

CONNECT 2013 BOSTON, MASS APRIL 28 - MAY 1

Code: [MU-FN-7-A] , [MU-FN-13-B]

Title: What's New in General Ledger

Description: This session will highlight some of the new functionality released in the Version 10 releases in the General Ledger, Budgeting, Project Accounting, and Fixed Asset programs. Learn what is newly available when your organization upgrades to the latest release version, delivered as part of your annual maintenance fees following the Evergreen Philosophy. After completion of this class, you will be able to identify new areas that the Munis General Ledger software can work for your organization and begin planning for new and improved business procedures after the upgrade.

GENERAL LEDGER & BUDGET

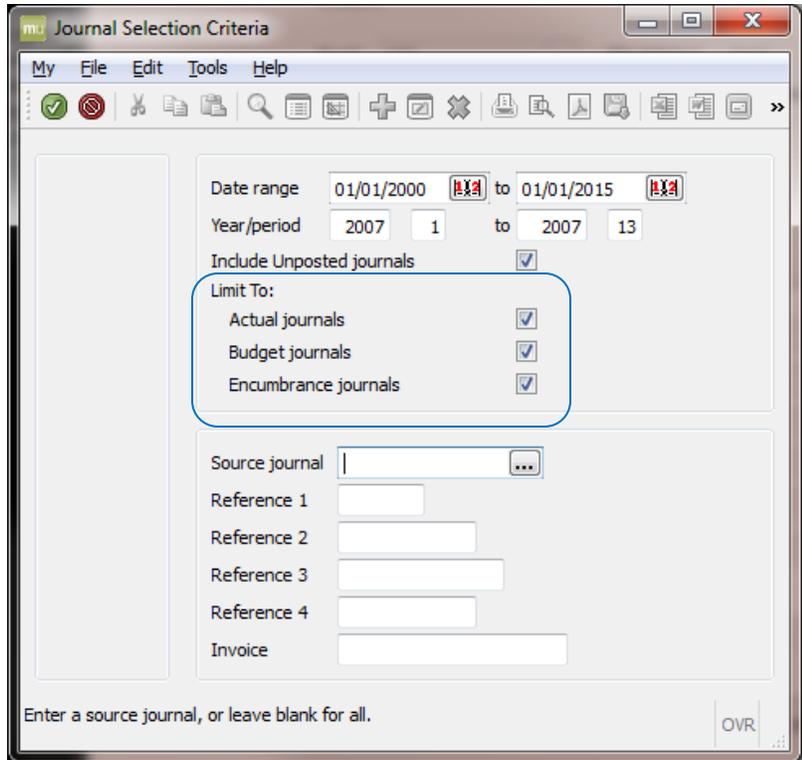
- Account Inquiry
 - History Tab – Allows for historical balances to be viewed for an unlimited number of years (Versions 10.2 and above)

Account balances are now stored for an unlimited number of years, therefore Account Inquiry now allows for all historical balances to be viewed. Historical balances will be visible on the 'History' tab within Account Inquiry. Each year of history can be viewed by selecting the arrow buttons on the left and right sides of the screen as seen below.

	Fiscal Year 2011	Fiscal Year 2010	Fiscal Year 2009	Fiscal Year 2008
Original Budget	.00	.00	.00	.00
Transfers In	7,000.00	.00	25,000.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	7,000.00	.00	25,000.00	.00
Actual (Memo)	.00	.00	.00	100.00
Encumbrances	.00	.00	.00	.00
Available	7,000.00	.00	25,000.00	-100.00
Percent Used	.00	.00	.00	.00

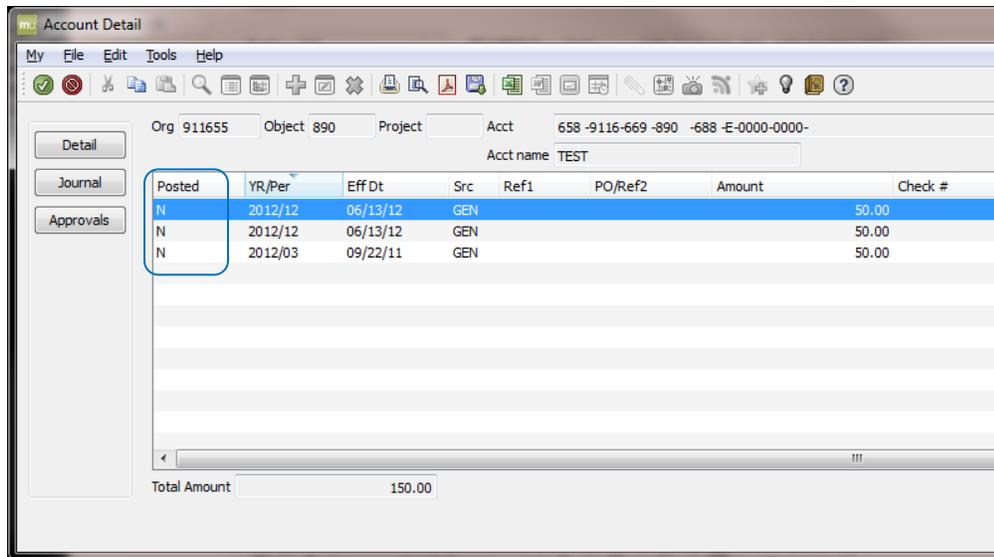
- Improvements were made to the Account Detail Drilldowns (Version 10.3)

Prior to Version 10.3, detail could be viewed by selecting the yellow folders next to the account balances for current year, last year, last year 2, and next year. If detail needed to be viewed for a prior year beyond last year 2, there wasn't an easy way to view only Actuals or Encumbrances, or any other transaction type for that year. In Version 10.3, the 'Detail' options were expanded to allow for specific transactions to be reported for historical years.



- Unposted transactions will now be included when selecting the yellow folders on the main screen of Account Inquiry (Version 10.3)

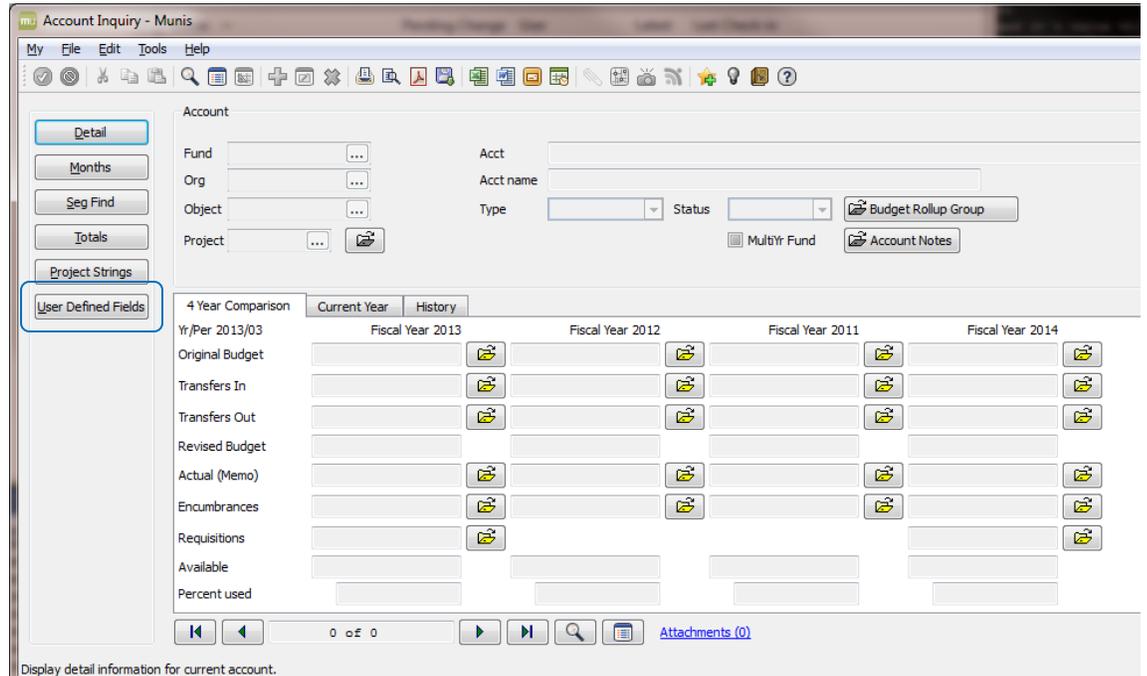
When selecting the yellow folders on the '4 Year Comparison' tab prior to Version 10.3, only posted activity would be reported. In order to report on unposted activity, the 'Detail' option needed to be selected to 'Include unposted journals'. In Version 10.3, all activity, posted and unposted will be reported when selecting the yellow folder options from the main screen.



- User Defined fields can be viewed within Account Inquiry (Version 10.3)

In Version 8.3 the ability to associate User Defined fields to a GL account was added. The User Defined fields were only accessible within Account Master.

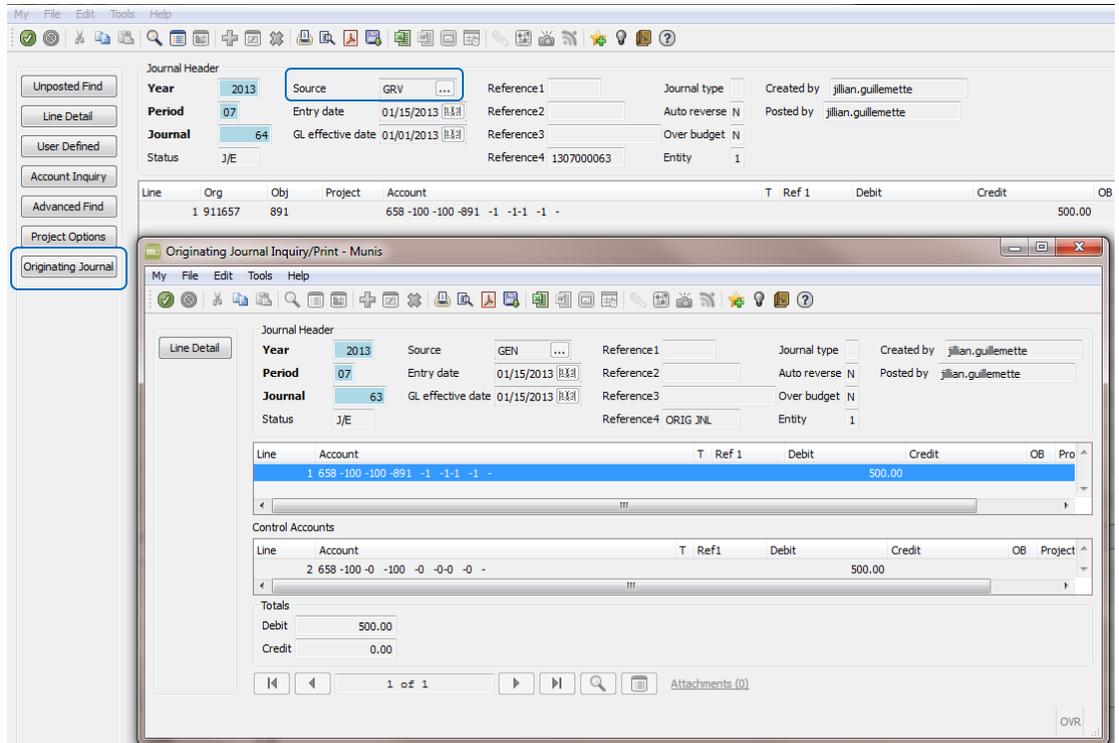
Not all users have access to Account Master therefore we needed to provide a way for users to view these records from Account Inquiry. If User Defined fields aren't in use at the account level, then this option will not be visible.



➤ Journal Reversal

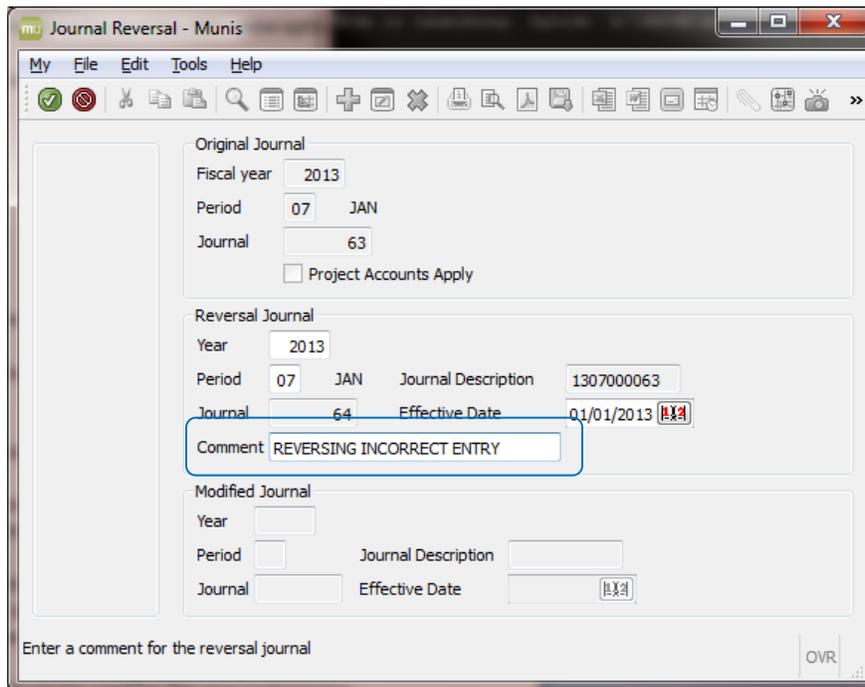
- Original journal can now be viewed from the reversal journal (Versions 10.2 and above)

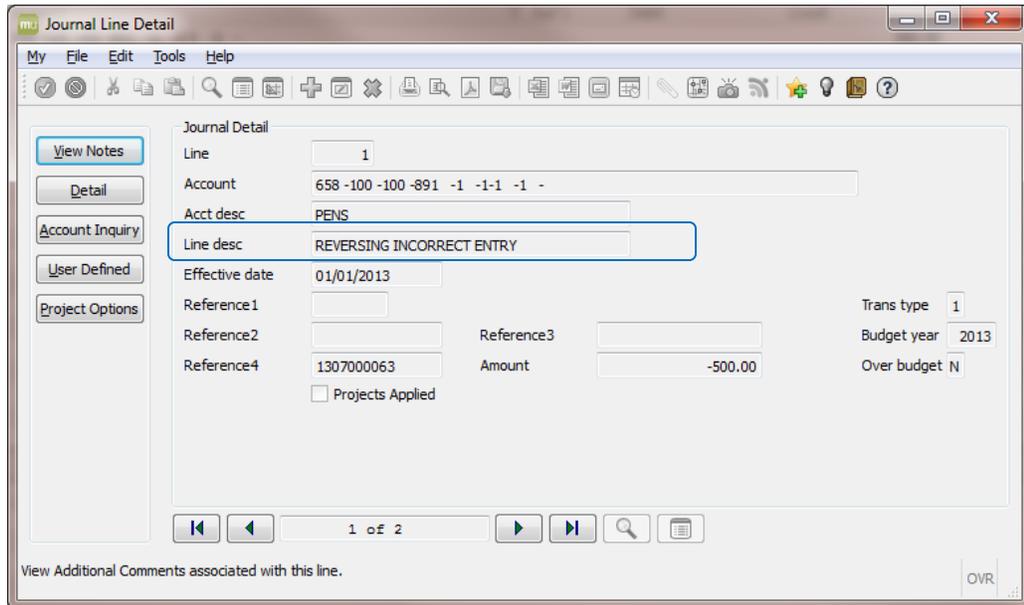
When a journal has been reversed, there is now an option to view the Original Journal from the Reversal Journal. This allows for the originating journal to be viewed with a single click as seen below.



- When reversing a journal, a reason can now be entered with each journal reversal (Versions 10.2 and above)

This reason will be reflected in the Line Description on the Reversal Journal. This is not something that is required.



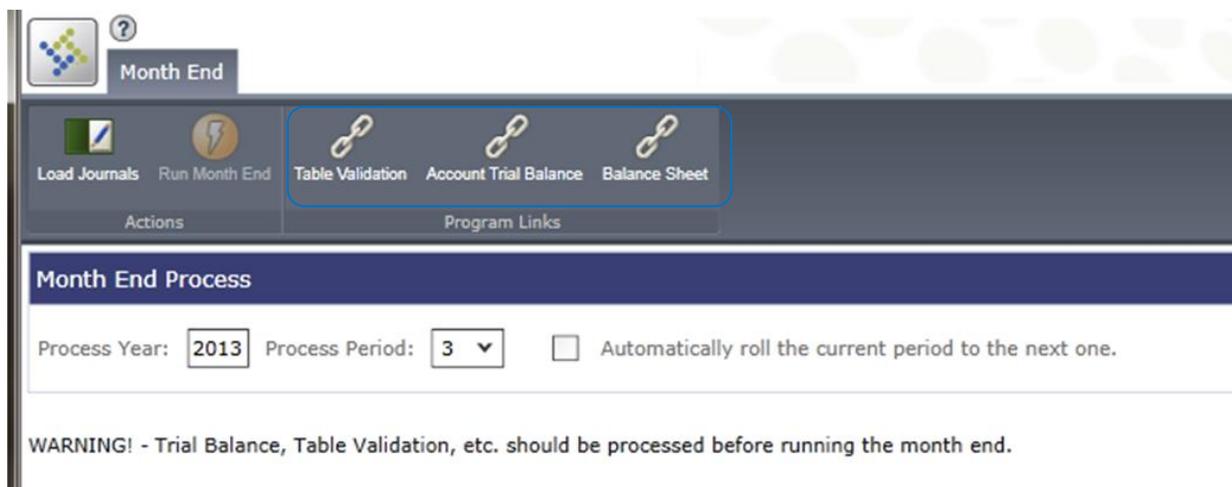


➤ Month End Processing

- The Month End Process was redesigned, improving the program's efficiency (Version 10.3)

In Version 10.3, the Month End Processing program was redesigned which resulted in a substantial speed increase. Closing 200,000+ transactions prior to Version 10.3 took approximately 20 minutes. After program improvements were made, processing time was decreased to approximately 15 seconds.

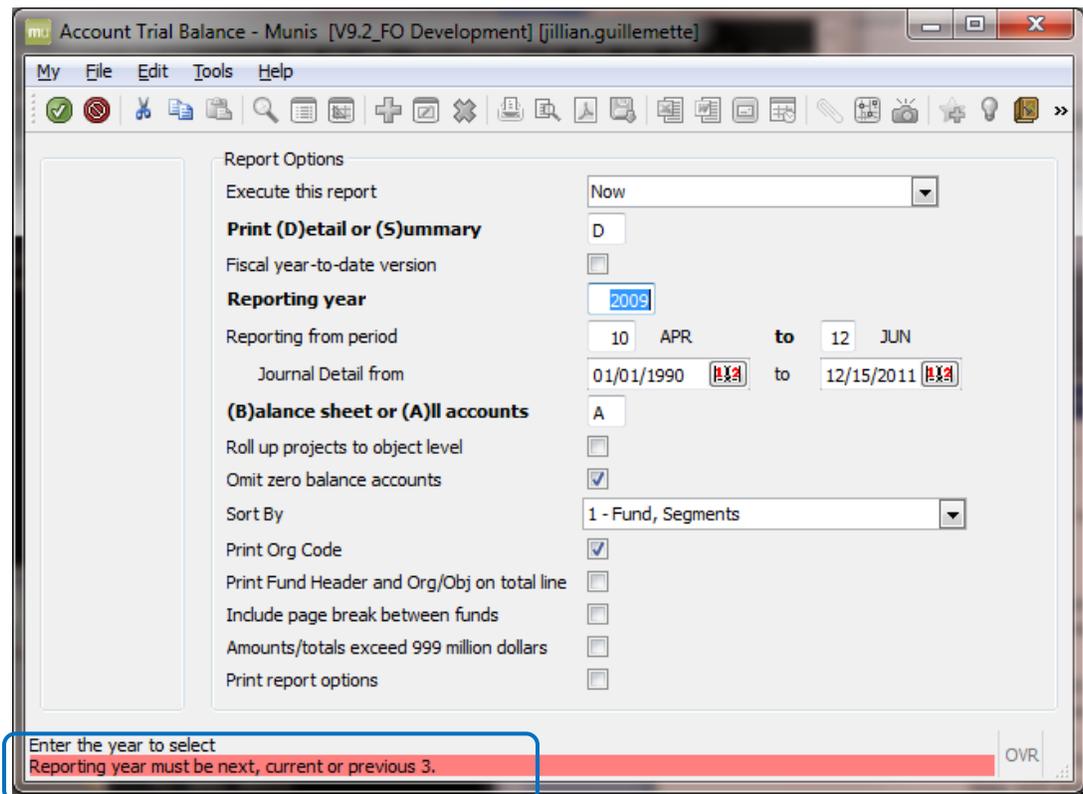
The Month End Processing program now provides a direct link to the Table Validation, Account Trial Balance, and Balance Sheet Reports since it is recommended they are run prior to closing each month. This can be seen below.



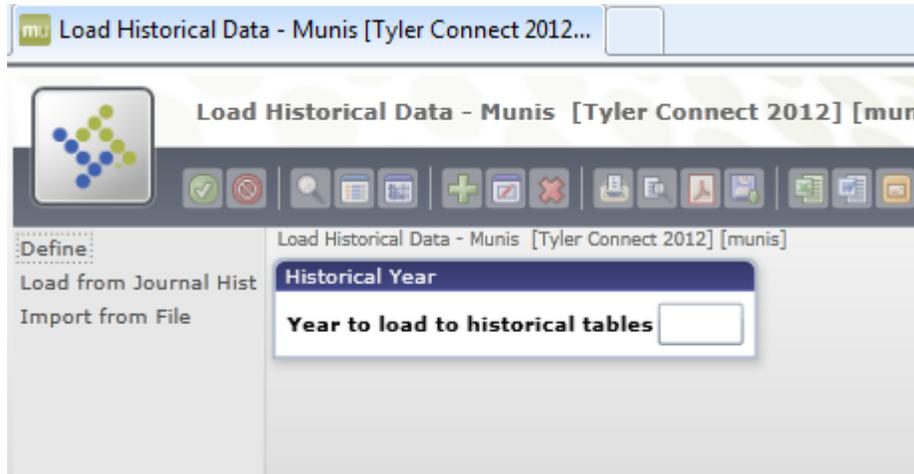
➤ General Ledger Reporting

- Removed yearly restrictions in 90% of Financial reports (Versions 9.4 and above)

The majority of the Financial reports would only allow for reporting up to three prior years. This was because summarized balances were only stored for three years.



In Version 9.3 and above summarized balances are now being stored for every year of history. Three years of history will already be available, however if there is a need to report on past years, or view historical balances within Account Inquiry, the Load Historical Data program can be used to populate historical data based on journal history.



- Journal Import/Export Templates
 - A new Journal Import/Export Templates program has been created to allow for various import and export templates to be defined (Versions 10.2 and above)

The new Journal Import/Export Templates program will allow for users to create their own journal import/export template formats and then use those when importing, eliminating the need for custom import/export modifications.

The following are the available columns that can be chosen. The columns in bold are required for importing a journal.

Account Type
Additional Description
Allocation Code
Comment
Cross-Reference Account
Debit or Credit
Full Account
Gross
Object
Org
Project
Project String
Project String Type
Reference 2
Reference 3
Transaction Type

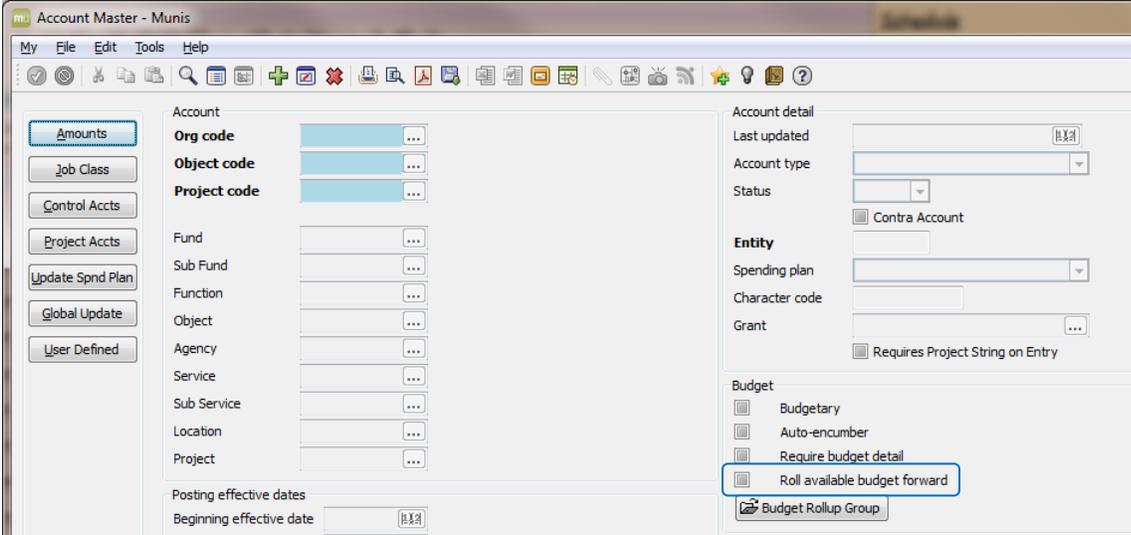
When creating a journal template, the positions of each column can be identified and will be highlighted, providing a visual representation of each column in the file. When all of the necessary columns have been specified, the template can be saved.



- Account Master
 - Option to 'Roll Available Budget Forward' for annual accounts (Version 10.3)

A fund is either classified as an Annual fund or a Multi-Year fund. In some instances, accounts within a fund may need to behave like a multi-year fund, while others need to behave as annual funds. In these types of situations, the account can be set to 'Roll Available Budget Forward' as seen below.

If this option is enabled, the account will only be budgeted once, similar to multi-year funds that budget for life. During the year end process, the remaining available budget will be automatically rolled forward to establish the Original Budget for the next year. This will continue until the account is closed.



Yr/Per 2014/01	Fiscal Year 2014	Fiscal Year 2013	Fiscal Year 2012	Fiscal Year 2015
Original Budget	94,896.00	95,071.00	95,310.00	.00
Transfers In	260.00	190.00	190.00	.00
Transfers Out	-70.00	-115.00	-74.00	.00
Revised Budget	95,086.00	95,146.00	95,426.00	.00
Actual (Memo)	130.00	250.00	355.00	.00
Encumbrances	850.00	.00	.00	.00
Requisitions	.00			.00
Available	94,106.00	94,896.00	95,071.00	.00
Percent used	1.03	.26	.37	.00

➤ Multi-Year Improvements

- The available budget associated with multi-year revenues that were not budgeted were being rolled forward during the year end process (Version 9.3 and above)

Revolving revenue accounts that are part of multi-year funds are typically not budgeted. With the new multi-year functionality when budgeting for life, the remaining available budget is always rolled forward at the time the year is closed; therefore these accounts were reflecting an original budget as seen below.

5 Year Comparison	Current Year	
Yr/Per 2014/01	Fiscal Year 2014	Fiscal Year 2013
Original Budget	2,500.00	.00
Transfers In	.00	.00
Transfers Out	.00	.00
Revised Budget	2,500.00	.00
Actual (Memo)	.00	-2,500.00
Encumbrances	.00	.00
Requisitions	.00	
Available	2,500.00	2,500.00
Percent used	.00	.00

Starting in Version 9.3 a check is performed during the year end process to see if the account is a revenue account associated with a multi-year fund and if it has been budgeted. If it has not been budgeted, or if it was budgeted with a zero dollar amount, the remaining available budget will not be rolled forward during the year end process.

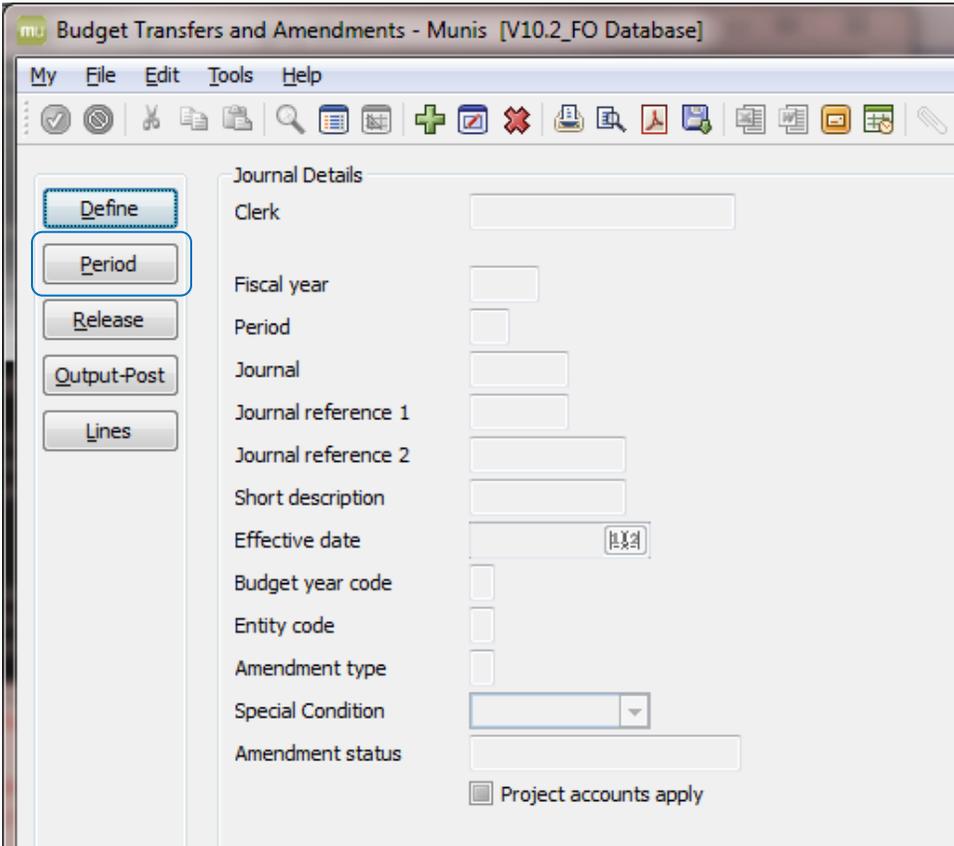
- Multi-Year accounts can be closed at any time to prevent balances from being rolled forward. (Versions 9.3 and above)

With the remaining available budget being automatically rolled forward from year to year, a multi-year account will always have a current year balance, in turn preventing the account from being closed.

Since Financials reports now allow for closed accounts to be reported, the system allows for multi-year accounts to be closed at any point in time. If the account is closed, the remaining available balance will not be rolled forward from year to year.

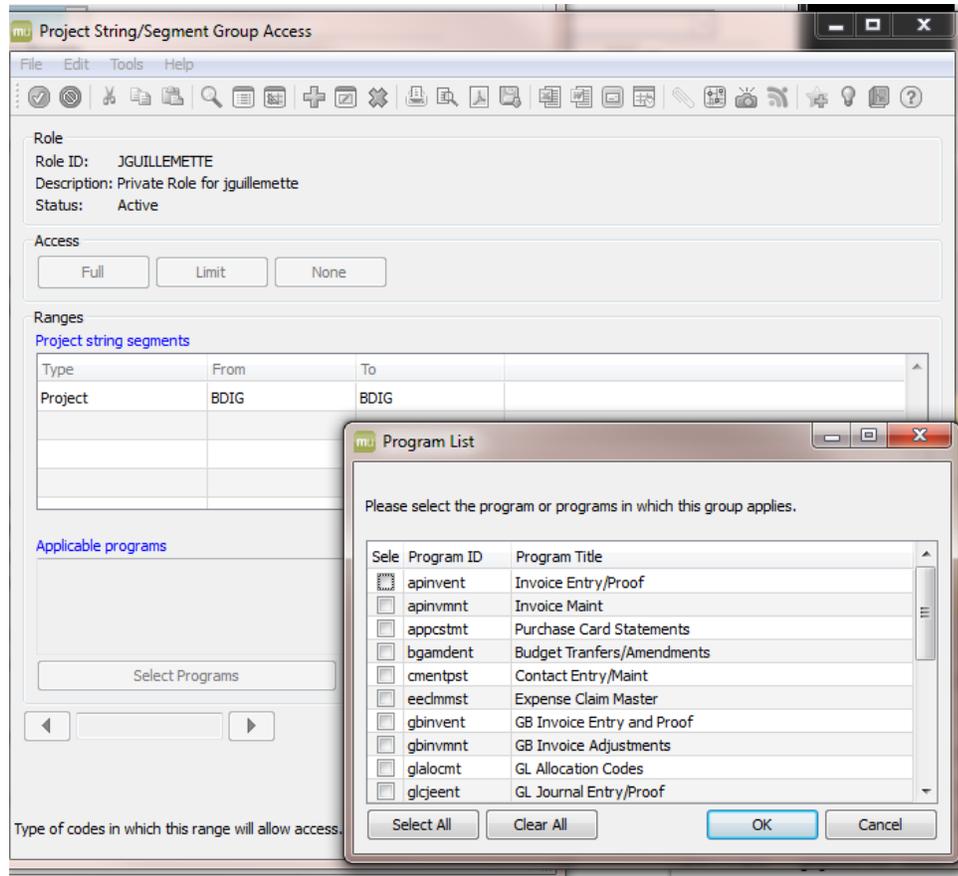
- Budget Transfers/Amendments
 - Allow for Period Change (Versions 10.2 and above)

If a budget transfer/amendment is entered, a period change can now be performed. If the period is updated on the journal, workflow will be reinitiated. Prior to this enhancement, if the period was incorrectly entered or needed to be changed, the journal would need to be deleted and reentered. This was less than ideal which is why the change period functionality was added.



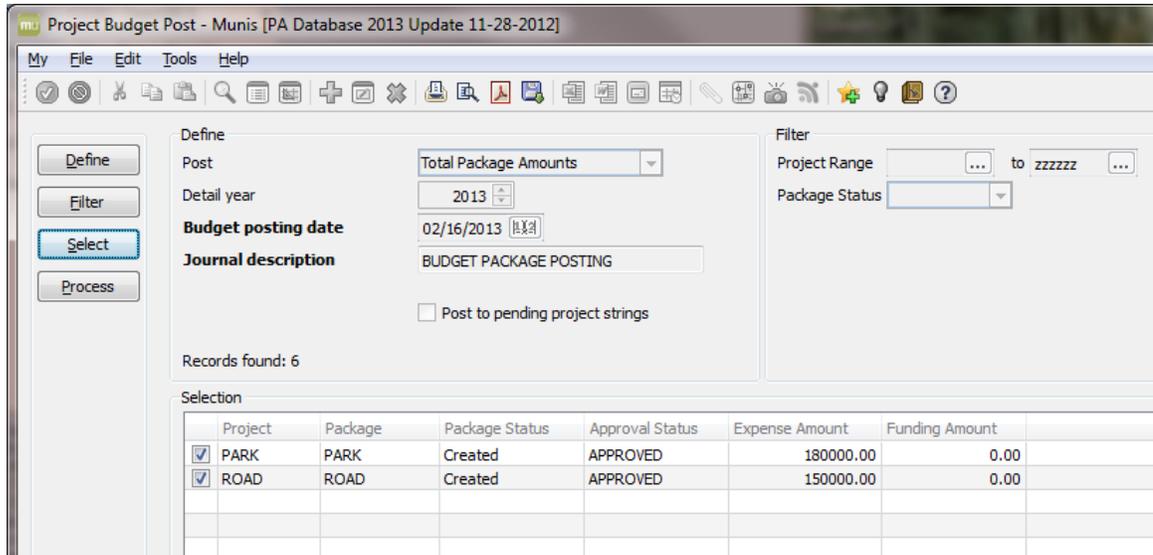
PROJECTS & GRANTS

- Project Ledger Security (Versions 9.4 and above)
 - Within Project Accounting Roles, permissions have been added to allow for Project Segment limitations. This will behave in a similar fashion to GL account restrictions in that each group restriction will be applied to a selected list of programs as shown below.



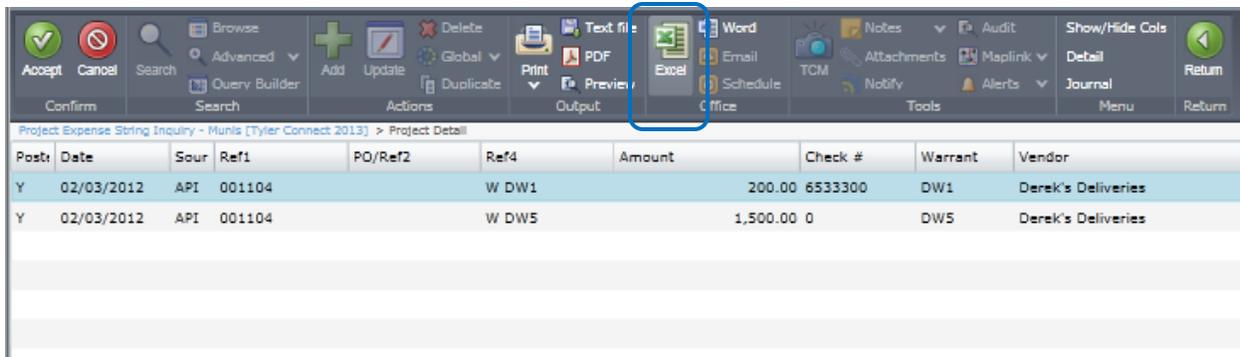
- Project Budget Package Posting (Versions 9.4 and above)
 - Allow for posting more than one project budget package at one time

If multiple project budget packages exist, multiple packages can be posted at one time. Multiple packages can be selected using the 'Filter' option and the 'Select' option can be used to choose which budget packages to post. Prior to these changes, budget packages could only be posted one at a time.



- Expense Inquiry / Funding Inquiry
 - Excel export functionality was added so detail can be exported to Excel, similar to Account Inquiry

When viewing detail in Expense/Funding Inquiry, journal detail can now be exported to Excel similar to Account Inquiry.



- Grant Master (Versions 10.2 and above)
 - Grant workflow was added to Grants

A new workflow process code was added for Grant approvals; GRA – Grant Application Approval. This is located in Project Accounting Workflow Processes.

Business Rules - Munis [Tyler Connect 2013]

Approvals Pre-Approvals

Business rule setup

Process: GRA ... Grant Application Approvals

Department: [Dropdown]

Grant Type: FED - FEDERAL FUNDED GRANT

Group/BU: [Dropdown]

Reason: [Dropdown]

Approver(s): munis ... Munis

Role(s): [Dropdown]

Step: 1

Type: AMT - Dollar Based

Min Amt: 5000.00 Max Amt: 5000.00

Rule Type: Approve

After workflow business rule(s) are established, the Grant Master program will check for existing business rules. If business rules are found, the Workflow status of the grant will be set to "Held" until the grant is released for workflow.

Grant Master - Munis [Tyler Connect 2013]

Grant ID

Application #: 1200

Grant #: 1200

Status: ENTERED

Workflow Status: Held

Manage using General Ledger

Grant type: FEDERAL FUNDED GRANT

Grant Name: FEDERAL FUNDED GRANT

Department: 135 - FINANCE DEPARTMENT

Grantor Type: FEDERAL

Grantor ID: [Field]

Master Grant #: [Field]

Federal CFDA: [Field]

Created By: financials 02/16/2013

Grantor

CID: [Field] Address #: 0

Contact: [Field]

Phone: [Field]

Email: [Field]

Fiscal Info

Starting FY: 2013

Starting Fiscal Month: Jan Ending Fiscal Month: Dec

Totals

Request: 5,000.00 Award: 0.00

Application	Seq	Expense Type	Priority	Request Amount	Award Amount	Reimb %	Reimb Max Amount	Indirect %
1200	1	0608	1	5,000.00		.00	100.000	.00 0.000

The 'Release' button will be used to submit the new grant application to workflow. If the application does not meet any of the workflow business rules (Department, Grant type, or Request Amount) the user will be notified that the grant will be automatically moved to an 'Approved' status. At this time, grant processing can begin. Note, if the grant status is updated after workflow has been initiated, the grant may be required to re-enter workflow if a business rule is met.

If the grant meets any of the requirements set by the workflow business rule, the workflow status on the grant will be updated to a 'Released' status. Once in a 'Released' status, the user will be locked down from updating the Grant Department, Grant Type, Grant Amounts, and Grant Status. Workflow will process under normal operating procedures, moving through all steps that have been created within the workflow business rule(s). Once all of the steps are completed and the grant status will be updated to either 'Approved' or 'Rejected', depending on the approval actions taken.

- Grant Manager (Version 10.3)
 - A new program has been designed to allow for grant information to be reviewed. A new 'Grant' field has been added to Account Master to allow for grants to be directly tied to GL accounts.

Account Master

The screenshot shows the 'Account Master' form with the following fields and options:

- Tools:** Notes, Audit, Attach, Maplink, Notify, Alerts
- Menu:** Amounts, Project Accts, Job Class, Update Spnd Plan, Control Accts, More...
- Account detail:**
 - Last updated: [Text Box] 15
 - Account type: [Dropdown]
 - Status: [Dropdown]
 - Entity: [Text Box]
 - Spending plan: [Dropdown]
 - Character code: [Text Box]
 - Grant: [Text Box] ...
 - Requires Project String on Entry

Grant Manager will list all grant activity and highlight the number of pre-awarded grants, active grants, grants having warnings, and those that are closed, allowing for an overall view.

The screenshot shows the 'Grant Manager' interface with the following components:

- Header:** Grant Manager, Welcome, TYLER\kurt.feeley
- Search:** Search by Application Number, Grant Number or Grant Name.
- Actions:** Add Grant, Export To Excel
- Summary Dashboard:**
 - 5 Pre-Award
 - 24 Active
 - 2 Warnings
 - 2 Closed
- Active Grants Table:**

Application #	Grant #	Name	Status	Grant Type	Grantor Type	Start Date	Expiration Date	Entered Date	Entry Clerk	Managed On GL
4983e	4983e	CRIME PREVENTION	Active	MRF	Other			10/14/2009	joni.tompson	<input type="checkbox"/>
JJT13	JJT13	HIGHWAY IMP	Active	IMP	Federal			10/22/2009	joni.tompson	<input checked="" type="checkbox"/>
MK	MK	PUBLIC TRANSIT	Active	DEV	State			2/19/2007	mkinsman	<input checked="" type="checkbox"/>
MK2	MK2	AIRPORT EXP.	Active	IMP	State			2/21/2007	mkinsman	<input checked="" type="checkbox"/>
2510	2510	ROAD & BRIDGE	Active	IMP	Federal			9/20/2012	mfranconi	<input checked="" type="checkbox"/>
2615	2615	COMMUNITY DEV	Active	DEV	State			9/20/2012	mfranconir	<input type="checkbox"/>

When selecting a specific grant, the program will provide a detailed summary of expenses and receivables of for all accounts tied to that grant as well as budget information. Grant totals will have the ability to be broken down into a yearly, quarterly, or monthly view, allowing for specific journal activity to be reviewed.

Grant Manager
Welcome, TYLER\kurt.feeley

Search by Application Number, Grant Number or Grant Name.

Advanced View All

Search

Actions: Add Grant, Update Status, Chart Manager

Grant #: 2615 Summary | Grant Details | Grant Dates | Matching/Billing | Associated Accounts/Projects

Grant Details 33.64% Received

- Requested: \$577,689.00
- Awarded: \$88,000.00
- Billed LTD: \$43,289.00
- Received LTD: \$29,600.00
- AP Checks LTD: \$2,000.00

Budget Details

	2013	2012	2011
Original Budget	\$312,048.24	\$333,178.62	\$354,253.00
Revised Budget	\$322,932.24	\$341,212.62	\$359,493.00
Actuals (Expenses)	\$23,520.38	\$23,520.38	\$23,520.38
Encumbrances	\$5,644.00	\$0.00	\$0.00
Requisitions	\$0.00	\$0.00	\$0.00
Available Budget	\$293,767.86	\$317,692.24	\$335,972.62

Grant Totals

	Expenses	Received	Billed	Expenses LTD	Received LTD
2013	23,520.38	14,800.00	2,001.00	70,561.14	29,600.00
Quarter: 1	16,120.38	0.00	2,001.00	63,161.14	14,800.00
July	8,060.19	0.00	0.00	55,100.95	14,800.00
August	0.00	0.00	2,001.00	55,100.95	14,800.00
September	8,060.19	0.00	0.00	63,161.14	14,800.00
Quarter: 2	7,400.00	7,400.00	0.00	70,561.14	22,200.00
Quarter: 3	0.00	7,400.00	0.00	70,561.14	22,200.00

Activity Detail for July, 2013 (10)

	Effective Date	Source	Comments	Amounts	Warrant	Check #	Vendor	Account Description	Org	Obj
	8/28/2012	API	468580/469159	56.74			9	MATERLS--X	0811	52010
	8/28/2012	API	468580/469159	281.29			8	FURN & FIX	0811	52100
	8/28/2012	API	468580/469152	411.13			9	EQUIPMNT-X	0811	53000
	8/28/2012	API	468580/469152	831.92			9	VEHICLE--X	0811	53100
	8/28/2012	API	468580/469159	236.74			9	EQUIP MAIN	0811	53500
	8/28/2012	API	468580/469159	681.29			8	OFFC SUPPL	0811	54000

The 'Grant Details' option will allow for all of the detail surrounding the grant to be viewed. The 'Master Grant' field, seen below is reflected in blue font. When selecting this field description, all grant activity associated with the Master Grant # will be selected, providing a 'Master Grant Summary' overview.

Grant #: 2615 Summary | **Grant Details** | Grant Dates | Matching/Billing | Associated Accounts/Projects

Grant

Application # Grant # Description/Purpose

Grant Type Status

Grant Name Department

Starting Fiscal Year Federal CFDA

Starting Fiscal Month Ending Fiscal Month Conditions/Restrictions

Master Grant # Manage using GL

Allow Project Override Pass-Through Grant

Grantor

Grantor Type Grantor Id

Grantor Name Address #

Email Phone #

Contact

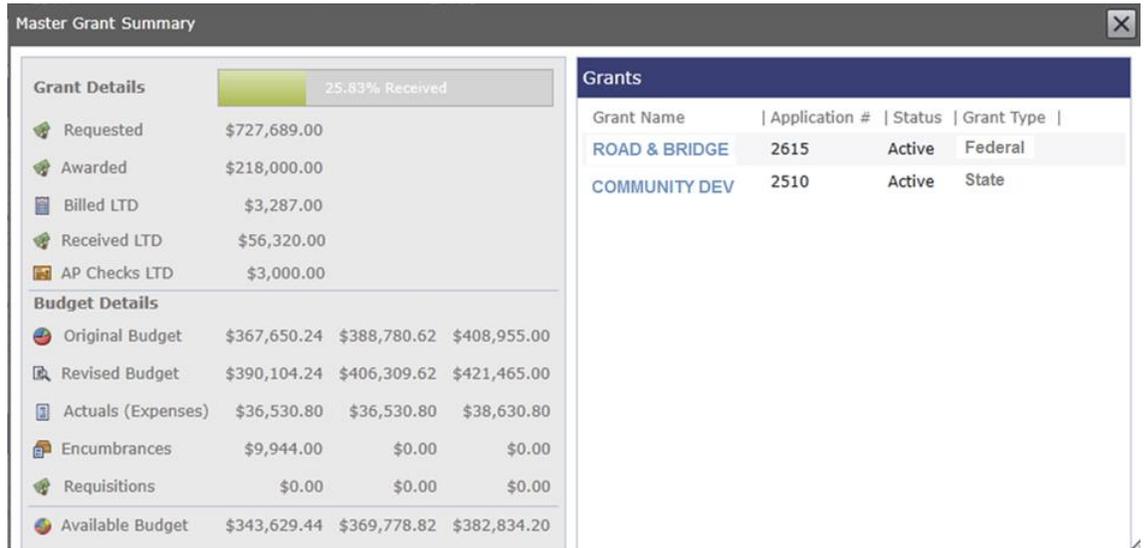
Sub-Grantor/Sub-Grantee

Name Address # Type

Address

City, State, Zip Code

In the example below, applications 2615 and 2510 both have a Master Grant of 100 which can be seen in the right pane while the grant and budget details reflect the totals of the master grant.

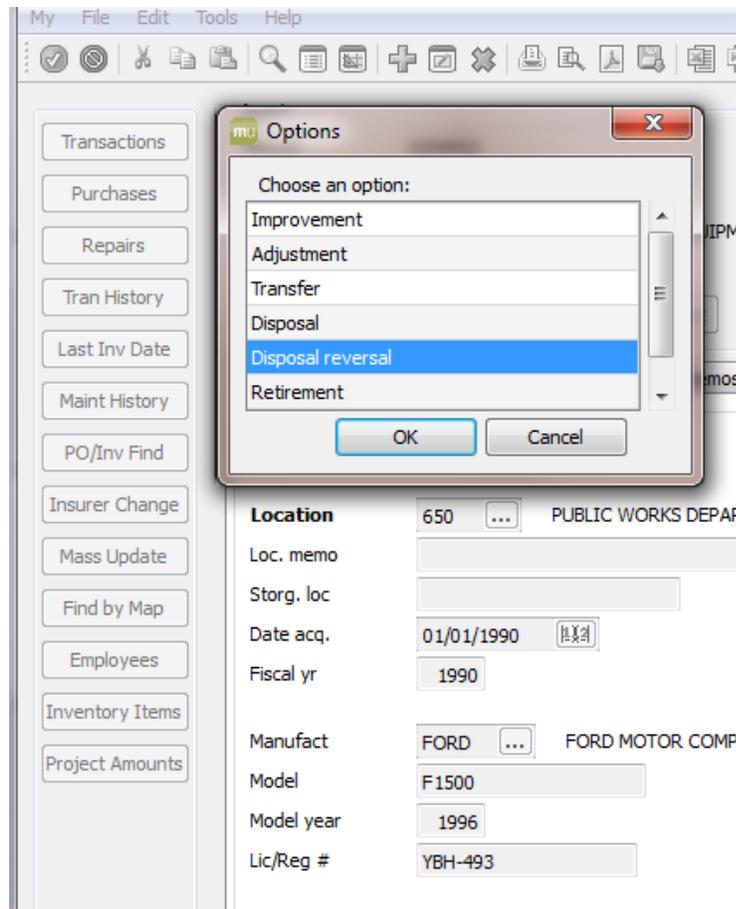


FIXED ASSETS

- Adjustments/Retirements
 - Disposal Reversal (Version 10.3)

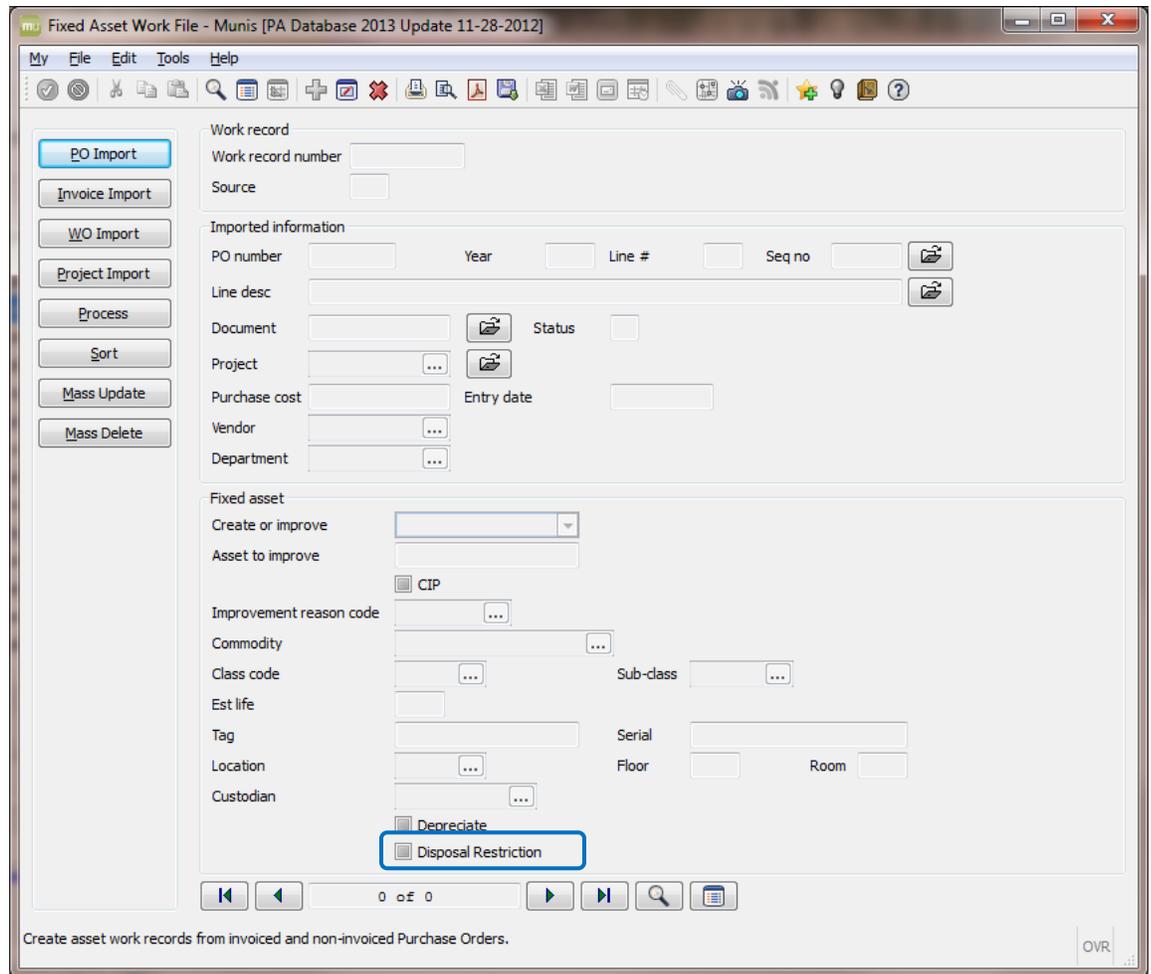
In some instances, a fixed asset may have inadvertently been disposed. Prior to Version 10.3, the entries associated with the disposal needed to be manually reversed.

In Version 10.3 a new option called 'Disposal Reversal' can be used to reverse an original disposal. This option will set the asset back to an 'Active' status and the appropriate GL journal entries will be automatically made to reverse the disposal.

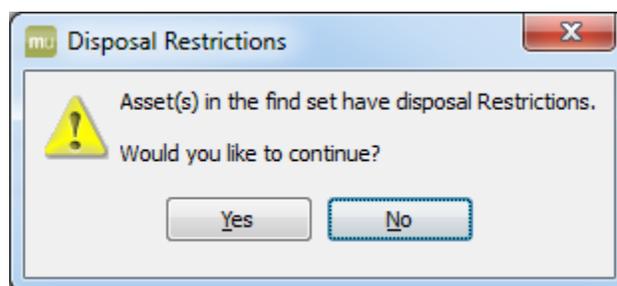


- Fixed asset flag to generate warning when disposing an asset (Version 10.3)

When an asset is purchased with grant funding, typically entities are not allowed to make a profit from that funding. A new option called 'Disposal Restrictions' has been added to the Fixed Asset Work File as well as the New Assets screen.



When a disposal takes place on an asset with disposal restrictions, the following warning will be generated.



➤ Asset Depreciation

- The Asset Depreciation process was improved which drastically improved the processing speed. Prior to Version 9.4, depreciating 22,000 assets took approximately 8 hours. After the improvements were made, the processing time was only 22 minutes. (Versions 9.4 and above)

- Fixed Asset Work File
 - Multiple invoices can be imported from a PO (Version 10.3)

Prior to Version 10.3 invoices could only be imported from a Purchase Order a single time. If there were additional invoices entered against the PO, they could not be imported.

In Version 10.3, if a Purchase Order is flagged as an asset and invoices are tied to that purchase order and an invoice import takes place, new invoices that are tied to that Purchase Order can be imported at any point in time.

In addition, if an invoice tied to a Purchase Order is imported via the Invoice Import process, the purchase order will not have the ability to be imported via the Purchase Order Import process.