



## Munis Financials End User

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*Procedural Documentation  
for  
Pasco County School District, FL*



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## 1.0 Purpose

This document provides the decentralized End Users of the School District of Pasco County, Florida, with the information and instructions necessary to perform the processes within the Munis ERP system for their applicable position within the District.

## 2.0 Revisions History

Date	Revision Number	Change	Reference Section
08/24/2012	1.0	Initial	All
09/30/2012	2.0	Addition of additional processes	All

## 3.4 Account Inquiry

### Objective

This document provides instructions on how to use the Account Inquiry program.

### Overview

The Account Inquiry program provides both summarized and detail history for a selected set of accounts, with a focus on current available budget. You cannot modify data in this program; you can view data and create reports of the collected data.

There are options in the Account Inquiry program for consolidating the data into a report-like format, but if you want to report on many accounts in a report format, it may be best to use the YTD Budget Report.

The information in the fields displayed throughout the program depends upon your user permissions, which are established in the System Administration General Ledger Roles program.

### Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Munis menu, contact the system administrator.

Confirm the following:

- You have permissions to view accounts.
- The chart of accounts (COA) is established.

## Procedure




To view accounts:


1. Open the Account Inquiry program.  
(This program can be found in several locations on your menu; how you access the program is determined by your menu options.)

*Financials > General Ledger > Inquiries and Reports > Account Inquiry*


-OR-


*Departmental Functions > Account Inquiry*

2. Click Find  on the toolbar bar or click Seg Find on the menu.  
When you click Find, complete one or more of the fields to define your search criteria, and then click Accept .  
When you click Seg Find, the program displays the Find by Segment screen. Complete the fields on this screen according to the following table, and then click Accept .  
For either search method, the program creates an active set of all accounts matching your search criteria.

Field	Description
Fund	This box contains the first account segment to include in the report. Segment 1 is always Fund. Click the field help button  to select the fund from a list of available funds, or type the fund code directly in the box.

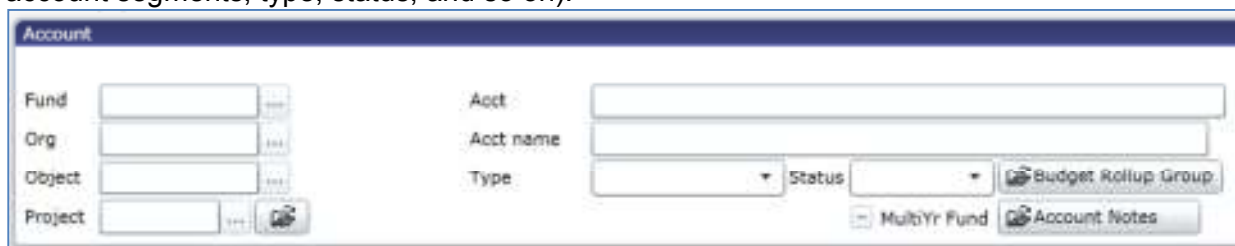


Field	Description
Segments 2 through 8	These boxes contain specific account segments to include in the report. Organizational labels for account segments are determined in the General Ledger Settings program. Examples for common segment labels are program, department, grade, and so on. Click the field help button  in each box to select a segment code from a list of available codes, or type the segment code directly in the box
Org	This box contains the org code for the account. Click the field help button to select the org code from a list of available codes, or type the org code directly in the box.
Object	This box contains the object code for the account. Click the field help button to select the object code from a list of available codes, or type the object code directly in the box.
Project	This box contains the project code for the account, if applicable. Project codes are applicable if your organization used Munis® Project Accounting. Click the field help button to select the object code from a list of available codes, or type the object code directly in the box.
Character Code	This box identifies the character code. Click the field help button to search a list of available character codes.
Account Type	This list indicates the type of account. Account types are expense, revenue, or balance. The blank option includes accounts of all types. Select the appropriate account type from the list.
Account Status	This list indicates the account status: Active or Inactive. The blank option includes accounts with all status codes.
Fiscal Years	These boxes contain the minimum percentage used in the fiscal year. For whole percentages, you do not need to include decimal points; for percentages less than one, use decimal points. For example, for 25%, type 25; type 25.5 for 25½%.

- Click Browse  to view a list of the accounts in the active set of records.
- Double-click an account to view the details.


### Account Inquiry

On the Account Inquiry screen, the first section provides the basic details for the account (that is, account segments, type, status, and so on).



The screenshot shows the 'Account' inquiry screen with the following fields and controls:

- Fund:** Text box with a field help button.
- Org:** Text box with a field help button.
- Object:** Text box with a field help button.
- Project:** Text box with a field help button and a 'Browse' button.
- Acct:** Text box.
- Acct name:** Text box.
- Type:** Dropdown menu.
- Status:** Dropdown menu.
- Budget Rollup Group:** Button.
- MultiYr Fund:** Button.
- Account Notes:** Button.

Field	Description
Fund	This box identifies the fund (or account segment 1) to query. Click the field help button  to select the fund from a list of available funds.
Org	This box specifies the org code for the account to query. Click the field help button to select the org code from a list of available codes.

Field	Description
Object	This box specifies the object code for the account to query. Click the field help button to select the object code from a list of available codes.
Project	This box specifies the project code for the account to query. Click the field help button to select the project code from a list of available codes. The project code applies if your organization uses Munis Project Accounts.
Acct	This box displays the full general ledger account number. Each segment is typically separated with a dash. There is no access to this field.
Acct Name	This box displays the name of the account. There is no access to this box.
Account Type	This list specifies the type of account: balance sheet, expense, revenue, or statistic. Select the blank option to select all account types.
Status	<p>This list identifies the account status. An account's status determines whether it appears on reports and if transactions can be posted to it. The status is updated using the either Account Master or Account Mass Change/Reset program. Status indicators are:</p> <p>Active – This is the most common status for accounts. Active accounts can appear on all reports displaying account information and are generally available for posting (according to your defined permissions).</p> <p>Next Year – This status indicates that a particular account is only available for next year budget entries and reports. No transactions posted to this account are allowed in the current year. The status of the account automatically changes once the Year End Close is processed.</p> <p>Inactive -- This status prevents all posting to an account without proper permissions. If you have Amount Maintenance on Accounts permission granted in the Roles – General Ledger program, you have the ability to post transactions to an Inactive account. The Inactive account prints on all reports (provided you have adequate authorization). An account can be rendered inactive at any time in the fiscal year, regardless of the presence of current year transactions. The account can be reactivated at any time.</p> <p>Closed -- This status indicates that an account is completely closed to all input and only prints on those reports offering the option to print closed accounts. No transactions may be entered against it. An account will be designated as Closed if there has been no activity - other than budget activity if the fund is a multiyear fund - posted to it in the current year.</p>
Multi Yr Fund	This check box, if selected, indicates that the account is a multiyear fund. This check box is not accessible.
Budget Rollup Group	The Budget Rollup Group button identifies accounts included in budget rollup groups. If the account displayed is included in a budget rollup group, the folder icon on the button is highlighted. Click this button to select and view rollup group records.
Account Notes	The Account Notes button allows you to view notes associated with the selected account. If notes exist for the selected account, the folder icon on the button is highlighted. Click this button to view notes; you cannot add or update notes when accessing this option from Accounts Inquiry.

### 4 Year Comparison Tab

This tab shows the current fiscal year, the previous two fiscal years, and the next fiscal year.

4 Year Comparison				
	Current Year	History		
Yr/Per 2011/02	Fiscal Year 2011	Fiscal Year 2010	Fiscal Year 2009	Fiscal Year 2012
Original Budget	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfers In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfers Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revised Budget	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual (Memo)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Encumbrances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requisitions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Incepbh To Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Available	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent used	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field	Description
Original Budget	The adopted budget at the beginning of the Fiscal Year, as determined by the Budget Completion Journal.
Transfers In	Any budget transfers increasing budget if the account. View account detail by selecting the yellow folder.
Transfers Out	Any budget transfers decreasing the budget from the account. View account detail by clicking the folder button.
Revised Budget	The sum of the Original Budget plus Transfers In less Transfers out.
Actual (Memo)	The general ledger balance that includes posted and unposted transactions. View account detail by clicking the folder button.
Encumbrances	The sum total of all open purchase orders for the account. View account detail by clicking the folder button.
Requisitions	The total amount of requisitions in status 4-Allocated, 6-Released, and 8-Apporved. View account detail by clicking the folder button.
Available	The budgeted amount remaining in the account.
Percent Used	The percent of the budget that has been spent, transferred out, or encumbered. When you are using this field as <i>Find</i> criteria, enter the smallest percent used you wish to find. For example, if you enter 10, the program finds 10 and everything up to 100 percent.

### Current Year Tab

This tab displays the Current Year, Carry Forward, and GAAP, if carry forward monies exist. If there are no carry forward monies, the columns display as Current Year and Last Year. The Current Year column shows the current year, as determined by the General Ledger Settings. The Carry Forward column shows any purchase orders that have been carried forward from a previous year. The GAAP totals show the combined totals of the Current Year and Carry Forward. The fields change according to the type of account you are viewing.

	4 Year Comparison	Current Year	History
FY 2011 as of 2011/02 AUG			
Original Approp			
Budget Xfrs/Adj			
Revised Budget			
YTD Actual			
Encumbrance			
Available Budget			
Percent Used			

### Account Descriptions

The following tables provide descriptions for the account types that display on the Current Year tab.

#### Balance Sheet Account

Field	Description
Starting Balance	The balance at the beginning of the current fiscal year and last year.
Activity	The sum of the activity for the current fiscal year and last year.
Ending Balance	The most recent account balance, calculated as follows: Starting Balance – Activity.
Memo Balance	The general ledger memo balance that includes posted and unposted items.

#### Expense Account

Field	Description
Original Approp	The starting budget in the current fiscal year and last year.
Amendments	The sum of any budget transfers in and/or out for the current fiscal year and last year.
Revised Budget	The current revised budget, calculated as follows: Original Approp +/- Amendments.
YTD Actual	The actual balance at the end of the fiscal period or year.

Field	Description
Encumbrance	The sum total of all open purchase orders as of the current fiscal year and last year.
Requisitions	The sum total of all requisitions (status 4, 6, and 8) in the current fiscal year and last year.
Incep to Date	The sum total of activity since the inception of the account to the current date. This is only populated for multiyear type 1 accounts.
Available Budget	The remaining available budget, calculated as follows: Revised Budget- YTD Actual – Encumbrance – Requisition (- Incept to Date, if multiyear).
% Used	The percent of the revised budget that has been used to date.

### Revenue Account

Field	Description
Original Est Rev	The estimated amount of the original budget for current fiscal year and last year.
Est Rev Adjusted	The sum of any budget transfers or amendments for current fiscal year and last year.
Rev Est Rev	The revised estimated revenue, calculated as follows: Original Est Rev +/- Est Rev Adjusted.
Incep to Date	The sum total of revenue since the inception of the account to the current date. This is only populated for multiyear type 2 accounts.
Actual YTD Rev	The actual revenue collected for the identified accounting period.
Remaining Rev	The amount of revenue remaining to be collected for the current fiscal year and last year.
Percent Collected	The percent of revenue already collected.

### History Tab

This tab displays the current fiscal year and the three years prior.

	2008	2009	2010	2011
Orig Bud	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rev Bud	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Act/Bud %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Incep Original Budget	<input type="text"/>			
Incep Revised Budget	<input type="text"/>			
Incep Activity To Date	<input type="text"/>			
Unencumbered Balance	<input type="text"/>			

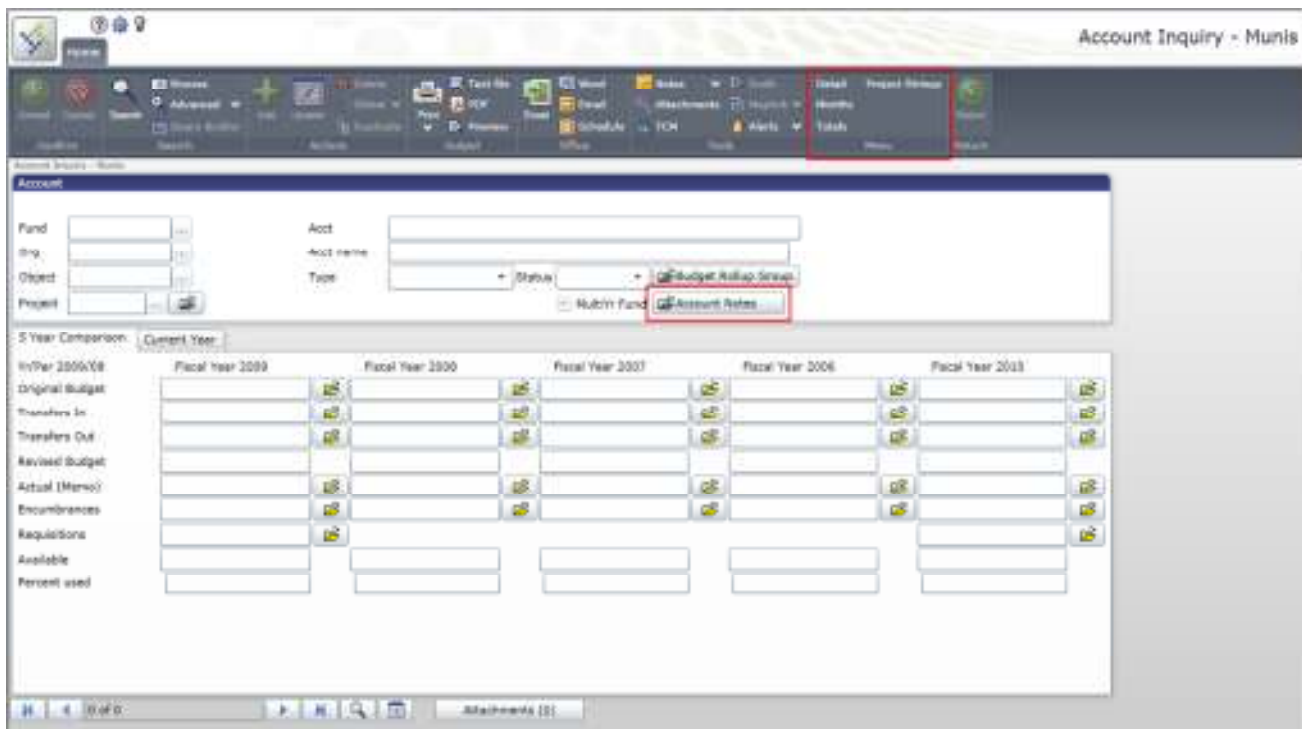
Field	Description
Orig Bud	The original budget for the given year.
Rev Bud	The revised budget for the year, calculated as follows: Original Budget +/- budget transfers in or out.
Actual	The actual amount expended for the given year.
Act/Bud %	Percentage of budget to actual expended.
Inception Original Budget	Used for multiyear accounts to represent the original multiyear budget.
Inception Revised Budget	For multiyear funds, the multiyear budget as revised.
Inception Activity To Date	For multiyear funds, the inception to start of year balance, <i>plus</i> the actual balance in the account, <i>plus</i> the amount in the encumbrance balance.
Unencumbered Balance	The Inception Revised Budget less the Inception Activity to Date.

Note: Expense accounts in multiyear funds that have a budget projection method of 2 have a new budget each year that is the remaining available budget from the previous year. This causes the budget for these accounts to remain in the current year, while all other multiyear account budgets represent the budget from inception.

When calculating the percent used on Multiyear 2 accounts, the Incep to SOY field, which contains money spent from the inception of the account, must be ignored in order to get an accurate percentage. For Multiyear 2 accounts only, the program ignores amounts in the Incep to SOY box when calculating the value of the Percent Used box. This is true even when you click the Totals option.

### Options

The Account Inquiry screen provides several options for viewing additional information.



If there are notes associated with this account, the Account Notes button is highlighted; click Account Notes to view the note content.

### Detail

Click Detail to search for transactions that have been posted to an account. When you click Detail, the program provides a Journal Selection Criteria screen.



Enter the search criteria you would like to use, and then click Accept to submit the search. You can search by date range, year/period, source of the journal, or any of the reference fields. If you select the Include Unposted Journals check box, any general ledger journal entries still in the proof file are included.

The Account Detail screen displays the results. Click Detail or Journal on for more information on a specific entry.

Posted	Yr/Per	DT	Inv	Refs	FOL/Ref2	Refs	Amount	Check #	Warrant	Vendor	Comment	Voucher
Y	2008/09	03/13/09	CRP			cash recpt	625.00				0000/	
Y	2008/08	11/16/08	BLB			B/L AR GEN	60.00				2008 B/L 60 DOLLARS	
Y	2008/08	11/16/08	BLB			B/L AR GEN	-60.00				2008 B/L 60 DOLLARS	
Y	2008/08	11/05/08	CRP	RE	1899	cash recpt	3,300.00			WARD, DAVID A	1999 RE TAX	
Y	2008/08	11/05/08	CRP	CO	1875		7.50				PERMITS & INSPECTIONS	
Y	2008/08	11/05/08	CRP	CO	1875		15.00				PERMITS & INSPECTIONS	
Y	2008/08	11/05/08	CRP	CO	1875		977.60				PERMITS & INSPECTIONS	
Y	2008/08	11/05/08	CRP	CO	1875		272.00				PERMITS & INSPECTIONS	
Y	2008/08	11/03/08	CRP	CO	1875		1,250.00				PERMITS & INSPECTIONS	
Y	2008/08	11/05/08	CRP	CO	1876		1,388.00				PERMITS & INSPECTIONS	
Y	2008/08	11/05/08	CRP	CO	1874		1,000.00				PERMITS & INSPECTIONS	
Y	2008/08	03/12/09	CRP				500.00					
Y	2008/08	02/18/09	CRP				3,000.00					
Y	2008/08	02/18/09	CRP			cash recpt	-3,000.00					
Y	2008/08	02/16/09	CRP				100.00				0000/	
Y	2008/08	02/16/09	CRP				2,000.00					
Y	2008/08	02/16/09	CRP				-3,000.00					
Y	2008/08	02/01/09	PRD	mlm	3p		3,523.44				WARRANT#p; R/N#1 EDWEEKLY	

Detail displays the single entry from this account in the journal. The Detail varies according to the journal entry source type. For example, invoice entries display the Invoice Data Inquiry screen.

Invoice Data - Munis

Document: [text box] Vendor: [text box] Remit: [text box]

Invoice: [text box] Name: [text box]

Year/per: [text box] Terms: [text box]

Type: [text box] Address: [text box] Remits: [text box]

Cash Account: [text box]

PO: [text box]

Contract: [text box]

Gross amt: [text box] Desc: [text box]

Disc date: [text box] Status: [text box]

Disc basis: [text box] Voucher: [text box]

Disc percent: [text box] Inv date: [text box]

Net amount: [text box] Due date: [text box]

Payment meth: [text box] Work Order/Tax: [text box]

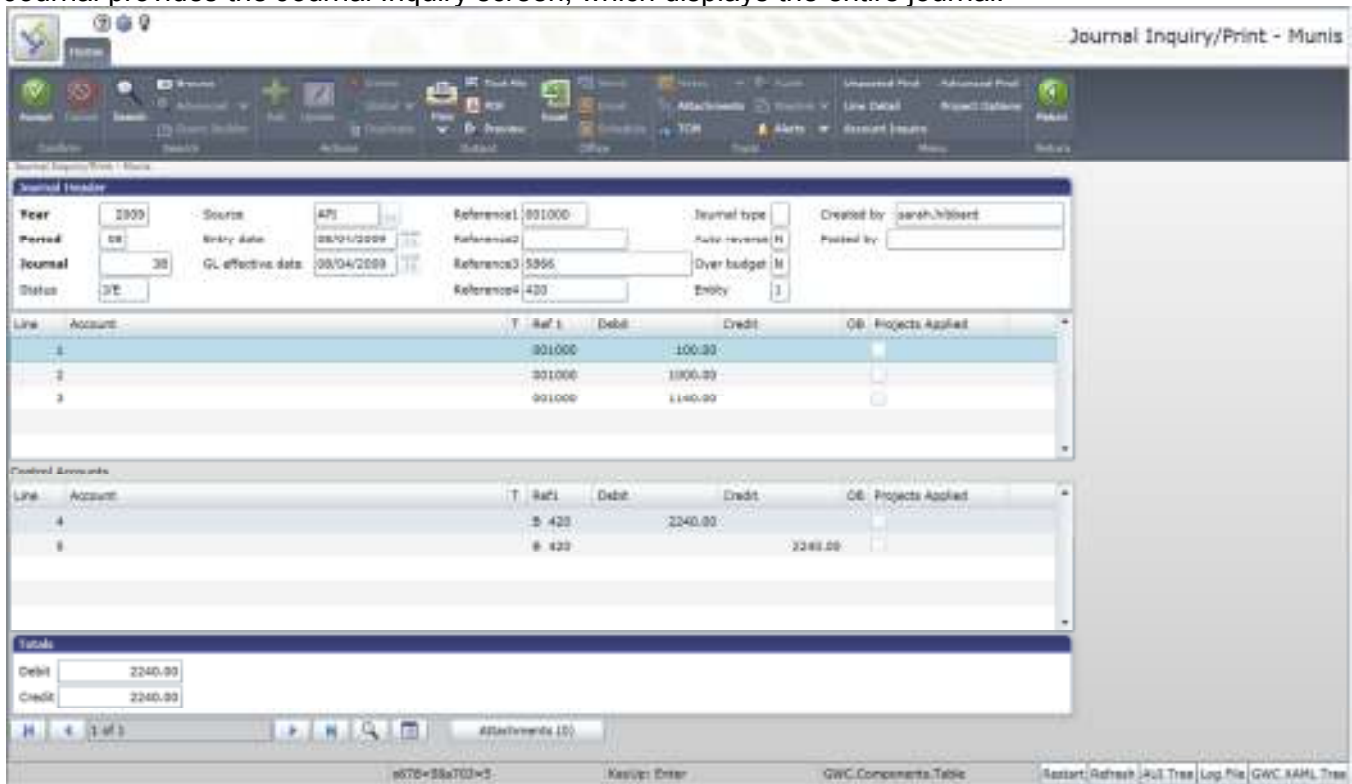
Check no: [text box] Dest/Len: [text box]

Check date: [text box]

Separate check  
 Include documentables  
 PA applied



Journal provides the Journal Inquiry screen, which displays the entire journal.



Click the Unposted Find option to show transactions not yet closed to a month. This is different than selecting the Include Unposted Journals check box on the Details screen, which shows transactions not yet posted that are still in the proof stage.

## Months

Click Months on the Account Inquiry screen to show a monthly view of all journal transactions that have been closed to a period. If the transactions have not been through a month-end process, they are not included in the monthly data. However, you can view transactions not yet closed in the current month detail. Transactions that are in journal entry/proof and not yet posted are not visible in any screen

The screenshot shows the 'Account Monthly Data' window for 'ACCOUNTS PAYABLE'. The table displays data for the current year, with columns for Month, LT Actual, LT Encumbrance, LT Bud Transfer, LT Budget, LT Realize, LT LUMP ACTUAL, and LT LUMP BUDGET. The data is as follows:

MT	LT ACTUAL	LT ENCUMBRANCE	LT BUD TRANSFER	LT BUDGET	LT REALIZE	LT LUMP ACTUAL	LT LUMP BUDGET
00 SOY	-137,136.39	.00	.00	.00	.00	137,136.39	-137,136.39
01 JUL	.00	.00	.00	.00	.00	.00	-137,136.39
02 AUG	.00	.00	.00	.00	.00	.00	137,136.39
03 SEP	.00	.00	.00	.00	.00	.00	-137,136.39
04 OCT	.00	.00	.00	.00	.00	.00	-137,136.39
05 NOV	187.00	.00	.00	.00	.00	187.00	-136,949.39
06 DEC	.00	.00	.00	.00	.00	189.00	-136,949.39
07 JAN	.00	.00	.00	.00	.00	217.00	-136,949.39
08 FEB	.00	.00	.00	.00	.00	2,342.00	-136,949.39
09 MAR	.00	.00	.00	.00	.00	.00	-136,949.39
10 APR	.00	.00	.00	.00	.00	.00	-136,949.39
11 MAY	.00	.00	.00	.00	.00	.00	-136,949.39
12 JUN	.00	.00	.00	.00	.00	.00	-136,949.39
13 SOY	.00	.00	.00	.00	.00	.00	-136,949.39
TOTALS	-136,969.39	.00	.00	.00	.00	.00	.00

Click Curr Month Detail to show you all of the posted activity (that has been closed to a period).

Click Monthly totals to show the totals all of the posted activity (that has been closed to a period) for the accounts in the active set by month for the current year.

## Totals

Click Totals on the Account Inquiry screen to show the combined totals for all accounts in the active set for transactions in closed and unclosed periods. Click Exit on the File menu to return to the previous screen.

The screenshot shows the 'Account Inquiry - Munis' window with a '3 Year Comparison' tab selected. The 'Current Year' is set to 'Fiscal Year 2006'. The table below displays financial data for five fiscal years: 2006, 2006, 2007, 2008, and 2009. The rows include Original Budget, Transfers In, Transfers Out, Revised Budget, Actual (Memo), Encumbrances, Reservations, Available, and Percent used.

	Fiscal Year 2006	Fiscal Year 2006	Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009
Original Budget	-124,280.88	-12,286,318.00	-122,883,884.00	-148,149,130.87	.00
Transfers In	376,215.57	12,490,982.51	1,347,568.98	22,147,461.48	.00
Transfers Out	-6,254.78	-1,000.00	8,000.00	-1,847,401.40	.00
Revised Budget	364,680.56	13,490,672.51	121,944,279.00	-128,276,907.72	.00
Actual (Memo)	184,417,405.40	-752,376.07	-728,077,417.00	11,891,090.38	.00
Encumbrances	17,565,311.86	16,637,693.79	679,480.99	3,150,000.00	.00
Reservations	11,170.49				914.44
Available	-19,128,921.88	-15,829,311.89	800,486,862.01	-133,411,996.10	-218.00
Percent used	.00	6,733.00	.00	.00	.00

## 2 Year Amounts

This option is available if your organization uses biennial budgeting. Click 2 Year Amounts to show biennial budgeting details. If the biennial year is set to one (1), the current year and next year are summed; otherwise, the current year and last year are totaled.

## GL Impact

The general ledger is not affected by this program, as it is inquiry only.

## 3.7 Year to Date Budget Report

### Objective

This document provides instructions for generating a Year-to-Date Budget report. The Year-to-Date (YTD) Budget report serves as a primary monthly budget report, but its flexible definition makes it suitable for special analysis purposes.

### Overview

The YTD Budget Report can be run for the following purposes:

- Report revenues collected to a specific period.
- Report expenses to a specific period.
- Report encumbrances to a specific period.
- Report current budget, expenditures versus carry forward budget, expenditures, and encumbrances.
- Report available budget from posted transactions or available budget from pending transactions.
- Report on fund balance position.
- Proof budget, encumbrance, expenditure, and revenue balances.
- Proof chart of accounts (COA) conversions and account balance conversions.

This report can also be run for the following years and periods:

- Three years prior to current fiscal year for periods 1-13.
- Two years prior to current fiscal year for periods 1-13.
- Previous fiscal year for periods 1-13 and for 99 (memo balance).
- Current fiscal year for periods 1-13 and for 99 (memo balance).
- Next fiscal year for periods 1-13 and 99 (memo balance).


This document covers the available options and how they affect the presentation of the displayed report.


## Procedure

To create a year-to-date budget report:


1. Open the Year to Date Budget program.  
*Financials > General Ledger > Inquiries and Reports > YTD Budget Report*  
 -or-  
*Departmental Functions > YTD Budget Report*



2. Click Search  on the toolbar or use the Advanced/Segment Search option to identify accounts for the YTD Budget Report.

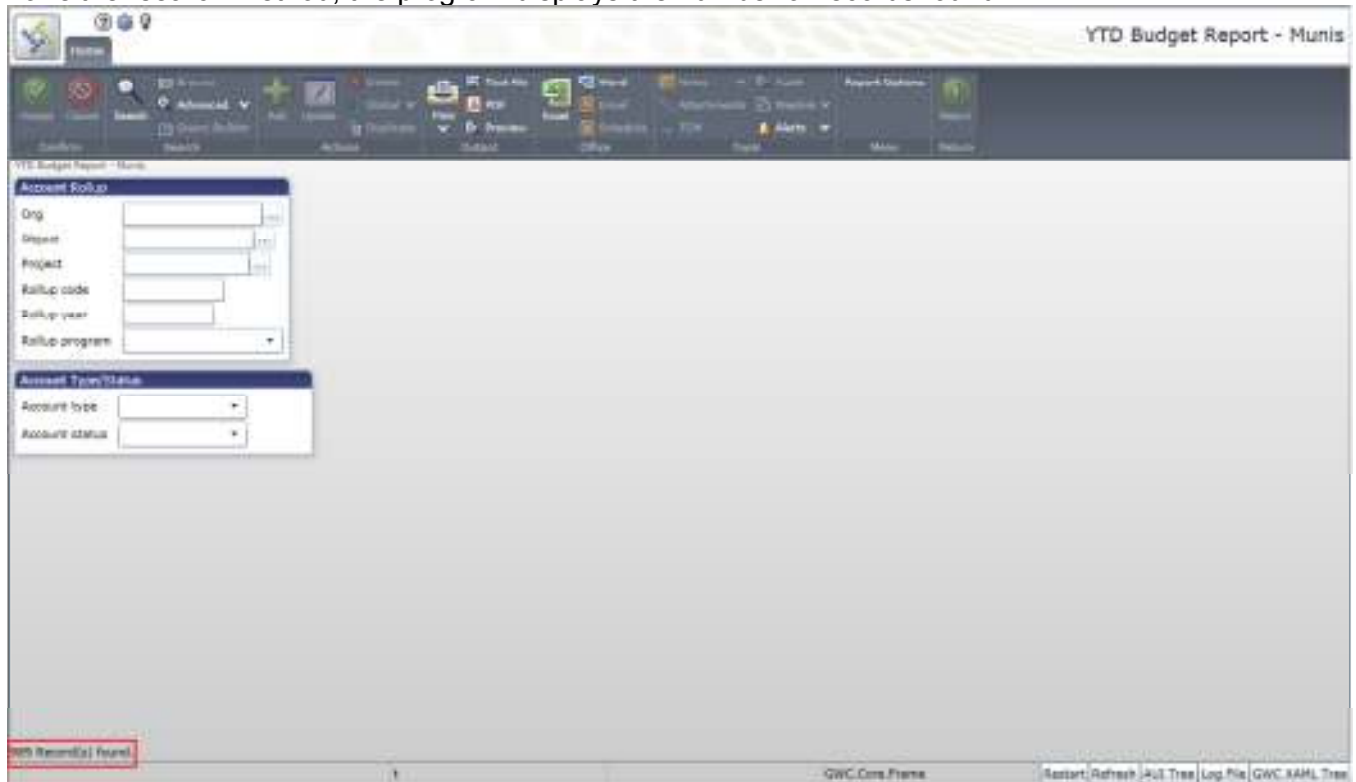
If you click Search, complete the fields according to the following table, and then click Accept  on the toolbar.

Field	Description
Account	These boxes contain the org, object, and project (if applicable) codes for the general ledger account number for which to create a report.
Rollup Code	This box stores the budget rollup code for the specified account. To search on a range of budget rollup codes, insert a colon (:) between the first and last codes in the search range. Use the asterisk (*) wildcard character to find all codes.
Rollup Year	This box stores the fiscal year to include in the rollup.
Rollup Program	This list identifies the budget rollup program code.
Account Type	This list indicates the type of account: revenue or expense. You can select the blank option to include all account types.
Account Status	This list determines the account status: active or inactive. You can select the blank option to include both active and inactive accounts.

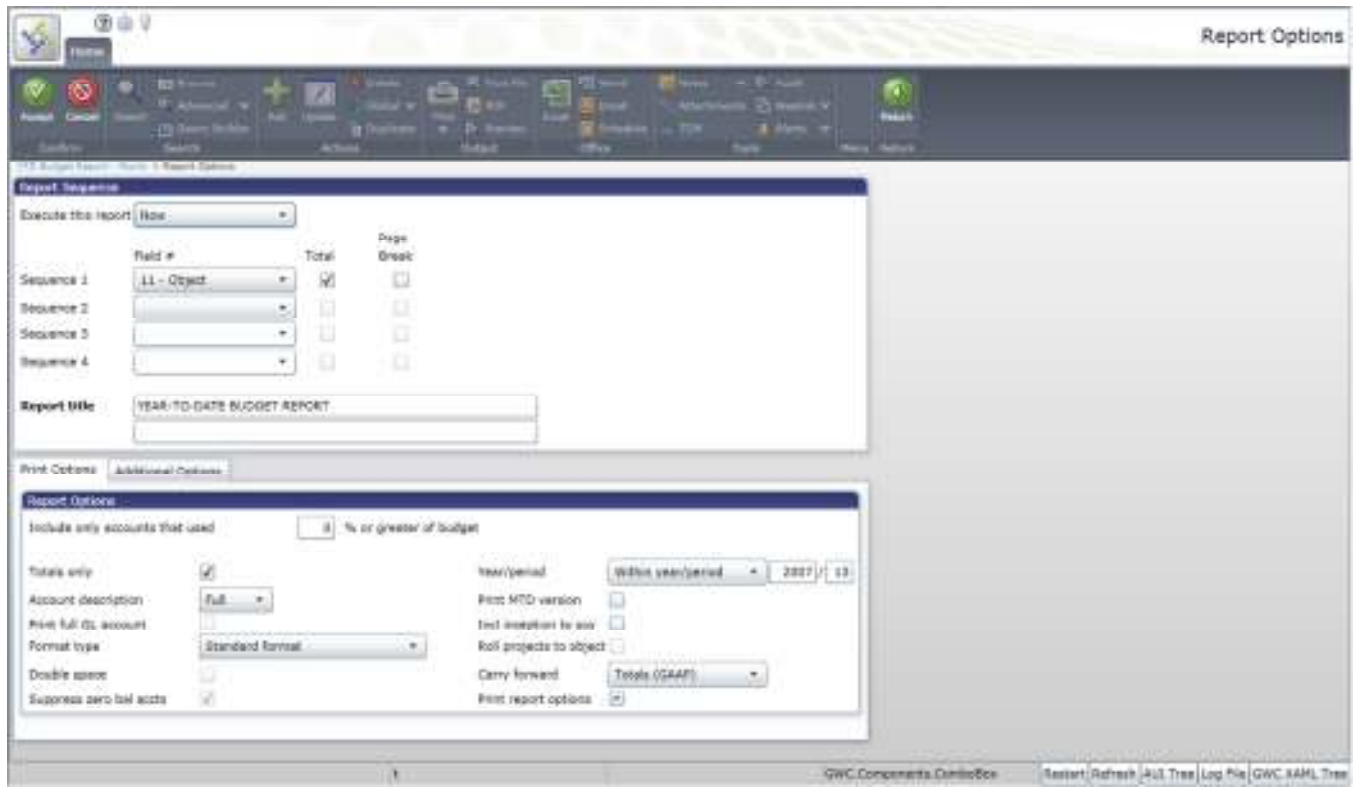
If you click Advanced/Segment Find, complete the fields on the Segment Find screen, and then click Accept  on the toolbar.



For either search method, the program displays the number of records found.



- Click Report Options.  
The program displays the Report Options screen.

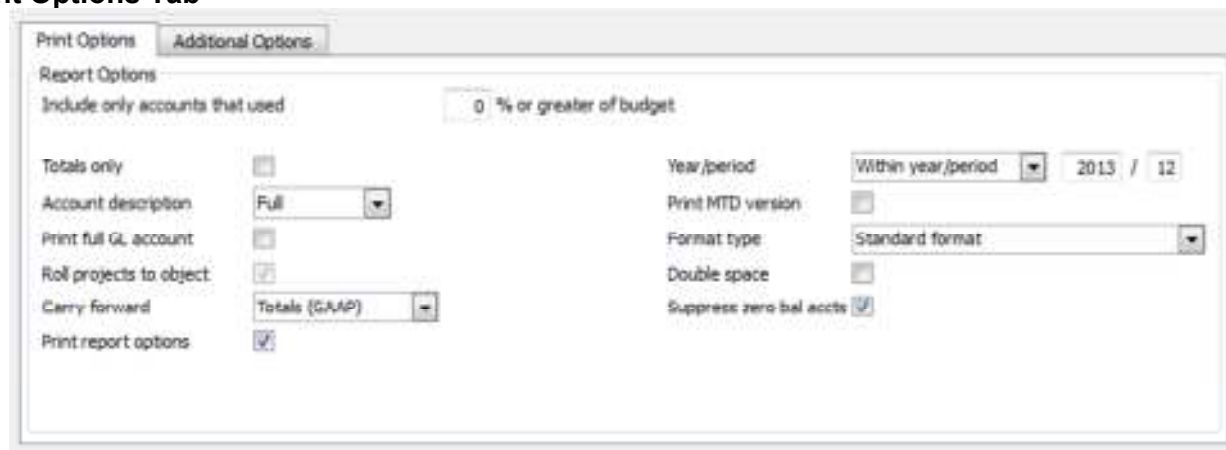


- Complete the fields according to the following table to define the report settings.

Field	Description
Execute This Report	This list allows you to use Munis Scheduler to process the report. <ul style="list-style-type: none"> <li>If you select Now to process the report immediately, click the Display, PDF, Print, or Save button to view, print, or save the report.</li> <li>If you select In Background (now) to process the report a single time using the event log and e-mail notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler.</li> </ul>
Field # (Sequence 1 to 4)	These lists establish a particular component (segment, org, and object) of the account structure as a sort key for the print sequence. Sequence 1 is the primary sort key for all accounts on the report. Sequence 2 is the secondary sort, and so on. The default sort is by fund, org, character, and object. Object does not need to be defined if it is the lowest level of the report.
Total	This check box, if selected, causes the report to print a subtotal line whenever the sequence changes. For example, org code may have been selected as part of the sort sequence so that the system prints a total whenever the org changes. If this check box is not selected, Sequence 1 Total Revenues and Total Expenses are suppressed for this level. If this check box is selected in Sequence 1 and in Sequence 4, there is no label on the last level.

Field	Description
Page Break	This check box, if selected, causes the program to start a new page whenever the particular sequence changes. If this check box is not selected in Sequence 1, there is no label in the page header and this level has a header label like all other sequence levels.
Report Title	These boxes contain the title for the YTD report. The default value for the first line of the title is Year-to Date Budget Report, but you can change this. You can enter up to 40 characters of text on the two lines of text. The title centers automatically when the report prints.

## Print Options Tab

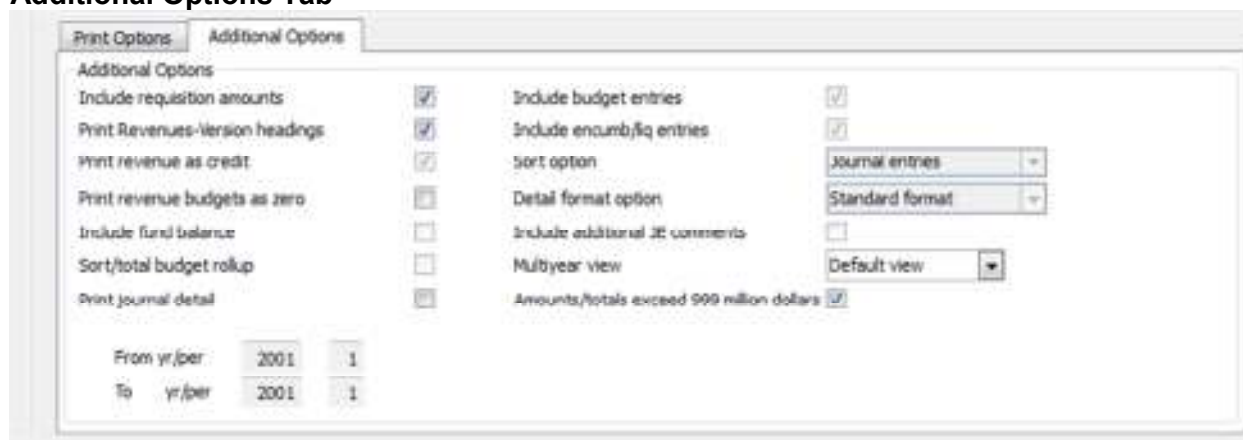


Field	Description
Include Only Accounts That Used ___% or Greater of Budget	This option indicates which accounts to include based on the percent of the budget used. For example, if you type 100 in this box, the report includes accounts with a percent used greater than or equal to 100. This includes accounts that have used the entire budget or have exceeded the budget. If the value of this box is 0 or greater, up to 100, the percent used is set to and prints on the report as 100% when the account has a zero revised budget and actual or encumbrance activity. Type a percent or leave this box blank to include all accounts.
Totals Only	This check box, if selected, causes the report to print totals as described in the Field # Sequence selections. This means that the report does not include any accounts that are not entered in the Sequence boxes and does not include transaction detail. If none of the four sequence groups is selected, the report includes only a Grand Total.
Account Description	This list determines the description that prints next to the account: full or short. The full description contains up to 30 characters; the short description contains 10.
Print Full GL Account	This check box, if selected, directs the report to print the full account number with each segment separated by a dash. This prints instead of the org/object/project codes. This option is only accessible when the Totals Only check box is not selected.
Format Type	This list determines the detail format option: Standard or Cents in Budget Amount. When you select Cents in Budget Amount, the Transfers/Adjustments and Revised Budget columns display cents.
Double Space	This check box, if selected, causes the report to print in double-spaced format. This option is only accessible when the Totals Only check box is not selected.



Field	Description
Suppress Zero Balance Accounts	This check box, if selected, directs the report to exclude accounts that meet the following conditions: zero original budget, zero budget transfers, zero revised budget, zero actual, zero month-to-date actual, zero encumbrances, zero available budget, and if detail is selected, no detail for the reporting period.
Year/Period	<p>This list indicates the time period for which information for the budget report is selected.</p> <p>If you select Within Year/Period, you must complete the following boxes with a specific fiscal year and period.</p> <p>For the fiscal year, you can enter the current, next year (which must be period 99), the last year, last year 2, or last year 3.</p> <p>For the fiscal period, you can enter periods 1-13 and 99 (memo balance, which includes posted and pending transactions). For the current, next or last year, the report may be run for any period other than 00 (start-of-year), including memo balance (99). For 2 and 3 years prior, the report may only be run for periods 1-13. The default value for the period populates from the Current Year/Period field in Roll Accounting Period, but you can enter any period.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Any period includes entries for that period that have not been closed using Month-End Processing.</li> <li>• Period 99 retrieves up-to-the-minute totals, using the Memo Balance field for actuals, the Encumbrances field for encumbrances, and the Revised Budget field for Budget. Choosing Period 99 aligns the report to Account Inquiry reporting.</li> <li>• Last fiscal year retrieves last-year figures.</li> <li>• Next fiscal year retrieves next-year actuals and encumbrances. If Post to Master for Reports on the Budget menu has been run, next fiscal year also includes next year adopted budget.</li> <li>• If the fund is a multiyear fund, the program calculates and displays the three budget field amounts (original appropriation, transfers/adjustment, and revised budget) as if the period selected were 99.</li> <li>• If last year and period 13 is requested, current year carry forward budget is used for the encumbrance amount.</li> </ul>
Print MTD Version	This check box, if selected, causes the report to print a month-to-date column on the report. The MTD column is either MTD Expended or Actual MTD Revenue. If the MTD option is chosen, the Transfers/Adjustments column is omitted.
Roll Projects to Object	This check box, if selected, with project accounting is in use, causes to program to summarize all general ledger accounts that have a project code under their common org and object. Instead of each project account printing with its own descriptions, it is included under the org/object.
Carry Forward	<p>This list defines the report output as:</p> <ul style="list-style-type: none"> <li>• Totals (GAAP) - includes current year and carry forward activity.</li> <li>• Current year only - excludes activity related to encumbrance carry forward.</li> <li>• Carry forward only - Includes only activity related to encumbrance carry forward.</li> </ul> <p>The default value is Totals (GAAP), but you can change this option for any period in the entered year.</p>
Print Report Options	This check box, if selected, causes the program to append the Search criteria and report option settings at the end of the report.


## Additional Options Tab



Field	Description
Include Requisition Amounts	This check box, if selected, causes the program to add requisition amounts to the report and to rename the Encumbrances column to Enc/Req to reflect this. This check box is accessible for only current year and next year reporting and when period 99 is chosen. The Available Budget column is affected as it uses the encumbrance amount in its calculation.
Print Revenues - Version Headings	This check box, if selected, causes the program to print the revenue-related column headings versus the standard column headings. Select this check box to print revenues-version headings. There is no encumbrances column.
Print Revenue as Credit	This check box, if selected, causes the report to print revenue accounts as credits. This check box is available when the report is being run for just revenue accounts. If not selected, the report prints revenue account balances without the minus sign.
Print Revenue Budgets as Zero	This check box, if selected, indicates to the program that revenue budget amounts should print as zero.
Include Fund Balance	This check box, if selected, indicates to the program that fund balance summary information is included. If you select this option, the fund balance summary prints at the end of each fund. This check box is only accessible if there are both revenue and expense accounts in the active set and the Field # in Sequence 1 is Fund.
Sort/Total Budget Rollup	This check box, if selected, causes the program to display the budget rollup code totals in the report. This check box is only accessible if the Rollup field is completed on the main YTD Budget Report screen.
Print Journal Detail	This report, if selected, causes the program to extract detail transactions from the GL Journal Hold and GL History tables and prints these detail lines for each account. When printing journal entry detail, SOY entries are treated like purchase order entries. These SOY entries are the encumbrance entries for purchase orders carried over into the current year from last year. To include the SOY journal entries, you must use a starting period of 0.
Include Budget Entries	This check box, if selected, causes transaction type 5 journal entries to be included in the detail of the report.
Include Encumb/Liq Entries	This check box, if selected, causes transaction type 4 (encumbrance) journal entries to be included in the detail of the report.
Sort Option	This options determines the sort order if the Print Journal Detail check box is selected; sort options are journal entries or purchase orders.

Field	Description
Detail Format Option	<p>This list determines the journal detail format:</p> <ul style="list-style-type: none"> <li>Standard - A standard report where journal detail is presented as is.</li> <li>Column Sensitive - The detail line formatted based on the journal source code of the detail.</li> </ul> <p>For example, AP*, PO*, SOY, and R* source journals have reference 1 labeled "VND" and reference 2 labeled "PO." The detail line also has the vendor's alpha name presented before the journal comment and the detail line ends with the check number where available. In all other journals, only reference 1 is presented with the label REG (reference 2 is omitted) and the line ends with the journal comment.</p>
Include Additional JE Comments	This check box, if selected, directs that journal entry comments print on the report.
Multiyear View	This is the default view for multiyear funds. If Default is selected, the program applies the default setting from each account. If one of the other options is selected, the program applies that view to all accounts in the set, regardless of their individual default settings.
Amounts/Totals Exceed 999 Million Dollars	<p>This check box, if selected, directs the program to include amounts that exceed \$999,999,999.00 by displaying the account description on a separate line from the totals.</p> <p>If this option is cleared, the report includes the amounts by shortening the description of the account to make room for the dollar amount and display all of the account information on a single line.</p>
From Yr/Period To Yr/Period	<p>These boxes define the range of years and periods for which to include account detail to include on the report. Typically, this would reflect one month's detail, but it could be year-to-date.</p> <p>These boxes are only accessible if the Print Journal Detail check box is selected.</p>
Print Report Options	This check box, if selected, directs the program to include a brief summary of the report options used to generate the report. Clear this check box to exclude the summary.

5. Click Accept .

6. Click Return  to close the Report Options screen.

7. On the main screen, click PDF  or Display  to display your report. Note: report can be saved or printed from pdf.

munis							
11/08/2011 14:42		MUNIS				PG 1	
1004.bolivar		YEAR-TO-DATE BUDGET REPORT				glyt@wv	
FOR 2011 BY							
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
5110 SALARIES FULL TIME	0.00	4,560.00	4,560.00	0.00	4,560.00	0.00	100.00
TOTAL EXPENSES	0.00	4,560.00	4,560.00	0.00	4,560.00	0.00	
5208 EQUIPMENT MAINTENANCE	0.00	3,836.00	3,836.00	3,000.00	3,836.00	-836.00	100.00
TOTAL EXPENSES	0.00	3,836.00	3,836.00	3,000.00	3,836.00	-836.00	
5209 TRAVEL	0.00	0.00	0.00	40.00	0.00	-40.00	100.00
TOTAL EXPENSES	0.00	0.00	0.00	40.00	0.00	-40.00	
5211 ELECTRIC	0.00	24,125.00	24,125.00	0.00	24,125.00	0.00	100.00
TOTAL EXPENSES	0.00	24,125.00	24,125.00	0.00	24,125.00	0.00	
5215 TELEPHONE	0.00	100.00	100.00	0.00	100.00	0.00	100.00
TOTAL EXPENSES	0.00	100.00	100.00	0.00	100.00	0.00	
5218 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	1,500.00	0.00	-1,500.00	100.00
TOTAL EXPENSES	0.00	0.00	0.00	1,500.00	0.00	-1,500.00	
5227 CONTRACTUAL SERVICES	0.00	4,350.00	4,350.00	0.00	4,350.00	0.00	100.00
TOTAL EXPENSES	0.00	4,350.00	4,350.00	0.00	4,350.00	0.00	
5290 MISCELLANEOUS EXPENSES	0.00	4,245.00	4,245.00	3,745.00	4,245.00	-500.00	100.00
TOTAL EXPENSES	0.00	4,245.00	4,245.00	3,745.00	4,245.00	-500.00	
5400 OFFICE SUPPLIES	0.00	7,602.00	7,602.00	0.00	7,602.00	0.00	100.00
TOTAL EXPENSES	0.00	7,602.00	7,602.00	0.00	7,602.00	0.00	
5403 POSTAGE AND COURIER	0.00	50.00	50.00	0.00	50.00	0.00	100.00
TOTAL EXPENSES	0.00	50.00	50.00	0.00	50.00	0.00	
5405 MATERIALS AND EQUIPMENT	0.00	131,400.00	131,400.00	0.00	131,907.48	-507.48	100.00
TOTAL EXPENSES	0.00	131,600.00	131,600.00	0.00	131,907.48	-307.48	

Your report displays according to the report options that you selected.

## Results

You can now analyze what transactions have occurred within your search and sequence settings, confirm that a budget was posted correctly, proof your chart of accounts, or look at transactions for a specific period.

## GL Impact

The general ledger is not affected by this action.

## 6.2 Requisition Entry

### Objective

This document provides instruction on how to enter a requisition into the Munis Requisition Entry program. This document is intended for all users responsible for entering requisitions.

### Overview

By entering a requisition, you are requesting funds to make a purchase. As soon as the requisition is entered, the funds for the purchase are set aside, or pre-encumbered, for the specified general ledger expense account. When the requisition is released, it moves through the approval process, after which it is converted into a purchase order.

All requisitions will be reviewed and approved by the appropriate authority prior to being converted to a purchase order. Invoices will be entered against the PO and will liquidate the funds set aside, creating an actual expense.

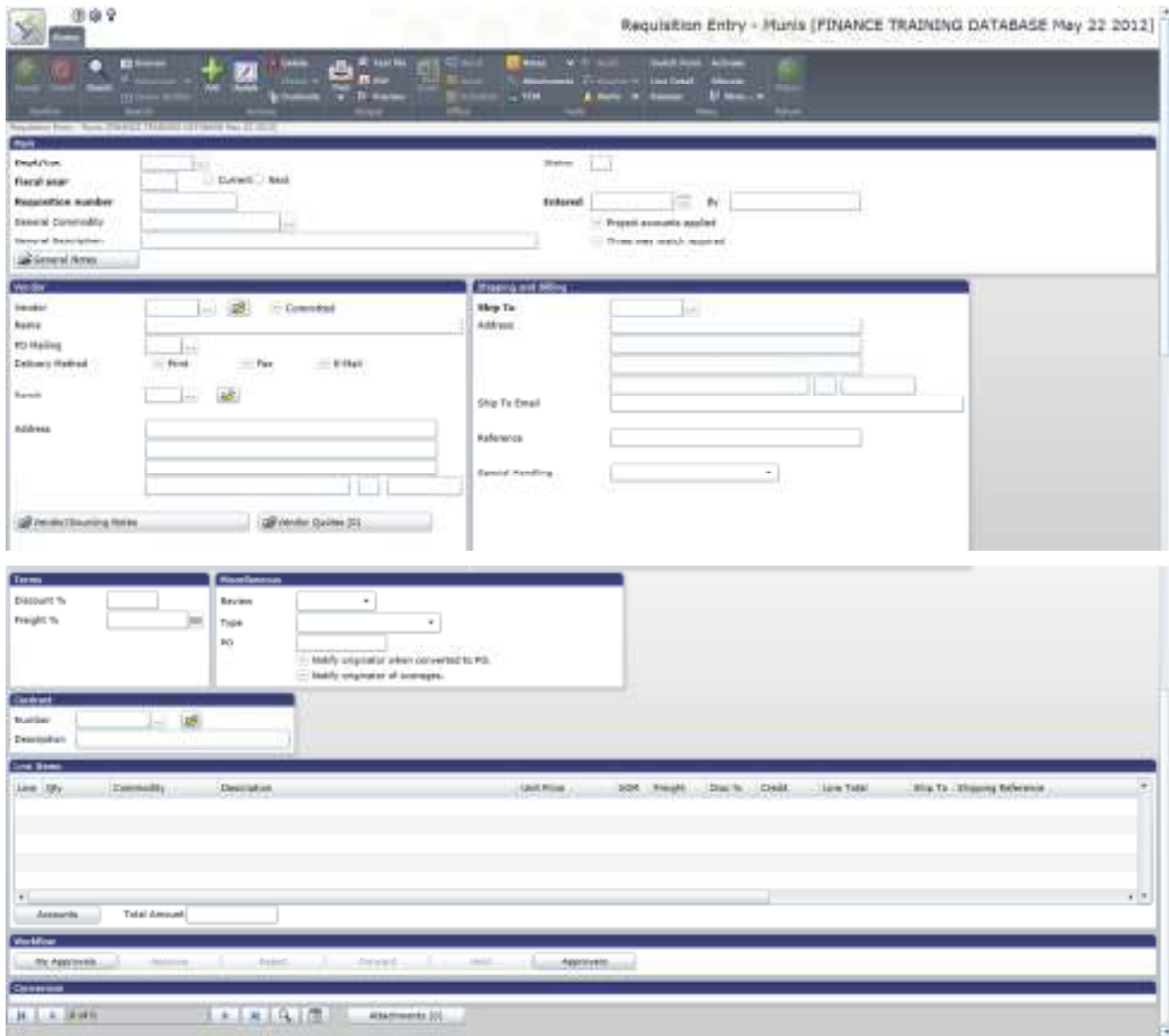
### Procedure

NOTE: When you choose “Switch Form” there are several options, and your choice should be based on the type of Requisition you are processing. The available fields will vary depending on the form you use, but all fields are listed below for the purposes of this document.

- **A-VENDOR** to be used for Vendor Purchases
- **B-WHSE** to be used to request Inventory Items
- **C-FNS** to be used by Food Service to order off contracts

To create a requisition:




1. Open the Requisition Entry program.  
*Financials > Purchasing > Purchase Order Processing > Requisition Entry*  
 -OR-  
*Departmental Functions > Requisition Entry*






2. Click Add  on the ribbon.

3. Complete the fields, as required, to define the requisition details. Refer to the following table for specific field information.

Field	Description	Pasco County School District, FL
<b>Main Information</b>		
Dept/Loc	This box contains the department or location responsible for the requisition.	This will default based on the user setup but can be overridden if necessary to assign the requisition to the correct department.
Fiscal Year Current or Next	The box identifies the fiscal year in which the requisition is created. This option can be the current or next year; the program automatically highlights Current or Next when you type the four-digit year.	Accept the current year default or manually key the four digit year to indicate this is a next year requisition. Permissions will control whether a user is eligible to enter a year other than current.
Requisition Number	This box identifies the requisition number.	The District will set requisition numbers globally, starting with number one and will increment sequentially.
General Commodity	This box specifies the general (type 2) commodity for the requisition. Press Tab to leave this box blank if your organization does not use commodity codes. Codes entered in this box must exist in the Commodities program.	Required by PCS  Select the general (type 2) commodity for the requisition.
General Description	This box contains a general description for the order. The description can contain up to 50 alphanumeric characters.	General description will default based on selected commodity.
Status	This list indicates the current status of the selected requisition. This box is accessible when you click Search to locate a record.	Displays the current status of the selected requisition. This field is only accessible when you click the search button.
Entered	This box displays the date that the requisition is created.	Displays the date that the requisition is created.
By	This box displays the user ID of the person who enters the requisition. When you are adding or updating a record, the program completes this box automatically, and you cannot change the entry. This box is accessible when during the Search process; type a user ID to find only those requisitions entered by that specific user.	Displays the user ID of the person who enters the requisition
Project Accounts Applied	This check box indicates that project account strings have been applied to the requisition.	Check this box if project account strings should be applied to the requisition.

Field	Description	Pasco County School District, FL
Three Way Match Required	This check box, if selected, indicates that a three-way match will be required for the purchase order that will be created from this requisition. This check box does not have any actual effect at the requisition level, but affects payment on the subsequent Invoice.	This check box will default as checked based on Accounts Payable settings. Three way match will be required for all purchase orders, except Blanket Purchase Orders.
 General Notes	The General Notes can be used for entering notes relating to the Requisition	PCS will use General Notes for the entry of Internal Notes, and they will not print on the Vendor's Purchase Order. Note: upon entry of notes, the folder will be yellow, indicating notes are available for review.
<b>Vendor Information</b>		
Vendor	<p>This box identifies the vendor from whom you are requesting the requisition items. You can type a vendor number, or you can click the field help button  to select a vendor.</p> <p>If the Enforce Bid Defaults check box in Bid Management Roles is selected, only awarded vendors can be entered.</p> <p>The Committed Vendor check box, if selected, indicates that the vendor is designated as a sole source for the commodity. The information in Vendors provides the default value for this box, and you cannot change this.</p>	<p>Select the vendor from whom you are requesting the requisition items. You can type a vendor number, or you can click the field help button  to select a vendor.</p> <p>Enforce Bid Defaults will not be applicable until the District implements the Munis Bid module.</p>
Committed	<p>This check box indicates that the selected vendor is a committed vendor, either because of a bid, or a contract.</p> <p>The check box is automatically selected or cleared based on the vendor and commodity code and cannot be manually updated.</p>	This check box indicates that the selected vendor is a committed vendor, either because of a bid, or a contract.
Name	This is the vendor's name, which is automatically entered based on the vendor number selected.	Vendor's name is automatically entered based on the vendor number selected.




Field	Description	Pasco County School District, FL
PO Mailing	This box identifies the vendor's address to be used for mailing purchase orders.	<p>Confirm you have selected the correct PO Mailing address as multiple addresses can be stored for each vendor.</p> <p><b>To select an address different from default, enter the remit address number that should be used for PO mailing.</b></p>
Delivery Method	<p>This is the desired delivery method for the completed purchase order. The default values of these check boxes are drawn from the vendor record.</p> <p>The E-Procurement option indicates that the purchase order will be submitted via the vendor's online shopping interface. This option is only available if your organization has selected the Use Individual Vendor's Settings check box in Purchase Order Settings.</p>	<p>The desired delivery method for the completed purchase order will default from the Vendor record.</p> <p>The E-Procurement option will not be applicable until the District implements the Munis E-Procurement process.</p>
Remit	<p>This box specifies the address to which payments should be sent. The default value is zero if the vendor does not have any remit addresses on record; otherwise the default value is one.</p> <p>Values are zero or any existing remit address number for that vendor.</p> <p>When liquidating a purchase order in the Invoice Entry program, if the remit address number is greater than 0, the remit address entered in this field is the default value on the invoice.</p>	<p>If you know, select the address to which payments should be sent. If not, the system will default a value of 0 (PO Mailing Address) if the vendor does not have any remit addresses on record; otherwise the default value is one (first Vendor Remit Address on the Vendor record.)</p>
		<p><b>PCS will enter notes intended for the Vendor, and click  so they will print on the Vendor's copy of the Purchase Order.</b> Note: upon entry of notes, the folder will be yellow, indicating notes are available for review.</p>
		<p>PCS will not use Vendor Quotes.</p>
<p><b>Shipping Information</b></p>		
Ship To	This is the location to which the item should be delivered.	Ship To will default based on the department entered but can be overridden if necessary.

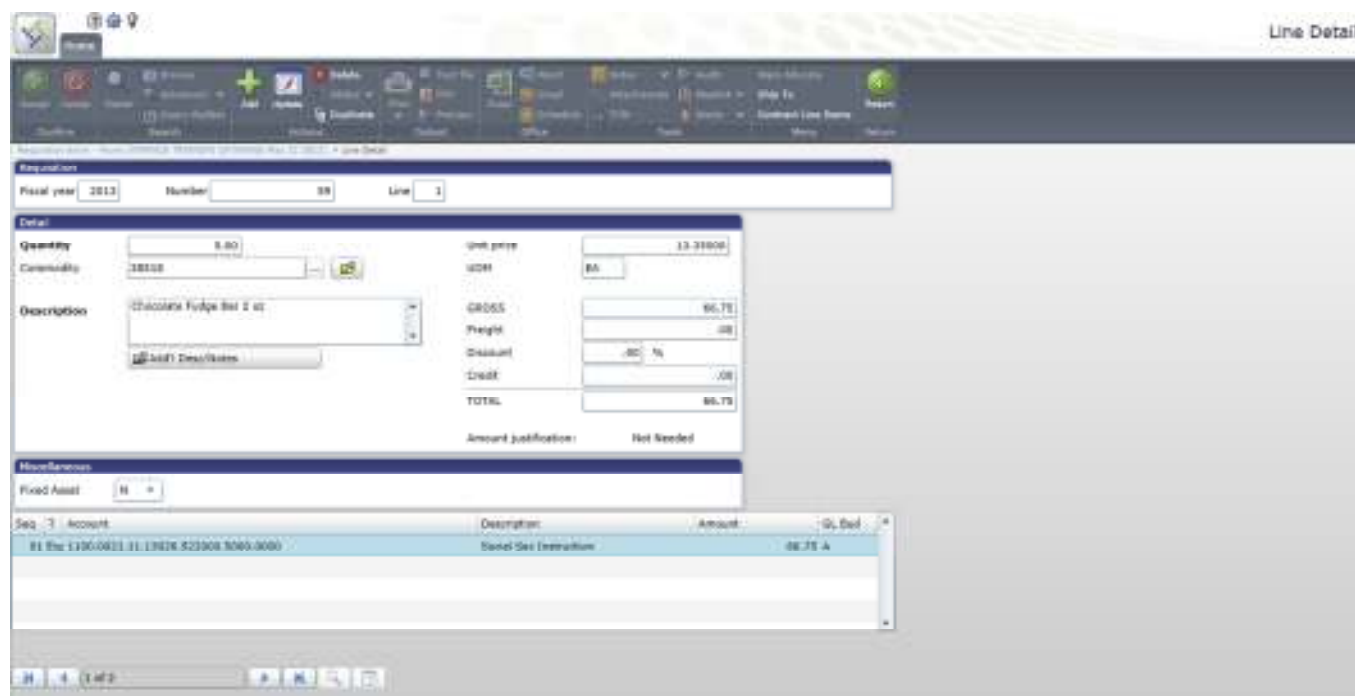
Field	Description	Pasco County School District, FL
Email	This is the contact e-mail address for the shipping location.	Shipping contact email address will default from the department's Ship To settings based on the department code entered but can be overridden if necessary.
Reference	This is the name to reference on the vendor's shipping document. You can enter up to 30 characters in the box.	Optional, but recommend entering the name of the individual the order is for.
<b>Terms</b>		
Discount %	This is the vendor's standard discount percent, if applicable. The default value is the percent established in Vendors, but you can change this according to current arrangements.	Enter the vendor's standard discount if applicable to the entire requisition.
Freight %	This is the percentage of the order that the vendor charges for shipping, if applicable. If the selected vendor has a standard freight percent identified in Vendors that is the default value; otherwise it is 0.	Enter the % of freight, and Munis will calculate the freight amount applicable for each line entered. Note: If Freight is an amount, and not a %, that amount must be entered on the individual line item on the Line Detail.
<b>Miscellaneous</b>		
Review	This list determines the requisition's review process.	Select the appropriate review code, if applicable: <ul style="list-style-type: none"> <li>• BD Board Approval</li> <li>• PP Pre-paid Requisition</li> <li>• RV Return Vendor Copy of PO</li> </ul>
Type	This list identifies the type of requisition: <ul style="list-style-type: none"> <li>• Normal - Purchase order for specific goods or services.</li> <li>• Blanket - A purchase order that is intended to be used over a long period of time.</li> <li>• Dept/Emergency - Purchase order that must be rushed.</li> <li>• RFP/Bid - A request for proposal or bid.</li> </ul>	Select the requisition type: <ul style="list-style-type: none"> <li>• Normal - Purchase order for specific goods or services.</li> <li>• Blanket - A purchase order that is intended to be used over a long period of time.</li> <li>• Dept/Emergency - Purchase order that must be rushed. (With the appropriate permissions)</li> </ul>

Field	Description	Pasco County School District, FL
Notify Originator When Converted to PO	<p>This check box, if selected, directs the program to send an e-mail to the employee who entered the requisition that it has been successfully converted to a purchase order.</p> <p>If the Notify Originator When Requisition is Rejected or Converted to a PO check box in Department Codes is selected, this option is selected as well, but you can change this.</p>	PCS will check this box to notify originator when converted to a purchase order.
Notify Originator of Overages	This check box, if selected, causes the program to notify the requester when a requisition has liquidations greater than the specified amount.	PCS will check this box to notify originator when purchase order liquidations are greater than the specified amount.



<b>Contract</b>		
<p>Number</p>	<p>This box contains the contract number associated with the selected commodity.</p> <p>When a commodity with a posted contract number is entered, the contract number is the default value for the Contract box in Requisition Entry and PO Entry. The general ledger accounts entered must be the same as the accounts entered on the contract.</p> <p>You can enter a contract that has an existing change order. If the change order decreases the contract amount, you cannot exceed the open amount for the account on the change order. If you try, the program displays a message with the dollar amount that you cannot exceed.</p> <p>If a rejected requisition is reactivated, the program checks the contract open amounts for each general ledger allocation. If the contract has a change order against it and the change order is decreasing the contract amount, the program checks the change order open amount for each allocation.</p> <p>If a requisition allocation exceeds the contract or change order open amount, the program marks the allocation with an X and you must either modify the requisition line to a lesser amount or modify the contract.</p> <p>If you change the Year/Per value in the Contract Change Orders program from next year to the current year, the program updates the corresponding requisition year, allowing you to process current year contracts.</p>	<p>Enter a Munis contract number if it should be associated with this requisition.</p>

4. Click Accept  to save the header information.  
The program displays the Line Detail screen.

- Begin entering the line detail information for your requested line item. Press Tab to move through the fields.



Field	Description	Pasco County School District, FL
<b>Requisition</b>		
Fiscal Year	This box indicates the fiscal year in which the requisition was entered. The year is display only.	Defaults
Number	This box displays the requisition number entered on the main Requisition Entry screen. This number is display only.	Defaults
Line	This box provides the item's sequence in the requisition. This number is assigned by the program and you cannot change it.	Defaults
<b>Detail</b>		
Quantity	This box specifies the order quantity for a single line item in the requisition. The program multiplies the number entered here by the unit price of the line item to calculate the net cost. The default quantity value is 1, but you can change this.	Enter correct quantity for line item.

Field	Description	Pasco County School District, FL
Commodity	<p>This box identifies the detail (type 4) commodity code for the item. Press Tab to leave this box blank if your organization does not use commodity codes.</p> <p>The default value for the commodity code is based on the inventory item entered provided that an item/commodity relationship exists and that the commodity code box was initially left blank. If there is a default value for the commodity code, there are default values for the unit price and UOM as well.</p>	<p>Click the field help button , highlight the appropriate Detail Commodity Code, and then click Accept .</p>
Inventory Item	<p>This box specifies the item number.</p> <p>If it is an inventory item, the default value is entered from the Inventory Items program.</p> <p>If you add an inventory item to a requisition that is to become a pick ticket, if the inventory method is first-in/first-out, and there is insufficient quantity-on-hand of that item to calculate the unit price, the program estimates the unit price according to one of the following:</p> <p>If the quantity on hand is zero, the program estimates the unit price based on the last purchase cost of the time at the entered location.</p> <p>If the quantity on hand is greater than 0 but less than the order quantity, the program estimates the cost based on the current quantity on hand.</p>	<p>If the requisition should become a pick ticket, enter the inventory item number. INVENTORY REQS ONLY</p>
Inventory Location	<p>This box indicates the location of the inventory item.</p> <p>The Location box allows for the entry of an inventory item location and is required if you enter an inventory item.</p> <p>When an entry is made in the Location box, the first location code for the selected inventory item displays.</p> <p>The location code (if applicable) displays on printed pick tickets.</p>	<p>The location of the inventory item will default. INVENTORY REQS ONLY</p>
Type	<p>This option determines the item type: pick ticket or purchase order.</p> <p>Depending on this selection, the line becomes either a purchase order line item or an inventory pick ticket.</p>	<p>Depending on this selection, the Requisition becomes either a purchase order line item or an inventory pick ticket.</p>

Field	Description	Pasco County School District, FL
Unit Price	<p>This box contains the unit price of the goods or services specified on the line item.</p> <p>The program multiplies this amount by the quantity to calculate the line item total.</p> <p>For pick ticket lines, the unit price is entered from Inventory Items.</p> <p>The program uses the default value from the commodity code, which you can only override if you have been assigned permission to do so in Requisition Roles.</p>	<p>Enter the unit price of the goods or services specified on the line item.</p>
UOM	<p>This box indicates the unit of measure to be printed for the line item.</p> <p>The value of this box does not affect the calculation of the Item Total.</p> <p>The default value for the UOM displays from the Commodities program for purchase order items; for pick ticket lines, UOM is entered from the Inventory Items program.</p>	<p>Enter the unit of measure to be printed for the line item.</p> <p>If applicable, the default value for the UOM displays from the Commodities program for purchase order items; for pick ticket lines, UOM is entered from the Inventory Items program.</p>
Freight	<p>This box indicates the freight charge, if applicable.</p> <p>The amount entered is automatically added to the item total.</p> <p>The value of this box prints on the requisition and resulting purchase order.</p>	<p>Enter the Freight Amount for this line item, if applicable.</p>
Discount Percent	<p>This box identifies the vendor discount for this line item, if applicable.</p> <p>The program calculates the discount and reduces the item total by that amount. The discount prints on the requisition and resulting purchase order.</p>	<p>Enter the vendor discount for this line item, if applicable.</p>
Credit	<p>This box records a trade-in or credit.</p> <p>When you enter an amount, the program reduces the line item total by the credit amount. You can enter a credit of up to 9,999.99 or until the line item total is reduced to zero.</p> <p>This credit prints on the requisition and resulting purchase order.</p> <p>Enter reasons for the credit in the Description box.</p>	<p>PCS will use this field to enter flat \$ amount discounts, when a % discount is not applicable.</p>
Line Item Total	<p>This box displays the total amount for the current line item.</p> <p>This amount is display only.</p>	<p>Displays the total amount for the current line item.</p>





Field	Description	Pasco County School District, FL
Description	<p>This box provides an item description. The description can contain up to 210 alphanumeric characters.</p> <p>Click the Add'l Desc Notes button to add more information.</p>	<p>This description should be specific to the line item being requested. This could be a catalogue number or a manufacturer item number.</p> <p>The Description will default from the Commodity Code, if applicable; however, Mfg/Product # must still be entered.</p>
<b>Miscellaneous</b>		
Vendor	<p>This box identifies the vendor from which to order the commodity.</p>	<p>This is the primary vendor from the requisition header. Note: will be left blank for a Warehouse order.</p>
Email	<p>This box displays the selected vendor's default contact e-mail address. This address defaults from the vendor record.</p>	<p>Defaults if on vendor record.</p>
1099 Box	<p>This list specifies the 1099 Box code.</p> <p>If the 1099 Default box for the Object Code segment the Chart of Account Segments program has been completed, the program completes the value.</p> <p>If the 1099 Default box in the Chart of Account Segments program is blank, the default value for this box displays from the Vendors program.</p>	<p>PCS End Users will make no changes to this field.</p>
Bid	<p>This box identifies the bid number, if applicable. To update bid details, including the commodity, click the folder button to open the Create Bid Master program.</p> <p>If the Enforce Bid Defaults check box in Bid Management Roles program is selected, any information previously entered on the bid (such as unit price or discount) cannot be changed.</p>	<p>Bids will not be applicable until the District implements the Munis Bid module.</p>





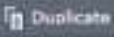

Field	Description	Pasco County School District, FL
Dept/Loc	<p>This box indicates the department/location code of the requesting department.</p> <p>The default value is entered according to the department code associated with your user ID, but you can change this if you are authorized to order items for more than one department.</p> <p>If the department code is changed while adding or updating a requisition, the program displays a replacement confirmation message. Click Yes to replace the current data with the new department's defaults.</p> <p>To enter an inventory location, you must have full permissions to do so; permissions are granted in the Inventory Roles program. You must have either full permissions or pick ticket-only permissions to create a pick ticket from a requisition. When you complete the location code, the program displays a message that indicates if a location is restricted to pick tickets only. If you enter an inventory location for which you have Create Pick Tickets from Reqs Only permissions, the default value for Type is Pick Ticket and you cannot change this.</p>	<p>The default value is entered according to the department code associated with your user ID, but you can change this if you are authorized to order items for more than one department.</p>
Required By	<p>This box specifies the date by which the goods or services in this requisition are needed.</p>	<p>PCS will not use.</p>
Requested By	<p>This box contains the user ID of the person who requested the item.</p> <p>The value of this box must be a Munis user.</p>	<p>Optional.</p> <p>Enter the user ID of the person who requested the item.</p>
Fixed Asset	<p>This list indicates if the item is a fixed asset (Y), a master fixed asset (M), or not a fixed asset (N).</p> <p>If the Fixed Asset check box in the Chart of Account Segments program for the Object Code segment is selected and the entry amount is equal to or greater than the value of the Fixed Asset Amount in Chart of Account Segments, Yes is the default value for this box when you are adding or updating a record. Otherwise, the default value is No.</p> <p>If the fixed asset amount value from Chart of Account Segments does not apply, Yes or No carries forward from the Commodities program, but you can change this.</p> <p>The value of this box is based on the object code entered if the Commodity box is blank.</p>	<p>Indicates if the item is a fixed asset (Y), a master fixed asset (M), or not a fixed asset (N).</p> <p>Flag will default based on GL object code.</p>

Field	Description	Pasco County School District, FL
WO Number	This box specifies a work order number, which is applicable only if the line detail item is for a work order. The program automatically allocates the line detail to the work order. Work order numbers apply if your organization uses Munis Work Order, Fleet, and Facilities.	WO Number is not applicable until the District implements the Munis Work Order module.
WO Task	This box indicates the task code from the associated work order. Work order tasks apply if your organization uses Munis Work Order, Fleet, and Facilities.	WO Task is not applicable until the District implements the Munis Work Order module.
Notify Buyer	This check box, if selected, directs the program to notify the buyer when the item is received. If an inventory item number is entered and the type is a Pick Ticket (I), there is no access to the Notify Buyer check box. To use the notification functionality, there must be an accurate e-mail address in the E-mail Address box in User Attributes.	Optional. PCS will not check this box.

Once you have entered the required line detail information, press Tab to move to the GL Allocation section on the Line Detail screen. This section contains the general ledger expense accounts that are to be charged for the specific line items.

Field	Description	Pasco County School District, FL
Seq	This box displays is the sequence number assigned to the line item by the program.	Display only
Project Account	This box contains the project account number, if applicable.	Enter the project ledger account if applicable, or Click the field help button  , highlight the appropriate Project Account, and then click Accept  .
Account	These boxes provide the org, object, and project codes for the general ledger account number for the requisition. The program completes the account description when you enter an account number.	Enter the general ledger account number for the requisition, or click the field help button  , highlight the appropriate general ledger account, and then click Accept  .
Amount	This box contains the total value of the line item. This calculation assumes the cost of the line item is being allocated to a single expense account. Adjust this to distribute the cost over multiple allocation lines (for example, expense accounts), if desired, but the total of the allocation lines must equal the line item total.	The total line item amount will default, manually adjust if you are allocating to multiple lines.

Field	Description	Pasco County School District, FL
PA Bud	This box indicates the project account status for the line item, if applicable.	Defaults after budget checking against the account.
GL Bud	This box indicates the budget status for the line item. A budget allocation code of A indicates that the line item is approved, regardless of budget level. A value of U indicates that the account is under budget.	Defaults after budget checking against the account.

6. Enter the general ledger expense accounts to which to charge the item. You can either type account number or click the field help  button in each box to select the appropriate account.
7. To allocate the line item amount to more than one general ledger account, enter the amount to expense to the first general ledger expense account, and then press Tab to move through the remaining fields for the current line, and then to the next account line, where you can enter another expense account and amount. Repeat these steps as many times as needed, until the total amount allocated to expense accounts equals the total cost for the line item. **Note: Requisitions for Inventory Items can only be charged to one account. Should you need to purchase Inventory Items from a different account for a different department, a separate Requisition must be entered.**
8. When all general ledger accounts are added, click Accept  to save the detail.
9. If you have additional items to order, repeat the process for each item that you add to the requisition. Note: You can use the  Duplicate function to copy a previously entered line item, and updating it.
10. Once you have completed adding all of your requested items, click Return  to return to the main Requisition Entry screen.
11. Click the Release option in the ribbon to submit the requisition and initiate the approval process.
12. Once you have released the requisition for approval, you will be able to view the requisition, but will not be able to make any further changes to it unless it is rejected through the approval process.

## Results

### Approval Status

- 1- **Rejected:** The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.
- 2- **Created:** The requisition header (general) details have been entered, but general ledger (GL) details have not been entered, or, the requisition has header and GL detail, but does not have the appropriate budget to move it to a Status 4. In this case, a budget transfer must be made and posted, after which, you can click the Allocate option to move the requisition to a status 4–Allocated.
- 4- **Allocated:** The requisition has been entered and has been allocated (charged) to a general ledger account, therefore money is being taken from available budget. The requisition has not been released into Workflow. A requisition must be in a status 4–Allocated to be released into Workflow; click Release to initiate the Workflow process.
- 6- **Released:** The requisition has been released into Workflow and is awaiting approval. Click the Approvers button to see the current approval status.
- 8- **Approved:** The requisition has been fully approved in Workflow and is ready to be converted to a purchase order.
- 0- **Converted:** The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab in Requisition Entry.

### Status Change

With Workflow in place, a released requisition has a status of 6–Released. To see the approval process at any point, click the Approvers button on the Workflow group of the Requisition Entry screen.



Requisitions must be successfully approved by all approvers prior to being converted to into a purchase order. Once a requisition is approved, it is eligible to be converted into a purchase order. When your requisition has been converted to a purchase order, you receive a confirming e-mail.

### GL Impact

At the time a general ledger account is allocated to a line item in a requisition, the available budget for that account is reduced by the corresponding amount.

### What's Next?

The requisitions will go through an approval process and must be successfully approved by all approvers prior to being converted to into a purchase order.

## 6.3 Requisition Approval

### Objective

This document provides instruction for approving released requisitions. It is intended for personnel responsible for approving requisitions.

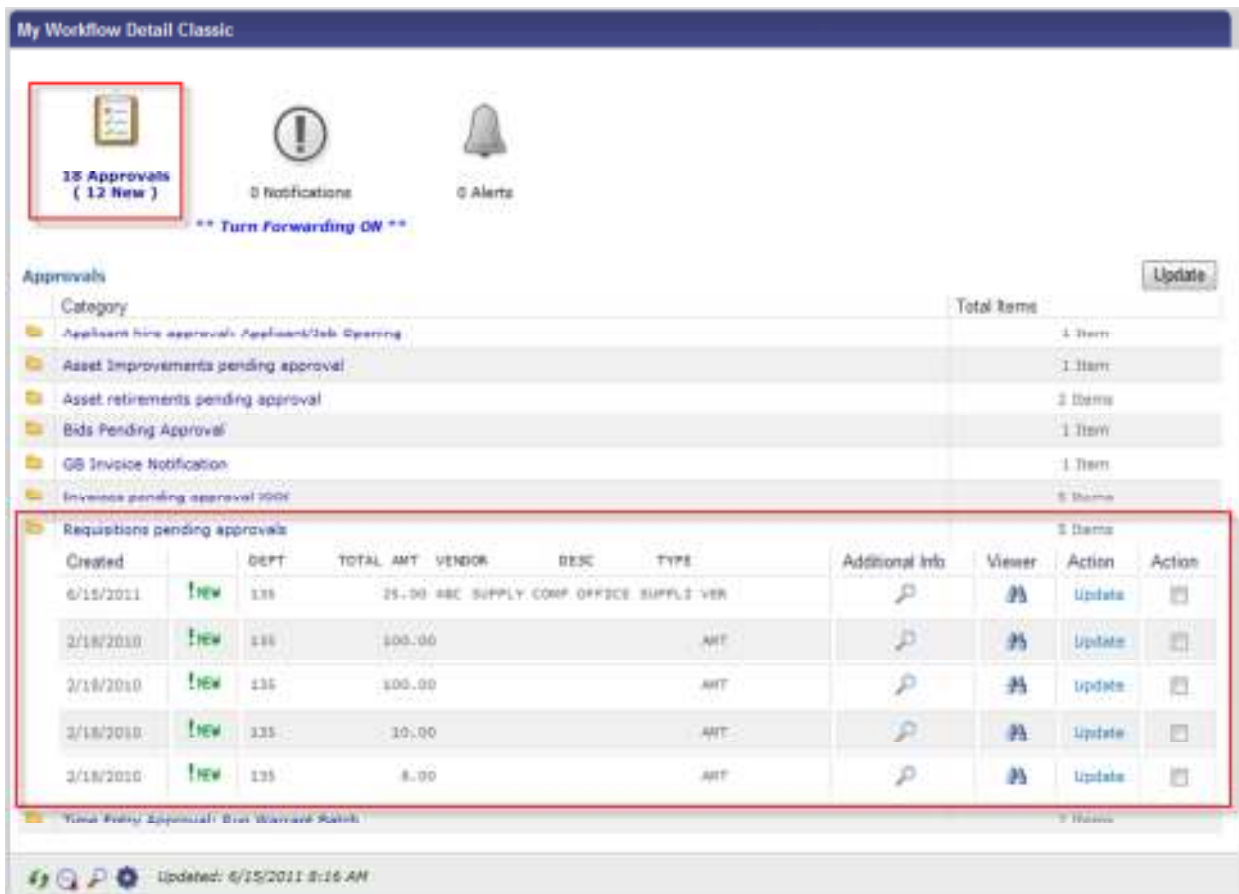
### Overview

The Workflow Detail Web part, in conjunction with the Workflow business rules, establishes an electronic approval process for requisitions. When a requisition is released in Munis, the requisition is submitted to an approval process. The requisition must be approved by all necessary approvers in order for it to be converted into a purchase order or contract. This document describes the approval process using the Tyler Dashboard Workflow Detail Web part.

### Procedure

To process a single requisition:

1. Open the Tyler Dashboard.  
On the My Workflow Detail Web part, the Approvals image indicates if approvals are required.



**My Workflow Detail Classic**

18 Approvals (12 New) | 0 Notifications | 0 Alerts

**Approvals**

Category	Total Items
Applicant hire approvals Applicant/Job Opening	1 Item
Asset Improvements pending approval	1 Item
Asset retirements pending approval	2 Items
Bids Pending Approval	1 Item
GB Invoice Notification	1 Item
Invoices pending approval 2006	5 Items
<b>Requisitions pending approvals</b>	<b>5 Items</b>

Created	DEPT	TOTAL AMT	VENDOR	DESC	TYPE	Additional Info	Viewer	Action	Action
6/15/2011	NEW 135	25.00	ABC SUPPLY COMP	OFFICE SUPPLI	VER			Update	
2/18/2010	NEW 135	100.00			ART			Update	
2/18/2010	NEW 135	100.00			ART			Update	
2/18/2010	NEW 135	10.00			ART			Update	
2/18/2010	NEW 135	8.00			ART			Update	

Updated: 6/15/2011 8:16 AM

- In the Requisitions Pending Approvals group, click the Viewer button for the requisition to approve.

Created	DEPT	TOTAL AMT	VENDOR	BESC	TYPE	Additional Info	Viewer	Action	Action
6/15/2011	NEW	133	25.00 ASC SUPPLY COMP OFFICE SUPPLI VER					Update	

The program opens the Requisition Entry program, with the selected requisition as the active record.

- Review the requisition, paying careful attention to details included in the General Notes and Vendor Sourcing Notes. **Note: all Vendor Sourcing Notes should be flagged to "Print on PO".** To view the line detail for each line item, click the Line Detail option.
- When you have completed the requisition review, close the Requisition Entry program and return to the Tyler Dashboard.
- Click the Information button to view additional workflow details for the item.

Created	DEPT	TOTAL AMT	VENDOR	BESC	TYPE	Additional Info	Viewer	Action	Action
6/15/2011	NEW	133	25.00 ASC SUPPLY COMP OFFICE SUPPLI VER					Update	

The program displays the Work Flow – Additional Information screen.



6. Click Update to complete workflow action for the item.



The program displays the WorkFlow Update screen.



7. Select the appropriate action, and then click OK.

Option	Description
Approve	Approve the requisition. Select Approve and click OK. This approves the requisition as recommended and forwards to the next approver. When all approvers have approved, Purchasing personnel are notified.
Reject	Change the status of the requisition to Rejected. Munis requires that you add a comment for your action. When you click OK to save your comment and reject the requisition, the program notifies the originator of the rejection and the reason.
Forward	Forward the requisition to another Workflow approver. The program prompts you to provide a comment for your action. To complete the forward, select the Workflow approver from the list and then provide a comment in Comment box. When you click OK to save the forwarding information, the program forwards the requisition to the new approver.

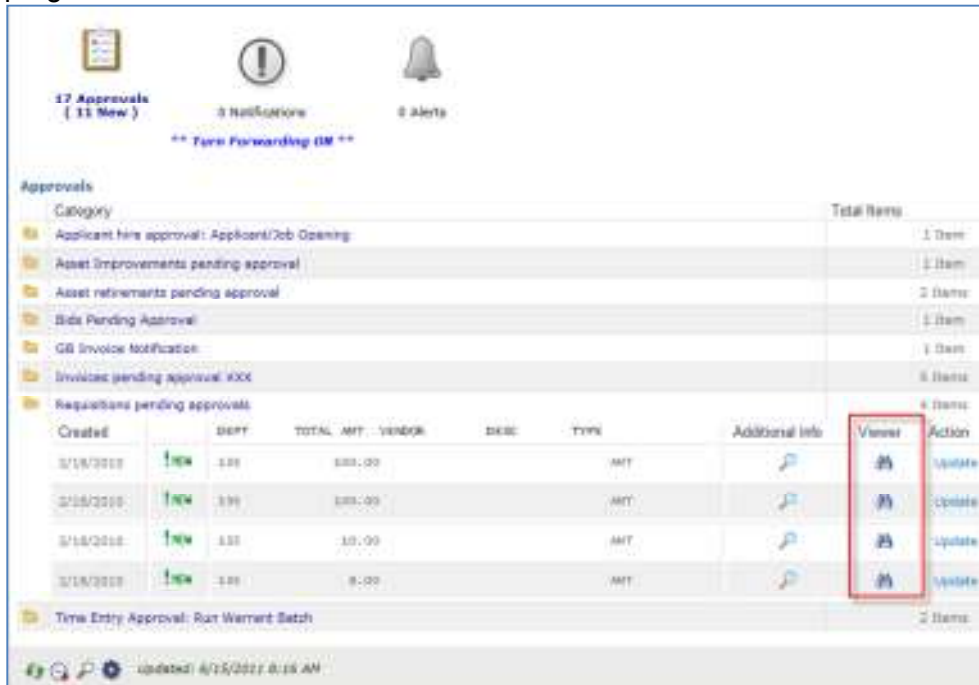
Option	Description
Hold	Allows you to keep the requisition in your approval queue. A comment is required for this action. To place a requisition on hold, enter a comment and then click OK to hold the approval process. The held requisition will remain in the Workflow Requisition Approval folder until action is taken.

The program displays an approval confirmation.



To approve multiple requisitions using the Tyler Dashboard:

1. Click the Viewer button for each item to view the requisition details in the Requisition Entry program.



2. Once all the requisition records are reviewed, select the Action check box for each item for which to complete a workflow action.

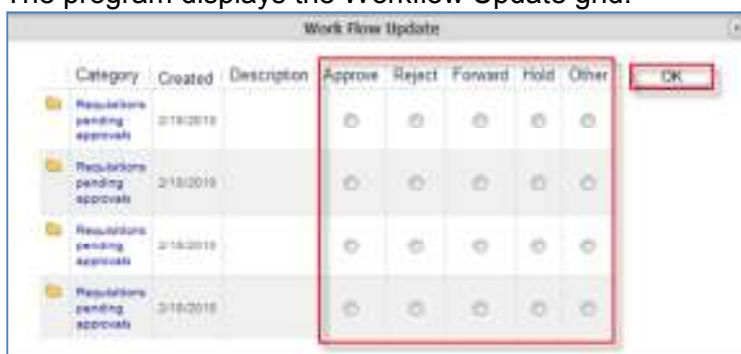




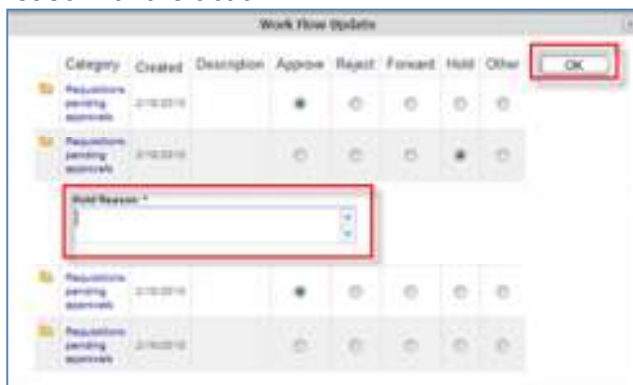
- Click the Update button.



The program displays the Workflow Update grid.



- Select the applicable action for each item, and then click OK. If you select Reject, Forward, or Hold for any of the items, the program requires that you enter a reason for the action.



- Enter the reason, and then click OK again. The status of rejected requisitions is changed from 6–Released to 1–Rejected. The status of approved requisitions remains at 6–Released until the approval of the final step in the approval process. At that time, the status changes to 8–Approved. Requisitions with a status of 8–Approved are eligible for conversion to purchase orders. Rejected requisitions may be corrected by the originators, and resubmitted to the approval process.

## Results

The requisition has completed the approval process.

## Status Change

The status of rejected requisitions is changed from 6–Released to 1–Rejected.

The status of approved requisitions remain at 6–Released until the approval of the final step in the approval process. At that time, the status changes to 8–Approved.

## What's Next?

Requisitions with a status of 8–Approved are eligible for conversion to purchase orders.

Rejected requisitions may be corrected by the originators and resubmitted to the approval process.

## 6.4 Purchase Order Receiving

### Objective

This document provides instructions on how to record the receipt of items using the Munis Purchase Order Receiving program.

### Overview

The purpose of creating a receiving record is to document that goods that have been ordered have been received before invoices are paid. Entering these records allows Accounts Payable personnel to match the purchase order, purchase order receiving record, and the accounts payable invoice to ensure that all pieces match prior to payment to the vendor. You may receive each item individually or you may receive all items at one time. Departments should scan packing slips and attach the document to the PO Receiving record using the Munis camera (TCM) functionality. PCS will require that PO Receiving records exist for all invoices that are presented for payment prior to processing.



### Procedure

To receive individual lines (partial receipt) of a purchase order:

1. Open the Munis Purchase Order Receiving program.  
*Financials > Purchasing > Purchase Order Processing > Purchase Order Receiving*


2. To add a new receiving record, click .

3. Complete the following fields in order to create a PO Receiving Record.

Field	Description	Pasco County School District, FL
<b>Purchase Order</b>		
PO Fiscal Year	This box identifies the fiscal year associated with the open purchase order. When you are adding entries, the default value is the current year, but you can change this for next year purchase orders. You cannot change this value when updating a record.	The default value is the current year, but you can change this for next year purchase orders.
PO Number	This box specifies the open purchase order against which orders will be received. You can type a specific purchase order number or click the field help button  to select a purchase order from a list of open purchase orders.	Enter specific purchase order number or click the field help button  to select a purchase order from a list of open purchase orders.  Users will be restricted by departments.
Line #	This box specifies the detail line number representing the received material or service. You can type a specific line number for the purchase order or click the field help button to select a purchase line from a list.	Enter a specific line number for the purchase order or click the field help button to select a purchase line from a list.
Vendor	This box contains the number for the purchase order vendor, which comes from the selected purchase order. There is no access to this box when you are adding a record.	There is no access to this box when you are adding a record.
Vendor Alpha	This box identifies the purchase order vendor by name. There is no access to this box when you are adding a record.	There is no access to this box when you are adding a record.
Item	This box contains the inventory item number for the item being received. There is no access to this box when you are adding a record.	There is no access to this box when you are adding a record.
Bid #	This box identifies the number of the bid associated with the purchase order. If a bid exists, the program completes this box when you enter a purchase order number. There is no access to this box when you are adding a record.	Non- Applicable
Description	This box displays the purchase order description as entered in Purchase Order Entry. The program displays the description when you enter the purchase order number. There is no access to this box when you are adding a record.	The program displays the description when you enter the purchase order number.

<b>Quantity</b>		
Ordered, Received to Date, Remaining, Invoiced	These fields indicate the total quantity of items ordered, received to date, remaining, and invoiced for this purchase order. There is no access to these boxes when you are adding a record.	These fields indicate the total quantity of items ordered, received to date, remaining, and invoiced for this purchase order.
<b>Received Tab</b>		
<b>Received Details</b>		
Quantity	This is the quantity of the commodity that has been received. If the Enforce Invoice Variance Amounts in PO Receiving option is selected in Purchase Order Settings, the program will not allow you to enter a quantity that falls outside the defined variance threshold. The variance amount is defined in Accounts Payable Settings.	Enter the quantity received  If entering receipts on a Blanket PO with a quantity of 1, tab pass quantity and enter the dollar value for the amount received.
Dollar Amount	This is the dollar amount of the received quantity. You can leave the default value, which comes from the selected purchase order, or type a dollar amount.	These fields indicate the total quantity of items ordered, received to date, remaining, and invoiced for this purchase order.
Date	This is the date the commodity was received. You can type the date in the box, click the calendar button to select the date, or leave the default date, which is the current date.	Enter the date the items were received. You can type the date in the box, click the calendar button to select the date, or leave the default date, which is the current date.
Packing Slip #	This is a packing slip number for each purchase order line number received.	Enter the packing slip number for each purchase order line number received, if available.
Fixed Asset #	This is the fixed asset number for each purchase order line number received, if applicable.	Optional
By (user id)	This box indicates the user ID of person who created the receiving record. The program completes this value; this is a display-only field.	The program completes this value; this is a display-only field.
Comments	These are internal comments about the commodity you have received. For example, "Order is not completely received. Waiting on 10 more items." These comments do not print on the invoice liquidation proof or the check stub.	Optional- Enter internal comments about the items received.

Quantity Invoiced	This is the quantity that is returned. Returned items are expected to be reshipped at a later date. The returned quantity does not affect the open purchase order. If using Munis 3-way match, the program may supply a default value when the invoice is entered. No access to this box.	No access to this box.
Fully Invoiced	If this check box is selected, it indicates that the quantity is fully invoiced. If using Munis three-way match, the program may update this check box with the default status (selected or cleared) when the invoice is entered. The program completes this check box; it is not accessible.	The program completes this check box; it is not accessible.
Close PO	This check box indicates that the purchase order has been completely fulfilled, and that the purchase order should be closed after the invoice associated with this receiving record has been paid	Check this box if you wish to close the purchase order after the invoice associated with this receiving record is paid.
<b>Returned Tab</b>		
Quantity	This box indicates the quantity that is returned if items were returned. Returned items are expected to be reshipped at a later date. The returned quantity does not affect the open purchase order. The quantity is for informational purposes only.	Informational only- The program completes this check box; it is not accessible.
Comments	This box contains any internal comments explaining why the order was returned.	Optional- enter any internal comments explaining why the order was returned.

4. Click Accept  when complete to save the record.

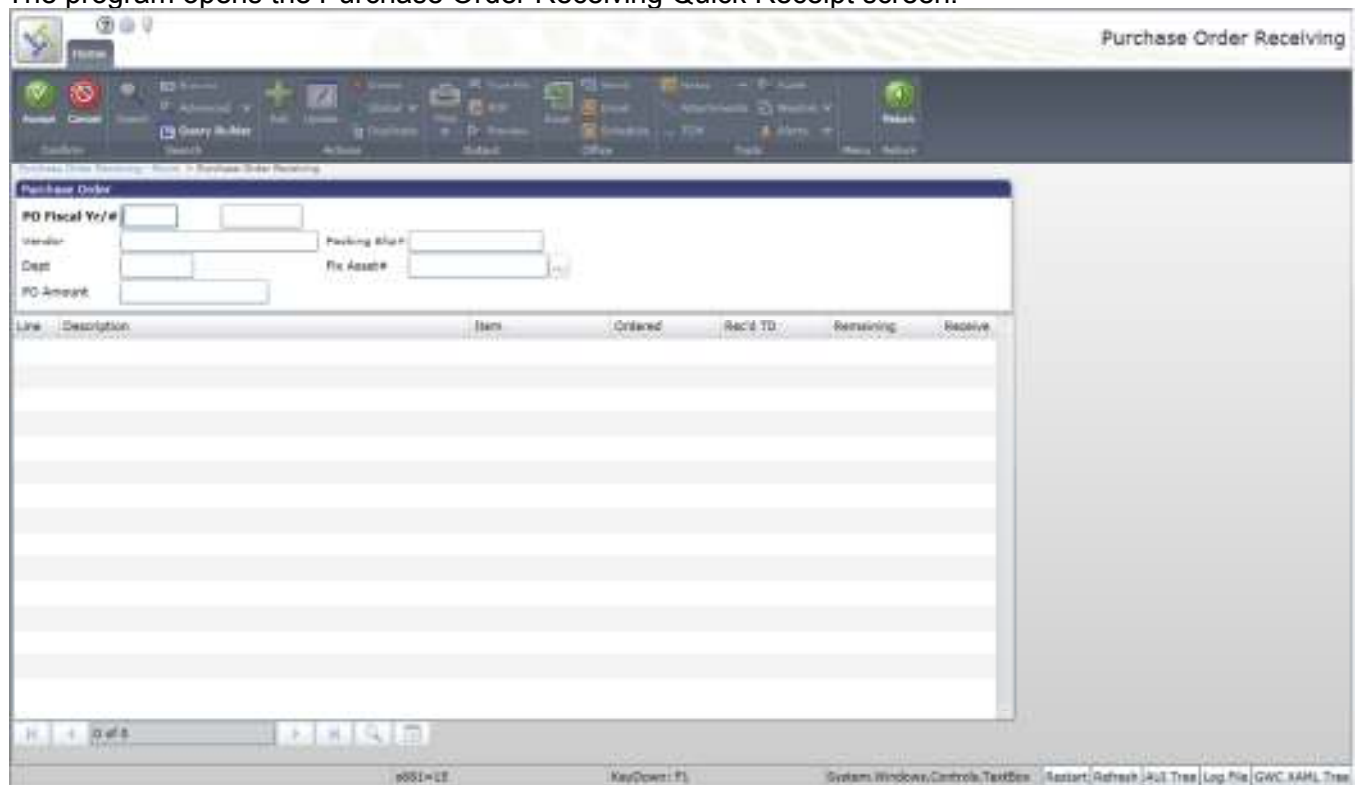
## 6.4.1 Using Quick Receipt Entry


If you have a purchase order that has many lines and you wish to receive against all or most of the lines at the same time, use the Quick Receipt option:

1. Open the Munis Purchase Order Receiving program.  
*Financials > Purchasing > Purchase Order Processing > Purchase Order Receiving*



2. Click Quick Receipt.  
The program opens the Purchase Order Receiving Quick Receipt screen.



3. Type the fiscal year, purchase order number, or both, for the open purchase orders, and then click Accept .

## 6.5 Purchase Order Change Orders

### Objective

This document provides instructions on how to process a purchase order change order using the Purchase Order Change Orders program.

### Overview

This program allows users to process PO change orders. A purchase order change order allows for change requests to be made with workflow approvals. The changes are not reflected on the purchase order until approved. Purchase Order maintenance requests ("change orders") will be decentralized with the appropriate workflow. PCS change orders primarily will be used for items discontinued & to add shipping.

### Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:



- The Allow Workflow in PO Change Orders check box is selected in the Purchase Order Settings program.

### Procedure

The purchase order change order process includes cancelling and closing purchase orders.

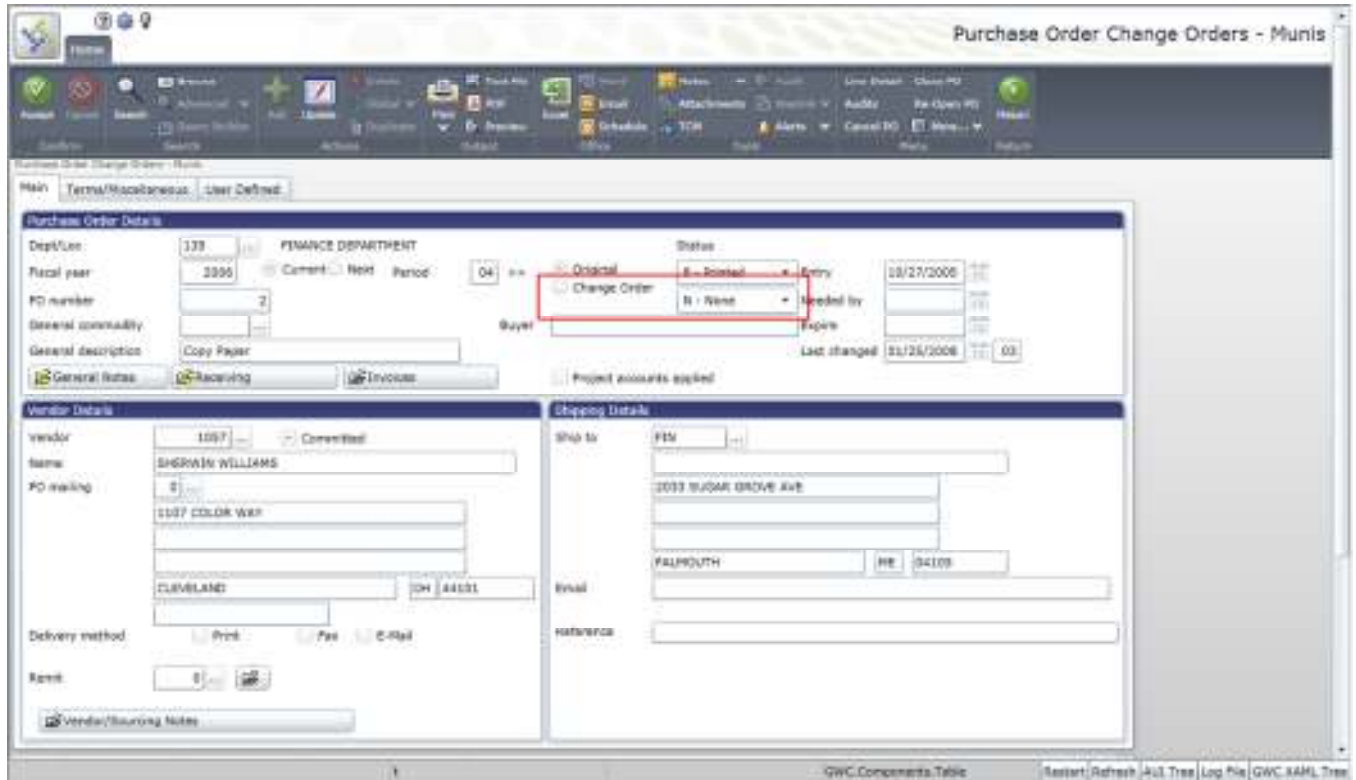
#### Changing a Purchase Order


To enter a change order:

1. Open the Purchase Order Change Orders program.  
*Purchasing > Purchase Order Processing > Purchase Order Change Orders*
2. Click Search  on the ribbon and enter the PO number and Fiscal Year of the PO to be modified.
3. Click Accept .

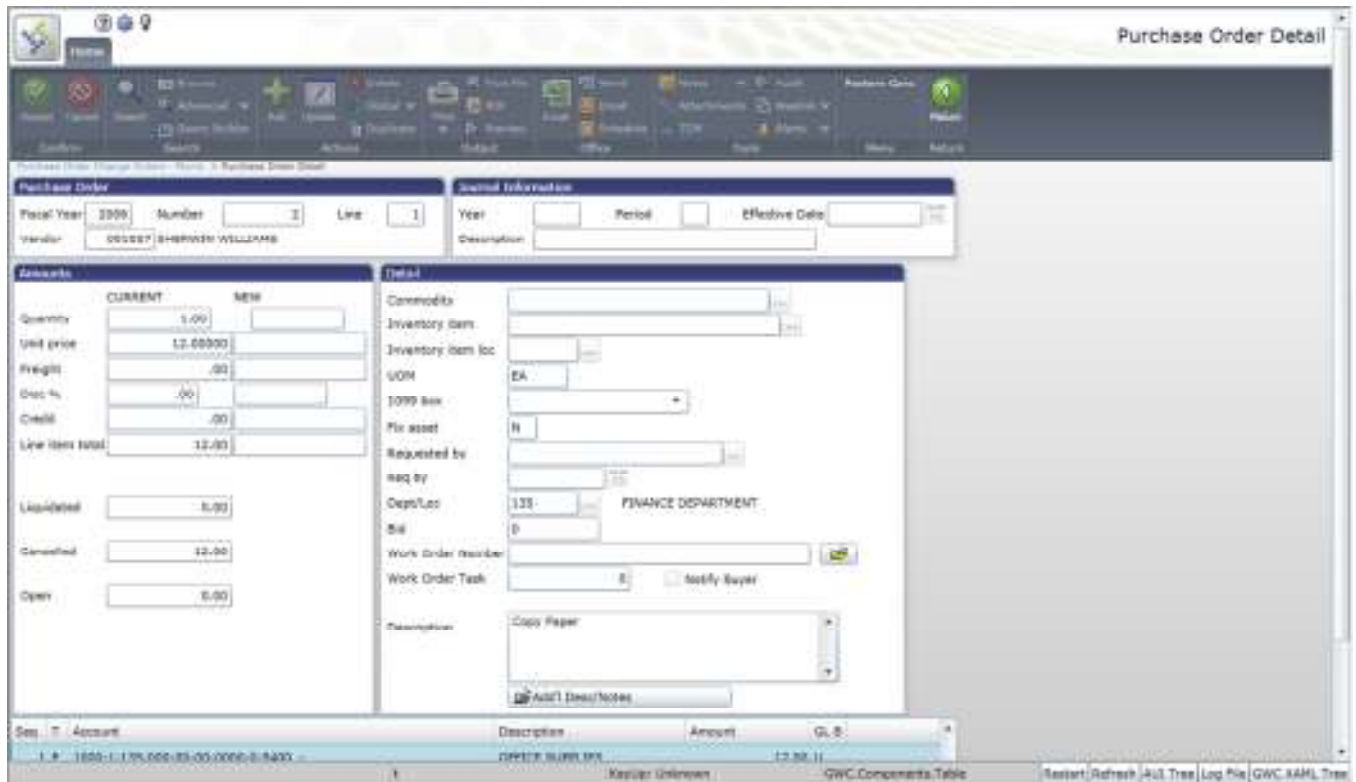



- The program displays the selected purchase order. The status for the Change Order option is N-None.



- Click Update on the ribbon to make any required changes on the PO header screen.
- Click Accept  to save the changes.
- Click the Line Detail option on update the details.

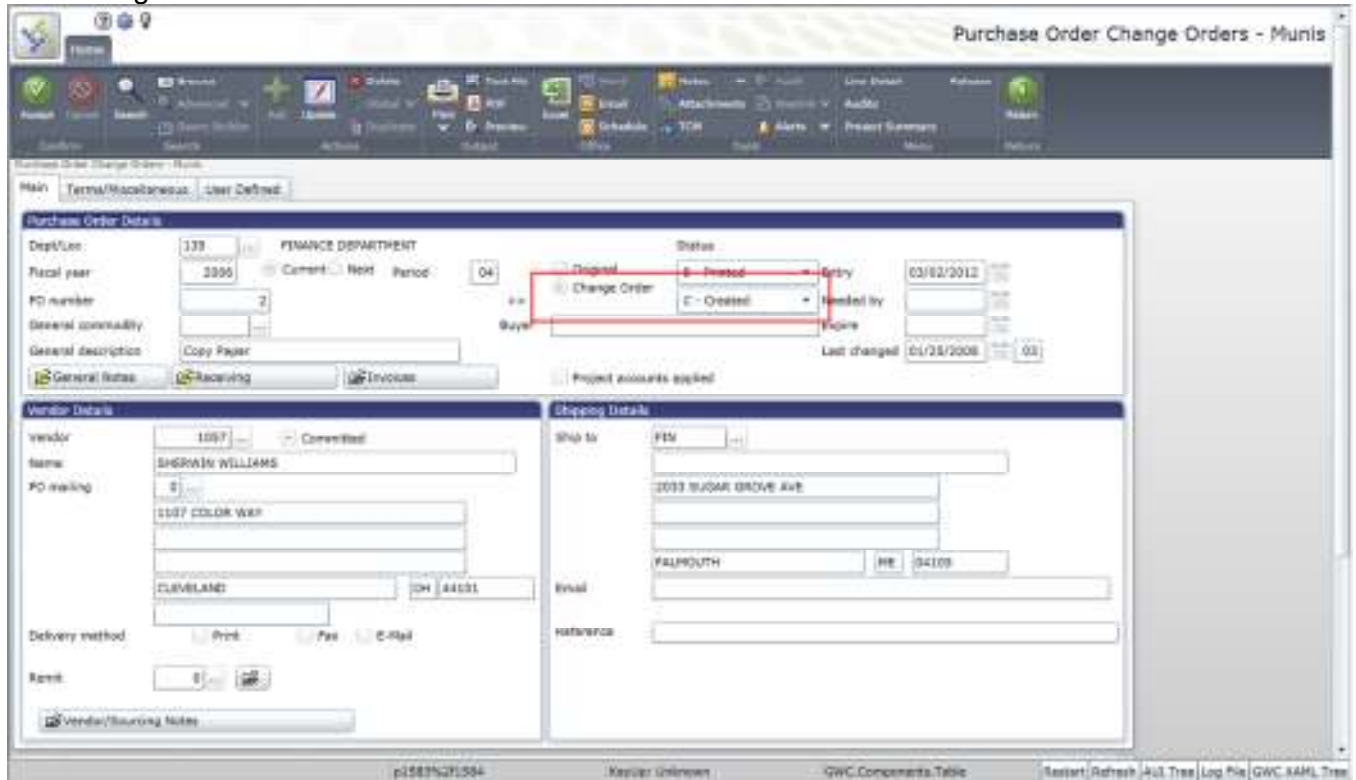
8. The program displays the Line Detail screen.



9. Click Update  and make changes to the quantity, amount, or account lines as needed.

10. Click Accept  to save the changes.

- Click Exit on the File menu to return to the PO Header screen. The Change Order status is C-Created.



- Click Release to move the change order to the Workflow process. The Change Order status is P-Pending.

## Canceling a Purchase Order


To cancel a purchase order:

1. Within the Purchase Order Change Orders program, find the PO to cancel.



2. Click Cancel PO.  
The program displays the Journal Information screen where journal information can be entered to post the PO liquidation.



3. Enter the fiscal year, period, effective date, and a brief description of why the purchase order is being canceled.
4. Click Accept .  
The program displays a confirmation message: "Are you sure you want to cancel the selected PO(s)?".
5. Click Yes.  
The program displays the Output screen.
6. Enter the output type and settings for the proof report.
7. Click OK.
8. Review the report.  
The purchase order is canceled; canceled purchase orders do not go through the Workflow process.

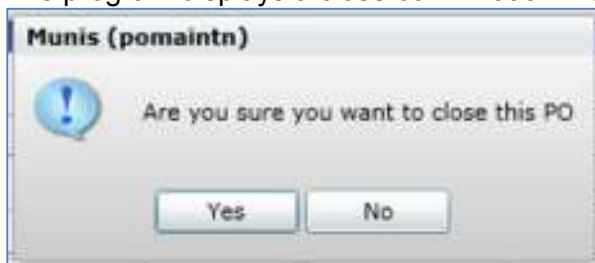
## Closing a Purchase Order

To close a purchase order:

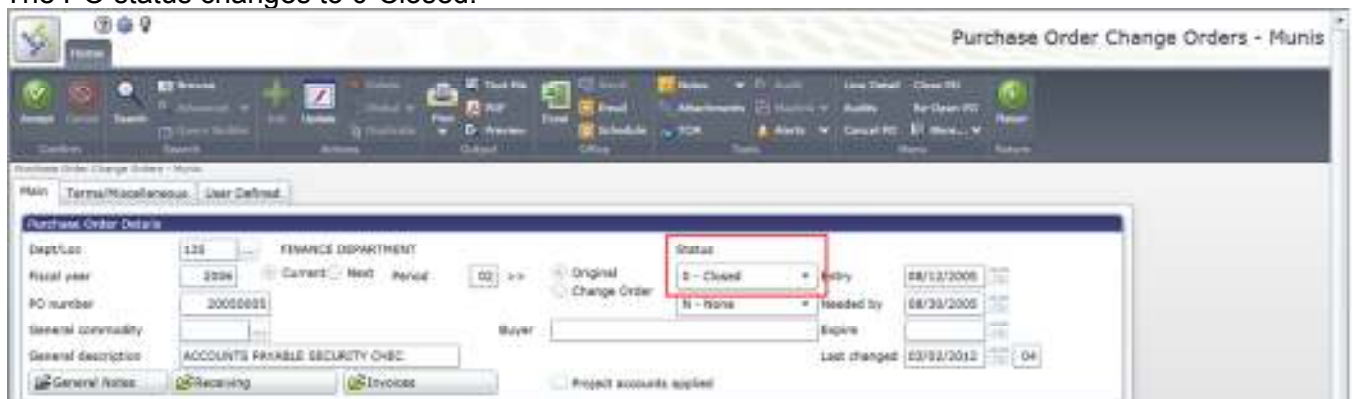
1. Within the Purchase Order Change Orders program, find the purchase order to close. Only POs that have a zero open dollar amount with a status of 8-Printed can be closed.



2. Click Close PO. The program displays a close confirmation message.



3. Click Yes to close the purchase order. The PO status changes to 0-Closed.



Closed POs do not go through the Workflow process.

## Results

The purchase order is not affected by the change until the change has been approved and posted. The exceptions are closed and canceled POs; these changes do not require workflow approvals.

## GL Impact

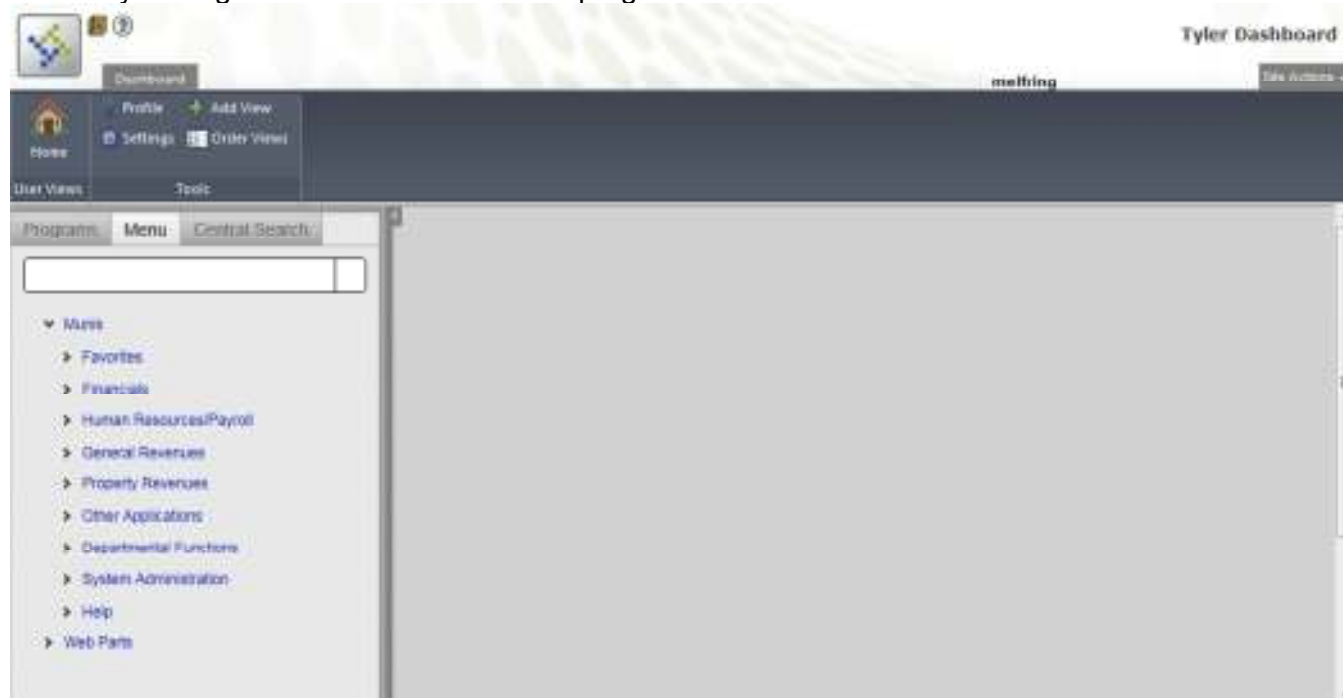
The general ledger will not be affected until the change order is approved and posted. The exception is with canceled purchase orders; these purchase orders liquidate their encumbrances when posted to the general ledger.

## What's Next?

The purchase order change order can be approved and posted to the general ledger.

## Appendix A: Using Munis

*Using Munis* describes the features of the Munis screen, ribbon, and standard menu options. It also provides keyboard shortcuts, and provides an overview of several of the features that enable you to efficiently manage information within Munis programs.



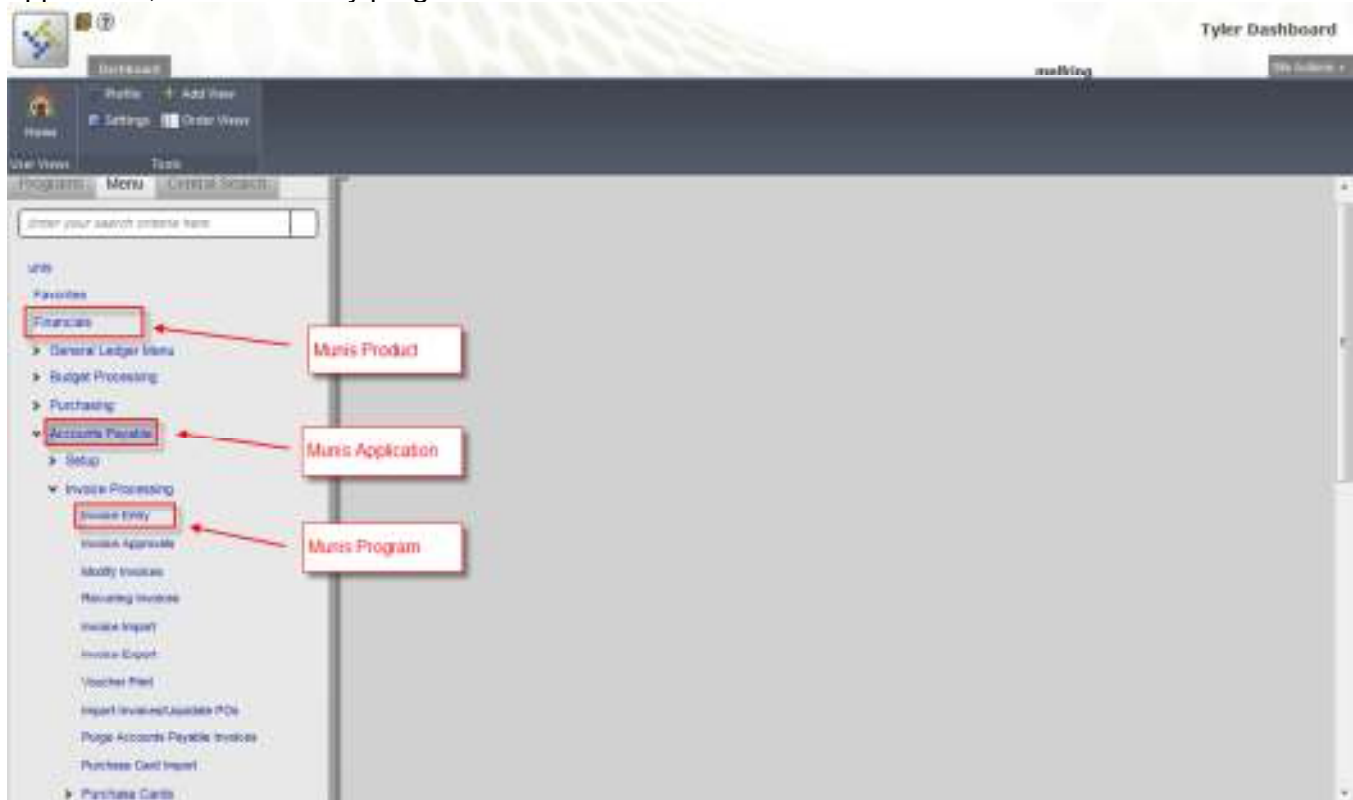
### A.1 Permissions and Security

Permissions and security settings determine the programs and options available to individual Munis users. User permissions and security settings are typically determined by a user's responsibilities as they relate to using the Munis system. For example, a payroll entry person does not necessarily require permissions to access the Tax Billing programs. Permissions and security settings are maintained by system administrators using the Roles and User Attributes programs.

### A.2 Munis Menus

In Munis, menus are available according to the security permissions granted to your user roles. Typically, permissions are granted according to need. For example, if your primary job is to enter timesheets in Payroll, you may not be able to see the System, Financials, General Revenues, or other menu options.

Menus are divided by Munis products, and then by applications within those products. For example, Financials is a product, and Accounts Payable is an application within that product. Within an application, there are many programs.



## A.3 Standard Screen Features

The standard Munis program screen contains several working sections, including a banner, a ribbon, menu options, and a navigation bar.

At the top of the screen, the banner includes the Help, Settings, and Enhancement buttons.

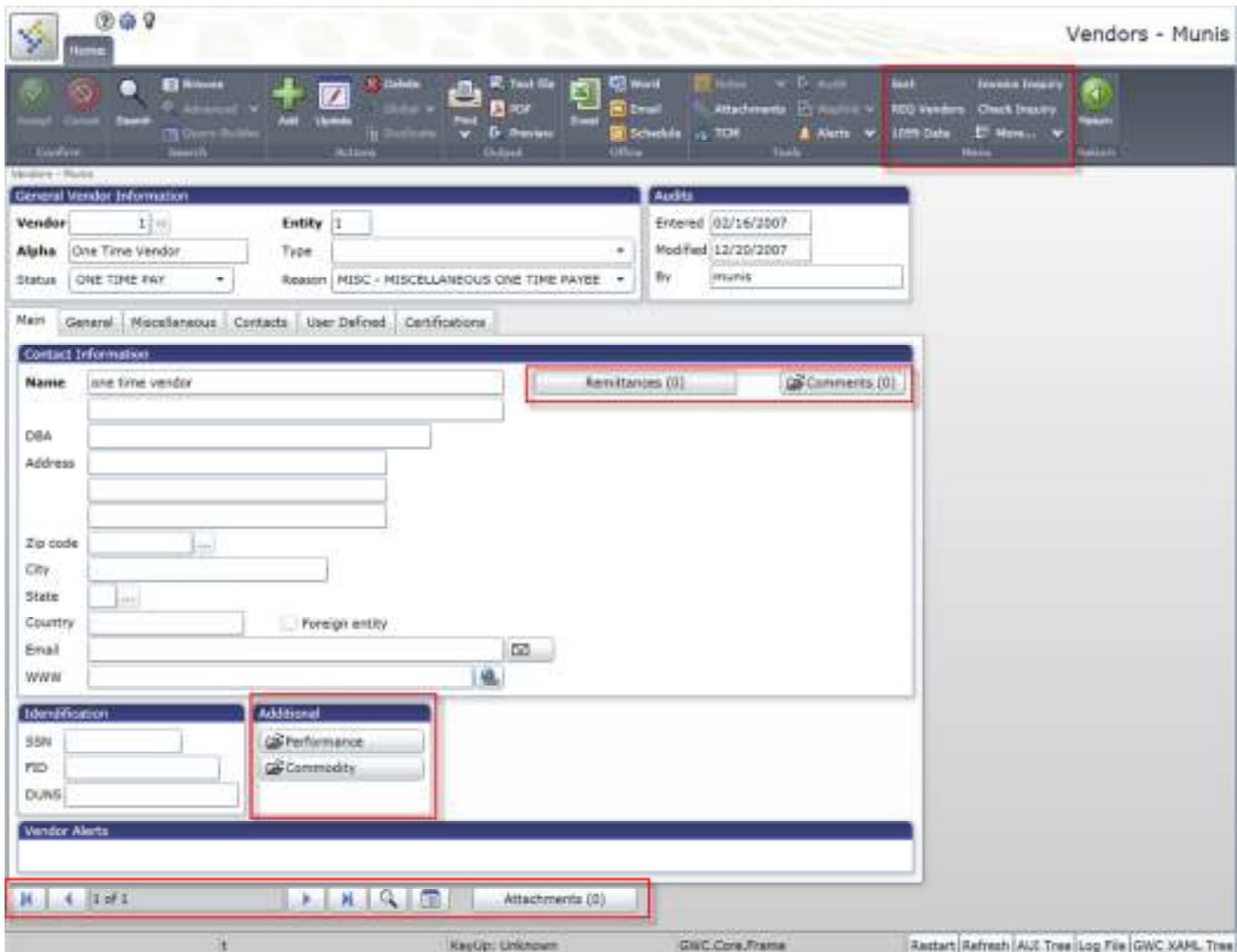


Directly under the banner is the Munis ribbon. This ribbon contains groups of related buttons that allow you to perform various actions throughout Munis programs.





The work area for a Munis program is centered on the screen; the work area contains the fields required to complete program actions. Often, if there are numerous fields, the work area is divided into tabs, which sort the fields by intended use or purpose.






The navigation bar at the bottom of the screen allows you to move through an active set of records one record at a time, to move to the first or last record of the set, or to open attachments. You can also open a browse screen that lists all of the records in the active set.

The Menu group in the ribbon provides the program-specific actions available for a program. These options differ according to program as they may display additional screens for the selected program or they open other related programs. For programs that have multiple options, click the More arrow to view the complete list.

On-screen buttons provide access to information that is specifically related to the active record. For example, in the Vendors program, the Remittances, Comments, Performance, and Commodity buttons all provide access to details specific to the selected vendor record.

### A.3.1 Help, Settings, and Enhancements

In the program banner, the Munis Help, Settings, and Enhancements buttons are available. These buttons provide options specific to the active program.

Option	Description
 Help	<p>Help provides access to the Munis online help content, displays the Munis KnowledgeBase search screen with a list of documents related to the active program, and provides About Munis details.</p> <p>Munis online help provides screen-level help for programs and subprograms throughout the Munis applications. Each help screen includes an overview, field descriptions table, list of procedures, and a resource table.</p> <p>About Munis accesses program, system, and environment information, which is useful when initiating a phone call to Munis Technical Support. A technical support specialist may ask you to click this button to identify the version of the software you are using. Munis programs operate differently, or have different features, depending on which version you are using. Knowing which version of the software you are currently using enables Munis Technical Support to tailor solutions to your specific needs. This option is only available on the Help menu.</p>
 Settings	<p>Settings provide the Customizable Field Label and View Database Column options:</p> <ul style="list-style-type: none"> <li>• Customizable Field Labels allows system administration personnel to customize the text and tool tips found on standard Munis screens. This option is only available if the Customize Munis Screen Forms check box on the Munis System Roles screen is selected for at least one role assigned to your user ID.</li> <li>• View Database Columns allows you to view the database headers for the fields on the screens. This option is only available if the Allowed to View Database Detail check box in Munis System Roles is selected for at least one role assigned to your user ID.</li> </ul>
 Munis Enhancements	<p>Munis Enhancements provides a link to current enhancement notes that are applicable to the active program. This feature is controlled by the Release Administration/Application Enhancements settings on the Site Settings screen of the System Settings program.</p>

## A.4 Ribbon and Menu Options

The ribbon is your primary resource for performing actions within each program. In addition to the ribbon, there are menu and keyboard options available to help you use Munis programs efficiently.

### A.4.1 Ribbon

The following table provides descriptions for the Munis ribbon groups and buttons. If a button is grayed out, the selection is not available.








Image	Description
<b>Confirm</b>	
 Accept	Accept saves information after you have created or updated a record. This button is often highlighted when adding, updating, or searching for records.
 Cancel	Cancel ends an operation, such as adding or updating a record.
<b>Search</b>	
 Search	Search finds records in a program. Search is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices. In many cases, you can use wildcard characters to further define a search.
 Browse	Browse is available when an active set of records exists, or after an active set is created using the Search or Define buttons. The browse screen displays a list of all the records in the active set. You can sort, view, or export data from the browse screen. On a browse screen, the Excel button exports the data directly to a Microsoft® Excel spreadsheet. This functionality requires that you have Microsoft Excel 2002 or later on your workstation.
 Advanced	Advanced provides advanced searching options. Click the down arrow to access the advanced options available in the active program.
 Query Builder	Query creates a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria, but that cannot be defined by entering data directly into a field. When you click Query, the Query Wizard screen (similar to the expression builders found in Microsoft Excel or Microsoft Access) allows you to create an expression based on the fields in the active program.
<b>Actions</b>	
 Add	Add enters a new record into the database. When you click Add, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but typically you can replace the defaults. You can move from field-to-field by pressing Tab or by selecting a field with the mouse. When the cursor is in a field, helpful information often displays at the bottom of the screen. Some fields have an additional help button that lists available field entries.



















Image	Description
 Update	Update adds data or changes existing data in a record. You can change data in any active field. Fields that are not active typically are part of the record key. The key is the field or combination of fields that uniquely identifies the record from all other records. If you need to change data in an key field, you must delete the record and enter it again.
 Delete	Delete removes the record currently displayed from the program. If the record is being used by another process, you cannot delete it. Once you delete a record, you cannot recover it.
 Global	Global provides the option for updating or deleting multiple records at one time. Click the down arrow to access the global options available in the active program.
 Duplicate	Duplicate creates a copy of data and creates a new record in the same program using the original data as a base. Once you duplicate data, you can modify the new record.
<b>Output</b>	
 Preview	Preview allows you to immediately view a report on the screen.
 PDF	PDF creates the report in PDF format. The program opens the document in the installed PDF reader. <b>Note:</b> The PDF button is only accessible if the Output to PDF permission is granted in Munis System Roles for at least one role assigned to your user ID.
 Text File	Text File saves a report to a file in the Munis spool directory. After saving, you can display or print the report from the Saved Reports program. You can access Saved Reports by clicking Reports on the My menu or by clicking Saved Reports in the Departmental Functions group of the Munis Application Menu. To use the spool function from the File menu in a specific program, click Output and then select File under Output Type.
<b>Office</b>	
 Excel	<p>Excel exports the active set of records to a Microsoft® Excel spreadsheet.</p> <ul style="list-style-type: none"> <li>• If you click Excel from a browse screen, the program immediately exports the data and opens the Microsoft Excel application. This functionality does not require Munis Office, but you must have Microsoft Excel 2002 or higher installed on your workstation.</li> <li>• If you click Excel from a master program or subprogram screen, the program displays the Export Filter screen. Use this screen to specify the data field values to export to Microsoft Excel. When you click Save and Exit, the program opens Microsoft Excel with the selected data in the active worksheet.</li> </ul> <p>In each case, the program inserts hyperlinks to the individual Munis records. The file created during export is automatically saved in the directory where the Munis software is installed; use the Save As feature in Excel to save the file to a new location.</p>
 Word	Word creates an active set of records to export into Microsoft® Word. It is especially useful for spooled reports. This option enables you to format the report in Microsoft Word prior to printing.
 Email	<p>Email creates an e-mail message that contains a hyperlink to the active record. When the e-mail recipient clicks the hyperlink, Tyler Dashboard opens, and in turn opens the Munis program with the linked record as the current record.</p> <p><b>Note:</b> This feature requires that the Tyler Dashboard be enabled.</p>

Image	Description
 Schedule	Schedule displays the Appointments screen, which allows you to schedule meetings that are associated with the active record. When you click Add on the Appointments screen, the program creates an e-mail message containing meeting start and end times, and a meeting description. You can define the meeting times and modify the description, as appropriate. When the e-mail recipient accepts the meeting, it is automatically added to his or her Exchange calendar.
<b>Tools</b>	
 Notes	Notes provide the option to add or update notes for the selected record. Click the down arrow to select the applicable notes option and add or update a note using the Text Editor program.
 Attachments	Attachments allow you to view, add, or delete documentation related to the current record. Once a file is attached, it is copied and stored with the Munis program. If you change the original document, the attachment is not automatically updated. To keep attachments current, you must update the original documents and manually attach the updated files. <b>Note:</b> You can also view, add, or delete documentation for the current record by clicking Attachments to the right of the navigation bar on the screen. The number in parentheses indicates the number of documents attached to the record.
 Image	Image opens Tyler Content Manager for Munis or Laserfiche®. These options provide content management capability specific to Munis programs.
 Audit	Audit provides the audit history for the selected record.
 MapLink	MapLink allows integration of map data sources with Munis programs. The Web-based version of MapLink is an inquiry-only version. The MapLink application is not launched as an interactive application; however, you are able to view a data set in Munis that has been modified during a MapLink session. Click the down arrow for MapLink options.
 Alerts	Alerts allow you to add or view all reminder alerts or reminder alerts for the current record. Reminder alerts distribute e-mails at specified dates as a reminder of upcoming events or activities that require attention. Reminder alerts are established using the Alert Administration programs on the System Administration menu. The Alert programs are not available for use with all Munis programs. Click the down arrow to manage alerts.
<b>Menu</b>	
	The Menu group provides options specific to managing data in the active program and options for accessing related programs. The options in this group vary by program; for programs with multiple options, click the More arrow to view the complete list.
<b>Return</b>	
	Return closes the current screen.

## A.4.2 Other Options

Other shortcuts available within Munis programs include the following:

Press **Tab** to move forward to the next available field; press **Shift+Tab** to move back to a previous field.

Press **Spacebar** to clear or select check boxes.

Press **Spacebar** to view options in a list. Use the Up and Down arrows to move through the options; press **Enter** to select an option.

Press **Ctrl+[arrow]** to move through the records in an active set:

Press **Ctrl+Down Arrow** to move to the next record.

Press **Ctrl+Up Arrow** to move to the previous record.

Press **Ctrl+Right Arrow** to move to the last record in the active set

Press **Ctrl+Left Arrow** to move to the first record in the active set.

## A.5 Finding Records in Munis

There are several ways to find existing records in Munis programs. Most commonly, click Search on the ribbon, complete available fields as desired to narrow your search, and then click Accept to create an active set of records that match the search criteria. If you click Search, leave all the fields blank, and then click Accept, you create an active set of all records stored for that program.

For the most efficient search, be sure to complete the Key or Required fields on the screen. (Key and required fields are identified by boldface labels.)

### A.5.1 Using Wildcard Card Characters in Searches

Wildcard characters are symbols that you can use to refine your search criteria or to substitute for unknown values. You can include wildcard characters in boxes where you can type characters or numerals. For example, in a Name field, using a wildcard character such as an asterisk allows you to find all names that begin with "J".



Employee	SSN	Last Name	First Name	Middle Name	MI	Suffix	Status
		J*					

Main | Dates | Demographics | Address | Payroll | Mail Sort | Last Change

In this case, the program displays the first record in the active set of records matching the search criteria. Click Browse in the Search group of the ribbon to view a list of all results.



In programs such as the Bank Codes program, you can enter \*Bank\* in the Name field to find all records with the word “Bank” in the name. Using the asterisk before and after the word finds all banks, including those that begin with the word “Bank” (for example, Bank of America) and those that end with the word “Bank” (such National Bank).

The greater than and less than symbols are often used in date boxes when you are trying to find records before or after a certain date. For example, to find all records that have been added to a program on or since January 1, 2005, type >=01/01/2005 in the date box.

The following table provides a list of wildcard characters and their descriptions.

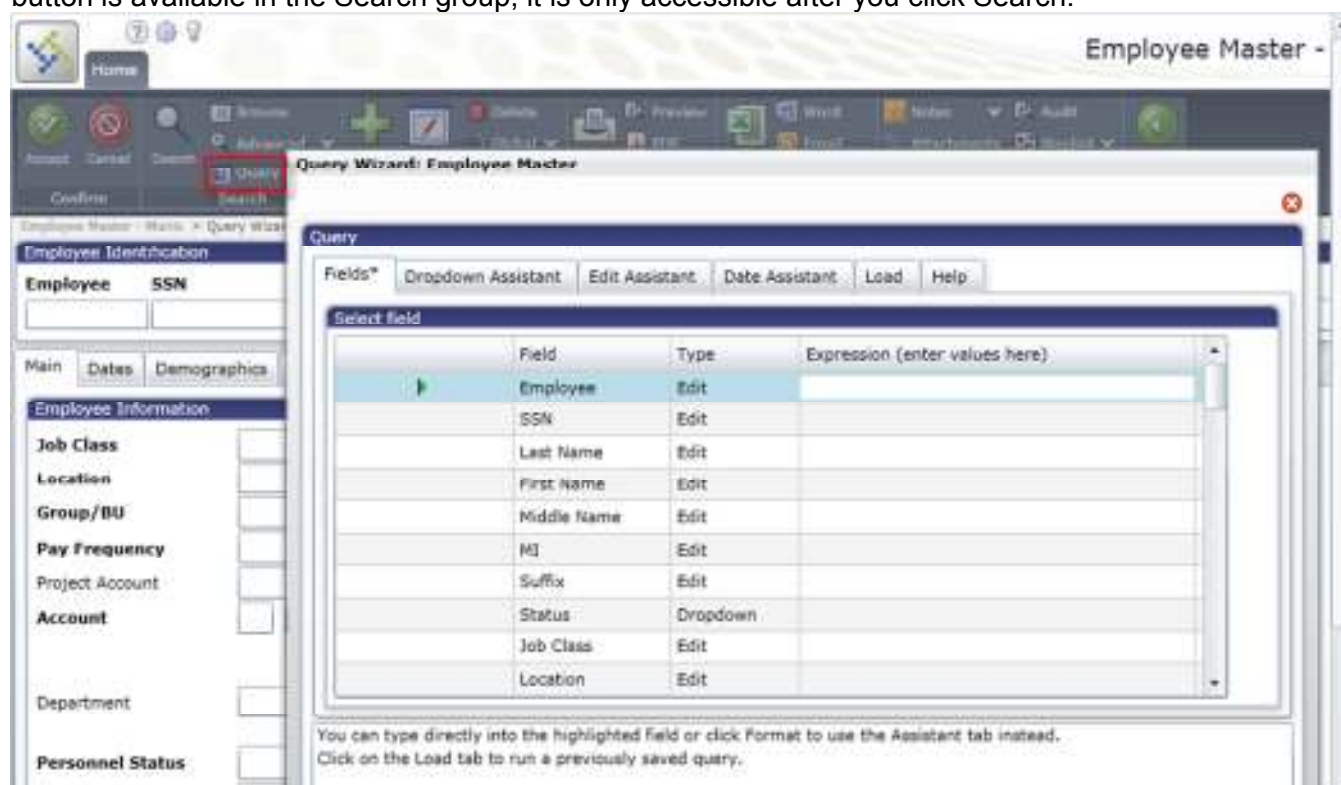
Symbol	Description
=	is null Use to find records that have a NULL in a field.
= or ==	equal to Use to find records that are equal to the value typed in the box. For example, typing =ME in the State box finds records where the value equals ME.
<	less than Use to find records with a value less than the data typed in the box. For example, typing <L finds data from A–K.
<=	less than or equal to Use to find records with a value less than or equal to the data typed in the box. For example, typing <=L finds data from A–L.
>	greater than Use to find records with a value greater than the data typed in the box. For example, typing >L finds data from M–Z.
>=	greater than or equal to Use to find records with a value greater than or equal to the data typed in the box. For example, typing >=L finds data from L–Z.
<> or !=	not equal Use to find records with values not equal to the data typed in the box. For example, typing <>1 finds all records where the value is not equal to 1.

Symbol	Description
<!	less than ASCII (33) Use to find records that have a space in a field.
: or ..	range Use to find records based on data between and including two limiting characters. For example, typing A:C finds Alabama, Bermuda, California. Typing a:c finds apple, banana, coconut.
	or Use to find records with this value or that value. For example, typing Cash Charge finds all records where the value equals Cash, if it exists, and all records where the value equals Charge, if it exists.
*	wildcard Use to find all records with the same sequential character string that begins, includes, or ends with an asterisk (*). For example, typing ARL* finds all records starting with ARL, such as ARLBERG, ARLINGTON, ARLON, and so on. Typing *H finds all records ending with H such as SMITH, WORTH, and so on.
?	single-character wildcard Use to find all records with the same sequential character string where only a single-character differs. For example, typing A?C finds all records where the value equals ABC, ADC, ACC, AEC, and so on.
[c]	a set of characters Use to find all codes, as follows: Start with N or T: [NT]* Start in lowercase: [a-z]* Start in uppercase: [A-Z]* Use to find all two-character codes, as follows: Start in lowercase: [a-z]? Start in uppercase: [A-Z]?



## A.5.2 Using Query (Advanced Find)

Query creates a query based on the fields in the active program. It enables you to create queries in fields in which you cannot perform a simple search, such as fields with multiple selections. The Query button is available in the Search group; it is only accessible after you click Search.



List expressions are formatted by inserting a vertical bar (|) between each item. Range expressions are formatted by inserting a colon (:), or two periods (..) between two values, or by using greater than (>), less than (<), equal to (=), or a combination of these symbols (for example =>10 returns all values equal to or greater than 10).

The Load tab stores queries for specific programs so that you can use them again. For screens that allow for multiple Finds, use concise descriptions for saved queries in order to make it clear which queries are appropriate for each Find. When you save a query, click Accept on the ribbon prior to executing the query, then type a description of the query in the prompt that the program displays. By default, saved queries are available to all users, by default. If the Make Public check box is not selected on the Save As screen, then only the user who created the query may access it.

To create a query:

Click the Query button on the ribbon.

The program opens the Query Wizard program with the Fields tab displaying the fields and the type of fields in the active program.

Type an expression directly into the Expression column or click the Format option to open the Edit Assistant, Dropdown Assistant, or Date Assistant tab.

Query Wizard opens the appropriate assistant for the type of field that you are querying.

Build an expression:

List expression.

Add items to include in your list expression.

Range expression.

Select the low value and high value for the range.

Click the Switch option to change between the range expression and the list expression.

Click Format again.

The list or range expression you created appears in the Field tab.

Click Execute to display the new active set of records created by the query.

To save a query for use at a later time, click Save As from the Field tab or one of the Assistant tabs. Once you have created a query, you can view or select them using the Load tab.

To remove an item from the Select List of Items on the Dropdown Assistant tab, double-click the item or press Enter to remove the item from the list.

**Note:** When you save a query, the program checks the entered description to see if it matches one that you have already entered. (This check is not case-sensitive.) If the descriptions are the same, the program allows you to save the new query in place of the old one. You cannot save a public or private query with a description that another user has already used for a public query.

### A.5.3 Managing Selected Records

An active set consists of records with information matching your search criteria. You create an active set when you complete a search that produces multiple records that you can navigate and view.

At the bottom of a program screen, a navigation bar displays the number of the record that you are currently viewing, the total number of records, and options to assist you with navigation. You can view records in the active set one at a time or you can click Browse on the navigation bar to view a list of all records in the active set. In the following example, you are viewing record 1 of 5, and there is one document attached to the record.



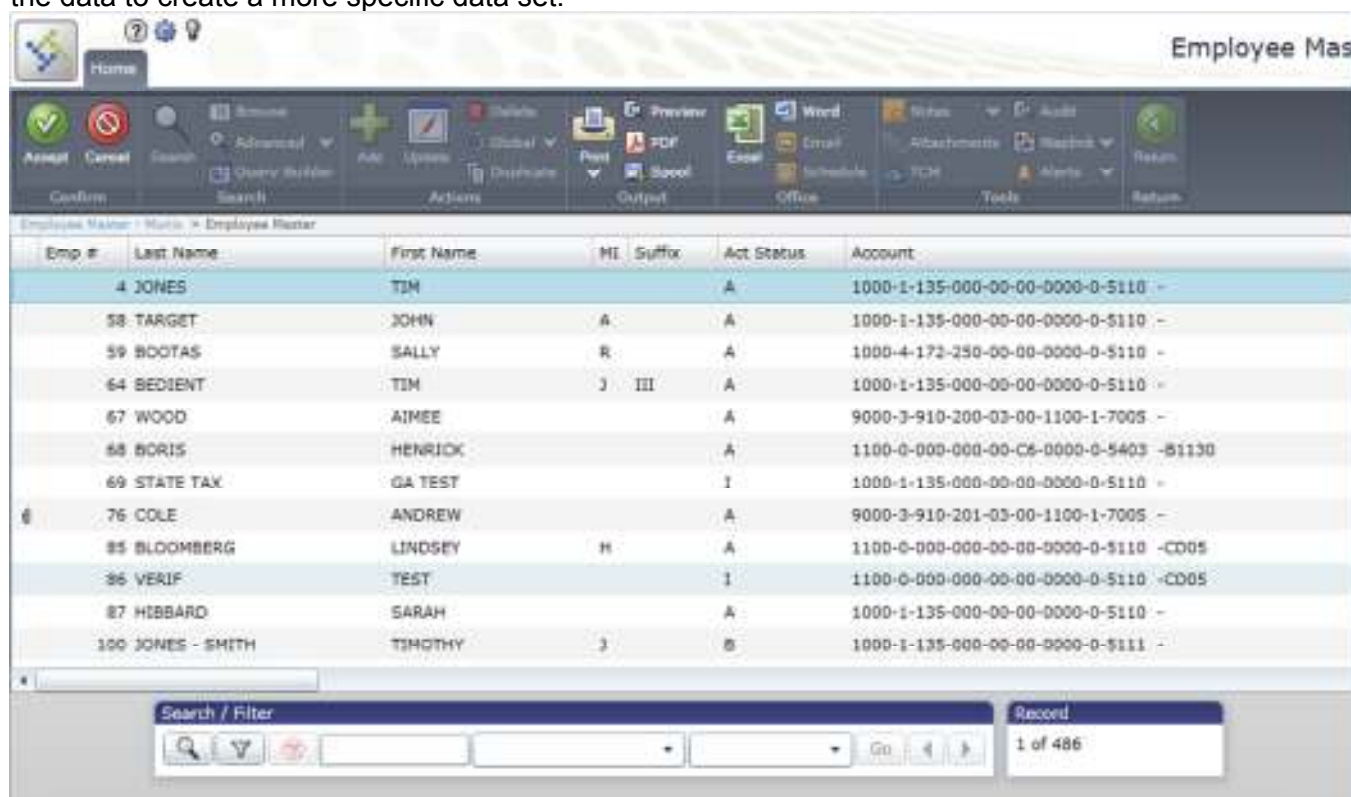
To navigate the active set of records:

- Click First to view the first record in the active set (record 1).
- Click Previous to view record 1 of 5.
- Click Next to view record 2 of 5.
- Click Last to view the last record in the active set (record 5).
- Click Search to create a new active set of records.
- Click Browse to view a list of all records in the active set.

The active set remains active until you perform another search or close the program.

## A.5.4 Browsing Records

Once you have created an active set of records within a Munis program, click Browse to display the collected data in a table format. You can sort the data, view or hide columns, export the data, or filter the data to create a more specific data set.



Emp #	Last Name	First Name	MI	Suffix	Act Status	Account
4	JONES	TIM			A	1000-1-135-000-00-00-0000-0-5110 -
58	TARGET	JOHN	A		A	1000-1-135-000-00-00-0000-0-5110 -
59	BOOTAS	SALLY	R		A	1000-4-172-250-00-00-0000-0-5110 -
64	BEDIENT	TIM	J	III	A	1000-1-135-000-00-00-0000-0-5110 -
67	WOOD	AIMEE			A	9000-3-910-200-03-00-1100-1-7005 -
68	BORIS	HENRIK			A	1100-0-000-000-00-00-0000-0-5403 -81130
69	STATE TAX	GA TEST			I	1000-1-135-000-00-00-0000-0-5110 -
76	COLE	ANDREW			A	9000-3-910-201-03-00-1100-1-7005 -
85	BLOOMBERG	LINDSEY	H		A	1100-0-000-000-00-00-0000-0-5110 -CD05
86	VERIF	TEST			I	1100-0-000-000-00-00-0000-0-5110 -CD05
87	HIBBARD	SARAH			A	1000-1-135-000-00-00-0000-0-5110 -
100	JONES - SMITH	TIMOTHY	J		B	1000-1-135-000-00-00-0000-0-5111 -

To view or hide columns, right-click the column headings. Select the columns containing data you wish to view; clear those columns that you wish to hide. Click outside the heading list to display your selections in the revised format. When you create an output file or report from a browse screen, the output does not include columns that you have hidden on the screen display.

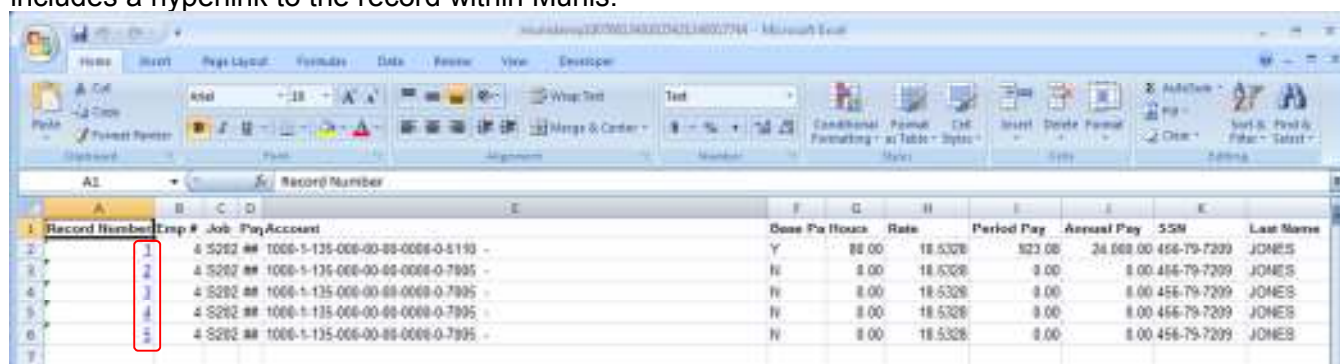
To sort the data, click on the column heading that you want to use as the sort key; the data sorts in ascending order. If you click the column header again, the data sorts in descending order.

To resize columns, position your pointer at the bar between column headings and hold the mouse button down while you drag the bar to the right or left.

Once you have the records selected and sorted as you wish, use the Preview, PDF, Print, or Text File ribbon button to view, print, or save a report of the records; click Word to export the records to Microsoft Word or click Excel to export the records to Microsoft Excel.

## A.5.5 Exporting Records

When you click Excel on a standard browse screen and you have Microsoft® Excel 2002 or greater, the program exports the active set of records to Microsoft Excel spreadsheet. The Excel spreadsheet includes a hyperlink to the record within Munis.

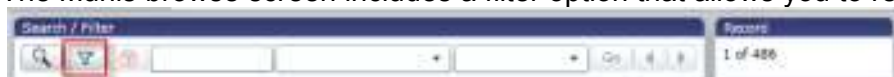


Record Number	Emp #	Job	Pay Account	Base Pa Hours	Rate	Period Pay	Annual Pay	SSN	Last Name	
1	4 S282	##	1000-1-135-000-00-0000-0-5190 -	Y	88.00	18.5328	323.08	24,000.00	456-79-7209	JONES
2	4 S282	##	1000-1-135-000-00-0000-0-7995 -	N	8.00	18.5328	8.00	8.00	456-79-7209	JONES
3	4 S282	##	1000-1-135-000-00-0000-0-7995 -	N	8.00	18.5328	8.00	8.00	456-79-7209	JONES
4	4 S282	##	1000-1-135-000-00-0000-0-7995 -	N	8.00	18.5328	8.00	8.00	456-79-7209	JONES
5	4 S282	##	1000-1-135-000-00-0000-0-7995 -	N	8.00	18.5328	8.00	8.00	456-79-7209	JONES

If you do not have the correct version of Excel, the program displays a message allowing you to save the file to your workstation.

## A.5.6 Filtering Records

The Munis browse screen includes a filter option that allows you to regroup the active set of data.



To filter data:

1. Click the Filter button.
2. Enter filter data. Use wildcards such as the asterisk (\*), less than (<) symbol, or greater than (>) symbol; use <> or != for 'not equal to'.
3. Choose the field on which you wish to filter the data.
4. Click Go to execute filter.

If you filter the data such that no records are found, the previous results remain on the screen, and the program displays the following message: "Clearing filter, no records found." Click OK to continue.

### Notes:

Filters are not case-sensitive.

Filter results are 'equal to' for date or numeric columns, and 'contains' for character columns (unless you include special characters such as >=).

Totals, which can be any mix of sum, average, minimum, or maximum value, are recalculated for any filter.

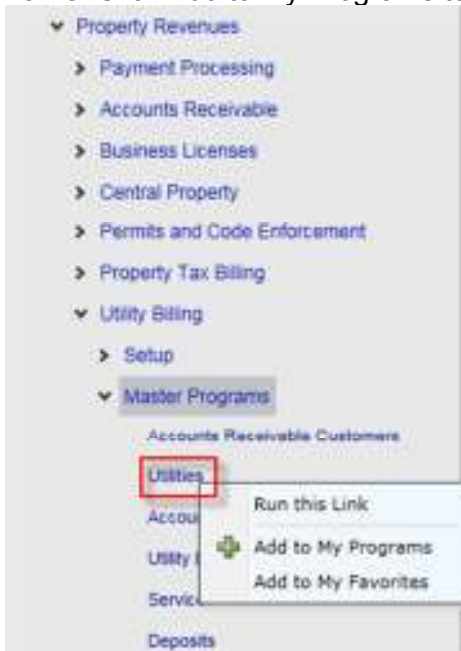
Format strings may obscure a column's true value, especially with 'float' types. For example, the true value might be 345.67, but the column might only show '345'. If you created a filter '=345', this record would not be included because the filter would see the true 345.67 value, even though the user would not, because of a format string with no decimals showing.

The asterisk (\*) wildcard character can be used with character columns. Using wildcards with numeric or date columns is allowed, but may lead to unpredictable results.

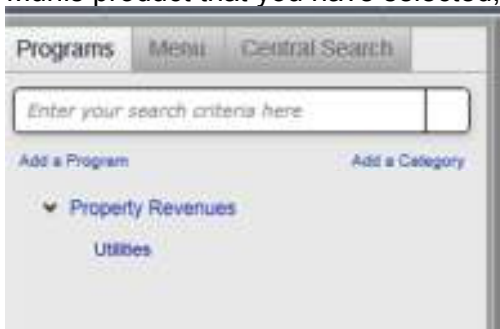
## A.6 My Programs

My Programs provides easy access to programs that you use frequently. Rather than find these programs on the Munis menus every time you want to use them, you can store them for quick-access on the Programs tab of the Tyler Dashboard.

To add a program to the Programs tab, find the program in the menu and right-click on the program name. Click Add to My Programs to add the program to the Programs tab.



Click the Programs tab and the program is available. If the program you select is the first program in a Munis product that you have selected, the program creates a category for the program.



As you add more programs from different products, the program categorizes them as well.



## A.7 Reports

In many Munis programs, you can create reports by searching for records and then using the Output ribbon button (Preview, PDF, Print, or Text File) to view, print, or save the report. If the Word or Excel buttons are active within a program, you can also export the report to a Microsoft Word document or Microsoft Excel spreadsheet.

If you select Preview, the program provides the report in HTML format with no page breaks.

## A.8 Munis Scheduler

From the Inquiries and Reports menus, and from within many Munis programs, you can create reports of stored data and records. The Munis Scheduler program works with the reporting features to allow you to process reports at scheduled times.

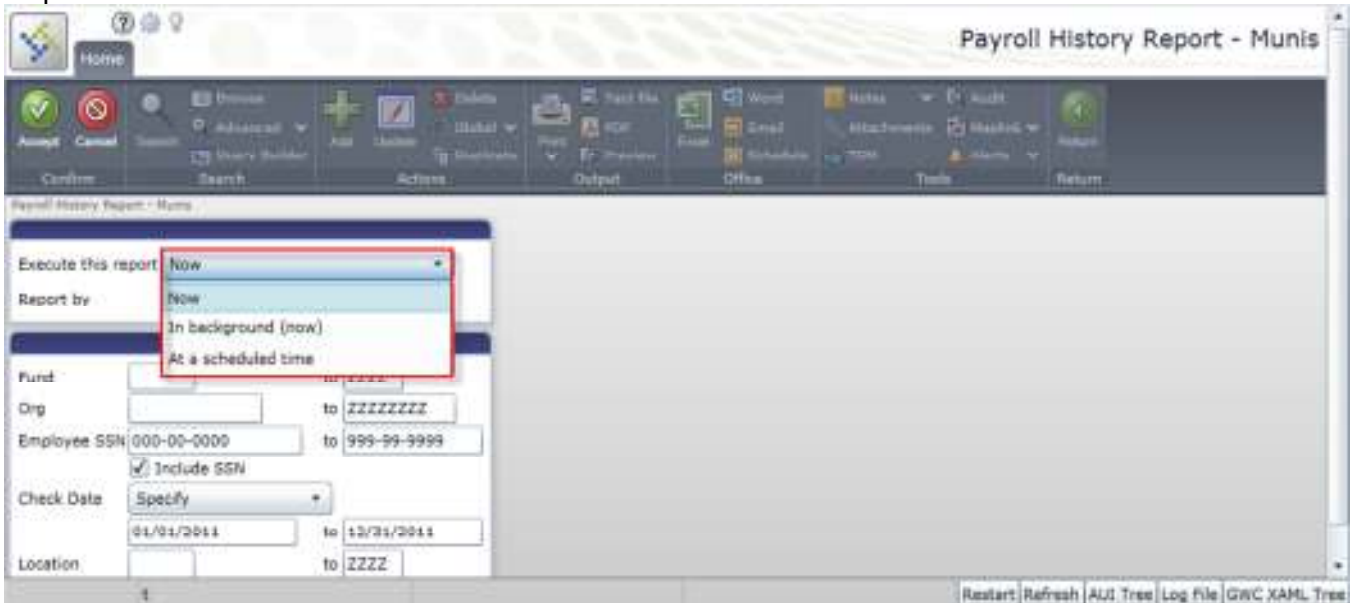
In order to use Scheduler, the Enable Scheduling check box must be selected in the Scheduler Engine program, and Scheduler privileges must be assigned by your system administrator. To receive e-mail alerts, a correct e-mail address must be included in the user record.

Munis Scheduler saves a copy of the import, export, or report criteria established at the time specified for the scheduled import, export, or report. Jobs scheduled to run on the thirty-first of each month run on months with 31 days. To schedule a job to run at the end of every month, select Daily, Monthly, or similar options from the date lists in programs.

If your organization uses Tyler Content Manager for Munis, you can store reports in the Tyler Content Manager database. If you have the appropriate permissions, you can also include a link to the document in the notification e-mail. You must have the TylerCM Single Document Viewer installed in order to include document links in notification e-mails.

Once the system administrator has enabled Scheduler privileges for you, programs that are enabled to work with Scheduler display the Execute This Report list. The Execute This Report list has three options: Now, In the Background (now), and At a Scheduled Time.

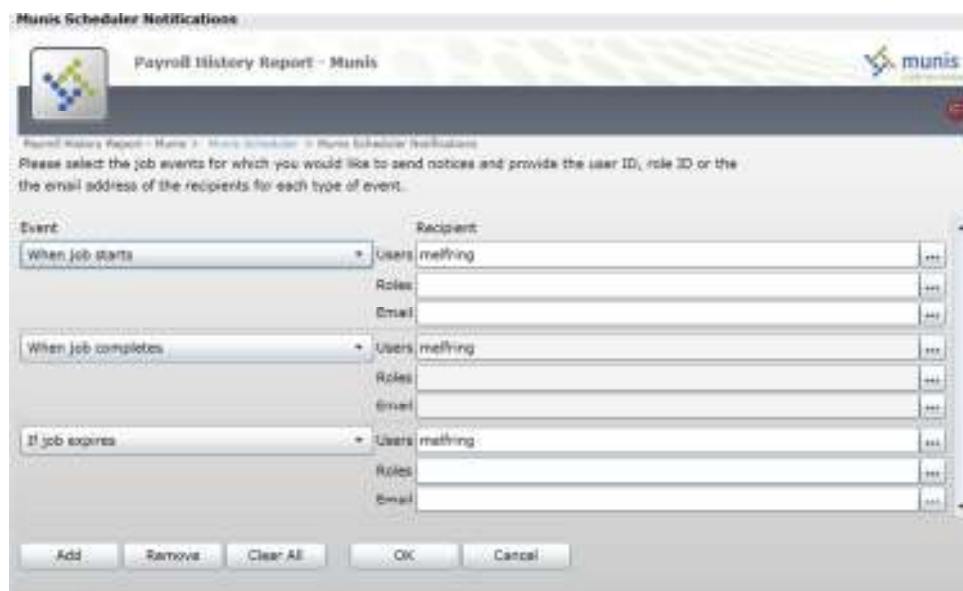
To create a report without using Munis Scheduler, select Now from the Execute This Report list, and then use the Output ribbon buttons to create the report in the appropriate format. To create the report using Munis Scheduler, select In Background (Now) or At a Scheduled Time from the Execute This Report list.



When you select In Background (Now) or At a Scheduled Time, the program displays the Munis Scheduler screen:



In the Scheduler Settings fields, define the report and establish the one-time processing date and time. Click Notify to update the notification triggers and recipients for the Scheduler activities. On the Notifications screen, select the event to trigger the notification, and then identify the recipient by user ID, role, or e-mail address.



## A.9 Tyler Content Manager for Munis

Tyler Content Manager for Munis provides content management capability specific to Munis® programs. It eliminates the shuffle of system-generated reports and forms by automatically transferring them into images for storage and retrieval from the Munis system. These forms and reports are instantly available and linked to your Munis application.

Tyler Content Manager for Munis provides optical character recognition (OCR) and full-text searching. The automatic indexing feature reduces the costs commonly associated with misfiling and retrieval. Each word is indexed for keyword searches so reports and forms can be accessed in seconds.

Using Tyler Content Manager for Munis, you can retrieve GoDoc images for activated modules. You can also send documents from Tyler Content Manager for Munis using Microsoft® Outlook, and you can view related documents such as checks, invoices, and purchase orders associated with a purchase order number, or the 1099 and payroll check information related to an employee number.

To access Tyler Content Manager for Munis, click the Image button on the ribbon. There are four panels on the Tyler Content Manager for Munis:

Panel 1 - Lists documents matching the search criteria.

Panel 2 - Includes metadata, or the key fields associated with the document that uniquely link the document to a Munis record. This metadata helps to index, store, and retrieve each individual document.

Panel 3 - Provides a preview of the selected document image.

Panel 4 - Provides images related to the selected file.



You can resize each panel by sliding the column indicators to the right or left.

To retrieve a document, find the record in the Munis program to which the content is attached, and then click the image button. Tyler Content Manager for Munis displays a list of documents associated with the record.

To send a document, select the document from the list in panel four and then drag the document to the Microsoft® Outlook icon on your Quick Launch tool bar.

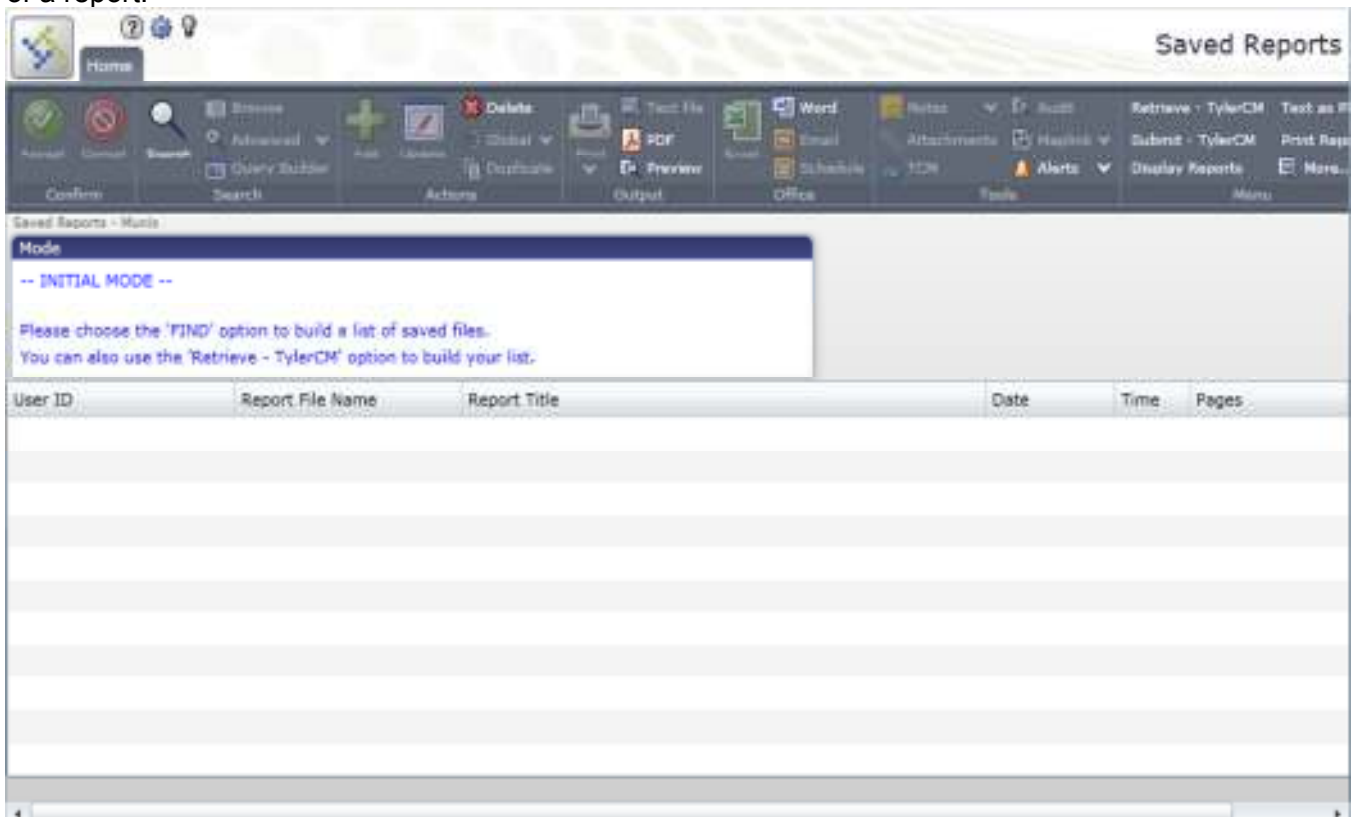
Microsoft Outlook displays an untitled message with the document attached. The document is in PDF format. **Note:** Do not drag and drop the file to a minimized Microsoft Outlook session; the files will not attach.

To view a related document, click View Related Document or View Related Web. If you click View Related Document, the document related to the purchase order displays in panel four. If you click View Related Web, related documents display in a graph format. Right-click a document identifier for additional options such as Preview Document or Open.

If your organization uses a Laserfiche® content manager, the program retrieves a laserfiche document when you click the Image button.

## A.10 Saved Reports

The Saved Reports program manages reports that have been directed to the Munis spool directory. With the print spooler, you can hold, reprint, or delete Munis reports. You can also print specific ranges of a report.

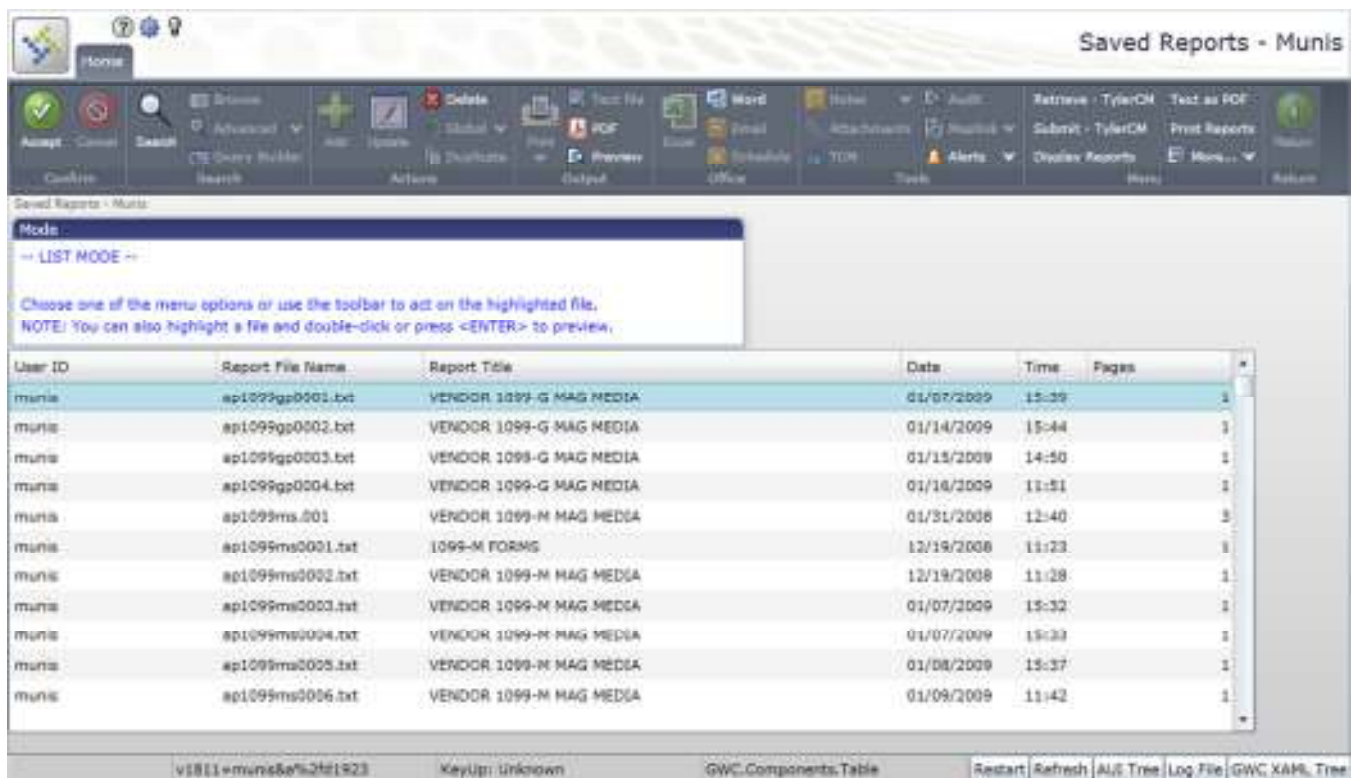


If your organization uses the Tyler Content Manager for Munis or the Laserfiche® content management system, you can use the Saved Reports program to submit or retrieve documents from these systems.

The Saved Reports program provides content submittal and retrieval using Tyler Content Manager for Munis or Laserfiche®, according to the settings applied in the System Settings program.

If your organization uses Tyler Content Manager for Munis, the Submit - TylerCM and Retrieve - TylerCM options are available. If your organization uses a Laserfiche content manager, the Submit - Laserfiche and Retrieve - Laserfiche options are available.

When you open the Saved Reports program, click Search to create a list of all the files available in the pool directory.



Click Display Reports to view a selected file or files; the report displays a Display Options box. In this box, select No Filter to view all the files, select Use Page Ranges to view only specific pages, or Use Line Ranges to view only specific lines. Select the files to display. If you selected Use Page Ranges or Use File Ranges, complete the Start and End boxes with the page or line numbers that you want to view for each file. You can click Select All to select all of the files; you can click Select None to clear all of your selections.

To display PDF files, click Text as PDF. When the program displays a list of files, click Select All to select all reports in the list, or select the individual check boxes for those reports to view. You can click Select None to clear all of the check boxes.

To print reports, find the report or reports to print, and then click Print Reports. The program provides print options, for example, you can print whole documents, specific page ranges, or specific line ranges. You can also define the number of copies to print, the format (landscape or portrait), and the printer.

Click Select All to select all the reports in the list, or click Select None to clear the check boxes.

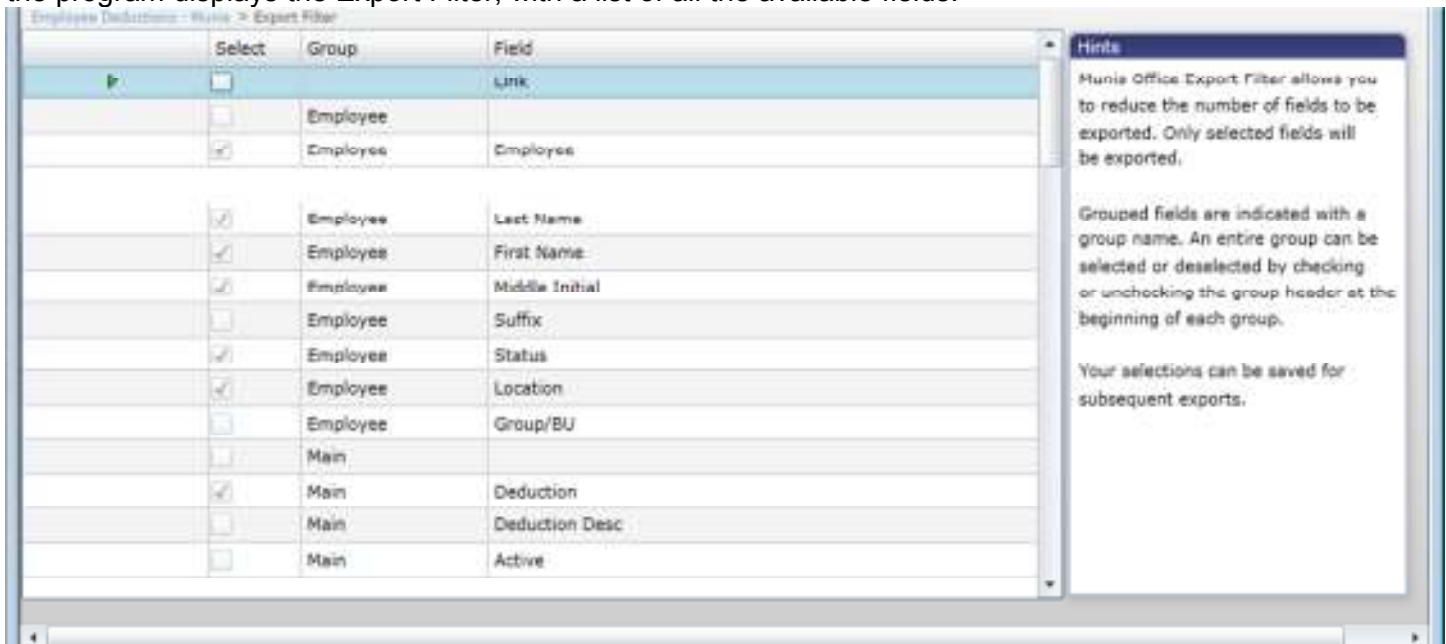
## A.11 Excel, and Word

The Word and Excel options allow you to export Munis data to a Microsoft Word document or Microsoft Excel spreadsheet. The options must be activated by your system administrator in order to be available. You must also have Microsoft Word and or Microsoft Excel installed on your computer to use those two functions, and Internet Explorer 9.

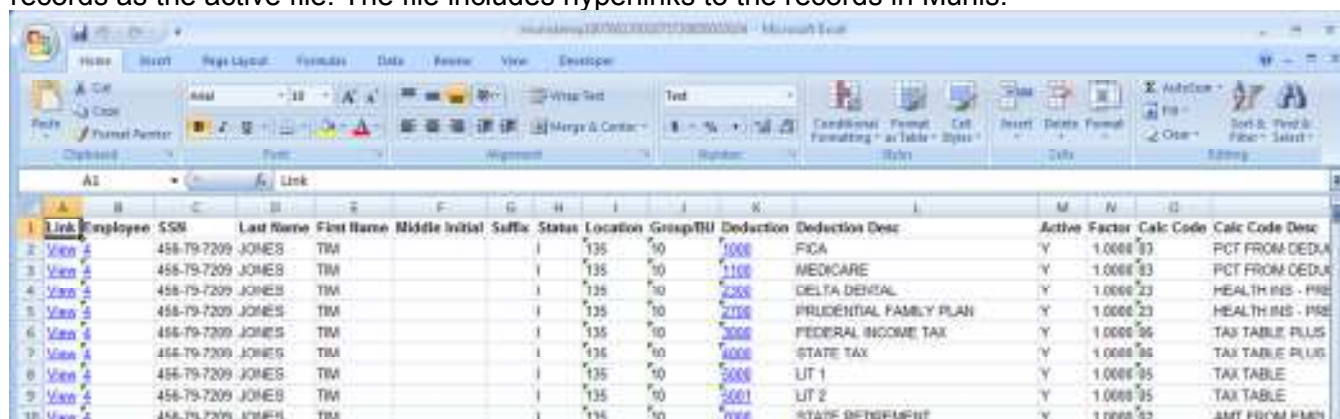
### A.11.1 Excel

The Excel option that is available through the Munis master programs provides different options than the Excel export accessed from the Munis browse screens. When you create a report within a program, or when you are completing a specific report or inquiry program, the Excel ribbon button allows you to export collected data into Excel columns, where you can manipulate the data according to your requirements. The program provides an Export Filter where you can select the values to export.

For example, if you create an active set of data in the Employee Deductions program and click Excel, the program displays the Export Filter, with a list of all the available fields.



Select or clear the check boxes for the fields to include in the export, and then click Save and Exit to export the files and open Microsoft Excel. The program opens Microsoft Excel with the exported records as the active file. The file includes hyperlinks to the records in Munis.



Link	Employee	SSN	Last Name	First Name	Middle Initial	Suffix	Status	Location	Group/BU	Deduction	Deduction Desc	Active	Factor	Calc Code	Calc Code Desc
View	458-79-7209	JONES	TIM				1	135	90	1000	FICA	Y	1.0000	93	PCT FROM DEDU
View	458-79-7209	JONES	TIM				1	135	90	1100	MEDICARE	Y	1.0000	93	PCT FROM DEDU
View	458-79-7209	JONES	TIM				1	135	90	2300	DELTA DENTAL	Y	1.0000	23	HEALTH INS - PRE
View	458-79-7209	JONES	TIM				1	135	90	2700	PRUDENTIAL FAMILY PLAN	Y	1.0000	23	HEALTH INS - PRE
View	458-79-7209	JONES	TIM				1	135	90	3000	FEDERAL INCOME TAX	Y	1.0000	96	TAX TABLE PLUS
View	458-79-7209	JONES	TIM				1	135	90	4000	STATE TAX	Y	1.0000	96	TAX TABLE PLUS
View	458-79-7209	JONES	TIM				1	135	90	5000	LIT 1	Y	1.0000	95	TAX TABLE
View	458-79-7209	JONES	TIM				1	135	90	5001	LIT 2	Y	1.0000	95	TAX TABLE
View	458-79-7209	JONES	TIM				1	135	90	6000	STATE RETIREMENT	Y	1.0000	92	AMT FROM EMPL

## A.11.2 Word



Word exports the active set of records into Microsoft® Word Mail Merge. When Mail Merge opens, the Template Options tab is active. On this tab, you can select a template to use for a specific report.

The Template Library option is available on the Template Options tab. This option allows you to view starter templates associated with the program. These templates are stored in the Munis KnowledgeBase and are not available for every program. When you click Template Library, the Munis KnowledgeBase opens and displays a list of all of the templates available for the program.

The Use TCM Merge button is available on the Template Options tab when your organization uses Tyler Content Manager for Munis (TCM) and a Microsoft® Windows® Server. When you click this button, the program displays the Defined Maps screen, which allows you to use a TCM template for the document and to archive the document to TCM.

To export records directly into a Microsoft Word document:

1. Select No Template (Raw Data) from the Template to Use list on the Template Options tab.
2. Click Use.  
Microsoft Word opens with the selected report as the active document.

### Note:

The file created during export is automatically saved in the directory where the Munis software is installed. Click Save As from the File menu to save the file to another directory.