

MUNIS 10.5
Financial Reporting Training
October 12th – 14th, 2016

Agenda

- I. Accounting Structure
 - A. Account Structure
 - B. Organization (ORG) Code Structure
 - C. Object Code Guide
 - D. Budget Groups (Rollups)
 - E. Source Codes
 - F. Wildcard Characters
 - G. Posted Information vs. Memo Balances

- II. Account Trial Balance Report

- III. Pay-in Procedure

- IV. Account Detail History Report

- V. Year-to-Date Budget Report

- VI. Capital Asset Inquiry

- VII. Subsidiary Ledger Report

- VIII. General Ledger Account Inquiry

- IX. Other Useful MUNIS Inquiries
 - A. Invoice Inquiry
 - B. Vendor Inquiry
 - C. Check Inquiry
 - D. Purchase Order Inquiry
 - E. Purchase Orders by GL
 - F. Journal Entry Inquiry

- X. Journal Entries

- XI. Questions and Answers

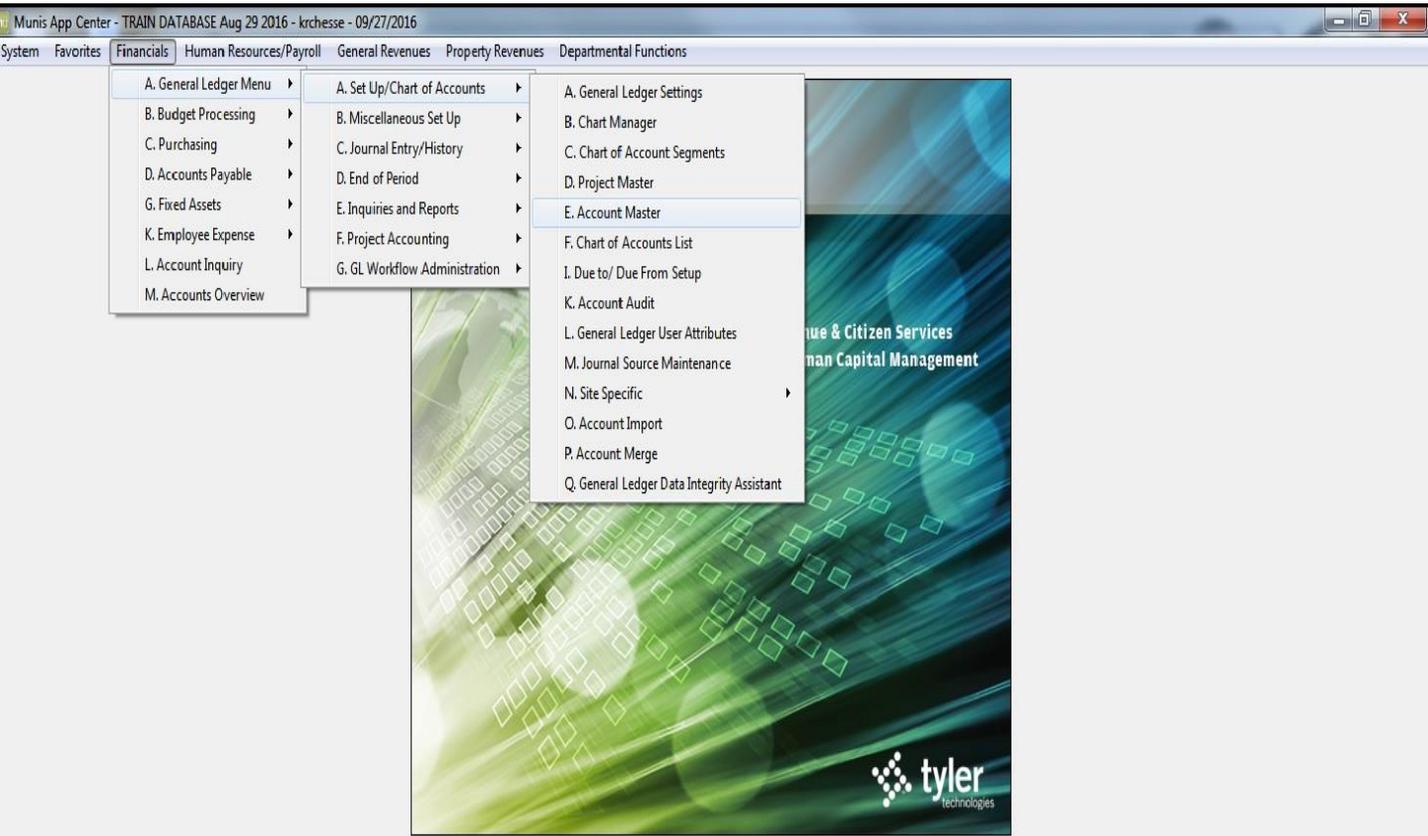
Contact information:

Royce Chesser	525-7390
Ernie Francis	525-7360
Shawndreka Watson	525-7348
Lea Steinberger	525-3380

Account Structure

Click on the Financials menu and select:

- A. General Ledger Menu
- A. Set Up/Chart of Accounts
- E. Account Master



Account Structure

Sample account number: 2013-21-A2-08-00-0000-01-520108

The account number is made up of nine segments.

Embedded In ORG Code Structure

Account Master - Munis [FRANKLIN COUNTY]

My File Edit Tools Help

Account

Amounts Job Class Control Accts Global Update

Org code 13210800 21-INTRGV-REA-APPRS&TAX SVCS

Object code 520108 APPRAISERS

Project code

Fund 2013 REAL ESTATE ASSESSMENT (21-RE)

AGENCY 21 AUDITOR

LINE OF BUS A2

PROGRAM 08

LOCATION 00

APPROP AUTH 01 COMMISSIONERS

SERVICES 0000

FUNCTION 01 GENERAL GOVERNMENT

Object 520108 APPRAISERS

Project

Account detail

Last updated 09/26/2016

Account type Expense

Status Active

Entity 1

Spending plan

Character code 5C MATERIALS

Grant

Budget

Budgetary

Auto-encumber

Require budget detail

Roll available budget forward

Budget rollup code 2:CO3 21-2013-SVCS & MATLS

Budget sub-rollup code

Payroll

Payroll Encumbrance Account:

Balance sheet

Balance type

Normal balance

Closing balances

Control account

Account description

Full APPRAISERS Short APPRAISERS Account Notes

Next year full

Reference account

Org Obj Project

Notification

Budget Warning Percent 0.00

1 of 10

Monthly and Annual Account Balances.

OVR

Organization (ORG) Code Structure

The Organization Code (ORG) is eight digits long and is divided into four (4) identifiable segments. Each segment is two (2) digits in length.

- The first (1st) segment identifies the particular “**Fund**”
- The second (2nd) segment identifies the particular “**Agency**”
- The third (3rd) segment identifies the “**Program**”
- The fourth (4th) segment identifies the “**Location**”

Example: Using **ORG Code 10210100** and dividing it into four segments: **10 | 21 | 01 | 00**

- **10** identifies the **Fund** in this example as **General Fund**
- **21** identifies the **Agency** which is the **Auditor’s Office**
- **01** identifies the **Program**, General - Real Estate
- **00** identifies the **Location**

The General Fund is the only fund where the first 2 digits of the fund number is used to identify the fund in the ORG number. All other funds use the last two (2) digits of the fund number.

Organization (ORG) Code Guide

Org	Description	Short Desc	Fund	AGEN	LOB	PROG	LOC	Appr Auth	SERV	FUNC	Bud Calc
10210000	21-ADMIN	ADMIN	1000	21	00	00	00	01	0000	99	A
10210100	21-PUBL INFOR-GEN- RE	GEN-RE	1000	21	A1	01	00	01	0000	01	A
10210200	21-PUBL INFO-AUD	INFO-AUD	1000	21	A1	02	00	01	0000	01	A
10210300	21-INTRGOV- GEAPPRAISA	APPRAISA L	1000	21	A2	03	00	01	0000	01	A
10210400	21-INTRGOV- GEN- PMT&CNSM	PMT&CNS MR	1000	21	A2	04	00	01	0000	01	A
10210500	21-TAX ADMN-RE TAX ACCT	RE TAX ACC	1000	21	A3	05	00	01	0000	01	A
11210400	21- INTERGOV- ANIM- PMT&CNS	PMT&CNS MR	2011	21	A2	04	00	01	0000	03	A
13210100	21-PUBL INFO-RE	INFO-RE	2013	21	A1	01	00	01	0000	01	A
13210300	21- INTERGOV- RE-APPRAISAL	RE- APPRAIS	2013	21	A2	03	00	01	0000	01	A
13210500	21-TAX ADM- REA-RE TAX	RE ACCTG	2013	21	A3	05	00	01	0000	01	A
13210600	21-TAX ADM- REA-OTHER T	OTHER RE	2013	21	A3	06	00	01	0000	01	A
32210600	21-TAX ADM- ESTATE-OTHE	ADM- ESTAT	8032	21	A3	06	00	01	0000	01	A

Object Code Guide

General Outline

Object Codes	Type of Accounts
100000	Assets*
200000	Liabilities
300000	Equities
400000	Revenue
500000	Expenses

* The most prevalent asset account is 101000 – Cash

A complete Object Code Guide can be found on “Fiscally Speaking” at <http://www.franklincountyauditor.com/fiscally-speaking>

Budget Groups (Rollups)

Legend:

First two digits	Agency
Third digit	Appropriation line item
Fourth and fifth digit	Budget number

Example:

Rollup code	21D03
Agency	21 – Auditor
Appropriation line item	D – Capital outlays
Budget	03 – Real Estate (third budget)

Appropriation Line Items:

A – Personal Services
B – Fringe Benefits
C – Materials & Services
D – Capital Outlays
E – Grants
F – Debt Service
G – Interfund
H – Contingency
J – Social Services

Object Code Range:

510000 - 513100
514000 - 519900
520000 - 539900
540000 - 549900
550000 - 559900
560000 - 569900
570000 - 579900
580000 – 589900
590000 – 599900

Source Codes

Every journal is tagged with a three character source code that identifies the program in which the transactions were created. The following table lists a few examples of source codes and products in which each is created.

Source Code	Program	Journal Reference
API	Accounts Payable, Invoice Entry/Proof, Regular Invoice	Ref 1 Vendor # Ref 2 Purchase Order # Ref 3 Invoice Ref 4 Invoice Entry Proof Batch #
BUA	Budget, Budget Transfers and Amendments	Ref 1 Journal Ref Ref 2 Posted By Ref 3 Ref 4 Resolution #
BUC	Budget, Budget Completion Journal, Budget Transfers and Amendments, New Budget Posting	Ref 1 Ref 2 Ref 3 Ref 4 Journal Ref Desc
CRP	Posted Payments and Reversals	Ref 1 Agency Ref 2 Receipt # Ref 3 Ref 4 Batch
GEN	General Ledger, General Journal Entry & Proof, Import JE ASCII File, Recurring Journal Entry	Ref 1 Journal Entry # Ref 2 Journal Entered By Ref 3 Journal Posted By Ref 4 Short Description

Source Codes (Continued)

Source Code	Program	Journal Reference
POE	Purchase Orders, PO Entry and Proof	Ref 1 Vendor # Ref 2 Purchase Order # Ref 3 Ref 4 "PO Entry/Proof"
POL	Accounts Payable, Invoice Entry/Proof, Purchase Order Liquidation	Ref 1 Vendor # Ref 2 Purchase Order # Ref 3 Ref 4 "LIQ/INV"
POM	Purchase Orders, Purchase Order Maintenance	Ref 1 Vendor # Ref 2 Purchase Order # Ref 3 Ref 4 "PO MAINT" or "PO CANCL"

Wildcard Characters

Special characters can be used during a “Find” operation to define the data you wish to retrieve. Below is a listing of special characters used in MUNIS. The first three listed are the most used characters.

Symbol	Meaning	Example
*	Wildcard for any string	J*, *J, *J* (characters only)
?	Single character wildcard	X?, ?X, ?X?, X?? (characters only)
	And	2 B
=	Equal to	=x (default, '=' is optional)
>	Greater than	>20 or >MILLS
>=	Greater than or equal to	>=20
<	Less than	<100
<=	Less than or equal to	<=100
<>	Not equal to	<>85
:	Range	85:100
..	Range	12:01:20..12:59:30 (generally used for date/time)

Posted Information vs. Memo Balances

Most of the reports in MUNIS display information once a transaction is completely posted, including the Account Trail Balance, Account Detail History and YTD Budget. However, the GL Account Inquiry is an exception, which sometimes causes confusion. The GL Account Inquiry display uses “memo balances.”

The “memo balances” are an up-to-the-minute account balance that shows you the year-to-date total. The figure is updated at the point of key-entry for accounts payable and purchasing transactions. The strong point of the memo balance is that it shows current financial position.

The memo balances have had slightly less accuracy. While it has been minimal, we have seen memo balances become corrupt when transactions do not go through the entire posting process, such as during a power failure. While we do our best to ensure accuracy of the memo balances, errors can go undetected until we perform the year-end close. Please keep this in mind when you are using MUNIS for reports and inquiries.

Account Trial Balance Report

The Account Trial Balance program prints a trial balance for a single account or a range of accounts, including the entire chart of accounts.

Munis App Center - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/25/2013

Report 1 - Genero Report Viewer

File View Help

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Report 1 Previous Page

TEST DATABASE MUNIS V10.3 Sep 13 2013

ACCOUNT TRIAL BALANCE FOR FY13/SEP TO SEP

FUND 2012

ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
2012 PUBLIC ASSISTANCE (10)						
2012-00-00-00-00-0000-00-101000-						
CASH**	2012	5,235,522.49				
* 9 60 APP 09/04/13 ACH1			.00	344,769.48	-344,769.48	
* 9 410 PK1 09/06/13 RUN: WARRANT:			.00	1,351,988.23	-1,696,757.71	
* 9 544 APP 09/04/13 MAB			.00	87,934.62	-1,784,653.33	
* 9 584 CRP 09/04/13			11,201.71	.00	-1,773,490.62	
* 9 584 CRP 09/04/13			18,832.44	.00	-1,754,638.18	
* 9 584 CRP 09/04/13			105.00	.00	-1,754,533.18	
* 9 584 CRP 09/04/13			472.66	.00	-1,754,060.52	
* 9 584 CRP 09/04/13			253.84	.00	-1,753,806.68	
* 9 584 CRP 09/04/13			62.95	.00	-1,753,743.73	
* 9 584 CRP 09/04/13			91.50	.00	-1,753,652.23	
* 9 642 APP 09/05/13 INT1			.00	101,001.66	-1,654,651.89	
* 9 668 APP 09/10/13 ACH1			.00	476,264.06	-2,330,915.95	
* 9 766 APP 09/05/13 MAB			.00	4,059.87	-2,334,975.82	
* 9 782 APP 09/05/13 MAB			.00	17,704.32	-2,352,680.14	
* 9 784 APP 09/05/13 MAB			.00	15,367.38	-2,368,047.52	
* 9 916 APP 09/11/13 ACH2			.00	4,103.58	-2,372,151.10	
* 9 1105 CRP 09/06/13			295.00	.00	-2,371,856.10	
* 9 1105 CRP 09/06/13			14,280.58	.00	-2,357,575.72	
* 9 1105 CRP 09/06/13			23.30	.00	-2,357,552.42	
* 9 1105 CRP 09/06/13			378.25	.00	-2,357,174.17	
* 9 1105 CRP 09/06/13			697.15	.00	-2,356,477.02	
* 9 1105 CRP 09/06/13			15,061.02	.00	-2,341,416.00	
* 9 1205 APP 09/09/13 J11			.00	26,582.82	-2,267,988.82	
* 9 1231 APP 09/09/13 J11			.00	9,990.00	-2,277,988.82	
* 9 1579 GEN 09/10/13 1579			594,166.50	.00	-1,783,822.32	
* 9 1772 APP 09/11/13 J13			.00	16,773.38	-1,800,600.70	
* 9 1900 APP 09/12/13 INT1			.00	122,584.41	-1,923,185.11	
* 9 1927 APP 09/12/13 ACH1			.00	510,378.48	-2,433,564.59	
* 9 1979 APP 09/12/13 J11			.00	70,891.15	-2,504,455.74	
* 9 2070 APP 09/12/13 J13			.00	28,694.75	-2,533,150.49	
2012-101000			5,235,522.49	655,944.30	3,189,094.79	-2,533,150.49
TOTALS FOR FUND 2012			5,235,522.49	655,944.30	3,189,094.79	-2,533,150.49
PUBLIC ASSISTANCE (10)			5,235,522.49	655,944.30	3,189,094.79	-2,533,150.49
REPORT TOTALS			5,235,522.49	655,944.30	3,189,094.79	-2,533,150.49

Report generated: 09/25/2013 13:50
User: krchesse
Program ID: glatcrlb1

Page 1

Pages: 1 of 2

Listening on port 6401

The format of the report is nearly identical to [Monthly Trial Balance by Fund](#); however, this program reports both detail transactions contained in the GL History Table and GL Journal Hold Table. The Monthly Trial Balance by Fund prints only those transactions in the GL Journal Hold Table.

Account Trial Balance Report

To create a Trail Balance Report you will first need to select the “Financials” tab. Next make the following selections:



General Ledger Menu



Journal Entry/History

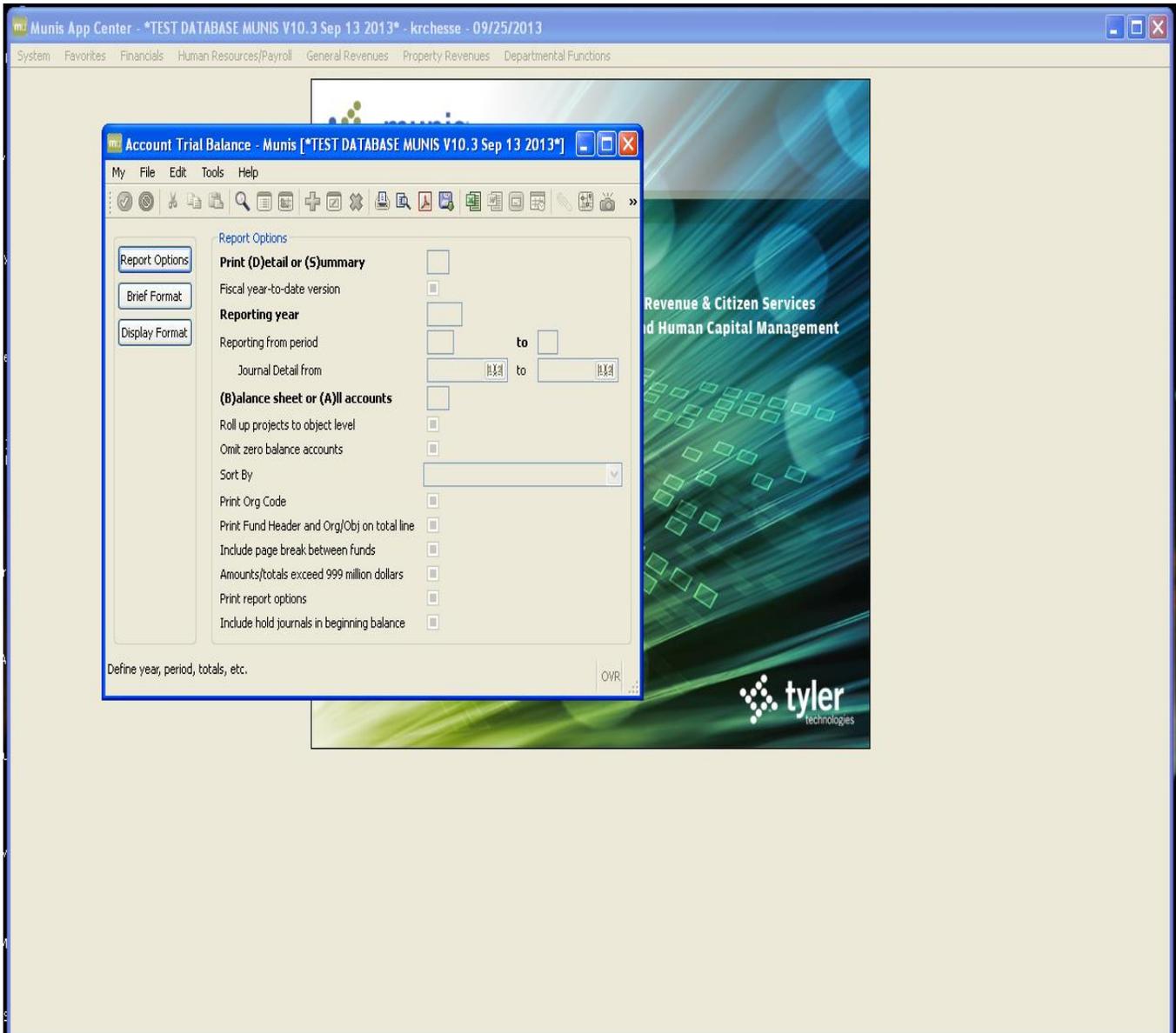


Account Trial Balance



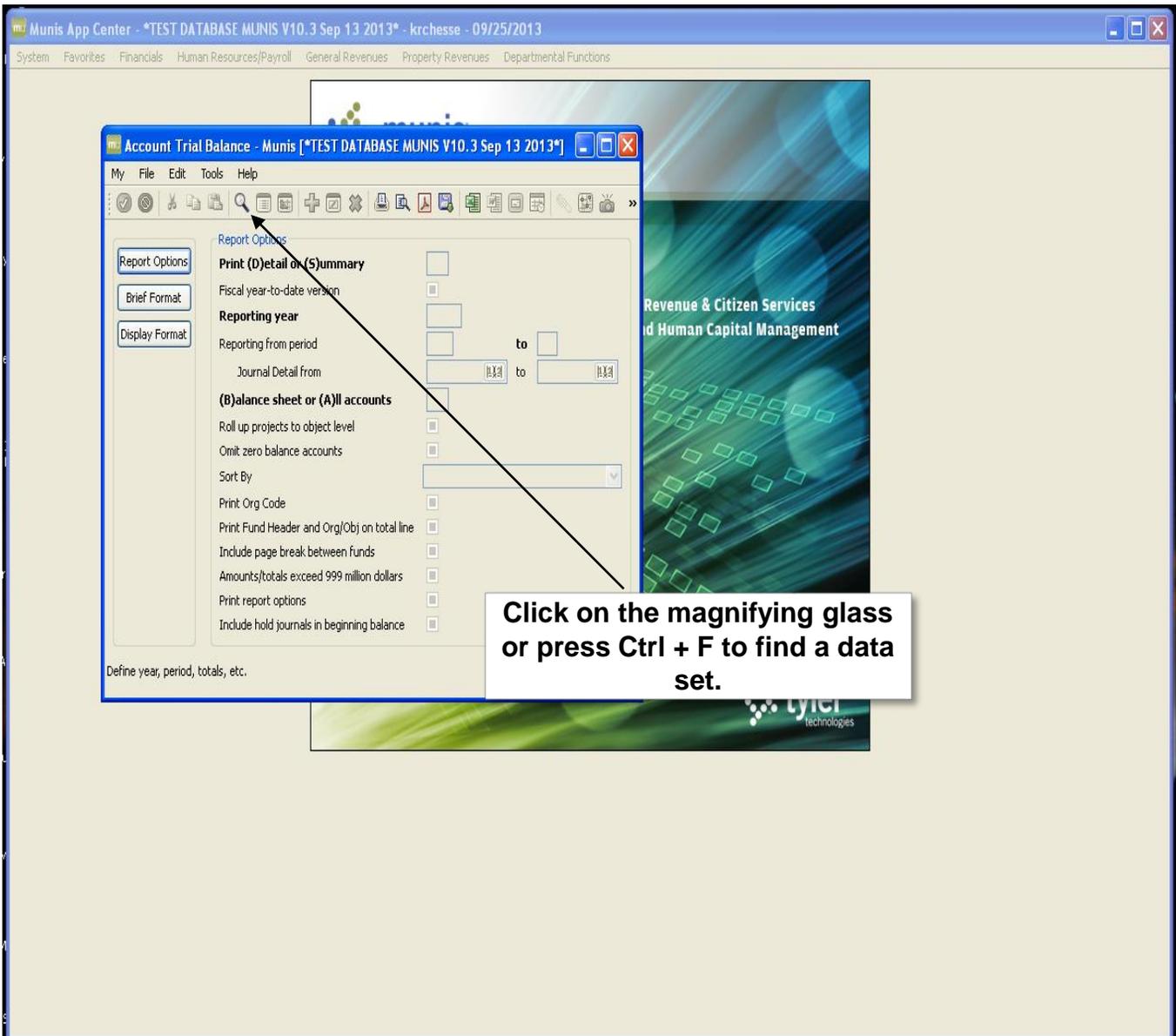
Account Trial Balance Report

The screen should appear like below:



Account Trial Balance Report

The report will need to have the fund, org., obj., or project number defined.



The screenshot displays the Munis App Center interface. The main window title is "Munis App Center - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/25/2013". The menu bar includes "System", "Favorites", "Financials", "Human Resources/Payroll", "General Revenues", "Property Revenues", and "Departmental Functions". A dialog box titled "Account Trial Balance - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]" is open, showing various report options. The toolbar of the dialog box contains a magnifying glass icon, which is highlighted by a callout box. The callout box contains the text: "Click on the magnifying glass or press Ctrl + F to find a data set." The dialog box options include: "Report Options", "Print (D)etail or (S)ummary", "Fiscal year-to-date version", "Reporting year", "Reporting from period", "Journal Detail from", "(B)alance sheet or (A)ll accounts", "Roll up projects to object level", "Omit zero balance accounts", "Sort By", "Print Org Code", "Print Fund Header and Org/Obj on total line", "Include page break between funds", "Amounts/totals exceed 999 million dollars", "Print report options", and "Include hold journals in beginning balance".

Click on the magnifying glass or press Ctrl + F to find a data set.

Account Trial Balance Report

GL Segment Find - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Find by Segments

Fund 2013 ...

AGENCY ...

LINE OF BUS ...

PROGRAM ...

LOCATION ...

BLANK ...

SERVICES ...

FUNCTION ...

Character code ...

Org ...

Object 101000 ...

Project ...

Account type ...

Account status ...

Fund Enter your fund number (i.e. 2013)



Tab until you reach the Object Code field

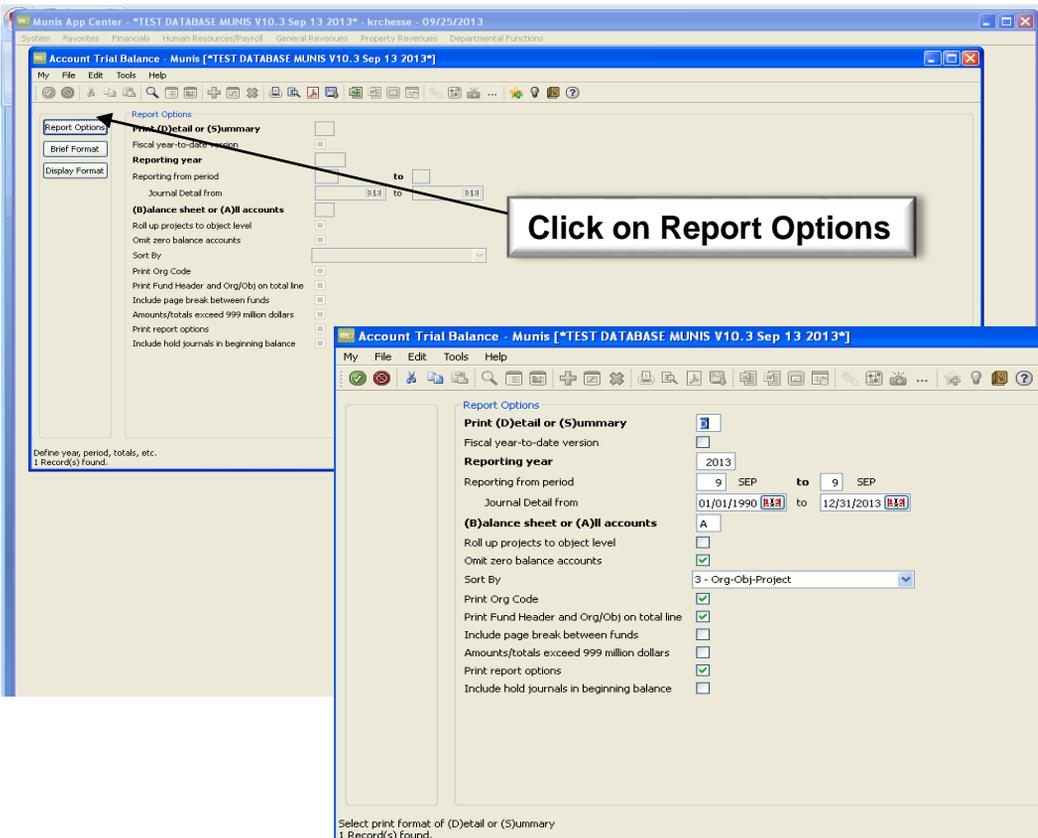
Object Enter your object number (i.e. 101000)



Enter



Note: This symbol on your tool bar will allow you to export report to Excel



Print (D)etail or (S)ummary: Select print format D or S

Fiscal year-to-date version: Click on box to select or de-select

Reporting Year: Enter the year to select

Reporting from/to period: Enter the starting/ending period range (1-13)

Journal Detail from: Beginning Journal Effective date within range period

(B)alance sheet or (A)ll accounts: Select B Balance sheet ONLY or A All accounts

Roll up projects to object level: Click on the box to select or deselect

Omit zero balance accounts: Click on the box to select or deselect

Sort by: Use the drop down menu to select from:

- 1 – Account
- 2 – Balance Type/Account
- 3 – Org-Obj-Project
- 4 – Balance Type/Org-Obj-Project

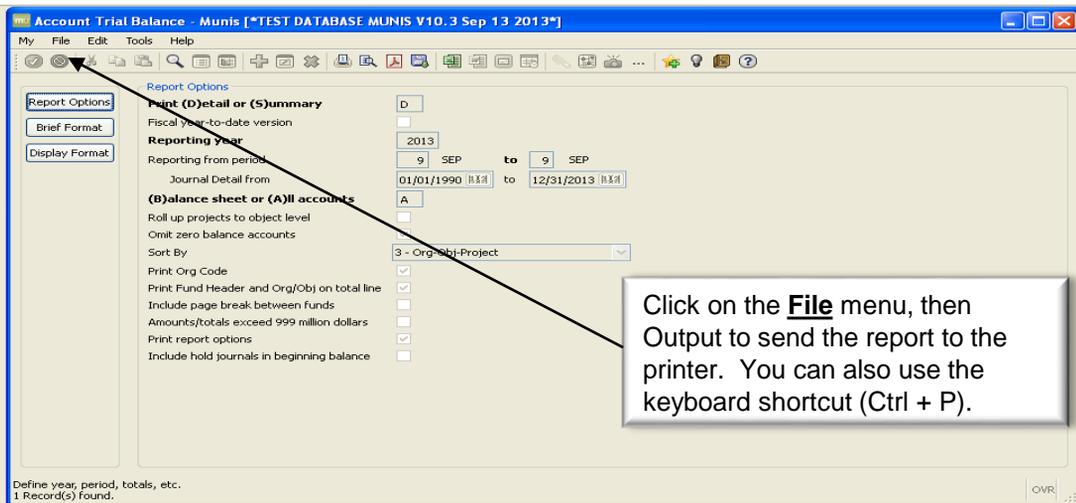
Print Org Code: Click on box to select or deselect

Print Fund Header and Org/Obj on total line? Click on box to select or deselect

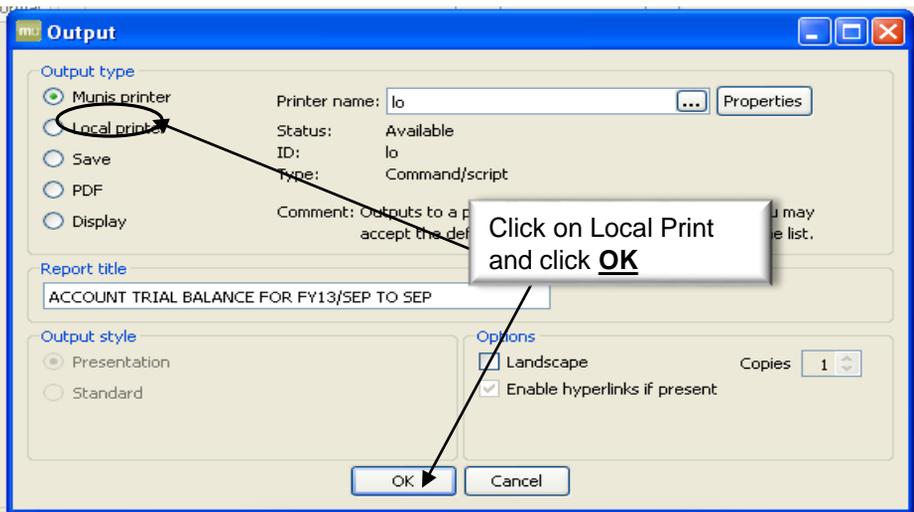
Include page break between funds? Click on box to select or deselect

Amounts/totals exceed 999 million dollars: Click on box to select or deselect

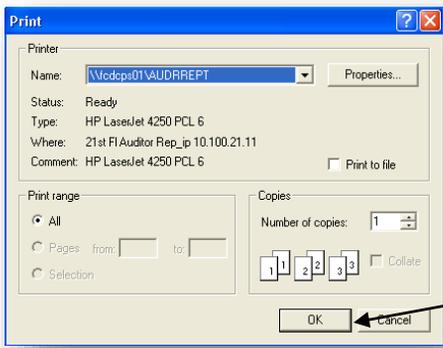
Print report options: Click on box to select or deselect



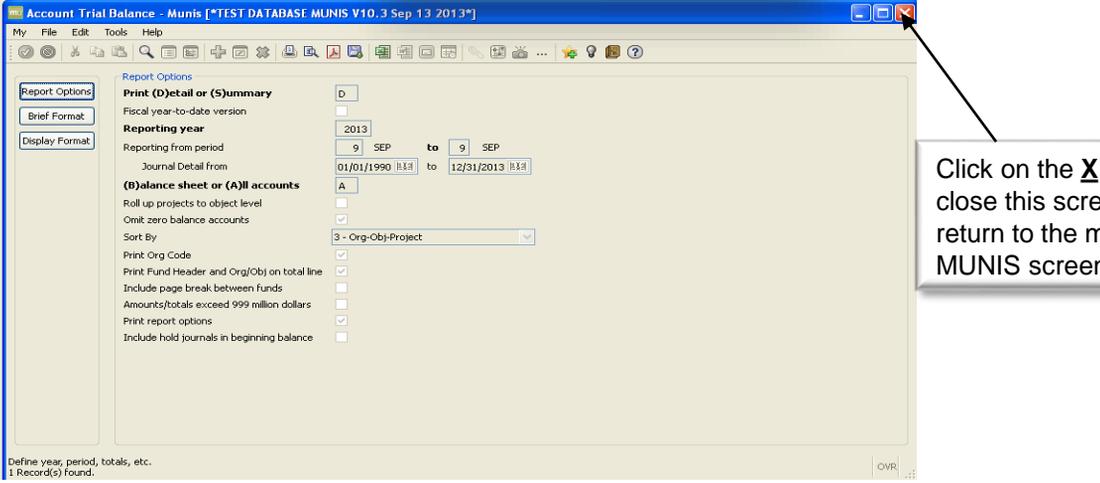
Click on the **File** menu, then Output to send the report to the printer. You can also use the keyboard shortcut (Ctrl + P).



Click on Local Print and click **OK**



Click on **OK**



Click on the **X** to close this screen and return to the main MUNIS screen.

Account Trial Balance Report

Your end result should resemble the report below.

Report 1 - Genero Report Viewer

File View Help

Report 1

TEST DATABASE MUNIS V10.3 Sep 13 2013

ACCOUNT TRIAL BALANCE FOR FY13/SEP TO SEP

FUND 2013

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
2013 REAL ESTATE ASSESSMENT (2)							
2013-00-00-00-00-00-0000-00-101000-							
CASH**		2013	22,682,226.80				
* 9	60 APP 09/04/13 ACH1			.00	1,820.78	-1,820.78	
* 9	347 APP 09/03/13 MAB			.00	22,500.00	-24,320.78	
* 9	610 PR3 09/06/13 RUN:			.00	271,702.21	-296,022.99	
* 9	472 CRP 09/03/13 21	CASH RECEIPTS JOURNAL		11.90	.00	-296,011.09	
* 9	472 CRP 09/03/13 21	CASH RECEIPTS JOURNAL		2.30	.00	-296,008.79	
* 9	472 CRP 09/03/13 21	CASH RECEIPTS JOURNAL		.60	.00	-296,008.19	
* 9	472 CRP 09/03/13 21	CASH RECEIPTS JOURNAL		.10	.00	-296,008.09	
* 9	584 CRP 09/04/13 21	CASH RECEIPTS JOURNAL		15.30	.00	-295,992.79	
* 9	584 CRP 09/04/13 21	CASH RECEIPTS JOURNAL		.30	.00	-295,992.49	
* 9	584 CRP 09/04/13 21	CASH RECEIPTS JOURNAL		.05	.00	-295,992.44	
* 9	668 APP 09/10/13 ACH1			.00	208,750.00	-504,742.44	
* 9	758 APP 09/05/13 MAB			.00	17,345.23	-522,087.67	
* 9	800 APP 09/05/13 MAB			.00	6,350.00	-528,437.67	
* 9	840 CRP 09/05/13 21	CASH RECEIPTS JOURNAL		.45	.00	-528,437.22	
* 9	840 CRP 09/05/13 21	CASH RECEIPTS JOURNAL		13.60	.00	-528,423.62	
* 9	840 CRP 09/05/13 21	CASH RECEIPTS JOURNAL		2.30	.00	-528,421.32	
* 9	1045 APP 09/06/13 MAB			.00	28,827.00	-557,248.32	
* 9	1052 APP 09/06/13 MAB			.00	7,960.00	-565,208.32	
* 9	1078 APP 09/06/13 MAB			.00	1,017.50	-566,225.82	
* 9	1105 CRP 09/06/13 21	CASH RECEIPTS JOURNAL		1.80	.00	-566,224.02	
* 9	1105 CRP 09/06/13 21	CASH RECEIPTS JOURNAL		5.00	.00	-566,219.02	
* 9	1105 CRP 09/06/13 21	CASH RECEIPTS JOURNAL		2.00	.00	-566,216.82	
* 9	1105 CRP 09/06/13 21	CASH RECEIPTS JOURNAL		11.90	.00	-566,204.92	
* 9	1205 APP 09/09/13 311			.00	1,737.00	-567,941.92	
* 9	1265 APP 09/09/13 313			.00	103.00	-568,044.92	
* 9	1280 CRP 09/09/13 21	CASH RECEIPTS JOURNAL		15.30	.00	-568,029.62	
* 9	1280 CRP 09/09/13 21	CASH RECEIPTS JOURNAL		2.30	.00	-568,027.32	
* 9	1280 CRP 09/09/13 21	CASH RECEIPTS JOURNAL		.15	.00	-568,027.17	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		.05	.00	-568,027.12	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		.15	.00	-568,026.97	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		5.10	.00	-568,021.87	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		1.10	.00	-568,020.77	
* 9	1591 CRP 09/10/13 21	CASH RECEIPTS JOURNAL		1.00	.00	-568,019.77	
* 9	1850 CRP 09/11/13 21	CASH RECEIPTS JOURNAL		6.80	.00	-568,012.97	
* 9	1850 CRP 09/11/13 21	CASH RECEIPTS JOURNAL		.35	.00	-568,012.62	
* 9	1850 CRP 09/11/13 21	CASH RECEIPTS JOURNAL		.80	.00	-568,011.82	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		6.00	.00	-568,005.82	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		1.70	.00	-568,004.12	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		5.10	.00	-567,999.02	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		.20	.00	-567,998.82	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		.05	.00	-567,998.77	
* 9	2151 CRP 09/25/13 21	CASH RECEIPTS JOURNAL		5.00	.00	-567,993.77	
2013-101000			22,682,226.80	118.95	568,112.72	-567,993.77	22,114,233.03
TOTALS FOR FUND 2013							
REAL ESTATE ASSESSMENT (2)			22,682,226.80	118.95	568,112.72	-567,993.77	22,114,233.03

Report generated: 09/26/2013 08:23
User: f4rnest
Program ID: g16rnat

Page 1

Report 1

Page: 1 of 3

Listening on port 6401

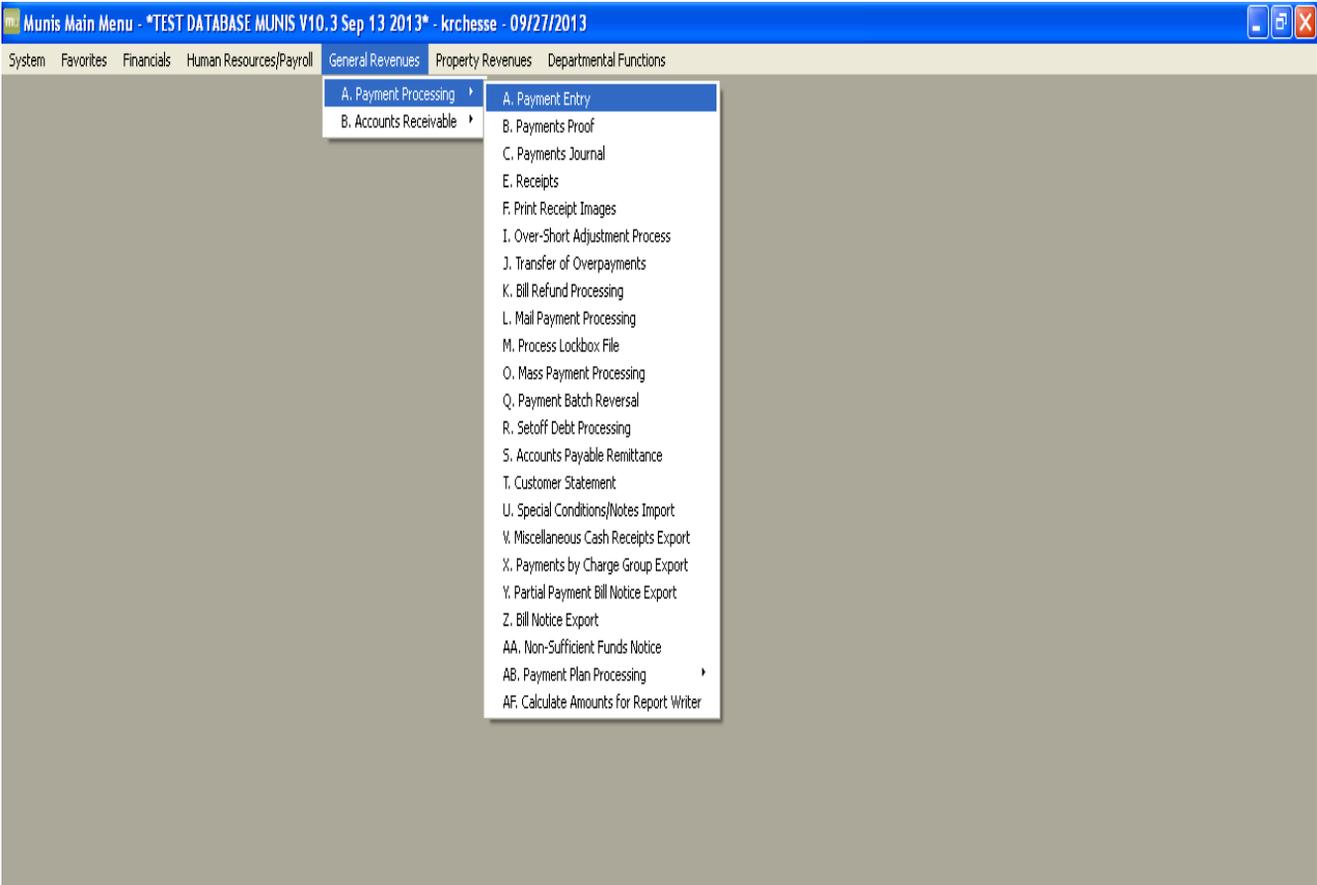
Pay-In Procedures

The top drop down menus do the following:

General Revenues

A. Payment Processing

A. Payment Entry



1. Click the add icon in order to add a batch.
2. Tab down to **RECEIPT OPTIONS** and type 1 for **INDIV.**
3. Tab down to **DEPARTMENT** and enter your agency's department number.
4. **Write down the batch number that is automatically generated by the system.**
5. In the **DEPOSIT NUMBER** field enter the year for which the revenue was earned in. ***This MUST be completed January thru March of each year!***
6. Press **ENTER** or the **GREEN CHECKMARK** to go to the next screen.

Payment Entry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Payment Entry Options

Entry Date 09/27/2013

Clerk krchesse

Receipt Option 1 - INDIV ONLY

Department 21 AUDITOR

Batch Number 10991

Deposit Number 2013

Interest Effective Date 09/27/2013

GL Effective Date 09/27/2013

GL Year/Period 2013 9

Receipt Number

Number of Receipts 0

Batch status Unreleased

Validation Options

Auto Validate

Bank Code

Bank Acct

Validate transactions? OVR

Please remember to enter your department number into this box

Please enter the year for which the revenue was earned. *NOTE* THIS MUST BE COMPLETED JANUARY - MARCH OF EACH YEAR!

7. Click the add icon in order to add a receipt..
8. Tab down to **PAID BY** and type **BOTH** your ***NAME*** and ***PHONE NUMBER***.
9. Tab to **CHARGE CODE** and type **MISC**.
10. In the box next to **CHARGE CODE** delete what is automatically generated and type your description of the pay-in into the box.
11. Tab to **PRICE** and type in **TOTAL** amount of batch.
12. Tab to **CASH ACCOUNT** and type in the following:
 - 1st Box-This is the fund to which the pay-in is going
 - 2nd Box-This is **ALWAYS** 101000

Miscellaneous Receipts

My File Edit Tools Help

Return to Chg
Add Charge

Payment Detail

Receipt: 243793
 Loc/dept: ...
 Customer: 0...
 Paid by: Royce Chesser x7390
 Comment: ...

Charge Detail

Charge code: MISC MISCELLANEOUS
 Description: ...
 Quantity: 1.00
 Price: 1.00
 Charge amount: 1.00
 Cash account: 2113 101000 CASH**

GL Payment Allocation

Seq	Org	Obj	Description
1			1.00

Total allocated: 1.00

Totals

Charge amount: 1.00
 Sales tax amt: .00
 Total amount: 1.00

Batch Information

Batch #: 10991 Department: 21
 Deposit: 2013 Current Receipt: 0.00 Receipt Count: 0

Revenue account org. OVR

Please remember to put your NAME & PHONE NUMBER in this box

This is ALWAYS 101000

13. Tab to **G/L PAYMENT ALLOCATION**

- Type in **ORG**
- Tab to **OBJ** and type in OBJECT CODE- **THIS IS USUALLY NOT AN EXPENSE ACCOUNT OR OBJECT CODE 101000!**
- Tab to **PROJ** and type in PROJECT NUMBER (*Only if applicable*)

14. **REF 1** should be the **BATCH NUMBER** that was written down earlier.

15. **REF 2** can be an additional description if needed (*up to 10 characters*).

16. Tab to **AMOUNT** and type in the amount of the line you are entering.

17. Tab to **DESCRIPTION** and type the description for each **INDIVIDUAL** line of the receipt.

18. Once the entire Pay-In has been entered press **ENTER** or **GREEN CHECKMARK** to go to the next screen.

Payment Detail

Return to Chg
Add Charge

Receipt: 243793
Loc/dept: ...
Customer: 0 ...
Paid by: Royce Chesser x7390
Comment: ...

Charge Detail

Charge code: MISC ... MISCELLANEOUS
Description: ...
Quantity: 1.00
Price: 1.00
Charge amount: 1.00
Cash account: 2113 ... 101000 ... CASH**

GL Payment Allocation

Seq	Org	Obj	Proj	Acct Desc	Ref 1	Ref 2	Amount	Description
1		...			1		1.00	1.00

Total allocated: ...

Totals

Charge amount: 1.00
Sales tax amt: .00
Total amount: 1.00

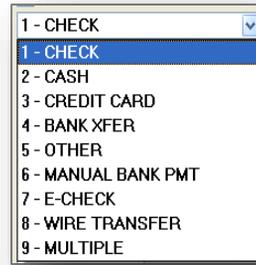
Batch Information

Batch #: 10991 Department: 21
Deposit: 2013 Current Receipt: 0.00 Receipt Count: 0

Revenue account org. OVR

19. In **PAYMENT METHOD** you may choose the following:

Choose the option that best describes the payment type of the Pay In you are doing.



20. In the **CHECK/REFERENCE #** field put either the check number of the Pay In or some identifying marker

21. Tab to **PRINTER** and specify which printer you would like the receipt to print on.

22. Tab to **PRINT GL ACCOUNTS** and check box inserting a green check into the field.

23. Tab to **REFERENCE** and type in the batch number you recorded from the first screen.

24. **ENTER** or **GREEN CHECKMARK**.

25. This will take you to a pop-up screen that asks how many copies you want. **CHANGE THIS TO 3.**

26. Retrieve the copies of the pay-in receipt from the printer and check to make sure there are no errors.

Releasing the Batch

1. Exit out of the detail sheet to return to the header. You can do this by clicking the X in the upper right hand corner of the screen.
2. Click on the **OUTPUT-REL** button on the left side toolbar.
3. A report options box will appear. Press the **GREEN CHECK MARK**.
4. Choose your printer options. Local Printer (**lo**) is recommended.
5. A pop-up box will appear asking you if you would like to submit the batch. Click **YES**.



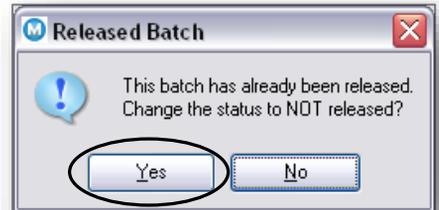
6. A pop-up box will appear asking if you wish to change the default batch deposit number. **JANUARY THRU MARCH YOU MUST ENTER THE YEAR THE REVENUE WAS EARNED!**

Correcting a Pay-In *Reversing a Batch

**You may reverse a batch when a mistake has been made or the Pay In will not make it to the Treasurer by the date it was entered on. Please REMEMBER to reverse your batch if for any reason the Pay In is in correct or not with the Treasurer.*

First Step: Unrelease the batch

- Click **OUTPUT-REL**.
- Pop-up box will appear asking if you want to unrelease the batch. Click **YES**.
- You have now unreleased the batch



Second Step: Reversing the entry

- Click the **VIEW-REV** button of the left side toolbar
- Click the **GREEN CHECK MARK** to reverse the highlighted receipt
- Select **REVERSE** (side menu)
- Type **REASON 1**
- You **MUST** do this for **EACH** receipt in the batch
- You **CAN** release only certain receipts within the batch

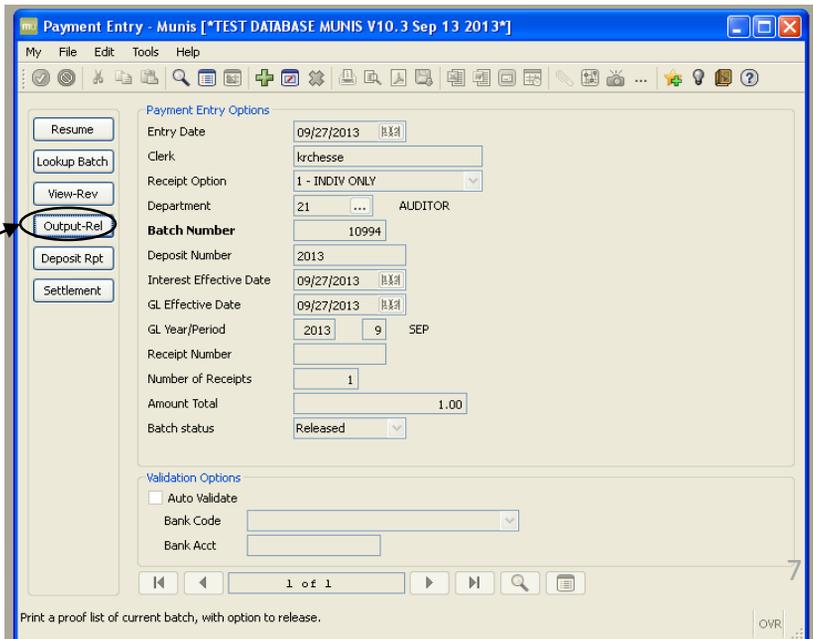
Third Step: Releasing the batch

- Follow the procedure for releasing a batch to release the reversal
- YOU MUST RELEASE THE REVERSAL IN**

ORDER FOR IT TO POST

CORRECTLY!

This button begins the process of reversing the batch



Account Detail History Report

The Account Detail History Report program prints a report detailing journal entries based on a defined range of accounting periods. It provides source documents for receipts and expenditures. The report exports nicely to Microsoft Excel.

TEST DATABASE MUNIS V10.3 Sep 13 2013

ACCOUNT DETAIL HISTORY FOR 2013 00 TO 2013 13

YR/PR	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
13210800	2013-21-A2-08-00-00-0000-01-541300-										.00
BLDG REMODELING/REHABILITATION REVISED BUDGET											
13/02	1461	02/07/13	API	113167	32114029	91200037	11055507		972.00	972.00	
13/02	1896	02/27/13	API	113167	32114029	91209751	11059970		675.27	1,647.27	
13/02	2993	02/27/13	API	113167	32114056	91209753	11059970		491.13	2,138.40	
13/02	2993	02/27/13	API	113167	32114056	91209753	11059970		491.13	2,138.40	
13/03	3872	03/21/13	API	158655	32114052	91220580	11065396		3,593.00	5,731.40	
13/05	4604	05/28/13	API	801662	32114085	91254296	11080901		757.28	6,488.68	
13/06	4778	06/28/13	API	110190	32114084	91269956	11088096		700.00	7,188.68	
LEDGER BALANCES --- DEBITS: 7,188.68 CREDITS: .00 NET: 7,188.68											
13210800	2013-21-A2-08-00-00-0000-01-541300-AUA01										.00
BLDG REMODELING/REHABILITATION REVISED BUDGET											
13/03	4945	03/28/13	API	144325	32114070	91224289	11066782		6,154.00	6,154.00	
MATERIAL, LABOR FOR SPRINKER 5 GENTRY FIRE PROTECTI 51											
LEDGER BALANCES --- DEBITS: 6,154.00 CREDITS: .00 NET: 6,154.00											
13210800	2013-21-A2-08-00-00-0000-01-543103-										.00
OFFICE MACHINERY & EQUIPMENT REVISED BUDGET											
13/07	3061	07/23/13	API	801616	32114103	91278570	378811		14,999.00	14,999.00	
13/09	1042	09/06/13	API	108318	32114081	91302049	11103344		28,827.00	43,826.00	
13/09	3143	09/06/13	API	108318	32114081	91302049	11103344		28,827.00	43,826.00	
LEDGER BALANCES --- DEBITS: 43,826.00 CREDITS: .00 NET: 43,826.00											
13210800	2013-21-A2-08-00-00-0000-01-543200-										.00
DATA PROCESSING/TELECOM EQUIP REVISED BUDGET											
13/02	1461	02/07/13	API	801616	32114030	91200039	11055485		2,991.50	2,991.50	
13/06	3269	06/20/13	API	801616	32114030	91265364	377426		1,155.00	4,146.50	
13/06	4821	06/20/13	API	801616	32114030	91265364	377426		1,155.00	4,146.50	
LEDGER BALANCES --- DEBITS: 4,146.50 CREDITS: .00 NET: 4,146.50											

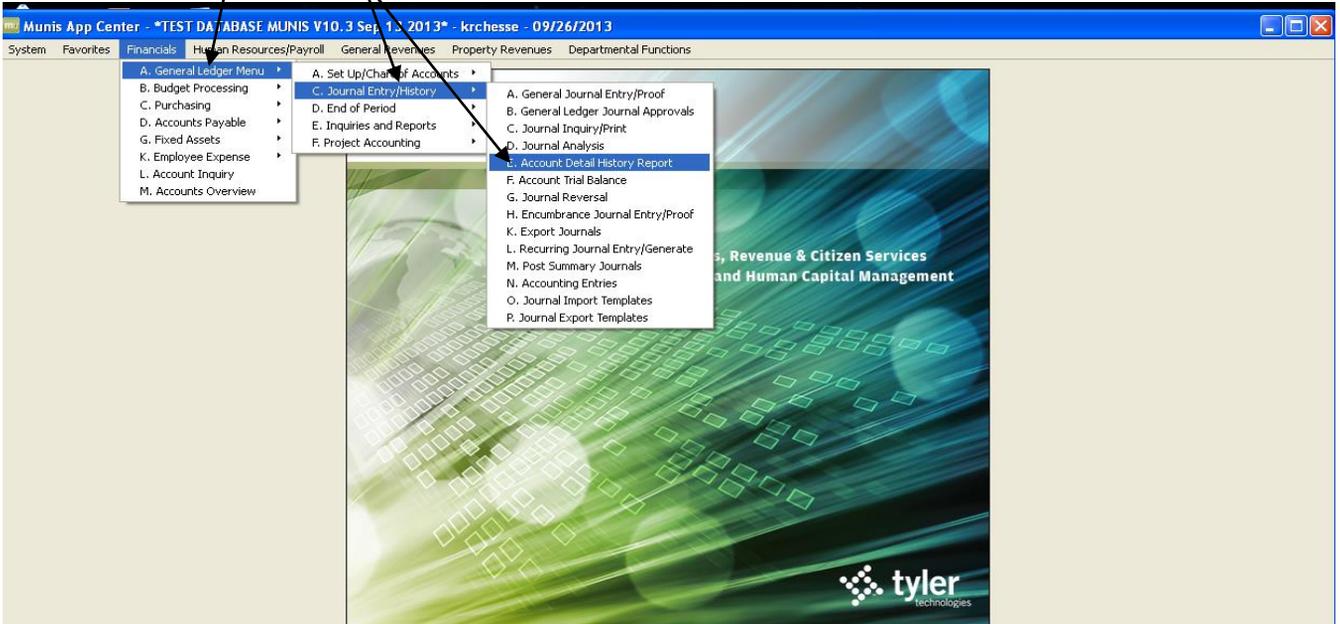
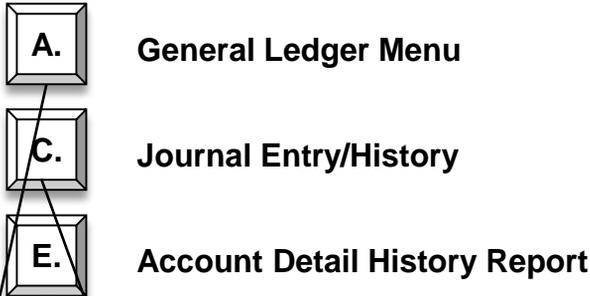
Report generated: 09/26/2013 08:32
 User: krchesse
 Program ID: glacthst

Page 1

Report information is sorted into account number/period/journal number sequence and prints a line for totals with total debits, credits, and the net balance for each account.

Account Detail History Report

Under the Financials Menu:



Account Detail History Report

Account Detail History Report - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Account

Fund

Org 1321????

Object 54*

Project

Rollup

Report Options

Print GL master start-of-year balances

Year and period range to

Source journal code

Include entries on or after

Include encumb/liq entries

Include budget entries

Print JE comment and vendor

Double space journal detail

Separate page for each account

Multiyear view

Cash account: subtotal by date or ref3/deposit#

Enter the Object code(s) to print

OVR

Define - enter in information that you know; wildcards can be used.

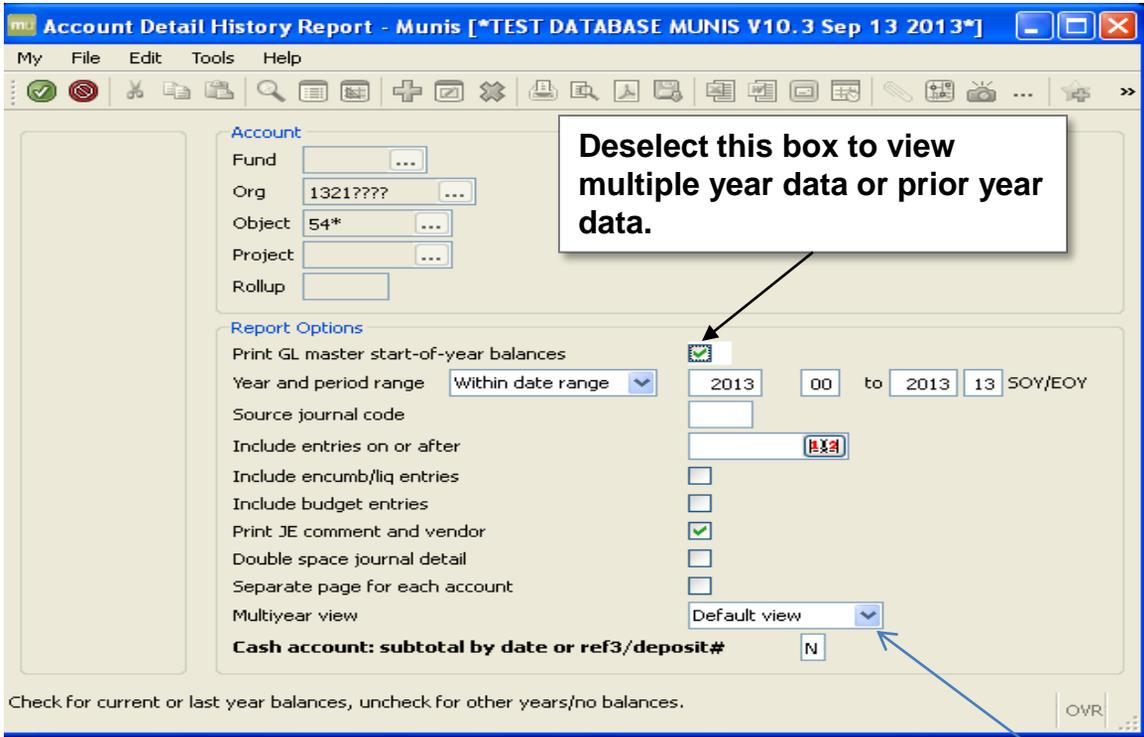
Fund Enter fund number (i.e. 2013; but I will leave blank for this example)

Org Enter org number (i.e. 1321????) – 8 digits for most agencies

Object Enter object number (i.e. 54* for all Capital Outlays)

Project Enter a project number to narrow the search even further

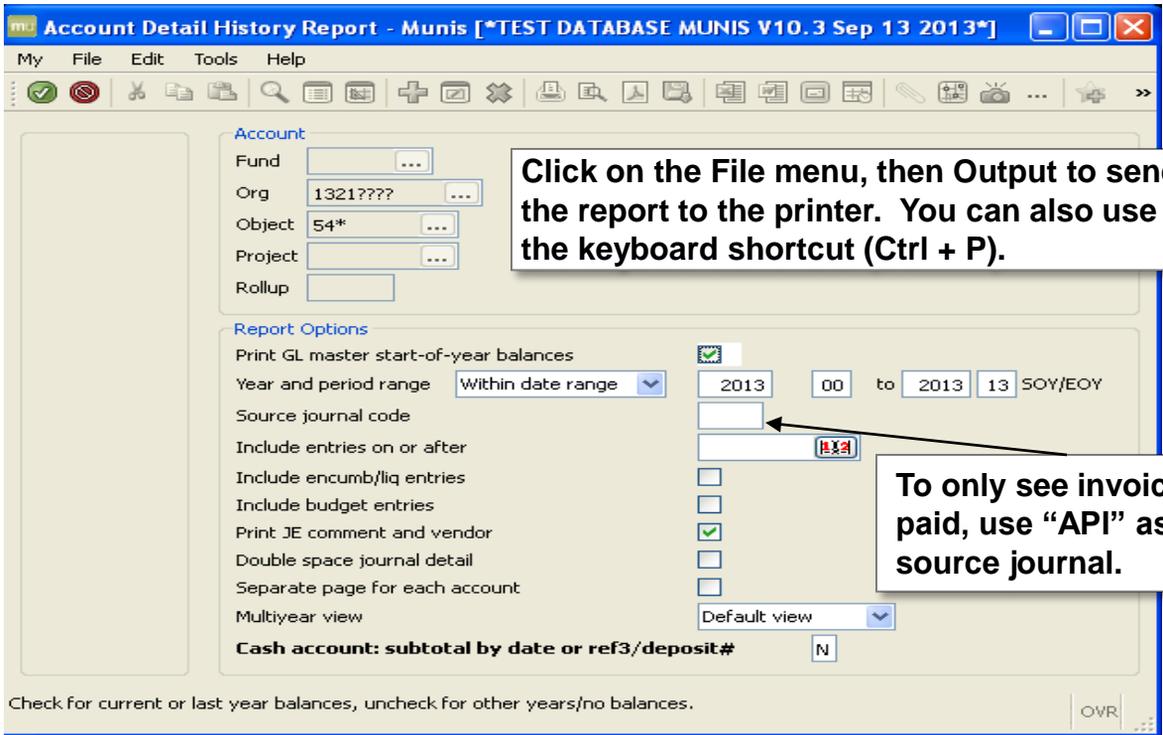


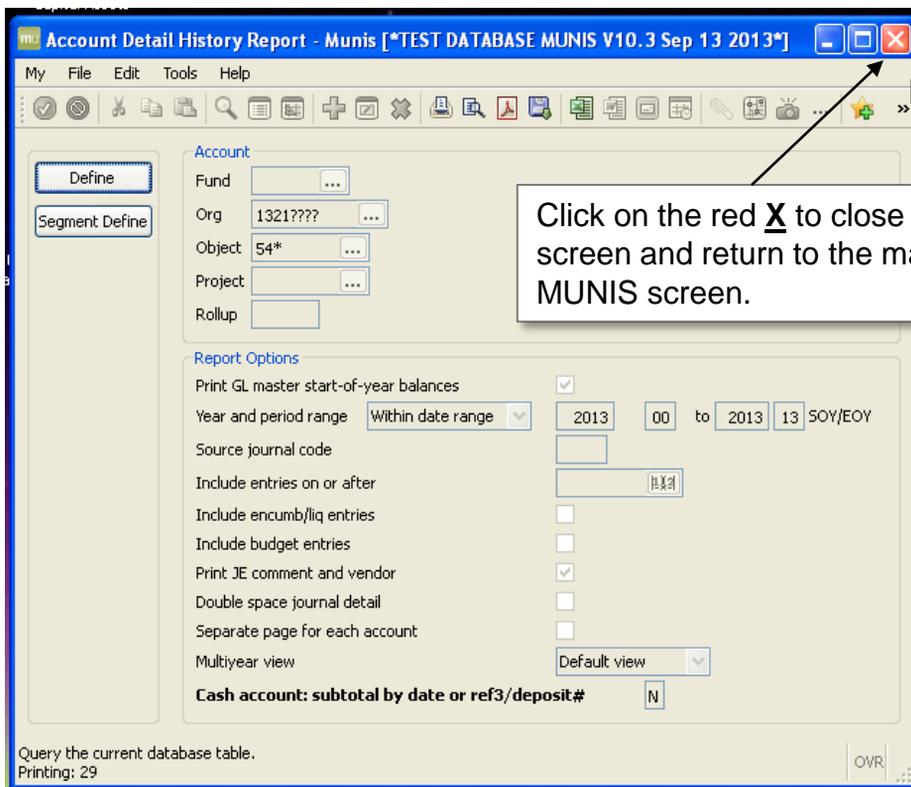
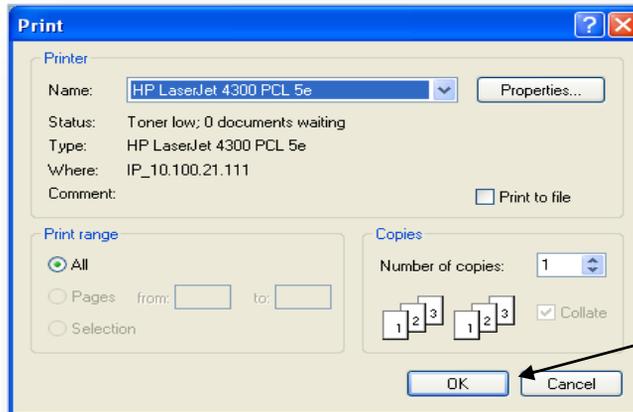
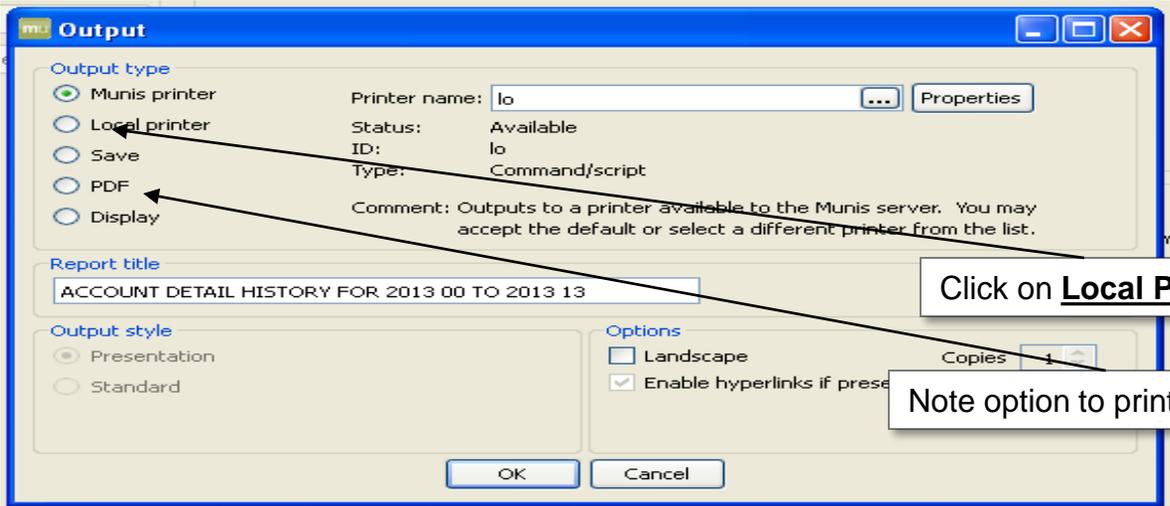


Set report options to specify how you would like your report to look. The above is a good example.



Choose the multiyear view you want to use.





Year to Date Budget Report

Next steps under the Financials Menu:



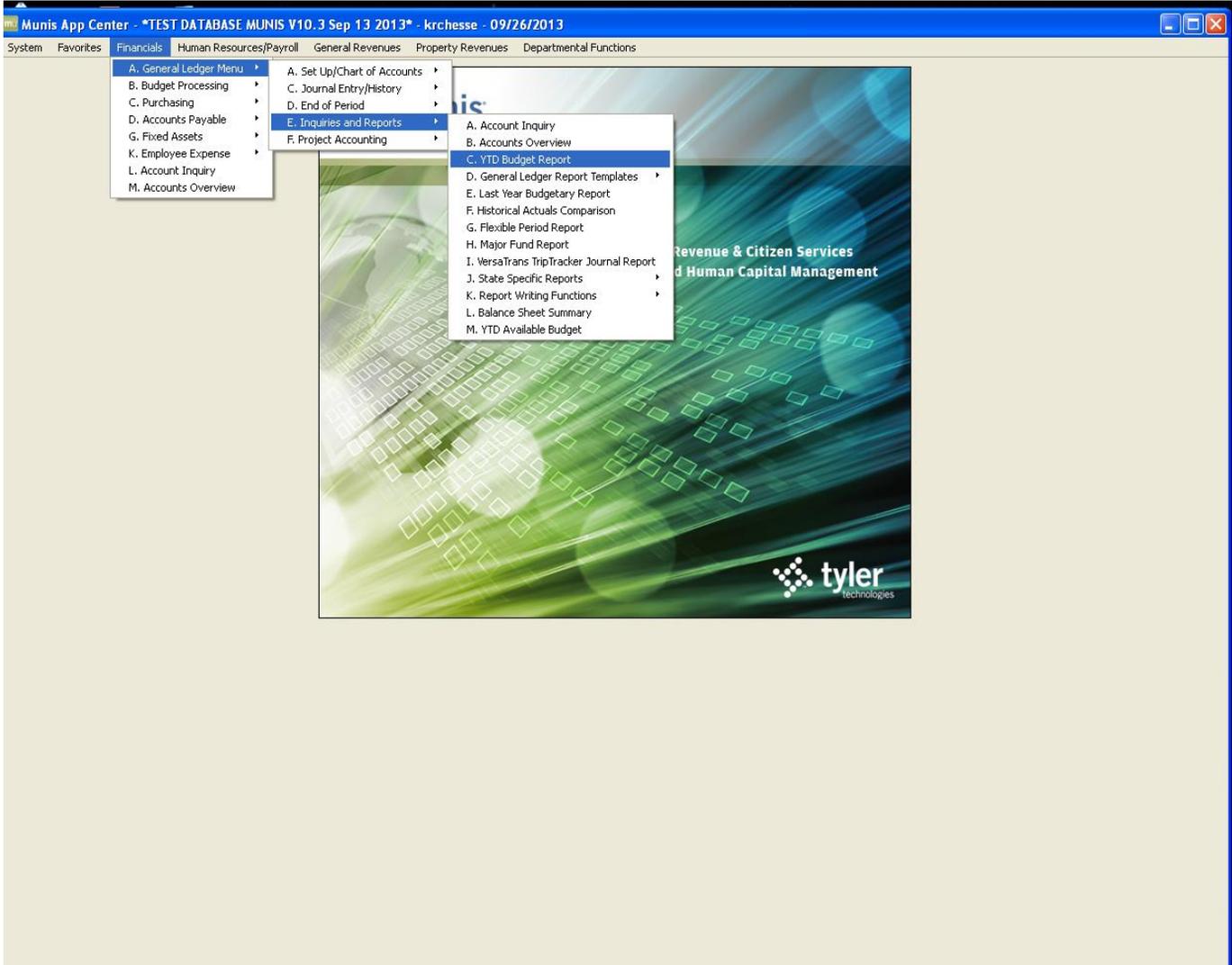
General Ledger Menu

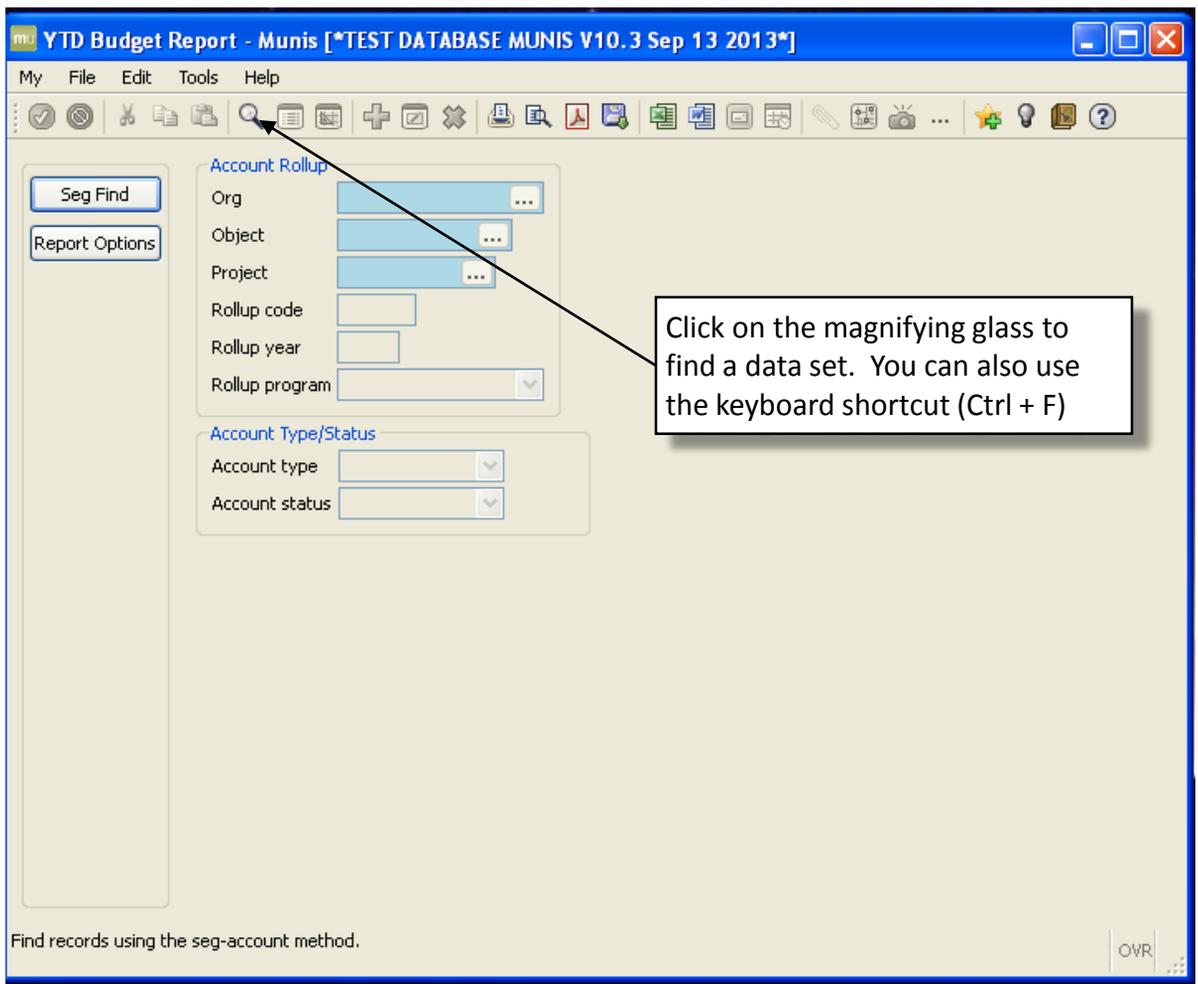


Inquiries and Reports



YTD Budget Report

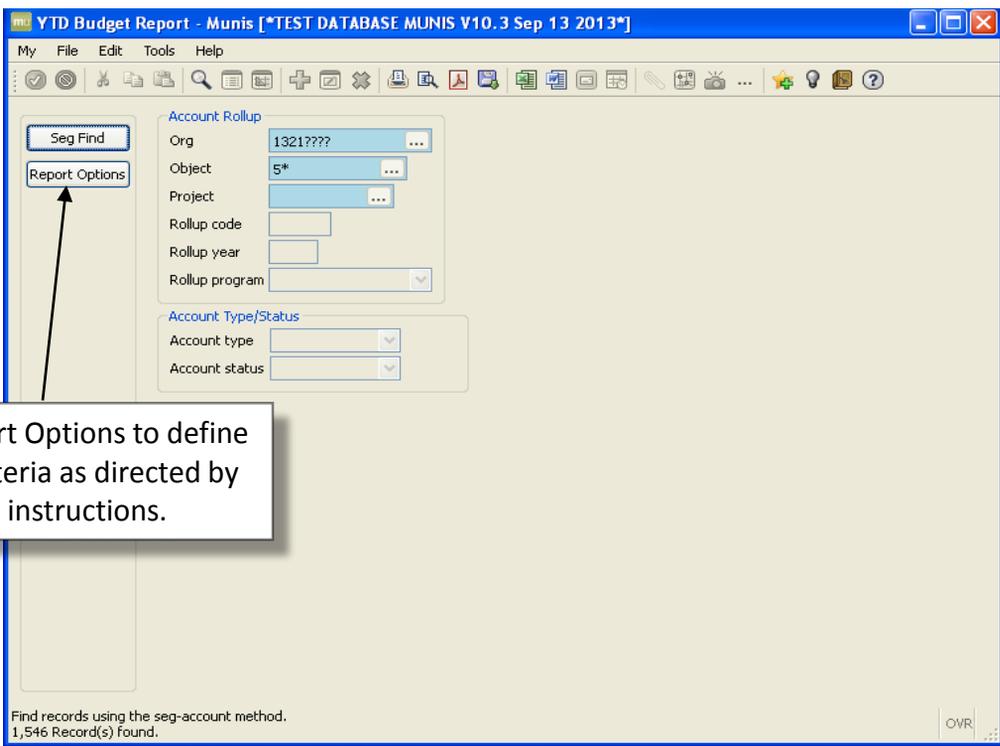




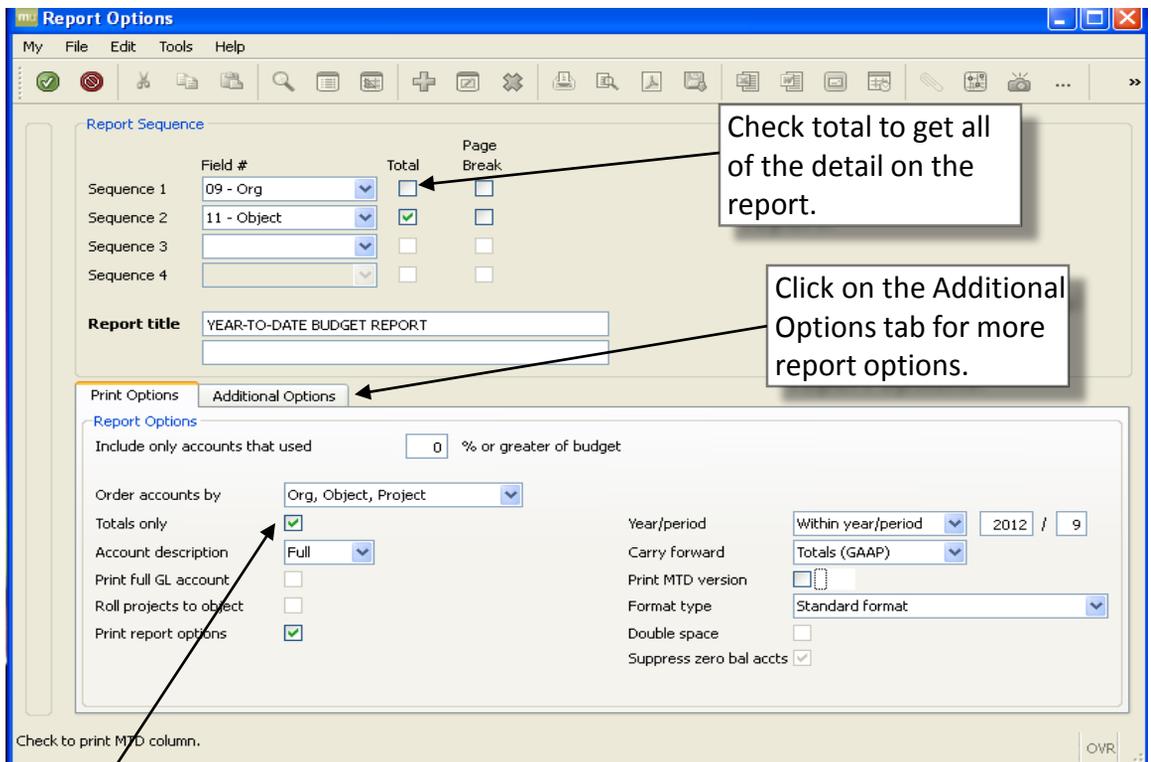
Org Enter the org code. You can limit this report to a range if you know the beginning and ending numbers. To make the report meaningful, limit your range to a “budget” range. For most county entities, a single wildcard (?) works well (For example: 1321????).

Object Enter the object code. You can limit this report to a range of object codes if you know the beginning and ending number. (Note: Use 5* to limit the report to expenditures only. If not, the report will be misleading.)





Click on Report Options to define the report criteria as directed by the on-screen instructions.



Check total to get all of the detail on the report.

Click on the Additional Options tab for more report options.

The "Totals only" box cannot be checked in order to use the additional options tab.

Report Options

My File Edit Tools Help

Report Sequence

Sequence	Field #	Total	Page Break
Sequence 1	09 - Org	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	11 - Object	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title YEAR-TO-DATE BUDGET REPORT

Additional Options

Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Sort/total budget rollup	<input type="checkbox"/>	Multiyear view	
Print journal detail	<input type="checkbox"/>	Amounts/totals exceed 999 million dollars	<input checked="" type="checkbox"/>

From yr/per 2013 1
To yr/per 2013 12

Check to print revenue-version report headings.

Check "Print journal detail" in order to access additional options.

Once you have finished selecting the report options, press Enter or click on the green check mark in the upper left-hand corner to accept your selections.

Enter

Press Enter or click on the green check mark.

Report Options

My File Edit Tools Help

Report Sequence

Sequence	Field #	Total	Page Break
Sequence 1	09 - Org	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	11 - Object	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title YEAR-TO-DATE BUDGET REPORT

Report Options

Include only accounts that used % or greater of budget

Order accounts by Org, Object, Project

Totals only

Account description Full

Print full GL account

Roll projects to object

Print report options

Year/period Within year/period 2012 / 9

Carry forward Totals (GAAP)

Print MTD version

Format type Standard format

Double space

Suppress zero bal accts

Click to print report options

Click on the X to close this window and return to the main MUNIS window

TEST DATABASE MUNIS V10.3 Sep 13 2013



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	9	N	N
Sequence 2	11	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

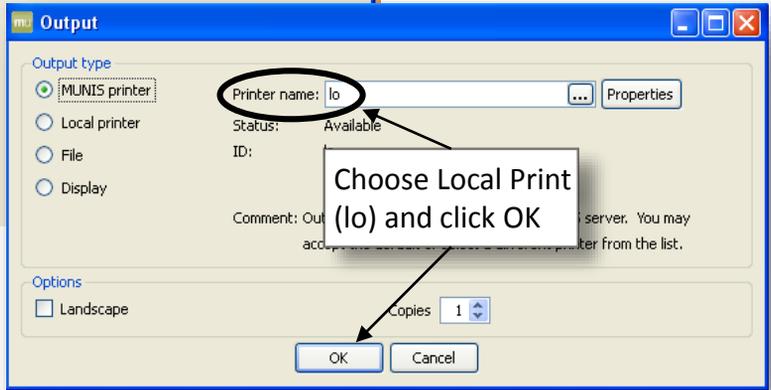
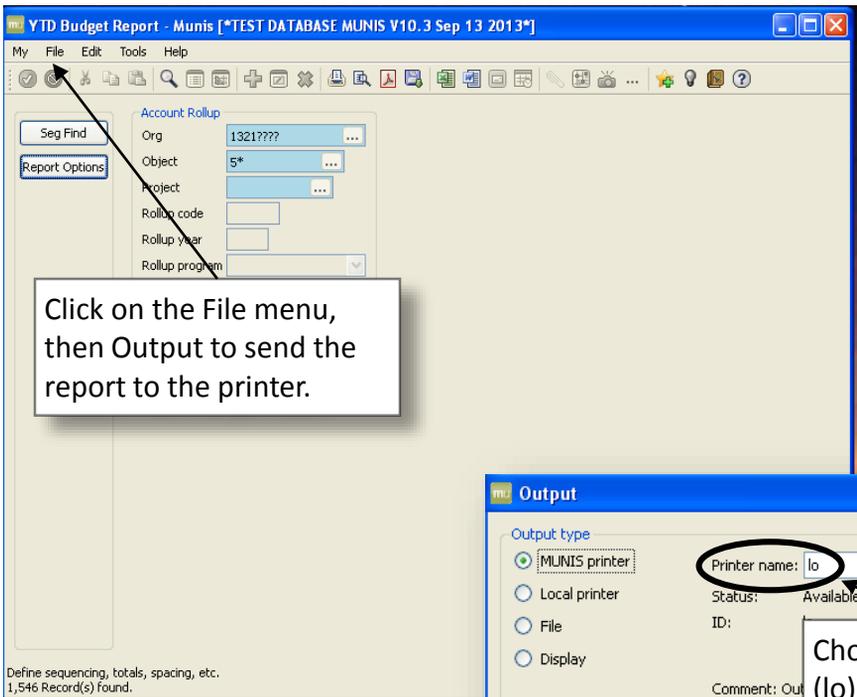
Print totals only: Y
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2013/ 1
 To Yr/Per: 2013/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Sort/Total Budget Rollup: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: Y

Year/Period: 2012/ 9
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria

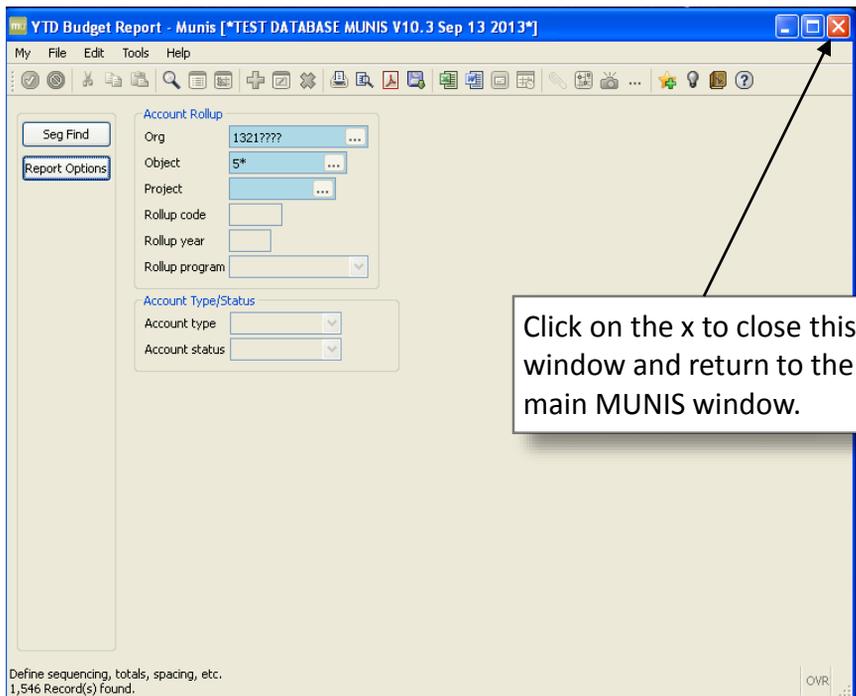
Field Name	Field Value
Org	1321????
Object	5*
Project	
Rollup code	
Rollup year	
Rollup program	
Account type	
Account status	

Report generated: 09/26/2013 09:30
 user: krchesse
 Program ID: glytdbud



The level of detail returned is determined by the Report Options you choose for the report.

See Sample Reports 1 – 4 for examples of this report run with different Report Options.



TEST DATABASE MUNIS V10.3 Sep 13 2013



YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
2013 REAL ESTATE ASSESSMENT (21-RE)						
5A PERSONAL SERVICES	46,786.00	4,717,185.69	3,472,384.38	0.00	1,244,801.31	73.6%
5B FRINGE BENEFITS	7,463.00	2,005,577.19	1,418,499.88	0.00	587,077.31	70.7%
5C MATERIALS & SERVICES	0.00	7,009,227.83	5,039,169.17	968,219.04	1,001,839.62	85.7%
5D CAPITAL OUTLAYS	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
5H OTHER	0.00	82,000.00	0.00	0.00	82,000.00	.0%
TOTAL REAL ESTATE ASSESSMENT (21-RE)	54,249.00	16,373,990.71	10,620,689.98	1,158,219.04	4,595,081.69	71.9%
GRAND TOTAL	54,249.00	16,373,990.71	10,620,689.98	1,158,219.04	4,595,081.69	71.9%

** END OF REPORT - Generated by Kerry R Chesser **

TEST DATABASE MUNIS V10.3 Sep 13 2013

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
1	1	Y	N
2	10	Y	N
3	0	N	N
4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y
Print Full or Short description: F
Print full GL account: N

Format type: 1
Double space: N
Suppress zero bal accts: Y

Include requisition amount: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N

Include Fund Balance: N
Print Journal detail: N
From Yr/Per: 2013/ 1
To Yr/Per: 2013/12

Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Sort/Total Budget Rollup: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: Y

Field Name Find Criteria Field Value

Org 1321????
Object 5*

Project
Rollup code
Rollup year
Rollup program
Account type
Account status

TEST DATABASE MUNIS V10.3 Sep 13 2013



YEAR-TO-DATE BUDGET REPORT

FOR 2012_09

ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
2013 REAL ESTATE ASSESSMENT (21-RE)						
5A PERSONAL SERVICES						
13210800	21-INTRGV-REA-APPRSL&TAX S	46,786.00	3,472,384.38	0.00	1,244,801.31	73.6%
	4,670,399.69	46,786.00				
	TOTAL PERSONAL SERVICES	46,786.00	3,472,384.38	0.00	1,244,801.31	73.6%
5B FRINGE BENEFITS						
13210800	21-INTRGV-REA-APPRSL&TAX S	7,463.00	1,418,499.88	0.00	587,077.31	70.7%
	1,998,114.19	7,463.00				
	TOTAL FRINGE BENEFITS	7,463.00	1,418,499.88	0.00	587,077.31	70.7%
5C MATERIALS & SERVICES						
13210800	21-INTRGV-REA-APPRSL&TAX S	0.00	5,039,169.17	968,219.04	1,001,839.62	85.7%
	7,009,227.83	0.00				
	TOTAL MATERIALS, & SERVICES	0.00	5,039,169.17	968,219.04	1,001,839.62	85.7%
5D CAPITAL OUTLAYS						
13210800	21-INTRGV-REA-APPRSL&TAX S	0.00	690,636.55	190,000.00	1,679,363.45	34.4%
	2,560,000.00	0.00				
	TOTAL CAPITAL OUTLAYS	0.00	690,636.55	190,000.00	1,679,363.45	34.4%
5H OTHER						
13210800	21-INTRGV-REA-APPRSL&TAX S	0.00	0.00	0.00	82,000.00	.0%
	82,000.00	0.00				

TEST DATABASE MUNIS V10.3 Sep 13 2013



YEAR-TO-DATE BUDGET REPORT

FOR 2012 09						
ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL OTHER	0.00	82,000.00	0.00	0.00	82,000.00	.0%
TOTAL REAL ESTATE ASSESSMENT (54,249.00	16,373,990.71	10,620,689.98	1,158,219.04	4,595,081.69	71.9%
GRAND TOTAL	54,249.00	16,373,990.71	10,620,689.98	1,158,219.04	4,595,081.69	71.9%

** END OF REPORT - Generated by Kerry R Chesser **

TEST DATABASE MUNIS V10.3 Sep 13 2013

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page	Break
Sequence 1	1	Y	N	N
Sequence 2	10	Y	N	N
Sequence 3	9	Y	N	N
Sequence 4	0	N	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y
Print Full or Short description: F
Print full GL account: N

Year/Period: 2012/ 9
Print MTD Version: N
Roll projects to object: N
Carry forward code: 1

Format type: 2
Double space: N
Suppress zero bal accts: Y
Include requisition amount: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print Journal detail: N
From Yr/Per: 2013/ 1
To Yr/Per: 2013/12
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: 1
Detail format option: 1
Include additional JE comments: N
Sort/Total Budget Rollup: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: Y

Find Criteria
Field Name Field Value

Org 1321????
Object 5*

Project
Rollup code
Rollup year
Rollup program
Account type
Account status

TEST DATABASE MUNIS V10.3 Sep 13 2013



YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

	ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
2013 REAL ESTATE ASSESSMENT (21-RE)							
5D CAPITAL OUTLAYS							
13210800 21-INTRGV-REA-APPRSL&TAX SVCS							
541300 BLDG REMODELING/REHABILITA	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	100.0%
543103 OFFICE MACHINERY & EQUIPME	0.00	0.00	0.00	0.00	21,000.00	-21,000.00	100.0%
543200 DATA PROCESSING/TELECOM EQ	0.00	0.00	0.00	7,836.55	0.00	-7,836.55	100.0%
543202 MAINFRAME/SERVERS	0.00	0.00	10,000.00	0.00	0.00	10,000.00	0%
544000 SOFTWARE LICENSE	0.00	0.00	2,550,000.00	682,800.00	163,500.00	1,703,700.00	33.2%
TOTAL 21-INTRGV-REA-APPRSL&TAX	0.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
TOTAL CAPITAL OUTLAYS	0.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
TOTAL REAL ESTATE ASSESSMENT (0.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
GRAND TOTAL	0.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%

** END OF REPORT - Generated by Kerry R Chesser **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	10	Y	N
Sequence 3	9	Y	N
Sequence 4	11	Y	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y
Print Full or Short description: F
Print full GL account: N

Format type: 2
Double space: N

Suppress zero bal accts: Y
Include requisition amount: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N

Include Fund Balance: N
Print Journal detail: N
From Yr/Per: 2013/1
To Yr/Per: 2013/12

Incl budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Sort/Total Budget Rollup: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: Y

Field Name Find Criteria Field Value

Org 1321????
Object 54*

Project
Rollup code
Rollup year
Rollup program
Account type
Account status

TEST DATABASE MUNIS V10.3 Sep 13 2013



YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

JOURNAL DETAIL 2013 1 TO 2013 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
2013 REAL ESTATE ASSESSMENT (21-RE)							
543103 OFFICE MACHINERY & EQUIPMENT							
13210800 543103	0.00	OFFICE MACHINERY & EQUIPMENT	0.00	0.00	21,000.00	-21,000.00	100.0%*
010213 BUC							
	138,000.00						
042313 POE P032114081STS		PURCHASE-P					
					38,436.00	GORDON FLESCH CO INC	
090613 API P032114081ININ10468926				28,827.00		GORDON FLESCH#11103344	
090613 POL P032114081108318						GORDON FLESCH CO INC	
061813 POE P032114103DATA BOARD RES					14,999.00	CDW GOVERNMENT INC	
072313 API P032114103INDJ3920				14,999.00		CDW GOVERNMENT#378811	
072313 POL P0321141033801616					-14,999.00	CDW GOVERNMENT INC	
TOTAL OFFICE MACHINERY & EQUIP	0.00		0.00	0.00	21,000.00	-21,000.00	100.0%
TOTAL REAL ESTATE ASSESSMENT (0.00		0.00	0.00	21,000.00	-21,000.00	100.0%
TOTAL EXPENSES	0.00		0.00	0.00	21,000.00	-21,000.00	
GRAND TOTAL	0.00		0.00	0.00	21,000.00	-21,000.00	100.0%

** END OF REPORT - Generated by Kerry R Chesser **

TEST DATABASE MUNIS V10.3 Sep 13 2013

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page	Break	Year/Period:
1	1	Y		N	2012/ 9
2	11	Y		N	Print revenue as credit: Y
3	0	N		N	Print totals only: N
4	0	N		N	Suppress zero bal accts: Y
					Print full GL account: N
					Double space: N
					Roll projects to object: N

Report title:

YEAR-TO-DATE BUDGET REPORT

Carry forward code: 1
 Print journal detail: Y
 From Yr/Per: 2013/ 1
 To Yr/Per: 2013/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: P
 Detail format option: 2

Print Full or Short description: F
 Print MTD version: Y
 Print Revenues-Version headings: N
 Format type: 2
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Include requisition amount: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: Y

Find Criteria
 Field Name Field Value

Org 1321????
 Object 543103
 Project
 Rollup code
 Rollup year
 Rollup program
 Account type
 Account status

Capital Asset Inquiry

Under the Financials Menu, click on:



Fixed Assets

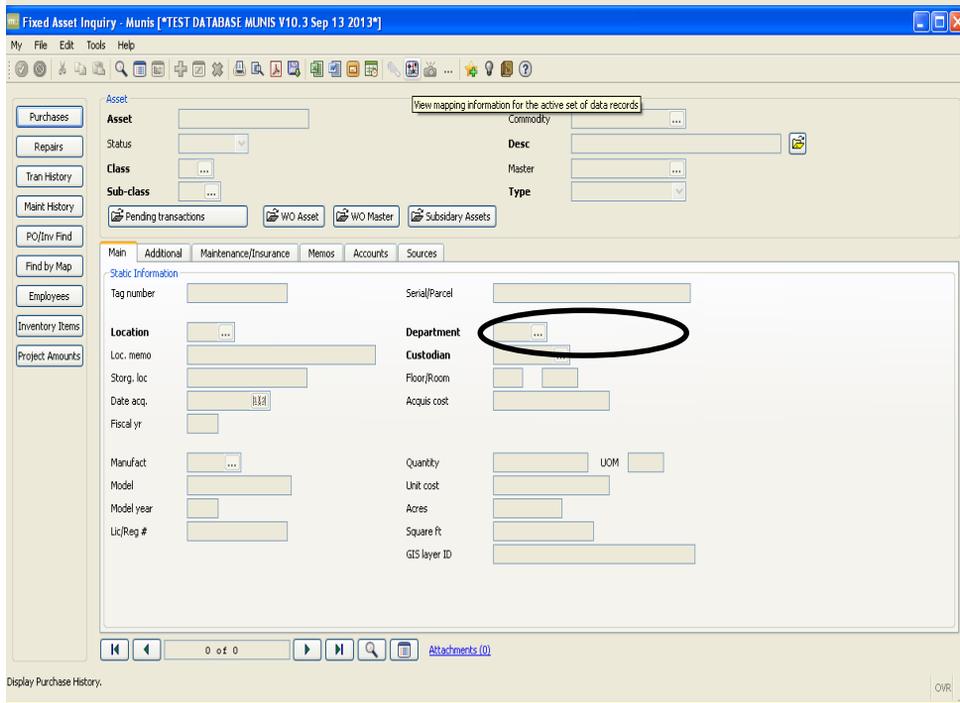
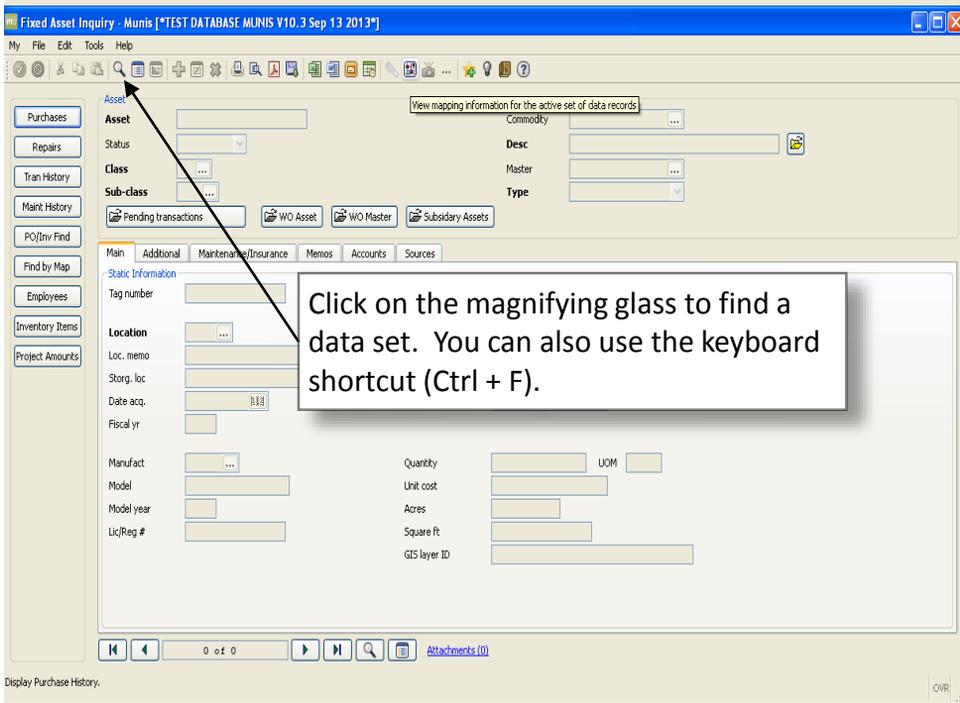


Inquiries and Reports



Asset Inquiry

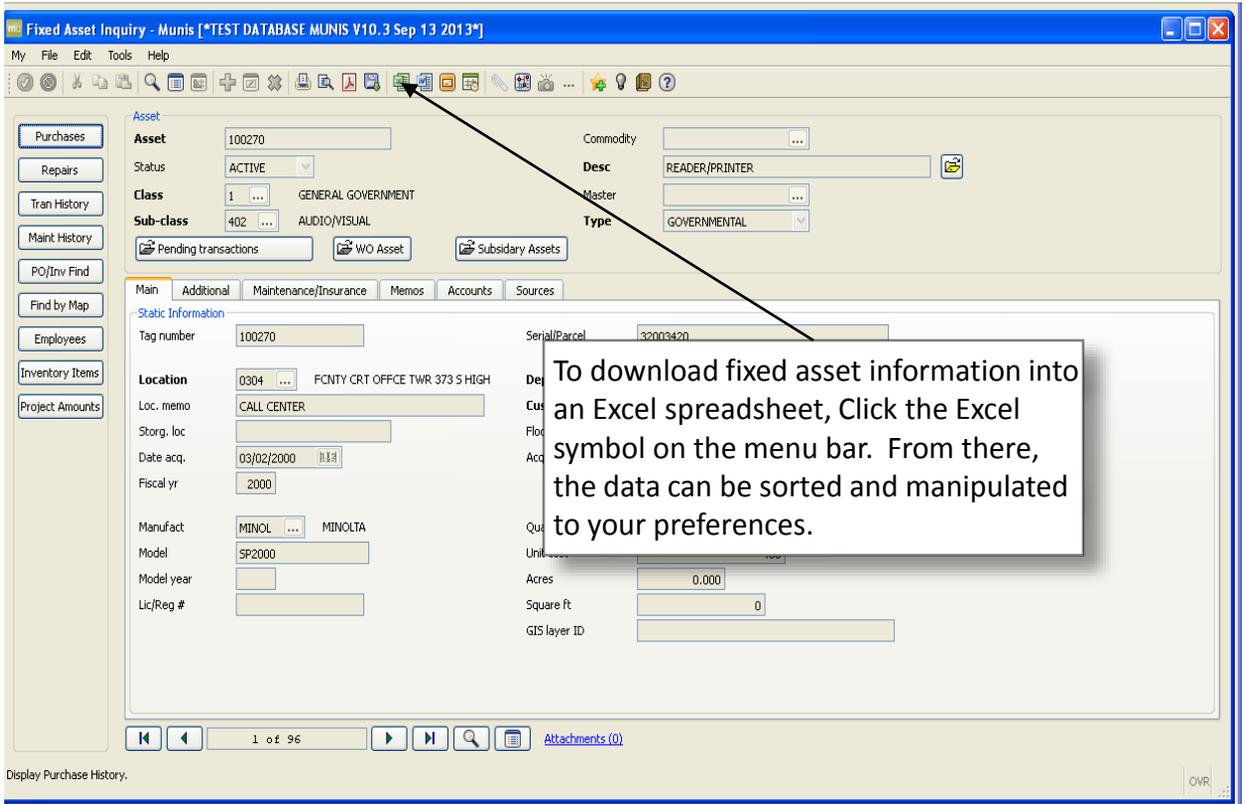
The screenshot displays the Munis App Center interface. The title bar reads "Munis App Center - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/27/2013". The main menu includes "System", "Favorites", "Financials", "Human Resources/Payroll", "General Revenues", "Property Revenues", and "Departmental Functions". The "Financials" menu is expanded, showing options: "A. General Ledger Menu", "B. Budget Processing", "C. Purchasing", "D. Accounts Payable", "G. Fixed Assets", "K. Employee Expense", "L. Account Inquiry", and "M. Accounts Overview". The "G. Fixed Assets" menu is further expanded to show: "A. Set Up", "B. Fixed Asset Processing", "C. Inquiries and Reports", and "D. Fixed Asset Workflow Administration". The "C. Inquiries and Reports" menu is expanded to show a list of options: "A. Asset Inquiry", "B. Asset List by Location/Class", "C. Asset List by GL Account", "D. Asset Insured Value List", "E. Missing/Not in Use List", "F. Activity(History) List", "G. Asset Depreciation List", "H. Due for Replacement List", "I. Asset Worksheet", "J. Asset History by GL Account", "K. Capital Asset Disclosure", "L. GASB34 Report Writer Interface", "M. Asset Depreciation Schedule", "N. Asset Disclosure Report from GL", "O. Fixed Assets Activity Report", "P. Fixed Assets Discrepancy Report", "Q. Fixed Asset Depreciation Tracking Report", "R. Fixed Asset Gain/Loss Report", and "S. Fixed Asset Transfer History Report". The background features a green and blue abstract design with the "munis" logo and "tyler technologies" logo. Text on the right side of the interface reads "Citizen Services Capital Management".



Type in the agency number in the Department field (i.e. Auditor = 21) or use the browse button for the field to select an agency.

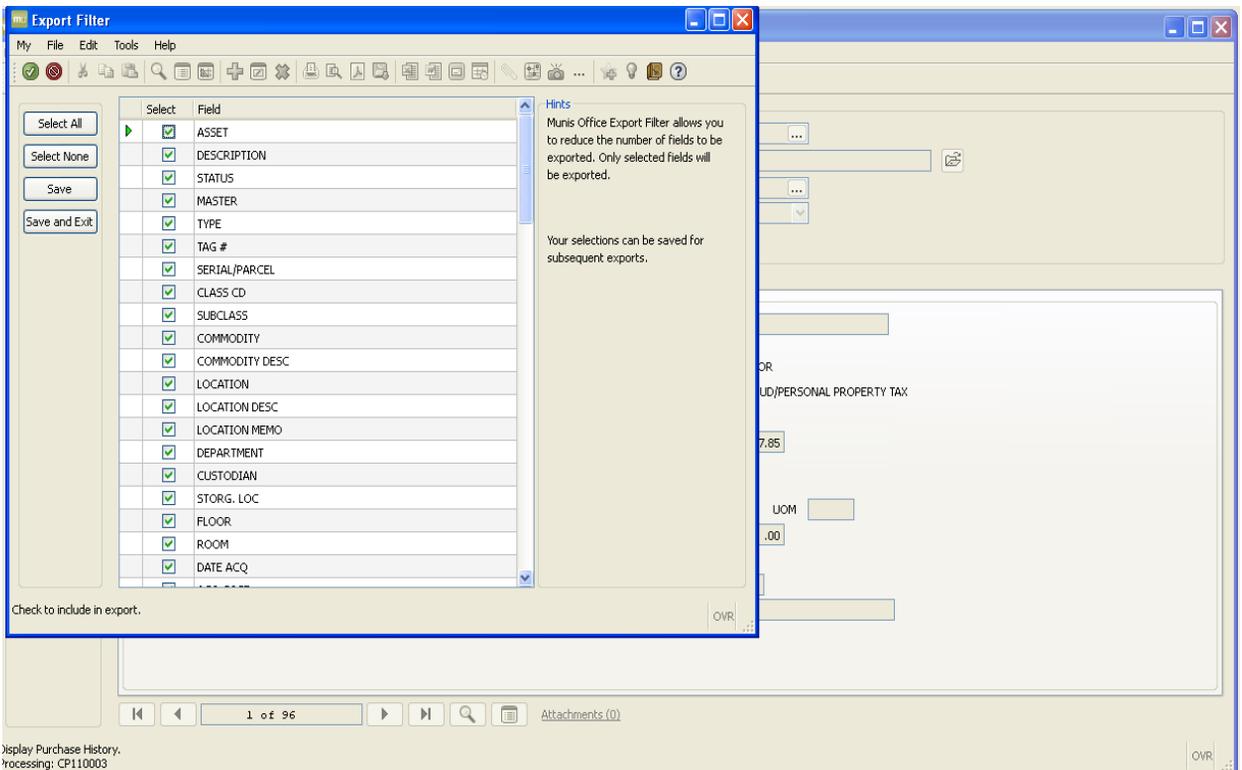
Enter

Hit "Enter"



To download fixed asset information into an Excel spreadsheet, Click the Excel symbol on the menu bar. From there, the data can be sorted and manipulated to your preferences.

The program offers an export filter which allows you to select which fields you would like to have exported to Excel.





You can also click on the browse icon to see a listing of assets for the selected agency

The screenshot shows the 'Fixed Asset Inquiry' window with a menu bar (File, Edit, Tools, Help) and a toolbar. The main area contains a table with 18 rows of asset data. Below the table is a search/filter section with input fields and a 'Go' button, and a record count indicator showing '1 of 96' records.

Record Number	Asset	Description	Status	Class	Serial/Parcel	Loc. Descr	Fiscal
1	100270	READER/PRINTER	ACTIVE -	1	32003420	FCNTY CRT	
2	100271	TRUCK, 00', #137	ACTIVE -	1	1FTNX20LSYED94200	PRK LT/ALL	
3	101063	TAPE DRIVE	RETIRED	1	4A94CHT177XW	FCNTY CRT	
4	101064	SERVER	RETIRED	1	D029CL61K019	FCNTY CRT	
5	101937	OCTANE ANALYZER	ACTIVE -	1	14185	FCNTY CRT	
6	102004	MICROFILM READER/PRINTER	ACTIVE -	1	32005156	FCNTY CRT	
7	102045	COPIER	RETIRED	1	26PEO8282	FCNTY CRT	
8	103119	7 BAY CABINET	ACTIVE -	1	4121DP4Z1000	FCNTY CRT	
9	104053	DYE PLOTTER	ACTIVE -	1	5G2BM1401R	FCNTY CRT	
10	104060	GIS PROG	RETIRED	1	ECHK3250017	FCNTY CRT	
11	104085	AUTOMATIC FEED MAILER	RETIRED	1	03CV-5816	FCNTY CRT	
12	104086	DUPLICATOR/REFORMATOR	ACTIVE -	1	0036019	FCNTY CRT	
13	104087	DYE PLOTTER	ACTIVE -	1	5G2CG1400N	FCNTY CRT	
14	104088	DYE PLOTTER	ACTIVE -	1	5G2CQ14020	FCNTY CRT	
15	104128	CAT 6000	RETIRED	1	CAT0804YOLK	FCNTY CRT	
16	104129	INSIDE 563	RETIRED	1		FCNTY CRT	
17	104137	SERVER	RETIRED	1	HG1WQ41	FCNTY CRT	
18	104149	COPIER	RETIRED	1	J5937203444	FCNTY CRT	

Use your arrow keys to move up and down the listing. You can access an assets individual record from this screen by double-clicking on the row containing the asset record you wish to view.

You can also download this information, as is, into an Excel spreadsheet.

Subsidiary Ledger Report

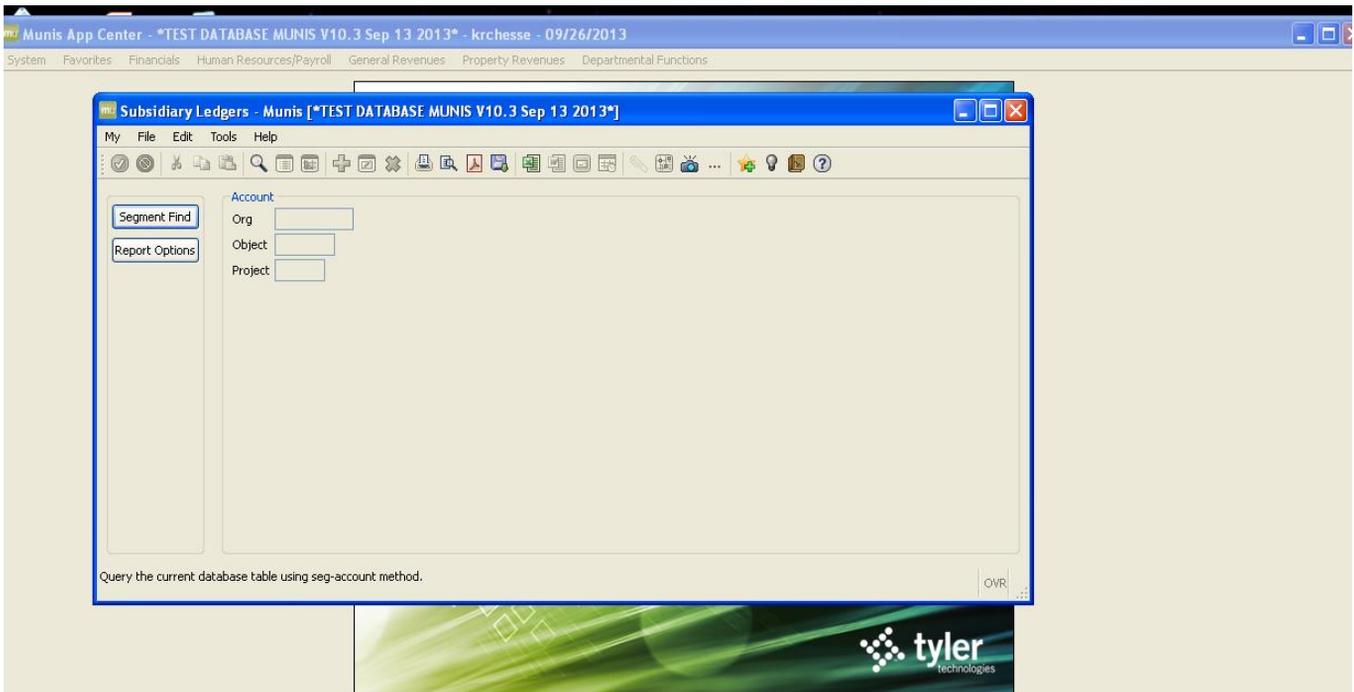
Click on the Financials menu and select:

- A. General Ledger Menu
- D. End of Period
- C. Subsidiary Ledgers



Subsidiary Ledger Report

The screen should appear like below:

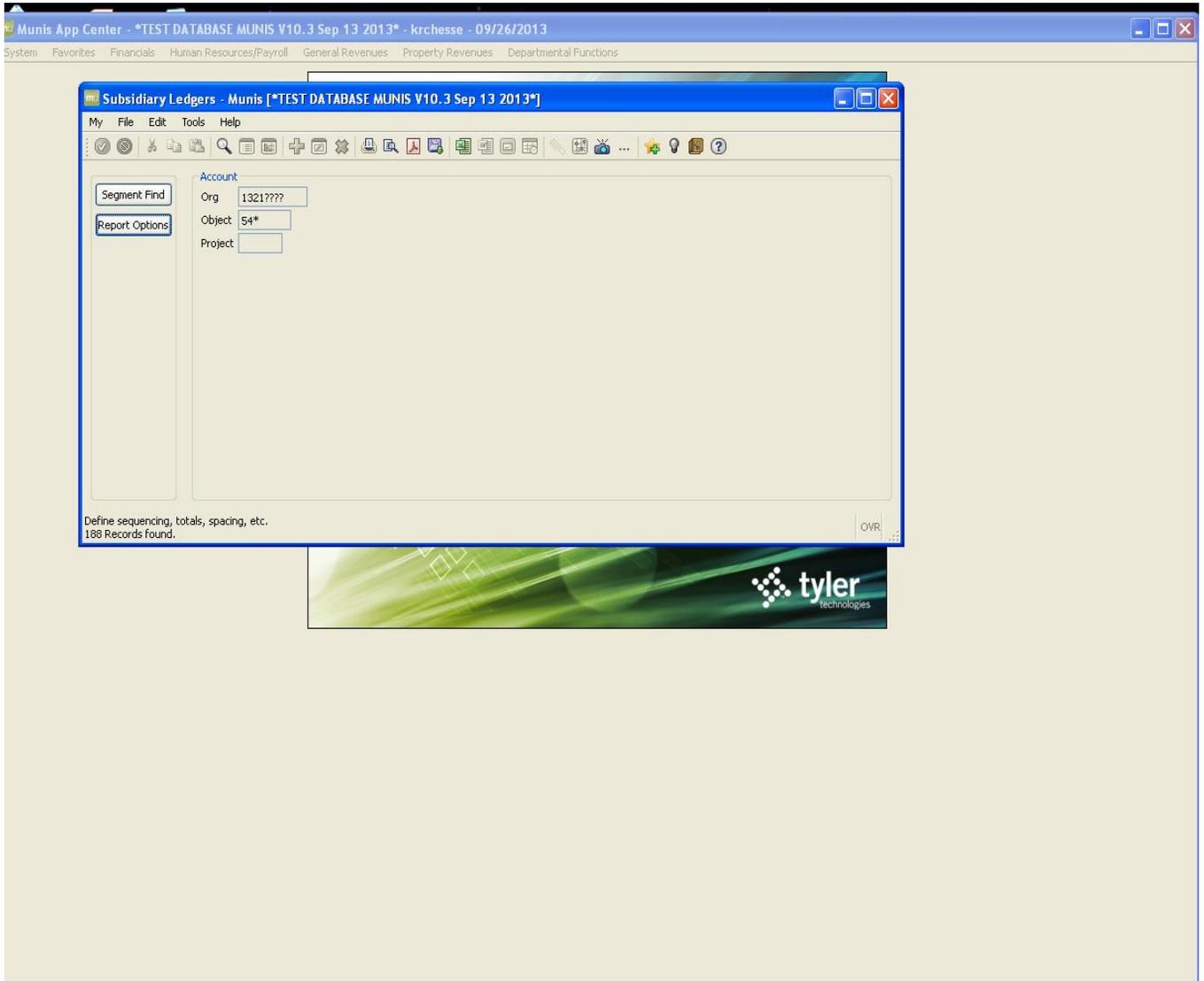


Subsidiary Ledger Report

The report will need to have the org and object, and optionally a project code, defined.

Click on the magnifying glass or press Ctrl + F to find a data set.

Subsidiary Ledger Report



Org Enter the org number (i.e. 1321????)

Object Enter the object code (i.e. 54*)

Project Enter the project code

Click on the green check mark

Subsidiary Ledger Report

The image shows two overlapping windows from the 'Subsidiary Ledgers - Munis' software. The top window is titled 'Subsidiary Ledgers - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]' and contains a 'Report Options' button. A callout box points to this button with the text 'Click on Report Options'. The bottom window is titled 'Report Options' and contains a 'Sequences' table and various reporting options. A callout box points to a green checkmark in the 'Sequences' table with the text 'Click on the green check mark when finished choosing options'.

Account

Org 1321????

Object 54*

Project

Click on Report Options

Report Options

Define sequencing, 188 Records found

Sequences

Sequence #	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	3 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Year/Period

Reporting year/period Within year/period 2013 09

Print Expense

Version Detail

Order accounts by Org, Object, Project

Multiyear view Default view

Omit zero balance accounts

Print full GL account

Print report options

Click on the green check mark when finished choosing options

Field number of this sequence level.

OVR

- Choose the sequence, totaling and page break for the data
- Choose the reporting year and period
- Choose to print expenses or revenues
- Choose print format for detail or summary
- Choose the sorting order for the report
- Choose the multiyear view



TEST DATABASE MUNIS V10.3 Sep 13 2013
APPROPRIATION SUBSIDIARY LEDGER FOR 2013 9

JNL	SRC	EFF DATE	REFERENCE	BUDGET ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE BALANCE
REAL ESTATE ASSESSMENT (21-RE) 21-INTRGV-REA-APPRSL&TAX SVCS							
13210800	541300		BLDG REMODELING/REHABILITATION		7,188.68	785.59	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	40,000.00	7,188.68	785.59	32,025.73
13210800	541300		BLDG REMODELING/REHABILITATION		7,188.68	785.59	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	40,000.00	7,188.68	785.59	32,025.73
13210800	541300		BLDG REMODELING/REHABILITATION		7,188.68	785.59	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	40,000.00	7,188.68	785.59	32,025.73
13210800	541300	AUA01	BLDG REMODELING/REHABILITATION		6,154.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	.00	6,154.00	.00	-6,154.00
13210800	541300	AUA01	BLDG REMODELING/REHABILITATION		6,154.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	.00	6,154.00	.00	-6,154.00
13210800	541300	AUA01	BLDG REMODELING/REHABILITATION		6,154.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	.00	6,154.00	.00	-6,154.00
13210800	543103		OFFICE MACHINERY & EQUIPMENT		14,999.00	38,436.00	
1042	API	09/06/13	108318 3-IR ANVANCE C5240 COPIER PRIN	.00	28,827.00	.00	
1042	POL	09/06/13	108318 3-IR ANVANCE C5240 COPIER 2013	.00	28,827.00	-28,827.00	
			CURRENT PERIOD TOTALS:	.00	43,826.00	9,609.00	
			ACCOUNT BALANCES	138,000.00	14,999.00	38,436.00	84,565.00
1042	API	09/06/13	108318 3-IR ANVANCE C5240 COPIER PRIN	.00	28,827.00	.00	
1042	POL	09/06/13	108318 3-IR ANVANCE C5240 COPIER 2013	.00	28,827.00	-28,827.00	
			CURRENT PERIOD TOTALS:	.00	43,826.00	9,609.00	
			ACCOUNT BALANCES	138,000.00	14,999.00	38,436.00	84,565.00
1042	API	09/06/13	108318 3-IR ANVANCE C5240 COPIER PRIN	.00	28,827.00	.00	
1042	POL	09/06/13	108318 3-IR ANVANCE C5240 COPIER 2013	.00	28,827.00	-28,827.00	
			CURRENT PERIOD TOTALS:	.00	43,826.00	9,609.00	
			ACCOUNT BALANCES	138,000.00	14,999.00	38,436.00	84,565.00



TEST DATABASE MUNIS V10.3 Sep 13 2013
APPROPRIATION SUBSIDIARY LEDGER FOR 2013 9

JNL	SRC	EFF DATE	REFERENCE	BUDGET ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE BALANCE
13210800	543200		DATA PROCESSING/TELECOM EQUIP		4,146.50	.00	
			CURRENT PERIOD TOTALS:		.00	.00	
			ACCOUNT BALANCES	315,000.00	4,146.50	.00	310,853.50
13210800	543200		DATA PROCESSING/TELECOM EQUIP		4,146.50	.00	
			CURRENT PERIOD TOTALS:		.00	.00	
			ACCOUNT BALANCES	315,000.00	4,146.50	.00	310,853.50
13210800	543200		DATA PROCESSING/TELECOM EQUIP		4,146.50	.00	
			CURRENT PERIOD TOTALS:		.00	.00	
			ACCOUNT BALANCES	315,000.00	4,146.50	.00	310,853.50
13210800	543202		MAINFRAME/SERVERS		49,854.24	4.32	
			CURRENT PERIOD TOTALS:		.00	.00	
			ACCOUNT BALANCES	362,000.00	49,854.24	4.32	312,141.44
13210800	543202		MAINFRAME/SERVERS		49,854.24	4.32	
			CURRENT PERIOD TOTALS:		.00	.00	
			ACCOUNT BALANCES	362,000.00	49,854.24	4.32	312,141.44
13210800	543202		MAINFRAME/SERVERS		49,854.24	4.32	
			CURRENT PERIOD TOTALS:		.00	.00	
			ACCOUNT BALANCES	362,000.00	49,854.24	4.32	312,141.44
13210800	544000		SOFTWARE LICENSE		624,380.31	2,238,291.31	
645	API	09/05/13	801673 ENTERPRISE LICENSE AGREEMENT F	.00	195,000.00	.00	
645	POL	09/05/13	801673 ENTERPRISE LICENSE AGREEMENT2013	.00	.00	-195,000.00	
645	API	09/05/13	801540 MOBILE APPLICATION PROFESSIONA	.00	13,750.00	.00	
645	POL	09/05/13	801540 MOBILE APPLICATION PROFESS2013	.00	.00	-13,750.00	
			CURRENT PERIOD TOTALS:		208,750.00	.00	
			ACCOUNT BALANCES	3,203,000.00	833,130.31	2,029,541.31	340,328.38
13210800	544000		SOFTWARE LICENSE		624,380.31	2,238,291.31	
645	API	09/05/13	801673 ENTERPRISE LICENSE AGREEMENT F	.00	195,000.00	.00	
645	POL	09/05/13	801673 ENTERPRISE LICENSE AGREEMENT2013	.00	.00	-195,000.00	
645	API	09/05/13	801540 MOBILE APPLICATION PROFESSIONA	.00	13,750.00	.00	
645	POL	09/05/13	801540 MOBILE APPLICATION PROFESS2013	.00	.00	-13,750.00	
			CURRENT PERIOD TOTALS:		208,750.00	.00	
			ACCOUNT BALANCES	3,203,000.00	833,130.31	2,029,541.31	340,328.38
13210800	544000		SOFTWARE LICENSE		624,380.31	2,238,291.31	
645	API	09/05/13	801673 ENTERPRISE LICENSE AGREEMENT F	.00	195,000.00	.00	
645	POL	09/05/13	801673 ENTERPRISE LICENSE AGREEMENT2013	.00	.00	-195,000.00	
645	API	09/05/13	801540 MOBILE APPLICATION PROFESSIONA	.00	13,750.00	.00	
645	POL	09/05/13	801540 MOBILE APPLICATION PROFESS2013	.00	.00	-13,750.00	
			CURRENT PERIOD TOTALS:		208,750.00	.00	
			ACCOUNT BALANCES	3,203,000.00	833,130.31	2,029,541.31	340,328.38



TEST DATABASE MUNIS V10.3 Sep 13 2013

APPROPRIATION SUBSIDIARY LEDGER FOR 2013 9

JNL	SRC	EFF	DATE	REFERENCE	BUDGET	ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE
645	POL	09/05/13	801540	MOBILE APPLICATION PROFESS2013	.00	.00	.00	-13,750.00	
				CURRENT PERIOD TOTALS:	.00	.00	208,750.00	-208,750.00	
				ACCOUNT BALANCES	3,203,000.00	3,203,000.00	833,130.31	2,029,541.31	340,328.38
13210800	544000	AUY01		SOFTWARE LICENSE	.00	.00	45,536.34	.00	
				CURRENT PERIOD TOTALS:	.00	.00	.00	.00	
				ACCOUNT BALANCES	.00	.00	45,536.34	.00	-45,536.34
13210800	544000	AUY01		SOFTWARE LICENSE	.00	.00	45,536.34	.00	
				CURRENT PERIOD TOTALS:	.00	.00	.00	.00	
				ACCOUNT BALANCES	.00	.00	45,536.34	.00	-45,536.34
13210800	544000	AUZ12		SOFTWARE LICENSE	.00	.00	19,300.00	.00	
				CURRENT PERIOD TOTALS:	.00	.00	.00	.00	
				ACCOUNT BALANCES	.00	.00	19,300.00	.00	-19,300.00
13210800	544000	AUZ12		SOFTWARE LICENSE	.00	.00	19,300.00	.00	
				CURRENT PERIOD TOTALS:	.00	.00	.00	.00	
				ACCOUNT BALANCES	.00	.00	19,300.00	.00	-19,300.00
TOTAL	13210800				.00	.00	19,300.00	.00	
				CURRENT PERIOD TOTALS:	.00	.00	712,731.00	-712,731.00	
				ACCOUNT BALANCES:	12,174,000.00	12,174,000.00	3,027,408.21	6,119,820.66	3,026,771.13
TOTAL	2013				.00	.00	712,731.00	-712,731.00	
				CURRENT PERIOD TOTALS:	12,174,000.00	12,174,000.00	3,027,408.21	6,119,820.66	3,026,771.13
				ACCOUNT BALANCES:					



TEST DATABASE MUNIS V10.3 Sep 13 2013
APPROPRIATION SUBSIDIARY LEDGER FOR 2013 9

JNL SRC EFF DATE REFERENCE BUDGET ADJUSTMENTS ACTUALS ENCUMBRANCES AVAILABLE BALANCE

Report Options Field value

Sequence 1 1 - Fund
 Total Checked
 Page Break Checked
 Sequence 2 9 - Org
 Total Checked
 Page Break Unchecked
 Sequence 3 0
 Total Unchecked
 Page Break Unchecked
 Sequence 4 0
 Total Unchecked
 Page Break Unchecked
 Reporting year/period within year/period
 Reporting year/period 2013
 Reporting year/period 09
 Print Expense
 Version Detail
 Order accounts by Org, Object, Project
 Multiyear view Default view
 Omit zero balance accounts Checked
 Print full GL account Unchecked
 Print report options Checked

Find Criteria Field value
 Field Name Field value
 Org 1321????
 Object 54*
 Project

** END OF REPORT - Generated by Kerry R Chesser **

General Ledger Account Inquiry

Click on the Financials menu and click:



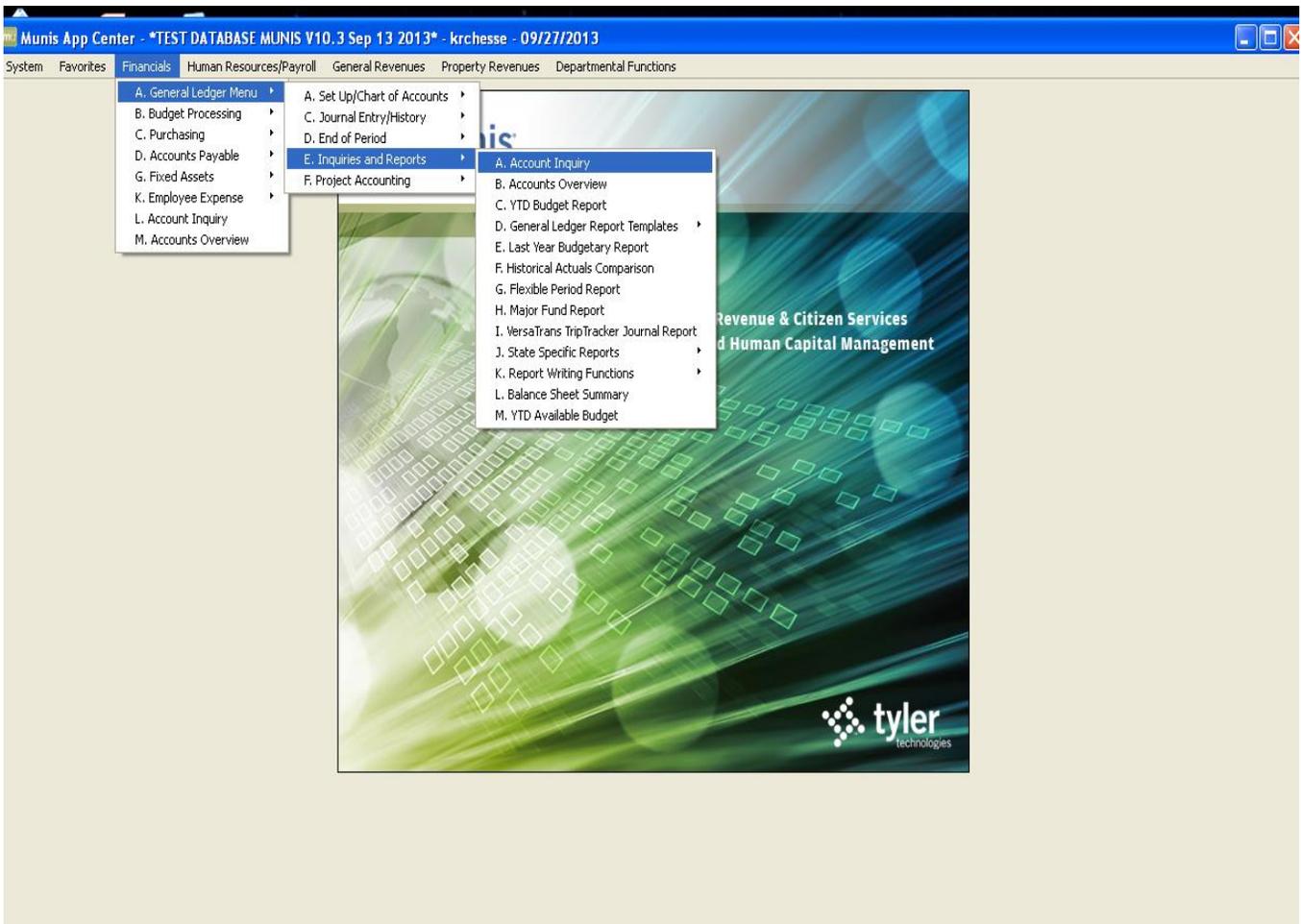
General Ledger Menu

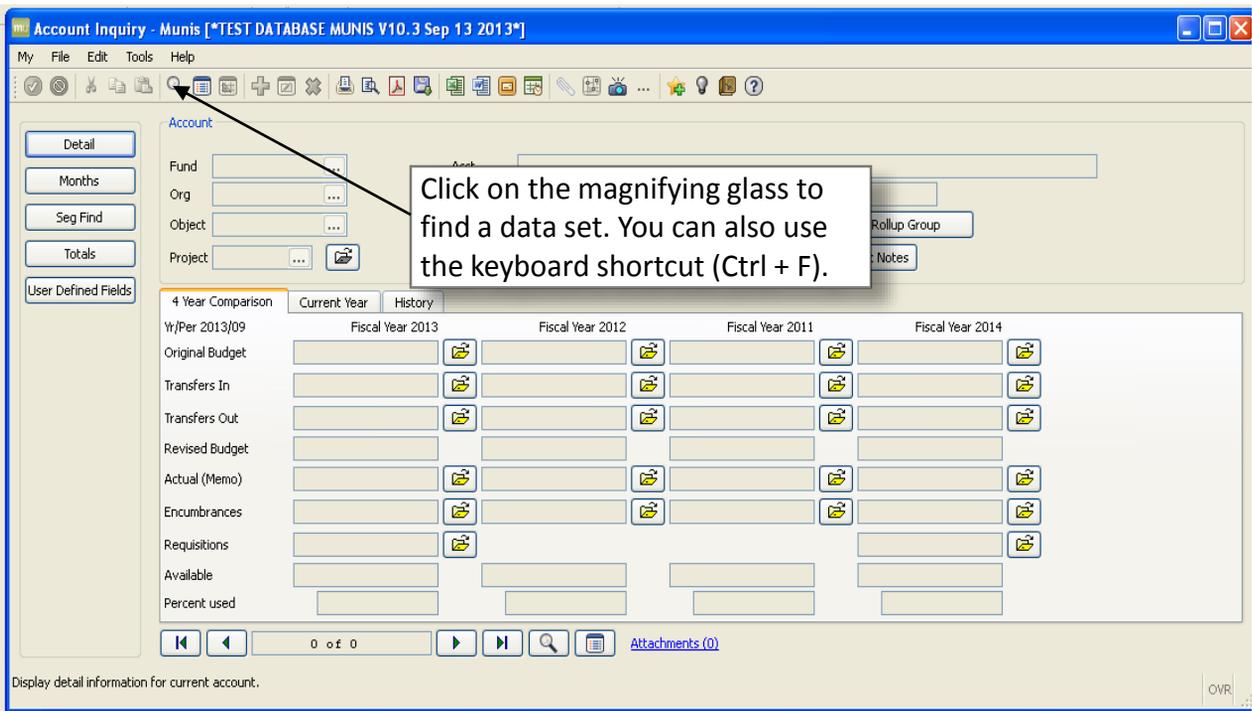


Inquiries and Reports



Account Inquiry

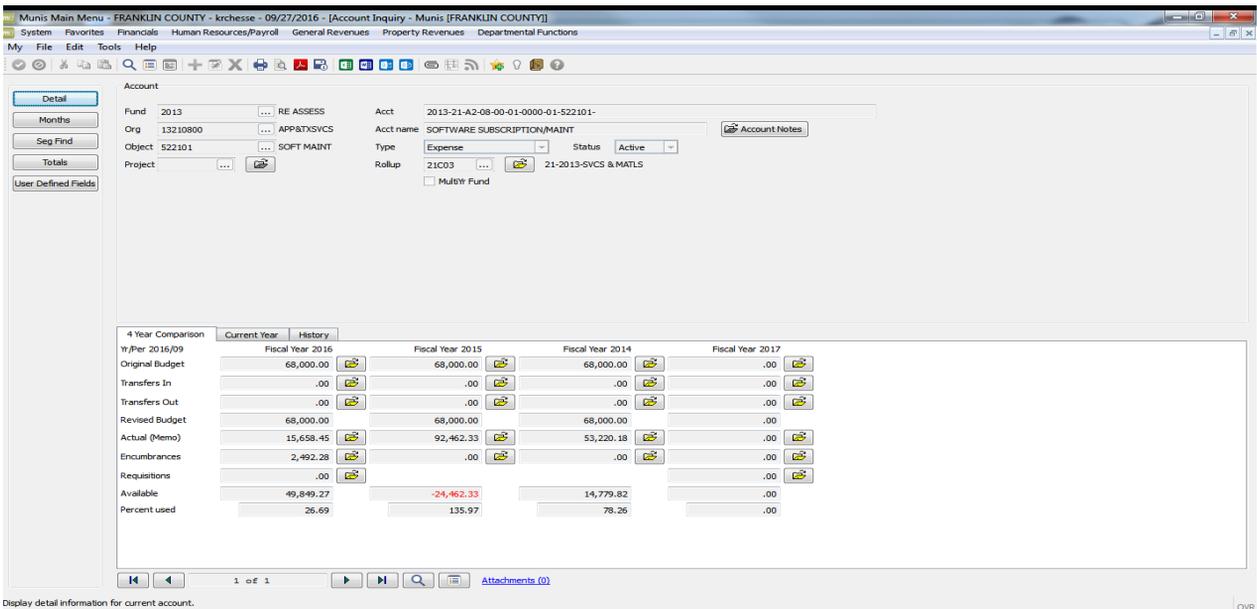




Click on the binoculars icon to find a data set. You can also use the keyboard shortcut (Ctrl + F).

Org Enter org code, such as 13210800. Wildcard characters can also be used, such as 1321???? to limit search to orgs with eight digits.

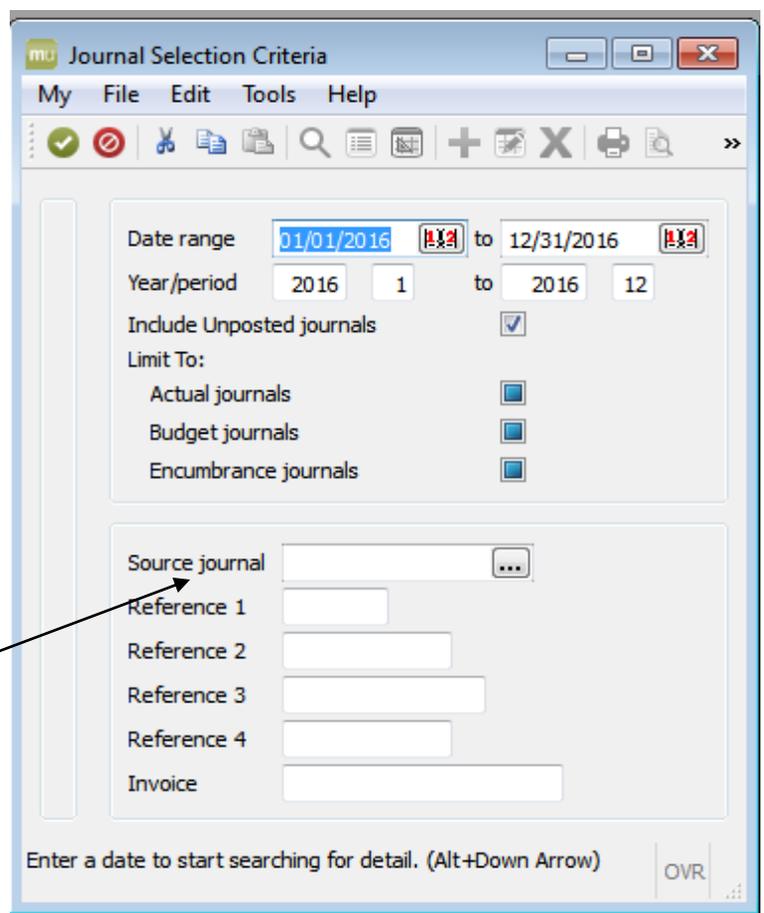
Object Enter object code. In this example, we are using 522101. You can do searches using wildcards, such as 52* for all services.





“Detail” shows detail transactions information

Enter the vendor number for payments only to a specific vendor.



Enter preferences on the Journal Selection Criteria box to limit your Search to certain criteria.

Use the Date range fields to limit search to a specific time period.

You may limit the search by Source Journal. Click on the browse button for a list of Source Journal Codes to choose from.

You may also limit the search by entering information in the Reference Fields (Ref1 is vendor number, Ref2 is purchase order).

After entering your search preferences, press enter to start the search.

Account Detail

My File Edit Tools Help

Org 13210800 Object 522101 Project Acct 2013-21-A2-08-00-01-0000-01-522101-
Acct name SOFTWARE SUBSCRIPTION/MAINT

Posted	YR/Per	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor
Y	2016/01	01/01/16	BUC				2016 BUDGT	68,000.00			
Y	2016/03	03/02/16	API	091009	62114020	91758674	3641	12,384.45	16020354	03031602	OHIO STATE UNIVERSITY
Y	2016/03	03/02/16	POL	091009	62114020	91758674	LIQ/INV	-12,384.45			OHIO STATE UNIVERSITY
Y	2016/01	01/05/16	POE	091009	62114020		PO ENT/PRF	12,384.45			OHIO STATE UNIVERSITY
Y	2016/04	04/05/16	API	215537	62114056	91776425	1378	3,274.00	16027341	04061602	RECORDS IMAGING SERVI..
Y	2016/04	04/05/16	POL	215537	62114056	91776425	LIQ/INV	-3,274.00			RECORDS IMAGING SERVI..
Y	2016/04	04/05/16	POE	215537	62114056		PO ENT/PRF	3,274.00			RECORDS IMAGING SERVI..
Y	2016/08	08/16/16	POE	801717	62114089		PO ENT/PRF	2,492.28			DLT SOLUTIONS LLC
Total Amount								86,150.73			

OVR

Detail of API entry (above) shows details such as PO Number, vendor, invoice number, etc. of selected entry (below).

Munis Main Menu - FRANKLIN COUNTY - krcchesse - 09/27/2016

System Favorites Financials Human Resources/Payroll General Revenues Property Revenues Departmental Functions

Invoice Data - Munis [FRANKLIN COUNTY]

My File Edit Tools Help

Invoice 4958

Year/per 2016 4

Type 1 Invoice

Cash Account 9999 101000 CASH

PO 62114056

Contract

Gross amt 3,274.00

Disc date

Disc basis .00

Disc percent .000

Net amount 3,274.00

Retainage .00

Payment meth N Normal

Check no 16027341

Check date 04/06/2016

Vendor 215537 Remit 0

Name RECORDS IMAGING SERVICE INC

Terms

Address Remits

Desc ANNUAL MAINTENANCE RENEWAL-LASERFICHE

Status P Paid

Voucher 48411

Warrant 04061602

Inv date 04/05/2016

Due date 04/05/2016

Work Order/Task 0

Dept/Loc 32114

Separate check

Include documentation

PA applied

Display comments associated with this invoice. (C)

OVR

Munis Main Menu - FRANKLIN COUNTY - krchesse - 09/27/2016 - [Account Inquiry - Munis [FRANKLIN COUNTY]]

System Favorites Financials Human Resources/Payroll General Revenues Property Revenues Departmental Functions

My File Edit Tools Help

Account

Detail Months Seg Find Totals User Defined Fields

Fund 2013 RE ASSESS Acct 2013-21-42-08-00-01-0000-01-522101-
 Org 13210800 APP&TXSVCS Acct name SOFTWARE SUBSCRIPTION/MAINT Account Notes
 Object 522101 SOFT MAINT Type Expense Status Active
 Project Rollup 21C03 21-2013-SVCS & MATLS
 Multi Fund

4 Year Comparison

	Current Year	History	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014	Fiscal Year 2017
Yr/Per 2016/09						
Original Budget	68,000.00		68,000.00	68,000.00	68,000.00	.00
Transfers In	.00		.00	.00	.00	.00
Transfers Out	.00		.00	.00	.00	.00
Revised Budget	68,000.00		68,000.00		68,000.00	.00
Actual (Memo)	15,658.45		92,462.33		53,220.18	.00
Encumbrances	2,492.28		.00		.00	.00
Requisitions	.00					.00
Available	49,849.27		-24,462.33		14,779.82	.00
Percent Used	26.69		135.97		78.26	.00

1 of 1 Attachments (0)

Display detail information for current account.

OVR

↑ Above shows the “**4 Year Comparison**” tab. This shows the detail for the current fiscal year, the two previous fiscal years, and the next fiscal year.

Clicking on a folder symbols provides additional detail for each field where available (including requisitions) as it appears below.

Account Detail

My File Edit Tools Help

Org 13210800 Object 522101 Project Acct 2013-21-42-08-00-01-0000-01-522101-
 Acct name SOFTWARE SUBSCRIPTION/MAINT

Posted	YR/Per	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor
Y	2016/03	03/02/16	API	091009	62114020	91758674	3641	12,384.45	16020354	03031602	OHIO STATE UNIVERSITY
Y	2016/04	04/05/16	API	215537	62114056	91776425	1378	3,274.00	16027341	04061602	RECORDS IMAGING SERVL

Total Amount 15,658.45

OVR

Account Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Account

Fund 2013 RE ASSESS Acct 2013-21-A2-08-00-00-0000-01-522101-
 Org 13210800 APP&TXSVCS Acct name SOFTWARE SUBSCRIPTION/MAINT
 Object 522101 SOFT MAINT Type Expense
 Project

4 Year Comparison Current Year History

Fiscal Year 2010 Fiscal Year 2009 Fiscal Year 2008 Fiscal Year 2007

Original Budget	.00	.00	.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Available	.00	.00	.00	.00
Percent Used	.00	.00	.00	.00

1 of 1 Attachments (0)

Display detail information for current account.

OVR

The History tab provides a four year history of the account

Account Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Account

Fund 2013 RE ASSESS Acct 2013-21-A2-08-00-00-0000-01-522101-
 Org 13210800 APP&TXSVCS Acct name SOFTWARE SUBSCRIPTION/MAINT
 Object 522101 SOFT MAINT Type Expense Status Active Budget Rollup Group
 Project MultiYr Fund Account Notes

4 Year Comparison Current Year History

Yr/Per 2013/09 Fiscal Year 2013 Fiscal Year 2012 Fiscal Year 2011 Fiscal Year 2014

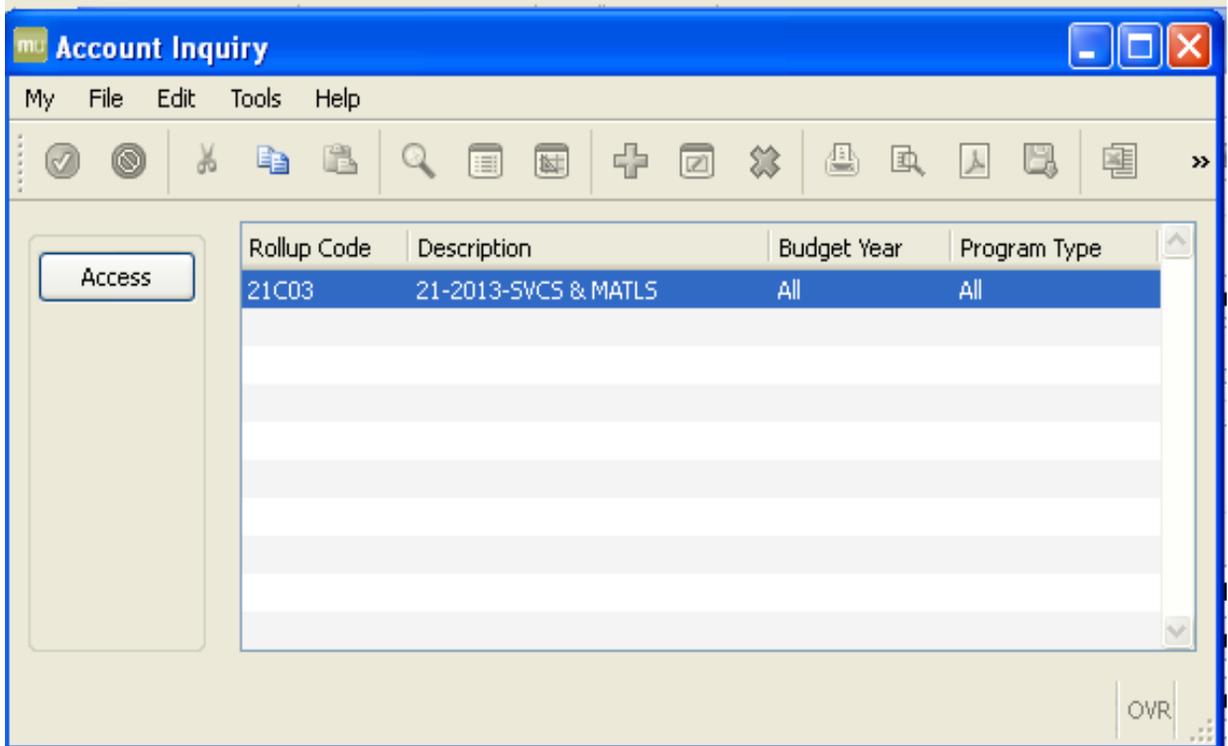
Original Budget	18,000.00	15,000.00	.00	.00
Transfers In	.00	.00	15,000.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	18,000.00	15,000.00	15,000.00	.00
Actual (Memo)	15,735.42	28,946.65	35,833.13	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	2,264.58	-13,946.65	-20,833.13	.00
Percent used	87.42	192.98	238.89	.00

1 of 1 Attachments (0)

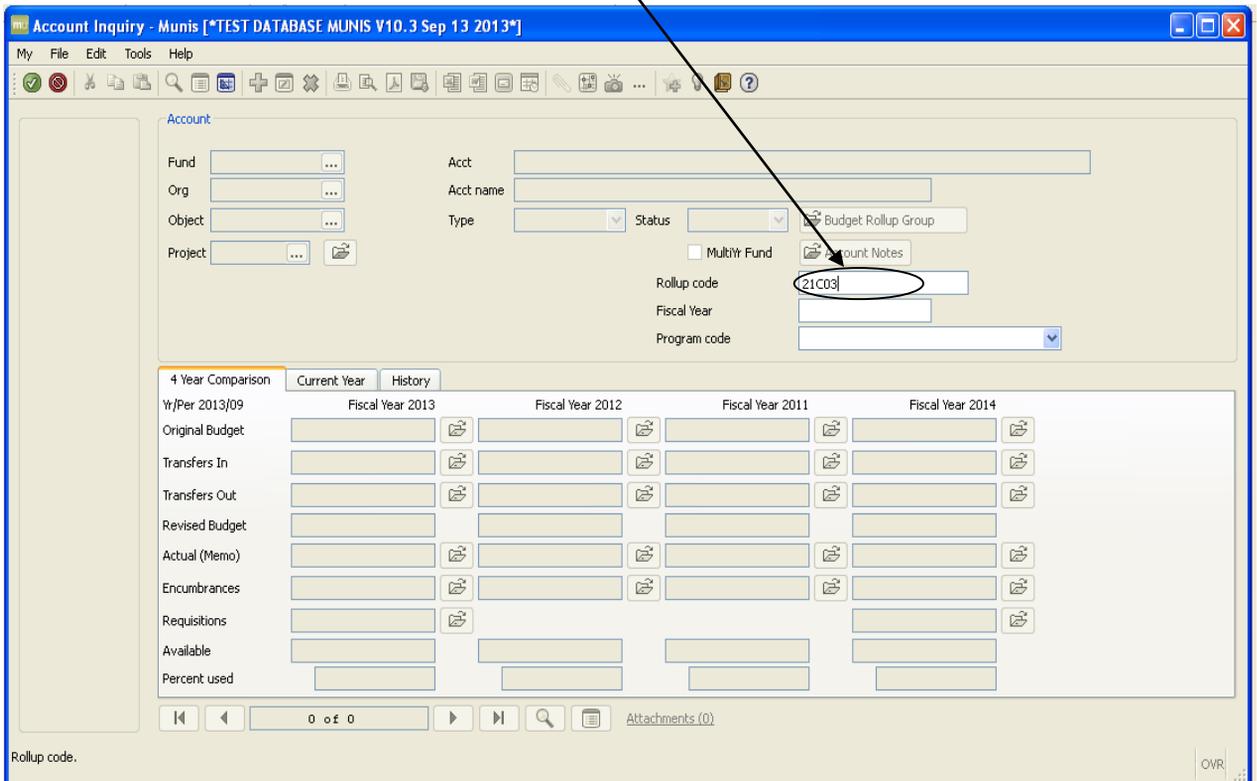
Display detail information for current account.

OVR

Click on the Bud Group folder icon to view budget group rollup association for the current account.



If you perform a Find and click on the Bud Group Button, it presents you with additional fields that allow you to put in a rollup code.



Account Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Account

Detail
Months
Seg Find
Totals
User Defined Fields

Fund 2013 RE ASSESS Acct 2013-21-A2-08-00-00-0000-01-522101-
 Org 13210800 APP&T/SWCS Acct name SOFTWARE SUBSCRIPTION/MAINT
 Object 522101 SOFT MAINT Type Expense Status Active Budget Rollup Group
 Project MultiYr Fund Account Notes

4 Year Comparison

Yr/Per 2013/09	Current Year	History	Fiscal Year 2013	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
Original Budget	18,000.00		15,000.00				
Transfers In	.00						
Transfers Out	.00		.00	.00	.00	.00	.00
Revised Budget	18,000.00		15,000.00	15,000.00	.00	.00	.00
Actual (Memo)	15,735.42		28,946.65	35,833.13	.00	.00	.00
Encumbrances	.00		.00	.00	.00	.00	.00
Requisitions	.00						
Available	2,264.58		-13,946.65	-20,833.13	.00	.00	.00
Percent used	87.42		192.98	238.89	.00	.00	.00

Click on browse to browse the active data set

Attachments (0)

Display detail information for current account.

Account Inquiry

File Edit Tools Help

Org	Object	Project	Description	Rev Budget	Actual	Encumb	Available	Pct	SEP Rev Bud	SEP
13210100	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210300	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210600	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210800	522101		SOFTWARE SUBSCRIPTION/MAINT	18,000.00	15,735.42	0.00	2,264.58	87.42	1,500.00	

Column Total

Rev Budget	18,000.00
Actual	15,735.42
Encumb	0.00
Available	2,264.58
SEP Rev Bud	1,500.00
SEP Act Bud	0.00
SEP Enc Bud	0.00
SEP Available	1,500.00
Last Year Actuals	28,946.65
Last Year Encumbrance	0.00
Last Year Original Budget	15,000.00
Last Year Revised Budget	15,000.00

The filter button can be used to limit data sets returned

Search / Filter

Record 4 of 4

The screenshot shows the 'Account Inquiry' window with a table of financial data. A filter is applied to the 'Rev Budget' column, showing only records where the value is greater than 0. A callout box points to the filter button in the search area.

Org	Object	Project	Description	Rev Budget	Actual	Encumb	Available	Pct	SEP Rev Bud	SEP
13210100	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210300	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210600	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210800	522101		SOFTWARE SUBSCRIPTION/MAINT	18,000.00	15,735.42	0.00	2,264.58	87.42		1,500.00

Column Total

Rev Budget	18,000.00
Actual	15,735.42
Encumb	0.00
Available	2,264.58
SEP Rev Bud	1,500.00
SEP Act Bud	0.00
SEP Enc Bud	0.00
SEP Available	1,500.00
Last Year Actuals	28,946.65
Last Year Encumbrance	0.00
Last Year Original Budget	15,000.00
Last Year Revised Budget	15,000.00

Search / Filter: >0 Rev Budget New Filter Go

Record 4 of 4

Click on the filter button and define the search limitations. For example, this would return only data where the Revised Budget is greater than 0.

- You can right click on columns if not needed
- You can also resize columns as needed

The screenshot shows the 'Account Inquiry' window with the same data table as above. An arrow points to the Excel icon in the toolbar, with a callout box explaining its function.

Org	Object	Project	Description	Rev Budget	Actual	Encumb	Available	Pct	SEP Rev Bud	SEP
13210100	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210300	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210600	522101		SOFTWARE SUBSCRIPTION/MAINT	0.00	0.00	0.00	0.00	0.00	.00	0.00
13210800	522101		SOFTWARE SUBSCRIPTION/MAINT	18,000.00	15,735.42	0.00	2,264.58	87.42		1,500.00

Column Total

Rev Budget	18,000.00
Actual	15,735.42
Encumb	0.00
Available	2,264.58
SEP Rev Bud	1,500.00
SEP Act Bud	0.00
SEP Enc Bud	0.00
SEP Available	1,500.00
Last Year Actuals	28,946.65
Last Year Encumbrance	0.00
Last Year Original Budget	15,000.00
Last Year Revised Budget	15,000.00

Search / Filter: >0 Rev Budget New Filter Go

Record 4 of 4

Click on the Excel icon to export the data to Excel

Other Useful MUNIS Inquiries

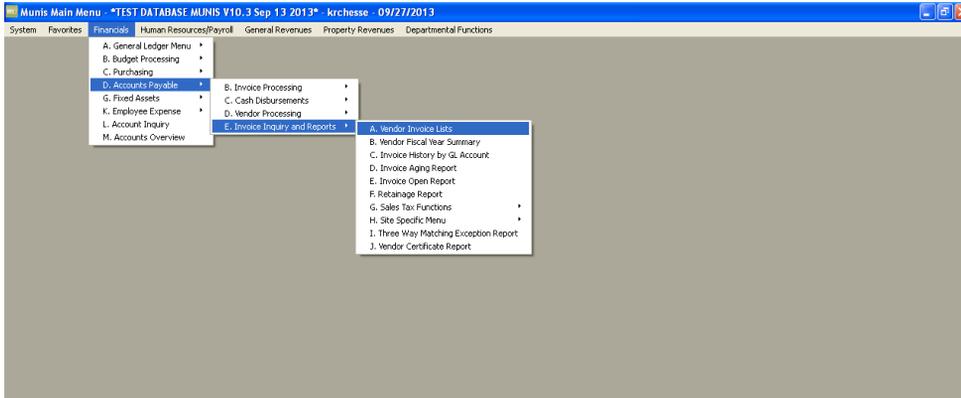
The following instructions pertain to other MUNIS reports which can be useful for financial reporting. These reports are as follows:

- 1. Invoice Inquiry**
- 2. Vendor Inquiry**
- 3. Check Inquiry**
- 4. Purchase Order Inquiry**

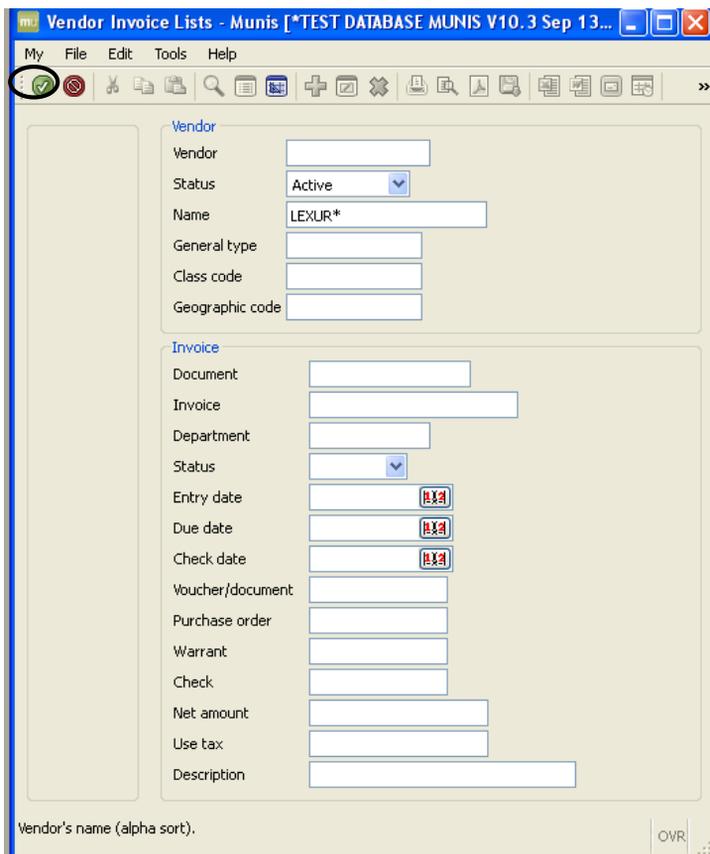
Invoice Inquiry

Go to FINANCIALS on the tool bar and select:

- D. Accounts Payable
- E. Invoice Inquiry/Reports Menu
- A. Vendor Invoice Lists

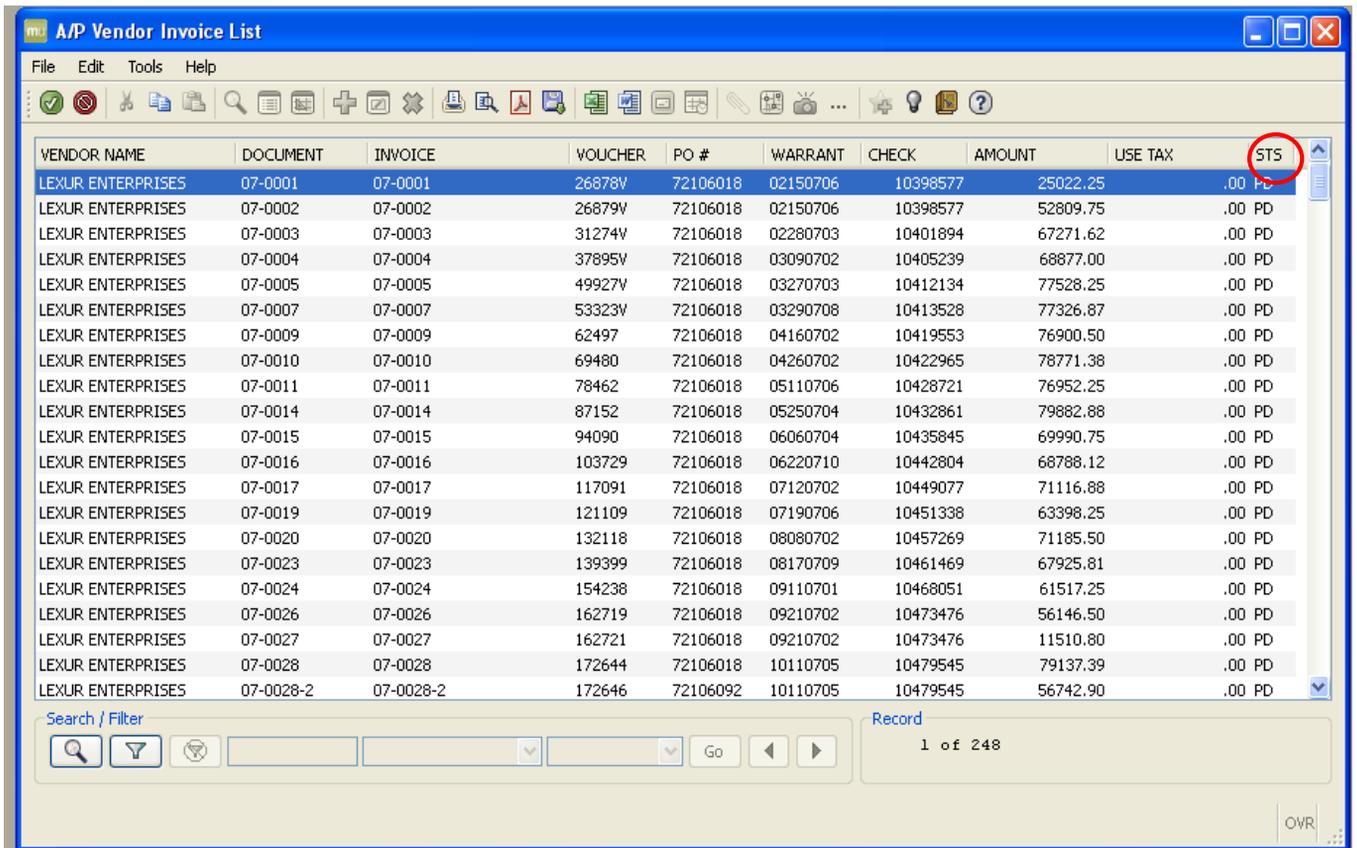


On the toolbar, select the Magnifying Glass and type in the search criteria. When searching by vendor name, remember that the vendor field is set up exactly like the W-9. Utilizing an asterisk * (LEXUR*) within a field could provide multiple vendors within those parameters to choose from; this is helpful if you're unsure of the exact name of a vendor. Similar to the other screens, the option to search multiple fields such as Check# and Amount can be utilized to accelerate the request. Hit enter or the green check mark on the toolbar to reveal the search results.



Invoice Inquiry

On the toolbar select List to reveal the following screen. Search results disclose the Vendor name, Document, Invoice, Voucher, PO#, Warrant, Check#, Amount, Use Tax, and STS. The STS field {circled below} stands for Status and will display PD if the check has been cash disbursed. This designation should not be misconstrued as the check having been cashed; the field is systematically populated by MUNIS upon completion of disbursement. Scroll through the payments until the one desired is identified and the information is obtained.

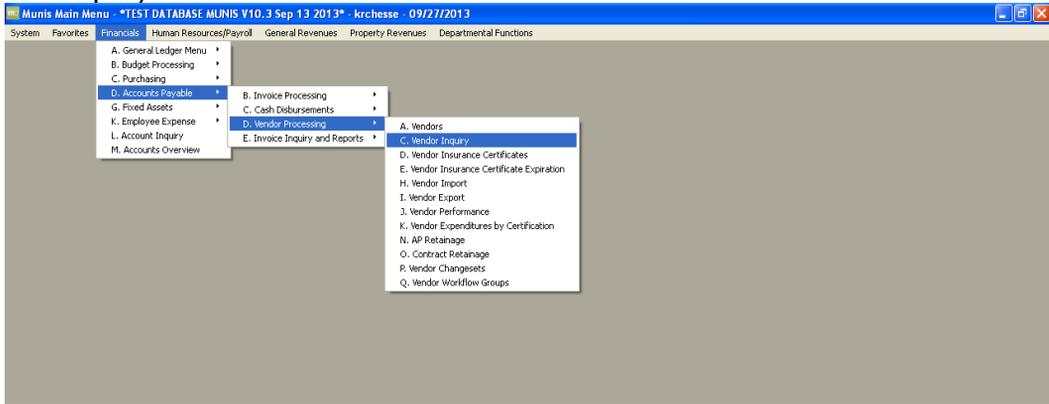


VENDOR NAME	DOCUMENT	INVOICE	VOUCHER	PO #	WARRANT	CHECK	AMOUNT	USE TAX	STS
LEXUR ENTERPRISES	07-0001	07-0001	26878V	72106018	02150706	10398577	25022.25	.00	PD
LEXUR ENTERPRISES	07-0002	07-0002	26879V	72106018	02150706	10398577	52809.75	.00	PD
LEXUR ENTERPRISES	07-0003	07-0003	31274V	72106018	02280703	10401894	67271.62	.00	PD
LEXUR ENTERPRISES	07-0004	07-0004	37895V	72106018	03090702	10405239	68877.00	.00	PD
LEXUR ENTERPRISES	07-0005	07-0005	49927V	72106018	03270703	10412134	77528.25	.00	PD
LEXUR ENTERPRISES	07-0007	07-0007	53323V	72106018	03290708	10413528	77326.87	.00	PD
LEXUR ENTERPRISES	07-0009	07-0009	62497	72106018	04160702	10419553	76900.50	.00	PD
LEXUR ENTERPRISES	07-0010	07-0010	69480	72106018	04260702	10422965	78771.38	.00	PD
LEXUR ENTERPRISES	07-0011	07-0011	78462	72106018	05110706	10428721	76952.25	.00	PD
LEXUR ENTERPRISES	07-0014	07-0014	87152	72106018	05250704	10432861	79882.88	.00	PD
LEXUR ENTERPRISES	07-0015	07-0015	94090	72106018	06060704	10435845	69990.75	.00	PD
LEXUR ENTERPRISES	07-0016	07-0016	103729	72106018	06220710	10442804	68788.12	.00	PD
LEXUR ENTERPRISES	07-0017	07-0017	117091	72106018	07120702	10449077	71116.88	.00	PD
LEXUR ENTERPRISES	07-0019	07-0019	121109	72106018	07190706	10451338	63398.25	.00	PD
LEXUR ENTERPRISES	07-0020	07-0020	132118	72106018	08080702	10457269	71185.50	.00	PD
LEXUR ENTERPRISES	07-0023	07-0023	139399	72106018	08170709	10461469	67925.81	.00	PD
LEXUR ENTERPRISES	07-0024	07-0024	154238	72106018	09110701	10468051	61517.25	.00	PD
LEXUR ENTERPRISES	07-0026	07-0026	162719	72106018	09210702	10473476	56146.50	.00	PD
LEXUR ENTERPRISES	07-0027	07-0027	162721	72106018	09210702	10473476	11510.80	.00	PD
LEXUR ENTERPRISES	07-0028	07-0028	172644	72106018	10110705	10479545	79137.39	.00	PD
LEXUR ENTERPRISES	07-0028-2	07-0028-2	172646	72106092	10110705	10479545	56742.90	.00	PD

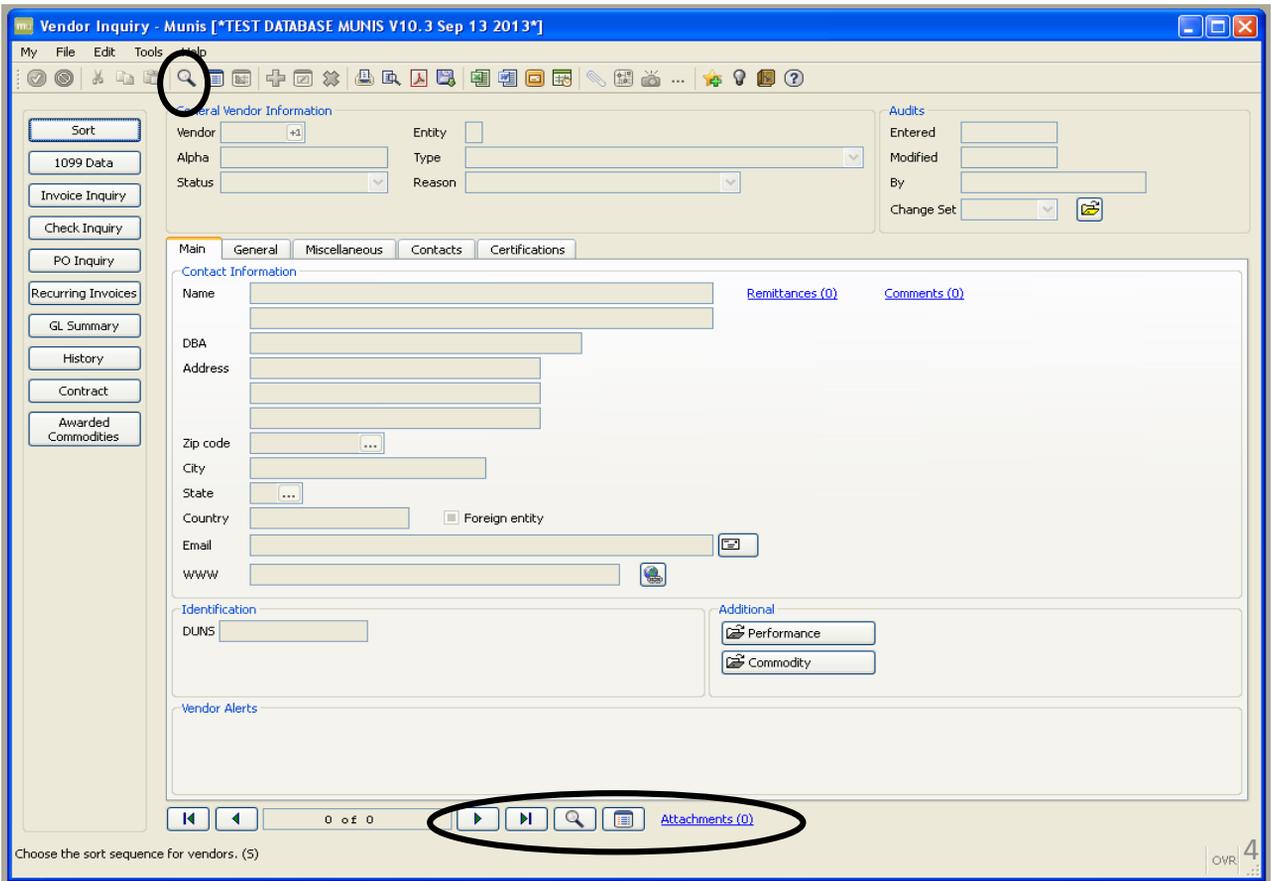
Vendor Inquiry

Go to FINANCIALS on the tool bar and select:

- D. Accounts Payable
- D. Vendor Processing
- C. Vendor Inquiry



On the toolbar, select the Magnifying Glass and type in the search criteria: Vendor Number, Name, etc. Utilizing an asterisk * (*SMITH) within a field or searching more than one field such as city and zip code could provide multiple vendors within those parameters to choose from; this is helpful if you're unsure of the name or number of a vendor. Hit enter or the green check mark on the toolbar to reveal the search results. If more than one vendor matches the search criteria, scroll through the vendors using the tool circled at the bottom of the screen; make sure you select the correct vendor.



Vendor Inquiry

The screenshot displays the 'Vendor Inquiry' application window. The title bar reads 'Vendor Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]'. The interface includes a menu bar (My, File, Edit, Tools, Help) and a toolbar with various icons. The main content area is divided into several sections:

- General Vendor Information:** Fields for Vendor (with a '+1' icon), Alpha (LAST NAME, FIRST NAME), Status (ACTIVE), Entity, Type, Reason, Entered, Modified, By, and Change Set.
- Contact Information:** A tabbed section with 'Main', 'General', 'Miscellaneous', 'Contacts', and 'Certifications'. Fields include Name (FIRST NAME, LAST NAME), DBA, Address (123 USA ST.), Zip code (43210-1234), City (COLUMBUS), State (OH), Country (ONLY IF FOREIGN), and Email. There are also checkboxes for 'Remittances (0)', 'Comments (0)', and 'Foreign entity'.
- Identification:** A field for DUNS.
- Additional:** Buttons for 'Performance' and 'Commodity'.
- Vendor Alerts:** A section for alerts.

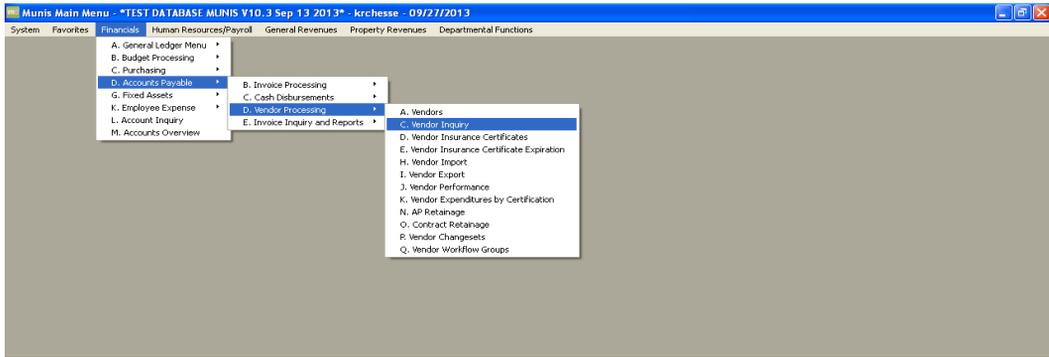
At the bottom, there is a navigation bar with '0 of 0' and 'Attachments (0)'. A footer note reads 'Vendor country code.' and 'OVR' is visible in the bottom right corner.

In an effort to be more consistent, user friendly and comply with IRS regulations, all new vendors entered after December 1, 2008 will be initiated in the preceding manner. The name will match the information provided by the vendor on IRS Form W-9. As time allows, the existing vendor database will be modified and adapted to these standards. Duplicate and inactive vendors will be identified and purged from the system.

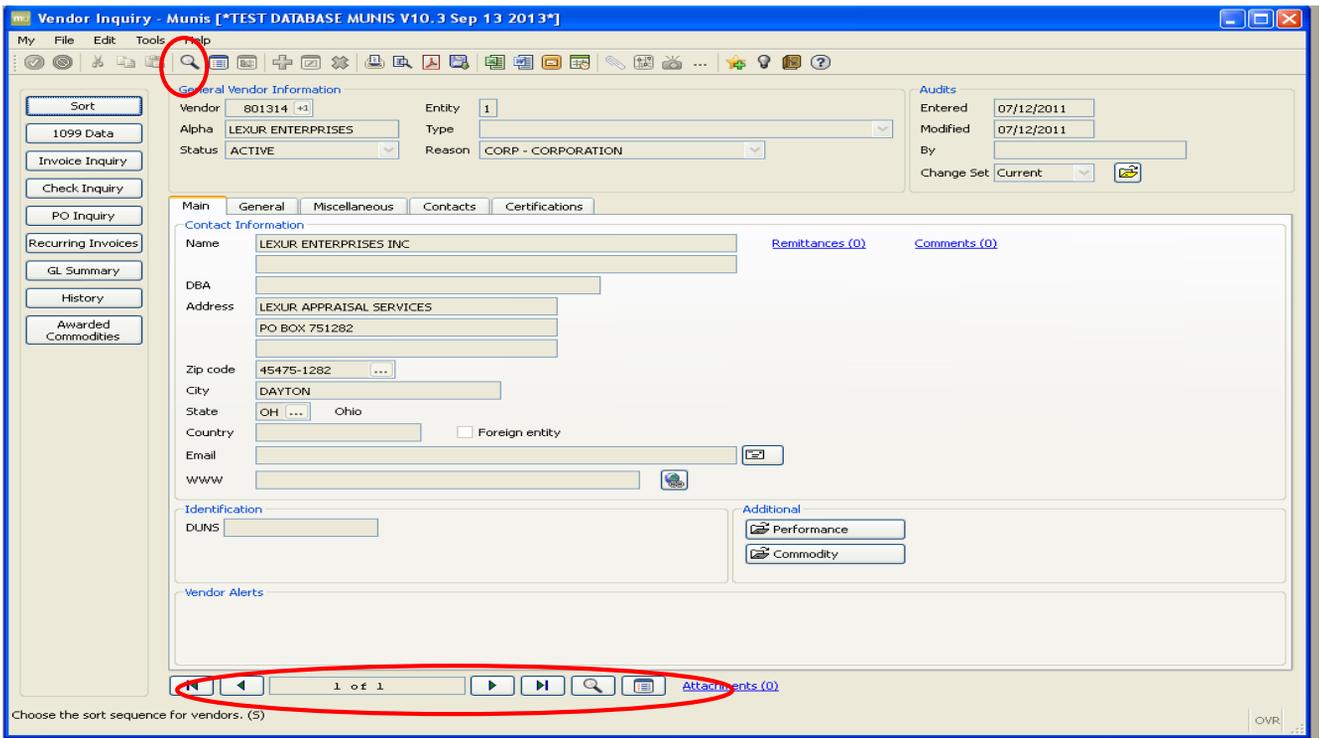
Check Inquiry

Go to FINANCIALS on the tool bar and select:

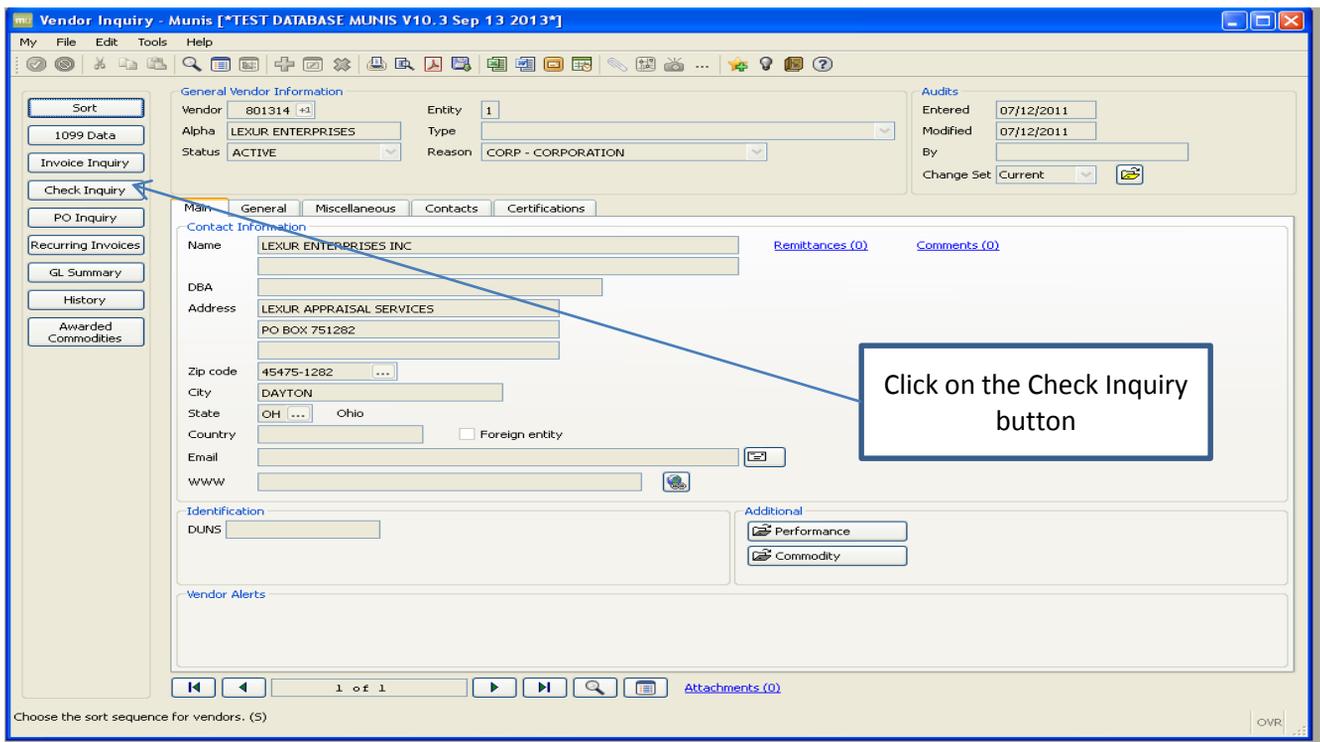
- D. Accounts Payable
- D. Vendor Processing
- C. Vendor Inquiry



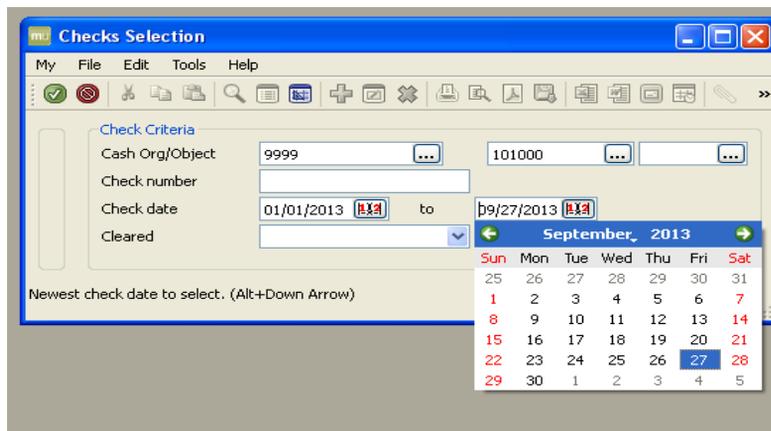
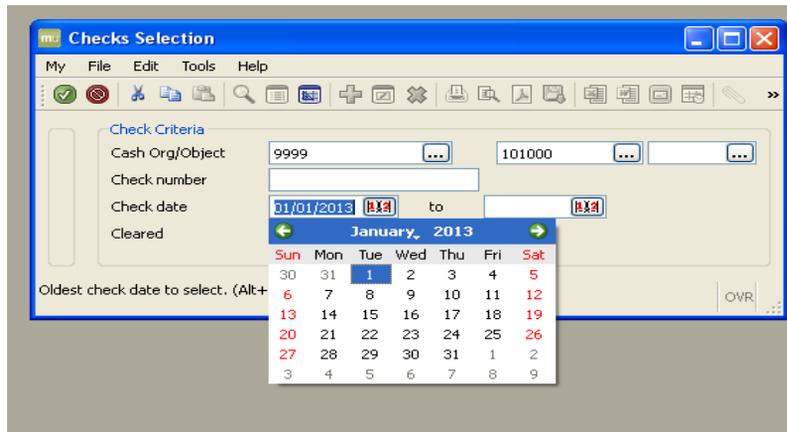
On the toolbar, select the Magnifying Glass and type in the search criteria: Vendor Number, Name, etc. Utilizing an asterisk * (LEXUR*) within a field or searching more than one field such as city and zip code could provide multiple vendors within those parameters to choose from; this is helpful if you're unsure of the name or number of a vendor. Hit enter or the green check mark on the toolbar to reveal the search results. If more than one vendor matches the search criteria, scroll through the vendors using the tool circled at the bottom of the screen; make sure you select the correct vendor.

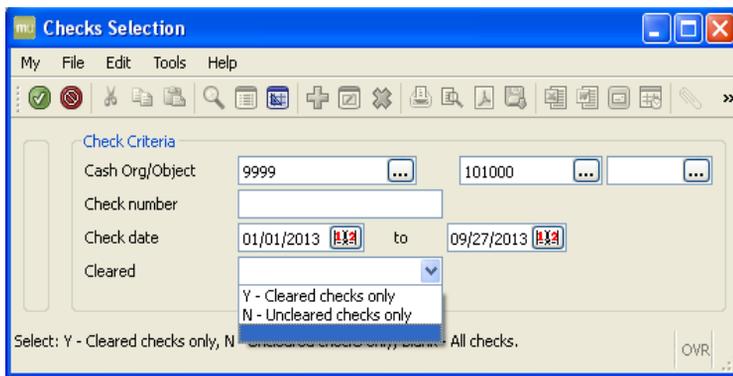


Upon determining the correct vendor, select CHECKS INQ from the action toolbar on the left.

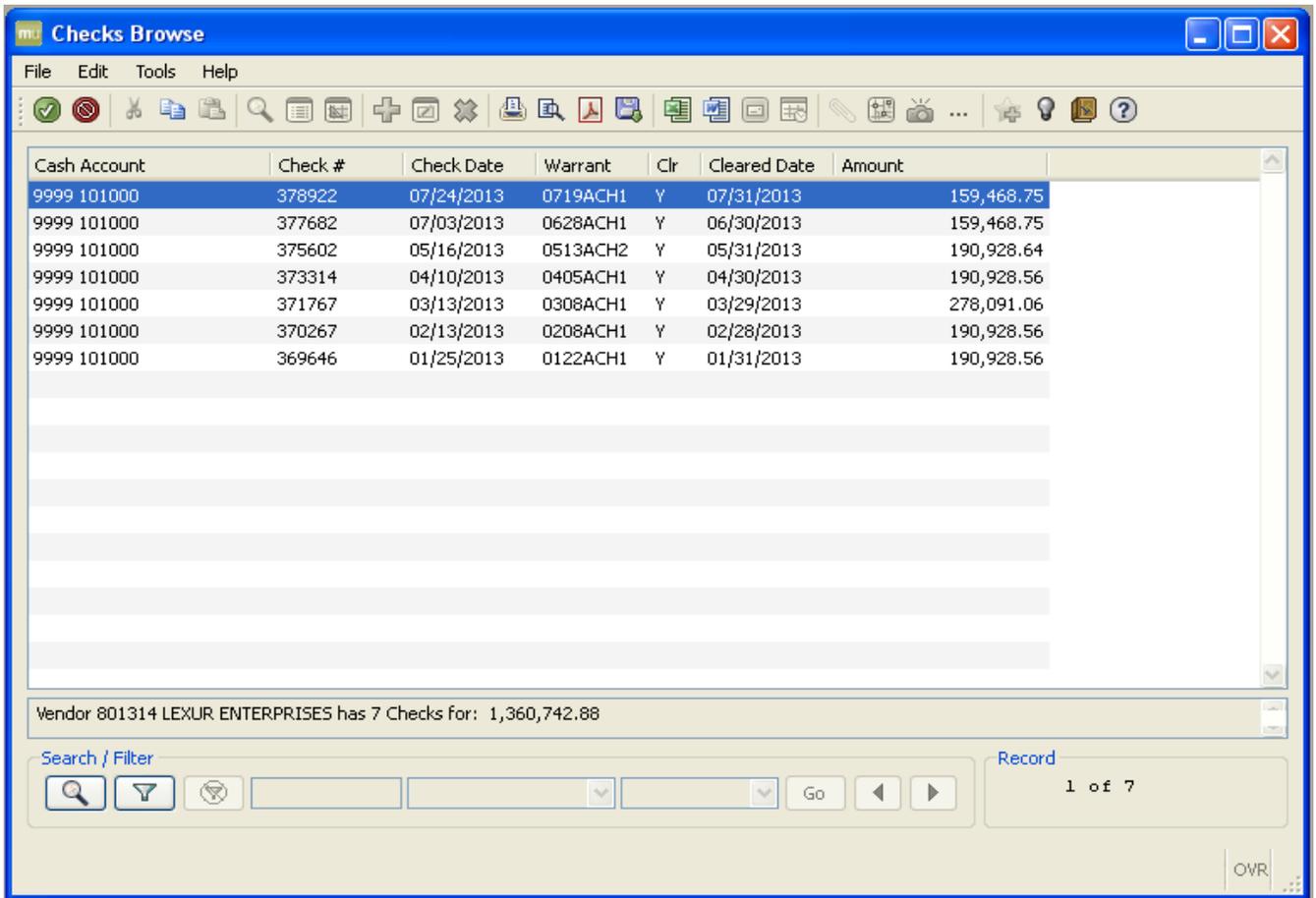


It is possible to search for checks within specific dates. Select the calendar next to each of the check date fields and choose the payment dates for the vendor.





Use the dropdown arrow next to the Cleared field if you are searching for only redeemed or outstanding checks. Leaving the field blank will produce both cleared and uncleared checks. After choosing your search parameters, hit enter or the green check mark on the toolbar.



Search results reveal the check issued date, the check number, redeemed date, and amount. The Warrant field indicates the naming mechanism of a group of batches that were cash disbursed together. The Clr & Cleared Date fields are populated in MUNIS by the Treasurer's Office when the funds are redeemed at the bank. Specific checks can be highlighted and double clicked to reveal more information, including Invoice Number(s), Invoice Date(s), Purchase Order(s), and Voucher(s).

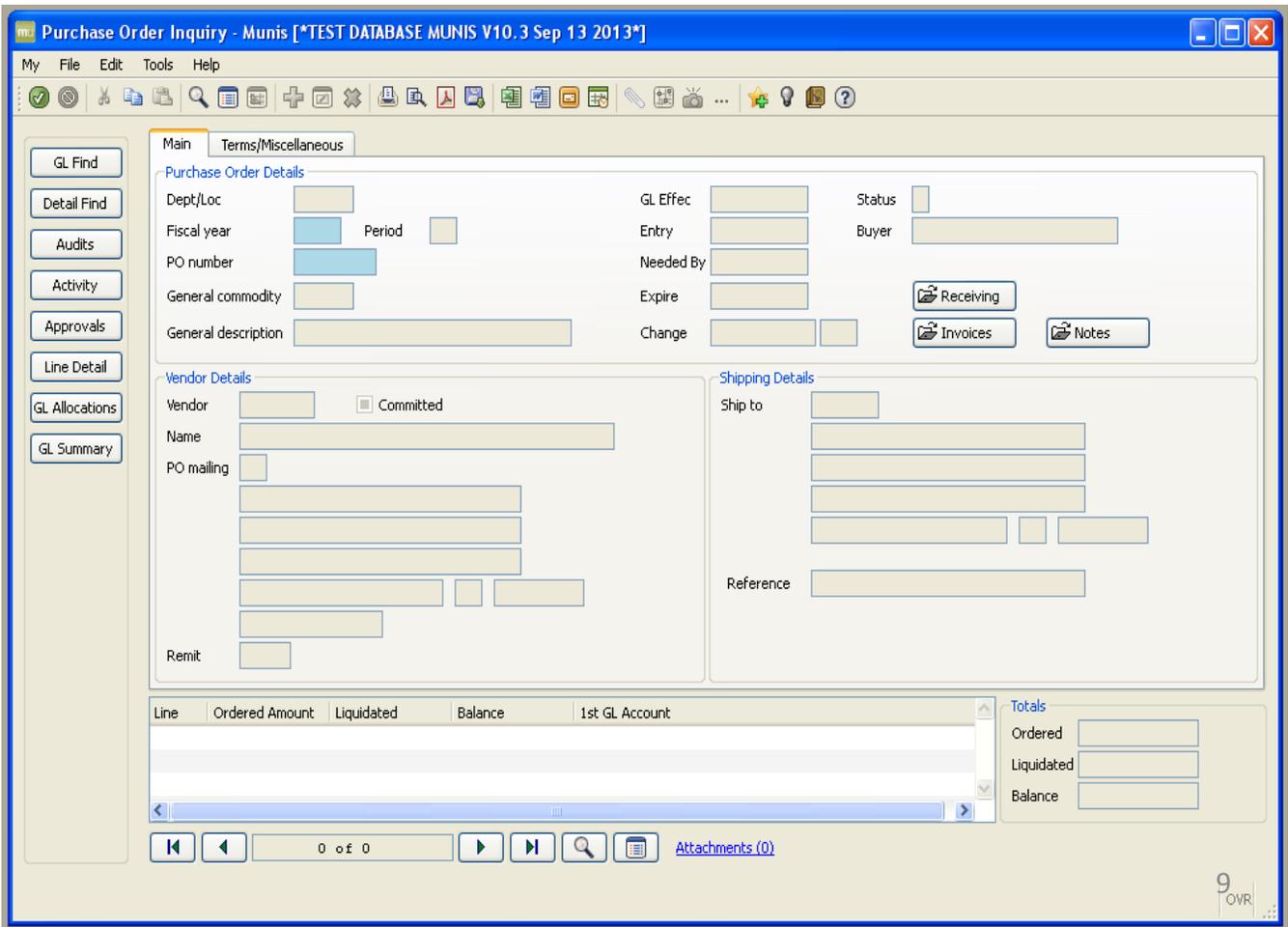
Purchase Order Inquiry

Go to FINANCIALS on the toolbar and select:

- C. Purchasing
- C. PO Inquiry and Reports Menu
- D. Purchase Order Inquiry



You should get a screen like below.



Purchase Order Inquiry

Purchase Order Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Main Terms/Miscellaneous

Purchase Order Details

Dept/Loc GL Effec Status

Fiscal year Period Entry Buyer

PO number Needed By

General commodity Expire Receiving

General description Change Invoices Notes

Vendor Details

Vendor Committed

Name

PO mailing

Remit

Shipping Details

Ship to

Reference

Line	Ordered Amount	Liquidated	Balance	1st GL Account

Totals

Ordered

Liquidated

Balance

0 of 0 Attachments (0)

QWR

Click on select the Magnifying Glass button to search a list of purchases orders associated with this purchase order.

Purchase Order Inquiry

Purchase Order

Dept/Loc

Fiscal Year Period

PO number

Gen commodity

Entry date

Needed by date

Status

Type

Requisition number

Contract

Work Order

General Description

Open amount

Vendor

Vendor number

Status

Name

Type

Class code

Geographic code

PO Department or Location Code

OVR

You should get a screen like this. Fill in the information for your search, FY, PO number, name, etc. which will help narrow your search.

Hit the green check mark when you have completed entering your information.

Purchase Order Inquiry

Munis Main Menu - FRANKLIN COUNTY - krchesse - 09/27/2016
System Favorites Financials Human Resources/Payroll General Revenues Property Revenues Departmental Functions

Purchase Order Inquiry - Munis [FRANKLIN COUNTY]

My File Edit Tools Help

Main Terms/Miscellaneous

Purchase Order Details

Dept/Loc 36215 Status 6 - Posted

Buyer Sharon A Sabree

Gl effective date 01/12/2016 Entered 12/30/2015

Fiscal year 2016 Period 01 Needed By

PO number 66215017 Expire

General commodity Last Changed 0

General description OFFICE SUPPLIES

Notes Receiving Invoices

Vendor Details

Vendor 801527 Committed

Name STAPLES CONTRACT & COMMERCIAL INC

PO mailing 0

ATTN SONJA BARKLEY AR SPRVSR

300 ARBOR LAKE DR

COLUMBIA SC 29223-4582

Remit 0

Shipping Details

Ship to 9620

FRANKLIN COUNTY EMERGENCY
MANAGEMENT & HOMELAND SECURITY
5300 STRAWBERRY FARMS BLVD
COLUMBUS OH 43230

Reference

Line	Ordered Amount	Liquidated	Balance	1st GL Account
1	12,500.00	5,528.72	6,971.28	29620100-530100

Totals

Ordered 12,500.00

Liquidated 5,528.72

Balance 6,971.28

4218 of 4226 Attachments (0)

OVR

Click on the "Invoices" button to create a list of invoices associated with this purchase order.

You can export the invoice list for a specific Purchase order to Excel. To do this click the Excel icon and MUNIS will export the invoice list to Excel.

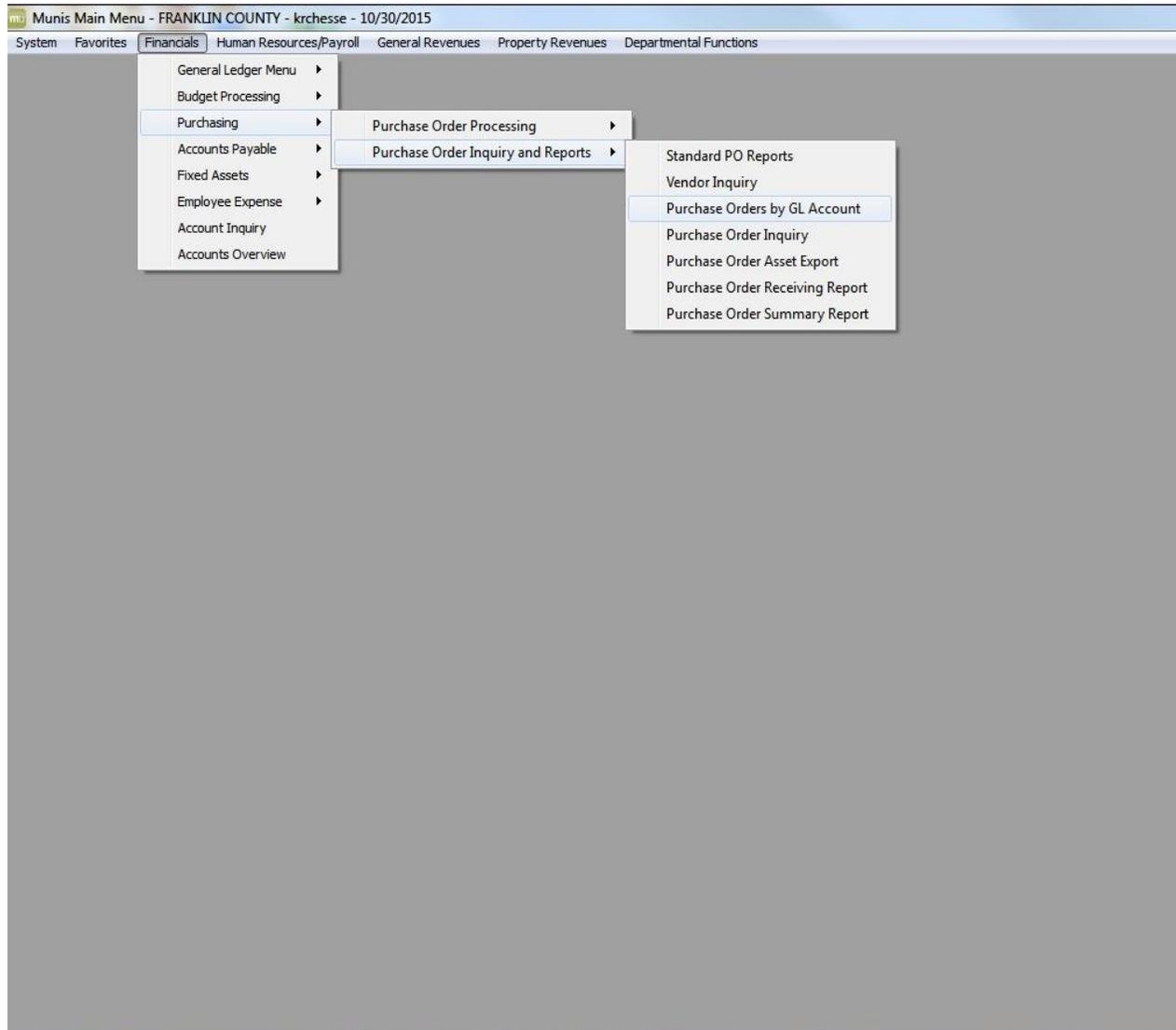
Purchase Order Inquiry

Document	Invoice	Year	Inv Date	Invoice Amount	Liquidated Amount	Status	Check	Check Date
91737127	3286801389	2016	01/14/2016	244.30	244.30	Paid	427781	01/22/2016
91737130	3286801383	2016	01/14/2016	26.70	26.70	Paid	427781	01/22/2016
91737133	3286801386	2016	01/14/2016	22.50	22.50	Paid	427781	01/22/2016
91742855	3289813420	2016	01/27/2016	139.80	139.80	Paid	428223	02/03/2016
91756097	3290834473	2016	02/23/2016	71.20	71.20	Paid	429827	03/02/2016
91756101	3291067618	2016	02/23/2016	12.83	12.83	Paid	429827	03/02/2016
91767221	3294108469	2016	03/16/2016	480.88	480.88	Paid	431458	03/29/2016
91767223	3294108470	2016	03/16/2016	199.98	199.98	Paid	431458	03/29/2016
91776351	3296330008	2016	04/05/2016	421.12	421.12	Paid	431777	04/11/2016
91776352	3296394808	2016	04/05/2016	61.81	61.81	Paid	431777	04/11/2016
91776355	3297071664	2016	04/05/2016	24.59	24.59	Paid	431777	04/11/2016
91776376	9018211558	2016	04/05/2016	182.48	182.48	Paid	16027350	04/06/2016
91776380	44295	2016	04/05/2016	6.59	6.59	Paid	431867	04/07/2016
91776429	3296330010	2016	04/05/2016	10.51	10.51	Paid	431777	04/11/2016
91776430	3296330011	2016	04/05/2016	194.48	194.48	Paid	431777	04/11/2016
91785818	557001-2	2016	04/21/2016	1.13	1.13	Paid	16030519	04/25/2016
91788261	3297928788	2016	04/26/2016	75.38	75.38	Paid	433307	05/04/2016
91788264	3298820023	2016	04/26/2016	94.78	94.78	Paid	433307	05/04/2016
Total Invoiced				5,528.72	Total Liquidated			5,528.72

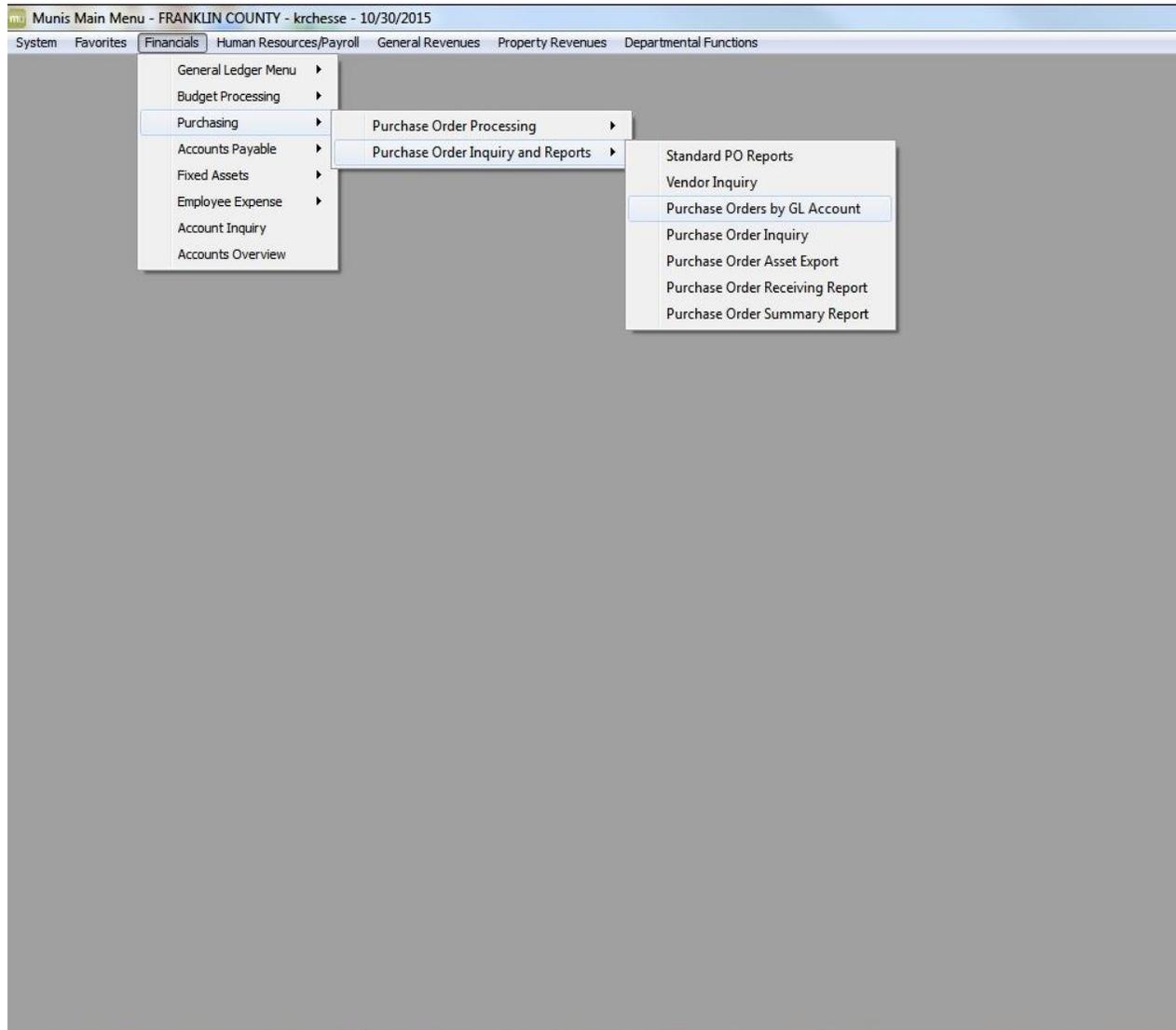
This is a list of the invoices that was generated. You can scroll through the listing for the one you are looking for.

You can export the invoice purchase order list to Excel. To do this click the Excel icon and MUNIS will export the invoice list to Excel.

PURCHASE ORDERS BY GL ACCOUNT



PURCHASE ORDERS BY GL ACCOUNT



Contents and Navigation

Purchase Orders by GL Account

The Purchase Orders by General Ledger (GL) Account program provides a report of purchase orders by general ledger account or by general ledger segment. Prior to running this report, Accounts Payable Invoice Entry and Purchase Order Entry data need to be posted.

To create a report:

1. Click Define to complete the Fund Range or the Org/Object range boxes or click Seg Find to create the report by account segment, type, or status.
2. Click Report Options to establish the report criteria and complete the purchase order selection fields.
3. Click Select to select records that match the criteria.
4. Click Preview, PDF, Print, or Text File to view, print, or save the report.
The 132-character report prints in fund, org, object, project, vendor, and purchase order sequence, with totals on vendor, account, org, and fund. There is no report total.

You can also click By Segment to open the Purchase Orders by GL Segments program, allowing you to define accounts and sort by segments.

Field Descriptions

Field	Description
Define Criteria	
Execute this Export	This value selected in this field determines when the export process actually occurs. You can select from Now, Now in Background, or At a Scheduled Time. If you select At a Scheduled Time, the program opens the Munis Scheduler screen after you complete the remainder of the fields.
Run Report Using	This option determines whether the data search is based on a fund range or an org/object range. When you select Fund Range or Org/Obj, the appropriate range boxes become accessible.
Fund Range	These boxes contain the first and last funds in the range of funds to include. Leave the default values of blank and zzzz to include all funds.
Org/Obj Range	These boxes include is the first and last general ledger accounts or account segments for the range of accounts to include.
Report Options	
Select Records With	This list allows you to choose records by Open Amount or No Amount. This option may be helpful for customers when closing the fiscal year. If you select Open Amounts, the program selects all open records with dollar amounts. If you select No Amounts, the program selects records that have no dollar amounts, and that are not closed. This option is helpful for sites that may have fully liquidated purchase orders that are not closed (through the Invoice Entry program) when processing the fiscal year. Note: If this program is accessed through Purchase Orders (selecting the Cancel by GL option), the option Mass Cancel can be used to cancel (close) the selected purchase orders.

Field	Description
Select Records With	This list allows you to select records based on the open balance or amount. If you select the Open On or Before Noted Year/Per, the program selects records that are currently open on or before the year/period specified in the Through Year/Period field. If you select the Open at End of Year/Period option, the program provides a snapshot of records that were open on the year/period specified in the Through Year/Period field. These records may be closed at the time you run the report.
Year/Period	This list allows you to select for which year and period the report will be generated. You can select the current period, prior period, or within a specific year and period. If you select the Within Year/Period option, the program opens the year and period boxes for entry.
Contracts	This check box indicates that the report will include contracts as part of the output.
Include Allocated but Not Yet Posted	This check box directs the program to include accounts payable invoices that are allocated or released, but not posted.
Include Unposted Liquidations	This check box directs the program to include any liquidation records that exist in the system, but have not yet been posted.
Purchase Orders	This check box indicates that the report will include purchase orders as part of the output.
Include Allocated but Not Yet Posted	This check box directs the program to include purchase orders that are allocated or released, but not posted.
Include Unposted Liquidations	This check box directs the program to include any liquidation records that exist in the system, but have not yet been posted.
Show Total Open Amount with Each Line	This check box directs the program to include the total open purchase order amount after the open line amount.
Employee Expense	This check box indicates that the report will include employee expense records as part of the report. These amounts are always unposted.
Department	This is the department code for the purchase orders to select. The program selects purchase orders by department if a department code was entered during purchase order creation.

General Resources

Using Munis with Dashboard 6.1 (PDF)

Using Munis with Dashboard 5.8 (PDF)

Using Munis MapLink (PDF)

Using Munis Scheduler (PDF)

Using Munis Workflow (PDF)

Online Help Resources

Navigating Online Help

Other Resources

Tyler Community, eLearning, and Munis KnowledgeBase

Tyler Dashboard 6.1 (PDF)

Tyler Dashboard 5.8 (PDF)

YEAR/PERIOD: 2015/13 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
13210800	21-INTRGV-REA-APPRSL&TAX SVCS					
2013-21-A2-08-00-00-0000-01-520105- 127991 INTELLINETICS INC	DATA PROCESSING CONSULTANTS 22114015	2012/01	.00	.00	REA-DATA BOARD RESOLUTIC	Closed
801317 METAMAP INC	32114166	2013/10	.00	.00	REA-SOLE SOURCE VENDOR	Closed
153167 NETWAVE CORPORATION	13211540	2011/08	.00	.00	REA-STATE TERM AND OTHE	Closed
801317 METAMAP INC	22114002	2012/01	.00	.00	REA-SOLE SOURCE VENDOR	Closed
801317 METAMAP INC	42114005	2014/02	.00	.00	SOLE SOURCE-CONSULTING	Closed
			.00			
34209 TREASURER MAPSYS REIMBURSEME	52114068	2015/05	.00	.00	INTER-COUNTY-FRANKLIN C	Printed
801317 METAMAP INC	32114007	2013/01	.00	.00	REA-SOLE SOURCE VENDOR	Closed
153167 NETWAVE CORPORATION	13211457	2011/04	.00	.00	REA-DATA CENTER RESOLUT	Closed
801492 MANATRON INC	13211525	2011/08	.00	.00	REA-SOLE SOURCE VENDOR	Closed
801317 METAMAP INC	13211428	2011/03	.00	.00	REA-SOLE SOURCE PURCHAS	Closed
153167 NETWAVE CORPORATION	22114044	2012/02	.00	.00	REA<\$1,000-NETWAVE SER	Closed
155023 SIDWELL COMPANY	32114110	2013/06	.00	.00	DATA BOARD RESOLUTION	Closed
	ACCOUNT TOTAL		.00			
2013-21-A2-08-00-00-0000-01-520108- 801314 LEXUR ENTERPRISES INC	APPRAISERS 42114000	2014/02	.00	.00	COUNTY CONTRACT-2014 TR	Closed
801584 TYLER TECHNOLOGIES INC	52114061	2015/04	291,010.08	291,010.08	2017 REVALUATION AND NE	Printed
801314 LEXUR ENTERPRISES INC	12111578	2011/12	.00	.00	REA-COUNTY CONTRACT	Closed
199582 PICTOMETRY INTERNATIONAL COR	42114095	2014/07	.00	.00	GSA-AERIAL PHOTOGRAPHY	Closed
199582 PICTOMETRY INTERNATIONAL COR	52114015	2015/01	.00	14,250.00	COUNTY CONTRACT-PICTOME	Printed
			.00			
202370 FACET TECHNOLOGY CORP	13211435	2011/03	.00	.00	REA-COUNTY CONTRACT PUR	Closed
801584 TYLER TECHNOLOGIES INC	42114020	2014/02	.00	.00	COUNTY CONTRACT-STREET	Closed
801314 LEXUR ENTERPRISES INC	52114054	2015/04	.00	.00	2015 NEW CONSTRUCTION E	Closed
801314 LEXUR ENTERPRISES INC	13211426	2011/03	.00	.00	REA-COUNTY CONTRACT PUR	Closed
			.00			

YEAR/PERIOD: 2015/13 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
265361 WOOLPERT INC	22114061	2012/03	.00	.00	REA-OTHER COOPERATIVE	Closed
199582 PICTOMETRY INTERNATIONAL COR	32114087	2013/05	.00	.00	CONTRACT RESOLUTION PO	Closed
801314 LEXUR ENTERPRISES INC	52114000	2015/01	.00	.00	COUNTY CONTRACT-2015 NE	Closed
801314 LEXUR ENTERPRISES INC	22114000	2012/01	.00	.00	REA-COUNTY CONTRACT	Closed
			.00			
801584 TYLER TECHNOLOGIES INC	32114156	2013/10	.00	.00	CONTRACT RESOLUTION PO	Closed
801584 TYLER TECHNOLOGIES INC	52114060	2015/04	495,714.28	495,714.28	2016 NEW CONSTRUCTION AP	Printed
801584 TYLER TECHNOLOGIES INC	13211427	2011/03	.00	.00	REA-COUNTY CONTRACT PURC	Closed
801584 TYLER TECHNOLOGIES INC	22114047	2012/02	.00	.00	REA-COUNTY CONTRACT PURC	Closed
			495,714.28			
801314 LEXUR ENTERPRISES INC	32114047	2013/02	.00	.00	COUNTY CONTRACT-CHANGEFC	Closed
124389 JERZELL L PIERRE LOUIS	32114129	2013/07	.00	.00	MANAGEMENT SERVICES	Closed
120683 PKF CONSULTING USA LLC	32114133	2013/08	.00	.00	APPRAISAL SERVICES	Closed
801584 TYLER TECHNOLOGIES INC	52114003	2015/01	14,000.00	14,000.00	COUNTY CONTRACT-STREET	Printed
	ACCOUNT TOTAL		800,724.36			
2013-21-A2-08-00-00-0000-01-520108-AUD12	APPRAISERS					
801314 LEXUR ENTERPRISES INC	22114113	2012/07	.00	.00	REA-COUNTY CONTRACT	Closed
	ACCOUNT TOTAL		.00			
2013-21-A2-08-00-00-0000-01-520108-AUD13	APPRAISERS					
801314 LEXUR ENTERPRISES INC	32114000	2013/01	.00	.00	COUNTY CONTRACT-2013 NE	Closed
801314 LEXUR ENTERPRISES INC	32114167	2013/11	.00	.00	COUNTY CONTRACT-2013 NE	Closed
801314 LEXUR ENTERPRISES INC	22114185	2012/12	.00	.00	COUNTY CONTRACT PURCHAS	Closed
			.00			
	ACCOUNT TOTAL		.00			
2013-21-A2-08-00-00-0000-01-520108-AUZ18	APPRAISERS					
801314 LEXUR ENTERPRISES INC	32114115	2013/06	.00	.00	COUNTY CONTRACT-2014 TR	Closed
	ACCOUNT TOTAL		.00			
2013-21-A2-08-00-00-0000-01-520199-	PROFESSIONAL SERVICES-OTHER					
801492 MANATRON INC	22114001	2012/01	.00	.00	REA-SOLE SOURCE VENDOR	Closed
801492 MANATRON INC	22114104	2012/06	.00	.00	REA-SOLE SOURCE VENDOR	Closed
			.00			

YEAR/PERIOD: 2015/13 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
327178 3SG CORPORATION	22114175	2012/11	.00	.00	REA-DATA BOARD RESOLUTIC	closed
801492 MANATRON INC	32114001	2013/01	.00	.00	SOLE SOURCE-REALM & SMD	closed
327178 3SG CORPORATION	32114020	2013/01	.00	.00	REA-DATA BOARD RESOLUTIC	closed
327178 3SG CORPORATION	32114162	2013/10	.00	.00	SCAN PROPERTY RECORD CAC	closed
			.00			
801492 MANATRON INC	42114001	2014/02	.00	.00	SOLE SOURCE-REALM & SMD	closed
999999 MULTIPLE VENDOR - VENDOR TO	42114017	2014/02	.00	.00	COUNTY CONTRACTS-MEDIATC	closed
801896 PROTEAM SOLUTIONS INC	42114019	2014/02	.00	.00	COUNTY CONTRACT-PROJECTC	closed
801333 NIKISH SOFTWARE CORPORATION	42114054	2014/03	.00	.00	COUNTY CONTRACT-SOFTWARC	closed
801900 PRIME AE GROUP INC	52114063	2015/04	26,622.27	26,622.27	STS-CONV, INDEXING, MIG	Printed
327155 GBQ CONSULTING LLC	52113032	2015/10	3,000.00	46,000.00	3 QUOTES-PROCESS & INTE	Printed
801896 PROTEAM SOLUTIONS INC	52114089	2015/09	174,100.85	174,100.85	CONTRACT RESOLUTION PO	Printed
801492 MANATRON INC	12111569	2011/11	.00	.00	REA-SOLE SOURCE VENDOR	Closed
801492 MANATRON INC	13211452	2011/04	.00	.00	REA-SOLE SOURCE PURCHASC	closed
801492 MANATRON INC	13211484	2011/05	.00	.00	REA-SOLE SOURCE VENDOR	Closed
801492 MANATRON INC	13211494	2011/06	.00	.00	REA-SOLE SOURCE PURCHASC	closed
			.00			
327178 3SG CORPORATION	22114050	2012/02	.00	.00	REA-DATA BOARD RESOLUTIC	closed
239637 QUICK SOLUTIONS INC	22114096	2012/05	.00	.00	REA-DATA BOARD RESOLUTIC	closed
239637 QUICK SOLUTIONS INC	22114133	2012/08	.00	.00	REA-DATA BOARD RESOLUTIC	closed
			.00			
153167 NETWAVE CORPORATION	22114189	2012/12	.00	.00	DATA BOARD RESOLUTION	Closed
327178 3SG CORPORATION	32114050	2013/02	.00	.00	REA-DATA BOARD RESOLUTIC	closed
170493 SIGN PROFESSOR LLC	32114057	2013/02	.00	.00	<\$1,000- INSTALL SIGNS	Closed
999999 MULTIPLE VENDOR - VENDOR TO	32114099	2013/05	.00	.00	CONTRACT RESOLUTION PO	Closed
155023 SIDWELL COMPANY	42114018	2014/02	.00	.00	DATA BOARD RESOLUTION-C	closed
801492 MANATRON INC	42114088	2014/07	.00	.00	SOLE SOURCE-2014 CONDENC	closed
35218 FCSO COUNTY SPECIAL DUTY INV	42114102	2014/08	.00	.00	INTER-COUNTY-SHERIFF-SFC	closed

YEAR/PERIOD: 2015/13 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
801896 PROTEAM SOLUTIONS INC	42114110	2014/09	.00	.00	CONTRACT RESOLUTION PO	Closed
801900 PRIME AE GROUP INC	42114127	2014/12	.00	.00	STS-PREP, INDEX AND SC	Closed
35218 FCSO COUNTY SPECIAL DUTY INV	52114066	2015/05	1,106.99	1,106.99	INTER COUNTY-SECURITY	Printed
801900 PRIME AE GROUP INC	52114010	2015/01	31,807.80	31,807.80	STS-SCAN DOCUMENTS	Printed
999999 MULTIPLE VENDOR - VENDOR TO	12111565	2011/10	.00	.00		Closed
35701 MORPC FRCO URGENT HOME REPAI	13211496	2011/06	.00	.00	REA-INTERGOVERNMENTAL	Closed
239637 QUICK SOLUTIONS INC	22114070	2012/03	.00	.00	REA-DATA BOARD RESOLUT	Closed
801492 MANATRON INC	32114046	2013/02	.00	.00	REA-SOLE SOURCE-SMDA	Closed
266180 MCPC INC	32114168	2013/11	.00	.00	STS-PROFESSIONAL SERVIC	Closed
178572 GOVDELIVERY INC	42114022	2014/02	.00	.00	DATA BOARD RESOLUTION-D	Closed
178572 GOVDELIVERY INC	42114134	2014/12	.00	.00	DATA BOARD RESOLUTION-D	Closed
			.00			
102334 ASIST TRANSLATION SERVICES I	52114041	2015/02	.00	.00	RE<\$1,000.00-TRANSLATI	Printed
801896 PROTEAM SOLUTIONS INC	52114087	2015/08	174,469.25	174,469.25	PROJECT MANAGEMENT, BUS	Printed
327178 3SG CORPORATION	13211464	2011/04	.00	.00	STATE TERM/OTHER COOPER	Closed
801896 PROTEAM SOLUTIONS INC	22114165	2012/11	.00	.00	STS-INFRASTRUCTURE ASSE	Closed
327178 3SG CORPORATION	32114021	2013/01	.00	.00	REA-DATA BOARD RESOLUT	Closed
801492 MANATRON INC	32114157	2013/10	.00	.00	REA-SOLE SOURCE VENDOR	Closed
118579 ROYAL DOCUMENT DESTRUCTION	42114027	2014/02	.00	.00	REA<\$1,000.00-DOCUMENT	Closed
801584 TYLER TECHNOLOGIES INC	42114032	2014/02	.00	.00	COUNTY CONTRACT-CAMA S	Closed
801896 PROTEAM SOLUTIONS INC	52114049	2015/03	.00	.00	CONTRACT RESOLUTION PO	Printed
145590 NOVACARE REHABILITATION OF O	52114067	2015/05	.00	.00	RE<\$1,000.00-ERGONOMIC	Printed
801919 CREATE PRODUCE MEDIA LLC	52114048	2015/02	3,730.00	3,730.00	THREE QUOTES-ASSISTANCE	Printed
104153 BINDERY & SPECIALTIES INC	13211503	2011/06	.00	.00	REA-DATA BOARD RESOLUT	Closed
999999 MULTIPLE VENDOR - VENDOR TO	13211544	2011/09	.00	.00	REA-SECURITY-INFORMAL	Closed
801492 MANATRON INC	22114139	2012/09	.00	.00	REA-SOLE SOURCE VENDOR	Closed

YEAR/PERIOD: 2015/13 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
266180 MCPC INC	32114108	2013/06	.00	.00	DATA BOARD RESOLUTION	Closed
266180 MCPC INC	42114021	2014/02	.00	.00	STS-PROFESSIONAL SERVICE	Closed
			.00			
104153 BINDERY & SPECIALTIES INC	42114069	2014/04	.00	.00	THREE QUOTES-TRIENNIAL	Closed
283519 ARCHER COMPANY LLC	42114079	2014/06	.00	.00	THREE QUOTES-CLASSIFICAC	Closed
801673 ENVIRONMENTAL SYSTEM RESEARC	42114083	2014/06	.00	.00	DATA BOARD RESOLUTION-E	Closed
102334 ASIST TRANSLATION SERVICES I	42114111	2014/09	.00	.00	RE<\$1,000.00-INTERPRETIC	Closed
801896 PROTEAM SOLUTIONS INC	52114045	2015/02	.00	.00	CONTRACT RESOLUTION PO	Printed
178572 GOVDELIVERY INC	52114039	2015/01	1,150.00	1,150.00	DATA BOARD RESOLUTION-D	Printed
999999 MULTIPLE VENDOR - VENDOR TO	52114004	2015/01	138,340.00	138,340.00	COUNTY CONTRACTS-MEDIAI	Printed
327178 3SG CORPORATION	12111581	2011/12	.00	.00	STATE TERM PURCHASE-SCA	Closed
327178 3SG CORPORATION	12111587	2011/12	.00	.00	STATE TERM PURCHASE-SCA	Closed
			.00			
239637 QUICK SOLUTIONS INC	22114051	2012/02	.00	.00	REA-DATA BOARD RESOLUTIC	Closed
327178 3SG CORPORATION	22114119	2012/07	.00	.00	REA-DATA BOARD RESOLUTIC	Closed
327178 3SG CORPORATION	32114031	2013/01	.00	.00	DATA BOARD RESOLUTION-E	Closed
			.00			
801896 PROTEAM SOLUTIONS INC	32114155	2013/10	.00	.00	CONTRACT RESOLUTION PO	Closed
178572 GOVDELIVERY INC	32114170	2013/11	.00	.00	DATA BOARD RESOLUTION	Closed
327178 3SG CORPORATION	42114034	2014/02	.00	.00	DATA BOARD RESOLUTION-E	Closed
266180 MCPC INC	42114047	2014/03	.00	.00	STS-VMWARE AND DELL ENG	Closed
801896 PROTEAM SOLUTIONS INC	52114009	2015/01	.00	.00	COUNTY CONTRACT-PROJ M	Printed
102334 ASIST TRANSLATION SERVICES I	52114088	2015/09	357.38	357.38	TRANSLATION SERVICES-ME	Printed
283519 ARCHER COMPANY LLC	52114016	2015/01	11,000.00	13,750.00	THREE QUOTES-CLASSICATI	Printed
104708 HEFFNER PERFORMANCE GROUP IN	52114073	2015/05	23,600.00	29,500.00	THREE QUOTES-STRATEGIC	Printed
	ACCOUNT TOTAL		589,284.54			

10/30/2015 08:35
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FRANKLIN COUNTY
PURCHASE ORDERS BY GL ACCOUNT

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YEAR/PERIOD: 2015/13 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
106459 JOHN A BECKER COMPANY	32114062	2013/03	.00	.00	REA<\$1,000.00-NEW OUTLE	Closed
101332 GD SUPPLY INC	22114163	2012/11	.00	.00	REA<\$1,000.00-HVAC MATE	Closed
116876 SHERWIN WILLIAMS CO	22114164	2012/11	.00	.00	STS PURCHASE-PAINT/SUPP	Closed
101541 GRAYBAR ELECTRIC CO INC	32114039	2013/02	.00	.00	CABLES & SUPPLIES	Closed
169722 CONCORD ELECTRIC SUPPLY	22114162	2012/11	.00	.00	THREE QUOTES-ELECTRICAL	Closed
100120 SMITH DODSON CO INC	32114036	2013/02	.00	.00	REA<\$1,000.00-TRIM	Closed
	ACCOUNT TOTAL		.00			
	ORG 13210800	TOTAL		1,817,918.23		

10/30/2015 08:35
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FRANKLIN COUNTY
PURCHASE ORDERS BY GL ACCOUNT

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YEAR/PERIOD: 2015/13 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
=====						
FUND 2013 REAL ESTATE ASSESSMENT (21-RE) TOTAL:			1,817,918.23			
=====						

JOURNAL INQUIRY / PRINT

“FINANCIALS” DROP DOWN MENU

A GENERAL LEDGER MENU

C JOURNAL ENTRY / HISTORY MENU

C JOURNAL INQUIRY / PRINT

Munis Main Menu - FRANKLIN COUNTY - krchesse - 10/07/2015

System Favorites Financials Human Resources/Payroll General Revenues Property Revenues Departmental Functions

Journal Inquiry/Print - Munis [FRANKLIN COUNTY]

My File Edit Tools Help

Unposted Find
Line Detail
Account Inquiry
Advanced Find

Journal Header

Year [] Source [] Reference1 [] Journal type [] Created by []
Period [] Entry date [] Reference2 [] Auto reverse [] Posted by []
Journal [] GL effective date [] Reference3 [] Over budget []
Status [] Reference4 [] Entity []

Line	Org	Obj	Project	T	Ref1	Debit	Credit	OB

Control Accounts

Line	Org	Obj	Project	T	Ref1	Debit	Credit	OB

Totals
Debit []
Credit []

0 of 0 Attachments (0)

OVR

Find

Year (ie. 2015)

Per Enter period (ie. 10 for October)

Jnl Enter journal number (ie. 982)

Enter

Journal Inquiry/Print - Munis [FRANKLIN COUNTY]

Journal Header

Year: 2015 Source: GEN Reference1: 982 Journal type: Created by: jxgonzal
Period: 10 Entry date: 10/06/2015 Reference2: 42JXGONZAL Auto reverse: N Posted by: erfranci
Journal: 982 GL effective date: 10/06/2015 Reference3: 21FRANCIS Over budget: N
Status: J/E Reference4: TREAS Entity: 1

Line	Org	Obj	Project	T	Ref 1	Debit	Credit	OB
1	8046	219100			982		10.64	
2	8046	101000			982			10.64
3	8021	101000			982		10.64	
4	8021	219100			982			10.64

Control Accounts

Line	Org	Obj	Project	T	Ref1	Debit	Credit	OB

Totals

Debit: 21.28
Credit: 21.28

1 of 1 Attachments (0)

Output

Print

Select Printer

Click OK and follow the prompts

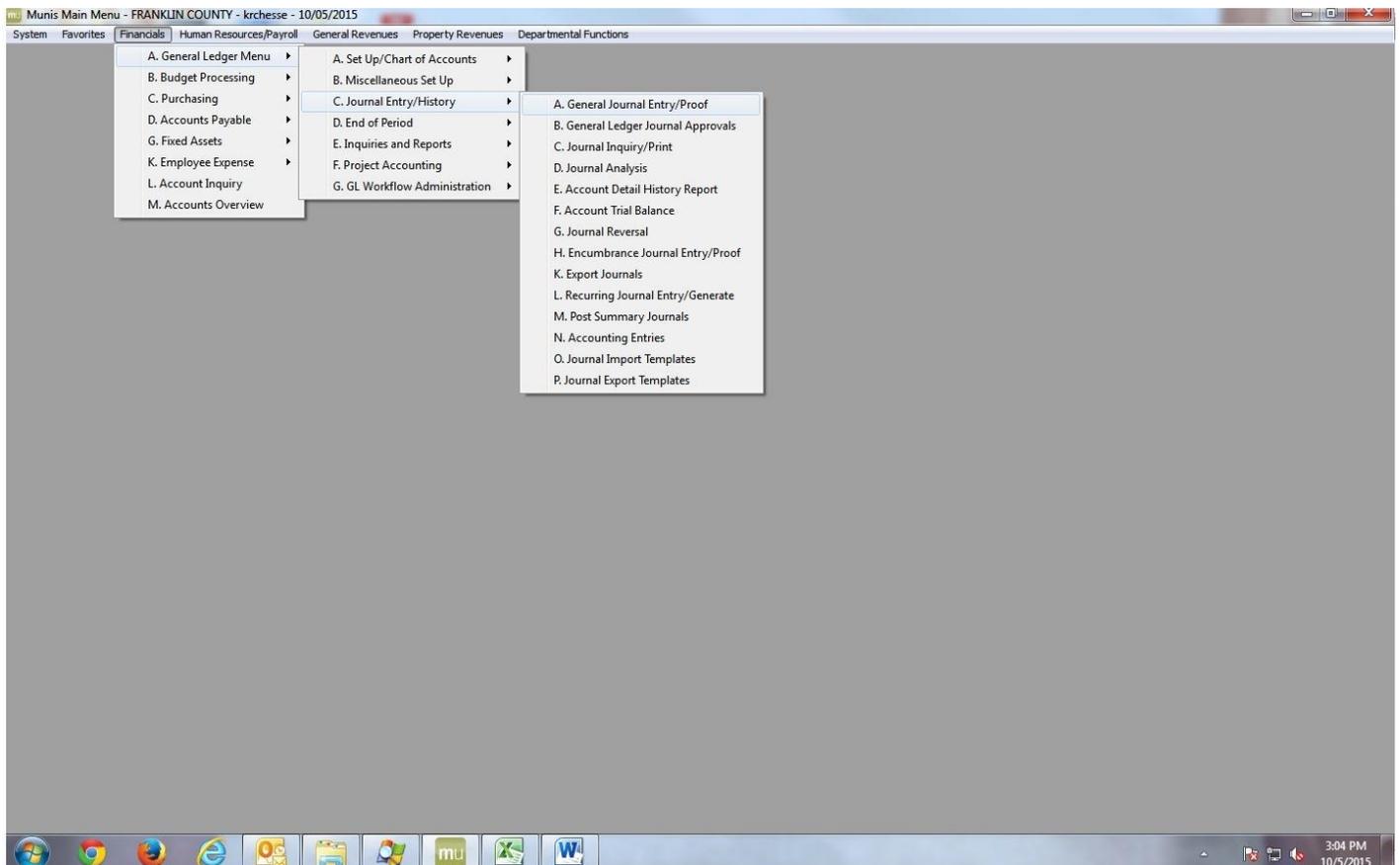
JOURNAL ENTRIES

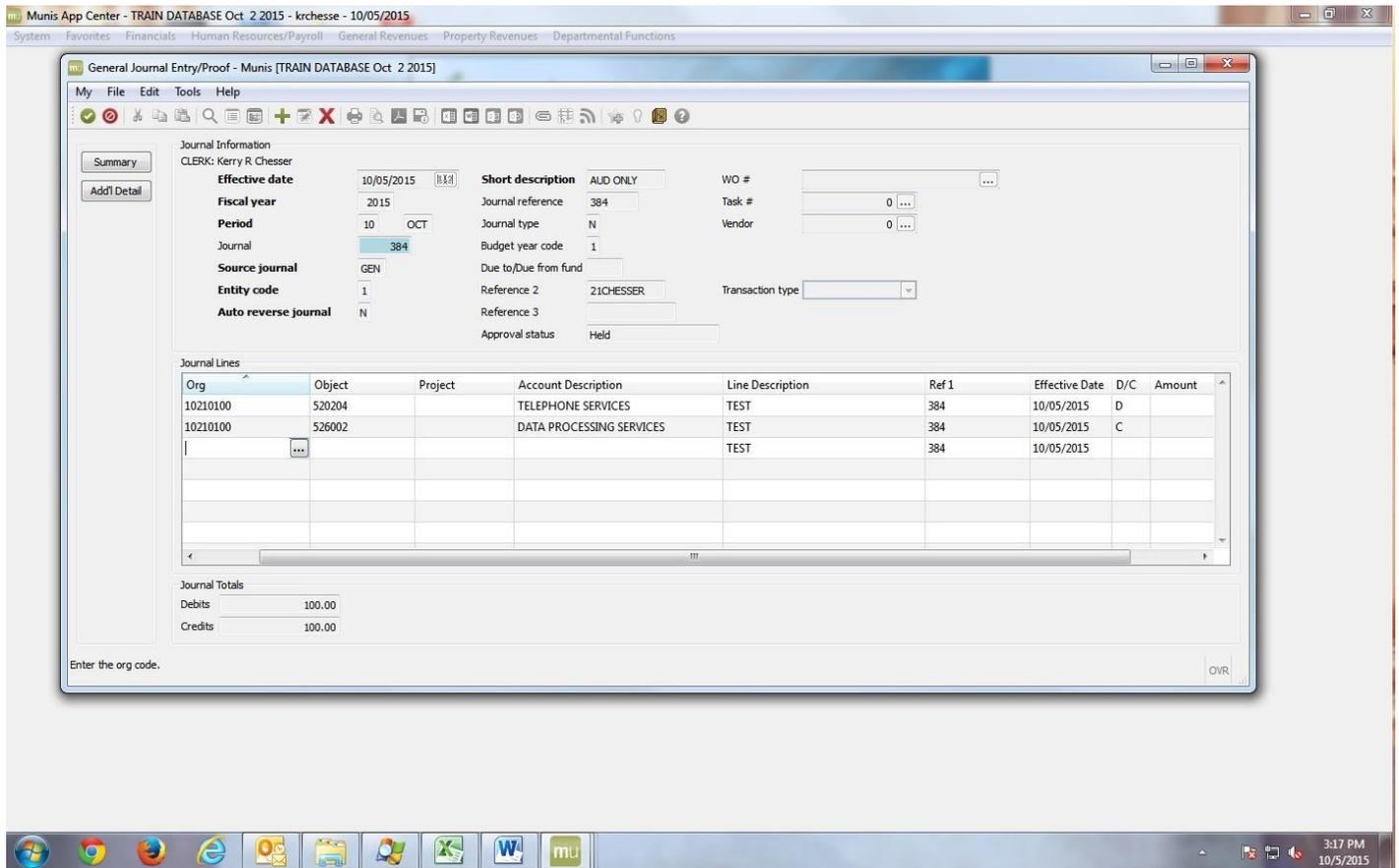
Click on the Financials menu and select:

A GENERAL LEDGER MENU

C JOURNAL ENTRY/HISTORY MENU

A GENERAL JOURNAL ENTRY/PROOF





A journal number will be automatically generated. Enter this number as the **Journal reference**.

Short description Enter a short description of the journal content.

Journal type normal

Budget year code current year
carry-forward

Auto reverse journal No

Reference 2 should indicate the agency number and MUNIS ID of the person entering the Journal entry (i.e. 21CHESSER).

Enter the org, object, and project if applicable. Then enter a brief line description. Next chose if the line is a debit or a credit then enter the amount.

Make certain the debits and credits equal out.

Follow the on-screen prompts. If additional lines are needed for the journal entry description click on the Add'l Description button and follow the prompts. After filling in the complete description click on File and choose Save. Then close the windows to get back to the journal entry screen. Note: the

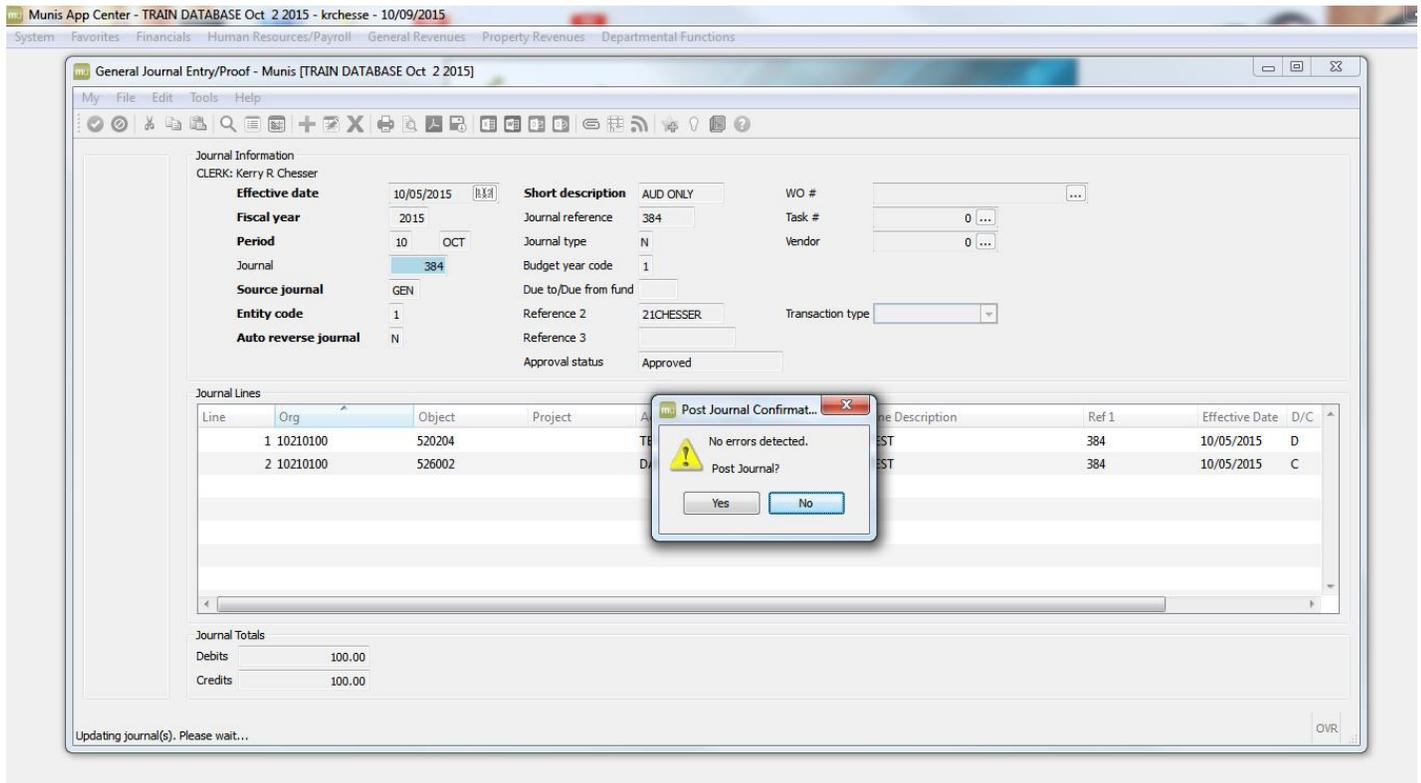
additional description will only show up for un-posted journal entries. Once the journal entry is posted the additional description is no longer available.

When you have completed entering your journal entry click on the green check mark.

Click on the Output-Print button
Choose Current journal only

Print

Select printer and click OK.

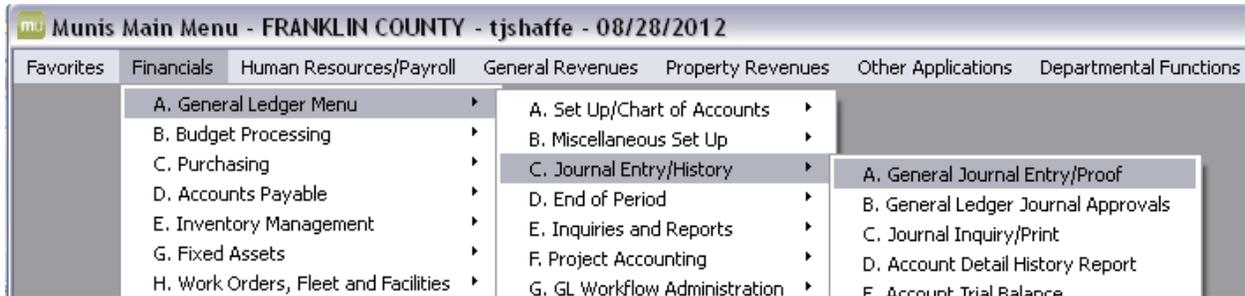


When the Post Journal box appears click on NO. Do not post the journal entry.

Then close the journal entry screen ■

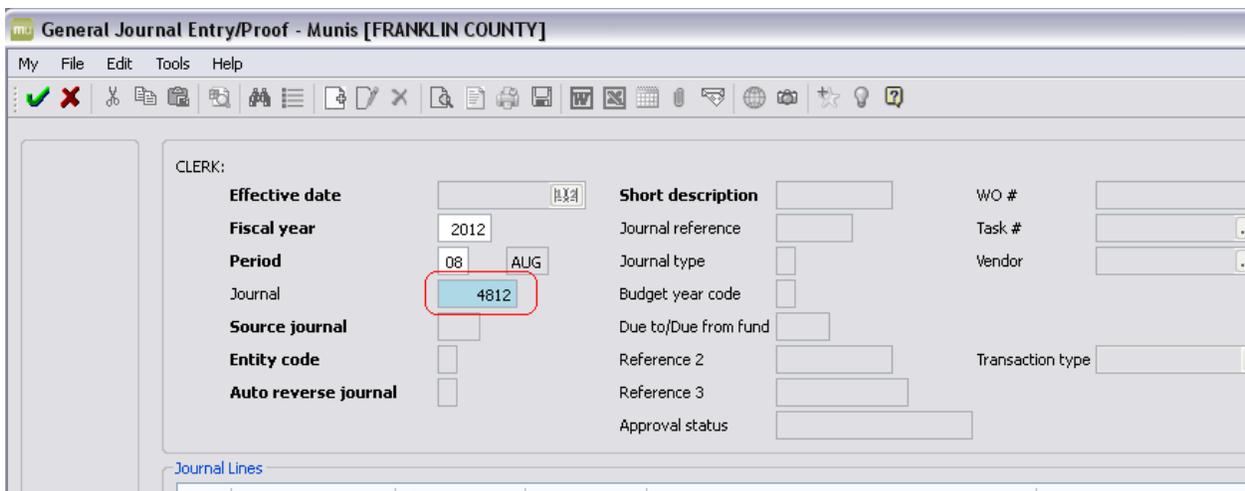
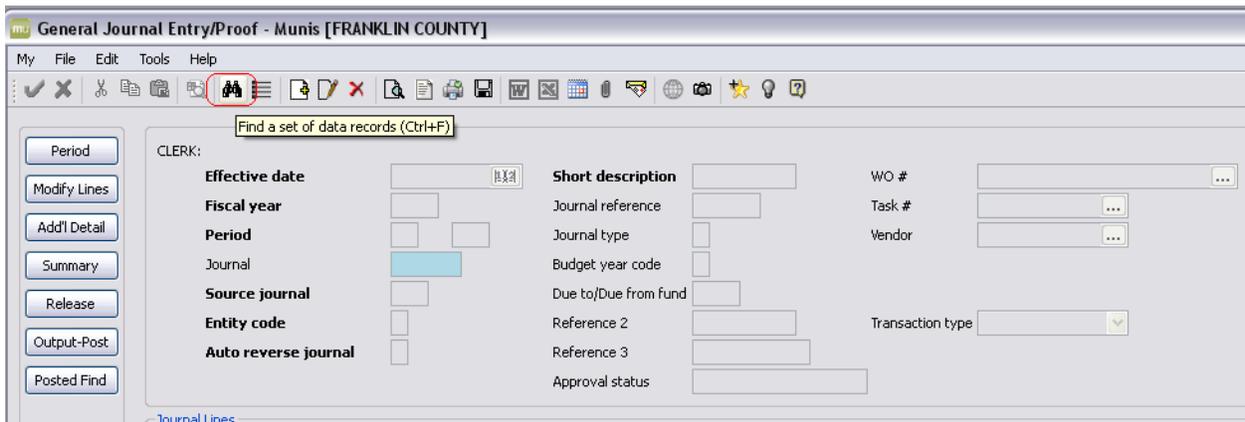
Removing Lines within a Journal Entry

Open the General Journal Entry program



Find the specific journal entry

Click Find and then key in your journal number



Once you find the journal, select modify lines.

General Journal Entry/Proof - Munis [FRANKLIN COUNTY]

My File Edit Tools Help

CLERK: 45CANADA

Effective date 08/28/2012

Fiscal year 2012

08 AUG

Journal 4812

Source journal GEN

Entity code 1

Auto reverse journal N

Short description 45COTA

Journal reference

Journal type N

Budget year code 1

Due to/Due from fund

Reference 2

Reference 3

Approval status Approved

Modify Lines

Add'l Detail Add/update the journal detail records (M)

Summary

Release

Output-Post

Posted Find

Journal Lines

Line	Org	Object	Project	Account Description
1	45CANADA	51100		COTA CONTRIBUTIONS

This will place your cursor within the ORG of the first line of the Journal Entry.

General Journal Entry/Proof - Munis [FRANKLIN COUNTY]

My File Edit Tools Help

Summary
Add'l Detail

CLERK: 45CANADA

Effective date 08/28/2012

Fiscal year 2012

Period 08 AUG

Journal 4812

Source journal GEN

Entity code 1

Auto reverse journal N

Short description 45COT

Journal reference

Journal type N

Budget year code 1

Due to/Due from fund

Reference 2

Reference 3

Approval status Approv

Journal Lines

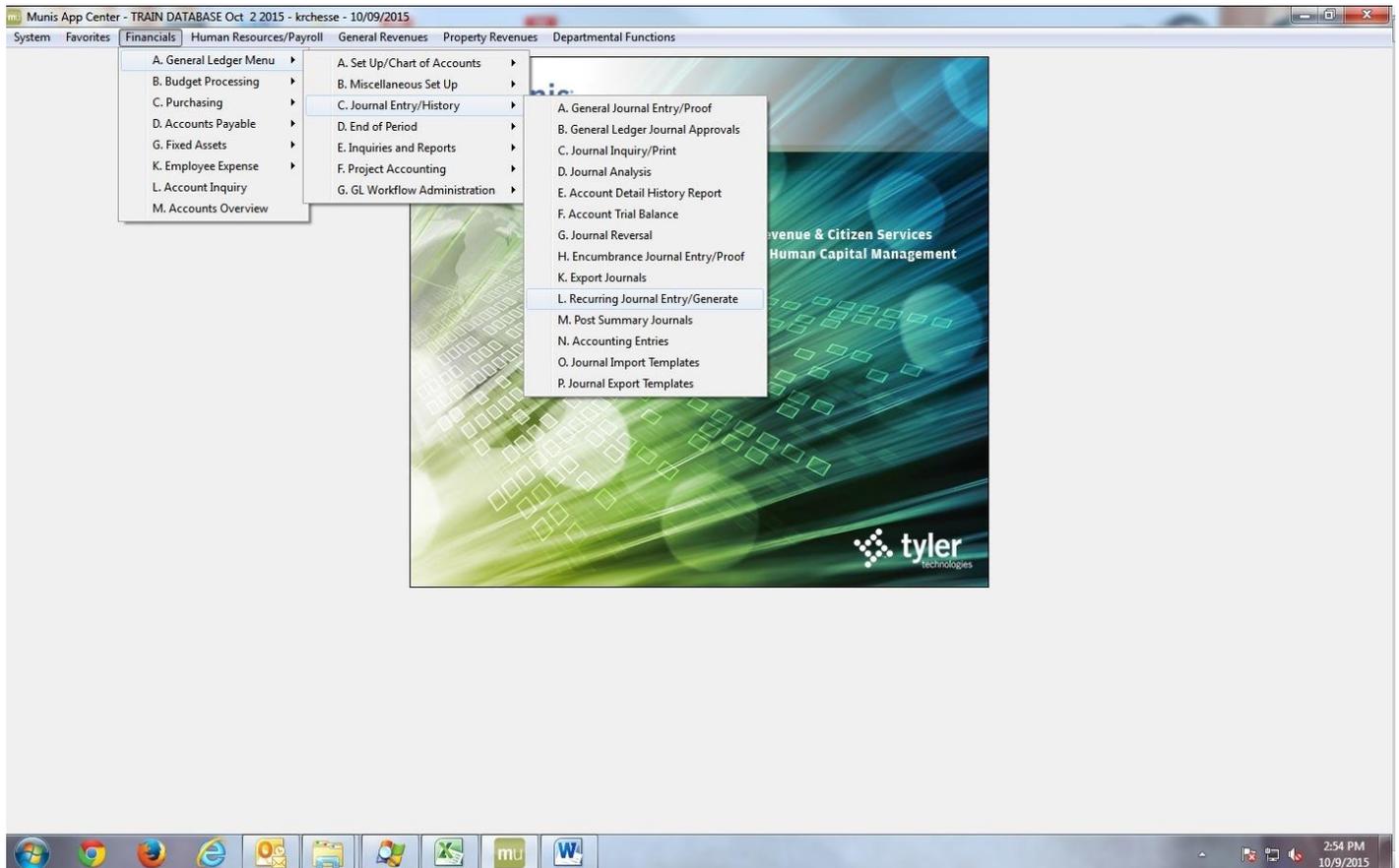
Line	Org	Object	Project	Account Description
1	23450601	514400		COTA CONTRIBUTIONS
2	2023	101000		CASH**
3	10450600	514400		COTA CONTRIBUTIONS
4	1000	101000		CASH**
5	94450605	514400		COTA CONTRIBUTIONS
6	2094	101000		CASH**
7	10450600	514400		COTA CONTRIBUTIONS
8	1000	101000		CASH**
9	10450104	514400		COTA CONTRIBUTIONS
10	1000	101000		CASH**
11	10450100	514400		COTA CONTRIBUTIONS
12	1000	101000		CASH**

If that is the line you would like to delete, hit the red X in the ribbon above the journal's header information. If not, TAB to the line you would like deleted and select the red X.

RECURRING JOURNAL ENTRIES

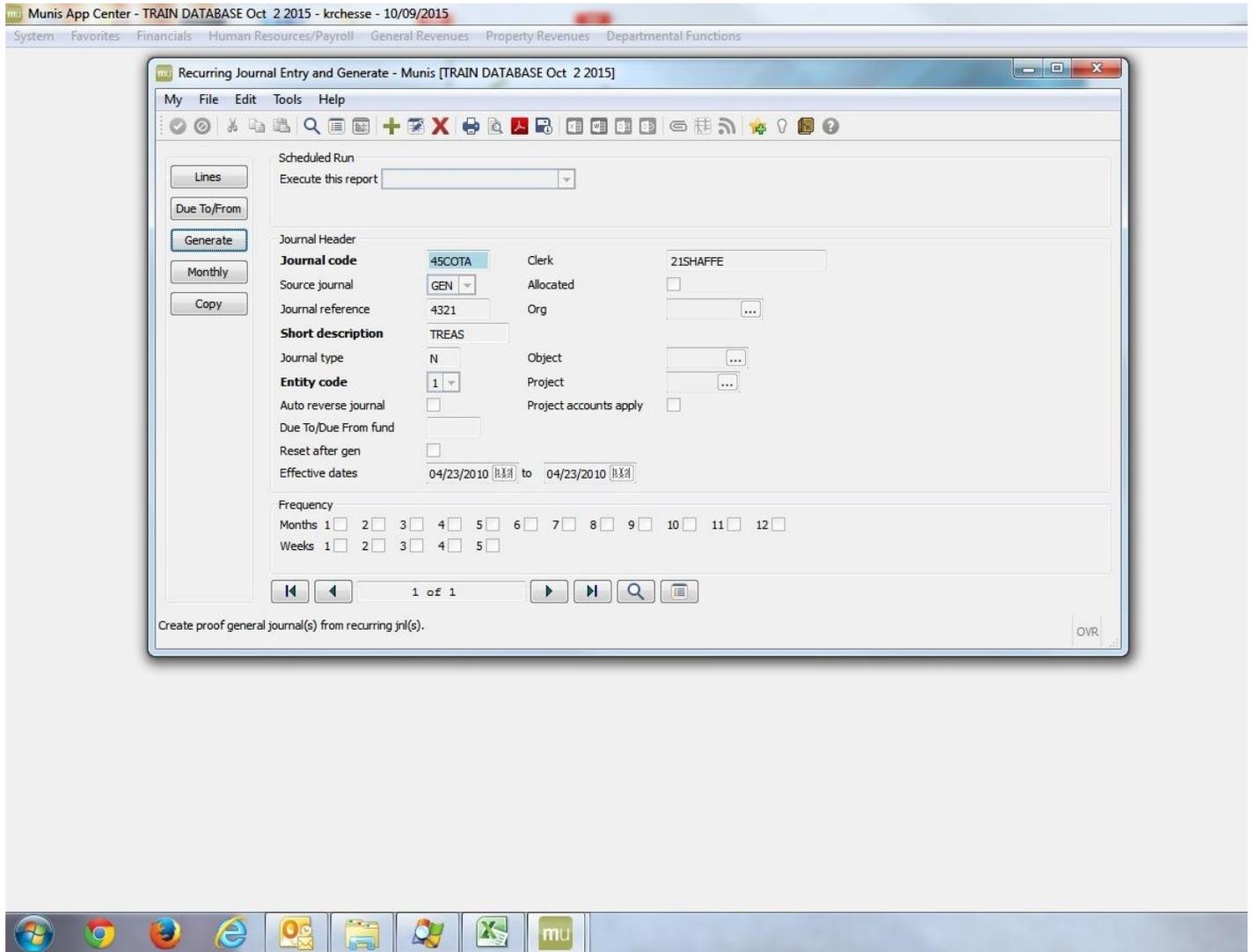
From the Financials drop down menu choose:

- A GENERAL LEDGER MENU
- C JOURNAL ENTRY/HISTORY MENU
- L RECURRING JOURNAL ENTRY/GEN

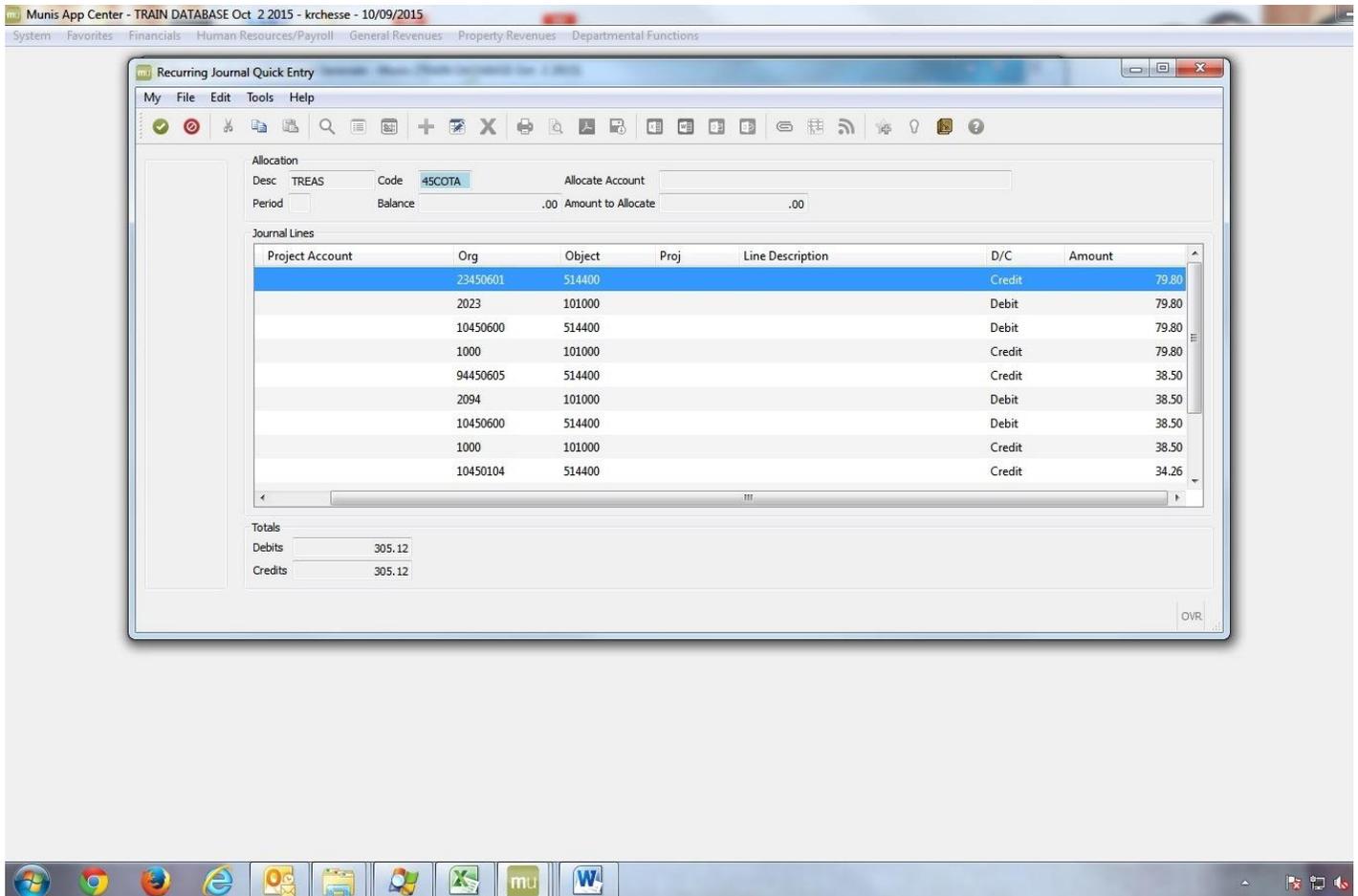


Click on the magnifying glass

In the field labeled Journal code type in a code pre-set by the Auditors office. Then hit the enter key.



Click on Monthly

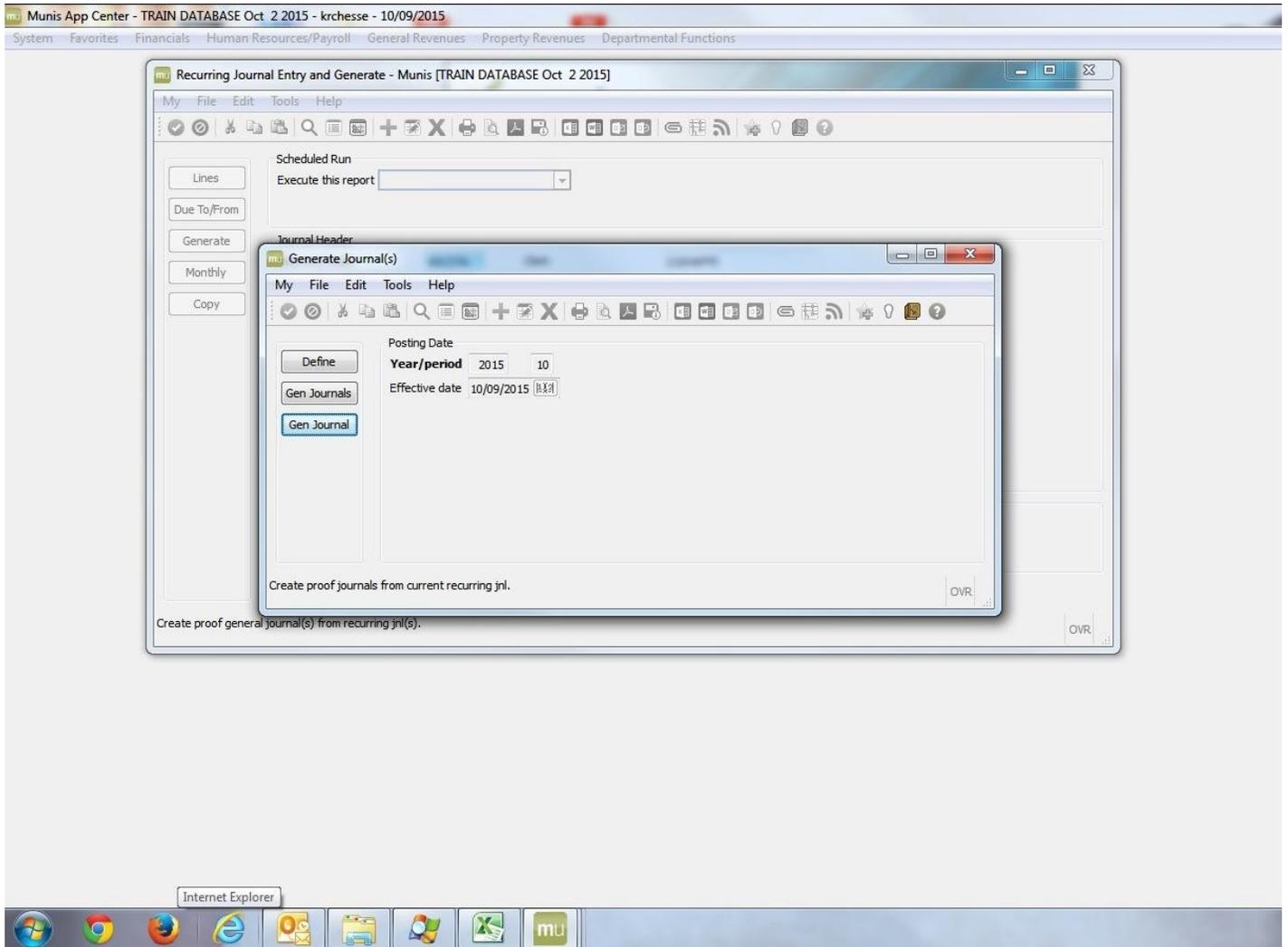


Click on the update button.

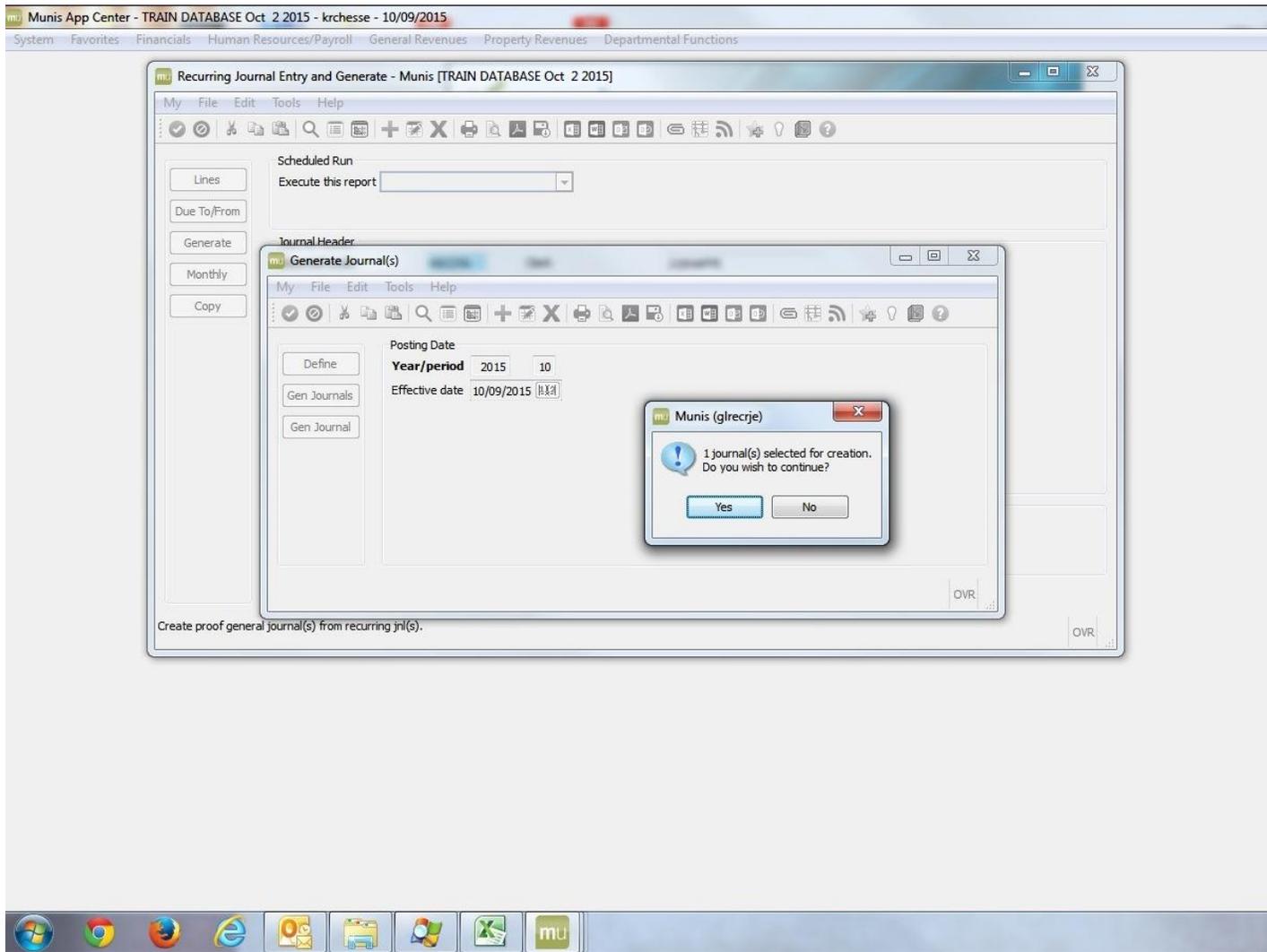
Enter the correct amounts for the journal entry.

Click on the green checkmark button

Click on Generate



Next Click on Gen Journal button



1 -Gen-Jnl

Click on Yes to continue (if not correct, use the steps above to make changes)

Close the screen and exit the program.

The Journal entry has been created and will be reviewed and posted by the Auditor's office.

Close the screens.