' button. In the background, a table displays budget rollup information:

eq	Org	Obj	Project	Description	Amount	GL Bud
	01	11140000	5206	EQUIPMENT MAINTENANCE	45,000.00	U
140000-5206					GL Available Budget	30000.00

View the rollup available budget by highlighting the rollup code within **Budget Rollups** program, generating a **YTD budget report**, or by viewing within **GL Account Central** advanced search.

The screenshot shows the 'Accounts' advanced search interface. The 'Budget rollup' field is highlighted with a red box. The interface includes various search filters such as Fund, Function/CC, Department, Program, Grade, Grant/FunSrc, DOE Function, Category, Org, Object, and Project, each with a dropdown menu and a 'Clear' button. The 'Budget rollup' dropdown is currently set to '0 item(s) selected'.

Rollup Code is a search option in the segment find screen.

YTD Budget Report - Munis [Tyler Connect 2014] > GL S

Find by Segments

Fund	<input type="text"/>	...
Function/CC	<input type="text"/>	...
Department	<input type="text"/>	...
Program	<input type="text"/>	...
Grade	<input type="text"/>	...
Grant/FunSrc	<input type="text"/>	...
DOE Function	<input type="text"/>	...
Category	<input type="text"/>	...
Character code	<input type="text"/>	...
Org	<input type="text"/>	...
Object	<input type="text"/>	...
Project	<input type="text"/>	...
Account type	<input type="text"/>	▼
Account status	<input type="text"/>	▼
Rollup Code	<input type="text" value="140"/>	...

Search by rollup in **YTD Budget Report**.

Home

Accept Cancel Search Browse Advanced Query Builder Confirm Search

YTD Budget Report - Munis [Tyler Connect 2014]

Account Rollup

Org	<input type="text"/>	...
Object	<input type="text"/>	...
Project	<input type="text"/>	...
Rollup code	<input type="text" value="140"/>	

Account Type/Status

Account type	<input type="text"/>	▼
Account status	<input type="text"/>	▼

Sequence and total by rollup in **YTD Budget Report**.

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	1 - Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3	2 - Function/CC	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	3 - Department	<input type="checkbox"/>	<input type="checkbox"/>
	4 - Program		
	5 - Grade		
	6 - Grant/FunSrc		
	7 - DOE Function		
	8 - Category		
	9 - Org		
	10 - Character		
	11 - Object		
	12 - Project		
	13 - Rollup Code		

Search by rollup in **Account Inquiry**

Account Inquiry - Munis [Tyler Connect 2014]

Account

Fund [] ...

Org [] ...

Object [] ...

Project [] ...

Acct []

Acct name [] Account Notes

Type [] Status []

Rollup 140 ... DG Rollup

Multi-Fund

Account Merge

The **Account Merge** program is available to merge an account and all transaction history into another account. The **original account** will be removed from the system, while all associated history is reclassified to the **target account**. An audit record is created for each change processed through this program.

Some general rules must be followed when merging accounts:

- Accounts must be within the same fund

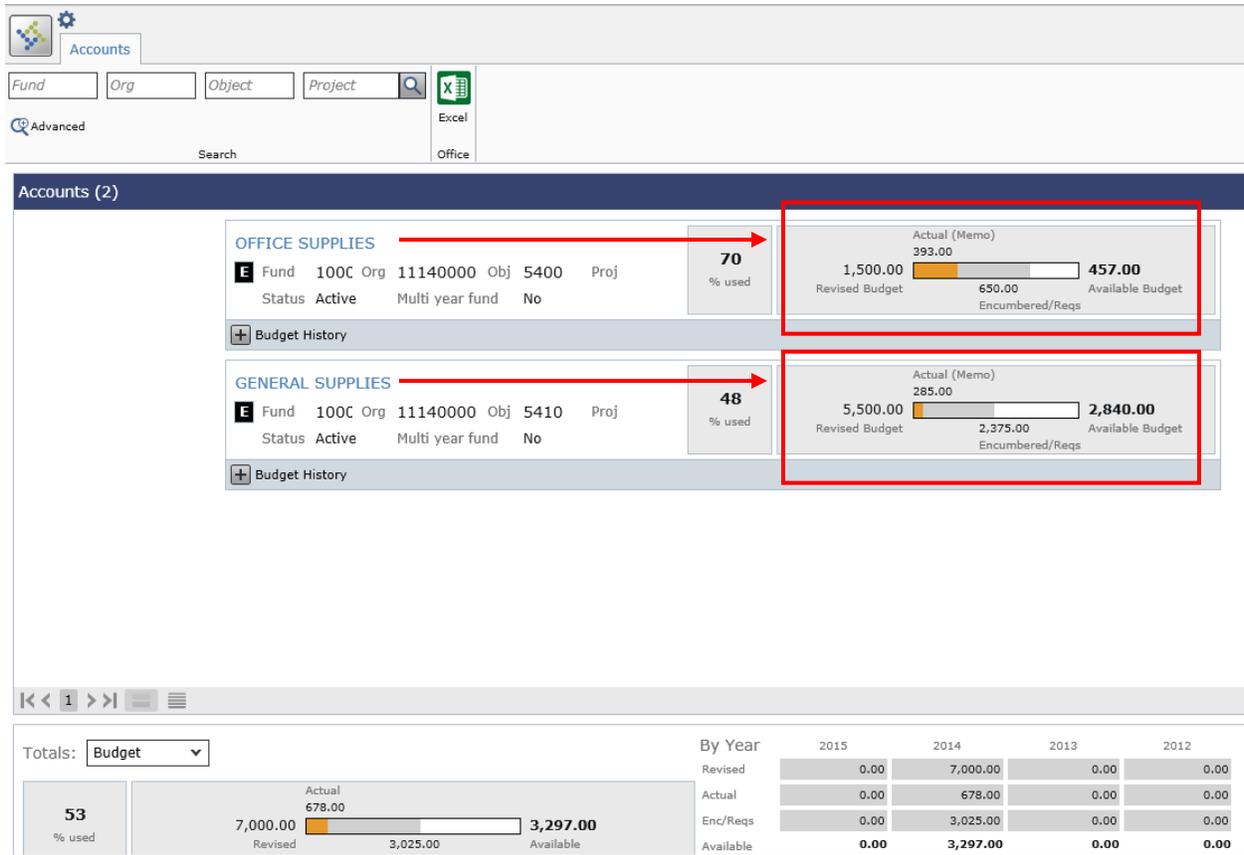
- Accounts must be the same type (Expense, Revenue, or Balance Sheet)
- If balance sheet account:
 - must have same balance type (Asset, Liability)
 - must have same closing balance setting (Zero, Carry)
- Accounts cannot exist in the same budget projection

This program is located under Financials>General Ledger>Set Up Chart of Accounts>Account Merge.

- ▲ Financials
 - ▲ General Ledger Menu
 - ▲ Set Up/Chart of Accounts
 - General Ledger Settings
 - Chart Manager
 - Chart of Account Segments
 - Project Master
 - Account Master
 - Chart of Accounts List
 - Account Mass Creation
 - Account Mass Change/Reset
 - Due to/ Due From Setup
 - Change General Ledger Account
 - Account Audit
 - General Ledger User Attributes
 - Journal Source Maintenance
 - ▷ Site Specific
 - Account Import
 - Account Merge

Review accounts prior to merging through **GL Account Central**

Office Supplies, and General Supplies.



Account detail for **Office Supplies**:

OFFICE SUPPLIES

Fund 1000 Org 11140000 Obj 5400 Proj

Transactions

Year	Period	Journal	Amount	Comment	Original	Ref 2	Vendor	Eff Date	Poste
2014	08	15	1,500.00					02/05/2014	Yes
2014	08	17	768.00	Supplies	Details		DIRECT SUPPI	02/05/2014	Yes
2014	08	16	-375.00					02/05/2014	No
2014	07	0	650.00	Dell Laptop	Details	Req # 201	DELL	02/05/2014	No

Account detail for **General Supplies**:

GENERAL SUPPLIES

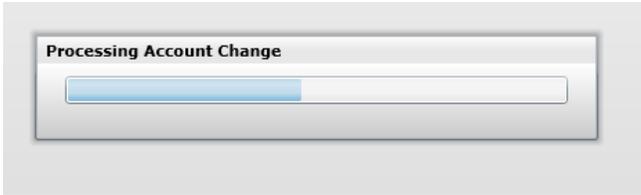
E Fund 1000 Org 11140000 Obj 5410 Proj

Transactions														
											Ref 1			
Totals:	Budget	2014		Year	Period	Journal	Amount	Comment	Original	Ref 2	Vendor	Eff Date	Poste	
Original Budget	0.00	0	0	BUA	2014	08	15	5,500.00				02/05/2014	Yes	
Transfers In	5,500.00	0	0	API	2014	08	17	1,187.50	Office Supplies	Details	2013006	ABC SUPPLY C	02/05/2014	Yes
Transfers Out	0.00	0	0	POL	2014	08	17	-1,187.50	Office Supplies		2013006	ABC SUPPLY C	02/05/2014	Yes
Revised Budget	5,500.00	0	0	API	2014	08	17	285.00	Inv #12434	Details		NATIONS BAN	02/05/2014	Yes
Actual	1,472.50	0	0	POE	2014	07	22	2,375.00	Office Supplies	Details	2013006	ABC SUPPLY C	01/01/2014	Yes
Encumbrances	1,187.50	0	0											
Requisitions	0.00	0	0											
Available	2,840.00	0	0											

To merge these two accounts, open **Account Merge**.

Select **Define** and identify the **original account** to be merged into the **target account**. Accept.

Process Merge will transfer all transaction history to the target account, and remove the original account. A system audit record is created.



View **GL Account Central** to confirm results.

Accounts

Fund Org Object Project

Advanced Search

Accounts (1)

GENERAL SUPPLIES

F Fund 100C Org 11140000 Obj 5410 Proj

Status Active Multi year fund No

53 % used

Actual (Memo)	1,865.50
Revised Budget	7,000.00
Encumbered/Reqs	1,837.50
Available Budget	3,297.00

Navigation: << 1 >>

Totals: Budget

53 % used	Actual 1,865.50	Revised Budget 7,000.00	Encumbered/Reqs 1,837.50	Available Budget 3,297.00
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By Year

	2015	2014	2013	2012
Revised	0.00	7,000.00	0.00	0.00
Actual	0.00	1,865.50	0.00	0.00
Enc/Reqs	0.00	1,837.50	0.00	0.00
Available	0.00	3,297.00	0.00	0.00

GENERAL SUPPLIES
E Fund 1000 Org 11140000 Obj 5410 Proj

Transactions Ref 1

Totals: Budget 2014

- Original Budget 0.00
- Transfers In 7,000.00
- Transfers Out 0.00
- Revised Budget 7,000.00
- Actual 1,865.50
- Encumbrances 1,187.50
- Requisitions 650.00
- Available 3,297.00

	Year	Period	Journal	Amount	Comment	Original	Ref 2	Vendor	Eff Date	Poste
0	2014	08	15	5,500.00					02/05/2014	Yes
0	2014	08	17	1,187.50	Office Supplies	Details	2013006	ABC SUPPLY C	02/05/2014	Yes
0	2014	08	17	-1,187.50	Office Supplies		2013006	ABC SUPPLY C	02/05/2014	Yes
0	2014	08	17	285.00	Inv #12434	Details		NATIONS BAN	02/05/2014	Yes
0	2014	08	15	1,500.00					02/05/2014	Yes
0	2014	08	17	768.00	Supplies	Details		DIRECT SUPPI	02/05/2014	Yes
0	2014	08	16	-375.00					02/05/2014	No
0	2014	07	0	650.00	Dell Laptop	Details	Req # 201	DELL	02/05/2014	No
0	2014	07	22	2,375.00	Office Supplies	Details	2013006	ABC SUPPLY C	01/01/2014	Yes

Account Account Inquiry

Percent used **53**

Status Active

Actual (Memo)	1,865.50	3,297.00
Revised Budget	1,837.50	Available Budget
	Encumbered/Reqs	

The **Mass Account Merge Import** feature uses a Microsoft Excel® file layout to process multiple accounts at a time. The file must contain the following columns for Org/Object/Project format:

- Original Org
- Original Object
- Original Project
- Target Org
- Target Object
- Target Project

	A	B	C	D	E	F
1	Original Org	Original Object	Original Project	Target Org	Target Object	Target Project
2	111400000	5206		111350000	5206	
3	111400000	5209		111350000	5209	
4	111400000	5211		111350000	5211	
5	111400000	5215		111350000	5215	
6	111400000	5218		111350000	5218	
7	111400000	5223		111350000	5223	
8	111400000	5227		111350000	5227	
9	111400000	5270		111350000	5270	
10						

Long Account format:

- Original Account
- Target Account

	A	B
1	Original Account	Target Account
2	1000-1-140-000-00-00-0000-0-5206	1000-1-135-000-00-00-0000-0-5206
3	1000-1-140-000-00-00-0000-0-5209	1000-1-135-000-00-00-0000-0-5209
4	1000-1-140-000-00-00-0000-0-5211	1000-1-135-000-00-00-0000-0-5211
5	1000-1-140-000-00-00-0000-0-5215	1000-1-135-000-00-00-0000-0-5215
6	1000-1-140-000-00-00-0000-0-5218	1000-1-135-000-00-00-0000-0-5218
7	1000-1-140-000-00-00-0000-0-5223	1000-1-135-000-00-00-0000-0-5223
8	1000-1-140-000-00-00-0000-0-5227	1000-1-135-000-00-00-0000-0-5227
9	1000-1-140-000-00-00-0000-0-5270	1000-1-135-000-00-00-0000-0-5270

View GL Account Central for Department 140 before Mass Account Merge:

	Description	Fund	Org	Object	Project	Revised	Actual	Encumb/Reqs	Available	% Used
E	EQUIPMENT MAINTEN.	1000	11140000	5206		0.00	0.00	0.00	0.00	0
E	TRAVEL	1000	11140000	5209		0.00	0.00	0.00	0.00	0
E	ELECTRIC	1000	11140000	5211		0.00	0.00	0.00	0.00	0
E	TELEPHONE	1000	11140000	5215		0.00	0.00	0.00	0.00	0
E	PROFESSIONAL DEVEI	1000	11140000	5218		0.00	0.00	0.00	0.00	0
E	PRINTING AND COPYI	1000	11140000	5223		0.00	0.00	0.00	0.00	0
E	CONTRACTUAL SERVI	1000	11140000	5227		0.00	0.00	0.00	0.00	0
E	SOFTWARE SERVICES	1000	11140000	5270		0.00	0.00	0.00	0.00	0
E	GENERAL SUPPLIES	1000	11140000	5410		7,000.00	1,865.50	1,837.50	3,297.00	53

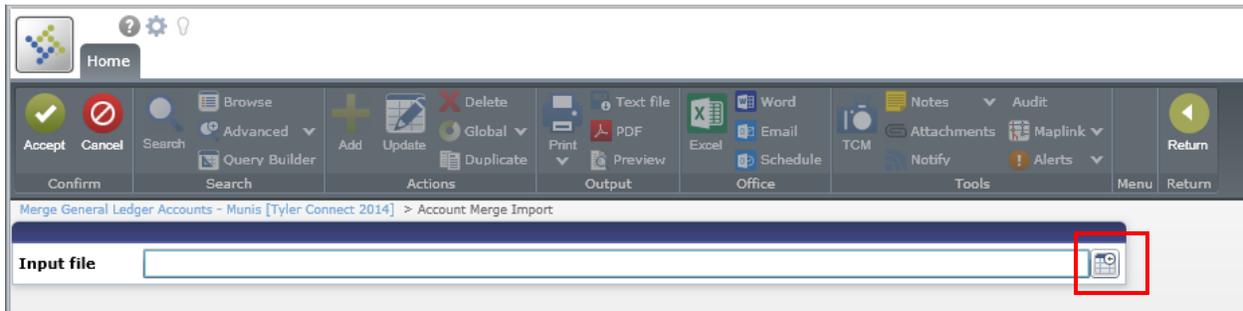
From the Ribbon Menu select **Mass Account Merge Import**

Merge General Ledger Accounts - Munis [Tyler Connect 2014]

Original Account

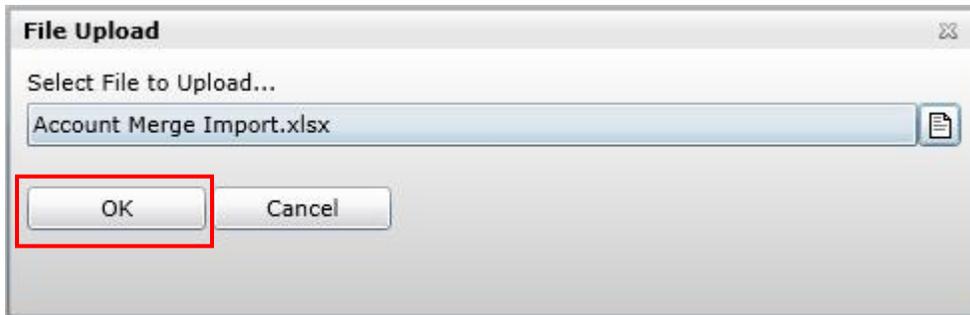
Target Account

Click to browse for your import file.



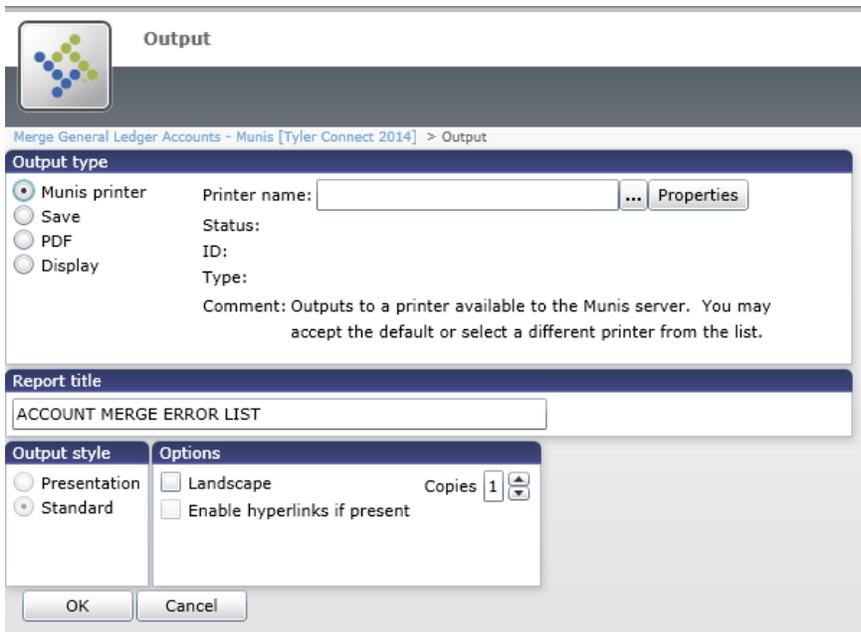
Select import file. Click OK.

Note: all excel imports must be .xlsx file extension.



Click **Accept** to process the merge.

The merge will be aborted if any errors are found:



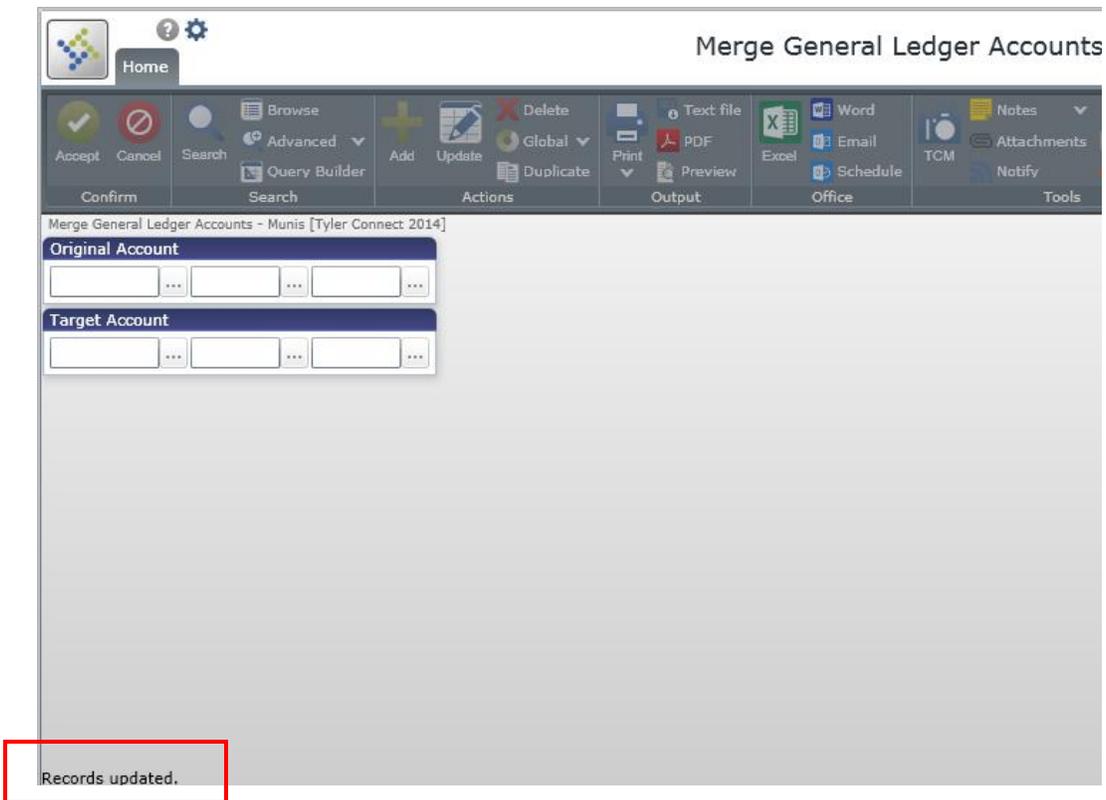
View the error report to determine what corrections are required.

02/10/2014 19:44 | Tyler Connect 2014
financials | ACCOUNT MERGE ERROR LIST

Original Account	Target Account	Error
11140001		Invalid original org value on row 2
11140002		Invalid original org value on row 3
11140003		Invalid original org value on row 4
11140004		Invalid original org value on row 5
11140005		Invalid original org value on row 6
11140006		Invalid original org value on row 7
11140007		Invalid original org value on row 8
11140008		Invalid original org value on row 9

** END OF REPORT - Generated by Finan

A successful merge will display records updated on the bottom left.



GL Account Central for department 140 after merge:

The screenshot shows the 'Accounts' interface with a search bar and a table. The table has the following columns: Description, Fund, Org, Object, Project, Revised, Actual, Encumb/Reqs, Available, and % Used. The data row is:

Description	Fund	Org	Object	Project	Revised	Actual	Encumb/Reqs	Available	% Used
GENERAL SUPPLIES	1000	11140000	5410		7,000.00	1,865.50	1,837.50	3,297.00	53

General Ledger Security

- Access to enter one-sided journal entry

The screenshot shows the 'GL Year Access' permissions form. The 'Allow one sided journal entries' checkbox is highlighted with a red box. Other permissions include:

- General maintenance on accounts
- Allow posting to inactive accounts
- Amount maintenance on accounts
- Allow one sided journal entries
- Override budget amounts
- Override accounting period
- Updating own journal entries
- Update others' journal entries
- Perform journal reversals
- Allow transactions beyond project extension dates
- Update others' report templates
- Add report templates to the menu

Additional settings on the right include 'Allow transactions in periods prior to the default' and 'Allow transactions in periods beyond the default', both set to '12'.

- Access to accounts by status (V10.5)

The screenshot shows the 'Data Access' form. The 'Account/segment group access' is set to 'Full'. The following checkboxes are checked:

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

Project Ledger Budget Packages

Project Ledger Budget Packages now allow for multiple projects to be included. (V10.5) Click **Add** to create a new budget package. Enter a budget package code, description and status. Select any projects to be included in this budget preparation package by using the dropdown.

Project Budget Package Generation - Munis [TRAIN DATABASE Feb 3 2014]

Project budget package

Project budget package: 2014

Description: Capital Projects 2014-15

Project package status: DEPARTMENT

Projects

- PPR00 - CONSTRUCTING A NEW CITY BUILDING
- PPR02 - CATS BLUE LINE EXTENSION PROJEC

Include inactive project strings

Selective string inclusion

0 of 0

Budget figures can be established for funding source and expense strings through **Budget Package Entry**.

Fixed Assets

Depreciation Recalculation (V10.5)

The **Depreciation Recalculation** program updates existing depreciation for an asset based on changes made to the start of year value, estimated useful life depreciation method and or first year/period.

The program can be found under Financials> Fixed Assets> Fixed Asset Processing> Depreciation Recalculation.

- ▲ Munis
 - ▲ Financials
 - ▷ General Ledger Menu
 - ▷ Budget Processing
 - ▷ Purchasing
 - ▷ Accounts Payable
 - ▷ Inventory Management
 - ▷ Cash Management
 - ▲ Fixed Assets
 - ▷ Set Up
 - ▲ Fixed Asset Processing
 - Accounts Payable Asset List
 - Fixed Asset Work File
 - New Assets
 - Adjustments and Retirements
 - Fixed Asset Transaction Entry Post
 - Depreciate Assets
 - Depreciation Recalculation

Define changes to the start of year value, or estimated useful life. **Apply** the recalculation to the asset accounts.

Fixed Asset Depreciation Recalculation - Munis [TRAIN DATABASE Feb 3 2014]

Asset

Asset: 24 FORD F-350 SUPER DUTY DIESEL QUAD C
 Status: ACTIVE - POSTED TO GL
 Class: 40 MACHINERY AND EQUIPMENT
 Subclass: 43 VEHICLES
 Acquisition date: 02/28/2007
 Acquisition cost: 45000.00

Depreciation Recalculation

Current Depreciation	Recalculation	New Depreciation
Start of year value: 33000.00	1000.00	0.00
Current book value: 32250.00		0.00
Estimated salvage value: 0.00		0.00
Estimated useful life: 5	7	0
Depreciation method: 4 - MONTHLY COMPOSITE-RATE	4 - MONTHLY COMPOSITE-RATE	
First year/period: 2007 8 FEB	2007 8 FEB	0 0
Depreciation principle: 45000.00	44000.00	0.00
LTD accumulated depreciation: 12750.00		0.00
Periods taken: 17		0
Last year/period: 2008 12 JUN		0 0
GL journal effective date: 02/17/2014		
GL journal year/period: 2013 12 JUN		

Asset Depreciation GL Accounts

Type	Type Description	Org	Object	Project	GL Account	GL Account Description	Percent
5	DEPRECIATION EXPENSE	GFA	5700		GFA -0-000-000-00-00000-0-5700 -	DEPRECIATION EXPENSE	100.00
6	ACCUMULATED DEPRECIA	GFA	3955		GFA -0-000-000-00-00-00000-0-3955 -	ACCUMULATED DEPRECIATION	100.00

Accept your changes. Select **Recalc** and the program will update the New Depreciation column with values based on the entries you made in the Recalculation column.

Review and **Post** your transaction. Select an output option and click OK. The program saves or generates the output, and posts the transaction.

A recalc cannot be performed on any assets with a pending asset transaction. A warning will display if any exist.

Fixed Asset Depreciation Recalculation - Munis [TRAIN DATABASE Feb 3 2014]

Asset

Asset: 13
 Status: ACTIVE - POSTED TO GL
 Class: 40 MACHINERY AND EQUIPMENT
 Subclass: 43 VEHICLES

Pending transactions exist for asset 13 and cannot be depreciated at this time.

Depreciation Reversal (V10.5)

Use the **Depreciation Reversal** program to select an asset or range of assets, funds, and depreciation dates to reverse depreciation activity.

This program can be found under Financials> Fixed Assets> Fixed Asset Processing> Depreciation Reversal.

- ▲ Munis
 - ▲ Financials
 - ▷ General Ledger Menu
 - ▷ Budget Processing
 - ▷ Purchasing
 - ▷ Accounts Payable
 - ▷ Inventory Management
 - ▷ Cash Management
 - ▲ Fixed Assets
 - ▷ Set Up
 - ▲ Fixed Asset Processing
 - Accounts Payable Asset List
 - Fixed Asset Work File
 - New Assets
 - Adjustments and Retirements
 - Fixed Asset Transaction Entry Post
 - Depreciate Assets
 - Depreciation Recalculation
 - Depreciation Reversal

Prerequisites

To process depreciation reversal, you must either be established as a Fixed Asset superuser, or be assigned a role granting permissions to maintain fixed asset records, maintain asset values, enter asset transactions, and have access to the department or location to which the asset belongs.

Role Maintenance > Fixed Assets Roles

Role

Role ID MUNIS

Description Role for MUNIS staff users

Role is active

Role permissions

- Superuser
- Maintain codes
- Maintain fixed asset master records
- Maintain an asset's values
- Maintain an asset's accounts
- Maintain an asset's critical dates
- Asset transaction entry

Data Access

Fixed assets access by department Full 

Fixed assets access by location Full 

Processing Depreciation Reversal

Click **Define**. Enter a range of assets, funds, and or depreciation dates. **Accept**. The program displays assets meeting the selection criteria.

Depreciation Reversal - Munis [TRAIN DATABASE Feb 3 2014]

Depreciation run criteria

Asset range: 20 to 24

Fund range: to zzzz

Depreciation date range: to

Select	Asset	Description	Depr Date	Depr Year	Depr Period	Periods Taken	Amount
<input type="checkbox"/>	20	FORD F-350 SUPER DUTY DIESEL QUAD C	06/02/2008	2008	12	1	750.00
<input type="checkbox"/>	21	FORD F-350 SUPER DUTY DIESEL QUAD C	06/02/2008	2008	12	1	750.00
<input type="checkbox"/>	23472897	FORD CROWN VIC POLICE INTERCEPTOR		2006	12	1	694.44
<input type="checkbox"/>	23794207389	FORD MUSTANG CONVERTIBLE		2006	12	6	2,500.00
<input type="checkbox"/>	238402938	FORD CROWN VIC POLICE INTERCEPTOR		2006	12	1	694.44
<input type="checkbox"/>	23948947897	FORD CROWN VIC POLICE INTERCEPTOR		2006	12	1	694.44
<input type="checkbox"/>	24	FORD F-350 SUPER DUTY DIESEL QUAD C	06/02/2008	2008	12	1	750.00

0 asset(s) selected

Depreciation reversal journal

Effective date: to

Effective year:

Effective period:

Click **Select** to choose assets to be reversed. **Accept** to save.

Depreciation Reversal - Munis [TRAIN DATABASE Feb 3 2014]

Depreciation run criteria

Asset range: 20

Fund range:

Depreciation date range:

Select	Asset	Description
<input checked="" type="checkbox"/>	20	FORD F-350 SUPER DUTY DIESEL QUAD C
<input checked="" type="checkbox"/>	21	FORD F-350 SUPER DUTY DIESEL QUAD C
<input checked="" type="checkbox"/>	23472897	FORD CROWN VIC POLICE INTERCEPTOR
<input type="checkbox"/>	23794207389	FORD MUSTANG CONVERTIBLE
<input type="checkbox"/>	238402938	FORD CROWN VIC POLICE INTERCEPTOR
<input type="checkbox"/>	23948947897	FORD CROWN VIC POLICE INTERCEPTOR
<input type="checkbox"/>	24	FORD F-350 SUPER DUTY DIESEL QUAD C

Click **Process**. The program will generate the journals to reverse depreciation for the assets selected.