



## Munis Financials

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*Major Enhancements  
Version 11.1  
May 11, 2015*

## TABLE OF CONTENTS

<b>Munis Financials .....</b>	<b>4</b>
Munis Program Ribbon .....	4
Shortcut Keys .....	5
Table Headings .....	5
<b>Accounts Payable .....</b>	<b>7</b>
Accounts Payable Settings .....	7
Vendors .....	8
Workflow Business Rules.....	10
<b>Budgeting.....</b>	<b>11</b>
Central Budget Entry.....	11
Define/Start Budget Projection .....	12
Budget Access Dates .....	12
Segment Level Budget Thresholds.....	13
Next Year Budget Entry.....	14
<b>Contract Management.....</b>	<b>17</b>
Contract Change Orders.....	17
Contract Workflow .....	18
<b>Employee Expense.....</b>	<b>19</b>
Expense Claims.....	19
<b>Fixed Assets .....</b>	<b>22</b>
Fixed Asset Transaction Entry Post .....	22
Fixed Asset Work File .....	23
<b>General Ledger .....</b>	<b>24</b>
General Ledger Settings .....	24
Month End Processing.....	25
<b>Inventory .....</b>	<b>26</b>
Inventory Settings.....	26

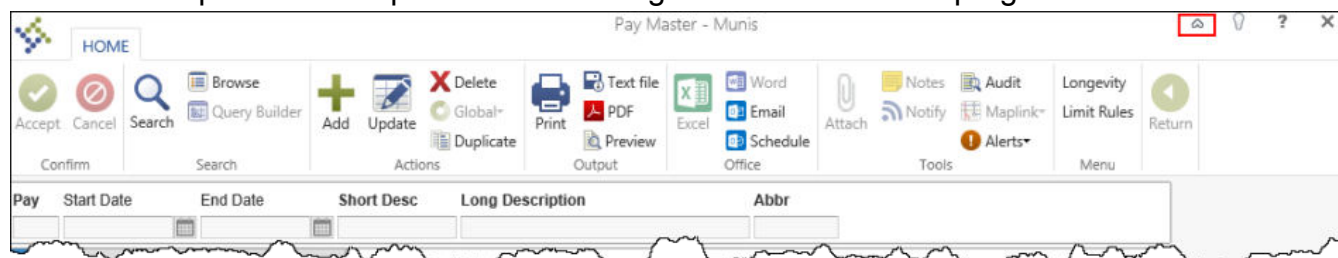
<b>Project Accounting</b> .....	<b>27</b>
Grant Manager/Grant Master .....	27
Project Accounting Roles.....	28
Locked Budget Packages.....	28
Maintaining Grant Balance Sheets .....	29
Update Project Status.....	30
Project Budget Package Entry .....	30
Project Master.....	31
Project Settings .....	31
<b>Purchasing</b> .....	<b>33</b>
Purchase Order Entry .....	33
Purchasing+ .....	34
Purchasing Settings .....	34
Units of Measure .....	35
<b>Work Orders, Fleet, and Facilities</b> .....	<b>37</b>
Work Order Assembly/Kits.....	37
<b>System Administration – Financial Roles</b> .....	<b>39</b>

# Munis Financials

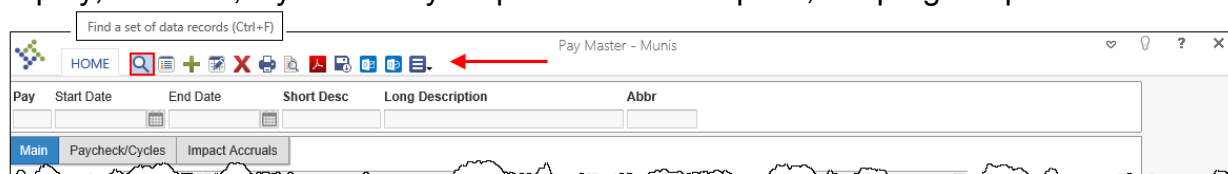
This document provides an overview of the major Financials enhancements available for Munis® Version 11.1. In addition to product-specific changes, there are also general enhancements for Munis that affect all users.

## Munis Program Ribbon

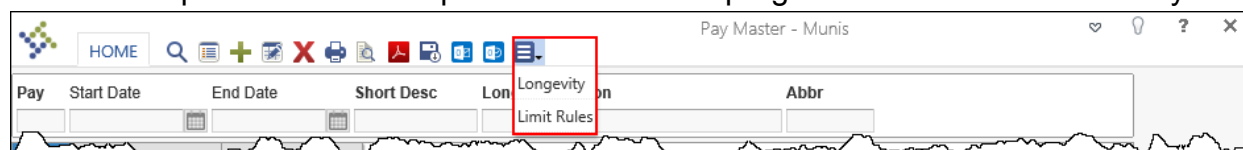
Version 11.1 provides an option for minimizing the ribbon in Munis programs.



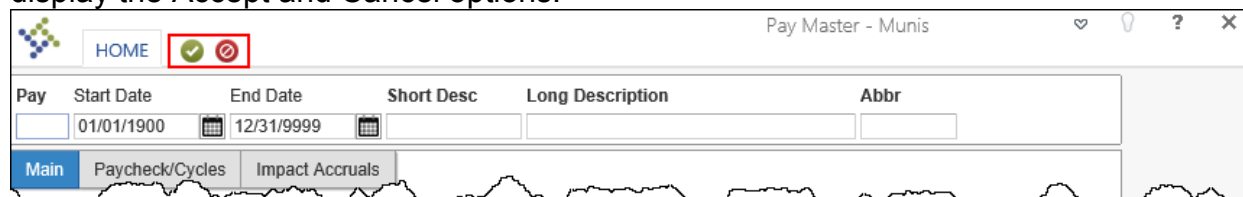
When you click the minimize button, the screen refreshes to display an abbreviated ribbon. This ribbon includes only the key options for managing records. Labels for the options do not display; however, if you hover your pointer over an option, the program provides a description.



The Menu option continues to provide access to a program's extended functionality.



When you select an action option (for example, Add or Update), the screen refreshes to display the Accept and Cancel options.

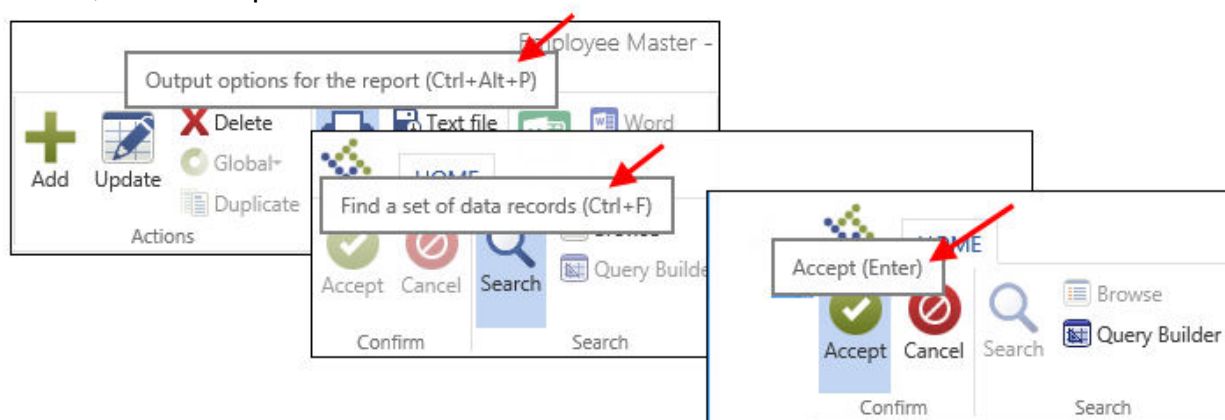


Click the expand button to restore the full Munis ribbon.



## Shortcut Keys

Shortcut keys for managing information within Munis programs are available. When you hover your pointer over a ribbon option, a ToolTip provides a description and the applicable shortcut keys, as available. For example, if you hover your pointer over the Search option on the ribbon, the ToolTip indicates Ctrl+F as the shortcut for the action.

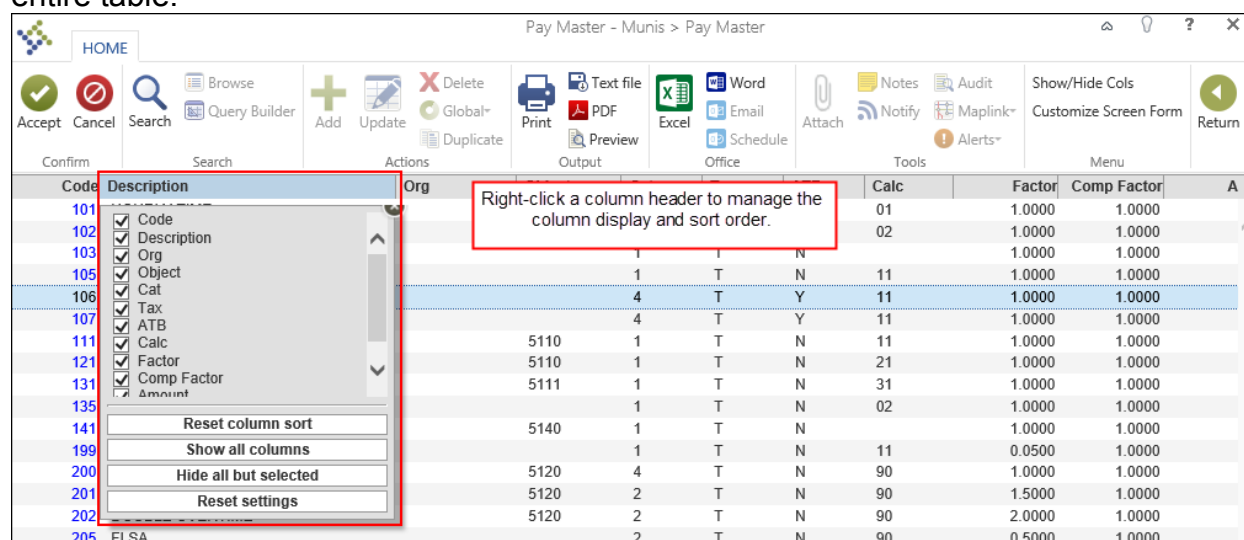


Available Shortcuts	
Shortcut	Action
Enter	Save
Esc	Cancel
Ctrl+U	Update
Ctrl+Alt+P	Print
Ctrl+I	Add
Ctrl+F	Search
Ctrl+D	Delete
Ctrl+B	Browse

## Table Headings

On browse screens and in other instances where Munis provides information in a table format, the column headers for tables provide column display and sort order options. To define the columns that display or to reset the sort order, right-click a column heading. Select or clear check boxes to add or remove items from the display, or use the options provided to reset the

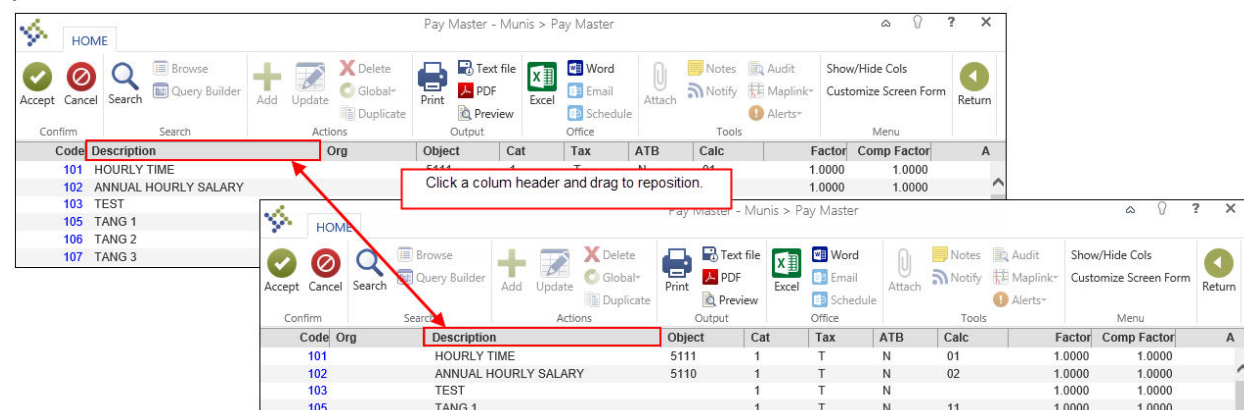
entire table.



Right-click a column header to manage the column display and sort order.

Code	Description	Org	Object	Cat	Tax	ATB	Calc	Factor	Comp Factor	A
101	HOURLY TIME		5111	1	T	N	01	1.0000	1.0000	
102	ANNUAL HOURLY SALARY		5110	1	T	N	11	1.0000	1.0000	
103	TEST		5110	1	T	N	21	1.0000	1.0000	
105	TANG 1		5110	1	T	N	31	1.0000	1.0000	
106	TANG 2		5140	1	T	N	02	1.0000	1.0000	
107	TANG 3		5120	1	T	N	11	0.0500	1.0000	
111			5120	4	T	N	90	1.0000	1.0000	
121			5120	2	T	N	90	1.5000	1.0000	
131			5120	2	T	N	90	2.0000	1.0000	
135			5120	2	T	N	90	0.5000	1.0000	
141										
199										
200										
201										
202										
205	FLSA									

Within a table, to change the order of columns, click a column header and drag it to a new position.



Click a column header and drag to reposition.

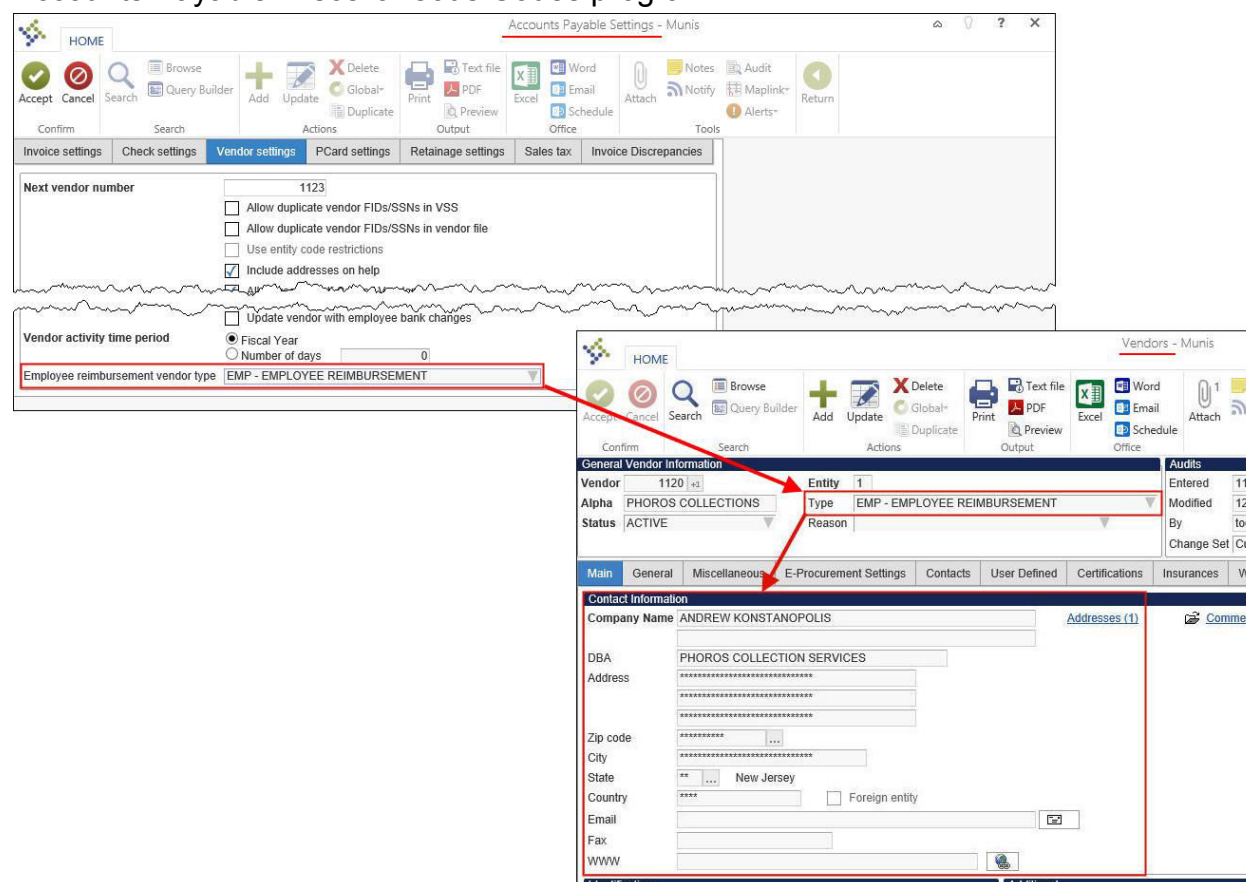
Code	Description	Org	Object	Cat	Tax	ATB	Calc	Factor	Comp Factor	A
101	HOURLY TIME		5111	1	T	N	01	1.0000	1.0000	
102	ANNUAL HOURLY SALARY		5110	1	T	N	02	1.0000	1.0000	
103	TEST		5110	1	T	N		1.0000	1.0000	
105	TANG 1		5110	1	T	N	11	1.0000	1.0000	

If you are using a touch screen device, the program displays up and down arrows in the column headings. Use these arrows to reorder the columns: click the up arrow to move a column left and click the down arrow to move a column to the right.

# Accounts Payable

## Accounts Payable Settings

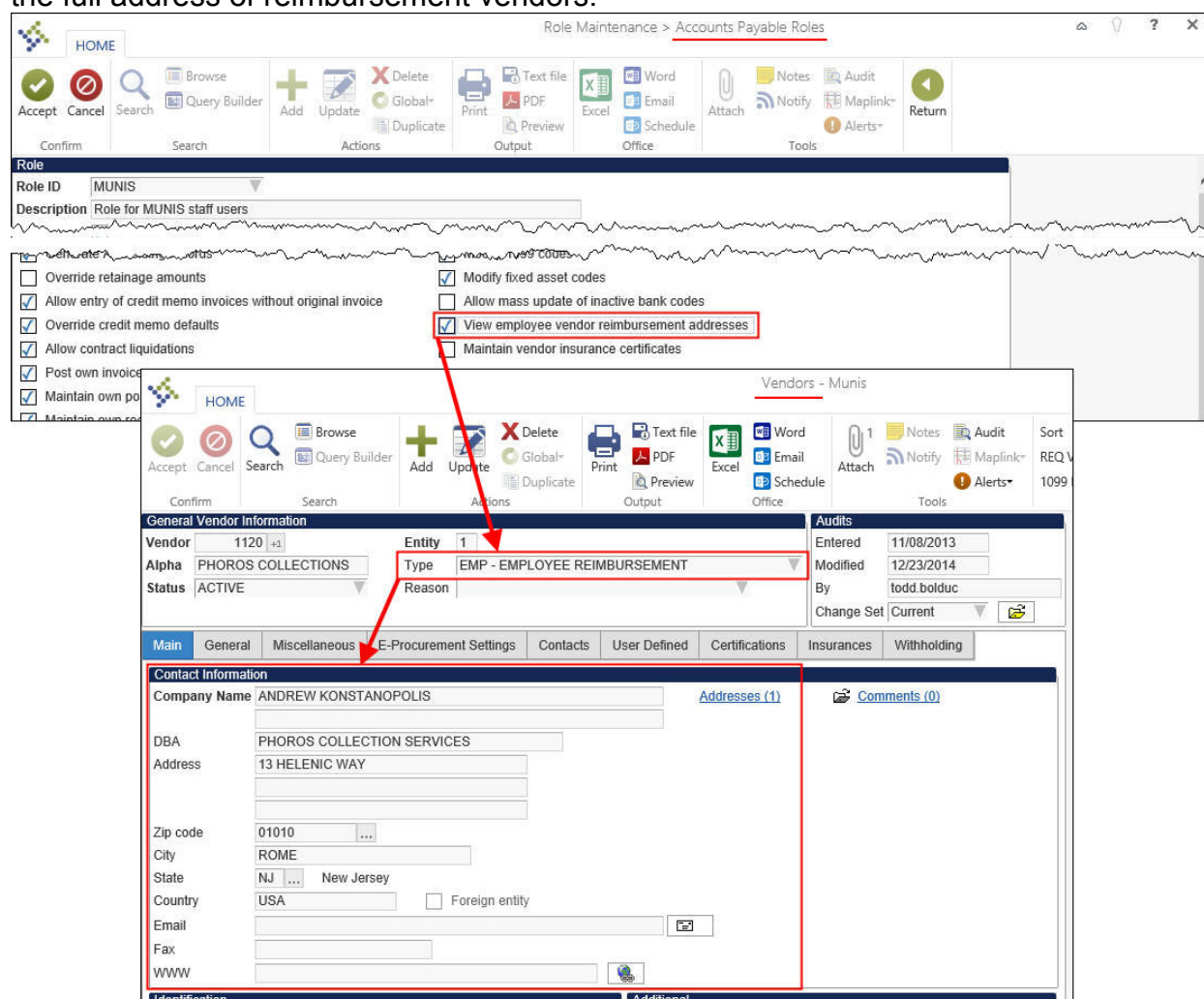
An Employee Reimbursement Vendor Type list is available on the Vendor Settings tab of the Accounts Payable Settings program. When a vendor type is selected from the list, the addresses of all vendors that use that type code are hidden in Munis programs. This feature is typically used to ensure employee privacy when your organization uses Munis vendor records in order to reimburse employees for expenditures. Vendor type codes are created in the Accounts Payable Miscellaneous Codes program.



The Accounts Payable Roles program provides a View Employee Vendor Reimbursement Addresses check box. Users assigned to roles for which this check box is selected can view



the full address of reimbursement vendors.



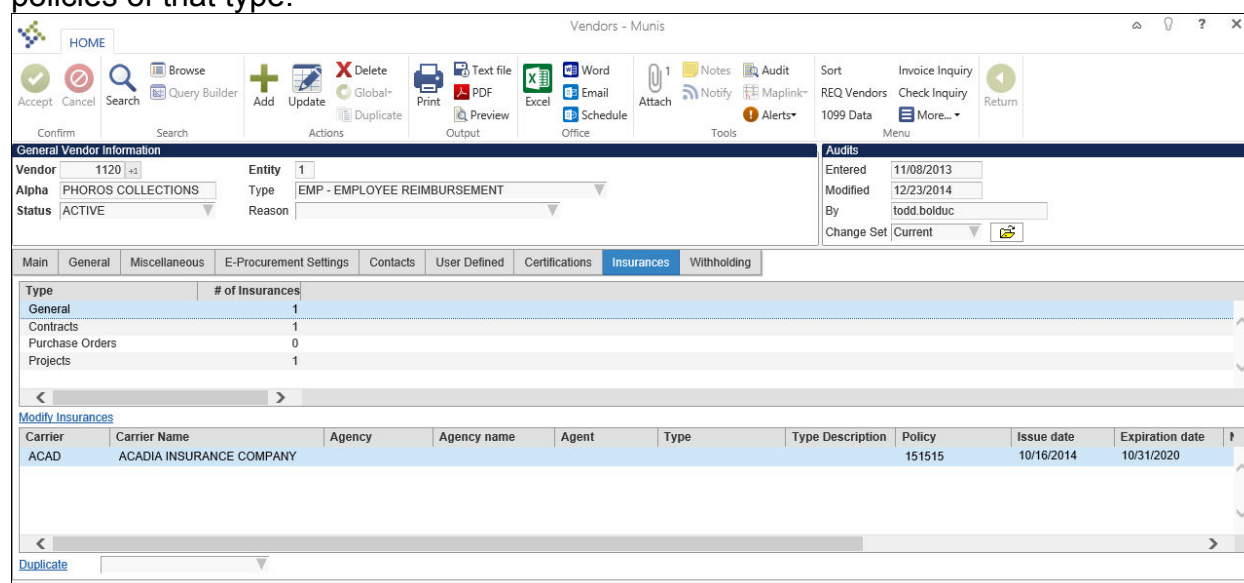
The screenshot displays two overlapping windows from the Tyler Technologies software. The top window, titled 'Role Maintenance > Accounts Payable Roles', shows a list of roles with a checkbox labeled 'View employee vendor reimbursement addresses' highlighted by a red box. A red arrow points from this checkbox to the bottom window, titled 'Vendors - Munis'. In the 'Vendors - Munis' window, the 'Contact Information' tab is selected, showing details for a vendor named 'ANDREW KONSTANOPOLIS'. The address is listed as 'PHOROS COLLECTION SERVICES', '13 HELENIC WAY', 'ROME, NJ 01010, USA'. The 'Status' is 'ACTIVE' and the 'Entity' is 'EMP - EMPLOYEE REIMBURSEMENT'.

## Vendors

The Vendors program contains an Insurances tab. This tab displays and maintains the vendor's insurance certificate information. The vendor's insurance policies are totaled and listed by type. Click an insurance type to refresh the tab and display the vendor's insurance

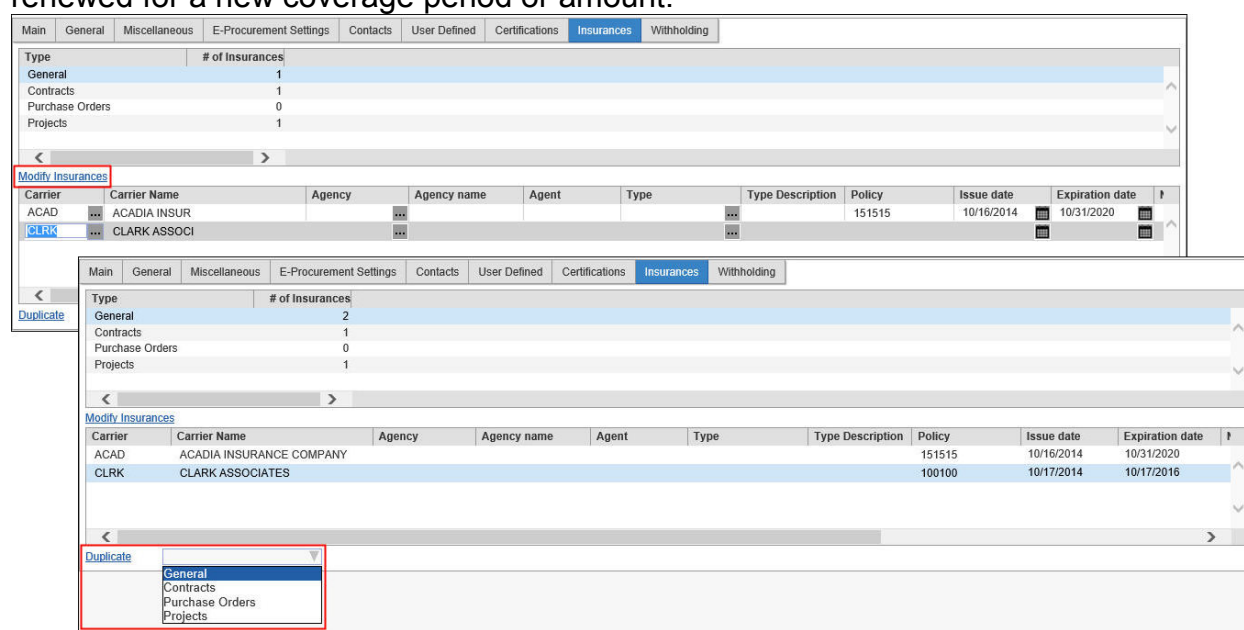


policies of that type.



If your user role is assigned the Maintain Vendor Insurance Certificates permission in Accounts Payable Roles, the Modify Insurances and Duplicate options are available to you on the Insurances tab.

Click Modify Insurances to add or update insurance policy information. Use the Duplicate option to create a copy of an existing policy. This is typically used when a policy has been renewed for a new coverage period or amount.



Vendor insurance information entered on the Insurance tab in the Contract Entry or Contract Change Orders programs is included with a type code of Contract on the Insurances tab of the Vendors program. Your user role is not required to have the Maintain Vendor Insurance

Certificates permission in order to enter insurance information in Contract Entry or Contract Change Orders.

## Workflow Business Rules

In the Workflow Business Rules program, the API - Invoice Approvals workflow business rule replaces the Location list with a Liquidations list. This allows a workflow approver to be notified by email or the My Work web part when an invoice liquidates only a contract, only a purchase order, or neither a contract nor a purchase order.

Business rule setup

Process: API ... AP Invoice approvals

Department: ...

Liquidations: Neither a PO nor a Contract

Pay Method: ...

Reason: ...

Approver(s): ...

Role(s): ...

Other Options: ☒ Deliver immediately, ☐ Catchall rule

Group approvers at this step: ☒ First approver can complete this group, ☐ All approvers needed to complete this group

Neither a PO nor a Contract

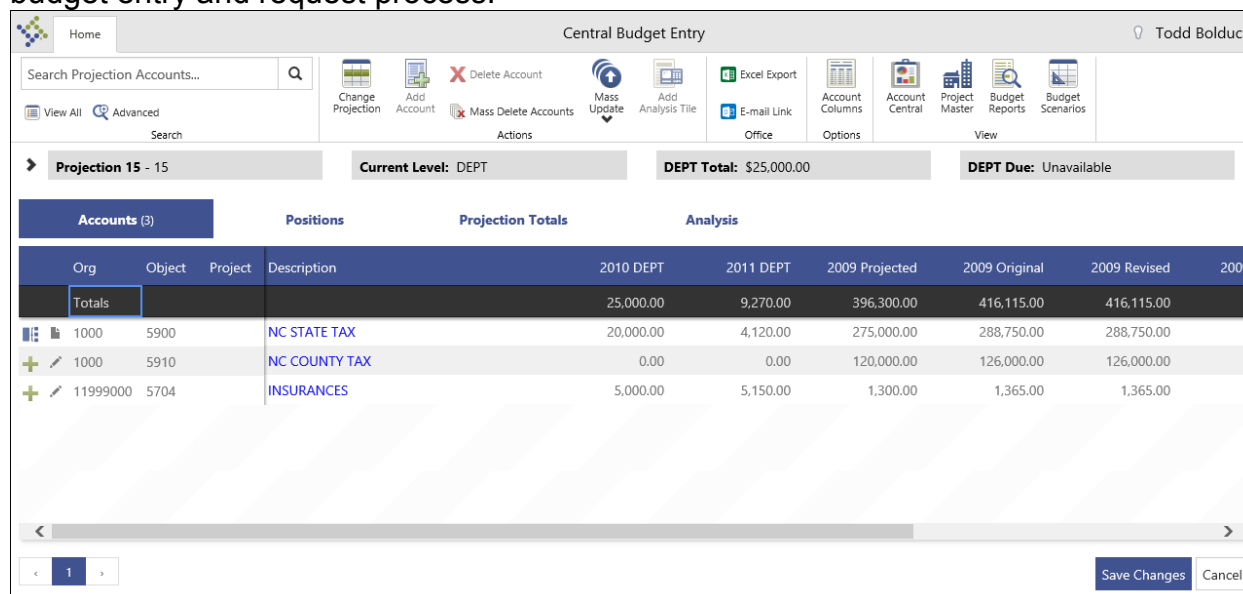
PO liquidation

Contract liquidation

# Budgeting

## Central Budget Entry

The Central Budget Entry program is designed as a consolidated resource for completing the budget entry and request process.

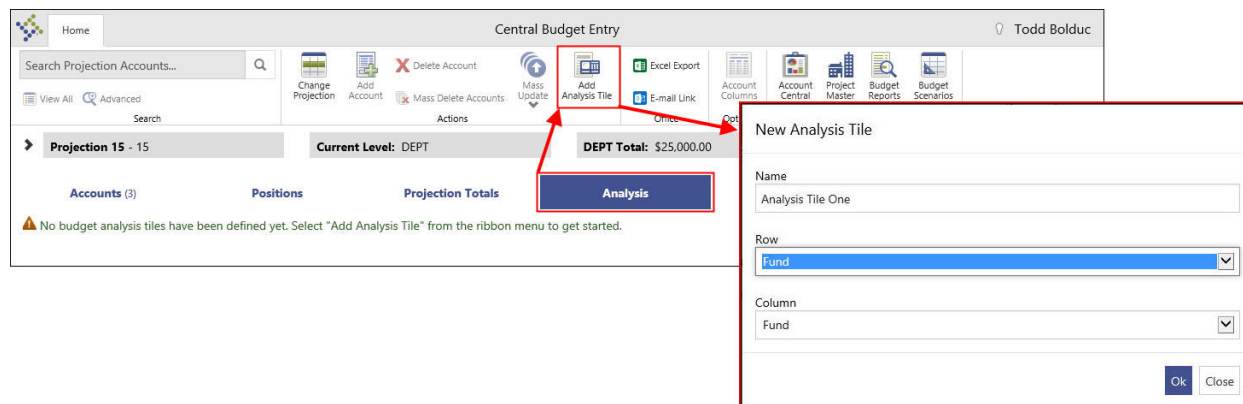


The screenshot shows the Central Budget Entry application interface. At the top, there is a ribbon with various icons for actions like 'Change Projection', 'Add Account', 'Delete Account', 'Mass Delete Accounts', 'Mass Update', 'Add Analysis Tile', 'Excel Export', 'E-mail Link', 'Account Columns', 'Account Central', 'Project Master', 'Budget Reports', and 'Budget Scenarios'. Below the ribbon, there is a search bar and a 'View All' button. The main area displays a table with columns for 'Accounts (3)', 'Positions', 'Projection Totals', and 'Analysis'. The table has rows for 'Org', 'Object', 'Project', 'Description', '2010 DEPT', '2011 DEPT', '2009 Projected', '2009 Original', '2009 Revised', and '2009'. The data shows budget figures for 'NC STATE TAX', 'NC COUNTY TAX', and 'INSURANCES'.

Org	Object	Project	Description	2010 DEPT	2011 DEPT	2009 Projected	2009 Original	2009 Revised	2009
Totals				25,000.00	9,270.00	396,300.00	416,115.00	416,115.00	
1000	5900		NC STATE TAX	20,000.00	4,120.00	275,000.00	288,750.00	288,750.00	
1000	5910		NC COUNTY TAX	0.00	0.00	120,000.00	126,000.00	126,000.00	
11999000	5704		INSURANCES	5,000.00	5,150.00	1,300.00	1,365.00	1,365.00	

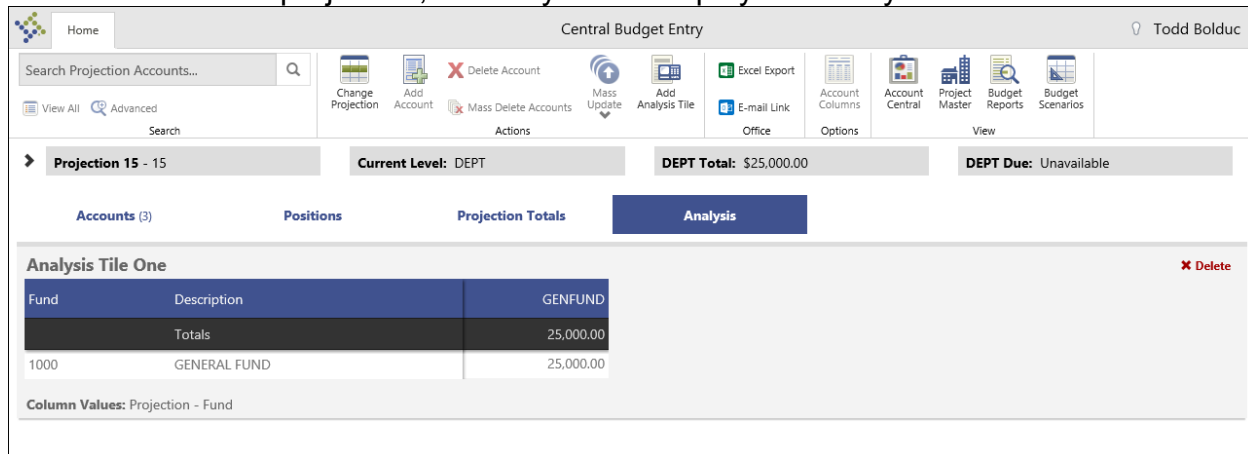
The program allows entry of budget figures by department, and displays those figures by account, project string, employee, or position. The program enforces maximum threshold amounts and budget access dates, and produces department notifications. When the budget amounts are finalized, the Munis budget posting process establishes the original budget.

In addition to budget entry and inquiry processes, the Central Budget Entry program provides an Analysis tab. When this tab is active, the Add Analysis Tile option is active on the ribbon. When you click Add Analysis Tile, the program displays a New Analysis Tile dialog box from which you can define the tile by row and column.



The screenshot shows the Central Budget Entry application interface with the 'Analysis' tab selected. The ribbon has the 'Add Analysis Tile' option highlighted. A dialog box titled 'New Analysis Tile' is open, showing fields for 'Name', 'Row', and 'Column'. The 'Name' field contains 'Analysis Tile One'. The 'Row' dropdown is set to 'Fund'. The 'Column' dropdown is set to 'Fund'. The dialog box has 'Ok' and 'Close' buttons.

Once added to the projection, an analysis tile displays totals by the defined row and column.



Central Budget Entry

Home

Search Projection Accounts...

View All Advanced

Search

Actions

Change Projection Add Account Mass Delete Accounts Mass Update Add Analysis Tile

Excel Export E-mail Link Account Columns Account Central Project Master Budget Reports Budget Scenarios

Office Options View

Projection 15 - 15

Current Level: DEPT

DEPT Total: \$25,000.00

DEPT Due: Unavailable

Accounts (3) Positions Projection Totals Analysis

Analysis Tile One

Fund Description GENFUND

Totals 25,000.00

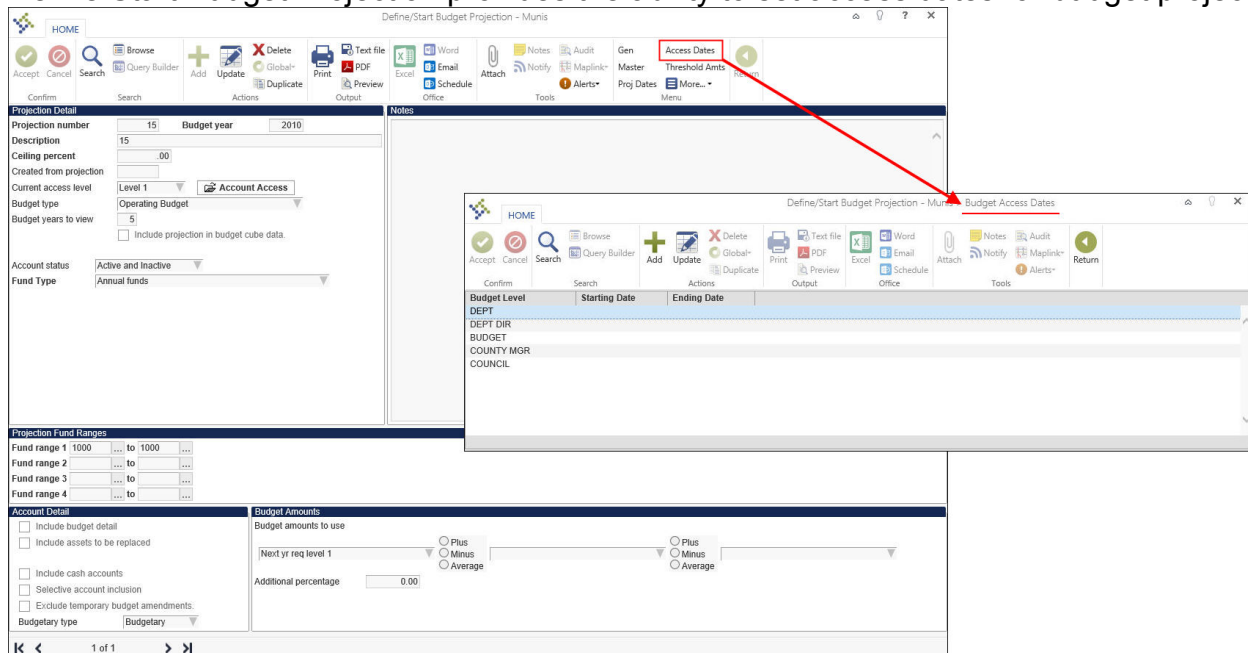
1000 GENERAL FUND 25,000.00

Column Values: Projection - Fund

## Define/Start Budget Projection

### Budget Access Dates

Define/Start Budget Projection provides the ability to set access dates for budget projections.



Define/Start Budget Projection - Munis

HOME

Accept Cancel Search Query Builder Add Update Delete Global- Duplicate Print Text file Word Attach Notes Audit Gen Access Dates Threshold Amts More...\*

Confirm Search Actions Output Office Tools Menu

Projection Detail

Projection number 15 Budget year 2010

Description 15

Ceiling percent .00

Created from projection

Current access level Level 1 Account Access

Budget type Operating Budget

Budget years to view 5

Include projection in budget cube data.

Account status Active and Inactive

Fund Type Annual funds

Projection Fund Ranges

Fund range 1 1000 to 1000

Fund range 2 to to

Fund range 3 to to

Fund range 4 to to

Account Detail

Include budget detail

Include assets to be replaced

Include cash accounts

Selective account inclusion

Exclude temporary budget amendments

Budgetary type Budgetary

Budget Amounts

Budget amounts to use

Next yr req level 1 Plus Minus Average

Additional percentage 0.00

Budget Access Dates

Budget Level Starting Date Ending Date

DEPT

DEPT DIR

BUDGET

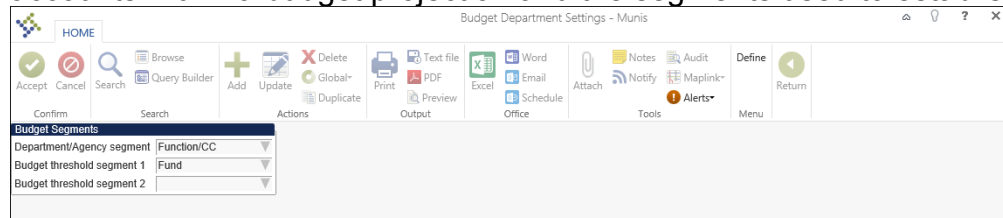
COUNTY MGR

COUNCIL

Click Access Dates to display the Budget Access Dates screen, which contains columns used to define the opening and closing dates for each level of the budget projection. Department budget information can only be entered for a level within the assigned dates. Attempting to enter budget amounts outside of the date range results in an error message.

## Segment Level Budget Thresholds

The Define/Start Budget Projection program provides the ability to define segment-level amount thresholds. To do so, you must first complete the Budget Department Settings program. This program defines the general ledger segment used for locking access to accounts within a budget projection and the segments used to establish budget thresholds.



Budget Department Settings - Munis

HOME | Accept | Cancel | Search | Browse | Query Builder | Add | Update | Delete | Global+ | Duplicate | Print | Text file | PDF | Excel | Word | Email | Attach | Notes | Audit | Define | Return

Confirm | Search | Actions | Output | Office | Tools | Alerts+ | Menu

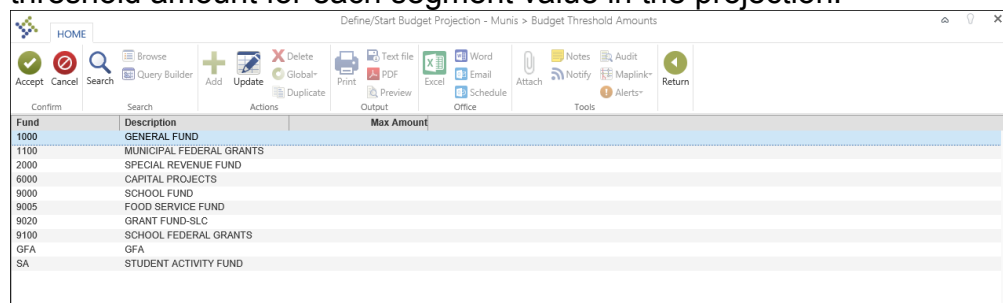
**Budget Segments**

Department/Agency segment: Function/CC

Budget threshold segment 1: Fund

Budget threshold segment 2:

After you define segment values in the Budget Department Settings program, the Define/Start Budget Projection program includes the Threshold Amounts option on the ribbon. Clicking the option displays the Budget Threshold Amounts screen, where you can define the maximum threshold amount for each segment value in the projection.



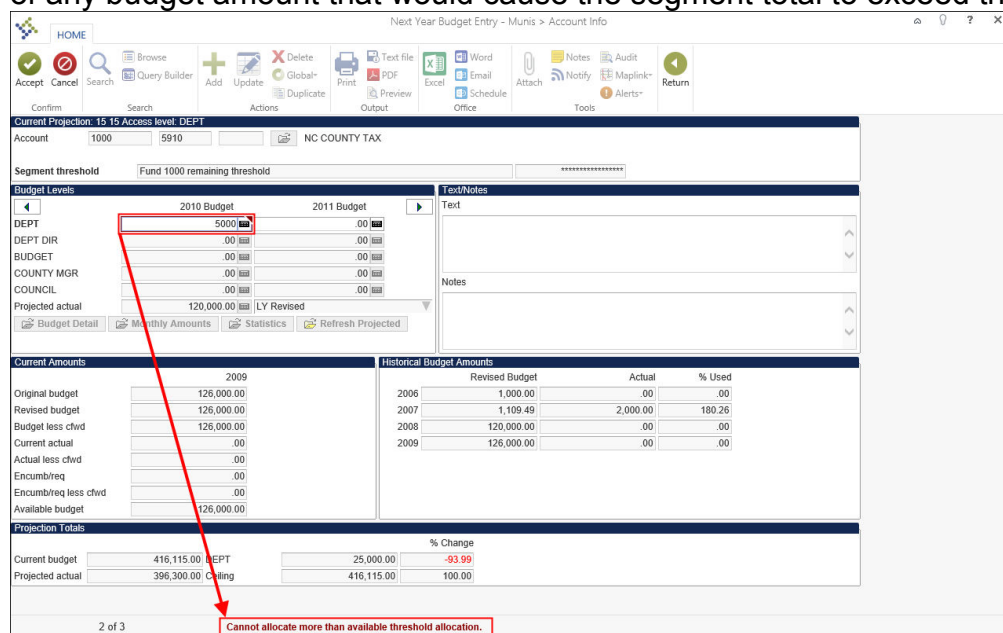
Define/Start Budget Projection - Munis > Budget Threshold Amounts

HOME | Accept | Cancel | Search | Browse | Query Builder | Add | Update | Delete | Global+ | Duplicate | Print | Text file | PDF | Excel | Word | Email | Attach | Notes | Audit | Return

Confirm | Search | Actions | Output | Office | Tools | Alerts+ | Menu

Fund	Description	Max Amount
1000	GENERAL FUND	
1100	MUNICIPAL FEDERAL GRANTS	
2000	SPECIAL REVENUE FUND	
6000	CAPITAL PROJECTS	
9000	SCHOOL FUND	
9005	FOOD SERVICE FUND	
9020	GRANT FUND-SLC	
9100	SCHOOL FEDERAL GRANTS	
GFA	GFA	
SA	STUDENT ACTIVITY FUND	

Once a segment level threshold is defined, the Next Year Budget Entry program prevents entry of any budget amount that would cause the segment total to exceed the assigned threshold.



Next Year Budget Entry - Munis > Account Info

HOME | Accept | Cancel | Search | Browse | Query Builder | Add | Update | Delete | Global+ | Duplicate | Print | Text file | PDF | Excel | Word | Email | Attach | Notes | Audit | Return

Confirm | Search | Actions | Output | Office | Tools | Alerts+ | Menu

Current Projection: 15.15 Access level: DEPT

Account: 1000 5910 NC COUNTY TAX

Segment threshold: Fund 1000 remaining threshold

**Budget Levels**

	2010 Budget	2011 Budget
DEPT	5000	.00
DEPT DIR	.00	.00
BUDGET	.00	.00
COUNTY MGR	.00	.00
COUNCIL	.00	.00
Projected actual	120,000.00	LY Revised

Projected actual: 120,000.00 LY Revised

**Current Amounts**

	2009
Original budget	126,000.00
Revised budget	126,000.00
Budget less chvd	126,000.00
Current actual	.00
Actual less chvd	.00
Encumb/req	.00
Encumb/req less chvd	.00
Available budget	126,000.00

**Historical Budget Amounts**

	Revised Budget	Actual	% Used
2006	1,000.00	.00	.00
2007	1,109.49	2,000.00	180.26
2008	120,000.00	.00	.00
2009	126,000.00	.00	.00

**Projection Totals**

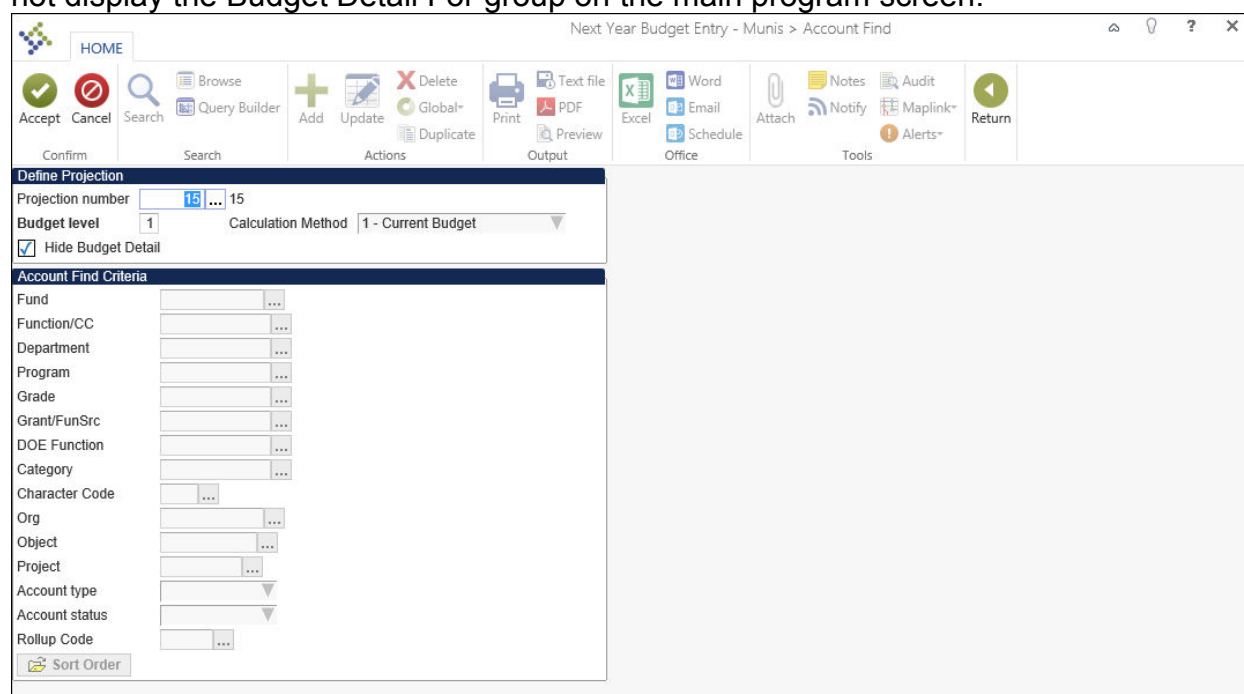
	Current budget	Projected actual	% Change
DEPT	416,115.00	25,000.00	-93.99
Council	396,300.00	416,115.00	100.00

2 of 3

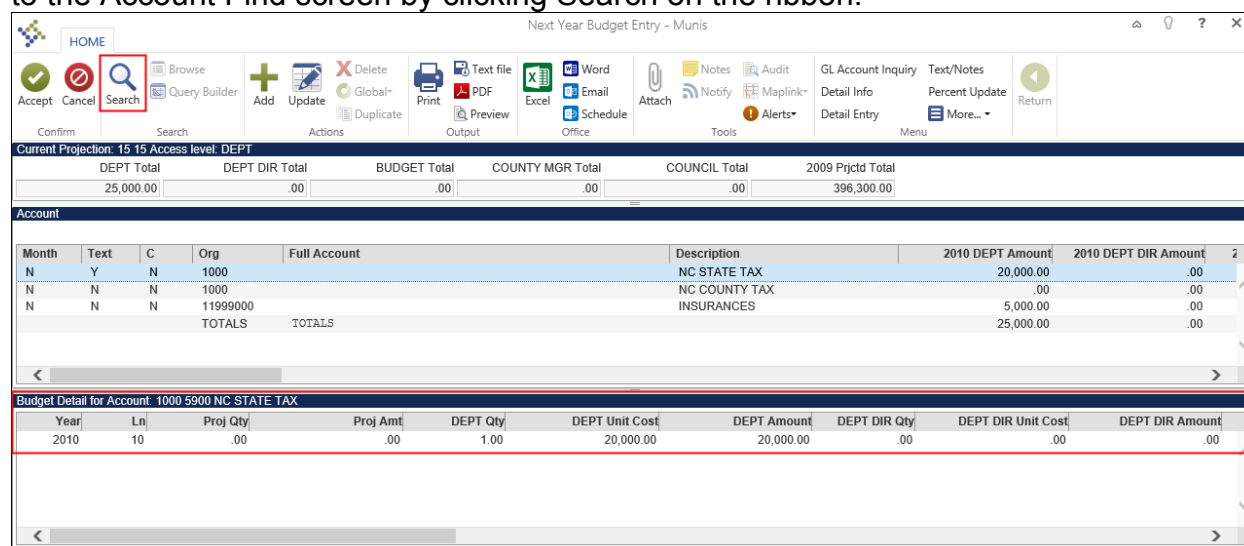
Cannot allocate more than available threshold allocation.

## Next Year Budget Entry

The Next Year Budget Entry program is revised to streamline the budget entry process. The program opens to the Account Find screen, where you must enter a projection number, budget level, and account segments. Select the Hide Budget Detail check box to direct the program to not display the Budget Detail For group on the main program screen.



After you complete the Account Find screen, the program displays the main Next Year Budget Screen. The Change Projection option is replaced by the Account Find screen. You can return to the Account Find screen by clicking Search on the ribbon.



DEPT Total	DEPT DIR Total	BUDGET Total	COUNTY MGR Total	COUNCIL Total	2009 Projtd Total
25,000.00	.00	.00	.00	.00	396,300.00

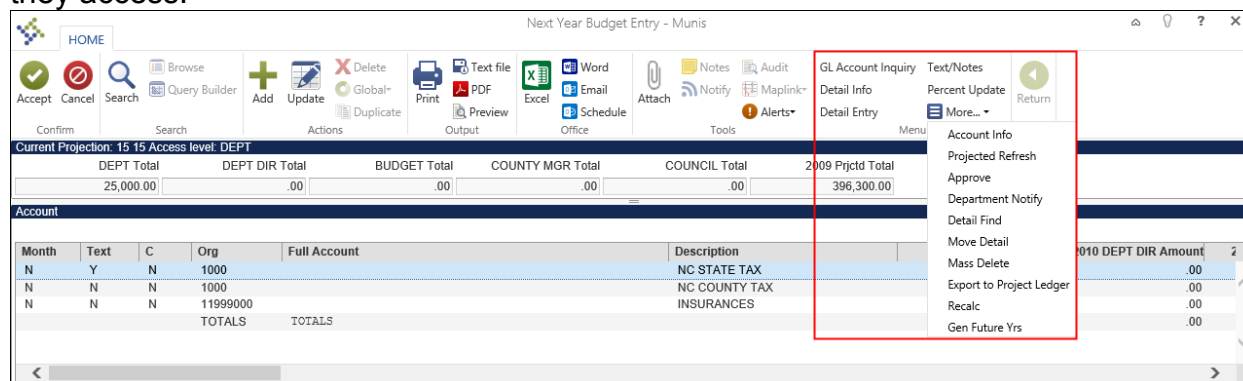
  

Month	Text	C	Org	Full Account	Description	2010 DEPT Amount	2010 DEPT DIR Amount
N	Y	N	1000		NC STATE TAX	20,000.00	.00
N	N	N	1000		NC COUNTY TAX	.00	.00
N	N	N	11999000		INSURANCES	5,000.00	.00
TOTALS						25,000.00	.00

Year	Ln	Proj Qty	Proj Amt	DEPT Qty	DEPT Unit Cost	DEPT Amount	DEPT DIR Qty	DEPT DIR Unit Cost	DEPT DIR Amount
2010	10	.00	.00	1.00	20,000.00	20,000.00	.00	.00	.00

The ribbon options in the Menu group are revised to more accurately describe the screens they access.



Next Year Budget Entry - Munis

HOME

Confirm: Accept, Cancel, Search

Search: Query Builder

Actions: Add, Update, Delete, Global, Duplicate

Output: Print, Text file, PDF, Preview

Office: Word, Excel, Email, Schedule

Tools: Attach, Notes, Audit, Notify, Maplink, Alerts

Menu: GL Account Inquiry, Text/Notes, Detail Info, Percent Update, Detail Entry, More...

More... Menu: Account Info, Projected Refresh, Approve, Department Notify, Detail Find, Move Detail, Mass Delete, Export to Project Ledger, Recalc, Gen Future Yrs

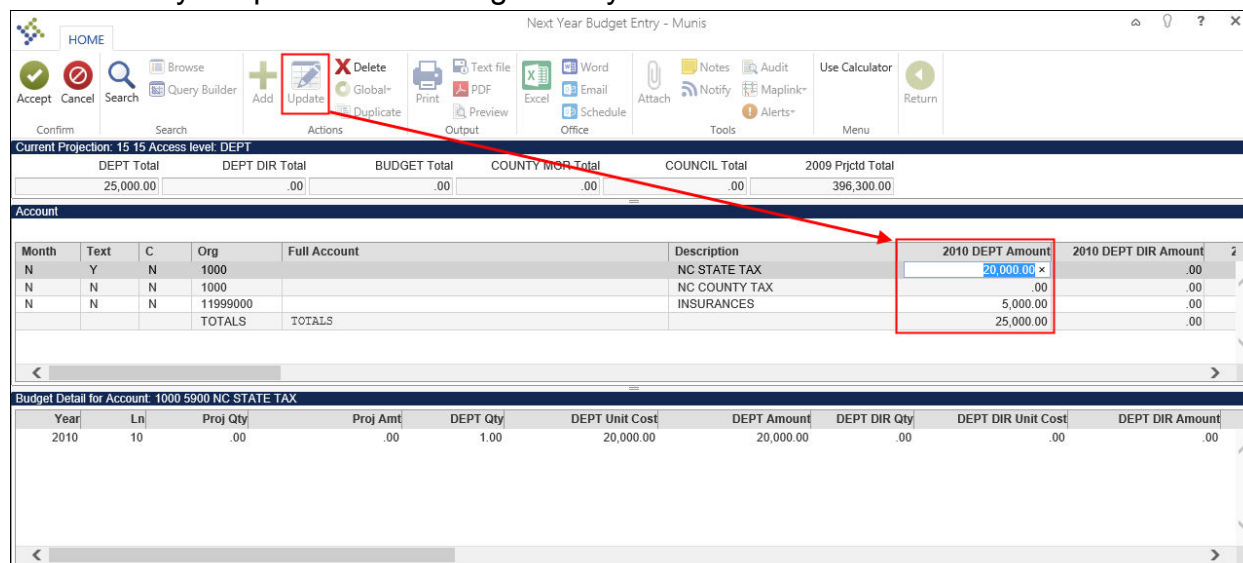
Current Projection: 15 15 Access level: DEPT

DEPT Total	DEPT DIR Total	BUDGET Total	COUNTY MGR Total	COUNCIL Total	2009 Projtd Total
25,000.00	.00	.00	.00	.00	396,300.00

Account

Month	Text	C	Org	Full Account	Description	2010 DEPT DIR Amount	2
N	Y	N	1000		NC STATE TAX	.00	
N	N	N	1000		NC COUNTY TAX	.00	
N	N	N	11999000		INSURANCES	.00	
TOTALS				TOTALS		.00	

To update budget amounts on the main program screen, click Update on the ribbon, and then enter budget amounts in the columns. Your ability to enter and revise budget amounts is controlled by the permissions assigned to your user role.



Next Year Budget Entry - Munis

HOME

Confirm: Accept, Cancel, Search

Search: Query Builder

Actions: Add, Update, Delete, Global, Duplicate

Output: Print, Text file, PDF, Preview

Office: Word, Excel, Email, Schedule

Tools: Attach, Notes, Audit, Notify, Maplink, Alerts

Menu: GL Account Inquiry, Text/Notes, Detail Info, Percent Update, Detail Entry, More...

More... Menu: Account Info, Projected Refresh, Approve, Department Notify, Detail Find, Move Detail, Mass Delete, Export to Project Ledger, Recalc, Gen Future Yrs

Current Projection: 15 15 Access level: DEPT

DEPT Total	DEPT DIR Total	BUDGET Total	COUNTY MGR Total	COUNCIL Total	2009 Projtd Total
25,000.00	.00	.00	.00	.00	396,300.00

Account

Month	Text	C	Org	Full Account	Description	2010 DEPT Amount	2010 DEPT DIR Amount	2
N	Y	N	1000		NC STATE TAX	20,000.00	.00	
N	N	N	1000		NC COUNTY TAX	.00	.00	
N	N	N	11999000		INSURANCES	5,000.00	.00	
TOTALS				TOTALS		25,000.00	.00	

Budget Detail for Account: 1000 5900 NC STATE TAX

Year	Ln	Proj Qty	Proj Amt	DEPT Qty	DEPT Unit Cost	DEPT Amount	DEPT DIR Qty	DEPT DIR Unit Cost	DEPT DIR Amount
2010	10	.00	.00	1.00	20,000.00	20,000.00	.00	.00	.00

The Detail Info screen is redesigned to more clearly present amounts and information, as well as to improve the speed of budget entry. When amounts are entered at the detail or monthly level, the Next Year Budget Entry program does not allow further updates at the amount level. If you attempt to update at the account level when detail or monthly amounts exist, the



program displays an error message.

Next Year Budget Entry - Munis > Detail Info

HOME

Accept Cancel Search Query Builder Add Update Delete Global\* Duplicate Print PDF Excel Word Email Attach Notes Audit Approve Return

Confirm Search Actions Output Preview Schedule Office Tools Alerts+ Menu

Current Projection: 15 15 Access level: DEPT

Account 1000 ... 5900 ... NC STATE TAX

Project Account

**Requested**

Year 2010

Line 10

Per/Seq 000

New item in existing program

☐ Is this a 1-time expenditure or revenue?

☐ Priority item

Request group

User-defined

Approval Status

Quantity 1.00

Unit cost 20,000.00

Total 20,000.00

**Requested**

Description

Justification

**Position**

Job Class

Group

Grade/Step 0

Location

Position 1

Employee Number 0

Benefit/Deduction 0

Payroll Projection

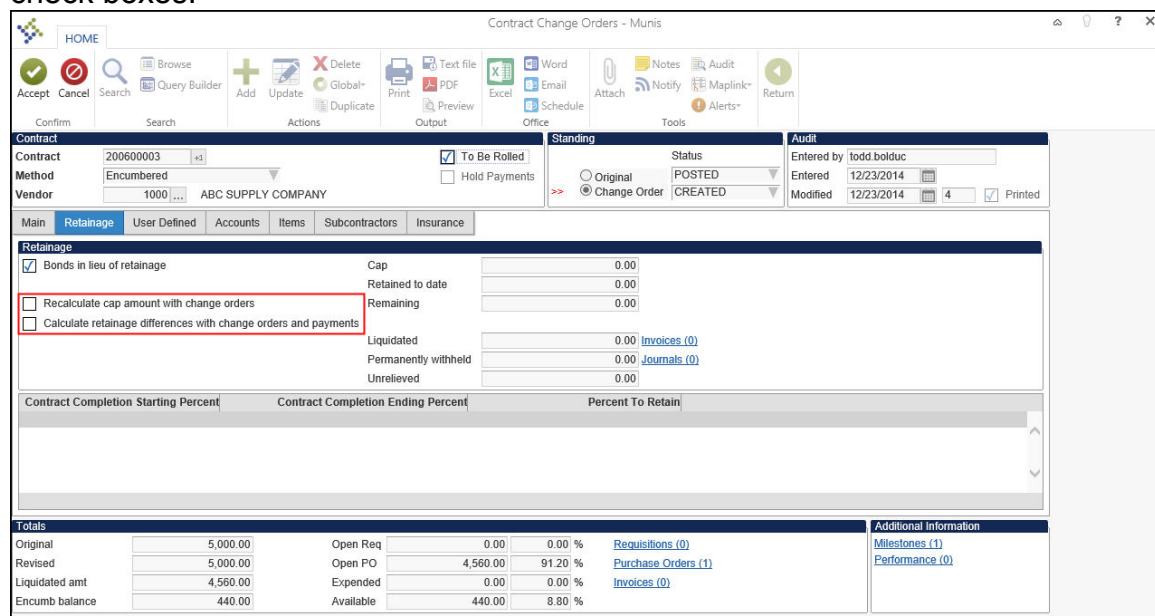
**Totals**

	Qty	Amount	Account totals
DEPT	1.00	20,000.00	20,000.00
DEPT DIR	.00	.00	.00
BUDGET	.00	.00	.00
COUNTY MGR	.00	.00	.00
COUNCIL	.00	.00	.00
Projected actual	.00	.00	.00

# Contract Management

## Contract Change Orders

The Recalculate Cap and Retainage Differences with Change Orders and Payments check box in Contract Entry and Contract Change Orders is replaced by the Recalculate Cap Amount with Change Orders, and Calculate Retainage Differences with Change Orders and Payments check boxes.

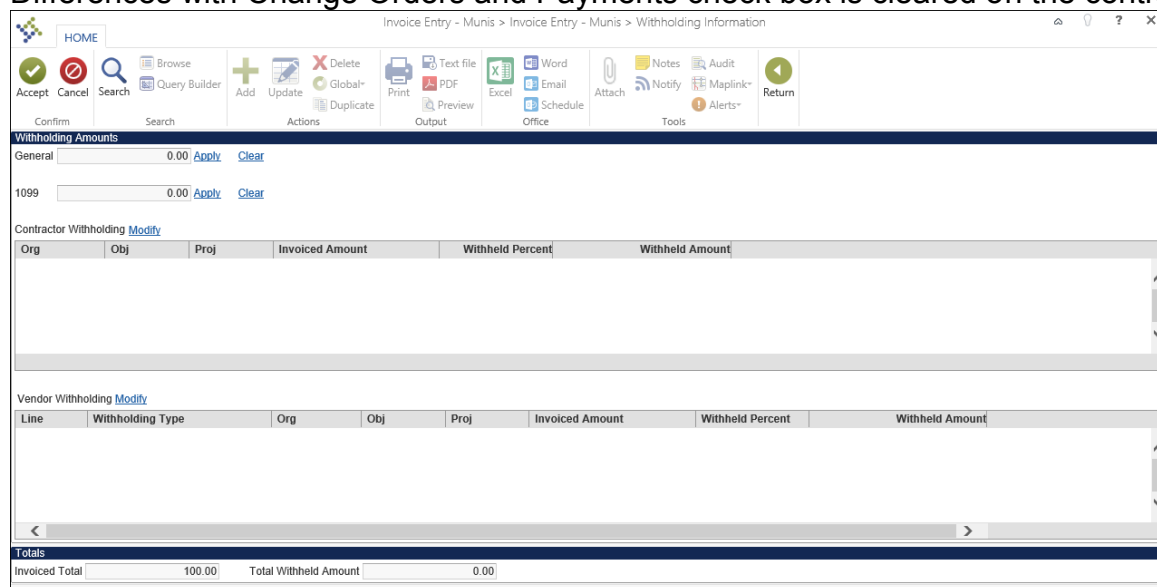


Contract Change Orders - Munis																							
<b>Contract</b> Contract: 200600003 Method: Encumbered Vendor: 1000 ABC SUPPLY COMPANY		<b>Standing</b> <input checked="" type="checkbox"/> To Be Rolled <input type="checkbox"/> Hold Payments																					
<b>Retainage</b> <input checked="" type="checkbox"/> Bonds in lieu of retainage <input type="checkbox"/> Recalculate cap amount with change orders <input type="checkbox"/> Calculate retainage differences with change orders and payments		<b>Audit</b> Status: POSTED Entered by: todd.bolduc Entered: 12/23/2014 Modified: 12/23/2014 4:00 PM																					
<table border="1"> <thead> <tr> <th>Retainage</th> <th>Cap</th> <th>Retained to date</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Liquidated</td> <td>0.00</td> <td></td> <td><a href="#">Invoices (0)</a></td> </tr> <tr> <td>Permanently withheld</td> <td>0.00</td> <td></td> <td><a href="#">Journals (0)</a></td> </tr> <tr> <td>Unrelieved</td> <td>0.00</td> <td></td> <td></td> </tr> </tbody> </table>				Retainage	Cap	Retained to date	Remaining		0.00	0.00	0.00	Liquidated	0.00		<a href="#">Invoices (0)</a>	Permanently withheld	0.00		<a href="#">Journals (0)</a>	Unrelieved	0.00		
Retainage	Cap	Retained to date	Remaining																				
	0.00	0.00	0.00																				
Liquidated	0.00		<a href="#">Invoices (0)</a>																				
Permanently withheld	0.00		<a href="#">Journals (0)</a>																				
Unrelieved	0.00																						
<table border="1"> <thead> <tr> <th>Totals</th> <th>Original</th> <th>Revised</th> <th>Liquidated amt</th> <th>Encumb balance</th> </tr> </thead> <tbody> <tr> <td></td> <td>5,000.00</td> <td>5,000.00</td> <td>4,560.00</td> <td>440.00</td> </tr> </tbody> </table>				Totals	Original	Revised	Liquidated amt	Encumb balance		5,000.00	5,000.00	4,560.00	440.00										
Totals	Original	Revised	Liquidated amt	Encumb balance																			
	5,000.00	5,000.00	4,560.00	440.00																			

Selecting Recalculate Cap Amount with Change Orders directs the program to reset the cap amount when amounts are increased or decreased using a change order. Selecting Calculate Retainage Differences with Change Orders and Payments directs the program to remedy missed or overpaid amounts when change orders are posted to a contract. Over or under amounts are applied on the next accounts payable invoice to the contractor.

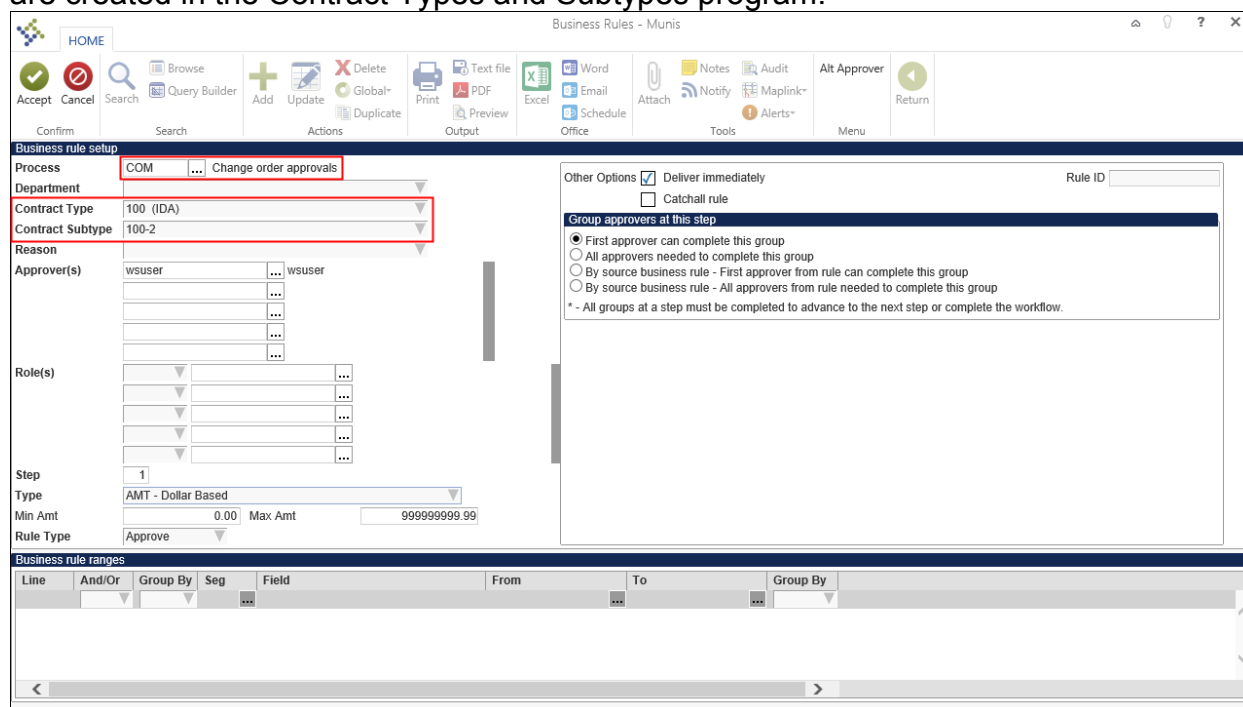
The Withholding Information screen in the Invoice Entry and Modify Invoices programs displays contract retainage by project string and general ledger account combination. The amounts can be manually increased or decreased when the Recalculate Retainage

Differences with Change Orders and Payments check box is cleared on the contract record.



## Contract Workflow

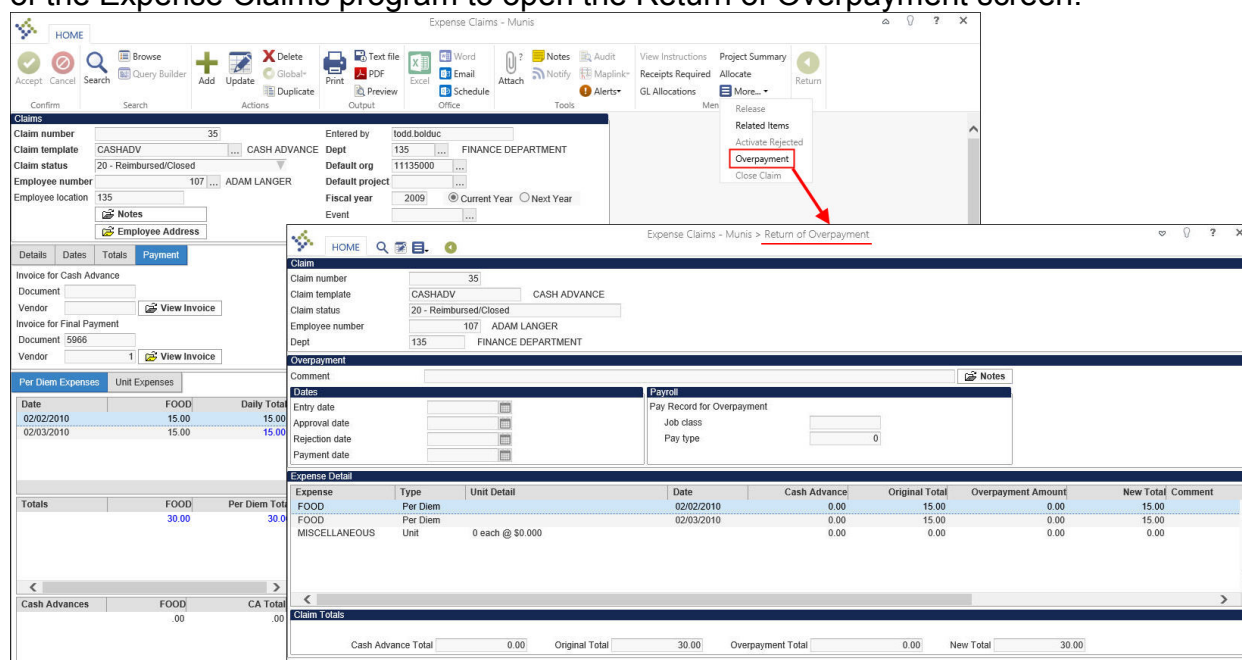
The COE – Contract Approvals and COM – Change Order Approvals workflow business rules route workflow based on contract types and subtypes. When you create or update a COE or COM business rule, the Location and Group BU lists are replaced with Contract Type and Contract Subtype lists from which you can select type codes. Contract type and subtype codes are created in the Contract Types and Subtypes program.



# Employee Expense

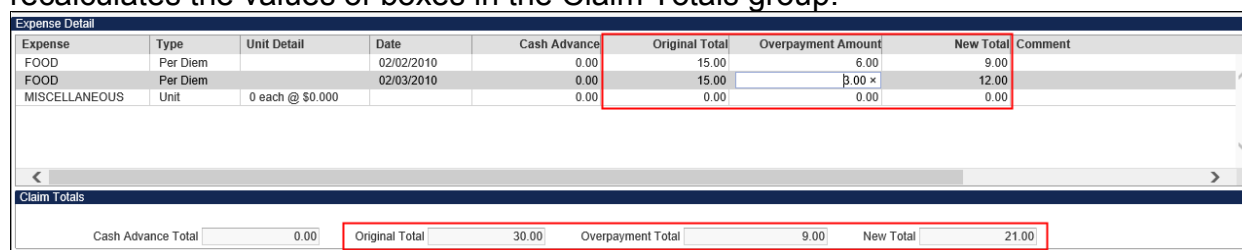
## Expense Claims

The Expense Claims program processes overpayments made to employee expense claims. Overpayments are processed after the claim is fully reimbursed and in status 20– Reimbursed/Closed. Once a claim has achieved this status, click Overpayment on the ribbon of the Expense Claims program to open the Return of Overpayment screen.



The screenshot shows the 'Expense Claims - Munis' application. The 'Return of Overpayment' screen is displayed, showing claim details for claim number 35, claim template CASHADV, and claim status 20 - Reimbursed/Closed. The employee is ADAM LANGER. The 'Overpayment' tab is active, showing a table for 'Expense Detail' with columns for Expense, Type, Unit Detail, Date, Cash Advance, Original Total, Overpayment Amount, New Total, and Comment. The table shows three rows: FOOD (Per Diem, 02/02/2010, 0.00, 15.00, 0.00, 15.00), FOOD (Per Diem, 02/03/2010, 0.00, 15.00, 0.00, 15.00), and MISCELLANEOUS (Unit, 0 each @ \$0.00, 0.00, 0.00, 0.00, 0.00). The 'Claim Totals' section at the bottom shows Cash Advance Total 0.00, Original Total 30.00, Overpayment Total 0.00, and New Total 30.00.

The Return of Overpayment screen provides the fields necessary for completing the overpayment. Enter the amount of overpayment for each line on the claim in the Expense Detail group. The program automatically updates the New Total column for each claim, and recalculates the values of boxes in the Claim Totals group.



The screenshot shows the 'Expense Detail' table with the following data:

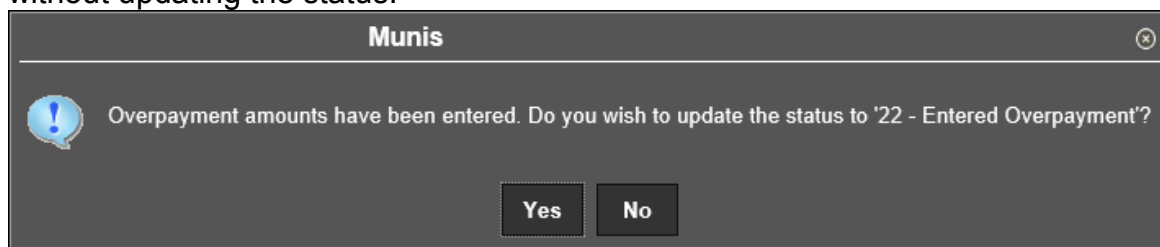
Expense	Type	Unit Detail	Date	Cash Advance	Original Total	Overpayment Amount	New Total	Comment
FOOD	Per Diem		02/02/2010	0.00	15.00	6.00	9.00	
FOOD	Per Diem		02/03/2010	0.00	15.00	3.00	12.00	
MISCELLANEOUS	Unit	0 each @ \$0.00		0.00	0.00	0.00	0.00	

The 'Claim Totals' section at the bottom shows the updated values:

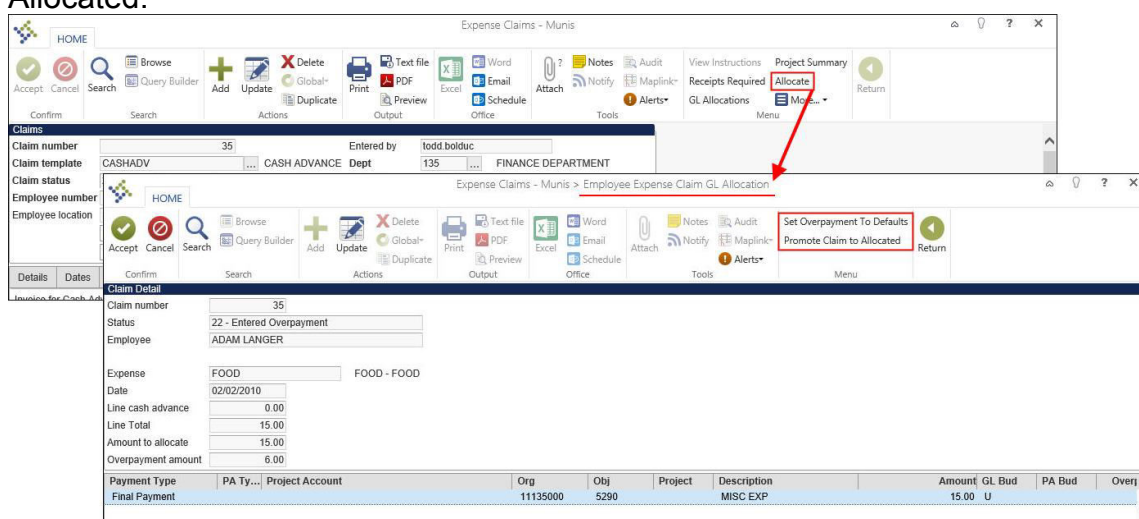
Cash Advance Total	Original Total	Overpayment Total	New Total
0.00	30.00	9.00	21.00

After you complete the Return of Overpayment screen and click Accept, the program displays a confirmation message that queries whether to update the claim to a status of 22 – Entered Overpayment. If you click No, the program returns to the Return of Overpayment screen

without updating the status.

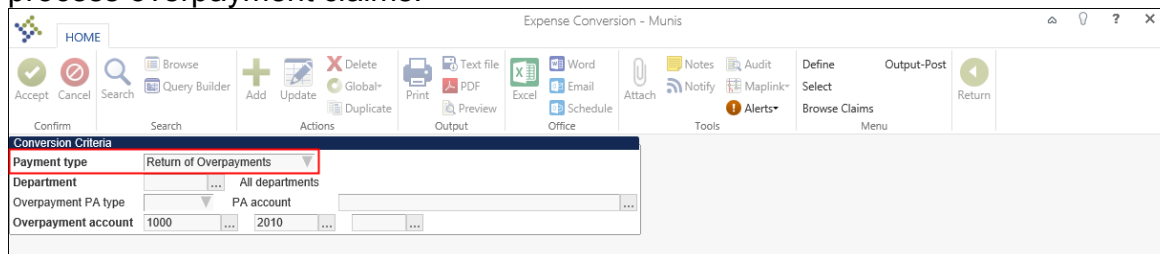


Confirm the update and then click Return to return to the Expense Claims program. Clicking Allocate on the ribbon opens the Employee Expense Claim GL Allocation screen, where you can update the allocation accounts for the claim lines, and then update the claim status to Allocated.



After the claim is allocated, the Expense Claims program displays a status of 24 – Allocated Overpayment. Click Release on the ribbon to release the claim for approval. Return of overpayment claims are controlled by the EEO – Claim Return of Overpayment workflow business rule. Once approved by a workflow approver, the claim is given a status of 28 – Approved for Overpayment. If the EEO business rule is not set up by your organization, the return is automatically approved and updated.

In order to complete the return of overpayment process, open the Expense Conversion program. The Payment Type list includes a Return of Overpayment type. Select this type to process overpayment claims.



Once the returns of overpayment claims are processed, the Expense Conversion program displays a list of the general journal entries and accounts payable invoices it has generated. These records must be manually posted in the appropriate Munis programs to complete the return process. Each claim is updated to a status of 30 – Reimbursed with Overpayment. You cannot process additional overpayments against claims of this type.

Expense Conversion - Munis > General Journals Created - These Must Be Posted Manually.

HOME

Accept Cancel Search Browse Add Update Delete Global Print Text file Word Excel Notes Audit Show/Hide Cols Return

Confirm Search Actions Output Preview Email Schedule Office Tools Alerts Menu Customize Screen Form

Claim Number	Claim Template	Employee	Overpayment Amount	Journal Year	Journal Period	Journal Number
35	CASH ADVANCE	ADAM LANGER	9.00	2009	12	47

Search / Filter

Record

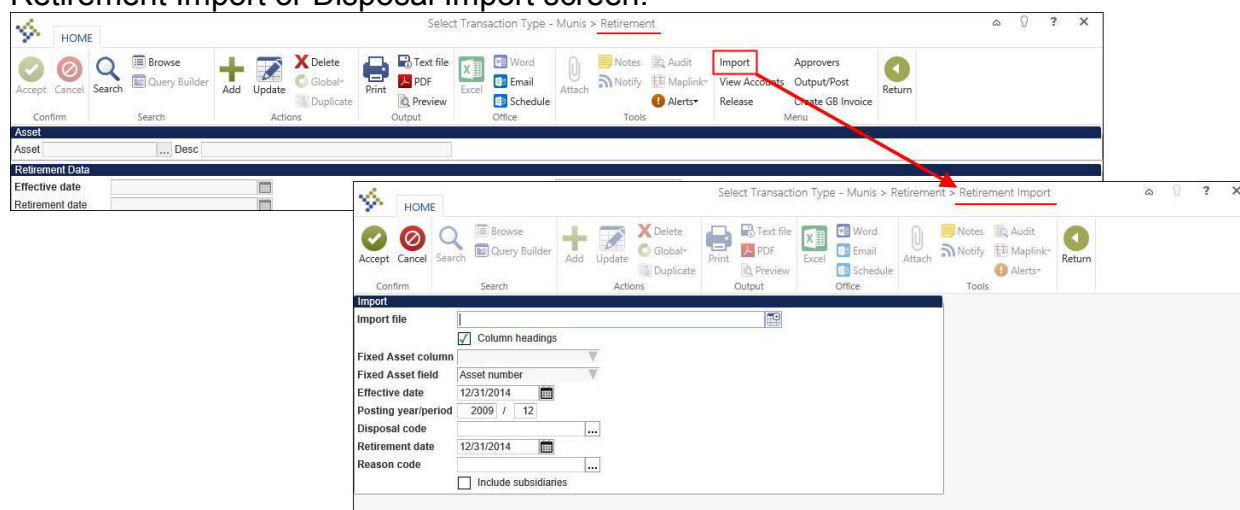
1 of 1

# Fixed Assets

## Fixed Asset Transaction Entry Post

In the Fixed Asset Transaction Entry Post program, you can retire or dispose of multiple asset records at one time using an import file. This Excel import file must include a column that contains the asset numbers to retire or dispose.

After you have created the import file, open the Fixed Asset Transaction Entry Post program and select either the Retirement or Disposal transaction type. Both the Retirements and Disposal screens provide an Import option on the ribbon. Click this option to open the Retirement Import or Disposal Import screen.



The import screen defines the file and data to import, as well as the information for the supporting journal entries. If you select the Include Subsidiaries check box, all subsidiary assets for each asset on the import file are also disposed of or retired. These subsidiary assets are not required to be included in the import file in order to be retired or disposed.

The program produces an error report if any of the assets on the import file could not be processed, such as when the asset number on the file does not exist in Munis or a pending transaction already exists for the asset.

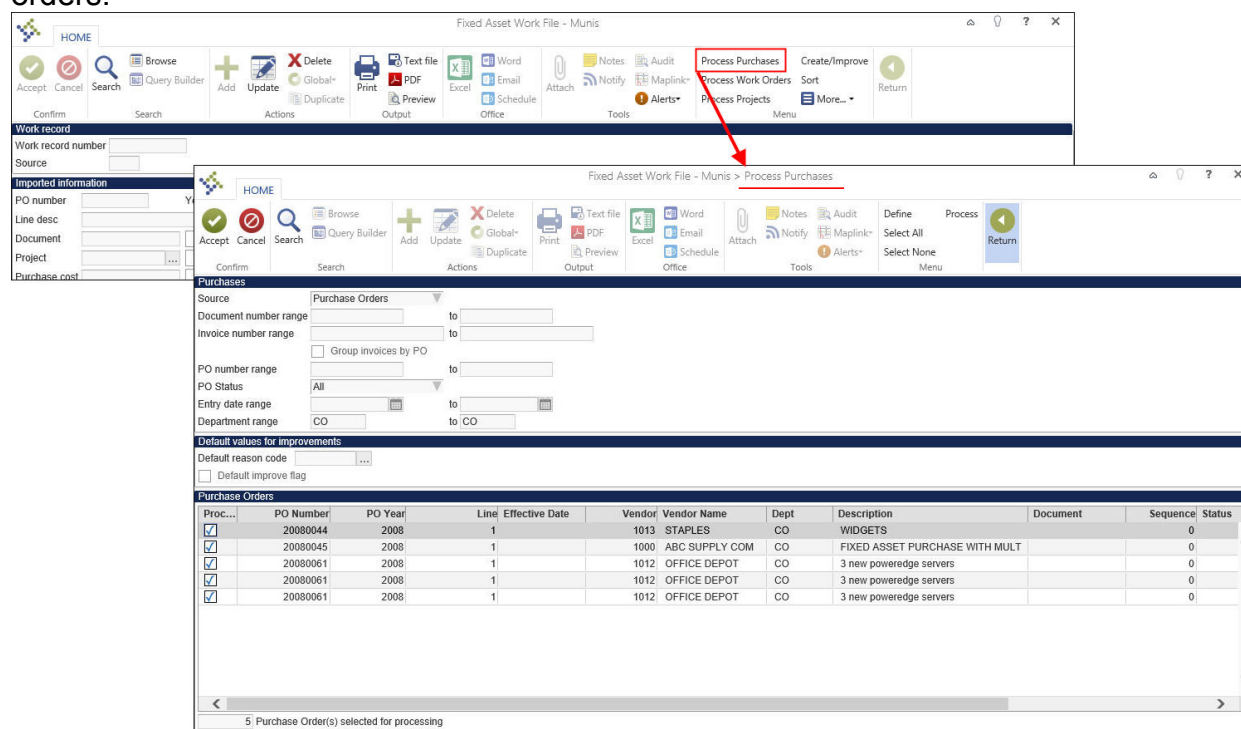
12/31/2014 12:43 todd.bolduc		MUNIS Retirement Import Error Report	munis a tyler erp solution		P faentpet	1
Asset Number	Error					
100	Asset does not exist or a permission restriction exists.					
10001	Asset does not exist or a permission restriction exists.					
40	Asset does not exist or a permission restriction exists.					
1	Asset does not exist or a permission restriction exists.					
2	A transaction already exists for this asset.					
3	Asset does not exist or a permission restriction exists.					
** END OF REPORT - Generated by Todd Bolduc **						



After you complete the import process, the transactions must be released to your organization's workflow system, and then posted using the Fixed Asset Transaction Entry Post program.

## Fixed Asset Work File

The PO Import and Invoice Import ribbon options have been removed from the Fixed Asset Work File program. They are replaced by the Process Purchases option. Clicking this option opens the Process Purchases screen from which you can process both invoices and purchase orders.



Fixed Asset Work File - Munis

Process Purchases

Process Work Orders

Process Projects

Create/Improve

Sort

More...

Return

Work record

Work record number

Source

Imported information

PO number

Line desc

Document

Project

Purchase cost

Purchases

Source

Document number range

Invoice number range

PO number range

PO Status

Entry date range

Department range

Default values for improvements

Default reason code

Default improve flag

Purchase Orders

Proc...	PO Number	PO Year	Line	Effective Date	Vendor	Vendor Name	Dept	Description	Document	Sequence	Status
<input checked="" type="checkbox"/>	20080044	2008	1		1013	STAPLES	CO	WIDGETS		0	
<input checked="" type="checkbox"/>	20080045	2008	1		1000	ABC SUPPLY COM	CO	FIXED ASSET PURCHASE WITH MULT		0	
<input checked="" type="checkbox"/>	20080061	2008	1		1012	OFFICE DEPOT	CO	3 new poweredge servers		0	
<input checked="" type="checkbox"/>	20080061	2008	1		1012	OFFICE DEPOT	CO	3 new poweredge servers		0	
<input checked="" type="checkbox"/>	20080061	2008	1		1012	OFFICE DEPOT	CO	3 new poweredge servers		0	

5 Purchase Order(s) selected for processing

In addition, the WO Import ribbon option in Fixed Asset Work File has been renamed as Process Work Orders. Project Import is renamed as Process Projects. The Process ribbon option has been renamed as Create/Improve. The functionality of these options is unchanged.

# General Ledger

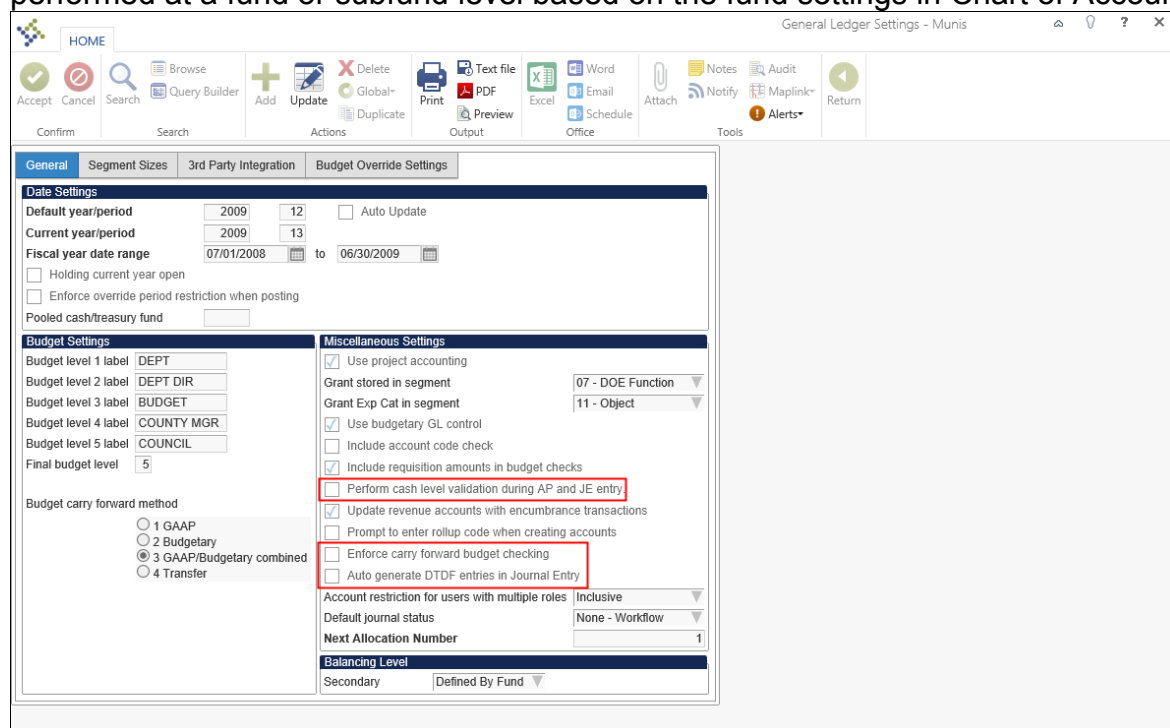
## General Ledger Settings

The General Ledger Settings program includes the Auto Generate DTDF Entries in Journal Entry, Enforce Carry Forward Budget Checking, and Perform Cash Level Validation During AP and JE Entry check boxes.

When your organization selects the Auto Generate DTDF Entries in Journal Entry check box, journal entries do not encounter a journal out of balance error when the journals will be automatically balanced using DTDF entries. In addition, if your user role does not permit you to post out of balance journals, you can still post unbalanced journals that will be balanced by DTDF entries. You cannot modify the automatically created DTDF lines on a journal.

The value of the Enforce Carry Forward Budget Checking check box determines whether carryforward budget checking is enforced during the creation of both purchase orders and invoices. The default value of the check box is not selected.

Selecting the Perform Cash Level Validation During AP and JE Entry check box causes Munis programs to verify cash levels at the time a record is entered. If the cash level is insufficient, and you do not have override permissions, the program does not allow the record to be completed. Override permissions are assigned in General Ledger Roles. Verification can be performed at a fund or subfund level based on the fund settings in Chart of Account Segments.



General Ledger Settings - Munis

HOME

Accept Cancel Search Query Builder Add Update Global Duplicate Print PDF Excel Word Email Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

General Segment Sizes 3rd Party Integration Budget Override Settings

**Date Settings**

Default year/period 2009 12 Auto Update

Current year/period 2009 13

Fiscal year date range 07/01/2008 to 06/30/2009

☐ 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

☐ Include account code check

☒ Include requisition amounts in budget checks

☐ Perform cash level validation during AP and JE entry

☒ Update revenue accounts with encumbrance transactions

☐ Prompt to enter rollover code when creating accounts

☐ Enforce carry forward budget checking

☐ Auto generate DTDF entries in Journal Entry

Account restriction for users with multiple roles Inclusive

Default journal status None - Workflow

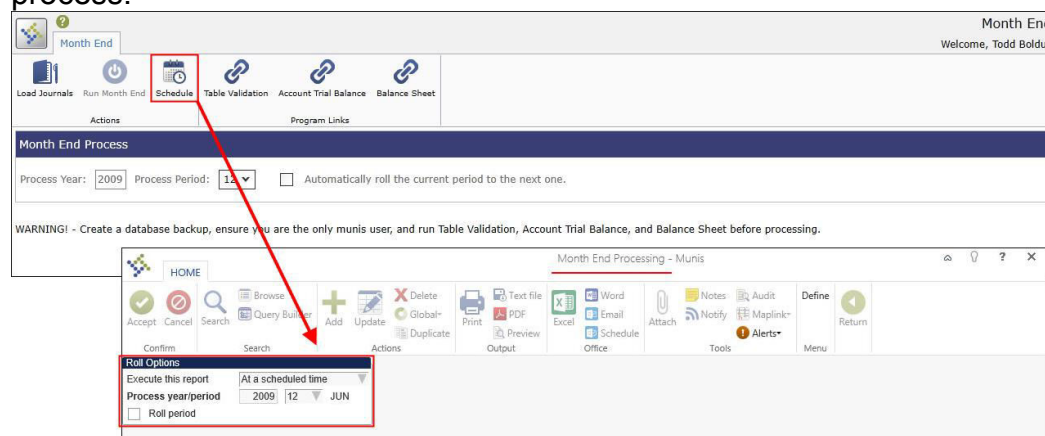
Next Allocation Number 1

**Balancing Level**

Secondary Defined By Fund

## Month End Processing

The Month End Processing program includes the option to complete processing using Munis Scheduler. To do so, open the program and click Schedule on the ribbon. This displays the Roll Options screen where you can define the parameters for scheduling the month end process.



The screenshot shows the 'Month End' application window. The 'Schedule' button on the ribbon is highlighted with a red box. A red arrow points from this button to the 'Roll Options' dialog box. The 'Roll Options' dialog box has the following fields:

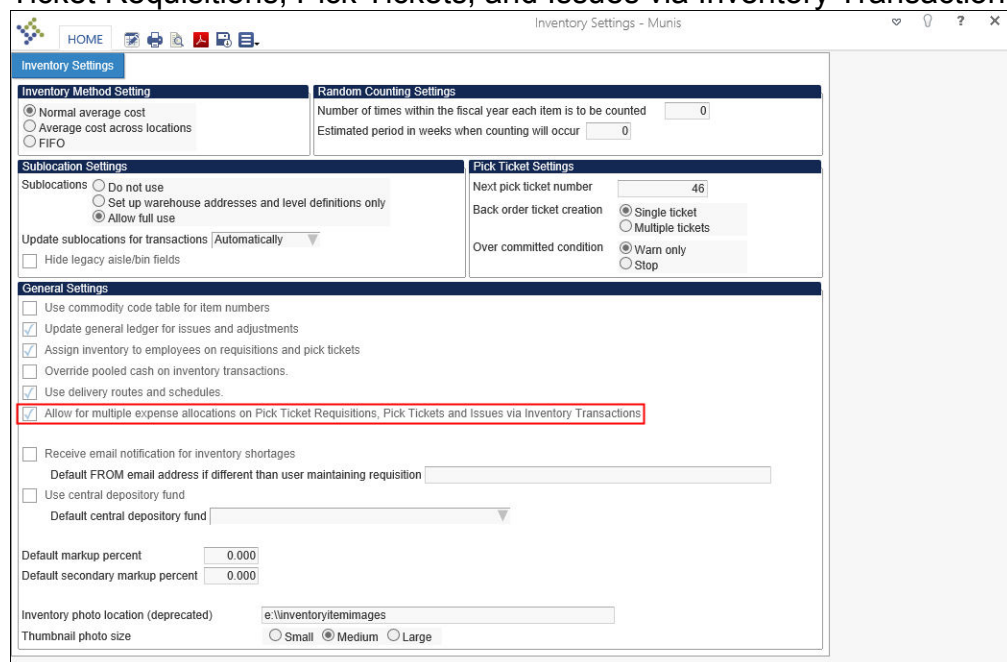
- Execute this report:** At a scheduled time
- Process year/period:** 2009 | 12 | JUN
- Roll period:** ☐

Below the 'Roll Options' dialog box, there is a 'WARNING!' message: "Create a database backup, ensure you are the only munis user, and run Table Validation, Account Trial Balance, and Balance Sheet before processing."

# Inventory

## Inventory Settings

The Inventory Settings program contains an Allow for Multiple Expense Allocations on Pick Ticket Requisitions, Pick Tickets, and Issues via Inventory Transactions check box.



Inventory Settings - Munis

**Inventory Method Setting**

☒ Normal average cost  
☐ Average cost across locations  
☐ FIFO

**Random Counting Settings**

Number of times within the fiscal year each item is to be counted: 0  
 Estimated period in weeks when counting will occur: 0

**Sublocation Settings**

Sublocations: ☐ Do not use  
☐ Set up warehouse addresses and level definitions only  
☒ Allow full use  
 Update sublocations for transactions: Automatically  
☐ Hide legacy aisle/bin fields

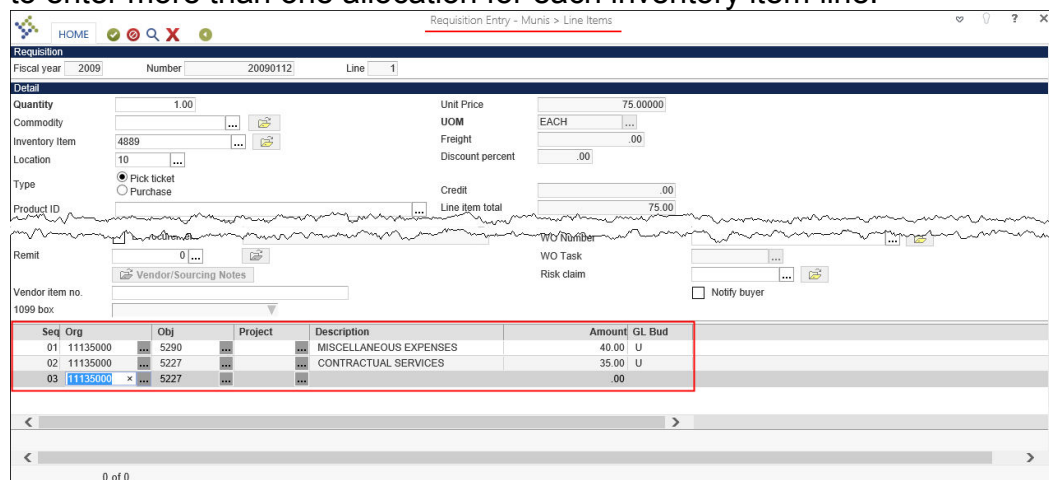
**Pick Ticket Settings**

Next pick ticket number: 46  
 Back order ticket creation: ☒ Single ticket  
☐ Multiple tickets  
 Over committed condition: ☒ Warn only  
☐ Stop

**General Settings**

☐ Use commodity code table for item numbers  
☒ Update general ledger for issues and adjustments  
☒ Assign inventory to employees on requisitions and pick tickets  
☐ Override pooled cash on inventory transactions.  
☒ Use delivery routes and schedules.  
☒ Allow for multiple expense allocations on Pick Ticket Requisitions, Pick Tickets and Issues via Inventory Transactions  
☐ Receive email notification for inventory shortages  
 Default FROM email address if different than user maintaining requisition:  
☐ Use central depository fund  
 Default central depository fund:  
 Default markup percent: 0.000  
 Default secondary markup percent: 0.000  
 Inventory photo location (deprecated): e:\inventory\itemimages  
 Thumbnail photo size: ☐ Small ☒ Medium ☐ Large

When the check box is selected, the Line Items screen of the Requisition Entry program, the Issues screen of the Inventory Transactions program, and the Pick Tickets program allow you to enter more than one allocation for each inventory item line.



Requisition Entry - Munis > Line Items

Fiscal year: 2009 Number: 20090112 Line: 1

**Detail**

Quantity: 1.00 Unit Price: 75.00000  
 Commodity: UOM: EACH  
 Inventory item: 4889 Freight: .00  
 Location: 10 Discount percent: .00  
 Type: ☒ Pick ticket Credit: .00  
☐ Purchase Line item total: 75.00  
 Product ID: WO Number: WO Task: Risk claim: Notify buyer: ☐

Remit: 0 Vendor/Sourcing Notes: 1099 box: Vendor item no.

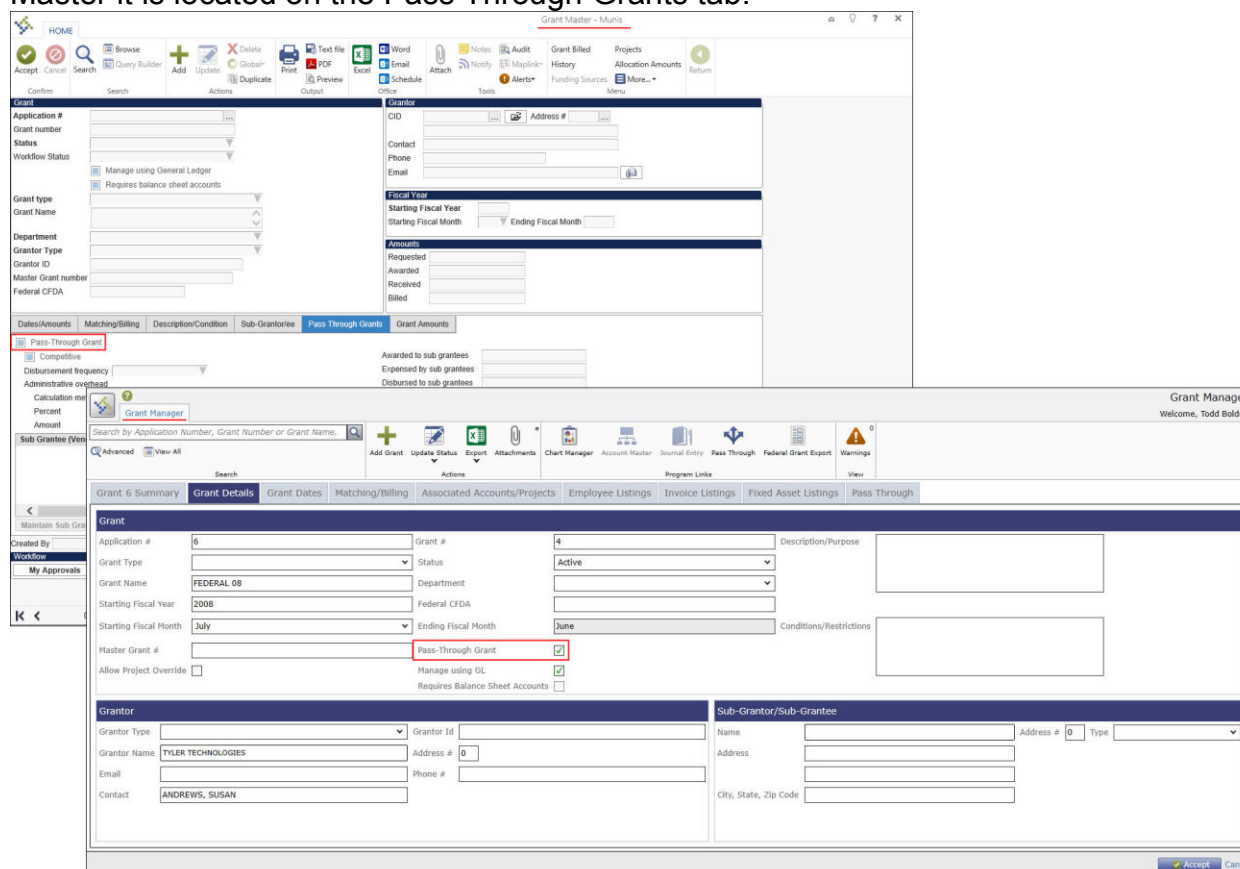
Seq	Org	Obj	Project	Description	Amount	GL Bud
01	11135000	5290		MISCELLANEOUS EXPENSES	40.00	U
02	11135000	5227		CONTRACTUAL SERVICES	35.00	U
03	11135000	5227			.00	

0 of 0

# Project Accounting

## Grant Manager/Grant Master

A Pass Through Grant check box is available in the Grant Manager and Grant Master programs. In Grant Manager, the check box is located on the Grant Details tab, while in Grant Master it is located on the Pass Through Grants tab.



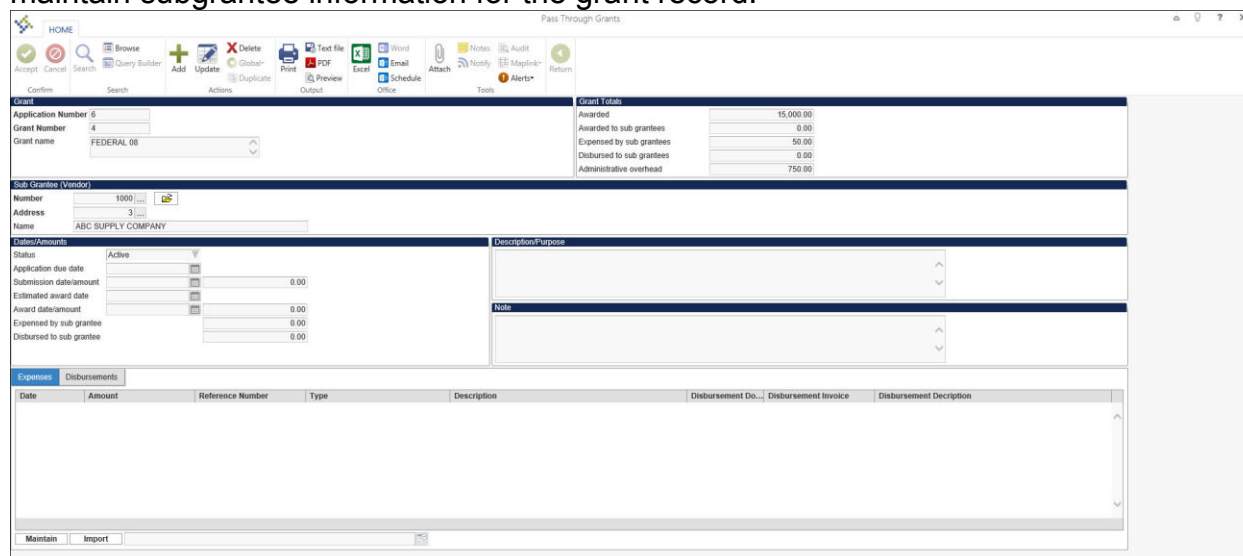
The screenshot shows the 'Grant Master - Munis' application window. The 'Pass Through Grants' tab is active, displaying a form for grant details. The 'Pass-Through Grant' checkbox is checked and highlighted with a red box. Other fields include Application #, Grant #, Grant Type, Grant Name, Starting Fiscal Year, Ending Fiscal Month, and Grantor information. The 'Grant Manager' window is also visible in the background, showing the 'Grant Details' tab.

Selecting the check box in either program indicates that the grant is a pass through grant. Pass through grants track funds sent to vendors for expenditures made outside of the Munis database.

In Grant Manager, the Pass Through tab is only accessible when the Pass Through Grant check box is selected. The tab contains fields that define the terms and recipients of the grant funds. This information is presented on the Pass Through Grants tab of Grant Master.

To modify the pass through subgrantee details, click Pass Through on the ribbon of Grant Manager or the Maintain Sub Grantee(s) button on the Pass Through Grants tab of Grant Master. Either action opens the Pass Through grants screen from which you can add and

maintain subgrantee information for the grant record.

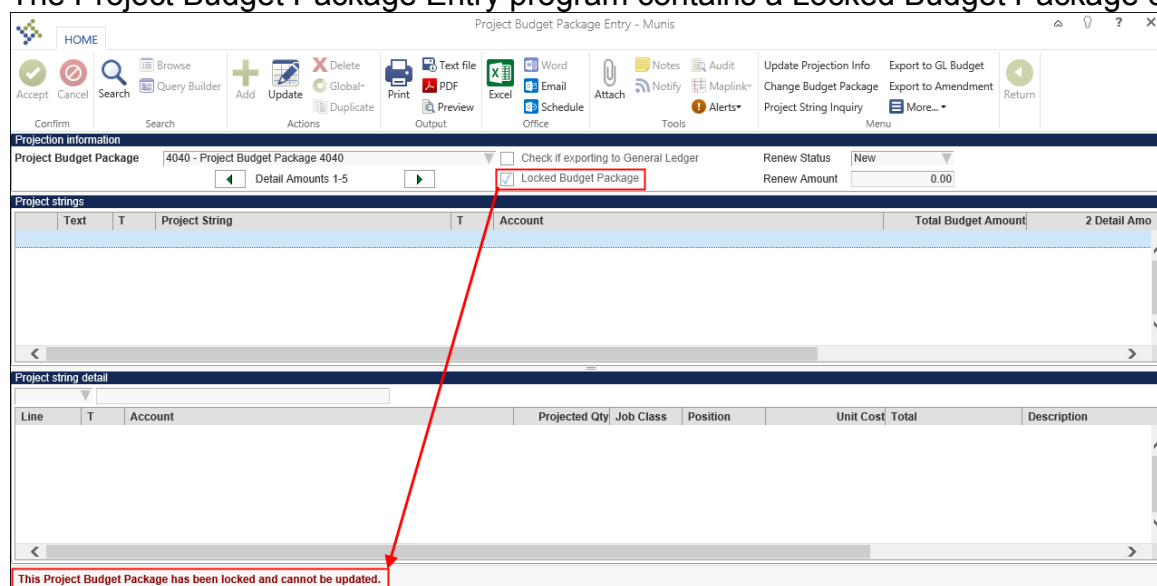


The screenshot shows the 'Pass Through Grants' application window. It includes a toolbar with various actions like Accept, Cancel, Search, Query Builder, Add, Update, Delete, Global, Print, Text file, PDF, Word, Email, Attach, Notes, Audit, Maplink, Alerts, and Return. The main area is divided into several sections: Grant Information (Application Number, Grant Number, Grant name), Grant Totals (Awarded, Expended by sub grantees, Disbursed to sub grantees, Administrative overhead), Sub Grantee (Vendor) Information (Number, Address, Name), Dates/Amounts (Status, Application due date, Submission date/amount, Estimated award date, Award date/amount, Expended by sub grantee, Disbursed to sub grantee), and a table for Expenses/Disbursements. The bottom of the window has 'Maintain' and 'Import' buttons.

## Project Accounting Roles

### Locked Budget Packages

The Project Budget Package Entry program contains a Locked Budget Package check box.

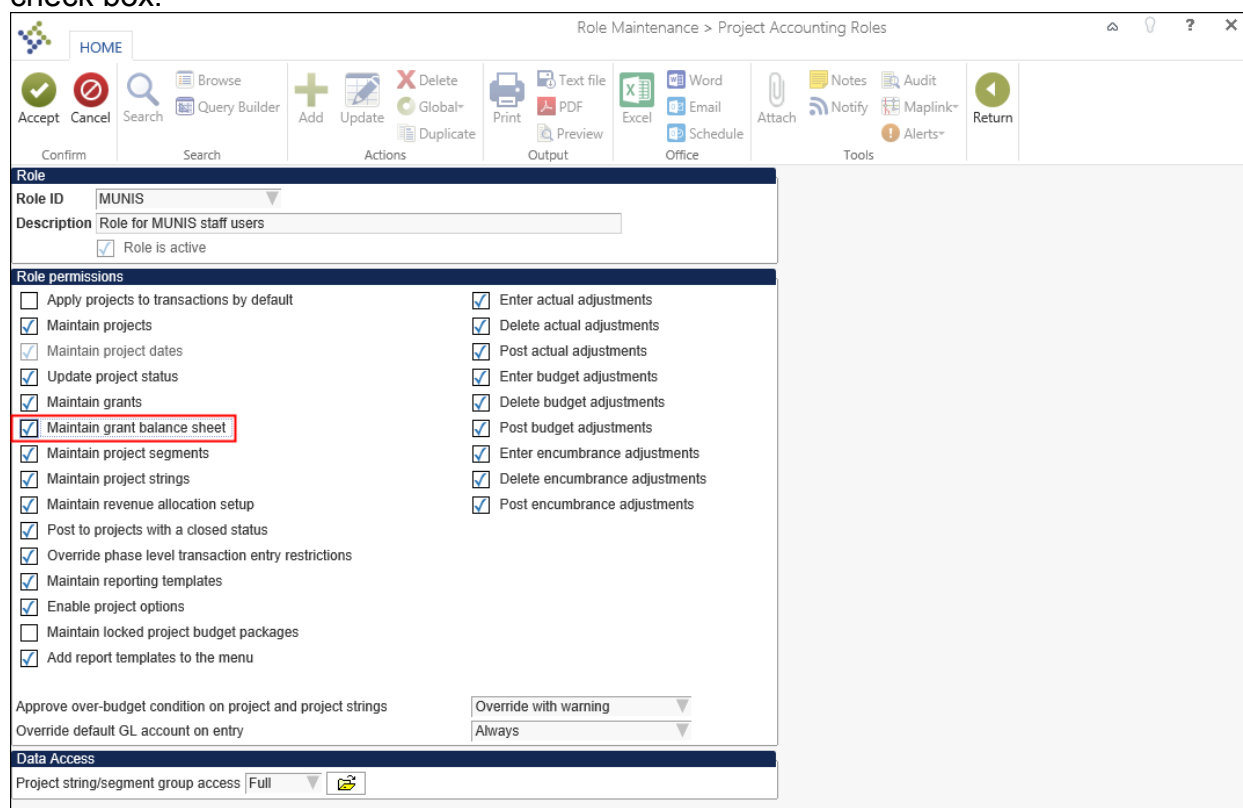


The screenshot shows the 'Project Budget Package Entry - Munis' application window. It includes a toolbar with various actions like Accept, Cancel, Search, Query Builder, Add, Update, Delete, Global, Print, Text file, PDF, Word, Email, Attach, Notes, Audit, Maplink, Alerts, and Return. The main area is divided into several sections: Projection Information (Project Budget Package, Check if exporting to General Ledger, Renew Status, Renew Amount), Project strings (Text, Project String, Account, Total Budget Amount, 2 Detail Amo), and Project string detail (Line, Account, Projected Qty, Job Class, Position, Unit Cost, Total, Description). A red arrow points from the 'Locked Budget Package' checkbox in the Projection Information section to a red box at the bottom of the window that contains the text: 'This Project Budget Package has been locked and cannot be updated.'

When this check box is selected, the package is locked. Locked packages cannot be updated or moved to the general ledger. Only users who have the Maintain Locked Project Budget Packages check box selected for their user role can modify locked packages.

## Maintaining Grant Balance Sheets

A Maintain Grant Balance Sheet check box is available in Project Accounting Roles. You must select the Maintain Grant check box in order to access the Maintain Grant Balance Sheet check box.



Role Maintenance > Project Accounting Roles

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

Role

Role ID: MUNIS

Description: Role for MUNIS staff users

☒ Role is active

Role permissions

<input type="checkbox"/> Apply projects to transactions by default	<input checked="" type="checkbox"/> Enter actual adjustments
<input checked="" type="checkbox"/> Maintain projects	<input checked="" type="checkbox"/> Delete actual adjustments
<input checked="" type="checkbox"/> Maintain project dates	<input checked="" type="checkbox"/> Post actual adjustments
<input checked="" type="checkbox"/> Update project status	<input checked="" type="checkbox"/> Enter budget adjustments
<input checked="" type="checkbox"/> Maintain grants	<input checked="" type="checkbox"/> Delete budget adjustments
<input checked="" type="checkbox"/> Maintain grant balance sheet	<input checked="" type="checkbox"/> Post budget adjustments
<input checked="" type="checkbox"/> Maintain project segments	<input checked="" type="checkbox"/> Enter encumbrance adjustments
<input checked="" type="checkbox"/> Maintain project strings	<input checked="" type="checkbox"/> Delete encumbrance adjustments
<input checked="" type="checkbox"/> Maintain revenue allocation setup	<input checked="" type="checkbox"/> Post encumbrance adjustments
<input checked="" type="checkbox"/> Post to projects with a closed status	
<input checked="" type="checkbox"/> Override phase level transaction entry restrictions	
<input checked="" type="checkbox"/> Maintain reporting templates	
<input checked="" type="checkbox"/> Enable project options	
<input type="checkbox"/> Maintain locked project budget packages	
<input checked="" type="checkbox"/> Add report templates to the menu	

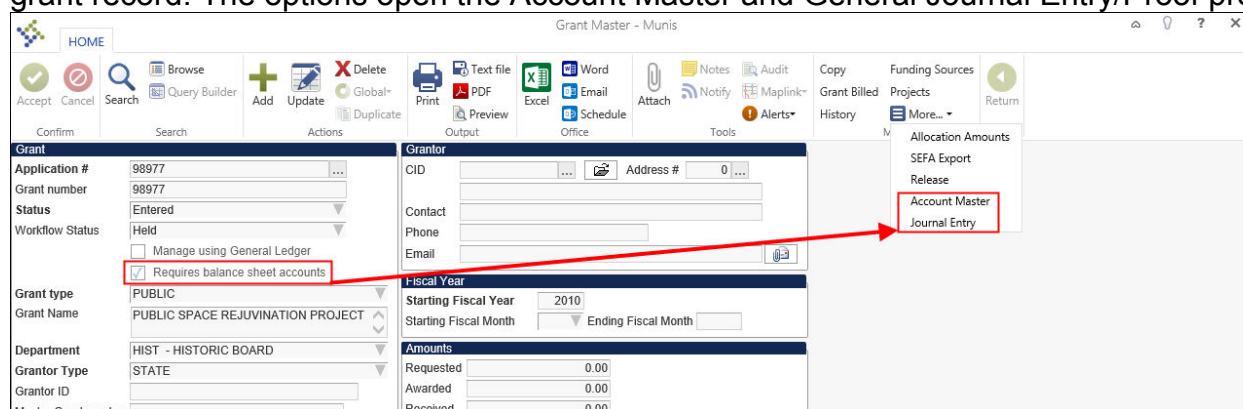
Approve over-budget condition on project and project strings: Override with warning

Override default GL account on entry: Always

Data Access

Project string/segment group access: Full

When the check box is selected for your user role, Grant Master and Grant Manager display Account Master and Journal Entry options on the ribbon. These options are displayed but not accessible if the Requires Balance Sheet Accounts check box is not selected for the current grant record. The options open the Account Master and General Journal Entry/Proof programs.



Grant Master - Munis

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

Grant

Application #: 98977

Grant number: 98977

Status: Entered

Workflow Status: Held

☐ Manage using General Ledger

☒ Requires balance sheet accounts

Grant type: PUBLIC

Grant Name: PUBLIC SPACE REJUVINATION PROJECT

Department: HIST - HISTORIC BOARD

Grantor Type: STATE

Grantor ID:

Master Grant number:

Grantor

CID:

Address #: 0

Contact:

Phone:

Email:

Fiscal Year

Starting Fiscal Year: 2010

Starting Fiscal Month: Ending Fiscal Month:

Amounts

Requested: 0.00

Awarded: 0.00

Received: 0.00

Copy Grant Billed Projects History More... Funding Sources

Allocation Amounts

SEFA Export

Release

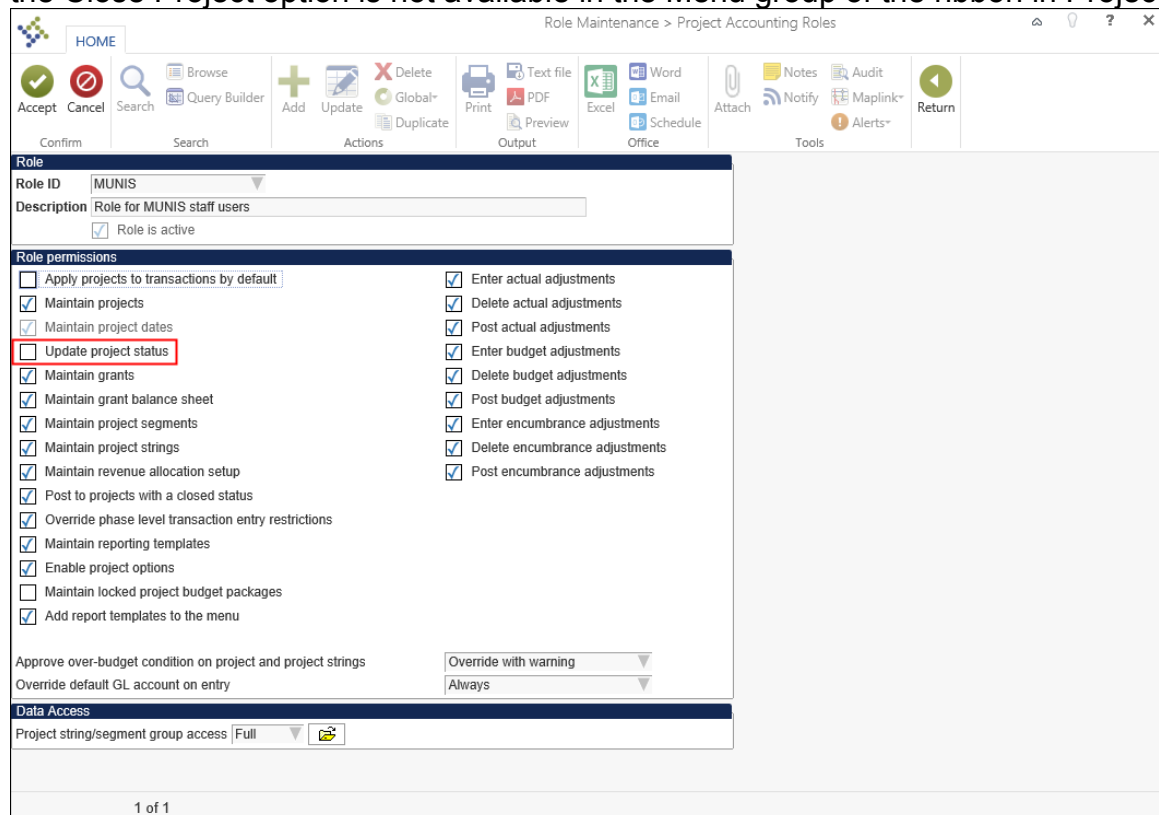
Account Master

Journal Entry



## Update Project Status

The Project Accounting Roles program contains an Update Project Status check box. Selecting the check box grants users assigned to the role the ability to manually update the status of a project in the Project Master program. In addition, when the check box is cleared, the Close Project option is not available in the Menu group of the ribbon in Project Master.



Role Maintenance > Project Accounting Roles

HOME

Accept Cancel Search Query Builder Add Update Global\* Duplicate Print PDF Excel Word Email Attach Notify Maplink\* Alerts\* Return

Confirm Search Actions Output Office Tools

Role

Role ID MUNIS

Description Role for MUNIS staff users

☒ Role is active

Role permissions

☐ Apply projects to transactions by default

☒ Maintain projects

☒ Maintain project dates

☐ Update project status

☒ Maintain grants

☒ Maintain grant balance sheet

☒ Maintain project segments

☒ Maintain project strings

☒ Maintain revenue allocation setup

☒ Post to projects with a closed status

☒ Override phase level transaction entry restrictions

☒ Maintain reporting templates

☒ Enable project options

☐ Maintain locked project budget packages

☒ Add report templates to the menu

☒ Enter actual adjustments

☒ Delete actual adjustments

☒ Post actual adjustments

☒ Enter budget adjustments

☒ Delete budget adjustments

☒ Post budget adjustments

☒ Enter encumbrance adjustments

☒ Delete encumbrance adjustments

☒ Post encumbrance adjustments

Approve over-budget condition on project and project strings Override with warning

Override default GL account on entry Always

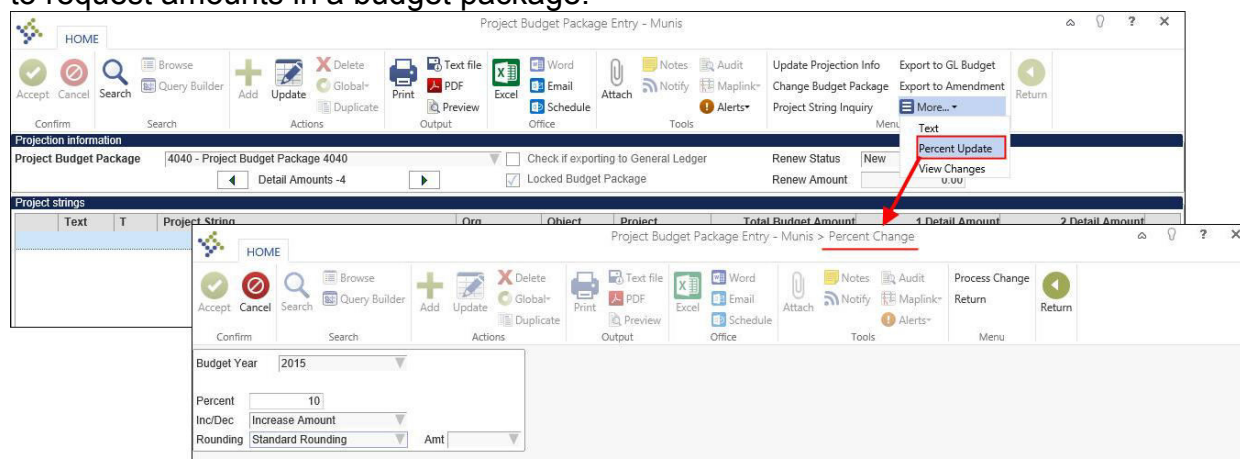
Data Access

Project string/segment group access Full

1 of 1

## Project Budget Package Entry

Project Budget Package Entry provides a Percent Update option on the ribbon. Click this option to open the Percent Change screen, which defines percentage increases or decreases to request amounts in a budget package.



Project Budget Package Entry - Munis

HOME

Accept Cancel Search Query Builder Add Update Global\* Duplicate Print PDF Excel Word Email Attach Notify Maplink\* Alerts\* Return

Confirm Search Actions Output Office Tools

Projection information

Project Budget Package 4040 - Project Budget Package 4040

☐ Check if exporting to General Ledger

Renew Status New

Renew Amount

☒ Locked Budget Package

Update Projection Info

Export to GL Budget

Change Budget Package

Export to Amendment

Project String Inquiry

More...

Menu

Text

Percent Update

View Changes

U.S.U.

Project strings

Text T Project String

Object

Project

Total Budget Amount

1 Detail Amount

2 Detail Amount

Project Budget Package Entry - Munis > Percent Change

HOME

Accept Cancel Search Query Builder Add Update Global\* Duplicate Print PDF Excel Word Email Attach Notify Maplink\* Alerts\* Return

Confirm Search Actions Output Office Tools

Budget Year 2015

Percent 10

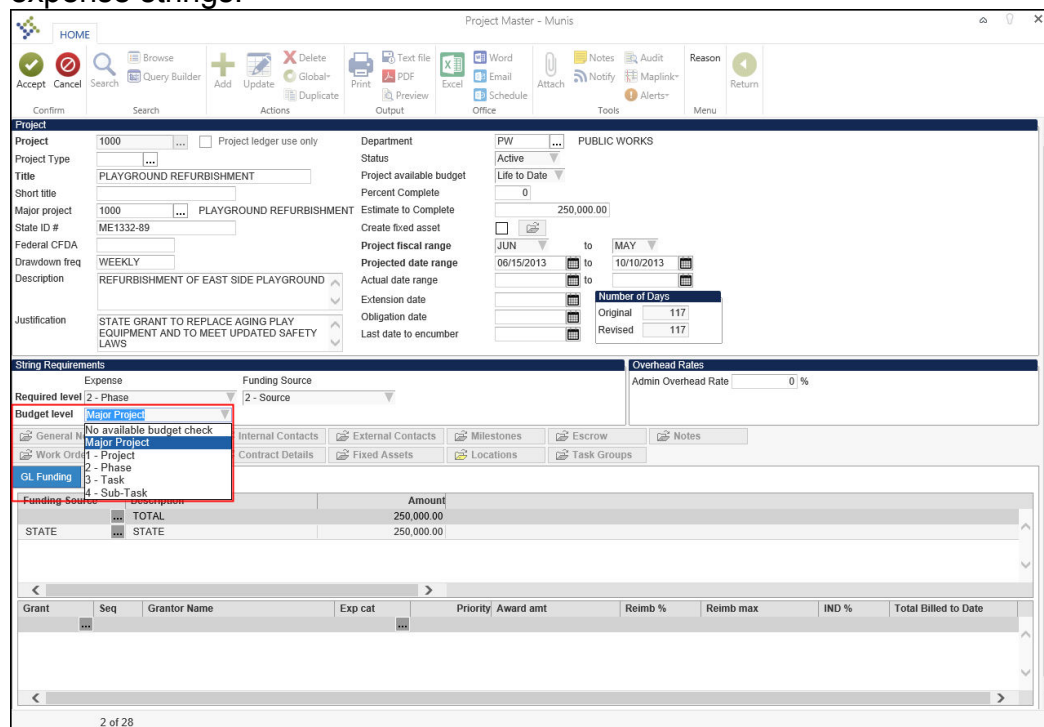
Inc/Dec Increase Amount

Rounding Standard Rounding

Amt

## Project Master

The Project Master program provides a Master Project option in the Budget Level list for expense strings.



Project Master - Munis

HOME

Accept Cancel Search Query Builder Add Update Global Duplicate Print Text file PDF Excel Word Email Attach Notify Maplink Alerts Reason Return

Project

Project ID: 1000 Project ledger use only: ☐ Department: PW PUBLIC WORKS

Project Type: ... Status: Active

Title: PLAYGROUND REFURBISHMENT Project available budget: 250,000.00

Short title: ... Percent Complete: 0

Major project: 1000 PLAYGROUND REFURBISHMENT Estimate to Complete: 250,000.00

State ID #: ME1332-89 Create fixed asset: ☐

Federal CFDA: ... Project fiscal range: JUN to MAY

Drawdown freq: WEEKLY Projected date range: 06/15/2013 to 10/10/2013

Description: REFURBISHMENT OF EAST SIDE PLAYGROUND Actual date range: ...

Justification: STATE GRANT TO REPLACE AGING PLAY EQUIPMENT AND TO MEET UPDATED SAFETY LAWS Extension date: ...

String Requirements

Expense: 2 - Phase Funding Source: 2 - Source

Required level: 2 - Phase

Budget level: Major Project

General: No available budget check

Work Order: Major Project

Project: 1 - Project

Phase: 2 - Phase

Task: 3 - Task

Sub-Task: 4 - Sub-Task

Funding Source: ...

Overhead Rates

Admin Overhead Rate: 0 %

Grant	Seq	Grantor Name	Exp cat	Priority	Award amt	Reimb %	Reimb max	IND %	Total Billed to Date
STATE	STATE				250,000.00				

2 of 28

Selecting this option for a project that has a defined Master Project causes the available budget for all projects subordinate to the master to be combined when considering available budget amounts.







For example, projects A, B, and C have Project 999 as their Master project. A, B, C, and 999 each have an available budget of 100. When posting transactions to any of these projects, the available budget is 400 instead of the available amount of 100 for a single project.

## Project Settings

The Project Settings program includes a Grants tab. This tab contains a Grant Reporting group made up of check boxes used to define the grant reporting detail to be updated at the time expenses are posted or entered.

The tab also includes a Grant Balance Sheet Accounts group. The group is made up of a single check box labeled Use Grant Numbers as Project Codes. When you select this check

box, grant numbers can be used as project codes on grant balance sheet accounts.


HOME






Project Settings - Munis

Project Strings

Budget

3rd Party Integration

Grants

Grant Reporting

Update Grant Reporting detail at the time expenses are posted/entered for:

☐ Actual expenses
 ☐ Unpaid AP invoices
 ☐ Encumbrances
 ☐ Requisitions

Grant Balance Sheet Accounts

☒ Use Grant numbers as Project codes

## Purchasing

## Purchase Order Entry

The three-way matching feature is expanded to allow for matching by amount instead of by quantity. To activate this feature, select Amount as the Receive By option on a purchase order when three-way matching is enabled.

When three way matching is enabled:

Purchase Order Entry - Munis

HOME [Icons]

Main Terms/Miscellaneous User Defined

**Purchase Order Details**

Batch 111 ... Entry 01/02/2015 Status 2 Creation  
 Dept/Loc CO ... CENTRAL OFFICE Needed by ... Buyer Munis  
 GL effec date 12/02/2009 Expire ...  
 Fiscal year 2010 Current Next Period 06 DEC  
 PO number 20100001 +3  
 General commodity ...  
 General description ...

☐ Project accounts applied  
☒ Three way match required  
☐ Inspection required  
 Inspector ...  
 Receive By ☐ Quantity ☒ Amount  
☒ Approved General Notes

**Vendo**  
 Vendo  
 Name Purchase Order  
 Fiscal year 2010 Number 20100001 Line 1  
 Vendor 1120 (ANDREW KONSTANOPOLIS)  
 Contract

**Detail**

Quantity 1.00 Amount 5,000.00000  
 Commodity ... Freight .00 x  
 Product ID ... Discount percent .00  
 Credit .00  
 Line item total 5,000.00

Description  
 Add'l Desc/Notes

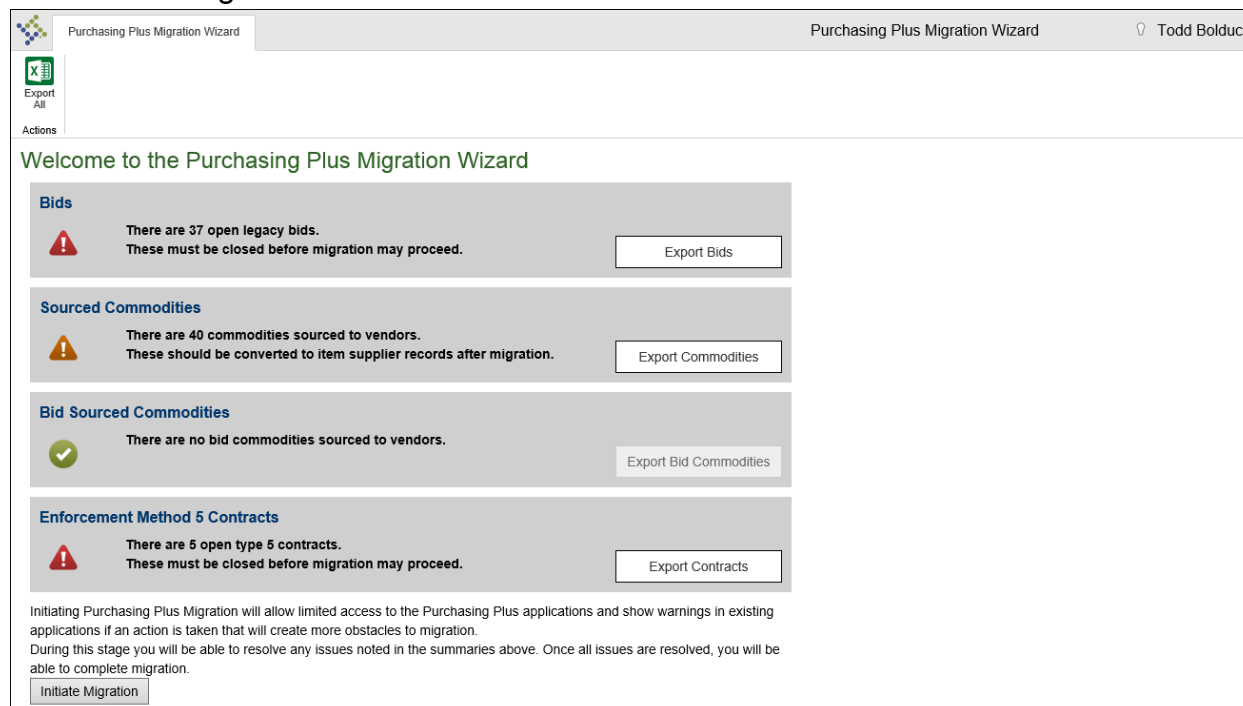
Miscellaneous

When you are entering line items on a purchase order that are received by amount, the program automatically sets the value of the Quantity box to 1 and you cannot change it. You must manually update the Amount box with the total amount of the purchase order line. Purchase orders to be received by amount are released and posted in the same manner as other purchase orders.

When liquidating a purchase order that is received by amount, the Invoice Entry program only displays amount columns on the liquidation screens.

## Purchasing+

The Purchasing Plus Migration Utility is available to prepare your organizations' Munis database for conversion to the Purchasing+ product. The utility displays the number and type of records that must be removed or amended in order to successfully migrate to Purchasing+ from an existing Munis database.



Purchasing Plus Migration Wizard

Export All

Actions

Welcome to the Purchasing Plus Migration Wizard

**Bids**

There are 37 open legacy bids. These must be closed before migration may proceed.

Export Bids

**Sourced Commodities**

There are 40 commodities sourced to vendors. These should be converted to item supplier records after migration.

Export Commodities

**Bid Sourced Commodities**

There are no bid commodities sourced to vendors.

Export Bid Commodities

**Enforcement Method 5 Contracts**

There are 5 open type 5 contracts. These must be closed before migration may proceed.

Export Contracts

Initiating Purchasing Plus Migration will allow limited access to the Purchasing Plus applications and show warnings in existing applications if an action is taken that will create more obstacles to migration. During this stage you will be able to resolve any issues noted in the summaries above. Once all issues are resolved, you will be able to complete migration.

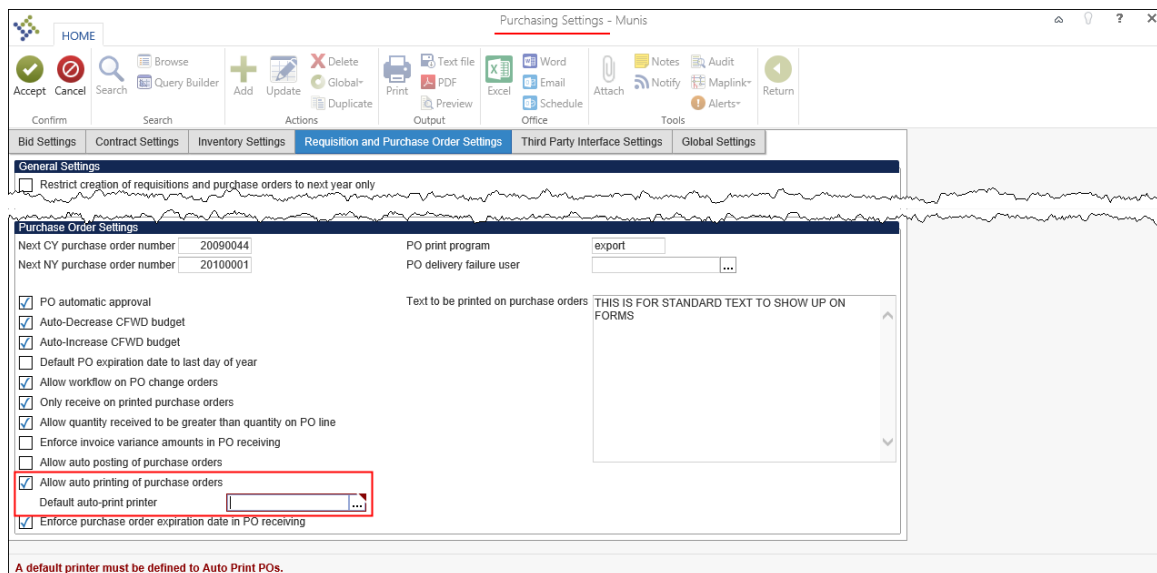
Initiate Migration

Purchasing+ is a revised Munis Purchasing product that provides a combined Item File for both purchasing and inventorying items, a completely revised Bid Management module that utilizes a streamlined program interface and .NET technology, discount contracts for a vendor's entire product catalog or a range of commodities, and defined differences between purchasing contracts and bids and professional services or construction contracts and bids.

## Purchasing Settings

Munis provides the option to automatically print purchase orders using Tyler Forms at the time they are posted. The automatic printing feature requires that your organization have Munis Scheduler installed.

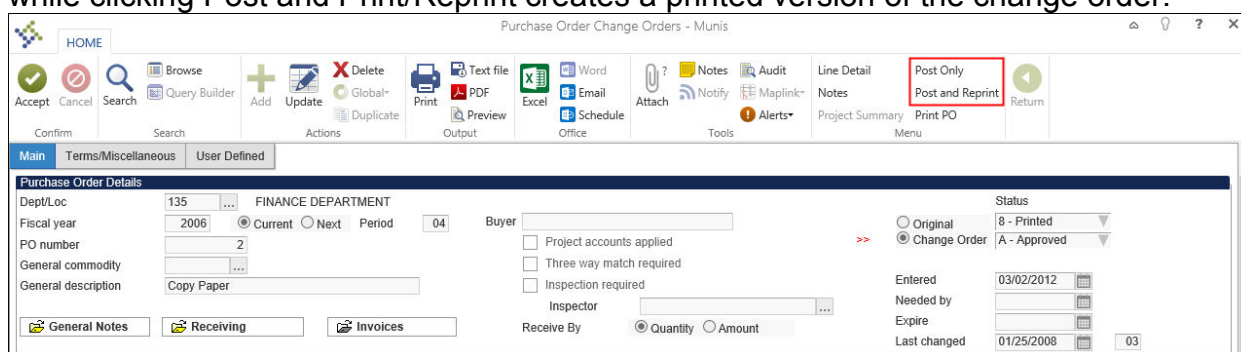
In order to activate automatic purchase order printing, you must select the Allow Auto Printing of Purchase Orders check box on the Requisition and Purchase Order Settings tab of the Purchasing Settings program.



After you select the check box, the program makes the Default Auto-Print Printer box available. You must complete the box with a valid printer name. This printer must be a Tyler Forms printer with a default job setup.

If you intend to automatically print purchase orders when converting requisitions, you must also select the Allow Auto Posting of Purchase Orders check box. This ensures that purchase orders created by the requisition conversion process are automatically posted upon creation, which in turn initiates the automatic printing feature.

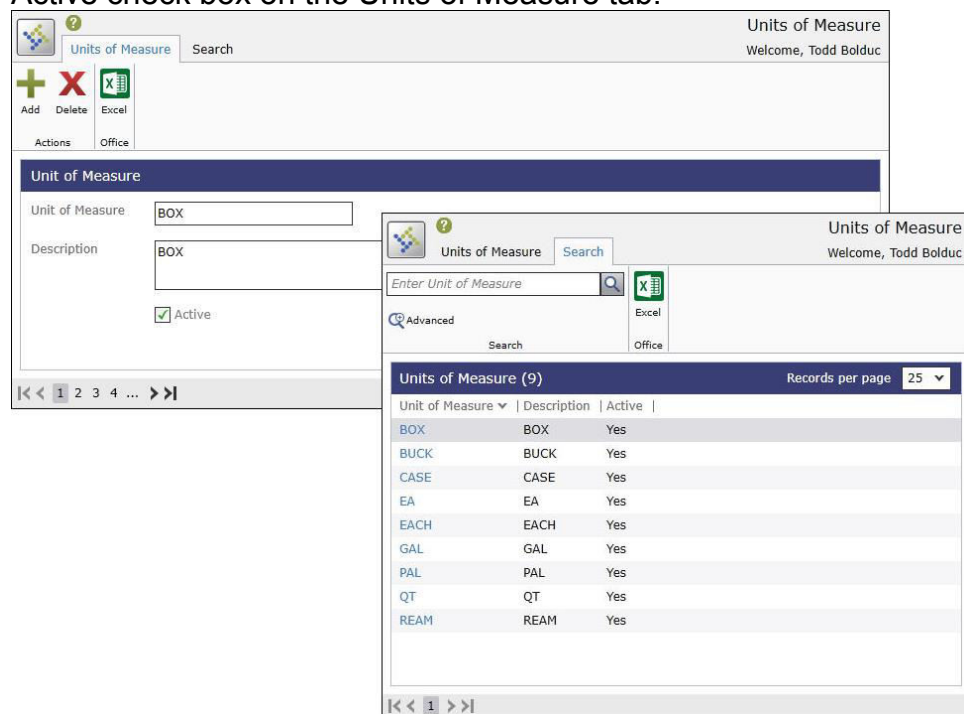
When the Allow Auto Posting of Purchase Orders check box is selected, the Purchase Order Change Orders program includes the Post Only and Post and Print/Reprint options on the ribbon. The Post only option allows you to bypass the automatic printing for change orders, while clicking Post and Print/Reprint creates a printed version of the change order.



## Units of Measure

All Munis Purchasing programs, as well as any program that interfaces with them, use standardized units of measure. These programs no longer allow you to enter unit of measure values as text. Instead, you must define the available units in the Units of Measure program.

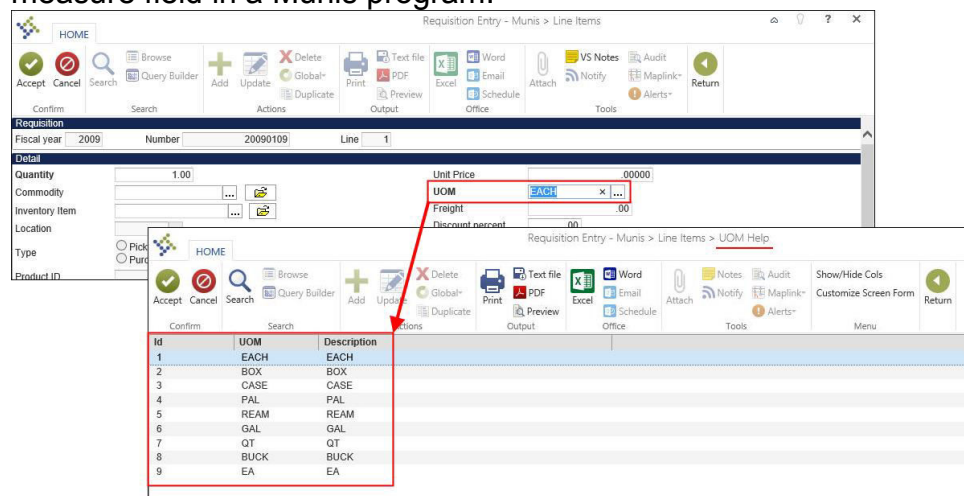
The Units of measure program consists of two tabs that define and display unit of measure values. Each value can be set to a status of Active or Inactive by clearing or selecting the Active check box on the Units of Measure tab.



The screenshot shows the 'Units of Measure' program interface. The top tab is 'Unit of Measure', which contains fields for 'Unit of Measure' (set to 'BOX') and 'Description' (set to 'BOX'). Below these fields is an 'Active' checkbox, which is checked. The bottom tab is 'Units of Measure (9)', which displays a list of units of measure. The list has columns for 'Unit of Measure', 'Description', and 'Active'. The units listed are BOX, BUCK, CASE, EA, EACH, GAL, PAL, QT, and REAM, all with 'Active' status set to 'Yes'.

Unit of Measure	Description	Active
BOX	BOX	Yes
BUCK	BUCK	Yes
CASE	CASE	Yes
EA	EA	Yes
EACH	EACH	Yes
GAL	GAL	Yes
PAL	PAL	Yes
QT	QT	Yes
REAM	REAM	Yes

Once one or more units of measure are defined, they are available for use in any unit of measure field in a Munis program.



The screenshot shows the 'Requisition Entry - Munis > Line Items' screen. The 'UOM' dropdown menu is open, showing a list of units of measure: EACH, BOX, CASE, PAL, REAM, GAL, QT, BUCK, and EA. The 'EACH' unit is selected. The 'Unit Price' field is set to '00000'. The 'Freight' field is set to '00'. The 'Discount percent' field is set to '00'.

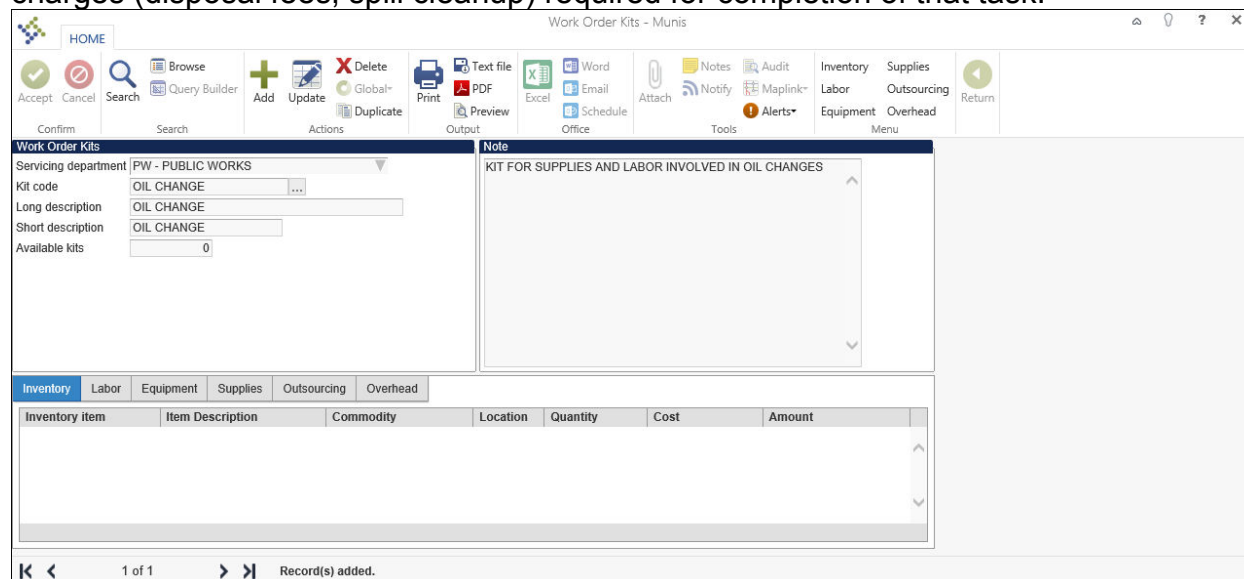
Id	UOM	Description
1	EACH	EACH
2	BOX	BOX
3	CASE	CASE
4	PAL	PAL
5	REAM	REAM
6	GAL	GAL
7	QT	QT
8	BUCK	BUCK
9	EA	EA



# Work Orders, Fleet, and Facilities

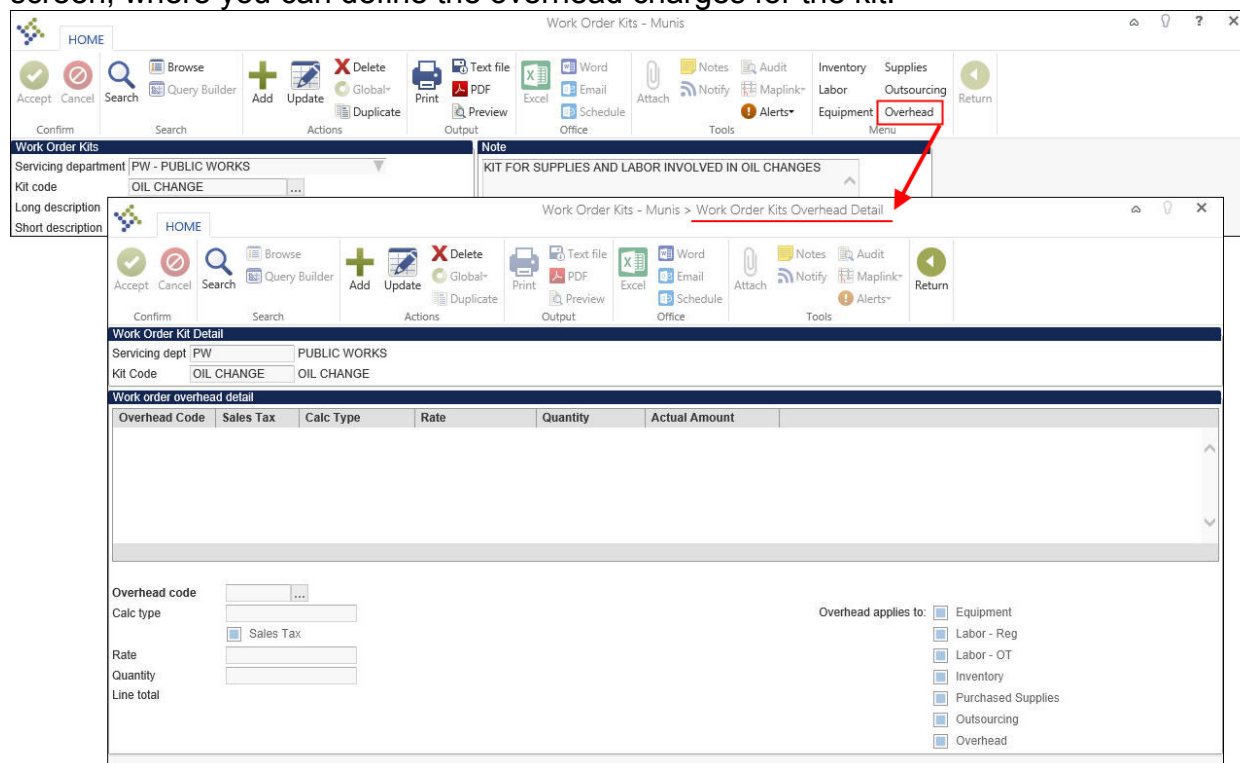
## Work Order Assembly/Kits

The Work Order Assembly/Kits program is available. The program defines kits to be used as part of a work order or work order template. Kits are a collection of items and charges associated with a specific work order task. For example, you can create a kit for oil change tasks that contains various standard supplies (oil, filter, collection tray), labor costs, and other charges (disposal fees, spill cleanup) required for completion of that task.



Each component of a kit is added to the record by clicking the options in the Menu group of the ribbon. Each option opens a separate screen that contains information specific to a different charge type. For example, clicking Overhead displays the Work Order Kits Overhead Detail

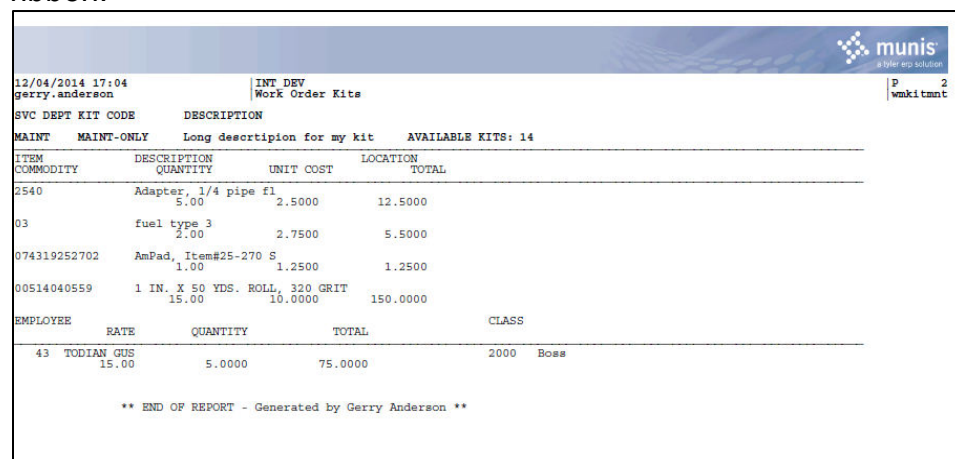
screen, where you can define the overhead charges for the kit.



The screenshot shows the 'Work Order Kits - Munis' application. The top ribbon includes tabs for 'Accept', 'Cancel', 'Search', 'Browse', 'Query Builder', 'Add', 'Update', 'Delete', 'Global\*', 'Duplicate', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Attach', 'Notify', 'Maplink\*', 'Inventory', 'Supplies', 'Labor', 'Equipment', 'Outsourcing', and 'Overhead'. The 'Overhead' tab is highlighted with a red arrow. Below the ribbon, the 'Work Order Kits' section shows 'Servicing department' as 'PW - PUBLIC WORKS' and 'Kit code' as 'OIL CHANGE'. The 'Work Order Kits Overhead Detail' screen displays a table with columns: 'Overhead Code', 'Sales Tax', 'Calc Type', 'Rate', 'Quantity', and 'Actual Amount'. Below the table, there are input fields for 'Overhead code', 'Calc type', 'Rate', 'Quantity', and 'Line total'. On the right, a section titled 'Overhead applies to:' lists various categories with checkboxes: Equipment, Labor - Reg, Labor - OT, Inventory, Purchased Supplies, Outsourcing, and Overhead.

After a kit is defined, use the Apply Kits option in the Work Orders program to add the kit components and charges to a work order record.

The Work Order Assembly/Kits program provides the ability to report the number of kits available based on the current on-hand quantity of inventory items. To do so, create an active set of records by clicking Search and then select an option from the Output group on the ribbon.



The screenshot shows a report titled 'Work Order Kits' generated by Gerry Anderson on 12/04/2014 at 17:04. The report displays a list of items and their associated costs. The columns are: ITEM, COMMODITY, DESCRIPTION, QUANTITY, UNIT COST, LOCATION, and TOTAL. The data is as follows:

ITEM	COMMODITY	DESCRIPTION	QUANTITY	UNIT COST	LOCATION	TOTAL
2540		Adapter, 1/4 pipe fl	5.00	2.5000		12.5000
03		fuel type 3	2.00	2.7500		5.5000
074319252702		AmPad, Item#25-270 S	1.00	1.2500		1.2500
00514040559		1 IN. X 50 YDS. ROLL, 320 GRIT	15.00	10.0000		150.0000
EMPLOYEE	RATE	QUANTITY	TOTAL	CLASS		
43	TODIAN GUS	15.00	5.0000	75.0000	2000	Boss

\*\* END OF REPORT - Generated by Gerry Anderson \*\*

## System Administration – Financial Roles

The following table provides a description of permission changes in the Munis Roles programs for Accounts Payable and Project Accounting programs.

Module	Field Name	Description
<b>Accounts Payable</b>		
	Maintain Vendor Insurance Certificates	Provides the ability to access and update vendor insurance certificates in the Vendors program.
	View Employee Vendor Reimbursement Addresses	Allows users the ability to view the full addresses of any vendor with the Employee Reimbursement type. This type is defined on the Vendor Settings tab of the Accounts Payable Settings program.
<b>General Ledger</b>		
	Override Cash Amounts	Indicates that users assigned to the role can override cash verification amounts when entering records.
<b>Project Accounting</b>		
	Add Report Templates to the Menu	Grants the ability to add project report templates to the Munis menu.
	Maintain Grant Balance Sheet	Assigns permission to maintain a grant's balance sheet accounts. You must select the Maintain Grants check box in order to access this check box.
	Maintain Locked Project Budget Packages	Provides access to project budget packages for which the Locked Budget Package check box is selected.
	Update Project Status	Grants users assigned to the role the ability to manually update the status of a project in the Project Master program. In addition, when the check box is cleared, the Close Project option is not available on the ribbon in Project Master.